



Tender Document  
Fee Rs.590/-

## NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(A Statutory body under the NIFT Act 2006, Ministry of Textiles, Govt. of India)

NIFT CAMPUS, Opp. Hitech City, Madhapur, Cyberabad, Hyderabad - 500 081  
(An ISO 9001:2008 Certified Institute)

Phone: 91-40-23115934 (D), 23110841-42 (Ext: 228)

<https://nifttenders.eproc.in>; Email: [purchase.hyderabad@nift.ac.in](mailto:purchase.hyderabad@nift.ac.in)

E-Tender No.02/2019-20

Date: 28.02.2020

### NOTICE FOR INVITING E-TENDER TOWARDS

#### “Supply & Installation of Sewing Machines”

Date of publication of tender notification on official website / e-procurement portal	:	<b>28.02.2020</b>
Opening date for online submission	:	<b>28.02.2020</b>
Closing date for online submission	:	<b>20.03.2020 12:00 PM</b>
Last date for receipt of hard copy duly filled in tender at NIFT, Hyderabad	:	<b>20.03.2020 12:30 PM</b>
Date and Time of the opening of Technical Bids	:	<b>20.03.2020 02:00 PM</b>
Date and Time of the opening of Financial Bids	:	<b>Will be notified to the technically qualified tenderers.</b>

**Note: 1.** Tender conditions may be read properly & accordingly fill the tender and enclosures may be submitted

**Note: 2.** This tender document contains 15 pages (total no. of pages including Annexure) and bidders are requested to sign on all the pages before uploading. The e-tender should be submitted in two separate sealed envelopes superscripted with (i) “E-Tender for “Supply & Installation of Sewing Machines”- Technical Bid” and (ii) “E-Tender for “Supply & Installation of Sewing Machines” - Financial Bid”. The 2 covers duly sealed (i.e. Technical Bid & Financial Bid) should thereafter be kept in third cover & sealed. This cover should also be super scribed with “E-Tender for “Supply & Installation of Sewing Machines” and addressed to:

**The Purchase Officer,  
NIFT Campus, Opp Hitech City,  
Madhapur, Cyberabad,  
Hyderabad-500081.**

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## **1. INTRODUCTION:**

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 Centres. It provides four year undergraduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short term duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.

NIFT, Hyderabad has started its operations in the year 1995. Initially NIFT Hyderabad has started its maiden innings at temporary centre in Chenatha Bhavan, Nampally at Hyderabad and later on shifted to its permanent centre in 1998 at Hitech City, Madhapur, Hyderabad.

## **2. PROCESS OF ONLINE SUBMISSION OF BIDS:**

- (a) The interested agencies / firms should apply through online bidding process and submit their e-tender along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in> from 28.02.2020 to 20.03.2020 up to 12.00 PM. E-Tender document is also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in> / <http://www.nift.ac.in>.
- (b) Applications for the e-tender of the procurement will be accepted only through online mode, website <https://nifttenders.eproc.in>. No other mode of submission of application will be considered.
- (c) For applying online, the Agencies / Firms should get itself registered at <https://nifttenders.eproc.in> by paying:
  - Annual registration charges (approx) of Rs. 2000/-+360/-(GST @ 18%) = Rs.2360/- (Two Thousand Three hundred and Sixty only – non-refundable).
  - Bid Processing Fee Rs.1340/- Non-refundable including GST.
  - For online enquires regarding registration, may contact Mr. Sandeep Bhandari, Email: [sandeep.bhandari@c1india.com](mailto:sandeep.bhandari@c1india.com), Ph: 0124-4302033 & 36. (8826814007).

- (d) The Agency / Firm should ensure that, they comply with the requirements as per supply before applying for e-tender. Also, the interested agency / firms should submit a hard copy of the application submitted online with EMD drawn in favour of “NIFT, Hyderabad” payable at “Hyderabad” in the form of Demand Draft and all relevant supporting documents by 20.03.2020 upto 12.00 PM. Non-submission of hardcopy along with EMD will lead to rejection of the tender application.
- (e) The technical bid envelope must be accompanied with demand draft for Rs.590/- (Rupees Five hundred and ninety only) towards Tender Document fee (non-refundable) and Rs.28,400/- (Rupees Twenty Eight Thousand Four Hundred Only) towards Earnest Money Deposit (refundable but non-interest bearing) favouring “NIFT, Hyderabad” and payable at “Hyderabad” with all relevant documents in support of eligibility and experience criteria. **The financial bid envelope must contain only the financial bid.**
- (f) The technical bid will be opened at NIFT, Hyderabad on 20.03.2020 at 2.00 PM in the presence of the bidders/ their authorized representatives who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.
- (g) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.

### **3. NOTICE INVITING TENDER (NIT):**

NIFT, Hyderabad invites sealed e-tenders under two bid system for “**Supply & Installation of Sewing Machines**” as per the quantity and specification mentioned in schedule of requirement and in price bid. The bidder shall quote for the item mentioned. A copy of the tender bids duly-filled in all respects enclosing necessary documents may either be sent to The Purchase Officer, National Institute of Fashion Technology, Opp Hitech City, Madhapur, Cyberabad, Hyderabad-500081, or be dropped in the tender box placed at Purchase Department of NIFT Hyderabad so as to reach on or before 12.00 PM on 20.03.2020.

#### **A. SCHEDULE OF REQUIREMENTS:**

This NIT is for procurement of the following items with the specification and quantities mentioned against each:-

### “Supply & Installation of Sewing Machines”

S. No.	Particular	Specifications	Qty
1	4 Thread Overlock Machine Brands JUKI/BROTHER/PFAFF	Speed: 7000 rpm, 5 mm pressure foot height, Stitch length 6mm or 7 mm stand and table. Preferred Brands : JUKI/BROTHER/PFAFF	10
2	5 Thread Overlock Machine Brands JUKI/BROTHER/PFAFF	Speed: 7000 rpm, 5 mm pressure foot height, Stitch length 6mm or 7 mm stand and table. Preferred Brands : JUKI/BROTHER/PFAFF	04
3	Single Needle Chain Stitch Machine	Chainstitch Industrial sewing machine with reverse stitching. PFAFF 5483 will stitch light to medium weight materials including light leathers. Preferred Brands : JUKI/BROTHER/PFAFF	02
4	Flat Lock Machine	5000 - 6000 rpm. Differential feed system with tape cutter & thread trimmer. Preferred brands : JUKI/BROTHER/PFAFF	03
5	Cup Seamer	(Two needle lock stitch with folder attachment die) Sewing speed Max, 3000 rpm (note that the max, sewing speed varies in accordance with sewing conditions given) Normal feed: 5 mm Reverse feed: 5 Min Needle DPx5 # 14 DPx5#21 Without a thread trimmer DPx5 #9 Without a thread trimmer DPx5#11 Needle gauge 3.2 to 25.4mm(1/8** to 1**) (needle gauge varies by stitch specifications) Presser foot lift By Hand lifter.5.5 mm By Knee lifter : 12mm (9 mm for the machine provided with a wiper) Lubricating oil New Defrix oil No .2	01

#### 4. GENERAL INSTRUCTIONS:

##### A. TECHNICAL QUALIFICATION CRITERIA:

The tenderer must fulfil the following eligibility conditions:

- (i) A separate Demand Draft/ Pay Order of Rs.590/- including GST (Non – Refundable) drawn in favour of “NIFT Hyderabad” payable at “Hyderabad” against Tender document fee shall be attached with technical bid.
- (ii) The technical bid should be accompanied by Rs.39,000/- (Rupees Thirty Nine Thousand only) in the form of a bank demand draft/pay order in favour of “NIFT Hyderabad” payable at “Hyderabad” as earnest money deposit (EMD).
- (iii) Tenderer’s sales turnover should not be less than Rs.10 Lakhs (Ten Lakhs only) per annum for the last two years in the sale of said & related items. (Documentary proof to be attached) (similar items only)

- (iv) The tenderer should submit proof of supply order copies during the last two years.
- (v) The tenderer firm should enclose necessary GST registration certificate.
- (vi) The tenderer should provide warranty/guarantee and free service for a period of minimum one year from the date of Supply & Installation, as prescribed at Annexure-II.
- (vii) The tenderer shall mention the specifications, model no and brand supplying in a separate sheet in the technical bid.
- (viii) All the above mentioned (i) to (vii) shall be uploaded while online submission and the same documents shall be accompanied in the hard copy of the Technical bid document also.

**B. MODE OF SUBMISSION:**

- (i) Applications to this e-tender will be accepted only through the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted. Tender should be addressed to the Purchase Officer NIFT, Hyderabad by designation only.
- (ii) The copy of the online tender should be submitted in the following two separate covers:(i) Technical Bid (II) Price Bid. Tenders received with technical bid and price bid in the same cover will be summarily rejected.
  - a) Copy of e-tenders can be submitted in person on or before the due date and time specified in the e-tender notice. Copy of such e-tenders may be dropped in the TENDER BOX kept at the Purchase Department at NIFT Campus, Hyderabad.
  - b) Alternatively, the tenderer who prefers to submit the copy of e-tender through post can send the same through registered post or courier so as to reach the Purchase Department, NIFT Campus, Opp Hitech city, Madhapur, Cyberabad, Hyderabad-500081, on or before the due date and the time specified in the tender notice. Tenders received after the due date and time for what so ever reasons will not be considered, and the NIFT Hyderabad will not be liable or responsible for the same.

**C. DUE DATE & TIME:**

Last date for submission of online tender and receipt of hard copy duly filled in tender document at NIFT, Hyderabad is 20.03.2020 (12.00 PM). The technical bids of tenders will be opened at 2.00 PM on the same day. If the last day happens to be a holiday, the tender will be opened at the next working day at the same time. The tender received after due date and time or unsealed or incomplete or by electronic mail will be summarily rejected.

#### **D. EARNEST MONEY DEPOSIT:**

- I. Tenderer shall enclose a demand draft/pay order of any scheduled bank for an amount of Rs.28,400/-(Rupees Twenty Eight Thousand Four Hundred Only) in favour of “NIFT, Hyderabad” payable at “Hyderabad” as the non-interest bearing earnest money deposit along with technical bid. The technical bid without EMD shall be rejected.
- II. Cheques and bank guarantees will not be accepted towards EMD. However, a valid exemption certificate issued by the Govt of India will be submitted.
- III. Exemption of EMD shall be considered subject to submission of documentary evidences / copies / other supporting documents viz., registered with department of MSME, NSIC registration etc.
- IV. On opening technical bid, if it is found that EMD is not enclosed, then the tender offer will be summarily rejected.
- V. The EMD will be forfeited:
  - a) To a value of 50% of the EMD cost, if the bidder backs out / withdraws before award of services / supply.
  - b) To a value of 100% of the EMD cost, if the bidder backs out / withdraws after award of services / supply.
  - c) Tenderer fails to remit the security deposit.
  - d) Tenderer violates any of the conditions prescribed in the tendered document.
  - e) Tenderer revises any of the terms quoted, during validity period.

#### **E. REFUND OF EARNEST MONEY DEPOSIT:**

EMD shall be refunded to the unsuccessful tenderer within 10 days from the date of finalisation of the tenderer which is non-interest bearing.

#### **F. FINANCIAL (PRICE) BID:**

Financial Bid (Annexure – III) should be enclosed in a separate cover super scribing as ‘Financial Bid.

- (i) Unit rate along with the split up price of the items quoted for shall be essentially given in the prescribed format as given in Annexure-III. The rates should be indicated clearly both in figures and in words. If there is any variation between the rates in figures and in words, the rates given in words will be considered for

evaluation. The rate quoted shall be inclusive of rate of all accessories specified in Annexure-III and no separate rate should be quoted for such accessories.

- (ii) All rates shall be for destination at NIFT Campus, Hyderabad.
- (iii) The rates should be kept firm and valid for 45 days from the date of opening of e-tender **(Financial Bid)**.
- (iv) The tenderer with full signature should attest any scoring or overwriting.
- (v) The quotes shall be for full quantities of items quoted for.
- (vi) Financial (Price) Bid certificate duly signed by the tenderer (Annexure-III).

## **5. TERMS & CONDITIONS:**

### **A. OPENING OF TENDER AND EVALUATION THEREON :**

- (i) E-tenders received up to 12.00 PM on the day of opening will be only considered.
- (ii) The tenderers are advised to go through all the terms and conditions carefully. Reporting of any corrections or alteration, etc., after submitting the e-tender, will not be entertained.
- (iii) The Director, NIFT Hyderabad reserves the right to accept the whole tender or any part thereof or reject all the tenders, in the interest of the NIFT so required, without assigning any reasons whatsoever and to waive any minor discrepancy in the tenders received.
- (iv) The quantity of machines may be increased /decreased depending upon the quotes provided.
- (v) If the successful tenderer fails to deposit the required security deposit within the time specified or back out from the tender after intimation of the acceptance of the tender or fails to comply with the tender conditions, the earnest money deposit will be forfeited and the agency shall not be permitted to participate in the bidding process of the same procurement. The tenderer shall be liable for all damages sustained by the NIFT by reasons of such breach including the liability to pay any difference between the rates accepted by tenderer and those ultimately paid by the NIFT for the supply and installation of machines i.e. noticed loss suffered by the NIFT. Such damages shall be assessed by the Director, NIFT Hyderabad whose decision is final and the amount assessed will be recovered from the tenderer.



## **B. BID EVALUATION CRITERIA:**

- (i) Tenderers who satisfy the conditions/ technical/quality parameters stipulated in the tender document and who have supplied all the documents/sample/materials required will alone be considered as qualified tenderers in technical bid. The tenders of such qualified tenderers alone will be considered for opening the financial bid. However NIFT reserves the right to reject any of the tender without mentioning any reason.
- (ii) E-tenders containing any condition leading to unknown/indefinite liabilities are liable to be rejected. If at all any rebate is/are offered, the tenderer shall first quote his rates strictly on the terms and conditions stipulated in the tender documents and then show separately any rebate(s) offered without any conditions for such rebate(s), if any.

## **C. FORFEITURE OF EARNEST MONEY DEPOSIT:**

If the successful tenderer (referred as "Tenderer") fail to act according to the e-tender conditions or backs out after the tender has been accepted, the EMD will be forfeited.

## **D. VARIATION IN QUANTITIES:**

The Director, NIFT Hyderabad reserves the right to accept the tender either in full or in part and either to increase or to decrease the quantities to the extent of twenty five percent (25%) indicated in the tender schedule, unless qualified by the specific limitation of the tender.

## **E. RELEASE OF PURCHASE ORDER:**

- (i) Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The NIFT reserves the right to select any bid under the grounds of specification compliance, usage suitability, design, economic suitability, workmanship, brand value, proven track record and reputation in supplies to Govt. Organizations and after sales service facilities.
- (ii) The Director, NIFT Hyderabad reserves the right to relax or waive any of the tender condition and reject the e-tender if anyone of the conditions enumerated above is violated or any counter condition is put forward by the tenderer.
- (iii) On receipt of the security deposit, the Director NIFT Hyderabad will release the formal purchase order to the tenderer.
- (iv) Additional terms and conditions may be incorporated in purchase order, if needed, to safe guard the interest of NIFT.

## **F. EXECUTION OF PURCHASE ORDER:**

The tenderer should nominate and intimate to NIFT Hyderabad his authorized representative specifically to receive the purchase order from NIFT and to effectively execute the purchase/supply order complying all the terms and conditions.

**G. DELIVERY:**

- (i) Supply and installation of Sewing machines for KD Department, make will have to be completed within 30 days after issue of Purchase Order.
- (ii) The delivery schedule should be strictly adhered to. If the tenderer fails to complete the supply within the time stipulated, penalty clause @0.5% per week on the invoice amount shall be imposed.

**H. GUARANTEE / WARRANTY:**

- (i) Guarantee / Warranty period shall be specified in the tender. If any item covered under warranty fails the same shall be replaced free of cost including all the applicable charges.
- (ii) All the items supplied shall be guaranteed to be free from defective workmanship or materials for a period of 1 year. The supplier at his own cost shall rectify any defect that may appear during this period.

**I. ASSEMBLING AND INSTALLATION:**

The supply & installation should be done within stipulated time from the date of supply order at our site, NIFT Campus Hyderabad.

**J. PAYMENT TERMS:**

The payments shall be made within 15 working days from the date of supply & installation and also on production of proof of satisfactory performance duly certified by the user department of NIFT.

**K. JURISDICTION FOR LEGAL PROCEEDING:**

Legal remedies for any disputes which may arise during the execution of the contract shall be instituted in any court of law in Hyderabad only. The contract shall be governed by the law for the time being in force in the country viz Indian contract Act & Indian Sale of Goods Act.

**L. PENALTY:**

In the event of failure of the successful tenderer to make the supply of the items ordered within the stipulated time, without prejudice to other remedies under the contract a penalty equivalent to 0.5%(Half Percent) of the value of delayed goods will be levied per week with a maximum of 5% of the contract value. If requested by the tenderer on genuine reasons, Director may at his discretion grant extension of time with penalty/without penalty. In the event of failure to supply the items even after granting extension of time Director may purchase the stock from any other source at the prevailing market rate at the risk and responsibility of the successful tenderer and to claim any loss sustained by NIFT Hyderabad in the transaction from the tenderer besides forfeiting EMD and security deposit.

**M. PERFORMANCE GUARANTEE:**

Within two weeks of award of work, the agency shall submit a Performance Bank Guarantee (PBG) @ 5% of the cost/value of the items purchased for proper performance of the Contract. The performance guarantee shall be valid for a period of one year from the actual date of installation. The performance security can be encashed by the NIFT to recover any amount which is payable by the Contractor to NIFT on any account for a cause arising out of the contract.

When the bidder backs out before and after award of services, the tender will be cancelled. Re-tendering with short notice period will be done after approval of the Competent Authority. However, the agency backed out, shall not be allowed for participating in the re-tender process.

**N.** In case of any clarification required relating to this tender, the same can be sought from the following Officer of NIFT:

(i) Purchase Officer [purchase.hyderabad@nift.ac.in](mailto:purchase.hyderabad@nift.ac.in) , 040-23115934 (D),

**O. SIGNATURE AND SEAL:**

The tenderer must sign and affix their seal in every page of the e-tender document and furnish certificate as below. I/We \_\_\_\_\_ have gone through the terms and conditions and will abide by them as laid down above.

**SIGNATURE & SEAL OF THE AGENCY / FIRM**

Date:

Place:

**DECLARATION**

I/We,..... hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed. I further understand that on opening of the technical bid if the EMD furnished by me is found short when calculated at the percentage fixed on quoted rate, my quotes will become invalid.

Signature :

Name :

Designation :

Name and Agency :

Address of the Tenderer :

Seal of the Tenderer :

Date:

Place:

**TECHNICAL BID**

**ANNEXURE-I**

**1) Application Fees and EMD details**

- I. Number of Demand Drafts enclosed :  
II. Demand draft particulars :

S.No	Amount in Rs.	D.D. No.	Date	Name of the bank branch
1	Rs.590/-			
2	Rs.28,400/-			

**2) WARRANTY/Guarantee Certificate**

We hereby undertake to furnish one year warranty / guarantee and free maintenance service from the date of installation.

**3) TURN OVER DETAILS:**

The last two years sales turn-over details are furnished below:

Name of the Agency / Firm:

S. No.	Financial Year	Turnover (Rs. In lakhs) not less than 50.00 lakhs
1.	2017-18	
2.	2018-19	

(If balance sheet not completed / IT returns not filed for 2018-19, then such papers of 2016-17 will be taken into account).

(Proof of the above sales turn-over details should be furnished in the form of audited balance sheet of the tenderer. Complete set of audited balance sheet is required for the above 2 years.

**TECHNICAL BID/ CHECK LIST**

(To be used as E-Tender Document for “Sewing Machines”)

S. No	Particulars	Mention ‘Yes’ or ‘No’
1	Whether Demand Draft of Rs.590/- and <b>Rs.28,400/-</b> (Rupees Twenty Eight Thousand Four Hundred Only) in favour of “NIFT, Hyderabad” payable at “Hyderabad” is enclosed as Tender Document Fee & EMD with the Technical Bid submitted?	
2	Whether capable and agreed to submit <b>5% of the order value</b> as Security Deposit, if purchase order is released?	
3	Whether document in support of having minimum last 2 years’ experience with government supply is enclosed?	
4	Whether copy of GST Certificate enclosed?	
5	Whether copy of PAN Card enclosed?	
6	Whether price quoted as per the required specification mentioned in the Annexure ‘III’ and inclusive of all taxes, & other charges i.e., transport, insurance, etc., with delivery upto our site (NIFT, Hyderabad)?	
7	Whether Copy of Income Tax Return for the last 2 years submitted (FY 2017-18 & 2018-19) not less than 50.00 lakh (Annexure-I)?	
8	Whether warranty / guarantee certificate provided for one year from the date of installation, as at Annexure-I?	
9	Whether Price Bid quoted is as per the specification mentioned therein, as per Annexure-III? (To be placed in Financial Bid only)	
10	Whether submitted the Declaration?	
11	Whether Tender Document Fee, EMD DD, and Annexure-I duly filled, are enclosed with this bidding document?	

**(All above enclosures must be valid)**

Signature :  
 Name :  
 Designation :  
 Name and Agency :  
 Address of the Tenderer :  
 Seal of the Tenderer :  
 Date:  
 Place:

**ANNEXURE-III**

**FINANCIAL (PRICE) BID**

**(This should be submitted in a separate envelope in Financial Bid)**

**“Supply & Installation of Sewing Machines”**

S. No.	Name of the item	Qty	Rate per unit (in Rs)	GST if any	Rate per unit including of GST (4+5)	Total in Rs (3x6)
1	2	3	4	5	6	7
1	4 Thread Overlock Machine with Brand	10				
2	5 Thread Overlock Machine with Brand	04				
3	Single Needle Chain Stitch Machine with Brand	02				
4	Flat Lock Machine with Brand	03				
5	Cup Seamer	01				

Signature :  
Name :  
Designation :  
Name and Agency :  
Address of the Tenderer :  
Seal of the Tenderer :

Date:  
Place: