

# राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, जोधपुर

वस्त्र मंत्रालय, भारत सरकार

# NATIONAL INSTITUTE OF FASHION TECHNOLOGY, JODHPUR Ministry of Textiles, Government of India

निफ्ट परिसर करवड, जोधपुर में फैशन डिजाइन लैब के लिए मशीनरी सप्लाई हेतु ई—निविदा(टू—बिड) आमंत्रित की जाती हैं

# NOTICE INVITING E-TENDER (TWO BID) FOR SUPPLY OF MACHINERY FOR FASHION DESIGN(FD) LAB AT NIFT CAMPUS KARWAR, JODHPUR

Estimate Cost/value of Tender:- Rs. 29,60,000/- approximately	
निविदा नम्बर / Tender No: NJ NIT/No. 15502/MACHINERY FOR FASHION DESIGN (FD) LAB/62/20	019
Receipt No & date of issue:	

Time schedule for tender process:

निविदा अधिसूचना के प्रकाशन की तिथि / Date of publication of tender notification	12/07/2019
निविदा दस्तावेज की बिक्री से शुरू / Sale of tender document commences from	12/07/2019
पूर्व बोली बैठक / Pre-bid meeting	19/07/2019 (11:00 AM)
निविदा प्राप्त करने की अंतिम तिथि / Last date for receipt of duly filled in tenders	02/08/2019 (02:00 PM)
निविदाओं के तकनीकी बिंड खोलने की तारीख और समय /Date and time of the opening of Technical bid of tenders	02/08/2019 (4:30 PM)
निविदाओं के वित्तिय बिड खोलने की तारीख और समय / Date and time of the opening of Financial bid of tenders	To be informed to technically qualified bidders separately

Note:1 Tender conditions may be read properly & accordingly filled the tender and enclosure may be submitted.

Note:2 This tender document contains 16 pages and bidders are requested to sign on all the pages. The tender should be submitted in two separate sealed envelopes superscripted with (i) "Tender for providing MACHINERY FOR FASHION DESIGN (FD) LAB-Technical Bid" and (ii) "Tender for providing MACHINERY FOR FASHION DESIGN (FD) LAB 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 "Tender for providing MACHINERY FOR FASHION DESIGN (FD) LAB Tender No. NI NIT/No. 15502/MACHINERY FOR FASHION DESIGN (FD) LAB/62/2019 " and address:-

Purchase Officer	
National Institute of Fashion Technology,	
NIFT Campus, Karwar, Jodhpur- 342037, Rajastha	n

\_\_\_\_\_\_

NIFT CAMPUS, KARWAR, JODHPUR- 342037, RAJASTHAN Ph. No.: 0291 2659520, Fax No. 0291 2659557 Web ID: www.nift.ac.in

#### **Introduction:**

National Institute of Fashion Technology (NIFT) was set up in 1986 under the aegis of Ministry of Textiles, Government of India. It has emerged as the premier Institute of Design and Management Technology.

NIFT, Jodhpur invites sealed tenders from leading firms for supply of **MACHINERY FOR FASHION DESIGN (FD) LAB** in its campus at Karwar, Jodhpur.

- Donations to NIFT are exempted under section 80 (G) of Income Tax Act.
- NIFT a statutory Autonomous Body under the Ministry of Textile and being an Educational Institute is **exempted from Custom/ Excise duty (document enclosed).**

The tender should be submitted in two separate sealed envelopes superscribed with

- (i) "Tender for Supply of MACHINERY FOR FASHION DESIGN (FD) LAB Technical Bid" and
- (ii) "Tender for Supply of MACHINERY FOR FASHION DESIGN (FD) LAB Financial Bid".

#### Process of Online Submission of Bids:-

- (a) The interested firms should apply online and submit their tender and the bids 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 12/07/2019 to 02/08/2019 up to 02.00 P.M. Tender documents is also available for viewing on the "tenders" link of the NIFT website i.e. https://nifttenders.eproc.in
- (b) Applications to this 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. However, the firm should submit application/document as described in clause No. (d)
- (c) For applying online, the Firm should get itself registered at https://nifttenders.eproc.in by paying
  - Annual Registration Charges of Rs. 2000/- + 360/-(Inclusive of GST)=2360/- (Two Thousand Three Hundred and sixty Only non-refundable).
  - Bid Processing Fee charges of Rs. 2368/- + 426/-(GST)=2794/- (Two Thousand Seven Hundred Ninety Four Only) (Inclusive of GST) (non-refundable) through online payments only.
- (d) The Firm should ensure that it complies with the requirements as per works before applying for tender. Also, the interested Firms should submit a hard copy of the application submitted online with all relevant supporting documents by 02/08/2019 up to 02.00 P.M. Non-submission of hardcopy as directed will lead to rejection of the tender application.
- (e) The technical bid envelope must contain the technical bid in prescribed Performa as per along with a demand draft of Earnest Money Deposit (refundable but non-interest bearing) of Rs. 60000/-(Rupees Sixty Thousand Only) favouring National Institute Of Fashion Technology and payable at Jodhpur 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, Jodhpur on 02/08/2019 at 04.30 P.M. 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.

Note: Tender conditions may be read properly and accordingly filled tender and enclosures may be submitted

#### Amendment to tender:

At any time prior to the last date of submission of bids, NIFT may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidders, modify the tender document by issuing corrigendum/addendum. Corrigendum/addendum to this tender shall be published in the site www.nift.ac.in/jodhpur & https://nifttenders.eproc.in Prospective bidders are advised to regularly visit the website: https://nifttenders.eproc.in www.nift.ac.in/jodhpur to keep track of corrigendum, if any.

The 2 covers duly sealed (i.e. Technical Bid & Financial Bid) should thereafter be kept in third cover & sealed. This cover should also be superscribed with "<u>Tender for Supply of MACHINERY FOR FASHION DESIGN (FD) LAB Tender No. NJ NIT/No. 15502/MACHINERY FOR FASHION DESIGN (FD) LAB/62/2019"</u> and should be addressed to the Purchase Officer, National Institute of Fashion Technology, Karwar, Jodhpur - 342037, Rajasthan. If tender received without EMD the same will be rejected.

- 1. The tender may be sent to the Purchase Officer, NIFT Jodhpur Campus, Karwar Rajasthan or dropped in the Tender Box kept at the said address on or before 02/08/2019 at 02:00 PM. The Technical Bids will be opened on 02/08/2019 at 4:30 PM. during which tenderer or its authorised representative(s) may remain present if so desired. The financial bid of technically qualified bidders only, will be opened later on, for which date and timings will be informed separately to the technically qualified bidders.
- **2. Earnest Money Deposit**: The bidder shall be required to submit an amount of Rs. 60000/- (Sixty Thousand Rupees Only) as refundable Earnest Money Deposit (EMD) through demand drafts only drawn in favour of "National Institute of Fashion Technology, Jodhpur". The demand drafts for earnest money deposit must be enclosed in the envelope containing the technical bid along with the tender document cost which is non-refundable.

The EMD of the successful bidder shall be returned after the successful execution of contract / order and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without demand drafts of EMD shall be liable for rejection.

No interest shall accrue on this EMD amount deposited. However, the EMD will be forfeited in following cases:

a. If selected bidder does not supply the materials.

b. If selected bidder supplies sub-standard materials.

The firms who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industrial (SSI) are exempted to submit the EMD (Copy of registration must be provided along with).

- 3. For machinery at Sr. No. 1(Annexure-1) the rates quoted for other than above mentioned brands(Juki/Brother/ PFAFF (Proprietary Article Certificate only)) will not be considered for evaluation.
- 4. Rate: CIF Rates in US Dollar only should be quoted for all imported items for CIF Mumbai. NIFT, Jodhpur will be responsible for the custom clearing charges and Freight Charges between Mumbai port to Final Destination N I F T, Karwar Jodhpur. However, Insurance coverage of all the equipments shall be insured by the bidder up to for final destination i.e. NIFT, Campus Jodhpur, Karwar, Jodhpur, Rajasthan. The bidder shall coordinate with NIFT, Karwar, in custom clearance and transportation from the port to Karwar, Jodhpur, Rajasthan to NIFT Campus. Wherever indigenous items are quoted, the rates can be quoted in Indian Rupees. Prevailing rate of currency conversion as per the last date of tender submission will be considered for rate comparison. The rates should be indicated clearly both in Figures and in words. If there is variation between the rates in Figures and Words the lower rate will be taken for evaluation. Rates would be compared item wise for arriving at the lowest evaluated responsive tenderer (L1).
- **5. Validity:** The quoted rates must be valid for a period for 120 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and liable to be rejected.

In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

#### 6. Delivery & Installation:

- a. The imported items shall be delivered at NIFT, Karwar, Jodhpur within **60** days from the date of opening of LC.
- b. Other indigenous items to be supplied within **45** days of issue of purchase order.

Satisfactory installation / commissioning and handover of the items should be completed within two weeks from the date of receipt of the goods at the NIFT, Karwar, Jodhpur premises. The successful tenderer should provide required training for supplied items at NIFT Campus, Karwar Jodhpur, Rajasthan.

#### 7. Liquidated Damages:

If the supplier fails to deliver any or all of the goods or fails to perform the service within the time frame(s) incorporated in the tender, the NIFT, Jodhpur shall, without prejudice to other right and remedies available to the NIFT, Jodhpur under the tender, deduct from the quoted price, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof on delayed supply of goods and/or services until actual delivery or performance subject to a maximum of 10 % of the quoted price. Once maximum is reached NIFT, Jodhpur may consider termination of the tender.

- 8. Guarantee / Warrantee Period: The Tenderers must quote their rates for equipment inclusive of comprehensive warranty for 3 years (Including all Spares, Accessories and Labour) from the date of completion of the satisfactory installation. The warranty charges shall not be quoted separately otherwise the offer shall be summarily rejected. Also the bidders are requested to submit their quote (Rates) for subsequent 3 years Comprehensive Maintenance Contract (CMC) (Including All Spares, Accessories and Labour). However comprehensive maintenance charges (CMC) will not be considered for deciding L-1. Failure to comply this condition will entail the rejection of the bids. The price comparison shall be taking into account on basic price and post warranty CMC. CMC Charges will be payable separately at the time of start of CMC.
- **9. Performance Security:** The successful supplier shall deposit the Security Money 10% of the order value through DD in favour of NIFT Jodhpur as Security Deposit after receipt of order. No interest shall accrue on this deposit which will be returned\_beyond two month after completion of warranty period of machine/equipment and after adjusting dues, if any.

#### 10. Payment Term:

- a. CIF Rates in US Dollar only should be quoted for all imported items for CIF Mumbai. NIFT Jodhpur will be responsible for he Custom clearing charges and fright charges between Mumbai Port and final destination, i.e. NIFT Jodhpur, Karwar Campus. However, Insurance coverage of all the equipment shall be insured up to for final destination i.e. NIFT Jodhpur, Karwar Campus.
- b. The payment of all imported items shall be made by means of LC at Usance (45 days from the date of Bill of lading) in favour of the foreign supplier. All expenses of LC outside India will be borne by the supplier."
- c. The payment shall be made by means of LC in favour of foreign supplier. The payments are to be released on production of satisfactory installation certificate issued by NIFT. A condition to this effect will be incorporated in the LC. All expenses of LC outside India will be borne by the supplier.
- d. The full and final payment for indigenous items shall be made after delivery and installation of goods at NIFT, Karwar Jodhpur & submission of required performance security and acceptance of goods in good condition on the basis of certification by the concerned department.
- **11.** Tender of branded/ reputed make shall only be considered. Assembled or local items shall not be entertained.
- **12.** Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document(s) should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
- **13.** Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature must be enclosed with the bid.
- **14.** After due evaluation of the bid(s), Institute will award the contract to the lowest evaluated responsive tenderer.

- **15.** Conditional bid will be treated as unresponsive and are liable to be rejected.
- **16.** As per NIFT policy, payments and receipts of Government and Semi Government Agencies would be rounded off to the nearest higher rupee and in other cases the rounding off will be to nearest i.e. paise 50 or above will be rounded off to the near higher rupee and paise less than 50 will be ignored.
- **17.** The supplier shall ensure that he himself or his authorized representative is available for proper handing over the supplies/consignments at the specified place for equipments at NIFT, Karwar, Jodhpur, Rajasthan.
- **18.** In case of more than one lowest evaluated responsive tenderer (L1), opportunity will be provided to such parties to revise their rates submit it for further evaluation within the time frame specified by NIFT. The work will be awarded to the lowest evaluated responsive tenderer (L1) accordingly.
- **19.** If there is any training required on specific and specialized equipment the vendor should be ready to impart training on its/their cost.
- **20.** For any imported equipment(s) the vendor/Agent should have an authorization certificate from the Manufacturing Company and should enclose a copy with the Technical bid.
- **21.** The vendor should have the qualified engineers / staff to attend to After Sales Service within stipulated time at the NIFT Jodhpur Campus where the equipment is to be supplied and installed.
- **22.** The equipments supplied should be New and Unused.
- **23.** The pre-inspection /post inspection of the equipments may be got done by NIFT Jodhpur and the machines shall be accepted only after the machines are certified 'OK' in all respect by the Inspecting Engineer/Body.
- **24.** The Insurance Coverage of the all equipment shall be at the cost of the vendor & his responsibility shall be up to FOR Destination i.e. NIFT, Karwar, Jodhpur Campus.
- **25.** The installation of the equipment/ machine shall be the responsibility of the vendor and it should be certified as in working condition by the consignee after the installation.
- **26.** A penalty as decided by the Competent Authority of NIFT shall be payable & the same shall be deducted from his bill or the Security Deposit as the case may be, for any defect in the equipment/machine developed/noticed later on during the currency of warranty if not set right or for non compliance of any terms & conditions other than time clause by the supplier.
- 27. The tenderers are free to quote for all or any of the items as per list enclosed at **Annexure 'I'**.
- **28.** NIFT has sole desecration to either amend or cancel any or all the tender items.
- **29.** Tenderer must sign along with company seal on each page of the tender document as token of the acceptance of tender conditions.
- **30.** National Institute of Fashion Technology reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reasons or cancel the tendering process and reject all

quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s) and is not bound to accept the lowest evaluated bid since due weightage shall be given to several factors besides the commercial bid and decision of NIFT to that effect shall be final & binding.

- **31. Quantity:** The quantity of item given in the tender is tentative, which may be increased or decreased as per the institute's requirement.
- 32. Tender shall be accompanied by the relevant documents including the following:
  - a) A client list for the machines quoted for & supplied by them for the last 2 years
  - b) 50 lakhs each in last two financial years 2016-17 & for 2017-18(Audited/Unaudited c) OR
    - 01 Single order of Rs. 20 lakh for supplying the items requested in the tender to the Govt. Institute/Reputed Institute (Proof thereof should be submitted) (Proof thereof should be submitted)
  - d) Copy of PAN of the supplier / authorized agent
  - e) Authorization letter of the company if one wishes to authorize some other company.
  - f) The catalogue for the machine quoted by the vendors should be enclosed along with technical bid.
  - g) They should be registered for VAT/CST/ST and Income Tax and should enclose copies of relevant certificates.
  - h) Model quoted & detailed specifications.
  - i) An undertaking to the effect that the agency/person has not been black listed in the country. (Annexure IV)

#### 33. Applicable Law:

The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.

Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Jodhpur, Rajasthan, India only.

The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Jodhpur. The decision of the Arbitrator shall be final and binding on both the partied.

**34. Force Majeure:** Any delay due to Force Majeure will not be attributable to the supplier.

## TENDERER TO FILL UP THIS PAGE

Pla	ıce:		
Da	te:		
			the Firm/Agency with stamp/ sea
			Signature of Authorized person of
5	List of documents furnished along with the tender paper	:	
1	Firm or Company	•	
4	Whether proprietary or partnership	:	
3	Name of authorized representative(s)	:	
	Website address if any	:	
	E-mail Address	:	
	Fax No.	:	
	Telephone/ Mobile No.	:	
2	Office Address	:	
	(b) Name of the Proprietor/ Partner	:	
1	(a) Name of the Tenderer's firm/ Organisation/ Agency	:	

#### **Annexure I**

List of Items

<u>Specifications for the Machinery for Bachelor of Fashion Technology Lab</u>

S.	Name of	Technical Specifications	Make	Qty
1 1	Machinery/Item Single Needle Lock stitch Machine	Single Needle Lock stitch Machine Direct Driver SNLS Machine with under bed Trimmer- with panel, Motor, Table & Stand- Complete set with Control Panel with following minimum requirement- 1-Programme for 9 steps 2- Auto backtrack at start & end 3- Speed Control Application- Medium weight materials Electricity- Single Phase Sewing speed Approx- Min. 4000 to 5000 RPM	Juki/Brother/ PFAFF only (As per Proprietary Article Certificate)*	41
		<u>I</u>		<u> </u>
2	Fusing Machine	Fusing Machine Description- Compact Fusing Press Model- HP- 450 M, MS Voltage-1 P 220 V/ 3P200V Rated Output: Heater: 4 KW Motor: 33 W Temperature(Max): 195 Degree Celsius Presser (Max) – 1.5 Kg/Cm Belt Speed(Max): 8.7/Minutes Heating Time- 5-20 Seconds Fusing width – 450 mm Size W: 1660 m D: 880 mm H: 490 mm Weight: 152 Kg		1

<sup>\*</sup> For machinery at Sr. No. 1:- The rates quoted for other than above mentioned brands will not be considered for evaluation.

### **TECHNICAL BID**

To be deposited in separate cover and kept in sealed cover-I (subscribed as "Tender for supply of for Fashion Technology Department - Technical Bid")

For Supply of Machines as given below as per the terms and conditions mentioned in the tender document:

1	Name of the firm/ agency	:		
2	Whether Agreed for Security Deposit @ 10% of Order Value	:	Yes/ No	
3	Whether Technical & Financial Bid submitted in separate envelops and superscribed properly	:	Yes/ No	
4	Whether agreed and quoted the rate to deliver the equipments upto NIFT Campus, Jodhpur.	:	Yes/ No	
5	Whether price quoted as per the required specification mentioned in the Annexure 'I' and inclusive of all taxes & other charges with delivery upto NIFT, Jodhur?	:	Yes/ No	
6	Weather Catalog submitted?	:	Yes/ No	
7	Warranty of Machine	:	Yes/ No	
8	Whether agreed to provide the CMC for 3 years after completion of warranty period.	:	Yes/ No	
9	50 lakhs each in last two financial years 2017-18 & for 2018-19(Audited/Unaudited		2017-18	2018-19
	OR			
	01 Single order of Rs. 20 lakh for supplying the items requested in the tender to the Govt. Institute/Reputed Institute (Proof thereof should be submitted) (Proof thereof should be submitted)	e l		

		Rs	Rs
10	Whether agreed to abide by all the : terms & conditions mentioned in the tender paper	Yes/ No	

S.No	Required Documents	Attached/ Not Attached (Enter Reason wherever applicable
11	Whether EMD of quoted price submitted? (Tender received without EMD shall be rejected.)	Yes / No.
		If Yes, Demand Draft No
		Dated for Rs drawn on
		favouring NIFT, payable
		at Jodhpur is enclosed.
12	Self-attested copy of Firm/ Agency Establishment Certificate	
13	Whether the firm is a registered firm Yes/No (attached copy of certificate)	
14	Self-attested copy of PAN Card number under Income Tax Act.	
15	GST No. (enclose the attested copy of GST Certificate)	
16	Authorization letter of the company (if one wishes to authorize some other company.)	
17	Income Tax Return for the last two Financial Years i.e., 2017-18 & 2018-19	
18	Please provide full list of consumables with rates.	
19	Whether the firm/Company has never been blacklisted by any Govt./Non Govt. agency.(Undertaking to be enclose <b>Annexure - IV</b> )	

### NOTE:-

- i) The EMD to be deposited along with Technical bid.
- ii) All the supporting documents should be enclosed along with this Technical Bid. If not enclosed the bid will be summarily rejected.

Signature	of	<b>Authorized</b>	persor	ı of
the Firm/	Age	ency with sta	ımp/ se	al

Date:	
Place:	

#### **Annexure-III**

#### **Financial Bid**

(To be submitted on the letterhead of the company / firm)

CIF Rates in US Dollar only should be quoted for all imported items for CIF Mumbai. NIFT, Jodhpur will be responsible for the custom clearing charges and Freight Charges between Mumbai port to Final Destination NIFT, Karwar Jodhpur. However, Insurance coverage of all the equipments shall be insured by the bidder up to final destination i.e. NIFT, Karwar, Jodhpur. Wherever indigenous items are quoted, the rates can be quoted in Indian Rupees.

S. No.	Item /Specification as per Tender	Make	Qty	Unit Rate in Figures	Unit Rate in Words	Total Amount
1	2	4	5	6	7	(5*6)
1	Single Needle Lock stitch Machine (As per Annexure-I)	Juki/Brother/ PFAFF only (As per Proprietary Article Certificate)*	41			
2	Fusing Machine (As per Annexure-I)		1			

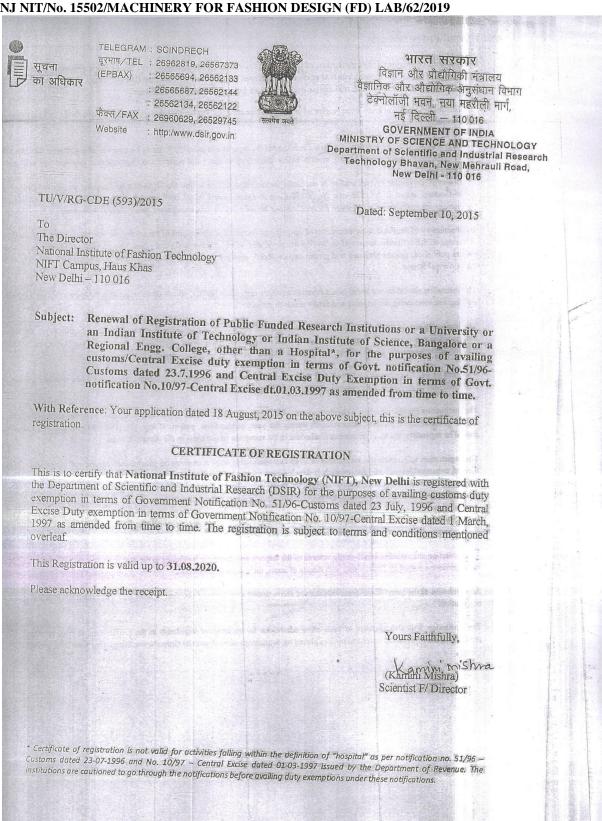
Total Amount (USD) (in figures): \_\_\_\_\_

Total Amount (USD) (in v Total Amount (INR) (in fi	•	
Total Amount (INR) (in w	vords):	
	licable after warranty period (excluding Service Tax) ve charges will not be considered for deciding L-1.	
Period	Amount in Rs.	
1st Year		
2 <sup>nd</sup> Year		
3 <sup>rd</sup> Year		

Total Amount (in figures):
Total Amount (in words):
<ol> <li>I/We have gone through the terms &amp; conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.</li> <li>No other charges would be payable by the Institute.</li> <li>In case of any difference between the amount quoted in words and figures, the least amount quoted will be considered.</li> <li>*For machinery at Sr. No. 1:- The rates quoted for other than above mentioned brands will not be considered for evaluation.</li> </ol>
(Authorized signatory of the bidder with seal)

## **DECLARATION**

I/We having our office at		
declare that I / we have r	never been blacklisted by any state Government/Central Government or any	
State/Central PSU.		
Signature	:	
Name	:	
Designation	:	
Name of the Agency	:	
Address of the tenderer	:	
Seal of tenderer	:	
Date	:	
Place	:	



Terms and conditions for registration of public funded research institutions, etc., other than a hospital for the purposes of availing customs/central excise duty exemption in terms of Govt. Notifications No.51/96-Customs dt.23.7.1996 and No.10/97-Central Excise dt.1.3.1997 as amended from time to time.

- The institution should have a research advisory committee (RAC), which should meet at regular intervals for approving, guiding and monitoring the ongoing and future research projects.
- 2. The institution should have separate budget for research, which is spent as per the approval of RAC. The institution should utilise the duty exemption facility as per the above-mentioned notifications, for research purposes only. Non-research requirement such as the one for service activities, teaching, training, patient care, etc. should not be procured availing the facility.
- Institution should introduce a chapter in the Annual Report, dealing with the
  research work. This could contain the on-going research projects, achievements
  during the year, publications, patents, if any, etc. The R&D income & expenditure
  should be separately shown in an annexure/schedule in the statement of accounts
  in the Annual Report.
- 4. The institution should submit half-yearly returns of the imports and domestic purchases in the month of January and July every year in the proforma issued by DSIR along with details of items, their value & utilisation.

\*\*\*\*