

निविदा दस्तावेज़ शुल्क: `1,000/-



# राष्ट्रीय फैशन एवं टेक्नोलॉजी संस्थान, मुंबई

(निफ्ट अधिनियम, 2006 के तहत एक सांविधिक संस्थान)

निफ्ट मुंबई के लिए क्लास रूम फर्नीचर की आपूर्ति हेतु निविदा दस्तावेज़

**निविदा संख्या : 21/NIFT/MUM/PO/2017-18**

पावती नं. एवं जारी करने की तिथि : \_\_\_\_\_

के पक्ष में जारी किया गया : \_\_\_\_\_

**निविदा प्रक्रिया के लिए निर्धारित की गयी समय सारणी:**

निविदा सूचना प्रकाशित करने की तिथि	13.02.2018
निविदा दस्तावेज़ की बिक्री आरम्भ करने की तिथि	13.02.2018
निविदा दस्तावेज़ की बिक्री की अंतिम तिथि	05.03.2018को 11.00 बजे पूर्वान्ह तक
विधिवत भरी हुई निविदाएँ प्राप्त करने की अंतिम तिथि	05.03.2018को 02:30 अपरान्ह तक
तकनीकी संविदाएं खोलने की तिथि एवं समय	05.03.2018को 03:00 बजे अपरान्ह

**नोट:** इस निविदा दस्तावेज़ में 16 पृष्ठ शामिल हैं। सभी निविदाकारों से अनुरोध है कि वे निविदा दस्तावेज़ के सभी पन्नों पर हस्ताक्षर करें तथा तकनीकी एवं वित्तीय संविदाओं को विधिवत भर कर एक कवर में अच्छी तरह मुहरबंद करके उस पर "निफ्ट मुंबई के लिए क्लास रूम फर्नीचर की आपूर्ति" अथवा **"Supply of Class Room Furniture at NIFT Mumbai"** लिख कर ही जमा करें।

निफ्ट कैंपस, प्लॉट नं. - 15, सेक्टर - 4, खारघर, नवी मुंबई - 410210

दूरभाष: +91-22-2774 7000, 2774 7011, फैक्स: +91-22-2774 5386

वेबसाइट : [www.nift.ac.in/mumbai](http://www.nift.ac.in/mumbai)

**PREAMBLE / INTRODUCTION**

National Institute of Fashion Technology (NIFT) is a premier educational Institution set up under an Act of Parliament and functioning under the aegis of the Ministry of Textiles, Govt. of India. NIFT, Mumbai centre was established in the year 1995 with undergraduate and post graduate programmes.

**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 13.02.2018 to 05.03.2018 up to 2.30 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.
- (c) For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying
- Registration Charges of **Rs. 2000/- + Rs-360/-** (Inclusive GST) = Rs2,360/- (Two Thousand Three Hundred and Sixty Only - non-refundable).
  - Bid Processing Fee charges of Rs.656 +118= 774/- (**inclusive of GST**) (Seven Hundred and Seventy Four only - non-refundable) through online payments only.

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 05.03.2018 up to 2.30 P.M. Non-submission of hardcopy as directed will lead to rejection of the tender application.

- (d) The sealed hard copy of the tender shall be submitted in one big envelope superscripting “**Supply of Class Room Furniture at NIFT Mumbai**” containing two separately sealed small envelopes, one for "Technical Bid " and another for "Financial Bid " superscripting as such and addressed to The Director, National Institute Of Fashion Technology, NIFT Campus, Mumbai. The hard copies of sealed tenders documents must be dropped in the tender box kept at Reception Area NIFT Mumbai, on or before 05.03.2018 up to 2.30.
- (e) The technical bid envelope must contain the technical bid in prescribed Performa as per Annexure - I along with a demand draft of Rs. 1000/- (Rupees One Thousand only) towards cost of tender (non-refundable) and Earnest Money Deposit (refundable but non-interest bearing) of Rs. 16,500/- (Rupees sixteen Thousand Five Hundred Only) favoring National Institute Of Fashion Technology and payable at Mumbai with all relevant documents in support of eligibility and

experience criteria. The financial bid envelope must contain only the financial bid. The financial bid shall include all the charges including all taxes etc to complete the work in all respect. NIFT will not accept any claim other than mentioned in financial bid.

- (f) The technical bid will be opened at NIFT, Mumbai, on 05.03.2018 up to 3.00 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.
- (h) Any further clarifications can be sought from the NIFT office on Telephone No. 022-27747103, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Mumbai- 410210. (for specification)  
And

**For online procedure:**

**For More enquiries / For Helpdesk officers: - Mr.Sandeep Bhandari ,**

**E-mail :- [sandeep.bhandari@clindia.com](mailto:sandeep.bhandari@clindia.com)**

**Phone No.:- 0124-4302033 &36**

Cost of Tender form: Rs 1,000/- (Non-refundable)

Earnest Money Deposit: Rs 16,500/-

Commencing date of Tender: 13.02.2018

Last date of Submission: 05.03.2018 up to 2.30 PM

Date of opening of Tender (Technical Bid): 05.03.2018 at 3.00 PM

Estimated Amount: 8.20 Lakhs

**TENDER NOTICE**

NIFT invites E-Tenders from the manufacturers/suppliers of various kinds of furniture items for the “**Supply of Class Room Furniture at NIFT Mumbai**” as per the quantity and specification mentioned in the tender document. The bids duly-filled in all respects enclosing necessary documents may be addressed to the Director, National Institute of Fashion Technology, NIFT Campus, Plot No. – 15, Sector – 4, Kharghar, Navi Mumbai – 410210, so as to reach **on or before 2:30 pm, 05.03.2018** or the tender may be dropped in Tender Box placed at the Reception Area of NIFT, Mumbai Centre.

**TECHNICAL QUALIFYING CRITERIA:**

1. The Firm should have all the necessary registrations of the Govt. under the Shops and Establishment Act,
  - a) PAN Number
  - b) GST Registration Number
2. The Financial bid should contain Earnest Money Deposit of an amount of **`Rs-16,500/-** in the form of bank Demand Draft in favour of NIFT, payable at Mumbai. This Earnest Money Deposit (EMD) will not bear any interest.
3. A separate Demand Draft/ Pay Order of **Rs-`1,000/-** (Non – Refundable) drawn in favour of NIFT Mumbai payable at Mumbai against Tender document fee shall be attached with technical bid in case the tender document is downloaded from the website.
4. The tenderer should not have been blacklisted by any State Government/Central Government and/or any Central PSU. Declaration to this effect should be furnished in the Technical Bid. (Annexure-II)
5. Tenderer's sales turnover should not be less than Rs. 10.00 Lacs (Rupees Ten Lacs) per annum in the past two years in the sale of furniture. The tenderer should submit copies of supporting records to prove the condition.
6. Tender document will be issued from 10.00 am to 4.00 pm on all working days as mentioned in the Tender schedule. The sealed tenders should reach the office of the Director, NIFT Mumbai on or before as mentioned in the Tender notice. The tenders (Technical Bid) will be opened at 3.00 pm on the same day. If the last day happens to be a holiday, the Tender will be opened on 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.

**TENDER TERMS & CONDITIONS:**

1. The rate offered must be filled in the performa of the tender form. Any correction should be initialed by the tenderer in the bid attached with this document. The Bidder shall quote rates in figures as well as words. The figures should be clearly written and there should be no overwriting. The rates quoted shall include the cost of material, labour, T & T etc, as required for the completion of work. The Quoted rates shall be inclusive of all taxes, duties, GST etc. as applicable and no extra shall be payable on this account. No payment shall be made in advance.

2. Incomplete tenders, amendments and additions to tender after opening and tenders submitted after due date shall liable to be ignored.
3. Cost involved in submitting the bids, attending the tender opening meeting, arrangements for the demonstration/presentation etc. shall be borne by the bidder.
4. No tenderer shall be issued more than one tender form.
5. The rate quoted in the bid must be inclusive of all taxes and F.O.R. NIFT Office premises.
6. **Last date for the receipt of duly filled tenders is 05.03.2018 up to 2:30 pm.**
7. Tenderer shall enclose a demand draft of any Scheduled Bank for an amount of `Rs-16,500/- in favour of NIFT Mumbai payable at Mumbai as the non-interest bearing Earnest Money Deposit. Tender document without EMD shall be rejected.
8. The EMD of unsuccessful bidders will be refunded within 15 working days of opening of price bid except lowest 3 bidders. Tenderers who satisfy the technical conditions stipulated in the tender document and who have enclosed all the documents /supplied materials required will alone be considered as qualified. **For the items mentioned in Bid, the lowest unit price quoted for any of the item is the criterion for selection.** However NIFT reserves the right of placing the orders to any of the Tenderers.
9. The successful tenderer will have to deposit 5% of the total bid amount as security deposit and this will also be treated as Performance Guarantee. Part of this amount will be adjusted against the EMD deposited by the tenderer along with the tender form. The balance amount will have to be deposited by the successful tenderer within 5 working days of the receipt of the Purchase Order by a Demand Draft in favour of NIFT Mumbai, payable at Mumbai at any branch of Scheduled Bank failing which the Purchase Order will be treated as cancelled and the EMD amount will be liable to be forfeited. The successful bidder's Security Money will be retained till the validity of contract and it will be returned after successful supply of the ordered items and no interest will be paid for security deposit.
10. No tenderer will be allowed to withdraw the tender rates after opening of the tender. If any tenderer withdraws the rates the EMD amount deposited by him will be forfeited and he will be disqualified from participating in any future tender of the Institute.
11. Rates should be offered unconditionally and if rates are submitted with any condition the tender is liable to be rejected.

12. No interest shall be paid on the EMD and the EMD shall be forfeited in case the selected/successful bidder does not accept the W.O. or unable to supply goods.
13. Validity of the offer: - The offer should be valid for three months from the date of opening of financial bid, it can be further extended for the period of three months.
14. Right of Acceptance: - NIFT does not bind itself to accept the lowest tender. Even after qualifying in technical bid, the financial bid may not be accepted if found not in order at the sole discretion of NIFT
15. If the tenderer fails to supply the ordered quantity within scheduled time frame, the Institute will have right to purchase the ordered quantity which the supplier could not supply within scheduled time limit from any other alternate sources and the contract will be liable to be terminated and the Security Deposit will be liable to be forfeited. The Institute will have the right to impose penalty for the delay of the supply of ordered quantity and also to recover the excess amount, the Institute has been forced to pay for purchase of material from the alternate sources from any dues payable to the supplier.
16. **NIFT reserves the right to cancel the whole tender process at any stage in the interest of NIFT, without assigning any reasons whatsoever and also the rights to waive any minor discrepancy in the tenders received.**
17. Items will be supplied with Replacement warranty for all manufacturing affects.
18. The defective item shall be replaced by the agency without any additional charge, otherwise Performance Guarantee shall be liable to be forfeited and in all the matters the decision of the Director, NIFT Mumbai shall be final. The replacement will have to be carried out within 7 days of the intimation being received from the Institute.
19. Payment of the supply will be released after verification and satisfactorily completion of order.
20. The Furniture items supplied should be brand new furniture and should be installed/commissioned at the locations specified by NIFT at no extra cost to NIFT. NIFT is not bound to provide any mode of transport in respect of men or material required for the contract.

21. Tenderer must sign along with company seal on each and every page of the tender document as token of the acceptance of tender conditions.
22. If any malafide intention is observed by NIFT, the agency shall not be eligible for further tenders.
23. Tenderer must have to quote item wise rates. Consolidated rates will not be considered and in such case tender will be liable to be rejected.
24. NIFT Mumbai reserves the right to change the quantity/ upgrade the criteria/ drop any item or part thereof/extension of delivery date at any time before placing the purchase order.
25. The successful bidder will have to supply the item ordered within 30 days of the issuance of the purchase order, failing which the firm will have to bear the entire cost of the alternate arrangement or the fine as decided by the NIFT.
26. In the event of failure of the successful tenderer to supply and to deliver the items 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 upto a maximum of 5% of the contract value. If requested by the tenderer, it is the discretion of the Director, NIFT Mumbai to grant extension of time with penalty/without penalty.
27. In case of any dispute raised by the supplier, a representation will be made only by the authorized representative of the supplier and the decision of the Director NIFT – Mumbai will be binding on the supplier.
28. In case of any dispute the Jurisdiction of Court will be Mumbai.
29. NIFT reserves the right to place the REPEAT ORDER for additional quantities of tender items, if any within 180 days from the date of purchase order, at the same rates quoted in the tender subject to consent of the contractor and subject to condition that the additional quantity shall not exceed the quantities mentioned in the main tender document”

**ANNEXURE -I**  
**TECHNICAL BID**

**UNDERTAKING**

I/We \_\_\_\_\_ have gone through the terms and conditions and will abide by them as laid down above.

I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Seal & Signature of tenderer :

Date :

Place :



**ANNEXURE – II**  
**TECHNICAL BID**

**DECLARATION**

I/We having our office at .....  
declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Seal & Signature of tenderer :

Date :

Place :

**ANNEXURE – III**  
**TECHNICAL BID****EARNEST MONEY DEPOSIT PAYMENT PARTICULARS**

- I.** Number of Demand Drafts enclosed:  
**II.** Demand Draft particulars

<b>S. No.</b>	<b>D.D. No.</b>	<b>Date</b>	<b>Name of the Bank and Place</b>	<b>Amount in Rs.</b>
<b>1.</b>				
<b>2.</b>				

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.

Name :

Designation :

Name of the Agency :




Address of the tenderer :

Seal & Signature of tenderer :

Date :

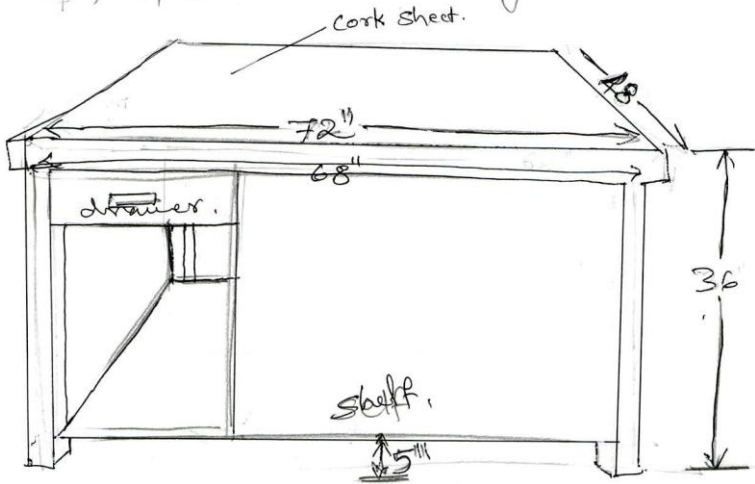
Place :

**ANNEXURE – IV**  
**TECHNICAL BID**

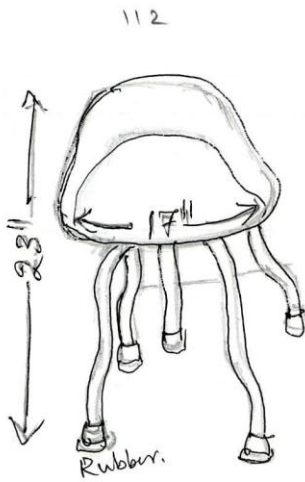
SR. No	Item Name	Specification	QTY	Image
1	Pattern Making Table	<ol style="list-style-type: none"> <li>1. Cork sheet Table top 4mm or 6mm,</li> <li>2. Height of the Table:-36 Inch,</li> <li>3. Length of the table :-72 Inch</li> <li>4. width :-48 Inches</li> <li>5. storage with Drawer :- base 5 inch gap from the ground level till table top</li> </ol>	14 Nos	
2	GC Stool	<ol style="list-style-type: none"> <li>1. Metal frame with plastic/Fibre seat</li> <li>2. Total Height :-23 inch</li> <li>3. Seat width : 17 inch</li> </ol>	50 Nos	
3	Pattern Making Chair with wheel base and adjustable height	<ol style="list-style-type: none"> <li>1. Metal frame with plastic/Fiber seat</li> <li>2. Back Height :-36 inch</li> <li>3. Seat width base : 18 Inch</li> <li>4. Back rest :- width :-14 inch</li> </ol>	60 Nos	

Seal & Signature of the Tenderer :  
**Full Name & Designation of the Tenderer** :  
**Date** :  
**Place** :

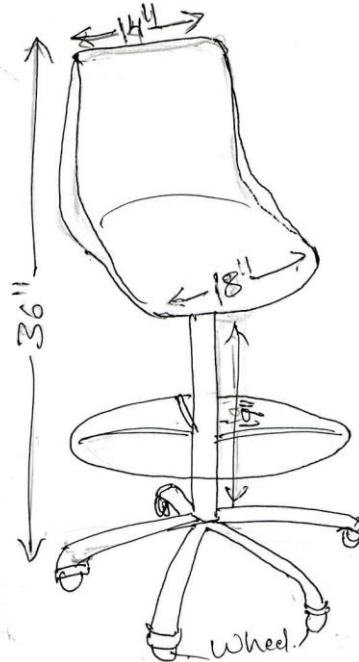
Lab-114 & 214 (1) Pattern Making Table



(2) STOOL



(3) CHAIR



50 nos (CC-FD)

ALL THE MEASUREMENT IN INCHES

60 nos

**ANNEXURE -V**  
**TECHNICAL BID**

**Technical Bid**

(To be kept in separate sealed envelope superscripted as “Technical Bid”)

1. Name of the Agency/Firm
2. Name of the authorized person  
(Who signs on the tender documents)
3. Address of the Agency/Firm
4. Phone No. :-
5. Mobile No.:-
6. Fax No.:-
7. Email :-

**Document to be submitted:**

Sr.No	Particulars	Attached at Pg No	Remarks
1	Earnest Money Demand Draft for Rs-16,500/- (separate DD)		DD NO. Amount Date
2	Tender Cost Demand Draft for Rs-1000/- (separate DD)		DD NO. Amount Date
3	Tender document along with compliance to the technical specifications filled and duly signed without mentioning the rates		To be filled, signed and attached with Technical Bid
4	Work completion period ( <b>with in 30 days</b> )		Yes/No
5	Firm / Company Registration/ GST Registration NO.		Copy of certificate to be attached
6	PAN Number		Copy of certificate to be attached
7	Have you ever been debarred by any Govt. Organization/PSU educational institute		Yes/No
8	Certificate regarding carried out similar works in the last 02 years:		Copy of certificate to be attached
9	Turnover not less than 10 lacs per annum for Two years for financial year 2015-16 and 2016-17		Copy of certificate to be attached (profit & Loss ,Balance sheet attested by the CA)
10	The catalogue of the items quoted should be attached		Yes/No
11	Undertaking duly signed by the tenderer. (Annexure I)		Yes/No
12	Declaration duly signed by the tenderer. (Annexure II)		Yes/No
13	The Tenderer should provide		Yes/No

	warranty/guarantee and Free Service for a period of minimum one year from the date of installation. Undertaking to this effect shall be furnished in Annexure VI.		
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**Note-1: All the copies of documents mentioned above to be sealed in the technical bid cover along with EMD.**

**Note 2: This tender document contains 16 pages and bidders are requested to sign on all the pages. The Technical bid (Ann. – I to VI) & the Price bid (Ann. – VII to VIII) should be sealed in separate covers.**

**Note 3: Tenders not accompanied with above information & documents in support of the same may be summarily rejected.**

## **ANNEXURE – VI**

### **UNDERTAKING for WARRANTY/GUARANTEE AND FREE SERVICE**

I/We hereby accept to provide warranty/guarantee and Free Service for the Furniture items for a period of one year from the date of completion of work.

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Seal & Signature of tenderer :

Date :

Place :

**ANNEXURE – VII**

**PRICE BID CERTIFICATION**

To,  
The Director  
NIFT Mumbai

I/We hereby agree on the acceptance of this tender for **Supply of Class Room Furniture at NIFT Mumbai** in accordance with the terms and conditions of contract stated in the tender document and as per the specification given in **Annexure – IV**.

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Seal & Signature of tenderer :

Date :

Place :

**ANNEXURE – VIII****PRICE BID****Supply of Class Room Furniture at NIFT Mumbai**

<b>Sr. No.</b>	<b>Specification</b>	<b>Qty.</b>	<b>Unit Price (Rs)</b>	<b>Total Price (Rs)</b>
1.	Pattern Making Table (As per Annexure – IV)	14 Nos		
2.	Pattern Making chairs (As per Annexure – IV)	60 Nos		
3.	GC stool (As per Annexure – IV)	50 Nos		
<b>Total (Incl. of all taxes, duties, GST etc)</b>				
<b>Rupees (in words)</b>				
.....				

Price: - Prices should be inclusive of all taxes.

Items quoted must be as per the given specifications as per Annexure-IV.

Seal & Signature of the Tenderer :

**Full Name & Designation of the Tenderer** :

**Date** :

**Place** :