

राष्ट्रीय फैशन टेक्नोलॉजी संस्थान
(NATIONAL INSTITUTE OF FASHION TECHNOLOGY)

(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles, Govt. of India)

Tender No. 1351(20)/ निफ्ट/क्रय-मुख्यालय/एडमिशनब्रोशर (प्रोस्पेक्टस)-2021/20
1351(20)/NIFT/Pur-HO/Admission Brochure (Prospectus)-2021/20

निविदा दस्तावेज (TENDER DOCUMENT)

FOR

एडमिशन ब्रोशर (प्रोस्पेक्टस) - 2021

ADMISSION BROCHURE (PROSPECTUS) - 2021

निफ्ट मुख्यालय, हौज़ खास, नई दिल्ली-16

(NIFT, HEAD OFFICE,

HAUZ KHAS, NEW DELHI-16)

निविदा प्रक्रिया की समय सारिणी (Time Schedule for Tender Process):

Date & Time of Publication of Tender notification on official website / e-Portal / CPP Portal	27.08.2020 (Thursday), 4:30 P.M.
Download of Tender Document Commence from	27.08.2020 (Thursday), 5:00 P.M.
Last Date & Time of submission of e-Tender Document	17.09.2020 (Thursday) till 2:30 P.M.
Date and Time of the Opening of Technical Bids	17.09.2020 (Thursday) at 3:00 P.M.
Date and Time of the Opening of Financial Bids	Will be notified to the technically qualified Bidders

Note: This tender document contains 23 pages (Total no. of pages including Annexures) and Bidders are requested to submit the signed/scanned all the pages of this Tender Document.

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Page 1

विषय सूची

(INDEX)

S.No	Particulars	Page No.
1.	परिचय (Introduction)	3
2.	निविदा आमंत्रित नोटिस (Notice Inviting Tender)	3
3.	ऑनलाइनपंजीकरणऔरबिड्सकोप्रस्तुतकरनेकीप्रक्रिया (Process of Online Registration & Submission of Bids)	3 – 5
4.	बिड दाता की चयन प्रणाली (Selection Criteria of Bidder)	5 – 6
5.	आवश्यक दस्तावेज (Document Required)	6
6.	नियम और शर्तें (Terms & Conditions)	7 - 11
7.	संलग्नक- I- तकनिकी बिड्स (Annexure I – Technical Bid)	12 - 14
8.	संलग्नक- - II - वित्त बिड्स (Annexure – II – Financial Bid)	15
9.	संलग्नक- - III -विनिर्देश (Annexure – III – Specification)	16 - 17
10.	संलग्नक-IV-निफ्ट परिसरों के पता (Annexure IV – Addresses of all NIFT Campuses)	18 - 19
11.	संलग्नक-V (Annexure V – Bank Guarantee Format for Furnishing EMD)	20
12.	संलग्नक-VI (Annexure VI – Bank Guarantee Format for Furnishing Security Deposit)	21 - 22
13.	संलग्नक-VII (Annexure - VII – Undertaking/Acceptance of Terms & Conditions of Tender)	23

Sub: Notice Inviting Tender Enquiry for Printing / Supply of 1850 copies of Admission Brochure (Prospectus) – 2021 for all NIFT Campuses and Head Office, New Delhi

1. परिचय(INTRODUCTION):

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Page 2

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 in field of Fashion Technology.

NIFT provides fashion business education across the country through its network of 17 Campuses. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short 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, Panchkula, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raebareli, Shillong and Srinagar.

2. निविदा आमंत्रित नोटिस (NOTICE INVITING TENDER):

Tenders are invited from registered vendors for printing / supply of **1850 copies of Admission Brochure (Prospectus) – 2021** for all NIFT Campuses and Head Office, New Delhi. The said registered Vendors would include Micro & Small Enterprises owned by Women also.

3. ऑनलाइन पंजीकरण और बिड्स को प्रस्तुत करने की प्रक्रिया (PROCESS OF ONLINE REGISTRATION & SUBMISSION OF BIDS):

- a) The interested bidders 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 **27.08.2020 (Thursday), 5:00 P.M. to 17.09.2020 (Thursday) upto 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> / <http://www.nift.ac.in>.
- b) Applications to this tender will be accepted only through the online mode through <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 online.

Please note that :-

- i) The bidder needs to mention his Company Name, Address, User ID, Ownership Proof of his/her Company to register.
- ii) Registration Charges of Rs. 2,000/- + 360/- (18% GST) = Rs.2,360/- (Rupees Two Thousand Three Hundred Sixty only – Non refundable are to be borne by bidder).

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Page 3

- iii) Bid Processing Fee charges of **Rs. 280/- + 50/- rounded off (18% GST) = Rs. 330/-** (Rupees Three Hundred & thirty only, non refundable to be borne by bidder).
- d) The basic requirements for registration and applying for tender online are as under:
- Operating System should be atleast windows 7.
 - Java version : Java 8 update 25.
 - Use Internet Explorer 11 and above.
 - All java add-ons must be enable in the system.
 - Always use Class III B Digital Signature Certificates (DSC) having Signing and Encryption both.
- e) The bidder should ensure that it complies with the above requirements before applying for tender upto **17.09.2020 (Thursday) till 2:30 P.M.**

Original **03 sets** of **Sample Papers** for inner & cover page in Off White shade (105 GSM imported Super Fine off white paper and 270 GSM imported matt for cover) duly signed & stamped as per specifications, Brand of the paper may also be mention on the sample paper, if any & two printing jobs of Govt./PSU and Autonomous bodies (As mentioned in Annexure–I) shall be submitted in sealed envelope superscribing **“Printing / Supply of 1850 copies of NIFT Admission Brochure (Prospectus) – 2021”** and addressed to Purchase Officer, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, 2nd Floor, B Block, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi (HO) – 110016 on or before **17.09.2020 (Thursday) upto 2:30 P.M.**

- f) The EMD of **Rs.17,500/-** (Rupees Seventeen Thousand Five Hundred only) in the form of Demand Draft / Banker Cheque / FD / BG (Format of BG Attached at Annexure – V) in favour of NIFT, payable at New Delhi shall be submitted in sealed envelope superscribing **“Printing / Supply of 1850 copies of NIFT Admission Brochure (Prospectus) – 2021”** and addressed to Purchase Officer, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, 2nd Floor, B Block, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi (HO)– 110016 on or before **17.09.2020 (Thursday) upto 2:30 P.M.** The bidder shall also submit the EMD online in NIFT account as per bank details given below : -

Name of Beneficiary	: National Institute of Fashion Technology
Bank	: Union Bank of India, Yusuf Sarai Branch, New Delhi 110016
IFSC/RTGS Code	: UBIN0534064
Saving Bank A/c no.	: 340602050000022

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Page 4

On line Technical Bids will be opened on the same day i.e. 17.09.2020 (Thursday) at 3:00 P.M. in presence of such vendors who may wish to be present, either by themselves or through their authorized representatives.

- g) On line submission of technical bid contain in prescribed Performa as per **Annexure – I (Technical Bid)** along with scanned copies of Demand Draft / Banker Cheque / FD /BG (Format enclosed at Annexure – V) / Online (Bank details are mentioned above) of **Rs. 17,500/-** (Rupees Seventeen Thousand Five Hundred only) in favour of NATIONAL INSTITUTE OF FASHION TECHNOLOGY and payable at New Delhi towards Earnest Money Deposit (refundable but non-interest bearing) with all relevant documents. On line financial bid may be submitted / filled only as per **Annexure – II (Financial Bid)**.
- h) The online 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.
- i) The interested bidders 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 will be summarily rejected.
- j) In case of any further clarification required relating to this tender, the same can be sought from the following officers of NIFT & Service Provider of e-tendering :-
- Assistant Director (Purchase), National Institute of Fashion Technology, Head Office, Near Gulmohar Park, Hauz Khas, New Delhi – 110016. Phone No. 011-26542071 / 26542176 and e-mail Id : purchase.ho@nift.ac.in
 - Mr. Sandeep Bhandari, service provider for online submission of the tender on e-portal & CPP Portal, Mob. No.: 8826814007, e-mail ID - sandeep.bhandari@clindia.com, Landline no. 0124-4302033/36/37 & E-mail ID : niftsupport@clindia.com

4. बिडदाताकी चयनप्रणाली (SELECTION CRITERIA OF Bidder):-

The selection of the Printer will be based as per following terms & Conditions:

Technical Bid: The financial bid will be opened only of those bidders who will qualify technical bid.

Financial Bid:

Printing and supply order will be awarded to L-1 bidder who will quote the overall lowest rates for printing of NIFT Admission Brochure (Prospectus) 2021 and Courier charges as per financial bid.

- **Technical Bid: (As per Annexure - I)**
- **Financial Bid : (As per Annexure –II)**

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Page 5

5. आवश्यक दस्तावेज (DOCUMENTS REQUIRED):

Tender shall be accompanied by the relevant documents with Technical Bid (**Annexure–‘I’**) duly certified by authorized representative of the firm:-

- (i) The Proof of Annual turnover of **Rs 10 Lakhs** per year for the last two years i.e. 2017-2018 & 2018-2019 in the form of the Audited Balance Sheet duly certify by CA. (Submit scanned copy online).
- (ii) A list of organizations where the supplier has currently provided/has printed/ supplied the items (Submit scanned copy online).
- (iii) At least two printing job of Govt./PSU/Autonomous bodies during 5 years i.e. 1st April, 2015 to 31st March – 2020 (Submit the scanned copy of work orders) .
- (iv) The proof of printing press should be based / located in Delhi / NCR region with in-house facility including designing / dispatch etc. to execute the job as required. (Submit scanned copy of the proof online).
- (v) Copy of Registration Certificate in support of GST No / PAN No. & Validity etc. (Submit scanned copy online).
- (vi) 03 sets of Sample Papers for inner & cover page in Off White shade (105 GSM imported Super Fine off white paper and 270 GSM imported matt for cover) duly signed & stamped may be enclosed as per specifications at Annexure ‘III’. Brand of the paper may also be mention on the sample paper, if any. (Submit hard copy only).
- (vii) Earnest Money Deposit of **Rs. 17,500/-** (Rupees Seventeen Thousand Five Hundred only) in the form of Demand Draft / Banker Cheque / FD / BG (Format of BG Attached at Annexure – V) / Online (Bank details are mentioned above) in favour of NIFT, payable at New Delhi (Submit hard copy and scanned copy online also).
- (viii) Vendors registered under “Micro & Small Enterprises Act” (MSE) are exempted from submission of EMD. Exempted bidders should upload a valid certificate issued by the concerned department like – “NSIC, MSME” for EMD exemption (Submit scanned copy online).
- (ix) Declaration that the tenderer has not been debarred from participating in tender anywhere in NIFT HO and its Campuses. (Submit scanned copy online).

6. नियम और शर्तें (TERMS & CONDITIONS):

1. The tenderer shall depute technically qualified executive to coordinate the job with CCC Department of NIFT.

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Page 6

2. The tenderer should have licensed software for color correction/printing compatible with Adobe Suite (In Design/Illustrator).
3. The soft copy of complete text and pictures in the layout will be provided by CCC Department of NIFT to the printer.
4. The design and basic layout of the NIFT Admission Brochure (Prospectus) – 2021 will be provided by CCC Department of NIFT separately. However the final artwork and formatting of all pages will be prepared by the printer in consultation with CCC Department of NIFT.
5. The final corrections in the layout of NIFT Admission Brochure (Prospectus) - 2021 (if any) will be carried out by the printer.
6. The tenderer will provide laser printouts of the first dummy + final dummy of the NIFT Admission Brochure (Prospectus) - 2021. The final dummy in colour will be approved by CCC Department of NIFT before printing at the printer premises.
7. Pre inspection of the quality of the printing material will be checked by the Indenter before delivery at NIFT to avoid future dispute regarding the quality.
8. The Tenderer shall supply all the copies of the above NIFT Admission Brochure (Prospectus) - 2021 in proper perfect binding with section sewing cover drawn (water proof and fabric packing over carton) at all NIFT Campuses including Head Office as per distribution list attached at Annexure - IV.
9. The price quoted for printing of all the jobs should be as per financial bid (Annexure – II). **The rates quoted should also be on the basis of free delivery at NIFT Head Office & NIFT New Delhi Campus.** Further the tenderer will provide GSTIN number with submission of Technical Bid and all the applicable rules of Goods and Services Tax, act will be binding on the tenderer. Tenderer will also provide the proof of payment of GST along with submission of his supply bill.
10. Please note that specification may vary and number of pages may also increase or decrease. If number of pages increases or decreases, the payment will be released / calculated as per actual number of pages printed of NIFT Prospectus - 2021 on the basis of rates quoted by the L-1 bidder for + / - 4 pages.
11. Tenderer shall provide a soft copy of **NIFT Admission Brochure (Prospectus) – 2021** pdf format in CD/DVD/Pen Drive to NIFT after completion of the work and final pdf before it goes in print.
12. L-1 bidder will be decided on overall lowest for printing of NIFT Admission Brochure (Prospectus) – 2021 and Courier charges as per criteria mentioned in price bid (**Annexure – II**).

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Page 7

13. Input services Distributors (ISD) clause available in GST can be used so centralized billing in the name of National Institute of Fashion Technology (NIFT) Head Office can be made by L-1 bidder.
14. No overwriting, correction, insertion shall be permitted in any part of the Tenderer.
15. **NIFT GSTIN. - 07AAATN2067J3ZG.**
16. EMD of **Rs. 17,500/-** (Rupees Seventeen Thousand Five Hundred only) is required to be deposited as Earnest Money Deposit in favor of NIFT payable at New Delhi. In the absence of required EMD cost, bid shall be deemed to be invalid & will be rejected by NIFT. Those bidders who are exempted from submission of EMD cost, they have to submit scanned copy of requisite certificate issued by the concerned authority like – “NSIC, MSME”. The EMD will be returned to the bidders except the successful bidder as soon as the tender for awarding the printing material is finalized. No interest shall accrue to this deposit which will be returned after completion of the work and after adjusting dues, if any.
17. The Earnest Money Deposit of the successful tenderer shall be forfeited if the tenderer:
 - Withdraws tender offer before finalization of the same.
 - Fails to accept the tender, if his/their tender is accepted by NIFT Head Office
 - Fails to deposit the security deposit within stipulated time limit and the firm will be black listed.
18. The date of the Demand Draft / Banker Cheque / FD / BG (Format of BG Attached at **Annexure –V**) / Online (Bank details are mentioned above) will be after the publication of this tender.
19. Late tenders will not be considered at all.
20. The L-1 Tenderer shall deposit **8% of the total printing cost quoted** as Security Deposit (refundable but non-interest bearing) in form of Demand Draft / Fixed Deposit receipt from a Commercial Bank / BG (Format enclosed at **Annexure –VI**) receipt from a Commercial Bank/ online (bank details are mentioned above) in favour of NIFT payable at New Delhi, within 10 working days after receipt of supply/printing order. No interest shall be paid on security deposit which will be returned after successful printing/supply and after adjusting dues, if any.
21. National Institute of Fashion Technology reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and he is not bound to accept the lowest bid since due weightage shall be given to several factors (as shall be decided by NIFT) besides the commercial bid.
22. In case **L-1** is more than one, the decision of NIFT will be final.

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Page 8

23. Tenderer has to bid for **NIFT Admission Brochure (Prospectus) – 2021** and has to quote rate for shipment as specified. Non submission of bid for any of this item will result in disqualification.
24. Conditional Bids/Vague offers like “**Duties as applicable**” shall not be considered.
25. Dispatch of **NIFT Admission Brochure (Prospectus) -2021** to all NIFT Campuses, addresses enclosed at **Annexure - IV** is required to be completed within **15 days** from the date of handing over final proof.
26. **Penalty for Non-Compliance:-**
- a. The first proof of the material should be submitted within **5 days** from the date of submission of relevant material, failing which **Rs. 500/- per day will be charged.**
 - b. All printed copies of the material is to be dispatched within **15 days** from the date of approval of final proof, failing which **Rs. 500/- per day subject to maximum of 20% of the bill will be charged.**
 - c. Inferior or defective printed matter shall under no circumstances be accepted by the NIFT.
 - d. In case any error or defect is discovered after delivery of the printed matter which is ascribable to the printer, he shall be bound to rectify such error or defect at his own cost to the satisfaction, and within the time limit fixed by the NIFT for the purpose.
 - e. In case of the delivery of any defective printed material which, owing to urgency or any other reason, cannot be rejected wholly, the NIFT shall deduct such sums from the concerned printer’s bills as may be considered proper.
 - f. The rejected printed material shall lie in the NIFT premises entirely at the printer’s risk. The tenderer will be expected to remove it at the earliest. However, if such rejected material is not removed within 7 days of notice to the printer regarding rejection, the NIFT shall have the right to dispose of such material as it deems fit.
27. In case of genuine difficulties beyond the control of the printer, on request, he may be given extension of the time limit upto a maximum of 10 days in special case.
28. Tenders once submitted shall not be allowed to be withdrawn, altered or cancelled in part or in whole.
29. The Security Deposit will be released on receipt of the bill completed with all delivery vouchers and delivery of printed materials with satisfactions of NIFT. No interest will be paid on the Security Deposit.
30. If the job is not executed after accepting the same, earnest money will be forfeited in full and job will be got executed at firm’s risk from some other firm. The firm shall also be liable to be black listed.

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Page 9

31. Execution of job should be of standard quality, neat and accurate according to the specifications, quality of paper where NIFT is satisfied. If the execution of the job is not upto the standard, suitable deductions will be made or the entire job shall be rejected by NIFT, as the case may be, at the cost of firm risk's.
32. The tenderer shall print the **NIFT Admission Brochure (Prospectus) - 2021** on the paper specified. In case the tenderer uses the inferior quality of paper, NIFT will get it tested from the approved Govt. testing lab and a penalty on the total bill shall be imposed by the Competent Authority as deemed fit on the firm and further lead to disqualification for any future job prospects with NIFT.
33. The Payment will be released on receipt of the original bill and after completion of delivery of printed material in good conditions and receipt of the satisfactory report from the all NIFT Campuses.
34. On finalizations of tender the selected bidder needs to submit the declaration under anti profiteering applicable as per GST laws.
35. The successful Tenderer shall have to submit the self attested photocopy of the Invoice for purchase of paper and shall have to give in writing in the following Performa :-

“Certified that the paper procured from the M/s. -----is actually used in printing of **NIFT Admission Brochure (Prospectus) – 2021** at the time of submission of bills.

36. सुलह माध्यस्थम /विधि / Conciliation/Arbitration:

- i. If any dispute(s) or difference(s) of any kind whatsoever arise between the parties, the parties hereto shall negotiate with a view to its amicable resolution & settlement through a Committee appointed by DG – NIFT.
- ii. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to & settled by the sole Arbitrator to be appointed by DG – NIFT.
- iii. The Arbitration proceedings shall be in accordance with the provision of the Arbitration & Conciliation Act, 1996 & Laws of India as amended or enacted from time to time.
- iv. The venue of the Arbitration shall be based upon the NIFT Head Office. The language of the arbitration proceedings shall be in English.
- v. The Arbitrator will give the speaking & reasoned award.
- vi. The cost incurred during arbitration, if any, shall be borne by the supplier.

37. लागू कानून और क्षेत्राधिकार / Applicable Law& Jurisdiction:

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Page 10

All matters connected with this shall be governed by the Indian Law both substantive & procedural for the time being in force & shall be subject to the exclusive jurisdiction of Indian Court at Delhi.

38. NIFT reserves the right to annul the bidding process at any period to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidders on the ground of NIFT action.
39. The agency should not sublet the work or any part of the work to any other agency without written consent of NIFT.
40. In case of any deviation/fault in the quality as also printing mistake, NIFT shall have the right either to reject printed material or deduct part payment from the bill.
41. As per instructions of Central Vigilance Commission, no negotiation will be made in this aspect. The bidder who will quote lowest rates in all the items will be treated as lowest one.
42. Decision of the DG-NIFT will be final and binding in case of work requirement and in all the matters relating to technical and commercial terms and specifications including right reserved to reject the tender.
43. **वैधता /Validity:**
 - The first proof of the material should be submitted within **5 days** from the date of submission of relevant material and all printed copies of the material is to be dispatched within 15 days from the date of approval of final proof.
 - Your rates should be valid for a period of 3 (Three) months from opening of Technical Bid, the repeat order can be placed if required. Extra copies to be printed, if any, will be printed on the same price.

The Tender should be submitted and signed by a duly authorized person, giving full name of the firm with its current business address.

The bidders should satisfy themselves before submission of the tender to NIFT that they meet the qualifying criteria and capability as laid down in the Tender document.

All papers of the Tender Document will be signed and Stamped by the bidder.

Yours faithfully

(VikramVerma)

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Encl. As above.

Signature of Tenderer :-----

Name of the Authorized Signatory :-----

Name of the Company/Firm :-----

Seal of the Company/Firm :-----

Address :-----

Contact No.:-----

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

संलग्नक- I / (Annexure – I)

निफ्ट एडमिशन ब्रोशर (प्रोस्पेक्टस) – 2021 की 1850 प्रतिलिपियाँ प्रिंटिंग / आपूर्ति के लिए तकनीकी बिड Technical Bid for Printing/Supply of 1850 copies of NIFT Admission Brochure (Prospectus) - 2021

1. Name of the Agency :
2. Name of the authorized person
(Who signs on the tender document):
3. Address of the Agency :
4. Phone No :
5. email- address :
6. Mobile No. :

Eligibility Criteria for Selection:-

Sl. No.	Documents to be submitted	Proof Required
1.	The Proof of Annual Turnover for Rs. 10 Lacs per year atleast for last 2 years i.e. 2017-2018 & 2018-2019 in the form of Audited Balance Sheet duly certify by CA.	Submit Scanned Copy online
2.	A List of organizations where the supplier has currently provided/has printed / supplied the items.	Submit Scanned Copy online
3.	At least two printing job of Govt./ PSU and Autonomous bodies during 5 years i.e 1st April 2015 to 31st March - 2020.	Submit scanned copy of work orders
4.	The proper proof of the printing press of the printer should be based on Delhi/NCR region with in-house facility including designing/dispatch etc. to execute the job as required.	Submit Scanned Copy online of proof of ownership of premises based in Delhi/NCR region.
5.	Copy of Registration Certificate in support of GST No./ PAN No. & validity etc.	Submit Scanned Copy online
6.	03 sets of Sample Papers for inner & cover page in Off White shade (105 GSM imported Super Fine off white paper and 270 GSM imported matt for cover) duly signed & stamped may be enclosed as per specifications at Annexure 'III'. Brand of the paper may also be mention on the sample paper, if any.	Submit hard copy only
7.	Earnest Money Deposit of Rs.17,500/- (Rupees Seventeen Thousand Five Hundred only) in the form of Demand Draft / Banker Cheque / FD / BG (Format of BG attached at Annexure – V) / Online (Bank details are mentioned above) in favour of NIFT, payable at New Delhi	Submit scanned copy online & submit hard copy also.

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

8.	Those bidders exempted from EMD cost, submit the certificate issued by the concerned department Like “NSIC, MSME”.	Submit Scanned Copy online
9.	Whether the Bidder is registered under Micro/Small/Medium Enterprise Act, 2006	Submit scanned copy of the Proof.
10.	Whether the proprietor of ‘MSME’ Enterprise if from SC/ST category	Please submit cast certificate issued by the Competent Authority
11.	Whether the Proprietor of ‘MSME’ Enterprise is ‘Women Entrepreneur’ with minimum share of 51% in the bidding firm.	Please attach copy of the Proof.
12	Declaration that the bidder Firm has not been blacklisted / debarred by anywhere in NIFT HO & its campuses and any Government Department / Public sector undertaking.	Submit Scanned Copy online on the agencies Letter Head

- The documents submitted by the bidder at point no. 9 to 11 above shall be duly certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder’s Company/Form) and notary public with legible stamp. If the bidder does not provide the above confirmation or appropriate document or any evidence, then it will be presumed that they do not qualify for nay preference admissible in the Public Procurement Policy (PPP), 2012.

Signature of Tenderer :-----

Name of the Authorized Signatory :-----

Name of the Company/Firm :-----

Seal of the Company/Firm :-----

Address :-----

Contact No.:-----

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

संलग्नक- II /(Annexure – II)

निफ्ट एडमिशन ब्रोशर (प्रोस्पेक्टस) – 2021 की 1850 प्रतिलिपियाँ प्रिंटिंग आपूर्ति के लिए- वित्तबिड्ड
(Financial Bid for Printing / Supply of 1850 copies of NIFT Admission Brochure (Prospectus) - 2021)

NIFT GSTIN. - 07AAATN2067J3ZG.

<u>S.No.</u>	<u>Item</u>	<u>Specific ation</u>	<u>Qty</u>	<u>Unit Price in Rs.</u>	<u>GST in %</u>	<u>Total Price of 1850 copies in Rs. including GST</u>	<u>Price of +/- 4 pages if any (including GST)</u>
<u>1.</u>	<u>Printing and Supply of NIFT Admission Brochure (Prospectus) 2021</u>	<u>As per Annexu re III</u>	<u>1850 Copies</u>				
<u>2.</u>	<u>Total Courier Charges including GST</u>	<u>-----</u>	<u>As per Annex ure-IV</u>				
	<u>Grand Total 1+2 in Rs.</u>						
<u>Total in words : (The total must be mentioned in words also. Any mistake, overwriting etc in mentioning the price will result into cancellation of bid).</u>							

**Note : Printing & Supply order will be awarded to the L-1 bidder who will quote overall rates for
printing & supply of NIFT Admission Brochure (Prospectus) 2021 and Courier Charges.**

Signature of Tenderer :-----

Name of the Authorized Signatory :-----

Name of the Company/Firm :-----

Seal of the Company/Firm :-----

Address :-----

ContactNo.:-----

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

NIFT Admission (Prospectus) Brochure - 2021

Specifications:

Size: 8.25" X 8.25"(ready size)

Pages: 100 + cover (**Kindly quote for multiple of +/- 4 pages**)

Paper: 105 GSM imported Super Fine off white paper

270 GSM imported matt for cover

(3 paper samples each duly signed & stamped for inside pages & cover in Off White shade may be enclosed with Technical Bid. NIFT would choose any of the samples for approval and qualify for Financial Bid)

Printing: **Inside Pages** – 4 + 4 colour

Inner & Outer Cover 4 + 4 colour + special metallic colour (Copper/Silver/Gold) + UV + foiling

+ cover matt lamination

Quantity: **1850 Copies**

Binding: Perfect Binding with section sewing cover drawn

Terms and Conditions

1. The printer should have licensed software for color correction / printing compatible with Adobe Suite (In Design / Illustrator).
2. The printer will depute technically qualified executive to coordinate the job with NIFT team.
3. NIFT would provide the soft copy of complete text and pictures in the layout to the printer.
4. The design and layout of the prospectus will be provided by NIFT. However the final artwork of the complete prospectus will be prepared by the printer in consultation with the NIFT team.
5. The final corrections in the layout of prospectus 2021 (if any) will be carried out by the printer.
6. The printer will provide colour laser printouts of the first dummy + final dummy.
7. The final colour dummy will be approved by NIFT team before printing.

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

8. The printer will supply all the copies of the prospectus in proper packaging (water proof and fabric packing over carton) at the various campuses as per the distribution list given by purchase.
9. The printer will provide a soft copy of the complete prospectus 2021 to NIFT and a final pdf before it goes in print.
10. Please attach paper samples with technical/manufacturing/paper details alongwith the quotation

(UI-CCC) Head (CCC)

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Page 17

संलग्नक- IV/(Annexure – IV)

Addresses of NIFT Campuses with Quantity of Admission Prospectus at each Campus to be delivered through Courier

Sr. no.	Address	Qty (No. of Prospectus)	Sr. No.	Address	Qty (No. of Prospectus)
1	To, The Director NIFT Delhi Campus, Hauz Khas Near Gulmohar Park, New Delhi-110016	100 (to be delivered free of cost)	10	To The Director National Institute of Fashion Technology Dharmasala, Mangattuparamba Kannur – 670562	100
2	To The Director National Institute of Fashion Technology, NIFT Campus, Rajiv Gandhi Salai, Taramani, Chennai – 600 113	100	11	To The Director National Institute of Fashion Technology Mithapur Farms Patna – 800001 BIHAR	100
3	To The Director National Institute of Fashion Technology NIFT Campus, GH – O Road, Behind Info City, Gandhi Nagar – 382007	100	12	To The Director National Institute of Fashion Technology NIFT Campus, Mawpat, Umsawli, Shillong – 793012, Meghalaya Tel:- (0364) 2590240/2591492 Fax:- (0364) 2590676	75
4	To The Director National Institute of Fashion Technology Opposite HI-Tech City Cyberabad Post Madapur Hyderabad- 500081	100	13	To The Director National Institute of Fashion Technology NIFT Campus, Old Govt. Polytechnic Residential Campus, Chheb, Kangra-176001 Himachal Pradesh	100

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

5	To The Director 0 National Institute of Fashion Technology Plot No 3B, Block LA SEC- III Salt Lake city, Kolkata - 700098	100	14	To, The Director, NIFT Jodhpur, NIFT Campus, Karwar Jodhpur- 342037 (Rajasthan)	100
6	To Director National Institute of Fashion Technology NIFT Campus, Plot No. 15, Sector – 4 Kharghar, Navi Mumbai – 410 210	100	15	To, Director NIFT Bhubneshwar, IDCO Plot No – 24, Chandaka Industrial Estate, Bhubaneswar – 751024	75
7	To The Director National Institute of Fashion Technology Doorbhash Nagar, Sector – II RaeBareli- 229010 (UP)	100	16	To, Director NIFT Srinagar J & K SIDC Electronics Complex Rangreth , Srinagar – 191132 (Jammu & Kashmir)	50
8	To The Director National Institute of Fashion Technology NIFT Campus, CA Site No. 21, 27 th Main Road, Sector-1, HSR Layout, Bengaluru – 560 102	100	17	The Director, HO NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi-110016 (To be delivered free of cost)	250
9	To The Director National Institute of Fashion Technology NIFT Block, Madhya Pradesh Bhoj (Open), University Campus, Kolar Road, Bhopal – 462016 (MP)	100	18	To The Director National Institute of Fashion Technology Sector 26, Punchkula, Haryana-134116	100

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Page 19

BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas.....
(hereinafter called the “tenderer”)
has submitted their offer datedfor printing /supply of NIFT Admission Brochure (Prospectus)-2020/2019 (hereinafter called the “tender”)against the purchaser’s tender enquiry No. **1351(20)/NIFT/Pur-HO/Admission Brochure (Prospectus)-2021/2020** KNOW ALL MEN by these presents that WEof..... having our registered office at are bound unto **National Institute of Fashion Technology** (hereinafter called the “Purchaser”)

in the sum of -----for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this day of 2019

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity : -
 - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept / execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

.....
(Signature of the authorized officer of the Bank)
.....
.....
Name and designation of the officer
.....
Seal, name & address of the Bank and address of the Branch

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Bank Guarantee Format for Furnishing Security Deposit

1. In consideration of National Institute of Fashion Technology, having its Head Office at NIFT Campus, Near Gulmohar Park, HuazKhas, New Delhi – 110016

(hereinafter referred to as NIFT which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to-----with its Registered / Head Office at -----(hereinafter referred to as the ‘Contractor’ which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a contract by issue of NIFT’s Letter of Intent No.-----dated-----and the same having been unequivocally accepted by the contractor resulting in a ‘Contract’ bearing No.-----dated-----valid at Rs.------(Rupees-----only) for -----and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to Rs.------(Rupees-----value of the contract to NIFT, we -----having its Head Office at pression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), do hereby guarantee and undertake to pay NIFT, on demand any and all money payable by the Contractor to the extent of Rs.------(Rupees-----only) as aforesaid at any time upto without any demand reservation contest, recourse for protest Bank shall be conclusive and binding notwithstanding any difference between NIFT and Contractor or any dispute pending before any Court, Tribunal or any other authority.

2. We, the -----Bank undertake not to revoke with guarantee during its currency without previous consent of NIFT and further agree that the guarantee herein contained shall continue to be enforceable till NIFT discharges this guarantee or -----which is earlier.
3. NIFT shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the contract by the Contractor. NIFT shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor, and to exercise the same at any time in any manner and either to enforce or two forbear to enforce any covenants, contained or implied, in the Contract between NIFT and the Contractor or any other course or remedy or security available to NIFT. The Bank shall not be released of its obligations under this guarantee by any exercise by NIFT of its liberty with reference to the matter aforesaid or any of them or by reason of any other acts of omission or commission on the part of NIFT or any other indulgence shown by NIFT or by any other matters or thing whatsoever which under law would , but for this provision have the effect of relieving the Bank.
4. The Bank also agrees that NIFT and its option shall be entitled to enforce this guarantee against the Bank as a principal debtor, in the first instance without processing against the Contractor and notwithstanding any security or other guarantee that NIFT may have in relation to the Contractor’s liabilities.

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

5. This guarantee shall not be affected by any changes in the constitution of Contractor nor shall it be affected by any charges in the constitution of NIFT or by any amalgamation or absorption thereof or therewith but will ensure for and be available to and enforceable by absorbing or amalgamated company or concern.
6. Notwithstanding anything contained hereinabove, our liability under this guarantee is restricted to Rs.----- (Rupees-----only) subject to the clause as stated immediately hereafter. This guarantee shall remain in force till.
7. This guarantee shall continue and hold good until it is released by NIFT on the application of the Contractor after expiry of the relative guarantee period of the said Contract and after the contractor has discharged all their obligations under the said Contract and produced a certificate from NIFT's representative certifying the due completion of the work under the said contract and submitted 'No-demand Certificate' provided always that unless extended this guarantee shall remain in force till----- should it be necessary to extend this guarantee beyond the said date on account of extension being granted by NIFT to the Contractor in respect of completion of works under the said contract or otherwise, we undertake to extend forthwith the period of the guarantee on NIFT's request till such time as may be required by NIFT.
8. We-----Bank shall be discharge of our liability under the guarantee unless a claim is made by NIFT within 3(three) months from the date of expiry of this Bank Guarantee.

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)

संलग्नक- VII/(Annexure – VII)

Sub: Undertaking/Acceptance of Terms & Conditions of Tender

Tender Bid No.1351(20)/NIFT/Pur-HO/Admission Brochure (Prospectus)-2021/2020

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) / portal namely:-<https://niftenders.eproc.in>
2. I / We hereby certify that I / We have read entire terms and conditions of the tender document from Page No. 01 to _____ (including all annexures) and I / We shall abide by the terms / conditions / clauses contained therein.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s).
4. I / We do hereby declare that our Firm has not been blacklisted / debarred by anywhere in NIFT HO & its campuses and any Government Department / Public sector undertaking.

I Accept above all Terms & Conditions

(Full Signature & Stamp of the Tenderer)