

NIT No.: NIFT/SHL/PO/2018-19/E03-Fur



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

Ministry of Textiles, Govt. of India

## SHILLONG

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

Tender No - NIFT/SHL/PO/2018-19/E03-Fur

# TENDER DOCUMENT FOR SUPPLY & INSTALLATION OF CUSTOMISE FURNITURE & FIXTURES ITEMS FOR BOYS & GIRLS HOSTEL AND FACULTY ROOM, ADMINISTRATION BLOCK IN NIFT SHILLONG PERMANENT CAMPUS

National Institute of Fashion Technology,

Seal & Signature of the Tenderer: \_\_\_\_\_



NIT No.: NIFT/SHL/PO/2018-19/E03-Fur

**NIFT Shillong Campus,(Old NEIGRIHMS Campus),  
'C' Block, Pasteur Hills, Lawmali,  
Shillong - 793001, Meghala**

**Time schedule for tender process:**

Date of publication of tender notification on official website and newspapers	08/01/20
Uploading of tender document commences from	08/01/20
Last date & time for receipt of duly filled in tenders	30/1/20 2 pm
Date and Time of the opening Technical Bids	30/1/20 at 3Pm
Date and Time of the opening Financial Bids	will be notified to the technically qualified tenderers

**Note: This tender document contains 30 pages (total no. of pages including Annexures) and tenderers are requested to sign on all the pages.**

Seal & Signature of the Tenderer: \_\_\_\_\_

**NIT No.: NIFT/SHL/PO/2018-19/E03-Fur**

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Seal & Signature of the Tenderer: \_\_\_\_\_

## **1. INTRODUCTION:**

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 centers. 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, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.

The foundation stone of NIFT Shillong was laid on 11<sup>th</sup> August 2008 and is presently operating from its transit campus at OLD NEIGRIHMS Campus, Lawmali, Shillong. The NIFT Shillong Permanent Campus is located at Mawdiangdiang, Umsawli – 793018 and is spread over an area of 20.13 acres. At present the centre is offering 03 no. of courses, i.e. 2 nos of UG courses i.e. Bachelor of Fashion Design and Bachelor of Accessory Design and 01 nos of PG course i.e. Master of Fashion Management.

## **2. NOTICE INVITING TENDER**

### **I. Introduction**

The National Institute of Fashion Technology (Shillong) invites sealed tender under “**Two Bid System**” from reputed suppliers for “**Supply & Installation of Furniture & Fixture Items for NIFT Shillong Permanent Campus, Mawdiang diang, Umsawli – 793018**”. “**TWO BIDS SYSTEM**” shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. NIFT will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc. The tender document is not transferable to any other person.

The tender fee and the EMD draft should be kept in the Technical Bid Cover. The “**Technical Bid**” and the “**Financial Bid**” should be sealed by the tenderer in separate covers duly super scribed as “**Technical Bid**” and “**Financial Bid**” respectively. Both these sealed covers should then be kept in a bigger cover which should also be sealed & duly super scribed as “**Supply & Installation of customize Furniture & Fixture Items for NIFT Shillong Permanent**”

**Campus, Mawdiang diang, Umsawli – 793018”**

**II. Earnest Money Deposit (EMD):**

The Bidder shall furnish EMD of **Rs 2, 48,385/- (Two Lac forty eight thousand three hundred eighty five) only along** with the tender in the form of Demand Draft in favour of NIFT, Shillong, payable at Shillong. EMD shall be returned to the unsuccessful bidders after award of work. EMD of successful bidder shall be adjusted in the bill as raised by the Supplier during the work. The tender document not accompanied with requisite amount of EMD shall be rejected.

**III. Site Visit:**

The bidder is advised to acquaint himself with the job work, visit the site & examine site conditions, climatic conditions, labour, power, material availability, transport and communication facilities, environmental regulations, laws and bye-laws of statutory, local bodies and the Govt. of India and collect all information that shall be necessary for preparing the bid. The cost of visiting the site and collecting information for the purpose of submission of the bid shall be incurred by the bidder only. The bidder and any of his personnel or agents will be granted permission by the Employer to enter upon the site for the purpose of such inspection.

**IV. Defect Liability Period:**

The work/materials of the manufacturer shall be under 12 months Defect Liability Period (DLP). Any defect/s noticed during the defect liability period shall be rectified by the manufacturer/supplier without any cost to NIFT Shillong failing which the Security Deposit of the Supplier may be forfeited. If the supplier/dealer backs out from the work tender, the EMD amount deposited of the supplier/dealer stand forfeited. The supplier/dealer may also be debarred from any future tendering process in the institute for reasons assigned hereinabove.

**V. Bid Validity**

60 days from the date of opening of Financial bid

**VI. Correspondence Address:**

The Purchase Officer, National Institute of Fashion Technology,  
NIFT Shillong Campus, (Permanent Campus),  
Umsawli, Mawdiangdiang - 793 018,  
Meghalaya

**VII. Submission of Bids**

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 bids from **8<sup>th</sup> January 2020 to 30<sup>th</sup> January 2020 (2:00 Pm)**. Tender documents is also available for viewing on the “tenders” link of the NIFT website i.e. <https://www.nift.ac.in/shillong/tenders> under Shillong campus

**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.**

For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying for Annual Registration Charges

- **Annual Registration Charges of Rs. 2000 + Rs. 360 (GST @ 18%) = Rs. 2360/- (Rupees Two Thousand Three Hundred and Sixty Only - Non-Refundable)**
- **Bid Processing Fee charges of Rs. 5000 + Rs 900 (GST 18%) = Rs 5900/- (Rupees Five Thousand Nine Hundred Only – Non- Refundable)**

The Firm should ensure that it complies with the requirements as per item before applying for tender. Also, the interested Firms should submit a hard copy of the application submitted online with all relevant supporting documents by 28<sup>th</sup> January 2020 before 2:00 pm. **Non-submission of hardcopy as directed will lead to rejection of the tender application.**

The sealed hard copy of the tender shall be submitted in one big envelope superscripting “**Supply of Furniture & Installation of Items for NIFT Shillong Permanent Campus, Mawdiang diang, Umsawli – 793018, Shillong, Meghalaya**”, containing two separately sealed small envelopes, one for “**Technical Bid**” and another for “**Financial Bid**” superscripting as such and addressed to

The Purchase Officer,

National Institute of Fashion Technology, NIFT Shillong Campus,  
(Permanent Campus),

Umsawli, Mawdiangdiang - 793 018, Meghalaya

The sealed tender must be dropped in the tender box at NIFT Shillong Campus only, on or before 30<sup>th</sup> January 2020 before 2:00 pm

The technical bid envelope must contain the technical bid in prescribed Proforma as per Annexure- III along with a Demand Draft of **Rs. 590/- (Rupees Five Ninety Only)** towards cost of tender (non-refundable) and Earnest Money Deposit (refundable but non-interest bearing) of **Rs 2, 48,385/- (Two Lac forty eight thousand three hundred eighty five) only favoring NIFT, Shillong** and payable at Shillong 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.

The technical bid will be opened at NIFT, Shillong Campus in the conference room on 30<sup>th</sup> January 2020 at 3:00 pm in the presence of the bidders/ their authorized representatives and committee members 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.

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.

Any further clarifications can be sought from the office of Purchase Officer on email [purchase.shillong@nift.ac.in](mailto:purchase.shillong@nift.ac.in) (for specification) or Telephone No. 0364-2590240/2591492, National Institute of Fashion Technology, NIFT Shillong Campus, (Old NEIGRIHMS Campus), 'C' Block, Pasteur Hills, Lawmali, Shillong - 793 001, Meghalaya

**For online procedure for Annual Registration In Eproc Website:**

**Mr. Sandeep Bhandari,**

**E-mail:-** sandeep.bhandari@c1india.com

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

**3. TECHNICAL QUALIFYING CRITERIA:**

1. The Firm should have all the necessary registrations of the Govt. under the Shops and Establishment Act,
  - PAN Number
  - GST Registration Number
2. The Financial bid should contain Earnest Money Deposit of an amount of **Rs 2, 48,385/- (Two Lac forty eight thousand three hundred eighty five) only** in the form of bank Demand Draft in favour of NIFT Shillong, payable at Shillong. This Earnest Money Deposit (EMD) will not bear any interest and will be returned to unsuccessful bidder.
3. 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)
4. Tenderer's sales turnover should not be less than Rs. 2.50 Crores (Rupees Two crore fifty lacs) per annum in the past 2(two) years in the sale of furniture & fixtures. The tenderer should submit copies of supporting records to prove the condition.

**4. INSTRUCTIONS TO TENDERERS:**

The tenderers are requested to follow the below mentioned instructions:

1. Offers on original tender document will only be considered. Offers submitted by fax/email or in any manner other than specified above shall not be considered. The bids shall exactly be according to the prescribed formats. Modifications/Rewording of formats shall not be acceptable.
2. All documentations are required to be in Hindi/English.
3. Tender should be filled with neat legible and correct entries. Indistinct figures, erasures and alterations are not permitted in the tender.
4. Failure to comply with these conditions will result in forfeiting of the tender.
5. Please cross out any mistakes and rewrite the same and counter sign.
6. Incomplete tenders, amendments and additions to tender after opening and tenders submitted after due date shall liable to be ignored.
7. Cost involved in submitting the bids, attending the tender opening meeting, arrangements for the demonstration /presentation etc. shall be borne by the bidder.
8. Tender shall be accompanied by the relevant documents including the following:-
9. A client list for the Furniture's quoted for & supplied by for the last 2 to 5 years
10. Total Annual turnover of the company must be in the minimum range of Rs 2.50 Crores per annum in the past 2(two) years in the sale of furniture and fixtures {Along with documentary proof - Audited report}
11. Details of required Experience Certificates /Work orders:
12. The agency must enclose copy of the PAN Card of the company/Proprietor/ Partner and work experience certificate / work order for having executed the similar works. Tender of any agency without the requisite documents as mentioned hereinabove shall be rejected out rightly.
13. Authorization letter of the company if one wishes to authorize some other person/company.
14. The catalogue/Brochure for the Furniture quoted by the vendors should be enclosed along with technical bid.
15. They should be registered for GST and Income Tax and should enclose copies of relevant certificates. Tenderer will have to produce all these original documents at any time demanded by the Institute.
16. Model quoted & detailed specification.
17. No tenderer shall be allowed to withdraw the tender rates after opening of the tender. If any tenderer withdraws the rates the EMD amount deposited by him shall be forfeited and he shall be disqualified from participating in any future tender of the Institute.
18. 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.
19. Rates should be offered unconditionally and if rates are submitted with any condition the tender shall be rejected.
20. Furniture will be supplied with at least 1 year warranty/guarantee from the date of verification & acceptance by NIFT. However for the Furniture made of Iron/Steel, the same should be of 3 to 5 years.
21. Defective Furniture's shall be replaced by the agency without any additional charge during guarantee period of supplied Furniture's. The replacement shall have to be carried out within 14 days of the intimation being received from the Institute.
22. **Tenderer shall have to quote item wise rates, consolidated rates shall not be considered and tender shall be liable to be rejected out rightly.**



23. NIFT 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.
24. The rate offered must be filled in the performa of the tender form. Any correction should be initialed by the tenderer in the price bid attached with this document.
25. Tender Document fee is Rs 590/- per document. No tenderer shall be issued more than one tender form.
26. The rate quoted in the price bid must be inclusive of all taxes and F.O.R. NIFT Shillong Permanent Campus Mawdiangdiang, Umsawli Office premises.
27. Rates should be offered unconditionally and if rates are submitted with any condition, in such cases the bids shall be liable to be rejected.
28. Last date of receipt of sealed/online tender documents is 28<sup>th</sup> January 2020 till 02:00 pm
29. The EMD of unsuccessful bidders will be refunded within 30 working days of opening of price bid without bearing any interest 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. For the items mentioned in Price 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.
30. The successful tenderer will have to deposit **Rs 4, 13,975(Four lacs thirteen thousand nine hundred seventy five only)** 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 Shillong, payable at Shillong 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 returned after the warranty period of the supplied items is over and no interest will be paid for security deposit.
31. 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.
32. The successful tenderer will have to deliver and install about the equipment within 30 days from the date of issuance of purchase order. Also the demonstration of all the functions of the equipment to the user department should also be completed by the successful tenderer within the scheduled time frame.
33. 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.
34. The agency should enclose self-attested copies of allotment of AADHAR CARD, PAN Card under the Income Tax Act failing which tender will be liable to be

- rejected. Tenderer will have to produce all these original documents at any time demanded by the Institute.
35. NIFT reserves the right to reject any or all tenders without assigning any reason thereof.
  36. Equipment having outdated designs with similar specification will not be accepted by NIFT.
  37. The defective equipment and accessories shall be replaced by the agency without any additional charge during guarantee period of supplied equipment, otherwise Performance Guarantee shall be liable to forfeited and in all the matters the decision of the Director, NIFT Shillong shall be final. The replacement will have to be carried out within 14 days from the date of the intimation being received from the Institute.
  38. Payment of the supply will be released after verification of equipment and related accessories, successful demonstration of the equipment, certification of satisfactory installation by the user department and on the production of original invoices.
  39. Procurement of Equipment is for Educational Purpose only.
  40. Tenderer must sign along with company seal on each and every page of the tender document as token of the acceptance of tender conditions.
  41. If any malafide intention is observed by NIFT, the agency shall not be eligible to participate in any future tenders with NIFT.
  42. Director NIFT- Shillong reserve 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.
  43. Director NIFT- Shillong also 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.
  44. The successful bidder will have to supply and install the equipment ordered within 30 days of the issuance of the purchase order at the address given below, failing which the firm will have to bear the entire cost of the alternate arrangement or the fine as decided by the NIFT.  
Address:-  
National Institute of Fashion Technology,  
Mawdiang diang, Umsawli – 793018,  
Shillong, Meghalaya
  45. Bidders need to provide adequate training to the nominated persons of NIFT at their cost. NIFT will not bear any training expenditure.
  46. No paper shall be detached from the tender.
  47. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date for all practical purpose.
  48. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender shall be filled in and submitted in strict accordance with the instructions laid down herein; otherwise the tender shall be liable to be rejected by the NIFT unilaterally without assigning any reason or giving explanation to this effect.
  49. The tender shall be liable to be ignored/rejected if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to

- the tender are not filled in or any wrong/false or incorrect information is given or any material thing is concealed or manipulated therein.
50. The Earnest Money deposited shall be liable to be forfeited if the tenderer withdraws or amends impairs or derogates from the tender in any respect within the period of validity of his tender. If the successful tenderer fails to furnish the security deposit as required in the contract within the stipulated period, the EMD shall also be liable to be forfeited by the Purchaser i.e. NIFT and NIFT shall be entitled to initiate appropriate legal proceedings before the court of law against the tenderer for the losses suffered by it as a result of the same.
  51. **MSME and Startups Organization participating in the tenders are exempted to submit EMD while submitting tender**
  52. The all rates/total amount shall include GST (as applicable), cost of Installation, Delivery charges & material for the works complete in all respects and no extra amount shall be payable on this account.
  53. Water and Electricity shall be provided free of cost at one point of time during the period/day for bonafide use only.
  54. The EMD deposited by the manufacturer/supplier shall be released with running / final bill duly submitted by manufacturer/supplier
  55. Tender of any agency not adhering to the above mentioned terms of the tender shall be rejected outrightly.
  56. Technically qualified bidder will be informed regarding the result of the tender who shall be present at the time of opening of financial bid.
  57. As per GFR Rule No.173 Late bids i.e. tender bids received after the specified date and time of receipt, shall not be considered for participation in the bidding process.
  58. All rules within the ambit of Govt. of India General Financial Rules 2017 will be followed.

## **5. GENERAL TERMS AND CONDITIONS:**

- i) **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.
  - ii) **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.
  - iii) **Delivery:** The Furniture items should be delivered, placed, installed and Commissioned at **NIFT Shillong Permanent Campus, Mawdiangdiang, Umsawli – 793018, Shillong, Meghalaya** within a period of four weeks from date of issue of letter of award.  
If the tenderer fails to supply the ordered quantity within the stipulated time period/ supplies sub-standard item, liquidated damages equivalent to 1% (one percent) of contract/bill value shall be charged per week and deducted from the bills of the contractor subject to maximum of 10% of contract/bill value.
- III (b) **Office and furniture shop:** - The person who applied for the tender must have the office and the furniture making and assembling unit within shillong city, those firms

**who do not have the facilities need not to apply.**

- iv) **Responsibilities:** The Customize furniture items supplied should be brand 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.
- v) **Prices:** The vendors are required to quote as per “Annexure IV” (Financial Bid) in page no. 15. The Bidder shall quote the 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&P etc, as required for the completion of work. The quoted rates shall be inclusive of all taxes, duties, Goods and Service Tax (GST) etc. as applicable and no extra shall be payable on this account.
- vi) **Payment Terms:** No payment shall be made in advance. Payment will be made as On Delivery, installation and commissioning and satisfactory certification by concerned dept. TDS as per rule shall be deducted from the bills of the contractor. The agency must enclose copy of PAN No. supported by copy of PAN Card of the company.
- vii) **Signing of Tender:** The individual signing the tender (or the documents in connection with it) must specify whether he/she is signing as:
- A sole proprietor of the firm, or constituted attorney of such a proprietor.
  - A partner of the firm, if it be a partnership, in which case he/she must have the authority to refer to arbitration, disputes if any, concerning the business of the partnership. Either by virtue of the partnership agreement or power of attorney.
  - Authorized signatory of the firm, if it is a company (a letter of the authority in this respect must be enclosed along with the bid).
  - A person signing the tender form or any part thereof, on behalf of another, shall be deemed to warrant that he/she has the authority to bind the other and if on inquiry it appears that the person so signing has no authority do to so, NIFT may without prejudice to other Civil and Criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.
  - Each page of the tender form, agreement for purchase and agreement for Supply, Installation and Commissioning should be signed and stamped for the purpose of the tender offer.
- viii) **General:** NIFT reserves the right for any reduction/increase in the scope of work and the same shall be awarded to the vendor at the same Unit Rate mentioned in their bid.
- ix) **Jurisdiction:** 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 – Shillong will be final and binding upon the supplier. In case of any dispute arising out of the present tender, only the courts at Shillong will have the exclusive jurisdiction to adjudicate the dispute.
- x) **Selection Criteria:** The work will be awarded to L1 vendor on overall basis of Supply of Furniture & Fixture Items for NIFT Shillong Permanent Campus,

Mawdiang diang, Umsawli – 793018, Shillong, Meghalaya. The determination of lowest bidder will NOT be on individual rates of financial bids. Rather it will be on overall basis. Also, lowest bid may not be the only criteria for selection and NIFT is not bound to issue work order to the agency being the 'L-1' bidder; weightage/preference will also be given to the other factors, viz. previous experience, quality of service, number of client, yearly turnover, etc. to select the agency to award the work and the decision of NIFT in this regard and for selection of successful bidder will be final in all respect and will be binding on all the tenderers.

- xi) **Warranty:-** All the furniture supplied must have a warranty of 3 years to be taken care by the successful vendor.

**ANNEXURE – I TECHNICAL BID**

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

Name of the Agency/Firm:

Name of the authorized person (Who signs on the tender documents) :

Address of the Agency/Firm:

Phone No. :

Mobile No.:

Fax No.:

Email :

Sr. No	Particulars	Attached at Pg	Remarks
1	<b>KHADC Trading License</b>		
2	Earnest Money Demand Draft for Rs. Rs 2, 48,385/- only ( separate DD)		Yes/No
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>within 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	Aadhar Number of Proprietor		Copy to be attached
8	Have you ever been debarred by any Govt. Organization/PSU educational institute		Yes/No
9	Certificate regarding carried out similar works in the last 02 years:		Copy of certificate to be attached
10	Turnover not less than 05 Crores per annum for Two years for financial year 2017-18 and 2018-19		Copy of certificate to be attached (profit & Loss ,Balance sheet attested by the CA)
11	Undertaking duly signed by the tenderer. (Appendure II)		Yes/No
12	Whether agreed to abide by all the terms & conditions of this tender		Yes/No

**Note-1:** All the copies of documents mentioned above to be sealed in the technical bid cover along with EMD.

**Note 2:** Tenders not accompanied with above information & documents in support of the same may be summarily rejected.

Seal & Signature of the Tenderer: \_\_\_\_\_

**Note 3:-** The vendor who is awarded the contract must produce the KHADC trading license within 30 days of issuing of the work order .

**ANNEXURE – II TECHNICAL BID**

**(To be kept in separate sealed envelope superscripted as “Technical Bid”)  
[To be submitted by the tenderer on their company letter head along with the technical bid]**

Seal & Signature of the Tenderer: \_\_\_\_\_

### **Declaration by the Tenderer**

To,  
The Purchase Officer,  
National Institute of Fashion Technology,  
NIFT Campus, Permanent Campus,  
Umsawli Mawdiangdiang:-793018

**Sub: Technical bid relating to for Supply & Installation of Furniture & Fixture Items for NIFT Shillong Permanent Campus, Mawdiang diang, Umsawli – 793018**

**Ref.: Your Notice e- Inviting Tender No..... dated .....**

Sir/ Madam,

This is to certify that I have carefully gone through the various terms and conditions mentioned in the tender document for Supply & Installation of Furniture & Fixture Items for NIFT Shillong Permanent Campus, Mawdiang diang, Umsawli – 793018 and

- That I agree to all the conditions and terms mentioned in the tender document.
- 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.
- That I have never been blacklisted by any Central/ State Government organization towards supply of furniture and fixtures items
- That I am making this offer after carefully reading the conditions and understanding the same.
- That I have acquainted self with all the tasks required to be execute this work before making this offer.
- That I have the means to execute the scope of work as specified in the tender document
- That I hereby sign this undertaking as token of our acceptance of various conditions mentioned in tender document.

**(Signature of Bidder with office seal) :**

**Name :**

**Seal :**

**Address :**

**Phone No (O) :**

**Date**

### **ANNEXURE – III TECHNICAL BID**

**(To be kept in separate sealed envelope superscripted as “Technical Bid”)  
EARNEST MONEY DEPOSIT PAYMENT PARTICULARS**

Seal & Signature of the Tenderer: \_\_\_\_\_



I. Number of Demand Drafts enclosed:

II. Demand Draft particulars

Sl. No	DD No	DD Date	Name of the Bank	Bank Address	Amount in (Rs)

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.

Signature: \_\_\_\_\_

Name of the official : \_\_\_\_\_  
[IN CAPITAL LETTERS]

Designation : \_\_\_\_\_

Name of the Agency : \_\_\_\_\_

Address of the tenderer : \_\_\_\_\_

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

Seal of tenderer :



Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Place : \_\_\_\_\_

**ANNEXURE – IV FINANCIAL BID**  
**(To be kept in separate sealed envelope superscripted as Financial Bid”)**

Seal & Signature of the Tenderer: \_\_\_\_\_

SINo	Furniture Items	Description & Specification of Furniture Items	Qty	Unit Price in Rs	Taxes as applicable such as GST etc	Total Price in Rs
1	Set of 3 Box Bed with open cabinet	Without mattress using quality ply-board of 19 mm thickness, 0.8 mm thickness of laminate of matching colour with total edge binding. Bed surface for 2 nos bed Dimension Width – 1016 mm, Length – 1905 mm, Height from foot side – 381 mm, Height from head rest side – 609 mm, Thickness of head rest 19 mm. Under bed storage for one storage unit top opening made of 12 mm ply board with full white laminate. 1 nos Top bed with box surface Dimension Width – 1016 mm, Length – 2413 mm, Height from foot side – 381 mm, Height from head rest side – 686 mm. The top bed supported by 4 post of 38 mm dia, Length – 1067 mm using SS 204 Steel. 1 nos both side open Cupboard of dimension Height 1448 mm, Width - 1016 mm, Depth - 381 mm. 2 nos 25 mm dia SS 204 Steel Side support for top bed. 1 Nos SS 204 steel stair for top bed using 25mm X 38 mm pipe of dimension Height – 1893 mm, Width – 343 mm duly bolted in the bed. Including all required hardware, fittings, Labour & delivery at site.	80			
2	Study cum storage table	Using quality ply-board of 19 mm thickness, 0.8 mm thickness of laminate of matching colour with total edge binding. Study cum storage table dimension Width – 1016 mm, Height – 1448 mm, Top depth – 305 mm, bottom depth – 406 mm. 2 door open able shutters at the top and bottom. Middle shutter converts into front open able study table. Including all required hardware, fittings, Labour & delivery at site.	240			

<b>3</b>	<b>Office Table with side storage</b>	Using quality ply-board of 19 mm thickness, 0.8 mm thickness of laminate of matching colour with total edge binding. Custom work top table with Side panels and Modesty panel of dimensions Width – 656 mm, Length – 1524 mm, Height – 762 mm. Side pedestal of dimensions Length – 406 mm, Depth – 457 mm, Height – 711 mm with 3 drawers. 1 side table of dimensions Length – 915 mm, Depth – 305 mm, Height from side No 1 – 1981 mm, Height from side No 2 - 1219 mm. Including all required hardware, fittings, Labour & delivery at site.	<b>18</b>			
<b>4</b>	<b>Director room Table with side storage</b>	Using quality ply-board of 19 mm thickness, 0.8 mm thickness of laminate of matching colour with total edge binding. Custom work top table with Side panels and Modesty panel of dimensions Width – 990 mm, Length – 2440 mm, Height – 825.5 mm. Side pedestal of dimensions Length – 406 mm, Depth – 762 mm, Height – 814 mm with 3 drawers. 1 side table of dimensions Length – 2438.4 mm, Depth – 457.2 mm, Height from side – 825.5 mm. Including all required hardware, fittings, Labour & delivery at site.	<b>1</b>			
<b>5</b>	<b>Director's room sofa:</b>	1) Specification Sofa 1 nos (3-seater), Width - 1870mm X Depth - 740mm X Height - 790mm (overall)/ 1620mm(W) x 540mm(D) x 130mm(thick) (seat), 2 nos (1-seater), Width - 540mm X Depth - 740mm X Height - 790mm (overall)/ 790 mm(W) x 540mm(D) x 130mm(thick) (seat) upholstered in fabric/leatherette and should be in compliance with the following specifications. Materials and Colour 1) Seat, backrest and armrests - padded with polyurethane foam and upholstered in black and/or dark grey woven fabric. Frame of sofas made of durable plywood/wood and the base of seat and backrest equipped with metal Z springs. 2) Flammability - the flammability of the fabric should	<b>1</b>			

		comply with BS 5952 Part 1 1979. 3) Legs - 60mm dia. steel tube in with black plastic shoe. Including all required hardware, fittings, Labour & delivery at site.				
6	<b>Director's room Center Table</b>	Size of size Length - 762 mm X Width - 457 mm X Height – 460 mm, Providing and fixing 12mm thick designer glass top supported with SS stud (Size:38 mm D x 75 mm H) with 19mm thick plywood frame with approved laminate finish with nylon buffers as per the design.	1			

7	<b>Specification for Workstation 2 Seater</b>	<p>Modular furniture work stations, 1500mm x 1500mm having arrangement as, two-seater including 1200mm (+ up-to 75mm) high tile based partition. (2) Storage pedestal drawer. (3) Adjustable wheel mounted CPU trolley. Frame (a) The partition panels shall be tile based &amp; shall have overall minimum thickness of 60 mm. (b) The frame work shall be made of Knockdown metal frame comprising of vertical sections made from minimum 1.0 mm CRCA (Cold Rolled Cold Annealed) MS grade 'D' as per IS: 513-1994 formed into channels of minimum size 40mm X 50mm duly powder coated (coating thickness 50 to 60 micron). (c) These vertical channels shall have suitable and sturdy arrangement to accept tile cladding. (d) All exposed vertical edges of partition panels shall be finished with contoured edged powder coated Aluminum section of minimum 1mm thickness as per grade He-9-63400 as per IS: 733-1983 (or Latest if any). (e) Connectors shall be of die cast aluminum with a waterfall edge for a continuous transition from horizontal to vertical trim. (f) Raceway consisting of powder coated section minimum 1 mm thick of CRCA MS grade 'D' as per IS: 513-1994 of approved shade shall be provided of minimum 100mm size at two levels. (g) Panel should have cutouts of required sizes for installing electrical switch boards. (h) There shall be slots for passage of data and electrical wires. (i) The frames should be designed to easily handle 6 wires at entry points. (j) Tiles shall be offered for options</p>	1			
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		<p>as per attached drawing, i.e. Fabric tile (tack able/ Acoustic / Pin up Tile) and Laminate Tile/ Glass Tile/white board. (k) End cap, Inline Cap, Universal Caps shall be of Aluminium extrusions. (l) Top &amp; Vertical trim shall be made up of Aluminium extrusions. (m) 2 way / 3 way post shall be made up of minimum 1mm CRCA material. (n) Connectors if any – 2 way, shall be of Aluminum Die Cast.</p>				
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8	<b>Specification for Workstation 4 Seater</b>	<p>Modular furniture work stations, 1500mm x 1500mm having arrangement as, 4-seater including 1200mm (+ up-to 75mm) high tile based partition. (2) Storage pedestal drawer. (3) Adjustable wheel mounted CPU trolley. Frame (a) The partition panels shall be tile based &amp; shall have overall minimum thickness of 60 mm. (b) The frame work shall be made of Knockdown metal frame comprising of vertical sections made from minimum 1.0 mm CRCA (Cold Rolled Cold Annealed) MS grade 'D' as per IS: 513-1994 formed into channels of minimum size 40mm X 50mm duly powder coated (coating thickness 50 to 60 micron). (c) These vertical channels shall have suitable and sturdy arrangement to accept tile cladding. (d) All exposed vertical edges of partition panels shall be finished with contoured edged powder coated Aluminum section of minimum 1mm thickness as per grade He-9-63400 as per IS: 733-1983 (or Latest if any). (e) Connectors shall be of die cast aluminum with a waterfall edge for a continuous transition from horizontal to vertical trim. (f) Raceway consisting of powder coated section minimum 1 mm thick of CRCA MS grade 'D' as per IS: 513-1994 of approved shade shall be provided of minimum 100mm size at two levels. (g) Panel should have cutouts of required sizes for installing electrical switch boards. (h) There shall be slots for passage of data and electrical wires. (i) The frames should be designed to easily handle 6 wires at entry points. (j) Tiles shall be offered for options as per attached drawing, i.e.</p>	3			
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		<p>Fabric tile (tack able/ Acoustic / Pin up Tile) and Laminate Tile/ Glass Tile/white board. (k) End cap, Inline Cap, Universal Caps shall be of Aluminium extrusions. (l) Top &amp; Vertical trim shall be made up of Aluminium extrusions. (m) 2 way / 3 way post shall be made up of minimum 1mm CRCA material. (n) Connectors—4 way shall be of Aluminum Die Cast.</p>				
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Seal & Signature of the Tenderer: \_\_\_\_\_

**ANNEXURE – V FINANCIAL BID**

**(Declaration by the Tenderer)**

**Sub: Financial bid relating to Supply & Installation of Furniture & Fixtures Items for NIFT Shillong Permanent Campus**

The tenderer shall quote the amount tendered/financial bids in the following format as considering the venues as detailed above.

**Note:** All financial bids [Annexure - IV, V] should be submitted in separate second envelope in sealed cover clearly superscribing "Supply & Installation of Furniture & Fixtures Items for NIFT Shillong Permanent Campus".

Seal & Signature of the Tenderer: \_\_\_\_\_