



**राष्ट्रीय फैशन प्रौद्योगिकी संस्थान शिलांग**  
**NATIONAL INSTITUTE OF FASHION TECHNOLOGY SHILLONG**

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

**Tender No –Pur/NIFT SHL/Tender/2015-16/21**

**Tender Document**  
**for**  
**SUPPLY & INSTALLATION OF KITCHEN EQUIPMENT**  
**IN**  
**NIFT SHILLONG, CAMPUS, UMSAWLI, MAWPAT**  
**SHILLONG -7930012**

**Tender Value: - Rs 26, 00,000/-**

## **Notice Inviting Quotation (E-Procurement Mode)**

**Sub: Notice Inviting Tender for Supply & installation of Kitchen Equipment's at the National Institute of Fashion Technology, Shillong from reputed Manufacturers/ Authorized Dealers/Tenderer.**

All interested vendors are requested to send their bid for supply& installations of the items as per detailed technical specification given and price bid given in this tender document. The Important information related to tender are as follows:

### **1. Time schedule for tender process:**

Date of publication of tender notification on official Website and newspapers	23/12/2020
Uploading of tender document commences from	23/12/2020
Pre-bid Meeting	03/01/2021 2:00 pm
Last date & time for receipt of duly filled intenders	13/01/2021 2.00 pm
Date and Time of the opening Technical Bids	13/01/2021 at 3.00Pm
Date and Time of the opening Financial Bids	Will be notified to the technically Qualified tenderers

## **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 17campuses. It provides 4-year under graduate (UG) programmes in design and technology, 2-year post graduate (PG) programmes in design, fashion management &fashion technology and short duration education programmes 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, Panchkula Patna, Raibareli, Shillongand Srinagar.

The NIFT Shillong Campus is situated at Mawpat,Umsawli. Currently NIFT Shillong has 339 students and about 45 employees.

## **3. NOTICE INVITING TENDER:**

The NIFT Shillong Centre invites sealed tenders under **"TWO BID SYSTEM"** for selection of an expert agency for the purpose of Supply &Installation of Kitchen Accessories at the NIFT Permanent Campus, Umsawli, Shillong.

The details of the tender are given below:-

- a. Description of Services: Selection of an expert agency for the purpose of Supply & installation of Kitchen Equipment's for Boys& GirlsHostel (Mess) &Canteen within NIFT,Shillong campus Closing date & time for submission of bids: **13.01.2021 by 2.00 PM**
- b. Date & time of opening of Bid:
  - i. Technical bid: **13.01.2021 3.00PM** (in presence of the tenderers or their authorized representatives.
  - ii. Financial bid : After evaluation of Technical Bid
  - iii. Bid validity upto: 90 days from the date of opening of financial bid

Correspondence Address:

Purchase Officer,  
National Institute of Fashion Technology,  
Umsawli, Mawpat, Shillong :-793012

**"TWO BIDS SYSTEM"** shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement. 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.

## **INVITING TENDER**

- a) The interested bidders should apply online and submit their tender and the bids along with scanned copies of all relevant certificates, documents, etc. in support of their technical & financial bids—all duly signed –on the <https://nift.ac.in/tenders/shillong> from 23rd, December, 2020 to 13th Jan 2021 upto 2:00 P.M.
- b) For applying online and participating in the tender, the bidders should get themselves registered at <https://nifttenders.eproc.in> by paying online the following fees:
- Annual Registration Charges of Rs. 2000+18% GST (Non-refundable)
  - Bid Processing Fee charges of Rs. 2080+18% GST (Non-refundable)
- c) The bidders need to compulsorily pay the above two fees online for approval of Registration and successful submission of Tender, failing which, the firm will not be able to participate in the tender.
- d) The basic requirements for registration and applying for tender online are as under:
- Operating System should be at least window 7.
  - Java version: Java7 update 51.
  - Use Internet Explorer 11.
  - All java add-on must be enable in the system.
  - Always use Class III B Digital Signature Certificate (DSC) having Signing and Encryption both.
- e) The bidders should ensure that it complies with the above requirement before applying for online tender. Also, the bidder should submit a hardcopy of the Technical Bid submitted online with all relevant supporting documents by 13<sup>th</sup> Jan ,2021 upto 2:00 pm which is to be addressed to Purchase Officer, National Institute of Fashion Technology, NIFT Permanent Campus at Umsawli Mawpat, Shillong-793012

**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 & accepted.**

The tender document is not transferable to any other person. The tender document can also be downloaded from the NIFT's official website [www.nift.ac.in/Shillong/tenders](http://www.nift.ac.in/Shillong/tenders) also from NIFT e-tender website <https://nifttenders.eproc.in>.

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

Purchase Officer; Email ID: [ad.shillong@nift.ac.in](mailto:ad.shillong@nift.ac.in) & [purchaseshillong@nift.ac.in](mailto:purchaseshillong@nift.ac.in)

**Contact No:-0364-2308814&0364-2308808**

**Financial Bid shall be accepted only through Online Mode**

## **ON-LINE SUBMISSION:**

1. The online bid (Technical and Price Bid) shall be submitted up to the due date & time indicated in the NIT or any extension thereof. Offline in Physical Form shall be received by the Institute at the address specified in Invitation for Bids (Notice Inviting e-Tender) not later than the time and Date stated in the Invitation for Bids or any extension thereof. In the

event of the specified date for submission of Offline documents being declared a holiday for the Institute, the same will be received up to the appointed time on next working day. However, the date and time for online submission of the Bids shall continue to be the date and time specified or amended, if any.

#### **4. TERMS & CONDITIONS**

**Due date:** The tender has to be submitted online on or before the due date. The offers received after the due date and time will not be considered.

**Preparation of Bids:** The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid

**EMD (if applicable):** The EMD Amount of Rs 1,30,000/- of Demand Draft / Banker Cheque / FD / BG (Format of BG Attached at **Annexure – III**) in favour of NIFT, payable at Shillong shall be submitted in sealed envelope super scribing “**Procurement & Installation of Machines for Accessories Design and fashion Design department at NIFT, Shillong**” and addressed to Purchase Officer NATIONAL INSTITUTE OF FASHION TECHNOLOGY SHILLONG, Umsawli Mawpat Shillong-793012 on or before **13<sup>th</sup> Jan, 2021 (Wednesday) upto 02:00 P.M.** The bidder may also submit the EMD online in NIFT Shillong account within the stipulated time as per bank details given below:-

**Bank Name : UNION BANK OF INDIA**

**Account Holder Name: NIFT General A/c.**

**Account Number : 385002050000002**

**IFSC Code : UBIN0538507**

(Proof of the same may be sent through email to Purchase Officer at [ad.shillong@nift.ac.in](mailto:ad.shillong@nift.ac.in) for acknowledgement of receipt for online payment.)

**KHADC Trading License:-**The requirement for the KHADC Trade license was based from the United Khasi-Jaintia Hill District (Trading by Non-tribal) regulation Act 1954( Under 6<sup>th</sup> Schedule) under the sub-para **Control of Trading By Non-Tribal: -(1) No person other than a tribal resident in the district shall carry on wholesale or retail trade or business within the Khasi Hills Autonomous District except under a license issued in that behalf by an officer of the District Council duly authorized by the Executive Committee under provisions of this Regulation and the Rules made there under.**

So as per the above rule all the Non-tribal firm must possess the KHADC Trading License before applying for the tender. Non submission of the same will lead to summarily rejection of the tender document.

**MSME/NSIC:-** For the MSME Register vendors, EMD Payment are exempted and they have to submit/enclosed the MSME certificate..

**Refund of EMD:** The EMD will be returned to unsuccessful tenderers within 60 days. In case of successful Tenderer, it will be retained till the successful and complete installation of the equipments.

**Forfeit Of EMD:-**As per the GFR-Rule-170“A bidder’s Bid Security will be forfeited if the bidder withdraws or amends its/his tender or impairs or derogates from the tender in any respect within the period of validity of the tender or if the successful bidder fails to furnish the required Performance Security within the specified period”.

**Opening of the tender:** The online bid will be opened by a committee duly constituted for this purpose. Online bids (complete in all respect) received along with EMD (if any) will be opened as mentioned at “Annexure: Schedule” in presence of bidder/ bidder’s representative, if available. Only one representative will be allowed to participate in the tender opening. Bid received without EMD (if present) will be rejected straight way. The technical bid will be opened online first and it will be examined by a technical committee (as per specification and requirement). The financial offer/ will be informed to the vendors which technically meets all requirements as per the specification,

**Acceptance/ Rejection of bids:** The Institute reserves the right to reject any bid not fulfilling the eligibility criteria.

**Eligibility Criteria:**

- i) Tenderer should be the manufacturer / authorized dealer. Letter of Authorization from original equipment manufacturer (OEM) specific to the tender should be closed.
- ii) An undertaking from the OEM is required stating that they would facilitate the tenderer on a regular basis with technology/product updates and extend support for the warranty as well.
- iii) OEM should be nationally reputed Company.
- iv) Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between tenderer specification and supporting documents etc. may lead to rejection of the bid.
- v) If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.
- vi) Manufacturer/Supplier should have experience of installing at least 3 similar supply, installation, of kitchen equipment’s in various institutes /corporate cafeteria/food outlet: Current and earlier (during last 3 years)

**Pre-Bid Meeting:-** The Pre-Bid meeting is kept for more clarity on the equipment’s requirement by NIFT Shillong. Hence the contractor/Vendors who are applying for the tender must attend the meeting for more clarification on the specification of the equipment’s on the specified date.

**Security Deposit:** The supplier shall require to submit the Security Deposit in the form account payee demand draft, fixed deposit receipt from a commercial bank, bank guarantee issued from a commercial bank in India favoring to NIFT and payable at Shillong.

The security deposit amount will be **7% of the purchase order value** and the same needs to be deposited within 20 days from the date of receipt of the purchase order and should be kept valid for a period of 90 days beyond the date of completion of warranty period.

**Forfeit of Security Deposit:-**The Performance Guarantee /Security Deposit would be forfeited as per the **GFR-171** “The Performance Security will be forfeited and credited to the Procuring Entity’s account in the event of a breach of contract by the contractor.”

**Covid-19:-**The contractor who is awarded the contract must strictly follow the guideline and rule issued by the Ministry of Home affairs at the time of Delivery of the Items.

**Force Majeure:** The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it’s delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- i) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include,

but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

ii) If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**Risk Purchase Clause:** In event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from the other source on the total risk of the supplier under risk purchase clause.

**Packing Instructions:** Each package will be marked on three sides with proper paint/indelible ink, the following:

- i) Order/Contract No.
- ii) Supplier's Name and Address
- iii) Consignee details
- iv) Packing list reference number

**Delivery and Documents:**

Delivery of the goods should be made within 40 Days from the date of placement of purchase order. Within 24 hours of shipment, the supplier shall notify the purchaser and the insurance company email the full details of the shipment including contract number, railway receipt number/ AAP etc. and date, description of goods, quantity, name of the consignee, invoice etc. The supplier shall mail the following documents to the purchaser with a copy to the insurance company:

- a. Copies of the Supplier invoice showing contract number, goods' description, quantity
- b. Unit price, total amount;
- c. Insurance Certificate if applicable;
- d. Manufacturer's/Supplier's warranty certificate;
- e. Inspection Certificate issued by the nominated inspection agency, if any
- f. Supplier's factory inspection report; and
- g. Certificate of Origin (if possible by the beneficiary);
- h. Two copies of the packing list identifying the contents of each package.
- i. The above documents should be received by the Purchaser before arrival of the Goods (except where the Goods have been delivered directly to the Consignee with all documents) and, if not received, the Supplier will be responsible for any consequent expenses

**Liquidated Damages (L.D):**

If a supplier fails to execute the order in time as per the terms and conditions stipulated therein, it will be open to the purchaser to recover liquidated damages for delay in delivery and installation from the supplier at the rate 1%+GST of the value of the order per week subject to a maximum of 10% +GsT of the total order value. The L.D charges can be increased in case of gross violation of the Purchase Order terms as decided by the Director of the Institute.

**Resolution of Disputes:** The dispute resolution mechanism would be as follows:

In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, National Institute of Fashion Technology, Shillong and if he is unable or unwilling to act, the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and

binding on all parties to this order. The venue of the arbitration shall be the place from where the order is issued.

- a. Applicable Law: The place of jurisdiction would be Meghalaya.
- b. Right to Use Defective Goods

If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the goods proves to be unsatisfactory, the Purchaser shall have the right to continue to operate or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser's operation.

- a. **Transfer and Subletting:** The supplier shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.
- b. **Supplier Integrity:** The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.
- c. **Installation & Demonstration:** The supplier is required to do the installation and demonstration of the equipment within two weeks of the arrival of materials at the NIFT, Shillong, site of installation, otherwise the penalty clause will be the same as per the supply of materials.

In case of any damage to equipment and supplies during the carriage of supplies from the origin of equipment to the installation site, the supplier has to replace it with new equipment/supplies immediately at his own risk. Supplier will settle his claim with the insurance company as per his convenience. NIFT, Shillong will not be liable to any type of losses in any form.

**Insurance:** For delivery of goods at the purchaser's premises, the insurance shall be obtained by the supplier in an amount equal to 110% of the value of the goods from "warehouse to warehouse" (final destinations) on "All Risks" basis including War Risks and Strikes. The insurance shall be valid for a period of not less than 3 months after installation and commissioning. In case of orders placed on FOB/FCA basis, the purchaser shall arrange Insurance.

**Warranty:**

- i) Warranty period shall be (as stated at "Schedule "of this tender) from date of installation of Goods and acceptance at NIFT, Shillong . The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the contract. If for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall at its discretion make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests. The warranty should be comprehensive on site.
- ii) The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall arrange to repair or replace the defective goods or parts within 3 days free of cost in NIFT, Shillong . The Supplier shall take over the replaced parts/goods at the time of their replacement. No claim whatsoever shall lie on the Purchaser for the replaced parts/goods thereafter. The period for correction of defects in the warranty period is 03days.

If the supplier having been notified fails to remedy the defects within 03 days, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expenses and without prejudice to any other rights, which the purchaser may have against the supplier under the contract.

- iii) The warranty period should be clearly mentioned. The maintenance charges (AMC) under



different schemes after the expiry of the warranty should also be mentioned. The comprehensive warranty will commence from the date of the satisfactory installation/commissioning of the equipment against the defect of any manufacturing, workmanship and poor quality of the components.

- iv) After the warranty period is over, Annual Maintenance Contract (AMC)/Comprehensive Maintenance Contract (CMC) up to next two years should be started. The AMC/CMC charges will not be included in computing the total cost of the equipment.
- v) Minimum 36 months' warranty should be provided for the system. During warranty any part that needs to be replaced should be done by supplier on a door delivery basis free of cost. NIFT Shillong will bear no costs towards, freight, insurance, clearance charges, local taxes and customs duties for parts that are needed to be replaced in warranty.

#### **Applicable Law**

The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction.

##### **a. Notices**

- i) Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e mail and confirmed in writing to the other party's address.
- ii) A notice shall be effective when delivered or on the notice's effective date, whichever is later.

##### **b. Taxes**

Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser. However, GST in respect of the transaction between the Purchaser and the Supplier shall be payable extra, if so stipulated in the order.

**Cancellation of Tender:-**NIFT Shillong has the right to cancel the tender at any time without giving any reason to the vendors.

##### **c. Payment:**

- i) For Indigenous supplies, 100% payment shall be made by the Purchaser against delivery, inspection, successful installation, commissioning and acceptance of the equipment at NIFT, Shillong Permanent Campus Umsawli, Mawpat Shillong-12 in good condition and to the entire satisfaction of the Purchaser.

**d. Site Preparation:** The supplier shall inform to the Institute about the site preparation, if any, needed for the installation of equipment, immediately after the receipt of the purchase order. The supplier must provide complete details regarding space and all the other infrastructural requirements needed for the equipment, which the Institute should arrange before the arrival of the equipment to ensure its timely installation and smooth operation thereafter. The supplier must visit the Institute and see the site where the equipment is to be installed and may offer his advice and render assistance to the Institute in the preparation of the site and other pre-installation requirements, If the supplier does not fulfill the above criteria they can use this clause for any penalty changes due to non-installation of the equipment on time.

##### **e. Spare Parts:-**

The Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier. Such spare parts as the Purchaser may elect to purchase from the Supplier, providing that this election shall not relieve the Supplier of any warranty obligations under the Contract; and In the event of termination of production of the spare parts; Advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings and specifications of the spare parts, if requested.

Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares. Other spare parts and components shall be supplied as promptly as possible but in any case within six months of placement of order.

**Details of Product Items:** -The list and the detail of the production equipments/items required may be seen in the Annexure-II.

f. **Defective Equipment:** If any of the equipment supplied by the Supplier is found to be substandard, refurbished, un-merchantable or not in accordance with the description/specification or otherwise faulty, the committee will have the right to reject the equipment or its part. The prices of such equipment shall be refunded by the Supplier with 18% interest if such payments for such equipment have already been made. All damaged or unapproved goods shall be returned at suppliers cost and risk and the incidental expenses incurred thereon shall be recovered from the supplier. Defective part in equipment, if found before installation and/or during warranty period, shall be replaced within 7 days on receipt of the intimation from this office at the cost and risk of supplier including all other charges. In case supplier fails to replace above item as per above terms & conditions, NIFT, Shillong may consider "Blacklisting" the supplier.

**g. Termination for Default**

- i. The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice anytime of default sent to the Supplier, terminate the Contract in whole or part:
  - a. If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the order, or within any extension thereof granted by the Purchaser; or
  - b. If the Supplier fails to perform any other obligation(s) under the Contract.
  - c. If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- ii. For the purpose of this Clause:
  - a. **"Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to  
Influence the action of a public official in the procurement process or in contract execution.
  - b. **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Tenderer (prior to or after bid submission) designed to establish bid prices at artificial non- competitive levels and to deprive the Borrower of the benefits of free and open competition;”
- i. In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.
  - a. **Training of Personnel:** The supplier shall be required to undertake to provide the technical training to the personnel involved in the use of the equipment at the Institute premises, immediately after completing the installation of the equipment if applicable.
  - b. **Compliance certificate:** This certificate must be provided indicating conformity to the technical specifications.(Annexure-I)
  - c. **Completion of works:** - Work must be completed with- in 40 days from the date of issuing of the work order.

**d. Financial Bids**

1. Only the short-listed bids from the technical evaluation shall be considered for Financial Bid.
2. For Financial bid prices, the prices quoted by the bidder for all the **items taken together lowest, shall be considered as L1.**
3. The bids shall be evaluated on the basis of the total prices including all taxes.
4. **The Bidders have to also quote for individual item and upload it together with the tender document.**

**a. Award of Contract**

NIFT, Shillong shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated Financial bid based on the Grand Total calculated of all items + taxes etc. of the Price Bids. However, NIFT, Shillong reserves the right and has sole discretion to reject the lowest evaluated bid.

If more than one bidder happens to quote the same lowest price, NIFT Shillong reserves the right to decide the criteria and further process for awarding the contract, decision of NIFT, Shillong shall be final for awarding the contract.

**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:

<b>Sr. No</b>	<b>Particulars</b>	<b>Attached at Pg No</b>	<b>Remarks</b>
1	<b>KHADC Trading License</b>		Enclosed copy
2	Earnest Money Demand Draft for Rs.1, 30, 000 /- only (One laks Thirty Thousand ) only In separate.		Yes/No
3	Tender document along with compliance to the technical specifications filled and duly singed without mentioning the rates		To be filled, signed and attached with Technical Bid
4	Work completion period ( <b>within40 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	OEM Certification		Copy to be attached
8	Have you ever been debarred by any		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 10 lakhs per annum for Two years for financial year 2017-18 and 2018-19 ( CA Audited financial Statement have to be enclosed)		Copy of certificate to be attached (profit & Loss, Balance sheet attested by the CA)
11	Undertaking duly signed by the tenderer. (Annexure II)		Yes/No

12	Whether agreed to abide by all the terms & conditions of this tender		Yes/No
13	Confirmation from the vendor that they are willing to supply the material as per the specification and quality(Annexure-III)		Yes/No

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

**Note2:** Tenders not accompanied with above information & documents in support of the same maybe summarily rejected.

## Annexure –II

### List of the Product Item

#### **Canteen**

SINo	Product Items	Specification	Quantity Required
1	Two burner Indian range	u/s-01, 45"X 24"X34"	1
2	Spice table	u/s 02,24"X30"X34"	1
3	Two burner Chinese range fitted water sprayer with drainage system	u/s-02,45"X30"X34"+10"	1
4	Single sink unit, with cross pipe bricking.	24"X24"X34"+6"	1
5	Masala table.	u/s -02,24"X30"X34"	1
6	Ss body square tandoor coal operated.	30"X30"X36"	1
7	Tandoor prep table with under shelf.	24"X30"X34"+6"	1
8	Single burner stock pot range.	24"X24" X24"	2
9	Working table	u/s-02,66"X24"X34"+6"	1
10	Soil Dish landing table with garbage chute, three side pipe bracing (RHS hole).	48"X30"X34"+6"	3
11	Under counter chiller with OHS-02 (Heating arrangement in ohs).	60X30"X34"+18"+12"	2
12	SS bar pot rack 05 shelves.	50"X18"X66"	1
13	Dish rack 05 shelves.	48"X18"X66"	1
14	Salamander	24"-24"X28"18"	1
15	Bread Toaster	04 bread	1
16	Double sandwich griller.	heavy duty brand	1
17	Service trolley	u/s- 02, 36"X28"X34"	1
18	Deep fridge 2 door	560 ltr, branded	1
19	Two burner conti range	36"X28"X34"+6"	1
20	Bain-marie with	u/s-02,27"X30X34"+18"+12"	1
21	Dosa tawa	36"X24"X34"	1
22	Dosa grinder	30 lt	1

23	Vertical fridge	30"X28"X75"	2
24	Pickup counter dish rack	46"X18"X34"	1
25	Pulverize machine (gravy)	branded heavy duty	2
26	SS dining table with folding chair six seater		5
27	GI with ss filter fresh air duct line	approx 50 ft	6
28	Exhaust air ducting	approx 48 ft	1
29	Ss chimney	33 ft	2
30	Axial fan	N/A	1
31	LPG pipeline full finish	58 ft	1

### Hostels (Boys & Girls)

1	Three burner range	u/s- 01,60"X24"X34"34"+6"	2
2	Single sink unit	24"X24"X34"+6"	2
3	Spice table	u/s-02,24"X30"X34"	1
4	Single burner stock pot range	24"X24"X24"	6
5	Soil dish landing table with garbage chute, three side pipe bracing (RHS Whole).	48"X30"X34"+6	2
6	SS bar pot rack 05 shelves, 50"X18X66Soil dish landing table with garbage chute, three side pipe bracing (RHS Whole).	48"X30"X34X66"	2
7	Dish rack 05 shelves.	50"X18"X66"	2
8	Salamander	24"-24"X28"X18	2
9	Toaster	04 bread	2
10	Deep fridge 2 door	560 lt, branded	4
11	Two sink unit	48"X24" X34"+6"	2
12	Bain-marie with	u/s- 02,72"X30"X34"+18"+12"	2
13	Dosa tawa	36"X24"X34"	2
14	Dosa Grinder	30 lt	2
15	Vertical fridge	30"X28"X75"	4
16	Pulverize machine, (gravy) branded	heavy duty	2
17	SS dining table with folding chair six seater	N/A	6

18	SS dining table with folding chair four seater	N/A	6
19	With SS filter freshing air duct line	approx 40ft	2
20	Fan for fresh air		2
21	exhaust air ducting	approx 42 ft	2
22	Ss chimney	25ft	2
23	Axial fan	N/A	2
25	LPG pipeline full finish	40ft	2

**Note: - The items mentioned above will not be static and it may decrease or increase in quantity as per requirement.**

**Quality of the equipment's:-** For all the Material/Product Items. Stainless Steel material should be used as per the following: -

- 1 All the top of equipment should be S.S. 304 16 Gauge.
- 2 All the under and Over-Head Shelves are made of S.S. Grade 18 Gauge.
- 3 All the Frames of Equipment's are M.S. 40X40X4 MM & 32X32X3 MM Angle Respectively duly painted.
- 4 In refrigeration unit compressor shall be used of the brand unit.
- 5 All the Equipment's covering are made of S.S. Grade 20 Gauge.
6. In LPG Parts: All Burners are made of any reputed high-quality brand with 72,000 /84,000/96,000 BTU Pressure only.
- 6 All the Cold Equipments Shall Static Cooled and their Inner Tanks shall made up of S.S. 304 20Gauge.
- 7 All Equipment Legs are S.S. Grade, Size 38X38 MM and 16 Gauge.
- 8 Cross Bracing is of S.S. Grade, Size 25X25 MM and 16 Gauge.
- 9 All the Electric Elements and fittings are ISI Mark.
- 10 Electric Motor should be used of the Make Crompton/Kriloskar/ABB.



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

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**  
**<<Organization Letter Head >>DECLARATION SHEET**

We, \_\_\_\_\_ hereby certify that all the information and data furnished by our organization with regard to these tender specifications are true and complete to the best of our knowledge. We confirm that the items which will be supplied by us to NIFT Shillong will be as per the specification and Quality mentioned in the tender document. If on inspection by NIFT Shillong officials or its technical team found that the specification and quality is lower than mentioned by NIFT in the tender ,we will replace same with our own cost without charging any amount from NIFT Shillong.

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certify that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent	
Phone	
Fax	
E-mail	
Contact Person Name	
Mobile Number	
TIN Number	
PAN Number	
(In case of on-line payment of Tender Fees)	
UTR No. (For Tender Fee)	
(In case of on-line payment of EMD)	
UTR No. (For EMD)	

**(Signature of the Tenderer)**

**Name:            Seal of the Company**

**LIST OF GOVT. ORGANIZATION/DEPARTMENT.**

**List of Government Organizations for whom the Tenderer has undertaken such work during last three years (must be supported with work orders)**

<b>Name of the organization</b>	<b>Name of Contact Person</b>	<b>Contact No.</b>

**Name of application specialist / Service Engineer who have the technical competency to handle and support the quoted product during the warranty period.**

<b>Name of the organization</b>	<b>Name of Contact Person</b>	<b>Contact No.</b>

**Signature of Tenderer Name:** \_\_\_\_\_

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

**Organization Name:** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_

ANNEXURE- VI

**MANUFACTURERS' AUTHORIZATION FORM**

[The Tenderer shall require the Manufacturer to fill in this Form in accordance with the Instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number from Invitation for Bids]

To: [insert complete name and address of Purchaser]

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do here by authorize *[insert complete name of Tenderer]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We here by extend our full guarantee and warranty in accordance with Clause 4. 23 of the Terms and Conditions, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]* Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]* Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Tenderer]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

Date:        /        /

**The Deputy Director (F&A)****National Institute of Fashion Technology, Shillong**

Sub: Authorization for release of payment / dues from National Institute of Fashion Technology, Shillong through Electronic Fund Transfer/RTGS Transfer:

1. Name of the Party/Firm/Company/Institute:

2. Address of the Party:

City \_\_\_\_\_ Pin Code \_\_\_\_\_

E-Mail ID \_\_\_\_\_ Mob. No: \_\_\_\_\_

Permanent Account Number \_\_\_\_\_

3. Particulars of Bank:

Bank Name:

Account number:

Branch Name &amp; City:

Branch Code:

MICR no.:

IFSC number:

**DECLARATION**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, Indian Institute of Technology Jammu responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

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

**Signature & Seal of the Authorized Signatory of the Party**

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

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

**Signature of the Authorized Official from the Bank**

*N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.*

## Annexure-VIII

### Financial Bid National Institute of Fashion Technology Shillong

#### Canteen

S No	Description	Specification	Qty	Rate	GST %	Amount	Model No.
1	Two burner Indian range	u/s-01,45"X 24"X34"+6	1				
2	Spice table	u/s 02,24"X30"X34"	1				
3	Two burner Chinese range fitted water sprayer with drainage system,	u/s-02,45"X30"X34"+10"	1				
4	Single sink unit, with cross pipe bricking	24"X24"X34"+6	1				
5	Masala table	u/s -02,24"X30"X34"	1				
6	Ss body square tandoor coal operated,	30"X30"X36"	1				
7	Tandoor prep table with under shelf,	24"X30"X34"+6"	1				
8	Single burner stock pot range,	24"X24" X24"	2				
9	Working table	u/s-02,66"X24"X34"+6"	1				
10	Soil Dish landing table with garbage chute, three side pipe bracing (RHS hole)	48"X30"X34"+6"	3				
11	Under counter chiller with OHS-02 (Heating arrangement in ohs),	60X30"X34"+18"+12"	2				
12	SS bar pot rack 05 shelves,	50"X18"X66"	1				
13	Dish rack 05 shelves	48"X18"X66"	1				
14	Salamander	24"-24"X28"18"	1				
15	Toaster	04 bread	1				
16	Double sandwich griller	Heavy duty brand	1				
17	Service trolley	u/s- 02, 36"X28"X34"	1				
18	Deep fridge 2 door	560 lt, branded	1				
19	Two burner conti range	36"X28"X34"+6"	1				
20	Bain-marie with	u/s-02,27"X30X34"+18"+12"	1				
21	Dosa tawa	36"X24"X34"	1				
22	Dosa grinder	30 lt	1				

23	Vertical fridge	30"X28"X75"	2				
24	Pickup counter dish rack	46"X18"X34"	1				
25	Pulverize machine (gravy)	Branded heavy duty	2				
26	SS dining table with folding chair six seater	N/A	6				
27	GI with ss filter fresh air duct line	Approx 50 ft	2				
28	Exhaust air ducting	Approx 48 ft	1				
29	Ss chimney	33 ft	2				
30	Axial fan	N/A	1				
31	LPG pipeline full finish	58 ft	1				

### Hostels (Boys& Girls)

S No	Description	Specification	Qty	Rate	GST %	Amount	Model No.
1	Three burner range	u/s- 01,60"X24"X34"34"+6"	2				
2	Single sink unit	24"X24"X34"+6"	2				
3	Spice table	u/s-02,24"X30"X34"	1				
4	Single burner stock pot range,	24"X24"X24"	6				
5	Soil dish landing table with garbage chute, three side pipe bracing (RHS Whole)	48"X30"X34"+6	2				
6	SS bar pot rack 05 shelves, 50"X18X66Soil dish landing table with garbage chute, three side pipe bracing (RHS Whole),	48"X30"X34X66"	2				
7	Dish rack 05 shelves	50"X18"X66"	2				
8	Salamander	24"-24"X28"X18	2				
9	Bread Toaster,	04 bread	2				
10	Deep fridge 2 door	560 lt, branded	4				
11	Two sink unit,	48"X24" X34"+6"	2				
12	Bain-marie	u/s- 02,72"X30"X34"+18"+12"	2				
13	Dosa tawa	36"X24"X34"	2				
14	Dosa Grinder	30 lt	2				

15	Vertical fridge	30"X28"X75"	4				
16	Pulverize machine, (gravy)	branded heavy duty	2				
17	SS dining table with folding chair six seater	N/A	6				
18	SS dining table with folding chair four seater	N/A	6				
19	With SS filter freshing air duct line	Approx 40ft	2				
20	exhaust air ducting	Approx 42 ft	2				
21	Ss chimney	25ft	2				
22	Axial fan	N/A	2				
23	LPG pipeline full finish	40ft	2				

**Note: The above financial template should be strictly followed. Any deviation from the above template (in terms of description and specification of the item) may lead to cancellation of the tender.**