

CENTER OF EXCELLENCE FOR KHADI (CoEK)
Setup by KVIC, Ministry of MSME
In association with NIFT, Ministry of Textiles

EXPRESSION OF INTEREST (EOI)

FOR EMPANALEMENT OF FABRICATOR (FIRM/COMPANY/INDIVIDUALS)

FOR

**PRODUCTION AND SUPPLY OF APPAREL (MENS/WOMEN/KIDS) & HOME
FURNISHINGS**

FOR

- (i) KHADI INDIA STORES /SALES OUTLETS OF KVIC
ACROSS INDIA**
- (ii) CENTER OF EXCELLENCE FOR KHADI (CoEK)**
- (iii) KHADI INSTITUTIONS ACROSS INDIA**

Schedule of EOI:

S. No.	EOI related Information	Details
1.	Date and time of publication of EOI on official website/portal	10-06-2025 at 12:00 PM
2.	Last Date & Time of submission of EOI	25-06-2025 at 17:30 PM
3.	Date and Time of the Opening Bids	26- 05-2025 at 11:00 AM

Important Note: This EOI document contains 32 pages (total no. of pages including Annexures).

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1. INTRODUCTION

(i) About Khadi Village and Industries Commission (KVIC):

Khadi & Village Industries Commission (KVIC) is a statutory body formed in April 1957 by the Government of India, under the Act of Parliament, 'Khadi and Village Industries Commission Act of 1956'. It is an apex organization under the Ministry of Micro, Small and Medium Enterprises. The products produced by the institutions are either sold by them directly, through the government. In total, there are 15,431 sales outlets, out of which 7,050 are owned by the commission. The KVIC has a total number of 2,933 registered Khadi Institutions in the country, with nearly 4,18,679 number of artisans and a Khadi production of 523.47 crores lakhs per annum, making it the largest rural employment organisation in the country. These are spread all over India.

(ii) About Centre of Excellence for Khadi (CoEK):

The Centre of Excellence for Khadi (CoEK) was setup at National Institute of Fashion Technology (NIFT) in 2021, by the Ministry of MSME to address the needs of the Khadi & Village Industries Commission (KVIC) in India. The objective was to help Khadi Institutions (KIs) to effectively design, produce and market high quality differentiated khadi products in the Indian and global market. CoEK is a Centre for experimentation to innovate and design khadi fabrics for apparel, accessories and home fashions. CoEK is set up at the National Institute of Fashion Technology (NIFT) at NIFT, Delhi as the hub and seven centres at NIFT, Bengaluru, Gandhinagar, Kolkata, Bhubaneswar, Panchkula, Hyderabad and KVIC, Guwahati as the spokes.

- CoEK is creating benchmarked design processes of global standards by designing new fabrics and products based on season-wise colour directions and fashion trends.
- Disseminating quality standards for Khadi fabrics and clothing for high-end domestic and global markets.
- Branding and publicity to create engaging narratives around the new Khadi fabrics and products. Creating visual merchandising and packaging for new Khadi products, which will increase Khadi's global reach by organising or participating in Khadi Fashion shows and exhibitions.

(iii) About Khadi India stores /sales outlets of KVIC across India:

Khadi India makes sales of Khadi & Village industries products produced by the Khadi Institutions through its own retail sales outlets directly in the name of Khadi Gramodyog Bhawan which is spread across India.

(iv) About Khadi Institutions (KI) across India

Khadi Institutions are certified institutions, which produce and sell Khadi. Many of these institutions were formed under the guidance of Gandhi ji. These institutions have stood the test of time and have played a crucial role in the development of Khadi products supply chain. The Khadi Institutions are independent registered charities, NGOs, social enterprises and even co-operatives with a Khadi Registration giving them the permission to work within the KVIC supply chain and marketing network along with access to raw material, production equipment, training facilities and sales. They are spread all over India.

2. Definitions:

- (a) **Fabricator:** The word “Fabricator” means those who have manufacturing setup with necessary tailoring equipments and expert tailor/(s) engaged in Garments production. The fabricator can be a Firm/Company/Individual.
- (b) **Aggregator:** The word “Aggregator” means any one of the combination of Khadi Gramodyog Bhawan (KGB)/ Khadi Institutions (KI) and Centre of Excellence for Khadi (CoEK).
- (c) **Applicant:** The word “Applicant” means Bidder/Vendor/Fabricator/Tailor.

3. EXPRESSION OF INTEREST (EOI):

1. CoEK office at NIFT, New Delhi intends to empanel Fabricator (Firm/Company/Individuals) for production and supply of Apparel (Mens/Women/Kids) & Home Furnishing designed by CoEK to the Aggregator for a period of 3 years. A bidder submitting the response in response to this EOI shall hereinafter be referred to as “**Applicant**”.
2. Interested Applicant who are able to comply with the requirements may submit the application duly filled in and supplemented with all relevant documents to CoEK for further processing as per laid down Procedures. Incomplete applications and applications received without the prescribed format are liable to be rejected summarily.
3. The Applicant should ensure that they comply with the requirements before applying for tender.

4. The interested Applicant are advised to read carefully the entire document before submitting their application.
5. CoEK has reserve right to call the shortfall of the documents, if any, from the applicants and/or waiver off any of the documents.
6. The Application to be sent either e-mail or by Post in the following:

Email Id: manageradmin.coek@nift.ac.in

Or, Postal address:

**To,
The Manager Administration,
Centre of Excellence for Khadi (CoEK),
National Institute Of Fashion Technology
Near Gulmohar Park, Hauz Khas,
New Delhi – 110016**

EOI Ref No: 12/NIFT HO Project/CoEK-2.0/EOI/2025-26 is to be written on the subject line of the e-mail or top of the envelope.

4. SCOPE OF WORK:

- (a) Below is the list of products that are generally sold by the Aggregator, these include wide variety of apparel & home furnishing products for example- Men's Shirt, Men's Kurta, Men's Sadari, Men's Blazer, Men's Trouser, Men's Jeans, Women's Top, Women's Kurta, Women's Dress, Women's Pants, Women's Skirt, Women's Anghraksha, Women's Kaftan, Women's Palazzo, Home Cushion, Pillow covers, Throws, Floor Cushions, Table Runners, Table Napkins, Table Mats, Blouses, Kids shirts, pants, Kurta etc.
- (b) Fabricator/(s) are ready to undertake garment/ apparel production for Men's wear and/ or women's wear and home furnishing product as mentioned in 3 (a) above on a piece rate basis as per the design & size provided by the Aggregator and supply to the Aggregator's preferred/ respective locations.
- (c) Fabricator is ready to make prototype samples as per the design provided by the Aggregator.
- (d) This being a time-bound activity, the selected Fabricator will be required to deliver the assigned work within the discussed time frame.

5. ELIGIBILITY CRITERIA:

- (i) The Applicant must ensure that all the eligibility conditions are met and submit required documents while bidding.
- (ii) The applicants or its authorised person/representative must duly sign on all the required documents.
- (iii) The applicants must clearly be specified the location/state for which they are ready to work. If Applicants applied for more than one state the same has to be mentioned clearly.
- (iv) The Applicant Company / Firm/Individual shall submit its Registration Certificate / GST certificate/Trade License as applicable. If any applicants who is exempted from GST Registration a declaration to be submitted as per **Annexure VI**
- (v) Copy of the Company's/Firm's/Individual's PAN Card.
- (vi) MSME / NSIC Registration Certificate (If any): If the Applicant claims the MSME / NSIC exemption, then they must submit the valid MSME / NSIC registration certificate
- (vii) STARTUP Certificate (If Any): If the Applicant claims the STARTUP exemption, then they must submit the valid Start-up Certificate.
- (viii) The Applicant should submit at least two Work Orders/invoice copies of the similar category of work executed in any Government/ Semi-Government/ Autonomous Organizations/ Public Sector Undertaking/ Govt. Universities / Govt. Institutions/reputed Private Organizations during the last 3 (three) financial years i.e., 2022-23,2023-24 and 2024-25.
- (ix) Copy of Last 3 Years ITRs, applicable for Category II & Category III only.
- (x) Audited Balance Sheet for last three years /Annual turnover for the last 3 (three) financial years (certified by Chartered Accountants) applicable for Category-II & Category- III only and self-certified copy in case of Category –I.
- (xi) Copy of the Certificate of Non-Debarment / Blacklisting anywhere in Central Govt. / State Govt. / PSU / Institutions etc. as attached in **Annexure-VII**.
- (xii) The Applicant must be specified the "Location/(s)" and Category/(s)" for which they are applying viz., Category-I, Category-II, Category-III in the **Annexure-II**.
- (xiii) The Applicant must comply with the Technical Parameter as under:

(a) For Category-I

- The Applicant who has engaged in similar business and has at least 2 years' experience of Garment production (tailoring/stitching/finishing) for Men and/or Women/ kids apparel and Home Furnishing.
- The applicant must have own sewing machines, table, rack and manpower as specified in **Annexure III**

(b) For Category-II

- The Applicant who has engaged in similar business and has at least 5 years' experience of Garment production (tailoring/stitching/finishing) for Mens and/or Women/Kids apparel and Home Furnishing.
- The applicant must have own sewing machines, table, rack and manpower as specified in **Annexure IV**

(c) For Category-III

- The Applicant who has engaged in similar businesses and has at least 10 years' experience of Garment production (tailoring/stitching/finishing) for Men's and/or Women/Kid's apparel and Home Furnishing.
- The Applicant must have their own manufacturing set-up with sewing machines, cutting equipment's, tables & racks as specified in **Annexure-V**

6. GENERAL TERMS & CONDITIONS:

- i) Empanelment would be for a period of three years from the date of issuance of empanelment letter/agreement subject to satisfactory services and yearly review. If services provided by the Vendor is found to be unsatisfactory or at any time it is found that the information provided for empanelment or any tender is false or irregular while applying for the tenders, CoEK/KVIC shall reserve the right to remove such vendors from the empanelled list without giving any notice to the vendors in advance.
- ii) Empanelled Fabricators should be ready to make Prototype Samples as per the design provided by the Aggregator. The cost of the Prototype Samples will be borne by the Aggregator.
- iii) For small orders (Less than or equal to 100 pcs), it will be the choice of the Aggregator to place order to any empanelled fabricator/(s). The rate to be negotiated by the Merchandiser/Design Team.

- iv) For bulk orders (More than 100 pcs), the Empanelled Fabricators will participate in limited tendering process for Request for Quote (RFQ)/Request for Information (RFI)/ Request for Proposal (RFP), as and when called for by the Aggregator as per requirement.
- v) If any Fabricator, empanelled under this empanelment, fails to participate in more than 3 (three) tenders /Request for Quote (RFQ)/Request for Information (RFI) and Request for Proposal (RFP) in a year floated by the Aggregator he/she will be removed from the list of empanelled vendors.
- vi) **Application for Tender-**
 - The Applicant should ensure all the terms and conditions carefully before submitting the documents for empanelment.
 - The response should be submitted in a structured format in Annexures as per the checklist. Each page of the application alongwith Annexures should be signed by the person/person(s) on behalf of the organization having necessary Authorization / Power of Attorney to do so, duly affixing the company stamp. Applications containing false or inadequate information are liable for rejection. (Authorization Letter from the company should be furnished along with the application).
 - The evaluation of the applications for empanelment shall be carried out by the committee constituted for the purpose.
 - Any unauthenticated alterations, erasures, overwriting, blanking out or discrepancies may render the EOI submission invalid. The evaluation of the response will only be based on the documents submitted and personal presentation with samples before the evaluation committee constituted for the purpose. The evaluation committee reserves the right to relax the evaluation criteria.
 - The Applicant shall bear all costs associated with the preparation and submission of its bid, CoEK/KVIC/KI will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bid process.
 - Response to be submitted through E-mail or Hard Copy by courier/post Only. Any form other than mentioned above **will not be acceptable** and liable for rejection.
 - During empanelment period, CoEK/KVIC reserves the right to de-panel, if the service provided by the vendor is found to be unsatisfactory or if, at any time, it is found that the information provided for empanelment is false, the CoEK/KVIC reserves the right to remove such vendors from the empanelled

list without giving any notice to the vendor in advance. CoEK/KVIC's decision will be final in this regard.

- The Applicant should be registered with Provident Fund, ESI (for organisation with minimum 10 employees), and should be a valid holder of Licenses obtained under various statutes as applicable. In support, copies of Registration Certificates with the Government Departments are required to be produced on demand.
- The responsibility under the Indian Factories Act, Child Labour Act, the Workmen's Compensation Act, Employees Provident Fund Act or Employees State Insurance Act, Contract Labour Act, Bonus Act or any other similar enactment in respect of all such personnel shall be that of the Applicant's responsibility wherever is applicable. The Applicants shall be bound to indemnify and shall keep indemnified the CoEK and KVIC against all claims whatsoever in respect of the above.
- The Applicant should comply with buyer social compliance and labour laws wherever is applicable (Ref to **Annexure -X** for details).
- CoEK/KVIC reserves the right to accept/reject any or all the Applications for empanelment either fully or partially at any stage without assigning any reasons.
- CoEK/KVIC reserves the right to decide the number of fabricator/(s) and category/(s) for the empanelment.

7. EMPANELMENT PROCEDURE:

The Applicant must qualify the eligibility criteria as per **Annexure-III for Category-I, Annexure-IV for Category-II and Annexure-V for Category-III** for Documentary Evidence & Technical Parameters. Total 100 Marks will be allotted, 16 marks for basic required information/documents, 36 Marks for Technical parameters, 8 marks for lists of employees and 40 marks for technical presentation of sample production. Qualifying Marks is 80 out of 100.

The objective of evaluation methodology is to facilitate the empanelment of financially as well as technically superior Fabricators. The Applicants will eventually be evaluated based on the ratings arrived at by scoring parameters defined as above.

The Applicant will be empanelled as per the following process:

- (i) Applicants satisfying the eligibility criteria and technical parameters with technical presentation of sample production scores 80% or above any category or all the categories as applicable will be short-listed and will be empanelled with CoEK/KVIC after due scrutiny of documents submitted by the Applicant.

CoEK/KVIC may, at its sole discretion, decide to seek more information from the Applicants before finalization of empanelment. The clarification shall be given in writing immediately.

- (ii) The Evaluation committee constituted for the purpose, may waive any informality or non- conformity or irregularity in an application which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any applicant. the decision of the Evaluation Committee would be final and binding upon the Applicants.
- (iii) CoEK/KVIC's decision in respect of evaluation methodology and short listing of Applicants will be final and no communications, whatsoever in this respect, shall be entertained.
- (iv) CoEK/KVIC may add/remove any relevant criteria for evaluating the proposals received in response to this EOI at the sole discretion of CoEK/KVIC.

8. NOTIFICATION OF EMPANELMENT

CoEK/KVIC shall notify the successful applicant in writing by Speed Post or by email, regarding the acceptance of the application.

The applicant shall acknowledge in writing, receipt of the notification of empanelment and shall send his acceptance within seven (7) working days of receiving the notification.

Failure to abide by this, may lead to termination of the empanelment.

9. WARRANTIES AND LIABILITIES:

- a. The Fabricator will not sub-let the contract or part it to any other agency/ individual(s).
- b. The Fabricator warrants that the branding activities and media coordination does not infringe upon the trademark, copyright patent trade secrets or any other rights of any third party and where there is a use or infringement the bidder/company shall obtain a license for use from the rights holder permitting such use. The Fabricator shall indemnify CoEK and KVIC and its employees against liability for infringement.
- c. The Fabricator warrants that they will not engage in any branding activities and media coordination of the Khadi products and design provided by Aggregator. The intellectual property rights of branding activities and media coordination will be the

propriety of KVIC and cannot be used by anyone else without the permission of KVIC.

- d. The Fabricator undertakes to comply fully with the Aggregator's requirements for the production. The production should be completed as per the production plan mutually agreed upon. In case the Fabricator does not complete the production as per the production plan, the Aggregator will be at liberty to levy a penalty of up to 2% of the order value for every two weeks of delay. The maximum amount of penalty shall not exceed 10% of the order value including Performance Security shall also be forfeited. The performance security wherever applicable will be required to be submitted within 7 days from the receipt of the work order.
- e. The decision of the Competent Authority of CoEK/KVIC will be final and binding in case of requirement and in all matters relating to the terms and specifications including the right reserved to reject the tender.

All Annexures of the Tender Document should be signed and/or stamped by the Applicant/ bidder.

**(Sudha Dhingra)
Project Director, CoEK**

Encl. As above.

Annexure – I

(Format of Application with Undertaking (on Applicant's Letter Head)
(The applicant shall submit together with Annexures and CHECK LIST & other documentary evidences)

To,
The Project Director,
Centre of Excellence for Khadi (CoEK),
National Institute Of Fashion Technology
Near Gulmohar Park, Hauz Khas,
New Delhi – 110016

Dear Sir/ Madam,

EOI Ref No: 12/NIFT HO Project/CoEK-2.0/EOI/2025-26

**Sub: - Application for Empanelment of Fabricators for Category-I / Category-II/
Category-III / All the Categories (Please strike off which is not applicable)**

Having read and understood and examined the all the pages of EOI document including all Annexures the receipt of which is hereby duly acknowledged, I/we, the undersigned, offer to empanel myself/ our company/firm for **production and supply of apparel (men/women/kids) & home furnishing designed by Aggregator supply to Khadi India stores/departmental sales outlets of KVIC across India/Khadi Institutions/Centre of Excellence for Khadi (CoEK) at** **(Kindly specify the Location/(s) interested by the Fabricator)** for a period of 3 years. We hereby submit our necessary valid documents along with Annexures and CHECK LIST.

I/We understand that;

1. I/We undertake to respond to any Request for Proposal (RFP) or Request for Quote (RFQ) or Request for Information (RFI) as and when called for by CoEK/KVIC/KI under a limited tendering process.
2. We further confirm that any offer in response to Request for Proposal (RFP) or Request for Quote (RFQ) or Request for Information (RFI) will be in conformity with the terms and conditions as mentioned therein.
3. We understand that CoEK/KVIC/KI is not bound to accept the application and may reject all or any application without assigning any reason or giving any explanation whatsoever.
4. We understand that CoEK/KVIC/KI reserves the right to withhold my/our application for empanelment, issue documents to any empanelled vendor, and annul the empanelment process without assigning any reasons whatsoever.

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5. We also understand that our empanelment and performance will be reviewed on yearly basis and, if found unsatisfactory, will be removed from the list of empanelled Fabricators.
6. We also confirm that we have not been disqualified by any PSU / Government agencies /Banks for the related work.
7. We accept all the Instructions and Terms and Conditions of the subject.

Yours faithfully,

Authorised Signatory /Proprietor
(Signature and Stamp of the individual/ Company / Firm)

Name & Designation:

Date:

**Annexure - II
Applicant's Profile (Applicant's Letter Head) for all Categories**

Sl No.	Particulars	Fabricator's reply
A	Profile	
1	Preferred Location of Service: (If any Fabricator applies for more than one location, documentary proof of previous work experience in the respective locations should be submitted, otherwise the application will be rejected)	(Please specify location/(s) interested.
2	Preferred Category/es (Please strike off which is not required)	Category-I/Category-II/ Category-III
3	Name of the Applicant (firm/Company/Individuals)	
4	Status of Applicant (Company, Partnership, Proprietor etc.)	
5	Year of Establishment & Details of Registration (attach Documentary Proof)	
6	Number of years' experience for Production and supply of (i) Men's apparel (ii) Women's apparel & (iii) Kids apparel (iv) Home furnishing (v) Any other (please mention)	
7	Present Address including Website address of the Company, if any	
8	Individual/Authorized Official with Name, Designation, Contact Phone No/Mobile No / etc.	
9	Key person/(s) with contact details (a) Head Office and (b) registered Office wherever applicable	

Authorised Signatory /Proprietor
(Signature and Stamp of the individual/ Company / Firm)

Name & Designation:

Date:

Annexure-III

(This format must be submitted on applicant's Letter Head and duly signed and stamped by Individual/authorized signatory)

For Category-I

DOCUMENTARY EVIDENCE & TECHNICAL PARAMETERS

Sl. No.	Particulars	Please mention d "Yes"/ "NO" (To be filled by the Applicant)	Marks
(A)	Basic Required Documents:		(Total 16 Marks)
1	Whether the applicant fulfilled the Number of Operators criteria as mentioned in para 5(xiii)(a) for Category-I,		2
2	Whether details of employees employed as per format mentioned in (B) (iii) submitted		2
3	Whether the applicant has submitted the copy of Income Tax (PAN)		2
4	Whether the applicant Company / Firm/ Individuals has submitted a Registration Certificate / GST certificate/Trade License as applicable. If any or applicants who is exempted from GST Registration a declaration as per format in Annexure-VI		2
5	Whether the applicant submitted at least two Work Orders/Invoices of the similar category of work executed in any Government/ Semi-Government/ Autonomous Organizations/ Public Sector Undertaking / Govt. Universities / Govt. Institutions/Private Organizations during the last 3 (three) financial years i.e. 2022-23, 2023-24 & 2024-25.		2
6	Whether the Applicant has submitted self-certified copy of annual turnover.		2
7	Whether the Applicant registered with MSME / Udyog Aadhar / NSIC Registration. If yes, provide supporting documents		2
8	Whether the Applicant registered with Start-up / DPIIT, if yes please provide supporting documents		2

(B)	Technical Parameter	Minimum Number Required	To be filled by the Applicant)	Total 36 Marks	
(i)	Machines & other				
1	Single Needle Lock Stitch Machine (SNLS)	5		6	
2	Overlock Machine (3 thread or 5 thread)	1		6	
3	Steam Iron	1		6	
4	Iron Table with air suction	1		6	
(ii)	Tables				
1	Spreading & Cutting Table	1		4	
2	Segregation Table & Quality check table	1		4	
3	Finishing & Packaging Table	1		4	
(iii)	Details lists of employees employed in the Applicant's organization [Please Refer (A) 2]				
	Total No. of Employees		Nature of Employment (Master Tailor, Tailor, Pattern Master, Helper)	Total year of Experience	Total 8 Marks
	Regular/Permanent	Temporary /Contractual			
1			Master Tailor & Tailors		3
2			Pattern Master (minimum 1)		3
3			Helper		2
(C)	It is mandatory that the Applicant/(s) to physically present with any of its own sample production of Men's/Women's and Kids apparel before the technical committee for testing the skills of the fabricator: (Total 40 Marks)				
(i)	Stitching Quality	10 marks			
(ii)	Finishing Quality	10 marks			
(iii)	Sizing Accuracy	10 marks			
(iv)	Fabric consumption & wastage	10 Marks			

Note:

1.Total: 100 Marks. Minimum Qualifying Marks -80 (60 Marks for Basic information, Technical Parameter and manpower and 40 Marks for Technical Presentation)

2. In case of applicant's submission below the specified requirement of minimum number mentioned in technical parameter, the marks to be allocated proportionately.

Authorised Signatory /Proprietor
(Signature and Stamp of the individual/ Company / Firm)

Name & Designation:

Date:

Annexure-IV

(This format must be submitted on applicant's Letter Head and duly signed and stamped by Individual/authorized signatory)

For Category-II

DOCUMENTARY EVIDENCE & TECHNICAL PARAMETERS

Sl. No.	Particulars	Please mentione d "Yes"/ "NO" (To be filled by the Applicant	Marks
(A)	Basic Required Documents:		(Total 16 Marks)
1	Whether the applicant fulfilled the Number of Operators criteria as mentioned in para 5(xiii)(b) Category-II		2
2	Whether details of employees employed as per format mentioned in (B) (iii) submitted		2
3	Whether the applicant has submitted the copy of Income Tax (PAN)		2
4	Whether the applicant Company / Firm/ Individuals has submitted a Registration Certificate / GST certificate/Trade License as applicable. If any or applicants who is exempted from GST Registration a declaration as per format in Annexure-VI		2
5	Whether the applicant submitted at least two Work Orders/Invoices of the similar category of work executed in any Government/ Semi-Government/ Autonomous Organizations/ Public Sector Undertaking / Govt. Universities / Govt. Institutions/Private Organizations during the last 3 (three) financial years i.e. 2022-23, 2023-24 & 2024-25.		2
6	Whether the Applicant has submitted Copy of Last 3 Years ITRs, if applicable.		2
7	Whether the Applicant has submitted Audited Balance Sheet for last three years or Annual turnover for the last 3 (three) financial years (certified by Chartered Accountants)		2

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8	Whether the Applicant registered with MSME / Udyog Aadhar / NSIC Registration. If yes, provide supporting documents			1	
9	Whether the Applicant registered with Start-up / DPIIT, if yes please provide supporting documents			1	
(B)	Technical Parameter	Minimum Number Required	To be filled by the Applicant)	Total 36 Marks	
(i)	Machines & other				
1	Single Needle Lock Stitch Machine (SNLS)	10		6	
2	Overlock Machine (3 thread or 5 thread)	3		6	
3	Single Needle Chain Stitch Machine	2		3	
4	Flat Felled Seam Stitching Machine	1		3	
5	Button Attachment Machine	1		3	
6	Button Hole Machine	1		3	
7	Steam Iron	2		3	
8	Iron Table with air suction	1		3	
(ii)	Tables				
1	Spreading & Cutting Table	1		2	
2	Segregation Table & Quality check table	1		2	
3	Finishing & Packaging Table	1		2	
(iii)	Details lists of employees employed in the Applicant's organization [Please Refer (A) 2]				
	Total No. of Employees		Nature of Employment (Master Tailor, Tailor, Pattern Master, Helper)	Total year of Experience	Total 8 Marks
	Regular/Permanent	Temporary /Contractual			
1			Master Tailor & Tailors		3
2			Pattern Master (minimum 1)		3
3			Helper		2
(C)	It is mandatory that the Applicant/(s) to physically present with any own sample production of Men's/Women's and Kids apparel before the technical committee for testing the skills of the fabricator: (Total 40 Marks)				

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(i)	Stitching Quality	10 marks			
(ii)	Finishing Quality	10 marks			
(iii)	Sizing Accuracy	10 marks			
(iv)	Fabric consumption & wastage	10 Marks			

Note:

1.Total: 100 Marks. Minimum Qualifying Marks -80 (60 Marks for Basic information, Technical Parameter and manpower and 40 Marks for Technical Presentation)

2. In case of applicant's submission below the specified requirement of minimum number mentioned in technical parameter, the marks to be allocated proportionately.

Authorised Signatory /Proprietor
(Signature and Stamp of the individual/ Company / Firm)

Name & Designation:

Date:

Annexure-V

(This format must be submitted on applicant's Letter Head and duly signed and stamped by Individual/authorized signatory)

For Category-III

DOCUMENTARY EVIDENCE & TECHNICAL PARAMETERS

Sl. No.	Particulars	Please mentioned "Yes"/ "NO" (To be filled by the Applicant)	Marks
(A)	Basic Required Documents:		(Total 16 Marks)
1	Whether the applicant fulfilled the Number of Operators criteria as mentioned in para 5(xiii)(c) Category-III		2
2	Whether details of employees employed as per format mentioned in (B) (iv) submitted		2
3	Whether the applicant has submitted the copy of Income Tax (PAN)		2
4	Whether the applicant Company / Firm/ Individuals has submitted a Registration Certificate and GST certificate/Trade License as applicable.		2
5	Whether the applicant submitted at least three Work Orders/Invoices of the similar category of work executed in any Government/ Semi-Government/ Autonomous Organizations/ Public Sector Undertaking / Govt. Universities / Govt. Institutions/Private Organizations during the last 3 (three) financial years i.e. 2022-23, 2023-24 & 2024-25.		2
6	Whether the Applicant has submitted Copy of Last 3 Years ITRs.		2
7	Whether the Applicant has submitted Audited Balance Sheet for last three years or Annual turnover for the last 3 (three) financial years (certified by Chartered Accountants)		2
8	Whether the Applicant registered with MSME / Udyog Aadhar / NSIC Registration. If yes, provide supporting documents		1
9	Whether the Applicant registered with Start-up / DPIIT, if yes please provide supporting documents		1

**Expression of Interest (EOI) for Empanelment of Fabricator
No. 12/NIFT HO Project/CoEK-2.0/EOI/2025-26**

(B)	Technical Parameter	Minimum Number Required	To be filled by the Applicant)	Total 36 Marks	
(i)	Machines & other				
1	Single Needle Lock Stitch Machine (SNLS)	20		6	
2	Overlock Machine (3 thread or 5 thread)	3		3	
3	Single Needle Chain Stitch Machine	2		3	
4	Flat Felled Seam Stitching Machine	2		3	
5	Button Attachment Machine	3		3	
6	Button Hole Machine	3		3	
7	Steam Iron	4		3	
8	Iron Table with air suction	3		3	
(ii)	Tables				
1	Spreading & Cutting Table	5		2	
2	Segregation Table & Quality check table	7		2	
3	Finishing & Packaging Table	5		2	
(iii)	Cutting Equipment				
1	Band Knife	2		1	
2	Straight Knife	2		1	
3	Sticker Numbering Handheld Device	2		1	
(iv)	Details lists of employees employed in the Applicant's organization [Please Refer (A) 2]				
	Total No. of Employees		Nature of Employment (Master Tailor, Tailor, Pattern Master, Helper)	Total year of Experience	Total 8 Marks
	Regular/Permanent	Temporary /Contractual			
1			Master Tailor & Tailors		2
2			Pattern Master (minimum 1)		2
3			Cutting Master (minimum 1)		2
4			Helper		2

(C)	It is mandatory that the Applicant/(s) to physically present with any own sample production of Men's/Women's and Kids apparel before the technical committee for testing the skills of the fabricator: (Total 40 Marks)				
(i)	Stitching Quality	10 marks			
(ii)	Finishing Quality	10 marks			
(iii)	Sizing Accuracy	10 marks			
(iv)	Fabric consumption & wastage	10 Marks			

Note:

1.Total: 100 Marks. Minimum Qualifying Marks -80 (60 Marks for Basic information, Technical Parameter and manpower and 40 Marks for Technical Presentation)

2. In case of applicant's submission below the specified requirement of minimum number mentioned in technical parameter, the marks to be allocated proportionately.

Authorised Signatory /Proprietor
(Signature and Stamp of the individual/ Company / Firm)

Name & Designation:

Date:

Annexure-VI

On the Letterhead of the business entity)

DECLARATION OF GST FOR NON-ENROLMENT

Dear Sir/Madam,

Sub: Declaration of non-requirement of registration under the Central/State/UT/Integrated Goods and Services Tax Act, 2017

I/We.....(Name of the service provider/business entity) , do hereby declare that I/we am/are not registered under the Goods and Services Tax Act, 2017 as (select and fill below for the relevant reason)

- (i) I/We deal in/supply the category of goods or services (Describe the nature of the services/goods) which are exempted under the Goods and Service Tax Act, 2017.
- (ii) I/We have the annual aggregate turnover below the taxable limit as specified under the Goods and Services Tax Act, 2017.
- (iii) I/We am/are yet to register ourselves under the Goods and Services Tax Act, 2017.
- (iv) I/We hereby confirm that the services/goods provided by me/us are not covered under reverse charge mechanism.

I/We hereby also confirm that if anytime during any financial year I/we decide, require, or become liable to register under the GST, I/we undertake to provide all the requisite documents and information.

I/We request you to consider this communication as a declaration for not requiring to be registered under the Goods and Service Tax Act, 2017.

I/We hereby also confirm that

(Name of the service recipient with address and GST) shall not be liable for any loss

Expression of Interest (EOI) for Empanelment of Fabricator
No. 12/NIFT HO Project/CoEK-2.0/EOI/2025-26

accrued to me/us, due to any registration default with the GST. I will be solely responsible for any demand/claim from the Authority.

Signature of Authorised Signatory:

(Name of the Authorised Signatory)

Name of Business:
(Stamp/Seal of the business)

Date:

Place:

Annexure - VII

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

(This format must be submitted on applicant's Letter Head and duly signed by authorized signatory)

To,
The Project Director,
Centre of Excellence for Khadi (CoEK),
National Institute Of Fashion Technology
Near Gulmohar Park, Hauz Khas,
New Delhi – 110016

Dear Sir/Madam,

I/We hereby confirm and declare that I/we, Mr./M/s _____, is not blacklisted/ De-registered/ debarred by any Central / State Government department/ Public Sector Undertaking/ University / Institution / Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For _____

Signature of Authorized Signatory
(Name/Designation with Stamp)

Date:

Place :

Annexure – VIII

Letter of Authorization

(To be submitted on Applicant's letter head)

Ref: EOI No. 12/NIFT HO Project/CoEK-2.0/EOI/2025-26

To,
The Project Director,
Centre of Excellence for Khadi (CoEK),
National Institute Of Fashion Technology
Near Gulmohar Park, Hauz Khas,
New Delhi – 110016

Dear Sir/Madam,

I.....(Name),.....(Designation
) is hereby authorized to submit Application for EOI/attend for meetings & submit
information as may be required by you in the course of processing the above said Bid.

For the purpose of validation, his/ her verified signatures are as under and on our behalf.
We undertake to abide by any acceptance given by him under his signature.

Signature of Authorized Signatory

(Name of the Authorized Signatory)

Designation: Name of the Organization

Company's Stamp

Annexure – IX

Declaration

(To be submitted on Applicant's letter head)

I / We declare that the information given above are true to the best of my/our knowledge. I / we also understand that if at any stage it is found/noticed by the CoEK/KVIC that any information thus provided by me / us is untrue / incorrect partly or fully and in case of receipt of adverse /unsatisfactory report from other clients/Bankers, the CoEK/KVIC may not consider my/ our application and/or may reject me/ us and /or may take any appropriate action against us.

I/We also understand that partly / wrongly filled application and / or applications not in prescribed pro-forma and / or applications not accompanying relevant documents / enclosures / annexed documents are liable to be summarily rejected by the CoEK/KVIC.

I / We also declare that I / we will not get myself / ourselves registered as Fabricator in CoEK/KVIC in more than one name.

I/ We agree and authorize the CoEK/KVIC to obtain the confidential report from my / our clients, to obtain credit opinion from the CoEK/KVIC and to verify the work executed by us.

I/ We submit all the documents as mentioned in the Eligibility Criteria for Empanelment. I/we shall submit additional documents whenever asked for by CoEK/KVIC.

I/ We confirm that all the Rules prevailing in the concerned state, the Labour Laws, Risk Insurance obligations, State & Central Govt. statutory requirements etc are complied by me/ us.

I/We understand that this is merely an application and does not entitle me / us to be necessarily qualified by the CoEK/KVIC and the CoEK/KVIC reserves the right to reject all and / or any application without assigning any reason whatsoever.

Signature of the applicant(s) with stamp

Place:

Date:

Annexure- X

Social Compliance

The Production Unit should take steps to follow these basic social compliance norms at their workplace.

- **Wages and Working Hours:**
 - Complying with legally mandated minimum wage.
 - Complying with regulations on maximum working hours and overtime pay.
 - Providing regular and accurate wage statements.
- **Health and Safety:**
 - Maintaining a safe and healthy work environment.
 - Providing adequate ventilation, lighting, and sanitation facilities.
 - Implementing fire safety measures and emergency procedures.
 - Providing workers with necessary personal protective equipment (PPE).
- **Prohibition of Child Labor:**
 - Strict adherence to legal minimum working age requirements.
 - Implementation of robust systems to verify worker ages.
- **Elimination of Forced Labor:**
 - Ensuring workers are employed voluntarily and free from any form of coercion.
 - Prohibiting practices like debt bondage or compulsory overtime.
- **Non-Discrimination:**
 - Providing equal opportunities and fair treatment to all workers, regardless of gender, race, religion, or other protected characteristics.
 - Creating a workplace free from harassment and discrimination.
- **Social Compliance Audits:**
 - Regularly conducting audits to assess compliance with labour standards.
 - Addressing any identified non-compliance issues promptly and effectively.

Check List

Annexure – Index

Interested applicant(s) conforming to the above requirements may respond by furnishing the documents in following order. Each document must be numbered properly. In case the documents are not attached in the relevant order, the application is liable to be rejected.

SI No.	Documents Attached	Reference Annexure	Yes/No
1	Undertaking-cum-Application for Empanelment of Fabricators	Annexure I	
2	Applicant's Profile	Annexure II	
3	Documentary Evidence & Parameters		
	For Category-I	Annexure-III	
	For Category-II	Annexure-IV	
	For Category-III	Annexure-V	
4	DECLARATION OF GST NON-ENROLMENT	Annexure-VI	
5	Undertaking regarding blacklisting / non – debarment	Annexure-VII	
6	Letter of Authorization	Annexure-VIII	
7	Declaration	Annexure IX	
8	Social Compliance	Annexure X	

Note: Please ensure that all the documentary evidences and the details of the same are mentioned in the Annexure are attached and readable for ease of evaluation process. In case the documents are not attached as per above, the application is liable to be rejected.

Disclaimer

While the document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by CoEK/KVIC/KI or any of its employees, in relation to the accuracy or completeness of this document and any liability thereof expressly disclaimed. The EOI is not an offer by CoEK/KVIC/KI, but an invitation for bidder's responses. No contractual obligation on behalf of CoEK and KVIC/KI, whatsoever, shall arise from the offer process unless and until a formal contract is signed and executed by duly authorized officials of CoEK/KVIC/KIs and the Bidder.