



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान
(वस्त्र मंत्रालय, भारत सरकार)

National Institute of Fashion Technology
(Ministry of Textiles, Govt. of India)

File 10361/NIFT/PATNA/ PUR/PHYSICAL VERIFICATION/18

Date – 21.01.2026

To,

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Sub: Request for Proposal (RFP) for Procurement of Service of Physical Verification of Fixed Assets for NIFT Patna Campus (Year 2025)

Sir/Madam,

We are pleased to inform you that your firm has been shortlisted for Procurement of Service of Physical Verification of Fixed Assets for NIFT Patna Campus (Year 2025).

NIFT Patna requires a comprehensive, independent physical verification of all fixed assets to ensure the accuracy and integrity of our asset register and financial records. The detailed scope of work, expected deliverables, and specific requirements are outlined in the accompanying Request for Proposal (RFP) document.

We invite you to submit a detailed proposal outlining your proposed methodology for the physical verification, a clear timeline for completion, your relevant experience in similar asset audit projects (preferably within educational or government institutions), team composition, and your commercial offer.

Your complete proposal in a sealed envelope must be submitted by 04.02.2026. no later than 03:00 PM to the address below.

**Purchase Officer
NIFT Patna Campus,
Mithapur Farms, Patna - 800001**

Please review the RFP document carefully for all instructions, evaluation criteria, and contract terms.

If you have any questions or require clarification regarding the RFP or the scope of work, please contact Purchase Department at Tel: 0612-2340032 or via email purchase.patna@nift.ac.in, copy to aao.patna@nift.ac.in by 28.01.2026.

A pre-bid meeting may be scheduled if necessary; details will be communicated to all shortlisted consultants.

We look forward to receive your comprehensive proposal and appreciate your interest in working with NIFT Patna.

Sincerely,

Rajesh Kumar Choudhary
(Purchase Officer)

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, PATNA
NIFT Campus, Mithapur Farms, Patna - 800001

NOTICE INVITING PROPOSAL

Procurement of Service for Physical Verification of Fixed Assets for NIFT Patna Campus (Year 2025)

Schedule of Procurement Process:

Date & Time for Opening of RFP Document	21.01.2026 , 12.00 Noon
Last date & Time for submission of Proposals on Procurement	04.02.2026 , 3.00 P.M.
Date and Time for opening of Technical Proposal	04.02.2026, 3.30 P.M.
Date and Time for opening of Financial Proposal	Will be informed later on after technical evaluation to the technically qualified Consultants
Address for Communication	Purchase Officer NIFT Patna Campus, Mithapur Farms, Patna 800001 Tel: 0612-2340032 Email ID: purchase.patna@nift.ac.in <u>Copy to,</u> Assistant Accounts Officer NIFT Patna Campus, Mithapur Farms, Patna 800001 Tel: 0612-2340032 Email ID: aao.patna@nift.ac.in

1. Introduction:

National Institute of Fashion Technology (NIFT) is a premier educational institute under the Ministry of Textiles, Government of India. NIFT Patna invites proposals from eligible consultants for carrying out the physical verification of fixed assets located across departments, hostels, classrooms, and other areas of its Mithapur Farms campus.

2. Objective of the Assignment:

The objective of this assignment is to verify and reconcile fixed assets as per the Fixed Assets Register and Books of Accounts, and to submit a report on verified and missing assets in accordance with GFR 213(1).

3. Proposal Submission Procedure:

The procurement process shall follow a two-bid system - Technical Proposal and Financial Proposal. Consultant shall put both proposals in two separate envelopes inside a larger one and send to the Purchase Officer, NIFT Patna by hand or by post within the prescribed deadline. Proposals received after the due date will not be considered.

4. Eligibility and Qualification Criteria:

Consultants must meet the following minimum criteria:

- Registered office/branch in Patna, Bihar.

- Not debarred or blacklisted by any government entity.
- Average annual Turnover of ₹25 lakhs during the last three financial years.
- Experience of Consultancy Service like Consultancy on Accounting, Auditing, Taxation, Business affairs and other similar Professional Service during the last three financial years.
- Income Tax Return for last three financial years preceding the last date for submission of Proposals.
- Valid GST, PAN, and registration documents.
- Professional qualification such as CA should be supported with details of Key persons.

5. Scope of Work:

The consultant shall:

- Reconcile asset records and update the Fixed Assets Register.
- Physically verify all assets in departments, classrooms, hostels, and other areas.
- Submit a comprehensive verification report highlighting verified and missing items.

6. General Terms and Conditions:

- Each consultant may submit only one proposal.
- Consultants are responsible for understanding local conditions.
- Proposals without EMD/Bid Securing Declaration will be rejected.
- NIFT Patna reserves the right to accept or reject any proposal without assigning reasons.
- Misrepresentation or false documentation will lead to disqualification.

7. Earnest Money Deposit (EMD) and Proposal Validity:

An EMD of ₹5,000 (Five Thousand only) must be submitted through DD/FDR/Bank Guarantee in favor of 'National Institute of Fashion Technology, Patna' or through online payment in below mentioned bank account. Exempted bidders must submit a Bid Securing Declaration. Proposals shall remain valid for 6 months from the date of opening.

Bank Account details of NIFT Patna Campus:

Name of the Account	:	NIFT Patna General A/c
Account No.	:	529602050021023
Bank	:	Union Bank of India,
Bank Address	:	Exhibition Road, Patna 800001
IFSC	:	UBIN0552968

8. Evaluation and Selection:

The evaluation shall be conducted in two stages:

1. Technical Evaluation – based on eligibility and qualifications.
2. Financial Evaluation – among technically qualified bidders.

The lowest evaluated financial proposal (L1) will be selected, subject to meeting all technical criteria.

9. Award of Consultancy:

The Consultant whose Proposal has been accepted will be notified by issuing the Letter of Acceptance (LoA) prior to expiration of the Proposal validity period through the E mail to the successful Consultant specifying the details about the consideration for the provision of Services (hereinafter called the "Consultancy Fee"). The Consultant shall confirm acceptance by returning a signed copy of the Letter of Acceptance through in writing or by e-mail within two days.

8. Performance Security Deposit:

After issue of work order by the Institute, the successful Consultant shall within 15 days furnish the Performance Security of Rs. 10,000/-, in the form of Demand Draft/ Fixed Deposit Receipt/ Bank Guarantee etc. issued/ confirmed by a Scheduled Bank in India or through online payment in the given bank account of the Institute.

9. Liquidated damages for delay:

In case of delay in completion of Services or negligence or lack of due diligence on the part of the Consultant, the consequential damages thereof shall be quantified by the Institute in a reasonable manner and recovered from the Consultant by way of deemed liquidated damages, subject to a maximum amount of Rs. 10,000/-. However, in case of delay or error due to reasons beyond the control of the Consultant, suitable extension of time shall be granted.

12. Annexures (Available Separately):

Annexure-A: Technical Proposal Format

Annexure-B: Financial Proposal Format

Annexure-C: Bid Securing Declaration

For any clarification, contact:

Purchase Officer, NIFT Patna Campus, Mithapur Farms, Patna 800001. Email: purchase.patna@nift.ac.in

Copy to,

Assistant Accounts Officer, NIFT Patna Campus, Mithapur Farms, Patna 800001. Email ID:

aao.patna@nift.ac.in

Annexure –A: Technical Proposal

1. Name of the Firm/Company : _____
2. Address of the Firm/Company : _____
3. Phone No.: _____ (Mob.) _____ (e-mail) _____
4. Whether proprietor/ partnership Firm / Company: _____

Sr. No	Heading	Documentary Proofs	Submitted YES/NO	Page No
1.	Technical Proposal documents	Signed copy of the Technical Proposal		
2.	Financial Proposal documents	Signed copy of the Financial Proposal		
3.	Statement of not been debarred or removed by any Client	Furnish a declaration on Office letter head.		
4.	Legal Status of the Consultant	Furnish a copy of the Registration Certificate.		
5.	Qualification Criteria Demonstration–Key Personnel Experience	Self-Attested Supporting documents in the form of CV and educational degree certificates shall be submitted for all proposed Key Personnel.		
6.	EMD	EMD of Rs. 5000/- (Five Thousand)/ Certificate for exemption/Bid Securing Declaration. whichever is applicable.		
7.	List of Registrations (As applicable)	- Registration under the applicable law for establishing their legal identity - Active Registration under the Goods and Service Tax(GST) - Permanent Account Number(PAN) issued by the Board of Direct Taxes under the Income Tax Act, 1961 - Registration for MSE issued by authority under MSE Policy		
8.	ITR	Income Tax Returns for the last three year preceding the last date for submission of Proposals.		
9.	Turnover	Average Annual Turnover of ₹25 lakhs during the last three financial years preceding the last date for submission of Proposals.		
10.	Experience	Experience of Consultancy Service like Consultancy on Accounting, Auditing, Taxation, Business affairs and other similar Professional Service during the last three financial years preceding the last date for submission of Proposals.		
11.	Acceptance of Terms & Conditions of the RFP	The Consultant is agree and accepted all the Terms and Conditions as mentioned in the RFP documents (A signed and stamped copy of the RFP Documents should be submitted by the Consultant in this regard)		
12.	Location of Office	The Consultant must have an office in Patna Bihar (A Certificate of statement along with copy of documents in support of Office Address like Electricity Bill, Rent Agreement Etc. must be submitted.)		

Annexure – B: Financial Proposal

Sr. No.	Description	Amount (Rs.)
1	Remuneration for Professional Personnel and Support Personnel (inclusive of all personal allowances)	
2	Reimbursement Expenses (Out of pocket cost)	
	Total Consultancy Other Fee exclusive of GST	
3	GST (As per applicable rate)	
	Total Fee inclusive of GST	
	Total Amount in Words:	

Note:

1. The Consultancy and Other Fee shall be fixed and firm for the duration of the Consultancy Agreement, except as adjusted in accordance with the Consultancy Agreement, if applicable.
2. The Consultancy and Other Fee shall be quoted in the manner indicated in the RFP Documents.

Annexure - C: Bid Securing Declaration

Consultants' Name _____ [Address and Contact Details]

Consultant's Reference No..... Date.....

To

The Director,

National Institute of Fashion Technology Patna

Mithapur Farms, Patna 800001

Ref: RFP Document No.....

RFP Title: Consultancy Services for Physical Verification of Fixed Assets for the year 2025

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this RFP Document, the Proposal must be supported by a BID SECURING DECLARATION in lieu of EMD.

We unconditionally accept the conditions of this BID SECURING DECLARATION. We understand that we shall stand automatically suspended from being eligible for participating in any Proposal in National Institute of fashion Technology Patna for 2 years from the date of opening of this Proposal if we breach our obligation(s) under the Proposal conditions if we:

withdraw/ amend/ impair/ derogate, in any respect, from our Proposal, within the Proposal validity period; or

1. Fail or refuse to sign the contract.

We know that this BID SECURING DECLARATION shall expire if the contract is not awarded to us, upon:

1. receipt by us of your notification of cancellation of the entire procurement process or rejection of all Proposals or of the name of the successful Consultant or
2. forty-five days after the expiration of the Proposal validity period or any extension to it.

(Signature with date)

(Name and designation)

Duly authorized to sign Proposal for and on behalf of.....

[name & address of Consultant and seal of company]

Dated on day of [insert date of signing]

Place. [insert place of signing]