

Tender Document Fee ₹ 354/-

# NATIONAL INSTITUTE OF FASHION TECHNOLOGY

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

## TENDER DOCUMENT FOR SUPPLY AND INSTALLATION OF MODULAR WORKSTATION, STORAGE CUPBOARDS AND CUBICLES IN FACULTY ROOMS AT NIFT KANNUR

NIFT Campus, Dharmasala, Mangattuparamba,  
Kannur, Kerala. Pin - 670 562

12173(2.1)/NIFT/KNR/EDMT-PUR/2018 DATED: 08.05.2018

| Time schedule for tender process:                         |                                                         |
|-----------------------------------------------------------|---------------------------------------------------------|
| Sale of tender document commence from                     | 09.05.2018 (10.00 hours)                                |
| Pre Bid Meeting                                           | 18.05.2018 (10.00hrs to 12.00hrs)                       |
| Last date for Sale of tender document                     | 30.05.2018 (12.00 hours)                                |
| Last date for receipt of duly filled in tenders – On line | 30.05.2018 (17.00 hours)                                |
| Receipt of hard copy (filed online) along with documents  | 31.05.2018 (15.00 hours)                                |
| Date and Time of the opening Technical Bids               | 31.05.2018 (16.00 hours)                                |
| Date and Time of the opening Financial Bids               | will be notified to the technically qualified tenderers |

**Note:** This tender document contains 28 pages (total no. of pages including Annexures) and tenderers are requested to sign on all the pages

**Web ID:** <http://www.nift.ac.in/kannur/tenders>

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### **1. INTRODUCTION:**

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 centres. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.

NIFT, Kannur Centre was established in the year 2008 with undergraduate and post graduate programmes. NIFT, Kannur invites online tender from reputed Person/ contractor / firm / Agency for SUPPLY AND INSTALLATION OF MODULAR WORKSTATION, STORAGE CUPBOARDS AND CUBICLES IN FACULTY ROOMS at NIFT Kannur Campus having experience at least 3 years in the same field

## **2. NOTICE INVITING TENDER:**

NIFT Kannur invites e-Tenders under two bid systems for SUPPLY AND INSTALLATION OF MODULAR WORKSTATION, STORAGE CUPBOARDS AND CUBICLES IN FACULTY ROOMS in the identified Room / Floor at NIFT Kannur Campus from the registered firm, manufactures, registered dealers / Govt. organization and who have carried out the same nature of works on item rate basis as per the quantity and specification mentioned in price bid & the drawing shown in the attachment.

The interested firms should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in> from **09.05.2018 to 30.05.2018 up to 17.00 hours**. Tender documents is also available for viewing on the “tenders” link of the NIFT website i.e. <http://www.nift.ac.in/kannur/tenders> No other mode of application will be considered & application will not be accepted.

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

- Registration Charges of **Rs 2000/- + Rs 360/- (inclusive of GST) = Rs 2360/-** (Two Thousand Three Hundred and sixty Only - non-refundable).
- Bid Processing Fee charges of **Rs 5000/- + Rs 900/- (inclusive of GST) = Rs 5900/-** (Five Thousand nine Hundred only - non-refundable) through online payments only.

The Firm should ensure that it complies with the requirements as per works before applying for tender. The firms after submitting the tender online should submit a hard copy of the same with all relevant supporting documents by **31.05.2018 up to 15.00 hours** Non-submission of hardcopy as directed will lead to rejection of the tender application.

The sealed hard copy of the tender shall be submitted in one big envelope superscripting “SUPPLY AND INSTALLATION OF MODULAR WORKSTATION, STORAGE CUPBOARDS AND CUBICLES IN FACULTY ROOMS to NIFT Kannur” containing two separately sealed small envelopes, one for "Technical Bid " and another for "Financial Bid " superscripting as such and addressed to The Director, National Institute Of Fashion Technology, NIFT Campus, Dharmasala, Mangattuparamba, Kannur, Kerala. Pin - 670562. The hard copies of sealed tenders documents can also be handed over in the office on or before **31.05.2018 up to 15.00 hours**.

The technical bid envelope must contain the technical bid in prescribed Performa as per **Annexure – II** along with a demand draft of **Rs.354/- (Rupees Three hundred and fifty four only)** towards cost of tender (non-refundable) and Earnest Money Deposit (refundable but non-interest bearing) of **Rs. 2,50,000/- (Rupees Two Lakh fifty thousand Only)** favouring National Institute Of Fashion Technology and payable at Kannur with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid. The financial bid shall include all the charges including all taxes etc., to complete the work in all respect. NIFT will not accept any claim other than mentioned in financial bid.

The technical bid will be opened at NIFT, Kannur, and office on **31.05.2018 at 16.00 hour**, in the presence of the bidders/ their authorized representatives who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

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.

**Correspondence Address:** The Director, National Institute of Fashion Technology, NIFT Campus, Dharmasala, Mangattuparamba, Kannur, Kerala. Pin - 670562.

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

- a. Sh. G. Ramesh Babu, Joint Director, 0497-2784782, jointdirector.kannur@nift.ac.in
- b. Sh. Nagaraj T.R, Assistant Director, 0497-2780434, ad.kannur@nift.ac.in

**For online procedure:**

**For More enquiries / For Helpdesk officers :- Mr. Sandeep Bhandari ,**

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

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

**Cost of Tender form: Rs 354/- (Non-refundable)**

**Earnest Money Deposit: Rs 2,50,000/-**

**Commencing date of Tender: 09.05.2018**

**Last date of Submission Online: 30.05.2018 up to 17.00 hours**

**(Hard copy by 31.5.2018 up to 15.00 hours)**

**Date of opening of Tender (Technical Bid):31.05.2018 at 16.00 hours**

**Financial bid: After evaluation of Technical Bid**

**(Tentatively on 01.06.2018 at 12.00 hours)**

**Bid validity upto: 120 days from the date of opening of financial bid**

### **3. SUBMISSION OF BIDS :**

#### **3.1 TECHNICAL BID**

The technical bid envelope must contain the technical bid in prescribed Performa along with:

- i. Cost of Tender document (Demand Draft for Rs.354/-)
- ii. Earnest Money Deposit (Demand Draft for Rs.2,50,000/-)
- iii. Original Tender Document (except Financial Bid) Duly signed & Stamped on all pages of tender documents as acceptance of tender conditions along with Technical Bid form with all relevant documents with self-attestation to be enclosed
- iv. Technical Bid document **Annexure -II**
- v. Checklist for submission of bid in the format attached as **Annexure- III**
- vi. Copy of Audited Balance Sheets and Profit & Loss Statements for last three years (2015-2016, 2016-2017, 2017-2018).
- vii. Evidence of successful completion of at least 3 (three) projects
- viii. Letters of reference from the previous organizations with regard to work done with complete contact details of concerned officials in those projects with telephone numbers, address, email, etc. along with scope of work.
- ix. Copy of partnership deed for partnership firm or Memorandum of understanding (MOU) and Article of Association (AOA)/certification of Registration of companies/ Society/ firm including Certificate or Incorporation for change in name, if any, for limited/private limited company.
- x. PAN Number in Agency's letter head and Copy of income tax return filed by agency during last 3 financial years indicating PAN number.
- xi. Copy of PF A/c No. and ESI No. In case Agency's establishment is not registered with PF & ESI Authorities, the Agency shall furnish an undertaking that in the event their establishment falls under the purview of PF & ESI Act during the execution of Contract, then the Agency shall get their establishment registered under PF & ESI and they shall also be solely responsible to fulfill the obligation of PF & ESI at no extra cost to NIFT.
- xii. Any other detail/ confirmation asked in specifications.
- xiii. Sealed envelope with superscription **“SUPPLY AND INSTALLATION OF MODULAR WORKSTATION, STORAGE CUPBOARDS AND CUBICLES IN FACULTY ROOMS – TECHNICAL BID”**

### **3.2 FINANCIAL BID**

The **ENVELOPE** must contain:

- i. Financial Bid Should be submitted with prices quoted for all the items and the price mentioned in figures as well as word in the stipulated format in **Annexure –IV** without any condition.
- ii. The financial bid shall include all the charges (with Break up) including all taxes etc., to complete the work in all respect. NIFT will not accept any claim other than mentioned in financial bid.
- iii. No overwriting or use of correction fluid shall be accepted. Any corrections shall be legible and signed by the authorized signatory.
- iv. Sealed envelope with superscription **“SUPPLY AND INSTALLATION OF MODULAR WORKSTATION, STORAGE CUPBOARDS AND CUBICLES IN FACULTY ROOMS - FINANCIAL BID”**.
- v. Put **TECHNICAL BID ENVELOPE and FINANCIAL BID ENVELOPE** in separate sealed covers and put both the sealed cover in one cover addressed to THE DIRECTOR, NIFT Campus, Dharmasala, Mangattuparamba, Kannur, Kerala. Pin - 670562, with superscription on the cover as **“SUPPLY AND INSTALLATION OF MODULAR WORKSTATION, STORAGE CUPBOARDS AND CUBICLES IN FACULTY ROOMS”**. It should reach us on or before **12:00 hours. On 19<sup>th</sup> March, 2018** in the office of, NIFT Campus, Kannur.

### **4. INSTRUCTIONS TO TENDERERS:**

The tenderers are requested to follow the below mentioned instructions:

- i. Offers on online bid will only be considered you are requested to forward copy of the tender submitted online (if any deference in hard copy to online submission found, only online bid(s) is (are) considered). Offers submitted by fax or in any manner other than specified above shall not be considered.
- ii. The bids shall exactly be according to the prescribed formats. Modifications/ Rewording of formats shall not be acceptable.
- iii. All documentations are required to be in English
- iv. Tender should be filled with neat legible and correct entries. Indistinct figures, erasures and alterations are not permitted in the tender.
- v. Failure to comply with these conditions will result in forfeiting of the tender. Please cross out any mistakes and rewrite the same and counter sign.
- vi. Incomplete tenders, amendments and additions to tender after opening and tenders submitted after due date shall liable to be ignored.

- vii. Cost involved in submitting the bids, attending the tender opening meeting, arrangements for the demonstration / presentation etc. shall be borne by the bidder.
- viii. Tender shall be accompanied by the relevant documents including the following:-
  - a. A client list for the Furniture's quoted for & supplied by them for the last 2 to 5 years
  - b. Average Annual Financial turnover during the last 3 years, ending 31st of the previous financial year should be at least Rs.30,00,000/- (Rupees Thirty lacs only) (supported document should be submitted)
  - c. Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following: -
  - d. Three similar completed works costing not less than the amount equal to Rs.40,00,000/- (Rupees Forty lacs only) of the estimated cost. **OR**
  - e. Two similar completed works costing not less than the amount equal to Rs.50,00,000/- (Rupees fifty lacs only) of the estimated cost. **OR**
  - f. One similar completed work costing not less than the amount equal to Rs.80,00,000/- (Rupees Eighty lacs) of the estimated cost.
  - g. "SIMILAR WORK" means "PROVIDING AND FIXING WOODEN CUBICLES, WORKSTATION AND AMINITES as required in tender.
  - h. Copy of PAN of the company/ firm.
  - i. Authorization letter of the company if one wishes to authorize some other company.
  - j. The catalogue/ Brochure for the Furniture quoted by the vendors should be enclosed along with technical bid.
  - k. They should be registered for VAT/ GST and Income Tax and should enclose copies of relevant certificates. Tenderer will have to produce all these original documents at any time demanded by the Institute.
  - l. Model quoted & details specification.
- ix. No tenderer shall be allowed to withdraw the tender rates after opening of the tender. If any tenderer withdraws the rates the EMD amount deposited by him shall be forfeited and he shall be disqualified from participating in any future tender of the Institute.
- x. No interest shall be paid on the EMD and the EMD shall be forfeited in case the selected/successful bidder does not accept the W.O. or unable to supply goods.
- xi. Rates should be offered unconditionally and if rates are submitted with any condition the tender shall be rejected.

- xii. The warranty/ guarantee on the item supplied and fixed from the date of verification & acceptance by NIFT, will be at least 05 years for wooden items, 02 years for revolving chair and 01 year for cushion items fittings and other accessories. The warrant period the tenderer shall liable to repair and replace the defected part for whole. However for the Furniture made of Iron/ Steel, the same should be of 3 to 5 years.
- xiii. The defective Furniture(s) shall be replaced by the agency without any additional charge during guarantee period of supplied Furniture(s). The replacement shall have to be carried out within 7 days of the intimation being received from the Institute.
- xiv. Tenderer shall have to quote item wise rates, consolidated rates shall not be considered and tender shall be liable to be rejected out rightly.
- xv. The tenderer must visit the site and make themselves conversant with site and site conditions, nature and requirement of the works, facilities of transport condition, effective labour and materials, access and storage for materials and removal of wastes
- xvi. NIFT Kannur reserves the right to change the quantity/ upgrade the criteria/ drop any item or part thereof/extension of delivery date at any time before placing the purchase order.

**5. TECHNICAL QUALIFYING CRITERIA:**

- i. The tenderer should be a certified registered company/ Society/ firms/ manufacturer/ authorized dealer/ PSU/ Govt. Undertaking etc, Products from the unregister companies are not acceptable.
- ii. The tenderer should have the PAN Number, GST registration etc. (Pls. enclose all the documents in technical bid also enclose the Balance Sheet and TDS Return for the previous year)
- iii. The bidder must have carried out similar nature of works on item rate basis as per the requirement.
- iv. The bidder shall not be black listed by any Govt./ Semi Govt./ Private Institution. A self-certificate in this regard shall be enclosed.
- v. The bidder shall be free from the encumbrance and there shall not be any vigilance case/ CBI case/ Court Case pending against him. A self-certificate in this regard shall be enclosed.
- vi. The selected firm (s) has to provide the after sale services.

**Note:** *Only those firms/ authorized dealers who accept and fulfil the above terms & conditions should participate in the tendering process.*

## **6. TERMS AND CONDITIONS**

- a) **Validity of the Offer:** The offer should be valid for 120 days from the - **date of opening of Financial Bid**; it can be further extended for the period of three months.
- b) **Right of Acceptance: Right of Final acceptance of the tender is entirely vested with the NIFT, Kannur, who reserves the right to accept or reject any, or all the tenders in full or in parts without assigning any reason whatsoever. NIFT does not bind itself to accept the lowest tender. Even after qualifying in technical bid, the financial bid may not be accepted if found not in order at the sole discretion of NIFT. Also there is no obligation on the part of NIFT to communicate with the rejected Bidders**
- c) **Delivery:** The Modular furniture, Storage units, cubical fixtures and other items should be delivered, placed, installed and commissioned at NIFT Campus, Dharmasala, Mangattuparamba, Kannur, Kerala within a stipulated period of four weeks from date of issue of letter of award. If the tenderer fails to supply the ordered quantity within the stipulated timeperiod/ supplies sub-standard item, liquidated damages equivalent to 1% (onepercent) of contract/bill value shall be charged per week and deducted from thebills of the contractor subject to maximum of 10% of contract/ bill value.
- d) **Responsibilities:** The specified fixture, Fittings and all other items supplied should be brand new furniture and should be installed/ commissioned at the locations specified by NIFT Kannur Campus at no extracost to NIFT. NIFT is not bound to provide any mode of transport in respect ofmen or material required for the contract.
- e) **Prices:** The vendors are required to quote as per “Annexure IV” (Financial Bid) in page no. 18 to23. The Bidder shall quote the rates in figures as well as words. The figures should be clearly written and there should be no overwriting. The rates quoted shall include the cost of material, labour, T&P etc., as required for the completion of work. The quoted rates shall be inclusive of all taxes, duties, Goods and Service Tax (GST) etc. as applicable and no extra shall be payable on this account.
- f) **Payment Terms:** No payment shall be made in advance.
- Payment will be made as per details below:
  - On execution/ work completion of 50% of work. 25% advance may be considered on satisfactory certification from the concern department.
  - 90% payment may be considered on satisfactory completion and certification from the concerned department.
  - Remaining 10% will be released on completion of warranty period. This may also considered, if the contractor submits the Bank Guarantee as per NIFT norms which remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

- TDs as per rule shall be deducted from the bills of the contractor. The agency must enclose copy of PAN No. supported by copy of PAN Card of the company.
- g) **Signing of Tender:** The individual signing the tender (or the documents in connection with it) must specify whether he/ she is signing as:
  1. A sole proprietor of the firm, or constituted attorney of such a proprietor.
  2. A partner of the firm, if it be a partnership, in which case he/she must have the authority to refer to arbitration, disputes if any, concerning the business of the partnership. Either by virtue of the partnership agreement or power of attorney.
  3. Authorized signatory of the firm, if it is a company (a letter of the authority in this respect must be enclosed along with the bid).
  4. A person signing the tender form or any part thereof, on behalf of another, shall be deemed to warrant that he/s he has the authority to bind the other and if on inquiry it appears that the person so signing has no authority do to so, NIFT may without prejudice to other Civil and Criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.

Each page of the tender form, agreement for purchase and agreement for Supply, Installation and Commissioning should be signed and stamped for the purpose of the tender offer.

#### **h) Contacting the Tendering authority**

1. No Bidder shall contact the tendering Authority on any matter relating to its bid, from time of opening to the time of contract is awarded. If he/ She wishes to bring the additional information to the notice of the tendering authority, he/ She should do it in writing. The tendering authority reserves the right as to whether such additional information should be considered or otherwise.
2. Any effort by a Bidder to influence the tendering authority in its decision on bid evaluation, bid comparison, or contract award may result in disqualification of the Bidder's bid and also forfeiture of his Bid security.

#### **i) Interpretation of the clause in the Tender Document/ contract Document**

In case of any ambiguity in the interpretation of any of the clauses in the tender Document, the Tendering Authority's interpretation of the clauses shall be final and binding all parties

#### **j) Binding clause**

All decision taken by the tender committee regarding the processing of this tender and award of contract shall be final and binding on all concerned bidders. Bidder should clearly mention the period of warranty for each item quoted, and indicate terms and conditions for AMC after period by warranty

**k) General:**

1. NIFT reserves the right for any reduction/ increase in the scope of work and the same shall be awarded to the vendor at the same Unit Rate mentioned in their bid.
2. Bidder can visit the campus in working hours/ days from Monday to Friday from 9.00 hours to 17.30 hours for any query.
3. The awarded Agency or the contractor needs to provide one sample Modular work station, Storage Cupboard and cubicle, before proceeding in bulk. On approval of the technical team and authority other cubical may be completed on stipulated time.
4. The work should be completed within 45 days from the acceptance of the work order.

**i) Jurisdiction:** All disputes shall be subject to Kannur Jurisdiction only. **In case of any dispute raised by the supplier, are representation will be made only by the authorized representative of the supplier and the decision of the Director NIFT Kannur will be binding on the supplier.**

## ANNEXURE - I

### PERFORMA OF PRE-BID MEETING

A pre-bid meeting of intending tenderers will be conducted at NIFT, Kannur on 18.05.2018 in-order to clarify any doubts regarding tender conditions.

I/We \_\_\_\_\_

(Name of Contractor)

Proprietor/ Partner/ Director hereby undertakes to comply with all the terms and conditions as stated here above and abide all terms and conditions stated in the tender enquiry. I/ We hereby undertake that the information forwarded above and elsewhere in the tender is true and the tender is liable to rejection, if the same is found to be false or the information is found to be suppressed by me.

Date:

Signature:

Place:

Name:

Designation & Stamp of the partner

**PERFORMA OF TECHNICAL BID**

**UNDERTAKING FROM THE BIDDER**

(In the original letter Head of the Firm)

To  
The Director  
National Institute of Fashion Technology  
NIFT Campus, Dharmasala,  
Mangattuparamba,  
Kannur, Kerala. Pin - 670 562

Dear Sir/ Madam,

I/We hereby unconditionally accept all terms and condition mentioned in ‘Tender enquiry for “PROVIDING AND FIXING WOODEN CUBICLES, WORKSTATION AND OTHER AMINITES at NIFT Kannur, Campus”’.

I /We hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection and forfeiting of EMD, if the same is found to be false or the information is found to have been suppressed by me.

The warranty/ guarantee on the item supplied and fixed will be at least 05 years for wooden items, 02 years for revolving chair and 01 year for cushion items fittings and other accessories. The warrant period shall liable to repair and replace the defected part for whole. However for the Furniture made of Iron/Steel, the same should be of 3 to 5 years (more than the expected warranty may please be specified)

I/ We having our office at .....  
declare that I/ We have never been blacklisted by any state Government/ Central Government or any State/ Central PSU.

Regards,

(Authorized Signatory)

(Company Seal)

Date:

## GENERAL INFORMATION

(To be filled in by the bidder for the Technical Bid evaluation)

### Brief Description of the Tenderer

1. NAME OF TENDERING COMPANY/ FIRM

2. Type of Organization Individual/Partnership/ Pvt. Ltd

3. NAME OF OWNER / PARTNERS / DIRECTORS

4. FULL PARTICULARS OF OFFICE

(a) ADDRESS

(b) TELEPHONE NO

(c) MOBILE No.:

(d) E-MAIL ADDRESS

(e) Company website, If any

(f) Year of establishment

5. REGISTRATION DETAILS: (Details of supporting documents enclosed with self-attested)

| S. No. | Registration Under                                                                               | Registration No. | Valid up to | Proof enclosed in Page No: |
|--------|--------------------------------------------------------------------------------------------------|------------------|-------------|----------------------------|
| 1      | Firm/Company Registration/Individual                                                             |                  |             |                            |
| 2      | Proof for having registration in Firm/manufacturer/ registered dealer/ other Govt. organization. |                  |             |                            |
| 3      | PAN Card No./ TAN                                                                                |                  |             |                            |
| 4      | GST Reg. No                                                                                      |                  |             |                            |
| 5      | Income tax return                                                                                |                  |             |                            |
| 6      | Any other additional information                                                                 |                  |             |                            |
| 7      | ISO Certification                                                                                |                  |             |                            |

## 6. Details of payment

| S. | Particulars                | Bank Details | Amount with date | Valid up to |
|----|----------------------------|--------------|------------------|-------------|
| 1  | Tender cost of Rs 354/-    |              |                  |             |
| 2  | EMD deposit of Rs 250000/- |              |                  |             |

## 7. TURNOVER OF THE TENDERER DURING

| S. No | Annual Turn over | Amount in lakhs | Proof enclosed in Page No: |
|-------|------------------|-----------------|----------------------------|
| 1     | 2014-2015        |                 |                            |
| 2     | 2015-2016        |                 |                            |
| 3     | 2016-2017        |                 |                            |

Note: Details of supporting documents enclosed with self-attested (Self-attested copy as proof of the above must be attached to qualify, compulsorily, Original papers should be provided for verification purpose. All the above copies of documents to be sealed in the technical bid cover along with EMD)

## 8. Experience of the Tenderer

(Experience of relevant and similar work of annual Operation and Maintenance of Sewage Treatment Plant and repair works in the buildings completed during last three years receding March, 2018 and on-going works. Separate sheet for each work may be used).

## LIST OF CLIENTS

At least two Government Organizations / Institutions should be served.

| S. No: | Name and Address of the Client's | Client contact number | Period of Contract |    | Order copy enclosed At Page No. | Contract value (Rs.) |
|--------|----------------------------------|-----------------------|--------------------|----|---------------------------------|----------------------|
|        |                                  |                       | From               | To |                                 |                      |
|        |                                  |                       |                    |    |                                 |                      |
|        |                                  |                       |                    |    |                                 |                      |
|        |                                  |                       |                    |    |                                 |                      |

Supporting documents like copies of work orders, completion certificates and performance certificates from the client in support of each of the above projects to be furnished.

- (a) List of clients including PSUs mentioning the period of contract and value thereof.
- (b) Any other information.

Date:

Place:

Note: Please read Tender carefully and fill up the above information

Signature of the Tenderer

Name:

Designation:

Office Seal:

**ANNEXURE III****TECHNICAL BID - CHECK LIST**

| Sl. No. | Particulars                                                                                                                                                                                                                                                                                                                                                                                 | Mention “Yes” or “No” |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 01      | Whether „Technical“ & „Price“ bids submitted separately and the respective envelopes superscribed properly                                                                                                                                                                                                                                                                                  |                       |
| 02      | Whether Demand Draft of Rs354/--(Rupees Three hundred and fifty four only) and Rs 2,50,000/- (Rupees two Lac fifty thousand only) in favour of NIFT Kannur is enclosed as Tender cost and EMD with the tender submitted.                                                                                                                                                                    |                       |
| 03      | Whether certificate/ document in support of having 05 years for wooden items, 02 years for revolving chair and 01 year for cushion items fittings and other accessories over all 2 to 5 years' experience in supply of similar items along with a list of organizations (Govt., PSU, reputed MNCs/ organizations) where the Contractor is currently providing/ provided this kind of items. |                       |
| 04      | Whether Trade License for this kind of jobs enclosed                                                                                                                                                                                                                                                                                                                                        |                       |
| 05      | Whether copy of Pan Card enclosed                                                                                                                                                                                                                                                                                                                                                           |                       |
| 06      | Whether copy of other statutory registration certificates like VAT/ Goods & Service Tax etc. enclosed [As applicable]                                                                                                                                                                                                                                                                       |                       |
| 07      | Duly filled Financial bid place in separate cover (Annexure-IV)                                                                                                                                                                                                                                                                                                                             |                       |
| 08      | Date of Establishment of organization/ company/ agency                                                                                                                                                                                                                                                                                                                                      |                       |
| 09      | Whether agreed to abide by all the terms & conditions of this tender                                                                                                                                                                                                                                                                                                                        |                       |
| 10      | ISO Certification                                                                                                                                                                                                                                                                                                                                                                           |                       |
| 11      | (Any other detail Specify)                                                                                                                                                                                                                                                                                                                                                                  |                       |

All above enclosures must be valid (wherever applicable)

Date:

Name & Signature of the tenderer with seal

Place:

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

## ANNEXURE IV

## FINANCIAL BID

Name of work: SUPPLY AND INSTALLATION OF MODULAR WORKSTATION, STORAGE CUPBOARDS AND CUBICLES IN FACULTY ROOMS AT NIFT Kannur

| Sl.No. | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Qty            | Unit | Quoted rates/unit | Total quoted amount (Rs.) |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------|-------------------|---------------------------|
| 1      | <p><b>ITEM 1: Low Ht. Partitions with 1650mm Ht. (Supply with assembling &amp; fixing)</b></p> <p><b>1A: Type</b> • Fixed Frame and Panel based system with overall thickness of 60 to 70 mm.</p> <p><b>1B: Skeleton:</b> • Should be made in powder coated Aluminum extruded sections fixed firmly to the floor with Fix bolt and joined together with clips and fixtures. All sections should be powder coated in matt/glossy effect. Outer surface should be fully covered with aluminum extruder section.</p> <p><b>1C: Panels:</b> • Solid panels should be made from 6 mm MDF with atleast 0.8 mm thick laminate. Edge banding glued by hot melt glue. Panels are removable for facilitating services.<br/>• Glazed panels should be made of 6 mm float Glass panels with removable locking system and not glued.</p> <p><b>1D: Wire Management:</b> The frame work shall have separate races for carrying electrical; LAN, Telephone and Computer Cables etc. The frame should have provision for wire Inlet from floor/sides or even from top.</p> | As per Drawing | Rft  |                   |                           |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |      |  |  |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------|--|--|
| 2 | <p><b>Item 2: ‘L’ Type Faculty Table (Supply with assembling &amp; fixing)</b></p> <p><b>2A: Front Table:</b> Supplying, Providing and fixing in position front standard table of size 1800 Length x 700 width x 750 mm Height, having all surface of 18mm thick BWR plywood / MDF exterior grade covered with at least 0.8mm Lamination on all outside edges and backer lamination on other side, 0.8 mm PVC edge bands glued. The top is provided and fitted with all KD joinery and fittings complete. Table should have necessary provision for wire management data / computer / telephone cabling. Right hand side of the table will have 500 mm wide and 3 layers of lockable drawers.</p> <p><b>2B:Side Table:</b> Supplying, Providing and fixing in position standard table of size 1000 Length x 500 width x 750mm Height, having all surface of 18mm thick BWR Plywood / MDF (exterior Grade covered with at least 0.8mm Lamination on all outside edges and backer lamination on other side, 0.8 mm PVC edge bands glued with hot melt glue. The top is provided and fitted with all KD joinery and fittings complete.</p> <p>Bottom section should be divided into two horizontal sections and have sliding Shutters made from 18 mm BWR Plywood / MDF (exterior Grade covered with at least 0.8mm Lamination on all outside edges and backer lamination on other side, 0.8 mm PVC edge bands glued with hot melt glue. Sliding door fitting should be of Hettich or equivalent, and with locking arrangements. Guiding channels are concealed in shutters.</p> | 63 Nos. | Each |  |  |
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|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |      |  |  |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------|--|--|
|   | <p><b>2A: CARCASS / BODY:</b> Should be made from 18mm BWR Plywood / MDF (exterior Grade covered with at least 0.8mm Lamination on all outside edges and backer lamination on other side, 0.8 mm PVC edge bands glued with hot melt glue.. All panels should be knock-down to facilitate assembly at site. The shelves are connected with body through adjustable shelf supports.</p> <p><b>2B: Back Panel:</b> Should be made of 18mm BWR Plywood / MDF (exterior Grade covered with at least 0.8mm Lamination on all outside edges and backer lamination on other side, 0.8 mm PVC edge bands glued with hot melt glue., fitted with standard modular fitting process. Screwing or “L” brackets are strictly not allowed while final finish. Fitments of back panels will not be from outer surface.</p> <p><b>2C: Key Board Tray:</b> Should be made of 18mm BWR Plywood / MDF (exterior Grade covered with at least 0.8mm Lamination on all outside edges and backer lamination on other side, 0.8 mm PVC edge bands glued with hot melt glue., fitted with standard modular fitting process. The trays shall be mounted on telescopic channels of ball bearing type mounted on the underside of the worktop. Please note that telescopic slides channel should be of EBCO, HETTICH or equivalent</p> |    |      |  |  |
| 3 | <p><b>Item no.3: Back storage cabinet (Supply with assembling &amp; fixing)</b></p> <p>Should be an assemble type, Self standing storage system having overall size of 2400 mm width x 400 mm Depth x 2000mm Height as per requirements with following details:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 63 | Each |  |  |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
|  | <p>The overall assembly should be able to accommodate at least the “typical folder of 380mm depth” with joinery details having both side laminated back panel hold in slit which is made in sides and shelves having depth of 380mm, provided with preferably sliding shutter / flap door.</p> <p>For cabins with Left hand return the following shelves and racks should be provided:</p> <ul style="list-style-type: none"> <li>A) 3 Nos open shelves of width 500mm at the right hand side from a Height of 750mm to the top.</li> <li>B) File Rack of 600mm width and 400 mm Height at the Top left hand side placed using Adjustable shelf support of Ebco make to adjust it when necessary.</li> <li>C) 3 Nos Shelves equally divided with Flap door using Auto close Hinges at the Top in between open shelves and File rack.</li> <li>D) Lower Storage space below the 750 mm height will have 3 Nos of Adjacent Drawers from the Left side of width 350mm and Height of 150mm provided with Telescopic Slider and having locking arrangement.</li> <li>E) The shelves below the drawers should have flap doors.</li> <li>F) All the Shutters should have necessary handles of Chrome finish.</li> </ul> <p><b>3A: CARCASS / BODY:</b> Should be made from 18mm BWR Plywood / MDF (exterior Grade covered with at least 0.8mm Lamination on all outside edges and backer lamination on other side, 0.8 mm PVC edge bands glued with hot melt glue.. All</p> |  |  |  |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|

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|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
|  | <p>panels should be knock-down to facilitate assembly at site. The shelves are connected with body through adjustable shelf supports.</p> <p><b>3B: Back Panel:</b> Should be made of 8mm BWR Plywood / MDF (exterior Grade covered with at least 0.8mm Lamination on all outside edges and backer lamination on other side, 0.8 mm PVC edge bands glued with hot melt glue, hold in slit formed in the body / or fitted with standard modular fitting process. Screwing or “L” brackets are strictly not allowed while final finish. Fitments of back panels will not be from outer surface.</p> <p><b>3C: Shutters:</b> Type-1 (Sliding Shutters) Should be made from 18 mm BWR Plywood / MDF (exterior Grade covered with at least 0.8mm Lamination on all outside edges and backer lamination on other side, 0.8 mm PVC edge bands glued with hot melt glue. Sliding door fitting of Hettich or equivalent make, and locking arrangements. Guiding channels are concealed in shutters.</p> <p>TYPE-II (Flap Door) Should made from 18mm BWR Plywood / MDF (exterior Grade covered with at least 0.8mm Lamination on all outside edges and backer lamination on other side, 0.8 mm PVC edge bands glued with hot melt glue. Hinged with Concealed auto clip on system, Hettich, Ebco, Hafele or equivalent make.</p> <p><b>3D: White Board</b><br/>600mm x 600 mm Size, white board with anodized aluminum section, non-fading, easy erasable with no stains of ink, can hold magnetic duster, with necessary holders for markers.</p> |  |  |  |  |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|

|   |                                                                                                                                                                                                                                                                                                                                                              |          |      |  |  |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------|--|--|
|   | <b>3E: Pinup Board</b><br>600 mm x 600 mm size, 6 mm OSL<br>MDF board with 6mm foam sheet<br>200gsm nylon crepe fabric, Anodized<br>Aluminum beading.                                                                                                                                                                                                        |          |      |  |  |
| 4 | <b>4: Faculty Chairs :</b> Supplying<br>Executive revolving type high back<br>chair, Seat with High density foam<br>cushioned & Back cushioned,<br>Torsion bar mechanism, Adjustable<br>Height gas lift mechanism, tilt<br>tension and tilt lock, cushioned<br>plastic arms, PU leatherette black<br>tapestry, Chrome finished MS base<br>with Nylon casters | 63 Nos.  | Each |  |  |
| 5 | <b>5: Visitors Chairs:</b> Visitor Chair<br>With Cushioned Seat and Back,<br>Chrome Plated / Powder Coated Pipe<br>Frame. PU leatherette black tapestry.                                                                                                                                                                                                     | 126 Nos. | Each |  |  |
|   | <b>Total</b>                                                                                                                                                                                                                                                                                                                                                 |          |      |  |  |

Total Rupees in words .....

.....

Price\*: - Items quoted must be as per the specifications given. Rates should include all cost, like conveyance of materials, loading and unloading charges, labour charge, hire charge of tools, arrangements of work station at places pointed out by the NIFT authorities Kannur etc., complete. Total price should be inclusive of all taxes. GST should applicable should be shown clearly.

Signature of the Supplier

Date:

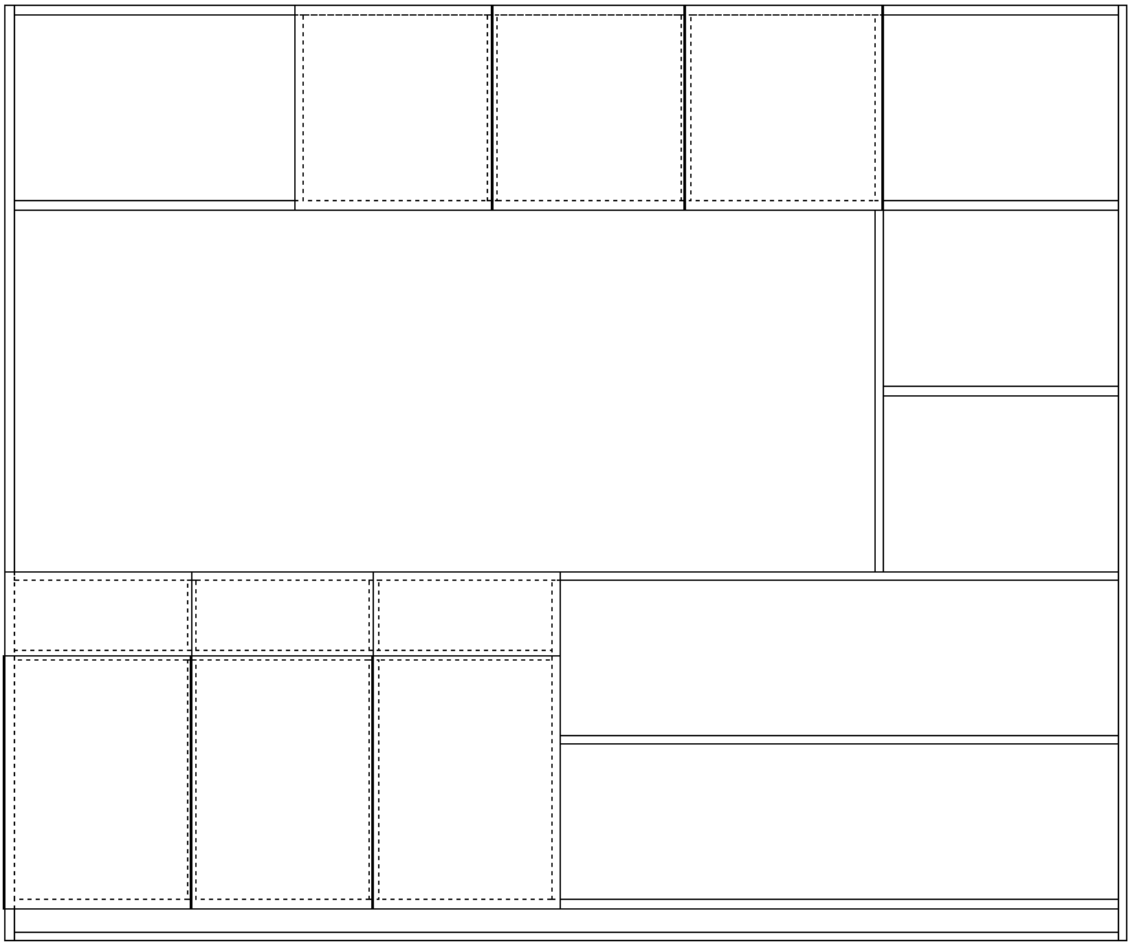
DRAWINGS

Design for the Storage Cabinet

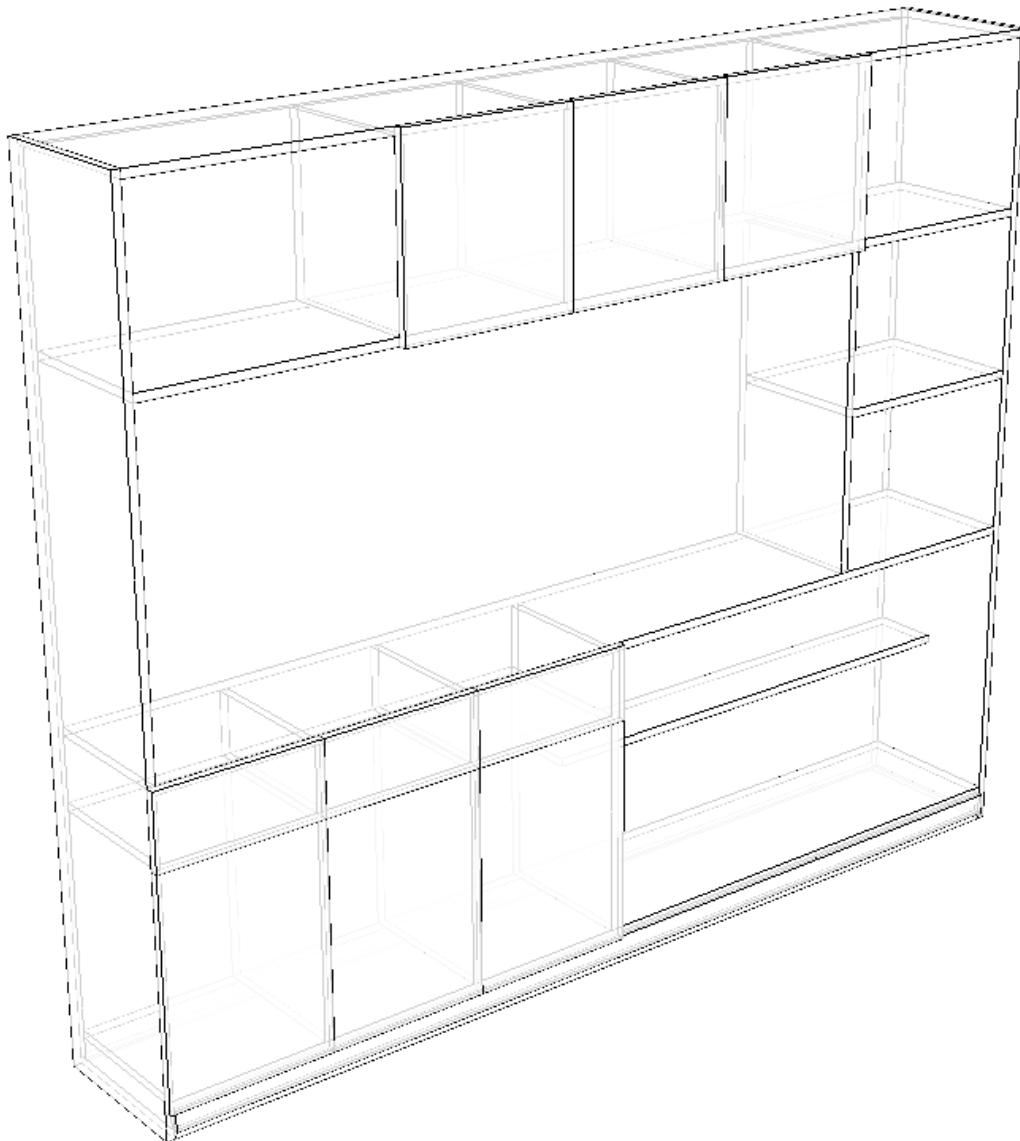
Height = 2000 mm

Length = 2400 mm

Depth = 400 mm



## Design for the Storage Cabinet-3D View



Storage Unit  
 Left Hand Return  
 2400 mm Length x 2000 mm Height x 400 mm Depth

|                                                                                               |                                                         |                                                                                                                         |                                      |                                                                                         |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------------------------|
|                                                                                               |                                                         | <div> <div></div> <div>3 nos<br/>Storage with Flap Shutter<br/>400 mm Height<br/>Equally divided on Length</div> </div> |                                      | <div> <div>File Storage<br/>600 mm X 400 mm</div> </div>                                |
| <div> <div>3 nos<br/>Open Storage<br/>500 mm Width<br/>Equally divided on Height</div> </div> | <div> <div>Pinup board<br/>700 mm X 600 mm</div> </div> | <div> <div>White board<br/>700 mm X 600 mm</div> </div>                                                                 |                                      |                                                                                         |
|                                                                                               |                                                         | <div> <div></div> <div>3 Nos Drawers<br/>150mm Height X 350 mm Width</div> </div>                                       | <div> <div></div> <div></div> </div> |                                                                                         |
|                                                                                               |                                                         | <div> <div></div> <div></div> </div>                                                                                    | <div> <div></div> <div></div> </div> | <div> <div>3 Nos Storage with<br/>Flap Shutter 500mm Height x 350 mm Width</div> </div> |
|                                                                                               |                                                         |                                                                                                                         | <div> <div>100 mm Base</div> </div>  |                                                                                         |

# Cabin Layout

## Left Hand Return Table

Cabin Size  
3000mm X 2400 mm



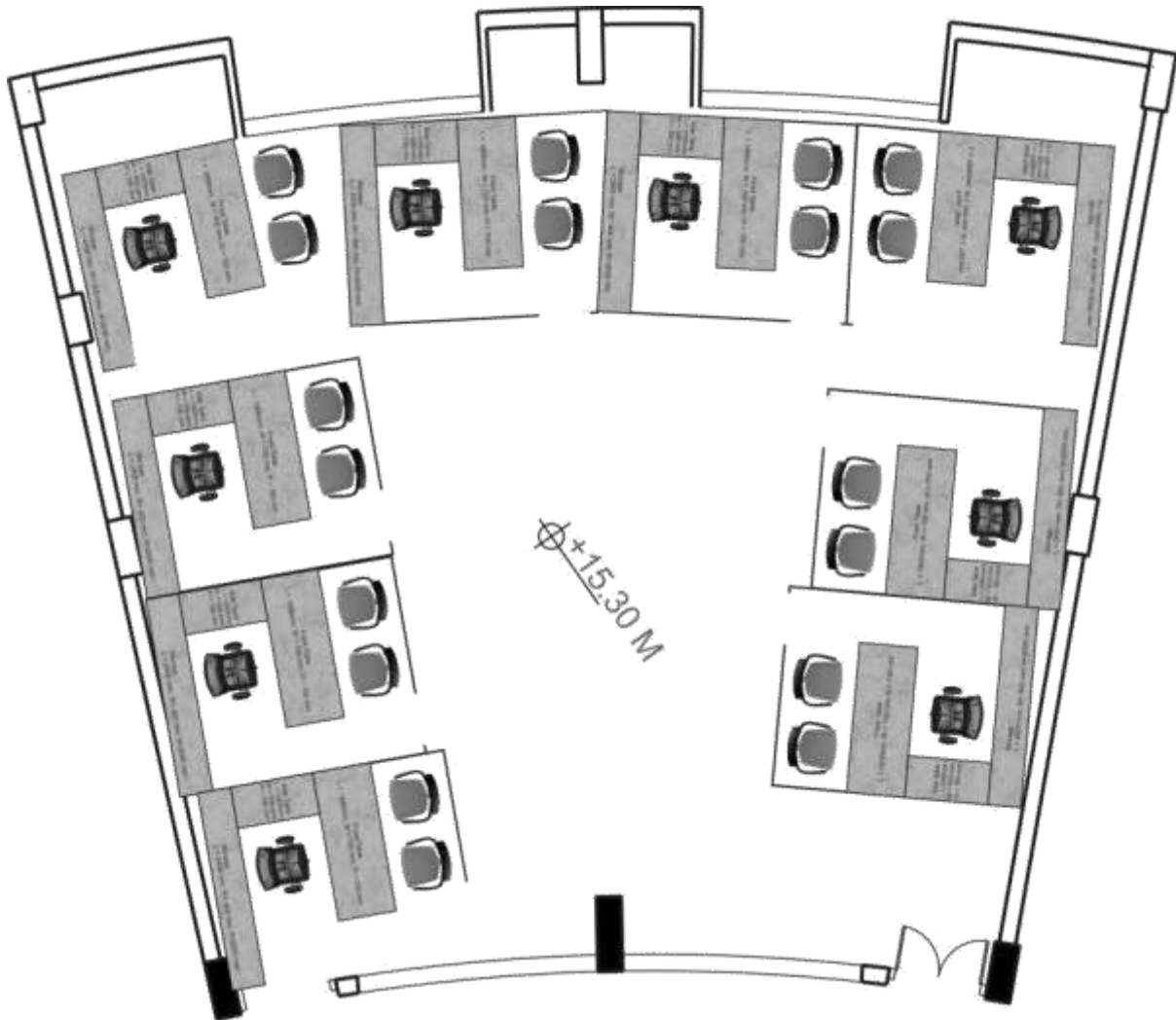
Front Table  
L = 1800mm, W = 700 mm, H = 750 mm

Side Table  
L = 1000mm,  
W = 500 mm,  
H = 750 mm



Storage  
L = 2400 mm, W= 400 mm, H=2000 mm

## Faculty Room Layout 1 Room each in 7 Floors



**ANNEXURE – VI**

**ILLUSTRATIVE IMAGE OF CABIN**

