



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान, कोलकाता केन्द्र
(वस्त्र मंत्रालय, भारत सरकार)
NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KOLKATA
(A Statutory Body governed by the NIFT Act 2006 &
set up by Ministry of Textiles, Govt. of India)
(ISO 9000:2008 certified Institute)

TENDER
For

“UPGRADATION OF ELECTRICAL SOCKET OF IT LABS”

Tender No.: 22/2018(Pur-Kol)

Date of publication of tender notification	15-06-2018
Sale of tender document commence from	15-06-2018
Last date for Sale of tender document	10-07-2018 up to 12.00 noon
Last date for receipt of duly filled in tenders	10-07-2018 upto 1:00 p.m.
Date and Time for opening of Technical Bid	10-07-2018 at 2.00 pm

Opening Date and Time of Financial Bidding: will be notified to the short listed bidders only

PREAMBLE / INTRODUCTION

National Institute of Fashion Technology is a Statutory Body governed by the NIFT Act 2006 & set up by the Ministry of Textiles, Govt. of India.

Note: 1. NIFT Donations are exempted u/s 80 (G) of Income Tax Act.
2. Being registered with DSIR, NIFT is entitled for Custom/Central Excise duty exemption.

(A) TENDER NOTICE

NIFT Kolkata invites sealed tenders for “Up-Gradation of Electrical Socket of IT Labs” at NIFT, Kolkata from eligible, reputed firms/agencies. The quotation should be addressed to the Purchase Officer, National Institute of Fashion Technology, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata-700098. Bidders are requested to sign on all the pages. The Technical Bid & the Financial Bid should be sealed by the bidder in separate covers duly superscribed with “Up-Gradation of Electrical Socket of IT Labs – Technical Bid” and “Tender for Up-Gradation of Electrical Socket of IT Labs – Financial Bid” respectively and both these sealed covers are to be put in a bigger cover which should also be sealed & duly superscribed with **“Tender for Up-Gradation of Electrical Socket of IT Labs at NIFT Kolkata [22/2018(PUR)]”** at the top of the envelope. The tender, duly sealed, may be dropped in the Tender Box kept at the said address as per schedule. The

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Technical Bids will be opened as per the schedule during which tenderer or its authorised representative(s) may remain present.

GENERAL TERMS & CONDITIONS:

1. Tender shall be submitted in official tender form only (enclosed). If submitted in any other form, the same shall be summarily rejected. No tenderer shall be issued more than one tender form neither any tenderer should submit more than one quote.
2. Please read the terms & conditions carefully before submission/filling up the document. Incomplete tender documents will be summarily rejected.
3. Conditional or offline tender will not be accepted or the condition(s) may not be considered.
4. Tender(s) submitted beyond the scheduled last date & time due to whatever reason including postal delays and without the required fees, Annexure(s) & documents will not be considered.
5. A separate **Demand Draft of Rs. 200/-** (Rupees Two Hundred Only) (Non-Refundable) drawn in favour of NIFT Kolkata payable at Kolkata towards Tender Cost shall be attached with Technical Bid.
6. All tenderers are required to submit **Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand Only)**(refundable) in the form of Demand Draft (should be drawn beyond the date of notification of this NIT) in favour of NIFT Kolkata payable at Kolkata. No interest shall be paid on the said EMD and will be returned after finalization of the tender; however, the EMD of the successful bidder will remain with NIFT and will be forfeited in the following events:
 - a. If information declared/document submitted found false/fake/forged
 - b. If the selected/successful bidder does not accept the W.O., or, unable to supply the product
 - c. If the bidder withdraws his bid/quote
7. The successful bidder shall deposit the **Security Deposit of 5% of the ordered value** through DD in favour of NIFT Kolkata **after receipt of Purchase Order**. No interest will be paid on this deposit which will be refunded after two months on completion of warranty period of the delivered items and after adjusting dues, if any.
8. The minimum annual turnover of the tenderer for the last two years (i.e F.Y. 2015-16 & 2016-17) should not be less than **Rs.10.00 Lakh** per year which should be substantiated by valid document(s), viz. IT Returns/Audit report, etc.
9. All the DD (s) are to be submitted along with the Technical Bid only and **NOT** with the Financial Bid.
10. The Financial Bids of technically qualified bidders only will be opened.
11. Even after qualifying in technical bid, the financial bid may not be accepted if found not in order.
12. In case of L-1 is more than one, the selection criteria [viz. the past performance, experience, etc.] would be at the discretion of NIFT. The decision of NIFT, in this regard and for selection of successful bidder in such situation, will be final in all respect and will be binding on all the tenderers.
13. Lowest bid may not be the only criteria for selection and NIFT is not bound to issue work order to the agency being the 'L-1' bidder; weightage/ preference will also be given to the other factors, viz. previous experience, quality of service, number of client, yearly turnover, etc. to select the agency to award the work and the decision of NIFT in this regard and for selection of successful bidder will be final in all respect and will be binding on all the tenderers.
14. GST & other charges, if any, should be mentioned clearly; otherwise, the rates may be treated as all inclusive, or bid may not be considered.
15. Materials should be delivered and installed at NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata – 700 098 by the supplier at its own cost within 6 to 8 weeks from the date of receiving of Purchase / Supply order.

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16. The schedule issued with the form of tender listing the details of item to be supplied must not be altered by the tenderer. Any modifications/ alterations of the schedule considered necessary by the tenderer, should be in a separate letter accompanying the tender.
17. The financial bid/rates should remain valid for at least 3 months from the date of opening of the tender (Financial bid). In the case of the successful bidder, rates quoted will be valid for the entire period till the items are supplied.
18. The tender is liable to be rejected if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule of the tender are not filled in correctly.
19. Late submission of tender forms will not be considered.
20. Tender shall be accompanied by the relevant documents including the following:-
 - a) Current/valid trade license
 - b) A client list as per sl. no. 3, Annexure-I
 - c) Total turnover of the company for last 2 years (supporting documents should be submitted)
 - d) Copy of GST of the company/firm
 - e) Copy of PAN of the company/firm
21. The full & final payment shall be made after delivery, successful installation, submission of bill in triplicate and satisfactory report submitted by the concerned NIFT Official. TDS etc., if any, will be deducted during payment.
22. Quantity may vary and payment will be made on actual.
23. The successful bidder shall deposit the **Security Deposit of 5% of the ordered value** through DD in favour of NIFT Kolkata within two weeks from the date of receiving of **Purchase Order**. No interest will be paid on this deposit which will be refunded after two months on completion of warranty period of the delivered items and after adjusting dues, if any.
24. The supplier shall ensure that he himself or his authorized representative is available for proper handing over the supplies/consignments at NIFT Kolkata Centre.
25. For scope of work refer **Annexure 'IV'**.
26. Delivery and installation is required to be completed within 6-8 weeks from the date of receiving of work order. In case of delay in supply, a penalty of 0.1% of the Order Value will be imposed per day beyond the stipulated period of supply subject to a maximum of 10% of order value.
27. Items / goods supplied and installed should be New and Unused.
28. Support/Service: Quotation/Bid should inclusive of delivery, installation, testing & commissioning, etc. Onsite service & support to be provided as and when required for at least one year from the date of commissioning of the work.
29. For the said items, the Insurance Coverage, if any, shall be at the cost of the vendor & his responsibility shall be up to 'FOR Destination' i.e. NIFT Kolkata Centre.
30. Tenderer must sign along with company seal on each page of the tender document as a token of acceptance of tender conditions.
31. It is strongly recommended that the tenderer should inspect the site any time during working hours on any working day with prior appointment [contact no.2335-7546]; no extra shall be payable for non- awareness of the site conditions and constraints.
32. Any query/clarification with respect to the tender (T&Cs, etc.) may get cleared prior to submission of bid; concerned NIFT official(s) may be contacted in this regard in between 10.00 am to 5.00 pm on any working day with prior appointment (033-23357546). However, NIFT will not entertain or clarify any such query during post bid.
33. All disputes are subject to Kolkata Jurisdiction only.

NIFT reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever and decision of NIFT in this regard shall be final and binding. No further correspondence in this regard will be entertained.

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Annexure- I

(TENDERER TO FILL UP THIS PAGE)

1. a. Name of the tenderer / organization
- b. Name of the proprietor/partner(s).....
- c. Date of Establishment:
- d. Please specify as to whether Tenderer is sole proprietor/ Partnership firm/ Private or Limited Company.....
2. a. Address (Office):
- b. Telephone No.:
- c. Mobile No.:
- d. Email Id.:

3. List of reputed clients:

Sl. No.	Client's Name	Contact Person	Contact number (with email-id, if any)	Remarks, if any
1				
2				
3				

4. Furnish copies of the following documents:

- (i) Current Trade License:
- (ii) Copy of PAN [in the name of firm/agency or proprietor]:
- (iii) GST Registration Certificate:
- (iv) Document supporting yearly turnover

5. DD [enclosed] details:

1. DD no._____, dtd._____, amt._____, bank_____ [Tender Cost, if downloaded]
2. DD no._____, dtd._____, amt._____, bank_____ [EMD]

1. Tenderer should submit the entire set of tender papers duly signed while dropping the tender.
2. Additional paper(s) to furnish the above information may be used.

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ANNEXURE – II

TECHNICAL BID
[Upgradation of Electrical Socket of IT Labs]

Sl. No.	Particulars	Mention 'Yes' or 'No'
01	Whether demand Draft of Rs.200/- (Rupees Two Hundred Only) favouring NIFT Kolkata is enclosed as tender cost (if tender document is downloaded from website/not purchased).	
02	Whether Demand Draft of Rs.10,000/- (Rupees Ten Thousand Only) in favour of NIFT, KOLKATA is enclosed as EMD with the Technical Bid submitted.	
03	Whether capable and agreed to submit 5% of the order value as Security Deposit, if purchase order is awarded.	
04	Whether Trade License for this kind of jobs enclosed	
05	Whether copy of GST Registration Certificate enclosed	
06	Whether Copy of PAN enclosed	
07	Whether price quoted as per the required specification mentioned in the Annexure 'IV' and inclusive of all taxes & other charges with delivery upto NIFT, Kolkata	
08	Whether relevant document submitted showing Annual Turnover for the last two years [i.e. FY: 2015-2016; 2016-2017] is not less than Rs.10.00 Lakh per year [Please attach relevant documents (ITR, P&L, audited report from authorized Chartered Accountant, etc.) as a proof]	
09	Whether Copy of Income Tax Return for the last 2 years submitted [Assessment year 2016-17; 2017-18]	
10	Whether agreed to abide by all the terms & conditions of this tender	
11	Whether all DDs, Annexure-I, II & III duly filled, are enclosed with this Technical Bid	

(All above enclosures must be valid)

Date:

Place:



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Annexure-III

Declaration by the Tenderer

This is to certify that I/We, before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

I/We hereby undertake that the information provided with this tender are true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me/us.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No (O):

Date:

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Annexure-IV

FINANCIAL BID

[UPGRADATION OF ELECTRICAL SOCKET OF IT LABS]

Name of the Tenderer:.....

Upgradation of Electrical Socket of IT Labs

S. N.	Description of the items	Qty	Rate (Rs.)	GST (Rs.)	Amount with GST (Rs.)
01	Supply, installation, testing and commissioning of modular cutting socket based with required ivory / cream colored powder coated MS sheet (16 SWG)power distribution channel / board, dimension of each unit minimum 15 feet x 6 inch x 3 inch – all complete	08 unit (±20 %)			
02	Supply, installation, testing and commissioning of modular CMS (MK or any reputed make)system, size 100 mm x 50 mm, including all with required no modular socket, switch etc. – all complete	600 feet length (±20 %)			
03	Supply, installation, testing & commissioning of PVC, 3 – core, 2.5 mm2 copper flexible cable. (finolex/Havells/ KDK) – all complete	800 Metre (±20 %)			
04	SITC (supply, installation, testing & commissioning) of PVC, 1- core 2.5 mm2 copper wire. (finolex/Havells/ KDK) – all complete	600 Metre (±20 %)			
05	SITC (supply, installation, testing & commissioning) of PVC, 1- core 1.0 mm2 copper wire. (finolex/ Havells/ KDK) – all complete	300 Metre (±20 %)			
06	Supply, laying of 19 mm PVC conduit with all accessories - all complete	1000 Metre (±20 %)			
07	Supply, installation, testing & commissioning of 'C' type 10- 32 Amp , SP MCB, make – Legrand – all complete	100 nos (±20 %)			
08	Supply, installation, testing & commissioning of required no 6/16 Amp socket.(Anchor white)	250 No (±20 %)			
09	Supply, installation, testing & commissioning of required no 6/16 Amp Plug top (Anchor white)- all complete	50 No (±20 %)			
10	Supply, installation, testing & commissioning of required no 6/16 Amp Switch (Anchor white)- all complete	250 No (±20 %)			
Total (Rs.)					

Rupees in words _____

- #1. GST to be mentioned specifically otherwise the bid may not be consider.
 #2. Other charges, if any, (delivery, installation, etc.) should mentioned clearly.
 #3. Quantity may vary and payment will be made on actual.

Date: _____

Place: _____

Signature of Authorized person of the Firm/Agency with stamp/ seal