



NIT No.: e-23/2019(Pur-Kol)

राष्ट्रीय फैशन प्रद्योगिकी संस्थान, कोलकाता केन्द्र



राष्ट्रीय फैशन प्रद्योगिकी 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)

TENDER

For

“Supply and installation of Final Cut Pro X for Mac Operating System”

Tender No.: e-23/2019(Pur-Kol)

OPENING DATE FOR ONLINE SUBMISSION OF TENDER	09/10/2019
CLOSING DATE FOR ONLINE SUBMISSION OF TENDER	01/11/2019 up to 2.00 pm.
Date and time of opening of tenders (Technical Bid)	01/11/2019 at 3.00 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 **online** tender under two bid systems for “Supply and installation of Final Cut Pro X for Mac Operating System” from the eligible reputed Firms/ Agencies.

The hard copy of the tender alongwith fees (DD for EMD), necessary/relevant documents should be placed in a sealed envelope superscribed with “Tender for Supply and installation of Final Cut Pro X - NIT: e-23/2019(Pur-Kol)” and shall be addressed and sent to the Purchase Officer, National Institute of Fashion Technology, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata- 700106 or dropped in the Tender Box kept at the said address as per the schedule mentioned above and in the following manner. Hard copy of Financial Bid/ Quotation need not be submitted.

Seal & Signature of the tenderer with date & seal



(B) SUBMISSION OF BID

The interested firms should apply online and submit their 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> as per the said schedule.

Tender documents are also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in>

Applications to this tender will be accepted only in the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & accepted.

For applying online, the prospective bidder/Firm should get itself registered [if not registered already/ registration not valid] at <https://nifttenders.eproc.in>

- Registration Charges of Rs. 2,000/- + 360/- (GST) = Rs-2,360/- (Two Thousand Three Hundred Sixty) non-refundable.
- Bid Processing Fee charges of Rs.800/- + Rs.144/- (GST) =Rs.944/- (Nine Hundred Forty Four only) non-refundable through online payments only.

The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in the prescribed format and/or found incomplete in any respect shall be summarily rejected.

Any further clarifications can be sought from the NIFT office on working days during office hours (10.00 am to 5.00 pm) on Telephone No. 033- 23357546, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata-700106.

For online procedure:

For more enquiries/For Helpdesk officers:-

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

Phone No.:- 0124-4302033/36/37

Earnest Money Deposit: Rs.25,000/- (Rupees Twenty Five Thousand only) (refundable)

Security Deposit: 5% of the order value [refundable; to be submitted by the successful bidder only after receiving of the W.O.]

Terms and Conditions

1. Only online bids will be considered.

In addition to on-line, the hardcopy of the Technical Bid (Annexure-I, II & III only) along with necessary fees through DD, and relevant documents should be submitted within the specified date & time at the said address. Annexure-IV (Financial Bid) to be submitted online only.

2. Please read the terms & conditions carefully before filling up the document. Incomplete tender documents will be rejected.

Seal & Signature of the tenderer with date & seal



NIT No.: e-23/2019(Pur-Kol)

3. Conditional or offline tender will not be accepted or the condition(s) may not be considered.
4. Bidders are required to submit **Earnest Money Deposit (EMD) of Rs.25,000/-** (Rupees Twenty Five Thousand Only) through Demand Draft (drawn after the date of NIT) in favour of NIFT, Kolkata along-with the Technical Bid. The Earnest Money will be refunded after finalization of tender. This EMD will not bear any interest. The EMD will be forfeited in following cases:
 - If information declared/document submitted found false/fake/forged
 - If selected bidder does not execute the work [either fully or partially]
 - If selected bidder supplies sub-standard materials
5. Tender received without EMD or if the EMD amount is less than the amount specified shall not be considered.
6. EMD of successful bidder will be retained and will be returned only on receipt of performance security. No interest shall accrue on this deposit.
7. In case of L-1 is more than one, the selection criteria [viz. the past performance, experience, turnover, 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.
8. 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.
9. All Taxes & other charges, if any, should be mentioned clearly; otherwise, the rates will be treated as all inclusive. Statutory rates are subject to change and will be considered as may fixed by the Govt.
10. The annual turnover of the tenderer during the last two years should not be less than Rs.50.00 Lakhs per year (FY 2016-17 & 2017-18).
11. The successful bidder needs to deposit Security Money of 5% of the Work Order value through Demand Draft favouring NIFT Kolkata which will be refunded/ returned, without any interest, after one year from the date of completion of the work with deduction, if any and as applicable.
12. Materials should be delivered and installed at NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata – 700106 by the supplier at its own cost within 4 weeks from the date of receiving of Purchase / Supply Order failing which a penalty @0.5% of the order value per week will be imposed subject to a maximum of 10% of the Order Value. However, delay due to any applicable/ unforeseen reason, viz.natural calamity, non-availability of site etc., may/ may not be considered as may be decided by NIFT Authority.
13. Support/Service: Quotation/Bid should inclusive of delivery, installation etc. Onsite service & support to be provided as and when required for at least one year from the date of installation.
14. 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.
15. All statutory obligations under various laws, imposed from time to time will have to be met by the contractor for which no extra payment shall be made to him. NIFT will no way be responsible for any default with regard to statutory obligation, if any.
16. The quotes should be valid for at least 3 months from the date of opening of the tender however, for the successful bidder the rates will be valid till completion of the job.
17. The vendor/agent should be authorized by the OEM for dealing/ selling of the software and enclose authorization certificate from the OEM with the bid.

Seal & Signature of the tenderer with date & seal



NIT No.: e-23/2019(Pur-Kol)

18. No payment shall be made in advance. The payment shall be made after successfully installation of the software and on the basis of certification by the concerned NIFT Official(s). TDS etc., if any and as applicable, will be deducted during payment.
19. Any query/ clarification with respect to the tender (T&Cs, specification(s), etc.) may get cleared prior to submission of bid; concerned NIFT official(s) may be contacted in this regard in between 10 am to 5 pm on any working day (033-23357546). NIFT will not entertain or clarify any such query during post bid.
20. The tender is liable to be rejected if complete information is not given or if the particulars and data (if any) asked for in the Schedule of the tender are not filled in correctly.
21. Late submission of tender will not be considered.
22. Tender shall be accompanied by the relevant documents including the following:-
 - a) Copy of Trade License
 - b) Copy of GST Registration Certificate of the company/firm
 - c) Copy of PAN of the company/firm
 - d) Copy of Professional Tax
 - e) Annual Turnover (FY 2016-17 & 2017-18)
 - f) Authorization Certificate of OEM
23. As per NIFT policy, payments and receipts of Government and Semi Government Agencies would be rounded off to the next higher rupee and in other cases the rounding off will be to nearest i.e. paise 50 or above will be rounded off to the next higher rupee and paise less than 50 will be ignored.
24. *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.033-2335-7546]; no extra shall be payable for non- awareness of the site conditions and constraints.*
25. Tenderer must sign along with company seal on all the pages submitted with the tender document.
26. All disputes are subject to Kolkata Jurisdiction only.

NIFT reserves the right to accept or reject any or all the tenders either fully or partly or may cancel the tender without assigning any reason and is not bound to accept the lowest bid since due weightage shall be given to several factors besides the commercial bid and decision of NIFT in this regard shall be final & binding on all the tenderers.



(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) Copy of GST Registration Certificate
- iv) Document supporting yearly turnover
- v) Copy of Professional Tax
- vi) Authorization Certificate of OEM

5. DD [enclosed] details:

1. DD no. _____, dtd. _____, amt. _____, bank _____ [EMD]

- NB: 1. Tenderer has to submit the entire set of tender papers duly signed while dropping the tender.
2. Additional paper to furnish the above information may be used.



TECHNICAL BID

SUPPLY AND INSTALLATION OF FINAL CUT PRO X

<u>Sl.</u>	<u>Particulars</u>	<u>Mention 'Yes' or 'No'</u>
01	Whether Demand Draft of Rs.25,000/- (Rupees Twenty Five Thousand only) (refundable) in favour of NIFT, KOLKATA is enclosed as EMD with the Technical Bid submitted.	
02	Whether capable and agreed to 5% of Work Order Value/cost as Security Deposit , if work order is awarded.	
03	Whether authorization certificate of OEM enclosed	
04	Whether Trade License for this kind of jobs enclosed	
05	Whether copy of PAN Card and GST Registration Certificate enclosed	
06	Whether copy of Professional Tax registration submitted	
07	Whether minimum Annual turnover is Rs.15.00 Lakhs <u>per year</u> during the last 2 years [i.e. F.Y. 2016-2017 & 2017-2018] [Please attach relevant authentic documents (audit report from authorized chartered Accountant, P&L St., Income Tax Return etc.) as proof]	
08	Whether agreed to abide by all the terms & conditions of this tender	
09	Whether all DDs, Annexure-I III & III duly filled and 'undertaking' has been submitted with the Technical Bid	

All above enclosures should be valid



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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 me/us.

I/We hereby undertake that the information provided 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 have been suppressed by me/us.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No (O):

Date:

(Seal & Signature of the tenderer with date & seal)



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ANNEXURE-IV

QUOTATION

Name of the Tenderer:.....

Supply of Final Cut Pro X Software

S. N.	Description of the items	Qty	Rate (@Rs./lic)	GST (Rs.)	Amount with GST (Rs.)
01	Supply and installation of Final Cut Pro X Software – for Mac Operating System	31 user			
Total (Rs.)					

Total = Rs. _____ (in figure)

[Amount in Words: _____]