



NATIONAL INSTITUTE OF FASHION TECHNOLOGY

Ministry of Textiles, Government of India

KANGRA – HIMACHAL PRADESH – 176001

EXPRESSION OF INTEREST (EOI)

For Empanelment of Retired Group 'A' Officers as Experts for Procurement (Goods / Services / Works).

EOI No.: _16838(0108)/NIFT-KGR/Fashion Design/2025 (PART-I)_____

Date: _12/09/2026_____

1. Background

National Institute of Fashion Technology (NIFT), Kangra, an Institute under the Ministry of Textiles, Government of India, invites **Expression of Interest (EOI)** from eligible and experienced **retired Group 'A' officers/employees of the Government of India/State Government/Autonomous Bodies/Public Sector Undertakings**, for empanelment as Experts/Consultants for providing professional advice and assistance in the following areas:

1. **Procurement of Goods, Services and Works** through Government e-Marketplace (GeM), Central Public Procurement Portal (CPPP) and/or through Central/State Government Works Agencies.

NIFT Kangra intends to empanel suitable experts and may engage them, as and when required, depending upon the nature and volume of work.

2. Number of Experts Required

Sl. No.	Area of Expertise	No. of Experts
1	Procurement of Goods, Services and Works through GeM, CPPP and Central/State Works Agencies	02
Total		02

NIFT Kangra reserves the right to empanel additional eligible experts, if considered necessary, depending upon the requirements of the Institute.

3. Specific Eligibility – Procurement Expert

The applicant should preferably have substantial experience in:

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- Procurement of Goods, Services and Works in Government Organizations.
- Operation and use of **GeM Portal**.
- Preparation and processing of GeM bids, service procurement, direct purchase, bidding and reverse auction, as applicable.
- Procurement through **CPPP/e-Procurement portals**.
- Preparation/review of tender documents, eligibility criteria, technical specifications, BOQ, bid evaluation and award of contracts.
- Knowledge of **GFR, GeM Rules/Guidelines, CVC guidelines**, Delegation of Financial Powers and other applicable Government procurement rules.
- Procurement/execution of works through **CPWD, State PWD or other Central/State Government Works Agencies**.
- Examination of procurement proposals, tender conditions, comparative statements, technical/financial evaluation and contract-related matters.

4. Scope of Services

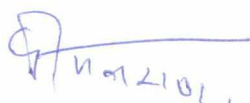
4.1 Procurement Expert

The Procurement Expert may be required to:

- Examine procurement proposals and tender documents.
- Advise on procurement methodology through GeM/CPPP/e-Procurement portals.
- Assist in preparation/review of tender documents and procurement specifications.
- Examine technical and financial evaluation of bids.
- Advise on GeM bidding, reverse auction and other procurement procedures.
- Examine procurement cases for compliance with GFR, GeM guidelines, CVC guidelines and other applicable rules.
- Provide advice on procurement of works through CPWD/PWD/Central or State Government Works Agencies.
- Examine contract conditions, performance security, liquidated damages, extension of time and other contractual issues.
- Assist NIFT Kangra in ensuring transparency, economy, efficiency and fairness in procurement.

5. Mode of Engagement and Consultation

1. The services of the empanelled expert may be obtained through **email, telephone, video conferencing, online meetings or any other suitable electronic mode**, as considered appropriate by NIFT Kangra.

 11/12/2021

2. The expert may provide advice, comments, scrutiny, examination of documents, recommendations and other professional inputs through electronic/online mode, wherever the nature of the assignment permits.
3. **Physical presence of the expert at NIFT Kangra shall not ordinarily be required** unless the nature of the assignment specifically necessitates personal interaction, examination of original records/documents, inspection, detailed discussion or any other work which, in the opinion of NIFT Kangra, requires the expert's physical presence.
4. In case the physical presence of the expert is required at NIFT Kangra, the Institute shall **invite the expert through official communication**, specifying the purpose, date and duration of the proposed visit.
5. Such visit shall be undertaken only after confirmation/acceptance by the expert and approval of the Competent Authority of NIFT Kangra.
6. For approved physical visits undertaken at the request of NIFT Kangra, the expert shall be eligible for **TA/DA as admissible to Group 'A' employees of the Government of India**, subject to applicable rules and submission of the prescribed claim.
7. The expert shall not undertake any physical visit or incur any expenditure on behalf of NIFT Kangra without prior official communication/approval of the Institute.
8. The mode of consultation, whether online or physical, shall be decided by NIFT Kangra depending upon the requirements and nature of the assignment.

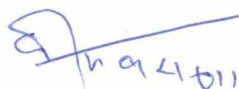
6. Duration of Empanelment

The empanelment shall initially be for a period of **one year** from the date of empanelment, which may be extended by NIFT Kangra for a further period, subject to satisfactory performance and the requirement of the Institute.

Empanelment shall not confer any right upon the expert for continuous engagement or assignment of work.

7. Nature of Engagement

1. The engagement shall be purely on an **expert/consultancy basis** and shall not constitute regular or contractual employment with NIFT.
2. The expert shall not be entitled to any service benefits applicable to regular employees of NIFT.
3. The engagement shall be made on an **as-and-when-required basis** depending upon the requirements of NIFT Kangra.
4. NIFT Kangra shall have the right to discontinue the engagement at any time if the services are no longer required or if the performance is found unsatisfactory.


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5. The expert shall maintain complete confidentiality regarding all documents, records, files and information accessed during the assignment.
6. The expert shall not represent himself/herself as an employee or authorized representative of NIFT except to the extent specifically authorized for the assigned work.

8. Remuneration

The empanelled expert shall be paid remuneration as follows:

₹1,400/- (Rupees One Thousand Four Hundred only) per hour, subject to a maximum of **₹4,200/- (Rupees Four Thousand Two Hundred only) per day**.

The remuneration shall be payable for the actual professional services rendered and duly certified/approved by the Competent Authority.

The maximum remuneration payable for a day shall not exceed **₹4,200/-**, irrespective of the number of hours of engagement on that day.

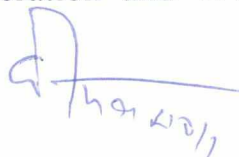
For services provided through email/online mode, the hours of professional work shall be recorded in the monthly claim and shall be subject to verification and approval by the authorized officer of NIFT Kangra.

9. TA/DA

1. The expert shall be eligible for **TA/DA as admissible to Group 'A' employees of the Government of India**, as per the applicable rules in force from time to time.
2. TA/DA shall be payable only for **approved physical visits/tours undertaken at the specific request of NIFT Kangra**.
3. No TA/DA shall be admissible for advice/services provided through email, telephone, video conferencing or other online/electronic modes.
4. Prior approval/official communication from NIFT Kangra shall be required before undertaking any physical visit for which TA/DA is claimed.
5. TA/DA shall be paid subject to submission of the prescribed claim and supporting documents.

10. Payment of Remuneration and TA/DA

1. The claim for remuneration and TA/DA shall be submitted **on a monthly basis**.



2. The expert shall submit the prescribed **Claim Form** along with:
 - Details of assignments undertaken;
 - Date and duration of service;
 - Number of hours worked;
 - Details of online consultations, wherever applicable;
 - Details of physical visits/tours, wherever applicable;
 - TA/DA claim with supporting documents; and
 - Certification by the concerned officer/NIFT authority.
3. Payment shall be released after verification and approval of the claim by the Competent Authority.
4. Applicable statutory deductions, including income tax/TDS, shall be made as per prevailing rules.

11. Selection/Empanelment Process

1. The applications received in response to this EOI shall be scrutinised by a Committee constituted by NIFT Kangra.
2. The Committee may assess the applicants based on:
 - Educational/professional qualifications;
 - Relevant Government service experience;
 - Experience in the specific area for which empanelment is sought;
 - Experience in GeM/CPPP/e-Procurement.
 - Nature and complexity of assignments handled; and
 - Interaction/personal discussion, if considered necessary.
3. NIFT Kangra may call shortlisted applicants for an interaction before final empanelment.
4. The decision of NIFT Kangra regarding empanelment shall be final and binding.

The empanelled expert shall immediately disclose to NIFT Kangra any situation that may result in an actual or perceived conflict of interest.

The expert shall not undertake any assignment that directly or indirectly creates a conflict with the interests of NIFT Kangra or compromises the independence and confidentiality of the expert.

12. Confidentiality

The expert shall maintain strict confidentiality regarding all information, documents, files, procurement proposals, audit records, complaints, vigilance matters and other official information made available during the course of the assignment.



The expert shall not disclose, reproduce or use such information for any purpose other than the assigned work without prior written permission of NIFT Kangra.

13. Submission of Application

Interested eligible retired Group 'A' officers may submit their applications in the prescribed **Application Form** attached to this EOI.

The application should be accompanied by:

1. Updated Bio-data/CV.
2. Copy of retirement/relieving order or relevant proof of retirement.
3. Proof of last post/pay level held at the time of retirement.
4. Details of relevant experience.
5. Details of experience in GeM/CPPP/e-Procurement, Internal Audit or Vigilance, as applicable.
6. Copies of relevant supporting documents.
7. Self-declaration regarding non-blacklisting and absence of conflict of interest.
8. Any other document considered relevant by the applicant.

The completed application may be submitted to:

The Joint Director

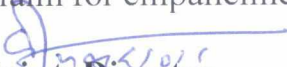
National Institute of Fashion Technology (NIFT), Kangra
Himachal Pradesh –176001
Email: establishment.kangra@nift.ac.in

Last date for submission of application: 30/09/2026

Time: _17:30 HRS

Important Note

NIFT Kangra reserves the right to **accept or reject any or all applications, modify the EOI conditions, cancel the EOI or not proceed with empanelment**, without assigning any reason. No applicant shall have any claim for empanelment or assignment merely on submission of an application.


Joint Director
NIFT Kangra

ANNEXURE-I

APPLICATION FORM FOR EMPANELMENT OF EXPERT

1. Name of Applicant: _____

2. Father's/Husband's Name: _____

3. Date of Birth: _____

4. Date of Retirement: _____

5. Organization/Department from which retired: _____

6. Last Post Held: _____

7. Pay Level/Grade Pay at the time of retirement: _____

8. Total Years of Government/PSU/Autonomous Body Service: _____

9. Area for which empanelment is sought:

[] Vigilance	Internal	Procurement Audit
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10. Relevant Experience:

Sl. No.	Organization/Department	Post Held	Period	Nature of Relevant Work
1				
2				
3				

11. Experience in GeM/CPPP/e-Procurement:

12. Experience in Internal Audit, if applicable:

13. Experience in Vigilance/Disciplinary Matters, if applicable:

14. Details of major assignments handled:

15. Address for Correspondence:

16. Mobile No.: _____

17. Email ID: _____

18. PAN: _____

19.	Bank	Account	Details	for	Payment:
Account		Holder:	_____		
Bank		Name:	_____		
Account		No.:	_____		
IFSC:	_____				

Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I understand that empanelment does not confer any right for continuous engagement or assignment of work. I undertake to maintain confidentiality of all official information and records and to comply with the terms and conditions of the EOI.

I further declare that I have not been removed/dismissed from Government service and have not been blacklisted/debarred by any Government Department/Organization.

Place: _____

Date: _____

Signature of Applicant: _____

Name: _____

ANNEXURE-II

MONTHLY CLAIM FORM FOR REMUNERATION AND TA/DA

Name of Expert: _____

Area of Expertise: _____

Month: _____

A. Claim for Professional Remuneration

Date	Mode of Consultation (Online/Physical)	Nature of Assignment/Work	Time Spent (Hours)	Rate per Hour (₹)	Amount Claimed (₹)
				1,400	
				1,400	
				1,400	
Total					₹ _____

Note: Remuneration shall be restricted to a maximum of ₹4,200/- per day.

B. TA/DA Claim for Approved Physical Visits

Date	Place Visited	Purpose of Visit	Mode of Travel	Fare (₹)	DA/Other Admissible Charges (₹)	Total (₹)
Total						₹ _____

C. Total Claim

Particulars	Amount (₹)
Professional Remuneration	
TA/DA	
Grand Total	₹ _____

Declaration

I certify that the above claim relates to the services actually rendered and/or approved official visits actually undertaken by me in connection with the assignments entrusted by NIFT Kangra. The information furnished is true and correct, and no amount has been claimed elsewhere for the same period/visit.

Signature **of** **Expert:** _____
Date: _____

Certification by NIFT

Certified that the services mentioned above were rendered satisfactorily and the hours/days claimed are verified and found correct.

Name & Designation of Certifying Officer: _____

Signature: _____

Date: _____

ANNEXURE-III

DECLARATION REGARDING CONFLICT OF INTEREST AND CONFIDENTIALITY

I, _____, retired from the post of _____, hereby declare that:

1. I shall maintain complete confidentiality of all official documents, records and information provided to me by NIFT Kangra.
2. I shall not disclose or share any official information with any unauthorized person.
3. I shall immediately disclose any actual or potential conflict of interest arising during the period of my empanelment.
4. I shall perform the assigned work independently, objectively and in the best interest of NIFT Kangra.
5. I shall comply with all applicable Government rules, instructions, guidelines and directions issued by NIFT Kangra in relation to the assignment.
6. I understand that violation of confidentiality or conflict-of-interest requirements may result in cancellation of my empanelment and any other action considered appropriate by NIFT Kangra.

Name: _____

Signature: _____

Date: _____

Place: _____

Important Note

NIFT Kangra reserves the right to **accept or reject any or all applications, modify the EOI conditions, cancel the EOI or not proceed with empanelment**, without assigning any reason. No applicant shall have any claim for empanelment or assignment merely on submission of an application.

Director
NIFT Kangra