



## राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, चेन्नई।

### **NATIONAL INSTITUTE OF FASHION TECHNOLOGY, CHENNAI.**

A Statutory Institute governed by the NIFT Act, 2006

(Ministry of Textiles, Govt. of India)

An ISO 9001: 2015 certified Institution

Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

Email – purchase.chennai@nift.ac.in

एकल निविदा दस्तावेज़ / ड्रेस फॉर्म की आपूर्ति हेतु

### **SINGLE TENDER DOCUMENT for Supply of Dress Forms**

Tender form issued to: \_\_\_\_\_

- \* Tender form fee is Rs.590/- including GST by Cash or DD (DD in favour of “NIFT”, payable at Chennai).
- \* **It is free of cost, if downloaded from the website or circulated to the empaneled suppliers.**
- \* EMD of Rs.87,500/-.
- \* Tender form sales from 16.02.2024
- \* Tender Closing date and time: Date: 28.02.2024, up to 2.00 p.m.
- \* Opening of the tender - Date – 28.02.2024, Time 3.00 p.m.

Note: 1. This tender document contains 13 pages with annexures. The bidders are requested to sign on all the pages and submit the tender document along with necessary copies of supporting documents in the relevant covers.

2. This tender document can be downloaded from the NIFT Chennai website – [www.nift.ac.in/Chennai.tender](http://www.nift.ac.in/Chennai.tender)

Donations to NIFT are exempted u/s 80G.

**पुनरुचुतु / 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 the field of Fashion Technology. NIFT provides fashion business education across the country through its network of 17 centres. It provides a four years Under Graduate (UG) program in Design and Technology, two years Post Graduate (PG) program in Design, Fashion Management & Fashion Technology and a short duration education program to address the specialized needs of professionals and students in the field of Fashion. NIFT has its head office at New Delhi with its campuses located at Bhopal, Bhubaneswar, Chennai, Daman, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Panchkula, Raebareli, Shillong and Srinagar.

NIFT, Chennai was established in the year 1995 and situated at NIFT, Campus, Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

**डुतुरतु डुडदंडु / ELIGIBILITY CRITERIA**

The Tenderer must fulfill the following eligibility conditions:

- i) Dress Forms Manufacturers or their Authorized Agents is eligible to apply.
- ii) Tenderer's sales turnover should not be less than Rs.2.00 crore per annum in the past three years in the sale of Dress Forms. The tenderer should submit copies of supporting documents to prove the condition.
- iii) Tenderer should be a supplier of similar Dress Forms for at least three years. The tenderer should submit copies of supporting records to prove the condition.
- v) The Tenderer should provide warranty/guarantee and Free Service for a period of minimum six months from the date of supply

सबमिशन का तरीका / **MODE OF SUBMISSION:**

- a) Tenders documents should be addressed to the Purchase Officer, NIFT Chennai by designation only.
- b) Tender should be submitted in the following two separate covers:
  - i) Technical Bid
  - ii) Price Bid
- c) The Two Covers should be super-scribed as mentioned above. Both the covers should be kept in the outer cover. Tenderers submitting Technical Bid and Price Bid in one cover / same cover will be summarily rejected.
- d) The filled in tender documents to be submitted / dropped in the TENDER BOX kept at the National Institute of Fashion Technology (NIFT), NIFT Campus, Rajiv Gandhi Salai, Taramani, Chennai – 600113, Tamil Nadu on or before the due date ie. 28.02.2024 [or] send by courier / speed post on or before the due date.
- e) Tender cover should be super-scribed as Tender document for “Supply of Dress forms”
- f) The tenders will be opened on the same day at 3.00 p.m. in the presence of such of the bidders who may wish to be present, either by themselves or through their authorized representatives.
- g) NIFT Chennai will not be responsible for any delay or loss of document in transit due to any reason.
- h) Tender should be submitted in the prescribed Tender Document obtained from the Purchase Officer, NIFT, Taramani, Chennai, or downloaded from [www.nift.ac.in/chennai/Tenders](http://www.nift.ac.in/chennai/Tenders)

नियत तिथि एवं समय / **DUE DATE & TIME**

1. Tender document will be issued from 9.00 am to 5.00 pm on all working days as mentioned in the Tender schedule. The sealed tenders should be reached to the Purchase Officer, NIFT, Taramani, Chennai - 600 113 on or before the date as mentioned in the tender notice.

2. The tenders will be opened on the same day. If the last day happens to be a Holiday, the tender will be opened on the next working day. The tenders received after due date and time or unsealed or incomplete or by electronic mail will be summarily rejected.

3. Tenders shall be submitted in official tender form issued by the Institute or downloaded from the NIFT, Chennai website. If submitted in any other form or after the last date and time of submission shall be summarily rejected.

4. The name and address of the bidder shall be clearly filled in the space provided and no overwriting corrections, insertion shall be accepted in any part of the tender unless duly countersigned by the bidder. The tender shall be filled in and submitted in strict accordance with the instructions laid down herein otherwise the tender is liable to be rejected.

बयाना राशि जमा (ईएमडी) / **EARNEST MONEY DEPOSIT (EMD)**

I. Tenderer shall enclose a Demand Draft (DD) for an amount of Rs.87,500/- in favour of NIFT, payable at Chennai as the non-interest bearing EMD. Tender document without EMD shall be rejected.

II. If opening the Technical Bid Envelope, it is found that EMD is not enclosed, then the Tender document will be summarily rejected; unless any category of Tenderer specially exempted by the Government from the payment of EMD reasons & proof of the same have to enclosed.

III. The Earnest Money Deposit/Security Deposit will be forfeited if:

- a) Tenderer withdraws his tender or backs out after acceptance.
- b) Tenderer fails to remit the Performance Security Deposit.
- c) Tenderer violates any of the conditions prescribed in the Tender Document.
- d) Tenderer revises any of the terms quoted, during validity period.

बयाना राशि की वापसी / **REFUND OF EARNEST MONEY DEPOSIT**

The EMD of the unsuccessful bidders will be returned to the concerned bidders, within two / three weeks from the opening of the tender.

The EMD of the successful bidders shall be returned / refunded after satisfactory supply and installation of the items purchased.

निविदा जमा करना - दो कवर प्रणाली / **SUBMISSION OF TENDER - TWO COVER SYSTEM**

I. तकनीकी बोली / **I. TECHNICAL BID**

The Technical Bid as prescribed should be filled up and sealed in a separate cover along with all the necessary enclosures specified. The Technical Bid Envelope should contain the following:

- I. EMD of Rs.87,500/- (DD in the name of NIFT, payable at Chennai).
- II. Documentary proof for the constitution of the tenderer firm with details of the name, address, telephone number, mobile number, e-mail id and website address if any of the tenderer should be furnished.
- III. Documentary proof of the capacity to supply the required quantity. For this purpose, Annual turnover statement, Annual Report and Balance Sheet for the last two years viz., 2021-22 & 2022-23 duly attested by a qualified Company Auditor, should be submitted.
- IV. Copy of PAN and copy of Income Tax return for the above mentioned years.
- V. Duly attested copy of GST.
- VI. Illustrated pamphlets containing all the Technical Details, Specification of the tendered item should be sent along with the tender.
- VII. Copy of supply of Dress Forms in the last 03 years any Govt. Institutions / Educational Institutions.
- VIII. Copy of Purchase Orders to any NIFT, Centres.
- IX. The signed tender document which contains pages from 1 to 12 and TECHNICAL BID which contains above details in original should be enclosed in full without omitting any pages. This cover should be super scribed as "Technical Bid".

## **II. कीमत बोली / II. PRICE BID**

The Price Bid as prescribed in Annexure – I should be filled up and sealed in a separate cover super scribed as “PRICE BID”. Tender document Page is 13.

Both the Technical Bid and Price Bid should be put in a big single / outer cover, duly sealed and super scribed as “Tender for the Supply of Dress Forms to NIFT Chennai”.

### **कीमत / PRICE**

Basic unit Rate which shall be quoted per item as listed in the tender (Annexure-I), shall be exclusive of all like labour/ packing/ transportation/ insurance and any other charges if any to NIFT Chennai. Price should be quoted as per the columns mentioned in Annexure – I. Where indigenous items are quoted, the price can be quoted in Indian Rupees. The rates should be indicated clearly both in Figures and in words. If there is variation between the rates in Figures and words the lower rate will be taken for evaluation. The rate quoted shall be inclusive of the rate of all accessories.

2. Validity of the rates quoted in the Tender will be up to 3 months from the date of opening of the Tender.
3. Rates should be quoted only for one model for a single item.
4. The rates to be quoted in the financial bid should be on fixed and firm basis and delivery to NIFT, Chennai.
5. Annexure-I consist of detailed specification of Dress Forms requirement to NIFT, Chennai. Vendor may quote his price schedule in the Annexure-I. Vendors should indicate taxes and other charges to be charged extra and should mention in the present rates.

### **प्रमाणपत्र: वारंटी/गारंटी प्रमाणपत्र / CERTIFICATES: Warranty / Guarantee Certificate**

Tender should furnish six months warranty / guarantee and free service from the date of supply.

Warranty is against all manufacturing defects should be provided by the vendor. Any damaged or defective piece will be replaced by the defect free piece.

निविदा का खुलना एवं मूल्यांकन / **OPENING OF TENDER AND EVALUATION**

1. The tender documents will be opened on the due date and time as mentioned in the Tender schedule.
2. The Tenderers are advised to go through all the terms and conditions carefully. Reporting of any corrections or alteration, etc., after submitting the tender, will not be entertained.
3. The Director, NIFT Chennai reserves the right to accept the whole tender or any part thereof or reject all the tenders, if the interests of NIFT so require, without assigning any reasons whatsoever and to waive any minor discrepancy in the tenders received.
4. If the successful Tenderer fails to execute or deposit the required performance security Deposit within the time specified or withdraws the tender after intimation of the acceptance of the tender or fails to comply with the conditions above or owing to any other reason, tenderer is unable to execute the contract, the EMD / Security amount deposited by tenderer, will be forfeited.

सुरक्षा जमा का निष्पादन और भुगतान /

**EXECUTION AND PAYMENT OF SECURITY DEPOSIT**

1. The successful tenderer will be required to remit the performance security deposit within 7 days from the date of receipt of Purchase Order, the security deposit equivalent to 5% value of the total purchase order placed with the firm by way of Demand Draft (DD in the name of NIFT, payable at Chennai).
2. If the Tenderer fails to remit the performance Security Deposit within the above said period, the EMD remitted by him shall be forfeited.
3. The Security Deposit will not bear any interest. The Security Deposit furnished by the Tenderer, the EMD will be returned to him after the receipt of the performance security deposit.

4. The Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

5. In case of successful Tenderer, Earnest Money Deposit if paid may be adjusted towards performance Security Deposit.

### क्रय आदेश जारी करना / RELEASE OF PURCHASE ORDER

It is not binding on the part of the Director, NIFT Chennai to accept the lowest bid or any other tender and Director reserves the right to reject / accept any tender fully or partly or retender without assigning any reason. The Director, NIFT Chennai reserves the right to accept and place the supply orders to the successful tenderer. The Director, NIFT Chennai is also reserves the right to relax or waive any of the tender conditions and reject the tender if any one of the conditions enumerated above, is violated or any counter condition is given by the tenderer. NIFT Chennai will release the formal purchase order to the L1 bidder.

### वितरण / DELIVERY

a) The delivery schedule should be adhered to strictly. If the tenderer fails to complete the supply within the time stipulated, the purchase order for the supply of Dress Forms and necessary Accessories will be liable to be cancelled. In such a case, the Security Deposit will be forfeited.

b) In order to take care of the situation arising out of the failure of the tenderer to supply as per the schedule and quality and norms, the orders placed with such tenderer will be cancelled with sufficient cause.

c) Delivery of goods shall be made by the tenderer at NIFT Chennai in accordance with the terms specified by NIFT.

### भुगतान की शर्तें / PAYMENT TERMS

The payment shall be made on production of satisfactory supply / installation certificate issued by NIFT user department. The payment will be made within two weeks after satisfactory supply/installations of the items.



कानूनी कार्यवाही के लिए क्षेत्राधिकार / **JURISDICTION FOR LEGAL PROCEEDING**

Suit or any legal proceedings in regard to this matter arising in any respect under this contract shall be instituted in any court in Chennai only.

दंड/ **PENALTY**

In the event of failure of the successful tenderer within the stipulated time, without prejudice to other remedies under the contract a penalty equivalent to 0.5% (Half Percent) of the value of delayed goods will be levied per week with a maximum of 5% of the contract value. If requested by the tenderer, it is the discretion of the Director, NIFT, Chennai to grant extension of time with penalty/without penalty and to purchase the stock from any other source at the prevailing market rate at the risk and responsibility of the successful tenderer and to claim any loss sustained by NIFT in the transaction from the tenderer besides forfeiting Earnest Money Deposit and Security Deposit.

बचत खंड / **SAVING CLAUSE**

- a) In case any doubt arises on interpretation or otherwise of any point in this tender document, NIFT shall be referred to for clarification.
- b) At any time after the issue of the tender documents and before the opening of the tender, the Tender Inviting Authority may make any changes, modifications or amendments to the tender documents and shall send intimation of such changes to all those who have purchased the original tender documents.
- c) In case any tenderer asks for a clarification on the tender documents before 48 hours of the opening of the Tender, the Tender Inviting Authority shall ensure that a reply is sent and copies of the reply to the clarification sought will be communicated to all those who have purchased the tender documents without identifying the source of the query.

**सामान्य / GENERAL**

The tenderer while sending their filled in tender should enclose Original Tender Document in the respective envelopes with the conditions stipulated duly certified and attested by them in token of having accepted the Tender conditions that they understood and accepted them fully. The Tenderer should enclose, proof for carrying out supplies, as specified, to various customers, turnover details and financial statement, major purchase order copies, and acceptance certificate by customers in the Technical Bid.

**आवश्यकता विवरण / Requirement details****1. Department of Leather Design**

Sl. No.	Description of the Item	Size	Qty.
1	Dress Forms for Male (Half)	40	20
2	Dress Forms for Male (Full)	40	20
3	Dress Forms for Female (Half)	US - 8	5
4	Dress Forms for Female (Full)	36A	1
5	Dress Forms for Female (Full)	36B	2
6	Dress Forms for Female (Full)	36C	2

Director

Place : Chennai

Date: 16.02.2024

भाग - I तकनीकी बोली / **PART – I TECHNICAL BID**

- 1) Name of the firm :
- 2) Full Address for Correspondence :
- 3) Name and designation of the Authorized contact person for this Tender :
- 4) Website address, if any :
- 5) Email- id of the firm/ contact person :
- 6) Phone Nos., including mobile number of the contact person. :
- 7) GST Registration No. :
- 8) PAN number of the firm :

Details of EMD (to be attached with the Tender Document):

EMD Amount	Rs.87,500/-
DD in favour of	NIFT, Payable at Chennai
DD No. and Date	
Name of the Bank	

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

उपक्रम / **Undertaking**

I 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.

Place : \_\_\_\_\_

Date: \_\_\_\_\_

Signature, Name and  
Seal of the firm

**ANNEXURE – I****कीमत बोली / PRICE BID****Required dept.: Department of Leather Design**

Sl. No.	Description of the Item	Size	Qty	Unit Price	Total Price
1	Dress Forms for Male (Half)	40	20		
2	Dress Forms for Male (Full)	40	20		
3	Dress Forms for Female (Half)	US - 8	5		
4	Dress Forms for Female (Full)	36A	1		
5	Dress Forms for Female (Full)	36B	2		
6	Dress Forms for Female (Full)	36C	2		
GST %					
Any other charges (freight, packing, insurance, handling and etc)					
GRAND TOTAL					
Total Rupees in Words:					

Signature Name and  
Stamp of the Firm

Place:

Date:

Seal and Signature