



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.

E-mail: purchase.chennai@nift.ac.in. Web: <http://www.nift.ac.in/chennai/tenders>

Rs.590/-
 (in Cash
 / DD /

**LIMITED TENDER DOCUMENT (TWO BID PROCESS) FOR
 "HIRING OF EVENT MANAGEMENT SERVICE FOR GRADUATION SHOW 2026"**

परिचय / 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 centers. It provides a four years undergraduate (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 Bengaluru, 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.

National Institute of Fashion Technology, a statutory body under Ministry of Textiles, Govt. of India intends to provide services for Hiring of Event Management for its Graduation Show 2026 to be held on 22nd May 2026. The details / list of items required for Event Management services are kept at Annexure I.

Tender document will be available at our website. It is free of cost, if downloaded. <https://nift.ac.in/chennai/tenders>

The tender addressed to The Director (Chennai) may be dropped in the Tender box placed in the Administration department at Room No.41, NIFT Chennai, Rajiv Gandhi Salai, Taramani, Chennai - 600 113.

All bidders are requested to enclose their bid in the envelope super scribing **"TENDER FOR "HIRING OF EVENT MANAGEMENT SERVICE FOR GRADUATION SHOW 2026"** sealed envelope along with the Demand Draft of EMD of Rs.40,000/-.

Cost of Tender form	:	Rs.590/- (Inclusive of GST) (It is free, if downloaded)
Earnest Money Deposit (EMD)	:	Rs.40,000/- (Rupees Forty Thousand only by DD. DD in the name of NIFT, Payable at Chennai)
Tender form sales from	:	30.04.2026
Last date for receipt of filled in Tender	:	15.05.2026 Up to 02.00 p.m.
Date of opening of Tender	:	15.05.2026 at 04.00 p.m.

In case of any clarification required relating to this tender, the same can be sought from the NIFT official by email - cac.chennai@nift.ac.in

निविदादस्तावेज - दोहरीबोलीप्रणाली / TENDER DOCUMENT – Dual Bid System

1. The Tender shall be submitted in official tender form only. If submitted in any other form the same will be summarily rejected.
2. No paper shall be detached from the tender document.
3. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in strict accordance with the instructions laid down herein; otherwise, the tender is liable to be ignored.
4. The Tender must be addressed to the Director, National Institute of Fashion Technology, NIFT Campus, Rajiv Gandhi Salai, Chennai 600-113 and be dropped in the Tender box placed at Administration Dept. of NIFT, Chennai on or before 02.00 p.m. on 15.05.2026. The Technical documents will be opened on the same day at 04.00 p.m. in NIFT, Chennai Campus, in the presence of such tenderers who may wish to be present, either by themselves or through their authorized representatives.
5. Price Bid will be opened after evaluation of the Technical Bids. The date will be informed later by mail.
6. The Tender form should be filled up in all respects & no column should be left blank. Each page of the tender document including the pages containing the terms & conditions should be signed by the tenderer for token of acceptance of the Tender. The tender form should be enclosed along with the Technical bid.

7. The bidders are required to submit Earnest Money Deposit (EMD) of Rs.40,000/- (Rupees Forty Thousand Only) in the form of Demand Draft favoring NIFT, payable at Chennai along with the Technical Bid. If seeking EMD exemption, the bidder should enclose the copy of the MSME / NIC certificate along with the Technical Bid.
8. The qualified bidder shall deposit 5% of the total cost quoted, as performance Security Deposit to NIFT, Chennai within three days from the date of award of the order. No interest shall be paid on security deposit which will be returned after successful completion of event and after adjusting dues if any. The EMD will be convert as performance security deposit and balance to be paid by the bidder.
9. Tender form can be downloaded at free of cost from NIFT, Chennai website - www.nift.ac.in/Chennai/tenders
10. The filled in tender document shall be submitted in sealed cover and it should be marked on the envelope, "Tender for Event Management Service for Gradation Show 2026" on the face of the envelope.
11. The Tenderer will quote their rates (inclusive of all taxes) in the enclosed list of items (Annexure-II, Price Bid).
12. The accepted rates shall be valid up to 30 days and no escalation on the accepted rates shall be allowed.
13. The Bidder should have a minimum Five years of experience for Event management service held by any Educational Institutes, Universities, NIFT,etc.
14. If the material/services supplied is found to be sub-standard, the supplier shall be bound to replace the same with the standard material at his own cost, risk and responsibility. The necessary penalty will be imposed as per decision of NIFT.
15. The tenderer will supply the material on 21.05.2026 at NIFT Campus, Chennai as per work order. For any delay in supply of goods / materials, the supplier shall be liable to pay a fine @ 10% of the total cost of the work order.
16. The payment shall be released within 15 days on the receipt of the bill and no advance payment shall be made.
17. Acceptance of the items from the successful tenderers will be subject to strict conformity with specification prescribed in the tender documents and in the work order.
18. It will be the sole discretion of NIFT either to accept or to reject any or whole the tenders submitted by the successful Bidder, without assigning any reason whatsoever, and the decision of NIFT shall be final.

19. A. **TECHNICAL Bid** - Details/documents should contain all the supporting documents duly signed by the bidder along with EMD. It has to be sealed in the separate cover and super-scribed as Technical bid. The Technical Bid containing pages 1 to 10. The bidder should enclose the tender form along with the Technical Bid with seal and signature as a token of acceptance.
- B. **PRICE BID should be covered in separate sealed envelope and mentioned as Price Bid:**
- Details of prices and rates of taxes, duties and discounts if any, to be quoted clearly by the Bidders. This should be submitted as per Annexure -I duly signed by them. The Financial Bid must contain only the financial part (including all taxes etc) to complete the work in all respect (P.No.11-17 only). NIFT will not accept any claim other than mentioned in the financial bid. **The financial bid is sealed in separate cover and super-scribed as Price bid.**
- C. Tenders to be submitted in Dual Bid System. Both the Technical Bid and Price Bid should be enclosed in separate cover.
- D. The outer cover should be super-scribed as "Tender for Event Management Service for Graduation Show – 2026", addressed to the Director, National Institute of Fashion Technology, NIFT, Campus, Rajiv Gandhi Salai, Taramani, Chennai – 600 113. It should be reached to us on or before the due date – ie. 02.00 pm on 15.05.2026.
- E. Late tender documents will not be accepted.
20. All the terms and conditions are to be strictly followed. If not followed by the tenders it will be rejected.
21. In case of any dispute, the disputes will be settled in Chennai jurisdiction only.
22. NIFT shall in no way be responsible for any default with regard to any statutory obligation and the vendor/contractor will indemnify NIFT in case of any damage or liability, which may arise on account of action of the firm.
23. Rates should be offered unconditionally and if rates are submitted with any condition the tender is liable to be rejected.
24. The firm bidding must have proven in conducting Event Management service for reputed organizations, National level institutes, Educational institutions etc., for the Graduation Show.

25. The tenderer shall ensure that himself / herself or his / her authorized Representative is available for proper handing over the supplies/consignments/ items at NIFT Campus, Chennai
26. NIFT reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weightage shall be given to several criteria besides the financial offer.
27. The specification of items required as per Annexure/Schedule and the evaluation of bid will be on the basis of eligibility criteria and total bid value. The rates quoted should be inclusive of all taxes and duties.
28. The rates may be quoted sub head wise for the items as per Annexure-II and total of the same should be declared.
29. The work order shall be issued by NIFT, Chennai and delivery of work/ equipment's/ items shall be arranged by the tenderer at **NIFT Campus, Chennai**. The service provider should vacate the venue after the event within the stipulated time given by the NIFT.
30. Income Tax returns and Annual Turnover for the financial year 2022-23, 2023-24 and 2024-25, PAN card, GST, Work Orders and copies of relevant certificates are to be enclosed along with the Technical Bid.
31. GST-TDS & TDS will be deducted at the prevailing rate.
32. Service providers must clearly indicate in their price quote/offers.
33. NIFT, Chennai is not liable for any unforeseeable occurrences during the events. The bidder is responsible for the same.
34. In case of any accident (or) damage due to negligence (or) unsafe work that Requiring medical attention, the contractor is wholly responsible. NIFT is not responsible for the same.
35. For items mentioned in the bid, the bidders must ensure the required quality, quantities, material, dimensions & other parameters and quote accordingly.
36. The geographical presence of the service provider is limited to the vicinity of South India

**Details of Item Requirements for Event Management,
for NIFT Graduation Show 2026.**

S. No.	Particulars	Spec.	Required Quantity
1	Octonorm Stalls with lights & name stickers	Size: 2m X 6m approx..	05 nos.
2	Display Props (as per the list enclosed)	---	50 to 70 nos.
3	Ramp attached with stage, steps, grey carpet or White Vinyl and the sides should be covered with black masking	Size: 16' X 18' X 2' approx.	1 No.
4	Stage LED wall (including Centre opening, 4K Processor, switcher, Cabling, Laptop, Technician)	Size: 30' X 10'	1 No.
5	Side LED wall (including 4K processor, switcher, Cabling, Laptop, Technician) also masking of LED screen back side	Size: 6' X 10'	02 Nos.
6	Green Room with Light, Table, Chair for Make up	Size: 10' X 10'	04 Nos.
7	Console Masking	Size: 24' X 4'	1 No.
8	Audio	For 800 PAX	1 No.
	PA RCF hdl 4+2	-	1 No.
	Monitor	-	4 Nos.
	Delay Speakers setup	-	1 No.
	Digital Audio Mixer	-	1 No.
	Cordless Mic	-	4 Nos.
	Podium Mic	-	1 No.
	Sound Engineer	-	1 No.
Wireless Walkie – Talkie headset	-	6 Nos.	
9	LED TV with stand	Size: 55 inches	2 Nos.
10	Lights	For 800 PAX	1 No.
	Truss bar set up for lighting (without disturbing the stage and ramp)	-	1 No.

	RGB lights	-	90 Nos.
	Sharpies	-	24 Nos.
	4 eye blinder	-	6 Nos.
	2 eye blinder	-	12 Nos.
	Haze	-	2 Nos.
	Tiger Touch	-	1 No.
11	Photo & Video	-	
	Photography	-	2 Nos.
	Videography	-	2 Nos.
12	Tower AC	5 ton	4 Nos.
13	Windows Masking for Room no. 17,19, 20	Size: 10' x 15' approx..	3 Nos.
14	Entrance Arch – Room No. 2,17,18,19 & 20	Size: 250 sq.ft	5 Nos.
15	Welcome Arch	16' X 12'	1 No.
16	Carpet (Red/ Grey) – Room No. 2,17,18,19 & 20		100000 sq.ft.
17	Transport, Labour etc.		

Conditions:

- Quantities will be finalized after finalizing the Vendor and the bills should be submitted accordingly.
- If any changes in the specification, the vendor should be flexible to provide the same.
- Vendor should be flexible to work as per the NIFT requirements.
- Vendor should provide required technician and assistance during the programme.
- The programme is scheduled on 22.05.2026, evening 2.00 pm onwards at NIFT Campus, Chennai.
- The access to the venue will be given from the previous day (21.05.2026) to set up the arrangements.
- The stage and green rooms should be ready by 9.00 am on 22.05.2026.
- Rest of the arrangements should be completed by 11.00 am on 22.05.2026.

Annexure - I

TECHNICAL DETAILS

1. Name of the Service provider:

2. Name of the authorized person
(who signs on the tender document):

3. Year of Commencement the Service provider:

4. Address of the Service provider :

.....

.....

4. Phone No. Mobile No.

5. Email.....

Eligibility Criteria for Selection				
Sl. No	Particulars	Description	Nos.	Proof Required
1	Number of Events Conducted with from your firm(Minimum 5 Events should be conducted in National Level Institutes/ Govt. Organizations/ College Shows/ Corporate Commercial/ Non Commercial Events/ Celebrity Events/ Product Launch Shows/ Movie Promotion etc.) in the preceding 3 years	a) In National Level Institutes b) In Govt. Organizations c) In College Shows d) Corporate Commercial/ Non Commercial Events e) Celebrity Events f) Product Launch Shows g) Movie Promotion		Copies of the proof of such shows be attached

2	GST Registration (Should be Registered)	GST Registration No.....	Copy of GST Registration should be attached.
3	Registration with Income tax department	PAN No.....	Copy of the PAN should be enclosed
4	Shop and Establishment Registration Certificate	-	Copy should be enclosed

Note :

1. The copy of the work orders and satisfactory certificate to be attached along with the Technical Bid for evaluation.
2. Audited financial statement viz. Balance Sheet, Income and Expenditure statement of the Agency for the year 2022-23 2023-24 and 2024-25.
3. The agency should have a minimum turnover of Rs.10 Lakhs for last three financial years 2022-23, 2023-24 and 2024-25.
4. Income Tax returns for the financial years 2022-23, 2023-24 and 2024-25.
5. Undertaking of confirmation of having read and understood all terms and conditions enclosed in the Tender document.
6. GST – TDS & TDS will be deducted at the prevailing rate.

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.

Date:

Signature & Seal of the Tenderer

Place :

Annexure - II**Price Bid**

S. No.	Particulars	Spec.	Quantity	Rate
1	Octonorm Stalls with lights & name stickers	Size: 2m X 6m approx..	Per unit	
2	Display Props (as per the list enclosed)	---	As per Annexure III	
3	Ramp attached with stage, steps, grey carpet or White Vinyl and the sides should be covered with black masking	Size: 16' X 18' X 2' approx.	01	
4	Stage LED wall (including Centre opening, 4K Processor, switcher, Cabling, Laptop, Technician)	Size: 30' X 10'	01	
5	Side LED wall (including 4K processor, switcher, Cabling, Laptop, Technician) also masking of LED screen back side	Size: 6' X 10'	02	
6	Green Room with Light, Table, Chair for Make up	Size: 10' X 10'	Per unit	
7	Console Masking	Size: 24' X 4'	Per unit	
8	Audio	For 800 PAX	1	
	PA RCF hdl 4+2	-	1	
	Monitor	-	Per unit	
	Delay Speakers setup	-	Per unit	
	Digital Audio Mixer	-	Per unit	
	Cordless Mic	-	Per unit	
	Podium Mic	-	Per unit	
	Sound Engineer	-	Per unit	
	Wireless Walkie – Talkie headset	-	Per unit	
9	LED TV with stand	Size: 55 inches	Per unit	
10	Lights	For 800 PAX	1	






	Truss bar set up for lighting (without disturbing the stage and ramp)	-	1	
	RGB lights	-	Per unit	
	Sharpies	-	Per unit	
	4 eye blinder	-	Per unit	
	2 eye blinder	-	Per unit	
	Haze	-	Per unit	
	Tiger Touch	-	Per unit	
11	Photo & Video	-		
	Photography	-	Per unit	
	Videography	-	Per unit	
12	Tower AC	5 ton	Per unit	
13	Windows Masking for Room no. 17,19, 20	Size: 10' x 15' approx..	Per sq.ft.	
14	Entrance Arch – Room No. 2,17,18,19 & 20	Size: 250 sq.ft	Per sq.ft.	
15	Welcome Arch with Branding & Artificial Flowers	16' X 12'	01	
16	Carpet (Red/ Grey) – Room No. 2,17,18,19 & 20		Per sq.ft.	
17	Transport, Labour etc.		lumpsum	
GST @.....%				
Grant Total				
Grant Total in words				







Place:








Name & Signature of the tenderer with seal





Date:

Annexure III (As per Sl. No. 4 for the above table):

<u>NIFT Graduation Show 2026 - Props list</u>			
Article No. (P-1)	Description	Picture	Price Per unit
1	Vip Sofa Single		
2	Vip Sofa Double		
3	Round Table 70cm Dia & 75 H		
4	Showcase 50x50x200H		
5	Glass Counter 100x50x100H		

6	Centre Table 120x45	 <p>Centre Table 120cm (L) x 45cm (W)</p>	
7	Podium 50x50x100H(cm)	 <p>Podium 50cm(L) x 50cm(W) x 100cm(H)</p>	
8	Podium 50x50x70H(cm)	 <p>Podium 50cm(L) x 50cm(W) x 70cm(H)</p>	
9	Podium Cube 50x50x50 (cm)	 <p>Podium 50cm(L) x 50cm(W) x 50cm(H)</p>	
10	System Panel	 <p>System Panel</p>	
11	Glass Shelf set of 3	 <p>Glass Shelf Set of Three</p>	

<p>12</p>	<p>Wooden Shelf adjustable</p>		
<p>13</p>	<p>Spotlight</p>		
<p>14</p>	<p>Photo Clip / T Bolt / S-Hook / Hanging Hook</p>		
<p>15</p>	<p>Garment Hanging Stand L-5' & H-5'</p>		
<p>16</p>	<p>Hangers</p>		
<p>17</p>	<p>Mannequins Womens - Full</p>		
<p>18</p>	<p>Mannequins Womens - Half</p>		

<p>19</p>	<p>Mannequin Mens - Full</p>		
<p>20</p>	<p>Mannequin Mens - Half</p>		
<p>21</p>	<p>Head Forms, Basics</p>		
<p>22</p>	<p>Hand and neck for Jewellery</p>		
<p>23</p>	<p>Digital Standees</p>		
<p>24</p>	<p>Green Room - Mirror - 6 feet</p>		
<p>25</p>	<p>Standee (Concept Note)</p>		

26	Poplin/ Muslin Fabrics (Textile) - Black/White		
27	LED TV		

Note: Exact Quantities will be mentioned in the work order

Place:

Name & Signature of the tenderer with seal

Date: