Rs.295/- /-
(GST Incl.)
by Cash /
DD PO)

28.10.2026

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, चेन्नई।

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

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 and admin.chennai@nift.ac.in

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ड्रेस फॉर्म की आपूर्ति के लिए एकल निविदा दस्तावेज

SINGLE TENDER DOCUMENT FOR SUPPLY OF DRESS FORMS

GUIDELINES FOR SUBMISSION OF BID DOCUMENTS:

- Please read the Terms & Conditions carefully before uploading the Bid documents
- All the pages of BID Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions.

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1. Original	: The Bid document with complete details and necessary attachments and financial bid should be submitted in a sealed cover Addressed to **The Director, National Institute of Fashion Technology, Rajiv Gandhi Salai, Taramani, Chennai – 600113**
2. Duplicate	: To be retained by the Tenderer for reference.

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Tender Issue	: **28.10.2026**
Last date & Time for Submission of Sealed Service Provider	: **20.11.2026 -01.00 PM**
Tender Opening Date & Time	: **20.11.2026 -04.00 PM**
EMD to be deposited along with Tender (in separate cover)	: **Rs.20,000/-**

Tender document is available at our website, it should be downloaded at free of cost (www.nift.ac.in/chennai/tenders)

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1.INTRODUCTION OF NIFT:

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, Management and Technology. NIFT provides fashion business education across the country through its network of 19 centres.

It provides 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 Bengaluru, Bhopal, Bhubaneswar, Chennai, Daman, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Panchkula, Raebareli, Shillong. Srinagar and Varanasi.
NIFT, Chennai was established in the year 1995 and situated at NIFT, Campus, Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

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.

2. SCOPE OF WORK:

NIFT Chennai invites sealed Tenders under for Supply of Dress Forms as per the quantity and specification mentioned in the price bid. This procurement is being undertaken under PAC basis in favour of M/s. Figurettes Inc., New Delhi, being the sole manufacturer of the required Dress Forms of the specified quality." The tender bids duly-filled in all respects enclosing necessary documents may be addressed to The Director, National Institute of Fashion Technology, Rajiv Gandhi Salai, Taramani, Chennai – 600113 so as to reach on or before **01.00 PM**, **20.11.2026** or the tender may be dropped in Tender Box placed at 'Room No: 41, NIFT Campus Main Building, Rajiv Gandhi Salai Taramani Chennai-600113 on or before **20.11.2026 -01.00 PM.**

3. ELIGIBILITY CRITERIA

The Tenderer must fulfill the following eligibility conditions:

I. Dress Forms Manufacturers (OEM) or their Authorized Agents is only eligible to apply.
II. The Tenderer should have an annual turnover of at least Rs.1 Crore during the last three financial years. Turnover certificate shall be issued by a Chartered Accountant based on audited financial statements.
III. Tenderer should be a supplier of similar Dress Forms for at least five years. The tenderer should submit copies of supporting records to prove this condition.
IV. The tenderer should have supplied dress forms at least 01 order to any one of NIFT Campuses in the last 03 years.
V. The Tenderer should provide warranty/guarantee and Free Service for a period of minimum one year from the date of installation.
VI. The tenderer should not have been blacklisted by any State Government/Central Government and/or any Central PSU.

4. MODE OF SUBMISSION:

1. Tenders documents with sealed cover should be addressed to the Director, NIFT Campus, Rajiv Gandhi Salai, Taramani, Chennai – 600 113, Tamil Nadu.

2. Tender cover should be super-scribed as Tender document for "Supply of Dress forms" The tenders will be opened on the same day at 4.00 p.m. in the presence of such of the Tenderers who may wish to be present, either by themselves or through their authorized representatives.

3. NIFT Chennai will not be responsible for any delay or loss of document in transit due to any reason.

4. 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 Director, NIFT, Rajiv Gandhi Salai, Taramani, Chennai - 600 113 on or before the date as mentioned in the tender notice. The tenders received after due date and time or unsealed or incomplete or by electronic mail will be summarily rejected.

5. Filled in Tenders shall be submitted in official tender form only issued by the Institute or downloaded from the NIFT, Chennai website. If submitted in any other form, it will be summarily rejected.

6. The name and address of the Tenderer 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 Tenderer. 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.

5. GENERAL TENDER TERMS & CONDITIONS:

1. Please read the Terms & Conditions carefully before filling up the document.
2. Incomplete tender documents will be summarily rejected.
3. Tenderer is required to submit **Earnest Money Deposit (EMD)** of **Rs.20,000/**- (Twenty Thousand only) in the form of Demand Draft (should be drawn after the date of notification of this NIT) in favour of NIFT Chennai payable at Chennai. No interest shall be paid on the EMD and will be returned after finalization of the tender; however, the EMD of the successful Tenderer will remain with NIFT and will be forfeited in the following events:
    a. (a). If information declared/document submitted found false/fake/forged
    b. (b). If the successful Tenderer does not accept the W.O., or, unable to provide services.
    c. (c). If the Tenderer withdraws his bid/quote
4. 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 and submitted in strict accordance with the instructions laid down herein; otherwise, the tender is liable to be rejected.
5. The quote/rates should be valid at least **3 months** from the date of opening of the tender; however, in case of the successful tenderer the quote/rate shall be valid for the entire period of contract and during extended period. Prevailing statutory rates (S. Tax, GST etc.) as revised by the Govt. from time to time will be considered.
6. The tenderer should not be black listed by any department of the Central or State Government or PSU or any other organization. The service provider must give an undertaking in this regard.
7. **For any clarification in the bid, the tender should contact: purchase.chennai@nift.ac.in**
8. All disputes, if any are subject to Chennai Jurisdiction only.

6. RELEASE OF PURCHASE ORDER:

1. 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.
2. 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 condition given by the tenderer.
3. The quantity may increase or decrease depending on the requirement.

7. LIQUIDATED DAMAGES (LD)

1. In case the supplier fails to deliver the goods or complete the installation within the stipulated time, liquidated damages at the rate of 0.5% of the total order value per week of delay or part thereof, subject to a maximum of 10% of the total order value, shall be levied by NIFT Chennai. Beyond this period, NIFT Chennai reserves the right to cancel the order and forfeit the Performance Security, if any, without any further notice.
2. 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.
3. Delivery of goods shall be made by the tenderer at NIFT Chennai in accordance with the terms specified by NIFT.

8. WARRANTY

The supplier shall provide a comprehensive onsite warranty at least for a period of **1 year** from the date of installation. During the warranty period, all defects shall be rectified free of cost.

9. PERFORMANCE SECURITY DEPOSIT

On successful delivery and commissioning of the Dress Forms, and upon certification by the Indenting Departments, 95% of the invoiced amount shall be released. The remaining 5% will be retained as Performance Security, valid for 60 days beyond the warranty period of one year (i.e., 14 months in total).

The retained amount will be released after satisfactory completion of the warranty period and submission of a performance report by the user department. No interest shall be payable on the Performance Security.

10. 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 three to four weeks after satisfactory supply/installations of the items.

11. 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.

12. SAVING CLAUSE

1. In case any doubt arises on interpretation or otherwise of any point in this tender document, NIFT shall be referred to for clarification.
2. 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.
3. 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.

EVALUATION CRITERIA FOR SCRUTINY OF TECHNICAL BID

Annexure – A

TECHNICAL BID

Name of the Tenderer : _____

Name of the Proprietor/Partner(s): _____

Date of Establishment: _____

GST No: _____

PAN No: _____

Address (Office): _____

_____

_____

Tel. No. : _____

Mobile No. : _____

Email ID. : _____

Status of the Company : _____
(Pls. Tick mark as applicable): Proprietor/Partnership/Company

Required Documents	Attached / Not attached	Page No.
EMD – Rs.20,000/- by NEFT/RTGS to NIFT Chennai General A/c, Account No. 528402050000117 IFSC: UBIN0901245 UNION BANK OF INDIA, INDIRA NAGAR BRANCH, ADYAR, CHENNAI – 600 020 or by DEMAND DRAFT (in favor of NIFT CHENNAI, payable at CHENNAI)		
Year of Establishment		
OEM letter or Authorization Letter from the OEM		
Copy of Company Registration Certificate		

Copy of Goods & Service Tax registration / GST Certificate		
Copy of License under Contract Labour Act		
Copy of PAN Card		
Valid MSE Certificate (If applicable)		
The Tenderer should have an annual turnover of at least **Rs.1.0 Crore** during the last three financial years. Turnover certificate shall be issued by a Chartered Accountant based on audited financial statements.		
List of Clients with contact person, Contact Number with email ID - to where Dress forms supplied in last 3 years		
Copies of the Work Order received from any of the NIFT Campuses for the supply of dress forms.		
Signed all the pages of tender documents and enclosed		
Whether agreed to abide by all the terms & conditions of this tender		
Any other documents		
Exemption of EMD: The Micro and Small-scale industrial units registered under small scale industries of Appropriate State Govt and holding subsequent registration with CSPO/NSCI/DGS&D registration certificates for the item under tender will be eligible for exception from payment of EMD on submission of duly attested copies of their SSI (SSI/MSME Part -II/Udyog Aadhaar memorandum) & CSPO/NSC/DGS&D registration certificate in EMD cover.		

(All above enclosures should be valid and self-attested)

Note: The Tenderer is informed to attach the documents in the same order of page numbers filled, for easy evaluation of Technical bid.

Date:

Place:

Seal and signature of the tenderer with date

TECHNICAL BID **Annexure B**

TECHNICAL SPECIFICATION FOR PROCUREMENT OF DRESS FORMS

Sl. No.	Dept.	Description of the Item	Size	Qty.
1	BFT	Dress forms (Women Full)	34B	3 Nos
2	BFT	Dress forms (Women Full)	36A	1 No.
3	BFT	Dress forms (Women Full)	36C	1 No.
TOTAL QTY				**5 Nos**

(Signature of Tenderer with seal)

Name:

Address:

Phone No. (O):

Date:

Seal and signature of the tenderer with date

TECHNICAL BID **Annexure C**

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

I/We having our office at _____dec lare that I/We have never been blacklisted by any state government/central government or any state/central PSU and not having any vigilance case/CBI case/Court Case pending against the firm.

Note: -The tenderer should not be black listed by any department of the Central or State Government or PSU or any other organization. The service provider must give an undertaking in this regard

(Signature of Tenderer with seal)

Name:

Address:

Phone No. (O):

Date:

Seal and signature of the tenderer with date:

TECHNICAL BID **Annexure D**

UNDERTAKING FOR WARRANTY/GUARANTEE AND FREE SERVICE

I/We hereby accept to provide minimum 1-year onsite warranty/guarantee and free Service for a period of minimum one year from the date of installation/Commissioned of the items.

(Signature of Tenderer with seal)

Name:

Address:

Phone No. (O):

Date:

Seal and signature of the tenderer with date:

TECHNICAL BID **Annexure E**

UNDERTAKING BY THE TENDERER

I/We have carefully gone through the various terms and conditions listed in different sections including Annexures and all ether conditions mentioned elsewhere in the tender document for Supply of Dress Forms at NIFT, Chennai. I/We agree to all these conditions and offer to Supply of Dress Forms.

I/We are waking this offer after carefully reading the conditions and understanding the same and without any kind of pressure or influence from any source whatsoever.

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.

I/We certify that the quoted rate of product is as per the specification mentioned in Annexure B. The product to be supplied will fulfill each and every specification mentioned in Annexure-B for which rate has been quoted. In *case of* any non-compliance of the same, our EMD/Security deposit may be forfeited by NIFT, Chennai

I/We hereby sign this undertaking in token of our acceptance of various conditions listed in the tender document.

(Signature of Tenderer with seal)

Name:

Address:

Mobile number:

Date:

Seal and signature of the tenderer with date:

FINANCIAL BID **Annexure F**

NATIONAL INSTITUTE OF FASHIONTECHNOLOGY
(A Statutory Institution under the NIFT ACT 2006 and set up Ministry of Textiles, Govt. of India) Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

FINANCIAL BID (To be submitted in a separate envelope)

1) Name & Address of the Tenderer with contact nos.:

2.

Sl. No.	Dept.	Description of the Item	Size	Qty.	Unit Price	TOTAL in Rs.
1	BFT	Dress forms (Women Full)	34B	3 Nos		
2	BFT	Dress forms (Women Full)	36A	1 No.		
3	BFT	Dress forms (Women Full)	36C	1 No.		
		TOTAL QTY		**5 Nos**		
A		**Total Price For 5 Numbers**				
B		**GST @.....%**				
C		**GRANT TOTAL (C=(A+B)**				

Terms and Conditions:

1. Above rates are including all the quoted Service, GST, Materials, Transportation, Installation and etc. and all other charges if any.
2. No other additional payment will be made.

Date :

Place :

Sign :

Seal :