



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, जोधपुर

वस्त्र मंत्रालय, भारत सरकार

NATIONAL INSTITUTE OF FASHION TECHNOLOGY,  
JODHPUR

Ministry of Textiles, Government of India

फैशन शो कार्यक्रम के लिए प्रबंधन एजेंसीयां को पैनलबद्ध करने के लिए रुचि  
की अभिव्यक्ति(ईओआई)

**Expression of Interest (EOI) for Empanelment of Event  
Management Agency for Fashion Show**

**Estimate Cost/value of Tender:-** vary from programme to programme

1. Reference No. : 15507(4)/Pur/EOI for  
Empanelment of Event Management Agency for Fashion Show/2018
2. Date of Issue of EOI : 16/01/2019
3. Pre Bid Presentation (Which was held on) : 28/01/2019, 11:30 AM
4. Last Date & Time of receipt of EOI : 07/02/2019, 2:00 PM
5. Time & Date for opening of (Technical EOI) : 07/02/2019, 4:00 PM
6. Place of Submission and opening of : Purchase Officer  
the Bids/ Address for communication NIFT,Campus, Karwar,  
Jodhpur-342037, Raj.
7. Validity of Empanelment : Maximum of 03 years  
Or  
Initially for 01 year(any  
additions/deletion may be  
Reviewed after 01 year)

Signature of agency/firm and Seal

-----  
**NIFT CAMPUS, KARWAR, JODHPUR- 342037, RAJASTHAN**

**Ph: 0291 – 2659520; [www.nift.ac.in/jodhpur](http://www.nift.ac.in/jodhpur)**

## **1. INTRODUCTION:**

National Institute of Fashion Technology (NIFT), set up in 1986 under the aegis of Ministry of Textiles, Government of India, is a Statutory Institute Governed by the NIFT Act 2006. The 3 decades history of the institute is built on the foundation of core values to nurture academic excellence. Ranked consistently as India's premier institute in fashion education, its focus is on integrating and balancing innovation in technology with traditional craft heritage through invigorating thought leadership, research stimulus, industry focus and creative enterprise which have contributed to its distinctive academic repertoire. The curricular thrust and pedagogic practices of NIFT have been instrumental in its pre-eminent status as a beacon of serious critical engagement, and a key enabler in developing competent professionals. The periodic Upgradation of the curriculum addresses and incorporates the current issues and challenges of the fashion industry fostering innovative thinking with associated skills are testimony to its global standing among peer institutes.

NIFT Jodhpur was established in 2010. Located in the heart of the Sun City, NIFT, Jodhpur. NIFT Jodhpur campus is Fully residential campus is spread over in 20 acres with 400 students pursuing under graduation in 04 years Design and Technology courses and 02 years Post Graduate Management course.

## **2. Submission of Bids**

(a) The interested firms should apply online and submit their EOI along with scanned copies of all the relevant certificates, documents, etc. in support of their technical—all duly signed – on the <https://nifttenders.eproc.in> from 16/01/2019 to 07/02/2019 up to 2.00 P.M. EOI documents is also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in>

(b) Applications/EOI to this EOI will be accepted only through the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted. However, the firm should submit application/document as hard copy as well described in clause No. (d)

(c) For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying.

• Registration Charges of **Rs. 2000/- + Rs. 360/-** (Inclusive GST) = Rs2,360/- (Two Thousand Three Hundred and Sixty Only - non-refundable annually).

(d)The Firm should ensure that it complies with the requirements as per works before applying for EOI. Also, the interested Firms should submit a hard copy of the application submitted online with all relevant supporting documents by 7/02/2019 up to 2.00 P.M. Non-submission of hardcopy as directed will lead to rejection of the EOI application.

(e) The sealed hard copy of the EOI shall be submitted in one envelope superscripting “Expression of Interest (EOI) for Empanelment of Event

Management Agency for Fashion Show” containing one separately sealed envelopes, "Technical Bid" superscripting as such and addressed to the Director, National Institute Of Fashion Technology, NIFT Campus, Karwar Jodhpur-342037. The hard copies of sealed EOI documents must be dropped in the tender box kept at Reception Area NIFT Jodhpur, on or before 07/02/2019 up to 2.00.

(f) The technical bid envelope must contain the technical bid in prescribed Performa as per Annexure-I along with all relevant documents in support of eligibility and experience criteria.

(g) The technical bid of EOI will be opened at NIFT, Jodhpur on 07/02/2019, 4:00 PM who wish to be present. The Financial bid will be invited only those bidders who are found to be technically qualified after evaluation of technical bids of EOI.

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

(i) Any further clarifications can be sought from the NIFT office on Telephone No. 0291 2659520, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Jodhpur.

And **For online procedure: For More enquiries / For Helpdesk officers:**

- **Mr. Sandeep Bhandari ,**

**E-mail :- sandeep.bhandari@clindia.com Phone No.:- 0124-4302033 &36**

**(j) Amendment to tender:**

At any time prior to the last date of submission of EOI, NIFT may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidders, modify the EOI document by issuing corrigendum/addendum. Corrigendum/addendum to this EOI shall be published in the site [www.nift.ac.in/jodhpur](http://www.nift.ac.in/jodhpur) & <https://nifttenders.eproc.in> Prospective bidders are advised to regularly visit the website: <https://nifttenders.eproc.in> & [www.nift.ac.in/jodhpur](http://www.nift.ac.in/jodhpur) to keep track of corrigendum, if any.

**3.SCOPE OF WORK**

Expression of Interest (EOI) for Empanelment of Event Management Agency for Fashion Show.

NIFT is called upon by various government and quasi government agencies to conduct fashion show at Institutional, Domestic and International levels. NIFT proposes to empanel organisations of repute for executing such EVENT Management (SPECTRUM/CONVOCATION/FASHION SHOW, ETC.)

The scope of work will include following:

**Choreography**

1. Show Production including conceptualisation, organisation and management
2. Coordinating fittings of Show garments prior to the show on the final models and dress rehearsals
3. Artist fee for hair and makeup of models for the day of the Show.
4. Show script and professional comparing

5. Music compilation for entire fashion sequence including coordination of entire operations and presentation with necessary license to play music in public
6. Designing and erecting temporary stage/ramp/ green rooms/ backdrop
7. Wardrobe manager including ironing, proper handing over ensembles
8. Photography / documentation of the show (Stills and Videography)
9. Travel , Boarding and Lodging of Models, Artists, Crew
10. Light and Sound design with operation
11. Audio-visual setup with Screen and live projection
12. Stage with decoration
13. Flex and standee
14. Trophies
15. Invitation cards/ Brouchers
16. Printing works
17. Generators
18. Decoration works
19. Events/functions food arrangement with cookery.
20. Arrangement of Choreographers

EOI should be sealed and superscripted with documents and address to:

**Purchase Officer  
National Institute of Fashion Technology,  
NIFT Campus, Karwar, Jodhpur- 342037, Rajasthan**

The EOI may be sent to the Purchase Officer, NIFT Jodhpur Campus, Karwar Rajasthan or dropped in the Box kept at the said address on or before 07.02.2019 at 02:00 PM. The Technical EOI will be opened on 7.02.2019 at 04:00 p.m. during which agency/firm or its authorised representative(s) may remain present if so desired. After evaluations of EOI empanelment of Agency will be decided & they will be informed accordingly. The tenders will be obtained from the shortlisted/empanelled agencies only.

**4. Earnest Money Deposit(EMD):** The EMD will be submitted only those bidders who are found to be technically qualified after evaluation of technical of EOI and financial bid will be obtained from the bidders as per scope of work time to time. As refundable Earnest Money Deposit (EMD) through demand drafts only drawn in favour of “National Institute of Fashion Technology, Jodhpur”.

The EMD of the successful bidder shall be returned after the successful execution of contract / order and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without demand drafts of EMD shall be liable for rejection.

**No interest shall accrue on this EMD amount deposited. However, the EMD will be forfeited in following cases:**

- a. If selected bidder does not supply the materials.
- b. If selected bidder supplies sub-standard materials.

The firms who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industrial (SSI) are exempted to submit the EMD (Copy of registration must be provided along with).

If financial bid received without EMD Fee the same will be rejected. In the event of non performance of the job the EMD will be forfeited.

**5.**In the event of unsatisfactory services rendered by the contractor, monetary fine as penalty @ Rs. 1000/- per day will be imposed for every default during the period of event.

**6.**No responsibility will be taken by the NIFT for credit sales to students, staff, employees and others, losses or pilferage.

7. No advance payment will be paid by NIFT, Jodhpur & the payment will be released on submission of bill after 15 days from date of completion of the event.

8. GST may be shown in the bill and indicate GST No. of NIFT Jodhpur (GST NO.08AAATN2067J1ZG) on bill.

9. NIFT Jodhpur may increase/decrease total no. of above mentioned articles if required.

10. The vendor/representative of company may visit the site(NIFT Jodhpur) and understand the scope of work completely before participating in the rate enquiry process same and seek clarifications if so desired.

11. All terms & conditions of the EXPRESSION OF INTEREST (EOI) will remain unchanged

## **12 GENERAL CONDITIONS**

12.1. NIFT reserves the right to disqualify any Agency/ Company/ Institution/ Organisation from the empanelled list, if the service provided by the Agency/ Company/ Institution/ organisation is found to be unsatisfactory or if the information provided for empanelment is found to be false.

12.2. NIFT reserves the right to reject any application for empanelment without assigning any reason.

12.3. The Agency/ Company/ Firm/ Institution/Organisation may submit application for empanelment for any one the category or both or all category i.e. Event Management Institutional and they may clearly indicate the category/categories applied for empanelment.

12.4. Agency may be empanelled for maximum 03 year However, any additions/deletion may be reviewed by the Competent Authority yearly basis.

12.5. At any time prior to the last date of submission of EOI, NIFT may for any reason, whether at its own initiative or in response to a clarification requested by prospective agency/firm, modify the EOI document by issuing corrigendum/addendum. corrigendum/ addendum to this EOI shall be published only on website [www.nift.ac.in](http://www.nift.ac.in) Prospective agency/firm are advised to regularly visit the website: [www.nift.ac.in](http://www.nift.ac.in) to keep track of corrigendum/addendum, if any.

12.6. National Institute of Fashion Technology reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reasons or cancel the tendering process and reject all quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s) and is not bound to accept the lowest evaluated bid since due weightage shall be given to several factors besides the commercial bid and decision of NIFT to that effect shall be final & binding.

**13. TECHNICAL ELIGIBILITY CRITERIA:-**

<b>S.No.</b>	<b>Particulars/Detail for the firm/Agency</b>	<b>Remarks/Documents to be submitted by the firm/Agency</b>
<b>1.</b>	Name of Company (Registration Certificate to be enclosed by the firm/agency)	
<b>2.</b>	Complete Address	
<b>3.</b>	Telephone no.	
	a. Residence	
	b. Office	
	c. Mobile	
	d. Email Id:	
<b>4.</b>	PAN Number(Certificate to be enclosed)	
<b>5.</b>	Self attested copy of GST Registration Certificate to be enclosed.	
<b>6</b>	Attach minimum experience certificates for the events executed by the Agency/firm in three years along with technical document as proof for providing scope of similar work in Educational Institutions/College/Schools.	
<b>7.</b>	Agency/firm should have an experience for Catering works for which	
	a)- FSSAI registration certificate to be enclosed (desirable).	
<b>8.</b>	Agency/firm should have turnover of Rs. 10 Lakhs each year in the last three years (Please attach duly attested by C.A. certified (FY 2014-15, 2015 – 16, 2016-17) or latest last 3 F. Years along with technical EOI).	
<b>9.</b>	Income Tax Return for the last three Financial Years i.e., 2014-15 , 2015-16, 2016-17 or latest last 3 F. Years.	
<b>10.</b>	Show reel/Photographs of the events executed by the agency/firm.	
<b>11.</b>	Clients list	
<b>12</b>	The Agency/Company/Firm/ Institution/Organisation should not have been blacklisted by Central or any State Government or Government Organisation/ Agency/Institution. An undertaking may be provided for the same.	
<b>13.</b>	The Agency/Company/Firm/Institution/Organisation should have copy right licence, broadcasting licence from appropriate Government Authority.	
<b>14.</b>	Copy of terms and conditions and every page of the tender duly signed with seal of the firm, in token of acceptance of terms and conditions.	

Note: Documentary proof may be provided, in support of technical eligibility criteria/EOI, failing which agency/firm will not be considered for empanelment. No correspondences in this regards will be entertained by NIFT Jodhpur.

**(Signature of the Bidder)**  
**Along with Stamp of Firm/Company**

**DECLARATION**

1. I \_\_\_\_\_(Name of the person) am authorized to declare on behalf of \_\_\_\_\_ (Name of the Company/Agency/Institution/Organisation) that the agency has

- (i) Full-fledged office establishment with needed manpower.
- (ii) EVENT Management (SPECTRUM/CONVOCATION/FASHION SHOW, ETC.)

2) I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/incorrect or that our Company/Agency/ Institution/ Organisation does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled / terminated.

3) I understand that the decision taken by NIFT is final in all matters.

4) I herby agree to work as per the terms and conditions of NIFT.

5) I understand that the NIFT reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of contract, without assigning any specified reasons whatsoever.

6) I/We have not so far been black listed by any of the institutions/offices in which I/We have worked/ EVENT Management (SPECTRUM/CONVOCATION/FASHION SHOW, ETC.)

Signature \_\_\_\_\_ Place \_\_\_\_\_ Name \_\_\_\_\_  
Date \_\_\_\_\_ Designation \_\_\_\_\_

Signature of agency/firm and Seal