



Tender Document Fee ₹ 354/-

नेशनल इंस्टिट्यूट ऑफ फैशन टेक्नोलॉजी, कन्नूर  
**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**

(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles, Govt. of India)

**TENDER FOR  
SUPPLY OF HEIGHT ADJUSTABLE  
CHAIRS**

**AT NIFT KANNUR**

NIFT Campus, Dharmasala, Mangattuparamba,  
Kannur, Kerala. Pin - 670 562

12162(7.3)/NIFT/KNR/Height Adjustable Chairs /2018 DATED:13.06.2018

<b>Time schedule for tender process:</b>		Extended up to
Sale of tender document commence from	14.06.2018 (06.30 hours)	-----
Last date for Sale of tender document	05.07.2018 (12.00 hours)	16.07.2018 (12.00 hours)
Last date for filled the tenders- Online	05.07.2018 (17.00 hours)	16.07.2018 (17.00 hours)
Receipt of hard copy (filed online) along with documents	06.07.2018 (14.00 hours)	17.07.2018 (14.00 hours)
Date and Time of the opening Technical Bids	06.07.2018 (15.00 hours)	17.07.2018 (15.00 hours)
Date and Time of the opening Financial Bids	will be notified to the technically qualified tenderers	

**Note: This tender document contains 20 pages (total no. of pages including Annexures) and tenderers are requested to sign on all the pages**

**Web ID:** <http://www.nift.ac.in/kannur/tenders>

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### **1. 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 field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 centers. 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 short duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.

NIFT, Kannur centre was established in the year 2008 with undergraduate and post graduate programmes. NIFT Kannur invites online tender for **“SUPPLY OF HEIGHT ADJUSTABLE CHAIRS”** at **NIFT, KANNUR CAMPUS** as per the schedule of items of work and quantities mentioned below.

## 2. **NOTICE INVITING TENDER:**

NIFT Kannur invites e-Tenders under two bid systems for **SUPPLY OF HEIGHT ADJUSTABLE CHAIRSAT NIFT KANNUR CAMPUS** for labs from the registered firm, manufactures, registered dealers / Govt. organization and who have experience as per the quantity and specification mentioned in price bid.

The interested firms should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in> from **14.06.2018 to 16.07.2018 (05.07.2018) up to 17.00 hours**. Tender document is also available for viewing on the “tenders” link of the NIFT website i.e. <https://nift.ac.in/kannur/tenders>. No other mode of application will be considered & application will not be accepted.

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

- Registration Charges of **Rs. 2000/- + 360/- (inclusive of GST) = 2360/-** (Two Thousand Three Hundred and sixty Only - non-refundable).
- Bid Processing Fee charges of **Rs. 800/- + 144/- (inclusive of GST) = 944/-** (Nine hundred and forty four only - non-refundable) through online payments only.

The Firm should ensure that it complies with the requirements as per works before applying for tender. The firms after submitting the tender online should submit a hard copy of the same with all relevant supporting documents by **06.07.2018:14.00hours**. Non-submission of hardcopy as directed will lead to rejection of the tender application.

The sealed hard copy of the tender shall be submitted in one big envelope superscripting “**SUPPLY OF HEIGHT ADJUSTABLE CHAIRS**” at NIFT Kannur containing two separately sealed small envelopes, one for “**Technical Bid**” and another for “**Financial Bid**” superscripting as such and addressed to “**The Director, National Institute Of Fashion Technology, NIFT Campus, Dharmasala, Mangattuparamba, Kannur, Kerala. Pin-670562**”. The hard copies of sealed tender’s documents can also be handed over in the office on or before **(06.07.2018)17.07.2018:14.00hours**.

The technical bid envelope must contain the technical bid in prescribed Performa as per **Annexure – I to VI** along with a demand draft of **Rs354/-** (Rupees Three hundred and fifty four only) towards cost of tender (non-refundable) and Earnest Money Deposit (refundable but non-interest bearing) of **Rs25,000/- (Rupees Twenty five thousand Only)** favouring **National Institute Of Fashion Technology, Kannur** and

payable at **Kannur** with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid. The financial bid shall include all the charges including all taxes etc., (percentage of tax needs to be specify) to complete the work in all respect. NIFT will not accept any claim other than mentioned in financial bid.

The technical bid will be opened at NIFT, Kannur administrative Office on **(06.07.2018)17.07.2018:15.00 hours**, in the presence of the bidders/ their authorized representatives who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

Bids received shall be evaluated as per the Criteria prescribed in the tender document. NIFT will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the **Schedule of requirement** etc.,

**Correspondence Address:** The Director, National Institute of Fashion Technology, NIFT Campus, Dharmasala, Mangattuparamba, Kannur, Kerala. Pin-670562

In case of any clarification required relating to this tender, the same can be sought from the following officers of NIFT:

- a. Sh. G. Ramesh Babu, Joint Director, 0497-2784782, [jointdirector.kannur@nift.ac.in](mailto:jointdirector.kannur@nift.ac.in)
- b. Sh. Nagaraj T.R, Assistant Director, 0497-2780434, [ad.kannur@nift.ac.in](mailto:ad.kannur@nift.ac.in)

**For online procedure:**

**For More enquiries / For Helpdesk officers :- Mr.Sandeep Bhandari ,**

**E-mail :-** sandeep.bhandari@c1india.com

**Phone No.:- 0124-4302033 &36**

**Cost of Tender form: Rs354/- (Non-refundable)**

**Earnest Money Deposit: Rs25,000/-**

**Commencing date of Tender: 14.06.2018**

**Last date of Submission: 05.07.2018:17.00 hours (on-line)**

**(Hard copy should receive before (06.07.2018)17.07.2018, 14.00 hour)**

**Date of opening of Tender (Technical Bid): (06.07.2018)17.07.2018at 15.00 hours**

**Financial bid: will be notified to the technically qualified tenderers, after evaluation of Technical Bid.**

**Bid validity upto: 120 days from the date of opening of financial bid**

### **3. Submission of Bids through e-portal**

#### **1. Technical Bid**

The technical bid envelope must contain the technical bid in prescribed Performa along with:

- i. Cost of Tender document (Demand Draft for Rs.354/-)
- ii. Earnest Money Deposit (Demand Draft for Rs.25,000/-)
- iii. Original Tender Document (except Financial Bid) Duly signed & Stamped on all pages of tender documents as acceptance of tender conditions along with Technical Bid form with all relevant documents with self-attestation to be enclosed
- iv. Technical Bid documents **Annexure –I to V**
- v. Checklist for submission of bid in the format attached as **Annexure- VI**
- vi. Copy of Audited Balance Sheets and Profit & Loss Statements for last three years (2014-2015, 2015-2016, 2016-2017 (certified provisional).
- vii. Evidence of successful completion of at least 3 (three) projects
- viii. Letters of reference from the previous organizations with regard to work done with complete contact details of concerned officials in those projects with telephone numbers, address, email, etc. along with scope of work.
- ix. Copy of partnership deed for partnership firm or Memorandum of understanding (MOU) and Article of Association (AOA)/certification of Registration of companies/ Society/ firm including Certificate or Incorporation for change in name, if any, for limited/private limited company.
- x. PAN Number in Agency's letter head and Copy of income tax return filed by agency during last 3 financial years indicating PAN number.
- xi. Any other detail/ confirmation asked in specifications.
- xii. Sealed envelope with superscription **“SUPPLY OF HEIGHT ADJUSTABLE CHAIRS” – TECHNICAL BID**

#### **2. Financial Bid**

This **ENVELOPE** must contain:

- i. Financial Bid Should be submitted with prices quoted for all the items and the price mentioned in figures as well as word in the stipulated format in **Annexure –VII** without any condition.
- ii. The financial bid shall include all the charges (with Break up) including all taxes etc., to complete the work in all respect. NIFT will not accept any claim other than mentioned in financial bid.
- iii. No overwriting or use of correction fluid shall be accepted. Any corrections shall be legible and signed by the authorized signatory.

- iv. Sealed envelope with superscription **“SUPPLY OF HEIGHT ADJUSTABLE CHAIRS- FINANCIAL BID”**.
- v. Put **TECHNICAL BID ENVELOPE and FINANCIAL BID ENVELOPE** in separate sealed covers and put both the sealed cover in one cover addressed to **THE DIRECTOR, NIFT Campus, Dharmasala, Mangattuparamba, Kannur, Kerala. Pin - 670562**, with superscription on the cover as **“SUPPLY OF HEIGHT ADJUSTABLE CHAIRS”** It should reach office of NIFT Campus, Kannur on or before **(06.07.2018)17.07.2018:14.00hours**

#### **4. INSTRUCTIONS TO TENDERERS:**

The tenderers are requested to follow the below mentioned instructions:

- i. Offers on online bid will only be considered you are requested to forward copy of the tender submitted online (if any deference in hard copy to online submission found, only online bid(s) is(are) considered). Offers submitted by fax or in any manner other than specified above shall not be considered.
- ii. The bids shall exactly be according to the prescribed formats. Modifications/Rewording of formats shall not be acceptable.
- iii. All documentations are required to be in English
- iv. Tender should be filled with neat legible and correct entries. Indistinct figures, erasures and alterations are not permitted in the tender.
- v. Failure to comply with these conditions will result in forfeiting of the tender. Please cross out any mistakes and rewrite the same and counter sign.
- vi. Incomplete tenders, amendments and additions to tender after opening and tenders submitted after due date shall liable to be ignored.
- vii. Cost involved in submitting the bids, attending the tender opening meeting, arrangements for the demonstration/presentation etc. shall be borne by the bidder.
- viii. No interest shall be paid on the EMD and the EMD shall be forfeited in case the selected/successful bidder does not accept the W.O. or unable to supply goods.
- ix. The successful tenderer shall execute an agreement in stamp paper of value of Rs.200/-(Rupees Two Hundred only) for the due fulfilment of the contract, within a week (7 days) from the date of receipt of letter of acceptance
- x. No tenderer shall be allowed to withdraw the tender rates after opening of the tender. If any tenderer withdraws the rates the EMD amount deposited by him shall be forfeited and he shall be disqualified from participating in any future tender of the Institute.
- xi. The expenses incidental to the execution of agreement shall be borne by the successful tenderer. The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the right of NIFT Kannur to recover any consequential loss from the successful tenderer.

- xii. The successful tenderer shall, before signing the agreement and within the period specified in the letter of acceptance of his tender, deposit a sum equivalent to 5% of the value of the contract as security deposit by way of demand draft/bankers cheque drawn on any nationalized bank and payable to, NIFT Kannur. If the accepted tenderer fails to remit the security deposit within the above said period, the earnest money deposit remitted by him shall be forfeited by NIFT Kannur and his tender will be held void.
- xiii. The security deposit will not bear any interest. The security deposit will be valid for the period of 60 days beyond the date of the completion of the contractual obligations of the supplier including the defect liability period.
- xiv. In case of successful tenderer, EMD if paid may be adjusted towards security deposit payable. If the tenderer fails to act upon the tender conditions or backs out after the acceptance of the work order the security deposit will also be forfeited.
- xv. Rates should be offered unconditionally and if rates are submitted with any condition the tender shall be rejected.
- xvi. Tenderer shall have to quote item wise rates, consolidated rates shall not be considered and tender shall be liable to be rejected out rightly.
- xvii. The defective product shall be replaced by the agency without any additional charge during guarantee period of supplied Furniture(s). The replacement shall have to be carried out within 7 days of the intimation being received from the Institute.
- xviii. NIFT Kannur reserves the right to change the quantity/ upgrade the criteria/ drop any item or part thereof/extension of delivery date at any time before placing the purchase order.

## **5. TECHNICAL QUALIFYING CRITERIA:**

- i. The tenderer should be a certified registered company/ Society/ firms/ OEM manufacturer/ authorized dealer/ PSU/ Govt. Undertaking etc, Products from the unregistered companies are not acceptable.
- ii. The Technical bid should contain Earnest Money Deposit of an amount of **Rs25000/-** (Rupees Twenty five thousand only). The EMD should be submitted in the form of demand draft in favor of NIFT Kannur.
- iii. A separate Demand Draft/ Pay Order of **Rs 354/-** (Non – Refundable)(Rupees Three hundred and fifty four only) drawn in favour of **NIFT Kannur payable at Kannur** against Tender document fee shall be attached with technical bid in case the tender document is downloaded from the website.
- iv. **Tender shall be accompanied by the relevant documents including the following:-**
  - a. A client list for the supplied of similar products by the bidder for the last 3 years needs to be provided



- b. Tenderer's sales turnover should not be less than Rs 10.00 Lacs (Rupees Ten Lacs) per annum (Each in the past three years). The tenderer should submit copies of supporting records to prove the condition
- c. Experience of having successfully completed similar works during last 3 years ending last day of month previous to the one in which applications are invited.
- d. "SIMILAR WORK" means **"SUPPLY OF HEIGHT ADJUSTABLE CHAIRS"** as required in tender.
- e. Copy of PAN of the company/firm.
- f. Authorization letter of the company if one wishes to authorize some other company.
- g. The catalogue/Brochure for the Item quoted by the vendors should be enclosed along with technical bid. Model quoted & details specification.
- h. They should be registered for VAT/ GST and Income Tax and should enclose copies of relevant certificates. Tenderer will have to produce all these original documents at any time demanded by the Institute.
- v. The tenderer should have the PAN Number, GST registration etc. (Pls. enclose all the documents in technical bid also enclose the Balance Sheet and TDS Return for the previous year)
- vi. The bidder must have carried out similar nature of works on item rate basis as per the requirement.
- vii. The bidder shall not be black listed by any Govt. /Semi Govt./Private Institution. A self-certificate in this regard shall be enclosed (**Annexure-II**).
- viii. As per GFR Rule No.173 Late bids i.e. bids received after the specified date and time of receipt, should not be considered.
- ix. The bidder shall be free from the encumbrance and there shall not be any vigilance case/ CBI case/ Court Case pending against him. A self-certificate in this regard shall be enclosed.
- x. Having ISO certification will be an added qualification.
- xi. The selected firm (s) has to provide the after sale services.

*Note: Only those firms/ OEM Manufacturers/ authorized dealers who accept and fulfil the above terms & conditions should participate in the tendering process.*

## **6. TERMS AND CONDITIONS**

- a) Tender should be submitted in the following two separate covers:
  - i. Technical Bid (duly filled in and signed tender form including "Annexure – I to VI")
  - ii. Price Bid ("Annexure – VII")
  - iii. Both the Technical Bid and Price Bid should then be put in a single outer cover, duly sealed and super scribed as **"SUPPLY OF HEIGHT ADJUSTABLE CHAIRS at NIFT Kannur"**.



- b) **Validity of the Offer:** The offer should be valid for three months from the **-date of opening of Financial Bid;** it can be further extended for the period of three months.
- c) **Right of Acceptance:** NIFT does not bind itself to accept the lowest tender. Even after qualifying in technical bid, the financial bid may not be accepted if found not in order at the sole discretion of NIFT.
- d) **Delivery:** The **HEIGHT ADJUSTABLE CHAIRS** should be delivered, placed, installed and Demonstrated at NIFT Campus, Dharmasala, Mangattuparamba, Kannur, Kerala within a stipulated period of **four weeks** from date of issue of letter of award. If the tenderer fails to supply the ordered quantity within the stipulated time period/ supplies sub-standard item, liquidated damages equivalent to 1% (one percent) of contract/bill value shall be charged per week and deducted from the bills of the contractor subject to maximum of 10% of contract/bill value.
- e) **Responsibilities:**
- Tenderer must sign along with company seal on each and every page of the tender document as token of the acceptance of tender conditions. If any malafide intention is observed by NIFT, the agency shall not be eligible for further tenders.
  - The specified product and all other items supplied should be brand new furniture and should be installed/ commissioned at the locations specified by NIFT Kannur Campus at no extra cost to NIFT. NIFT is not bound to provide any mode of transport in respect of men or material required for the contract.
- f) **Prices:** The vendors are required to quote as per “Annexure VI” (Financial Bid) in page no: 49. The Bidder shall quote the rates in figures as well as in words. The figures should be clearly written and there should be no overwriting. The rates quoted shall include the cost of material, labour, T&P etc., as required for the completion of work. The quoted rates shall be inclusive of all taxes, duties, Goods and Service Tax (GST) etc. as applicable and no extra shall be payable on this account.
- g) **Payment Terms:** No payment shall be made in advance. Payment will be made as per details below:
- Payment of the supply will be released after verification of equipment and related accessories, successful demonstration of the equipment, certification of satisfactory installation by the user department and on the production of original invoices
  - 90% payment may be considered on satisfactory completion and certification from the concerned department. Remaining 10% will be released on completion of warranty period. This may also be considered, if the contractor submits the Bank Guarantee as per NIFT norms which remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

- h) **TDS** as per rule shall be deducted from the bills of the contractor. The agency must enclose copy of PAN No: supported by copy of PAN Card of the company.
- i) **Signing of Tender:** The individual signing the tender (or the documents in connection with it) must specify whether he/she is signing as:
1. A sole proprietor of the firm, or constituted attorney of such a proprietor.
  2. A partner of the firm, if it be a partnership, in which case he/she must have the authority to refer to arbitration, disputes if any, concerning the business of the partnership. Either by virtue of the partnership agreement or power of attorney.
  3. Authorized signatory of the firm, if it is a company (a letter of the authority in this respect must be enclosed along with the bid).
  4. A person signing the tender form or any part thereof, on behalf of another, shall be deemed to warrant that he/she has the authority to bind the other and if on inquiry it appears that the person so signing has no authority do to so, NIFT may without prejudice to other Civil and Criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.

Each page of the tender form, agreement for purchase and agreement for Supply, Installation and Commissioning should be signed and stamped for the purpose of the tender offer.

j) **General:**

1. Micro and Small Enterprises (MSEs) – registered with District Industries Centers or Khadi and Village Industries commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicraft and Handloom or any other body specified by the Ministry of Micro, Small and Medium Enterprises as per MSMED Act 2006, and further amendments for goods produced and service rendered –shall be issued Tender Documents free of cost and shall be exempted from paying Earnest Money Deposit (EMD).
2. NIFT reserves the right for any reduction/increase in the scope of work and the same shall be awarded to the vendor at the same Unit Rate mentioned in their bid.
3. Bidder can visit the campus in working hours/ days from Monday to Friday from 9.00 am to 5.30 pm and any query.
4. The awarded Agency or the contractor needs to provide one sample of HEIGHT ADJUSTABLE CHAIRS before supplying all the indented quantity. On approval of the technical team and authority other may be supplied.
5. It is the responsibility of Bidders to read all terms & conditions of this tender carefully before filling the tender. Incomplete tender documents / or bids not responsive enough to the tender terms shall be rejected. NIFT reserves the right to split or reject any or all the tenders without assigning any reason thereof. NIFT shall not be responsible for any postal delays
6. Any vagueness/incomplete details in the offer shall make it liable to be rejected as such shortcomings in the offer shall be interpreted as incompetence and disinterest on the part of the bidder to meet tender requirements.

7. NIFT is NOT bound to accept the tender quoting the least in the financial bid. NIFT reserves the right to place order for a part of the quantity offered. The rates quoted by the bidder shall be valid for any such part order.

k) **Jurisdiction:**

1. All disputes shall be subject to Kannur Jurisdiction only. **In case of any dispute raised by the supplier, the presentation will be made only by the authorized representative of the supplier and the decision of the Director NIFT Kannur will be binding on the supplier.**
2. In case of any dispute the Jurisdiction of Court will be Kannur.



**ANNEXURE – I**

**PERFORMA OF TECHNICAL BID**

**UNDERTAKING FROM THE BIDDER**

(In company letter head)

To  
The Director  
National Institute of Fashion Technology  
NIFT Campus, Dharmasala,  
Mangattuparamba,  
Kannur, Kerala. Pin - 670 562

Dear Sir/ Madam,

I/We hereby unconditionally accept all terms and condition mentioned in ‘Tender enquiry for **“SUPPLY OF HEIGHT ADJUSTABLE CHAIRS”** at NIFT Kannur, Campus”.

I/We hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection and forfeiting of EMD, if the same is found to be false or the information is found to have been suppressed by me.

The warranty/ guarantee on the item supplied and fixed will be at least 02years for **SUPPLY OF HEIGHT ADJUSTABLE CHAIRS**. The warrant period shall liable to repair and replace the defected part for whole. (More than the expected warranty may please be specified)

I/We hereby certify that the Firm/Company is free from the encumbrance and there shall not be any vigilance case/ CBI case/ Court Case pending against us

Date:

Place:

(Authorized Signatory)

Name:

Designation:

Name and Agency:

Address of the Tenderer:

(Company Seal)



**ANNEXURE-II**

**DECLARATION**

(In company letter head)

I/We having our office at .....  
declare that I/We have never been blacklisted by any state Government/Central Government or any State/Central PSU.

Date:

Place:

(Authorized Signatory)

Name:

Designation:

Name and Agency:

Address of the Tenderer:

(Company Seal)

### GENERAL INFORMATION

(To be filled in by the bidder for the Technical Bid)

1. Name of the Firm/ Agency/ company :
2. Complete Office Address:  
(with contact number & email ID)
3. Company website, If any
4. Type of Organization                      Individual / Partnership / incorporated / franchise
5. (i) Year of establishment

Registration Details (whichever is applicable and attach copy):

6. Name of the authorized person \_\_\_\_\_  
(Who signs on the tender documents with Designation & contact No.) \_\_\_\_\_

Sl. No.	Description	Registration Under	Valid up to	Remark	Attached at Pg. No.
1	Earnest Money Demand Draft for Rs25,000/- (separate DD)			DDNO. Amount Date	
2	Tender Cost Demand Draft for Rs354/- (separate DD)			DDNO. Amount Date	
3	Tender document along with compliance to the technical specifications filled and duly signed without mentioning the rates			To be filled, signed and attached with Technical Bid	
4	Work completion period <b>(within four weeks days)</b>			Yes/No	
5	Firm / Company Registration/			Copy of certificate to be attached	
6	PAN Number			Copy of certificate to be attached	
7	GST Registration Number:			Copy of certificate to be attached	
8	Have you ever been debarred by any Govt. Organization/ PSU educational institute			Yes/No	
9	Certificate regarding carried out similar works in the last 02 years:			Copy of certificate to be attached	
10	Annual turn Over (Rs 10 lacks per year) for 3 years 2014-15, 2015-16 & 2016-17			Copy of certificate to be attached (profit & Loss, Balance sheet attested by the CA)	
11	The catalogue of the items quoted should be attached			Yes/No	
12	Undertaking duly signed by the tenderer. (Annexure I)			Yes/No	
13	Declaration duly signed by the tenderer. (Annexure II)			Yes/No	

Sl. No.	Description	Registration Under	Valid up to	Remark	Attached at Pg. No.
14	The Tenderer should provide warranty/guarantee and Free Service for a period of minimum Two years from the date of installation. Undertaking to this effect shall be furnished in Annexure VI			Yes/No	
15	The Original Equipment Manufacturer (OEM) should have been in existence for at least 3 years			Yes/No	
16	The tenderer has to furnish minimum three references of (At least two Government Organizations / Institutions should be served)successfully implemented by them. Such references should complete in all respect with email and contact details.			Copy to be attached	
17	NSIC/MSME registered (If applicable)			Copy to be attached	
18	ISO Certification			Copy to be attached	
19	Any other additional information			Copy to be attached	

I/We, ..... hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

Date:

Place:

(Authorized Signatory)

Name:

Designation:

Name and Agency:

Address of the Tenderer:

(Company Seal)

**NOTE:-**

- To be deposited along with Tender Document in separate sealed cover-I super scribed as **“Technical Bid”**.
- All the supporting documents should be enclosed along with this bid. If not enclosed the bid will not be considered.
- All the above copies of documents to be sealed in the technical bid cover along with EMD& Tender Document fee.
- This tender document contains 19pages and bidders are requested to sign on all the pages. The Technical bid (Ann. – I to VI) & the Price bid (Ann. – VII to VIII) should be sealed in separate covers.
- Tenders not accompanied with above information & documents in support of the same may be summarily rejected.



## PRICE BID CERTIFICATION

(In company letter head)

### SCHEDULE OF REQUIREMENTS:

Schedule of items along with quantities for which bids invited are given below and bidder should certify that the quote made is for the required quantity and specification.

Sl. No	Item	Qty	Specification
01	SUPPLY OF HEIGHT ADJUSTABLE CHAIRS (Illustrative photo enclosed at the end page- 20)	169	<p>Item Specification: - Type of Stool – Revolving, Height adjustment: pneumatic, with lever press, smooth transition. Height adjusted to be compatible with lab working benches. Adjustable height – from 45cm to 60 cm</p> <p>Shape of stool top – Round, Material of top – perforate mild steel of 16 gauge. Stool top diameter – 40 cm</p> <p>Pivoted backrest - backrest with good quality foam of polyurethane or better. Design of Back rest - As per the photo made available</p> <p>No. of Legs – 5. Leg shoe Material - fitted with an injection molded black Polypropylene Hub Cap</p> <p>Foot rest: ring shaped, Material – Steel,</p> <p>Painting– Assorted colours in 5 shades - 40 Nos in each colour.</p>

**Note:**

*The tenderer may inspect the site before quoting his rates and acquaint himself of the site conditions. The tenderer should obtain himself his own responsibility and his own expenses. All information and data which may be required for the purpose of filling this document and enter into the contract for the satisfactory performance of the supply and installation*

I/We.....  
 .....of.....  
 .....hereby agree, subject to acceptance of this tender by Director, NIFT, Kannur, agreed to execute the work of SUPPLY OF HEIGHT ADJUSTABLE CHAIRS at NIFT campus, Kannur in accordance with the terms and conditions of contract stated in the tender document and as per specifications, rates and prices specified in **Annexure-VII**.

Date:

Place:

(Authorized Signatory)

Name:

Designation:

Name and Agency:

Address of the Tenderer:

(Company Seal)



## ANNEXURE – V

### **Undertaking regarding exception of Central Excise Duty / Customs Duty**

I/We hereby certify that I/We am/are the original manufacturer/ authorised supplier/ authorised Indian Agent for the items quoted in **Annexure VII**. I/We undertake to do all the needful for obtaining excise duty/ customs duty exemption on items quoted and indicated as ‘excise duty/ customs duty exemption available’. I/We also understand that the bid evaluation will be based on net outgo to NIFT.

Date:

Place:

(Authorized Signatory)

Name:

Designation:

Name and Agency:

Address of the Tenderer:

(Company Seal)

**TECHNICAL BID- CHECK LIST**

Sl. No.	Particulars	Mention “Yes” or “No”
01	Whether “Technical” (signed Tender documents along with mandatory document requested and all Annexures I to VI) are placed in separate cover & “Financial” bids (Annexure –VII) submitted separately and the respective envelopes super scribed properly	
02	Whether Demand Draft of Rs.354/-/(Rupees Three hundred and fifty four only) and Rs25,000/- (Rupees twenty five thousand only) in favour of NIFT Kannur is enclosed as Tender cost and EMD with the tender submitted.	
03	Whether certificate/ document in support of having <b>“SUPPLY OF HEIGHT ADJUSTABLE CHAIRS”</b> and other accessories over all 3years’ experience in supply of similar Product along with a list of organizations (Govt., PSU, reputed MNCs/ organizations) where the Contractor is currently providing/ provided this kind of items.	
04	Whether Trade License for this kind of jobs enclosed	
05	Whether copy of Pan Card enclosed	
06	Whether copy of other statutory registration certificates like VAT/ Goods &Service Tax etc. enclosed [As applicable]	
07	Date of Establishment of organization/company/agency	
08	Whether agreed to abide by all the terms & conditions of this tender	
09	ISO Certification	
10	Annexure –I , II, IV & V are company letter head	
11	NSIC/MSME registered (If applicable)	
12	Any other please Specify	

All above enclosures must be valid (wherever applicable)

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

Date:  
Place:

Name & Signature of the tenderer  
with seal



## **ANNEXURE-VII**

### **PERFORMA OF FINANCIAL BID**

#### **“SUPPLY OF HEIGHT ADJUSTABLE CHAIRS AT NIFT CAMPUS - KANNUR”**

Sl. No	Name of the Item	Brand name & Model No.	Qty	Split-up Price details in Rupees		Summation of Column 5 (per unit) (Rs.)	Total Price (Rs.) (4x6)	Whether Excise / Customs Duty exemption could be availed of (Yes/No) <u>ANNEXURE - V</u>
1	2	3	4	5		6	7	8
1	HEIGHT ADJUSTABLE CHAIRS (Specification as per schedule of requirements Annexure-IV)		169 Nos.	Basic Price per unit			Rs.....  (Total in Figures)	
				P&F charge				
				Excise/Customs Duty				
				Insurance				
				Total FOB Price (per each)			Rupees.....  .....  .....  ..... (Total in words)	
				Entry Tax/ GST If any				
				Installation & Training Charges				
				Others if any				

**Total amount in words including tax (Rs)** \_\_\_\_\_

**Price:** - Items quoted must be as per the specifications given. Rates should include all cost, like conveyance of materials, loading and unloading charges, labour charge, hire charge of tools, arrangements of work station at places pointed out by the NIFT authorities Kannur etc., complete. Total price should be inclusive of all taxes. Applicable GST should be shown clearly.

**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

**Date :-**

**Place:-**

**Signature of authorized person of the firm/agency with stamp**

## Height Adjustable Stool

