



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

(An institution under 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 AND INSTALLATION OF
 TABLE TOP LOOMS FOR TEXTILE DESIGN
 DEPARTMENT OF NIFT KANNUR CAMPUS**

12162(7.5)/NIFT/KNR/Table Top Looms/TD/2018-19 Dated: 22.11.2018

BID SCHEDULE

Date of publication of tender Notification	22.11.2018:14.00 hours.
Date from which tender document can be downloaded	23.11.2018:12.00 hours.
Date of commencement of online submission of bids	23.11.2018:12.00 hours.
Last date for online submission of bids.	14.12.2018:15.00 hours.
Last date for receipt of hard copy (filed online) along with documents	17.12.2018:15.00 hours
Date and Time of the opening Technical Bids	17.12.2018:16.00 hours
Date and time of opening financial Bids	will be notified to the technically qualified tenderers

Note: This tender document contains 19 pages. Interested firms should apply online and submit their tender and the bids along with scanned copies of all relevant certificates, documents, etc. in support of their technical & price bids – all duly signed and stamped – on the website <https://nifttenders.eproc.in>. Tender document is also available for viewing on the “tenders” link of the NIFT website i.e. <https://nift.ac.in/kannur/tenders>. Application through any other mode will not be considered.

Tenderers are also requested to send hard copy of the tender form and all other documents submitted online, to the Director NIFT Kannur campus duly signed and stamped on all pages. The Technical and Financial bids should be kept in separate covers sealed and duly superscribed as ‘Technical bid’ and ‘Financial bid’ as the case may be. Both the bids shall be put in to another large cover duly sealed and superscribed as ‘Tender for Supply and installation of Table Top Looms for Textile Design Department of NIFT Kannur Campus’. Hard copy of tender documents completed in all respects shall be sent to: The Director NIFT Kannur Campus, Dharmasala, Mangattuparamba, Kannur-670562, Kerala, to reach before 17.12.2018:15.00 hours.

**NIFT CAMPUS, Dharmasala, Mangattuparamba
 , Kannur – 670562**

Phone: 0497 2784780 to 85

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

Email Id – ad.kannur@nift.ac.in



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A. 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 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 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, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.

NIFT, Kannur Campus was established in the year 2008 with undergraduate and post graduate programmes. It is situated at DHARMASALA, MANGATTUPARAMBA on the Kannur-Taliparamba Road (NH 66) in Kannur District, Kerala.



B. NOTICE INVITING TENDER:

Director NIFT Kannur Campus invites tenders through e-procurement mode, from registered manufactures, dealers or Govt. organizations who have experience in supply and installation of Table Top Looms for “Supply and Installation of Table Top Looms for Textile Design Department of NIFT Kannur Campus” as per the specifications and quantity mentioned in the price bid/Schedule of requirement.

The tenderer shall be in the field of supply and installation of table Top Looms for a period not less than three years excluding the year in which tenders are invited and should have annual turnover of not less than Rs.24 lakh in the last three years previous to the year in which the tender is invited. Interested firms should **apply online** and submit their tender and the bids along with scanned copies of all relevant certificates, documents, etc., as required, in support of their technical and financial bids – all duly signed and stamped – through the web site <https://nifttenders.eproc.in> from 23.11.2018:12.00 hours to 14.12.2018 up to 15.00 hours. Tender documents can also be viewed on the “tenders” link of the NIFT website i.e. <https://nift.ac.in/kannur/tenders>. Application through any other mode will not be considered.

NIFT is registered with Department of Scientific and Industrial research (DSIR) and are eligible for exemption for GST leviable on Scientific and Technical instruments, apparatus and equipments as per Notification No.45/2017-Central Tax (Rate) dated 14 November 2017.

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

- Registration Charges of **Rs. 2000/- + GST Rs 360/- = Rs.2360/-** (Rupees Two Thousand Three Hundred and sixty Only - non-refundable).
- Bid Processing Fee of **Rs. 1920/- + GST Rs.346/- = Rs. 2266**(Rupees Two thousand two hundredsixty six only - non-refundable).

The firms after submitting the tender online should also submit hard copy of the tender form and all other documents required therein to “The Director, National Institute of Fashion Technology, NIFT Kannur Campus, Dharmasala, Mangattuparamba, Kannur-670562, Kerala” latest by 17.12.2018:15.00 hours. Non-submission of hard copy as directed will lead to rejection of the tender application.

The bids are to be submitted in two parts viz., "Technical Bid" and "Financial Bid" in separate sealed envelopes superscribed as “Tender document for supply and installation of Table Top Looms-Technical Bid" and “Tender document for supply and installation of Table Top Looms-Financial Bid" as the case may be. Earnest Money Deposit (EMD) is part of Technical bid and should be kept in the envelope containing the Technical bid. Both the bids-Technical and Financial- along with all other documents submitted online shall be submitted in a large envelope sealed and superscribed as “TENDER DOCUMENT FOR SUPPLY AND INSTALLATION OF TABLE TOP LOOMS FOR TEXTILE DESIGN DEPARTMENT” to “The Director, National Institute of Fashion Technology, NIFT Kannur Campus, Dharmasala, Mangattuparamba, Kannur-670562, Kerala” to reach the office on or before 17.12.2018:15.00 hours.



Earnest Money Deposit (EMD) (in the form of DD)	Rs.48000/-
Date from which forms can be downloaded	23.11.2018:12.00 hours
Date of commencement of online submission of bids	23.11.2018:12.00 hours
Last date for online bid submission	14.12.2018:15.00 hours.
Last date for receipt of hard copy	17.12.2018:15.00 hours
Date of Technical bid opening	17.12.2018:16.00 hours
Date of Financial bid opening	will be notified to the technically qualified tenderers, after evaluation of Technical Bid
Bid validity	90 days from the date of opening of financial bid

For enquiries on online procedure/For Helpdesk officers : Mr.SandeepBhandari

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

Phone No.:- 0124-4302033 &36

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

If any clarification is required relating to this tender, the same can be sought from the following officers of NIFT Kannur.

1. Shri.Nagaraj T.R, Assistant Director, 0497-2780434, e-mail:ad.kannur@nift.ac.in
2. Shri T Pugazhenth, Assistant professor, Textile Design Department, mob: 9840407400.
e-mail:cc.td.kannur@nift.ac.in

C. INSTRUCTIONS TO BIDDERS.

1. It is the responsibility of the tenderer to collect all information and data regarding the kind of product (Table Top Loom) that NIFT required under this tender, for quoting the rate and to enter into the contract.
2. It is the responsibility of the tenderer to read all terms & conditions of this tender carefully before submitting the tender. Incomplete tender documents / or bids not responsive enough to the tender terms, is liable to be rejected.
3. Vague/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.
4. If any difference is found in the hard copy of the tender documents and that submitted online, only online bid(s) will be considered.
5. The bids shall be exactly according to the prescribed formats. Modifications/rewording of formats shall not be acceptable.
6. All documentations are required to be in English.
7. In case a company/firm wishes to authorize some other company or a firm to submit bids on its behalf, valid authorization letter should be attached.
8. Tender should be filled with neat legible and correct entries. Indistinct figures, erasures and alterations are not permitted in the tender. Please cross out any mistakes and rewrite the same and counter sign/attest by the authorized signatory. Failure to comply with the conditions may result in rejection of the tender.



9. Incomplete tenders, amendments and additions to tender after opening the tender and tenders submitted after the last date and time prescribed for submission shall be liable to be ignored.
10. Cost involved in submitting the bids, attending the tender opening meeting, arrangements for the demonstration/presentation etc. shall be borne by the bidder.
11. The catalogue/Brochure for the Item quoted by the vendors with model and detailed specifications shall be enclosed
12. The bidder shall be free from any encumbrance and there shall not be any vigilance/ CBI /Court Case pending against the firm. The bidder shall not be black listed by any Govt. /Semi Govt. /Private Institution. A self-certificate in this regard shall be enclosed as in **Annexure -I**.
13. Having ISO certification will be an added qualification.
14. Price shall be mentioned in Indian Rupee in figures as well as in words. If any discrepancy is observed in the amount written in the figures and that in words, the amount written in words will prevail. No overwriting or use of correction fluid shall be accepted. Corrections, if any, shall be legible and signed/attested by the authorized signatory. Each bid must contain the unit price of each machine in figures as well as in words.
15. The financial bid shall include all charges (with Break up details) including applicable taxes etc., to complete the supply and installation in all respect.
16. NIFT will not accept any claim other than mentioned in financial bid.
17. The selected firm(s) has to provide after sale services for the products if required.
18. If any relative of the tenderer is an employee of the NIFT the name, designation and relationship of such employee shall be intimated to the Director, NIFT in writing while submitting the tender.
19. **Signing the Tender:** Each page of the tender form shall be signed and stamped for the purpose of the tender offer. The individual signing the tender and the documents in connection therewith must specify whether he/she is signing as:
 - (i) A sole proprietor of the firm, or constituted attorney of such a proprietor.
 - (ii) A partner of the firm if it is partnership, in which case he/she must have the authority to sign either by virtue of the partnership agreement or power of attorney.
 - (iii) Authorized signatory of the firm, if it is a company (a letter of authority in this respect must be enclosed along with the bid).
 - (iv) 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 to do so, NIFT may without prejudice to other Civil and Criminal remedies, cancel the contract and hold the signatory liable for all costs and damages that may arise.
20. **Bidding on e-portal:**
 - i. The tenders are to be submitted online. For applying online, the interested Firm should first get itself registered at <https://nifttenders.eproc.in> by paying Rs.2360 (Rupees Two thousand three hundred and sixty only) towards Registration charges and Rs.2266 (Rupees Two thousand two hundred sixty six only) towards bid processing fee (both inclusive of GST at 18 *per cent*).
 - ii. Interested firms should submit their tender and the bids along with scanned copies of all relevant certificates, documents, etc. in support of their technical & price bids – all duly signed and stamped – on the web site <https://nifttenders.eproc.in> from 23.11.2018:12.00 to 14.12.2018:15.00 hours.



- iii. **TECHNICAL BID SHOULD CONTAIN** scanned copy of:
- a. Account Payee Demand Draft for Rs.48000 (Rupees Forty eight thousand only) drawn in favour of National Institute of Fashion Technology, Kannur and payable at Kannur towards EMD.
 - b. Original Tender Document (except Financial Bid) duly signed & Stamped
 - c. Technical Bid documents in the prescribed Proforma given as **Annexure I to V**
 - d. Checklist for submission of bid in the format attached as **Annexure- VI**
 - e. Copy of Audited Balance Sheets and Profit & Loss Statements or certificate of Turnover (if accounts not finalized) issued by a Chartered Accountant for the past three years (2015-16, 2016-17 and 2017-18)
 - f. Evidence of experience (copies of purchase /work orders and certificates of satisfactory completion obtained from the institution/organization concerned) in supplying and installing Table top looms of similar nature in the last three years commencing from 2015-16
 - g. Client List with minimum three references of which at least ONE shall be Government Department/Organization / Institution to which similar items have been supplied, installed and successfully commissioned during the last three years commencing from 2015-16.
 - h. Contact details of officials concerned in the organizations/projects included in the client list with telephone numbers, address, email, etc. along with specifications of such looms supplied and installed.
 - i. Copy of partnership deed for partnership firm or Memorandum of Association and Articles of Association/certificate of incorporation in the case of companies or Registration certificate in respect of Societies/firms.
 - j. Copy of PAN card of the firm/institution and latest Income Tax Clearance Certificate.
 - k. Copy of income tax return filed by agency during last 3 financial years indicating PAN number.
 - l. Copy of GST Registration.
- iv. **FINANCIAL BID SHOULD CONTAIN** scanned copy of Financial Bid in the stipulated format (**Annexure-VII**) without any condition.

21. Submission of hard copy of tender forms and other documents:

- i. The firms after submitting the tender online should also submit hard copy of the tender form and all other documents mentioned, to “The Director, National Institute of Fashion Technology, NIFT Kannur Campus, Dharmasala, Mangattuparamba, Kannur-670562, Kerala” latest by 17.12.2018:15.00 hours. Non-submission of hard copy as directed will lead to rejection of the tender application.
- ii. Hard copy of the bids is to be submitted in two parts viz., "Technical Bid" and "Financial Bid" in separate sealed envelopes superscribed as “Supply and Installation of Table Top Looms-Technical Bid” and “Supply and Installation of Table Top Looms-Financial Bid” as the case may be. EMD is part of Technical bid and should be kept in the envelope containing the Technical bid.
- iii. Put the Technical bid and financial bid in separate sealed covers. Put both the sealed covers in another large cover and send to “The Director, National Institute of Fashion Technology, NIFT Kannur Campus, Dharmasala, Mangattuparamba, Kannur-670562, Kerala” sealed and superscribed as “TENDER DOCUMENT FOR SUPPLY AND INSTALLATION OF TABLE TOP LOOMS FOR TEXTILE DESIGN DEPARTMENT OF NIFT KANNUR CAMPUS”.



- iv. Last date for receipt of hard copy of tenders in the office of the NIFT, Kannur-670562, will be 17.12.2018:15.00 hours. NIFT shall not be responsible for any postal delays

22. Bid Opening:

- i. The Technical Bid will be opened on 17.12.2018 at 16.00 hours in the Office of the Director, NIFT Kannur Campus in the presence of the tenderers or their representatives who choose to attend. Tender/s received after the due date and time, by whatever means, shall not be accepted.
- ii. In the event of the date specified for bid opening being declared as closed / holiday, bid will be opened at the appointed time and location on the next working day.
- iii. Financial bid of only those bidders who are found to be technically qualified after evaluation of technical bids will be opened.
- iv. Date of opening the financial bid will be notified separately to the shortlisted bidders.

23. Earnest Money Deposit:

- i. Tenders without EMD and incomplete in content are liable to be rejected. 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 amended from time to time shall be exempted from paying EMD subject to submission of documentary proof along with tender document.
- ii. EMD of the successful tenderer (if submitted) will be discharged upon the bidder signing the agreement pursuant to Clause 2 of the General Conditions of Contract, and furnishing the performance security, pursuant to Clause 3 there under.
- iii. EMD (if submitted) of the successful tenderer may be adjusted towards security deposit payable.
- iv. EMD of the unsuccessful bidders (if submitted) will be discharged / returned as promptly as possible upon the successful bidders signing the agreement pursuant to Clause 2 of the General Conditions of Contract or after the expiration of the period of bid validity prescribed in the NIT.
- v. The EMD will NOT bear any interest for the period retained by NIFT.

24. Right of acceptance:

- i. NIFT reserves the right to reject any or all the bids without assigning any reason(s) thereof. Even after qualifying in technical bid, the financial bid may not be accepted if found not in order at the sole discretion of NIFT. NIFT is NOT bound to accept the tender quoting the lowest rate in the financial bid.
- ii. NIFT reserves the right to change the quantity/upgrade the criteria/drop any item or part thereof /change in the scope of work and the bidder shall have to supply the items at the same Unit Rate mentioned in their bid.

25. Bid Validity: The bid shall remain valid for 90 days from the date of opening of the Financial Bid. Validity beyond 90 days from the date of opening shall be on mutual consent.

26. Bids received shall be evaluated as per the Criteria prescribed in the tender document. NIFT will not entertain any modification 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.



D. TECHNICAL QUALIFICATION AND BID EVALUATION CRITERIA:

Only those tenderers who fulfil the under given conditions shall be considered as technically qualified. This is further subject to other conditions prescribed in the *Annexures I to VII*. Financial bid of those bidders who are evaluated as technically qualified only will be considered for opening.

1. The tenderer should be a company/ Society/ firm/ OEM/ authorized dealer/ PSU/ Govt. Undertaking etc., registered under the relevant rules. Tenders from those who do not have valid registration of their institution and valid GST Registration will not be accepted. The tenderer should have valid PAN.
2. The tenderer shall have experience of not less than three years (excluding the year in which tender is floated) in the field of supply and installation of Table Top Looms. In case tenderer is a dealer, the tenderer and the OEM of the product shall be in existence for not less than three years reckoned as above. The tenderer has to furnish client list with minimum three references of which at least ONE shall be Government Department/Organization/Institution where similar machines had been supplied and successfully commissioned by them. Such references should be complete in all respect with email address and other contact details of the personnel concerned.
3. The annual turnover of the firm in the last three years commencing from 2015-16 shall not be less than Rs.24 lakh (Rupees Twenty four lakh).The turnover details shall be supported by copy of audited Balance Sheets and Profit & Loss Statements or certificate of Turnover (if accounts not finalized) issued by a Chartered Accountant.
4. The Technical bid should contain EMD of Rs.48000 (Rupees Forty eight thousand only)in the form of account payee demand draft drawn in favour of NIFT Kannur and payable at Kannur.
5. Technical Bid cover should contain **ANNEXURE I to V** of the tender document duly filled in and signed and stamped and check list for submission of bid in the format attached as **ANNEXURE - VI**. The information given in the Annexures shall be supported by documents wherever required.
6. The large cover should contain both 'Technical bid' cover and 'financial bid' cover.
7. The tenderer shall accept all terms & conditions mentioned in the tender document.
8. The tenderer should provide warranty/guarantee and free service for a minimum period of at least TWO years as mentioned in **Annexure -I**.
9. The tenderer shall not be blacklisted by Central / any State Government or any Central/State PSU and no vigilance / CBI enquiry or Court Case has been registered against the tenderer.



E. SCHEDULE OF REQUIREMENTS:

Schedule of items and specifications along with quantities for which bid is invited are given below.

Sl No	Name of machinery	Specification	Qty
1	Table Top Loom (16 shaft) with extra beam with Wooden Loom stand and wooden stool for each :	<p>Throw shuttle facility, second back beam facility for warp rollers, weaving loom should be made from teak wood with the following accessories</p> <ul style="list-style-type: none"> • Lease rods – 4 • Shuttle (Big size – 12”) - 5 • Shuttle (Small size – 6”) – 1 • Reed with reed count – 20s, 30s, 40s, 56 (Stainless steel) • Reed hook – 2 • Heald wire – 100 wires/ pocket(extra) • Raddle kit – 1 • Tools bag – 1 	40 Sets

F. GENERAL TERMS AND CONDITIONS:

1. **Forfeiture of EMD:**EMD will be forfeited to NIFT if the selected/successful bidder:
 - a. Does not accept the Purchase order/work order or backs out after acceptance
 - b. Fails to submit performance guarantee/security deposit and/or sign the formal agreement.
 - c. If the tenderer withdraws the tender after submission. Such tenderer may be disqualified from participating in any future tender of the Institute.
 - d. Violates any of the conditions prescribed in the tender document.
 - e. Revises any of the terms quoted during bid validity period
2. The successful bidder shall execute an agreement in non-judicial stamp paper of value of Rs.200/-(Rupees Two Hundred only) agreeing to abide by all the terms and conditions mentioned therein and for the due fulfillment of the contract, within a week (7 days) from the date of issue of letter of acceptance/award. The expenses incidental to the execution of agreement shall be borne by the successful bidder. The conditions stipulated in the agreement 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.
3. The successful bidder shall, before signing the agreement and within the period specified in the letter of acceptance/Purchase Order, deposit a sum equivalent to 10 % (Ten *per cent*) of the value of the contract as security deposit by way of account payee demand draft drawn on any nationalized bank and payable to, NIFT Kannur at Kannur. The security deposit can be in the



form of bank guarantee (BG) also for an equal amount issued from any commercial bank in India in an acceptable form and shall be valid for a period 60 days beyond the date of completion of contractual obligation including warranty obligation of the supplier/contractor. DD or BG shall be submitted within 7 days of release of the work order/letter of acceptance. The security deposit will not bear any interest.

4. On receipt of the Performance guarantee/security deposit Director NIFT Kannur will release the formal purchase order to the selected bidder. The Director reserves the right to incorporate additional terms and conditions if any in the purchase order if found necessary to safeguard interests of NIFT.
5. **Delivery:** The selected bidder shall provide one set of the Table Top Loom as sample before commencing the bulk supply. Further supply shall be made only after approval of the sample by the Technical team /authority of NIFT Kannur.

The supplier should supply, install, commission and demonstrate twenty (20) sets of the Looms at NIFT Kannur Campus, Dharmasala, Mangattuparamba, Kannur District, Kerala, within **ONE month** and the whole quantity within **TWO months** from the date of issue of letter of acceptance/award.

6. **Penalty/Liquidated Damage:** If the successful bidder fails to supply the entire quantity of the ordered item within the stipulated delivery time liquidated damages equivalent to 1% (one percent) of contract value shall be charged per week and deducted from the bills of the contractor subject to maximum of 10% of contract value. Once the maximum LD is reached NIFT may consider termination of the contract at the risk and cost of the contractor. Director may at his discretion grant extension of time for delivery if requested by the Supplier/contractor with or without penalty/Liquidated damage. In the event of failure to supply the Looms even after granting extension of time Director may purchase the items from any other source at the risk and cost of the selected supplier/contractor. In such case the contractor/supplier shall be liable for all damages sustained by NIFT including the liability to pay any increase in rate/price on account of alternate arrangement for supply of the items. Such damages shall be assessed and claimed by the Director, NIFT Kannur whose decision will be final and binding on the supplier/contractor.
7. **Warranty:** Brand new items only shall be supplied. The bidder should provide warranty/guarantee for all items supplied to be free from poor/defective workmanship or materials for a minimum period of TWO years from the date of completion of satisfactory installation of all the ordered quantity. If the items supplied are found defective during the guarantee period such defective item shall be replaced by the agency free of cost to NIFT. The replacement shall have to be carried out within seven days of the date of intimation from NIFT. Period of guarantee/warranty shall be specified in the tender.
8. The items shall 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.
9. **Payment Terms:**
 - (i). Payment will be released against original invoice after verification of the Looms and related accessories, installation and successful demonstration of the Looms and certification of satisfactory installation and commissioning by the user department.
 - (iii). Statutory recoveries (TDS etc.) if applicable will be deducted from the supplier's invoice amount as per Rules.
10. The supplier shall also give the particulars of their bankers for reference to NIFT.

**11. Jurisdiction:**

In case of any dispute the Jurisdiction of Court will be Kannur, Kerala. In the case of disputes raised by the supplier, a representation will be made only by the supplier or the authorized representative of the supplier and the decision of the Director NIFT Kannur will be binding on the supplier.

DIRECTOR

**ANNEXURE – I****PERFORMA OF TECHNICAL BID****UNDERTAKING FROM THE BIDDER**

(In company's/firms letter head)

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

Dear Sir,

1. I/We hereby unconditionally accept all terms and condition mentioned in 'Tender enquiry for "Supply and Installation of Table Top Looms for Textile Design Department of NIFT Kannur, Campus"'.
2. I/We hereby undertake that the information provided above and elsewhere in the tender is true and if any information is found to be false or have been suppressed by me the tender is liable to be rejected and the EMD forfeited.
3. The warranty/ guarantee on the items supplied and installed will be at least 2(two) years. The supplier undertakes to repair/replace the entire equipment or the defective/damaged part at no cost to NIFT during the warranty period.(Extended warranty over and above 2 years may be specified).
4. I/We hereby certify that the Firm/Company is free from 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-III****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's/firm's website, If any

4. Type of Organization:

Individual / Partnership / incorporated / franchise

5. Year of establishment

(Applicable Registration Details may be furnished with 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	Account payee DD for Rs.48000 (Rupees Forty eight thousand only) as EMD.			DDNO. Amount Date	
2	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	
3	Delivery/Work completion period (20 sets within ONE month and the whole supply within TWO months)			Yes/No	
4	Firm / Company Registration			Copy of certificate to be attached	
5	PAN Number			Copy of certificate to be attached	
6	GST Registration Number:			Copy of certificate to be attached	
7	Have you ever been debarred by any Govt. Organization/ PSU/ educational institute			Yes/No	
8	Evidence of experience of 3 years with client list. Client list shall have minimum three references of which at least ONE shall be Central/State Government Department/Organization / Institution where similar Looms had been supplied, installed and successfully commissioned by them. Such references should be complete in all respect with email address and other contact details of the personnel concerned.			Copy of work orders and certificates of satisfactory completion etc., to be attached	
9	The tenderer/(Original Equipment Manufacturer in the case of dealers) should have been in existence in the same field for at least 3 years commencing from 2015-16				
10	Annual turnover of at least Rs.24 lakh in the three years			Copy of certificate to be attached (audited profit	



	(2015-16, 2016-17 & 2017-18)			&Loss account Balance sheet OR certificate of turnover Issued by CA)	
11	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	
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 I			Yes/No	
15	NSIC/MSME registered (If applicable)			Copy to be attached	
16	ISO Certification			Copy to be attached	
17	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)



ANNEXURE IV

PRICE BID CERTIFICATION

(In company's/firm's 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.	Description of items	Qty
1	<p>Table Top Loom: 16 shaft with extra beam with wooden loom stand and wooden stool for each 16 shaft capacity, width 20-24", Throw shuttle facility, second back beam facility for warp rollers, weaving loom should be made from teak wood with the following accessories</p> <ul style="list-style-type: none"> • Lease rods – 4 • Shuttle (Big size – 12") - 5 • Shuttle (Small size – 6") – 1 • Reed with reed count – 20s, 30s, 40s, 56(Stainless steel) • Reed hook – 2 • Heald wire – 100 wires/ pocket(extra) • Raddle kit – 1 • Tools bag – 1 	40 sets

I/We.....
of.....
hereby agree, subject to acceptance of this tender by Director, NIFT, Kannur, to the work of "Supply and Installation of Table Top Looms for Textile Design Department of NIFT Kannur, Campus" 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 exemption of
Goods and Service Tax**

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 GST exemption on the items quoted wherever applicable. 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)



ANNEXURE VI

TECHNICAL BID- CHECK LIST

Sl. No.	Particulars	Mention "Yes" or "No"
1	Whether "Technical" bid documents (signed Tender documents along with mandatory document requested and all Annexures I to VI) and "Financial" bid (Annexure –VII) has been submitted in separate envelopes duly sealed and super scribed?	
2	Whether account payee DD for Rs.48000 (Rupees Forty eight thousand only) in favour of NIFT Kannur is enclosed as EMD.	
3	Whether status of the tenderer firm has been furnished with supporting documents	
4	Whether document in support of three years' experience of having supplied, installed and commissioned Table Top Looms along with list of organizations (Govt., PSU, reputed MNCs/ organizations) where the Contractor is currently providing/ provided this kind of items has been attached/enclosed.	
5	Whether client list includes one Central/State Government institutions or central/state PSUs.	
6	Whether documents in proof of turnover criteria enclosed	
7	Whether Trade License for this kind of jobs enclosed	
8	Whether copy of Pan Card enclosed	
9	Whether copy of other statutory registration certificates like Goods & Service Tax enclosed [as applicable]	
10	Whether certificate of incorporation or other registration certificates for having registered for doing the business enclosed	
11	Whether agreed to abide by all the terms & conditions of this tender	
12	ISO Certification	
13	Annexure –I, II, IV & V are on company's/firm's letter head	
14	NSIC/MSME registered (If applicable)	
15	Any other please Specify	

(All above enclosures must be valid (wherever applicable))

Date:
Place:

Name & Signature of the tenderer
with seal



ANNEXURE-VII

PROFORMA OF FINANCIAL BID

**“SUPPLY AND INSTALLATION OF TABLE TOP LOOMS FOR TEXTILE DESIGN
DEPARTMENT OF NIFT KANNUR CAMPUS”**

Sl.No.	Item Name	Qty.	Rate per Unit Rs.	Delivery, Installation and all other charges per unit Rs.	GST. (%) Rs.	Grand Total for required Qty. inclusive of GST Rs.
1	Table top loom (16 shaft) with extra beam, wooden loom stand and Wooden stool for each loom: 16 shaft capacity, width 20-24”, Throw shuttle facility, second back beam facility for warp rollers, weaving loom should be made from teak wood with the following accessories <ul style="list-style-type: none"> • Lease rods – 4 • Shuttle (Big size – 12”) - 5 • Shuttle (Small size – 6”) – 1 • Reed with reed count – 20s, 30s, 40s, 56(Stainless steel) • Reed hook – 2 • Heald wire – 100 wires/pocket (extra) • Raddle kit – 1 • Tools bag – 1 	40 sets.				

Total Amount 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: NIFT is registered with Department of Scientific and Industrial research (DSIR) and are eligible for exemption for Central Tax leviable on Scientific and Technical instruments, apparatus and equipments as per Notification No.45/2017-Central Tax (Rate) dated 14 November 2017.

Date :-

Place:-

Signature of authorized person of the firm/agency with stamp