



राष्ट्रीय फैशन टैक्नालॉजी संस्थान



NIT No.: e-13/2018(Pur-Kol)

Tender Document  
Fee Rs. 200/-



राष्ट्रीय फैशन टैक्नालॉजी संस्थान कोलकाता केन्द्र

(वस्त्र मंत्रालय, भारत सरकार)

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KOLKATA

(A Statutory Body governed by the NIFT Act 2006 &  
set up by Ministry of Textiles, Govt. of India)  
(ISO 9000:2008 certified Institute)

TENDER  
For

“Procurement of Software”

Tender No.: e-13/2018(Pur-Kol)

OPENING DATE FOR ONLINE SUBMISSION OF TENDER	27/02/2018
CLOSING DATE FOR ONLINE SUBMISSION OF TENDER	21/03/2018 up to 2.00 pm.
Date and time of opening of tenders (Technical Bid)	21/03/2018 at 3.00 pm.

Opening Date and Time of Financial Bidding: will be notified to the short listed bidders only

**PREAMBLE / INTRODUCTION**

National Institute of Fashion Technology is a Statutory Body governed by the NIFT Act 2006 & set up by the Ministry of Textiles, Govt. of India

- 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.

**(A) TENDER NOTICE**

NIFT Kolkata invites online tender under two bid systems for “Procurement of Software” from the eligible reputed Firms/ Agencies.

The hard copy of the tender alongwith fees (DDs for EMD, Tender Cost), necessary/relevant documents should be placed in a sealed envelope superscribed with “Tender for Procurement of Software - NIFT: e-13/2018(Pur-Kol)” and shall be addressed and sent to the Purchase Officer, National Institute of Fashion Technology, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata- 700098 or dropped in the Tender Box kept at the said address on or before 21.03.2018 up to 2.00 pm in the following manner. Hard copy of Financial Bid/ Quotation need not be submitted and to be submitted Online only.



**NIT No.: e-13/2018(Pur-Kol)**

**(B) SUBMISSION OF BID**

The interested firms should apply online and submit their 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://niftenders.eproc.in> from 27.02.2018 to 21.03.2018 up to 2.00 P.M.

Tender documents are also available for viewing on the “tenders” link of the NIFT website i.e. <https://niftenders.eproc.in> Applications to this tender will be accepted only in the online mode through the website <https://niftenders.eproc.in>. No other mode of application will be considered & accepted.

For applying online, the prospective bidder/Firm should get itself registered at <https://niftenders.eproc.in>

- Registration Charges of Rs. 2000/- + (GST) = Rs-. 2360/- (Two Thousand Three Hundred sixty Only ) non-refundable.
- Bid Processing Fee charges : Rs.1600/- + Rs.288 (GST) = 1888 (One Thousand eight hundred eighty eight Only)

The above charge/s is/are non-refundable through online payments only.

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

Any further clarifications can be sought from the NIFT office on Telephone No. 033- 23357546, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata-700098.

**For online procedure:**

For More enquiries/For Helpdesk officers:-  
Phone No.:- 0124-4302033/36

Estimated Cost:

Commencing date of Tender: 27.02.2018

Last date of Submission:21.03.2018 up to 2.00 PM

Date of opening of Tender (Technical Bid):21.03.2018 at 3.00 PM

Cost of Tender form: Rs 200/- + 5% GST (Non-refundable)

Earnest Money Deposit:

For Shoe Master software only: Rs.11,000/- (Rs.Eleven Thousand)

For Optitex software only: Rs.17,000/- (Rs.Seventeen Thousand)

For Wacom Intous Pro software only: Rs.16,000/- (Rs.Sixteen Thousand)

For all the above software: Rs.44,000/- (Rs.Forty Four Thousand)

Security Deposit: 5% of the order value [refundable; to be submitted by the successful bidder only after receiving of the P.O.]

**GENERAL TERMS & CONDITIONS:**

1. Only online bids will be considered.

In addition to on-line, the hardcopy of the Technical Bid (Annexure-I, II & III only) along with necessary fees through DD, and documents should be submitted within the specified date & time and at the said address. Annexure-IV (Financial Bid) to be submitted online only.

2. Please read the terms & conditions carefully before online submission/filling up the document. Incomplete tender documents will be summarily rejected.
3. Conditional or offline tender will not be accepted or the condition(s) may not be considered.
4. Tender(s) submitted beyond the scheduled last date & time due to whatever reason including postal delays and without the required fees, Annexure(s) & documents will not be considered.
5. A separate **Demand Draft of Rs. 200/-** (Rupees Two Hundred Only) (Non-Refundable) drawn in favour of NIFT Kolkata payable at Kolkata towards Tender Cost shall be attached with Technical Bid.
6. Bidders are required to submit Earnest Money Deposit (EMD) as mentioned in Annexure-IV. Tenderers are required to submit Earnest Money Deposit (EMD) (refundable) in the form of Demand Draft (should be drawn beyond the date of notification of this



**NIT No.: e-13/2018(Pur-Kol)**

NIT) in favour of NIFT Kolkata payable at Kolkata. No interest shall be paid on the said EMD and will be returned after finalization of the tender; however, the EMD of the successful bidder will remain with NIFT and will be forfeited in the following events:

- a. If information declared/document submitted found false/fake/forged
  - b. If the selected/successful bidder does not accept the P.O., or, unable to supply the product
  - c. If the bidder withdraws his bid/quote
7. The successful bidder shall deposit the **Security Deposit of 5% of the ordered value** through DD/Bank Guarantee in favour of NIFT Kolkata within two weeks from the date of receiving of **Work Order**. No interest will be paid on this deposit which will be refunded after two months on completion of warranty period of the delivered items and after adjusting dues, if any.
  8. The minimum annual turnover of the tenderer for the last two years (i.e F.Y. 2014-2015/ 2015-2016/ 2016-17, any two) should not be less than **Rs.25.00 Lakh** per year which should be substantiated by valid document(s), viz. IT Returns/Audit report, etc..
  9. The Financial Bids of technically qualified bidders only will be opened.
  10. Even after qualifying in technical bid, the financial bid may not be accepted if found not in order.
  11. In case of L-1 is more than one, the selection criteria [viz. the past performance, experience, etc.] would be at the discretion of NIFT. The decision of NIFT, in this regard and for selection of successful bidder in such situation, will be final in all respect and will be binding on all the tenderers.
  12. Lowest bid may not be the only criteria for selection and NIFT is not bound to issue Supply Order to the agency being the 'L-1' bidder; weightage/ preference will also be given to the other factors, viz. previous experience, quality of service, number of client, yearly turnover, etc. to select the agency to award the purchase order and the decision of NIFT in this regard and for selection of successful bidder will be final in all respect and will be binding on all the tenderers.
  13. GST & other charges, if any, should be mentioned clearly & Specifically. Quote without GST will be summarily rejected.
  14. The full and final payment for indigenous items shall be made after supply and installation of Software at NIFT Kolkata & submission of required performance security and acceptance of goods in good condition on the basis of certification by the concerned department of NIFT, Kolkata. No payment will be made in advance. Deduction (TDS, etc.), if any and as applicable, will be made during payment.
  15. The rates quoted should be in INR only.
  16. The bidder should be OEM or authorized dealer/partner/reseller etc. of the concerned OEM and submit the authorization certificate; however, tender specific authorization of the respective OEM may also be considered and tenderer should enclose a copy of the same with the Technical bid.
  17. The Software should be supplied at NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata – 700 098 by the supplier at its own cost within 6-8 weeks from the date of receiving of Purchase Order.
  18. The schedule issued with the form of tender listing the details of item to be supplied must not be altered by the tenderer. Any modifications/ alterations of the schedule considered necessary by the tenderer, should be in a separate letter accompanying the tender.
  19. The quoted price will remain valid for at least 3 months from the date of opening of the tender (Financial bid). In the case of the successful bidder, rates quoted will be valid till the supply of the items. However, any change/s in the Govt. rates [GST, etc.] as may be fixed from time to time will be considered.
  20. The tender is liable to be rejected if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule of the tender are not filled in correctly.

**NIT No.: e-13/2018(Pur-Kol)**

21. Late submission of tender will not be considered.
22. Tender shall be accompanied by the relevant documents including the following:-
  - a) Current/valid trade license
  - b) A client list as per sl.no.3, Annex-I
  - c) Total turnover of the company for last 2 years (supporting documents should be submitted)
  - d) Copy of GST of the company/firm
  - e) Copy of PAN of the company/firm
23. The full & final payment shall be made after SITC [supply, installation, testing & commissioning] of the Software, submission of bill in triplicate and satisfactory certification by the concerned NIFT Official(s). TDS etc., if any, will be deducted during payment.
24. As per NIFT policy, payments and receipts of Government and Semi Government Agencies would be rounded off to the next higher rupee and in other cases the rounding off will be to nearest i.e. paise 50 or above will be rounded off to the next higher rupee and paise less than 50 will be ignored.
25. For the specification of goods refer **Annexure 'IV'**.
26. Delivery is required to be completed within 6-8 weeks from the date of receiving of supply order. In case of delay in supply, a penalty of 0.1% of the Order Value will be imposed per day beyond the stipulated period of supply and upto a maximum of 10% of the P.O. value.
27. Items / goods supplied and installed should be New and Unused.
28. For any imported items(s) the vendor/agent should have an authorization certificate from the Manufacturing Company and should enclose a copy of the same with the Technical bid.
29. Support/Service and Scope of Work: After Installation & Commissioning, onsite Support & Service to be provided as and when required for any modification and configuring during the warranty period [i.e. at least for one year or as per OEM whichever is higher].
30. For the said items, the Insurance Coverage, if any, shall be at the cost of the vendor & his responsibility shall be up to 'FOR Destination' i.e. NIFT Kolkata Centre.
31. Tenderer must sign along with company seal on each page of the tender document as a token of acceptance of tender conditions.
32. Any query/clarification with respect to the tender (T&Cs, etc.) may get cleared prior to submission of bid; concerned NIFT official(s) may be contacted in this regard in between 10.00 am to 5.00 pm on any working day with prior appointment (033-23357546). However, NIFT will not entertain or clarify any such query during post bid.
33. All disputes are subject to Kolkata Jurisdiction only.

***NIFT reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever and decision of NIFT in this regard shall be final and binding. No further correspondence in this regard will be entertained.***



NIT No.: e-13/2018(Pur-Kol)

Annexure-I

(TENDERER TO FILL UP THIS PAGE)

1. a. Name of the tenderer / organization .....
  - b. Name of the proprietor/partner(s).....
  - c. Date of Establishment: .....
  - d. Please specify as to whether Tenderer is sole proprietor/ Partnership firm/ Private or Limited Company.....
2. a. Address (Office):
    - b. Telephone No.:
    - c. Mobile No.:
    - d. Email Id.:

3. List of reputed clients:

Sl. No.	Client's Name	Contact Person	Contact number (with email-id, if any)	Remarks, if any
1				
2				
3				

4. Furnish copies of the following documents:
- (i) Current Trade License:
  - (ii) Copy of PAN [in the name of firm/agency or proprietor]:
  - (iii) GST Registration Certificate:
  - (iv) Authorisation Certificate of OEM:
  - (v) Document supporting yearly turnover

5. DD [enclosed] details:

1. DD no. \_\_\_\_\_, dtd. \_\_\_\_\_, amt. \_\_\_\_\_, bank \_\_\_\_\_ [Tender Cost, if downloaded]
2. DD no. \_\_\_\_\_, dtd. \_\_\_\_\_, amt. \_\_\_\_\_, bank \_\_\_\_\_ [EMD]

1. Tenderer should submit the entire set of tender papers duly signed while dropping the tender.
2. Additional paper(s) to furnish the above information may be used.

**Signature of the tenderer with date & seal**



**ANNEXURE – II**

**TECHNICAL BID**  
[Tender for Procurement of Software]

Sl. No.	Particulars	Mention 'Yes' or 'No'
01	Whether 'Technical' & Financial bids submitted separately and the respective envelopes superscribed properly.	
02	Whether demand Draft of Rs.200/- (Rupees Hundred Only) favouring NIFT Kolkata is enclosed as tender cost (if tender document is downloaded from website/not purchased).	
03	Whether Demand Draft of <b>applicable amount as EMD [ref.pg#2/ Annex-IV]</b> in favour of NIFT, KOLKATA is enclosed with the Technical Bid submitted.	
04	Whether capable and agreed to submit 5% of the order value as Security Deposit, if purchase order is awarded.	
05	Whether Trade License for this kind of jobs enclosed	
06	Whether copy of GST Registration Certificate enclosed	
07	Whether Copy of PAN enclosed	
08	Whether price quoted as per the required specification mentioned in the Annexure 'IV' and inclusive of all taxes & other charges with delivery upto NIFT, Kolkata	
09	Whether relevant document submitted showing Annual Turnover for the last two years [i.e. FY: 2014-2015/ 2015-2016/ 2016-17, any two] is not less than Rs.25.00 Lakh per year [Please attach relevant documents (ITR, P&L, audited report from authorized Chartered Accountant, etc.) as a proof]	
10	Whether Copy of Income Tax Return for the last 2 years submitted [Assessment year 2013-14/ 2014-15/ 2015-16, any two]	
11	Whether agreed to abide by all the terms & conditions of this tender	
12	Whether all DDs, Annexure-I, II & III duly filled, are enclosed with this Technical Bid and Annexure-IV, duly filled, with Financial Bid	

# (All above enclosures must be valid)

## (All DDs to be drawn in favour of NIFT Kolkata payable at Kolkata)

Date:

Signature of the tenderer with date & seal

Place:



*NIT No.: e-13/2018(Pur-Kol)*

Annexure-III

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.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No (O):

Date:



NIT No.: e-13/2018(Pur-Kol)

Annexure-IV

FINANCIAL BID

[Tender for Procurement of Software]

Name of the Tenderer:.....

S. N.	Particulars	Qty (no.)	Unit Price (in Rs.)	GST (in Rs.)	Total (in Rs.)
01	Shoe Master	15			
02	Optitex ver 13.5 – Up-gradation	35			
03	Wacom Intous Pro	20			
<b>Grand Total (Rs.)</b>					

Rupees in words \_\_\_\_\_

- #1. GST to be mentioned specifically
- #2. Other charges, if any, (delivery, installation, etc.) should mentioned clearly
- #3. Quantity may vary and payment will be made on actual
- #4. Selection of L1 will be either on overall rate or on individual item wise rate which is at discretion of NIFT authority and the decision of NIFT in this regard will be final in all respect and binding on all the tenderers.

**Financial Bid should be submitted ON-LINE only**

[Earnest Money Deposit (EMD) (Refundable):

For Shoe Master software only: Rs.11,000/- (Rs.Eleven Thousand)

For Optitex software only: Rs.17,000/- (Rs.Seventeen Thousand)

For Wacom Intous Pro software only: Rs.16,000/- (Rs.Eighteen Thousand)

For all the above software: Rs.44,000/- (Rs.Forty Six Thousand) ]

Signature of Authorized person of the  
Firm/Agency with stamp/ seal