



NATIONAL INSTITUTE OF FASHION TECHNOLOGY  
राष्ट्रीय फैशन एवं टेक्नोलॉजी संस्थान  
T. No.:14/NIFT/MUM/PO/2023-24



# राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, नवी मुंबई

(निफ्ट अधिनियम, 2006 के तहत एक सांविधिक संस्थान)

निफ्ट, मुंबई, प्लॉट संख्या 15 और प्लॉट संख्या के छात्रों के लिए आउटबाउंड अनुभवात्मक शिक्षण कार्यशालाओं का आयोजन करने वाला निविदा दस्तावेज़। 20, सेक्टर-4, खारघर, नवी मुंबई

निविदा संख्या : 14/NIFT/MUM/PO/2023-2024

**Tender Document for Conducting Outbound Experiential Learning Workshops for Students of NIFT, Mumbai, Plot no.15 & Plot no. 20, Sector-4, Kharghar, Navi Mumbai**

**TENDER SUBMISSION START DATE: 13.09.2024**

**CLOSING DATE FOR ONLINE SUBMISSION OF TENDER: 25<sup>th</sup> September at 3.00 pm**

**OPENING DATE FOR ONLINE SUBMISSION OF TENDER: 26<sup>th</sup> September at 3.00 pm**

## निविदा प्रक्रिया के लिए निर्धारित की गयी समय सारणी:

1. This tender document contains 15 pages (total no. of pages including Annexure) and bidders are requested to sign on all the pages and may upload in CPP portal.
2. Tender form will be accepted only through the online mode through the CPP portal website.
3. The bidder shall submit to NIFT, Mumbai a DD for Rs 10, 000/- as Earnest Money Deposit (EMD) along with the Bid. The DD shall be drawn in favour of "National Institute of Fashion Technology" payable at Mumbai.

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निफ्ट कैंपस, प्लॉट नं.-15, सेक्टर -4, खारघर, नवी मुंबई -410210  
दूरभाष: +91-22-2774 7000, 2774 7103



## 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 19 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, Daman, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Panchkula (Haryana), Patna, Raibareli, Shillong, Varanasi and Srinagar. NIFT Mumbai Campus is situated on Plot No-15, Sector-4, Kharghar, Navi Mumbai.

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## **ChecklistfortheBidder**

Thefollowingdocumentsaretobefurnishedalongwiththe;1.EM

DofRs.10,000/-

2. Detailedprogramlistandscheduleofthetraining
3. The exhaustive list of activities which can be conducted by the bidder alongwithabriefnoteonlearningwhichcanbederivedfromit.
4. Priorexperiencedetailsalongwithsupportingdocumentsand detailed resume ofthetrainerswhowillconductthetraining
5. DetailedMenuofthefoodserved
6. Photosofthelocationwhereinbidderintendstoconductthetraining and details abouteachactivity
7. Presentation will be done by the shortlisted bidders for finalisation of the final selection and award of the work.



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**Ministry of Textiles, Govt. Of India, NIFT Campus, Plot No. 15, Sector – 4,**  
**Kharghar, Navi Mumbai -410 210.**

**SCOPE OF WORK**

1.1 NIFT Mumbai invites bid through CPP Portal for conducting “Outbound Experiential Learning Workshops for Students of NIFT, Mumbai” as mentioned in “**Annexure I**” Schedule of requirements.

**Open Tender for Outbound Experiential Learning Workshops for Students Of NIFT, Mumbai**

National Institute of Fashion Technology (an Autonomous body under the Ministry of Textiles, Govt. of India) Mumbai has decided to call tender for **Outbound Experiential Learning Workshops for Students of NIFT, Mumbai**. For this purpose, NIFT invites open e-tenders Companies, Agencies etc. having experience of at least 02 years in the same field. The terms and conditions of the tender are as follows: -

**General Terms and Conditions**

1. Tenders are invited from agencies for **Outbound Experiential Learning Workshops for Students of NIFT, Mumbai**.
2. The Earnest Money in the form of Demand Draft (Exempted for MSME, certificate to be attached else tenderer will be rejected) payable in favour of “NIFT Mumbai”.
3. NIFT shall have the authority to cancel the tender process if NIFT does not find suitable tenders. NIFT shall have the right to call for fresh tender in such circumstances, wherein tenderers who have bid in the previous tender, shall have the right to participate in the fresh process. The tenderers shall have no right to challenge the authority and decision of NIFT to cancel the tender process for the reasons deemed fit by NIFT.

**Submission of Bids**

- (a) The interested firms should submit the e-tenders by online mode only 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 Central Public Procurement Portal (CPPP) <https://eprocure.gov.in> from 13.09.2024 to 25.09.2024 up to 3.00 P.M. Tender documents is also available for viewing on the NIFT website i.e. <http://www.nift.ac.in/mumbai>.



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- (b) Applications to this tender will be accepted only through the online mode through the website <https://eprocure.gov.in>. No other mode of application will be considered & application will not be accepted.
- (c) For applying online, the Firm should get itself registered at <https://eprocure.gov.in>
- (d) The Firm should ensure that it complies with the requirements as per works before applying for tender. The Firm should be registered in India, and if any material used preference to given to Make in India.
- (e) The technical bid must accompany Earnest Money Deposit (refundable but non-interest bearing) of Rs. 10,000/- (Rupees Ten Thousand Only in form of DD in favouring National Institute Of Fashion Technology and payable at Mumbai (Soft copy of DD may be attached with e-tender and the hard copy/original DD to reach NIFT Mumbai before the last date and time of submission of e-Tender for the eligibility of Tender.) with all relevant documents in support of eligibility and experience criteria. The financial bid shall include all the charges including all taxes etc to complete the work in all respect. NIFT will not accept any claim other than mentioned in financial bid.
- (f) Last date of Submission of bid is 25.09.2024 up to 3.00 PM and the technical bid will be opened in CPP portal on 26.09.2024 at 3.00 P.M. 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.
- (g) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected. NIFT reserves the right to reject any proposal without assigning any reason thereof.
- (h) Any further clarifications can be sought from the NIFT office on Telephone No. 022-27747040, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Mumbai- 410210.

Earnest Money Deposit: Rs 10,000/- (Exempted for MSME)

Commencing date of Tender: 13.09.2024

Last date of Submission: 25.09.2024 up to 3.00 PM

Date of opening of Tender (Technical Bid): 26.09.2024 at 3.00 PM



## InstructionstotheBidder

1. Scopeofthebidincludes;
  - TransportationofparticipantsfromNIFT, Kharghar totheplace of training andback
  - Accommodationandfoodfortheparticipants
  - Trainingtheparticipantstoachievetheobjectives
  - Ensuringafetyandsecurityofallparticipants
2. NIFT, Mumbaireservestherighttochangetheactivitiesproposedasparto fthetrainingprogram,asperrequirement
3. The Bidder shall submit to NIFT, Mumbai a DD for Rs 10, 000/- as Earnest MoneyDeposit(EMD)alongwiththeBid.TheDDshallbedrawninfavourof National Institute of Fashion Technology, Mumbai” payable at Mumbai.
4. TheEMDoftheunsuccessfulbidderswillbereturned,attheearlie st,aftertheopeningofthebid.
5. Ifthesuccessfulbidderfailstocompletetheworkwithin the stipulatedtime, or dishonors any condition prescribed by NIFT, Mumbai in the workorder/tenderdocument,theEMDwillbeforfeitedbyNIFT, Mumbai.
6. Eachbatchmayhaveapproximately40participants.However,thep aymentwillbemadeonthe basis of theactual numberof participantsandnotonthebasisofastandardbatchsize.
7. The total number of participants to undergo training will be approximately300.
8. The successful bidder, shall also perform the various back- end worksinvolved in the conduct of the program like scheduling, communication,organizingetc.
9. Thedeadlineforsuccessfulcompletionofthe trainingtoalltheparticipantsfromtheBoardis 30<sup>th</sup>November,2024
10. Validity of the tender will be till the date of completion of the trainingforallstudents of NIFT, Mumbai.
11. Eachbiddershallparticipateinthebiddingprocessonlyonce.Su bmissionofmultiplebidsbyafirmwillresultinrejectionofallquote ssubmittedbytheparticularfirm.
12. NIFT Mumbai reserves the right to accept or reject any bid and to cancel



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the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected bidder(s) of the grounds for the NIFT's action.

13. NIFT Mumbai will take a decision on award of the contract to the Bidder whose bid has been determined to be substantially responsive to the tender documents and who has offered the lowest per participant quote and who has been determined to be eligible in accordance with the provisions of the bid document and whose Techno-Commercial bid is acceptable.
14. The successful bidder will be notified of the award of the work by NIFT Mumbai by Email, confirmed by registered/Speed Post letter.
15. The Notification of the award of the work will constitute the formation of the Contract.



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## **Request for Proposal**

National Institute of Fashion Technology (NIFT) is a premier educational Institution set up under an Act of Parliament and functioning under the aegis of the Ministry of Textiles, Govt. of India. NIFT, Mumbai centre was established in the year 1995 with undergraduate and post graduate programmes.

NIFT invites sealed tenders from qualified firms in the prescribed format as given in Annexure I for conducting Out Bound Experiential Learning workshops for students of NIFT.

The purpose of the workshop is to inculcate Team spirit, Leadership qualities, Self-confidence, Communication Skill, Self -empowerment and Motivation in the students of NIFT so that the learning from the workshop can be applied to them in their future career.

The successful bidders shall be selected on the basis of a two covers  
bidding system viz.

### **1. Technical Bid**

### **2. Financial Bid**

- The Technical bid should consist of documents regarding the competency of the bidder and the track record in conducting the Out Bound Training Workshops and other activities proposed to be conducted for students of NIFT, Mumbai.
- Financial Bid should contain the amount quoted by the Bidder.

NIFT,  
Mumbai will take a decision on award of the contract to the Bidder based on the factors mentioned below

- whose bid has been determined to be substantially responsive to the bidding documents
- who has offered the lowest bid amount
- who has been determined to be eligible in accordance with the provision in the tender document & whose Techno-Commercial Bid is acceptable





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The bids should be submitted in two separately by online as mentioning "**Technical Bid**" and "**Financial Bid**", for "**Tender for Outbound Experiential Training Workshops for Students of NIFT, Mumbai**" on or before 03.00 PM on 25<sup>th</sup> September, 2024 and also send the hard copies of the bid documents to the following address:

To,

**The Joint Director**

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

Plot No. 15, Sector 4

Kharghar, Navi Mumbai – 410 210

Maharashtra.

The Tender will be opened on 26<sup>th</sup> September, 2024 at 3.00 pm and the successful bidder will be awarded the contract. The 1<sup>st</sup> batch of training should begin in the month of October, 2024. If the tender cannot be opened on the date as given above due to any unavoidable circumstances, the tender will be opened on the next working day unless separate communication is issued in this regard.



## ANNEXURE 1

### Description and Specifications for the OutBound Training Workshop:

- 1. Location:** The location for training should be Maharashtra (within three hours of road travel from Kharghar, Navi Mumbai)
- 2. Objectives:** To inculcate Team spirit, Leadership qualities, group dynamics, inter-personal communication, Self-confidence, Communication skills, Self-empowerment, Motivation, Collaboration, Out of the box thinking, Interdependence, Team bonding, Analytical Thinking, Managing Ambiguity and Change, Innovation, Managing resource constraint etc.
- 3. Methodology:** Outbound Experiential Learning based on the Experiential Learning concept. After each activity, participants should be made to interact and reflect on it, and draw conceptual insights. Further, every activity and program shall be crafted so as to enable correlation with the environment and dynamics of the work environment.
- 4. Duration:** 2 day/1 night
- 5. Accommodation:** There should be separate accommodation and bathrooms for boys and girls. Dome tents can be provided at  $\frac{3}{4}$  students sharing basis. There should be separate accommodation for faculty members.
- 6. Activities:** Activities should include physical activities like trekking, obstacles facing, rappelling/rock climbing, team games etc., in addition to motivational classes and first aid.

Detailed program list and schedule of the training should be submitted along with the tender. The exhaustive list of activities which can be conducted by the bidder along with a brief note on anticipated learning derived from it shall be submitted along with the tender.



7. **Casualty Evacuation:** Casualty Evacuations should be integrated into every activity. Suitable vehicles are to be kept stand by and location of the nearest hospital shall be identified prior to every activity.
8. **First Aid:** First Aid kit should be part of the inventory for each activity and should be made available at the camp as well as at the location of each activity.
9. **Water activity:** Water activities (if any) should be conducted under the supervision of qualified personnel with quality safety equipment. The participants shall be allowed to perform the activity only with life jackets.
10. **Food:** Food should be served during the tenure of the training. The detailed menu should be provided with the tender.
11. The organizations bidding for the Out Bound workshops should have had prior experience with conducting such workshops for educational institutes and the CV of the trainers should also be attached along with the bid.
12. The bids for the training should be ex- NIFT, Kharghar, Navi Mumbai and should include transportation of participants by AC Bus to the training location and return.
13. Photos of the location wherein the bidder intends to conduct the training and details about each activity should be provided along with the tender.
14. The successful bidder shall take a Master Insurance Policy for all the students.
15. These sealed bids shall consist in addition to the above, the rate per student, including additional service tax chargeable, boarding, lodging, training, transportation and any other outdoor support.



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## **ANNEXURE II**

### **UNDERTAKING FROM THE BIDDER**

**Director**

**National Institute of Fashion Technology  
NIFT Campus,  
Plot No. – 15, Sector – 4,  
Kharghar, Navi Mumbai - 410210**

Dear Sir/ Madam,

We hereby unconditionally accept all General terms and condition mentioned above for the tender of “Outbound Experiential Learning Workshops for Students of NIFT, Mumbai”.

Regards,

(Authorized Signatory)

(Company Seal)

Date:



**ANNEXURE-III**

**DECLARATION**

(In company's/ firm's letterhead)

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 of the Agency & Address  
:



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## ANNEXURE IV

### TECHNICAL BID

1	Name of the firm	
2	Address	
3	Telephone/Mobile/Email	
4	Proprietor/Partnership/Public Ltd/Private Ltd./Consortium	
5	Name of the Proprietor /Partner(s)/Director(s)/Designated Officer	
6	GST no.& details	
7	Details of similar activities carried out in the previous two years (provide the client list with contact no.)	
8	The Turnover Shouldn't be less than 01 lakhs each financial year i.e 2020-21, 2021-22, 2022-23	
9	Turnover details for the last three years duly signed by Chartered accountant to be obtained and submitted for the financial year i.e 2020-21, 2021-22, 2022-23	



**ANNEXURE V**

**BOQ/FINANCIAL BID**

Sl.No	Activity	Tender(Quoted price per participant, ex- Kharghar, Navi Mumbai inclusive of all taxes / GST) Rs.
1.	Outbound Experiential Training Workshop	