



राष्ट्रीय फैशन प्रौद्योगिकी

संस्थान, शिलांग

वस्त्र मंत्रालय, भारत सरकार

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY,
SHILLONG**

(Ministry of Textiles, Govt. of India)

EOI No: 11726/Pur/NIFT SHL/Tender/2015 – 16/EOI-2

Inviting Expression of Interest (EOI) For Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation of Office furniture, files, equipments and other materials of the National Institute of Fashion Technology, Shillong Campus from NIFT, Old Campus, Lawmali Pullun, Shillong to NIFT New Permanent Campus Building at Umsawli, Mawdiangdiang.

Date of Issue of EOI: 11/11/2019

1. Last date and time of receipt of EOI : 03/12/19 12:00 Noon
2. Pre Bid Presentation: 21/11/19 11:00am to 2:00pm
3. Date and Time of opening of (Tech EOI): 03/12/19
4. Place of Submission and opening of the Bids/Address for communication:

The Purchase Officer,
National Institute of Fashion Technology,
NIFT Shillong Campus,
(Old NEIGRIHMS Campus),
'C' Block, Pasteur Hills

Lawmali, Shillong - 793 001, Meghalaya

<https://www.nift.ac.in/shillong/tenders>

0364-2590240/2590971

Email: purchase.shillong@nift.ac.in

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LETTER FOR EXPRESSION OF INTEREST

A) BACK GROUND

ABOUT NIFT

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

NIFT Shillong started its operations in the year 2008 and is presently running 2(two) Undergraduate and 1(one) Postgraduate programmes.

B.Objective

Since NIFT,Shillong old campus would be shifting to the new NIFT,Campus in Mawdiangdiang at Umsawli,Mawpat , So the board objective of the work is for Shifting, Unloading, Unpacking and Re-Installation of Office furniture, files, equipments and other materials for the old NIFT campus to the NIFT,New Campus

C. Broad Scope of Work

1. The scope of work covered under this tender shall include Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation of Office furniture, files, equipments and other materials of the National Institute of fashion Technology ,Shillong Campus from Neigrims Old Building, Lawmali ,Shillong -793001 to NIFT, Permanent campus at ,Mawdiangdiang,Umsawli,East Khasi Hills.
2. Interested Agency should visit the sites of the present locations to assess the exact nature of requirements before submitting their quotes during the office hour from 10:00Am to 5:30 Pm.

D. General terms and condition.

1. Packing and unpacking of Office furniture, files, equipments and other materials of the Central Information Commission, as per instructions of the respective site in-charge
2. Transport arrangement with deployment of suitable vehicles/under container trucks during days of Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Re- Installation including adequate labour Technical persons and supervisor as required.
3. Experienced Labours as required to handle sophisticated and sensitive equipments.
4. Special and sophisticated support machinery such as hydraulic, chain pulley cranes and other machinery, if required, for loading and unloading; transfer of heavy equipment's and trouble free installation at the required site, as per the instructions of the respective site in-charge.
5. The goods to be wrapped with ballooning paper, HM Laminated Foams, corrugated Sheets, Thermocol sheets, air bubble wrapping material, water proof, moisture free, wherever is required so that the goods can easily overcome jerks while Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation and are delivered to the destination without any scratch, damage, breakage etc.
6. While re-location of the office goods & other equipment and loading equipment, instruments etc., agency should ensure that all equipment's, files, furniture & other equipment are moved and set up on scheduled date, time and place.
7. Place the equipment in position at designated location as directed by representative of the NIFT, Shillong.
8. Arrangement of thread, ropes, adhesive sticky tapes etc. wherever required
9. The firm will measure the dimensions of all large items and make the design on floor plans where the same shall be shifted in consultation with the NIFT, Shillong..
10. Dismantling and re-installation, if any, will be done by successful bidder after receiving work order.
11. A detailed schedule will be given by the NIFT, Shillong one week prior to actual shifting. Successful bidder will make all logistic arrangement and submit a detailed plan to the Commission before shifting.
12. **Tentative date for shifting will be after mid| December, 2019, however actual date(s) will be communicated one week before shifting.**
13. The work is to be carried out as per the specifications in the tender. The Tenderer shall clear the site after completion of work in all respect.
14. The Agency shall comply with safety codes for Fire precaution, health requirement, scaffolds & ladders etc.

15. All dismantled material shall be handed over to the site in-charge and stored at proper place.
16. The Agency shall be fully responsible for safety of his workers and in case of any accident / mishap the entire responsibility shall be on the Agency.
17. The work shall be executed without any loss / damage to the properties.

E. INSTRUCTIONS TO BIDDERS

- I. The Tenderer should sign and stamp each page of the tender documents.
- II. The Tenderer may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is however, advised not to furnish superfluous information. No information shall be entertained after submission of tender documents unless it is called for by the NIFT, Shillong.
- III. Any information furnished by the Tenderer found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in NIFT, Shillong.
- IV. Any variation in the terms and conditions of the general/special conditions for payment, tender fees, security deposit, etc. is not acceptable to the NIFT, Shillong and such tenders will be rejected straight away.
- V. The NIFT, Shillong reserves the right to award the contract in full or in part as per the decision of the competent authority.
- VI. The NIFT, Shillong is not responsible for any postal delay in receipt of the application / receipt of tender documents etc. It is the responsibility of tenderer to make sure that the tender is received in time.
- VII. The Agency has to inform contact no. and the person to be contacted in case of any query.
- VIII. The tenderer shall attach the copy of PAN Card and GST No.
- IX. Acceptance of tender shall rest with the NIFT, Shillong, which shall not be bound to accept the lowest tender and reserves to itself the right to reject any or all tenders received without assigning any reasons therefore.
- X. Incomplete tenders are liable to be rejected.
- XI. Any bid received by the NIFT, Shillong after the deadline for submission of bids will be rejected and/or returned to the tenderer.

G. Pre-Bid Meeting

- a. NIFT,Shillong shall hold a pre-bid meeting with the prospective bidders on **18.11.2019** at 3:00 PM at Conference Hall of NIFT,Shillong Campus in NEIGRIMS old building Lawmali,Shillong -1
- b. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to Shri Sainbor Pathaw, Purchase Officer Telephone No0364-2590971, e-mail ad.shillong@nift.ac.in by post, facsimile or email on or before **03.12.2019** by 12:00Noon
- c. All queries to be raised in the pre-bid meeting will relate to the EOI alone

H. Responses to Pre-Bid Queries and Issue of Corrigendum

- a. The Nodal Officer notified by the NIFT, will Endeavour to provide timely response to all queries.
- b. At any time prior to the last date for receipt of bids, NIFT may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the EOI Document by a corrigendum.
- c. The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the <http://www.niftshillong.ac.in> and emailed to all participants of the pre-bid conference.
- d. Any such corrigendum shall be deemed to have been incorporated into this EOI.
- e. In order to provide prospective Bidders reasonable time for taking the corrigendum into account or for any other reason, NIFT may, at its discretion, extend the last date for the receipt of EOI Proposals.

I. Right to Terminate the Process

- a. NIFT,Shillong may terminate the EOI process at any time without assigning any reason. NIFT makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. This EOI does not constitute an offer by NIFT. The bidder's participation in this process may result in short listing the eligible bidders.

J. Submission of Responses

The bids shall be submitted in a single sealed envelope superscribed with “EOI for Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation of Office furniture, files, equipments and other materials of the National Institute of Fashion Technology, Shillong Campus from NIFT,Old Campus, Lawwmali Pullun,Shillong to NIFT New Permanent Campus Building at Umsawli ,Mawdiangdiang.

- I. Bids shall consist of supporting proofs and documents as defined in the Pre-qualification section
- II. Bidder shall submit all the required documents as mentioned in the annexure including various templates (Form 1 to Form 3). It should be ensured that various formats mentioned in this EoI should be adhered to and no changes in the format should be done.

III. Envelope should indicate clearly the name, address, telephone number, Email ID and Fax number of the bidder

IV. The EOI should be a complete document and should be bound as a volume. The document should be page numbered, must contain the list of contents with page numbers and shall be initialled by the Authorized Representative of the bidder.

V. Bidder must ensure that the information furnished by him in the original paper bid document. In case of any discrepancy observed by the NIFT in the contents original paper bid documents, the information furnished on original paper bid document will be final

VI. EoI document submitted by the bidder should be concise and contain only relevant information as required.

K. Bid Submission Format

The entire proposal shall be strictly as per the format specified in this Invitation for Expression of Interest and any deviation may result in the rejection of the EOI proposal.

L. Venue and Deadline for Submission

a. Proposals must be received at the address specified below latest by:

03.12. 2019 upto 12:00 Noon

**The Purchase Officer,
National Institute of Fashion Technology (NIFT), Shillong Campus,
Neigrims old building, Lawmali
Shillong-793001**

Any proposal received by the NIFT, Shillong after the above deadline shall be rejected and returned unopened to the Bidder.

b. The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.

- c. NIFT, Shillong shall not be responsible for any postal delay or non-receipt/non-delivery of the documents. No further correspondence on the subject will be entertained.
- d. NIFT, Shillong reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

M. Short listing Criteria

- a. The shortlisted bidders shall be asked to submit their financial bids. Keeping in view the volume of work, L1 bidder with the lowest price quoted will be awarded the contract
- b. Any attempt by a Bidder to influence the bid evaluation process may result in the rejection of its EOI Proposal.

N. Evaluation Process

- a. NIFT will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders
- b. The Proposal Evaluation Committee constituted by NIFT shall evaluate the responses to the EOI and all supporting documents & documentary evidence. Inability to submit requisite supporting documents or documentary evidence, may lead to rejection of the EOI Proposal.
- c. Each of the responses shall be evaluated to validate compliance of the bidders according to the Pre-Qualification criteria, Forms and the supporting documents specified in this document.
- d. The decision of the Proposal Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the evaluation process of the Committee.
- e. The vendors will be required to give a presentation before the Proposal Evaluation Committee if required.
- f. The shortlisted bidders shall be asked to submit their financial bids. Keeping in view the volume of work,**
- g. The Proposal Evaluation Committee reserves the right to reject any or all proposals.

Proforma for Technical Bid

(Please go through the terms and conditions in tender document before filling up this Proforma and enclosed all relevant document)

1.	Trading License from KHADC	
2.	Name, Address and Telephone Number of the Organization.	
3.	Address of Registered Office	
4.	Registration Number of the Organization.(Please attach Certificate of Registration /Incorporation)	
5.	Name, designation and address, including phone/mobile number of the Contact Person	
6.	Annual Turnover (Attach Photostat copies /I.T. Returns / C.A.'s Certificate) (Note :- The annual turnover of the contractor should be 20 lacs annually.	2016-17 2017-18 2018-19
7.	GST No.	
8.	PAN No. of the Organization	

9	Certificate to muster minimum 5 trucks in Meghalaya.	
10	Documentary proof for permission/License to undertake transportation work in Meghalaya.	
11	Registration document of the heavy vehicle as per the Indian Motor vehicle act.	

DECLARATION:

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
- c) The signatory to this bid is authorized to sign such bids on behalf of the organization.
- d)
- e) The selected vendor must produce the trading license from the KHADC before issuing of the work –order.
- f)
- g) Declaration that the agency has not been black listed by any Govt. Departments at present.

Signature:_____

Name:_____

Designation:_____

Seal of the Company& date:_____

Financial Bid

Prices should be quoted in Indian Rupees and indicated both in figures and words. Price in words will prevail, in the event of any mismatch.

S.No.	Item of Work	Lumpsum quoted cost in Rs. including all Taxes.
1.	Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation of Office furniture, files, equipments and other materials of the National Institute of Fashion Technology, Shillong Campus from NIFT,Old Campus, Lawwmali Pullun,Shillong to NIFT New Permanent Campus Building at Umsawli ,Mawdiangdiang.	

Signature of tenderer with Seal & Date

Annexure –1

CERTIFICATE FOR SITE INSPECTION

Name of work : Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation of Office furniture, files, equipments and other materials of the Central Information Commission from August Kranti Bhawan, Bhikaji Cama Place, New Delhi and Old JNU Campus, Club Building, New Delhi to New Building at Baba Gang Nath Marg, Old JNU Campus, New Delhi.

Certified that we.....(Name of tenderer) have visited the site on dated..... and assessed the nature and amount of work involved before submitting our offer. We will be able to complete the works within the stipulated time and also certified that we will be able to executing the work as per specification to suit the site conditions.

Present office address	National Institute of Fashion Technology, Shillong Campus Neigrims Old Building, Shillong-793001
Office to be shifted to	National Institute Of Fashion Technology, Permanent Campus, Umsawli, Mawdiangdiang, East Khasi Hills District.

Signature of tenderer with Seal & Date

Signature of the Bidder with Seal _____

EOI for Empanelment of Agencies for Event Management