

**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)**  
**NIFT Campus, Hauz Khas, New Delhi – 110016**

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**TENDER DOCUMENT**  
**FOR**  
**NIFT Strategic Impact Assessment & Institutional Roadmap to Vision 2047**



**Schedule of Selection Process:**

Date of publication of Tender notification on NIFT's official website/ CPP Portal	<b>30.12.2025</b>
Download of Tender document commence from	<b>30.12.2025</b>
Pre-Bid Meeting Date and Time (to be held Online)	<b>06.01.2026 (11.30 AM) *</b> <b>* Tentative Date &amp; Time</b>
Last date and time for submission of online bids on CPP portal	<b>19.01.2026 at 3:00 PM</b>
Date and Time of the opening Technical Bids	<b>20.01.2026 at 3:00 PM</b>
Opening of Financial Bid	<b>Will be notified to the technically qualified tenderers</b>

In case of delay on account of authority's response, the bidders are advised to keep on checking the official websites <https://eprocure.gov.in/eprocure/app> and [www.nift.ac.in](http://www.nift.ac.in) for any corrigendum, addendum or any communication in this regard.

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**Issuing Authority**

**National Institute of Fashion Technology**

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## 1. INTRODUCTION

- 1.1 NIFT was set up by the Ministry of Textiles, Government of India in 1986 and has been accorded statutory status under an Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Design, Management, and Technology pertaining to Fashion.
- 1.2 NIFT with its Head Office in New Delhi provides fashion education across the country through its network of 19 campuses at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Daman, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Panchkula, Raebareli, Shillong, Srinagar and Varanasi. It provides four-year under graduate (UG) programmes in design and technology; two-year post graduate (PG) programmes in design, fashion management & fashion technology; doctoral programmes in design, management and technology; and short duration education programmes to address the specialized needs of professionals and entrepreneurs in the field of fashion. It also provides knowledge support services and consultancy to Government and quasi-government agencies, and undertakes Industry projects.
- 1.3 NIFT, over the last 4 decades has grown from an Institute with single campus to an institution of international repute with pan-India presence. This growth in scale has been achieved while maintaining academic excellence through continuous redefinition of the curriculum in relation to the global trends and Indian industry and social inclusion needs of the people at large.
- 1.4 NIFT also undertakes consultancy projects for Central Govt, State Govt, PSUs and private entities, which range from uniform design, programme revamping, design interventions, etc. which have had visible aesthetics and qualitative changes in those areas. Major consultancy and uniform design projects of NIFT include VisionNxt – a trend forecasting lab for India-specific market, INDIAsize - the India-specific size chart, uniform for Gaganyaan astronauts, combat uniform for Indian Army, officials of new Parliament for various ceremonial occasions, Design resource centres at Weaver Service Centres, Repository Textiles and Crafts, etc.
- 1.5 Over nearly four decades, NIFT has played a pivotal role in nurturing creative, technical and managerial talent for fashion, textile, apparel, lifestyle, and design industries in India and beyond. As NIFT approaches a significant milestone, there is need to

reimagine its role in shaping the future of the global fashion ecosystem, aligning with India's ambition to be a global leader in design, sustainability, innovation, craft and creative industries.

## 2. NOTICE INVITING TENDER

**2.1** The NIFT Head Office invites Online tenders under " **Quality cum Cost Based Selection (QCBS SYSTEM)**" for **NIFT Strategic Impact Assessment & Institutional Roadmap to Vision 2047** from reputed agencies. The term of the contract shall be of Six Months (6 months) and **Bid validity is 180 days** from the last date of submission of bid.

Bids received shall be evaluated as per the technical 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 Scope of Work requirement etc.

The tender document is not transferable to any other person. The tender document can be downloaded from CPP portal <https://eprocure.gov.in/eprocure/app> as well as from the NIFT's official website [www.nift.ac.in](http://www.nift.ac.in) for reference.

The interested bidders are advised to read carefully the entire tender document before submitting their tender. The tender documents not received online in prescribed format and/or are found incomplete in any respect will be summarily rejected. This tender document is being issued with no financial commitment and the NIFT reserves the right to change or vary any part thereof or foreclose the procurement case at any stage. NIFT also reserves the right to disqualify any vendor, should it be necessary, at any stage on grounds of National Security.

**2.2 Clarification:** In case of any clarification required relating to submission of this tender on CPP portal, the same can be sought from the following officers of NIFT before the date mentioned in the Schedule of Selection Process:

- a) **Assistant Director (Purchase)** National Institute of Fashion Technology, Head Office, Near Gulmohar Park, Hauz Khas, New Delhi – 110016 Phone No. 011-26542071 & 011-26542176, and email id: [ad.purchase.ho@nift.ac.in](mailto:ad.purchase.ho@nift.ac.in).
- b) **Dean**, National Institute of Fashion Technology, Head Office, Near Gulmohar Park, Hauz Khas, New Delhi – 110016, Email ID: [dean@nift.ac.in](mailto:dean@nift.ac.in)

The queries should clearly mention the concerned clause and page number of the tender. The Authority reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing in this Clause 2.2 shall be construed as obliging the Authority to respond to any question or to provide any clarification. You may contact “**Dean NIFT**”, for grievance related to bidding condition, bidding process and/or rejection of bid. With regards to bidding condition, this shall be done in writing at least 7 days in advance of the stipulated date of submission of bid.

### **3. DISCLAIMER**

The information contained in this e-tender or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of NIFT or any of its employees or advisers, is provided to Bidders on the terms and conditions set out in this e-tender and such other terms and conditions subject to which such information is provided.

This e-tender is not an agreement or an offer by NIFT to the prospective Bidders or any other person. The purpose of this e-tender is to provide interested parties with information that may be useful to them in the formulation of their Bids pursuant to this e-tender. This e-tender includes statements, which reflect various assumptions and assessments arrived at by NIFT in relation to the Agency. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This e-tender may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this e-tender. The assumptions, assessments, statements and information contained in this e-tender, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this E-TENDER and obtain independent advice from appropriate sources.

Information provided in this E-TENDER to the Bidders may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. NIFT accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

NIFT, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this E-TENDER or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the E-TENDER and any assessment, assumption, statement or information

contained therein or deemed to form part of this E-TENDER or arising in any way in this Selection Process.

NIFT also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this E-TENDER. NIFT may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this E-TENDER.

The issue of this E-TENDER does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Agency and the Authority reserves the right to reject all or any of the bids without assigning any reasons whatsoever and cancel the entire tender process.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by NIFT Authority or any other costs incurred in connection with or relating to its bid. All such costs and expenses will remain with the Bidder and NIFT Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the bid, regardless of the conduct or outcome of the Selection Process.

The Agency will be selected as per **Quality cum Cost Based Selection (QCBS) process**.

#### **4. Earnest Money deposit (EMD):**

The bidder will be required to deposit a further sum of ₹ **250000/-** (Rupees Two Lakh Fifty Thousand only) towards Earnest Money deposit in the form of **Demand Draft/Banker Cheque, Fixed Deposit Receipt, Bank Guarantee** in favor of 'National Institute of Fashion Technology' and payable at New Delhi. The bidder can also submit the EMD online in NIFT account as per bank details given below:

Name of Beneficiary bank	<b>National Institute of Fashion Technology Union Bank of India, Yusuf Sarai Branch, New Delhi – 110016</b>
IFSC / RTGS Code:	<b>UBIN0534064</b>
Savings Bank A/c No.	<b>340602050000022</b>

**Note:** The Scanned copy/proof of the same shall be uploaded online by bidder in the technical bid

**EMD EXEMPTION:** MSE/Startup are eligible for EMD exemption only after submitting the valid MSE registration certificate/Startup recognition certificate.

**5. SCOPE OF WORK/PROJECT OBJECTIVE:** NIFT seeks to engage a Consulting Organization of international/national repute to undertake a Strategic Impact Assessment and Institutional Roadmap toward Vision 2047, aligning with Viksit Bharat @2047 and global benchmarks in design education.

The project will:

1. Deliver a comprehensive institutional assessment and transformation roadmap over a 6-month period, with clearly defined short-term, medium-term, and long-term strategies.
2. Design a system with implementation pathways, benchmarks, measurable impact indicators, and governance frameworks.
3. Create a framework to build institutional ownership and capacity within NIFT to sustain the strategic momentum in the long term.

The Consultant will define a planning methodology, governance models, and strategic pathways to ensure NIFT is positioned on a sustainable, nationally aligned, and globally competitive trajectory up to 2047.

## **6. Leadership and Coordination**

- Client: National Institute of Fashion Technology (NIFT) Head Office and all campuses.
- Leadership: Director General, NIFT
- Lead Coordination: Dean (Academic) & Head (Academic Affairs) & Committee (appointed for the purpose)

## **7. Duration of Project (Total Duration: 06 months)**

Phase	Timeline	Key Focus
1	Short Term Strategy (Month 1–2)	Parameters for leadership and excellence, Internal and External Benchmarking, NIRF/INI/QS readiness
2	Medium-Term Strategy (Month 3–4)	Institutional audit, Policy assessment and enhancement guidelines
3	Long-Term Vision (Month 5–6)	Vision 2047 roadmap, implementation governance, sustainability Model

## **8. Goals**

### **8.1 Short-Term Goals (Month 1–2)**

#### **Key Objectives:**

1. Define and establish parameters for the seven institutional pillars: Academic Excellence, Sustainability Leadership, Cultural Intelligence, Innovation & Entrepreneurship, Global Pioneering, Digital Integration and Alumni & Industry Synergy; as foundational pillars guiding NIFT's transformation towards achieving its Vision 2047 goals.
2. Develop an institutional roadmap for achieving higher institutional rankings (e.g., QS, NIRF) and progressing toward Institute of National Importance (INI) status.
3. Conduct benchmarking with peer institutions (IITs, NIDs, UAL, FIT, Cumulus Network, NEP framework, etc.) to identify and adapt best practices aligned with NIFT's 2047 goals.
4. Assess stakeholder satisfaction among students, alumni, faculty, and industry partners to identify strengths, gaps, and opportunities for institutional enhancement.

#### **Expected Outcomes:**

- Comprehensive review report of existing academic, administrative, and operational systems assessing their readiness for alignment with NIFT's strategic themes and institutional excellence goals.
- Blueprint for structural and policy enhancements required to meet NIRF/QS ranking parameters and achieve INI readiness, with defined milestones and responsibilities.
- Stakeholder satisfaction assessment report with actionable recommendations and an improvement roadmap to strengthen engagement, satisfaction, and institutional reputation.

### **8.2 Medium-Term Goals (Month 3–4)**

#### **Key Objectives:**

1. Conduct a detailed capability and resource audit across academics, research, administration, and linkages to identify functional gaps and future capacity-building requirements.
2. Evaluate and strengthen key institutional policies and processes including attendance, evaluation, faculty development, admissions, placements, and corporate communications; to ensure efficiency, inclusivity, and alignment with best practices.



3. Design faculty development and career progression frameworks including structured training programs, research support and transparent evaluation systems

**Expected Outcomes:**

1. Define skills parameters and develop audit matrix for academic excellence
2. Faculty Development and Career Progression Framework: detailing structured capacity-building programs, competency standards, mentorship mechanisms, and progression pathways aligned with NIFT's institutional excellence goals.
3. Comprehensive policy effectiveness report with gap analysis and actionable recommendations for improvement and modernization.
4. Draft of revised policy positions and pilot implementation roadmap outlining steps for testing, monitoring, and refining institutional reforms before full-scale rollout.

### **8.3 Long-Term Goals (Month 5–6) Vision 2047**

**Key Objectives:**

1. Deliver Vision 2047 roadmap in alignment with Viksit Bharat milestones (Self-reliant and Developed nation): Design systems that sustain institutional growth, enhance international recognition, and strengthen NIFT's leadership in shaping the global fashion and design education landscape by 2047.
2. Design periodic curriculum renewal, protocols and governance reforms (with stakeholder engagement) ensuring academic relevance, admission reforms, pedagogy innovation, and policy adaptability to future challenges.
3. Build continuous monitoring and impact review frameworks to evaluate institutional performance and ensure evidence-based decision-making.

**Expected Outcomes:**

1. Vision 2047 Strategy Document: a phased roadmap with 5-year milestones (2031, 2036, 2041, 2047) aligned with national and global development goals.
2. Institutional Agility Model across seven strategic pillars, positioning NIFT among the top 10 global design institutions.
3. Roadmap for Future-Readiness and Digital Transformation, identifying enablers and capacity-building pathways.
4. Governance and Monitoring Toolkit: a framework for long-term accountability, performance tracking, and adaptive policy review.

## 9. Evaluation Criteria

### 9.1 Pre-Qualification Criteria :

NIFT will satisfy itself that the bidders meet the minimum qualifications mentioned given below prescribed before evaluating technical and financial bids.

Sl. No.	Eligibility Criteria	Minimum Requirement	Document Proof Required
1	Legal Status & Registration	Company/LLP/Partnership/Proprietorship registered in India should be in operations for a minimum of 10 years	Certificate of Incorporation / Registration Certificate
2	Tax Compliance	Valid PAN & GSTIN	Copy of PAN Card & GST Registration Certificate
3	Financial Capacity	Consulting Firm/ Bidder should have an average annual turnover of Rs. 1 Crore or more in the last five years (During Financial Year 2020-21 to 2024-25)	Audited Balance Sheets & Profit & Loss Statements; IT Returns as per <b>Annexure 5</b>
4	Relevant Experience (Number of Assignments)	Minimum 7 completed assignments in last 10 years in strategic institutional planning / rankings / accreditation / regulatory for Govt. organizations / educational institutions / PSU / autonomous bodies / textile sector / renowned corporate firm <b>(as on last date of submission of e-tender)</b>	Work Orders / Contracts + Completion Certificates / Client Letters as per <b>Annexure 3</b>
5	Relevant Experience (High Value Assignment)	At least 1 assignment with value ₹1 crore or more in strategic institutional planning / rankings / accreditation / regulatory for Govt. organizations / educational institutions / PSU / autonomous bodies / textile sector / renowned corporate firm during last five years <b>(as on last date of submission of e-tender)</b>	Work Order / Contract & Completion Certificate as per <b>Annexure 3</b>
6	Key Personnel and relevant experience(Required for NIFT Project)	<ul style="list-style-type: none"><li>➤ Project Director</li><li>➤ Expert for Institutional Ranking &amp; Brand Positioning</li><li>➤ Policy &amp; Governance/Change Management Expert</li><li>➤ Data/Impact Measurement Analyst</li></ul>	<p>i) CVs of each of these key personnel mandatorily to be provided on office letter head AND/OR</p> <p>ii) Details of key Personnel mandatorily to be given in tabulated format like :</p>

			1. Name of the person & Designation 2. Total experience 3. Relevant total experience as mentioned in Clause-09 4. Name of Organization/ Institution in which the project was undertaken
7	Earnest Money Deposit (EMD)	EMD Amount is ₹ 250000/- (Rupees Two Lakh Fifty Thousand only)	Earnest Money Deposit (EMD) through NEFT/RTGS/Demand Draft (DD)/Banker Cheque (BC)/Fixed Deposit Receipt (FDR)/Bank Guarantee (BG) <b>OR</b> MSE/Startup seeking EMD relaxation have to attach MSE registration certificate/ Startup recognition certificate
8	Tender Acceptance Letter	Mandatory	Signed & stamped Tender Acceptance Letter on letterhead as per <b>Annexure 7</b>
9	No Blacklisting / Conflict	Mandatory	Self-declaration on letterhead as per <b>Annexure 6</b>
10	Joint Venture (JV)/Consortium	Not permitted	Declaration of bid as a single entity on letterhead
11	Integrity pact	Mandatory	on plain paper as per <b>Annexure 11</b>

**NOTE:** As the method of selection is QCBS based wherein marks are allotted to experience and turnover also therefore, **no relaxation is given to Micro and Small Enterprises (MSEs) or Startups with respect to prior experience and annual turnover.** However, there is no restriction in MSE or Startups for participating in the tender process. All bidders, irrespective of their registration status as MSEs/Startups, must meet the specified eligibility requirements.

## 9.2 Technical Evaluation (100 Marks):

Technical bids of only those bidders will be evaluated who meet the Pre-qualification criteria. They will be intimated in advance and would be required to make a presentation.

Section	Criteria	Marks Distribution	Max Marks
<b>Technical Evaluation</b>			<b>100 Marks</b>
A. Agency Profile & Relevant Experience (30)	<b>A1. Strategic Institutional Planning</b> (Assignments done in last 10 years) <b>(as on last date of submission of e-tender)</b>	More than 15 assignments= <b>12 marks</b> ; More than 10 and upto 15 assignments = <b>8 marks</b> ; More than 07 and upto 10 assignments = <b>5 marks</b> ; Not in any above category= <b>0 marks</b>	12
	<b>A2. Rankings / Accreditation / Regulatory</b> (Assignments done in last 10 years) <b>(as on last date of submission of e-tender)</b>	More than 15 assignments = <b>12 marks</b> ; More than 10 and upto 15 assignments = <b>8 marks</b> ; More than 7 and upto 10 assignments= <b>5 marks</b> Not in any above category= <b>0 marks</b>	12
	<b>A3. Large / Complex Projects</b> (Assignments done in last 10 years) <b>(as on last date of submission of e-tender)</b>	Single completed assignment of more than 3 crore = <b>6 marks</b> ; Single completed assignment of more than 2 crore and upto 3 crore = <b>4 marks</b> ; Single completed assignment of more than 1 crore and upto 2 crore = <b>2 marks</b> ; Single completed assignment of less than 1 crore = <b>0 marks</b>	6
	<b>Subtotal Section A</b>		<b>30 Marks</b>
B. Financial Strength (20)	B1. Average Annual Turnover in last five years i.e. 2020-21; 2021-22; 2022-23; 2023-24 and 2024-25	More than 7 crore = <b>20 marks</b> ; More than 5 crore and upto 7 crore = <b>15 marks</b> ; More than 3 crore and upto 5 crore= <b>10 marks</b> ; More than 1 crore and upto 3 crore= <b>5 marks</b> ; Not in any above category= <b>0 marks</b>	20
	<b>Subtotal Section B</b>		<b>20 Marks</b>

C. Team Composition & Expertise [for NIFT Project] (20)	C1. Project Director / Team Leader	With more than 15 years experience = <b>5 marks</b> ; With more than 10 and upto 15 years experience= <b>3 marks</b> ; With more than 07 years and upto 10 years experience= <b>2 marks</b> ; Not in any of above category= <b>0 marks</b>	5
	C2. Institutional Ranking & Brand Positioning Expert	With more than 10 years experience = <b>5 marks</b> ; With more than 7 years and upto 10 years experience= <b>3 marks</b> ; With more than 5 years and upto 7 years experience= <b>2 marks</b> ; Not in any of above category= <b>0 marks</b>	5
	C3. Policy & Governance / Change Management Expert	With more than 8 years experience = <b>5 marks</b> ; With more than 05 years and upto 8 years = <b>3 marks</b> ; With more than 3 years and upto 5 years= <b>2 marks</b> ; Not in any of above category= <b>0 marks</b>	5
	C4. Data/Impact Measurement Analyst	With more than 7 years experience = <b>5 marks</b> ; With more than 5 years and upto 7 years experience = <b>3 marks</b> ; With more than 3 years and upto 5 years= <b>2 marks</b> ; Not in any of above category= <b>0 marks</b>	5
	<b>Subtotal Section C</b>		<b>20 Marks</b>
D. Presentation and Question & Answers (30)	D1. Operating Plan-Vision 2047 roadmap, implementation model	Strong = 5 marks; Moderate = 3 marks; Weak =0 marks;	5
	D2. Accreditation Blueprint- Internal & External Benchmarking, NIRF/INI/QS readiness	Strong = 5 marks; Moderate = 3 marks; Weak =0 marks;	5
	D3. Feasibility & Risk Mitigation	Strong = 5 marks; Moderate = 3 marks; Weak =0 marks;	5
	D4. Methodology for Institutional Audit, Policy	Strong = 5 marks; Moderate = 3 marks;	5

	Assessment & Enhancement plan	Weak = 0 marks;	
	D5. Change Management & Capacity Building	Strong = 5 marks; Moderate = 3 marks; Weak = 0 marks;	5
	D6. NIFT Context Responses	Strong = 5 marks; Moderate = 3 marks; Weak = 0 marks;	5
	<b>Subtotal Section D</b>		<b>30 marks</b>
	<b>Total Marks in Technical Evaluation (A+B+C+D)</b>		<b>100 marks</b>

**9.3 Financial Bid/ Price bid:** Financial bids of only those agencies scoring **70 Marks or Above** in the above technical evaluation shall be considered for financial evaluation.

**The Financial Bid/Price Bid should be uploaded by the bidders separately in the prescribed format (excel) in Finance cover of CPP portal only.** The Financial bid shall contain only price details inclusive of all taxes. **Financial Bid/Price Bid should not be clubbed with technical bid, otherwise bid will be rejected.**

#### **Normalization process for Financial scores**

The lowest financial bid (Fm) among the technically qualified bids will be taken as the base / reference and will be given a Financial Score (Sf) of 100 marks. The financial scores of the other Financial Bids will be determined using the following formula:

[Sf= 100 x Fm/F], in which Sf is the financial score, Fm is the lowest price, and F is the price quoted in the financial bid (in INR) under consideration.

**The combined score shall be based on Quality and Cost Based Selection (QCBS).**

Bids will be ranked according to their combined technical and financial scores using the weightage given to the Technical and Financial bids @70% and @30% respectively.

Final Score = (70% x Technical Score) + (30% x Financial Score)

The bidder scoring the highest marks shall be declared as H-1 to award the work.

#### **EXAMPLE for Calculation of Score :**

Minimum qualifying marks for technical qualifications is 70 or above marks. The weightage of the technical bids and financial bids is 70 and 30 respectively. For example, three bids A, B & C are received and marks awarded by committee them as 70, 74 & 79 marks respectively in the technical evaluation.

All the three bids found technically qualified and their financial bids were opened and quote price as under:

- A. Rs.120
- B. Rs.105
- C. Rs.110

**Formula**

- A.  $(105/120) \times 100 = 87.5$  points
- B.  $(105/105) \times 100 = 100$  points
- C.  $(105/110) \times 100 = 95.4$  points

**Combined Technical & Financial Score:**

Bid A:  $70 \times 0.70 + 87.5 \times 0.30 = 75.25$  Points

Bid B:  $74 \times 0.70 + 100 \times 0.30 = 81.80$  Points

Bid C:  $79 \times 0.70 + 95.4 \times 0.30 = 83.92$  Points

The Technical Evaluation Committee (TEC) to be constituted by NIFT will be responsible for opening and evaluation of Tender. Firstly, the Pre-Qualification documents submitted by bidder shall be checked to evaluate whether the Bidder meets the prescribed Pre- Qualification Criteria or not. Bidders who meet the Pre-Qualification Criteria become Shortlisted Bidder. Their technical bids shall be checked for responsiveness in accordance with the requirements and evaluated in accordance with the criteria set out in this E-TENDER document. Also, the said bidders will be intimated in advance and would be required to make a presentation before a designated Committee at NIFT, New Delhi.

In the second stage, a financial evaluation will be carried out. Financial bids of only those agencies who scores **70 or above marks** in the technical evaluation criteria shall be considered for financial evaluation.

The **selection of the Agency/Resource Organization** will be based on Quality-Cum-Cost-Based–System (QCBS). **The final selection procedure would be based on QCBS basis and the weightage of Technical and Financial score shall stand fixed at 70:30** in accordance with the manual of procurement consultancy & other services. NIFT reserves the right to reject any Bid which is non-responsive and unsuitable as per important aspects and terms mentioned in E-TENDER and no request for alteration, modification, substitution or withdrawal will be entertained by NIFT in respect of such Bids. The bids should be complete in all criteria as mentioned in this document. Incomplete bids may be liable for summary rejection. NIFT reserves the right to reject any or all the bids without assigning any reason whatsoever. Any form of canvassing, shall invite immediate disqualification. All the bids received will be scrutinized to assess their eligibility based on the qualifying criteria. Those bids which do not

meet the qualifying criteria will be rejected, forthwith, or at any stage of detection. Agencies fulfilling the pre-qualification criteria will be shortlisted and called for a presentation before the committee. Presentation shall be marked on a scale of 1 to 30.

#### **SUBMISSION OF APPLICATIONS:**

**COVER – I DETAILS: TECHNICAL BID:** The following documents shall be submitted online in Technical cover only:

- (i) Checklist (**Annexure 1**)
- (ii) Certificate of Incorporation / Registration Certificate (Scan document to be attached)
- (iii) Copy of PAN Card & GST Registration Certificate (Scan document to be attached)
- (iv) Audited Balance Sheets & Profit & Loss Statements; IT Returns (Scan documents to be attached along with **Annexure 5**)
- (v) Work Orders / Contracts & Completion Certificates / Client Letters (Scan document to be attached along with **Annexure 3**)
- (vi) CVs of key personnel signed by bidder on office letter head and personnel along with details of key personnel to be given in tabulated format (Scan documents to be attached)
- (vii) Earnest Money Deposit Receipt OR Exemption Certificate for MSE/ Start up (Scan document to be attached)
- (viii) Declaration of ineligibility for blacklisting on letterhead (**Annexure 6**)
- (ix) Tender acceptance letter on letterhead (as per **Annexure 7**)
- (x) Declaration of single bid on letterhead (Scan document to be attached)
- (xi) INTEGRITY -PACT (as per **Annexure 11**)
- (xii) Cover Letter (as Per **Annexure 2**)

**COVER – II DETAILS: FINANCIAL BID:** Price Bid/ Financial Bid/BOQ shall be submitted online in Finance cover only in the prescribed format. **Financial Bid/Price Bid should not be clubbed with technical bid.** Financial Bid format for CPP Portal (**for reference purpose only**) is at **Annexure 8**. For submission and reference please refer instructions given at **Annexure-12**.



## **10. TERMS & CONDITIONS**

**10.1 Confidentiality:** Information relating to evaluation of bids and recommendations concerning grant of the work order shall not be disclosed to the bidders who submitted the bids or to other persons not officially concerned with the process, until the winning firm has been notified that it has been given the work order.

### **10.2 Fraud and corrupt practices**

10.2.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this E-TENDER, NIFT will reject a Bid without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, NIFT will, without prejudice to its any other rights or remedies, forfeit and appropriate the Earnest Money Deposit, as mutually agreed genuine pre-estimated compensation and damages payable to NIFT for, inter alia, time, cost and effort of NIFT, in regard to the E-TENDER, including consideration and evaluation of such Bidder's Bid.

10.2.2 Without prejudice to the rights of NIFT under this Clause, hereinabove and the rights and remedies which NIFT may have under the WORK ORDER or the Agreement, if an Bidder or Consulting Firm, as the case may be, is found by NIFT to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the WORK ORDER or the execution of the Agreement. Such Bidder or agency shall not be eligible to participate in any tender or E-TENDER issued by NIFT during a period of 2 (two) years from the date such Bidder or agency, as the case may be, is found by NIFT to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

10.2.3 For the purposes of this Clause, the following terms shall have the meaning herein after respectively assigned to them:

10.2.3.1 "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of NIFT who is or has been associated in any manner, directly or indirectly with the Selection Process or the WORK ORDER or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such

official resigns or retires from or otherwise ceases to be in the service of NIFT, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the WORK ORDER or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the WORK ORDER or the Agreement, who at any time has been or is a legal, financial or technical consultant/ advisor of NIFT in relation to any matter concerning the Project;

- (i) “fraudulent practice” means a misrepresentation or mission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- (ii) “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
- (iii) “undesirable practice” means (a) establishing contact with any person connected with or employed or engaged by NIFT with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (b) having a Conflict of Interest; and
- (iv) “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

### **10.3 Pre-Bid Meeting**

During Pre-Bid Meeting (which will be held online), the Bidders will be free to seek clarifications and make suggestions for consideration of NIFT. NIFT will endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive selection process. Any decision taken in the pre-bid meeting regarding change of any clause or condition in the scope of work and terms & conditions of this e-tender, the Corrigendum/Addendum for the same will be published on CPP portal and NIFT Website for the reference of prospective bidders.

### **10.4 Miscellaneous**

**10.4.1** The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at New Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process. NIFT will endeavour to follow the schedule mentioned in critical date sheet.

**10.4.2** NIFT, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

- (a) Suspend and / or cancel the Selection Process and/or amend and / or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
- (b) Consult with any Bidder in order to receive clarification or further information.
- (c) Retain any information and/or evidence submitted to NIFT by, on behalf of and/or in relation to any Bidder; and/or
- (d) Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.

**10.4.3** It shall be deemed that by submitting the Bid, the Bidder agrees and releases NIFT, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations here under, pursuant hereto and/or in connection herewith and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or future.

**10.4.4** All documents and other information provided by NIFT or submitted by a Bidder to NIFT shall remain or become the property of NIFT. Bidders are to treat all information as strictly confidential. NIFT will not return any Bid, or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Bidder to NIFT in relation to the assignment shall be the property of NIFT.

**10.4.5** NIFT reserves the right to make inquiries with any of firms listed by the Bidders in their previous experience record.

#### **10.5 Payment terms**

- (1) Payment will be made by way of electronic transfer of billed and passed amount in the bank account of the empaneled bidder in Indian Rupees.
- (2) If the successful bidder fails to execute the activity as per timelines mentioned in the schedule approved by NIFT, it shall be treated as under performance and penalty shall be imposed as decided by NIFT commensurate to the extent of failure.
- (3) The agency / firm shall provide supporting documents and tax invoices in order to claim the payment after successful completion of work duly certified by NIFT within given time lines in accordance with the below given schedule approved by NIFT.

(i)	Amount to be released after completion of Short-Term Goals (Month 1-2)	30% of total contract value
(ii)	Amount to be released after completion of Medium-Term Goals (Month 3-4)	30% of total contract value
(iii)	Amount to be released after completion of Long-Term Goals (Month 5-6)	40% of total contract value

#### **11. Other E-TENDER Conditions:**

- 11.1 **Performance Guarantee:** The successful bidder shall submit a performance guarantee in the form of Demand Draft/ Bank Guarantee (as per format provided in Annexure-9) equivalent to 5% of contract value in favour of National Institute of Fashion Technology and payable at New Delhi. The Performance Guarantee must be submitted within 07 days from date of issuance of Work order. Failure to submit the Performance Guarantee within the stipulated time shall render the contract liable to termination at the discretion of NIFT, without prejudice to any other remedies available under law. The performance guarantee shall remain valid for period of will be 3 months beyond the date of completion of the contract.
- 11.2 **Conflict of Interest:** The Agency shall not receive any remuneration, compensation or financial benefit in connection with the assignment other than those expressly provided for under the contract. The Agency shall refrain from engaging in any activity, business or professional engagement that may create a conflict of interest, or that may compromise, or be perceived to compromise, the interests of NIFT during the term of contract.
- 11.3 **Intellectual Property Rights (IPR):** All Intellectual Property Rights (IPR), including but not limited to patents, copyrights, trademarks, trade secrets, databases, software, source code, reports, designs, formats, documentation, and any other deliverables developed or created under the contract shall solely and exclusively vest with NIFT. The agency shall not claim any ownership or usage rights over such intellectual property without prior written consent of NIFT.
- 11.4 **Confidentiality and Non-disclosure:** All data, documents, information, and materials provided by NIFT to the Agency, whether in written, electronic, or any other form, shall be treated as strictly confidential. The Agency shall not disclose, reproduce, publish, sell or transfer any part or whole of such data to any third party without the prior written consent of NIFT. The right to prevent unauthorized disclosures and to

make appropriate legal action in case of breach shall solely vest with NIFT. This confidentiality obligation shall survive the termination or expiry of the contract.

#### **11.5 Arbitration Clause:**

- i. If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by NIFT.
- ii. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by NIFT with the mutual consent of the other party. If the parties fail to reach agreement on the appointment within thirty (30) days of the commencement of arbitration proceedings, the appointment shall be made in accordance with the provisions of the Arbitration and Conciliation Act, 1996, including any amendments thereto.
- iii. Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the agency shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the agency shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.
- iv. The venue of the arbitration shall be New Delhi, India and the language of the arbitration proceedings shall be English. The Law governing the substantive issues between the parties shall be the Laws of India. All disputes are subject to the jurisdiction of the Delhi Courts only. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
- v. The arbitrator will give the speaking and the reasoned Award. The arbitral award shall be final and binding on both parties. The Parties will not be entitled to any pendente-lite interest during arbitration proceedings.

#### **11.6 Limitation of Liability**

- (1) There shall be no such limitation in case of the Agency / Bidder or its employees, agents gross negligence or wilful misconduct.
- (2) The total liability of the agency towards NIFT, shall in any event be limited to an amount less than the total payments or payable, under the agency's contract, or the proceeds the agency is entitled to receive under its insurance, whichever is higher.
- (3) Any such limitation shall apply only with the agency's liability towards the NIFT and

shall not apply to the Agency's liability toward third parties, including statutory authorities, employees, or any other person.

- (4) The Agency shall indemnify, defend and hold harmless NIFT, its employees, and representatives from and against any and all losses, claims, or damages to persons or property, arising out of this Agreement, the System or the Services provided, including Attorney's fees, to the extent that such loss, claim or damage is caused by the intentional Acts of Agency or from Agency breach of any term of this Agreement.
- (5) In the event of Agency / Bidder fails to execute the project as stipulated in the delivery schedule, or breaches Service Level Agreements (SLAs) which leads to termination, NIFT shall have the right, after serving thirty (30) days prior written notice, to procure similar services from alternate sources at the risk, cost and responsibility of the Agency / Bidder, without prejudice to any other rights available to NIFT. **Penalty for delay beyond the stipulated consultancy service timelines shall be levied at the rate of 1% per week of delay calculated on the relevant portion of the contract value, subject to a maximum of 10% (Ten percent) of the total contract value.**

#### 11.7 Interpretation and Severability

- (1) Wherever possible, each clause shall be interpreted in such a manner as to be effective and valid under every applicable law, but if any clause pertaining to this agreement shall be prohibited by or invalidated under such law, such clause shall be ineffective to the extent of such prohibition or invalidity without invalidating or nullifying the remainder of such clause or other clauses.
- (2) It is agreed that the terms and covenants contained herein shall prevail over any other order or correspondence that might have been issued earlier. This shall constitute the entire agreement with the Agency and shall over-rule all previous correspondence, if any, which is inconsistent herewith.
- (3) Governing Law and Jurisdiction: This agreement shall be governed by the Laws in India. Disputes, if any, should be addressed under the jurisdiction of New Delhi only.

**11.8 Agreement Signing:** The selected Agency will sign an Agreement with NIFT for rendering satisfactory services and completion of the contact work as per schedule approved by NIFT. The Agreement shall include provisions for taking performance guarantee, damages for delay in completion of work besides other clauses as are finalized by NIFT.

**11.9 Agreement Cancellation:** In the event of Agency wilfully not commencing the work within 7 working days after the stipulated period, NIFT at its sole discretion shall cancel the agreement in writing.

#### 11.10 Other Conditions:

- (1) The **Pre-Bid meeting** will be held on **06.01.2026**. Bidders are required to notify by email the names and titles of the max. 3 persons attending on their behalf to [dean@nift.ac.in](mailto:dean@nift.ac.in) latest by **05.01.2026 till 3:00 PM**.
- (2) The bidders may also make suggestions for modification(s) in eligibility or evaluation parameters / methodology for making the bid / competition fairer and qualitatively better at the time of pre-bid meeting. Any such suggestion should be made through e-mail to [dean@nift.ac.in](mailto:dean@nift.ac.in) in latest by **07.01.2026 (5:00 PM)**. NIFT however reserves the right to accept or reject any or all the suggestions made in this regard.
- (3) NIFT, may, either at its own initiative, or in response to a clarification requested by the bidders, modify the conditions of this bid by way of an addendum that would be informed to all the shortlisted agencies. NIFT may, at its discretion, extend the deadline for submission of bids or cancel the requirement in part or in whole.
- (4) E-TENDER must remain valid for a minimum period of 180 days of the submission.
- (5) The eligible bidders will be required to make a presentation before the Evaluation Committee and the bidders will be evaluated on the parameters as provided in the tender document. Information from the presentation will also be used as part of the technical evaluation process. The bid of bidders who will not come for presentation on their bid before Evaluation Committee shall summarily be rejected.
- (6) The purpose of the oral presentation and question and answer session is to test the Bidder's understanding of the work by addressing some case scenarios. **Each Bidder will be allowed 30 minutes to make their oral presentation.** The time should be divided into: **20 minutes of Bidder's presentation and 10 minutes for Questions and Answers.**
- (7) Earnest Money Deposits of the Bidders, other than the successful bidder will be returned within one month from the completion of the bid process.
- (8) The Agency shall nominate the team and provide their name(s), address(es), email(s) and telephone, mobile nos. for proper coordination.
- (9) Mere engagement does not confer automatic rights to any agency to secure / procure jobs.
- (10) The engagement does not guarantee any minimum business.
- (11) The ownership / intellectual copyright of the creative / campaign / audio-video

production will at all time rest with the authority and the agency will have no proprietary or other rights in respect of the same. The Agency shall use the script or any input, technical or otherwise related to creative / campaign / audio-video production etc. with any other NIFT or similar projects which have been undertaken by agency or which they might undertake.

- (12) The agency shall indemnify and keep NIFT indemnified against any loss, claims, demands, actions, proceedings, damages, costs, charges and expenses which may be made or brought or commenced against the company for any act contrary to the provisions of the Agreement or due to or resulting from the breach of any agreement between the Agency and any media or any other person relating to the advertisement of NIFT.
- (13) NIFT shall indemnify and keep indemnified the Agency against any loss, claims, demands, actions, proceedings, losses, damages, costs, charges and expenses which may be made or brought or commenced against the Agency for the publication of any advertisement of the company, which has been prepared on the basis of the material furnished by NIFT.
- (14) The PG shall be returned after 3 months from the date of completion of contract after adjustment for any deductions.
- (15) PG shall be forfeited in the following cases unless decided otherwise by NIFT:
  - (i) When any terms and conditions of the contract are breached.
  - (ii) When the agency fails to provide the services as specified in the E-TENDER & work order within the time frame provided.
  - (iii) If the agency is found to be indulging / indulged in any fraudulent or corrupt practices, the PG will be forfeited.
- (16) No interest will be paid by NIFT on the EMD or Performance Security Deposit amount. Notice will be given to the agency before forfeiting the Performance Security Deposit. Forfeiture of Performance Security Deposit shall be without prejudice to any other right of NIFT to claim any damages as admissible under the law as well as to take such action against the agency such as severing future business relation or black listing, etc.
- (17) Director General NIFT shall have full rights to accept or reject in part or any or all the tenders without assigning any reason and also to cancel the order at any time. The bidder will have no right to claim any loss / damages etc. on cancellation of the work order.
- (18) Bidder to give tender acceptance letter (as per format provided in **Annexure-7**).



- (19) EMD submitted may be converted into performance security, in case of award of contract. EMD of the agency not empaneled will be refunded. Performance Security of the agencies empaneled will be refunded on successful completion of the work and after the empanelment period. No interest will be paid on any EMD/Performance Security submitted.
- (20) All disputes/interpretation and other matters if any, concerning this agreement in any manner whatsoever shall be subject to final decision of NIFT.

**11.11 WARRANTIES AND LIABILITY:**

- (1) The bidder agency will not sub-let the contract or part it to any other agency or individual(s).
- (2) The bidder agency further warrants that it owns and has complete rights to license, convey and without any encumbrance the consultancy activities.
- (3) The bidder agency shall not assign any rights or obligations to a third party.
- (4) Penalties for Non-Compliance: The bidder agency undertakes to comply fully with NIFT's requirements for the Consultancy. The Consultancy Service should be completed as per the Schedule agreed upon.
- (5) In case of any breach of the contract NIFT will be entitled to withhold any payments due and accrued and also to invoke performance security submitted by the bidder / Agency. NIFT will also be entitled to initiate any actions to recover in whole or part any of the amounts already released to the bidder agency up to that time, besides any other action that NIFT may like to take against the bidder/agency.

## Annexure 1

### Checklist

#### To be submitted in Technical Bid

Sl. No.	Eligibility Criteria	Minimum Requirement	Document Proof Required	Page No. in technical bid	Remarks
1	Legal Status & Registration	Company/LLP/Partnership/ Proprietorship registered in India should be in operations for a minimum of 10 years	Certificate of Incorporation / Registration Certificate		Scan copy to be attached
2	Tax Compliance	Valid PAN & GSTIN	Copy of PAN Card & GST Registration Certificate		Scan copy to be attached
3	Financial Capacity	Consulting Firm/ Bidder should have an average annual turnover of Rs. 1 Crore or more in the last five years (During FY 2020-21 to 2024-25).	Audited Balance Sheets & Profit & Loss Statements; IT Returns		As per Annexure 5
4	Relevant Experience (Number of Years)	Minimum 7 completed assignments in last 10 years in strategic institutional planning / rankings / accreditation /regulatory for Govt. organizations / educational institutions / Public Sector Undertaking (PSU) / autonomous bodies / textile sector / renowned corporate firm <b>(as on last date of submission of e-tender)</b>	Work Orders / Contracts & Completion Certificates / Client Letters		As per Annexure 3
5	Relevant Experience (High Value Assignment)	At least 1 assignment with value ₹1 crore or more in strategic institutional planning / rankings / accreditation /regulatory for Govt. organizations / educational institutions / PSU / autonomous bodies / textile sector / renowned corporate firm during last	Work Order / Contract + Completion Certificate		As per Annexure 3

		five years (as on last date of submission of e-tender)			
6	Key Personnel and their relevant experience (for NIFT Project/Assignment)	<ul style="list-style-type: none"> <li>➤ Project Director</li> <li>➤ Expert for Institutional Ranking &amp; Brand Positioning</li> <li>➤ Policy &amp; Governance/Change Management Expert</li> <li>➤ Data/Impact Measurement Analyst</li> </ul>	CVs of each of these key personnel signed by bidder on office letter head ; AND/OR Details of key Personnel mandatorily to be given in tabulated format 1. Name of the person & Designation 2. Total experience 3. Relevant total experience as mentioned in Clause-09 4. Name of Organization/Institution in which the project was undertaken		Scan copy to be attached
7	Earnest Money Deposit (EMD)	₹ 250000/-	Earnest Money Deposit (EMD) through NEFT/RTGS/Demand Draft (DD)/Banker Cheque(BC)/Fixed Deposit Receipt(FDR)/Bank Guarantee (BG) OR MSE/Startup seeking EMD relaxation to attach MSE registration certificate/ Startup recognition certificate		Scan copy to be attached
8	Tender Acceptance Letter	Mandatory	Signed & stamped Tender Acceptance Letter on letterhead		As per Annexure 7
9	No Blacklisting / Conflict	Mandatory	Self-declaration on letterhead		As per Annexure 6
10	Joint Venture (JV)/Consortium	Not permitted	Declaration of bid as a single entity on office letterhead		Scan copy to be attached
11	Integrity pact	Mandatory	on plain paper		As per Annexure 11

**Cover Letter**

**(To be submitted on letter head by the bidder)**

To,

Assistant Director (Purchase) HO,  
National Institute of Fashion Technology  
NIFT Campus, Near Gulmohar Park,  
Hauz Khas, New Delhi – 110 016.

Sub: E-TENDER for NIFT Strategic Impact Assessment & Institutional Roadmap to Vision 2047

With reference to your E-TENDER Document dated -----, I/We, having examined all relevant documents and understood their contents, hereby submit our Bid for selection as agency for the subject project. The bid is unconditional and unqualified.

1. I / We acknowledge that NIFT will be relying on the information provided in the Bid and the documents accompanying the Bid for selection of the agency, and we certify that all information provided in the Bid and in the Appendices are true and correct, nothing has been omitted which renders such information misleading and all documents accompanying such Bid are true copies of their respective originals.
2. This statement is made for the express purpose of appointment for the aforesaid Project.
3. I / We shall make available to NIFT any additional information it may deem necessary or require for supplementing or authenticating the Bid.
4. I / We declare that:
  - (a) We have examined and have no reservations to the E-TENDER Documents, including any Addendum issued by the Authority;
  - (b) I/We do not have any conflict of interest as mentioned in the E-TENDER Document;
  - (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for bid issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and

5. I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of this E-TENDER, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice. I / We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Bid that you may receive nor to select the agency, without incurring any liability to the Bidders in accordance with the E-TENDER document.

6. I / We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted or convicted by any agency of the Government or by a Court of Law for any offence committed by us or by any of our Associates.

7. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority (and/ or the Government of India) in connection with the selection of agency or in connection with the Selection Process itself in respect of the above-mentioned Project.

8. I/We agree and understand that the bid is subject to the provisions of the E-TENDER document. In no case, shall I/we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me /us or our bid is not opened or rejected.

9. I / We agree to keep this offer valid for 180 days from the bid due date specified in the E-TENDER.

10. In the event of my/our firm being selected as one of the empaneled agencies, I/we agree and undertake to provide the services in accordance with the provisions of the E-TENDER.

11. I/We have studied E-TENDER and all other documents carefully. We understand that we shall have no claim, right or title arising out of any documents or information provided to us by NIFT or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.

12. I/We agree and undertake to abide by all the terms and conditions of the E-TENDER Document. In witness thereof, I/we submit this Bid under and in accordance with the terms of the E-TENDER Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory) (Name and seal of the Bidder)

Place/Date

Designation:

Company Seal

## Annexure 3

### DETAILS OF WORK EXPERIENCE

(In chronological order highest to lowest in value of the contract)

(To be submitted on the letter head of the Company):

(Additional sheet may be provided, if needed (note more than 02 pages))

S. No.	Name of the organization (where services only in strategic institutional planning / rankings / accreditation / regulatory for Govt. organizations / educational institutions / PSU / autonomous bodies / textile sector / renowned corporate firm provided)	Value of the Project/ Contract in INR	Project Title	Duration of contract		Total years/month of experience (YY/MM)	Copy of contract along with the performance report
	Name of Contact Person, Contact No. & email id. (organization to whom services rendered)			From (MM/YYYY)	To (MM/YYYY)		
1							
2							
3							
4							
5							
6							
7							

(Authorized Signatory)

Name:

Place/Date

Designation: Company Seal

## Format for Request for Pre-bid Clarifications (if needed)

**Bidder's Request for Clarification for "NIFT Strategic Impact Assessment & Institutional Roadmap to Vision 2047"**

Name of Bidder:

Name &amp; position of person:

Full formal address including Telephone, mobile and email address:

Sr. No.	Page No.	Relevant Clause in Tender	Clause heading	Query / Clarification Sought	Suggestion

## **Financial Statement of the Bidder**

On the letter head of Chartered Accountant (CA)

### **CA Certificate**

This is to certify that the financial details of the agency (Name of Agency) is as follows for the year/s:

<b>Sr. No.</b>	<b>Year</b>	<b>Annual Turnover (In Rs.)</b>
1.	2020-21	
2.	2021-22	
3.	2022-23	
4.	2023-24	
5.	2024-25	

Signature, Seal & UDIN of CA



**FORMAT FOR DECLARATION OF INELIGIBILITY FOR CORRUPT OR FRAUDULENT  
PRACTICES/BLACKLISTING (*on the company's Letterhead*)**

[Location, Date] From:

[Name of the Firm] To:

Assistant Director (Purchase) HO,  
National Institute of Fashion Technology  
NIFT Campus, Near Gulmohar Park,  
Hauz Khas,  
New Delhi – 110 016.

Subject: - Declaration of in eligibility for corrupt or fraudulent practices/Blacklisting.

Sir,

This has reference to the NIFT's BID No.....for

Engagement of Agency. In this context, I am the authorized representative of the company, declare that presently Company/ firm is having an unblemished record and is not declared ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time or change its name after blacklisting, or had work with drawn, by any State/ Central Government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the tender, if any to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder:

Authorized Signatory

Name.....

Seal:

Date & Place

***Tender Acceptance Letter (on the company's Letterhead)***

**Date:**

**To,**

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**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work: -**

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Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

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as per your advertisement, given in the above-mentioned website(s).

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

I / We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

**Yours Faithfully,**  
**(Signature of the Bidder, with Official Seal)**

**Financial Bid (THIS ANNEXURE IS ONLY FOR REFERENCE PURPOSE ONLY)**

**( Financial Bid is to be submitted online in Finance Cover only and should not be clubbed with Technical Bid)**

Tender Inviting Authority: **NIFT HO**

Name of Work: **NIFT Strategic Impact Assessment & Institutional Roadmap to Vision 2047**

Name of the Bidder/ Bidding Firm/Company					
<b>PRICE SCHEDULE</b>					
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )					
<b>NUMBER</b>	<b>TEXT #</b>	<b>NUMBER #</b>	<b>NUMBER</b>	<b>NUMBER #</b>	<b>TEXT #</b>
Sl. No.	Item Description	RATE In Figures To be entered by the Bidder in Rs. P	Total GST in Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT With GST in Rs. P	TOTAL AMOUNT in Words
1	2	13	15	54	55
1	NIFT Strategic Impact Assessment & Institutional Roadmap to Vision 2047				INR Only
Total in Figures					INR Only
Quoted Rate in Words		INR Only			

**BANK GUARANTEE FORMAT FOR FURNISHING EMD**

(Validity of EMD (in form of BG) should be for 180 days from the last day of submission of bid.)

Whereas.....(hereinafter called the “tenderer”) has submitted their offer dated .....for .....(hereinafter called the “tender”) against the purchaser’s tender enquiry No. .... KNOW ALL MEN by these presents that WE ..... of..... having our registered office at ..... are bound unto **National Institute of Fashion Technology** (hereinafter called the “Purchaser”) in the sum of -- -----for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this ..... day of ..... 20

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity: -
  - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
  - b) Fails or refuses to accept / execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

.....  
(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, Name &Address of the Bank and Address of the Branch

**Bank Guarantee Format for Performance Guarantee**

In consideration of National Institute of Fashion Technology, having its Head Office at NIFT Campus, Near Gulmohar Park, Hauz Khas, New Delhi – 110016(hereinafter referred to as NIFT which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to-----with its Registered / Head Office at -----(hereinafter referred to as the 'Contractor' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a contract by issue of NIFT's Letter of Intent No.-----dated-----and the same having been unequivocally accepted by the contractor resulting in a 'Contract' bearing No.-----dated valid at Rs.\_\_\_\_\_(Rupees \_\_\_\_\_only) for and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to Rs.------(Rupees-----value of the contract to NIFT, we having its Head Office at presson shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), do hereby guarantee and undertake to pay NIFT, on demand any and all money payable by the Contractor to the extent of Rs.------(Rupees \_\_\_\_\_only) as aforesaid at any time up to without any demand reservation contest, recourse for protest Bank shall be conclusive and binding notwithstanding any difference between NIFT and Contractor or any dispute pending before any Court, Tribunal or any other authority.

We, the -----Bank undertake not to revoke with guarantee during its currency without previous consent of NIFT and further agree that the guarantee herein contained shall continue to be enforceable till NIFT discharges this guarantee or which is earlier.

NIFT shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the contract by the Contractor. NIFT shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor, and to exercise the same at any time in any manner and either to enforce or two forbear to enforce any covenants, contained or implied, in the Contract between NIFT and the Contractor or any other course or remedy or security available to NIFT. The Bank shall not be released of its obligations under this guarantee by any exercise by NIFT of its liberty with reference to the matter aforesaid or any of them or by reason of any other acts of omission or commission on the part of NIFT or any other

indulgence shown by NIFT or by any other matters or thing whatsoever which under law would, but for this provision have the effect of relieving the Bank.

The Bank also agrees that NIFT and its option shall be entitled to enforce this guarantee against the Bank as a principal debtor, in the first instance without processing against the Contractor and notwithstanding any security or other guarantee that NIFT may have in relation to the Contractor's liabilities.

This guarantee shall not be affected by any changes in the constitution of Contractor nor shall it be affected by any charges in the constitution of NIFT or by any amalgamation or absorption thereof or therewith but will ensure for and be available to and enforceable by absorbing or amalgamated company or concern.

5. Notwithstanding anything contained hereinabove, our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) subject to the clause as stated immediately hereafter. This guarantee shall remain in force till.

This guarantee shall continue and hold good until it is released by NIFT on the application of the Contractor after expiry of the relative guarantee period of the said Contract and after the contractor has discharged all their obligations under the said Contract and produced a certificate from NIFT's representative certifying the due completion of the work under the said contract and submitted 'No-demand Certificate' provided always that unless extended this guarantee shall remain in force till----- should it be necessary to extend this guarantee beyond the said date on account of extension being granted by NIFT to the Contractor in respect of completion of works under the said contract or otherwise, we undertake to extend forthwith the period of the guarantee on NIFT's request till such time as may be required by NIFT.

We-----Bank shall be discharged of our liability under the guarantee unless a claim is made by NIFT within 03 (three) months from the date of expiry of this Bank Guarantee.

**INTEGRITY PACT**

**(To be executed on plain paper and submitted along with technical bid/tender documents . To be signed by the bidder and NIFT.)**

NATIONAL INSTITUTE OF FASHION TECHNOLOGY (NIFT) hereinafter referred to as "The Principal".

AND

\_\_\_\_\_ hereinafter referred to as "The Bidder/Contractor"

**PREAMBLE**

The Principal intends to award, under laid down organizational procedures, contract/s for \_\_\_\_\_. The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Action 1 – Commitments of the Principal.**

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
  - A. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled.
  - B. The Principal will during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could

- obtain an advantage in relation to the process or the contract execution.
- C. The Principal will exclude from the process all known prejudiced persons.

2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

## **Section 2 – Commitments of the Bidder(s)/Contractor(s)**

1. The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
  - a. The Bidder(s)/contractor(s) will not, directly or through any other persons or firm, offer promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage or during the execution of the contract.
  - b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractors will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or documents provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. All the payments made to the India agent/representative have to be in Indian Rupees only.



- e. The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - f. The Bidder(s)/Contractor (s) who have signed the Integrity Pact shall not approach the courts while representing the matter to IEMs and shall wait for their decision on the matter.
- 2. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3: Disqualification from tender process and exclusion from future contract**

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or to terminate the contract, if already signed, for such reasons.

### **Section 4 : Compensation for Damages**

- 1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
- 2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, The Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

### **Section 5 : Previous Transgression**

- 1. The Bidder declares that no previous transgressions occurred in the last three years with any other company in any country conforming to the NIFT's anti corruption approach or with any other public sector enterprise in India that could justify his exclusion from the tender process.
- 2. If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process and appropriate action can be taken including termination of the contract, if already awarded, for such reason.

**Section 6: Equal treatment of all Bidders / Contractors / Sub -contractors.**

1. In case of sub –contracting, the Principal Contractor shall take the responsibility of adoption of Integrity Pact by the Sub – Contractor.
2. The Principal will enter into agreements with the identical conditions as this one with all bidders and Contractors.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

**Section 7: Criminal charges against violation Bidder(s) / Contractor(s) / Sub-contractors(s).**

If the Principal obtains knowledge of conduct of a Bidder(s)/ Contractor(s) which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

**Section 8 : Independent External Monitor/Monitors**

1. The Principal appoints competent and credible Independent External Monitor for this Pact after approval of Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The Monitor will have access to all contract documents, whenever required. It will be obligatory for him to treat the information and documents of bidders /contractors as confidential. Hereports to the Director General, NIFT.
3. The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors.
4. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality. The Monitor has also signed declarations on “Non – Disclosure of Confidential Information” and of “Absence of Conflict of Interest” In case of any conflict of interest arising at a later date, the IEM shall inform Chairman & Director General, NIFT and recuse himself/herself from the case.

5. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
6. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
7. The Monitor will submit a written report to the Director General, NIFT within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
8. If the Monitor has reported to the Director General, NIFT, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Director General, NIFT has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
9. The word "Monitor" word include both singular and plural.

#### **Section 10 : Pact Duration**

This pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidder 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Director General, NIFT.

#### **Section 11 : Other Provisions**

- This agreement is subject to Indian Law. Place of performance and jurisdiction is the Head office (NIFT) Delhi.
- Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- Issues like Warranty/Guarantee etc. shall be outside the purview of the IEMs.

- In the event of any contradiction between the Integrity Pact and its Annexure, the clause in the Integrity Pact will prevail.

(For & on behalf of the Principal)

(For & on behalf of Bidder/Contractor)

(Office Seal)

(Office Seal)

Place \_\_\_\_\_  
Date \_\_\_\_\_

Witness 1 :

(Name & Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness 1:

(Name & Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness 2 :

(Name & Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness 2:

(Name & Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF BIDS**

- 1) Bidder should consider any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will

be responsible for any delay due to other issues.

- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission

message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

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