



Tender Document - Business Center - Main Campus

नेशनल इंस्टीट्यूट ऑफ फैशन टेक्नोलॉजी, चेन्नई
NATIONAL INSTITUTE OF FASHION TECHNOLOGY, CHENNAI

A Statutory Institute governed by the NIFT Act, 2006

(Ministry of Textiles, Govt. of India)

An ISO 9001: 2015 certified Institution,

Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

Email: purchase.chennai@nift.ac.in and admin.chennai@nift.ac.in

Rs. 295/-
(in Cash /
DD / PO)

**NAME OF WORK: EXPRESSION OF INTEREST FOR RUNNING A BUSINESS
CENTER AT NIFT, CHENNAI CAMPUS**

TENDER DOCUMENT-SINGLE BID SYSTEM

1. Original : The Bid document with complete details and necessary attachments and financial bid should be submitted in a sealed cover Addressed to
The Director,
National Institute of Fashion Technology,
Rajiv Gandhi Salai, Taramani, Chennai – 600113
2. Duplicate : To be retained by the Service Provider for Reference.

Tender Issue : **07.07.2025**

Last date & Time for Submission of Tender : **23.07.2025- 01.00 PM**

Tender Opening Date & Time : **23.07.2025- 03.30 PM**

EMD to be deposited along with Tender (In separate cover): **Rs.25, 000/-**

Tender document will be available at our website, it should be downloaded at free of cost (www.nift.ac.in/chennai/tenders)

1

I accept the above conditions

(Full Signature of the Contractor with seal)



Terms & Conditions:

1. To operate the Business Center, the contractor will be provided with two shops: one measuring approximately **270 sq. ft.** in the **Main Campus**. **The selected contractor shall pay a monthly facility charge plus GST for using the facilities provided by NIFT.**
2. **The contractor is permitted to sell stationery and other items such as fabric, buttons, thread, toiletries, and cosmetics required by students, faculty, and officers. Items/materials should be sold at minimum 5% discount on the MRP and the rates will be reviewed by the committee constituted by NIFT.**
3. **There will be a holiday for the students during June/July and December /January. If more than 07 continuous holidays in a calendar month, facility charges will be paid on pro-rata basis.**
4. The contractor shall be responsible for the interior design, Furniture etc. required to run the Business Center at their own expense and must provide their own furniture. The contractor shall not cause any damage to the existing structure while making interior changes. The proposed interior design must be approved by NIFT. No additional electrical extension points, other than those provided by NIFT, are allowed.
5. **The contractor is NOT permitted to sell any food items, including tea, coffee, biscuits, chips, ice creams, cool drinks, or any other eatables.**
6. The successful bidder must pay a **performance security deposit equivalent to 5%** of the total value as per GFR norms of the annual facility charges at the time of occupying the premises. This security deposit will be refunded after deducting any dues, if applicable, upon the completion of the tenure or termination of the contract. The security deposit may be submitted in the form of Demand Draft or Online Transfer or Bank Guarantee and the Security Deposit will not earn any interest.
7. The contractor is responsible for maintaining cleanliness in and around the Business Center.
8. The contractor must use biodegradable packaging materials for selling items.
9. The contractor is strictly prohibited from selling any items such as tobacco, liquor, pan masala, or any other products that are legally prohibited in the state.
10. If telephone facilities are provided to the Business Center, the contractor shall bear the cost of telephone bills.



- 11. The contract shall be valid for one year from the date of issuance of the order and may be extended on a yearly basis for an additional two years, subject to satisfactory performance and adherence to the same terms and conditions, with a 3% annual increase in charges.**
12. Either party may terminate the contract by providing a one-month notice.
13. If any relative of the tenderer is an employee of NIFT, the name, designation, and relationship of such an employee must be disclosed in writing to the Director, NIFT, at the time of submitting the tender.
14. The monthly facility charges must be paid to NIFT on or before the 5th of every calendar month.
15. Sub-letting is strictly not permitted.
- 16. The daily operating hours of the Business Center shall be from 8:00 a.m. to 7:00 p.m.**
- 17. Electricity charges will be collected as per actual consumption.**
- 18. Waste removal will be carried out by the vendor.**
- 19. If the H1 is more than one, Contract will be given based on the 1. List of proposed items with Price 2. Annual Turnover 3. Experience 4. No. of similar contracts currently running and Service Feedback.**
20. Prospective Bidders may visit the place during office hours with prior intimation by mail to admin.chennai@nift.ac.in
- 21. The Director, NIFT Chennai, shall have full authority to take appropriate action, including termination of the contract or any other action deemed necessary, in the event of any violation by the contractor, such as charging higher prices, misconduct of staff, or any other breach of terms.**
- 22. Submission of all the documents, Annexure A, and B are must.**
- 23. Proposed date of Commencement: 28.07.2025.**



CERTIFICATE FOR NOT BLACKLISTED

DECLARATION

(In Bidder's Company's / Firm's Letter Head)

I/we, have our Office at _____

declare that I/We have never been blacklisted by any State Government / Central Government or any State / Central PSU, Academic Institution/corporate offices.

Date:

Place:

(Authorized Signatory)

Name :
Designation :
Name of the Company/Firm :
Address of the Bidder :

(Company Seal)

4

I accept the above conditions

(Full Signature of the Contractor with seal)



Annexure -A

**TECHNICAL BID FOR PROVIDING CONTRACT FOR RUNNING A BUSINESS CENTRE
AT NIFT CHENNAI CAMPUS**

This Technical Bid shall be filled in by the tendering party, duly signed, stamped and sealed.

S.No	Particulars	Details
1.	Name of Tenderer	
2.	Address of the Firm	
3.	Phone No.	
4.	Status whether firm is proprietary / partnership firm / company	
5.	Name (s) of the Director / Proprietor / Partners of the firm	
6	Year of Establishment	
7	Details of the EMD (only Demand Draft will be accepted)	
	Amount in Rupees	Rs. 25,000/-
	DD No. and Date	
	Issuing Bank	

Registration under various status: (enclose certified copies):

S. No	Registration	Registration No.
a.	Shops and Establishment Act	
b.	License under the contract Labour Act	
c.	Provident Fund Number (EPF)	
d.	Employee State Insurance (ESI)	
e.	GST Registration No.	
f.	Permanent Account (PAN) No.	

Give details of major similar contracts handled by the tendered during the last three in the following format:

S.No.	Name of the Client, Address, Telephone No.	Contract Value	Duration of Contract	
			From	To
1.				
2.				
3.				

(Letters of satisfactory performance from the client (s) must be attached).



Income Tax Returns of the tenderer for the last 3 years (if the space provided insufficient, a separate sheet may be attached.)

Financial year	Amount	Remarks
2023-24		
2022-23		
2021-22		

Evaluation Criteria: The following self attested documents needs to be enclosed.

- Company Registration Certificate (**Company Registration, Geographic Presence should be Chennai Only**)
- GST Registration Certificate registered at Chennai.**
- PAN Details.
- MSME Certificate (Relaxation for Prior Experience and Prior Turnover Criteria as per Department of Expenditure vide their OM No. F20/2/2014-PPD (Pt.) dated 2009.2016 and MSME OM F.No.1(2)(1)/2014-MA Part dated 10.03.216)
- Annual Turnover should not be less than Rs.5.00 Lakhs for last three years**
- Undertaking for not being blacklisted by any organization in last 5 years.
- Past Experience is mandatory (Copies of work orders are to be enclosed). The NIFT Committee will inspect any of your units presently functional.

Date:



Table of contents

S. No	Name of the certificates	Attached Yes/No	Page Number	Remarks
1	Company Registration Certificate			
2	GST Registration Certificate registered at Chennai			
3	PAN Details.			
5	MSME (if applicable)			
6	Details of major similar contracts with the satisfactory reports			
7	Financial turnover of the tenderer for the last 3 years			
8	Undertaking for not being blacklisted by any organization in last 5 years			

8

I accept the above conditions

(Full Signature of the Contractor with seal)



ANNEXURE B

FINANCIAL BID

FOR PROVIDING CONTRACT FOR RUNNING A BUSINESS CENTRE AT NIFT CHENNAI CAMPUS

1. Name of the Tender :
2. Address of the Tender :
3. Phone No. :
- 4.

S.No.	Particulars	Amount
1.	Facility Charges	
2	GST @18%	
3	TOTAL QUOTED PRICE IN INR	

BASE PRICE Rs.15,000 + 18% GST / MONTH

Note:

1. **Highest (H1) Bidder and meeting all the evaluation criteria will be awarded the Contract.**
2. Electricity charges to be paid as per actual consumption monthly basis.
3. Waste removal will be carried out by the vendor
4. Items/materials should be sold at **minimum 5% discount on the MRP** and the rates will be reviewed by the committee constituted by NIFT.