



# 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)

## TENDER DOCUMENT FOR PRINTING OF.....

NIFT (Name of the Centre)

Address of the campus

### **Time schedule for tender process:**

|  |   |
|--|---|
| Date of publication of tender notification on official website and News Papers |   |
| Sale of tender document commence from  |   |
| Last date for Sale of tender document  |   |
| Last date for receipt of duly filled in tenders                                |   |
| Date and Time of the opening Technical Bids                                    |   |
| Date and Time of the opening Financial Bids                                    | will be notified to the technically qualified tenderers |

**Note: This tender document contains ..... pages (total no. of pages including Annexures) and tenderers are requested to sign on all the pages.**



## INDEX

| <b>S.No</b> | <b>Particulars</b>                        | <b>Page No.</b> |
|-------------|---|-----------------|
| 1.          | Introduction                              | 3               |
| 2.          | Notice Inviting Tender                    | 3               |
| 3.          | Criteria for the selection of the Printer | 4               |
| 4.          | Terms & Conditions                        | 6               |



## 1. INTRODUCTION:

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.

### One paragraph for the introduction of concerned NIFT Campus.

## 2. NOTICE INVITING TENDER

The NIFT .....Centre invites sealed tenders under "**TWO BID SYSTEM**" for selection of a printing press for printing of -----copies of ----- as per specification enclosed in "Annexure-\_\_\_\_", from the printers based on ----- at NIFT Centre.....address of the centre. The bidder shall quote against the above enquiry with their most competitive rates (item wise as listed under Annexure-II in the tender document).

The details of the tender are given below:-

- a. **Description of Services:** selection of a printing press for printing of -----copies of ----- as per specification enclosed in "Annexure-\_\_\_\_", from the printers based on ----- at NIFT Centre.....address of the centre.
- b. **Closing date & time for submission of bids:** .....
- c. **Date & time of opening of Bid:**
  - i. Technical bid: ..... (in presence of the tenderers or their authorized representatives).
  - ii. Financial bid : After evaluation of Technical Bid
  - iii. Bid validity upto: 90 days from the date of opening of financial bid
- d. **Correspondence Address:** Mr./ Ms. ....Director, National Institute of Fashion Technology, NIFT Campus, .....address of the Campus

"**TWO BIDS SYSTEM**" shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the 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.

Tender documents for selection of a printing press for printing of -----copies of ----- at NIFT Centre.....address of the centre can be obtained from office of the Purchase Officer from..... to..... on all working days between 10 A.M. to 4 P.M. on payment of a non-refundable cost of Tender of Rs..... which shall be payable in the form of a Demand Draft drawn in favour of .....NIFT – (Name of the Centre).

The tender document is not transferable to any other person. The tender document can also be downloaded from the NIFT’s official website www.nift.ac.in/name of the centre. The tenderer who have downloaded the tender document from the website should send a Demand Draft of Rs..... (non refundable) drawn in favour of National Institute of Fashion Technology (name of the Centre) towards the cost of tender document in Technical cum Financial Bid.

The tender fee and the EMD draft should be kept in the Technical Bid Cover. The Technical bid and the financial bid should be sealed by the tenderer in separate covers duly super scribed as “Technical Bid” and “Financial Bid” respectively. Both these sealed covers should then be kept in a bigger cover which should also be sealed & duly super scribed as “selection of a printing press for printing of -----copies of ----- at NIFT Centre.....address of the centre”.

In case of any clarification required relating to this tender, the same can be sought from the following officers of NIFT:

- a. Name with designation, phone number and email id.
- b. Name with designation, phone number and email id.

**3. CRITERIA FOR THE SELECTION OF PRINTER:**

**A. Technical Bid:**

**Technical Bid for -----Name of Printing material-----**

**(To be sealed in Envelope super scribing “Technical Bid”)**

- 1. Name of the Agency :
- 2. Name of the authorized person :  
(who signs on the tender document)
- 3. Address of the Agency :
- 4. Phone No :
- 5. email- address :
- 6. Mobile No. :
- 7. Fax :

**Eligibility Criteria for Selection:-**



| S.No. | Documents to be submitted   | Proof Required  |
|-------|---|---|
| 1.    | The proof of the printing press of the printer should be based on -----   |   |
| 2.    | The Proof of Annual Turnover for upto Rs. _____ Lakhs per year atleast for last 2 years in the form of Audited Balance Sheet (Year of -----)                      | (To be Attached)                                      |
| 3.    | A List of organizations where the supplier has currently provided/has printed/supplied the items covered in the tender.   | (To be Attached)                                      |
| 4.    | Two Printing job of Govt./ Autonomous bodies and PSU each.  | (To be Attached)                                      |
| 5.    | Registration Certificate in support of VAT No./TIN No. & validity etc.  | (To be Attached)                                      |
| 6.    | Copy of PAN/TAN number of the firm/Company for Income Tax.  | (To be Attached)                                      |
| 7.    | 2 sets of Sample Papers may be enclosed as per specification enclosed at Annexure 'III & IV'. Brand of the paper may also be mention on the sample paper, if any. | (To be Attached)                                      |
| 8.    | Earnest Money Deposit in the form of Demand Draft in favour of NIFT payable at -----.   | EMD DD/PO<br>No. Dated: .....<br>Amount: Rs:<br>..... |
| 9.    | Tender cost should be enclosed with Technical Bid in the form of Demand Draft in favour of NIFT payable at -----.   | DD/PO No.<br>.....<br>Dated: ...<br>Amount: Rs:       |
| 10.   | Declaration that the printer has not been debarred from participating in Tender anywhere in NIFT HO and Centres.  | (To be Attached)                                      |

**Signature and Seal of Tenderer:** -----

**B. Financial Bid:**

The financial bid will be opened only of those bidders who will qualify the technical bid.

**Financial Bid for -----Name of printing material-----**

**(To be kept in sealed Envelope super scribing" Financial Bid")**

| S. No. | Item | Qty. | Unit Price in Rs. | VAT | Page if any | Total |
|--------|------|------|-------------------|-----|-------------|-------|
|--------|------|------|-------------------|-----|-------------|-------|



|  |                                     |  |  |  |  |  |
|--|-------------------------------------|--|--|--|--|--|
| 1.   | Printing of -----                   |  |  |  |  |  |
| <b>Total</b>   |                                     |  |  |  |  |  |
| 2.   | Delivery/Postal Charges             |  |  |  |  |  |
| 3.   | Other Charges/ Tax (Please Specify) |  |  |  |  |  |
| 4.   | Discount (if any)                   |  |  |  |  |  |
| <b>Grand Total (Incl. of all taxes and Delivery/Postal/ &amp; Other charges)</b> |                                     |  |  |  |  |  |
| <b>Grand Total in words: Rs.</b>   |                                     |  |  |  |  |  |
| .....  |                                     |  |  |  |  |  |

- **Items quoted must be as per the specifications given in Annexure –III & IV (can be added as per the requirements).**
- **Any mistake, overwriting etc. in mentioning the price will result into cancellation of bid.**

- Part A :-

Price for -----name of printing item

- Part B :-

i) Postal Charges by Air (for sending ----name of Printing item-----), or

ii) Postal Charges by Road/Railway (for sending ----name of printing item----- to all NIFT Centres).

**Final total price for a bidder will be decided on the basis of following formula -:**

Total of part A+ 20% of Total postal charge for shipping by Air.

At B (i) + 80% of Total postal charge for shipping by Road/ Railway at B (ii)

This formula is only for deciding the lowest bidder. Actual shipment by Air/Road may vary depending upon exigencies at the time of dispatch, at the discretion of NIFT.

The Technical Bid of the tender will be opened on the same day i.e. ----- at ----- A.M. / P.M. in presence of such printers who may wish to be present, either by themselves or through their authorized representatives.



#### 4. TERMS & CONDITIONS

1. The tenderer shall depute technically qualified executive to coordinate the job with NIFT team.
2. The basic layout of the -----name of printing material-----Will be provided by NIFT. However the formatting of all pages will be carried out by the printer.
3. The final corrections in the layout will be carried out by the printer.
4. The tenderer will provide black & white laser printouts of the final dummy of the of ---- --name of printing material----- before going to final printing at the printer premises.
5. The final dummy in colour will be approved by NIFT team before printing.
6. Pre inspection of the quality of the printing material will be done by the NIFT officials before delivery at NIFT to avoid future dispute regarding the quality and supply all the copies of the above material in proper packaging at NIFT, -----name of centre----
7. The tenderer shall supply all the copies of the above ----- in proper packaging (water proof and fabric packing over carton) at all NIFT centers.
8. The price quoted for printing of all the jobs should be mentioned per unit which shall be inclusive of all taxes, Goods and Service Tax (GST) and excluding delivery/Postal charges. Further the tenderer will provide GSTIN number with submission of technical bid and all the applicable rules of Goods and service Tax, act will be binding on the tenderer. Tenderer will also provide the proof of payment of GST along with submission of his supply bill.
9. The tenderer shall provide a soft copy of the final artwork in .pdf, .doc & .cdr format on CD/DVD/pen drive/ email free of cost to NIFT after completion of work.
10. No overwriting, correction, insertion shall be permitted in any part of the printing document/material.
11. A Demand Draft of Rs. -----/(Rupees ----- only) is required to be deposited as Earnest Money Deposit in favour of NATIONAL INSTITUTE OF FASHION TECHNOLOGY, -----Address----- along with Sealed Tender (Technical Bid). Any bid not accompanied by required EMD, shall be deemed to be invalid & shall be rejected by NIFT. The Earnest Money will be returned to the bidders except the successful bidder as soon as the tender for awarding the printing material is finalized.
12. The date of the demand draft will be after the publication of this tender.
13. The L1 Tenderer shall deposit 5% of the total cost quoted for a year as Security Deposit to NIFT, within one week after placement of Supply Order. No interest shall be paid on security deposit which will be returned after successful printing/ supply and after adjusting dues, if any. Correction, if any, must be signed in the quotation by the Tenderer
14. If the bidder withdraws his bid during the period of bid validity, the EMD shall be forfeited. In case of the successful bidder, if he fails to furnish the required Security Deposit within the specified time limit.
15. Tenders after due date shall not be considered at all.



16. National Institute of Fashion Technology reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weightage shall be given to several factors **(as shall be decided by NIFT)** besides the commercial bid.
17. Tender shall be accompanied by the relevant documents including the following **(“Annexure – I”):-**
  - i. The proof of the printing press of the printer should be based on -----.
  - ii. The Proof of Annual turnover up to Rs. \_\_\_\_\_ Lakhs per year for the year T---- -- & ----- in the form of the Audited Balance Sheet.
  - iii. A list of organizations where the supplier has currently provided/has printed/ supplied the items covered in the tender in the format.
  - iv. Two printing job of Govt./Autonomous bodies or PSU each
  - v. Registration Certificate in support of VAT No/ TIN No & Validity etc.
  - vi. Copy of PAN/TAN number of the firm/company for Income Tax.
  - vii. 02 sets of Sample Papers may be enclosed as per specification enclosed at **Annexure ‘-----’**. Brand of the paper may also be mentioned on the sample paper, if any.
  - viii. EMD should be enclosed with Technical Bid in the form of Demand Draft in favor of NIFT payable at -----**Name of Centre-----**.
  - ix. Tender cost should be enclosed with Technical Bid in the form of Demand Draft in favor of NIFT payable at -----**Name of Centre-----**.
  - x. The **Tenderer** has to declare that he has not been debarred from participation in tender anywhere in NIFT HO & Center.
19. In case **L-1** is more than one, then the Technical qualification of the Tenderer **shall** be the criteria and the decision of NIFT **shall** be final.
20. Conditional Bids/Vague offers like **“Duties as applicable”** shall not be considered.
21. Delivery is required to be completed within 15 days from the date of handing over final proof.
22. NIFT reserves the right to alter the quantity of -----**name of printing material -----** ----- to be printed.
23. **A Penalty of Rs. 500/- per day subject to maximum of 20% of the bill on account of delayed supply of the material shall be imposed in case, the supply is not made within the stipulated time and thereafter NIFT shall have right to terminate the whole contract.**
24. **Penalty for Non-Compliance:-**
  - i) Inferior or defective printed matter shall under no circumstances be accepted by the NIFT.
  - ii) In case any error or defect is discovered after delivery of the printed matter which is ascribable to the printer, he shall be bound to rectify such error or defect at his





- own cost to the satisfaction, and within the time limit fixed by the NIFT for the purpose.
- iii) In case of the delivery of any defective printed material which, owing to urgency or any other reason, cannot be rejected wholly, the NIFT shall deduct such sums from the concerned printer's bills as may be considered proper.
  - iv) The rejected printed material shall lie in the NIFT premises entirely at the printer's risk.
  - v) The tenderer will be expected to remove it at the earliest at the cost of the supplier. However, if such rejected material is not removed within 7 days of notice to the tenderer regarding rejection, NIFT shall have the right to dispose of such material as it deems fit.
25. In case of genuine difficulties beyond the control of the printer, on request, he may be given extension of the time limit up to a maximum of 10 days in special case.
  26. Tenders once submitted shall not be allowed to be withdrawn, altered or cancelled in part or in whole.
  27. The Security Deposit will be released on receipt of the bill completed with all delivery vouchers and other documents. No interest will be paid on the EMD/Security Deposit.
  28. If the job is returned by the firm unexecuted after accepting the same, earnest money shall be forfeited in full and job will be got executed at firm's risk from some other firm. The firm shall also be liable to be black listed.
  29. Execution of job should be of standard quality, neat and accurate according to the specifications, quality of paper where NIFT is satisfied. If the execution of the job is not upto the standard, suitable deductions will be made or the entire job shall be rejected by NIFT, as the case may be, at the cost of firm risk.
  30. The tenderer shall print the -----name of the printing material -----on the paper specified. In case the tenderer uses the inferior quality of paper, NIFT will get it tested from the approved Govt. testing lab and a penalty on the total bill shall be imposed by the Competent Authority as deemed fit on the firm and further lead to disqualification for any future job prospects with NIFT.
  31. The Annual turnover of the firm with regard to offset for printing should be minimum Rs. ----- Lakhs per annum for last two years in the form of Audited Balance Sheet for the year ----- . The document in support of the same should be enclosed with the Technical Bid.
  32. The successful Tenderer shall have to submit the self-attested photocopy of the Invoice for purchase of paper and shall have to give in writing in the following Performa :-

“Certified that the paper procured from the M/s-----is actually used in printing of -----  
**name of the printing material**----- at the time of submission of bills.

The printing press should be **based/located in** ----- region with in-house facility including designing dispatch etc. to execute the job as required (details to be furnished).



### 33. Conciliation/Arbitration:

- 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 & settlement through a Committee appointed by Director-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 as detailed above shall be referred to & settled by the sole Arbitrator to be appointed by Director-NIFT.
- iii) The Arbitration proceedings shall be in accordance with the provisions of the Arbitration & Conciliation Act, 1996 & Laws of India as amended or enacted from time to time.
- iv) The venue of the Arbitration shall be based upon the NIFT..... The language of the arbitration proceedings shall be in English.
- v) The Arbitrator will give a speaking & reasoned award.
- vi) The cost incurred during arbitration, if any, shall be borne by the supplier.

### 34. Applicable Law & Jurisdiction:

All matters connected with this shall be governed by the Indian Law both substantive & procedural for the time being in force & shall be subject to the exclusive jurisdiction of Indian Court shall be based upon the NIFT.....

35. NIFT reserves the right to annul the bidding process at any time period to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of NIFT action.
36. The agency should not sublet the work or any part of the work to any other agency without written consent of NIFT.
37. The work shall be executed as per the direction and to the satisfaction of the NIFT.
38. In case of any deviation/fault in the quality as also printing mistake, NIFT shall have the right either to reject printed material or deduct part payment from the bill.
39. As per the instructions of Central Vigilance Commission, no negotiation will be made. In this aspect. The bidder who will quote lowest rates in all the items will be treated as lowest one.
40. Decision of the Director, NIFT \_\_\_\_\_ Centre will be final and binding in case of work requirement and in all the matters relating to technical and commercial terms and specifications including right reserved to reject the tender.

### 41. VALIDITY:

- The rates should be valid for a period of 3 (three) months from opening of Technical Bid, the repeat order can be placed if required.



- The first proof of the material should be submitted within 5 days from the date of submission of relevant material and all printed copies of the material is to be delivered within 10 days from the date of approval of final proof.
- The Tender should be submitted and signed by a duly authorized person, giving full name of the firm with its current business address.
- The bidders should satisfy themselves before submission of the tender to NIFT that they meet the qualifying criteria and capability as laid down in the Tender document.

If any clarification required **the bidder** may contact **the** undersigned.

Yours faithfully

(Name)

**Purchase Officer, Name of Centre**

**Ph: -----**

**Encl. As above.**

**Signature of Tenderer: -----**

**Name of the Authorized Signatory: -----**

**Name of the Company/Firm: -----**

**Seal of the Company/Firm: -----**

**Address: -----**

-----

-----

**Contact No. -----**



The NIFT is publishing various documents in form of bulletins, newsletters, brochures, guidelines of schemes, annual reports, students data base and various other commodity bulletins. With a view to get quality printing work, it intends empanel the printing agencies.

Being design education institute of International repute, the Authorities do not want to compromise with the quality of the services being provided during contract.