



# **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 HIRING OF UNFURNISHED GUEST HOUSE ACCOMODATION**

**NIFT (Name of the Centre)**

**Address of the campus**

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

Date of publication of tender notification on official website	
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.	Eligibility Criteria	4
4.	Instructions to Bidders	5
5.	Technical Bid	6
6.	Financial Bid	10
7.	Schedule of Requirements for Guest House Accommodation	11
8.	Undertaking from the Bidder	12
9.	Checklist	14



## 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**" are invited for hiring of unfurnished Guest House Accommodation at NIFT Centre.....address of the centre.

The details of the tender are given below:-

- a. Description of Services: Hiring of unfurnished Guest House Accommodation at NIFT 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: 30 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 Hiring of unfurnished Guest House Accommodation at NIFT 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](http://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 “Tender for hiring of unfurnished Guest House Accommodation at NIFT 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. **ELIGIBILITY CRITERIA:**

Sealed tender are invited for taking guest house premises on lease / rental basis in \_\_\_\_\_locality (please mention different localities suitable for different Centres) from interested parties owning the premises, with the requirements mentioned below.

1. The property of the subject premises should have a clear and marketable title. The owner should have absolute & exclusive ownership of the premises and should have clear, marketable title and undisputed possession.
2. **Total plinth area required:** 2500 – 3000 sq. ft. approx. to accommodate..... no. of people in the guest house.
3. **Preferred Locations:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (to mention preferred localities by different Centres).
4. **Period of Lease/Rental:** 3 years with two renewal options of 3 years each, on mutually agreed terms and conditions with an increase of 5 to 10% (as per the norms of concerned area/city) on the time of renewal of agreement.



#### 4. **INSTRUCTIONS TO BIDDERS:**

1. The owner should have absolute & exclusive ownership of the premises and should have clear, marketable title and undisputed possession. The offered premises should be situated within preferred location. The offered premises should be at the walking distance i.e. not more than 2 kms. away from the campus for the smooth commuting of the guests.
2. The bidder shall arrange for all statutory clearances such as Municipal, Urban land Ceiling, Nil Encumbrance etc.
3. Premises should have all basic amenities like independent toilets, water, electricity, proper provision for installation of air conditioning unit, parking space for vehicles, proper approach from main road etc. Lift in case required, depending on the floor level.
4. In case the premises are owned by more than one owner, such joint owners can quote through one of them holding Power of Attorney for others.
5. Payments shall be made by Demand Draft at the time of registration of lease agreement and subsequently in the first week of every month. The registration charges will be borne by the Bidder.
6. The premises should be ready in all respects for occupation.
7. Broker / Property dealer need not apply. **NIFT does not NEGOTIATE THROUGH BROKERS AND NO BROKERAGE SHALL BE PAID whatsoever.**
8. The successful bidder will execute lease agreement with NIFT as per our standard format.
9. The offered premises shall be evaluated on the basis of the facility offered/quoted. A team of NIFT official shall visit the offered premises for evaluation. Financial bid of only techno- commercially recommended/acceptable parties shall be opened for further consideration. The decision of the techno-commercial team /NIFT in all such cases shall be final. No reason(s) and/or explanation, whatsoever, shall be given to unqualified bidders. NIFT reserves the right to reject any or all the offers without assigning any reason and the decision to such effect shall be final and binding.

The selection of premises will be based on **Lowest evaluated offer** among all techno-commercially acceptable offers subject to the decision of the NIFT authority.

10. **Validity:** The bid shall be valid for a period of 6 months from the date of offer for acceptance.



11. **Submission of Bid:** The bid has to be submitted as per the following details under two bid system:

- a. First part shall consist of Technical and Financial bid. The Technical bid shall also contain a blank (without price) sheet of the financial bid duly signed. This is to indicate acceptance of the financial bid format. The technical bid must be submitted in a separate sealed envelope.
  - b. Second part shall consist of only Financial Bid and to be submitted in separate sealed envelope.
  - c. Both the sealed envelopes of Technical & Financial bid will have to be submitted in a third envelope containing both the bids.
12. There shall not be any legal case pending /contemplated in any court of law against the ownership of said property.
13. If the property is transferred before the end of the lease period, the rights of the lease shall not be affected in any manner whatsoever.
14. The deed agreement may be cancelled on violation of term and conditions of the contract by the owner and to the effect of unsatisfactory services on giving one month notice.
15. In case of non compliance of any terms of agreement a penalty of Rs. .... Per day will be imposed upon the owner/bidder.
16. The bidder will submit his GSTIN (Goods and Service Tax Registration Number) along with bid and all the provisions related to Goods and Service Tax will be binding on bidder as applicable from time to time. Further bidder will submit proof of payment of GST along with his monthly bill.

**17. 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 preventing provisions of Arbitration & Conciliation Act, 1996 & Laws of India as amended or enacted from time to time.
- iv) The venue of the Arbitration shall be -----.



- v) The Arbitrator will give a speaking & reasoned award.
- vi) The cost incurred during arbitration, if any, shall be borne by the bidder and NIFT equally.

## 5. **TECHNICAL BID:**

- I. The following details should be furnished by the bidder in the Technical bid without fail:
  - i) Name & Photograph of owner(s) of the property, contact phone nos. supporting title documents for establishing property ownership, nil encumbrance clear possession, completion certificate, occupancy certificate etc.
  - ii) Complete address of the property with key plan, approved drawing/plan of the premises.
  - iii) Area details like built-up area, plinth area etc.
  - iv) Power of Attorney holder should submit a copy of POA.
  - v) Technical bid SHOULD NOT HAVE any reference of offered price/rentals.
  - vi) Technical bid duly signed should be submitted in a sealed envelope super-scribing Technical Bid for offer of Hiring of Unfurnished Guest House Accommodation Tender no. \_\_\_\_\_
  
- II. Party should submit 'Earnest Money Deposit' in the form of Demand Draft/Pay Order for Rs. -----/- (Rupees ----- only) drawn on any of the nationalized banks only, payable to NIFT \_\_\_\_\_ Centre. The subject DD/Pay Order should be submitted in the 'Technical Bid Cover' only. The offer submitted without EMD shall be rejected.
  
- III. The EMD of all the unsuccessful bidders shall be returned after the process of selection of premises is completed or upon cancellation of this advertisement. The EMD of the unsuccessful bidder shall be returned after finalization of agreement and occupation of Guest House premises. However, if the successful bidder backs out from his offer for any reason, the EMD money will be forfeited. The EMD of the successful bidders will be converted into security Deposit till the expiry of the contract. **Also, bidders who are registered with the NSIC are exempt from the payment of EMD.**
  
- IV. The party / persons submitting the bid should fill up the check-list. And submit along with the technical bid with attachments.
  
- V. Any Bid containing Price in the Technical bid shall be summarily rejected.

## VI. **Performa of Technical Bid**

**(To be sealed in envelope superscribing "Technical Bid")**

<b>S. No.</b>	<b>Particulars</b>	<b>Details to be filled in</b>
<b>1.</b>	Name of the owner/s	
<b>2.</b>	Share of each owner, if any under joint ownership	
<b>3.</b>	Location/ Address:	
<b>4.</b>	Type of building	
<b>5.</b>	Type of construction and age of the building	
<b>6.</b>	Clear floor height from floor to ceiling	
<b>7.</b>	Total plinth area (in sq.ft.)	
<b>8.</b>	Whether premises is constructed as per approved plan of statutory authorities and permitted to be used for commercial purposes.	Yes / No
<b>9.</b>	Width of the road in front of the premises.	
<b>10.</b>	24 hrs. Running water facility with separate meter available	Yes / No
<b>11.</b>	Independent Sanitary facilities available	Yes / No
<b>12.</b>	<p>Electrical supply with separate meter available.</p> <p>a) If yes, mention the quantum of power load sanctioned / available for the premises and also mention the load type commercial / residential / other, single phase /three phase etc.</p> <p>b) The guest house space shall require adequate power load for its exclusive use. Hence, bidder to specify how much load is available through Permanent electrical approved load and/or through DG sets etc. Owners to</p>	<p>Yes / No</p> <p>a) _____</p> <p>_____</p> <p>b) _____</p> <p>_____</p>



	furnish adequate details.	
<b>13.</b>	Whether adequate parking facility available	Yes / No
<b>14.</b>	Whether adequate space is available for keeping the generator set in the premises, if required	Yes / No
<b>15.</b>	Age of the premises and quality of construction	
<b>16.</b>	Whether premises has independent and proper access for easy movement of staff, customers, visitors.	Yes / No
<b>17.</b>	Whether the premises is ready to move-in.	Yes / No
<b>18.</b>	Whether titles of the property are clear and offerer is real owner or power of attorney holder. (Attach copy of ownership document)	Yes / No
<b>19.</b>	Whether leasing of premises involves violation of HRC Act, ULC Act or any other Act.	Yes / No
<b>20.</b>	Enclosed duly filled up check list as provided below	
<b>21.</b>	Owner to declare that the building /offered premises is free from seepages/leakages	Yes / No

All the minor repairs such as leakage in the water taps and electrical fuses shall be carried out by NIFT and all other major repairs such as leakage in electricity, bursting of water supply pipes or cracks in the walls or defects in the concealed wiring/sanitary fittings, outside repairs in the building or common area will be carried out by the owner. In case owners fail to carry out such repairs after being notified by NIFT, NIFT shall be entitled to make the major repairs with mutual consent of the owner and recover such cost from the rent payable to the owner.



**I agree to:**

1. All the terms and conditions mentioned above
2. Bear all the taxes and cess related to the premises.
3. My / our offer will be valid for the next six months, from the date of offer.
4. I/we agree to lease the premises in favour of NIFT for 3 years with two options of 3 years each.
5. Execute lease deed in NIFT's standard lease deed.
6. Any other terms and conditions (Please specify).

Encl: Plan of the premises.

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

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

**Address:** -----  
-----

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

**Date:**

**Place:**

**6. FINANCIAL BID:**

The Financial Bid should be submitted keeping the following in mind.

- a. The rental quoted should be inclusive of all the amenities and building maintenance charges. Only monthly electricity charges shall be paid by NIFT directly to the electricity board, based on the actual consumption as per the dedicated meter reading.
- b. The bidder shall pay all the municipal taxes / water taxes and other levies for the premises regularly for the lease period and submit copies of the same to NIFT for records.



c. The bidder should give in figures and words the lease rentals @ Rs. \_\_\_\_\_ Per/sq.ft./per month, duly signed & stamped by authorized person (in case the owner is a company). Financial Bid duly signed & stamped should be submitted in separate sealed envelope superscribing "Financial Bid for offer of Hiring of guest house Premises' Tender no. \_\_\_\_\_ as per the format provided herewith. The prices should be mentioned in words as well as figures. In case of any variation between the words and figures, the price mentioned in words shall be final.

**d. Performa of Financial Bid:**

To  
The Director  
(NIFT Centre)

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

I / We, submit the financial bid as follows for the property being offered by me/us. It is confirmed that all the points related to the bid has been mentioned in the Technical bid and no additional or new point is being mentioned herewith.

1. NAME:
2. ADDRESS:
3. Address of the property:
4. Plinth area offered: \_\_\_\_\_ Sq. ft.
5. Monthly lumpsum rent quoted. (Rs.):  
in Figures Rs. \_\_\_\_\_  
in words: Rupees \_\_\_\_\_
6. Security Deposit (to be deposited by NIFT): Rs. \_\_\_\_\_
7. Lease period (minimum 3 years period and renewal for another two terms of 3 years on mutual terms).
8. NIFT may consider using the air conditioning system if already available in the offered premises. Bidder to quote monthly charges for running and maintenance of air conditioning facility, if already available in the premises. The connected electricity charges shall be borne by NIFT.

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

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

**Address:** -----

-----

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



**Date:**

**Place:**

**7. SCHEDULE OF REQUIREMENTS FOR GUEST HOUSE ACCOMMODATION:**

NIFT is looking for a flat / independent house with three bed rooms attached with good sanitary facilities and bathrooms, a hall and a kitchen with the total plinth area covering about 2500 to 3000 sq.ft. on lease basis. Parking place for at least one vehicle is mandatory. It should have adequate and round the clock water supply and should be centrally located and easily accessible by public transport.

Interested parties who fulfill the above requirements are requested to send in their offers in two separate parts, namely, technical and financial bid as detailed below:

1. The technical part should contain the following:
  - i) Full details with address, layout plan of the offered flat/independent house with details of the area of the rooms etc.
  - ii) Copy of duly attested documents of title of ownership of the premises in the name of the bidder
  - iii) Two copies of building plan approved by \_\_\_\_\_ municipal / other statutory authorities.
  - iv) Two copies of the floor plan of the offered premises.
  - v) Two copies of the photograph of the front elevation of the building / premises.
  - vi) Full details of the internal furnishings offered.
2. The financial bid should contain the expected monthly lease rental.

**General Requirements:**

- i) The lease should be for a minimum period of three years with a sole discretion to NIFT to extend it for a further period of two terms of three years each, on mutually accepted terms and conditions.
- ii) The bidder shall pay all the municipal taxes / water taxes and other levies for the premises regularly for the lease period and submit copies of the same to NIFT for records. NIFT shall pay only the electricity consumption charges for the premises.
- iii) The offer should be valid for six months from the date of offer and should reach not later than \_\_\_/\_\_\_/2012, 1500 hrs. The Technical bid will be opened on \_\_\_\_\_ at \_\_\_\_\_ hrs. when the bidders or their authorized representative may remain present. The time and date of opening of the price bid will be communicated separately to the technically accepted bidders. Vague and unspecified offers will not be entertained. The institute further reserves the right to reject all offers without assigning any reasons.



**Director**

NIFT centre \_\_\_\_\_

Tel. No. \_\_\_\_\_

## **8. UNDERTAKING FROM THE BIDDER**

To,

Director  
National Institute of Fashion Technology  
(Name of the centre)

Dear Sir/ Madam

We hereby unconditionally accept all terms and conditions mentioned in “**Tender enquiry for “Hiring of Guest House Accommodation”**” for NIFT centre.

(Authorized Signatory)

(Company Seal)

Date:

**CHECK-LIST**

(Refer para: 15- Instructions to bidders)

S. No.	TERMS AND CONDITIONS	BIDDER'S ACCEPTANCE (Bidder may note that deviation is liable for rejection)
1.	Bid submission as per Tender i.e. in Single stage Two bid system	
2.	Validity of the bid: 6 months from the date of offer (Refer schedule of requirements).	
3.	Firm and valid Offer during the validity period.	
4.	Submitted 'Earnest Money Deposit' in the form of Demand Draft/Pay Order for Rs ----- /- drawn on any of the nationalized banks only, payable to NIFT, _____ Centre, along with the Technical bid in a separate envelope duly super scribed as " <b>EMD</b> ".	
5.	Submitted the following documents as per the Tender document : a) Name & Photograph of owner(s) of the property, contact phone nos. supporting title documents for establishing property ownership, nil encumbrance clear possession, completion certificate, occupancy certificate etc. b) Complete address of the property with key plan, approved drawing/plan of the premises. c) Area details like up area, carpet area etc. d) Power of Attorney holder as referred in terms & conditions above should submit a copy of POA.	
6.	Price Quotation submitted as per Price schedule in Indian Rupees	
7.	Owner(s) to furnish name of Contact person who will be responsible for the subject tender along with his/her detailed address, contact phone numbers, fax numbers and e-mail address(s). a) Name of the Owner/Offerer : b) Permanent Address : c) Telephone No. :	
8.	Remarks /Others, if any	



9.	Owner(s) to confirm that they have not been banned or delisted by any government or any quasi government agencies or PSUs. If this declaration is not given, the bid will be liable for rejection. This fact must be clearly stated.	
10.	Owner to declare that they do not have any owner who is related to any employee working with NIFT. If yes, details to be provided.	
11.	The tenderer to state whether he is a relative of any director of NIFT or the tenderer is a firm in which any director of NIFT or his relative is a partner or alternatively the tenderer is a private company in which Director of NIFT is a member or Director. Suitable details to be given.	
12.	Bidder to quote PAN	
13.	NIFT does not bind itself to accept the lowest tender	

(Authorized Signatory)

(Company Seal)

Date: