



Tender fee ₹ 500/-

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**  
**A Statutory Institute under the NIFT Act, 2006**  
**Chennai**

TENDER DOCUMENT FOR  
**Procurement of Dress Forms & Mannequins**  
AT NIFT Campus, Chennai

Tender form issued to: \_\_\_\_\_

- \* If downloaded from the website or circulated free of cost to the empanelled suppliers, then submit the tender form fee of ₹ 500/- by a Cash/DD in favour of “National Institute of Fashion Technology” along with the DD for the EMD while submitting the tender.
- \* **Details of the DD for the form fee – ₹ 500/-, DD No. \_\_\_\_\_, Bank - \_\_\_\_\_, Date - \_\_\_\_\_.**
- \* **Details of the DD for the EMD – ₹ 20,000/-, DD No. \_\_\_\_\_, Bank - \_\_\_\_\_, Date - \_\_\_\_\_.**
- \* Closing date and time for submission of the tender: - Date – 7<sup>th</sup> March, 2018 up to 4.00 p.m.
- \* Opening of the tender - Date – 7<sup>th</sup> March 2018, Time 4.30 p.m.

**Note: 1. This tender document contains 06 pages with one annexure. The bidders are requested to sign on all the pages while submitting the tender document.**

**2. This tender document can also be downloaded from the website – [www.nift.ac.in/Chennai](http://www.nift.ac.in/Chennai)**

*Donations to NIFT are exempted u/s 80G.*

## TERMS AND CONDITIONS: -

1. Tenders shall be submitted in official tender form issued from the Institute or printed copy of downloaded from the website along with ₹ 500/- Cash/DD in favour of “NIFT – Chennai”. If submitted in any other form or after the last date and time of submission shall be summarily rejected.
2. Tenders received without prescribed Earnest Money Deposit shall be out rightly rejected.
3. The name and address of the bidder shall be clearly filled in the space provided and no overwriting corrections, insertion shall be accepted in any part of the tender unless duly countersigned by the bidder. The tender shall be filled in and submitted in strict accordance with the instructions laid down herein otherwise the tender is liable to be rejected.
4. The filled-in tender is to be submitted in a sealed envelope super scribing “**Tender for Procurement of Dress Forms & Mannequins addressed to the Director**, National Institute of Fashion Technology, Rajiv Gandhi Salai, Chennai – 600 113 dropped in Tender Box in the Institute before 4.00 p.m. till 7<sup>th</sup> March 2018. The tenders will be opened on the same day at 4.30 p.m. in the presence of such of the bidders who may wish to be present, either by themselves or through their authorized representatives.
5. The bids shall be valid up to two months from the date of opening of the tender, and if any bidder withdraws or wishes to modify the terms of the tender during the period, the Earnest Money Deposit shall be forfeited.
6. National Institute of Fashion Technology, Chennai reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.
7. Tender shall be accompanied with following documents: -
  - Copy of the GST Registration Certificate & PAN Number
  - Earnest Money Deposit as per condition no. 11.

8. Annexure I and Annexure II consist of detailed specification of Dress Forms and Mannequins requirement of NIFT, Chennai. Vendor may quote his price schedule in the Annexure I and II. Vendors should indicate taxes and duties to be charged extra and should mention the present rates. The quote should be valid at least for three (3) months.
9. The rates to be quoted in the financial bids should be on fixed and firm basis and delivery at site with the installation. 100% payment will be made after Installation and Satisfactory report from the concerned Department.
10. Delivery period should be 10 days from the date of purchase order. For any other related query, Vendor may visit NIFT on any working day during office hours.
11. The bidder shall deposit ₹ 20,000/- (Rupees Twenty Thousand only) as Earnest Money Deposit along with the tender form. The DD shall be drawn in favour of National Institute of Fashion Technology, payable at Chennai. Tenders without EMD will be summarily rejected. The EMD of the unsuccessful bidders will be returned to the concerned bidders, within three weeks from the opening of the tender. The EMD of the successful bidders shall be returned / refunded after satisfactory supply and installation of the items purchased.
12. Warranty period for one year against all manufacturing defects should be provided by vendor. Any damaged or defective piece will be returned to vendor and should be replaced by defect free piece.

**Director**

**Place : Chennai**

**Date:**

## **Particulars of the Firm / Company**

- 1) Name of the firm :
- 2) Full Address for Correspondence :
- 3) Name and designation of the Authorized contact person for this Tender :
- 4) Website address, if any :
- 5) Email- id of the firm/ contact person :
- 6) Phone Nos., including mobile number of the contact person. :
- 7) GST Registration No. :
- 8) PAN number of the firm :

**Place :** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature, Name and  
Stamp of the firm**

**ANNEXURE – I – Knitwear Design Dept.**

**PRICE BID**

<b>SI. No</b>	<b>Description of the Item</b>	<b>No's.</b>	<b>Unit Price (₹)</b>	<b>Total Price (₹)</b>
1	Mannequins – Male- Standard Size	6		
2	Mannequins – Female- Standard Size	6		
3	Mannequins – Male- Kids - Size-2	1		
4	Mannequins – Female - Kids - Size-2	1		
5	Mannequins – Male- Kids - Size-4	1		
6	Mannequins – Female - Kids - Size-4	1		
7	Mannequins – Male- Kids - Size-6	1		
8	Mannequins – Female-- Kids - Size-6	1		
9	Dress Forms – Female (Half) – 8 US	16		
10	Dress Forms – Female (Full) – 8 US	6		
11	Dress Forms – Kids (Full) – 4 US	2		
12	Dress Forms – Kids (Full) – 7 US	1		
	<b>TOTAL</b>	<b>43</b>		
	<b><u>GST Taxes: (give full details of all taxes including present percentage rates)</u></b>			
	<b><u>Other Charges if any</u></b>			
	<b>GRAND TOTAL</b>			

Total Rupees in Words:

**Signature Name and  
Stamp of the Firm**

**Place:**

**Date:**

**ANNEXURE – II – Fashion Design Dept.**

**PRICE BID**

<b>SI. No</b>	<b>Description of the Item</b>	<b>No's.</b>	<b>Unit Price (₹)</b>	<b>Total Price (₹)</b>
1	Mannequins – Male- Standard Size	3		
2	Mannequins – Female- Standard Size	2		
3	Mannequins – Male- Kids - Standard Size	1		
4	Mannequins – Female - Kids - Standard Size	1		
5	Dress Forms – Male (Half) – Size 38	2		
6	Dress Forms – Male (Half) – Size 40	2		
7	Dress Forms – Male (Full) – Size 38	2		
8	Dress Forms – Male (Full) – Size 40	2		
	<b>TOTAL</b>	<b>15</b>		
	<b><u>GST Taxes: (give full details of all taxes including present percentage rates)</u></b>			
	<b><u>Other Charges if any</u></b>			
	<b>GRAND TOTAL</b>			

Total Rupees in Words:

**Signature Name and  
Stamp of the Firm**

**Place:**

**Date:**