

Cost Rs.100/-

**NORTHERN INDIA INSTITUTE OF FASHION TECHNOLOGY, MOHALI
TENDER FORM**

INSTRUCTIONS TO TENDERERS

1. Tender must be enclosed in a properly sealed envelope addressed to the Director General NIIFT, Mohali, by designation and not by name . The quotations must be super scribed “**Tender for Aluminum Partioning as called for in the Newspaper advertisement**”. The Tender reach the Director General, NIIFT, Mohali before 14.30 hours on the date mentioned in the advertisement notice.
2. In the event of the tender being submitted by a firm, it must be signed separately by each member there of , or in the event of the absence of an partner it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, or in the case of a company the quotation should be executed in the manner laid down in the said Company’s Articles of Association. The signatures on the quotations should be deemed to be authorised signatures.
3. All the columns of the Tender form shall be duly, properly and exhaustively filled in. The rates and units shall not be overwritten . Quotations shall always be both in figures and words. The words “No quotation” should be written across any or all of the items in the schedule for which a tenderer does not wish to tender.
4. Any omission in filling the columns of “units” and “rates” shall altogether debar a quotation from being considered.
5. The tenderers must sign all the quotations.
6. A draft of **Rs 5000/-** must be deposited as Earnest Money/Security in the name of NIIFT ,Mohali, prepared from any scheduled bank payable at Mohali and the receipt must accompany the tender form failing which the tender will not be considered . If any successful tenderer fails to sign the contract on terms contained in the invitation for tender, its tender form and quotation form and conditions of contract, the above said amount will be regarded as forfeited.
7. The Director General ,NIIFT Mohali will have the right of rejecting all or any of the quotation without assigning any reasons .
8. No tender will be considered unless and until all the documents are properly signed.
9. The quotations will be regarded as constituting an offer or offers open to acceptance on whole or in part or parts at the discretion of Director General, NIIFT, Mohali.

Signatures of the Tenderers

We hereby quote to supply the goods and materials specified in the underwritten schedule in the manner in which and within the time specified set forth in the conditions of contract at the rates given in the schedule specified below.

I/We herewith deposit receipt for a sum of Rs. _____ as security money and should I/We fail to execute an agreement embodying the said conditions and deposit security as laid down in the form within 10 days of the acceptance of my/our tender. I/We hereby agree that the above sum of security money shall be forfeited to the Director General , NIIFT, Mohali.

SCHEDULE "A" OF RATES

S.No	Work Description	(Rate in Sq.ft)
1)	Aluminum Partioning with Door and Door Closer (size 10'L x10'B x7 Height), Aluminum Section (1 ½ " x 2"), Particular Laminated Board (12 MM) or Puff sheet, Glass 4 mm and roof with 12 mm laminated board including fitting and complete in all respect.	

All rates for delivery are F.O.R., Destination, Dated the _____ day of _____, 2013 .

Signature _____

Name _____

Address _____

Please read conditions Schedule "B" and then fill in all the above columns.

SCHEDULE 'B'

Conditions of Contract

1. Rates should be quoted FOR destination else the same will be ignored straightway.
2. Rates should be quoted on firm basis without prices escalation or force majored clause. Taxes/duties must be quoted separately.
3. NIIFT does not bind himself to accept the lowest tender and reserves to himself the right to reject any or all tenders without assigning any reason.
4. The documents must be signed by proprietor or Director or Partner/MD of firm. The offer should also accompany with valid authorization letter/resolution. Any offer, if found signed by another person or employee other than above shall not be considered.
5. Tenderers imposing their own conditions other than specified in the NIT and the tender documents would be liable for rejection.
6. The conditions of contract i.e. Schedule 'B' attached to the Schedule 'A' should be returned to this office duly stamped & signed along with Schedule 'A' otherwise the tender will be ignored.
8. In case the date of opening falls on a holiday declared by the Government tenders will be opened on the next working day , following the close day , at the schedule time.
9. Any tender which is not on the proper tender form or is received late will not be considered.
10. All disputes will be settled within the jurisdiction of the Head Quarter of NIIFT, Mohali at Mohali.
11. Rate of Sales Tax/Vat/InterState Sales tax or any other chargeable duty must be specifically mentioned failing which no sales tax or duty will be allowed at a subsequent stage.
12. The copies of documents attached with the tenders (even Photostat copies) should be attested.
13. Minimum delivery period must be quoted clearly in the offer, it should be specific and not in period span and should not exceed 14 days in any case.
14. The tenders will be regarded as Constituting an offer or offers open for acceptance in whole or in part or parts at the discretion of the NIIFT, Mohali for 90 days from the date of opening of the tender.
15. Telephonic / Fax /Telex tenders shall not be accepted.
16. Tenders should certify in their offers that rates quoted by them are not higher than those quoted to D.G.S.&D and other state Govt. Departments.

Cost Rs 100/-

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TENDER FORM

INSTRUCTIONS TO TENDERERS

1. Tender must be enclosed in a properly sealed envelope addressed to the Director, General NIIFT, Mohali, by designation and not by name. The quotations must be super scribed "**Tender for Purchase of furniture as called for in the advertisement, dated _____.**" The Tender reach the Director General, NIIFT, Mohali before 14.30 hours on the date mentioned in the advertisement notice.
2. In the event of the tender being submitted by a firm, it must be signed separately by each member there of, or in the event of the absence of a partner it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, or in the case of a company the quotation should be executed in the manner laid down in the said Company's Articles of Association. The signatures on the quotations should be deemed to be authorised signatures.
3. All the columns of the Tender form shall be duly, properly and exhaustively filled in. The rates and units shall not be overwritten. Quotations shall always be both in figures and words. The words "No quotation" should be written across any or all of the items in the schedule for which a tenderer does not wish to tender.
4. Any omission in filling the columns of "units" and "rates" shall altogether debar a quotation from being considered.
5. The tenderers must sign all the quotations.
6. A draft of **Rs 2,000/-** must be deposited as Security in the name of NIIFT, Mohali, prepared from any scheduled bank payable at Mohali and the receipt must accompany the tender form failing which the tender will not be considered. If any successful tenderer fails to sign the contract on terms contained in the invitation for tender, its tender form and quotation form and conditions of contract, or to pay the additional security referred to in the next clause below, the above said amount will be regarded as forfeited.

7. The successful tenderer may be required to deposit in addition as security for the performance of the contract an amount equal to 5 percent of the approximate value of the estimated cost.
8. The Director General ,NIIFT Mohali will have the right of rejecting all or any of the quotation without assigning any reasons .
9. No tender will be considered unless and until all the documents are properly signed.
10. The quotations will be regarded as constituting an offer or offers open to acceptance on whole or in part or parts at the discretion of Director General, NIIFT, Mohali.

Signatures of the Tenderers

We hereby quote to supply the goods and materials specified in the underwritten schedule in the manner in which and within the time specified set forth in the conditions of contract at the rates given in the schedule specified below.

I/We herewith deposit receipt for a sum of Rs. _____ as security money and should I/We fail to execute an agreement embodying the said conditions and deposit security as laid down in the form within 10 days of the acceptance of my/our tender. I/We hereby agree that the above sum of security money shall be forfeited to the Executive Director , NIIFT, Mohali.

SCHEDULE "A" OF RATES

S.No	General Description / Specifications	Tender Rate	Name of manufacturer

1.	<p>Office Tables - (16 Nos)</p> <p>Specifications :</p> <ol style="list-style-type: none"> 1. Board (MTF) 15MM both side laminated with teak wood shade sun mica 2. Top – 48" x 24", beading 1 ¼" polished 3. Height = 30" 4. Table Frame Breadth = 22" 5. Key Board Shelf = 12" x 31" with 2" beading 6. Table Drawer (Inner Size) – 10" x 13" Front Board Size 13" x 7 ½ " Telescopic Channels, Drawers Knobs, Lock etc. 7. Shelf above foot rest = 21" x 12" x 4" 8. Open Rack on left side 4" from ground (Shelf Type) = 9 ½" x 22" <p>8. Detachable System.</p> <p>9. Beading should be furnished with sprit polish.</p> <p>And</p> <p>As per sample available in the office</p>		
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All rates for delivery are F.O.R., Destination, Dated the _____ day of _____, 2007 .

Signature _____

Name _____

Address _____
