

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

INSTRUCTIONS TO TENDERERS

1. Cost of Tender is Rs. 1000/-
2. The Technical Bids/ Financial Bids shall be submitted separately, Technical Bid should be covered in a separate sealed cover super scribing the word “ **TECHNICAL BID**” (**Annex – A**) and Financial Bid “ **FINANCIAL BID**”(Annex – B). Both the Bids must be enclosed in a properly sealed envelope super scribed “**Tender for Purchase of Sample Looms as called for in the Newspaper advertisement** addressed to the Director General NIIFT, Mohali, by designation and not by name .. The Tender must reach the Director General, NIIFT, Industrial Area,Phase 1 Mohali before 14.00 hours on the date mentioned in the advertisement notice.
3. The tender shall be submitted with earnest money of Rs. 20,000/- by way of account payee bank draft of any schedule bank in favor of Director, NIIFT, Mohali payable at Mohali. An affidavit clearly stating that he has gone through all the terms and conditions of the tender and they are acceptable to him. The affidavit should be duly attested by Notary/ Oath Commissioner.
4. Tender shall be submitted in official tender form only if submitted in any other form the same shall be summarily rejected.
5. The tenderers must sign Tender Document and no paper shall be detached from the tender document.
6. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender. The tender should be filled in and submitted strictly in accordance with the instructions laid down herein, otherwise the tender is liable to be ignored.
7. The tender is liable to be ignored if complete information is not given therein, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
8. The tender must be addressed to the The Director General, NIIFT , Industrial Area,Phase 1 Mohali and be deposited in the Tender Box on or before 2:00 pm on _____. The Technical bid will be opened on the same day at 2.30 pm in NIIFT, in the presence of tenderer who may wish to be present, either by themselves or through their authorized representatives.
9. Financial bids of only technically qualified bides shall be opened..

We hereby 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 given in the schedule specified below:

SCHEDULE "A"

S.No.	Name of the Item	Specification
1.	Table Top Loom with push back mechanism	Weaving width 63cm (24"), Capacity 16 shaft, Weight 18 kg, Timber lacquered silver beeck hardwood, Finish lacquered, Assembly including Accessories : Heddles- 1600 heddles, Steel rod 10 DPI (40/10 cm), Warping tools – Cross and warp sticks, Reed and heddle hooks/loom, Shuttles (Size 10 Inches)-2/loom, Second back beam compatible for table loom 60 cm (24") width 60 cm wide(24"), Assembly required,

All rates for delivery are F.O.R., Destination, Dated the _____ day of _____, 2019.

Signature _____

Name _____

Address _____

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

SCHEDULE 'B'

Conditions of Contract

1. The successful tenderer shall deposit 5% (including Amount of earnest money) of the quoted price as Security Deposit with NIIFT in shape of Demand Draft (in favor of NIIFT payable at Mohall)/Fixed Deposit Receipt of Bank Guarantee within 7 days from the issue of purchase order. No interest shall accrue on this deposit which will be returned after successful completion of show/event and after adjusting dues if any.
2. Offers received without earnest money or with earnest money less than the amount specified above , the cost of tender document shall be summarily rejected.
3. The Supplier will supply nothing but genuine articles. The Supplier will be responsible for the damage or loss in transit. He will replace goods broken or lost within 10 days from the date of notice thereof.
4. Any person duly authorized by NIIFT shall have the power to inspect the stores before, during or after manufacture, collection , dispatch, transit or arrival and to reject the same or and part or portion. If he is not satisfied that the same is meeting the specifications . The supplier shall not charge or be paid for supplies rejected as above and such supplies shall be removed by the contractor at once and at his expense. He shall neither claim not to be entitled to payment for any damage that rejected supplies may suffer from may harm what so ever incidental to a full and proper examination and test of such supplies . NIIFT shall be under no liability whatever for rejected supplies and the same will be at the supplier's risk , rejected supplies shall be removed by the supplier within 10 days after notice has been issued to him of such rejection, and failing such removal of rejected goods will be at supplier's risk and NIIFT may charge the supplier rent for the space occupied by such rejected goods.
5. The supplier shall provide without any extra charge all materials, tools, labour and assistance of every kind which the aforesaid officer may consider necessary for any test or examination, which he may required to be made on the supplier's premises and shall pay all cost attendant thereon. In the case of stores inspected at makers premises the maker shall provide all facilities including testing appliances for making necessary test other than special tests or independent tests. Failing these facilities at his own premises for making the tests the supplier shall bear the cost of carrying out tests elsewhere .
6. Unless otherwise specified in a requisition, bills for the whole of the goods referred to in each indent, in triplicate, will be prepared and submitted by the supplier to NIIFT. The full amount will be paid on receipt of stores in good condition after their verification as regards specifications, etc.
7. The supplier acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the supplier required under the contract will have to made or furnished and with all the terms , clauses, conditions, specifications and other details of the contract and the supplier shall not plead ignorance of any of those as excuse in case of complaint against or on rejection of supplies tendered by him or with a view either to asking for

enhancement of any rates agreed to in the contract or to evading any of his obligations under the contract.

8. Northern India Institute of Fashion Technology, (NIIFT) reserves the right to accept or reject/cancel any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weight age shall be given to several factors besides the commercial bid.
9. The items required as per Schedule-A and the evaluation of bid will be on the basis of total bid value. The rates quoted should be inclusive of all taxes and duties including GST. The rates quoted should be on the basis of free delivery to the consignee at the premises i.e. NIIFT, ,Industrial Area, Phase 1, Mohall.
10. The Technical Bid/Financial Bid Documents must be signed by proprietor or Director or Partner/Managing Director 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.
11. Financial Bid will opened only in case of those parties who meet all the Technical specifications/requirements and terms and conditions of the DNIT for Technical Offer
12. If the date of opening of tenders happens to be holiday, the same shall be received and opened at the same time on the next working day.
13. The bid document issued to the bidder is non transferable.
14. The tendered should be registered for GST and Income Tax and should enclose copies of relevant certificates.
15. Posted Telefax/Telegraphic offers and offers sent through e-mail shall not be considered.
16. Bid received after the due date and time and any change in quotation after the specified date shall be straightway rejected. NIIFT will not be responsible for the loss of bid document or for the delay in postal transit.
17. The conditional Tender will not be accepted..
18. Rate quoted in the tenders shall be both in figures and words. There should not be any cutting in the Tender Document as regards quoted rates etc.
19. The offer/tender should be typed or written in Ink. Offer/Tender written in Pencil may be ignored.
20. The Tenderers should certify unequivocally that the stores offered conform strictly to the advertised specification to this office.
21. The Tenderes will have to pay the testing charges of samples to be sent to any laboratory in India at the discretion to this office.

22. Income Tax/Service Tax/Statutory Levies shall be deducted from all bills as per rule.
23. No payment will be made in advance for any supplies under this contract . The supplier shall not assign or sublet the contract without written approval of the officer sanctioning the contract.
24. For all items mentioned above, the bidders must ensure the required quality material, dimensions & other parameters and quote accordingly. In case items are not the same as quoted and are non functional they shall not be accepted. No payment/claims for such items shall be entertained.
25. Delivery time shall be 30 days after the issue of work order.
26. The time and date of delivery or dispatch stipulated in a supply order shall be deemed to be the essence of the contract and should the supplier fail to deliver or dispatch any consignment within the period prescribed for such delivery or dispatch stipulated in the supply order, the delayed consignment will be subject to 2% penalty per consignment per month or a part of the month recoverable on the value of recovery will be made from his bills or security deposited with the NIIFT, Mohali provided also that "No recovery of penalty will be made if the delayed supplies are accepted by extending the delivery period by the Director General.
27. Dispute, if any, arising out of the supply of items shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the Director General NIIFT Mohali as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.

Technical Bid

S.No	Name of the Item	Specification
1.	Table Top Loom with push back mechanism	Weaving width 63cm (24"), Capacity 16 shaft, Weight 18 kg, Timber lacquered silver beek hardwood, Fincish lacquered, Assembly including Accessories : Heddles- 1600 heddless, Steel rod 10 DPI (40/10 cm), Warping tools – Cross and warp sticks, Reed and heddle hooks/loom, Shuttles (Size 10 Inches)-2/loom, Second back beam compatiable for table loom 60 cm (24") width 60 cm wide(24"), Assembly required, Finish lacquered,

Other Technical Bid Documents:

1. The tender shall be submitted with earnest money of Rs. 20,000/- by way of account payee bank draft of any schedule bank in favor of Director, NIIFT, Mohali payable at Mohall. An affidavit clearly stating that he has gone through all the terms and conditions of the tender and they are acceptable to him. The affidavit should be duly attested by Notary/ Oath Commissioner.
2. GST. & details along with attested copy of that.
3. Copy of PAN Card & PAN details including the details of Assessing Authority.
4. Complete Tender Document, Form i.e. printed conditions of DNIT duly stamped & signed on each page must be put in Technical Bid without quoting rates/taxes and duties.
5. Any other supporting Technical Documents..
6. Authority Letter wherever applicable.
7. Manufacturing Proof i.e. SSI Registration Certificate. or any other proof in case of original manufacturer.
8. The tenderer must certify/supply the certificate that the price quoted by them are not higher than those quoted to DGS&D and other Govt. Department..

Signature_____

Name _____

Address _____

Annexure - B

Financial Bid

S.No.	Item/Specification	Qty	Rate	Amount
	Table Top Loom with push back mechanism : Weaving width 63cm (24"), Capacity 16 shaft, Weight 18 kg, Timber lacquered silver beech hardwood, Finish lacquered, Assembly including Accessories : Heddles- 1600 heddless, Steel rod 10 DPI (40/10 cm), Warping tools – Cross and warp sticks, Reed and heddle hooks/loom, Shuttles (Size 10 Inches)-2/loom, Second back beam compatible for table loom 60 cm (24") width 60 cm wide(24"), Assembly required, Finish lacquered, Learn to weave on the Table Loom Booklet	10		

All rates for delivery are F.O.R., Destination, Dated the _____ day of _____, 2019.

Signature _____

Name _____

Address _____

- Note :

Financial Bid shall contain only Annexure 'B' as above. Rest of the document must be in the Technical bid Envelop.

