

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 NIIFT, Mohali, by designation and not by name . The quotations must be super scribed **“Tender for the Printing of Prospectus as called for in the advertisement, dated _____.”** The Tender should reach the Director , 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 thereof , 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 5,100/-** must be deposited (Rs. 5000/- as Earnest Money and Rs. 100/- as the cost of Tender Document) 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, 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 , 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 , NIIFT, Mohali.

SCHEDULE "A" OF RATES

General Description / Specifications	Qty	Tender Rate	Name of manufacturer
Printing of Prospectus Size = 7" x 11" , Title Cover 220 gsm imported art sheet with multicolour offset printing , Inner Pages 52 nos. on Imported Art Sheet on 130 GSM imported Art Paper, Application form (one) with both side printing on 100gsm , Title to be laminated and centre stitching. * Rate for additional inner page (if total no of pages increased beyond 40 nos.)	1000		

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

Signature _____

Name _____

Address _____

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

SCHEDULE 'B'

Other Terms & Conditions

1. The Printer will supply nothing but genuine articles. The Printer will be responsible for the damage or loss in transit. He will replace goods damaged or lost within 10 days from the date of notice thereof.
2. Quantity can be increased or decreased.
3. The visual print quality of the brochure should be as per design approved.
4. In case, awardees fails to perform the contract/supply the material in time the Director, NIIFT reserves the right to get it printed from the open market at risk and cost of the awardees.
5. Telephonic / Fax / Telex tenders shall not be accepted.
6. NIIFT reserves the right to reject any or all the bids without assigning reason whatsoever.
7. No conditional tender will be accepted.
8. The rate should be quoted per unit (FOR Destination) including taxes thereon.
9. A dummy print of the Brochure will be submitted in the institute and final printing of brochure will start only after getting approval from the Institute.
10. Design of Prospectus will supply by NIIFT
11. Bidder shall supply final proof within 15 days from the issue of order
12. Prospectus will be supplied within 5 days from the date of approval of final dummy.

