

QUOTATION NOTICE	61/B/IFTK/2021
DATE	27/07/2023



Office of the Principal  
INSTITUTE OF FASHION TECHNOLOGY KERALA  
[A Government of Kerala Institution]  
Affiliated to University of Kerala, & Approved by AICTE, New Delhi  
Vellimon West PO, Kollam – 691511  
Phone: 0474 2547775. Website: [www.iftk.ac.in](http://www.iftk.ac.in)

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#### QUOTATION NOTICE

Institute of Fashion Technology Kerala (IFTK), Vellimon West P.O. Kollam, Kerala 691511 invites sealed quotations from reputed agencies / firms for the repair and maintenance of furniture items. Interested parties may submit their bids (in the prescribed form) along with EMD of Rs.7000/- (Rupees Seven Thousand Only) on or before 04.00 PM on 17/08/2023. Quotations will be opened on 18/08/2023 at 11.00 AM in the Institute of Fashion Technology Kerala by the officers authorised for the purpose.

Sd/-  
Principal, IFTK

## Terms and Conditions

- (1). The quotation with EMD of Rs 7,000/- (Rupees Seven Thousand Only in DD drawn in favour of “THE PRINCIPAL, INSTITUTE OF FASHION TECHNOLOGY KERALA” payable at KUNDARA, from any Nationalized/Scheduled Bank, or through Bank Transfer (NEFT) in the account details – [State Bank of India, Account Name: The Principal Institute of Fashion Technology Kerala, Account No: 67113919214, IFSC: SBIN0070064, Branch: Kundara] shall be submitted in a sealed envelope with the super-scripton “**QUOTATION FOR REPAIR AND MAINTENANCE OF FURNITURE ITEMS AT IFTK**”, strictly in the enclosed proforma.
- (2). Agencies blacklisted by Government or Govt. agencies are not eligible to apply.
- (3). Agencies / firms should have done similar jobs in any Government of Kerala institutions
- (4). Sub-letting of the contract / work will not be allowed.
- (5). The work should be completed within 20 days from the date of the issue of the order.
- (6). No advance payment will be made. Payment will be released only after the completion of work and submission of the GST Bill to “The PRINCIPAL, Institute of Fashion Technology Kerala”
- (7). The last date for the submission of the filled in quotation at IFTK is 17/08/2023, 04.00 PM. Bidders are advised to send their quotation only by SPEED POST. IFTK will not be responsible for any delay in the post / delivery.
- (8). The rates should be quoted in the format – ANNEXURE – 1 enclosed along with this quotation document.
- (9). The firm / agency participating should have minimum 5 years of experience of doing similar kinds of works.

*Signature of the bidder / authorised person of the firm:* \_\_\_\_\_

- (10). Successful work completion certificate from 3 organizations to be submitted along with the Quotation.
- (11). All the repair and maintenance works should be done at the Institute campus only. Furniture items are not allowed to move out from Institute campus for repair / maintenance
- (12). TDS and other Taxes shall be deducted as per statutory compliance.
- (13). In case of any dispute of any kind and in any respect whatsoever, the decision of the Institute of Fashion Technology Kerala shall be final and binding on the bidder.
- (14). All the tools / equipment requires for the repair and maintenance of the furniture items to be taken care of by the bidder and IFTK will not pay any extra amount for this purpose.
- (15). EMD amount of the successful bidder will be converted as Security Deposit and it will be returned only after 6 months from the completion of the work
- (16). Any damages / repair occurs in the repaired furniture within 6 months of the work completed, that has to be rectified by the agency / firm within 48 hours and IFTK will not pay any extra amount for this. Physical / purposely damaged will not be covered in this.
- (17). Firms/bidders doing the work at IFTK should make sure that no property / building is damaged during their maintenance work.
- (18). Quotations / bids received only the prescribed format only will be accepted.
- (19). Quotations / bids without EMD amount will be rejected.
- (20). If any of the terms & conditions (1) to (19) above is found not fulfilled during the period of agreement, Institute of Fashion Technology Kerala reserve the right to discontinue the contract without assigning any reason thereof.

***Signature of the bidder / authorised person of the firm:\_\_\_\_\_***

**FINANCIAL BID (ANNEXURE – I)**

**PROFORMA FOR QUOTING RATES**

To be submitted in a separate sealed envelope subscribing “FINANCIAL BID”

SN	Description / Nature of Repair and Maintenance Works	Qty.	Rate / Item	Amount
01	Painting Works for STEEL LOCKERS (STUDENT LOCKERS)	15 Nos.		
02	Minor Welding Works, Touch Up and Painting Works for STEEL LOCKERS (STUDENT LOCKERS)	25 Nos.		
03	Major Welding Work, Replacing of Bottom Base and Painting Works for STEEL LOCKERS (STUDENT LOCKERS)	30 Nos.		
04	Repairing, Welding and Painting for Perforated Sheet Chairs (Student Chairs)	120 Nos.		
05	Polishing, Painting and Bottom Bush for teak wood tables (Pattern Making Tables)	18 Nos.		
06	Replacing table top by Particle board top and Painting for ART Table (STUDENT ART TABLE)	45 Nos.		
07	Welding, painting and polishing for Art Tables (STUDENT ART TABLE)	30 Nos.		
08	Maintenance, welding and painting for perforated seat visitor chair (3 Seater)	2 Nos.		
09	Front Main Entrance Board Two LOGO (IFTK & Kerala Govt.) and Main letters in LED and other letters in ACRYLIC material with painting and maintenance of existing post and board. Also laying wire for light connection with a control point	1 Nos.		
Total				
GST @ _____ %				
Grand Total				

**Signature of the bidder / authorised person of the firm:** \_\_\_\_\_

**TECHNICAL BID (ANNEXURE – II)**

To be submitted in a separate sealed envelope subscribing “Technical Bid” Prequalification requirements for award of contract for ‘Repair and Maintenance of Furniture items’

01	Name of the Organization/ Firm /Party with full address with pin code, phone No, Fax No, email etc.	
02	Name of all the Proprietor /Partners /Directors	
03	PAN No. of the Firm as allocated by the Income Tax Department (Enclose Copy of the PAN CARD)	
04	List of Government Organizations where the Service Provider has done similar kind of job. Attach minimum 3 work completion certificate received from Govt. Organizations (Attach separate sheet if necessary)	
05	Total years of experience in this field. Attach necessary supporting documents	

*Signature of the bidder / authorised person of the firm:\_\_\_\_\_*