



**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**  
(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles, Govt. of India)

**TENDER DOCUMENT  
FOR  
RUNNING STATIONERY SHOP**

**PANCHKULA CAMPUS  
Sector-23, Panchkula (Haryana) PIN CODE-134116**

**Time Schedule for tender process:**

Date of publication of tender notification on official website	26.12.2023, 10:00AM
Sale of tender document commence from	26.12.2023, 10:30AM
Last date for sale of tender document	16.01.2024, 05:00PM
Last date for receipt of duly filled in tenders	16.01.2024, 05:30PM
Date and Time of the opening Technical Bids	18.01.2024, 12:00 PM
Date and Time of the opening Financial Bids	Will be notified to the technically qualified tenderers

Note: This tender document contains 14 pages {total no. of pages including Annexures) and tenders are requested to sign on all the pages

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## 1. INTRODUCTION:

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 18 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhi agar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong, Srinagar, Panchkula and Daman.

### One paragraph for the introduction of concerned NIFT Campus.

## 2. NOTICE INVITING TENDER

The NIFT Panchkula Centre invites sealed tender's under "**TWO BID SYSTEM**" for running Stationary Shop at NIFT Panchkula Campus for students and staff for a period of one year (Extendable up to 3 Year)

The details of the tender are given below:-

- a. **Description of Services:** running Stationary Shop at NIFT Campus Sector-23, Panchkula 134116 for students and staff for a period of one year(Extendable upto 3 year)
- b. **Closing date & time for submission of bids: 27.09.2023, 05:30 p m**
- c. **Date & time of opening of Bid:**
  - i. Technical bid: 29/09/2023, 05:30 PM (in presence of the tenderers or their authorized representatives.
  - ii. Financial bid : After evaluation of Technical Bid
  - iii. Bid validity up to: 90 days from the date of opening of financial bid
- d. **Correspondence Address:** Director, National Institute of Fashion Technology, Sector-23, Panchkula(Haryana) 134116,

"**TWO BIDS SYSTEM**" shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. NIFT will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the





Clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

Tender documents for running Stationary Shop at NIFT Panchkula Campus for students and staff can be obtained from office of the Purchase Officer from 06.09.2023 to 27.09.2023 on all working days between 10 A.M. to 5 P.M. on payment of a non-refundable cost of Tender plus applicable GST of Rs 200(Plus 18% GST) which shall be payable in the form of a Demand Draft drawn in favour of NIFT PANCHKULA.

The tender document is not transferable to any other person. The tender document can also be downloaded from the NIFT's official website [www.nift.ac.in/panchkula/tenders](http://www.nift.ac.in/panchkula/tenders) The tenderer who have downloaded the tender document from the website should send a Demand Draft of Rs 200(Plus 18% GST) (non-refundable) drawn in favour of National Institute of Fashion Technology, Panchkula towards the cost of tender document in Technical cum Financial Bid.

The tender fee and the EMD draft should be kept in the Technical Bid Cover. The Technical bid and the financial bid should be sealed by the tenderer in separate covers duly super scribed as "Technical Bid" and "Financial Bid" respectively. Both these sealed covens should then be kept in a bigger cover which should also be sealed & duly super scribed as "Tender documents for running Stationary Shop at NIFT Panchkula Campus Sector-23 Panchkula".

In case of any clarification required relating to this tender, the same can be sought from the following officer of NIFT:

a. Mr.Ravikant Prabhakar, Assistant Director(M.no. 9467953044/adadmin.panchkula@nift.ac.in)

### **3. ELIGIBILITY CRITERIA:**

An Agency/ Firm having an experience of at least 1 year of running Stationary Shop is eligible to apply. The firm shall have requisite registration certificate for dealing in stationery items.

#### **A. TECHNICAL BID**

The technical Bid should be kept in separate sealed cover super scribing as "Technical Bid" on it and should contain the following details:

1. Name of Tenderer Agency: .....

2. Details E.M.D. (Rs.5,000/-) :.....(Exempt in case of NSIC Exemption Certificate)





Draft No. :... ..

Issuing Bank: .....

3. Details of Experience in the similar Field (attach copies as proof)

S.No	Period		Organization	Details of Stationery services
	From	To		

4. Infrastructure available with the Agency (Yes/No)

- i) Photocopy Machine (B/W & Colour) \_\_\_\_\_
  - ii) Computer (with latest Hardware & Software ) \_\_\_\_\_
  - iii) Laser Printer (B/W & Colour) \_\_\_\_\_
  - iv) All Office, Academic and students stationery \_\_\_\_\_
  - v) Binding Machine (with all Binding Materials) : \_\_\_\_\_
  - vi) Any Other Information \_\_\_\_\_
5. PAN card No. of Tenderer \_\_\_\_\_
6. Copy of PAN card of Tenderer \_\_\_\_\_
7. Regn. No. \_\_\_\_\_
8. Contact No. \_\_\_\_\_
9. Mobile No. \_\_\_\_\_
10. Address \_\_\_\_\_
11. GST No. \_\_\_\_\_

**B. FINANCIAL BID:**

**(Keep this Financial Bid in Separate Sealed envelope)**

Name of Work: To run the NIFT Stationery Shop.

1. Name of Tenderer and Agency.

2. Period of Contract

One Year (Extendable up to 3 year)

3. Registration No. of the Agency





4. Permanent Income Tax Account  
(PAN No.) : .....

5. Please Specify as to whether  
Tenderer is Sole Proprietor/Pvt.  
'Ltd./Partnership firm (Name of  
The partner should be specified  
In this case). : .....

6. Copy of GST Registration Certificate (If applicable)

7. Maintenance Charges for use of NIFT:  
Premises.

<p>i. Minimum Maintenance charges of Rs.5125/- (Rupees five thousand one hundred twenty five only) per month plus applicable GST</p> <p>ii. Maintenance charges willing to pay RS. .... .....per Month plus applicable GST</p>
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Note: The maintenance charges should not be less than Rs.5125/- per month plus applicable GST.

#### **4. TERMS AND CONDITIONS:**

The tenderer submitting the tender document for running of Stationary Shop should comply with the following terms and conditions.

1. The contract will be awarded on the basis of highest maintenance charges (H-I). however, the minimum maintenance charges should not be less than Rs. 51,25/- per month. In addition to the payment of electricity charges as per actual electricity consumption.
2. The contractor should be ensured that the items listed as per Annexure-I shall be available at the Stationery Shop and rates of the items will be mutually decided by contractor and the NIFT authority. Rates should not be charged more than the prevailing market Rate/MRP.
3. The contractor should be ensured to install good quality Photocopier Machines, B/W and colour Printer and the rates will be charged as given below:

<b>Sr. no.</b>	<b>Particulars</b>	<b>Rate Rs per copy</b>
i)	Black & White Photocopy A4 size paper	1
ii)	Black & white Photocopy A3 size paper	3
iii)	Blank & White printing A4 size paper	2
iv)	Blank & White printing A3 size paper with photo	5
v)	Colour Photocopy A4 size paper Full Page	10



vi) Colour photocopy A3 Size paper (simple)	20
vii) Colour photocopy A3 SIZE glossy paper sheet	30
viii) Colour Printing A4 size paper	10
ix) Colour Printing A3 size simple paper	20
x) Colour Printing A3 size glossy paper	30

4. Tenders shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected. No tenderer shall be issued more than one tender form.
5. Tenders received without prescribed Earnest Money Deposit (EMD) shall not be considered. However, if bidder is exempted by NSIC certificate then No need to deposit EMD. Certificate of NSIC is required to be submitted.
6. The schedules issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications/alterations of the schedules considered necessary by the tenderer should be in the separate letter accompanying the tender.
7. No paper shall be detached from the tender.
8. The name and address of the tenderer shall be clearly written in the space provided and no overwriting corrections. Insertion shall be permitted in any part of the tender. The tender should be filled in and submitted in strict accordance with the instructions laid down herein otherwise the tender is liable to be ignored.
9. The tender is liable to be ignored if complete information is not given there in or if the particulars and date (if any) asked for in the Schedule to the tender are not filled in.
10. Individual signing the tender or other documents connected with the tender must specify whether he signs as:
  - (i) A sole proprietor of the concern or constituted attorney of such sole proprietor.
  - (ii) A partner of the firm if it is a partnership firm. In that case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of partnership agreement or by a power of attorney duly executed by the partners of the firms.
  - (iii) Director or Principal Officer duly authorized by the Board of Directors of the company.
  - (iv) In case (ii) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the





Partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate or registration of firm should be attached along with the tender papers. In case of partnership firm. Where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution passed by the board of directors and a copy of the resolution attested by the Principal Officer should be attached.

11. The tender submitted in sealed envelopes mentioned "Tender for NIFT Stationery Shop" addressed to the Director, National Institute of Fashion Technology, Panchkula, Sector-23, Panchkula (Haryana) 134116 and be dropped in the tender box available at NIFT campus on or before 27.09.2023 up to 05:30 PM hrs. The tenders will be opened on the 29.09.2023 at 12:00 Noon. in the presence of such of the tenders who may wish to be present, either by the themselves or through their authorized representatives.
12. A demand draft of Rs.5000/- (Rupees Five thousand only) is required to be deposited as a Earnest Money Deposit in favour of 'National Institute of Fashion Technology' payable at Panchkula. The Earnest Money deposit of the successful tender shall be liable to be forfeited if he does not fulfill any of the following conditions. (Not applicable in case of exempted by NSIC certificate/MSME).
  - (i) An agreement is signed by him in the prescribed form after the receipt of the letter awarding the contract.
  - (ii) The Stationery Shop shall commence from the date mentioned in the letter awarding the contract.
13. The bids should be valid in the case of all the tenders for at least 2 months from the date of opening of the tender and if any tenderers withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract.
14. Corrections, if any, must be attested.
15. Late tenders will not be considered.
16. The contractors shall be responsible for engaging adequately trained manpower required for providing good Stationery Services in the Institute and arrange payment to the staff engaged as per Labour laws, minimum wages Act, PF, ESI, & GST provisions etc.





17. The employees of the Contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should preferably wear uniform while on duty.
18. The contractor will, prior to the commencement of the operation of contract, make available to NIFT to the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth. Permanent address and the police verification report for the employees, should be enclosed.
19. The contractor shall be responsible for the payment of wages and allowances to his staff as per Minimum Wages Act of Labour Law, Haryana State in force and all statutory dues to the persons employed by him. The Contractor shall be further responsible for proper discipline for the employees engaged by him and their work besides observing other obligations. No child laborers shall be permitted by NIFT under this contract whatsoever under any circumstances. Further the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws without fail. In the event there is any violation of any contractual or statutory obligations regarding the personnel / labor, the contractor shall be responsible and liable for the same wholly. Further, in the event any claim, action or suit is imposed against NIFT, the contractor shall be required to reimburse to NIFT any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. NIFT shall also have the right to deduct these amounts from the payment due to the contractor while settling the payments.
20. The contract shall remain valid up to one year from the date of contract and it may be renewed on mutually acceptable terms and conditions. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, NIFT may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the contractor.
21. The contractor shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws both Central & State in force in the state of Haryana including registrations with Provident Fund, Copy Right-Acts, Employees State Insurance, etc. An attested copy of all such statutory registrations shall be enclosed to the tender. The contractor shall comply with all the statutory regulations on control and regulation of piracy issued and revised from time to time.
22. The contractor shall be responsible to maintain the premises of the building. Equipment and other articles supplied by the NIFT in good condition. In case of any damage, they shall be responsible to carry out the repairs without any delay to avoid any interruption in service.





Cost of repairs shall be borne by the Contractor himself. In case of theft or damage, contractor shall replace items lost, broken or damaged with items of the same quality at his own cost and expense.

23. NIFT shall in no way be responsible for any default with regard to statutory obligation and the contractor will indemnify NIFT in case of any damage, which may arise on account of action of contractor.
24. Service to be provided by contractor are indicated in the Annexure-I attached.
25. Dispute, if any, arising out of the contract shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the DGI, NIFT at New Delhi 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% charges simply on the award amounts, or amounts payable to either party.
26. Tender shall be accompanied by the relevant documents including the following :-
  - (i) Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing / has provided Stationery.
  - (ii) Work plan indicating the investment on the Stationery proposed to be collected from the users both NIFT & Outsiders separately and the layout of the service zone.
  - (iii) Deployment pattern of staff proposed and other details for the efficient satisfactory performance of the contract.
  - (iv) Certificates in support of all statutory registrations including GST.
27. The contractor will follow the instructions of designated officers of NIFT and report to him every month to make checks on day to day activities of the services rendered. The contractor shall extend full co-operation to the designated officer from time to time.
28. On termination of the agreement, the contractor will hand over the building, all the equipments / articles as supplied by the NIFT in good working condition back to NIFT.
29. Care must be taken to ensure while carrying out the work so that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the contractor, failing which the same will be got done at his risk and cost. The decision of the Designated Officer shall be final and binding on the contractor.
30. All work shall be carried out with due regard to the convenience of NIFT. The orders of the concerned authority shall be strictly observed.
31. The contractor will work in close co-operation and co-ordination with other agencies working at site.



32. The contractor has to deploy adequate number of staff who has to work during holidays, late hours and Sundays as well according to the requirement and convenience of NIFT and the occupants, while ensuring weekly offs of his / her employees as per statutory requirements.
33. The contractor shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the students, residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the person concerned and engage a new one within (48) hours of intimation. The division of the Designated Officer in this regards shall be final and binding on the contractor.
34. NIFT is not bound to provide any mode of transport in respect of men or material required for the contract.
35. The contractor shall at all times indemnify and keep indemnified the Principal Employer, the Head of the Officer and its officers, servants and agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of / or property or person of any sub-contract and or the servants or agents of the contractor any sub-contractor(s) and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under workman's Compensation Act/ Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act and / or their Industrial Legislation from time to time in force.
36. The payment towards supply of Office stationery items to Office and Academic Stationery to Academic Departments shall be released on monthly basis after satisfactory completion of the job and for the work actually done on submission of the statement indicating department wise amount. The original requisition Slip duly signed by Head of Depts. Should also be attached with the bill. Income Tax (TDS), as applicable at prevailing rate will be deducted at source.
37. The contractor shall deposit Rs.25,000/- (Rupees twenty five thousand Only) as Security Deposit with NIFT. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the contractor to NIFT. The EMD of successful tender will be converted as security deposit and the EMD of unsuccessful tenders will be refunded.
38. Payment and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest, i.e. paise 50 or above will be rounded off the near higher rupee and paise less than 50 will be ignored.
39. The workmen employed by the contractor shall be directly supervised and controlled by the contractor, and shall have no relation whatsoever with National Institute of Fashion Technology. NIFT shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against NIFT for service or legalization of services by virtue of being employed at NIFT against any temporary or permanent posts at NIFT.
40. The work executed shall be to the satisfaction of the LPC Members of the NIFT.....





41. The contractor shall ensure that either he himself or his representative is available for proper Administration and supervision at the works.
42. The location may be changed from time to time as per the convenience of NIFT keeping its academic requirements as their utmost priority. The place and its interior so identified for locating the services has to be suitably designed and modified by the contractor at this own cost. The interiors so created by the contractor for offering Office and Academic and Students stationery will have to be dismantled and taken away by the Contractor at the termination of contract and clear site along with the fixtures and fittings have to be handed over to NIFT in the same condition.





## SERVICES TO BE PROVIDED BY NIFT STATIONERY SHOP

During continuance of the Contract of Stationery shop the agency, contractor shall take over the response ability for providing all the stationery items (As per enclosed Annexure-1) and photocopy Service.

The scope of service to be rendered under this agreement includes the following:

1. To run the Office, Academic and Students stationery (As per enclosed Annexure-1) by making his own investment and stock and sell all items relating to stationery supply as per the requirement of NIFT authorities and students specified from time to time.
2. To provide the stationery and services to NIFT and students at competitive rates. This shall not be more than the MRP and Market Rate.
3. To upgrade the service as per the technological developments taking place in the areas of computer hardware, Xerox, binding, etc.
4. To provide access to the committee constituted by NIFT Centre for monitoring the quality, specification and rates and act as per the advice and instructions of the said committee / management of NIFT.
5. To display rates of all major items and photocopy charges in the shop.
6. The contractor shall be responsible to ensure the conduct and behavior of the persons employed by them for running the shop.
7. The payment for the monthly bills towards supply of Office and Academic and Students Stationery (As per Annexure-1) shall be supported by authorization for supply of such services and will be settled within a month of submitting the bills in duplicate. TDS will be deducted as per Income Tax Rules in force.
8. **The contractor is required to obtain all local licenses for running the stationery and photocopy zone as per the requirement of statute in force and revise from time to time.**
9. The contractor shall indemnify NIFT against any liability towards noncompliance of any of the statutory obligations required to be fulfilled while operating such service in the premises of NIFT
10. The contractor shall disburse wages to the staff deployed in the stationery shop as per the prevalent minimum wages fixed by the Govt. of Haryana besides fulfilling all other statutory obligations of PF, ESI Service Tax etc.
11. To ensure security of moveable and immovable property of NIFT premises handed over against theft or damage.





12. Subletting of contract shall not be permitted.
13. The B&W machine, shall be of reputed brands like Modi, Xerox, Canon, Godrej having latest configuration and not older than one year.
14. NIFT administration & students shall have freedom to procure stationery items from open market.
15. NIFT will not be responsible to provide any residential accommodation to personnel deployed by the contractor.

### UNDERTAKING BY THE TENDERER

We have carefully gone through at 1 above various terms and condition for provision of stationery shop at NIFT. We agree to all these conditions and offer to provide Services at NIFT. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have inspected the Institute premises, and have acquainted ourselves with the tasks for providing of stationery, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

\_\_\_\_\_

Place

Address: \_\_\_\_\_

Phone to. \_\_\_\_\_

\_\_\_\_\_

Signature of Tenderer

All the bidders should also enclose a demand draft of Rs. 5000/- (Rupees five Thousand Only) drawn in favor of "**National Institute of Fashion Technology**" payable at **Panchkula** as the Earnest Money Deposit (EMD) along with Technical B id. EMD of tendering parties, whose tenders are not accepted shall be refunded (without interest) within 30 days after opening of tenders.