



राष्ट्रीय फैशन टेक्नालॉजी संस्थान, कोलकाता केन्द्र

(वस्त्र मंत्रालय, भारत सरकार)

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KOLKATA

(A Statutory Body governed by the NIFT Act 2006 &
set up by Ministry of Textiles, Govt. of India)
(ISO 9000:2008 certified Institute)

TENDER

For

“Yearly Rate Contract for Printing & Supply of Stationery”

[Answer Sheet, Letter Head, Envelope, visiting Card, I-Card, etc.]

Tender No.:e-27/2018(Pur-Kol)

OPENING DATE FOR ONLINE SUBMISSION OF TENDER	04/07/2018
CLOSING DATE FOR ONLINE SUBMISSION OF TENDER	27/07/2018 up to 2.00 pm.
Date and time of opening of tenders (Technical Bid)	27/07/2018 at 3.00 pm.

Opening Date and Time of Financial Bids: will be notified to the short listed bidders only

PREAMBLE / INTRODUCTION

National Institute of Fashion Technology is a Statutory Body governed by the NIFT Act 2006 & set up by the Ministry of Textiles, Govt. of India

Note: 1. NIFT Donations are exempted u/s 80 (G) of Income Tax Act.

2. Being registered with DSIR, NIFT is entitled for Custom/Central Excise duty exemption.

(A) TENDER NOTICE:

NIFT, Kolkata invites **Online** tender under two bid system for “Yearly Rate Contract for Printing and supply of Stationery” [Answer Sheet, Letter Heads, Envelope, Visiting Cards, ICard, etc.] from eligible reputed Firms/Agencies having at least 02 (two) years work experience in executing similar kind of services/jobs in Central /State Govt. Department/PSUs/MNCs/ Reputed Institutes/Organisations.

The hard copy of the tender alongwith fees [EMD], necessary/relevant documents should be placed in a sealed envelope superscribed with “Yearly Rate Contract for Printing and Supply of Stationery” and shall be addressed and sent to the Purchase Officer, National Institute of Fashion Technology, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata -700 098 or dropped in the Tender Box kept at the said address as per the schedule mentioned above. Hardcopy of the Financial Bid need not to be submitted and to be quoted **Online** only.

(A) Submission Of BID:

- i) The interested firms should apply online and submit their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in> as per the schedule.
- ii) Tender documents are also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in>
- iii) Applications to this tender will be accepted only in the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & accepted.
- iv) For applying online, the prospective bidder/Firm should get itself registered at <https://nifttenders.eproc.in>

• Registration Charges of Rs.2,000/- + 360/- (GST) = Rs.2,360/- (Two Thousand Three Hundred Sixty only) non-refundable.[Not required if already registered and valid]

• Bid Processing Fee charges of Rs.240/- + Rs.43/- (GST) =Rs.283/- (Two Hundred Eighty Three only) non-refundable through online payments only.

- v) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.
- vi) Any further clarifications can be sought from the NIFT office on Telephone No. 033- 23357546, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata- 700098.

For online procedure:

For More enquiries/For Helpdesk officers:- Mr.Sandeep Bhandari,

E-mail:- sandeep.bhandari@clindia.com

Phone No.:- 0124-4302033/36/37

Earnest Money Deposit: Rs. 6,000/- (Rupees six thousand only) [refundable]

Scope of work:

To print & supply of items enclosed in Annexure-IV as per requirement of NIFT, Kolkata from time to time.

Terms & Conditions:

1. Only online bids will be considered.

In addition to online, the hardcopy of the Technical Bid (Annexure- I & II only) along with necessary fees, through DD only favouring NIFT, Kolkata, and documents should be submitted within the specified date & time and at the said address. Annex-III (Financial Bid) to be submitted online only.

2. GST should be mentioned specifically in the offer/quote, otherwise quote may not be considered. No other charges (Viz. delivery.etc.) except those mentioned clearly in the quotation will be considered.
3. Tender(s) submitted beyond the schedule last date & time and or without the Annexure [enclosed] will not be considered.
4. All tenderers are required to submit **Earnest Money Deposit of Rs. 6,000/- (Rupees Six Thousand Only) (refundable)** in the form of Demand Draft (should be drawn beyond the date of notification of this NIT) in favour of "NIFT, Kolkata" payable at Kolkata. No interest shall be paid on the said EMD and will be returned after finalization of the tender, however, the EMD of the successful bidder will remain with NIFT and will be forfeited in the following events:
 - If information/document furnished with this tender found to be false/fake/forged.
 - If successful bidder does not accept the work order.
 - If the Tender / Bid is withdrawn.
5. The successful tenderer shall be required to submit **Security Deposit of Rs. 5,000/- (Rupees Five thousand only)** within 10 (ten) days from the date of receiving issuance of Work Order. No interest shall be paid on such security deposit, which shall remain with the Institute during the entire period of the contract and it shall be released after two months from the date of the expiry or termination of the contract after deducting dues, recovery, etc. if any and as applicable. However, the item(s) for which the number of 'L1' is / are more than one, the security deposit will be on pro-rata basis and as applicable. Also, the security deposit may vary based on the number of items for which WO is issued.
6. Initially the contract shall be for one year only and the contract may be renewed or extended for further periods on mutually agreed T&Cs subject to satisfactory services of the agency.
7. Payment will be made only after delivery of items/materials, submission of bill in triplicate and satisfactory certification by the concerned NIFT Official(s). No payment shall be made in advance.
8. The successful tenderer/ Agency should supply the requisite items as per the rate contract as & when required by NIFT against work order to be issued from time to time. The items are to be delivered at NIFT Campus at the said address. No delivery charges will be paid.
9. In case of L-1 is more than one, the selection criteria would be at the discretion of NIFT. The decision of NIFT, in this regard and for selection of successful bidder in such situation, will be final in all respect and will be binding all the tenderers.
10. Selection of 'L1' will be either on overall rate or on individual item wise rate which is at the discretion of NIFT authority and the decision of NIFT in this regard will be final in all respect and will be binding on all the tenderers. Also, the security deposit may vary based on the number of items for which the bidder/ agency will be successful and work order will be issued being 'L1'.
11. Quoted rates will be valid for 3 (three) months from the date of opening financial bids. For the successful bidder(s) the quoted rates will be valid for the entire period of contract. However, any change in the statutory rates (GST, etc.) as may be fixed by the Govt. from time to time will be considered.

12. The yearly turnover of the tenderer/ agency should be not less than 5 lakhs during the last financial year 2016-2017(submit supporting documents,viz. Audited Report, P&L statement, etc.
13. It is strongly suggested to inspect the listed items prior to submission of bid and quote price accordingly. Any query with respect to the tender (T&Cs, specification(s), etc.) may get cleared prior to submission of bid; NIFT will not entertain or clarify any such query during the post bid. You may contact at 033-2335-7546 in this regard.
14. Tenderer to quote for all the items mentioned above; if not quoted, the highest quoted rate received for each individual respective item(s) with 20% increment will be considered for each item which is not quoted.
15. All disputes are subject to Kolkata Jurisdiction only.

NIFT reserves the right to accept or reject any or all of the tenders/bids either in part or full or to cancel the tender at its sole discretion without assigning any reason and decision of NIFT in this regard shall be final & binding on all the tenderers.

NIFT, Kolkata

Technical Bid

“Yearly Rate Contract for Printing & Supply of Stationery”
 [Answer Sheet, Letter Head, Envelope, Visiting Card, I-Cards]

Sl. No.	Particulars	Mention Yes/No
1.	Whether Demand Draft of Rs.6,000/- (Rupees Six Thousand only) in favour of NIFT, KOLKATA has been submitted with the Technical Bid.	
2.	Whether proof/supplying documents (viz. Audited Report/ P&L Statement, etc.) regarding yearly turnover of Rs. 5 Lakh & above during last financial year 2016-2017 submitted.	
3.	Whether document in support of having minimum 2 (Two) years experience in executing of similar job of supplying of Stationery & Consumable Items alongwith a list of organizations (Govt., PSU, Educational Institutes, reputed MNCs/ organisations) where dealt with has been submitted along with contact number.	
4.	Whether copy of valid Trade License for this kind of jobs enclosed.	
5.	Whether copy of Pan Card enclosed.	
6.	Whether copy of GST registration enclosed .	
7.	A] Whether Annex-I & II along with DD submitted with Technical Bid. B] Whether Annex-III submitted with Financial Bid [online only].	
8.	Whether agreed to abide by all the T&C's of this tender. If not, specify.	

All the above documents should be valid

 (Signature of the tenderer with office seal)

Date:

(TENDERER TO FILL UP THIS PAGE)

1. a. Name of the tenderer / organization

b. Name of the proprietor/partner(s).....

c. Date of Establishment:

2. a. Address (Office):

b. Telephone No.:

c. Mobile No.:

d. Email Id.:

3. Details of relevant work experience:

(i)

(ii)

(iii)

4. Furnish copies of the following documents:

(i) Trade License

(ii) GST Registration Certificate.

(iii) PAN

5. DD[enclosed] details: 1. DD no _____, dtd. _____, amt. _____, Bank _____

(Signature of the tenderer with office seal)

Date:

NIFT, Kolkata

Financial I Bid**"Yearly Rate Contract for Printing & Supply of Stationery"**

[Answer Sheet, Letter Head, Envelope, Visiting Card, I-Cards]

Printing Items

Sl. No.	Item /Particulars/ Specification	Unit. / Qty.	Rate (@Rs Per Unit)	GST (Rs.)	Rate/ Amt with GST (Rs.)
1.	<u>Letter Head</u> Size: 210mm x 297mm GSM-160 (As per sample)	Per 100 pcs			
2.	<u>Envelop (Small)</u> Size: 4-1/2inch x 10inch GSM: 160 (As per sample)	Per 100 pcs			
3.	<u>Envelop (Window)</u> Size: 4-1/2inch x 10inch GSM: 160 (As per sample)	Per 100 pcs			
4.	<u>Envelop (Brown)</u> Size: 9 -1/2inch x 12inch GSM: 160 (As per sample)	Per 100 pcs			
5.	<u>Envelop (A3)</u> Size: 12 inch x 16inch GSM: 160 (Inner Cloth) (As per sample)	Per 100 pcs			
6.	<u>Visiting Card (Bilingual, English & Hindi)</u> Size: 54x92mm (As per sample)	Per 100 pcs			
7.	<u>Mark Sheet (Grade Sheet)</u> A4 Size (As per sample)	Per 100 pcs			
8.	<u>Writing Pad (Spiral)</u> Size : Cover & Inner : W-13.97cm x L-22.225cm GSM of paper : Cover-300gsm GSM of paper :Inner-100gsm Paper : Cover & Inner- Galgo Ochere Cover + 15nos. Inner sheet (As per Sample)	Per pc			

9.	<u>Writing Pad</u> Size: 5inch x 8inch, GSM of paper : Cover-300gsm GSM of paper :Inner-100gsm Paper : Cover & Inner- Galgo Ochere Cover + 15nos. Inner sheet (As per sample)	Per pc			
10.	<u>Answer Sheet</u> (Main) 10 sheet (20pages), Centre Stitching, Paper: Good Quality (As per sample)	Per 100 pcs			
11.	<u>Additional Answer Sheet</u> 4 sheet (8 pages), Centre Stitching Paper : Good Quality (As per sample)	Per 100 pcs			
12.	<u>NIFT Folder</u> 33cm x 25cm with inside pocket (As per sample)	Per 100 pcs			

Sl. No.	Item	Specification	Rate per pc. (Rs.)	GST (Rs.)	Amount with GST (Rs.)
13	<u>Identity Card</u> with card Holder and Ribbon printed with NIFT Logo (Bilingual, English & Hindi)	Size : 55x85mm (As per sample)			

Note:

1. GST should be mentioned specifically. Firms, must clearly indicate the GST in their offers under the specific column above. Vague offer like "Duties as applicable", "Taxes extra", etc. shall not be considered.

2. Tenderer to quote for all the items mentioned above; if not quoted, the highest quoted rate received for each individual respective item(s) with 20% increment will be considered for each item which is not quoted.

3. Samples of the listed items may be checked /seen at the Purchase Deptt, NIFT, Kolkata.

(Signature of the tenderer with office seal)

Date: