



राष्ट्रीय फैशन टेक्नालॉजी संस्थान

सांविधिक संस्थान निफ्ट अधिनियम 2006, द्वारा शासित और  
वस्त्र मंत्रालय, भारत सरकार द्वारा स्थापित

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**

A Statutory Institute under the NIFT Act, 2006 and  
set up by the Ministry of Textiles, Government of India

1312(524)/Admn./Printing & Stationery items/ARC/HO/2018

1<sup>st</sup> January, 2019

**Sub : Inviting sealed Limited Tender enquiry for Printing of Office Stationery items-reg.**

National Institute of Fashion Technology, a statutory Institute enacted by an Act of Parliament of India in 2006 and set up in 1986 under the aegis of Ministry of Textiles, Govt. of India intend for “ **Printing of Office Stationery items**” which is mentioned in our Tender Document which is enclosed herewith.

2. The bids can be dropped in the tender box placed in the B Block, II floor (HO), NIFT Hauz Khas, New Delhi – 110 016 by 2:30 PM on or before 24.01.2019. The bids will be opened on the same day i.e. on 24.01.2019 at 3:30 PM in the presence of the bidders or their representatives, if any.

**(Dr. Suhail Anwar)**  
Director (Admn)

**Encl : As above**

**Copy to :-**

**Director (IT) for uploading the Limited Tender on NIFT website.**

डिजाइन मैनेजमेंट और टेक्नालॉजी का सर्क्रेट संस्थान  
**An Institute of Design, Management and Technology**  
**(An ISO 9001: 2008 certified Institute)**

NIFT Campus, Hauz Khas, New Delhi - 110016  
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[www.nift.ac.in](http://www.nift.ac.in)

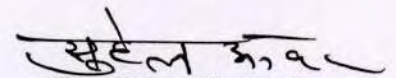
**National Institute of Fashion Technology  
NIFT Campus, Hauz Khas,  
New Delhi- 110016**

F.No. 1312(524)/Admn./Printing & Stationery items/ARC/HO/2018 01.01.2019

**NOTICE INVITING LIMITED TENDER FOR PRINTING OF OFFICE  
STATIONERY ITEMS (ANNUAL RATE CONTRACT)**

National Institute of Fashion Technology invites sealed quotations from experienced offset printers for, printing and supply of material for day-to-day use in the Office. Details of printing material and other terms and conditions relating to the award of Contract are given in the Annexure –I. The prospective bidders may peruse and download the tender document from the official web site of NIFT i.e., [www.nift.ac.in](http://www.nift.ac.in).

2. All interested printers are requested to submit their sealed quotations – technical and financial separately in a single sealed cover to this office which may be dropped in the Tender Box kept in the B Block II floor, NIFT (H.O.), Hauz Khas, New Delhi **on or before 0230 Hrs. of 24<sup>th</sup> January, 2019.**
3. The sealed quotations “Technical Bid” will be opened on the same day i.e. **24<sup>th</sup> January, 2019 at 03:30 Hrs.** in the presence of authorized representatives of bidders if any present at that time. The “Financial Bids” of only those firm(s) shall be opened who qualify the eligibility criteria of “Technical Bid” as stipulated in the Limited tender document.

  
(Dr. Suhail Anwar)  
Director (Admn.)

**ANNEXURE – I**

National Institute of Fashion Technology  
**NIFT Campus, Hauz Khas,  
New Delhi- 110016**

**TERMS & CONDITIONS**

1. LAST DATE & TIME OF RECEIPT OF QUOTATIONS : **24.01.2019**  
: **2:30 pm**
2. DATE & TIME OF OPENING OF TECHNICAL BID : **24.01.2019**  
: **3:30 pm**
3. PLACE OF SUBMITTING QUOTATIONS IN TENDER BOX. : B Block II floor, NIFT (H.O.), Hauz Khas, New Delhi
4. ITEMS & QUANTITY REQUIRED TO BE PRINTED :

<b>S.No.</b>	<b>Specification of items to be printed as per sample available with department as mentioned below :</b>
1.	Letter Heads on Executive Bond (80 gsm) in D.O. format (per pad containing of 100 sheets) (Size 210 x 297mm)
2.	Letter Heads on German D.O. imported Paper 100 gsm (per pad containing of 100 sheets) in D.O. format (Size 210 x 297mm)
3.	Letter Heads on German D.O. imported Paper 100 gsm (per pad containing of 100 sheets) in D.O. format with emblem. (Size 210 x 297mm)
4.	General Letter Heads on Executive Bond (80 gsm) (per pad containing of 100 sheets) (Size 210 x 297mm)
5.	Continuation Sheet with Logo only on Executive Bond (80 gsm) (per pad containing of 100 sheets) (Size 210 x 297mm)
6.	Visiting imported Art Card (bilingual) both side (per pkt. containing of 100 nos.) (Size 54 x 92 mm)
7.	Visiting imported Art Card (bilingual) both side with emblem (gold embossing) (per pkt. containing of 100 nos.) (Size 54 x 92 mm)
8.	Visiting imported Art Card one side printing (per pkt. containing of 100 nos.) (Size 54 x 92 mm)
9.	Visiting imported Art Card one side printing (per pkt. containing of 100 nos.) with emblem (gold embossing) (Size 54 x 92 mm)
10.	Visiting Card (imported hand made paper) per pkt. containing of 100 nos. bilingual with emblem (gold embossing) both side (Size 54 x 92 mm)

11.	Visiting Card (imported hand made paper) per pkt. containing of 100 nos. one side printing with emblem (gold embossing) (Size 54 x 92 mm)
12	Visiting Card (imported hand made paper) per pkt. containing of 100 nos. one side printing without emblem (gold embossing) (Size 54 x 92 mm)
13	Visiting Card (imported hand made paper) per pkt. containing of 100 nos. both side printing without emblem (gold embossing) (Size 54 x 92 mm)
14.	Without Window Envelope (Size 101.6 x 234.95 mm) (100 gsm) Each Envelope
15.	Window Envelope (Size 101.6 x 234.95 mm) (100 gsm) Each Envelope
16.	A4 Size Window Envelope (Size 324 x 229 mm) (120 gsm) with laminated Each Envelope
17.	A4 Size Without Window Envelope (Size 324 x 229 mm) (120 gsm) with laminated Each Envelope
18.	A3 Size Window Envelope (Size 458 x 324 mm) (120 gsm) with laminated Each Envelope
19.	A3 Size Without Window Envelope (Size 458 x 324 mm) (120 gsm) with laminated Each Envelope
20.	Appreciation Card <b>Envelope</b> (Size W-16.0 cm x L – 11.795 cm. (Galgo Ochere – 100 GSM) (Logo at back side of envelope) Each Envelope
21.	Appreciation <b>Card</b> (Size W-15.0 cm x L – 10.795 cm. (Galgo Ochere 300 GSM) (Front side of card with logo) Each Card
22.	Plastic Folder Transparent with logo on front side (Size-W-22.0 cm X L – 29.7 cm) Each folder
23.	Spiral Writing Pad <b>Cover</b> (Size – W-13.97 cm X L-22.225 cm) (Galgo Ochere 300 GSM) with logo at bottom Each Cover
24.	Spiral Writing Pad <b>Inside Pages</b> (Size – W – 13.97 cm X L-22.225 cm. Ruled Sheet (Galgo Ochere 100 GSM) (60 pages back to back) Logo on the top corner on the each page as per sample )
25.	Spiral Writing Pad <b>Inside Pages</b> (Size – W – 13.97 cm X L- 22.225 cm. Ruled Sheet (Galgo Ochere 100 GSM) (30 Pages back to back) (Logo on the top corner on the each pages as per sample)
26.	Green Note Sheet (Size – L-33.8 cm X W – 21 cm) (Ledger Paper 80 GSM) Each Pad (containing of 100 sheets)
27.	File Cover (Size - W-25.5 cm X L-35.1 cm) (Indian Made Paper 300 GSM (Bilingual) Each cover

28.	File Cover (Size – W-25.5 cm X L-35.1 cm) on File Board/Sirpur Board (31.02 Kg,)/350 gsm) (Bilingual) Each file cover
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5. Sample of each item may be inspected in the Administration Deptt., H.O., Room no.- 09, IInd Floor, NIFT Campus, Hauz Khas, New Delhi - 110016 during working hours.
6. **Earnest Money** : An amount of Rs. 5000/- (Rupees Five Thousand) is required to be deposited as EMD along with Technical and Financial Bid in the form of Demand Draft drawn in favour of "NIFT" Payable at New Delhi. The EMD to the unsuccessful bidders will be returned only after award of contract to the selected firms. The Earnest Money deposit of the successful tenderer shall be forfeited if the tenderer.
  - a. Withdraws tender offer before finalization of the same.
  - b. Fails to accept the tender, if his/their tender is accepted by NIFT-H.O.
  - c. Fails to deposit the Security deposit within stipulated time limit.
  - d. Fails to execute the agreement in the prescribed form within 15 (Fifteen) days of the receipt of the letter awarding the contract.
7. **Two bids** viz., Technical Bid, Financial Bid and Amount of EMD should be submitted in different envelopes with the superscription (i.e. Technical Bid, The Financial Bid & EMD as the case may be). All these three envelopes i.e. (Technical Bid, Financial Bid and EMD amount) must be kept in a sealed cover which may be superscribed as "Quotation for Printing of office stationery items". The technical bid will provide the details about the firm, its capacity, printing machine, manpower, clientage etc. (Annexure – II) whereas the Financial Bid (Annexure – III) will contain the rates/ for the quantity shown (excluding taxes) of the desired sample. Limited Tender Evaluation Committee will open the Financial Bids of only those bidders who stand qualified on the basis of details provided in Technical Bid.
8. The bidder should have the following **qualifications** for bidding:
  - a. Shall have annual turnover of not less than Rs. 2.50 lakhs during the last three years
  - b. Shall have experience of working for Govt. Deptt./ PSU for 3 years
  - c. Shall have PAN & GST registration
  - d. It is not blacklisted by any Ministry/ Department of the Government of India or any PSU or any other organization.
9. The price quoted should be exclusive of all taxes.
10. Printer is expected to quote the rate of all the 28 listed items failing which the tender will be summarily rejected.
11. The **Limited tender validity** period is 90 days from the date of opening of tender.

12. The rates quoted by the selected firm, and approved by the NIFT – H.O. shall remain **valid for one year and may be extended upto maximum period of 3 years on same terms & conditions subject to providing of approved quality of printing material and services. Any request to increase the rates for any item(s) during the currency of the contract, shall not be considered.**
13. The NIFT – H.O., however, reserves the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed will require to be rectified and compliance reported. If the tenderer fails to rectify the deficiencies or fails to comply with other directions/instructions of the NIFT – H.O. his contract is liable to be terminated. The NIFT – H.O. further reserves the rights to suo moto terminate the contract at any point of time without giving any prior notice.
14. Printing order, after due compliance of all formalities, will be placed on the selected supplier(s) to execute the job. The NIFT – H.O. may, at its discretion, place order, in piecemeal, depending upon the requirement.
15. The selected Firm(s) will be required to supply one sample each of the material being printed for the approval of Competent Authority. No final printing should be resorted to unless otherwise specifically asked for by the NIFT – H.O.. The selected Firm shall ensure the delivery of the items in the office of NIFT in the Administration Deptt., H.O., Room no.- 09, IInd Floor, NIFT Campus, Hauz Khas, New Delhi - 110016. No separate charges shall be paid for delivery of goods.

**Security Deposit / Performance Security:-**

16. The selected Firm(s) will be required to submit performance security of an amount equivalent to 10% of total cost of annual requirement of the printing material for which the respective firm(s) is awarded the contract. The performance security shall be deposited in the form of Banker's Cheque drawn in favour of NIFT payable at New Delhi. No interest shall accrue on this Performance Security, which will be returned after the successful completion of contract and after adjusting dues if any. The performance security of the Firm(s) is liable to be forfeited in case of non-compliance of terms and conditions laid by NIFT- H.O.
17. Supply should normally be made during the office hours on any working day. The NIFT will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.
18. Order for items will be placed on requirement basis. The NIFT – H.O. will make no advance payment. Payment will be released only after it is ensured that the items are in order and quality of items supplied is to the entire satisfaction of the NIFT – H.O..

19. The NIFT will have the authority to cancel any order, if the required items are not supplied on time or do not meet the specifications of the NIFT.
20. Each job is required to be accomplished within the given period of time failing which NIFT reserve the right to deduct 0.5% (half percent) per day of the total value of the item covered in order subject to maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
21. The selected firm will be required to sign an agreement with NIFT within 15 days of getting the "Work Order" of Contract. The agreement shall contain the terms and condition as mentioned in this tender documents.
22. The NIFT – H.O. reserve the right to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.
23. Dispute if any, arising out of the contract shall be settled by mutual discussion or arbitration by sole arbitrator to be appointed by Director (Admn.), NIFT H.O. 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. No dispute arising of the execution, implementation or termination of the present contract, as also any other dispute with respect to the present contract be entertained by any court and shall be subject matter of Arbitration under the Indian Arbitration and Conciliation Act, 1996 and rules framed there under.
24. Limited Tender will be evaluated on overall L-1 basis. Tenderers have to quote the rate for items 1–28 in format appended at Annexure-III.
25. All legal disputes shall be subject to exclusive jurisdiction of Courts in Delhi only.

(Signature of Owner/Authorized Representative)

**ANNEXURE – II**

**PROFORMA FOR TECHNICAL BID (Enclose all the supporting documents with technical bid) is mandatory along with EMD.**

1.	Name of the Firm & Owner: (With Tel./Mob. Nos.)	
2.	Office Address with Tel./Fax/Mob. Nos.	
3.	Press Address with Tel./Fax/Mob. Nos.	
4.	Contact Person(s) Name Tel./Fax/Mob. Nos.	
5.	Annual Turnover 2015-16 2016-17 2017-18 (Attached copy of Audited Balance Sheet)	
6.	PAN Number & GST No. with proof	
7.	Printing Job with Govt. Departments or any PSU during the last three years (i.e. 2015-16, 2016-17 and 2017-18) Attached copy of work orders.	
8.	Details of Earnest Money	
9.	Whether Terms & Conditions issued by NIFT are acceptable to the firm	
10.	Whether in the Financial Bid price have been Quoted in each category	Yes / No
11.	Whether not blacklisted by any Ministry/Department of the Government of India or any PSU or any other organization. (enclosed undertaking on letter heads)	

(Signature of Owner/Authorized Representative)



**ANNEXURE – III****PROFORMA FOR FINANCIAL BID**

<b>S.No.</b>	<b>Specification of items to be printed as per sample available with department as mentioned above</b>	<b>Rate</b>	<b>GST</b>	<b>Total</b>
1.	Letter Heads on Executive Bond (80 gsm) in D.O. format (per pad containing of 100 sheets) (Size 210 x 297mm)			
2.	Letter Heads on German D.O. imported Paper 100 gsm (per pad containing of 100 sheets) in D.O. format (Size 210 x 297mm)			
3.	Letter Heads on German D.O. imported Paper 100 gsm (per pad containing of 100 sheets) in D.O. format with emblem. (Size 210 x 297mm)			
4.	General Letter Heads on Executive Bond (80 gsm) (per pad containing of 100 sheets) (Size 210 x 297mm)			
5.	Continuation Sheet with Logo only on Executive Bond (80 gsm) (per pad containing of 100 sheets) (Size 210 x 297mm)			
6.	Visiting imported Art Card (bilingual) both side (per pkt. containing of 100 nos.) (Size 54 x 92 mm)			
7.	Visiting imported Art Card (bilingual) both side with emblem (gold embossing) (per pkt. containing of 100 nos.) (Size 54 x 92 mm)			
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11.	Visiting Card (imported hand made paper) per pkt. containing of 100 nos. one side printing with emblem (gold embossing) (Size 54 x 92 mm)			
12.	Visiting Card (imported hand made paper) per pkt. containing of 100 nos. one side printing without emblem (gold embossing) (Size 54 x 92 mm)			

13	Visiting Card (imported hand made paper) per pkt. containing of 100 nos. both side printing without emblem (gold embossing) (Size 54 x 92 mm)			
14.	Without Window Envelope (Size 101.6 x 234.95 mm) (100 gsm)			
15.	Window Envelope (Size 101.6 x 234.95 mm) (100 gsm)			
16.	A4 Size Window Envelope (Size 324 x 229 mm) (120 gsm) with laminated			
17.	A4 Size Without Window Envelope (Size 324 x 229 mm) (120 gsm) with laminated			
18.	A3 Size Window Envelope (Size 458 x 324 mm) (120 gsm) with laminated			
19.	A3 Size Without Window Envelope (Size 458 x 324 mm) (120 gsm) with laminated			
20.	Appreciation Card <b>Envelope</b> (Size W-16.0 cm x L – 11.795 cm. (Galgo Ochere – 100 GSM) (Logo at back side of envelope) Each Envelope			
21.	Appreciation <b>Card</b> (Size W-15.0 cm x L – 10.795 cm. (Galgo Ochere 300 GSM) (Front side of card with logo) Each Card			
22.	Plastic Folder Transparent with logo on front side (Size-W- 22.0 cm X L – 29.7 cm) Each folder			
23.	Spiral Writing Pad <b>Cover</b> (Size – W-13.97 cm X L-22.225 cm) (Galgo Ochere 300 GSM) with logo at bottom Each Cover			
24.	Spiral Writing Pad <b>Inside Pages</b> (Size – W – 13.97 cm X L-22.225 cm. Ruled Sheet (Galgo Ochere 100 GSM) (60 pages back to back) Logo on the top corner on the each page as per sample )			
25.	Spiral Writing Pad <b>Inside Pages</b> (Size – W – 13.97 cm X L- 22.225 cm. Ruled Sheet (Galgo Ochere 100 GSM) (30 Pages back to back) (Logo on the top corner on the each pages as per sample)			

26.	Green Note Sheet (Size – L-33.8 cm X W – 21 cm) (Ledger Paper 80 GSM) Each Pad (containing of 100 sheets)			
27.	File Cover (Size - W-25.5 cm X L-35.1 cm) (Indian Made Paper 300 GSM (Bilingual) Each cover			
28.	File Cover (Size – W-25.5 cm X L-35.1 cm) on File Board/Sirpur Board (31.02 Kg,)/350 gsm) (Bilingual) Each file cover			
	<b>Total</b>			

(Signature of Owner/Authorized Representative)