



NIFT/BPL/Admin./Stationary.Shop/13102/2022

National Institute of Fashion Technology, Bhopal
राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, भोपाल. मध्य प्रदेश
(Ministry of Textiles, Govt. of India)
Bhopal Bypass Road, Bhauri, Bhopal-462030
Website: <https://nift.ac.in/bhopal>

NOTICE FOR INVITING TENDER FOR RUNNING STATIONERY CUM PHOTOCOPY SHOP

Time schedule for the tender process:

| | |
|--|---|
| Date of publication of tender notification on the official website & newspaper | 22 nd October 2022 |
| Closing date and time for submission of tender document | 1 st November 2022, 04:00 pm |
| Date and Time of the opening of Technical Bids | 3 rd November 2022, 03:00 pm |
| Date and Time of the opening of Financial Bids | will be notified to the technically qualified tenderers |

Note: 1. Tender conditions may be read properly & accordingly fill the tender and enclosures may be submitted.

Note: 2. This tender document contains 29 pages (total no. of pages including Annexure) and bidders are requested to sign on all the pages before uploading.

I accept the above Terms & Conditions

(Full Signature of the Agency and stamp)

**NOTICE FOR INVITING TENDER FOR RUNNING STATIONERY CUM PHOTOCOPY SHOP****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 term education programme to address the specialized needs of professional and students in the field of fashion. NIFT has its head office in New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Bhopal, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Panchkulla, Raibareli, Shillong, Srinagar and Daman.

2. SETTING UP OF NIFT, BHOPAL CAMPUS

NIFT, Bhopal has started its operation in the year 2008 initially in a temporary campus, NIFT Block, M.P.Bhoj (Open) University Campus, Kolar Road, Bhopal and now shifted to its permanent campus at Bhopal-Indore Bypass Road, Bhauri, Bhopal-462030 in 2022, Presently NIFT Bhopal has around 440 students and 60 employees.

3. NOTICE INVITING TENDER

The NIFT-Bhopal Centre invites tenders under "**TWO BID SYSTEM**" for running the Stationery cum Photocopy Shop at NIFT Bhopal Campus (Bhopal-Indore Bypass Road, Bhauri, Bhopal-462030).

Tenderers should have valid license with minimum 03 years of experience & professionally competent service in any Central/ State Govt./ Semi. Govt./public sector undertaking/ Autonomous Body/ Private Body/ reputed corporates/ Educational Institute. The tenderers should have the annual turnover of **Rs. 18.00** lakhs. Submission of last 3 years IT return is mandatory.

The Technical Bid & the Financial Bid must be sealed by the tenderer in two separate covers duly superscribed & both these sealed covers are to be put in a big cover which should also be sealed and bear the name & address of the tenderer and superscribed as "Tender for Running Stationery & Photocopy shop".

The details of the tender are given below:-

- a. Description of Services: running Stationery cum Photocopy Shop at NIFT Campus, Bhopal for students and staff for initial period of one year. The contract may be renewed based on yearly satisfactory performance for maximum period of two years on mutually acceptable terms and conditions**
 - b. Closing date and time for hardcopy submission of tender document: 1st November, 04:00 pm**
 - c. Date & time of opening of Bid:**
 1. Technical bid: **3rd November 2022, 03:00 pm**
 2. Financial bid: After evaluation of the Technical Bid
 3. Bid valid upto: 90 days from the date of opening of financial bid
- Address: To NIFT, Bhopal-Indore Bypass Road, Bhauri, Bhopal - 462030

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"**TWO BIDS SYSTEM**" shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with the requirements 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 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.

- a) The interested bidders should apply and submit their tender and the bids along with scanned copies of all relevant certificates, documents, etc. in support of their technical & financial bids. Tender documents are also available on the "tenders" link of the NIFT's official website i.e. <https://www.nift.ac.in/bhopal/tenders>.
- b) Application to this tender will be accepted only through the offline mode. No other mode of application will be considered & application will not be accepted.

The bidders should ensure that it complies with the above requirement before applying for tender. Also, the bidder should submit hard copies of all the relevant supporting documents, which is to be addressed to The National Institute of Fashion Technology (Administration Department), Bhopal-Indore By-pass Road, Bhauri, Bhopal- 462030.

Failure in submission of hard copy of Technical Bid along with document fee and EMD will lead to rejection of the tender application. The tender document is not transferable to any other person.

The tender fee and the EMD draft should be kept in the hard copy of the Technical Bid Cover.

Startups recognized by the Department of Industrial Policy & Promotion (DIPP) are exempted from submitting EMD, previous experience and turnover. (Submission of only valid Certificates will be considered)

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4. TERMS AND CONDITIONS:

The tenderer submitting the tender document for running of Stationery cum Photocopy Shop should comply with the following terms and conditions:

1. The contract will be awarded on the basis of the highest maintenance charges (H-1), the highest discount on stationery items quoted (H-1), in addition to the payment of electricity charges as per actual electricity consumption as per sub-meter.
2. Weightage given for criteria of selection in Maintenance Charges is Quoted (as 60%) and discount on stationery items (as 40%).
3. The contractor should ensure that the items listed as per **Annexure-I** shall be available at the Stationery cum Photocopy 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.
4. The contractor should ensure to install good quality photocopier machines, B/W and color Printer.
5. Tenders shall be submitted offline which is to be downloaded from the website. Tender document submitted in any other form, late tenders, delayed tenders and post tender offers will be rejected. No tenderer shall be issued more than one tender form.
6. Tenders received without prescribed Earnest Money Deposit (EMD) shall not be considered. However, if the bidder is exempted by Valid NSIC and MSME certificate then there is no need to deposit EMD. A certificate of Valid NSIC and MSME is required to be submitted.
7. Startups recognized by Department of Industrial Policy & Promotion (DIPP) are exempted from submitting EMD, previous experience and turnover.
8. 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 specified in the separate letter along with the tender.
9. No paper shall be detached from the tender.
10. The name and address of the tenderer should 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 rejected.
11. The tender is liable to be rejected if incomplete information is given therein or if the particulars and date (if any) asked & in the schedule to the tender are not filled in.
12. Individuals signing the tender if other documents are connected with the tender then it must be specified whether he signs as:
 - (i) A sole proprietor of the concerned or constituted attorney of such sole proprietor.

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- (ii) A partner of the firm if it is a partnership firm, in that case he must have the 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 of 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 the person signing the tender should be authorized resolution attested by the Principal Officer should be attached.
13. The tender submitted in sealed envelopes mentioned "Tender For Running Stationery Shop & Photocopy Shop at NIFT Bhopal" addressed to The National Institute of Fashion Technology (Administration Department), NIFT Campus, Bhopal and be dropped in the tender box available at NIFT campus on or before **1st November 2022, 04:00 pm**. The technical bids will be opened on the **3rd November 2022, 03:00 pm**. in the presence of any of the tenderers who may wish to be present, either by themselves or through their authorized representatives. In case of any holiday the tender shall be opened on the next working day.
14. A demand draft of Rs.20,000/- (Rupees Twenty Thousand only) is required to be deposited as Earnest Money Deposit (EMD) in favor of "National Institute of Fashion Technology" payable at Bhopal. The EMD of the successful bidder shall be liable to be forfeited if he does not fulfill any of the following conditions. (Not applicable in case of exempted by Valid NSIC and MSME certificate).
 - (i) An agreement should be signed by him in the prescribed format after the receipt of the letter awarding the contract.
 - (ii) The Stationery & Photocopy Shop shall commence its operation from the date mentioned in the letter awarding the contract.
15. The bids should be valid in case of all the tenders for at least 3 months from the date of opening of the tender and if any tenderers withdraws or breach the terms of the tender during the period, the Earnest Money Deposit shall be forfeited. In case of the selected tenderer, rates quoted shall be valid for the entire period of the contract.
16. Corrections, if any, must be attested. Late tenders will not be considered.
17. The contractors shall be responsible for engaging adequately trained manpower required for providing quality Stationery Services in the Institute and arrange payment to the staff engaged as per Labour Laws, Minimum Wages Act., PF, ESI, & GST provisions etc.
18. The employees of the Contractor must be in sound health and be free from any diseases,
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especially contagious and frequently recurring diseases and they should preferably wear uniform while on duty. They must also maintain COVID-19 protocol as and when required as per the government guidelines

19. The contractor, prior to the commencement of the operation of contract, should make available to NIFT, the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth and permanent address and police verification report for the employees, should be enclosed.
20. The contractor shall be responsible for the payment of wages and allowances to his staff as per Minimum Wages Act of Labour Law, State/Central Govt. in force and all statutory dues to the persons employed by him. The Contractor shall be further responsible for proper discipline of the employees engaged by him and their work besides observing other obligations. No child labourers 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 the labour laws without fail. In the event there is any violation of any contractual or statutory obligations regarding personnel/ labour, the contractor shall be completely/fully responsible and liable for the same. 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.
21. 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.
22. 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, labor laws or any other laws both Central & State in force in the State of Madhya Pradesh 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.
23. The contractor shall be responsible to maintain the premises, equipment and other articles supplied by the NIFT in good condition. In case of any damage, they shall be responsible to carry out their repairs without any delay. 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 the same quality at his own cost.
24. NIFT, shall in no way be responsible for any default with regard to statutory obligation and the

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contractor will indemnify NIFT in case of any damage, which may arise in account of action of contractors.

25. Services to be provided by contractor is indicated in the Annexure-I attached.
26. Dispute, if any, arising out of the contract shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the Director, NIFT Bhopal 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.
27. Tender shall be accompanied by the relevant documents including the following:
 - (i) Certificate in support of experience of having undertaken this kind of business along with the list of organizations where the Contractor is currently providing / has provided Stationery.
 - (ii) Deployment pattern of the proposed staff and other details for the efficient satisfactory performance of the contract implementation.
 - (iii) Certificates in support of all statutory registration including GST.
28. The contractor will follow the instructions of designated officer of NIFT and report to him every month on day to day activities of the services rendered. The contractor shall extend full co-operation to the designated NIFT officer in order to keep check.
29. On termination of the agreement, the contractor will hand over the building, all the equipment / articles as supplied by the NIFT in good working condition back to NIFT. Care must be taken to ensure no damage is being caused 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. All the supporting documents should be enclosed along with this bid, failing which the bid will not be considered.
30. All work shall be carried out with due regard to the requirement and 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 onsite.
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 to his / her employees as per statutory requirements.
33. The contractor shall be fully responsible for 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 decision of the Competent Authority / Designated Officer in this regards shall be final and binding on the contractor.

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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 Office 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, loss of property or person of any sub-contractor 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 the supply of stationery items and photocopy services to the Office shall be released on monthly basis after satisfactory completion of the work 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.50,000/- (Rupees Fifty Thousand only) as Security Deposit with NIFT.** No interest shall accrue on this deposit, which will be returned after the successful completion of the contract and after adjusting dues if any to NIFT. The EMD of Rs.20,000/- of selected tenderer will be converted as a security deposit and the EMD of unsuccessful tenders will be refunded.
38. The reserve license fee is **Rs.3000/- (including GST) excluding electricity charges.** The reserved licence fee is including GST. Bids offering less than the reserve license fee will be summarily rejected. Any alterations to the allotted premises DTPC shall be with the prior approval of the Institute During The Period of Contract.
39. Payment and receipts to Government and Semi Government Agencies would be rounded off to the nearest higher rupee and in other cases the rounding off will be to nearest, i.e. 50 paise or above will be rounded off to the nearest higher rupee and paise less than 50 paise will be ignored.
40. 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.
41. The work executed shall be to the satisfaction of the NIFT, Bhopal.
42. The contractor shall ensure that either he himself or his representative is available for proper Administration and supervision at the works.

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43. The location may be changed from time to time as per the convenience of NIFT keeping its administrative and academic requirements as the utmost priority. The place and its furniture so identified for locating the services has to be suitably designed and modified by the contractor at his own cost. The furniture and fixtures brought by the contractor will have to be dismantled and taken away by the Contractor at the termination of the contract and clear site will be handed over to NIFT in the same condition.
44. Agencies should not bring any external legal/political influence for obtaining the contract or to continue beyond the contract period or any appointment of staff into NIFT.
45. In case of any loss that might be caused to NIFT due to lapse on the part of stationery cum photocopy shop personnel discharging responsibilities will be borne by the Agency and in this connection, NIFT shall have the right to deduct appropriate amount from the bill of contracting agency to compensate such loss to NIFT besides imposition of penalty. In case of frequent lapses on the part of the stationery personnel deployed by the Agency, NIFT shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
 - A. The contract shall remain valid initially for a period of One year. The contract may be renewed based on yearly satisfactory performance for a maximum period of two years 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 Agency without any notice in case the agency 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 Agency.
 - B. Neither Party shall be bound to give any reason for termination of the contract as provided in para (A) above.
 - C. The Selected Agency will have to enter into a detailed contract agreement with NIFT, Bhopal on Non-Judicial Rs. 500/- stamp paper OR Notary.

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SERVICES TO BE PROVIDED BY NIFT STATIONERY SHOP & PHOTOCOPY SHOP

During continuance of the Contract of Stationery Shop & Photocopy Shop the agency, shall take over the responsibility 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 facilitate the Office and Students stationery items requirements (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, Photocopying, 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 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/ Photocopy Shop as per the requirement to statute in force and revision from time to time.
9. The contractor shall indemnify NIFT against any liability towards non-compliance 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 & photocopy shop as per the prevalent minimum wages fixed by the State / Central Govt. of India whichever is higher besides fulfilling all other statutory obligations of PF, ESI, and GST etc.
11. To ensure security of moveable and immovable property of NIFT premises handed to the person in contract over against theft or damage.

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12. Sub-letting of contract shall not be permitted.
13. The B/W and colour Photocopy machine, shall be of renowned brands like Modi, Photocopy, Canon, Godrej having latest configuration and not older than one year.
14. NIFT administration & Students shall have freedom to procure stationery items & photocopy services from open market.
15. NIFT will not be responsible to provide any residential accommodation to personnel deployed by the contractor.
16. Agency should not be black listed by any organization
17. **Penalty:** In the event of failure of payment of monthly maintenance and actual electricity charges by 10th of every month, he is liable to be penalized Rs. 200/- per day or/& shall be recovered from the bills or otherwise from the security deposit.

Note: The contractors / Agencies who are involved in court cases / Labour office cases are not eligible for participation in the tender process. If anyone found involved in such cases at any stage of tender process, their tender will be summarily rejected. No further correspondence in this regard will be entertained.

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TENDER DOCUMENT FOR RUNNING STATIONERY CUM PHOTOCOPY SHOP

A. TECHNICAL BID

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

2. Name of Tenderer Agency: _____

Address of the Agency: _____

Contact Person Name: _____

Mobile Nos. : _____

E-mail ID: _____

3. Details of EMD (Rs.20,000/-): (Exempted in case of Valid NSIC and MSME Exemption Certificate and start up agencies)

Demand No. _____

Demand Draft date: _____

Issuing Bank: _____

4. **Details of 03 years of experience in the similar field (attach copies as proof)** in any Central/ State Govt./ Semi. Govt./Public Sector Undertaking/ Autonomous Body/ Private Body/ Reputed Corporates/ Educational Institutes. Gazetted officer attested copies are mandatory for supply of stationery items.

| Sl. No | Period | | Name of the Organization | Details of Stationery, address along with work orders for Rs. 6 lakhs per Annum. |
|-----------------------------|--------|----|--------------------------|--|
| | From | To | | |
| | | | | |
| | | | | |
| | | | | |
| Total years of experience : | | | | |

5. Annual Income-Tax Returns for the last 03 financial years of 2019-20, 2020-21 and 2021-22

6. Should have total turnover of Rs. 6 lakhs each for last 03 years (2019-20, 2020-21 and 2021-22).

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7. Infrastructure available with the Agency : **(Yes/No)**

8.

- i) Photocopy Machines (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: _____

| Documents required | Attached (Yes / No) | Page no. |
|--|---------------------|----------|
| Self-Attested PAN Card | | |
| Self-Attested Shop Reg.No: | | |
| Self-attested copy of GST Reg. No. | | |
| Submit duly signed undertaking enclosed with the tender document | | |
| Copy of terms and conditions and every page of the tender duly signed with seal of the firm and undertaking letter | | |
| Annual Income-Tax Returns for the last 03 financial years of 2019-20, 2020-21 and 2021-22 | | |
| Copies of experience certificates for last 03 years attested by Gazetted officer. | | |
| EMD Fee Rs.20,000/- (attached in Technical bid) | | |
| Tenderer should not be black listed by any department of the Central or state Government or any PSU (State/Central) or any other organization. An affidavit in this effect must be enclosed. | | |
| Enclosed all the signed pages of tender documents | | |

9. All the supporting documents should be enclosed along with this bid, failing which the bid will not be considered.

10. The rates and discount quoted in tender should be valid for the entire contract period.

Signature of Authorized person of the Firm / Agency with Stamp.

Date:

Place:

I accept the above Terms & Conditions

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**TENDER DOCUMENT FOR RUNNING STATIONERY CUM PHOTOCOPY SHOP****B. FINANCIAL BID:****Name of Work: To run the Stationery cum Photocopy Shop at NIFT Bhopal.**

This Financial Bid should be filled in by tendering party duly signed, stamped and sealed and must be submitted online. However, online submitted copy also to be dropped in a box in a separate cover, super scribed with "Financial Bid for Running Stationery & Photocopy Shop".

After opening of technical bid the capability and suitability of the tenderers shall be evaluated and Financial Bid of the qualified tenderers shall be opened later on and the date will be informed accordingly.

1. The Licence fee (excluding electricity charges) I/We offer to pay to the NIFT, Bhopal for running Stationery Shop & Photocopy Shop at NIFT, Bhopal is Rs.....
(Rupees.....) per month. **(Please mention the amount in figures and in words) + GST as applicable.**
2. The discount on stationery items (excluding electricity charges) I/We offer to pay to the NIFT, Bhopal for running Stationery Shop & Photocopy Shop at NIFT, Bhopal is% (.....%) per stationery item.
3. Rates of Photocopy services for NIFT and NIFT Officials and students of NIFT will be as under:

| | |
|---|--------------------|
| A4 Size Photocopy: Black & White | : Rs.1/- per page |
| A4 Size Photocopy: Colour | : Rs.6/- per page |
| A3 size Photocopy: Black & White | : Rs.3/- per page |
| A3 size Photocopy: Colour | : Rs.9/- per page |
| A4 Size: Black & White Printout | : Rs.2/- per page |
| A4 Size: Colour Printout | : Rs.7/- per page |
| A4 Size: Glossy Printout | : Rs.11/- per page |
| A3 Size: Black & White Printout | : Rs.6/- per page |
| A3 Size: Colour Printout | : Rs.14/- per page |
| A3 Size: Glossy Printout | : Rs.18/- per page |

1. Rates for binding services will be as under:
 - i) For Spiral Binding :Rs.28/- for 100 pages.
 - ii) For Comb Binding :Rs.45/- for 100 pages.

Note:

1. **Weightage is given for criteria of selection - Maintenance Charges Quoted (as 60%), and discount on stationery items (as 40%).**
2. To provide the Stationery items & Photocopy services to NIFT students and office at competitive rates which shall be not more than the MRP.
3. The Contractor will pay the electricity charges on an actual consumption basis as per NIFT's norms.
4. The Contractor will install Colour, B/W & Photocopy machines as per locations decided by the NIFT authority however one more photocopier has to be installed if required by NIFT.
5. The colour and B/W machines shall be of renowned brands like Sharp, Canon, HP, and Xerox having the latest configuration and maintain good condition.

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6. The bid must be accompanied with Rs.20,000/- (Rupees: Twenty Thousand Only) Earnest Money Deposit (EMD) by way of DD in favour of NIFT, Payable at Bhopal.
7. GST & applicable taxes on Maintenance Charges as per government rate.
8. All rates to be quoted including all Taxes.
9. The rates quoted in the tender should be valid for the period of contract.

Signature of Authorized person of the Firm/Agency with Stamp

Dated:

Place:

I accept the above Terms & Conditions

(Full Signature of the Agency and stamp)



UNDERTAKING

We have carefully gone through all terms and conditions listed above for provision of Annual Rate Contract for running Stationery & Photocopy Shop at NIFT, Bhopal. We agree to all these conditions and offer to provide Services at NIFT. We agree that NIFT organization i.e. administration, academic, staff, faculty and students shall have the freedom to procure the stationery items from elsewhere best suited market. All the supporting documents should be enclosed along with this bid, failing which the bid will not be considered.

NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the bidder.

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 acquainted ourselves with the tasks required for providing of STATIONERY ITEMS & PHOTOCOPY SERVICES, before making this offer. All the supporting documents signed copies enclosed along with this bid, in case any fake or incorrect document, my bid will not be considered for any stage.

We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Name & Signature of Contractor

.....

Address.....

.....

.....

Seal of Agency:

Tel. no.

Mobile No.

Place : _____

Date : _____

I accept the above Terms & Conditions

(Full Signature of the Agency and stamp)

**ANNEXURE - I****Tentative List of stationery required for Office / Students**

| Sr No | Item | Particular |
|------------------------|---------------|-----------------------------------|
| STATIONERY LIST | | |
| 1 | Pencil | LAMY Clutch Pencil |
| 2 | | Pencil Fabercastel HB |
| 3 | | Pencil Fabercastel with eraser HB |
| 4 | | Pencil Degree Camel |
| 5 | | Charcoal Pencil Staedtler |
| 6 | | STAEDTLER 8B Pencil |
| 7 | | Glass Marking Pencil Apsara |
| 8 | | Degree set Fabrercastel/Camel |
| 9 | | Degree Pencil Kohinoor |
| 10 | Pens | Cello Flo Gel |
| 11 | | Faber Castel ball pen |
| 12 | | Reynolds 0.45 pen |
| 13 | | Reynolds Jotter |
| 14 | | Fountain Pen |
| 15 | | Fountain Pen ink |
| 16 | | Camlin Gel Pen |
| 17 | | Parker Fountain Pen |
| 18 | | Parker Micro ball pen |
| 19 | | Stick Easy Pen |
| 20 | | Cello Top Gel |
| 21 | | Cello Slim Gel |
| 22 | | Add Achiever |
| 23 | | Cello Max writer |
| 24 | | Cello Gripper |
| 25 | | Reynolds Ball pen liquid Flow |
| 26 | | Add roller pen |
| 27 | | Uni ball pen Eye |
| 28 | | Uni ball pen jet impact |
| 29 | | Lemi safari fountain pen |
| 30 | | Lemi Roller Pen |
| 31 | | Lemi Jotter pen |
| 32 | | White pen permanent (Sakura) |
| 33 | | Silver pen permanent (Sakura) |
| 34 | | Golden pen permanent (Sakura) |
| 35 | | Uni Ball Fine Deluxe |
| 36 | | Uni ball gel stream |
| 37 | | Uniball signo |
| 38 | | Uni ball lack nock |

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| | | |
|----|--------------------------|---|
| 39 | | uniball lakubo |
| 40 | | Add gell refill |
| 41 | | Cello Gell Refill |
| 42 | | Uniball lakubo Refill |
| 43 | | Uniball gell impact refill |
| 44 | | Uni ball signo refill |
| 45 | | uni ball lakubo refill |
| 46 | | Uniball refill Impact |
| 47 | | Cello Top Gel |
| 48 | | Linc Ball Pen |
| 49 | | Cello Slim Gel |
| 50 | | Linc Ball Pen |
| 51 | | Cello butterfly pen |
| 52 | | Luxor Super top ball pen |
| 53 | | Cello fingergrip ball pen |
| | | |
| 54 | Refill | Cello Ball pen Refill |
| 55 | | Reynolds Ballpen Refill |
| 56 | | Add Gel PGR 300 Ball pen refill |
| 57 | | Sprint Add Gel Refill |
| 58 | | Cel Gel Refill |
| 59 | | Linc Ball Pen Refill |
| | | |
| 60 | Water Color Tube | Camel water color tube 18 no set ARTISTS WATER COLOUR |
| 61 | | Camel water color tube 12 no set |
| 62 | | Reeves water color tube 12 no |
| | | |
| 63 | Color Palette | Omega 1640 |
| 64 | | Omega 101 |
| 65 | | Omega 103 |
| 66 | | Deli 9409 |
| 67 | | Deli 9407 |
| | | |
| 68 | Print Out | Color Printout A4 Size |
| 69 | | Color Printout A3 Size |
| 70 | | Black and white printout A3 Size |
| 71 | | Black and white printout A4 Size |
| | | |
| 72 | Water Color Cakes | Camlin Water Color Cakes |
| 73 | | Reeves water color cakes |
| | | |
| 74 | Oil Pastle | Pestle 24 shed Apsara |
| 75 | | Pestle 12 shed Fabarcastell |

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| | | |
|-----|------------------------|--|
| 76 | | Pestle 24 shed Fabarcastell |
| 77 | | Pastle 24 Camlin |
| 78 | | Pastle 48 Camlin |
| 79 | | Cores Gliter Pastel |
| 80 | | Cores Multi colour Pastel |
| | | |
| 81 | DRY PASTEL | Sudha dry pestle |
| 82 | | Mongiyo soft pestle 24 no |
| 83 | | Mongiyo soft pestle 12 no |
| 84 | | Mongiyo soft pestle 48 no |
| 85 | | Mongiyo soft pestle Gray colors/ Camaieu de gris 12 shade |
| 86 | | Mongiyo soft pestle Charcoal/ Assortment de noirs 12 shade |
| 87 | | Reeves soft pestle 12 nos |
| 88 | | Reeves soft pestle 36 nos |
| 89 | | Reeves soft pestle 48 nos |
| | | |
| 90 | Fixtive | Fixtive Artist (Camel) |
| | | |
| 91 | Acrylic Colours | Acrylic Colour (Camel) 12 no 9 ml |
| | | |
| 91 | Fabric Paint | Pidilite Fabric Paint |
| 93 | | Pidilite Fabric Paint Marker |
| | | |
| 94 | Glass Lainer | Pidilite glass lainer |
| 95 | | Camlin Glass lainer |
| | | |
| 96 | Glass Colour | Pidilite glass colour |
| | | |
| 97 | Cluth Pencil | Febarcastell clutch pencil 0.7 |
| 98 | | Camlin clutch pencil 0.7 |
| 99 | | clutch pencil "c" point camlin |
| 100 | | clutch pencil "d" fine camlin |
| 101 | | clutch pencil febarcastell T K Fine |
| 102 | | Clutch Pencil 0.9 Rotring |
| 103 | | Clutch pencil 0.5 Rotring |
| 104 | | Clutch pencil 0.3 Rotring |
| 105 | | Clutch pencil Zebra 0.3 |
| 106 | | Clutch pencil Stedlar 2mm |
| 107 | | IIO clutch pencil 0.5 |
| 108 | | Koh hi noor Clutch Pencil 5.6 mm |
| 109 | | Camel 0.5 Clutch Pencil |
| 110 | | Fabercastel 0.5 Steadler Clutch Pencil |
| 111 | | Fabercastel 0.7 Steadler Clutch Pencil |

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| | | |
|-----|-------------------|---|
| 112 | Clip | SDI 19 mm Binder Clip |
| 113 | | SDI 25 mm Binder Clip |
| 114 | | SDI 32 mm Binder Clip |
| 115 | | SDI 41 mm Binder Clip |
| 116 | Erasers | Non dust Apsaara |
| 117 | | Non dust Apsaara big |
| 118 | | Non dust Febar castell |
| 119 | | Camlin Eraser |
| 120 | | Maped Eraser |
| 121 | | Maped Eraser Colored |
| 122 | | Colour Eraser Sebilo |
| 123 | | Nouvel Eraser Kneaded eraser for charcoal |
| 124 | | Sakura Nocks Eraser for pencil lead |
| 125 | | Sakura Nocks Eraser for thread eraser |
| 126 | Glue stick | Glue stick pidilait (Fevistick) 8gms |
| 127 | | Glue stick pidilait (Fevistick) 15gms |
| 128 | | Fevi Stick pocket |
| 129 | | Fevi Stick 15 gms |
| 130 | Glue | Deluxe Filter Glue ADD |
| 131 | | Camel Paste 700 ml |
| 132 | | Fevicol tube 100 gm |
| 133 | | Fevicol Glue pen 30 gm |
| 134 | | Fevicol Dabi 50 gm |
| 135 | | Fevicol Dabi 15 gm |
| 136 | | Fevicol Tube 10 gm |
| 137 | | Fevicol Bottle 500 gm |
| 138 | | Fevibond 40 ml |
| 139 | | Fevibond 16 ml |
| 140 | | Fevibond 8 ml |
| 141 | | Feviglue 10 ml |
| 142 | | Fevilight 6 gms |
| 143 | | Feviquick 1 gm |
| 144 | | Feviquick 500 mgm |
| 145 | | Feviquick 3 gm |
| 146 | | M Seal White |
| 147 | | M Seal fatafat |
| 148 | | M seal 50 gm |
| 149 | Thumb Pins | Push pins Plastic headed Corporate |

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| | | |
|-----|-------------------------|--------------------------------------|
| 150 | | Thumb pin brass headed Corporate |
| 151 | | Thumb pin brass big headed Corporate |
| 152 | | Thumb pin silver headed Corporate |
| 153 | | Thumb pins coloured Corporate |
| 154 | Binder Clips SDI | Binder Clips sdi 19 mm |
| 155 | | Binder Clips sdi 25 mm |
| 156 | | Binder Clips sdi 32 mm |
| 157 | | Binder Clips sdi 41 mm |
| 158 | U Pins | "U" Pins 26 mm Elephant |
| 159 | | "U" Pins 28 mm Elephant |
| 160 | | "U" Pins brass |
| 161 | | "U" Pins coloured corporate |
| 162 | Pins | Elephant pins 70 gms |
| 163 | | Noncorosebal pins 70 gms |
| 164 | | T pins (push easy) |
| 165 | | Thick Head Pins |
| 166 | | Brass Pins |
| 167 | Inks | Camlin Photo colro ink set |
| 168 | | Camlin water proff ink |
| 169 | | Camlin water proff ink set |
| 170 | | Camlin Fountain pen ink |
| 171 | | Luxor Sketch pen ink |
| 172 | | Stamp pad ink |
| 173 | | Parquet Fountain Pen Ink |
| 174 | | Permanenet Marker Ink |
| 175 | | Rotrin Ico Graph ink |
| 176 | Cello Tape | 1/2" C ello tape small pidilite |
| 177 | | Invisible Tape 50 mtrs 3M |
| 178 | | 1" Cello tape Wonder (transparent) |
| 179 | | 2" Cello tape woder (transparent) |
| 180 | | 2" brown tape wonder |
| 181 | | masking tape |
| 182 | | 1/2" transparent wonder cello tape |
| 183 | DST | 6 mm DST wonder |
| 184 | | 9 mm DST wonder |
| 185 | | 1/2" DST wonder |
| 186 | | 12 mm DST wonder |

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| | | |
|-----|-------------------------|--|
| 187 | | 1" DST wonder |
| 188 | Stapler Pin | Stapler Pin Kangaroo 10 No |
| 189 | | Stapler Pin Kangaroo big 45 No |
| 190 | | Zelan Clip Stapler Pin |
| 191 | Stapler | Stapler Kangaroo no 45 |
| 192 | | Stapler Kangaroo no 10 |
| 193 | | Zelan Clip Stapler |
| 194 | Protector | Omega D Protector |
| 195 | | Omega D Protector big |
| 196 | | a/4 size sheet protector |
| 197 | | a3 sheet protector |
| 198 | Magnifying Glass | Magnifier Glass 5X |
| 199 | | Magnifier Glass 7x |
| 200 | | Magnifier Glass 2x |
| 201 | | Magnifier Stip |
| 202 | | Magnifier Stip Big |
| 203 | | Lighted Magnifier 2X to 4X |
| 199 | Register | Register Cut size 2Q, 3Q, 4Q, 5Q |
| 200 | | Register Full size 2Q, 3Q, 4Q, 5Q |
| 201 | Sketch Pen | Sketch pen loose (Faber Castell/ stick/ luxor) |
| 202 | | Sketch Pen set 12 nos Faber Castell/ Luxor |
| 203 | | Sketch Pen set 30 nos Faber Castell |
| 204 | | Sketch Pen set 12 stic 12 nos. |
| 205 | Blow Pens | Koreas Blow Pen Set |
| 206 | Poster Colour | Stick color stick 12 jumbo pens set. |
| 207 | | Luxor Chesiel tip colour pen |
| 208 | | Bottle 20ml poster colour Camel |
| 209 | | Set 6 no poster colour Camel |
| 210 | | Set 12 no poster Colour Camel |
| 211 | Pencil Colour | Camlin Pencil Colour 12 Shed |
| 212 | | Camlin Pencil Colour 24 Shed |
| 213 | | Faber Castell pencil color 12 shed |
| 214 | | Faber Castell pencil color 24 shed |
| 215 | | Faber Castell water soluble 12 shed |

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| | | |
|-----|----------------------------|-------------------------------------|
| 216 | | Fabercastell water soluble 24 shed |
| 217 | | Fabercastell water soluble 36 shed |
| 218 | | Fabercastell water soluble 48 shed |
| 219 | | Steadtler water soluble 24 shed |
| 220 | | Steadtler water soluble 36 shed |
| 221 | | Steadtler water soluble 48 shed |
| | | |
| 222 | Scales | French Curve by Deepak |
| 223 | | Steel Scale 24" |
| 224 | | Steel Scale 12" |
| 225 | | Steel Scale 6" |
| 226 | | Plastic Scale 12" Fabersastell |
| 227 | | Plastic Scale 6" Fabersastell |
| 228 | | Plastic Scale 12" Deepak |
| 229 | | Plastic Scale 24" Nalanda |
| 230 | | Plastic Scale 24" Omega |
| 231 | | Deepak Marking Parallel 31" |
| 232 | | Nalanda Marking Parallel 31" |
| 233 | | Nalanda Adjustable Set Square 12" |
| 234 | | Deepak Adjustable Set Square 12" |
| 235 | | Omega Set Square 12" |
| 236 | | Omega Set Square 10" |
| | | |
| 237 | Jackets | Plastic Jackets A4 |
| 238 | | Plastic Jackets A3 |
| 239 | | 1/2 Imperial Plastic Jacket |
| | | |
| 240 | Papers & Sheets | A/4 Size gateway sheet |
| 241 | | A/3 Size gateway sheet |
| 242 | | A/4 Size OHP Sheet |
| 243 | | A/3 Size OHP Sheet |
| 244 | | A/4 Size colour paper |
| 245 | | A/4 Size colour card paper |
| 246 | | A/3 Size colour paper |
| 247 | | Black Card Paper |
| 248 | | Black Mounting Board |
| 249 | | Coloured Textured Sheet |
| 250 | | Black Marble Sheet |
| 251 | | Cartridge Sheet white full imperial |
| 252 | | Cartridge Sheet white A3 |
| 253 | | Cartridge Sheet white A4 |
| 254 | | Cartridge Sheet white A2 |
| 255 | | Cartridge Sheet white Half Imperial |

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| | | |
|-----|--------------------------|----------------------------------|
| 256 | | Colour handmade sheets |
| 257 | | Ivory Sheet 300 |
| 258 | | Thin Ivory Sheet |
| 259 | | Tracing Paper |
| 260 | | Butter Paper |
| 261 | | Backing Paper Duplex |
| 262 | | Colour Card Sheet Tinted |
| 263 | | Hand Made Sheet |
| 264 | | White Textured Sheet |
| 265 | | Off White Textured Sheet |
| 266 | | Colour Card Textured |
| 267 | | Poster Sheet |
| 268 | | ----- |
| 269 | | ----- |
| | | |
| 270 | CD an Pen drive | CD Cover Simple Round |
| 271 | | CDR Mozarbear |
| 272 | | Pendrive Scandisk 16 GB |
| 273 | | Pendrive Scandisk 32 GB |
| 274 | | Pendrive Scandisk 64 GB |
| 275 | | Pendrive Scandisk 128 GB |
| 276 | | Pen drive HP 16 GB |
| 277 | | Pen drive HP 32 GB |
| 278 | | Pen drive HP 64 GB |
| 279 | | Pen drive HP 128 GB |
| 280 | | ----- |
| | | |
| 281 | Hardware Material | Brass Plate 12"X12" 20 gauge |
| 282 | | Coper Plate 1"X1" |
| 283 | | Aluminium Plate 12"X12" 20 gauge |
| 284 | | Brass Rod 1 ft |
| 285 | | Coper Rod 1 ft |
| 286 | | Aluminium Rod 25mm sq X 100 mm L |
| 287 | | Copper wire 35 gaze |
| 288 | | Wooden Carving Set 6 nos |
| 289 | | Wooden Carving Set 12 nos |
| 290 | | Teak Wood 2"X2", 4"X4", 6"X6" |
| 291 | | Hacksaw Blade |
| 292 | | Jexo Blade Four Metal |
| 293 | | Needle File Set |
| 294 | | M Seals |
| 295 | | Glue guns |
| 296 | | Flat Files |

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| | | |
|-----|--------------|----------------------------|
| 297 | | Basterd Files |
| 298 | | Needle Files |
| 299 | | Sand Paper |
| 300 | | Round files |
| 301 | | Rivets |
| | | |
| 302 | Brush | Camlin 66 no Round 000 |
| 303 | | Camlin 66 no Round 00 |
| 304 | | 0 |
| 305 | | 1 |
| 306 | | 2 |
| 307 | | 3 |
| 308 | | 4 |
| 309 | | 5 |
| 310 | | 6 |
| 311 | | 7 |
| 312 | | 8 |
| 313 | | 9 |
| 314 | | 10 |
| 315 | | 11 |
| 316 | | 12 |
| 317 | | Camlin 66 no Felt 1 |
| 318 | | 2 |
| 319 | | 3 |
| 320 | | 4 |
| 321 | | 5 |
| 322 | | 6 |
| 323 | | 7 |
| 324 | | 8 |
| 325 | | 9 |
| 326 | | 10 |
| 327 | | 11 |
| 328 | | 12 |
| 329 | | Captain Brush Flat Brush 1 |
| 330 | | 2 |
| 331 | | 3 |
| 332 | | 4 |
| 333 | | 5 |
| 334 | | 6 |
| 335 | | Camlin Brush 54 0 |
| 336 | | 1 |
| 337 | | 2 |
| 338 | | 3 |

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| | | |
|-----|-------------------------|---------------------------------------|
| 339 | | 4 |
| 340 | | 5 |
| 341 | | 6 |
| 342 | | Captain Brush 51 no set 1,3,5,7 |
| 343 | | Captain Brush 51 no set 0,2,4,6, |
| 344 | | Hog hair flet brush 56 |
| 345 | | ----- |
| 346 | File/ Folder | Solo Report File Folder |
| 347 | | Simple File Plastic |
| 348 | | Strip File Folder |
| 349 | | 1/3 Size Ring Binder |
| 350 | | L Folder |
| 351 | | Kobra File |
| 352 | | Core Folder A4 |
| 353 | | Core Folder A3 |
| 354 | | Core half imperial folder |
| 355 | | Boxfile ARO/Asiard |
| 356 | | Plastic File |
| 357 | | Clip File |
| 358 | | Strip File Solo |
| 359 | | Plastic File L folder (File Max) |
| | | |
| 360 | Binding | Spiral Binding |
| 361 | | Comb Binding |
| | | |
| 362 | Lamination | Lamination A4 |
| 363 | | Lamination A3 |
| | | |
| 364 | Photocopy | Colour A4 Size Photocopy |
| 365 | | Colour A3 Size Photocopy |
| 366 | | Colour A4 Size Printout |
| 367 | | Colour A3 Size Printout |
| 368 | | A4 B/W Photocopy |
| | | |
| 369 | Punching Machine | Kangaroo 480 punching Machine |
| 370 | | Kangaroo DP 700 punching Machine |
| 371 | | Kangaroo 600 punching Machine |
| 372 | | Kangaroo single hole punching Machine |
| | | |
| 373 | Highlighter | Fabercastle Highlighter |
| 374 | | Fabercastle Highlighter Stick |
| | | |
| 375 | Cutter | Cutter Nataraj Small |

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| | | |
|-----|-----------------------|------------------------------------|
| 376 | | Cutter Small Artist |
| 377 | | Cutter Big Artist |
| 378 | | Cutter Big Heavy Duty Artist |
| 379 | | Surgical Cutter with Blade |
| 380 | | Cutter Normal Dali |
| | | |
| 381 | Marker | Permanent Marker Camel |
| 382 | | OHP Marker Fabercastel |
| 383 | | Hi Lighter Fabercastel |
| 384 | | Hi Lighter Luxor |
| 385 | | Artline whiteboard marker |
| | | |
| 386 | Graph Paper | A4 Size graph paper |
| | | |
| 387 | Leads | 0.5 lead fabercastel 2B, HB, H, 2H |
| 388 | | 0.5 lead Camlin 2B, HB, H, 2H |
| 389 | | 0.7 lead fabercastel |
| 390 | | 0.7 lead Camlin |
| 391 | | 0.3 lead steadler |
| 392 | | 2mm lead natraj |
| 393 | | Colour lead 0.5 Uni |
| 394 | | 0.7 Steadler Lead |
| 395 | | 0.5 colour lead Uni |
| | | |
| 396 | Compass | Rotring with Extension Bar |
| 397 | | Standard Graph Compass |
| 398 | | Italy Compass Box |
| 399 | | Deepak Compass |
| | | |
| 400 | Isographic pen | Rotring Pen 0.1 |
| 401 | | Rotring Pen 0.2 |
| 402 | | Rotring Pen 0.3 |
| 403 | | Rotring Pen 0.4 |
| 404 | | Rotring Pen 0.6 |
| 405 | | Linograph Pen 0.1 |
| 406 | | Linograph Pen 0.2 |
| 407 | | Linograph Pen 0.3 |
| 408 | | Linograph Pen 0.4 |
| 409 | | Linograph Pen 0.6 |
| | | |
| 410 | Duster | Plastic Omega Duster |
| | | |
| 411 | Sharpener | Nataraj |

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| | | |
|-----|-------------------------|--|
| 412 | | Camel |
| 413 | Correction Ink | Camlin 30 ml |
| 414 | | Kores Eraz Ex Correction Fluid and Diluter |
| 415 | Drawing Board | Imperial Board |
| 416 | | Half Imperial Board |
| 417 | | Geometry Box |
| 418 | | Drafter |
| 419 | | Drafting sheets |
| 420 | Textile Products | Threads CC537:C562 |
| 421 | | Yarns |
| 422 | | Macroom Yarns |
| 423 | | Cotton |
| 424 | | Jute Yarns |
| 425 | | Muslin Fabric |
| 426 | | Embroidery threads |
| 427 | | stitching threads |
| 428 | | needles |
| 429 | | embroidery hoops |
| 430 | | Punching Needles |
| 431 | | Carbon paper |
| 432 | | tracing wheels |
| 433 | | tracing chalks |
| 434 | | ribbons |
| 435 | | satin ribbons |
| 436 | | fusing sheets |
| 437 | | cancan fabric |
| 438 | | Buttons |
| 439 | | Lurex |
| 440 | | Patterns making sets |
| 441 | | Tailoring Scissors |
| 442 | | Curving Tools |
| 443 | | Quiling Paper |
| 444 | | Quiling tools |
| 445 | | Macromme Yarns |
| 446 | | Sponge Sheets for quilting |
| 447 | | Lip bums |
| 448 | | Locks and Keys |
| 449 | | Envelops |
| 450 | | Metal ruller |
| 451 | | Stationery Pouch |
| 452 | | Ballons and candles |
| 453 | | Sticker Lists |

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| | |
|-----|-----------------------------|
| 454 | Gum bottles |
| 455 | Stamp Pads |
| 456 | Pen holders |
| 457 | Sticky notes |
| 458 | Elastic bands |
| 459 | A4 rims |
| 460 | A3 rims |
| 461 | news paper rolls and sheets |
| 462 | bond papers sheets |

Note:

1. Any additional requirement of any product for students/faculty/staff/officers will be fulfilled on prior approval of the competent authority vide prescribed stationery indent form of NIFT, Bhopal.
2. NIFT Office and students shall have freedom to procure above stationery items from elsewhere best suited market.
3. In case of petty miscellaneous requirement, the contractor will have to supply immediately as per requirements as per indent duly approved by the competent authority.
4. The contractor shall keep all the information of NIFT confidential and shall not divulge/divert the same to any outsider.
5. The Competent Authority reserves the right to accept or reject any tender fully or partially.
6. The contractor shall remit the monthly maintenance charges with GST and Electricity charges as per actuals details shall be paid on or before 5th of every month without fail. Until revision of maintenance charges by the competent authority.
7. The contractor shall deploy adequate no. of staff and the shop shall function from 8.30am to 8.00pm during all working days, except Sundays according to the requirement and convenience of NIFT, while ensuring weekly offs of his / her employees as per the statutory requirements.
8. Applicant / contractor should not be involved in any court case / labour case and he must submit court cases clearances from the authorized signatory at the time of participation in the tender otherwise his tender stands cancelled.
9. Applicant / contractor / agency should not be black listed by any organization.
10. The contractor shall not bring any kind of external influences, political/legal pressure in relation with tender.
11. The contractor shall submit the NIFT official's bills supported by approvals duly certified by the NIFT officials on or before 10th of every month and same shall be settled within 30 days of submission.
12. Director, NIFT Bhopal reserves the right to accept or reject any or all the offers either fully or partially without assigning any reasons, and is not bound to accept the lowest bid since due weightage shall be given to several factors besides the bid.
13. The competent authority reserves the rights to accept or reject any tender fully or partially.

I accept the above Terms & Conditions

(Full Signature of the Agency and stamp)