



|  |   |
|--|---|
|  | <p><b><u>National Institute of Fashion Technology</u></b><br/> (A statutory Institute under the NIFT Act 2006)<br/> Hauz Khas, Near Gulmohar Park, New Delhi-110016<br/> Phone No. 01126542100, 26542000<br/> Website : <a href="http://www.nift.ac.in/delhi">http://www.nift.ac.in/delhi</a></p> |
|--|---|

**e-TENDER FOR RUNNING STATIONERY SHOP AT NIFT,  
DELHI CAMPUS**

**FILE NO. 2300(157)/NIFT/DC/Admin/Tender for NIFT Shop/2018**

**Two Bid System**

|   |          |   |
|---|----------|---|
| <b>Date of Issue of e-Tender</b>                    | <b>:</b> | <b>28-03-2018</b>   |
| <b>Last date of bid submission through e-Tender</b> | <b>:</b> | <b>17-04-2018 at 3:00 pm</b>  |
| <b>Date and Time of Opening of Technical Bid</b>    | <b>:</b> | <b>17-04-2018 at 3:30 pm</b>  |
| <b>Date and Time of Financial Bid</b>               | <b>:</b> | <b>The date &amp; time will be communicated later to the qualified Tenderer in Technical bid.</b> |

**Details of EMD (to be attached with the Technical Bid):**

| <b>Details</b>                       | <b>Tender Fee</b>   | <b>EMD</b>  |
|--------------------------------------|---|---|
| <b>Amount</b>                        | <b>Rs. 590/- (Rupees Five hundred ninety only) including GST</b>      | <b>Rs. 9000/- (Rupees Nine Thousand only)</b>                         |
| <b>In favour of &amp; payable at</b> | <b>National Institute of Fashion Technology: Payable at New Delhi</b> | <b>National Institute of Fashion Technology: Payable at New Delhi</b> |
| <b>D.D. No. &amp; Date</b>           |   |   |
| <b>Drawn on</b>                      |   |   |

**Date: 28.03.2018**

\_\_\_\_\_  
**OSD(E&A)**



# NATIONAL INSTITUTE OF FASHION TECHNOLOGY

Delhi Campus: Hauz Khas, Near - Gulmohar Park, New Delhi-110016

## **“SUMMARY OF NIT”**

1. **Name of Work:** Tender document for Running Stationery Shop at NIFT, Delhi Campus
2. **Place(s) of Work:**  
NIFT, Delhi Campus, Hauz Khas, Near - Gulmohar Park, New Delhi – 110016
3. **Details of Contact Person(s):** OSD(E&A), National Institute of Fashion Technology, Delhi Campus or their authorized representatives.
4. **Eligibility Criteria:** All firms who have completed three year of running Stationary Shop in any educational institute /IIT's/Govt./Semi govt./Autonomous Bodies.
5. **Time period / Period of Contract:** One Year and may be extend upto two more years (total 03 years) subject to the satisfactory performance (on yearly basis).
6. **Last date and time for submission** of tender document up to: **17-04-2018 upto 3:00 P.M (In the Tender Box kept on 1st Floor, Near Room No. 106, NIFT, Delhi Campus)**
7. **Earnest Money** to be deposited by Demand Draft **:Rs. 9000/-**  
(In favour of “National Institute of Fashion Technology”, payable at New Delhi)
8. **Date, Time and Venue of opening** of technical bid: **17-04- 2018 upto 3:30 P.M /-**  
(NIFT, Delhi Campus)

Please note that tender received without EMD will be summarily rejected.



## INDEX

| <b>S.No</b> | <b>Particulars</b>                               | <b>Page No.</b> |
|-------------|--|-----------------|
| 1.          | Introduction                                     | 4               |
| 2.          | Notice Inviting Tender                           | 4-6             |
| 3.          | Eligibility Criteria                             | 6               |
| 4.          | Terms & Conditions                               | 7-13            |
| 5.          | Services to be provided by Stationary Shop       | 14-15           |
| 6.          | Technical Bid (Annexure-I)                       | 16              |
| 7.          | Financial Bid (Annexure-II)                      | 17              |
| 7.          | Undertaking by the Tenderer (Annexure-III)       | 18              |
| 8.          | Essential List of Stationery Items (Annexure-IV) | 19-20           |
| 9.          | Optional List of Stationery Items (Annexure-V)   | 21-22           |



## **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 16 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, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.

NIFT, Delhi Campus is the largest campus that offers all programmes of NIFT i.e. seven bachelor and three master programmes and has the largest student strength.

## **2. NOTICE INVITING TENDER**

- a) The NIFT Delhi Campus invites sealed tenders under "**TWO BID SYSTEM**" for running Stationary Shop at NIFT, Delhi Campus, Hauz Khas, Near- Gulmohar Park, New Delhi-110016 for students and staff for a period of **one year** and may be extend upto two more years (total 03 years) subject to the satisfactory performance (on yearly basis).
- b) The interested bidders should apply online and submit their tender and the bids along with scanned copies of all relevant certificates, documents, etc. in support of their technical & financial bids - all duly signed - on the <https://nifttenders.eproc.in> from 28<sup>th</sup> March, 2018 to 17<sup>th</sup> April, 2018 upto 03:00 P.M. Tender document are also available for viewing on the "tenders" link of the NIFT's official website i.e. <https://www.nift.ac.in> and NIFT's E-tendering site i.e. <https://nifttenders.eproc.in>.
- c) Application to this tender will be accepted only through the online mode through <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted.
- d) For applying online and participating in the tender, the bidders should get themselves registered at <https://nifttenders.eproc.in> by paying online the following fees:
  - Annual Registration Charges of Rs. 2000+GST(Non-refundable)
  - Bid Processing Fee charges of Rs. 240+GST(Non-refundable)



- e) The bidders need to compulsorily pay the above two fees online for approval of Registration and successful submission of Tender, failing which, the firm will not be able to participate in the e-tender.
- f) The basic requirements for registration and applying for tender online are as under:
- Operating System should be atleast window 7.
  - Java version: Java 7 update 51.
  - Use Internet Explorer 11.
  - All java add-on must be enable in the system.
  - Always use Class III B Digital Signature Certificate (DSC) having Signing and Encryption both.
- g) The bidders should ensure that it complies with the above requirement before applying for tender. Also, the bidder should submit a hard copy of the application submitted online with all relevant supporting documents by 17<sup>th</sup> April, 2018 upto 3:00 P.M. which is to be addressed to OSD(E&A), National Institute of Fashion Technology, Delhi Campus, Hauz Khas, Near- Gulmohar Park, New Delhi-110016. Non-submission of hardcopy as directed will lead to rejection of the tender application.
- h) The sealed hard copy of the tender shall be submitted in one big envelop superscribe as “Tender document for running stationery shop at National Institute of Fashion Technology, Delhi Campus” containing two separately sealed small envelopes, one for “Technical Bid” as per Annexure I and another for “Financial Bid” as per Annexure II superscribe as such and addressed to OSD(E&A), National Institute of Fashion Technology, Delhi Campus, Hauz Khas, Near- Gulmohar Park, New Delhi-110016. The sealed tender must be dropped in the tender box at 1<sup>st</sup> Floor, Near Room No. 106, NIFT, Delhi Campus Hauz Khas, Near- Gulmohar Park, New Delhi-110016 only, on or before 17.04.2018 by 3:00 P.M.
- i) The technical bid envelop must contain the technical bid in prescribed proforma as per Annexure –I along with a demand draft of Rs. 590/- (Rupees Five Hundred Ninety Only) including GST towards the cost of tender document (non-refundable) and Earnest Money Deposit (refundable but non-interest bearing) of Rs. 9000/- (Rupees Nine Thousand Only) favouring National Institute of Fashion Technology and payable at New Delhi with all relevant document in support of eligibility and experience criteria. The financial bid envelop must contain only the financial bid as per Annexure –II.
- j) Bids not accompanied with EMD will summarily be rejected. Also, the EMD will be refunded to unsuccessful bidders after awarding Tender to H1. However, the EMD of successful bidder will be converted as security deposit and the EMD of unsuccessful bidders will be refunded.



- k) 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 contract and after adjusting dues if any, of the contractor to NIFT. The EMD of successful tender will be converted as security deposit.
- l) NIFT Shall not be liable to pay any interest on Earnest Money Deposit/Security Deposit, which would stand credited to the NIFT. The successful bidder will have to deposit the Security Deposit and commence the work within 15 days of acceptance of tender otherwise the contract will be terminated and Earnest Money Deposit will be forfeited.
- m) The interested bidders 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 will be summarily rejected.
- n) All the documents attached with the bid must be legible and self-attested and in PDF format & free from virus. If document is not opened at NIFT's site due to virus/corrupt file/not uploaded properly, it will amount to non-submission of documents.
- o) Any further clarifications can be sought from the office of OSD(E&A), on Telephone No. 011-26542155/011-26542162/011-26542161, National Institute of Fashion Technology, Delhi Campus, Hauz Khas, Near- Gulmohar Park, New Delhi-110016.
- p) A pre-bid meeting shall also be held on 05<sup>th</sup> April, 2018 at 3:00 p.m. for all the bidders who wish to participate in the tender and have queries regarding the tender. The pre-bid meeting will be open to all the prospective bidders. However, it is not mandatory to attend the bid conference by the prospective bidders. OSD(E&A), will provide clarification on all issues raised. These will also be placed on NIFT website. Any change proposed based on discussion/suggestions of prospective bidders to which NIFT agrees will be notified by way of corrigendum to this tender on NIFT's website and E-tendering Portal. The notified corrigendum will be part of the tender document.

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

An Agency/ Firm having an experience of atleast 3 year of running Stationary Shop in any educational institute/autonomous bodies/IIT's etc. is eligible to apply. The firm shall have requisite registration certificate for dealing in stationery items.



#### **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-1). However, the minimum maintenance charges should not be less than Rs. 25,000/- Plus GST 18% 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-IV shall be compulsory available at the Stationery Shop while the items listed as per Annexure-V will be optional 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:

|  |   |           |
|--|---|-----------|
| i) Black & White Photocopy, A4 size paper  | - | Rs. 00.60 |
| ii) Black & White Photocopy, A3 size paper | - | Rs. 01.50 |
| iii) Black & White printing, A4 size paper | - | Rs. 03.00 |
| iv) Black & white printing, A3 size paper  | - | Rs. 07.00 |
| v) Colour Printing, A4 size paper          | - | Rs. 10.00 |
| vi) Colour Printing, A3 size paper         | - | Rs. 20.00 |
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.
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 of (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 Documents For Running Stationery Shop at NIFT, Delhi Campus” addressed to the OSD(E&A), National Institute of Fashion Technology, Delhi Campus, Hauz Khas, Near- Gulmohar Park, New Delhi – 110016 and be dropped in the tender box available at NIFT Delhi campus on or before 17-04-2018 up to 3:00 P.M. The tenders will be opened on the same day at 3:30 P.M. in the presence of such of the bidders who may wish to be present, either by themselves or through their authorized representatives.
12. A demand draft of Rs. 9000/- (Rupees Nine Thousand only) is required to be deposited as an Earnest Money Deposit in favour of “National Institute of Fashion Technology” payable at New Delhi. The Earnest Money deposit of the successful tender shall be liable to be forfeited if he does not fulfill any of the following conditions.
- (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. Late tenders will not be considered.
  15. National Institute of Fashion Technology, Delhi Campus reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.
  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, & Service Tax 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, New Delhi 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. Further the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. 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. 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 upto two more years (total 03 years) subject to the satisfactory performance (on yearly basis). 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 give by any statutory authority with regard to safety, labor laws or any other laws both Central & Delhi Government in force 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 is indicated in the Annexure-IV 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 DG, 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.
  - (v) PAN Card
  - (vi) Certificate of incorporation in case of a Company/ Partnership deed in case of partnership/certificate of registration in case of Sole Proprietorship.
  - (vii) GST Registration Certificate
  - (viii) All necessary documents required for the fulfillment of the Eligibility Criteria.
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 closed 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.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 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, Delhi Campus.
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 takeover the responsibility for providing all the stationery items (As per enclosed Annexure-IV) 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-IV) 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, Xeroxing, 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-IV) 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 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 as per the prevalent minimum wages fixed by the Govt. of Delhi 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.



**Annexure-I**

**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. 9000/-) :.....
- 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 : \_\_\_\_\_





**Annexure-II**

**B. FINANCIAL BID:**

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

Name of Work: To run the NIFT Stationery Shop at NIFT, Delhi Campus

- 1. Name of Tenderer and Agency. : .....
- 2. Period of Contract : One 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 of the partner should be specified In this case) : .....

6. Maintenance Charges for use of NIFT: Premises.

|  |
|--|
| <ul style="list-style-type: none"><li>i. Minimum Maintenance charges of Rs. 25,000/- (Rupees Twenty five thousand only) Plus GST 18% Per Month.</li><li>ii. Maintenance charges willing to pay Rs .....</li><li>..... Plus GST 18% Per Month</li></ul> |
|--|

Note: The maintenance charges should not be less than Rs. 25,000/- Plus GST 18% per month.



### ANNEXURE-III

#### **UNDERTAKING BY THE TENDERER**

We have carefully gone through all above various terms and condition for provision of stationery shop at NIFT, Delhi Campus. We agree to all these conditions and offer to provide Services at NIFT, Delhi Campus. 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: \_\_\_\_\_

\_\_\_\_\_  
Signature of Tenderer

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

Phone No. \_\_\_\_\_

**ANNEXURE-IV****Essential List of Stationery Items**

| S. No. | Name of Items                              | S. N. | Name of Items                       |
|--------|--|-------|-------------------------------------|
| 1.     | A DST 1”                                   | 32.   | Pn Gel Pen                          |
| 2.     | A DST ½”                                   | 33.   | Pn Big Sketch Pen Set 12 Col.       |
| 3.     | A DST 6mm                                  | 34.   | Pn Gripper Pen                      |
| 4.     | A Fevi Kwik 2 gm                           | 35.   | Pn-Gel Pen Montex                   |
| 5.     | A Fevi Kwik 500 mg.                        | 36.   | Pn- Glitter Pen                     |
| 6.     | A Fevibond                                 | 37.   | Pn Stic Hi Fi                       |
| 7.     | A Fevibond Small                           | 38.   | Pn Black Polit Pen                  |
| 8.     | A Fevistik                                 | 39.   | Pn Black Reynold Pen 045            |
| 9.     | C Fabric Color Gold                        | 40.   | Pn- Hi Liter                        |
| 10.    | C Fabric Color Silver                      | 41.   | Pn 040 Bold                         |
| 11.    | CL Fusing Paper                            | 42.   | Pn P-Marker                         |
| 12.    | CL Fabric Fusing (Soft + Hard)             | 43.   | S Bobbin Case (Japanese)            |
| 13.    | CL Knit Fabric Single Jersey               | 44.   | Prinking Scissor                    |
| 14.    | CL Microdot Fusing                         | 45.   | S Fabric Scissor                    |
| 15.    | CL Muslin (Light wt. Medium Wt. Heavy wt.) | 46.   | S Small measuring Tape              |
| 16.    | CL Poplin                                  | 47.   | S Small Scissor                     |
| 17.    | CL Satin Cloth (Per mtr)                   | 48.   | S Thread Cutter                     |
| 18.    | CM-CD (M. B.)                              | 49.   | S Tracing Wheel (Imported)          |
| 19.    | CM Rewritable CD (M. B.)                   | 50.   | S Seam Ripper                       |
| 20.    | F A3 Ring File                             | 51.   | ST Pencil (Nat raj, Apsara, Camlin) |
| 21.    | F A4 ring                                  | 52.   | ST All Pin Patta Think              |
| 22.    | F A4 File (20 Leaf File)                   | 53.   | ST Cutter                           |
| 23.    | P Big White Sheet                          | 54.   | ST Eraser (Regular, Large Nat raj)  |
| 24.    | P Brown Paper                              | 55.   | ST Thumb Pin                        |
| 25.    | P Pastel Sheet (A-3, A-4, Full Size)       | 56.   | ST Lead                             |
| 26.    | P Ivory Sheet (A-3, A-4, Full Size)        | 57.   | ST Sharpener                        |
| 27.    | P Silver Sheet (Full Size)                 | 58.   | ST Small Stapler                    |
| 28.    | P Wrapping Paper                           | 59.   | ST Stapler Pin                      |
| 29.    | P Poster Paper                             | 60.   | T-24” Plastic Scale                 |
| 30.    | P Tracing Paper (Full Size)                | 61.   | T-6” Plastic Scale                  |
| 31.    | Pn Gel Pen                                 | 62.   | T-6” French Curve (Baasler)         |

Seal and Signature of Tenderer

Page 19 of 22

| S. N. | Name of Items  | S. N. | Name of Items                          |
|-------|--|-------|--|
| 63.   | T Grading Scale (Baasler)  | 94.   | Poster Colors                          |
| 64.   | T Hip Curve ((Baasler)   | 95.   | Photo INK                              |
| 65.   | TL Scale (Baasler)   | 96.   | Sketch book (A5/A4/A3)                 |
| 66.   | T Leg Curve  | 97.   | Fevicol                                |
| 67.   | T-Pattern Master (Baasler)   | 98.   | Fevibond/Dunlop                        |
| 68.   | T-T Scale (Baasler)  | 99.   | Rexine                                 |
| 69.   | TH Polyester Thread  | 100.  | Khadi/Canvas                           |
| 70.   | Bobbin (Imported)  | 101.  | Casement                               |
| 71.   | Machine Needle (Imported)  | 102.  | DVD                                    |
| 72.   | Hand Needle  | 103.  | Jackets(A4/A3)                         |
| 73.   | Safety Pin (Per Bunch)   | 104.  | Port Follio (A3/A4)                    |
| 74.   | Elastic (1/4" 1/2" 1")   | 105.  | Set Squars                             |
| 75.   | ZIP (Long, Regular, Metallic)  | 106.  | Pattern Making sheet (white)           |
| 76.   | ZIP Concealed (Regular, Long)  | 107.  | Gateway sheets (A3/A4)                 |
| 77.   | Clutch Pencil  | 108.  | Paint brushes                          |
| 78.   | Compass (Camlin)   | 109.  | Color palette small/big                |
| 79.   | Glazed Paper   | 110.  | Embroidery frames                      |
| 80.   | Practical Note Book  | 111.  | Embroidery frames                      |
| 81.   | Graph Pad  | 112.  | Drawing board                          |
| 82.   | Scrap Book   | 113.  | Micron pen                             |
| 83.   | Tracing Pad  | 114.  | Graph pad                              |
| 84.   | News Print Sheet   | 115.  | Stick file                             |
| 85.   | Casement (Per mtr)   | 116.  | Handmade paper (A4/A3/Full imperial)   |
| 86.   | Photocopy paper sheet A3 /A4   | 117.  | U clips                                |
| 87.   | Spiral Binding(A-3,A-4 )   | 118.  | Shoulder pads/cups (for jacket making) |
| 88.   | Cello tape 1/2   | 119.  | Doctor tape (magic tape)               |
| 89.   | Drawing pencils  | 120.  | Yellow envelopes (A4/A3)               |
| 90.   | Imperial sheets (handmade /ivory /cartridges/pastel /wallpaper etc.) | 121.  | Plastic jackets A/4                    |
| 91.   | Water so color pencils(STEADLER)                                     | 122.  | Can-can                                |
| 92.   | Water Colors   | 123.  | Acrylic sheets                         |
| 93.   | Fabric Colors  | 124.  | Bra-undervire (size 8,10.12)           |

Abbreviations:

A – Adhesive

CL – Cloth

F – File

P – Paper

S – Shearing Devices

T- Tools

C – Color

CM – Computer Peripheral

FL - Folder

Pn – Pen

ST – Stationery

TH - Thread

The List is not exhaustive.

N.B: Additional items of Stationery and other can be added to the list as per requirement of NIFT with the prior permission from Administration Department of Delhi Centre.

**Optional List of Stationery Items**

| <b>S. No.</b> | <b>Name of Items</b>               | <b>S. No.</b> | <b>Name of Items</b>                      |
|---------------|------------------------------------|---------------|---|
| 1             | A Big Foam Tape 1"                 | 37            | ST Magnet Pin Holder                      |
| 2             | A Big Foam Tape ½"                 | 38            | ST Push Pin                               |
| 3             | A ELFY                             | 39            | T-10" x 12" Set Sq (Omega)                |
| 4             | A Fevigun                          | 40            | T-24" Steel Scale                         |
| 5             | A Fevistik                         | 41            | T-1/4 Scale (Camlin/Faber)                |
| 6             | A Masking Tape ½"                  | 42            | T-12" Steel Plastic                       |
| 7             | A Masking Tape 1"                  | 43            | TH Cotton Thread White                    |
| 8             | CC-18 Cake Colour                  | 44            | TH Geans Thread                           |
| 9             | C Camlin Pencil Colour 12 Shade    | 45            | TH Rangoli Thread                         |
| 10            | C Drawing Ink Black                | 46            | TH Silk Thread Untwisted                  |
| 11            | C Glass Color                      | 47            | TH Silk Thread Reel                       |
| 12            | C Photo Color                      | 48            | TH Silver Thread Roll                     |
| 13            | C Postar White 15 ml               | 49 ST         | Ribbons (1/2" 1")                         |
| 14            | CL Fusing Knitted                  | 50            | Shoulder Pad (L Scale Per Pair)           |
| 15            | CL Khadi                           | 51            | Compass (Camlin)                          |
| 16            | CL Knit Fabric Rib                 | 52 P          | Executive Bond Paper (Per Packet)         |
| 17            | CL MulMul                          | 53 P          | Cartridge Paper (A-3, A-4, Half Imperial) |
| 18            | FL Folder (With Buttons A3, A4)    | 54 P          | Handmade Paper (A-4, Full Size)           |
| 19            | P Brown Paper                      | 55 P          | Graph Sheet (Full Size)                   |
| 20            | P Butter Paper (Full Size)         | 56 P          | Crape Paper                               |
| 21            | P Color Box Board                  | 57 P          | Cellophane Paper                          |
| 22            | P Corrugated Color Sheet (Per mtr) | 58 P          | Kite Paper                                |
| 23            | P Glass Paper                      | 59 P          | Sunshine Sheet                            |
| 24            | P Pastel Full Sheet Grey           | 60 P          | Card Board (Full Size)                    |
| 25            | P Pastel Full Sheet P. Blue        | 61 P          | Choksy Board                              |
| 26            | P Pastel Full Sheet P.Olive        | 62 CL         | Canvass (Per mtr) Fine Quality            |
| 27            | P Pastel Full Sheet Text Green     | 63 CL         | Camrac Cloth (Per mtr)                    |
| 28            | P Velvet Sheet                     | 64 CL         | Foam (Per mtr)                            |
| 29            | P-A3 Color Box Board Sheet         | 65 P          | Metal Sheet (6"X6"X2mm)                   |
| 30            | P-Black Glossy Sheet (A3, A4)      | 66 TH         | Aluminium Wire (Thick )                   |
| 31            | P Super White Cart Full            | 67 CL         | Fish Net (Per Roll)                       |
| 32            | Pn-Euro Slim                       | 68 F          | Stick File (Fine Qualities) A4            |
| 33            | ST A3 TP                           | 69 F          | Clip File                                 |
| 34            | ST A4 TP                           | 70 F          | Report File                               |
| 35            | ST Binder Clip                     | 71 F          | Display File (A3, A4)                     |
| 36            | ST Glass Maker                     | 72 F          | Index File                                |

| S. No. | Name of Items                          | S. No. | Name of Items     |
|--------|--|--------|-------------------|
| 73 ST  | Paper Bag (Handmade Paper A4, A3 size) | 76     | Fashion Magazines |
| 74     | Hanger (Regular, with clips)           | 77     | Books (Discount)  |
| 75     | Kodak Films                            | 78     | T-6” Steel Scale  |

Abbreviations:

A – Adhesive

CL – Cloth

F – File

P – Paper

S – Shearing Devices

T- Tools

C – Color

CM – Computer Peripheral

FL - Folder

Pn – Pen

ST – Stationery

TH - Thread

The List is not exhaustive.

N.B: Additional items of Stationery and other can be added to the list as per requirement of NIFT with the prior permission from Administration Department of Delhi Centre.