



NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles, Govt. of India)

TENDER DOCUMENT FOR RUNNING STATIONERY SHOP AT NIFT GANDHINAGAR

NIFT Campus, Gh-0 Road, Gandhinagar-382 007. (Gujarat)
Phone No. 079-23240832, 23240834 Fax No. 079-23240772

Website : <http://www.nift.ac.in/gandhinagar> Time schedule for tender process:

Date of publication of tender notification on official website	29.09.2020
Sale of tender document commence from	29.09.2020
Last date and Time for Sale of tender document	20.10.2020 upto 2:00pm
Last date and Time for receipt of duly filled in tenders	20.10.2020 upto 3:00pm
Date and Time of the opening Technical Bids	20.10.2020 on 4:00pm
Date and Time of the opening Financial Bids	will be notified to the technically qualified tenderers

The Micro and Small scale industrial units registered under small scale industries of Gujarat state / Appropriate State Government and holding subsequent registration with CSPO/NSCI/DGS&D registration certificates for the item under tender will be eligible for exception from payment of EMD on submission of duly attested copies of their SSI (SSI/MSME Part -II/Udhyog Aadhar memorandum) & CSPO/NSC/DGS&D registration certificate in EMD cover.

Note: This tender document contains 21 pages (total no. of pages including Annexures) and tenderers are requested to sign on all the pages





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1. INTRODUCTION:

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 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*.

2. NOTICE INVITING TENDER

The NIFT Gandhinagar Centre invites sealed tenders under "**TWO BID SYSTEM**" for running Stationary Shop at NIFT Campus, Gh-0 Road, Gandhinagar-382 007. (Gujarat) for students and staff for a period of one year extendable for further period of 2 years on yearly basis subject to satisfactory performance.

The details of the tender are given below:-

- a. **Description of Services:** running Stationary Shop at NIFT Campus (NIFT Campus, Gh-0 Road, Gandhinagar-382 007. (Gujarat) for students and staff for a period of one year extendable for further period of 2 years on yearly basis subject to satisfactory performance.
- b. **Closing date & time for submission of bids:** , 20/10/2020 Time : up to 3:00pm
- c. **Date & time of opening of Bid:**
 - i. Technical bid, 20/10/2020 Time 4:00pm (in presence of the tenderers or their authorize representatives.
 - ii. Financial bid : After evaluation of Technical Bid
 - iii. Bid validity upto: 60 days from the date of opening of financial bid
- d. **Correspondence Address:** Joint Director, National Institute of Fashion Technology, NIFT Campus, NIFT Campus, Gh-0 Road, Gandhinagar-382 007. (Gujarat)

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





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

- a. Tender documents for running Stationary Shop at NIFT Campus, NIFT Campus, Gh-0 Road, Gandhinagar-382 007. (Gujarat) for students and staff is available on NIFT Gandhinagar Website www.nift.ac.in/gandhinagar/tenders free of cost.

The EMD draft / exemption certificate and all supporting documents for Technical bid (Annexure – II) should be kept in the “Technical Bid” Cover. The “**Technical bid (Annexure – II)**” and the “**financial bid (Annexure – III)**” should be sealed by the tenderer in separate covers duly super scribed as “Technical Bid” and “Financial Bid” respectively. Both these sealed covers should then be kept in a bigger cover which should also be sealed & duly super scribed as “**Tender documents for running Stationary Shop at NIFT Campus, Gandhinagar**”.

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

- a. Mr. Chirag Solanki, Assistant Director
Ph. 079-23265003, Email: ad.gandhinagar@nift.ac.in
- b. Mr. Ashish Chunawala, Research Assistant (Admin)
Ph. 079-23265009

3. ELIGIBILITY CRITERIA:

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

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. 7750/- + GST per month, in addition to the payment of electricity charges as per actual electricity consumption. In case of more than one agency found HI, the clause for basis of selection of agency will be the number of years of experience.
2. The contractor should be ensured that the items listed as per **Annexure-I** shall be available at the Stationery Shop. 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:

Black & White Photocopy, A4 size paper Rs. 01.00





ii) Black & White Photocopy, A3 size paper	Rs. 01.50
iii) Colour Photocopy, A4 size paper	Rs. 10.00
iv) Colour Photocopy, A3 size paper	Rs. 15.00
v) Black & White printing, A4 size paper	Rs. 05.00
vi) Black & white printing, A3 size paper	Rs. 07.00
vii) Colour Printing, A4 size paper	Rs. 15.00
viii) 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. The Micro and Small scale industrial units registered under small scale industries of Gujarat state / Appropriate State Government and holding subsequent registration with CSPO/NSCI/DGS&D registration certificates for the item under tender will be eligible for exception from payment of EMD on submission of duly attested copies of their SSI (SSI/MSME Part -II/Udhyog Aadhar memorandum) & CSPO/NSC/DGS&D registration certificate in EMD cover.
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 for NIFT Stationery Shop" addressed to the Joint Director, National Institute of Fashion Technology, NIFT Campus, Gandhinagar and be dropped in the tender box available at NIFT Campus on or before 20.10.2020 up to 15:00 hrs. The tenders will be opened on the same day at 16:00hrs, in the presence of such of the tenders who may wish to be present, either by the themselves or through their authorized representatives.
12. A demand draft of Rs.5000/- (Rupees Five thousand only) is required to be deposited as an Earnest Money Deposit (EMD) in favour of 'National Institute of Fashion Technology' payable at Gandhinagar. The Earnest Money deposit of the successful tender shall be liable to be forfeited if he does not fulfill any of the following conditions. (Not applicable in case of exempted by NSIC certificate)
 - (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.

EMD amount as mentioned above may also be deposited in NIFT Gandhinagar Bank account through Online transfer by NEFT in A/c. No.: 359302050000198 IFS Code : UBIN0535931 (Fifth letter is "ZERO")

13. The bids should be valid in the case of all the tenders for at least 60 days from the date of opening of the tender and if any tenderers withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract.
14. Corrections, if any, must be attested.
15. Late tender's will not be considered.
16. The contractors shall be responsible for engaging adequately trained manpower required for providing good Stationery Services in the Institute and arrange payment to the staff engaged as per Labour laws, minimum wages Act, PF, ESI, & GST provisions etc.

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, in force and all statutory dues to the persons employed by him. The Contractor shall be further responsible for proper discipline for the employees engaged by him and their work besides observing other obligations. No child laborers shall be permitted by NIFT under this contract whatsoever under any circumstances. Further the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labor laws without fail. In the event there is any violation of any contractual or statutory obligations regarding the personnel / labor, the contractor shall be responsible and liable for the same wholly. Further, in the event any claim, action or suit is imposed against NIFT, the contractor shall be required to reimburse to NIFT any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. NIFT shall also have the right to deduct these amounts from the payment due to the contractor while settling the payments.
20. The contract shall remain valid up to one year from the date of contract and it may be renewed on satisfactory performance and institute requirement on same terms and conditions for further period of 2 years 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 given by any statutory authority with regard to safety, labor laws or any other laws both Central & State 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 front time to time.
22. The contractor shall be responsible to maintain the premises of the building, equipment and other articles supplied by the NIFT in good condition. In case of any damage, they shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Contractor himself. In case of theft or damage, contractor shall replace items lost, broken or damaged with items of the same quality at his own cost and expense.
23. NIFT shall in no way be responsible for any default with regard to statutory obligation and the contractor will indemnify NIFT in case of any damage, which may arise on account of action of contractor.





24. Service to be provided by contractor are indicated in the **Annexure-1** 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 Director, NIFT Gandhinagar 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) Deployment pattern of staff proposed and other details for the efficient satisfactory performance of the contract.
 - (iii) Certificates in support of all statutory registrations including GST.
27. The contractor will follow the instructions of designated officers of NIFT and report to him every month to make checks on day to day activities of the services rendered. The contractor shall extend full co-operation to the designated officer from time to time.
28. On termination of the agreement, the contractor will hand over the building. All the equipments / articles as supplied by the NIFT in good working condition back to NIFT.
29. Care must be taken to ensure while carrying out the work so that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the contractor, failing which the same will be got done at his risk and cost. The decision of the Designated Officer shall be final and binding on the contractor.
30. All work shall be carried out with due regard to the convenience of NIFT. The orders of the concerned authority shall be strictly observed.
31. The contractor will work in close co-operation and co-ordination with other agencies working at site.
32. The contractor has to deploy adequate number of staff who has to work during holidays, late hours and Sundays as well according to the requirement and convenience of NIFT and the occupants, while ensuring weekly offs of his / her employees as per statutory requirements.
33. The contractor shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the students, residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the person concerned and engage a new one within (48) hours of intimation. The decision 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 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 of / 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.16500/- (Rupees sixteen thousand five hundred 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 L.P.C. Members of the NIFT Gandhinagar.
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-1**) and photocopy Service.

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

1. To run the Office, Academic and Students stationery (As per enclosed Annexure-1) by snaking 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 totime.
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 contactor shall be responsible to ensure the conduct and behavior of the persons employed by them for running the shop.
7. The payment for the monthly bills towards supply of Office and Academic and Students Stationery (As per Annexure-1) shall be supported by authorization for supply of such services and will be settled within a month of submitting the bills in du plicate. TDS will be deducted as per Income Tax Rules in force.
8. **The contractor is required to obtain all local licenses for running the stationery and photocopy zone as per the requirement of statute in force and revise** from time to time.
9. The contractor shall indemnify NIFT against any liability towards noncompliance of any of the statutory obligations required to be fulfilled while operating such service in the premises of NIFT.
10. The contractor shall disburse wages to the staff deployed in the stationery shop as per the prevalent minimum wages fixed by the Govt. 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.

NIFT administration & students shall have freedom to procure stationery items from open market.

NIFT will not be responsible to provide any residential accommodation to personnel deployed the contractor.





UNDERTAKING BY THE TENDERER

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

Place _____

Signature of Tenderer _____

Address : _____

Phone to. _____

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





ANNEXURE-I

List of the Office / Academic / Students Stationery

Sr	Items	Particulars
1	Pencil – Lemi / Faber Castell / Camel / Stadler / Apsara / Kohinoor	Clutch Pencil
2		Pencil HB
3		Pencil with eraser HB
4		Pencil degree
5		Charcoal pencil
6		8B pencil
7		Glass marking pencil
8		Degree set
9		Degree pencil
10	Pens – Cello / Faber Castell / Reynolds / Add 2K / Camlin / Nura / Montex / Stick / Add / Uni-Ball / Safari / Lemi / Sakura / Link / Rotomac	FLO GEL
11		Ball pen
12		0,45 pen
13		Easy pen
14		Top Gel
15		Slim Gel
16		Achiever
17		Max writer
18		Gripper
19		Ball pen l.iq. Flow
20		Roller pen
21		Pen eye
22		Pen jet impact
23		Fountain Pen
24		Roller Pen
25		Jotter pen
26		White pen Permanent
27		Silver Pen Permanent
28		Golden pen permanent
29		Fine Deluxe
30		Gel Strem
31		Signo
32		Licklock
33		Gel Impact
34		Lakubo
35		Gell Refill
36		Ball point Refill
37		Gel Impact Refill
38		Signo Refill
39		Lakubo Refill
40		Gel Strem Refill
41	pen refill impact	
	top gel	
	Slim gel	
	Golden Pen	





45		PG 300 Pen
46		PG 500 Pen
47	Refill – Cello / Reynolds / Add Gel / Sprint / Link / Rotomac	Ball pen Refill
48		PG-R-300 Ball pen Refill
49		Gel Refill
50		Sketch pens – Faber Castell / Luxur / Stick
51		Sketch pen loose
52		Sketch pen set 12 nos
53		Sketch pen set 30 nos
54		Sketch pen set 12
54	Blow pens – Korcas, etc.	Blow pen set
55	Colour – Stick / Luxur / Camel	Colour stick 12 Jumbo pen set
56		Chesiel tip colour pen
57		Bottle 20 ML Poster Colour
58		Set 6 Nos. Poster Colour
59		Set 12 Nos Poster Colour
60	Pencil Colour – Camlin / Faber Castell / Stadler	Pencil color 12 shed
61		Pencil color 24 shed
62		Water soluble 12 shed
63		Water soluble 24 shed
64		Water soluble 36 shed
65		Water soluble 48 shed
66	Water Colour Tube – Camel / Reeves	Water color tube 18 nos set
67		Water color tube 12 nos set
68	Colour palette – Omega / Deli	1640, 101, 103, 9409, 9407
69	Print Out	Colour Print Out A4 size
70		Colour Print Out A3 size
71		Black and White Print Out A3 size
72		Black and White Print Out A4 size
73	Water color Cakes – Camlin / Reeves	Camlin water color cakes
74		Reeves water color cakes
75	Oil Pestle – Apsara / Faber Castell / Camlin / Cores	Pestle 24 shed
76		Pestle 12 shed
77		Pestle 48
78		Glitter pastel
79		Multi Colour pestle
80	Pestle – Sudha / Mongjyo / Reeves	dry pestle
81		Soft pestle 24 no.
82		Soft pestle 12 no.
83		Soft pestle 48 no.
84		Soft pestle Gray colors / camaieu de gris 12 shade
85		Soft pestle Charcoal / Assortiment de noirs 12 shade
86	Soft pestle 36 no	
87	Fixative – Camel etc.	Fixative Artist
88	Acrylic Colours - Camel etc.	Acrylic Colour 12 no. 9 ml
89	Fabric Paint – Pidilite etc.	Fabric Paint
90		Fabric Paint marker
91	Glass liner - Camel etc.	Glass liner
92	Glass colour - Pidilite etc.	Glass Colour
93	Clutch Pencil – Faber Castell / Rotring / Camlin / Stadler / IIO / Kohinoor / Zebra	Clutch pencil 0.3, 0.5, 0.7, 0.9, "e" point, "d" line, T K Fine, 2mm, 5.6 mm
94	Clip – SDI etc.	19MM, 25MM, 32MM, 41 MM Binder Clips





95	Erasers – Apsara / Faber castell / Camlin / Maped / Sebilo / Creta / Nouvel / Sakura	Nondust	
96		Nondust big	
97		Eraser Colored	
98		Color knot gummi	
99		Kneaded Eraser for charcoal	
100		Nocks Eraser for pencil lead	
101		Nocks Eraser for Thread Eraser	
102		Glue stick – Pedilite / Fevistick / Deluxe	Glue stick, 10 gms, 8 gms, 15 gms.
103			Pocket
104		Glue – Deluxe / Camel / Fevicol / M -Seal	Filter Glue ADD
105			Paste 700 ml
106	Tube 10 gm , 100 gm		
107	Glue pen 30 gm		
108	Dabbi 15 gm, 50 gm		
109	Bottle 500 gm		
110	Fevibond 8 ml , 16 ml, 40 ml		
111	Feviricglue 10 ml		
112	Fevilight 6 gm		
113	Feviquick 500 mg, 1gm, 3 gm		
114	M-seal white		
115	M-seal latafat		
116	M-seal 50gm		
117	Glass Glue 30 ml.		
118	Thumb pins – Corporate etc.	Push pins plastic headed	
119		Thumb pins brass headed	
120		Thumb pins brass headed (Big)	
121		Thumb pins silver headed	
122		Thumb pins coloured	
123		"U" pins – Elephant / Corporate	"U" pins 26 mm, 28 mm
124	"U" pins Brass		
125	"U" pins coloured		
126	Pins – Elephant etc.	Pins 70 gms	
127		Non corosebal pins 70 gms	
128		Garment pins 200 gms	
129		Pearl head pins	
130		"I" pins (push easy)	
131		Thick head pins	
132		Brass pins	
133		Inks – Camlin / Luxor / Parker / Art Line	Photo color ink set
134	Water proof ink		
135	Water proof ink set		
136	Fountain pen ink		
137	Sketch pen ink		
138	Stamp pad ink		
139	Fountain ink		
140	Permanent Marker ink		
141	Rotringco graph ink		
142	Cello tape – Pidilite / 3 M / Wonder	1/2" cello tape small	
143		Invisible tape 50 mtrs.	
144		1", 2" Cello tape (Transparent)	
145		2" brown tape	
146		Masking tape	
147	DST – Wonder etc.	6 mm, 9 mm, 12 mm, 1/2", 1" DST	





148	Stapler Pin – Kangaroo, Zelan	Stapler pin 10 no
149		Stapler pin big 45 no.
150		Clip stapler pin
151	Stapler – Kangaroo / Zelan	Stapler no 45
152		Stapler 10 no
153		Clip stapler
154	Protector – Omega etc.	D Protector
155		D Protector big
156		A/4 Size Sheet Protector
157		A/3 Sheet Protector
158	Magnifying Glass	Magnifier glass 5X, 7X, 2X
159		Magnifier strip
160		Magnifier strip big
161		Lighted Magnifiers 2X to 4X
162	Register – Navnit etc.	Register cut size 2Q,3Q, 4Q, 5Q
163		Register full size 2Q,3Q, 4Q, 5Q
164		Full scape note book
165		Simple full scape note book
166	Scissor – Friskers / Asian / Bambalio / Dali	Scissor Bras handle 8", 10"
167		Kartini 8" Black handle
168		Scissor brash handle
169		Paper cutting Scissor
170		Tailoring scissor 240mm
171		Tailoring scissor 240mm Brash handle
172		Zig Zag scissor 240mm
173		Fabric cutter
174		Scissor
175		Large Scissor
176	Cutter – Natraj / Artist / Dali	Cutter Small
177		Cutter big
178		Cutter big heavy-duty
179		Surgical cutter With blade
180		Surgical blade
181		Cutter Normal
182		Marker – Camel / Faber Castell / Luxor / Bambalio / Art Line
183	OHP marker	
184	Hi-Lighter	
185	Laundry marker	
186	Pesle marker	
187	White Board Marker	
188	Permanent Marker	
189	12 set Sketch pen	
190	Graph Paper	A/4 Size Graph Paper
191	Lead – Faber Castell / Camlin / Stedlar / Natraj / Uni	0.5 lead 2B,HB,H,2H
192		0.5 lead Economy
193		0.3, 0.5, 0.7, 2mm lead
194		0.5 Colour lead
195	Compass – Rotring / Deepak	Compass with Extension bar
196		Standard Graph Compass
197		Italy Compass box
198		Compass
199	Isographic pen – Rotring / Linograph	0.1,0.2,0.3,0.4,0.6
200	Scales – Deepak / Butterfly / Faber Castell /	L' Square





201	Nalanda / Omega	Large curve	
202		Hip curve	
203		Grading scale	
204		Pattern Master	
205		Tracing Wheel Imported / Ordinary	
206		French curve	
207		Measuring tap thin	
208		Steel scale 6", 12", 24"	
209		Plastic scale 6", 12", 24"	
210		Marking parallel 31"	
211		Adjustable set square 12"	
212		Set Square 10", 12"	
213	Jackets	Plastic Jacket A/4, A/3, 1/2 Imperial	
214	Papers & Sheets - Century, Garware	A/4, A/3 size gateway sheet	
215		A/4, A/3 size OHP sheet	
216		A/4, A/3 size colour paper	
217		A/4 size colour card paper	
218		A/4 size colour imported paper	
219		Black card paper	
220		Black card thin card paper	
221		Black Mounting board	
222		Black Textured sheet	
223		Black marble sheet	
224		Cartridge sheet white full	
225		Cartridge sheet white A4, A3, 1/2 imperial	
226		Cartridge sheet Yellow A4, A3, Half	
227		Ivory sheet 300	
228		Thin Ivory sheet	
229		Tracing paper	
230		Butter paper	
231		Backing paper Duplex	
232		Colour Card sheet tinted	
233		Handmade sheet	
234		White textured sheet	
235		Off white textured sheet	
236		Colour card textured	
237		Patterns making brown paper	
238		Patterns making white paper	
239		Tinted Sheet	
240		Duplex Sheet	
241		White Pattern Making Sheet	
242		Brown Pattern Making Sheet	
243		Handmade Sheet	
244		Poster Sheet	
245		100 Micron OHP Sheet	
246		CD - Front Tech / Moser Bear / Sony / Amtech / Samsung	CD R
247			CD Cover Simple Round
248	CD R With Slim pack		
249	DVD - Moser Bear etc.	DVD	
250		DVD RW	
251	Floppy Disk - IBM / Sony / Amtech / Omega S	Floppy Disk Box	
252		Zip Floppy Disk I	
253		L.S. Floppy Disk 120MB	





254		Floppy Disk case 10, 20, 40 Capacity
255		CD Case with metal box
256		CD Case 80, 140 capacity
257	Cloth	Muslin cloth 36", 48"
258		Poplin cloth
259		Rubiya cloth
260		Knits cloth cotton
261		Satin cloth
262	Fusing – TATA / Henson	Tata 626
263		Microdot
264		Non woven microdot
265		Belt fusing 1", 1.25", 1.50"
266		Belt fusing Nylon 1.50"
267		Tushar Belt fusing 1.25"
268		Jacket fusing
269		1/2" Fusing Patti tata 626
270		Double sided fusing lup
271	Tailoring Materials – Vardhaman / Pony	Jacket fusing
272		1/2" Fusing pattitata 626
273		D S fusing tap
274		Belt Greep
275		Belt hook & I
276		Trushar button
277		Pocketing 1 mtrs
278		Shirt button
279		Twill tape
280		satin tape Coloured 1/2", 1/4", 1"
281		Solder pad
282		Chest pad
283		Jacket button set
284		Jacket lining
285		Tailoring chalk
286		Bonin 6mm, 8mm, 12mm
287		Cuff 34,36
288		Coarsen born Patti
289		Solder elastic
290		Solder Hook
291		Collar Born
292		Blouse Hook
293		Transparent elastic
294		Bobbin Ordinary / Imported
295		Bobbin case Ordinary/ Imported
296		Machine needle Organ / Ordinary
297		Thread 120mtrs
298		Stitch opener
299		Thread cutter
300		Zipper 8"
301		Zipper invisible 8", 16"
302		Velcro per mtr.
303		Hand sewing needle
304	Hardware Materials	Brass plate 1x1
305		Copper plate 1x1
306		Aluminum plate 1x1





307		Brass rod 1feet
308		Copper Rod 1feet
309		Aluminum rod 1"x1" 1 feet
310		Copper wire 35 gaze
311		Wooden carving set 6 nos, 12 nos
312		Wax carving set
313		Wood 2X2 , 4X4 , 6X6
314		POP Quib 6 X 6
315		Hexo Blade
316		Jexo Blade four metal
317	Brush – Camlin / Captain	66 no Round 00, 0, 1, 2, 3,4,5,6,7,8,9,10,11,12
318		66 no Flat 1,2,3,4,5,6,7,8,9,10,11,12
319		Brush 54 0,1,3,4,5,6
320		Brush 51 no set 1,3,5,7
321		set 0,2,4,6
322		Hog hair Flat Brush 56
323	File / Folder – Solo / Kobra / Core	File
324		Simple file plastic
325		Strip file folder
326		1/3 size ring binder
327		"L" Folder
328		Report file folder
329		Folder A/4, A/3, Half Imperial
330	Binding	Spiral binding 100 pages
331		Comb binding
332	Lamination	Lamination A/4, A/3 Size , 1 Card
333	Photocopy	Colour A/4, A/3 Size Photocopy
334		Colour A/4, A/3 size Print out
335		A/4 B/W Photocopy
336	File – ARO / Asiard / Solo / File Max	Box File
337		Plastic File
338		Clip File
339		Strip File
340		Plastic File 'L' Folder
341	Punching Machine – Kangaroo etc.	480, DP-700, 500 Punching Machine
342	High Lighter – Faber Castell etc.	Highlighter, Highlighter stick
343	Cover	A/4, A/3 size Cloth Cover
344		A/4, A/3 Size Plastic Coated Cloth Cover
345	Duster – Omega etc.	Plastic Duster
346	Stamp Pad – Camel etc.	Stamp Pad
347	Stamp Pad Ink - Camel etc.	Stamp Pad Ink
348	Sharpener – Natraj / Camel	Sharpener
349	Pad – Gala etc.	1 X 4", 1 X 6" 40 page Spiral Pad
350		1 X 8" 40 page Spiral Pad
351		120 page Steno Book
352	Carbon Paper – Kores / Camel	Carbon Paper (White, Yellow, Black, Red)
353	Spiral Binding	A4, A/3 100 Pages Spiral Binding
354		A4 1/2" & 1" Comb Binding
	Post It – Corporate	Post it 3 X 3, 3 X 4
		Post It flag corporate
	Tag	Paper Tag (8" red)
		File Tag (12" Green)





359	Correction Ink – Camlin / Kores	30 ml
360		Correction fluid & Diluter 15ml
361	Paper – Billit / JK / Image / Navnit	Lager Paper Legal Size, 70 GSM
362		A4, A3 size 70 GSM
363		Continue Stationery 80 Column 70 GSM
364	Pin – Kangaroo / Corporate / Neon / Pony	Stapler pin 10 No, 45 No.
365		Pin 70gm pkt.
366		U- pin 26 MM, 35 MM
367		U- pin coloured 35gm pkt.
368		Thumb pins brass headed 100 pic (Medium Size)
369		Thumb pins coloured 100 pic (Medium Size)
370		Thumbs pins plastic head 100 pic (Medium Size)
371		Pearl Head Pins 40 pin ring
372	Register – Gala etc.	2, 3, 5 Quire Register
373		2, 3 Quire Full Scape Register





Annexure - II

TECHNICAL BID

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

1. Name of Tenderer Agency:
2. Details E.M.D. (Rs.5,000/-) :
 Draft No. :
 Issuing Bank:
 (Bidders exempted from EMD are required to submit supporting document for the same)

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. **GST No. of Tenderer** : _____
6. **PAN card No. of Tenderer** : _____
7. **Copy of PAN card of Tenderer** _____
8. **Regn. No.** _____
9. **Contact No.** _____
10. **Mobile No.** _____
11. **Address** _____

Bidders are required to submit duly signed supporting documents for point no: 3, 5, 6, 7 and 8 above.





FINANCIAL BID:

(Submit this Financial Bid in Separate Sealed envelope)

Name of Work: To run the NIFT Stationery Shop at NIFT Gandhinagar Campus.

1. Name of Tenderer and Agency	
2. Period of Contract	
3. Registration No. of the Agency	
4. Permanent Income Tax Account (PAN No.)	
5. Please Specify as to whether Tenderer is Sole Proprietor/Pvt. Ltd./Partnership firm (Name of the partner should be specified in this case).	
6. Copy of GST Registration Certificate (if applicable)	
7. Maintenance Charges for use of NIFT premises	i. Minimum Maintenance charges of Rs. 7750/- (Rupees five thousand one hundred twenty five only) per month plus applicable GST ii. Maintenance charges willing to pay Rs _____ (In word _____) Per Month plus applicable GST

Note: The maintenance charges should not be less than Rs. 7750/- per month plus applicable GST.



