

Tender Document Fee: Rs. 590/- (incl. GST of 18%)**NATIONAL INSTITUTE OFFASHION TECHNOLOGY**

(A statutory body governed by the NIFT Act 2006 and set up by the

Ministry of Textiles, Govt. of India)

Opp: Cyber Towers, Madhapur, Cyberabad, Hyderabad – 500081.

Phone No. 040-23110630, 040-23110814/42/43.

Website: <https://nifttenders.eproc.in>**TENDER DOCUMENT FOR “SUPPLY OF PRINTING MATERIALS,
BANNERS WITH FRAMES & SOFT FOAM BOARDS ETC.”**

Dt.: 20.05.2019

E-Tender No. NIFT/Hyd/Admin./Printing Services/2019/02**Time schedule for tender process:**

Date of publication of e-tender notification on official website /e-procurement portal	20.05.2019
Uploading of e-tender document commence from	20.05.2019
Closing date for online submission of e-tender document	10.06.2019 by 12.00 Noon
Last date for receipt of hardcopy (duly filled in tender) at NIFT, Hyderabad	10.06.2019 by 12.30 PM
Date and Time of the opening of Technical Bids	10.06.2019 by 2.00 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 15 pages (total no. of pages including Annexure) and bidders are requested to sign on all the pages before uploading.

3. The e-tender should be submitted in two separate sealed envelopes superscripted with “E-Tender for “Supply of Printing Materials, Flexi Banners with Frames, Soft Foam Boards etc.”- for Technical Bid and Financial Bid.

4. The 2 covers duly sealed (i.e. Technical Bid & Financial Bid) should thereafter be kept in third cover & sealed. This cover should also be super scribed with “E-Tender for Supply of Printing Materials, Flexi Banners with Frames, Soft Foam Boards etc.” and addressed to: The Director, NIFT Campus, Opp Hitech City, Madhapur, Cyberabad, Hyderabad-500081.

I accept the above terms and conditions

(Full signature of the Agency and stamp)

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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 programme 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.

INTRODUCTION OF NIFT, HYDERABAD CAMPUS

NIFT, Hyderabad has started its operation in the year 1995 initially in temporary campus, Cheneta Bhawan, Nampally and later shifted to its permanent campus near Hi-tech City, Madhapur, Hyderabad in 1999, which is noted for its architectural grandeur and versatility. The NIFT Hyderabad campus sits between India's IT hub – Hi-tech City and the state craft village, Shilparamam; appropriately epitomizing one of its core mottos, tradition meets modernity. With such close proximity to the IT industries and a vibrant city sphere, the campus boasts of modern amenities while still closely rooted to its cultural diversity. The campus facilities provide an ideal environment for an all rounded learning experience and holistic growth. Presently NIFT, Hyderabad is having 800 students and about 100 working employees.

1. NOTICE INVITING TENDER

The NIFT-Hyderabad Centre invites e-tenders under "**TWO BID SYSTEM**" for "Supply of Printing Materials, Flexi Banners with Frames, Soft Foam Boards etc." to NIFT Hyderabad Campus, Opp: Cyber Towers, Madhapur, Cyberabad, Hyderabad-500081 for a period of one year.

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. 05 lakhs. Submission of last 3 years IT returns is mandatory.

The details of the tender are given below:-

- a. **Description of Services: Supply of Printing Materials, Flexi Banners with Frames, Soft Foam Boards etc. for NIFT Campus, Hyderabad for initial period of one year.** However, based on satisfactory performance the contract can be renewed for one year each time and maximum up to two years.
- b. **Closing date & time for submission of bids: 10.06.2019 by 12.30pm**
- c. **Date & time of opening of Bid:**
 1. **Technical bid: 10.06.2019 at 2:00pm.**
 2. **Financial bid: After evaluation of Technical Bid**
 3. Bid validity up to: 60 days from the date of opening of financial bid
 4. Correspondence Address: The Director, NIFT, Hyderabad Campus, Opp: Cyber Towers, Madhapur, Cyberabad, Hyderabad-500081.

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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 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) The interested bidders should apply online only and submit their e-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 **20th May 2019 to 10th June 2019 up to 12:30 pm**. E-tender documents are also available for viewing on the "tenders" link of the NIFT's official website i.e. <https://www.nift.ac.in/hyderabad/tenders>
- b) 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.
- c) 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+18% GST (Non-refundable)**
 - **Bid Processing Fee charges of Rs.472/- (including GST. Non- refundable).**

***For online enquires regarding registration, may contact Mr. Sandeep Bhandari,
Email: sandeep.bhandari@c1india.com, Ph: 0124-4302033 & 36. (8826814007).***

- d) 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.
- e) The basic requirements for registration and applying for tender online are as under:
 - Operating System should be at least 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.

The bidders should ensure that it complies with the above requirement before applying for online tender. Also, the bidder should submit a hard copy of the application submitted online with all relevant supporting documents by 10.06.2019 up to 12.30pm, which is to be addressed to The Assistant Director, National Institute of Fashion Technology, Hyderabad. Non-submission of hard copy of Technical Bid will lead to rejection of the e-tender application. The e-tender document is not transferable to any other person.

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A Demand Draft of Rs. 590/- including 18% GST (non-refundable) drawn in favour of NIFT payable at Hyderabad towards the cost of tender document in Technical cum Financial Bid.

The tender fee and the EMD draft should be kept in the hard copy of Technical Bid Cover. The Technical bid should be sealed by the tenderer in covers duly super scribed as "Technical Bid" should then be kept in a bigger cover which should also be sealed & duly super scribed as "E-Tender documents for Supply of Printing Materials, Flexi Banners with Frames, Soft Foam Boards etc. for NIFT, Hyderabad".

In case of any clarification required relating to this tender, the same can be sought from the following officer of NIFT: Mr. Y. Chandrasekhar, Assistant Director, Administration, Tel: 040-23110630.

TERMS AND CONDITIONS:

1. Rates: Rates should be quoted to all the items in the Financial Bid Annexure – B

2. Period: Tender contract is valid for one year from the date of agreement. However, a renewal of contract on an annual basis may be considered by the competent authority, i.e. The Director, NIFT, Hyderabad based on satisfactory performance of the contractor at the same rates / existing rates. The contract may be extended for a period of two years maximum (total 03 years).

3a. E.M.D : Each tender must be accompanied by an Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees five thousand only). The EMD amount will be paid through DD (drawn in favour of "NIFT", Payable at "Hyderabad") from any Nationalized Bank. Tender document without EMD will be rejected.

3b. Refund of EMD: EMDs of unsuccessful tenderers will be returned after finalization of the tender.

3c.The EMD of the successful tenderer will be refunded on furnishing the prescribed security deposit.

3d. Interest on EMD/Security Deposit: No interest will be paid for EMD/Security Deposit.

3e. Forfeiture of the EMD: EMD is liable to be forfeited in case the tenderer withdraws his/her tender after opening of the tender or if the successful tenderer fails to furnish the Security Deposit within specified time and enter into an agreement.

4a. Performance Security Deposit (SD): The successful tenderer shall be required to deposit an amount of Rs.20,000/- (Rupees twenty thousand only) as Performance Deposit before the agreement with NIFT, Hyderabad (Demand Draft in favour of NIFT, payable at Hyderabad). Total security deposit will be Rs. 25,000/- (EMD – 5,000/- and Performance deposit – Rs. 20,000/-).

4b. Interest on Security Deposit: No interest shall be paid on such security deposit, which shall remain with the Institute during the contract period and it shall be released only after the expiry / termination of the contract, subject to clearance of all dues by the contractor.

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5. NIFT reserves the right to engage more than one printer, if the rates are equal / L1.

6. In case the day of tender opening declared Holiday or due to any exigency the tender will be opened on the next working day at the same time.

7. Acceptance & Rejection of tenders: The Director, NIFT-Hyderabad is at liberty to accept or reject any tender without assigning any reason.

8. Compensation: No claim for compensation or loss due to market fluctuations or any other reasons / causes will be entertained.

9. Termination of Agreement: The agreement can be terminated with one month notice without assigning any reason.

10. Delivery: Generally work order will be placed as and when required. Even small quantities of the Printing Materials are also to be supplied at the rates approved and quality specified. Delivery time as prescribed in each order placed by the issuing authority should be adhered to and in case of failure to the time limit, NIFT, Hyderabad reserves the right to cancel the order placed.

11. Penalty: Penalty will be levied for non-supply of the printing materials in time. The tenderer shall agree that the penalty of 3 % to 5% on the total amount of each work order shall be imposed for each week of delay in delivery with reference to the delivery period mentioned in each work order. The penalty will be to a maximum extent of 10%. The tenderer should be in a position to supply the printing items within the stipulated period failing which the tender will be cancelled at the discretion of the Director, NIFT, Hyderabad and Security Deposit shall be forfeited.

12. Forfeiture of the SD: The whole amount of the security deposit shall be liable to be forfeited in case of breach of any of the terms agreed upon by the contractor. The whole amount of the security deposit shall be liable for forfeiture in the event of the Contractor not being able to continue the contract for the entire duration of the contract on the same rates, terms and conditions and chooses the option to give 2/3 month notice in writing to the Institute for termination of the contract.

13. Arbitration: In the event of any dispute arising out of the contract, the same will be referred to the arbitration of the Director, NIFT, Hyderabad or some other Officer nominated by him/her. The award of the arbitrator shall be final and binding on the parties to the contract.

14. Before submitting the filled-in e-Tender document, the bidders are advised to check the printing materials / registers/ flexi banners with frames/ soft foam boards etc. existing quality/ sample during the working hours (Monday to Friday, 9.30 am to 4.30 pm).

15. SPECIFICATIONS:

The printing items along with specifications are given in the Annexure – 'B' (Financial Bid). However, it is the responsibility of the tenderer to take all precautions regarding the quality of the items for which they quote.

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16. The tenderer is advised to go through the following points carefully before filling up the tender application.

1. Tender 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.
2. **It is mandatory to quote against each item otherwise your bid may stand cancelled.**
3. **L1 will be decided on grand total amount only.**
4. **The rates quoted should be inclusive of GST, packing, transportation and handling charges and etc.** The printing items should be delivered to NIFT Hyderabad.
5. Rates should be quoted in figures clearly.
6. No overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer.
7. The printing items should be supplied in good quality and standard manufactured items.
8. Every page of the tender document as token of the acceptance of tender conditions.
9. No paper shall be detached from the tender document.
10. The printer has to provide proof and get approval before going to final printing. The Printer will also provide a soft copy of the final artwork to NIFT.
11. **NIFT reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.**
12. Tenders without EMD of Rs.5,000/- will be summarily rejected.
13. Late tenders will not be accepted.
14. The person signing the tender or other documents shall indicate his/her full name below his/her signature and must specify whether he/she has signed as sole proprietor, partner in case of partnership firm and Director in case of a company incorporated under companies act duly authorized by the board of directors for the purpose.
15. Any violation / infringement of the terms and conditions of the contract will cause the agency to be liable for forfeiture of the security deposit without prejudice to any other rights of the NIFT.
16. No advance will be paid to the printer for the printing items specified in the work order.
17. The printing material, if any, rejected by NIFT, for any reasons, should be taken back by the tenderer at his/her own cost.
18. NIFT will have the right to cancel any order, if the required items are not supplied in time or do not to meet the specifications of NIFT.

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19. TDS will be deducted at source as per Income Tax rules and regulation in force from time to time.
20. Any other taxes applicable from time to time during the period of contract will be deducted at the time of settlement of bills.
21. In the event of any dispute arising of the contract, the same will be referred to the arbitration of the Director, NIFT, Hyderabad or some other Officer appointed by him/her. The award of the arbitrator shall be final and binding on the parties to the contract.
22. The payment of printing item is to be made on completion of supply/delivery, actual receipts, inspection and approval. The printer will have to send Challans and Delivery Notes along with the supply and a bill indicating clearly the work Order No., date and other details of delivery. While quoting the rate(s) of items the following information invariably be made available.
23. Bills are to be submitted in duplicate for the supplies/delivery made to NIFT and their payment will be arranged through cheques as early as possible.
24. Partial supply or failure to ensure actual delivery shall be taken as incomplete supply/delivery.
25. All tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.
26. These rates will be valid for 60 days from the date of opening of tender document.
27. NIFT, Hyderabad reserves the right to change the quantity / drop any items or part thereof / extension of delivery date at any time before placing the work order.
28. In case the printer uses the inferior quality of paper, NIFT will get it tested from the approved Govt. testing lab and a penalty on the total bill shall be imposed by the Competent Authority deemed fit on the firm and disqualification for future job with NIFT.
29. The tender document should be sent in a sealed cover addressed to The Director, NIFT Campus, Opp: Hi-tech City, Madhapur, Hyderabad 500 081 superscripting the cover as "TENDER FOR SUPPLY OF PRINTING MATERIALS / BANNERS WITH FRAMES / SOFT FOAM BOARDS ETC.". They can also be dropped in the tender box placed at NIFT Campus, Hyderabad. NIFT is not responsible for any loss or delay in transit.
30. In case of the successful tenderer, rates quoted shall be valid for the entire period contract.
31. The tender cover received after due date and time will not be considered and no correspondence in this regard will be entertained.
32. **The Director, NIFT reserves the right to reject any or all tenders without assigning any reason and it is not bound to accept the lowest tender.**
33. Sealed bids are invited from the printers for printing items as per requirement. Interested parties should quote their rates in the NIFT format only. Bids received in any other format will not be considered

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34. The service provider shall not bring any external legal/political influence to continue services beyond the contract period or any appointment of staff through placement. NIFT Hyderabad will not be entitled for such cases.
35. GST as per government rate.
36. The rates quoted in the tenderer should be valid for the period of contract.

Signature of Authorized person of the Firm/Agency with Stamp

Dated:

Place:

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(Full signature of the Agency and stamp)

National Institute of Fashion Technology, Hyderabad

**TENDER DOCUMENT FOR “SUPPLY OF PRINTING MATERIALS,
BANNERS WITH FRAMES & SOFT FOAM BOARDS ETC.”**

TECHNICAL BID

Annexure – A

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: _____

Address of the Agency: _____

Contact Person Name: _____

Mobile Nos. : _____

E-mail ID: _____

2. Details of EMD - Rs. 5,000/-: (Exempt in case of Valid NSIC and MSME Exemption Certificate)

Demand Draft No. : _____

Demand Draft Date: _____

Issuing Bank: _____

Details of Tender Document Fee Rs. 590/- (Rs.500/- + 18% GST): (Exempt in case of Valid NSIC and MSME Exemption Certificate).

Demand Draft No. : _____

Demand Draft Date: _____

Issuing Bank: _____

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3. Details of 03 years of experience in the similar field (attach attested copies as proof)

Sl. No	Period		Name of the Organization	Details of Printing services
	From	To		
Total years of experience :				

4. Annual IT Returns for the last 03 financial years (2015-16, 2016-17, 2017-18)

5. Should have total turnover of Rs. 05 lakh for last 03 years (2015-16, 16-17, 17-18)

Documents required (copies to be attested by the Gazetted Officer)	Attached (Yes / No)	Page no.
Attested PAN Card of Tenderer		
Attested Shop Registration No:		
Attested copy of GST Reg. No.		
Attested copies of experience certificates for last 03 years		
Annual IT Returns for the last 03 financial years of 2015-16, 2016-17, 2017-18		
EMD Fee (to be attached with Technical bid)		
Tenderer should not blacklisted 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.		
Signed all the pages of tender documents and enclosed		
Submit duly signed undertaking enclosed with the e-tender document		
Copy of terms and conditions and every page of the tender duly signed with seal of the firm and undertaking letter		
E-Tender document fee (to be attached with Technical bid)		

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- 6. To be deposited along with e-tender document in separate sealed cover – I super scribed as “Technical Bid”
- 7. All the supporting documents should be enclosed along with this bid. If not enclosed the bid will not be considered.
- 8. The rates and discount quoted in tender should be valid for the contract period.

UNDERTAKING BY THE TENDERER

We have carefully gone through all above various terms and conditions listed above for provision of Annual Rate Contract for “Supply of Printing Materials, Flexi Banners with Frames, Soft Foam Boards etc. for NIFT, Hyderabad. We agree to all these conditions and offer to provide Services to NIFT. We agree NIFT organization i.e. administration, academic, staff, faculty and students shall have to freedom to procure the printing materials from elsewhere best suited market.

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 “Supply of Printing Materials, Flexi Banners with Frames, Soft Foam Boards etc.”, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Name of the Contractor

.....

Signature of the Contractor

.....

Address.....

.....

.....

Tel. no.

Mobile No.

Seal of Agency:

Place : _____

Date : _____

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National Institute of Fashion Technology, Hyderabad**TENDER DOCUMENT FOR “SUPPLY OF PRINTING MATERIALS,
BANNERS WITH FRAMES & SOFT FOAM BOARDS ETC.”****FINANCIAL BID****ANNEXURE – B**

S No.	Particulars / Specification	Qty.	Rate in Rs. (inclusive all)
1	Letter Head - Excel Bond sheet, 100 GSM, Matter in English & Hindi, Four Colours, Offset Printing, (100 sheets per pad) – A4 size	50 Pads	
2	Continuation Sheets - Excel Bond sheet, 100 GSM, only NIFT Logo Printing, two Colours, Offset Printing (Grey & Red), (100 sheets per pad)) – A4 size	50 Pads	
3	Note Sheet - F/B Green sheet Printing on 80 GSM West Coast / MPM,(100 sheets per pad) – Full scape, 1 clr [Black] on Both side.	50 pads	
4	Visiting Cards – Matter in English & Hindi (Front & Back), multi-colour Printing (300 GSM)	100 Nos.	
5	Plain white Envelopes - 9.5” X 4.25” Size – using 120 GSM, white Sunshine maplitho paper, Two Colours [Grey & Red], offset Printing, Matter in English and Hindi	5000 Nos.	
6	Window white Envelopes - 9.5” X 4.25” Size using 120 GSM, white Sunshine maplitho paper, Two Colours [Grey & Red], Offset Printing, Matter in English and Hindi	5000 Nos.	
7	Plain white Envelopes - A 4 Size [10” x 12”] , using 120 GSM, white Sunshine maplitho paper, 4 Clrs, Offset Printing, Matter in English and Hindi	1000 Nos.	
8	Plain white Envelopes - A 3 Size [12” x 16”], using 120 GSM, white Sunshine maplitho paper, 4 Clrs, Offset Printing, Matter in English and Hindi	1000 Nos.	
9	Plain Brown Envelopes - A 4 Size, 4 Colours, Offset Printing, Matter in English and Hindi on 120 GSM , Brown Craft Paper, 100 GSM [MPM / GVG / Andhra Mill]	1000 Nos.	
10	Plain Brown Envelopes - A 3 Size, 4 Colours, Offset Printing, Matter in English and Hindi on 120 GSM , Brown Craft Paper, 100 GSM [MPM / GVG / Andhra Mill]	1000 Nos.	
11	Yellow laminate cover Legal size logo and address with 2 colours.	100 Nos.	
12	Yellow laminate covers - A 4 Size logo and address with 2 colours.	100 Nos.	
13	Yellow laminate covers - A 3 Size logo and address with 2 colours	100 Nos.	
14	Gate Pass Books 1/16 size [14 x 21cm], Finishing 50 sets per book, Serial Numbering, Perforation & Stiff Binding.	10 Books	
15	Clip File with printing 3 languages, 650 GSM (35 cm X 26 cm) standard size Imported Wax Coated File with Cobra Clip addition one Clip Extra Eco Fastener – Good quality, with single colour printing – as per sample.	500 Nos.	

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16	Flat Tag File with 2" caligo pasting at centre with four highlights with tags (good quality), printing 3 languages, 650 GSM, florescent colour board (35 cm X 26 cm) standard size with single colour printing – as per sample.	500 Nos.	
17	Plastic Folder (Front Side Transparent) with printing three languages, size 245 mm X 305 mm (good quality plastic file)	300 Nos.	
18	Plastic Folder (Front Side Transparent) with printing three languages, size 245 mm X 305 mm (good quality plastic file)	300 Nos.	
19	Plastic Folder (Front Side Transparent) with printing three languages, size 245 mm X 345 mm, (good quality plastic file)	100 Nos.	
20	Spiral writing pad - 80 pages, cover page Top & bottom 300 GSM Artcard, 4 clr on single side with glossy Lamination. Inner 80 Pages 80 GSM White Maplitho paper. Inner Common Matter 1clr Grey on both side.(size 1/8 th)	500 Nos.	
21	Writing pad: Spiral writing pad - 40 pages, cover page Top & bottom 300 GSM Art card, 4 clr on single side with glossy Lamination. Inner 40 Pages, 80 GSM White Maplitho paper. Inner Common Matter 1clr Grey on both side. .(size 1/8 th)	500 Nos.	
22	Hostel Student Permission Passes books (size – 110mm x 140mm) and Hostel students leave letter formats (size – 210mm x 150mm)	500 Nos.	
23	COE Dept. Main Answer sheet Booklet 16 Pages [12 ruled sheets - line gap 9 mm plus 4 cover pages], 80 GSM, white Maplitho, and 2 nd Page printing [single colour printing, of “DO NOT USE THIS PAGE” in Red Colour, from 3 page to 14 page ruled lines), size 220 X 280 mm – as per sample. First Sheet Perforation on Vertical, Numbering in Two Places(only first sheet), Finishing Centre Pinning. With Top Corner Left Side Single Hole.	2000 Nos.	
24	Additional Answer Sheet Booklet 4 Pages with ruled (line gab 9 mm), 80 GSM, white Maplitho, only first page single colour printing and with Top Corner Left side single punch with Serial No., size 220 X 280 mm – 300 GSM hard card.	2000 Nos.	
25	Shortage of students Attendance books 2 @ 50 receipts (1+2) copies in two different colours) in each book with Title Name & Serial number.	50 Nos.	
26	Grade Sheets with Silver Foiling - Mark sheet Front & back Single colour Printing using 100 GSM excel bond sheet.	1000 sheets	
27	Grade Sheets - with Silver Foiling - Mark sheet Front & back Single colour Printing using 165 GSM pulb board – as per sample	1000 sheets	
28	Cloth line covers - A 4 Size, 2 Colours, (10 x 12) Offset Printing, Matter in English & Hindi (Good quality covers)	1000 Nos.	
29	Cloth line covers - A 3 Size, 2 Colours, (12 x 16) Offset Printing, Matter in English and Hindi (Good quality covers)	1000 Nos.	
30	Green covers – A4 size, i.e 10” x 12”, 2 Colour printing & with inside lamination (plastic thread lamination / poly laminated) 80 GSM Ledger Paper (Green Colour Paper)	1000 Nos.	
31	Green covers – A3 size, i.e 12” x 16”, 2 Colour printing & with inside lamination (plastic thread lamination / poly laminated) 80 GSM Ledger Paper (Green Colour Paper)	1000 Nos.	
32	Receipt Books (1 + 1 copies) 1/8 size [14 x 21cm], 20 sets in each Book with Serial No. and Perforation with perfect binding & printing, 1 st Copy 80 GSM Maplitho, 2 nd Copy Clr Maplitho Paper Pink], Finishing 20 sets per book, Serial Numbering, Perforation & Stiff Binding.	10 Books	

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33	Academic Dept Fee Challan: 21.5cm x 48cm [Open Size], with 3 Perforation, 4 places Numbering, 70 GSM Clr Maplitho, 1clr [Black] Printing on single side. 100sheets per pad.	10 pads	
34	Convocation Certificate - A-4 size certificates print on R.T.B.W. paper with multi-colour printing, silver foiling plus embossing NIFT logo, 300 GSM – as per sample	100 Nos.	
35	Convocation Certificate Folder - Print on 350 GSM Artcard 21X13 inch, Front & Back orange Shade Tint with die punching and silver foiling plus embossing NIFT logo – as per sample	1000 Nos.	
36	.ID card format for CE Programme – 300 gsm ivory card Front 2clr & Back 1 Clr – Size 65mm x 95 mm	100 Nos.	
37	PVC ID card with holder and Tag 2 sides printed and laminated with NIFT logo (bilingual, English & Hindi) size 55 x 85 mm	50 Nos.	
38	Resource Centre Book Issuing Register with index A to Z – 300 pages, using 80 GSM green West Coast ledger paper, single colour printing on both side with ½ Rexene binding – as per sample. F/s Size	5 Nos.	
39	Library Membership Register – 200 Folio, using 80 GSM green West Coast ledger paper, single colour printing with ½ leather binding – as per sample. F/s Size	5 Nos.	
40	Accounts Dept. Cheque Payment Register - 200 Folio per Book, using 80 GSM green West coast ledger paper, single colour printing with full rexine binding – Size 33.5cm x 20cm	5 Nos.	
41	Tuition Fee Register – 350 pages size full scape with ledger paper – rexine binding size 40cm x 33 cms	5Nos.	
42	Hostel Fee Register – 350 pages size full scape with ledger paper – rexine binding size 40cm x 33 cms	2 Nos.	
43	Reimbursement Register – 300 Pages – Size full scape single colour printing with rule paper Rexine binding	2 No.	
44	A4 Size Certificates with NIFT Logo multicolor 300 GSM art card	100 Nos.	
	Other Depts.		
45	Flexi banners - multi colour with iron frame (rate @ sq. ft.)	Sq. ft.	
46	Soft foam boards - multi colour (rate @ 1 ft. x 1 ft.)	Sq. ft.	
	Grand Total (Rs.)		
	(Rupees in words:		

Note:

1. **L1 will be decided on grand total amount only.**
2. **The rates quoted should be inclusive of GST, packing, transportation and handling charges and etc. The printing items should be delivered to NIFT Hyderabad.**
3. **Rates should be quoted in figures clearly.**
4. **Rates will be calculated proportionately as per the quantity.**

I accept the above terms and conditions

(Full signature of the Agency and stamp)