



NIFT/Hyd./Admin./Stationery & Photocopy Shop/6003/2021

निविदादस्तावेजशुल्कः

Tender Document Fee

(Rs. 500 + GST 18% = Rs. 590/-)

National Institute of Fashion Technology, Hyderabad

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, हैदराबाद

(Ministry of Textiles, Govt. of India)

Opp: Cyber Towers, Hitech City, Madhapur, Hyderabad - 500081.

Ph. No. 040 - 23110630, Website: <https://niftetenders.eproc.in>

**NOTICE INVITE TENDER DOCUMENT FOR RUNNING STATIONERY &
PHOTOCOPY SHOP**

Dt: 28.09.2021

Estimated value: Rs. 8,00,000/- (Rupees Eight Lakhs only)

Time schedule for tender process:

Date of publication of tender notification on official website	• 29.09.2021
Closing date for tender document	• 21.10.2021 by 2.00 Noon
Date and Time of the opening of Technical Bids	• 21.10.2021 by 3.00 pm
Date and Time of the opening of Financial Bids	will be notified to the technically qualified tenderers

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

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

I accept the above Terms & Conditions

(Full Signature of the Agency and stamp)



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**NOTICE INVITE TENDER DOCUMENT FOR RUNNING STATIONERY & PHOTOCOPY SHOP****1.INTRODUCTION:**

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

2.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 at 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 mottoes, 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 around 1000 students and 100 working employees.

3.NOTICE INVITING TENDER

The NIFT-Hyderabad Centre invites tenders under "**TWO BID SYSTEM**" for running Stationery & Photocopy Shop at 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. 6.00 lakhs**. Submission of last 3 years IT returns is mandatory.

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

The details of the tender are given below:-

- a. **Description of Services: running Stationery & Photocopy Shop at NIFT Campus, Hyderabad for students and staff for initial period of one year. The contract may be renewed based on yearly satisfactory performance for maximum period of two years on mutually acceptable terms and conditions**
- b. **Closing date and time for hardcopy (Technical, Financial) submission :**
21.10.2021 by 2.00 PM
- c. **Date & time of opening of Bid:**
 1. Technical bid: 21.10.2021 at 3:00pm.
 2. Financial bid: After evaluation of Technical Bid
 3. Bid validity upto: 90 days from the date of opening of financial bid
 4. Correspondence Address:, To NIFT, Hyderabad Campus, (Admin.Dept), 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.

The NIFT-Hyderabad Campus invites sealed tenders under "**TWO BID SYSTEM**" for running Stationery & Photocopy Shop at NIFT, Hyderabad Campus for students and staff for initially for a period of **one year**.

- a) The interested bidders should apply and submit their tender and the bids along with scanned copies of all relevant certificates, documents, etc. in support of their technical & financial bids - all duly signed -from **29th September, 2021 to 2th October, 2021 upto 2:00 pm**. 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 tender document through <https://nifttenders.eproc.in>.
No other mode of application will be considered & application will not be accepted.

The bidders should ensure that it complies with the above requirement before applying for tender. Also, the bidder should submit a hard copies of all the relevant supporting documents by 21.10.2021 upto 2.00 pm, which is to be addressed to The National Institute of Fashion Technology (Administration Department), Opp: Cyber Towers, Madhapur, Hyderabad-500081.

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

A Demand Draft of Rs. 590/- including 18% GST (non-refundable) drawn in favour of National Institute of Fashion Technology (Hyderabad) Payable at Hyderabad towards the cost of tender document in Technical Bid.

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

Start ups as recognized by Department of Industrial Policy & Promotion (DIPP) are exempted from submitting Tender Document Fee and EMD, previous experience and turnover. (Submission of valid Certificates only considered)

In case of any clarification required relating to this tender, NIFT, Hyderabad, Administration, Contact 040-23110630.

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4. TERMS AND CONDITIONS:

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

1. The contract will be awarded on the basis of highest maintenance charges (H-1), highest discount on stationery items quoted (H-1), in addition to the payment of electricity charges as per actual electricity consumption as per sub-meter.
2. Weightage given for criteria of selection in Maintenance Charges Quoted (25%) and on stationery items & photocopy (75%).
3. The contractor should be ensured that the items listed as per **Annexure-I** shall be available at the Stationery & Photocopy Shop and rates of the items will be mutually decided by contractor and the NIFT authority. Rates should not be charged more than the prevailing Market Rate/MRP.
4. The contractor should be ensured to install good quality photocopier machines, B/W and color Printer.
5. Tenders shall be submitted online in official website which is to be downloaded from the website. If tender document submitted in any other form, late tenders, delayed tenders and post tender offers will be rejected. No tenderer shall be issued more than one tender form.
6. Tenders received without prescribed Earnest Money Deposit (EMD) shall not be considered. However if bidder is exempted by Valid NSIC and MSME certificate then no need to deposit EMD. Certificate of Valid NSIC and MSME is required to be submitted.
7. Startups as recognized by Department of Industrial Policy & Promotion (DIPP) are exempted from submitting Tender Document Fee and EMD, previous experience and turnover.
8. The schedules issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications/alterations of the schedules considered necessary by the tenderer should be in the separate letter accompanying the tender.
9. No paper shall be detached from the tender.
10. 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.
11. 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.

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12. 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 which 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 resolution attested by the Principal Officer should be attached.
13. The tender submitted in sealed envelopes mentioned "Tender For NIFT Stationery & Photocopy Shop" addressed to The National Institute of Fashion Technology (Administration Department), NIFT Campus, Hyderabad and be dropped in the tender box available at NIFT campus on or before 21.10.2021 by 2.00 pm. The technical bids will be opened on the 21.10.2021 at 3.00 pm. in the presence of such of the tenders who may wish to be present, either by themselves or through their authorized representatives. In case of holiday the tender shall be opened on next working day.
14. A demand draft of Rs. 50,000/- (Rupees Fifty Thousand only) is required to be deposited as Earnest Money Deposit in favor of "National Institute of Fashion Technology" payable at Hyderabad. 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 Valid NSIC and MSME certificate).
- (i) An agreement is signed by him in the prescribed form after the receipt of the letter awarding the contract.
 - (ii) The Stationery & Photocopy Shop shall commence from the date mentioned in the letter awarding the contract.
15. The bids should be valid in the case of all the tenders for at least 3 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.
16. Corrections, if any, must be attested. Late tenders will not be considered.

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17. 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.
18. 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.
19. The contractor, 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.
20. The contractor shall be responsible for the payment of wages and allowances to his staff as per Minimum Wages Act of Labour Law, State/Central Govt.in force and all statutory dues to the persons employed by him. The Contractor shall be further responsible for proper discipline for the employees engaged by him and their work besides observing other obligations. No child laborers shall be permitted by NIFT under this contact whatsoever under any circumstances. Further the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws without fail. In the event there is any violation of any contractual or statutory obligations regarding the personnel/ labour, 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.
21. The contract shall remain valid up to one year from the date of contract and it maybe renewed on mutually acceptable terms and conditions. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, NIFT may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the contractor.
22. The contractor shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labor laws or any other laws both Central & State in force in the State of Telangana including registrations with Provident Fund, Copy Right-Acts, Employees State Insurance, etc. An attested copy of all such statutory registrations shall be enclosed to the tender. The contractor shall comply with all the statutory regulations on control and regulation of piracy issued and revised from time to time.
23. The contractor shall be responsible to maintain the premises 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 their repairs without any delay to avoid any interruption in service. Cost

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- 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.
24. NIFT, shall in no way responsible for any default with regard to statutory obligation and the contractor will indemnify NIFT in case of any damage, which may arise in account of action of contractors.
25. Service to be provided by contractor are indicated in the Annexure-I attached.
26. Dispute, if any, arising out of the contract shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the Director, NIFT-Hyderabad as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charges simply on the award amounts, or amounts payable to either party.
27. Tender shall be accompanied by the relevant documents including the following :-
- 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.
 - Deployment pattern of staff proposed and other details for the efficient satisfactory performance of the contract.
 - Certificates in support of all statutory registration including GST.
28. 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.
29. On termination of the agreement, the contractor will hand over the building, all the equipment / articles as supplied by the NIFT in good working condition back to NIFT.
1. 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 All the supporting documents should be enclosed along with this bid, failing which the bid will not be considered.
30. All work shall be carried out with due regard to the 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

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unsatisfactory, the contractor shall have to remove the person concerned and engage a new one within (48) hours of intimation. The division of the Competent Authority / 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, loss 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.1,50,000/- (Rupees One Lakh 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 to NIFT. The EMD of Rs.50,000/- 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 to 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 of the NIFT, Hyderabad.
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 furniture so identified for locating the services has to be suitably designed and modified by the contractor at this own cost.

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The furniture and fixtures brought by the contractor will have to be dismantled and taken away by the Contractor at the termination of contract, clear site and hand over to NIFT in the same condition.

- 43. Agencies should not bring any external legal/political influence to getting the contract or to continue beyond the contract period or any appointment of staff into NIFT.**

- 44. In case of any loss that might be caused to NIFT due to lapse on the part of stationery & photocopy personnel discharging responsibilities will be borne by the Agency and in this connection, NIFT shall have the right to deduct appropriate amount from the bill of contracting Agency to make good such loss to NIFT besides imposition of penalty. In case of frequent lapses on the part of the stationery personnel deployed by the Agency, NIFT shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.**
 - A. The contract shall remain valid initially for a period of One year. The contract may be renewed based on yearly satisfactory performance for maximum period of two years on mutually acceptable terms and conditions. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, NIFT may terminate the contract of the Agency without any notice in case the Agency commits a breach of any of the terms of the contract. NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the Agency.**
 - B. Neither Party shall be bound to give any reason for termination of the contract as provided in para (A) above.**
 - C. The Successful Agency will have to enter into a detailed contract agreement with NIFT, Hyderabad on Non-Judicial Rs. 100/- stamp paper OR Notary.**

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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 making his own investment and stock and sell all items relating to stationery supply as per the requirement of NIFT authorities and students specified from time to time.
2. To provide the stationery and services to NIFT and students at competitive rates. This shall not be more than the MRP and Market Rate.
3. To upgrade the service as per the technological developments taking place in the areas of computer hardware, Photocopying, binding, etc.
4. To provide access to the committee constituted by NIFT centre for monitoring the quality, specification and rates and act as per the advice and instructions of the said committee / management of NIFT.
5. To display rates of all major items and photocopy charges in the shop.
6. The contractor shall be responsible to ensure the conduct and behavior of the persons employed by them for running the shop.
7. The payment for the monthly bills towards supply of Office 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 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 shop as per the requirements to 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 State / Central Govt. of India whichever is higher besides fulfilling all other statutory obligations of PF, ESI, GST etc.
11. To ensure security of moveable and immovable property of NIFT premises handed over against theft or damage.

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

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

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**TENDER DOCUMENT FOR RUNNING STATIONERY & PHOTOCOPY SHOP****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:

2. Name of Tenderer Agency: _____
Address of the Agency: _____

Contact Person Name: _____
Mobile Nos. : _____
E-mail ID: _____

3. Details of EMD (Rs.50,000/-): (Exempted in case of Valid NSIC and MSME Exemption Certificate and start up agencies)

Demand No. _____
Demand Draft date: _____
Issuing Bank: _____

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

Demand No. _____
Demand Draft date: _____
Issuing Bank: _____

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

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

5. Annual Income-Tax Returns for the last 03 financial years of 2017-18, 2018-19, 2019-20
6. Should have total turnover of Rs. 6 lakhs each for last 03 years (2017-18, 2018-19, 2019-20)

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

8.

- i) Photocopy Machines (B/W & Colour) _____
- ii) Computer (with latest Hardware & Software): _____
- iii) Laser Printer (B/W & Colour) _____
- iv) All Office, Academic and students stationery : _____
- v) Binding Machine (with all Binding Materials) :
- vi) Any Other Information: _____

Documents required	Attached (Yes / No)	Page no.
Self-Attested PAN Card		
Self-Attested Shop Reg.No:		
Self-attested copy of GST Reg. No.		
Submit duly signed undertaking enclosed with the tender document		
Copy of terms and conditions and every page of the tender duly signed with seal of the firm and undertaking letter		
Annual Income-Tax Returns for the last 03 financial years of 2017-18, 2018-19, 2019-20		
Gazetted officer attested copies of experience certificates for last 03 years		
Tender Document fee Rs. 590/- (attached in Technical bid)		
EMD Fee Rs. 50,000/- (attached in 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		

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

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

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

Date:

Place:

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

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

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

1. Maintenance charges payable to NIFT towards running Stationery & Photocopy services in the premises per month in Rs. _____ + taxes.
2. The Contractor will give minimum _____% discount on MRP rate against stationery items of reputed brands only to be specified in respect of items as per list in Annexure-I (list is only indicative but not exhaustive).
3. Rates of Photocopy services for NIFT Officials and students of NIFT will be as under:

A4 Size Photocopy: Black & White	: Rs. _____ per page
Colour	: Rs. _____ per page
A3 size Photocopy: Black & White	: Rs. _____ per page
Colour	: Rs. _____ per page
A4 Size: Black & White Printout	: Rs. _____ per page
A4 Size: Colour Printout	: Rs. _____ per page
A4 Size: Glossy Printout	: Rs. _____ per page
A3 Size: Black & White Printout	: Rs. _____ per page
A3 Size: Colour Printout	: Rs. _____ per page
A3 Size: Glossy Printout	: Rs. _____ per page

1. Rates for binding services will be as under:
 - i) For Spiral Binding :Rs. _____ for 100 Pages.
 - ii) For Comb Binding :Rs. _____ for 100 Pages.
2. Rates for supply of cloths will be as under:
 - i) For Muslin cloth (standard quality) : Rs. _____ for One Meter.
 - ii) For Poplin cloth (standard quality) : Rs. _____ for One Meter.

Note:

1. **Weightage given for criteria of selection - Maintenance Charges Quoted (25%), on stationery & photocopy (75%).**
2. To provide the Stationery and photocopy services to NIFT students and office at competitive rates which shall be not more than the MRP.

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3. The Contractor will pay the electricity charges on actual consumption basis as per NIFT's norms.
4. The Contractor will install Colour, B & W & Photocopy machines as per locations decided by the NIFT authority however one more photocopier have be installed if required by NIFT.
5. The colour and B&W machines shall be of reputed brands like Sharp, Canon, HP, Xerox having latest configuration and maintain good condition.
6. The bid must be accompanied with Rs.50,000/- (Rupees: Fifty Thousand Only) Earnest Money Deposit by way of DD in favour of NIFT, Payable at Hyderabad.
7. GST & applicable taxes on Maintenance Charges as per government rate.
8. All rates to be quoted including all Taxes.
9. The rates quoted in the tenderer should be valid for the period of contract.

Signature of Authorized person of the Firm/Agency with Stamp

Dated:

Place:

I accept the above Terms & Conditions

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UNDERTAKING

We have carefully gone through all terms and conditions listed above for provision of Annual Rate Contract for running Stationery & Photocopy Shop at NIFT, Hyderabad. We agree to all these conditions and offer to provide Services at NIFT. We agree NIFT organization i.e. administration, academic, staff, faculty and students shall have to freedom to procure the stationery items from elsewhere best suited market. All the supporting documents should be enclosed along with this bid, failing which the bid will not be considered. NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the bidder.

We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have acquainted ourselves with the tasks required for providing of Stationery and Photocopy, before making this offer. All the supporting documents signed copies enclosed along with this bid, in case any fake or incorrect document my bid will not be considered for any stage.

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

Name & Signature of Contractor

.....

Address.....

.....

.....

Seal of Agency:

Tel. no.

Mobile No.

Place : _____

Date : _____

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

Sl.No.	Items	Particulars
1	Pencil	Pencil Faber castell HB
2		Pencil Faber castell with eraser HB
3		Pencil degree Camel
4		Charcoal pencil Stadler
5		Stadler 8B pencil
6		Glass marking pencil Apsara
7		Degree set Faber castell / Camel
8		Degree pencil Koh-i-noor
9		Pencils (HB, B, 2B, 4B, 6B)
10	Pens & Refills	DiffeMaintenance Charges kinds of Pens & Refills
11	Sketch pens	Sketch pen loose (Faber castell / Stick / luxur)
12		Sketch pen set 12 nosFebarcastell / Luxur
13		Sketch pen set 30 nosFebarcastell
14		Sketch pen set 12 Stic 12 nos
15	Blow pens	Kores Blow pen set
16	Colour	Stick colour stick 12 Jumbo pens set
17		LuxurChesieltip colour pen
18		Bottle 20 ML Poster Colour Camel
19		Set 6 Nos. Poster Colour Camel
20		Set 12 Nos Poster Colour Camel
21		Dry Colours
22		Super White Camlin Poster Paint
23		Camlin Poster Paints (All assorted Colours)
24	Pencil colour	Camlin pencil color 12 shed
25		Camlin pencil color 24 shed
26		Camlin pencil color 36 shed King
27		Faber castell pencil color 12 shed
28		Faber castell pencil color 24 shed
29		Faber castell water solibar 12 shed
30		Faber castell water solibar 24 shed
31		Faber castell water solibar 36 shed
32		Faber castell water solibar 48 shed
33		Staedtler water solibar 24 shed
34		Staedtler water solibar 36 shed
35		Staedtler water solibar 48 shed
36	Watercolour tube	Camel water color tube 18 nos set
37		Camel water color tube 12 nos set
38	Colour palette	Omega 1640
39		Omega 101
40		Omega 103

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41		Omega 105
42		Colour Print Out A3 size
43		Black and White Print Out A3 size
44		Black and White Print Out A4 size
45	Watercolour cake	camlin water color cakes
46	Oil pestle	Pestle 12 shed Febarcastell
47		Pestle 24 shed Febarcastell
48		Pestle 25 Camlin
49		Pestle 50 Camlin
50		Cores Gliter pastel
51		Cores Multi colour pestle
52	Pestle	Mongiyo soft pestle 24 no.
53		Mongiyo soft pestle 12 no.
54		Mongiyo soft pestle 48 no.
55		Mongiyo soft pestle Gray colors / camaieu de gris 12 shade
56		Mongiyo soft pestle Charcoal / Assortiment de noirs 12 shade
57		Reeves soft pestle 12 no.
58		Reeves soft pestle 36 no
59		Reeves soft pestle 48 no..
60		Compressed Camlin Soft Pestle Charcoal Sticks
61	Fixtive	Fixtive Artist (Camel)
62	Acrylic Colour	Acrylic Colour (Camel) 12 no. 9 ml
63	Crayons	Crayons
64	Fabric Paint	Pidilite Fabric Paint
65		Pidilite Fabric paint marker
66	Clutch pencil	Febarcastell clutch pencil 0.5 Auto
67		Camlin clutch pencil 0.7
68		Clutch pencil "c" point camlin 0.5
69		Clutch pencil "d" fine camlin
70		Clutch pencil Febarcastell T K Fine
71		Clutch pencil 0.9 Rotring
72		Clutch pencil 0.5 Rotring
73		Clutch pencil Rotring 0.3
74		Clutch pencil stedlar 2mm
75		Faber Casterl 0.5 Staedler Clutch Pencil
76		Faber Castel 0.7 Staedler Clutch Pencil
77	Clip	SDI-19MM Binder Clips
78		SDI-25MM Binder Clips
79		SDI-32MM Binder Clips
80		SDI-41 MM Binder Clips
81	Erasers	Non dust Apsara
82		Non dust Apsara big
83		Non dust Febarcastell
84		Camlin eraser
85		Nouvel Eraser Kneaded Eraser for charcoal

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86	Glue stick	Glue stick pidilite (Fevistik) 8' gms
87		Glue stick pidilite (Fevistik) 15' gms
88		Glue stick pidilite (Fevistik) 20' gms
89	Glue	Camel paste 700 ml
90		Fevicol tube 100 gm
91		Fevicol Glue pen 30 gm
92		Fevicol bottle 50 gm
93		Fevicol bottle 15 gm
94		Fevicol Tube 10 gm
95		Fevicol bottle 500 gm
96		Fevibond 40 ml
97		Fevibond 16 ml
98		Fevibond 8 ml
99		Febric glue 10 ml
100		Fevitight 6 gm
101		Feviquick 1gm
102		Feviquick 500 mg
103		Feviquick 3 gm
104		M-seal white
105		M-seal fatafat
106		M-seal 50gm
107		Glass Glue 30 ml Feviquick
108	Thumb pins	Push pins plastic headed Corporate
109		Thumb pins brass headed Corporate (100pcs, Medium size)
110		Thumb pins brass big headed Corporate (100pcs, Medium size)
111		Thumb pins silver headed Corporate (100pcs, Medium size)
112		Thumb pins coloured Corporate (100pcs, Medium size)
113	"U" pins	"U" pins 26 mm Elephant
114		"U" pins 28 mm Elephant
115		"U" pins coloured Corporate
116	Pins	Elephant pins 70 gms
117		Noncorosebal pins 70 gms
118		Palhead pins
119	Inks	Camlin photo color ink set
120		Camlin Water proof ink
121		Camlin Fountain pen ink
122		Luxor Sketchpen ink Black/Blue
123		Stamp pad ink
124		Parker Fountain ink
125		India Ink
126	Cello tape	1/2" cello tape small pidilite
127		Invisible tape 50 mtrs 3 M
128		1" Cello tape Wonder (TranspaMaintenance Charges)
129		2" Cello tape Wonder (TranspaMaintenance Charges)
130		2" brown tape wonder

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131		Masking tape
132		1/2" Transparant Wonder Cello Tape
133	DST	6 mm DST wonder
134		9 mm DST wonder
135		1/2" DST wonder
136		12 mm DST wonder
137		1" DST wonder
138	Stapler Pin	Stapler pin Kangaroo 10 no
139		Stapler pin Kangaroo big 45 no.
140	Stapler	Stapler kangaroo no 45
141		Stapler kangaroo 10 no
142	Protector	Omega D Protector
143		Omega D Protector big
144		A/4 Size Sheet Protector
145		A/3 Sheet Protector
146	Magnifying Glass	Magnifier glass 5X
147		Magnifier glass 7X
148	Register	Register cut size 2 quire
149		Register cut size 3 quire
150		Register cut size 4 quire
151		Register cut size 5 quire
152		Register full size 2 quire
153		Register full size 3 quire
154		Register full size 4 quire
155		Register full size 5 quire
156		Navnit full scape note book
157		Simple full scape note book
158	Scissor	Scissor Brass handel 8", 10"
159		Kartini Friskers 8" Black handel
160		Scissor brass handle Bambalio
161		Paper cutting Scissor Bambalio
162	Cutter	Cutter Natraj Small
163		Cutter Small artist
164		Cutter big Artist
165		Cutter big heavy-duty Artist
166		Surgical cutter With blade
167		Surgical blade
168		Cutter normal Dali
169	Marker	Permanent marker Camel / Reynolds (Fine tip)
170		OHP marker Fabercastel
171		Hi-Lighter Fabercastel
172		Hi-Lighter luxr
173		Artline White Board Marker (Camel / Coral)
174		Artline Permanent Marker (Camel / Coral)

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175		FaberCastell 12 set Sketch pen
176		FaberCastell OHP Marker
177		Luxor OHP Marker
178	Graph Paper	A/4 Size Graph Paper
179	Leads	0.5 lead febarcastell 2B,HB,H,2H
180		0.5 lead camlin 2B,HB,H,2H, 2B
181		0.5 lead camlinEconomi
182		0.7 lead febarcastell
183		0.7 lead camlin
184		0.3 lead Stedlar
185		2mm lead Kohinoor
186		0.5 Staedtler lead
187		0.7 Staedtler lead
188	Compass	Rotring with Extention bar
189		Maped Eng. Compass
190	Isographic pen	Rotring pen 0.1
191		Rotring pen 0.2
192		Rotring pen 0.3
193		Rotring pen 0.4
194		Rotring pen 0.6
195		linograph pen 0.1
196		linograph pen 0.2
197		linograph pen 0.3
198		linograph pen 0.4
199		linograph pen 0.6
200		Indian pen 0.1
201	Scales	Tracing Wheel Imported, Ordinary Deepak
202		Measuring tap thin butterfly
203		Steel scale 24"
204		Steel scale 12"
205		Steel scale 6"
206		Plastic scale 12" Faber castell
207		Plastic scale 6" Faber castell
208		Plastic scale 12" Deepak
209		Plastic scale 24" Omega
210		Deepak marking parallel 31"
211		Nalanda marking parallel 31"
212		Nalandaadjustebal set square 12"
213		Deepak adjustebal set square 12"
214		Omegaset set square 12"
215		Omegaset set square 10"
216		Geometry instrument set
217		Flexi Curve
218		T Square
219	Jackets	Plastic jeket A/4

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220		Plastic jeket A/3
221		1/2 Imperiar Plastic jeket
222	Papers & Sheets	A/4 size gateway sheet
223		A/3 size gateway sheet
224		A/4 size ohp sheet
225		A/3 size ohp sheet
226		A/4 size colour paper
227		A/4 size colour card paper
228		A/4 size colour imported paper
229		A/3 size colour paper
230		Black card paper
231		Black card thin card paper
232		Black Mounting board
233		Black Textured sheet
234		Black marble sheet
235		Cartridge sheet white full
236		Cartridge sheet white A3
237		Cartridge sheet white A4
238		Cartridge sheet white half imperior
239		Cartridge sheet Yellow A4
240		Cartridge sheet Yellow A3
241		Cartridge sheet Yellow Half
242		Ivory sheet 300
243		Thin Ivory sheet
244		Tracing paper
245		Butter paper
246		Backing paper Duplex
247		Colour Card sheet tinted
248		Handmade sheet
249		White textured sheet
250		Off white textured sheet
251		Colour card textured
252		Tinted Sheet
253		Duplex Sheet
254		Handmade Sheet
255		Poster Sheet
256		Century 100 Micron OHP Sheet
257		Garware 100 Micron OHP Sheet
258		A3 Bond Sheets
259		Newsprint
260		Drawing Sheet
261		Graph sheet / Tracing sheet (Gateway)
262		Ivory Card
263		Model-making sheets
264		Thermocol

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265		Origami Paper
266	CD	CD R Frontech
267		CD R Mosear Bear
268		CD R Sony slim case
269		CD R Amtech
270		CD Cover Simple Round
271		CD R With Slim pack Semsung
272		CD R With Slim pack Mozar
273	DVD	DVDMosear Bear
274		DVD RW Mosear Bear
275	Case	CD Case 20 Cape city
276		CD Case 40 Capacity
277		CD Case with metal box
278		CD Case 80 capacity
279		CD Case 140 capacity
280	Pendrive	1 GB Transcend
281		2 GB Transcend
282		4 GB Transcend
283		8, 16 & 32 GB Transcend
284	Hardware and Other Materials	Brass Sheet 2x1.5 ft. 22 guage per Kg.
285		Aluminium sheet 4x4 inch 14 guage
286		Chil Wood 2X2 , 4X4
287		POP cube 4x4
288		Matinee Needle 2.5 inch
289		Wool (diffeMaintenance Charges colours)
290		Copper Plate 1x1
291		Brass Rod 1 feet
292		Copper Rod 1 feet
293		Aluminium Rod 1"x1" 1 feet
294		Copper wire 35 guage
295		Wooden carving set 6 nos.
296		Wooden carving set 12 nos.
297		Wax carving set
298		Hexo Blade
299		Jexo Blade for metal
300		Cubes made from 1 cm square rods (1x1x1 feet)
301		Cubes made from 1 cm square rods (1.5x1.5x1.5 feet)
302		Cubes made from ply-wood (1x1x1 feet)
303		Cubes made from ply-wood (1.5x1.5x1.5 feet)
304		Cones made from sheet metal or ply-wood (1ft base dia x 1ft height)
305		Cones made from sheet metal or ply-wood (1ft base dia x 1.5ft height)

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306		Drawing Board
307		Sheet Barrel Container
308		Portfolio Case
309		Glass (or other) cutting board
310	Brush	CAMLIN 66 no Round 000
311		CAMLIN 66 no Round 00
312		0
313		1
314		2
315		3
316		4
317		5
318		6
319		7
320		8
321		9
322		10
323		11
324		12
325		Camlin 67 no Flat 1/4 inch
326		1/2 inch
327		1 inch
328		Captain Brush Flat 1
329		3
330		4
331		5
332		6
333		Camlin brush 51 no set 1,3,5,7 (Captain), set 0,2,4,6
334	File / Folder	Solo Riport file folder
335		Simpal file plastic (find clear)
336		Strip file folder
337		1/3 size ring buinder
338		"L" Folder
339		Kobra file
340	Binding	Spiral binding 100 pages A/4 size
341		Spiral binding 100 pages A/3 size
342		A4 1/2" & 1" Comb Binding
343	Lamination	Lamination A/4 Size
344		Lamination A/3 Size
345		Lamination I Card
346	Photocopy	Colour A/4 size Print out
347		Colour A/3 size Print out
348		A/4 B/W Photocopy
349		A/B B/W Photocopy
350	File	Box File (Standard)

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351		Plastic File
352		Clip File
353		Strip File (solo)
354		Plastic File 'L' Folder (filemax)
355	Punching Machine	Kangaroo 480 Punching Machine
356		kangaroo DP-700 punching Machine
357		Kangaroo 500 punching machine
358	High Lighter	Faber Castell Highlighter
359		Faber Castell Highlighter stick
360	Cover	A/4 size Cloth Cover (Green and Yellow)
361		A/3 Size Cloth Cover (Green and Yellow)
362		A/4 Size Plastic Coated Cloth Cover (Green and Yellow)
363		A/3 Size Plastic Coated Cloth Cover (Green and Yellow)
364	Duster	Plastic Omega Duster
365	Pad	Camel Stamp Pad
366	Pad Ink	Camel Stamp Pad Ink
367	Sharpner	NatrajSharpner
368		Camel Sharpner
369	Pad	Gala 1 X 4" 40 page Spril Pad
370		Gala 1 X 6" 40 page Spiral Pad
371		Gala 1 X 8" 40 page Spiral Pad
372		Gala 120 page Steno Book
373	Carbon Paper	Kores Carbon Paper (White, Yellow, Black, Red)
374		Camel White, Red, Yellow, Black, Carbon Paper
375	Post It	Post it 3 X 3 Corporate
376		Post it 3 X 4 Corporate
377		Post It flag corporate
378	Tag	Paper Tag (8" red)
379		File Tag (12" Green) & Examination Tags
380	Correction Ink	Camlin 30 ml
381		Kores Eraz-ex correction fluid & Diluter 15ml
382	Paper	Lager Paper Legal Size, Billt 70 GSM
383		A4 size 70 GSM JK/IMAGE
384		A3 Size 70 GSM JK/IMAGE
385		Continue Stationery 80 Column 70 GSM Navnit
386	Pin	Stapler pin Kangaroo 10 No
387		45 stapler pin
388		Pin Corporate 70 gm pkt
389		U- pin Neon 26 MM
390		U- pin Neon 35 MM
391		U- pin coloured Corporate 35 gm pkt
392		Pal Head Pins Poni 40 pin ring
393		A3 leaf sets
394		POP blocks
395		Wooden pieces (15cm x 4 cm x 2 cm)

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396		MDF sheets
397		GI wire
398		GI sheet
399		Brass / copper sheet
400		Hacksaw blades
401		Emery papers
402		Aluminum flat

VARIOUS PROJECT RELATED MATERIALS

S.No	Item
1	Button Folders (Clear bag)
2	Pen
3	Pencils
4	Scales Metals
5	Paper cutter Big
6	Scissors Medium
7	Eraser
8	Sharpner
9	Compass
10	Chamanlal sheets A4
11	Spiral band book
12	Fevistick
13	Craft paper colours
14	Oil Pastles
15	Magazines
16	A4 Size Paper rim
17	Plastic buckets (25 Ltr Capacity)
18	Plastic tubs (20 Ltrs)
19	Turkey Towels
20	Mugs - 1 Ltr
21	Disposable coffe cups
22	Scissor (Small)
23	Riveting punches
24	Hole Punch (Multiple type)
25	Hammers
26	Glass sheets (A3 Size)
27	Nylon slabs for reviting
28	Nose Pliers (Small)
29	Binding Wire (30 g)
30	Binding Wire (20 g)
31	Eye Lets
32	Rope/Yarn for hand bags (Nylon)
33	Threads (Nylon)
34	Hand Needles
35	Fevicol (200 gm)
36	Fevibond (50 gm)

S.No	Item
46	Tweezers
47	Emery Paper (120 Grits size)
48	Emery Paper (220 Grits size)
49	Applique (Readymade fusible)
50	Scissors (Big brass)
51	Brown sheets
52	Paper soft fusing
53	Hand Needles (Assorted)
54	Foam (8mm thickness sheet)
55	Embroidery threads (Anchor)
56	Silver and golden (Zari threads)
57	Sequence and beads (Varieties)
58	Satin fabric
59	Graph sheets (A1 Size)
60	Corbon papers
61	OHP sheets
62	Sponge pieces
63	Fevicryl fabric colours
64	Scales Plastics
65	Tailors chalk
66	3 ply cord
67	Hand Needles
68	Brushes (2 and 5)
69	Fabric bleached
70	Satin and Nylon cords
71	Cotton fabric large width (90")
72	Cotton fabric large bleached
73	Lining fabric
74	Sewing threads
75	Laces sequence beads
76	Nada
77	Scissors (Big brass)
78	Measuring tape
79	French curve
80	All pins (Strip)
81	All pin box (Magnetic box)

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37	Newspaper old
38	Card board
39	Colour paper
40	Packing colour sheets
41	White paper (A3 Size)
42	Ivory sheets
43	Chimanlal sheets A1 size
44	Hand made sheets
45	Foils
91	Stick on beads
92	Ribbons of diffeMaintenance Charges width ¼
93	Ear Hoops
94	Buttons of diffeMaintenance Charges types
95	Pebbles, shells, beads, dry leafs ,Gold powder
96	Paints (Emulsion)
97	Melamine
98	Thinner
99	Paint brushes
100	Fabric glue
101	Muslin cloth
102	Tea lights
103	CD (Sony)
104	DVD (Sony)
105	Bulb 25 Watts
106	Bulb 10 Watts
107	Bulb holder
108	2 Core Wire
109	Plug top (2 Pin)
110	Multi plug – Adaptor
111	Extension Chord(5 Mtrs)
112	Cello tape
113	Fine yarns (cotton)
114	Metal buckles
115	Metal rings & bangles
116	Wool
117	Elastic cord
118	Cotton Rope(small)
119	Jute rope
120	Brushes
121	Ear Hoops
122	Ballons
123	Grinder
124	A3 paper shearing m/c
125	Toothpicks
126	Kite paper
127	Butter paper
128	Big scissor

82	Cut dana (Gold, silver & Black)
83	Satin Ribbon (Black and Red) - Large
84	Laces
85	Sequence Flat &Catori(Black , Red & Gold)
86	Beads (Black , silver and Red)
87	Mangalgi cotton &Kalamkari Fabric
88	Fabric fusing
89	Bobbin and Bobbin case
90	Thread trimmer
140	Hook and Eye
141	Press buttons (Set of 4 pieces)
142	Skirt Hooks (Set of 4)
143	Seam ripper
144	Box for keeping stitching tools
145	Needles (machine)
146	Screws
147	Fabric Pen
148	Stick on bootas
149	Fevicryl (Metalic)
150	Fevicryl (Pearl)
151	Sewing threads
152	Decoratives (mix)
153	Twine Thread (big)
154	Fevicol Big(500ml)
155	A3 Chammanlal Sheets
156	Ribbon 1/2' (satin)
157	Fishline
158	Paint brushes (synthetic) 1/2'
159	Zari & design thread (zari)
160	Glitter Tubes (Glassliners)
161	Single Plier
162	Plastic Bucket
163	Fellows
164	Beds
165	Spiral hand note books
166	Student file boards

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129	Gold & silver pens
130	Broom (coconut)
131	Nalkin (black & white)
132	Fevicol
133	Fevicol
134	Crotia&woven lace
135	Poplin
136	Paint brushes
137	Zippers
138	Power cord 2pin plug
139	Clock Mechanism with hand

Note:

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

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