



**राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, जोधपुर, राजस्थान**  
(NATIONAL INSTITUTE OF FASHION TECHNOLOGY, JODHPUR, RAJASTHAN)

**निफ्ट जोधपुर में स्टेशनरी शॉप चलाने हेतु ई-निविदा आमंत्रित की गई है।**  
(NOTICE INVITING E-TENDER FOR "RUNNING OF STATIONERY SHOP" AT NIFT CAMPUS  
KARWAR, JODHPUR)

Estimate Cost/value of Tender:- Rs 37200/- approximately.

निविदा नम्बर / Tender No: NJ NIT/No.15475/Running of Stationery Shop/60/2019

Receipt No & date of issue: \_\_\_\_\_

Tender form issued to: \_\_\_\_\_

Time schedule for tender process:

निविदा अधिसूचना के वैबसाईट पर प्रकाशन की तिथि/ <b>Date of publication of tender notification on official web site</b>	08/07/2019
निविदा दस्तावेज की बिक्री से शुरू/ <b>Sale of tender document commences from</b>	08/07/2019
<b>पूर्व बोली बैठक/Pre-bid meeting</b>	16.07.2019 (10:00 AM)
निविदा प्राप्त करने की अंतिम तिथि / <b>Last date for receipt of duly filled in tenders</b>	30.07.2019 (02:00 PM)
निविदाओं के तकनीकी बिड खोलने की तारीख और समय / <b>Date and time of the opening of Technical bid of tenders</b>	30.07.2019 (4:00 PM)
निविदाओं के वित्तीय बिड खोलने की तारीख और समय / <b>Date and time of the opening of Financial bid of tenders</b>	Will be notified to the technically qualified tenders

**Note:** This tender document contains 26 pages and bidders are requested to sign on all the pages. The tender should be submitted in two separate sealed envelopes superscripted with (i) "Tender for Running of Stationery Shop - Technical Bid" and (ii) "Tender for Running of Stationery Shop - Financial Bid". The 2 covers duly sealed (i.e. Technical Bid & Financial Bid) should thereafter be kept in third cover & sealed. This cover should also be superscripted with "Tender for Running of Stationery Shop and addressed to:

**Purchase Officer**  
**National Institute of Fashion Technology,**  
**NIFT Campus, Karwar, Jodhpur- 342037, Rajasthan**

Tender form along with EMD draft should be put in the Technical bid envelope. In case if it is submitted along with Financial Bid, the same will be rejected.

**NIFT CAMPUS, KARWAR, JODHPUR- 342037, RAJASTHAN**  
**Ph. No.: 0291 2659520, Web ID: [www.nift.ac.in/jodhpur](http://www.nift.ac.in/jodhpur)**

## 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.

National Institute of Fashion Technology (NIFT) was set up in 1986 under the aegis of Ministry of Textiles, Government of India. It has emerged as the premier Institute of Design, Management & Technology. NIFT Jodhpur was established in 2010. NIFT, Jodhpur invites sealed tenders for Running of Stationery Shop at NIFT Campus Karwar, Jodhpur.

National Institute of Fashion Technology,, Jodhpur Center was set up by the Ministry of Textiles, Government of India in 2010 is situated at Karwar, Jodhpur- 342037, Rajasthan. At present approx. 550 students are studying in this Institute and about 63 Officers/Faculty and employees are working in this Institute.

## 2. Submission of Bids

(a) The interested firms should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in> from **08/07/2019 to 30/07/2019 up to 2.00 P.M.** Tender documents is also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in>

(b) Applications to this tender will be accepted only through the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted. However, the firm should submit application/document as described in clause No. (d)

(c) For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying

- Registration Charges of **Rs. 2000/- + Rs. 360/- (Inclusive GST) = Rs2,360/-** (Two Thousand Three Hundred and Sixty Only - non-refundable).
- Bid Processing Fee charges of **Rs.29.76/- +5.36= 35/- (inclusive of GST)** (Thirty Five only - non-refundable) through online payments only.

(d)The Firm should ensure that it complies with the requirements as per works before applying for tender. Also, the interested firms should submit a hard copy of the application submitted online with all relevant supporting documents by **30/07/2019 up to 2.00 P.M.** Non-submission of hardcopy as directed will lead to rejection of the tender application.

(e) The sealed hard copy of the tender shall be submitted in one big envelope superscripting **“Running of Stationery Shop”** containing two separately sealed small envelopes, one for

"Technical Bid " and another for "Financial Bid " superscripting as such and addressed to The Director, National Institute Of Fashion Technology, NIFT Campus, Jodhpur. The hard copies of sealed tenders documents must be dropped in the tender box kept at Reception Area NIFT Jodhpur, on or before **30/07/2019 up to 2.00.**

(f) The technical bid envelope must contain the technical bid in prescribed Performa as per Annexure - A along with a demand draft of Rs. 800/- (Rupees Eight Hundred Only) favoring National Institute Of Fashion Technology and payable at Jodhpur with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid. The financial bid shall include all the charges including all taxes etc to complete the work in all respect. NIFT will not accept any claim other than mentioned in financial bid.

(g) The technical bid will be opened at NIFT, Jodhpur on **30/07/2019 up to 4.00 P.M.** in the presence of the bidders/ their authorized representatives who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

(h) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.

**(i) Amendment to tender:**

At any time prior to the last date of submission of bids, NIFT may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidders, modify the tender document by issuing corrigendum/addendum. Corrigendum/addendum to this tender shall be published in the site [www.nift.ac.in/jodhpur](http://www.nift.ac.in/jodhpur) & <https://nifttenders.eproc.in> Prospective bidders are advised to regularly visit the website: <https://nifttenders.eproc.in> & [www.nift.ac.in/jodhpur](http://www.nift.ac.in/jodhpur) to keep track of corrigendum, if any.

**3. NOTICE INVITING TENDER:**

The NIFT, Jodhpur Centre invites sealed tenders under "Two Bid System" for running stationery shop at NIFT Campus, NIFT Campus, Karwar, Jodhpur- 342037, Rajasthan for students and staff for a period of one year.

The details of the tender given below:

- a. Description of Services: Running stationery shop at NIFT Campus, (NIFT Campus, Karwar, Jodhpur- 342037, Rajasthan), for students and staff for a period of one year
- b. Closing Date and for submission of bids:
- c. Date & Time of Opening of Bid
  - i. Technical bid: 30.07.2019, 04.00 PM (in presence of the tenders or their authorized representatives.
  - ii. Financial Bid: After evaluation of Technical Bid
  - iii. Bid Validity up to 30 days from the date of opening of financial bid.
- d. Correspondence Address: Dr. Vijaya Deshmukh, Director, National Institute of Fashion Technology, NIFT Campus, Karwar, Jodhpur 342037, Rajasthan.

"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 the bids and bids not confirming 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 EMD draft should be kept in the Technical Bid Cover. The Technical Bid and the financial bid 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 funning Stationery Shop at NIFT Campus, NIFT Campus, Karwar, Jodhpur 342037, Rajasthan

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

Mr. J.S. Rawat, Dy. Director & Purchase Officer, **0291 265952** , [ddadmin.jodhpur@nift.ac.in](mailto:ddadmin.jodhpur@nift.ac.in) and [purchase.jodhpur@nift.ac.in](mailto:purchase.jodhpur@nift.ac.in)

And For online procedure: For More enquiries/ For Helpdesk officers: - Mr. Sandeep Bhandari , E-mail :- [sandeep.bhandari@clindia.com](mailto:sandeep.bhandari@clindia.com) Phone No.:- 0124-4302037 &33

**TECHNICAL BID FOR STATIONERY SHOP (Annexure – A)**

**4. ELIGIBILITY CRITERIA**

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

**A. Technical Bid**

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

- 1. Name of Tenderer Agency** :
- Address of the Agency** :
- :
- :
- Person Name** :
- Phone No.** : (O) (M)
- Email ID** :

**2. Details of EMD** (Exempt in case of NSIC exemption valid NSIC Certificate)

DD No. Date issuing Bank Rs. 800/-

**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) Laster Printer (B/W & Colour) :
  - iv) All office, Academic and students stationery :
  - v) Binding Machine (with all Binding Materials) :
  - vi) Any other Information :

5.

<b>Required Documents</b>	<b>Attached/Not attached (Enter Regd. No. wherever applicable)</b>	<b>Page No.</b>
Self-attested Copy of PAN Card No. under IT Act		
Self-attested copy of GST Reg. No		
Self-attested copy of Reg. No.		
Submit duly signed undertaking enclosed with the tender document		
Copy of terms & conditions and every page of the tender duly signed and seal of the firm in the toke of acceptance of terms and conditions and tender as quote		
Tender document Fee (attached in Technical Bid)		
EMD Fee (attached in Technical bid)		

Note:

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

Signature of Authorized person of the Firm/Agency with Stamp

Dated:

Place:

**FINANCIAL BID FOR STATIONERY SHOP (Annexure – B)**

(Keep this Financial Bid in Separate Sealed envelope)

Name of work: To run the NIFT Stationery Shop

1. Name of tenderer and Agency :
2. Period of Contract : One year (initially)
3. Registration No. of the Agency :
4. PAN No. (Permanent Income Tax Account):
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 No.
7. Maintenance Charges for use of NIFT premises :

1	Minimum Maintenance charges of Rs. 5125/- (Rupees five thousand one hundred twenty five only) per month plus applicable GST
2	Maintenance charges willing to pay Rs.....(Note less than Rs. 5125/-*)per month plus applicable GST

**\*Note: The maintenance charges should not be less than Rs. 5125/- per month plus applicable GST.**

8. The contractor should ensure that the all stationery items should sell them after applicable discount offered by the vendor which should not be less 5 %. The vendor sold after the discount as after the discount as ..... % in the given table:-

<b>Base Discount in %(A)</b>	<b>Quote for higher Discount over and above base Discount %(B)</b>	<b>Total Discount for All Stationery items (in %) (A +B)</b>
5%		

It is not part of financial bid evaluation.

## 5. 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. 5,125/- per month, in addition to the payment of electricity charges as per actual electricity consumption.

2. 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:

A)- Black & White Photocopy, A4 size paper	- Rs. 01.00/- (Per Page)
B)-Black & White Photocopy, A3 size paper	- Rs. 01.50/- (Per Page)
C)-Colour Photocopy, A4 size paper	- Rs. 10.00/- (Per Page)
D)- Colour Photocopy, A3 size paper	- Rs. 15.00/- (Per Page)
E)-Black & White printing, A4 size paper	- Rs. 05.00/- (Per Page)
F)- Black & white printing, A3 size paper	- Rs. 07.00/- (Per Page)
G)- Colour Printing, A4 size paper	- Rs. 15.00/- (Per Page)
H)- Colour Printing, A3 size paper	- Rs. 20.00/- (Per Page)
I)- A 4 size Glossy Print out	- Rs. 20.00/- (Per Page)
J)- A 3 size Glossy Print out	- Rs. 20.00/- (Per Page)
K)- Spiral Binding	-Rs. 30.00/- (for 100 Pages)
L)- Comb/Hard Binding	-Rs. 70.00/- (for 100 Pages)
M)- Muslin cloth(standard/Good quality)	-Rs. 45.00/- (for One Meter)
N)- Poplin cloth(standard/Good quality)	-Rs. 40.00/- (for One Meter)

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. However if bidder is exempted by NSIC certificate then No need to deposit EMD. Certificate of NSIC is required to be submitted.

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 Director, National Institute of Fashion Technology, NIFT Campus, Karwar, Jodhpur- 342037, Rajasthan and dropped in the tender box available at NIFT Campus on or before **30.07.2019 up to 14.00 Hrs.** The tenders will be opened on the **same day at 16.00 Hrs** 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.800/- (Rupees Eight Hundred only) is required to be deposited as a Earnest Money Deposit in favour of "National Institute of Fashion Technology Jodhpur" payable at Jodhpur. 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.
13. The bids should be valid in the case of all the tenders for at least 2 months from the date of opening of the tender and if any tenderers withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract.
14. Corrections, if any, must be attested.
15. Late tenders 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.
17. The employees of the Contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should preferably wear uniform while on duty.
18. The contractor will, prior to the commencement of the operation of contract, make available to NIFT to the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth, permanent address and the police verification report for the employees, should be enclosed.
19. The contractor shall be responsible for the payment of wages and allowances to his staff as per Minimum Wages Act of Labour Law, Rajasthan State 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 labour 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 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.
21. The contractor shall be liable with regard to compliance of all the laws, regulation, rules and directions give by any statutory authority with regard to safety, labor laws or any other laws both Central & State in force in the state of Rajasthan including registrations with Provident Fund, Copy Right-Acts, Employees State Insurance, etc. An attested copy of all such statutory registrations shall be enclosed to the tender. The contractor shall comply with all the statutory regulations on control and regulation of piracy issued and revised from time to time.
22. The contractor shall be responsible to maintain the premises of the building, equipment and other articles supplied by the NIFT in good condition. In case of any damage, they shall be responsible to carry out the repairs without any delay to avoid any interruption in service.  
  
Cost of repairs shall be borne by the Contractor himself. In case of theft or damage, contractor shall replace items lost, broken or damaged with items of the same quality at his own cost and expense.
23. NIFT shall in no way be responsible for any default with regard to statutory obligation and the contractor will indemnify NIFT in case of any damage, which may arise on account of action of contractor.

24. Service to be provided by contractor are indicated in the Annexure-C attached.
25. Dispute, if any, arising out of the contract shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the DG, NIFT at New Delhi as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charges simply on the award amounts, or amounts payable to either party.
26. Tender shall be accompanied by the relevant documents including the following :-
  - (i) Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing / has provided Stationery.
  - (ii) Work plan indicating the investment on the Stationery proposed to be collected from the users both NIFT & Outsiders separately and the layout of the service zone.
  - (iii) Deployment pattern of staff proposed and other details for the efficient satisfactory performance of the contract.
  - (iv) Certificates in support of all statutory registrations 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 Officer and its officers, servants and agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of / or property or person of any sub-contract and or the servants or agents of the contractor any sub-contractor(s) and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under workman's Compensation Act/ Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act and / or their Industrial Legislation from time to time in force.
36. The payment towards supply of Office stationery items to Office and Academic Stationery to Academic Departments shall be released on monthly basis after satisfactory completion of the job and for the work actually done on submission of the statement indicating department wise amount. The original requisition Slip duly signed by Head of Depts. Should also be attached with the bill. Income Tax (TDS), as applicable at prevailing rate will be deducted at source.
37. The contractor shall deposit 10 % of contract value(annually) of Security Deposit with NIFT. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the contractor to NIFT. The EMD of successful tender will be converted as security deposit and the EMD of unsuccessful tenders will be refunded.
38. Payment and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest, i.e. paise 50 or above will be rounded off the near higher rupee and paise less than 50 will be ignored.
39. The workmen employed by the contractor shall be directly supervised and controlled by the contractor, and shall have no relation whatsoever with National Institute of Fashion Technology. NIFT shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against NIFT for service or legalization of services by virtue of being employed at NIFT against any temporary or permanent posts at NIFT.
40. The work executed shall be to the satisfaction of the LPC Members of the NIFT.
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-C) 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-C) by making his own investment and stock and sell all items relating to stationery supply as per the requirement of NIFT authorities and students specified from time to time.
- 2- To provide the stationery and services to NIFT and students at competitive rates. This shall not be more than the MRP and Market Rate.
- 3- To upgrade the service as per the technological developments taking place in the areas of computer hardware, Xeroxing, binding, etc.
- 4- To provide access to the committee constituted by NIFT centre for monitoring the quality, specification and rates and act as per the advice and instructions of the said committee / management of NIFT.
- 5- To display rates of all major items and photocopy charges in the shop.
- 6- The contractor shall be responsible to ensure the conduct and behavior of the persons employed by them for running the shop.
- 7- The payment for the monthly bills towards supply of Office and Academic and Students Stationery (As per Annexure-C) shall be supported by authorization for supply of such services and will be settled within a month of submitting the bills in duplicate. TDS will be deducted as per Income Tax Rules in force.
- 8- The contractor is required to obtain all local licenses for running the stationery and photocopy zone as per the requirement of statute in force and revise from time to time.**
- 9- The contractor shall indemnify NIFT against any liability towards non compliance of any of the statutory obligations required to be fulfilled while operating such service in the premises of NIFT.
- 10- The contractor shall disburse wages to the staff deployed in the stationery shop as per the prevalent minimum wages fixed by the Govt. of Uttar Pradesh besides fulfilling all other statutory obligations of PF, ESI Service Tax etc.
- 11- To ensure security of moveable and immovable property of NIFT premises handed over against theft or damage.
- 12- Subletting of contract shall not be permitted.
- 13- The B&W machine, shall be of reputed brands like Modi, Xerox, Canon, Godrej having latest configuration and not older than one year.
- 14- NIFT administration & students shall have freedom to procure stationery items from open market.
- 15- NIFT will not be responsible to provide any residential accommodation to personnel deployed by the contractor.

**UNDERTAKING BY THE TENDERER**

We have carefully gone through all above various terms and condition 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 .....

Address :.....

.....

Phone No.....

Signature of Tenderer

All the bidders should also enclose a demand draft of Rs. 800/- (Rupees Eight Hundred Only) drawn in favor of "National Institute of Fashion Technology" payable at Jodhpur, 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 - C****List of the Office / Academic / Students Stationery & Photocopy**

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	Different kinds of Pens & Refills
11	Sketch pens	Sketch pen loose (Faber Castell / Stick / Luxur)
12		Sketch pen set 12 nos Faber Castell / Luxur
13		Sketch pen set 30 nos Faber Castell
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		Luxur Chesiel tip 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	Watercolor 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
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	Watercolor 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 Staedtler 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
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 (Transparent)
129		2" Cello tape Wonder (Transparent)
130		2" brown tape wonder
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)
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 camlin Economi
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		Nalanda adjustable set square 12"
213		Deepak adjustable 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
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		Hand made 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
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	DVD Mosear 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 (different 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)
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)
351		Plastic File
352		Clip File
353		Strip File (solo)
354		Plastic File 'L' Folder (filemax)
355	Punching Machine	Kangaroo 480 Punching Machine
356		kangroo DP-700 punching Machine
357		Kangroo 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	Natraj Sharpner
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	Hardware	Key Board
395		Moues
396		External Hard drives
397	Printers	HP Printing Cartridge (Reloading)
398		Xerox Machine Cartridges (New)
399	Students Related	Mattress (Branded)
400		Pillows (Branded)
401		Room Locks (Branded)
402		Plastic Bucket (Branded)
403		Mugs (Branded)
404		Water Bottles (Branded)
405	Orientation Kit	Kit bag for Foundation Orientation Programme Consisting of Bag, Note Pad, Pen Pencil, whistle, etc.

#### VARIOUS PROJECT RELATED MATERIALS

S.No	Item	S.No	Item
1	Button Folders (Clear bag)	51	Brown sheets
2	Pen	52	Paper soft fusing
3	Pencils	53	Hand Needles ( Assorted)
4	Scales Metals	54	Foam ( 8mm thickness sheet)
5	Paper cutter Big	55	Embroidery threads ( Anchor)
6	Scissors Medium	56	Silver and golden (Zari threads)
7	Eraser	57	Sequence and beads (Varieties)
8	Sharpener	58	Satin fabric
9	Compass	59	Graph sheets (A1 Size)
10	Chamanlal sheets A4	60	Carbon papers
11	Spiral band book	61	OHP sheets
12	Fevistick	62	Sponge pieces
13	Craft paper colours	63	Fevicryl fabric colours
14	Oil Pastles	64	Scales Plastics
15	Magazines	65	Tailors chalk

16	A4 Size Paper rim	66	3 ply cord
17	Plastic buckets (25 Ltr Capacity)	67	Hand Needles
18	Plastic tubs (20 Ltrs)	68	Brushes ( 2 and 5)
19	Turkey Towels	69	Fabric bleached
20	Mugs - 1 Ltr	70	Satin and Nylon cords
21	Disposable coffe cups	71	Cotton fabric large width (90")
22	Scissor (Small)	72	Cotton fabric large bleached
23	Riveting punches	73	Lining fabric
24	Hole Punch (Multiple type)	74	Sewing threads
25	Hammers	75	Laces sequence beads
26	Glass sheets (A3 Size)	76	Nada
27	Nylon slabs for reviting	77	Scissors ( Big brass)
28	Nose Pliers (Small )	78	Measuring tape
29	Binding Wire (30 g)	79	French curve
30	Binding Wire (20 g)	80	All pins ( Strip)
31	Eye Lets	81	All pin box (Magnetic box)
32	Rope/Yarn for hand bags (Nylon)	82	Cut dana (Gold, silver & Balck)
33	Threads (Nylon)	83	Satin Ribbon ( Black and Red) - Large
34	Hand Needles	84	Laces
35	Fevicol ( 200 gm)	85	Sequence Flat & Catori(Black , Red & Gold )
36	Fevibond ( 50 gm)	86	Beads ( Black , silver and Red)
37	Newspaper old	87	Mangalgi cotton & Kalamkari Fabric
38	Card board	88	Fabric fusing
39	Colour paper	89	Bobbin and Bobbin case
40	Packing colour sheets	90	Thread trimmer
41	White paper ( A3 Size)	91	Stick on beads
42	Ivory sheets	92	Ribbons of different width ¼
43	Chimanlal sheets A1 size	93	Ear Hoops
44	Hand made sheets	94	Buttons of different types
45	Foils	95	Pebbles, shells, beads, dry leafs ,Gold powder
46	Tweezers	96	Paints (Emulsion)
47	Emery Paper (120 Grits size)	97	Melamine
48	Emery Paper (220 Grits size)	98	Thinner
49	Applique (Readymade fusible)	99	Paint brushes
50	Scissors ( Big brass)	135	Poplin
100	Fabric glue	136	Paint brushes
101	Muslin cloth	137	Zippers
102	Tea lights	138	Power cord 2pin plug
103	CD (Sony)	139	Clock Mechanism with hand
104	DVD (Sony)	140	Hook and Eye



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105	Bulb 25 Watts	141	Press buttons (Set of 4 pieces)
106	Bulb 10 Watts	142	Skirt Hooks (Set of 4)
107	Bulb holder	143	Seam ripper
108	2 Core Wire	144	Box for keeping stitching tools
109	Plug top ( 2 Pin)	145	Needles ( machine)
110	Multi plug – Adaptor	146	Screws
111	Extension Chord( 5 Mtrs)	147	Fabric Pen
112	Cello tape	148	Stick on bootas
113	Fine yarns (cotton)	149	Fevicryl (Metalic)
114	Metal buckles	150	Fevicryl (Pearl)
115	Metal rings & bangles	151	Sewing threads
116	Wool	152	Decoratives (mix)
117	Elastic cord	153	Twine Thread (big)
118	Cotton Rope(small)	154	Fevicol Big(500ml)
119	Jute rope	155	A3 Chammanlal Sheets
120	Brushes	156	Ribbon 1/2' (satin)
121	Ear Hoops	157	Fishline
122	Ballons	158	Paint brushes (synthetic) 1/2'
123	Grinder	159	Zari & design thread (zari)
124	A3 paper shearing m/c	160	Glitter Tubes (Glassliners)
125	Toothpicks	161	Single Plier
126	Kite paper	162	Plastic Bucket
127	Butter paper	163	Fellows
128	Big scissor	164	Beds
129	Gold & silver pens	165	Spiral hand note books
130	Broom (coconut)	166	Student file boards
131	Nalkin (black & white)	157	Fishline
132	Fevicol	158	Paint brushes (synthetic) 1/2'
133	Fevicol	159	Zari & design thread (zari)
134	Crotia & woven lace	160	Glitter Tubes (Glassliners)
161	Single Plier	164	Beds
162	Plastic Bucket	165	Spiral hand note books
163	Fellows	166	Student file boards

Note:-

1. Stationery items other than Annexure- C will be sold after obtaining prior approval of the Competent Authority.
2. NIFT Jodhpur will not responsible for the payment of any other vendor from where the contractor will procure stationery items for the stationery shop of NIFT Jodhpur.
3. NIFT administration, Academic, & students shall have freedom to procure above

**NJ NIT/No.15475/Running of Stationery Shop/60/2019**

stationery items from elsewhere best suited market.

4. In case of petty miscellaneous requirements the contractor will have to supply immediately as per requirements s per indent duly approved by competent authority.
5. The contractor shall keep all the information of NIFT Confidential and shall not divulge/divert the same to any outsider.
6. The Competent Authority reserves the Rights to accept or reject any tender fully or partially.
7. 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.
8. The Contractor shall deploy adequate number of staff and the shop shall function from 8.30 am to 8 pm during all working days, except Sundays, according to the requirement and convenience of NIFT, while ensuring weekly offs of his / her employees as per statutory requirements.
9. Contractor will issue all bills of the sold of stationery items.
10. Applicant / Contractor should not be involved in any court case / Labour case and he must submit court cases clearance certificate from the authorized signatory at the time of participation in the tender otherwise his tender stands cancel.
11. The contractor shall not bring any kind of external influence, political/legal pressure in relation with the tender.
12. The Contractor shall submit the NIFT official Bills supported by approvals duly certified by the NIFT officials on or before 10th of every month and same shall be settled within 30days of submission.
13. Director, N.I.F.T., Jodhpur 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.
14. The Competent Authority reserves the Rights to accept or reject any tender fully or partially

**15. PENALTY**

A)- Contractor shall have to pay the quoted maintenance charges through Demand Draft in favour of "NIFT Jodhpur" on or before 07<sup>th</sup> day of the every month(as advance rent), failing which a penalty of Rs. 100/- per day will be imposed.

B)-Fine on any discrepancy, violation of terms & conditions, etc. will lead to fine of Rs. 500/- on contractor for every instance

16. National Institute of Fashion Technology reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reasons or cancel the tendering process and reject all quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s) and is not bound to accept the lowest evaluated bid since due weightage shall be given to several factors besides the commercial bid and decision of NIFT to that effect shall be final & binding.