



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कोलकाता केन्द्र



NIT No.: 28/2019(Pur-Kol)



**NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KOLKATA**

(A Statutory Body governed by the NIFT Act 2006 &  
set up by Ministry of Textiles, Govt. of India)

**Tender Document**

*for*

**Running Stationary cum Photocopy Shop**

**Tender No.: 28/2019(Pur-Kol)**

Time schedule for tender process:

Date of publication of tender notification on official website	17/12/2019
Closing date for submission of tenders	09/01/2020 up to 2.00 pm
Last date for receipt of duly filled in tenders	09/01/2019 up to 2.00 pm.
Date and Time of the opening Technical Bids	09/01/2020 at 3.00 pm.
Date and Time of the opening Financial Bids	Will be notified to the technically qualified tenderers

Note: this tender document contains 17 pages (total no. of pages including Annexures) and tenders are requested to sign on all the pages.

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### 1. INTRODUCTION

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program to address the specialized needs of professional and students in the field on 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.

Founded in 1995, National Institute of Fashion Technology (NIFT), Kolkata is providing education in the field of Design, Technology and Management. NIFT Kolkata is one of the five oldest Centres among the NIFT fraternity and stands as a pioneer of fashion training and research.

### 2. NOTICE INVITING TENDER

NIFT, Kolkata invites sealed tenders under “Two Bid System” for “Running Stationary Cum Photocopy Shop” for Kolkata Centre from eligible reputed Firms/Agencies with at least 03 (Three) years work experience in executing similar kind of services/jobs in Central/State Govt. Department/PSUs/MNCs Reputed Academic Institutes/Organisations. Tender Document may be downloaded from NIFT website [www.nift.ac.in/kolkata](http://www.nift.ac.in/kolkata).

The Sealed Tender should be addressed to the Purchase Officer, National Institute of Fashion Technology, Block-LA, Sector-III, PLOT-3B, Salt Lake City, Kolkata- 700106. Bidders are requested to seal & sign on all the pages of the tender document and attachments and also seal the envelopes. The Technical Bid & the Financial bid should be sealed by the bidder in separate covers duly superscribed with “Tender for Running Stationary Cum Photocopy Shop-Technical Bid” and “Tender for Running Stationary Cum Photocopy Shop -Financial Bid” respectively and both these sealed covers should be placed in another cover which should also be sealed & duly superscribed with “Tender for Running Stationary Cum Photocopy Shop (NIT No. 28/2019 (Pur-Kol))”. The tender may be sent or dropped in the Tender Box kept at the said address as per schedule. The Technical bids will be opened as per the schedule during which tenderer or its authorised representative(s) may remain present.

### 3. RUNNING STATIONARY CUM PHOTOCOPY SHOP

The details of the tender are given below:-

- a. **Description of Services:** running Stationary cum Photocopy Shop at NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata-700106 for Faculty, Staff & Students for a period of one year which may be extended upto three years after satisfactory service.
- b. Closing date & time for submission of bids: Mentioned above
- c. Date & time of opening of Bid:
  - i. Technical bid: Mentioned above (in presence of the tenderers of their authorized representatives.
  - ii. Financial Bid: After evaluation of Technical Bid
  - iii. Bid validity upto: 90 days from the date of opening of financial bid
- d. Correspondence Address: Col. Subroto Biswas, Director, National Institute of Fashion Technology, NIFT Campus Kolkata, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata-700106.



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### 4. ELIGIBILITY CRITERIA

An agency/Firm having an experience of **atleast 3 years** of running stationary cum photocopy shop is eligible to apply. The firm shall have requisite registration certificate for dealing in stationery items.

The average minimum annual turnover of the tenderer for past 02 (Two) years should not be less than **Rs.08 (Eight) Lakh** which should be substantiated by Audit report/ITR.

#### A. Technical Bid

1. Name of Tender Agency :.....

2. Please specify as to whether :.....  
(Tenderer is Sole Proprietor/Pvt. Ltd./Partnership firm (Name of the partner should be specified in this case).

Details E.M.D. Rupees:.....Draft No.:..... Issuing Date:..... Issuing Bank:..... (Exempt in case of NSIC/MSME Exemption Certificate)

3. Details of Experience in the similar Field (attach copies as Proof)

S. No.	Period		Organization	Details of Stationery cum Photocopy Services
	From	To		

4. Infrastructure available with the Agency (Yes/No)

- Photocopy Machine (B/W & Colour) :.....
- Computer for self use (with latest Hardware & Software) :.....
- Laser Printer (B/W & Colour) :.....
- All officer, Academic and students stationery :.....
- Binding Machine (with Binding Materials) :.....
- Lamination Machine (with material) :.....
- Any other information :.....

5. Copy PAN Card No. of Tenderer :.....

6. Copy Regn. No. :.....

7. Copy of GST Registration Certificate (if applicable) :.....

8. Contact No. :..... Mobile No. :.....

9. Address :.....



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## 5. TERMS AND CONDITIONS

The tenderer submitting the tender document for running of Stationary cum 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)**. However, the minimum maintenance charges should be not be less than Rs.15,000/- per month plus applicable GST in addition to the payment of electricity charges as per actual electricity consumption.
2. The contractor should be ensured that the items listed as per Annexure-I shall be available at the Stationery 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.
3. The contractor should be ensured to install good quality Photocopier Machines, B/W and Colour Printer and the rates will be charged as given below:

### **(A) Photocopying**

i) A4 (B&W) with Paper	-Re. 0.75
ii) A4 (B&W) without Paper	-Re. 0.50
iii) A4 (coloured) with Paper	-Rs.09.00
iv) A4 (coloured) without Paper	-Rs.06.50
v) A3 (B& W) with Paper	-Rs.03.50
vi) A3 (B& W) without Paper	-Rs.02.00
vii) A3 (Coloured) with Paper	-Rs.12.00
viii) A3 (Coloured) without Paper	-Rs.10.00

### **(B) Printing**

i) A4 with Paper (100 GSM)	-Rs.08.50
ii) A4 without Paper (100 GSM)	-Rs.06.50
iii) A4 with Paper (250 GSM)	-Rs.15.00
iv) A4 without Paper (250 GSM)	-Rs.12.00
v) A3 with Paper (100 GSM)	-Rs.12.00
vi) A3 without Paper (100 GSM)	-Rs.10.00
vii) A3 with Paper (250 GSM)	-Rs.20.00
viii) A3 without paper (250 GSM)	-Rs.15.00

### **(C) Binding**

(i) Spiral (within 50 pages A4)	-Rs. 20.00
(ii) Spiral (within 50 pages A3)	-Rs. 50.00
(iii) Spiral (above 50 pages upto 100 pages A4)	-Rs. 30.00
(iv) Spiral (above 50 pages upto 100 pages A3)	-Rs. 75.00
(v) Rexine Golden Emboss (A4)	-Rs. 150.00
(vi) Rexine Golden Emboss (A3)	-Rs. 200.00
(vii) Paper Binding (A4)	-Rs. 100.00
(viii) Paper Binding (A3)	-Rs. 150.00



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### **(D) Lamination**

(i)	ID Card/Aadhar Card/Pan Card/Voter Card etc.	-Rs.20.00
(ii)	Certificate (A4)	-Rs. 50.00
(iii)	Certificate (A3)	-Rs. 70.00

4. Tenders shall submit 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/MSME certificate then No need to deposit EMD. Certificate of NSIC/MSME is required to be submitted.
6. The schedules issued with form of tender listing the services to be rendered must not be altered by the tenderer. Any modification s/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 sign 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 of 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



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passed by the board of directors and a copy of the resolution attested by the principal Officer should be attached.

11. The tender submitting in sealed envelopes mentioned “Tender For NIFT Stationary Cum Photocopy Shop” addressed to the Director, National Institute of Fashion Technology, NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata-700106 And be dropped in the tender box available at NIFT Campus on or before schedule date. The tenders will be opened on the schedule date as mentioned above in the presence of such of the tenders who wish to be present, either by the themselves or through their authorized representatives.
12. A demand draft of **Rs.35,000/-** is required to be deposited as Earnest Money Deposit in favour of “National Institute of Fashion Technology” payable at Kolkata. The Earned 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 cum Photocopy 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 considered.
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 of Labour Law, West Bengal State in force and all statutory dues to the persons



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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 of 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 contractor once awarded can be terminated by either party after given 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 regards to compliance of all the laws, regulation, rules and directions give by any statutory authority with regard to safety, labour laws or any other laws both Central & State in force in the State of West Bengal including registrations with Provident Fund, Copy of Right-Acts, Employees State Insurance, etc. An attested copy of all such statutory registrations shall be enclosed to the tender. The 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 l=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-I 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.





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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 division of the Designated Officer in this regards shall be final and binding on the contractor.
34. NIFT is not bound to provide any mode of transport in respect of men material required for the contract.





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35. The contractor shall at all items indemnity 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 of person of any sub-contact and or the servants or agents of the contractor any sub-contractor(s) and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under workman's Compensation Act/Fatal Accident Act, Personal Injuries, employees State Insurance Act, PF Act and /or their industrial Legislation from time to time in force.
36. The payment towards supply of Office Stationery items to Office and Academic Stationery to Academic Departments shall be released on monthly basis after satisfactory completion of the job and for the work actually done on submission of the statement indicating department wise amount. The original requisition slip duly signed by Head of Depts. should also be attached with the bill. Income Tax (TDS), as applicable at prevailing rate will be deducted at source.
37. The contractor shall deposit **Rs.50,000/-** as Security Deposit with NIFT. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of 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 Kolkata.
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 indentified 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 Officer 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.



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### **6. Services to be provided by NIFT Stationery cum Photocopy Shop**

During continuance of the Contract of Stationery cum Photocopy Shop the agency, Contractor shall take over the responsibility for providing all the stationery items (As per enclosed Annexure-I) 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 enclose annexure-I) 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-I) 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 stature 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 services 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. West Bengal 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 & student 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.



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### 7. UNDERTAKING BY THE TENDERER

We have carefully gone through all above various terms and condition for provision of stationery cum Photocopy 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 undertaking in token of our acceptance of various conditions listed above.

.....  
Place

.....  
Signature of Tenderer

Address: .....

Phone No. ....



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Annexure-"I"

List of Items to be sold in NIFT Stationary Shop

Sl. No.	Items
1.	Alpin (King)
2.	Allout Machine
3.	Acid Bott.
4.	Acid Powder
5.	Arch File
6.	Acric Color Tube
7.	Battery Pencil (Small)
8.	Board Pin
9.	Board Marker (White) (Camel)
10.	Box File
11.	Banded Envelop/ Cloth Envelop
12.	Bleaching Powder (Bengal Chemical)
13.	Bobbin with Box
14.	Battery AAA (1.5)
15.	Brown Paper
16.	Boning
17.	Board File
18.	Bucket 100 lits
19.	Brasso
20.	CD-R – Moserbear
21.	CD-RW (Moserbear)
22.	Cover File
23.	Cello Tape (1/2”) T
24.	Cello Tape 1” (T)
25.	Cello Tape 2” (T)
26.	Cello Tape 1” (B)
27.	Cello Tape 2” (B)
28.	Chart Paper (White)
29.	Calulator - 8digit (Orpat)
30.	Corrugated Sheet Roll
31.	Carbon (Yellow) (Korex)
32.	Carbon (Black) (Korex)
33.	Cartridge Paper A3
34.	Carbon (Blue) (Korex)
35.	Canvas / Denim
36.	Caustic Soda
37.	Chinese Ink (Camel)
38.	Chart Paper ( Green, Black, Red, Blue)
39.	Coconut Oil
40.	Cleaning Spray for fusing press (Medium)
41.	Carrier (Dyes & Chemical)
42.	Coir Mat -3”x 2”

43.	Duster (Table)
44.	DVD – R (Moserbear/ Sony)
45.	DVD – RW (Moserbear/ Sony)
46.	Draping Pin (Pony)
47.	Dak Receipt Register – 300 pages
48.	Dak Dispatch Register – 300 pages
49.	Dendrite
50.	DST (Paper)
51.	Dettol Liquid – small
52.	Drawing Book – 40 pages
53.	Denim Febric
54.	DC* 27
55.	DP* 5
56.	Dustbin (Plastic - Small)
57.	Eraser / Rubber (Natraj)
58.	Envelope ( Small)
59.	Fax Roll – Good Quality
60.	Floppy (Moserbear)
61.	Fevi Quick Gum
62.	Foam Tape
63.	Febric Cotton
64.	French Curve
65.	Fevicol
66.	Febric Chalk
67.	Febric Scissor
68.	Fax Ribbon
69.	Green Note Sheet –Good Quality
70.	Gum Tube
71.	Glue Stick / Fevi Stick
72.	Gum Bottle
73.	Glass ( Borocil)
74.	Gala
75.	Grading Scale
76.	Gray Chart Paper
77.	Gateway A4
78.	Graph Paper – A4
79.	Gliterpens
80.	Good Night Liquid – 45 days
81.	Hit
82.	Highlighter (Fabercastle)
83.	Hard Board
84.	Hip Curve
85.	Halp Pressure Foot (Left & Right)
86.	Illustration Book -36pages
87.	ID Card Holder with Chord
88.	James Clip (Bell)



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89.	Jute
90.	Journal Holder (Library)
91.	Knit (Single Jersey)
92.	Knitting Yarn (2/32 Acrylic)
93.	Log Book ( Vehicle)
94.	Lock
95.	Liquid Soap
96.	L-Scale
97.	LW* 2T (size-11)
98.	Measuring Tape
99.	Muslin
100.	Canvas Muslin
101.	Masking Tape
102.	Machine Oil - i) Knitting
103.	Mug - Small
104.	Naphthalene
105.	Needle Machine
106.	Needle Leather
107.	Nirma Bar (Small)
108.	Needle (Hand)
109.	Note Book - Small (20 pages)
110.	Needle -Knitting Machine
111.	Nariel Jharu
112.	OHP Marker Pen (Camel)
113.	OHP Sheet A4 1000hms(T)
114.	OHP Machine Lamp
115.	Odonil
116.	Pen (Reynolds/Cello/Uniball/Pilot)
117.	Plastic Folder
118.	Pencil (Natraj)
119.	Pencil (Steno)
120.	Pencil (Color wood)
121.	Punching Machine Double
122.	Pencil - 2B (Camel)
123.	Pencil - 6B (Camel)
124.	Pencil - 4B (Camel)
125.	Pencil Charcoal (Camel)
126.	Paper Cutter
127.	Poplin Fabric
128.	Paper Fusions
129.	Painting Brush - Round
130.	Painting Brush - Flat
131.	Paper Clip / Binder Clip -
132.	Pattern Paper
133.	Phenyl
134.	Pen Drive
135.	Phool Jharu
136.	Puller (Zipper)
137.	Pigment Printing Color
138.	Poster Color Set

139.	Portfolio Case
140.	Pin cushion (Box)
141.	Plastic Sheet 16" x 20"
142.	Polyester Crepe
143.	Room Freshener
144.	All type of Register
145.	Rexene
146.	Register 500 pages
147.	Register 04 No.
148.	Rope (Jute)
149.	Ribbon
150.	All type of Staples
151.	All type of Staples Pin
152.	Sharpener
153.	Scale (Plastic)
154.	Scale (Steel Small)
155.	Sticky Pad/ Post it
156.	Sticky Pad/ Post it (Different Col. of one pad)
157.	Stamp Pad
158.	Spiral Jersey Fabric
159.	Spirit
160.	Single Punch Machine
161.	Scissor
162.	Soap - Lifebuoy - 125gm
163.	Silver Color
164.	Stamp Pad Ink. - Small
165.	Steno Pad
166.	Sitar Thread for Over locking
167.	Scotch Bite (small)
168.	Synthetic Foam (Ramson)
169.	Sketch Pen
170.	Tag/ Less Green
171.	Tag File
172.	Towel (Small)
173.	Thread (White)
174.	Tracing Wheel
175.	Tag -White
176.	Tracing Paper
177.	Thermocol - 16" x 20"
178.	Thread Cotton (Bardhaman)
179.	Tata Salt
180.	Tweezer
181.	Vim Powder
182.	Visiting Card Holder
183.	Velvet
184.	Vacuum Table Cloth (Ramsons) 51 x 32
185.	Wooden Duster
186.	Whitener / Erez-X



## राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कोलकाता केन्द्र



NIT No.: 28/2019(Pur-Kol)

187.	Writing Pad / Note Pad
188.	Weight Needle (Machine)
189.	Warring Hard
190.	Xerox Paper A4 size
191.	Xerox Paper A3 size
192.	Xerox Paper -Legal Size
193.	Y-per (Medium)
194.	Zipper
195.	Leather Goat EI Tan
196.	Small Note book 20 pages
197.	Card board 1 pound
198.	Art paper 80 gsm
199.	Art paper 160 gsm
200.	Kerosene
201.	Plywood 9mm 18" x 18" panel
202.	Plywood 9mm 24" x 24" panel
203.	2mm Modi glass with beveled edge 4" X 6"
204.	2mm Modi glass with beveled edge 5" X 7"
205.	Thread 3 ply black
206.	Thread 3 ply brown
207.	Thread no. 50 cotton
208.	Punch 3 no.
209.	Punch 2 no.
210.	Punch 0 no.
211.	Punch 000 no.
212.	Rivet 9mm (antique Silver)
213.	Eyelet 9mm (antique Silver)
214.	Sponge sheet 4mm
215.	Eva foam 3mm
216.	Babla gum
217.	Sand paper
218.	Silica gel
219.	Plastic coil zipper no. 3 White
220.	Puller no. 3 Silver finish
221.	Nylon webbing tape 1"
222.	Double side tape (1cm)
223.	Velcro White
224.	Velcro Black
225.	Half inch Fiber sheet 12" x 12"
226.	3/4" D- ring 1 pc (Antique Silver)
227.	3/4" O- ring 1 pc (Nickle)
228.	3/4" Square ring (Nickle)
229.	Half inch dog hook (Nickle)
230.	1-1/2" buckle (Nickle)
231.	Tracing paper
232.	Spirit
233.	Zinc Oxide powder
234.	1" brush

235.	2" brush
236.	Round brush 00 no.
237.	Paint brush 0 no.
238.	Paint brush 1 no.
239.	Paint brush 2 no.
240.	Paint brush 5 no.
241.	Flat brush 1 no.
242.	Flat brush 2 no.
243.	Flat brush half inch
244.	Masking tape
245.	Robbin blue
246.	Surf excel
247.	Turkey Red Oil
248.	Embroidery thread
249.	Black carbon
250.	Tracing wheel
251.	Yellow carbon
252.	Rangoli (red)
253.	0 no. sequin metallic
254.	Floral readymade applique
255.	Cotton Bed cover Single (Plain White)
256.	White Cotton thread roll
257.	Crochet panel round 3"
258.	Key rings
259.	Inch tape
260.	Cotton tape (half inch)
261.	Poplin (red)
262.	Poplin (Black)
263.	Poplin (Beige)
264.	Poplin (Blue)
265.	Poplin (Yellow)
266.	Poplin (Green)
267.	Poplin (Orange)
268.	Poplin (chocolate)
269.	Poplin (Light Brown)
270.	Poplin (Purple)
271.	Cotton (black) 42"
272.	Cotton (brown) 42"
273.	Velvet fabric (black) 60"
274.	Velvet fabric (Tan Brown) 60"
275.	Cotton Printed red
276.	Cotton Printed Blue
277.	Arbi Cotton (White)
278.	Art Georgette (Off White)
279.	Cambric (White)
280.	Chiffon (Z- Black)
281.	Crape silk white
282.	Organza (purple)
283.	Organza (Mastard)
284.	Organza (Olive green)





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NIT No.: 28/2019(Pur-Kol)

285.	Organza (Black)
286.	Organza (Ocean Blue)
287.	Tassar Silk (Beige)
288.	Tassar Silk (Black)
289.	Habutai Silk
290.	Pure Silk
291.	Heavy Polysatin (furnishing) 60"
292.	Net fabric
293.	Korean Tassar
294.	Bishnupur Silk
295.	Raw Silk
296.	Matka silk
297.	Pure Silk
298.	Kora Silk
299.	80 gsm Canvas
300.	Denim (Indigo) 12 oz
301.	Indigo colour Violet
302.	Indigo colour Blue
303.	Indigo colour Pink
304.	Indigo colour Brown
305.	Indigo colour Grey
306.	Indigo colour Orange
307.	Red naphthol Colour
308.	Red base
309.	Blue naphthol
310.	Blue Base
311.	Black naphthol
312.	Black Base
313.	Brown naphthol
314.	Brown Base
315.	Lemon yellow naphthol
316.	Lemon yellow Base
317.	Golden yellow naphthol
318.	Golden yellow Base
319.	Maroon naphthol
320.	Maroon Base
321.	Sodium nitrate
322.	Sulphuric acid
323.	Bee wax
324.	Micro wax
325.	Parafin wax
326.	Caustic soda
327.	Monopol soap
328.	Sulphuric acid
329.	Cartridge Paper
330.	Tassar Silk Yarn
331.	Fancy Yarn (Golden)
332.	Fancy Thick Variety yarn
333.	Toilet Vaccum Rubber
334.	Hydrogen Peroxide (H <sub>2</sub> O <sub>2</sub> ) (50%)

335.	Sodium Hypochlorite (NaCl)
336.	Sodium Hydrosulphite (Hydrose)
337.	Sulphoric Acid, H <sub>2</sub> SO <sub>4</sub> (60%)
338.	Sulphoric Acid H <sub>2</sub> SO <sub>4</sub> (75%/-)
339.	Hydrogen Peroxide (H <sub>2</sub> O <sub>2</sub> ) (50%)
340.	Sodium Hypochlorite (NaCl)
341.	Sodium Hydrosulphite (Hydrose)
342.	Sulphoric Acid, H <sub>2</sub> SO <sub>4</sub> (60%)
343.	Sulphoric Acid H <sub>2</sub> SO <sub>4</sub> (75%/-)
344.	Battery - 9V (Duracell)
345.	Listerin Liquid (Mouth Wash) - 250ml
346.	Liquid Soap - Hand wash (Dettol) - 250ml
347.	Macrame Yarn
348.	Brading Yarn
349.	Crochetting Yarn (Small)
350.	Tatting Yarn
351.	Bead
352.	Wool
353.	Urea
354.	Diammonium Phosphate (DAP)
355.	Emil Sitier 'W'
356.	Parafin Wax
357.	Beas Wax
358.	DVD ROM (8.5 GB, Moserbear)
359.	Stedler Pen
360.	Awl
361.	Button Fitter
362.	Bidding Hammer (Medium)
363.	Cutting Plier (Medium)
364.	Hand Punch (0-8nos.)
365.	Rolling (Revolving ) Multiple Punch
366.	Hammer (Teflon ) Standard Size
367.	Knife (Leather)
368.	Knife (Blade) Medium Size
369.	Leather Board (3ft x 4ft)
370.	Pliers
371.	Pincer
372.	Punch Board (Teflon Sheet) 18" x 36"
373.	Roller
374.	Rubber Sheet (Thickness-6mm)(18inch x 18 inch)
375.	Rivet Fitter ( 06mm to 10mm)
376.	Stone Slab (Color -Black) Thickness - 1" , 18"x18"
377.	Notcher (Notch Marker)
378.	Mens Curve
379.	Flexible Scale
380.	Six Ripper
381.	Notcher





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NIT No.: 28/2019(Pur-Kol)

382.	Clutch (Pencil) (Stedler)
383.	Thick Plastic Sheet (Miler Sheet)
384.	Set Square (Big)
385.	Hand Gloves
386.	Bath Towel (Full Size)
387.	Line Tester (250v)
388.	Plier
389.	Glass Fuse (F-10amp)
390.	Chest Pasting
391.	Ledger Book (500pges)
392.	Direct Dyes (Red/Blue/Green/Pink/Yellow)
393.	Napthol Dyes (ASBS/AT/CT/AS)
394.	Napthol Fast Salt (Scarlet RC/ Red B/ Blue B/ Yellow GC)
395.	Binder (Pidilite Type)
396.	Bolt and Nut (2.5inch)
397.	Cotton Cord
398.	Cotton Yarn (Cone Form) (2/20s)
399.	Knitted Interlock Fabric
400.	1x1 Rib Knitted
401.	Resist Salt
402.	Silver Powder

403.	Gold Powder
404.	Gold Binder
405.	Sodium Bicarbonate
406.	Sodium Alginate
407.	Toilet Brush (Medium Size)
408.	Web cleaner Stick (7ft)
409.	Student Issue Register (Library) 400pgs.
410.	Book Sticker / Address Slip, 3.5cm(w), 5.5cm(L)
411.	Printing Screen (Design Developed) 12"x12"
412.	Printing Screen (Undeveloped) 12"x12"
413.	Ready Paste for Pigment Printing
414.	Reactive dye procion H brand (hot dye) 6 colours
415.	Reactive dye procion M brand (cold dye) 6 colours
416.	Reactive dye Remazol 4 colours
417.	Wooden block for printing (curved)
418.	Wooden block for printing (uncut)
419.	Others Stationary Items as specifically applicable for NIFT



## राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कोलकाता केन्द्र



NIT No.: 28/2019(Pur-Kol)

### B. Financial Bid

Name of Work: To run the NIFT Stationery cum Photocopy Shop.

Maintenance Charges for use of NIFT Premises.

- |  |
|--|
| <p>i. Minimum Maintenance charges of Rs.15,000/- (Rupees Fifteen Thousand) per month plus applicable GST</p> <p>ii Maintenance charges willing to pay Rs..... (Rupees .....) per month plus applicable GST</p> |
|--|

Note: The maintenance charges should be less than Rs. 15,000/- per month plus applicable GST.