



NATIONAL INSTITUTE OF FASHION TECHNOLOGY

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

TENDER DOCUMENT FOR RUNNING OF STATIONERY SHOP AT NIFT CAMPUS, MUMBAI PLOT NO.15, SECTOR-4, KHARGHAR, NAVI MUMBAI-410210.

Tender No.27/NIFT/MUM/PO/2022-23

Online Submission of Tender

Time schedule for e-tender process:-

Date of publication of tender notification on official website & CPPP Portal.	13/08/2022
Commencing date of Tender	13/08/2022
Last date for Sale of tender document	02/09/2022 4 pm
Last date for receipt tender document	02/09/2022 4 pm
Date and Time of the opening Technical Bids through e-procurement portal	05/09/2022 4 pm

Note: This tender document contains 13 pages (total no. of pages including Annexures) and tenderers are requested to sign on all the pages.

INDEX

S.No	Particulars	Page No.
1.	Introduction	2
2.	Notice Inviting Tender	2 to 4
3.	Eligibility Criteria (a) Technical Bid (b) Financial Bid	4 to 6 6
4.	Terms & Conditions	6 to 11
5.	Services to be provided by Stationary Shop	11 to 12
6.	Undertaking by the Tenderer	13

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 17 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, Punchkula and Srinagar.

2. NOTICE INVITING TENDER

Submission of Bids

- (a) Inviting quotation for the tender for running Stationary Shop at Plot 15, NIFT Campus.
- (b) 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://eprocure.gov.in> from 13/08/2022, to 02/09/2022 up to 4 P.M.
- (c) Applications to this tender will be accepted only through the online mode through the website <https://eprocure.gov.in>. No other mode of application will be considered.

- (d) For applying online, the Firm should get itself registered at <https://eprocure.gov.in> by paying.
- (e) There should be two separate Bid, one for "Technical Bid " and another for "Financial Bid.
- (f) The technical bid at CPPP portal <https://eprocure.gov.in> must contain the technical bid in prescribed Performa as per (Annexure- 1) along with a demand draft of Earnest Money Deposit (refundable but non-interest bearing) of Rs. 6,000/-. The EMD shall be exempted on submission of copy of certificate valid of MSME/NSIC/Udyam.
- (g) 6,000/- (Rupees Six Thousand Only) in favoring National Institute of Fashion Technology and payable at NIFT Mumbai with all relevant documents in support of eligibility and experience criteria. Any rates quoted in Technical Bid is liable to be rejected. The financial bid at CPPP portal <https://eprocure.gov.in> must contain only the financial bid (Annexure-II). The financial bid will be plus applicable GST. NIFT will not accept any claim other than mentioned in financial bid.
- (h) The technical bid will be opened at NIFT, Mumbai on 05/09/2022 at 4 P.M. as per the Portal. The Financial bid (as per Annexure 2) will be opened to only those bidders who are found to be technically qualified after evaluation of technical bids.
- (i) 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.
- (h) Any further clarifications can be sought from the NIFT office on Telephone No. 022-27747000/7040, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT MUMBAI 410210.

Tender details for perusal :

Earnest Money Deposit: Rs 6,000/- (By DD in favour of NIFT Mumbai).

Commencing date of Tender:

Last date of Submission : 02.09.2022 up to 4PM.

Date of opening of Tender (Technical Bid): 05.09.2022 at 4 PM.

The Contract for running the Stationary Shop at NIFT Campus (Plot No.15, Sector-4, Kharghar) for students and staff would be for a period of one year for the first year as per the contract period. And subsequently the contract may be extended for second and third year based on Performance as per the contract period and with escalation of 10% of the base rent.

The details of the tender are given below:-

- a. **Description of Services:** Running Stationary Shop at NIFT Campus (Plot No.15, Sector-Kharghar) for students and staff for a period of one year.
- b. **Closing date & time for submission of bids:** 02/09/2022 4 pm.

- i. **Date & time of opening of Bid:** 05/09/2022 4pm
- ii. Technical Bid: 05.09.2022
- iii. Financial bid : After evaluation of Technical Bid.
- iv. Bid validity upto: 90 days from the date of opening of financial bid.
Correspondence Address: The Director, National Institute of Fashion Technology,
NIFT Campus, Mumbai, Plot No.15, Sector-4, Kharghar.

"TWO BIDS SYSTEM" shall be followed for this tender. 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.

Copy of EMD to be attached in e-Tender, Hard copy/original EMD draft should reach NIFT Mumbai before the last date and time of Tender submission. The Technical bid and the financial bid should be submitted on the Portal before the last date for submission of e-tenders on _____ pm.

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

3. ELIGIBILITY CRITERIA:

An Agency/ Firm having an experience of at least 02 year of running Stationary Shop is eligible to apply. The firm shall have requisite registration certificate for dealing in stationery items.

A. TECHNICAL BID (Annexure - 1)

The Technical Bid should be separate and should contain the following details:

1. Name of Tenderer Agency.....
2. Copy of Registration No. of Agency:.....
3. Copy of PAN No :.....
4. Please Specify as to whether Tenderer is Sole Proprietor/Pvt.Ltd./Partnership firm (Name of the partner should be specified in this case).
6. Copy of GST Registration Certificate (if applicable) No:
7. Details E.M.D (Rs.6,000/-).....(Exempt in case of MSME/NSIC/Udyam Exemption Certificate)
Draft No.....
Issuing Bank.....

9. Details of Experience in the similar Field (attach copies as proof)

S.No	Period		Organization	Details of Stationery services
	From	To		

10. Turnover should be not less than 02 lakhs for following financial years 2020-2021, 2021-2022 and (CA Certificate to be provided).

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

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

- 1. Shop and Establishment No.
- 2. Regn. No.
- 3. Contact No.
- 4. Mobile No.
- 5. Address.

6. At least 02 year of experience in same field (Work order copy is to be attached).

B. FINANCIAL BID: (Annexure- 2):-

(BOQ Bid to be filled Only in online CPPP Portal separately for Financial Bid.)

Name of Work: To running of the NIFT Stationery Shop at NIFT Campus, Plot no.15,Sector-4, Kharghar, Navi Mumbai.

1. Maintenance Charges for use of NIFT Premises:-

i. Minimum Maintenance charges of Rs.15,000/- (Rupees Fifteen Thousand Only) per month and GST will be extra.

ii. Maintenance charges willing to pay
Rs.....
.....
Per Month and GST will be extra.

Note: The maintenance charges should not be less than Rs. 15,000/- per month and GST will be extra.

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. 15,000/- per month. The contractor has to pay electrical charges on actual.
2. Note that during the vacation period for students at NIFT Mumbai campus i.e. June & July, the selected agency would be charged 25% of the monthly maintenance charge and the electricity charge would be as per actual.
3. The contractor should be ensured that the items are 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. The tenders should follow the Make in India clause and preference to be given to Make In India products for all the stationary and other items to be sold in Shop.
4. 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:
 - i) Black & White Photocopy, A4 size paper - Rs. 01.00
 - ii) Black & White Photocopy, A3 size paper - Rs. 03.00
 - iii) Colour Photocopy, A4 size paper - Rs. 06.00
 - iv) Colour Photocopy, A3 size paper - Rs. 12.00
 - v) Black & White printing, A4 size paper - Rs. 01.00
 - vi) Black & white printing, A3 size paper - Rs. 04.00
 - vii) Colour Printing, A4 size paper - Rs. 06.00
 - viii) Colour Printing, A3 size paper - Rs. 12.00
12. You will not sell any Tobacco, Cigarettes, Alcohol, etc. in NIFT Shop.
13. Period of Contract for a period of One Year.
14. 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.
15. Tenders received without prescribed Earnest Money Deposit (EMD) shall not be considered. However if bidder is exempted by MSME/NSIC/Udyam certificate then no need to deposit EMD. The Certificate of MSME/NSIC/Udyam is required to be submitted.
16. 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.

17. 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.
18. 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.
19. 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.
12. An agreement is signed by him in the prescribed form after the receipt of the letter awarding the contract.
13. The Stationery Shop shall commence from the date mentioned in the letter awarding the contract.
14. The bids should be valid in the case of all the tenders for at least 4 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.
15. Corrections, if any, must be attested.
16. Late tenders will not be considered.
- 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 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.
20. The contractor shall be responsible for the payment of wages and allowances to his staff as per Minimum Wages Act of Labour Law, Maharashtra 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.
21. 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.
22. 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 Maharashtra 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 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.

24. 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.
25. Dispute, if any, arising out of the contract shall be settled at Mumbai Jurisdiction only by mutual discussion or arbitration by sole Arbitrator to be appointed by the Director, NIFT Mumbai 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 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 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)/(GST), as applicable at prevailing rate will be deducted at source.
37. The contractor shall deposit 3% of the contract value as Security Deposit with NIFT. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the contractor to NIFT. The EMD of successful tender will be converted as security deposit and the EMD of unsuccessful tenders will be refunded.
38. Payment and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest, i.e. paise 50 or above will be rounded off the near higher rupee and paise less than 50 will be ignored.
39. The workmen employed by the contractor shall be directly supervised and controlled by the contractor, and shall have no relation whatsoever with National Institute of Fashion Technology. NIFT shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against NIFT for service or legalization of services by virtue of being employed at NIFT against any temporary or permanent posts at NIFT.

40. The work executed shall be to the satisfaction of the LPC Members of the NIFT Mumbai.
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 location of Stationary Shop can be shifted to any place in campus without assigning any reason. The selected agency for the Stationary Shop Tender shall have no claim to the existing location of the Stationary Shop. 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 list provided by NIFT Mumbai) 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 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 at discounted rate of 7% and students at competitive rates. This shall not be more than the MRP and Market Rate. The list of items to be sold at the Stationary Shop by the selected agency will be provided by NIFT Mumbai and rates once fixed by NIFT Mumbai the items shall not be sold above the fixed price.
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 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 Maharashtra 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.
12. Sub letting of contract shall not be permitted.
13. The B&W machine, shall be of reputed quality 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.

Signature of Tenderer

Place: _____

Address : _____

Phone No. _____

All the bidders should also enclose a demand draft of Rs. 6,000/- (Rupees Six Thousand Only) drawn in favor of **“National Institute of Fashion Technology”** payable at NIFT Mumbai, as the Earnest Money Deposit (EMD) along with Technical Bid (except for MSME//NSIC/Udyam). EMD of tendering parties, whose tenders are not accepted shall be refunded (without interest) on application.