



National Institute of Fashion Technology

(A statutory Institute under the NIFT Act 2006) Lawmali,

Near Ganesh Das Hospital, Shillong-793001

Phone No. 0364-2590240, 2590963

Website: <http://www.nift.ac.in/Shillong>

e-TENDER FOR RUNNING STATIONERY SHOP **AT NIFT, SHILLONG CAMPUS**

11726(3)/Pur/NIFT SHL/Tender/Stationery Shop/ 2018

Two Bid System

TENDER

For

“FOR RUNNING STATIONERY SHOP
AT NIFT, SHILLONG CAMPUS”

Tender No.: NIFT/SHL/PO/2018-19/E04-STATIONERY SHOP

DATE OF PUBLICATION OF TENDER NOTIFICATION	26th June 2018 (Tuesday)
OPENING DATE FOR ONLINE SUBMISSION OF TENDER	26th June 2018 (Tuesday)
PREBID MEETING	5th July 2018 (Thursday) 10.30am to 1:30pm
CLOSING DATE FOR ONLINE SUBMISSION OF TENDER	16th July 2018 (Monday) upto 11.00 am
DATE AND TIME OF OPENING OF TECHNICAL BIDS	17th July 2018 (Tuesday) 3 :00pm
DATE AND TIME OF OPENING OF FINANCIAL BIDS	Will be notified to the technically qualified bidders only



NATIONAL INSTITUTE OF FASHION TECHNOLOGY

Shillong Campus: Lawmali, Near – Ganesh Das Hospital, Shillong-793001

“SUMMARY OF NIT”

- 1. Name of Work:** Tender document for Running Stationery Shop at NIFT, Shillong Campus
- 2. Place(s) of Work:**
NIFT, Shillong Campus, Lawmali, Near – Ganesh Das Hospital, Shillong– 793001/ Permanent Campus Umsawli, Scheduled to be Shifted Shortly.
- 3. Details of Contact Person(s):**Mr. Subhra Deb PO (I/c), National Institute of Fashion Technology, Shillong Campus or their authorized representatives.
- 4. Eligibility Criteria:** All firms who have completed three year of running Stationary Shop in any educational institute /IIT's/Govt./Semi govt./Autonomous Bodies etc.
- 5. Time period / Period of Contract:** One Year and may be extended upto two more years (total 03 years) subject to the satisfactory performance (on yearly basis).
- 6. Last date and time for submission** of tender document up to: **16-07-2018 upto 11:00 am online and (In the Tender Box kept on Purchase Department NIFT, Shillong Campus)**
- 7. Earnest Money** to be deposited by Demand Draft: **Rs. 1800/-**
(In favour of “National Institute of Fashion Technology”, payable at Shillong)
- 8. Date, Time and Venue of opening** of technical bid: **17-07-2018 by 3:00 P.M**
(NIFT, Shillong Campus)

Please note that tender received without EMD will be summarily rejected.



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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 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, Patna, Raibareli, Shillong and Srinagar.

NIFT, Shillong Campus is running two bachelors and one master programme from its Temporary campus, Lawmali and two new programmes will be introduced FC& TD from its NIFT Permanent Campus Umsawli.

2. **NOTICE INVITING TENDER**

- a) The NIFT Shillong Campus invites sealed tenders under "**TWO BID SYSTEM**" for running Stationary Shop at NIFT, Shillong Campus, Lawmali, Near- Ganesh Das Hospital, Shillong -793001 for students and staff for a period of **one year** and may be extended upto two more years (total 03 years) subject to the satisfactory performance (on yearly basis). **As the permanent campus of NIFT, Shillong is in completion stage, the shop will be required to be continued in the permanent campus also which is located in Umsawli, Shillong.**
- b) The interested bidders should apply online and submit their tender and the bids along with scanned copies of all relevant certificates, documents, etc. in support of their technical & financial bids - all duly signed - on the <https://nift.ac.in/tenders/shillong> from **26th June, 2018** to **16th July 2018 upto 11:00 a.m.** Tender document are also available for viewing on the “tenders” link of the NIFT’s official website i.e. <https://www.nift.ac.in/tenders/shillong> and NIFT’s E- tendering site i.e. <https://nifttenders.eproc.in>.
- c) Application to this tender will be accepted only through the online mode through <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted.
- d) For applying online and participating in the tender, the bidders should get themselves registered at <https://nifttenders.eproc.in> by paying online the following fees:
 - Annual Registration Charges of Rs. 2000+18% GST(Non-refundable)
 - **Bid Processing Fee charges of Rs. 288+18% GST(Non-refundable)**

- e) The bidders need to compulsorily pay the above two fees online for approval of Registration and successful submission of Tender, failing which, the firm will not be able to participate in the e-tender.
- f) The basic requirements for registration and applying for tender online are as under:
- Operating System should be atleast window 7.
 - Java version: Java 7 update 51.
 - Use Internet Explorer 11.
 - All java add-on must be enable in the system.
 - Always use Class III B Digital Signature Certificate (DSC) having Signing and Encryption both.
- g) The bidders should ensure that it complies with the above requirement before applying for tender. Also, the bidder should submit a hard copy of the application submitted online with all relevant supporting documents by **16th July, 2018 upto 11:00 a.m.** which is to be addressed to PO (I/c), National Institute of Fashion Technology, Shillong Campus, Lawmali Near- Ganesh Das Hospital, Shillong -793001. Non-submission of hardcopy as directed will lead to rejection of the tender application.
- h) The sealed hard copy of the tender shall be submitted in one big envelop superscribe as “Tender document for running stationery shop at National Institute of Fashion Technology, Shillong Campus” containing two separately sealed small envelopes, one for “Technical Bid” as per Annexure I and another for “Financial Bid” as per Annexure II superscribed as such and addressed to PO (I/c), National Institute of Fashion Technology, Shillong Campus, Lawmali, Near- Ganesh das Hospital, Shillong -793001. The sealed tender must be dropped in the tender box at Purchase Department, NIFT, Shillong Campus, Near- Ganesh Das Hospital, Shillong -793001 only, on or before **16-07-2018 by 11:00 a.m.**
- i) The technical bid envelop must contain the technical bid in prescribed proforma as per Annexure –I along with a demand draft of Rs. 590/- (Rupees Five Hundred Ninety Only) including GST towards the cost of tender document (non-refundable) and Earnest Money Deposit (refundable but non-interest bearing) of Rs. 1800/- (Rupees One Thousand Eight Hundred Only) favouring National Institute of Fashion Technology and payable at Shillong with all relevant document in support of eligibility and experience criteria. The financial bid envelop must contain only the financial bid as per Annexure –II.
- j) Bids not accompanied with EMD will summarily be rejected. Also, the EMD will be refunded to unsuccessful bidders after awarding Tender to H1. However, the EMD of successful bidder will be converted as security deposit and the EMD of unsuccessful bidders will be refunded.

- k) The contractor shall deposit Rs.3600/- (Rupees Three Thousand Six Hundred Only) as Security Deposit with NIFT. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the contractor to NIFT. The EMD of successful tender will be converted as security deposit.
- l) NIFT shall not be liable to pay any interest on Earnest Money Deposit/Security Deposit, which would stand credited to the NIFT. The successful bidder will have to deposit the Security Deposit and commence the work as per instruction of NIFT, acceptance of tender otherwise the contract will be terminated and Earnest Money Deposit will be forfeited.
- m) The interested bidders 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 will be summarily rejected.
- n) All the documents attached with the bid must be legible and self-attested and in PDF format & free from virus. If document is not opened at NIFT's site due to virus/corrupt file/not uploaded properly, it will amount to non-submission of documents.
- o) Any further clarifications can be sought from the office of PO (I/c), on Telephone No. 0364-2590240 or email purchase.shillong@nift.ac.in, National Institute of Fashion Technology, Shillong Campus, Lawmali, Near- Ganesh Das Hospital, Shillong -793001.
- p) A pre-bid meeting shall also be held on **5th July, 2018 from 10:30am to 1:30pm** for all the bidders who wish to participate in the tender and have queries regarding the tender. The pre-bid meeting will be open to all the prospective bidders. However, it is not mandatory to attend the bid conference by the prospective bidders. PO (I/c), will provide clarification on all issues raised. These will also be placed on NIFT website. Any change proposed based on discussion/suggestions of prospective bidders to which NIFT agrees will be notified by way of corrigendum to this tender on NIFT's website and E-tendering Portal. The notified corrigendum will be part of the tender document.

3. ELIGIBILITY CRITERIA:

An Agency/ Firm having an experience of at least 3 year of running Stationary Shop in any **educational institutions /autonomous bodies etc** is eligible to apply. The firm shall have requisite registration certificate for dealing in stationery items.

4. **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. 3,000/- Plus GST 18% per month, 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-IV shall be compulsory available at the Stationery Shop while the items listed as per Annexure-V will be optional 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 and discount rate may be given on MRP.
3. **The contractor should be ensured to install good quality Photocopier Machines, B/W and Colour Printer and the rates to be charges as per lesser then market rates.**

		<u>Rate (Rs)</u>
i)	Black & White Photocopy, A4 size paper	Rs.
ii)	Black & White Photocopy, A3 size paper	Rs.
iii)	Black & White printing, A4 size paper	Rs.
iv)	Black & white printing, A3 size paper	Rs.
v)	Colour Printing, A4 size paper	Rs.
vi)	Colour Printing, A3 size paper	Rs.

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.
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. A demand draft of Rs. 1800/- (Rupees One Thousand Eight Hundred only) is required to be deposited as an Earnest Money Deposit in favour of "National Institute of Fashion Technology" payable at Shillong. The Earnest Money deposit of the successful tender shall be liable to be forfeited if he does not fulfill any of the following conditions.

- (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.

12. The bids should be valid in the case of all the tenders for at least 3 months from the date of opening of the tender and if any tenderers withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract.
13. Late tenders will not be considered as per GFR.
14. National Institute of Fashion Technology, Shillong Campus reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.
15. 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.
16. 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.
17. Waste management system must be in place and the contractor must ensure that the area surrounding the stationery shop is litter free.
17. 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.
18. The contractor shall be responsible for the payment of wages and allowances to his staff as per Minimum Wages Act of Labour Law, of Meghalaya/Central 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. Further the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. 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. 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.

19. 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 & Meghalaya Government in force 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.
21. 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.
22. 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.
23. Service to be provided by contractor is indicated in the Annexure-IV attached.
24. 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.
25. 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) Deployment pattern of staff proposed and other details for the efficient satisfactory performance of the contract.
 - (iii) Certificates in support of all statutory registrations.
 - (iv) PAN Card
 - (v) Certificate of incorporation in case of a Company/ Partnership deed in case of partnership/certificate of registration in case of Sole Proprietorship.

(vi) GST Registration Certificate

(vii) All necessary documents required for the fulfillment of the Eligibility Criteria including proof of running stationery shop as mandated in the tender document.

26. 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.
27. 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.
28. 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.
29. All work shall be carried out with due regard to the convenience of NIFT. The orders of the concerned authority shall be strictly observed.
30. The contractor will work in closed co-operation and co-ordination with other agencies working at site.
31. 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.
32. 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.

33. NIFT is not bound to provide any mode of transport in respect of men or material required for the contract.
34. 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-contractor 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.
35. 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.
36. The contractor shall deposit Rs.3600/- (Rupees Three Thousand Six Hundred Only) as Security Deposit with NIFT. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, 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.
37. 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.
38. 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.
39. The work executed shall be to the satisfaction of the LPC Members of the NIFT, Shillong Campus.
40. The contractor shall ensure that either he himself or his representative is available for proper Administration and supervision at the works.

41. 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.
42. Monthly rent towards running of stationery shop must be paid in full before the 5th of every month and provision for cashless digital payment must be available in the stationery shop. Further for sale of any items, rules as framed in GST Act may be followed.
43. All rules will be governed by Govt. of India, General Financial Rules 2017 and bidders are requested to make themselves aware of the same.

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-IV) 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-IV) 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 and discount may be given on MRP.
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 contractor must have facility to take orders by electronic medium viz email, whatsapp message, sms and items to be delivered within mutually agreeable time.
7. The payment for the monthly bills towards supply of Office and Academic and Students Stationery, if any, (As per Annexure-IV) 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 statutory 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 on monthly basis as per the prevalent minimum wages fixed by the Govt. of India 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, Ricoh, Canon, Sharp etc 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.

Annexure-I

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:

2. Details E.M.D. (Rs. 1800/-) :.....

Draft No. :.....

Issuing Bank:

3. Details of Experience in the similar Field (attach copies as proof) (separate page may be added in case of place is not sufficient)

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) Laser Printer (B/W & Colour) : _____

5. Other Mandatory Documents

i) GST Registration : _____

ii) Shop & Establishment Registration : _____

iii) Registration with Labour Department : _____

iv) EPF/ESI Registration : _____

v) All Office, Academic and students stationery: _____

vi) Binding Machine (with all Binding Materials) : _____

vii) Any Other Information : _____

viii) Adhaar Registratio No (With copy)

ix) PAN card No. of Tenderer : _____

x). Copy of PAN card of Tenderer : _____

xi) Registration from Statutory _____

	Authority	:	
xii)	Contact No.	:	_____
xiii)	Mobile No.	:	_____
xiv)	Address	:	_____

Annexure-II

B. FINANCIAL BID:

(Keep this Financial Bid in Separate Sealed envelope)

Name of Work: To run the NIFT Stationery Shop at NIFT, Shillong Campus

1. Name of Tenderer and Agency. :
2. Period of Contract : One Year
3. Registration No. of the Agency :
4. Permanent Income Tax Account (PAN No.) :
5. Please Specify as to whether Tenderer is Sole Proprietor/Pvt. Ltd./Partnership firm (Name of of the partner should be specified In this case). :
6. Maintenance Charges for use of NIFT: Premises.

<p>i. Minimum Maintenance charges of Rs. 3,000/- (Rupees Three thousand only) Plus GST 18% Per Month. ii. Maintenance charges willing to pay Rs</p> <p>..... Plus GST 18% Per Month</p>

Note: The maintenance charges should not be less than Rs. 3,000/- Plus GST 18% per month.

ANNEXURE-III

UNDERTAKING BY THE TENDERER

- We have carefully gone through all above various terms and condition for provision of stationery shop at NIFT, Shillong Campus. We agree to all these conditions and offer to provide Services at NIFT, Shillong Campus. 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 service, before making this offer. Under taking to be submitted separately as per following details:
- ‘We hereby sign this undertaking in token of our acceptance of various conditions listed above. That I have not been blacklisted by any Central/ State Government organization for similar kind of activities in past or for future’.

Place: _____

Signature of Tenderer

Address : _____

Phone No. _____

ANNEXURE-IV

Essential List of Stationery Items

S. No.	Name of Items	S. N.	Name of Items
1.	A DST 1"	32.	Pn Gel Pen
2.	A DST ½"	33.	Pn Big Sketch Pen Set 12 Col.
3.	A DST 6mm	34.	Pn Gripper Pen
4.	A Fevi Kwik 2 gm	35.	Pn-Gel Pen Montex
5.	A Fevi Kwik 500 mg.	36.	Pn- Glitter Pen
6.	A Fevibond	37.	Pn Stic Hi Fi
7.	A Fevibond Small	38.	Pn Black Polit Pen
8.	A Fevistik	39.	Pn Black Reynold Pen 045
9.	C Fabric Color Gold	40.	Pn- Hi Liter
10.	C Fabric Color Silver	41.	Pn 040 Bold
11.	CL Fusing Paper	42.	Pn P-Marker
12.	CL Fabric Fusing (Soft + Hard)	43.	S Bobbin Case (Japanese)
13.	CL Knit Fabric Single Jersey	44.	Prinking Scissor
14.	CL Microdot Fusing	45.	S Fabric Scissor
15.	CL Muslin (Light wt. Medium Wt. Heavy wt.)	46.	S Small measuring Tape
16.	CL Poplin	47.	S Small Scissor
17.	CL Satin Cloth (Per mtr)	48.	S Thread Cutter
18.	CM-CD (M. B.)	49.	S Tracing Wheel (Imported)
19.	CM Rewritable CD (M. B.)	50.	S Seam Ripper
20.	F A3 Ring File	51.	ST Pencil (Nat raj, Apsara, Camlin)
21.	F A4 ring	52.	ST All Pin Patta Think
22.	F A4 File (20 Leaf File)	53.	ST Cutter
23.	P Big White Sheet	54.	ST Eraser (Regular, Large Nat raj)
24.	P Brown Paper	55.	ST Thumb Pin
25.	P Pastel Sheet (A-3, A-4, Full Size)	56.	ST Lead
26.	P Ivory Sheet (A-3, A-4, Full Size)	57.	ST Sharpener
27.	P Silver Sheet (Full Size)	58.	ST Small Stapler
28.	P Wrapping Paper	59.	ST Stapler Pin
29.	P Poster Paper	60.	T-24" Plastic Scale
30.	P Tracing Paper (Full Size)	61.	T-6" Plastic Scale
31.	Pn Gel Pen	62.	T-6" French Curve (Baasler)

S. N.	Name of Items	S. N.	Name of Items
63.	T Grading Scale (Baasler)	104	Poster Colors
64.	T Hip Curve ((Baasler)	105	Photo INK
65.	TL Scale (Baasler)	106	Sketch book (A5/A4/A3)
66.	T Leg Curve	107	Fevicol
67.	T-Pattern Master (Baasler)	108	Fevibond/Dunlop
68.	T-T Scale (Baasler)	109	Rexine
69.	TH Polyester Thread	110	Khadi/Canvas
70.	Bobbin (Imported)	111	Casement
71.	Machine Needle (Imported)	112	DVD
72.	Hand Needle	113	Jackets(A4/A3)
73.	Safety Pin (Per Bunch)	114	Port Follio (A3/A4)
74.	Elastic (1/4" 1/2" 1")	115	Set Squars
75.	ZIP (Long, Regular, Metallic)	116	Pattern Making sheet (white)
76.	ZIP Concealed (Regular, Long)	117	Gateway sheets (A3/A4)
77.	Clutch Pencil	118	Paint brushes
78.	Compass (Camlin)	119	Color palette small/big
79.	Glazed Paper	120	Embroidery frames
80.	Practical Note Book	121	Embroidery frames
81.	Graph Pad	122	Drawing board
82.	Scrap Book	123	Micron pen
83.	Tracing Pad	124	Graph pad
84.	News Print Sheet	125	Stick file
85.	Casement (Per mtr)	126	Handmade paper (A4/A3/Full imperial)
86.	Photocopy paper sheet A3 /A4	127	U clips
87.	Spiral Binding(A-3,A-4)	128	Shoulder pads/cups (for jacket making)
88.	Cello tape 1/2	129	Doctor tape (magic tape)
89.	Drawing pencils	130	Yellow envelopes (A4/A3)
90.	Imperial sheets (handmade /ivory /cartridges/pastel /wallpaper etc.)	131	Plastic jackets A/4
91.	Water so color pencils(STEADLER)	132	Can-can
92.	Water Colors	133	Acrylic sheets
93.	Fabric Colors	134	Bra-undervire (size 8,10.12)
94.	white board marker (black, blue & red	135	White board Duster
95.	Soft board pins	136	Transparent stick file
96.	Lose file cover	137	Painting Pen
97.	Steadler Colour pencil (24 shades)	138	Rotring Pen (0.01 to .10)
98.	Clutch Pencil with Lead.	139	
99.	Mylar Sheet (.2mm & .1mm) Running	140	Brown Paper (56'')
100.	Pen Drive 4,8,&16GB	141	Cutting Matt (Half & Full Empiral)
101.	Graph Paper (Big Size)	142	BUST Cups (A,B,C)
102.	Boning (Corset)	143	Cotton Knits Fabric (Jersey Inter D. Lock Jersey)
103.	Carbon Paper (White, Red, Yellow, Blue)		

Abbreviations:

A – Adhesive

CL – Cloth

F – File

P – Paper

S – Shearing Devices ST – Stationery T- Tools

C – Color

CM – Computer Peripheral

FL - Folder

Pn – Pen

TH - Thread The List is not exhaustive.

N.B: Additional items of Stationery and other can be added to the list as per requirement of NIFT with the prior permission from Administration Department of Shillong Centre.

ANNEXURE-V

Optional List of Stationery Items

S. No.	Name of Items	S. No.	Name of Items
1	A Big Foam Tape 1"	37	ST Magnet Pin Holder
2	A Big Foam Tape ½"	38	ST Push Pin
3	A ELFY	39	T-10" x 12" Set Sq (Omega)
4	A Fevignun	40	T-24" Steel Scale
5	A Fevistik	41	T-1/4 Scale (Camlin/Faber)
6	A Masking Tape ½"	42	T-12" Steel Plastic
7	A Masking Tape 1"	43	TH Cotton Thread White
8	CC-18 Cake Colour	44	TH Geans Thread
9	C Camlin Pencil Colour 12 Shade	45	TH Rangoli Thread
10	C Drawing Ink Black	46	TH Silk Thread Untwisted
11	C Glass Color	47	TH Silk Thread Reel
12	C Photo Color	48	TH Silver Thread Roll
13	C Postar White 15 ml	49 ST	Ribbons (1/2" 1")
14	CL Fusing Knitted	50	Shoulder Pad (L Scale Per Pair)
15	CL Khadi	51	Compass (Camlin)
16	CL Knit Fabric Rib	52 P	Executive Bond Paper (Per Packet)
17	CL MulMul	53 P	Cartridge Paper (A-3, A-4, Half Imperial)
18	FL Folder (With Buttons A3, A4)	54 P	Handmade Paper (A-4, Full Size)
19	P Brown Paper	55 P	Graph Sheet (Full Size)
20	P Butter Paper (Full Size)	56 P	Crape Paper
21	P Color Box Board	57 P	Cellophane Paper
22	P Corrugated Color Sheet (Per mtr)	58 P	Kite Paper
23	P Glass Paper	59 P	Sunshine Sheet
24	P Pastel Full Sheet Grey	60 P	Card Board (Full Size)
25	P Pastel Full Sheet P. Blue	61 P	Choksy Board
26	P Pastel Full Sheet P.Olive	62 CL	Canvass (Per mtr) Fine Quality
27	P Pastel Full Sheet Text Green	63 CL	Camrac Cloth (Per mtr)
28	P Velvet Sheet	64 CL	Foam (Per mtr)
29	P-A3 Color Box Board Sheet	65 P	Metal Sheet (6"X6"X2mm)
30	P-Black Glossy Sheet (A3, A4)	66 TH	Aluminium Wire (Thick)
31	P Super White Cart Full	67 CL	Fish Net (Per Roll)
32	Pn-Euro Slim	68 F	Stick File (Fine Qualities) A4
33	ST A3 TP	69 F	Clip File
34	ST A4 TP	70 F	Report File
35	ST Binder Clip	71 F	Display File (A3, A4)
36	ST Glass Maker	72 F	Index File

S. No.	Name of Items	S. No.	Name of Items
73 ST	Paper Bag (Handmade Paper A4, A3 size)	76	Fashion Magazines
74	Hanger (Regular, with clips)	77	Books (Discount)
75	Kodak Films	78	T-6" Steel Scale

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The List is not exhaustive.

N.B: Additional items of Stationery and other can be added to the list as per requirement of NIFT with the prior permission from Administration Department of Shillong Centre.