



Tender Document - Students Digital Printing Centre – Resource Centre -Main Campus

नेशनल इंस्टीट्यूट ऑफ फैशन टेक्नोलॉजी, चेन्नई
NATIONAL INSTITUTE OF FASHION TECHNOLOGY, CHENNAI

A Statutory Institute governed by the NIFT Act, 2006

(Ministry of Textiles, Govt. of India)

An ISO 9001: 2015 certified Institution,

Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

Email: purchase.chennai@nift.ac.in and admin.chennai@nift.ac.in

Rs. 295/-
(in Cash /
DD / PO)

NAME OF WORK: EXPRESSION OF INTEREST FOR RUNNING
STUDENTS DIGITAL PRINTING CENTRE AT RESOURCE CENTRE NIFT
CHENNAI MAIN CAMPUS

TENDER DOCUMENT-SINGLE BID SYSTEM

1. Original : The Bid document with complete details and necessary attachments and financial bid should be submitted in a sealed cover Addressed to
The Director,
National Institute of Fashion Technology,
Rajiv Gandhi Salai, Taramani, Chennai – 600113
2. Duplicate : To be retained by the Service Provider for Reference.

Tender Issue : **07.07.2025**

Last date & Time for Submission of Tender : **23.07.2025- 01.00 PM**

Tender Opening Date & Time : **23.07.2025- 04.00 PM**

EMD to be deposited along with Tender (In separate cover): **Rs.25, 000/-**

Tender document will be available at our website, it should be downloaded at free of cost (www.nift.ac.in/chennai/tenders)

1

I accept the above conditions

(Full Signature of the Contractor with seal)



TERMS & CONDITIONS:

1. To run the Xerox Shop for NIFT Premises (NIFT Main Campus & NIFT Girls Hostel Campus) - approximately 100 sq. ft. each will be provided to the party. The selected contractor shall pay a monthly facility charge plus GST for using the facilities provided by NIFT. **Contract will be awarded to the bidder who quotes highest Facility charge (H1) Annexure B.**
2. The monthly facility charges, plus applicable GST, must be remitted to NIFT, Chennai, on or before the 5th of every calendar month, ensuring that statutory dues are paid on time to the concerned authorities.
3. The reasonableness of the quoted rates will be evaluated to determine the eligibility of participants.
4. The contractor shall provide Xerox and printing services to NIFT Main Campus as per **Annexure B.**
5. **The daily business hours for the Xerox Shop shall be between 08:00 a.m. and 07:00 p.m. at the NIFT Main Building (excluding Saturdays, Sundays, and National Holidays).**
6. The contractor shall be responsible for setting up the interiors at their own cost and must provide their own furniture for the shop. The contractor shall not cause any damage to the existing structure during interior modifications. The proposed interiors must be approved by NIFT. A power supply with a minimum capacity of 15 Amps (3-phase) will be provided by NIFT.
7. The contractor shall maintain general cleanliness in and around the Xerox Shop.
8. The successful bidder must pay a performance security deposit equivalent to **5%** of the annual facility charges at the time of occupying the premises. This security deposit may be submitted in the form of a Demand Draft, Online Transfer, or Bank Guarantee and will be refunded after deducting any dues, if applicable, upon the completion of the tenure or termination of the contract. The security deposit will not earn any interest. Beyond 60 days of the contract, GFR rule.
9. The contract shall be valid for one year from the date of the order and may be extended for another two years on a yearly basis, subject to satisfactory performance, with a **3%** annual increase in charges. The contract is terminable by either party with one month's notice.



10. The contract shall be valid for one year from the date of issuance of the order and may be extended on a yearly basis for an additional two years, subject to satisfactory performance and adherence to the same terms and conditions, with a 3% annual increase in charges.
11. Either party may terminate the contract by providing a one-month notice.
12. If any relative of the tenderer is an employee of NIFT, the name, designation, and relationship of such an employee must be disclosed in writing to the Director, NIFT, at the time of submitting the tender.
13. The monthly facility charges must be paid to NIFT on or before the 5th of every calendar month.
14. Sub-letting is strictly not permitted.
15. **The daily operating hours of the Business Center shall be from 8:30 a.m. to 8:30 p.m.**
16. **There will be a holiday for the students during June/July and December /January. If more than 07 continuous holidays in a calendar month, facility charges will be paid on pro-rata basis.**
17. **Waste removal will be carried out by the vendor.**
18. **If the H1 is more than one, Contract will be given based on the 1. List of proposed items with Price 2. Annual Turnover 3. Experience 4. No. of similar contracts currently running and Service Feedback.**
19. Prospective Bidders may visit the place during office hours with prior intimation by mail to admin.chennai@nift.ac.in
20. The reasonableness of the rate will be evaluated for the eligibility of participant.
21. **The Director, NIFT Chennai, shall have full authority to take appropriate action, including termination of the contract or any other action deemed necessary, in the event of any violation by the contractor, such as charging higher prices, misconduct of staff, or any other breach of terms.**
22. Submission of all the necessary documents, Annexure A, B and C is must.
23. **Proposed date of Commencement: 28.07.2025**



CERTIFICATE FOR NOT BLACKLISTED

DECLARATION

(In Bidder's Company's / Firm's Letter Head)

I/we, have our Office at _____

declare that I/We have never been blacklisted by any State Government / Central Government or any State / Central PSU, Academic Institution/corporate offices.

Date:

Place:

(Authorized Signatory)

Name :
Designation :
Name of the Company/Firm :
Address of the Bidder :

(Company Seal)

4

I accept the above conditions

(Full Signature of the Contractor with seal)



Annexure -A

TECHNICAL BID FOR PROVIDING CONTRACT FOR RUNNING STUDENTS DIGITAL PRINTING, AT NIFT CHENNAI CAMPUS RESOURCE CENTRE

This Technical Bid shall be filled in by the tendering party, duly signed, stamped and sealed.

S.No	Particulars	Details
1.	Name of Tenderer	
2.	Address of the Firm	
3.	Phone No.	
4.	Status whether firm is proprietary / partnership firm / company	
5.	Name (s) of the Director / Proprietor / Partners of the firm	
6.	Year of Establishment	
7.	Details of the EMD (only Demand Draft will be accepted)	
	Amount in Rupees	Rs. 25,000/-
	DD No. and Date	
	Issuing Bank	

5

I accept the above conditions

(Full Signature of the Contractor with seal)

Registration under various status: (enclose certified copies):

S. No	Registration	Registration No.
a.	Shops and Establishment Act	
b.	License under the contract Labour Act	
c.	Provident Fund Number (EPF)	
d.	Employee State Insurance (ESI)	
e.	GST Registration No.	
f.	Permanent Account (PAN) No.	

Give details of major similar contracts handled by the tendered during the last three in the following format:

S.No.	Name of the Client, Address, Telephone No.	Contract Value	Duration of Contract	
			From	To
1.				
2.				
3.				

(Letters of satisfactory performance from the client (s) must be attached).



Income Tax Returns of the tenderer for the last 3 years (if the space provided is insufficient, a separate sheet may be attached.)

Financial year	Amount	Remarks
2023-24		
2022-23		
2021-22		

Evaluation Criteria: The following self attested documents needs to be enclosed.

- i. Company Registration Certificate (**Company Registration, Geographic Presence should be Chennai Only**)
- ii. **GST Registration Certificate registered at Chennai.**
- iii. PAN Details.
- iv. MSME Certificate (Relaxation for Prior Experience and Prior Turnover Criteria as per Department of Expenditure vide their OM No. F20/2/2014-PPD (Pt.) dated 2009.2016 and MSME OM F.No.1(2)(1)/2014-MA Part dated 10.03.216)
- v. Undertaking for not being blacklisted by any organization in last 5 years.
- vi. **Annual Turnover should not be less than Rs.3.00 Lakhs for last three years**
- vii. Past Experience is mandatory (Copy of work order is to be enclosed). The NIFT Committee will inspect any of your units presently functional.
- viii. The reasonableness of the rate will be evaluated for the eligibility of participant.

Date:



**FOR PROVIDING CONTRACT FOR RUNNING STUDENTS DIGITAL PRINTING CENTRE AT
NIFT CHENNAI CAMPUS**

1. Name of the Tender :
2. Address of the Tender :
3. Phone No. :
- 4.

S.No.	Particulars	Amount
1.	Facility Charges	
2	GST @18%	
3	TOTAL QUOTED PRICE IN INR	

BASE PRICE Rs. 7,500 + 18% GST / MONTH

Note:

1. Highest (H1) Bidder and meeting all the evaluation criteria will be awarded the Contract.
2. Waste removal will be carried out by the vendor
3. The reasonableness of the rate will be evaluated for the eligibility of participant.



Annexure: C

Name of the Tender:

S.No.	Description	Printing Amount in Rs. (Per Page)
1	B/W Xerox – Single Side A4	
2	B/W Xerox – Double Side A4	
3	B/W Xerox – Single Side A3	
4	B/W Xerox – Double Side A3	
5	Color Xerox – A4	
6	Color Xerox – A3	
7	B/W Laser Print- A4	
8	B/W Laser Print – A3	
9	Color Printing – A4	
10	Color Printing – A3	
11	Color Printing – A4 Board	
12	Color Printing – A3 Board	
13	Spiral Binding – A3	
14	Spiral Binding – A4	
15	Any other	
16		
17		
18		
19		
20		

Place:

Seal & Signature of the Tenderer

Date:

Address:

Date:

9

I accept the above conditions

(Full Signature of the Contractor with seal)