



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

STATIONERY CUM COFFEE SHOP

NIFT CAMPUS, SIDCO ELECTRONIC COMPLEX RANGRETH,
Srinagar – 191 132, J & K

Time schedule for tender process:

| | |
|--|---|
| Date of publication of tender notification on official website and News papers | 25/06/2018 |
| Sale of tender document commence from | 25/06/2018 |
| Last date for Sale of tender document | 19/07/2018, 2:00 PM |
| Last date for receipt of duly filled in tenders | 19/07/2018, 02:00 PM |
| Date and Time of the opening Technical Bids | 19/07/2018, 03:30 PM |
| Date and Time of the opening Financial Bids | will be notified to the technically qualified tenderers |

Note: This tender document contains 14 pages (total no. of pages including Annexure) and tenderers are requested to sign on all the pages.



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 centres. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.

NIFT, Srinagar, J&K was established in the year 2016 with undergraduate courses and presently running its campus at Rangreth, Srinagar (J&K).

NOTICE INVITING TENDER:

NIFT, Srinagar Centre invites sealed tenders under "**TWO BID SYSTEM**" for selection of an individual / agency / firm for the purpose of running Stationery cum Coffee Shop at the Campus.

The details of the tender are given below:-

- a. Description of Services: selection of an individual / agency / firm for the purpose of running Stationery cum Coffee Shop at the NIFT.
- b. Closing date & time for submission of bids **19/07/2018 (02:00 pm)**
- c. Date & time of opening of Bid:
 - i. Technical bid: **19/07/2018 (03:30 pm)** in presence of the tenderers or their authorized representatives.
 - ii. Financial bid: After evaluation of Technical Bid
 - iii. Bid validity upto: 60 days from the date of opening of financial bid
- d. Correspondence Address: Director, National Institute of Fashion Technology, NIFT Campus, Rangreth, Srinagar – 191 132, J & K.

"TWO BIDS SYSTEM" shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. NIFT will not entertain any modifications subsequent to opening of 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 Work requirement etc.

Tender documents for running Stationery cum Coffee Shop can be obtained from office of the Administrative Department from **25/06/2018 upto 19/07/2018 2:00 pm** on all working days between **10 A.M. to 4 P.M.** on payment of a non-refundable cost of Tender of Rs. 200/- (Rupee Two Hundred) only which shall be payable in the form of a Demand Draft drawn in favour of NIFT, Srinagar.

Tender fee (to be attached with tender form if downloaded from website) along with EMD draft should be put in the technical bid envelope. In case if it is submitted along with financial bill, the same will be rejected.

The tender document is not transferable to any other person. The tender document can also be downloaded from the NIFT's official website www.nift.ac.in/srinagar. The tenderers who have downloaded the tender document from the website should send a Demand Draft of Rs. 200/- (Rupee Two Hundred) only (non refundable) drawn in favour of National Institute of Fashion Technology, Srinagar towards the cost of tender document in Technical Bid.

The tender fee and the EMD draft should be kept in the Technical Bid Cover. The Technical bid and the financial bid should be sealed by the tenderer in separate covers duly super scribed as "Technical Bid" and "Financial Bid" respectively. Both these sealed covers should then be kept in a bigger cover which should also be sealed & duly super scribed as "Tender for running Stationery cum Coffee Shop".

ELIGIBILITY CRITERIA:

An individual / agency / firm having a minimum experience of at least 1 year of running Stationery / Tea / Coffee Shop or similar business is eligible to apply.

Terms and Conditions for the award of 'Stationery cum Coffee Shop Contract' at National Institute of Fashion Technology, Srinagar, J&K Centre.

1. The contract will be awarded to H1 on the basis of the highest maintenance charges. However, the minimum maintenance charges should not be less than Rs. 3000/- (Rupees Three Thousand Only) per month, in addition to the payment of electricity charges as per actual electricity consumption.

While deciding the H1, the decision of the Committee / Director will be full and final.

2. The contractor should ensure that the items required by NIFT staff and students' shall be available at the Stationery cum Coffee Shop and their rates will be mutually decided by contractor and the NIFT authority. Contractor is not supposed to charge more than the approved rates.
3. The contractor should ensure to install good quality Photocopier Machines, B/W, colour Printer and basic infrastructure to serve tea/coffee/soup/pasta etc.

Indicative rates for few basic items are as below:

| | | | |
|-------|--|---|-------------------|
| i) | Black & White Photocopy, A4 size paper | - | Rs 01.50 |
| ii) | Black & White Photocopy, A3 size paper | - | Rs 02.00 |
| iii) | Black & White printing, A4 size paper | - | Rs 05.00 |
| iv) | Black & white printing, A3 size paper | - | Rs 07.00 |
| v) | Colour Printing, A4 size paper | - | Rs 10.00 |
| vi) | Colour Printing, A3 size paper | - | Rs 15.00 |
| vii) | Tea/Coffee | - | Rs 10.00 |
| viii) | Maggi (Cooked) | - | Rs 20.00 |
| ix) | Pasta Cooked | - | Rs 20.00 |
| x) | Samosa | - | Rs 10.00 |
| xi) | Soup | - | Rs 15.00 |
| xii) | Kashmiri Roti | - | Rs 5/- |
| xiii) | Bun | - | Rs 5/- |
| xiv) | Any other eatable packed item | - | Not more than MRP |

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 unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instructions laid down herein otherwise the tender is liable to be ignored.
9. The tender is liable to be ignored if complete information is not given there in or if the particulars and date (if any) asked for in the Schedule to the tender are not filled in.
10. Individual signing the tender or other documents connected with the tender must specify whether he signs as :
 - (i) A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - (ii) A partner of the firm if it is a partnership firm, In that case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of partnership agreement or by a power of attorney duly executed by the partners of the firms.
 - (iii) Director or Principal Officer duly authorized by the Board of Directors of the company.
 - (iv) In case of (ii) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate or registration of firm should be attached along with the tender papers. In case of partnership firm. Where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution passed by the board of directors and a copy of the resolution attested by the Principal Officer should be attached.
11. The tender submitted in sealed envelopes mentioned “Tender for running Stationery cum Coffee Shop” addressed to the Director, National Institute of Fashion Technology, NIFT Campus, Industrial Area SIDCO Electronic Complex, Srinagar, J&K-191132 and be dropped in the tender box available at NIFT campus on or before 19.07.2018 up to 14:00 hrs. The tenders will be opened on the same day at 3:30 pm in the presence of the tenderers who may wish to be present, either by themselves or through their authorized representatives.

12. A demand draft of Rs 5,000/- (Rupees Five Thousand) only is required to be deposited as Earnest Money Deposit in favour of "National Institute of Fashion Technology" payable at Srinagar, J&K. The Earnest Money deposit of the successful tender shall be liable to be forfeited if he does not fulfil any of the following conditions.
- (i) An agreement is signed by him/her in the prescribed form after the receipt of the letter awarding the contract.
 - (ii) The Stationery cum Coffee 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 60 days from the date of opening of the tender and if any tenderers withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract.
14. Corrections, if any, must be attested.
15. Late tenders will not be considered.
16. Director, National Institute of Fashion Technology, Srinagar, J&K reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.
17. The contractors shall be responsible for engaging adequately trained manpower required for providing good quality Stationery Services and arrange payment to the staff engaged as per Labour laws, minimum wages Act. PF, ESI, & Service Tax 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, J&K 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 labourers 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.

21. The contract shall remain valid for a period of **one year** which may further be renewed on yearly basis with existing terms and conditions for another two years depending upon the performance. 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 given by any statutory authority with regard to safety, labour laws or any other laws both Central & State in force in the state of J&K 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 by mutual discussion or arbitration by sole Arbitrator to be appointed by the Director, NIFT Srinagar 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/tea/coffee or similar services.
- (ii) Deployment pattern of staff proposed and other details for the efficient satisfactory performance of the contract.

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 closed 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 behaviour with the students, residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the person concerned and engage a new one within (48) hours of intimation. The decision of the Designated Officer in this regards shall be final and binding on the contractor.

34. NIFT is not bound to provide any mode of transport in respect of men or material required for the contract.

35. The contractor shall at all times indemnify and keep indemnified the Principal Employer, the Head of the Officer and its officers, servants and agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of / or property or person of any sub-contract and or the servants or agents of the contractor any sub-contractor(s) and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under workman's Compensation Act/ Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act and / or their Industrial Legislation from time to time in force.
36. The payment towards supply of Office stationery items to Office and Academic Stationery to Academic Departments (if any, subject to requirement) 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. duly approved by NIFT Authority 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 20,000/- (Rupees Twenty Thousand 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.
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 contractor shall ensure that either he/she himself/herself or his/her 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. The Contractors shall not sell any items such as Tobacco, Liquor, Pan Parag or any other items, which are legally prohibited in the State.
43. The Contractor shall use Bio-de-gradable packing materials for selling the items.
44. NIFT will provide space measuring approx. 100 sq. ft for setting up a stall within the campus situated in the campus.
45. **Disposable & other wastes:**
The Agency has to make sure that the disposable & other wastes are removed from the NIFT Campus on daily basis. NIFT will not pay any additional charges for removing out the disposables.

SERVICES TO BE PROVIDED BY STATIONERY CUM COFFEE SHOP

The scope of service to be rendered under this agreement includes the following:

1. To provide the stationery/Tea/Coffee Snacks to NIFT staff and students at competitive rates. This shall not be more than the MRP and Market Rate.
2. 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.
- 3. To display rates of all major items in the shop.**
4. The contactor shall be responsible to ensure the conduct and behaviour of the persons employed by them for running the shop.
5. The payment for the monthly bills towards supply of Office and 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.
- 6. The contractor is required to obtain all local licenses for running the stationery cum Coffee shop as per the requirement of statute in force and revised from time to time.**
7. 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.
8. The contractor shall disburse wages to the staff deployed in the stationery cum Coffee shop as per the prevalent minimum wages fixed by the Govt. of J&K besides fulfilling all other statutory obligations of PF, ESI Service Tax etc.
9. To ensure security of moveable and immovable property of NIFT premises handed over against theft or damage.
10. Subletting of contract shall not be permitted.
11. NIFT administration & students shall have freedom to procure stationery, coffee or any other eatable items from open market.
12. NIFT will not be responsible to provide any residential accommodation to personnel deployed by the contractor.

UNDERTAKING BY THE TENDERER

I / We have carefully gone through all above various terms and condition for provision of Stationery cum Coffee Shop at NIFT. I/We agree to all these conditions and offer to provide Services at NIFT. I/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. I/We have inspected the Institute premises, and have acquainted ourselves with the tasks for providing of stationery, coffee and other eatables before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place

Signature of Tenderer

Date _____

Address: _____

Phone No. _____

Mobile No. _____

Email: _____

**Name of Work: To run Stationery cum Coffee Shop
TECHNICAL BID**

(Keep this Technical Bid in Separate Sealed envelope)

(Technical Bid should be kept in separate sealed cover super scribing "Technical Bid" on it).

1. Name of Tenderer and Agency. :.....
2. Details E.M.D. (Rs 5,000/-) :.....
Draft No. :.....
Issuing Bank :.....

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

| S. No. | Period | | Organization | Page No. |
|--------|--------|----|--------------|----------|
| | 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) : _____
- iv) All Office, Academic and students stationery : _____
- v) Binding Machine (with all Binding Materials) : _____
- vi) Coffee Machine : _____
- vii) Any Other Information : _____

5. PAN card No. of Tenderer : _____

6. Copy of PAN card of Tenderer : _____

7. FSSAI Regn. No. (copy to be attached): _____

8. Contact No. : _____

9. Mobile No. : _____

10. Email : _____

11. Address : _____

**Signature of the Tenderer
& Date.**

Name of the Tenderer :.....

FINANCIAL BID
(Keep this Financial Bid in Separate Sealed envelope)

Name of Work: To run the Stationery cum Coffee Shop.

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.

| |
|--|
| Minimum Maintenance charges - Rs 3,000/- (Rupees Three Thousand only) per month. |
| Maintenance charges willing to pay |
| Rs Per Month |

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

Place

Signature of Tenderer

Date _____

Address: _____

Phone No. _____

Mobile No. _____

Email: _____