



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान / National Institute of Fashion Technology

वस्त्र मन्त्रालय, भारत सरकार / (Ministry of Textiles, Govt. of India)

भोपाल बाईपास रोड, भौरी, भोपाल-४६२०३०. / Bhopal Bypass Road, Bhauri, BHOPAL-462030

Expression of Interest for running the General Merchant Shop

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 18 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 term education programme to address the specialized needs of professionals and students in the field of fashion. NIFT has its head office in New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Bhopal, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Panchkulla, Raibareli, Shillong, Srinagar and Daman.

2. SETTING UP OF NIFT, BHOPAL CAMPUS

NIFT, Bhopal has started its operation in the year 2008 initially in a temporary campus, NIFT Block, M.P. Bhoj (Open) University Campus, Kolar Road, Bhopal and now shifted to its permanent campus at Bhopal-Indore Bypass Road, Bhauri, Bhopal-462030 in 2022, Presently NIFT Bhopal has around 417 students and 60 employees.

We are in the process of selection of the vendor to operate a General Merchant Shop in the campus. The terms and conditions on which the contract is to be awarded are given in the following pages and are divided under the following headings:

- Terms and conditions along with responsibilities of the licensee
 - Rules pertaining to the daily functioning of the general merchant shop
 - Penalties for violation of rules
 - The format for Bid
 - Prices of services and products
- ❖ Expression of Interest are invited to run General Merchant Shop at NIFT BHOPAL.
- ❖ Duly filled Expression of Interest form documents in a sealed envelope should be personally delivered or sent by registered post or courier only so as to reach the Institute by 26/12/2022 till 05:00 PM.
- ❖ Expression of Interest will be opened on 27/12/2022 at 02:00 PM.
- ❖ For more details, please refer terms and conditions for General Merchant Shop.
- ❖ Institute reserves the right to accept/reject any or all Expression of Interest without assigning any reason thereof.
- ❖ Before submitting the tender, the service provider is advised to visit the Institute to apprise himself of

the logistics of the prospective assignment.

- ❖ The General Merchant Shop is a facility provided to the students and NIFT and NIFT employees in addition to the regular student mess. The General Merchant Shop will be open on all days.
- ❖ The General Merchant Shop is open to students, NIFT, NIFT employees and others visitors. Approximately 417 Students & 60 employees are expected to utilize the facility.
- ❖ The General Merchant Shop is required to be run compulsory throughout the year and thorough the day of working time from 08.00 AM to 8.00 PM.
- ❖ The Director reserves the right to amend or withdraw any of the terms and conditions mentioned in the Expression of Interest document or to reject any or all the Expression of Interest without giving any notice or assigning any reason and not bound to accept the lowest Expression of Interest. The decision of the Director, NIFT BHOPAL in this regard shall be final and binding on all.

TERMS AND CONDITIONS ALONG WITH RESPONSIBILITIES OF VENDOR

The important terms and conditions are listed below:

1. Furniture for the General Merchant Shop will be provided by the licensee. All the equipment required for the General Merchant Shop have to be purchased by the licensee itself. Maintenance of all the equipment being used by the vendor is solely his responsibility.
2. The contract shall be initially for a period of one year and may be extended for a further period at the discretion of the competent authority.
3. A refundable security of Rs.25,000/- (Rupees, twenty five thousand) shall be deposited by the Licensee with the Institute on or before the execution of the License Deed.
- 4. Minimum License Fee will be Rs.3000/- (Rupees, Three Thousand) per month or higher bid offered by the Licensee.**
- 5. Weightage is given for criteria of selection – highest License fee Quoted.**
6. The minor work (maintenance) will be borne by the General Merchant Shop contractor.
7. Monthly License Fee shall be deposited by the Licensee by the 7th of every of month of advance.
8. Monthly electricity charges will be paid by Licensee as per actual as per unit given by submeter. The charges would be deposited by the Licensee by 7th of every month in advance.
9. If the Licensee fails to pay the License Fee, and Electricity Charges in time or does not abide to their terms and conditions of the License, the License will be terminated and it will be awarded to another party.
10. The quality of stuff/material will be of good quality and branded. The prices of all the items shall be fixed in consultation with Institute committee approved by the Director and full price list shall be displayed on prominent places.
11. The Licensee shall be personally responsible for strict and genuine compliance of Municipal by laws relating to sanitary conditions and provide liveries to the staff of the General Merchant Shop.
12. The General Merchant Shop will not be closed on any working day except with the prior permission of the Director.

13. Rate list should be displayed in the General Merchant Shop written with white paint on black. Any modifications/changes to be made in the prices, approval should be taken from the Director.
14. It will be the sole responsibility of the Licensee to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract.
 - a. Minimum Wages Act 1948.
 - b. Employee Provident Fund Act 1952
 - c. Employee State Insurance Act 1948
 - d. Contract Labour (Abolition & Regulation) Act 1970.
 - e. Industrial Employment (standing orders) Act and rules 1946.
 - f. Prohibition of Child Labour Act 1986.
 - g. Payment of Bonus Act and Rules 1965.
 - h. Workmen compensation Act 1923
15. The Director reserves the right to reject or accept any Expression of Interest without assigning any reason whatsoever.
16. Contractor Company must have experience of running the General Merchant Shop in educational institutions/colleges or similar places.
17. The licensee shall furnish his shop with high quality furniture and start his business immediately, failing which the license shall be treated as cancelled.
18. Issues related to cleanliness and shopkeeper in the shop: Cleaning and housekeeping of shop area will be the sole responsibility of the vendor. NIFT Bhopal would reserve the right to check on cleanliness and upkeep of premises and quality of provisions
19. The agency/firm/company should ensure that all the employees are free from communicable diseases. Medical Certificate to this effect should be available for inspection by the authorities. If any worker is found medically unfit, he/she may not be given permission to continue his/her duties and contractor has to replace them immediately without fail.
20. All expenses related to the functioning of the employees engaged by the agency/firm/company shall be in the scope of the agency/firm/company.
21. Liability/responsibility in case of any accident causing injury/death to General Merchant Shop worker or any of his staff shall be of the contractor. The Institute authorities shall not be responsible in any means in such cases.
22. The successful tender will have to make an agreement with NIFT Bhopal on terms and conditions of the contract on stamp paper, the cost of which will be borne by the contracting agency/firm/company.
23. The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.
24. The contracting agency/firm/company shall get suitable instructions from the Director/ Designated Official of NIFT Bhopal and shall provide the services promptly as per requirement.
25. The Director, NIFT Bhopal reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
26. The Committee of the Institute will over all supervise the General Merchant Shop operations.
27. The company / agency is responsible for removal and disposal of waste / garbage from daily

General Merchant Shop operation.

28. The Company / Firm / Agency shall collect the charges from users and the Institute is not responsible for collection of any charges from users.

29. Ensure that all employees are well mannered and display courteous behavior.

30. No accommodation, no changing/resting room, will be provided to the workmen of the vendor.

PENALTIES FOR VIOLATION OF RULES, TERMS AND CONDITIONS

The vendor will be fined in case of violation of the following rules:

1. Any complaint about selling the services or products at a higher price than the pre-decided price will attract a minimum penalty of Rs.500/- per incidence.
2. Any complaint about selling any service/product without the permission of concerned authorities will attract a minimum penalty of Rs.500/- per incidence.
3. For any rule stated in the agreement first violation of the rule implies fine as per the rule. Second and subsequent violations of the same rule on a different day of the previous fine will attract triple the initial amount of fine on the contractor.
4. The final decision of fines being imposed lies with the Director.
5. The vendor has to pay the fine imposed to Institute within 15 days of the fine imposed date.

NATIONAL INSTITUTE OF FASHION TECHNOLOGY (NIFT) BHOPAL

PROFORMA TO BE SUBMITTED BY CONTRACTORS/OPERATORS WHILE SUBMITTING SEALED EXPRESSION OF INTEREST FOR OPERATING THE GENERAL MERCHANT SHOP AT NIFT BHOPAL

ORGANIZATION DETAILS

1.	Name of the organization	
2.	Address of the organization	
	Registration No.	
3.	Contact Details	
	• Land Line	
	• Mobile	
	• Email	
4.	Mention	
	• PAN No.	
	• GST No.	
	• Registration Details with the Govt. Bodies	
	• VAT (TIN) (Attach Photocopy)	
5.	If a Co-operative Society, please indicate Regn. No. and date of Regn.	
6.	Name of your Bankers & Address	
7.	Mention the names & address of Organizations with whom worked in past ten years.	
8.	Total years of experience of General Merchant Shop	
9.	Names and address of the organizations with whom presently working and staff deployed at General Merchant Shop	
10.	Give detail show the units/canteen/supplies, mentioned above, is being supervised by the Proprietor/Head.	

NOTE: Attach all relevant documents in support of above statements.

Offer for License Fee to be paid to the NIFT BHOPAL

1. The License fee (excluding electricity charges) I/We offer to pay to the NIFT Bhopal for running General Merchant Shop at NIFT, Bhopal is Rs.....
(In words, Rupees.....)
per month.
(Please mention the amount in figures and in words) + GST as applicable.

Weightage is given for criteria of selection – highest License fee Quoted.

Declaration

I declare that the information given above is true and correct to the best of my knowledge & belief and nothing has been concealed thereof.

SIGNATURE :

NAME / FIRM NAME :

ADDRESS :

DATE :

MOBILE No. :

E-MAIL ID :

Information to be provided with the Bid

1. Details of Experience of handling General Merchant Shop: Current and Earlier (during the last 2 years). Please include copies of Audited Profit & Loss Accounts for values of Rs.1 lakh and above for contract periods of one year.
2. Any other pertinent information.

Documents to be provided with the Bid

1. Photocopy of the following documents:
 - a) Bank solvency certificate
 - b) Income tax return certificate last year
 - c) Copy of PAN Card
 - d) Details about PF/ESIC registration (If applicable)
 - e) Balance Sheet last year
 - f) Partnership deed (If applicable)
 - g) Sales Tax certificate
 - h) Shop Establishment Registration certificate from Government

Please note that expression of interest without the information and documents mentioned above will be rejected without further consideration.

TERMINATION:

NIFT Bhopal reserves the right to terminate the Contract by giving one month's prior written notice of the same and this agreement will stand terminated on the expiry of the one month period (for notice by NIFT Bhopal) and 3 months period (for notice by agency) provided always that the Company has fulfilled and complied with all its obligations to NIFT Bhopal in connection with and under this Agreement at the date of such termination.

Below mentioned items are to be kept in General Merchant Shop (All the mentioned items will be sold not more than MRP)

Tentative List of General Merchant Shop items required for Office / Students

Sl. No.	Items
1.	Different types of Toilet Soaps
2.	Different kinds of Washing Bar
3.	Combs
4.	Nail cutter
5.	Detergent
6.	Shampoo
7.	Tooth paste
8.	Broomstick
9.	Bucket
10.	mugs
11.	Coffee pouches
12.	Mosquito Repellent Cream
13.	Rubber Band
14.	Mask
15.	Batteries Small / medium
16.	Petroleum Jelly
17.	Antiseptic Cream
18.	Match Box
19.	Vicks
20.	Ropes
21.	DST Hooks / Vacuum Hooks
22.	Deodorants
23.	Mouth freshener
24.	Pockets perfumes
25.	Key rings
26.	Candles
27.	Maggie Pouchs
28.	Chocolates
29.	Soups

Sl. No.	Items
30.	Bakery Items
31.	Tea Bags
32.	Cold Drinks
33.	Amul Pack Milk
34.	Lassie
35.	Clutcher
36.	Shaving Razors
37.	Beard oils
38.	Door mats
39.	Bulbs
40.	LED Bulbs
41.	Electric Extensions cables
42.	Biscuits / Wafers / Namkeens
43.	Band Aid
44.	Eno
45.	Glucon D
46.	Sanitizer
47.	Torch
48.	Deep oil
49.	Camphor
50.	Incense sticks
51.	Dhoop
52.	Mosquito liquid
53.	Odonil
54.	Washing powder
55.	Bathing Loofah
56.	Hair Oil
57.	Shampoo
58.	Ice cream

Electronics: LAN cord, Mouse, Calculator, Memory card, Pendrive, Card Reader, Battery, Pencil cells.

All types of Recharge of every Network

Any new product to be sold on the shop is to be cross verified with Institute Administration.