



# 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 Stationery 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 Stationery 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 stationery shop
  - Penalties for violation of rules
  - The format for Bid
  - Prices of services and products
- 
- ❖ Expression of Interest are invited to run Stationery 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 Stationery 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 Stationery shop is a facility provided to the students and NIFT and NIFT employees in addition to the regular student mess. The Stationery shop will be open on all days.
- ❖ The Stationery shop is open to students, NIFT, NIFT employees and others visitors. Approximately 417 Students & 60 employees are expected to utilize the facility.
- ❖ The Stationery 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 Stationery shop will be provided by the licensee. All the equipment (like, scanner, printer, photocopy machine, computer system, book binder, lamination machine, etc.) required for the Stationery/Photocopy 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 - License fee Quoted (as 60%), and discount on stationery items (as 40%).
6. The minor work (maintenance) will be borne by the Stationery shop contractor.
7. Monthly License Fee shall be deposited by the Licensee by the 7<sup>th</sup> 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 7<sup>th</sup> 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 Stationery shop.

12. The Stationery 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 Stationery 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 Stationery 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 Stationery 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 Stationery shop operations.

27. The company / agency is responsible for removal and disposal of waste / garbage from daily Stationery 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 STATIONERY 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 Stationery shop	
9.	Names and address of the organizations with whom presently working and staff deployed at Stationery 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 Stationery Shop at NIFT, Bhopal is Rs.....  
(In words, Rupees.....)  
per month.  
**(Please mention the amount in figures and in words) + GST as applicable.**
2. The discount on stationery items (excluding electricity charges) I/We offer to pay to the NIFT, Bhopal for running Stationery Shop & Photocopy Shop at NIFT, Bhopal is .....% (In words, ..... ) per stationery item.

**Weightage is given for criteria of selection - License fee Quoted (as 60%), and discount on stationery items (as 40%).**

### **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** :

**ADRESS** :

**DATE** :

**MOBILE No.** :

**E-MAIL ID** :

**Information to be provided with the Bid**

1. Details of Experience of handling Xerox / Stationery 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.**

**Below mentioned items are to be kept in stationery Shop (All the mentioned items will be sold as per the discount quoted on MRP)**

**Tentative List of stationery items required for Office / Students**

<b>Sr No</b>	<b>Item</b>	<b>Particular</b>
1	<b>Pencil</b>	LAMY Clutch Pencil
2		Pencil Fabercastel HB
3		Pencil Fabercastel with eraser HB
4		Pencil Degree Camel
5		Charcoal Pencil Staedtler
6		STAEDTLER 8B Pencil
7		Glass Marking Pencil Apsara
8		Degree set Fabrercastel/Camel
9		Degree Pencil Kohinoor
10	<b>Pens</b>	Cello Flo Gel
11		Faber Castel ball pen
12		Reynolds 0.45 pen
13		Reynolds Jotter
14		Fountain Pen
15		Fountain Pen ink
16		Camlin Gel Pen
17		Parker Fountain Pen
18		Parker Micro ball pen
19		Stick Easy Pen
20		Cello Top Gel
21		Cello Slim Gel
22		Add Achiever
23		Cello Max writer
24		Cello Gripper
25		Reynolds Ball pen liquid Flow
26		Add roller pen
27		Uni ball pen Eye
28		Uni ball pen jet impact
29		Lemi safari fountain pen
30		Lemi Roller Pen
31		Lemi Jotter pen
32		White pen permanent (Sakura)
33		Silver pen permanent (Sakura)
34		Golden pen permanent (Sakura)
35		Uni Ball Fine Deluxe
36		Uni ball gel stream
37		Uniball signo
38		Uni ball lack nock
39		uniball lakubo
40		Add gell refill
41		Cello Gell Refill



42		Uniball lakubo Refill
43		Uniball gell impact refill
44		Uni ball signo refill
45		uni ball lakubo refill
46		Uniball refill Impact
47		Cello Top Gel
48		Linc Ball Pen
49		Cello Slim Gel
50		Linc Ball Pen
51		Cello butterfly pen
52		Luxor Super top ball pen
53		Cello fingergrip ball pen
54	<b>Refill</b>	Cello Ball pen Refill
55		Reynolds Ballpen Refill
56		Add Gel PGR 300 Ball pen refill
57		Sprint Add Gel Refill
58		Cel Gel Refill
59		Linc Ball Pen Refill
60	<b>Water Color Tube</b>	Camel water color tube 18 no set ARTISTS WATER COLOUR
61		Camel water color tube 12 no set
62		Reeves water color tube 12 no
63	<b>Color Palette</b>	Omega 1640
64		Omega 101
65		Omega 103
66		Deli 9409
67		Deli 9407
68	<b>Print Out</b>	Color Printout A4 Size
69		Color Printout A3 Size
70		Black and white printout A3 Size
71		Black and white printout A4 Size
72	<b>Water Color Cakes</b>	Camlin Water Color Cakes
73		Reeves water color cakes
74	<b>Oil Pastle</b>	Pestle 24 shed Apsara
75		Pestle 12 shed Fabarcastell
76		Pestle 24 shed Fabarcastell
77		Pastle 24 Camlin
78		Pastle 48 Camlin
79		Cores Gliter Pastel
80		Cores Multi colour Pastel
81	<b>DRY PASTEL</b>	Sudha dry pestle
82		Mongiyo soft pestle 24 no
83		Mongiyo soft pestle 12 no
84		Mongiyo soft pestle 48 no
85		Mongiyo soft pestle Gray colors/ Camaieu de gris 12 shade
86		Mongiyo soft pestle Charcoal/ Assortment de noirs 12 shade

87		Reeves soft pestle 12 nos
88		Reeves soft pestle 36 nos
89		Reeves soft pestle 48 nos
90	<b>Fixtive</b>	Fixtive Artist (Camel)
91	<b>Acrylic Colours</b>	Acrylic Colour (Camel) 12 no 9 ml
91	<b>Fabric Paint</b>	Pidilite Fabric Paint
93		Pidilite Fabric Paint Marker
94	<b>Glass Lainer</b>	Pidilite glass lainer
95		Camlin Glass lainer
96	<b>Glass Colour</b>	Pidilite glass colour
97	<b>Cluth Pencil</b>	Febarcastell clutch pencil 0.7
98		Camlin clutch pencil 0.7
99		clutch pencil "c" point camlin
100		clutch pencil "d" fine camlin
101		clutch pencil febarcastell T K Fine
102		Clutch Pencil 0.9 Rotring
103		Clutch pencil 0.5 Rotring
104		Clutch pencil 0.3 Rotring
105		Clutch pencil Zebra 0.3
106		Clutch pencil Stedlar 2mm
107		IIO clutch pencil 0.5
108		Koh hi noor Clutch Pencil 5.6 mm
109		Camel 0.5 Clutch Pencil
110		Fabercastel 0.5 Steadler Clutch Pencil
111		Fabercastel 0.7 Steadler Clutch Pencil
112	<b>Clip</b>	SDI 19 mm Binder Clip
113		SDI 25 mm Binder Clip
114		SDI 32 mm Binder Clip
115		SDI 41 mm Binder Clip
116	<b>Erasers</b>	Non dust Apsaara
117		Non dust Apsaara big
118		Non dust Febar castell
119		Camlin Eraser
120		Maped Eraser
121		Maped Eraser Colored
122		Colour Eraser Sebilo
123		Nouvel Eraser Kneaded eraser for charcoal
124		Sakura Nocks Eraser for pencil lead
125		Sakura Nocks Eraser for thread eraser
126	<b>Glue stick</b>	Glue stick pidilait (Fevistick) 8gms
127		Glue stick pidilait (Fevistick) 15gms
128		Fevi Stick pocket
129		Fevi Stick 15 gms
130	<b>Glue</b>	Deluxe Filter Glue ADD

131		Camel Paste 700 ml
132		Fevicol tube 100 gm
133		Fevicol Glue pen 30 gm
134		Fevicol Dabi 50 gm
135		Fevicol Dabi 15 gm
136		Fevicol Tube 10 gm
137		Fevicol Bottle 500 gm
138		Fevibond 40 ml
139		Fevibond 16 ml
140		Fevibond 8 ml
141		Fevigluce 10 ml
142		Fevilight 6 gms
143		Feviquick 1 gm
144		Feviquick 500 mgm
145		Feviquick 3 gm
146		M Seal White
147		M Seal fatafat
148		M seal 50 gm
149	<b>Thumb Pins</b>	Push pins Plastic headed Corporate
150		Thumb pin brass headed Corporate
151		Thumb pin brass big headed Corporate
152		Thumb pin silver headed Corporate
153		Thumb pins coloured Corporate
154	<b>Binder Clips SDI</b>	Binder Clips sdi 19 mm
155		Binder Clips sdi 25 mm
156		Binder Clips sdi 32 mm
157		Binder Clips sdi 41 mm
158	<b>U Pins</b>	"U" Pins 26 mm Elephant
159		"U" Pins 28 mm Elephant
160		"U" Pins brass
161		"U" Pins coloured corporate
162	<b>Pins</b>	Elephant pins 70 gms
163		Noncorosebal pins 70 gms
164		T pins (push easy)
165		Thick Head Pins
166		Brass Pins
167	<b>Inks</b>	Camlin Photo colro ink set
168		Camlin water proff ink
169		Camlin water proff ink set
170		Camlin Fountain pen ink
171		Luxor Sketch pen ink
172		Stamppad ink
173		Parquet Fountain Pen Ink
174		Permanenet Marker Ink
175		Rotrin Ico Graph ink

176	<b>Cello Tape</b>	1/2" C ello tape small pidilite
177		Invisible Tape 50 mtrs 3M
178		1" Cello tape Wonder (transparent)
179		2" Cello tape wonder (transparent)
180		2" brown tape wonder
181		masking tape
182		1/2" transparent wonder cello tape
183	<b>DST</b>	6 mm DST wonder
184		9 mm DST wonder
185		1/2" DST wonder
186		12 mm DST wonder
187		1" DST wonder
188	<b>Stapler Pin</b>	Stapler Pin Kangaroo 10 No
189		Stapler Pin Kangaroo big 45 No
190		Zelan Clip Stapler Pin
191	<b>Stapler</b>	Stapler Kangaroo no 45
192		Stapler Kangaroo no 10
193		Zelan Clip Stapler
194	<b>Protector</b>	Omega D Protector
195		Omega D Protector big
196		a/4 size sheet protector
197		a3 sheet protector
198	<b>Magnifying Glass</b>	Magnifier Glass 5X
199		Magnifier Glass 7x
200		Magnifier Glass 2x
201		Magnifier Stip
202		Magnifier Stip Big
203		Lighted Magnifier 2X to 4X
199	<b>Register</b>	Register Cut size 2Q, 3Q, 4Q, 5Q
200		Register Full size 2Q, 3Q, 4Q, 5Q
201	<b>Sketch Pen</b>	Sketch pen loose (Faber Castell/ stick/ luxor)
202		Sketch Pen set 12 nos Faber Castell/ Luxor
203		Sketch Pen set 30 nos Faber Castell
204		Sketch Pen set 12 stic 12 nos.
205	<b>Blow Pens</b>	Koreas Blow Pen Set
206	<b>Poster Colour</b>	Stick color stick 12 jumbo pens set.
207		Luxor Chesiel tip colour pen
208		Bottle 20ml poster colour Camel
209		Set 6 no poster colour Camel
210		Set 12 no poster Colour Camel
211	<b>Pencil Colour</b>	Camlin Pencil Colour 12 Shed
212		Camlin Pencil Colour 24 Shed
213		Faber Castell pencil color 12 shed
214		Faber Castell pencil color 24 shed
215		Faber Castell water soluble 12 shed

216		Fabercastell water soluble 24 shed
217		Fabercastell water soluble 36 shed
218		Fabercastell water soluble 48 shed
219		Steadtler water soluble 24 shed
220		Steadtler water soluble 36 shed
221		Steadtler water soluble 48 shed
222	<b>Scales</b>	French Curve by Deepak
223		Steel Scale 24"
224		Steel Scale 12"
225		Steel Scale 6"
226		Plastic Scale 12" Fabersastell
227		Plastic Scale 6" Fabersastell
228		Plastic Scale 12" Deepak
229		Plastic Scale 24" Nalanda
230		Plastic Scale 24" Omega
231		Deepak Marking Parallel 31"
232		Nalanda Marking Parallel 31"
233		Nalanda Adjustable Set Square 12"
234		Deepak Adjustable Set Square 12"
235		Omega Set Square 12"
236		Omega Set Square 10"
237	<b>Jackets</b>	Plastic Jackets A4
238		Plastic Jackets A3
239		1/2 Imperial Plastic Jacket
240	<b>Papers &amp; Sheets</b>	A/4 Size gateway sheet
241		A/3 Size gateway sheet
242		A/4 Size OHP Sheet
243		A/3 Size OHP Sheet
244		A/4 Size colour paper
245		A/4 Size colour card paper
246		A/3 Size colour paper
247		Black Card Paper
248		Black Mounting Board
249		Coloured Textured Sheet
250		Black Marble Sheet
251		Cartridge Sheet white full imperial
252		Cartridge Sheet white A3
253		Cartridge Sheet white A4
254		Cartridge Sheet white A2
255		Cartridge Sheet white Half Imperial
256		Colour handmade sheets
257		Ivory Sheet 300
258		Thin Ivory Sheet
259		Tracing Paper
260		Butter Paper

261		Backing Paper Duplex
262		Colour Card Sheet Tinted
263		Hand Made Sheet
264		White Textured Sheet
265		Off White Textured Sheet
266		Colour Card Textured
267		Poster Sheet
268		-----
269		-----
270	<b>CD and Pen drive</b>	CD Cover Simple Round
271		CDR Mozarbear
272		Pendrive Scandisk 16 GB
273		Pendrive Scandisk 32 GB
274		Pendrive Scandisk 64 GB
275		Pendrive Scandisk 128 GB
276		Pen drive HP 16 GB
277		Pen drive HP 32 GB
278		Pen drive HP 64 GB
279		Pen drive HP 128 GB
280		-----
281	<b>Hardware Material</b>	Brass Plate 12"X12" 20 gauge
282		Coper Plate 1"X1"
283		Aluminium Plate 12"X12" 20 gauge
284		Brass Rod 1 ft
285		Coper Rod 1 ft
286		Aluminium Rod 25mm sq X 100 mm L
287		Copper wire 35 gaze
288		Wooden Carving Set 6 nos
289		Wooden Carving Set 12 nos
290		Teak Wood 2"X2", 4"X4", 6"X6"
291		Hacksaw Blade
292		Jexo Blade Four Metal
293		Needle File Set
294		M Seals
295		Glue guns
296		Flat Files
297		Basterd Files
298		Needle Files
299		Sand Paper
300		Round files
301		Rivets
302	<b>Brush</b>	Camlin 66 no Round 000
303		Camlin 66 no Round 00
304		0
305		1

306		2
307		3
308		4
309		5
310		6
311		7
312		8
313		9
314		10
315		11
316		12
317		Camlin 66 no Felt 1
318		2
319		3
320		4
321		5
322		6
323		7
324		8
325		9
326		10
327		11
328		12
329		Captain Brush Flat Brush 1
330		2
331		3
332		4
333		5
334		6
335		Camlin Brush 54 0
336		1
337		2
338		3
339		4
340		5
341		6
342		Captain Brush 51 no set 1,3,5,7
343		Captain Brush 51 no set 0,2,4,6,
344		Hog hair flet brush 56
345		-----
346	<b>File/ Folder</b>	Solo Report File Folder
347		Simple File Plastic
348		Strip File Folder
349		1/3 Size Ring Binder
350		L Folder

351		Kobra File
352		Core Folder A4
353		Core Folder A3
354		Core half imperial folder
355		Boxfile ARO/Asiard
356		Plastic File
357		Clip File
358		Strip File Solo
359		Plastic File L folder (File Max)
360	<b>Binding</b>	Spiral Binding
361		Comb Binding
362	<b>Lamination</b>	Lamination A4
363		Lamination A3
364	<b>Photocopy</b>	Colour A4 Size Photocopy
365		Colour A3 Size Photocopy
366		Colour A4 Size Printout
367		Colour A3 Size Printout
368		A4 B/W Photocopy
369	<b>Punching Machine</b>	Kangaroo 480 punching Machine
370		Kangaroo DP 700 punching Machine
371		Kangaroo 600 punching Machine
372		Kangaroo single hole punching Machine
373	<b>Highlighter</b>	Fabercastle Highlighter
374		Fabercastle Highlighter Stick
375	<b>Cutter</b>	Cutter Nataraj Small
376		Cutter Small Artist
377		Cutter Big Artist
378		Cutter Big Heavy Duty Artist
379		Surgical Cutter with Blade
380		Cutter Normal Dali
381	<b>Marker</b>	Permanent Marker Camel
382		OHP Marker Fabercastel
383		Hi Lighter Fabercastel
384		Hi Lighter Luxor
385		Artline whiteboard marker
386	<b>Graph Paper</b>	A4 Size graph paper
387	<b>Leads</b>	0.5 lead fabercastel 2B, HB, H, 2H
388		0.5 lead Camlin 2B, HB, H, 2H
389		0.7 lead fabercastel
390		0.7 lead Camlin
391		0.3 lead steadler
392		2mm lead natraj
393		Colour lead 0.5 Uni
394		0.7 Steadler Lead
395		0.5 colour lead Uni



396	<b>Compass</b>	Rotring with Extension Bar
397		Standard Graph Compass
398		Italy Compass Box
399		Deepak Compass
400	<b>Isographic pen</b>	Rotring Pen 0.1
401		Rotring Pen 0.2
402		Rotring Pen 0.3
403		Rotring Pen 0.4
404		Rotring Pen 0.6
405		Linograph Pen 0.1
406		Linograph Pen 0.2
407		Linograph Pen 0.3
408		Linograph Pen 0.4
409		Linograph Pen 0.6
410	<b>Duster</b>	Plastic Omega Duster
411	<b>Sharpener</b>	Nataraj
412		Camel
413	<b>Correction Ink</b>	Camlin 30 ml
414		Kores Eraz Ex Correction Fluid and Diluter
415	<b>Drawing Board</b>	Imperial Board
416		Half Imperial Board
417		Geometry Box
418		Drafter
419		Drafting sheets
420	<b>Textile Products</b>	Threads CC537:C562
421		Yarns
422		Macroom Yarns
423		Cotton
424		Jute Yarns
425		Muslin Fabric
426		Embroidery threads
427		stitching threads
428		needles
429		embroidery hoops
430		Punching Needles
431		Carbon paper
432		tracing wheels
433		tracing chalks
434		ribbons
435		satin ribbons
436		fusing sheets
437		cancan fabric
438		Buttons
439		Lurex
440		Patterns making sets

441		Tailoring Scissors
442		Curving Tools
443		Quiling Paper
444		Quiling tools
445		Macromme Yarns
446		Sponge Sheets for quilting
447		Lip bums
448		Locks and Keys
449		Envelops
450		Metal ruller
451		Stationery Pouch
452		Ballons and candles
453		Sticker Lists
454		Gum bottles
455		Stamp Pads
456		Pen holders
457		Sticky notes
458		Elastic bands
459		A4 rims
460		A3 rims
461		news paper rolls and sheets
462		bond papers sheets

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

All types of Recharge of every Network

**Below mentioned are the service/facilities to be incorporated in Stationery Shop**

1. A4-Colour print out (70 GSM, 80 GSM & 100 GSM)
2. A4-Black & White print out (70 GSM, 80 GSM & 100 GSM)
3. Scanning A4 paper
4. A3-Colour print out
5. A3-Black & White print out
6. Scanning A3 paper,
7. Xerox - One side
8. Xerox - Two-sided
9. Laminating A4 paper
10. Laminating A3 paper
11. Spiral Binding

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

### **Selection Procedure:**

1. Base price is mentioned below for all the services.
2. Weightage is given for criteria of selection - License fee Quoted (as 60%), and discount on stationery items (as 40%).
3. Base prices for above-mentioned services are-
  - A4-Colour print out (Text) - ₹ 8 per paper
  - A4-Colour print out (Image) - ₹ 12 per paper
  - A4-Black & White print out - One Sided - ₹ 1.5
  - A4-Black & White Print Out - Two Sided - ₹ 2
  - Scanning A4 paper - ₹ 2 per paper
  - A3-Colour print out (Text) - ₹ 15 per paper
  - A3-Colour print out (Image) - ₹ 22 per paper
  - A3-Black & White print out - ₹ 2 per paper
  - Scanning A3 paper- ₹ 5 per paper
  - Xerox - One side - ₹ 1.5
  - Xerox - Two-sided - ₹ 2
  - Laminating A4 paper - ₹ 15 per paper
  - Laminating A3 paper - ₹ 25 per paper
  - Spiral Binding - ₹ 20 (less than 200 pages)
  - Spiral Binding - ₹ 25 (more than 200 pages)

### **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.