



# राष्ट्रीय फैशन प्रौद्योगिकी संस्थान



**EOI No.: 04/2025(EOI)/NIFT/BBSR/SS**



## राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

वस्त्र मंत्रालय, भारत सरकार

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY, BHUBANESWAR  
(Ministry of Textiles, Govt. of India)**

**INVITATION FOR EXPRESSION OF INTEREST (EOI)**

**FOR**

**RUNNING OF STATIONARY SHOP**

**AT**

**NIFT CAMPUS, PLOT NO. 24, CHANDAKA INDUSTRIAL ESTATE,  
PATIA, BHUBANESWAR- 751024**

**EOI No: 04/2025(EOI)/NIFT/BBSR/SS issued on 09.08.2025**

**Note: This document contains 23 pages (total no. of pages including Annexure) and bidders are requested to sign on all the pages for consideration of bid.**



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## IMPORTANT DATES

Date of publication of EOI Notification	09.08.2025
Last date and Time for submission of duly filled EOI	25.08.2025 (5:00 PM)
Date and Time of the opening of Technical EOI	26.08.2025 (4:00 PM)
Date and Time of the opening Financial EOI	Will be notified to the technically qualified bidders

## INTRODUCTION:

National Institute of Fashion Technology, Ministry of Textiles, Government of India, is a premier Institute of Design, Technology & Management with 19 Campuses located across the country. NIFT Bhubaneswar is located at Plot no. 24, Chandaka Industrial Estate, Patia, Bhubaneswar – 751024.

## EXPRESSION OF INTEREST

The NIFT Bhubaneswar Centre invites sealed bids under two bid systems for “**Running of Stationary Shop**” at NIFT Campus, Plot No. 24, Chandaka Industrial Estate, Patia, Bhubaneswar-751024 for students and employees for a period of one year.

The details of the bid are given below: -

**a. Last date & time for submission of bids: 25.08.2025, 5:00 PM**

**b. Date & time of opening of Bid: 26.08.2025, 4:00 PM**

- i. Technical bid to be opened in presence of the bidders or their authorized representatives.
- ii. Financial bid is to be open after evaluation of Technical Bid.
- iii. Bid validity up to: 60 days from the date of opening of financial bid.

**c. Correspondence Address:** The Director, National Institute of Fashion Technology, Bhubaneswar, Plot No. 24, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.

“**Two bids system**” shall be followed for this bid. Bidder should take due care to submit the bid in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the bid document. NIFT will not entertain any modifications subsequent to



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opening of bids and bids not conforming to bids conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of bid document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

Bid documents for Running Stationery Shop can be obtained from NIFT Campus on all working days between 10 AM to 4 PM or may be downloaded from NIFT Bhubaneswar Website ([nift.ac.in/Bhubaneswar/tenders](http://nift.ac.in/Bhubaneswar/tenders)).

The total strength of the student in the campus is approx. 750 (including day scholar and hosteller) and faculty and Staff is 100. Residential quarters are also inside the campus premises.

The Technical bid and the financial bid should be sealed by the bidders 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 “Bid documents for running Stationary Shop at NIFT Campus, Bhubaneswar” and to be submitted to the **Purchase Department**, NIFT Bhubaneswar during office hours from 9:00 AM to 5:00 PM. The EMD draft should be kept in the Technical Bid Cover.

In case of any clarification required relating to this bid, the same can be sought from the following officers of NIFT:

- a. Sh. Sandip Karmakar, AD (Academic) & Purchase Officer, Mob. 8910833516,  
E- mail: [purchase.bhubaneswar@nift.ac.in](mailto:purchase.bhubaneswar@nift.ac.in)
- b. Sh. Soumya Ranjan Swain, Asst. Director (Admin), Mob. 8917629848,  
E- mail: [ad.bhubaneswar@nift.ac.in](mailto:ad.bhubaneswar@nift.ac.in)



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## **A) GENERAL TERMS AND CONDITIONS:**

1. Please read the Terms & Conditions carefully before filling up the document. Incomplete bids will be rejected.
2. Any conditional offers made by the tenderer or any alternations/corrections made in the tender form shall not be considered. Similarly, incomplete and unsigned tender documents are liable to be rejected. All pages of the bid Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of acceptance of all the Terms and Conditions of this Quotation.
3. Bids shall be submitted in NIFT's official bid form only. If submitted in any other manner, the same shall be summarily rejected. No bidder shall be allowed to drop more than one bid Form. No paper shall be detached from the bid Document.
4. The bid submitted in sealed envelopes mentioned “**Bid for NIFT Stationary Shop**” addressed to the Director, NIFT, Bhubaneswar and be dropped in the Tender Box available at NIFT campus on or before 25.08.2025 upto 5:00 PM. The bids will be opened on 26.08.2025 at 4:00 PM in the presence of such of the bidder who may wish to be present, either by themselves or through their authorized representatives.
5. A demand draft of Rs.5000/- (Rupees Five thousand only) is required to be deposited as an Earnest Money Deposit in favor of “**National Institute of Fashion Technology**” payable at **Bhubaneswar**. The Earnest Money deposit of the successful bid shall be liable to be forfeited if the agency does not fulfill any of the said conditions. Bid received without prescribed Earnest Money Deposit shall not be considered. However, if bidder is exempted by NSIC/ MSME certificate then there is no need to deposit EMD amount. However, certificate of NSIC/MSME is required to be submitted.
6. The contractor shall be required to deposit an amount of Rs. 50,000/- (Rupees Fifty Thousand Only) as security deposit immediately after issue of Work Order in the form of FDR/BG/DD of nationalized bank/schedule bank only in favour of NIFT payable at Bhubaneswar. No interest shall be paid on such security deposit, which shall remain with the Institute during the continuance of the contract and it shall be released only two months after the expiry or termination of the contract, subject to clearance of all dues by the contractor.
7. NIFT has the right to terminate the contract in case it is found that the vendor has provided any wrong information or has not submitted any relevant information during the bidding process. The security deposit will be forfeited in such cases and the decision of NIFT authority in this regard will be final and binding.
8. The bids should be valid at least 2 months from the date of opening of the bid and if any bidders withdraw or alters the terms of the bid during the period, the Earnest Money Deposit shall be forfeited. In the case of the successful bidder, rates quoted shall be valid for the entire period of the contract.



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9. The name and address of the bidder shall be clearly written in the space provided for the purpose and no over- writing, correction; insertion shall be permitted in any part of the bid documents unless duly countersigned by the bidder. The bid document should be filled in and submitted strictly in accordance with the instructions contained herein, otherwise the bid is liable to be rejected.
10. Corrections, if any, must be attested.
11. Person signing the bid or other documents connected with quotations must clearly write his/her name and also specify the capacity in which signing.
12. The Institute reserves the right to reject any or all the bids without assigning any reason.
13. Before submitting the filled- in bid Document to the Institute, the bidders may seek clarification(s), if any, from Purchase Department on the mentioned telephone numbers OR in person by visiting the Institute during working hours by taking prior appointment
14. NIFT will provide room to establish the Stationary Shop within campus.
15. Only room with electricity will be provided. However, electricity bill may be paid as per actual consumption. Vendor should make their own arrangement for keeping the stationery items and any furniture and fixture if required.
16. NIFT will not bear the expenditure for the setting- up of shelf or interior design.
17. The vendor should maintain proper hygiene.
18. The vendor should maintain fire safety policy.
19. In case of vendors who violate the terms of the contract and whose contracts are terminated, should be considered for blacklisting by the Competent Authority for a significant time before they are considered again.
20. The contractor has to display all stationary items rates immediately (mentioned in quotations form) in the stationary shop after receiving the Awarding Letter. All rates are quote including all Taxes and etc.,
21. GST applicable on Maintenance charges as per government rate.
22. Affidavit for non-blacklisting to be submitted by the vendor on Rs 50/- non-judicial paper as per Annexure-D.
23. Any information furnished by the Vendor, if found false or manipulated or misleading would entail cancellation of the tender/contract without assigning any notice. All vendors are therefore requested to provide the correct information.
24. The vendor shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labor laws or any other laws both Central & State in force in the state of Odisha 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 bid. The vendor shall comply with all the statutory regulations on control and regulation of piracy issued and revised front time to time.



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25. Please note that any amendments/modifications/corrections/corrigendum will be placed in NIFT Bhubaneswar website only.
26. 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.
27. All work shall be carried out with due regard to the convenience of NIFT. The orders of the concerned authority shall be strictly observed.
28. The clause of Force Majeure will be applicable as per rules/guidelines issued from GOI.
29. The Force Majeure clause in the contract frees both parties from contractual liability or obligation when prevented by such events from fulfilling their obligations under the contract. The Force Majeure clause does not excuse a party's non- performance entirely, but only suspends it for the duration of the Force Majeure. The contractor/firm has to give notice of Force Majeure as soon as it occurs and it cannot be claimed ex- post facto.
30. The monthly maintenance charges along with applicable rate of GST are to be paid for **entire 10 months with an exemption of maintenance charges for the month of June and July as it is summer break**. Contractor shall have to pay quoted maintenance charges plus applicable rate of GST to the institute through NEFT/Cheque /Demand Draft in favour of NIFT, Bhubaneswar payable at Bhubaneswar.
31. Actual consumption of the electricity will be paid on monthly meter reading basis. The Contractor will be required to pay electricity charges on actual basis. Out of the total bills received by the Institute for electricity consumption, the amount in respect of the units consumed by the Contractor shall be paid by him /her to the Institute. No separate water charges will be charged by the institute.
32. All the Annexures and documents mentioned in the EOI to be submitted mandatorily for consideration of the Bid to be technically qualify.

## **B. PENALTY CLAUSE:**

33. Vendors shall have to pay quoted maintenance charges in the first week of every month. In case of non- payment of maintenance charges in a stipulated time period, a penalty of Rs. 500/- per week will be levied.
34. The Institute reserves the right to impose a penalty (to be decided by the NIFT authorities) on the vendor for any serious lapse in maintaining the quality and the services willfully or otherwise by the vendor or his staff or for any violation of bid term and conditions. A penalty of Rs. 1000/- per occasion will be levied and as per decision of the competent authority.
35. The vendor shall not keep the stationery shop closed without prior permission from the NIFT authority. Any such incident shall be treated as breach of contract and suitable action including penalty shall be taken for the same by NIFT as it may deem fit.



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36. The contract shall remain valid initially for a period of one year from the date of contract and it may be renewed up to 03 years on mutually acceptable terms and conditions. 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 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.

**C. EVALUATION CRITERIA:**

1) A two- stage procedure shall be adopted in evaluation the proposals. The selection will be done using Quality cum Cost Based Selection (QCBS) process. 60% weight- age would be given for Technical evaluation and 40% weightage would be given for financial evaluation.

The following weightage will be given for evaluation of Price & Evaluation Bids received from technically qualified bidders:

Sl. No.	Criteria	Marks
<b>Technical Weightage</b>		
1.	Experience	30 (Thirty) Marks.
2.	Performance certificate from client	30 (Thirty) Marks.
<b>Financial weightage</b>		
3.	Percentage of Discount on MRP	20 (Twenty) Marks.
4.	Monthly Maintenance Charges offered	20 (Twenty) Marks.

The bidder scoring the higher marks out of 100 marks as mentioned above would be awarded the contract. In case more than 1 vendor score the same marks, NIFT shall have the discretion to select the Vendor who has served satisfactorily in NIFT or similar educational institutions with higher experience.

The details of awarding marks are as under:

S. No.	Qualifying criteria	Marks Criteria
1.	Experience (from April-2020) of running of stationery shop in government educational institutes such as NIFT, IIM, IIT, NIT, government universities and government offices etc. or any recognized institutes.	1 mark will be awarded per contract with a maximum of 6 marks per year (Total 05 years).  <b>(Max: 30 Marks)</b>



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2.	Performance Certificate during the last 05 years (i.e. 01.04.2020 to 31.03.2025/till date) from government educational institutes/ government Universities/government offices or any recognized institutes	01 mark will be awarded for each work performance certificate with excellent/very good/satisfactory/good rating by the issuing authority with a maximum of 6 marks per year (Total 05 years). <b>(Max: 30 Marks)</b>
3.	Percentage of Discount on MRP offered for selling the stationary items in the stationary shop to students and officials.	The highest discount in percentage (%) offered shall be given a financial score (FS) of 25 points. The financial score (FS) of other bidders will be determined using the formula: $FS = 25 \times F/FP$ , in which FP is the highest discount in percentage (%) offered by the bidder, and F is the percentage of discount offered by the particular bidder. <b>(Max: 20 Marks)</b>
4.	Monthly Maintenance Charges to be paid to NIFT, Bhubaneswar minimum Rs. 5000/- (Excluding GST)	1 mark for first Rs. 5000/- + ( 1 additional mark for every 1,000/- up to a maximum of 19 marks). (Amount of GST shall be payable over and above to the quoted monthly Maintenance Charges) <b>(Max: 20 Marks)</b>

**Note:** The firm/agency having experience of government educational institutes/government universities/government offices or any recognized institutes will only be considered for technical evaluation.

**Only technically qualified bidders will be eligible for marking of points as per above indicated parameters.**

**Scores obtained on financial offer will be added to scores obtained on technical offer to get a Consolidated Score (CS) according to the formula:  $CS=TS$  (Technical Score) +FS (Financial Score). Bidder with the highest consolidate score (H- 1) i.e.  $CS=TS+FS$  will be selected.**



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## **D. SPECIFIC CONDITIONS:**

**The bidder should strictly take into account the following conditions before filling up the tender.**

- i. The tender is based on QCBS where 60:40 will be followed i.e. 60% weightage for Technical Evaluations and 40% weightage for Financial Evaluation.
- ii. The contract will be initially for a period of one year and can be extended for further period of two years on year to year basis thus making total in 3 years on terms & conditions envisaged in the tender depending upon the satisfactory performance of contractor.
- iii. The bidder can visit the campus to see the area before bidding. The bidder will be provided with only room and minimum infrastructure like lights, fans, water supply, electricity supply (on payment basis as per actual consumption).
- iv. The charges for selling the stationary items will be collected by the bidder directly from the students/ employees/visitors. The contractor should be ensured that the items listed as per Annexure-I shall be available at the Stationery Shop.
- v. The contractor shall have to make his own arrangements for the accommodation of its staff. NIFT will not provide any accommodation in the campus or else.
- vi. The disposal of solid waste and garbage shall be sole responsibility of the contractor as per norms laid down by the concerned government authorities.
- vii. NIFT shall not provide any consumable or non- consumable items including raw materials for the purpose of selling stationary items. On termination of the contract, the Contractor shall return to NIFT items of furniture/fixtures/ equipment if any issued to him/her.
- viii. NIFT reserves the right to call upon the contractor to remove any person employed / working in the Stationary Shop, if found unsuitable for services on account of hygiene or health or conduct or any other administrative reason.
- ix. In case of interpretation, modification and any alteration with respect to terms & conditions the Contractor and Director, NIFT, Bhubaneswar will jointly look into such aspect and the decision of the Director, NIFT, Bhubaneswar will be final and binding to both the parties.
- x. The Contractor shall use the water- supply economically.
- xi. The contractor should ensure that the items listed as per Annexure-I shall be available at the Stationery Shop.
- xii. The contractor should be ensured to install good quality Photocopier Machines, B/W and colour Printer and the rates will be charged as given below:



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S.N.	Description	Rate
i)	Black & White Photocopy, A4 size paper	Rs. 01.50
ii)	Black & White Photocopy, A3 size paper	Rs. 03.00
iii)	Colour Photocopy, A4 size paper	Rs. 10.00
iv)	Colour Photocopy, A3 size paper	Rs. 15.00
v)	Black & White printing, A4 size paper	Rs. 05.00
vi)	Black & White printing, A3 size paper	Rs. 07.00
vii)	Colour Printing, A4 size paper	Rs. 10.00
viii)	Colour Printing, A3 size paper	Rs. 20.00

- xiii. Late bids will not be considered.
- xiv. The workmen employed by the vendor shall be directly supervised and controlled by the vendor, and shall have no relation whatsoever with National Institute of Fashion Technology, Bhubaneswar. 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. NIFT shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. However, NIFT, Bhubaneswar shall have power to take any action against them as permissible under law in case of grave violation.

## **E. SERVICES TO BE PROVIDED BY NIFT STATIONERY SHOP**

During continuance of the Contract of Stationery shop the agency, contractor shall take over the responsibility for providing all the stationery items (As per enclosed Annexure-1) and photocopy Service. The scope of service to be rendered under this agreement includes the following:

1. To run the stationery shop 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 services to NIFT employees and students at discount rates as specified in the financial bid of the vendor. In case of any deviation found in the rate a penalty may be imposed and the same may be based on the level of performance which may be decided by the NIFT authority and decision of NIFT in this regard will be final & binding on the bidder.
3. To upgrade the service as per the technological developments taking place in the areas of computer hardware, photocopying, binding, etc.
4. To provide access to the committee constituted by NIFT Bhubaneswar 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.



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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 is required to obtain all local licenses for running the stationery and photocopy zone as per the requirement of statute in force and revised from time to time.
8. 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.
9. To ensure security of moveable and immovable property of NIFT premises handed over against theft or damage.
11. Subletting of contract shall not be permitted.
12. The B&W photocopy machine, shall be of reputed brands like Modi, Xerox, Canon, Godrej having latest configuration and not older than one year.
13. NIFT will not be responsible to provide any residential accommodation to personnel deployed by the contractor.
14. The bidder shall abide by the Rules and Regulations of the NIFT, as may be enforced from time to time. The Contractor will have to work in close co-operation with others at the site.
15. The payment towards supply of Office stationery items to Office and Academic Stationery to Academic Departments (As per Annexure-1) 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.



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## ELIGIBILITY CRITERIA

### A. TECHNICAL ELIGIBILITY

The Technical Bid should be kept in separate sealed cover superscribing as “Technical Bid” on it and should contain the following details:

1. Name of Bidder/Agency ..... (Firm copy enclosed)
2. Address of Agency:  
.....  
.....
3. Name of person:  
.....  
..... Phone no.: ..... (mob no.):  
..... Email id:  
.....  
.....
4. Details E.M.D.(Rs.5,000/- )..... (Exempt in case of NSIC Exemption Certificate)  
Draft No.: ..... Issuing Bank: .....
5. Details of Experience in the similar Field (attach copies as proof)

S. No	Period		Organization	Details of services
	From	To		

6. Copy of PAN card of Bidder: \_\_\_\_\_
7. GST Reg.No.: \_\_\_\_\_



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## **B. FINANCIAL BID:**

**(Keep this Financial Bid in separate sealed envelope)**

- Name of Work : Running of Stationary Shop
1. Name of Bidder /Agency. : .....
2. Period of Contract : Initially One Year
3. Percentage of Discount on MRP (Maximum Retail Price) for selling the stationary items:

<b>Percentage of discount on MRP for selling the stationary Items.</b>	
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## **4. Monthly Maintenance Charge**

<b>Minimum Maintenance of Rs. 5,000/-+ applicable 18% GST (per month) towards maintenance charges at NIFT Bhubaneswar Campus (excluding electricity, water, taxes etc.,)</b>	
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### **Note:**

1. GST applicable on Maintenance charges as per government rate.
2. Actual Electricity Charges



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## Annexure A

### UNDERTAKING BY THE BIDDER

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

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature of Bidder



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**Annexure - B**

## **Declaration by the Bidder**

This is to certify that I/We, before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

I/We hereby undertake that the information provided with this tender are true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me/us.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No (O):

Date:



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**Annexure - C**

**Bid Securing Declaration Form**

Dated: \_\_\_\_\_

To  
The Director,  
National Institute of Fashion Technology,  
Plot no. 24, Chandaka Industrial Estate, Patia  
Bhubaneswar – 751024

I/ We, on behalf of M/s \_\_\_\_\_ the  
undersigned, declare that:

I/ We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders. I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signature with stamp

(signature of person whose name and capacity are shown)

in the capacity of (legal capacity of person signing the Bid Securing Declaration)

Name: \_\_\_\_\_

Date: \_\_\_\_\_



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**Annexure - D**

## **SELF- DECLARATION – NO BLACKLISTING**

In response to the Tender Document for running of Stationery Shop at NIFT Campus, Bhubaneswar, I /We hereby declare that presently our Company/firm M/s \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

I/We further declare that presently our Company/ firm is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

I/We further declare that contract of our Company/ firm has never been terminated by any State/ Central Government/ PSU/ Autonomous Body due to deficiency in services, performance or any other defaults.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future against any other tender.

Yours faithfully,

Place:

Date:

(Signature of the Tender with Seal)



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**“Annexure-1”**

## Indicative list of stationery Items

Sl. No.	Items
1.	Alpin (King)
2.	Allout Machine
3.	Acid Bott.
4.	Acid Powder
5.	Arch File
6.	Acric Color Tube
7.	Battery Pencil (Small)
8.	Board Pin
9.	Board Marker (White) (Camel)
10.	Box File
11.	Banded Envelop/ Cloth Envelop
12.	Bleaching Powder (Bengal Chemical)
13.	Bobbin with Box
14.	Battery AAA (1.5)
15.	Brown Paper
16.	Boning
17.	Board File
18.	Bucket 100 lits
19.	Brasso
20.	CD-R – Moserbear
21.	CD-RW (Moserbear)
22.	Cover File
23.	Cello Tape (1/2”) T
24.	Cello Tape 1” (T)
25.	Cello Tape 2” (T)
26.	Cello Tape 1” (B)
27.	Cello Tape 2” (B)
28.	Chart Paper (White)
29.	Calculator - 8digit (Orpat)
30.	Corrugated Sheet Roll
31.	Carbon (Yellow) (Korex)
32.	Carbon (Black) (Korex)
33.	Cartridge Paper A3
34.	Carbon (Blue) (Korex)
35.	Canvas / Denim
36.	Caustic Soda
37.	Chinese Ink (Camel)
38.	Chart Paper ( Green, Black, Red, Blue)
39.	Coconut Oil
40.	Cleaning Spray for fusing press (Medium)
41.	Carrier (Dyes & Chemical)
42.	Coir Mat -3”x 2”
43.	Duster (Table)
44.	DVD – R (Moserbear/Sony)
45.	DVD – RW (Moserbear/Sony)
46.	Draping Pin (Pony)
47.	Dak Receipt Register – 300 pages
48.	Dak Dispatch Register – 300 pages
49.	Dendrite
50.	DST (Paper)
51.	Dettol Liquid – small
52.	Drawing Book – 40 pages
53.	Denim Febric
54.	DC* 27
55.	DP* 5
56.	Dustbin (Plastic - Small)
57.	Eraser / Rubber (Natraj)
58.	Envelope ( Small)
59.	Fax Roll – Good Quality
60.	Floppy (Moserbear)
61.	Fevi Quick Gum
62.	Foam Tape
63.	Febric Cotton
64.	French Curve
65.	Fevicol
66.	Febric Chalk
67.	Febric Scissor
68.	Fax Ribbon
69.	Green Note Sheet –Good Quality
70.	Gum Tube
71.	Glue Stick / Fevi Stick
72.	Gum Bottle
73.	Glass ( Borocil)
74.	Gala
75.	Grading Scale
76.	Gray Chart Paper
77.	Gateway A4
78.	Graph Paper – A4
79.	Gliterpens
80.	Good Night Liquid – 45 days
81.	Hit
82.	Highlighter (Fabercastle)



# राष्ट्रीय फैशन प्रौद्योगिकी संस्थान



83.	Hard Board
84.	Hip Curve
85.	Half Pressure Foot (Left & Right)
86.	Illustration Book -36pages
87.	ID Card Holder with Chord
88.	James Clip (Bell)
89.	Jute
90.	Journal Holder (Library)
91.	Knit (Single Jersey)
92.	Knitting Yarn (2/32 Acrylic)
93.	Log Book ( Vehicle)
94.	Lock
95.	Liquid Soap
96.	L-Scale
97.	LW* 2T (size-11)
98.	Measuring Tape
99.	Muslin
100.	Canvas Muslin
101.	Masking Tape
102.	Machine Oil – i) Knitting
103.	Mug – Small
104.	Naphthalene
105.	Needle Machine
106.	Needle Leather
107.	Nirma Bar (Small)
108.	Needle (Hand)
109.	Note Book – Small (20 pages)
110.	Needle –Knitting Machine
111.	Nariel Jharu
112.	OHP Marker Pen (Camel)
113.	OHP Sheet A4 1000hms(T)
114.	OHP Machine Lamp
115.	Odonil
116.	Pen (Reynolds/Cello/Uniball/Pilot)
117.	Plastic Folder
118.	Pencil (Natraj)
119.	Pencil (Steno)
120.	Pencil (Color wood)
121.	Punching Machine Double
122.	Pencil – 2B (Camel)
123.	Pencil – 6B (Camel)
124.	Pencil – 4B (Camel)
125.	Pencil Charcoal (Camel)
126.	Paper Cutter
127.	Poplin Fabric
128.	Paper Fusing
129.	Painting Brush - Round

130.	Painting Brush – Flat
131.	Paper Clip / Binder Clip –
132.	Pattern Paper
133.	Phenyl
134.	Pen Drive
135.	Phool Jharu
136.	Puller (Zipper)
137.	Pigment Printing Color
138.	Poster Color Set
139.	Portfolio Case
140.	Pin cushion (Box)
141.	Plastic Sheet 16” x 20”
142.	Polyester Crepe
143.	Room Freshener
144.	All type of Register
145.	Rexene
146.	Register 500 pages
147.	Register 04 No.
148.	Rope (Jute)
149.	Ribbon
150.	All type of Staples
151.	All type of Staples Pin
152.	Sharpener
153.	Scale (Plastic)
154.	Scale (Steel Small)
155.	Sticky Pad/ Post it
156.	Sticky Pad/ Post it (Different Col. of one pad)
157.	Stamp Pad
158.	Spiral Jersey Fabric
159.	Spirit
160.	Single Punch Machine
161.	Scissor
162.	Soap – Lifebuoy – 125gm
163.	Silver Color
164.	Stamp Pad Ink. – Small
165.	Steno Pad
166.	Sitar Thread for Over locking
167.	Scotch Bite (small)
168.	Synthetic Foam (Ramson)
169.	Sketch Pen
170.	Tag/ Less Green
171.	Tag File
172.	Towel (Small)
173.	Thread (White)
174.	Tracing Wheel
175.	Tag –White



# राष्ट्रीय फैशन प्रौद्योगिकी संस्थान



176.	Tracing Paper
177.	Thermocol – 16" x 20"
178.	Thread Cotton (Bardhaman)
179.	Tata Salt
180.	Tweezer
181.	Vim Powder
182.	Visiting Card Holder
183.	Velvet
184.	Vacuum Table Cloth (Ramsons) 51 x 32
185.	Wooden Duster
186.	Whitener / Erez-X
187.	Writing Pad / Note Pad
188.	Weight Needle (Machine)
189.	Warring Hard
190.	Xerox Paper A4 size
191.	Xerox Paper A3 size
192.	Xerox Paper –Legal Size
193.	Y-per (Medium)
194.	Zipper
195.	Leather Goat EI Tan
196.	Small Note book 20 pages
197.	Card board 1 pound
198.	Art paper 80 gsm
199.	Art paper 160 gsm
200.	Kerosene
201.	Plywood 9mm 18" x 18" panel
202.	Plywood 9mm 24" x 24" panel
203.	2mm Modi glass with beveled edge 4" X 6"
204.	2mm Modi glass with beveled edge 5" X 7"
205.	Thread 3 ply black
206.	Thread 3 ply brown
207.	Thread no. 50 cotton
208.	Punch 3 no.
209.	Punch 2 no.
210.	Punch 0 no.
211.	Punch 000 no.
212.	Rivet 9mm (antique Silver)
213.	Eyelet 9mm (antique Silver)
214.	Sponge sheet 4mm
215.	Eva foam 3mm
216.	Babla gum
217.	Sand paper
218.	Silica gel
219.	Plastic coil zipper no. 3 White
220.	Puller no. 3 Silver finish

221.	Nylon webbing tape 1"
222.	Double side tape (1cm)
223.	Velcro White
224.	Velcro Black
225.	Half inch Fiber sheet 12" x 12"
226.	3/4" D- ring 1 pc (Antique Silver)
227.	3/4" O- ring 1 pc (Nickle)
228.	3/4" Square ring (Nickle)
229.	Half inch dog hook (Nickle)
230.	1-1/2" buckle (Nickle)
231.	Tracing paper
232.	Spirit
233.	Zinc Oxide powder
234.	1" brush
235.	2" brush
236.	Round brush 00 no.
237.	Paint brush 0 no.
238.	Paint brush 1 no.
239.	Paint brush 2 no.
240.	Paint brush 5 no.
241.	Flat brush 1 no.
242.	Flat brush 2 no.
243.	Flat brush half inch
244.	Masking tape
245.	Robbin blue
246.	Surf excel
247.	Turkey Red Oil
248.	Embroidery thread
249.	Black carbon
250.	Tracing wheel
251.	Yellow carbon
252.	Rangoli (red)
253.	0 no. sequin metallic
254.	Floral readymade applique
255.	Cotton Bed cover Single (Plain White)
256.	White Cotton thread roll
257.	Crochet panel round 3"
258.	Key rings
259.	Inch tape
260.	Cotton tape (half inch)
261.	Poplin (red)
262.	Poplin (Black)
263.	Poplin (Beige)
264.	Poplin (Blue)
265.	Poplin (Yellow)
266.	Poplin (Green)
267.	Poplin (Orange)



# राष्ट्रीय फैशन प्रौद्योगिकी संस्थान



268.	Poplin (chocolate)
269.	Poplin (Light Brown)
270.	Poplin (Purple)
271.	Cotton (black) 42"
272.	Cotton (brown) 42"
273.	Velvet fabric (black) 60"
274.	Velvet fabric (Tan Brown) 60"
275.	Cotton Printed red
276.	Cotton Printed Blue
277.	Arbi Cotton (White)
278.	Art Georgette (Off White)
279.	Cambric (White)
280.	Chiffon (Z- Black)
281.	Crape silk white
282.	Organza (purple)
283.	Organza (Mastard)
284.	Organza (Olive green)
285.	Organza (Black)
286.	Organza (Ocean Blue)
287.	Tassar Silk (Beige)
288.	Tassar Silk (Black)
289.	Habutai Silk
290.	Pure Silk
291.	Heavy Polysatin (furnishing) 60"
292.	Net fabric
293.	Korean Tassar
294.	Bishnupur Silk
295.	Raw Silk
296.	Matka silk
297.	Pure Silk
298.	Kora Silk
299.	80 gsm Canvas
300.	Denim (Indigo) 12 oz
301.	Indigo colour Violet
302.	Indigo colour Blue
303.	Indigo colour Pink
304.	Indigo colour Brown
305.	Indigo colour Grey
306.	Indigo colour Orange
307.	Red naphthol Colour
308.	Red base
309.	Blue naphthol
310.	Blue Base
311.	Black naphthol
312.	Black Base
313.	Brown naphthol
314.	Brown Base

315.	Lemon yellow naphthol
316.	Lemon yellow Base
317.	Golden yellow naphthol
318.	Golden yellow Base
319.	Maroon naphthol
320.	Maroon Base
321.	Sodium nitrate
322.	Sulphuric acid
323.	Bee wax
324.	Micro wax
325.	Parafin wax
326.	Caustic soda
327.	Monopol soap
328.	Sulphuric acid
329.	Cartridge Paper
330.	Tassar Silk Yarn
331.	Fancy Yarn (Golden)
332.	Fancy Thick Variety yarn
333.	Toilet Vaccum Rubber
334.	Hydrogen Peroxide (H <sub>2</sub> O <sub>2</sub> ) (50%)
335.	Sodium Hypochlorite (NaCl)
336.	Sodium Hydrosulphite (Hydros)
337.	Sulphuric Acid, H <sub>2</sub> SO <sub>4</sub> (60%)
338.	Sulphuric Acid H <sub>2</sub> SO <sub>4</sub> (75%/-)
339.	Hydrogen Peroxide (H <sub>2</sub> O <sub>2</sub> ) (50%)
340.	Sodium Hypochlorite (NaCl)
341.	Sodium Hydrosulphite (Hydros)
342.	Sulphuric Acid, H <sub>2</sub> SO <sub>4</sub> (60%)
343.	Sulphuric Acid H <sub>2</sub> SO <sub>4</sub> (75%/-)
344.	Battery – 9V (Duracell)
345.	Listerin Liquid (Mouth Wash) – 250ml
346.	Liquid Soap – Hand wash (Dettol) – 250ml
347.	Macrame Yarn
348.	Brading Yarn
349.	Crochetting Yarn (Small)
350.	Tatting Yarn
351.	Bead
352.	Wool
353.	Urea
354.	Diammonium Phosphate (DAP)
355.	Emil Sitier 'W'
356.	Parafin Wax
357.	Beas Wax
358.	DVD ROM (8.5 GB, Moserbear)
359.	Stedler Pen
360.	Awl



# राष्ट्रीय फैशन प्रौद्योगिकी संस्थान



361.	Button Fitter
362.	Bidding Hammer (Medium)
363.	Cutting Plier (Medium)
364.	Hand Punch (0-8nos.)
365.	Rolling (Revolving ) Multiple Punch
366.	Hammer (Teflon ) Standard Size
367.	Knife (Leather)
368.	Knife (Blade) Medium Size
369.	Leather Board (3ft x 4ft)
370.	Pliers
371.	Pincer
372.	Punch Board (Teflon Sheet) 18" x 36"
373.	Roller
374.	Rubber Sheet (Thickness-6mm)(18inch x 18 inch)
375.	Rivet Fitter ( 06mm to 10mm)
376.	Stone Slab (Color -Black) Thickness -1" , 18"x18"
377.	Notcher (Notch Marker)
378.	Mens Curve
379.	Flexible Scale
380.	Six Ripper
381.	Notcher
382.	Clutch (Pencil) (Stedler)
383.	Thick Plastic Sheet (Miler Sheet)
384.	Set Square (Big)
385.	Hand Gloves
386.	Bath Towel (Full Size)
387.	Line Tester (250v)
388.	Plier
389.	Glass Fuse (F-10amp)
390.	Chest Pasting
391.	Ledger Book (500pges)
392.	Direct Dyes (Red/Blue/Green/Pink/Yellow)
393.	Naphthol Dyes (ASBS/AT/CT/AS)
394.	Naphthol Fast Salt (Scarlet RC/ Red B/ Blue B/ Yellow GC)
395.	Binder (Pidilite Type)
396.	Bolt and Nut (2.5inch)
397.	Cotton Cord
398.	Cotton Yarn (Cone Form) (2/20s)
399.	Knitted Interlock Fabric
400.	1x1 Rib Knitted
401.	Resist Salt
402.	Silver Powder
403.	Gold Powder

404.	Gold Binder
405.	Sodium Bicarbonate
406.	Sodium Alginate
407.	Toilet Brush (Medium Size)
408.	Web cleaner Stick (7ft)
409.	Student Issue Register (Library) 400pgs.
410.	Book Sticker / Address Slip, 3.5cm(w), 5.5cm(L)
411.	Printing Screen (Design Developed) 12"x12"
412.	Printing Screen (Undeveloped) 12"x12"
413.	Ready Paste for Pigment Printing
414.	Reactive dye procion H brand (hot dye) 6 colours
415.	Reactive dye procion M brand (cold dye) 6 colours
416.	Reactive dye Remazol 4 colours
417.	Wooden block for printing (curved)
418.	Wooden block for printing (uncut)
419.	Others Stationary Items as specifically applicable for NIFT



# राष्ट्रीय फैशन प्रौद्योगिकी संस्थान



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**N.B: Additional stationery items & other can be added as per requirement basis of NIFT from time to time with prior permission.**