



निविदादस्तावेजशुल्कः

Tender Document Fee

(Rs. 500 + GST 18% = Rs. 590/-)

**National Institute of Fashion Technology, Hyderabad.**

AN ISO 9001:2008 CERTIFIED INSTITUTE

Ministry of Textiles, Govt. of India.

**TENDER DOCUMENT**

(Open Tender)

FOR

**SUPPLY OF PRINTING & STATIONERY ITEMS****File No: NIFT-Hyd/ Admin/printing/ 2023-24**

Receipt No &amp; Date of Issue: \_\_\_\_\_

Tender form issued to M/s. \_\_\_\_\_

Tender Notification / advertisement	19.12.2023
tender document	19.12.2023 to 03.01.2024
Last date for receipt of duly filled in tenders	03.01.2024 at 2.00 PM
Date and Time of the opening of tenders	03.01.2024 at 3.00 PM

Note: This tender document contains 11 pages and bidders are requested to sign on all the pages. The Technical bid & Financial bid should be sealed by the bidder in separate covers duly subscribed & both these sealed covers are to be put in a bigger cover which should also be sealed & duly super scribed as "Supply of printing and Stationery items"

NIFT CAMPUS, Opp. Hi-tech City, Madhapur, Cyberabad, Hyderabad -81.

Phone: 91-40-23110841-843, Fax no. 91-40-23114536

E-mail: [nift.hyderabad@nift.ac.in](mailto:nift.hyderabad@nift.ac.in)

Web: <http://www.nift.ac.in/hyderabad/businessopportunities.html>

### **Preamble / Introduction**

National Institute of Fashion Technology (NIFT) is a premier educational institution set up under an Act of Parliament and functioning under the aegis of the Ministry of Textiles, Govt. of India. Hyderabad has been set up since August, 1995 and offering undergraduate and post graduate programmes.

NIFT- Hyderabad is inviting tender for “**Supply of Printing & Stationery Items**” from the reputed printers.

The tender document may be available in NIFT Web site: [www.nift.ac.in/hyderabad](http://www.nift.ac.in/hyderabad)

### **SCHEDULE TO THE INVITATION OF TENDER**

<b>Approx value of tender</b>	<b>Cost of Tender Document</b>	<b>EMD Rs.</b>	<b>Security deposit Rs.</b>	<b>Sale of Tender Commence from</b>	<b>Last date for sale of tender</b>
<b>Rs.2 lakhs</b>	<b>(Rs. 500 + GST 18% = Rs. 590/-) Non-refundable</b>	<b>Rs.5,000/- Refundable</b>	<b>Rs.25,000/-</b>	<b>19.12.2023</b>	

The completed tender documents are to be submitted in sealed covers addressed to “**The Director, NIFT, NIFT Campus, Opp: Hi-tech City, Madhapur, Cyberabad, Hyderabad – 500081**”. Envelope should be superscribed with the words “**Supply of Printing & Stationery Items**”.

The tender cover received after due date and time will not be considered and no correspondence in this regard will be entertained.

The Director, NIFT reserves the right to reject any or all tenders without assigning any reason and it is not bound to accept the lowest tender.

Sealed bids are invited from the printers for printing items as per requirement. Interested parties should quote their rates in the NIFT format only. Bids received in any other format will not be considered.

Tender cover in one big envelope marked as “Supply of Printing & Stationery Items” containing two separate sealed envelopes.

1. Cover ‘1’ marked with “Technical Bid ”
2. Cover ‘2’ marked with “Financial Bid ”

Printer must enclose copies of the following in the **Technical bid Cover**

1. Copy of Shop and Establishment Registration.
2. Copy of GST registration.
3. Copy of Pan card.
4. Copy of Income Tax Return for the financial year 2021-22, 2022-23.
5. Client list (Govt. organization/ Academic/Reputed Institutions - last two years).
6. EMD of Rs.5,000/- (DD in favour of NIFT, payable at Hyderabad). No interest will be paid for EMD amount.

Cost of Tender document, if download or sent by mail to the printers (Rs. 500 + GST 18% = Rs. 590/-), DD in favour of NIFT, payable at Hyderabad).

### **Financial Bid cover**

**Financial bid** - only rate should be enclosed in this financial bid cover as per enclosed format – Annexure - A.

## **SPECIFICATIONS AND TENDER CLAUSES**

The following are the specifications and tender schedule clauses, which are required to be followed by each tender before submitting the tender documents to the undersigned

### **SPECIFICATIONS:**

The printing items along with specifications are given in the Annexure – 'A'. However, it is the responsibility of the tenderer to take all precautions regarding the quality of the items for which they quote.

### **TENDER SCHEDULE CLAUSES:**

**1. Rates:** Rates should be quoted to **all the items** in Annexure – A

**2. Period:** Tender contract is valid for one year from the date of agreement. However, a renewal of contract on an annual basis may be considered by the competent authority, ie. The Director, NIFT, Hyderabad based on satisfactory performance of the contractor at the same rates / existing rates. The contract may be extended for a period of three years maximum, including the first year of contract ie. renewal can be done maximum two times only.

**3a. E.M.D. :** Each tender must be accompanied by an Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees five thousand only). The EMD amount will be paid through **DD (drawn in favour of "NIFT", Payable at "Hyderabad")** from any Nationalized Bank. **Tender document without EMD will be rejected.**

**3b. Refund of EMD:** EMDs of unsuccessful tenderers will be returned after finalization of the tender.

3c.The EMD of the successful tenderer will be refunded on furnishing the prescribed security deposit.

**3d. Interest on EMD:** No interest will be paid for EMD.

**3e. Forfeiture of the EMD:** EMD is liable to be forfeited in case the tenderer withdraws his/her tender after opening of the tender or if the successful tenderer fails to furnish the Security Deposit within specified time and enter into an agreement.

**4a. Performance Security Deposit (SD):** The successful tenderer shall be required to deposit an amount of Rs.25,000/- (Rupees twenty-five thousand only) as Performance Security Deposit before the agreement with NIFT, Hyderabad is entered into (Demand Draft in favour of NIFT, payable at Hyderabad). If engaging more than one printer, the security deposit may be collected proportionately.

**4b. Interest on Security Deposit:** No interest shall be paid on such security deposit, which shall remain with the Institute during the contract period and it shall be released only after the expiry / termination of the contract, subject to clearance of all dues by the contractor.

**5.** NIFT reserves the right to engage more than one printer, if the rates are equal / L1.

**6. Acceptance & Rejection of tenders:** The Director, NIFT is at liberty to accept or reject any tender without assigning any reason.

**7.Compensation:** No claim for compensation or loss due to market fluctuations or any other reasons / causes will be entertained.

**8. Termination of Agreement:** The agreement can be terminated with one month notice without assigning any reason.

**9. Delivery:** Generally work order will be placed as and when required. Even small quantities of the Printing / stationery items are also to be supplied at the rates approved and quality specified. Delivery time as prescribed in each order placed by the issuing authority should be adhered to and in case of failure to the time limit, NIFT, Hyderabad reserves the right to cancel the order placed.

**10. Penalty:** Penalty will be levied for non-supply of the printing / stationery materials in time. The tenderer shall agree that the penalty of 3 % to 5% on the total amount of each work order shall be imposed for each week of delay in delivery with reference to the delivery period mentioned in each work order. The penalty will be to a maximum extent of 10%. The tenderer should be in a position to supply the printing items within the stipulated period failing which the tender will be cancelled at the discretion of the Director, NIFT, Hyderabad and Security Deposit shall be forfeited.

**11. Forfeiture of the SD:** The whole amount of the security deposit shall be liable to be forfeited in case of breach of any of the terms agreed upon by the contractor. The whole amount of the security deposit shall be liable for forfeiture in the event of the Contractor not being able to continue the contract for the entire duration of the contract on the same rates, terms and conditions and chooses the option to give 2/3 month notice in writing to the Institute for termination of the contract.

**13. Arbitration:** In the event of any dispute arising out of the contract, the same will be referred to the arbitration of the Director, NIFT, Hyderabad or some other Officer nominated by him/her. The award of the arbitrator shall be final and binding on the parties to the contract.

**14. Before submitting the filled-in Tender document to NIFT, Hyderabad, the bidders are informed to check the printing materials / registers and etc existing quality / sample during the working hours (Monday to Friday, 9.30 am to 4.30 pm).**

## **TERMS AND CONDITIONS**

The tenderer is advised to go through the following terms and conditions carefully before filling up the tender application.

1. Tender 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.
2. **Rates should be quoted to all the printing items.**
3. **The rates quoted should be inclusive of all charges like cost of items, all taxes like sales tax, excise duty, GST, packing, transportation and handling charges and etc. The printing items should be delivered to NIFT Hyderabad.**
4. **Rates should be quoted in figures clearly.**
5. **No overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer.**
6. **The printing items should be supplied in good quality and standard manufactured items.**
7. Latest Income Tax, current and valid trade license, GST registration proof, PAN card - copies should be enclosed to the tender.
8. Tenderer must sign along with company seal on each and every page of the tender document as token of the acceptance of tender conditions.
9. No Paper shall be detached from the tender document.
10. The printer has to provide proof and get approval before going to final printing. The Printer will also provide a soft copy of the final artwork to NIFT.
11. NIFT reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.
12. Tenders without EMD of Rs.5,000/- will be summarily rejected.
13. Late tenders will not be accepted
14. The person signing the tender or other documents shall indicate his/her full name below his/her signature and must specify whether he/she has signed as sole proprietor, partner in case of partnership firm and Director in case of a company incorporated under companies act duly authorized by the board of directors for the purpose.
15. Any violation / infringement of the terms and conditions of the contract will cause the agency to be liable for forfeiture of the security deposit without prejudice to any other rights of the NIFT.
16. No advance will be paid to the printer for the printing items specified in the work order.

17. The printing material, if any, rejected by NIFT, for any reasons, should be taken back by the tenderer at his/her own cost.
18. NIFT will have the right to cancel any order, if the required items are not supplied in time or do not meet the specifications of NIFT.
19. TDS will be deducted at source as per Income Tax rules and regulation in force from time to time.
20. Any other taxes applicable from time to time during the period of contract will be deducted at the time of settlement of bills.
21. In the event of any dispute arising of the contract, the same will be referred to the arbitration of the Director, NIFT, Hyderabad or some other Officer appointed by him/her. The award of the arbitrator shall be final and binding on the parties to the contract.
22. The payment of printing item is to be made on completion of supply/delivery, actual receipts, inspection and approval. The printer will have to send Challans and Delivery Notes along with the supply and a bill indicating clearly the work Order No., date and other details of delivery. While quoting the rate(s) of items the following information invariably be made available.
23. Bills are to be submitted in duplicate for the supplies/delivery made to NIFT and their payment will be arranged through cheques as early as possible.
24. Partial supply or failure to ensure actual delivery shall be taken as incomplete supply/delivery.
25. All tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.
26. These rates will be valid for 90 days from the date of opening of tender document.
27. NIFT, Hyderabad reserves the right to change the quantity / drop any items or part thereof / extension of delivery date at any time before placing the work order.
28. In case the printer uses the inferior quality of paper, NIFT will get it tested from the approved Govt. testing lab and a penalty on the total bill shall be imposed by the Competent Authority deemed fit on the firm and disqualification for future job with NIFT.
29. The tender document should be sent in a sealed cover addressed to *The Director, NIFT, NIFT Campus, Opp: Hi-tech City, Madhapur, Hyderabad 500 081* superscribing the cover as " TENDER FOR PRINTING ITEMS". They can also be dropped in the tender box placed at 'Admin Block', NIFT Campus, Hyderabad. NIFT is not responsible for any loss or delay in transit.

**Technical Bid**

1. Name of the Printing Agency : .....
2. Address of the Printing Agency : .....
- .....
- .....
- .....
- Pin code: .....
3. Phone No. / Mobile No. : .....
4. Fax No. : .....
5. Email address : .....
6. Contact Person Name and Mobile No. : .....
7. Status of the company (please tick) : Proprietor / Partner/ Pvt. Ltd / Public Ltd
8. Name of the Proprietor / Partner/ : .....

**Kindly tick in the appropriate Boxes of the following**

9. Enclosed copy of Shop & Estt. Registration : Yes  No
10. Enclosed copy of GST Registration : Yes  No
11. Enclosed copy of Pan Card. : Yes  No
12. Enclosed copies of IT return – (F.Y 2021-22,22-23): Yes  No
13. Details of EMD. DD. No. & Date (Rs.5000/-): .....
14. Cost of Tender document, if download (Rs.590/- ,DD.No &Date) : .....
15. Enclosed copy of client list – any : Yes  No   
Govt. organization/Academic Institutions  
for last two years

I hereby undertake that the information provided above and elsewhere in the tender is 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.

Date :

Place :

Signature and seal of the Tenderer.



**Financial Bid****ANNEXURE – A**

S No	Particulars / Specification	Qty.	Rate in Rs.
1	Letter Head - Excel Bond sheet, 100 GSM, Matter in English & Hindi, Four Colours, Offset Printing, (100 sheets per pad) – A4 size	50 Pads	
2	Continuation Sheets - Excel Bond sheet, 100 GSM, only NIFT Logo printing, two Colours, Offset Printing (Grey & Red), (100 sheets per pad) ) – A4 size	50 Pads	
3	Note Sheet - F/B Green sheet Printing on 80 GSM West Coast / MPM,(100 sheets per pad) – Full scape, 1 clr [Black] on Both side.	50 pads	
4	Visiting Cards – Matter in English & Hindi (Front & Back), multi Colour Printing (300 GSM)	100 Nos.	
5	Plain white Envelopes - 9.5" X 4.25" Size – using 120 GSM, white Sunshine maplitho paper, Two Colours [Grey & Red], offset Printing, Matter in English and Hindi	1000 Nos.	
6	Window white Envelopes - 9.5" X 4.25" Size using 120 GSM, white Sunshine maplitho paper, Two Colours [Grey & Red], Offset Printing, Matter in English and Hindi	1000 Nos.	
7	Plain white Envelopes - A 4 Size [10" x 12" ] , using 120 GSM, white Sunshine maplitho paper, 4 Clrs, Offset Printing, Matter in English and Hindi	1000 Nos.	
8	Plain white Envelopes - A 3 Size [12" x 16" ], using 120 GSM, white Sunshine maplitho paper, 4 Clrs, Offset Printing, Matter in English and Hindi	1000 Nos.	
9	Plain Brown Envelopes - A 4 Size, 4 Colours, Offset Printing, Matter in English and Hindi on 120 GSM, Brown Craft Paper, 100 GSM [ MPM / GVG / Andhra Mill]	1000 Nos.	
10	Plain Brown Envelopes - A 3 Size, 4 Colours, Offset Printing, Matter in English and Hindi on 120 GSM, Brown Craft Paper, 100 GSM [ MPM / GVG / Andhra Mill]	1000 Nos.	
11	Yellow laminate cover Legal size logo and address with 2 colours.	100 Nos.	
12	Yellow laminate covers - A 4 Size logo and address with 2 colours.	100 Nos.	
13	Yellow laminate covers - A 3 Size logo and address with 2 colours	100 Nos.	
14	Gate Pass Books 1/16 size [14 x 21cm], Finishing 50 sets per book, Serial Numbering, Perforation & Stiff Binding.	10 Books	
15	Clip File with printing 3 languages, 650 GSM (35 cm X 26 cm) standard size Imported Wax Coated File with Cobra Clip addition one Clip Extra Eco Fastener – Good quality, with single colour printing – as per sample.	500 Nos.	
16	Flat Tag File with 2" caligo pasting at centre with four highlights with tags (good quality), printing 3 languages, 650 GSM, florescent colour board (35 cm X 26 cm) standard size with single colour printing – as per sample.	500 Nos.	
17	Spiral writing pad - 80 pages, cover page Top & bottom 300 GSM Artcard, 4 clrs on single side with glossy Lamination. Inner 80 Pages 80 GSM White Maplitho paper. Inner Common Matter 1clr Grey on both side.(size 1/8 <sup>th</sup> )	500 Nos.	
18	<b>COE Dept</b> Main Answer sheet Booklet 16 Pages [12 ruled sheets - <i>line gap 9 mm</i> plus 4 cover pages], 80 GSM, white Maplitho, and 2 <sup>nd</sup> Page printing [single colour printing, of <b>“DO NOT USE THIS PAGE” in Red Colour, from 3 page to 14 page ruled lines</b> ], size 220 X 280 mm – as per sample. First Sheet Perforation on Vertical, Numbering in Two Places(only first sheet), Finishing Centre Pinning. With Top Corner Left Side Single Hole.	2000 Nos.	
19	Additional Answer Sheet Booklet 4 Pages with ruled (line gab 9 mm), 80 GSM, white Maplitho, only first page single colour printing and with Top Corner Left side single punch with Serial No., size 220 X 280 mm – 300 GSM hard card.	2000 Nos.	
20	Grade Sheets - with Silver Foiling - Mark sheet Front & back Single colour Printing using 165 GSM pulb board – as per sample	1000 sheets	
21	<b>Academic Dept</b> Convocation Certificate - A-4 size certificates print on R.T.B.W. paper with multi colour printing, silver foiling plus embossing NIFT logo, 300 GSM – as per sample	100 Nos.	
22	Convocation Certificate Folder - Print on 350 GSM Art card 21X13 inch, Front & Back orange Shade Tint with die punching and silver foiling plus embossing NIFT logo – as per sample	100 Nos.	
23	.ID card format for CE Programme – 300 gsm ivory card Front 2clr & Back 1 Clr – Size 65mm x 95 mm	100 Nos.	
24	PVC ID card with holder and Tag 2 sides printed and laminated with NIFT logo (bilingual, English & Hindi) size 55 x 85 mm	100 Nos	

S No	Particulars / Specification	Qty.	Rate in Rs.
25	<b>Resource Centre</b> Book Issuing Register with index A to Z – 300 pages, using 80 GSM green West Coast ledger paper, single colour printing on both side with ½ Rexene binding – as per sample. F/s Size	5 Nos.	
26	Library Membership Register – 200 Folio, using 80 GSM green West Coast ledger paper, single colour printing with ½ leather binding – as per sample. F/s Size	5 Nos.	
27	<b>Accounts Dept.</b> Cheque Payment Register - 200 Folio per Book, using 80 GSM green West coast ledger paper, single colour printing with full rexine binding – Size 33.5cm x 20cm	4 Nos.	
28	Tuition Fee Register – 350 pages size full scape with ledger paper – rexine binding size 40cm x 33 cms	5Nos.	
29	Hostel Fee Register – 350 pages size full scape with ledger paper – rexine binding size 40cm x 33 cms	2 Nos.	
30	Reimbursement Register – 300 Pages – Size full scape single colour printing with rule paper Rexine binding	2 No.	
31	A4 Size Certificates with NIFT Logo multicolor 300 Gsm art card	100 Nos.	
32	Flexi Banner Multi Color with Iron Frame (rate @sq.ft)	Sq.Ft	
33	Soft Foam Boards- Multi Color (rate @sq.ft)	Sq.Ft	

**Note: Quantity may be print on proportionate/requirement basis.**

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

Name, signature & seal

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