

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
NIFT Campus, Chheb

Rs. 200/-

Kangra, Himachal Pradesh - 176001

TENDER DOCUMENT

FOR

**RUNNING A STATIONERY SHOP, PROVIDING PHOTOCOPYING FACILITY AT
NIFT KANGRA**

FORM No. Tender no. NIFT /Kangra/Admin./Hiring of Stationery Shop & Supply of
Stationary/2019-20

Name, Address & Phone No. of the Agency: _____

Time schedule for tender process:

Date of publication of tender notification	05/09/2019
Last date of receipt of duly filled in tenders	26/09/2019 11:30 Am
Date and time of the opening tenders (Technical Bid).	26/09/2019 12:00 Noon
For opening of Price Bids	26/09/2019 15:30 PM.

Note: This tender document contains 12 pages (including Technical & Financial Bid) and bidders are requested to sign on all the pages. The Technical bid & the price bid should be sealed by the bidder in separate covers duly super scribed & both these sealed covers are to be put in a bigger cover which should also be sealed & duly super scribed as "Tender for hiring of Stationery Shop in NIFT, Kangra"

Downloaded tender form alongwith tender money, EMD and other documents, as required to be submitted by the Agency may please be deposited in the tender Box at, NIFT Campus, Chheb, Kangra Himachal Pradesh-176001 as per aforesaid schedule.

Note: The Tender Fee, EMD, Technical and Financial Bids be put in separate sealed envelopes and thereafter all envelopes be put in a bigger sealed cover, superscribing "**Tender for Hiring of Stationery Shop at NIFT Kangra**".

I Accept the above terms and Conditions
Seal and Signature of the Tenderer



**NATIONAL INSTITUTE OF FASHION TECHNOLOGY,
KANGRA**

Introduction:

National Institute of Fashion Technology was set up in 1986 under the aegis of the Ministry of Textiles, Government of India. It has emerged as the premier Institute of Design, Management and Technology, developing professional for taking up leadership positions in fashion business in the emerging global scenario. NIFT has been granted statutory status under the Act of Parliament of India in 2006, empowering the Institute to award degrees and other academic distinctions.

NIFT, Kangra Center is situated at NIFT Campus, Chheb Kangra. At present approx 600 students are getting education in this Institute and about 60 Officers/Faculty and employees are working in this Institute.

Two Bids System:

Sealed tenders in two bid system i.e. Technical Bid & Financial Bid in separate sealed covers are invited to run stationery shop, Providing Photocopying Facility and provide Stationary items to the NIFT Campus, Chheb. Kangra, Himachal Pradesh for the students and officials of NIFT. The Technical bid as per Annexure I and price bid as per Annexure II & III should be sealed by the bidder in a cover duly super scribed as "Tender for hiring of Stationery Shop" in NIFT, Kangra

Important Dates:

Date of publication of tender notification	05/09/2019
Last date of receipt of duly filled in tenders	26/09/2019 11:30 Am
Date and time of the opening tenders	26/09/2019 12:00 Noon
For opening of Price Bids	26/09/2019 15:30 Pm.

General Terms & Conditions:

1. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected. No tenderers shall be issued more than one tender form.
2. Tenders received without prescribed earnest money shall not be considered.

I Accept the above terms and Conditions
Seal and Signature of the Tenderer




3. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderers. Any modifications/ alterations of the schedule considered necessary by the tenderers should be in a separate letter accompanying the tender.
4. No Paper shall be detached from the tender documents.
5. The vendor is required to provide the following facilities in the stationery shop:
 - a) Books, Stationery and other items listed in Annexure 'II'
 - b) Photocopier(s) as listed in Annexure III
 - c) DTP work
 - d) Any other facility with the permission of NIFT
6. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction and insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instructions laid down here in; otherwise the tender is liable to be ignored.
7. The tender is liable to be ignored if complete information is not given there-in, or if the particulars and data (if any) asked for in the schedule to the tender are not filled in.
8. Individual signing the tender or other documents connected with the tender must specify whether he/she signs as
 - I. A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - II. A partner of the firm if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
 - III. Director or Principal Officer duly authorized by the board of Directors of the company.
 - IV. In case of (ii) a copy of the partnership agreement or general power of attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution passed by the board of



directors and a copy of the resolution attested by the Principal Officer should be attached.

9. The tender must be submitted in sealed envelopes superscripted as "Tender for the NIFT stationery shop" should be addressed to the Joint Director, National Institute of Fashion Technology, Kangra, Chheb, Kangra-176001 and be deposited in the tender box available in the Office of Joint Director, National Institute of Fashion Technology, Kangra on or before 12:30 PM Noon on 26/09/2019. The tenders will be opened on the same day at 02.30 p.m. in N.I.F.T. Kangra in the presence of the tenderers / their representatives available at that time.
10. A Demand Draft of Rs. 20,000/- (Rupees Twenty Thousand Only) is required to be deposited in form of Demand Draft as Earnest Money Deposit in favour of NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KANGRA. The Earnest Money deposit of the successful tenderer shall be liable to be forfeited if he/she does not fulfill any of the following conditions:
 - I. An agreement has to be signed by him/her in the prescribed form within 10 days of the receipt of letter awarding the contract of NIFT stationery shop.
 - II. The services will commence within 10 days of the receipt of the letter awarding the contract.
11. The bids should be valid in the case of all the tenderers for at least 2 months from the date of opening of the tender and if any tenderer withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract.
12. The EMD of the unsuccessful tenderers will be returned after finalization of the contract. No interest shall be paid on EMD.
13. Late tenders will not be considered.
14. Correction, if any must be attested.
15. The agency submitting the tender would be presumed to have read & accepted all the terms & conditions of this tender. No inquiry, verbal or written shall be entertained in respect of acceptance/rejection of the tender.
16. National Institute of Fashion Technology 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 highest bid since due weightage shall be given to several factors besides the commercial bid. Further, NIFT has full authority to cancel the tender process at any stage due to reasons deemed sufficient and adequate by the Director, NIFT Kangra Centre.

I Accept the above terms and Conditions
Seal and Signature of the Tenderer



17. Dispute if any, arising out of the contract shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by Director, NIFT Kangra at Kangra as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.
18. The agreement will be valid for a period of one year from the date on which the contractor starts the operation. The Agreement shall be deemed to be terminated upon completion of the period of one year except if the same is extended in the writing vide an order issued by or on behalf of Director, Kangra Centre. No oral extensions by any officer of NIFT shall be binding or valid.
19. The contract once awarded can be terminated by the party after giving two month's notice to NIFT in writing to the designated person, authorized for this purpose in the contract Agreement without specifying any reasons. Nevertheless, NIFT may terminate the contract of the contractor without any notice in case of breach of the contract. NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the contractor.
20. The vendor will specify the number of employees who will be stationed in NIFT Campus and provide complete details about them. The vendor will also provide police verification report of all his/her employees working within NIFT Campus.
21. The vendor is required to furnish details of the credibility of his/her company in terms of registration, sales tax, income tax and other mandatory information as per Annexure I.
22. Any act on part of the contractor to influence anybody in NIFT would make him liable for rejection of tender.
23. The vendor shall not be allowed to keep his/her employees in NIFT Campus after 9.00 p.m. on any day.
24. The stationery shop shall remain open from 8.45 a.m. to 7.00 p.m. on all working days and Saturday
25. The vendor will occupy the accommodation earmarked for stationery shop and shall not occupy any additional space in adjacent varandas and lobbies.
26. The vendor will ensure adequate number of employees to run the stationery shop and photocopier & DTP works and ensures that his/her employees do not loiter around. In case of any loss to NIFT caused by the employees of the vendor, the vendor will be penalized at the discretion of NIFT.
27. The firm who shall be awarded the contract for running the stationery shop in NIFT campus shall be required to submit security deposit amounting to Rs. 30,000/- (Rupees Thirty

I Accept the above terms and Conditions
Seal and Signature of the Tenderer



Thousand Only) in the form of Demand Draft in favour of "NIFT Kangra". No interest shall accrue on this deposit which will be returned after successful completion of the contract and after adjusting dues, if any, of the contractor to NIFT.

The firm shall ensure that all items as per schedule of quantity are available in the stationery shop at any point of time at prices not higher than the marked MRP. However, the firm shall make an endeavor to offer a maximum student discounts/discounted rates of the items for purchase by the students and staff of NIFT. In case it is found that the listed items are not available in NIFT Stationery shop, the security deposit shall be forfeited and the contract shall be terminated after giving one month's notice. For this purpose, a committee will be constituted by the Director NIFT, Kangra Centre from time to time who will assess the efficiency of the shop in meeting the student's demand. The decision of the Director NIFT Kangra Centre in this regard will be final.

28. The successful tenderer shall execute an Agreement on non judicial stamp paper of suitable value at his cost, agreeing to the terms & conditions of the tender and any other conditions laid down by the NIFT before acceptance of the tender.
29. The vendor will be required to display the price list of all the items sold in the stationery shop. The prices of the items sold in the NIFT stationery shop shall not be more than the local market rate and the rates quoted in the tender and will be certified and reviewed by a committee of NIFT officials on regular basis.
30. The monthly maintenance charges will be Rs.2000/- (Rupees Two Thousand Only) per month, in addition to the payment of electricity charges as per actual electricity consumption. The Contractor will pay the monthly maintenance charges through Demand Draft in favour of "NIFT Kangra" payable at Kangra in the first week of every month.
31. The selection of the vendor will be on the basis of overall lowest price of items mentioned in Annexure 'II' and Annexure III . The vendor have to quote for all the items listed in Annexure II,III & IV. The vender who does not quote all the items will be not considered in deciding the L-1 Bidder.
32. In case L-1 is more than one, the contract shall be given to be bidder who has quoted maximum number of L1 item of Annexure II & III
33. NIFT reserves the right and the Director Kangra Centre, shall have the authority to cancel the tender process if NIFT does not find a suitable tenderer. NIFT shall have the right to call for fresh tenders in these circumstances, wherein prior tenderer shall have the right to participate in the fresh process. The tenderers shall have no right to challenge the authority and decision of NIFT to cancel the tender process for the reasons deemed fit by the Director Kangra Centre to cancel the process.
34. All Legal disputes shall be subject to jurisdiction of Kangra Court only.

I Accept the above terms and Conditions
Seal and Signature of the Tenderer



35. Vendor will be solely liable for any theft and loss/damage due to fire/rats etc. NIFT will not be liable for any such loss occurred.
36. Vendor shall not sell any item not listed in the Annexure II of the tender. If any new item recommended by the student body/SDAC the selling price will be fixed by the NIFT committee and approved by the competent authority before permitting to sell in the stationery shop.
37. Campus Director may take final decision on any contradictory conditions of tender if arising during the tender process.

I Accept the above terms and Conditions
Seal and Signature of the Tenderer




Annexure I**Technical Bid**

Sr. No	Description	Particulars
1.	Name of the proprietor	
2.	Name of the Firm/Company/Agency (Copy of Registration attached	
3.	DD for Earnest Money as per clause 10 Rs.20,000/-	
4.	Registration No. of firm/company/Agency (Copy Attached)	
5.	Telephone no	
6.	Pan no.(Proof to be attached)	
7.	GST/Sale Tax No (Copy Attached)	
8.	Service Tax code no (Copy Attached)	
9.	Name & Address of the client for last 3 year in the Govt. / Private Educational Institute in Himachal. (Experience Proof to be attached.)	
10	Average Turnover Rs.65,000/- for last three year i.e 2016-17, 2017-18 and 2018-19	

Sr.No	Particulars	Quoted or Not Quoted
1.	All items in Annexure II	
2.	All items in Annexure III	
3	All items in Annexure IV	
4.	EMD	1. Amount:
		2. DD NO:
		3. Dated:

I Accept the above terms and Conditions
Seal and Signature of the Tenderer



Financial Bid

Annexure 'II'

List of Stationery Items

Price of all items have to be quoted otherwise the financial bid will be treated as unresponsive (invalid)

S. No.	Items	Brand & Unit	Unit Rate
1	A 2 White Cartridge		
2	A 4 & A3 Cartridge, Ivory Sheets, Black & White		
3	A3 & A4 File Folder (ring file)		
4	Acrylic oil paint		
5	Adhesives		
6	Art board		
7	Diary by Shipra		
8	Board Pins		
9	Bobin of Bobin Case		
10	Brown paper		
11	Butter paper		
12	Canvas		
13	Carbon paper		
14	Card board sheets		
15	Cartridge Sheets		
16	Cello Tape		
17	Choksey Board		
18	Colour mediums (water colour, acrylic etc.) Pkt.		
19	Colours Pencil		
20	Commaon Thread i.e White		
21	Corbon Tracing Paper		
22	Crepe Paper		
23	Cutter		
24	Double sided foam Tape		
25	Double sided Tape		
26	Draping Pin		
27	Drawing Files		
28	Elastic , Zippers		
29	Febric paints		
30	Fevicol / Adhesives 100 ml		
31	Files		
32	Folder		
33	French curve		
34	Gateway Sheets		

I Accept the above terms and Conditions
Seal and Signature of the Tenderer

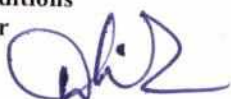


I Accept the above terms and Conditions
Seal and Signature of the Tenderer



S. No.	Items	Brand & Unit	Unit Rate
36	Glass Cutters		
37	Glossy Paper		
38	Gluestick		
39	Hand needle		
40	Handmade paper		
41	Hip curve		
42	Ivory sheets		
43	Kite paper		
44	Laces		
45	Leather		
46	Machines needle		
47	Embroidery Needle		
48	Macrum		
49	Measuring Tape		
50	Metallic Sheets		
51	Muslin		
52	Needle filers		
53	Newsprint paper		
54	Note Pad		
55	Notebook		
56	OHP Sheets		
57	Outing mat		
58	Pastel Sheets		
59	Pattren Paper		
60	Pen Drives 8 GB		
61	Pen micron set		
62	Reynolds Pen		
63	Pencil by Staedtler		
64	Pencil Set		
65	Phone recharge MRP		
66	Photo ink		
67	Poster Colours		
68	Printer (half imperial Sheet)		
69	Rexin		
70	Ribbons		
71	Rivits (all Types)		
72	Scales		
73	Scissors		
74	Scotch Tape		
75	Scraper or Kinfe Cutter		
76	Sequence Button		

I Accept the above terms and Conditions
 Seal and Signature of the Tenderer



S. No.	Items	Brand & Unit	Unit Rate
77	Sheets A3 & A4		
78	Sheets Coloured A3, A4		
79	Sketch Pen		
80	Small big Scotch Tape		
81	Spira Laser Binding		
82	Spray paints, Marker		
83	Stadler pencil		
84	Style tape		
85	Sun Board or Card Board		
86	Tallar choke		
87	Texture paper		
88	Thread type		
89	Thumb pin		
90	Tracing Wheel		
91	Transpaint Tape		
92	Trims		
93	Variety of sheets		
94	Wooden Blocks Dyes, metal Blocks		
95	Wool Diff. types of decorative yarns		

The List is not exhaustive.

1. Prices of the items included in the list but required by NIFT should be sold at less than the MRP.
2. N.B: Additional items of Stationery and other can be added to the list as per requirement of NIFT with the prior permission from Administration Department of Kangra Centre.

I Accept the above terms and Conditions
Seal and Signature of the Tenderer



Annexure III

The contractor should ensure to install good quality Photocopier Machines, B/W and Colour Printer and the rates charged will not be more than maximum rates given below:

S. No.	Particulars	Max. Rate in Rs.	Rate quoted by tenderer in Rs.
1	Black& White Photocopy/Printing, A4 size paper	1	
2	Black&White Photocopy, A3 size paper	1.5	
3	Black & White Printing, A4 size paper	5	
4	Black & White Printing, A3 size paper	7	
5	Colour/laser Printing, A4 size paper	15	
6	Colour/laser Printing, A3 size paper	20	
Total=			