



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, नवी मुंबई

(निफ्ट अधिनियम, 2006 के तहत एक सांविधिक संस्थान)

4311)/Admin./NIFT Shop /2014

Date: 22.05.2019

To,

Sub.: Inviting Quotation for running the "Stationery Shop" at NIFT Campus

National Institute of Fashion Technology an autonomous body; under Ministry of Textiles Government of India, invites quotation from the leading and reputed stationery suppliers for operating/running NIFT Stationery Shop at Plot No. 15, Sector 4, Kharghar, Navi Mumbai - 410 210. The Term and Conditions for the running of Stationery Shop in NIFT Premises is given below:

- 1) You will provide and make available all stationery and general items that may require by office and be of use to the students of this institute. List of stationery items used by the students is enclosed.
- 2) You should have photocopier machine in the stationery shop for the photocopy purpose and charge nominally (should be provided and fix in quotation).
- 3) You will at no point of time charge rates that may be higher than market rate for stationery or any other items that will be sold from NIFT Shop. If it is found that amount charged is more than the market rates the same will be deducted from the bill.
- 4) The agency should submit an earnest money deposit (EMD) of Rs.3,000/- (Rupees Three Thousand Only) (refundable but non-interest bearing) by Demand Draft (DD) in favor of National Institute Of Fashion Technology and payable at Mumbai with all relevant documents .
- 5) 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. 50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft in favour of "NIFT Mumbai". 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.
- 6) You will abide by NIFT rules and regulation that are in force or may come into force from time to time.
- 7) The Items sold in NIFT Stationery Shop should be good quality and competitive price.
- 8) You will not sell any Tobacco or Cigarettes, etc and unauthorised materials in NIFT Shop.
- 9) NIFT will provide you electricity free of cost.

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- 10) You will not indulge in any unlawful activity at the Institute or outside the Institute.
- 11) All the items mentioned in the annexure list must be available at all times in Stationery shop.
- 12) If any item is not available in the stationery shop the contractor should ensure availability of such items within 2 working days.
- 13) The rate list of all items should be prominently displayed in the stationery shop.
- 14) Non-payment of License fee consecutively for three months will render you liable for cancellation of the License and eviction from the premises of this Institute without any notice or correspondence in this regards.
- 15) You will also have to ensure that the shop remain open from 8.30 am to 8.30 p.m all days.
- 16) Running of stationery shop is for a period of one year and may be extended (renewable) subject to satisfactory performance.
- 17) The contract shall remain valid for one year from the date of contract and it may be renewed 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 of the contractor 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.
- 18) National Institute of Fashion Technology, Mumbai reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.
- 19) The base rent (License Fees) will be Rs.15000/- per month shall be paid by successful contractor every month towards use of NIFT premises for running stationery shop with 10% escalation in every year and the contract will be awarded on the basis of discount quoted by the contractor on MRP.
- 20) The list of stationery items which are required to be supplied by the successful bidder is enclosed at Annexure -I & II
- 21) The rate for xerox should be mentioned in Annexure III

You are requested to send sealed "financial bid" quotation super scribing the envelope as "Quotation for the Running of Stationery Shop" to The Director, NIFT Campus, Plot No.15, Sector 4, Kharghar, Navi Mumbai on or before 04.06.2019 at 12.00pm.


JOINT DIRECTOR
NIFT MUMBAI

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
NIFT Campus, Kharghar.

Annexure - 'I'

List of Stationery Items

Sr. No.	Category	Name of Items	Brand
1.	A	Big Foam Tape 1"	
2.	A	Big Foam Tape ½"	
3.	A	Dual Sided Tape DST 1"	
4.	A	Dual Sided Tape DST ½"	
5.	A	Dual Sided Tape DST 6mm	
6.	A	Dual Sided Tape DST 9mm	
7.	A	ELFY	
8.	A	Fevi Kwik 2 gm	
9.	A	Fevi Kwik 500 mg.	
10.	A	Fevibond	
11.	A	Fevicol	
12.	A	Fevicol Glue Pen	
13.	A	Fevigun	
14.	A	Fevistik	
15.	A	Masking Tape ½"	
16.	A	Masking Tape 1"	
17.	C	18 Cake Colour	
18.	C	Camlin Pencil Colour 12 Shade	
19.	C	Drawing Ink Black	
20.	C	Fabric Color	
21.	C	Fabric Color Gold	
22.	C	Fabric Color Silver	
23.	C	Glass Color	
24.	C	Photo Color	
25.	C	Postar White 15 ml	
26.	CL	Fusing Knitted	
27.	CL	Fusing Paper	
28.	CL	Khadi Clothes	
29.	CL	Fabric Fusing (Soft + Hard)	
30.	CL	Microdot Fusing	
31.	CL	MulMul	
32.	CL	Muslin (Light wt. Medium Wt. Heavy wt.)	
33.	CL	Poplin	
34.	CL	Satin Cloth (Per mtr)	
35.	CM	CD (M. B.)	Moser Bare
36.	CM	Rewritable CD (M. B.)	Moser Bare
37.	F	A3 Leaf File Designer 20 Lf	
38.	F	A3 Portfolio	
39.	F	A3 Ring File	

40.	F	A4 Ring File	
41.	F	A4 File (20 Leaf File)	
42.	FL	Folder (With Buttons A3, A4)	
43.	P	Big White Sheet	
44.	P	Brown Paper	
45.	P	Butter Paper (Full Size)	
46.	P	Color Box Board	
47.	P	Corrugated Color Sheet (Per mtr)	
48.	P	Glass Paper	
49.	P	Pastel Sheet (A-3, A-4, Full Size)	
50.	P	Ivory Sheet (A-3, A-4, Full Size)	
51.	P	Silver Sheet (Full Size)	
52.	P	Velvet Sheet	
53.	P	Wrapping Paper	
54.	P	A3 Color Box Board Sheet	
55.	P	Black Glossy Sheet (A3, A4)	
56.	P	Poster Paper	
57.	P	Tracing Paper (Full Size)	
58.	Pn	Add Gel Pen	
59.	Pn	Cello Gel Pen	
60.	Pn	Big Sketch Pen Set 12 Col.	
61.	Pn	Cello Gripper Pen	
62.	Pn	Gel Pen Montex	
63.	Pn	Glitter Pen	
64.	Pn	Stic Hi Fi	
65.	Pn	Black Pilot Pen	
66.	Pn	Black Reynold Pen 045	
67.	Pn	Hi Liter	
68.	Pn	Reynold 040 Bold	
69.	Pn	Reynold P-Marker	
70.	S	Small measuring Tape	
71.	S	Thread Cutter	
72.	ST	Pencil (Natraj, Apsara, Camlin)	(Natraj, Apsara, Camlin)
73.	ST	A3 Jakets	
74.	ST	A4 Jakets	
75.	ST	A3 TP (Transparent Sheet)	
76.	ST	A4 TP(Transparent Sheet)	
77.	ST	All Pin Patta	
78.	ST	Cutter	
79.	ST	Eraser (Regular, Large Natraj)	Natraj
80.	ST	Thumb Pin	
81.	ST	Binder Clip	
82.	ST	Magnet Pin Holder	
83.	ST	Push Pin	
84.	ST	Sharpener	
85.	ST	Small Stapler	
86.	ST	Stapler Pin	
87.	ST	U Clip	
88.	T	10" x 12" Set Sq (Omega)	Omega
89.	T	24" Plastic Scale	
90.	T	24" Steel Scale	
91.	T	6" Plastic Scale	
92.	T	6" Steel Scale	
93.	T	6" French Curve (Baasler)	

94.	T	Grading Scale (Baasler)	Baasler
95.	T	Hip Curve ((Baasler)	Baasler
96.	T	L Scale (Baasler)	Baasler
97.	T	Leg Curve	
98.	T	Pattern Master (Baasler)	Baasler
99.	T	T Scale (Baasler)	Baasler
00.	T	1/4 Scale (Camlin/Faber)	Camlin/Faber
01.	T	12" Plastic	
02.	T	12" Steel Plastic	
03.	T	D	
04.	TH	Cotton Thread White	
05.	TH	Geans Thread	
06.	TH	Polyester Thread	
07.	TH	Rangoli Thread	
08.	TH	Silk Thread Untwisted	
09.	TH	Silk Thread Reel	
10.	TH	Silver Thread Roll	
11.	S	Bobbin (Imported)	Imported
12.	T	Machine Needle (Imported)	Imported
13.	T	Hand Needle	
14.	T	Embroidery Frames (Diff. Sizes)	
15.	ST	Safety Pin (Per Bunch)	
16.		Elastic (1/4" 1/2" 1")	
17.		ZIP (Long, Regular, Metallic)	
18.		ZIP Concealed (Regular, Long)	
19.	ST	Ribbons (1/2" 1")	
20.	T	Shoulder Pad (L Scale Per Pair)	
21.	ST	Clutch Pencil	
22.	T	Compass (Camlin)	Camlin
23.	T	Drawing Board	
24.	P	Executive Bond Paper (Per Packet)	
25.	P	Cartridge Paper (A-3, A-4, Half Imperial)	
26.	P	Handmade Paper (A-4, Full Size)	
27.	P	Graph Sheet (Full Size)	
28.	P	Crape Paper	
29.	P	Cellophine Paper	
30.	P	Kite Paper	
31.	P	Glazed Paper	
32.	P	Sunshine Sheet	
33.	P	Card Board (Full Size)	
34.	P	Choksy Board	
35.	B	Sketch Book (A3, A4, Half Imperial)	
36.	B	Practical Note Book	
37.	B	Graph Pad	
38.	B	Scrap Book	
39.	B	Tracing Pad	
40.	P	News Print Sheet	
41.	CL	Canvass (Per mtr) Fine Quality	
42.	CL	Acrylic Sheet (Per mtr)	
43.	CL	Foam (Per mtr)	
44.	P	Metal Sheet (6"X6"X2mm)	
45.	TH	Aluminum Wire (Thick)	
46.	CL	Fish Net (Per Roll)	
47.	CM	DVD (Sony)	Sony

48.	F	Stick File (Fine Qualities) A4	
49.	F	Clip File	
50.	F	Report File	
51.	F	Display File (A3, A4)	
52.	F	Index File	
53.	ST	Paper Bag (Handmade Paper A4, A3 size)	
54.		Hanger (Regular, with clips)	
55.		Spiral/Spico(Plastic/Metal)Binding A-3	
56.		Spiral Binding/Spico(Plastic/Metal) A-4	

Note: Kindly quote the price inclusive of all Tax (Please provide the tax details)

Abbreviations:

Category of Items:

A - Adhesive

C - Color

CL - Cloth

CM - Computer Peripheral

F - File

P - Paper

S - Shearing Devices

ST - Stationery

T - Tools

TH - Thread

FL - Folder

Pn - Pen

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 Kharghar Centre.

Annexure - II

S.N.	Stationery Items	Per unit
1	All Pin (Diamond Super Brand)	per pkt
2	Attendance Register (for Staff)	per Register
3	Carbon Paper (Kangaro Brand (210 X 330mm)	per pkt
4	Computer Lable (Self Stick Address Lable Sheet) (per 1000) (Neelgagan Brand) 4X2 inches	per
5	Computer Lable A-4 Size ST-65 (For Coding-Recording) (De'smat Brand)	per
6	Computer Paper 80 Column (De'smat Brand)	per ream
7	Computer Paper 132 Column De'smat Brand)	per ream
8	Gum Tube (Camel Brand)	50 grams
	Gum Tube Kohinoor Synthetic	30ml
9	Paper Cutter (each) (Kebica Brand) Executive	each
10	Gem Clip (28 Size)(ordinary)	per pkt
	Plastic coated (28 Size) (Different Colors)	per pkt
11	Self Adhesive Slip (3M Innovation - Post-it Brand) 3x3 inches	per pad
12	Transparency Sheets A4 size (210 mm X 297mm) (Neelgagan Brand)	Per 100nos.
13	Cello Griper Ordinary	set of 10
	Reynolds Pen(Reynolds-045)	set of 10
14	Pilot Pen (set of 10)(Luxor)Add Gel	set of 10
	Reynolds Trimax Gel(Fluid Ink System)	set of 10
15	Pen Uniball Micro 150(set of 10) (Mitsu bishiPencil co.)	set of 10
16	Pencil (ordinary) (Natraj Brand) (HB)	set of 10
	Pencil (ordinary) (Kokuyo Brand) (HB)	set of 10
	Pencil (ordinary) (Camlin Brand) (HB)	set of 10
17	Pen/Pencil Tumbler(Stand) (Kebica Brand)	per
18	Highlighter (Camline Brand)	1 Pkt. 5 Nos.)
19	Eraser (Camlin Brand)	set of 10Pcs
	Eraser (Apsara, Non dust)	set of 20Pcs
20	Pencil Sharpener (Camlin Brand)	set of 10
21	Glue Stick (each) (Kores Brand)	15Grgm
	Glue Stick (each (Kores Brand)	30 Grgm
22	Log Book (each for drivers (04 Quir)	per
23	Correcting Fluid (30ml) (Kores Brand) (15+15)	per
	Correcting Pen Fluid (7ml.) (camlin Brand)	per
24	File Board No.31 (Neelgagan Brand)	set of 100
25	File Cover No.60 (Neelgagan Brand)	set of 100
26	Plastic folder with clip solo Solo Brand)12"X9½" (DC-101)A-4 size	set of 100
	Plastic folder with clip solo (Ankit No. 1104-A) (12"X9½"(DC-101) A-4 size	set of 100

27	Plastic folder Ankit Brand No.1104-A)	one pkt. of 25
	Plastic folder (Neelgagan Brand)(No. 102)	one pkt. of 25
28	File Index (Lever) Each (No. -35) (Neelgagan Brand)	each
29	Note Sheet (Green) each Brand)	100 nos.
30	Pen Permanent Marker (Rotomac Brand)	Pkt. 4nos.
	Pen Permanent Marker (Luxor Brand)	Pkt. 4nos.
	Pen Permanent Marker (Reynolds Brand)	Pkt. 4nos.
31	Register 2 Quire (Neelgagan Brand)	each
32	Register 4 Quire (Neelgagan Brand)	each
33	Stock Register 8 Quire (Neelgagan Brand)	each
34	Dispatch Register (10quire) (Neelgagan Brand)	each
	Dispatch Register (08quire) (Neelgagan Brand)	each
35	Register Index 6 Quire(stock) (Neelgagan Brand)	each
	Register Index (08 quire)(stock) (Neelgagan Brand)	each
36	Stamp Pad Blue (Kores Brand) (Self ink)	each
	Stamp Pad Blue (National Brand) (Self ink)	each
37	Tape Dispenser (1") (Kebica Brand)	each
	Tape Dispenser (1") (Bunchin Brand)	each
38	Double Side Tape (each ½size)	each
	Double Side Tape (1"size)	each
39	Stapler(Small) 10 Size(Kebica Brand)	each
	Stapler(Small) 10 Size(Kangaro Brand)	each
40	Stapler(Medium) HP45(Kebica Brand)	each
	Stapler(Medium) HP45(Kangaro Brand)	each
41	Stapler (Heavy Duty)(Kebica Brand) (DS-12S/17 size)	each
	Stapler (Heavy Duty)(Kangaro Brand) (DS-12S/17 size)	each
42	Stapler Pin (Small - 10Size) (Kangaro Brand)	each
43	Stapler Pin (Medium-45Size) (Kebica Brand) (24/6)	each
	Stapler Pin (Medium-45Size) (Kangaro Brand(24/6)	each
44	Stapler Pin Big HeavyDuty (Kangaro) (23/10H'Size))	each
45	Dak Pad (NeelgaganBrand)	each
46	File Flag (Colour) eachpad (3M-Post it Brand)(1" inches)	each
47	Writing Pad (Small)No.33 (80 pages) (Neelgagan Brand)	each
48	Writing Pad (Big) No.55(160 pages) (Neelgagan)	each
49	Writing Pad (Spiral) small(Neelgagan Brand)No. 66 (80 pages)	each

	Writing Pad (Spiral) bigSize(Neelgagan Brand)No. 66 (80 pages)	each
50	OHP Marker(Transparency Pen)Each.(Luxor)	pkt. - 05 Nos
	OHP Marker (Transparency Pen)Reynolds Brand	pkt. - 05 Nos
51	Scissor (Medium) (Kebica Brand) (steel 16 cm.)	each
52	Punching Machine(Single) (Kangaro Brand)	each
53	Punching Machine (No.-600) (Double) (Kangaro Brand)	each
54	Rubber Band Silky (each pkt. of ½ kg.) (Local) Medium size	Per pkt
55	Cello Tape 1" each (Diamond Super Brand)	each
56	Tag Bundle	each
57	Photocopy Paper A4 Size (Modi Brand) each pkt. (Ream) (210 mm X297 mm) (75 GSM)	Per ream
	Photocopy Paper A4 Size (J.K.Brand) each pkt.(Ream) (210 mm X297 mm) (75 GSM)	Per ream
	Photocopy Paper A4 Size (Copy power) each pkt. (Ream) (210 mm X297 mm) (75 GSM)	Per ream
58	Poker with wooden grip	each
59	Packing Tape (Brown) 2"Each (Diamond Super Brand) (Size 48 mm X 50mtr)	each
60	Diary Register (Hindi &English) Local Brand	per
61	Dispatch Register (Hindi& English) Local Brand	per
62	File Register (Hindi &English) Local Brand	per
63	File Movement Register (Hindi & English) Local Brand	per
64	Gum Bottle (500 ml) (Camel Brand)	Per bottle
	Gum Bottle (700 ml) (Camel Brand)	Per bottle
65	Towel Big (Size) (Tulip Brand) 30"x 65"(S. Kumar)	per
	Towel Big (Size) (Tulip Brand) 30"x 65" (Bombay Dying)	per
66	Glass Tumbler) Plus Glass Ware)	set of 6
67	Glass Special Cut (set of 06) (Classic Glass)	set of 6
68	Plastic Jug (Cello Brand)each	each
69	Pencil Cell Spl. (NippoGold) AA size Ultima	10nos.
	Pencil Cell Spl. (Eveready Brand) AA size Ultima	10nos.
70	Flask (water) (Cello Brand)	each
71	Cup & Saucer (Bone China) (U.P. Ceramics &Potteries Ltd.)	
72	Duster White (Big)(20 x 20 inches)	each
73	Duster Yellow (28 x 30 inches)	each
74	Bathing Soap (Life Bouy Brand) (120 Grm.)	each

75	Calculator (12 Digit) (Citizen Brand) (Original)	each
76	Dustbin (office) without cap (Kebica Brand)	each
77	White Board Duster (Magnetic)	each
	White Board Duster Wooden base	each
78	White Board Marker Luxar	each
	White Board Marker Reynolds	each
79	Envelop Size 10x5 cm white (laminated in inside) Shunsine without print	1000nos.
	Envelop Size 10x5 cm white (laminated in inside) Shunsine) with printed office name and address	1000nos.
80	Envelop Size Legal, white (laminated in inside) Shunsine) without print	1000nos.
	Envelop Size Legal, white (laminated in inside) Shunsine) with printed office name and address	1000nos.
81	Envelop Size A3, white (laminated in inside) Shunsine without print	1000nos.
	Envelop Size A3, white (laminated in inside) Shunsine with printed office name and address	1000nos.
82	Blank CD Moserbear Pro	each
83	Blank DVD Moserbear Pro Dual layer(8GB)	each
84	Blank DVD Moserbear Pro Dual layer(4GB)	each
85	File tray (plastic) kebica	each
86	Thin Satin ribbon for Draping (1/4 inch)	each
87	Draping beaded pin	each
88	Stapler pin	each
89	Acrylic Paints	each
90	Poster Colour	each
91	water colour	each
92	Brushes (round & Flat brush)	each
93	Design Book A4 & A3 Size	each
94	A4 size bond paper	each
95	Tracing sheet A4 & A3 Size	each
96	Chat paper	each
97	Anchor embroidery thread	each
98	embroidery beads	each
99	Muslin	each
100	pattern Making brown paper	each
101	Pencil ,Pen, sharpener , eraser	each
102	macramme yarn of different types	each
103	French curve	each
104	Pattern Measuring tape	each
105	Ruler for PM & GC	each
106	CD	each
107	A4 and A3 size paper	each
108	Drawing board (A2) with elevator stand	each
109	Cutting sizzler for (paper and cloth)	each
110	Knitted fabric	each
111	Mini Drafter compass	each

112	Lingerie Cupe size 32	each
113	Underwire	each
114	Rotering pens n ink	
115	Paper rolls of bigger size approx 8 / 10 ft	
116	Tracing paper rolls of bigger size	
117	50 - 100 mm thickness thermocol	
118	3m red tape	

Annexure III

S. No.	Particulars	Size	Qty	Rate
1	Black& White Photocopy	A4	Per Copy	
2	Black & White Photocopy	A3	Per Copy	
3	Black & White Printout (Bond Paper)	A4	Per Copy	
4	Black & White Printout (Bond Paper)	A3	Per Copy	
5	Colour Printout	A4	Per Copy	
6	Colour Printout	A3	Per Copy	

The contractor should ensure to install good quality Photocopier Machines, B/W and Colour Printer and the rates should be reasonable:

Note:

1. 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.
2. On termination of the agreement, the contractor will hand over the building, all the equipments/articles as supplied by the NIFT in good working condition back to NIFT.

Name & Address of the Agency:

Seal & Signature:

Date:

Place:

Name of Work: "Running of Stationery Shop at NIFT Campus"

Technical Bid

1. Name of the agency:
2. Period of Contract: One Year
3. Registration No. of the Agency:
4. GST Registration:.....
5. Permanent Income Tax Account
(PAN No.) :
6. Status of the Company : Sole Proprietor/ Pvt. Ltd./Partnership firm
(Pls. Tick mark as applicable) (Name of the partner should be specified in this case).

7. EMD amount of Rs. 3,000/- (Rupees Three Thousand Only)
(DD No..... Bank.....Date:.....)

I/we accept the above conditions.

Name & Address of the Agency:

Seal & Signature:

Date:

Place:

Financial Bid

I hereby quote % discount to offer on MRP rates of all stationery items mentioned in Annexure-I & II.

(Note: The items for which, MRP rates are not available the same must be vetted by Competent Committee of NIFT on justifiable rates.)

Name & Address of the Agency:

Seal & Signature:

Date:

Place: