

Notice Inviting EOI

Subject: Expression of Interest (EOI) for Running :

(1) Stationery Shops;

National Institute of Fashion Technology Patna (NIFT Patna) National Institute of Fashion Technology (NIFT) is the best and premier institute for teaching and research in fashion technology, fashion design, management and textile manufacturing technology. In the year 1986, the Ministry of Textiles, Government of India has established the National Institute of Fashion Technology as a top institute. Through the NIFT Act (2006) passed by the Parliament of India, NIFT (NIFT) has been given statutory status for education and development of education and research in the field of fashion technology like other prestigious institutions (IIT, IIM), through which this institute provides undergraduate degree, postgraduate, certificate and PhD to its students.

1. The Institute proposes to engage Indian Vendors/Service providers to run
i) Stationery Shops within the Institute premises at Mithapur Farms, Patna.
2. Interested Vendor/service provider may submit their Expression of Interest in the prescribed application along with the entire necessary document to NIFT, Mithapur Patna.
3. Before submission of the EOI, interested vendors/service providers are advised to visit the Institute Campus, at their own cost, to ascertain the available space/ infrastructure during office hours (Monday to Friday) with prior permission of authorities concerned of the Institute.
4. Last date of submission of EOI – 26.07.2024 till 04:00 PM

Sl. No.	Description of Shop	Area in Sq. Feet (approx.)	Minimum Monthly Rent Excluding GST (in Rs.) Filled by Vendor
1.	Stationery Shop	187	

Note: 1. Electricity will be paid extra as per actual consumption.

- 1 Vendor/Service provider should have PAN and GST Registration Certificate.
- 2 Vendor/Service provider should have valid license/certificate for running the relevant shop wherever applicable Vendor/Service provider should have all necessary item/equipment and facilities needed to run the stationary shop efficiently.
- 3 **Eligibility criteria for Stationary Shop shall be as per following:**
 - 3.1 Vendor/service provider should have registered PAN, GST, and registration. Items to be stocked and sold (*in good variety, quality and quantity*):
 - 3.2 All types of General Stationery required for Students, Office and Academic related activities. For smooth running of stationery shops, vendor/service provider should have all necessary equipment viz. color photocopy machine, laser printer, binding machine (*with all binding materials*). The tentative list of stationery is as per Annexure B. Furthermore, the list can be added to or modified by the NIFT authorities.
 - 3.3 Vendor/service provider has to offer minimum 10% discount on market price on stationery items printing, copying and binding also.
 - 3.4 The vendor/service provider has to offer minimum 10% discount on MRP.
 - 3.5 Only NIFT Patna fraternity will access the facilities. Not more than on MRP price.
 - 3.6 Monthly rent of shop/facility shall be deposited in advance for each month. Electricity, as per actual consumption, shall be borne by the vendor/service provider. (At end of first week of every month)
 - 3.7 All expenses related to the functioning of the employees engaged by the Vendor/Service provider shall be borne by them.
 - 3.8 Sub-letting in any form will not be permitted.
 - 3.9 The initial tenure of engagement of Vendor/Service provider shall be for one year which may be extended for further years on the basis of performance evaluated by the Institute.



Abhishek

[Signature]

Prospective vendor/service providers are advised to visit the institute campus, at their own cost, during office hours to ascertain the available infrastructure/space. Prospective vendor/service provider may contact the Procurement Section for visit related queries.

Competent Authority of the Institute reserves the right to reject any or all responses received or annul the EOI process at any point of time without citing any reason therefore. No claim for compensation towards expenditure.

- 3.10 The Selected vendor must ensured other compliances like Insurance, Fire Safety and for others unforeseen loss.
- 3.11 NIFT will not be liable for any kind of loss by any natural or accidental reasons.
- 3.12 Security deposit of amount Rs. 30000/- must be submitted before starting of the **Stationery Shop**.
- 3.13 Vendor will be take sole responsibility of cleaning of service and serving area.
- 3.14 Waste material management also be ensured by the vendor.

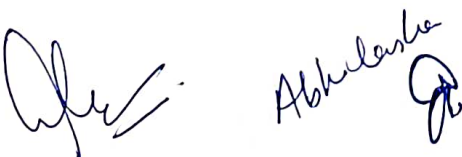
  

4. Scope of Work:

- 4.1 Deployment of adequate manpower, materials, consumables etc. to run the shop smoothly.
- 4.2 Selling of quality items of popular brands or items which are approved by the Institute, at discounted price or negotiated price, if any.
- 4.3 Operating the shop throughout the week as per the designated time, approved by the Institute. On demand, the Vendor/Service provider may be required to extend the services beyond the stipulated timings and on holidays too.

5 Selection criteria :

- 5.1 The Vendor/Service Provider who pays the highest rent for the allotted space will be selected.

The block contains two handwritten signatures in blue ink. The signature on the left is stylized and appears to be 'Abhijit'. The signature on the right is more legible, written in a cursive style, and appears to be 'Abhijit' followed by a small mark.

[APPLICATION FOR EXPRESSION OF INTEREST]
To be submitted on the letterhead of the firm/company/shop

To,
The Director,
NIFT Patna, Mithapur Farms Patna 800001.

Subject: Submission of Expression of Interest to provide the service for running Stationary Shop at NIFT Patna.

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) published on NIFT Patna website for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we have attached the following documents in sealed envelope and submitted to NIFT Patna”:

Application for Running Stationary Shop:

Sl. No.	Particulars	Details
1.	Names and address of shop/firm/agency/company	
2.	Contact Details	Name
		Mobile No.
		Email Id
		Address
3.	Number of years of experience for operating similar types of business/activity, if any.	
4.	PAN No. (Attach self-attested copy), if any	
5.	GST No. (Attach self-attested copy), if any	
6.	Valid Labour License; ESI; and EPF No. (Attach self-attested copy)	
7.	Declaration as per Annexure – II, is attached.	Yes/No
8.	Additional Information, if any.	

Date:
 Place:
 Encl: As stated above

Yours sincerely,
 Signature of the applicant

[Full name of Vendor/Service Provider]

Stamp.....

Annexure - II

[Declaration from Vendor/Service Provider]
To be submitted on the letterhead of the firm/company/shop

To
The Director,
NIFT Patna, Mithapur Farms Patna
800001 (Bihar)

Subject: Undertaking for the participation in the EOI Ref No.

Sir,

1. I / We hereby agree to abide by all terms and conditions laid down in the EOI document.
2. This is to certify that I / We before signing this EOI have read and fully understood all the terms and conditions/scope of work and all other instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
3. I/We am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my application for EOI at any stage besides liabilities towards prosecution under appropriate law.
4. I/We hereby declare that I/We am/are not a relative of any of the employees of the National Institute of Technology Patna. Nor do I/We have any relationship whatsoever with any of them.
5. I/We hereby declare that I/We have not been blacklisted or debarred by any organization and no police case is pending against me/us/our firm/company/shop.

Signature of the Applicant

: _____

(Name and Address)

: _____

Mobile No. and Email ID

: _____


EOI for Running Shops at NIFT Patna

Sr. No.	Stationery
1.	Binder Clip (Medium) (25 mm)
2.	Binder Clip (Medium) (41 mm)
3.	Calculator
4.	Call Bell (well known branded) (wireless)
5.	Call Bell Battery (Switch) (12V - 23AE)
6.	Carbon Paper (100 sheet/ Pkt., Size 210 x 330 mm)
7.	Card Holder (Solo) (240 Card BC 805)
8.	Cello tape 1" size
9.	Correcting Fluid & Diluter
10.	Dak Pad
11.	Double Punch (280 No.)
12.	Double Punch Biggest (800 no.)
13.	Double side tape 1"
14.	Drawing Pins/ Thumb Pins (100 pc./Pkt.)
15.	Duster white cloth (1'6" x 1' 6")
16.	Duster yellow size 2' x 2'
17.	Envelop (11" x 5") (NIFT)
18.	Envelop (11" x 5") Yellow (Blank)
19.	Envelop (A3 size)
20.	Envelop (A4 size) Yellow (Blank)
21.	Envelop (A4 size) (NIFT)
22.	Extension Cord (6 Sockets (Single Button) (Wire Length 1.5 mtr./ 3 mtr./5 mtr.)
23.	File Board (Heavy)
24.	File Cover/ File Folder 65 No.
25.	File Cover/ File Folder Spring 888 No.
26.	File flag/ Page Marker (3 Colour) (size 1" x 3")
27.	File Index
28.	Fixed Assets Register - 4 No.
29.	Fixed Assets Register - 8 No.
30.	Gem Clips (Color U Clips 35 mm)
31.	Glue Stick
32.	Gum
33.	Letter Dispatch Register - 4 quire
34.	Letter Head

35.	Letter Receipt Register - 4 quire
36.	Log Book/ Answer sheet
37.	Mike Battery (9 V)
38.	OHP Marker (Pen) (12 pc./pkt)
39.	Packing Tap 2"
40.	Paper Cutter 1"
41.	Paper Weight (Plastic Cubic) Small
42.	Pen (Blue/ Black/ Red/Green)(12 pc./Pkt)
43.	Pen Highlighter (12 pc./Pkt.)
44.	Pen Ordinary (Blue/ Black/ Red/Green)
45.	Pen Stand
46.	Pencil Cell (AA R6/1.5V/1U)
47.	Pencil Eraser
48.	Pencil Eraser XL
49.	Pencil Extra Dark
50.	Pencil HB (10 pcs.)
51.	Pencil Mechanical (0.7)
52.	Permanent Marker
53.	Photocopy A4 size paper
54.	Plastic folder (Lshape)
55.	Register - 2 No.
56.	Register - 4 No.
57.	Register - 8 No.
58.	Remote Battery (AAA R03/ 1.5V/ 1U)
59.	Rubber band 100 gm. (Biggest Size)
60.	Scale 12"
61.	Scissors (Medium) Plastic Handle (Stainless Steel)
62.	Self Stick/ Self Adhesive Slip (size 3" x 3") (100 sheet/ Pad)
63.	Sharpener
64.	Single Punch (Shp 20, No. 376224)
65.	Stamp Pad (Plastic, size 88 x 55 mm) (medium)
66.	Stapler 10 no.
67.	Stapler 23/17 Biggest size
68.	Stapler HD 45
69.	Stapler Pin (small) 10 no.
70.	Stapler Pin 26/24/6 for HD - 45
71.	Stapler Pin of Biggest Size stapler 23/17
72.	Stick File
73.	Stock Register - 4 No.

74.	Stock Register - 8 No.
75.	Tag (good quality) White/ Green
76.	Tape Dispenser
77.	Tea Coaster (6pcs. Set)
78.	Toner (Toner No. with Printer Name & Model) #
79.	Torch Battery Leak proof (1.5 V)
80.	Towel Full size 30" x 60"
81.	Towel small (Hand Towel)
82.	Transparency Sheet (100 sheet)
83.	Umbrella (Folding)
84.	Wall Clock
85.	Water Flask (Vacuum Flask) (Steel Body)/ Refill
86.	White Board Hand Duster
87.	White Board Marker (Blue/Black/Red/Green) (12 pcs.)
88.	Writing Pad 40 No. 160 pages
89.	Writing Pad Side Spiral (66 No.)

 Alex

 Abhilasha



