



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

(भारत सरकार के वस्त्र मंत्रालय द्वारा स्थापित और निफ्ट अधिनियम 2006 द्वारा शासित
एक सांविधिक निकाय)

निफ्ट कैंपस, दूरभाष नगर, आईटीआई परिसर, रायबरेली - 229010

(फोन: 0535-2702426)

निविदा दस्तावेज

निविदा संख्या: 9504(106)/प्रशा०/एनआईएफटी/आर०बी०/स्टेशनरीशॉप /2018

Date: 21.08.2019

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान (निफ्ट), रायबरेली, निफ्ट कैंपस में छात्रों, कर्मचारियों के लिए स्टेशनरी शॉप चलाने हेतु "दिपद्विती" प्रणाली के तहत ई- निविदा आमंत्रित करता है। ई-निविदा नोटिस और ई-निविदा दस्तावेज निफ्ट की वेबसाइट <https://niftenders.eproc.in> और <https://nift.ac.in/raebareli> पर उपलब्ध है। निविदाकारों से अनुरोध है कि निविदा सूची में दरों को अंकित करने से पूर्व वे ई-निविदा दस्तावेज में दिए गए निर्देशों एवं शर्तों को सावधानीपूर्वक पढ़ लें; और उसके बाद ही बोली दर अंकित करें। निविदा के लिए आवेदन केवल ऑनलाइन माध्यम <https://niftenders.eproc.in> से स्वीकार किया जाएगा, कोई अन्य तरीका नहीं स्वीकार किया जाएगा। निफ्ट संस्थान के पास बिना किसी कारण बताए पार्टियों /फर्म/एजेंसीयो/निविदाकार को स्वीकार या अस्वीकार करने का अधिकार आरक्षित है।

निविदा अधिसूचना की तिथि	21.08.2019
निविदा जमा करने की अंतिम तिथि:-	12.09.2019, 03:00 बजे अपराह्न
निविदा प्रपत्र खुलने का तिथि एवं समय (तकनीकी)-	12.09.2019, 04:00 बजे सायं
वित्तीय निविदा प्रपत्र खुलने का तिथि एवं समय -	तकनीकी योग्यता पूर्ण करने वाले निविदाकारों को इलेक्ट्रॉनिक संचार माध्यम से अधिसूचित किया जाएगा
आवश्यक बयाना राशि- रु० 5,000/-	डिमांड ड्राफ्ट निफ्ट रायबरेली के पक्ष में देय होगा।

बयाना धन राशि रु. 5,000/- का डिमांड ड्राफ्ट के प्रारूप में निफ्ट, रायबरेली के पक्ष में देय होगा।

मूल बयाना राशि को एक बंद लिफाफे में रख कर जिस पर टेंडर संख्या एवं दिनांक..... सुस्पष्ट शब्दों में अंकित करके दिनांक 12.09.2019, को अपराह्न 03:00 बजे या उससे पहले निम्नलिखित पते पर भेज दे।

सेवा में,

संयुक्त निदेशक, नेशनल इंस्टिट्यूट ऑफ फैशन टेक्नोलॉजी, दूरभाष नगर रायबरेली- उत्तर प्रदेश, पिन -229010

ऑनलाइन आवेदन से पूर्व फर्म को <https://niftenders.eproc.in> पर भुगतान कर पंजीकृत होना सुनिश्चित करे।

वार्षिक ऑनलाइन पंजीकरण शुल्क रु० 2000 + अतिरिक्त शुल्क (टैक्स)

ऑनलाइन बिड प्रसंस्करण शुल्क रु० 96 + अतिरिक्त शुल्क (टैक्स)

टिप्पणी: इस निविदा दस्तावेज में 29 पृष्ठ (संलग्नकों सहित पृष्ठों की कुल संख्या) है और निविदाकारों से अनुरोध है कि कृपया सभी पृष्ठों पर हस्ताक्षर करने का कष्ट करें।

संयुक्त निदेशक
निफ्ट रायबरेली

I accept the above conditions



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

(भारत सरकार के वस्त्र मंत्रालय द्वारा स्थापित और निफ्ट अधिनियम 2006 द्वारा शासित
एक सांविधिक निकाय)

निफ्ट कैंपस, दूरभाष नगर, आईटीआई परिसर, रायबरेली - 229010

(फोन: 0535-2702426)

9504(106)/Admin/NIFT/RB/Stationery shop/2018

Date: 21.08.2019

TENDER DOCUMENT FOR RUNNING STATIONERY SHOP

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
NIFT CAMPUS, SECTOR – II, DOORBHASH NAGAR
RAE BARELI – 229010 (U.P)

Date of tender notification	21.08.2019
Last date for receipt of duly filled in tenders (Online)	12.09.2019 at 15:00 hrs
Date and time of the opening of Technical bid of tenders	12.09.2019 at 16:00 hrs
Date and time of the opening of Financial bid of tenders	Will be informed to the technically qualified tenderers bidders
Earnest Money Required	Rs. 5,000/- in the form of DD in favour of NIFT, payable at Raebareli.

For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying

- Annual Registration Charges of Rs. 2000 + applicable taxes.
- Bid Processing Fee charges Rs. 96 + applicable taxes.

Note:

This tender document contains total 29 pages(1-14 pages of Technical bid, page no. 15 of Financial bid, 16-29 pages Annexure-I) and tenderers are requested to sign on all the pages. No price should be mentioned in technical bid.

Joint Director
NIFT

I accept the above conditions

INTRODUCTION

About NIFT:

National Institute of Fashion Technology (NIFT) was set-up by the Ministry of Textiles, Government of India in the year 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology . NIFT provides fashion business education across the country through its network of 16 centers. It provides four year under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management and fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raebareli, Shilong and Srinagar.

About NIFT Raebareli Campus:

NIFT Raebareli campus started functioning from 13th February, 2007 on 11.46 acres of land in the premises of Indian Telephone Industries (ITI). Since 2007, the campus has been conducting four years Bachelor Programmes in Design in Fashion Design & Accessory Design disciplines. From 2011, the Centre also started to offer Leather Design as the third design discipline at the Raebareli centre. One new UG Programme, Fashion Communication and one PG programme; Master of Fashion Management was started from the Academic session 2015-16.

ELIGIBILITY CRITERIA

The Agency/Firm having an experience of at least 1 year of running Stationery Shop is eligible to apply. The firm shall have requisite registration certificate for dealing in stationery items

SUBMISSION OF BIDS

- a. The interested agencies/contractors should apply online and submit their tender along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in> till **15.00 Hrs. on 12.09.2019**. E-Tender documents is also available for viewing on the “tenders” link of the NIFT Portal & NIFT website i.e. <https://nifttenders.eproc.in> & <http://www.nift.ac.in>

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- b. Applications to this tender will be accepted only in online mode through the website <https://nifttenders.eproc.in>.
- c. For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying
- **Annual Registration Charges of Rs. 2000 + applicable taxes**
 - **Bid Processing Fee charges of Rs. 96 + applicable taxes.**
- d. The interested agencies/contractors may contact CI India for online registration at following email Id's : sandeep.bhandari@clindia.com and niftsupport@clindia.com or Tel: +91-124-4302033 / 36 / 37 and mentioning their Company Name, Address and User ID for Approval of Registration, and Tender ID and Tender Title for Approval of Bid Processing Fees.
- e. The Firm should ensure that it complies with the requirements as per works before applying for.
- f. The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.

Basic Requirements

The basic requirements for registration and applying for tender online are as under:

- Operating System should be windows 7 or above.
- Java version : Java 8 update 25.
- Use Internet Explorer 11 version.
- All java add-ons must be enabled in the system.
- Always use Class III B Digital Signature Certificates (DSC) having Signing and Encryption both.

For online procedure tenderer may contact on following Helpdesk officers:

- Email: niftsupport@clindia.com , sandeep.bhandari@clindia.com
- Phone: 0124-4302033/36/37

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TECHNICAL BID

1. Name of Tenderer and Agency. :
2. Please Specify as to whether tenderer is Sole Proprietor/Pvt. Ltd./Partnership firm
(Name of the partner should be specified in this case)
.....
3. Contact/Mobile No. :
4. Address: :
5. Email: :
5. Details E.M.D. (Rs.5,000/-) (Exempt in case of NSIC Exemption Certificate)
Draft No. :Issuing Bank:Date:
6. Details of Experience in the similar Field (attach copies from the Agency)

S. No.	Period		Organization	Details of Stationery services	Page No.
	From	To			

7. Infrastructure available with the Agency (Yes/No)
 - i) Photocopy Machine (B/W & Colour) :
 - ii) Computer (with latest Hardware & Software) :
 - iii) Laser Printer (B/W & Colour) :
 - iv) All Office, Academic and students stationery :
 - v) Binding Machine (with all Binding Materials) :
 - vi) Any Other Information :
8. PAN card No. of Tenderer :
(copy of PAN card must be attached)
9. Registration . No. for dealing in stationery items :
(proof must be attached)
10. Copy of GST Registration Certificate :
(copy must be attached)

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TERMS AND CONDITIONS

The tenderer submitting the tender document for running of Stationery Shop should comply with the following terms & conditions.

1. The contract will be awarded on the **basis of highest maintenance charges (H-1)** . However, the minimum maintenance charges should not be less than Rs. 8500/- per month, in addition to the payment of electricity charges as per actual electricity consumption.
2. The contractor should be ensured that the items listed as per Annexure-I shall be available at the Stationery Shop and rates of the items will be mutually decided by contractor and the NIFT authority. Rates should not be charged more than the prevailing Market Rate/MRP.
3. 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:

i)	Black & White Photocopy, A4 size paper	-	Rs. 01.00
ii)	Black & White Photocopy, A3 size paper	-	Rs. 01.50
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. 15.00
viii)	Colour Printing, A3 size paper	-	Rs. 20.00
4. Tenders 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.
5. Tenders received without prescribed Earnest Money Deposit (EMD) shall not be considered. However if bidder is exempted by NSIC certificate then no need to deposit EMD. Certificate of NSIC is required to be submitted.
6. The schedules issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications/alterations of the schedules considered necessary by the tenderer should be in the separate letter accompanying the tender.
7. No paper shall be detached from the tender.
8. The name and address of the tenderer shall be clearly written in the space provided and no overwriting corrections, 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 herein otherwise the tender is liable to be ignored.
9. The tender is liable to be ignored if complete information is not given there in or if the particulars and date (if any) asked for in the Schedule to the tender are not filled in.

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10. Individual signing the tender or other documents connected with the tender must specify whether he 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 that 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 partnership agreement or by a power of attorney duly executed by the partners of the firms.
- (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 or 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.

11. The tender must be submitted through online mode only on or before **12.09.2019 up to 15:00** hrs. The tenders will be opened on the same day at 16:00 hrs. in the presence of such of the tenders who may wish to be present, either by the themselves or through their authorized representatives.

12. A demand draft of Rs.5000/- (Rupees Five thousand only) is required to be deposited as a Earnest Money Deposit in favour of "National Institute of Fashion Technology" payable at Rae Bareli. The Earnest Money deposit of the successful tender shall be liable to be forfeited if he does not fulfill any of the following conditions.

- (i) An agreement is signed by him in the prescribed form after the receipt of the letter awarding the contract.
- (ii) The Stationery Shop shall commence from the date mentioned in the letter awarding the contract.

13. The bids should be valid in the case of all the tenders for at least 2 months from the date of opening of the tender and if any tenderers 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.

14. Corrections, if any, must be attested.

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15. Late tenders will not be considered.
16. National Institute of Fashion Technology, Rae Bareli reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.
17. The contractors shall be responsible for engaging adequately trained manpower required for providing good Stationery Services in the Institute and arrange payment to the staff engaged as per Labour laws, minimum wages Act. PF, ESI, & Service Tax provisions etc.
18. The employees of the Contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should preferably wear uniform while on duty.
19. The contractor will, prior to the commencement of the operation of contract, make available to NIFT to the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth, permanent address and the police verification report for the employees, should be enclosed.
20. The contractor shall be responsible for the payment of wages and allowances to his staff as per Minimum Wages Act of Labour Law, Uttar Pradesh State in force and all statutory dues to the persons employed by him. The Contractor shall be further responsible for proper discipline for the employees engaged by him and their work besides observing other obligations. No child laborers shall be permitted by NIFT under this contract. Further the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligations regarding the personnel / labor, the contractor shall be responsible and liable for the same. Further, in the event any claim, action or suit is imposed against NIFT, the contractor shall be required to reimburse to NIFT any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. NIFT shall also have the right to deduct these amounts from the payment due to the contractor while settling the payments.
21. The contract shall remain valid up one year from the date of contract and it may be renewed on yearly basis for further period of two years thus making total in 3 years subject to satisfactory performance of the firm 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.
22. The contractor shall be liable with regard to compliance of all the laws, regulation, rules and directions give by any statutory authority with regard to safety, labor laws or any other laws both Central & State in force in the state of Uttar Pradesh including registrations with Provident Fund, Copy Right-Acts, Employees State Insurance, etc. An attested copy of all such statutory

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registrations shall be enclosed to the tender. The contractor shall comply with all the statutory regulations on control and regulation of piracy issued and revised from time to time.

23. 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.

24. NIFT shall in no way be responsible for any default with regard to statutory obligation and the contractor will indemnify NIFT in case of any damage, which may arise on account of action of contractor.

25. Service to be provided by contractor are indicated in the Annexure-I attached.

26. Dispute, if any, arising out of the contract shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the Director, NIFT Raebareli 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% charges simply on the award amounts, or amounts payable to either party.

27. Tender shall be accompanied by the relevant documents including the following :-

- (i) Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing / has provided Stationery.
- (ii) Work plan indicating the investment on the Stationery proposed to be collected from the users both NIFT & Outsiders separately and the layout of the service zone.
- (iii) Deployment pattern of staff proposed and other details for the efficient satisfactory performance of the contract.
- (iv) Certificates in support of all statutory registrations including GST.

28. The contractor will follow the instructions of designated officers of NIFT and report to him every month to make checks on day to day activities of the services rendered. The contractor shall extend full co-operation to the designated officer from time to time.

29. 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.

30. Care must be taken to ensure while carrying out the work so that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the contractor, failing which the same will be got done at his risk and cost. The decision of the Designated Officer shall be final and binding on the contractor.

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31. All work shall be carried out with due regard to the convenience of NIFT. The orders of the concerned authority shall be strictly observed.
32. The contractor will work in closed co-operation and co-ordination with other agencies working at site.
33. The contractor has to deploy adequate number of staff who has to work during holidays, late hours and Sundays as well according to the requirement and convenience of NIFT and the occupants, while ensuring weekly offs of his / her employees as per statutory requirements.
34. The contractor shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the students, residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the person concerned and engage a new one within (48) hours of intimation. The decision of the Designated Officer in this regards shall be final and binding on the contractor.
35. NIFT is not bound to provide any mode of transport in respect of men or material required for the contract.
36. The contractor shall at all times indemnify and keep indemnified the Principal Employer, the Head of the Officer and its officers, servants and agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of / or property or person of any sub-contractor and or the servants or agents of the contractor any sub-contractor(s) and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under workman's Compensation Act/ Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act and / or their Industrial Legislation from time to time in force.
37. The payment towards supply of Office stationery items to Office and Academic Stationery to Academic Departments (if any, subject to requirement) 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. duly approved by NIFT Authority should also be attached with the bill. Income Tax (TDS), as applicable at prevailing rate will be deducted at source.
38. The contractor shall deposit **Rs.25,000/-** (Rupees twenty five thousand Only) as Security Deposit with NIFT. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the contractor to NIFT. The EMD of successful tender will be converted as security deposit and the EMD of unsuccessful tenders will be refunded.
39. Payment and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest, i.e.

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paise 50 or above will be rounded off the near higher rupee and paise less than 50 will be ignored.

40. The workmen employed by the contractor shall be directly supervised and controlled by the contractor, and shall have no relation whatsoever with National Institute of Fashion Technology. NIFT shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. 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.
41. The work executed shall be to the satisfaction of the Committee member of NIFT, Rae Bareli.
42. The contractor shall ensure that either he himself or his representative is available for proper Administration and supervision at the works.
43. The location may be changed from time to time as per the convenience of NIFT keeping its academic requirements as their utmost priority. The place and its interior so identified for locating the services has to be suitably designed and modified by the contractor at this own cost. The interiors so created by the contractor for offering Office and Academic and Students stationery will have to be dismantled and taken away by the Contractor at the termination of contract and clear site along with the fixtures and fittings have to be handed over to NIFT in the same condition.

SERVICES TO BE PROVIDED BY NIFT STATIONERY SHOP

During continuance of the Contract of Stationery shop the agency, contractor shall takeover the responsibility for providing all the stationery items (As per enclosed Annexure-I) and photocopy Service.

The scope of service to be rendered under this agreement includes the following:

1. To run the Office, Academic and Students stationery (As per enclosed Annexure-I) 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 and services to NIFT and students at competitive rates. This shall not be more than the MRP and Market Rate.
3. To upgrade the service as per the technological developments taking place in the areas of computer hardware, Xeroxing, binding, etc.
4. To provide access to the committee constituted by NIFT centre 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.**
6. The contractor shall be responsible to ensure the conduct and behavior of the persons employed by them for running the shop.
7. The payment for the monthly bills towards supply of Office and Academic and Students Stationery (As per Annexure-I) shall be supported by authorization for supply of such services and will be settled within a month of submitting the bills in duplicate. TDS will be deducted as per Income Tax Rules in force.
8. **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 revise from time to time.**
9. 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.
10. The contractor shall disburse wages to the staff deployed in the stationery shop as per the prevalent minimum wages fixed by the Govt. of Uttar Pradesh besides fulfilling all other statutory obligations of PF, ESI Service Tax etc.

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11. To ensure security of moveable and immovable property of NIFT premises handed over against theft or damage.
12. Subletting of contract shall not be permitted.
13. The B&W machine, shall be of reputed brands like Modi, Xerox, Canon, Toshiba, Godrej etc having latest configuration.
14. NIFT administration & students shall have freedom to procure stationery items from open market.
15. NIFT will not be responsible to provide any residential accommodation to personnel deployed by the contractor.



UNDERTAKING BY THE TENDERER

We have carefully gone through all above various terms and condition for provision of stationery shop at NIFT. We agree to all these conditions and offer to provide Services at NIFT. 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 stationery, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place

Address : _____

Phone No. _____

Signature of Tenderer

FINANCIAL BID

Name of Work: To run the NIFT Stationery Shop.

1. Name of Tenderer and Agency. :
2. Period of Contract : One Year
3. Registration No. of the Agency :
4. Permanent Income Tax Account (PAN)
5. Copy of GST Registration Certificate (if applicable)
6. Maintenance Charges for use of NIFT:
Premises.

i. Minimum Maintenance charges of Rs. 8500/- (Rupees eight thousand five hundred only) per month plus applicable GST.
ii. Maintenance charges willing to pay Rs
..... Per Month plus applicable GST.....%.

Note:

1. The maintenance charges should not be less than Rs. 8500/- per month.
2. No price should be indicated along with technical bid. Only online price bid will be considered

**Annexure - I****राष्ट्रीय फैशन प्रौद्योगिकी संस्थान
रायबरेली****List of the Office / Academic / Students Stationery & Photocopy**

Sr. No.	Items	Particulars
1	Pencil	Lemi Clutch Pencil
2		Pencil Fabercastell HB
3		Pencil Fabercastell with eraser HB
4		Pencil degree Camel
5		Charcoal pencil Staedtler
6		Staedtler 8B pencil
7		Glass marking pencil Apasara
8		Degree set Fabercastell / Camel
9		Degree pencil Koh-i-noor
10	Pens	CELLO FLO GEL
11		Faber castell Ball pen
12		Reynolds 0.45 pen
13		Reynolds jotter
14		Add 2K Pro
15		Add 2K
16		Camlin gell pen
17		Nura pen
18		Montex pen
19		Stik easy pen
20		Cello Top Gell
21		Cello Slim Gell
22		Add Achiever
23		Cello Max writer
24		Cello Greepar
25		Renolds bellpen Liq. Flow
26		Add Roller pen
27		Uni-Ball pen eye
28		Uni-Ball pen jet impect
29		Lemi Safari Fountain Pen
30		Lemi Roller Pen
31		Lemi Jotter pen
32		White pen Permanent (Sakura)
33		Silver Pen Permanent (Sakura)
34		Golden pen permanent (Sakura)
35		Uni-Ball Fine Deluxe

I accept the above conditions

36		Uni – Ball Gel Strem
37		Uni – Ball Signo
38		Uni – Ball Laknock
39		Uni – Ball Gel Impact
40		Uni – Ball Lakubo
41		Add gell Rifil
42		Cello Gell Rifil
43		Ball point Rifil
44		Uni Ball Lakubo Refill
45		Uni – Ball Gel Impact Refill
46		Uni – Ball Signo Refill
47		Uni – Ball Lakubo Refill
48		Uni – Ball Gel Strem Refill
49		Uni-Ball pen refill impact
50		Cello top gel
51		Cello Slim gel
52		Linc Ball Pen
53		Rotomac Golden Pen
54		Add gel PG 300 Pen
55		Add gel PG 500 Pen
56	Refill	Cello Ballpen Refill
57		Reynold Ballpen Refill
58		Add Gel PG-R-300 Ballpen Refill
59		Sprint Add Gel Refill
60		Cell gel Refill
61		Linc Ball Pen Refill
62		Rotomac Refill
63	Sketch pens	Sketch pen loose (Faber Castell / Stick / luxur)
64		Sketch pen set 12 nos Febar Castell / Luxur
65		Sketch pen set 30 nos Febar Castell
66		Sketch pen set 12 Stic 12 nos
67	Blow pens	Koreas Blow pen set
68	Colour	Stick colour stick 12 Jumbopens set
69		Luxur Chesiel tip colour pen
70		Bottle 20 ML Poster Colour Camel
71		Set 6 Nos. Poster Colour Camel
72		Set 12 Nos Poster Colour Camel
73	Pencil colour	Camlin pencil color 12 shed
74		Camlin pencil color 24 shed
75		Faber Castell pencil color 12 shed
76		Faber Castell pencil color 24 shed
77		Faber Castell water solibar 12 shed
78		Faber Castell water solibar 24 shed
79		Faber Castell water solibar 36 shed
80		Faber Castell water solibar 48 shed
81		Staedtler water solibar 24 shed

I accept the above conditions

82		Staedtler water solibar 36 shed
83		Staedtler water solibar 48 shed
84	Water colour Tube	Camel water color tube 18 nos set
85		Camel water color tube 12 nos set
86		Reeves water color tube 12 nos
87	Colour palette	Omega 1640
88		Omega 101
89		Omega 103
90		Deli 9409
91		Deli 9407
92	Print Out	Colour Print Out A4 size
93		Colour Print Out A3 size
94		Black and White Print Out A3 size
95		Black and White Print Out A4 size
96	Water color Cakes	camlin water color cakes
97		Reeves water color cakes
98	Oil pestle	Pestle 24 shed apsara
99		Pestle 12 shed Febarcastell
100		Pestle 24 shed Febarcastell
101		Pestle 24 Camlin
102		Pestle 48 Camlin
103		Cores Gliter pastel
104		Cores Multi colour pestel
105	Pestle	Sudha dray pestle
106		Mongiyo soft pestle 24 no.
107		Mongiyo soft pestle 12 no.
108		Mongiyo soft pestle 48 no.
109		Mongiyo soft pestle Gray colors / camaieu de gris 12 shade
110		Mongiyo soft pestle Charcoal / Assortiment de noirs 12 shade
111		Reeves soft pestle 12 no.
112		Reeves soft pestle 36 no
113		Reeves soft pestle 48 no..
114	Fixtive	Fixtive Artist (Camel)
115	Acrylic Colours	Acrylic Colour (Camel) 12 no. 9 ml
116	Fabric Paint	Pidilite Fabric Paint
117		Pidilite Fabric paint marker
118	Glass lainar	Pdilaight glass lainar
119		Camlin Glass lainar
120	Glass	Pidilite Glass colour

I accept the above conditions

	colour	
121	Clutch pencil	Febarcastell clutch pencil 0.7
122		Camlin clutch pencil 0.7
123		Clutch pencil "c"point camlin
124		Clutch pencil "d" fine camlin
125		Clutch pencil Febarcastell T K Fine
126		Clutch pencil 0.9 Rotring
127		Clutch pencil 0.5 Rotring
128		Clutch pencil Rotring 0.3
129		Clutch pencil Zebra 0.3
130		Clutch pencil stedlar 2mm
131		IIO cluth pencil 0.5
132		Koh-i-noor clutch pencil 5.6 mm
133		Camel 0.5 Clutch Pencil
134		Faber Casterl 0.5 Staedler Clutch Pencil
135		Faber Castel 0.7 Staedtler Clutch Pencil
136	Clip	SDI-19MM Binder Clips
137		SDI - 25MM Binder Clips
138		SDI-32MM Binder Clips
139		SDI-41 MM Binder Clips
140	Erasers	Nondust Apsara
141		Nondust Apsara big
142		Nondust Febar castell
143		Camlin eraser
144		Maped eraser
145		Maped eraser Colured
146		Colour eraser Sebilo
147		Cretacolor knetgummi
148		Nouvel Eraser Kneaded Eraser for charcoal
149		Sakura Nockseraser for pencil lead
150		Sakura Nockseraser for Thread Eraser
151	Glue stick	Glue stick pidilait (Fevistik) 8' gms
152		Glue stick pidilite (Fevistik) 15' gms
153		Fevi Stick pocket
154		Fevi Stick 15 g
155	Glue	Deluxe Filter Gule ADD
156		Camel paste 700 ml
157		Fevicol tube 100 gm
158		Fevicol Glue pen 30 gm
159		Fevicol dabi 50 gm
160		Fevicol dabi 15 gm
161		Fevicol Tube 10 gm
162		Fevicol bottol 500 gm
163		Fevibond 40 ml
164		Fevibond 16 ml
165		Fevibond 8 ml
166		Feviricglue 10 ml

I accept the above conditions

167		Fevilight 6 gm
168		Feviquick 1gm
169		Feviquick 500 mg
170		Feviquick 3 gm
171		M-seal white
172		M-seal fatafat
173		M-seal 50gm
174		Glass Glue 30 ml Feviquick
175	Thumb pins	Push pins plastic headed Corporate
176		Thumb pins brash headed Corporate
177		Thumb pins brash big headed Corporate
178		Thumb pins silver headed Corporate
179		Thumb pins coloured Corporate
180	Binder clips SDI	Binder clips sdi 19 mm
181		Binder clips sdi 25 mm
182		Binder clips sdi 32 mm
183		Binder clips sdi 41 mm
184	"U" pins	"U" pins 26 mm Elephant
185		"U" pins 28 mm Elephant
186		"U" pins Brash
187		"U" pins coloured Corporate
188	Pins	Elephant pins 70 gms
189		Noncorosebal pins 70 gms
190		Garment pins 200 gms
191		Palhead pins
192		"T" pins (push easy)
193		Thick head pins
194		Brash pins
195	Inks	Camlin photo color ink set
196		Camlin Water proof ink
197		Camlin Water proof ink set
198		Cammlin Fountain pen ink
199		Luxor Sketchpen ink
200		Stamp pad ink
201		Parker Fountain ink
202		Permanent Marker ink Artline
203		Rotrin lco graph ink
204	Cello tape	1/2" cello tape small pidilite
205		Invisible tape 50 mtrs 3 M

I accept the above conditions

206		1" Cello tape Wonder (Transparent)
207		2" Cello tape Wonder (Transparent)
208		2" brown tape wonder
209		Masking tape
210		1/2" Transparant Wonder Cello Tape
211	DST	6 mm DST wonder
212		9 mm DST wonder
213		1/2" DST wonder
214		12 mm DST wonder
215		1" DST wonder
216	Stapler Pin	Stapler pin Kangaroo 10 no
217		Stapler pin Kangaroo big 45 no.
218		Zelan clip stapler pin
219	Stapler	Stapler kangaroo no 45
220		Stapler kangaroo 10 no
221		Zelan clip stapler
222	Protector	Omega D Protector
223		Omega D Protector big
224		A/4 Size Sheet Protector
225		A/3 Sheet Protector
226	Magnifying Glass	Magnifier glass 5X
227		Magnifier glass 7X
228		Magnifier glass 2X
229		Magnifier stip
230		Magnifier stip big
231		Lighted Magnifiers 2X to 4X
232	Register	Register cut size 2Q,3Q, 4Q, 5Q
233		Register full size 2Q,3Q, 4Q, 5Q
234		Navnit full scape note book
235		Simpal full scape note book
236	Scissor	Scissor Bras handel 8", 10"
237		Kartini Friskers 8" Black handel
238		Scissor brash handle Asian
239		Paper cutting Scissor Bambalio
240		Tailoring scissor 240mm Bambalio
241		Tailoring scissor 240mm Brash handle Bambalio
242		Zic Zec scissor 240mm
243		Febric Rotry cutter

I accept the above conditions

244		Deli Scissor
245		Large Scissor
246	Cutter	Cutter Natraj Small
247		Cutter Small artist
248		Cutter big Artist
249		Cutter big heavy-duty Artist
250		Surgical cutter With blade
251		Surgical blade`
252		Cutter normal Dali
253	Marker	Permanent marker Camel
254		OHP marker Fabercastel
255		Hi-Lighter Fabercastel
256		Hi-Lighter luxr
257		Laundry marker Bambalio
258		Pestle marker Bambalio
259		Artline White Board Marker
260		Artline Permanent Marker
261		Fabercastell 12 set Sketch pen
262		FaberCastell OHP Marker
263		Luxor OHP Marker
264	Graph Paper	A/4 Size Graph Paper
265	Leads	0.5 lead febarcastell 2B,HB,H,2H
266		0.5 lead camlin 2B,HB,H,2H, 2B
267		0.5 lead camlin Economi
268		0.7 lead febarcastell
269		0.7 lead camlin
270		0.3 lead Stedlar
271		2mm lead Natraj
272		Colour leads 0.5 Uni
273		0.5 Staedtler lead
274		0.7 Staedtler lead
275		0.5 colour lead uni
276	Campass	Rotring with Extention bar
277		Standard Graph Campass
278		Italy Campass box
279		Deepak Campass
280	Isographic pen	Rotring pen 0.1

I accept the above conditions

281		Rotring pen 0.2
282		Rotring pen 0.3
283		Rotring pen 0.4
284		Rotring pen 0.6
285		linograph pen 0.1
286		linograph pen 0.2
287		linograph pen 0.3
288		linograph pen 0.4
289		linograph pen 0.6
290		Indian pen 0.1
291	Scales	L' Square Deepak
292		Large curve Deepak
293		Hip curve Deepak
294		Grading scale Deepak
295		Petarn Master Deepak
296		Tracing Wheel Imported, Ordinary Deepak
297		Fench curve Deepak
298		Measuring tap thin butterfly
299		Steel scale 24"
300		Steel scale 12"
301		Steel scale 6"
302		Plastic scale 12" Febar cestell
303		Plastic scale 6" Febar cestell
304		Plastic scale 12" deepak
305		Plastic scale 24" nalanda
306		Plastic scale 24" Omega
307		Deepak marking perelal 31"
308		Nalanda marking perelal 31"
309		Nalanda adjustebal set squar 12"
310		Deepak adjustebal set squar 12"
311		Omegaset set squar 12"
312		Omegaset set squar 10"
313	Jackets	Plastic jeket A/4
314		Plastic jeket A/3
315		1/2 Imperiar Plastic jeket
316	Papers & Sheets	A/4 size getway sheet
317		A/3 size getway sheet
318		A/4 size ohp sheet
319		A/3 size ohp sheet
320		A/4 size colour paper
321		A/4 size colour card paper
322		A/4 size colour imported paper
323		A/3 size colour paper
324		Black card paper

I accept the above conditions

325		Black card thin card paper
326		Black Mounting board
327		Black Textured sheet
328		Black marble sheet
329		Cartridge sheet white full
330		Cartridge sheet white A3
331		Cartridge sheet white A4
332		Cartridge sheet white half imperior
333		Cartridge sheet Yellow A4
334		Cartridge sheet Yellow A3
335		Cartridge sheet Yellow Half
336		Ivory sheet 300
337		Thin Ivory sheet
338		Tracing paper
339		Butter paper
340		Backing paper Duplex
341		Colour Card sheet tinted
342		Hand made sheet
343		White textured sheet
344		Off white textured sheet
345		colour card textured
346		Patterns making brown paper
347		Patterns making white paper
348		tented Sheet
349		Duplex Sheet
350		White Pattern Making Sheet
351		Brown Pattern Making Sheet
352		Handmade Sheet
353		Poster Sheet
354		Century 100 Micron OHP Sheet
355		Garware 100 Micron OHP Sheet
356	CD	CD R Frantech
357		CD R Mozar Bear
358		CD R Sony slim case
359		CD R Amtech
360		CD Cover Simple Round
361		CD R With Slim pack Semsung
362		CD R With Slim pack Mozar
363	DVD	DVD mozer
364		DVD RW mozer
365	Floppy	IBM Flopy Box
366		Sony Flopy Box
367		Amtech Flopy Box
368		Zip Flopy I Omega
369		L.S.Flopy 120 mb

I accept the above conditions

370		Flopy case 10 Capacity
371		CD Case 20 Cape city
372		CD Case 40 Capacity
373		CD Case with metal box
374		CD Case 80 capacity
375		CD Case 140 capacity
376	Cloth	Muslin cloth 48"
377		Muslin cloth 36"
378		Poplin cloth
379		Rubiya cloth
380		Knits cloth cotton
381		satin cloth
382	Fusing	Tata 626
383		Henson Microdot
384		Non woven microdot
385		Belt fusing 1"
386		Belt fusing 1.25"
387		Belt fusing 1.50"
388		Belt fusing nailon 1.50"
389		Trushar belt fusing 1.25"
390		Jacket fusing
391		1/2"Fusing Patti tata 626
392		Double sided fusing tap
393	Tailoring Materials	Jacket fusing
394		1/2"Fusing patti tata 626
395		D S fusing tap
396		Belt Greep
397		Belt hook & l
398		Trushar button
399		Pocketing 1 mtrs
400		Shirt button
401		Twill tape
402		satin tape coloured 1/2", 1/4 ", 1"
403		Solder pad
404		Chest pad
405		Jacket button set
406		Jacket lining
407		Tailoring chalk
408		Bonin 6mm, 8mm, 12mm
409		Cuff 34,36
410		Coarsen born Patti
411		Solder elastic
412		Solder Hook
413		Collar Born

I accept the above conditions

414		Blouse Hook
415		Transparent elastic
416		Bobbin Ordinary / Imported
417		Bobbin case Ordinary/ Imported
418		Machine needle Organ / Ordinary
419		Thread 120 mtrs vardhman
420		Stitch opener
421		Thread cutter
422		Zipper 8"
423		Zipper invisible 8"
424		Zipper Invisible 16"
425		Velcro per mtr
426		Hand sewing needle poni
427	Haredware Materials	Bras plet 1x1
428		Coper plate 1x1
429		Aluminium plate 1x1
430		Bras rod 1feet
431		Copper rod 1feet
432		Aluminium rod 1"x1" 1 feet
433		Copper wire 35 gaze
434		Wooden carving set 6 nos
435		Wooden carving set 12 nos
436		Wax carving set
437		wood 2X2 , 4X4 , 6X6
438		POP quib 6 X 6
439		Hexo Blade
440		Jexo Blade four metal
441	Brush	CAMLIN 66 no. Round 00
442		0
443		1
444		2
445		3
446		4
447		5
448		6
449		7
450		8
451		9
452		10
453		11
454		12
455		Camlin 66 no. Felt 1
456		2
457		3
458		4

I accept the above conditions

459		5
460		6
461		7
462		8
463		9
464		10
465		11
466		12
467		Captain Brush Flat Brush 1
468		3
469		4
470		5
471		6
472		Camlin Brush 54 0
473		1
474		3
475		4
476		5
477		6
478		Camlin brush 51 no set 1,3,5,7 set 0,2,4,6
479		Hog hair Flat Brush 56
480	File / Folder	Solo Report file folder
481		Simple file plastic
482		Strip file folder
483		1/3 size ring buinder
484		"L" Folder
485		Kobra file
486		Core folder A/4
487		Core Folder A/3
488		Core Half Imperiar folder
489	Binding	Spiral binding 100 pages
490		Comb binding
491	Lamination	Lamination A/4
492		Lamination I Card
493		Lamination A/3 Size
494	File	Box File ARO / Asiard
495		Plastic File
496		Clip File
497		Strip File (solo)
498		Plastic File 'L' Folder (filemax)

I accept the above conditions

499	Punching Machine	Kangaroo 480 Punching Machine
500		kangroo DP-700 punching Machine
501		Kangroo 500 punching machine
502	High Lighter	Faber Castell Highlighter
503		Faber Castell Highlighter stick
504	Cover	A/4 size Cloth Cover
505		A/3 Size Cloth Cover
506		A/4 Size Plastik Coated ClothCover
507		A/3 Size Plasticcoated Cloth Cover
508	Duster	Plastic Omega Duster
509	Pad	Camel Stamp Pad
510	Pad Ink	Camel Stamp Pad Ink
511	Sharpner	Natraj Sharpner
		Camel Sharpner
512	Pad	Gala 1 X 4" 40 page Spril Pad
513		Gala 1 X 6" 40 page Spiral Pad
514		Gala 1 X 8" 40 page Spiral Pad
515		Gala 120 page Steno Book
516	Carbon Paper	Kores Carbon Paper (White, Yellow,Black,Red)
517		Camel White, Red,Yellow, Black, Carbon Paper
518	Lamination	A4 size Lamination
519		I Card Lamination
520		A3 Lamination
521	Spiral Bindig	A4 100 Pages Spiral Binding
522		A/3 100 page spiral Binding
523		A4 1/2 " & 1" Comb Binding
524	Post It	Post it 3 X 3 Corporate
525		Post it 3 X 4 Corporate
526		Post It flag corporate
527	Teg	Paper Tag (8" red)
528		File Teg (12" Green)
529	Correction Ink	Camlin 30 ml
530		Kores Eraz-ex correction fluid & Diluter 15ml
531	Paper	Lager Paper Legal Size, Billt 70 GSM
532		A4 size 70 GSM JK/IMAGE
533		A3 Size 70 GSM JK/IMAGE
534		Continue Stationery 80 Column 70 GSM Navnit
535	Pin	Stapler pin Kangaroo 10 No
536		45 stapler pin
537		Pin Corporate 70 gm pkt

I accept the above conditions

538		U- pin Neon 26 MM
539		U- pin Neon 35 MM
540		U- pin coloured Corporate 35 gm pkt
541		Thumb pins brass headed Corporate 100 pic (Midium Size)
542		Thumb pins coloured Corporate 100 pic (Midium Size)
543		Thumbs pins plastic head Corporate 100 pic (Midium Size)
544		Pal Head Pins Poni 40 pin ring
545	Register	2 Quire Register Gala
546		3 Quire Register Gala
547		5 Quire Register Gala
548		2 Quire Full Scape Gala Register
549		3 Quire Full Scape Gala Register
550	Photocopy	A/4 size B/W Photocopy
551		A/3 size B/W Photocopy
552		A/4 size Colour Photocopy
553		A/3 size Colour Photocopy
554	Paper	A4 Size (Century)
555		A3 Size (Century)
		A 2 Size (Century)