



NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(A statutory body governed by the NIFT Act 2006 and setup by the Ministry of Textiles, Govt. of India)

e-TENDER DOCUMENT FOR RUNNING OF STATIONERY SHOP WITHIN NIFT SHILLONG CAMPUS

11148(2)/Accts/NIFT SHL/Tender/Utility and Reprography / 2013/01

Dated:06.06.2022

National Institute of Fashion Technology,

(Ministry of Textiles Govt. of India) Mawpat, Shillong-793012

Phone No. 0364-2308808/26/50

Website: <http://www.nift.ac.in/Shillong>

TIME SCHEDULE FOR TENDER PROCESS

निविदा अधिसूचना के प्रकाशन की तिथि /Date of publication of tender notification	06.06.2022
ऑनलाइन निविदा जमा करने की प्रारंभिक तिथि /Opening date for Online Submission of Tender	06.06.2022
ऑनलाइन निविदा जमा करने की अंतिम तिथि /Closing date for Online Submission of Tender	27.06.2022 12: 00 Noon
के उद्घाटन की तिथि और समय निविदाओं की तकनीकी बोली /Date and time of the opening of Technical bid of tenders	28.06.2022 4:00pm
निविदाओं की वित्तीय बोली खोलने की तिथि एवं समय /Date and time of the opening of Financial bid tender	<u>To be informed to technically qualified Bidders separately</u>

Note: This tender document contains 22 pages (a total no. of pages including Annexures) and tenderers are requested to sign on all the pages.

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1. INTRODUCTION

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 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 17 centers. It provides four years undergraduate (UG) programme in design and technology, two years post graduate (PG) programme in Design, Fashion Management & 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 Bangalore, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong, Srinagar and Kannur.

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, (Ministry of Textiles Govt. of India) Mawpat, Shillong-793012

National Institute of Fashion Technology, Shillong Center was setup by the Ministry of Textiles, Government of India in 2008 is situated at National Institute of Fashion Technology, NIFT, Permanent Campus Ministry of Textiles, Govt. of India NIFT, Shillong, Umsawli Mawpat Shillong- 793012. At present approx. 370 students are studying in this Institute and about 60 Officers/Faculty and employees are working in this Institute.

2. NOTICE INVITING e-TENDER:

The NIFT, Shillong Centre invites e- tenders under “Two Bid System” for running stationery shop at NIFT Campus, National Institute of Fashion Technology, NIFT, Permanent Campus Ministry of Textiles, Govt. of India NIFT, Shillong, Umsawli, Mawpat, Shillong- 793012, for students and staff for a period of one year, renewable for maximum of three year on satisfactory performance.

The details of the tender given below:

- a. Description of Services: Running stationery shop at NIFT Campus, (National Institute of Fashion Technology, NIFT, Permanent Campus Ministry of Textiles, Govt. of India NIFT, Shillong, Umsawli Mawpat Shillong- 793012, for students and staff for a period of one year
 - i. Bid Validity upto 90 days from the date of opening of financial bid.
- b. Correspondence Address: The Purchase Officer (I/c), National Institute of Fashion Technology, NIFT, Permanent Campus Ministry of Textiles, Govt. of India NIFT, Shillong, Umsawli, Mawpat, Shillong- 793012
- c. “TWO BIDS SYSTEM” shall be followed for this tender. Tenderer should take due care to submit the e-tender in accordance with requirement in e-bid. Bids received shall be evaluated as per the Criteria prescribed in the tender document. NIFT will not entertain any modifications subsequent to opening of the bids not confirming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the scope of work requirement etc.,
- d. Tender Document for running Stationery shop at National Institute of Fashion Technology, NIFT, Permanent Campus Ministry of Textiles, Govt. of India NIFT, Shillong, Umsawli Mawpat Shillong- 793012) for students and staff can be The interested firms should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids—all duly signed – on the <https://eprocure.gov.in/eprocure/app> (Central Public Procurement Portal). Tender documents are also available for viewing on the “tenders” link of the NIFT website i.e. <https://nift.ac.in/shillong/tenders>.
- e. Applications to this tender will be accepted only through the online mode. No other mode of application will be considered & hard copy of the application will not be accepted or reviewed. Only EMD amount in hard copy is accepted in the form of Demand draft in favour of NIFT, Shillong payable at Shillong. The DD may be delivered by post or in person with the name of the vendor with contact number clearly mentioned on the reverse side of the DD and placed inside an envelope with the following details mentioned in the envelope
“ EMD amount towards running of Stationery Shop at NIFT Shillong”
The same must reach the office of NIFT Shillong before the last date for submission of bids and NIFT will not be responsible for any postal delay.

3. TECHNICAL Online BID FOR STATIONERY SHOP (Annexure–A)

ELIGIBILITY CRITERIA

An agency/Firm having an experience of at least 1 year of running Stationery Shop in Govt Establishment/Institutes are eligible to apply with other requirement as listed below in page 6. The firm shall have requisite registration certificate for dealing in stationery items.

A. Technical Bid

The Technical Bid should be applied online with the following details filled with Documentary proof is to be submitted/ attached with online e-bid Compulsorily):

Name of Tenderer Agency:

Address of the Agency :

Person Name :

Phone No. : (O) (M)

Email ID :

Details of EMD (exemption for NSIC/MSME/STARTUP Certificate)

EMD Amount : Rs 2000/-

DD No Date Issuing Bank

1. Details of Experience in the /Stationery Shop similar Field (attach copies as proof)

S.No.	Period		Organization	Details of Stationery Services
	From	To		

2. Infrastructure available with the Agency (Yes/No)

- i) Photocopy Machine (B/W & Colour) :
- ii) Computer (with latest Hardware & Software) :
- iii) Laster Printer (B/W & Colour) :
- iv) All office Academic and students stationery :
- v) Spiral Binding Machine :
- vi) Binding Machine (with all Binding Materials) :
- vii) Any other Information :

Required Documents	Attached Copy as proof/ Non-submission of Document lead to rejection of tender	Page No.
KHADC License: from the United Khasi-Jaintia Hill District (Trading by Non-tribal) regulation Act 1954 (Under 6th Schedule)	Y/N	
Items to be Supplied should have content 50% OR above Make in India (MII): (Declaration to be submitted in Firms letter Head)	Y/N	
Preference will be given to Micro, Small & Medium Enterprises (MSME)/ National Small Industries Corporation (NSIC)/STARTUP as per latest Govt of India notifications: If Yes, please attach document for the same:	Y/N	
Self-attested Copy of PAN Card No. under IT Act	Y/N	
An Agency/ Firm having an experience of at least 1 year Govt Establishment/Institutes (as on date of publication of tender) of running Stationary Shop are eligible to apply	Y/N	
Self-attested copy of GST Reg. No	Y/N	
Self-attested copy of Reg valid (Shop & Establishment) & Labour License.	Y/N	
Submit duly signed undertaking enclosed with the tender Document	Y/N	
Copy of terms & conditions and every page of the tender duly signed and seal of the firm in the token of acceptance of Terms and conditions and tender as quoted	Y/N	
EMD Fee Rs.2000/- (Demand Draft in favour of NIFT, Shillong Payable at Shillong to be Submitted in hard Copy) before the closing date of Tender to Institute address National Institute of Fashion Technology NIFT, Campus, Umsawli, Mawpat, Shillong-793012 (Meghalaya).	DD Details: DD No: Date: Bank:	

The contractor should 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 / A3 size paper | - | Re. 01.00 / Rs. 02.00 |
| i) | Black &White printing, A4 size / A3 size paper | - | Rs. 02.00 / Rs. 04.00 |
| iii) | Colour Printing, A4 size / A3 size paper | - | Rs. 10.00 / Rs. 20.00 |

Note:

EMD Demand Draft in Favour of NIFT, Shillong payable at Shillong of prescribed amount to be submitted in Institute address before last date of submission of tender & non-receipt of EMD hard copy may result in the tender of such bidder getting rejected. (No Postal delay will be accepted).

. The rates and discount quoted in tender should be valid for the entire contract period.

Signature of Authorized person of the Firm/Agency with Stamp

Dated:

Place:

**National Institute of Fashion Technology NIFT, Campus, Umsawli, Mawpat,
Shillong-793012 (Meghalaya).**

FINANCIAL BID FOR
RUNNING OF STATIONERY SHOP WITHIN NIFT SHILLONG CAMPUS
(Annexure-B)

(This Financial Bid TO BE APPLIED ONLINE ONLY SL No: 1 Below)

1. Minimum Maintenance charges of Rs. 6500 + 18% GST/- (Rupees Six Thousand Five Hundred only) Plus GST 18% Per Month. **(TO BE APPLIED ONLINE ONLY)**

Note: Quoting Maintenance charges less than above price, such bidder will be automatically disqualified.

2. The Contractor will give minimum discount on MRP rate against procurement of office & Academic stationery items of reputed brands only to be specified in respect of items as per listing Annexure-I. (list is only indicative but not exhaustive).
3. Rates for Photocopy services for NIFT Officials and students of NIFT will be as stated above: (The contractor should ensure to install good quality photocopier Machines, B/W and color Machines).

4. TERMS AND CONDITIONS:

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

1. The contract will be awarded on the basis of highest maintenance charges, Discount quoted (H1), in addition to the payment of electricity charges as per actual electricity consumption for the same monthly electricity bills will be raised.
 2. The contractor should ensure that the items listed as per Annexure-I (below) shall be available at the Stationery Shop and rates of the items will be mutually decided by the contractor and the NIFT authority. Rates should not be charged more than the prevailing Market Rate/MRP.
 3. Tenders shall be submitted in official tender form issued from the institute or printed copy may be downloaded from the website. If e-tender document submitted in any other form, late tenders, delayed tenders and post tender offers will not be considered at all.
 4. Tenders received without prescribed Earnest Money Deposit (EMD) shall not be considered. However, if bidder is exempted by NSIC, MSME, STARTUP (Valid Certificate is required) then they are exempted towards deposit of EMD.
 5. The schedules issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications/alternations of the schedules considered necessary by the tenderer should be in the separate letter accompanying the tender.
 6. No page shall be detached from the tender.
 7. The bidder must ensure digital payment mode is available in their shop like Gpay, upi
 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. 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.
 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 of the tender are not filled/specified 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 firms.
 - iii) Director or Principal Officer duly authorized by the Board of Directors of the company.
- 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 shown or affirmed by all the partners admitting execution of the partnership agreement or the General Power of Attorney should be furnished. The 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 attested by the Principal Officer should be attached.
- An agreement is signed by him in the prescribed form after the receipt of the letter awarding the contract.
 - The stationery shop shall commence from the date mentioned in the letter awarding the contract to the successful bidder.
10. 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 withdraw or alters the terms of the tender during the period, the Earnest Money Deposit may be adjusted with security deposit for the successful bidder. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract. Any escalation of rates should be mutually agreed between NIFT and the vendor and not to be arbitrary raised

11. Late tenders will not be considered.
12. 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 & GST Provisions etc.,
13. 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.
14. 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 been closed.
15. The contractor shall be responsible for the payment of wages and allowances to his staff as per Minimum wages Act of Labour Law, state/Central 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 whatsoever under any circumstances. Further, the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws without fail. In the event there is any violation of any contractual or statutory obligations regarding the personnel/labour, the contractor shall be responsible and liable for the same wholly. Further, in the even 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 judgement of any competent authority which it may be liable to pay as the Principal employer as and when such liability is determined. NIFT shall also have the right to deduct these amounts from the payments due to the contractor while settling the payments.
16. The contract shall remain valid up to one year from the date of contract and it may be renewed on mutually acceptable terms and conditions up to maximum three years. 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.
17. The contractor shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws, or any other laws both central & state in force in the state of Meghalaya including registrations with Provident Fund, Copy Right-Acts, Employees State Insurance, etc. An attested copy of all such statutory 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.
18. 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.
19. 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.
 20. Service to be provided by contractor are indicated in the Annexure-I attached.
 21. 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, Shillong 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 any interim awards, or to grant interest higher than 8% charges simply on the award amounts or amounts payable to either party.
 22. 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 services 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.
 23. The contractor will follow the instructions of designed 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.
 24. On termination of the agreement, the contractor will hand over the building, all the equipments/ articles as supplied by the NIFT in good working conditions back to NIFT.
 25. 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 recovered from his security deposit. The decision of the competent authority shall be final and binding on the contractor.
 26. All work shall be carried out with due regard to the convenience of NIFT. The orders of the concerned authority shall be strictly observed.
 27. The contractor will work in close co-operation and co-ordinations with other agencies working at site.
 28. The contractor has to deploy adequate number of staff who has to work during holidays, late hours and Saturday, Sundays (if required) 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.
 29. 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 conductor 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 division of the competent authority/designated officer in this regard shall be final and binding on the contractor.
 30. NIFT is not bound to provide any mode of transport in respect of men or material required for the contract.
 31. 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-contract and or the servants or agents of the contractor and 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.
32. The payments towards supply of Office stationery items to office and Academic Stationery to Academic Departments 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 should also be attached with the bill. Income Tax (TDS) as applicable at prevailing rate will be deducted at source.
 33. The contractor shall deposit as security deposit of 5% of bid within 15 days of awarding of Contract as security deposit. 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 may be converted as security deposit and the EMD of unsuccessful tenders will be refunded.
 34. 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, paise 50 or above will be rounded off the near higher rupee and paise less than 50 will be ignored. and agreement to be signed in non-judicial stamp paper within 20 days of acceptance of order with NIFT.
 35. 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.
 36. The work executed shall be to be satisfaction of the LPC of the NIFT.
 37. The contractor shall ensure that either he himself or is representative is available for proper administration and supervision at the works.
 38. 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 the contract and clear site along with fixtures and fitting to be handed over to NIFT in the same condition.
 39. Force Majeure: The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent, delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
 40. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 41. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**SCOPE OF SERVICES TO BE PROVIDED BY NIFT SHILLONG
STATIONERY SHOP**

During continuance of the contract of stationery shop the agency, contractor shall take over 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 student's 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, photocopying, binding etc.,
4. To provide access to other 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 noncompliance 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 State/Central which ever is higher besides fulfilling all other stationery obligations of PF, ESI, Service Tax, GST etc.,
11. To ensure security of moveable and immovable property of NIFT Premises handed over against theft or damage.

ANNEXURE-I

List of the Office/Academic/Students Stationery & Photocopy

Sl.No.	Items	Particulars
1	Pencil	Pencil with eraser HB
2		Pencil degree
3		Charcoal pencil
4		Glass marking pencil
5		Degree set
6		Degree pencil
7		Pencils (1HB, HB, B,2B,4B, 6B, 8B)
8	Pens & Refills	Different types of Pens & Refills
9	Sketch pens	Sketch pen loose
10		Sketch pen set 12nos
11		Sketch pen set 30nos
12		Sketch pen set 12
13	Blow pens	Blow pen set
14	Colour	Stick colour stick 12 Jumbo open set
15		Chisel tip colour pen
16		20 ml Bottle Poster Colour
17		Set 06 Nos. Poster Colour
18		Set 12 Nos. Poster Colour
19		Dry Colours
20		Super White Poster Paint
21		Poster Paints(All assorted Colours)
22	Pencil colour	Pencil Colour 12,24, 36 shed
23		Water solebar 12, 24, 36, 48 shed
24	Water colour tube	Water colour tube 12nos, 18nos set
25	Colour palette	Omega 101, 103, 105, 1640
26		Colour Print Out A3 size
27		Black and White Print Out A4, A3 size
28	Water colour cake	Water colour cakes
29	Oil pestle	Pestle12,24,25,50 shed
30		Glitter pastel
31		Multi-colour pestle
32	Pestle	Soft pestle 12, 24, 48 no.
33		Soft pestle Grey colours / grips 12 shade
34		Soft pestle Charcoal
35		Compressed Soft Pestle Charcoal Sticks
36	Fixative	Fixative Artist
37	Acrylic Colour	Acrylic Colour 12no. 9 ml
38	Crayons	Crayons
39	Fabric Paint	Fabric Paint
40		Fabric paint marker
41	Clutch pencil	Clutch pencil 0.5 Auto
42		Clutch pencil 0.7

43		Clutch pencil "c" point0.5
44		Clutch pencil "d" fine
45		Clutch pencil TK Fine
46		Clutch pencil 0.3, 0.5, 0.9, 2 mm
47	Clip	Binder Clips SDI-19 mm, 25 mm, 32 mm, 41 mm
48	Erasers	Non dust
49		Kneaded Eraser for charcoal
50	Glue stick	Glue stick 8 gms, 15 gms, 20 gms
51	Glue	Paste 700 ml
52		Tube100gm
53		Glue pen 30 gm
54		Bottle 10, 15, 50, 500 gms
55		Instant Adhesive all available sizes
56		Fast Curing Epoxy Compound Putty Sealant Adhesive white 50 g
57		Glass Glue 30ml
58	Thumb pins	Pushpins plastic headed
59		Thumb pins brass headed (100pcs, Medium size)
60		Thumb pins brass big headed (100pcs, Medium size)
61		Thumb pins silver headed (100pcs, Medium size)
62		Thumb pins coloured (100pcs, Medium size)
63	"U" pins	"U" pins 26 mm
64		"U" pins 28 mm
65		"U" pins coloured
66	Pins	Pins70gms
67		Non corrode ball pins 70 gms
68		Pal headpins
69	Inks	Photo colour ink set
70		Water proof ink
71		Fountain pen ink
72		Sketch pen ink Black/Blue
73		Stamp pad ink
74		Fountain ink
75	Cello tape	Cello tape ½”
76		Invisible tape 50 meters
77		Transparent Cello tape 1”
78		Transparent Cello tape 2”
79		Transparent Cello Tape 1/2"
80		Brown tape 2"
81		Masking tape
82	DST	DST 6 mm
83		DST 9 mm
84		DST 1/2"
85		DST 12 mm
86		DST 1"

87	Stapler Pin	Stapler pin10 no
88		Stapler pin 45 no
89	Stapler	Stapler No 45
90		Stapler 10 no
91	Protector	D Protector
92		D Protector big
93		A/4 Size Sheet Protector
94		A/3 Size Sheet Protector
95	Magnifying Glass	Magnifier glass 5X, 7X
96	Register	Register cut size 2quire
97		Register cut size 3 quire
98		Register cut size 4 quire
99		Register cut size 5 quire
100		Register full size 2 quire
101		Register full size 3 quire
102		Register full size 4 quire
103	Register full size 5 quire	
104	Notebook	Full scape notebook
105		Simple full-scale notebook
106	Scissor	Scissor Brass handle 8",10"
107		Friskers 8" Black handle
108		Scissor brass handle
109		Paper cutting Scissor
110	Cutter	Cutter Small
111		Cutter Small
112		Cutter big
113		Cutter big heavy-duty
114		Surgical cutter with blade
115		Surgical blade
116		Cutter normal
117	Marker	Permanent marker (Fine tip)
118		OHP marker
119		Hi-Lighter
120		Hi-Lighter
121		White Board Marker
122		Permanent Marker
123		12 set Sketch pen
124		OHP Marker
125		OHP Marker
126	GraphPaper	A/4SizeGraphPaper
127	Leads	0.5lead 2B,HB,H,2H, 2B
128		2 mm lead
129		0.5 lead
130		0.7 lead
131	Compass	Rotring with Extension bar

132		Maped Eng. Compass
133	Isographic pen	Pen 0.1, 0.2, 0.3, 0.4, 0.6
134		Indian pen 0.1
135	Scales	Tracing Wheel Imported, Ordinary
136		Measuring tape thin
137		Steel scale 6", 12", 24"
138		Plastic scale 6", 12", 24"
139		Marking parallel 31"
140		Adjusted bal set square 12"
141		Set square 10", 12"
142		Geometry instrument set
143		Flexi Curve
144		T Square
145	Jackets	Plastic jacket A/4
146		Plastic jacket A/3
147		½ Imperial Plastic jacket
148	Papers & Sheets	A/4 size gateway sheet
149		A/3 size gateway sheet
150		A/4 size ohp sheet
151		A/3 size ohp sheet
152		A/4 size colour paper
153		A/4 size colour card paper
154		A/4 size colour imported paper
155		A/3 size colour paper
156		Black card paper
157		Black card thin card paper
158		Black Mounting board
159		Black Textured sheet
160		Black marble sheet
161		Cartridge sheet white full
162		Cartridge sheet white A3
163		Cartridge sheet white A4
164		Cartridge sheet white half imperial
165		Cartridge sheet YellowA4
166		Cartridge sheet YellowA3
167		Cartridge sheet Yellow Half
168		Ivory sheet 300
169		Thin Ivory sheet
170		Tracing paper
171		Butter paper
172		Backing paper Duplex
173		Colour Card sheet tinted
174		Handmade sheet
175		White textured sheet
176	Off white textured sheet	

177		Colour card textured
178		Tinted Sheet
179		Duplex Sheet
180		Handmade Sheet
181		Poster Sheet
182		100 Micron OHP Sheet
183		A3BondSheets
184		Newsprint
185		Drawing Sheet
186		Graph sheet / Tracing sheet
187		Ivory Card
188		Model-making sheets
189		Thermocol
190		Origami Paper
191	CD	CDR
192		CD Cover Simple Round
193	DVD	DVD
194		DVD RW
195	Pen drive	1 - 32GB
196	Hardware Materials	Brass Sheet 2 x1.5ft 22 gauge per Kg.
197		Aluminium sheet 4x4 inch 14gauge
198		Chil Wood 2x2, 4x4
199		POP cube 4x4
200		Matinee Needle 2.5inch
201		Wool(different colours)
202		CopperPlate1x1
203		Brass Rod 1feet
204		Copper Rod1feet
205		Aluminium Rod 1"x1"1 feet
206		Copper wire 35 gauge
207		Wooden carving set 6 nos, 12 nos
208		Wax carving set
209		Hexo Blade
210		Jexo Blade for metal
211		Cubes made from 1cm square rods (1 x 1 x 1feet)
212		Cubes made from 1cm square rods (1.5 x 1.5 x 1.5 feet)
213		Cubes made from ply-wood (1 x 1 x 1feet)
214		Cubes made from ply-wood (1.5 x 1.5 x 1.5feet)
215		Cones made from sheet metal or ply-wood (1ft base dia x1ft height)
216		Cones made from sheet metal or ply-wood (1ft base dia x 1.5ft height)
217		Drawing Board
218	Sheet Barrel Container	
219	Portfolio Case	
220	Glass (or other) cutting board	

221		66 no Round 00, 000
222		0 - 12
223	Brush	67 no Flat 1, 1/2, 1/4 inch
224		Captain Brush Flat 1, 3, 4, 5, 6
225		Brush 51 no set 1,3,5,7, set 0,2,4,6
226		Solo Report file folder
227		Simple file plastic (find clear)
228	File/Folder	Strip file folder
229		1/3 size ring binder
230		"L" Folder
231		Kobra file
232		Spiral binding 100pages A/4 size
233	Binding	Spiral binding 100 pages A/3 size
234		A4 1/2" & 1" Comb Binding
235		Lamination A/4Size
236	Lamination	Lamination A/3Size
237		Lamination I Card
238		Colour A/4 size Print out
239	Photocopy	Colour A/3 size Print out
240		A/4 B/W Photocopy
241		A/B B/W Photocopy
242		Box File(Standard)
243		Plastic File
244	File	Clip File
245		Strip File
246		Plastic File' L' Folder
247		480 Punching Machine
248	Punching Machine	DP-700 punching Machine
249		500 punching machines
250	High Lighter	Highlighter
251		Highlighter stick
252		A/4 size Cloth Cover (Green and Yellow)
253	Cover	A/3 Size Cloth Cover (Green and Yellow)
254		A/4 Size Plastic Coated Cloth Cover (Green and Yellow)
255		A/3 Size Plastic Coated Cloth Cover (Green and Yellow)
256	Duster	Plastic Duster
257	Pad	Stamp Pad
258	Pad Ink	Stamp Pad Ink
259		Sharpener
260	Sharpener	Sharpener
261		Gala1 X4"40-page Spiral Pad
262	Pad	Gala1 X6"40-page Spiral Pad
263		Gala1 X8"40-page Spiral Pad
264		Gala120 page Steno Book
265	Carbon Paper	Carbon Paper (White, Yellow, Black, Red)

266		White, Red, Yellow, Black, Carbon Paper
267	Post It	3x3, 3x4 Paper
268		Post It flag
269	Tag	Paper Tag(8"red)

VARIOUS PROJECT RELATED MATERIALS

S.No	Item	Item
1	A3 Chamomilla Sheets	Lining fabric
2	A3 paper shearing m/c	Magazines
3	A4SizePaperrim	Mangal giri cotton & Kalamkari Fabric
4	Adhesive (50, 200gm)	Measuring tape
5	All pin box (Magnetic box)	Melamine
6	All pins (Strip)	Metal buckles
7	Applique (Readymade fusible)	Metal rings & bangles
8	Balloons	Mugs-1Ltr
9	Beads (Black, silver and Red)	Multiplug-Adaptor
10	Beds	Muslin cloth
11	Big scissor	Nada
12	Binding Wire(20g)	Napkin (black & white)
13	Binding Wire(30g)	Needles(machine)
14	Bobbin and Bobbin case	Newspaper old
15	Box for keeping stitching tools	Nose Pliers (Small)
16	Broom(coconut)	Nylon slabs for revising
17	Brown sheets	OHP sheets
18	Brushes	Oil Pastels
19	Brushes(2and5)	Packing colour sheets
20	Bulb 10Watts	Paintbrushes
21	Bulb 25Watts	Paintbrushes(synthetic) 1/2'
22	Bulb holder	Paints (Emulsion)
23	Butter paper	Paper cutter Big
24	Button Folders (Clear bag)	Papers of fusing
25	Buttons of different types	Pebbles, shells, beads, dry leaves, Gold powder
26	Carbon papers	Pen
27	Cardboard	Pencils
28	CD	Plastic Bucket
29	Cello tape	Plastic buckets (25 Ltr Capacity)
30	Chimanal sheets A1 size	Plastic tubs (20 Ltrs)
31	Clock Mechanism with hand	Plug top (2 Pin)
32	Colour paper	Poplin
33	Compass	Power cord 2pin plug
34	Cotton fabric large bleached	Press buttons (Set of 4 pieces)
35	Cotton fabric large width (90")	Ribbon 1/2'(satin)
36	Cotton Rope(small)	Ribbons of different width ¼
37	Craft paper colours	Riveting punches
38	Croatia & woven lace	Rope/Yarn for hand bags (Nylon)

39	Cut dana (Gold, silver & Black)	Satin and Nylon cords
40	Decorative(mix)	Satin fabric
41	Disposable coffee cups	Satin Ribbon (Black and Red)- Large
42	DVD	Scales Metals
43	Ear Hoops	Scales Plastics
44	Elastic cord	Scissor (Small)
45	Embroidery threads	Scissors (Big brass)
46	Emery Paper (120Grits size)	Scissors (Big brass)
47	Emery Paper (220Grits size)	Scissors Medium
48	Eraser	Screws
49	Extension Cord(5Mtrs)	Seam ripper
50	Eye Lets	Sequence and beads (Varieties)
51	Fabric bleached	Sequence Flat & Catori (Black, Red & Gold)
52	Fabric colours	Sewing threads
53	Fabric fusing	Sharpener
54	Fabric glue	Silver and golden
55	Fabric Pen	Single Plier
56	Fellows	Skirt Hooks (Set of 4)
57	Fine yarns(cotton)	Spiral band book
58	Fishline	Spiral hand note books
59	Foam (8mm thickness sheet)	Sponge pieces
60	Foils	Stick on boot as
61	French curve	Stick on beads
62	Glass sheets (A3Size)	Student file boards
63	Glitter Tubes (Glass liners)	Tailors chalk
64	Glitter Tubes (Glass liners)	Tealights
65	Gold & silver pens	Thinner
66	Graph sheets(A1Size)	Thread trimmer
67	Grinder	Threads (Nylon)
68	Hammers	Three ply cord
69	Handmade sheets	Toothpicks
70	Hand Needles	Turkey Towels
71	Hand Needles (Assorted)	Tweezers
72	Hole Punch (Multiple type)	Twine Thread(big)
73	Hook and Eye	Two Core Wire
74	Ivory sheets	Whitepaper(A3Size)
75	Jute rope	Wool
76	Kite paper	Zari & design thread (zari)
77	Lace sequence beads	Zippers
78	Laces	

1. Any additional requirement of any product for students/faculties/staff/offices will be fulfilled on prior approval of the competent authority vide prescribed stationery indent form of NIFT, Shillong.
2. NIFT administration, Academic, & students shall have freedom to procure above stationery items from elsewhere best suited market.
3. In case of petty miscellaneous requirements, the contractor will have to supply immediately as per requirements per indent duly approved by competent authority.
4. The contractor shall keep all the information of NIFT Confidential and shall not divulge/divert the same to any outsider.
5. The Competent Authority reserves the Rights to accept or reject any tender fully or partially.
6. The contractor shall remit the monthly maintenance charges with GST and electricity charges as per actuals shall be paid on or before 5th of every month without fail. Until revision of maintenance charges by the competent authority.
7. Normally the Contractor shall deploy adequate number of staff and the shop shall function from 9.00 am to 6:30 pm (Monday to Friday). Further, if need arises then the shop will have to remain open on Saturday and Sunday with extended operating hours according to the requirement and convenience of NIFT, while ensuring weekly offs of his/her employees as per statutory requirements. Such adhoc requirement will be informed in advance from NIFT in writing.
8. Applicant / Contractor should not be involved in any court case / Labour case and he must submit court cases clearance certificate from the authorized signatory at the time of participation in the tender otherwise his tender stands cancelled.
9. The contractor shall not bring any kind of external influence, political/legal pressure in relation with the tender.
10. The Contractor shall submit the NIFT official Bills supported by approvals duly certified by the NIFT officials on or before 10th of every month and same shall be settled within 30 days of submission.
11. Director, N.I.F.T., Shillong reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons, and is not bound to accept the lowest bid since due weightage shall be given to several factors besides the bid.
12. The Competent Authority reserves the Rights to accept or reject any tender fully or partially

UNDERTAKING BY THE STATIONERY & PHOTOCOPY SHOP CONTRACTOR

We have carefully gone through the various terms and conditions listed above for running of Stationery Shop & Photocopy services at NIFT Shillong Permanent Campus. We agree to adhere to all these conditions and offer to provide Stationery Shop & Photocopy services at NIFT Shillong. We agree NIFT Shillong organization i.e, Administration, Academic, staff, faculty and students shall have the full freedom to procure the stationery items from elsewhere and as per best suited market rate.

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 acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking as a token of our acceptance of various conditions listed above.

Name & Signature of Contractor:

Address:

Seal of Agency

Phone No.(O):

(R):

(M):

Place:

Dated: