



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान
(एक सांविधिक संस्थान निफ्ट 2006 अधिनियम के तहत प्रमाणित)
(वस्त्र मंत्रालय, भारत सरकार द्वारा स्थापित संस्थान)

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निविदा संख्या: 9504(127)/प्रशा०/एनआईएफटी/आर०बी०/स्टेशनरी शॉप- निविदा /2026

Date: 20.06.2026

आमंत्रित ई-निविदा सूचना

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान (NIFT), रायबरेली विद्यार्थियों एवं कर्मचारियों के लिए स्टेशनरी दुकान चलाने हेतु ऑनलाइन ई-टेंडर आमंत्रित करता है। यह निविदा दो-बोली प्रणाली में होगी और प्रारंभिक अवधि एक वर्ष की होगी, जिसे आगे दो वर्षों तक प्रतिवर्ष बढ़ाया जा सकता है। निविदा सूचना/निविदा दस्तावेज़ **CPP पोर्टल** एवं www.nift.ac.in/Raebareli पर उपलब्ध है। बोलीदाताओं से अनुरोध है कि वे ई-बिड दस्तावेज़ में दिए गए निर्देशों एवं शर्तों को ध्यानपूर्वक पढ़ें और तभी करें उद्धृत करें। निविदा आवेदन केवल ऑनलाइन **CPP पोर्टल** के माध्यम से ही स्वीकार किए जाएंगे, अन्य किसी माध्यम से आवेदन मान्य नहीं होगा। संस्थान को यह अधिकार सुरक्षित है कि वह किसी भी पक्ष/फर्म/एजेंसी/निविदा को बिना कारण बताए स्वीकार या अस्वीकार कर सकता है। / National Institute of Fashion Technology (NIFT), Raebareli invites online e-Tender in two bid systems for running Stationery Shop for students, staff at NIFT Raebareli Campus as per details of e-tender document for a period of one year which may be extended on yearly basis for further period of two years. Tender notice/tender document is available on **CPP portal & www.nift.ac.in/Raebareli**. The bidders are requested to read the instructions and conditions given in the e-bid document carefully before quoting the rates in the tender and only then quote the bid rate. Application for tender will be accepted through online **CPP portal** only as published, no other mode will be accepted. NIFT Institute reserves the right to accept or reject the parties/firms/agencies/tender without assigning any reason.

Time Schedule for Tender Process:

बिड /निविदा अधिसूचना की तिथि/ Date of bid/tender notification	20.06.2026
बिड बंद होने तिथि एवं समय / Bid End Date & Time (Online):-	11.07.2026, 17:00 बजे
बिड खुलने का तिथि एवं समय (तकनीकी)/ Date and time of the opening of bid(Technical)	12.07.2026, 17:30 बजे
वित्तीय निविदा प्रपत्र खुलने का तिथि एवं समय/ Date and time of the opening of Financial bid of tenders -	तकनीकी योग्यता पूर्ण करने वाले निविदाकरो को इलेक्ट्रॉनिक संचार माध्यम से अधिसूचित किया जाएगा/ The tenderers who have qualified the technical qualification will be notified through electronic communication medium.
आवश्यक बयाना राशि/ Earnest Money Required	₹ 14,000/- as per details of bid terms & condition/online portal. Hard copy of the EMD should be submitted to NIFT Raebareli Campus before the closing date and time of the Bid i.e. 11.07.2026, 05:00 PM

I ACCEPT ALL TERMS & CONDITIONS MENTIONED IN ABOVE

(Seal and Signature of Contractor)

बोलीदाताओं को यह दृढ़ता से सलाह दी जाती है कि वे निविदा जमा करने की अंतिम तिथि तक प्रतीक्षा न करें, ताकि इंटरनेट कनेक्टिविटी समस्या, नेटवर्क समस्या, सिस्टम क्रैश, बिजली बाधित होना, ब्राउज़र संगतता समस्या, सिस्टम संगतता समस्या, डिजिटल सिग्नेचर प्रमाणपत्र की त्रुटि आदि जैसी जटिलताओं से बचा जा सके। उपरोक्त परिस्थितियों के लिए राष्ट्रीय फैशन प्रौद्योगिकी संस्थान किसी भी प्रकार से उत्तरदायी नहीं होगा | / It is highly recommended that the bidders should not wait till the last date of bid submission to avoid complications like internet connectivity issue, network problems, system crash down, power failure, browser compatibility issue, system compatibility issue, improper digital signature certificate problem etc. National Institute of Fashion Technology will not be responsible for any such eventuality as mentioned above.

(संयुक्त निदेशक / Joint Director)

निफ़्ट रायबरेली / NIFT-Raebareli

नोट / Note: इस निविदा दस्तावेज़ में कुल 22 पृष्ठ (सभी परिशिष्ट सहित) हैं। बोलीदाताओं से अनुरोध है कि वे सभी पृष्ठों पर हस्ताक्षर कर स्कैन की हुई प्रति प्रस्तुत करें | / **This tender document contains 22 pages (Total no. of pages including all Annexures) and bidders are requested to submit the signed and scanned all the pages.**

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1. INTRODUCTION

National Institute of Fashion Technology(NIFT) is a statutory Body governed by the NIFT Act 2006 & set up by the Ministry of Textile, Govt. of India 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 20 centers. NIFT has its head office at New Delhi with its campuses located at Bangalore, Bhopal, Bhubaneswar, Chennai, Daman, Gandhi Nagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Panchkula, Raebareli, Shillong, Srinagar, Varanasi and Raipur.

NIFT, Rae Bareli Campus was established in the year 2007 and imparting education to 5 (Five) undergraduate and 1 (One) post graduate programmes. Donations to NIFT are exempted u/s 80 (G) of Income Tax Act. and being registered with DSIR, NIFT is entitled for Custom/Central Excise duty Exemption.

2. Notice Inviting Tender

National Institute of Fashion Technology (NIFT), Raebareli invites online e-Tender in two bid systems for running Stationery Shop for students, staff at NIFT Campus as per details of e-tender document for a period of one year which may be extended on yearly basis for further period of two years Tender notice/tender document is available on **CPP portal & www.nift.ac.in/Raebareli**. The bidders are requested to read the instructions and conditions given in the e-bid document carefully before quoting the rates in the tender and only then quote the bid rate. Application for tender will be accepted through online **CPP** portal only as in published, no other mode will be accepted. NIFT Institute reserves the right to accept or reject the parties/firms/agencies/tender without assigning any reason.

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आवश्यक बयाना राशि/ Earnest Money Required	₹ 14,000/- as per details of bid terms & condition/online portal. Hard copy of the EMD should be submitted to NIFT Raebareli Campus before the closing date and time of the Bid i.e. 11.07.2026, 05:00 PM

The price bid of only those bidders will be opened who will qualify the technical qualification.

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3. Scope of work area

During continuance of the Contract of Stationery shop the agency/contractor shall take over the responsibility for providing all the stationery items and photocopy/printing/Binding Service as per following scope of work.

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-III) by making his own investment to stock and sell all items relating to stationery supply as per the requirement of NIFT authorities and students specified from time to time.
2. Place of work will be at NIFT, Raebareli Campus, Doorbhash Nagar, Raebareli – 229010
3. To provide the stationery services to NIFT and students at competitive and reasonable rates. The **minimum discount of 10%** will be applicable on MRP of all the stationery items mentioned at 'Annexure 'III'. Further if other stationery items of reputed brands (not covered at Annexure 'III') are required to be procured as per institutional/situational requirement of NIFT Rae Bareli, the same discount will also be applicable on these items.
4. The items where MRP is not mentioned, the items should be sold at reasonable rates and shall in no case be more than the Market Rates.
5. To upgrade the service as per the technological developments taking place in the areas of Computer Hardware, Photocopy, binding, etc.
6. To provide access to the committee constituted by NIFT Raebareli for monitoring the quality, specification and rates and act as per the advice and instructions of the said committee / management of NIFT.
7. To display rates of all items and photocopy charges in the shop.
8. The contractor shall be responsible to ensure the conduct and behavior of the persons employed by them for running the shop.
9. The payment of the monthly bills towards supply of Stationery items will be settled within a month of submitting the bills in duplicate against the order, if placed. TDS will be deducted as per Income Tax Rules in force.
- 10. The contractor is required to obtain all local licenses for running the stationery and photocopy zone as per the requirement of statute in force.**
11. To ensure security of moveable and immovable property of NIFT premises handed over against theft or damage.

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12. Subletting of contract shall not be permitted.
13. The Photocopier Machine (B&W or Color) machine, shall be of reputed brands like Modi, Xerox, Canon, Sharp, Toshiba 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.
16. The Stationery shop will be generally open from 9:00 am to 7:00 PM (Monday to Saturday), however, on specific demand, the service may be asked on the Holiday/Sunday.
17. The Stationery Shop shall commence from the date mentioned in the letter awarding the contract.
18. 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 regard shall be final and binding on the contractor.
19. The contractor shall ensure that either he himself or his representative is available for proper Administration and supervision at the works.
20. Service to be provided by contractor are indicated in the **Annexure-III** attached.
21. 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. 02.00
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. 25.00
22. In addition, the contractor must possess lamination and spiral binding machines to facilitate these services at the stationery shop, at prevailing market rates.

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4. Documents Required

Tender shall be accompanied by the relevant documents with Technical Bid **(Annexure-I & II)** duly certified by the firm

- (a) The copy of Earnest Money amount of Rs. 14,000/- (Fourteen Thousand only) in form of DD/FDR/Pay order/online transaction) must be attached and original EMD must be reached in the envelope with caption Bid No. & date within the last date of opening of technical bid to "Director, NIFT Campus, Raebareli-229010. The EMD amount may also be paid directly in NIFT Accounts No. 302402050000136, Bank: Union Bank of India, Raebareli, IFSC code: UBIN0530247 and the details must be submitted in the Bid Document. Tenders without EMD will be summarily rejected.
- (b) The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as applicable under MSME/startup category for relevant goods and Service Providers are eligible for exemption from EMD.
- (c) Copy of experience certificate from Govt./Educational Institute or organization for **at least Two years** for running Stationery shop. Proper documentary evidence should be attached.
- (d) Copy of Registration certificate in support of GST Firm.
- (e) Copy of the PAN no. of the Firm.
- (f) The contractor is required to submit local licenses i.e. registration under Shop & Establishment or registration for dealing stationery items in order to run the stationery shop as per the requirement of statute in force.**
- (g) Average Annual Turnover of the company for last 3 years ending 2025/2026 should be minimum Rupees 10 Lakh. A scan copy of the original certificate duly certified by Chartered Accountant must be attached in support of that
- (h) Relaxation in turnover & Experience: As per the Govt. of India policy circular 1(2)/2016/MA dated 10th March 2016 shall be provided to Startups/MSME/MSE/NSIC in public procurement on prior experience & Turn over criteria subject to meeting quality and technical specifications.
- (i) Declaration on the Company letter head that the bidder has not been debarred /Blacklisted from participating in tender anywhere in NIFT HO and its Campuses and any Government Department / Public sector undertaking and also declaration to accept all the terms and conditions of tender document as **Annexure II** (Submit scanned copy online).

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5. Specific Terms & Conditions

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

1. Tender shall be submitted through online CPP platform only. If submitted in any other form the same shall be summarily rejected.
2. The tender is liable to be ignored if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender is not filled.
3. The contract shall be awarded based on the following:
 - i) The contractor shall ensure that the items listed as per Annexure-III should be readily available at the Stationery Shop at the rates prescribed in the scope of the work
 - ii) highest quoted maintenance charges (H-1). However, the minimum maintenance charges should not be less than Rs. 10,000/- per month + applicable GST, in addition to the payment of electricity charges as per actual electricity consumption. The monthly maintenance charges along with applicable GST are to be paid for entire 10 months with an exemption of maintenance charges for June and July as it is summer break. The monthly rent shall be increased annually 10% on renewal of contract.
4. The contractor will have to pay the maintenance charges of current month along with Electricity charge of previous month on or before 10th of every month, otherwise a penalty of Rs. 200/- per week or part thereof of each component would be imposed until the payment is received.
5. The name and address of the tenderer shall be clearly written in the space provided and no overwriting corrections, insertions shall be permitted in any part of the tender unless it is duly countersigned by the tenderer. The tender should be filled and submitted in strict accordance with the instructions laid down herein otherwise the tender would not be considered.
6. The tender would not be considered if complete information is not given there in or if the particulars and date (if any) asked for in the Schedule to the tender is not filled.
7. 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.

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- (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 Partners and a copy of the resolution attested by the Principal Officer should be attached.
8. The tender must be submitted through online mode only on or before 11.07.2026 upto 17:00 hrs. The tenders will be opened on the same day through online as per schedule.
9. Bidder shall submit the Technical bid in the prescribed format including Annexure 'I', 'II' and 'III' duly signed & sealed on all pages and the price bid in the prescribed format given in Commercial bid – Part-II-Annexure 'IV' should be submitted by the bidder through on line CPP portal mode only at schedule date and time. No price should be quoted in technical bid. otherwise their technical bid will be summarily rejected.
10. The contractor shall deposit Rs.35,000/- (Rupees Thirty-Five Thousand Only) as Security Deposit with NIFT in the form of demand draft/Bank Guarantee issues from the Bank for the service period plus 2 months in favour of NIFT payable at Raebareli or through online within 30 days of taking up the contract. No interest shall be paid on performance guarantee which shall remain with the Institute during the period of contract and it shall be released after two months of the expiry of the contract/guarantee after deducting dues, recovery, etc. if any and as applicable.
11. EMD deposited by successful bidder shall only be refunded after the firm furnishes performance guarantee. In case of successful Tenderer, Earnest Money Deposit if paid may be adjusted towards Performance Security payable. The EMD / Performance Guarantee will be forfeited in the event of withdrawal of awarding contract by the service provider before the expiry of the contract period or in the event of termination of the contract attributable to the unsatisfactory performance of the contract or for violation of any of the terms and conditions of the contract.
12. An agreement is signed by him in the prescribed form after the receipt of the letter awarding the contract.
13. The Stationery Shop shall commence from the date mentioned in the letter awarding the contract.
14. 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 shall be forfeited. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract.
15. National Institute of Fashion Technology, Raebareli reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.

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16. 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. and all statutory dues to the persons employed by him.
17. 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.
18. 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.
19. 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.
20. 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 the total of 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 two months' 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.
21. 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 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.
22. 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.
23. 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.
24. 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.
25. Service to be provided by contractor are indicated in the Annexure-III attached.

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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. 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.
28. 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.
29. 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.
30. All work shall be carried out with due regard to the convenience of NIFT. The orders of the concerned authority shall be strictly observed.
31. The contractor will work in close co-operation and co-ordination with other agencies working at site.
32. 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.
33. NIFT is not bound to provide any mode of transport in respect of men or material required for the contract.
34. The contractor shall disburse wages to the staff deployed in the stationery shop as per the prevalent minimum wages besides fulfilling all other statutory obligations of PF, ESI Service Tax etc.
35. 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 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.
36. 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.

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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.

37. The work executed shall be to the satisfaction of the Committee member of NIFT, Rae Bareli.
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 contract and clear site along with the fixtures and fittings have to be handed over to NIFT in the same condition.
39. A penalty as decided by the Competent Authority of NIFT for each type of lapse or for non compliance of any terms & conditions may be imposed against the contractor as decided by NIFT Authority or service can be terminated.

I ACCEPT ALL TERMS & CONDITIONS MENTIONED IN ABOVE

(Seal and Signature of Contractor)

Annexure-I

PART- I -TECHNICAL BID

1. एजेंसी का नाम Name of the Agency : _____
2. एजेंसी का पता Address of the Agency : _____
3. फ़ोन नं Phone No.: _____ (Mob.) _____ (e-mail) _____
4. Whether proprietor/ partnership Firm / Company: _____

Sl. No. क्र.सं	आवश्यक दस्तावेज / Required Documents	संलग्न/संलग्न नहीं (मूल स्कैन की गई प्रति) Attached / Not Attached (Original Scanned Copy)	प्रमाण की क्रम संख्या & Page Number (इंगित किया जाना चाहिए) Sr. and Page No. of Proof (Must be indicated)
1.	Date of incorporation of the Firm. State whether it is Partnership/ or Proprietorship (attached a certified copy for proof)		
2.	Earnest Money deposit of Rs. 14,000/- (Fourteen Thousand only) (The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as applicable under MSME/startup category/ GEM GTC for relevant goods and Service Providers are eligible for exemption from EMD. The copy of EMD to be attached and original EMD (in form of DD/FDR/Pay order) must be received within the last date and time of opening of technical bid or may be paid directly by due date and time of opening of technical bid in NIFT Accounts No. 302402050000136 Bank: Union Bank of India, Raebareli IFSC code: UBIN0530247	DD/FDR/Pay order No. Date: Online Transaction Ref/ID/UTR code: Date:	
3.	Copy of experience certificate from Govt./Educational Institute or organization for at least Two years for run/running Stationery shop. Proper documentary evidence should be attached. Copy of Performance certificate from the institutions/organizations where contract is currently being running / completed must also be attached.		

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4.	Average Annual Turnover of the company for last 3 years ending 2025/2026 for minimum Rupees 10 Lakh. A scan copy of the original certificate duly certified by Chartered Accountant must be attached in support of that.		
5	Copy of existing local licenses i.e. registration under shops & Establishment or registration for dealing stationery items in order to running the stationery shop as per the requirement of statute in force and will revise from time to time.		
6.	Copy of PAN card of the firm		
7.	Copy of the GST no. of the Firm		
8.	Terms and conditions and every page of the tender document duly signed with seal of the firm, in token of acceptance of terms and conditions of tender. (Yes/No)		
9.	Tenderer should not be blacklisted by any Department of the Central or State Government or any PSU or any other organization. An affidavit (in prescribed formats)- as per Annexure-II for non blacklisting and as acceptance of terms and conditions of tender in this effect must be enclosed.		

I ACCEPT ALL TERMS & CONDITIONS MENTIONED IN ABOVE

(Seal and Signature of Contractor)

Annexure- II

Sub: Undertaking/Acceptance of Terms & Conditions of Tender.

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) / CPP portal vide bid No. _____
2. I / We hereby certify that I / We have read entire terms and conditions of the tender document from Page No. 01 to 21 (including all annexures) and I / We shall abide by the terms / conditions / clauses contained therein.
3. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s).
4. I / We hereby shall ensure that the items listed as per Annexure-III should be readily available at the Stationery Shop at the rates prescribed in the scope of the work.
5. I / We do hereby declare that our Firm has not been blacklisted / debarred by NIFT Raebareli & its Campuses and any Government Department / Public Sector Undertaking.

Signature with Name & Stamp of Company

I ACCEPT ALL TERMS & CONDITIONS MENTIONED IN ABOVE

(Seal and Signature of Contractor)

Annexure- III**(A) List of the Office / Academic / Students Stationery & Photocopy**

Sr. No.	Items	Particulars
1	Pencil	Lamy Clutch, Faber castel HB, degree Camel, Charcoal Stadtler, Staedtler 8B, Glass marking Apasara, Degree set Faber castel, Camel etc.
2	Pens & Refil	Cello Flo Gel, Faber castel Ball pen, Reynolds, Add 2K, Camlin gell pen, Montex, Add Achiever, Uni-Ball pen, Lemi , Sakura white, Add gell, Cello Gell, Rotomac, Linc Ball, Blow pen etc.
3	Sketch pens	Faber castel / Stick / luxur
4	Colour	Stick colour, Jumbopens set, Luxur Chesitip colour pen, Poster Colour Camel, Camel Water Color, Reeves water color tube, Camel water color tube, Camlin pencil color, Faber castel pencil color, Faber castel water solibar , Staedtler water solibar
5	Colour palette	Camel water color tube, Reeves water color tube, Omega 1640, Deli
6	Oil Pastle	shed apsara, shed Febar castel, Camlin, Cores
7	Dry Pestle	Sudha, Mongiyo soft, Reeves soft
8	Water color Cakes	camlin , Doms, Polo
9	Acrylic Colours	Camel, Fevicryl, ,Apsra, Pidilite etc.
10	Fabric Paint	Pidilite Fabric Paint
11	Glass colour	Pidilite Glass colour
12	Glass Iainar	Pdilaight,Camlin
13	Fixtive	Fixtive Artist (Camel)
14	Clutch pencil	Febar Castell, Camlin clutch, Rotring, Zebra, stedlar, IIO
16	Clip	SDI Binder Clips
17	Erasers	Nondust Apsara, Camlin, Colour eraser Sebilo, Sakura, Doms etc.
18	Glue stick	Pidilait (Fevistik)
19	Glue	Deluxe Filter, Camel, Fevicol, Fevibond, M-seal
20	Thumb pins	Push pins plastic, Thumb pins brash headed Corporate,
21	Binder clips SDI	Binder clips sdi, 19 mm, 25 mm, 32mm, 41mm
22	"U" pins	"U" pins 26 mm, 28 mm,
23	Pins	Elephant , Noncorosebal Garment, Palhead, Thick, Bras, Butter fly etc.
24	Inks	Camlin, Luxor Sketchpen, Parker Fountain, Rotrin Ico graph, Permanent Marker ink Artline
25	Cello tape	1/2" pidilite, Wonder, Masking, Invisible tape 50 mtrs 3 M, Transparant Wonder

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26	DST	Wonder 6 mm, 9mm, ½", 12 mm 1"
27	Stapler & Stapler Pin	Stapler kangaroo , Max, Deli, Munix, Kaymo etc
28	Protector	Omega D, Camel, Natraj etc.
29	Magnifying Glass	Magnifier glass, Lighted Magnifiers
30	Register	Register cut size, full size 2Q,3Q, 4Q, 5Q
31	Note book	Navnit full scape, Simpal full scape note
32	Scissor	Bras handel , Kartini Friskers, Tailoring scissor, Zic Zec, Febric Rotry cutter, Deli Scissor
33	Cutter	Artist cutter, Surgical cutter, With blade, Cutter normal Dali etc.
34	Marker	Permanent marker, OHP marker , Hi-Lighter, Pestle marker, Laundry marker - Luxor, Camel, Fabercastel, Bambalio
35	Graph Paper	A/4 Size , A/3 , A2, bigger
36	Leads	0.3/0.5/0.7/2mm lead 2B,HB,H,2H – camlin/ febarcastell/ Stedlar
37	Compass	Rotring with Extention bar, Standard Graph,
38	Isographic pen	Rotring/ linograph pen 0.1/0.2/0.3/0.4/0.6/
39	Scales	L' Square /Large curve/Hip curve/ Grading scale/ Petarn Master/ Tracing Wheel Imported/ Fench curve/ Measuring tap thin butterfly/ Steel scale/ Plastic scale/ marking perelal/ adjustabal set/ Omegaset set square- Deepak, Febar castell etc.
40	Jackets	Plastic jacket A/4 , A/3 , 1/2 Imperiar
41	Papers & Sheets	A/4, A/e, getway sheet, OHP sheet, colour paper, colour imported paper, Black card paper, Cartridge sheet, Ivory sheet, Tracing paper, Butter paper, Backing paper Duplex, Hand made sheet, textured sheet, Patterns making, colour card textured, tented Sheet, Duplex Sheet, Handmade Sheet, Poster Sheet
42	Cloth	Muslin cloth, Poplin cloth, Rubiya cloth, satin cloth, Knits cloth cotton
43	Fusing	Tata 626, Henson Microdot, Non woven microdot, Belt fusing, Trushar belt fusing, Jacket fusing, Double sided fusing tap
44	Print Out	B&W/Colour Print Out A4 size/A3
45	Tailoring Materials	Jacket fusing, Fusing patti tata 626, D S fusing tap, Belt Greep, Belt hook & I Trushar button, Pocketing 1 mtrs, Shirt button, Twill tape, satin tape coloured ,Solder pad, Chest pad, Jacket button set,Jacket lining,Tailoring chalk,Bonin 6mm, 8mm, 12mm,Cuff 34,36, Coarsen born Patti, Solder elastic,Solder Hook,Collar Born, Blouse Hook,Transparent elastic,,Bobbin Ordinary / Imported,,Bobbin case Ordinary/ Imported,Machine needle Organ / Ordinary,,Thread 120 mtrs Vardhman,,Stitch opener,Thread cutter,Zipper, Velcro per mtr Hand sewing needle ponit
46	Hard ware Materials	Bras plet 1x1,Coper plate 1x1, Aluminium plate 1x1, Bras rod 1feet Copper rod 1feet, Aluminium rod 1"x1" 1 feet, Copper wire 35 gaze, Wooden carving set 6 nos , Wooden carving set 12 nos, Wax carving set , wood 2X2 , 4X4 , 6X6, POP quib 6 X 6, Hexo Blade ,Jexo Blade four metal
47	File / Folder	Solo Report file folder, Simple file plastic, Strip file folder, 1/3 size ring buinder, "L" Folder, Kobra file, Core Folder A/3, Core Half Imperiar folder
48	Brush	Camlin, Long hair, Captain Brush Flat
49	Binding	Spiral binding 100 pages, Comb binding
50	Lamination	Lamination A/4, I Card, A/3 Size
51	File	Plastic File , Clip File , Strip File (solo), Box File ARO / Asiard
52	Punching	Kangaroo 480/500/700 DP Punching Machine

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	Machine	
53	High Lighter	Faber Castell Highlighter
54	Cover	A3/A4 size Cloth Cover, Plastik Coated Cloth Cover,
55	Duster	Plastic Omega Duster
56	Pad	Camel Stamp Pad
57	Pad Ink	Camel Stamp Pad Ink
58	Sharpner	Natraj, Camel Sharpner
59	Pad	Gala Spiral Pad, Steno Book
60	Carbon Paper	Kores Carbon Paper (White, Yellow,Black,Red)
61	Post It	Post it 3 X 3 , 3 X 4 , Post It flag corporate
62	Tag	Paper Tag (8" red), File Teg (12" Green)
63	Correction Ink	Camlin, Kores Eraz-ex & Diluter
64	Paper	A3/A4/A2/ - JK, Image, ,CenturyLager Paper Legal Size, Billt 70 GSM
Other		As per requirement of the Institute including Project
65	Clear bag	
66	Scales Metals	
67	Paper cutter Big	
68	Scissors	Medium, small
69	Spiral band book	
70	Craft paper colours	
71	Oil Pastles	
72	Magazines Old	
73	Plastic buckets	(25 Ltr Capacity)
74	Plastic tubs	(20 Ltrs)
75	Turkey Towels	
76	Mugs - 1 Ltr	
77	Disposable coffee cups	
78	Riveting punches	
79	Hole Punch (Multiple type)	
80	Hammers	
81	Glass sheets (A3 Size)	
82	Nylon slabs for reviting	
83	Nose Pliers (Small)	
84	Binding Wire (30 g)	
85	Binding Wire (20 g)	
86	Eye Lets	
87	Rope/Yarn for hand bags (Nylon)	

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88	Threads Nylon	
89	Hand Needles	
90	Fevicol, Fevibond	Small, big
91	Card board	
92	Packing colour sheets	
93	Ivory sheets	
94	Handmade sheets	
95	Foils	
96	Stick on beads	
97	Ribbons of different width $\frac{1}{4}$	
98	Ear Hoops	
99	Pebbles, shells, beads, dry leafs, Gold powder	
100	Paints (Emulsion)	
101	Melamine	
102	Thinner	
103	Fabric glue	
104	Fine yarns	(cotton)
105	Bulb	25 Watts, 10 Watts
106	Bulb holder	
107	2 Core Wire	
108	Plug top (2 Pin)	
109	Multi plug – Adaptor	
110	Extension Chord	(5 Mtrs)
111	Metal buckles	
112	Metal rings & bangles	
113	Wool	
114	Elastic cord	
115	Cotton Rope(small)	
116	Jute rope	
117	Brushes	
118	Ear Hoops	
119	Ballons	
120	Grinder	
121	Toothpicks	
122	Kite paper	
123	Broom	(coconut)
124	Nalkin	(black & white)
125	Crotia &woven lace	
126	Poplin	

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(Seal and Signature of Contractor)

127	Paint brushes	
128	Zipper	
129	Power cord 2pin plug	
130	Clock Mechanism with hand	
131	Tweezers	
132	Emery Paper	(120/220) Grits size
133	Applique	(Readymade fusible)
134	Brown sheets	
135	Paper soft fusing	
136	Hand Needles	(Assorted)
137	Foam	(8 mm thickness sheet)
138	Embroidery threads	(Anchor)
139	Zari threads	Silver and golden
140	Sequence and beads	(Varieties
141	Satin fabric	
142	Fevicryl fabric colours	
143	Carbon papers	
144	OHP sheets	
145	Sponge pieces	
146	3 ply cord	
147	French curve	
148	Tailors chalk	
149	Measuring tape	
150	Hand Needles	
151	Beads	(Black , silver and Red)
152	Fabric bleached	
153	Satin and Nylon cords	
154	Cotton fabric	large width (90") , bleached
155	Nada	
156	Lining fabric	
157	Sewing threads	
158	Laces sequence beads	
159	Cut dana	(Gold, silver & Balck)
160	Satin Ribbon	(Black and Red) - Large
161	Laces	
162	Sequence Flat & Catori	(Black , Red & Gold)
163	Mangalgiri cotton & Kalamkari Fabric	

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164165	Fabric fusing	
166	Bobbin and Bobbin case	
167	Thread trimmer	
168	Hook and Eye	
169	Press buttons	(Set of 4 pieces)
170	Skirt Hooks	(Set of 4)
171	Seam ripper	
172	Box for keeping stitching tools	
173	Needles	
174	Screws	
175	Fabric Pen	
176	Stick on bootas	
177	Fevicryl	(Metalic)
178	Fevicryl	(Pearl)
179	Sewing threads	
180	Decoratives	(mix)
181	Twine Thread (big)	
182	Zari & design thread	
183	Glitter Tubes	(Glassliners)
184	Ribbon 1/2' (satin)	
185	Fishline	

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Annexure-IV

PART- II (COMMERCIAL BID)

Name of Work: To run the NIFT Stationery Shop.

1. Name of Tenderer and Agency. :
2. Period of Contract : One Year (Further Extension up to 2 years)

3. Maintenance Charges for use of NIFT:
Premises.

i. Minimum Maintenance charges of Rs. 10,000/-
(Rupees Ten Thousand only) per month plus
applicable GST.

ii. Maintenance charges willing to pay Rs.
.....(Price should not be mentioned in the
Technical Bid)..... Per
Month plus applicable GST.

(in word.....)

Note:

1. No price should be indicated along with technical bid. Only online price bid will be considered.

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(Seal and Signature of Contractor)