



**National Institute of Fashion Technology Srinagar**  
(Ministry of Textiles, Govt. of India)  
SIDCO Industrial Complex, Ompora, Budgam-191111, J&K  
[www.nift.ac.in/srinagar](http://www.nift.ac.in/srinagar)

**Notice Inviting Tender**

**for**

**Running of Stationery cum Departmental Store at Ompora Campus,  
NIFT Srinagar, Jammu & Kashmir**  
*Tender Notice No: 16311(1)/NIFT/Sgr/Admin/Stationery cum Dept Store/2018/3968*  
*Dated: 02.07.2025*

**(Time Schedule for Tender Process):**

<b>Date of Publication of Tender notification on official website / CPP Portal</b>	<b>Shall be as per Central Public Procurement Portal</b>
<b>Download of Tender Document Commence from</b>	
<b>Last Date &amp; Time for submission of e-Tender Document</b>	
<b>Date and Time of the Opening of Technical Bids</b>	
<b>Date and Time of the Opening of Financial Bids</b>	

## A. Introduction

National Institute of Fashion Technology (NIFT), set up in 1986 by the Ministry of Textiles, Government of India, is a statutory institute by virtue of an Act (2006) of the Indian Parliament with the President of India as “Visitor”. NIFT has 19 professionally managed full-fledged campuses including one at Srinagar, situated at SIDCO Industrial Complex, Ompora Budgam, J&K-191111. The Campus is spread on 16.5 acres of land with all amenities for students and staff. The student and staff strength at the Campus is expected to be 380-400 from Aug, 2025 onwards.

## B. Process of Online Registration & Submission of Bids:

1. The interested bidders 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 bid & price bids, all duly signed, on the <https://eprocure.gov.in/eprocure/app> . Tender document is also available for viewing on the “Tenders” link of the NIFT Srinagar website i.e. <https://www.nift.ac.in/srinagar/>
2. Bids to this tender will be accepted only through the online mode through Central Public Procurement Portal (CPP portal)-<https://eprocure.gov.in/eprocure/app>. No other mode of application will be considered, and the application will not be accepted.
3. Required EMD amount of **Rs 50,000** must be submitted in the shape of Demand Draft (DD) only favouring NIFT Srinagar and a scanned copy of same must be uploaded with the Technical Bid. In absence, scanned copy of EMD instrument, bid shall be rejected without any further notice.
4. For applying online, the firm should get itself registered at <https://eprocure.gov.in/eprocure/app>.
5. The tender document can be downloaded from the NIFT Srinagar official website i.e. <https://www.nift.ac.in/srinagar/> and also from CPP portal i.e. <https://eprocure.gov.in/eprocure/app>
6. The bidder should ensure that it complies with the above requirements before applying for tender in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).
7. The bidder shall submit technical bid contained in prescribed Performa (online) as per **Annexure-III** along with scanned copies of all relevant documents.
8. The online financial bid will be opened on the date, which will be communicated to only those bidders who are found to be technically qualified after evaluation of their technical bids.
9. The interested bidders 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 will summarily be rejected.
10. The bidders shall have to enclose all relevant documents (self-attested) to the Technical Bid in softcopy only including EMD. Bids

not supported by the documents as mentioned in the detailed Tender Document are liable to be rejected.

11. EMD of the successful bidder shall be converted into ePBG.
12. Amendments/Clarifications to the tender, if any shall be published on the website of NIFT Srinagar/CPMP only. Bidders must remain in touch with the websites.
13. In case of any further clarification required relating to this tender, same can be sought from the following officers of NIFT, Srinagar:
  - ***National Institute of Fashion Technology Ministry of Textiles, Govt. of India SIDCO Industrial Complex, Ompora, Budgam -191111 J&K (Phone No. 0195-1255972 Email ID: [estates.srinagar@nift.ac.in](mailto:estates.srinagar@nift.ac.in)***

### **C. TERMS & CONDITIONS:**

1. While it is expected that the student & Staff strength of NIFT Srinagar shall reach 380-400 in Aug, 2025, these numbers are only indicative. There is no assurance from NIFT Srinagar to have this number of students in the Campus.
2. This Tender would not be binding on NIFT in any manner whatsoever until all the formalities of the Tender are completed.
3. NIFT reserves the right to cancel the Tender as a whole or in part without assigning any reason whatsoever.
4. The Bidders are encouraged to conduct their own independent survey, assessment, analysis and check the reliability, accuracy, feasibility and completeness before submission of their Bid/proposal.
5. NIFT reserves the right to update, amend and supplement the information given in this document at its sole discretion before the last date and time of submission of the interest/proposal. The corrigendum will be uploaded on the website of the institute.
6. Bidders should submit their response as per formats provided in submission, not conforming to the instructions or prescribed formats will be rejected.
7. Bidders should equip himself/herself with all permits, Licenses, machinery, equipment etc required for the operation of the Stationery cum Departmental Store.
8. Bidder should adhere to all the safety guidelines and norms in running the Stationery cum Departmental Store. Bidder should be responsible for cleaning and regular upkeep of the premises.
9. The contract term will be initially for 1 (one) year and same may be extended on satisfactory performance up to max of 3 years. On expiry of contract, the bidder shall vacate the premises immediately. However, the existing operator may Bid fresh if not prohibited otherwise due to unsatisfactory performance.
10. The rates quoted by the bidder as maintenance charges shall be enhanced/escalated per year @5% of the initial quoted amount on expiry of first year of contract.
11. No liquor items will be sold in the premises.
12. The bidder whose bid is accepted, shall submit a ₹100/- non-judicial stamp paper at its own cost for preparing the contract agreement to be signed by the both the parties. The terms and conditions of this Tender Notice/Document shall form an integral part of the contract and remain binding till the satisfactory completion of the contract.

Other Terms & Conditions of Contract Agreement shall be added by NIFT, Srinagar. The original agreement shall remain with the Institute while a photocopy thereof can be had by the transporter/firm/ company/agency if they so wish.

13. The Bidder should submit the bid with supporting documents about their experience, qualification, Annual turnover etc.
14. NIFT Srinagar reserves the right to cancel the tender without citing any reason. Mere fulfilment of Tender criteria does not entail the parties to be called for setting up the Stationery cum Departmental Store.
15. In support of the credentials submitted by the parties, NIFT reserves the right to solicit information from the organizations, issuing such credential certificates.
16. The selected bidder will have to pay monthly maintenance charges in advance by 5th of each month.
17. The selected bidder will have to pay electricity charges on actual basis. The meter will be installed by NIFT Srinagar.
18. That the selected bidder shall not part with the possession, wholly or in part, of the said space to any other person except its own authorized Franchisee, which can only be changed by a written letter.
19. The selected bidder shall use the Space allocated for running the Stationery cum Departmental store solely for providing stationery items and other daily needs to the consumer and the space shall not be used for any other purpose.
20. That the selected bidder and /or its employees shall employ only those persons at the space whose character has been verified. No personnel facing any criminal case or convicted by any criminal court shall be deployed at the space.
21. NIFT will not be responsible for any loss and/ or damage caused to the selected bidder due to fire, burglary or natural calamities.
22. On the expiry/termination of the contract, the selected bidder shall handover vacant physical possession of the said space to NIFT.
23. The authorities of NIFT Srinagar shall have the right at all reasonable times to enter upon and inspect the allotted space to check whether the terms and conditions of this contract are being complied with by the selected bidder.
24. That the termination of this contract on its expiry or for any other reason whatsoever shall not give rise to any liability on the part of the NIFT to pay any compensation to the selected bidder for the loss of any profit or business.
25. That the allotment of this contract shall not give the selected bidder or the employees any hope or expectation for any continuous business or employment respectively.
26. That the selected bidder will be responsible for the recruitment and hiring of its employees and the service conditions of its employees shall be governed by the Rules laid down by GoI from time to time and they shall always work under the direct administrative and supervisory control of the contractor/selected bidder. The selected bidder or its employees shall not raise any claim monetary or otherwise upon NIFT Srinagar if the present contract is terminated due to any reason whatsoever.
27. That the selected bidder agrees to defend and indemnify the NIFT against any and all suits, actions penalties and liabilities that may arise from failure on the part of the

contract to properly administer wages and other benefits/facilities to its employees working in the space in terms of all applicable law.

28. After opening of the financial bids of technically qualified bidders, the contractor shall be selected on the basis of the **highest quoted amount (H1)** in the financial bid as per the monthly maintenance charges per square meter of carpet area. The quoted amount shall be exclusive of GST, and applicable taxes (TDS) shall be deducted accordingly as per GoI norms. In case of a tie in the H1 rates, preference shall be given to the bidder having the highest average annual turnover during the last three financial years.
29. The Bidders fulfilling the eligibility criteria, are subject to disqualifications if they have:
  - i. Made misleading or false representation in the form(s), statements(s) and attachments(s) submitted.
  - ii. Found to have been backlisted/banned/barred by Govt departments or any other organization.
30. The H1 bidder/ company shall have to submit the Performance Security (i.e. 5% of the value of annual contract) in the form of Demand Draft/BG drawn in favour of NIFT Srinagar, payable at Srinagar, J&K and should be valid for a period of 90 days beyond the date of completion of all contractual obligations of the Agency. Performance Security shall be refundable without any interest. However, in case of unsatisfactory service by agency or breach of any provision of the agreement, the Performance Security will be forfeited. The decision taken by the NIFT Srinagar in this regard shall be final.
31. NIFT, Srinagar reserves the right to terminate the Contract without notice, if the agency breaches/violates the contract agreement.
32. The financial bids submitted by all bidders shall remain valid for a minimum period of 180 days from the date of opening of the technical bids.
33. If at any time, it is detected that the contract has been sublet or assigned to any other entity by the successful bidder, the Institute shall be at liberty to terminate the contract forthwith without giving any time to the successful bidder.
34. A penalty @ 1% of total contract value per day subject to maximum of 10% for delay/poor service will be charged except due to any reasons beyond the control of the Agency (Force Majeure). The Competent Authority of NIFT, Srinagar shall have the sole discretion to waive off such penalty or part of penalty as deems fit, provided further that the contractor provides a satisfactory explanation in writing giving the reasons which caused such delay.
35. The selected bidder will have to pay monthly Rental Charges (maintenance charges) in advance by 5th of each month, failing which a penalty of Rs.500/- per day shall be imposed.

36. The Area/Space provided by NIFT Srinagar is as under

S. No.	Item	Carpet Area (in Sq. meter)
1	Departmental Store	101.61 Square meters
2	Stationery Shop	

***Note: The Bidder/s are advised to cross check the area of the above space at their own. NIFT reserves the right to decrease/increase the allotment of space to the selected agency. Maintenance charges shall be levied on the contractor as per allotted space.***

37. If Departmental store cum stationery shop is closed for more than 15 days due to valid purpose or any other reasons under Force Majeure Clause, maintenance charges shall be waived to 50% of the monthly maintenance bill.

38. The sale of tea and coffee from the Departmental Store is strictly prohibited. Any violation of this clause shall be considered as a breach of contract and may attract termination of the agreement and/or penalties as deemed fit by the Competent Authority.

#### **D. ARBITRATION:**

- a) Dispute, if any, arising out of the services contract shall be settled by mutual discussion between the parties within 30 days.
- b) In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, the dispute/ differences shall be referred to arbitration by sole **Arbitrator** to be appointed by the Director NIFT Srinagar as per the provisions of the Arbitration and Conciliation Act, 1996 and the Rules framed thereunder.
- c) Decision of NIFT with regard to interpretation of the terms and conditions shall be final and binding on the Agency.
- d) The language of the arbitration proceedings shall be in English. The Arbitrator shall give a speaking and reasonable award.
- e) In case of failure of arbitration as explained above, appropriate courts at Budgam (J&K) will have the jurisdiction to adjudicate upon the matter.

#### **E. SCOPE OF WORK:**

During the continuance of the Contract of Stationery cum Departmental Store, the agency/contractor shall take over the responsibility for providing all the items (As per enclosed **Annexure-I and Annexure-II**). The scope of service to be rendered under this agreement includes the following:

1. To stock and sell stationery items (**As per enclosed Annexure-I & II**) and other daily need items in Departmental Store by making his own investment and as per the requirement of NIFT authorities and students specified from time to time.
2. To provide stationery items, daily need items and related services to NIFT and students at competitive rates. The selector vendor shall offer 3% discount on MRP

items of Stationery products. Wherever MRP is not fixed, rates shall be proposed by vendor and approved by NIFT.

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 payment for the monthly bills towards supply of Office and Academic 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.
7. NIFT administration & students shall have freedom to procure stationery and other items from open market.
8. NIFT will not be responsible to provide any residential accommodation to personnel deployed by the contractor.
9. The outlet / shop shall operate on all seven days of the week and there shall be no holiday under any circumstances, save with the prior instructions/approval of the Institute
10. All necessary furniture and other infrastructure shall be provided and maintained by the Licensee.
11. Facility of Payment by credit/debit cards, ATM cards, BHIM, UPI etc., should be made available.
12. Deployment of adequate manpower, materials, machinery, equipment, consumables etc to run the Stationery cum Departmental Store smoothly.
13. Procure necessary permits/license from the Govt. required for running a Stationery cum Departmental Store.
14. The bidder will ensure the safety and proper custody of the property/ structure/ equipment of NIFT and will pay any loss or damages caused by him/her to NIFT.
15. Design the interior/exterior of the Stationery cum Departmental Store with minimum facilities without any structural change to the built-up area.
16. Sub leasing of the Stationery cum Departmental Store after award of work/agreement will not be permitted.
17. All Safety standards should be maintained. Fire extinguishers (2 Kg & 4.5 Kg dry type), sand buckets, should be installed in accessible places and should be in working conditions. List of emergency number should be displayed in a prominent place. First aid measures should also be available for emergencies.
18. All the items prescribed as per the tender agreement should be made available at all times. Permission for any alteration, addition or deletion should be obtained from NIFT along with the prices of respective items.
19. **Usage of plastic bags is strictly PROHIBITED** and the same shall not be used under any circumstances, whatsoever. Instead, use of Paper bags/plates/cups/etc., (as applicable) are encouraged. Cloth bags may be made available for users (at nominal charges).

20. The contractor shall ensure the installation of high-quality photocopier machines along with black & white and colour printers, capable of handling all types of colour printing requirements.
21. The contractor shall also ensure the provision of facilities such as printing of flexes, banners, posters, passport-size photographs, and student project reports. The rates shall be fixed on mutual consensus by the contractor and NIFT Srinagar as per existing market rates for a period of 1 year. The escalation of rates (wherever MRP is not fixed) shall be considered on a yearly basis on re-verification of rates from the market.

#### **F. ELIGIBILITY:**

1. An Agency/ Firm having an experience of at least 3 years of running a Stationary or Departmental Store in any educational institute/autonomous bodies/Govt department etc. is eligible to apply. The experience certificate must be issued by the authorized person of the organization.
2. The bidder should have an average annual turnover of Rs 5 lacs each in past three financial years (2022-23, 2023-24 and 2024-25). Copies of Turn-over certificates duly attested by CA, audited balance sheets to be attached. The turnover certificate must have the UDIN No. of the Chartered Accountant.
3. License of Shops Establishment Certificate, GST Registration, PAN and other required Govt registrations (if any) to operate the business must be attached with the technical bid.
4. Declaration on the Company/Agency letter head that the bidder has not been barred/banned/blacklisted by any Govt. / Semi Govt./ Institute / organization, the bidder has no relative working at NIFT Srinagar and documents submitted by the bidder with technical bid are genuine.
5. MSME and Start-up bidders shall be given concessions and relaxations as per norms laid down by GoI.
6. Bidder is required to submit Tender Acceptance Letter as per Annexure attached as **Annexure-V**

#### **Essential List of Stationery Items**

##### **Annexure-I**

<b>S. No.</b>	<b>Name of Items</b>	<b>S. No</b>	<b>Name of Items</b>
1.	A DST 1”	32.	Pn Gel Pen
2.	A DST ½”	33.	Pn Big Sketch Pen Set 12 Col.
3.	A DST 6mm	34.	Pn Gripper Pen
4.	A Fevi Kwik 2 gm	35.	Pn-Gel Pen Montex
5.	A Fevi Kwik 500 mg.	36.	Pn- Glitter Pen



6.	A Fevibond	37.	Pn Stic Hi Fi
7.	A Fevibond Small	38.	Pn Black Polit Pen
8.	A Fevistik	39.	Pn Black Reynold Pen 045
9.	C Fabric Color Gold	40.	Pn- Hi Liter
10.	C Fabric Color Silver	41.	Pn 040 Bold
11.	CL Fusing Paper	42.	Pn P-Marker
12.	CL Fabric Fusing (Soft + Hard)	43.	S Bobbin Case (Japanese)
13.	CL Knit Fabric Single Jersy	44.	Prinking Scissor
14.	CL Microdot Fusing	45.	S Fabric Scissor
15.	CL Muslin (Light wt. Medium Wt. Heavy wt.)	46.	S Small measuring Tape
16.	CL Poplin	47.	S Small Scissor
17.	CL Satin Cloth (Per mtr)	48.	S Thread Cutter
18.	CM-CD (M. B.)	49.	S Tracing Wheel (Imported)
19.	CM Rewritable CD (M. B.)	50.	S Seam Ripper
20.	F A3 Ring File	51.	ST Pencil (Nat raj, Apsara, Camlin)
21.	F A4 ring	52.	ST All Pin Patta Think
22.	F A4 File (20 Leaf File)	53.	ST Cutter
23.	P Big White Sheet	54.	ST Eraser (Regular, Large Nat raj)
24.	P Brown Paper	55.	ST Thumb Pin
25.	P Pastel Sheet (A-3, A-4, Full Size)	56.	ST Lead
26.	P Ivory Sheet (A-3, A-4, Full Size)	57.	ST Sharpener
27.	P Silver Sheet (Full Size)	58.	ST Small Stapler
28.	P Wrapping Paper	59.	ST Stapler Pin
29.	P Poster Paper	60.	T-24" Plastic Scale
30.	P Tracing Paper (Full Size)	61.	T-6" Plastic Scale
31.	Pn Gel Pen	62.	T-6" French Curve (Baasler)

63.	T Grading Scale (Baasler)	94.	Poster Colors
64.	T Hip Curve ((Baasler)	95.	Photo INK
65.	TL Scale (Baasler)	96.	Sketch book (A5/A4/A3)
66.	T Leg Curve	97.	Fevicol
67.	T-Pattern Master (Baasler)	98.	Fevibond/Dunlop
68.	T-T Scale (Baasler)	99.	Rexine
69.	TH Polyester Thread	100.	Khadi/Canvas
70.	Bobbin (Imported)	101.	Casement
71.	Machine Needle (Imported)	102.	DVD
72.	Hand Needle	103.	Jackets(A4/A3)

73.	Safety Pin (Per Bunch)	104.	Port Folio (A3/A4)
74.	Elastic (1/4" 1/2" 1")	105.	Set Squares
75.	ZIP (Long, Regular, Metallic)	106.	Pattern Making sheet (white)
76.	ZIP Concealed (Regular, Long)	107.	Gateway sheets (A3/A4)
77.	Clutch Pencil	108.	Paint brushes
78.	Compass (Camlin)	109.	Color palette small/big
79.	Glazed Paper	110.	Embroidery frames
80.	Practical Note Book	111.	Embroidery frames
81.	Graph Pad	112.	Drawing board
82.	Scrap Book	113.	Micron pen
83.	Tracing Pad	114.	Graph pad
84.	News Print Sheet	115.	Stick file
85.	Casement (Per mtr)	116.	Handmade paper (A4/A3/Full imperial)
86.	Photocopy paper sheet A3 /A4	117.	U clips
87.	Spiral Binding (A-3, A-4)	118.	Shoulder pads/cups (for jacket making)
88.	Cello tape 1/2	119.	Doctor tape (magic tape)
89.	Drawing pencils	120.	Yellow envelopes (A4/A3)
90.	Imperial sheets (handmade /ivory /cartridges/pastel /wallpaper etc.)	121.	Plastic jackets A/4
91.	Water so color pencils (STEADLER)	122.	Can-can
92.	Water Colors	123.	Acrylic sheets
93.	Fabric Colors	124.	Bra-underwire (size 8,10,12)

Annexure-I			
Essential Items from F&LA Department		Essential Items from TD Department	
S. NO.	Name of Items	S. NO.	Name of Items
1.	<b>Stationery Items – Sketch Book, Etc.</b> <ul style="list-style-type: none"> <li>Sketch book A3 &amp; A4 Size</li> <li>Micron Pens</li> <li>Sketch book A3 &amp; A4 Size</li> </ul> Micron Pens	1.	<b>Dyeing &amp; Printing</b> <ul style="list-style-type: none"> <li>Reactive dyes, Direct dyes, Acid dyes, Disperse dyes</li> <li>Binder and Fixer</li> <li>Fabric pigments</li> <li>Wooden blocks (traditional motifs)</li> <li>Squeegee, Silk screens, Printing tables, Wax pot</li> </ul>
2.	<b>Office Stationery Items – Pen, Pencil, Etc.</b> <ul style="list-style-type: none"> <li>Black &amp; Blue gel pens</li> <li>Pencil set of different grades</li> </ul>	2.	<b>Embroidery &amp; Surface Ornamentation</b> <ul style="list-style-type: none"> <li>Embroidery threads (cotton, silk, metallic)</li> <li>Beads, sequins, mirrors, cords</li> </ul>

	<ul style="list-style-type: none"> <li>• Sharpener, Eraser &amp; French curves etc</li> <li>• Small Size Scissors</li> </ul>		<ul style="list-style-type: none"> <li>• Fevibond/fabric glue</li> <li>• Frames (ring, flat), Needles (varied types), Aari tool</li> <li>• Tracing/carbon paper, Motif stencils</li> </ul>
3.	<b>Tools – Cutter, Hand tools, Etc.</b> <ul style="list-style-type: none"> <li>• Light weight hand Drill m/c</li> <li>• Drill Bits (1.0 -5.0mm) 5 Nos. Each</li> <li>• Butane torch</li> <li>• Butane Gas</li> <li>• Needle File Set 10 Files</li> <li>• Tweezer (one Metal &amp; one Stainless Steel)</li> <li>• Wax Carving Set 6 Nos.</li> <li>• Round Metal Plate for Hammering</li> <li>• Wire Cutter</li> <li>• Jig Saw Frame</li> <li>• Jig Saw Blade (3 Nos.)</li> <li>• 4” Flat Files ( Rough/ Smooth)</li> <li>• 4” Round File (Rough/ Smooth)</li> </ul>	3.	<b>Weaving &amp; Yarn Lab</b> <ul style="list-style-type: none"> <li>• Yarns (cotton, silk, wool, jute, linen, viscose, novelty)</li> <li>• Pirns, bobbins, spools, shuttles, yarn winders</li> <li>• Warping board, peg board, cone stands</li> <li>• Heddles, reeds (various dents)</li> </ul>
4.	<b>Any other Items</b> <ul style="list-style-type: none"> <li>• Brass Sheet ( 16, 18 &amp; 22)</li> <li>• Brass Wire ( 16, 18 &amp; 22)</li> <li>• Copper Solder</li> <li>• Brass Solder</li> <li>• Modeling Clay</li> <li>• Soldering gun</li> </ul>	4.	<b>Material Exploration</b> <ul style="list-style-type: none"> <li>• Fabric types (cotton, silk, wool, denim, organdy, canvas, Polyester)</li> <li>• Buttons, zippers, snap fasteners, eyelets</li> <li>• Mount board, foam board</li> </ul>
		5.	<b>General Tools &amp; Stationery</b> <ul style="list-style-type: none"> <li>• Fabric scissors, rotary cutter, blades, cutting mats</li> <li>• Sketchbooks, tracing paper, butter paper</li> <li>• Tapes (masking, cello), clips, labels</li> </ul>

<b>Annexure-I</b>	
<b>Essential Items from FD Department</b>	
<b>S. NO.</b>	<b>Name of Items</b>
1.	Sewing Ripper
2.	Fabric Cutting Scissor 11"
3.	Tailor Chalk
4.	3ply Spool Ticket No. 80/100 (Off White colour) Company - Hammer Poly/Vardhman
5.	SNLS M/C Needle (DBX1) No. 11, 14, 16 & 18 Company - Groz Beckert
6.	Paper Fusing
7.	Concealed zip 12" & 30" (Off White & Black colour) Company – YKK
8.	Pant Zip (Off White colour) Company – YKK
9.	Multi Size Hand Needle
10.	Muslin Fabric (Medium weight) (100% cotton 30 sheeting grey) (Width - 48")
11.	Poplin Dyed Fabric (Light pink colour)
12.	Poplin Dyed Fabric (Light blue colour)
13.	3ply Spool Ticket No. 80/100 (Two Pink & Two Blue Colour) Company - Hammer Poly/Vardhman
14.	Overlock M/C Needle ((DCX27) No. 11 Company - Groz Beckert
15.	Shirt Button (White Colour)
16.	Blouse Hook & Eye
17.	Very Small Size Screwdriver
18.	Small Size Screwdriver
19.	Tweezer
20.	Shirt Placket Fusing (Width 1.5") Company – Bombay Dyeing
21.	Bobbin Case (for industrial sewing machine) JUKI
22.	Bobbin (for industrial sewing machine) JUKI
23.	Spool (Thread) 3ply Ticket no. 40 / 50 (Denim thread) Company - Hammer Poly/Vardhman
24.	Denim Fabric (Medium Weight)
25.	Shirting Fabric (Strips)
26.	Trouser Fabric
27.	Balzer Fabric (Wool)
28.	Georgette Fabric
29.	Shirt Collar pasting (Medium weight)
30.	Single Pressure Foot (L & R) Company - JUKI
31.	Gathering Foot Company - JUKI
32.	Boning (Plastic) & (Wire)
33.	8 UK Size Round Cup
34.	Silk Brocades (Indian Heritage Textiles)
35.	Shantoon / Lining Fabric
36.	Lace fabric
37.	L-Sale white colour (Plastic)
38.	Hip Curve white colour (Plastic)
39.	Leg Curve white colour (Plastic)
40.	French Curve Transparent (Plastic)
41.	Measurement Tape
42.	Tracing Wheel
43.	24" Scale Transparent (Plastic)
44.	Pattern Master Transparent (Plastic)
45.	Pattern Paper (Plotter Paper)
46.	Thumb Pin

47.	Pearl Pins
48.	Paper Cutting Scissor 9"
49.	Pattern Notcher
50.	Normal Pencil
51.	Normal Eraser
52.	Normal Sharpener
53.	Cello Tape 1" Width
54.	Pant Belt Fusing (1.5" width)
55.	Trouser Hook & Eye
56.	Trouser Zip (YKK) (Trouser Fabric Colour)
57.	Trouser Button (Trouser Fabric Colour)
58.	Jacket Fusing (Knitted Fusing)
59.	Shoulder Pad
60.	Chest Pad
61.	Double Side Tape 5" width (For Jacket)
62.	Cotton Tape Pasting .5" width (For Jacket)
63.	Lattha Pasting
64.	Canvas (Bukram) for Jacket
65.	Basting Spool (White Colour)
66.	Trouser, Jacket / Coat Fabric self Fabric (Raymond sapphire fabric navy blue colour)
67.	Trouser pocket bag Lining Cotton (same as Trousse fabric colour or Black Colour)
68.	Normal Jacket Button (Same as Jacket fabric color)
69.	Jacket Lining (Acetate lining same as Jacket / coat fabric colour)
70.	Flannel cloth
71.	Santa for Trouser (Trouser Fabric colour)
72.	Trouser Fabric (Cargo/ Capri)
73.	Colourful ball pens set for Grading
74.	Colourful Chart Papers for Grading
75.	Collar Pasting
76.	Brown Pattern Paper
77.	Styling Tape Paper (1/8" Width)
78.	Miller Sheet
79.	Wax Dye
80.	Fabric Dye Multicolour
81.	Snap Button Multi Size
82.	Denim Trouser Button
83.	Bobbin Elastic
84.	Colour Fixer
85.	Elastic Multi Size
86.	Embroidery Fram Multi Size
87.	Bartick Pen
88.	Double Sided nonwoven fusing tape
89.	Teflon Foot

Note 1: The selected vendor shall also keep any other item in store which is required by NIFT students and staff with the approval of the NIFT authorities.

Note 2: The selector vendor shall offer **3% discount** on MRP items of Stationery products as listed at **Annexure-I**. Wherever MRP is not fixed, rates shall be proposed by vendor and approved by NIFT.

**Abbreviations:**

A – Adhesive

C – Colour

CL – Cloth

CM – Computer Peripheral

F – File

FL - Folder

P – Paper

Pn – Pen

S – Shearing Devices

ST – Stationery

T- Tools

TH – Thread

**Optional List of Stationery Items**

S. No.	Name of Items	S. No.	Name of Items
1	A Big Foam Tape 1"	34	ST Magnet Pin Holder
2	A Big Foam Tape ½"	35	ST Push Pin
3	A ELFY	36	T-10" x 12" Set Sq (Omega)
4	A Fevignun	37	T-24" Steel Scale
5	A Fevistik	38	T-1/4 Scale (Camlin/Faber)
6	A Masking Tape ½"	39	T-12" Steel Plastic
7	A Masking Tape 1"	40	TH Cotton Thread White
8	CC-18 Cake Colour	41	TH Geans Thread
9	C Camlin Pencil Colour 12 Shade	42	TH Rangoli Thread
10	C Drawing Ink Black	43	TH Silk Thread Untwisted
11	C Glass Color	44	TH Silk Thread Reel
12	C Photo Color	45	TH Silver Thread Roll
13	C Postar White 15 ml	46	Ribbons (1/2" 1")
14	CL Fusing Knitted	47	Shoulder Pad (L Scale Per Pair)
15	CL Khadi	48	Compass (Camlin)
16	CL Knit Fabric Rib	49	Executive Bond Paper (Per Packet)
17	CL MulMul	50	Cartridge Paper (A-3, A-4, Half Imperial)
18	FL Folder (With Buttons A3, A4)	51	Handmade Paper (A-4, Full Size)
19	P Brown Paper	52	Graph Sheet (Full Size)
20	P Butter Paper (Full Size)	53	Crape Paper
21	P Color Box Board	54	Cellophane Paper
22	P Corrugated Color Sheet (Per mtr)	55	Kite Paper
23	P Glass Paper	56	Sunshine Sheet
24	P Pastel Full Sheet Grey	57	Card Board (Full Size)

25	P Pastel Full Sheet P. Blue	58	Choksy Board
26	P Pastel Full Sheet P.Olive	59	Canvass (Per mtr) Fine Quality
27	P Pastel Full Sheet Text Green	60	Camrac Cloth (Per mtr)
28	P Velvet Sheet	61	Foam (Per mtr)
29	P-A3 Color Box Board Sheet	62	Metal Sheet (6"X6"X2mm)
30	P-Black Glossy Sheet (A3, A4)	63	Aluminum Wire (Thick)
31	P Super White Cart Full	64	Fish Net (Per Roll)
32	Pn-Euro Slim	65	Stick File (Fine Qualities) A4
33	ST Glass Maker	66	Index File

The selector vendor shall offer **3% discount** on MRP items for Stationery & other allied products. Wherever MRP is not fixed, rates shall be proposed by vendor and approved by NIFT after verification of rates from the open market.

### Departmental Store

**Items to be stocked and sold in the store (in good variety / quality and quantity)**

#### Annexure-II

Sl#	Items
1.	Grocery items (branded packed) with complete packing level such as quantity, price, packing date, best before etc.
2.	Bread / Cookies / Biscuits / Snacks (branded packed)
3.	Plastics items like boxes, buckets, trays, etc.
4.	Common household items. Foot mats, cleaning brushes, brooms, floor / clothes washing agents, etc.
5.	Glassware and Crockery (microwavable mugs, water glass, plates, etc.)
6.	Other standard items to be sold in the shops (e.g. Jalapenos, tissues of various types and sizes, Hakka noodles, Tata lemon tea, green tea of various types, jaggery, etc.).
7.	Packaged food products (full range of Haldiram, MTR, pickles of various brands, soups, noodles, Patanjali, etc.).
8.	Soft drinks (Coca Cola, Limca, Sprite, tetrapacks, juices, etc.).
9.	Any other similar small and useful items may be introduced separately after due permission from the Administration with approved rates.

Note: The selected vendor shall also keep any-other item in store which is required by NIFT students and staff. Wherever MRP is not fixed, rates shall be proposed by vendor and approved by NIFT after verification of rates from the open market.

**Statement of the existing / present clients of the firm.**

<b>S.No.</b>	<b>Name and Address of the firm</b>	<b>Period of Contract</b> From - To	<b>Monthly contract amount (Rs.)</b>	<b>Total value of Contract (Rs.)</b>	<b>Total Years of Experience</b>



**TECHNICAL BID**  
**(Annexure – III)**

**INFORMATION ABOUT THE BIDDER**

While submitting the Tender for running the Stationery cum Departmental Store, the Bidder must submit the following details along with all the required documents without which the bid will not be considered.

<b>S.No</b>	<b>Description</b>	<b>Details</b>
01	Name of the Bidder/ Company/ Organisation	
03	Office address with contact number	
04	Key contact person name	
05	Type of organisation/ entity (with supporting document)	
06	Registration details of the organisation/entity (with supporting document)	
07	GST number	
08	PAN number	
10	License of Shops Establishment Certificate	
11	Experience of running Stationery or Departmental Store	
12	Annual Turn-over 1. (2022-23) 2. (2023-24) 3. (2024-25)	
13	EMD Amount	
14	Tender Acceptance Letter (Duly Stamped & Signed)	
15	Declaration regarding backlisting/ no relative working at NIFT Srinagar and genuiness of documents submitted with Technical Bid.	

**FINANCIAL BID**  
**(Annexure – IV)**

<b>Bid Amount in INR</b>	<b>Bid Amount in INR (In words)</b> <b>(Exclusive of GST)</b>
<b>Rs..... per Square meter per month (Carpet area)</b> <b>(Total Area is 101.61 Square meters)</b>	<b>(Financials to be mentioned/uploaded only in the BOQ)</b> <hr/> <b>per sq.mtr per month (Carpet area)</b>

**PRICE BID**

1. I, Ms/ Mr\_\_\_\_\_on behalf of  
M/s\_\_\_\_\_ undertakes to provide above quoted  
amount as monthly maintenance charges (rentals) to the National Institute of Fashion  
Technology, Srinagar.
2. Above quoted amount shall be increased by 5% annually after on expiry of the first  
year of the contract.
3. Quoted amount shall be exclusive of GST. However, the GST shall be applicable at  
later stage as per GST norms
4. TDS shall be applicable as per GoI norms.
5. Total amount under monthly maintenance charges shall be fixed on the basis of  
allotted space in sq.mt (Carpet Area).
6. In case of a tie in the H1 rates, preference shall be given to the bidder having the  
highest average annual turnover during the last three financial years.
7. **Financial Quote shall not be mentioned anywhere in the Technical Bid documents. If  
same is found, such bids are liable to rejected during the Technical Phase of Bid  
without any further notice.**

(Signature & Seal of the Bidder)

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

***[Department User may ask for Tender Acceptance Letter instead of asking Signed Tender Document from the Bidders. This is a sample format, User may revise it as per their Tender Conditions]***

**Date:**

**To,**

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**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work: -**

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Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

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as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

**(Signature of the Bidder, with Official Seal)**