



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

सांविधिक संस्थान निफ्ट अधिनियम 2006, द्वारा शासित और
वस्त्र मंत्रालय, भारत सरकार द्वारा स्थापित

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

A Statutory Institute under the NIFT Act, 2006 and
set up the Ministry of Textiles, Government of India

F.No. 1312(651)/Admn/Printing & Stationery items/ARC/HO/2022

9th June, 2022

Sub : Inviting Sealed Limited Tender enquiry for Printing of Office Stationery items – reg.

National Institute of Fashion Technology, a statutory Institute enacted by an Act of Parliament of India in 2006 and set up in 1986 under the aegis of Ministry of Textiles, Govt. of India intend for “**Printing of Office Stationery items**” which is mentioned in our Tender Document which is enclosed herewith.

2. The bids can be dropped in the tender box placed in the B Block, II floor (HO), NIFT Hauz Khas, New Delhi – 110016 by 02:30 PM on or before 04.07.2022. The bids will be opened on the same day i.e. on 04.07.2022 at 3:30 PM in the presence of the bidders or their representatives, if any.

Mishra
09.06.22
(Gaurav Mishra)
Joint Director (Admn.)

Encl : As above

Copy to :-

Director (IT) for uploading the Limited Tender on NIFT Website.

डिजाइन मैनेजमेंट और प्रौद्योगिकी का सर्वश्रेष्ठ संस्थान
An Institute of Design, Management and Technology
(An ISO 9001: 2015 certified Institute)

NIFT Campus, Hauz Khas, New Delhi - 110016

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National Institute of Fashion Technology
NIFT Campus, Hauz Khas,
New Delhi- 110016

F.No. 1312(524)/Admn./Printing & Stationery items/ARC/HO/2018

09.06.2022

**NOTICE INVITING LIMITED TENDER FOR PRINTING OF OFFICE
STATIONERY ITEMS (ANNUAL RATE CONTRACT)**

National Institute of Fashion Technology invites sealed quotations from experienced offset printers for, printing and supply of material for day-to-day use in the Office. Details of printing material and other terms and conditions relating to the award of Contract are given in the Annexure-I. The prospective bidders may peruse and download the tender document from the official website of NIFT i.e. www.nift.ac.in.

2. All interested printers are requested to submit their sealed quotations – technical and financial separately in a single sealed cover to this office which may be dropped in the Tender Box kept in the 'B' Block II floor, NIFT (H.O.), Hauz Khas, New Delhi on or before **02: 30Hrs. 4th July 2022**.

3. The sealed quotations "Technical Bid" will be opened on the same day i.e. **4th July 2022 at 3 :30 Hrs.** in the presence of authorized representatives of bidders if any present at that time. The "Financial Bids" of only those firm(s) shall be opened who qualify the eligibility criteria of "Technical Bid" as stipulated in the Limited tender document.

Mishra
09.06.22

(Gaurav Mishra)
Joint Director (Admn.)

ANNEXURE-I

National Institute of Fashion Technology
NIFT Campus, Hauz Khas,
New Delhi- 110016

TERMS & CONDITIONS

1. LAST DATE & TIME OF RECEIPT OF QUOTATIONS : 04.07.2022
: 2:30 PM
2. DATE & TIME OF OPENING OF TECHNICAL BID : 04.07.2022
: 3:30 PM
3. PLACE OF SUBMITTING QUOTATIONS IN TENDER BOX. : B Block 2nd floor, NIFT HO
Hauz Khas, New Delhi
4. ITEMS & QUANTITY REQUIRED TO BE PRINTED :

S. No.	Specification of items to be printed as per sample available with department as mentioned below :
1.	Letter Heads on Executive Bond (80 GSM) in D.O. format (each pad consisting of 100 sheets) (Size 210 x 297mm)
2.	Letter Heads in D.O. format on 100 GSM paper (each pad consisting of 100 sheets) (Size 210 x 297mm)
3.	Letter Heads in D.O. format with emblem 100 GSM paper (each pad consisting of 100 sheets). (Size 210 x 297mm)
4.	General Letter Heads on Executive Bond (80 GSM) (each pad consisting of 100 sheets) (Size 210 x 297mm)
5.	Continuation Sheet with Logo on Executive Bond (80 GSM) (each pad consisting of 100 sheets) (Size 210 x 297mm)
6.	Visiting Art Card (bilingual) both sides (per pkt. containing 100 nos.) (Size 54 x 92 mm)
7.	Visiting Art Card (bilingual) both sides with emblem (gold embossing) (per pkt. containing 100 nos.) (Size 54 x 92 mm)
8.	Visiting Art Card one side printing (per pkt. containing 100 nos.) (Size 54 x 92 mm)
9.	Visiting Art Card one side printing (per pkt. containing 100 nos.) with emblem (gold embossing) (Size 54 x 92 mm)
10.	Visiting Card (handmade paper) per pkt. containing 100 nos. bilingual with emblem (gold embossing) both sides (Size 54 x 92 mm)
11.	Visiting Card (handmade paper) per pkt. containing 100 nos. one side printing with emblem (gold embossing) (Size 54 x 92 mm)
12.	Visiting Card (handmade paper) per pkt. containing 100 nos. one side printing without emblem (Size 54 x 92 mm)
13.	Visiting Card (handmade paper) per pkt. containing 100 nos. both side printing without emblem (Size 54 x 92 mm)
14.	Envelope (Without Window) (Size 101.6 x 234.95 mm) (Each Envelope 100 GSM)

15.	Envelope (With Window) (Envelope Size 101.6 x 234.95 mm) (Each Envelope 100 GSM)
16.	A4 Size Envelope with Window (Size 324 x 229 mm) (120 GSM) Each Envelope laminated
17.	A4 Size Envelope without Window (Size 324 x 229 mm) (120 GSM) Each Envelope laminated
18.	A3 Size Envelope with Window (Size 458 x 324 mm) (120 GSM) Each Envelope laminated
19.	A3 Size Envelope without Window (Size 458 x 324 mm) (120 GSM) Each Envelope laminated
20.	Appreciation Card Envelope (Size W-16.0 cm x L-11.795 cm. (100 GSM) (Envelope with Logo on plain side)
21.	Appreciation Card (centre folding) (Size W-15.0 cm x L-10.795 cm. (300 GSM) (Logo on top front of card)
22.	Transparent Plastic Folder (Each folder with logo on top front) (Size-W- 22.0 cm X L – 29.7 cm)
23.	Spiral Writing Pad Cover (Size – W-13.97 cm X L-22.225 cm) (300 GSM) with logo at bottom of each Cover
24.	Spiral Writing Pad with Ruled Sheet Pages inside (Size : W - 13.97 cm X L-22.225 cm.) (100 GSM) (60 pages back-to-back) Logo on the top corner on each page as per sample)
25.	Spiral Writing Pad with Ruled Sheet Pages inside (Size : W - 13.97 cm X L-22.225 cm.) (100 GSM) (30 pages back to back) Logo on the top corner on the each page as per sample)
26.	Green Note Sheet (Size – L-33.8 cm X W – 21 cm) (Ledger Paper 80 GSM) Each Pad containing of 100 sheets
27.	File Cover (Size : W-25.5 cm X L-35.1 cm) (300 GSM) (Each cover Bilingual)
28.	File Cover (Size – W-25.5 cm X L-35.1 cm) on File Board/Sirpur Board (31.02 Kg,)/350 GSM) (Bilingual) Each file cover

5. Sample of each item may be inspected (or collected), if desired, in the Administration Deptt., NIFT H.O., Room No.- 09, 2nd Floor, NIFT Campus, Hauz Khas, New Delhi - 110016 during working hours.
6. **Bid Security Declaration:** Bid security declaration (format given at Annexure-II) is to be deposited along with Technical and Financial Bids. It is to be provision of suspension for a period up to two years would be imposed remembered if the bidder :-
- Withdraws tender offer before finalization of the same.; or
 - Fails to accept the tender, if his/their tender qualifies for acceptance by NIFT, Head Office; or
 - Fails to deposit the Performance Security within stipulated time limit.; or
 - Fails to execute the contract in the prescribed form within 15 (Fifteen) days of the receipt of the letter conveying acceptance of rates offered by bidder.

7. **Two bids** viz. Technical Bid, Financial Bid and Bid Security Declaration shall be submitted in different envelopes each bearing the appropriate superscription i.e. Technical Bid, The Financial Bid & Bid Security Declaration, as the case may be. These three envelopes i.e. Technical Bid, Financial Bid and Bid Security Declaration must be put in a single sealed cover superscribed as "Quotation for Printing of office stationery items". The technical bid shall carry the details about the firm, its capacity, printing machines, manpower, clientage etc. (as per Annexure–III) whereas the Financial Bid (Annexure–IV) shall contain the rates/ for the quantity shown (excluding taxes) of the desired sample. Limited Tender Evaluation Committee will open the Financial Bids of only those bidders who would be found qualified on the basis of details provided in Technical Bid.
8. **Bidder Qualification:** The bidder must possess all of the following qualifications for bidding :-
- (a) Annual turnover of not less than Rs. 2.50 lakhs during the last three years; and
 - (b) A minimum of 3 years' experience of working in Govt. Deptt. or PSU or Autonomous Body; and
 - (c) Valid PAN & GST registration; and
 - (d) Should not have been blacklisted by any Ministry / Department / PSU / Autonomous Body or Organisation.
9. The price quoted should be in Indian Rupees and exclusive of all taxes.
10. The Printer shall quote the rate of all the 28 listed items, failing which the tender will be summarily rejected.
11. **Bid Validity Period:** The **Limited tender validity** period will be 90 days from the date of opening of tender.
12. The rates quoted by the firm(s) found qualified, which are accepted by the NIFT Head Office shall remain **valid for one year and may be extended up to a maximum period of 3 years on same terms & conditions, subject to providing of approved quality of printing material and satisfactory services. Any request to increase the rates for any item or items during the currency of the contract, shall not be accepted.**
13. NIFT Head Office however, reserves the right to conduct performance review at any time during the currency of contract period and deficiencies, if any, noticed shall be rectified by the vendor/service provider and compliance shall be reported when rectified. If the tenderer fails to rectify the deficiencies or fails to comply with other directions/instructions of the NIFT Head Office, his contract will be liable to be terminated. The NIFT Head Office further reserves the right to suo moto terminate the contract at any point of time without giving any prior notice.
14. Printing order, after due compliance of all formalities, will be placed on the selected supplier(s) to execute the job. The NIFT Head Office may at its discretion, place order in piecemeal, depending upon the requirement.
15. The selected Firm(s) will be required to supply before printing one sample each of the material for the approval of the Competent Authority at NIFT Head

Office. No final printing should be resorted to unless otherwise specifically asked for by the NIFT Head Office. The selected Firm shall ensure the delivery of the items in the Administration Deptt., NIFT H.O., Room No. 9, 2nd Floor, NIFT Campus, Hauz Khas, New Delhi - 110016. No separate charges shall be paid for delivery of goods.

16. **Security Deposit / Performance Security:** The selected Firm(s) will be required to submit performance security of an amount equivalent to 3% of total cost of annual requirement of the printing material for which the respective firm(s) is awarded the contract. The performance security shall be deposited in the form of Banker's Cheque drawn in favour of NIFT payable at New Delhi. No interest shall accrue on this Performance Security, which will be returned after the successful completion of contract and after adjusting dues, if any. The performance security of the Firm(s) is liable to be forfeited in case of non-compliance of terms and conditions stated in work order, or otherwise by NIFT Head Office.
17. Supply should normally be made during the office hours on any working day. The NIFT will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.
18. Order for items will be placed on the requirement basis. The NIFT Head Office will make no advance payment. Payment will be released only after the items delivered are found to be in order and the items supplied are of the desired quality to the entire satisfaction of the NIFT Head Office.
19. The NIFT Head Office will have the authority to cancel any order, if the required items are not supplied on time or do not meet the specifications as desired by the NIFT Head Office.
20. Each job is required to be accomplished within the prescribed period of time, failing which NIFT shall reserve the right to deduct 0.5% (half percent) per day of the total value of the item covered in that particular order, subject to maximum of 5% (five percent) unless extension is obtained by the firm in writing from NIFT Head Office before expiry of delivery period on valid grounds.
21. The selected firm will be required to sign an agreement with NIFT Head Office within 15 days of receiving the letter of acceptance of rates offered in the bid. The agreement shall contain the terms and condition as mentioned in these tender documents.
22. The NIFT Head Office reserves the right to reject any/all offer(s) without assigning any reason thereof. Any enquiry by the bidder(s) after submission of the tender will not be entertained.
23. Dispute, if any, arising out of the contract shall be settled by mutual discussion. If no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by any of the parties, then the dispute(s) or difference(s) as detailed above shall be referred to and settled by the sole arbitrator to be appointed by the Director HO, NIFT Head Office with the mutual consent of the other party as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the rules framed thereunder. The venue of the Arbitration shall be New Delhi. **The Arbitration proceedings**

shall be in English Language. Any Arbitrator appointed shall not have the jurisdiction to pass any interim award(s), or to grant interest higher than 8% charged simply on the award amounts or amounts payable to either party.

24. Limited Tender will be evaluated on overall L-1 basis. Tenderers have to quote the rate for items 1–28 in format placed at Annexure-IV.
25. All legal disputes shall be subject to exclusive jurisdiction of Courts in Delhi only.

(Signature of Owner/ Authorized Representative)

ANNEXURE-II

BID SECURITY DECLARATION

(To be submitted by the bidder on its Company Letter Head)

It is hereby submitted that if I/We.....(Name of the bidder /Firm/Company) withdraw or modify bids during the period of validity, or if I/We.....(name of the bidder/Firm/Company) are awarded the contract and I/We.....(Name of the bidder/Firm/Company) fail to sign the contract or to submit a performance security before the deadline mentioned in the tender documents, I/We.....(Name of the bidder/Firm/Company) will be suspended to take part in NIFT tendering process for the period of two years from the date of the above mentioned default.

Date :

(Signature of Owner / Authorized Representative)

ANNEXURE – IV**PROFORMA FOR FINANCIAL BID**

S. No.	Specification of items to be printed as per sample available with department as mentioned above	Rate	GST	Total
1.	Letter Heads on Executive Bond (80 GSM) in D.O. format (each pad consisting of 100 sheets) (Size 210 x 297mm)			
2.	Letter Heads in D.O. format on 100 GSM paper (each pad consisting of 100 sheets) (Size 210 x 297mm)			
3.	Letter Heads in D.O. format with emblem 100 GSM paper (each pad consisting of 100 sheets). (Size 210 x 297mm)			
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22.	Transparent Plastic Folder (Each folder with logo on top front) (Size-W- 22.0 cm X L – 29.7 cm)			
23.	Spiral Writing Pad Cover (Size – W-13.97 cm X L-22.225 cm) (300 GSM) with logo at bottom of each Cover			

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28.	File Cover (Size – W-25.5 cm X L-35.1 cm) on File Board/Sirpur Board (31.02 Kg,)/350 GSM) (Bilingual) Each file cover			
	Total			

(Signature of Owner/ Authorized Representative)