

**Subject: Notice inviting tenders for “Setting up and operating a Stationery cum Utility Shop at National Institute of Design, Madhya Pradesh”.**

National Institute of Design, Madhya Pradesh (NID MP) is an autonomous institution under the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India. NID MP had been declared as an Institute of National Importance (INI) by the Government of India. The Institute has 174 number of Students and Resident families. The number of students and employees shall increase in the new academic year.

Sealed tenders are invited from eligible firms / shop holders for ‘setting up and operating a Stationery cum Utility Shop at NID MP, Bhopal campus, for the students & employees in the above premises.

The contract for allocation of the shop will be initially for a period of maximum 03 years which may be extended for further period of 2 years maximum, by NID MP depending upon the requirement of the Institute and satisfactory performance of the contractor/service provider. Details for submitting the tender have been provided in the following sections:

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## SECTION I

### OVERVIEW OF THE STATIONERY CUM UTILITY SHOP REQUIRED

1. Salient details in respect of inviting the tender are as under:

Brief Particulars	
Name of Assignment	Setting-up and Operating a Stationery cum Utility Shop at National Institute of Design, Madhya Pradesh (NID MP)
Date of Announcement of EOI	31 Mar 2022
Last Date/ time of submission of queries/ observations, if any for clarification through e-mail to cao@nidmp.ac.in	06 Apr 2022
Pre-Bid Meeting	06 Apr 2022
Date of Closing for submission of EOI	20 Apr 2022
Date/ time of opening of technical bid	21 Apr 2022
Correspondence Address	Chief Administrative Officer, National Institute of Design, Madhya Pradesh Village-Acharpura, Eint Khedi, PO- Arwaliya, Bhopal, MP-462038

### 2. Location & Space Details:

The location of the proposed shop is adjacent to the Main Entrance of the Institute at Village-Acharpura, Eint Khedi, Post-Arwaliya, Bhopal-462038 (MP). The shop space measurements are 2.827 m x 6.460 m (approx. 9.3 ft. x 21.2 ft.). The bidders are advised to visit the Institute to physically see the designated shop space (minor works for the development of the shop are currently under progress).

### 3. General scope of the assignment:

- (i) The contractor should ensure to install good quality Computer, Black & White and Colour Photocopier Machine (for A2/A3/A4 size paper), Black & White and Colour Printer (for A2/A3/A4 size paper), Lamination machine and Spiral binding machine in the shop. The minimum print quality shall be 300 dpi for B&W and 600 dpi for colour print/ photocopy. The installation of such equipment should match the requirements of the Student and Community. The maximum rate for such service is fixed as per Annexure-IV.
- (ii) The Contractor shall provide the Stationery as required by the Student and Institute community. A tentative list of Stationery items to be provided at the Stationery cum Utility Shop are listed at Annexure-II of this document.

- (iii) The Contractor shall provide the Utility items such as General items used for daily needs like toothpaste, soap, shampoo, mirror, comb, toiletries, cosmetics, shoe polish, mobile recharge, charger, and accessories of mobile phones etc. but not grocery and any eatable items. (Annexure-III)
- (iv) The Contractor may be asked to supply additional items as required by the Student and Institute community. A tentative list of Utility items to be provided at the Stationery cum Utility Shop are listed at Annexure-III of this document.
- (v) The Contractor shall charge the rates maximum up to MRP of Stationery items and Utility items.

#### **4. Eligibility Criterion:**

Any interested Agency/Firm/ Person shall be eligible to apply for the assignment, subject to meeting the following eligibility criteria:

- (i) The Agency/Firm/ Person/ Company/ Shop should have a minimum of 3 years of experience in running establishments of similar nature.
- (ii) The Agency/Firm/ Person/ Company/ Shop should have a license from the appropriate Government Authority for running such establishments.
- (iii) The Agency/Firm/ Person/ Company/ Shop should have GST registration and PAN registration.
- (iv) The Agency/Firm/ Person/ Company/ Shop should have at least a branch branch/shop for similar services in a government educational institution of higher education like NID/IIT/IIM/IISER/SPA/NIT etc.
- (v) The Agency/Firm/ Person/ Company/ Shop should have turnover of ₹ 6.00 lakh in last 3 Financial years (i.e. FY 2018-19; FY 2019-20 & FY 2020-21) (Relevant supporting documents should be attached).
- (vi) The Agency/Firm/ Person/ Company/ Shop should not have been blacklisted by any Government departments, PSUs or any other organization in respect of any assignment or behaviour (Self Declaration should be submitted in the format enclosed- Annexure-V).

**SECTION II**  
**INFORMATION & INSTRUCTIONS FOR BIDDERS**

**1. General:**

- (i) All information called for in the enclosed forms should be furnished against the relevant columns. If for any reason, information is furnished on a separate sheet, this fact should be clearly mentioned against the relevant column. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particulars /queries are not applicable in case of the applicant, it should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by email, telegram or telex and those received late will not be entertained.
- (ii) The application should be in printed form. The applicant should sign each page of the application along with the submitted documents.
- (iii) Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialling, dating and rewriting. Pages of the pre-qualification document are serially numbered. Additional sheets, if any added by the applicant, should also be numbered by him/her. They should be submitted as a package along with the signed 'Letter of Transmittal'.
- (iv) References, information and certificates from the respective clients certifying suitability, quality of services rendered in the past, know-how and capability of the applicant/firm should be signed by an authorised person only.
- (v) Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him/her liable to be debarred from participation for providing their services in the same respect in future.

**2. Definitions:**

**(i) Contract:**

Shall mean a written Contract signed between NID MP and the Contractor (the successful bidder) including subsequent amendments to the Contract in writing thereto.

**(ii) National Institute of Design, Madhya Pradesh (NID MP):**

Shall mean National Institute of Design, Madhya Pradesh, India and shall include its legal representatives, successors and permitted assignees.

**(iii) Site:**

Shall mean the Shop at the NID MP premises in which the operations/services are to be carried out or spaces approved by NID MP for the purposes of the Contract together with any other places designated in the Contract as forming part of the site.

**(iv) NID MP's Representative:**

Shall mean the person or persons appointed by NID MP from time to time to act on its behalf for overall coordination, supervision and inspection of services at site.

**(v) Contractor:**

Shall mean any person/ persons/ firm/ company/ shop etc. whose EOI has been accepted by NID MP and to whom work has been awarded and shall include its authorized representatives, successors and permitted assignees.

**(vi) Contractor's Representative:**

Shall mean such person/or persons duly appointed representative at the site and base as the Contractor may designate in writing to the NID MP as having authority to act for the Contractor in matters affecting the work and to provide the requisite services.

**(vii) Day:**

Shall mean a calendar day of twenty-four (24) consecutive hours beginning at 00:00 hours with reference to local time at the site.

**(viii) Service:**

Shall mean and include cited services which the Contractor is required to provide to NID MP for/under the Contract and amendments thereto.

**(ix) Inspectors:**

Shall mean any person or outside agency nominated by NID MP to inspect documents in the contract stage-wise as well as final as per the terms of the Contract.

**(x) Facility:**

Shall mean all facilities provided by NID MP including property of the NID MP owned or hired by NID MP.

**(xi) Approval:**

Shall mean and include the written consent duly signed by NID MP or their representative in respect of all documents, drawings or other particulars in relation to the Contract.

**3. Final Decision-Making Authority**

NID MP reserves the right to accept or reject any application and to annul the pre-qualification process and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.

**4. Evaluation of the tender**

NID MP shall follow a system of separate evaluation of technical bid. The final evaluation shall be done based on highest marks scored in Technical Evaluation. In case of a tie, a contract shall be awarded to the bidder having more average annual turnover in the past three years.

**5. Disqualification Criteria**

Even though an applicant may satisfy the above requirements, he/she would be liable to disqualification if he/she has:

- (i) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.

- (ii) Record of poor performance such as abandoning work, not properly completing the Contract, or financial failures /weaknesses etc.

#### **6. Earnest Money Deposit (EMD):**

(i) EMD of Rs. 5,000/- (Rupees Five thousand only) is a must and should be submitted along with physical copy of the tender. The EMD is to be furnished only in the form of DD/ Banker's cheque/ Pay Order from any schedule bank drawn in favour of "**National Institute of Design**" payable at Bhopal. EMD in any other form will not be accepted as valid EMD. In respect of the successful bidder, this EMD will be returned on receipt of Security Deposit. EMD submitted by other bidders will be returned after finalization of the contract. Tenders received without valid EMD stand automatically rejected.

(ii) Only Bidders with valid NSIC registration for providing vehicle services are exempted from payment of Tender Fee & EMD. No other Firm can be exempted from payment of Tender Fee & EMD.

#### **7. The EMD Will Be Forfeited:**

- (i) If a Bidder withdraws its bid during the period of bid validity; or
- (ii) If the Bidder fails to accept NID MP's corrections of arithmetic errors in the Bidder's bid (if any); or
- (iii) If the Contractor fails to sign the contract agreement with NID MP; or
- (iv) If the Contractor fails to furnish the Security Deposit within the stipulated time.

#### **8. Technical Bid**

The bidder should fill up information in all the columns and submit the mentioned documents along with the Technical Bid as per Annexure I.

#### **9. Preparation and Submission of tender:**

- (i) Tender shall be submitted in official format only. If submitted in any other format, the same shall be summarily rejected.
- (ii) The tender should be submitted in in the proforma given in Annexure I with **bid kept in a separate sealed cover** along with all supporting documents as required.
- (iii) The sealed cover must contain the address of the bidder and should be superscribed with the statement "**Bid for setting up and operating a Stationery cum Utility Shop at NID MP**".
- (iv) The sealed cover addressed to Chief Administrative Officer, National Institute of Design, Madhya Pradesh Acharpura, Eint Khedi, Bhopal, MP - 462038, duly superscribed with the statement "**Tender for setting up and operating a Stationery cum Utility Shop at NID MP**".
- (v) The technical bid will be opened in the presence of intending Bidders, if any.

## 10. Payment of License fee by the contractor

- (i) **License fee: ₹ 1,814/- per month (Area- 197.16 Sq. ft., ₹ 9.20/- per sq. ft.) + GST @ 18% as applicable.**
- (ii) Firm shall be liable to pay monthly license fee regularly by 7th of each successive month. Late submission of license fee will be charged of Rs.100/- per day as late fee in addition to the due license fee.
- (iii) The monthly license fee shall be increased by 10% every year.
- (iv) Electricity Charges: As per actual (MPMKVVCL rates as applicable to the Institute) (Firm shall be liable to pay monthly Electricity Charges regularly by 7th day of each successive month after receiving the bills from Maintenance Section. A sub meter will be provided and the electricity charges on actual basis have to be paid to the Institute.
- (v) If the Firm/ Agency/ Company/Shop do not vacate the allotted space after the expiry of the tenure or after one month of notice period of termination of tenure, the contractor shall be liable to pay a penalty of 10 times of the license fee as decided by the Institute in addition to the other charges as applicable.

## 11. Validity:

The bids shall be valid for a period of 06 (six) months from the date of opening of the tender.

12. The bidder may visit the Institute website [www.nidmp.ac.in](http://www.nidmp.ac.in) to obtain further information about the institute.

13. The Bidders are requested to visit the Institute Campus in any working day for better acquaintance of scope of work and related matters.

## SECTION III

### GENERAL TERMS AND CONDITIONS AND SCOPE OF WORK

#### 1. Place

The contractor shall operate the Stationery cum Utility Shop operations at the built-up shop space in NID MP, which shall not be used for any other purpose.

#### 2. Term

This contract shall be for a period of maximum 03 years from the date of contract and can be extended further for maximum of two years at the sole discretion of NID MP based on the requirement of the Institute and satisfactory performance of the contractor. **However, a committee of the Institute shall assess the performance of the contractor every year and in case the same is not found satisfactory, the contract may be terminated at one months' notice.**

#### 3. Committee

The Institute shall constitute a Committee comprising students and employees to oversee and assess the functioning of the shop. The committee shall regularly check functioning of the shop and make suitable recommendations for better functioning.

#### 4. Timings

The shop shall remain functional from 9 AM to 7 PM on all days of the week. The timings may, however, be revised on mutual understanding.

#### 5. Quality Management

- (i) All items/sold/services rendered by the contractor shall be purchased/provisioned by the contractor at his/her cost. All the items/ raw materials purchased for the shop will have to conform to the standards, prescribed under the government Act(s) as applicable and as far as possible shall have the appropriate standards/branded bearing the mark such AGMARK/ISI/FSSAI/others as applicable.
- (ii) The Committee of NID MP will be at liberty to inspect the shop/materials brought/used by the contractor at any point of time and shall have the right to reject any sub-standard items or materials which will be at the cost of the contractor.
- (iii) It will be the responsibility of the Contractor to store the stock of materials/equipment purchased by him in a neat, tidy and hygienic manner.

#### 6. Cleanliness

The contractor shall ensure regular upkeep of the inside shop area / surrounding area and maintenance of cleanliness at all times. Failure to do so may incur a fine of ₹ 1000/- on each occasion. The decision of the Institute / it's authorized representative in this regard shall be final and binding to the contractor.



## **7. Electricity and Water**

NID MP will provide the contractor the required electric supply for the smooth running of the shop and the contractor shall timely pay NID MP for the electricity consumed as per actual unit rate calculated per month on the basis monthly electricity bill multiplied by the number of units consumed. Similarly, if a water connection is taken, water charges shall be paid on rates applicable for the Institute.

## **8. Furniture & equipment etc.**

The shop will be provided to the contractor on 'as is where is' basis. The contractor shall equip the shop premises with the requisite furniture/fittings/appliances as required at his / her own cost. The structure shall be handed over to the Institute in the same state back by the contractor.

## **9. Staff**

- (i) The employees of the contractor shall be in the employment of the contractor only and not of NID MP and the contractor shall be solely responsible for all acts of commission or omission of his/her employees. The contractor shall indemnify NID MP for any loss or damage which NID MP may suffer due to any act of commission or omission of any of his employees.
- (ii) The contractor shall be solely responsible for the timely payment of wages to his/her employees. The contractor shall ensure that the wages paid to the shop employees are not below the minimum wages as applicable from time to time. The contractor shall be solely responsible for adherence to all labour law related provisions.
- (iii) The contractor shall be responsible for the good professional conduct and discipline of his/her personnel.
- (iv) The contractor will furnish to NID MP the particulars viz. Name, Father's Name, Age, Photograph, Permanent Address etc. of the personnel engaged by him/her for the purpose of assisting him for running the shop. A police verification report in respect of the Contractor and all his/her employees working within NID MP premises is to be submitted to NID MP within 15 days of signing of this Contract.

## **10. Rights and Liabilities**

- (i) It is agreed that the contractor shall not assign or part with and/ or transfer his interest under the contract signed.
- (ii) In the event of the contractor being involved in any litigation or dispute arising out of any act or omission or violation / breach of any statutory law / rule or direction / notification issued by the Statutory Authorities, it is agreed that the contractor shall indemnify and save harmless NID MP against all losses, claims, damages and costs incurred towards such litigation / dispute.
- (iii) The permission granted to the contractor shall not create any tenancy or proprietary rights or any other interest in the NID MP premises.

- (iv) Neither NID MP nor the contractor shall be liable for any liability to fulfil their commitments and obligations hereunder occasioned in whole or in part by Force Majeure, fire, war or any other cause beyond their reasonable control. Such majeure occurrence shall be notified to the other party within 15 days of such occurrence. If such majeure continues for the period of three months, both parties shall decide about further continuation of this contract.
- (v) The contractor hereby agrees and undertakes not to store/stock any material for any purpose other than to meet the requirements of NID MP. NID MP will not be responsible for any loss or damage done or caused to the contractor's stock, materials, etc., while these are stored in the shop.

## **11. Restrictions**

- (i) The contractor shall not do or omit to do any act, which may invalidate or in any way affect the issuance on the NID MP said property or which may render NID MP liability to pay extra or excess insurance premium, if any.
- (ii) The contractor shall not make any addition, variation or alteration in the said premises or any part thereof without the express permission in writing from NID MP.
- (iii) The contractor shall not remove any item supplied to them by NID MP outside its premises either for the purpose of repairs or otherwise without the express permission in writing from NID MP.
- (iv) The contractor shall not become a cause of nuisance or annoyance in any way either to NID MP or to other occupants/residents of the buildings in the campus.
- (v) The contractor shall not make use of the premises for any illegal, immoral or unlawful purposes.
- (vi) The contractor will not engage himself/herself in the service of any non-permitted item / services as per the laws / rules set by local, State and Central Governments and NID MP from time to time.
- (vii) Subletting of the Shop/ Store will not be permitted. If found any such incident, the contract would be immediately terminated, and Security Deposit will be forfeited.
- (viii) The Institute will not provide any other facility other than the space and electricity supply till the distribution point. The manpower and infrastructure to run the shop/store have to establish by the Agency/Firm.

## **12. Responsibilities**

- (i) The Contractor shall keep and sell only branded items. If later it is found that substandard items are being sold, the contract shall be cancelled.
- (ii) The contractor shall not charge the rates above MRP of the items being sold. It is also expected that the best rates may be offered by allowing appropriate discount on the items being sold.

- (iii) The contractor shall maintain a feedback/complaint register to enable users to make entries on his/her services.
- (iv) The contractor shall install an electronic billing machine within 10 days from the date of signing of contract to maintain record of transactions and sales. Penalty of ₹ 100/- per day will be imposed in case of non-compliance.
- (v) It will be the responsibility of the contractor to safeguard the shop assets and NID MP will not be responsible in any way for loss or damage.
- (vi) In case NID MP experiences any problems / loss / damage due to the negligence of contractor's employees inside / outside NID MP campus, the contractor shall be responsible to set right the same at his own cost.
- (vii) NID MP shall not be responsible for hazards including fire safety, caused by contractor due to improper safety measures.
- (viii) The contractor must have all the applicable government license / permits mandated / required by the Government and local authorities for operating such a venture. The contractor shall make these details available to NID MP.
- (ix) The contractor shall comply with all the provisions of contemporary Labour laws which are applicable to him to operate such a business, such as of the Employees State Insurance Act, 1948, the Employees Provident Funds Act, 1952, the Contract Labour (Regulation and Abolition) Act, 1970 and the Rules there under, Minimum Wages Act and any other Acts/ Rules that may be applicable to him/her from time to time and he shall keep NID MP indemnified against all liabilities and responsibilities for the Contractor's non-compliance of the provisions of the said Acts, and schemes and in particular, laws governing employer- employee relations in respect of the staff engaged by the Contractor.
- (x) The contractor shall provide the customers facility for digital payment via digital wallets (BHIM, PayTM, UPI etc.) and credit / debit cards etc.

### **13. Payment by the contractor**

The contractor shall pay the requisite license fee, electricity and water charges by 10<sup>th</sup> of the next month.

### **14. Security Deposit**

- (i) The contractor shall deposit ₹ 50,000/- (Rupees fifty thousand only) in advance within one week of signing the agreement as a security deposit in the form of Demand Draft issued in f/o National Institute of Design Madhya Pradesh, payable at Bhopal (M.P.), refundable without any interest at the expiry of the contract.
- (ii) NID MP shall have the right to deduct out of the above deposit any amount which the Contractor may become liable to pay owing to this Contract and shall refund the balance money to the Contractor on the termination of this Contract.

## **15. Payment of Taxes**

The contractor shall be wholly responsible for payment of any and all taxes including but not limited to commercial property tax, sales tax, GST, duties cess under the existing or future Laws, acts, Rules, Orders, Notifications etc, issued by the Central or State Governments or any local authority, or body in respect or in connection with supplies and that NID MP shall not be liable to pay such taxes, rates, duties etc., whether existing or which may accrue in future.

## **16. Termination**

- (i) NID MP reserves the right to terminate this contract at one month's notice without assigning any reason, for which no compensation / damages will be paid. The contractor shall remove himself / herself from the said premises with all belongings and leave it entirely vacant within one month of the date of notice of revocation or termination of the contract. The decision of NID MP on the same shall be final & binding for the contractor.
- (ii) In case the contractor is desirous of terminating this contract before expiry of the period agreed, then contractor shall provide three-month advance notice in writing to NID MP. The termination of this contract shall not release either party of its obligation to pay any sums then owing to the other party and also perform or discharge any liability that had been incurred prior thereto.

## **17. Obligation of Contractor on expiry of contract**

On the expiry of this contract, the contractor shall discontinue to use and hand over peacefully, possession of the said shop and any other premises, together with fixtures and articles therein, in good condition to NID MP and also shall give up his right in favour of NID MP all licenses and permits in force, and give all assistance towards getting the said licenses transferred to NID MP or its nominees.

## **18. Disputes**

- (i) In case of legal dispute arising out of or relating to this Agreement or breach, or the invalidity thereof, shall first be attempted to be settled by discussions.
- (ii) If the same is not resolved through mutual discussions, then the same shall be referred to the sole arbitration of the Director, NID MP or any person nominated by him. The decision of the Arbitrator shall be final and binding on both the parties. All disputes are subject to Bhopal (MP) jurisdiction only.

## **19. Other conditions**

The Institute shall retain the original contract document and the contractor shall keep the duplicate of the same. The contractor shall bear and pay all the costs / charges and expenses incidental to the preparation and execution of the signed agreement in duplicate.

## TECHNICAL BID PROFORMA

Sl. No.	Documentary Proof (Self attested)	Details	At Page No.
i.	1- Name of the Bidder 2- Type of Bidder (Proprietary Firm / Company / Agency/person/Shop / Partnership Firm) 3- Complete Address 4- Telephone number 5- Official Email id of the Bidder 6- Mobile number of the owner		
ii.	Valid registration/License for Appropriate Government Authority	[attach the document & refer page no. here]	
iii.	The Bidder should have valid Permanent Account Number (PAN), GST no., Registration No. of the Agency/ Firm/Company.	[attach the document & refer page no. here]	
iv.	Details of at least a branch/shop for similar services in a government educational institution of higher education like NID/IIT/IIM/IISER/SPA/NIT etc.	[attach the document & refer page no. here]	
v.	An undertaking duly certified by authorized signatory of the firm or sole Proprietor or Company regarding non blacklisted by any Government departments, PSUs or any other organization in respect of any assignment or behaviour (Annexure-...)	[attach the document & refer page no. here]	
vi.	Details of Earnest Money Deposit	[attach the original DD/FDR/BG & refer page no. here]	
vii.	Document showing minimum 3 years' experience in the field of Services desired.	[attach the document & refer page no. here]	
viii.	Document showing Average Annual turnover of ₹ 6.00 lakh in last 3 Financial years (i.e. FY 2018-19; FY 2019-20 & FY 2020-21)	[attach the document & refer page no. here]	

Note:- All relevant documents, annexures and EMD should be attached with the technical bid proforma and should be sealed properly.

(Signature of the Authorized Authority of the Firm)

(Official Seal of the Firm)

Date:

**TECHNICAL EVALUATION SHEET**

(To be filled by the Bidder and Uploaded and submitted with Technical Bid)

Name of the Firm:  
.....

The Firm is required to submit the following documents for assessment by Tender Evaluation Committee of NID MP.

SL. No.	Description	Criteria for Marks	Minimum marks for Qualifying in Technical Criteria	Maximum Marks
1.	Valid Licence or Registration from appropriate Government Authority	5 marks	5	5
2.	Valid GST and PAN	5 marks	5	5
3.	Availability of branch/shop for similar services in any government educational institution of higher education like NID/IIT/IIM/ IISER/ SPA/NIT etc.	20 marks minimum for one Branch as mandatory requirement and thereafter 10 marks for each additional Branch in different education institute subject to maximum of 40 marks	20	40
4.	Minimum 3 years' experience in the field of Services desired.	10 marks for Minimum experience and thereafter 2 marks for each additional year of experience subject to maximum of 20 marks	10	20
5.	Minimum Average Annual Turnover of the bidder in the last 3 financial years ending on March 31st, 2021, should be equal to or more than ₹ 6.00 lakh (i.e. FY 2018-19; FY 2019-20 & FY 2020-21).	10 marks for minimum turnover and thereafter 2 marks for every additional turnover of 6 lakh each subject to maximum of 20 marks	10	20
6.	Firm having Registered/ Regional/ Branch offices in Bhopal.	10 Marks	--	10
	<b>Total</b>		<b>50</b>	<b>100</b>

**Important: The Bidder shall be selected based on highest marks on above parameters, with securing at least minimum marks in each category from 1 to 6, as per above given table.**

**Note:**

(i) For item No. 1 to 6, the Bidder is required to submit the documentary evidence as per the Technical bid and the other documents mentioned in the said items. No marks will be allotted for technical criteria, at Sl no. 1 to 6, not supported by relevant documents.

(ii) The Tender Evaluation Committee may visit/ enquire the site and offices where the services being offered currently. Based on visit/ enquiry, performance of the Bidder may be assessed.

(iii) In case of a tie, contract shall be awarded to the Agency/Firm/Person/Company/Shop whose average annual turnover in the past three years is more.

### Tentative List of Stationery Items & Services

A tentative list of stationery items required is given below:

Sl. No.	Items	Specification
1	All Pins	Nickel plated Gems
2	Correction fluid pen	Metal tip, needle type 12ml
3	Diary Register	500 pages approx. 13 ½ X 8 ½ inch with hardboard binding, 70 gsm paper
4	Dispatch register	500 pages approx. 13 ½ X 8 ½ inch with hardboard binding, 70 gsm paper
5	Ink Pen	Blue/black/red
6	Thick gel Pen	
7	Gel Pen	
8	Big Sketch Pen Set 12 Col.	
9	Gripper Pen	Blue/black/red
10	P-Marker	Blue/black/red
11	Pencil	HB Bonded
12	Sharpener	
13	Eraser	
14	Photostat Paper	A-4 size, 75 gsm
15	Spiral Binding	100 pages, size A4, spiral binding 75 gsm paper
16	Hard Binding	100 pages, size A4
17	Soft Binding	size A4
18	Copying	A3
19	Copying	A4
20	Printing (B/W)	A4 Size
21	Printing (Colour)	A4 Size
22	Printing	A3 Size
23	Printing (Colour)	A3 Size
24	Staplers Big	with a capacity of 50-100 pins
25	Stapler pin Big	size 24/6 packet of 20 X 50 staples
26	Stapler small	with a capacity of 50-100 pins
27	Stapler pin small	20 X 50 staples
28	Glue stick	Non-toxic without solvents, 15 gms
29	High lighter	Fluorescent in different colors for marking on paper copy and fax
30	Stamp pad	self-inking violet color in metal box
31	Gum Bottle	300 ml plastic bottle
32	Ruled Register	4 qr., 192 pages 70 gsm paper
33	Ruled Register	2 qr., 96 pages 70 gsm paper
34	Scale	Made of plastic 12"
35	Printed Plastic folder (Name of office with lion Emblem)	Two side open, Both side transparent



Sl. No.	Items	Specification
36	Plastic folder	Top open, Upper sheet made from good quality transparent sheet & lower sheet Nontransparent good quality plastic.
37	Flag	Multi-colour
38	Punching machine	Good quality Single punch
39	Ring Folder	A-4 size with 2rings D/O Type with stopper, thickness – 1 inch
40	Permanent Marker	Low odour ink, refillable, non-toxic, ventilated cap
41	White board marker	Low odour ink, refillable, non-toxic, ventilated cap
42	File Cover	Printed, 450 gsm, size 14" x 10", cloth coated border
43	Envelops	white 10"X5"
44	Peon Book	160 pages, with hardboard binding, 70 gsm paper
45	Pocker	With wooden handle
46	Refill for Ball Pen	Blue, black, red
47	Paper weight	Made of glass, round shape
48	File Board	Made of hardboard with dori, border coated with cloth.
50	Battery cell	thin cell for remote etc
51	Battery cell	Pencil cell 1.5 volt
52	Dust bin	Without lid, medium size, made of plastic
53	Scissor	6" stainless steel
54	Lock big	7 levers
55	U-clip	Plastic laminated
56	Cello tape	Transparent self-adhesive 1" width
57	Cello Tape	self-adhesive 2" width (Brown colour)
58	Paper cutter	Sharp blades with plastic/wooden handle
59	Electronic calculator	10 digits with 100 steps check & correct facility
60	Cell	For remote etc.
61	Binder clip	Big 25 mm
62	Binder clip	Small 19 mm
63	coaster	Made of plastic
64	Duster	White 24" X 24"
65	Pen drive	8 GB Kingston
66	Pen drive	16 GB mini size Kingston
67	Blank CD	Recordable, 80 min/700MB
68	DVD	Recordable, 4.7 GB
69	Cartridge sheet	Half imperial
70	Ivory sheet	Full and half imperial
71	Pestel sheets	Full imperial in all available colours
72	Professional poster colours	Set of 6 and set of 12
73	Water colour	Set of 12 minimum
74	Colour pallets	Large
75	Painting brushes	From zero to 12 number round and flat
76	White glue	100 to 200 ml
77	Rulers	Metal and plastic in 6 inches, 12 inches & 24 inches
78	Paper cutter	10 and 20mm wide
79	Paper cutter blades	10 and 20mm wide

**Note:**

- i) The above mentioned list exhaustive in nature.
- ii) The contractor may be allowed to sell additional items as per the list to be submitted at the time of award of work or during the period of contract.

**Tentative List of Utility items**

A tentative list of Utility items required is given below:

<b>Sl. No.</b>	<b>Items</b>	<b>Specification</b>
1	Mobile Chargers	Branded only
2	Mobile Accessories	Branded only
3	Toothpaste	Branded only
4	Soaps	Branded only
5	Shampoo	Branded only
6	Mirror	
7	Comb	
8	Toiletries	Branded only
9	General Cosmetics	Branded only
10	Shoe polish	Branded only
11	Mobile recharge	Branded only
12	Toothbrush	Branded only
13	Battery/Cell	Branded only

Note:

- (i) The above-mentioned list exhaustive in nature.
- (ii) The contractor may be allowed to sell additional items as per the requirement of Student and Institute Community on instruction and prior permission of the Institute.

## FIXED RATES TO BE CHARGED BY THE VENDOR FOR SERVICES

S. No.	Name of the item	Unit	Fixed Rates (In INR)
1	<b>Photocopy Black and White (JK paper to be used)</b>		
(i)	A4 size single side	1	₹ 1
(ii)	A4 size both sides	1	₹ 2
(iii)	A3 size single side	1	₹ 3
(iv)	A3 size both sides	1	₹ 5
2	<b>Photocopy colour (JK paper to be used)</b>		
(i)	A4 size single side	1	₹ 5
(ii)	A4 size both sides	1	₹ 10
(iii)	A3 size single side	1	₹ 10
(iv)	A3 size both sides	1	₹ 15
3	<b>Printing black and white (PC to be provided by the contractor to user for taking printout; JK paper to be used)</b>		
(i)	A4 size single side	1	₹ 5
(ii)	A4 size both sides	1	₹ 10
(iii)	A3 size single side	1	₹ 10
(iv)	A3 size both sides	1	₹ 15
4	<b>Printing Colour (PC to be provided by the contractor to user for taking printout; JK paper to be used)</b>		
(i)	A4 size single side	1	₹ 10
(ii)	A4 size both sides	1	₹ 15
(iii)	A3 size single side	1	₹ 15
(iv)	A3 size both sides	1	₹ 20

<b>S. No.</b>	<b>Name of the item</b>	<b>Unit</b>	<b>Fixed Rates (In INR)</b>
5	Spiral binding (irrespective of no. of pages)	1	₹ 30
6	Lamination per page	1	₹ 10

Note: The above fixed rates shall include GST, all taxes, duties, etc. as applicable and no extra shall be charged on this account. The above fixed rates will remain unchanged throughout the currency of the Contract.

Signature of Applicant(s)/Firm Representative with date & seal

**SELF-DECLARATION-NO BLACK LISTING**

**(On the Letter Head of the bidder)**

To

The Director

National Institute of Design, MP

Sir,

In response to the notice inviting tender for establishment and operation of Stationery cum Utility Shop at NID MP, I/We hereby declare that presently I/We am/are having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/PSU/Autonomous Body.

We further declare that presently our firm.....is not black-listed and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Date:

Authorized Signatory

Place:

(Signature and seal of the authorized signatory)