

**Indira Gandhi National Tribal University,
Amarkantak (M.P.)**



TENDER NOTIFICATION

Ref.No.IGNTU/PS/2017/.....

Date.13/09/2017

Last date for submission of Tender: 03:00 PM. On October 04, 2017

NAME OF WORK:

ESTABLISHMENT, OPERATIONS, MAINTENANCE AND COMPREHENSIVE
MANAGEMENT OF A PHOTOCOPYING, STATIONERY AND PRINTING SHOP AT
CENTRAL LIBRARY AND OLD SHOP NEAR C.B.I. ATM, INDIRA GANDHI NATIONAL
TRIBAL UNIVERSITY, AMARKANTAK (M.P.)

PERIOD: For the Years 2017 - 2018 (Two Years)

**Indira Gandhi National Tribal University,
Amarkantak (M.P.)**



Ref.No.IGNTU/PS/2017/.....

Date.13/09/2017

(1) The Office of the Engineering & Development proposes to select Service Providers for Establishment, Operations, Maintenance and Comprehensive Management of a Photocopying, Stationery & Printing shop located at Central Library and Old shop near C.B.I. ATM, Indira Gandhi National Tribal University, Amarkantak (M.P.) conforming to the specifications given in the schedules here. Those having experience in running such a Photocopying and printing shop, or possess the necessary professional expertise and are looking for such an opportunity, are eligible to apply. The Tender document can be obtained either:

- a. in person/by post from the Office of the Engineering & Development, IGNTU, Amarkantak, Lalpur - 484887 by remittance of a **non-refundable tender fee Rs.5000/- (Rs. Five Thousand only) for each tender in favour of "Indira Gandhi National Tribal University" payable at Central Bank of India, Amarkantak (A/C No. 3262189064, IFSC: CBIN0284695).**
- b. by downloading from www.igntu.ac.in. Those who download the tender document should be submitted for due date with submission of the **non-refundable tender fee of Rs.5000/- (Rs. Five Thousand only) for each tender in favour of "Indira Gandhi National Tribal University" payable at Central Bank of India, Amarkantak (A/C No. 3262189064, IFSC: CBIN0284695).**
- c. submission of refundable **E.M.D. amount Rs. 10,000/- (Rs. Ten Thousand only) for each tender through online in favour of "Indira Gandhi National Tribal University" payable at Central Bank of India, Amarkantak (A/C No. 3262189064, IFSC: CBIN0284695),** without E.M.D. receipt the tender will be rejected.

- d. after awarding the tender the **Security deposit Rs. 15,000/- (Rs. Fifteen Thousand Only) should be submitted online in favour of "Indira Gandhi National Tribal University" payable at Central Bank of India, Amarkantak (A/C No. 3262189064, IFSC: CBIN0284695)** for each shop, without E.M.D. receipt the tender will be rejected.

The proposals/offers should be submitted under the two-bid system, i.e., Technical bid and financial bid (in separate sealed covers indicating clearly the specific bid on the cover). The duly signed tender documents (Technical and Financial bids in separate covers) shall sent to the Office of the Engineering & Development, Indira Gandhi National Tribal University, Amarkantak, Lalpur - 484887 by speed/registered post before 03:00 PM, October 04, 2017.

The offers/bids will be evaluated by a duly constituted Committee. The technical bids will be opened first. The Committee will examine the technical bids and decide upon the suitability of each valid bidder as per the requirements, terms and conditions. Inspection committees may carry out surprise visit(s) to the bidder's commercial premises/clients' places at various locations and their report(s) will form a valuable input for the short-listing process.

Schedule for opening of the Technical bid: 03:30 PM on October 04, 2017

Venue: Conference Hall, Admin Block, IGNTU, Amarkantak

Technical bids with any explicit or implicit price indications will be rejected. The financial bids/offers will be opened only for the technical bids which meet the specifications. The Schedule for opening the financial bids will be intimated only to the shortlisted bidders. The final selection from among the bidders will be based on a weighted criteria system to be derived from the bid documents and inspection reports so that students will derive maximum benefits.

The decision of the Tender Committee shall be final and binding in awarding the contracts.

Yours sincerely

OFFICE OF THE ENGINEERING & DEVELOPMENT
IGN Tribal University, Amarkantak - 484887

Tender Schedule

(To be read along with Schedules A, B, C and D)

Important Conditions of the tender to be strictly adhered to by the bidders

Eligibility to participate in the tender:

1. The bidders should have either:

- (a) Continuous experience of at least one year in Operations, Maintenance and Comprehensive Management of a comparable Photocopying, Stationery and printing shop, and/or
- (b) A strong proposal for Establishment, Operations, Maintenance and Comprehensive Management of a comparable Photocopying and printing shop, containing full details of relevant:
 - (i) available expertise,
 - (ii) past work, experience of working with educational institutes,
 - (iii) financial resources and capabilities for running the business,
 - (iv) formal business relationships and networks across the value chain,
 - (v) letters of reference,
 - (vi) commercial/professional certifications and/or endorsements, including service quality and other business certifications.

2. The bidder(s) shall declare that he/she (they), including partners if any, was (were)/is (are) not involved in any criminal proceedings as per Indian law.

Submission of Bid:

The bid can be submitted on all working days (Monday to Friday). The deadline for submission of the bid is on or before **03:00 PM., October 04, 2017.**

Two bid system:

The proposals/offers/bids should be submitted under the two-bid system, namely: (a) Technical bid; and (b) Financial bid. The Technical Bid should consist of all the details along with general commercial terms and conditions, as specified in the Schedules. There should be no specific cost/financial indication in the Technical Bid. The Financial bid should indicate price information for the Photocopying and printing shop items mentioned in the Technical bid. The Technical bid and Financial bid should be put in separate covers and superscribed as “Technical Bid” and “Financial Bid” respectively; the covers should be sealed properly. These two sealed covers should be put into a bigger envelope, along with a covering letter and a refundable Earnest Money Deposit (see below), and sealed. The words **“Tender for Establishment,**

Operations, Maintenance and Comprehensive Management of Photocopying, Stationery and Printing shop at IGN Tribal University, Amarkantak” should be superscribed on the outer cover.

Earnest Money Deposit (EMD):

he bidder(s) should submit a refundable EMD amount of Rs.10,000/- (Rupees Ten Thousand only) for each tender along with the bid in favour of “Indira Gandhi National Tribal University, Amarkantak” payable at "Indira Gandhi National Tribal University" payable at Central Bank of India, Amarkantak (A/C No. 3262189064, IFSC: CBIN0284695). Any bid without the said EMD will be considered INVALID and hence summarily REJECTED. Photo/Fax copies of the Demand Draft/Banker’s pay orders will not be accepted. No interest will be paid on the refundable EMD, which shall be converted as the Security Deposit in the case of the successful bidder(s). For unsuccessful bidders, their EMD will be returned within one month from the date of opening the Financial Bid.

Compliance/Confirmation:

A Compliance or Confirmation report, with reference to the Basic Technical Details (Schedule-A & Schedule-B), Terms & Conditions for providing General Facilities for Students (Schedule-C) and Scope of Work (Schedule-D), must be included in the Technical bid.

Opening of the bids:

The bids will be opened at the appointed place, time and date by a duly constituted Committee in the presence of the bidders or their authorized representatives who choose to be present. The larger envelope (containing the covering letter, EMD and the said two separate envelopes indicated as Technical bid and Financial bid) will be opened first. Offers found without the EMD or an invalid EMD (or the EMD presumably kept inside one of the two envelopes containing the Technical/Financial bids) will be summarily rejected; unopened bids will be returned to the respective bidders. On verifying the EMD, the respective Technical bids will be opened. The Committee will examine the Technical bids and decide upon their suitability as per the Schedules. The bidders whose Technical bids are not found acceptable will be advised of the same and their sealed cover containing their Financial Bids will not be opened; their EMD will be returned to them promptly.

Quote Price:

The prices of each and every item mentioned in the Annexure-I, should be mentioned by the bidders. In case the prices are variable and there is a stated Maximum Retail Price (MRP), the percentage discount on the MRP should be indicated at the specified “Quote”. The prices mentioned without any reference to MRP shall be fixed and remain valid for a period of one year. Each bidder may additionally specify, using additional pages to Annexure-I in “Financial Bid”, the discounts that he/she wishes to offer.

Acceptance and Rejection:

The Tender Committee reserves the right to shortlist/reject any or all bids and accept the whole or any part of the bid without assigning any reason. Bidders/Establishments who have served in IGNTU earlier **and** whose services were terminated before completion of their contract period or any type of defaulter in IGNTU, Amarkantak are not eligible to participate in this tendering process.

Final Selection:

Final selection shall be based on a weighted criteria system to be derived from the submitted bid documents and inspection reports. Various factors, namely, availability of items; quality of service; providing services to university; condition of existing Photocopying and Printing shop(s) and reliability of services, apart from the quote, shall be considered during the finalization process.

The Tender Committee reserves the right to negotiate the price(s) quoted by the bidder(s); services can be stripped off or awarded partly to a selected bidder by the Tender Committee on the basis of evaluation.

Disputes and Jurisdiction:

Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in a court of competent jurisdiction located in Jabalpur, Madhya Pradesh.

Acknowledgement:

It is hereby acknowledged that we have gone through all the Schedules as well as the conditions mentioned above and we agree to strictly adhere to them.

Date:

Signature of Bidder(s)

Place:

along with official seal and address

PHOTOCOPYING, STATIONERY AND PRINTING SHOP AT CENTRAL LIBRARY

Schedule – A: Basic Technical Details

(Please use additional sheets if required)

S. No	Description	Information	
1 A	Name of the Bidder		
	Complete Address		
	Mobile		E-Mail ID
1 B	Name and Designation of Contact Person/ Representative of Firm:		
	Mobile		E-Mail ID
2 A	License No:	Registration No:	
	PAN:	TAN:	
	ESI:	EPF:	
	(Enclose copies of above; fill relevant details only if the bidder is an individual)		
2 B*	Proof for payment of income tax and service tax (last one year) (copy of income tax and service tax payments to be enclosed) (avoid if a Fresher)		
3*	Whether Quality Certification obtained for any of the services provided (If Yes, copy to be enclosed)		
4	No. of Regular Employees:	No. of Temporary Employees:	
5	Previous/Ongoing litigations, if any, connected with the facility	Yes/ No (if yes, details to be furnished)	
6	Any other information, bidder wishes to provide in support of their credentials	Details, if any, to be furnished (separate sheets may be used)	

Date:

Signature with Seal

Note:

i) Authenticated certificates, testimonials and proofs of experience to be produced in support of Sl. Nos. 2A, 2B, 3& 5.

ii) For items marked by *, the bidder need not furnish any detail if the firm is a start-up or individual, but then has to compulsorily provide a detailed business plan regarding nature of work.

PHOTOCOPYING, STATIONERY AND PRINTING SHOP AT OLD SHOP NEAR CBI ATM

Schedule – B: Basic Technical Details

(Please use additional sheets if required)

S. No	Description	Information	
1 A	Name of the Bidder		
	Complete Address		
	Mobile		E-Mail ID
1 B	Name and Designation of Contact Person/ Representative of Firm:		
	Mobile		E-Mail ID
2 A	License No:	Registration No:	
	PAN:	TAN:	
	ESI:	EPF:	
	(Enclose copies of above; fill relevant details only if the bidder is an individual)		
2 B*	Proof for payment of income tax and service tax (last one year) (copy of income tax and service tax payments to be enclosed) (avoid if a Fresher)		
3*	Whether Quality Certification obtained for any of the services provided (If Yes, copy to be enclosed)		
4	No. of Regular Employees:	No. of Temporary Employees:	
5	Previous/Ongoing litigations, if any, connected with the facility	Yes/ No (if yes, details to be furnished)	
6	Any other information, bidder wishes to provide in support of their credentials	Details, if any, to be furnished (separate sheets may be used)	

Date:

Signature with Seal

Note:

i) Authenticated certificates, testimonials and proofs of experience to be produced in support of Sl. Nos. 2A, 2B, 3& 5.

ii) For items marked by *, the bidder need not furnish any detail if the firm is a start-up or individual, but then has to compulsorily provide a detailed business plan regarding nature of work.

Schedule – C: Terms & Conditions for providing General Facilities for Students

Indira Gandhi National Tribal University, Amarkantak (M.P.)

1. The Institute shall provide the electricity for the purpose of running the facilities (excluding decorative purposes) at prevailing rates in the Institute. Every effort must be exercised by the Service Provider to minimize electricity usage and desist from unnecessary usage.
2. The arrangement shall be valid initially for a period of Two Years from the date of award of the contract. The contract could be renewed further for terms of one year each on mutually agreed terms & conditions, depending upon satisfactory services of the Contractor.
3. The Contractor/Service Provider who holds the license for the operation of the facility, shall fulfill the following responsibilities regarding cleanliness, hygiene, sanitation and safety:
 - a) Keeping the premises and surroundings neat and clean.
 - b) Performing periodic fumigation as and when required in addition to the routine cleaning.
 - c) Ensuring safety and preventing all accidents due to electrical faults, fires, chemicals, hazardous materials or substances and any other hazardous conditions.
4. The Contractor/Service Provider's performance will be monitored on a regular basis through the Committee for Monitoring General Facilities for Students (Development section). Meetings of the Development Section should be attended by the Licensee and the manager of the IGNTU facility, and not by others. All recommendations made by the Development section shall be formally notified to the Contractor/Service Provider who must strictly comply with the same.
5. The rates stipulated during the award of the contract may be changed according to the mutual agreement after negotiations.
6. The Contractor/Service Provider shall not assign, sublet or part with the possession of the licensed premises and properties of the Institute therein or any part thereof under any circumstances.
7. On expiry/termination of the license, the Contractor/Service Provider must vacate the licensed premises promptly. All fixtures, furniture, etc., which are properties of IGNTU, Amarkantak should be handed over to the Institute in good and tenable conditions. The cost of repair charges incurred following mishandling and/or willful damage (except normal wear and tear) will be deducted from the caution deposit.
8. The Contractor/Service Provider shall not construct or make any structural/ electrical or functional/aesthetic alterations or install additional fittings inside or at the allotted premises without prior approval from the concerned Institute authorities.
9. Employment of child labor, defined as per relevant laws is strictly prohibited. The contract will be terminated with immediate effect if those laws are violated.
10. The Contractor/Service Provider shall maintain a register with name, age and address of all their employees working at IGNTU premises, along with the corresponding proofs of individual identity, and submit the same to the Development section in a prescribed format after obtaining the contract. The Contractor/Service Provider must report any changes in their list of employees to the concerned department immediately following such changes.
11. The Contractor/Service Provider shall arrange to obtain security passes from the Security Section of IGNTU for all their employees and issue the same to them. No employee must stay in the premises of IGNTU after working hours. The Contractor/Service Provider must obtain the necessary written permission from the competent authority to enable overnight stay of their employees in the campus at times of exigencies. The facility cannot also be used for the accommodation of staff when they are not on duty.
12. The Contractor/Service Provider shall be responsible for the proper conduct and behavior of the employees engaged by them.

13. Smoking, consumption/distribution of alcohol, use of Pan Masaala and Gutka, and drug/substance abuse by the employees is strictly prohibited.
14. All expenses related to functioning of the employees engaged by the Contractor/Service Provider shall be the sole responsibility of the Contractor/Service Provider. In case of any accident or mishap to any employee of the Contractor/Service Provider, the Institute and its functionaries shall be completely indemnified against any legal action and shall not be held responsible/liable in any manner whatsoever.
15. The Contractor/Service Provider is solely responsible for the payment of minimum wages, ESI and EPF to their employees as per the Government of Madhya Pradesh and Government of India norms as applicable and should meet any other statutory and non-statutory benefits/obligations.
16. The Contractor/Service Provider shall carry out periodic cleaning of fixtures (including lights, fans, etc.). The maintenance charges for the tools and equipment provided by IGNTU are to be paid by the Contractor/Service Provider.
17. The Contractor/Service Provider shall quote for only one shop and not be allowed to set two shops in case if any agency gets selected two shops, the agency shall select only one shop.
18. Waste disposal is the responsibility of the Contractor/Service Provider. Non-compliance of waste disposal will invite penalty. The Contractor/Service Provider must not dispose plastic and food waste into the drainage under any circumstances.
19. The Contractor/Service Provider shall display the approved rate list at a prominent location within the allotted premises.
20. The Contractor/Service Provider shall promptly inform the competent authority of the Institute if anyone from outside or inside the campus uses compulsion against them or in any way obstructs the functioning of the facility.
21. The Contractor/Service Provider shall not deny services to any of the customer at no circumstances during working hours of the facility. If a service mentioned in the approved list is solicited for, the service provider shall make the necessary arrangements.
22. The advertisements of special offers and other services provided by the Contractor/Service Provider shall be the sole responsibility of the Contractor/Service Provider and the space allotted may be used for the same. However, any other publicity within the campus can only be carried out after informing the IGNTU Officials.
23. While accepting the offer, the Contractor/Service Provider shall execute a bond accepting the terms and conditions for serving the general facilities, as listed in the schedules given here. The license can be terminated by either side with a notice of one month. The IGNTU reserves the right to review and modify the terms and conditions, periodically. Decisions of the IGNTU shall be final and binding in extending the licenses after the award of the contract.
24. The Contractor/Service Provider shall not make any modifications, implicit or explicit, directly or indirectly, to any of the above terms and conditions and nor shall they perform any actions or alterations whatsoever on the physical facility and infrastructure provided to them without gaining the formal consent of the competent authority of the Institute.
25. The monthly rental fee for six month shall be paid as advance by the selected Contractor/Service Provider in the university account.

I/We agree to the above terms and conditions specified.

Signature of Bidder(s)

Official seal and address

Schedule – D: Scope of Work and Prevailing charges for service (subject to revision)

Office of the Engineering & Development, IGNTU Amarkantak (M.P.)

Scope of Work and the Working Hours: The “Photocopying, Stationery and Printing shop” will function at space provided for shop in Central Library and old shop near C.B.I. ATM, IGNTU Amarkantak (M.P.). The bidder(s) shall visit this facility and ascertain the available infrastructure before submitting the bid(s). Any additional requirements, necessary for efficient services, shall be taken care of by the bidder(s). The rates quoted by the bidder(s) shall include the overall operational costs related to the rendering of the services as well as all taxes. The working hours for the facility, to begin with, shall be between 08:00 a.m., and 10:00 P.m. However, this can be changed based on mutual agreement.

Area and Rent:

For Photocopying, Stationery and Printing shop at Central Library:

The area of 162.57 square feet (sq. ft.) enclosed by the facility, a rent of Rs.15/- (Rupees Fifteen only) per sq. ft. is presently fixed as monthly payment. This would make the total rent for the facility as Rs. 2440/- (Rs. Two thousand four hundred and forty only) per month.

For Old shop near C.B.I. ATM:

The area of 150 square feet (sq. ft.) enclosed by the facility, a rent of Rs.15/- (Rupees Fifteen only) per sq. ft. is presently fixed as monthly payment. This would make the total rent for the facility as Rs. 2250/- (Rs. Two thousand two hundred and fifty only) per month.

The rent will be increased at the rate of 10% every year. If the Contractor/Service Provider wishes to use the external open space that may be made available near the above-mentioned premises, after formal permission is granted by the competent authority of the Institute, the rent for the same will be fixed appropriately by the concerned Institute authorities.

Electricity charges: Use of electricity for the common areas outside the area earmarked for this facility is borne by the Institute. However, usage of electricity by the Service Provider within the earmarked total premises (enclosed as well as open) would be chargeable as per prevailing rates.

I/We agree to the above terms and conditions specified.

Signature of Bidder(s)
Official seal and address

FINANCIAL BID

Annexure 1: List of services for Photocopying, Printing and Banner Printing

S.No	Name of Service rendered	Remarks
1	Photocopy (70 & 75 GSM)	Single Side & Double Side on A4 Size Paper
2	Photocopy	Single Side & Double Side on A3 Size Paper
3	B & W Printing	Single Side & Double Side on A4 Size Paper
4	B & W Printing	Single Side & Double Side on A3 Size Paper
5	Color Printing	Single Side & Double Side on A4 Size Paper
6	Certificate & Brochure Printing (Glossy & Matte Glossy Paper – 130, 180 GSM)	Single Side & Double Side on A4 Size Paper
7	Visiting Card Printing (3.5 X 2.0 Inch)	Free Size Printing in Inches
8	Banner Printing (Standard and Super Quality, Price Varies)	Free Size Printing in Sq. Ft.
9	Binding (Spiral & Book Binding)	A4 Size & A4R Size
10	Passport Photo (Color & B&W)	All Size of Passport Photo
11	Mobile Recharges and Bill Payments	All Service Providers
12	Cartridge Refilling	HP & Cannon Printer Cartridges.

FINANCIAL BID

Annexure 2: List of Stationery Items

S.No	Name of Article	Brand and Varieties
1	Ball Point Pens	I. Parker II. Camlin III. Flair IV. Reynolds V. Waterman VI. Chelpark (Premium) VII. Linc VIII. Flair IX. Luxor X. Faber castel XI. Rotomac XII. Classmate XIII. Cello grip XIV. Use & Throw
2	Fountain Pens	I. Parker II. Waterman III. Camlin IV. Flair V. Lamy (Premium) VI. Chelpark (Premium)
3	Glitter, Sketch pens and Crayons	I. Flair II. Montex III. Faber castel IV. Steadler V. Camlin VI. Apsara VII. Natraj VIII. Luxor IX. Camel X. Classmate
4	OHP Markers, Permanent markers, Highlighter & Whitener	I. Camel II. Faber Castell III. Luxor IV. Steadler V. Flair
5	Lead Pencils, Eraser and Sharpner	I. Classmate II. Apsara III. Natraj IV. Doms

6	Paper A4 and A3 Size (70 & 75 GSM) Bond Paper	I. JK Copier Red 75 GSM II. JK Easy Copier 70 GSM III. Trident IV. Bilt V. ITC VI. Royal
7	Notebooks and Rough Copy	I. Classmate II. Vijayshree III. Bilt IV. Brice V. Singhai VI. Swatantra
8	Gum/Glue	I. Fevi Stick (5,8,15,22 Gram Pack) II. Fevi Quick III. Fevicol IV. Mohini glue V. Local Glue Pen
9	Practical Copy <ul style="list-style-type: none"> • Chemistry Practical Copy • Physics Practical Copy • Biology Practical Copy • Zoology Practical Copy • Botany Practical Copy • Geography Practical Copy • Herbarium File • Graph Copy 	I. Classmate II. Brice III. Vijayshri
10	Folders and Files	I. Stick Files II. L Folder III. Strip File IV. Box File V. Plastic File VI. Ring Binder
11	Painting Kits	I. Water Colors (6& 12 Shades) II. Oil Color III. Color Pencils IV. Drawing Sheets
12	Other Stationery Items	I. Stapler & Pins II. Stamp Pad III. Writing Pad IV. Cello Tape (Transparent, Brown, Color and Glitter) Small & Large Size V. Envelopes (Paper and Cloth – Small & Large) VI. Diaries VII. Spiral Pads VIII. Notepads IX. Pencil Bag & Compass X. Gift Articles