

**BID DOCUMENT FOR PROVIDING
STATIONERY CUM PHOTOSTAT SHOP SERVICES**

Advt. Memo.No : 9311/24

Dated: 03-07-2024

Sealed Bids are invited by the undersigned from Experienced & Professionally Competent Contractors / Firms/ SHGs having valid licenses and requisite credentials for providing **Stationery cum Photostat Shop** Services and also having a minimum experience of one year in running the **Stationery cum Photostat Shop** Services in Government Organizations / Academic Institutions / MNC's etc., in sealed covers.

Time Schedule of Bidding Process

Date of Publication of Tender notification on official website	05-07-2024
Commencing date of the Bidding Process	11-07-2024
Last date for receipt of filled in Bid document	18-07-2024
Date and time of opening of Bid	19-07-2024

Note: This tender Document contains 06 pages and bidders are requested to sign on all the pages.

Bidding documents is free downloadable from the Govt. College Sector -1, Panchkula Website i.e. <https://gcpanchkula.ac.in>. Printed Copy of the same can be had from the college office on payment of Rs. 100/- (One Hundred Only).

Requirements

A reputed Contractor/ SHG's having an experience of at least One year of running of Stationery cum Photostat Shop in a Govt. Sector/ PSUs/ Educational Institutions/ reputed Private institutions is eligible to apply for providing services to approximately 3000 students and 150 Staffs on daily basis. The menu and rates are mentioned in the Bid Document. Further, persons visiting College for various activities may also avail of services from the Stationery cum Photostat Shop.

Charges payable by Contractor: Maintenance charge per month as per successful bid + Taxes (if applicable), Water charges @ Rs.200/- Per Month and Electricity charges on actual basis per month or fixed basis @2500/- per month until sub meter is installed.

1. Each bidder compulsorily enclose a Demand Draft *of Rs.5,000/- (Rupees: Five thousand Only)* favoring of Principal, Govt. College Sector-1, Panchkula, payable at Panchkula as *EMD* even though they are having exemption from paying of EMD, for the above **STATIONERY CUM PHOTOSTAT SHOP** Services and the same will be refunded to the unsuccessful tenderers within a reasonable time after finalization of the contract. No interest on EMD will be paid.
2. Period of Contract will be from the date of Agreement till 30th June 2025.

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TERMS & CONDITIONS
FOR STATIONERY CUM PHOTOSTAT SHOP CONTRACT
IN THE COLLEGE CAMPUS FOR THE YEAR 2024-25

1. These facilities will be allowed under a contract will be effecting from the date of allotment/ signing of contract till 30th June 2025 on the satisfactory functioning. This facility will be available for students of this college from 9.00 A.M to 4.00 P.M on all working days.
2. College will provide covered accommodation. The maintenance of covered accommodation will be the responsibility of the concerned contractor/party at his/her own expenses.
3. Three months rent + Three months fixed electricity charges will have to be deposited in the college office as a refundable security, immediately after the contract is awarded.
4. a) Monthly Maintenance Charges will be payable by the contractor as per the highest successful bid.
b) The bid will start from base amount of Rs. 6700/- Per Month with higher bid in multiplication of Rs. 100/- (One Hundred).
c) Electricity charges will be as per reading of sub meter or a fixed amount of Rs. 2500/- Per Month till the sub meter is installed.
5. Contract can be terminated at any time if the work and conduct of the contractor of his service staff is found unsatisfactory.
6. Text-books/Stationery items will be provided to the students at the lowest rate. Rate of photocopy per page should be mentioned in the application. The quality of stationery material should be good. No objectionable material printed or otherwise is to be kept inside or displayed.
7. In case the stationery Hut is found closed for 7 days in all, during working days in a month, the security amount will be forfeited and contract will be terminated.
8. No outsider will be allowed to use facility at this stationery Hut.
9. No help books will be kept in book shop by the contractor.
10. Use of tobacco and any kind of drugs is an offence and if contractor is found to be involved in these activities, his/her contract can be terminated at any time and security amount will be forfeited.
11. Employment of Children below 14 years of age as per labour laws in force is strictly prohibited. The Contractors should have sufficient number of helpers for prompt service.
12. The Contractor will get Police Verification of antecedents of all employees and submit necessary information in the office.
13. Sweeping Facility will be arranged by the Contractor himself/herself for Cleanliness of allotted area.

14. Stationery cum Photostat Shop Card

Minimum Discount to be given to the students and staff members on books.

Text Books = 15 % Discount

University & Govt. Publication Books on Net Amount

General Books = 25 % Discount

Photocopies Per Page A-4

Rs. 02 Per Page upto 20 Pages.

Rs. 1.50 Per Page up to 01 to 100 Pages.

Rs. 01 Per Page for more than 100 Pages.

Print A -4 per page

Black and White – Rs. 5 Per Page

Color Print – Rs. 10 Per Page

Other Stationery Items not more than MRP

15. Fine of Rs. 100 per day will be imposed on contractor if rent will not be deposited by 10th of every month.

16. College Administration reserves the right to cancel/ terminate the contract in the best interest of students and administration.

BID – ANNEXURE- A**FOR STATIONERY CUM PHOTOSTAT SHOP**

Bid for providing Stationery Cum Photostat Shop Services shall be filled in by the bidder, duly signed, stamped and sealed along with an EMD of Rs.5,000/- by Demand Draft in favour of Principal, Govt.College Sector-1, Panchkula payable at Panchkula.

S.No.	Particulars	Details
1.	Name of the Tendering Company/Firm/Service Provider/ SHG	
2.	Year of Commencement/ Registration	
3.	Full Address of the Registered Office/Branch Office (if any) with email ID	
4.	Phone No. & Mobile No. Email id	
5.	State status whether firm is Proprietary/ Partnership firm / Company/ SHG	
6.	Name(s) of the Director/ Proprietor/ Partners of the firms/ Member	
7	Details of EMD	
	Amount in Rupees Five Thousand	₹. 5,000/-
	DD No.	
	Date:	
	Issuing Bank	
8	Bid Amount for Monthly Maintenance Charges (per month) Note:- Bid should be in Rupees & Higher than Base Monthly Maintenance Charges of Rs. 6700/- Per Month in multiplication of Rs. 100/-	

UNDERTAKING BY THE STATIONERY CUM PHOTOSTAT SHOP SERVICE PROVIDER

Declaration

- I / We..... Son/Daughter/Wife of Sri.
 Signatory of the service provider, mentioned above, am/are competent to sign this declaration and execute this tender document.
2. I/ We have carefully read and understood all the terms and conditions of the bid and undertake to abide by them.
 3. I/We have inspected the institute/premises and have acquainted ourselves with the tasks, requirements required to be carried out, before making this offer.
 4. I/We here by sign this undertaking is token of our acceptance of various conditions listed above.
 5. Agreed to provide the best quality of Stationery Cum Photostat Shop at College without any lapses.
 6. Any corrections/alterations will not be accepted.
 7. I/ We accept that all the rates and menu as correct and I am aware that my bid is in acceptance of these.
 8. The information/documents furnished along with the financial bid are true and authentic to the best of my knowledge and belief.
 9. I/we undertake to pay all the dues in respect of wages, EPF, ESI and other statutory obligation to my employees (deployed at College) according to the enactments of State and Central Govt. The bid amount quoted by me/us is valid and binding upon me/us for the entire period of contract.
 10. I/We will accept the overall highest financial bid as final criteria of allotment of contract.
 11. I/We shall not bring any external influence or legal pressure to influence the bidding process or to continue the contract beyond the stipulated period of time.

Place: _____

Date: _____

Mobile No.: _____

Address: _____

Signature of the Contractor with seal

