

# **CENTRAL UNIVERSITY OF PUNJAB, BATHINDA**

(Established vide Act 25 (2009) of the Parliament)

Tender No: **CUPB/ESTAB./17/021**

Dated: **12/09/2017**

## **Tender DOCUMENT**

**For**

**Providing Tuckshop Services**

**at Central University of Punjab, City Campus, Mansa Road Bathinda**

**[PRINTING/PHOTOCOPIER, STATIONERY AND GENERAL UTILITIES ITEMS]**

**TUCK SHOP for a period of one year.**

**(Two Bid System)**

**Technical Bid and Financial Bid**

**Tender document (complete in all respects) may be submitted**

**to**

**The Registrar, Central University of Punjab, Bathinda through registered post, by post or in person.**

**Advertisement Release Date: 12.09.2017**

Last Date for Submission of Tender Document: **03.10.2017 at 02:00 PM**

Opening of Technical Bid: **03.10.2017 at 04:00 PM**

Opening of Financial Bid: **to be intimated Later on**

(City Campus Central University of Punjab, Bathinda)

Email: [registrar@cup.ac.in](mailto:registrar@cup.ac.in)

Phone: 0164-2864116

**Tender Notice- For Providing Tuckshop Services, PRINTING/PHOTOCOPIER, STATIONERY AND GENERAL UTILITIES ITEMS, for one year.**

The Central University of Punjab, City Campus, Mansa Road, Bathinda, invites sealed Tender in two bid system i.e. **Technical Bid & Financial Bid**, to enter into contract for providing **PRINTING/PHOTOCOPIER, STATIONERY AND GENERAL UTILITIES ITEMS** in the premises of the University. The contractor is expected to run tuckshop services in cabin (temporary structure provided by CUPB) of 14X14 ft. for providing Printing, Photocopier, Stationery and General Items to students and employees of the university. In addition, the similar services are required on various occasions in the university.

**Eligibility** – A Vender/ Firm having an experience of at least 2 year of running Stationary/Tuck Shop is eligible for tendering, having all necessary documents enlisted (Checklist, Proforma for application etc.)

The Bids shall be evaluated on two stage evaluation process. After evaluating the Technical Bids the eligible bidders shall be shortlisted for second stage i.e. Financial Bids evaluation.

The Financial Bids of only qualified vender after technical evaluation shall be opened, in presence of vendor or their authorized representatives, who want to be present.

Tender documents containing detailed terms and conditions can be downloaded from the university website [www.cup.edu.in](http://www.cup.edu.in) ; [www.cup.ac.in](http://www.cup.ac.in) or obtained from the office of the Registrar, Central University of Punjab on payment of processing/tender fee **Rs. (500)/-(non-refundable)** in the form of Demand Draft/Pay Order drawn in favour of **Central University of Punjab, Bathinda, payable at Bathinda**. In case the document are downloaded from the website, the requisite processing fee must be submitted along with the application form. A demand draft of **Rs. 15000/-(Earnest Money Deposit)**, in favour of **Registrar, Central University of Punjab, Bathinda, payable at Bathinda** is also to be submitted along with the tender.

The complete Tender document is required (signed and stamped each page) is to be submitted along with the E.M.D. of Rs. 15,000/- (Rupees Fifteen Thousands Only). The EMD in the form of DD should be attached with the Technical Bid. The Technical & Financial Bids should be submitted in separate sealed covers and these two sealed covers may be kept in a third sealed cover along with the Tender documents, with “Tender for Annual Contract to provide Tuckshop services for **PRINTING/PHOTOCOPIER, STATIONERY AND GENERAL UTILITIES ITEMS**” super-scribed on the envelope. The name and address of the vendor must be mentioned on each envelope. **The Technical Bid will be opened on 03.10.2017 at 04:00 PM** at the University campus according to the policies of the University and in the presence of the Vendors or their authorized representatives, who want to be present. The date of opening of Financial Bid will be announced on the same day. Incomplete Tender Document and those without proper E.M.D./cost of the Tender document shall be summarily rejected. The University reserves the right to accept or reject any or all tenders without assigning any reason what so ever. The University shall not be responsible for any loss or postal delay of the document in transit. The period of proposed contract will be for one year further extendable to one years on satisfactory performance.

**(Registrar)**

## **General Terms & Conditions of Tender:**

1. The Vendor is bound to provide the service as per the price quoted in **Annexure-I**.
2. The contract will be provided to the qualified vendor (Technically and Financially) on the lowest rates of general items (**specified in the Annexure 1-Sr. no. 1-4 & with \***).
3. Tenders received without prescribed Earnest Money Deposit (EMD) & Process/tender fee shall not be considered.
4. Late tenders will not be considered.
5. No paper shall be detached from the tender after submitting the tender with the university.
6. The name and address of the vendor shall be clearly written in the space provided and no overwriting corrections, insertion shall be permitted in any part of the tender unless duly countersigned by the vendor. The tender should be filled in and submitted in strict accordance with the instructions laid down herein otherwise the tender is liable to be ignored. Each & every page of the tender documents & supporting papers should be signed & stamped by the vendor. Unsigned documents will be out rightly rejected.
7. The employees of the Vendors should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should preferably wear uniform while on duty.
8. The successful Contractor would have to make followings:
  - I. Payments in respect to the contract:-
    - i. Security Deposit - Rs. 50,000/-
    - ii. Rent P.M. - Rs. 2000/- (On or before first Monday of every month)
    - iii. Electricity Charges – as per actual (On or before first Monday of every month)
9. At present approximately 850 students are residing in the hostels of the University and they may be the potential customers. University library may also give its regular work to the shop if services are found to be prompt and satisfactory.
10. The timing of the shop would be **from 9:00 am to 7:00 pm** on all the working days. University retains the right to change the timing during the peak periods *i.e. examination and thesis/dissertations submission*. Any change in the timing will be subject to the approval of the Vice Chancellor.
11. The following arrangements will be provided by the University:
  - a) A temporary cabin (14 x 14) for running the services.

- b) Electricity Supply with a sub meter. However, the charges on consumption will have to be borne by the contractor.

While all other necessary or required arrangements shall be made by the contractor at his own cost and without any responsibility of the University:

- a) Photocopier or Printing machine and General Utilities (it is necessary that the quality of photocopying or printing must be good and on qualitatively sheets);
  - b) Any other facilities requested to ensure smooth functioning of the Kiosk/Tuckshop for Printing/ Photocopier Services;
  - c) Any other arrangement required to provide better services to the stakeholders with maintenance and all the storage/open counters.
12. In case of Printing & Photocopier and Stationery, the machine, operator, paper, ink etc. and all other maintenance shall be borne by the vendor.
  13. The facilities of digital payment (**Paytm, POS, cheque etc.**) should be provided at tuck shop.
  14. The Successful Vendors should ensure to install good quality Photocopier Machines, Printer and colour Printer etc.
  15. The quality of work and paper should be as specified in **Annexure-1** and No representation will be entertained in this regard likewise if his quality of printing is not good clear and clean, no charges for the services rendered would be paid.
  16. The Successful Vendors shall start running the shop within next ten days of acceptance of offer given by the University. If the successful Vendors fails to start the shop within the stipulated time. The earnest money deposited will be forfeited and next eligible Vendors will be offered the contract.
  17. The contract will be operational initially for a period of one year from the date of award, extendable on the same terms and conditions by the University for another Period of one year subject to satisfactory performance during the contract period.
  18. The Vendors shall not make any additions or alterations in the premises without the prior permission of the Vice Chancellor.
  19. The Earnest money and the security deposited by the Vendors according to the terms of Contract shall be refunded after the expiry of the contract and or vacation of Kiosk and no interest shall be paid on the same.
  20. The Successful Vendors shall pay electricity charges on commercial rates as charged by the PSPCL Bathinda from the University and at present it is Rs. 8.30 per unit or as decided from time to time by the University. A sub-meter shall be installed in the shop at the University expenses for this purpose.

21. The Successful Vendors shall have to supply and provide the service on quoted rates throughout the year, while if the term is extended on request of the Vendors rates may be revised reasonably with prior written permission of the University.
22. The items/services which are not included in the List shall not be allowed to be sold. In case some such items not listed are to be sold, proper prior written permission in terms of quality and rate has to be taken from the university, failing which heavy penalty will be imposed as per clause at page no. 8.
23. The Successful Vendors shall not deploy any minor child to work in the shop. The name/identity of the person who will attend shop and provide services will have to be provided and only such person who has been approved by the university will be employed.
24. The Successful Vendors shall submit of **Rs. 50,000/-(Rupees Ten Thousands only)** as security deposit within 10 days after allotment order in the favour of “ **Registrar, Central University of Punjab, Bathinda, payable at Bathinda.**
25. The Successful Vendors shall display the Rate List of approved items/jobs at the appropriate place outside the shop and also issue receipt of the money charged for sale/service provided.
26. The university will not be responsible for credit sales/ losses or pilferage.
27. The Competent Authority or its authorized representative will inspect the shop, time to time and check that shop and surroundings are kept clean, no garbage are being spread and no acts are being done, which are environment hazard like burning of plastic etc.
28. The Successful Vendor will pay necessary fee, taxes as applicable, according to the rates prescribed by the Government or any other Authority for running the shop directly to concerned Authorities and submit the details as a proof to the Registrar.
29. The Successful Vendor should have sufficient equipment & machinery and other items normally required in a good running condition for services in issue.
30. The University reserves the right not to allow the Successful Vendor for the sale of a particular brand/make items. The list of the items to be sold may be changed by the Competent Authority as per the requirement of the students/ employees/visitors.
31. The Successful Vendor should take all safety measures while running the shop and will keep a First Aid Box duly updated/replenished from time to time. Vendor will also be responsible for the safety of the manpower engaged by him.
32. It is the responsibility of the Successful Vendor to get the verification of character and antecedent of the employees, employed by the Successful Vendor.

33. The Successful Vendor shall not employ in the shop any person suffering from any contagious or infectious disease and will ensure their personal hygiene from time to time.
34. The Successful Vendor shall not sublet a part or whole of the premises to any other agency for any purpose what so-ever.
35. The Successful Vendor shall not indulge himself in carrying out activities other than the purpose stipulated.
36. The Successful Vendor shall keep the Licensor indemnified against any or all claims for damages, which may be caused to any workman of the licensee.
37. The Successful Vendor shall provide identity cards to its employees approved by the General Administration of the University at its own cost.
38. After the expiry of the contract period or termination of the license to run the shop, the Vendor shall wind up its business and vacate the entire shop premises. In case he fails to vacate the shop premises the University reserves the right to remove his items at the contractors risk and cost.
39. The Vendor shall have to abide by the terms and conditions, besides as given above as per the orders of the competent authority.
40. The formal agreement shall be made and the same will be valid initially for a period of one year and extendable for further period if one year if required as per the order of Competent Authority.
41. Performance of the Vendor shall be continuously inspected and watched by University officials deputed for the purpose. If at any time the performance is not found satisfactory, the University reserves the right to terminate the contract during its validity period without assigning any reasons.
42. Please note that the number of students and employees is only an indicative number of potential customers. The University does not undertake any guarantee that all of the Students/ employees will be using the services of the shop.
43. The Successful Vendor is bound to maintain cleanliness conditions in and around the shop at his own cost. No staff member of the University will be engaged for the purpose.
44. The garbage (Kachra) generated by the Services will be disposed of by the vendor out of the premises. No garbage should be disposed or spread outside the shop by the students or the employees of the shop which could cause health hazard for the students.
45. Any question, dispute or difference arising out under or out of this contract or in connection be settled through mutual discussion and conciliation by the University and the vendor. In case no resolution is possible/ reached the same will be referred to the Vice chancellor by either party for the appointment of the Sole Arbitrator by the Vice Chancellor of the University. The award of the

sole arbitrator will be final and binding upon the parties. All the arbitration proceeding shall be carried out in accordance with the Arbitration and Conciliation Act, 1996 as amended time to time.

46. All legal disputes shall be subject to the Jurisdiction of Civil Court Bathinda only.
47. The successful vendor will have to vacate the area on termination of the contract for any reason whatsoever within a period of 7 days, failing rent at the rate of Rs. 1000/- per day will be charged.
48. Consumption of alcohol or alcoholic beverages and smoking is banned in the whole tuck shop area, if found violating legal action will be taken and contract will be terminated.

## **PENALTIES FOR VIOLATION OF RULES, TERMS AND CONDITIONS**

**The Contractor will be fined in case of violation of the following rules:**

- A. The Penalties or Fine can be imposed in violation of rules, terms and conditions and with regard to the discrepancy found in the quality of items, cleanliness of kiosk, personal hygiene of workers, changing of the employed staff without information to the University, charging rates of the items not approved by the University, etc.
- B. The vendor will be given a warning in writing initially, thereafter a fine of Rs. 2000/-, if again found defaulter fine can be increased up to Rs. 5000/- and if again found defaulter the fine will be Rs. 10000/- and after all these impositions again any complaint comes it will lead to the termination of the contract and security deposited will be forfeited.
- C. The fine/penalty amount will have to be remitted there and then.

**UNDERTAKING**

I have understood completely about this Tender document and the terms and conditions therein. I agree to provide the sale/service on the rates mentioned in the **Annexure - 1**. I have also understood that I have to maintain the cleanliness of the shop and surrounding area and shall not do any act illegal activity or act which may harm to the society. I further undertake to vacate the area within 7 days of completion of the contract for whatsoever reason, failing which I agree to pay rent of the area at the daily rate of Rs. 1000/-

Name of the vendor: .....

Address: .....  
.....  
.....

Date:

**Signature of Vendor with Seal**

Place:



**CERTIFICATE OF ETHICAL PRACTICES**

- (i) I/We assure the University that neither I/We nor any of my/our workers will do any act/s, which are improper/illegal during the execution of the contract awarded to us.
- (ii) Neither I/We nor any body on my/our behalf will indulge in any corrupt activities/practices in my/our dealing with the University.
- (iii) I/We have no conflict of interest in any of our works/ contracts at the university.

Name of the vendor: .....

Address: .....

.....

.....

Date:

**Signature of Vendor with Seal**

Place:

## CHECK LIST

### ENVELOP NO 1. TECHNICAL BID

(Technical Bid should be kept in separate sealed cover super scribing “Technical Bid” on it).

Sr. No.	Document/s	Status	Page/s no.
1.	Technical Bid all pages signed by Contractor	YES / NO	
2.	Tender Fee	YES / NO	
3.	Technical Bid Carrying EMD:	YES / NO	
4.	Experience Certificate / Working certificate in present assignment	YES / NO	
5.	Certificate of Not blacklisting/debarred from Govt. Institute/university	YES / NO	
6.	PAN Card copy attached	YES / NO	
7.	Certificate of satisfactory services from the institute/organization of which experience certificate attached	YES / NO	
8.	Firm/Shop Registration Certificate Attached	YES / NO	
9.	<b>GST Certificate Attached</b>	YES / NO	
10.	Income tax clearing certificate/ ITR	YES / NO	
11.	Documents of firm's Accounts (Current Account ) with details of last one year, showing transactions of 3 Lac rupees (Minimum)	YES / NO	

### **Details of Experience in the similar Field (attach copies from the Agency)**

Sr. No.	Period		Organization	Detail of stationary services
	From	To		

### **ENVELOP NO. 2- FINANCIAL BID**

(Keep this Financial Bid in Separate Sealed envelope)  
(Submit along with Tender)

Sr. No.	Document/s	Status	Page/s no.
1.	Financial Bids all pages signed by Vendor (As per Annexure 1)	YES / NO	
2.	Any other supporting document attached and self-attested:	YES / NO	

**(Signature of the vendor)**  
**With name and Seal**

**Place :** .....

**Date :** .....

**PRINTING/PHOTOCOPIER, STATIONERY AND GENERAL UTILITIES TUCK SHOP****Price List for various jobs to be carried out in the Tuck Shop**

Sr. No.	Name of the Networking Components & Technical Specification/Stationary	Maximum Rates in Rupees (Per Page, Per item)	Lowest Rates by the Vendor (In Rupees)	Remark	GST (CGST), (SGST), (RGST)
1.	*Printing Coloured A-4 Paper (Single side)	5/-			
2.	*Photocopy Coloured A-4 Paper (Single side)	5/-			
3.	*Photocopy B&W A-4 Paper (Single side) & Back to Back on paper 80 gsm.	0.80/- & 1.50/-			
4.	*Final Dissertation /Thesis printout (Single Side and Back to Back) on paper 80 gsm.	2.00/-& 3/-			
5.	Printing B&W A-4 Paper (Single Side)	0.50/-			
6.	Printing B&W A-3 Paper (Single side)	3/-			
7.	Photocopy Coloured A-3 Paper (Single side)	15/-			
8.	Photocopy B&W A-3 Paper (Single side)	2/-			
9.	Spiral Binding A-4 Paper (upto50 pages & upto 150 pages)	20/- &50/-			
10.	Hard Binding A-4 Paper (upto 150 papers & upto 300 papers )	50/- & 100/-			
11.	Dissertation (upto 150 pages)/ Thesis (upto 350 pages) binding, with good quality material and durability	200/- & 300/-			
12.	Lamination A-4 Per Paper	5/-			
13.	Scanning A-4 Per Page	1/-			
14.	Copier paper A4 Size	10 % Less on MRP/-			
15.	Semi log paper, Log table, Practical book / Register, Writing register etc.	On MRP/-			
16.	Drawing sheets/Chart Papers	On MRP/-			
17.	Photographs (passport size/ Min. 4 in no.) on good quality glossy sheet	20/-			
18.	Pens, Pencil, Eraser, Sharpener, etc.	On MRP/-			
19.	CD and DVD (Moser bear/Sony)	18/- & 20/-			
20.	General Utilities items etc. <b>(Excluding eatables items)</b>				

Note: 1. Lowest rates quoted by vendors from **Sr. no (1-4 specified as\*)** for general services, will be the guiding factors for the finalization of successful Contractor.

2. Installation of good quality & heavy duty photocopying machine (2 Minimum), Printer (2 Minimum), Coloured Printer (1 Minimum), Desktop/Laptop (2 Minimum) with material and manpower. The paper should be 75 gsm of JK Copier (Red)/Power/ Spectra.
3. For final printing out of the Dissertation/Thesis Royal Executive Bond Paper.

**APPLICATION PROFORMA FOR PROVIDING  
PRINTING/PHOTOCOPIER, STATIONERY AND GENERAL UTILITIES TUCKSHOP SERVICES**

**at**

**Central University of Punjab, City Campus, Mansa Road, Bathinda – 151001**

**(Advertisement No. CUPB/Estab./17/021**

1. Name of the vendor .....
2. Address.....
3. Telephone No. / Mobile:
4. PAN No.
5. Registration No. under shop & Estt. Act, If any.
6. Details of contracts executed during 2015 -16 & 2016-17.
  - i)
  - ii)
7. Present Assignments
  - i)
  - ii)
8. Details of Tender Fee (Rs. 5,00/- )  
D.D.No....., Dated:....., Name of the issuing bank.....
9. Details of Earnest Money (Rs. 15,000/- )  
D.D.No....., Dated:....., Name of the issuing bank.....
10. Declaration: All the terms and conditions as mentioned in the documents are acceptable to me/us.

**(Signature of the Vendor)  
With name and Seal**

**Place : .....**

**Date : .....**