

CENTRAL UNIVERSITY OF PUNJAB, BATHINDA

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

Tender No. CUPB/Estab./17/026

Dated 12.10.2017

Tender DOCUMENT

For

**PROVIDING PRINTING/ PHOTOCOPIER, STATIONERY, CONFECTIONARIES,
EATABLES & GENERAL UTILITIES ITEMS for the period of one year at the Central
University of Punjab, Bathinda-151001**

(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.**

Last Date for Submission of Tender Document: 01.11.2017 at 02:00 PM

Opening of Technical Bid: 01.11.2017 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

Phone: 0164-2864116

Tender Notice- Printing/ Photocopier, Stationery, Confectionaries, Eatables & 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, Confectionaries, Eatables & General Utilities Items** in the premises of the University. The contractor is expected to run services in a cabin (temporary structure provided by CUPB) of 14X14 ft. and to provide Printing, Photocopier, allied Services and to run a tuckshop for students and employees of the university. In addition, the same services are also required on various occasions in the university.

Eligibility – A Vendor/ Firm having an experience of at least 2 year of running the above mentioned services is eligible for tendering.

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

Tender documents containing detailed terms and conditions can be downloaded from the university website www.cup.ac.in; www.cup.edu.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 in favour of **Central University of Punjab, Bathinda, drawn on Punjab National Bank, 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 **Central University of Punjab, Bathinda, drawn on Punjab National Bank, payable at Bathinda** is also to be submitted along with the tender.

The completed 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 **Printing/ Photocopier, Stationery, Confectionaries, Eatables & General Utilities Items** super-scribed on the envelope. The name and address of the party must be mentioned on each envelope. **The Technical Bid will be opened at 01.11.2017 on 04:00 PM** at the University campus according to the policies of the University and in the presence of the Contractors or their authorized representatives. 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 tender document shall be summarily rejected. The University reserves the right to accept or reject any or all tenders without assigning any reason whatsoever. 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 year on satisfactory performance

(Registrar)

General Terms & Conditions of Tender:

1. The Vendor/firm is bound to provide the service as per the price quoted in Annexure 1 .
2. The contract will be provided to the qualified party (Technically and financially) on the lowest rates of general items (**specified in the Annexure 1-Sr. no. 1-5 & with ***).
3. Tenders received without prescribed Earnest Money Deposit (EMD) & Process 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 vender 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 vender. 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 vendor/firm 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 vendor/firm would have to make followings:
 - I. payments in respect to the contract:-
 - i. Security Deposit/Bank Guarantee - Rs. 50,000/-
 - ii. **Rent P.M. - Rs. 4000/-** (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) Photocopy machine (heavy duty-two) Printer (Heavy duty-Two B/w & one coloured) copier or printing machine and allied tools (it is necessary that the quality of photocopying or printing must be good and on qualitatively sheets);
 - b) Any other facilities need to ensure smooth functioning of the Kiosk/Tuckshop for Printing and or Photocopier Services;
12. In case of Printing & Photocopier, the machine, operator, paper, ink etc. and all other maintenance shall be of the vendor.
 13. The facilities of digital payment (**Paytm, POS, cheque etc.**) should be provided at tuck shop.
 14. The Successful vendor/firm 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. All eatables are supplied hygienically and of high quality, which will be checked time to time by University. In case if these are found substandard, rotten, stale etc. the same will not be allowed to be sold and will be destroyed and a fine will also be imposed as decided by the University Authority.
 17. The Successful vendor/firm (after completing all the conditions of contract specially security deposit & registered agreement) shall start running the shop within next ten days of acceptance of offer given by the University. If the successful vendor/firm fails to start the shop within he stipulated time the earnest money deposited will be forfeited and next eligible vendor/firm will be offered the contract.
 18. 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.
 19. The vendor/firm shall not make any additions or alterations in the premises without the prior permission of the Vice Chancellor.
 20. The Earnest money and the security deposited by the vendor/firm 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.

21. The Successful vendor/firm shall pay electricity charges on commercial rates as charged by the PSPCL Bathinda from the University and at present it is Rs. 8.00 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.
22. The Successful vendor/firm shall have to supply and provide the service on quoted rates throughout the year, while if the term is extended on request of the contractor rates may be revised reasonably with prior written permission of the University.
23. 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.
24. The Successful vendor/firm 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.
25. The Successful vendor/firm form shall submit performance bank guarantee of Rs. 50,000/- (Rupees Fifty Thousands only) as security deposit within 2 days in the favour of “**Central University of Punjab, Bathinda**”, **drawn on Punjab National Bank, payable at Bathinda** after that will receive allotment order.
26. The Successful vendor/firm 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.
27. The university will not be responsible for credit sales/ losses or pilferage.
28. 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.
29. The Successful vendor/firm 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.
30. The Successful vendor/firm should have sufficient equipment & machinery and other items normally required in a good running condition for services in issue.
31. The University reserves the right not to allow the Successful Contractor 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.
32. The Successful vendor/firm should take all safety measures while running the shop and will keep a First Aid Box duly updated/replenished from time to time. Contractor will also be responsible for the safety of the manpower engaged by him.

33. It is the responsibility of the Successful vendor/firm to get the verification of character and antecedent of the employees, employed by the Successful Contractor.
34. The Successful vendor/firm 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.
35. The Successful vendor/firm shall not sublet a part or whole of the premises to any other agency for any purpose what so-ever.
36. The Successful vendor/firm shall not indulge himself in carrying out activities other than the purpose stipulated.
37. The Successful vendor/firm shall keep the Licensor indemnified against any or all claims for damages, which may be caused to any workman of the licensee.
38. The Successful vendor/firm shall provide identity cards to its employees approved by the General Administration of the University at its own cost.
39. After the expiry of the contract period or termination of the license to run the shop, the Successful vendor/firm 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.
40. The vendor/firm shall have to abide by the terms and conditions, besides as given above as per the orders of the competent authority.
41. The formal agreement shall be made and the same will be valid initially for a period of one year and extendable if one year if required as per the order of Competent Authority.
42. Performance of the vendor/firm 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.
43. 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.
44. The Successful vendor/firm 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.
45. The garbage (Kachra) generated by the Services will be disposed of by the vendor/firm 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.
46. Any kind of misbehavior with the stakeholder will lead a penalty and may lead to termination of contract, but a committee will look the issue first and then will submit recommendation to Competent Authority after hearing both the parties.

47. 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 Contractor. Incase 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.
48. All legal disputes shall be subject to the Jurisdiction of Civil Court Bathinda only.
49. The successful vendor/firm will have to vacate the area on completion or termination of the contract for any reason whatsoever within a period of 7 days, failing which rent at the rate of Rs. 1000/- per day will be charged.
50. 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 Contractor 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.
- 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/firm:

Address:

.....

.....

Date:

Signature of vendor/firm 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/firm:

Address:

Date:

Signature of vendor/firm 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 vendor/firm	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.	GST Certificate Attached	YES / NO	
10.	Income tax clearing certificate/ ITR	YES / NO	
11.	FASSAI certificate for running services for food or related items at CUPB	YES / NO	
12.	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 Contractor (As per Annexure 1)	YES / NO	
2.	Any other supporting document attached and self-attested:	YES / NO	

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

Place :

Date :

PRINTING/ PHOTOCOPIER, STATIONERY, CONFECTIONARIES, EATABLES & GENERAL UTILITIES ITEMS

A) 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 75 gsm.	0.80/- & 1.50/-			
4.	*Final Dissertation /Thesis printout (Single Side and Back to Back) on paper 75 gsm.	2.00/-& 3/-			
5.	*Printing B&W A-4 Paper (Single Side) & back to back	0.80/- / 1.50/-			
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)	5/-			
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/-			

Note: 1. Lowest rates quoted by vendors from Sr. no (1-5specified 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.

Contd...

B) Tuck Shop Rates (For sale of Confectionery & Eatables items and Verka Products)

Sr. No.	Item	maximum Rate in Rupees	Rate by the Vendor (Less in %)	Remark
1.	Sweets (Eclairs, Polo (Small pkt), Alpenlibe, Cadbury/Amul/Nestly Chocolate)	On MRP/-		
2.	Biscuits (Parle-G, Fifty-Fifty, Coconut Cookies, Monaco, Good day, Crackjack, Cremica)	On MRP/-		
3.	Soft drinks (Pepsi/Coke etc.)	On MRP/-		
4.	Snacks (Spring Rolls-100gms, Patties 100gms, Bread Pakora-150gms, Samosa-200gms).	10/-		
5.	Namkeen (Haldiram, Lehar)	On MRP/-		
6.	Bislery Water	On MRP/-		
7.	Juices (Frooti), etc. 200 ml (Branded)	On MRP/-		
8.	Bread	On MRP/-		
9.	Candy	On MRP/-		
10.	Tea – Regular in cups (150ml.) Good Quality	8/-		
11.	Coffee in cups (150ml.) Good Quality	10/-		
12.	Verka, Amul or Neslte (Milk, Kheer, Pinnis, Icecreams, Ghee, Lassi, Dahi etc.)	5% discount on MRP/-		
13.	Daily Essential Items eg. Toothbrush, toothpaste, hair Oil, Soaps etc.	On MRP/-		
14.	Gift Items	20% On MRP/-		

Note: 1. Installation of own Refrigeration and Storage System with material and manpower.
2. Ensuring the availability of all the products listed above and including all the taxes.

Any other items required by the users will be added as per need.

NOTE: Sale of Alcohol, Cigarettes, Gutka & other toxicating items will not be permitted in the Shop.

I have understood the above and agree to provide the above listed items on quoted rates.

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

Place :

Date :

**APPLICATION PROFORMA FOR PROVIDING
PRINTING/ PHOTOCOPIER, STATIONERY, CONFECTIONARIES, EATABLES &
GENERAL UTILITIES ITEMS at Central University of Punjab, City Campus, Mansa Road, Bathinda – 151001**

Tender No. CUPB/Estab./17/026

Dated 12.10.2017

1. Name of the Vendor/Firm.....
2. Address.....
3. Telephone No. / Mobile:
4. PAN No.
5. Registration No. under shop & Estt. Act, If any.
6. Details of contracts executed during 2015-2016 & 2016-2017
 - i)
 - ii)
7. Present Assignments
 - i)
 - ii)
8. Details of Tender Fee (Rs. 500/-)
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/firm)
With name and Seal**

Place :

Date :