

हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय
Central University of Himachal Pradesh

कैंप कार्यालय, नजदीक एच.पी.सी.ए. क्रिकेट स्टेडियम, धर्मशाला, जिला - कांगड़ा, हिमाचल प्रदेश - 176 215
CAMP OFFICE, NEAR HPCA CRICKET STADIUM, DHARAMSHALA, DISTRICT KANGRA, HIMACHAL PRADESH - 176215
Phone No. 01892-229330, 229574, Fax No. 01892-229331

TENDER DOCUMENT

FOR

**PROVIDING PHOTOCOPIER AND OTHER SERVICES AT DHAULADHAR PARISAR
DHARAMSHALA, TAB SHAHPUR AND SAPT SINDHU PARISAR, DEHRA**



REFERENCE NO.	03/2020/CUHP/NIT
DATE OF ISSUE OF TENDER	18.09.2020
LAST DATE FOR RECEIPT OF TENDER DOCUMENT	12.10.2020
TIME AND DATE FOR OPENING OF THE TENDER (Technical bid)	Notice in this regard shall be uploaded on University Website
PLACE OF OPENING OF THE TENDER	Central University of Himachal Pradesh Camp Office near HPCA Cricket Stadium, Dharamshala, District Kangra H.P.
ADDRESS FOR COMMUNICATION	The Registrar, Central University of Himachal Pradesh, Camp Office, Dharamshala, Kangra District, Himachal Pradesh-176215.



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TERMS & CONDITIONS

FOR

PROVIDING PHOTOCOPIER SERVICES AT DHAULADHAR PARISAR DHARAMSHALA, TAB SHAHPUR AND SAPT SINDHU PARISAR, DEHRA

The Vendors/Contractor are advised to first inspect the site of work and fully understand very carefully about the conditions of site and nature of the work, so as to give superior quality work to institute before submitting tender. The services shall have to be carried out to the entire satisfaction of the University.

Terms & Conditions of the contract document for providing Photocopier and other services:

1. Sealed tenders are invited from the experienced service provider to provide Photostat services, scanner, Computer Printing and Spirial Binding etc. at Dhauladhar Campus, Dharamshala, Temporary Academic Block, Shahpur & Sapt Sindhu Parisar, Dehra initially for a period of one year subject to performance based extension from another spell of two years, year after year. Total term of Contract Agreement shall not exceed Three Years.
2. The bidder can participate in tendering process for all three places i.e. Dhauladhar Campus, Dharamshala, Temporary Academic Block, Shahpur & Sapt Sindhu Parisar, Dehra but the contract shall be given to three separate bidders meaning thereby one successful bidders will get the work for one place only.
3. The bids shall be submitted in two parts i.e. Technical Bid and Financial Bid on or before 12.10.2020 as under :-

A. Technical Bid (The documents to be submitted with technical bid):-

Sr. No.	Particulars	Remarks/Details of Documents
I.	Processing Fee = Rs. 500/- (Non-refundable)	
II.	EMD = Rs. 10,000/-	
III.	At least Five years working experience in Govt. Institution as a service provider of related job. Details of Institution alongwith copies of work order be attached with the Technical Bid (Attach Proof)	
IV.	Contractor/Vendor shall provide his/her PAN/TAN/GST/Aadhar Number alongwith Telephone Number/Mobile Number/E-mail to University (Attach Proof)	
V.	Last three years Income Tax Return filed with Income Tax Department (2016-17, 2017-18 & 2018-19) (Attach Proof)	
VI.	Non blacklisting undertaking by any State/Central Govt. Department duly attested by Class One Magistrate (Attach Affidavit)	
VII.	Documentary Proof of Registration under EPF and ESI Act (Attach Registration Certificate)	
VIII.	Registration under Shop & Establishment Act.	
IX.	Manpower Details	
X.	Any other mandatory document under Labour Law's.	
XI.	Machinery and Equipment Details as required in tender document.	

B. Financial Bid (The documents to be submitted with financial bid):-

The Financial Bid to be submitted in the prescribed format enclosed herewith tender document and shall be submitted in three envelopes separately for each Campus by superscribing the word "Technical Bid for Dhauladhar Campus, Dharamshala, Technical Bid for Temporary Academic Block, Shahpur & Technical Bid for Sapat Sindhu Parisar, Dehra". All document required as per terms & conditions of tender should be enclosed with Technical Bid only. Likewise the separate Financial Bid shall be quoted for each parisar separately and shall put in

separate envelope by superscribing the word "Financial Bid for Dhauladhar Campus, Dharamshala, Financial Bid for Temporary Academic Block, Shahpur & Financial Bid for Sapt Sindhu Parisar, Dehra". Thus the Technical Bid and Financial Bids both will be put in one bigger envelope and will be submitted on or before the scheduled date of opening of tender by superscribing the word for Providing Photocopier and Other Services with reference to Tender Notice dated 18.09.2020. The technical bid will be opened in the presence of bidders by a committee constituted for this purpose on an appointed day. The financial bid of only those bidders shall be considered who will qualify the technical scrutiny successfully.

4. The service provider shall have to provide the following equipments to provide efficient/quality services :-
 - I. Multifunctional Photostat Machine (one each at all campuses).
 - II. Colour Printers (one each at all campuses).
 - III. Computer (one each at all campuses).
 - IV. Scanner (one each at all campuses).
 - V. Spiral Binding Machine (one each at all campuses).
 - VI. Any other need based accessories as per job assignment.
5. The interested bidders can inspect the site between 10:00 AM to 5:00 PM on any working day by contacting the Registrar.
6. The successful service provider shall erect a temporary working space of 10'x10' which will be demolished/vacate after successful completion of contract agreement.
7. The minimum rent @ **Rs. 1,000/- (Rupees One Thousand only) per month plus GST** thereon as applicable from time to time shall be payable on or before 7th of each month. However, the tender shall be finalized on the basis of highest rate of Rent to be offered by the successful bidder. The GST shall be recovered separately over and above the rent so fixed as above or likely to be offer/quoted by the bidder. Further the successful service provider shall have to pay six months advance rent within 15 days from the date of award of work.
8. The rent @ 10% per annum shall be increased in case performance based extension is granted.
9. The successful bidder shall have to execute the contract agreement on Non-Judicial paper valuing Rs. 100/- duly attested by Class-1 Magistrate.
10. In case the service provider fails to ensure the quality services, penalty @ Rs. 500/- per occasion shall be levied. In case the service provider still fails to improve the quality and efficient services the Competent Authority shall at liberty to terminate the contract agreement and to forfeit the performance security.

11. The Service Provider shall be bound to maintain good hygienic condition surrounding of the Kiosk/space so provided under contract agreement.
12. The Service Provider shall obtain the requisite Licence from the Competent Authority, if required before the commencement of contract agreement.
13. The Competent Authority can visit/inspect the site at any time.
14. The Performance Security shall be refunded after six months from the date of successful completion of contract agreement and no interest shall be paid on the said amount by the CUHP during the currency of contract agreement.
15. Rate quoted should be inclusive of duties /taxes etc., if any.
16. The sealed offers shall be submitted on or before due date. Late quotations will not be acceptable on any account.
17. The Contractor has to provide his Mobile Number and other Telephone Number for emergency contacts.
18. The Service shall not sublet the assigned job and in the event of breach on this account shall invite the termination of contract agreement.
19. There shall be no relationship of employee and employer between the service provider and operational staff engaged to discharge the contractual obligation. In case any dispute is arisen under labour laws or for any other reason, the contractor shall dispose off the same at his own level and CUHP shall not liable for any lapse/responsibility on this account.
20. The cost of running and maintenance of Machine/Equipment, Ink, Tonner, Printing, Paper etc. and other Recurring/Non-Recurring Expenses shall be the responsibility of service provider and CUHP shall not bear any expenses/liability on this account.
21. The Service Provider is bound to use good quality paper/tonner etc. and shall be liable to periodical inspection from time to time by the Competent Authority of CUHP.
22. The service provider shall have to bear the running and maintenance cost of assigned job i.e. cost of electricity for which a sub meter or an independent electric meter may be installed, water charges, construction/demolish cost etc. of the kiosk so erected as per job assignment.
23. The successful bidder shall have to ensure the complaint free and user friendly quality services without break between 8:30 AM to 6:00 PM on all the working days and if need be, as per instructions of Competent Authority of CUHP including on Saturday, Sunday and all Gazetted Holidays in a year during the currency of contract agreement.

24. The University reserve the right to get the space so utilized/occupied vacated if the same is required for own bonafide use of educational/academic activities or for any other purpose by giving one month notice in this regard.
25. The service provider can also leave the contract by giving three months advance notice to the CUHP if the situation so warranted.
26. The service provide shall have to demolish/vacate the working space and site shall be restored to its original shape and shall be handed over to the CUHP on completion of successful contract agreement.
27. The service provider shall have to display the approved rate list of the job assigned/articles permitted to keep for sale.
28. The service provider shall have to provide the services exclusively to the student and teaching/non-teaching staff of CUHP & no private person in the premises of CUHP/Business/Commercial Activities shall be permitted/allowed in the space so provided by the CUHP.
29. The Vendor shall keep the CUHP indemnified against all claims whatsoever in respect of the employees deployed by him. In case any employee of the Vendor so deployed enters in dispute of any nature whatsoever, it will be the responsibility of the Vendor to contest and settle the same. Further the Vendor will ensure that no financial or any other liability comes on CUHP in respect of any nature whatsoever and shall keep CUHP indemnified in this respect.
30. The management reserve the right to add or delete the sale of any article or nature of service as per demand of the Student/Teaching/Non-Teaching employees.
31. The Service Provider shall have to complete the assigned job as per terms & conditions of tender document/contract agreement. In the event of any breach of trust/terms and conditions the CUHP may terminate the contract agreement and performance security shall be forfeited. The assigned job for the remaining period of contract agreement shall be got executed from another service provider at the risk and cost of the service provider concerned.
32. The Service Provider shall not keep/Store/Sold any item which are prohibited in the educational premises/institutes under various Laws.
33. In case any dispute/breach of terms and conditions of contract agreement is arisen between the CUHP and Service Provider, the matter shall be referred to the Vice-Chancellor of CUHP and who will act as an arbitrator under the contract agreement and the decision of the arbitrator shall be binding on both the parties.

Read and Accepted

Signature of Quotee(s)
With seal and date

Undertaking of Non-Blacklisting
(To be submitted on Rs. 100/- Stamp Paper duly attested by Class-1 Magistrate)

- (I) I undertake that neither I/We nor any partner/worker of our firm indulge in any sort of malpractices, unethical business and shall assure that in further also continue to do the business with same spirit in the event of short listing/award of work.
- (II) I/We also undertake that neither I/We nor the firm has been blacklisted by any Institution of Central/State Govt. or Government owned Board/Corporation/ Autonomous Bodies.
- (III) Further I/We do undertake that there will be no breach of trust in fulfilment of contractual obligation during the currency of contract agreement.

Dated:-_____

Signature_____

Name of Contractor/Firm_____

Address_____

PERFORMA FOR FINANCIAL BID (DHAULADHAR CAMPUS, DHARAMSHALA)

(TO BE SUBMITTED IN SEPARATE ENVELOPE)

Sr.No.	Items/Particulars				Rates Quoted
1.	Photostat on one side on A4 size paper of 75GSM per page				
2.	Photostat on both side on A4 size paper of 75GSM per page				
	Spiral binding per book containing pages				
3.	1-50 pages				
4.	51-100 pages				
5.	101-150 pages				
6.	151-200 pages				
7.	200 and above				
8.	Computer printing black and white				
9.	Computer printing coloured				
	Other items	Brand	Size	Printed rates (MRP)	Discount offered
10.	Ball pen				
11.	Note book				
12.	Assignment sheets				
13.	Lamination A4				
14.	Led pencil				
15.	Rubber				
16.	Sketch pen				
17.	A4 sheets				
18.	Strip files				
19.	Report file				
20.	Ring file				
21.	A4 paper ream				

Signature of Quotee(s)
With seal and date

**PERFORMA FOR FINANCIAL BID (TEMPORARY ACADEMIC BLOCK, SHAHPUR)
(TO BE SUBMITTED IN SEPARATE ENVELOPE)**

Sr. No.	Items/Particulars				Rates Quoted
1.	Photostat on one side on A4 size paper of 75GSM per page				
2.	Photostat on both side on A4 size paper of 75GSM per page				
	Spiral binding per book containing pages				
3.	1-50 pages				
4.	51-100 pages				
5.	101-150 pages				
6.	151-200 pages				
7.	200 and above				
8.	Computer printing black and white				
9.	Computer printing coloured				
	Other items	Brand	Size	Printed rates (MRP)	Discount offered
10.	Ball pen				
11.	Note book				
12.	Assignment sheets				
13.	Lamination A4				
14.	Led pencil				
15.	Rubber				
16.	Sketch pen				
17.	A4 sheets				
18.	Strip files				
19.	Report file				
20.	Ring file				
21.	A4 paper ream				

Signature of Quotee(s)
With seal and date

PERFORMA FOR FINANCIAL BID (SAPT SINDHU PARISAR, DEHRA)

(TO BE SUBMITTED IN SEPARATE ENVELOPE)

Sr. No.	Items/Particulars				Rates Quoted
1.	Photostat on one side on A4 size paper of 75GSM per page				
2.	Photostat on both side on A4 size paper of 75GSM per page				
	Spiral binding per book containing pages				
3.	1-50 pages				
4.	51-100 pages				
5.	101-150 pages				
6.	151-200 pages				
7.	200 and above				
8.	Computer printing black and white				
9.	Computer printing coloured				
	Other items	Brand	Size	Printed rates (MRP)	Discount offered
10.	Ball pen				
11.	Note book				
12.	Assignment sheets				
13.	Lamination A4				
14.	Led pencil				
15.	Rubber				
16.	Sketch pen				
17.	A4 sheets				
18.	Strip files				
19.	Report file				
20.	Ring file				
21.	A4 paper ream				

Signature of Quotee(s)
With seal and date

PROFORMA FOR TECHNICAL BID (TO BE SUBMITTED IN SEPARATE ENVELOP)

Note: Details filled in this proforma should accompanied with sufficient documentary evidence, in order to verify the correctness of the information:-

Sr. No.	Particulars	Remarks/Details of Documents
I.	Processing Fee = Rs. 500/- (Non-refundable)	
II.	EMD = Rs. 10,000/-	
III.	At least Five years working experience in Govt. Institution as a service provider of related job. Details of Institution alongwith copies of work order be attached with the Technical Bid	
IV.	Contractor/Vendor shall provide his/her PAN/TAN/GST/Aadhar Number alongwith Telephone Number/Mobile Number/E-mail to University.	
V.	Last three years Income Tax Return filed with Income Tax Department (2016-17, 2017-18 & 2018-19)	
VI.	Non blacklisting undertaking by any State/Central Govt. Department duly attested by Class One Magistrate.	
VII.	Documentary Proof of Registration under EPF and ESI Act	
VIII.	Registration under Shop & Establishment Act.	
IX.	Manpower Details	
X.	Any other mandatory document under Labour Law's.	
XI.	Machinery and Equipment Details as required in tender document.	

Declaration: I/We undertake that the terms & conditions stated/incorporated in Tender Document is acceptable for us/firm.

Dated:

Signature_____

Place:

Name of Vendor /Contractor_____

Address_____

Important Note:-

All three financial bids put in separate envelop and technical bid put in separate envelop may be submitted by putting all four envelops in one bigger envelop by subscribing the word "Technical Bid & Financial Bid for with reference to tender scheduled to be opened on (*Notice in this regard shall be uploaded on University Website*).