**TENDER FORM FOR STATIONARY AND XEROX SERVICE**

AT BITS Edu Campus N.H.#8, Varnama, Vadodara – 391 240.

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| --- | --- |
| Tender fees  Non Refundable  Rs.5000/-  (DD/Pay Order of  Nationalized  Bank only) | DD/Pay Order No.\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for Rs. 5000/-  (Rs. Rupees Five thousand only) (Non Refundable) drawn on  H.D.F.C. Bank, Manjalpur, Vadodara in favour of BABARIA INSTITUTE OF  TECHNOLOGY, BITS Edu Campus, N.H.#8, Varnama, Vadodara  391240, Payable at Vadodara. |

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| --- | --- | --- | --- |
| **AGENCY / FIRM / COMPANY PROFILE** | | | |
| Sr. | Required Information | | Description |
| 1 | Name of the Agency / Firm / Company | |  |
| 2 | Address of the Agency / Firm / Company | |  |
| 3 | Legal Status (Individual, Proprietary,  Partnership Firm, Limited Company,  Corporation, etc.) | |  |
| 4 | Name, Designation and Telephone Nos.  Of the Proprietors / Owner/Directors  Fax No:  Mail ID: | |  |
| 5 | Month and Year of Commencement of  Business. | |  |
| 6 | Statutory Details (Photocopies to be  Attached) :   1. Registration No of the Firm:   (as per Shop & Establishment Act)   1. PAN No: 2. GST Registration No.: 3. P.F. Registration No.: 4. ESI | |  |
| (Attested Photocopy of all the above documents should be attached) | | | |
| 7 | Man Power Resource Available |  | |

List of the present and the past clients in the following format. Please attach Client’s Certificate / Work Order etc clearly giving period of Contract.

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| --- | --- | --- | --- | --- | --- | --- |
| Sr.  No. | Name of the  Organization  With complete  Postal address | Name and  Designation of  The Contact  Person with Tel/Mob No(s)  Email ID | Period for  Which the  Contract  Is / was  awarded | Payment received for the years  Please submit documentary  Evidence i.e. extract of P&L A/c,  B/S and I.T. Return | | |
| 2015-16 | 2016-17 | 2017-18 |
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TENDER FOR STATIONARY AND XEROX SERVICES

At BITS Edu Campus, N.H. # 8, Varnama, Vadodara – 391 240

**INTRODUCTION:**

There are two stationary stores at the BITS Edu Campus, N.H. # 8, Varnama, Vadodara – 391 240. (1.) “**Technology”** (2.) “**Pharmacy** & **Physiotherapy”**. This tender is intended for the stationary and Xerox services for the Four Institutes named BABARIA INSTITUTE OF TECHNOLOGY, BABARIA INSTITUTE OF PHARMACY, BITS INSTITUTE OF PHYSIOTHERAPY AND proposed KRISHNA AYURVED MEDICAL COLLEGE and the students of the above mentioned colleges managed by Shree Krishna Educational and Charitable Trust, at BITS Edu Campus located at N.H.# 8, Varnama, Vadodara 391240.

**SCOPE:**

The Contractor is required to supply the stationary materials and Xerox copying services and also printing and binding services to at least 3600 students and approximately 475 staff members. The Contractor will also provide the services of Xerox and Stationary to the Admin and Academics departments of the Campus.

The offers should be submitted in a sealed covers one super scribed “Tender for Stationary Shop”. The last date of submission of Tender is 05/06/2018 **on** **or before 04.30 pm.** The Tender shall be opened at **10.30 am** on 09/06/2018 in thepresence of attending tenderers or their authorized representatives.

**INFORMATION OF THE TENDERER**

1. Name of the Tenderer and Agency :………………………………………………

2. Details of the Tender Fees. Rs. 5000/-(Rupees Five Thousand only )

D.D./Pay order No………………………………………

Issuing Bank……………………………………………….

3. Details of Experience in the similar Field (Attach copies from the Agency)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.N. | PERIOD | | ORGANIZATION | DETAILS OF STATIONARY SERVICES |
|  | FROM | TO |  |  |
|  |  |  |  |  |

1. Infrastructure available with the Agency ( YES/No)
2. Photocopy Machine (B/W & Colour )
3. Computer (with latest Hardware and Software)
4. Laser Printer(B/W & Colour)
5. All Office, Academic and students stationary :
6. Binding Machine (with all Binding Materials):
7. Any other information :
8. PAN Card No. of Tenderer :
9. Registration No :
10. Contact No.:
11. Mobile No. :
12. Address :

**Terms and Conditions For the award of ‘Stationery Shop Contract’ for BITS Edu Campus, N.H.#8, Varnama, Vadodara 391240.**

1. The Tenderer can submit one tender for each shop and can also submit the tender for both the shops. Tender fees, security deposit and rent will be separate for both the shops.
2. The Tenderer will have to take prior permission to print any materials using logo of the BITS Edu Campus or any of the Institutes.
3. The contractor should be ensured that the items listed as per Annexure-I shall be available at the Stationery Shop and rates of the items will be mutually decided by contractor and the BITS Edu Campus Authority. Rates should not be charged more than the prevailing Market Rate/MRP.
4. Tender should be submitted in official tender format obtained from the website only. If submitted in any other format the same shall be summarily rejected.
5. The schedules issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications/alterations of the schedules considered necessary by the tenderer should be in the separate letter accompanying the tender.
6. No paper shall be detached from the tender.
7. The name and address of the tenderer 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 tenderer. 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.
8. The tender is liable to be ignored if complete information is not given there in or if the particulars and date (if any) asked for in the Schedule to the tender are not filled in.
9. Individual signing the tender or any other documents pertaining to the tender must specify whether he signs as :
   1. A sole proprietor of the concerned or constituted attorney of such sole proprietor.
   2. A partner of the firm if it is a partnership firm, In that case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of partnership agreement or by a power of attorney duly executed by the partners of the firms.
   3. Director or Principal Officer duly authorized by the Board of Directors of the company.
   4. In case of (9-b) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate or registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other relevant documents must be signed by all the partners of the firm. In case of (9-c) the person signing the tender should be authorized by a resolution passed by the board of directors and a copy of the resolution attested by the Principal Officer should be attached.
10. The tender submitted in sealed envelopes mentioned “Tender for Stationery Shop” addressed to the Campus Director, BITS Edu Campus, N.H.#8, Varnama, Vadodara – 391 240
11. A demand draft of Rs.5000/- (Rupees Five thousand only) per shop is required to be deposited as a Tender Fees in favour of “Babaria Institute of Technology" and/or “Babaria Institute of Pharmacy” payable at Varnama.
12. Late tenders will not be considered.
13. BITS Edu Campus, N.H. # 8, Varnama, Vadodara – 391 240 reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.
14. The contractors shall be responsible for engaging adequately trained manpower required for providing good Stationery Services in the Institute and arrange payment to the staff engaged as per Labour laws, minimum wages Act. PF, ESI, & Service Tax provisions etc.
15. The employees of the Contractor should possess sound health and be free from any bad habits, diseases, especially contagious and frequently recurring diseases and they should preferably wear uniform while on duty. The contractor will, prior to the commencement of the operation of contract, make available to BITS Edu Campus, N.H. # 8, Varnama, Vadodara – 391 240 to the particulars of all the employees who will be employed, such particulars inter-alias should include age, date of birth, permanent address and the police verification report for the employees, should be enclosed.
16. The contractor shall be responsible for the payment of wages and allowances to his staff as per Minimum Wages Act of Labour Laws of GUJARAT State in force and all statutory dues to the persons employed by him. The Contractor shall be further responsible for proper discipline for the employees engaged by him and their work besides observing other obligations. No child labours shall be permitted by BITS Edu Campus, under this contract. Further the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligations regarding the personnel / labour, the contractor shall be responsible and liable for the same. Further, in the event any claim, action or suit is imposed against BITS Edu Campus, the contractor shall be required to reimburse to BITS Edu Campus, any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. BITS Edu Campus, N.H. # 8, Varnama, Vadodara – 391 240 also reserves all the rights to deduct these amounts from the payment due to the contractor while settling the payments.
17. The contract shall remain valid up to one year from the date of contract and it may be renewed on mutually acceptable terms and conditions. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, BITS Edu Campus, N.H. # 8, Varnama, Vadodara – 391 240 may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. BITS Edu Campus’ decision that a breach has occurred will be final and shall be accepted without demur by the contractor.
18. The contractor shall be liable with regard to compliance of all the laws, regulation, rules and directions give by any statutory authority with regard to safety, labour laws or any other laws both Central & State in force in the state of GUJARAT including registrations with Provident Fund, Copy Right-Acts, Employees State Insurance, etc. An attested copy of all such statutory registrations shall be enclosed to the tender. The contractor shall comply with all the statutory regulations on control and regulation of piracy issued and revised from time to time.
19. The contractor shall be responsible to maintain the premises of the building, equipment and other articles supplied by the BITS Edu Campus in good condition. In case of any damage, they shall be responsible to carry out the repairs without any delay to avoid any interruption in services. Entire cost of repairs shall be borne by the Contractor himself. In case of theft or damage, contractor shall replace items lost, broken or damaged with items of the same quality at his own cost and expense.
20. BITS Edu Campus shall in no way be responsible for any default with regard to statutory obligation and the contractor will indemnify BITS Edu Campus in case of any damage, which may arise on account of action of contractor.
21. Services to be provided by contractor are indicated in the Annexure-II attached.
22. Dispute, if any, arising out of the contract shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the BITS Edu Campus, N.H. # 8, Varnama, Vadodara – 391 240.
23. Tender shall be accompanied by the relevant documents including the following :-
    1. Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing / has provided Stationery.
    2. Deployment pattern of staff proposed and other details for the efficient satisfactory performance of the contract.
    3. Certificates supporting all statutory registrations.
24. The contractor will follow the instructions of designated officers of BITS Edu Campus and report to him every month to make checks on day to day activities of the services rendered. The contractor shall extend full co-operation to the designated officer from time to time.
25. On termination of the agreement, the contractor will hand over the building, all the equipments/articles as supplied by the BITS Edu Campus in good working condition back to BITS Edu Campus.
26. Extreme care must be taken to ensure while carrying out the work so that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired/replaced by the contractor at his cost, failing which the same will be got done at his risk and cost and the same will be recovered from the Security Deposit. The decision of the Designated Officer shall be final and binding on the contractor.
27. All work shall be carried out with due regards to the convenience of BITS Edu Campus. The orders of the concerned authority shall be strictly observed.
28. The contractor will work in closed co-operation and co-ordination with other agencies working at site.
29. The contractor has to deploy adequate number of trained and professional staff who has to work during holidays, late hours and Sundays as well according to the requirement and convenience of BITS Edu Campus and the occupants, while ensuring weekly offs of his/her employees as per statutory requirements.
30. The contractor shall be fully responsible about the conduct of his employees and shall ensure that their behaviour with the students, residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to immediately remove the person concerned and engage a new one within (48) hours of intimation. The decision of the Designated Officer in this regards shall be final and binding on the contractor.
31. BITS Edu Campus is not bound to provide any mode of transport in respect of men or material required for the contract.
32. The contractor shall at all times indemnify and keep indemnified the Principal Employer, the Head of the Officer and its officers, servants and agents for and against all third party claims whatsoever (including time not limited to property loss and/or damage, personal accident, injury or death of and/or property and/or person of any sub-contract and/or the servants and/or agents of the contractor any sub-contractor(s) and/or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under workman’s Compensation Act/Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act and/or their Industrial Legislation from time to time in force.
33. The payment towards supply of Office stationery items to Office and Academic Stationery to Academic Departments shall be released on monthly basis after satisfactory completion of the job and for the work actually done on submission of the statement indicating department-wise amount. The original requisition Slip duly signed by Head of the Departments should also be attached with all the bills. Income Tax (TDS), as applicable at prevailing rate will be deducted at source.
34. The contractor shall deposit Rs.1,00,000/- (Rupees One Lac Only) per shop as a Security Deposit with BITS Edu Campus. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the contractor to BITS Edu Campus.
35. The Contractor shall pay monthly rent Rs.10000/- (Rupees Ten thousand only) for each shop.
36. BITS Edu Campus will provide separate electric meter to each shop and the electricity bill will be paid by the contractor after every bill from the electricity board.
37. The contractor shall get both the shops coloured during the contract period as per suggestion by the BITS Edu Campus. If the contractor is not doing so the expenses shall be deducted from the security deposit.
38. The contractor shall also bear expenses towards the breakage to the shops if there is any, otherwise it will be recovered from the security deposit.
39. The workmen employed by the contractor shall be directly supervised and controlled by the contractor. BITS Edu Campus shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against BITS Edu Campus for service or legalization of services by virtue of being employed at BITS Edu Campus against any temporary or permanent posts at BITS Edu Campus.
40. The contractor shall ensure that either he himself or his representative is available for proper Administration and supervision at the works.
41. The location may be changed from time to time as per the convenience of BITS Edu Campus keeping it’s academic requirements as their utmost priority. The place and its interior so identified for locating the services has to be suitably designed and modified by the contractor at his own cost. The interiors so created by the contractor for offering Office and Academic and Students stationery will have to be dismantled and taken away by the Contractor at the termination of contract and clear site along with the fixtures and fittings have to be handed over to BITS Edu Campus in the same condition.

The agency/firm/company to whom the above terms and conditions are acceptable, shall submit their complete tender form along with the Annexure to this office by 4.30p.m. in sealed cover on or before 05/06/2018 with demand draft Rs. 5,000/- (Rs. Five thousand only) per shop in favour of BABARIA INSTITUTE OF TECHNOLOGY/BABARIA INSTITUTE OF PHARMACY, BITS Edu Campus, N.H.#8, Varnama, Vadodara 391240, payable at Vadodara as “Tender Fees”. The tenders will be opened on 09/06/2016 at 10.30 a.m., at the BITS Edu Campus, N.H.#8, Varnama, Vadodara – 391 240.

**Annexure I**

**Price of Stationary and Xerox**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr.No. | Particulars | Qty | Make | Price |
| 1 | Libra Pro - Circle 360 | 1 |  |  |
| 2 | Protractor | 1 |  |  |
| 3 | Mini drafter Omega | 1 |  |  |
| 4 | S. Square Omega (Set) | 1 |  |  |
| 5 | Stencil 3in1 (4-6-8) | 1 |  |  |
| 6 | 0.5 Pencil faber Castell | 1 |  |  |
| 7 | 0.5 Pencil Camlin | 1 |  |  |
| 8 | 0.5 Pencil Cello | 1 |  |  |
| 9 | 0.5 Pencil Cello | 1 |  |  |
| 10 | 0.5 Pencil Artline | 1 |  |  |
| 11 | S. Square Khyati (Set) | 1 |  |  |
| 12 | D. Sheet with print | 1 |  |  |
| 13 | F.S. Note Book 70 Pages | 1 |  |  |
| 14 | F.S. Note Book 90 Pages | 1 |  |  |
| 15 | F.S. Note Book 120Pages | 1 |  |  |
| 16 | F.S. Note Book 180 Pages | 1 |  |  |
| 17 | F.S. Note Book 200 Pages | 1 |  |  |
| 18 | BIT page multi colour print 70GSM-with Packing | 90 |  |  |
| 19 | Graph- 70 GSM multi colour printing | 1 |  |  |
| 20 | Index-70 GSM multi colour printing | 1 |  |  |
| 21 | Certificate-70 GSM multi colour printing | 1 |  |  |
| 22 | Xerox (B to B Paper) | 1 |  |  |
| 23 | Print B & W (100 GSM) | 1 |  |  |
| 24 | Colour Print (100GSM) | 1 |  |  |
| 25 | Spiral Binding (A/4) | 1 |  |  |
| 26 | Lamination (A/4) | 1 |  |  |
| 27 | Eng. Compass Box | 1 |  |  |
| 28 | Eng. Compass Box | 1 |  |  |
| 29 | Eng. Compass Box | 1 |  |  |
| 30 | Eraser | 1 |  |  |
| 31 | Sharpener | 1 |  |  |
| 32 | Drawing Clips Plastic | 01Pkt. |  |  |
| 33 | Drawing Clips Steel | 01Pkt. |  |  |
| 34 | Sketch Book(A/3Size) Title- Multi Colour every Page Print | 40Pages |  |  |
| 35 | Sheet Container | 1 |  |  |
| 36 | Books |  |  |  |
| 37 | File | 1 |  |  |
| 38 | File | 1 |  |  |
| 39 | File Folder | 1 |  |  |
| 40 | File Folder | 1 |  |  |
| 41 | Plastic Folder | 1 |  |  |
| 42 | Plastic Folder | 1 |  |  |
| 43 | Leg, Page S.P. Binding | 1 |  |  |
| 44 | A/3 S.P. Binding | 1 |  |  |
| 45 | Pen | 1 |  |  |
| 46 | Fevi Stick | 1 |  |  |
| 47 | Fevi Kwik | 1 |  |  |
| 48 | Institute Xerox A/4 | 1 |  |  |
| 49 | Institute Xerox Legal | 1 |  |  |
| 50 | Institute Xerox A/3 | 1 |  |  |
| 51 | Print A/4 (Colour) | 1 |  |  |
| 52 | Print Legal (Colour) | 1 |  |  |
| 53 | Print A/3 (Colour) | 2 |  |  |

**Annexure II**

**SERVICES TO BE PROVIDED to BITS Edu Campus by the Contractor of the Stationery Shop/s :**

During the continuance of the Contract of Stationery shop the agency/contractor shall take over every responsibility for providing all the stationery items (As per enclosed Annexure-I) and photocopy Service.

The scope of service to be rendered under this agreement includes the following :

1. To run the Office, Academic and Students stationery (As per enclosed Annexure-I) by making his own investment and stock and sell all the items relating to stationery supply as per the requirements of BITS Edu Campus authorities and students specified from time to time.
2. To provide the stationery and services to BITS Edu Campus staff and students at competitive rates. This shall not be more than the MRP and Market Rate.
3. To upgrade the service as per the technological developments taking place in the areas of computer hardware, Xeroxing, binding, etc.
4. To provide access to the committee constituted by BITS Edu Campus for monitoring the quality, specification and rates and act as per the advice and instructions of the said committee/management of BITS Edu Campus.
5. To display the rates of all major items and photocopy charges in the shop.
6. The contactor shall be responsible to ensure the conduct and behavior of the persons employed by them for running the shop.
7. The payment for the monthly bills towards supply of Office Stationery (As per Annexure-I) shall be supported by authorization for supply of such services and will be settled within a month of submitting the bills in duplicate. TDS will be deducted as per Income Tax Rules in force.
8. The contractor is required to obtain all local licenses for running the stationery and photocopy zone as per the requirement of statute in force and revise from time to time.
9. The contractor shall indemnify BITS Edu Campus against any liability towards non compliance of any of the statutory obligations required to be fulfilled while operating such service in the premises of BITS Edu Campus.
10. The contractor shall disburse wages to the staff deployed in the stationery shop as per the prevalent minimum wages fixed by the Govt. of GUJARAT besides fulfilling all other statutory obligations of PF, ESI Service Tax etc.
11. To ensure security of moveable and immovable property of BITS Edu Campus premises handed over against theft or damage.
12. Subletting of contract shall not be permitted.
13. The Xerox copier and Printer machine, shall be of reputed brands like Modi, Xerox, Canon, Godrej having latest configuration and not older than one year.
14. BITS Edu Campus administration & students shall have freedom to procure stationery items from open market.
15. BITS Edu Campus will not be responsible to provide any residential accommodation to personnel deployed by the contractor.

**UNDERTAKING BY THE TENDERER**

We have carefully gone through all above terms and condition for provision of stationery shop at BITS Edu Campus. We agree to all these conditions and offer to provide Services at BITS Edu Campus. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have inspected the Institute premises, and have acquainted ourselves with the tasks for providing of stationery, xerox and printing before making this offer. We hereby sign this undertaking in token of our acceptance of conditions listed above**.**

Place

Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone No : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_