



**Expression of Interest  
for Running the Stationery Shop**

**Indian Institute of Information Technology Design and Manufacturing,  
Kurnool**

We are in the process of selection of the vendor to operate a Stationery shop in the campus. The terms and conditions on which the contract is to be awarded are given in the following pages and are divided under the following headings:

- Terms and conditions along with responsibilities of the licensee
- Rules pertaining to the daily functioning of the stationery hop
- Penalties for violation of rules
- The format for Bid
- Prices of services and products

- ❖ Tenders are invited to establish and Stationery Shop at IIITDM KURNOOL.
- ❖ Duly filled tender form documents in a sealed envelope should personally delivered or sent by registered post only so as to reach the Institute by 26.07.2019 till 2.00 P.M
- ❖ Tender will be opened on 26.07.2019 at 4.00 P.M.
- ❖ For more details, please refer terms and conditions for Stationery Shop.
- ❖ Institute reserves the right to accept/reject any or all tender without assigning any reason thereof.
- ❖ Before submitting the tender, the service provider is advised to visit the Institute to apprise himself of the logistics of the prospective assignment
- ❖ The Stationery shop is a facility provided to the students and staff in addition to the regular student mess. The Stationery shop will be open on all days.
- ❖ The Stationery shop is open to students / Faculty/staff and others visitors. Approximately 460 Students & Staffs are expected to utilize the facility.
- ❖ The Stationery shop is required to be run compulsory throughout the year and thorough the day of working time form **08.00 AM to 8.00 PM**
- ❖ The Registrar (i/c) reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest tender. The decision of the Registrar (i/c), IIITDM KURNOOL in this regard shall be final and binding on all.

## **TERMS AND CONDITIONS ALONG WITH RESPONSIBILITIES OF VENDOR**

### **The important terms and conditions are listed below:**

1. Furniture for the Stationery shop will be provided by the licensee. All the equipment required for the Stationery/Xerox shop have to be purchased by the licensee itself. Maintenance of all the equipment being used by the vendor is solely his responsibility.
2. The contract shall be initially for a period of one year and may be extended for a further period at the discretion of competent authority.
3. A refundable security of Rs. 5000.00 shall be deposited by the Licensee with the Institute on or before the execution of the License Deed.
4. Minimum License Fee will be Rs. 500.00 per month or higher bid offered by the Licensee.
5. The minor work (maintenance) will be borne by the Stationery shop contractor.
6. Monthly License Fee shall be deposited by the Licensee by the 7<sup>th</sup> of every of month of advance.
7. Monthly electricity charges will be paid by Licensee as per unit given by submeter @ Rs. 8-9 per unit. The charges would be deposited by the Licensee by 7<sup>th</sup> of every month in advance(\*subject to change as rates applicable from time to time)
8. If the Licensee fails to pay the License Fee, and Electricity Charges in time or does not abide to their terms and conditions of the License, the License will be terminated and it will be awarded to another party.
9. The quality of stuff/material will be of good quality and branded. The prices of all the items shall be fixed in consultation with Institute committee approved by the Registrar and full price list shall be displayed on prominent places.
10. The Licensee shall be personally responsible for strict and genuine compliance of Municipal by laws relating to sanitary conditions and provide liveries to the staff of the Stationery shop.
11. The Stationery shop will not be closed on any working day except with the prior permission of the Registrar.

12. Rate list should be displayed in the Stationery shop written with white paint on black. Any modifications/changes to be made in the prices, approval should be taken from the Registrar.
13. It will be the sole responsibility of the Licensee to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract.
  - a. Minimum Wages Act 1948.
  - b. Employee Provident Fund Act 1952
  - c. Employee State Insurance Act 1948
  - d. Contract Labour (Abolition & Regulation) Act 1970.
  - e. Industrial Employment (standing orders) Act and rules 1946.
  - f. Prohibition of Child Labour Act 1986.
  - g. Payment of Bonus Act and Rules 1965.
  - h. Workmen compensation Act 1923
14. The Registrar reserves the right to reject or accept any tender without assigning any reason whatsoever.
15. Contractor Company must have experience of running the Stationery shop in educational institutions/colleges or similar places.
16. The licensee shall furnish his shop with high quality furniture and start his business immediately, failing which the license shall be treated as cancelled.
17. Issues related to cleanliness and shopkeeper in the shop: Cleaning and housekeeping of shop area will be the sole responsibility of the vendor. IIITDM Kurnool would reserve the right to check on cleanliness and upkeep of premises and quality of provisions
18. The agency/firm/company should ensure that all the employees are free from communicable diseases. Medical Certificate to this effect should be available for inspection by the authorities. If any worker is found medically unfit, he/she may not be given permission to continue his/her duties and contractor has to replace them immediately without fail.
19. All expenses related to the functioning of the employees engaged by the agency/firm/company shall be in the scope of the agency/firm/company.
20. Liability/responsibility in case of any accident causing injury/death to Stationery shop worker or any of his staff shall be of the contractor. The Institute authorities shall not be responsible in any means in such cases.
21. The successful tender will have to make an agreement with IIITDM Kurnool on terms and conditions of the contract on a Rs. 100/- stamp paper, the cost of which will be borne by the contracting agency/firm/company.
22. The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or

sub-contract its rights and liabilities under this contract to any other agency.

23. The contracting agency/firm/company shall get suitable instructions from the Registrar / Designated Official of IIITDM Kurnool and shall provide the services promptly as per requirement.
24. The Registrar, IIITDM Kurnool reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
25. The Committee of the Institute will over all supervise the Stationery shop operations.
26. The company / agency is responsible for removal and disposal of waste / garbage from daily Stationery shop operation.
27. The Company / Firm / Agency shall collect the charges from users and the Institute is not responsible for collection of any charges from users.
28. Ensure that all employees are well mannered and display courteous behavior.
29. No accommodation, no changing/resting room, will be provided to the workmen of the vendor.

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

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

1. Any complaint about selling the services or products at a higher price than the pre-decided price will attract a minimum penalty of Rs. 500/ per incidence.
2. Any complaint about selling any service/product without the permission of concerned authorities will attract a minimum penalty of Rs. 500/ per incidence.
3. For any rule stated in the agreement first violation of the rule implies fine as per the rule. Second and subsequent violations of the same rule on a different day of the previous fine will attract triple the initial amount of fine on the contractor.
4. The final decision of fines being imposed lies with the Registrar.
5. The vendor has to pay the fine imposed to Institute within 15 days of the fine imposed date.

## IIITDM KURNOOL

### PROFORMA TO BE SUBMITTED BY CONTRACTORS/OPERATORS WHILE SUBMITTING SEALED TENDER FOR OPERATING THE STATIONERY SHOP AT IIITDM KURNOOL

#### ORGANIZATION DETAILS

1.	Name of the organization	
2.	Address of the organization	
	Registration No.	
3.	Contact Details	
	<ul style="list-style-type: none"><li>• Land Line</li></ul>	
	<ul style="list-style-type: none"><li>• Mobile</li></ul>	
	<ul style="list-style-type: none"><li>• Email</li></ul>	
4.	Mention	
	<ul style="list-style-type: none"><li>• Pan No.</li></ul>	
	<ul style="list-style-type: none"><li>• Tan No.</li></ul>	
	<ul style="list-style-type: none"><li>• GST No.</li></ul>	
	<ul style="list-style-type: none"><li>• Registration Details with the Govt. Bodies</li></ul>	
	<ul style="list-style-type: none"><li>• VAT (TIN) (Attach Photocopy)</li></ul>	
5.	If a Co-operative Society, please indicate Regn. No. and date of Regn.	
6.	Name of your Bankers & Address	

7	Mention the names & address of Organizations with whom worked in past ten years.	
8.	Total years of experience of Stationery shop	
9.	Names and address of the organizations with whom presently working and staff deployed at Stationery shop	
10.	Give detail show the units/canteen/supplies, mentioned above, is being supervised by the Proprietor/Head.	

**NOTE: Attach all relevant documents in support of above statements.**

**Quotation for License Fee to be paid to the IIITDM KURNOOL**

<b>License Fee to be paid to the IIITDM KURNOOL Per Month</b>	
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**Declaration**

I declare that the information given above is true and correct to the best of my knowledge & belief and nothing has been concealed thereof.

**SIGNATURE :**

**NAME :**

**FIRMNAME :**

**DATE :**



### **Information to be provided with the Bid**

1. Details of Experience of handling Xerox / Stationery shop: Current and Earlier (during the last 2 years). Please include copies of Audited Profit & Loss Accounts for values of Rs.1 lakh and above for contract periods of one year.
2. Any other pertinent information.

### **Documents to be provided with the Bid**

1. Photocopy of the following documents:
  - a) Bank solvency certificate
  - b) Income tax return certificate last year
  - c) Copy of PAN Card
  - d) Details about PF/ESIC registration (If applicable)
  - e) Balance Sheet last year
  - f) Partnership deed (If applicable)
  - g) Sales Tax certificate
  - h) Shop Establishment Registration certificate from Government

**Please note that bids without the information and documents mentioned above will be rejected without further consideration.**

**Below mentioned items are to be kept in stationery Shop (All the mentioned items will be sold as per the MRP)**

1. Stationery Items: Notebook, Spiral binding book, Folder, File, Pen, Pencil, Coloured pencils, Coloured pens, Ruled and unruled sheets, Eraser, Sharpener, Cutter, ED sheets, Scale, Geometry equipments, Highlighter, Permanent markers, ED equipments, Scissors, Fevicol, Fevistick, CD/DVD, Stapler, Envelope, Cello tape, Glue, Sticky Tape, Packing Tape, Paper clips, Rubber bands, Drawing pins, Hole punch, Index cards, Laboratory Journals, Tissues, Desk Pads.
2. Electronics: LAN cord, Mouse, Calculator, Memory card, Pendrive, Card Reader, Battery, Pencil cells.
3. All types of Recharge of every Network

**Below mentioned are the service/facilities to be incorporated in Stationery Shop**

1. A4-Colour print out (70 GSM, 80 GSM & 100 GSM)
2. A4-Black & White print out (70 GSM, 80 GSM & 100 GSM)
3. Scanning A4 paper
4. A3-Colour print out
5. A3-Black & White print out
6. Scanning A3 paper,
7. Xerox - One side
8. Xerox - Two-sided
9. Laminating A4 paper
10. Laminating A3 paper
11. Spiral Binding

**Any new product to be sold on the shop is to be cross verified beforehand with Institute Administration.**

### **Selection Procedure:**

1. Base price is mentioned below for all the services.
2. The higher bid among the shortlisted vendors will be awarded the contract.
3. Base prices for above-mentioned services are-
  - A4-Colour print out (Text) - ₹ 8 per paper
  - A4-Colour print out (Image) - ₹ 12 per paper
  - A4-Black & White print out - One Sided - ₹ 1.5
  - A4-Black & White Print Out - Two Sided - ₹ 2
  - Scanning A4 paper - ₹ 7 per paper
  - A3-Colour print out (Text) - ₹ 15 per paper
  - A3-Colour print out (Image) - ₹ 22 per paper
  - A3-Black & White print out - ₹ 2 per paper
  - Scanning A3 paper- ₹ 15 per paper
  - Xerox - One side - ₹ 1.5
  - Xerox - Two-sided - ₹ 2
  - Laminating A4 paper - ₹ 15 per paper
  - Laminating A3 paper - ₹ 25 per paper
  - Spiral Binding - ₹ 20 (less than 200 pages)
  - Spiral Binding - ₹ 25 (more than 200 pages)

### **TERMINATION:**

IIITDM Kurnool reserves the right to terminate the Contract by giving one month's prior written notice of the same and this agreement will stand terminated on the expiry of the one month period (for notice by IIITDM Kurnool) and 3 months period (for notice by agency) provided always that the Company has fulfilled and complied with all its obligations to IIITDM Kurnool in connection with and under this Agreement at the date of such termination.