

STATE UNIVERSITY OF PERFORMING AND VISUAL ART
SECTOR - 06 ,ROHTAK

E-Tender Notice

E-TENDER TO RUN A STATIONERY SHOP AT STATE UNIVERSITY OF PERFORMING AND VISUAL ARTS, SECTOR-6, ROHTAK.



- Cost of Bid document is **Rs.500/-** (To be Paid Online)
- The Earnest Money of the tender is **Rs. 2500/-** (To be Paid Online)

PRESS NOTE

**State University of Performing & Visual Arts,
Sector-6, Rohtak-124001**

TENDER NOTICE

E-tenders are hereby invited from the Agency/Shopkeeper/ Firms having relevant registrations/license & having similar experience of more than 3 years to run a stationery shop at SUPVA as detailed in tender document. For further detail please visit the website www.supva.ac.in or www.haryanaeprocurement.gov.in.

Last date for submission of bid is 09-01-2018

REGISTRAR

TENDER NOTICE

E-tenders are invited on behalf of State University of Performing & Visual Arts, Sector-6, Rohtak from the Shopkeepers/Agencies/Firms having relevant registrations/license and having similar experience of more than 3 years to run a stationery shop as detailed in tender document for the campus of University for a period of 24 months:

Sr No.	Name of work	Annual estimated cost (Rs. in Lakhs)	Tender document fee+ E-tendering fee (in Rs.)	Earnest Money from bidders (Rs. In Lakhs)	Time limit of the contract	Release of tender	Date of EMD submission	Last Date of bid submission
1	Outsourcing the Stationery shop	Rs. 1.20	Rs. 500 + 1000/-	Rs. 2500	24 months	15-12-2017	08-01-2018	09-01-2018

1. Bidding Documents can be downloaded online from the Portal <https://haryanaeprocurement.gov.in> by the society/Service providers registered on the Portal.
2. As the Bids that are to be submitted online are required to be encrypted and digitally signed, the Bidders are advised to obtain the same at the earliest. For obtaining Digital Certificate, the Bidders may contract the representative of Nextenders, the service Providers of Electronic Tendering System.
3. The contractual Agencies will submit their tender documents (Online) as per the scheduled dates mentioned.
4. For any query in relation to downloading/uploading the tender, the bidder may contact the Nodal Officer Sh. Devender Rathi, Assistant Registrar, SUPVA., Rohtak on 9466628298.

Key Dates

Sr. No.	SUPVA STAGE	Bidder Stage	Start date	Expiry date & Time
1	Stationery shop to be rented out	Downloading of the tender online and bid preparation and submission	15-12-2017	09-01-2018
2	Technical bid opening	10-01-2018		
3	Financial bids opening	Financial Bid date will be decided and will be informed		

Important Note:

- 1) The Bidders have to complete 'Bid Preparation & Submission' stage on scheduled time as mentioned above. If any bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her bid status will be considered as 'bids not submitted'.
- 2) Bidder must confirm & check his/her bid status after completion of his/her all activities for e-bidding.

Bidder can rework on his/her even after completion of 'Bid preparation & submission stage' (Bidder stage), subject to the condition that the rework must take place during the stipulated time frame of the Bidder Stage.

For any query related to this tender the bidder may contact the Nodal Officer Sh. Devender Rathi, Assistant Registrar, SUPVA, Rohtak on 9466628298 during office hours only.

Registrar
For & on behalf of
State University of Performing &
Visual Arts, Rohtak

Instructions to Bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e -Procurement Portal:-

All the bidders intending to participate in the tenders' process online are required to get registered on the centralized e - Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

2. Obtaining a Digital Certificate:-

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to **keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The

firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

- 2.7** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- 2.8** The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3 Pre-requisites for online bidding:

In order to operate on electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. Or downloaded from the home page of the website

<https://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

4. Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://haryanaeprocurement.gov.in>

5. Download of Tender Documents:

The tender documents can be downloaded free of cost from the e-Procurement portal <https://haryanaeprocurement.gov.in>

6. Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

7. Online Payment of Tender Document Fee, E-Service fee, EMD fees & Bid Preparation & Submission (PQQ/Technical & Commercial/Price Bid):

i) Online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and E-service Fee can be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC.

The secure electronic payments gateway is an online interface between service providers and Debit card / online payment authorization networks.

ii) PREPARATION & SUBMISSION Of Online APPLICATIONS/BIDS:

(i) Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online.

(ii) **scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/Technical Envelop:** The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF/JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ/Technical Envelop.

(iii) **FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually.**

8. ASSISTANCE TO THE BIDDERS:-

In case of any query regarding process of e-tenders and for undertaking training purpose, the

Intended bidder can also avail the following and can contact service provider as per below:

Office Timings of Help-desk support for Single e Procurement Portal of Government of Haryana-Technical Support Assistance will be available over telephone Monday to Friday (09:00 am to 5:30 pm) & Training workshop will be conducted on every 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11:30 am upto 3:00 pm) of each month.

All queries would require to be registered at our official email-chandigarh@nextenders.com for on-time support (Only those queries which are sent through email along with appropriate screenshots or error description will be considered as registered with the help desk).

Important Note:-

- (a) Any intending bidder can contact the helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/Tender event.
- (b) For queries pertaining to e-payment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of e-Auction/Tender event.
- (c) Help desk support will remain closed during lunch break i.e. from 1:30 PM upto 2:15 PM on each working day.

Schedule of Training:

Training workshop will be held on 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11:30 am upto 3:00 pm) of each month at following addresses:		
Nextenders (India) Pvt. Ltd. Municipal Corporation Faridabad, B.K.CHowk, B.K. Hospital, Faridabad Contact No. 8743042801/9310335475	Nextenders (India) Pvt. Ltd. Public Health Division No. 2 Hisar, Model Town Opp. N.D.Gupta Hospital, Hisar Contact: 9034357793	Nextenders (India) Pvt. Ltd. Nirman Sadan (PWD B&R), Plot No. 01, Basement, Dakshin Marg, Sec-33A, Chandigarh-160020 For Support – 1800-180-2097

Haryana e-Procurement Help Desk Office will remain closed on Saturday (except 4th Saturday), Sunday and National Holidays

NOTE:

(A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.

(B) For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link ;How to....?' To download the file.

Guideline for Online Payments in e-tendering

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

A. Debit Card

B. Net Banking

C. RTGS/NEFT

Operative Procedures for Bidder Payments

A) Debit Card

The procedure for paying through Debit Card will be as follows.

(i) Bidder selects Debit Card option in e-Procurement portal.

(ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.

(iii) Bidder clicks on "Continue" button

(iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.

(v) Bidder enters card credentials and confirms payment

(vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.

(vii) The page is automatically routed back to e-Procurement portal

(viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,

(ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B) Net Banking

The procedure for paying through Net Banking will be as follows.

- (i) Bidder select Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal display the amount to be paid by bidder.
- (iii) Bidder clicks on “Continue” button.
- (iv) The e-procurement portal takes the bidder to Net Banking payment getaway screen displaying list of Banks.
- (v) Bidder choose his/her Bank.
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank.
- (vii) The Bank verifies the credentials and confirms payment
- (viii) The bank verifies the credentials and confirms with “successful” of “failure” message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-procurement portal.
- (x) The status of the payment is displayed as “successful” in e-procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payment are not successful for previous.

C) RTGS/NEFT

The bidder shall have the option to make the EMD payment via RTGS/NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a would reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

- I. Bidder shall log into the client e-Procurement portal using user id and password as per existing process and select the RTGS/NEFT payment option.
- II. Upon doing so, the e-procurement portal shall generate a pre-field challan. The challan will have all the details that the required by the bidder to make RTGS-NEFT payment.
- III. Each challan shall therefore include the following details that will be pre-populated:
 - Beneficiary account no: (unique alphanumeric code for e-tendering)

- Beneficiary IFSC Code:
 - Amount:
 - Beneficiary bank branch:
 - Beneficiary name:
- IV. The bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.
- V. The bidder would remit the funds as least T+1 day (Transaction+ One day) in advance to the last day make the payment via RTGS/NEF to the beneficiary account number as mentioned in the challan.
- VI. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS/NEFT mode of payment, there would be a link for real time validation. On clicking the same would do auto validation o the payment made.

List of Net banking banks

1. Allahabad Bank
2. Axis Bank
3. Bank of Bahrain and Kuwait
4. Bank of Baroda
5. Bank of India
6. Bank of Maharashtra
7. Canara Bank
8. City Union Bank
9. Central Bank of India
10. Catholic Syrian Bank
11. Corporation Bank
12. Deutsche Bank
13. Development Credit Bank
14. Dhanlaxmi Bank
15. Fedaral Bank
16. HDFC Bank
17. ICICI Bank
18. IDBI Bank
19. Indian Bank
20. Indian Overseas Bank
21. Indusind Bank
22. ING Vyasa Bank 23.J and K Bank
23. Karnataka Bank

24. Kotak Mahindra Bank
25. Karur Vysys Bank
26. Punjab National Bank
27. Oriental Bank of Commerce
28. South Indian Bank
29. Standard Chartered Bank
30. State Bank of Bikaner and Jaipur
31. State Bank of Hyderabad
32. State Bank of India
33. State Bank of Mysore
34. State Bank of Travancore
35. State Bank of Patiala
36. Tamilandu Mercantile Bank
37. Union Bank of India
38. United Bank of India
39. Vijaya Bank
40. Yes Bank

ELIGIBILITY CONDITIONS:

1. The Agency/Firm should have an experience of at least 3 year of running Stationary/Tuck shop.
2. The Agency/Firm should have requisite registration certificate for dealing stationary items.
3. The Agency/Firm should have PAN, GST No.

The Bids shall be evaluated on two stage evaluation process. After evaluation the **Technical Bids** the eligible bidders shall be shortlisted for second stage **financial bids** evaluation.

REGISTRAR

Terms and Conditions for the award of Stationary shop Contract for State University of performing & Visual Arts, Sector-6 ,Rohtak -124001

1. The contract will be awarded on the offer of **highest Rent (H-1)**. However, the minimum reserve Rent shall be Rs 5,000/- per month. Separate electricity consumption meter shall have to be installed by the contractor at his own cost and consumption charges are to be deposited with University on monthly basis. The rate per unit to be charged from the shop contractor shall be calculated by dividing the bill amount paid by the University to UHBVN divided by number of units consumed except penalty or arrear. The payment shall be made in favour of SUPVA, Rohtak in the shape of DD/CASH /pay order. The maintenance and upkeep of premises and fixtures will be the sole responsibility of the contractor. Rent should be paid before or on 10th day of each month. After that Rs. 100/- per day will be charged as fine.
2. The contractor/firm/agency should be ensured that the items as required in the University shall be available at the stationary shop and rates of the items will be mutually decided by contractor and the SUPVA authority if MRP is not printed on the product. Rates should not be charged more than the prevailing market rate/MRP.
3. The contractor should be ensured to install good quality photocopier Machines, B/W and color printer and the rates will be charged as given below:
 - i) Black & White photocopy ,A4 size paper -Rs.1.00
 - ii) Black & White Photocopy,A3 size paper - Rs.2.00
 - iii) Black & White printing out ,A4 size paper -Rs.2.00
 - iv) Black & White printing ,A3 size paper - Rs.5.00
 - v) Coloured photocopy, A4 size paper - Rs.10.00
 - vi) Coloured photocopy ,A3 size paper -Rs.20.00
 - vii) Plotting A1- Plotting paper -Rs. 40/-
A1- Cartridge paper -Rs. 60/-
A1- Ivory paper -Rs.70/-
4. Tenders without prescribed Earnest Money Deposit (EMD) shall not be considered.
5. 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 online and submitted in strict accordance with the instructions laid down herein otherwise the tender is liable to be ignored.

6. 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.
7. The following documents should be submitted online with technical bid:
 - (i) A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - (ii) A partner of the firm, if it is a partnership firm. In this 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.
 - (iii) Director or Principal Officer duly authorized by the Board of Director of the company.
 - (iv) In case of (ii) 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 related documents must be signed by all partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution passed by the board of directors and copy of the resolution attested by the principal officer should be attached.
8. Tender shall be accompanied by the relevant documents including the following:-
 - (i) Certificate in support of experience for having undertaken this kind of business along with a list of organization where the contractor is currently providing/ has provided stationery.
 - (ii) Work plan indicating the investment on the Stationery proposed to be collected from the users both SUPVA & Outsiders separately and the layout of the services zone.
 - (iii) Department pattern of staff proposed and other details for the efficient satisfactory performance of the contract.
 - (iv) Certificate In support of all statutory registration.
9. The Earnest Money deposit of the successful tender shall be liable to be forfeited if he does not fulfill any of the following conditions.

- (i) An agreement is signed by him in the prescribed form after the receipt of the letter awarding the contract.
 - (ii) The Stationery shop shall commence from the date mentioned in the letter awarding the contract.
10. State University of performing & Visual Arts, Sector-6,Rohtak reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons .
 11. The contractors shall be responsible for engaging adequately trained manpower required for providing good Stationary Services in the University and arrange payment to the staff engaged as per Labour Laws ,minimum wages Act, PF.ESI, & Service Tax provisions etc.
 12. The employees of the contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring disease and they should preferably wear uniform while on duty.
 13. The contractor will, prior to the commencement of the operator of contract, make available to SUPVA to the particular of all employees who will be employed, such particular inter-alias should include age, date of birth, permanent address and the police verification report for the employees, should be enclosed.
 14. The contractor shall be responsible for the payment of wages and allowances to his staff as per Minimum Wages Act of Labour Law , Haryana State in force and all statutory dues to the persons employed by him. The contractor shall be further responsible for proper discipline for he employed engaged by him and their work besides observing other obligation.
 15. No child laborers shall be permitted by SUPVA 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 / labor, the contractor shall be responsible and liable for the same .Further, In the event there is violation of any contractual or statutory obligations regarding the personnel / labor, the contractor shall be responsible and liable for the same .Further, in the event any claim, action or suit is imposed against SUPVA ,the contactor shall be required to reimburse to SUPVA any payment made under such orders or judgment of any competent Authority which it may be liable to pay as a principal Employer as and when such liability is determined .SUPVA shall also have the right to deduct these amounts from the payment due to the contactor while settling the payment.
 16. The contract shall remain valid up to 2 years from the date of award of the contract and shall be reviewed from time to time .Committee shall check his services after every three months. The contract once awarded can be terminated by either party after giving one month notice to the other party . Nevertheless, SUPVA shall have the authority to terminate the contract .

17. The contractor shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labor laws or any other laws both Central & State in force in the state of Haryana including registration with provident fund, Copy Right –Acts, Employees State Insurance, etc .
18. The contractor shall be responsible to maintain the premises, equipment and other articles supplied by the SUPVA in good condition as the case may be. In case of any damage, they shall be responsible to carry out the repairs without any delay to avoid any interruption in service. 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.
19. SUPVA shall in no way be responsible for any default with regard to statutory obligation and the contractor will indemnify SUPVA in case of any damage, which may arise on account of action of contractor.
20. Dispute, if any, arising out of the contract shall be settled by mutual discussion or arbitrator by sole Arbitrator to be appointed by the Vice-Chancellor ,SUPVA at Rohtak as per the provisions of the Act.
21. Indian Arbitration and Conciliation Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any award.
22. The contractor will follow the instructions of designated officers of SUPVA 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.
23. On termination of the agreement, the contractor will hand over the building, all the equipment / articles as supplied by the SUPVA in good working condition back to SUPVA. If any.
24. Care must be taken to ensure while carrying out the work so that no fitting, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired /replaced by the contractor, failing which the same will be got done at his risk and cost. The decision of the Designated officer shall be final and binding on the contractor.
25. All work shall be carried out with due regard to the convenience of SUPVA .The orders of the concerned authority shall be strictly observed.
26. The contractor will work in closed co-operation and co-ordination with other agencies working at site.
27. The contractor has to deploy adequate number of staff who has to work during holidays, late hours and Sundays as well according to the requirement and convenience of SUPVA and the occupants ,while ensuring weekly offs of his / her employees as per statutory requirements.
28. The contractor shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the students, 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 remove the person concerned and engage a new one within (48) hours of intimation. The division of the Designated Officer in this regards shall be final and binding on the contractor.

29. SUPVA is not bound to provide any mode of transport in respect of men or material required for the contract.
30. 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 damage, personal ,Accident ,injury or death of / or property or person of any sub-contract and or the servants 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 workmen'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.
31. The contractor shall deposit Rs 1,00,000/-(Rupee one lacs only) as Security after allotment of tender. No interest shall be paid on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the contractor to SUPVA. EMD of unsuccessful tenders will be refunded.
32. Payment and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupees and in other cases the rounding off will be to nearest , i.e. paise 50 or above will be rounded off the near higher rupee and paise less than 50 will be ignored .
33. The workmen employed by the contractor shall be directly supervised and controlled by the contractor, and shall have no relation whatsoever with State University of performing & Visual Arts, Sector-6, Rohtak. SUPVA 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 SUPVA for service or legalization of services by virtue of being employed at SUPVA against any temporary or permanent posts at SUPVA.
34. The work executed shall be to the satisfaction of the SUPVA, Rohtak.
35. The contractor shall ensure that either he himself or his representative is available for proper Administration and supervision at the works.
36. The location may be changed from time to time as per the convenience of SUPVA keeping its 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 this own cost. The interiors so created by the contractor for offering office and Academic and Students stationary 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 SUPVA in the same condition, if so.
37. Timings: 9:00 AM to 06:00 PM (Six days in a week)

SERVICE TO BE PROVIDED BY SUPVA STATIONERY SHOP

During continuation of the contract of Stationary shop the agency/contractor shall take over the responsibility for providing all the stationary items (As decided by University in addition to conventional stationary items) and photocopy/ printing Services etc.

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

1. Suitable space shall be provided by University for tuck shop and other the arrangement like canopy /temporary wooden or Aluminum structure have to make by the vendor.
2. To run the Office, Academic and Students stationary by making his own investment, stock and sale of all items relating to stationary supply as per the requirement of SUPVA authorities and students specified from time to time.
3. To provide the stationary services to SUPVA staff and students at competitive rates. This shall not be more than the MRP and Market Rate.
4. To upgrade the services as per the technological development taking place in the areas of computer hardware, Xeroxing, binding, etc.
5. To provide access to the committee constituted by SUPVA for monitoring the quality, specification and rates and act as per the advice and instructions of the said committee / management of SUPVA.
6. To display rates of all major items and photocopy charges in the shop.
7. The contractor shall be responsible to ensure the conduct and behavior of the persons employed by them for running the shop.
8. The contractor is required to obtain all local licenses for running the stationary and photocopy zone as per the requirement of statute in force and revise from time to time .
9. The contractor shall indemnify SUPVA against any liability towards noncompliance of any of the statutory obligation required to be fulfilled while operating such service in the premises of SUPVA.
10. The contractor shall disburse wages to the staff deployed in the stationary shop as per the prevalent minimum wages fixed by the Govt. of Haryana besides fulfilling all other statutory obligations of PF, ESI Services Tax etc.
11. To ensure security of moveable and immovable property of SUPVA premises handed over against theft or damage.
12. Subletting of contract shall not be permitted.
13. The B & M and other Machine, shall be of reputed brands like Modi Xerox, Canon, Godrej having latest configuration.

14. SUPVA administration & students shall have freedom to procure stationery items from open market.
15. SUPVA will not be responsible to provide any residential accommodation to personnel deployed by the contractor.
16. No edible, beverages & Tobacco items are allowed to be sold in the tuck shop.

UNDERTAKING BY THE TENDERER

I/We have carefully gone through all above various terms and condition for provision of stationary shop at SUPVA .I/We agree to all these conditions and offer to provide Services at SUPVA. I/We am/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 stationary, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place

Address:

Phone No:

Signature of Tenderer

State University of Performing & Visual Arts, Rohtak

TECHNICAL BID

Name of Service/work : To run a Stationery shop in the University

Sr.no	Particulars	Information to be provided by the bidders
1.	Name & Address of the Contractor/Agency/Firm (copy of proof enclosed at page No.)	
2.	Phone No/Fax/E-mail of the Agency	
3.	Name of the Authorized Representative	
4.	Registration No. of the Firm/Agency (Copy of the Registration Certificate with upto date renewal is enclosed at page No.)	
5.	A. Whether the Agency is Registered Partnership Firm or Company/ Society (copy of proof enclosed at page No.) B. Registered from (Name & Address of the department)	
6.	Permanent Account Number (PAN) of the Firm.(copy of proof enclosed at page No._____)	
7.	Service Tax Registration/ GST Number (copy of Registration Certificate enclosed at page No._____)	
8.	E.P.F Registration Number, if any (copy of Registration Certificate enclosed at page No._____)	

9.	E.S.I. Registration Number, if any (copy of Registration Certificate enclosed at page No. _____)	
10	Details of experience in the relevant field (copies of proof enclosed at page No. _____)	
11	Are you defaulter/back listed for not providing satisfactory service/defaulters of non-depositing EPF/ESI etc.	
12	Any other information.	

State University of Performing & Visual Arts, Rohtak

FINANCIAL BID

Name of Work/Service: To run a Stationery shop at SUPVA with facilities of printing & Photostat.

1.	Name of Firm/Agency	
2.	Address and Phone No. of Applicant Firm	
3.	Contact Person Name Mobile no: E-Mail ID:	
4.	Rent offered by Firm/Agency (Minimum rent is Rs. 5000/- per month)	Rent per month = _____

Verification:

I solemnly declare and affirm that the above facts are true to the best of my knowledge and nothing has been concealed.

Date:

Signature with Seal of the Contractor

