

TENDER FOR RUNNING PRINTING/PHOTOCOPIER AND STATIONERY CORNER
IN THE HPNLU CAMPUS AT GHANDAL(SHIMLA)

HPNLU/Accts/Tenders/2022/03

The Himachal Pradesh National Law University, invites sealed Tender in two bid system i.e. Technical Bid & Financial Bid, to enter into contract for running **PRINTING/PHOTOCOPIER AND STATIONERY CORNER** in the premises of the University at Ghandal (Shimla) for a period of one year extendable up to a maximum of three (03) years depending on the performance which will be evaluated based on the feedback from customers (Faculty/ Staff/ Students etc.) and/or by any other means. The outcome of the feedback will be final and not subject to any challenge by the selected agency.

BidSchedule

Date of Start and downloading the tender	26-07-2022
Tender Processing Fee:	Rs.1000/- (One Thousand only) (non-refundable) in the form of Demand Draft in favor of "The Registrar Himachal Pradesh National Law University" payable at Shimla.
Earnest Money Deposit (EMD)	Rs.25,000/- (Twenty-Five Thousand only) in the form of Demand Draft in favor of the "Registrar Himachal Pradesh National Law University" payable at Shimla. No interest shall be paid on the EMD amount.
Last date and time for submission of tender	02-08-2022 at 1400Hrs
Date and time of opening technical Bid	03-08-2022 at 1500Hrs
Date and time of opening Financial Bid	03-08-2022 at 1600Hrs
Address of communication & Submission of tender documents and opening of technical bid	Registrar, Himachal Pradesh National Law University , 16-Mile, Ghandal, Shimla-171014

The interested agencies/persons may submit their Bid along with the following documents, duly authenticated and stamped by the proprietor/Partner/Director or authorized signatory as applicable:

The Bid shall be submitted along with the following Documents/credentials:

Financial Bid documents

1. Duly Certified Stamped & Signed copy of **Annexure-A** with quoted rates of items under **Annexure-A**

Technical Bid documents

1. Certified Copies of Workorders/Contract Agreement/Experience certificate for running printing/photocopier and stationery corner/shop in any Institute/Academic Institute/Public Sector Undertaking/MNC/ Corporate Sector or running printing/photocopier and stationery corner/ Shop by the bidder himself during the last three (03) years.
2. Demand draft for Tender fee and Earnest money.
3. Certified copies of PAN, GST Registration Certification (If applicable), Copy of Aadhar Card, Legal

status of the firm, and other statutory documents related to the bidder corporate identity.

4. Certified Stamped & Signed Copies of Last three years' Income tax returns filed by the bidder.
5. Certified Proof of having the shop of similar nature.

General Terms & Conditions of Tender

1. The bidder shall deployed Minimum 2 nos of manpower at all the times during the working hours and required to deploy the staff on Saturday and Sundays also.
2. Underage manpower is strictly prohibited in HPNLU Shimla.
3. The employees of the contractor shall not be employees of the University. It is sole responsibility of the contractor to make payment of wages and to discharge any liability of such employee by way of ESI, Provident Fund, Compensation/ damages etc. In the event of injury or loss of life of any employee of contractor, the University shall not be liable for compensation or for any claim arising from financial or legal dispute between the contractor and his employees.
4. EMD of successful bidder shall be converted into security deposited and the same will be Released/ Payable after successful completion of the contract agreement period.
5. Security deposit shall be forfeited in the event of refusal to carry out the work by the successful bidder or any grounds during the contract tenure by either party of the agreement.
6. The quoted rates may be increased/decreased; in this regard the decision shall be taken by the HPNLU nominated committee and is binding on the contract.
7. The Successful Vendors should ensure to install good quality Photocopier Machines, Printer and color Printer and arrange the required good quality stationery items etc.
8. The required arrangements for running printing/photocopier and stationery corner shall be made by the contractor at his own cost and without any responsibility of the University:
9. Below mentioned items are to be kept in stationery shop (**All the mentioned items will be sold as per the MRP**)
Stationery Items: Notebook, Spiral binding book, Folder, File, Pen , Pencil, colored pencils, Colored pens , Ruled and unruled sheets, Erasers, Sharpener, Cutter , ED sheets, Scale, Geometry equipment's , Highlighter, Permanent markers, ED equipment's, scissors, Favicon, Fevistick, CD/DVD, Stapler, Envelope, Cello tape, Paper Clips , Rubber bands, Drawing pins, Hole punch, index cards, laboratory Journals, Tissues, Desk pads.
 - a) Photocopier or Printing machine and General Utilities/Stationery Items (it is necessary that the quality of Photocopying or printing must be good and on qualitatively sheets);
 - b) Any other facilities required to ensure smooth functioning of the printing/photocopier and stationery corner Services;
 - c) Any other arrangement required to provide better services to the stakeholders with Maintenance and all the storage/open counters.
10. In case of Printing & Photocopier and Stationery, the machine, operator ,paper, ink etc. and all other maintenance shall be borne by the vendor.
11. The vendor shall maintain neat and hygienic environment in and outside premises of the printing/photocopier and stationery corner, HPNLU authorities will check the corner premises

periodically. If the HPNLU committee feels that the premises is not neatly maintained a monetary fine as penalty @Rs.100/-per day till the date of rectify the defect will be imposed by the committee this will have to be paid by the Contractor within a week on communication from the HPNLU failing which it will be adjusted against the Security Deposit.

12. HPNLU shall provide the Electricity (on chargeable basis) for the purpose of running the facilities Every effort must be exercised by the Vendor to minimize electricity and water usage and desist from unnecessary usage
13. The successful bidder shall obtain all licenses which are required by law and/or regulations to be obtained and shall at all times duly observe the terms and conditions of all laws and enactments, modifications and re-modifications as applicable. Necessary permissions from the police/Municipal departments at his own cost (if required).
14. The vendor shall not assign, sublet or part with the possession of the licensed premises and properties of the HPNLU therein or any part thereof under any circumstances.
15. Employment of child labor, defined as per relevant laws is strictly prohibited. The contract will be terminated with immediate effect if those laws are violated.
16. The vendor shall maintain a register with name, age and address of all their employees working at HPNLU premises and submit the same to Registrar in a prescribed format after the award of contract. The vendor must report any changes in their list of employees.
17. The vendor shall not construct or make any structural/electrical alterations or install additional fittings inside the premises of the work place without prior approval from the HPNLU.
18. No employee must stay in the premises of HPNLU after working hours. The vendor must obtain the necessary written permission from the competent authority to enable overnight stay of their employees in the campus at times of exigencies. The facility cannot also be used for the accommodation of staff when they are not on duty.
19. The vendor shall be responsible for the proper conduct and behavior of the employees engaged by them.
20. Smoking, consumption/distribution of alcohol, use of pan and Gutka, and drug/substance abuse by the employees is strictly prohibited
21. All expenses related to the employees engaged by the vendor shall be borne by the Contractor/ Vendor. In case of any accident or mishap to any employee of the vendor, the Institute and its functionaries shall not be held responsible/liable in any manner whatsoever.
22. The vendor is solely responsible for the payment of minimum wages, ESI and EPF for their employees as per the Government of Himachal Pradesh and Government of India norms as applicable and should meet any other statutory and non-statutory benefits/obligations. The vendor shall not pay differential wages based on gender,

caste, community or on linguistic basis. The record of duty hours and pay structure must be maintained as per rules for inspection by the government authorities.

23. The vendor shall be required to display the price list of all the items.
24. The bidder(s) shall declare that he/she (they), including partners if any, was (were)/ is (are) not involved in any criminal proceedings as per Indian Law.
25. The contractor will have to obtain general insurance against risk, fire accident for his belongings etc. for the shop and his workmen etc.
26. Any credit facility extended by Contractors to students/employees will be at his own cost and risk. The University will not take any responsibility on this account. The university will not be responsible for credit sales/ losses or pilferage.
27. The University reserves the right not to allow the Successful Vendor 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.
28. After the expiry of the contract period or termination of the license to run the shop, the Vendor 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 contractor's risk and cost.
29. The formal agreement shall be made and the same will be valid in ideally for a period of one year and extendable for further period if one year if required as per the order of Competent Authority.
30. Performance of the Vendor shall be continuously 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.

Award of work:

Work will be awarded on the basis of submitted Bid and personal visit by the nominated committee of the HPNLU to verify/check the present similar work claim of the bidder as mentioned under bid documents.

A formal contract agreement containing the detailed terms & conditions along with the tender conditions shall be entered with the successful bidder and the HPNLU.

The work shall be started within 7 days from the date of LOI as issued by the HPNLU to the successful bidder.

The Institute will take feedback (thru Feedback Form) from customers (Faculty/ Staff/ Students) regularly (once every month). Further renewal will depend heavily on customer feedback. The extension of contract will be on yearly basis. Further, the Institute may adopt any other means to assess the performance not limited to feedback from customers,

The Institute also reserves the right to reject any or all the bids without assigning any reason thereof.

Infrastructure:

The required space for running the printing/photocopier and stationery corner/shop shall be provided by the HPNLU within their Campus at Ghandal (Shimla). Sufficient area of 140.47sqft shall be earmarked in the University for Photostat and stationery shop

Operating hours:

The printing/photocopier and stationery corner/shop shall be working from 8:00AM To 8:00PM and on 7 Days a week basis.

Monthly Charges/Recoveries:

For running the printing/photocopier and stationery corner/shop, the following charges/ recoveries shall be made from the agency by the HPNLU on monthly basis:

1. Water : As per actual consumption
2. Electricity : As per actual consumption
3. Monthly Fixed License Fee need to pay : Rs. 2000/- (Rupees Two Thousand Only).

Note: -

1. Successful vendor should pay 3 months advance rent.
2. The rent should be paid on or before the 5th of every month. In case of delay fine will be imposed as per norms.
13. In case of non-payment of rent, water or electricity charges by the agency the same shall be adjusted / recovered from the security deposit amount.

Agency's Responsibility: -

1. Deposit the Electricity and water charges along with the monthly fee with the HPNLU on regular basis any default in same shall be a valid reason for termination of the contract with the agency.
2. To keep the nearby premises neat and clean.
3. Providing hygiene and good quality items.
4. The dustbin should be kept clean every time.
5. Timings should be strictly followed.
6. To dispose of the waste properly.

How to submit:

The bidders submit bids in one sealed envelope containing two sealed envelopes simultaneously, one containing the technical bid and the other containing financial bid document.

- 13) The first sealed envelope containing the Tender Fee, Earnest Money Deposit (EMD) and all other tender documents as per titled as **"TECHNICAL BID"**
 - ii) The second sealed envelope containing the **"Annexure A"** with quoted price shall be titled as **"FINANCIAL BID"**

iii) The third sealed envelope containing the First & Second sealed envelope shall be titled as **“TENDER FOR RUNNING PRINTING/PHOTOCOPIER AND STATIONERY CORNER”** addressed to the Registrar, Himachal Pradesh National Law University, 16-Mile, Ghandal, Shimla-171014

Yours Faithfully
For & Behalf of
Himachal Pradesh National Law University

(Registrar)

Financial/Price Bid Format

The Menu Items along with rates expected to be provided in the Photostate Corner at HPNLU:-

S.No.	Particulars	Price
PART-A		
1	Single side Photostate B & W (A4), With 75 gsm Paper	
2	Both Side Photostate B & W (A4), With 75 gsm paper	
3	Spiral Binding (1-50 pages)	
4	Spiral Binding (50 pages and above)	
5	Print out single side B & W (A4), with 75gsm paper	
6	Printout Both Side B & W (A4), with 75 gsm paper	
7	Color Print Single side (A4), with 75 gsm paper	
PART-B		
8	Color print Both Side (A4), With 75 gsm paper	
9	Single side photo state B & W (A3), with 75 gsm paper	
10	Print out single side B & W (A3), with 75 gsm paper	
11	Color print Both Side (A4), With 75 gsm paper	
12	Lamination (A4)	
13.	Color Print Single side (A3), with 75 gsm paper	
14.	Color Print Both Side (A3), with 75 gsm paper	
15	Lamination card I-Card	
16	Drill Binding	
17	Scanning (A4)	
18	Photograph (Passport size, minimum 4 in no's) on good quality Glossy sheet	

Note:

1. The quoted rates shall include all taxes, duties, cartage, labour charges, insurance etc. as applicable and no extra shall be payable on this account
2. If the tenderer wishes to sell any item other than Annexure -A, the Rate and quantity shall be pre-approved from the of th by the competent authority/concern committee of the university.
3. The lowest rate quoted by the vendor against **Part-A** items will be the deciding factor for finalization of successful bidder.

Name:.....

(Designation):.....

Signature :.....

(ontheofficialletterheadofthefirm)

Ref: _____

Declarationby theBidder

I/We hereby declare that all the terms and conditions of the tender document has/have been read by me/us and I/we accept all the terms and conditions mentioned in the tender document and shall comply with them strictly.

Further I/Weherebydeclarethefollowing:

- 1.I/We never been blacklisted by any institution/ department due to any reason.
- 2.I/We are ready to get our capabilities in specter by the Officer/Committee of the University, to judge the level of competency for undertaking the work.

If our bid is accepted, we undertake to:

1. Not too reject our disqualification on the basis of above declaration, if found wrong and misrepresented at any point of time during contract.
2. The workers deployed will be more than18 years and shall comply all the statutory requirements.

Place:

Bidderssignature

Date:

OfficialSeal