



# INDIAN INSTITUTE OF TECHNOLOGY

(BANARAS HINDU UNIVERSITY)  
VARANASI

## NOTICE

**Inviting Quotation in sealed envelope for Allotment of Stationery/Photocopier machine/Binding & Lamination shops in the Aryabhata-II, Limbdi, S.C.Dey, New Girls' Hostel, Vivekanand Hostel, Morvi, Vishweshwaraiya hostels of the IIT(BHU) for the period of one year.**

Quotation No.: IIT(BHU)/HTL/CoW/19-20/**257** dated 15.07.2019

Quotation Submission Start Date: 15.07.2019 (Monday)

Quotation Submission End Date: 13.08.2019 (Tuesday) 6:00 P.M

Quotation Opening Date: 16.08.2019 (Friday) 3:00 P.M

Sealed quotations are invited from the Agencies for running the Stationery/Photocopier machine/Binding & Lamination shops at the Aryabhata-II, Limbdi, S.C.Dey, New Girls' Hostel, Vivekanand, Morvi, Vishweshwaraiya hostels of the IIT(BHU) for the period of one year. The reserved License fee is Rs. 1000/- (Rupees One Thousand only) per month. However, the agency quoting the highest license fee and higher discount on MRP and lowest charges on job works shall be awarded the contract. The quotations should be submitted on your letter head duly signed and stamped as per format enclosed.

### **Terms & Conditions:**

#### **1. Eligibility Criteria**

- 1.1** A firm (proprietary/partnership) or an organization (registered under the company act) should be registered with the Trade Taxes Deptt. Of the State Govt. and should have Tin Number/Permanent Account Number (PAN).
- 1.2** The agency having experience of similar nature of work in the Education Institution/University shall be preferred (Documentary proof of experience is to be submitted).
- 1.3** Annual Turnover of the bidder should not be less than 5 lakh per year from the photocopier and stationery business during last three year i.e. 2015-16, 2016-17, 2017-18. The bidders should submit the turnover proof since last three year in terms of profit & loss A/c and Balance sheet for the period 2015-16, 2016-17, 2017-18 (Documentary Proof to be attached).

#### **2. Submission of Quotation:**

**2.1** The agency should submit the quotations in two part in separate sealed envelopes i.e. Technical bid and Financial Bids in following manner:

- A. Technical Bid-** In one sealed envelope with Technical Bid and should contain the documents mentioned vide para 2.3 to 2.5 of the Document.
- B. Financial Bid-** In another sealed envelope marked with financial bid and should have only prices/rates quoted by the agency.

**2.2** Above two envelopes (The technical bid and the financial bid) are to be put in a bigger cover which should also be sealed and duly superscribed "Quotation for" **Stationery/Photocopier & Lamination shop**.

**2.3** The agency will provide quotation along with EMD (refundable) of Rs. 5,000/- (Rupees Five Thousand only) in the form of demand draft in favour of "**Chairman, Council of Warden, IIT(BHU), Varanasi**" payable at Varanasi.

The quotation without EMD will be summarily rejected. Earnest money not be accepted in any other form such as Cash/Cheque/Money order, Bank Guarantee.

**2.4** Attach a copy of PAN (Permanent Account Number), GST Registration.

**2.5** Copy of the Profit & Loss Account and balance sheet of the bidder for the last financial year indicating the turnover in supply of the material.

**2.6** Quotation completed in all respect and duly signed on each page should be submitted by the agency or their authorized representative to the office of the Chairman, Council of Wardens, IIT(BHU), Varanasi between 9.30 A.M to 6.00 P.M latest ..... Any quotation received after the specified time\date will not be entertained and the Institute shall not be responsible for any delay.

**2.7** Incomplete quotations will not be entertained.

#### **3. Evaluation Criteria:**

**3.1** The evaluation committee of the institute will examine the technical bid, whether the bid is fulfilling the eligibility criteria as specified in the quotations and all the documents and EMD has been provided.

**3.2** Subsequently to the technical bid evaluation, the qualified agencies will be informed through telephone /e-mail for opening date and time of financial bids. The authorized representative of qualified bidder may remain present at that time.

#### **4. Other Terms and Conditions:**



- 4.1 In the models, the operator has to make his own arrangement for the photocopier machine and will bear the capital and maintenance cost.
- 4.2 If any information furnished by the agency is found to be incorrect or false at any time, the agency will be liable to be terminated without any notice and the earnest money is liable to be forfeited.
- 4.3 The Institute reserve the right to terminate the successful agency without assigning any reason by giving the agency one calendar month's notice of its intention to do so and on the expiry of the said period of notice, the agency shall come to an end without prejudice to any right or remedy.
- 4.4 The space shall be vacated within 15 days by the contractor on expiry/termination of the Agency failing which the material/equipment lying in the premises shall be forfeited.
- 4.5 The successful agency shall indemnify the Institute against all damages/charges and expenses or pay on account of the negligence of the agency or his servants or any person under his control whether in respect of accident, injury to the person or damages to property of any member of the public or any person or in executing to work or otherwise and against all damages and demand thereof.
- 4.6 In the event of any dispute arising out in connection with the interpretation of any clause in the terms and condition of the quotation, the decision of the Hon'ble Director, IIT(BHU) shall be final.
- 4.7 The successful agency to which contract will be awarded shall have to submit a Security Deposit money of Rs. 10,000/- (Rupees Ten Thousand Only) in form of Fixed Deposit or Bank Guarantee in favour of "Registrar, IIT(BHU), Varanasi-221005" at the time of award of work, which is refundable on satisfactory completion of contract. No interest will be payable on this security deposit money. If the contractor/vendor fails to pay security deposit within 7 days of issue of acceptance letter, the contract will stand cancelled. In the event the EMD will be forfeited absolutely and the NIQ will be recalled upon which the vendor shall not be allowed to quote his rates.
- 4.8 In case of any breach of contract, the security of Rs. 10,000/- (Rupees Ten Thousand Only) shall be liable to be forfeited.
- 4.9 The reserved License fee is Rs. 1,000/- (Rupee One Thousand only) per month. However, the agency quoting the highest license fee shall be awarded the contract. The license fee shall be deposited by 7<sup>th</sup> of each month with the Chairman, Council of Warden office, IIT(BHU) by the contractor.
- 4.10 That the Vendor shall pay the electricity charges every month on the basis of actual consumption of power as per meter installed by the Institute and bill raised in regard thereto on commercial rates within ten days of presentation of the bill.
- 4.11 That the allotment shall be initially for a period of One year and can be extended further on terms and conditions as decided by the Institute.
- 4.12 One vacant room inside the hostel (Vishweshwaraiya, Aryabhatta-II, S.C.Dey, Limbdi, New Girls' Hostel, Vivekanand, Morvi) and electricity will be provided by the administration. However, the location may be changed according to the need of students by the Chairman, Council of Wardens IIT(BHU).
- 4.13 Only those items shall be allowed for sale/service which lies in the domain of Stationery and in no case the service provider shall charge higher price against the services like photocopying/stationery/binding than the market price.
- 4.14 That the said job work facilities shall be made available from 10.00 A.M to 10.00 P.M including Saturdays and Sundays. The contractor shall be bound to provide services only to the students, teachers and staff of the Institute and under no circumstances the contractor shall be allowed to take any job from outside. The contractor or his workers shall not stay in the premises under any circumstances after working hours. But for working on holidays or late hour, approval of the Chairman, Council of Wardens, may be taken in advance.
- 4.15 That the Institute shall have the right of free access to the working place.
- 4.16 That the contractor shall be responsible for maintenance and proper upkeep of the space allotted to him.
- 4.17 That the contractor will be responsible for the damages caused to the institute property due to his negligence and the cost of repair/replacement shall be recovered from the contractor.

**4.18** That in case of any complaint about the contractor and their worker's misbehavior, overcharge, harassment, the Institute has the right to terminate the contract by giving one month notice in writing before the expiry of the stipulated period of contract. In such case the security deposit shall be forfeited absolutely and the vendor will be debarred in participating any future NIQ/ tender etc. in the Institute.

**4.19** That the said job shall be undertaken by the allottee only and in no case the activity shall be passed on to any third party.

**4.20** I-card to the contractor and his supporting staff shall be issued by Chairman Council of Warden office.

**4.21** The contractor shall ensure all work of good quality in terms of paper, legibility and durability of the impression.

**4.22** Contractor shall display on printed board, the rates of each services with clear specification.

**4.23** The furniture/ counters etc. shall be installed by agency on its own cost.

## **5. Modifications and Withdrawal of Bids**

**5.1** The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Chairman, Council of Warden prior to the deadline prescribed for submission of bids.

**5.2** The Bidder's modification or withdrawal notice shall be prepared, marked and dispatched in a sealed envelope. A withdrawal notice may also be sent by the telex or cable or fax but followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.

**5.3** No bid can be modified subsequent to the deadline for submission of bids.

**5.4** No bid can be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the bidder on the bid form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its EMD.



Chairman

Council of Wardens  
IIT(BHU)

Date 15-07-2019



To  
**Chairman Council of Wardens**  
IIT(BHU) Varanasi-221005

**Quotation Form**

- 01 Name of the agency
- (i) Address of the agency
- (ii) Telephone No. of the agency
- 02 PAN
- 03 GST NO
- 04 Service Tax Registration No.
- 05 Registered Office Address
- 06 Address of Correspondence
- 07 Experience for rendering such  
services in any educational  
institution (attach details )
- 08 Details of Earnest Money
- (i) Draft/Pay order No
- (ii) D a t e d
- (iii) B a n k
- (iv) A m o u n t

I/ We the undersigned being the agency as mentioned above, hereby apply to the Institute for Stationery/ Photocopier machine/ binding shops in/at the Aryabhata-II (C&D), Vivekanand, Morvi, New Girls' hostel, Limbdi, S.C.Dey and Vishweshwaraiya for period of one year in accordance with the terms and conditions of the NIQ. I/ We have read and understood the terms and conditions of the NIQ and hereby unequivocally accept the same.

The terms and conditions of the document and NIQ are also signed and being submitted with the Quotation form

**(Signature of the Prop./ Authorized Signatory)**  
**With Name and seal**

Place .....

Dated .....

(Should be given on agency letter head in sealed cover)

**Financial Bid**

**Name of work:**        **Allotment of Stationery cum photocopier machine shops for running at the Institute for the period of One year.**

I/ We are hereby quoting Rs .....- per month Reserved License fees for running the Stationery cum Photocopier machine shops in/at the Limbdi, Aryabhatta-II (C&D), Vivekanand, Morvi, New Girls' Hostel, S.C.Dey and Vishweshwaraiya hostels.

**(Signature of the Prop./ Authorized Signatory)  
With Name and seal**

Place .....

Dated .....