



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR.

NOTICE INVITING TENDER FROM SPECIALLY ABLED PERSONS

For and on behalf of Vice Chancellor Islamic University of Science and Technology, Awantipora, sealed tenders affixed with revenue stamp of ₹ 5/- are invited from the Specially Abled Persons (with not less than 40% of disability) for running **Photocopying cum Stationery Shop** at Islamic University of Science and Technology- Awantipora, for the convenience of students and staff for a period of one year and may be extended subject to the satisfactory performance (on yearly basis). The tender document can be obtained from the office of Deputy Registrar Estates or can be downloaded from the University website: www.iust.ac.in against DD of Rs. 200/- (non-refundable) favouring Islamic University of Science & Technology, Awantipora Pulwama (J&K) as cost of the tender document, to be submitted by or before 06-03-2023 **(2.00 PM)**. Terms and Conditions apply.

No. IUST/Estates/Tender_ Photocopying cum Stationery Shop /23/38
Dated:14-02-2023

Sd/-
**Deputy Registrar
Estates**

NOTE:

- The interested Specially Abled Persons are advised to attach a copy of the Certificate issued by the Designated Competent Authority (Chief Medical Officer) to the effect that the bidder is having the disability not less than 40% for purpose of participation in the Tender. They are further advised to go through all instructions, terms & conditions as specified in the bidding document. Failure to furnish complete required information or submission of a bid with incomplete information may result in rejection of the bid.
- For any clarification / details, bidder may contact office of the Deputy Registrar, Estates on telephone No. 01933- 247954, 55.

TERMS & CONDITIONS

PART-A

1. The tender duly completed and signed shall be submitted in a sealed envelope superscribed "**Tender for running Photocopying cum Stationery Shop by Special Abled Persons**" to be addressed to the Registrar, Islamic University of Science & Technology, Awantipora Pulwama. The tender shall have to be submitted on or before 06-03-2023 (2:00 PM).
2. The intending persons shall have to paste transparent tape on the Rent quoted by them in Indian Rupees (INR) only both in figures and in words.
3. The tender submitted shall remain valid for a period of **90 days** from the date of opening of the bid.
4. The University reserves the right to reject or accept any Proposal without assigning any reason or cancel or withdraw the tender. The University reserves the right to relax any condition enumerated or arising out of this tender, without assigning any reason/s thereof.
5. In case of any dispute the jurisdiction will be courts at Srinagar only.

TERMS & CONDITIONS

PART-B

1. The Subletting of contract shall not be permitted and the allottee has to be physically Present during the functioning of the Photocopying cum Stationery Shop.
2. The contract will be awarded on the basis of highest Rent offered. However, the minimum Rent should be more than Rs. 10000/- per month, in addition to the payment of electricity charges as per actual consumption.
3. Monthly rent towards running of Photocopying cum Stationery Shop must be paid in full before the 10th of every month and provision for cashless digital payment must be available in the Photocopying cum Stationery Shop. Further for sale of any items, tax rules as framed from time to time may be followed.

4. The Allottee should ensure that all the Photocopying/Stationery items required for Students/staff shall be compulsorily available at the Stationery Shop and the rates should not be charged more than the prevailing Market Rate/MRP and discount rate may be given on MRP.
5. The Stationery items and photocopying/printing machines shall be of reputed brands having latest configuration.
6. The Allottee shall display rates of all items and photocopy/printing charges in the shop.
7. The Allottee should ensure to install good quality Photocopier Machines, B/W and Colour Printer and the rates to be charges as per lesser then market rates.
8. The Allottee shall be responsible for providing good Stationery and Photocopying Services in the University.
9. The Allottee shall upgrade the service as per the technological developments taking place in the areas of computer hardware, Xeroxing, binding, etc.
10. The Allottee must ensure that the area surrounding the stationery shop is clean and litter free.
11. The Allottee will, prior to the commencement of the operation of contract, make available to the University the particulars of all the human resource who will be engaged, such particulars should include Name, permanent address and the police verification report for the human resource. The Allottee shall be further responsible for proper discipline of the human resource engaged by him and their work besides observing other obligations. No child labourers shall be permitted by University under this contract. No person facing any criminal case or convicted by any criminal court shall be deployed at the space.
12. The Allottee shall be fully responsible about the conduct of his human resource and shall ensure that their behaviour with the students and staff members is always good and cordial.
13. The University will not be responsible to provide any residential accommodation to personnel deployed by the Allottee.
14. The Allottee shall be liable with regard to compliance of all the laws, regulation, rules and directions given by the University.
15. The Allottee shall be responsible to maintain the premises of the building, equipment and other articles issued by the University in good condition. In case of any damage, He/ she shall be responsible to carry out the repairs without any delay to avoid any interruption in service.
16. On termination of the contract, the Allottee will hand over the space, all the equipments/articles as issued by the IUST in good working condition back to IUST.

17. The entire cost of setting up of the space shall be borne by the contractor including any modification thereto. The contractor will get the plan for setting up of the shop approved by the IUST.
18. The location may be changed from time to time as per the convenience of the University keeping its academic requirements as their utmost priority.
19. The Photocopying cum Stationery Shop shall remain open for all days in a week during the time as decided by the University. Any closure must be done with approval of Competent Authority of the University and proper prior notification among the residents of the campus.
20. The Allottee shall not sub-let the premises to any third person and shall get University Registration for his staff / assistant if he engages anybody to support his business in the shop.

Documents to be placed in the Bid

1. **Special Abled Certificate issued from the Designated Medical Board**
2. **Details of the Bidder Annexure I.**
3. **Undertaking Annexure-II.**
4. **Bid form Annexure-III.**
5. **Document fee details: DD/Receipt No.....Dated:.....**
6. **Experience if any**

ANNEXURE I

Details of the Bidder

Sl. No.	Description	Details of the Individual
1.	Name of the Bidder	
2.	Address	
3.	Contact No. & Email Id	
4.	PAN No. (PAN Card should be attached with the Proposal)	
5.	Registration certificate (if any) for the concerned office should be attached with the Tender Document.	
6.	Previous experience of Management of 'Similar Projects' (if any)	
7	An affidavit duly certified by a Notary that bidder is not involved in any Police Case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court.	

ANNEXURE-II

UNDERTAKING BY THE TENDERER

I/We have carefully gone through all above various terms and condition for provision of Photocopying cum Stationery shop at IUST, Awantipora. I/We agree to all these conditions and offer to provide Services at IUST, Awantipora. I/We are making this offer after carefully reading the conditions and understanding the same. I/We have inspected the IUST premises, and have acquainted ourselves with the tasks for providing of Photocopying cum Stationery shop service, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above. That I/We have not been blacklisted by any Central/ State Government organization for similar kind of activities.

Seal and Signature of the Bidder

Place:.....

Date:.....

ANNEXURE-III

COMMERCIAL BID FOR PHOTOCOPYING CUM STATIONERY SHOP AT IUST, Campus

Full Name/ Proprietor:- _____

Minimum Rent Fixed (per month):- Rs. _____

Bid/Quoted Rent (per month):- _____

The undersigned Mr. / Ms. _____

Resident of _____ have read all the Terms & Conditions mentioned in this bid document and shall abide with the same. I hereby submit my unconditional quote.

Signature of the Bidder: _____

Name of the Bidder: _____

Date: _____