



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
AWANTIPORA, KASHMIR

**TENDER NOTICE FOR RUNNING OF DOCUMENTATION CUM
STATIONERY SHOP AT MULTIUSE FACILITY CENTER, IUST,
AWANTIPORA**

Sealed tenders affixed with a revenue stamp worth Rs. 5/- are invited for and on behalf of the Vice Chancellor Islamic University of Science & Technology, Awantipora from registered bidders for running of Documentation Cum Stationery Shop (Photocopying, Printing, Binding, and other stationery items) in the University Campus. A detailed Tender Document is available online at www.iust.ac.in and can also be collected from the Office of the Estates on all working days (Monday – Friday) between 09: 30 am to 4: 30 pm w.e.f 02-07-2024. Tender Documents complete in all respects should be submitted in the office of the Estates by or before 15-07-2024.

Sd/-
Deputy Registrar
Estates

No: IUST/Est/Tender/Docum._Cum_stat./Shop/24/700
Dated: 02-07-2024.



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NOTICE INVITING TENDER

FOR UNIVERSITY DOCUMENTATION CUM STATIONERY SHOP

1, UNIVERSITY AVENUE, AWANTIPORA,
PULWAMA, 192122, J&K

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University Documentation Cum Stationery Shop

For and on behalf of Vice Chancellor, Islamic University of Science and Technology, Awantipora, J&K UT, Tenders (in two cover systems) are invited for running of University Documentation Cum Stationery Shop by reputed Companies / Vendors / Agencies.

The following is the necessary information:

S. No.	Name of work	Details
1	University Documentation Cum Stationery Shop	Multiuse Facility Centre First Floor. i) Space Size: 7'.6" X 15'.9" ii) Space Size: 7'.6" X 15'.9"
2	Period of Contract	One year (further extendable by 1 year, based upon the feedback received from Students and Staff)
3	Cost of document	Rs. 500/- in the form of Demand Draft favoring Finance Officer, IUST (non-refundable)
4	Earnest Money Deposit (EMD)	Rs. 10,000/- in the form of CDR favoring Finance Officer, IUST (refundable)
5	Security Deposit (For successful Bidder only)	CDR @ 80000/-only in the form of CDR favoring Finance Officer, IUST (to be submitted by the successful bidder within 03 working days from the date of issuance of Contract)
6	Last Date for Submission of Documents	15-07-2024.
7	Address /Date / Time of Opening of Tender	Bids will be opened at the office of the Chairperson Canteen Committee, IUST on 16-07-2024 at 2 pm.
9	Availability of Tender document	The tender document can be downloaded from the university website: www.iust.ac.in . or can be collected from the office of the Estates_
10	Bid Validity	90 Days
11	Bidder Stamp	All the authorized persons/bidders shall carry their respective Authorized Stamps on the date of Opening of Tenders (who wish to be present for the said purpose).

Note: Before submitting the bids, bidders are requested to go through the complete tender document.



INSTRUCTIONS TO BIDDERS REGARDING THE TENDERING PROCESS

Tender must be submitted in two sealed envelopes separately i.e., the tender document form duly signed on every page (page No's should be written on all pages) along with all the technical documents in one envelope (**Envelope - A**) and the offer/price bid on the prescribed Performa in the second envelope (**Envelope - B**). Both the envelopes are to be sealed in **Master Envelope** and the name of the tenderer with address and telephone number should be clearly mentioned on the envelopes. In case of any incomplete document/information submitted by the tenderer, the tender may be rejected without assigning any reason thereof.

- **Packet:1: Technical Bid**

- a. License/Registration from concerned Authorities for offering/running such services
- b. Copies of Registration for GST and the Govt. Labour Department
- c. Income Tax Return for the last two years along with a copy of the PAN card of the Firm.
- d. Professional experience for the running of Documentation Cum Stationery Shop or other relevant work in similar environments like Universities, Colleges, etc duly supported with documentary proof of at least two years.
- e. Domicile Certificate and Aadhaar card of the Bidder

- **Packet: 2: Financial Bid**

- a. Financial bids of only those agencies shall be considered and opened whose technical bids are complete in all respects and qualify the criteria as per the tender document.
- b. The tenderer should quote the monthly rent for running the facility excluding water and electricity charges which are to be charged extra as per the actual charges. The university will provide only the concrete space for the same.
- c. Rent quoted should be covered with transparent tape and put in a separate envelope. (Financial bid)
- d. IUST will not be responsible for delay in submission due to any reasons.
- e. Conditional bidding shall not be entertained.
- f. Bidders may contact the office of the Estates, IUST for any guidance or query.
- g. Any corrigendum or subsequent information shall be updated on the tender portal / University website only. Bidders should keep in touch with the University Website.



SCOPE OF WORK

To run Documentation Cum Stationery Shop at IUST, Awantipora shall include the following services:

- Selling Stationery Items of good quality.
- **Photocopying (75 GSM paper):-** A4/A3/Legal Size Paper (Single Side/ Back to Back duplex)- Black/ Colour.
- **Spiral Binding / Comb Binding with OHP Sheets (Front & Back) of 175 microns:** Book containing up to 300 pages or more.
- **Strip Binding / Comb Binding with OHP Sheets (Front & Back) of 175 microns:** Book containing up to 300 pages or more.
- **Book Binding Saddle Stitched (Centre Stapled)/ Soft Cover/ Hard Cover (Case Binding):** Book containing up to 300 pages or more.
- **Lamination: 1/6th size, A4 Size, A3 Size, Foolscap Size, Visiting Card or Identity Card Size.**
- **Thesis / Dissertation:** Binding and Formatting.
- **High-Quality Photocopiers:** Invest in modern and efficient photocopier machines.
- **Document Scanners:** Include document scanners for digitized paperwork and offering electronic copies.
- **Printers:** Have reliable printers for producing documents and reports in various formats.
- **Binding Machines:** Offer binding services for projects, dissertations, and reports.
- **Laminating Machines:** Provide laminating services for preserving important documents.
- **Paper Cutting Equipment:** Paper-cutting tools for precision and customization.
- **Stationery Supplies:** Essential stationery items such as paper, pens, staples, and folders.
- **Document Organization Tools:** Include shelves and cabinets for neat storage of documents.
- **Computer Workstations:** For digital documentation and printing.
- **Payment Processing System:** Implement an efficient payment system for seamless transactions.
- **Signage and Pricing Displays:** Clearly display prices, services offered, and any promotional information.
- **Online Services Integration:** Explore options for online document submission and pickup services.



TERMS & CONDITIONS OF THE TENDER

1. The Tenderer should be a registered and licensed Firm / Agency having sound professional expertise for providing similar Services in Universities, Colleges / Offices or similar environments.
2. Before submission of the Tender document, the tenderers, in their own interest, are advised to visit site to assess the site and its surroundings and satisfy themselves in respect of the site conditions as IUST shall bear no responsibility for lack of acquaintance of the site and other conditions or any information relating thereto, on their part. The consequences of the lack of knowledge, as aforesaid, on the part of the tenderers shall be at their own risk & responsibility.
3. The rent offered/quoted in the tender shall remain valid for the one year. In case, the contract is extended for another year, the rent shall remain same.
4. The service provider shall have to pay the **three months' rent in advance within 10 days** from the date of allotment which shall be rent shall be adjusted in the last three months of the agreement.
5. The monthly rent shall be paid by or before the 5th of every month.
6. The service provider shall not be given any relaxation, if he fails to pay the rent in advance, in that case, the EMD/ Security deposit of the service provider shall be forfeited and the contract shall be canceled.
7. Complaints of any type shall be separately seen by the concerned committee and the decision of the committee shall be final.
8. Any default or misconduct by the service provider shall entitle him to blacklist for future courses, and for the forfeiture of EMDs./ Security deposit
9. IUST, reserves a right to forfeit the EMD/ Security deposit of the service provider if it is found in any malpractice.
10. IUST reserves the right to terminate the contract of a successful tenderer on one month's notice without assigning any reasons thereof.
11. The award process may be postponed/canceled Suo motto without assigning any reason or giving any notice to the tenderer(s). The University reserves the right to consider the tenders of only short-listed firms.
12. If, even after the award of the contract, information/facts submitted by the tenderer is / or found misleading/incorrect/false, etc., IUST reserves the right to scrap the contract forthwith besides taking legal action against the bidder.
13. The University reserves the right to shortlist the Tenderers as per the requirement of the University and to allot Documentation Cum Stationery Shop to the tenderer it deems eligible and qualified based on the responses received, and the decision of the University in this regard shall be final.
14. The University shall permit the Bidder to use the University premises for running Documentation Cum Stationery Shop for the students and staff. of the University for the duration of the contract. The said period is extendable at the sole discretion of the



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- University Authorities only on satisfactory performance/service by the Bidder.
15. The Service provider shall not sublet the contract/premises/venue allotted by the University or enter into a contract with any other party to run the business at the said premises/venue implicitly / explicitly failing which the Contract shall be cancelled and the decision of the University in this regard shall be final and binding on Service Provider.
 16. The Service Provider shall observe proper working hours as may be notified by the University from time to time.
 17. In case of any dispute the jurisdiction will be of courts at Srinagar only.
 18. The successful tenderer shall have to execute an Agreement on non-judicial stamp papers of requisite denomination within a week of the receipt of award/contract letter which shall be the guiding document for the operation of the services contract so awarded.
 19. The successful tenderer who may be awarded the contract for Documentation Cum Stationery Shop subject to fulfillment of all other formalities should be able to provide the requisite services within a period of (10) days from the date of award of the contract, failing which the contract shall be awarded to the tenderer who has quoted the next highest rent.
 20. IUST reserves the right to terminate the contract on one month's notice if the performance is not satisfactory. The Tenderer can also terminate the contract by giving three months' notice and clearing all dues, if he / she is not willing to continue with the contract.
 21. There will be regular feedback from students/staff.
 22. The Service Provider shall engage well-behaved and experienced staff in the Documentation Cum Stationery Shop and shall be responsible for their work, behavior and conduct. If at any time, the work/behavior of any such employed staff is found to be unsatisfactory, the Service Provider shall be liable to remove such a person immediately when ordered to do so by the University. The decision of the University in this regard shall be final and binding.
 23. The Service Provider shall take all precautions that the staff engaged by him/her in the Documentation Cum Stationery Shop are courteous, civil, sober, honest and free from any virulent or contagious disease(s). The Service provider shall be under obligation to obtain the following certificates from each staff during the period of Contract:
 - a) Medical fitness certificate from the authorized Medical Officer.
 - b) Character certificates from their respective Police Stations.
 - c) Certificate specifying the age of the worker as not less than 18 years
 24. List of the staff employed by the service provider along with their photographs should be displayed in the Documentation Cum Stationery Shop.
 25. The service provider shall not construct, raise or modify any structure, temporary or permanent in or around the Shop without a prior written permission of the University.
 26. The contract granted in favour of the successful Bidder shall not create any (in any case) tenancy, lease and any other interests or any other right on the property. The present arrangement is only a temporary permission granted in favour of Bidder for a period



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- mentioned in the contract and subject to the performance/observance of the other conditions as may be communicated to the Bidder by the University. The licensed space shall always remain under actual control and possession of the University.
27. The service provider shall strictly comply with all applicable laws, rules and regulations of the Government.
 28. The liability/responsibility in case of any accident-causing injury/death to any of his / her staff shall be the responsibility of the Service Provider.
 29. None of the workers of the service provider shall take up any kind of private work within the IUST Campus.
 30. If in the execution of their work, any infraction/breach/infringement of any law, rules / byelaws currently in force, takes place, The Bidder shall indemnify the University and hold the University harmless against the consequences of any or all litigation/prosecution in any matter connected with or arising out of the subject including the result of any labour dispute and should any award or decree including awards of any labour court and/or Arbitrator which might be enforced/sought against the University, the University shall be compensated by the Service Provider to the full extent in respect of all such claims/awards etc.
 31. The Service Provider shall advise its workforce etc. to strictly refrain from smoking/use of polythene / any kind of tobacco products/pan chewing/consumption of alcohol/playing of cards etc. within or around the premises of the University.
 32. On expiry of the contract, the Service Provider shall vacate the premises of the University immediately and hand over the charge of the said premises peacefully to the University.
 33. Notwithstanding any provision in this contract, if the Service Provider violates any norms, rules or acts in any way prejudicial to the interests of the University or to the environment at the campus, the contract shall stand cancelled without assigning any reason to the Service provider by the University.
 34. The Documentation Cum Stationery Shop shall function on all working days and will not be allowed to be closed on any day for any reasons, whatsoever.
 35. Vendor/Service Provider is required to install good quality / heavy duty Digital Photocopier Machine and Printer of approved models of reputed brands with minimum speed of 35 copies per minute with self-setting options, at the said space to meet the aforementioned requirements of photocopying/ documentation.
 36. Quality of printing and photocopy and non-disruption of services has to be ensured and maintained by the Vendor/Service Provider.
 37. Vendor/Service Provider will be responsible for arranging all equipment, periodic service and maintenance of the photocopying machine to ensure consistent good quality.
 38. Vendor/Service Provider will be responsible for arranging all relevant supplies including paper, stapler pins, toner and all consumables necessary to run the Photocopier Machine and Printer/ equipment smoothly.
 39. Vendor/Service Provider shall provide adequate and competent full-time staff who will be responsible for all aspects of running and managing the facility.



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40. The Vendor/Service Provider shall keep and sell only branded stationery items. If, at any time, it is found that substandard items are being sold, the contract shall be canceled.
41. The charges for photocopy, printing, spiral binding, lamination, etc. shall be fixed. The price list should be displayed in the shop.
42. The Vendor/Service Provider shall not charge rates exceeding the ones approved by the University. The rates once decided should be strictly adhered to and cannot be changed under any circumstances without prior approval of the University.
43. Financial Bid shall not be the sole criteria for the award of contract. The decision of the University shall be final.
44. Based on the demand of students and staff, if any new item is to be included in the list of the items, the rate for the same shall be approved by the University.



General Terms and Conditions

PART-B

1. The Allottee shall not sub-let the premises to any third person and shall get University Registration for his/ her staff/assistant engaged anybody to support his business in the shop.
2. The contract will be awarded on the basis of the highest Rent. However, the minimum Rent should not be less than Rs. **18000/-** per month, in addition to the payment of electricity charges as per actual consumption.
3. The tender submitted shall remain valid for a period of **90 days** from the date of opening of the bid.
4. The lease period will be for the period of one year with the first three months being on probation from the date of allotment. If services are not found satisfactory or in case of violation of any of the terms and conditions of the Lease/Agreement, the institute may terminate the contract earlier. The lease period is likely to be extended in case the services are found satisfactory.
5. Monthly rent towards running of the Documentation cum Stationery Facility must be paid in full before the 5th of every month and provision for cashless digital payment must be available in the Documentation cum Stationery Facility, Further for sale of any items, tax rules as framed from time to time may be followed.
6. The University reserves the right to terminate the contract. During the period of lease, if the University requires the shop, the lease can be cancelled and the Allottee shall have to vacate the shop within a Notice Period of three months. The service provider shall also have to serve a notice period of three months if he wishes to terminate the contract.
7. The University reserves the right to call for price negotiations. The bidder should depute a competent representative for such discussion/negotiations whenever called for and he should be competent to make on-the-spot decisions.
8. The Allottee must ensure that the area surrounding the shop is clean and litter-free.
9. The Allottee will, prior to the commencement of the operation of the contract, make available to the University the particulars of all the human resources as to who will be engaged. Such particulars should include Name, Permanent Address, and the police verification report of the human resource. The Allottee shall be further responsible for the proper discipline of the human resource engaged by him/her and their work. No Child Labour shall be permitted by the University under this contract. No person facing any criminal case or convicted by any criminal court shall be deployed at the shop.
10. The Allottee shall be fully responsible about the conduct of his human resource and shall ensure that his/their behavior with the students and staff members is always good and cordial.
11. The University will not be responsible to provide any residential accommodation to the personnel deployed by the Allottee.



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12. The Allottee shall be liable with regard to compliance of all the laws, regulations, rules and directions given by the University.
13. The Allottee shall be responsible for maintaining the premises of the building, equipment and other articles issued by the University. In case of any damage, he/she shall be responsible to carry out the repairs without any delay to avoid any interruption in service.
14. The service charges for providing various services must be approved by the University Administration before implementation. The Vendor/Service Provider shall prominently and appropriately display the rates of services at the shop.
15. Operation timing of SHOP would be from 09.00 am (day) to 08.00 pm (night) (all five days in a week). The operational timing may vary as per the requirement of the University. Any change like the timing of operation etc. will require the permission of the University administration.



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FINANCIAL BID

NAME OF THE TENDERER:

The Chairperson Canteen Committee.
Islamic University of Science and Technology
Awantipora, Pulwama.

Sir / Madam,

I / We / M/s _____

Having office at _____ hereby submit our tender for providing Documentation Cum Stationery Shop at IUST, Awantipora, Pulwama, J&K. Our rates for providing the Documentation Cum Stationery Shop shall be as under:

Rent per month Rs. _____

(In words) _____

I / We affirm that we have read and fully understood the nature of job and the terms & conditions relating to this tender and agree to abide by the same.

In case of selection of my / our firm for providing Documentation Cum Stationery Shop at IUST Campus, I will execute an agreement with the IUST within the period as prescribed by the University and shall also be bound by all such terms and conditions laid therein, which might be subsequently incorporated in the agreement to be signed by us.

For & on behalf of M/s _____

(Authorized Signatory)

Name: _____

Authorized Stamp: _____