

EoI FOR LICENSE OF STATIONARY, PHOTOCOPY & COMPUTER PRINTING SHOP
GGV.BILASPUR(C.G)

82/Stationary, Photocopy & Computer Printing Shop/Store/GGV/Bilaspur/2022

Dated: 19.12.2022

EXPRESSION OF INTEREST FOR LICENSE OF STATIONARY, PHOTOCOPY &
COMPUTER PRINTING SHOP

at

GURU GHASIDAS VISHWAVIDYALAYA,BILASPUR(C.G)



82/ Stationary, Photocopy & Computer Printing Shop /Store/GGV/Bilaspur/2022

Dated: 19.12.2022

Procuring of EoI/ Application Form	Available on GGV website www.ggu.ac.in from 20.12.2022
Address for submission of EoI	The Registrar Store Section, Admin Building, Guru Ghasidas Vishwavidyalaya, Bilaspur, CG, 495009
Last date & time for receipt of EoI	09.01.2023 at 3.00 PM
Date & time of opening of EoI	10.01.2023 at 3.30 PM
Date and time of making presentation	to be announced later to successful interested parties

APPLICATION FEE: RS.1000/- (RUPEES ONE THOUSAND)

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GURU GHASIDAS VISHWAVIDYALA,KONI

BILASPUR(C.G.) -495009

Introduction:

To cater the stationary related needs of all students including day scholar and all residents in the university campus the University intends to open a stationary shop in campus. Guru Ghasidas Vishwavidyalaya (GGV) was established in 1983 and was upgraded as Central University under the Central universities act 2009. GGV is Central University and established in the new State of Chhattisgarh in the year 2009. It is a residential university and around nine thousand students are studying study in University out of which one thousand students are residing in University Hostel. University has more than one thousand teaching and non-teaching staff members out of which two hundred employees along with their family are residing in the University. Around Fifteen Hundred Students are residential in various University Hostels and Approximately 200 faculties and Staff reside in University campus.

Expression of Interest

The Expression of Interest (EoI) is hereby invited on behalf of the GGV from the interested Applicant/firm/bidder for License of Stationary shop within the premises of the GGV, Koni, Bilaspur, CG, 495009 as per details given below:

I. Details of the Shops: (Details of items to be sold and not to be sold is given in [Annexure-I](#))

Sl.No.	Shop Description	Shop Size (In Feet)	License fee per month per shop	Fixed Security Deposit
1.	Stationary, Photocopy & Computer Printing Shop	12 x 14(approx.)	5000/-	25,000/-
2.	Stationary, Photocopy & Computer Printing Shop	11 x 06(approx.)		

II Eligibility Criteria for the above mentioned shops:

- a) Agencies/ firms/companies/proprietors should have minimum 3 years of experience of running a Stationary/ Photocopy/Computer Printing Shop with specified services in EOI.
- b) Agencies/firms/companies/proprietors should have shop registration certificate/PAN/GST/Goods & service Tax registration from the competent authority as required for a Stationary, Photocopy & Computer Printing Shop with specified services in EOI.
- c) Firms/agencies/companies/proprietors must provide last three years IT returns.

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III Obligation of the Applicant/Firms/Agencies/Companies/proprietors:

- a) The Firms/agencies/ companies/proprietors shall use only the space earmarked or license allotted for Stationary, Photocopy & Computer Printing Shop with specified services in EOI and shall not use the same/any other space for any other purpose.
- b) Only allotted space for running of a Stationary, Photocopy & Computer Printing Shop with specified services in EOI shall be used without any alteration. Prior written permission is to be obtained from competent authority, GGV for any alteration.
- c) The Firms/agencies/companies/proprietors shall not sell expiry dated/substandard material.
- d) The Firms/agencies/companies/proprietors shall be responsible for always maintaining cleanliness in the shopping complex area. All waste generated shall be collected by them in separate bins and the same shall be daily disposed of by them outside the campus at their own cost at appropriate places earmarked by the municipal corporation , Bilaspur, CG.
- e) The shops shall be opened/operational only for the students, parent, employees, inhabitants of the campus and their family members. Business with outsiders/unauthorized persons/public is not permissible.
- f) The timings of the shops/business hours will be decided by the GGV.
- g) The shops shall not be kept unreasonably closed without prior permission of the GGV.
- h) Rent, Electricity Bill and other charges for the allotted shops shall be payable during the vacation period also.
- i) Rent and other charges for the allotted shops shall also be payable for the period of their possession over and above the sanctioned/allotment period over and above the sanctioned/allotment period with penalty as mentioned in IV(k).
- j) Any taxes or other statutory levies payable to the government shall be charged in addition to monthly rent and the Firms/agencies/ companies/proprietors shall be liable to pay it to the GGV;
- k) The Firms/agencies/companies/proprietors shall be liable to fulfill all obligations under social security schemes or other statutes as may be applicable from time to time.

IV General Terms and Conditions for running of Shop at Utility Centre-

- a) The GGV employees' blood/marriage relatives are not eligible for allotment of stationary shop at GGV.
- b) The GGV will license out the scheduled properties initially for a period of one year. It may be extended for further one or two years depending on satisfactory performance and favorable recommendations of the authorized GGV officials.
- c) The firms/agencies/ companies/proprietors will have to pay monthly license fee and security deposit of the allotted space to the GGV, Koni, Bilaspur, CG in advance, which may be revised, after one year of completion.

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- d) The firms/agencies/ companies/proprietors shall pay fixed water charges for each allotted shop per month.
- e) The monthly Electricity charge shall be charged on the basis of actual meter reading and their charges will be as per the actual as levied to GGV, Koni, Bilaspur, CG for a particular month.
- f) The firms/agencies/ companies/proprietors shall pay the monthly charges in the first week of every month through online in the GGV's account and receipt of the same shall be immediately submitted to the Accounts Section.
- g) If any damage is caused to any property of the GGV or any payment is due to be paid to the GGV or any demand is made by authorities of the GGV, the Firms/agencies/ companies/proprietors, shall pay the same within 10 days, failing which the GGV shall be empowered to recover the same from their security deposit.
- h) Periodic/surprise inspection of shops and places shall be carried out by officials nominated/authorized by the GGV from time to time. All damages/breakages etc. to the GGV property noticed by the officials will have to be set right by the concerned firms/agencies/ companies/proprietors within ten days of inspection failing which the GGV will get the repairs/renovation works done and the cost/charges of the same shall be recovered from the security deposit of the concerned firms/agencies/ companies/proprietors.
- i) The firms/agencies/ companies/proprietors shall obtain all required registration certificates, licenses and NOCs from all concerned departments designated by the Central Government/State Government/District Government/local authorities authorized for issuing the relevant certificate/licenses.
- j) The firms/agencies/ companies/proprietors shall submit to the GGV, the Police Verification Reports; Medical Fitness Certificates of self, authorized persons and employees designated/deputed/appointed for carrying out the commercial activities before commencement of their services. They shall also bear identity cards issued by the concerned firms/agencies/ companies/proprietors countersigned by the Authorized official of the GGV.
- k) If the concerned firms/agencies/companies/proprietors do not vacate the allotted space after the expiry of the agreement period or after one month of notice period of termination of agreement, the agency shall be liable to pay a daily penal rent of Rs. 500/- per shop in addition to the other charges as applicable.
- l) The concerned firms/agencies/ companies/proprietors shall hand over the allotted space along with infrastructure provided, if any, in original condition to the GGV, at the time of completion of the allotted period.
- m) The firms/agencies/companies/proprietors shall carry out only the specified approved activities in stationary shop and shall not carry any unauthorized activity in contravention with the agreement

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- n) If the firms/agencies/ companies/proprietors indulge in carrying out any unapproved activities, the GGV is at liberty to cancel the agreement by giving one month written notice to the concerned Firms/agencies/ companies/proprietors.
- o) The concerned Firms/agencies/ companies/proprietors shall maintain and upkeep their allotted space or shop with prior permission of the GGV and shall not cause any damage to its surroundings.
- p) The GGV reserves the right to cancel the License after giving one month written notice to the concerned firms/agencies/ companies/proprietors and also the right to inspect the operational work undertaken by the firms/agencies/ companies/proprietors at all times and the concerned firms/agencies/ companies/proprietors shall obey the orders and directions issued by the GGV.
- q) The firms/agencies/ companies/proprietors shall carry out the activities in the allotted space or shops as per the law, rules and regulations of the GGV and the Government in force from time to time and shall not carry out any activity in contravention of the same, failing which the GGV shall be at liberty to terminate the license without assigning any reasons.
- r) Selling of alcohol, tobacco or any contraband item/product is completely banned or prohibited.
- s) Any other conditions deemed necessary may be subsequently imposed by the GGV which shall be binding on the firms/agencies/ companies/proprietors.
- t) The above Terms and Conditions shall be the part of the License agreement.

V Submission of EOI application

Firms/agencies/ companies/proprietors agreeing to the above terms and conditions and satisfying the eligibility conditions and interested in running the shop, shall have to submit duly filled EOI application as per the attached annexure along with relevant documents. Application must reach on or before the last date to THE REGISTRAR, GGV, Koni, Bilaspur, CG (C.G.)-492002 in a sealed cover by super scribing the envelope with 'Expression of Interest FOR LEASING OF Stationary, Photocopy & Computer Printing Shop with specified services in EOI AT GGV, Koni, Bilaspur, CG. The Annexure II (Financial Quote) to be submitted in separate sealed envelope. The EoI and relevant documents shall be placed in a sealed envelope separately and Annexure II in other sealed envelope. Both sealed envelope shall be put in one single bid envelope addressed to THE REGISTRAR, C/o Store Section, Admin building GGV, Koni, Bilaspur, CG (C.G.)-492002 in a sealed cover by super scribing the envelope with 'Expression of Interest FOR LEASING OF STATIONARY SHOP AT GGV,

For clarification or site visit, if any, please contact Store Section, GGV on any workingday (Monday to Friday) between 10.00 AM to 5.00 PM.

The Expression of Interest received after the last date and time shall not be entertained. GGV shall not be responsible for any postal delay or loss.

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VI Evaluation and award of shop

After evaluation of the technical part, the technical evaluation report will be uploaded on e-publish procurement website. Only those firms who is considered technically eligible by the Technical committee, will be considered for financial Bid. The selection of the applicant/firm/bidder will be on the basis of following:

1. For quoted L1 rate, for A4 size, black & white photocopy single side (Item 1 as in Annexure-II), will be considered as L1.
2. If there is a tie in L1 rates for 'Item 1' mentioned in 'Item code, Annexure-II' between two or more than two firms, then L1 bidder will be decided on the basis of maximum no. of L1 rates quoted for other items.
3. If there is still tie between two or more than two bidders, then the bidder having more experience will be considered as L1.
4. Any decision in deciding L1, will be done by technical committee, and bidding firm are bound to decision.

The GGV reserves its right to award or not to award.

VII Other Information

GGV reserves the right to inspect the Firm/Agency/Company/Proprietor work-sites by the nominated officer of GGV, if required.

The Expression of Interest does not constitute a solicitation. GGV reserves the right to change or cancel the requirements at any time during the Expression of Interest process.

GGV reserves the right to accept or reject any EOI without assigning any reason.

REGISTRAR(Acting)

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EOI APPLICATION FOR STATIONARY SHOP

Sl. No.	Description	Information	
1A	Name of the Agency/Firm/Company/Proprietor		
	Complete Address		
	Phone No.		E-mail ID
1B	Contact Person/Representative's Name Designation		
	Contact No.		E-mail ID
2A	Registration No./License No.		
	PAN :	GST:	
	ESI: (if applicable)	EPF: (if applicable)	
	(Enclose copies of above)		
2B	Proof for payment of income tax and service tax (last three years) if applicable (copy of income tax and service tax payments to be enclosed)		
3	Experience certificate of running particular shop as mentioned		
4	References/clients list (Enclose list of work handled from last 3 years with all the relevant documents), if applicable		
5	No. of staff/Employees:	Regular	Temporary
7	Remarks (if any)		

Date:

Authorized person Signature with Seal

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Annexure-I

LIST OF MATERIALS/SERVICES THAT COULD BE SOLD BY
VENDORS AT STATIONARY SHOP

STATIONARY, PHOTOCOPY & COMPUTER PRINTING SHOP	
<p><u>May sell or perform :</u></p> <ul style="list-style-type: none">➤ Printing papers, files, folders, staplers, tags, flags, CDs/ pen drives and other printing/filing stationery➤ Notebooks, writing paper, adhesive tapes, pens, pencil, eraser etc. and other writing stationery.➤ Photocopy, computer printing.➤ Lamination, Spiral Binding, Normal Binding <p>Any other items may be sold & services can be performed , only with approval from competent GGV authority.</p>	<p><u>For clarification of any doubts whatsoever, it is expressly being mentioned that the vendor shall not sell, or not perform the services, i.e. not mentioned in the scope of this EOI.</u></p>

Date:

Authorized person Signature with Seal

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Financial Quote (To be submitted in a separate sealed envelope) Annexure-II

To
Registrar
Guru Ghasidas Vishwavidyalaya
Koni, Bilaspur
Chhattisgarh, 495009

Sl. No.	Photocopy Work	Items Code	Unit Price Rate (In Rs.)	GST %
A	B	C	D	E
1.	Photocopy Black & white (A4 Size,75 GSM or more) Single Side	Item 1		
	Photocopy Black & white (A4 Size,75 GSM or more) Both Side	Item 2		
	Photocopy Black & white (Legal Size,75 GSM or more) Single Side	Item 3		
	Photocopy Black & white (Legal Size,75 GSM or more) Both Side	Item 4		
	Photo Copy Coloured (A4 Size)	Item 5		
2.	Computer Printout	Item 6		
	Print Out Black & white (A4 Size,75 GSM or more) Single Side	Item 7		
	Print Out Black & white (A4 Size,75 GSM or more) Both Side	Item 8		
	Print Out Black & white (Legal Size,75 GSM or more) Single Side	Item 9		
	Print Out Black & white (Legal Size,75 GSM or more) Both Side	Item 10		
	Print Out Coloured (A4 Size)	Item 11		
3.	Lamination Charges	Item 12		
	Spiral Binding	Item 13		
	Normal Binding	Item 14		

Name of Bidder

Address of bidder

Email id

Contact Number

Seal & Signature