

GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR
(Formerly Orissa School of Mining Engineering [Degree Stream], Keonjhar)

At : Jamunalia, P.O.: Old Town, Dist., Keonjhar, Pin: 758002 (Odisha)

Web: www.gcekjr.ac.in / Mail id- principal@gcekjr.ac.in

Expression of Interest for Running of Office Stationery Shop

At
GCE, KEONJHAR

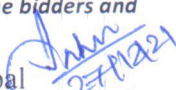
No: 1289

DATED: 27.12.2021

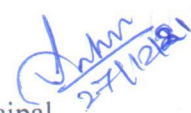
The Expression of Interest (EoI) is hereby invited on behalf of Principal, Government College of Engineering, Keonjhar for running one office stationary shop with photocopy and printing facility at GCE, Keonjhar by speed post/registered post only. The EoI document may be downloaded from the college website www.gcekjr.ac.in. Interested bidders shall have to submit a DD of Rs.1000/- (One Thousand) only as tender fee and another DD of Rs. 5,000/- (Five thousand) only as EMD in favor of "Principal, Government College of Engineering, Keonjhar", Payable at Keonjhar at the time of submission of bid. The EoI is to be submitted in a sealed envelope superscribed "EoI for running of one Office Stationary shop with Photocopy and Printing Facility" addressed to Principal, Government College of Engineering, Jamunalia, Old Town, Keonjhar-758002. The bid duly filled, sealed and signed shall have to be submitted by **registered post/ Speed post** courier only.

Time schedule:	
EoI Document available in College Website	27.12.2021
Last date for receipt of duly filled in EoI document	10.01.2022
Date and Time of the opening Technical & Financial Bids	12.01.2022

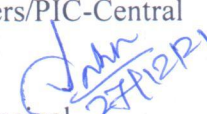
Note: The bidders are requested to sign on all the pages. The duly filled in bid should be sealed by the bidders and super scribed as "Tender for running one Office Stationary Shop".

Principal 
Government College of Engineering, Keonjhar

Memo No. 1290 Dt. 27.12.2021
Copy to the Institution Notice Board for general information.

Principal 
Government College of Engineering, Keonjhar

Memo No. 1291 Dt. 27.12.2021
Copy to the DIPRO, Keonjhar for kind information with a request kindly display in their Notice Board for information of general public/ Purchase Committee Members/PIC-Central Store/PIC-Accounts

Principal 
Government College of Engineering, Keonjhar

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Time schedule:	
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Last date for receipt of duly filled in Eoi document	10.01.2022
Date and Time of the opening Technical & Financial Bids	12.01.2022

Note: The bidders are requested to sign on all the pages. The duly filled in bid should be sealed by the bidders and super scribed as "Tender for running one Office Stationary Shop".

1. GENERAL TERMS AND CONDITIONS

- a) Please read terms and conditions carefully before filling up the document. Incomplete document will be rejected.
- b) Before submitting the bidder should ensure that all self-attested document are attached along with the technical bid.
- c) All pages of the bidding document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the terms and conditions of this bid.
- d) EoI shall be submitted in official EoI form only. If submitted in any other form the same shall be summarily rejected. No bidder shall submit more than one EoI form.



- e) The name and address of the bidder shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the EoI document unless duly countersigned by the bidder. The EoI document should be filled in and submitted in strict compliance with the instructions laid down therein, otherwise the bid is liable to be rejected.
- f) Person signing the bid or other documents connected with the bidder must clearly write his/her name and also specify the capacity in which signing.
- g) The institute reserves the right to reject any or all the bids without assigning any reason.
- h) Before submitting the filled-in bid document to the institute, the bidders may seek clarifications, if any, from Establishment department or in person by visiting the institute during working hours by taking prior appointment.
- i) The institute reserves the right to change any condition of the EoI before opening of the bids.

2. The bidder will have to fulfill the following criteria:-

- a) The bidder shall have minimum two years of experience in running such office stationary shop.
- b) The bid shall be submitted in the prescribed form downloaded/obtained from the Institution.
- c) The bidder must have the GST registration and UpToDate GST clearance for running a shop.

3. The bidder should invariably submit his bid in three sealed covers viz.

- (i) Draft with EMD & tender fee in one cover
- (ii) Technical bid in one cover
- (iii) Commercial bid in one cover

All the three sealed covers to be inserted in one large cover.

EMD & Tender Fee Cover

- i. EMD & Tender Fee cover should contain EMD of Rs. 5,000/- (Rupees Five thousand only) and Tender Fee of Rs.1000/- (Rupees One Thousand only) in the form of demand draft from any nationalized bank. The bid without prepayment of EMD and tender document fee will be out rightly rejected.
- ii. The EMD amount will be refunded to unsuccessful bidders.
- iii. EMD will be liable to be forfeited, if the contractor selected for the work fails to sign the formal agreement or to start the work on the date stipulated in the work order.
- iv. The EMD remitted will not bear any interest for the period retained by GCE, Keonjhar.

Technical bid cover

Technical bid cover should contain the following:-

- i. Original copy of EoI form (except commercial bid documents)

- ii. Proof of business carried out by the bidder during the last two years.
- iii. The bidder should furnish details regarding nature of their firm, name and address of partners/proprietors/directors and also their sister concerns, if any.
- iv. Attested copies of valid GST registration and clearance certificate.

Commercial bid cover

- i. The commercial Bid shall be put in a separate cover super scribed assuch.

4. Execution of AGREEMENT and payment of SECURITY DEPOSIT

- The successful bidder should execute an agreement for the fulfillment of the contract with the Principal, GCE, Keonjhar and hand over the same to GCE, Keonjhar within 7 days from the receipt of the letter of acceptance of the bid. If the same is not executed within 7 days the order will be cancelled by The Principal, GCE, Keonjhar.
- In case the successful bidder fails to deposit the security amount and execute necessary agreement within 7 days from the date of receipt of acceptance of bid, the earnest money deposit of Rs.5,000/- shall be forfeited.
- The successful bidder shall be required to deposit an additional amount of Rs.15,000/- (Rupees Fifteen thousand only) as security deposit immediately after the issue of work order and before the execution of the agreement, in the form of demand draft of any nationalized /scheduled bank only in favour of Principal, GCE, Keonjhar payable at Keonjhar. No interest shall be paid on such security deposit, which shall remain with the institute during the continuance of the contract and it shall be released only after three months on the expiry of termination of the contract subject to clearance of all dues by the contractor.

5. Special Terms and Conditions:

- o GCE, Keonjhar will offer space with the following details

Sl. No.	Description of Shop	Size of Shop	Type of Shop	EMD	Tender Cost	Security Deposit	Minimum License Fee (Monthly)
1	Shop-2	13'X10'	Office Stationary Shop	5,000/-	500/-	20,000/-	2,000/-

The contractor should be able to shift to any other suitable place within the campus whenever required (for Maintenance or any other circumstances)

- o The shop shall remain open from 10.00 AM to 5.00 PM on all working days.
- o The shop will keep office stationary material and will provide photocopy and

printing facility.

- The contractor can not sell any packed food and drinking items like water, cold drinks etc in the stationary store.
- The contractor shall have to pay the license fee for utilization of shop at GCE, Keonjhar by 7th of every month.
- The contractor has to submit refundable security deposit of Rs. 4000/- towards installation of Electrical sub-meter and required to pay the electricity charges on actual basis, along with pro-rata fixed charges. This shall be paid on or before 7th of every month on monthly meter reading basis separately by the contractor.
- The contractor shall be responsible for maintaining hygiene at the allotted space and for the disposal of wastages generated from the shop.
- No non-recyclable plastic or plastic container is allowed to use in the campus as campus is considered non-plastic zone, failing which penalty will be imposed for each event.
- The contractor should hand over the premises in the same condition as it was given to them at the time of occupying and if any damages found, the charges should be recovered from the contractor.
- The contractor shall not keep the shop closed on working days without prior permission from the GCE, Keonjhar authority. Any such incident shall be treated as breach of contract and suitable action including penalty shall be taken for the same by GCE, Keonjhar, as it may deem fit.
- On award of the contract, the successful bidder will have to file full details of the staff/crew/labour employed by him with GCE, Keonjhar administration along with copies of documents to prove their identity.
- The Contractor will be responsible for obtaining verification certificate from the police department in respect of all employees deployed by him.
- The contractor shall submit to GCE, Keonjhar a list of all workers engaged by him, indicating name, age, home address, qualifications, etc., and would also intimate as and when any change takes place. The tenderer shall not at any time engage any minor to carry out the work under the contract.
- The contractor shall maintain attendance and wages registers for all workers engaged under the contract at GCE, Keonjhar and shall also take out Workmen's' Compensation Insurance Policy. The payment of wages to workers must be made as per rules in vogue. Proof of wages shall be submitted to GCE, Keonjhar administration on a monthly basis.
- The contractor shall comply with all existing labour legislations and Acts, Provisions as applicable, such as Contract Labour Regulation Act, Workmen's' Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act etc. For any lapse or breach on the part of the contractor in respect of non-compliance of any labour legislation in force during the validity of the contract, the



contractor would be fully responsible and would indemnify the Institute, in case the Institute is held liable for the lapse if any, in this regard.

- The contractor shall have to make own arrangements for the accommodation of his staff outside the premise of GCE, Keonjhar.
- The staff engaged by the contractor shall: (a) Show professional courteous behavior at all times. (b) Wear neat and clean work clothes, etc. (c) will not smoke beedies, cigarettes or take alcoholic drinks in the campus and they are not allowed to chew pan, gutka, tobacco items etc.
- The contractor shall ensure that the staff engaged by him observes safety precautions and security regulations at the campus.
- GCE, Keonjhar reserves the right to call upon the contractor to remove any person employed/working in the stationery shop, if found unsuitable for services on account of hygiene or health or conduct or any other administrative reasons. The contractor will have to issue identity cards to its employees employed in the stationery shop. GCE, Keonjhar reserves the right to disallow the person not having the identity card.
- The contractor's crew shall not be allowed to use any service area situated outside the shop area.
- All the workers engaged by the contractor for carrying out tasks under this contract shall be deemed to be the employee of the contractor only. The contractor shall be solely responsible for purpose of their wages, fringe benefits, conduct, duty roster, leave-records, relievers, etc. The contractor shall also provide its workers uniform, photo-identity cards which shall be checked by the GCE, Keonjhar, as and when necessary.
- GCE, Keonjhar shall not be responsible for the release of benefits, such as Provident Fund, ESI, Pensionary benefits or allowances. Any changes in the Minimum Wages Act or in any other labour legislation/provisions or other statutory obligations during the validity period of the contract shall be the responsibility of the contractor.
- Contractor shall not sell any cigarette, beedy, pan, alcohol etc. in the stationery shop and in GCE, Keonjhar premises, if anyone is found indulged in these businesses the person shall be asked to leave the campus immediately and the contractor shall be liable to lose the contract for breach of this condition.
- The contractor and his staff shall abide by various rules and regulations of GCE, Keonjhar as prevalent from time to time.
- The contractor and his staff shall comply with all instructions and directions of the GCE, Keonjhar authorities given from time to time. In the event of any emergent situation, the staff of the contractor shall comply with instructions given by the GCE, Keonjhar authorities, without waiting for confirmation by the contractor.
- Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.



- The contractor shall undertake that any act of omission or commission including theft, by his staff shall be his sole responsibility and further that he would compensate the Institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively.
- GCE, Keonjhar would have the right to terminate the contract without notice before the expiry of the term, in case the work performance is not up to the standard, or in case there is any violation of GCE, Keonjhar rules & regulations, or if there is any lapse in compliance of any labour legislation, or if there is any incident of indiscipline on the part of the contractor or his staff.
- The decision of the institute management in this regard would be final and binding on the contractor. In such an event, GCE, Keonjhar shall have the right to engage any other contractor to carry out the task at the risk and cost of the existing contractor besides appropriating the security deposit and or any amounts due to the contractor. For violation of any terms and conditions of the tender, security deposit will be forfeited. If the contractor fails to provide the stationery shop service as per the tender condition, GCE, Keonjhar will make alternate arrangement for the students from any other source. If GCE, Keonjhar requires make the payment at the higher rate the difference amount will be recovered from the contractor either from the pending bills or from the security deposit.
- GCE, Keonjhar reserves the right to terminate the contract without giving any notice in case the contractor commits breach of any of the terms of the contract. The institution decision in such situation shall be final and shall be accepted by the contractor without any objection or resistance. The contract can be terminated by either party, after giving three months' notice. The contract will be extendable by mutual agreement till alternate arrangements are made.
- The period of contract is for one year from the date of award of contract for stationery shop premises. However the contract could be renewed further for two terms of one year each solely at the discretion of GCE, Keonjhar authority on mutually agreed terms and conditions.
- If contract renewed for further period 10% hike in license fee need to borne by the contract on each such occasion.
- The contractor should not transfer the contract of the stationery shop services or sublet the same to anybody which may be treated as a breach of contract and the contract shall be liable to terminator without any prior notice with consequent penalty including forfeiture of security deposit. All expenses whatsoever for re-tendering the services will be recovered from the contractor.



ITEMS TO BE SOLD & FACILITY TO BE PROVIDED

- Office stationery items like paper, copy, lab records, pen, pencil etc.
- Provide photo Copy and printing facility
- The items should not be sold above MRP.
- The item details and rate of selling should be displayed in bold and visible manner.

PENALTY

- Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of suit, any and all actions and proceedings arising out of or relating to the contract (including any arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction in this behalf at the area of the institute is functioning and only the said courts shall have jurisdiction to entertain and try such action(s) and/or proceedings to the exclusion of all the other courts.

6. Bid Evaluation criteria

Financial bids of all the technically qualified bidders shall only be opened and H1 bidder of license fee shall be awarded the contract. Bidders quoting the license fee below the minimum rate shall be rejected. If there will be multiple H1 bidder, the decision of the committee to award the contract will be final. No bidder is allowed to challenge that decision.



UNDERTAKING BY THE BIDDER

I/We have carefully gone through various terms and conditions listed above for running shops at GCE, Keonjhar campus. We agree to all these conditions and offer to run the shops at GCE, Keonjhar. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Date:

Signature of the Tenderer

Name:

Designation:

Place:

Office Seal:



GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR

TECHNICAL BID

GENERAL INFORMATION

(To be filled in by the bidder for the Technical Bid)

1. Name of the Firm /Company :

2. Complete Office Address:
(With contact number & email ID)

3. Company website, If any

4. Type of Organization Individual/Partnership/Pvt. Ltd

5. (i) Year of establishment

6. Details of payment

S. No:	Particulars	Bank Details	Amount with date	Remark
1	Details of Tender cost			
2	Details of EMD Deposit			

7. Name and address of the authorized signatory / Contact person for this tender

8. Total staff strength of the company on its payroll

S No.	Category of Staff	Nos.	Remarks
1			

9. Details of supporting documents enclosed with self-attested. All the following documents are essential to qualify the technical bid.

S. No.	Particulars	Registration No.	Valid up to	Proof enclosed in Page No:
1	Application for Shop No.			
2	Firm / Company Registration (delete whichever is not applicable) Shops & Establishment Act			
3	PAN			
4	GST Registration No:			

(Self-attested copy as proof of the above must be attached to qualify, compulsorily, Original papers should be provided for verification purpose).

Date:

Signature of the Bidder

Name:

Designation:

Place:

Office Seal:

Note: 1) Please read bid document carefully and fill up the above information

2) Sealed Cover bearing Tender No. and Date

GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR
COMMERCIAL BID

BID FOR RUNNING SHOPS AT GCE, Keonjhar

1. Name of the Agency :
2. Address of the Agency:
3. Name of the Person :
4. Phone No :(Mob).....

Sl. No.	Description	Amount (RS.)
1	Monthly License Fee	

Date: Full Name, Signature & seal of the
Place:

Authorized Person



**AGREEMENT BETWEEN THE STATIONERY SHOP RUNNING CONTRACTOR
AND THE PRINCIPAL, GCE, KEONJHAR**

Agreement executed on _____th day of _____ 2022 between

(hereinafter called the contractor) and the PRINCIPAL, GCE, Keonjhar
Whereas the contractor had tendered for running Office Stationary Shop with Photocopy and Printing Facility for students and staff of GCE, Keonjhar as per tender notification No. _____ dated _____ which tender notification shall form part of this Agreement as if incorporated herein
Whereas GCE, Keonjhar has been pleased to accept the offer subject to the conditions stipulated in _____ the _____ work order No. _____ dated _____,
whereas the contractor has as security for the due fulfillment of his obligations under this deed deposited Rs.20,000/- (Rupees fifty thousand only) on _____th _____ 2022,

NOW THESE PRESENTS WITNESS AS FOLLOWS:-

1. GCE, Keonjhar will offer space measuring 130sq.ft. for running the shop within the campus situated at GCE, Keonjhar. The shop will remain open from 10.00 AM to 5.00 PM on all working days.
2. GCE, Keonjhar will not bear the expenditure for the setting up of the stall/infrastructure.
3. The contract period is for one year from _____ to _____.
4. The contractor will be required to pay to GCE, Keonjhar electricity charges on actual basis along with pro-rata fixed charges levied by the Electricity Board for which sub-meters shall be provided by GCE, Keonjhar with security deposit of Rs.4000/-. The Electricity Charges will be paid on or before 7th of every month on monthly meter reading basis.
5. The required water will be supplied by GCE, Keonjhar at free of cost; but the contractor should use the water very sparingly and shall not waste water.
6. GCE, Keonjhar reserves the right to terminate the contract without giving any notice in case the contractor commits breach of any of the terms of the contract.
7. The contractor should not transfer the contract of running the shop or sublet the same to anybody which action may be treated as a breach of contract and the contract shall be liable to be terminated without any further notice. All expenses whatsoever for the retendering the services will be recovered from the contractor.
8. The contractor should hand over the premises in the same condition as it was given to them at the time of occupying and if any damage found, the charges should be recovered from the contractor.
9. The GCE, Keonjhar reserves the right to impose a penalty (to be decided by GCE, Keonjhar authorities) on the contractor for any serious lapse in maintaining the quality, hygiene and the services willfully or otherwise by the contractor or his staff or for any adulteration.
10. The security deposit which shall remain with the institute during the continuance of the contract and it shall be released only after three months on expiry or termination of the contract subject to clearance of all dues by the contractor. No interest shall be paid on the security deposit.



11. If the GCE, Keonjhar is not satisfied with the services provided or behavior of the contractor or his/her employees, the contractor will be served with 24 hour notice to improve or rectify the defect(s) failing with the GCE, Keonjhar will be at liberty to take appropriate necessary steps as deemed fit.
12. Waste and garbage disposal must be done twice a day on regular basis. And should keep the premises clean and hygiene all the time.
13. Notwithstanding, any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference, if the same had been the subject matter of suit, any and all actions and proceedings arising out of or relating to the contract (including any arbitration terms thereof) shall lie only in the court of competent civil jurisdiction in this behalf at Keonjhar and only the said courts shall have jurisdiction to entertain and try such action(s) and/or proceedings to the exclusion of all the other courts.
14. Further this office letter No. _____
_____ issued to the contractor will also form part of this agreement.

Signed on this day ____th____2022

Principal
GCE, Keonjhar

Witness: (1)

(2)

CONTRACTOR

Seal of the contractor

(1)

(2)

