**BHARATHIAR UNIVERSITY: COIMBATORE – 641 046**

**TENDER NOTICE**

**No. BU/R/D3/2021/Stationery Shop/SDE/2055-1 Date: 19.01.2022**

Sealed Tenders are invited by the Registrar, Bharathiar University, Coimbatore **upto 3.00 p.m on 02.02.2022** for providing **Stationery Shop and Xerox facilities** in the Bharathiar University at School of Distance Education Building for a period of **ONE Year**.

Tender Documents can be downloaded from **our website:** [**www.b-u.ac.in**](http://www.b-u.ac.in)**. From 19.01.2022 to 02.02.2022.** The cost of the tender documents **Rs.788/-and EMD Rs.6,500/-** has to be enclosed in the form of DD or by bank challan in the Bank of India, Bharathiar University drawn in favour of **“The Registrar, Bharathiar University, Coimbatore” while submitting the tender.**

**REGISTRAR i/c**

**BHARATHIAR UNIVERSITY COIMBATORE: 641 046**

**TENDER CONDITIONS AND INSTRUCTIONS FOR RUNNING STATIONERY SHOP AND XEROX FACILITIES IN THE BHARATHIAR UNIVERSITY AT SCHOOL OF DISTANCE EDUCATION BUILDING**

1. Sealed Tenders will be received by the Registrar **up to 3.00 p.m. on 02.02.2022** from the experienced person for running **Stationery Shop and Xerox facilities** in the Bharathiar University at School of Distance Education Building for a period of **ONE year.**
2. The total number of students, staff available in the Bharathiar University at School of Distance Education is around **65000** approximately.
3. Electricity will be provided by the University on payment basis. Meters to be fixed by the tenderer.
4. Necessary Internal provisions shall be made by the tenderer.
5. The tender shall be submitted in **sealed cover superscribed as tender for running Stationery Shop and Xerox facilities** in the Bharathiar University at School of Distance Education Building **due on 02.02.2022 upto 3.00 p.m.**
6. The tender will be opened by the Registrar in the Registrar’s Chamber **at 4.00 p.m.** **on 02.02.2022 in the presence of tenderers who are present.**
7. Tenders received late will be returned to the tenderer unopened.
8. The tenderer should quote his rate in figure and words in the tender schedule. Corrections or overwriting in the tender schedule if any shall be attached with the full signature of the tenderer. The tenderer should sign on each page of the tender document.
9. Each tender shall be accompanied with the Tender cost of **` 788** in the form of DD drawn in one of the Nationalized Banks in the name of “Registrar, Bharathiar University” payable at Coimbatore. Cheques and Bank Guarantees will not be accepted.
10. Tender Cost **` 788** will be Non-refundable amount of and the tenders submitted without tender cost shall liable to be rejected summarily.
11. Each tender shall be accompanied with the EMD of **` 6,500** in the form of DD drawn in one of the Nationalized Banks in the name of “Registrar, Bharathiar University” payable at Coimbatore. Cheques and Bank Guarantees will not be accepted. No interest will be payable by the Bharathiar University, Coimbatore authorities on the EMD.
12. The Tenders without Earnest Money will be summarily rejected.
13. For Successful tenderer, EMD will be converted to Security Deposit and will be retained with Bharathair University until the expiry or termination of the rate contract without interest.
14. The tender shall be valid for a period of **180** days from the date of opening. Tenderer should not withdraw his tender after the tenders are opened.
15. **Successful tenderer shall executed an agreement** **on stamp paper to the value of Rs.100.00.**
16. Any dispute arising out of this contract shall be settled only at the court having jurisdiction of Coimbatore.
17. The authority competent to accept the tender reserves the right to reject or accept any tender without assigning any reasons thereof.
18. Regarding the acceptance of tender the decision of University Registrar shall be final.
19. The University’s general rules for the supply of the materials and works will apply on this lease also.
20. The tenderer shall take care for maintenance during lease period.
21. The tender is submitted subject to and agreeing to the above conditions.

|  |  |  |  |
| --- | --- | --- | --- |
| Cost of Tender document ( to be filled by the tenderer) | | | |
| **DD/Challan No** | **Date** | **Amount** | **Bank** |
|  |  |  |  |

**SIGNATURE OF THE TENDERER**

**MOBILE NO:**

**BHARATHIAR UNIVERSITY : COIMBATORE – 641 046**

**SCHEDULE**

Running Stationery Shop and Xerox facilities in the Bharathiar University

at School of Distance Education Building

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Facilities** | **Area** | **Quote the monthly Rent willing to pay** |
| 1 | Stationery Shop and Xerox facilities | Bharathiar University at School of Distance Education Building  **Area of Shop: 160.93 m² (1732 Sqft)**  **Area of Corridor: 15.00 m² (162 Sqft)** |  |

Expected Annual Rental Charges (Minimum): **Rs.2,57,400** (Rupees Two lakhs

Fifty seven thousand and four

hundred only)+ Taxes as applicable

**(single payment before the  
 commencement of the contract)**

Annual Rental Charges-Quoted :Rs. ……+ Taxes

**SIGNATURE OF THE TENDERER**

**NOTE:**

1. Please quote the rent expected, without quoting the rent, tenders will not be considered.
2. The Original tender form should be submitted to this office along with the tender schedule.
3. Submission of Tenders without the complete particulars will not be considered.

**Annexure-1**

#### BIDDER’S GENERAL INFORMATION

Bidder should indicate following information along with the self-attested photocopies of supporting documents:

1. Name of Firm/Agency/Contractor :
2. GST Registration Number :
3. Registered address :
4. PAN Number :
5. Shop Registration Number & Yr :
6. Mobile No. :
7. Official Email Address :
8. Name & Address of Branch, if any :
9. Type of Organization

(whether private limited/LLP/ partnership/sole proprietorship) as per attached proof)

1. Name of Proprietor/ Partners/Designated Partners/Directors of the Organization/Firm:
2. Local/Registered Shop at Coimbatore/Tamil Nadu (Please Tick): Yes / No

(SIGNATURE OF BIDDER WITH SEAL)

**Annexure-2**

#### BIDDER’S ELIGIBILITY CRITERIA

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.**  **No** | **Description** | **Confirmation**  **(Yes/No)** | **Proof Attached at**  **Scan Page No.** |
| 1 | Do you have any work experience of providing similar services in any reputed organization |  |  |
| 2 | Does your agency have been in existence for the last 03 years? |  |  |
| 3 | Do you have any registered shop at Tamil Nadu State? |  |  |
| 4 | Does your agency comply with the statutory requirements such as GST Number and PAN Number? |  |  |
| 5 | Do you have annual turnover of Rs.8 Lakh in preceding three Financial Year? |  |  |
| 6 | Does your agency have been blacklisted by any Organizations? |  |  |
| 7 | Whether the Earnest Money in the form of DD/FDR/Bank Guarantee are enclosed? |  |  |

**Annexure-3**

***CRIMINAL LIABILITY UNDERTAKING***

I……………………………………….S/o Resident of

……….………………………………………………………………………………………............

…………………………………..…………………….. Do solemnly pledge and affirm: -

That I am the proprietor /partner/authorized signatory of

M/s. …………………………………………………………………..……………………………..

That my firm has not been declared defaulter by any Govt. Agency and that NO case of any nature i.e. CBI/FEMA/Criminal/Income Tax/GST Blacklisting is pending against my firm.

**Name & Signature**

Seal of the participating Bidder Company with Date Affirmation/Verification

**Annexure - 4**

**Price of Stationary and Xerox Shop**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Particulars | Qty | Make | Price |
| 1 | Libra Pro - Circle 360 | 1 |  |  |
| 2 | Protractor | 1 |  |  |
| 3 | Mini drafter Omega | 1 |  |  |
| 4 | S. Square Omega (Set) | 1 |  |  |
| 5 | Stencil 3in1 (4-6-8) | 1 |  |  |
| 6 | 0.5 Pencil faber Castell | 1 |  |  |
| 7 | 0.5 Pencil Camlin | 1 |  |  |
| 8 | 0.5 Pencil Cello | 1 |  |  |
| 9 | 0.5 Pencil Cello | 1 |  |  |
| 10 | 0.5 Pencil Artline | 1 |  |  |
| 11 | S. Square Khyati (Set) | 1 |  |  |
| 12 | D. Sheet with print | 1 |  |  |
| 13 | F.S. Note Book 70 Pages | 1 |  |  |
| 14 | F.S. Note Book 90 Pages | 1 |  |  |
| 15 | F.S. Note Book 120Pages | 1 |  |  |
| 16 | F.S. Note Book 180 Pages | 1 |  |  |
| 17 | F.S. Note Book 200 Pages | 1 |  |  |
| 18 | BIT page multi colour print 70GSM-with Packing | 90 |  |  |
| 19 | Graph- 70 GSM multi colour printing | 1 |  |  |
| 20 | Index-70 GSM multi colour printing | 1 |  |  |
| 21 | Certificate-70 GSM multi colour printing | 1 |  |  |
| 22 | Xerox (B to B Paper) | 1 |  |  |
| 23 | Print B & W (100 GSM) | 1 |  |  |
| 24 | Colour Print (100GSM) | 1 |  |  |
| 25 | Spiral Binding (A/4) | 1 |  |  |
| 26 | Lamination (A/4) | 1 |  |  |
| 27 | Eng. Compass Box | 1 |  |  |
| 28 | Eng. Compass Box | 1 |  |  |
| 29 | Eng. Compass Box | 1 |  |  |
| 30 | Eraser | 1 |  |  |
| 31 | Sharpener | 1 |  |  |
| 32 | Drawing Clips Plastic | 01Pkt. |  |  |
| 33 | Drawing Clips Steel | 01Pkt. |  |  |
| 34 | Sketch Book(A/3Size) Title- Multi Colour every Page Print | 40Pages |  |  |
| 35 | Sheet Container | 1 |  |  |
| 36 | Books |  |  |  |
| 37 | File | 1 |  |  |
| 38 | File | 1 |  |  |
| 39 | File Folder | 1 |  |  |
| 40 | File Folder | 1 |  |  |
| 41 | Plastic Folder | 1 |  |  |
| 42 | Plastic Folder | 1 |  |  |
| 43 | Leg, Page S.P. Binding | 1 |  |  |
| 44 | A/3 S.P. Binding | 1 |  |  |
| 45 | Pen | 1 |  |  |
| 46 | Fevi Stick | 1 |  |  |
| 47 | Fevi Kwik | 1 |  |  |
| 48 | Institute Xerox A/4 | 1 |  |  |
| 49 | Institute Xerox Legal | 1 |  |  |
| 50 | Institute Xerox A/3 | 1 |  |  |
| 51 | Print A/4 (Colour) | 1 |  |  |
| 52 | Print Legal (Colour) | 1 |  |  |
| 53 | Print A/3 (Colour) | 2 |  |  |

**Annexure-5**

FINANCIAL BID (FORMAT)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Item Description** | **Item Code/ Make** | **Rates in figures**  **Rs. P.** | **GST** | **Rates with GST** |
| **1** | **2** | **3** | **4** | **5** | **6** |
| **1** | **Photocopying per page of 75 GSM (B&W)** |  |  |  |  |
| 1.01 | A-4 Size Paper ( Back to Back) | Photocopy1 |  |  |  |
| 1.02 | A-4 Size Paper (Single Side) | Photocopy2 |  |  |  |
| 1.03 | A-3 Size Paper ( Back to Back) | Photocopy3 |  |  |  |
| 1.04 | A-3 Size Paper (Single Side) | Photocopy4 |  |  |  |
| **2** | **Photocopying per page of 75 GSM (Colour)** |  |  |  |  |
| 2.01 | A-4 Size Paper ( Back to Back) | Photocopy5 |  |  |  |
| 2.02 | A-4 Size Paper (Single Side) | Photocopy6 |  |  |  |
| 2.03 | A-3 Size Paper ( Back to Back) | Photocopy7 |  |  |  |
| 2.04 | A-3 Size Paper (Single Side) | Photocopy8 |  |  |  |
| **3** | **Printing per page of 75 GSM** |  |  |  |  |
| 3.01 | A-4 Size Paper ( Black) | Printing 1 |  |  |  |
| 3.02 | A-4 Size Paper (Colour text) | Printing 2 |  |  |  |
| 3.05 | A-4 Size Paper (Colour image normal paper) | Printing 3 |  |  |  |
| 3.04 | A-4 Size Paper (Colour image photo paper) | Printing 4 |  |  |  |
| **4** | **Spiral / Comb Binding with OHP Sheets**  **(Front & Back ) of 175 microns** |  |  |  |  |
| 4.01 | Book containing 1 to 50 pages | Spiral1 |  |  |  |
| 4.02 | Book containing 50 to 100 pages | Spiral2 |  |  |  |
| 4.03 | Book containing 100 to 200 pages | Spiral3 |  |  |  |
| 4.04 | Book containing 200 & above pages | Spiral4 |  |  |  |
| **5** | **Lamination** |  |  |  |  |
| 5.01 | 1/6th Size | Lamination1 |  |  |  |
| 5.02 | A4 Size | Lamination2 |  |  |  |
| 5.03 | A3 Size | Lamination3 |  |  |  |
| 5.04 | Foolscap Size | Lamination4 |  |  |  |
| 5.05 | Visiting Card or Identity Card Size | Lamination5 |  |  |  |
| **6** | **Clothes rexine bound in full with**  **crossed/sectional stitching** |  |  |  |  |
| 6.01 | Register & Books < A4 size | Clothes1 |  |  |  |
| 6.02 | Register & Books = A4 size | Clothes2 |  |  |  |
| 6.03 | Register & Books >A4 size but < A3 size | Clothes3 |  |  |  |
| 6.04 | Register & Books > A3 size | Clothes4 |  |  |  |
| **7** | **Half Leather with Clothes rexine with crossed/sectional stitching** |  |  |  |  |
| 7.01 | Journal & Books < A4 size | Half Leather1 |  |  |  |
| 7.02 | Journal & Books = A4 size | Half Leather2 |  |  |  |
| 7.03 | Journal & Books >A4 size but < A3 size | Half Leather3 |  |  |  |
| **8** | **Board Binding (Free size)** | Board |  |  |  |
| **9** | **Printing-English/Devnagari on binded**  **documents** |  |  |  |  |
| 9.1 | Gold printing | Printing 1 |  |  |  |
| 9.2 | Ink Printing | Printing 2 |  |  |  |

#### 

**UNDERTAKING BY THE TENDERER**

We have carefully gone through all above terms and condition for provision of stationery shop at Bharathiar University Campus. We agree to all these conditions and offer to provide Services at Bharathiar University Campus. 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 inspected the Bharathiar University premises, and have acquainted ourselves with the tasks for providing of stationery, xerox and printing before making this offer. We hereby sign this undertaking in token of our acceptance of conditions listed above**.**

Place

Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_