



**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY**  
**AWANTIPORA, KASHMIR.**

**NOTICE INVITING TENDER**

For and on behalf of Vice Chancellor Islamic University of Science and Technology, Awantipora, sealed tenders affixed with revenue stamp of Rs. 5/- are invited from the dealers/suppliers for running Photocopying cum Stationary Shop and General Provision Store 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 **Registrar** or can be downloaded from the University website: [www.islamicuniversity.edu.in](http://www.islamicuniversity.edu.in) against DD of **Rs. 500/-** (non refundable) favouring Islamic University of Science and Technology, Awantipora Pulwama (J&K) as cost of the tender document and to be submitted by or before **25-09-2018** (2.00pm). Terms and Conditions apply.

Sd/-  
Deputy Registrar  
(Establishment)

No. IUST/Reg/Adm/Tender/18/6584  
Dated: - 14-09-2018

**The Bidders are expected to go through all instructions, terms & condition 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.**

**TERMS & CONDITIONS**  
**PART-A**

1. The tender duly completed and signed shall be submitted in a sealed envelope upper-scribed "**Tender for running Photocopying and Stationary Shop and Provision Store**" shall be addressed to the **Registrar** Islamic University of Science and Technology, Awantipora Pulwama and shall be submitted on or before 25-09-2018 2.00 pm.
2. The intending bidders shall have to paste transparent tape on the maintenance charges/Rent quoted by them in Indian Rupees (INR) only both in figures and in words.
3. The Tender should be accompanied with **Earnest Money Deposit (EMD) of Rs. 10000.00** (ten thousand only) in the shape of FDR/CDR of any nationalised Bank drawn in favour of "Islamic University of Science and Technology", payable at Awantipora, Pulwama (J&K).

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**

6. An Agency/ Firm having an experience of at least 3 year of running Stationery Shop/Provision Store in any educational institutions /autonomous bodies etc will be given preference.
7. Subletting of contract shall not be permitted.
8. The contract will be awarded on the basis of highest maintenance charges/Rent. However, the minimum maintenance charges/Rent should be more than Rs. 10,000/- per month, in addition to the payment of electricity charges as per actual consumption.
9. Monthly rent towards running of Stationery Shop or General Provision Store must be paid in full before the 10th of every month and provision for cashless digital payment must be available in the stationery shop. Further for sale of any items, tax rules as framed from time to time may be followed.
10. The contractor should ensure that all the Stationery items/Provision Store items required for Students/staff shall be compulsory available at the Stationery Shop/Provision Shop and the rates should not be charged more than the prevailing Market Rate/MRP and discount rate may be given on MRP.
11. The Stationery items and photocopying/printing machines shall be of reputed brands having latest configuration.
12. The contractor shall display rates of all items and photocopy/printing charges in the shop.
13. The contractor should be ensured to install good quality Photocopier Machines, B/W and Colour Printer and the rates to be charges as per lesser then market rates.
14. The contractors shall be responsible for providing good Stationery and Photocopying Services in the University.
15. The contractor shall upgrade the service as per the technological developments taking place in the areas of computer hardware, Xeroxing, binding, etc.
16. The contractor must ensure that the area surrounding the stationery shop/Provision Shop is clean and litter free.
17. The contractor will, prior to the commencement of the operation of contract, make available to the University the particulars of all the employees who will be employed, such particulars should include Name, permanent address and the police verification report for the employees. The Contractor shall be further responsible for proper discipline for the employees 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.
18. The contractor shall be fully responsible about the conduct of his employees and shall ensure that their behaviour with the students and staff members is always good and cordial.

19. University will not be responsible to provide any residential accommodation to personnel deployed by the contractor.
20. The contractor shall be liable with regard to compliance of all the laws, regulation, rules and directions given by the University.
  
21. The contractor shall be responsible to maintain the premises of the building, equipment and other articles supplied by the University in good condition. In case of any damage, they shall be responsible to carry out the repairs without any delay to avoid any interruption in service.
22. On termination of the contract, the contractor will hand over the building, all the equipments / articles as supplied by the IUST in good working condition back to IUST.
23. 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.
24. The location may be changed from time to time as per the convenience of the University keeping its academic requirements as their utmost priority.

**ANNEXURE-1**

**UNDERTAKING BY THE TENDERER**

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

**Seal and Signature of the Bidder**

Place:.....

Date:.....

**Documents to be placed in bid**

1. Name of Tenderer and Agency. : .....
2. Registration No./certificate of the Agency: .....
3. Permanent Income Tax Account (PAN No.) : .....
4. Undertaking Annexure-I
5. Bid form (Annexure-II).
6. EMD Details: FDR/CDR No.....Dated:.....
7. Document fee details: DD/Receipt No.....Dated:.....
8. Experience proof documents.

**ANNEXURE-II**

**BID FORM**

**Maintenance Charges for use of IUST Premises.**

**Maintenance charges willing to pay Rs .....**

**..... Plus taxes if any per Month.**

**Note: The maintenance charges should not be less than Rs. 10,000/- per month.**

**Seal and Signature of the Bidder**

Place:.....

Date:.....