



NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA -769008 (ORISSA)

Tender Notice: NITR/PW/13/07

Date:29.04.2013

TENDER FOR OPERATING AN ACADEMIC STATIONERY SHOP IN THE ACADEMIC AREA OF INSTITUTE

N.I.T Rourkela is a premier technical Institute in the country with undergraduate, post-graduate and research programs in many branches of science and engineering. There are more than 4500 students studying in the campus at a time. The campus possesses a well infrastructure which is progressively expanding its collection. In addition to this we have nearly 300 faculty members who get an annual reimbursement of procurement of books and journals and stationeries. The institute has space of approximately **45 Sqm.** within academic area for a well equipped stationery shop. Reputed vendors with established business are invited to submit their proposal for operating a stationery shop in the academic area of the Institute with following terms and conditions.

A. BUSINESS OPPORTUNITIES:

- 1) The store shall sell academic stationery items and services including, but not limited to the following:
 - (1). Paper, Notebooks, pencils, pens, staplers etc.
- 2) The shop owner should use his own marketing skill and strategy to cater to the needs of the huge academic mass.
- 3) The vendor shall sell modern academic stationery suitable to need of students, faculty and other offices. No substandard product is to be sold.
- 4) There shall be no monopoly in business. The institute reserves the right to permit of the firms to engage in simi.

B. OPERATIVE TERMS AND CONDITION:

- 1) After selection the Firm/Agency shall be intimated and permitted to run the stationery shop on all days and maintain sufficient stocks. The operation of the shop from a date fixed by the institute. (Preferably within 7-15 days of issue of L.O.I).

- 2) The Firm/Agency shall be required to furnish the interior of the shop, such as making of showcase, racks etc. But there shall be no construction, decoration or alteration of building (Temporary or permanent), without prior approval of the Institute.
- 3) The firm must make arrangement for display of stationeries to promote sales.
- 4) Prices of main stationery products must be approved by the institute and displayed prominently.
- 5) Sale of academic stationery and services will be the only job of the firm. It will not sell books.
- 6) Only quality products adhering to Indian or ISO standard should be sold by the shop owner.
- 7) The shop should be open on all working days (Monday to Friday) from 8a.m to 8 p.m. On Saturday & Sunday and other holidays the shop shall run on limited hours as specified by the authorities.
- 8) Adequate number of support staff may be deployed for service of the customers.
- 9) The Firm is forbidden from giving credit to students and staff members of the institute. .
- 10) The premises of the store shall not be used for any other purpose.
- 11) The Firm/Agency shall be responsible for upkeep of the surrounding area. All trash should be disposed in properly covered bins.
- 12) The Registrar or an Officer explicitly authorized by him will represent the Institute in all dealings with the shop owner.

C. STATUTORY OBLIGATIONS:

- 1) The firm shall be directly responsible for payment of wages (including other benefits like E.P.F & E.S.I) to his manpower engaged under this contract at his own cost. No manpower and/or resources should be engaged exclusively for this shop; when the contract terminates there shall be no physical or moral pressure on the institute, on grounds of “person and/or resources displaced from job”.
- 2) The Firm/Agency shall abide by all statutory and regulatory Acts of both Central Government and State Government.
- 3) The Firm/Agency shall comply the regulatory clauses of labour Act and shall not engage any minor under this contract.
- 4) All safety measures must be taken care of, in order to avoid any accident, fire and other Safety hazards. Any type of loss of assets due to any such incident is the sole responsibility of the Vendor. The Institute shall in no way be liable for any such incident occurring during or in connection with this contract.
- 5) If there is any damage to the institute property or any other financial burden on the institute because of willful or negligent action by the firm, the institute shall be entitled to recover the same by means of compensation from the Shop owner.

- 6) Subcontracting in any form of the business will be seen as a serious breach of trust. Any person providing the service within or outside the shop must be directly employed by the firm and be responsible to it.
- 7) The store shall not distort the Institute Logo or other details and it shall not have any kind of monopoly over the institute logo or design of stationery procurement.
- 8) The following shall constitute some of the items and services that must be offered by the shop. (Brand names listed are representative, not exclusive, stated as to give an idea of the quality):

<u>Sr.No</u>	<u>Name of the Item</u>	<u>Specification</u>
1.	Photo Copy Paper – A3	Reputed brands only
2.	Photo Copy Paper- A/4	Reputed brands only
3.	Envelopes 11x5 Brown with printing	Good Quality (Branded Item)
4.	Cloth Envelopes 11x5 with printing	Good quality (Branded Item)
5.	Brown Envelopes 16x12 with printing	Good quality (Branded Item)
6.	Cloth Envelopes 16x12 with printing	Good quality (Branded Item)
7.	Box File Plastic	Good quality (Branded Item)
8.	Box File Ordinary	Good quality (Branded Item)
9.	Scissors –	Good quality (Branded Item)
10.	Paper Pin –	Good quality (Branded Item)
11.	Rubber Bands-	Good quality (Branded Item)
12.	File Cover (Shell Cover) with printing	Thick
13.	Pens – Blue, Black, Green, Red	
14.	Cello Tapes White	Cello
15.	Cello Tapes Brown	Cello
16.	Brown Tapes (Parcel)	Good quality
17.	Water Sponge	Good quality
18.	CD ROMS (RW)	
19.	File Tags – 8 “	Tiger
20.	Pencil Carbon Paper	Kores
21.	Stapler Pins No 10 Max	Max
22.	Stapler Pins No. 24/6 Max	Max
23.	Jotter Refill	Cruzer
24.	Writing Pads 1/8	Good quality
25.	Pencils Natraj	Natraj
26.	Stamp Pad	Camel
27.	Pocker Plastic	Kores
28.	Marker Pens – White Board	Kores
29.	Marker Pens – Permanent	Kores
30.	Jotter Ball Pens	Sharp
31.	Gel Pens – Black, Blue, Red	Add
32.	Sketch Pens – Black and Coloured	Luxor
33.	File Binder	Good quality
34.	Gem Clips	Good quality (Branded Item)
35.	UPS Computer Stickers	Good quality (Branded Item)
36.	Scale plastic – 10”	Camlin
37.	Correcting fluid – White (set)	Kores
38.	Pencil Eraser	Camlin
39.	Pencil Sharpener	Camlin
40.	Full Scape Ruled Paper	Good Quality (Branded Item)
41.	Cello Gripper Pen	Cello

42. Plastic Sutli Good quality
43. Stamp Pad Ink Bottle- Medium Camlin
44. Gum Brush Kores
45. Single Punch Machine Kangaroo
46. Double Punch Machine Kangaroo
47. Marker Pen Ink Camlin
48. Glue Stick Camlin
49. Sutli Roll Good quality
50. Napkin Good quality
51. Parcel Thread Good quality
52. Parcel Cloth Good quality
53. Calculator Good brands
54. Paper cutter Big Camlin
55. Flex Board Good quality
56. USB Pen Drives Good quality

D. MODE OF SELECTION:

- 1) A committee constituted by the Institute will examine all the proposals on the basis of
 - a) Credentials in terms of proven track record in selling academic stationery.
 - b) Past experience in similar business.
 - c) Financial Soundness of the Vendor.
- 2) Limited priority in allotment will be given to persons in new of employment and associated with the institute, particularly children of deceased employees and persons recently displaced from temporary jobs in the institute, provided they give evidence of sound business competence as financial strength.
- 3) The recommendation of the committee will be put up to Director, NIT Rourkela for his consideration. Decision of the Director will be final and binding. It should be noted that selection will be based on combination of credential, financial soundness and reputation instead of one alone.
- 4) Photo copies of all relevant documents as mentioned in Annexure-I have to be submitted along with the proposal, failing which the same is liable to be rejected.

E. COMMERCIAL TERMS AND CONDITIONS:

- 1) The successful bidder/firms shall deposit a Bank Draft of Rs.20,000/- (Rupees twenty thousand only) drawn on any nationalized bank in favour of Director, National Institute of Technology, Rourkela payable at Rourkela towards security deposit. The security money shall be released within one month after realization of the Institute dues, if there would be any on termination of the contract.
- 2) If the Firm/Agency fails to operate the shop within specified time given by the institute, the security deposit shall be forfeited and the next eligible firm/Agency shall be offered

- 3) The Firm shall pay license fee of Rs.6000.00 (Rupees Six Thousand only) per semester, which can be paid in two installments (i.e. 1st by 30th June and 2nd installment by 31st December). In addition to this, electricity charges at actual (H.T rate + service charge @ 20%) as per the meter reading has to be paid by the vendor every month.
- 4) For electricity charges, the firm will give an initial deposit of Rs. 5000/- which is refundable at the end of the contract period on vacating the premises. Electricity bill should be cleared within one week of receiving the bill.
- 5) The Firm shall pay all taxes, fees, license charges, royalty commissions, deposit dues or other charges to the concerned authorities. In case of any default the institute shall have the right to recover the same from the bill or payment claimed from the institute.
- 6) The firm shall not appoint any person specifically for this business, nor make any major investment for the purpose. In case of termination of contract, the firm shall be solely responsible for its personnel and its assets.

F. CONTRACT VALIDITY:

- 1) The contract will be operative for a period of one year. However, this will be reviewed at the end of each year based on the performance and if found satisfactory it will be renewed for two years more, on year to year basis.
- 2) This contract can be terminated under any one of the following circumstances.
 - a) By giving one month notice by the Institute, without assigning a reason if in the opinion of the authorities such termination is in the interest of the institute. This termination will not be challenged by the contractor.
 - b) The Vendor/Agency not performing his duties properly as per the agreed terms and conditions of the contract. The institute shall decide whether the performance of the vendor meets specification or is deficient and to what degree. In such a case the notice period shall be one week.
 - c) For committing breach of the terms & conditions of the contract or assigning the contract or any part thereof by the Agency to any third party or subletting whole or part of the contract of the premises to any third party. The notice period shall be one week.
 - d) The Firm/Agency being declared as insolvent by the court of law. The notice period shall be one week.

During the notice period of termination of contract in any of the situation contemplate above; the Agency shall keep discharging his duties as before till the expiry of notice period. It shall be the duty of the vendor to remove all the persons and / or resources deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/ hindrance/ problem of any nature to NIT, Rourkela.

G. JURISDICTION AND RIGHT TO AMEND RULES:

1. The institute reserves the right to amend the rules of operation whenever and wherever considered necessary and appropriate. The same shall be intimated to the vendor in due course.
2. The Institute rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director, NIT, Rourkela is the sole arbitrator to decide the same and his decision is final and binding on both the contractor and the institute as per the provisions of the Arbitration and Conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Rourkela only.

H. INSTRUCTIONS TO THE BIDDERS:

1. Interested bidders can visit the site in our campus on any working day. In case of any further clarification, the bidders may contact Prof. B. C. Ray, Department of Metallurgical & Materials Engineering Prof. I/C on Campus Business, NIT, Rourkela.
2. The bids must be submitted in one packet mentioning the following aspects of the agency/Vendor
 - a) Techno-Commercial aspects.
 - b) Financial Soundness.
 - c) Credentials.
3. E.M.D of Rs.10,000/- (Rupees Ten thousand only) in the shape of demand draft/Banker's cheque in favor of " Director, NIT, Rourkela", payable at Rourkela must be deposited along with the bid without which the bid will not be honored and liable to be rejected . The E.M.D will be refunded to unsuccessful bidders within a week of finalization of tender.

4. The bidders are requested to apply in a sealed envelope, addressed to The Registrar, NIT, Rourkela, superscribing the following on the top of the envelope

<p>TENDER FOR OPERATING A STATIONERY SHOP IN THE ACADEMIC AREA OF INSTITUTE TENDER NOTICE NO: NITR/PW/ 13/07, DATE:29.04.2013 DUE DATE:20.05.2013</p>

5. All relevant information and documents must be furnished along with the proposals in the given format (Annexure- I).
6. Last date for submission of proposals : 20.05.2013 by 3.00 p.m.

Date of opening of proposals : 20.05.2013 at 3.30 p.m.
7. The Institute reserves the right to cancel / reject any or all offers without assigning any reason thereof.

Annexure-I

ON THE LETTERHEAD OF THE FIRM
PROPOSAL FOR ALLOTMENT OF STATIONERY SHOP

- 1) Name of the Firm/Agency : _____
2) Full Postal Address : _____

- 3) Other Business of the Firm : _____
4) Office/Residence Phone No. / Mobile No., If any: _____
5) Office Fax No. If any : _____
6) Name(s) of the Proprietor/ Partners : _____
- 7) Trade License/ VAT No. / PAN No. : _____
SRIN No (Mandatory)
- 8) Volume of Business in the Financial : _____
Year 2009-10, 2010-11 and 2011-12.
- 9) Volume of Business in the Financial : _____
Year 2010-11 and / or 2011-12 with
NIT, Rourkela, if any Give details:
- 10) Past experience in similar business or credential (enclose relevant document)

Signature of the Proprietor/ Partner

N.B. (Please enclose the following documents along with the form)

1. ITR/ Income Tax / Sales Tax Clearance Certificate
2. VAT/SRIN registration and PAN No.
3. Dealership Certificate if any.
4. Order copy of other organizations.
5. Photograph of Shop (presently owned).
6. Agency/ Dealership certificate of book publishers

Annexure-II

Tender document for running stationery shop in the premises of NIT Rourkela to facilitate to students as well as staff members of the institute.

PRICE BID

Tenderer will quote the % of the discount on MRP for stationery items	Paper stationery-	%
	Other items-	%

From:

Complete address of the bidder
with phone/fax & mobile no.