

1. Gujarat Power Engineering & Research Institute (GPRI) invites **“Tender for Running Student Stationery Shop at GPRI”** from reputed agencies .The service includes stationery as per Annexure - II and Printing/Xerox facility for students. The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions.

2. Tender should be sent by RPAD or Speed Post in sealed envelope duly signed and sealed copy of our term & conditions and proper documents on below given address:
Purchase Officer
Gujarat Power Engineering & Research Institute
Nr.Toll Booth, Ahmedabad - Mehsana Express Highway,
Village: Mevad, Ta & Di : Mehsana-382710
Gujarat, India.
Ph No: 9276892833

3. The vendor should carefully read, understand and seek clarifications, if any, before filling in and submitting the tender. No claim whatsoever will be entertained for any alleged ignorance thereof.

Last date of submission of tender to GPRI is 8th January, 2018 up to 4:00 p.m. and the tender opening date is 9th January, 2018 at 11:00 am at GPRI.

Note: Agency shall remain present on the date & timing of tender opening.

Annexure -I

| | | | | |
|---|---------------|-----------|---------------------|---------------------------------------|
| Name of vendor and Agency | | | | |
| Details of Experience in the similar Field (attach copies from the Agency) | | | | |
| Details of Experience in the similar Field (attach copies from the Agency) | Period | | Organization | Details of Stationery services |
| | From | To | | |
| | | | | |
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| Infrastructure available with the Agency (Yes/No) | | | | |
| i) Photocopy Machine (B/W & Colour)(Qty-2) | | | | |
| ii) Computer (with latest Hardware & Software) | | | | |
| ii) Laser Printer (B/W & Colour) (Qty-1) | | | | |
| All Office, Academic and students stationery : | | | | |
| v) Binding Machine (with all Binding Materials) : | | | | |
| PAN card No. of Tenderer | | | | |
| Copy of PAN card of Tenderer | | | | |
| Regn. No. | | | | |
| Copy of company registration details | | | | |
| Contact No. | | | | |
| Mobile No. | | | | |
| Address | | | | |

Terms & Conditions:-

1. The vendor will be prevalent initially for a period of 1 (one) year which is extendable subject to the successful fulfilment of the contract and also at the sole discretion of the Institute.
2. The vendor should be ensured that the items listed as per Annexure-II shall be available at the Stationery Shop. Rates shall not be higher than the prevailing market Rate/MRP at any time.
3. Tender should be enclosed in a sealed cover, subscribed "Tender for Running Student Stationery Shop at GPRI" and should reach this office on or before the last date and time fixed. Tender received after will not be considered.
4. The agency should be provided photocopies of the following documents along with the tender. Tender received without the details asked for may not be considered : -
 - (a) Company Registration Details
 - (b) Pan card details
 - (c) List of Customers
 - (a) Copy of terms and conditions duly signed with seal of the firm, in token of acceptance of terms and conditions.
 - (b) GST Registration Certificate
 - (c) Last Year Audit Report
 - (d) If the vendor fails to enclose any or all of the above documents his offer is liable to be rejected and will not be considered for empanelment.
4. The vendor shall provide good quality Photocopier Machines, B/W and colour Printer and provide the rates for Xerox and printing in black & white and colour copy as per Annexure -II.
4. The vendor shall be responsible for engaging adequately trained manpower required for providing good Stationery Services.
5. The vendor shall be responsible to maintain the premises of the building, equipment and other articles supplied by the GPRI 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. Cost of repairs shall be borne by the Contractor himself. In case of theft or damage of college property, contractor shall replace items lost, broken or damaged with items of the same quality at his own cost and expense.
6. GPRI shall in no way be responsible for any default with regard to statutory

- obligation and the contractor will indemnify GPERI in case of any damage, which may arise on account of action of contractor.
7. The successful bidder / contractor will be required to enter into an Agreement / Contract.
 8. Contractor shall be required to **security deposit Rs. 50,000/- drawn in favour of "Gujarat Power Engineering & Research Institute payable at Mehsana** in the form of D.D/ bank guarantee issued by any nationalized bank in prescribed format with the Institute at the time of signing the agreement, as security deposit which will be refunded on expiry of the contract.
 9. The bearer / staff (not below the age of 18 years) employed by the contractor shall have to be medically fit and free from any ailment. The contractor shall not employ young children as prohibited under the law / rules / regulations.
 10. The vendor shall be responsible for ensuring safety and maintenance of all the equipment / fixtures installed / provided by the institute, during the entire period of the contract. If any damage / loss of equipment / fixtures found then the same will be recovered from the contractor. The vendor shall take adequate fire pre-cautions.
 11. The vendor shall maintain the institute premises in good condition and shall not cause any damage thereto. If any damage is caused to the premises by the contractor or his workers, employees or agents the same shall be rectified by the contractor at his own cost either by rectifying the damage or by paying cash compensation as may be determined by the institute.
 12. The successful vendor shall not sub-let the premises either in whole or in part. **The premises shall not be used for residential purposes even for the staff.** No additions or alterations of the premises will be made without permission of the institute.
 13. The vendor and his employees would be governed by the **disciplinary** rules as may be laid down by the institute while they are in the institute premises.
 14. Rent charges amounting of Rs.2,000/- (per month) will be charged. The rent will be increased by 10% every year.
 15. Electricity charges amounting of Rs.1,000/- (per month) will be charged. In case A.C is installed, electricity charge would be Rs.3,000/-(per month).
 16. Standards to be followed by contractor.
 17. GPERI reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received,

without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of GPRI action.

18. GPRI reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
19. GPRI reserves all the rights of cancelling the contract at any time without assigning any reason during the tendering process.
20. **Payment Terms for Institute Stationery:** - Payment will be made within 15 days after delivery of all items as per purchase order.
21. **Termination:** - The Institute reserves its right to terminate this contract after giving one month prior notice in case of unsatisfactory services or non-compliance of any of the condition of this agreement. Further either party can terminate this agreement after giving one month prior notice.
In the event of termination of contract for unsatisfactory services or non-compliance, Management of the Institute has every rights.
22. Required stationery items like files, file pages etc... Shall be printed with name & logo of institute.
23. The rates of all items as finalized by the process of agreement/ARC will not be changed for one year from the date of agreement.
24. The stationery shop will be open on all working days during 9:00 am to 5:00 pm and cordial service will be given by the vendor.
25. The institute will provide space for the stationary shop along with following furniture.

➤ **Applicable Laws**

- The supplier shall be governed by the laws and procedures established by Govt of Gujarat, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.
- Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Mehsana. Gujarat, India only.
- The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Mehsana. The decision of the Arbitrator shall be final and binding on both the parties.

Annexure - IIFinancial Bid

| Sr. No. | Item name | Per | Rate | GST | Total amount after taxes |
|---------|--|---------|------|-----|--------------------------|
| 1 | Carbon paper carbon pencil kores/sharp | 1pkt. | | | |
| 2 | Carbon 503 type kores/sharp | 1pkt. | | | |
| 3 | Push pin | 1pkt. | | | |
| 4 | Stepler pin (small) kangaro | 1pkt. | | | |
| 5 | Stepler pin big (24 x 6) | 1pkt. | | | |
| 6 | Stepler small m/c 10 kangaro | 1pc | | | |
| 7 | Stepler big kangaro hp-45 | 1pc | | | |
| 8 | Lock small | | | | |
| 9 | Plastic scale 12" | 1pc | | | |
| 10 | S.s. Scale 12" | 1pc | | | |
| 11 | Gum bottle (small) 150ml | 1bottal | | | |
| 12 | Whitener pen | 1pc | | | |
| 13 | Paper weight | 1pc | | | |
| 14 | U pin 26mm elephant (101pkt) | 1box | | | |
| 15 | U pin 35mm elephant (101pkt) | 1box | | | |
| 16 | Arrow pin | | | | |
| 17 | Fevi stick (5 gm) | 1pc | | | |
| 18 | Fevi stick (8 gm) | 1pc | | | |
| 19 | Fevi stick (15 gm) | 1pc | | | |
| 20 | HIGH LIGHTER (small) | 1pc | | | |
| 21 | Punch small m/c no. 52 (kangaro) | 1pc | | | |
| 22 | Punch small m/c no. 280 (kangaro) | 1pc | | | |
| 23 | Punch small m/c no.480 (kangaro) | 1pc | | | |
| 24 | Punch small m/c no.500(kangaro) | 1pc | | | |
| 25 | Punch small m/c no.800(kangaro) | 1pc | | | |
| 26 | Rubber band big (nynol) | 500g | | | |
| 27 | Rubber band small (nynol) | 500g | | | |
| 28 | A4 copy power | 1pkt. | | | |
| 29 | Card holder 240c | 1pc | | | |
| 30 | Box file small (voucher) | 1pc | | | |
| 31 | Document file (garder file) | 1pc | | | |
| 32 | Box file big (goda) | 1pc | | | |
| 33 | Dymond file (cloth conner patti file) | 1pc | | | |
| 34 | Pencil (apsara) | 1pkt. | | | |
| 35 | Erraser | 1pc | | | |

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|----|---------------------------------------|---------|--|--|--|
| 36 | Shapner | 1pc | | | |
| 37 | Add gel pen refill | 1pc | | | |
| 38 | Stamp pad ink 100ml ashoka | 1bottal | | | |
| 39 | White board ink black | 1pc | | | |
| 40 | White board ink blue | 1pc | | | |
| 41 | Permanent marker ink blue | 1pc | | | |
| 42 | Red pen (u&t) | 1pc | | | |
| 43 | Blue pen (u&t) | 1pc | | | |
| 44 | Black pen (u&t) | 1pc | | | |
| 45 | Permanent marker black (small) o.h.p. | 1pc | | | |
| 46 | Permanent marker blue (small) o.h.p. | 1pc | | | |
| 47 | Permanent marker blue big | 1pc | | | |
| 48 | White board marker blue | 1pc | | | |
| 49 | White board marker black | 1pc | | | |
| 50 | White board marker red | 1pc | | | |
| 51 | White board marker green | 1pc | | | |
| 52 | Brown cellotap (40mm) | 1pc | | | |
| 53 | Cellotap 1 " (40mm) | 1pc | | | |
| 54 | Cellotap 1.5" (40mm) | 1pc | | | |
| 55 | Cellotap 0.5" (40mm) | 1pc | | | |
| 56 | Cellotap small | 1pc | | | |
| 57 | Seprater | 1pc | | | |
| 58 | Colour chock | 1pkt. | | | |
| 59 | Flag (3colour 3in1) | 1pkt. | | | |
| 60 | White board duster | 1pc | | | |
| 61 | Duster | 1pc | | | |
| 62 | A4 size green cover | 1pc | | | |
| 63 | Button folder f/s | 1pc | | | |
| 64 | File folder (20poket f/s) | 1pc | | | |
| 65 | A4 sticker page | 1pkt. | | | |
| 66 | A4 label sticker page | 1pkt. | | | |
| 67 | Bond paper | | | | |
| 68 | Glossy paper | | | | |
| 69 | Transparency paper | | | | |
| 70 | Metting register | | | | |
| 71 | Muster roll | 1pc | | | |
| 72 | Register 1 quier | 1pc | | | |
| 73 | Register 2 quier | 1pc | | | |
| 74 | Register 3 quier | 1pc | | | |
| 75 | L size folder small | 1pc | | | |
| 76 | L size folder big | 1pc | | | |
| 77 | Cutter small (natraj) | 1pc | | | |
| 78 | Cutter big (natraj) | 1pc | | | |
| 79 | Cutter blade small | 1pkt. | | | |
| 80 | Cutter blade big | 1pkt. | | | |
| 81 | Dvd | 1pc | | | |

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|-----|----------------------------------|-------|--|--|--|
| 82 | Cd | 1pc | | | |
| 83 | Tag 8" red | 1pkt. | | | |
| 84 | Black pen gel | 1pc | | | |
| 85 | A3 size paper | 1pkt. | | | |
| 86 | Plastic thread | 1roll | | | |
| 87 | Blue butter flow pen | 1pc | | | |
| 88 | Black butter flow pen | 1pc | | | |
| 89 | A4 cloth cover polynet | 1pc | | | |
| 90 | Stamp pad (camel) | 1pc | | | |
| 91 | CELLOTAP 2 " (40mm) | 1pc | | | |
| 92 | File plastic | 1pc | | | |
| 93 | 13*16 size cover green (16 x 12) | 1pc | | | |
| 94 | Fine grip pen | 1pc | | | |
| 95 | White chock | 1pkt. | | | |
| 96 | White envelop (9.5 x 4.5) | 1pc | | | |
| 97 | Permanent marker red small | 1pc | | | |
| 98 | Permanent marker ink black | 1pc | | | |
| 99 | Permanent marker ink red | 1pc | | | |
| 100 | Thred exam (big box) | 1pkt. | | | |
| 101 | Double side cellotep 1" | 1roll | | | |
| 102 | Register 6 quier | 1pc | | | |
| 103 | Punch big taj | 1pc | | | |
| 104 | Report file | 1pc | | | |
| 105 | A-1 size sheet | 1pkt. | | | |
| 106 | SESSOR (small) 5.5" | 1pc | | | |
| 107 | Binder clips (19mm) | 1pkt. | | | |
| 108 | A3 size greencover polynet | 1pc | | | |
| 109 | A4 size white envelop | 1pc | | | |
| 110 | Tape dispenser big | 1pc | | | |
| 111 | Drawing board clips | 1pc | | | |
| 112 | Pro circle | 1pc | | | |
| 113 | Set square with protractor | 1pc | | | |
| 114 | French curve | 1pc | | | |
| 115 | File page (100 nos) | 1pkt. | | | |
| 116 | Sketch book | 1pc | | | |
| 117 | Drawing sheet a,a2 | 1pc | | | |
| 118 | Calculator (scientific)(casio) | 1pc | | | |
| 119 | Full scape chopda | 1pc | | | |
| 120 | Graff paper | 1pc | | | |
| 121 | Stencils | 1pc | | | |
| 122 | Roll n draw (roller scale) | 1pc | | | |
| 123 | Set square | 1pc | | | |
| 124 | Compass 0.5 (parikar) | 1pc | | | |
| 125 | Tee square | 1pc | | | |
| 126 | Triangular scale | 1pc | | | |
| 127 | A4 size plastic file | 1pc | | | |

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|-----|--|--------|--|--|--|
| 128 | Black & White Photocopy, A4 size paper | 1 copy | | | |
| 129 | Black & White Photocopy, A3 size paper | 1 copy | | | |
| 130 | Black & White printing, A4 size paper | 1 copy | | | |
| 131 | Black & white printing, A3 size paper | 1 copy | | | |
| 132 | Colour Printing, A4 size paper | 1 copy | | | |
| 133 | Colour Printing, A3 size paper | 1 copy | | | |

Signature & seal of authority