

UNIVERSITY OF KASHMIR

Hazratbal Srinagar Kashmir- 190006

NAAC Accredited Grade A+

e-tender Notice No: 2 of 2023/ Shop/MC

Notice inviting e-tender for running of STUDENT FRIENDLY SERVICE UNIT (DTP Centre) at Main Campus, University of Kashmir, Srinagar

Important Information

S. No.	Items	Description
1.	Scope of work	Running of Student Friendly Services Unit (DTP Centre) at Main Campus, University of Kashmir (List given in Annexure D)
2.	Cost of bid document (for each unit applied)	Bank Draft of Rs. 1000/- (One Thousand) drawn on any nationalized bank favouring Registrar, University of Kashmir (non-refundable)
3.	Date of publishing of e-tender	09 -06-2023
4.	Date of start of bid submission	19 -06-2023
5.	Last date & time for upload/ submission of bids and submission of hard copies	19 -06-2023 (upto 1: 00 p.m.)
6.	Date of opening of technical bid (online)	19-06-2023 (3:00 p.m.)
7.	Date of opening of financial bid	Will be communicated to bidders who qualify technical stage
8.	Bid security (Earnest Money Deposit)	Rs. 50,000/- as CDR / FDR favouring Registrar, University of Kashmir (Refundable on successful completion of contract)
9.	Performance Security by the successful bidder	CDR / FDR on a/c of EMD by the successful bidder shall be retained by the University as Performance Security
10.	Forming part of the bid document i. Bidders who fulfil the requirements as mentioned in this Tender Document shall be eligible to apply. ii. The Bid can only be considered for evaluation after the deposition of original EMD in the University of Kashmir. In case of Non- Receipt of EMD, the Bid shall outrightly be rejected. iii. Bidder shall upload documents in PDF format only.	
11.	List of Documents to be scanned and uploaded in PDF format within the bid submission period i. Technical Bid Proforma/ Compliance Sheet ii. DD/ CDRs/ FDRs on a/c of EMD and Tender Fee iii. PAN card iv. GST Registration Certificate v. GST Clearance Certificate of the latest quarter vi. Domicile Certificate vii. Aadhar Card of Proprietor/ Managing Partner (Whichever is applicable) viii. Affidavit	
12.	Place of opening of bids online	Office Chamber of Registrar, University of Kashmir
13.	Annexures	Annexure-A: General Terms and Conditions Annexure-B: Technical Bid Proforma/ Compliance Sheet Annexure -C: Proforma for Affidavit Annexure -D: List of business units to be licensed out Annexure-E: Rate List for DTP Centres
14.	Address for communication	Assistant Registrar, Estates New Administration Block University of Kashmir Hazratbal Srinagar-190006 Tel: 0194-2272057/ 2017

UNIVERSITY OF KASHMIR

Hazratbal Srinagar Kashmir- 190006

NAAC Accredited Grade A+

Notice inviting e-tender for running of STUDENT FRIENDLY Service Units (like DTP/ Stationery Store) at Main Campus, University of Kashmir, Srinagar

For and on behalf of University of Kashmir, e-Tenders are invited for running student friendly Service units (like DTP Centre) at Main Campus, University of Kashmir, Hazratbal Srinagar for running/ operating student friendly services (given in Annexure D) for One Year and extendable by two terms of One Year **each, subject to licensee's satisfactory performance to be reviewed/ certified by the committee, hike in monthly license fee exclusively on the discretion of the licensor and execution of fresh license deed.** The detailed eligibility condition, terms and conditions of the contract are given in Annexure-A. The rates are to be quoted in prescribed in BOQ.

Complete Tender Document can be downloaded from the University of Kashmir website <http://www.kashmiruniversity.net>. Information on issuance of Corrigendum, if any, related to this tender will also be available on the same website. The submission of e-Tenders shall be done on and through www.jktenders.gov.in.

NIT of e-Tender shall be Two Stages, First is Technical Bid (Documents) and Second is Financial Bid (BOQ). Bids shall be accepted only in online mode through www.jktenders.gov.in.

Bid Security/ Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) has to be submitted along with Technical Bid in the form of CDR/ FDR drawn on any nationalized bank in favour of Registrar, University of Kashmir, Srinagar. Bid Security shall be valid for a period of 45 days beyond the final bid validity period. In case EMD is submitted late or not submitted at all, the bid shall be considered unresponsive and incomplete and shall be instantly rejected.

Bid Securities (EMD) of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest **on or before the 30th day after the award of contract.**

All the documents forming part of technical bid shall be placed in one envelop superscripted with **“Tender for running Student Friendly Service Unit (DTP Centre) at AIL, KU- Tender Notice No. 2 of 2023/ Shop/MC”** and placed in the Tender box available in Registrar's office.

The University of Kashmir, Srinagar reserves the right to cancel any / all the bid(s)/ tender at any time / stage or relax/ amend/ withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof. Any query, after submission of the bid by the firm, shall not be entertained. In case of withdrawal of bid by the successful firm, the EMD will stand forfeited.

**Asstt. Registrar
Estates**

No: F(TenderShopLibrary)Est/KU/23

Dated: 09-06-2023

Copy to:

1. *Media Advisor, for publication in local dailies;*
2. *Librarian, Allama Iqbal Library for information;*
3. *Joint Registrar, Estates for information;*
4. *PA to Registrar, for information of Registrar with the request to keep the tender box available for the purpose;*
5. *I/c Website for uploading the notice on website;*
6. *File.*

Annexure-A

A. ELIGIBILITY, TERMS & CONDITIONS, EVALUATION OF BID

A1. Eligibility Conditions

Following bidders/ firms will be eligible to submit the bid:

The bidder must be a domicile of J&K Union Territory and operating an already registered DTP Centre in the UT of J&K

A2: General Terms and Conditions

1. Person signing the bid or other documents connected with tender must clearly write his/ her name and also specify the capacity in which signing. The tender document must be filled in neatly and clearly. Incomplete or conditional tenders will not be entertained.
2. The offers must be written in figure as well as in words. Erasing and overwriting in the rates quoted will make the tender void.
3. University of Kashmir reserves the right to reject any or all the tenders without assigning any reason thereof.
4. The licensee will have to enter into an agreement with University of Kashmir before taking possession of the unit and commencement of the service.
5. The licensee will ensure proper sanitation/ hygienic conditions in the premises and deploy person/s free from infectious diseases.
6. The firm shall be responsible for compliance of the Labour laws in respect of personnel employed by it. The firm shall be the employer for his workers and the University will not be held responsible fully or partially for any dispute that may arise between the firm and its workers.
7. The electricity facility to the unit will be provided by the University and charges as per meter reading shall be borne by the licensee on monthly basis.
8. The licensee will pay sanitation charges Rs. 400/- p. m to the Licensor.
9. All utilities/ machinery/ furniture etc will be borne/ arranged by the licensee.
10. The agreement/ contract has to be signed within 7 days of receipt of letter of intent with the University of Kashmir.
11. The licensee would be responsible for verifying antecedents of the persons deployed by them and to maintain the details of all his employees/ workers. A list of such employees along with their details should be provided to the University in the prescribe proforma. The licensee will be responsible for payment of wages/ salaries and social security dues of all such employees. A quarterly certificate to this effect shall be submitted by the firm certifying all such dues such as PF, ESI etc have been paid for their employees.
12. The licensee shall ensure proper conduct of his personnel/s at workplace, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
13. The workers of the unit will vacate the premises of the building every day after the work is over and they will not be allowed to sleep in the office premises or otherwise utilize it in any other way after the working hours, unless their services are required to meet any exigencies.
14. The selected licensee can sell/ run only those items/ services (student friendly) and at the cost to be notified by the University from time to time. There shall be a complete ban on use of single use plastic in all operations of the unit. Use of other polythene disposables may be discouraged.
15. **Rates: The rate list for DTP work is given in Annexure E, while as the Stationery items shall have to be sold on minimum discount of 10% on the MRP of the items.**
16. The approved rates of services should be prominently displayed at the counter/ Notice Board in the unit preferably on a 2ft x 3ft flex banner.
17. Watch and ward, security and cleaning of the unit shall be the responsibility of licensee. The garbage of the unit shall also be disposed off by the firm on daily basis. The licensee shall ensure cleanliness of the unit all the time.
18. The licensee shall be responsible for all damages or losses of University's property and will be liable to make good any such loss or damage excepting those due to reasonable use or wear & tear or such as caused by natural calamity.
19. It shall be the sole responsibility of the licensee to obtain and keep ready necessary license/ permissions from various government bodies for running of allotted/ licensed services and produce the same before the University authority as and when asked for. An undertaking to this effect has to be given by the licensee.

20. Liability/ responsibility in case of any accident causing injury/ death to any worker or any of their staff shall be of the licensee. University shall not be responsible by any means in such cases.
21. **Timings:** The complete unit including the Extension Counter shall operate in accordance with variable timings of the Allama Iqbal Library for which separate notification will be issued by the Librarian, AIL.
22. The licensee shall not use the premises for any other activity except for the purpose for which it has been provided for.
23. The licensee shall not stock any inflammable or otherwise dangerous material, goods, narcotics or drugs in any part of the allotted space which are hazardous to the property/ banned under law.
24. The licensee shall be personally responsible for conduct and behaviour of its staff. If it is found that the conduct or performance of any person employed by the firm is unsatisfactory, the licensee shall have to remove the concerned person and engage a new person within 48 hours of intimation by University. The decision of the University's designated officer in this regard shall be final and binding on the firm.
25. University reserves the right to appoint officers/ officials to inspect the quality of service run in the unit. Any defect(s) pointed out by such officers/ officials during their visits shall be properly attended to by the firm licensee Committee of University officers will carry out necessary quality checks on routine basis.
26. The licensee shall issue electronic receipts/ vouchers and accept digital payments. The licensee shall install a desktop, monitor and printer of its own for this purpose.
27. **The Licensee shall deploy adequate manpower along with requisite machinery in the main unit (i.e in the ground floor) and one additional personnel along with one Machine in the Extension counter (inside the AIL) for the reprographic services.**
28. **Minimum Bid:** The minimum fixed bid of unit has been reflected in the Annexure D. Interested bidders must offer bids higher than minimum fixed bid (inclusive of GST). Bidders quoting rates less than the minimum fixed bid shall be rejected if otherwise technically eligible.
29. **Payment of Dues:** All dues on a/c of license fee, electricity charges, sanitation cess etc. shall be paid to the licensor before the 5th of instant month.
30. **Selection method:** The unit shall be licensed to the highest bidder. However, in case of tie, the licensing may be done through negotiations.

A.3 Evaluation of Technical Bids:

The Technical bid of the tenderers will be evaluated on the basis of conditions laid down in the notice and documents asked for in the notice.

A4. Evaluation of Financial Bid:

Financial bid would be evaluated on the basis of license fee quoted by bidder for each unit.

B. Performance Security

1. The CDR/ FDR on a/c of EMD by the successful bidder shall be retained by the University as performance security.
2. Performance security shall be for the due and faithful performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful bidder and University under the terms & conditions of acceptance to the tender.

C. AMENITIES TO BE PROVIDED BY UNIVERSITY

1. University will provide space to the firm for running the service against the monthly license fee. However, contractor will bear the damage, if any, to the facility/ site by him or his workers. The interested parties may visit the campus to see the unit site.
2. All the charges viz Electricity charges, sanitation cess etc. will be borne by the firm.

D. PAYMENTS:

1. The payment in respect of official bills of University Departments shall be released after submission of bills by the firm.
2. In event of any query, objection, delay or dispute with regard to any bill or a part thereof, no interest will be paid by University for late payment.

E. VALIDITY OF CONTRACT

1. The contract for running of respective Services shall remain valid for One Year only. However, it can be extended for a maximum of two terms of One Year each, subject to licensee's satisfactory performance to be reviewed/ certified by the committee, hike in monthly license fee and execution of fresh license deed.
2. For premature termination of the agreement, one month information from the either side shall be required in writing and the firm shall have to vacate the premises as per the directions of the University.
3. University reserves the right to terminate of the contract at any time by giving one month information if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by the University from Performance Security or pending bills or by raising a separate claim. The agreement can be terminated by the firm also by giving One month written information in advance. If the agency fails to give one month information in writing for termination of the Agreement then three months payment will be charged and any amount due to the agency from this University shall be forfeited.
4. If University is not satisfied with the quality of services rendered, or behaviour of the firm or his/ her employees, the firm will be served with 24-hour notice to improve or rectify the defect(s), failing which University will be at liberty to take appropriate necessary steps as deemed fit.

F. PENALTY

1. In case services are found to be unsatisfactory or there is breach of any of the clause of terms and conditions, the contract is liable to be terminated at one month's notice resulting in the forfeiture of Performance Security and/ or EMD.
2. In the event of violation of any contractual or statutory obligations, by the firm, it shall be held responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the University by any individual, agency or Government Authority due to acts of the firm, the firm shall be liable to compensate such claims or damages to University. As a result of the acts of the firm, if University would be required to reimburse such individual, agency or Government Authority, the firm would be required to reimburse such amount to the University or University reserves the right to recover such amount from the payment(s) due to the firm while settling its bills or from the amount of Performance Security of the firm lying with University.
3. If the contract is terminated by the licensee without giving stipulated period of notice or fails to observe the terms and conditions of the Tender, Letter of Award for the Contract and the Agreement signed by the firm with University, the Performance Security will be forfeited without prejudice to the University's right to proceed against the firm for any additional damages that University suffers as a result of the breach of the aforesaid terms and conditions.
4. University reserves the right to impose a penalty (to be decided by University authority) to the licensee for any serious lapse in maintaining the quality and the services willfully or otherwise by the firm or its staff or for any adulteration.

G. JURISDICTION

1. In case of any disputes arising between the University/ bidder/ successful bidder, the same shall be put forth before the Vice-Chancellor, University of Kashmir whose decision shall be final and binding on all the parties.

GUIDELINES FOR SUBMISSION OF TENDER

1. The Terms & Conditions should be carefully read before filling up the document. Incomplete Tender Documents will be rejected.
2. Before submitting the tender, details of documents to be attached may be verified from the Check List/ compliance sheet of the Tender Document.
3. Hard copies of the Tender 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 Tender.
4. Tender shall be uploaded in UNIVERSITY's official tender form through www.jktenders.gov.in only. If submitted in any other manner, the same shall be summarily rejected.
5. Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs.50,000/- or tender fee of Rs. 1,000/- for each unit applied shall be rejected.
6. Bid Security should valid for a period of 45 days beyond the final bid validity period.
7. Person signing the bid or other documents connected with tender must clearly write his/ her name and also specify the capacity in which signing. The University reserves the right to reject any or all the tenders without assigning any reason.
8. The University reserves the right to change any condition of the tender before opening of the Technical Bids.
9. The successful bidder will have to enter into an agreement with the University before taking charge of the unit and commencement of the work.
10. Canvassing in any form will make the tender liable to rejection. Conditional tender will not be accepted and will be rejected outright.

Annexure-B

Technical Bid Proforma/ Compliance Sheet

Documents for running Student friendly Services Units (DTP Centre) at Main Campus, University of Kashmir

1.	Name of the firm/ Person	
2.	Complete postal address	Landmark: Pin Code:
3.	Name, designation and Landline Nos of the contact person, Fax Nos and e-mail address	
4.	Statutory details (photocopy to be uploaded) a) PAN Card b) GST registration certificate c) GST Clearance of Latest Quarter d) Domicile Certificate e) Aadhar Card of Proprietor/ Managing Partner	

Compliance sheet

1. Have you attached/ submitted CDR/ FDR on a/c of EMD and Tender Fee (Yes/ No)					
If yes,					
Name/ No. of unit (as given in Annexure D)	EMD CDR No	Date	Tender Fee DD No	Date	
2. Have you attached/ submitted copy of PAN card (Yes/ No)					
3. Have you attached/ submitted copy of GST Registration (Yes/ No)					
4. Have you attached/ submitted copy of GST Clearance Cert. (Latest Quarter) (Yes/ No)					
5. Have you attached/ submitted Affidavit (Yes/ No)					
6. Have you attached/ submitted copy of domicile certificate (Yes/ No)					
7. Have you uploaded copy of Aadhar Card of Proprietor/ Managing Partner (Yes/ No)					

Signature of the bidder

Annexure C

Undertaking

Proforma for affidavit

To be written on non-judicial stamp paper worth Rs. 10/- and attested by 1st class magistrate.

I/ we, _____ S/o _____ R/o;
_____, police station _____, District _____ Pin Code: _____
(contractor or partner or sole proprietor of firm) undertake on oath as under:

1. I/ my firm/ company is not blacklisted by any Union/ UT Govt. organization.
2. No individual/ firm/ companies blacklisted by the Union/ UT Govt. or any partner or share holder thereof, have any connection directly or has any subsisting interest in business of my firm.
3. Neither I nor my partners are involved/ convicted in any criminal case/ economic offence and no criminal case/ economic offence is pending against me or my partner in any court of Law/ registered with police.
4. I/ we hereby certify that the information provided by me/ us is correct and all the documents attached with the technical bid are genuine and valid as on date. I/ we further state that I/ we have read and understood the terms and conditions mentioned in the tender document.
5. If any unit is licensed out in my favour, I will run the respective service/s at the rates notified by the University from time to time.
6. I have read the terms and conditions of the tender documents and I agree to abide by the same.
7. If I fail to abide the terms and condition mentioned in the tender document, I give rights to the University to forfeit the earnest money/ performance security and whatever action the University authorities deem appropriate, they are at liberty to take action.

Deponent

Dated: _____

Verification:

I/ we do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and it conceals nothing.

Deponent

Annexure-D

List of Business Units put to e-tenders

S. No.	Shop/ Business unit No.	Location	Allotment for Service	Minimum fixed Bid (Rs. P.m.) inclusive of 18% GST
1.	DT-17	Allama Iqbal Library (Ground Floor) with one Extension Counter inside AIL	DTP Centre	Rs. 4500.00

ANNEXURE E

**Rate List of Photostat & Other Works For Shops Located In The University Main/
Zakura Campus**

S. No.	Item	Rate
A) Photostat		
1.	Single Side (A-4) With rounding to nearest figure	Rs. 0.90 per page (Ninety Paisa only)
2.	Double side With rounding to nearest figure	Rs. 1.25 per page (one rupee and twenty five paisa)
B) Lamination		
1.	Certificate (A-4) size	Rs. 12/- per page (Rupees Twelve)
2.	Degree certificate above (A-4) size)	Rs. 16/- per page (Rupees Sixteen)
3.	Identity cards	Rs. 8/- per card (Rupees Eight)
C) Spiral Binding		
1.	Upto 50 pages	Rs. 16/- (Rupees Sixteen)
2.	51 – 100 pages	Rs. 22/- (Rupees Twenty Two)
3.	101- 150 pages	Rs. 24/- (Rupees Twenty Four)
4.	Above 150 pages	Rs. 27/- (Rupees Twenty Seven)
D) IT related:		
1.	Computer typing and printing charges per page (A-4) (upto 10 pages)	Rs. 8/- per page (Rupees Eight)
2.	Computer typing and printing beyond ten pages	Rs. 6/- per page (Rupees Six)
3.	Downloading and printing (one to ten pages)	Rs. 4/- per page (Rupees Four)
4.	Downloading and printing in bulk (more than 10 pages)	Rs. 3/- per page (Rupees Three)
5.	Printing black and white per page	Rs. 2/- per page
6.	Bulk printing (above thirty pages)	Rs. 1.50 per page (One Rupee and 50 paisa)
7.	Printing coloured pages	Rs. 9/- per page (Rupees Nine)

- Besides above, the stationery items shall be sold at minimum discount of 10% on MRP
- The above rates are inclusive of all taxes.
- The above rates are subject to change.