

## सूचना

राजकीय इंजीनियरिंग कालेज, आगरा रोड खर्सा मैनपुरी में स्टेशनरी शॉप से सम्बन्धित आवेदन/कोटेशन दिनांक 02.11.2021 समय अपराह्न 12:00 बजे से 08.11.2021 समय अपराह्न 12:00 बजे तक आमंत्रित किये जाते हैं। स्टेशनरी शॉप से सम्बन्धित समस्त जानकारी एवं आवेदन प्रपत्र संस्थान की वेबसाइट से प्राप्त किये जा सकते हैं एवं कोटेशन निर्धारित प्रारूप पर संस्थान के डाक सेक्शन में 08.11.2021 समय अपराह्न 12:00 बजे तक जमा कराना सुनिश्चित करें निर्धारित समय के बाद प्राप्त आवेदन/कोटेशन को स्वीकार नहीं किया जायेगा। Annexure-II की कोटेशन सम्बन्धित दुकानदार अपने लेटर पैड पर अंकित करते हुए अपनी दर प्रदान करेंगे तथा अलग से लिफाफे में बंद करेंगे। तकनीकी परीक्षण में सफल होने के उपरांत ही वित्तीय लिफाफा खोला जायेगा। न्यूनतम दर वाली निविदा को दुकान आवंटित होगी। दुकान का आवंटन पूर्णतः अस्थायी है तथा दुकान आवंटनकर्ता को यह अधिकार होगा कि वह बिना कारण बताये एक महीने की सूचना पर दुकान का आवंटन रद्द कर सकता है। अपराह्न 12:00 बजे तक प्राप्त आवेदन/कोटेशन दिनांक 08.11.2021 को अपराह्न 03:00 बजे खोले जायेंगे। दुकान का किराया न्यूनतम रू० 2/- प्रति वर्ग फुट कारपेट एरिया के दर से अथवा नवीन शासनादेश में निर्धारित दरों के अनुसार देय होगा।

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Baldev Yadav  
2/11/21

To website incharge . for uploading in college website .

Baldev Yadav  
2/11/21

## 1. ELIGIBILITY CRITERIA:

- Registered in shop & Establishment
- GST & PAN certificate

## 2. TERMS AND CONDITIONS:

The Quotationer submitting the Quotation document for running of Stationery Shop should comply with the following terms and conditions.

- 1) The contractor should be ensured that the items listed as per Annexure-III shall be compulsory available at the Stationery shop.
- 2) The contractor should be ensured to install good quality Photocopier Machines, B/W and Colour Printer and the rates will be charged as given below:
- 3) Quotations shall be submitted in official Quotation form only. If submitted in any other form the same shall be summarily rejected. No Quotationer shall be issued more than one Quotation form.
- 4) The schedules issued with the form of Quotation listing the services to be rendered must not be altered by the Quotationer. Any modifications/alterations of the schedules considered necessary by the Quotationer should be in the separate letter accompanying the Quotation.
- 5) No paper shall be detached from the Quotation.
- 6) The name and address of the Quotationer shall be clearly written in the space provided and no overwriting corrections, insertion shall be permitted in any part of the Quotation. The Quotation should be filled in and submitted in strict accordance with the instructions laid down herein otherwise the Quotation is liable to be ignored.

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- 7) The Quotation is liable to be ignored if complete information is not given there in or if the particulars and date (if any) asked for in the Schedule to the Quotation are not filled in.
- 8) Individual signing the Quotation or other documents connected with the Quotation must specify whether he signs as:
- i. A sole proprietor of the concern or constituted attorney of such sole proprietor.
  - ii. A partner of the firm if it is a partnership firm, In that case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of partnership agreement or by a power of attorney duly executed by the partners of the firms.
  - iii. Director or Principal Officer duly authorized by the Board of Directors of the company.
  - iv. In case of (ii) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate or registration of firm should be attached along with the Quotation papers. In case of partnership firm. Where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the Quotation and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the Quotation should be authorized by a resolution passed by the board of directors and a copy of the resolution attested by the Principal Officer should be attached.
- 9) The Quotation submitted in sealed envelopes mentioned "Quotation Documents For Running Stationery Shop at REC Mainpuri Campus" addressed to the Director, Rajkiya Engineering College Mainpuri, Agra Road Mainpuri and be dropped in the Quotation box available at REC Mainpuri campus on or before 28/10/2021 up to 12:00 P.M. The Quotations will be opened on the same day at 3:30 P.M. in the presence of such of the bidders who may wish to be present, either by themselves or through their authorized representatives.

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- (i) An agreement is signed by him in the prescribed form after the receipt of the letter awarding the contract.
- (ii) The Stationery Shop shall commence from the date mentioned in the letter awarding the contract.

10) Late Quotations will not be considered.

11) Rajkiya Engineering College Mainpuri reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.

- a. The contractors shall be responsible for engaging adequately trained manpower required for providing good Stationery Services in the Institute and arrange payment to the staff engaged as per Labour laws, minimum wages Act, PF, ESI, & Service Tax provisions etc.
- b. The employees of the Contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should preferably wear uniform while on duty.
- c. The contractor will, prior to the commencement of the operation of contract, make available to REC Mainpuri to the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth, permanent address and the police verification report for the employees, should be closed.
- d. The contractor shall be responsible for the payment of wages and allowances to his staff as per Minimum Wages Act of Labour Law, New Delhi in force and all statutory dues to the persons employed by him. The Contractor shall be further responsible for proper discipline for the employees engaged by him and their work besides observing other obligations. No child laborers shall be permitted by REC Mainpuri under this contract. Further the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligations regarding the personnel / labor, the contractor shall be responsible and liable for the same. Further, in the event any claim, action or suit is imposed against REC Mainpuri, the contractor shall be required to reimburse to REC Mainpuri any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined.

  




REC Mainpuri shall also have the right to deduct these amounts from the payment due to the contractor while settling the payments.

12. The contract shall remain valid up to one year from the date of contract and it may be renewed on mutually acceptable terms and conditions upto two more years (total 03 years) subject to the satisfactory performance (on yearly basis) or till permanent allotment. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, REC Mainpuri may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. REC Mainpuri's decision that a breach has occurred will be final and shall be accepted without demur by the contractor.
13. The contractor shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labor laws or any other laws both Central & Delhi Government in force including registrations with Provident Fund, Copy Right-Acts, Employees State Insurance, etc. An attested copy of all such statutory registrations shall be enclosed to the Quotation. The contractor shall comply with all the statutory regulations on control and regulation of piracy issued and revised from time to time.
14. The contractor shall be responsible to maintain the premises of the building, equipment and other articles supplied by the REC Mainpuri 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, contractor shall replace items lost, broken or damaged with items of the same quality at his own cost and expense.
15. REC Mainpuri shall in no way be responsible for any default with regard to statutory obligation and the contractor will indemnify REC Mainpuri in case of any damage, which may arise on account of action of contractor.
16. Service to be provided by contractor is indicated in the Annexure-II attached.
17. Dispute, if any, arising out of the contract shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the Director, REC Mainpuri at Mainpuri as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charges simply on the award amounts, or amounts payable to either party.

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18. Quotation shall be accompanied by the relevant documents including the following :-
- PAN Card
  - GST Registration Certificate
  - All necessary documents required for the fulfillment of the Eligibility Criteria.
19. On termination of the agreement, the contractor will hand over the building, all the equipments / articles as supplied by the REC Mainpuri in good working condition back to REC Mainpuri.
20. Care must be taken to ensure while carrying out the work so that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the contractor, failing which the same will be got done at his risk and cost. The decision of the Designated Officer shall be final and binding on the contractor.
21. All work shall be carried out with due regard to the convenience of REC Mainpuri. The orders of the concerned authority shall be strictly observed.
22. The contractor will work in closed co-operation and co-ordination with other agencies working at site.
23. The contractor has to deploy adequate number of staff who has to work during holidays, late hours and Sundays as well according to the requirement and convenience of REC Mainpuri and the occupants, while ensuring weekly offs of his / her employees as per statutory requirements.
24. The contractor shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the students, residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the person concerned and engage a new one within (48) hours of intimation. The division of the Designated Officer in this regards shall be final and binding on the contractor.
25. REC Mainpuri is not bound to provide any mode of transport in respect of men or material required for the contract.
26. The contractor shall at all times indemnify and keep indemnified the Principal Employer, the Head of the Officer and its officers, servants and agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of / or property or person of any sub-contract and or the servants or agents of the contractor any sub-contractor(s) and or the owner and the contractor shall at his own cost and

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initiative at all times, maintain all liabilities under workman's Compensation Act/ Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act and / or their Industrial Legislation from time to time in force.

27. The payment towards supply of Office stationery items to Office and Academic Stationery to Academic Departments shall be released on monthly basis after satisfactory completion of the job and for the work actually done on submission of the statement indicating department wise amount. The original requisition Slip duly signed by Head of Depts. Should also be attached with the bill. GST, as applicable at prevailing rate will be deducted at source.
28. The workmen employed by the contractor shall be directly supervised and controlled by the contractor, and shall have no relation whatsoever with Rajkiya Engineering College. REC Mainpuri shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against REC Mainpuri for service or legalization of services by virtue of being employed at REC Mainpuri against any temporary or permanent posts at REC Mainpuri.
29. The work executed shall be to the satisfaction of the Committee constituted by REC Mainpuri and contract will be terminated if performer/ feedback is found unsatisfactory. In this regard representation from contractor shall not be entertained
30. The contractor shall ensure that either he himself or his representative is available for proper Administration and supervision at the works.
31. The location may be changed from time to time as per the convenience of REC Mainpuri keeping its academic requirements as their utmost priority. The place and its interior so identified for locating the services has to be suitably designed and modified by the contractor at this own cost. The interiors so created by the contractor for offering Office and Academic and Students stationery will have to be dismantled and taken away by the Contractor at the termination of contract and clear site along with the fixtures and fittings have to be handed over to REC Mainpuri in the same condition.
32. Payment of Electric charges and rent shall be made by the contractor on actual basis as decided by the college administration.

  
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33. The contractor shall ensure overall general maintenance, drainage, cleaning, garbage disposal (dry and wet garbage/plastic and non-plastic waste disposal etc., in an eco-friendly manner, using protective/closed bins), services and repairs (electrical, plumbing, HVAC etc.), breakdowns, emergency relief and help on urgency basis.

34. Stationery shop open beyond Institute working hours & days.

35. The rate of services such as printing, copying & binding; for which MRP is not available, has been decided by REC Mainpuri as follows:

Services	Size	Colour/ Black& White	Amount
Printing	A3	Black& White	3.00
	A4	Black& White	1.50
	A3	Colour/ Laser	16.00
	A4	Colour	8.00
Photo Copying	A3	Black& White	2.00
	A4	Black& White	1.00
	A3	Colour/ Laser	16.00
	A4	Colour	8.00
Hard Binding with lamination (upto 300 pages)	A4	-	120.00
Soft Binding with Plastic Cover (upto 300 pages)	A4	-	40.00
Spiral Binding with Plastic Cover (upto 300 pages)	A4	-	30.00

For other standard reputed make items to be approved by REC Mainpuri where MRP is available, the % discount has to be offered.

# Rates are subjected to charge as per government norms time to time whenever on applicable.

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## SERVICES TO BE PROVIDED BY REC MAINPURI STATIONERY SHOP

During continuance of the Contract of Stationery shop the agency, contractor shall take-over the responsibility for providing all the stationery items (As per enclosed Annexure-II) and photocopy Service.

The scope of service to be rendered under this agreement includes the following:

1. To run the Office, Academic and Students stationery (As per enclosed Annexure-II) by making his own investment and stock and sell all items relating to stationery supply as per the requirement of REC Mainpuri authorities and students specified from time to time.
2. To provide the stationery and services to REC Mainpuri and students at highest discount (in % as per Annexure-II). This shall not be more than the MRP and Market Rate.
3. To upgrade the service as per the technological developments taking place in the areas of computer hardware, Xeroxing, binding, etc.
4. To provide access to the committee constituted by REC Mainpuri centre for monitoring the quality, specification and rates and act as per the advice and instructions of the said committee / management of REC Mainpuri.
5. To display rates of all major items and photocopy charges in the shop.
6. The contractor shall be responsible to ensure the conduct and behavior of the persons employed by them for running the shop.
7. The payment for the monthly bills towards supply of Office and Academic and Students Stationery (As per Annexure-II) shall be supported by authorization for supply of such services and will be settled within a month of submitting the bills in duplicate. TDS will be deducted as per Income Tax Rules in-force.
8. The contractor is required to obtain all local licenses for running the stationery and photocopy zone as per the requirement of statute in force and revise from time to time.
9. The contractor shall indemnify REC Mainpuri against any liability towards non-compliance of any of the statutory obligations required to be fulfilled while operating such service in the premises of REC Mainpuri.
10. The contractor shall disburse wages to the staff deployed in the stationery shop as per the prevalent minimum wages fixed by the Govt. of India besides fulfilling all other statutory obligations of PF, ESI Service Tax etc.

  
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11. To ensure security of moveable and immovable property of REC Mainpuri premises handed over against theft or damage.
12. Subletting of contract shall not be permitted.
13. The B&W machine, shall be of reputed brands like Modi, Xerox, Canon, Godrej, HP, Sharp etc. having latest configuration and not older than one year.
14. REC Mainpuri administration & students shall have freedom to procure stationery items from open market.
15. REC Mainpuri will not be responsible to provide any residential accommodation to personnel deployed by the contractor.

  
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**PERFORMA FOR QUOTATION FOR STATIONERY SHOP**

1. Name of the firm :
2. Address :
3. Name & Address of Prop./ Partner/Authorised signatory (in case of Pvt. Ltd. firm) :

S. No.	Name of desired Documents	Whether copy of desired certificate/documents are enclosed
1	Registration of firm / agency / Proprietorship / Ownership for running Stationery Shop	<u>Yes/NO</u>
2	Copy of self attested GST Regn. Certificate.	<u>Yes/NO</u>
3	Proof of PAN card	<u>Yes/NO</u>
4	Pay order / Bank Draft for Rs. 2,000/- in favour of Director , REC Mainpuri Payable at Mainpuri as Earnest Money	<p style="text-align: center;"><u>Yes/NO</u></p> <p>Pay Order / Bank Draft No. _____</p> <p>Dated _____</p> <p>Name of the Bank and Branch _____</p>
5	Undertaking that their firm/agency is not declared black listed by any Govt./Authority/Department/Autonomous Body of state/Central Govt.	<u>Yes/No</u>
6	Letter of Authorised signatory	<u>Yes/No</u>
7	Experience & Past performance on similar contracts for last two years in Govt. departments/PSU	<u>Yes/No</u>

.....  
 (Signature of Quotationer)  
 (Rubber seal)

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**Quotations**

Quotations are invited to a stationary shop in the campus of Rajkiya Engineering College Mainpuri with the fixed rent and electricity charges decided by college administration.

Following are the tentative list of items with their maximum rates. Shop will be allotted to the firm/shop whose cumulative rate will be minimum.

Services	Size	Colour/ Black& White	Amount
Printing	A3	Black& White	3.00
	A4	Black& White	1.50
	A3	Colour/ Laser	16.00
	A4	Colour	8.00
Photo Copying	A3	Black& White	2.00
	A4	Black& White	1.00
	A3	Colour/ Laser	16.00
	A4	Colour	8.00
Hard Binding with lamination (upto 300 pages)	A4	-	120.00
Soft Binding with Plastic Cover (upto 300 pages)	A4	-	40.00
Spiral Binding with Plastic Cover (upto 300 pages)	A4	-	30.00

Note: Rates are subjected to charge as per government norms time to time whenever on applicable.

**Eligibility Criteria:-**

1. Registration Shop & Establishment.
2. GST & PAN Certificate.

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Tentative List of Stationery Items & Services:-

Sl. No.	Items	Specification
1	All Pins	Nickel plated Gems
2	Correction fluid pen	Metal tip, needle type 12ml
3	Diary Register	500 pages approx. 13 ½ X 8 ½ inch with hardboard binding, 70 gsm paper
4	Dispatch register	500 pages approx. 13 ½ X 8 ½ inch with hardboard binding, 70 gsm paper
5	INK Pen	Reynold 045 fine carbure blue/black
6	Pilot Pen	Hi-Tech V-5 extra fine blue
7	Gel Pen	
8	Big Sketch Pen Set 12 Col.	
9	Gripper Pen	
10	P-Marker	
11	Pencil	HB Bonded
12	Sharpener	
13	Eraser	
14	Photostat Paper	A-4 size, 75 gsm (Century)
15		
16	Spiral Binding	100 pages, size A4, spiral binding 75 gsm paper
17	Hard Binding	100 pages, size A4
18	Soft Binding	size A4
19	Copying	A3
20	Copying	A4
21	Printing (B/W)	A4 Size
22	Printing (Colour)	A4 Size
23	Printing	A3 Size
24	Printing (Colour)	A3 Size
25	Staplers Big	Kangaroo with a capacity of 50-100 pins
26	Stapler pin Big	Kangaroo , size 24/6 packet of 20 X 50 staples
27	Stapler small	Kangaroo with a capacity of 50-100

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		pin
28	Stapler pin small	Kangaroo No. 10-1M 20 X 50 staples
29	Glue stick	Non-toxic without solvents, 15 gms
30	High lighter	Fluorescent in different colors for marking on paper copy and fax
31	Stamp pad	Kores, self inking violet color in metal box
32	Gum Bottle	300 ml plastic bottle, Camel
33	Ruled Register	4 qr., 192 pages 70 gsm paper
34	Ruled Register	2 qr., 96 pages 70 gsm paper
35	Scale	Made of plastic 12"
36	Printed Plastic folder (Name of office with lion Emblem)	Two side open, Both side transparent,
37	Plastic folder	Top open, Upper sheet made from good quality transparent sheet and the lower sheet Non transparent good quality plastic.
38	Flag	multicolour
39	Punching machine	Good quality Single punch
40	Ring Folder	A-4 size with 2 Rings D/O Type with stopper, thickness - 1 inch
41	Permanent Marker	Low odour ink, refillable, non-toxic, ventilated cap
42	White board marker	Low odour ink, refillable, non-toxic, ventilated cap
43	File Cover	Printed, 450 gsm, size 14" x 10", cloth coated border
44	Envelops white 10"X5"	white 10"X5"
45	Peon Book	160 pages, with hardboard binding, 70 gsm paper
46	Pocker	With woodenhandle
47	Refill for Ball Pen	Reynolds 045
48	Paper weight	Made of glass, round shape
49	File Board	Made of hardboard with dori, border coated with cloth.
50	Add Gel Pen	Add Gel

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51	Battery cell	Pencil cell 1.5 volt
52	Dust bin	Without lid, medium size, made of plastic
53	Scissor	6" stainless steel
54	Lock big	7 liver Harrison Original
55	U-clip	Plastic laminated
56	Cello tape	Transparent self adhesive 1" width
57	Cello Tape	self adhesive 2" width (Brown colour)
58	Paper cutter	Sharp blades with plastic/wooden handle
59	Electronic calculator	10 digits with 100 steps check & correct facility
60	Cell	For remote etc
61	Binder clip	Big 25 mm
62	Binder clip	Small 19 mm
63	coaster	Made of plastic
64	Duster	White 24" X 24"
65	Pen drive	8 GB Kingston
66	Pen drive	16 GB mini size Kingston
67	Blank CD	Recordable, 80 min/700MB
68	DVD	Recordable, 4.7 GB

Seal and Signature of Quotationer

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*[Signature]*

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**UNDERTAKING BY THE QUOTATIONER**

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

Place: \_\_\_\_\_

Signature of Quotationer

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

\_\_\_\_\_

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

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*Baldev Yadav*