

SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL
(An Institution of National Importance under Ministry of HRD, Govt. of India
Neelbad Road, Bhauri, Bhopal – 462 030 (M.P.)
Phone nos: 9179042204, 7024168412
Website: www.spabhopal.ac.in

No: SPAB/SPS/2015-16/

Date: 05.04.2016

TENDER DOCUMENT
For
Running of a stationery shop at SPA, Bhopal

Preamble: School of Planning and Architecture, Bhopal is established by Government of India as an Institution of National importance, under Ministry of HRD, Govt. of India in the year 2008. The School is running in its own residential campus at Bhauri, Bhopal with approx 750 plus population including students, faculty & staff.

Scope of work: SPA, Bhopal invites sealed tenders (two bid system) (technical & financial bidding) from registered, reputed, reliable, bonafide, experienced and financially sound firms & shops for running a stationery shop located within its premises at Bhauri, Bhopal – 462030, M.P. (India).

REGISTRAR

Page 1 of 6

NOTICE

1. Sealed tenders (two bid system) (Technical and Financial bidding) are invited from eligible firms/ shops holders for running a stationery shop for the Institute, having around 150 Employees (Regular & contractual) and 750 Students & Employees in the above premises.
2. Document can be downloaded from <http://www.spabhopal.ac.in>. The duly filled tender (s) (Technical bid & financial bid), Technical bid should be accompanied by a DD of Rs. 1,000/- as tender fee (non-refundable) and a Demand draft of Rs. 5,000/- as EMD (refundable but non-interest bearing) in the name of Director, SPA, Bhopal from any Nationalized Bank favouring Director, SPA, Bhopal and payable at Bhopal should be sent to the Asst. Registrar (Stores & Purchase) on the above address latest by **03.00 pm on 27.04.2016**.
3. Institute will reserves right to reject any or all received tenders without assigning any reason thereof or to cancel the entire tender process at any stage, before awarding the contract.
4. Kindly note that the selection of vendor will be based on two bid system (a) Proven track record and experience of running stationery shop (b) Should have PAN No., VAT registration No., Service Tax Registration No., Registration & License of stationery shop & etc. (c) Percentage of Discount offered on MRP by the vendors & recommendation of student council.

Registrar

5. **Schedule:**

Name of work	Tender document for Running of a stationery shop at SPA, Bhopal Bhauri Campus
Cost of tender fee	Demand draft of Rs. 1,000/- (non-refundable) in the name of Director, SPA-Bhopal
EMD	Demand draft of Rs. 5,000/- (refundable to unsuccessfully bidders but non-interest bearing) in the name of Director, SPA, Bhopal
Pre-bid meeting	21.04.2016
Last date & time for receipt of tender document	03:00 pm on 27.04.2016
Time & date for opening of technical bid	3:30 pm on 27.04.2016
Tender document can be submitted to	<i>Asst. Registrar (Stores & Purchase Section), SPA, Bhopal, Neelbad Road, Bhauri – 462 030, Bhopal (M.P.) by speed post/ by-hand</i>

6. The technical bid document along with tender fee, EMD and other documents in the prescribed forms duly completed and signed should be submitted in a sealed separate cover super-scribing “**Technical bid for running of a stationery shop at SPA, Bhopal**” and financial bid should be kept in a separate sealed cover super-scribing “**Financial bid for running of a stationery shop at SPA, Bhopal**”, and both the bids should be kept in a separate sealed envelope super-scribing “**Tender document for running of a stationery shop at SPA, Bhopal**” should be submitted at Asst. Registrar (Stores & Purchase) Office, Bhauri Campus or send by speed post/by-hand to the Asst. Registrar, Stores & Purchase Section, SPA – Bhopal, Neelbad Road, Bhauri – 462 030, Bhopal (M.P.) so as to reach him on or before the due date and time i.e., 03:00 pm of 27.04.2016. Tender should be submitted as per aforesaid prescribed manner or otherwise same will be summarily rejected.

You may also visit the Institute during any working day (Monday to Friday) from 9:00 am to 5:30 pm to see the stationery shop premises and for any other queries in this regard.

7. Terms and Conditions are given at Annexure – I. Technical details are given at Annexure – II.

REGISTRAR

Terms and Conditions:

1. Institute shall provide the necessary space. The Rent/ License fee for the same is, total will be Rs. 12/- for per sq. ft. / per month, and it will be reviewed from time to time or every year. The Electricity and water charges are to be paid by the vendor on actual basis. Rent, Water and Energy charges to be paid by 10th of every month.
2. The vendor should ensure the cleanliness in and around stationery shop and area to be cleaned up on regular basis. Satisfactory performance will be measured besides other things by cleanliness around the shop.
3. Contract will be for a period of one year and, may be renewed; subject to satisfactory performance otherwise contract will stand terminated at the end of the tenure/extended tenure. However, either of the parties can terminate this contract by giving 02 months notice, in writing.
4. The vendor has to bring his own furniture & fixtures etc. as may be considered necessary for running stationery shop.
5. The vendor and his manpower will maintain a high standard of cleanliness. The vendor shall keep adequate manpower (no child labour is allowed) for running the shop.
6. No accommodation will be provided to the workmen of vendor.

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TECHNICAL BID

1.	Name & Address of bidder /Firm	
2.	Tender fee details	DD No.
3.	List of present and past clients/ employer : (please attaché separate sheet)	
4.	Volume of Business done in last three Financial Years. Details of Gross Turnover for the F.Y. 2012-2013, 2013-2014 & 2014-2015 (please attach documentary proof)	
5.	The firm should neither be blacklisted by any Govt. department nor is any criminal case registered against the firm or its owner / partners anywhere in India. The firm should submit an affidavit regarding this.	
6.	Submitted copies of following documents: 1. PAN no. 2. VAT registration no. 3. Service Tax Registration no. 4. Firm/ shop Registration no. (please attach documentary proof)	

I/we hereby undertake that the above submitted information is correct

SIGNATURE AND SEAL OF THE CONTRACTOR

FINANCIAL BID

I HERE BY AGREE TO THE TERMS AND CONDITIONS ATTACHED TO THE CONTRACT FOR STARTING AND RUNNING THE STATIONERY SHOP AND AGREE TO PROVIDE THE DISCOUNT OF _____ % ON MRP OF ALL STATONERY ITEMS.

DATE:

SIGNATURE AND SEAL OF THE FIRM