

COST OF TENDER: RS. 1000/- ONLY

TENDER DOCUMENT

FOR

GENERAL STORE

(Tender no. -03/Reg/General Store/2022)



SRI GURU GRANTH SAHIB WORLD UNIVERSITY

FATEHGARH SAHIB

SRI GURU GRANTH SAHIB WORLD UNIVERSITY, FATEHGARH SAHIB

**TENDER DOCUMENT
FOR
GENERAL STORE (Girls' Hostel)**

Tender No..... issued to

Receipt No..... DatedAmount Rs. 1000/-

Last date of submission of tender : 07.07.2022 at 17:00 Hours

Date of opening of tender : 08.07.2022 at 15:00 Hours

Note:

1. Please attach photo copy of cash receipt of Rs. 1000/- with the tender document.
2. All pages of tender documents issued by the University should be attached with the financial bid, duly signed with seal of the firm, as acceptance of terms and conditions of tender.

Signature of issuing person.

SRI GURU GRANTH SAHIB WORLD UNIVERSITY, FATEHGARH SAHIB

Instructions to Tenderers

The University wishes to identify and engage a competent General Store contractor for the purpose of providing General Store services in the Bebe Nanki Girls Hostel located at Fatehgarh Sahib, to cater to approximately 400 plus students & staff.

1. Tenderers responding to tender notice shall be deemed to be agreeable to the terms and conditions herein contained.
2. All the terms and conditions laid down in the tender shall be binding on the Tenderers.
3. Tender Form should be filled in neatly, legibly and carefully.
4. University will process the tenders as per University norms & procedures. The University shall not be under any obligation to give any clarification to the contractors/agencies whose bids are rejected.
5. Tenders must be enclosed in a properly sealed envelope addressed to the Registrar, Sri Guru Granth Sahib World University, Fatehgarh Sahib by designation and not by name. The tenders must be superscribed. "Tender for the General Store Services - 2022".
6. While submitting tender, bidders must submit **EMD and Technical Bid** in sealed envelope.
7. The tenders shall be opened in the presence of the bidders or their authorized representatives, who will like to be present, on the date and time mentioned in the tender notice/document. In case, the date of opening falls on a holiday declared by the University, tenders will be opened on the next working day, following the holiday, at the scheduled time.
8. EMD of Rs. 5,000/- should be enclosed along with the technical bid in favour of Registrar, Sri Guru Granth Sahib World University, Fatehgarh Sahib.
9. Authorized signatory should put his/her signatures on all the pages of the tender document. Bids without signatures of authorized signatory will be rejected.
10. All the columns of the tender document shall be duly, properly and exhaustively filled in. The rates and units shall not be over-written. Quotations shall always be both in the figures and words. The word "No quotations" should be written across any or all of the items in the schedule for which a tenderer does not wish to tender.
11. No alternation should be made in any of the terms and conditions of the tender or overwriting in the rates.

12. Tenderers are advised to visit the University & see themselves the location of General Store where General Store services are required, during the office hours on any working day.
13. The successful tenderers shall be required to execute an agreement with University on STAMP PAPER of requisite value.
14. The University reserves the right to reject/cancel any or all or part of the tender of the bidder, without assigning any reason and shall also not be bound to accept lowest tender. The decision of the University shall be final and binding.
15. The terms and conditions of contract in schedule 'B' should be returned to this office, duly signed along with technical bid and with details of items contained in schedule 'A', otherwise the tender will be ignored.
16. Tender failing to comply with the terms & conditions mentioned in the tender document would result in the tender being summarily rejected.
17. Conditional Tenders will not be accepted.
18. All disputes will be settled within the jurisdiction of the University.

The instructions for the Tenderers shall also form part of the contract.

Acceptance

I/We hereby declare that all the terms and conditions of the tender document has/ have been read by me/us and I/we accept all the terms and conditions mentioned in the tender and shall comply with them strictly.

Name of authorized signatory: _____ Signature :

Name(s) of Tenderer(s): _____ Seal of firm :

Address : _____

Contact No : _____

E-mail id : _____

Date : _____

SRI GURU GRANTH SAHIB WORLD UNIVERSITY, FATEHGARH SAHIB

**TENDER DOCUMENT
FOR
GENERAL STORE SERVICES**

TECHNICAL BID

The bidder must enclose the attested copies of documents as proof of claim, failing which tenders will be summarily rejected on the ground of non submission of documents.

1. The contractor having minimum experience of three (3) years in running General Store services in a Government organization/University/PSU or reputed institution/firm widely known in the market will be given preference during selection/shortlisting. Documentary evidence in this regard should be enclosed.
2. Tenderers shall have to enclose EMD of Rs.5000/- in favour of Registrar, Sri Guru Granth Sahib World University, Fatehgarh Sahib. If any tenderer selected in the Tendering process refuses to accept the contract, the EMD & security money given by that tenderer will be forfeited.
3. The Tenderers should be able to provide all items in the General Store as indicated in the schedule – A or as and when revised from time to time as per the University requirement.
4. The tenderer should have Statutory Registration of PAN, service tax and Registration number with appropriate authorities for running General Store services. Documentary evidence in this regard should be enclosed with the Technical Bid.
5. The Tenderer shall certify that the age of the workers deployed will be more than 18 years and shall comply with all the statutory requirements.
6. The Tenderers shall have to furnish the declaration in the form of Affidavit attested by Notary that :
 - I. They have never been black listed by any Institution / department due to any reason.
 - II. They are ready to get the General Store capabilities inspected by the officer/ committee of the University, to judge the level of competency for undertaking the work.
 - III. They undertake not to object their disqualification on the basis of above declaration, if found wrong and misrepresented at any point of time during contract.

7. Any other details, the contractors want to submit in support of their suitability.

Accepted and agreed as per above conditions.

Signature :.....

Seal of firm :.....

Date :.....

SCOPE OF WORK AND TERMS & CONDITIONS

A. Scope of Work:

To run & maintain General Store services at Bebe Nanki Girls Hostel of Sri Guru Granth Sahib World University campus, Fatehgarh Sahib which includes:

- a) Providing General Store facilities from 07:00AM to 7:00 PM.
- b) Any other service incidental to above.
- c) A contract will be executed between Sri Guru Granth Sahib World University and Contractor for one (1) year which may be extended further, as decided by the competent authority, on the recommendations of the Committee.

B. Terms & Conditions

1. Obligation of Sri Guru Granth Sahib World University: Following facilities/infrastructure shall be provided by University to contractor free of cost:
 - a) Suitable space for General Store.
 - b) Similarly, proper arrangement will be made by the University for cleanliness of the surroundings of the General Store. However, the cleanliness of the General Store shall be the responsibility of the contractor only.
 - c) Standard illumination equipment will be provided by the University in General Store area however if any extra illumination or any extra electrical equipment is needed by the contractor, in that case, the contractor will arrange the same by incurring expenditure on his own, for its proper use and maintenance.
 - d) Related storage equipments, racks, cabinets, stools etc. will be provided by the University but contractor shall be responsible for its upkeep and maintenance.
 - e) All the necessary civil, electrical and plumbing works required for the General Store services shall be done by the University but contractor shall be responsible for its upkeep and periodic maintenance.
2. That the contractor shall be required to furnish a bank guarantee / demand draft of an amount equal to one month rent or deposit the said amount with the University towards performance security in favour of Sri Guru Granth Sahib World University, within 10 days from the date of issuance of work order. No interest will be paid on security deposit. The security deposit will be refunded to

the Tenderer, after successful completion of the Contract. The security deposit is liable to be forfeited wholly or partially if:-

- a) Any damage is caused to the building/equipments and other installations belonging to the University.
- b) The tenderer declines to render services at the item wise rates agreed upon, due to escalation in prices of raw materials or for any other reasons.
- c) Tenderer fails to fulfill any of the terms & conditions of the agreement.

3. That the contractor shall deploy only female staff in the General Store as detailed below:

Sales Girl : 1 (minimum)

4. That the contractor shall take all reasonable precautions to see that the above mentioned staff while on duty attire themselves in proper uniform approved by the University and are civil, sober and honest in their dealings with the staff and the students in general.
5. That the contractor shall employ in his service only such persons whose antecedents have been verified and have also been medically examined at his own cost and to the satisfaction of the University.
6. That the employees of the contractor shall not be employees of the University. It is sole responsibility of the contractor to make payment of wages and to discharge any liability of such employee by way of ESI, Provident Fund, Compensation/ damages etc. In the event of injury or loss of life of any employee of contractor, the University shall not be liable for compensation or for any claim arising from financial or legal dispute between the contractor and his employees.
7. The rates for various items finalized will be valid for a period of 12- months. On the expiry of this period, the rate can be revised with mutual consent only, if the contract is extended on satisfactory performance. No escalation whatsoever, is permissible during the validity of the contract, however, due to some major conditions or unfavourable circumstances, the University may review the rates as a special case at its discretion. The contractor, however, shall not cause to stop the supply of items on this account awaiting revision.
8. That the General Store will be fully operational during 07:00 AM to 07:00 PM daily.
9. The Tenderer will be under obligation to display prominently the rate list of all items available in the General Store.

10. The contractor will have to obtain general insurance against risk, fire accident for his belongings etc. for the General Store services and his workmen etc.
11. The contractor shall pay the minimum wages as prescribed by the Ministry of Labour, Govt. of Punjab, to the persons engaged by him. Compliance with regard to payment of minimum wages as mentioned above shall be the sole responsibility of the Agency and any violation or non-compliance shall be viewed very seriously, resulting in penal action as well as termination of the contract, depending on the seriousness of the violation.
12. University reserves the right to terminate or withdraw the work entrusted to the tenderer if the performance of the contractor is not found to be satisfactory. In case of any dispute arising thereof, the decision of the University authorities shall be final. The contract can be terminated by giving one month notice by either side, without assigning any reason.
13. Tenderer will arrange to collect payment on prescribed rates against items served to students & employees on his own. Any credit facility extended by Tenderer to students/employees will be at his own cost and risk. The University will not take any responsibility on this account.
14. The contractor shall be responsible for compliance of the MRP Act and other such Acts applicable to General Store services.
15. Period of Agreement: Subject to other conditions appearing hereinafter, the contract shall be for a period of one year from the date of entering into contract. The contractor shall ensure that the services start operating from that date.
 - a) Without prejudice to other provisions herein, the contract can be terminated by University by giving a prior notice of one month on violation of conditions of contract or on the grounds of default/deficiency in proper service, proper hygiene and deposit of payments by the contractor. The contract can also be terminated by the contractor with a notice of one month to the University on the grounds of failure of obligations on the part of the University. For operation of this clause, a Consultative Committee on General Store Services of four representatives, one from contractor and three from University shall be constituted which shall meet from time to time and submit their deliberations to the Registrar. The Registrar of University or any other person authorized by the Vice Chancellor, will be Chairman of the committee.
 - b) In case of termination of the contract done by the contractor during the contract period in violation of this agreement, or the termination of the same by the University on account of default or otherwise of the contract, the contract will be re-auctioned for the remaining period by the University and the contractor shall have to pay an amount which would be fixed, as the re-auction charges. He shall also have to compensate the University by the proportionate amount if the contract for the remaining period is awarded at lesser rate than the earlier contract. He shall not remove any of his

equipments/Items from the University site, without the permission of the University before full and final adjustment of accounts.

16. Hygiene in Establishment:

- a) The contractor will maintain the premises at the highest degree of cleanliness. There shall be no cob-webs in any part of premises.
- b) Propagation of rats and invasion infestation by rodents shall be permanently prevented. All openings in floors, walls, ceiling, pipes, cables or conduits shall be properly sealed by fitting collars to prevent rodents and pests.
- c) When pesticides are being used, care shall be exercised to prevent contamination.
- d) Spitting, nose cleaning or the use of tobacco, in the area shall be prohibited.
- e) The contractor shall provide the Dust Bins around the General Store.

17. Safety Requirements:

The contractor should ensure that there is no short-circuiting, resulting in incidents of fire. There shall be no loose electrical connections and temporary fittings. Emergency fire extinguishers provided by University shall be kept at appropriate places of work, which shall be periodically got checked for proper use, by the University.

18. Noise Control:

All individuals shall also be advised to make minimum noise.

19. Conservation of Energy:

Fans, tube lights and other electrical appliances shall be switched off when not required.

20. The expenses for preparation and execution of agreement for this contract shall be borne by the contractor.

21. Terms and conditions regarding Premises:

- a) The contractor will not transfer or sublet the contract.
- b) The contractor will not make any kind of alternation or modification in the premises, without the permission of University in writing and further he shall have no right to use University property for his employees' personal purpose.

- c) The contractor will not alter or damage University property including electrical appliances, sanitary fittings and other fitting/ equipments as well as plantation work provided in the premises. In fact, he shall be responsible for its proper care and safety, failing which he will be liable to pay its cost as decided by the University. It shall be the duty of contractor to upkeep and maintain the furniture, equipment etc. provided by the University. University has authority to inspect the leased space at any time without giving any notice to the contractor.
- d) The contractor will keep the premises in good, clean and hygienic order and maintain it in its original architectural and aesthetic shape.
- e) The contractor will not use or permit others to use the premises for the publicity purpose in any shape or form.
- f) The contractor will not encroach upon the rights of other contractors, running their business in the University premises and maintain cordial relations with other functionaries.

22. Rent and penal rent:

- a) The Contractor is liable to deposit one month rent as refundable security, which will be kept by university till the completion of contract.
- b) The contractor shall be required to pay annual rent, in two six monthly instalments, in advance. First in July, 2022 & second in January, 2023.

23. Disputes in day to day running: For removing difficulties and for operating the contract on day-to-day basis, a standing committee consisting of three representative of University and one representatives of the contractor shall be constituted which will be headed by the Registrar or any other person deputed by the Vice Chancellor, to remove the difficulties as and when arise in an amicable manner.

24. The eligibility conditions can be relaxed to the deserving and otherwise competent and experienced parties at the discretion of the University.

25. The use & sale of alcoholic drinks/intoxicants and tobacco in any form and smoking shall be strictly prohibited.

26. It should be mandatory for the contractor to display the rate list of all items prominently inside the General Store.

27. Arbitration:

- a) All disputes between the University and the contractor arising out of this agreement entered into or in relation thereto or regarding the interpretation of any clause, terms and conditions thereof shall be

referred to the Vice Chancellor, Sri Guru Granth Sahib World University, Fatehgarh Sahib acting as such at the time of reference or any other person as may be nominated by the Vice Chancellor who will be the sole arbitrator and his decision will be final and binding. In case the nominated Arbitrator is unable to commence or continue Arbitral proceedings for any reason whatsoever, the VC shall nominate/ appoint another officer of University who shall then decide the reference. The provision of Arbitration and Conciliation Act 1996 shall apply.

- b) The parties and agreement shall be subject to the jurisdiction of Sri Guru Granth Sahib World University, Fatehgarh Sahib.

Signature & Seal of firm :

Date :

Details of items to be provided in General Store.

1. Stationery items
2. Photocopy + scanning + printing services
3. General daily use items viz. sanitary items, toilets, confectionary items, mobile recharge coupons etc.
4. Any other item as per requirement of the Hostellers.

SRI GURU GRANTH SAHIB WORLD UNIVERSITY, FATEHGARH SAHIB

TENDER DOCUMENT FOR GENERAL STORE (GIRLS' HOSTEL)

FINANCIAL BID

A. Annual Rent Quoted for University General Store: Rs. _____

(In words Rs.)

Signature & Seal of firm : _____

Date : _____