

गुरु घासीदासविश्वविद्यालय, बिलासपुर (छ0ग0)
Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)
Phone 07752-260209, 260381, Web site www.ggu.ac.in



Ref.: EOI CUM TENDER NO.: 24/ STORE/GGV/RC/Photo Copy/EOI /2019,

DATE: 07/03/2019

E-Tender
EOI-cumTender For Photocopy and Fax Services

Guru Ghasidas Vishwavidyalaya, Bilaspur (A Central University), invites "Expression of Interest (EOI)" from reputed Firms/Agencies (under two bid-three packet system) for providing Photocopy and Fax services through e-tender. Details & formats regarding the EOI can be obtained from the websites:- www.eprocure.gov.in or www.ggu.ac.in

Interested bidders may upload the tender on the website www.eprocure.gov.in. Also the Sealed envelope containing Tender cost Rs 1,000/- (non-refundable) in form of DD and EMD Rs 25000/-, in form of DD/FDR, in original should be sent to the Assistant Registrar (Store), Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur (C.G.), 495009 through registered/speed post/courier service only, on or before 4.00 pm on 28-03-2019. The last date for submitting the online e-tender through [eprocure.gov.in](http://www.eprocure.gov.in) is upto 4.00 pm on 28-03-2019. The University reserves all the rights to accept/reject any or all offers without assigning any reason thereof in favour of the university.

Registrar (Acting)

EoiCum E-Tender

EXPRESSION OF INTEREST CUMM E-TENDER FOR ANNUAL RATE CONTRACT

Guru GhasidasVishwavidyalaya, Bilaspur (C.G.) invites Expression of Interest from reputed Firms/Agencies (who have the current authorization from the principal company) for entering into Rate Contract for providing Photocopy and Fax servicesfor three years(initially for one year and extendable upto three years in installation of six months each) at various places in Guru GhasidasVishavidyalaya(GGV) campus. **The prospective bidder may quote(online), the discount rate in the prescribed format (BoQ) as annexure II. Incomplete or conditional tender will be summarily rejected. The offered discount rate shall remain valid till the expiry of the contractual period.**

SALIENT DATES

1 Last Date of submission (Online)	28.03.2019 upto 4.00 PM
2. Last Date of submission (Hard copy) Bid Fee Rs 1,000/- (Original) (scanned copy to be uploaded online also) EMDRs25,000/- (Original) (scanned copy to be uploaded online also)	28.03.2019 upto 4.00 PM
3. Opening of Technical Bid	29.03.2019 at 4.00 PM
4. Financial Bid* (as per BoQ in e-tender submitted online)	Date to be notified later after Technical Evaluation

The financial bid for the technically qualified bidders will be opened later, for which the date will be notified, through www.e-procure.gov.in and www.ggu.ac.in. Bidders are advised to visit the above sites for updated information on regular basis.

1. Mode of Payment of Tender Cost and EMD:

Tender cost and EMD must be submitted in original before the scheduled last date and time only through speed post/registered post/courier service to “the Asst. Registrar (Store), Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur 495009 (C.G)”. Also the scanned copies are to be uploaded online in eprocure.gov.in. (CPP Portal). However if the originals are received even after the scheduled date/time but before online opening of the technical bid then the same may be acceptable.

1.1 Tender cost

A tender cost of Rs 1000/- (non-refundable) should be in the form of DD in favour of “Registrar, Guru Ghasidas Vishwavidyalaya”, payable at Bilaspur (C.G), from any nationalized bank.

Earnest money deposit (EMD)

An EMD of Rs. 25,000/- (refundable as per terms and condition of the tender) should be in the form of DD/FDR in favour of “Registrar, Guru Ghasidas Vishwavidyalaya”, payable at Bilaspur (C.G), from any nationalized bank .

The following shall be noted related to EMD:

- The EMD (without any interest) for all those bidders who are found not eligible shall be returned back to the bidder through registered post/speed post/Courier Service.
- The EMD without any interest shall be refunded / returned to remaining bidders only after signing of agreement / MoU with the successful bidder.
- No exemption from depositing the EMD shall be allowed to any participating bidder.
- Validity of EMD shall be six (6) months from the last due date of submission of E-TENDER / EoI.
- The earnest money deposit (EMD) shall not carry any interest.
- EMD shall be forfeited in the following cases:
 - If any information or document furnished by the bidder turns out to be misleading or untrue in any material respect; and if the successful bidder fails to execute the contract/ agreement within the stipulated time or any extension thereof provided by GGV.

2. Essential Eligibility Criteria for the bidder:

The bidder should fulfill the following Eligibility criteria for participating in this EoI for Rate Contract: (regarding the eligibility criteria, the bidder has to submit the filled in format as per **Annexure I and Annexure I-A to I-C**)

- 2.1 The bidding firm should have minimum of 03 years of experience in dealing with similar services viz. photocopy, STD-PCO related works as mentioned in this EoI, without any adverse complaint from any government/semi-govt./govt. financed dept./PSU/corporation. (Wherever the firm has provided such services earlier).The bidder should submit experience certificate for such experiences as per **“Annexure I-A”** .
- 2.2 Audited balance sheet of last 03 financial years (since 2015-16) with a minimum average turnover of **Rupees Ten Lakhs** per annum, along with gross profit Statement without any loss in any of the year **“Annexure I-B” must be filled along with Audited balance sheet for last three FY.**
- 2.3 Should possess statutory requirement such as Shop/Establishment Registration, GST number, labour license (as applicable), for their existing businesses. (**Annexure I-C**)

Eligibility Criteria for Bidders Clause 2.0						
Clause no. 2.0	Annexure	CRITERIA SATISFIED BY THE BIDDER YES/NO	DOCUMENT / CERTIFICATE ATTACHED IN SUPPORT YES/NO	GIVE THE RELEVANT PAGE NO IN THE BID DOCUMENT SUBMITTED BY THE BIDDER		Remarks
				From	To	
2.1	I-A					
2.2	I-B					
2.3	I-C					

3. Financial Evaluation

- 3.1. Bidder who quotes the lowest rate for all the items will be selected.
- 3.2. In case of variation in lowest quoted rate among the bidders then the bidder whosoever quotes the lowest rate for one side photocopy on A4 size paper in black and white (75 GSM or more) will be called for further negotiation regarding the other items.

4. DISQUALIFICATION:

The EOI/bid may be cancelled/partially accepted/rejected/not evaluated if any of the following is observed by the technical committee of GGV.

1. **If any of the eligibility criteria (as per clause 2) is not fulfilled by the bidder**
2. If the hard copies of the desired documents including tender cost and EMD are not received within the stipulated time through speed/registered post or courier service.
3. If the bid is conditional or incomplete or relevant documents are not attached.
4. If the tender document is altered or tampered in any manner.
5. If documents are incomplete in the online technical bid and any desired document(s) is not attached in support of the statements made in the tender by the bidder.
6. If duly signed copy of the desired undertaking and certificates are not attached with the online technical bid.
7. If at any stage during and after evaluation of the technical bid and even after agreement and award of the work the bid/agreement of any such bidder will be rejected/not evaluated/cancelled, it is found that the information/documents furnished by the bidder is false/untrue/fabricated/tampered etc.
8. If the bidding firm has been blacklisted/debarred by any government/semi-government/PSU organizations or any legal proceedings regarding malpractice is ongoing against the bidding firm or the firm was found guilty for such malpractices earlier.
9. If the bidder attempts to influence any member of the committee.

5. Rights of the University:

The University reserves (without assigning any reason, whatsoever) the right to:

1. Accept or reject any or all bids for this EoI at any stage.
2. Amend the selection process at any stage, if situation so warrants.
3. Interpret any clause, modify/alter and amend the provisions of this EoI or any other document issued at any stage of selection.
4. Amend the scope of work.
5. Debar the bidder, if during the process of selection or later at any stage, it is found or discovered that bidder has/ had provided incorrect/misleading information or material misrepresentation or concealment of information sought by the GGV.
6. Close the process/cancel the invitation/ tender notice at any stage.

6. Downloading of the EoI cum E-Tender:

The bid document consisting of scope of work and the set of terms and conditions of the contract to be complied with and other necessary documents may be seen and downloaded from websites www.ggu.ac.in or www.eprocure.gov.in

7. Submission of the Bids:

Part-A

1. **TECHNICAL BID:** Following duly signed documents are to be submitted by the bidder:

1.1 Soft copies to be uploaded in the CPP Portal [eprocure.gov.in](http://www.eprocure.gov.in):

- a. All relevant certificates, undertakings, documentary evidence in support of the information furnished by the bidder as per clause 2.
- b. Signed and scanned copies of Tender Cost and EMD.
- c. Signed copy of the tender document without any alteration.

1.1.1 Online (soft copy) Bid Submission

- a. The bid document consisting of scope of work and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from websites www.ggu.ac.in or www.eprocure.gov.in
- b. Bidder must be registered on the website www.eprocure.gov.in for uploading the soft copy of the bid.
- c. The interested tenderer(s) must read the terms and conditions of this EOI carefully. Firm should only submit the bid if eligible, and should possess all the documents required.
- d. The intending tenderer(s) must have valid digital signature to submit the bid.
- e. Bidder should upload documents in the format available on the website www.eprocure.gov.in.
- f. Bidder must upload the Tender documents on the e-Tendering website www.eprocure.gov.in. The scanned copy of demand draft for Bid Cost (Non-refundable) and demand draft of Earnest Money Deposit (EMD) in pdf format. All two files should be uploaded in one file named "Bid Cost_EMD_E-Tender Fee_Name of Bidder.pdf" within the period of bid submission.
- g. Bidders must upload on their tender on the e-Tendering website www.eprocure.gov.in. The scanned copy of the bid documents Technical (in pdf

- format) and Financial Bids (as per format available on the website www.eprocure.gov.in) within the period of bid submission.
- h. First pdf file titled “Technical Bid _Name of Bidder must have all required documents related to Technical Bid.
 - i. Second file (as per the format available on the website www.eprocure.gov.in) titled “Financial Bid Name of Bidder” must have the Financial Bid.
 - j. The Technical bid file must contain the scanned copies of duly signed EOI, certified copies of documents related to Eligibility Criteria, all relevant information and documents of turnover, net profit (after tax), experience, ongoing work, documents relevant for evaluating the bidder technically, Corrigendum / Addendum / Other documents, if any, etc. as per the attached annexure (except annexure –E). Only those technical bids whose Bid cost and EMD are found valid will be opened.
 - k. The bidders are required to upload and submit page of (Audited) summarized Balance Sheet /summarized Profit & Loss Account for last 03 years.
 - l. Bidder must ensure to quote rate in the Financial Bid as per Annexure-II. The rate shall be quoted up to 2 Decimals.
 - m. If any cell is left blank and no rate is quoted by the tenderer, rate of such item shall be treated as “0” (ZERO).
 - n. Information and Instructions for tenderers uploaded on websites shall form part of bid document.
 - o. The bidders are advised to submit complete details with their bids. The Technical Bid Evaluation will be done on the basis of documents submitted/uploaded on e-tendering website(s) by the bidders with the bids. The information should be submitted in the prescribed proforma. Bids with Incomplete/Ambiguous information will be rejected.
 - p. Online technical bid documents submitted by intending tenderers shall be opened only of those tenderers, whose Earnest Money Deposit, Cost of Bid Document and other documents placed in the envelope are found in order. GGV reserves all the rights to reject the bid, if their envelopes do not contain relevant information with regard to the content of the envelope.

- q. Before the scheduled last date and time of submission of bid as notified, the tenderer can submit their revised bid any number of times indicating the relevant details on the concerned envelope.
- r. On opening date and time, the bidder may login to see the bid opening process.
- s. The tenderer may submit their queries(if any), through E-mail (arstore@ggu.ac.in) and in writing to the Registrar, Guru GhasidasVishwavidyalaya, Koni, Bilaspur, 495009 (C.G.) to seek clarifications regarding the tender submission etc. GGV will reply only those queries which are essentially required for submission of bids. GGV will not reply the queries which can be implied /found in the EOI cum tender documents or which are not relevant or in contravention to EOI cum tender documents.

1.2 Hard copy to be submitted in a sealed envelope to the “Assistant Registrar (Store), Guru GhasidasVishwavidyalaya, KoniBilaspur(C.G.),495009:

Original DD of the Tender Cost Rs 1000/- and Original DD/FDR of the EMD of Rs 25000/-

Financial bid:

Financial bid is to be submitted online only on e-procure.gov.in in the BoQ format as per **annexure II**.

8. Opening and Evaluation of the Bid:

The bids shall be opened online for only those bidders who successfully submit the desired tender cost, EMD in original on or before the desired date/time in a sealed envelope, to the store section of the University, only by specified mode.

The bid is invited under two stages (three packets system), accordingly the stage wise bids shall be opened on line. On scheduled date the Technical bids shall be downloaded and evaluated as per the eligibility criteria (clause 2).

The financial bids of technically qualified bidders shall be opened online as per the date decided later and uploaded inwww.e-procure.gov.in and www.ggu.ac.in in these sites and it will be evaluated as per the eligibility criteria(clause 3),only.in financial evaluation priority will be given to the lowest rate quoted for one side photocopy on A4 size paper in black and white(75 GSM or more).

9. General Terms and Conditions for Rate Contract for 3 years

1. Quoted price of each item should remain firm during the period of the Rate Contract initially for one year and extendable upto 3 years in stretch of 6 month each, with the same terms/conditions and the rates.. The extension in the rate contract will be on mutual consent on the basis of the services rendered in the previous contract period.
2. Any increase in statutory levies during the period of Rate Contract shall be paid extra against documentary proof, if legally leviable and should be intimated well within time in writing.
3. Bidder will not provide the services under R/C, on a rate, lesser than our Contract prices to any other Govt. institution. If the same is found, then proportionate recoveries may be made from bidder/ firm.
4. The vendors/firms should be registered with GST Authorities.
5. Quoted Price should be valid for three years for providing the services under the EoI for RC at Guru Ghasidas Vishwavidyalaya Campus, Bilaspur (CG).
- 9.1. The award of the contract will be decided on the basis of evaluation of rates. Bidder who quotes the lowest rate for all the items will be selected. In case of variation in lowest quoted rate among the bidders then the bidder whosoever quotes the lowest rate for one side photocopy on A4 size paper in black and white (75 GSM or more) will be called for further negotiation regarding the other items.
6. Prices charged for the service under Rate Contract should under no event be higher than lowest prices at which the party provides the services of identical description to any other Govt. organization during the period of contract failing which the “FALL CLAUSE” will be applicable. A certificate to this effect may be provided by the firm that the lowest prices have been offered to Guru Ghasidas Vishwavidyalaya. In case it is found that the price changed by the firm are more, the same will be recovered from the subsequent/unpaid bill of the supplier.
7. If the firm has any similar Rate Contract with the Government academic / research institutions/Organization. Credential and documentary evidences should be submitted.
8. University reserves the right to enter into parallel Rate Contract for similar services during the period of Rate Contract with one or more parties.
9. University also reserves the right to test the functioning of installed machine/s etc. for their quality if it so desires.

10. Bidder should take into account any corrigendum published on the websites (www.eprocure.gov.in and www.ggu.ac.in) before submitting their bids.
11. The university will provide one suitable room at each designated places to install the machine/s and to store material such as paper and ink etc. The monthly rent of each room is Rs.2000/- (Two thousand rupees Only). The bidder should pay the monthly rent on regular basis through challan and should submit a copy of it to Store Section of GGV.
12. Bidder should pay all running charges with respect to consumption of electric power of the allocated rooms during the contract period on the basis of actual consumption of electricity. The bidder should pay the monthly electric charges on regular basis through challan in coordination with Engineering Section and should also submit a verified copy of it to Store Section. The charges for electric meter purchase and installation have to be borne by the vendor.
13. The maintenance of the shops/space provided to the vendors are to be done by the bidder on its own expenses.
14. The VENDOR shall have to provide good quality photocopier machines of renowned brand with set making facility which should not be more than two years old. At least two operators at designated places for undertaking the photocopying jobs of all nature on all working days (Monday to Friday) between 08.30 AM to 6.30 PM. The Vendor shall in case so required by GGV, also provide the service of photocopying beyond above hours and on weekly off / holidays.
15. It shall be the responsibility of the VENDOR to keep the machine fully maintained and performing to the required standard. All the repairs/servicing to the machines will be carried out by the VENDOR at his own cost. The Vendor shall ensure that any fault or breakdown to the machine is rectified immediately. In case of major breakdown where the machine is required to be removed from the premises of GGV for repairs in outside workshop, the VENDOR shall immediately provide one standby machine before its removal. The Vendor should also keep sufficient stock of toner for refill, so that work does not suffer at any point of time.
16. The intending bidder may also visit the site/ work place at its own expense, prior to submission of tender for assessing the job requirement under consideration for the above contract with the prior permission.

17. Only authorized signatories of the University (of Various departments/sections) would place requisition for the photocopying or computer printing job. It would be the responsibility of the vendor of the Photocopier(s) to check the Authenticity of the signature of the authorized signatory of GGV. While handling over the photocopied paper(s) to the representative of GGV. Signature of GGV's representative in confirmation of receipt of the same would be taken on the requisition slip itself, which would become the basis to raise the monthly bill. The university may decide its own policy for such operation and the same must be acceptable to the bidder.
18. SUPPLY OF REQUISITION SLIPS: The vendor at his own cost shall supply sufficient 'requisition slip' to all departments/sections/offices housed in the University.
19. The vendor shall at his own cost maintain sufficient no. of operators, technicians etc. for smooth and efficient running of the photocopier machine(s). The vendor shall be responsible for satisfactory service, conduct of his personnel. If the conduct of any personnel provided by the vendor, is not found to be satisfactory, the vendor shall be forthwith replace such persons on being advised to do so.
20. On expiry of the contract or after termination of the contract, the vendor shall evacuate the university premises and give vacant, undisputed, peaceful possession within 7 days of expiry for termination of contract and remove all his belongings within the stipulated time, failing which, GGV shall remove all the belongings of the vendor at vendor's risk and cost and no damage or any cost shall be entertained. Before handling over the possession of the aforesaid room to GGV, the vendor must make good the damage, if any, caused by him.
21. The Vendor will abide by the Job Safety measures, comply with the all Statutory Rules and Regulations in relation to works and labour contracts and will indemnify GGV from the demands and / or responsibilities arising out of accidents or loss of life, the cause of which is the Vendor's negligence. In such cases, the Vendor will not hold the university responsible or obligated.
22. The Vendor shall alone be responsible for payment of wages and all other Statutory payments / legal dues payable to its employees, who will be deployed under this contract. The Vendor shall be responsible for compliance and coverage of its employees under relevant statutory rules and acts as applicable viz.ESI, EPF, Payment of Bonus Act, etc. and will hold themselves responsible for any misdemeanors. The Vendor shall maintain proper Books of Account,

Records and Documents and shall produce to GGV Authority as and when required. The Vendor shall obtain all requisite approvals, permission, license etc. from the appropriate authorities for meeting its commitments and for complying with the obligations on its part under the contract.

23. The Vendor must ensure that any health hazards to its employee must be taken care of by vendor itself at its own responsibility and cost. The University will not be providing such services to vendor at any level.
24. The Vendor must ensure the security and damage of its shop must be taken care of by vendor itself and the University will not be responsible for any such conducts.
25. The Vendor will not disclose information, Confidential or otherwise relating to GGV; it might have or get access to and which may affect the reputation of the Organization, any time to other parties.
26. The vendor shall be required to comply with all relevant acts and laws including the Minimum Wages Act. 1948, Employees Liability Act, 1938, Industrial Dispute Act, 1947 and the Contract Labour (Regulation & Abolition) Act, 1970 or statutory amendment and the modifications thereof or any other laws relating thereto and the rules made there under from time to time.
27. It will be the duty of the vendor to abide by all the provision of the Acts, Ordinances, Rules, Regulations, By-laws, procedures as are lawfully necessary in the execution of the works. The vendor will be fully responsible for any delay, damage, etc. and shall keep GGV Indemnified against all penalties and liabilities of any kind for non-compliance or infringement of any kind, for non-compliance or infringement of any such Act, Ordinance, Rules, Regulations, By-laws and Procedures etc.
28. The regulations aforesaid shall be deemed to be part of this contract and any breach thereof shall be deemed to be a breach of this contract.
29. Work at Risk and Cost: The university reserves the right to arrange to complete the whole or part of the work executed by some other agency at the risk and cost of the vendor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.
30. Insurance: The successful bidder (vendor) shall take third party insurance to cover any accident or accidents of nature, for an amount as required for such type of work against damage /loss/ injury to property or person or loss of life during the entire period of the contract. **A copy of**

insurance policy will be handed over by the vendor to the Registrar, GGV through Store section of the university before commencing work as specified in the work order / letter of intent. theUniversity may stop payments of bills to the vendor till insurance is arranged by the vendor or terminates the contract at the risk and cost of the vendor, if the same is brought to the notice of the authority by the employees of the vendor.

31. Compliance with the university rules and Regulations: The vendor shall comply with all norms stipulated by the university to maintain discipline, safety, security and hygiene at and around the work site.

32. Penalty: The tenderer should ensure regular and uninterrupted quality services at all times. In case of failure in services or negligence (as defined below), appropriate punitive action may be imposed by the university. Failure of service and negligence shall be measured in terms of the following:

1. The service provider delivers poor quality of copies / prints to the user even after receiving written notice by the university regarding poor copy / print quality.
2. If the copy/printing activity stops due to service provider's failure in supplying paper, toner, and other consumables required to run the machines.
3. Service provider provides copy/printing services to any individual / organization not authorized by the university.
4. The service provider fails to supply paper as per specification.
5. Operators are not available during the stipulated timings.
6. All the photocopy machine fails and not even a single machine is rectified within 4 hours of breakdown.
7. Breach of any clause of tender / agreement even after receiving prior written notice by the university.
8. Any other matter which an act of negligence or breach of ethics by the service provider.

33. Terms of payment

- a) Monthly bill along with the written instruction obtained from the departments should be submitted for photocopies supplied during the calendar month, payment of which will be made accordingly. Provided the bill, correct in all respect, is submitted within following/next month.
- b) The bill would be submitted to concerned user department/Administration Department

on calendar month basis.

c) The Vendor will be responsible for collecting payment of photocopy, computer printing etc. from the registered students and their guardians of the university. The university will not be held responsible for providing payment of such bills of students and their guardians.

d) Vendor may on his own discretion collect payment of photocopy, computer printing, fax bills through mobile wallet/ DebitCard/ Credit Card/ online payment.

The paper, ink etc items, so used will have to be of high quality and grade and in the inspection/test if these items are found to be of inferior quality, the same are to be replaced by vendor at their cost within the stipulated period, failing which the RC of the firm may be cancelled. Delayed supply / non-compliance of complete order may also lead to cancellation of Contract.

34. Payment shall be made after satisfactory acceptance of the item. No advance payment to be made in any occasion.
35. Bidder may contact Assistant Registrar (Stores), Guru GhasidasVishwavidyalaya, Bilaspur (C.G.) for any clarification or any other information.
36. The delivery of goods will be taken at the risk and cost of the vendor from railway/ transport.
37. The installation of photocopy machines, Fax etc. at the designated places/locations will have to be completed within 10 days from date of issue of work order.
38. No revision in rate (on higher side) will be accepted during contract period.
39. The order will be placed as per requirement irrespective of value of the order.
40. In case a proposal is accepted by the University the firm shall sign an agreement with the University while entering into rate contract.
41. The University, reserves the right to cancel the rate contract without assigning any reason in favour of the university..
42. Bid security (Earnest Money Deposit) of Rs. 25,000/- should be submitted in the form of Account Payee Demand Draft/Fixed Deposit Receipt from any of the Nationalized Banks drawn in favour of Registrar, GGV, Bilaspur (C.G) along with tender. (Other details as mentioned in the tender form).
43. Validity: The Rate Contract is generally valid for a period of one year and can be extended/renewed upto3years(in stretch of 6 month each) with mutual consent on satisfactory

performance of the firm or till the next RC (with same terms & condition and rate as per the prevailing agreement).

44. Sale Tax/GST: The rate of sale Tax/ GST should be mentioned clearly as per Gov. norms.
45. Each page of the Tender document and annexure (desired documents in support of the statement made in this tender), should be duly signed by the tenderer and submitted with the technical bid, online. Failing which tender may not be considered and summarily rejected.
46. Details of tender, eligibility criteria, Terms and Conditions, Guidelines for submitting the bid can be downloaded from the website: www.eprocure.gov.in or ggu.ac.in
47. Tender must be duly signed by an authorized signatory, of the tendering firm.
48. Tenderer must be registered on the website www.eprocure.gov.in for uploading the soft copy of the tender. On registration on the e-procurement market place they will be provided with a user ID and password by the system using which they can submit their bids
49. The intending tenderer(s) must read the terms and conditions of this tender carefully. Only the tender if eligible and in possession of all the documents required should submit the tender.
50. The technical bid evaluation of the tenderers will be done on the certificates/ documents uploaded through online only towards qualification criteria furnished by the tenderers. The tenderer shall invariably furnish the original DD of Tender Cost and DD/FDR of EMD to the Registrar, GGV, Bilaspur before opening the price bids through Indian postal service or by courier. Department will not take any responsibility for any delay or non- receipt.
51. The successful (L1) tenderer shall furnish the original hard copies of all the documents/ certificates/ statements uploaded by him before executing the agreement. Any incorrectness/ deviation noticed will be viewed seriously apart from canceling the work duly forfeiting the EMD. Criminal action will be initiated including suspension of business. This may lead to termination at any stage.
52. Resolution of disputes (Arbitration and laws): In case of any dispute or difference arising out of or in connection with the EOI conditions/order and contract, the GGV and the tenderer will address the dispute/difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole arbitrator to be appointed by GGV. 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 Bilaspur only. The resolution of the arbitrator shall be final and binding on both the parties.

53. Jurisdiction: the courts at Bilaspur (C.G.) alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this EOI/contract. It is specifically agreed that no Court outside and other than Bilaspur (CG) court shall have jurisdiction in the matter.
54. Please feel free to contact Assistant Registrar (store), Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur (CG) for any clarification or any other information, with regard to this tender. E-Mail:arstore@ggu.ac.in PhoneNo.07752-260381.
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Annexure-I

GENERAL INFORMATION OF THE BIDDER

Sl. No	Details of the firm/bidder	Detail to be Furnished by the firm/bidder	Page number in the Eoi/tender document
1	Name and address of the Bidder		
2	e-mail id, Mobile No. and land line No. of the bidding firm		
3	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization(attach relevant document in support)		
5	Whether the firm is registered under company Act 1956? If yes, enclose certified copies as documentary evidence: In case firm is registered with other Govt. Deptt./Agency/CFIs., the same may be stated with documentary evidence.		
6	Bank Detail of the Bidder: Name of Bank: Full address of Bank: Account No.: IFSC of Bank:		
7	Details of the Tender Cost DD No.: Dated: Drawn on Bank: Amount:Rs 1000/-		
8	Details of the Earnest Money Deposit (EMD) DD. No.: Dated: Drawn on Bank: Amount: Rs25,000/-		
9	No Blacklisting certificate (as per Annexure III)		
10	Copy of Income Tax Return for last 3 years (attach CA certified(copies)		
11	Attach the tender/EoI document and its annexure (duly signed and stamped by the bidder) Note: It is mandatory to sign each and every page of the documents including the tender format and are to attached /submitted along with the Technical bid.		
12	Any other information, if the bidder wishes to furnish in order to strengthen its candidature as supplier under rate contract.		
13	Undertaking as per annexure (as per Annexure-III)		

Annexure-I-A
BIDDERS EXPERIENCE

Year	Details of Rate Contract the bidding firm has entered with other organization (RC No , EoI No etc)	Name, Address &Type of organization	Certificate issued by the concerned organization (not below the rank of Assistant Registrar)	Page Noofdocumentsattache din thisEoI/Bid

ANNEXURE I-B

Turn Over& Gross Profit Statement of the Bidding firm

Financial Year	Turn Over (Rs. in Lakh)	Average Turnover (in Lakhs)	Gross Profit (Rs In Lakhs)	Average Gross Profit (Rs in Lakhs)
2015-16				
2016-17				
2017-18				

Note: Please enclose certificate, issued by CA in this regard

ANNEXURE I-C

Statutory Information:

Sno	Description	Details to be furnished by the Bidder	Page No EoI/Bid	Attach all the certified copies of the documents in support
1	PAN card			
2	TAN card			
3	GST registration			
4	Shop/Establishment Registration			
5	Labour License (as applicable)			
6	Any Other			

Annexure -II

SAMPLE FINANCIAL BID FORMAT (Sample BoQ)

Sl. No.	Item Description	Item Code / Make	BASIC RATE In Figures To be entered by the Bidder in Rs. P (only online)	GST (To be filled Online Only)
1	Photo Copy Work			
1.01	Photocopy Black & white (A4 Size,75 GSM or more) Single Side	item1	Do not write value here To be filled online only	Do not write value here To be filled online only
1.02	Photocopy Black & white (A4 Size,75 GSM or more) Both Side	item2		
1.03	Photocopy Black & white (Legal Size,75 GSM or more) Single Side	item5		
1.04	Photocopy Black & white (Legal Size,75 GSM or more) Both Side	item6		
1.05	Photo Copy Coloured (A4 Size)	item7		
2	Fax			
2.01	Recieving Rate	Item8		
2.02	Sending Rate	Item9		
2.03	RecievingCommision of University(according to the percentage of the quoted recieving rate for FAX)	Item10		
2.04	Sending Commission of University(according to the percentage of the quoted sending rate for FAX)	Item11		

Annexure –III
DECLARATION

1. I, ----- Son /Daughter of Shri -----
Proprietor/ Partner/ Director/ Authorized Signatory of the bidding firm M/s. -----
----- and I am competent to sign this declaration and execute this EOI document.
2. I have carefully read and understood all the terms and conditions of the EOI and I hereby convey my acceptance and compliance of the same.
3. The information/ documents furnished along with this EoI/Bid application are true and authentic to the best of my knowledge and belief.
4. I/My/Our firm is neither blacklisted by any Government Department/PSUs/PSEs nor is any Criminal Case registered against the firm or its owner or partners or directors anywhere in India.
5. I/We also certify that firm will render the photocopy and fax services in the desired locations at GGV premises Bilaspur (C.G) and also abide all the terms and conditions stipulated in the agreement of the Rate Contract to be executed between our firm and GGV in tune with the terms & conditions of the EoI cum Tender.
6. I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false / incorrect /tampered/hidden/ deliberately canceled, then the bid or contract given to the firm be cancelled/terminated at any stage, and the EMD will be forfeited by the university. Further the firm may also be blacklisted by the university(GGV, Bilaspur) and appropriate fine may be imposed..
6. I/We have read and understood all the terms and conditions and are acceptable to the firm. I/we will obey/comply/abide by all the terms and conditions of this EoI cum Tender, if the contract is awarded to my firm.
7. Total number of pages (including signed copy of EoI documents) being submitted in this bid is .

Dated:

Signature of Bidder.....

Name.....

Designation.....

Firm's seal.....

- Note :**
1. The above declaration, duly signed and sealed by the authorized signatory of the Firm/company, should be enclosed with the EOI document.
 2. Certificate as per above must be submitted only on non-judicial stamp paper of Rs.100/-.

CHECK – LIST

Sr. No.	Detail	Complied/ AttachedYe s/No	Page No.	Complied / Not- compiled
1	Original DD of the Bid cost/fee of Rs 1000/- has been kept in the Envelope along with the DD/FDR of EMD Rs 25,000/- and duly sealed and sent to GGV. Also the scanned copy of the above DD has been uploaded in the e-procure site along with the e-tender documents.			
Technical BID (scanned and duly signed copy is to be uploaded in e-procure.gov.in)				
2	Whether bidder has scanned the original DD of the Bid cost/fee of Rs1000/- and DD/FDR of EMD Rs 25,000/- and have uploaded in the e-procure.gov.in.			
3	Whether bidder has read and signed each page of the EoI cum tender documents and uploaded the scanned copy of the same in the e-procure.gov.in			
4	Annexure I (in desired format) is attached by the bidder.			
5	Annexure I-A (in desired format) is attached by the bidder.			
6	Annexure I-B (in desired format) is attached by the bidder.			
7	Annexure I-C (in desired format) is attached by the bidder.			
8	Annexure III (in desired format) is attached by the bidder.			
Financial BID (BoQ) (to be filled online only)				
8	Whether bidder has read and filled up (online in the e-procure.gov.in), the Financial Bid(BoQ) as per Annexure-II			

Dated:

Signature of Bidder.....
Name.....
Designation.....
Firm's seal.....