

EXPRESSION OF INTEREST
FOR
RUNNING OF BOOKS CUM STATIONARY SHOP

EOI No.: GEC/SNR/STR/Book Shop/2022

DATED: 10.06.2022

Date of Issue of EOI: 10.06.2022 (10:00 Hrs)

Last Date of Submission of EOI: 29.06.2022 (16:00 Hrs)

Opening of EOI (Technical Bids): 30.06.2022 (11:00 Hrs)

Opening of EOI (Financial Bids): 30.06.2022 (16:00 Hrs)

Cost of Tender/EOI: Rs. 1000/- (Rs. One Thousand Only) [Non-Refundable]

Earnest Money Deposit: Rs. 10,000/- (Rs. Ten Thousand Only) [Refundable]

Address for Submission of Bid:

Administrative Office, Block-A

J.N. Government Engineering College Sundernagar

Distt. Mandi (HP)-175018

Email Id: jngechp@yahoo.co.in (for any queries)

EXPRESSION OF INTEREST

Subject: Expression of Interest for running Books cum Stationary Shop at JNGEC Sundernagar.

JNGEC Sundernagar invites Expression of Interest from the eligible agencies/vendor/firms to run the following mentioned services/facility in campus.

Sr.No.	Name of Services	Area & Location	Period of Contract
1.	Books cum Stationary Shop (Tea/Coffee/Cold Drink can be sold by vendor)	2.26 meter x 2.49 meter approx. In ground floor at B-Block	01 year (extendable up to 3 years)

Interested agencies should submit their Application/Expression of Interest on prescribed format on or before 29.06.2022 (16:00 Hrs) at JNGEC Sundernagar

Address for Submission of bid:
Administrative Office, Block-A
J.N Government Engineering College Sundernagar
Distt. Mandi (HP)-175018

ELIGIBILITY CRITERIA:-

The agencies/service provider should have general experience of minimum 2 year for running services related to stationary and books sales at local market or in any institute (Government/Government Aided/Private).

FACILITIES TO BE EXTENDED BY INSTITUTE:-

The institute will provide space (as mentioned in EOI) for running the facilities at designated location.

OBLIGATIONS OF THE AGENCY/VENDOR/FIRM:-

1. The service provider shall use only the space ear marked to operate the facility and shall not use any other space for any other purpose.
2. The service provider is responsible for maintaining cleanliness in the area at all times. All waste generated should be collected in separate bins (to be kept by service provider) and delivered to the nearest garbage collection centre daily.
3. Electricity connection/Water connection will be the obligation of the vendor. The bidder will be required to get installed electric meter in his name and institute will not be held responsible for any kind of lapses in this matter.

RENT AND OTHER CHARGES:-

1. The contract/award letter to be awarded on the basis of highest monthly rent

offered/quoted and other required documents as mentioned in this document.

2. No bidder shall quote the rent below Rs. 2,000/- per month for running the shop.

GENERAL TERMS AND CONDITIONS TO THE VENDOR

1. The shop should remain open from 8 am to 6 pm preferably all days of the week. One day of the week (i.e. Sunday) the shop can be closed. Other days which the shop will be kept closed will have to be authorized by the JNGEC authorities. **(The bidders can also provide Tea/Coffee/Cold Drink as per the approved/prescribed rates, which will be decided by the institution).**
2. The bidder will be required to provide at least 10% discount on the print rate of books.
3. There shall be no compromise in quality of items. If the bidder is not abiding by the quality norms the contract for running the “Books cum Stationary Shop” will be cancelled by the institute.
4. An agreement is required to be executed by the service provider with the institute subject to termination of contract either way by serving a prior notice of 01 week in writing and subject further to the express the condition that in the event of any unlawful, antisocial and or anti-institute or unauthorized activities by the service provider having been found, the agreement shall be terminated with immediate effect by giving a prior notice 01 week to service provider.
5. Service provider will have to ensure utmost cleanliness and befitting campus like discipline at their allotted space and accessories at all times, wanton neglect of which, shall invite heavy fines including premature termination of the contract.
6. The services by the service provider shall be open to use by the institute beneficiaries only. As such, the vendors (service provider) shall neither invite / entertain nor harbor any users from outside at or around the allotted space. No subletting of the services will be allowed. Violation of this expressed condition shall automatically land in termination of the contract.
7. The institute has right to cancel Expression of Interest at any stage. Any kind of dispute will be resolved amicably and in this connection, the decision of institute shall be final and binding upon both the parties.
8. The service provider must take permission from JNGEC authorities to engage Helpers etc.
9. No child labors shall be employed for servicing as per law.
10. All the rules and regulations of labors laws and other acts viz. minimum wages act, workman compensation act, food safety act in latest form shall be complied by the agency/service provider.
11. Safety standards should be maintained. First aid measures should available for

emergencies.

12. Acceptance of application/Expression of interest will be intimated to the successful service provider through a letter of intent (LOI) duly signed by the authorized signatory of the institution.
13. **No subletting / sub-contracting of work will be allowed at any stage. Service provider will have to give ethical practices certificate in letter head of the firm.**
14. If found quarrelling or misbehaving with anyone or involved in any kind of anti social activity, the contract agreement will be cancelled forthwith by the institute and in such situation, agency has to vacate premises within 3days.
15. The service provider shall raise a proper invoice for every sold product.
16. No item shall be sold above the MRP. **Rates for printing and photocopying will decided in consultation with the institute.**
17. The institute shall remain fully indemnified against any damage and any incidence arises by the service provider.
18. Before submitting the EOI, the service provider can visit the institute for site checking.
19. The bidder will be required to submit bid in two envelopes comprising **Technical Bid and Financial Bid. Both the bids shall be sealed and will be enclosed in single envelope which will be submitted in the institute on or before scheduled date and time of closing.**
20. **The technical bid shall be as per Annexure II and shall comprise:**
 - (i) Copy of PAN,
 - (ii) Firm/Company Registration Certificate,
 - (iii) Copy of GST Certificate,
 - (iv) Other statutory registrations/licenses, if any,
 - (v) Experience details, along with supporting contract copies.
 - (vi) Any other document as required under other provisions of this EOI document and not mentioned herein above.

21. **The second envelope shall contain the financial bid as per Annexure III.** The financial bids shall only be opened for the bidders who qualify the technical bid criteria.

All bidders shall submit both bids in sealed envelopes with properly naming the details on the cover of envelope.

1. **The period of contract will be initially for one year that may extend for maximum of three years on the basis of feedback and performance** on year to year basis.
2. The scheduled properties shall remain in absolute possession of JNGEC and the present agreement only allows the service provider to use the premises for agreed purposes.
3. **The interested service provider have to pay Rs. 1000/- (Tender/EOI cost) and Earnest Money Deposit of Rs. 10,000/- attached in the form of demand draft in the name of Director-cum-Principal, Sundernagar payable at Sundernagar, Distt. Mandi (HP).**
4. The successful service provider will have to pay the monthly rent to the Director-cum-Principal JNGEC, Sundernagar. The service provider shall pay the agreed monthly rent by seventh day of every month through NEFT/RTGS in the institute account. In case of late payment of monthly rent, the penalty will be charged @ Rs. 500/- per month.
5. **The successful service provider shall be required to furnish security deposit of Rs. 25,000/- in advance in the form of FD pledged in the name of Director-cum-Principal, J.N. Government Engg. College Sundernagar, valid for one year other than the monthly rent, to the institute, which shall be revalidated in case of execution of new contract or otherwise, shall be returned by JNGEC within 60 days from the date of vacating the premises by the service provider.**
6. If there is any damage to any property of JNGEC or any payments due to JNGEC or any demand from any authority to JNGEC arises regarding dues payable by the service provider, the JNGEC shall encash the Bank Deposit held in security to release such payments.
7. **The service provider shall start operating the work/services within 05 working days from the date of contract and shall not carry its business in any other part of the premises.**
8. **A committee constituted by the institute will make surprise check / monitoring of the cleanliness maintained/service rendered by the service provider.**
9. The successful service provider shall carry out refurbished work with wooden board internally for stacking of books/stationary items if required so. The firm will not be allowed to raise mason work /steel work in the space allocated for books cum stationary shop.
10. Inspection of the building / allotted space / premises shall be conducted by a team of experts /officials appointed by JNGEC in every month. All damages / breakages etc. noticed by this team will be set right by service provider within ten days of inspection failing which JNGEC will carry out repairs / renovation works and debit the cost to

service provider and in case of non-payment same shall be adjusted from the security deposit of the agency.

11. Housekeeping of the allotted space will be done by the service provider at his/her own cost.
12. The operation of the shop's timings shall be as per directions of JNGEC authorities.
13. If the service provider does not vacate the allotted space/building after the expiry of the license period or after one month of notice period of termination of agreement, the agency is liable to pay a daily penal rent of Rs. 1000/- in addition to the other charges as applicable.
14. The service provider shall hand over the allotted space/buildings back along with infrastructure in original condition to the JNGEC after the expiry of work.
15. The service provider shall carry out only the specified approved activities around the shop/allotted space and shall not carry any unspecified activities in contravention with the license conditions. If the service provider found indulged in carrying out any unapproved activities, the institute is at liberty to cancel the license agreement by giving one month written notice to the service provider.
16. The service provider shall maintain and develop the shop / allotted space without causing any damages to its surroundings and the environment during the period of license.
17. The service provider shall ensure that no cigarette/health hazardous products and other banned products shall be sold from the premises, which is prohibited to be sold within the premises of an educational institute.
18. **The successful service provider shall have to enter into an agreement with the institute for the purpose on Non-Judicial Stamp Paper of Rs. 100/. The cost of agreement shall be borne by the service provider.**

If the agency/service provider agreeing the above terms and conditions, satisfying the above eligibility conditions and interested in running the above activities, should give the following documents and information alongwith the Expression of Interest.

- (a) **Company profile (background) including contact details (address, telephone, email id, detail of branches if any) in prescribed format (Annexure-II) alongwith relevant documents.**
- (b) **Annexure-III**

The Expression of Interest (EOI) complete in all respects with stipulated documents, should be submitted and addressed to Director-cum-Principal, JNGEC, in a sealed cover by super scribing the envelope with Expression of Interest (EOI) for RUNNING OF BOOKS CUM STATIONARY SHOP.

All papers of the Expression of Interest (EOI) should be signed and stamped by the authorized signatory of the agency/service provider.

Expression of Interest should reach the above address on or before 29.06.2022 (16:00 Hrs). The Expression of Interest received after the last date and time shall not be entertained. JNGEC Sundernagar shall not be responsible for any postal delay / loss. The EOI does not constitute a solicitation. JNGEC Sundernagar reserves the right to change or cancel the requirements at any time during the process of Expression of Interest. JNGEC Sundernagar reserves the right to accept or reject any Expression of Interest (EOI) without assigning any reason and any liability or any obligation to inform the effected firms ground for action is not binding of JNGEC Sundernagar.

Any legal dispute if arises shall only be dealt with Honorable court located in the jurisdiction of Sundernagar, Distt. Mandi (Himachal Pradesh).

(On the letter head of the Firm)

PERFORMA FOR APPLICATION

Personal Information:

S. No.	Particulars	
1.	Name of Vendor/Service Provider/Agency/Firm	
2.	Complete Address	
3.	Date of Registration of Firm	
4.	PAN Number	
5.	GST Number	
6.	Month and Year of Establishment	
7.	Authorized Distributor/Franchise/Supplier of (Specify brand and attach certificate) if applicable	
8.	Email id and Mobile Number	
9.	Other Information (if any)	
10.	Tender/EOI Cost Detail	
11.	Earnest Money Deposit Detail	

Details of work experience: - (contract copy to be enclosed)

S.No.	Worked With (Name of Organizations)	Period	
		From	To

I/We hereby submit the proposal for running a shop at JNGEC, Sundernagar. I/We undertake to agree to all terms and conditions of the document. It is certified that our firm fulfils the eligibility criteria mentioned by the institute in EOI. Supporting documents of all the above information are also attached.

Date:

Signature of the vendor with stamp/seal

Documents to be attached

- Copy PAN and GST Number Document,
- Firm/Company Registration Certificate,
- Other Statutory Registrations/Licenses, if any,
- Experience details, along with supporting contract copies,
- Any other document as required under other provisions of this EOI document and not mentioned herein above.

Annexure III
(Financial Bid)

Format for Submission of Quotation

Quotation Number:

Dated:

S.No.	Component	Rent Amount (INR) Per Month
1.	Rent to be paid to JNGEC Sundernagar for BOOKS CUM STATIONARY SHOP	
	In Words:	

Signature of the vendor with stamp /seal
Name of proprietor:
Address:

Phone No.:
Name of the firm: