

OFFICE OF THE PRINCIPAL RAJIV GANDHI GOVT POST GRADUATE
AYURVEDIC COLLEGE & HOSPITAL PAPROLA DISTT KANGRA H.P.

No. Ayur.PGC/Store/Stationery Shop/2025

Dated:03.03.2025

NOTICE INVITING LIMITED TENDER

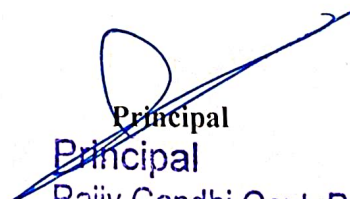
For Providing Stationery/Study Material/Photostate facility at RGGPGA College Paprola

Principal RGGPGA College Paprola invites Limited Tender for Stationery/Study Material/Photostate Facility at RGGPGA College Paprola

| | | |
|----|---|---|
| 1. | Limited Tender No | 01 |
| 2. | Name of Tender | Stationery/Study Material/ Photostate facility at RGGPGAC Paprola |
| 3. | Start date and time for sale of Tender document | 04.03.2025 |
| 4. | Last date for submission of Tender | 22.03.2025 |
| 5. | Date of opening of Technical Bid | 24.03.2025 (11:00 AM) |
| 6. | Date of opening of Financial Bid | 24.03.2025 (11:30 AM) |
| 7. | Earnest Money | 10,000/- |

Sealed limited tenders under **two bid system i.e. "Pre-qualification cum Technical Bid" & "Financial Bid"** are invited from reputed & financially sound caterers/firms for **Stationery/Study Material/Photostate Facility** at Services at Rajiv Gandhi Govt Post Graduate Ayurvedic College Paprola Distt Kangra H.P.

Contract Period:-One year from the contract award & extendable for a further years on the basis of satisfactory performance at the discretion of the Principal RGGPGAC Paprola Distt Kangra H.P. with annual 10% enhancement.


Principal
Principal
Rajiv Gandhi Govt. Post Graduate
Ayurvedic College, Paprola-(H.P.)

Format-2

All rows and columns on prescribed format should be filled and in any case not to be left blank. This will be a Two Bid System.

Selection will be done on the basis of highest quoted license fee per annum.

The Pre qualification cum Technical bid and the financial bid should be sealed by the bidder inseparate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed

(A) Tender No.....

(B) Tender Name.....

(C) Name of Firm

Bidder shall have to deposit bid security (EMD) of Rs. 10000/- (Rs. Ten Thousand only) in the form of **FDR/Bank Guarantee** of any Nationalised Bank/Commercial bank in favour of the “ Principal RGGPGAC Paprola Distt Kangra valid for one year from the last date of bid submission.

PREPARATION OF BIDS

The bids prepared by the bidder shall comprise of

- (1) The Pre qualification cum Technical Bid and
- (2) Financial Bid

INSTRUCTION TO BIDDERS

All prospective bidders should make a visit to RGGPGAC Paprola before bidding to make themselves aware of the demography and geographical condition of this College.

They should also make visit to the designated Area to get firsthand experience of its location and other infra structures available as the tender will be offered to successful bidder on as is where basis is. It shall be deemed that the bidder has undertaken a visit to the College and is well aware of the operational needs prior to the submission of the tender documents.

All the documents submitted (Whether original or photocopy) in the bid must be legible & self-attested, otherwise the bid is likely to be rejected.

PRE QUALIFICATIO CUM TECHNICAL BID

A maximum of one representative of the bidder shall be authorized and permitted to attend the Prequalification cum Technical bid prior to the financial bid opening.

The Pre qualification cum Technical Bid should be sealed in a separate envelope and superscribed "Prequalification cum Technical Bid, Tender No, Tender Name, Name of Firm.

This envelope of Pre qualification cum Technical Bid shall contain the following documents -

- 1 EMD in the form of FDR/Bank Guarantee amounting to Rs. 10000/- in favour Principal RGGPGAC Paprola Distt Kangra
- 2 Undertaking duly signed with Stamp and Name of Firm (Annexure I) on non judicial stamp paper.
- 3 Annexure –II (Personal Bio Data of the bidder/Tenderer/ Firm).
- 4 For address proof-Self attested photocopy for proof of address in form of bank statement, electricitybill, telephone bill, election identity card, passport or driving license (any one of them)
- 6 In case of company or partnership firm, authorization and / or copy of partnership deed must besubmitted with the pre qualification cum technical bid.
- 7 Self Attested copy of PAN Card of the firm / proprietor issued by Income Tax Department.
- 8 Two self attested passport size photograph
- 9 All the pages of the tender document duly signed by the firm/dealer

Only those bidders who qualify the Pre-Qualification Stage i.e. Technical bid shall be considered for Financial Evaluation.

FINANCIAL BID

The Financial Bid shall contain:

- a. Price Bid Form [as per Annexure-III]

The Financial Bid should be sealed in a separate envelope and super scribed "Financial Bid, Tender No, Tender Name, Name of Firm and Seal of Firm "

- The fees should be quoted in Indian Rupees in figure as well as in words.

- The Reserved License fee is Rs. 12,100/- per month i.e. license fee should not be less than Rs. -12,100/-

Terms & Conditions: -

- **Selection:** Amount of license fee to be quoted in Indian Rupees only on per month basis in given format. The license fee quoted should not be less than Rs. 12,100/-per month. Selection will be done on the basis of highest quote by the firm qualified in Technical bid.
- It will be the responsibility of successful bidder to install the electricity meter in the facility.
- Rent must be paid before the 5th every month otherwise contract shall be cancelled.
- On receiving any complaint regarding overcharging and mistatement, contract can be cancelled immediately without any prior notice.
- Any order issued by the college administration for the welfare of students and community shall be binding on the successful bidder.
- Photocopy charges will not exceed Rs. 2 per pages for one side and Rs. 3 per pages for both side photocopy.

TENDER NO:
TENDER NAME:

ANNEXURE – I

UNDERTAKING

(to be executed on Rs. 100/- NJ Stamp Paper)

1. I/We the undersigned, certify that I/We have gone through the terms and conditions mentioned in the tender documents and undertake to comply with all of them.
2. That no Civil/Criminal/Income Tax/Service Tax/Blacklisting case is pending against my firm.
3. The rates quoted by me/us are valid and binding on me/us for acceptance for the entire period of contract.
4. I/We undersigned hereby bind myself/ourselves to the Principal RGGPGAC Paprola Distt Kangra to provide Stationery/Study Material/Photostate Facility in RGGPGAC Paprola during the period of contract.
5. The Security Money deposited by me shall remain in the custody of the Principal RGGPGAC Paprola Distt Kangra till two months after the expiry of the contract.
6. I/We shall abide by Minimum Wages Act, Contract Labour Act, PF, ESI, Bonus, Gratuity, as applicable from time to time for the workers employed.
7. In case of any lapse occur on my part or on my staff while discharging the services the College authorities may cancel my/our contract and award the work to another agency and the costs difference may be recovered from me/us and can forfeit security money.
8. The items will be good quality.
9. In the event of any breach/violation of the terms and conditions, the competent authority shall be at liberty to terminate my contract and can forfeit the security money deposited by me/us.
10. I /we shall abide by all the terms and conditions of the contract
11. I/we shall be responsible for health and injury caused to the worker while working in the Shop.
12. I/we shall be responsible for any loss or damage to the College property by the employee engaged by me/us.
13. Principal RGGPGAC Paprola Distt Kangra has the right to accept or reject any or all the tender without assigning any reason. The decision of the College will be binding upon me.
14. I/we shall also be responsible to pay all taxes as applicable to the overnment like Income Tax, ServiceTax etc.

15. I/we shall be responsible for any theft / loss / damage to College property/ fixtures and I will rectify/replace the same.
16. Shop shall be kept open from 8AM to 7 PM
17. Photocopy charges will not exceed Rs. 2 per pages for one side and Rs. 3 per pages for both side photocopy

Place:

Date:

SIGNATURE OF THE TENDERER
NAME OF THE FIRM/TENDERER
Seal of Firm

OFFICE OF THE PRINCIPAL RAJIV GANDHI GOVT POST GRADUATE
AYURVEDIC COLLEGE PAPROLA DISTT KANGRA H.P.

Annexure -II

BIDDER DETAILS

(To be submitted on letterhead of the firm)

Tender Name.....

Tender Number.....

Affix duly

Attested Passport Size recent photograph of the prospective bidder.

| | | |
|----|--|--|
| 1. | Name ,address of Tenderer | |
| 2. | Registration of Firm (if any) | |
| 3. | Name, Designation, Address Tel. No. of the Authorized person of the Firm/ Agency | |
| 4. | PAN No.(copy to be attached) | |
| 5. | GST No.(Copy to be attached) | |
| 6. | Proof of EMD Deposit | |
| 7. | Id Proof | |
| 8. | Experience (if any) | |

9. Declaration by the bidder:

This is to certify that I/We have read and fully understood all the terms and conditions of the tender contained herein and undertake myself/ourselves to abide by them and the information provided by me in this

reference is true. If at any stage, any information given by me is proved to be false, the Principal RGGPGAC Paprola Distt Kangra has the right to forfeit the EMD/Performance Security deposited in this regard and the Principal RGGPGAC Paprola Distt Kangra has the right to blacklist my/our firm/company/agency for 4 years.

(Signature of the Bidder)

Date:

Place:

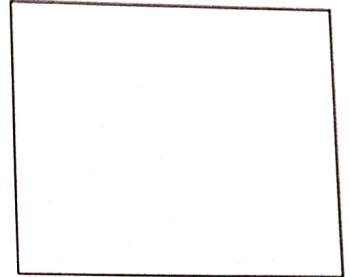
Name and Address

TENDER NAME:
TENDER NUMBER:

ANNEXURE - III

PRICE BID

**TENDER FOR PROVIDING STATIONERY/STUDY
MATERIAL/PHOTOSTATE FACILITY AT RAJIV
GANDHI GOVT POST GRADUATE AYURVEDIC
COLLEGE PAPROLA DISTT KANGRA**



Reserved LICENCE FEE Rs. 12,100/- (Rs. Twelve Thousand one Hundred only)
per month

| License Fee Quoted per Month Amount (in Rupees) in digits | Amount in words |
|--|------------------------|
| | |

Name of the firm/Tenderer
Name & signature
Address & Tele. No.

**Note:- Selection will be done on the basis of Highest quote by the firm
qualified in Technical bid.**

(Signature of the Bidder)

Date:

Place:

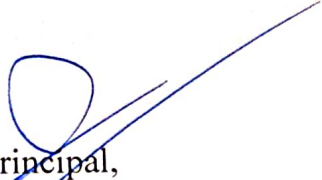
Name and Address.....

Endst. No. As Above 1990

Dated : 04/3/25

Copy to:

1. College Website
2. College/Hospital Notice Board.
3. Notice Board SDM Office.
4. Notice Board mini secretary, Baijnath
5. Bus Stand Baijnath/ Paprola/.


Principal,
RGGPGA College Paprola,
DisttKangra, H.P.