

Guru Gorakhnath Ji Govt. College, Hisar

Expression of Interest for Running the Photostat and Stationery counter

The college is inviting sealed bids to operate a Photostat and Stationery counter in the campus the Person/ Agency/ Firm/ Contractor/ Licensee having GST registration and three years of experience can apply for this. The terms and conditions on which the contract is to be awarded are given in the following pages and are divided under the following headings:

- Terms and conditions along with responsibilities of the licensee
 - Rules pertaining to the daily functioning of the stationery shop
 - Penalties for violation of rules
 - The format for Bid
 - Prices of services and products
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- ❖ Tender is invited to run a Photostat and Stationery counter at GGJ GOVT. COLLEGE, HISAR.
 - ❖ Duly filled tender form along with documents in a sealed envelope should personally delivered or sent by registered post only so as to reach the College by 28.07.2025 till 3.00 P.M
 - ❖ Tender will be opened on 29.07.2025 at 01.00 P.M.
 - ❖ For more details, please refer terms and conditions for running the Photostat and Stationery counter.
 - ❖ College reserves the right to accept/reject any or all tender without assigning any reason thereof.
 - ❖ Before submitting the tender, the service provider is advised to visit the College to apprise himself of the logistics of the prospective assignment.
 - ❖ The Photostat and Stationery counter will be open on all working days.
 - ❖ The Photostat and Stationery counter is open to students / Faculty/staff members of the college.
 - ❖ Approximately 5900 Students & Staffs are expected to utilize the facility.
 - ❖ The Photostat and Stationery counter is required to be run compulsory throughout the year and thorough the day of working time form **09.00 AM to 4.00 PM**
 - ❖ The Principal (i/c) reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest tender. The decision of the Principal (i/c), GGJ GOVT. COLLEGE, HISAR in this regard shall be final and binding on all.

TERMS AND CONDITIONS ALONG WITH RESPONSIBILITIES OF VENDOR

The important terms and conditions are listed below:

1. Minimum License Fee will be Rs. 4000.00 per month and higher bidder will be offered for running Photostat and Stationery counter in the college.
2. Open space for establishment of counter will be provided by the Principal of college in college campus.
3. Furniture for the Photostat and Stationery counter will be provided by the licensee. All the equipment required for the counter have to be purchased by the licensee itself. Maintenance of all the equipment being used by the vendor is solely his/her responsibility.
4. The contract shall be initially for a period of one year and may be extended for a further period at the discretion of competent authority.
5. A refundable security of Rs. 10000.00 shall be deposited by the Licensee with the College on or before the execution of the License Deed.
6. Monthly License Fee shall be deposited by the Licensee by the 7th of every of month of advance.
7. Monthly electricity charges will be paid by Licensee as per unit given by submitter @ Rs. 9-10 per unit. The charges would be deposited by the Licensee by 7th of every month in advance (*subject to change as rates applicable from time to time)
8. If the Licensee fails to pay the License Fee, and Electricity Charges in time or does not abide to their terms and conditions of the License, the License will be terminated.
9. The quality of stuff/material will be of good quality and branded. The prices of all the items are fixed by college committee approved by the Principal.
10. The Licensee shall be personally responsible for strict and genuine compliance of college by laws relating to sanitary conditions and provide liveries to the staff working at the counter.
11. The Photostat and Stationery counter will not be closed on any working day except with the prior permission of the Principal.
12. Rate list should be displayed in the Photostat and Stationery counter written with white paint on black. Any modifications/changes to be made in the prices, approval should be taken from the Principal.
13. It will be the sole responsibility of the Licensee to abide by the provisions of the Government acts in force for the welfare and security of the workers engaged by him for performance of this contract.
14. The Principal reserves the right to reject or accept any tender without assigning any reason whatsoever.
- 15. The licensee/contractor must have minimum three year experience of running the Photostat and Stationery shop.**
16. The licensee shall furnish the counter with high quality furniture and start his business immediately after the intimation by the Principal, failing which the license shall be treated as cancelled.

17. Cleaning and housekeeping of the counter area will be the sole responsibility of the vendor. GGJ Govt. College, Hisar would reserve the right to check on cleanliness and upkeep of premises and quality of provisions.
18. The licensee/contractor should ensure that all the employees are free from communicable diseases. Medical Certificate to this effect should be available for inspection by the authorities. If any worker is found medically unfit, he/she may not be given permission to continue his/her duties and contractor has to replace them immediately without fail.
19. All expenses related to the functioning of the employees engaged by the contractor shall be in the scope of the contractor.
20. Liability/responsibility in case of any accident causing injury/death of any worker or any of his staff shall be of the contractor. The College authorities shall not be responsible in any means in such cases.
21. The successful tender will have to make an agreement with GGJ Govt. College, Hisar on terms and conditions of the contract on a Rs. 100/- stamp paper, the cost of which will be borne by the licensee/contractor.
22. The licensee/contractor shall not be allowed to transfer, assign, and pledge or sub-let its rights and liabilities under this contract to any other agency.
23. The licensee/contractor shall get suitable instructions from the Principal of GGJ Govt. College, Hisar and shall provide the services promptly as per requirement.
24. The Principal, GGJ Govt. College, Hisar reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
25. The College committee will overall supervise the Photostat and Stationery counter operations.
26. The Licensee/contractor is responsible for removal and disposal of waste / garbage from daily Photostat and Stationery counter operation.
27. The Licensee/contractor shall collect the charges from users and the College is not responsible for collection of any charges from users.
28. Ensure that all employees are well mannered and display courteous behavior.
29. No accommodation, no changing/resting room, will be provided to the workmen of the vendor.

PENALTIES FOR VIOLATION OF RULES, TERMS AND CONDITIONS

The vendor will be fined in case of violation of the following rules:

1. Any complaint about selling the services or products at a higher price than the pre-decided price will attract a minimum penalty of Rs. 1000/ per incidence.
2. Sale of any other service/product not mentioned in contract without the permission of the Principal will attract a minimum penalty of Rs. 1000/ per incidence.
3. For any rule stated in the agreement, first violation of the rule implies fine as per the rule. Second and subsequent violations of the same rule on a different day of the previous fine will attract triple the initial amount of fine on the contractor and after three successive offences of this type, the contract will be terminated.
4. The final decision of fines being imposed lies with the Principal.
5. The vendor has to pay the fine imposed to College within 5 days of the fine imposed date.

TERMINATION OF CONTRACT

GGJ Govt. College, Hisar reserves the right to terminate the Contract by giving one month's prior written notice of the same and this agreement will stand terminated on the expiry of the one month period (for notice by GGJ Govt. College, Hisar) and 3 months period (for notice by agency) provided always that the Company has fulfilled and complied with all its obligations to GGJ Govt. College, Hisar in connection with and under this Agreement at the date of such termination.

GGJ GOVT. COLLEGE, HISAR

PROFORMA TO BE SUBMITTED BY CONTRACTORS/OPERATORS WHILE SUBMITTING SEALED TENDER FOR OPERATING THE PHOTOSTAT AND STATIONERY COUNTER AT GGJ GOVT. COLLEGE, HISAR

ORGANIZATION/ CONTRACTOR DETAILS

1.	Name of the organization/contractor/vendor	
2.	Address of the organization/contractor/vendor	
	Registration No.	
3.	Contact Details	
	• Mobile	
	• Email	
4.	Mention	
	• PAN	
	• GST No.	
	• VAT (TIN) (Attach Photocopy)	
5.	If a Co-operative Society, please indicate Regn. No. and date of Regn.	
6.	Name of your Bankers & Address	
7	Mention the names & address of Organizations with whom worked in past five years.	
8.	Total years of experience of Photostat/ Stationery shop	
9.	Place where vendor is running Photostat/ Stationery shop at present	

NOTE: Attach all relevant documents in support of above statements.

Quotation for License Fee to be paid to the GGJ GOVT. COLLEGE, HISAR

Details of work	Rent/License fee (Rs.)
License Fee, per month, to be paid for running Photostat/ Stationery counter at GGJ GOVT. COLLEGE, HISAR	

Declaration

I declare that the information given above is true and correct to the best of my knowledge & belief and nothing has been concealed thereof.

SIGNATURE :

NAME :

FIRM NAME :

DATE :

Documents to be provided with the Bid (Photocopy of the following documents)

1. GST Registration Certificate
2. Copy of PAN Card
3. Income Tax return of last year.
4. Shop Establishment Registration certificate from Government
5. Experience Certificate

Please note that Quotations without the information and documents mentioned above will be rejected without further consideration.

- Below mentioned items are to be kept in Photostat and Stationery counter (All the mentioned items will be sold as per the MRP)

Stationery Items: Notebook, Spiral binding note book, Folder, File, Pen, Pencil, Coloured pencils, Coloured pens, Ruled and unruled sheets, Eraser, Sharpener, Cutter, ED sheets, Scale, Geometry equipment, Highlighter, Permanent markers, ED equipment, Scissors, Fevicol, Fevistick, CD/DVD, Stapler, Envelope, Cello tape. Glue, Sticky Tape, Packing Tape, Paper clips, Rubber bands, Drawing pins, Hole punch, Index cards, Desk Pads, file folder and file cover, Calculator, Memory card, Pen drive, Card Reader

All types of Recharge of every mobile phone Network

Below mentioned are the service/facilities to be incorporated in Stationery Shop

- A4-Colour print out (70 GSM, 80 GSM & 100 GSM)
- A4-Black & White print out (70 GSM, 80 GSM & 100 GSM)
- Scanning A4 paper
- A3-Colour print out
- A3-Black & White print out
- Scanning A3 paper,
- Xerox - One side
- Xerox - Two-sided
- Laminating A4 paper
- Laminating A3 paper
- Spiral Binding

Any new product to be sold on the shop is to be cross verified beforehand with College Administration.

Base prices for above-mentioned services are fixed by the college as below:-

1. A4-Colour print out (Text) - ₹ 8 per paper
2. A4-Colour print out (Image) - ₹ 10 per paper
3. A4-Black & White print out - One Sided - ₹ 2
4. A4-Black & White Print Out - Two Sided - ₹ 3
5. Scanning A4 paper - ₹ 5 per paper
6. A3-Colour print out (Text) - ₹ 12 per paper
7. A3-Colour print out (Image) - ₹ 16 per paper
8. A3-Black & White print out - ₹ 2 per paper
9. Scanning A3 paper- ₹ 10 per paper
10. Xerox - One side - ₹ 1
11. Xerox - Two-sided - ₹ 1.80
12. Laminating A4 paper - ₹ 12 per paper
13. Laminating A3 paper - ₹ 20 per paper
14. Spiral Binding - ₹ 20 (less than 200 pages)
15. Spiral Binding - ₹ 25 (more than 200 pages)