

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA**  
**P.O.- Burla Engineering College, Dist.- Sambalpur, Odisha, 768018**  
**www.vssut.ac.in**

VSSUT/DSW/276

11/08/2017

**REQUEST FOR PROPOSAL**

Veer Surendra Sai University of Technology (VSSUT), Burla invites proposals for Stationery Shop including provision of Photocopy, Printing and binding services at the University premises, from reputed registered agencies having similar experience.

The bid document can be downloaded from the university website [www.vssut.ac.in](http://www.vssut.ac.in) from 17<sup>th</sup> August 2017, 11.00 AM. The last date of submission of the bid is 31<sup>st</sup> August 2017, 04.00 PM. The bids should be submitted to **The Registrar, Veer Surendra Sai University of Technology, Burla, 768018** by **Registered Post/Speed Post only**. No hand delivery will be accepted.

Sd/- Registrar

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Registrar**

Memo No. VSSUT/DSW/277(4)

11/08/2017

Copy to:

1. University Notice Board.
2. Director, VIMSSAR, Burla with a request to publish in their notice board.
3. Registrar, Sambalpur University, Burla with a request to publish in their notice board.
4. Dean F&P with a request to upload the RFP in the University website.

**Sd/-  
Registrar**

No. VSSUT/DSW/276

Dated 11/08/2017

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**Request for Proposal (RFP) for running Stationery Store including Photocopy and Printing Services at VSSUT, Burla**

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Veer Surendra Sai University of Technology (VSSUT), Burla invites proposals for Stationery Shop including provision of Photocopy, Printing and binding services at the University premises, from reputed registered agencies having similar experience.

The bid document can be downloaded from the university website [www.vssut.ac.in](http://www.vssut.ac.in) from 17<sup>th</sup> August 2017, 11.00 AM. The last date of submission of the bid is 31<sup>st</sup> August 2017, 04.00 PM. The bids should be submitted to **The Registrar, Veer Surendra Sai University of Technology, Burla, 768018** by **Registered Post/Speed Post only**. No hand delivery will be accepted.

**Details of Bid**

**Award of Work/Evaluation Criteria**

The work shall be awarded to the agency based on the submission of the above information/documents. While discounted price will be main criteria, however, this will not be the sole criteria for award of work. The university reserves the right to reject any or all proposals without assigning any reason thereof.

**Duration of Contract & Charges**

The duration of the contract will be for two years, which may be extended further on mutual agreement. The selected agency will have to pay a rent of Rs. 500/- per month. For the extended period of contract, the rent will be increased by 10% over previous year's rent. The rent will be paid to the university in advance, by 7<sup>th</sup> day of the month. The electricity charges shall be paid by the agency as per actual.

**Security Deposit**

The agency will be required to deposit interest free security of Rs.25,000/- (Twenty Five Thousand only), which will be refunded after completion of contract and on adjustment of pending dues of the university, if any. The security deposit will be forfeited if the agency decides to terminate the work before the period of contract. The agency will, however, be required to give a notice of at least one month, failing which the security deposit will not be refunded.

**Timings for Operating the Shop**

The timings will be **09:00 AM to 6:00 PM**.

**University's responsibilities.**

The Institute shall provide:

1. Adequate space for storage and display of items,
2. Agency will be allowed to sell items as per the list to be finalized at the time of award of work.

**Agency's responsibility:**

1. To pay the electricity charges as applicable against the bills and the rent in time.
2. To keep the nearby premises neat and clean.
3. Providing quality services.
4. The items should be branded.
5. Direct collection of payment from customers.
6. Timings should be strictly followed.
7. The agency should have capability to accept payment by credit/debit card, Paytm and other online wallets.
8. The contractors shall be responsible for engaging adequately trained manpower required for providing good stationery services.

**Sd/-  
Registrar**

## FORMAT FOR SUBMISSION OF RFP

To

**The Registrar  
VSSUT, Burla**

**Sub:** Proposal for Stationery Store including photocopy, printing and binding services.

Sir,

I hereby submit my proposal for running of stationery store which includes the following documents and the rates of items mentioned against the items mentioned by you.

**Documents:** *(Pl. tick)*

- Requisite registration certificate for dealing in stationery items.
- Copy of PAN Card.
- Copy of GST Registration, as applicable.
- Annual turnover for the last three years.
- Years of experience in dealing with similar item(s)/services.

**Financials:**

1. Rates for Printing & Photocopying Services as per details below:

<b>Paper</b>	<b>Size</b>	<b>Rate per copy/page in Rs.</b>
Photocopy mono 75GSM	A3	
Photocopy mono 75GSM	A4	
Photocopy Color 75GSM	A3	
Photocopy Color 75GSM	A4	
Spiral Binding up to 100 pages	A4	
Spiral Binding more than 100 pages	A4	
Hard binding up to 100 pages	A4	
Hard binding more than 100 pages	A4	
Lamination	A4	
<b>Discount</b> on MRP of stationery items such as note book, pen, pencil, eraser, cutter, highlighter, mini drafter, calculator, compass box, binder clip, glue stick, printed file folder, laboratory records, tracing paper, printed laboratory record/paper, drawing sheet, drawing tube holder etc.	In %	

### **UNDERTAKING BY THE AGENCY**

We have carefully gone through all the above various terms and conditions for provision of stationery store at VSSUT, Burla. We agree to all these conditions and offer to provide services at VSSUT, Burla. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have inspected the allocated space in the university premises for stationery store, and have acquainted ourselves with the tasks for providing of stationery, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above. I/we have not been debarred/ blacklisted by any university, educational Institute, government organization, PSU, autonomous body etc.

Date:

Place

Authorized Signatory

Address:

Mobile No.