



VIDYASAGAR UNIVERSITY

MIDNAPORE

★ WEST BENGAL

★ PIN 721102

Phone: (03222) 297937::276554 :: 276555 :: 276557 :: 276558

Ref. No. : VU/ FO/88/2019

Date: 07.03.2019

Expression of Interest

Expression of Interest (EOI) is invited from the bonafied, reputed, reliable experienced Agencies/ Parties having good track record for opening the Educational Goods' Shop inside the Vidyasagar University Campus. The Application Format is available in the University Website. Last date of submission of EOI is 25.03.2019. For details please see the website www.vidyasagar.ac.in.

Finance Officer

Please publish it in:-

1. Anandabazar Patrika
2. University's Website.

Fax : (91) 03222 – 275329/275297/263206

Email : Vidya295@mail.vidyasagar.ac.in // Website : <http://www.vidyasagar.ac.in>

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Eligibility criterion of participation in the EOI:

- a) Bonafide, resourceful and reliable Parties/ Agencies/Vendors having good track record.
- b) An undertaking should be given stating thereby that the firm has not been debarred or penalized for any reasons out of work by any Government Department.
- c) Subletting of suppliers is strictly prohibited.
- d) The prospective bidders must have valid upto date clearance of GST/ Income Tax return / Professional Tax clearance certificate / P.T (Deposit Challan) / PAN Card / **GST registration certificate**.
- e) The suppliers who have been delisted or debarred by any government department shall not be eligible in any way.
- f) Past performance for vender will be judged (please attached three largest clients other than the Vidyasagar University).
- g) The University reserves the right to accept or reject any EOI without assigning any reason whatsoever.

Terms & Conditions:

1. *Security Deposit, to be decided in due course by the University, has to be deposited by Demand Draft in favour of "Vidyasagar University".*

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2. *The contract for opening of Educational Goods' Shop shall remain valid initially for a period of six months. In order to evaluate the performance and services of the Contractor, the contract will have probationary period of six months. The contract for the next 2 years will be confirmed only if the services and quality of items served by the contractor found satisfactory during the probationary period. On satisfactory service this can be renewed. Renewal of service will be for a maximum period of two years only. However, any untoward incident in relation to run the Shop may lead to termination of the contract by the University.*
3. *Preference will be given to the Organization run on co-operative basis and having previous experience to run the University/College campus Shop.*
4. *The interior designing, cleaning or any other modification required for the Educational Goods' Shop will be done and all cost to be borne by the Vendors.*
5. *The contractor will be required to pay to the University electricity charges on actual basis, for which sub-meters shall be provided.*
6. *A monthly charge (to be decided in due course by the University) will have to be given for using the existing facility.*
7. *Basic educational goods along with the other items of users' / students' choice will have to be provided at the rate not exceeding the approved price.*
8. *The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.*
9. *The Contractor will, prior to the commencement of the operation of contract, make available to Vidyasagar University the particulars of all the employees who will be deployed at the University's premises for running the Shop. Such particulars, inter alia, should include age/date of birth, Aadhar number, permanent address, police verification report and profile of the health status of the employees.*
10. *The Contractor shall ensure proper discipline among his/her worker's and further ensure that they do not indulge in any unlawful activity.*
11. *Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child.*
12. *The contractor shall be personally responsible for conduct and behaviour of his staff and any loss or damage to University's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within 48 hours of*

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- intimation by the University. The decision of the University's designated officer in this regard shall be final and binding on the Contractor.*
13. *The contractor shall not appoint any sub-contractor to carry out his obligations under the contract.*
 14. *The Contractor shall keep the Shop and its surrounding areas clean and up to date sanitation must be maintained every day after the services are over. The University management will have 24 hours access to inspect the Shop premises at any time for ensuring the cleanliness.*
 15. *The University reserves the right to appoint officers/officials to inspect the quality of educational material and other items sold in the Shop. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Contractor.*
 16. *The Contractor shall get the prices of all items approved by the University and no changes, whatsoever shall be made without prior written approval of the University.*
 17. *The Contractor will use only branded educational material for sale.*
 18. *The Contractor shall install his electronic fly-kill/insect repellent equipment, emergency lighting/gas and fuel supply at his own cost.*
 19. *Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the University's campus, including Shop. Any breach of such restrictions by the Shop Contractor will attract deterrent action against the Contractor as per statutory norms.*
 20. *No minimum guarantee will be furnished to the Contractor towards selling of educational items. He/she is advised to maintain the highest quality at the minimum possible prices so as to attract the maximum number of students/hostellers/University personnel to avail Shop services.*
 21. *The Contractor shall not use the Shop premises for any other activity except for the purpose for which it has been provided for.*
 22. *The Contract can be terminated by either party, i.e. Vidyasagar University or the Contractor, after giving three-months notice to the other party extendable by mutual agreement till alternate arrangements are made. However, the University reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. Vidyasagar University's decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.*
 23. *On termination of the contract, the Contractor will hand over all the equipments/furniture/articles etc., supplied by the University, in good working condition, back to the University.*

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24. Shop should normally be kept open whole day for consumers (from 7-00 a.m. 8-00 p.m.)
 25. Cleaning of the surrounding areas of the Shop will be a responsibility of the Contractor.
 26. Last date of submission of EOI Form is 25.03.2019.

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Application Form

1. Name of the Company:
2. Complete address and contact details:
3. Name and designation of the contact person:
4. Details of work performed during last three years: (Please enclose copy of work orders)
5. Details of PAN No.:
6. Details of GST No.:
7. Annual Turnover for the past three years: (Please enclose IT Return)
8. Enclose sample photos of the project for which EOI is invited: Yes / No.

Sign & Seal of the Vendor

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