



VIDYASAGAR UNIVERSITY

MIDNAPORE ★ WEST BENGAL ★ PIN 721102

Phone: (03222) 298-240

Ref. No. : VU/ FO/Tender/ 24 /2025

Date: 08.08.2025

TENDER NOTICE

Sealed quotations are invited from the bonafied, reputed, reliable and experienced Vendors having good track record for opening a **Stationary Shop** inside the Vidyasagar University Campus. The Application Format is available in the University Website. Last date of submission of quotation is 26.08.2025. Vendors who have applied earlier against tender Ref.No.:VU/FO/Tender/11/25 dt. 10.07.2025 need not apply again for this tender.

Eligibility criterion of participation in the Tender:

- Bonafide, resourceful reliable and experienced Vendors having good track record.
- An undertaking should be given stating thereby that the Vendor has not been debarred or penalized for any reasons out of work by any Government Department.
- Subletting of Vendors is strictly prohibited.
- The prospective bidders must have valid up to date clearance of GST, Income Tax return, Professional Tax clearance certificate, P.Tax (Deposit Challan), PAN Card , GST registration certificate, Trade License.
- Past performance for Vendor will be judged.
- The University reserves the right to accept or reject any tender without assigning any reason whatsoever.

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

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



VIDYASAGAR UNIVERSITY

MIDNAPORE ★ WEST BENGAL ★ PIN 721102

Phone: (03222) 298-240

Terms & Conditions:

1. Security Deposit of Rs 10,000/- (Rupees Ten thousand only) has to be deposited by Demand Draft in favour of "Vidyasagar University".
2. A monthly charge of Rs 3740/- (187sq.ft.@ Rs.20/- per sq.ft.) plus G.S.T as admissible have to be paid by the contractor to University for using the existing facility.
3. The contract for opening of stationary shop shall remain valid initially for a period of six months. The contract for the next 3 years will be confirmed only if the services and quality of items served by the contractor found satisfactory during this 6 months' 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.
4. The interior designing, cleaning or any other modification required for the stationary 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. Basic goods along with the other items of users' / students' choice will have to be provided at the rate not exceeding the approved price.
7. The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
8. 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.
9. The Contractor shall ensure proper discipline among his / her worker's and further ensure that they do not indulge in any unlawful activity.
10. Employment of child labour is strictly prohibited under the law. Therefore, the Contractor shall not employ any child.
11. 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

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

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



VIDYASAGAR UNIVERSITY

MIDNAPORE ★ WEST BENGAL ★ PIN 721102

Phone: (03222) 298-240

- intimation by the University. The decision of the University's designated officer in this regard shall be final and binding on the Contractor.
12. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
 13. The Contractor shall keep the Stationary Shop and its surrounding areas clean and upto 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.
 14. The University reserves the right to appoint officers / officials to inspect the Shop. Any defect(s) pointed out by such officers / officials during their visits shall be properly attended by the Contractor.
 15. 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.
 16. The Contractor shall install his electronic fly-kill / insect repellent equipment, emergency lighting at his own cost.
 17. 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.
 18. No minimum guarantee will be furnished to the Contractor towards selling of 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.
 19. The Contractor shall not use the Shop premises for any other activity except for the purpose for which it has been provided for.
 20. 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.
 21. On termination of the contract, the Contractor will hand over all the equipments / furniture / articles etc ,if any supplied by the University, in good working condition, back to the University.
 22. In case of any legal dispute it has to be settled within the jurisdiction of Midnapore Court of Law only.

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

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



VIDYASAGAR UNIVERSITY

MIDNAPORE ★ WEST BENGAL ★ PIN 721102

Phone: (03222) 298-240

23. Shop should normally be kept open for consumers (from 9-00 a.m. to 8-00 p.m.)

24. Last date of submission of quotation to the Finance Officer, Vidyasagar University, Midnapore is 26.08.2025.

***Finance Officer
Vidyasagar University***

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

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



VIDYASAGAR UNIVERSITY

MIDNAPORE ★ WEST BENGAL ★ PIN 721102

Phone: (03222) 298-240

Application Form

1.Name of the Company/ Firm

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)

5. Details of PAN No.:

6.Details of GST No.:

7.Annual Turnover for the past three years:

8. Details of Trade License:

Sign & Seal of the Vendor

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

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