

**REGIONAL INSTITUTE OF EDUCATION, MYSURU-570 006**

**CORRIGENDUM**

Tender No:04-3(B)/C&W/RIEM/2021-22

Dated: 28.07.2021

The offline Tender to start a Stationery Store at RIE, Mysuru, Due to inadvertent typographical error in the RIE website wrongly posted in the page no 05 (**terms& Conditions**) point no 1 & 2, instead of opening of Technical Bid and Financial bid it was typed has submitted and opening time of the bids at 11:00am there it was mentioned as 04:00pm on 20.8.2021 & 23.08.2021 respectively. The corrected Notice Inviting Tender (NIT) has been uploaded in the RIE website on 04.08.2021.

*27/8/2021*  
Administrative officer.

क्षेत्रीय शिक्षा संस्थान, मैसूर - 570 006

**REGIONAL INSTITUTE OF EDUCATION  
MANASAGANGOTHRI, MYSURU 570 006.**

**(A Constituent Unit of the National Council of Educational Research and Training, New Delhi)**

Ph. 0821- 2511411, website: [www.riemysore.ac.in](http://www.riemysore.ac.in), Email. [principal@riemysore.ac.in](mailto:principal@riemysore.ac.in)

Introduction: The Regional Institute of Education is an constituent unit Ministry of Human Resources and Development (an autonomous body) (Government of India) invites limited tender on dual bid System for running the Stationery store at RIE Campus Mysore which is a Residential Quarters also contains 1500 boarders/hostels of students who are studying in RIE Mysore.

**Notice Inviting Tender (NIT)**

The interested bidders shall apply the tender after downloading in the Institute website [www.riemysore.ac.in](http://www.riemysore.ac.in) and also collect from the Institute's C&W Section by visiting physically.

**IMPORTANT DATES:**

<b>Type of Tender</b>	Two Bid System (Technical & Financial/Price Bid)
<b>Bid Submission Mode</b>	Offline
<b>Published Date</b>	28.07.2021 at 10:00 am
<b>Bid Document download/start date</b>	29.07.2021 at 10:00 am
<b>Bid Submission Start Date</b>	29.07.2021 at 10:00 am
<b>Bid submission End Date</b>	18.08.2021 at 04:00 pm
<b>Bid Opening Date (Technical)</b>	20.08.2021 at 11:00 am
<b>Bid Opening Date (Financial)</b>	23.08.2021 at 11.00 am

**GENERAL INSTRUCTIONS TO TENDERERS / BIDDERS**

1. RIE Mysuru invites sealed Quotations for running the Stationery store at RIE Campus under limited tender in two (dual) bid quotation system.
  - a) Technical Bid/Quotation – contains details of the tenderer or bidder experience capacity, necessary documents to be submitted etc.,
  - b) Financial Bid/Price Bid - contains only rate quoted.
  - c) The above said Bids/Quotation should be super-scribed as Technical bid/Quotation and Financial Bid/Price Bid separately with duly signed and stamped addressing to the Principal RIE Mysore.
  - d) Technical Bid for running Stationery store RIE Mysore on the separate sealed envelopes with in the stipulated date.
  - e) Financial Bid/Price Bid on the separate sealed envelopes with in the stipulated date.
2. The Tender for running Stationery store for quarters/boarders/hostels at RIE Mysore shall initially be awarded for a period of One year from the date of award of contract. It may be extended for further one year up to three years, on the satisfactory of public

3. **Running an efficient Stationery store facility** at **RIE Mysuru** campus from 07am to 9 pm on all days of the week. The store will make Stationery Items like **General utility stationery items** available to the users at concessional rates. In addition, the following services are to be provided at reasonable rates:
4. The Contractor will make all necessary arrangements for **neat, clean and organizational outlook** of all its workers benefitting stature of RIE Mysuru in consultation with institute authorities.
5. The contractor will be solely responsible for the quality of items. Reputed and trusted brands are to be kept at the store. Instances of providing damaged / spoilt/ damaged items will be dealt with penalty.
6. Complaint/suggestions book will be maintained by the contractor at the store and should be available to all customers throughout the contract period.
7. The contractor has to pay **Licenses fees (Rent) and electricity charges on or before 7<sup>th</sup> of every month to the institute authorities without fail.** Wastage electricity must be avoided. In case of inordinate delays order & an administrative charges of Rs.100/- per day. (Cumulative) of delay shall be imposed
8. The contractor should have to pay the **license fees (Rent)** as applicable for the premises of the stationery store for the First year and **if the award extended the subsequent year the rent will be increased 5% each year.** The successful bidder will get the offer to start the Stationery Store.
9. The successful Contractor/bidder will be required to provide refundable interest free deposit of 10 times of the monthly rent Quoted amount at the time of award of contract which will be in the form of Security Deposit for running the stationery Store. This Security Deposit will be withheld against in default in performance & violation of terms & Conditions.

Terms & Conditions of the Quotation accepted by me

Seal & Signature of the Firm/Bidder

**Technical Bid Format**

RIE Mysuru has set up of minimum eligibility criteria for the Technical Bid purposes. All firms/parties must meet the following criteria before submitting the technical bid & also the firms should submit the following supporting documents.

<b>Sl. No.</b>	<b>Particulars</b>	<b>Kindly enclose relevant document</b>
1	The firm/company/partnership/proprietorship firm registered under the Indian Companies Act, 1956 & 2013, the partnership Act, 1932 and who have their registered offices in India. Copy should be provided.	
2	The firm should be in Stationery store business for not less than two years' experience. Bids of firms which are not in existence / Printing & Stationery store business for 2 years as mentioned above shall not be considered. Certified copy of the Chartered Accountant (CA) should be provided.	
3	Bidder should be the provide the following attested copies. (a) PAN Card. (b) Goods & Service Tax registration certificate. (c) Trade license from Mysore City Corporation for running of Stationery Store.	
4	The firm or any of its partners/directors etc. should not have been black listed/debarred by any of the government agencies or department or should not have been found to be guilty of moral turpitude or convicted of any economic offense or with violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations. Self-Declaration by the firm or by notary should be submitted.	

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Seal & Signature of the Firm/Bidder

### **Daily functioning of the Stationery store**

- a. The Contractor will ensure functional Stationery store on all working days. In the process, it is expected that the Contractor will ensure highest standards of service, aesthetics, layout, professionalism, hygiene and cleanliness to the utmost satisfaction of Institute authorities.
- b. Printed price list should be prominently displayed at the front of the store. All items in price list should be made available to the customer. In case of a stock out, Items should be sourced and made available to the users at the earliest.
- c. For the costumer proper receipts for amounts paid should be made. Arrangement towards accepting payment through credit, debit cards, through secure payment gateways and applications i.e. Gpay, PhonePe Paytm, Bhim App and all electronic mode of payment. etc., should be facilitated. Institute will not be responsible for the non-payment of credit extended to any of the inmate in any form.
- d. Usage of plastic bags is highly discouraged. Paper / Cloth bags (without additional charge) are to be used.
- e. The Contractor shall follow all the rules and regulations as laid down by the Municipal Authorities/State Government/Central Government as applicable. Weighing should be done only on ISI marked Electronic Government approved brand machines with adequate back up machines. Weighing by archaic / tempered instruments is strictly prohibited if necessary.
- f. The Contractor shall ensure that no product shall be sold from the premises which is prohibited to be sold within the premises of an educational institute, as per the provisions of the Cigarette and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003.
- g. Consuming or possessing of tobacco and alcoholic products strictly prohibited near the stationery store.

Terms & Conditions of the Quotation accepted by me

Seal & Signature of the Firm/Bidder

## Terms & Conditions:

1. **Technical Bid, sealed envelopes will be opened on 20.08.2021 at 11:00am.**
2. **Financial Bid/Price Bid, sealed envelopes will be opened on 23.08.2021 at 11:00am.**
3. The Quotation received after the stipulated date & time will be treated as cancelled & correspondence not so ever will be entertained in this regard.
4. The Principal RIE Mysuru reserves the right to reject all the tender/tenders partly or fully without assigning any reason what so ever in this regard.
5. The Principal RIE Mysuru reserves the right to accept the any firm who qualifies but may be in the Ist Highest, IInd Highest, IIIrd Highest etc., without assigning any reason what so ever in this regard.
6. In case of equal rate quoted by the firms as Ist Highest, in term of rent the higher weightage in pertaining to past performance, annual turnover etc., will be considered for selecting the Ist Highest Bidder for further process.
7. The successful firm/bidder should go through MOU (Memorandum of Understanding) between the Principal RIE, Mysuru & Successful firm on a non-judicial paper.
8. The successful firm/bidder should submit a **performance guarantee of amount 10 times of monthly rent Quoted**, which will be kept until the tenure of the contract/agreement.
9. The Principal, RIE, Mysuru reserve the right to cancel the contract/agreement on unsatisfactory service found if any in the interim of the contract without assigning any correspondence.
10. The legal jurisdiction is Mysuru city only.
11. The firm/bidder should strictly adhered to labour laws of Indian Constitution.
12. Technical Bid/Quotation – contains details of the tenderer or bidder experience capacity, necessary documents to be submitted as per Annexure-I
13. Financial Bid/Price Bid - contains only rate quoted as per Annexure-II
14. The firm/bidder should submit their Quotation (Technical bid) in the Hardcopy only.
15. The firm/bidder should submit their Quotation (Financial bid) in the Hardcopy only.

Terms & Conditions of the Quotation accepted by me

Seal & Signature of the Firm/Bidder

**Financial Bid**

**FOR RUNNING STATIONERY STORE IN RIE CAMPUS, MYSORE-570 006**

1	Name, Permanent Address and Mobile No. of the Tenderer	
2	Stationery Store- monthly rent may be mentioned.	

Terms & Conditions of the Quotation accepted by me

Seal & Signature of the Firm/Bidder

**UNDERTAKING**

**FOR RUNNING**

**STATIONERY STORE IN RIE CAMPUS, MYSORE-570 006**

I hereby undertake that I will use the allotted premises only for running the Stationery store and I will not let it out to any other persons during the period of contract as per agreement to be submitted before commencement of contract.

I will abide by the terms and conditions and pay monthly **License Fee (Rent) and Electricity Charges** regularly by **07<sup>th</sup> day of every month**.

Seal & Signature of the Firms/Bidder