

# Gujarat Technological University- Institute of Technology & Research

## Tender Notice no.01/2026-27

Name of work : Hiring of Service for Providing Stationery Service on rent at GTU-ITR, Mehsana

Tender inviting Authority : Principal on behalf of GTU-Institute of Technology & Research

Address : GTU-Institute of Technology & Research (GTU-ITR), near toll plaza, Ahmedabad-Mahesana Highway, village Mevad, Ta. & Dist. Mahesana - 384460.

Ph. : +91-9909039233

E-mail : [principal\\_gtu.itr@gtu.edu.in](mailto:principal_gtu.itr@gtu.edu.in)

Website : [www.gperi.gtu.ac.in](http://www.gperi.gtu.ac.in)



Start date of downloading of Tedner Document : 15/05/2026 at 11:00 hrs

Last date of physical submission Teder Document : 30/05/2026 up to 17:00 hrs

(1) Tender inviting authority : Principal  
GTU- Institute of Technology & Research

(2) Tender opening authority : Principal  
GTU- Institute of Technology & Research

The EOI Document can be downloaded from website [www.gperi.gtu.ac.in](http://www.gperi.gtu.ac.in)

## **Name of work: Hiring of Service for Providing Stationery Service on rent at GTU-ITR, Mehsana**

### **(1) Introduction:**

Gujarat Technological University - Institute of Technology & Research(GTU-ITR) which commenced in the year 2011 at Village Mevad, Dist. Mehsana, Gujarat with the approval of All India Council of Technical Education (AICTE), New Delhi and Managed by Gujarat Technological University (GTU), Ahmedabad. GTU-ITR offers currently four Degree courses (Civil, Computer, Electrical and Mechanical) in engineering and Diploma in (Civil, Computer, Electrical and Mechanical) engineering and M.Sc (IT) and PG Diploma certificate course in cyber security.

### **(2) Scope of Work**

The bidder shall:

- Operate stationery outlet within campus premises.
- Supply notebooks, files, folders, writing materials, drawing sheets, journals, etc.
- Provide photocopying/printing/binding services
- Maintain adequate stock
- Ensure cleanliness and discipline in the allocated space and campus
- Comply with institute rules and regulations.

### **3. Eligibility Criteria**

The bidder must:

- Be a registered firm/company/proprietorship in Meshana District.
- Have minimum 2 years' experience in similar services.
- Possess valid PAN and GST registration.
- Not be blacklisted by any Government/Semi-Government organization.
- Submit required documents.

#### **4. Documents to be Submitted (Technical Bid)**

- Firm Registration Certificate
- PAN Card
- GST Registration Certificate
- Experience Certificates (minimum 2 years)
- Undertaking regarding non-blacklisting (As per Annexure-1)
- Address proof
- Contact details

#### **5. Security Deposit**

The Demand Draft of Rs. 10,000/- (Rupees Ten Thousand only) from a nationalized/scheduled bank, drawn in favour of "Gujarat Technological University" and payable at Mahesana, shall be submitted as a Security Deposit. The Security Deposit of the selected agency shall be returned after completion of the contract period

#### **6. Period of Contract**

- Initial contract period: 12 Months
- Extendable based on satisfactory performance.
- The institute reserves the right to terminate the contract with prior notice.

#### **7. TERMS AND CONDITIONS:**

- The agency shall provide at his own expenses the furniture, electric items (tube light, fans etc.), and other articles necessary and suitable for running of Stationery Service. The bidder/contractor shall at all times keep and maintain all these articles/premises in a clean, neat, and hygienic condition. Bidder shall not make any structural alternation or erect or build any construction in or on the said premises. Any repairing or painting works if required in the space shall be carried out by the contractor during contract period
- The agency should attend the meeting whenever he is called upon to do so. This is mainly to keep a random check on the quantity/quality of stationery items served. If the quantity/quality of stationery or service rendered by the

contractor is not found satisfactory at any point in time, the Principal or authorized person is entitled to initiate action deemed necessary including immediate termination of the contract without notice to the agency.

- The agency shall not charge rates higher than the printed price on stationery items. For printing, Xerox, and binding services, the agency shall not charge rates higher than the prevailing market rates.
- GTU-ITR will provide the following items to the successful bidder/agency: -
  - i. GTU-ITR will provide the space for running the Stationery Items to the approved bidder/contractor and the bidder has to pay the rent of Rs. 2000/- (Including GST) per month in advance for the premises used for the stationery service.
  - ii. Electricity will be given by the GTU but electric bill should be paid by the bidder/agency. Arrangement of the separate electric meter shall be made by the bidder and expense thereof will be borne by the agency.
- The agency shall bear all the expenses for running the stationery service and shall be wholly, solely and exclusively responsible for all the deeds/acts of his employees in the premises of Gujarat Technological University. Gujarat Technological University shall not in any manner be liable for any damage caused on any untoward incidents like theft, burn, fire, electric shock etc. or bear any compensation for damage or injury caused to the employees of the contractor during discharging their duties.
- The bidder/contractor shall take all necessary precautions against fire or any kind of hazards with rules and regulations as laid down by concerned authorities and to the satisfaction of Gujarat Technological University.
- The contractor should keep the stationery service premises clean. If at any point of time, premises are found to be unclean, the bidder/contractor shall be held responsible and action deemed fit shall be taken by the Competent Authority.
- There shall be no compromise on the quality of Stationery Item supplied by the bidder/contractor and if any such incidence is found, action deemed fit shall be taken by the Competent Authority.

- No employee engaged by the agency will be under the age of 18 years. KYC (Know Your Customer) details of the employees engaged by the Contractor is to be provided by the Contractor to GTU-ITR.
- The contractor will be responsible for complying with payment of Minimum Wages as per the Minimum Wages Act (State Govt. or Central Govt., whichever is applicable) and other labour laws in force from time to time to its employees deployed in the Stationery Service. The contractor will be liable for any consequences resulting from violation of any such rule / provision.
- GTU-ITR is a “NO SMOKING ZONE”. Hence, sale and use of tobacco is strictly prohibited.
- The sale and use of Liquor/Alcoholic drink is strictly prohibited in GTU-ITR premises. If found therefrom, legal action will be initiated on the bidder/contractor and contract will be terminated.
- It will be the responsibility of the agency to keep stationery service available to students of GTU-ITR on all working days/ working hours (9.00 AM to 5:30 PM). Failure to provide services on any working day can lead to termination of contract. However, the contractor will have to make the services of stationery items available on any holiday/ off duty hours as per the administrative requirements of the GTU-ITR.
- The successful bidder/contractor will have to enter into an agreement on a stamp paper of Rs. 300/- with GTU-ITR within 7 days from the date of issue of acceptance letter by GTU.

**Forfeiture of Security Deposit:-**

- If the successful bidder/contractor refuses to enter into an agreement or fails to remit the Security Deposit within seven days of issue of Acceptance Letter by GTU, the EMD will be forfeited.
  - If the approved bidder/contractor abandons or fails to fulfil the duties then, Security Deposit will be forfeited.
  - If the contract is terminated by GTU due to poor performance / violation of any clause of agreement or adverse act of bidder/contractor, Security Deposit will be forfeited. (whole or part)
  - The successful bidder/contractor must necessarily run the stationery service for a minimum period of 6 months failing which legal action with penalty or/and security deposit will be forfeited.
- The submission of the bid by the bidder/contractor shall be treated as the acceptance of the stipulated terms & conditions.
  - The tenderers are advised to inspect the premises where the services are

required to be offered and assess the requirements themselves before submission of the tender.

- Non-disclosure of relevant information or furnishing of incorrect information/documents will lead to disqualification of bid of the bidder.
- Every Bidder must note that his/her Bid shall be liable to be rejected in case the tender stipulations are not complied with strictly or the services do not conform to the required specifications indicated therein.
- The Principal of GTU-ITR reserves the right to reject, accept or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for its actions and decisions.
- Pre-bid meeting can be arranged of the interested tenderer, if required.
- I/We understand and agree with above terms & conditions governing the contract.

#### **8. Method of Signing Tender:**

- If the tender is made by a proprietary firm, it shall be signed & stamped by the proprietor above his full name and the full name of his firm with its current address.
- If the tender is made by a firm or partnership, it shall be signed & stamped by a partner of the firm holding the power of attorney. A certified copy of the power of attorney shall be produced along with other documents. A certified copy of the partnership deed, full name and current address of the firm, and full names and the current addresses of all partners of the firm shall also be produced along with other documents.
- If the tender is made by a limited Company or Corporation, it shall be signed & stamped by a duly authorized person holding digital signature for the company/ corporation and power of attorney for signing the tender in which case a certified copy of the power of attorney shall be provided separately along with other documents. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the contract is awarded.
- Joint venture/consortium not allowed.

The tender duly sealed should be addressed to Principal-GTU ITR at the following address, so as to reach up to 18:00 hrs on dt. 30.05.2026. The envelope should be duly super scribed as hereunder:

## **“TENDER FOR STATIONERY SERVICE”**

To,

**PRINCIPAL,**

**Gujarat Technological University-Institute of Technology & Research,**

**near toll plaza, Ahmedabad-Mahesana Highway,**

**Village Mevad, Ta. & Dist. Mahesana.**

### **9 . APPLICATION OPENING & EVALUATION**

- The Applications would be evaluated based on the rates quoted for rent of property for stationary area. Rates quoted for other / other facilities shall not be taken into account for the said purpose.
- GTU-ITR shall be under no obligation to accept the highest quotation. However, a property satisfying various additional infrastructural facilities /conveniences / utilities stated in the tender documents may be considered in the interest of the organization.
- Non-fulfilment of any of the above terms shall result in rejection of the Application.
- GTU reserves the right choose and may negotiate the rates as applicable.
- The Successful Bidder should accept the offer within 10 days from the date of receipt of “Letter of Offer”, failing which the offer will be cancelled.

## Annexure-1

### **Notorized Declaration by bidder on 300/- Rs Stamp paper**

The tenderer will have to make declaration enlisted below (1) to (7) and shall affix his signature to the form in token of correctness of declarations made therein **300 Rs. Stamp Paper**.

- (1) I/We hereby declare that I/we have visited the site and fully acquainted myself/ ourselves with the local situations regarding materials, labour and other factors pertaining to the work before submitting this tender.
- (2) I/We hereby declare that I/We have carefully studied the conditions of contract, scope and other documents of this work and agree for executing the same accordingly.
- (3) I/We hereby declare that the service provided to university under this contract shall be of best quality and workmanship and shall be strictly in accordance with fulfillment of all the relevant laws.
- (4) I/We am/are \_\_\_\_\_ do hereby declare that our firm is not black listed and no inquiries/cases are pending against us, by Govt. of India / Govt. of Gujarat or any State Board/Universities/corporation, since inception of the firm/company.
- (5) I/We am/are \_\_\_\_\_ do hereby declare that I/am/We/are not defaulter of any financial institution and no police/court case is implemented against us from the date of commencement of profession to the date of offering the bid.
- (6) I/We am/are further undertake to pay the employees /workers deployed not less than minimum wages act and other incidentals as per the provisions of the relevant Act.
- (7) I/We am/are further undertake that if above declaration proves to be wrong /incorrect or misleading our tender/contract stands to be cancelled/terminated.

Date : \_\_\_\_\_

Place : \_\_\_\_\_

(Signature of the bidder with Seal)

## Financial Bid

Sr No.	Total Rent of premises Per Month (Including GST In Rs)	Duration	Total Amount (Rs)
<b>1.</b>	Rs..... (in Figures)	12 Months	Rs..... (in Figures)
			Rs. .... .....  (inWords)

**Note:**

**L1 shall be considered on the basis of the highest rent offered for the stationery premises.**