



H. P. GOVERNMENT DENTAL COLLEGE AND HOSPITAL, SHIMLA-171001

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**EXPRESSION OF INTEREST TO RUN THE SHOP ON MONTHLY RENT BASIS OF PHOTOCOPIER/
STATIONERY AT H. P. GOVERNMENT DENTAL COLLEGE & HOSPITAL, SHIMLA-171001**

LAST DATE & TIME

DATE OF START OF SALE OF EXPRESSION OF INTEREST	:	30-05-2025
BID SUBMISSION (LAST DATE & TIME) :	:	09-06-2025 up to 1:00PM
BID OPENING DATE & TIME	:	09-06-2025 AT 2:30PM
COST OF EXPRESSION OF INTEREST	:	₹500/- (Rupees Five Hundred only)

**MEMBER SECRETARY (GC)
ROGI KALYAN SAMITI,
HP GOVT. DENTAL COLLEGE
& HOSPITAL SHIMLA**

**CHAIRMAN (EC)
ROGI KALYAN SAMITI,
HP GOVT. DENTAL COLLEGE
& HOSPITAL SHIMLA**



H. P. GOVERNMENT DENTAL COLLEGE AND HOSPITAL, SHIMLA-171001

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H.P.GOVERNMENT DENTAL COLLEGE AND HOSPITAL, SHIMLA-171001

No. HFW(GDC)G(1)-7/2001-


Dated _____


EXPRESSION OF INTEREST

Expression of Interest in two bid system in sealed envelope is hereby invited by the Principal-cum-Chairman (EC), Rogi Kalyan Samiti, H.P.Govt. Dental College & Hospital, Shimla-171001 from the interested vendors on monthly rent basis for running Photocopier /Stationery Shop near Main Gate of HP, GDC, Shimla. The EOI/tender document can be download from the college website www.hpgdcshimla.org.in after the publication of EOI w.e.f. 30-5-2025 to 09-06-2025. Those who wish to download the EOI document should enclose EOI fee as prescribed in the table below through bank draft along with bidding document and EMD drawn in favour of Principal-cum-Chairman(EC), Rogi Kalyan Samiti H.P. Govt. Dental College & Hospital, Shimla.

Sr. No	No. of Shop & Purpose for allotment on rent basis	Cost of EOI document	EMD	Date of start of Sale of EOI document	Last date of purchase of EOI	Last date of submission of EOI	Date & time of opening of Technical Bid
1.	One No. shop for Photocopier /Stationery	₹500/-	₹10,000/-	30-05-2025	08-06-2025 Up-to 05:00 PM	09-06-2025 up-to 01:00 PM	09-06-2025 at 2:30PM

Principal-cum-Chairman (EC),
RKS, H.P. Govt. Dental College
& Hospital, Shimla


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TERMS AND CONDITION OF THE EXPRESSION OF INTEREST TO RUN
THE PHOTOCOPIER /STATIONERY SHOP:-


1. SCOPE OF WORK:

- 1.1. The H. P. Govt. Dental College & Hospital, Shimla -171001 shall provide a shop near main Gate for running the Photocopier/Stationery shop.
- 1.2. The interested bidders may inspect the shop before submitting their Tender/EOI. **It will be imperative on each bidder to fully acquaint him/her self with all the local conditions and factors which would have any effect on the performance.**
- 1.3. The shop shall be opened on all days including Sunday & Holidays from 7:00 AM to 9:00 PM in summer and from 8:00AM to 8:00PM in winter.
- 1.4 The successful shop holder have to execute a contract on Indian non-judicial stamp paper of ₹100/- (Rupees one Hundred only) within Fifteen (15) days from the date of award of this tender in his/her favour and also required to furnish the performance Security Deposit equivalent to two (02) month's rent rate inclusive of GST.

2. RESPONSIBILITY & INSTURCTIONS TO THE SHOPKEEPER:

- 2.1 The Vendor/Shopkeeper must submit EOI in two sealed envelopes separately i.e. the EOI form duly signed on every page along with all the required documents in one envelope **(Envelope-A)** super-scribed as Technical Bid and the offer/price/rent/ license fee of shop on the prescribed Performa as **Annexure-V** in the second envelope **(Envelope-B)** super-scribed as Financial bids (i.e. rent of shop) and both the envelopes **A & B** shall be put in single envelope super-scribed as EOI for Photocopier/Stationery Shop.
- 2.2 **Technical bids envelop will be opened first and the financial bids shall be opened of the technically qualified bids only.**
- 2.3 The shop holder should ensure cleanliness inside & outside the shop, if at any point the shops/ its premises are found to be unclean, the awardee shall be held responsible and penalty of ₹100/- (Rupees One Hundred Only) per occasion shall be imposed.
- 2.4 The Shop holder will bear all the expenses for running the shop and the Dental College shall not in any manner be responsible for any damage caused due to incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury caused to its workmen during discharging their duty.
- 2.5 **The Shop holder will display the rates of different services offered outside the shop on the Board.**
- 2.6 The Shop holder will not be allowed to use the shop allotted by the College for any other purpose or business and if found to be used for other purpose, the contract shall be terminated immediately.
- 2.7 All pages of the EOI and related papers are to be duly authenticated by tenderer or authorized signatory on behalf of tenderer.
- 2.8 The behavior of Shop holders will be courteous to the students, staff and general public so that there may not be any complaint. The Shop holder shall undertake not to permit or to indulge in gambling, drinking or any other unlawful and anti social activity in or around shops in case he/she is found indulging such activities his/her contract will be cancelled immediately.
- 2.9 The College Campus is a **"NO SMOKING ZONE"** hence sale and use of tobacco is prohibited.


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- 2.10 Substandard use of material/product will be subject to the destructions on the recommendations of committee by the Principal-cum-Chairman (EC), RKS, H. P. Govt. Dental College & Hospital, Shimla -171001 without any compensation.
- 2.11 The Successful shop holder will have to sign an agreement on non judicial paper of ₹100/- (Rupees One Hundred Only) for fulfilling the terms & conditions of shop.
- 2.12 There will be cleanliness in and around the shop. The Shop holder, his/her servants and representatives shall obey all order given to them by the Principal-cum-Chairman(EC), RKS, H. P. Govt. Dental College & Hospital, Shimla -171001 or his representative in writing.
- 2.13 The Shop holders will be responsible to pay minimum wages as notified by the state Govt. from time to time to their worker deployed in the shops.
- 2.14 If successful shop holder fails to deposit the above rent & the security within 15 days from issue of award letter, the contract will be terminated immediately.
- 2.15 In case of breach of the contract, Principal-cum-Chairman(EC), RKS, H. P. Govt. Dental College & Hospital, Shimla -171001 may forfeit the security money without assigning any notice to the tenderer.
- 2.16 The Dental college authority reserves the right to cancel the EOI at any stage of EOI process without assigning any reason thereof.
- 2.17 **The tenderer will have to quote the rate of rent for running the Photocopier /Stationery shop. GST 18% shall be charged as per norms over and above the quoted rate. A separate Electricity Meter has already been installed specially for Shop. The Electricity Bill for the shop allotted space of the Dental College shall be borne by the shop holders/ contractor and paid to the HP,SEBL directly as per actual bill raised by HP Electricity Board excluding shop rent.**
- 2.18 The Shop Holders/bidder will pay all the rent, rate & taxes payable under GST/service Act/ income tax.
- 2.19 The Shop Holders shall not charge more than as per rate given below of photocopy from the students and staff of H.P. Govt. Dental College & Hospital, Shimla-1:-
1. Photocopy A-4 size page black & white @₹02/- per copy one side and @₹3/- both side.
 2. Photocopy legal size page black & white @₹03/- per copy one side and @₹4/- both side.
 3. Coloured print out A-4 size page @₹10/- per copy one side and @₹15/- both side.
 4. Spiral binding up-to 50 Pages @₹30/- and @₹50/- 51 to 100 pages.
 5. Photo Paper colour print out up-to 04 images @₹30/- and 06 images @₹40/-.
 6. Lamination A-4 size page @₹20/- and ID cards @₹10/- both side.
- 2.20 The shop holders/bidders sale the stationery items on MRP.
- 2.21 The shop holders/bidders are not permitted to perform any major structural alterations in the shop except white wash & paint. They should upkeep & conduct preventive maintenance & repair of the structural damage occurred during the contract period. The outside paint should similar to be original.
- 2.22 The shop holder will be responsible for compliance with all statutory requirements.
- 2.23 The shop holder will not sublet the shop in any manner and should be available and present in the college premises.

7. ELIGIBILITY CRITERIA

Following documents are required for Technical qualification of Bids.

i)

Self Attested copy of PAN and GST No.

ii)

Address proof (Local /Permanent) either of Voter card/ Aadhar card/Ration card.

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- iii) Declaration as per **Annexure-I** of the vendor/bidder that he has never been blacklisted.
- iv) Undertaking as per **Annexure-II** that the vendor/bidder should submit that there is no ongoing police case/ vigilance inquiry against him/ his Partner and he/she has never been convicted or punished by any Honorable Court of Law.
- v) EMD in the shape of Demand Draft duly pledged in the name of Principal-cum-Chairman(EC), RKS, H. P. Govt. Dental College & Hospital, Shimla -171001

8. EARNEST MONEY DEPOSIT (EMD):

- 4.1 The Expression of Interest shall be accompanied by Earnest Money Deposit (EMD) as specified in the Expression of Interest (EOI) in the shape of **Demand Draft** any Scheduled Bank in favour of Principal-cum-Chairman(EC), RKS, H. P. Govt. Dental College & Hospital, Shimla -1, payable at Shimla and should be valid till 180 days from the last date of submission of the bid.
- 4.2 The EMD of unsuccessful vendors will be returned to them without any interest, after conclusion of the resultant contract. The EMD of the successful vendor will be returned without any interest, after receipt of performance security as per the terms of contract.
- 4.3 The EMD of a bidder may be forfeited without prejudice to other rights of the vendor, if the bidder withdraws or amends its Expression of Interest or impairs or derogates from the EOI in any respect within the period of validity of its EOI or if it comes to notice that the information/documents furnished in its EOI is incorrect, false, misleading or forged. In addition to the aforesaid grounds, the successful bidder, EMD will also be forfeited without prejudice to other rights of vendor, if it fails to furnish performance security within the specified period.

9. AWARD OF CONTRACT


The approval of tender shall be made on the basis of the comparison of Highest (H-1) rent of shop. Award of contract will be issued to the Highest (H-1) Bidder. If due to any reason H-1 bidder fails to deposit due performance security or execute the contract agreement within 15 (fifteen) days after depositing the performance security then that bidder will be rejected & its EMD will be forfeited and H-2 bidder may be called for the negotiation and if H-2 bidder agrees to work on the rates quoted by rejected H-1 bidder then contract may be awarded to H-2 Bidder at the H-1 rates.


10. PERIOD OF CONTRACT AND RENEWAL OF CONTRACT:

The period of contract will be awarded initially for 02 (two) year from the date of award of contract. The tender can be extended on satisfactory performance basis only at enhanced rate of 10% (ten percent) of rent each year on the same terms and conditions on mutual consent basis on year to year basis maximum up to 05 (five) years. If the service provider wants to discontinue the service he will have to give at-least 03months notice in advance and he will not discontinue the services abruptly or till the finalization of fresh tender or any alternate arrangement is made by the department.

11. TERMINATION OF CONTRACT:

The Principal-cum-Chairman (EC), RKS, H. P. Govt. Dental College & Hospital, Shimla - 171001 reserves the right to terminate the contract for repeated non conformance of the terms & conditions of the Expression of Interest.


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12. PERFORMANCE SECURITY:

- a) The Successful vendor shall furnish a performance security of 02(Two) months' rent in advance before taking the possession of shop in the shape of Demand Draft issued by a Nationalized Bank in favour of Principal-cum-Chairman(EC), RKS, H. P. Govt. Dental College & Hospital, Shimla-171001. This shall be submitted within 07 days (minimum) of receiving of notice for Award of Contract, failing which the EMD may be forfeited and the contract may be cancelled. If tender is extended performance security shall also be extended.
- b) If the vendor/contractor violate any of the terms & conditions of contract, the Performance Security shall be liable for forfeiture, wholly or partly, as decided by the Authority and the contract may also be cancelled.
- c) The Authority will release the Performance Security to the firm/contractor on successful completion of contractual obligations.

13. RENT/ PENALTIES:


- 8.1 The Rent will be paid by the contractor on monthly basis, in advance, by 10th of every month. Payment may be received through RTGS/NEFT issued in favour of Principal-cum-Chairman (EC), RKS, HP, GDC, Shimla. Any breach shall attract the provision of forfeiture of part or full amount of Performance Security. **If payment is delayed beyond 10th (Tenth), 0.1% (Zero point one per cent) per day shall be recovered for the period of delayed. If the outstanding amount exceeds the performance security the contract shall be terminated.**
- 8.2 The shop holder selected for running the Photocopier/Stationery, will be required to maintain highest level of cleanliness and standard of hygiene in the shop. A penalty of ₹100/- (Rupees One Hundred Only) per occasion shall be levied for every non conformance.
- 8.3 There shall be no compromise on the quality of material/product used by the Photostat/ Stationery holder and if any such incidence or product adulteration is found, ₹500/- per occasion penalty including black listing the firm, may lead even to termination of the contract.
- 8.4 The shop holder/bidder shall have to display, prominently the list showing rates of each category of Photocopier/Stationery etc. (4'x3') board. In the event of violation of this condition, penalty @ ₹100/- (Rupees One Hundred Only) at a time shall be imposed and the appliances will be confiscated.


14. ARBITRATION:

Any difference(s) or disputes(s) which may arise will be settled by the Principal-cum-Chairman (EC), RKS, H. P. Govt. Dental College & Hospital, Shimla -171001 and in case of need, the case will be referred to the Director, Medical Education & Research, Himachal Pradesh, Shimla for final adjudication.

15. JURISDICTION:

The courts at Shimla will have the jurisdiction for trial of any matter, dispute or reference between the parties arising out of the contract. It is specifically provided that no court outside and other than Courts at Shimla shall have jurisdiction in the matter.


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Principal-cum-Chairman(EC),
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& Hospital, Shimla-171001
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DECLARATION

1. I, Son / Daughter of Shri Proprietor/Partner/contractor/Authorized Signatory of am competent to Sign this declaration and execute this EOI document.

2. I have carefully read and understood all the terms and conditions of the Expression of Interest and hereby convey my acceptance of the same.

3. The information/documents furnished along with the above applicable are true and authentic to the best of my knowledge and belief. I/ we, am / are well aware of the fact that furnishing of any false information /fabricated document would lead to rejection of my Expression of Interest at any stage liabilities towards prosecution under appropriate law.

Signature

Date :

Full Name: _____

Place :

Company's Seal/Firm/Vendor/Individual

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the company letter Head.



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ANNEXURE-II**UNDER TAKING**

(To be submitted on judicial stamp paper of ₹20/- (Rupees Twenty only)
{should be attested by Notary Public of the area})

1. I/ We hereby agree to abide by all terms & conditions laid down in Expression of Interest.
2. This is to certify that I/We before signing this bid have read fully understood all the terms & conditions and instructions contained therein and undertake myself/ ourselves to abide by the said terms and conditions of the Expression of Interest.
3. I/ We shall deploy physically & mentally fit personnel.
4. I/ We undertake that I/ We have gone through all the Expression of Interest line by & agree to abide by all terms & conditions laid under Expression of Interest.
5. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that rates quoted are the lowest quoted for any other institution /Hospital in HP/India.
6. I /We give the rights to the Principal to forfeit the Security money in case of violation of any term and condition of the Expression of Interest by me.
7. There is no vigilance / CBI case or court case pending against the firm.
8. I/ We undertake that my firm has not been blacklisted/de-registered/debarred by the any Govt. or any agency for which I/we have executed/undertaken the works/services anywhere.
9. I shall be vacating any space that may be provided to me by the Dental College authority to carry out the job or otherwise, before I/we put the last bill of the contract period for payment.


Date

Signature of the tenderer

Place

Full Name with designation with seal


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ANNEXURE-III**DETAIL PROFILE OF THE CONTRACTOR/BIDDER/FIRM :-**

1	Name of the Tenderer	
2	Postal address*:	
3	Country	
4	State	
5	City	
6	Pin Code	
7	Telephone No. with STD Code	
8	Mobile No. & Alternative No.	
9	Name of the Bank	
10	Account Number and IFSC	
11	E-mail Id (Primary)	
12	Alternative Email Id	


***NOTE: Address on all the documents should not mismatch. In case of address mismatch, please submit a self attested chronological list of organization/ firm addresses.**


Date: _____

Signature of the contractor with Stamp: _____

Place: _____

Full Name & Address with designation: _____


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ANNEXURE-IV**CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE EXPRESSION OF INTEREST**

Conform the enclosure of all the below documents without which tenderer may not be eligible to participate in the Expression of Interest process.


Sl. No.	Particulars	Detail	Page
1.	Name of contractor/bidder/Firm/vendor/individual	<u>Yes/No</u>	
2.	Permanent address along with proof (Please mention telephone No. / email and attach copy of Aadhar Card/ Voter ID) .	<u>Yes/No</u>	
3.	Photo copy of Self Attested copy of GST No.	<u>Yes/No.</u>	
4.	Photo copy of Self Attested copy of PAN Card	<u>Yes/No.</u>	
5.	Tender Fee DD ₹5,00/- (Rupees Five Hundred only) in the name of Principal-cum-Chairman(EC), RKS,H. P. Govt. Dental College & Hospital, Shimla -1 Date of issue: _____ Issuing bank : _____ DD No.: _____	<u>Yes/No.</u>	
6.	EMD in the form of DD ₹10,000/- (Rupees Ten thousand only) in the name of Principal-cum-Chairman(EC), RKS,H. P. Govt. Dental College & Hospital, Shimla -1 Date of issue: _____ Issuing bank : _____ DD No.: _____	<u>Yes/No.</u>	
7.	Declaration as per Annexure-I to be submitted duly signed by the tenderer/Bidder .		
8.	An undertaking as per Annexure-II to be submitted duly signed by the tenderer/Bidder on a judicial stamp paper of ₹20/- (Rupees Twenty only) which should be duly attested by the Notary Public of the area	<u>Yes/No.</u>	
9.	Experience Certificate (if any)	<u>Yes/No.</u>	


Date: _____

Signature of the contractor with Stamp: _____

Place: _____

Full Name & Address with designation: _____


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ANNEXURE-V**FINANCIAL BID FOR RUNNING PHOTOCOPIER/STATIONERY NEAR MAIN GATE OF H. P. GOVT. DENTAL COLLEGE & HOSPITAL, SHIMLA -171001**


Sr. No.	Description	Rent offered per month	
		In figure	In words
1.	Rent of shop	₹ _____	₹ _____ _____

GST shall be charges extra as per norms.**NOTE:-**

1. Vendors have to write Rent of Shop both in figures and in words, if the amount quoted by the vendor in figure is found overwritten, illegible or wrong, then amount quoted in words shall be taken into consideration.
2. The minimum reserve price of rent of shop shall be fixed by the Expression of Interest Committee of this Institution and kept in the sealed cover. The rate of rent quoted by the vendor, if found less than the reserve price, the offer shall be rejected state way.

Dated: _____**Signature:** _____**Name of the firm/company/vendor/individual, contractor with seal**


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