

SARDAR PATEL UNIVERSITY, MANDI  
HIMACHAL PRADESH



**BID DOCUMENT**

for

composite job/ work of packing, lifting, loading, transporting, unloading, unpacking of furniture, fixtures and packets of the unused answer sheets from: (i) SPU Campus at MLSM College Sunder Nagar to SPU Campus at GDC Bassa (Gohar); (ii) SPU Campus at MLSM College Sunder Nagar to SPU Campus GDC Padhar at Narla and (iii) SPU Campus at GDC Bassa (Gohar) to SPU Campus GDC Padhar at Narla.

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## INTRODUCTION:

SPU intends to shift some of its already running academic streams from the Main Campus at Paddal, Mandi to its two other campuses at Bassa (Gohar) and Narla (Padhar) with effect from the upcoming academic session. For smooth running of the educational activities at these new campuses the required furniture and fixtures are to be made available there for use by the students and the faculty members. Various articles of furniture, fixtures and examination material which are lying unused at SPU's building at Sunder Nagar (which now stands transferred to MLSM College) are therefore being shifted from there to Gohar and Padhar. The articles which are already lying at SPU Campus at GDC Bassa (Gohar) are also to be shifted to SPU Campus GDC Padhar at Narla. Therefore, bids for composite job of packing, lifting, loading, transporting, unloading, unpacking of furniture, fixtures and packets of the unused answer sheet from: (i) SPU Campus at MLSM College Sunder Nagar to SPU Campus at GDC Bassa (Gohar) and (ii) SPU Campus at MLSM College Sunder Nagar to SPU Campus GDC Padhar at Narla and (iii) SPU Campus at GDC Bassa (Gohar) to SPU Campus GDC Padhar at Narla are hereby invited from interested and eligible transporters or firms engaged in the business of transportation activities.

## BIDDING SCHEDULE:

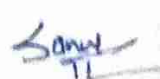
The process of calling and finalization of this Bid has been scheduled as per dates and time mentioned in the table no. 1 below:

Table No. 1

Date of publishing of the bid document on the SPU's official website:	25-06-2025 05:00 PM
Last date for receipt of duly filled in bids:	02-07-2025 03:00 PM
Date & time for opening of Technical cum- Financial Bids :	02-07-2025 03:15 PM

#### INSTRUCTIONS TO THE BIDDERS AND TERMS & CONDITIONS:

- I. The Bid Document is required to be downloaded by the prospective bidders from the SPU's official website, i.e., <http://www.spumandi.ac.in> and the bid document fee thereof amounting to Rs. 200/- should be deposited into the SPU's saving bank a/c number 39358062643, IFSC SBIN0010326, a/c holder: Finance Officer, SPU, Mandi and the details of proof thereof, i.e., UTR No./ NEFT/UPI references etc. should be attached with Annexure-I of the tender document.
- II. The duly filled in bid document as downloaded from the website of SPU, along with all necessary documents, annexure etc., should be kept in a sealed cover and it should be duly super scribed as "Technical cum Financial Bid submitted by (name of tenderer)". It should be addressed to **the Registrar, Sardar Patel University, Mandi, District- Mandi, H.P.** and the aforesaid registered parcel containing the bid document must reach at the above address before the last date and time of receipt of the bids, i.e., 04-07-2025 at 03:00 PM.
- III. The duly filled in bid document as kept in a sealed cover can also be dropped in a sealed tender box as kept in the room of Sh. Deepak Puri, Supdt. (S&P) at SPU's Vivekananda Bhavan, Paddal, Mandi on or before last date and time of receipt of the bids.
- IV. The bids shall be opened on the scheduled date and time, however, if the date fixed for opening of the tenders is declared a holiday, the tenders shall be opened on the next working day at the same time as was fixed for the original date.
- V. All pages of the tender document should be duly signed by the bidder clearly indicating the name and designation of the person signing the document.
- VI. The Earnest Money Deposit (EMD), amounting to Rs. 50,000/- ( Rupees Fifty thousand ) only, in the shape of a Demand Draft (DD) or Fixed Deposit Receipt (FDR) duly pledged in the name of **Finance Officer, Sardar Patel University, Mandi, District- Mandi,**





H.P. should compulsorily be submitted alongwith the Technical cum Financial Bid Document. No other mode of payment of the EMD is acceptable. The EMD so furnished by the bidders will not carry any interest. The EMD in case of unsuccessful tenderers will be refunded to them within one week of signing of contract with the successful tenderer without any interest. The EMD will be forfeited in the event of the bidder's withdrawing or modifying his bid after opening of the tenders and before completion of the tender process i.e. till signing of the contract. It shall also be forfeited in case the bidder with whom the contract has been signed, declines to honour the same or fails to start and/ or to accomplish the work within the prescribed limit of time.

VII. The EMD of the successful bidder shall be retained by the University towards his Performance Guarantee till the satisfactory completion of the work.

VIII. The tenderer must be having an active phone number and e-mail address which should be mentioned in the bid document.

IX. The tenderer must be having a valid Permanent Account Number (PAN) as issued by the Income Tax Department and should attach the **copy of PAN card** with the Technical –cum- Financial Bid Document.

X. The Goods and Service Tax Identification Number (GSTIN), if applicable, should be quoted in the Technical –cum- Financial Bid Document. The copy of **GST registration certificate, if applicable**, should be attached with the Technical- cum- Financial Bid Document.

XI. The tenderer must be having the ownership of at least two commercial vehicles with valid insurance certificates. (Self attested copies of the **RCs and Insurance Certificates of these vehicles** must be enclosed with the Technical –cum- Financial Bid Document).

XII. The bidder must be financially sound and having annual turnover of Rs. 10 Lakh in each of the two financial years preceding the financial year 2024-25. (Self attested copy of the **Turnover Certificate** as issued by the CA must be enclosed with the Technical –cum- Financial Bid Document).

- XIII. The tenderer signing a tender document would be presumed to have considered and accepted all terms and conditions contained in the tender document. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender. Any Act on the part of the tenderer to influence anybody in the SPU- Mandi may invite rejection of his tender.
- XIV. The firm/agency shall indicate the lump sum amount, inclusive of all kinds of taxes, for execution of the said job. The amount should be filled up neatly in both figures and in words. Bidders are also advised not to erase or mutilate the figures, etc. otherwise the bid may be ignored. Any overwriting will not be allowed also.
- XV. Responsibility of taking all necessary permissions from the competent authorities if any for loading, unloading, transporting etc. shall be of the selected bidder.
- XVI. Responsibility for damage/theft/loss etc. of goods during shifting or physical injury to any labour during loading/unloading and transportation shall be of the bidder.
- XVII. The successful bidder shall sign a contract with the undersigned on format as given at Annexure-II of this document at the time of awarding of the work in his favour.
- XVIII. The successful bidder shall start and accomplish the work within two and fifteen days respectively of the date of signing of the contract/ agreement. The bid shall be valid for a period of one month from the date of issue of work order.



**SCOPE OF WORK:** The details of articles/ items which are to be shifted from: (i) SPU Campus at MLSM College Sunder Nagar to SPU Campus at GDC Bassa (Gohar) and (ii) SPU Campus at MLSM College Sunder Nagar to SPU Campus GDC Padhar at Narla and (iii) SPU Campus at GDC Bassa (Gohar) to SPU Campus GDC Padhar at Narla are mentioned in table No. 2 below:-

Table No. 2

S.N.	Description of item (Name & Quantity)	Present location	Location to which the items are to be shifted	
			SPU Campus at GDC Bassa (Gohar)	SPU Campus at GDC Padhar at Narla
1	Almirah (Big) - 20 No.	SPU Campus at MLSM College Sunder Nagar	Almirah (Big) - 10 No.	Almirah (Big) - 10 No.
2	Library Almirah - 20 No.		Library Almirah - 10 No.	Library Almirah - 10 No.
3	Premium chairs - 160 No.		Premium chairs - 140 No.	Premium chairs - 20 No.
4	Revolving chairs - 15 No.		Revolving chairs - 09 No.	Revolving chairs - 06 No.
5	Revolving chair High back - 2 No.		Revolving chair - 2 No.	nil
6	News paper Stand- 4 No.		News paper Stand - 2 No.	News paper Stand - 2 No.
7	Library Shelving rack- 4 No.		Library Shelving rack- 2 No.	Library Shelving rack - 2 No.
8	Sofa Premium - 2 No.		Sofa Premium - 1 No.	Sofa Premium - 1 No.
9	Visitor Chair deluxe - 16 No.		Visitor Chair deluxe - 16 No.	Nil
10	Rack for examination Material - 120 No.		Rack for examination Material - 120 No.	Nil
11	Table Exam - 6 No.		Table Exam - 6 No.	Nil
12	Office Chairs Exam- 24 No.		Office Chairs Exam- 24 No.	Nil
13	Answer Sheet - 125 boxes		Answer Sheet - 125 box	Nil
14	Student Desk - 55 No.	SPU's Campus at GDC, Bassa (Gohar)	Nil	Student Desk - 55 No.
15	Lecture Stand- 06 No.		Nil	Lecture Stand - 06 No.
16	Notice Board- 05 No.		Nil	Notice Board - 05 No.
17	Notice Board (Closed)- 02 No.		Nil	Notice Board (Closed)- 02 No.
18	Office Table- 07 No.		Nil	Office Table - 07 No.
19	Three- Seater Bench Corridor- 08 No.		Nil	Three- Seater Bench Corridor - 08 No.
20	Three- Seater Bench open Area- 06 Nos		Nil	Three- Seater Bench open Area- 06 Nos

Note: The quantity of the aforementioned articles may increase or decrease upto 10%.

*[Signature]*

*25/*

*Sanyal*

*[Signature]*

*[Signature]*



The scope of the work shall mainly include the following:

- (i) The successful bidder shall be required to visit the premises of SPU at Sunder Nagar, Bassa and Padhar on the next day of the date of award of work and will have to submit the whole job plan for approval of the undersigned on the same day.
- (ii) After approval of the job plan of the contractor by the undersigned, the contract/ agreement shall be signed by and between the successful bidder and the undersigned.
- (iii) The work is required to be started and completed by the contractor within two and seven days, respectively, from the date of signing of the contract.
- (iv) Arrangement of vehicles, manpower, equipments, packing material, e.g., gunny bags, packing tape, card board cartons, thermocol sheets etc. and other necessary materials.
- (v) Packing of all the furniture/ fixtures as given in table No. 2 above with suitable packing material.
- (vi) Lift all the packed articles/material and carry these carefully to the ground floor.
- (vii) Loading the same into the goods carrier vehicles.
- (viii) Transportation of these articles to the designated locations.
- (ix) Unloading all the packed articles/material from the vehicles and carry these to the designated floors/rooms of SPU Campuses at Bassa (Gohar) and Padhar (Narla).
- (x) Unpacking of the packed articles/material and placing these in the respective floors/ rooms.
- (xi) Disposal of packing material, as was used for transportation of articles, after unloading, unpacking & installation at the point of delivery.

Note: All the above activities shall be carried out under the supervision of Sh. Deepak Puri, Supdt. (S&P).

**Evaluation of Bids:** The bids received till last date and time shall be evaluated by the Central Purchase Committee of the SPU. The price as quoted, in lump sum, inclusive of all taxes, by those bidders who fulfill all the terms and conditions, compulsorily, as laid down in the tender document shall be compared and the respective bidders will be named as L-1, L-2, L-3 and so on. The L-1 bidder shall be selected as the contractor for this job/ work and he will be awarded the work accordingly. In case the same price, i.e., L-1 price has been quoted by more than one bidder in that case the following procedure will be adopted to select the L-1 bidder:

- (i) By toss, if there is tie between two tenderers.
- (ii) By lottery, if there is tie among more than two tenderers.

Note: In case the L-1 bidder fails to start or to accomplish the job within the prescribed time/ duration, the L-2 bidder shall be awarded the work after negotiation.



**Signing of Contract:** The bidder to whom the work is awarded shall be required to enter into a contract, on the format as per Annexure-II, with the undersigned on a stamp paper valuing Rs. 100/-.

**Performance Security Deposit:** For the due performance of the contract, 100% of the amount of EMD as deposited by the successful bidder shall be retained as Performance Security by the SPU, Mandi. No interest shall be paid on the performance security so furnished. In the event of any breach/violation or contravention of any term and condition of the contract/ agreement, to be signed after award of work, the said performance security deposit, furnished by the contractor shall be forfeited by the Finance Officer, SPU, Mandi. After completion and satisfactory performance of the work the performance security deposit will be returned to him.

**Penalties:** If the contractor or the workers deployed by him breaches the terms and conditions of the contract, penalties as mentioned below will be imposed upon him:

- I. In case the contractor fails wholly or partly to carry out the assigned job within assigned time or the job is not performed to the satisfaction of the SPU Authorities the same shall be arranged through other agencies at the risk and cost of the contractor. The expenditure incurred on such arrangements shall be made good from the amount payable to the contractor.
- II. No payment shall be made for the work which is not performed. Also proportionate deduction from the bill due at that time shall be made for the under-performed work.
- III. The damages, if any, caused to the property of the Sardar Patel University or otherwise during packing, loading, transit, unloading, unpacking and while taking to designated rooms, shall be at risk and responsibility of the bidder. The damages, as caused shall be worked out in monetary terms by the undersigned and shall be deducted from the amount as is payable to the contractor.

**Payments:** The payment shall be made to the contractor as per the following procedure:

The whole payment of awarded value of work/ job, after deducting TDS on IT, TDS on GST and other deductions, if applicable, in favour of the contractor shall be made by crediting the amount, within 7 days of the receipt of the bill on completion of the entire job, in his bank account through NEFT/RTGS. The SPU Authorities will not hold the payment without any justified reason.

**Indemnity:** The contractor shall indemnify the SPU Mandi against all damages/charges and expenses for which he may be held liable or pay on account of his negligence or of his servants/ workers or any other person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or in executing the work or otherwise and against all claims and demands thereof.

## Force Majeure:

- I. The contractor shall not be liable for forfeiture of his performance security or termination of the contract or payment of any damages for any delay or default to the extent that his default and delay, in performance of the contract, is the result of an event of Force Majeure.
- II. A Force Majeure event means any event or circumstance or a combination of events and circumstances referred below:
  - i. Circumstances beyond the reasonable control of the contractor;
  - ii. Circumstances which could not have been prevented or reasonably overcome with the exercise of reasonable skill and care on part of the contractor;
  - iii. Circumstances which do not result from the negligence of the contractor or the failure of himself to perform his obligations.
  - iv. Events of an incapacitating nature and prevents or causes a delay or impediment in performance and may include without limitation an act of God like earthquake, flood inundation, landslide, storm, tempest, hurricane, cyclone, lightning, thunder or volcanic eruption that directly and adversely affect the performance of services by the contractor;
  - v. Hazards of Radioactive contamination or ionizing or biological contamination (except as may be attributable to the contractor's use of radiation or radioactivity or biologically contamination material) that directly and adversely affect the performance of services by the contractor;
  - vi. Industry wide strikes, lockouts, boycotts, labor disruptions or any other industrial disturbances, as the case may be, not arising on account of the acts or omissions of the contractor and which directly and adversely affect the timely implementation and continued operation of the service;
  - vii. An act of war (whether declared or undeclared), hostilities, invasion, armed conflict or act of foreign enemy, blockade, embargo, prolonged not insurrection, terrorist or military action, civil commotion or politically motivated sabotage, for a continuous period exceeding seven (7) days that directly and adversely affect the performance of services by the contractor.
- III. If a Force Majeure situation arises, the contractor shall promptly notify the SPU Authorities in writing or such conditions and the cause thereof. Unless otherwise directed by the SPU Authorities in writing, the contractor shall continue to perform his obligations under the agreement, as far as reasonably practical, and shall seek all reasonable alternative means for performance, not prevented by the Force Majeure event.



**Resolution of disputes:**

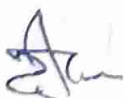
- I. It will be the SPU's endeavor to resolve amicably any disputes or differences that arise between the SPU and the contractor from misconstruing the meaning and operation of the Bid calling and evaluation process and any kind of breach that may happen.
- II. In case of dispute or difference arising between the SPU and contractor relating to any matter arising out of or connected with this tender process, such disputes or differences shall be settled in accordance with the Arbitration and Conciliation Act, 1996. The Director of Higher Education shall be the Arbitrator in connection with this tender process and the subsequent agreement/contract to be entered into by and between the SPU and the contractor and the decision of the Arbitrator will be final and binding on the parties to the contract.
- III. If any dispute arises between the contractor and his manpower in the matter of wages or any service conditions, the same will be settled by the bidder and the workers themselves.
- IV. All legal proceedings, if necessary, related to any parties shall be lodged in the court having jurisdiction in Mandi town only.



(Shashi Pal Negi, HAS)

Registrar,

Sardar Patel University, Mandi





## Technical-cum- Financial Bid

for composite job of packing, lifting, loading, transporting, unloading, unpacking of furniture, fixtures and packets of the unused answer sheet from: (i) SPU Campus at MLSM College Sunder Nagar to SPU Campus at GDC Bassa (Gohar); (ii) SPU Campus at MLSM College Sunder Nagar to SPU Campus GDC Padhar at Narla and (iii) SPU Campus at GDC Bassa (Gohar) to SPU Campus GDC Padhar at Narla:

S. N.	Description	Details			
1	Details of Bid Document Fee deposited by the Bidder into SPU's Bank Account: (copy of UTR /NEFT etc. be attached)				
2	Name and registered address of the Bidder: (self attested copy of the proof be attached)				
3	Contact number and E-mail address of the Bidder:				
4	PAN (self attested copy of PAN card be attached):				
5	GSTIN (self attested copy of registration certificate be attached):				
6	Turnover for at least two FYs preceding the FY 2024-25:				
	2023-24				
	2022-23				
	(copies of certificates as issued by CA in support of turnover so claimed be attached)				
7	Details regarding ownership of commercial vehicles: (self attested copies of the RCs and Insurance Certificates of these vehicles be attached)	S.N.	RC No.	Ins. Cert. validity date	RC & Ins. Cert. Attached/ Not Attached
8	Details of EMD ( Rs. 50,000/-): (DD/FDR, in original, be attached)				
9	Lump sum price quoted for execution of the composite job/ work:	In figures: In words:			

No. of pages enclosed:

Signature of the Bidder with seal

(Annexure -II)



### Format of Contract

This contract is executed today on ..... at Mandi between the Registrar, Sardar Patel University, Mandi, District- Mandi, H.P. far and on behalf of Sardar Patel University, Mandi, H.P. (hereinafter called PARTY of the FIRST PART) AND

Sh. .... (hereinafter called the PARTY of the SECOND PART).

WHEREAS, the FIRST PARTY is having building complexes/campuses at Paddal, Sunder Nagar, Gohar and Padhar in district Mandi.

WHEREAS, various types of furniture articles, fixtures and packets of unused answer sheets are lying at Sunder Nagar campus which are now to be shifted to Gohar and Padhar.

WHEREAS, to hire a goods transporter for shifting of these articles, the FIRST PARTY has published open bids on its official website. AND WHEREAS, after completion of the tender process the SECONSD PARTY has been declared as the successful bidder for the said job/ work.

NOW THEREFORE, both the parties have agreed to execute this contract on the following terms and conditions:-

1. That, the SECOND PARTY shall perform the composite job of packing, lifting, loading, transporting, unloading, unpacking of furniture, fixtures and packets of the unused answer sheet from: (i) SPU Campus at MLSM College Sunder Nagar to SPU Campus at GDC Bassa (Gohar); (ii) SPU Campus at MLSM College Sunder Nagar to SPU Campus GDC Padher at Narla and (iii) SPU Campus at GDC Bassa (Gohar) to SPU Campus GDC Padhar at Narla as has been awarded by the FIRST PARTY in its favour.
2. That, the period of contract shall commence from the date of signing of the contract and shall remain valid till completion of the work or 07 days whichever is earlier.
3. That, for due performance of the contract, 100% of the amount of EMD as deposited by the SECOND PARTY shall be retained as Performance Security by the FIRST PARTY. No interest shall be paid on the performance security so furnished. In the event of any breach/violation or contravention of any term and condition of the contract/ agreement, the said performance security, as furnished by the SECOND PARTY shall be forfeited by the FIRST PARTY.
4. That, the SECOND PARTY shall not engage any sub- contractor or transfer the contract/part of contract to any other person/firm in any manner.
5. In every case in which by virtue of the provisions of the Workman's Compensation Act, the Government of India/Government of HP is obliged to pay compensation to such person employed by the SECOND PARTY in execution of the work; the FIRST PARTY will be entitled to recover from the SECOND PARTY the amount of compensation so paid.
6. The SECOND PARTY shall be entirely responsible, financially or otherwise, for any damage/theft/loss etc. of goods during shifting or for physical injury caused to any of the labourers so employed by the SECOND PARTY for performing the work awarded to him by the FIRST PARTY.
7. The SECOND PARTY must employ adult labourer only. That the SECOND PARTY, himself, will be responsible for any type of statutory/ mandatory claims or penalties in light of the default with reference to the above provisions.
8. If any money shall, as a result of any instructions from the labour authorities or claim or application made under any of the labour laws or Regulations, be directed to be paid by the FIRST PARTY, such money shall be deemed to be payable by the SECOND PARTY to the FIRST

PARTY within seven days after the same has been demanded from the SECOND PARTY by the FIRST PARTY and the latter shall be entitled to recover the amount from the former by making deductions from the amount due to the former.

9. That, the SECOND PARTY shall have to take all mandatory licenses & follow all regulations prescribed by the Government of Himachal Pradesh and other regulatory agencies to run such business from time to time.
10. That, in case of death, insolvency, insanity of the SECOND PARTY or in case of his otherwise becoming incapable of performance of this agreement or in breach of this agreement, the SECOND PARTY binds itself and its successors for making all kinds of payments to the FIRST PARTY for any or all types of defaults at the end of the SECOND PARTY as are determined by the FIRST PARTY.
11. That, in case of disputes or differences arising out of or in the course of performance of this contract what so ever, the matter shall be referred to the Director of Higher Education, H.P. who shall be the Arbitrator in accordance with the Arbitration and Conciliation Act, 1996. The decision of the Arbitrator into such disputes / differences shall be final and binding upon both the parties.
12. That, the SECOND PARTY indemnifies the FIRST PARTY for any loss and damage caused to the property of the FIRST PARTY by it. The loss/damage if any caused to the property of the FIRST PARTY by the SECOND PARTY, shall be assessed by the FIRST PARTY and the same shall be borne by the SECOND PARTY.
13. The SECOND PARTY shall not be liable for forfeiture of its performance security or termination of the contract or payment of any damages for any delay or default to the extent that its default and delay, in performance of the contract, is the result of an event of Force Majeure as defined in para number eleven of the tender document.
14. That, after completion and satisfactory performance of the services and completion of all obligations by the SECOND PARTY the performance security will be returned by the FIRST PARTY to the SECOND PARTY.
15. That, both parties admit that the contents of this agreement have been fully understood by them.

This agreement is hereby signed by both the parties in presence of witnesses hereunder on this .....day of July, 2025 at Mandi.

FIRST PARTY

SECOND PARTY

Witnesses:

1.....

2.....

