

# EXPRESSION OF INTEREST

FOR  
STATIONERY STORE  
AT  
SPA, BHOPAL



**School of Planning and Architecture**  
(An Institution of National Importance, Ministry of Education , Govt. of India)  
Neelbad Road, Bhauri, Bhopal – 462 030 (MP)



# School of Planning and Architecture

(An Institution of National Importance, Ministry of Education, Govt. of India)

Neelbad Road, Bhauri, Bhopal – 462 030 (MP)

Ph: 0755-2526800 Ext. 429 Website: spabhopal.ac.in

No.: SPAB/S&P/F-240/2024-25/

Date 07.03.2025

## **EXPRESSION OF INTEREST FOR STATIONERY STORE**

This Institute intends to establish Stationery Store at its Bhauri campus on outsource basis for the facility and convenience of the students/staff/faculty and residents. The Stationery items related to works of architecture and planning are to be stocked and it should be of good quality or as per requirement of the students. **The requirement of the stationery items with preferred make at SPA Bhopal is attached as Annexure-III herewith for reference.** The bidder should furnish check list as Annexure-I duly signed and sealed.

For details please visit our Website [spabhopal.ac.in](http://spabhopal.ac.in). Interested bidders may submit their comprehensive proposal on or before **27.03.2025** to The Registrar, School of Planning and Architecture, Bhopal, Neelbad Road, Bhauri, Bhopal- 462 030.

The institute will provide space, electricity for running Stationery Store on monthly chargeable basic.

The Bidders are encouraged to conduct their own independent survey, and check the reliability, feasibility before submission of their EoI.

The Competent Authority of the Institute reserves the right to reject any or all the EoI without assigning any reason and the decision of the Competent Authority shall be final and binding.

**Registrar  
SPA, Bhopal**

## BRIEF INFORMATION

<b>Eol No. &amp; Dt.</b>	<b>Eol No. SPAB/S&amp;P/F-240/2024-25/ dt. 07.03.2025</b>
<b>1. Name of work :</b>	Establishing of Stationery Store at its Bhauri campus on outsource basis
<b>2. Duration of Contract</b>	The initial duration of the contract is for a period of One Year extendable by more 04 years on yearly basis depending upon satisfactory performance and as per the recommendation of the Institute committee on the same terms & conditions.
<b>3. Download EOI Document</b>	The Eol document can be downloaded from the Institute's Website: spabhopal.ac.in upto <b>27.03.2025 till 03:00 pm.</b>
<b>4. Processing Fee</b>	Processing Fee of Rs. 5000/- to be deposited through online NEFT or in the Accounts via <b>RTGS/NEFT</b> Account Name: SPA-BHOPAL Internal Receipts Account No.: 2073201002565 IFSC Code: CNRB0004725 Bank Name: Canara Bank Branch Name: Bhauri, Bhopal
<b>5. Pre-Bid Meeting</b>	<b>17.03.2025; 03:00 pm at Conference Room, Senate Block, SPA Campus, Bhauri, Bhopal, Madhya Pradesh - 462030</b> (All interested representative of Firm/Agency/ Company/Shop may participate in the Pre-Bid Meeting)
<b>6. Last date &amp; time for Receipt of Eol</b>	<b>27.03.2025 till 03:00 pm.</b> The Eol received after the due date/time will not be considered under any circumstances, they stand summarily rejected, and they will be discarded.
<b>7. Date and time of Opening of EOI (Technical &amp; Financial Bid)</b>	<b>Will be informed later to the technically qualified bidders.</b>
<b>8. To whom the Eol documents to be submitted</b>	<b>The Eol proposal documents, duly completed and signed along with the prescribed forms (Annexure-I and Annexure-II), should be submitted in two sealed envelopes placed inside one large envelope. The first sealed envelope should be superscribed as "Eol for Provision cum General Store (Technical)," and the second sealed envelope as "Eol for Provision cum General Store (Financial)."</b> <b>Address to:</b>  <b>The Registrar, School of Planning and Architecture, Bhopal, Neelbad Road, Bhauri, Bhopal, PIN-462 030 (M.P.) by speed post/ by-hand OR should be put in a Eol Box kept in at Senate Block, SPA Campus, Bhauri, Bhopal</b>

## EVALUATION OF THE EOI

SPA, Bhopal shall follow two bid systems where the technical bid and financial bid shall be evaluated separately. The evaluation shall be done on marks scored in Technical Evaluation and Financial Evaluation. The Technical Bid evaluation shall be done based on the following criteria:-

### Criteria for Technical Evaluation for Stationery Store :

S. No.	Particulars	Evaluation Criteria	Document Required	Maximum Marks
1.	Firm/Agency/Company/Shop should have minimum 03 years experience in providing these services.	25 Marks for fulfill the criteria	Attach establishment document of Firm/Agency/Company/Shop for providing these services. Attach relevant documents	<b>25</b>
2.	Firm/Agency/Company/Shop should have valid GSTN Registration	5 Marks for fulfill the criteria	Attach signed copy of GSTN	<b>5</b>
3.	Firm/Agency/Company/Shop who have an experience in running activities of similar nature in the educational institute like IITs, IISER, NITs etc. and other Educational Institutions/ State/Central Universities.	5 Marks for fulfill the criteria	Attach experience documents in relevant field.	<b>5</b>
4.	Turnover: Average minimum Annual Turnover of Rs. 6.00 lakh in last 3 Financial year (FY: 2021-22; 2022-23; 2023-24)	Turnover 6 Lakhs to 8 lakhs = <b>5 Marks</b> Above 8 Lakhs to 10 lakhs = <b>10 Marks</b> Above 10 lakhs <b>15 Marks</b>	Attach CA Certificate.	<b>15</b>
<b>Total Maximum Marks</b>				<b>50</b>

**Note:** [Supporting documents for all above (1) to (4) should be enclosed in proposal; otherwise marks will be awarded zero]

**The Financial bid for further evaluation will be considered only those firms who scored minimum 35 Marks in the Technical bid.**

**Technically qualified firms' offered number of percentage (maximum in the Eoi process) in respect of minimum discount on Maximum Retail Price (MRP) will be granted 50 marks and other will be regulated proportionately.**

**For Example: Three Technically Qualified (A, B, C, D & E) Firms offered number of percentage in respect of minimum discount (10%,15%,20%,25% & 30% respectively). Firm (E) offered Maximum 30% will be granted 50 marks and other will be regulated proportionately as following:**

S.N.	Firm Name	Minimum discount	Marks
1.	A	10%	$50/30 \times 10 = 16.66$ Marks
2.	B	15%	$50/30 \times 15 = 25$ Marks
3.	C	20%	$50/30 \times 20 = 33.33$ Marks
4.	D	25%	$50/30 \times 25 = 41.66$ Marks
5.	E	30%	$50/30 \times 30 = 50$ Marks

**Total Marks secured by the Firm in Technical & Financial Bid will be the base of award of the contract. Highest One (H-1) Scored Marks in Technical & Financial Bid may consider for the award of contract.** The Bidders' ranking shall be arranged depending on the marks obtained by each of the bidder both in Technical Evaluation and Financial Evaluation. In case of tie condition in Highest One (H-1) score, Institute has right to award one firm on the basis of past experience, performance & turnover. This decision shall be final and binding to the firms.

If Highest One (H-1) score fails/ refused to provide services after award of Contract, Institute have right to award the contract to next eligible firm.

**Technical Bid for Stationery Store**

<b>S. No.</b>	<b>Particulars</b>	<b>Details/Document Provided</b>	<b>Check List (Please Write Yes/No)</b>
1.	Firm/Agency/Company/Shop should have minimum 03 years experience in providing these services.	Attach establishment document of Firm/Agency/Company/Shop for providing these services. (Attach relevant valid documents)	Establishment document attached (Yes/No)
2.	Firm/Agency/Company/Shop should have GSTN Registration	GSTN Number:	Photocopy of GSTN attached (Yes/No)
3.	Firm/Agency/Company/Shop who have an experience in running activities of similar nature in the educational institute like IITs, IISER, NITs etc. and other Educational Institutions/State/Central Universities.	Organization From To	Copies of the Work Order Attached (Yes/No)
4.	Turnover: Average minimum Annual Turnover of Rs. 6.00 lakh in last 3 Financial year (FY: 2021-22; 2022-23; 2023-24)	Attach CA Certificate.	Copy of the CA Certificate Attached (Yes/No)

Signature of Authorized Signatory  
and Company Seal

**Financial Bid for Stationery Store**

I hereby agree to the terms and conditions attached to the contract for starting and running the Stationery Store and agree to provide the discount of minimum \_\_\_\_\_% on the Maximum Retail Price (MRP) of all the Items.

Date:

Place:

Signature and Seal of the Firm

## **Obligations of the Firm/ Agency/Company/Shop :**

1. The Firm/Agency/Company/Shop shall use only the space earmarked for a particular shop and shall not use any other space for any other purpose.
2. The Firm/Agency/Company/Shop shall not sell any unauthorized materials inside the campus such as Tobacco products, alcohol products and any hazardous products which are harmful for the campus community.
3. The Firm/Agency/Company/Shop shall be responsible for always maintaining cleanliness in the allotted area. All waste generated should be disposed off by the Firm/Agency/ company/Shop at their own cost and shall ensure proper discipline, hygiene and cleanliness of the shop and its surroundings in accordance to instructions of the institute.
4. The Firm/Agency/Company/Shop shall maintain a high standard of hygiene during their operation and follow the instructions of the institute in this regard, issued from time to time.
5. The Firm/Agency/Company/Shop shall be responsible of all statutory compliance with respect to the business undertaken of Govt. of India and Govt. of Madhya Pradesh including labor compliances.
6. As per the requirement items may be introduced.

## **Terms and Conditions :**

1. **Tenure & Termination Clause:** Running of Stationery Store at SPA-Bhopal will be for a period of **5 years extendable on a yearly basis** subject to satisfaction of the Institute and shall stand automatically terminated upon the expiry of the said term. An agreement will be signed between the Institute and the Firm. In case the services are not found satisfactory upon yearly review, the agreement will be terminated by SPA. The SPA, Bhopal also reserves the right to cancel the contract at any time after giving One (01) month notice. The decision of the SPA, Bhopal in this regard shall be final and will be binding on the Firm.

If the Firm/Agency/Company/Shop indulges in carrying out any unapproved activities any violation of rules of the Institute or non-compliance of any directives issued by the Institute, the SPA Bhopal is at liberty to cancel the agreement with immediate effect.

2. Subletting of the Stationery Store after award of work/agreement will not be permitted. If found any such incident, the contract would be immediately terminated, and Security Deposit will be forfeited.
3. The Institute will not provide any other facility other than the space and electricity supply till the distribution point. The manpower and infrastructure to run the have to establish by the Agency/Firm.
4. **Timings & Days of Opening:** The timing of operation of the Stationery Store would be 09:00 AM to 06:00 PM (all days) or with mutual consent of the firm and Institute. The Center shall operate on all six days (Monday to Saturday) of the week and there shall be no holiday except Sunday under any circumstances unless exemption granted by the Institute Authority.

5. The successful bidder would have to make followings:
- (a) **Security Deposit: Security Deposit shall submit within 10 days after allotment order ₹20,000/- (one time in the form of FDR/Bank Guarantee in favour of ‘Director, SPA Bhopal or NEFT/DD in the name of “SPA Bhopal Internal Receipts”** or in the Accounts Name: SPA-BHOPAL Internal Receipts Account No.: 2073201002565 IFSC Code: CNRB0004725 Bank Name: Canara Bank Branch Name: Bhauri, Bhopal. The amount shall be returned after two months of completion of the contract. If there is any damage to any property of SPA Bhopal or any payment dues to SPA Bhopal by the Firm/ Agency/Company/Shop, the SPA Bhopal shall be empowered to recover the dues from the security deposit.
  - (b) **Rent Charges: ₹ 1,593/- per month +GST as applicable.**  
(Firm shall be liable to pay monthly rent regularly by 7<sup>th</sup> of each successive month. Late submission of rent will be charged of Rs.100/- per day as late fee in addition to the rent). If the rent rate is revised, the revised rate will be applicable.
  - (a) The Institute reserves the right to increase the monthly rent by 10% every year after completion of one year contract duration.
  - (b) **Electricity Charges:** As per actual (MPMKVVCL rates as applicable to the Institute)  
*(Firm shall be liable to pay monthly Electricity Charges regularly by 7<sup>th</sup> day of each successive month after receiving the bills from Maintenance Section. Late submission of rent will be charged of ₹100/- per day as late fee in addition to the electricity bill)*  
  
A sub meter will be provided and the electricity charges on actual basis have to be paid to the Institute.
  - (c) If the Firm/ Agency/ Company/Shop do not vacate the allotted space after the expiry of the tenure or after one month of notice period of termination of tenure, the Firm shall be liable to pay a penalty as decided by the Institute in addition to the other charges as applicable.
6. The EoI does not constitute a solicitation. SPA Bhopal reserves the right to change or cancel the requirements at any time during the selection process of Expression of Interest (EoI). SPA Bhopal reserves the right to accept or reject any Expression of Interest (EoI) without assigning any reason and any liability or any obligation to inform the effected firm’s ground for action is not binding of SPA, Bhopal.
7. Any dispute arising under these terms and conditions shall be subject to the Bhopal jurisdiction.

**Registrar  
SPA Bhopal**

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**List of Stationery Items:**

S.No.	Item	Details	Preferred Make
1.	Paraller Bar:	24",32",42"	Accurate/ Universal/Super Nalanda
2.	T-Square	24",32",42"	Accurate/ Universal/Super Nalanda
3.	Adjustable Set-Square	6", 8", 10",12"	Accurate/ Universal/Super, Nalanda
4.	Drawing Board	Quarter Imperial (12" x 18")	Wooden
		Half Imperial (16" x 23")	
		Imperial (23" x 32")	
		Elephant (30"x 42")	
		Imperial (32")	MDF
		Elephant (42")	
5.	Clip Boards	A3, A2	Double Side Laminated
6.	Metal Tray Stand	Imperial (32") Regular	
		Elephant (42") Regular	
		Elephant (42") Superior	
		Elephant (42") Superior (Heavy Duty)	
7.	Set-Square (Pair) Acrylic Sheet	10"x12" (Accurate)	
		10"x14" (Accurate)	
		10"x12" (Arasler/Super)	
		10"x14" (Arasler/Super)	
8.	Steel scales	6", 12", 24"	
9.	Flexi Curve	30 cm, 40 cm, 60 cm	
10.	French Curve with inking Edge	Set of 12 pcs (Complex)	
11.	Engineering Compass with Extension	Staedtler, Rot ring, Local (Superior) ,Maped	
12.	Magnetic Compass	Plastic Imported	Direction Compass
13.	Fishing Wire	Guchhi: (25 mtr Approx)	
14.	Parallel Bar Clamps with Screw :	Set of 4 Pcs.	
15.	Thumbs Pins	Big Size, Small size	Brass & Plastic
16.	U Pin and All Pins packet		
17.	Scotch Tape	3M (Magic Tape) without cutter, 3M (Magic Tape) with cutter	
18.	Cello Tape	1/2", 1",2"	
19.	Non Dust Eraser	Packing 20 Pcs	Apsara Large
20.	Triangle Scale	Packing 20 Pcs	Apsara Small
21.	Triangle Scale	Rotring style	
22.	Technical Pens	0.1,0.2,0.3,0.4,0.8	Rotring
23.	Staedtler Eater Soluble Pencil Set	0.1,0.2,0.3,0.4,0.5,.0.6,0.8	Indian

24.	Technical Pens Inks	Black Rotring),Red (Rotring),Whit (Rotring), Black (India),Coloured (Indian)	
25.	Staedtler Eater Soluble Pencil Set	48 Shade,36 Shade, 24 Shade,12 Shade	Staedtler
26.	Drawing Pencil	HB, B to 9 B H2 to 6HB F	Staedtler (Pack of 12 pcs) Or any other like Faber Castell, Camel, Artline, Apsara etc.
27.	Individual Degree		Apsara
28.	Charcoal Pencil		Camel, Derwent
29.	Pencil Sharpener	Omega Sharpener Machine and other small sharpener	Omega Sharpener Machine or any other
30.	Cutters	Small (Plastic), Big (Plastic),Small (Steel) Big (with Lock-Regular) Plastic	
31.	Blade: (Packing-100 blades)	Small, (Imported-300 blades)	
32.	Black Tape	1/2", 3/4", 1"	
33.	Permanent Marker Pens	OHP, OP, Bold	
34.	Cartridge Sheet	Off White (Imperial),White (Imperial)	
35.	Tracing Paper 480 (Ream)	Rough (Imperial) 3.7 Kg Rough (Imperial) 4.7 Kg Rough (Imperial) 7.3 Kg	
36.	Cutting Mat	A3, A2	
37.	Ammonia Roll	Roll	
38.	Brown Tape	2" 6 Pcs, 1" 12 Pcs	
39.	Gateway sheet 90/95 GSM	Imperial (20"x30") Approx, A1 (24"x 36") Approx, A3, A2	
40.	Tracking Roll 90/95 GSM	Klaus (18 mtr. Approx) Gateway (18 mtr. Approx)	
41.	Sun Board	24"x 32" - 2 mm,24"x32" - 3 mm, 24"x32" - 5 mm	
42.	Foam Board	24" x 32" - 5 mm	
43.	Fevibond	40 ml Tube	
44.	Measuring Tape	5 mtr (with Lock) 30 mtr (with wired cloth)	
45.	Water Color Sets : ( Camlin)	12 shades (5 ml x 12 shades ) S-12 12 shades (20 ml x 12 shades ) L-12 18 shades (9 ml x 18 shades ) M-18	Camlin
46.	Poster Colors (Camlin)	06 Shades 10 ml 12 Shades 10 ml	Camlin
47.	Fabric Colours (Pidilite)	Pack of 6 colours or more	Pidilite
48.	Stretched Canvases (Stretchers Wall)	12" X 24" ,14" X 18",16" X 20", 18" X 18",18" X 24" ,18" X 36", 20" X 20" ,20" X 20",20" X 30", 20" X 40",24" X 24",24" X 30", 24" X 48",24" X 36",30" X 30", 30" X 36",30" X 40",36" X 36", 36" X 48" ,48" X 60",48" X 72"	Stretchers Wall

49.	Brushes (Camlin)	Round set (0,2,4,6,8,10,12) Flat Set (1,2,4,6,8,10,12)	Camlin
50.	Watercolor Pallets	7"x12" Large	
51.	Masking Tape	3/4", 1"	
52.	Portfolios	Regular A1 Size, Regular A2 Size, Regular A3 Size, A1 (Zipper Portfolio) Trio, A3 (Zipper Portfolio) Trio,	
53.	Sketch Books	A2 Size Pad (Shipra) 25 sheet A2 size Loose Sheet (Shipra) 25 sheet A3 Size (Shipra) 30 sheet A3 Size (Shipra) 30 sheet with Butter, A3 Size (Shipra) 50 sheet A3 Size (Shipra) 50 sheet with Butter, A4 Size (Shipra) 30 sheet, A4 Size (Shipra) 50 sheet A5 Size (Shipra) 30 sheet	Shipra
54.	Templates (Alpha)	Circle Master Eclips/ Oval Master Furniture Template 1:50 (Alpha Deluxe) Furniture Template 1:50 Furniture Template 1:100 Furniture Template 1:200	
55.	Pigment Liners Staedtler Set	0.5,1,2,3,5,8	
56.	Stabilo Pen Set Colored	Set of 10	
57.	Sketch Pens Set	Regular Bold (Round)	
58.	Report File		
59.	Stick File		
60.	JK Photocopier paper - A4	JK; 65, 75	
61.	Paper sheets, 100 gsm, A4 size		Oddy
62.	Black sheet		
63.	Folders A2		
64.	Sheet Folders Black		
65.	Tags (Small and Big size)		
66.	Various types of Ball pens and refills		
67.	Stick Pads Multi colours		
68.	Fountain Pens inks all colours		
69.	Water colour brushes Round and Flat set	00, 0, 0.2, 4, 6,8,10,12, 1,2,4,6,8,10,12	
70.	Staplers and Pins All sizes	All sizes	Kangaro
71.	Label Sheets	All sizes	Oddy
72.	Scissors	All types	
73.	Tape Dispensers	Small to big sizes	
74.	Plastic L Folders		
75.	Button Folders		
76.	Note books/Registers		

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