



NOTICE INVITING TENDER

**TENDER DOCUMENT FOR SHOPS AT
IIIT-ALLAHABAD**

S
2014



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref. No. : IIIT-A/Tender/S&P/189/ISSI /2022

Date: 20/04/2022

Tender Notice

1. Sealed tenders are invited under for **Shops (05 nos.)** at Indian Institute of Information Technology, Allahabad (IIIT-A). The details & terms and conditions are as follows:

Place of Work	: IIIT-A, Deoghat, Jhalwa, Prayagraj
Tender issue date	: 20/04/2022
Last submission date of submission of tender	: 11/05/2022 upto 12:00 Noon
Opening of Tender	: 11/05/2022 at 4:00 PM
Bid Security	: a) For Shop no. 1, 2 & 3 - Rs. 10,000/- : b) For Shop no. 4 - Rs. 15,000/-

You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions, etc. upto **11/05/2022 at 12:00 Noon**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Joint Registrar (S&P), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately. Kindly mention enquiry number, subject, due date, contact address etc., on your quotation. Incomplete quotation will not be accepted.

Quotation should be addressed to **Joint Registrar (S&P), IIIT-Allahabad, Deoghat Jhalwa, Prayagraj - 211015**. Please note that tender document will not be accepted after the expiry of stipulated date and time. Details are as below:

S. No.	Name of Shop	No. of Shop Designated
1.	Grocery Shop	01
2.	Stationary, Gift Items, Photocopy and Binding Center	01
3.	Men's Parlor	01
4.	*Laundry shop	02

Note: *Two shops will be awarded for the S.No. 4.

2. The tenders are invited from the reputed and legally qualified contractors who are only well meaning and serious shop keepers with proven antecedents. They would be allotted the shops for operation.
 - The detail terms and conditions are given in Annexure II & III. Annexure-I is common for all categories of vendors and need to be filled by each who wishes to participate in any category of shop. Annexure IV to VII are meant for each category of shop.
 - a) A tenderer shall not submit more than one tender for one shop. One tenderer would be allotted one category of shop only.
 - b) Not more than one license shall be given to one firm/vendor.

20/4



3. Please provide details of Bank account of Firm for returned of EMD and/or Performance Security

Bank's Account Holder Name:.....

Type of Account Name:.....

Address of Branch:.....

Account No:.....

IFSC Code:.....

4. **Bid Security (Earnest Money):** Bid security as mentioned above may be directly transfer into the bank account of Indian Institute of Information Technology Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT. Bid Security may also be submitted in form of Account Payee Demand Draft/Fixed Deposit Receipt/ Banker's cheque or Bank Guarantee from any of the Commercial Banks. The original EMD should be attached with the Bid document. Any bid without EMD fee receipt will not be considered. The Bid Security is to remain valid for a period of 45 days beyond the final bid validity period.

The detail of institute's Bank account is as follows:

Account Name : **IIIT A EMD and Security Deposit Account**
Bank Name : **Punjab National Bank**
Address : **Pipalgaon Branch, Allahabad, Prayagraj**
Account number : **8636000100031943**
IFSC Code : **PUNB0863600**

In case of tenderer whose tenders are not considered for placing order, the earnest money deposit will be returned without any interest within one month after or finalization of the tender. The earnest money will be forfeited in the event of failure to comply with the contract after an offer by the Institute has been made. In the event of the tender being accepted, the earnest money may be adjusted towards security deposit.

5. The Tender will be opened in the presence of the tenderer or authorized representatives interested to be present on **11/05/2022 at 4:00 PM**. Vendors are desired to submit their authorization letter along with a photocopy of their photo identity card. Only one representative will be allowed to attend the opening of tender. Please carry the same original proof of identity for verification purpose at the time of opening of tender/enquiry. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered. For any queries regarding the tender, please send a mail to info.purchase@iiita.ac.in.

[Handwritten signature]
2014

Joint Registrar (Store & Purchase)



Copy to:

- PS to Hon'ble Director- for kind information to Hon'ble director please.

Details about Vendor/Supplier

(To be submitted on Letterhead of Vendor/Supplier)

PROFORMA FOR APPLICATION

1. Name of the firm/proprietary/Company (As registered):-.....
2. Registered Address of the firm:-.....
.....
.....
3. Phone Number:-
4. Proprietor's name:-.....
5. Address of Proprietor:-.....
6. Proprietor's Phone No.:-.....
8. Email Id: -.....
7. Details of the firm:-
 - (a). Date from which the firm is operating:-.....
 - (b) PAN No.:-.....
 - (c) PAN is in the name of Proprietor/Firm (R) specify.....
 - (d) TAN No.:-
 - (e) GST No. :-.....

.....
Seal & Signature of Authorized signatory with date



Terms & Conditions

Scope of work

1. Sealed requests are invited at Indian Institute of Information Technology, Allahabad for 05 nos. shop as detailed below:

S. No.	Name of Shop	No. of Shop Designated
1.	Grocery Shop	01
2.	Stationary, Gift Items, Photocopy and Binding Center	01
3.	Men's Parlor	01
4.	*Laundry shop	02

***For category S.No. 4, two shop will be awarded.**

2. Vendors are desired to quote their rates/discount on MRP of all items quoted category of shop, failing which tender may be rejected.
3. **If the vendor not vacates the shop within the prescribed time limit, Penalty of Rs.500/- per day will be charged for 07 days afterwards penalty of Rs.1000/- per day will be charged.**
4. The contract will be prevalent initially for a period of 01 (one) year which is extendable maximum 03 (three) years on yearly basis subject to the successful fulfillment of the contract and also at the sole discretion of the Institute Competent Authority.
5. The successful bidder/contractor will be required to enter into an Agreement/Contract within 21 days after award of work.
6. Tender documents must be submitted consisting of tender form general terms & conditions of the tenders. Special conditions are required to be complied with by applicants.
7. **Vendor should have experience of at least 03 years (condition apply only for type of shop mentioned at S.No. 4).**
8. The tenderer should quote clearly in figure and words the rates and amounts tendered by him.
9. Any types of Taxes (GST) or other charges on the material, which has not been mentioned while quoting their rates shall not be paid by the Institute/users under any circumstances.
10. **a) A tenderer shall not submit more than one tender for one shop. One tenderer would be allotted one category of shop only.**
b) Not more than one license shall be given to one firm/vendor.
11. The tender so submitted shall be governed by the laws of India and be interpreted in accordance with such laws as at Prayagraj, U.P.
12. Any dispute arising in the process of the tender during its operation, it shall be referred to the sole arbitrator who in such cases shall be the Director, IIIT-A and whose decision shall be binding on both the parties.
13. The interested applicants may be called for discussions by the tender committee duly constituted or nominated by the competent Authority of the Institute at a short notice.
14. In case of the green Vegetables/Fruits/Dairy Products/Grocery items the supply will have to be made out of fresh stocks only. The same will be checked by a team of responsible officers of the Institute nominated for the purpose by the competent authority.
15. The supplier/ tenderer will supply the items/ articles along with the scheme given by the company with that product, if any, free of cost to the user.
16. The acceptance of a tender will rest with the Institute which does not bind itself to accept the lowest tender and reserves itself the authority to reject or partially accept any or all the tenders received without assigning any reason.
17. Tenders are likely to be rejected in case the same are not conforming to the laid down terms and conditions.
18. The Institute shall not be responsible for receipt of tenders after due date due to postal delays or any other reason whatsoever.
19. The tenderer must insure that all the entries are made by one person, using same ink and without any cutting and over writing. If there is any cutting, it should be countersigned.



20. The responsibility of the safety of the hired material against fire, theft, riots and other unforeseen hazards shall be of that of the vendor and Institute shall be kept indemnified against all these losses.
21. A generally safe ambience through Institute security at its main Gates shall be provided free of cost to all vendors.
22. All the rules and regulations of food safety, labours etc. as may be relevant to respective trade of the vendor shall be complied with by the vendor. The vendor shall have necessary licenses from the local or Govt. authorities for running the respective business, and shall be liable to pay all charges, taxes, levies and statutory dues assessments as payable to any public or local authorities in respect of the work and shall also be liable to all fines and penalties which may be levied by the local or Govt. authorities, as a result of non-observance of any of the statues or rules framed there under by such authorities and keep the Institute indemnified against all actions, demands, expenses and charges incurred or suffered on that behalf.
23. The contracting agencies/vendors must have worked in reputed organizations and have to provide details of such organization with the certificate of it, in the prescribed proforma.
24. Agencies interested may visit the campus to have first hand information, if they so desire.
25. Deficiency in not supplying full information/providing incomplete/misleading information shall result in primary rejection of the offer, at any stage, even after having been offered the license and it being in operation.
26. The vendor shall be responsible for:
 - i.)All injury due to any accident to persons, engaged by him/her and;
 - ii.)Any damage arising because of negligence on the part of the Contractor or his employees to the furniture and fittings provided by Institute.
 - iii)Further maintenance in the form of day-to-day cleaning of the premises and other facilities provided would be carried out by the Contractor at their cost and licensed to him;
 - iv) All the disputes shall be supplied to the Allahabad Jurisdiction. The Director IIIT-A shall act as sole arbitrator and will have the full rights to settle all the disputes and that shall be binding on both the parties.
27. Business timings for all licensed vendors, shall be as decided by Hon'ble Director or his nominated person, from time to time, in keeping with the nature of business.
28. The Institute reserves the rights to cancel the tender without assigning only reason and also have right to divide the work into several contractors in the interest of work.
29. Items shown as in the Price Bid Offer are indicative ONLY and for the purpose of Comparison only. Additional Items may be added into any list as per mutual agreement.
30. Conditional Tenders shall not be entertained and rejected summarily.
31. Selected Licensee shall have to enter into an Agreement with the Institute for the purpose on Non-Judicial Stamp Paper of Rs.100/-. The cost of agreement shall be borne by the Licensee.
32. Institute reserves the right to get the antecedents checked for any/all of its vendors, at any time. The vendor shall be required to co-operate with the Institute in the matter. Non - Co-operation shall be sufficient reason for withdrawal of license from the vendor, with all costs on the vendor and no liabilities on the Institute.
33. **SECURITY DEPOSIT:** The successful bidder has to deposit Security deposit Rs.10,000/- or 15000/- as the case may be in favour of "Indian Institute of Information Technology, Allahabad", which has to be electronically transfer through the RTGS/NEFT into the bank account of Institute as mentioned below:

Account Name	: IIIT A EMD and Security Deposit Account
Bank Name	: Punjab National Bank
Address	: Pipalgaon Branch, Allahabad, Prayagraj
Account number	: 8636000100031943
IFSC Code	: PUNB0863600
34. **No interest shall be paid on Security Deposit.** The Security will be forfeited by order of the Competent Authority in the event of any breach or negligence or non-observance of any terms & conditions of the contract. Bid Security will be released after receiving of transaction receipt of RTGS/NEFT of security amount. In case of extension of contract the Security deposit shall remain with the Institute.
35. The **timings and working days** of the shop will be regulated by the **Competent Authority**.



36. The contractor shall **display the list of items & rates in the premises.**
37. The shop should **be kept neat & clean in all respects.**
38. The bearer/staff (**not below the age of 18 years**) employed by the contractor shall have to be medically fit and free from any ailment. The contractor shall not employ young children as prohibited under the law/rules/regulations/Govt. Notification.
39. The contractor and his employees would be governed by the **disciplinary** rules as may be laid down by the institute while they are in the institute premises.
40. **Electricity charges** shall be paid as per actual consumption on the prevailing rates of Indian Institute of Information Technology, Allahabad at such higher rates as may be decided by the Institute from time to time. GST would be paid separately.
41. **The monthly rent of each shop is Rs.1,000/-(excluding GST) & water charge Rs.250/-(excluding GST) per assignee shall be paid by the vendor/contractor. 18% GST will be charged on rent and water charges.**
42. Alteration/modification on the shops given to the vendor shall be done by the vendor at his own cost after due permission from the Institute authorities.
43. Tenderers are strictly prohibited to submit their tender with more than one name/identity. In case a tenderer is found to have indulged in tendering with more than one name/identity he/she shall be black listed for ever.
44. The service agencies must have worked in reputed organizations and will have to provide details of such organizations with the certificate of it in the prescribed proforma.
45. All pages of the tender documents are to be signed and stamped by the tendering firm.
46. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
47. Director, Indian Institute of Information Technology, Allahabad will be the sole arbitrator of all the dispute and his decision will be binding on both the parties.
48. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender notice.
49. **Quotation should be addressed to Joint Registrar (Store & Purchase), Indian Institute of Information Technology, Deoghat, Jhalwa, Prayagraj-211015 (U.P.) India.**
50. Kindly mention enquiry reference number, subject, due date contact address etc on your quotation.
- Incomplete quotation will not be accepted, Quote your email ID and Bank details etc.
51. All disputes are subject to Jurisdiction of Allahabad.

For any query pertaining to this bid correspondence may be addressed to

**Joint Registrar (Store & Purchase)
Indian Institute of Information Technology, Allahabad
Deoghat, Jhalwa, Prayagraj-211015
Phone : +91 0532-2922008 ; E-mail: info.purchase@iiita.ac.in**

Joint Registrar (Store & Purchase)

Certified that the information in the proforma is true. I/We agree to the contents of terms & condition of the quotation/tender.

Seal and Signature of the Proprietor/Authorized Representative



SPECIAL TERMS & CONDITIONS OF LICENSING

1. Only well meaning and serious Shopkeepers/Vendors with proven antecedents would be allotted the shops for operation.
2. Commitment for selling best quality items with fair prices only would be the condition precedent for choice of intending vendors so that the users may have satisfaction of having quality goods at fair and competitive rates on the Campus Premises.
3. By submitting a tender for the work a tenderer will be deemed to have satisfied himself by the actual inspection of the site and locality of the work and that the rates quoted by him in the tender will be adequate to complete such work according to specification and conditions attached thereto and he has taken into account all conditions and difficulties that may be encountered by him during its execution and to have quoted labour and materials rate which shall include cost of material with taxes, octroi and other duties lead, lift loading and unloading freight for materials and all other charges including equipment tools and other facilities etc. and services necessary for proper completion and maintenance of work except such as may be otherwise expressly provided in the contract documents for the completion of the work to the entire satisfaction of the Institute.
4. Acceptance of the tender will be intimated to the successful tenderer through a letter of acceptance. The contractor shall then be required to execute an agreement within the time specified in the letter of acceptance. In the event of failure on the part of the contractor to sign the agreement within the specified time. The acceptance of his tender shall be considered as withdrawn and EMD forfeited. The cost of Stamp Fee for the agreement is to be borne and paid by the Contractors.
5. An agreement would have to be executed by the vendors with the Institute on yearly basis subject to termination of contract either way by serving a prior notice of 1 month in writing and subject further to the express condition that in the event of any unlawful, antisocial and/or anti-institute or unauthorized activities by the vendor having been found, judgment on which made by the Director, IIIT-A being final, the contract shall be terminated even earlier.
6. If the tenderer deliberately gives wrong, incomplete/misleading information leading to the acceptance of his tender, the Institute reserves the right to cancel the contract at any later stage also without assigning any reason therefore.
7. Each licensee shall display at a prominent place in his shop, price of all items/services. Institute shall also be free to display them on its website.
8. Institute intends to allot shops only with the built up structure and its appurtenances under license.
9. Electricity bill shall be payable as per individual meter reading for each shop at Institute approved rates.
10. While all offer of discounts on MRP are welcome, in no case the selling price shall be higher than MRP. For goods/items, whose items are not printed on them as MRP, are expected to be sold at competitive and fair prices. If at any time they are observed to be higher than prevailing market prices, vendor shall be liable for penalty/fines and warning. After two warnings, if the situation does not get rectified, the License shall be liable for termination by the Institute.
11. In case vendors/suppliers give any items on credit, this shall be solely at their own volition, with no responsibility of the Institute in it.
12. Change of nature of business as specified in the agreement shall not be allowed.
13. Vendors will have to ensure utmost cleanliness, hygienic conditions and befitting campus like discipline at their shops and appurtenances at all times, wanton neglect of which, shall invite heavy fines including premature termination of the contract.
14. The contractor has to employ sufficient nos. of healthy, smart, having good mannered workers for servicing.
15. No child labour shall be employed for servicing as per law.
16. All the rules and regulations of food safety, labour etc. shall be complied by the contractor.
17. Agencies interested may visit the campus to have first hand information, if they so desire.
18. The shops shall be open to use by the Institute beneficiaries only. As such, the vendors shall neither invite/entertain nor harbor any users from outside at or around the shops. Violation of this expressed condition shall automatically land in termination of the contract.



19. Deficiency in not supplying full information or providing misleading/incomplete/incorrect information shall result in primary rejection of EOI/License at any stage.
20. No subletting of licensing is allowed. If the same is found at any stage, the license shall be liable for cancellation immediately thereafter.
21. All furniture and fixtures (including Air conditioner(s)) as required for smooth and fair conduct of business shall be put in place by the licensee at his/her own cost without harming the built up structure allotted to the licensee/or its neighbours.
22. For goods/items, whose rates are neither printed on them as MRP and nor are available as company approved price list, are expected to be sold at competitive and fair prices. If at any time they are observed to be higher than prevailing market prices, vendor shall be liable for penalty/fines and warning. After two warnings, if the situation does not get rectified, the License shall be liable for termination by the Institute, with all losses accruing in the matter to be borne by the vendor himself and no liabilities on the Institute.
23. Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website www.iiita.ac.in Intending tenderers are advised to visit www.iiita.ac.in for regular update, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.
24. General business hours shall be discussed with each licensee in keeping with the nature of services/items being sold. In general however all shops are expected to be open on all seven days of the week.

Important - Pl. fill in the CORRECT Financial Bid - Price Offer Document. Using INCORRECT Format shall render your bid being REJECTED SUMMARILY

“It is certified that I agree to the General terms & conditions as well as the special conditions as specified herein above and bind myself to follow and comply with the same. I have gone through all the conditions and understood the same.”

.....
**Seal and signature of the Proprietor with Name/
Authorized Representative**

Cell No:



PRICE OFFER DOCUMENT**(Grocery Shop)**

On the letterhead of the Vendor/Supplier

Sr no.	Name of services/category of items as per advertisement	Offer price (in separate sealed envelope) (Please state clearly that whether the discount is on MRP/Company approved official list price. Show taxes separately, if applicable)	% Discount on MRP/Company Approved Official List Price
1.	Pulses		
2.	Flours		
3.	Rice		
4.	Spices		
5.	Salt		
6.	Sugar		
7.	Cooking Oil		
8.	Bath and hand wash products		
9.	Beauty products		
10.	Skin care products		
11.	Fragrances and deos		
12.	Baby care product		
13.	Cleaning and household products		
14.	Biscuits		
15.	Namkeens		
16.	Sauces, Spreads, Ketchup		
17.	Breakfast cereals		
18.	Bread		
19.	Dairy products		
20.	Biscuits		
21.	Chocolates and candies		
22.	Tea, Coffee		
23.	Ready to cook products		
24.	Dry fruits		
25.	Fruit juices		
26.	Soft drinks		
27.	Sanitary Napkin		
28.	Any other item as per vendor's choice		

.....
 Seal and Signature of Authorized Signatory
 Cell No.....




PRICE OFFER DOCUMENT**(Business Stationery, Gift Shop Items)**

On the letterhead of the Vendor/Supplier

S. No.	Work	Black (Per copy) Rs.	Coloured (Per copy) Rs.		
1.	Xerox (J K Copier)	A4 Paper			
		Legal Paper			
		Executive Paper			
		A 5 Paper			
		A3 Paper			
2.	Lamination	A 4 Paper			
		Legal Paper			
			Spiral Binding Rs.	Comb Binding Rs.	Hard Bound
3.	Binding	Up to 50 pages			
		Up to 100 pages			
		Up to 150 pages			
		Up to 200 pages			
4.	Register (Classmate and equivalent)	Up to 50 pages			
		Up to 100 pages			
		Up to 150 pages			
		Up to 200 pages			
5.	A4 Size photocopy paper	JK copier, Red 75 GSM Rs. Per Ream			
6.	Gift Items	-			
7.	Other Stationary Items as per vendor's choice	-			

.....
 Seal and Signature of Authorized Signatory
 Cell No.....

Note: The vendor may add items in the above list which he wishes to keep in the shop. Final list will be decided by the Institute Authorities, in consultation with the successful vendor.

For goods/items, whose items are not printed on them as MRP, are expected to be sold at competitive and fair prices. If at any time they are observed to be higher than prevailing market prices, vendor shall be liable for penalty/fines and warning. After two warnings, if the situation does not get rectified, the License shall be liable for termination by the Institute.



PRICE OFFER DOCUMENT

(Price offer document for Men's Salon)

On the letterhead of the Vendor/Supplier

S.No.	Description	Market Rate	Maximum offer rate =.....%
1.	Hair cutting		
2.	Shaving		
3.	Facial		
4.	Bleach		
5.	Hair Color		
6.	Beard Setting		
7.	Head massage		
8.	Steam		
9.	Any other item as per vendor's choice		

Note: The vendor may add items in the above list which he wishes to keep in the shop. Final list will be decided by the Institute Authorities, in consultation with the successful vendor.

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Seal and Signature of Authorized Signatory
Cell No.....



PRICE OFFER DOCUMENT**(Price offer document for Laundry shop)****On the letterhead of the Vendor/Supplier**

S. No.	Washing and Pressing Items List	Offer rate	S. No.	Dry Cleaning Items list	Offer rate
1	Shirt/T shirt/Trousers		1	Suit	
2	Kurta pyjama		2	Safari suit	
3	Sweatshirt		3	Coat	
4	Tracksuit		4	Waist Coat	
5	Dhoti		5	Over coat	
6	Briefs/shorts		6	Sherwani	
7	Apron		7	Jacket	
8	Ladies Dress		8	Saree-blouse	
9	Saree- blouse- petticoat		9	Blanket	
10	Skirt		10	Lehenga set	
11	Night gown		11	Gown	
12	Slacks		12	Shawl	
13	Ladies Trousers		13	Cardigan	
14	Bedsheet		14	Ladies Dress	
15	Towel				
16	Sofa cover				
17	Pillow cover				
18	Quilt shell				

Note: The vendor may add items in the above list which he wishes to keep in the shop. Final list will be decided by the Institute Authorities, in consultation with the successful vendor.

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 Seal and Signature of Authorized Signatory
 Cell No.....

