



Indian Institute of Information Technology Una [HP]

An Institute of National Importance under MoE
Saloh, Una (H.P.) -177209

Website: www.iiitu.ac.in

Email: registrar@iiitu.ac.in

Prof. A. N. Gill
REGISTRAR (i/c)

IIITU/EMO/EoI/Stationery-Shop/2022/ 1526

01, Dec.'22

EXPRESSION OF INTEREST FOR RUNNING A STATIONERY SHOP IN IIIT UNA

IIIT Una is an Institute of National Importance established by the Ministry of Education, Govt. of India under Public Private Partnership (PPP) Model. The Institute offers B. Tech. programs in three streams, viz., CSE, IT, and ECE.

The institute requires the service of well-established and financially sound vendors/ Proprietors/ firm to provide stationery shop service for the students and residents of IIIT Una

All the reputed and registered firms (proprietorship, Partnership/Company) are encouraged to participate in the bidding process. The general terms and conditions for the bidder are annexed in Annexure-I. The bidder should have sufficient proof of resources to cater the needs of the service.

The bid document is available online at IIIT Una website i.e. www.iiitu.ac.in

The complete EoI from eligible bidders shall reach the office of the Registrar at following address not later than 17.00 hrs on **31, Dec.'22**.

The Registrar,
Indian Institute of Information Technology Una,
Saloh, Una (H.P.)-177209.

Any bid submitted after the specified time and with incomplete information will not be accepted.

The undersigned may be contacted at registrar@iiitu.ac.in for any genuine queries in this regard.

Canvassing in any form will not be entertained and lead to blacklisting of the firm in the institute.


Amer Nath Gill
(REGISTRAR)

Encl.: (i) Annexure I:- Bidding process cum general conditions.

(ii) Annexure II:- Details of firm offering bid.

(iii) Annexure III:- Compliance form.

(iv) Annexure IV:- Price Bid.

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IIITU/EMO/EoI/Stationery Shop/2022/

01, Dec.'22

ANNEXURE-I: BIDDING PROCESS CUM GENERAL CONDITIONS

A. BIDDER ELIGIBILITY CRITERIA:

The interested firm should be an Indian individual business entity (company/proprietorship/ firm) available with the followings:

1. Certificate of Registration of the bidder under relevant laws, such as Companies Act 1956 and Shops and Establishment Act 1958.
2. The interested firm should have at least 05 years of experience of running a shop/firm of similar works.
3. Minimum turnover of 01 lakhs per annum in last 03 years.
4. Copy of PAN/TAN and G.S.T. registration certificate.

B. EMD DEPOSIT:

Earnest Money Deposit (EMD) of **Rs.10,000/-** is to be submitted in the form of Demand draft in favour of “The Director, IIIT Una” payable at Una. The tender submitted without an EMD will be treated as non-responsive and will be rejected. EMD Shall bear no interest.

C. BIDDING PROCESS:

TECHNICAL BID (ENVELOPE-I)

The sealed Technical Bid (Envelope-I) should contain the following:

1. Bid Submission form (Form-I).
2. Bid compliance form (Form-II) with all the supporting documents.
3. EMD

FINANCIAL BID (ENVELOPE-II)

The sealed Financial Bid (Envelope-II) should contain the following:

1. Price Bid (Form-III).

D. BID EVALUATION PROCESS:

1. The received bid will be opened by a committee duly constituted for this purpose. The technical bid will be opened first for the evaluation as per the eligibility, specification and requirements specified in the bid. The financial offer/bid of only the technical qualified bidder will be opened.
2. After due evaluation of bids, IIIT Una will award the contract to the maximum monthly licence fee of the responsive tenders.

E. TERMS & CONDITIONS:

1. The Price Bid should contain only the duly filled in Form III of the EoI. The bidder shall quote the maximum monthly License Fee that intends to pay to IIIT Una per month. The highest License Fee offering bidder from the Technically Qualified Bidders who fulfils all the terms and conditions of IIIT Una EoI, will be awarded the contract. However, it may be noted that the reserve license fee will be **Rs.2,000/-** per month excluding applicable taxes. The contractor shall pay GST & other statutory levies (as applicable) on the license fee. Bids offering to pay license fee at a rate less than the reserve license fee will be rejected.
2. The contractor have to submit a performance bank guarantee of **Rs.30,000/-** as a security deposit in favour of "**The Director, IIIT Una**", which should be valid till upto the completion of the contract duration.
3. The duration of contract will be initially for a period of **THREE YEARS** from the date of signing the contract. The Director of IIIT Una have discretion for extension of contract 02 years additionally on annual basis if agreed mutually by both the parties. The maximum tenure of the service shall be extendable only up to 05 years period.
4. The rates for Printing, Xerox and Scanning have been fixed by IIITU and shall remain fixed during the period of the contract. The other Stationery items shall not be sold on rates higher than the MRP. The initial price list for items other than MRP listed is as follows:

Sr. No.	Stationery Item	Rate
1.	Scanning	Rs.5/- per page
2.	Xerox/Print Out Black and White	Rs.2/- Page (Single Side) Maximum
		Rs.3/- Page (Double Side) Maximum
3.	Xerox/Print Out Print Color	Rs.10/- Page (Single Side) Maximum
		Rs.15/- Page (Double Side) Maximum

A4 Sheets used for printing should be of good quality.

5. The contractor shall be required to pay a monthly license fee along with electricity charges for the area/shop allotted to him. As mentioned in the preceding paras, the highest License Fee offering bidder from amongst the Technically Qualified Bidders who fulfils all the terms and conditions of IITU Tender, will be awarded the contract. Bids offering to pay license fee at a rate less than the reserve license fee will be rejected.
6. The bidder is not allowed to make additions/alterations in the tender paper. Such additions and alterations shall be at the bidder own risk and shall render the tender to be summarily rejected. Conditional tenders shall not be accepted.
7. The bidder must visit the site and gather a clear idea about the allotted space before submitting the quotation. The bidder shall not make any additions or alterations in the allotted premises during the period of contract. The Contractor shall not transfer or assign or sublease any part of his interest in this license to others.
8. The contractor shall sell only stationery items, but not any other general stores.
9. The EoI shall be submitted only in the name of the registered firm, not by any Third Party. Third Party tenders shall be rejected summarily. Subletting of services will lead to the cancellation of the contract. Contractor shall be required to execute an agreement in the prescribed format before award of the contract.
10. **Timings:** The service hours of the shop shall be from 08.00 AM to 10.00 PM daily which may be modified by institute if and when considered necessary. Any change in the timings of operation, rates of items, and any additional item to be included in the approved list will require the permission of the authority concerned. Penalty will be imposed as decided by the competent authority for not observing timing. The shop /outlet shall operate on all seven days of the week and there shall be no holiday under any circumstances, with the prior instructions/approval of the Estate Office.
11. The Technical Bid opening date will be announced by the institute by mail or telephonically. Email and phone number along with firm address shall be mentioned on the top of Envelope.
12. Late/Delayed Tenders will not be accepted, IIT Una will not be responsible for any Postal/Courier Delay.
13. Prices/discounts of all items must be in Indian rupees and inclusive the applicable taxes.
14. Further, the license fee quoted by the bidder shall be payable together with applicable taxes on or before 10th day of every English calendar month, failing which a fine of Rs.500/- will be charged for each day of delay.
15. The IITU shall have the right to review the working of the contract from time to time and if at any time it is found that the contractor has failed to fulfil any of the conditions of this

contract or that his working is unsatisfactory, IIITU may terminate this License after giving a one-month notice. However, no such notice will be necessary if the contract is terminated on the grounds of serious misconduct or any other act as the IIITU may deem fit.

16. All necessary furniture and other infrastructure shall be in the scope of the Contractor.
17. The contractor shall be responsible to maintain the premises of the building, equipment and other articles supplied by the IIIT Una in good condition. In case of any damage, they shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Contractor himself. In case of theft or damage, the contractor shall replace items lost, broken or damaged with items of the same quality at his own cost and expense.
18. Facility of Payment through BHIM, UPI, Credit / Debit Card, etc. should be made available.
19. Any loss to the Campus residents with regard to the services provided by the licensee shall be the responsibility of the contractor. The Institute shall be indemnified in this regard and shall not be a part of any legal proceedings thereto.
20. The contractor shall maintain the quality of goods/items to be sold / services to be provided. There shall be no compromise in regard to the quality of items to be sold / services to be provided in the shop / outlet premises.
21. The contractor shall maintain full hygienic conditions in the shop/outlet, in storage and in keeping the floor, furniture neat and clean, so as to maintain the standards and aesthetic values in the Shop/outlet. The licensee shall also have to make his own arrangements for safe storage of materials.
22. The premises should be kept well ventilated and well lit. No display/encroachment is allowed outside the premises.
23. Garbage and waste disposal should be done as per the institute norms. Pest / rodent control should be done on a regular basis to control the harmful insects and rodents.
24. Usage of plastic bags is strictly PROHIBITED and the same shall not be used under any circumstances, whatsoever. Instead, use of Paper bags / plates / cups / etc. is encouraged.
25. The contractor shall carry out the work in accordance with this contract and the directives satisfaction of the Director. The IIIT Una may, from time to time, issue further instructions, detailed directions and explanations in regard to:
 - (a) The variation or modification in the list of items / service including additions / omission or substitution.

- (b) The removal from the site of any material thereon by the licensee and the substitution of any other materials thereon.
26. The contractor shall employ in running the outlet only such persons as are careful, skilled, experienced in their trades, dutiful, sober, well-behaved and rules compliant.
 27. Worker(s) in the outlet shall be deployed after deployment is cleared by the Estate Office and for this purpose, the licensee shall provide the details of them in the given format.
 28. The contractor shall neither employ any child labour nor any worker who is below 18 years of age.
 29. All the workers shall invariably carry their ID Cards (to be provided by the licensee at its own costs) and shall be produced to the security personnel and other Institutes authorities, whenever asked for.
 30. The contractor shall be bound to remove any such worker and disallow him/her from entering into the Institute premises that the Institute does not deem appropriate to continue within the Institute premises for administrative or any other reasons.
 31. The contractor shall maintain a complaint book in the outlet wherein the consumers may register their complaints. The complaint book shall be produced every month on the first working day before the Estate Office (through the warden In-charge, if the shop is located in Hostel area) for necessary action.
 32. The complaints shall be dealt by the licensee on priority basis on issues mentioned and compliance report thereon, shall be submitted to the Estate Office along with the production of complaint book. However, if the complaints of identical nature still persist, the Institute would be at liberty to terminate the contract forthwith without giving any more notices.
 33. In case, the contract is terminated, or it comes to an end by efflux of time, the contractor shall handover the vacant possession of the licensed premises within 15 days of the contract coming to an end. Failure to handover the vacant possession of the premises as aforesaid, would render the contract to pay the penal damages to the Institute @ 50 times of the existing flat rate license fee.
 34. IIIT Una administration & students shall have freedom to procure stationery items from the open market. Institute will not be responsible to provide any residential accommodation to personnel deployed by the bidder.
 35. Force Majeure: Any delay due to Force Majeure will not be attributable to the Service provider. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption, or fire or landslide; Radioactive

contamination or ionizing radiation; Strikes or boycotts (other than those involving the Vendor or its employees/representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Contract for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the service provider for a period exceeding a continuous period of 7 (seven) days.


36. Proper inventory handover of civil and electrical items will be done at the time of signing contract and termination of the contract.
37. The contractor shall comply with various legal obligations under the Factory Act, Minimum Wages Act, EPF Ac, Employment Liability Act 1938, Workmen Compensation Act 1923 , Industrial Dispute Act 1947, Maternity Benefit Act 1961, Contract Labor (R&A) Act 1970, GST Act and modifications thereon and other laws relating thereto and the rules made thereunder from time to time.

F. RIGHT OF ACCEPTANCE

1. IIIT Una reserved the right to reject/withdraw the bid without assigning any reason.

G. JURISDICTION

1. In case of any disputes the jurisdiction of Una (H.P.) Court shall apply.

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FORM- I

“DETAILS OF THE FIRM OFFERING THIS BID”

(Write or print or type in block letters)

Tender No.: IIITU/ EoI/Stationery-Shop/22

Date.:

BID SUBMISSION FORM

Offer No.: _____

Date: _____

To
The Director,
Indian Institute of Information Technology Una,
Saloh, Una, 177209.

Dear Sir,

In response to your Tender No. IIITU/EoI/Books & Stationery-Shop22, **EXPRESSION OF INTEREST FOR RUNNING A STATIONERY SHOP AT IIIT UNA.**

The details are as follows:

1. Bidder Name :
2. Website Address :
3. Email Address :
4. Address for Communication :
5. Telephone Number :
6. Fax/Telefax Number :

7. Authorized Person -

Name: _____
Designation: _____
Mobile No. : _____
Email ID : _____

8. PAN Number _____

9. GST Number _____

10. State _____

11. Particulars of EMD

Amount : Rs. _____ Mode of Payment (DD/BG): _____
DD/BG No. : _____

Date : _____
Name of the Bank : _____
Address of the Bank : _____
Validity of BG : _____

12. Details of similar work / order executed during last 05 years (Please submit copy of completion certificate/Essential documents):

Description of the Work/Order Executed	Value of Work/Order Executed	Name of the Client	Start Date	Finish Date	Doc. Evidence at Page No.

DECLARATION BY THE BIDDER

1. It is hereby declared that I/we the undersigned, have carefully read and understood the terms and conditions of the tender document and it is certified that all the terms and conditions of the tender are acceptable to me/us and I/we will abide by the conditions.
2. The information/documents furnished along with our technical bid are true and authentic to the best of my/our knowledge and behalf. I/we hereby declare that our proposal is made in good faith, without collusion and fraud. No forged/tempered documents are produced with the tender form for gaining unlawful advantage. We understand that IIIT, Una is authorized to make enquiries to establish the facts claimed and obtain confidential reports from clients.
3. I/we are well aware of the fact that furnishing any false information/fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.
4. We understand that IIIT, Una is not bound to accept the highest or any bid that IIIT, Una may receive.
5. Neither I/we, nor anybody on my/our behalf will indulge in any corrupt activities/practices in my/our dealing with the IIIT, Una.
6. Each page of the tender document and papers submitted by me/us is authenticated, sealed and signed and I/we take full responsibility for the entire documents. I/we certify that the tender has been submitted in official tender format only and no addition/modification/alteration has been made in the original tender document.
7. I shall vacate the outlet premises and handover it to the institute whenever a notice is served.

Signature of the Bidder :

Name and Designation:


Business Address :

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Place:

Date:

Authorized signatory of bidder with seal

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FORM – II

BID COMPLIANCE FORM

Sr. No.	Description	Admissible certificate/Document Attached (Yes/No)	Page No. of Attachment
Bidder Eligibility criterions			
1	Copy of Registration certificate		
2.	EMD		
3	Work Experience (Atleast two work Order/Similar GST Bills of Claim period)		
4	PAN/TAN/GST Registration		
5	Annual Turnover (Financial Statement/Balance Sheet from Chartered Accountant/equivalent statutory authority)		
6	Signed Tender Document Copy		
7	Bid Submission Form (Form-I)		
8	Price Bid (Form-III) in Separate Envelope	N.A.	N.A.


Note:

1. All the supporting documents attached to this form should be numbered, signed and stamped.
2. Unreadable /Incomplete certificate/documents will lead to rejection of the bid straight away.

Date:

Place:

Sign and Seal of Bidder

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FORM- III

PRICE BID

EMD: Rs. 10,000/-

**EXPRESSION OF INTEREST FOR RUNNING A STATIONERY SHOP AT IIIT
UNA.**

S. No. (I)	Details (II)	Monthly Rent Quoted by the Bidder (Exclusive of all taxes)	
		Rs. (In figure) (III)	Rs. (In words) (IV)
1	One room with common washroom facility. Room Size = 11 feet X 9 feet		

Date:

Place:

Signature & Seal of Bidder

Note: The bids will be rejected straight away in case of the following:

1. If there is a difference in the value mentioned in Column III and IV.
2. If the values in any of the Column (III and IV) are unreadable/unclear or below the reserve price.