

# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

Deoghat Jhalwa, Allahabad- 211011 (U.P.) India

Ph: 0532-2922025; Fax: 0532-2430006; Web: [www.iiita.ac.in](http://www.iiita.ac.in); Email: [dr.e@iiita.ac.in](mailto:dr.e@iiita.ac.in)

## Extension in time Tender Application for Shop at IIIT, Allahabad

IIIT-A invites Tender for Shop: Business & Stationary Centre up to **08.07.2014 till 03:00 p.m.**

- |                        |                                               |
|------------------------|-----------------------------------------------|
| 1) Place of Work       | : IIIT-A, Jhalwa Campus                       |
| 2) Cost of Tender      | : Rs. 1,000/- for each shop through D/D only  |
| 3) EMD                 | : Rs. 10,000/- for each shop through D/D only |
| 4) Date of submission  | : 08.07.2014 (3:00P.M.)                       |
| 5) Tender opening date | : 09.07.2014                                  |

The Tender 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 shop for operation. The details of terms and condition are available on the website of IIIT-A, [www.iiita.ac.in](http://www.iiita.ac.in) which can be downloaded and submitted upto the prescribed time alongwith all the requirements to the undersigned. The same is also available at the security counter of IIIT-A, **Jhalwa Campus** between **10:00 a.m. to 5:00 p.m. from 30.06.14 to 07.07.14 (till 01:00 PM)** against a D/D towards cost of Tender.

  
Deputy Registrar (E)



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**Expression of Interest for Licensing of premises at Institute Shopping Complex**

**Shop for Business & Stationary Centre.**

IIIT-A spreads over above 100 acres of land of Deoghat Jhalwa, Allahabad now has a fully residential campus. To facilitate its Students, Faculty, Officers and Staff members a Shopping Centre comprising of eight shop has been constructed and is ready to be allotted. Expression of Interest is, therefore, sought from established & reputed agencies for above stated shop for licensing at IIIT-A, campus in the proforma available on the Institute website. Interested parties must send the EOI on their letterhead, in the format.

Details are also available on our website ([www.iiita.ac.in](http://www.iiita.ac.in)) which may be seen. Tenders submitted without cost of tender and EMD shall not be entertained and summarily rejected. The last date of submission / receipt of EOI for the above service is 08.07.2014 (3:00PM) at Jhalwa Campus.

Places of above Shop: - IIIT-A Jhalwa Campus, Allahabad

Deputy Registrar (E), IIIT-A

# **Technical Bid**

(To be submitted on Letterhead of Vendor/Supplier)

## **PROFORMA FOR APPLICATION**

1. Name of the firm (As registered):-.....
2. Address of the firm:-.....  
.....
3. Phone Number:- .....
4. Proprietor's name:-.....
5. Address of Proprietor:-.....
6. Proprietor's Phone No.:-.....
7. Details of the firm:-
  - (a). Date from which the firm is operating:-.....
  - (b). Turnover of the firm during:- FY 2011-12 (Rs.).....  
FY 2012-13(Rs.).....  
FY 2013-14(Rs.).....  
(Please attach documentary evidence)
  - (c) PAN No.:-.....
  - d) PAN Card holder:.....
  - (e) TAN No.:- .....
  - (f) UPTT No.:-.....
  - (g) Service Tax Registration No.:-.....
  - (h). Details of Experience:-

| Sl. No. | Name of place where services rendered: | Addresses of such place where services rendered | Period from and to of services rendered |
|---------|----------------------------------------|-------------------------------------------------|-----------------------------------------|
| 1       |                                        |                                                 |                                         |
| 2       |                                        |                                                 |                                         |
| 3       |                                        |                                                 |                                         |

|   |  |  |  |
|---|--|--|--|
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |

Please attach details of satisfactory work accomplished for the above.

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



## GENERAL TERMS & CONDITIONS OF LICENSING

1. Sealed requests are invited by the Director, Indian Institute of Information Technology, Allahabad for Shops of "**Business & Stationary Centre**"
2. Tender documents must be submitted consisting of tender form (Technical and/Financial), general terms & conditions of the tenders. Special conditions are also required to be complied with by applicants.
3. The cost of processing the tender documents is **Rs. 1000/-** in the shape of Demand Draft only drawn in favour of IIIT-Allahabad and payable at Allahabad. The same is required to be attached with the tender form in case of downloaded forms.
4. Tenders should be addressed to the Director "Indian Institute of Information Technology, Allahabad" and sealed properly.
5. The tender must be accompanied with an earnest money deposit (EMD) of **Rs. 10,000/-** through demand draft/banker cheque in favour of the Director, Indian Institute of Information Technology, Allahabad payable at Allahabad. 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 from the date of supply, after or finalization of the tender whichever is later. 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 will be adjusted towards security deposit.
6. The tenderer should quote clearly in figure and words the rates and amounts tendered by him.
7. Trade/Sales tax/VAT or any other tax 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.
8. a) A tenderer shall not submit more than one tender for one shop. However, the same tenderer may submit tenders for different category of shops separately.  
b) Not more than two licenses shall be given to one firm/vendor.
9. The tender so submitted shall be governed by the laws of India and be interpreted in accordance with such laws as at Allahabad, U.P.
10. 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.
11. 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.
12. 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.
13. 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.



14. Tenders are likely to be rejected in case the same are not conforming to the laid down terms and conditions.
15. The tenders may be dropped in the Tender Box kept in the Admin building of the Institute by due date & Time. The tender may also be sent/submitted through post/couriers. The tenders received after due date & time are liable for rejection. The Institute shall not be responsible for receipt of tenders after due date due to postal delays or any other reason whatsoever.
16. The validity of offer shall be for 2 years from the date of opening of technical bid/offer-acceptance letter by the Institute, whichever is later.
17. The financial bid shall be opened only for those applicants whose technical bids are recommended by the technical committee and found to be as per the desired specifications, terms and conditions of the tender asked for.
18. 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.
19. 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.
20. A generally safe ambience through Institute security at its main Gates shall be provided free of cost to vendors.
21. 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.
22. 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.
23. Agencies interested may visit the campus to have first hand information, if they so desire.
24. 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.
25. The vendor shall be responsible for:
  - i.) All injury due to any accident to persons, engaged by him/her and;
  - ii.) For any damage arising due to negligence on the part of the Contractor or his



employees to the furniture and fittings provided by Institute. 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;

iii) 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.

26. Vendors already running mess/cafeteria at the Institute shall not be eligible for participating in this process.
27. Licensee shall be allowed 15 days time to arrange and fix his furniture/fixtures etc. as desired by him at his own cost, in the licensed premises without inflicting any harm to the overall structure of the premises.
28. 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.
29. The Institute reserves the rights to cancel the tender without assigning any reason and also have right to divide the work into several contractors in the interest of work.
30. 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.
31. Conditional Tenders shall not be entertained and shall be rejected summarily.
32. Selected Licensee shall have to enter into an Agreement with the Institute for the purpose on Non-Judicial Stamp Paper of Rs. 100.00. The cost of agreement shall be borne by the Licensee.
33. Institute reserves the right to get the antecedents checked for 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.



## Special Conditions

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 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, Institute reserves the right to cancel the contract at any later stage also without assigning any reason therefor.
7. License shall initially be for a period of two years starting July/August, 2014 though it can be cancelled giving one months notice to the other party by any of the two parties-Institute (First Party) and the vendor (Second Party).
8. 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.

9. Institute intends to allot shops only with the built up structure and its appurtenances under license.
10. Institute does not intend to charge any rent for the allotted premises, but a notional License Fee of Rs. 250/- p.m. per shop shall be chargeable.
11. Electricity bill shall be payable as per individual meter reading for each shop at Institute approved rates.
12. 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.
13. 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.
14. Change of nature of business as specified in the agreement shall not be allowed.
15. 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.
16. The contractor has to employ sufficient nos. of healthy, smart, having good mannered workers for servicing.
17. No child labour shall be employed for servicing as per law.
18. All the rules and regulations of food safety, labour etc. shall be complied by the contractor.
19. Agencies interested may visit the campus to have first hand information, if they so desire.
20. 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.
21. Deficiency in not supplying full information or providing misleading/incomplete/incorrect information shall result in primary rejection of EOI/License at any stage.
22. No subletting of licensing is allowed. If the same is found at any stage, the license shall be liable for cancellation immediately thereafter.



23. 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.
24. For goods/items, whose items 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.
25. 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 COORECT 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

(Financial Bid - Price offer document for Business & Stationary Centre Shop)

On the letterhead of the Vendor/Supplier

(Sealed separately)

**All Rates in Rs. Per Item**

| S.No. |                                    |                                    |              |          |
|-------|------------------------------------|------------------------------------|--------------|----------|
| 1     | Xerox<br>(Paper: JK Copier)        |                                    | Black        | Coloured |
|       |                                    | A 4 Paper                          |              |          |
|       |                                    | Legal Paper                        |              |          |
|       |                                    | Executive Paper                    |              |          |
|       |                                    | A 5 Paper                          |              |          |
|       |                                    | A3 Paper                           |              |          |
| 2     | Lamination                         | A 4 Paper                          |              |          |
|       |                                    | Legal Paper                        |              |          |
| 3     | Binding                            |                                    | Spiral       | Comb     |
|       |                                    | Up to 50 pages                     |              |          |
|       |                                    | Up to 100 pages                    |              |          |
|       |                                    | Up to 150 pages                    |              |          |
|       |                                    | Up to 200 pages                    |              |          |
| 4     | Newspapers & Magazines             | .....% Discount on print price/MRP |              |          |
|       |                                    |                                    | Amt. in Rs.  |          |
| 5     | Register<br><br>(Brand: Classmate) | Up to 50 pages                     |              |          |
|       |                                    | Up to 100 pages                    |              |          |
|       |                                    | Up to 150 pages                    |              |          |
|       |                                    | Up to 200 pages                    |              |          |
| 6     | A 4 size photocopy Paper           | JK Copier 75 GSM                   | Rs. Per Ream |          |

Financial Bid of only Technically successful Bidders shall be opened.

.....  
Seal and Signature of Authorized Signatory

Cell No.

