

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY
AMARKANTAK, (M.P.)



TENDER DOCUMENTS
FOR ALLOTMENT OF SHOPS
AT LALPUR CAMPUS, AMARKANTAK

Tender No. IGNTU/2018/Shops/.1206

Cost of Tender Document : Rs 2000/-
Last Date for submission of Tender : 19.12.2018
Date & Time for opening of Tender : 20.12.2018 at 03:00 PM
Address for submitting Tender : Registrar, IGNTU, Amarkantak (M.P.)

Tender submitted for the Shop :
IGNTU, Lalpur. Amarkantak (M.P)

A pre-bid meeting will be held on 22.11.2018 at 3:00 p.m. at conference Hall No. 02, Administrative Building, IGNTU, Amarkantak (M.P.) 484887, wherein the prospective bidders can seek clarification, if any.

Separate tender document shall be submitted for individual shop along with required EMD and tender cost as defined in the tender document.

The tender duly filled in and complete in all respect, along with all the required documents duly signed with seal on each and every page thereon should reach the Registrar, IGNTU, Lalpur, Amarkantak, Distt- Anuppur, MP- 484887 on or before 19.12.2018 through **Speed Post/Registered post only**.

Registrar
Indira Gandhi National Tribal University
Lalpur, Amarkantak, Distt- Anuppur (M.P.) - 484 887
Website: {<http://www.igntu.ac.in>}

Chapter -01 (Introduction to bidders)

NOTICE INVITING TENDER
FOR THE ALLOTMENT OF AT IGNTU, AMARKANTAK CAMPUS

IGNTU invites sealed Tenders from reputed and eligible bidder / firms under two bid system (Technical & Financial) for running the **Shops** as per the details given below at the IGNTU Campus for the period of 11 Months which is extendable further up to two years in a spells of eleven months on satisfactory performance and mutual consent at IGNTU, Amarkantak Campus, Tender documents can be downloaded from www.igntu.ac.in to fill-up the bid for **Shops**.

- Technical bid containing all eligibility documents. Tender Fee and EMD must be also be submitted as per the date and time mentioned above as Envelope No. 1. The bid will stand rejected if, the bidder is found ineligible. The envelope shall be super-scribed "**Technical Bid for Allotment of Shop**".
- The discount percentage to be specified by the agency in financial bid as per Financial Bid Format as Envelope No. 2. The envelope shall be super-scribed "**Financial Bid for Allotment ofShop**".
- Both the envelopes should be kept in a big envelope shall be **super-scribed "Tender for Allotment of Shop"**.
- **The details of shop is as follows-**

Sr. No.	Shop Place	Shop Title	EMD In Rupees	Shop Area	Minimum License Fee (Per Month)
1	Old Shop Near CBI ATM	Grocery Store	10,000	153 Sqft	2,000.00
2.	Old Shop Near CBI ATM	Fruit & Vegetable shop	10,000	153 Sqft	2,000.00
3	Shop No. 4 Transit House	Cosmetics & Garments	10,000	268.60 Sqft	4700.00

This tender document contains 10 pages having chapter 01 to 05.


Registrar
Indira Gandhi National Tribal University,
Amarkantak (M.P.)

Chapter – 02 (Condition of Contract)

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK, (M.P.)

Sealed tenders are invited from the Firms/Agencies/Individuals for running the Shop at the IGNTU Campus.

1. **Eligibility Criteria:** (Technical bid containing all eligibility documents and EMD must also be submitted as per the designated date and time mentioned above.)
 - a. An individual/ Proprietor firm or Partnership having valid PAN No.
 - b. Having 01-02 year(s) of running a Shop / Merchandise establishment in the similar field enclose necessary documents in support of the claim which could be in the form of Certificate from the client / department, with all related documents as per rules.
1. **Tender fee** - Tender fee of Rs. 2,000/- (Non-Refundable) for the each Shop should be deposited through online payment in favour of “Indira Gandhi National Tribal University payable at University Account No. 6752101000027 IFSC Code: CNRB0006752, Canara Bank, IGNTU Campus, Amarkantak Branch (Branch Code-6752) Anuppur, M.P. – 484887.
2. **Earnest Money-** The earnest money is to be deposited for the each Shop separately as defined above in Indian Rupees in the form of Account Payee Demand Draft or payment through online in favour of “Indira Gandhi National Tribal University, payable at Account No. 6752101000027 IFSC Code: CNRB0006752, Canara Bank, IGNTU Campus, Amarkantak Branch (Branch Code-6752) Anuppur, M.P. – 484887. The Earnest Money should remain valid for a period of forty five days beyond the final bid validity period.
 - i. Earnest money of the unsuccessful bidder(s) shall be **refunded within 30 days** of the completion of the tendering process on the written request of the bidder.
 - ii. EMD of successful bidder will be refunded on receipt of Performance Security.
 - iii. No interest shall be paid on Earnest Money.
 - iv. Earnest money shall stand forfeited
 - a. if the bid is withdrawn at any time before the validity period, or
 - b. if the successful bidder fails to execute the contract and / or does not deposit the Performance Security within the stipulated period.
 - c. EMD is to be kept with “Technical Bid”. The quotation without EMD will be summarily rejected.
3. A copy of PAN (Permanent Account Number), Aadhar No., GST Registration, Shop Registration/ EPF registration (if required) and any other documents as required shall be submitted.
4. There will be 10% increase in Monthly Rent after the successful completion of each 11 months.
5. Incomplete tender will not be entertained.
6. **Evaluation Criteria**
 - (a) The Committee of the University will examine and evaluate the Technical Bids.
 - (b) The Financial Bids of the technically qualified agencies shall be opened to evaluate their bids.
 - (c) The Technically qualified agency / bidder whose total Amount of the rent in the “PRICE BID” is highest shall be allotted the shop to the specified job as mentioned in the tender document.

7. Other Terms and conditions

- a. If any information furnished by the agency is found to be incorrect or false at any time, the tender will be liable to be terminated without any notice and the earnest money shall be forfeited.
- b. The Competent Authority reserves the right to shortlist/reject any or all bids and accept the whole or any part of the bid without assigning any reason. Defaulter of IGNTU, Amarkantak are not eligible to participate in this tendering process.
- c. The allotment shall be initially for a period of 11 months and can be extended further for two years in the spell of 11 months on terms and conditions as decided by the University subject to the satisfactory performance and mutual consent.
- d. The University reserves the right to terminate the contract without assigning any reason by giving the agency one calendar month's notice of its intention to do so and on the expiry of the said period of notice, the contract of agency shall come to an end without prejudice to any right or remedy.
- e. The space shall be vacated within 15 days by the awardee on expiry / termination of the contract, failing which the material / equipment lying in the premises shall be forfeited.
- f. The successful agency shall indemnify the University against all damages / charges and expenses for which the University may be held liable or pay on account of the negligence of the agency or his servants or any 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 any person or in executing the work or otherwise and against all damages and demands thereof.
- g. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and condition of the quotation / or otherwise will be subject to jurisdiction of Courts of Jabalpur (M.P.).
- h. **Penalty Clause:** All equipments / machines / furniture etc. can only be installed in the space allotted by the University. The selected agency shall not use the open space in front of the shop area for any of installation of machines / equipments without the approval from the competent authorities. If found so, a penalty of 10% of monthly rent may be imposed.
- i. **Performance Security:** The successful agency to whom the work will be awarded shall have to submit a Security Deposit equivalent to 05 times of monthly rent (rounded to nearest 100, if needed) through online university bank account within 15 days at the time of award of work, which is refundable on satisfactory completion of contract. No interest will be payable on this security deposit money. If the bidder / vendor fail to pay security deposit within 15 days of issue of allotment letter, the allotment will stand cancelled. In that event the EMD will be forfeited. Such bidder is liable to be blacklisted by the University.
- j. In case of any breach of contract, the Security amount shall be liable to be forfeited.
- k. The monthly rent of the shop shall be fixed for a period of 11 months initially, the qualified agency have to pay the specified rent in the University through online account on or before 5th day of every month, failing which attracts penalty @ Rs 500/- per week or part thereof. The above rent shall be excluding electricity, water and other maintenance charges. The specified agency shall also pay the electricity, water and other maintenance charges as per the IGNTU specified norms.

- l. The electricity charges shall be payable in addition to the rent in University account through online. The sub-meter shall be installed in the premises and the charges for the electricity shall be as per prevailing commercial rates as per actual consumption on the rates as billed by the University on or before 5th day every month, failing which attracts penalty @ Rs. 500/- per week or part thereof.
- m. The awardee or his workers shall not stay in the premises after working hours. But for any exigency, the approval of the Security Officer may be taken in advance.
- n. The University authority / Shop Management Committee shall have the right to free access the Shop.
- o. The Agency shall be responsible for maintenance and proper upkeep of the space allotted to it. No agency will be allowed to use the space outside the allotted area. The successful bidder will make necessary arrangements himself with regard to waste disposal so that hygienic conditions in and around the shops are maintained. Failing which the penalty shall be imposed as recommended by the University Authority.
- p. That the bidder will be responsible for the damages caused to the University property due to his negligence and the cost of repair / replacement shall be recovered from the bidder.
- q. That in case of any complaint about the bidder and their workers misbehavior, harassment etc., the University has the right to terminate the contract by giving one month notice in writing before the expiry of the stipulated period of contract. In such case the security deposit shall be forfeited and the bidder will be debarred in participating any future tendering process in the University.
- r. That the said job shall be undertaken by the allottee only and in no case the activity shall be passed on to any third party.
- s. I-cards to the successful bidder and his supporting staff shall be issued by the bidder itself and workers with valid I- card only will be allowed inside the campus and the ID should be properly displayed.
- t. Successful bidder will have to maintain the high standards of quality & hygiene during its tenure in the University. Failing which attract penalty as per decision of the Authority.
- u. The furniture / counters etc. shall be installed by agency on its own cost.
- v. University advises all the interested parties to visit the site before filling up their bid so, as to make themselves aware about the ground position and / or any clarification / information if they so desire. All the agencies will be required to understand the requirement of University staff and students for which the facilities need to be setup. All the bidders will be required to get their product list and rates which is to be approved by the University. Revision of rates, if deemed essential can be made only with prior approval of the University. Rates will have to be displayed prominently at the shop.
- w. The Rodent / Insect / Pest management inside the shops premises is completely dependent on the awardee. The awardee need to check on the Rodent / Insect / Pest management on their own cost. University shall not be responsible or entertain any of the claims due to damages caused by the rodents / insects / pests.
- x. University shall not be liable for any business loss of awardee.
- y. The awardee shall make sure that printed bills are provided to purchasers on every purchase. If the qualified bidder fails to provide the printed bills for the purchases then the agreement

may be cancelled for non adherence to the government norms and security deposit shall be forfeited.

- z. An agreement has to sign with the University by the awardee.
- aa. The shop's performance will be monitored on a regular basis through the Committee. Meetings of the shop monitoring committee, scheduled every month, should be attended by the awardee and the Management committee of the IGNTU, Amarkantak, and not by any others. All recommendations made by the shop monitoring committee shall be notified to the awardee who must strictly comply with the same.
- bb. The shop shall not construct or make any structural/electrical alterations or install additional fittings inside the premises of the work place without prior approval from the University.
- cc. The awardee shall maintain a register with name, age and address of all their employees working at IGNTU, Amarkantak premises and submit the same to the shop monitoring committee in a prescribed format after obtaining contract. The awardee must report any changes in their list of employees to the shop monitoring committee immediately.
- dd. Waste disposal is the responsibility of the shop. All biodegradable and Non-biodegradable waste has to be segregated at source (by not mixing with biodegradable wastes). No wastage should be thrown out of the shop and surrounding premises. Non-compliance of waste disposal will invite penalty. Service Provider, under no circumstances shall dispose plastic and food waste into the drainage. Damages caused to the drainage system etc, which will result in appropriate repairs will be recovered completely from the awardee.
- ee. Shop Monitoring Committee members shall have right to inspect the facility used and items/ services provided by the shop at any time during the working hours of the facility and beyond, if needed. If any substandard or unauthorized items/services are found to be provided, the shop shall be penalized by the shop monitoring committee and the shop shall have to abide by the corresponding rulings.
- ff. The selling price should not be more than the MRP or prevailing market rate. Failing which liable for termination of contract and forfeiture of Performance Security. Maximum discount may be provided to the buyer.
- gg. The awardee shall not be allowed to involve themself(s) in any other activities/business, otherwise liable for termination of contract and security deposit shall be forfeited.

Place:.....

Dated:.....

(Signature of the Prop./
Authorized Signatory)
With Name and seal

Chapter – 03

Sl No.	Shop Place	Shop Title	Requirements
1	Old Shop Near CBI ATM	Grocery Store	The awardee has to supply the items required in the University campus. If, it is not available in the stock at present time, the awardee has to manage to provide the required items on the next day. The shop shall be opened daily at 08:00 AM and closing time of the shops will not exceed beyond 10:00 P.M.
2.	Old Shop Near CBI ATM	Fruit & Vegetable shop	The awardee has to supply the items required in the University campus. If, it is not available in the stock at present time, the awardee has to manage to provide the required items on the next day. The shop shall be opened daily at 08:00 AM and closing time of the shops will not exceed beyond 10:00 P.M.
3	Shop No. 4 Transit House	Cosmetics & Garments	The awardee has to supply the items required in the University campus. If, it is not available in the stock at present time, the awardee has to manage to provide the required items on the next day. The shop shall be opened daily at 08:00 AM and closing time of the shops will not exceed beyond 10:00 P.M.

Place:.....

Dated:.....

(Signature of the Prop./
Authorized Signatory)
With Name and seal

Chapter – 04

TECHNICAL BID

For Shop

Sl. No.	Description	Information	
1 A	Name of the Bidder		
	Complete Address		
	Phone No.	E-mail ID Website	
1 B	Contact Person / Representative of firm: Name Designation		
	Phone:	Mobile Phone:	
2 A	License No:	Registration No:	
	PAN:	TAN:	
	Aadhar No.	GSTIN :	
	(Enclose copies of the above)		
2 B	Proof for payment of income tax and service tax (last three years) (copy of income tax and service tax payments to be enclosed) (avoid if a start-up)		
3	Declaration about the shops/facilities operated elsewhere (Enclose list of shops/facilities handled up to latest, and ongoing work separately with all the relevant documents) (List to be included with name and the duration, type of service provided etc) if applicable.		
4	Whether Quality Certification obtained for any of the services provided (If Yes, copy to be enclosed) if applicable.		
5	Turnover per annum Rs. (in lakhs)		
6	No. of Employees:		
	Regular	Temporary	

7	Any other information, Bidder wishes to provide in support of credentials	(separate sheets may be used)
8	Criminal proceedings, if any, against the bidder	Yes/ No (if yes, details to be furnished)

Note:

- i) Separate tender document shall be submitted for individual shop along with required EMD and tender cost.
- ii) Any correction in the quotation form should be fully signed by the authorized signatory.
- iii) All pages of the quotation form should be fully signed by the authorized signatory.

I / We the undersigned being the agency as mentioned above, hereby apply to the University for Allotment of Shop for running the Shop No. mentioned on top of this application at IGNTU Campus for the period of 11 months in accordance with the terms and conditions of the Tender documents. I / We have read and understood the terms and conditions of the Tender documents and hereby unequivocally accept the same. The terms and conditions of the document and Tender documents are also signed and being submitted with the tender form.

Place:.....

Dated:.....

(Signature of the Prop./
Authorized Signatory)
With Name and seal

Chapter – 05

Financial Bid

Name and full Address of the quoting form:

Telephone No :

E-mail address (If any)

Name of the shop:

Amount which the firm / individual offers Rs.
In words (Rupees).....

Place:.....

Dated:.....

(Signature of the Prop./
Authorized Signatory)
With Name and seal