



इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय  
INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

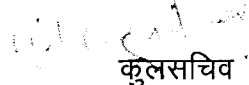
AMARKANTAK (M.P.) || अमरकंटक (म.प्र.)  
(A National University established by an Act of Parliament)  
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय विश्वविद्यालय)

क्र. IGNTU/2018/4167

दिनांक : 24.04.2018  
25

निविदा सूचना

इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय, अमरकंटक (म.प्र.) द्वारा विश्वविद्यालय में सैलून दूकान के लिये मुहर बंद निविदायें आमंत्रित है। निविदादाता विश्वविद्यालय की वेबसाइट [www.igntu.ac.in](http://www.igntu.ac.in) से निविदा प्रपत्र डाउनलोड कर सकते हैं। पूर्ण रूपेण भरे हुये निविदा प्रपत्र अंतिम तिथि 16.05.2018 तक जमा किये जा सकते हैं।

  
कुलसचिव

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



Ref. No. IGNTU/2018/467

Dated: 25.04.2018

**TENDER NOTICE**

Sealed tenders are invited from experienced persons / firms to undertake 11 months contract for the following establishments at Indira Gandhi National Tribal University, Amarkantak (M.P.) Campus. The details are available on the [www.igntu.ac.in](http://www.igntu.ac.in). The bidders may download the tender documents directly from the website and submit the **tender cost of non-refundable tender fee of Rs. 200/- (Rs. Two Hundred only) for tender in favour of "Indira Gandhi National Tribal University" payable at Canara Bank, Amarkantak (A/C No. 6752101000027, IFSC: CNRB0006752).**

S. No.	Place	Establishment	EMD	Security Amount
1.	IGNTU Campus	Barber shop	Rs. 1000/-	Rs. 2500/-

**Note:** The sole purpose of the shop establishment is to facilitate the hostellers, employees with amenities of high standards at the lowest possible rates. Outsiders are not allowed. Hence, tenderers are advised to first visit the location and assess the sale, only those who feel capable of maintaining these standards at the rates provided may apply.

The tender duly filled in and complete in all respect, along with all the required documents duly signed on each and every page thereon should reach the Registrar, IGNTU, Lalpur, Amarkantak, Distt-Anuppur, MP 484 887 on or before 16.05.2018 through **Speed Post/Registered post only.**

Registrar  
IGNTU

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

**TENDER FORM FOR BARBER SHOP AT IGNTU, AMARKANTAK**

**Reference No.:**

**Earnest money deposit: Rs. 1,000/-**

**Tender Submission on or before - 16.05.2018**

**Opening of Technical bid - 17.05.2018**

{TO BE FILLED BY THE TENDERER}

1. I/We have deposited earnest money of **Rs 1,000/-** in favour of Registrar, IGNTU, Amarkantak **in favour of "Indira Gandhi National Tribal University" payable at Canara Bank, IGNTU (A/C No. 6752101000027, IFSC: CNRB0006752).**
2. The rates of license fee as quoted in the attached schedule are inclusive of all charges/expenses required for installation and running of the shop. I/We also undertake to be responsible for payment of all taxes/surcharges/fee etc.
3. Expenses for site preparation work and other expenses maintaining cleanliness of the surrounding area shall be borne by me/us and shall be arranged by me/us after obtaining necessary permission in writing from the Executing Officer of the license.
4. I/We also agree to all terms and conditions of the IGNTU, Amarkantak as stipulated in the tender form or as issued from time to time.
5. There is no criminal case pending against me/ us, nor have I / we been convicted for any criminal offence earlier.
6. I understand that in the event of any of the declarations and annexure being false or untrue the contract is liable to be terminated.

Signature

Name & full address.....

.....

Telephone/ Mobile No.....

## General Terms and Conditions

1. Tender in sealed cover may be submitted in TWO BID SYSTEM containing two parts as detailed below:

**Part – I: -**

Technical Bid (Annexure I) should be put in one sealed envelope with E.M.D and annexure III.

**Part – II: -**

Financial Bid in second sealed envelope. [Annexure II]: The license fee quoted by the bidder should not be less than **Rs. 500/-per month**

**BOTH THE SEALED ENVELOPES [Technical and Financial bid] SHOULD BE PUT IN ONE OUTERCOVER INDICATING THEREON:**

Reference No. of **Tender notice IGNTU/2018/467 dated 25.04.2018**

Last date for submission of the tender: 16.05.2018

Name of the firm/Individual : .....

**Please note that prices should not be included in the Technical Bid. In case prices are quoted in technical bid, the tender shall be rejected. The Pre-qualification documents including EMD/Bid security as required in the tender document should invariably be accompanied with the Technical Bid.** Any EMD previously deposited with the Institute shall not be considered for this tender. No interest is payable on EMD/Bid security. Earnest money is required to protect the IGNTU against the risk of the bidder's conduct, which would warrant the forfeiture of the EMD. Earnest money of a bidder will be forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other right of the IGNTU. The successful bidder's earnest money will be forfeited without prejudice to other right of IGNTU if it fails to furnish the required performance security within the specified period.

2. Tenders submitted without following Two Bid system as mentioned above will be summarily rejected.
3. The financial bid will be opened only in respect of those individuals/companies who qualify in technical bid. Date of opening of financial bid will be intimated separately.
4. EMD will be released by concerned section after the order is placed to the successful bidder. Representative who will collect the EMD will be required to bring a photo ID and authority letter of bidder.
5. **The bidder should enclose the following documents/information duly self attested along with the tender documents. In case of non-submission of any of these documents, tender application will be summarily rejected and no further communication will be made in this regard:**
  - a.) Tendering firm/individual must have at least one year of experience of running of shop of similar nature. The bidder must submit the list of clients along with photocopy of agreement and experience certificate in this regard.
  - b) Affidavit to the effect that the bidder has never been black listed by any organization and has not been debarred from participating in the tendering process of the IGNTU, Amarkantak (M.P.).

- c) Copy of Ration Card, Aadhar Card, Voter ID, Driving License & PAN Card.
- d) An undertaking from the bidder that the payment of GST /Service tax to the concerned department will be ensured by the licensee in the event of award of license to them.

Signature

Name & full address.....

.....

Telephone/ Mobile No.....

### Special Terms and Conditions

- 1 This tender form cannot be sold/ transferred to anybody who has not purchased the form.
- 2 **The licensee shall execute necessary license deed specifying the terms and conditions as mentioned, on the Non-Judicial Stamp Papers worth Rs. 100/- at his own cost, within 15 days from the issue of license memo along with other documents/payments.**
- 3 The license fee for the first month shall be paid within 15 days from the issue of letter of licensing out of the said space and before taking possession. In case of failure to pay, license is liable to be withdrawn.
- 4 The shops of the IGNTU are facilities for students, resident doctors, faculties & employees. Outsiders are not allowed in the premises. The sole purpose of these establishments is to facilitate the stay of the hostellers with amenity of high standards at the lowest possible rates.
- 5 Tender forms duly complete in all respect along with earnest money of **Rs 1,000/- (Rs. One Thousand Only)** in favour of "Indira Gandhi National Tribal University" payable at Canara Bank, IGNTU (A/C No. 6752101000027, IFSC: CNRB0006752) and Annexure I and II should be submitted alongwith the non-refundable tender cost Rs. 200.00 only in a sealed cover, failing which the tender shall be rejected. The whole tender form including the notice shall be submitted while quoting rates. No paper/note should be detached.
- 6 Tender forms shall be legibly filled in or typed neatly giving full address. No figures or words should be over written or corrected in any form. In case the quoted amount as written in words and as in figures do not tally, the rates written in words shall be treated as quoted rates. The tenderer shall take care to write the rates and amount as quoted in a manner that interpolation is not possible.
- 7 The tender should be signed by the **tenderer himself/themselves of his/their-authorized representative. (The authorization to be enclosed wherever applicable).** The validity for the quoted rates shall be 180 days [six months] from the date of tenders are opened. Any firm/individual who restricts the validity of the quoted rates for the period less than six months shall make their tender liable to rejection.
- 8 Alteration in quoted rates or in any term and condition or in validity period after submission of tenders is not permissible and if done, earnest money of the tenderer shall be liable to be forfeited and tender is liable to be rejected.
- 9 The successful bidder will be allowed to provide the services listed in Annexure-III as per rates given against each.
- 10 **Besides the license fee the applicant should pay security deposit of Rs. 2500/- (refundable), electricity charges & Water charges as per consumption according to meter reading per month for the shop within 10 days from the issue of bill failing which the electricity/ water supply will be disconnected without any intimation and the arrears if any will be adjusted from the amount of security deposit.**
- 11 The license shall be for a period 11 months from the date of signing of the license Deed and thereafter may be renewed with 10% increase every term subject to the satisfactory service of the licensee and may be extended entirely on the discretion of the Registrar, IGNTU, for terms and increase in monthly license fee for each term as deemed fit by the authorities. The licensee shall not be eligible for such extension as a matter of right whatsoever, and the decision of the IGNTU. shall be final and binding on the licensee.
- 12 The security money will be refunded after successful completion of the license period and getting a No Demand Certificate from the appropriate authorities i.e. Engineering Department and any other authorities communicated time to time that licensee have cleared all dues in respect of Electricity Bills and handed over the premises without any damage.
- 13 If, in the opinion of the IGNTU, there is any defect or deficiency in the performance of this contract, the Registrar may terminate the license or impose fine of up to Rs. 2000/- (Rupees Two thousand only) on the licensee on each occasion.

- 14 On acceptance of the offer/contract the agreement of License deed is to be signed by the firm within 10 days of issue of letter of acceptance to the firm.
- 15 After acceptance of contract /offer or after signing of agreement if the firm/individual fails to take over the shop or fail to operate the shop within ten days, the earnest money shall be forfeited.
- 16 Approved rate list (with signatures of authority) to be on display at all times prominently.
- 17 Contractors should maintain the hygiene / cleanliness of the premises at all times and according to the Health/Hygienic bye-laws.
- 18 The conduct/behavior, Wages and cleanliness of all shop attendants will be the responsibility of the contractors. The contractors should obtain the necessary police verification of all employees. He/she shall not employ any child labour. The contractor shall follow all the rules as applicable for running of such establishment as laid down by the concerned authority.
- 19 All employees of shop should maintain personal hygiene and undergo regular medical check-up as decided by the IGNTU. No obnoxious trade like beedi, cigarette, pan masala etc., shall be carried on at the premises. The licensee shall ensure strict "No Smoking" inside the premises.
- 20 Sudden closure of the premises and stoppage of work without prior permission from the Registrar may result in cancellation of the license / contract and forfeiture of the security deposit.
- 21 The licensee shall not make any additions or alteration in the premises without permission of the University Authority.
- 22 The successful bidder is deemed to abide by terms and conditions as given in tender document and as stipulated in agreement.
- 23 The rates once decided should be strictly adhered to and cannot be changed in any circumstances without prior approval of the authority of IGNTU.
- 24 Every page is to be signed by the bidder. Any form of canvassing or influencing the decisions of the authorities will result in disqualification of the bid.
- 25 A complaint register is maintained by the successful bidder regarding complaints of the customers. In case of five complaints, IGNTU reserves the right to cancel the contract at one month notice.
- 26 IGNTU reserves the right to terminate as well as forfeit the security, in case of violation of any of terms and conditions of the contract agreement.
- 27 The Registrar, IGNTU may modify, impose or relax any clause in the terms and conditions.
- 28 Any dispute arising out of this contract at any stage shall be referred to the Registrar, IGNTU whose decision shall be final and binding upon both the parties.

I/We accept all the terms and conditions mentioned above.

Name & full address.....

Signature

Telephone/ Mobile No.....

**ANNEXURE –I**

**Technical Bid**

Sl. No.	Description	Information
1	Name of the Bidder:	
	Name of the Firm:	
	Complete Address	
	Phone No.	
2	PAN:	Shop Registration No:
	Ration Card No.	GSTIN :
	Aadhar No.	Voter Id/Driving License:
	( Enclose copies of the above )	
3	Proof for payment of income tax and service tax (last one year) ( copy of income tax and service tax payments to be enclosed) (avoid if a start-up)	
4	No. of shops/facilities operated elsewhere	
5	No. of Employees:	
6	Litigations, if any, connected with the facility.	Yes/ No (if yes, details to be furnished )
7	Any other information, Bidder wishes to provide in support of credentials (Please attach copy)	
8	Criminal proceedings, if any, against the bidder	Yes/ No (if yes, details to be furnished )

Signature

Name & full address.....

.....

Telephone/ Mobile No.....



**ANNEXURE-II**

**[FINANCIAL BID]**

Name and full Address of the quoting firm:

Telephone/ Mobile/Mobile No.:

E-mail address (if any):

Name of the Shop:

**Cost of Services: As per Annexure II**

Time for which it can be operated every day

Including Sundays/ Holidays: As decided by the Engineering & Development Section

**Minimum license fee:**

**Rs. 500/- per month**

**Amount which the firm/  
individual offers to:**

Rs..... (In figures)

**(Pay as License Fee per month)**

Rs.....  
.....(in words)

Signature

Name & Full Address:

.....  
.....  
.....

Telephone/ Mobile No:.....

**Annexure -III**  
**RATE LIST BARBER SHOP**

S.No.	Particulars	Rates (in Rs.)
1.	Hair Cutting	30.00
2.	Shaving	15.00
3.	Bleach	40.00
4.	Facial	40.00
5.	Head Massage	30.00
6.	Hair Coloring (including material)	50.00

Signature

Name & full address.....

.....

Telephone/ Mobile No.....