INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY-DELHI,
IIIT-DELHI
Okhla Industrial Estate, Phase III
New Delhi 110020

(Tel No 011-26907400, Website: www.iiitd.ac.in)

Request for Proposal (RFP) for General Store/ Stationary Shop
including Photocopy and Printing Services

IIIT Delhi invites proposals for General Store/ Stationary Shop including provision of Photocopy and Printing Services at Institute's Campus at Okhla, New Delhi from reputed agencies having shop of similar nature within radius of 10 KMs from the Institute.

Bid Schedule

Date of Start and downloading the tender	09 Dec 2016
Security Deposit	Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft in favor of the" IIIT-Delhi" payable at New Delhi
Last date and time for submission of tender	26th Dec., 2016 at 1430 Hrs
Date and time of technical bid opening	26th Dec., 2016 at 1500 hrs
Address for communication & Submission of tender documents and opening of technical bid	Service Block IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020 (for any queries please e-mail at arun@iiitd.ac.in)

Interested agencies may submit their proposal along with the following documents, duly authenticated and stamped:

1. Proof of having the shop of similar nature within a radius of 10 KMs from the Institute.
2. List of items proposed for sale with MRP and Discounted Price for IIIT-D,
3. Requisite registration certificate for dealing in stationary items,
4. List of present clients,
5. Copy of PAN Card,
6. Copy of Service Tax Registration, as applicable

Award of Work/Evaluation Criteria

The work will awarded to the agency based on the submission of above information/documents. While discounted price will be main criteria, however, this will not be the sole criteria for award of work. The Institute reserves the right to award the work to more than one vendor now and in future also. The Institute also has reserves the right to reject any or all proposals without assigning any reason thereof.

Duration of Contract

The selected agency will have to **pay maintenances charges of Rs 1000/-** per month towards housekeeping and other maintenance.. The duration of the contract will be one year extendable on mutual basis for another two years i.e. for a total period of three years. For the extended period of contract, the

maintenance charges will increase by 10% over previous year charges. The charges will be paid to the Institute in advance, by 7th day of the month.

Security Deposit

The agency will be required to deposit interest free security of Rs.25,000/- (Twenty Five Thousand only), which will be refunded after completion of contract after adjustment of pending dues of the Institute, if any. The security deposit will be forfeited if the agency decides to terminate the work before completion of initial one year as there is no rent during the first year. The agency will, however, be required to give a notice of atleast 03 months, failing which the security deposit will not be refunded.

Timings for Operating the Shop

The timings will be 10:00 am to 8:00 pm.

Institute's Responsibilities

The Institute shall provide:

1. Adequate space for storage and display of items,
2. Paid Electricity Connection.
3. Agency will be allowed to sell items as per the list to be finalized at the time of award of work. However, the tentative items are General Store are like biscuits, packaged namkeens, chocolate, toothpaste, soap, shampoo, all out and also over the counter medicines – such as crocin, Vicks, cough syrup etc., Stationary Items, Photocopying & Printing Services, Lamination, Mobile Re-charge etc.,

Agency's Responsibility:

1. To pay the electricity charges as applicable against the bills.
2. To keep the nearby premises neat and clean.
3. Providing quality services.
4. The items should be branded.
5. Direct collection of payment from customers.
6. Timings should be strictly followed.
7. The agency should have capability to accept payment by credit/debit card, Paytm and other online wallets.
8. The contractors shall be responsible for engaging adequately trained manpower required for providing good Stationery Services in the Institute and arrange payment to the staff engaged as per Labour laws, minimum wages Act. PF, ESI, & Service Tax provisions etc., If applicable.

Financials:

1) MRP and Discounted Price of each item, as applicable.
2) Rates for Printing & Photocopying Services as per details below:

Paper	Size	Rate per copy/page in Rs.
Black Copy 75GSM	A3	
Black Copy 75GSM	A4	
Color Copy 75GSM	A3	
Color Copy 75GSM	A4	
Spiral Binding up to 200 pages	Per page	
Spiral Binding more than 200 pages	Per page	
Lamination	Per page	
Other, if any		

How to submit

The interested agencies may submit their proposal along with the above mentioned documents by subscribing "Proposal for General Store/ Stationary Shop including Photocopy and Printing Services" so as to reach the Registrar, IIIT- Delhi, Okhla Phase –III, New Delhi latest by 1430 hrs on 26 Dec 2016 together with an undertaking as per following format on the letter of the agency duly signed and stamped by the proprietor or authorized person:

UNDERTAKING BY THE TENDERER

We have carefully gone through all the above various terms and conditions for provision of stationery shop at IIIT-D. We agree to all these conditions and offer to provide Services at IIIT-D. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have inspected the Institute premises/allotted space for stationary shop, and have acquainted ourselves with the tasks for providing of stationery, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above. I/we have not been debarred/ blacklisted by any University, Educational Institute, organization of Govt. of India, PSU, autonomous body etc.

Date:
Place _____

Signature of Tenderer
_____

Address : _____
Phone No. _____