



**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY-DELHI,  
(IIIT-DELHI)**  
Okhla Industrial Estate, Phase III New Delhi- 110020 (Tel No 011-2690400, Website:  
[www.iiitd.ac.in](http://www.iiitd.ac.in))

**Notice Inviting Tender (NIT) for General Store and Stationary Shop including Photocopy and Printing Services at IIIT Delhi Campus Okhla Phase-III, New Delhi-110020.**

**Subject: Tender for Stationery Shop.**

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.

The Institute intends to allot space on a license basis to the willing bidders, for opening a Stationery Shop, having the experience to operate such an outlet under its ownership/proprietorship to cater to the needs of the campus community. The item-wise details of work are given in the financial bid. The requirement is only indicative and can be changed on the recommendation of the Eateries Committee. The tenderer should have a sufficient pool of men/machines to cater to the needs.

<b>Name of Work / Service</b>	General Store/ Stationary Shop including Photocopy and Printing Services at IIIT Delhi Campus Okhla Phase-III, New Delhi-110020.
<b>Tender No.:</b>	<b>17/2024 &amp; Date: 18th Oct 2024</b>
<b>Tenure of the contract (maximum)</b>	Initially for one year (said to be the probation period) further extendable up to three years on successful/ satisfactory performance during the probation period.
<b>Approx. Area (In SqMtr)</b>	<b>18.72 Sqm</b>
<b>License Fee / Service Charges per month</b>	Rs. 28548+ GST as applicable
<b>Electricity charges per month</b>	As per the actuals as applicable
<b>Water Charges per month</b>	As per the actuals as applicable-
<b>EMD Amount</b>	The completed tender along with the Earnest Money Deposit (EMD) of <b>Rs.10,000/-</b> by way of bank draft / Pay order in favor of IIIT Delhi Collections payable at Delhi or (except for those who are exempted by NSIC certifications (with Proof)) failing shall be treated as invalid and shall be liable for rejection. This will be enclosed in Technical bid.
<b>Address for communication &amp; submission of tender documents and opening of technical bid</b>	Registrar, IIIT-DELHI, Okhla Industrial Area, Phase III, New Delhi 110020
<b>Last date &amp; time of receipt of tender</b>	08.11.2024 at 3.00PM (tender deposit in the Tender Box kept on 2nd Floor (A208) of Academic Block of the Institute)

<b>Date &amp; time of opening of technical bids</b>	08.11.2024 at 3.45PM
<b>Timing of the Outlet / Shop</b>	08:00 AM to 10:00 PM (Tentative) or as decided by the Competent Authority of IIITD
<b>Place of submission of Tender</b>	Tender deposit in the Tender Box kept on 2nd Floor (A208) of Academic Block of the Institute)
<b>Place of opening of tenders</b>	A-203 , Academic Block ,IIITD Campus Okhla Phase-III, New Delhi-110020
<b>Performance Guarantee &amp; Security deposit</b>	To be submitted by L1 bidder The bidder whose bid is accepted will be required to furnish a Performance Guarantee for <b>Rs 20000/-</b> in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract. This guarantee shall be in the form of DD / FDR in favour of “IIIT Delhi Collections” payable at New Delhi-110020. Bank Guarantee of any scheduled bank drawn in favour of IIIT Delhi. Security deposit for <b>Rs 25000/-</b> in form of Demand draft in favour of “IIIT Delhi Collections” towards utility payments.
<b>Link to download the tender document</b>	<a href="https://www.iiitd.ac.in/tenders">https://www.iiitd.ac.in/tenders</a>
<b>Clarification/Queries, if any, can be addressed to</b>	email ID: admin-project@iiitd.ac.in phone no- 01126907563/564/565 or 011-71985363/9773793610

Note : MSME and NSIC firms are exempted from EMD. Such firms have to submit documentary evidence in support of their firm’s MSME status in the particular area of operations along with an application for exemption.

Bids are accordingly invited on behalf of the Indraprastha Institute of Information Technology, Delhi from the interested parties for the **General Store/ Stationary Shop including Photocopy and Printing Services** with the items as detailed in **Table 1**.

The tender number, bid submission deadline and contact details must be clearly mentioned on the envelope. Bid should be submitted under TWO-BID system in two separate sealed envelopes i.e. “Technical bids” and “Financial bid”.

**Technical bid - First sealed envelope:** Should contain the technical offer along with all annexures/forms and EMD as asked in the tender document. All the above-mentioned documents should be signed & stamped and to be submitted as technical bid as acceptance of the terms and conditions. This first sealed envelope should be super-scribed with ‘Technical bid against Tender for General Store/ Stationary Shop including Photocopy and Printing Services at IIITD Campus. Price indication in the Technical bid will be summarily rejected. Must undertake to obtain License to run the shop in case awarded the contract. Valid PAN and GST Registration documents to be attached.

**Financial bid -Second sealed envelope:** Should contain only Annexure II (Financial Bid) (duly sealed and signed). The format provided in the tender document for the price schedule should be followed and any other format will be liable for rejection. This second sealed envelope should be super-scribed with ‘Financial Bid against for General Store/ Stationary Shop including Photocopy and Printing Services at IIITD Campus.

The above-mentioned two sealed envelopes should be put in another big sealed envelope and should be super-scribed as '**Tender for General Store/ Stationary Shop including Photocopy and Printing Services at IIITD Campus.**

**All the vendors who have worked at IIITD and not cleared their pending dues cannot participate in the bidding process. In case they want to do so they must clear their dues immediately and 15 days prior to bidding.**

**Important Note: A bid submitted not in line with the above guidelines will be liable for rejection.**

All the bid document(s) and enclosures must be signed by the bidder.

**Tender documents can be downloaded from the Institute web site <https://www.iiitd.ac.in/tenders>.**

**Table 1 List of Items for the proposed Stationery Shop**

<b>Sl. No.</b>	<b>Name of Service/items</b>	<b>Items</b>
1.	<b>PHOTOCOPY Black &amp; White Color</b>	A4 Single Side
		A4 Both Side
		A3 Single Side
		A3 Both Side
2.	<b>PRINT OUT Black &amp; White Color</b>	A4 size Single Side
		A4 size Both Side
		A3 size Single Side
		A3 size Both Side
3.	<b>SPIRAL BINDING</b>	Spiral Binding (A4 size up to 100 pages)
		Spiral Binding (A4 size up to 200 pages)
4.	<b>FILES &amp; FOLDERS</b>	All types of Files
		All types of Folders
5.	<b>REGISTERS &amp; NOTE BOOKS</b>	Registers
		Classmate/ My Companion Note Books
		Spiral Note Books
		Notepads
6.	<b>PENS</b>	Pilot Pens
		Uni-Ball Pens
		Pierre Cardin & Parker Pens
		All other Pens
7.	<b>OTHER ITEMS</b>	Calculators
		All Kangaroo Stationery Products
		Mechanical Pencils
		Engineering Instruments
8.	<b>OTHER STATIONERY ITEMS</b>	Pencil, Eraser, Marker, Sketch Pens, Colors, Chart Paper and Envelopes etc.

**GUIDELINES FOR BIDDERS**

1. The prescribed bid form shall be duly filled by the bidder in all respects and should be sent to the CE, IIITD.
2. Technical bid & Financial bid, if not enclosed in separate sealed envelopes, the tender shall be rejected.
3. The tenders will be opened on the prescribed date and time in the presence of authorized representative(s) of the bidding parties (if any).
4. The Financial bids of technically qualified bidders shall only be opened.
5. All entries in the tender shall either be typed or be written in ink, Erasure and overwriting are not permitted and may render such tenders liable to summary rejection. All cancellations and insertions shall be duly attested by the tenderer.
6. The Institute reserves the right to cancel the tender process at any time without assigning any reasons.
7. Every page of the bid must be duly signed by the bidder. Any bid without the bidder's signature on each page and without a valid authorization certificate may/shall be rejected without assigning any reason.
8. If the bidder is a dealer/agency, there must be a valid authorization certificate from the competent authority/Board resolution, authorizing the person to sign and file the bid on behalf of the Company.
9. Overwriting or cutting in bid documents must be avoided. However, if any overwriting or cutting is caused due to some unavoidable reason, the same must be duly attested by the person signing the bid document.
10. The bidder is not allowed to make any additions/alterations to the tender paper. Such additions and alterations shall be at the bidder's own risk and shall render the tender to be summarily rejected. **Conditional tenders will not be accepted.**
11. The bidder shall give his/her complete permanent and correspondence address in Annexure-I and shall also furnish/attach proof thereof.
12. The bidder must submit their official e-mail ID.
13. On acceptance of the Tender, the name of the accredited representative(s) of the bidder, who would be responsible for taking instruction from the Employer, shall be communicated to the Employer.
14. The bidder whose bid is accepted shall submit a ₹ 100/- non-judicial stamp paper at its own cost to the Office of CE for preparing the contract agreement to be signed by both parties.
15. The party, whose tender is accepted, will have to sign an agreement within 30 days from the award of the tender. This is the sole responsibility of the bidder to submit the signed agreement between both parties, as per the consultation of the Office of CE, within 30 days from the date of award of the contract to the Purchase section.
16. The successful bidder lies the responsibility under this Contract commences from the date of issue of the Letter of Intent/Award by the Institute. The successful bidder shall be required to execute an agreement in the prescribed form, with the Institute, within the specified time after the acceptance of award of tender. The expenses for completion and making a required number of copies and compilation of Contract Documents duly bound/titled and stamping/registration of the agreement with the prescribed authority, if necessary, shall be borne by the bidder.
17. The tender will remain valid for 90 days from the date of opening of the bids. After submission of the bid, it shall be deemed that the bidder has undertaken to keep its tender open for acceptance for the entire period of 90 days and will have no right to withdraw the same before the expiry of the said period.
18. Prices/discounts of all items must be in Indian rupees and must be inclusive of GST and all other

taxes.

19. The offer shall be kept open for acceptance for 90 days from the date of opening of tenders. In case the Institute observes that the rate rates quoted are not reasonable and high as compared to the market rates, negotiations may be done with the L-1 vendor only.
20. The rates quoted shall be all-inclusive rates for the item/services/work, including materials, labour, machinery, carriage & transport, supervision, overheads & profits, mobilizing, all taxes, and other charges whatsoever including any anticipated or unanticipated difficulties etc.
21. GST, works contract tax, or any other tax, any royalties, duties, levies, cess, entry tax, octroi, profession tax, turnover tax, or of like on material or finished work in respect of the contract shall be payable by the tenderer. The Institute will not entertain any claim whatsoever in respect of the same, and nothing extra shall be paid/reimbursed for the same subsequently.
22. The bidders are advised to inspect and examine the location of the shops before submitting their bids.
23. Submission of a tender by a tenderer implies that he has read this notice and all other Contract documents and has made himself aware of the scope and specifications of the work to be done & local conditions and other facts or having a bearing on the execution of the work.
24. Conditional tenders, tenders containing absurd or unworkable rates and amounts, tenders which are Incomplete or otherwise considered defective and tenders not in accordance with the tender conditions, specifications etc., are liable to be rejected.
25. If the bidder deliberately gives wrong information in his tender, Institute reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the Earnest Money/ Security Deposit/ any other money due. The bidder shall be fully responsible for all legal action due to the submission of wrong information and fraud documents.
26. The successful bidder should not subcontract/sublet the part or complete work details in the tender. The tenderer is solely responsible for the work awarded to him.
27. The Institute reserves the right to accept or reject any or all tenders without assigning any reasons thereof and the bidder shall have no right, whatsoever, to challenge the same.
28. The manpower should be duly verified by the Police Authority and personal details of the same should be submitted to IIT-Delhi.
29. **Eligibility Criteria:**
  - a) Must have experience of running a Stationery Shop for a period of minimum of 03 years. Relevant Registration (Under Shops & Establishment Act.)/Agreement documents/Work Order/should be attached as a proof with the bid document.
  - b) Minimum avg turnover of 01 lakhs per annum in last 03 years.
  - c) The bidder/agency should have its own Bank Account.
  - d) The bidder/agency must have valid PAN No. / Income Tax /GST Registration Certificate.
  - e) " The vendor must be capable of handling and working with ERP-based solutions for order collection and fund management systems deployed by the Institute from time to time. No premise for lack of experience in this regard will be accepted"
30. **Earnest Money Deposit (EMD):**
  - a) Every bid must be attached with an Earnest Money Deposit (EMD), in the form of Demand Draft of Rs. 10000/- in favor of the "IIT Delhi Collections". Any bid which is not accompanied by the earnest money deposit shall be summarily rejected.
  - b) The EMD of the successful bidder will be liable to be forfeited as liquidated damages in the event of any evasion, refusal, or delay on his part in signing the agreement.
  - c) The earnest money of the bidder who withdraws its tender in breach of the conditions of the contract and who evades or refuses to sign the contract after acceptance of the tender within the period of its validity will also be liable to forfeiture.

- d) The EMD of unsuccessful bidders shall be refundable to them after completing the bidding process.
31. **Performance Security (to be submitted by the successful bidder after award of contract):**  
The successful bidder to whom the bid will be awarded has to deposit a Performance Security of Rs 20000/-. The performance security can be deposited in the form of Demand Draft/ Bank Guarantee/FDR in favor of ““IIIT Delhi Collections”. The performance security should be valid for 14 months.
32. **Security Deposit (to be submitted by the successful bidder after award of contract):** The successful bidder to whom the bid will be awarded has to deposit a Security Deposit of Rs 25000/-. The Security Deposit can be deposited in the form of Demand Draft/ Bank Guarantee/FDR in favor of “IIIT Delhi Collections”. The Security Deposit should be valid for 14 months.
33. **Documents to be attached with the tender:**  
The bidder must attach self-attested copies of the following documents along with the technical bid. Any bid not accompanied by these documents would be liable for rejection:
- Registration certificate of the firm/shop/establishment.
  - Income Tax Registration Certificate / PAN No.
  - GST Registration Certificate. (if applicable)
  - Details/particulars of the firm submitting the bid in Annexure-I
  - Earnest Money Deposit (EMD) as per NIT.
  - Address proof along with Aadhaar Card
  - A copy of experience (any relevant document) of running a Stationery Shop for a period of minimum three (03) years.
34. **Submission of Bid:**  
The bid shall be submitted in two parts, i.e. (i) **Technical Bid** and (ii) **Financial Bid:**
- (i) **Technical Bid:**  
The technical bid shall consist of the entire tender document, i.e. Appendix-A, Appendix-B, and Annexure-I, III and IV, along with all the supporting documents as detailed above should be attached (except Annexure-II).
- (ii) **Financial Bid:**
- The financial bid shall be submitted in Schedule-I of Annexure-II only.
  - In case of a tie-in financial bid, the bidder with maximum experience at IITs/NITs/IIITs/IIMs/ will be given preference.
35. **Bid Evaluation and Criteria for award of tender:**
- Technical bids shall be evaluated first. Bids without supporting documents and the signature of the bidder shall be rejected.
  - Financial bid of technically qualified bidder shall only be opened.
  - The institute has earmarked four shops at Dining Block for Stationery Shops.
  - After due evaluation of bids, IIIT D will award the contract to the agency with maximum marks. However, IIITD reserves the right to accept or reject any tender in part or whole.

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY DELHI  
TECHNICAL BID**

<b>TECHNICAL EVALUATION OF COMPLIANCE SHEET</b>			
S.No.	Eligibility Criteria	Bidder will mention the Page No. (as per Tender document)	Document Submitted (Yes/No)
1.	Must have experience of running similar outlet(s) for at least a period of minimum 03 years. Relevant Registration/ Agreement documents/Work Order should be attached as a proof with the bid document.	Page No. _____	
2.	Registration certificate of the firm / shop / establishment.	Page No. _____	
3.	PAN No./ Income Tax Registration Certificate.	Page No. _____	
4.	EMD	Page No. _____	
5.	Aadhaar Number	Page No. _____	
6.	Bank Account Number	Page No. _____	
7.	The total number of existing Stationery Shops and their details.	Page No. _____	
8.	Any other documents.	Page No. _____	



## TERMS & CONDITIONS OF CONTRACT

### **1. Duration of the contract:**

Initially for one year (said to be the trial period) further extendable up to three years on successful/satisfactory performance during the probation period.

### **2. License Fee, Electricity and Other Provisions for Licensed premises:**

- a) The bidder shall be liable to pay monthly license fee/Service charges for the allotted shop.
- b) It will be the sole responsibility of the bidder to maintain the cleanliness and proper hygiene of the allotted space and its surrounding area.
- c) Besides, the bidder shall also be liable to pay the electricity charges on an actual consumption basis. In case of non-payment of electricity charges in time, the bidder shall be bound to pay the penalty towards delayed payment @ 5% per month of actual dues (to be rounded off) over and above the bill. Further, if the dues of electricity consumption remain unpaid for up to three months, the electricity connection shall be disconnected without giving any notice on this behalf.
- d) Non-payment of License fees/ Service charges and electricity charges, within the time shall be deemed to be a serious breach of the contract and may lead to termination of the contract at the discretion of the Institute and which shall not be challenged by the bidder under any circumstances, whatsoever in any court of law.
- e) The bidder shall use the premises ONLY for which it has been allotted by the Institute under the contract. The use of the premises for other purposes will lead to the suspension/termination of the contract with immediate effect.
- f) The bidder shall not use the premises for residential purposes or for any other purposes (including vending of any item other than those for which permission has been given) without prior written permission of the Eateries Committee. The bidder shall always use the premises in a prudent and careful manner as if it were his own.

3. **Penalty Clause:** The bidder shall be liable to be penalized or fined in cases of defaults and negligence on its part or for complaints in the manner provided hereafter at the discretion of the Institute and/or at the behest of the Eateries Committee. Such penalties or fines shall be imposed through the Eateries Committee according to the nature of the complaints. The first penalty in such a case would be to the tune of Rs. 1000/- , the second penalty in the tune of Rs. 5000/-, and the third penalty in the tune of Rs. 10000/- or such higher penalty as deemed fit by the Institute.

The list of other incidents for the imposition of the penalty are listed below:

- a) Non- Non-compliance on t h e hygiene of space, stores or anywhere inside the premise of allotted space.
- b) Non-compliance with environment-friendly waste disposal methods.
- c) The penalty for unsatisfactory and substandard services.
- d) Non-display of Rate Chart/discount at the shop.
- e) Any other recurring service deficiency not listed above, and not rectified even after repetitive communication from the Institute. Eateries Committee will decide the penalty amount from points (a) to (e) on a case-to-case basis.

4. **Location Visit:** The Bidder may visit the location of Stationery Shops on any working day from Monday to Friday from 03:00 PM to 4:00 PM.

### **5. Timing, Items, Prices, Facilities and Services etc. of Stationery Shop:**

- a) The timing of the Stationery Shop shall be 08:00 AM to 10:00 PM. Running the shop/outlet beyond this time shall be carried out only with the prior permission of the competent authority.
- b) The shop/outlet shall operate on all seven days of the week and there shall be no holiday under any circumstances. It may be closed only with the prior instructions/approval of the competent

authority.

- c) The services for the items mentioned in Table 1 of Annexure-I must be available in the shop/outlet. However, the Institute, through the Eateries Committee may add or delete any number of items to the shop/outlet either suo-moto or on the recommendation of the designated committee.
- d) All necessary furniture and other infrastructure shall be provided and maintained by the Bidder itself.
- e) The facility of Payment through POS machines BHIM, UPI, Credit /Debit Card, etc., should be made available to the customers.
- f) Further, the bidder shall maintain a display board on its shop of size 5'×2.5' ft which shall contain the following information:
  - Name of the Bidder:
  - Activity of the Outlet:
  - Name of Authorized Person:
  - Mobile Number:
  - Timings of shop:
  - Allotment of Shop Valid Up to:
- g) Safety standards should be maintained. Fire extinguishers (2 Kg & 4.5 Kg dry type), sand buckets, should be installed in accessible places and should be in working conditions. A list of emergency numbers should be displayed in a prominent place of the shop/outlet. First-aid measures should also be available in outlets for emergencies.
- h) The bidder shall provide proper and smooth services to the customers.
- i) Any loss to the Campus residents with regard to the services provided by the bidder shall be the responsibility of the bidder. The Institute shall be indemnified in this regard and shall not be a part of any legal proceedings thereto.
- j) All the services/items prescribed as per the tender agreement should be made available at all times. Permission for any alteration, addition, or deletion should be obtained from the competent authority.

#### **7. Statutory Liabilities , Goods & Services Tax (GST) and Other Taxes liabilities:**

- a) Bidder shall be solely responsible for all statutory liabilities and tax-related liabilities. The service provider will be solely responsible for the compliance of all labour welfare like payment of Minimum Wages, EPF and ESI (as applicable) to their staff. The institute will not be responsible for any payment to the staff hired by the service provider. The bidder will be liable for all the statutory compliances of the State/Central Govt.s
- b) The service provider will engage/appoint their staff(s) as per the terms and conditions and guidelines of GoI.
- c) The bidder shall be solely liable for payment of GST to the respective department on items sold in the shop/outlet. The Institute shall have no liability, whatsoever, in this regard and shall be deemed to be immune and indemnified in all respects.
- d) The bidder shall also be liable to pay all other taxes, levies and other legal payables that may be applied by the Government, local authorities and other competent forums from time to time.
- e) The bidder shall not tamper with the trees, plants, shrubs, hedges, lawns, and flowers standing or maintained on or around the said outlet or in other places of the campus.
- f) The bidder shall not make any addition or alteration to the building of the said shop/premises or tamper with the fittings or electrical installations therein, nor make any unauthorized constructions or extensions to the electricity or water supply lines without the specific written permission of the Licensor in this behalf.

#### **8. Quality, hygiene & cleanliness:**

- a) The bidder shall maintain good quality of services to be provided. There shall be no compromise regarding the quality of services to be provided in the Stationery Shop/outlet premises.
- b) The bidder shall maintain full hygienic conditions in the shop/outlet, in storage and in keeping the floor and furniture neat and clean, so as to maintain the standards and aesthetic values in the

Shop/outlet. The bidder shall also have to make his own arrangements for the safe storage of materials.

9. For all purposes of the communication, the address of the contractor mentioned in the tender shall be final unless the contractor informed a change of address to the Institute. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
10. **Risk & Cost:** In case of failure of the bidder to perform the contract satisfactorily, the same will be cancelled and fresh tender will be floated at the risk and cost of the default agency in addition to forfeiture of Security Deposit.
11. Eateries Committee or its representatives may inspect the shop at any time as required.
12. The premises should be kept well ventilated and well lit. No display/encroachment is allowed outside the premises.
13. Garbage and waste disposal should be done as per the institute norms. Pest/rodent control should be done on regular basis to control the harmful insects and rodents.
14. Unusable/old/not working/stale/expired items/parts/goods should not be kept in the shop/outlet under any circumstances.
15. Usage of plastic bags is strictly PROHIBITED and the same shall not be used under any circumstances, whatsoever. Use of Paper bags / plates / cups / etc. is encouraged.
16. **Directives of Eateries Committee and Competent Authority:** The bidder shall carry out the work in accordance with this contract and the directives of Eateries Committee & competent authority. The Eateries Committee may, from time to time, issue further instructions, detailed directions and explanations regarding:
  - a) The variation or modification in the list of items/services including additions/omissions/substitution.
  - b) The removal from the site of any material thereon by the bidder and the substitution of any other materials thereon.
  - c) Inspection of materials and other equipment, etc., whenever required.
  - d) Maintenance of proper hygienic conditions, cleanliness and neatness pertaining to allaesthetic values.
17. **Price Revision:** There shall be no revision in the price quoted by L-1 bidder up to the first year. The revision of the rate may be considered on a written request with proper justification from the contractor after two years. The decision of the Institute regarding consideration of the revision of rates shall be final.
18. **Deployment of Workmen:**
  - a) The bidder shall employ in running the outlet only such persons as are careful, skilled, experienced in their trades, dutiful, sober and well-behaved.
  - b) The bidder shall neither employ any child labour nor any worker who is below 18 years of age.
  - c) All the workers shall invariably carry their ID Cards (to be provided by the bidder at its own costs) and shall be produced to the security personnel and other Institutes authorities, whenever asked for.
  - d) The bearers for servicing in the outlet will be provided uniforms by the bidder during working hours at their own cost and they are required to wear them in neat manner uniforms during working hours.
  - e) The Bidder shall be fully responsible for strict adherence of discipline and good conduct by its workers.
  - f) The bidder 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.

- g) The bidder shall have absolute authority regarding the engagement, disengagement, suspension, termination, retrenchment, dismissal and discharge etc. of its workmen and for all disciplinary actions against them. The bidder shall be fully responsible of master and servant relationship with its workmen and the Institute shall have no concern, whatsoever, with all the above-mentioned matters.
- h) The bidder shall be fully liable regarding any dispute or other matters concerning its workmen that are initiated in any forum or court of law and shall further be liable to meet and discharge all the liabilities that may arise on account of its relationship with its worker from the decisions of any court including all liabilities as are thrust upon by the provisions of any labour law being in force at the time besides other statutory liabilities.
- i) The bidder shall further be liable to make good the loss to the property of the Institute, if any that may be caused on account of any non-responsible action on the part of workers, whether deliberate or otherwise.
- j) It is understood that several enactments and laws would apply to the bidder, which are supposed to be complied by the bidder in letter and spirit and in particular to laws relating to minimum wages to workers, employees compensation and GST etc.
- k) The bidder shall ensure that no product shall be sold inside the premises which is prohibited to be sold within the premises of an educational Institute, as per the provisions of the **Cigarette and Other Tobacco Products / prohibited substances/articles (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003.**
- l) The Institute shall be completely immune and deemed indemnified in all matters, claims, liabilities and legal consequences that relate to compliance with statutory provisions, rules and regulations, orders and directions of Govt. authorities/ municipal corporation/courts/forum etc. as well as the provisions of this contract agreement. In case, the Institute is put to bear any liability for lapses on the part of the bidder or for his illegal actions, the Institute would have the right to realize from the bidder all dues if those are in financial terms, and on other matters, appropriately as it deems appropriate including adopting legal recourse.
- m) The bidder and its worker should comply with all guidelines/instructions issued by the Institute concerning security/safety issues and Institute discipline.
- n) The Bidder shall ensure that it and its employees do not adversely affect the peaceful and congenial atmosphere of the Institute's premises.
- o) If the bidder breaches any terms and conditions of the agreement which is deemed to be serious by the Institute, its security deposit may be forfeited either in part or in full as the Institute may deem appropriate, at its discretion.

## **21. Complaint Mechanism:**

- a) The bidder shall maintain a complaint book in the outlet wherein the consumers may register their complaints. The Eateries Committee or its representative may check this complaint book any time during visit.
- b) The complaints shall be removed or dealt with by the bidder on a priority basis on issues that concern and proper remarks should be made in the complaint book.
- c) The bidder shall be liable to be penalized or fined in cases of defaults and negligence on its part or for complaints in the manner provided hereafter at the discretion of the Institute and/or at the behest of the Eateries Committee. Penalty or fines shall be imposed according to the nature of the complaints. The first penalty in such a case may be ₹ 1000/- , the second penalty may be ₹ 2000/-, and the third penalty may be ₹ 5000/- or any other penalty as deemed fit by the Eateries Committee / competent authority.
- d) However, if the complaints of an identical nature still persist, the Institute would be at liberty to terminate the contract forthwith without giving any more notice.

## **22. Termination of Contract:**

- a) The bidder will not be allowed to leave/terminate the contract during the prescribed contract period. However, by serving a notice period of at least 3 months, the bidder may be allowed to

- terminate the contract, failing which the entire amount of performance security will be forfeited.
- b) The contract is liable to be terminated by the Institute at any time if found and/or reported by students/staff/residential/inspecting team about poor services rendered in the Stationery Shop without giving any notice period/time. Institute reserves the right of forfeiture of performance security in addition to other claims and penalties.
  - c) In case, the contract is terminated, or it comes to an end by efflux of time, the contractor shall hand over the vacant possession of the licensed premises within 15 days of the contract coming to an end.
  - d) The Institute shall have absolute rights to enter the premises and assume absolute possession of the premises licensed under this contract from the bidder and the same shall not be subject to challenge. In case of unauthorized occupation by the bidder, all the goods belonging to the bidder in such circumstances shall be deemed forfeited there-from and may be sold or put to auction at the discretion of the Institute as per rules. The Institute may, if it so desires, proceed against the bidder in terms of provisions of the Public Premises (Eviction of Unauthorized Occupants) Act, 1971 since the entire premises is governed by the provisions of the said Act in case of non-handing over its possession to the Institute as aforesaid.

**23. Assignment & Subletting:**

- a) The bidder shall not assign/sublet the contract or any part thereof. The whole of the charge included in the contract shall be executed by the bidder or his authorized competent representative(s).
- b) If at any time, it is detected that the outlet has been sublet or assigned to any other entity by the bidder, the Institute would be at liberty to terminate the contract immediately without giving any time to the bidder and further to take over the possession of the given premises and/or to hand over the same to any other party at its sole discretion.
- c) In case of subletting is proven, the action as deemed fit will be taken by the Institute against the bidder. The decision/action taken by the Institute shall be binding on the bidder.
- d) The entire business of the Stationery Shop shall be carried out in the name of the bidder.
- e) The bidder or his authorized/competent representative whose intimation would be provided in writing in advance, shall at all times be available in the outlet and the business of the outlet shall not be carried out by any other person/ entity under any circumstances.
- f) For any reason, if the bidder is not in a position to be available in the outlet consecutively for more than 3 days, a prior permission will have to be obtained from the competent authority, failing which, it will be deemed that the bidder has violated an essential condition of the contract and a penalty, as deemed fit, may be imposed by the Institute.

24. The original agreement shall remain with the Institute while a photocopy thereof may be retained by the bidder, if it so wishes.

25. The several documents forming the contract are to be taken mutually explanatory to one another and in case of any ambiguities or discrepancies, the interpretations of the same shall be communicated in writing by the Institute through its competent authority to the bidder along with the directions, if any, and the same shall be deemed to be final and binding and shall not be open to question in court.

26. All matters and disputes under this contract shall be subject to the jurisdiction of Dhanbad District Courts only.

Date: \_\_\_\_\_

Signature of the Bidder \_\_\_\_\_  
Name of the Bidder with Seal \_\_\_\_\_

**APPLICATION FOR RUNNING STATIONERY SHOP IN IIT Delhi Campus**

Name of the Applicant

(If an individual)/Firm: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Address of self and Firm \_\_\_\_\_

Phone No. /Mobile No. \_\_\_\_\_

Email ID: \_\_\_\_\_

Aadhar No: \_\_\_\_\_

Details of EMD

a. Amount : ₹ \_\_\_\_\_/-

b. DD/ FDR No. : \_\_\_\_\_

c. Dated : \_\_\_\_\_

d. Bank & Branch: \_\_\_\_\_

GST No.:

PAN No.:

Experience, if any (in years): \_\_\_\_\_

Name and address of two responsible persons as guarantors:

Name: Aadhar No:Address:	Name: Aadhar No:Address:
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**Declaration:**

I hereby undertake –

1. That I shall bear all the expenses if there is any damage to the said premises.
2. That I shall vacate the outlet premises and handover it to the Institute whenever any notice will be served.
3. That I have read all the terms and conditions of the tender document and I bind myself to the terms and conditions of this tender document.
4. That I am not blacklisted by any of the IITs/NITs/IIITs/IIMs/Any Govt. organization.

Date: \_\_\_\_\_

Signature of the Bidder \_\_\_\_\_

Seal:

**DETAILS TO BE FILLED BY THE BIDDER**

<b>IN CASE THE BIDDER IS A FIRM</b>	<b>IN CASE THE BIDDER IS AN INDIVIDUAL</b>
Income Tax Registration Certificate/PAN No. _____	Income Tax Registration Certificate/PAN No. _____
GST Registration Certificate/No. _____ Document Enclosed: Yes/No	GST registration Number _____ Document Enclosed: Yes/No
Registration certificate _____ Document Enclosed: Yes/No	Not required
No of years of experience _____ Document Enclosed: Yes/No	No of years of experience _____ Document Enclosed: Yes/No
In case of person signing the bid on behalf of the Firm, enclose authority letter.: Yes/No	In case of person signing the bid on behalf of the Party, enclose authority letter: Yes/No
FDR/TDR/DD No. _____ Issuing Bank Name _____ Date of issue _____	FDR/TDR/DD No. _____ Issuing Bank Name _____ Date of issue _____
EMD details	EMD details
Aadhar No. of Individual: _____ Document enclosed: Yes/No.	Aadhar No. of Individual: _____ Document enclosed: Yes/No.

Signature of the Bidder \_\_\_\_\_

Seal: \_\_\_\_\_

## Bid Evaluation Criteria

- A. The bids shall be ranked on the basis of total score secured by the respective bidders in the technical evaluation. The contract shall be awarded to the bidder obtaining the highest score in the evaluation of technical bid subject to agreeing & the services strictly in accordance with the prices given in **Annexure-II**
- B. The bids shall be ranked keeping in view the marks obtained on a scale of 100 marks during technical evaluation of bids.
- C. The bid with the highest marks will be considered for award. However, IIITD reserves the right to accept or reject any tender in part or whole.
- D. Criteria for evaluation of the technical bid/performance of tenderer for pre-eligibility: -

Evaluation Criteria				
S.NO.	Item	Max. Points	Criteria	Points
1	An average annual turnover of Rs.5 Lacs or more average of the last 3 consecutive years- 2021-22, 2022-23 & 2023-24) Please attach CA certified copy of the turnover.	10	upto 5 lacs	4
			5 lacs -10 lacs	6
			10-15 lacs	8
			>15 lacs	10
3	Nos of years of providing for General Store and Stationary Shop including Photocopy and Printing Services	10	<3 years	5
			3- 7 Years	7
			>7 Years	10
4	ISO/ Other Certifications of the firm/" The vendor must be capable of and agree to handling and working with ERP-based solutions for order collection and fund management systems deployed by the Institute from time to time. No premise for lack of experience in this regard will be accepted"	10	yes	10
			no	0
5	Experience in similar organizations, the nature of past and current customers, recommendations from clients	20	<2	4
			2-6	8
			>6	10
6	Presentation to committee with the policy for maintaining hygiene and waste disposal including quantification etc.	30	As per committee recommendations	
7	Visit to Stationary Shop including Photocopy and Printing locations of vendor in Delhi /NCR	20	As per committee recommendations	
<b>Total</b>		<b>100</b>		



**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY DELHI**  
**FINANCIAL / PRICE BID**

**To be submitted separately as price bid not to be submitted along with Technical Bid.**

**SCHEDULE I**

Sl. No.	Category of Service/items	Items	Quoted Rate (INR)*
1.	<b>PHOTOCOPY B&amp;W</b>	A4 Single Side	2
		A4 Both Side	3
		A3 Single Side	4
		A3 Both Side	6
2.	<b>PHOTOCOPY Color</b>	A4 Single Side	10
		A4 Both Side	15
		A3 Single Side	20
		A3 Both Side	30
3.	<b>PRINT OUT B&amp;W</b>	A4 size Single Side	5
		A4 size Both Side	8
		A3 size Single Side	10
		A3 size Both Side	15
4.	<b>PRINT OUT Color</b>	A4 Single Side	10
		A4 Both Side	15
		A3 Single Side	20
		A3 Both Side	30
5.	<b>SPIRAL BINDING</b>	Spiral Binding (A4 size up to 100 pages) with front & rear sheets	30
		Spiral Binding (A4 size up to 200 pages) with front & rear sheets	40

**Bidders are also required to offer discounts for the following items. Bidders are encouraged to offer maximum discounts.**

Sl. No.	Category of items	Items	Minimum % of Discount on MRP	% of Discount Offered
1.	<b>FILES &amp; FOLDERS</b>	All types of Files	5	
		All types of Folders	5	
2.	<b>REGISTERS &amp; NOTE BOOKS</b>	Registers	5	
		Classmate/ My Companion Note Books	5	
		Spiral Note Books	5	
		Notepads	5	
3.	<b>PENS</b>	Pilot Pens	5	
		Uni-Ball Pens	5	
		Pierre Cardin & Parker Pens	5	
		All other Pens	5	
4.	<b>OTHER ITEMS</b>	Calculators	5	
		All Kangaroo Stationery Products	5	
		Mechanical Pencils	5	
		Engineering Instruments	5	
5.	<b>OTHER STATIONERY ITEMS</b>	Pencil, Eraser, Marker, Sketch Pens, Colors, Chart Paper and Envelopes etc.	5	
6.		like biscuits, packaged namkeens, chocolate, toothpaste, soap, shampoo, all out and also over the	MRP Rates	

		counter medicines – such as crocin, Vicks, cough syrup etc., Stationary Items, Photocopying & Printing Services, Lamination, Mobile Re-charge etc.,		
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**\* Rates are subject to enhancement**

**Note: Items should not be sold for more than the prevailing market rate. If it is observed that items are being sold for more than the prevailing market rate, then the contract will be terminated and performance security will be forfeited.**

No item shall be quoted above the MRP rates to be able to participate in the tender.

**Declaration of the Offered Rate for the running Stationery Shop**

**To  
The Registrar  
IITD**

Respected Madam,

I/We Proprietor/ Partner(s) of M/s, \_\_\_\_\_ hereby,  
declare an offer of a minimum quoted rate as mentioned in Annexure – II of the tender document for  
running a Stationery Shop at the IIT Delhi. I will also abide by all the clauses and sub-clauses of the  
terms and conditions of the tender. I further undertake that I will not sell the items for more than the  
prevailing market rate at any time.

Date:

Signature of the Bidder: \_\_\_\_\_

Name of the Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Seal: