



Basic Details

Organisation Chain	Indian Institute of Technology Ropar		
Tender Reference Number	12-245/FAC		
Tender ID	2024_IITRP_823714_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Sale
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	R-T-G-S
	2	NEFT

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Tender for Grocery and Stationary Shop at IIT Ropar
2	Finance	.xls	Tender for Grocery and Stationary Shop at IIT Ropar

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	10,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	IIT Ropar Revenue Account	EMD Payable At	Ropar

Work /Item(s)

Title	Tender for Grocery and Stationary Shop at IIT Ropar				
Work Description	Tender for Grocery and Stationary Shop at IIT Ropar				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Tender Value in ₹	NA	Product Category	Renting out / Licensing out	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work(Days)	30
Location	Indian Institute of Technology Ropar	Pincode	140001	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Tender for Grocery and Stationary Shop at IIT Ropar
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	30-Aug-2024 06:00 PM	Bid Opening Date	20-Sep-2024 03:30 PM
Document Download / Sale Start Date	30-Aug-2024 06:00 PM	Document Download / Sale End Date	20-Sep-2024 03:00 PM
Clarification Start Date	30-Aug-2024 06:00 PM	Clarification End Date	16-Sep-2024 11:00 AM
Bid Submission Start Date	30-Aug-2024 06:00 PM	Bid Submission End Date	20-Sep-2024 03:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Tender for Grocery and Stationary Shop at IIT Ropar	786.45	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	TenderforShops30.pdf	Tender for Grocery and Stationary Shops at IIT Ropar	770.70
	2	BOQ	BOQ_865632.xls	BOQ for quoting rates	305.00

Tender Inviting Authority

Name	Registrar
Address	M Visvesvaraya Building Indian Institute of Technology Ropar Rupnagar 140001



भारतीय प्रौद्योगिकी संस्थान रोपड़ INDIAN INSTITUTE OF TECHNOLOGY ROPAR

रूपनगर, पंजाब-140001/ Rupnagar, Punjab-140001

Ph. 01881-230142, 230154, 230155 (Stores)

e-mail: purchase@iitrpr.ac.in, stores@iitrpr.ac.in

Notice Inviting Quotation (E-Procurement mode)

कोटेशन को आमंत्रित करने की सूचना (ई-प्रोक्योरमेंट मोड)

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

Dated: 30/08/2024

Tender Notice No: 12-24/SHOPS/FAC/IITRPR

भारतीय प्रौद्योगिकी संस्थान रोपड़ निम्नलिखित मदों की खरीद की प्रक्रिया में है।

Indian Institute of Technology Ropar is in the process of procurement following item(s) as per details as given as:-

Details of the item	Expression of Interest (EOI) for Leasing out of Shops at Permanent Campus, Indian Institute of Technology Ropar
Bid Security(Earnest Money Deposit)	Rs. 10,000/-
Performance Security	As per Tender

निविदा दस्तावेज केंद्रीय सार्वजनिक खरीद पोर्टल <http://eprocure.gov.in/eprocure/app> से डाउनलोड हो सकते हैं। ई-प्रोक्योरमेंट में पंजीकृत नहीं होने वाले इच्छु बोलीदाताओं को वेबसाइट <http://eprocure.gov.in/eprocure/app> के माध्यम से भाग लेने से पहले पंजीकरण करना चाहिए। पोर्टल नामांकन मुफ्त है बोलीदाताओं को सलाह दी जाती है 'आनलाइन बोली के निर्देश' पर दिए गए निर्देशों के माध्यम से जाने की सलाह दी जाए।

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

निविदाकर्ता वेबसाइट पर निविदा दस्तावेज का उपयोग कर सकते हैं (एनआईसी साइट में खोज के लिए, कृपया निविदा खोज विकल्प और 'आईआईटी' टाइप करें। उसके बाद, सभी आईआईटी रोपड़ निविदाओं को देखने के लिए "गो" बटन पर क्लिक करें) उपयुक्त निविदा का चयन करें और उन्हें सभी प्रासंगिक सूचनाओं से भरें और वेबसाइट पर <http://eprocure.gov.in/eprocure/app> पूरा निविदा दस्तावेज अगले पृष्ठ में दिए गए कार्यक्रम के अनुसार आनलाइन जमा करें।

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Ropar tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

कोई मैनुअल बोली स्वीकार नहीं की जाएगी। सभी कोटेशन (दरसूची) (तकनीकी और वित्तीय दोनों को ई-प्रोक्योरमेंट पोर्टल में जमा करनी चाहिए)।

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

(Registrar)

SCHEDULE	
Name of Organization	Indian Institute of Technology Ropar
Tender Type (Open/Limited/EOI/Auction/Single/Global)	EOI
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply//Service/Buy/Empanelment)	Services
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Others
Last Date and Time for Uploading of Bids	20/09/2024 (3:00 PM)
Date and Time of Opening of Technical Bids	20/09/2024 (3:30 PM)
Tender Fee/EMD	Rs. <u>NIL</u> /- (For Tender Fee) Rs. <u>10,000/-</u> (For EMD)
	(To be paid through RTGS/NEFT. IIT Ropar Revenue Account Bank details are as under:
	Name of the Bank A/C : IIT Ropar Revenue Account
	SBI A/C No. : 37360100716
	Name of the Bank : State Bank of India
	IFSC Code : SBIN0013181
	MICR Code : 140002008
	(This is mandatory that UTR Number is provided in the on- line quotation/bid.)
No. of Covers (1/2/3/4)	2
Bid Validity days (180/120/90/60/30)	180 days (From last date of opening of tender)
Address for Communication	Deputy Registrar, Facilities Section, M. Visvesvaraya Building, Indian Institute of Technology Ropar, Rupnagar – 140001
Contact No.	01881-231283, 232651
Email Address	facilities.office@iitrpr.ac.in dr.facilities@iitrpr.ac.in

(Registrar)

आनलाइन बोली (बिड) के लिए निर्देश / Instructions for Online Bid Submission:

व्यय विभाग के निर्देशों के अनुसार, यह निविदा दस्तावेज केंद्रीय सार्वजनिक प्रापण पोर्टल (यूआरएल:[URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) पर प्रकाशित किया गया है। बोलीदाताओं को मान्य डिजिटल हस्ताक्षर प्रमाणपत्र का उपयोग करते हुए सीपीपी पोर्टल पर इलेक्ट्रानिक रूप से अपनी बोलियों की सॉफ्ट प्रतियां जमा करना आवश्यक है। सीपीपी पोर्टल पर पंजीकरण करने के लिए निविदाकर्ताओं की सहायता करने के लिए नीचे दिए गए निर्देशों तात्पर्य है, सीपीपी पोर्टल पर आवश्यकताओं के अनुसार अपनी बोलियां तैयार करें और अपनी बोलियां आनलाइन जमा करें।

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

अधिक जानकारी सीपीपी पोर्टल पर आनलाइन बोलियां जमा करने के लिए उपयोगी हो सकती है।

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

पंजीकरण / REGISTRATION

- 1) बोलीदाताओं को “नामांकन के लिए यहां क्लिक करें” लिंक पर क्लिक करके सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल (यूआरएल: <http://eprocure.gov.in/eprocure/app>) के ई-प्रोक्योरमेंट मॉड्यूल पर भर्ती करना आवश्यक है। सीपीपी पोर्टल पर नामांकन निःशुल्क है।
Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) नामांकन प्रक्रिया के भाग के रूप में, बोलीदाताओं को अपने खाते के लिए एक अद्वितीय उपयोगकर्ता नाम चुनना होगा और एक पासवर्ड प्रदान करना होगा।
As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) बोलीदाताओं को सलाह दी जाती है कि पंजीकरण प्रक्रिया के भाग के रूप में अपना वैध ईमेल पता और मोबाइल नंबर पंजीकृत करें। इनका उपयोग सीपीपी पोर्टल से किसी भी संचार के लिए किया जाएगा।
Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) नामांकन पर, बोलीदाताओं को सीसीए इंडिया द्वारा मान्यता प्राप्त किसी प्रमाणन प्राधिकरण द्वारा जारी किए गए अपने मान्य डिजिटल हस्ताक्षर प्रमाण पत्र (कक्षा द्वितीय या कक्षा III प्रमाण पत्र के साथ महत्वपूर्ण उपयोग पर हस्ताक्षर करने) की आवश्यकता होगी। (जैसे सीफी/टीसीएस/एनकोड/ई-मुद्रा आदि), इनके प्रोफाइल के साथ
Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) केवल एक मान्य डीएससी एक बोलीदाता द्वारा पंजीकृत होना चाहिए। कृपया ध्यान दें कि निविदाकर्ता यह सुनिश्चित करने के लिए जिम्मेदार है कि वे अपने डीएससी को दूसरों को उधार नहीं देते हैं जिससे दुरुपयोग हो सकता है।
Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

- 6) बोलीदाता फिर अपने यूजर आईडी / पासवर्ड और डीएससी/ईटीकेन के पासवर्ड को दर्ज करके सुरक्षित लॉग-इन के माध्यम से साइट पर लॉग आन करता है।
Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

निविदा दस्तावेजों के लिए खोजना / **SEARCHING FOR TENDER DOCUMENTS/**

- 1) सीपीपी पोर्टल में निर्मित विभिन्न खोज विकल्प है, ताकि बोलीदाओं को कई मापदंडों से सक्रिय निविदाएं खोज सकें। इन मापदंडों में निविदा आईडी, संगठन का नाम, स्थान, तिथि, मूल्य आदि शामिल हो सकते हैं। निविदाओं के लिए उन्नत खोज का एक विकल्प भी है, जिसमें बोलीदाता कई नामों को जोड़ सकते हैं जैसे संगठन का नाम, अनुबंध का स्थान, स्थान, सीपीपी पोर्टल पर प्रकाशित निविदा की खोज के लिए तारीख, अन्य कीवर्ड आदि।

There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

- 2) बोलीदाताओं ने एक बार निविदाएं चुनी हैं जिसमें वे रुचि रखते हैं, उसका वे आवश्यक दस्तावेज / निविदा कार्यक्रम डाउनलोड कर सकते हैं। ये निविदाएं “मेरी निविदाएं” फोल्डर में ले जाई जा सकती हैं। इससे सीपीपी पोर्टल को बोलीदाताओं को एसएमएस / ई-मेल के माध्यम से सूचित किया जा सकता है, यदि निविदा दस्तावेज में कोई शुद्धि जारी की गई है।

Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) बोलीदाता को प्रत्येक निविदा को निर्दिष्ट अद्वितीय निविदा आईडी का नोट बनाना चाहिए, अगर वे हेल्पडेस्क से कोई स्पष्टीकरण / सहायता प्राप्त करना चाहते हैं।

The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

बोली की तैयारी / **PREPARATION OF BIDS**

- 1) बोलीदाता को अपनी बोलियां जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धि को ध्यान में रखना चाहिए।

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) कृपया बोली के भाग के रूप में जमा किए जाने वाले दस्तावेजों को समझन के लिए निविदा विज्ञापन और निविदा दस्तावेज ध्यान से देखें। कृपया उन अंकों की संख्या पर ध्यान दें जिन में बोली दस्तावेज जमा करना है, दस्तावेजों की संख्या- जिसमें प्रत्येक दस्तावेज के नाम और सामग्री शामिल हैं, जिन्हें प्रस्तुत करने की आवश्यकता है। इनमें से कोई भी विचलन बोली को अस्वीकार कर सकता है।

Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) बोलीदाता, अग्रिम में, निविदा दस्तावेज/ अनुसूची में बताए अनुसार प्रस्तुत करने के लिए बोली दस्तावेज तैयार करना चाहिए और आम तौर पर, वे पीडीएफ/एक्सएलएस/आरएआर/डीडब्ल्यूएफ स्वरूपों में हो सकते हैं। बोली दस्तावेजों को 100 डीपीआई के साथ काले और सफेद विकल्प स्कैन किया जा सकता है। Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

- 4) मानक दस्तावेजों के एक ही सेट को अपलोड करने के लिए आवश्यक समय और प्रयास से बचने के लिए जो प्रत्येक बोली के भाग के रूप में जमा करने के लिए आवश्यक हैं, ऐसे मानक दस्तावेज अपलोड करने का प्रावधान (जैसे पैन कार्ड कॉपी, वार्षिक रिपोर्ट, लेखा परीक्षक प्रमाणपत्र आदि) बोलीदाताओं को प्रदान किया गया है। ऐसे दस्तावेजों को अपलोड करने के लिए बोलीकर्ता उनके लिए उपलब्ध “मेरा स्पेस” क्षेत्र उपयोग कर सकते हैं। बोली जमा करते समय ये दस्तावेज सीधे “मेरा स्पेस” क्षेत्र में जमा किए जा सकते हैं, और उन्हें बार-बार अपलोड करने की आवश्यकता नहीं है इससे बोली जमा प्रक्रिया के लिए आवश्यक समय में कमी आएगी।

To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

बोली जमा करना / SUBMISSION OF BIDS

- 1) बोलीदाता को बोली प्रस्तुति के लिए अच्छी तरह से साइट पर लॉग इन रना चाहिए ताकि वह समय पर बोली अपलोड कर सके अथवा फिर बोली प्रस्तुत करने के समय से पहले। अन्य मुद्दों के कारण किसी भी देरी के लिए बोलीदाता जिम्मेदार होगा।

Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- 2) बोलीदाता को निविदा दस्तावेज में दर्शाए अनुसार एक-एक करके आवश्यक बोली दस्तावेजों को डिजिटल हस्ताक्षर और अपलोड करना होगा।

The bidder has to digitally sign the bid document and upload the required bid documents one by one as indicated in the tender document.

- 3) बोलीदाता को निविदा शुल्क/ ईएमडी को भुगतान के लिए “आन लाइन” के रूप में भुगतान विकल्प चुनना होगा और उपकरण का विवरण दर्ज करना होगा। जब भी, ईएमडी / निविदा शुल्क की मांग की जाती है, बोलीदाताओं को टेंडर शुल्क और ईएमडी अलग-अलग आरटीजीएस के माध्यम से आन लाइन पर भुगतान करने की आवश्यकता होती है।

Bidder has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, an EMD / Tender fee is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS.

- 4) एक मानक BoQ प्रारूप को सभी बोलीदाताओं द्वारा भरने के लिए निविदा दस्तावेज प्रदान किया गया है। बोलीदाताओं को इस बात का ध्यान रखना चाहिए कि उन्हें आवश्यक प्रारूप में अपनी वित्तीय बोली जमा करनी चाहिए और कोई अन्य प्रारूप स्वीकार्य नहीं है। बोलीकर्ताओं को BoQ फाइल को डाउनलोड करने, इसे खोलने और अपने संबंधित वित्तीय उद्धरण और अन्य विवरण (जैसे बोलीदाता का नाम) के साथ सफेद रंगीन (असुरक्षित) कोशिकाओं को पूरा करना आवश्यक है। कोई भी अन्य कक्ष नहीं बदला जाना चाहिए। एक बार विवरण पूरा हो जाने पर, बोलीदाता को इसे सहेजना होगा और इसे आनलाइन जमा करना

होगा, बिना फाइल नाम बदलें। यदि BoQफाइल को बोलीदाता द्वारा संशोधित किया गया है, तो बोली को खारिज कर दिया जाएगा।

A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 5) सर्वर का समय (जो बोलीदाताओं के डैशबोर्ड पर प्रदर्शित होता है) बोलीदाताओं द्वारा बोलियों को खोलने के लिए समय सीमा को संदर्भित करने के लिए मानक समय के रूप में माना जाएगा। बोलीदाताओं को खोलना आदि। बोलीदाताओं को बोली प्रस्तुत करने के दौरान इस समय का पालन करना चाहिए।

The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 6) बोलीदाताओं द्वारा प्रस्तुत सभी दस्तावेज पीकेआई एन्क्रिप्शन तकनीकों का उपयोग करके एन्क्रिप्ट किया जाएगा जिससे डेटा की गोपनीयता सुनिश्चित हो सके। दर्ज किए गए डेटा को अनाधिकृत व्यक्तियों द्वारा बोली खोलने के समय तक नहीं देखा जा सकता है। बोलियों की गोपनीयता को सुरक्षित सॉकेट लेयर 128 बिट एन्क्रिप्शन तकनीक का उपयोग कर रखा जाता है। संवेदनशील क्षेत्रों का डेटा संग्रहण एन्क्रिप्शन किया जाता है।

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

- 7) अपलोड किए गए निविदा दस्तावेज केवल अधिकृत बोलीदाता द्वारा निविदा खोलने के बाद ही पठनीय हो सकते हैं।

The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) बोलियों के सफल और समय पर जमा होने पर, पोर्टल सभी प्रासंगिक विवरणों के साथ बोली संख्या, बोली जमा करने की तारीख और समय के साथ बोली सफलतापूर्वक जमा करने का संदेश एवं बोली सारांश प्रदर्शित करेगा।

Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 9) कृपया अनुपालन पत्रक की एक पीडीएफ फाइल में सभी प्रासंगिक दस्तावेजों के स्कैन किए गए पीडीएफ को जोड़ दें।

Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

बोलीदाताओं को सहायता / ASSISTANCE TO BIDDERS

- 1) निविदा दस्तावेज से संबंधित कोई भी प्रश्न और इसमें निहित नियमों और शर्तों को निविदा आमंत्रण प्राधिकरण को निविदा के लिए अथवा निविदा में वर्णित प्रासंगिक संपर्क व्यक्ति से संबोधित किया जाना चाहिए।

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

- 2) आनलाइन बोली प्रस्तुत करने अथवा सामान्य में सीपीपी पोर्टल से संबंधित प्रश्नों की प्रक्रिया से संबंधित कोई भी प्रश्न 24x7सीपीपी पोर्टल हैल्पडेस्क पर निर्देशित किया जा सकता है। हैल्पडेस्क के लिए संपर्क संख्या 1800 233 7315 हैं।

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

बोलीदाताओं के लिए सामान्य निर्देश / General Instructions to the Bidders

- 1) निविदाएं पोर्टल <http://eprocure.gov.in/eprocure/app> के माध्यम से आनलाइन प्राप्त होगी। तकनीकी बोलियों में, बोलीदाताओं को सभी दस्तावेजों को पीडीएफ प्रारूप में अपलोड करना होगा।

The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

- 2) कंपनी के नाम में स्मार्ट कार्ड/ई-टोकन के रूप में मान्य क्लास II/III डिजिटल हस्ताक्षर प्रमाणपत्र (डीएससी) के पंजीकरण के लिए एक शर्त है और <https://eprocure.gov.in/eprocure/app> के माध्यम से बोली प्रस्तुत करने की गतिविधियों में भाग ले सकते हैं। डिजिटल हस्ताक्षर प्रमाणपत्र पर अधिकृत प्रमाणित एजेंसियों से प्राप्त की जा सकती है, जिनमें से जानकारी “डीएससी के बारे में सूचना” लिंक के तहत वेब साइट <https://eprocure.gov.in/eprocure/app> पर उपलब्ध है।

Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.

- 3) निविदाकर्ता को सलाह दी जाती है कि <https://eprocure.gov.in/eprocure/app> पर ई-प्रोक्योरमेंट के लिए सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल माध्यम से आनलाइन बोली के जमा करते समय निविदाकार हेतु निर्देशों में उपलब्ध निर्देशों का अनुगमन करें।

Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

SCOPE OF WORK

Indian Institute of Technology Ropar (IIT ROPAR) is an Institution of National Importance functioning under the Ministry of Education, Government of India. IIT Ropar is presently functioning from its campus located at Rupnagar, Punjab-140001. IIT Ropar has student strength of about 3000 and it has around 500 faculty and non teaching staff. Indian Institute of Technology Ropar (IIT Ropar) invites online Expression of Interest (EOI) on Central Public Procurement Portal (CPPP) from business entity firms (proprietorship, partnership/ company) for Opening and Running of Shops at IIT Ropar as follows:-

S.No.	Type of Shops	Tentative Area	License Fee (exclusive of GST)
01	Stationary Store	200.8 sq. ft.	Rs. 4,369/-
02	Grocery Store	200.8 sq. ft.	Rs. 4,369/-

**The Institute may add any new/change shops apart from the shops mentioned above or may remove any shop listed there in.*

#License Fee shall be revised during the Contract period if the same is revised by Institute Works and Estate Section in compliance of the OM issued by Directorate of Estate.

^ In case the allocated area changes in size or place, license fee will be revised as per the area finally allocated.

GENERAL TERMS AND CONDITIONS

1. Bidder has to submit the Tender online in two- bid system on CPPP.
2. The contract will initially be for a period of three years and it may be extended for a further period of two years on annual basis after reviewing the performance of the firm by the UMC and on mutual consent with agreed upon terms and conditions.
3. The intending firms have to give a presentation before the committee constituted for this purpose at **IIT Ropar** at their cost as and when asked. (Please see Bid Evaluation Scheme).
4. Unrealistic financial quote for any item will lead to rejection of bid.
5. All the documents enclosed should be arranged and uploaded in the same serial order as they appear on the qualifications for the bid. The technical bids should contain only those relevant documents which have been sought for as per the Technical Eligibility Criteria.
6. The successful tenderer shall have to deposit **security of Rs. 50,000/- in the form of Fixed Deposit Receipt /Bank Guarantee /Demand Draft duly pledged in favour** of the Registrar, Indian Institute of Technology Ropar valid for the period of contract plus 3 months.
7. Information should be limited to the applicant. If any relevant data concerning the group of companies to which the applicant belongs is desired to be given, the same may be given separately in supplementary sheet.
8. Bid of the tenderer not providing full details or with incomplete details shall be rejected.
9. The Director, IIT Ropar reserves the right to accept or reject any tender without assigning any reason. The decision of the Director, IIT Ropar in awarding the contract is final and binding on the bidders.
10. Conditional tenders will not be accepted.

SPECIAL TERMS & CONDITIONS TO THE CONTRACT

1. The successful bidder must deposit required security money and 03 months' advance license fee on award of the contract.
2. Successful Bidder has to pay License Fee, on or before 05th of the every month including Electricity & Water charges.
3. The successful bidder will have to execute an Agreement with the Institute on a non-judicial stamp paper of worth 8% of the annual average license fee and get the same registered with the appropriate authority (as applicable in the State of Punjab) on his/her own cost.
4. The allotment of shops shall be subject to an increase in the license fee at the rate as decided by the Committee every year.
5. Physical possession of the shops shall be handed over to the successful bidders. In case the selected bidders do not take possession of the allotted premises within one month, the shop shall be offered to next bidder. In such an event the earnest money deposited by the selected bidders shall stand forfeited.
6. The Partnership firms, Societies, Employees of Central or State Government undertaking or Govt. Companies, Minors are not eligible to apply.
7. No child worker should be employed by the firm/agency/contractor to run the food outlet and the agency should abide by labour & insurance law.
8. The running of shop will be subject of laws and bylaws of the Institute.
9. Successful bidder will not sublet awarded shop to anyone.
10. The successful bidder will have to register its all employees who will be working in the shop along with a copy of their photographs, residential details for clearance by the IIT Ropar security. Temporary photo ID card will be issued to all the staff working in the shop, which they should carry all the time in IIT Ropar premises.
11. IIT Ropar shall have the right to review the working agreement from time to time. If at any time it is found that the firm/agency/contractor has failed to fulfil any of the conditions of this agreement or that the work is unsatisfactory, IIT Ropar may terminate this agreement after giving one month notice, but no such notice will be necessary if the License is terminated on the grounds of serious misconduct or any other act as the IIT Ropar may deem fit. No claim whatsoever in such circumstances will be entertained.
12. The required electricity points, if feasible, will be provided by the Institute on payment basis. Electricity Bill will be charged as per the existing tariff based on the actual consumption. The monthly license fee, water and electricity charges are to be deposited on or before 5th of every month, if the successful bidder fails to deposit these amounts by due date panel interest @ 18 % per annum will be charged on amount due. The Institute shall have right to recover the dues from the performance security and or other amount payable to the bidder.

13. Successful bidders must display the rate chart and discount offered on MRP / prevailing market price as applicable, in front of their shop.
14. **Forfeiture of Bid Security:** Bid Security of a tender will be forfeited, if the bidder withdraws ornaments or modifies in tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful bidder fails to furnish the required security money / rent within the specified period, Bid Security will be forfeited.
15. The successful bidder will be responsible for the cleanliness and proper hygiene of the shop allotted. All waste generated should be collected in separate bins to be placed by the contractor.
16. The successful bidder and its staff will make their own residential arrangement outside the premises of IIT Ropar. No one will be granted permission to stay in the shop during the night or during non-functional hours.
17. Proper monitoring and safe keeping of items will be responsibility of the successful bidder and IIT Ropar will not be responsible for any theft etc in the shop.
18. The tentative timings of the shops would be 09:00 AM to 09:00 PM. The timings are subject to change as per decision of the UMC/Institute.
19. IIT Ropar shall not be responsible for any accident to the successful bidder's employees. The institute shall not be responsible for any type of compensation, if any labour is injured/dies while on duty. Cost of Personal insurance of each labour has to be borne by the successful bidder.
20. The contractor(s) shall issue printed bills with GST for all items sold by them and shall be responsible for depositing the GST to the Govt. agencies as per Govt. norms. All mandatory taxes like GST, etc. shall be mentioned on the bill wherever applicable.
21. No two shops of any kind will be given to the same vendor, firm or person to avoid monopoly of any kind. The scope of this clause also applies to the contractors who are presently running the messes/other food outlets/shops in IIT Ropar.
22. Violation of any norms or terms & condition will render the termination of the contract with immediate effect and the institute reserves the rights to award the contract to the next bidder.
23. The contractor should enable online/digital payment gateways in the campus. The QR Code Scanner or the PoS/Swipe machine should be in the name of the firm/agency/contractor only. Penalty will be charged in case of any default on this part.
24. Single use plastic & disposables will be totally prohibited inside the campus.
25. The UMC also reserves the right to fix the rates of the items of the successful vendor in case of rates of items found relatively higher than those of prevailing market rates.
26. The successful bidder has to register with Punjab State GST Authorities.
27. Termination of Contract: Termination of license duly forfeiting PBG, can take place under the following circumstances:
 - (a) If the successful bidder defaults in payment of license fee for three months consecutively (or) three times in Calendar Year (or) indulgence in undesirable activities

(Liquor/Drugs/Thefts/Similar, etc) delinquency in the services, the license can be terminated giving One Month's Notice and the PBG will be forfeited.

(b) If the contractor fails to start the operations of the shop in the Institute within a period of (90) Ninety Days (from the date of issue of award letter) for whatsoever reasons.

(c) Non-payment of PBG and failing to enter into an Agreement in the stipulated period of 15 Days after issue of award letter.

(d) The Institute reserves the right to terminate the license with One Month's Notice, without assigning any reasons.

28. ARBITRATION CLAUSE: "Any dispute or difference whatsoever arising out of or in connection with this Agreement, including any question regarding its existence, validity, interpretation, application, meaning, scope, operation or effect or termination there, shall be referred to and finally resolved by a Sole Arbitrator, who will be appointed by Director IIT Ropar and such proceedings shall be conducted in accordance with the Arbitration and Conciliation Act 1996 for the time being in force or as amended from time to time. The award made in pursuance thereof shall be final and binding on the parties.

29. Jurisdiction: All disputes arising out of this contract shall be subject to the jurisdiction of the courts at Rupnagar/Ropar.

(Signature of the bidder)

ELIGIBILITY CRITERIA

All the Bidders / Agencies / Shopkeepers must fulfil the following eligibility criteria and submit the documents and the declarations (duly self-attested) in support of their claim along with the Bid. The bids not meeting the Eligibility Criteria stated below and not accompanied with the requisite documents/ EMD shall be treated as incomplete, hence rejected.

a. The Bidder should have a valid PAN & GST Registration.

b. The Bidder should have a total of 05 (five) years' experience in running of the respective business for which he/she is applying in IIT Ropar, as on the last date of submission of bids. A copy of the certificate of registration of the shop clearly indicating the date of incorporation from the appropriate authority must be enclosed.

c. The Bidder should have an average turnover of Rs. 15 lakhs in the last three years (2021-22, 2022-23, 2023-24) from the respective business for which he/she is applying in IIT Ropar. Attach Audited Statement / Certificate for the same duly authenticated by a Chartered Accountant.

d. The bidder should not have been blacklisted by any Govt. Organization/ Autonomous Body /PSU etc. An affidavit on Rs. 100/- non-judicial stamp paper to be signed by the Director/CEO of the company/ Proprietor of firm stating that the firm has not been debarred or blacklisted for any service / supplies by any organization / Educational Institute / University, and no criminal case / legal proceeding or industrial dispute is pending or contemplated against the firm as per Annexure-A.

e. The bidder should submit the EMD as indicated in the schedule. The Technical Bids without EMD would be considered as UNRESPONSIVE and will not be accepted

BID EVALUATION SCHEME

The following parameters will be used to evaluate the tenderer's credentials to serve the Institute as per the requirement:

TECHNICAL EVALUATION CRITERIA

1. The Institute shall follow two bid systems where the technical bid and financial bid shall be evaluated separately.

2. The tendering evaluation shall be done on weightage with 30% to Technical Evaluation and 70% to financial evaluation. The details are as under:

2.1 Only technically qualified bidders fulfilling the eligibility criteria shall be considered further in the evaluation process. Date, Time & Venue for the presentation/personal interaction shall be communicated later to the technically qualified bidders only.

2.2 During the technical evaluation stage, each bidder shall be assigned different marks out of a total of 100 marks, as per the criteria specified below:

S. No.	Particulars of Evaluation	Max Marks	Marks Obtained
01.	The bidders are required to make a presentation on following parameters and appear for the personal interaction before the committee :- i) Investment and Start - Over Plan ii) Resourcefulness and Capacity of the Firm iii) Manpower deployment plan	40	
02.	The Applicant/Tenderer should have a total of 05 (five) years' experience in running of the respective business for which he/she is applying in IIT Ropar, as on the last date of submission of bids. (20 marks for 5 years' experience and 2 additional marks for each additional year of experience subject to a total of 30 marks)	30	
03.	The Applicant/Tenderer should have an average turnover of Rs. 15 lakhs in the last three years (2021-22, 2022-23, 2023-24) from the respective business for which he/she is applying in IIT Ropar. (20 marks for average turnover of 15 lakhs and 2 additional marks for each additional turnover of Rs. 5 lakhs subject to a total of 30 marks)	30	
Total Score		100	(A)

2.4 A Bidder should secure mandatorily a minimum of 60% marks (i.e. 60 marks out of total 100 marks in Technical Evaluation in order to be a qualified bidder for being eligible for Technical weightage and subsequently for opening of financial bids.

2.5 The total marks obtained by a Bidder in the technical bid shall be allocated 30% of technical weightage and the financial bids shall be allocated 70% of the weightage, and thereby making a total of 100% weightage for the complete bidding.

Illustration 1 (for Technical Weightage)

If a Bidder has secured 80 marks out of the total 100 marks in technical evaluation, his technical evaluation score (A) shall be 24 i.e. $\{80 \times 30\%$.

3. The Bidder shall be required to produce attested copies of the relevant documents in support in addition to the documentary evidences being considered during technical evaluation.

4. A substantially responsive bid shall be one that meets the requirements of the bidding document in totality i.e. by following the procedures. The bid not meeting the minimum requirements as per the tender documents shall be rejected

(i) The responsiveness of the bid, i.e, receipts of duly filled, signed and accepted bid documents in complete form, including Authorization letter.

(ii) Receipt of valid EMD with requisite amount in acceptable format.

(iii) Documents in proof of meeting the minimum eligibility criteria.

(iv) Any other documents as required to support the responsiveness of the bidder, as per tender.

5. The bidder who qualifies in the Technical Evaluation Stage having 60% marks as per point 2 above shall only be called for opening of financial bids.

FINANCIAL BID OPENING PROCEDURE

1. The Financial Bids of all the Technically Qualified Bidders shall be opened online on CPPP Portal.

2. Mere becoming the highest scorer, prior to financial bid scrutiny will not give any right to the highest scorer bidder to claim that he is successful in the bidding process. The successful bidder shall be decided only after following due procedure as explained below:

**FINANCIAL BID EVALUATION AND DETERMINATION OF THE SUCCESSFUL
BIDDER**

Scoring of Financial Bids

The scores for submitted financial bids will be computed on the basis of prices quoted for items as per list of items at **Annexure-A and Annexure-B.** (Maximum marks: 70)

Final marks obtained by tenderer against his/her submitted bid (C) = Technical Score (A) + Financial Score (B)

The highest scorer as per 'C' above will be awarded the tender.

Criteria for awarding of marks for price/discount quoted for items

i. **For Stationery Store**

Category	Total Marks	Criteria
1. Category-1	40	Average Price/Discount of all items in each category of list at Annexure-A.
2. Category-2	30	

The marks for each category would be awarded as under:

1. Financial Bid Score for Category-1 (X) : $\frac{(\text{Lowest Average Prices of Category-1}) * 40}{\text{Average Tender Price Quoted by representative bidder}}$

2. Financial Bid Score for Category-2 (Y) : $\frac{(\text{Discount Quoted by representative bidder}) * 30}{\text{Highest Discount offered in Category-2}}$

where the "Lowest Average Price" is: $\frac{\text{Average of the sum total of quoted amount of Cat-1}}{\text{Number of items}}$

and "Highest Discount" is the highest discount offered by the bidder as per Cat-2.

Total Marks for Financial Bid (B): X + Y out of 70 marks.

ii. **For Grocery Store**

Category	Total Marks	Criteria
1. Category-1	50	Highest average discount of all items in each category of list at Annexure-B.
2. Category-2	20	

The marks for each category would be awarded as under:

1. Financial Bid Score for Category-1 (X): $\frac{(\text{Discount Quoted by representative bidder}) * 50}{\text{Highest Average Discount offered in Category-1}}$

2. Financial Bid Score for Category-2 (Y) : $\frac{(\text{Discount Quoted by representative bidder}) * 20}{\text{Highest Average Discount of Category-2}}$

where the "Highest Average Discount" is: $\frac{\text{Average of the sum total of the quoted discount}}{\text{Number of items}}$

Total Marks for Financial Bid (B): X + Y out of 70 marks.

Financial Bid Format for Stationery Shop

S. NO	TYPE OF WORK	Paper Size/Quantity/Units	Category & Weightage	Price (Rs.) or Discount on MRP (%)
1	Photocopy - Black & White	A4 - 1 page	Category-1 (40 marks)	
		Legal - 1 page		
		A3 - 1 page		
2	Photocopy - Coloured	A4 - 1 page		
		Legal - 1 page		
		A3 - 1 page		
3	Printing - Black & White (Plain Paper)	A4 - 1 page		
		Legal - 1 page		
		A3 - 1 page		
4	Printing - Black & White (Bonded Paper)	A4 - 1 page		
		Legal - 1 page		
		A3 - 1 page		
5	Printing - Coloured (Plain Paper)	A4 - 1 page		
		Legal - 1 page		
		A3 - 1 page		
6	Printing - Coloured (Bonded Paper)	A4 - 1 page		
		Legal - 1 page		
		A3 - 1 page		
7	Spiral Binding	< 100 pages		
		> 100 pages (Rates to be quoted for pages in multiples of 100)		
8	Scanning	A4/A3/Legal		
9	Flex Banner Printing	Per sq. ft.		
10	Other stationery items (Pens, Pencils, Notebooks etc.)	As per packaging (Discount % offered to be quoted)	Category-2 (30 marks)	

Financial Bid Format for Grocery Shop

Sr. No.	Name of the items	Category and Weightage	Discount offered on MRP (in %)
1.	Grocery items (viz., Cereals, grains, pulses, spices, sugar, salt, edible oil, ghee, tea, coffee, etc.) with packing labels specifying all statutory details such as manufacturer, quantity, price, packing date, best before use, etc.	Category-1 (50 marks)	
2	Household items of daily and common uses viz. Tooth Brush, Toothpaste, hand wash, Bath Soap, Detergent cake, Detergent powder, liquid soap, Body lotion, cold cream, sanitizer, insecticides, moisturizers, Floor cleaners, etc.)		
3.	Bakery items (Viz. Bread/ Cookies / Biscuits etc.)	Category-2 (20 marks)	
4.	Branded and packaged food products (Viz. Haldiram, MTR, Patanjali, Dabur, Parle, Nestle, ITC, etc.)		
5.	Branded soft drinks and juices, chocolates etc.		
6.	Miscellaneous items viz. Foot mats, cleaning brushes, brooms, floor cleaning clothes, floor wipers, plastic buckets, mugs, crockery etc.		

AFFIDAVIT

I/We(Name)_____

Agency/Partner/Sole Proprietor (strike out which is not applicable) of (Firm)

_____ do hereby solemnly affirm and declare that the

individual/firm/companies are not black listed by any Government Department or an

autonomous body.

DEPONENT

DATE, THE

ADDRESS _____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed therefrom.

DATE, THE

DEPONENT

(NOTE) : *To be furnished on Rs. 100/- non-judicial stamp paper duly attested by a Magistrate/Notary Public)*

ONLINE BID SUBMISSION CHECKLIST**Technical Bid (To be filled by the bidders)**

1.	Type of the Shop Applied [Only One counter/location to be applied]	<input type="checkbox"/> Stationary Store <input type="checkbox"/> Grocery Store (Please tick for only one category)	
2.	Name & Address of Registered Office of the Bidder Telephone No. FAX No: E-Mail:		
3.	PAN No.		
4.	GST No		
5.	The Applicant/Tenderer should have a total of 05 (five) years' experience in running of the respective business for which he/she is applying in IIT Ropar, as on the last date of submission of bids. A copy of the certificate of registration of the shop clearly indicating the date of incorporation from the appropriate authority must be enclosed.		
6.	The Applicant/Tenderer should have a cumulative turnover of Rs. 15 lakhs in the last three years (2021-22, 2022-23, 2023-24) from the respective business for which he/she is applying in IIT Ropar (Attach Audited Sstatement / Ccertificate for the same duly authenticated by a Chartered Accountant)	Year	Turnover (In Lacs)
		2021-22	
		2022-23	
		2023-24	
		Total	
7.	Non blacklisting Certificate by bidder (An affidavit on Rs. 100/- stamp paper as per Annexure-A to be submitted)	Yes/No	
8.	Price list Uploaded on CPPP.	Yes/No	
9.	Any other document	Yes/No	

(Signature of the bidder)