



भारतीय प्रौद्योगिकी संस्थान रोपड़  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR  
रूपनगर, पंजाब-140001/ Rupnagar, Punjab-140001  
Ph. 01881-231283, 2651, e-mail: facilities.office@iitrpr.ac.in

**Dated: 21/01/2025**

**Tender Notice No: 17-24/SHOPS/FAC/IITRPR**

**Last date of receipt of bids : 11.02.2025 upto 3.00 PM**  
**Date of opening of technical bids : 11.02.2025 on 3.30 PM**

On behalf of Director IIT Ropar sealed tenders in offline mode in Two Bid system are hereby invited for renting/leasing out of shops (Grocery & Stationery) at Indian Institute of Technology Ropar as per the terms and conditions laid down in the Tender Document. For details and tender documents please visit tender link of the institute website <https://www.iitrpr.ac.in/tenders>.

**(Registrar)**

<b>SCHEDULE</b>		
Name of Organization	Indian Institute of Technology Ropar	
Tender Type (Open/Limited/EOI/Auction/Single/Global)	Open	
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Others	
Last Date and Time for Receipt of Bids	11/02/2025 (3:00 PM)	
Date and Time of Opening of Technical Bids	11/02/2025 (3:30 PM)	
EMD	<b>Rs. 10,000/-</b>	
	(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)**

## **Instructions for Bid Submission:**

### **Technical Bid:**

Technical bid is to be submitted in a sealed cover superscribing “Technical bids for renting/leasing out of shops at Indian Institute of Technology Ropar”. The envelope must contain the following:

- i) Required format (Annexure-A and Annexure B).
- ii) Proof of EMD deposited i.e. UTR/ Reference number.

### **Financial Bid:**

The financial bid is to be submitted in a sealed cover superscribing “Financial bid for renting/leasing out of shops at Indian Institute of Technology Ropar”.

- i) The rates are to be quoted in the prescribed format of financial bid (Annexure-C to E)
- ii) Overwriting or erasing in the bid documents shall render the same invalid. Any cutting/overwriting must be attested by the bidder.
- iii) The financial bid shall be valid for a period of not less 180 days after the deadline for submission of bids.

### **Submission and Evaluation of Bids:**

- i) The technical bids and financial bids are to be submitted in separate sealed covers. Both these sealed covers may then be put inside a bigger sealed cover superscribing “Bid for renting/leasing out of shops at Indian Institute of Technology Ropar ” and submitted at the Deputy Registrar, Facilities Section, M. Visvesvaraya Building, Indian Institute of Technology Ropar, Rupnagar-140001. The latest hours and date of receipt of the offer is up to 3.00 PM on 06.02.2025. The technical bid shall be opened at 3.30PM on 06.02.2025. The bids received after the due date and time will not be considered. If the last date happens to be holiday, tender will be opened on the next working day at the same time.
- ii) All the pages submitted in the bids alongwith the attached documents should be signed by the Tenderer.
- iii) The technical bids would be evaluated by a Committee. The bids which do not contain the information as desired or are not supported by necessary documents including bid security/tender amount will be treated as non responsive and will not be evaluated. Only those bids will be evaluated which are determined to be substantially responsive and meet the requirements set forth by the Institute.
- iv) The applicants have to give a presentation before the committee constituted for this purpose at IIT Ropar at their cost as and when asked. (Please refer the Bid Evaluation Scheme)
- v) Only the technically responsive bids as recommended by the Committee would be intimated about the date and time for opening of financial bids. The Financial Bids of all the Technically Qualified Bidders shall be opened.
- vi) 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 in tender document.

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## **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 bids from business entity firms for Opening and Running of Shops at IIT Ropar as follows:-

S.No.	Type of Shops	Tentative Area
01	Stationery Store	200.8 sq. ft.
02	Grocery Store	200.8 sq. ft.

- *The Institute may add any new/change shops apart from the shops mentioned above or may remove any shop listed there in.*
- *In case the allocated area changes in size or place, Rent will be proportionately revised as per the area finally allocated.*

## **GENERAL TERMS AND CONDITIONS**

1. Bidder has to submit the Tender in two- bid system at the office of Deputy Registrar, Facilities Section, M. Visvesvaraya Building, Indian Institute of Technology Ropar, Rupnagar.
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. 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. 30,000/- 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 offers will not be accepted.

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## **SPECIAL TERMS & CONDITIONS TO THE CONTRACT**

1. The successful bidder must deposit required security money and 03 months' advance rent on award of the contract.
2. Successful Bidder has to pay rent, on or before 05<sup>th</sup> of the every month alongwith 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 rent 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 rent 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. In such an event the earnest money deposited by the selected bidders shall stand forfeited.
6. No child worker should be employed by the firm/agency/contractor to run the shop and the agency should abide by labour & insurance law.
7. The running of shop will be subject of laws and bylaws of the Institute.
8. Successful bidder will not sublet awarded shop to anyone.
9. 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.
10. 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 agreement 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.
11. 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 rent, 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.
12. Successful bidders must display the rate chart and discount offered on MRP / prevailing market price as applicable, in front of their shop.

13. **Forfeiture of Bid Security (EMD):** Bid Security of a tender will be forfeited, if the bidder withdraws 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/EMD will be forfeited.
14. 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.
15. 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.
16. 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.
17. 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.
18. IIT Ropar shall not be responsible for any incident happened 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. Single use plastic & disposables will be totally prohibited inside the campus.
24. 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.
25. The successful bidder has to register with Punjab State GST Authorities.
26. **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 rent 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 (30) Thirty 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.
- (e) On the expiry of the contract
- (f) By giving one month notice by Institute on account of:
  - i) Assigning the contract or any part thereof to any Sub Bidder;
  - ii) On Bidder being declared insolvent by competent Court of Law.
- (g) During the notice period for termination of the contract, in the situation contemplated above, the Bidder shall keep on discharging his duties as before till the expiry of notice period.
- (h) Immediate termination of the contract under the following circumstances
  - i) On account of unsatisfactory performance
  - ii) Committing breach in Terms and Conditions of this agreement by the Bidder
  - iii) Persistently neglected to carry out his obligations under the contract.
- (i) Failure of the Successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for forfeiture of performance security.

27. **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.

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

**(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 Card & GST Registration.
- b. The Bidder should have 01 (One) year experience in running the respective business for which he/she is applying 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 turnover of Rs. 05 lakhs in the last one year from the respective business for which he/she is applying. Attach Audited Statement/Certificate for the same duly authenticated by a Chartered Accountant/GST Return which shows annual turnover.
- 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 70% to Technical Evaluation and 30% 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 - Overall Plan ii) Resourcefulness and Capacity of the Firm iii) Manpower deployment plan	50	
02.	<i>The Bidder should have 01 (One) year experience in running the respective business for which he/she is applying 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.</i> (15 marks for 1 year experience and 2 additional marks for each additional year of experience subject to a total of 25 marks)	25	
03.	<i>The Bidder should have turnover of Rs. 05 lakhs in the last one year from the respective business for which he/she is applying. Attach Audited Statement/Certificate for the same duly authenticated by a Chartered Accountant/GST Return which shows annual turnover.</i> (15 marks for turnover of 5 lakhs and 2 additional marks for each additional turnover of Rs. 2 lakhs subject to a total of 25 marks)	25	
<b>Total Score (A)</b>		<b>100</b>	

2.4A 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 70% of technical weightage and the financial bids shall be allocated 30% of the weightage, and thereby making a total of 100% weightage for the complete bidding.

#### **Scoring of Technical Bids:**

The formula for calculating the final score in a Quality and Cost Based Selection (QCBS) process is:

$$1. \text{ Technical Score (TS)} = \frac{\text{Score of Bidder under consideration as scored Technical Evaluation}}{\text{Highest Score of the Bidder as scored in Technical Evaluation}} * 70$$

2. Financial Score (FS) =  $\frac{\text{(Rate of Bidder under consideration as Quoted in Annexure "E")}}{\text{Highest Score of the Bidder as Quoted in Annexure "E"}} * 30$

Total Final Score (TFS) = (Technical Score) + (Financial Score)

The technical score is weighted at 70% and the financial score is weighted at 30%. The total scores are ranked in descending order, and the bidder with the highest score will be recommended by the Evaluation Committee

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

5. (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.

6. 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.

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

**AFFIDAVIT**

I/We(Name)\_\_\_\_\_ 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**

**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"/> Stationery Store <input type="checkbox"/> Grocery Store <b>(Please tick for only one category)</b>	
2.	Name & Address of Registered Office of the Bidder Telephone No. E-Mail:		
3.	PAN No.		
4.	GST No.		
5.	The Bidder should have 01 (One) year experience in running the respective business for which he/she is applying 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 Bidder should have turnover of Rs. 05 lakhs in the last one year from the respective business for which he/she is applying. Attach Audited Statement/Certificate for the same duly authenticated by a Chartered Accountant/GST Return which shows annual turnover.	<b>Year</b>	<b>Turnover (In Lacs)</b>
		2023-24	
		<b>Total</b>	
7.	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.	Yes/No	
8.	EMD Details		
9.	Any other document	Yes/No	

**(Signature of the bidder)**

**Format for Quoting Rates for Stationery Shop**

<b>S. NO</b>	<b>TYPE OF WORK</b>	<b>Paper Size/Quantity/Units</b>	<b>Discounted Rate in Rs.</b>
1	Photocopy - Black & White	A4 - 1 page	
		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)	

\*Bidders can also quote special rates for bulk quantity of printing, Photocopying and scanning of documents.

\*\*Successful Bidder may be called for discussion with UMC in case rates quoted are unreasonably high.

**Format for Quoting Rates for Grocery Shop**

<b>Sr. No.</b>	<b>Name of the items</b>	<b>Discount offered on MRP (in %)</b>
<b>1.</b>	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.	
<b>2</b>	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.)	
<b>3.</b>	Bakery items (Viz. Bread/ Cookies / Biscuits etc.)	
<b>4.</b>	Branded and packaged food products (Viz. Haldiram, MTR, Patanjali, Dabur, Parle, Nestle, ITC, etc.)	
<b>5.</b>	Branded soft drinks and juices, chocolates etc.	
<b>6.</b>	Miscellaneous items viz. Foot mats, cleaning brushes, brooms, floor cleaning clothes, floor wipers, plastic buckets, mugs, crockery etc.	

**Rent Quoted**  
**(Fill the appropriate Column)**

**1) Stationery, Printing and Binding etc**

<b>Sl. No.</b>	<b>Description</b>	<b>Rate offered (INR) per Month (Exclusive of GST)</b>
01.	Rent to be paid to IIT Ropar for running a Shop	
	The minimum rent will be Rs. 12,000/- (Excluding GST) per month	

**2) Departmental Store on Super Market Model**

<b>Sl. No.</b>	<b>Description</b>	<b>Rate offered (INR) per Month (Exclusive of GST)</b>
01.	Rent to be paid to IIT Ropar for running a Shop	
	The minimum rent will be Rs. 12,000/- (Excluding GST)per month	

**Note:** - The bidder is to acquaint himself with the scope of work, all terms and conditions & penalty details etc. of the tender document before quoting the rates. The highest quoting bidder will be given the contract to run the shops.

The GST shall be charged as applicable on the rent quoted above.

**(Signature of the Contractor with seal)**