



**Basic Details**

Organisation Chain	Indian Institute of Technology Ropar		
Tender Reference Number	1858-23		
Tender ID	2023_IITRP_784223_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	EOI
Tender Category	Services	No. of Covers	1
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 - 1**

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.pdf	Expression of Interest for Lease / Hire of Shops at Permanent Campus 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 through BG/ST or 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	Expression of Interest for Lease / Hire of Shops at Permanent Campus IIT Ropar				
Work Description	Expression of Interest for Lease / Hire of Shops at Permanent Campus IIT Ropar				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Tender Value in ₹	NA	Product Category	Miscellaneous Services	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work(Days)	45
Location	IIT Ropar	Pincode	140001	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	M Visvesvaraya Block
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

**Critical Dates**

Publish Date	07-Dec-2023 03:00 PM	Bid Opening Date	27-Dec-2023 03:30 PM
Document Download / Sale Start Date	07-Dec-2023 03:00 PM	Document Download / Sale End Date	27-Dec-2023 03:00 PM

<b>Clarification Start Date</b>	07-Dec-2023 03:00 PM	<b>Clarification End Date</b>	21-Dec-2023 11:00 AM
<b>Bid Submission Start Date</b>	07-Dec-2023 03:00 PM	<b>Bid Submission End Date</b>	27-Dec-2023 03:00 PM

  

<b><u>Tender Documents</u></b>					
<b>NIT Document</b>	<b>S.No</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>	
	1	Tendernotice_1.pdf	Expression of Interest for Lease / Hire of Shops at Permanent Campus IIT Ropar	1010.86	
<b>Work Item Documents</b>	<b>S.No</b>	<b>Document Type</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tender Documents	UPLOAD.pdf	Expression of Interest for Lease / Hire of Shops at Permanent Campus IIT Ropar	994.14

  

<b><u>Tender Inviting Authority</u></b>	
<b>Name</b>	Deputy Registrar
<b>Address</b>	Store and Purchase Section M Visvesvaraya Block Indian Institute of Technology Ropar Rupnagar 140001

**Notice Inviting Quotation (E-Procurement mode)**  
**कोटेशन को आमंत्रित करने की सूचना (ई-प्रोक्योरमेंट मोड)**

**INDIAN INSTITUTE OF TECHNOLOGY ROPAR**

**Dated: 07/12/2023**

**Tender Notice No: 1858-23/AD-UMC/IITRPR/PS/**

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

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

<b>Details of the item</b>	Expression of Interest (EOI) for Lease / Hire of Shops at Permanent Campus, Indian Institute of Technology Ropar
<b>Bid Security( Earnest Money Deposit)</b>	Rs. 10,000/-
<b>Performance Security</b>	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).

**(कुलसचिव / Registrar)**

<b>SCHEDULE</b>		
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	27/12/2023 (3:00 PM)	
Date and Time of Opening of Technical Bids	27/12/2023 (3:30 PM)	
Tender Fee/EMD	Rs. ___NIL___/- (For Tender Fee) <b>Rs. 10,000/-</b> (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. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II)	
No. of Covers (1/2/3/4)	1	
Bid Validity days (180/120/90/60/30)	180 days (From last date of opening of tender)	
Address for Communication	Deputy Registrar, Store & Purchase, M. Visvesvaraya Building, Indian Institute of Technology Ropar, Rupnagar – 140001	
Contact No.	01881-241283,241285	
Email Address	purchase@iitrpr.ac.in, drsp@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 इलेक्ट्रॉनिक 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 नि:शुल्क 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 हैं, 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 करना 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 BoQ फाइल 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>.

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
01.	Stationary, Printing and Binding etc
02.	Departmental Store on Super Market Model
03.	2 shops for saloon (1 for men and 1 for women)
04.	Vegetable and Fruit Shop

- The Director IIT Ropar may add any new/change shops apart from the shops mentioned above or may remove any shop listed there in.

### 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 Applicant/Tenderer should be a native of India;*
- b. The age of Applicant/Tenderer should be in between 21 and 60 years on the last date of submission of tender;*

## EVALUATION OF TENDERS:

The tender will be evaluated based on Technical Evaluation Parameters as mentioned below:

### **Technical Bid (To be filled by the bidders)**

1.	Type of the Food Counter/Location Applied  [Tick as applicable]  [ Only One counter/location to be applied]	<input type="checkbox"/> Stationary, Printing and Binding etc  <input type="checkbox"/> Departmental Store on Super Market Model  <input type="checkbox"/> Saloon for men  <input type="checkbox"/> Saloon for women  <input type="checkbox"/> Vegetable and Fruit Shop  <b>(Please apply for only one category)</b>	
2.	Name & Address of Registered Office of the Company Telephone No. FAX No: E-Mail:		
3.	PAN No.		
4.	GST No		
5.	The bidder should be in the business for not less than two years i.e. before 30/09/2023. Bids of firms which are not in existence / provision store business for 2 years as mentioned above shall not be considered. (Attach Proof)		
6.	The interested vendor firms should preferably have cumulative turnover of Rs. 45 Lacs for Departmental Store, Rs. 15 Lacs for Stationery Shop and Rs. 10 Lacs for Saloon in the last three preceding financial years i.e. 2020-21, 2021-22 & 2022-23 respectively. (Attach Audited statement/ certificate for the same). [Not applicable in case of Vegetable and Fruit Shop]	<b>Year</b>	<b>Turnover (In Lacs)</b>
		2020-21	
		2021-22	
		2022-23	
		Total	
7.	The contractor should have valid FSSAI certification is eligible to apply <i>if applicable</i> .	Yes/No	

8.	Non blacklisting Certificate by bidder(self declaration on letter head/affidavit)	Yes/No
9.	Price list Uploaded on CPPP <i>if applicable.</i>	Yes/No
10.	Any other detail as per tender specifications.	Yes/No

**(Authorized signatory)**

## **BID EVALUATION SCHEME:-**

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

### **EVALUATION CRITERIA (SEGREGATED TYPE)**

1. The Client 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.
- 2.1 The technical bid evaluation shall be done based on the following criteria:
- 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:

<b>S.No.</b>	<b>Particulars of Evaluation</b>	<b>Max Marks</b>	<b>Marks Obtained</b>
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	<b>20</b>	
02.	The bidder should be in the business for not less than two years i.e. before 30/09/2023. Bids of firms which are not in existence / provision store business for 2 years as mentioned above shall not be considered. (Please attach proof)	<b>30</b>	
03.	Number of year in operation (Please attach proof)	<b>20</b>	
04.	The interested vendor firms should preferably have cumulative turnover of Rs. 45 Lacs for Departmental Store, Rs. 15 Lacs for Stationery Shop and Rs. 10 Lacs for Saloon in the last three preceding financial years i.e. 2020-21, 2021-22 & 2022-23 respectively. (Attach Audited statement/ certificate for the same). [Not applicable in case of Vegetable and Fruit Shop] ( Please attach proof)	<b>30</b>	
	<b>Total Score</b>		

3. 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.

3.1. 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 financial 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 after following, his technical evaluation value shall be: 56 i.e.  $(80 \times 70\%)$*

3.2. The Bidder shall be required to produce attested copies of the relevant documents in support of 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 qualified in the Technical evaluation stage shall only be called for opening of financial bids. Client shall intimate the bidders, the time/ venue for the financial Bid opening in written communication.

**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 lowest bidder, prior to financial bid scrutiny will not give any right to the lowest bidder to claim that he is successful in the bidding process. The successful bidder (L1) shall be decided only after following due procedure as explained below:

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

1. The financial evaluation shall be carried out and financial bids of all the bidders shall be given 30% of weightage.
2. The Bidder with the lowest bid Prices (L1) shall be assigned full 30 marks (i.e. 30% x 100) and his total scores of the bid shall be as per illustration 2 below:

### ***Illustration 2***

*If the Bidder at Illustration 1 is L1 Bidder and quoted Rs.100/for being L1, then his total value shall be 86 i.e. (56 Technical Value + 30 Financial Value)*

3. The financial scores of the other bidders (i.e. L2, L3... and so on) shall be computed as under and as explained at Illustration 3 below:

$30 \times \text{Lowest Value (L1 Price)} / \text{Quoted Value (L2 OR L3.)}$

### ***Illustration 3***

*If the Bidder at Illustration 1 is L2 Bidder and he quoted Rs.125, therefore 30% being the weighted value, the financial scores for L2 shall be computed as under:*

$30 \times 100 (\text{lowest prices L1}) / 125 (\text{quoted prices} - \text{L2}) = 24 (\text{financial score})$

*Therefore, L2 Bidder shall have total value of 80 (56 Technical Value + 24 Financial Value)*

4. The Bidders' ranking shall be arranged depending on the marks obtained by each of the bidder both in Technical Evaluation and Financial Evaluation.
5. The Bidder meeting the minimum eligibility criteria and with the highest marks/ rank (i.e. the total of technical evaluation marks and financial evaluation marks) shall be deemed as the successful Bidder and shall be considered eligible L1 Bidder for further process.
6. If there is a discrepancy between words and figures, the amount in words shall prevail.

## **SUBMISSION OF BIDS**

Tender document duly filled in should be uploaded on the CPPP within due date & time. Bids received late will not be considered.

All the pages of the tender document and certificates should be duly signed and stamped by the bidder.

## **FACILITIES TO BE PROVIDED BY THE INSTITUTE**

The required water and electricity points, if feasible, will be provided by the Institute on payment basis. Water charges shall be fixed by Institute keeping in view nature of shop. Electricity Bill will be charged as per the existing tariff based on the actual consumption. The monthly hire/lease rent, water and electricity charges are to be deposited on or before 5<sup>th</sup> 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.

## **SCOPE OF THE WORK**

1. The bidders shall provide the required goods / services to the Institute. The goods / services should be available all the time at a reasonable price and right quantity. The quality of the goods and services should be of high standard and branded.
2. The price of the goods / services should be comparable to the competitive market price.
3. The price of the goods / services shouldn't exceed the MRP.
4. All the shops should remain open at as per the time decided by the Utility Management Committee, IIT Ropar from time to time.
5. Departmental store should keep grocery items, general items and general electrical items and any other items as per the requirement of institute fraternity on mutual understanding basis.

## **BID SECURITY (EMD)**

- a. The bidder must deposit EMD as stated above in the instructions as Bid Security (Non-Interest Bearing).
- b. The bid security may be forfeited:-
  - i. If the bidder withdraws his bid during the period of validity specified in the tender/ bid form.
  - ii. If the successful bidder fails to furnish performance security in accordance with terms of Tender.
  - iii. If any material information is concealed then EMD shall also be forfeited.
- c. The bid security of the unsuccessful bidder will be discharged / returned as early as possible as but not later than 45 days after the expiry of the period of bid validity.

## **TENDER OPENING**

- a. Bids shall be opened online on the CPPP.
- b. In case, the date fixed for opening of bids is declared as a holiday by the Government of India, the bids will be opened on the next working day.

## **PERFORMANCE SECURITY**

- a. The successful bidder shall be required to deposit an amount of **Rs. 1,00,000.00** for Departmental Store, **Rs. 30,000.00** for Stationery Shop, **Rs. 25,000.00** for Saloon,

**Rs.10,000.00** for Vegetable and Fruit Shop as security deposit in shape of Demand Draft from any nationalized bank in favour of the **IIT Ropar Revenue Account** payable at Rupnagar / Ropar within 10 days of the issue of letter of intent for accepting the bid. The EMD amount of successful bidders shall be adjusted towards the performance security amount.

- b. Performance security will be discharged after compliance of contractor's performance obligation under the contract.
- c. If the contractor fails or neglects any of his obligations under the contract it shall be lawful for the Registrar, IIT Ropar to forfeit either whole or any part of performance security furnished by the bidder as a compensation for any loss resulting from such failure and for recovery of dues, if any.

### **AWARD OF CONTRACT**

The Institute can award contract(s) to different bidders for different shops.

### **ANNULMENT OF AWARD**

Failure of the successful bidder to comply with any of the tender/contract conditions shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in the event of which the Registrar, IIT Ropar may make the award to any other bidder at his own discretion or call for new bids.

### **JURISDICTION:**

All disputes arising out of this contract shall be subject to the jurisdiction of the court at Rupnagar / Ropar.

### **RIGHT TO ACCEPT OR REJECT**

The Director, IIT Ropar shall not be bound to accept the lowest or any tender and reserves the right to reject any tender(s) without assigning any reasons thereof.

**(Signature of the bidder)**

## **GENERAL TERMS & CONDITIONS**

1. The Bidders must deposit required security money and 03 months advance Lease Rent on award of the contract.
2. Successful Bidder has to pay Lease Rent, on or before 05<sup>th</sup> of the every month including Electricity & Water charges.
3. The successful bidder will have to execute a Lease Agreement with the Institute. Bidder will also submit two recent Passport size Photographs, copy of Aadhar Card.
4. The allotment of shops shall be subject to increase in the lease 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, 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 are not eligible.
7. Employees of Central or State Government undertaking or Govt. companies are not eligible to apply. A minor is also not eligible to apply.
8. The agency must submit an undertaking that it will not employ any minor in their shop.
9. The running of shop will be subject of laws and bylaws of the Institute.
10. Successful bidder will not sublet awarded shop to anyone.
11. The bidder is required to submit a “Character & Antecedents verification Form” in prescribed proforma (Annexure A). Without enclosing duly verified this form the bid is liable to be rejected.
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 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 of its Bid Security will be forfeited.
14. Conditional tenders will not be accepted.

**(Signature of the bidder)**

**ANNEXURE – A**

**CHARACTER AND ANTECEDENT CERTIFICATE BY ANY GAZZETED OFFICER /  
Local MC / Village Sarpanch**

This is to certify that Mr./Ms. \_\_\_\_\_ Son/Daughter/wife of \_\_\_\_\_  
whose particulars are given below has good moral character and reputation and that the applicant  
has been staying at the following address continuously for the last one-year.

S.No.	Particulars		Details / Information
1.	Date of Birth		
2.	Place of Birth		
3.	Educational Qualifications		
4.	Profession		
5.	Present Address		
6.	Permanent Address		
7.	Identity Proof (self-attested copy )		
8.	PAN/ Aadhar/ Voter ID/		

Issuing Authority Signature  
Name Designation

Date of Issue:  
Address/Telephone:

## Rate list for Stationery Shops

S. NO	TYPE OF WORK	Price(Rs.)
1	Photocopy	
2	Colured Photocopy	
3	Printing	
4	Colured Photocopy	
5	Spiral Binding	
6	Scanning	
7	Banner Printing	
8	Flex Printing	
9	Typing( English)	
10	Typing( Hindi)	

## Rate list for Saloon

SR NO	TYPE OF WORK	Price(Rs.)
1	SHAVE CREAM	
2	FOAM SHAVE	
3	THREADING	
4	HAIR DRYER	
5	GENTS HAIR CUTTING	
6	MACHINE ON BEARD (DARHI)	
7	BEARD (DARHI) CUTTING	
8	BOY HAIR CUTTING (BELOW 5 YEARS)	
9	GIRL HAIR CUTTING (BELOW 5 YEARS)	
10	SHAMPO ON HAIR AND DRYER	
11	BEARD (DARHI) COLOUR	
12	HEAD HAIR COLOUR	
13	HAIR CURLING	
14	FULL HAIR CURLING	
15	LADIES HAIR CUTTING	

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

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

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

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

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

**3) Shops for saloon (1 for men and 1 for women)**

<b>Sl. No.</b>	<b>Description</b>	<b>Rate offered (INR) per Month</b>
01.	Rent to be paid to IIT Ropar for running a Shop for men	
02.	Rent to be paid to IIT Ropar for running a Shop for women	
	The minimum rent will be Rs. 12,000/- per month for each type i.e. Separate rent for men and women	

**4) Vegetable and Fruit Shop**

<b>Sl. No.</b>	<b>Description</b>	<b>Rate offered (INR) per Month</b>
01.	Rent to be paid to IIT Ropar for running a Shop	
	The minimum rent will be Rs. 5,000/- 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 bidder will be given the contract to run the provision store.

(Signature of the Contractor with seal)