



**Basic Details**

Organisation Chain	Indian Institute of Technology Ropar		
Tender Reference Number	1749-23		
Tender ID	2023_IITRP_781790_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 Opening of Counters in Food Court Model 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 ₹	5,000	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 Opening of Counters in Food Court Model Permanent Campus IIT Ropar				
Work Description	Expression of Interest for Opening of Counters in Food Court Model Permanent Campus 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	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**

<b>Publish Date</b>	20-Nov-2023 04:00 PM	<b>Bid Opening Date</b>	11-Dec-2023 03:30 PM
<b>Document Download / Sale Start Date</b>	20-Nov-2023 04:00 PM	<b>Document Download / Sale End Date</b>	11-Dec-2023 03:00 PM
<b>Clarification Start Date</b>	20-Nov-2023 04:00 PM	<b>Clarification End Date</b>	04-Dec-2023 11:00 AM
<b>Bid Submission Start Date</b>	20-Nov-2023 04:00 PM	<b>Bid Submission End Date</b>	11-Dec-2023 03:00 PM

### **Tender Documents**

NIT Document	S.No	Document Name	Description		Document Size (in KB)
	1	Tendernotice_1.pdf	Expression of Interest for Opening of Counters in Food Court Model Permanent Campus IIT Ropar		641.71
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	UPLOAD.pdf	Expression of Interest for Opening of Counters in Food Court Model Permanent Campus IIT Ropar	624.99

### **Tender Inviting Authority**

<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-प्रोक्योरमेंटमोड)**  
**INDIAN INSTITUTE OF TECHNOLOGY ROPAR**

**Dated: 20/11/2023**

**Tender Notice No: 1749-23(2)/AD-FO/IITRPR/PS/**

भारतीयप्रौद्योगिकीसंस्थानरोपड़निम्नलिखितमदोंकीखरीदकीप्रक्रियामेंहै।

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 Opening of Counters in Food Court Model, Permanent Campus, IIT Ropar.
<b>Bid Security( Earnest Money Deposit)</b>	Rs. 5,000/-
<b>Performance Security</b>	Rs. 50,000/-
<b>Delivery Schedule</b>	As mutually decided

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)**

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	11/12/2023 (3:00 PM)	
Date and Time of Opening of Technical Bids	11/12/2023 (3:30 PM)	
Tender Fee/EMD	Rs. ___NIL___/- (For Tender Fee) Rs. 5,000/- (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 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](http://eprocure.gov.in/eprocure/app)) के ई-प्रोक्योरमेंट मोड्यूल 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 should 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 userID / 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 बदले। 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 समान्य 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>.

**EXPRESSION OF INTEREST FOR**  
**OPENING OF COUNTER ON FOOD COURT MODEL**  
**AT INDIAN INSTITUTE OF TECHNOLOGY ROPAR (IIT ROPAR)**

**INTRODUCTION:-**

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 of Counter in Food court and Dry Canteen in Super Academic Block (SAB) at IIT Ropar as follows:-

**Location- New Mess (First Floor) as per food court model:-**

Various Counters to be opened in the following food categories on KIOSK MODEL like:-

1. Fine Dine/Restaurant
2. Chinese Food
3. Indian Chat and Street Food
4. Bakery items, Sweets and Beverages
5. South Indian Food
6. Ice-Cream

Applications are invited from reputed branded Indian companies dealing in above mentioned food categories. The presence of brand must be at least in 2 states. There must be atleast 5 or more branches in either company owned or franchise owned model. Incase if any single brand dealing in all the categories of above mentioned food items, may also apply in a single bid, but kiosks will be offered as per the discretion of the Institute keeping in mind the reasonability, affordability, rates and any other issue.

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

### **OBJECTIVE:-**

To provide state-of-the-Art Food outlets with branded eatables/beverages or freshly cooked products through tender at IIT Ropar.

### **ELIGIBILITY CRITERIA FOR OPENING OF COUNTERS ON FOOD COURT MODEL:-**

The interested firms should be an Indian individual business entity (company/proprietorship/firm) having:

- a. The interested firm/company should be reputed brand having its presence in at least 2-5 states with having minimum 5 outlets either on company or franchise owned.
- b. The cumulative turnover of the company/firms should not be less than Rs. 50 Lacs in the last three preceding financial years i.e. 2020-21, 2021-22 & 2022-23 respectively. (Attach Audited statement/ certificate from the CA for the same).
- c. The contractor having valid FSSAI certification is eligible to apply(Attach copy of the certificate)
- d. Affidavit to be signed by the Director/CEO of the company/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.
- e. At least five years of experience in running company/franchise business. If any company is running its outlets in any CFTIs / PSU will be an advantage.

### **FACILITIES TO BE EXTENDED BY INSTITUTE: -**

1. The Institute will provide space (As mentioned in EOI) for running the facilities at designated location.
2. Electricity and water Connection with Meter. The commercial electricity and water charges will be based on meter reading only.

### **OBLIGATIONS OF THE AGENCY/ VENDOR: -**

3. The service provider shall use only the space ear-marked to operate the facility and shall not use any other space for any other purpose.
4. The service provider is responsible for maintaining cleanliness in the area at all times. All waste generated should be collected in separate bins (to be kept by service provider) and delivered to the nearest garbage collection Centre daily.

5. The Institute will provide the Housekeeping manpower for cleaning of common area and the expenses of this manpower will be shared by all the contractors of food court.

#### **RENT AND OTHER CHARGES: -**

6. The vendor will pay a reasonable monthly lease rent i.e. license fee as decided by the IIT Ropar from time to time for running the Food outlet as per rules.
7. The required water and electricity points, will be provided by the Institute on payment basis. Water charges shall be fixed by the Institute keeping in view the nature of the shop. Electricity Bill will be charged as per the existing tariff based on the actual consumption. The monthly hire/lease rent, water, electricity charges and penalties are to be deposited on or before 5th of every month, if the successful bidder fails to deposit these amounts by due date penal interest @ 18 % per annum will be charged on the amount due. The Institute shall have the right to recover the dues from the performance security and or other amount payable to the bidder and may disconnect electricity and water if dues are pending.

#### **TERMS & CONDITIONS:-**

1. The Canteen entrusted to the firm by the IIT Ropar will be utilized for the purpose for which the outlet is awarded only and it would be kept by the firm in good sanitary condition and in order. The possession of the premises shall be returned to the IIT Ropar after the termination of the license period in the same condition with all the fitting and fixtures etc. provided in due course during license period.
2. The contractor shall equip the Canteen for running of business to the satisfaction of the Students, Staff or authorized representative of IIT Ropar or his/her nominee and shall display the articles in a presentable and hygienic manner.
3. Before submitting the EOI, the Service provider may visit the Institute for site checking.
4. 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 IIT Ropar Revenue Account, Indian Institute of Technology Ropar valid for a period of contract plus 3 months.
5. The contractor shall display the approved rate list in the canteen at a prominent place. The complaint and suggestion box shall be installed which will be opened for inspection only by the authorized representative of IIT Ropar or his/her nominee. In case the firm is found charging higher rates than the rates approved by the IIT Ropar then the license of the food outlet can be cancelled without any notice. The contractor

will not stop the supply of eatables/beverages except under installation of equipment or maintenance period which shall be communicated to IIT Ropar authorities by the contractor.

6. The contractor shall not transfer or sublet the food outlet in full or part thereof in any way. However, this will not apply on franchise model with proper agreement.
7. Designated Officers of IIT Ropar may pick up the samples of food outlets products at any time out of the supply being made and put the same to test for ascertaining the quality and nutritive value of the food. The testing fee, if any, shall be borne by the contractor for the testing of the samples in case problems are found.
8. The contractor shall employ only trained staff in the outlets.
9. Materials known to be harmful to health (as decided by the Institute from time to time) such as food colouring, soda, ajinomoto, etc. will not be used.
10. The staff engaged by the contractor will be solely under contractor's employment, control and discipline and in case of termination of the contract, the Institute will not be liable for loss or damage, if any, caused to the contractor or contractor's employees. The Institute will not also be liable in case of services of any of the employees dispensed with by the contractor. The staff engaged with the contractor will be paid Govt. approved wages along with EPF, ESI by the contractor. The contractor shall be responsible for fulfilling the requirement of all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Gratuity Act, Contract Labour (Regulations and Abolition) Act and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by them. The contractor will follow all the Labor laws as per the rules of the Government.
11. The contractor must provide a list of employees to the Institute at regular intervals. Only such canteen workers of the contractor whose name is on the list will be allowed to stay in the canteen hall premises. The canteen workers are allowed only in the canteen area and will not be allowed to enter any other areas of the institute.
12. The staff employed in the canteen shall be provided with uniform by the contractor as per their job assignments and they shall wear it compulsorily while on duty. The contractor shall employ only adult and trained staff with good health and sound mind for all services. He shall also nominate a qualified and experienced manager acceptable to the Institute to take orders / instructions from the committee.
13. The contractor shall ensure that all employees engaged by him are free from communicable / infectious disease. If in the opinion of the Institute any of the contractor's employee(s) is found to be suffering from any such disease or if any employees(s) of the contractor are found to have committed misconduct or misbehavior, the UMC shall have the right to ask the contractor to remove such

employee(s) without questioning the decision of the Institute. The Institute shall be entitled to restrain such employee(s) from entering the canteen premises.

14. IIT Ropar is not responsible for any accident to the Contractor'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 contractor.
15. The contractor shall maintain the IIT Ropar property in a good condition and shall repair, damage if any to the IIT Ropar property occupied by it.
16. The contractor shall not stack empty packing cases, baskets of any material on the roof of the cafe or in open space outside the premises allotted to it.
17. Every care/step shall be taken by the firm to keep the premises of the IIT Ropar clean and in a good sanitary condition.
18. The contractor shall be fully responsible for the good condition and character of its employees and shall also keep the servants in neat and clean uniform.
19. The eatables/ beverages have to be supplied during hours as decided by the IIT Ropar.
20. No item shall be sold above the MRP.
21. The use of Coal, kerosene and wood by the contractor is strictly prohibited.
22. The contractor shall be solely responsible for any mishap/casualty on account of contaminated eatables/beverages supplied. In such an event, action against the contractor shall be initiated as per the provisions of law apart from termination of the contract.
23. In the event of any dispute relating to the supply of the eatables/beverages, the decision of the IIT authorities shall be final and binding.
24. The Committee constituted by the IIT Ropar shall have the privilege to supervise the supply of eatables/beverages.
25. IIT Ropar shall be at liberty to add/alter any of the conditions for supply of eatables/beverages at any time during the contract period as per the need/ requirement.
26. If, it is found at any stage that the material eatables/beverages supplied by the contractor is adulterated, contaminated or defective/substandard in any manner, in that eventuality, the entire civil and criminal liability arising out of that shall rest entirely on the contractor.

27. In the event, if the contractor wants to stop the supply of the eatables/beverages, he shall have to give three months' clear notice in writing to the IIT Ropar failing which he shall be liable for penalties.
28. In the event of any dispute arising out of the contract between the parties mentioned here the same shall be referred to the sole arbitration of the IIT Ropar or any Officer appointed by the IIT Ropar on its behalf, whose decision shall be final and binding on both the parties.
29. Termination of the contract:
- a) By IIT Ropar: IIT Ropar reserves the right to terminate the contract giving one month notice without giving any reason there off on account of unsatisfactory performance of the contract.
  - b) By the contractor: The contractor may withdraw the contract prematurely by giving minimum three months notice, otherwise 100% of the security deposit may be forfeited.
  - c) On termination/expiry of the contract, the contractor will hand over all the equipments/ furniture/ articles etc supplied by IIT Ropar in good working condition failing which the items will have to be replaced by the contractor to IIT Ropar.
30. The contractor shall intimate the names, address and telephone number(s) of the persons appointed by the contractor alongwith their experience and training certificates, who shall be responsible for all issues such as shortcomings etc.
31. Initially the contact shall be for a period of 03 years. If the work of the firm is found satisfactory based on the feedback, IIT Ropar may extend the period of contract for further year(s) on the terms and conditions to be decided mutually.
32. The contractor shall not throw garbage unhygienically and repair of choking the drains, if any will have to be borne by the contractor. Institute may penalize for choking the drains.
33. The contractor will have to ensure utmost cleanliness, hygienic conditions and befitting campus like discipline at their allotted space, surroundings and accessories at all times, neglect of which, shall invite heavy fines including premature termination of the contract. Pest/rodent control should be done regularly. The Contractor should bear his share of cleanliness expenditure of the food court area.
34. This opening timing of the food outlet may be decided by the UMC and informed to the vendor accordingly.
35. The services by the contractor shall be open to use by the Institute beneficiaries only. As such, the vendors (service provider) shall neither invite / entertain nor harbor any users from Outside at or around the allotted space. Violation of this expressed condition shall automatically land in termination of the contract.



36. Use of disposable materials such as, plates, cups, glasses, spoons, straws etc. made out of plastic is completely prohibited. All items/equipment/storage/display must be contained within the allotted area.
37. It is the sole responsibility of the Vendor/Franchisee to collect the garbage and dispose appropriately. Under no circumstances, the food waste shall be disposed through the sewage pipes or the drains.
38. It is mandatory that norms of hygiene as prescribed by FSSAI be maintained by all services dealing with food. Violation of the above can lead to immediate closure. Purified UV and RO treated water should be supplied for drinking purposes wherever required.
39. No child labors shall be employed for servicing as per law.
40. 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.
41. Jurisdiction: All disputes arising out of this contract shall be subject to the jurisdiction of the court at Rupnagar/Ropar.
42. The Director IIT Ropar reserves the right to accept or reject any EOI without assigning any reason and any liability or any obligation to inform the affected firms, the reasons for IIT Ropar action is not binding.

Interested firms may submit their E.O.I. online on the CPPP portal as detailed above by uploading the supporting documents to the eligibility criteria & following information.

Short-listing/work award will be done on the basis of the above information eligibility criteria. Interested firms may submit Expression of Interest (EOI) online on the CPPP.

**(Registrar)**

**Technical BidFOR FOOD COURT (To be filled by the bidders)**

1.	Type of the Food Counter/Location Applied  [Tick as applicable]	<b>Openings of Food Counters in Food Court on KIOSK MODEL are sought in the following categories:</b>  1. Fine Dine 2. South Indian 3. Chinese 4. Indian Street Food and Chats 5. Bakery items/Sweets/beverages 6. Ice Cream			
2.	Name & Address of Registered Office of the Company Telephone No. FAX No: E-Mail:				
3.	PAN No.				
4.	GST No				
5.	The interested firm/company should be a reputed brand having its presence in at least 2-5 states with having minimum 5 company owned and 5 franchise owned outlets.	<b>S.No.</b>	<b>Details of company owned or franchise owned outlets with address</b>	<b>Duration / tenure</b>	<b>Remarks if any</b>
6.	At least five years of experience in running company/franchise outlets. If any company is running its outlets in any CFTIs / PSU will be an advantage.	<b>S.No.</b>	<b>Client Details with address</b>	<b>Duration of the Contract</b>	<b>Remarks if any</b>
7.	The interested vendor firms should preferably have cumulative turnover of Rs.	<b>Year</b>		<b>Turnover (In Lacs)</b>	
		2020-21			

	50lakhs and more in the last three preceding financial years i.e. 2020-21, 2021-22 & 2022-23. (Attach Audited statement/certificate for the same).	2021-22	
		2022-23	
		Total	
8.	The contractor should have valid FSSAI certification is eligible to apply.	Yes/No	
9.	Non blacklisting Certificate by bidder(self declaration on letter head/affidavit)	Yes/No	
10.	Menu Uploaded on CPPP	Yes/No	
11.	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.

<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 interested firm/company should be a reputed brand having its presence in at least 2-5 states with having minimum 5 company owned and 5 franchise owned outlets.	<b>30</b>	
03.	Number of year of experience in successful operations of food outlets (Please attach proof)	<b>20</b>	
04.	The interested vendor firms should preferably have cumulative turnover of Rs. 50 Lakhs in the last three preceding financial years i.e. 2020-21, 2021-22 & 2022-23. ( Please attach proof)	<b>30</b>	
	<b>Total Score</b>		

**(Authorised Signatory)**