



राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी

कारैक्काल- 609 609

NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY

Karaikal - 609 609

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NITPY/Departmental Store service/2019/006

Date: 14.06.2019

NOTICE INVITING TENDER

PROVIDING DEPARTMENTAL STORE SERVICES

National Institute of Technology Puducherry, Karaikal invites tenders for “**Departmental Store Services at NIT Puducherry**” conforming to the specification given in the Tender document.

Sealed tenders under TWO BID SYSTEM (Technical Bid and Price Bid) is invited for Allotment of Premises for running a Departmental Store at NIT Puducherry, Thiruvettakudy, Karaikal- 609 609. The Store should cater to the daily needs of students residing on campus and the faculty and staff of the Institute only.

For more details please refer tender document. The tender document may be downloaded from www.nitpy.ac.in

Interested agencies may submit their offers on the appropriate application forms of NIT Puducherry (**Annexure-I**) along with an Earnest Money Deposit of **Rs.5000/- (Rupees Five Thousand only)**, refundable without any interest) to be paid only through **SBI Collect-Administrative Miscellaneous- NIT Puducherry** as per the link given below:-

<https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm>

The purpose of deposit, tender reference number should be duly filled in the column prescribed. **The hard copy of the payment proof duly signed by the agency / company representative shall be submitted along with the tender document, failing which the application will summarily be rejected.**

The Agency interested in providing the Departmental Store services may submit sealed quotations in **DUAL COVER**; Cover No.1 with superscription “PRE-QUALIFICATION BID FOR DEPARTMENTAL STORE SERVICES and EMD details ” and Cover No.2 with superscription “FINANCIAL BID FOR DEPARTMENTAL STORESERVICES”(Form II only). Both the envelopes should be put in a single envelope, sealed and superscribed as ‘Quotation for providing Departmental Store Services at NITPY/Departmental Store service/2019/006and addressed to, **The Registrar, National Institute of Technology Puducherry, ThiruvettakudyKaraikal - 609609** so as to reach the undersigned through speedpost only on or before **15.00 hours on 04.07.2017.****The tender will not be accepted if submitted in person.** Please acknowledge your submission of tender through email at:registrar@nitpy.ac.in.**Documents sent through any means other than speed post will not be entertained.** NITPY is not responsible for any postal delay.

The NIT Puducherry reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the highest tender. The decision of the competent authority in this regard shall be final and binding on all.

NIT Puducherry reserves the right to consider or reject any tender without assigning any reason at any stage of tender process.

IMPORTANT DATES

Last date of Receipt of Bids	03.00 P.M.	04/07/2019
Opening of Technical Bids	04.00 P.M.	04/07/2019

**Sd/-
Registrar**

SCOPE OF WORK

1. Allotment of unfurnished shop with an approximate **area of 120 square feet to run Departmental Store rear side of the Science Block, NIT Puducherry** to cater the needs of the students dealing with stationery, other basic needs and providing photo copier, printing and binding facilities. The selected bidder may start the shop immediately. **The services are tentatively required with effect from 10-07.2019.**
2. In addition to the above, other necessary items required for students daily affairs may also permitted to sell, namely, soap, shampoo, sanitary napkins, biscuits, healthy-snacks, and allied house-hold goods required for the students.

A. ELIGIBILITY CRITERIA

Essential:

- The applicant who has experience of minimum **two years** in the similar business only needs to apply.
- Should have valid licence for keeping departmental stores
- Annual turnover of minimum 1 lakhs (Hard copy of the proof should be attached).
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Desirable:

- Experience in Govt or Private educational institutions, or other firms (Proof need to be submitted).

B. Selection Criteria:

Highest maintenance charge:

The contract will be awarded on the **basis of highest maintenance charges (H-1)**. However, the minimum maintenance charges should not be less than Rs. 1,000/- per month. However vendors are required to quote maintenance charge more than Rs. 1,000/- The maintenance charge is excluding Electricity Charges. If there is tie in maintenance charge, company with the higher turnover and the total Experience in Govt. Institute will be considered for awarding the contract.

C. TERMS AND CONDITIONS

3. The period of contract is initially for a period of ONE YEAR, which can be extended subject to satisfactory performance, mutually agreed Terms & Conditions and 10% increment of rent per annum for further period of TWO YEARS extendable annually.
4. The successful tenderer will have to make an agreement with NIT Puducherry, Karaikal on terms and conditions of the contract on a Rs.100/- stamp paper, the cost of which will be borne by the contracting agency/firm.

Change of nature of business after issue of Contract will not be permitted. In case the contractor subsequently withdraws or requests for change of facility, EMD amount will be forfeited.

3. The contractor shall pay the following charges:-

(b) The rent will be charged at the rate quoted by the individual/tenderer and liable to pay every month in advance. The Institute reserves the right to increase the rate of rent at any time in the event of any revision of rates by the Government or additions/ alterations carried out in the premises.

(c) In addition, Electricity charges shall be as per actual consumption at cost to NIT Puducherry, revision as applicable from time to time.

(d) In addition, Service and water charges shall be as per at the rates fixed by the Institute from time to time, subject to revision as applicable from time to time

(e) The successful bidder shall deposit **Rs. 25,000/- (Rupees Twenty Five thousand only)**, as **security deposit** refundable without any interest after successful completion of the contract with the institute. This security deposit will be paid only through **SBI Collect-Administrative Miscellaneous- NIT Puducherry** as per the link given below:-

<https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm>.

4. The premises shall not be used for any purpose other than for which it is allotted. Departmental store services shall be operated on Pay and carry basis. The amount shall be collected directly from the customers. The Agency/firm/company must USE CASHLESS FACILITY as per the direction of Government of India and POS/SWIPE machines should be installed in the counter in addition to Cash. However, for the purchases from the institute post purchase payment will be made through cheque.

5. Proper receipt/bill of each transaction should be provided to the concerned user failing which the serve will be assumed to be free of cost.

6. The Shop and its surroundings should be kept neat and tidy by the Contractor. Usage of polythene/plastic bags is not permitted for package and delivery.

7. The Contractor shall not allow any undesirable activities in and around the Shop.

8. Subletting is not permitted.

9. No enclosures of any kind or any fitting/fixtures to the wall, structural additions/alterations should be made without specific permission of the designated committee in writing.

10. License/permit etc., if any, required under the State/Central Government rules or any rules for running the business shall be obtained by the contractor and attested copy thereof shall be submitted to the designated committee.

11. No child labour should be engaged in any means for the entire period of contract by the agency.

12. No Tobacco products, banned items, legally prohibited items can be sold. The contractor should keep variety of ranges for all items for sale. Tenderer are required to sign on every page of the tender document.

13. Tenders received without prescribed Earnest Money Deposit (EMD) shall not be considered
14. Mere fulfillment of the eligibility for issue of Contract does not give any vested right on the applicant for allotment of the Shop.
15. The decision of the designated committee in the matter of selection of contractor for the premises will be final and the committee reserves the right to reject any or all the applications without assigning any reason.
16. Contract to run the shop will be awarded to the highest bidder subject to fulfilment of other conditions.
17. Application which is not in conformity with the prescribed conditions, belated, defective or incomplete application requirements indicated in the Circular, e.g., application which is not in the prescribed form, certificates, passport size photograph etc. are liable to be rejected and no correspondence will be entertained in respect of such applications.
18. The contractor will be required to display the price list of all the items sold and photocopy charges in the NIT Puducherry Stationery shop. The prices of the items sold in the NIT Puducherry Stationery shop shall not be more than the local market rate or MRP. **The departmental store shall remain open from 8.00 am to 8.00 pm on all working days and from 10.00 am to 4.00 pm on Saturdays and Sundays.**
19. Any dispute arising in the business will be solved by the contractor himself. The Institute will not be involved in the dispute at all.
20. **The contractor is required to obtain all local licenses for running the stationery and photocopy zone as per the requirement of statute in force and revise from time to time.**
21. **The contractor should provide the stationery items, printing (Black and colour printing), scanning, Xerox, soft binding and spiral binding services.**
22. **The Contractor shall occupy the accommodation earmarked for departmental store and shall not occupy additional space in adjacent verandas and lobbies. The contractor shall not make or permit any construction or structural alteration or additional fitting inside the premises of the work place without prior written permission under any circumstances.**
23. The contractor shall not assign, sublet or part with the possession of the leased premises and properties of the Institute therein or any part thereof under any circumstances.
24. The contractor shall vacate the leased premises with all fixtures, furniture etc. which are Institute properties in good and tenable conditions on expiry/termination of the contract.
25. **TERMINATION:** Normally performance evaluation will be carried out fortnightly. Points obtained will be considered while extending the contract, improve the quality of services. If service is found unsatisfactory, NITPY reserves the right to terminate the Contract by giving one month's prior written notice of the same and this agreement will stand terminated on the expiry of the one month period (for notice by NITPy) and 3 months period (for notice by agency) provided always that the Company has fulfilled and

complied with all its obligations to NITPy in connection with and under this Agreement at the date of such termination.

26. **LOSS AND/ OR DAMAGES: In case of any loss or damage done to the property of the Institute by the personnel provided by the agency full damages will be recovered from the agency and decision of the competent authority of Institute shall be binding on the agency.**
27. To ensure security of moveable and immovable property of NIT Puducherry premises handed over against theft or damage.
28. NIT Puducherry students shall have freedom to procure stationery items from open market.
29. It shall be the responsibility of the service providing Company / Firm / Agency to transport provision and other materials at their own cost.
30. Any misconduct or misbehaviour on the part of the manpower deployed by the Agency will not be tolerated and such worker(s) shall have to be replaced immediately.
31. The Company / Firm / Agency shall also be liable for depositing all taxes, levies, etc. on account of services rendered by it to NIT Puducherry to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
32. The Company / Firm / Agency shall maintain all statutory registers under the applicable Law. The Company / Firm / Agency shall produce the same, on demand, to the concerned authority of NIT Puducherry or any other authority under Law.
33. The decision of Competent Authority of the Institute shall be final for any aspect of the contract and binding to parties. Any disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
34. Late tenders will not be considered.
35. The contractor shall be responsible for the payment of wages and allowances to his staff as per Minimum Wages Act of Labour Law, in force and all statutory dues to the persons employed by him (if applicable). The Contractor shall be further responsible for proper discipline for the employees engaged by him and their work besides observing other obligations. No child labourers shall be permitted by NIT Puducherry under this contract. Further the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligations regarding the personnel / labour, the contractor shall be responsible and liable for the same. Further, in the event any claim, action or suit is imposed against NIT Puducherry, the contractor shall be required to reimburse to NIT Puducherry any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined.

36. The competent authority reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
37. The personnel engaged by the agency for this annual contract will not be an employee of the Institute and there will be no employer-employee relationship between the Institute and the personnel so engaged by the contractor.
38. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the conditions in regard to nature of work required to be performed/executed at this Institute. The site may be inspected with the help of institute officials on any working day between 9.00 a.m to 5.00 p.m.
39. There should be no legal suit, criminal case pending or contemplated against the Proprietor of the Agency or any of its Directors (in the case of Pvt. Ltd., Company) on grounds of moral turpitude or for violations of any of the laws in-force.
40. The Agency may be required to work additionally on any Casual / Emergency request by the institute as per our need.
41. The workers engaged by contractor on annual contract will not be on payroll of the Institute and will not be entitled to any benefit as applicable to the regular employee of the Institute.
42. Canvassing in ANY FORM will be a disqualification.
43. **The Institute will not provide any accommodation to the departmental store service agency. The agency have to make the own arrangements for the same.**
44. **Proper receipt/bill of each transaction should be provided to the concerned user failing which the service will be assumed to be free of cost.**
45. Self-attested copy of **Ration Card, PAN Card and Aadhaar Card** of the applicant should be furnished along with the Tender Document.
46. Agreement will be entered with the successful bidder.

Annexure-I

Form I

TECHNICAL BID

(Keep this in separate sealed envelope)

Name of Work: To run a Departmental Store at NIT Puducherry Campus, Thiruvettakudy, Karaikal – 609 609.

(Technical Bid should be kept in separate sealed cover super scribing “Technical Bid” on it)

1. Name of Tenderer and Agency

2. Registration/Licence number issued by Govt Agency.
3. Details of EMD (Rs.5,000/-)date of payment
4. Details of Experience in the similar Field (Attach order copies from the Agency)
(Minimum experience of two years in executing similar work)

S. No	Period		Organization	Details of Stationery & Xerox services
	From	To		

5. Infrastructure available with the Agency:
 - (i) No of Photocopier Machine (B/W & Colour):
 - (ii) Computer (with latest Hardware & Software):
 - (iii) No of Laser Jet Printer (B/W & Colour):
 - (iv) All Office, Academic and Students stationery:
 - (v) Binding Machine (with all Binding Materials):
 - (vi) Any other Information :

6. Name & full address of the bankers: (Attach photocopy of the bank statement)
 - (i) Account No. _____
 - (ii) Name of Bank _____
 - (iii) Name of Branch _____
 - (iv) IFSC Code No. _____

6. Manpower Working with Agency _____

7. Details of Staff and their Expertise _____

8. Qualification of Tenderer _____

(a) GST No. (enclose photo copy) _____

(b) Income Tax (photo copy) TIN NO. _____

(c) PAN (enclose photo copy) _____

(d) Copies of IT return for last three years: _____

(e) Relevant License to run the departmental store: _____

9. Service Tax Registration number in :
Favour of the agency

10. Annual Turnover for the last three
years (along with documents proof) :

Year	Amount
2015-16	
2016-17	
2017-18	

Signature of Tenderer & Date

Name and Address of the Tenderer

Annexure-I

Form II

FINANCIAL BID

(Keep this Financial Bid in separate sealed envelope)

Name of Work: To run a Departmental Store in NIT Puducherry Campus,
Thiruvettakudy, Karaikal – 609 609.

(Technical Bid should be kept in separate sealed cover super scribing “Technical Bid” on it)

1.	Name of Tenderer and Agency	:	
2.	Registration No. of the Agency (if any)	:	
3.	Monthly Rent for use of NIT Puducherry (should not be less than Rs.1,000/Month)	:	Monthly Rent willing to pay Rs./- (Rupees only)

Signature of Tenderer & Date

Name and Address of the Tenderer