



# INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD

Kandi, Sangareddy-502 285

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## **Notice Inviting Tender**

Tender Notice: IITH/Stationery/MS/01/2021

Dated: 08.01.2021

Sealed Tenders are invited by Indian Institute of Technology Hyderabad (IITH), from the registered Service Providers/Manufacturers/firms of repute for the following services.

S.NO.	TENDER REF NO.	NAME OF ITEMS/SERVICES	Place, Last Date & Time of submission of Tender
01	IITH/Stationery/MS/01/2021 dated 08.01.2021	<b>To run a Stationery Shop near hostels of IITH, Kandi Campus.</b>	The Registrar IIT Hyderabad Kandi, Sangareddy- 502285 <b><u>LAST DATE:</u></b> <b>29/01/2021 BY 14:30 hrs</b>

1. The Tender Document has (a) Notice Inviting Tender (01 page), (b) Scope of Work & General T&C (03 pages) (c) **Part I (01 page)** (d) **Part II (01 page)** (e) **Part III (01 Page)** and (f) Annexure 1 (01 page). The Tender document is available on IITH Website under Tender Invitations.
2. The Bids should be submitted in **Two Bid System**, each of which is to be submitted in a separate envelope. One envelope should contain Technical Bid and the other envelope should contain Price Bid. Both the envelopes should be kept in one big envelope, which should be marked with Tender Reference Number, Name of the Service and Date of Opening of the Tender.
3. **Tender fee and Earnest Money Deposit (EMD)** – The bidders have to submit a Tender Fee of **Rs.500/-** (non-refundable) and an EMD of **Rs.5,000/-** by way of a Demand Draft (in favor of The Director, IIT Hyderabad and Payable at Kandi) along with their Technical bids. Technical Bids without EMD and the tender fee will be summarily rejected. Once submitted, withdrawal of bids by the Bidder is not permitted and shall result in forfeiture of the EMD.
4. **The Technical Bid should contain duly filled in and signed Part I and II and Annexure I of the Tender, Earnest Money Deposit, tender fee and other supporting documents as mentioned in the Part I.**
5. **The Price Bid should contain only the duly filled in Part III of the Tender.** The bidder shall quote the **maximum monthly License Fee** that he intends to pay to IITH per month. The highest License Fee offering bidder from amongst the Technically Qualified Bidders who fulfills all the terms and conditions of IITH Tender, will be awarded the contract. However, it may be noted that the reserve license fee will be Rs.1200/- per month excluding GST. Bids offering to pay license fee at a rate less than the reserve license fee will be rejected.
6. The Tender shall be submitted only in the name of the registered firm, not by any Third Party. Third Party tenders shall be rejected summarily.
7. The Bids should be valid for 90 days at least, from the date of submission of bids.
8. The Technical Bid shall be opened on **29/01/2021 at 15:00 hrs in the Management Services Section**, room No.222B at Academic Block A, IITH Kandi Campus, in the presence of authorized representatives of the bidders, who would like to witness the tender opening.
9. Late/Delayed Tenders will not be accepted, IITH will not be responsible for any Postal/Courier Delay.
10. Any conditional/incomplete bid shall be rejected.

Sd/-  
Registrar

**(A) SCOPE OF WORK AND GENERAL TERMS & CONDITIONS**

1. To run a Stationery Shop near hostels of IIT Hyderabad (Kandi Campus). The contract will be initially for a period of one year. The Director, IITH at his discretion may extend the same for a further period of two years on annual basis, if agreed mutually.
2. As per Annexure 1 of the Tender, the rates for Printing, Xerox and Scanning have been fixed by IITH and shall remain fixed during the period of the contract. The other Stationery items, mentioned in the Annexure 1, shall not be sold on rates higher than the MRP.
3. The contractor shall sell only stationery items, but not any other general stores.
4. The bidder must visit the site and gather a clear idea about the allotted space before submitting the quotation. The contractor shall not make any additions or alterations in the allotted premises during the period of contract. For visit, bidders may contact IITH Kandi Hostel Office (Ph: 040-2301 6833).
5. The contractor shall be required to pay a monthly license fee along with electricity charges for the area/shop allotted to him. The reserved license fee will be Rs.1200/- per month excluding GST. As mentioned in the preceding paras, the highest License Fee offering bidder from amongst the Technically Qualified Bidders who fulfills all the terms and conditions of IITH Tender, will be awarded the contract. Bids offering to pay license fee at a rate less than the reserve license fee will be rejected.
6. The contractor shall pay GST & other statutory levies (as applicable) on the license fee.
7. Further, the license fee quoted by the bidder shall be payable together with applicable GST on or before 7<sup>th</sup> day of every English calendar month, failing which a fine of Rs.500/- will be charged for each day of delay.
8. The IITH shall have the right to review the working of the contract from time to time and if at any time it is found that the contractor has failed to fulfill any of the conditions of this contract or that his working is unsatisfactory, IITH may terminate this License after giving a one-month notice. However, no such notice will be necessary if the contract is terminated on the grounds of serious misconduct or any other act as the IITH may deem fit.
9. The contractor shall be responsible for the loss or damage to the assets, if any, handed over to him by IITH.
10. IITH shall not be responsible for any injury/loss of life to any worker of the contractor that may take place inside or outside the IITH premises. Any compensation or expenditure towards treatment for such injury or loss of life shall be the sole responsibility of the contractor.
11. The contractor shall have to attach a self-attested copy of his Permanent Account Number (PAN) and Last Income tax return, GST registration copy along with Technical Bid.
12. The contractor shall comply with various legal obligations under the Factory Act, Minimum Wages Act, EPF Ac, Employment Liability Act 1938, Workmen Compensation Act 1923, Industrial Dispute Act 1947, Maternity Benefit Act 1961, Contract Labor (R&A) Act 1970, GST Act and modifications thereon and other laws relating thereto and the rules made thereunder from time to time.
13. The Contractor shall strictly abide by all Govt. rules/orders/regulations regarding employment of staff on contract basis. In particular, Minimum Wages standards will be ensured and the salary/wages shall be paid in the Bank Account of the employee and every month salary/wages disbursement certificate has to be submitted to the authority concerned in IIT Hyderabad.
14. Payment of necessary Provident Fund / ESI Contributions of the employed personnel shall be made and proof of having remitted the same from the EPF organization/ESIC will be submitted to IITH.

15. Contractor shall be required to execute an agreement in the prescribed format before award of the contract.
16. IITH reserves the right to cancel the Tender at any stage, without assigning any reasons.
17. Quotations qualified by such vague and indefinite expressions such as "Subject to immediate acceptance". 'Subject to prior sale' shall not be considered.
18. **Timings:** The service hours of the shop shall be from **09.00 AM to 10.30 PM daily which may be modified by IITH if and when considered necessary**. Any change in the timings of operation, rates of items, and any additional item to be included in the approved list will require the permission of the authority concerned in IITH.

**19. Penalty for not observing timings in a calendar month:**

**20. Opening Timings:**

- |                                   |  |
|-----------------------------------|--|
| i. Late opening by half-an-hour   | - Rs.500 per occasion from 3 <sup>rd</sup> to 6 <sup>th</sup> occasion<br>(First 2 occasions – No Penalty) |
| ii. Late opening by half-an-hour  | - Rs.750 per occasion from 7 <sup>th</sup> to 9 <sup>th</sup> occasion                                     |
| iii. Late opening by half-an-hour | - Rs.1,000 per occasion from 10 <sup>th</sup> to 14 <sup>th</sup> occasion                                 |
| iv. Late opening by half-an-hour  | - Rs.2,000 per occasion from 15 <sup>th</sup> occasion onwards   |

**21. Closing Timings:**

- |                                    |  |
|------------------------------------|--|
| i. Early closing by half-an-hour   | - Rs.500 per occasion from 3 <sup>rd</sup> to 6 <sup>th</sup> occasion<br>(First 2 occasions – No Penalty) |
| ii. Early closing by half-an-hour  | - Rs.750 per occasion from 7 <sup>th</sup> to 9 <sup>th</sup> occasion                                     |
| iii. Early closing by half-an-hour | - Rs.1,000 per occasion from 10 <sup>th</sup> to 14 <sup>th</sup> occasion                                 |
| iv. Early closing by half-an-hour  | - Rs.2,000 per occasion from 15 <sup>th</sup> occasion onwards.  |
22. The Contractor shall not transfer or assign or sublease any part of his interest in this License to others and that the (period of this) License shall also be liable to be terminated by death or insolvency of the contractor before the expiry of the period of this License.
  23. The contractor shall display the approved rates prominently in the shop.
  24. The contractor and his staff shall make their own residential arrangement outside the premises of the IITH. No one will be granted permission to stay in the shop during night or during non-functional hours.
  25. The contractor must intimate to the Hostel office if, there is any emergency to close the shop.
  26. Except students, faculty and staff, outsiders shall not be not allowed to be served by the shop.
  27. **Security Deposit:** The successful bidder shall have to pay a sum of **Rs.1 lakh** as Security Deposit, in the form of **a Security Deposit/Bank Guarantee in favor of Director IIT Hyderabad, from a Nationalized Bank** valid up to 40 months from the start of contract which will be returned without interest, at the end of the satisfactory performance of contract after adjusting the amount of any damage caused, if any to the premises by any omission or discrepancy on the part of the Contractor or his employee. However, if the contractor fails to serve during the tenure the entire amount of security deposit will be forfeited.
  28. If in the opinion of the IITH authorities, the performance of any of the persons deployed is not satisfactory or he/she is not amenable to discipline or their behavior is not conducive to retain them for the work, he/she should be replaced immediately.
  29. The staff should be able to speak minimum English/Hindi.
  30. The contractor and his staff shall remain polite and well behaved with the students, staff and the guests of IIT Hyderabad. If it is found contrary, the contract can be terminated without any notice.

31. The contractor shall have to register all his employees who will be working in the shop along with a copy of their photographs, residential details for clearance by the IITH security. The contractor shall have to issue appropriate uniform and photo ID card to all his staff working in the shop.
32. Proper monitoring and safekeeping of items shall be done by the contractor, IITH shall not be responsible for any theft in the shop.
33. The contractor shall not employ any child worker.
34. The contractor should always maintain excellent hygiene and clean atmosphere inside as well as out-side the shop. The contractor should ensure proper waste disposal through his own resources during the currency of the contract. If it is found contrary, the contract can be terminated without any notice.
35. The contractor should always maintain a feedback book. The Monitoring Committee of the institute will frequently go through the book. Failure to produce the same will be taken seriously and a fine will be imposed.
36. The contractor must keep money in change and must not use toffee, chocolate or any other item in lieu for change. The contractor must provide e-transaction options like PAYTM, Card Reader, Google Pay etc.
37. The contractor shall not be an employee or a close relative (including son, daughter, and siblings of self or spouse) of any employee of IIT Hyderabad or any other central/state government organization. The contractor must submit a declaration to this effect.
38. The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealing/processing. Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Hyderabad, Telangana, India only.
39. Force Majeure: Any delay due to Force Majeure will not be attributable to the Service provider. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption, or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the Vendor or its employees/representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Contract for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the service provider for a period exceeding a continuous period of 7 (seven) days.
40. Jurisdiction: This Agreement including all matter connected with this Agreement, shall be governed by the laws of India (both substantive and procedural) for the time being in force and shall be subject to executive jurisdiction of the Indian Courts at Hyderabad.

Sd/-

**Registrar**  
**Indian Institute of Technology Hyderabad**

**PART I**  
**TECHNICAL BID**

Sl. No.	Description	Details to be furnished by the Tenderer	Documentary evidence required to be attached	Compliance by the Tenderer (Yes/No) and Page No.
1	Name of the company (Copy of Registration) with registered address		Attested copy of registration, if available	
2	Phone, Fax, Email, Mobile and name of Contract Person		N/A	
3	Tender Processing Fee			
4	EMD			
5	EPF Registration No. of The firm <b>(MANDATORY, if applicable to the firm)</b>		Attested copies of EPF Registration Certificate along with receipt of last premium paid	
6	ESIC Registration No. of The firm <b>(MANDATORY, if applicable to the firm)</b>		Attested copies of ESIC Registration Certificate along with receipt of last premium paid	
7	GST Registration No. of the firm		Attested copy of GST Registration Certificate	
8	PAN No. in the name of Firm or in the proprietor Of the firm, in case of Proprietary firm <b>(MANDATORY)</b>		Attested copy of PAN Card.	
9	Income Tax Return		Attested copies of Latest Income Tax Return Filed.	
10	Experience in relevant field in Govt./Pvt. Academic Institutions/ Offices <b>(Minimum 2 years MANDATORY)</b>		Experience Certificates in support of relevant work experience	
11	Acceptance of the All Terms and Condition of Tender <b>(MANDATORY)</b>		Endorsed	

Date:

Sign of Tenderer with office stamp

## **Annexure-I**

**(To be submitted along with Technical Bid)**

<b><u>STATIONERY ITEM</u></b>	<b><u>RATE</u></b>
<b>Xerox</b>	
Per side (<20 sides)	Rs 1
Per side (>20 sides)	Rs 0.5
<b>Print (Black and White)</b>	
Per side (<20 sides)	Rs 2
Per side (>20 sides)	Rs 1.5
<b>Print (Color)</b>	
Per side (<20 sides)	Rs 4
Per side (>20 sides)	Rs 2.5
<b>Scanning</b>	
Per side	Rs 1
<b>Paper</b>	
A4 sheets	
Per page (<10 page)	Rs 0.5
>10 page	Rs 1 for 3 pages

**All brands -**

**Price not to exceed MRP**

Pens/High Lighter  
pencil/eraser/sharpeners/Glue Stick  
charts  
notebooks  
rulers  
compass/divider/protractor/setsquares  
exam pads

**Recharge for all sim cards**

Date:

Sign of Tenderer with office stamp

**PART II**

ACCEPTANCE BY THE TENDERER  
(To be submitted along with Technical Bid)

To

The Director  
IIT Hyderabad  
Kandi, Sangareddy-502285

Sir,

I/We have read, understood and agree to abide by the Notice Inviting Tenders and SCOPE OF WORK AND GENERAL TERMS & CONDITIONS or such portions thereof as you may specify in the Acceptance of Tender at the prices given in the said schedule in accordance with the above condition and the General and special conditions governing the Contract enclosed hereto on receipt of order for the same.

2. I/We agree to hold this offer open for 90 days from the date of opening of the price bid and to be bound by a communication of acceptance dispatched within the period specified above.

3. I/We agree to all the terms and conditions of the Tender. I agree that all the information given above is true to my knowledge any false information given therein shall render me disqualified and my contract may be terminated on account of that.

Yours faithfully,

Sign of Tenderer with office stamp  
Address:

Telephone:

Fax:

Station:

Date:

**PART III**

**PRICE BID**

**(To be submitted in a separate envelope, not along with the Technical Bid)**

To

The Director  
IIT Hyderabad  
Kandi, Sangareddy-502 285.

Sir,

The License Fee which I offer to pay to IITH for running the Stationery Shop near the hostels of IITH inside Kandi Campus is Rs..... (Rupees.....  
.....only) per month + (plus) GST as applicable from time to time.

2. I/We agree to pay all Electricity, Water Charges, License Fee etc. as per consumption in running of the Shop at IITH Kandi Campus.
3. I/We agree to hold this offer open until 90 days from the date of opening of this Price Bid and shall be bound by a communication of acceptance dispatched within the period specified above.
4. I/We hereby declare that, I/We is/are not an employee or a close relative (including son, daughter, and siblings of self or spouse) of any employee of IIT Hyderabad or any other central/state government organization.
5. I/We agree to sell only stationery items in the shop, but not any other general stores.
6. I/We agree to all the terms and conditions of the Tender. I agree that all the information given above are true to my knowledge any false information given therein shall render me disqualified and my contract may be terminated on account of that.

Yours faithfully,

Sign of Tenderer with office stamp  
Address:

Telephone:

Fax:

Station:

Date: