



INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD
Kandi, Sangareddy - 502 285
Phone: (040) 2301 6773,6772; Fax: (040) 2301 6032

Tender No.: IITH/213/Admin/Tailor Shop/2020

Date: 5th October 2020.

Sealed quotations are invited for grant of license to set up and run a Tailor Shop (for both gents and ladies) at IIT Hyderabad (Kandi campus). The contract will be initially for a period of one year, extendable for another two years on satisfactory performance of the contractor. Interested parties may send their quotations in a sealed envelope in **single bid format** so as to reach the following address **on or before 14:30 Noon on 27th October 2020**.

The Registrar
IIT Hyderabad
Kandi, Dist. Sangareddy (Telangana) Pin - 502285

2. **The bids will be opened at 3.00 p.m. on 27th October 2020 in Room No.222-B, Academic Block-A, in IITH Kandi Campus.** The bidders or their authorized representatives may be present at the time of opening of bids. However, the bids will be opened on scheduled date and time even if the bidders or their representatives are not present.
3. The bidder shall quote the monthly license fee/rent that he/she offers to pay to IITH (as per format attached herewith as **Annexure-III**). Whoever offers the highest license fee/rent to the Institute and fulfills all the terms and conditions of this Tender document, will be selected for award of the contract, provided that all the requisite documents are furnished and all the following conditions are met.
4. **Earnest money of INR 1,000/-** by way of a Demand Draft/Banker's cheque (in favor of The Director, IIT Hyderabad and payable at Hyderabad) should be deposited by the parties participating in the bidding process, which will be refunded after award of the contract to the unsuccessful bidder.
5. IITH reserves the right to accept or reject any or all tenders without assigning any reason thereof. The Institute will not be responsible for any loss or postal delays of the document in transit.

Terms and conditions: -

- a) The bidder is advised to clearly understand the working of the tailor shop and the services expected to be delivered by the shop before submitting quotation. The contractor/tailor shop should offer tailoring services for both men and women. It should be a unisex tailor shop.

- b) The bidder shall submit his tender document duly signed by him on each page. He/She shall abide by all the terms and conditions of this Tender Document, and a confirmation of the same has to be submitted by the bidder along with his tender. The format attached herewith as **Annexure-I** may be used for this purpose.
- c) **The bidder must visit the site and gather a clear idea about the allotted space before submitting the quotation.** An enclosed space of about 334 Sq.ft. will be allotted for setting up of the Tailor Shop. The reserve license fee/rent for this space is Rs.7155/-per month **(Rupees Seven Thousand One Hundred and Fifty-Five only) excluding GST.** Bids offering less than the reserve license fee will be summarily rejected. The bidder shall not make any additions or alterations in the allotted premises during the period of contract. 040-2301 6773 can be contacted for clarification on site related queries.
- d) The successful bidder shall complete the work of setting up the Tailor Shop within 20 days from award of the contract.
- e) The IITH reserves the right to review the working of this License from time to time and if at any time it is found that the bidder has failed to fulfill any of the conditions of this License or that his working is unsatisfactory, IITH may terminate this License after giving one-month notice, but no such notice will be necessary if the License is terminated on the grounds of serious misconduct or any other act as the IITH may deem fit to do so.
- f) The Bidder shall not transfer or assign any part of his interest in this License and that the (Period of this) License shall also be liable to be terminated by death or insolvency of the bidder before the expiry of the period of this License.
- g) Water charges, Electricity charges and telephone charges levied upon scheduled premises shall be borne exclusively by the bidder and the proof of payment of charges and taxes shall be submitted to the IITH Admin office every month.
- h) **The bidder shall have to pay GST (as applicable) on the license fee.**
- i) The service hours in the Tailor Shop shall be from 8:00 A.M. to 8:00 P.M. daily, and the contractor can choose any one day as a weekly holiday on regular basis.
- j) The bidder shall display the rates prominently in the Tailor Shop for each of his services.
- k) IITH will not provide any equipment and infrastructure. The bidder will have to accept the premises allotted for the purpose on as-is-where-is basis.
- l) The bidder and his staff will make their own residential arrangement outside the campus of the IITH. No one will be granted permission to stay in the Tailor Shop during night or during non-functional hours.
- m) Except students, staff and residents of the IITH, outsiders are strictly not allowed to visit the tailor shop.
- n) Within one week of award of the contract, the bidder shall pay a sum of **Rs. 25,000/- (Rupees Twenty-Five Thousand only) as Security Deposit**, which will be refunded, without any interest thereof, at the end of the contract after adjusting the amount of any damage caused to the premises by any omission or discrepancy on the part of the Bidder

or his employee. However, if the bidder fails to comply with the terms and conditions of the contract during the given tenure the entire amount or any part of security deposit will be forfeited.

- o) If in the opinion of the IITH authorities, the performance or behavior of any of the persons deployed by the Contract at the shop 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.
- p) The staff deployed at the shop should be able to speak English/Hindi.
- q) The Bidder and his staff shall remain polite and well behaved with the students, faculty, staff and the guests of IIT Hyderabad. If it is found to the contrary, this will also constitute a valid ground for termination of the contract/license.
- r) The bidder will have to register all his employees who will be working in the Tailor Shop along with a copy of their photographs, residential details for clearance by the IITH security.
- s) The bidder shall be responsible for the clearing of dustbins for maintaining proper hygiene.
- t) The bidder shall carry the Identity Card/Gate Pass issued by IITH at all time while they are in the IITH premises and shall maintain proper dress codes, as approved by the IITH.
- u) The bidder will have to ensure that the employees are in clean uniform and maintain personal hygiene and discipline in the campus.
- v) Proper monitoring and safe keeping of items will be done by the bidder. IITH will not be responsible for any theft in the Tailor Shop.
- w) Bidder shall not employ any child worker.
- x) The bidder 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.
- y) The bidder must keep required change and must not use toffee, chocolate or any other item in lieu of change.
- z) The bidder shall not be an employee or a close relative (including son, daughter, and siblings of self or spouse) of any employee of IIT Hyderabad. The bidder must submit a declaration to this effect along with his tender as per the format attached herewith as **Annexure-II**.
- aa) Any deviation from the above terms and conditions even after initial warnings will attract an appropriate monetary penalty as deemed fit by the Institute authorities.

- bb) Further, the license fee quoted by the bidder shall be payable together applicable GST on or before 7th day of every English calendar month, failing which a fine of Rs.500/- will be charged for each day of delay.
- cc) 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.
- dd) The Arbitration shall be held in accordance with the provisions of Arbitration and Conciliation Act 1996 and the venue of arbitration shall be at Hyderabad. The decision of the Arbitrator shall be final and binding on both the parties.
- ee) 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.
- ff) 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**

Tender No.: IITH/213/Admin/Tailor Shop/2020

Date: 5th October 2020.

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

To

The Director
IIT Hyderabad
Kandi, Sangareddy-502285

I/We agree to abide by **Notice Inviting Tender** 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 here to on receipt of order for the same.

I/We agree to hold this offer open until 90 days and shall be bound by a communication of acceptance dispatched within the period specified above.

I/We agree to all the terms and conditions of the Tender. I/We declare 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.

Sign of Tenderer with office stamp
Address:

Telephone No.:

Email ID:

Station:

Date:

Tender No.: IITH/213/Admin/Tailor Shop/2020

Date:5th October 2020.

DECLARATION BY THE TENDERER
(To be submitted along with the Bid)

Date:

To

The Director
IIT Hyderabad

Sir,

I/We hereby declare that I/we am/are not a relative of any of the employees of the Indian Institute of Technology, Hyderabad. Nor do I/we have any relationship whatsoever with any of them.

Yours faithfully,

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Name and signature of the Tenderer:

Address:

Contact No.:

Email ID:

Tender No.: IITH/213/Admin/Tailor Shop/2020

Date:5th October 2020.

LICENSE FEE/RENT OFFERED BY THE TENDERER
(To be submitted along with the Bid)

Date:

To

The Director
IIT Hyderabad

Sir,

I/We herein submit my/our tender for Tailor Shop at IIT Hyderabad (Kandi Campus). I/We have read the tender document and agree to all the terms and conditions of contract mentioned in the Tender document.

The license fee/rent, I/We offer to pay to the IIT Hyderabad for the premises allotted to us is Rs..... (Rupees.....) per month. **(Please mention the amount in figures and in words).**

Yours faithfully,

()

Name and signature of the Tenderer:

Address:

Contact No.:

Email ID: