

Tender Notice: IITH/MS/Tender/Salon/2023

Dated: 10/04/2023

Sealed quotations are invited for a salon at IIT Hyderabad (Kandi premises). The contract will be initially for a period of one year, extendable for another two years on satisfactory performance. Interested parties may send their quotations in a sealed envelope in **single bid format** so as to reach the following address on or before 12:00 Noon on **01/05/2023**.

The Registrar
IIT Hyderabad
Kandi, Dist. Sangareddy (Telangana) Pin - 502284

The bids will be opened at 03.00 p.m. on 01/05/2023 in MS Section, in IITH Kandi Campus. The bidders or their authorized representatives may be present at the time of opening of bids, however, the bids shall be opened on the scheduled date and time even if the bidders or their representatives are not present.

The bidder shall quote the rent he intends to pay to IITH (as per the format attached). Whoever offers the highest rent to the Institute and fulfills all the terms and conditions of IITH, will be selected for the contract, provided all the documents are provided and all the below-mentioned conditions are met.

Earnest money of INR 3,000/- by the 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 the bidding to the unsuccessful bidders.

IITH reserve the rights 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.

A. Eligibility Criteria

1. The bidder should submit Registration Details, registration with Company's act/Shops & establishment act or proof of business.
2. The Bidder should have at least two years of experience in providing Salon Services (Certificate should be on the client's letter head/ should submit proof of license of the Shop for a period of minimum two years).
3. The Bidder should have PAN Number of firm/owner of firm.
4. The Bidder should have GST Registration, if applicable.
5. Bidder should have Labour License and ESI/EPF registration, if applicable.

B. Instructions to the Bidder

1. Firms/Bidder intending to participate in the tender should first ensure that they fulfill all the eligibility criteria.
2. Bid quotations are to be submitted only if the terms and conditions as mentioned in the tender are acceptable in its entirety.
3. All the pages of the tender should be signed by the owner of the firm/bidder or his Authorized signatory.
4. The rates (given in the attached table) shall remain fixed during the period of the contract. Rates are all-inclusive of cost of manpower, material, machinery, tools, etc. No escalation of cost of any kind shall be permitted within the validity of the contract.
5. The bidder must visit the site and gather a clear idea about the allotted space before submitting the quotation. The bidder shall not make any additions or alterations in the allotted premises during the period of the contract. For clarification on site-related issues, the bidder can contact on 040 2301 6772/73.
6. The Bidder will 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.
7. The successful bidder shall pay a sum of Rs. 50,000/- or ten times of the license fee whichever is higher, in advance as a Security Deposit, which will be refunded, without any interest thereof, based on satisfactory completion 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 serve in the tenure the entire amount of the security deposit will be forfeited.
8. The EMD shall be forfeited if:
 - a) If at any stage of tender processing, any information given by the bidder is found to be false.
 - b) Successful Bidder fails to undertake the work after award of contract.
 - c) The work shall be started by the Successful Bidder within seven (7) days of acceptance of tender otherwise the contract may be cancelled and EMD will be forfeited
9. IITH will not provide any equipment and infrastructure.
10. Except students, staff, faculty, and Guests of IITH, outsiders are strictly not allowed to take Salon facilities.
11. The license fee (Rent) for the Salon premises is payable on or before 7th of every calendar month. Failing which a penalty of Rs.50/- for each day of delay will be charged.

C. General Terms & Conditions

1. The Contract shall initially be valid for a period of one year from the date of commencement of the Agreement. The contract may be extended for a further period of two years based on satisfactory performance and with mutual consent, on the same rates, terms, and conditions depending on the performance of the contractor.
2. The service hours in the Salon shall be from 8.00 am to 8.00 pm. daily which may be modified by IITH if and when considered necessary.
3. The successful bidder will enter into an agreement on a Non-judicial stamp paper worth Rs. 200/- for providing Salon services as per the requirement on these terms & conditions.
4. The contractor has to pay GST & other statutory levies (if applicable) on license fees, electricity & water charges.
5. The IITH shall have 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 the 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.
6. Water charges, Electricity charges, and telephone charges levied upon scheduled premises shall be borne exclusively by the contractor and the proof of payment of charges and taxes shall be submitted to the IITH Admin office.
7. The contractor shall display the approved rates prominently in the Salon.
8. The contractor and his staff will make their own residential arrangement outside the premises of the IITH. No one will be granted permission to stay in the salon during the night or during non-functional hours.
9. 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.
10. The staff should be able to speak **Telugu, English, and Hindi**.
11. The contractor and his staff shall remain polite and well-behaved with the students, staff, and guests of IIT Hyderabad. If it is found contrary, the contract can be terminated without any notice.
12. The contractor will have to register all his employees who will be working in the salon along with a copy of their photographs, and residential details for clearance by the IITH security & Hostel office.

13. The contractor shall be responsible for arranging and cleaning of dustbins and maintaining proper hygiene for the space allotted to him.
14. The contractor shall carry the Identity Card/Gate Pass issued by IITH on a payment basis, at all-time while they are in the IITH premises, and shall maintain proper dress codes, approved by the IITH.
15. The contractor will have to ensure that the employees are in clean uniform and maintain personal hygiene and discipline on the campus.
16. Proper monitoring and safekeeping of items will be done by the contractor, IITH will not be responsible for any theft in the Salon shop.
17. The contractor will have to put at least two chairs in the salon, which can be increased based on requirements.
18. Contractor shall not employ any child worker.
19. 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.
20. The contractor is responsible to tender exact change to the customers and must not use toffee, chocolate, or any other item in lieu of change.

S.No	Item	Rate
1	Hair Cut	100
2	Trimming	50
3	Shaving	50
4	Head Massage	100
5	Face Massage	150
6	Any other service in consultation	As agreed upon

Note: Cream, blades etc., should be used branded.

21. In certain items mentioned in Point No.20, IIT Hyderabad has suggested a range of prices.
22. The Services quotes in Point No. 20 may not be exhaustive. The bidder is encouraged to quote additional services including special/branded services as optional services. IITH shall then negotiate on the prices of optional with successful bidder. Once all the optional prices are finalized based on mutual consent, the successful bidder shall submit a revised price list inclusive of all the optional items. IIT Hyderabad reserves the right of levying penalty or terminating contract if there any PRICE DEVIATIONS from the mutually agreed prices.
23. **Filling Price Offer:** The tenderer/bidder should quote in figures as well as in words the amount of license fee/rent quoted by him. Alteration if any, unless legibly attested by the tender with his full signature shall invalidate the tender. The tender should be duly

signed by him/his authorized person. In case there is any difference in the amount between figures and words, the amount indicated in the words will be treated as a valid offer.

24. The bidder/contractor shall indemnify the IITH from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law or any other nature in respect of all workers engaged by the contractor. The contractor will indemnify IITH against all claims in this regard.
25. **Commencement and Termination:** The contract may be terminated in any of the following contingencies:
- i. On giving three months' Notice by the Institute OR
 - ii. On giving three months' Notice by the contractor OR
 - iii. On the expiry of the contract, without any notice. OR
 - iv. On giving one months' notice by the Institute at any time during the license period of the contract, in case the service rendered by the agency is not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for this services. OR
 - v. On assigning of the contract or any part thereof or any benefit or interest therein or there under by the contractor to any third party for sub-letting the whole or a part of the contract to any third party. OR
 - vi. On contractor being declared insolvent by the competent Court of Law without any notice.
 - vii. In case of termination of the contract on the grounds mentioned at point No. iv & v above the Institute shall forfeit the Bank Guarantee/Security Deposit and the contractor shall not have any claim/right against the Institute.
 - viii. Provided that during the notice period for termination of the contract, in the situation stated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.

26. **Penalties/Fine:**

In case of violation(s)/ if the contractor did not comply with the payment of the penalty the same amount will be deducted from the security deposit.

S.No.	Violation	Penalty per complaint
1.	Delay in payment of license fee & civic charges	Rs. 50/- per day
2.	Violation of an contractual obligation not mentioned below	Rs. 200/-
3.	No adherence to the timings mentioned in the tender	Rs. 500/-
4.	Changes in listed items or rates without permission of IITH	Rs. 500/-
5.	Inappropriate personal hygiene of workers	Rs. 500/-
6.	Use of spurious brands, repeat blades etc.	Rs. 500/-
7.	Creating nuisance/ argument with the customers	Rs. 200/-
8.	Damage to Institute infrastructure	Rs. As per actuals
9.	Possession or consumption of Tobacco/ alcoholic items	Rs. 10,000/-

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 from time to time.

27. 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.
28. 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.
29. 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

Checklist

S.No.	Particulars	Mark (/)(N.A) or (X) whichever is applicable
1	Earnest Money Deposit	
2	Shop license/ Registration certificate	
3	Copy of PAN card	
4	Copy of GST Registration	
5	Experience certificate for 2 years/	
6	Complete Tender Document duly signed and stamped by the bidder	
7	Annexure 1(Price Offer)	

SELF-DECLARATION

Date: --/--/----

To
The Director
IIT Hyderabad

Dear Sir,

Ref: Tender for providing Salon services at IIT Hyderabad.

In response to the Tender Document for providing Salon services at IIT Hyderabad, I/ We hereby declare that presently our Company/ firm _____ is having an unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

I/We hereby declare that I/we, am/are not an employee or a close relative (including son, daughter, and siblings of self or spouse) of any employee of IIT Hyderabad.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future against any other tender.

Yours faithfully,

Place:

Signature

Date:

Name Seal of the bidder

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:

