



**Tender No. IITH/103/Tender/MS/Supermarket/2024**

**NOTICE INVITING TENDER**

Indian Institute of Technology Hyderabad invites online bids in a two-bid system “To Run Supermarket/Grocery store in IIT Hyderabad” on a License basis

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/epublish/app> OR Institute website- <https://iith.ac.in/tenders>.

The bid is to be submitted online only through the E-procurement portal of <https://eprocure.gov.in/epublish/app> up to the last date and time of submission of tender.

**SCHEDULE OF DATES:**

Sl. No	Particulars	Date	Time
1	Date of Online Publication/Download of Tender	As per CPP bid document	
2	Bid Submission Start Date		
3	Bid Submission Close Date		
4	Opening of Technical Bids		

**No manual bids will be accepted.** All quotations (both Technical and Financial) should be submitted online through the E-procurement portal of <https://eprocure.gov.in/epublish/app>

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

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.

More information useful for submitting online bids on the CPP Portal may be obtained at:  
<https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) 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) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) 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) 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) 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.

## **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) 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) 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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) 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” or “Other Important Documents” are 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 the bid submission process.

**Note:** *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can 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) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (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.

- 6) 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.
- 7) 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. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), 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.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) 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) 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 details of the helpdesk are +91 0120-4711 508, +91 0120-4200462, +91 0120-4001002, +91 0120-4001005 and [support-eproc@nic.in](mailto:support-eproc@nic.in) .

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## 1.0 Disclaimer

The information contained in this Notice Inviting Tender document (the “**NIT**”) or subsequently provided to Tenderer(s), whether verbally or in documentary or any other form by or on behalf of the Institute or any of their employees is provided to Tender(s) on the terms and conditions set out in this NIT and such other terms and conditions subject to which such information is provided.

This NIT is not an agreement and is neither an offer by **Indian Institute of Technology Hyderabad** (hereafter referred as the “**Institute**” or “**IIT HYDERABAD**”) to the prospective Tenderer(s) or any other person. The purpose of this NIT is to provide interested parties with information that may be useful to them in making their technical and financial offers pursuant to this NIT (the “**Tender**” or “**Proposal**”). This NIT includes statements, which reflect various assumptions and assessments arrived at by the Institute in relation to the Project. Such assumptions, assessments, and statements do not purport to contain all the information that each Tenderer may require. This NIT may not be appropriate for all persons, and it is not possible for the Institute, its employees, or advisors to consider the investment objectives, financial situation, and particular needs of each party who reads or uses this NIT. The assumptions, assessments, statements, and information contained in this NIT, may not be complete, accurate, adequate or correct. Each Tenderer should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this NIT.

Information provided in this NIT to the Tenderer (s) is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Institute accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Institute and its employees and advisors make no representation or warranty and shall have no liability to any person, including any Tenderer under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this NIT or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the NIT and any assessment, assumption, statement or information contained therein or deemed to form part of this NIT or arising in any way in this Tender Stage.

The Institute also accepts no liability of any nature whether resulting from negligence or otherwise, how so ever caused arising from reliance of any Tenderer upon the statements contained in this NIT.

The Institute may in its absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information, assessment, or assumptions contained in this NIT.

The issue of this NIT does not imply that the Institute is bound to select a Tenderer or to appoint the Successful Tenderer, as the case may be, for the Project and the Institute reserves the right to reject all or any of the Tenderer(s) without assigning any reason whatsoever.

The Tenderer shall bear all its costs associated with or relating to the preparation and submission of its Tender including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Institute or any other costs incurred in connection with or relating to its Tender. All such costs and expenses will remain with the Tenderer and the Institute shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Tenderer in preparation or submission of the Tender, regardless of the conduct or outcome of the Tendering Process.

## 2.0 Important Dates

1.	Name of the project	NIT for “ To run Supermarket and Grocery Stores”in CU-Annexe-1, Residential Area, IIT Hyderabad on License Basis
2.	Tender issued by	Indian Institute of Technology Hyderabad (IIT HYDERABAD)
3.	License Period	One year from the date of taking possession extendable to another two terms of one year each based on performance on mutual consent at revised license fee.
4.	Processing Fee	in the form of DD/online payment
5.	Earnest Money Deposit	in the form of DD/online payment
6.	Date of Pre-tender meeting.	Administrative Building of IIT HYDERABAD.
7.	Last date and time of Submission of tender	
8.	Opening of Technical Tender.	Through Online portal
9.	Presentation before the committee on proposed plan of Supermarket	The time and date will be informed to the Tenderers.
10.	Opening of Financial Tender	Time & Date will be announced only after evaluation of Technical Tender.
11.	Place of obtaining NIT Documents	The Tender can also be downloaded from IIT HYDERABAD Website: <a href="https://www.iith.ac.in/index.php/about/tenders/">https://www.iith.ac.in/index.php/about/tenders/</a>
12.	Email for Correspondence	ar.ms@iith.ac.in



# **Notice Inviting Tender**

### 3.0 Notice Inviting Tender:

Notice Inviting Tender (NIT) for “To run Supermarket and Grocery Stores” in CU-Annexe-1, Residential Area, IIT Hyderabad on License Basis for term of one year from the date of possession extendable to another two terms of one year each in CU-Annexe-1, Residential Area, IIT Hyderabad.

1. Sealed Tender(s) are invited for “**To run Supermarket and Grocery Stores**” in **CU-Annexe-1, Residential Area, IIT Hyderabad** on License Basis (the Project) as per minimum eligibility, technical and financial Criteria given in “Schedule F, Part-A and Part-B” of NIT document.

The details of premises are as follows –

S. No	Particulars	Details
1.	Location	IIT Hyderabad
2.	Block	CU-Annexe-1, Residential Area
3.	Floor	Ground Floor
4.	Total Area offered on license (in sq. mts)	227.38 sq.mtrs
5.	Minimum reserved License fee	Rs.68,684/-+Applicable GST
6.	EMD (INR)	Rs. 50,000/- (Rs. Fifty Thousand only)
7.	Process Fee (INR)	Rs.590/-Including GST
8	Performance security Deposit	10 months License Fee

2. The Layout Plan and Details of built-up space are attached at **Schedule “F”, “Part A”**.
3. The important dates are given below –

Date of Pre-tender meeting	<b>As per CPP bid document</b>
Last Date of receipt of tenders	
Date of opening of Technical Tender i.e. Envelop B	
Presentation before committee on proposed plan of Supermarket	Time and date will be informed the Tenderers.
Date of opening of Financial Proposal	Shall be intimated later to technically qualified tenderers

#### 4. Invitation of Tender and Direction

- a. IIT HYDERABAD invites Tender for ““To run Supermarket and Grocery Stores” in CU-Annexe-1, Residential Area, IIT Hyderabad on license basis for a term of one year from the date of possession extendable to another two terms of one year each on mutually agreed fees in CU-Annexe-1, Residential Area, IIT Hyderabad.
- b. The layout plan along with Details of built-up space offered on license is attached at “**Schedule-F, Part-A**”

5. The scope of work will broadly include operation and management as per the NIT and License Agreement conditions of the project. The Tenderer shall have the Obligations as per “**Schedule-F Part-D**” and License Agreement.

**6. Earnest Money Deposit (EMD)**

- i. The tenderer should necessarily be accompanied by Earnest Money Deposit for an amount as mentioned in “**Schedule-F, Part-E**” by way of a Demand Draft in favor of “**Director, IIT Hyderabad**”, payable at Hyderabad / IIT Hyderabad by any Nationalized / Scheduled bank.
- ii. Tender without EMD shall be summarily rejected.
- iii. If the Tender is not accepted the amount of EMD shall be refunded but no interest on it shall be payable.
- iv. EMD of the unsuccessful Tenderer shall be returned within a period of **four (4) weeks** from the date of the allotment letter to the Successful Tenderer. EMD submitted by the Successful Tenderer shall be retained/ adjusted as security deposit.
- v. EMD shall be forfeited in the following cases:
  - a. If any information or document furnished by the Tenderer turns out to be non-responsive, misleading or untrue in any material respect as per the terms and condition of NIT; and
  - b. If the successful Tenderer fails to deposit the due amount of the license fee within the stipulated time or any extension thereof granted by IIT HYDERABAD.
  - c. If the Tenderer fails to furnish the performance security within specified time limit as per the NIT and License Agreement.

**7. Validity of Tender**

The tender shall remain valid as per the “**Schedule F-Part E**” from the Tender Due date and in the event of the Tenderer withdrawing the Tender in the validity period, for any reason whatsoever; earnest money deposited with the Tenderer shall be forfeited and appropriated by the IIT HYDERABAD.

**8. Payment of License Fee & Schedule-**

- i. After approval of the tender a Letter of Award(LoA) shall be issued.
- ii. The successful Tenderer shall deposit the amount as per “**Schedule-F, Part-B** (Payment Condition)
- iii. The successful tenderer shall also submit performance security by way of Demand Draft or Bank Guarantee as per **Schedule-F, “Part-B (Section D “Performance Security”)**, before execution of the License Agreement, as mentioned in the Letter of Award (LoA).
- iv. The Successful Tenderer shall execute and sign the License Agreement within the timeline mentioned in the Letter of Award (LoA) at its own cost, bearing any charge which is applicable at the time of the signing of the License Agreement. In the event the Successful Tenderer fails to deposit the amount or fails to sign the agreement within the stipulated period IIT HYDERABAD shall have the right to forfeit the EMD and cancel the allotment.
- v. The possession of the project shall be taken by the Allottee/Licensee within 30 days from the signing of the License Agreement.
- vi. The payment schedule of the License Fee shall be as per “Schedule-F, Part-B” (Section E “Payment Condition”)
- vii. **Tender Cost & Submission Format:** The tenderer (s) are to be submitted in the online mode as per “**Schedule-F,**

**Part-F** (non-refundable). The Tender shall be submitted in Single Envelopes "A". The Tenderer is required to provide all the information/document as per prescribed Tender format. IIT HYDERABAD shall consider only those Tender(s) that are received within the specified time and in the prescribed format and are complete in all respects.

viii. The Tender shall comprise the following:

- **Envelope "A"** -It will contain the **Envelop "B" (Technical Proposal) & Envelop "C" (Financial Proposal)**
- **Envelope "B" (Technical Proposal)** -It will contain **(A checklist of all the documents with their corresponding page numbers is required to be submitted by the Tenderer as a part proposal)**
  - a. The Bank Draft for EMD payable to the Director, Indian Institute of Technology Hyderabad from any Nationalized /Scheduled Bank payable at Hyderabad.
  - b. The Bank Draft for cost of Tender document payable to the Director, Indian Institute of Technology Hyderabad from any Nationalized /Scheduled Bank payable at Hyderabad.
  - c. Power of Attorney set out in **APPENDIX-I**
  - d. Documents in support of eligibility criteria as per **"Schedule-F Part-B"**
  - e. The Tenderer shall submit the Proposal in hard bound form with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be initialed by the Authorized Signatory of the Tenderer as per the terms of this NIT. The Applicant shall be responsible for its accuracy and correctness as per the version uploaded by the Institute and shall ensure that there are no changes caused in the content of the downloaded document. In case of any discrepancy between the downloaded or photocopied version of the NIT and the original NIT issued by the Institute, the latter shall prevail.
- **Envelope "C" (Financial Proposal) - It will contain Financial Proposal**

**9. Opening of Tender**

The Director or any officer authorized by him, will open the Tender(s) received on Tender due date as per "**Schedule F, Part-G**". The officers competent to dispose of the Tenders shall have right to reject all or any of the Tenders.

**10. Selection of Successful Tenderer:**

- i. "**Technical Proposal**" shall be opened first. **The envelope C - "Financial Proposal"** shall be kept sealed for opening at a later date.
- ii. Prior to the evaluation of Proposals, the Institute will determine whether each Proposal is responsive to the requirements of the NIT.
- iii. The Institute reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Institute in respect of such Proposals.
- iv. The Institute shall subsequently examine and evaluate Proposals in accordance with the selection criteria set out in **Schedule F, Part B**.
- v. After the technical evaluation, the Institute shall shortlist qualified Applicants in terms of **Schedule F, Part B** who are eligible for opening of their Financial Proposals.

**11. Rights of the Director, IIT Hyderabad**

The Tenders that are found responsive in Terms of the Tender document shall only be considered. The Director, IIT HYDERABAD reserves the right to call for clarification or additional document as deemed fit.

**12. Confidentiality**

Information relating to the examination, clarification, evaluation and recommendation for the Tenderer(s) shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Institute in relation to or matters arising out of, or concerning the Tender Process. The Institute will treat all information, submitted as part of the Tender, in confidence and will require all those who have access to such material to treat the same in confidence. The Institute may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Institute or as may be required by law or in connection with any legal process.

**13. Cancellation of Tender**

The IIT HYDERABAD reserves the right to reject any or all Tender without assigning any reasons what so ever. IIT HYDERABAD may, in its absolute discretion, but without being under any obligation to do so update, amend, modify or supplement the information in this document by uploading in its website <https://www.iith.ac.in/index.php/about/tenders/> and which shall not be published in newspaper/s.

- i. **For the stage before issue of LoA (Letter of Approval)** -The cancellation shall be governed by clause 10 of the Tender.
- ii. **For the stage after issue of LoA** - The cancellation shall be governed by clause 8 of the Tender
- iii. **For the stage after signing of License Agreement** - The cancellation shall be governed as per License Agreement.

**14. Mortgage & Sub license of Project**

- i. The SECOND PARTY shall have no Institute to transfer, assign, or dispose of FIRST PARTY's right or obligation or interest by way of mortgage, charge, sub-lease, sub-contract, adverse possession, sale, hypothecation, pledge, hire, encumbrance, conducting arrangements, leave and license or otherwise in manner or part with the possession of the schedule property or any part thereof or allow or create any lien, charge, attachment or other claims thereof. Any deviation from the same shall be considered a serious breach of this agreement and will be an act of default which will lead to immediate termination of the contract except as mentioned herewith.
- ii. The Licensee shall not be entitled to mortgage the project or any part of it in any manner.
- iii. The licensee shall not allow to sub-license the project or any part of it to any other party in any manner.

**15. License Period and License Fee**

- i. Project shall be transferred on a license basis for a period of Five year from the date of Possession with a lock in period of three years. After successful completion of the lock in period years, the Institute at its discretion can extend the license period on yearly basis subject to satisfactory performance. However, if the services are not satisfactory the license shall be terminated with three-month notice period at any point of time. After completion of the license period or termination of agreement as per the terms and condition of License Agreement, whichever is earlier, the possession of licensed property shall be automatically comes in hand of Institute.
- ii. The licensee shall be liable for penalty and other legal measures by Institute as per the terms and condition of License Agreement in the event of delay or any other breach in transfer of the property by licensee to the Institute as per the clause 16 (i) above.
- iii. The Licensee shall pay the monthly License Fee in advance to Institute by way of a Demand draft / Electronic Fund Transfer / Pay order in favor of the Lessor from a nationalized / scheduled bank having a branch at Hyderabad.

**16. Schedule F**

- **Part-A** – “Project Details”,
- **Part-B** - “Eligibility, Technical and Financial evaluation Criteria”& “Payment Conditions “,
- **Part-C** - “Site layout plan along with typical shop plan”
- **Part-D** - “Operation and Management Obligation”,
- **Part-E** - “Earnest Money Deposit”(EMD), “Validity of Tender”,
- **Part-F** - “Cost of Document”,
- **Part-G** - “Dates of Tender”

**Sd/-**  
**Registrar**  
**IIT Hyderabad**

# **SCHEDULE – “F”**



## 4.0 SCHEDULE F

### 4.1 SCHEDULE-F, PART-A: Project Details

#### i. Details of the Project

Particulars of Project	Carpet area of space (in Sq. mt s)
“ To run Supermarket and Grocery Stores” in CU-Annexe-1, Residential Area, IIT Hyderabad	227.38 Sq. mt s

Note: The area is tentative and can be increased or decreased up to 10%-20% at the time of handing over of possession

#### ii. Details of the Project

- I. Built-up space shall be allotted for Supermarket/Grocery Store in CU-Annexe-1, Residential Area, IIT Hyderabad on License Basis for a term of ONE year from the date possession extendable to another two terms of ONE year each based on performance and on mutually agreed License fees
- II. Licensee shall be liable to pay the maintenance charges which will be levied proportionately on per sq. ft basis, based on the actual cost of the maintenance of the common areas and services of the complex.
- III. Licensee shall be liable to pay the electricity and any other charges applicable as per actuals.
- IV. The Licensee shall be given first preference to purchase the said premises in the NIT within the license period, at the rate prevalent at that time

#### iii. Electricity & maintenance charges

- i. Electric Connection and Charges: The necessary electrical connection shall be taken by the Licensee at his own cost, from the point provided by the Licensor. The Licensee shall pay by due date the bills for consumption of power/electricity in the Licensed Premises as recorded in the meters or as demanded by the Licensor or its nominee or assigns.
- ii. Power Backup: The Licensor may have the provision for power backup from diesel generators for common areas of the building premises. The Licensee shall have to take separate approval from the Licensor for power backup for the Licensed Premises, which shall be provided by the Licensor on subject to availability of power from the installed Diesel Generator. The charges for such electricity shall be separately intimated to the Licensee by the Licensor as per actuals.
- iii. The licensee shall have to pay the cost of electric units supplied to the licensee's premises through DG system. The rates of such DG supply shall be worked out by IIT HYDERABAD based on the actual inputs in production and supply of power which shall also include the cost of man power, repairs, etc.
- iv. Maintenance charges will be levied proportionately on per sq. ft basis, based on the actual cost of the maintenance of the common areas and services of the complex.
- v. The maintenance charges shall be payable in advance on quarterly basis, whether demanded or not.
- vi. Delay in making payment of maintenance charges shall attract 18% per annum simple interest for delayed payment
- vii. The Licensee shall maintain their lockable/ usable areas on its own cost.
- viii. All Licensee shall have to sign the standard maintenance agreement with IIT HYDERABAD or its authorized agent before taking over possession of the space.

- ix. The clauses of the Maintenance Agreement shall not be altered at the request of any licensee.
- x. The Successful Tenderer has to take possession of the built-up unit within a period of 1 month from the date of issuance of the possession letter or any extension as granted by IIT HYDERABAD.
- xi. If possession is not taken within 1 month of offer of possession (issuance of possession letter) a reminder letter may be issued by IIT HYDERABAD.
- xii. If possession is not taken even after 45 days of issuance of possession letter IIT HYDERABAD reserve the right to take necessary action including termination of License.

**iv. Signage and Hoardings:**

- i. The Licensor reserves the exclusive and absolute right to display hoardings on all or any of the Blocks and the terraces and/or in any part of the land and/or Buildings. The Licensor shall have right to retain its Logo and Brand and name/other matters in the form of a hoarding/board/signage in a conspicuous place in the blocks of Building and land. The Licensee shall not disturb or damage or remove the same any time.
- ii. The Licensee shall put name and unit number of the Licensed Premises in standardized letters and coloring only at the location/board that may be designated by the Licensor at a place earmarked for the said purpose.
- iii. No sign board, hoarding or any other logo or sign shall be put up by the Licensee on the exterior of the Building or on the outer wall of the unit without the prior approval of IIT HYDERABAD
- iv. The Licensee shall not alter the color scheme of the exterior of the Building or of the exterior lobby wall of the Licensed Premises. However, the Licensee shall be entitled to select and carry out any decoration/painting of the interior of the Licensed Premises as permitted in this Licensed Agreement.
- v. The Licensee shall not do anything that may adversely affect the aesthetic appearance/beauty of the Building, nor do anything in the Property which may cause any nuisance or obstruction or hindrance to the other owners.

**v. Development and Maintenance of Furnishing/ Interior work**

- I. The Licensee shall be provided the space in bare-shell condition and the Licensee shall carry out the interior and furnishing work at its own cost.
- II. The operation and maintenance of the Licensed Carpet area shall be carried out by the Licensee at its own cost, as and when the Licensor permits in compliance and adherence with the approval/ guidelines issued by the Licensor from time to time.
- III. The Licensee shall not make any alterations in the load bearing structures to the License Premises and/or effect any change to the plan or elevation.
- IV. The Licensee within the License Premises shall not cause any nuisance/annoyance to the other occupants of the building and shall not use common areas, roads, open spaces for dumping materials/debris etc.

## 4.2 SCHEDULE-F, PART-B – Minimum Eligibility, Technical & Financial Evaluation Criteria and Payment Conditions

### Minimum Eligibility

To be eligible for selection, an Applicant shall fulfil the following condition of eligibility:

- a) The Applicant should be a single entity. The term Applicant used herein would apply to only a single entity.
- b) An Applicant may be a natural person or a legal private entity or government-owned entity. Joint Venture or Consortium is not allowed.
- c) Any Licensee / Lessee whose license/lease is either terminated or not continued by IIT HYDERABAD after the expiry of the term due to a breach of Agreement for such operation(s) shall not be eligible in any manner to participate in the Tender.
- d) The tenderer should be legally competent to enter in to contract with Institute as per prevailing laws

### A. Technical Qualification Criteria

For demonstrating technical capacity and experience (the “Technical Capacity”), the Tenderer shall have to meet the following conditions

- Minimum average Annual Turnover of INR 60 lakh (Rupees Sixty lakh only) in Eligible Projects for the past three years preceding the Tender Due Date. Turnover shall be from the operations of the Supermarket/ departmental store only.

**(Eligible Projects for purpose of evaluation: Supermarket/Grocery, grocery, retail, garments, stationary or similar)** operating in the business under the single roof of daily provisions, cosmetics, toiletries, household items, crockery and cutlery, stationary, vegetables and fruits, milk, bakery and confectionary, etc.,

**The bidder shall be part of a chain of reputed supermarkets/departmental stores.**

**OR**

### B. Financial Capacity

The Tenderer shall have a minimum Net Worth (the “Financial Capacity”) of INR 50.0 lakhs (Rupees Fifty Lakh only) as per the financial statement at the close of the preceding Financial Year i.e. 2018-19 (a certificate from a Chartered Accountant in support of this should be furnished)

### Required Documents

The following documents are required to be submitted in support of the Minimum Eligibility criteria.

- i. The Tenderer shall furnish all required details as per **Form-I** (General Information of the Tenderer) along with supporting documents.
- ii. The Tenderer should furnish the details of Eligible Experience for the last 3 (three) financial years immediately preceding the Tender Due.
- iii. Tenderer(s) must provide the necessary information relating to Technical Capacity and Project-specific information and evidence in support of its claim of Technical Capacity, as per (**Form-II supported by Form IV**); and
- iv. Certificate(s) from its chartered accountant/ statutory auditors specifying the **Average Annual Turnover in last three years of the Tenderer** as at the close of the preceding financial year w.r.t fulfilling eligibility criteria “**4.2 A**” above. (**Form-III**)

### C. Evaluation of Technical Proposal

- i. In the first stage, the Technical Proposal of eligible tenderers will be evaluated on the basis of Tenderer’s experience of operational eligible projects, average annual turnover of last three financial years and net worth as per the criteria stipulated in this schedule.

- ii. **Presentation before committee on proposed plan of Supermarket:** As a part of Technical submittal, the tenderer has to give a presentation for about 7 minutes followed by Q&A regarding proposed plan of Supermarket/ Grocery shop in built-up area allotted for the purpose. The presentation shall include, Customer Interface, Complaint Mechanism, proposed Layout of Supermarket, quality assurance methods to be followed in maintaining cleanliness of supermarket etc. This will be part of technical evaluation. The bidder who failed to exhibit required standards may be disqualified on the recommendations of the Technical Evaluation committee.
- iii. The tenderers who will qualify the minimum eligibility, technical and financial criteria shall be shortlisted and eligible for opening of financial tender.

**D. Evaluation of Financial Proposal**

- i. In the second stage, the financial evaluation will be carried out of technical qualified tenders.
- ii. For financial evaluation, the total cost indicated in the Financial Proposal will be considered.
- iii. The Institute will determine whether the Financial Proposals are complete, the quoted amount is above the Reserved License Fee and unqualified and unconditional. The cost (Monthly License Fee) indicated in the Financial Proposal shall be deemed as final and reflecting the total Licensee. Omissions, if any, in financial quote shall not entitle the Tenderer to be compensated and the liability to fulfil its obligations as per the terms and condition of License Agreement within the total quoted amount shall be that of the Tenderer. The tenderer whose financial quote is Highest over and above the reserved License Fee shall be the Preferred Tenderer. The second highest tenderer shall be kept in reserve.
- iv. The Institute as per the requirement may also select the second and third highest tenderer, if they agree to match the financial quote of Highest Tenderer.

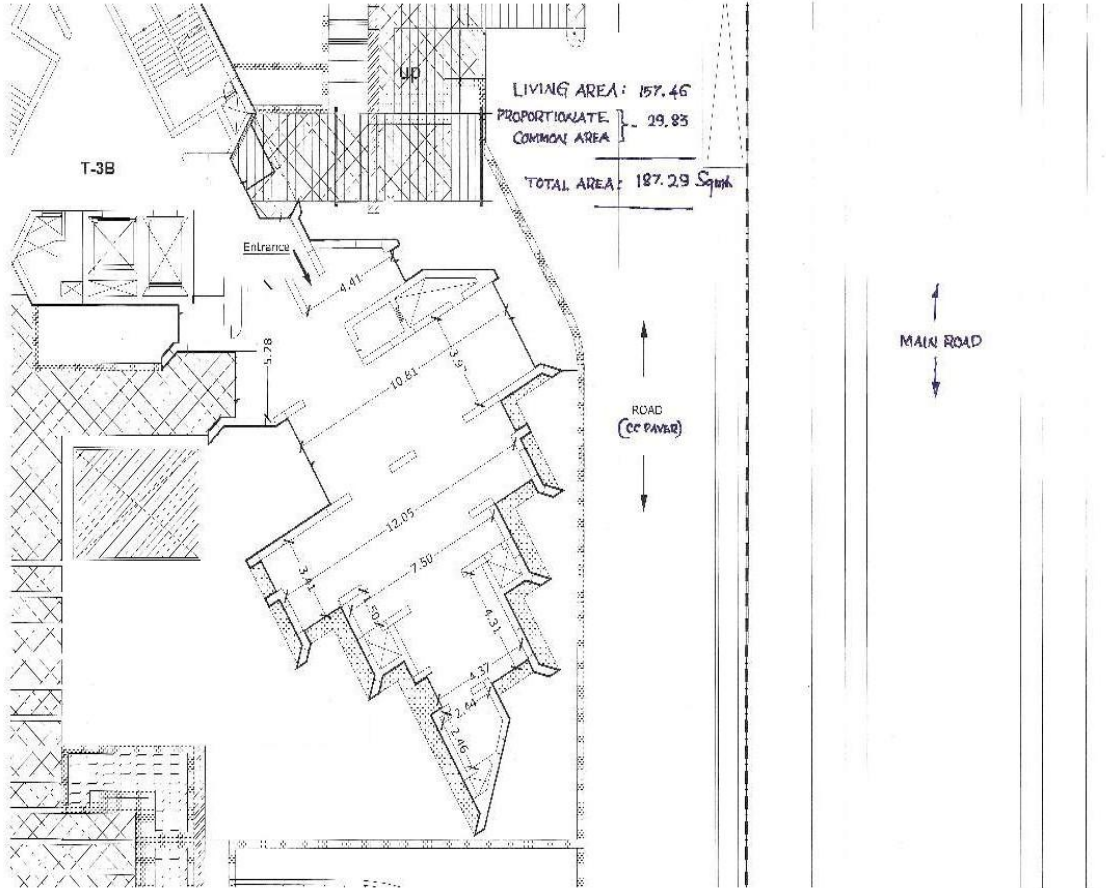
**E. Payment Conditions**

S. No	Payment as % of License Premium	Payment Schedule
1	<b>First Month's Payment</b>	within 30 (Thirty) days from signing of License Agreement
2	<b>Payment of Monthly License Fee</b>	In advance in the first 7 days of every month.

**F. Performance Security**

- i. Prior to the execution of License Agreement for the Project, the Successful Tenderer shall submit Performance Security of an amount equivalent to **10 months License fee** by way of Demand Draft/BG in favor of "Director, IIT Hyderabad", payable at Hyderabad / IIT Hyderabad. The said Performance Security should be valid throughout the license period and 180 days beyond.

**4.3 SCHEDULE-F, PART-C- Layout Plan and Details**



**Details of built-up Space:**

<b>Block</b>	<b>Terminated Block of Faculty Tower</b>
<b>Floor</b>	<b>Ground Floor</b>
<b>Total Carpet Area (Tentative) (Sq. Mts.)</b>	<b>227.38Sq.mts</b>

*Note: The Project Area is tentative and can be increased or decreased up to 10%-20% at the time of handing over of possession.*

## **SCHEDULE-F, PART-D –Operation and Management Obligations:**

### **A. Minimum Operation and Management Obligation**

The operation and maintenance has been made in a way to ensure smooth and safe operation of Supermarket/ as per the provision of License Agreement

- i. The Licensee shall start operations within **one month from the date of possession** or any extension as granted by IIT HYDERABAD
- ii. The Licensee shall follow all the terms and conditions of the License Agreement with respect to the operation and management of the project. This shall include but not be limited to:
  - Operations of the supermarket as per the permitted activity as mentioned in Schedule F, Part D (B) below and its maintenance along with 3.0 meters of surrounding area from all sides of the supermarket.
  - Ensure the safety and security of the premises as per good industry practice.
  - Cleaning and management of solid waste generated due to operation of supermarket
  - Deployment of staff and its management as per the provision of the License Agreement and prevailing laws of Central and State Governments.
  - Shall comply with applicable labor laws including the minimum wages.
- iii. Fit-out cost (including but not limited to flooring and false ceiling): to be borne by the licensee. Prospective tenderers are suggested to do a site visit before the tendering process.
- iv. Built-up space will be offered on an “as is where is basis”.
- v. Lock-in Period: 3 Year. In case the licensee vacates the premises before 1 year of signing of the license agreement, the performance security deposit will not be returned by the IIT Hyderabad.
- vi. Licensee fee will be applicable from the day of handing over the possession of the demised premises to the licensee
- vii. Start of Operation of Supermarket/ - The licensee must start operation within 1 month from the handing over of possession
- viii. The operation, maintenance, and management of the project will be governed by the terms and conditions of the License agreement.
- ix. Workers should wear uniforms invariably.
- x. Strictly prohibited to sale of GUTKA, Tobacco, Liquor, and any other item which is injurious to health and items prohibited by the Government to sell.
- xi. A suggestion Box has to be placed at the Supermarket at the cost of the Licensee.
- xii. Authorized representatives of the Institute shall be permitted to carry out spot inspections for evaluating quality, freshness, cleanliness, hygiene of the products etc. in the Supermarket.
- xiii. The Licensee shall not litter the premises at any point of time. The entry/exit for their stock vehicles shall be clearly marked on the plan. The Licensee restrict their access though the towers and podium. The entrance towards boulevard road shall be used for the supermarket, which will be informed to the Licensee.
- xiv. The Licensee shall use only the allotted area of 227.38 sq.mts for stocking and other operations. No additional space will be provided other than 227.38 sq.mts allotted to the licensee.
- xv. The prices of the goods should not significantly differ from stores of Licensee in other locations in the city.
- xvi. **Timings of Supermarket/:** The service hours of the supermarket shall be from **09:00AM to**

**08:00PM** daily which may be modified by Institute if and when considered necessary. Any change in the timings will require the prior permission of concerned authority of the Institute. However, milk store shall be open from 6 am on all days.

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

- Rs. 500/- For late opening or early closing by half-an-hour for first 3 occasions.
- Rs. 1000/- For late opening or early closing by half-an-hour for 4 to 10 occasions.
- Rs. 2000/- For late opening or early closing by half-an-hour from 11<sup>th</sup> occasions onwards.

**B. Permissible Activity in Project**

The Licensee shall cater only to the below listed types of shops:

<b>Permissible operation</b>
1. Supermarket store
2. Grocery, Fruits, Vegetables, Beverages, Frozen & Dairy Products
3. Stationary Store
4. Plastic and kitchenware, FMCG Products
5. Any other similar activity with prior approval of IIT HYDERABAD

**C. Surcharges and Termination**

- i. If the allottee/licensee does not pay any part of the cost/license fee consideration or lease rent or fees or service charges or any sum which becomes payable under any of the provisions of this Allotment, if the same be not paid within the time allowed for payment thereof, shall be deemed to be a debt owed by the allottee/licensee for payment to the Institute. Such sum shall until payment thereof carry simple interest of 18% per annum (the "Delayed Interest"), from the due date for payment hereof until the same is paid to or otherwise realized by the Institute.
- ii. However, in case(s), where the delay in making payment of installments is beyond 12 months, then the allotment shall automatically stand cancelled and amount as per clause 6 and 20 (i) shall be deducted without any notice and IIT HYDERABAD shall refund the excess amount without any interest and IIT HYDERABAD shall be free to book/sell/license the built up space to any third party at any price finalized by it.
- iii. Without prejudice to any other right or remedy that may be availed under this contract or otherwise under law, the Institute shall also have the right to set off. Provided the stipulation regarding interest for delayed payment contained in this Clause shall be deemed not construed to authorize any delay in payment of any amount due by the Allottee/ Licensee nor be deemed or construed to be waiver of the underlying breach of payment obligations. If arrears remain unpaid for one year, the Institute shall have power to terminate the allotment and re-enter into the property
- iv. Notice for termination: if the licensee chooses to vacate the premises after lock in period, it may do so after giving 2 months prior notice or 2 months of license fee along with maintenance charges, taxes and other charges due to be paid for the notice period of two months in lieu thereof. Licensee shall during the period of License, pay all rates taxes and all other charges due and becoming due in respect of the project thereupon.
- v. IIT HYDERABAD reserve the right to terminate the license at any time during or after lock- in period if the licensee omits to perform, observe and covenant or condition to be so observed and performed as per Tender document / license agreement and continue to do so for a period of 60 days after a written notice is received in respect thereof.

#### 4.4 SCHEDULE-F, PART-E- Earnest Money Deposit (EMD)

S.No	EMD Details	
i.	EMD Amount (In the form of Demand Draft/online payment Bank Details: )	Rs.50,000/- (Rupees Fifty Thousand only)
ii.	Validity of Tender	90 Days

#### 4.5 SCHEDULE-F, PART-F- Processing Fee

INR 590/ in the form of DD shall be made favoring "DIRECTOR, IIT Hyderabad", payable at Hyderabad /online mode bank details:

#### 4.6 SCHEDULE-F, PART-G- Important Tender Dates

Date of Pre-tender meeting	As per CPP bid document
Last Date of submission of Tender	
Date of opening of Technical Tender i.e. Envelope B	
Date of opening of Financial Proposal	Shall be intimated later to technical qualified tenderers



## 5.0 Cover Letter for Tender Submission

(To be kept in Envelop B-on Tenderer(s) Letter Head)

Dated:

To

The Director,  
Indian Institute of Technology Hyderabad  
Kandi, Sangareddy,  
Telangana State-502 285

Sub: Notice Inviting Tender (NIT) for “ To run Supermarket and Grocery Stores” in CU-Annexe-1, Residential Area, IIT Hyderabad on License Basis

Dear Sir,

1. With reference to your Tender document dated,..... I/we, having examined the NIT Documents and understood their contents, hereby submit my/our Tender for the aforesaid Project. The Tender is unconditional and unqualified
2. All information provided by **me/us is/are** true and correct. I/We undertake and confirm that, if any information found to be false / misrepresented comes to the notice of IIT HYDERABAD at any stage, then it may take suitable action against as deemed fit by the IIT HYDERABAD. In such case the EMD. if any shall stand forfeited and will have no claim whatsoever.
3. I/ We acknowledge the right of the Institute to cancel the tender process at any time or to reject any Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
4. I/ We certify that I/We have not been barred or blacklisted by any Central and/or State Government in India **nor on the defaulter list of any bank registered in India.**
5. I/ We declare that:
  - i. I/ We do not have any conflict of interest.
  - ii. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the NIT document, in respect of any tender or request for Tender issued by or any agreement entered into with the IIT HYDERABAD or any other public sector enterprise or any government, Central or State; department and
  - iii. I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the Tender, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
  - iv. I/we hereby affirm that none of my/our relatives are employees of IIT Hyderabad between the grades of Group-B officers and above and faculty.
6. I/ We shall make available to the IIT HYDERABAD any additional information it may find necessary or require to supplement or authenticate the Tender.
7. We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
8. I/ We declare that we are not a Member or partner of a/ any other firm submitting a Tender for

the Project

9. In the event of my/ our being declared as the successful Tenderer, I/We agree to enter into an Agreement in accordance with the draft that has been provided prior to the Tender Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same
10. The **License Fee** has been quoted by me/us (**Envelope-C**) after taking into consideration all the terms and conditions stated in the Tender and the draft Agreement.
11. I/We agree to keep this offer valid for "**Schedule F, Part-E**" days from the Tender Due Date specified in the Tender.
12. I/ We further certify that in regard to matters relating to Proposal and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
13. I/ We further certify that no investigation by a regulatory Institute is pending either against us or against our Associates or against our DIRECTOR or any of our Directors/ Managers/ employees.
14. The Tender security (EMD), and cost of tender is attached as per the "**Schedule F, Part-E& Part-F**".
15. I/We agree and undertake to abide by all the terms and conditions of the tender document.
16. In case my Tender is not accepted then my EMD submitted in the form of  
DD: - may kindly be sent to my bank directly, details are given below  
Name as per Bank record :  
Account No :  
IFCS code :  
Bank Name and address :

I/we submit technical Proposal (Envelope-B) and financial Proposal (Envelope-C) under and in accordance with the terms of the Tender

Date:

Place:

(Signature of the Authorized Signatory)

Name & Designation

Enclosure: (Envelope-B)

1. EMD in the form of DD
2. Power of attorney of signing of proposal(**Appendix-I**)
3. Tender processing fee in form of DD.
4. All forms asked in the Eligibility Criteria as per "**Schedule-F, Part-B**"; **Form-I, Form-II, Form-III, Form- IV**
5. Tender document duly signed.
6. **\*No relationship certificate as mentioned in the last page of this document.**

**APPENDIX – I: Power of Attorney for Signing of Proposal**  
**(On Non Judicial Stamp Paper)**

Know all men by these presents, We, \_\_\_\_\_ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms. (Name), son/daughter/wife of \_\_\_\_\_ and presently residing at \_\_\_\_\_, who is [presently employed with us/ Lead Member of our Consortium and holding the position of [ \_ ], as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for **"To run Supermarket/ Grocery Store in CU-Annexe-1, Residential Area, IIT Hyderabad on License Basis"**, by the, ( IIT Hyderabad) ( the "Institute") including but not limited to signing and submission of all applications, Tenders and other documents and writings, participate in Pre Tender Meeting and other conferences and providing information/ responses to the Institute, representing us in all matters before the Institute, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our Tender, and generally dealing with the Institute in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with the Institute

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE \_\_\_\_\_, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_\_ DAY OF ..... 20\*\*.

For \_\_\_\_\_

(  
Signature)

(Name, Title and Address) Witnesses: 1  
2.

(Signature)  
(Name, Title and Address of the Attorney)

Accepted [Notarized]

Notes:

- *Self-attested copy of Aadhaar card needs to be submitted by all the witnesses and the executor of this power of attorney*
- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Also, wherever required, the Tenderer should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Consultant.*

## FORM – I: General Information of the Tenderer

1.
  - a) Name:
  - b) Type of entity (Individual Indian citizen, HUF, Proprietorship firm, Partnership firm, Company, Trust/Society, LLP):
  - c) Country of incorporation:
  - d) Address of the corporate headquarters and its branch office(s), if any, in India:
  - e) Date of incorporation and/ or commencement of business:
  
2. Brief description of the entity including details of its main lines of business and proposed role and responsibilities in this Project]:
  
3. Details of individual(s) who will serve as the point of contact/ communication for the Institute:
  - (a) Name:
  - (b) Designation:
  - (c) Company:
  - (d) Address:
  - (e) Telephone Number:
  - (f) E-Mail Address:
  - (g) Fax Number:
  
4. Particulars of the Authorized Signatory of the Tenderer:
  - (a) Name:
  - (b) Designation:
  - (c) Address:
  - (d) Phone Number:
  - (e) Fax Number:

Yours faithfully

Date: (Signature, name and designation of the Authorized Signatory)

Place: Name and seal of the Tenderer

## FORM – II: Technical Capacity of the Tenderer

[Refer to Clauses Schedule-F, Part-B (Technical Capacity)]

Name of the Tender / Applicant firm:

Project Number **	Name of Eligible Project / business	Experience (Equivalent Rs. Lakhs)			Total turnover from individual project (in lakh)
		Annual Turnover from Project from activities specified in Schedule F Part B			
		FY	FY	FY	
1					
2					
3					
4					
<b>Total Turnover from Projects</b>					

\*\* Refer form-IV giving details of individual projects as per project number. Add more rows if necessary in the above table.

Enclosures –

1. The names and chronology of Eligible Projects included in Form II should be in-line with the project wise details submitted in Form IV
2. Certificate(s) from its chartered accountant/ statutory auditors specifying the Average Annual Turnover in last three years of the Tenderer as at the close of the preceding financial year w.r.t f fulfilling eligibility criteria enclosed.

Yours faithfully,

Date: (Signature of the Authorized signatory)

Place: (Name and designation of the of the Authorized signatory)  
Name and seal of Tender

## FORM – III: Financial Capacity of the Tenderer

(On Letterhead of the Tenderer)

[(Refer to Schedule F Part B (Financial Capacity))]

Name of Applicant	Net Worth of Tender for financial year (in Rupees)

Signature \_\_\_\_\_

Name & Designation of Authorized Person

Company Seal

Company:

Date:

### Instructions:

1. Tender shall provide certificate(S) from its chartered accountant/ statutory auditors specifying the minimum net worth in the preceding Financial Year i.e.

## FORM – IV: List of Eligible Projects

[Refer to Clauses Schedule-F, Part-B (Technical Capacity)]

Name of the Tenderer / Applicant firm: \_\_\_\_\_

Project Number:

Parameters	Particulars of the Project
Nature of Business and its details	
Category <b>(Eligible Project: Supermarket/Grocery, grocery, retail, garments etc.)</b>	
Turnover from activities specified in Schedule F, Part B (A) (in Rs Lakh): i. FY ii. FY iii. FY	
Year-wise (b) payments made for development of Eligible projects	
The entity for which the project was operated	
Location	
Details of eligible project	
Date of Commencement of Contract	
Date of Completion/Commissioning	

Yours faithfully,

Date: \_\_\_\_\_ (Signature of the Authorized signatory)

Place: \_\_\_\_\_ (Name and designation of the of the Authorized signatory)  
Name and seal of Tender

### Instructions:

1. Tenderer(s) are expected to provide information in respect of each Eligible Projects in this Form. The projects cited must comply with the eligibility criteria specified in Schedule F, Part B of the NIT, as the case may be. Information provided in this section is intended to serve as a backup for information provided in the Proposal. Tenderer(s) should also refer to the Instructions below.
2. For a Tender, the Project numbers would be 1, 2, 3, 4 etc.
3. A separate sheet should be filled for each project.
4. Tenderer(s) are required to produce required documents (client certificates, invoices, order letter, completion certificates, CA Certificate etc.) to substantiate the experience demonstrated.

## APPENDIX – II: Financial Proposal

Notice Inviting Tender for “To run Supermarket and Grocery Stores “in CU-Annexe-1, Residential Area, IIT Hyderabad on a license basis for a term of one year.

1. I Shri/Smt/Ms \_\_\_\_\_ S/D/W/o \_\_\_\_\_ duly authorized by \_\_\_\_\_ Partnership Firm/ Private / Public Limited Company to submit this Tender, here by submit the Tender in the form of the License Fee specified in the table below for Selection of Agency for Allotment of built-up space for Supermarket Store in CU-Annexe-1, Residential Area, IIT Hyderabad on license basis for a term of one year.

Particulars	Total Area offered on license (in sq. mts)	Minimum Reserved License Fee	Offered Tendered License Fee(in INR / Month) (Acceptable only if the offered amount is more than the reserved LicenseFee)	
			INR In Figure	INR. In Words
“To run Supermarket and Grocery Stores” in CU-Annexe-1, Residential Area, IIT Hyderabad on License basis	227.38 Sq. mts	Rs. 68,684/- Plus Applicable GST		

**Bidders are required to quote the license fee in the BoQ downloaded from the CPP portal.**

- Should this Tender be accepted, I/We hereby agree to abide by and fulfill all terms and provisions of the said condition of the allotment set forth in the Tender document or in default, thereof to forfeit earnest money & pay to the IIT HYDERABAD the sums of money mentioned in the said condition.
- A separate sealed **Envelope 'B'** duly super scribed containing in the form as **Earnest money** the full value of which is to be absolutely forfeited to the IIT HYDERABAD without prejudice to any other rights or remedies of the IIT HYDERABAD.
- If I/We fail to deposit License Fee or to execute the License Agreement within the timeline mentioned in the Letter of Award (LoA) and NIT, the Institute is free to cancel the allotment and forfeit the EMD as per the terms and condition of NIT document.
- GST shall be charged separately as applicable.

### Signature of Witness

Dated - / /

Name:

Address of the Witness

Occupation of the Witness

### Signature of the Authorized Signatory

Dated - / /



**FORM - V**

**NO RELATIONSHIP CERTIFICATE  
(On Company Letter head)**

I/We hereby certify that I/We\* am/are\* related/not related (\*) to any officer of IIT Hyderabad. (If Related provide the details of the employee)

. I/We\* am/are\* aware that, if the facts subsequently proved to be false, my/our\* contract will be rescinded with forfeiture of E.M.D and security deposit and I/We\* shall be liable to make good the loss or damage resulting from such cancellation.

I/We also note that, non-submission of this certificate will render my / our tender liable for rejection.

Date:

Place:

Authorized Signatory with seal

Name :

Designation :

Contact No. :