



भारतीयप्रबंधसंस्थानकाशीपुर

INDIAN INSTITUTE OF MANAGEMENT KASHIPUR

Kundeshwari, Kashipur – 244713

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INVITATION OF BIDS FOR LEASING OF VARIOUS SHOPS AT SHOPPING COMPLEX, IIM KASHIPUR

Notice Inviting tender (NIT) No. IIMKASHIPUR/PUR DEPTT/NIT/ 01/2020-21 dated 18 May 2020.

1. Bids in sealed cover are invited for leasing of various shops at shopping complex at IIM Kashipur listed in this NIT. Please superscribe the above-mentioned Title "BIDS FOR LEASING OF VARIOUS SHOPS AT SHOPPING COMPLEX", NIT NUMBER and DATE OF OPENING OF BIDS on the sealed cover to avoid the Bid being declared invalid. Bids not superscribed with the details mentioned above may be declared invalid.

2. The address, contact numbers, date of issue of quotations document, last date of submission of bids, date and time of opening of bids for sending Bids or seeking clarifications regarding this NIT are given below –

a. Bids/queries to be addressed to: STORE AND PURCHASE OFFICER

b. Postal address for sending the Bids:
STORE AND PURCHASE OFFICER
INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR
KUNDESHWARI, KASHIPUR
DIST. UDHAM SINGH NAGAR,
UTTARAKHAND (INDIA)
PIN – 244713
Website: www.iimkashipur.ac.in

c. Name/Designation of the contact personnel: STORE AND PURCHASE OFFICER

d. Telephone numbers of the contact personnel: 91-7088270882, 7900444090 (Ext) : 321

e. e-mail ids of contact personnel: purchase@iimkashipur.ac.in

f. Date of Issue of Quotation Documents : 18 May 2020

g. Last date and time of submission of Quotations : 11 June 2020 at 11.00 A.M. Any changes of the schedule will be notified on the Institute's website.

h. Date and time of opening of Quotations : 11 June 2020 at 11.30 A.M.
Any changes of the schedule will be notified on the Institute's website. If the date is holiday, the next working day will be the opening date of the tender.

3. Cost of Bid Document: Bidders can download bid document from the website of IIM Kashipur. Website - www.iimkashipur.ac.in

4. **Manner of depositing the Bids:** Sealed Bids should be sent by registered post / courier or in person at the address given above so as to reach by the due date and time at the dispatch section of the institute. Late tenders will not be considered. No responsibility will be taken for postal/courier delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency)

5. The NIT is to be signed on all the pages by the bidder. This NIT is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the NIT, should it become necessary at any stage without giving reasons thereon of withdrawing the NIT.

6. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.

7. **Forwarding of Bids** – Bids may be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like GST number, Bank address with EFT Account etc and complete postal, contact details & e-mail address of their office. Self-attested copy of legitimate certificates to the effect may also be attached.

8 **Clarification regarding contents of the NIT:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 10 (ten) days prior to the date of opening of the Bids in case of limited tender enquiry only.

9. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice should on a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

10. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

11. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid,

failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this NIT.

12. Validity of Bids: The Bids should remain valid till **90 days** from the last date of submission of the Bids.

13. Earnest Money Deposit: Bidders are required to submit Earnest Money Deposit (EMD) for amount of **5000/- (Five Thousand only)** along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft or Banker's Cheque drawn in favour of 'Indian Institute of Management Kashipur' payable at Kashipur from any of the public sector banks or a private sector bank authorized to conduct government business. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender. The bidder is to mention the details of earnest money sent herewith with the tender as under:

(To be filled by the bidder)

Description of EMD by which paid	No.	Date	Face value (Rs.)

16. The rate contract will be for one years starting from the date of awarding the contract. The contract may be extended for another one year on mutual consent basis (i.e. the total period of contract should not exceed three years from the award of rate contract) on similar terms and conditions.

17. Schedule of Requirements: List of items / services required is as follows:

**GENERAL TERMS & CONDITIONS FOR LEASING OF VARIOUS SHOPS
AT SHOPPING COMPLEX, IIM KASHIPUR**

- A. The proposal should be filled in neatly. Over-writing and erasing shall make the proposal liable to be rejected. Every cutting must be initialled by the proposer.
- B. **Before participating in the tendering process each intending bidder shall affix signature with date on the copy of the condition for Rent of shops, as a token of acceptance of the condition of Rent of Shop contained herein after and shall furnish full name & address of the individual, company, firm on whose behalf the participant is interested to bid.** The name of persons, company and full postal address should be furnished. All correspondence made by the Bidder to this furnished address shall be considered as correctly delivered not withstanding any change in postal address, shall have to be intimated to the Store and Purchase Officer.
- C. Person intending to participate in the Bid shall have to pay the specified EMD through Demand Draft drawn in favour of Indian Institute of Management, Kashipur, authorized by him shall have the right to withdraw any shop or shops from being leased out. He may accept or reject any bid/offer or may stop any bidder at any stage from bidding without assigning any reason thereof. No appeal

against above action by the Institute shall be entertained. The Committee shall conduct the Bid of any shop/shops in the following manner:-

1. The EMD of unsuccessful bidder will be returned and EMD of the successful bidder shall be retained and adjusted at the time of final payment made by the bidder towards security deposit. No bidder shall be permitted to retract the bid. In the event of dispute between the bidder, the dispute shall be decided by Director IIM Kashipur. His decision in this respect shall be final and binding on all persons offering bids at the auction. The bids offered in any other manner except hereto before mentioned shall not be considered.

2. The shops shall be allotted through Bid only and to the highest offer for rent by bidder only.

3. Participant of Bid may offer his highest monthly rent for particular shop he/she willing to keep on rent. Participant can apply for each shop, but one person can get only one shop. The detailed of **Shop Allotment Rules and Guidelines is as follow.**

4. The firm shall pay License fee as decided by the Institute and it may be revised. The service charge or any other/taxes (if any) as applicable from time to time shall have to be paid by the tenant/s separately. Such Service Charges/taxes shall be collected by IIM Kashipur form to tenant's along with the rent and in turn shall pay to the concern authority.

5. Total four (04) numbers of shops available on ground floor. The details of the various shops, presently offered for BID in shopping Complex are given below:-

Type of shops	Nos.	Area of each shop (In mtr.)	Use of Complex
Shop 1	1	4.325X3.410	Sweets & Juice
Shop 2	1	4.330X3.411	Grocery
Shop 3	1	4.330X3.410	Vegetable & fruits
Shop 4	1	4.330X3.130	Barbar / Saloon
Area Under the Stairs	-	-	Laundry Shop

Note: Bidders may visit the shop location at IIM Kashipur before quoting the rent of the prescribed shop.

6. The shop holder/allottee or his/her representative is restricted to make any change in electrical wiring, fittings etc. without prior permission of the Institute. The shop holder/allottee or his/her representative shall not make any structural changes in the shop allotted to him/her under any circumstances. If at any time it is found that the structural changes have been made which directly or indirectly is effecting the stability of the building, the said deed shall be cancelled immediately and the shop holder/allottee will be prosecuted and the shop impounded with risk and cost of the defaulter shop holder/allottee concerned.

7. The shop holder/allottee shall have to pay the electricity bill and water charges as per actual meter reading to IIM Kashipur as being charged to the SBI bank, however if more than one tap is used, the cost towards water charges will be double the charges.

- 8.** In case of telephone connections, charges on account of fire safety, insurance cover and security of article within the shop and any other charges, the same shall be made and arranged on his/her own, by the allottee/shop holder. The IIM will not be responsible for any kind of such payment under any circumstances. The shop holder/allottee shall be solely responsible for discontinuation of any such service due to non-payment of bills etc, without any liability on IIM.
- 9.** The shop holder/allottee shall not utilize any additional common space other than the allotted area of shop. The encroachment in service passage, staircase area and other open space shall not be allowed and will attract penalty.
- 10.** The rent period will be for the period of two year from the date of allotment unless terminated earlier by the Institute for violation of any of the terms and conditions of the Lease/Agreement. The lease period is likely to be extended for one year further.
- 11.** The ownership of the shop and its legal possession will remain with IIM Kashipur. The allottee will have the right to use the shop during the agreement period for the approved purpose only.
- 12.** The shop shall remain open for seven days a week and during the time as decided by the institute. Any closure must be done with approval of competent authority of the institute and proper prior notification among the residents of the campus, IIM Kashipur.
- 13.** If the shop remains closed for more than 7 days without proper permission, it will be presumed to have been closed down. As such, the fresh proposals will be invited for the shop and the loss will be recovered from the first licensee till that is taken over by the second Licensee.
- 14.** The Institute will not be responsible for the payment of any bill due against any member of the Staff, employee and students etc. A notice to that effect shall be prominently displayed on the shop premises.
- 15.** During the period of lease, if the shop is required by the Institute, the lease can be cancelled and the allottee shall have to vacate the shop within the time specified. In case of such an eventuality, no compensation except proportionate rent for the unexpired period of lease shall be returned.
- 16.** The allottee shall not transfer or sublet the shop or any part of the premises leased out to him/her. In case the Licensee is found to sublet the shop his/her agreement will be cancelled immediately.
- 17.** The allottee shall arrange his/her own furniture, partition, installations, shelves, etc. Inside the shop.
- 18.** The Institute shall be entitled to recover any outstanding dues including penalty/fine, instalment and other due from security deposit of the Licensee.
- 19.** The items shall be sold in the shop as decided by the institute from time to time.

20. Articles required/sold shall be of the best available quality, reliable and economical. The articles/ items sold/ stored for sale in the shop shall be of good quality, if anything sub-standard quality found Competent Authority or any other officer authorized by him on his behalf any seize the whole stock or part thereof and order the destruction there of.
21. To regulate price and quality, regular monitoring and supervision shall be made any time by an officer/official so authorized by the competent authority and submit the report of the irregularities, if any, to the office for necessary action by the committee, or authorized officer by the competent authority.
22. Only such articles shall be offered for sale, which are particularly approved by the Institute for the shop. The institute may by order in writing to prohibit the sale of any article(s), which are in contravention of the instructions.
23. The rate of various Items, services are to be displayed in the shop. Receipt shall be provided to all customers for every item sold whether the same is demanded by customer or not.
24. The sample of the articles can be collected at any time by the Competent Authority or his representative and if found substandard, appropriate punitive measures including cancellation of license can be imposed.
25. The Licensee shall keep a Complaint Book which shall be made available on counters to the Customers and authorized officer(s) of the Institute shall have the right to see all these Complaint Books as and when required.
26. In case of any default, complaint or deterioration of requisite quality of items, the Licensee shall be liable to pay reasonable penalty levied by the institute and shall deposit the penal amount as per direction of the institute.
27. Over charging of rates strictly prohibited. In case of default, his license will be cancelled.
- 28. The sale, storage or stock, deposit of Narcotics, tobacco, alcohol and other contraband & dangerous goods/materials in any form is strictly prohibited in the shop. Further, smoking and consumption of Alcohol/intoxicants in the premises are strictly prohibited. No inflammable material is to be stored or kept in the shop.**
29. The allottee/shop owner shall maintain the premises in good condition and keep it clean and tidy always.
30. The waste must be disposed of and 100% area should be cleared before closing of each business day and also to be cleared at sufficient intervals during the day. The firm shall maintain cleanliness of the premises at all times.
31. In case of any loss or damage to the Customers due to him/her employees negligence, the Licensee shall be responsible to make good the loss to the customer.

32. No child labour shall be employed by the licensee in any case. Full details of the employed person will be maintained by the allottee/shop holder and will be provided to competent authority as and when demanded.

33. The allottee/shop owner will not appoint any employee without proper police identification/verification and shall supply the list of his workers deployed by him who shall be equally responsible to receive any orders/information issued from this office rather they shall be treated as like licensee in this regard. The allottee/shop owner shall be fully responsible for good conduct and character of his/her employee(s) and employees shall be properly dressed and ensure that the dress is neat & clean at all times.

34. The allottee/shop owner shall be responsible for the repair of shop required, if any, during the lease period.

35. The allottee/shop owner shall not dump any empty packing, baskets or any material in the open space outside the premises not allotted to him and shall be responsible to maintain all reasonable standard of cleanliness and hygiene in the shop & the surrounding areas and disposal of garbage, in default a fine up to Rs. 500/- on each occasion can be Imposed on the licensee by the competent Authority.

36. On cancellation of lease, the shop shall be vacated by the allottee/shop owner immediately from the date of issue of notice in writing by the Institute. The Institute shall take immediate possession of the shop and make alternative arrangements to run the same immediately. If any material or fitting belonging to him/her are not removed by him immediately as directed by the Institute, these will become the property of the Institute.

37. The allottee/shop owner shall be responsible to make all arrangements to ensure with regard to the safe custody. The Institute shall not be responsible for any damage, loss or theft in shop, if any.

38. The allottee/shop owner shall not raise any legal dispute in the court of law and if there is a dispute the matter will be referred to an Arbitrator who would be the Director, IIM Kashipur or will be appointed by him and his decision shall be final and binding. The decision of Director, IIM Kashipur in regard to interpretation of the terms and conditions shall be final and binding and shall not be called in question in any proceedings before any court or forum.

39. Additional specific condition may be imposed by the Institute whenever considered necessary and appropriate. The same shall be intimated to the firm in due course.

40. The allottee/shop holder shall strictly observe and instructions issued by the Institute from time to time. In case of non-compliance of orders and breach of any of the terms and conditions of lease Agreement, the lease/allotment can be cancelled by the institute without assigning any reason and security amount will stand forfeited.

RULES AND REGULATIONS FOR ALLOTMENT OF SHOPS AT IIM KASHIPUR, CAMPUS

1. All Shop in IIM Kashipur are to be allotted on rent fee basis through open tender. The highest bidder in the open tender are allotted the shops initially for a period of 24 months extendable for one more term, based on satisfactory performance

of the allottee. All the allotments pertaining to shops will be made subject to an annual increase in the license fee @ 10% every year, on the rent fee charged in the preceding year.

2. Only one shop is to be allotted to a family which would include self/spouse, dependent father, mother, dependent son, daughter-in-law, unmarried daughter and that member of same family would not be allowed to secure any subsequent allotment of shops through any other business transactions such as partnership or purchase etc.

3. The allottee must produce an affidavit on a non-judicial stamp paper worth Rs. 10/- (to be procured at its own cost) giving the present as well as the permanent residential address, recent passport size photograph(s) and self-attested copy of the PAN Card, along with the Bid. **The allottee shall submit self-police verification certificate at the time of allotment of the shop.**

4. All allotment shall be made only on rent basis. However, before the occupation of the shops the allottee, after getting the allotment letter, the allottee shall have to submit the following:

(i) Security deposit as prescribed in rules will have to be deposited in advance before occupation.

(ii) Security deposit will be refunded on successful completion of the tenure of contract.

(iii) Execute a lease agreement in the prescribed Performa on stamped paper worth Rs. 100/-

6. All formalities in respect of allotment of shop like signing inventory of fixtures (electrical and civil), etc. shall be completed by the allottee within 30 working days of allotment.

7. All allottees have to arrange all licenses (if required) on its own, to run the requisite shops and also to comply with the provisions of Child Labour (Prohibition and Regulation) Act, Shops and Establishment Act, Food Safety and standards Act and other statutory regulations as notified by Govt. from time to time.

8. Any breach in the terms and conditions of the contract between the Institute and allottee will provide an opportunity to the Institute to cancel the contract without assigning any reason whatsoever and forfeiting full or part of the EMD/Security as penalty.

9. **ALLOTMENT ORDERS AND EXECUTION OF AGREEMENT:-**The Chairman of the Shop Allotment Committee or the Officer dealing with the work relating to allotment of shops shall, after the approval of the recommendations of the shop Allotment Committee by the Director, issue orders regarding allotment, also mentioning the specific conditions, if any, stipulated in each case and execute/ sign agreement for the allotted shops.

10. **RENT AND OTHER CHARGES:** Every allottee of shops shall, in addition to payment of the prescribed rent, will also be liable to pay local municipal service charges (if applicable), charges for consumption of electricity at actual and water charges and any other service provided to the allottee for the shop allotted to him or her for the buildings of which the allotted shop forms a part, and any other charges that the Institute may, from time to time prescribe.

11. **ACCEPTANCE OF ALLOTMENT:** An allottee shall communicate the acceptance of the allotment made to him or her within 7 working days from the receipt of order of allotment. On acceptance, he/she shall occupy the premises after depositing the rent in advance etc. within fifteen days from the date of acceptance unless the premises are certified to be uninhabitable by the Estate Office. The Director may, on receipt of a request from the allottee, suitably extend the period stipulated for occupation of the allotment and provide further that if premises allotted is not occupied within the prescribed or extended time limit, the allotment shall be deemed to have been cancelled on the expiry of the said time limit and the allottee shall not be eligible for another allotment for one year from the date of such cancellation.

12. At the time of occupation of the shops allotted to him/her, the allottee shall be required to sign an agreement and inventory of fixtures and other fittings provided in the shops. The allottee shall also furnish an undertaking in estate office agreeing to abide by the terms and conditions of allotment and deduction of license fee and recovery of any unpaid dues from his/her security amount, if necessary.

13. **COMMENCEMENT OF ALLOTMENT:** For the purposes of liability for payment of rent fee and other charges, an allotment made under these rules shall, unless otherwise provided in the terms of allotment in a particular case, take effect from the date as mentioned in the allotment letter.

14. **SUBSISTENCE OF ALLOTMENT:**The allotment made under these Rules, shall subsist until:-

- i. it is surrendered according to the provisions of these rules or
- ii. it is replaced by another allotment or
- iii. it is vacated by the allottee or
- iv. it is cancelled or deemed to have been cancelled under the orders of the Director. If the allotment is cancelled for any reason(s), the security deposit will also be forfeited.
- v. If an allottee is found to be unable to run the shop or he/she leaves in between, then also the license fees, security deposit will be forfeited.

15. **SUB-LETTING AND SHARING:** No allottee shall sublet/share the whole or any part of the allotted shop. In case of subletting, the allottee shall render himself/herself liable to the payment of license fee up to four times the "standard license fee" of the shop in addition to the cancellation of the allotment.

16. **MAINTENANCE OF SHOPS:**

- i. The allottee, shall maintain the shop to the satisfaction of the Institute or any other official nominated by the Director to ensure proper maintenance of the shop.
- ii. The allottee shall allow the maintenance staff authorized by the Institute to have access to the premises at all reasonable hours for inspection.
- iii. An allottee or his/her staff shall not grow any trees, shrubs or plants contrary to the instructions issued by the institute nor cut or lop off any existing trees or shrubs growing in any garden, courtyard or compound attached to the shops except with the prior written permission of the appropriate authority.
- iv. An allottee shall ensure that he/she and his/her staff do not cause any inconvenience to their neighbours by their conduct.
- v. The allottee shall not undertake any structural change or alternation without written permission from the appropriate authority of the Institute.

17. **DAMAGES/ THEFTS:** An allottee shall be personally responsible for any damage beyond normal wear and tear of the fixtures, civil fittings, electrical installations, fencing etc, provided in the shops or theft of any of these items during the period of his/her occupation of the shops. The allottees have to furnish complete present and permanent residential addresses of his/her staff with their photographs to the Estate Management office, along with the Police Verification Certificate.

18. **LIABILITY OF RENT:**

- (i) Where an allotment has been accepted, the liability for payment of rent fee and other charges will be with effect from the date as mentioned in the allotment letter.
- (ii) Subject to the provisions of these rules an allottee, if fails to take possession of the allotted shop within the prescribed time limit, will lead to forfeiture of the EMD and Security deposit.

19. **OVERSTAY IN SHOPS AFTER CANCELLATION OF ALLTOMENT:** Where an allotment has been cancelled or is deemed to have been cancelled under the provision of these Rules and the allottee concerned has not vacated it within the prescribed time-limit, he/she shall be liable, in addition to any other action, to pay damages for unauthorized occupation and use of the premises, which may amount upto Rs.500/- per day, along with forfeiture of the Security Deposit. If necessary, the Institute may evict the defaulter with the help of the appropriate local authority. Such allottees will be debarred from any further allotment process.

20. **ISSUE OF INSTRUCTIONS:** The Director, may issue any instructions/orders, etc. in pursuance of these Rules, or may authorize the Estate Office/ or any officer appointed by the Director to issue such instructions/ orders and all such instructions/ orders, shall be binding on the allottees.

21. **INTERPRATATION AND RESIDUAL MATTERS:** On any question of interpretation of these Rules, the Director's decision shall be final. The matters or points in relation to which no specific provision exists in these rules, will be governed by the provisions of relevant Rules of Government of India.

22. **TO A LEGAL HEIR:** On the death of an allottee the shop may be regularized in the name of his/her legal heir, provided an affidavit is given by each of the remaining legal heirs of the deceased allottee to the effect that have no objection to such allotment/regularization.

23. **RESTRICTION OF TRADES:** When a shop is allotted for a specific trade viz. grocery, etc. the allottee will not ordinarily be allowed to change the trade. The allottee must not indulge in 'unfair trade practices' as per the existing rules of the Government.

24. **RELAXATION OF RULES:** The Director of the Institute may, for reasons to be recorded in writing, relax any of the provisions of the rules/instructions governing the policy of allotment, regularization, restoration of shops etc. in the Institute.

25. **ELECTRICITY AND WATER CHARGES:** The requisite formalities for taking Electricity connection will be required to be completed by the allottee as per Institute rules. The electricity charges will be payable on the actual basis. The allottee shall be responsible for payment of electricity charges as per energy bills raised by the

Institute. Water bills per month will be paid by the allottee as per rate decided by the Institute from time to time.

26. **CHANGE OF PURPOSE OF SHOP:** If shop allotment committee feels that for a particular shop there is no bid/price quotation and shop/ booth etc. remain vacant. The committee can change the purpose of shop/ booth etc. for the purpose of its allotment and call for fresh bids as per rules.

27. **MISCELLANEOUS:**

- i. The Institute reserves the right to inspect/check the quality of edibles, selling rates of all items. Any excess charging from customers and if the items being sold are found to be of poor quality or unhygienic and the cases falling within the definition of misconduct with customers will tantamount to breach of contract agreement.
- ii. The Institute shall be at liberty at any time to put an end to the contract by giving 30 days' notice as deemed proper and reasonable and any such notice delivered to the allottee or his/her staff or pasted at the shop will be deemed to be sufficient.
- iii. All shops will display the price of all items sold in the shop, not having printed MRP. The facility will be available for all days.
- iv. Time to time the performance of shops will be evaluated. The feedback reports will be taken from students/ staff/ faculty/ residents of the Institute in terms of rate, quality, hygiene, cleanliness, availability of items, conduct of allottee and its staff. The overall performance will be assessed by shop allotment committee.

28. **Performance Guarantee:** The Bidder will be required to furnish a Performance Guarantee by way of DD/Banker's Cheque/Bank Guarantee deposit through a public sector bank or a private sector bank authorized to conduct government business for a sum equal to **20,000/- (Rupees Twenty Thousand only)** of the contract value within **30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of expiry contract.**

29. **Inspection Authority:** The Inspection will be carried out by IIM Kashipur. The mode of Inspection will be Departmental Inspection / User Inspection / Joint Inspection / Self-certification.

30. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:

- a. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the NIT, both technically and commercially.
- b. The Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the eligibility characteristics of the NIT. The compliance of Bids would be determined based on the parameters specified in the NIT and financial evaluation in total.
- c. The successful Bidder will be decided upon the highest rent quoted by the particular Bidder as per the Format on Annexure-I:
- d. **All the rates/rent quoted should be inclusive of all taxes.**

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APPLICATION FORM (BID DOCUMENT)

1. Name of the Firm/ Proprietor: _____
2. Full Name of Applicant : _____
3. Address & Contact No: _____

4. Required Shop Type: _____ (Refer Schedule of requirement of NIT)

5. Variety of the shop _____ (Please specify)

6. Bid/Quoted Rent (Per month): _____

7. I the undersigned Shri/Smt. _____
of age @ _____ Resident of _____

certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions of the NIT. I hereby submit my unconditional quote.

* Bidders may visit the shop location at IIM Kashipur before quoting the rent of the prescribed shop.

** All the enclosures to be enclosed along with this Annexure.

Date:

Signature & Seal of the Applicant /Firm
Telephone No.