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Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi – 110078
(Estate Branch)

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/Estate-Shop/2022-2023/21237947/

Dated:.....

NOTICE INVITING QUOTATIONS

Guru Gobind Singh Indraprastha University invites sealed quotations from reputed and eligible contractors /firms in two bid system (Technical & Financial) for running the (1) Unisex Saloon cum Beauty Parlor (2) Juice / Ice Cream / Shakes (3) Snacks Spring Rolls, Tikki, Gol Gappe, Papri. etc (4) Photocopier/ Spiral binding Printing and Potting (5) Books Shop Cum Stationary Shop /Lamination at the Dwarka Campus for the period of Three year at GGSIP University, Sector 16C, Dwarka, New Delhi-110078. Tender Document contains details terms & conditions can be obtained from 10:00 a.m. to 05:00 p.m. Upto 13/01/2023 from the Office of Estate Branch, Ground Floor, Library Block, GGSIP University, Campus Sector 16C, Dwarka, New Delhi- 110078. Tender document can also be downloaded from University website i.e. www.ipu.ac.in. Duly complete tender document are to be dropped in the tender box at in the Office of Estate Branch, Ground Floor, Library Block, GGSIP University, Campus Sector 16C, Dwarka, New Delhi-110078 latest by 16/01/2023 at 02:00 p.m. The tenders (Technical Bids) shall be opened at 02:30 p.m. same day i.e. on 16/01/2023 at 2:30 p.m. in the presence of tenderers or their representatives, if any.

(Registrar)







OFFICE OF ESTATE BRANCH
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16-C, DWARKA, NEW DELHI – 110 075

Tel: 011-25302245, 25302247, website: ipu.ac.in

Email: estate@ipu.ac.in

Tender No: GGSIPU/Estate-Shop /2022-2023 / 21237947/

Dated:

**NOTICE INVITING TENDER FOR THE ALLOTMENT OF VARIOUS SHOPS IN
GGSIPU DWARKA CAMPUS**

Guru Gobind Singh Indraprastha University invites sealed quotations from reputed and eligible contractors / firms in two bid system (**Technical & Financial**) for running the **VARIOUS SHOPS** as per the details given below at the Dwarka Campus for the period of **03 years** at GGSIP University, Sector 16 C, Dwarka, New Delhi-110078. Tender document can be downloaded from www.ipu.ac.in. (**Fill-up separate bid for each shop, if bidding for more than One Shop**).

| | | |
|----|--|--|
| 1. | Last date, time and venue for submission of EMD; Technical bids and Financial bids | 16/01/2023 upto 2:00 p.m. in the O/o Estate Branch , Ground Floor, Library Block, GGSIP University, Sector 16 C, Dwarka, New Delhi – 110078 |
| 2. | Date, time and venue for opening of technical bid | 16/01/2023 at 2:30 p.m. |

- (A) The bids shall be submitted in two stages viz.(i) Technical Bid (ii) Financial bid. Details are annexed. The Technical Bids shall be opened on **16/01/2023** at 2:30 p.m. in the presence of tenderers or their representatives, if any.
- (B) Technical bid containing all eligibility documents and EMD must also be submitted as per the date and time mentioned above. The bid will stand rejected if, the bidder is found ineligible,
- (C) Financial bid shall be opened after evaluation of technical bid on time notified only for those bidders who are found qualified.

| Shop No. | Shop Title | Shop Area | Reserved License Fee (Per Annum) |
|----------|---|--------------------------|----------------------------------|
| S.C. – 8 | Unisex Saloon Cum Beauty Parlor | 10.61 Sq. mtr. | 24,000/- |
| U.B. – 1 | Juice / Ice Cream / Shakes outlet | 23.53 Sq. mtr. | 55,400/- |
| U.B. – 2 | Snacks outlet i.e. Spring Rolls, Tikki, Gol Gappe, Papri etc. | 23.53 Sq. mtr. | 55,400/- |
| U.B. – 3 | Photocopier / Spiral Binding Printing and Plotting | 23.53 Sq. mtr. | 55,400/- |
| U.B. – 4 | Books Shop Cum Stationary Shop / Lamination | 23.53 Sq. mtr. | 55,400/- |



Registrar
Guru Gobind Singh Indraprastha University



6/e

Tender No: GGSIPU/Estate-Shop /2022-2023 / 21237947/

Dated:

**NOTICE INVITING TENDER FOR THE ALLOTMENT OF VARIOUS SHOPS IN
GGSIP University DWARKA CAMPUS**

Name of Work: - Allotment of Shops for running the various shops as per the details below at the Dwarka Campus for the period of 03 year.

| Shop No. | Shop Title | Shop Area | Reserved License Fee (Per Annum) | EMD at 3% & Tender Value |
|----------|---|----------------|----------------------------------|--------------------------|
| S.C. – 8 | Unisex Saloon Cum Beauty Parlor | 10.61 Sq. mtr. | 24,000/- | 2,160/- |
| U.B. – 1 | Juice / Ice Cream / Shakes outlet | 23.53 Sq. mtr. | 55,400/- | 5,000/- |
| U.B. – 2 | Snacks outlet i.e. Spring Rolls, Tikki, Gol Gappe, Papri etc. | 23.53 Sq. mtr. | 55,400/- | 5,000/- |
| U.B. – 3 | Photocopier / Spiral Binding Printing and Plotting | 23.53 Sq. mtr. | 55,400/- | 5,000/- |
| U.B. – 4 | Books Shop Cum Stationary Shop / Lamination | 23.53 Sq. mtr. | 55,400/- | 5,000/- |

Sealed tender are invited from the Agencies for running the various shops (details above) at the Dwarka Campus for the period of **Three year**. The eligible agency quoting the highest license fee (H-1) shall be awarded the contract. The Tender should be submitted on your letter head duly signed and stamped as per format enclosed. **Separate Tender form is to be filled-up for each Shop, if applying for more than one shop.**

1.0 Eligibility Criteria:-

(Technical bid containing all eligibility documents and EMD must also be submitted as per the date and time mentioned above.)

- 1.1 A firm (Proprietary / partnership) or an organization (registered under the company act) should have valid registration with GST/ Service Tax Registered and should have a Permanent Account Number (PAN).
- 1.2 The agency shall be running the shop in the same field in which the agency has applied for allocation of shop. Necessary supporting document in the name of the agency like GST certificate, GST return of last quarter along with an affidavit on Rs. 100/- stamp paper stating that the agency is running the shop in name of.....at present addressfor last(Period). The claim of the agency as above shall be verified / checked by the visit of committee. In case it is found that details are not correct, the agency shall be debarred from tendering in University for next 03 years.
- 1.3 Declaration for Non Black Listed of firm during last three years should be attached.

2.0 Submission of Tender (Fill-up separate bid for each shop, if bidding for more than one shop).

2.1 Bids Submission:

| | | |
|----|--|--|
| 1. | Last date, time and venue for submission of EMD; Technical bids and Financial bids | 16/01/2023 upto 2:00 p.m. in the O/o Estate Branch, Ground Floor, Library Block, GGSIP University, Sector 16 C, Dwarka, New Delhi – 110078 |
| 2. | Date, time and venue for opening of technical bid | 16/01/2023 at 2:30 p.m. |

(A) The bids shall be submitted in two stages viz.(i) Technical Bid (ii) Financial bid. Details are annexed. The Technical Bids shall be opened on **16/01/2023** at 2:30 p.m. in the presence of tenderers or their representatives, if any.

[Handwritten signatures and initials in blue ink]

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- (B) Technical bid containing all eligibility documents and EMD must also be submitted as per the date and time mentioned above. The bid will stand rejected if, the bidder is found ineligible,
- (C) Financial bid shall be opened after evaluation of technical bid on time notified only for those bidders who are found qualified.

- 2.2 Bids received after due date & time shall be summarily rejected.
- 2.3 The agency will deposit EMD (refundable) as per above table for each shop in the form of demand draft in favor of "**Registrar, Guru Gobind Singh Indraprastha University,**" payable at New Delhi. Earnest Money will not be accepted in any other form such as Cash / Cheque / Money Order/etc. The Earnest money will bear no interest. **This is to be kept with "Technical Bid". The Tender without EMD will be summarily rejected.**
- 2.4 The certificate / proof of registration with GST department Attach a copy of PAN (Permanent Account Number), VAT / Service Tax Registration and any other agency as required shall be submitted.
- 2.5 All the Vendor has to give an affidavit that he will fulfill all the statutory requirement, obtaining license etc as per law. In case he is having the same and an experienced Vendor, he is required to submit the same.
- 2.6 **There will be 10% increase in License fee after the successful completion of 03 years. (see clause 4.2)**
- 2.7 GST number is not required in case the Vendor is exempted from provisions of GST by virtue of its low turnover. The Vendor will have to give an affidavit for the same on Stamp paper of Rs. 100/- in case the GST number is not provided. However PAN is must for all the bidders.

2.8 Incomplete tender will not be entertained

3.0 Evaluation Criteria

- 3.1 The Committee of the University will examine and evaluate the Technical Bids.
- 3.2 Subsequently to the Technical Bid evaluation, the Financial Bids of qualified agencies only will be opened on the date and time notified (see clause 2.1, above).

4.0 Other Terms and Conditions

- 4.1 If any information furnished by the agency is found to be incorrect or false at any time, the tender will be liable to be terminated without any notice and the earnest money shall be forfeited.
- 4.2 The allotment shall be initially for a period of **Three years** and can be extended further on terms and conditions as decided by the University.
- 4.3 The University reserves the right to terminate the contract without assigning any reason by giving the agency one calendar month's notice of its intention to do so and on the expiry of the said period of notice, the contract of agency shall come to an end without prejudice to any right or remedy.
- 4.4 The space shall be vacated within 15 days by the contractor on expiry / termination of the contract failing which the material / equipment lying in the premises shall be forfeited on expiring / termination of the contract, the University shall be liable to compensate for any loss / damage of whatsoever and licence fee for that paid may be paid and obtained No Dues Certificate.
- 4.5 The successful agency shall indemnify the University against all damages / charges and expenses for which the University may be held liable or pay on account of the negligence of the agency or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all damages and demands thereof.
- 4.6 In the event of any dispute arising out in connection with the interpretation of any clause in the terms and condition of the quotation/or otherwise will be subject to jurisdiction of Courts of Delhi / New Delhi.
- 4.7 All equipments/machines can only be installed in the space allotted by the University.
- 4.8 The successful agency to which contract will be awarded shall have to submit a Security Deposit equivalent to 04 times of monthly License Fee (rounded to nearest 100, if needed) in form of demand draft in favour of "**Registrar, Guru Gobind Singh Indraprastha University,**" payable at New Delhi at the time of FDR award of work, which is refundable on satisfactory completion of contract. No interest will be payable on this security deposit money. If the contractor/vendor fails to pay security deposit within 10 days of issue of allotment letter, the contract will stand cancelled. In that event the EMD will be forfeited. Such vendor is liable to be blacklisted by the University.
- 4.9 In case of any breach of contract, the Security amount shall be liable to be forfeited.



4.10 The agency quoting the highest license fee shall be awarded the contract. The license fee shall be deposited by 7th Day of six month's advance license fee to the Cashier of GGSIP University Dwarka, Campus or directly created to and a receipt in token of deposit shall be obtained. A photocopy of the

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receipt is also to be deposited in the office of Estate Branch, GGSIP University, Dwarka Campus by the contractor upto 10th of each month.

The delay in payment of monthly License Fee beyond 7th of every month attracts penalty interest @ 18% Per Annum compounded quarterly.

4.11 That the Electricity Charges shall be payable to GGSIP University in addition to the license fee. The sub-meter shall be installed in the premises and the charges for the electricity shall be as per prevailing Commercial Rates in the higher slab as per actual consumption on the rates as billed by **BSES** to University.

Bill raised by UWD shall be paid within time schedule specified therein with intimation to UWD and Estate Branch.

4.12 That the closing time of the shops will not exceed beyond 10.00 pm on days of opening of shops. The Contractor or his workers shall not stay in the premises after working hours. But for any exigency, the approval of the Incharge, **Estate Branch** may be taken in advance.

4.13 That the University shall have the right of free access to the Shop.

4.14 That the Agency shall be responsible for maintenance and proper upkeep of the space allotted to it. No agency will be allowed to use the space outside the allotted area. All agencies will make necessary arrangements with regard to waste disposal so that hygienic conditions in and around the shops are maintained.

4.15 That the contractor will be responsible for the damages caused to the University property due to his negligence and the cost of repair / replacement shall be recovered from the contractor.

4.16 That in case of any complaint about the contractor and their workers' misbehavior, harassment etc., the University has the right to terminate the contract by giving one month notice in writing before the expiry of the stipulated period of contract. In such case the security deposit shall be forfeited and the vendor will be debarred in participating any future NIQ / Tender etc. in the University.

4.17 That the said job shall be undertaken by the allottee only and in no case the activity shall be passed on to any third party.

4.18 I-cards to the contractor and his supporting staff shall be issued by the Office of **Estate Branch** of GGSIP University Dwarka Campus and workers with valid I-card only will be allowed inside the campus and the ID should be properly displayed.

4.19 Successful Vendor will have to maintain the high standards of quality & hygiene during its tenure in the University.

4.20 The furniture / counters etc. shall be installed by agency on its own cost.

4.21 University advises all the interested parties to visit the site before filling up their bid so, as to make themselves aware about the ground position and/or any clarification/information if they so desire. All the agencies will be required to understand the requirement of University staff and students for which the facilities need to be setup. For Mobile-cum-Stationary & Photocopier Shop (U.B -3), the agency will be required to give facilities of plotter.

4.22 All the allottees will be required to get their product list and rates approved by the University. Revision of rates, if deemed essential can be made only with prior approval of the University. Rates will have to be displayed prominently at the shop.

4.23 No product shall be allowed to be sold on more than its MRP.

4.24 Any agency giving any false information may be blacklisted by the University.

4.25 Successful agency will have to enter into a contract agreement with the GGSIP University on Non Judicial Stamp paper.

4.26 (i) GGSIP University reserves the right to cancel/reject the tender /bid without assigning any reason.

4.27 (ii) Any dispute arisen between the Parties shall first be resolved through talks of negotiation between the Parties. If Parties fail to settle the dispute among themselves through talks of Negotiation, then the said dispute shall be adjudicated as per the provisions of the Arbitration and Conciliation Act, 1996 (as amended till date). The Arbitral Tribunal shall comprise of a Sole Arbitrator mutually appointed by the Parties. The Venue and place of the Arbitration shall be Delhi and language of the Arbitration shall be English.



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Penalties

- Sale of items other than those the franchisee/licensee is permitted to sell as per the tender document is prohibited. In case of violation of this condition by the licensee at any time during the contract period the university shall have power to terminate the contract and performance guarantee/security deposited by the franchisee/licensee shall be forfeited at the discretion of University.
- Sale of items after the period of expiry date as mentioned by the manufactures in accordance with law shall attract a penalty of **Rs. 1,000/-** for each instance of default and persistence of such defaults will result in action leading to termination of contract.
- Any unfair trade practices viz; charging price in excess of MRP, inadequacies with respect to quantity, quality or purity etc. will attract a penalty of **Rs. 500/-** of each violation.
- The franchisee/licensee is responsible to ensure that proper hygienic condition are maintained, in and around the business area and items being sold are covered to prevent contamination of foods due to flies / insects etc. In case of any complaints received from stakeholders or detection of any violation during inspections by University authorities a penalty of **Rs. 1,000/-** shall be imposed and recurrence of violation may be lead to action for termination of contract.
- Misuse of the area of the kiosk is not allowed.
- If the food chain franchisee/licensee fails to fulfil his obligation of the contract at any time during the contract, period the University shall have power to terminate the contract and in that case the performance guarantee/security deposited by the food chain franchisee/licensee will be for forfeited at the discretion of University.

4.29 In the eventuality of discontinuation of operation at any stage due to unforeseen events, franchisee/Licensee will be given free access to take back machines and fixtures after clearing all/any dues to University.

4.30 The license shall not transfer assign sublet or otherwise part with the or change the permanent structure in the allotted space without prior written permission of the licensor.

4.31 In case of any dispute arising out of this agreement, the same shall be referred to an arbitrator under Arbitration and conciliation act 1996 and the Arbitrator shall be appointed by the Vice Chancellor of Guru Gobind Singh Indraprastha University.

(Signature of the Prop./ Authorized Signatory)
With Name and seal

Place:.....

Dated:.....

2/c

Tender Form

(Tender No: GGSIPU/Estate-Shop / 2022-2023 / 21237947.....)

To,
The Registrar
Guru Gobind Singh Indraprastha University,
Sector- 16C, Dwarka, New Delhi

| |
|---|
| For Shop No. (One shop per quotation) |
| |

| |
|------------------------------------|
| PHOTOGRAPH OF THE CONTRACTOR |
|------------------------------------|

Shop Title :.....

- 01 Name, of the agency :
- (i) Address and of the agency :
- (ii) Telephone No. of the agency :
- 02 PAN :
- 03 GST NO. :
- 04 Registered Office Address :
- 05 Address of Correspondence :
- 06 Experience for rendering such services (attach details) (see clause 1.2) :
- 07 Details of Earnest Money
- (i) Draft / Pay order No :
- (ii) Dated :
- (iii) Bank :
- (iv) Amount :

I/ We the undersigned being the agency as mentioned above, hereby apply to the University for Allotment of Shop for running the Shop No. mentioned on top of this application at the Dwarka Campus for the period of Three year in accordance with the terms and conditions of the NIQ. I/ We have read and understood the terms and conditions of the NIQ and hereby unequivocally accept the same.

The terms and conditions of the document and NIQ are also signed and being submitted with the Quotation form

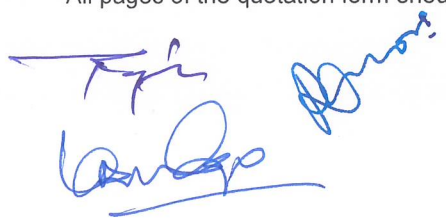
(Signature of the Prop./ Authorized Signatory)
With Name and seal

Place:.....

Dated:.....

*Any correction in the quotation form should be fully signed by the authorized signatory.

* All pages of the quotation form should be fully signed by the authorized signatory



1/c

Financial Bid

(Tender No: GGSIPU/Estate-Shop /2022-2023 / 21237947.....)

Name of work: a) Allotment of Shop No. at the Dwarka Campus.

b) Shop Title

The reserved License fee is Rs...../- (Rupees) per Annum.

I / We are hereby quoting Rs...../- per Annum for running the above shop.

I/ We also undertake that we will also pay Electricity Charges and other charges in addition to the above, as per tender document.

(Signature of the Prop./ Authorized Signatory)
With Name and seal

Place:.....

Dated:.....



Saloon PRICE LIST

Annexure ①

| S.No. | Particulars | Rate (Rs.) |
|----------------------------|---------------------------|------------|
| 1. | Hair Cut Normal | 50/- |
| 2. | Hair Cut with Gel | 70/- |
| 3. | Hair Cut Styling Chang. | 100/- |
| 4. | French cut hair | 40/- |
| 5. | Head Massage | 60/- |
| 6. | Dadi setting style | 40/- |
| 7. | L'Oreal Color | 350/- |
| 8. | Garner Color | 200/- |
| 9. | Color Charges Hair | 50/- |
| 10. | Heena | 100/- |
| 11. | Shampoo | 50/- |
| 12. | Threading | 40/- |
| 13. | Hair stating | 800/- |
| 14. | Normal Shaving | 30/- |
| 15. | Form Shaving (Gillette) | 50/- |
| <u>Face Massage</u> | | |
| 1. | Aroma Face Massage | 150/- |
| 2. | Fruit Face Massage | 150/- |
| 3. | Shehnaz Face Massage | 250/- |
| 4. | Scrub Face Massage | 120/- |
| 5. | Head Massage | 70/- |
| <u>Bleach</u> | | |
| 1. | Normal Bleach | 120/- |
| 2. | Fame Bleach | 150/- |
| 3. | Jolan Bleach | 150/- |
| 4. | Fruit Bleach | 150/- |
| 5. | Oxy Bleach | 150/- |
| 6. | Gold Bleach | 200/- |
| <u>Facials</u> | | |
| 1. | Aloevera Facial | 400/- |
| 2. | Biotique Facial | 500/- |
| 3. | Shahnaz Facial | 500/- |
| 4. | Fruit Facial | 350/- |
| 5. | Choco Facial | 350/- |
| 6. | VLCC Facial | 500/- |
| 7. | Service charge for colour | 60/- |

*The operator should ensure proper hygiene and changes Towels/ Cloths for each cutting / shaving / shampoo and other activities.

Beverages

| Juice Shakes | 250 ML. |
|-------------------|---------|
| Banana Shake | 40/- |
| Chocolate Shake | 50/- |
| Orio Shake | 40/- |
| Cold Coffee | 40/- |
| Orange Juice | 40/- |
| Mix Fruit Juice | 40/- |
| Mausmi Juice | 40/- |
| Pomegranate Juice | 60/- |
| Pineapple Juice | 40/- |
| Mango Shake | 40/- |



Rate list for Snacks Shop

| Snacks | Per Prices |
|-------------------------|------------|
| Veg. Patty | 15/- |
| Paneer Patty | 25/- |
| Bread Omelet (Two Eggs) | 35/- |
| Bread Omelet (One Egg) | 25/- |
| Plain Omelet (Two Eggs) | 25/- |
| Plain Omelet (One Egg) | 20/- |
| Veg. Fried Rice | 30/- |
| Egg. Fried Rice | 50/- |
| Veg. Manchurian | 30/- |
| Pav Bhaji | 30/- |
| Veg. Burger | 35/- |
| Spring Roll | 35/- |
| Honey /Chilli Potatoes | 45/- |
| Aloo Tikki (2 Pieces) | 40/- |
| Samosa | 10/- |
| Bread Pakoda | 15/- |

| Chatpata Swad | Per Prices |
|-----------------------|------------|
| Golgappe (Five) | 25/- |
| Papri Chaat | 30/- |
| Raj Kachoori (Single) | 60/- |
| Dahi Vada (2 Pieces) | 45/- |
| Bhel Puri | 25/- |
| Aloo Chaat | 25/- |
| | |

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Rate List of Photocopier Shops**(A) Plotting Machine**

| S. No. | Description of Work | Paper Size | Rate Quoted (in Rs.) | |
|--------|--|------------|----------------------|--------|
| | | | Black & White | Colour |
| 1. | Plotting – Printing (Drawing/ Text) | A 2 | 15.00 | 25.00 |
| 2. | Plotting – Printing (Drawing/ Text) | A 1 | 30.00 | 40.00 |
| 3. | Plotting – Printing (Drawing/Photo /Screen Text) | A 0 | 50.00 | 70.00 |

(B) Photocopy Machine

| S. No. | Description of Work | Paper Size | Rate Quoted (in Rs.) |
|--------|-------------------------|------------|----------------------|
| | | | Black & White |
| 1. | Photocopy (Single Side) | A 4 | 0.75 |
| 2. | Photocopy (Single Side) | A 3 | 1.00 |
| 3. | Photocopy (Double Side) | A 4 | 1.00 |
| 4. | Photocopy (Double Side) | A 3 | 1.50 |

(C) Spiral Binding

| S. No. | Description of Work | Paper Size | Rate Quoted (in Rs.) | |
|--------|---------------------|------------|----------------------|----------|
| | | | A 4 Size | A 3 Size |
| 1. | Spiral Binding | | 30.00 | 40.00 |

(D) Laser Printing

| S. No. | Description of Work | A 4 Size | Rate Quoted (in Rs.) |
|--------|--------------------------|----------|----------------------|
| | | | A 3 Size |
| 1. | Printing (Black & White) | 1.00 | 2.00 |
| 2. | Printing (Colour) | 5.00 | 10.00 |

(E) Scanning

| S. No. | Description of Work | Paper Size | Rate Quoted (in Rs.) |
|--------|---------------------------|------------|----------------------|
| | | | Colour |
| 1. | Scanning (Drawing / Text) | A 4 | 3.00 |
| | Scanning (Drawing / Text) | A 3 | 7.00 |
| | Scanning (Drawing / Text) | A 2 | 25.00 |
| | Scanning (Drawing / Text) | A 1 | 40.00 |
| | Scanning (Drawing / Text) | A 0 | 70.00 |

(F) Stationery Items / Teaching material (minimum 10 % discounts on MRP)

(Signature of the Prop./ Authorized Signatory)

With Name and seal

