GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

OFFICE OF ESTATE & SECURITY BRANCH
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16-C, DWARKA, NEW DELHI – 110 075
Tel: 011-25302245, 25302247, Fax:011-25302111,
website: ipu.ac.in

Tender .No: GGSIPU/E&S /2017-18/212714/

NOTICE INVITING QUOTATION 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 Three years at GGSIP University, Sector 16C, 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	**26/07/2017** upto **03.00pm** in the O/o Estate & Security Branch, Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
2.	Date, time and venue for opening of technical bid	**26/07/2017** at **03.30pm**

(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 **26/07/2017 at 03.30pm** 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 – 1	Chemist Shop	16.96 Sqm	18,125/-
S.C – 3	Dry-Clean cum Laundry Shop	13.30 Sqm	12,000/-
S.C – 8	Unisex Saloon	13.30 Sqm	12,000/-
U.B – 1	Bakery Shop i.e. Pastry, Cake, Donut, Bread and Butter etc.	25.92 Sqm	27,700/-
U.B – 2	Eatery (Multiple Cuisine)	25.92 Sqm	27,700/-
U.B – 3	Mobile-cum-stationary & Photocopier Shop	25.92 Sqm	27,700/-
U.B – 4	Mobile-cum-stationary & Photocopier Shop	25.92 Sqm	27,700/-

Registrar
Guru Gobind Singh Indraprastha University

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Tender .No: GGSIPU/E&S /2017-18/212714/947 **Dated:** 11/7/17

NOTICE INVITING QUOTATION FOR THE ALLOTMENT OF VARIOUS SHOPS IN GGSIPU 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 Three year.**

Shop No.	Shop Title	Shop Area	Reserved License Fee (Per Annum)	EMD
S.C – 1	Chemist Shop	16.96 Sqm	18,125/-	906/-
S.C – 3	Dry-Clean cum Laundry Shop	13.30 Sqm	12,000/-	600/-
S.C – 8	Unisex Saloon	13.30 Sqm	12,000/-	600/-
U.B – 1	Bakery Shop i.e. Pastry, Cake, Donut, Bread and Butter etc.	25.92 Sqm	27,700/-	1385/-
U.B – 2	Eatery (Multiple Cuisine)	25.92 Sqm	27,700/-	1385/-
U.B – 3	Mobile-cum-stationary & Photocopier Shop	25.92 Sqm	27,700/-	1385/-
U.B – 4	Mobile-cum-stationary & Photocopier Shop	25.92 Sqm	27,700/-	1385/-

Sealed quotations 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 shall be awarded the contract. The quotations should be submitted on your letter head duly signed and stamped as per format enclosed. **Separate Quotation 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 be registered with Trade and Taxes Deptt, Govt. of NCT of Delhi / 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 documents in the name of the agency like VAT certificate, VAT 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 address…..…… for 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 01 year.

2.0 Submission of Quotation (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	**26/07/2017** upto **03.00pm** in the O/o Estate & Security Branch, Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
2.	Date, time and venue for opening of technical bid	**26/07/2017 at 03.30pm**

(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 **26/07/2017** at **03.30pm** 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.

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 quotation without EMD will be summarily rejected.**

2.4 The certificate /proof of registration with Trade and Taxes Deptt. Govt. of NCT of Delhi/NCR. 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 Sales Tax Registration number is not required in case the Vendor is exempted from provisions of Sales Tax Registration by virtue of its low turnover. The Vendor will have to give an affidavit for the same on Stamp paper of Rs. 50/- in case the Sales Tax registration number is not provided. However PAN is a must for all the bidders.

2.8 Incomplete quotations 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).

3.3 Bidder quoting lower than Reserved License Fee will be rejected.

3.4 Bidder quoting Highest License Fee (H1) will be allotted the shop, subject to fulfillment of all other conditions in the Tender Document

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 quotation 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 year 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.

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 not be liable to compensate for any loss/damage of whatsoever.

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 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 of each month with the cashier of GGSIP University and a receipt in token of deposit shall be obtained. A photocopy of the receipt is also to be deposited in the office of Estate & Security Branch, GGSIP University, Dwarka campus by the contractor. **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 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. Incase University decide that the vendor has to obtain electric connection from the service provider, it will be mandatory upon the vendor to do so and nothing shall be paid on this account by University. Liaison with service provider and obtaining the connection shall be responsibility of the vendor. Thereafter the electricity bill will be paid directly by vendor to service provider.

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 allotee 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 & Security 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 & U.B - 4), 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.

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

Place:.....

Dated:.....

QUOTATION FOR THE ALLOTMENT OF VARIOUS SHOPS IN GGSIPU DWARKA CAMPUS

(Tender .No: GGSIPU/E&S /2017-18/212714/947)

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

PHOTOGRAPH OF THE CONTRACTOR

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

Shop Title :.....(as per tender document for above shop)

01	Name, of the agency	:	.....
(i)	Address of the agency	:	.....
			.....
(ii)	Telephone No. of the agency	:	.....
02	PAN	:	.....
03	VAT NO	:	.....
04	Service Tax Registration No.	:	.....
05	Registered Office Address	:	.....
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 singed by the authorized signatory

QUOTATION FOR THE ALLOTMENT OF VARIOUS SHOPS IN GGSIPU DWARKA CAMPUS

Financial Bid

(To be kept in a separate sealed envelope)

(Tender .No: GGSIPU/E&S /2017-18/212714/...947...)

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

b) Shop Title .....(as per tender document)

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:.....