

**NATIONAL INSTITUTE OF TECHNOLOGY
(Under the Ministry of HRD, Govt. of India)
KURUKSHETRA-136 119 (Haryana)**

Advertisement No. /2014

Tender Notice

Sealed tenders addressed to Dean (Estate) are invited by the Registrar for and on behalf of Director, NIT, Kurukshetra from the reputed firms for running the **following shops** in the Institute on prescribed tender document. The tenders will be received up to **2.30 pm on 14.07.2014** and opened on same day at 4.30 pm. The tender document can be downloaded from the Institute website www.nitkr.ac.in. The downloaded tender document must accompany a Demand Draft of Rs.1000/- in favour of Director, NIT, Kurukshetra, otherwise it will be rejected:

Sr. No.	Name of Shops/Business
1.	Sweet/ Fast food / cold drink Shop
2.	Dry Cleaner Shop
3.	Fruit / Vegetables Shop
4.	Stationery / Computer Shop
5.	Provision/ Medical Store Shop
6.	Photo Studio / Photo State / Lamination / STD Shop
7.	Barber Shop
8.	Confectionary Shop
9.	Kiryana Shop
10.	Milk Booth (1)
11.	Milk Booth (2)
12.	Fruit & Juice Corner near Jubilee Hall
13.	Apollo Canteen
14.	Loundry-cum-Dry Cleaning shop in bearer barracks

Before submitting the tender, the service provider is advised to visit the Institute to apprise himself of the logistics of the prospective assignment.

Note: The tenders received after stipulated date and time shall not be entertained.

Registrar

**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA-136 119**

Notice inviting Tender for running the Shop/Canteen/Booth

No. EO/3366/

Dated:

Sealed tenders addressed to Dean (Estate) are invited from the interested persons/firms for running the business on contract basis at NIT, Kurukshetra for two years (extendable further based on satisfactory performance).

The persons/firms who fulfill the following criteria shall be **eligible to apply**:

- i) The person should have a minimum of 2 (two) years experience in running the business.
- ii) Employees of Central or State Government or Government Undertaking, Autonomous Bodies are not eligible to apply. A minor is also not eligible to apply.
- iii) Persons who are currently running business in NIT, Kurukshetra are also allowed to participate in tender for the advertised shop/business but only one member from a family shall be eligible to run shop/business concurrently in the campus. Here family means self, wife, husband, father, mother, son, unmarried daughter and daughter-in-law.
- iv) Preference shall be given to shop owner having experience of running business in Govt./Semi-Govt. /Reputed Institutions.

The tender form along with terms and conditions may be downloaded from Institute website www.nitkr.ac.in. The downloaded form shall accompany a demand draft of Rs.1000/- (Rupees One thousand only) (non-refundable) in favour of Director, NIT, Kurukshetra, payable at Kurukshetra.

The tender should be submitted in three parts:

- i) Envelope containing Earnest Money
- ii) Envelope containing Eligibility/Technical Bid
- iii) Envelope containing Financial Bid

The interested persons/firms may submit their tender alongwith an earnest money of Rs.5,000/-(refundable) in shape of Demand Draft in favour of Director, NIT, Kurukshetra payable at State Bank of India, NIT Branch, Kurukshetra giving full particulars of experience and quality. Earnest money will be forfeited on non-acceptance of the specified premises allotted.

The envelope shall be duly sealed and super scribed with respect to their contents and shall be placed in a large envelope which shall be superscribed with name of business and its content.

The last date for receipt of tender document is **14.07.2014 upto 2.30 pm**. The envelopes marked "Earnest Money" and "Eligibility/Technical Bid" shall be opened at 4.30 pm on the same day in the office of Dean (Estate).

The envelope marked "Financial Bid" shall be opened for those bidders only who qualify in Technical Evaluation. The financial bid shall be opened at notified time, date and place in the presence of bidders or their representatives.

Tender Evaluation Procedure: 50% marks will be given based on technical evaluation of bid and remaining 50% marks will be based on financial evaluation of bid.

1. Technical Evaluation:

The **Technical Bid** should be accompanied by following:

- a. Proof of fulfilling all the essential criteria (i-iv).
- b. A detailed Report on the manner in which the Shop is proposed to be run including procurement, storage and waste management of the waste generated from the Shop.

The technical bid will be evaluated based on the following criteria as shown in **Table-1**. The presentation/interview before the committee will consist of face to face discussion and subsequent assessment of the quality of the items.works

Table-1

SNo.	Subject	Maximum marks
1.	Presentation/ interview before Committee	25
2.	Quality of operation being run currently and was/were run(Form A)	15
3.	Existing Infrastructure (Form B)	10
	Total	50

2. Financial Evaluation:

The financial bid will be evaluated on the basis of maximum discount (in percentage) offered on price of the items/works as compared to market rate and items sold 'on MRP basis'. Bidder offering highest discount will be awarded 50 Marks (full marks) next highest discount bidder will be awarded 45 marks followed by 40 marks and so on. All financial bids will then be evaluated as shown in **Table-2**.

Table-2

S.No.	Bidder Name	Discount in percentage from market rate	Total Marks
1.			
2.			
3.			
4.			
5.			
6.			
7.			

The marks obtained in Technical and Financial bids will be added to decide the award of the tender.

The selected persons will deposit the advance rent for three months and respective security amount as stated in the terms and conditions. However, they will make their own arrangement for energy meter through UHBVN Ltd., Kurukshetra. For any clarification and detailed terms and conditions please contact Estate Office on any working day. Decision of the Director in all matters relating to the selection of licenses for above shops shall be final and binding.

THE INSTITUTE RESERVES RIGHT TO ACCEPT OR REJECT ANY TENDER/APPLICATION WITHOUT ASSIGNING ANY REASON.

Note:

- i) Please go through the detailed terms and conditions attached herewith.
- ii) Each page of the tender document is to be signed by Proprietor or Authorized Representative with date.
- iii) Late, incomplete and conditional tenders shall be summarily rejected.

Registrar

Encl: Terms & Conditions

**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA-136 119**

TENDER FORM FOR OPERATION OF business_____

Form No. () Details of Earnest Money Rs. 5,000/- (Rs. Five thousand only) in favour of Director, NIT, Kurukshetra
Demand Draft No. & Date
.....
Issuing Bank Branch
.....

1	Name of Applicant/ Firm (In BLOCK LETTERS)	
2	Father's name	
3	Complete address of the applicant/ Telephone Nos. (Office) Contact person (s) (Mobile)	
4	Permanent Residential Address & Tel. No., if any	
5	Since how long you are in this business? Give details. Please attach extra sheet of your experience with certificate of performance, if any.	
6	Do you have any other business? If yes, please give details.	
7	Document of proof i.e. certificate of performance.	
8	Whether the relative/family member already doing any other business in the Institute. If yes, please give details.	
9	Name of your banker. Please attach certificate of your financial soundness from your banker.	
10	Are you Income Tax payee? If yes, please attach copies of PAN and Income Tax Returns for last three years.	

11.	Name of three responsible persons whom reference could be made about your business with their addresses Mobile and Telephone Nos.		
	Ref. 1	Ref. 2	Ref. 3

I/We have gone through the contents of the application form carefully. The information supplied by me/ us is true to the best of my/ our knowledge and belief and nothing has been concealed therefrom. I/ we further confirm that.

- a. I/ we shall abide by the terms and conditions of the Institute.
- b. Neither my/our blood relation nor I/we have been allotted any Commercial Establishment at present at NIT, Kurukshetra.
- c. Neither I/we nor any of my/our blood relations is/are presently holding any license of Commercial Establishment at NIT, Kurukshetra.

(Signature of the Applicant(s))

(Seal, if any)

Dated

Note:

- I. The applicants are advised to see the space available at site in their own interest.
- II. The tender should be submitted in a sealed envelope superscribed with "Application for running business _____" containing within it envelope duly sealed "Earnest Money".
- III. The tender form duly filled under sealed cover should reach the Estate Office, National Institute of Technology, Kurukshetra by _____ at _____.
- IV. Each page of tender must be signed by the **authorized signatory**..

TERMS AND CONDITIONS

FOR RUNNING THE BUSINESS FOR SHOPS/CANTEEN/BOOTH AT NIT KURUKSHETRA

Business for which license will be given is as under:

Sr. No.	Shops/Business	Prescribed Plinth Area	Proposed License Fee + (ST extra as applicable)	Proposed Security deposit
1.	Sweet/ Fast food / cold drink , shop 1 (i)	671 Sft.	6000/-	20,000/-
2.	Dry Cleaner, Shop No.1(ii)	328 Sft.	3000/-	10,000/-
3.	Fruit / Veg. Shop No. 2	328 Sft.	3000/-	10,000/-
4.	Stationery / Computer Shop No.3	328 Sft.	3000/-	10,000/-
5.	Provision/ Medical Store-Shop No.4	328 Sft.	3000/-	10,000/-
6.	Photo Studio / Photo State / Lamination / STD Shop No. 5	328 Sft.	3000/-	10,000/-
7.	Barber Shop No. 7	328 Sft.	3000/-	10,000/-
8.	Confectionary Shop No. 8	328 Sft.	3000/-	10,000/-
9.	Kiryana Shop No. 9	671 Sft.	6000/-	20,000/-
10.	Milk Booth (1)	-	1500/-	5,000/-
11.	Milk Booth (2)	-	1500/-	5,000/-
12.	Fruit & Juice Corner near Jubilee Hall	-	500/-	2,000/-
13.	Apollo Canteen	-	2000/-	10,000/-
14.	Louundry-cum-Dry Cleaning shop in bearer barracks	-	4000/-	20,000/-

1. Initially the contract will be awarded for two years, renewable on yearly basis subject to satisfactory performance. The performance of the establishment will be continuously judged by the Competent Authority of the Institute. If the performance is not found satisfactory at any stage, a notice to improve the performance would be issued. If even after that the performance continues to be unsatisfactory, the license may be cancelled after giving one month notice.
2. The License fee as mentioned above plus service tax as per Govt. notification amended from time to time will be charged per month. License fee shall be enhanced @ 25% after every two years from the date of allotment, subject to satisfactory performance, if given an extension.
3. On selection, the licensee shall pay a security of Rs. _____. In addition to security, the licensee shall pay three months rent in advance which will remain with the Institute alongwith the security deposit. The licensee shall pay the monthly rent by 10th of every month and copy of the receipt to be deposited with the Estate Office failing which late fine @ Rs. 50/- per day will be charged till the deposit of rent for the month. In the event of the default on the part of the Licensee in making payment on or before the dates as mentioned above the Institute shall have the right to cancel the license aforesaid forthwith and the licensee shall not be allowed to carry on his business and the licensee shall have no claim or right to claim for any compensation or damage from the Institute.

4. The licensee will have to execute and sign a License Deed on one hundred rupees Non-Judicial Stamp Paper as per the Institute format.
5. That the licensee shall pay all rents, taxes and charges of every description payable now or hereinafter become due in respect of the license of the said shop.
6. That the licensee shall furnish his shop with high quality furniture and start his business immediately, failing which the license shall be treated as cancelled.
7. That the licensee shall keep the shop neat & clean so that there is no kind of unhygienic atmosphere.
8. That the licensee shall carry his business only for which the license is given. In case, it is found that the licensee is not complying with the conditions, license shall be cancelled and security deposited by him will be forfeited. That the licensee shall charge the rates as per local market rates. The rate list shall be displayed conspicuously at the business premises. If he is found charging excess rates and not displaying the rate lists, he may be fined and the license may be cancelled forthwith.
9. That the Licensing Committee of the Institute can check the rate list etc. at any time.
10. That the licensee shall carry out the business during the normal working hours from **8:00 AM to 8:00 PM** and shall not close the shop for a longer period normal circumstances and without prior information.
11. That the licensee or his employee(s) shall deal courteously with the customers and shall not indulge in any such act which shall spoil the peaceful atmosphere in the Institute campus.
12. That the licensee shall take the electricity connection from UHBVN Ltd. directly and show the proof of payment of bills to Estate Section every month. Further, the licensee shall be responsible for doing routine maintenance of his premises and protect the PH& EI fittings provided in general toilets & premises.
13. That the licensee shall not sublet, transfer or assign the license held by him without prior permission in writing from the Institute.
14. That the licensee shall not cause any damage to the shop, the electrical fittings or any other structure/fixtures around the shop.
15. That the license may be renewed at the discretion of the Institute. However, in the event of expiry of the License, the licensee shall close his business and shall vacate the shop forthwith.
16. In case of any dispute between the licensee or his employee and the customer the decision of the **Chairman, Licensing Committee** of the Institute shall be final and binding on the licensee.
17. That after the expiry of the license period or in the event of cancellation of the license under any clause of the license deed, the licensee shall hand over the possession of the said shop back to the Institute in the same condition as it was taken over by the licensee. That in the case of his failure to do so, the licensee shall be deemed to have been evicted from the said shop and all kinds of left items lying in or around the said shop shall automatically become the property of the Institute and the licensee shall have no right or claim over them.

18. That the licensee shall be liable for payment of penalty equivalent to monthly rent for a default period of one week or part thereof in the event of his failure to hand over the possession of the said shop to the Institute on cancellation of the License or expiry of the license period or within the period specified by the Institute under any clause of this license deed.
19. That the Licensee shall not have the right or be entitled to raise any question about the right of the Institute to grant the license aforesaid which shall be deemed to be accepted by the licensee.
20. In case of requirement by Institute, the Institute may withdraw license at any stage by giving three months notice and refunding the advance license fee paid if any, for the remaining period of the license on prorata basis.
21. In case the licensee fails to render satisfactory services/maintains quality/adhere to business timing etc. the license shall be liable to be cancelled at the discretion of the Institute.
22. The Institute shall not be responsible for any dispute between the licensee & customers in respect of any business dealing.
23. That any notice to the licensee in respect of the grant of license/request/demand or otherwise whatsoever may be given by the Institute by leaving the same or sending the same by post at the address of the licensee given above, which shall be considered as sufficient notice delivered to the licensee.
24. That all matters of disputes shall be referred to the Director, whose decision shall be final and binding and shall not be challengeable in any court of Law.
25. Any legal dispute will fall under Kurukshetra Jurisdiction.
26. Beside the above terms & conditions the relevant Law of the land will prevail.
27. No child below 18 years of age will be employed by the licensee.
28. Arrangement for lifting of left-over food and all waste material will be made by the licensee and will be responsible to dispose them outside the Campus.
29. The licensee cannot occupy any outside space without prior permission of the Institute.

Quality of operation being run currently and was/were run (Form A)

**Performance Report of Shops in the Govt./Semi-Govt./Private
Institutions etc.**

(Furnish this information from each employer)

1. Name of Shop & Location :
2. Date of Start :
3. Date of completion :
4. Performance report :
5. (a) Quality of items/ works : Excellent/Very Good/Good/Fair
(b) Resourcefulness : Excellent/Very Good/Good/Fair

Date:

(Signature &
Seal of the Organization)

Existing Infrastructure (Form B)

List of Furniture & Equipment

(Signature of the Applicant)