

Maulana Azad

National Institute of Technology Bhopal- 462 003

(An Institution of National Importance under MoE, Govt. of India)



**TENDER ENQUIRY
FOR**

Licensing of Shops at Hostel Sector of Institute

Website: www.manit.ac.in
Email Address: info@manit.ac.in

Fax No: 0755-2670562
Telephone No: 0755-4051000, 0755-4052000

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National Institute of Technology Bhopal- 462 003

(An Institution of National Importance under MoE, Govt. of India)

No. MANIT/S&P/2022:349

Date:15/06/2022

NOTICE INVITING TENDERS

Sub: ***Licensing of Shops at Hostel Sector of Institute.***

Maulana Azad National Institute of Technology (MANIT) is one of the leading institutions under the control of Ministry of Education Government of India. In the verdant 650 acres campus, there are 10 (Ten) Boys Hostels and 02 (Two) Girls Hostel which provide full residential accommodation to around 4500 students. Recently, Institute has constructed two shopping blocks of 05 Shops each at the Hostel Sector Area to provide one-stop solution for their basic needs.

Offers are invited to select a **LICENSEE** for grant licensing USAGE rights of these shops. Interested Person/Vendor may log on Institute website www.manit.ac.in for further details. Tender Document can be downloaded and the duly completed be submitted to the Assistant Registrar, Stores & Purchase, Maulana Azad National Institute of Technology- Bhopal- 462 003.

Last date of receipt of complete tender document is 30/06/2022 up to 12.00 hours. The Director of the Institute reserves the right to accept or reject any or the entire tender in full or in part without assigning any reason whatsoever.

Registrar

Maulana Azad
National Institute of Technology Bhopal- 462 003

IMPORTANT INFORMATION AT A GLANCE		
Tender No & Date	No. MANIT/ S&P/2022:349	
	Date: 15/06/2022	
SCOPE OF TENDER		
Brief Description of Goods/Services	Quantity	Remarks
<i>Licensing of Shops at Hostel Sector</i>	10 Shops	Detailed Specification at Annexure-I
Estimated cost of Tender	NIL	
Location of Shops for services	Hostel Sector at Institute	
TENDER DOCUMENT		
Tender Document can be downloaded free of cost from Institute website www.manit.ac.in		
Last Date & Time of Submission of Tender	30/06/2022 up to 12:00 hours	
Date & Time of Opening of Bids	30/06/2022 at 15:00 hours	
Tender Validity period	90 days from the date of opening of the Technical Bid	
Commencement of work	02 to 03 weeks from the date of issue of Order	
Warranty Period	NIL	
Bid Security/ EMD	Rs. 2000.00	
Performance Security	Rs. 10000.00 for a shop	
Details of Contact Persons for Query if any		
Name: Mr. Vijay Raizada Designation: Superintendent Tel No: 9826339385 Email: vijayraizada1965@gmail.com	Name: Mr. Manav Kr. Singh Designation: Assistant Registrar Tel No: 0755 4051047 Email: manavkumar@manit.ac.in	

INSTRUCTIONS TO BIDDERS	
1	Scope of Work:
a	Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra facility/charges consequent on any misunderstanding or otherwise shall be allowed.
b	The services/ activities shall be provided/ performed as per as per the complete details of shop mentioned in ANNEXURE-I .
c	The bidder can apply only for one (01 No) shop.
d	The Institute shall provide electricity connection for each shop on chargeable basis. Electricity rate shall be at par with MPMKVVCL rate.
e	The Institute will also provide water connection for drinking and cooking purposes at par with BMC rate.
f	Bidder shall maintain hygiene & cleanliness in the shop and its surroundings at all times. Proper segregated wet & dry garbage shall either be handed over to sanitation team or disposed-off in eco-friendly manner. The bidder is bound for strict compliance of waste management rules of Municipal Corporation and in case of non-compliance bidder shall solely be responsible for the said violation.
g	The assets and articles provided by the Institute shall be property of the Institute and the licensee shall be merely the custodian of such assets and articles till continuation of the license period only and not thereafter. On expiry/termination of the agreement, all such property shall properly be handed over to the Institute in good & working condition. List of assets & items shall be handed over to Licensee at the time of handing over the keys of shops.
h	All safety measures must be taken care of, in order to avoid any theft/accident, fire and other safety hazards. Any type of loss/damage of assets due to any such incident is the sole responsibility of the Licensee. The Institute shall not be liable for any such incident occurring during or in connection with the services. The licensee may insure all items/electronic goods etc. by fire and goods packed policy from any insurance company.
i	The Licensee shall not appoint sub-contractor or sublet the work to carry-out any obligation under this contract.
j	The Licensee shall not employ any minor for the above contract work as prohibited under Labour Act and shall comply with the clauses of the Act.
k	The Licensee shall directly/indirectly be responsible for collection of different applicable Taxes and its remittance to respectively authorities in time.
2	Commencement of Work:
a	The Institute interested to commence the work within the period as mentioned at IMPORTANT INFORMATION AT GLANCE sheet. However, the bidder has an option to submit the best commencement time.

3	Period of Contract & Timing of Shops:			
a	The tenure of license period shall be initially for one year from the award of license. The tenure of license shall be extended on yearly basis (for second year & third year) depending upon the performance of preceding year. No further extension of license shall be given to any licensee in any circumstance. The licensee shall give affidavit to the effect that he/she shall vacate the allotted shop after the expiration of license period or on termination of the license agreement. Further the licensee is bound to stop usage after the expiration of the license period and if licensee fail to stop usage of the allotted shop then licensee shall pay the penalty which shall be double the amount monthly license fee and shall liable to pay penalty amount till licensee vacate the shop. In the situation of non vacation/stop usage after the license period the licensee to be considered as trespasser and Institute has complete right to take action against licensee.			
b	The service must be provided from 8.00 AM to 10.00 PM on all the seven days of the week. In case shop is found opened beyond the permissible period penalty of Rs. 500.00 for each occasion shall be imposed by the Institute.			
4	Performance Security:			
a	The successful bidder to whom the shop is allotted must furnish Security deposit of Rs. 10,000.00 (Ten Thousand only) in favour of Director-MANIT by way of Demand Draft payable at Bhopal. This deposition/ consent should be made within seven days from receiving the work order. This Security Deposit shall be retained by the Institute till the completion of the work order and fulfillment of all statutory requirements. In case of failure of submitting Security Deposit within the period specified the allotment order stand cancelled automatically and Institute will take appropriate decision.			
5	Eligibility Criteria:			
a	Bidder should have registered with appropriate Authority. The copy of the same shall be attached with the Bid.			
b	The owner of firm must have Aadhar Number, EPIC Card and Driving License confirming their identity and address proof. The copy of the same shall be attached with the Bid.			
6	Earnest Money Deposit:			
a	The EMD of Rs. 2000.00 (Two Thousand Only) shall be remitted through RTGS/NEFT/ Bank deposition into Institute bank account as under:			
	Account Name Director MANIT Bhopal	Bank Name State Bank of India	Bank A/c No. 10020150107	Bank IFS Code SBIN0001608
	The bidder is instructed to submit the RTGS/ NEFT/ Bank deposition slip in along with Bid to prove the transfer of payment to the Institute's Account. The offers without EMD from the bidders shall be rejected.			
b	The Institute shall not be liable for payment of any interest on EMD.			
c	Any request by the bidders to consider their EMD already furnished by them to any of the other office of the Institute, for any other contract/ tender will not be considered as EMD for this tender.			
d	The EMD will be returned to the unsuccessful bidders soon after the orders are placed on the successful bidder.			
7	Amendment of Tender Document:			

	a	At any time prior to the date submission of bids, the Institute, may, for any reason, whether at its own initiative or in response to a clarification sought by a prospective bidder, amend bid document by issuing corrigendum. The corrigendum will be notified/ published in e-tendering website Institute website only.
8	Price Bid	
	a	The Prices should be quoted in Indian Rupees only.
	b	Bidder shall take into account all costs including unloading at the location of Institute, cartage etc. for giving delivery of material at site(s) before quoting the rates. In this regard no claim what so ever shall be entertained.
	c	The bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted unit prices.
	d	The price quoted in price bid shall be firm but subject to change in rate of applicable taxes if any.
	e	The Bidder should avoid the use of vague term such as “Extra as applicable”. Such offers shall be treated as non-responsive.
	f	No extra payment shall be paid on account of any discrepancy in nomenclature of items. The bidder shall seek clarifications if any before submitting the tender.
8	Bid Submission:	
	a	The tender must be placed in a properly sealed envelope super-scribed “ Tender for Licensing of Shops at Hostel Sector. ” with tender inquiry number and its due date addressed to The Director, Maulana Azad National Institute of Technology- Bhopal- 462003 and must reach the office of The Advisor Estate- Stores & Purchase, Maulana Azad National Institute of Technology, Bhopal on or before as mentioned at IMPORTANT INFORMATION AT GLANCE sheet. The sealed Envelop should be consisting of followings:
	b	Copy of Certificate of Registration of firm.
	c	Copy of owner’s Aadhar Number, EPIC Card and Driving License.
	d	Proof of deposition of EMD of Rs. 2000.00 like deposition slip/ RTGS/NEFT ref number & date.
	e	Bidders Information Form Annexure-I duly filled and signed.
	f	Details of Shops and its Activity Annexure-II duly filled and signed.
	g	Price Bid Form Annexure-III duly filled and signed.
	h	Undertaking Annexure-IV duly filled and signed.
9	Evaluation of Bids:	
	The Institute shall evaluate all the items together or separately depending upon nature of items of circumstance and compare the quotations determined to be substantially responsive i.e. which	
	a	are properly signed;
	b	Confirm to the eligibility criteria of the bidder; and
	c	Confirm to the terms & conditions;
	d	In case, required goods/items in this tender are independent and complete in nature. Institute may evaluate independently as far as price is concerned for placing order(s).
e	Bidder quoting higher license fee shall be allotted shop (s)	

10	Validity of Tender:	
	a	The tender shall be valid as mentioned at IMPORTANT INFORMATION AT GLANCE sheet. Terms and financial details submitted in the bid shall be treated as firm during the validity period.
	b	In exceptional circumstances, prior to the expiry of the bid validity period, the Institute may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.
11	Notification of Award:	
	a	Prior to the expiry of the period of bid validity, the Institute shall notify the successful bidder, in writing, that its bid has been accepted.
	b	On award of the contract to the successful bidder, firm has to execute an agreement as per the terms & conditions of the Institute and in the format to be provided by the Institute.
12	Monitoring & Penalty Clause:	
	a	Licensee (s) has to follow opening & closing timing and tenure of allotment of the shop. The Chairman- Cow will look after the quality of goods/ Services and monitor the activity performed by him, if Any ambiguity regarding Price/Hygiene/Timing etc. is found, Chairman- Cow shall be free to impose monetary fine as mentioned below on the Licensee or recommend to termination of license shop.
	b	Shops should remain opened and operational as per the timing mentioned in the tender throughout academic calendar or on instruction of Chairman-CoW failing which the EMD/ Security Deposit money will be forfeited.
	c	All the items (Fruits, Vegetable, Bakery and ready to use items etc.) should be fresh and hot or cold as the item may be. Otherwise fine shall be imposed as deemed fit.
	d	Edible raw material/commodities should be of (FSSAI) standard given under Food Safety and Standards Act, 2006. If any edibles is found to be of poor quality or expired, then suitable fine shall be imposed.
	e	Storage/ Supply of any alcoholic drinks, Cigarette/bidi and any type of tobacco Gutkha etc. is noticed in mess premises, a fine of Rs. 1000.00 for each occasion will be imposed.
	f	Storage/ Supply of any type banned drugs like Charas/ Ganja/ Bhang/Smack/ Brown Sugar etc is noticed in mess premises, a fine of Rs. 1000.00 for each occasion will be imposed simultaneously FIR shall also be lodged by the Institute against agency(s).
	g	Items like Aji-no-moto, Tiwada or Khesari Dal, Chemical Colours and Essence are banned and they should not be used. If they are found in the kitchen premises fine will be imposed as deemed fit.
	h	Cooking area should be kept clean. If it is not kept clean, Fine shall be imposed as deemed fit.
	i	Any complaint of foreign object such as insect, rope, soft plastic, hair, cloth, stones/ pebbles etc found cooked food would attract a fine as deemed fit.
	j	If any damage to building or other Institute property because of willful or negligent act or poor maintenance a fine of Rs. 5000.00 or repair cost of it shall be recovered from Licensee.
13	Termination & Jurisdiction:	
	a	The Institute reserves the right to terminate the license/contract by giving one month notice by the Institute, without assigning any reason, if in the opinion of

		the authorities such termination is in the interest of the Institute. Wherever, the licensee commits breach of the terms & conditions of the agreement the license/contract will be terminated by giving one week notice period
	b	In the event of any dispute the legal matter shall be subjected to the jurisdiction of Bhopal court only.

**BIDDER INFORMATION
FORM**

		Name of Firm→		
		Registered Complete Address→		
Year of Establishment→				
Type of firm→ Proprietary Firm/ Partnership Firm/Individual				
Name of Owner/Authorized Person→				
Contact No with e-mail ID→				
Details of Bank Account :				
Beneficiary Name				
Bank Name		Branch		
Account Number		IFSC		
Details of Statutory compliances and its valid Numbers:				
SN	Particular	Number	Photocopy (Yes/ No)	
1.	Firms/ Society Registration →			
2.	Aadhaar No→			
3.	EPIC No→			
4.	Driving License No→			
5.	Income Tax PAN→ (optional)			
DECLARATION				
It is certified that the information furnished in this form is complete and correct to the best of our knowledge & belief. Photocopies of these above mentioning registration numbers are being attached sequentially.				
Signature of bidder				

Maulana Azad

National Institute of Technology Bhopal- 462 003

Details of Shops and its Activity

SN	Location	Shop No.	Area of Shop (in Sq ft)	Monthly (Rs.) Minimum Rent	Denoted activity
1	Location No. 1: Near Su-Sangant & Hostel No:05	01	101.79	1018	Saloon (Men)
					Services like Hair cut only (Mens), Cream Shaving, Foam shaving, Hair colouring, Wash, cut & blow, Beard trimming, Face massage, Head Massage, Blow out etc. Note: - LICENSEE is required to charge rate fixed by any concerned association or at prevailing market rate.
SN	Location	Shop No.	Area of Shop (in Sq ft)	Monthly (Rs.) Minimum Rent	Denoted activity
2	Location No. 1: Near Su-Sangant & Hostel No:05	02	100.09	1001	Stationary
					All stationary items specially related to Engineering courses including spiral binding, hard bound binding, lamination, photocopy (B/W and color) etc. Computer peripherals/architectural items can also be sold. Note: - LICENSEE shall not charge more than MRP.
SN	Location	Shop No.	Area of Shop (in Sq ft)	Monthly (Rs.) Minimum Rent	Denoted activity
3	Location No. 1: Near Su-Sangant & Hostel No:05	03	100.09	1001	General Store Except Stationary Items
					All general daily use products like Tooth Brush, Paste, Powder, Face Powder, Cosmetic Items, Bath Soaps, Washing Soaps, Detergenets, Combs, Hair Oil, Shampoo, Soap, Nut Powder, Pickles, Shaving Creams, Soaps, Shaving Blades, Mobile Recharge Coupon, Energy Drinks/Protein Powder, Noodles, Towel/Bed Sheets, Milk Powder, Badam Powder, Coffee, Tea Powder, Candles, Match Boxes, Safety Pins, Mosquito Coils/Mats, Soap Box, Chappels, Disposable Cups/Plates, Greeting Cards, Gift Items, Sugar/Glucose, Butter/Jam/Masala Powder, Gift Items/Toys, Chocolate (Company Packed), Chickees/Wafers/Chips, Dry Fruits, Biscuits, Umbrella, Mobile Phone Set, Purse/Belts/Bags, Mattress/Pillow/Blanket etc. Note: - LICENSEE shall not charge more than MRP. In case of non-availability of MRP on the items, the charges/rates of such items should be as per the prevailing market rate.
SN	Location	Shop No.	Area of Shop (in Sq ft)	Monthly (Rs.) Minimum Rent	Denoted activity
4	Location No. 1: Near Su-Sangant & Hostel No:05	04	100.09	1001	Laundry
					Services like iron on cloths, washing and dry cleaning. Note: - LICENSEE shall charge rate as fixed by any association or as per prevailing market rate.

SN	Location	Shop No.	Area of Shop (in Sq ft)	Monthly (Rs.) Minimum Rent	Denoted activity
5	Location No. 1: Near Su-Sangant & Hostel No:05	05	206.70	2067	Tea, Coffee Snacks & Juice, Shakes Fruit Center
		Tea, Coffee, Milk, Cool Drink/Juice, Bread Omlette, Samosa, Kachori, Aloo Patties, Paneer patties, Bakery & confectionery items Aloo Vada, Mangode/ Pakode, Poha, Jalebi, Pav Bhaji, Maggie, Juices: - Lemon Soda, Orange juice, Pineapple juice, Grape juice, Moosambi Juice, Water melon juice, Carrot juice, Pomegranate juice, Shakes: - Milk shake, Milk shake with ice cream, Pine apple shake, Chocolate/Oreo shake etc. Note: - LICENSEE shall charge as per prevailing market rate.			
SN	Location	Shop No.	Area of Shop (in Sq ft)	Monthly (Rs.) Minimum Rent	Denoted activity
6	Location No. 2: Near Hostel No:10	01	101.79	1018	Saloon (Men)
		Services like Hair cut only (Mens), Cream Shaving, Foam shaving, Hair colouring, Wash, cut & blow, Beard trimming, Face massage, Head Massage, Blow out etc. Note: - LICENSEE is required to charge rate fixed by any concerned association or at prevailing market rate.			
SN	Location	Shop No.	Area of Shop (in Sq ft)	Monthly (Rs.) Minimum Rent	Denoted activity
7	Location No. 2: Near Hostel No:10	02	100.09	1001	Stationary
		All stationary items specially related to Engineering courses including spiral binding, hard bound binding, lamination, photocopy (B/W and color) etc. Computer peripherals/architectural items can also be sold. Note: - LICENSEE shall not charge more than MRP.			
SN	Location	Shop No.	Area of Shop (in Sq ft)	Monthly (Rs.) Minimum Rent	Denoted activity
8	Location No. 2: Near Hostel No:10	03	100.09	1001	General Store Except Stationary Items
		All general daily use products like Tooth Brush, Paste, Powder, Face Powder, Cosmetic Items, Bath Soaps, Washing Soaps, Detergents, Combs, Hair Oil, Shampoo, Soap, Nut Powder, Pickles, Shaving Creams, Soaps, Shaving Blades, Mobile Recharge Coupon, Energy Drinks/Protein Powder, Noodles, Towel/Bed Sheets, Milk Powder, Badam Powder, Coffee, Tea Powder, Candles, Match Boxes, Safety Pins, Mosquito Coils/Mats, Soap Box, Chappels, Disposable Cups/Plates, Greeting Cards, Gift Items, Sugar/Glucose, Butter/Jam/Masala Powder, Gift Items/Toys, Chocolate (Company Packed), Chickees/Wafers/Chips, Dry Fruits, Biscuits, Umbrella, Mobile Phone Set, Purse/Belts/Bags, Mattress/Pillow/Blanket etc. Note: - LICENSEE shall not charge more than MRP. In case of non-availability of MRP on the items, the charges/rates of such			

		items should be as per the prevailing market rate.			
SN	Location	Shop No.	Area of Shop (in Sq ft)	Monthly (Rs.) Minimum Rent	Denoted activity
9	Location No. 2: Near Hostel No:10	04	100.09	1001	Laundry
		Services like iron on cloths, washing and dry cleaning. Note: - LICENSEE shall charge rate as fixed by any concerned association or as per prevailing market rate.			
SN	Location	Shop No.	Area of Shop (in Sq ft)	Monthly (Rs.) Minimum Rent	Denoted activity
10	Location No. 2: Near Hostel No:10	05	206.70	2067	Tea, Coffee Snacks
		Tea, Coffee, Milk, Cool Drink/Juice, Bread Omlette, Samosa, Kachori, Aloo Patties, Paneer patties, Aloo Vada, Mangode/ Pakode, Poha, Jalebi, Pav Bhaji, Maggie etc. Note: - LICENSEE shall charge as per prevailing market rate.			

		ANNEXURE- III
FORMAT FOR SUBMISSION OF BID PRICE		
To, The Director MANIT- Bhopal- 462 003		

Sub:	Price Bid with reference to Tender Document dated 15/06/2022.
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SN	Location	Shop No	Broad Activity	Size of Shop in Sq feet	Fee per Square feet	Total License fee
1	2	3	4	5	6	7(5*6)
1	Near Su- Sangat & Hostel No: 05	1	Man's Saloon	102		
2	Near Su- Sangat & Hostel No: 05	2	Stationery	102		
3	Near Su- Sangat & Hostel No: 05	3	General Stores	100		
4	Near Su- Sangat & Hostel No: 05	4	Laundry	100		
5	Near Su- Sangat & Hostel No: 05	5	Tea/ Coffee & Juice Centre	207		
6	Near Hostel No: 10	1	Man's Saloon	102		
7	Near Hostel No: 10	2	Stationery	100		
8	Near Hostel No: 10	3	General Stores	100		
9	Near Hostel No: 10	4	Laundry	100		
10	Near Hostel No: 10	5	Tea/ Coffee & Juice Centre	207		
Total offered Price						
Total (In Words):						
The followings things are confirmed and undertake by us that:						
a	Bidder may quote fee up to two decimal places.					
b	Bidder can quote only one shop otherwise bid shall be treated as non-responsive and liable to be rejected.					

Date:	Signature of Authorized Bidder with proper rubber stamp
	Name:
	Designation:
	Mobile No:

Annexure-IV	
(Undertaking from Bidder on their official stationery)	
To,	
The Director	
Maulana Azad National Institute of Technology	
Bhopal- 462 003	

Sub:	Undertaking for the participation in the Tender dated: 15/06/2022.
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Dear Sir,

Having Examined and Perused the Following Documents	
1	Tender Document
2	Annexure-I-- Bidders Information Form
3	Annexure -II-- Details of Shops and its Activity
4	Annexure -III-- Price Bid Form
<p>I/Wedo hereby submit the above proposal in prescribed formats duly completed in all respects in accordance with the conditions applicable. If this proposal is accepted, I/We agree to abide by and fulfill all the terms and conditions in the tender documents.</p> <p>I/We hereby distinctly and expressly declare and acknowledge that before the submission of this proposal, I/We have carefully followed the instructions and I/We have understood the norms of allotment of shop (s) including the scope and nature of duties expected from the bidder.</p> <p>I/We distinctly agree that I/We would hereafter make no claim or demand upon the Institute based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.</p> <p>I/We declare that my firm and I have never made any default in any services to Government /Semi Government/Central or State Public Sector Enterprise(s) in terms of quality and financial agreed conditions.</p> <p>I/We fully understand the terms and conditions in the tender documents.</p> <p>I/We understood that the Institute is not bound to accept any proposal that it may receive without assigning any reason.</p>	
Date:	Bidder's Signature