

**TENDER NOTICE FOR PROVIDING STATIONARY SHOP AT IIIT TIRUCHIRAPPALLI**

**Tender Enquiry No** : **IIIT/Admin/Stationary shop/2024/06-03**  
**Last Date for submission of bids** : **04.07.2024** **Time: 15 00 Hrs**  
**Opening of Technical bid** : **Will be intimated later**



Indian Institute Information Technology Tiruchirappalli,  
Sethurapatti, Trichy-Madurai Highway,  
Tiruchirappalli-620012,  
Tamil Nadu.

## I. INSTRUCTION TO BIDDERS

### Tender Document for providing “STATIONARY SHOP”

1	Work	:	Providing Stationary shop at Indian Institute of Information Technology Tiruchirappalli
2	Tender Enquiry No	:	IITT/Admin/Stationary shop/2024/06-03
4	Eligibility Criteria	:	<ul style="list-style-type: none"><li>The agency shall have a minimum of two years' experience in providing such stationary shop.</li><li>The agencies should have successfully carried out at least one work for an annual value of Rs 5.00 Lakh (excluding taxes) OR two works each for an annual value of Rs 3.00 Lakh (excluding taxes) each executed on or after 01.04.2019. Copies of relevant work orders need to be enclosed as proof without fail.</li><li>The firm should have registration with GST Certification and other essential certifications. The firm must also submit at least 2 Customer Satisfactory Performance Reports from the organisation served during the last 05 years.</li></ul>
5	EMD	:	The tenderer shall deposit an Earnest Money Deposit of Rs.5,000 (Rs. Five thousand only) through Demand Draft /Bankers Cheque/ Bank Guarantee. DD/Bankers Cheque may be drawn in favour of “ <b>The Director, IIT Tiruchirappalli</b> ” (on any nationalised banks payable at Tiruchirappalli), which will be refunded in respect of unsuccessful tenderers. EMD should be submitted along with the bid document. No interest will be paid on EMD.
6	Submission of Bid document	:	<b><u>Two Bid System:</u></b> Two bid system will be followed in this tender. Under this system, the bidder must submit technical bid and commercial bid in <b>two separate sealed envelopes</b> . A copy of technical bid and commercial bid is provided at Annexures I and II respectively. Envelopes containing technical bid and commercial bid should be securely sealed and stamped separately and clearly marked as “ <b>Envelope No: 1 – Technical Bid</b> ” and “ <b>Envelope No: 2 – Commercial Bid</b> ” respectively. <b>EMD should be placed only in the Technical Bid. These two separate sealed envelopes should be placed in single envelope superscribing the tender number and description of the services.</b>
7	Pre bid Meeting		Date: <b>27.06.2024</b> Time: <b>10 00 Hrs</b>
8	Last Date for submission of bids	:	Date: <b>04.07.2024</b> Time: <b>15 00 Hrs</b>
9	Date of opening of Technical bid	:	will be intimated later

## Tender Document for providing “STATIONARY SHOP”

### **1. INTRODUCTION:**

IIIT Tiruchirappalli is an Institution of National Importance established under the Department of Higher Education, Ministry of Education, Govt. of India.

IIIT Tiruchirappalli proposes to outsource the stationary shop to a professional agency having competence in this field.

### **2. INVITATION OF TENDER:**

- The contracting agency/firm/company should submit technical bid and commercial bid in separate sealed envelopes super scribing “Technical Bid” and “Commercial Bid” as the case may be. The format and details to be included in these bids are at **Annexures I and II**. Late bids will not be considered.
- A copy of each of the following shall be enclosed along with the technical bid as at Annexure-I. Any tender documents without these shall be invalid and rejected.
  - Registration certificate/ Certificate of incorporation, as applicable.
  - Copy of catering license issued by the State / Central Govt.
  - PAN Number (Aadhar Linked)
  - GST number and details
  - Copy of work order: one work for annual value of Rs 5.00 Lakh (excluding taxes) OR two works each for annual value of Rs 3.00 Lakh (excluding taxes) each executed on or after 01.04.2019.
  - Customer satisfactory performance report from at least 2 organizations served during last 5 years.
  - Other essential documents
- The technical bid should accompany a DD / Bankers Cheque/ Bank Guarantee of Rs.5,000/- (Rs. Five Thousand only) drawn on any nationalized Bank. DD/ Bankers Cheque shall be drawn in favour of “**The Director, IIIT Tiruchirappalli**” payable at **Tiruchirappalli** towards Earnest Money Deposit (EMD). Tender received without EMD or less amount will be summarily rejected. No exemption will be granted with regard to submission of EMD. The contractor should note that the EMD shall be forfeited by IIIT Tiruchirappalli, if any of the tenderer withdraws his/her tender after opening of the tender. The EMD should be placed in the technical bid cover only.
- The rates quoted in the Commercial / Price bid shall be valid for at least 12 months from the date of award of the tender. Tender valid for a shorter period shall be rejected.
- The tender shall be signed by the authorised person, and his / her full name and status be indicated below the signature along with the official stamp of the firm.
- The tenders of the contracting agency/firm/company not in possession of valid statutory sanctions / registrations will be rejected. In additions, the tender of firm block listed by any Govt. Institutions will not be considered.

### **3. TERMS AND CONDITIONS**

1. The space for stationary shop will be allotted on “as is where is” condition with electrical power points.
2. The agency shall have minimum two-years’ experience in providing such stationary shop.
3. The stationary shop will be providing services at least from 08:00 Hrs to 20:00 Hrs on all seven days a week.
4. IIIT Tiruchirappalli will not bear any expenditure for the setting up of stationary shop infrastructure.
5. **Period of Contract:** - The contract will be initially for a period of one year from the date of issue of the order, which may be extended for another one/two years on mutual consent, based on satisfactory performance.
6. Technical bid eligibility will be carried out by the IIITT authorities to check all relevant documents for their authenticity and technical evaluation.
7. A formal contract/agreement shall be entered into with the successful agency. In this contract, the successful agency shall be defined as agency.
8. The successful agency will have to commence the services as per the work order.
9. Each page of the tender documents and papers submitted along with, should be numbered, signed and stamped by the authorised signatory in acceptance of the terms and conditions laid down by the IIIT Tiruchirappalli.
10. The Director, IIIT Tiruchirappalli reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if it is felt necessary to the benefit of the Institute. The Director, IIIT Tiruchirappalli reserves the right to reject tender in whole, or in part, without assigning any reasons thereof.
11. Intending agencies are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting the tenders. An agency shall be deemed to have full knowledge of the site whether they inspect it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by an agency implies that it has read this notice and all other contract documents and has made itself aware of the scope and specifications of the work to be done.
12. All tenders in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the agency, shall be summarily rejected.
13. The agency shall take at his own cost, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him/her in connection with the aforementioned services to IIIT Tiruchirappalli and shall indemnify IIIT Tiruchirappalli against all acts of omissions, fault, breaches and or any claim or demand, loss injury and expenses to which IIIT Tiruchirappalli may be a party or involved as a result of the agency’s failure to comply with.
14. The staff (not below the age of 18 years) employed by the agency shall have to be medically fit, neat and clean. The agency shall not employ children as prohibited under the law/rules/regulations.
15. The agency shall display the list of stationary items and rates in the premises. The stationary shop and surrounding area should be kept neat and clean and free of unhygienic conditions.
16. The agency shall be responsible for ensuring the safety and maintenance of all the equipment/fixtures installed/provided by the Institute, during the entire period of the contract.

If any damage/loss of equipment/fixtures are found then the same will be recovered from the agency. The agency shall take adequate fire precautions.

17. The agency shall maintain the Institute premises in good condition and shall not cause any damage thereto. If any damage is caused to the premises by the agency or his workers, employees or agents, the same shall be rectified by the agency at his/her own cost either by rectifying the damage or by paying the compensation as may be determined by the Institute.
18. The successful tenderer shall not sub-let the premises either in whole or in part. The premises shall not be used for residential purposes even for the staff employed by the agency. No bathing and washing of clothes, etc. will be allowed in the stationery shop premises.
19. The agency and his/her employees would be governed by the discipline rules as may be laid down by the Institute while they are inside the IIT Tiruchirappalli Campus.
20. The Institute will provide basic infrastructure and electricity. The utility charges for these services except electricity will be charged in the name of License Fee every month, and the firm/agency shall pay a license fee of **Rs. 2,500** per month. A separate meter may be arranged. The electricity charges as per actual consumption to be paid by the agency every month at the rate of TNEB norms.
21. The Firm/agency shall pay the license fee and charges for monthly electricity charges latest by 10th of every month.
22. The institute may consider a 50% license fee reduction during the vacation period of students every year at the discretion of competent authority.
23. The institute may revise the license fee after one year on mutually agreed terms.
24. The conduct/characters/antecedents and proper bonafide of the workers in the stationary shop shall be the sole responsibility of the agency. However, the agency should provide the necessary details of all its employees to the Institute. If at any stage during the currency of contract, in any case involving moral turpitude, the CONTRACTOR or their employees is/are convicted, then IIT Tiruchirappalli reserves the exclusive and special right to terminate the Contract and in such event the CONTRACTOR shall not be entitled to any compensation from IIT Tiruchirappalli.
25. All items over and above mentioned in Annexure II should get prior written approval from the Institute.

#### **4. PENALTY:**

In case of violation of Hygiene, Quality of products, etc., the penalty will be imposed to the agency. The details for the same are as follows:

<b>Violation</b>	<b>Minimum penalty to be imposed (Rs.)</b>	<b>Second Occurrence</b>	<b>Third and further Occurrence (Rs.)</b>
Two or more proven complaints in a month	200	500	1000
Poor Personal hygiene of any workers	200	500	1000

**5. HOLIDAYS:**

If the date specified for the opening of the tenders is declared as a holiday by the competent authority for any reason, then the date for the opening of tenders will get postponed automatically to the next working day.

**6. PAST PERFORMANCE:**

In case the past performance of the tenderer is not found to be satisfactory with regard to quality, delivery, warranty obligation and non-fulfilment of terms and conditions of the contract, their offer is liable to be rejected by IIIT Tiruchirappalli.

**7. BRAND OF MATERIALS:**

Contractor shall use only branded items. Brands of products will be decided in consultation with the competent authority of the Institute. The list for the same may be submitted along with the technical bid.

**8. EXECUTION OF AGREEMENT:**

The tenderer(s) whose tender(s) is/are accepted shall be required to be present at the office of the Director of the Institute in person or if a firm or company, by their authorized representative to execute an agreement on non-judicial stamp paper of ₹100/- for satisfactory completion of the job incorporating the conditions mentioned in the tender document and conditions if any subsequently agreed/modified, within 15 days from date of issue of work order.

**9. TERMINATION OF CONTRACT:**

The contract shall stand terminated on account of:

- (a) On expiry of the contract period, if not extended further.
- (b) In case of unsatisfactory performance or for any other reason, the contract can be terminated at any time during the tenure of the contract at the sole discretion of IIIT Tiruchirappalli by giving one month's notice to the contractor.
- (c) The contract shall stand terminated in the event of filing any legal petition against IIIT Tiruchirappalli by the CONTRACTOR or any of his employees with regards to labour laws/rules or in case of any agitation/strike initiated by the CONTRACTOR's employees.
- (d) In case, the CONTRACTOR wants to discontinue the contract, he will have to give 3 (three) months advance notice to IIIT Tiruchirappalli in writing narrating the reason.
- (e) If the CONTRACTOR suspends the services without any notice to IIIT Tiruchirappalli the whole amount of security deposit shall be forfeited in addition to

the loss incurred in making alternate arrangements during the shortfall in the notice period.

**10. SECURITY DEPOSIT:**

The successful contractor shall deposit with IIIT Tiruchirappalli a sum of **Rs.15,000/-** as a security deposit within 10 days from the date of issue of letter of intent in the form of **demand draft/bank guarantee from any one of the nationalized/scheduled banks** issued in favor of “The Director, IIIT Tiruchirappalli” Payable at Tiruchirappalli.

Upon the successful completion of the contract period, the Security Deposit shall be refunded, and no interest shall be paid thereon. The security deposit shall be refunded to the contractor after 3 months from the date of expiry of the contract and adjusting any dues to be recovered from the contractor.

**11. PAYMENT:**

The contractor will charge for the stationary items directly from the students/employees as per the price list approved by the Institute and no bill should be raised to the Institute for payment.

**12. WAIVER:**

No failure or delay by IIIT Tiruchirappalli in enforcing any right to remedy of IIIT Tiruchirappalli in terms of the Contract or any obligation or liability of the CONTRACTOR in terms thereof shall be deemed to be a waiver of such right, remedy obligation or liability, as the case may be, by IIIT Tiruchirappalli and notwithstanding such failure or delay, IIIT Tiruchirappalli shall be entitled at any time to enforce such right, remedy, obligation or liability, as the case may be.

**13. LAW GOVERNING THE CONTRACT:**

This Contract shall be governed by the laws of Govt. of India from time to time.

**14. ARBITRATION:**

In the event of any dispute or differences arising out any of the terms and conditions of the Contract, the matter shall be referred to the Director, IIIT Tiruchirappalli for settlement. In case the parties to the contract are not in a position to settle the dispute mutually, the matter shall be referred to a Sole Arbitrator to be appointed in accordance with the Arbitration & Reconciliation Act, 1996 & Arbitration and Conciliation (Amendment) Act, 2015 as amended from time to time.

**15. JURISDICTION:**

The Courts at Tiruchirappalli shall only, subject to Arbitration Clause, have jurisdiction to deal with and decide any matter out of this Contract.

**16. RATE:**

The rates may be furnished in the **Commercial Bid (Annexure II)** and shall remain fixed for the contract period of one year.

**17. CLARIFICATIONS:**

Queries, if any, can be made through e-mail only to [registrar@iitt.ac.in](mailto:registrar@iitt.ac.in) on or before 26.06.2024. Queries received via any mode other than e-mail id mentioned above shall not be entertained. If there is any addendum/corrigendum related to tender, it shall only be published on IIT Tiruchirappalli website ([www.iitt.ac.in](http://www.iitt.ac.in)). The Bidders are advised to check IIT Tiruchirappalli website regularly. No other mode of communication will be given.

Sd  
Registrar (i/c)



Annexure I

**TECHNICAL BID  
INFORMATION TO BE PROVIDED BY TENDERER**

S.No	Particulars	Details concerning Firm
1.	Name and address of the contractor with Phone No. and E-mail ID, if any	
2.	Registration Details	
	a. Registration Number of the Firm	
	c. PAN Number	
	c. GST Number	
3.	Experience certificate and Copy of Work orders of at least one work for annual value of Rs 5.00 Lakhs (excluding taxes) OR two works each for annual value of Rs 3.00 Lakhs (excluding taxes) each executed on or after 01.04.2019.	Attach as appendix to Annexure I
4.	Customer Satisfactory Performance Report from at least 2 organizations served during last 4 years.	To be enclosed by bidder
5.	Litigation/ Blacklisting if any, in connection with catering work	
6.	Any other Information: <ul style="list-style-type: none"><li>● Brand of stationary items proposed to be used.</li></ul>	Enclose separate document as annexure

Place : Signature of the Contractor with seal

Date : Name & Address:

**Note:**

[Authenticated certificates, testimonials, and proof of experience to be produced in support of SI no 2, 3, 4 & 5]

**Appendix to Annexure I**  
(To be kept duly signed in Technical Bid)

**(Tenders not accompanied by this information & documents in support of the same may be summarily rejected)**

<b>Sl. No.</b>	<b>Party's Name &amp;Address</b>	<b>Name of contact persons &amp; phone no.</b>	<b>Period of contract</b>	<b>Contract value per month</b>	<b>Reason for termination/ discontinuation if any</b>

**DECLARATION**

1. The above facts are true to the best of my knowledge, and I shall be held fully responsible for any wrong statement.
2. The information provided in the annexure is factually correct.
3. I have read the Tender and understood the terms and conditions.
4. I agree to abide by the terms and conditions of the contract.

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory with seal of the company: \_\_\_\_\_

**COMMERCIAL BID**  
**SCHEDULE OF RATES**

**Name of the work:** Providing Stationary shop at IIIT Tiruchirappalli

**CHARGES FOR STATIONARY ITEMS:**

<b>Item No</b>	<b>Item</b>	<b>Weight</b>	<b>Rates in Rs. (Inclusive of Tax)</b>
1.	Black and White Photocopy per page (A4)-80GSM	—	
2.	Black and White Print per page(A4)-80GSM	—	
3.	Black and White Photocopy (A4)-80GSM double side	—	
4.	Black and White Print (A4)-80GSM double side	—	
5.	Colour Printing	—	
6.	Spiral Binding	—	
7.	Soft Binding	—	
8.	Hard Binding	—	
9.	Pen Books Pencil A4 Sheet Eraser Sharpener Highlighter Gum/ Glues Chart Paper Bond Paper Diary Notepad Sticky Notes Stapler Stapler Pin CD/DVD Scissor Scale, Ruler Writing Pad Graph Paper Water Bottle Folder Postal Covers Pencil Cases Tie Correction Pen Bathing Soap Washing Soap	—	MRP

Detergent (Powder/Liquid)		
Mirror		
Toothpaste		
Toothbrush		
Mug		
Towels		
Shampoo		
Comb		
Oil		
Body Spray/Perfumes		
Soap Box		
Hostel Bed		
Pillow		
Loofah		
Safety Pin		
Hand Wash		
Sanitizer		
Sanitary Pad		
Rubber band		
<b>Total</b>		Rs. _____

**Bid Evaluation Process:**

1. All the technically eligible bidders will be considered for commercial bid.
2. The lowest tenderer will be awarded the contract.

I HAVE READ AND UNDERSTOOD ALL THE TERMS & CONDITIONS

(Sign, seal & date of Bidder)