



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

92/10

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	31/01/2023 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	31/01/2023 at 2:30 p.m.

- (A) The bids shall be submitted in two stages viz. (i) Technical Bid (ii) Financial bid and both of them to be put separately in the large envelopes containing shop number on it. Details are annexed.
- (B) Technical bid containing all eligibility documents and EMD must be submitted as per the date and time mentioned above. The bid will stand rejected if, the bidder is found ineligible on the basis of evaluation of technical bid.
- (C) Financial bid shall be opened after evaluation of technical bid at the time notified only for those bidders who are found qualified.
- (D) **Details of shops for allotment are as under:-**

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



9/c

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GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16-C, DWARKA, NEW DELHI – 110 078
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Tender No. GGSIPU/Estate-Shop /2022-2023 / 21237947/

Dated:

NOTICE INVITING TENDER FOR THE ALLOTMENT OF VARIOUS SHOPS IN
GGSIU 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 be submitted as per the date and time mentioned above, the details of documents are as under:-

- 1.1 Registration with GST, If not covered under GST an affidavit on Rs.100/- non judicial stamp paper as the firm is out of preview of GST is to be submitted.**
- 1.2 PAN of the firm or individual.**
- 1.3 EMD as per the table as mentioned above and must be attached with technical bid only. EMD kept in Financial bid envelop will not be considered and the bid will be rejected.**
- 1.4 Affidavit on Rs.10/- on non judicial stamp paper regarding compliance of all statutory requirements for obtaining licence etc as per law.**
- 1.5 Experience if any.**
- 1.6 Declaration that the firm has not been blacklisted by any Central Government / State Government / Autonomous body should be attached.**

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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	31/01/2023 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	31/01/2023 at 2:30 p.m.

- (A) The bids shall be submitted in two stages viz.(i) Technical Bid (ii) Financial bid (In the form attached herewith) and both of them to be kept separately in the large envelope containing shop number on it. Details are annexed.
 - (B) Technical bid containing all eligibility documents and EMD must be submitted as per the date and time mentioned above. The bid will stand rejected if the bidder is found ineligible on the basis of evaluation of technical bid.
 - (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 There will be 10% increase in License fee after the successful completion of 03 years. (see clause 4.2)

2.5 The rate lists which are annexed in the tender may be treated as maximum rate of the items. The rate list annexed will be displayed by the successful bidder on the notice board of the shop. If rates are charged more than the list annexed, the contract of the bidder shall be terminated and performance guarantee will be forfeited.

3.0 Evaluation Criteria

- 3.1 The Committee of the University will examine and evaluate the Technical Bids on the basis of requirement **as per criteria mentioned in point no.1.1 to 1.6.**
- 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 taken of deposit shall be obtained. A photocopy of the receipt is also to be deposited in the office of Estate 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 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. Any other utilities charges shall also be borne by the bidder itself.**
- 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.
- 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.

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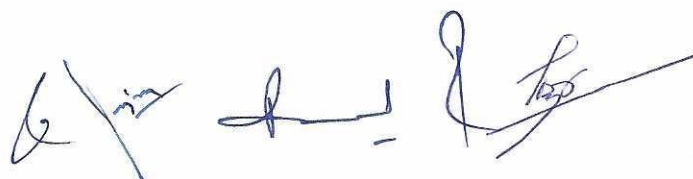
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- 4.23 No product shall be allowed to be sold on more than its MRP.
- 4.24 Any agency giving any false information may be blacklisted by the University.
- 4.25 Successful agency will have to enter into a contract agreement with the GGSIP University on Non Judicial Stamp paper.
- 4.26 GGSIP University reserves the right to cancel/reject the tender /bid without assigning any reason.
- 4.27 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.

4.28 **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/Licencee will be given free access to take back machines and fixtures after clearing all/any dues to University.
- 4.30 The licensee 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 Police verification of successful bidders will be done by the university and if the verification is not found satisfactory the allotment of shops will be treated as cancelled and EMD/ Performance guarantee will also be forfeited.
- 4.32 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.

Place:.....
Dated:.....



(Signature of the Bidder)
With Name and seal

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Technical Bid 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 Bidder :
- (i) Address and of the Bidder :
- (ii) Telephone No. of the Bidder :
- 02 PAN of Bidder :
- 03 GST number.(if not registered affidavit on non judicial Stamp paper of Rs.100/- as per clause 1.1) :
- 04 Registered Office Address :
- 05 Address of Correspondence :
- 06 Experience as per clause 1.5 :
- 07 Details of Earnest Money :
- (i) Draft / Pay order number. :
- (ii) Dated :
- (iii) Bank Name :
- (iv) Amount :
- 08 Affidavit as per clause 1.4 attached: Yes / No
- 09 Declaration as per clause 1.6 attached: Yes / No

I/ We the undersigned being the bidders 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 years 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.

(Signature of the Bidder)
With Name and seal

Place:.....

Dated:.....

*Any correction in the quotation form should be fully signed by the bidder.
* All pages of the quotation form should be fully signed by the bidder

80K

Financial Bid Form

(To be sealed in the separate envelope)

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

I / We are hereby quoting Rs...../- towards the license fee per Annum and any taxes applicable as per government norms from time to time will be borne by me/us.

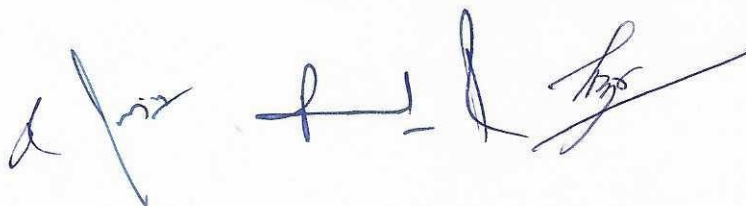
I / We undertake that we will also pay Electricity Charges / utilities charges in addition to the above as per actual as stated in tender document.

(Signature of the Bidder)
With Name and seal

Place:.....

Dated:.....

*The licence fee quoted by the bidder lesser than reserve licence fee shall be rejected summarily.

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(Declaration format for Non-blacklisting Certificate)

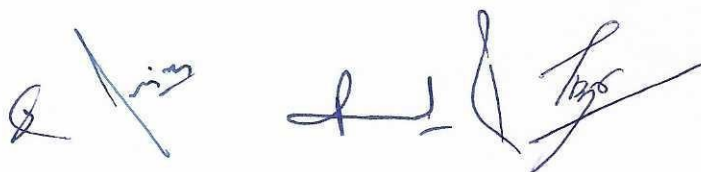
Declaration

This is to certify that M/sis applying for allotment of Shop no.....for.....and our firm has not been blacklisted by any Central Govt./State Govt. /Autonomous body. This statement is true from best of my beliefs and knowledge. At any point of time, If it is found that my firm is blacklisted / Debarred by any Central Govt. /State Govt. /Autonomous body, my allotment stand cancelled and my EMD/ Security Deposit shall be forfeited without assigning any reason.

**(Signature of the Bidder)
With Name and seal**

Place:.....

Dated:.....

The image shows two sets of handwritten signatures in blue ink. The first set on the left consists of a stylized signature followed by the initials 'R/S'. The second set on the right is a more complex signature with a long horizontal stroke at the end, and the initials 'R/S' are written below it.

84/e

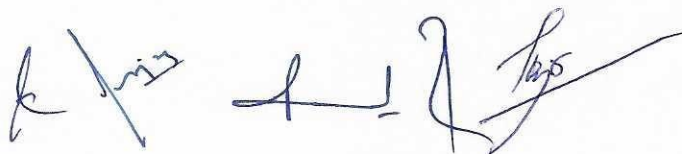
Check List for all Shops allotment Documents

1. Envelop no. 1 (Technical Bid Tender Form)

- a) Registration with GST, If not covered under GST an affidavit on Rs.100/- non judicial stamp paper as the firm is out of preview of GST is to be submitted.
- b) PAN of the firm or individual.
- c) EMD as per the table as mentioned above and must be attached with technical bid only. EMD kept in Financial bid envelop will not be considered and the bid will be rejected.
- d) Affidavit on Rs.10/- on non judicial stamp paper regarding compliance of all statutory requirements for obtaining licence etc as per law.
- e) Experience if any.
- f) Declaration that the firm has not been blacklisted by any Central Government / State Government / Autonomous body should be attached.

2) Envelop no. 2 (Financial Bid Form)

- a) (Financial bids form is sealed in the separate envelope)

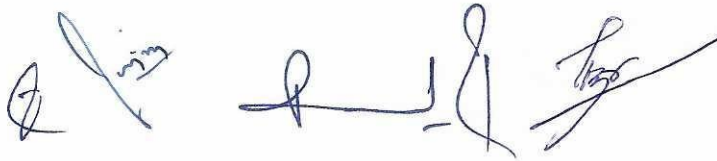
The image shows four distinct handwritten signatures or initials in blue ink, arranged horizontally. The first is a stylized 'K' with a diagonal line through it. The second is a horizontal line with a vertical bar in the middle. The third is a more complex, cursive signature. The fourth is a signature that appears to end with the number '125'.

Shop no. U.B.-1 for Juice / Ice Cream / Shakes outlet.

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Beverages

Juice Shakes	250 ML.
Banana Shake	40/-
Choclata 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/-



Saloon PRICE LIST

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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.

Rate List of Photocopier Shops

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(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	Colour
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

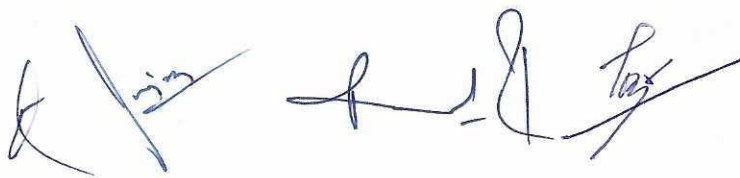
(D) Laser Printing

S. No.	Description of Work	Rate Quoted (in Rs.)	
		A 4 Size	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.)	
			Black & White	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 Bidder)
With Name and seal**

Shop no. U.B.-2 for Snacks outlet. i.e. Spring Rolls, Tikki, Gol Gappe, Papri etc.

80/-

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/-

