

**Hostel Administration Committee,
National Institute of Technology,
Tiruchirappalli-15**



**National Institute of Technology
Tiruchirappalli-15**

Notice inviting tender

Tender No. HAC/ NITT/ XCSS /2013/9 dated 25.10.2013

Sealed tenders are invited for allotment of stall for running a Xerox cum Computer cum Stationery Stall at the Girls' Hostel premises in National Institute of Technology, Tiruchirappalli-15. The tender document can be downloaded from the Institute website www.nitt.edu Last date for submission of Tender 15/11/2013 upto 3.30 P.M.

Chief Warden/ NITT

BID SYNOPSIS

Tender Number	Tender No. HAC/ NITT/ XCSS /2013/9 dated 25.10.2013
Name of Work/ Service	Allotment of stall for running of Xerox Cum Computer and Stationery Stall at the Girls Hostel in National Institute of Technology, Tiruchirappalli-15, Tamil nadu
Brief Scope of Work	Photo copying services, Computer printouts and vending of stationery items at the Girls Hostel in National Institute of Technology, Tiruchirappalli-15
Tender documents	Should be downloaded from the the Institute website www.nitt.edu
Cost of Tender Document (i.e., Tender Fees)	Rs.520 (Five hundred and twenty only) Non refundable
EMD Amount	Rs.25,000/ (Twenty Five Thousands Only)
Last date and time for submission of tenders	15/11/2013 upto 3.30 p.m.,
Address for submission of Tender	The Chief Warden, Hostel Administration Committee, Hostel Office, National Institute of Technology, Tiruchy-15 Tamil Nadu
Date and Time of Opening of Technical Bids	18/11/2013 at 3.30 P.M. at the hostel office

Date of Opening of Price Bid	Will be intimated to the technically qualified bidders
Mode of Submission of Tender	Registered Post or Speed Post. No hand delivery will be accepted.
System of tendering	Two Part system viz., Technical bid and Commercial bid

Terms and Conditions, for allotment of space for running of a Xerox cum Computer cum stationery stall at girls' hostel, NIT, Tiruchirappalli.

1. Before submitting the bid, the applicants/ bidders are advised to see the stall available at the Girls Hostel premises on their own interest under prior intimation to the Girls Hostel Warden.
2. **Since the proposed Xerox cum computer cum stationery stall has to be operated within the premises of girls' hostel, the successful bidder (i.e., Allottee) shall have to deploy Female employees only for all business purposes. Under no circumstances, male employees of the successful bidder will be allowed inside the Ladies Hostel.**
3. The Hostel Administration Committee, National Institute of Technology, (HAC/ NITT) will provide stall for running the Xerox cum computer cum stationery stall, electricity and water connections. The successful bidder has to pay the monthly rent for the stall allotted, electricity charges based on actual consumption at prevalent TNEB tariff and fixed water charges at the rate of Rs.250/- per month.
4. The successful bidder shall have to render the xerox services at the rates/ tariff stipulated by the Hostel Administration Committee. The approved rate list for Xerox services is tabulated below:

S.No	Item	Rate
1	xerox one side	Rs.0.50 paise
2	Xerox both the sides	Rs.1.00
3	Xerox A3 size paper	Rs.1.50
4	Spiral binding	Rs.20/-
5	Hard Binding	Rs.32/-
6	Soft Binding	Rs.12/-

5. The approved rate list for computer stall services is tabulated below:

S.No.	Items	Rate
1.	Laser Prints (on normal paper)	
	1-50 pages	Rs.2.00
	More than 50 pages	Rs.1.50
2	CD writing	
	Free	For academic in house jobs
	Without CD	Rs.25.00
	With CD	Rs.35.00
3	Windows (double space)	
	Typing	Rs.8.00
	Correction and final print	Rs.4.00
4	Windows (single space)	
	Typing	Rs.12.00
	Correction – Final Print	Rs.6.00
5	Slides (Tables, Graphs, Charts, are extra as per actual work)	Rs.6.00
	Corrections/ editing/ modification/ colour setting	Rs.2.00
6	Scanning (A4 size)	Rs.8.00
	(subject to availability of a colour laser printer)	
7	Colour Print- A4 size	
	Graph/ text	Rs.10.00
	Photo/ Images	Rs.15.00
8	Data entry / modifications in XLS	Rs.70.00 per hour
	(MS excel/ Datebase/Forxbase formats)	
9	Lamination	Rs 15
Stationeries		
1.	Pen	80% of MRP
2.	Pencil	80% of MRP
3.	Eraser	80% of MRP
4.	Sharpner	80% of MRP
5.	Ruler	80% of MRP
6.	Notebooks	80% of MRP
7.	Record books	80% of MRP

8.	Stick file	80% of MRP
9.	Glue stick	80% of MRP
10.	Office covers (Green+Brown+Transparent)	80% of MRP
11.	Stapler+pins	80% of MRP
12.	Cellotape	80% of MRP
13.	Marker	80% of MRP
14.	Sketch pens	80% of MRP
15.	Poster colours	80% of MRP
16.	Geometry box	80% of MRP
17.	Punching machine	80% of MRP
18.	Architecture pencils	80% of MRP
19.	Pencil leads	80% of MRP
20.	A4 copier	80% of MRP
21.	Calculator	80% of MRP
22.	Envelopes	80% of MRP
23.	Sanitary napkins (branded)	80% of MRP

6. Rate list for various xerox services, computer stall services and for the sale of stationery items should be displayed prominently in front of the stall, at a conspicuous place.
7. The allotment shall be valid for a period of one year from 1/12/2013 to 30/11/2014, unless terminated earlier on account of the following reasons:
 - (a) By giving thirty days notice in writing from either side without assigning any reason.
 - (b) Terminated by HAC on a short notice on account of unsatisfactory performance of the successful bidder.

8. The decision of the HAC/ NITT is final and the successful bidder has to commence the business on or before 1/12/2013
9. The Earnest Money Deposit Rs.25,000/- of the successful bidder will be converted as interest free Security deposit with the National Institute of Technology, which will be refunded on expiry of period of agreement.
10. In the event of breach of any of the terms and conditions, the allotment is liable to be cancelled with one month notice as provided in the license deed.
11. EMD will be forfeited on non acceptance of the stall allotted.
12. The stall shall remain open from 10 A.M to 8.30 P.M or such time schedule which may be decided by the HAC/ NITT.
13. The stall allotted for Xerox cum Computer cum Stationery stall will be used exclusively for the purpose for which the allotment is made and not for any other purpose.
14. The allottee shall not make any alteration/ amendment to the structure/ stall without prior written approval of the HAC/ NITT.
- 15. The firm/ agency once allotted a stall in the campus will not be considered to participate in allotment of another commercial/ establishment in the campus during the entire period of its stay in the campus either in the same name or by changing the name of the establishment / proprietor / allottee or through any proxy. For proprietors (individuals or partnership) only one person in a blood relation or a close relative will be considered for allotment of license.**
16. The period of contract is for a period of one year from December 2013 and extendable by another year based on performance and review by the Hostel Administration Committee.
17. The bidder shall have all necessary permissions, licenses, no objection certificates, registrations, statutory compliances from the competent authorities required to run the subject stall. Appropriate fire fighting

equipments shall be installed to meet any eventuality. The allottee shall abide by all statutory regulations of Government.

18. The allottee has to execute and sign a license deed on one hundred rupees stamp paper as per the format of NITT/ HAC.
19. In the event of breach of any of the terms and conditions the allotment, the allotment is liable to be cancelled with one month notice as provided in the license deed.
20. The successful should maintain hygiene, cleanliness and presentation of not only the venue but also the surroundings/ staff.
21. Wastages have to be placed in appropriate place fixed for the disposal.
22. The bidder shall not assign, sublet or part with the possession of the premises and properties of the NITT therein or any part thereof under any circumstances.
23. The bidder shall not make or permit any construction or structural alteration of additional fitting without proper approval of HAC.
24. No exclusive possession has been given to the allottee. The right to do the business will only is given to the allottee. The allottee is put to restricted use under the guidelines of the HAC/ NITT.
25. The successful bidder is liable to comply with all Govt. legislations. The bidder is solely responsible for any non-compliance of govt. guidelines/ regulations.
26. The NITT reserves right to reject or cancel any or part of the tender at any stage of process.
27. The bidder should not be giving any room for any complaint from staff/student/residents or by the Hostel Administration Committee. If any complaints received, it should be rectified immediately within the time given by the HAC/ NITT.

28. The allottee will not be permitted to franchise the stall for any commercial activity.
29. For any disputes, the decision of the HAC/ NITT will be final.
30. The allottee is expected to be well aware of the laws of the land (Labour and other statutory requirements) and the HAC/ NITT will not be held responsible / liable for non compliance of the same.
31. The allottee/ his servants/ his nominee will not be permitted to stay in the allotted stall beyond working hours.
32. The allottee shall make payment of monthly rent etc., by cash at the cash counter of NITT and furnish documentary evidence to the Hostel Office/ Girls Hostel Warden.
33. That in the event of failure to pay the monthly rent and other charges by due date, simple interest @ 12% will be levied as penalty.
34. That the allottee shall have no objection to the HAC for granting any other license for similar stall at the Hostel Premises where the allottee is rendering such services.
35. At all times during the currency of the allotment, it shall be the responsibility of the allottee to obtain proper fire insurance coverage including theft and burglary in respect of all the immovable and immovable assets stored or used in the licenses premises and HAC shall not be responsible for any loss or damage caused to the allottee on any accounts whatsoever.
36. That the HAC/ NITT reserves to itself the right to change the location of the stall at any time and may at its discretion to call upon the allottee to vacate the site and may give him an alternative premises for the purpose of this license. In such a case, the allottee shall be bound to vacate the premises immediately and accept the said alternate premises. The entire expenditure on such shifting shall be borne by him and the allottee shall not be entitled to claim any compensation or revision in the license fee on that score.
37. The allottee shall use the premises for the bonafide purpose as provided in

the agreement, more particularly described in the enclosed schedule, for the use of Girls Hostel students.

38. The allottee shall not erect or display any advertisement or signboards except after obtaining the prior approval in writing of the HAC.
39. The allotment can be terminated by the HAC by giving 30 days notice in writing without assigning any reason thereto.
40. In the event of any default, failure, negligence or breach, in the opinion of the HAC on the part of the agreement in complying with all or any of the conditions of the allotment agreement, the HAC will be entitled and be at liberty to determine the allotment forthwith and resume possession of the premises without payment of any compensation or damages and also forfeit in full or in part the amount deposited by the allottee.
41. The allottee or his agent shall not abuse the water resources, the drainage facilities in the NITT premises, so as to create a nuisance or insanitary situation prejudicial to public health.
42. The allottee and his servants shall observe, perform and comply with all rules and regulations of the Shop and Establishment Act, Minimum Wages Act and the provisions of any statutory law applicable to the allottee including any rules and regulations made by the HAC and or local body or administration in force from time to time and the business which the allottee is allowed to carry on under this agreement and the area in which the said premises are located.
43. On expiry of the allotment period or on termination of the allotment by the HAC on account of any breach on the part of the Allottee, the Allottee shall deliver the possession of the premises in good condition and in peaceful manner.
44. In case of any dispute where legal action is compelled to be initiated by any of the party, jurisdiction of the court shall be Tiruchy.

**Tender for allotment of stall for running a Xerox cum Computer cum stationery stall at
Girls Hostel, NIT, Tiruchy-15**

Application format for Technical Bid (Annexure I)

	Photograph of the Applicant or his/ her authorized signatory (should be attested by the Gazetted Officer)
Tender for	Running of Xerox cum computer and stationery stall at girls hostel, NIT, Trichy
Name of the Applicant (in block letters)	
Fathers Name (in the case an individual and proprietors name in the case of firm/ company)	
Complete address of the applicant with telephone / cell number and E Mail ID (Please attach attested copy of the ration card, Election Commission Card or Aadhar card)	
Permanent Residential Address if any	
Status of the bidder (Proprietorship/ Partnership/ company)	
Name of the Proprietor, Partners/ Managing Director as in the case may be, to be indicated	
Since how long you are in this business? Give details and attach documents for proof	
Do you have any other business other than Xerox / computer/ stationery business? Give details and attach documents for proof	
Total Turnover per annum (Please attach Income tax return for the last three years 2010-11, 2011-12 and 2012-13	
Are you income tax assesses? If so, attach an attested copy of your permanent account number issued by Income Tax Department	

assigning any reason thereto.

The HAC/ NITT does not bind itself to accept the highest or any tender and reserves itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to provide the service at the rate quoted.

Signature of the bidder-----

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Name-----

Status -----

Address -----

Telephone Number (office) -----

Residential Number -----

Cell Number

Witness:

- 1.
- 2.

Application format for Price Bid (Annexure TWO)

(To be submitted in a separate sealed cover, but to be in the main cover)

Price bid for allotment of stall for running a Xerox cum computer cum stationery stall at girls' hostel, NIT, Tiruchy

Location of the stall to be allotted	Purpose of allotment	Monthly rental quoted/ tendered by the bidder for the allotment of stall for running of Xerox cum Computer cum Stationery Stall
Opal Hostel	Running of Xerox cum computer cum stationery stall at girls hostel, NIT, Tiruchy	

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

I shall abide by the terms and conditions of the Hostel Administration Committee/ National Institute of Technology, Trichy.

Neither I nor my blood relation had been allotted any commercial establishment in NIT, Trichy.

Neither I nor my blood relation is presently holding license of commercial establishment in NIT, Trichy

Date:

Place:

Signature of the bidder

Name of the bidder

- a. The tender document should be downloaded from the NITT website www.nitt.edu
- b. Application Format for Technical bid is given in **Annexure ONE** to the tender document and Application format for Price bid is given in **Annexure TWO** to the tender document.
- c. The Technical bid should be accompanied with two separate demand drafts towards Tender Fees Rs.520/ and EMD amount Rs.25,000/-
- d. Without Tender Fees and EMD, the Technical Bid will not be considered for evaluation.
- e. This tender is based on **Two cover system** i.e.,
 - **Envelope A** : Tender Fees Rs.520/- + EMD amount Rs. 25,000 + Application for Technical bid along with required enclosures
 - **Envelope B** : Application for Price bid in the prescribed format
- a. Technical bid and Price bid should be submitted in two separate envelopes. Tender fees and EMD should be enclosed with the technical bid.

Contents of the two separate envelopes	On the top of the Envelope, to be super scribed as
Two Separate Demand Drafts towards Tender Fees (Rs.520/-) and EMD amount Rs. 25,000 and Application for Technical bid along with the required enclosures	“Envelope A: Tender Fees + EMD amount + Application for Technical Bid” Name of the bidder: Tender Number:
Application Format for Price Bid	“Envelope B: Price Bid cover Name of the bidder: Tender Number:

- f. Above mentioned two separate envelopes should be placed / kept in a LARGER Size, Outer Envelope (i.e., the Master Envelope) super scribing “Tender for running Xerox cum Computer cum Stationery stall at girls hostel in NITT” and it should reach the Chief Warden, Hostel Administration Committee, Hostel Office, National Institute of Technology, Thuvakkudi Tiruchy-15, on or before 15/11/2013 at 3.30 P.M.
- g. The bidders should furnish the complete details called for. Inadequate

and incomplete details which are not as per the documents are liable to be rejected.

- h. The bidders are cautioned that suppression of facts and alteration of prescribed format will entail outright rejection of tender application.
- i. The tenders received after the stipulated date and time will not be considered.
- j. The tender should be submitted either through Registered Post or through Speed Post. **No tender will be accepted by hand delivery.**
- k. HAC/ NITT will not accept any responsibility or grant any relaxation of time for any Postal delay in submission of tender. Belated and incomplete offers will not be accepted.
- a. The technical bid will be opened hours 18/11/2013 at 3.00 P.M. in the presence of HAC members and the bidders or their representatives they may choose to be present.
- b. Mere submission of information does not entitle the bidders to meet the eligibility criteria. HAC reserves the right to verify and vet, any or all the information submitted by the bidder.
- c. Making misleading or false representation in the bid document will lead to disqualification of the bidder at any stage.
- d. The HAC/ NITT reserve the right to shortlist the acceptable technical bids.
- e. The Price Bids of the technically acceptable bids will only be opened. Bidders whose technical bids are not acceptable, their commercial bids will not be opened and they will be treated out of the process.
- f. Price bids shall be opened separately on a date fixed by HAC/ NITT and intimated to the technically acceptable bidders after scrutiny and evaluation of the technical bid.

Chief Warden/ HAC

