



# भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

(मानव संसाधन विकास मंत्रालय का एक स्वायत्त संस्थान, भारत सरकार के अधीन)

सैक्टर-81, नॉलेज सिटी, पो.ओ. मनौली, एस.ए.एस. नगर, मोहाली पंजाब-140306

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI**

(Estd. By Ministry of Human Resource Development, Govt. of India)

Sector – 81, Knowledge City, P.O. Manauli, S.A.S. Nagar, Mohali, Punjab -140 306

Dated: 25<sup>th</sup> April, 2022

## ई-निविदा सूचना

## E-TENDER NOTICE

Online tenders are invited on behalf of Director, IISER Mohali in **TWO BID SYSTEM** for the **Allotment of Shops at IISER Mohali Campus** as per details given below at CPPP i. e. <https://eprocure.gov.in/eprocure/app>. Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app&> Institute website [www.iisermohali.ac.in](http://www.iisermohali.ac.in).



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## **E-TENDER NOTICE**

Tender Ref. IISER/EE-EO/ Shop/22-23

Dated :- 25.04.2022

### **Critical Date Sections**

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	25.04.2022	6:55pm
2.	Tender Document download start Date & Time	25.04.2022	6:55pm
3.	Bid Submission start Date & Time	25.04.2022	6:55pm
4.	Bid Submission End date and Time	10.05.2022	Upto 03:00Pm
5.	Tender opening Date and Time	11.05.2022	At 03:05Pm

Online tenders are invited on behalf of the Director, IISER Mohali in **TWO BID SYSTEM** for Allotment of Shops at IISER Mohali at CPPP i.e. <https://eprocure.gov.in/eprocure/app>. Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app> & Institute website [www.iisermohali.ac.in](http://www.iisermohali.ac.in). Tender fee in shape of DD/Banker Cheque of Rs 590/- (Non-refundable) and EMD of Rs.1000/- should be submitted by DD /Banker Cheque/FDR/ Bank Guarantee in favour of the Registrar, IISER Mohali payable at Mohali or through Online mode in Institute Account (Canara Bank Saving Account Number 4790101001912 and IFSC Code CNRB0004790). However, scanned copy of the both tender fee and EMD should be upload on website along with technical bid part. The hard copy of the same in original to be send to the address mentioned below duly superscribing the supply/work name and reference/ tender ID on the envelope and same must reach before opening the bid and if not received within due date the bid will be rejected summarily. **Micro & MSME/NSIC and Firms registered and the firms registered with concerned Ministries/ Departments, the bidders are exempted from payment of Tender Fee/EMD as per GOI notifications/GFR (2017) and Ministry of Finance OM No. F.9/4/2020-PPD dated 12 November 2020.**

### **The Original EMD and Tender Fee should be sent to:**

Addressed in favour of - Registrar IISER Mohali  
Indian Institute of Science Education and Research,  
Mohali Sector 81, SAS Nagar, Mohali, Punjab, India, Pin:  
140306

**In case of online payment of Tender Fee/EMD, transaction details needs to be uploaded. Non-receipt of original EMD and tender fee will lead to rejection of tender.**

## Details of Shops: -

Sr.	Description	Qty. (in units)
1.	<p><b>Allotment of Shops at IISER Mohali Campus Sector 81, Knowledge City, SAS Nagar</b></p> <ol style="list-style-type: none"> <li>1. Eatery Shop in Shopping Complex - 1 Nos</li> <li>2. Shop for Grocery in Shopping Complex - 1 Nos</li> <li>3. Shop for Stationery in Shopping Complex - 1 Nos</li> <li>4. Restaurant in Shopping Complex - 1 Nos</li> <li>5. Eatery Outlet in Lecture Hall Complex - 1 Nos</li> </ol> <p>The allotment shall be initially for a period of 1 year on token lease value of Rs. 5000/- p.m. for per shop (Sr. No. 1 &amp; 2), Rs. 2,200/- p.m. for Shop No 3 (Stationery) and Rs 10,000/- for Restaurant and Eatery Outlet in LHC (Sr. No. 4 &amp; 5) in addition of electricity and water charges on actual basis. Interested Firms/person(s) may apply online for the shop/s latest by 16.05.2022 at 03:00 PM</p> <p>The successful bidders will have to submit Security Deposit as per Annexure-I of Tender document immediately on allotment, but before taking over the possession. The earnest money of tenderer(s) who opt(s) to withdraw at any stage subsequent to the submission of tender will be forfeited. "Tender for Allotment of Shops" may be superscribed on the sealed envelope for submitting Tender Fee and EMD. Tender documents may please be downloaded from the E-procurement portal website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> &amp; Institute website <a href="http://www.iisermohali.ac.in">www.iisermohali.ac.in</a>. Refer our website <a href="http://www.iisermohali.ac.in">www.iisermohali.ac.in</a> for general terms &amp; conditions.</p> <p><b><u>Eligibility Criteria</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Tenderer/Bidders will furnish/quote rent offer in PRICE BID/BOQ for shops {As given in ANNEXURE-I}, higher than the minimum rent/value fixed by the Institute.</b></li> <li>2. Bidders to provide proof of having at least 2 year experience in running the shops directly or on lease, of identical in nature as follows:- <ol style="list-style-type: none"> <li>a. Running Cafeteria or Canteen or Restaurant for Shops at Sr No 1, 4 and 5</li> <li>b. Running Grocery shop for Shop at Sr No 2</li> <li>c. Running Stationery shop for Shop at Sr No 3 <b>(upload the scan copy of the same).</b></li> </ol> </li> <li>3. Food licence as issued by Inspector of Food Supply to be provided by bidder for Shops at Sr No 1, 4 &amp; 5 (Eatery, Restaurant and Eatery in Lecture Hall Complex) <b><u>(Upload the scanned copy)</u></b></li> <li>4. Bid Securing Declaration Form as Annx-IV <b><u>(Upload the scanned copy duly attested by Notary Public)</u></b></li> <li>5. Adequate hygiene and sanitization must be maintained in all shops failing which Institute reserves the right <b><u>(Undertaking on own letter head with signature to be given for the same in form of scanned copy).</u></b></li> <li>6. Subletting by the allottee will not be permitted. If the allottee is found to have violated this condition of subletting, the allotment will immediately cancelled <b><u>(Undertaking on own letter head with signature to be given for the same in form of scanned copy).</u></b></li> <li>7. Bidder must not have entered into any litigation in the past two years. <b><u>(Upload the scanned copy of undertaking in respect of same duly attested by Notary Public)</u></b></li> <li>8. Bidder to have provide valid GST number, PAN number, other particulars as per Annx-II <b><u>(Upload the scanned copy).</u></b></li> <li>9. <b>Letter of undertaking and declaration as per Annx-III (upload the scanned copy duly attested by Notary Public).</b></li> </ol>	---

10. Bidder at the time of bidding, should not be having any dispute elsewhere or blacklisted/debarred for tendering(**Undertaking on own letter head with signature to be given for the same in form of scanned copy**).

**General terms & conditions:**

1. **Tenderer/Bidders may furnish/quote rent offer in PRICE BID/BOO for shops {As given in ANNEXURE-I}, higher than the minimum rent/value fixed by the Institute.**
2. These shops are meant to cater the regular demand of IISER Mohali community only i.e, Students, Faculty and Staff & their families.
3. Service to be provided based on modern token system.
4. All bidders are suggested that before submitting the bids, kindly visit the existing shops between 11:00 AM to 01 PM on working days.
5. The successful bidder fulfilling the tender conditions, shall deposit security equivalent to three month rent (Quoted) which could be returned after one year or before the shops vacated whichever is earlier.
6. Adequate hygiene and sanitization must be maintained in all shops failing which Institute reserves the right
7. Security Deposit amount equivalent to three months lease value to be deposited by the allotted firm/person in the name of Registrar, IISER Mohali. The same will be refunded after the occupant has vacated the shop and cleared all pending dues. Security amount to be refunded after vacation of this shop will be without interest.
8. After one year, shop allotment may renewed further for a period of one plus one (1+1) year to be reviewed annually, by increasing the rent by 10%, subject to approval of the Institute and as per the following conditions:-
  - a. No complaint from users.
  - b. No default in payment of rent/electricity & water charges.
  - c. Maintaining hygiene conditions.
  - d. Quality of service.
  - e. No damage to property
  - f. No violation of any rules and safety norms.
9. Electricity and water to be charged on actual basis.
10. Eateries/Canteens/Restaurants the owner should not use domestic cylinders for cooking.
11. The allottee has to vacate the shop(s) within a period of one month, if extension is not granted.
12. All repairs/changes of fitting & fixtures are to be attended to by the person/firm after occupying.
13. Disposal of waste/keeping area free of garbage is the responsibility of the allottee.
14. Subletting by the allottee will not be permitted.
15. The Director, IISER reserves the right to cancel the allotment of shop by giving one month notice without assigning any reason. The allottee has to vacate the shop within one month period after having serve the notice.
16. The Director IISER (M) reserves the right to allot or not to allot any or all the shops/restaurant without assigning any reason.
17. If the Institute is not in willing to agreement The shops are to be vacated within a month time after ceasing

**A) IMPORTANT NOTES:-**

- I. All MSME/NSIC/Startup Units shall be considered as per provisions/rules prescribed by Govt of India.**
- II. Auto-extension of last date for E-Tenders has been activated by CPP Portal which has participation 2 bids or less.**

**B) SUBMISSION OF TENDER**

- I.** All bid/ tender documents are to be uploaded online at Central Public Procurement portal i.e. <https://eprocure.gov.in/eprocure/app> only and in the designated cover/ part on the website against tender ID. Tenders/ bids shall be accepted only through online mode and no manual submission of the same shall be entertained except tender fee and EMD. Late tenders will not be accepted.
- II.** The online bids shall be opened at the office of the Estate Officer (IWD), IISER Mohali, on above given date and time. If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be attended on the next working day at same time and place. IISER Mohali will not be responsible for any error like missing of schedule data while downloading by the Bidder.
- III.** The bidder shall upload the tender documents duly filled in and stamped by the authorized signatory on each and every page. Tender not submitted/uploaded in the prescribed form and as per the tender terms and conditions shall be liable for rejection.
- IV.** The bidder shall upload scanned copy of the PAN Card, GST number duly signed and stamped. **Also bidders applying against ‘MSME/NSIC Certificate’ issued by appropriate Authority, should ensure that the certificate attached is relevant to the area of service/supply. For example, If the tender is for “supply & installation of Desktop” the certificate should be issued for activity/area of “Computer supply and services activities etc” otherwise bid will be REJECTED without notice.**
- V.** E-procurement system ensures locking on the scheduled date and time. The system will not accept any bid after the scheduled date and time of submission of bid.

**C) INSTRUCTIONS**

- 1. Validity of offer: 90 days.
- 2. The right to reject all or any of the quotation or relax any or all the above conditions without assigning any reason is reserved by the IISER Mohali. For any corrigendum and addendum please be checked the website <https://eprocure.gov.in/eprocure/app> and <http://www.iisermohali.ac.in>
- 3. Disputes, if any, shall be subject to jurisdiction in the court of Mohali Punjab only.

–sd-  
Estate Officer

### **Annexure-I**

#### **INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI**

<b>SL. No.</b>	<b>Name of Shops</b>	<b>Minimum Security Deposit (in INR)</b>	<b>Minimum Monthly Rent Fixed*</b>
1	Eatery shop in Shopping Complex	15,000/-+ GST	5,000/-+ GST
2	Shop for Grocery in Shopping Complex	15,000/-+ GST	5,000/-+ GST
3	Shop for Stationery in Shopping Complex	6,600/-+ GST	2,200/-+ GST
4	Restaurant in Shopping Complex	12,000/-+ GST	10,000/-+ GST
5	Eatery Outlet in Lecture Hall Complex	30,000/-+ GST	10,000/-+ GST

**Security Deposit shall be 03 times of the monthly rent (Quoted by the bidder).**

**Annexure-II**

**ON THE LETTER HEAD OF THE FIRM**

**TENDER FOR SHOPS FOR RENT AT IISER MOHALI**

Sl. No.	Particulars	Necessary Details (Kindly attach Scan Copy)
1	Application for Shop	
2	Name of Agency/FIRM/Contractor	
3	Full Postal Address	
4	Other Business of the Firm	
5	Office/Residence  Phone No. Mobile No.	
6	Email id/Office Fax No., if any	
7	Name(s) of the Proprietor/Partner	
8	PAN No. (Mandatory) (attach copy) Agency/FIRM	
9	GST Registration No. (attach copy) Agency/FIRM	
10	AADHAR No. (attach copy)	
11	Volume of Business in the last three Financial Year	
12	Past Experience in similar business or credential (enclose relevant documents)	
13	Income Tax Return & Profit & Loss A/c and balance sheet of the Firm for the year 2018-19, 2019-20 & 2020-21	

**Signature of the Tenderer/Bidder)**  
**(With stamped of the firm)**

**Annexure-III**

(Letter head of tenderer/Bidder)

Ref No. \_\_\_\_\_

Date \_\_\_\_\_

**LETTER OF UNDERTAKING AND DECLARATION**

To,

The Director

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Established by Ministry of Human Resource Development, Govt. of India)

Sector-81, Knowledge city, PO-Manauli

SAS Nagar Mohali-140306, Punjab

Ref. : Invitation for Tender No. \_\_\_\_\_ dated \_\_\_\_\_

I/We, the under signed declare that:

1. I/we have examined the tender document and its terms and conditions and have understood the details.
2. I/we ready to execute in conformity with the tender document the contract in case I am/we are found successful as tenderer/bidder.
3. If my/our bid is accepted, I /We undertake to comply all the other formalities as per tender document and order.
4. I/We also declare that neither our firm/company/Proprietorship concerned was blacklisted by any Govt Office (Central/State/Autonomous/PSUs) in past nor any of the office bearer was convicted in any court of law.
5. I/We accept all the terms and conditions of this Tender document and undertake to abide by them.
6. The detail particulars of the tenderer/bidder is mentioned separately.

Yours Sincerely

Date:

Place:

**Signature of the Tenderer/Bidder)**  
**(With stamped of the firm)**



## **ANNEXURE-IV**

### **Bid Securing Declaration Form**

Date: \_\_\_\_\_ E-Tender No. \_\_\_\_\_ E-Tender ID \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders. I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)  
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)  
Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)  
Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

PS: *Furnish the above in original stationary/letter head with signed and sealed.*

Sr. No.	Shop Type	Scope of Business	Non-permitted Activities
1.	Eatery Shop in Shopping Complex	<ol style="list-style-type: none"> <li>Ready to serve food items i.e. samosa/Pizza/Pastry/ freshly baked products/meals</li> <li>fresh juices</li> <li>Food items cooked and served as per Menu displayed at reception</li> <li>Cold drink through dispenser</li> <li>Can make food deliveries at Hostel rooms and Residences.</li> <li>Tea/Coffee</li> <li>Fruit Salad/Fruit Pudding/Fruit Custard</li> <li>Cold Drinks</li> </ol>	<ol style="list-style-type: none"> <li>Any grocery item</li> <li>Dairy products (dairy products required for cooking of food can be kept but not for retail sale)</li> <li>Packed Icecreams in retail</li> <li>Chips/kurkure</li> </ol>
2.	Grocery Shop	<ol style="list-style-type: none"> <li>Grocery items</li> <li>Packed juices</li> <li>Packed icecream</li> <li>Chips/kurkure</li> <li>Dairy products(Milk/ Butter/curd/Paneer)</li> <li>Packed sweets</li> <li>Bread/eggs</li> <li>Plastic items (Buckets/mugs /comb/ hair clutcher/ clothes peg)</li> <li>Cosmetic and beauty/ hair/ skin care products/ Heathcare products</li> <li>Packed Cold drinks</li> <li>Fresh Furits</li> <li>Fresh Vegitable</li> <li>Cold drinks</li> </ol>	<ol style="list-style-type: none"> <li>Ready to serve food items i.e. samosa/Pizza/ Pastry/ freshly baked products.</li> <li>Fresh Juices</li> </ol>
3.	Stationery Shop	<ol style="list-style-type: none"> <li>All Stationery items</li> <li>Photocopy</li> <li>Printout</li> <li>Lamination</li> <li>Cell phone recharge</li> <li>New sim card</li> <li>Pillows/bed sheets</li> <li>Cloth hangers</li> <li>Dry cleaning</li> <li>Home decorative items</li> <li>Plastic items (Buckets /mugs/ comb/ hair clutcher/ clothes peg)</li> </ol>	<ol style="list-style-type: none"> <li>Other than permitted activities.</li> </ol>

4.	Restaurant in Shopping Complex	<ol style="list-style-type: none"> <li>1. Serve food items i.e. samosa/Pizza/Pastry/freshly baked products/meals</li> <li>2. Ice creams to be served in loose</li> <li>3. Sweets in loose/ cold drinks</li> <li>4. Packed juices</li> <li>5. Food items cooked and served as per Menu displayed at reception</li> <li>6. Can make food deliveries at Hostel rooms and Residences.</li> <li>7. Tea/Coffee</li> <li>8. Fruit Salad/Fruit Pudding/Fruit Custard</li> </ol>	<ol style="list-style-type: none"> <li>1. Packed Icecreams in retail</li> <li>2. chips/kurkure</li> <li>3. Any grocery item</li> <li>4. Dairy products (dairy products required for cooking of food can be kept but not for retail sale)</li> <li>5. Vegetable</li> <li>6. Fresh fruits.</li> </ol>
5.	Eatery Outlet in LHC	<ol style="list-style-type: none"> <li>1. Serve food items i.e. samosa/Pizza/Pastry/freshly baked products/meals</li> <li>2. Ice creams to be served in loose</li> <li>3. Sweets in loose/ cold drinks</li> <li>4. Packed juices</li> <li>5. Food items cooked and served as per Menu displayed at reception</li> <li>6. Can make food deliveries at Hostel rooms and Residences.</li> <li>7. Tea/Coffee</li> <li>8. Packed Icecreams in retail</li> <li>9. Chips/kurkure</li> <li>10. Fruit Salad/Fruit Pudding/Fruit Custard</li> <li>11. Packed flavored milk/lassi</li> </ol>	<ol style="list-style-type: none"> <li>1. Any grocery item</li> <li>2. Dairy products (dairy products requies for cooking of food can be kept but not for retail sale)</li> <li>3. Vegetable</li> <li>4. Fresh fruits.</li> </ol>