



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

(शिक्षा 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

(Established By Ministry of Education, Govt. of India)

Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab



Dated: 25th June, 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 Stationery shop in Shopping Complex 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.



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E-TENDER NOTICE

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

Dated :- 25.06.2022

Critical Date Sections

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	25.06.2022	06:55PM
2.	Tender Document download start Date & Time	25.06.2022	06:55PM
3.	Bid Submission start Date & Time	25.06.2022	06:55PM
4.	Bid Submission End date and Time	11.07.2022	Upto 03:00PM
5.	Tender opening Date and Time	12.07.2022	At 03:05PM

Online tenders are invited on behalf of the Director, IISER Mohali in **TWO BID SYSTEM** for Allotment of Stationery shop 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. 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 Stationery shop: -

Sr.	Description	Qty. (in units)
1.	<p>Allotment of Stationery shop in Shopping Complex at IISER Mohali Campus Sector 81, Knowledge City, SASNagar</p> <p>The allotment shall be initially for a period of 1 year on token lease value of Rs. 2,200/- per month in addition of electricity and water charges on actual basis. Interested Firms/person(s) may apply online for the shop/s latest by 11.07.2022 at 03:00 PM. 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 Stationery shop" 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 https://eprocure.gov.in/eprocure/app & Institute website www.iisermohali.ac.in. Refer our website www.iisermohali.ac.in for general terms & conditions.</p> <p><u>Eligibility Criteria</u></p> <ol style="list-style-type: none"> Tenderer/Bidders will furnish/quote rent offer in PRICE BID/BOQ for Stationery shop {As given in ANNEXURE-I}, higher than the minimum rent/value fixed by the Institute. Bidders to provide proof of having at least 2 year experience in running the Stationery shop directly or on lease, of identical in nature as follows:- <ol style="list-style-type: none"> Running Stationery shop. (upload the scan copy of the same). Bid Securing Declaration Form as Annx-IV <u>(Upload the scanned copy duly attested by Notary Public)</u> Adequate hygiene and sanitization must be maintained in all Stationery shop failing which Institute reserves the right <u>(Undertaking on own letter head with signature to be given for the same in form of scanned copy).</u> 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 <u>(Undertaking on own letter head with signature to be given for the same in form of scanned copy).</u> Bidder to have provide valid GST number, PAN number, other particulars as per Annx-II <u>(Upload the scanned copy).</u> <u>Letter of undertaking and declaration as per Annx-III (upload the scanned copy_duly attested by Notary Public).</u> <p><u>General terms & conditions:</u></p> <ol style="list-style-type: none"> <u>Tenderer/Bidders may furnish/quote rent offer in PRICE BID/BOO for Stationery shop {As given in ANNEXURE-I}, higher than the minimum rent/value fixed by the Institute.</u> These Stationery shop are meant to cater the regular demand of IISER Mohali community only i.e, Students, Faculty and Staff & their families. Service to be provided based on modern token system. All bidders are suggested that before submitting the bids, kindly visit the existing Stationery shop between 11:00 AM to 01 PM on working days. 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 Stationery shop vacated whichever is earlier. Adequate hygiene and sanitization must be maintained in all Stationery shop failing which Institute reserves the right 	01 Nos

	<ol style="list-style-type: none"> 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:- <ol style="list-style-type: none"> 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. The allottee has to vacate the shop(s) within a period of one month, if extension is not granted. 11. All repairs/changes of fitting & fixtures are to be attended to by the person/firm after occupying. 12. Disposal of waste/keeping area free of garbage is the responsibility of the allottee. 13. Subletting by the allottee will not be permitted. 14. 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. 15. The Director IISER (M) reserves the right to allot or not to allot any or all the Stationery shop/restaurant without assigning any reason. 16. If the Institute is not in willing to agreement The Stationery shop are to be vacated within a month time after ceasing 	
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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

SL. No.	Name of Stationery shop	Minimum Security Deposit (in INR)	Minimum Monthly Rent Fixed*
1	Shop for Stationery in Shopping Complex	6,600/-+ GST	2,200/-+ 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 STATIONERY SHOP 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.	Stationery Shop	1. All Stationery items 2. Photocopy 3. Printout 4. Lamination 5. Cell phone recharge 6. New sim card 7. Pillows/bed sheets 8. Cloth hangers 9. Dry cleaning 10. Home decorative items 11. Plastic items (Buckets /mugs/ comb/ hair clutcher/ clothes peg)	1. Other than permitted activities.