



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY

AWANTIPORA, KASHMIR

**TENDER NOTICE FOR RUNNING OF PROVISIONAL STORE AT MULTIUSE
FACILITY CENTER, IUST, AWANTIPORA**

Sealed tenders affixed with a revenue stamp worth Rs. 5/- are invited for and on behalf of the Vice Chancellor Islamic University of Science & Technology, Awantipora from registered bidders for running of Provisional Store in the University Campus. A detailed Tender Document is available online at www.iust.ac.in and can also be collected from the Office of the Estates on all working days (Monday– Friday) between 09: 30 am to 4: 30pm w.e.f. **02-07-2024**. Tender Documents complete in all respects should be submitted in the office of the Estates by or before **15-07-2024**.

Sd/-
Deputy Registrar
Estates

No: IUST/Est/Tender/Provis_Store/Shop/24/702

Dated: -02-07-2024



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NOTICE INVITING TENDER

FOR UNIVERSITY PROVISIONAL STORE

1, UNIVERSITY AVENUE,
AWANTIPORA, PULWAMA, 192122, J&K

P. Box No: 89 GPO Srinagar EPABX:

+91933-247954-955

Fax: +91933-247316

www.iust.ac.in

E-mail: estates@islamicuniversity.edu.in



University Provisional Store

For and on behalf of Vice Chancellor, Islamic University of Science and Technology, Awantipora, J&K UT, Tenders (in two cover systems) are invited for running of University Provisional Store by reputed Companies / Vendors / Agencies.

The following is the necessary information:

S. No.	Name of work	Details
1	Provisional Store	Multiuse Facility Centre First Floor. i) Space Size: 35'.10" X 14'-0"
2	Period of Contract	One year (further extendable by 1 year, based upon the feedback received from Students and Staff)
3	Cost of document	Rs. 500/- in the form of Demand Draft favoring Finance Officer, IUST (non-refundable)
4	Earnest Money Deposit (EMD)	Rs. 10,000/- in the form of CDR favoring Finance Officer, IUST (refundable)
5	Security Deposit (For successful Bidder only)	CDR @ 50000/-only in the form of CDR favoring Finance Officer, IUST (to be submitted by successful bidder within 03 working days from the date of issuance of Contract)
6	Last Date for Submission of Documents	15-07-2027
7	Address /Date / Time of Opening of Tender	Bids will be opened at the office of the Chairperson Canteen Committee, IUST on 16-07-2024 at 2 pm.
8	Availability of Tender document	The tender document can be downloaded from the university website: www.iust.ac.in or can be collected from the office of the Estates.
9	Bid Validity	90 Days
10	Bidder Stamp	All the authorized persons/bidders shall carry their respective Authorized Stamps on the date of Opening of Tenders (who wish to be present for the said purpose).

Note: Before submitting the bids, bidders are requested to go through the complete tender document.



INSTRUCTIONS TO BIDDERS REGARDING THE TENDERING PROCESS

Tender must be submitted in two sealed envelopes separately i.e., the tender document form duly signed on every page (page no's should be written on all pages) along with all the technical documents in one envelope (**Envelope - A**) and the offer/price bid on the prescribed Performa in the second envelope (**Envelope - B**). Both envelopes are to be sealed in **Master Envelope** and the name of the tenderer with address and telephone number should be clearly mentioned on the envelopes. In case of any incomplete document/information submitted by the tenderer, the tender may be rejected without assigning any reason thereof.

- **Packet:1: Technical Bid**

- a. License/Registration from concerned Authorities for offering/running such services
- b. Copies of Registration for GST and the Govt. Labour Department
- c. Copy of PAN card.
- d. Domicile Certificate and Aadhaar card of the Bidder
- e. Professional experience for the running of a Provisional Store or other relevant work in similar environments like universities. Colleges. etc. duly supported with documentary proof of at least one year.
- f. DD of Rs 500 favoring Finance Officer. IUST (Non-refundable)
- g. CDR of Rs. 10,000/- favoring Finance Officer, IUST (refundable)

- **Packet: 2: Financial Bid**

- h. Financial bids of only those agencies shall be considered and opened whose technical bids are complete in all respects and qualify the criteria as per the tender document.
- i. The tenderer should quote the monthly rent for running the facility excluding water and electricity charges which are to be charged extra as per the actual charges. The university will provide only the concrete space for the same.
- j. Rent quoted should be covered with transparent tape and put in a separate envelope. (Financial Bid)
- k. IUST will not be responsible for delay in submission due to any reasons.
- l. Conditional bidding shall not be entertained.
- m. Bidders may contact the office of the Estates, IUST for any guidance or query.
- n. Any corrigendum or subsequent information shall be updated on the tender portal / University website only. Bidders should keep in touch with the University Website.



SCOPE OF WORK

- **Groceries:** Offer a range of staple foods, including rice, pasta, lentils, and canned goods.
- **Snack Section:** Include a variety of snacks such as chips, cookies, nuts, and healthy snack options.
- **Personal Care Products:** Provide toiletries like toothpaste, shampoo, soap, and other personal care essentials.
- **Cleaning Supplies:** Include basic cleaning products such as detergents, dishwashing liquid, and cleaning cloths.
- **Frozen Foods:** Offer a selection of frozen foods like ready-to-eat meals, frozen vegetables, and ice cream.
- **Dairy Products:** Stock dairy items such as milk, yogurt, cheese, and butter.
- **Convenience Items:** Provide everyday convenience items like batteries, light bulbs, and phone chargers.

NOTE:

- **The interested Persons are advised to go through all instructions, terms & conditions as specified in the bidding document. Failure to furnish complete required information or submission of a bid with incomplete information may result in rejection of the bid.**
- **For any clarification/details, a bidder may contact the office of the Estates on telephone No. 01933-247954, 55.**

TERMS & CONDITIONS

PART-A

1. The tender duly completed and signed shall have to be submitted in a Sealed Envelope super-scribed as "**Tender for running Provisional Store**" to be addressed to the Chairperson Canteen Committee Awantipora Pulwama. The tender shall have to be submitted on or before 15-07-2024 (2:00 PM).
2. The Provisional Store shall be allotted through Bid only to the highest rent offered by the bidder.
3. The lease period will be for the period of one year with the first three months being on probation from the date of allotment. If services are not found satisfactory or in case of violation of any of the terms and conditions of the Lease/Agreement, the institute may terminate the contract earlier. The lease period is likely to be extended in case the services are found satisfactory.
4. The successful service provider shall have to **pay the three months' rent in advance within 10** days from allotment which shall be adjusted in the last three months of the agreement.
5. The monthly rent shall be paid by or before the 5th of every month.



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6. The service provider shall not be given any relaxation, if he fails to pay the rent in advance, in that case, the EMD/ Security deposit of the service provider shall be forfeited and the contract shall be canceled.
7. Complaints of any type shall be separately seen by the concerned committee and the decision of the committee shall be final.
8. Any default or misconduct by the service provider shall entitle him to blacklist for future courses, and for the forfeiture of EMDs / Security deposit.
9. IUST, reserves a right to forfeit the EMD/ Security deposit of the service provider if it is found in any malpractice.
10. If even after the award of the contract, information/facts submitted by the tenderer is found misleading/incorrect/false, etc., IUST reserves the right to terminate the contract forthwith besides taking legal action against the bidder
11. The University reserves the right to terminate the contract. During the period of lease. if the University requires the shop. the lease can be cancelled and the Allottee shall have to vacate the shop within a Notice Period of three months. The service provider shall also have to serve a notice period of three months, if he wishes to terminate the contract.
12. The University reserves the right to call for price negotiations. The bidder should depute a competent representative for such discussion/negotiations whenever called for and he should be competent to take on-the-spot decisions.
13. Proof of Registration Certificate MUST be attached.
14. The intending persons shall have to paste transparent tape on the /Rent quoted by them in Indian Rupees (INR) only both in figures and words.
15. The tender submitted shall remain valid for a period **of 90 days** from the date of opening of the bid. on cancel to will draw the
16. The University reserves the right to reject or accept any Proposal without assigning any reason or cancel or withdraw the tender: The University reserves the right to relax any condition enumerated or arising out of this tender, without assigning any reason/s thereof.
17. In case of any dispute the jurisdiction will be with the courts at Srinagar only.
18. On termination of the contract, the Allottee will hand over the shop, all the equipment/articles as issued by the IUST in good working condition to IUST.
19. The location may be changed from time to time as per the convenience of the University keeping its academic requirements as its primary/ utmost priority.

SERVICES AND FACILITIES REQUIRED FOR RUNNING OF PROVISIONAL STORE

1. The Provisional Store shall remain open for all days in a week during the time as decided by the University. Any closure must be done with the approval of the Competent Authority of the University and proper prior notification among the residents of the campus.
2. Weights and measures of approved Government agencies only to be used. Weighing should be done only on electronic government-approved brand machines with adequate backup machines. Weighing by traditional instruments is strictly not allowed.
3. The Allottee shall arrange his/her own furniture, installations, shelves, etc. inside the Shop.



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4. Articles required/sold shall be of the best available quality, reliable and economical. The approved articles/ items sold/ stored for sale in the shop shall be of good quality. case of sub-standard quality found by the Competent Authority or any other officer authorized by him on his behalf may seize entirely of partly and destroyed thereof.
5. The rate of various items, services are to be displayed in the shop. Receipt shall be provided to all customers for every item sold whether the same is demanded/ or not demanded by the customer.
6. Old/stale/expired items (i.e... beyond expiry date) should not be kept in the shop.
7. Usage of plastic bags is highly discouraged. Cloth bags should be made available for users (at nominal charges). Use of Paper bags/plates/cups/etc. is encouraged.
8. The Allottee shall keep a Suggestion/Complaint Book which shall be made available on counters to the Customers and authorized Officer(s) of the University, shall have the right to see all these Suggestions/Complaint Books as and when required

General Terms and Conditions

PART-B

1. The subletting of the contract shall not be permitted and the allottee shall have to be physically present during the functioning of the Provisional Store.
2. The contract will be awarded on the basis of highest Rent. However, the minimum Rent should not be less than **Rs. 18000/- per month**, in addition to the payment of electricity charges as per actual consumption.
3. Monthly rent for running of Provisional Store must be paid in full before the 5th of every month and provision for cashless digital payment must be available in the Provisional Store. Further for sale of any items. tax rules as framed from time to time may be followed.
4. The Allottee should ensure that all the Provisional Store items required for Students/staff shall be compulsorily available at the Provision Shop and the rates should not be charged more than the prevailing Market Rate / MRP and discount rate may be given against the MRP.
5. The service items shall be of reputed brands.
6. The Allottee shall display rates of all items in the shop.
7. The Allottee shall be responsible for providing good quality items and services in the University.
8. The Allottee must ensure that the area surrounding the store is clean and litter free.
9. The Allottee will, prior to the commencement of the operation of the contract, make available to the University the particulars of all the human resources who will be engaged: such particulars should include Name. Permanent Address and the police verification report of the human resource. The Allottee shall be further responsible for proper discipline of the human resource engaged by him/her and their work. No child Labour shall be permitted by the university under this contract. No person facing any criminal case or convicted by any criminal court shall be deployed at the shop.
10. The Allottee shall be fully responsible for the conduct of his human resources and shall ensure that their behavior with the students and staff members is always good and cordial.



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11. The University will not be responsible for providing any residential accommodation to personnel deployed by the Allottee.
12. The Allottee shall be liable with regard to compliance of all the laws, regulation, rules and directions given by the University.
13. The Allottee shall be responsible to maintain the premises of the building, equipment and other articles issued by the University. In case of any damage, he/she shall be responsible to carry out the repairs without any delay to avoid any interruption in service.
14. The Allottee shall not sub-let the premises to any third person and shall get University Registration for his staff/assistant if he engages anybody to support his business in the shop.
15. The successful tenderer who may be awarded the contract for Provisional Store subject to fulfillment of all other formalities should be able to provide the requisite services within a period of (10) days from the date of award of contract, failing which the contract shall be awarded to the tenderer who has quoted the next highest rent.



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ANNEXURE I

Details of the Bidder

S.No.	Description	Details of the Individual
1.	Name of the Bidder	
2.	Address	
3.	Contact No. & Email Id	
4.	PAN No. (PAN Card should be attached with the Proposal)	
5.	Registration certificate (if any) for the concerned office should be attached with the Tender Document.	
6.	Previous experience of the Management of 'Similar Projects.	
7	An affidavit duly certified by a Notary that the bidder is not involved in any Police Case/Vigilance inquiry pending or ever been punished by any Hon'ble Court.	



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ANNEXURE-II

UNDERTAKING BY THE BIDDER

I/We have carefully gone through all above various terms and conditions for the provision of a Provisional Store at IUST, Awantipora. I/We agree to all these conditions and offer to provide Services at IUST, Awantipora. I/We are making this offer after carefully reading the conditions and understanding the same. I/We have inspected the IUST premises, and have acquainted ourselves with the tasks for providing Provisional Store service, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above. That I/We have not been blacklisted by any Central/ State Government organization for similar kind of activities.

Seal and Signature of the Bidder

Place:.....

Date:.....



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ANNEXURE-III

COMMERCIAL BID FOR PROVISIONAL STORE AT IUST, CAMPUS

Full Name/ Proprietor: - _____

Minimum Rent Fixed (per month): - Rs. _____

Bid/Quoted Rent (per month): - _____

The undersigned Mr. /MS. _____

A resident of _____ have read all the Terms & Conditions mentioned in this bid document and shall abide with the same. I hereby submit my unconditional quote.

Signature of the Bidder: _____

Name of the Bidder: _____

Date: _____