



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY

AWANTIPORA, KASHMIR

TENDER NOTICE INVITING FOR THE RUNNING OF SALON AT MULTIUSE FACILITY CENTER, IUST.

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 Salon in the University Campus. The tenderer should have at least one year of experience in the relevant field. A detailed Tender Document is also 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 4:30 pm w.e.f. **02-07-2024** The Tender document 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/Estates/Tender/Salon /24/ 703
Dated: 02-07-2024



**ISLAMIC UNIVERSITY
OF SCIENCE AND TECHNOLOGY**



**NOTICE INVITING TENDER
FOR THE RUNNING OF THE
SALON**

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University Salon

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

The following is the necessary information:

S. No.	Name of work	Details
1	University Salon	Multiuse Facility Centre First Floor. Space Size: 8'-3" X 14' 4"
2	Period of Contract	One year (further extendable by 1 year, based upon the feedback received from Students / Staff)
3	Cost of document	Rs. 500/- in the form of a 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 @ 50,000/- only favoring Finance Officer, IUST (is to be submitted by the successful bidder within 03 working days from the date of issuance of Contract)
6	Last Date for Submission of Documents	15-07-2024.
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 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. Income Tax Return for the last two years along with a copy of the PAN card of the Firm.
- d. Professional experience for running of the Salon in similar environments like Universities, Colleges, etc. duly supported with documentary proof for at least one year.
- e. Copy of PAN card.
- f. Domicile Certificate and Aadhaar card of the Bidder
- g. DD of Rs 500 favouring Finance Officer, IUST (Non-refundable)
- h. CDR of Rs. 10,000/- favouring Finance Officer, IUST (refundable)

• **Packet: 2: Financial Bid**

- a. 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.
- b. 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.
- c. Rent quoted should be covered with transparent tape and put in a separate envelope. (Financial bid)
- d. IUST will not be responsible for delay in submission due to any reasons.
- e. Conditional bidding shall not be entertained.
- f. Bidders may contact the office of the Estates, IUST for any guidance or query.
- g. 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:**

- a. **Hair Services:** Haircuts for men and blow-drying. Hair coloring and highlights.
- b. **Nail Services:** Manicures and pedicures.
- c. **Skin Care Services:** Facials and skincare treatments Waxing services
- d. **Massage Therapy:** Relaxing massages: Head and shoulder massages
- e. **Beauty Products:** Offer a selection of quality beauty and hair care products for purchase.
- f. **Appointment System:** Implement an efficient appointment system for smooth customer experience.
- g. **Hygiene and Cleanliness:** Prioritize hygiene standards to create a clean and inviting environment.
- b. **Student Discounts:** Consider offering special discounts for university students.
- c. **Comfortable Waiting Area:** Provide a comfortable waiting area with magazines and a soothing ambiance.



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, 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 Salon**” to be addressed to the Registrar, Islamic University of Science & Technology, Awantipora Pulwama. The tender shall have to be submitted on or before **15-07-2024** (2:00 PM).
2. The Salon 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 if the service offered are found satisfactory.
4. The University reserves the right to terminate the contract. During the period of lease, if the University requires the shop, the lease can be canceled and the Allottee shall have to vacate the shop within a Notice period notice of three months. The service provider shall also have to serve a notice of three months if he wishes to terminate the contract.
5. The successful service provider shall have to pay the **three months' rent in advance within 10 days** from the date of allotment which shall be adjusted in the last three months of the agreement
6. Monthly rent shall be paid by or before the 5th of every month.
7. 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 service provider shall be evicted without any notice
8. Complaints of any type shall be separately seen by the concerned committee and the decision of the committee shall be final.
9. Any default or misconduct by the service provider shall entitle him to blacklist for future courses, and for the forfeiture of EMD's/ Security deposit.
10. IUST, reserves a right to forfeit the EMD/ security deposit of the service provider if it is found in any malpractice.
11. 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 besides taking legal action against the bidder.
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 in words.
15. The tender submitted shall remain valid for a period of **90 days** from the date of opening of the bid.



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 LEASING OF SALON

1. The Salon 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. The Allottee shall arrange his/her own furniture, partitions, installations, shelves, etc. inside the Shop.
3. Articles required/sold shall be of the best available quality, reliable and economical. The approved articles/ items in the salon shall be of good quality, in case of anything sub-standard found by the Competent Authority or any other officer authorized by him on his behalf. The same shall be seized in entirety or partly and destroyed thereof.
4. 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.
5. All standard services provided in the salon like hair cutting, hair styling, trimming, shaving, massage, Hair Coloring, facial treatments, beauty services, Regular and Formal Styling, etc. should be made available in the salon for customers.
6. The service charges for providing various services must be approved by the University Administration before implementation. The Vendor/Service Provider shall prominently display the rates of services at the shop appropriately.
7. The timing of the Shop would be from 09:00 am to 08:00 pm the timing may vary as per the requirement of the university. Any change in the timing will require the permission of the university administration.
8. Standard companies/ Reputed branded products only will be used in the salon which have no adverse effect/ reaction on the skin.
9. The Vendor/Service Provider must comply with the Sanitation and hygiene practices as per the industry norms.
10. Shaving blades used should be discarded. Instead, new blades should be used for each customer.
11. Old/ stale/ expired items should not be kept in the shop. Care should be taken to avoid injury to customers via sharp objects/blades/trimmers during hair cutting etc. Disinfectants like Dettol/ Salon etc. and first aid measure should be available in the salon.



12. To avoid contamination, tools & equipment should always be sanitized and disinfected after each use. Before disinfecting tools, they should be sanitized regularly. Every tool and equipment should be cleaned and disinfected. Plus, the salon needs to be sanitized periodically.
 13. At all times, the staff of the salon must wear disposable gloves, aprons, closed-toed shoes (and PPE, if required). They must dispose of gloves and get their aprons sterilized with each customer. The Vendor/Service Provider should only use clean, disinfected, tools and implements on customers.
 14. The charges for providing different salon services shall be fixed at a nominal rate and should not be above the standard market price. The final rate will be fixed based on mutual consent between the University and the successful Vendor/Service Provider. The price list should be displayed in the salon.
 15. The Vendor/Service Provider shall not charge rates exceeding the ones approved by the University. The rates once decided should be strictly adhered to and cannot be changed under any circumstances without prior approval of the University. There is a provision of a periodical review of rates of salon services with the mutual consent of both parties.
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General Terms and Conditions

PART-B

1. The subletting of contract shall not be permitted and the allottee shall have to be physically present during the functioning of the Salon.
2. The contract will be awarded on the basis of the highest Rent. However, the minimum Rent should not be less than **Rs. 8000/- per month**, in addition to the payment of electricity charges as per actual consumption.
3. Monthly rent for running of Salon must be paid in full before the 5th of every month and provision for cashless digital payment must be available in the Salon.
4. The service items shall be of reputed brands.
5. The Allottee will, prior to the commencement of the operation of 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 the proper discipline of the human resources 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.
6. The Allottee shall be fully responsible about the conduct of his human resource and shall ensure that their behavior with the students and staff members is always good and cordial.
7. The University will not be responsible to provide any residential accommodation to personnel deployed by the Allottee.
8. The Allottee shall be liable with regard to compliance of all the laws, regulation, rules and directions given by the University.
9. 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 shall be responsible to carry out the repairs without any delay to avoid any interruption in service.
10. 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 salon.
11. The successful tenderer who may be awarded the contract for the Salon 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 the contract, failing which the contract shall be awarded to the tenderer who has quoted the next highest rent.



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.	



ANNEXURE-II

UNDERTAKING BY THE BIDDER

I/We have carefully gone through all above various terms and conditions for the provision of a Salon 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 of Salon 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:.....



ANNEXURE-III

COMMERCIAL BID FOR SALON 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: _____