

भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI



TENDER DOCUMENT
FOR
STATIONERY SHOPS IN HOSTELS



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
Indian Institute of Technology Guwahati
Guwahati - 781 039

Ref: IITG/SA/HAB/HST/309/2015

Date: 15.05.2015

TENDER NOTICE

Last date for submission of Applications: 3.00 p.m. on 02.06.2015

Applications in the prescribed format are invited from experienced firms in the respective areas for stationery shops in the hostels of IIT Guwahati at its permanent campus in Guwahati, Assam. The details of the hostels are given along with the application format. Applications can be either obtained in person/by post from the Assistant Registrar, Students' Affairs Section, IIT Guwahati, Guwahati 781039 by submitting/sending a Demand Draft for Rs. 500.00 (rupees five hundred only) drawn in favour of "Hostel Affairs Board, IIT Guwahati" payable at Guwahati, or downloaded from <http://www.iitg.ac.in/tenders> on or **before 01.06.2015**. Those who download the applications should handover/send the DD for Rs.500.00 (rupees five hundred only) to the above said Assistant Registrar while submitting/sending the completed applications.

The duly signed and sealed applications shall be either sent to **The Assistant Registrar, Students' Affairs Section, IIT Guwahati, Guwahati-781039** by speed-post/courier, or handover in Students' Affairs Section, IIT Guwahati, **so as to reach on or before 02.06.2015, 3.00 p.m.** IIT Guwahati will not be responsible for any delay or loss of applications sent by post/courier. The applications will be evaluated by a committee duly constituted for this purpose. The committee will examine the technical documents and decide the suitability as per the requirements and terms and conditions and short-list the firms by 08.06.2015. Short-listed firms'/individuals' names will be displayed on the notice board of Students' Affairs Section. The final selection of the contractors will be based on a weighted criteria system to be derived from the tender documents and personal interviews. The tentative schedule of interviews will be during the week 18-19 June, 2015.

The decision of IIT Guwahati will be final in awarding the contracts.

Assistant Registrar
Students' Affairs Section, IITG



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Indian Institute of Technology Guwahati
Guwahati - 781 039

APPLICATION FORM FOR STATIONERY SHOPS IN HOSTELS

1a	Name of the Contractor/ Firm: Complete Address:	Paste a passport size photograph(s) of representative(s) of the firm/individual contractor
	Phone No.	E-mail ID
1b	Name of Contact Person /Representative of firm Designation	
	Phone No.:	Mobile No.:
2a	Vendor License No: PAN: (Enclose copies of above)	Vendor Registration No: TIN:
2b	Proof for payment of income tax and service tax (last three years)(copy of income tax and service tax payments to be enclosed)	
3	No. of Stationery Shops run by the firm (Enclose list of work handled up to 2015 and ongoing work separately with all the relevant documents)	
4	Contractor Solvency (Capital Employed) Rs. (in lakhs) (Solvency certificate should be enclosed)	
5	Turnover per annum Rs. (in Lakhs) Authenticated copy of audited Statement of Accounts for the last three years should be enclosed	
6	No. of Employees: Regular	Temporary
7	Presently doing business with IITG (Yes/No) (furnish details if `YES`)	
8	Litigations, if any, connected with the said Work	Yes/ No (if yes, details to be furnished separately)
9	Any other information , contractor wishes to provide in support of their credentials (Details , if any, to be furnished separately)	

Note: Please use separate sheets if the space is not sufficient and indicate the column number. Authenticated certificates are to be produced in support of respective items.

I,, hereby declare and confirm that all the entries in this application are correct. I undertake that, in case any information furnished by me is found to be false or incomplete or any material information concealed by me, the application may be cancelled at any stages.

Date:
Place:

Signature of Contractor
along with official seal and address

TERMS AND CONDITIONS FOR STATIONERY SHOPS

- 1. Application Fee:** Application form downloaded from the website must accompany a demand draft of **Rs. 500/-** (Rupees five hundred only) in favour of “**Hostel Affairs Board, IIT Guwahati**” payable at “**Guwahati**”. The application fee is nonrefundable.
- 2. Acceptance and Rejection:** IIT Guwahati reserves the right to shortlist/reject any or all applications and accept the whole or any part of the application without assigning any reason. Firms/individuals that served in IITG Hostels earlier but whose services were terminated before completing the contract period are not eligible to participate in this tendering process. Incomplete application, application without copies of relevant documents, received after the due date, or not in prescribed format will be rejected summarily.
- 3. Earnest Money Deposit (EMD):** The applicant should submit an EMD amount of Rs. 20,000/- (Rupees twenty thousand only) along with the application by way of Demand Draft or Banker’s pay order drawn in favour of “Hostel Affairs Board, IIT Guwahati” payable at Guwahati. An application without EMD would be considered as NON-RESPONSIVE and REJECTED. Personal cheques or photo/fax copies of the demand draft/Banker pay orders will not be accepted. No interest will be paid on EMD. EMD shall be converted as security deposit of the successful applicant(s). For unsuccessful applicants, the EMD will be returned.
- 4. Hostel Preferences:** The details of the IIT Guwahati hostels and their room strength are given in Annexure-1. Prospective contractors may visit the hostels and fill their preferences of hostels in the Annexure-1. However, IIT Guwahati reserves the right to assign any of the hostels to the contractor. An applicant may be selected for stationery shops in more than one hostel. In such cases, the applicant should have different setups for different hostels, as per the terms and conditions.
- 5. Final Selection:** Final selection shall be based on a weighted criteria system to be derived from the submitted tender documents, performance in the interview, and students’ feedback in case of existing service providers. The individuals or authorized representatives of the firms will have to appear in an interview personally on the specified date. Failure to do so would disqualify their application from further processing.
- 6. Contract Agreement:** The successful applicants shall sign an agreement with IIT Guwahati, which will be executed as per the provisions of the stamp act and shall be duly registered. The contract will be assigned initially for a period of 1 (one) year, effective from 15th July 2015. Upon satisfactory performance, the contract may be extended for 1 (one) more year. In exceptional cases, where the services provided by the firm are extremely satisfactory during first two years, the authority may extend the contract period by another one year. IIT Guwahati reserves the right to modify/add any clause to the agreement, during the period of the contract.
- 7. Security Deposit (SD):** A successful applicant will be required to deposit an amount of Rs. 20,000/- (Rupees twenty thousand only) as a Security Deposit in the form of Demand Draft/Pay Orders/Bankers’ Cheque in favour of “Hostal Affairs Board, IIT Guwahati” payable at “Guwahati”. EMD amount shall be adjusted towards SD. However, if the applicant has been awarded more than one stationery shop in the hostels, the balance amount should be deposited in the above said form. The Security Deposit will be refunded after expiry of the Contract Agreement subject to satisfactory services being provided and all terms and conditions adhered to, and after making deductions of dues towards any damages. The Security Deposit kept with IIT Guwahati shall not bear any interest.
- 8. Termination of Contract:** The contract may be terminated by the contractor by issuing 2 (two) months clear notice. However, IIT Guwahati reserves the right to terminate the contract without assigning any reason if it appears to the authority at any point of time that the services, quality and maintenance of hygiene are deteriorated to such an extent that it is detrimental to the interests of the hostel boarders and their health. The decision of IIT Guwahati is final in all aspects.

Date:
Place:

Signature of Contractor
along with official seal and address

9. **Items and Payment Terms:** Stationery shops will be allowed to sell only stationery items, mobile phone recharge coupons and all day-to-day amenities at their MRP. In addition, stationery shops shall provide photocopying (Xeroxing) and binding facilities. Any more items (optional items) that the contractor wishes to provide, upon the request of Hostel Management or otherwise, should require a prior written permission from the competent authority. Stationery shops are not allowed to sell eatable items and Movie CDs.
10. **Mandatory Working Hours:** On usual days, Stationery shop working hours are from 4 PM to 12.00 Midnight. These hours may extend on examination days.
11. **Infrastructure and Maintenance:** IIT Guwahati will not provide any furniture or equipment to run the Stationery shops. However, it shall provide the space/room in the Hostels at IITG Campus, where the Stationery Shop may be set up. It is the duty of the contractor to ensure that the area in use and the surroundings are kept neat and clean. No electrical / civil modification of the space provided is permitted. Electrical equipment should be used in sockets of appropriate wattage. Any damage of electrical or civil structure caused by the contractor would be repaired at his/ her cost. Such matter may in addition invite penalties, if deemed appropriate to the authorities. Garbage disposal is the responsibility of the contractor. Under no circumstances shall plastic and garbage be disposed into the drainage. Non-compliance of proper garbage disposal will invite penalty.
12. **Electricity:** Monthly electricity bill will be charged as per IIT Guwahati norms.
13. **Manpower:** It is the responsibility of the contractor to arrange enough manpower for smooth operation (without any delay in serving) of the Stationery Shop during working hours. IIT Guwahati will not take any responsibility of these workers in any form. Appropriate identity cards should be issued to the employees.
14. **Incompetence and Lapses:** Cases of incompetence and improper services include frequent failure in compliance with the officially approved timings, non-availability of items, unclean conditions. Any breach of contract or lapses in service may invite penalties including monetary penalties and/or termination of the contract.
15. **Subletting:** The contractor shall not assign, sublet or part with the possession of the premises and properties of IIT Guwahati therein or any part thereof under any circumstances. Any deviation from this clause may invite immediate termination of the contract.
16. **Banned items:** Under no circumstances the contractor should sell any of the items banned in the educational institutions. Tobacco products, alcoholic products and narcotics are some among the banned items.
17. **Disputes and Jurisdiction:** Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the local limits of Guwahati in Kamrup District, Assam.
18. **Important Dates:** Last date for submission of applications: 3.00 p.m. on 02.06.2015. Display of shortlisted firms for interview on students' affairs notice board: 08.06.2015. Schedule of Interviews: During the week 18-19 June, 2015.

It is hereby acknowledged that we have gone through all the terms and conditions mentioned above and I/we agree to abide by them.

Date:
Place:

Signature of Contractor
along with official seal and address

Annexure- 1**Details of Hostel Strength and Preference Sheet**

S. No.	Name of the Hostel Mess	Strength (Approximate)	Caterer's Preference
1	Barak	500	
2	Brahmaputra	1000	
3	Dhansiri (Girls' Hostel)	250	
4	Dibang	200	
5	Dihing	300	
6	Kameng	500	
7	Kapili	300	
8	Manas	300	
9	Siang	300	
10	Subansiri (Girls' Hostel)	550	
11	Umiam	500	
12	Lohit	550	

Hostel Subansiri and Dhansiri are the girls' hostel and all others are boys' hostels. It should be noted that if a contractor is selected for more than one Stationery Shops, the contractor must have SEPARATE AND INDEPENDENT set-ups one for each of the Stationery Shops.

Kindly fill this sheet with your preference; for example first (1st), second (2nd), and third (3rd) etc.

Date:
Place:

Signature of Contractor
along with official seal and address

