

INDIAN INSTITUTE OF MANAGEMENT INDORE
PRABANDH SHIKHAR, RAU-PITHAMPUR ROAD, INDORE-453556
PHONE: 0731-2439601/2439619; FAX: 731-2439800



Tender No: IIMI/Estate/11/Shop/20/58

Date: 03.08.20

Notice Inviting Tender for shortlisting of vendors for Opening & Running women's Salon in IIM Indore Campus

IIM Indore invite sealed tenders (technical bids & Financial bids both separately) from agencies as under-

Brief Details of Tender:

| Work Description | EMD | Tender Fee (Inclusive of all taxes) |
|---------------------------------|------------|--|
| Opening & Running women's Salon | NIL | NIL |

| S/N | Particulars | Date& Time |
|------------|---|-------------------------|
| 01 | Date of Publication of NIT on IIMI website | 03.08.20 |
| 02 | Pre-Bid Meeting / site visit | 10.08.20, 3:00 pm |
| 03 | Last / Closing date and time for Submission of Tender | 18.08.20, 3:00 pm |
| 04 | Opening of technical bids only | 18.08.20, 3:30 pm |
| 05 | Opening of Financial bids | To be informed later on |

ABOUT IIM INDORE

Indian Institute of Management Indore (IIMI) is an Autonomous Institute under Ministry of Human Resource Development, Govt. of India.

Main Terms and Conditions

A. General Conditions:

1. IIM Indore will give the specified shop / area / premises, on as is where is condition basis, on lease initially for the period of 2 years, which may be extended / renewed further on mutual agreement / consent maximum up to total 5 years of contract.
2. Pre-bid meeting shall be held in the IIM Indore to clarify any queries of the bidder.

3. **Submission of complete Tender:** The sealed tender in two-bids should be submitted at the following address with all required duly signed documents before the due date and time superscribing the envelop as “Technical bid for opening & Running women’s Salon and ‘Financial Bid for opening & Running women’s Salon’ separately ”

The Chief Engineer
Second Floor, Administrative, Block
Indian Institute of Management Indore
Prabandh Shikhar, Rau-Pithampur Road
Indore-453 556 (M.P), India
Phone: 0731-2439- 618 / 601.

4. **Tender Fee:** NIL

5. **Earnest Money Deposit:** NIL

- a. The successful Firm / Agency shall give Security Deposit of Rs. 10,000/- only as security for shop / area / premises on award of contract, which shall be revalidated from time to time and may be returned to the Firm / Agency after three months from expiry / termination of lease period without interest.

- b. No interest will be paid on the Performance Security deposit

6. **Period of Contract:** The contract will be initially for a period of two years from the date of issue of the allotment order. Based on satisfactory performance, the contract may be extended on yearly basis, on mutually agreed terms and conditions.
7. All the Technical Bids will be scrutinized, by the evaluation committee. IIM Indore will check all relevant documents for their authenticity and technical evaluation.
8. No tenderer will be allowed to withdraw after submission of the tenders within the bid validity period.
9. A formal contract / agreement shall be entered into with the successful bidder. In this contract, the successful tenderer shall be defined as contractor.
10. Each page of the tender documents and papers submitted along with, should be numbered, signed and stamped by the authorized signatory in acceptance of the terms and conditions laid down by the IIM Indore.
11. The Firm / Agency shall display the rates approved by IIMI, prominently in their shop / area / premises.
12. IIM Indore does not bind itself to accept the highest or any other tender and reserves right on

itself to reject/ cancel / split any or all the tender in full or part, without assigning any reason. All tender in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidder may be rejected.

13. The contractor shall take at his own cost, if required, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the afore mentioned services to IIM and shall indemnify IIM against all acts of omissions, fault, breaches and or any claim or demand, loss injury and expenses to which IIM Indore may be party or involved as a result of the contractor failure to comply and of the obligation under the relevant act law which the contractor is to follow.
14. The timings and working days of the Shop will be regulated by the Institute, if required.
15. The Shop and surrounding area should be kept neat & clean and free of unhygienic conditions by the contractor at his / her cost and responsibility.
16. The bearer / staff (not below the age of 18 years) employed by the contractor shall have to be medically fit, neat and clean. The contractor shall not employ children as prohibited under the law rules and regulations.
17. The contractor shall maintain the Institute premises in good condition and shall not cause any damage thereto. If any damage is caused to the premises by the contractor or his workers, employees or agents, the same shall be rectified by the contractor at his own cost either by rectifying the damage or by paying the compensation as may be determined by the Institute.
18. The successful tenderer shall not sub-let the premises either in whole or in part. The premises shall not be used for residential or any other purposes by the contractor. No additions or alterations of the premises will be made without permission of the Institute.
19. The contractor and his employees would be governed by the discipline rules as may be laid down by the Institute while they are in the IIM Indore Campus.
20. The Institute provide only basic unfurnished room/ area with electric power and water connections. The bidder may make all requisite infrastructure arrangements / partitions / Interiors and equip with the required furniture at their own cost for running the shop after taking approval from IIMI.
21. The bids will be evaluated on both technical as well as financial parameters.
22. Shop will be inspected/checked from time to time and if found unsatisfactory the contract may be cancelled at any time by the Institute with/ without furnishing any notice. The Institute reserves the right to impose a fine / penalty, if deemed necessary.
23. Police verification and worker's identity cards will be compulsory before starting the women's Salon. Employees will be in proper uniform provided by the contractor, medically found fit, hygienically suitable, nails trimmed, haircut and shave taken.

24. Bidders shall not sell any cigarette, bidi, pan, alcohol, and such banned items (in educational institution) etc. in the women's Salon and in the IIM Indore premises, if anyone is found indulged in these business the person shall be asked to leave the campus immediately and the bidders shall be liable to lose the contract for breach of this condition.
25. The contractor will keep the premises neat, clean and hygienic, keeping 2 separate dust bins at their cost.
26. Waste and garbage disposal must be done twice a day on regular basis by the vendor. Failing which applicable charges / penalty will be collected / levied for disposal of the same.
27. The bidder shall ensure that the staff engaged by them observes safety precautions and security regulations at the campus.
28. The bidder shall not utilize the premises and facilities of the Institute to any other Client, other than IIM Indore community.
29. No. worker is permitted to stay overnight in the shop / campus.
30. The Utility Charges will be calculated and levied based on the basis of actual electrical appliances & fittings installed by you.
31. The contractor will be required to start shop at the earliest and execute agreement on non-judicial stamp paper of Rs. 500/- only within 15 days of issue of allotment letter.
32. The contractor will undertake activities inside their shop only.

B: Legal Terms & Conditions:

33. The tenderer and his staff shall abide by various rules and regulations of IIM Indore as prevalent from time to time.
34. The Tenderer shall comply with all existing labour legislations and Acts, revisions, such as Contract Labour Regulation Act, Workmen's Compensation Act, minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, etc. as applicable. For any lapse or breach on the part of the Tenderer in respect of non-compliance of any Labour legislation in force during the validity of the contract, the Tenderer would be fully responsible.
35. The tenderer shall undertake that any act of omission or commission including theft, by his staff shall be his sole responsibility and further that he would compensate the Institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively.
36. Use of polythene: The contractor shall submit an undertaking for not using the polythene bags / covers which are banned by the State / Central Governments or any other agency.

C: Payment Terms:

37. The bidder shall charge for any product /service from the buyer at prescribed rates in cash/or through the POS machine. Institute encourage digital payment system in the campus. Such charges should be collected by the bidder directly, and the Institute shall not be responsible for the same.
38. Electronic billing machine for token /billing system is necessary.
39. The contractor will have to provide facility for cashless transaction.

D: Qualifying Requirements to be submitted in technical bid envelope (as per Annex. A) :

40. The firm must have requisite valid license certificate (i. e. Registration certificate, Gumashta, License etc.).
41. Bid should be completed and covering the entire scope of job and should confirm to the General and Special Conditions indicated in the bid documents. Incomplete and non-confirming bids may be rejected outright.
42. List of the present running contract / business with name and address etc.
43. Certificate for registration with GST or Undertaking as applicable.
44. **Financial Bid and its Validity:** The financial bids of the qualified bidders and the quoted rates must be valid for a period for 90 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
45. Bidders must quote their rate and rental. No minimum rate has been fixed by IIMI.

46. Applicable Laws:

- a. The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.
- b. In the event of any question, dispute or difference arising under this contract or in connection therewith except as to matter the decision of which is specifically provided under this contract, the same shall be referred to an arbitrator be appointed by the Director, Indian Institute of Management. Indore and the decision of the arbitrator will be binding on both parties of this agreement.

47. **Right of the IIM Indore:** - The IIM Indore reserves the right to suitably increase/reduce the scope of work put to this tender. In case of any ambiguity in the interpretation of any of the clauses in tender document or the contract document, interpretation of the Clauses by IIM Indore is final.
48. In case of violation / infringement of any term / condition, IIMI have the right to impose a fine and the agreement may be cancelled by giving a week's notice to vacate the premises. On receiving first complaint about the Vendor the institute will have a right to suspend its operations temporarily for three days and on second complaint for 7 days. If any complaint is received thereafter IIMI shall be free to close the venture permanently.
49. In case of any breach / deviation / violation of any of the statutory compliances, terms and conditions of agreement, allotment will be automatically cancelled / terminated without any notice. In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the allotment without assigning any reason thereof and nothing will be payable by IIM Indore. The security deposit shall also be forfeited.
50. IIMI reserves the right to cancel / amend the allotment and get the shop / premises vacated at any point of time, in case of any kind of unforeseen issue cropped up. Dispute Settlement: - It is mutually agreed that all differences and disputes arising out of or in connection with this agreements shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Director, IIM Indore whose decision shall be final and binding on both the parties.
51. Dispute Settlement: - It is mutually agreed that all differences and disputes arising out of or in connection with this agreements shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Director, IIM Indore whose decision shall be final and binding on both the parties.
52. In case of any dispute, decision of IIMI will be final & binding.
- 53. Force Majeure: -**
- a) Neither party shall be deemed to be in breach of this agreement if failure to comply with the requirement of this agreement is due to circumstances beyond the control of IIM Indore or Successful vendor.

Date:

Authorized Signatory

Place:

Name:

Designation:

ANNEXURE-I

(To be submitted in Technical Bid Envelope)

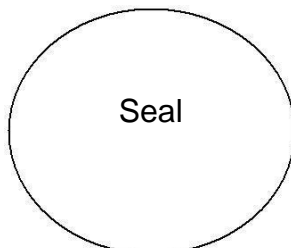
Having read and accepted all terms and condition in the tender document we submit the details for women's Salon as follows:-

| S. No. | Particulars (necessary documents to be attached) | Yes/No |
|---------------|---|---------------|
| 1 | Name and address of the agency / firm (Attach copy of Gumashta / License etc.) | |
| 2 | Name of the owner(s) Partners (Attach list of Partners and copies of their Aadhar cards) | |
| 3 | Residence (Proof of Aadhar card copy me be attached | |
| 4 | PAN No. Attach Copy or undertaking as applicable | |
| 5 | GST Registration No. Attach Copy or undertaking as applicable | |
| 6 | License No. Attach Copy or undertaking as applicable | |

Date:

Place:

Mobile number :



Authorized Signatory:

Name:

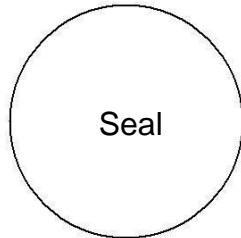
Designation:

ANNEXURE -IV
Undertaking

1. I/We have read and understood the contents of the bidder and agree to abide by the terms and conditions of this tender.
2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish within 15 days, Bank Guarantee/ Performance Security after the issue of allotment Order, as applicable, in the format to be provided by IIM Indore in addition to execution of a Contract as pre-condition for obtaining the supply orders.
3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the IIM Indore immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.
4. I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

Date:

Authorized Signatory



Name:

Place:

Designation:

Contact No.:

Financial Bid

(To be to be quoted and submitted in separate sealed envelope)

Price bid / offer for women's Salon
(approx. internal area - 150 Sq. Ft.)

1. Rate in Rs. _____ per square ft. Per month

2. Total monthly Rental Amount Rs. _____

(In words Rs. _____)

I / We tender above mentioned monthly Rent plus applicable taxes for the above said shop.

The Utility Charges will be calculated / levied / paid extra, based on the basis of actual electrical appliances & fittings installed plus applicable taxes.

(The area given above, is approximate only and may vary as per site conditions. The bid will be considered on proportional rate basis and rent will be decided accordingly.)

Date:

Authorized Signatory:

Place:

Name:

Contact Number:

Address:

