

भारतीय प्रबंधन संस्थान जम्मू

Indian Institute of Management Jammu

ओल्ड यूनिवर्सिटी कैम्पस, कैनाल रोड, जम्मू (जम्मू, कश्मीर) - 180016 भारत

Old University Campus, Canal Road, Jammu (J&K)-180016 India

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NOTICE INVITING TENDER (NIT)
FOR RENTING OUT SPACES FOR
RUNNING SHOPS
AT PERMANENT CAMPUS OF IIM JAMMU
JAGTI, JAMMU

NIT Ref No: IIMJ/NIT/Shops/2023-24/14

Dated: 07.09.2023

Tender Document can be downloaded from following websites:

<http://www.iimj.ac.in/tender-and-notice>

<https://www.eprocure.gov.in/epublish/app>

Address To:

Chief Administrative Officer

Indian Institute of Management Jammu

Old University Campus, Canal Road

Jammu- 180016 (J&K)

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FOR RENTING OUT SPACES FOR RUNNING SHOPS AT PERMANENT CAMPUS OF IIM JAMMU JAGTI, JAMMU

NIT Ref No: IIMJ/NIT/Shops/2023-24/14

Dated 07.09.2023.

Indian Institute of Management Jammu, an autonomous body, under the Ministry of Education, Government of India invites tenders for leasing out spaces for running the shops at Permanent Campus of IIM Jammu Jagti, Jammu under two bid system Technical Bid (Part-I) & Financial Bid (Part-II). Interested Agencies/ Firms meeting the eligibility criteria as per tender document may submit their Bids complete in all respect.

TENDER SCHEDULE/ BID-DATA SHEET:

Date of Issue/Publishing	:-	07.09.2023
Start date and time of submission of Bid	:-	15.09.2023
Last Date and Time for submission of Bids	:-	27.09.2023 till 03:00 PM
Last Date and Time for receipt of queries	:-	23.09.2023 till 6.00 PM Any query related to this tender may be sent only through email at purchase@iimj.ac.in
Date and Time of Opening of Technical Bids (Cover-I)	:-	28.09.2023 @ 3.00 PM
Date of Opening of Financial Bids (Cover-II)	:-	Shall be Communicated after the technical evaluation.
Pre-Bid Meeting (For any query related to tender)	:-	13.09.2023 at 3.00 PM Location: Institute premises, IIM Jammu campus, Old University Campus Canal Road, Jammu-180016 (J&K)
Number of Covers	:-	02 (Two)- Cover-I (Technical Bid) and Cover-II (Financial Bid)
Place for Submission of Tender	:-	Tender Box, Main Building, Indian Institute of Management Jammu, Old University Campus Canal Road, Jammu-180016
Tender Processing Fee (Non-refundable) Not exempted	:-	Rs. 590/- (Rupees Five Hundred and Ninety only) Including GST

EMD (Earnest Money Deposit)	:-	Please refer tender document
Performance Security Deposit Amount	:-	Amount Equal to Two-Month Shop Rent
Contact detail	:-	Chief Administrative Officer, 0191-2585835, cao@iimj.ac.in , Purchase Department: +91-7298076792, purchase@iimj.ac.in
Bid Validity	:-	90 days from the date of opening offinancial bid
For site visit	:-	Any working day up to 4.00 PM

Note:

- (i) Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions.
- (ii) The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.
- (iii) In case, the last date of receipt of tenders and / or the day of opening of tender is declared as a Public Holiday or there is non- functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose at same time. No separate intimation will be given.
- (iv) Bidders shall sign and stamp each page of this tender document as taken of having read, understood and comply with tender, the terms and conditions contained herein.

****Sd/-****

**Chief Administrative Office
IIM Jammu**

1. BACKGROUND:

- 1.1 Indian Institute of Management Jammu, hereinafter known as IIM Jammu is one of the Institutions of National Importance (INIs) in India governed by the Indian Institute of Management Act 2017 under the Ministry of Education (MOE), Government of India. The Institute imparts quality/ world class education in Management and conducts MBA program, IPM Program, Doctoral level programmes and executive training programs in all the functional areas of Management.
- 1.2 IIM Jammu is operating from its temporary campus at the Old University Campus, Canal Road, Jammu, since August 2016.
- 1.3 IIM Jammu is also operating its transit Satellite campus for Executive's Education Programs at Pohroo Chowk, Nowgam Bypass, Srinagar-190015 J&K.
- 1.4 The permanent campus of 200 acres is of state-of-the-art campus, at Jagti, 14 Kms. from Jammu City, about 16 Kms. from Jammu Railway Station and 18 Kms from Jammu Airport. The permanent Campus is a blissful mix of modern architecture, culture and heritage of Jammu and Kashmir.

2. OBJECTIVE/ SCOPE OF WORK/ BRIEF DETAILS:

- 2.1 IIM Jammu invites tenders / bids from the interested parties/ Vendor/Service Providers who have experienced and currently engaged in the business as per scope of the tender for renting out spaces for running of the following shop(s) in permanent Campus of IIM Jammu at Jagti, Jammu. The objective of this tender is to cater to the daily needs of the community members such as Students, Faculty/Staff (including family members), residents, Guests, and visitors of IIM Jammu.

Sr. No	Shop Number	Shop Earmarked for	Shop Area in Sqm
1.	Shop No - 2	ATM Only (Installation and operation of Automated Teller machine)	6.10 Sqm (65.66 Sq.ft)
2.	Shop No - 4	Amul Shop	13.20 Sqm (142.08 Sq.ft)
3.	Shop No - 7	Bank with ATM (to render all banking services)	32.70 Sqm (351.98 Sq.ft)

Note: Drawing of shopping complex (Shop Area Model) is attached at **Annexure-VIII**.

2.2 **LOCATIONS OF SHOPS:** Permanent Campus of IIM Jammu at Jagti, Jammu.

2.3 **THE COMMUNITY MEMBERS** includes:

2.3.1 Students: Approx. Strength- 800-900

2.3.2 Faculty/Staff (including family members): Approx. Strength- 150 + and Their FamilyMembers

2.3.3 Residents

2.3.4 Guests and Visitors of IIM Jammu

2.3.5 In addition to the above, the participants for the various residential Programme approximately 500+.

2.4 **PERIOD OF CONTRACT:**

Sr. No	Shop Number	Shop Earmarked for	Contract Period
1.	Shop No - 2	ATM Only (Installation and operation of Automated Teller machine)	5 Yrs + (5 Yrs Extension)
			Initial Contract is for 5 years and further extension up to 5 years subject to satisfactory performance or at the sole discretion of the Competent Authority.
2.	Shop No - 4	Amul Shop	1 Yr + (2 Yrs + 2 Yrs - Extension)
			The contract period will be initially for one year. This period may be extended on every two-year extension basis i.e.,
3.	Shop No - 7	Bank (to render all banking services) with ATM	5 Yrs + (5 Yrs Extension)
			Initial Contract is for 5 years and further extension up to 5 years subject to satisfactory performance or at the sole discretion of the Competent Authority.

2.5 **Minimum Amount of Rent per month: -**

Sr. No	Shop Number	Shop Earmarked for	Minimum Amount of Rent Per Month @ Rs. 42.18/- per Sq.ft + GST
1.	Shop No - 2	ATM	Rs. 2,770/- + GST
2.	Shop No - 4	Amul Shop	Rs. 5,993/- + GST
3.	Shop No - 7	Bank	Rs. 14,847/- + GST

3. BID OPENING:

- 3.1 The bids will be opened by a Tender Process Committee duly constituted for this purpose. Offline bids (complete in all respect) received will be opened as mentioned in the "Tender Schedule" in the presence of bidder's representative, if available.
- 3.2 The Agencies may depute their authorized representatives to remain present during the Proposal opening process subject to submission of valid authorization letter in the name of the representative to attend the Proposal opening process. Only one representative will be allowed to participate in the tender opening.
- 3.3 **Place for opening of Bids:** Indian Institute of Management Jammu, Old University Campus Canal Road, Jammu-180016 (J & K).
- 3.4 The Technical bid will be opened first and evaluated. In the primary screening, technical bid of only those who satisfy the eligibility criteria will be evaluated. The Financial bid of only those bidders whose technical bid is found to be technically responsive by the Committee will be opened. The Financial bids of ineligible bidders will not be opened.
- 3.5 In case the last date of receipt of tenders or the day of the opening of tender is declared as a Public Holiday, or there is non- functioning of the institute due to any unavoidable reason, the next working day will be treated as a day for the purpose at the same time. No separate intimation will be given.

4. BID EVALUATION:

- 4.1 **Selection of successful bidder:** The bidder, who will offer the Highest Rent (H1) monthly rent, will be declared as the successful Vendor/Service Provider and will be considered for award of contract.
- 4.2 In the event of receiving more than one financial bid quoting the same highest rent, the final selection of successful bidder shall be made by "Draw of Lots".
- 4.3 A Technical Bid containing commercial details or Revelation of Prices in any form or by any reason before opening the Financial Bid shall not be considered.
- 4.4 The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.
- 4.5 Proposal, who do not fulfil any of the above conditions, not in prescribed format, unsigned or are incomplete in any respect or conditional bids are liable for rejection.
- 4.6 Any act on the part of the bidder to influence anybody in the institute is liable to rejection of his bid.

- 4.7 The Bidder has not and will not seek to influence any decisions of IIM Jammu during the evaluation process or engage in any uncompetitive behavior or other practice which may deny legitimate business opportunities to other Bidders.
- 4.8 IIM Jammu reserves the right to reject any or all responses received in response to the tender without assigning any reason whatsoever or to cancel the Tender at any stage, without assigning any reason whatsoever.
- 4.9 The decision of Competent Authority, IIM Jammu will be final in all matters relating.

5. AWARD OF CONTRACT:

- 5.1 The Successful Bidder should accept the offer within 10 days from the date of receipt of "Letter of Offer", failing which the offer will be cancelled.
- 5.2 The party whose tender is accepted will have to sign an agreement within 30 days from the award of contract, failing which the Earnest Money Deposited will be forfeited and the acceptance of its tender may be annulled at the discretion of the Institute.
- 5.3 In case the successful bidder backing out before actual award or execution of agreement or declines the offer of contract, for whatsoever reason(s), IIM Jammu will have right to forfeit the EMD.
- 5.4 The IIM Jammu is not bound to award contract at the Highest quote of rent amount, received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for any counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counteroffer rate is offered to the bidders.
- 5.5 IIM Jammu reserves the right to negotiate with the lowest bidder to arrive at a fair and reasonable price. In case of first lowest is more than one, then it would be at the discretion of the IIM Jammu. IIM Jammu reserves the right to modify/change/delete/add any further terms and conditions prior to the issue of work order.
- 5.6 The Institute does not guarantee any minimum business or assignment, which will depend on the requirements.

6. PERFORMANCE SECURITY DEPOSIT:

- 6.1 The Successful Vendor/Service Provider is required to furnish Performance Security deposit Amount equal to two-month of shop rent through NEFT/RTGS/Bank Draft in Favor of 'Indian Institute of Management Jammu' Payable at Jammu within 15 days of award of contract.
- 6.2 The Earnest Money Deposit of the Bidder whose offer is accepted will be converted into the Performance Security Deposit and the Vendor/Service Provider has to deposit the balance amount of the Performance Security Deposit.

- 6.3 Earnest Money Deposit shall be forfeited, if bidder fails to deposit the PERFORMANCE SECURITY AMOUNT in accordance with the terms and conditions of the tender.
- 6.4 In case of breach of contract, PERFORMANCE SECURITY AMOUNT shall be forfeited, and the Vendor/Service Provider shall be blacklisted for such a period as decided by the competent authority in addition to termination of the contract.
- 6.5 The Performance Security Deposit Amount shall be refunded without interest on completion of contract including any extension thereon.

7. SPECIAL NOTE FOR SITE VISIT:

Bidders in their own interest at their cost are advised to visit, inspect and examine the site / campus and its surroundings and satisfy themselves including prevailing rules, regulations/ directions of the local authorities/ State Government, that may be necessary for preparing the bid and execution of the contract, before submitting their Bids in respect of the Site Conditions including access to the site, availability of land, water, power and other facilities, Source and extent of availability of suitable materials including water etc. and labor, including but not restricted to any other conditions which may influence or affect the work or cost thereof under the contract. No extra charges consequent upon lack of any information/ knowledge and understanding shall be entertained or payable by the Institute.

The bidders should note that information, if any, with regard to the site and local conditions, as contained in this Bid document has been given merely to assist the bidders and is not warranted complete in all respects.

The bidder should ascertain all other information pertaining to and needed for the work including information regarding the risks, contingencies and other circumstances which may influence or affect the work or the cost thereof under this contract. All the temporary services/arrangements shall be made by Vendor/Service Provider at no extra cost to the Institute.

****SD/-****

Chief Administrative Officer
Indian Institute of Management Jammu

8. PREPARATION OF TENDER DOCUMENT

The tender should be submitted under **the Two Bid System** i.e. Technical Bid and Financial Bid. Both the bids (Technical and Financial) duly signed by authorized Signatory should be submitted in two separate sealed envelopes as described below:

Envelope 1: containing Technical Bid duly completed in all respects, all relevant documents and the envelope should be super-scribed in bold letters with the statements '**TECHNICAL BID FOR RUNNING A SHOP OF.....(Shop Name)** at SHOP No... AT PERMANENT CAMPUS OF IIM JAMMU, JAGTI, JAMMU'.

Envelope 2: containing the Financial Bid, as prescribed in the Annexure-V and the envelope should be super-scribed in bold letters with the statements '**FINANCIAL BID FOR RUNNING A SHOP OF..... (Shop Name)** at SHOP No.; AT PERMANENT CAMPUS OF IIM JAMMU, JAGTI, JAMMU'.

Finally, the above-mentioned envelopes should be kept in a single sealed cover/envelop and the envelope super-scribed in bold letters with the statements - '**TENDER FOR RUNNING A SHOP OF (Shop Name) at SHOP No.; AT PERMANENT CAMPUS OF IIM JAMMU, JAGTI, JAMMU**' and to be submitted at:

Chief Administrative Officer,
Indian Institute of Management Jammu,
Old University Campus, Canal Road, Jammu

9. GENERAL TERMS AND CONDITIONS:

- 9.1 The Tender for ATM and Banks and Amul shops shall be allotted to the highest Bid i.e., H1, after the approval of the management of IIM Jammu.
- 9.2 **Bid Validity:** The bids shall remain valid for a period of 90 days from the date of opening of technical bids. In case the Bidder withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
- 9.3 In case the bidder withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Bank should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
- 9.4 Any change/corrigendum/extension of closing/ opening dates in respect of this tender shall be issued through website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit IIM Jammu website for updates.
- 9.5 **CONTRACT AGREEMENT:** The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs. 500/- (Five hundred only). IIM JAMMU reserves the right to amend the terms & conditions of contract by mutual discussions and shall be in writing.

- 9.6 The amended terms and conditions will form part of the agreement. The original agreement shall remain with the Institute while a photocopy thereof may be kept by the Vendor/Service Provider.
- 9.7 **SUB-CONTRACTING:** The Vendor/Service Provider shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the Vendor/Service Provider shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.
- 9.8 **EXIT CLAUSE:** The contract can be terminated by giving one-month notice period by either party (the Institute or the Vendor/Service Provider).
- 9.9 **DISPOSAL OF WASTE/GARBAGE:** The Vendor/Service Provider will be responsible for garbage disposal and will ensure proper disposal of the collected waste solid/liquid on a daily basis under his own arrangements. Necessary arrangement with JMC / Local bodies will be the responsibility of the Vendor/Service Provider. Accumulation of garbage/waste in premises will not be acceptable and should never be kept overnight in the IIM JAMMU premises. Dust, waste materials shall be collected in proper bins and disposed of immediately. Plastic bags shall be used in all the dust bins in the premises for easy collection and disposal; so that the dust bins are maintained neat & clean and in a hygienic condition. All dust bins will be washed / sanitized regularly.
- 9.10 **Compliance with the Institute rules and Regulations:** The Service Provider and his employees shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency at and around the work site, Safety Precautions and Safety Regulations.
- 9.11 Hanging of hoarding/ advt. board shall be done as per instruction/ decision of the Institute.
- 9.12 In case, the contract is terminated, or it comes to an end by efflux of time, the Vendor/Service Provider shall handover the vacant possession of the licensed premises within 15 days of contract coming to an end. Failure to handover the vacant possession of the premises as aforesaid would attract the penalty of Rs. 40/- per sq. ft. per day basis from 16th day onward and the penal damages.
- 9.13 **INTERPRETATION:** All the terms and conditions of the contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complementary of every part and shall be read with and into the contract.
- 9.14 With mutual consent between the IIM Jammu and the Vendor/Service Provider, any other point can be included in the agreement at the time of its execution.
- 9.15 **OTHER TERMS AND CONDITIONS:** Any changes in the terms and conditions of the document can only be made in writing and by mutual agreement. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of India for the time being in force.

- 9.16 **FORCE MAJURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by Force Majeure situation. The Vendor/Service Provider/ Firm shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Vendor/Service Provider/ Firm and not involving the Vendor/Service Provider/ Firm's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. Neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance.
- 9.17 In case of any disputes on execution of the work during the period of contract, the decision of the Director, IIM Jammu shall be binding and final, agreeable in full by both the parties.
- 9.18 **ARBITRATION CLAUSE:** In the event of any dispute or difference(s) between the vendee Institute (IIM Jammu) and the Vendor/Service Provider(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to "The Director, IIM Jammu", who may decide the matter himself or may appoint arbitrator(s) under the Arbitration and Conciliation Act,1996. The decision of the arbitrator shall be final and binding on both the parties.
- 19.16.1 The venue of the arbitration shall be the place from where the order is issued.
- 19.16.2 The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
- 19.16.3 Further, any legal dispute arising out of any breach of contract shall be settled in the court of competent jurisdiction located within the local limits of Jammu, J&K.
- 9.19 **MONTHLY RENT AND ELECTRICITY CHARGES FOR LICENSED PREMISES:**
- 19.17.1 The Service Provider shall be liable to pay Monthly Rent regularly in advance by 10th of each same month for the shop allotted.
- 19.17.2 The Service Provider shall also be liable to pay applicable taxes such as GST over and above the rent. IIM Jammu shall raise invoice for monthly rent at the end of each previous month. In case of holiday, the rent should be paid on/by the next working day.
- 19.17.3 In case of failure to pay the Monthly Rent within the stipulated time as aforesaid, the penalty of Rs. 500/- per day may be imposed on the Service Provider and the Service Provider may not be allowed to open and run the allotted shop until/ unless the dues are cleared.
- 19.17.4 IIM Jammu will provide the electricity connection and water connection (if required) to the Vendor/Service Provider. However, the cost of electricity will be charged from the Vendor/Service Provider on actual consumption basis on sub meter provided and as per rate fixed by IIM Jammu.

19.17.5 Non-payment of Monthly Rent, the electricity charges within time on regular basis, shall be deemed to be a serious breach of the contract and may lead to termination of the contract at the discretion of the Institute.

19.17.6 There is an upward revision of rent @ 8% on every two years; however, the electricity charges shall be payable as aforesaid at the then prevailing rates.

10. TENDER FEE & EARNEST MONEY DEPOSIT (EMD):

10.1 The Bidder should submit Tender Fee (Non-Refundable / Not Exempted) and Earnest Money Deposit (EMD) separately in the form of NEFT/RTGS in the name of "Indian Institute of Management Jammu".

Bank Details of IIM Jammu for NEFT/RTGS:

NAME OF THE ACCOUNT HOLDER: INDIAN INSTITUTE OF MANAGEMENT JAMMU

NAME OF BANK: THE JAMMU & KASHMIR BANK LTD.

BRANCH NAME: E/C GOVT. COLLEGE OF ENGINEERING CANAL ROAD

ADDRESS OF BANK: GCET CANAL ROAD JAMMU

IFSC CODE: JAKA0EGCENG

A/C NUMBER: 1250040500000042

MICR CODE: 180051027

10.1.1 **Tender Fee for All:** Rs. 590/- (Rupees Five Hundred and Ninety only) – Non-Refundable / Not-Exempted.

10.1.2 **Earnest Money Deposit (EMD) Amount:** Shop-wise details of Earnest Money Deposit (EMD) Amount are as under:

Sr. No	Shop Number	Shop Earmarked for	Earnest Money Deposit (EMD) Amount
1.	Shop No - 2	ATM	Rs. 3,000/- (Rupees Three Thousand Only)
2.	Shop No - 4	Amul Shop	Rs. 3,000/- (Rupees Three Thousand Only)
3.	Shop No - 7	Bank	Rs. 10,000/- (Rupees Seven Thousand and Five Hundred only)

10.2 The Technical Bid without Tender Fee & EMD would be considered as UNRESPONSIVE and will not be accepted. NSIC / MSME registered bidders must submit a copy of valid NSIC / MSME Registration Certificate for exemption of EMD.

10.3 The Tender Fee and EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidders on the amount of the EMD.

- 10.4 The public sector companies will not be exempted from submitting EMD until and unless they submit document pertaining to directives of Government of India in this regard of the Tender.
- 10.5 **Refund of EMD:** The EMD will be refunded without any interest to the unsuccessful Bidders only after the Tenders are finalized.

11. ELIGIBILITY CRITERIA FOR BANKS AND ATM SHOPS

- 11.1 Scheduled banks will be eligible to participate in the Tender and installation of its ATM.
- 11.2 RBI's approval to operate ATM and banking service in India.
- 11.3 The service provider should have valid Permanent Account (PAN) No.
- 11.4 Banks should submit Tender Fee (Non-Refundable / Not Exempted) and Earnest Money Deposit (EMD) as per Point No. 10.
- 11.5 Tender Fee for All: Rs. 590/- (Rupees Five Hundred and Ninety only) – Non- Refundable / Not-Exempted.
- 11.6 Earnest Money Deposit (EMD) Amount: Shop-wise details of Earnest Money Deposit (EMD) Amount are as under:

Sr. No	Shop Number	Shop Earmarked for	Earnest Money Deposit (EMD) Amount
1.	Shop No - 2	ATM only	Rs. 3,000/- (Rupees Three Thousand Only)
2.	Shop No - 7	Bank (with ATM)	Rs. 10,000/- (Rupees Seven Thousand and Five Hundred only)

- 11.7 The Technical Bid without Tender Fee & EMD would be considered UNRESPONSIVE and will not be accepted.
- 11.8 The Tender Fee and EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidders on the amount of the EMD.
- 11.9 **Refund of EMD:** The EMD will be refunded without any interest to the unsuccessful Bidders only after the Tenders are finalized.
- 11.10 The Technical Bid should be accompanied by the Annexure i.e., Tender Acceptance Letter, Mandate form (Annexure - 2), signing and stamping of the tender document along with proof of submission of Tender fee and EMD.

12. TERMS AND CONDITIONS FOR BANKS AND ATM SHOPS

- 12.1 The Bank shall sign and stamp each page of this tender document (wherever applicable) as taken of having read, understood and comply with tender, the terms and conditions contained herein.

- 12.2 IIM Jammu will provide the electricity connection and water connection (if required) to the Vendor/Service Provider. The Bank will also be required to pay electricity charges due on commercial rates (according to the meter Count installed separately) from time to time besides rent charges quoted by Bank.
- 12.3 Maintenance and regular functioning of the ATMs for all the 24 hours should be ensured by the Bank and IIM Jammu will not undertake any responsibility in this account.
- 12.4 The ATM machine should have both cash deposit and cash withdrawal facility.

13. ELIGIBILITY CRITERIA FOR AMULSHOP

- 13.1 The bidder should be an Individual/ Sole-Proprietor/ Partnership Firm/ LLP/ Pvt. Ltd. Company. Affidavit/ Partnership Deed/ Registration of Certificate etc. as the case maybe should be submitted.
- 13.2 The bidder should have Trade License issued by the appropriate Authority to carry out the similar business. Firms Establishment/ Registration Certificate, etc. to be attached. If Applicable.
- 13.3 The Vendor/Service Provider should be a registered and licensed Vendor/Service Provider i.e. FSSAI licensed in the similar line of business covered under this tender. Appropriate documents/certificates issued from appropriate authorities of FSSAI should be enclosed to support this. If Applicable.
- 13.4 The Vendor/Service Provider should have a PAN Number. Copy of PAN Number to be attached.
- 13.5 The Vendor/Service Provider should have GST Registration. Copy of GST registration certificate / Declaration (in case of not crossing the threshold Limit) to be attached.
- 13.6 The Vendor/Service Provider must have had a minimum average annual turnover as per following details in last three financial years i.e. from 2020-21 to 2021-22 and 2022-23 for a similar line of business.

Sr. No.	Shop Number	Shop Earmarked for	Minimum average annual turnover in last three financial years (FY 2020-21, FY 2021-22, FY 2022-23) for a similar line of business.
01	Shop No - 4	Amul Shop	Rs. 15 Lakhs (Rupees Fifteen Lakhs Only) Per Annum

The Vendor/Service Provider must submit a duly signed certificate with membership number from Chartered Accountant (CA) clearly showing financial year-wise turnover. The Vendor/Service Provider should also attach a copy of ITR/ profit loss statement/ balance sheet certified by a Chartered accountant.

- 13.7 Bidder should submit Tender Fee (Non-Refundable / Not Exempted) and Earnest Money Deposit (EMD).
- 13.8 Earnest Money Deposit (EMD) Amount: The details of Earnest Money Deposit (EMD) Amount are as under:

Sr. No	Shop Number	Shop Earmarked for	Earnest Money Deposit (EMD) Amount
1.	Shop No - 4	Amul Shop	Rs. 3,000/- (Rupees Three Thousand Only)

- 13.9 The Technical Bid without Tender Fee & EMD would be considered as UNRESPONSIVE and will not be accepted.
- 13.10 The bidder should have not been debarred / blacklisted / should have not been terminated / ceased without completing the entire duration of contract period by any Central / State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions, CFTIs etc. during past five years from the last date of submission of bids.
- 13.11 One bidder including his partner/ close relative(s) i.e., son / daughter / father / mother / Spouse / Siblings can submit only one bid. If any bidder including his partner/ close relative(s) i.e., son / daughter / father / mother submit more than one bid, all the NITs/ Quotations submitted by that bidder(s) will be rejected.
- 13.12 The vendor shall sign and stamp each page of this tender document (wherever applicable) as taken of having read, understood and comply with tender, the terms and conditions contained herein
- 13.13 List of documents to be submitted with the application (as applicable): The Technical Bid and relevant documents should be as per sequence mentioned as below, without which the tender will be considered incomplete and hence, summarily rejected.
- Index/ Compliance Sheet as per **Annexure-I**.
 - Technical Bid/ Bidder Profile as per **Annexure-II**.
 - Proof of Tender Fee and EMD
 - Tender Acceptance Letter as per **Annexure-III**.
 - Copy of Trade License issued by the appropriate Authority to carry out the similar business, if Applicable.
 - Copy Affidavit/ Partnership Deed/ Company/ or Firm Registration of Certificate, if Applicable.
 - Copy of Appropriate documents/certificates issued from appropriate authorities of FSSAI, If Applicable.
 - Permanent Account Number (PAN) in the name of the individual/ firm.
 - Copy of GST Registration Certificate / Declaration (in case of not crossing the threshold Limit).
 - Copy of Aadhar Card, In Case of Individual.
 - Proof of Eligibility Criteria related to Turnover. Certificate of Chartered Accountant for Turnover. If Applicable.
 - Details of work experience in support of Experience related eligibility criteria Along with the valid proof. If Applicable - **Annexure-IV**.
 - MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER as per **Annexure-V**.

- n) Self-Declaration about Non-Black Listing **as per Annexure-VI.**
- o) Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any.

All other documents, as required in terms of the tender, to claim eligibility.

14. GENERAL TERMS AND CONDITIONS FOR AMUL SHOP

- 14.1 The timings for the opening hours of the AMUL shop will be regulated by the Institute as per the requirement.
- 14.2 The AMUL shop must be operational for a minimum of 8 hours a day, and compulsorily on Saturday/ Sunday. The store can remain closed on one of the pre-decided weekdays, the timing and working days of Shops will be decided / regulated by the Institute from time to time.
- 14.3 There shall be no compromise with regard to the quality of items to be sold in the shop premises.
- 14.4 The daily needs of the IIM Jammu Community Members including students must be addressed timely and efficiently by the Vendor/Service Provider(s).
- 14.5 The packed items in Amul shop must be sold at reasonable market price but not above the MRP, and the Price of unpacked items/ Services must be at par with the prevailing rate at the nearby market. It is also expected that the best rates will be offered by allowing appropriate discounts on the items being sold.
- 14.6 All items declared in the submitted Price List must be available during the working hours of the shop. However, the Institute may add or delete any number of items to the same. In case of a stock out, Items should be sourced and made available to the users at the earliest.
- 14.7 The Vendor/Service Provider should display the rates for unpacked items/ services prominently in the shop/ area / premises appropriately.
- 14.8 Facility of Payment by BHIM, UPI, Credit/ Debit Card, etc should be made available appropriately.
- 14.9 The Vendor/Service Provider shall display price list for the services/items. Further, the Vendor/Service Provider shall also display the information such as **Shop No., Name of the Shop/Outlet, Mobile Number, Contact Person's Name, and Timings of the Shop / Outlet: Weekly off, if any.**
- 14.10 The shop will be opened throughout the year, however there will be a lean period for the business due to vacation especially during April to June months or due to certain other unforeseen circumstances like covid-19 etc. moreover, exact volume of business is not always linked to average footfalls in the campus. In addition, it is the choice of the community members to avail the services.
- 14.11 The Shop shall run effectively and shall not be closed without approval of the Competent Authority. However, the Vendor/Service Provider shall continue to pay the rent and other charges like electricity, water etc. if permission for closing of shop is given by IIM Jammu during the summer vacation and/or term break of students or due to any other circumstances.

- 14.12 Proper receipts for amounts paid should be made. Arrangement towards accepting payment through credit, debit cards, through secure payment gateways and applications i.e. Paytm, Bhim, GPay etc should be facilitated. In addition, online / Telephone order booking should be made available. Institute will not be responsible for the non-payment of credit extended to any of the inmates in any form.
- 14.13 Weighing should be done only on Electronic Government approved machines with adequate back up machines. Weighing by archaic / tempered instruments is strictly prohibited.
- 14.14 If any complaint is received on substandard quality and service, the penalty may be imposed as decided by the competent authority.
- 14.15 Shops shall not be kept open beyond the specified times. If the shop remains closed for more than one week without prior permission from the Administrative Officer/ Estate Officer, it will be presumed to have been closed down and shall be considered as a violation of contract agreement. In such cases, notice period of one month shall not be applicable and as such the fresh proposals will be invited for the shop and the entire performance security deposited by the Vendor/Service Provider shall be forfeited.
- 14.16 The Vendor/Service Provider shall also be liable to pay applicable taxes such as GST over and above the rent. IIM Jammu shall raise invoice for monthly rent at the end of each previous month. In case of holiday, the rent should be paid on/by the next working day.
- 14.17 In case of failure to pay the Monthly Rent within the stipulated time as aforesaid, the penalty of Rs. 500/- per day may be imposed on the Vendor/Service Provider.
- 14.18 The Vendor/Service Provider shall maintain the quality in servicing of eatables and availability of fresh items. There shall be no compromise in regard to the quality of items/services to be sold/ offered in the Shop.
- 14.19 The Vendor/Service Provider will be responsible for cleaning and regular upkeep of the outlet and nearby area.
- 14.20 The Vendor/Service Provider shall maintain full hygiene in the Shop, in storage, and servicing of eatables and in keeping the floor, furniture, neat and clean, to maintain the standards and aesthetic values in the Shop. The licensee shall also have to make his own arrangements for safe storage of materials.
- 14.21 The premises should be kept well-ventilated and well lit. No display/encroachment is allowed outside the premises.
- 14.22 Pest/rodent control should be done on regularly basis (monthly/ quarterly) to control the harmful insects and rodents.
- 14.23 Old/stale and expired items (i.e. beyond expiry date) should not be kept in the shop.
- 14.24 Use of plastic tea cups and plastic carry bags is discouraged. Instead, use of Paper bags/plates/cups, environment friendly material is encouraged.
- 14.25 The Vendor/Service Provider shall employ its own staff and shall be responsible for timely payment of their wages/ salary. The Vendor/Service Provider shall employ for running the shop only such persons as are careful, skilled, experienced in their trades, dutiful, sober, and well behaved and rules compliant.

- 14.26 The Vendor/Service Provider shall neither employ any child labor nor any worker who is below 18 years of age and as prohibited under the law/rules/regulations.
- 14.27 No female employee shall be allowed to work in the shop during night i.e., beyond 8:00 PM. The workers are expected to be a in clean appearance preferably wearing uniforms while working.
- 14.28 All the workers shall invariably carry their ID Cards (to be provided by the Vendor/Service Provider at its own costs) and shall be produced to the security personnel and other Institutes authorities, whenever asked for.
- 14.29 The Vendor/Service Provider shall be absolutely responsible for strict adherence of discipline and good conduct by their own self and their workers.
- 14.30 The Vendor/Service Provider shall be bound to remove any such worker and disallow him/her from entering into the Institute premises that the Institute does not deem appropriate to continue within the Institute premises for administrative or any other reasons.
- 14.31 The Vendor/Service Provider shall ensure that the personnel deployed by it, are disciplined and do not participate in any activity prejudicial to the interest of the IIM JAMMU / Govt. of India / any State or any Union Territory.
- 14.32 The Vendor shall have absolute authority in regard to the engagement, disengagement, suspension, termination, retrenchment, dismissal and discharge etc. of its workmen and for all disciplinary actions against them. The vendor shall be responsible of master and servant relationship with its workmen and the Institute shall have no concern, whatsoever, with all the above- mentioned matters.
- 14.33 The Vendor/Service Provider shall be absolutely liable in regard to any dispute or other matters concerning its workmen which are initiated in any forum or court of law and shall further be liable to meet and discharge all the liabilities that may arise on account of its relationship with its worker from the decisions of any court including all liabilities as are thrust upon by virtue of the provisions of any labor law being in force at the time besides other statutory liabilities.
- 14.34 The Vendor/Service Provider shall further be liable to make good the loss to the property of the Institute, if any that may be caused on account of any non-responsible action on the part of its workers, whether deliberate or otherwise.
- 14.35 It shall be the sole responsibility and liability of the Vendor/Service Provider to carry out the obligations arising out of various labor legislations.
- 14.36 The Vendor/Service Provider will be solely responsible for the general discipline and conduct of his staff at the Institute at all times. It may be noted that only verified individuals through mandatory Police verification on submission of such document will be allowed to enter the Institute and will be deemed deployment worthy. In case of a violation appropriate penalty will be levied on the Vendor/Service Provider as deemed fit by the Institute.
- 14.37 **DIRECTIVES OF IIM JAMMU:** The Vendor shall adhere to the directives of the Institute/ issued details directions in regard to:
- The variation or modification in the menu of eatables including additions/omission or substitution.

- The removal from the site of any material thereon by the licensee and the substitution of any other materials thereon.
- The shop and product / item / services being offered are subject to inspection(periodic / random) by IIM Jammu.

COMPLIANCE OF STATUTORY OBLIGATIONS AND OTHER PROVISIONS:

- 14.38 All the Statutory compliances will be the responsibility of the Vendor. The Vendor shall comply with all existing Labour legislations and Acts, Provisions, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, Goods and Service Tax, etc. For any lapse or breach on the part of the Vendor/Service Provider in respect of non-compliance of any Labour legislation in force during the validity of the contract, the Vendor/Service Provider will be fully responsible
- 14.39 The Vendor/Service Provider would comply with all guidelines / instructions issued by the IIM Jammu besides the Institute orders / instructions of security authorities concerning the security / safety issues and Institute discipline, etc.
- 14.40 The Vendor/Service Provider shall ensure that he/she and its employees' do not adversely affect the peaceful and congenial atmosphere of the Institute's premises.
- 14.41 Safety and Security: Vendor/Service Provider shall abide by the safety code provisions as per safety code framed from time to time by the government. The firms/Vendor/Service Providers shall maintain the Safety Standards and shall take appropriate fire safety measures at the shop(s) at their own cost.
- 14.42 The Vendor/Service Provider shall follow all the rules and regulations as laid down by the Municipal Authorities/State Government/Central Government as applicable.
- 14.43 Fire extinguishers of the appropriate type and sand buckets etc., should be installed in accessible places and should be in working condition.

PAYMENTS TERMS FOR THE SERVICES RENDERED BY THE INSTITUTE (Whereas Applicable):

- 14.44 IIM JAMMU shall be responsible for the payment of only those services, which will be rendered by the institute. IIM Jammu shall not be responsible for any payment for the services rendered by the students/ faculty/staff/guest. The payment for the services rendered by the students/ faculty/staff/guest shall be taken from the person concerned directly.
- 14.45 Bill shall be raised on monthly basis and submit the same succeeding month for payment. IIM Jammu will normally settle the bill within 30 days from the receipt of the bill. However, for delayed payment, the Vendor/Service Provider will not charge any penalty or interest to IIM Jammu.
- 14.46 Bill to be made in the name of Indian Institute of Management Jammu. TDS/ Income Tax etc. are to be deducted at source from the bills of Vendor/Service Provider as per rule. GST No, Pan No and account details should be clearly mentioned on the bill of Vendor.
- 14.47 IIM Jammu will provide only shop space area; the Vendor will be responsible for all other
- 14.48 required standard quality infrastructural arrangement for running the shop inclusive the

furniture, fixtures, electrical items, crockery, cutlery, glassware, and kitchen utensils, serving ware, linens, all consumables, appliances, and other required arrangement whereas applicable, at their own cost.

- 14.49 Civil, structural modification and Interior Design is permitted subject to the approval of appropriate authorities. Entire expenses for Interior Design should be borne by the Vendor/Service Provider.
- 14.50 The Vendor/Service Provider shall be responsible for the minor repair of shop, if required, during the contract period with prior permission from the Institute.
- 14.51 The Vendor/Service Provider should arrange at its own cost to install AC for summer and adequate heating arrangements for winter, if required.
- 14.52 The Vendor/Service Provider shall use the premises ONLY for which the space/shop has been given by the Institute under the contract and shall not be used for any other purpose/business without the written consent of the Institute. The use of the premises for other purposes will lead to the suspension/termination of the contract.
- 14.53 The premises shall not be used for residential purposes even for the shop staff. No additions or alterations of the premises will be made without permission of the Institute. No bathing and washing of clothes etc. will be allowed in the shop/ premises.
- 14.54 The Vendor/Service Provider shall not utilize any additional common space other than the allotted area of shop. Encroachment in service passage, staircase area and other open space shall not be allowed and will attract penalty.
- 14.55 The Vendor/Service Provider should be able to shift to any other suitable place within the campus whenever required (for maintenance or any other circumstances).
- 14.56 The use of the DG set is prohibited. However, if power backup is required, it shall be through UPS mode of appropriate capacity or Silent DG Set only. The cost for installation of UPS/Silent DG Set, in the shop will be borne by the Vendor/Service Provider.
- 14.57 The Institute is a totally alcohol and tobacco free campus, therefore none of the staff deployed at the campus should be possessing or consuming tobacco and alcoholic products. Violation will attract a penalty. Neither any alcoholic / smoking item to be served at shop nor any person will be permitted to consume any alcoholic items at the shop.
- 14.58 It will be the responsibility of the Vendor/Service Provider to safeguard the allotted/ its assets. IIM Jammu will not be responsible in any way for loss or damage arising out of unusual occurrences, for example voltage fluctuations, seepage of water etc.
- 14.59 The Vendor/Service Provider will ensure that no instance of fire takes place and no injury to any of his employee, or the Institute person takes place. In case any of this happens then the Vendor/Service Provider will be responsible for fulfilling the loss occurred.
- 14.60 The Institute shall neither be liable for any damages nor be under any obligation to inform the Vendor/Service Provider. Damage here means to property or individuals. The cost of any kind of damage caused by the Vendor/Service Provider staff shall be borne by the Vendor/Service Provider.
- 14.61 The Vendor/Service Provider shall not tamper with the trees, plants, shrubs, and flowers standing or maintained around the said shop or in other places of the campus. The

vendor/Service Provider shall not make any addition or alteration to the building of the said shop/premises or temper with the fittings or electrical installations therein, nor make any unauthorized constructions or extension to the electricity or water supply lines, without the specific written permission of the Institute authorities.

- 14.62 The Institute shall further be within its absolute rights to enter the premises and assume absolute possession of the premises licensed under this contract from the licensee and the same shall not be subject to challenge. All the goods belonging to the Vendor in such circumstances shall be deemed forfeited there-from and may be sold or put to auction at the discretion of the Institute. The Institute may, if it so desires, proceed against the Vendor/Service Provider in terms of provisions of Public Premises (Eviction of Unauthorized Occupants) Act, 1971 since the entire premises is governed by the provisions of the said Act in case of non-handing over its possession to the Institute as aforesaid.
- 14.63 The Vendor/Service Provider shall maintain and provide all necessary documents, feedback registers and records in connection with the review of performance of shops and other related documents for complying with any statutory requirements and provisions of applicable laws.

ANNEXURE-I

INDEX/ COMPLIANCE SHEET

(To be submitted on the letterhead of the Vendor/Service Provider)

Sr. No	Document Name	Compliance (Yes / No)	Page No		Remarks
			From	To	
1.	Technical Bid/ Bidder Profile As per Annexure – II				
2.	Proof of Tender Fee and EMD.				
3.	Tender Acceptance Letter as per Annexure-III.				
4.	Copy of Trade License issued by the appropriate Authority to carry out the similar business. If Applicable.				
5.	Copy of Affidavit/ Partnership Deed/ Company/ or Firm Registration of Certificate. If Applicable.				
6.	Copy of Appropriate documents/certificates issued from appropriate authorities of FSSAI. If Applicable.				
7.	Copy of Permanent Account Number (PAN), in the name of the Individual/ Firm.				
8.	Copy of GST Registration Certificate/ Declaration (in case of not crossing the threshold Limit).				
9.	Copy of ADHAAR CARD, In Case of Individual.				
10.	Proof of Income / Turnover to claim the eligibility related to Turn Over (CA Certificate). If Applicable				
11.	Detail of Experience as per Annexure-IV. along with the valid proof. If Applicable				
12.	MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per Annexure- V.				
13.	Self-Declaration about Non-Black Listing as per Annexure-VI.				
14.	Undertaking regarding no legal case pending against the Individual/ Proprietor / Firm / Partner or the Company (The Vendor/Service Provider).				
15.	Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any.				

Place:

Date:

(Signature with stamp of the Vendor)

ANNEXURE-II

TECHNICAL BID/ BIDDER PROFILE

(To be submitted on the letterhead of the Vendor/Service Provider/ Firm)

Copies of all supporting documents duly signed and stamped by the Vendor in support of below particulars (wherever applicable) must be attached along with this checklist.

1. Name of the Vendor/Service Provider :: (In Block Letters)	::
2. Father Name (If Individual)	::
3. Address: (With telephone no. & email address)	:: Address: Mobile No: Email ID:
4. Address of Jammu (With telephone no. & email address)	:: Address: Mobile No: Email ID:
5. Status of the Vendor/Service Provider :: (Individual/ Proprietary/ Partnership/ Pvt. Ltd./ Public Ltd. Company)	::
6. Year of incorporation /constitution of the Firm	::
7. Registration No./Trade License No.(Issue Date and Validity Date).	::
8. FSSAI license No.. (Issue Date and Validity Date) (If Applicable)	::
9. PAN No.	::
10. GST No.	::
11. ADHAAR CARD NUMBER	::
12. Authorized Signatory Details/ Contact Person No -1 Details	:: Name: _____ Designation: _____ Mobile No: _____ Email: _____

13. Details of Contact Person-2 Other that Authorized Signatory: ::		Name:_____	
		Designation:_____	
		Mobile No:_____	
		Email:_____	
14. Total No. of Year of Similar Experience. (Please Attach Proof) ::			
15. Annual Business Turnover of last 3 Financial Years ended on 31st March 2023, duly certified by the Chartered Accountant (In Crore). If Applicable.		FY-1; 20 - : Rs	Crore
		FY-2; 20 - : Rs	Crore
		FY-3; 20 - : Rs	Crore
		Average Turn Over Rs	Crore
16. Details of Tender Fee (Application Fee) of and EMD. ::		Details of Tender Fee:	
		Amount:	
		Txn No:	
		Date:	
		Bank & Branch:	
		Details of EMD:	
		Amount:	
		Txn No:	
		Date:	
		Bank & Branch:	
17. Whether the Vendor/Service Provider faced any litigation with any organization earlier, if yes, kindly furnish the same with name of the organization and brief details of litigation. ::			
18. Any other information ::			

Verification:

The details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by IIM Jammu, if it deems fit.

Signature of authorized signatory
Name:
Seal:

TENDER ACCEPTANCE LETTER

(On the letterhead of the Vendor/Service Provider/ Firm)

To

Date:

Chief Administrative Officer,
Indian Institute of Management
Jammu Old University Campus, Canal
Road Jammu-180016 (J&K)

Sub: Acceptance of Terms & Conditions of tender for 'FOR RUNNING SHOPS AT PERMANENT CAMPUS OF IIM JAMMU' vide Tender Ref. No. IIMJ/NIT/SHOPS/2023-24/14

Dear Sir,

I/We have downloaded / obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(s) namely as per your notice given in the above-mentioned website(s).

1. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization with this tender has also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirely.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. No employee or direct relation of any employee of IIM Jammu is in any way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Vendor/Service Provider / Firm / Company.
6. I/We certify that all information and data furnished and attachments submitted with the application by our The Vendor/Service Provider / Firm / Company are true & correct.
7. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our bid or terminate our contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit/ Performance Security absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

DETAILS OF EXPERIENCE

(To be submitted on the letterhead of the bidder)

Sr. No	Similar Business Currently Running (Along with Address, Contact Details and GST Number)	Details of Goods /Services Offered	Number of Staff	Duration	
				From (DD/MM/YYYY)	To (DD/MM/YYYY)
1.					
2.					
3.					
4.					
5.					
6.					

Note: Bidders may add row / rows in the above format, if No. of organizations / Institutions are more or may add additional sheet also.

Stamp and Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

(To be submitted on the letterhead of the Vendor/Service Provider/ Firm)

The Chief Administrative Officer
 Indian Institute of Management
 JammuJammu

Date: / /

Sub: Authorization for release of payment / dues from Indian Institute of Management Jammu through Electronic Fund Transfer/RTGS Transfer.

1. **Name of the Firm/Company/Institute:**
2. **Address of the Firm/Company/Institute:**

City_____

Pin Code_____

E-Mail ID_____

Mob No:_____

Permanent Account Number_____

3. Particulars of Bank

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alphanumeric code)			
Account Type	Saving	Current	Cash Credit
Account Number:			

DECLARATION:

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information, I shall not hold Chief Administrative Officer, Indian Institute of Management Jammu responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place:_____

Date:_____

Signature & Seal of the Authorized Signatory of the Firm/Company/Institute:

 Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date:_____

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

II

SELF-DECLARATION ABOUT NON-BLACK-LISTING

(To be submitted on the letterhead of the bidder)

To

Date:

Chief Administrative Officer,
Indian Institute of Management
Jammu Old University Campus, Canal
Road Jammu-180016 (J&K)

Subject: Self Declaration about Non-Blacklisting for **“FOR RUNNING SHOPS AT PERMANENT CAMPUS OF IIM JAMMU”** vide Tender Ref. No. **IIMJ/NIT/SHOPS/2023-24/14**

Sir,

In response to tender under reference, I/ We hereby declare that presently our firm/ the Vendor/Service Provider/ company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our the Vendor/Service Provider / firm / company is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last five years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD / Performance Security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Date:

Yours faithfully,

(Name & signature with stamp of the bidder)

FINANCIAL BID

(To be submitted on the letterhead of the bidder)

Date:	
NIT for: RUNNING A SHOP OF at Shop No.....	
NIT Ref No : IIMJ/NIT/Shops/2023-24/14	
Name of the Bidder:	
Correspondence Address:	
Tel/Mob No.:	
SE-mail Id:	

Sl. No.	Particulars	Amount Without GST (in Figures)	Amount (in Words)
1.	Rent per Month for Running the shop in the Institute premises of IIM Jammu		

Note:

- i. The monthly rent amount per month is fixed @ Rs. 42.18 per square feet per month. The bidder has to quote at least the minimum monthly rent amount. The bid with the lower monthly rent amount than the minimum monthly rent amount shall not be accepted. Please refer to clause 2.5 for the minimum monthly rent amount.
- ii. Applicability of GST on monthly rent as per the extant rules of the Govt. of India. GST shall be charged extra on the monthly rent.
- iii. **Selection Method:** The bidder, who will offer the Highest (H1) monthly rent, will be declared as the successful Vendor/Service Provider and will be considered for award of contract.
- iv. The bidders are requested to note that there will be a lean period for the business due to vacation, especially during April to June months or due to certain other unforeseen circumstances like COVID-19 etc. the bidders are requested to quote the rate anticipating such unforeseen circumstances. Moreover, the exact volume of business is not always linked to average footfalls in the campus. in addition, it is the choice of the community members to avail the services of the Vendor/Service Providers as mentioned in the NIT.

Declaration

I/ We..... (Name of the Partner/s or Authorized Representative of Bidder) of.....(Name of the Vendor/Service Provider/ firm/ Vendor/Service Provider) do hereby declare that the entries made here are true to the best of my/our knowledge. IN/e hereby agree to abide by all terms and conditions laid down in tender document.

Place:

Date:

(Signature with stamp of the bidder)

II

ANNEXURE-VIII

