

INDIAN INSTITUTE OF TECHNOLOGY (IIT) BHILAI

Subject: Expression of Interest (EoI) is invited for Setting-up and Operating Various Shops at Indian Institute of Technology (IIT) Bhilai

NOTICE INVITING EXPRESSION OF INTEREST

Indian Institute of Technology Bhilai is a statutory body, established under Institute of Technology Act, 1961 (Amendment 2016), under administrative control of Ministry of Education, Govt. of India. Institute is created for the purpose of imparting education and promoting researches in the field of Engineering and Sciences.

IIT Bhilai started functioning from its permanent campus of around 400 acres of land allotted to IIT Bhilai for its permanent campus at Kutelabhatha and Khapri village. Institute has vision to have 2500 students, 250 faculty and 275 staff members in next five years and to reach student strength of 12,000 with the pace of time.

We are pleased with your interest to serve IIT Bhilai community as shop vendor and look forward for your cooperation.

We would like to specify some of our shop requirements in details:

1. Super Market: A one-stop shopping experience that offer a wide range of products, primarily focusing on groceries but also include household goods, personal care items.
2. Restaurant: A restaurant that can serve in various party/events of the institute and personal family gathering of employee of the institute.
3. Stationary Shop: A stationery shop selling a wide range of stationery products and office supplies. Here's an overview of key components of a stationery shop like Writing Instruments: Pens, pencils, markers, highlighters, and refills. Paper Products: Notebooks, journals, printer paper, sticky notes, and envelopes. Office Tools: Staplers, hole punches, paper clips, and binders etc.
4. Repair Shop (Cycle/Tailor/Ironing): A repair shop which may include cycle repair, tailoring and ironing service.
5. Food Shop: A food shop which may include millets, bakery items etc.
6. Any other area of interest which you feel is relevant to IIT Bhilai community like game zone and any social interest.

Expression of Interest (EoI) is invited for Setting-up and Operating above Shops at Indian Institute of Technology (IIT) Bhilai.

The contract for allocation of a shop will initially be for a period of one year which may be extended for further periods to whomsoever it may concern, by IIT Bhilai depending on the requirement of the Institute and performance of the contractor/service provider. Details for submitting the Expression of Interest have been provided in the following sections:

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SECTION I

OVERVIEW OF THE SHOPS/OUTLETS/SERVICES REQUIRED

1. Salient points are as under:

Schedule of Expression of Interest			
S. No.	Activity Description	Schedule	
	Name of Assignment	License for running various shops at IIT Bhilai campus (Such as Super Market, Restaurant, Stationary Shop, Repair Shop and such other commercial establishments)	
1.	EoI No.	IITBHILAI/ESTATE/SHOP/EOI/01 Date 30-01-2025	
2.	List of shops	Section IV	
3.	Pre-bid Meeting	07-02-2025 at 11:00 AM Prospective bidder may submit their intent to participate in the pre-bid meeting to estate@iitbhilai.ac.in on or before 06-02-2025 at 05:30 PM Meeting details will be sent to the interested firms through e- mail.	
4.	Last date for receipt of bids (to be submitted by registered post/speed post/courier)	13-02-2025 at 05:30 PM	
5.	Address for submission of hard copies by registered post/ speed post/ courier	Estate Management Section Room No: 212, Health Centre Indian Institute of Technology, Bhilai Durg, Chhattisgarh - 491002 Email: estate@iitbhilai.ac.in	
6.	Validity of EoI offer	180 days from the date of opening	
7.	Application fee and EMD	S. No	Earnest Money Deposit (EMD)
		1	Rs 5,000/-
		Application fee	
		Rs.1,000/-	

2. **General scope of the establishment:**

2.1. The bidders may not restrict themselves to the above categories only, additional proposals are also welcome. Final decision will be taken on the basis of nature of services proposed by the applicant(s) and requirement of the institute.

2.2. The financial terms are usually in form of monthly licence fees in addition to utility charges. A sealed proposal is also invited along with the EOI, and this will be used for final selection.

2.3. License fee of the shop will be as per latest CPWD norms.

SECTION II

INFORMATION & INSTRUCTIONS FOR APPLICANT(S)

1. General:

- 1.1. All information called for in the enclosed forms should be furnished against the relevant columns by the applicant. If for any reason, information is furnished on a separate sheet, this fact should be clearly mentioned against the relevant column. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particulars /queries are not applicable in case of the applicant, it should be stated as "not applicable".
- 1.2. The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by email and those received after the closing date will not be entertained.
- 1.3. The application should be in printed form. The applicant should sign each page of the application along with the submitted properly annexed documents.
- 1.4. Expression of Interest (EoI) is invited in a sealed envelope scribed as "EoI for setting up and operating various commercial shops at IIT BHILAI".
- 1.5. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the pre-qualification document are serially numbered. Additional sheets, if any added by the applicant, should also be numbered/annexed sequentially by the applicant. They should be submitted as a package along with the signed 'Letter of Transmittal'.
- 1.6. References, information and certificates from the respective clients certifying suitability, quality of services rendered in the past, know-how and capability of the applicant/firm should be signed and stamped by an authorised person only.
- 1.7. Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him/her liable to be debarred from participation for providing their services in the same respect in future.
- 1.8. An applicant is free to give out any additional but relevant information.

2. Method of Application (refer FORM 'B')

- 2.1. If the applicant is an individual, the application shall be signed by him/her above his/her full printed name and current address with mobile number, status of his/her participation as an individual.
- 2.2. If the applicant is a proprietary firm, the application shall be signed by the proprietor above his/her full printed name and the full name of his/her firm with its current address.
- 2.3. If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full printed names and current addresses with mobile number or alternatively by a partner holding power of attorney for the firm. In the latter case a **certified copy of the power of attorney** should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
- 2.4. If the applicant is a limited company or corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary. The head office addressed contact details with mobile number shall also be mentioned.

3. Final Decision Making Authority

IIT BHILAI reserves the right to accept or reject any application and to annul the selection process and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.

4. Selection Criteria

Selection of the potential contractor(s) shall be based on the applicant/firm's strength, past experience in operating similar shops/Outlets/providing similar services (preferably for large organizations/educational institutions), financial capability, prestigious awards received for similar works from reputed International/Indian Institutions, and suitability of proposed services vis-a-vis requirements of IIT BHILAI.

5. Disqualification Criteria

Even though an applicant may satisfy the above requirements, he/she would be liable to disqualification if:

- 5.1. The services being offered are not suitable to the requirement of the Institute.
- 5.2. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
- 5.3. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc.

6. Selection of the vendor (s) shall be subject to thorough verification of their credentials and may include on-site inspection/visit of similar works being carried out by them, through a Committee constituted by IIT BHILAI.

7. PROPOSAL TO SET UP AND OPERATE SHOP/PROVIDE SERVICES

7.1. The applicants are required to submit a proposal stating the nature of shops/ services that they are willing to operate/ provide at IIT BHILAI (in **Form 'A'**). Clearly mentioning the list and rate of the items/products they propose to sell/serve. The scope of list should be as per desired requirement of IIT Bhilai. However, applicants are free to apply for additional services. The same shall be considered on its merit.

8. EXPERIENCE IN OPERATING SHOPS/SERVICES

Applicant should furnish the list of all the contracts/shops/services currently under execution (**in Form 'C'**).

9. FINANCIAL INFORMATION

Interested Service Provider(s)/Applicant(s) should furnish the financial information for the last three years in the **FORM 'B'**.

10. LETTER OF TRANSMITTAL

The applicant should submit the letter of transmittal (**given at FORM 'C'**) along with the Expression of Interest document.

11. Any effort on the part of the applicant or his/her agent to exercise influence or canvassing of any kind is **strictly** prohibited and would result in rejection of the application.

12. DURATION OF THE AGREEMENT

The initial term of the agreement shall be for a period of maximum one year and can be renewed/extended further two years at the sole discretion of IIT Bhilai.

FORM 'A'**STRUCTURE & ORGANISATION OF THE APPLICANT(S)**

1	Name & Address of the applicant:		
2	Telephone No., Email id and Mobile number		
3	Legal status of the applicant (attach copies of original document defining the legal status) i. An individual ii. A proprietary firm iii. A firm in partnership iv. A limited company or Corporation		
4	Particulars of registration with various Government bodies (attach attested photocopy)	Organisation /Place of registration	Registration No.
5	Names and Titles of staff with designation to be concerned with this work:		
6	Designation of individuals authorised to act for the organisation (Power of attorney if needed)		
7	Was the applicant ever required to suspend the project (shop operations/services) for any period after commencement of the project? If so, give the name of the Project and reasons of suspension of work.		
8	Has the applicant or any partner in case of partnership firm, ever abandoned the shop operations/services before its completion? If so, give the name of the project and reasons for abandonment.		
9	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organisation at any time? If so, give details.		
10	Has the applicant or any partner in case of partnership firm, ever been convicted by a court of law? If so, give details		
11	In which field the contract/assignment the applicant has specialisation and interest?		
12	Any other information considered necessary but not included above.		

FORM 'B'

FINANCIAL INFORMATION

I. Financial Analysis –

- (a) Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last four years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Particulars	Financial Year		
	2021-22	2022-23	2023-24
i) Gross Annual turnover (In Lakhs)			
ii) Profit/Loss			

- (b) Income Tax Clearance Certificate/Profit & Loss account for the FY 2023-24

Signature of Chartered Accountant with seal

Signature of Applicant(s)

Signature of Applicant(s) with date & seal

FORM 'C'

EXPRESSION OF INTEREST INFORMATION

LETTER OF TRANSMITTAL

From: _____

To,

Director,
Indian Institute of Technology Bhilai,
Bhilai - 491002

Subject: Submission of expression of interest application

Sir,

Having examined the details given in the invitation for EoI document for the Setting-up and Operating Shop No _____ at IIT BHILAI, I/We hereby submit the pre-qualification document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms "A" to "C" and accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for shortlisting and have no further pertinent information to supply.
3. I/We submit the requisite certificates to IIT BHILAI, to confirm the correctness thereof. I/We also authorise IIT BHILAI, to approach individuals, employers, firms and corporation to verify your competence and general reputation.
4. I/We submit the following certificates in support of our suitability, professional know how and capability for having successfully completed the following projects of similarly nature in the past:

Sr. No.	Details of Shops/Outlet/ /Services provided	Registration Number (GSTN/ Gumasta/ Any other proof)	Date of Registration

Enclosures:

Seal of applicant

Date of submission:

Signature(s) of Applicant(s)

SECTION III

Tentative General Terms and conditions and Scope of Work

1. Place

The Contractor shall carry out the Shop operations at IIT BHILAI campus having built-up shop spaces. The shop space allocated by IIT BHILAI to the Contractor for the purpose of operating the Shop shall not be used for any other purpose except for selling permitted products/services as approved by IIT Bhilai through its authorised person(s)/Committee.

2. Authorised Committee

The COMMITTEE at IIT Bhilai is authorised to oversee the functioning of Shops/Outlets and decisions taken by the said Committee for issues with regard to these shops/outlets shall be final and abiding for the Contractor.

3. Services to be provided by the Contractor

The Contractor shall provision the approved items/services (As per rate list approved by COMMITTEE) within the stipulated timings mentioned as approved from time to time by the COMMITTEE. The Contractor shall strive to maintain the desired quality standards and ensure the smooth functioning of the shop at all times.

4. Rate list for items sold/services provided

The pricing of all items sold/services provided at the Shop shall be as per the mutual consent of the Contractor and COMMITTEE and the same must be recorded in writing. Modifications in the approved rates and pricing shall not be undertaken unless authorized in writing by the COMMITTEE. IIT Bhilai at its sole discretion reserves the right to regulate, limit or eliminate items sold by the Contractor.

5. Timings

The Shop shall remain functional from pre decided time (preferably on all days of the week). The operational timings shall be finalised/adjusted after discussion with COMMITTEE.

The Contractor or his/her designated manager shall not remain absent from the Shop without prior intimation of at least 7 days to COMMITTEE. During the period of his/her absence, he/she shall ensure that there is a supervisor available, who is capable of effectively handling the Shop affairs. In case the Shop has to be kept closed for a certain period, it has to be with prior permission of the COMMITTEE and an appropriate notice is also to be displayed at the Shop.

6. Quality Management

All items/sold/services rendered by the Contractor as per the approved rate list shall be purchased/provisioned by the Contractor at his/her own cost. All the items/ raw materials purchased for the Shop will have to conform to the standards, prescribed under the government Act(s) as applicable and as far as possible shall have the appropriate standards/branded bearing the mark such AGMARK/ISI/FSSAI/others as applicable. Any registered complaint of unhygienic practices (such as uncleanliness, flies, insects and waste material in and around the shop, or outside courtyard area, personal hygiene of Shop staff etc.) would invite a fine on the

Contractor.

The COMMITTEE will be at liberty to inspect the Shop/materials brought/used by the Contractor at any point of time and shall have the right to reject any sub-standard items or materials which will beat the cost of the Contractor.

It will be the responsibility of the Contractor to store the stock of materials/equipment purchased by him in a neat, tidy and hygienic manner.

7. Cleanliness

The Contractor shall ensure regular upkeep of the inside shop area/ surrounding area and maintenance of cleanliness at all times in and around the Shop such as placing adequate number of dustbins (with lid) for segregated waste, as per the practice in IIT BHILAI, nearby and ensure proper maintenance. Failure to do so may incur a penalty.

The Contractor shall be responsible for segregating waste material and appropriate disposal of garbage generated due to the activities of the Shop. Any registered complaint of unhygienic practices (such as uncleanliness, flies, insects and waste material in and around the shop, or outside courtyard area, personal hygiene of Shopstaff etc.) would invite a penalty.

8. Electricity, Water and other facilities

IIT BHILAI will provide required water and drainage facilities to the Contractor for the operation of the Shop and the Contractor shall timely pay the applicable charges. The said charges, in case revised in future course, would be intimated to the Contractor for adherence.

IIT BHILAI will provide the Contractor the required electric supply for the smooth running of the Shop and the Contractor shall timely pay IIT BHILAI for the electricity consumed as per rates.

9. Furniture & equipment etc.

The Contractor shall equip the shop premises with the requisite furniture/ fittings at his/her own cost.

The Contractor shall ensure upkeep of the furniture, utensils or equipment, including those provided by IIT BHILAI, if any, in clean and hygienic condition to the satisfaction of the COMMITTEE.

Housekeeping and consumables thereof with respect to the Shop will be the responsibility of the Contractor.

The Contractor shall from time to time carry out the necessary repairs and minor maintenance work of civil and electrical nature, whenever required, in consultation with the COMMITTEE.

In the event of any breakage or loss and/or damage to the same arising out of negligent handling by the Contractor or his/her employees, the Contractor shall compensate or pay for such replacements or repairs, as decided by the COMMITTEE.

10. Staff

The employees of the Contractor shall be in the employment of the Contractor only and not of IIT BHILAI and the Contractor shall be solely responsible for all acts of commission or omission

of his/her employees. The Contractor shall indemnify IIT BHILAI for any loss or damage which IIT Bhilai may suffer due to any act of commission or omission of any of his employees.

The Contractor shall be solely responsible for the timely payment of wages to his/her employees. The Contractor shall ensure that the wages paid to the Shop employees are not below the minimum wages as applicable from time to time and IIT BHILAI shall not be liable to bear any part of the increase, if any, in the minimum wages during the term of the Agreement.

The Contractor agrees to cover employees engaged by him/her at the Shop under ESI as well as EPF and gratuity as per provisions of Acts, as applicable.

Security regulations and rules of IIT BHILAI implemented from time to time shall be abided by all personnel employed by the Contractor who are working inside IIT BHILAI campus. These may include physical checks while entering or exiting IIT BHILAI campus and also for the mandatory requirement of carrying and displaying photo I-Card/passes provided by IIT BHILAI.

The Contractor shall be responsible for the good professional conduct and discipline of his/her personnel. IIT BHILAI Standing Orders shall be binding on the Contractor and all his/her personnel.

The Contractor and his/her employees shall be medically/physically fit and free from any contagious diseases. A police verification report in respect of the Contractor and all his/her employees working within IIT BHILAI premises is to be submitted to the COMMITTEE within 15 days of signing of the contract.

IIT BHILAI shall not be a party to any dispute that arises between the Contractor and his/her employees/agents/users. If IIT BHILAI is still involved and incurs any expenditure in such legal proceedings, it shall recover the same from the Contractor/debit from his/her deposit.

11. Rights and liabilities

The permission granted to the Contractor shall not create any tenancy or proprietary rights or any other interest in the IIT BHILAI premises, which shall continue to be in the exclusive ownership, control and possession of IIT BHILAI; but gives a mere licence to use the said premises subject to what is stated hereinabove.

IIT BHILAI shall through the period of the signed contract have full control over the said premises and every part thereof. IIT BHILAI shall act through COMMITTEE/officer duly authorized on its behalf in connection with the said contract or anything to be done there under.

The Contractor hereby agrees and undertakes not to store/stock any material for any purpose other than to meet the requirements of IIT BHILAI. IIT BHILAI will not be responsible for any loss or damage done or caused to the Contractor's stock, materials, etc., while these are stored in the Shop.

12. Restrictions

The Contractor shall not make any addition, variation or alteration in the said premises or any part thereof without the express permission in writing from COMMITTEE.

The Contractor shall not remove any item supplied to them by IIT BHILAI outside its premises either for the purpose of repairs or otherwise without the express permission in writing from COMMITTEE.

The Contractor shall not become a cause of nuisance or annoyance in any way either to IIT BHILAI or to other occupants/residents of the buildings in the campus. It is agreed that the decision of IIT BHILAI whether the Contractor has caused nuisance or annoyance shall be final and conclusive and the Contractor shall not question or challenge the said decision of IIT BHILAI.

The Contractor shall not make use of the premises for any illegal, immoral or unlawful purposes.

The Contractor will not engage himself/herself in the service of any non-permitted item/services as per the laws/rules set by local, State and Central Governments and IIT BHILAI from time to time.

13. Responsibilities

The Contractor shall maintain a feedback/complaint register to enable users to make entries on his/her services.

It will be the responsibility of the Contractor to safeguard the Shop assets and IIT BHILAI will not be responsible in any way for loss or damage.

The Contractor will ensure that his employees do not remain on the premises beyond their normal working hours without specific approval of COMMITTEE.

The Contractor shall adopt proper safety and precautions for the use of facilities/services provided for running the Shop. The Contractor shall ensure preparedness against an outbreak of fire in the Shop premises and will be held responsible in case of such an incident occurring due to negligence on his part.

IIT BHILAI shall not be responsible for hazards caused by Contractor due to improper safety measures.

The Contractor shall be responsible to follow all statutes, laws, by-laws, norms and rules (set by local, State and Central Governments and IIT BHILAI from time to time) for storage and handling of items and/or cooking material (including hazardous and/or inflammable or combustible goods or substances or articles). The Contractor is obligated to keep himself/herself informed of any changes in the above laws, norms, rules and statutes, and IIT BHILAI will not bear any responsibility for this.

The Contractor must have all the appropriate and applicable licenses such as Food safety license, Registration/Gumasta, Commercial Tax License, GSTIN and any other such government license/permits mandated/required by the government and local authorities for operating such a venture. Contractor shall make these details available to IIT BHILAI.

The Contractor shall comply with all the provisions of contemporary Labour laws which are applicable to him to operate such a business, such as of the Employees State Insurance Act, 1948, the Employees Provident Funds Act, 1952, the Contract Labour (Regulation and Abolition) Act, 1970 and the Rules there under, Minimum Wages Act and any other Acts/ Rules that may be applicable to him/her from time to time and he/she shall keep IIT BHILAI indemnified against all liabilities and responsibilities for the Contractor's non-compliance of the provisions of the said Acts, and schemes and in particular, laws governing employer- employee relations

in respect of the staff engaged by the Contractor.

The Contractor shall provide the customers facility for digital payment via digital wallets (BHIM, Pay TM, UPI etc.) etc.

14. Payment by the Contractor

The license fee along with GST as applicable (presently @ 18%) is to be deposited by the Contractor to the Institute latest by 10th of the following month. The applicable taxes thereof including GST, if any, shall be borne by the Contractor.

15. Security deposit

The Contractor shall deposit amount as mentioned in Section – IV in advance within one week of signing the agreement as a security deposit, refundable without any interest at the expiry of the contract.

IIT BHILAI shall have the right to deduct any amount out of the above deposit which the Contractor may become liable to pay owing to this contract and shall refund the balance money to the Contractor on the termination of this contract.

16. Termination

IIT BHILAI reserves the right to terminate this contract at any time without assigning any reason, for which no compensation/damages will be paid. The Contractor shall remove himself/herself from the said premises with all belongings and leave it entirely vacant within two weeks of the date of notice of revocation or termination of the contract.

In case the Contractor is desirous of terminating this contract before expiry of the period agreed, then Contractor shall provide four-week notice in writing to IIT BHILAI. The termination of the contract shall not release either party of its obligation to pay any sums then owing to the other party and also perform or discharge any liability that had been incurred prior thereto.

17. Disputes

In case of legal dispute arising out of or relating to the contract or breach, or the invalidity thereof, shall first be attempted to be settled by discussions.

If the same is not resolved through mutual discussions, then the same shall be referred to the sole arbitration of the Director, IIT BHILAI or any person nominated by him. The decision of the Arbitrator shall be final and binding on both the parties. All disputes are subject to Bhilai jurisdiction only.

18. Other conditions

The Institute shall retain the original contract document and the Contractor shall keep the duplicate of the same. The Contractor shall bear and pay all the costs/charges and expenses incidental to the preparation and execution of the signed contract in duplicate.

Note: Terms and conditions mentioned above are generic in nature and are for reference purposes. Specific terms and conditions will be finalized according to the nature of the business/ services.

SECTION IV

Details of available shops are as follows: -

S. No.	Location	Area in Sqm (approx.)	Number of shops to allotted	Shop Area (in Sqft)	Approximate Rent (in Rs.)	Security Deposit (Rs.)
1.	Shopping centre (Shop No. 205)	98.58	1	1061.12	23769	1,00,000
2.	Shopping Centre (Shop No. 101)	85.5	1	920	20,608	75,000
3.	Shopping centre (Shop No. 107)	14.62	1	157.31	3523	10,000
4.	Shopping centre (Shop No. 109)	16.62	1	178.83	4005	10,000
5.	E-Kiosk-2 (Mess Block)	8.84	1	95.15	2131	10,000