

**NOTICE INVITING TENDER(NIT) FOR OPERATION OF 'DEPARTMENTAL STORE' AND 'CAFETERIA'  
AT IPE PERMANENT CAMPUS AT VANGALI (VILLAGE), SABBAVARAM (MANDAL), ANAKAPALLI  
DISTRICT, ANDHRA PRADESH**



**Indian Institute of Petroleum and Energy (IIPE)**

Vangali Village, Sabbavaram Mandal

Anakapalli District

Andhra Pradesh-531035

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## **1. INSTRUCTIONS FOR ONLINE BID SUBMISSION**

This tender document has been published on the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) & Institute website [www.iipe.ac.in](http://www.iipe.ac.in). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

### **1.Registration:**

(i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) ) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.

(ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

(iii) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

(iv) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

(v) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

(vi) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

(vii) The CPP Portal also has user manual with detailed guidelines on enrolment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.

(viii) The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

### **2.Searching for Tender Documents:**

(i) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

(ii) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.

(iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **3.Preparation of Bids:**

- (i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- (ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
- (iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

### **4.Submission of bids:**

- (i) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (iii) Financial Bids can be submitted in PDF format (**As per Annexure - I**).

Any additional components, which the bidder wants to quote and if it's not available in BOQ, can be quoted in the PDF format. The bidder may add rows to include the prices of all components & warranties, installation etc. whichever applicable.

(iv) Bidders are requested to note that they should necessarily submit their financial bids in the format provided (**as per Annexure-I**) and no other format is acceptable. The Financial Bid can be submitted in PDF format also. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

(v) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

(vi) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

(vii) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

(viii) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

**5. Amendment of Bid Document:** At any time prior to the deadline for submission of proposals, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

**6. Assistance to bidders:**

(i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender through email: [procurement@iipe.ac.in](mailto:procurement@iipe.ac.in) or Tel. No. **0891-2856015**. **The Institute may conduct the pre-bid meeting, if required for clarification on the tender terms & conditions.**

(ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593**.

7. The Director, IIPe Visakhapatnam reserves the right to award this contract for all required services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason any time before award of the contract. Further, the Director, IIPe is not bound to accept the lowest tender, but has the liberty to close the tender process without awarding the contract to anyone if the lowest quote is found to be unreasonably high. The decision of the Director, IIPe Visakhapatnam in this regard shall be final and binding on all.

8. In case any document produced in support of eligibility criteria turns out to be not genuine before or after award of contract, the IIPe reserves the right to blacklist or debar the bidder concerned from participating in the future tendering process of the Institute.

9. The contracting firm/ agency shall provide the services continuously as per the award of contract. In case of discontinuation of services by the contractor in the middle of the period without requisite notice or non-satisfactory services, breach of any terms and conditions of the contract etc. the contractor shall be liable to legal action, in addition to forfeiture of the performance security deposit given by him.

10. The contracting agency shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without prior written consent of IIPe Visakhapatnam.

11. The Director, IIPe reserves the right to impose a pecuniary penalty on the contractor for serious lapses in execution of the contract. The amount of penalty imposed will be recovered from the monthly bills payable to the contractor.

12. The Taxes will be applicable from time to time as per the rules of the Government of India.

13. The detailed eligibility and other terms & conditions of the contract may be perused in the following pages.

14. This bid is governed by Institute's Purchase rules available on IIPe website([www.iipe.ac.in](http://www.iipe.ac.in)).

**-Sd/-**  
**Registrar**  
**IIPe Visakhapatnam**

## **OPEN TENDER**

**Tender Ref.No:** IIPE/SnP/2025-26/10

**Date:** 27<sup>th</sup> Jan,2026

### **NOTICE INVITING TENDER FOR OPERATION OF 'DEPARTMENTAL STORE' AND 'CAFETERIA' AT IIPE PERMANENT CAMPUS**

1. Indian Institute of Petroleum and Energy (IIPE) Visakhapatnam (hereinafter referred to as the "Institute"), an Educational Institute of National Importance, invites online bid for engagement of Licensee for lease of **"DEPARTMENTAL STORE AND CAFETERIA AT ITS PERMANENT CAMPUS"** at Vangali Village, Sabbavaram Mandal, Anakapalli District as per the Bid document. The Bidder shall provide the required items to the Institute, and the items should be available all the time at a reasonable or fixed price, best quality and right quantity.

3. The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute's website <https://iipe.ac.in/alltenders> and the bid is to be submitted online only through the E-procurement portal up to the last date and time of submission of tender.

4. The offers should be submitted in **TWO-BID SYSTEM** by the reputed and experienced firms/agencies/companies having valid licenses and permits and qualified experience in the relative field in any Public Sector Undertaking (PSU), Govt. Organization, Educational Institution etc. The Bidders are requested to give detailed tender in two Bids i.e.:

- a. **Part - I:** Technical Bid.
- b. **Part - II:** Commercial Bid.

#### **5. Time Schedule:**

<b>Sr. No</b>	<b>Particulars</b>	<b>Date</b>	<b>Time</b>
1.	Date of Online Publication/Download of Tender	<b>27.01. 2026</b>	15:00 hrs
2.	Bid Submission Start Date	<b>27.01. 2026</b>	15:05 hrs
3.	Bid Submission Close Date	<b>02.02. 2026</b>	15:00 hrs
4.	Opening of Technical Bids	<b>02.02. 2026</b>	15:30 hrs

**No manual bids will be accepted.** All quotation (both Technical and Financial should be submitted in the e-procurement portal only).

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 91-8826246593.

**Availability of Tender:** The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and be submitted only through the same website.

**Note:** This is a domestic Tender according to the DPIIT Order dated 15/07/2017 and subsequent amendments to the order for Public Procurement Preference & PROVISION FOR LOCAL SUPPLIERS TOWARDS PREFERENCE TO MAKE IN INDIA. The bidder required to declare the percentage of Local Content for the quoted for the services as per **Annexure – H** and submit with the Technical Bid. Bidder should also give details of the location(s) at which the local value addition is made.

6. **Envelop-1: Technical Bid (Part-I):**

The online envelope clearly marked as "**Technical Bid** - Envelope No. 1" shall contain the all scanned copies of originals documents in PDF Format.

- (i) Rate of Compensation for damage by Bidder as per **Annexure- 'A'**
- (ii) Acceptance of tender terms as per **Annexure- 'B'**.
- (iii) No Relationship Certificate as per **Annexure – 'C'**.
- (iv) Bid Security Declaration as per **Annexure- 'D'**.
- (v) Bidder Information Form as per **Annexure – 'E'**.
- (vi) Declaration of Clean Track/No Legal Action Certificate as per **Annexure- 'F'**.
- (vii) Certificate by Bidder- DPIIT Registration as per **Annexure – 'G'**.
- (viii) Declaration of Local Content as per **Annexure- 'H'**.
- (ix) Supplied Items List as per **Annexure- 'J'**.
- (x) **Statutory Registrations:** The Bidder must possess valid EPF, ESIC (where applicable), GST Registration, Labour License, and submit a Copy of GST/ PAN No. allotted by the concerned authorities.
- (xi) The Bidder shall submit details of experience in running a Cafeteria shop and shop or related field at least for a period of **minimum 05 (five) years** with a minimum of **200 customers** per day. Out of which the bidder should have an Experience of running cafeteria for a Minimum of **One Year** in Serving Both in Educational Institute and PSU(s) before the date of Bid along with documentary proof;
- (xii) The bidder should have at least **Rs. 100.00 Lakh(s)** average annual turnover for the last three financial years i.e., 2022-23 & 2023-24, 2024-2025.
- (xiii) Copy of Registration of the Shop/Agency / Firm / Company issued by the concerned authority of Shops and Commercial Establishment Act is must wherever applicable. The bidder shall be a firm/ company/ proprietorship establishment registered under suitable Act with a registered or branch office in the **District of Visakhapatnam/Ankapalli**
- (xiv) The technical offer **should not contain any price information**. If, bidder submitted financial bid along with technical bid, the bid summarily treated as **non-responsive bidder**.
- (xv) The successful BIDDER, on award of contract / order, must send the contract / order acceptance in writing, within 03 days of award of contract.

9. **Envelope -2: "Commercial Bid" (Part-II):** The Envelope -2: Commercial Bid shall contain the following: Cost of all the items should be mentioned clearly and individually in the Commercial Offer (**Part-II**) only as per **Annexure-I** in pdf format and as per BoQ.

**Note:**

- (i) No request for extension of due date will be considered under any circumstances.
  - (ii) No sub-contracting is allowed with regard to the required services. This is the sole responsibility of the Principals/ their authorized agents.
10. IPE, Visakhapatnam may issue corrigendum to tender documents before due date of submission of bid. The bidder is required to read the tender documents in conjunction with the corrigendum, if any, issued by IPE Visakhapatnam. The bidder is not supposed to incorporate the amendment in the body of the tender document.

### **3. ELIGIBILITY CRITERIA AND BID EVALUATION**

#### **1. BID EVALUATION PROCESS:**

**The bid evaluation shall consist of the following phases:**

**Phase I**— Evaluation of Technical bid in accordance to the Eligibility Criteria and other tender compliances. QCBS evaluation of the Technical Bid of Eligibility Criteria Bidder as per the Marking Scheme mentioned in the bid document.

**Phase II** - Evaluation of Financial bid:

**Note:** -It is mandatory for the bidder to qualify all the qualification stages to be eligible for QCBS evaluation including presentation as per Marking Matrix. Only technically qualified bidders shall be considered for opening of their Financial Bids and evaluation thereof.

#### **Evaluation of Technical Bids:**

Bidder has to upload all documentary evidence in support of the following mentioned Eligibility Criteria. In the absence of such supporting documents, as mentioned against each criterion, the bid will be rejected summarily. The QCBS rating/ marking and financial bid opening will be carried out for only those bidders who qualify in the Technical bid.

#### **2. Eligibility Criteria:**

All the Bidders/Agencies/Shopkeepers must fulfil the following eligibility criteria and submit the documents and the declarations (duly self-attested) in support of their claim along with the bid. The bids those are not meeting the Eligibility Criteria stated below and not accompanied with the requisite documents shall be treated as incomplete hence be rejected:

- The Bidder must possess valid EPF, ESIC (where applicable), GST Registration, and Labour License and submit a Copy of GST/ PAN No. allotted by the concerned authorities.
- The Bidder shall submit details of experience in running a Cafeteria shop and shop or related field at least for a period of **minimum five years** with a minimum **of 200 customers** per day, out of which the bidder should have an Experience of running cafeteria for a Minimum of One Year in Serving Both in Educational Institute and PSU(s) before the date of Bid along with documentary proof;
- Documentary evidence such as Work Orders, Completion Certificates, or Performance Certificates must be submitted.
- The bidder should have at least **Rs. 100.00 Lakhs** average annual turnover for the last three financial years i.e., 2022-23 & 2023-24, 2024-2025.
- Copy of Registration of the Shop/Agency / Firm / Company issued by the concerned authority of Shops and Commercial Establishment Act is must wherever applicable. The bidder shall be a firm/ company/ proprietorship establishment registered under suitable Act with a registered or branch office in **District of Visakhapatnam/Ankapalli**
- **Educational & Language Requirements:** The deployed manpower should preferably have 10th/12th standard qualification and have working proficiency in English, Telugu and Hindi (Self Declaration).
- **Solvency and Financial Stability:** The Bidder shall submit a Solvency Certificate issued by a nationalized/scheduled bank, preferably of **Rs. 25–50 lakhs**.



- Bidder should not be black listed/debarred by the Institute or any other agency for a period of one year from the last date of submission of this bid. As per the **Annexure-F** to be enclosed with the technical bid in prescribed format.
- **Visit of the Campus:** Interested bidders are advised to visit the IIPE premises on any working day between 10:00 Hrs to 17:00 Hrs and ascertain the nature and quantum of work before bidding.
- Bidders quoting for the Departmental Store and Cafeteria having supply of food items should have valid FSSAI licenses and submit the same along with the bid document.
- **Bidder should submit a self-declaration on their letter head for the following:**
  - (i) That the Partners of the firm or sole proprietor or Company as the case may be, has never been black-listed and the name of the firm or company has not been changed.
  - (ii) That there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company as the case may be, and that he has never been punished by any Hon'ble Court.
  - (iii) That there are no dues towards income tax as on the date of the affidavit.
  - (iv) that the contractor is not an employee or a close relative (including son, daughter, and siblings of self or spouse) of any employee of IIPE Visakhapatnam.

**The bidder who fulfilled the eligibility criteria shall be further evaluated as per the following marking matrix:**

- Bidders fulfilling the eligibility criteria and minimum qualifying marks, will only be considered for the opening of the price bid.
- A Committee constituted by the Institute shall evaluate the bids. The decision of the Committee in the evaluation of the bids shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee. Institute reserves the right to reject any one or all the bids received without assigning any reason.
- **FSSAI Compliance:** Bidders quoting for cafeteria operations involving food supply must possess a valid FSSAI Licence and shall submit the certificate along with the bid, The Bidder must deploy at least one FoSTaC-certified Food Safety Supervisor.
- **Performance Guarantee & EMD:** The successful bidder must furnish a Performance Security Deposit (as specified in the NIT).
- All bidders must submit EMD Declaration as per NIT along with their technical bid.

### 3. EVALUATION CRITERIA:

The evaluation of the Bids will be based on QCBS method (Quality and Cost-Based Selection) wherein the Technical and Financial bids are separately evaluated to obtain Technical and Financial Bid Scores. The weightage for Technical Bid and Financial Bid: (30:70). The Combined Bid Score is obtained thereafter to declare the successful bidder as under:

#### 3.1. Evaluation of Technical Bid:

**Stage-1** The Technical bids will be evaluated for submission of mandatory documents as mentioned in the tender document complete set of tender documents, for admission of the bids.

**Stage-2** The admitted bids will be subjected to 'Technical Evaluation' wherein all the documents will be verified for meeting the eligibility criteria as mentioned in the tender document.

**Stage-3** The 'bids meeting eligibility criteria' will be further evaluated to obtain the 'Technical Bid Score' based on the criteria mentioned below:

Sl.No	Item(s) Description	Documents to be provided	Max. Marks
1.	The bidder shall have a minimum of 05 years of experience in Operating Cafeteria with reputed Institutes/PSU/Universities etc. <ul style="list-style-type: none"><li>• Above 7 years: 10 Marks</li><li>• Minimum 5 years up to 7 years: 5 Marks</li></ul>	Work orders / Contracts/ agreements and Experience /Satisfactory completion of work certificate.	10
2.	The bidder shall have a minimum of 05 years of experience in Operating Departmental Store with reputed Institutes/PSU/Universities etc. <ul style="list-style-type: none"><li>• Above 7 years: 10 Marks</li><li>• Minimum 5 years up to 7 years: 5 Marks</li></ul>	Work orders / Contracts/ agreements and Experience /Satisfactory completion of work certificate.	10
3.	The bidder should have at least <b>Rs. 100 Lakhs</b> average annual turnover for the last three financial years i.e.,2022-23, 2023-24 & 2024-25. <ul style="list-style-type: none"><li>• Above Rs. 150 Lakhs – 10 Marks.</li><li>• Minimum Rs. 100 Lakhs up to Rs. 150 Lakhs –5 Marks.</li></ul>	Financial statements clearly indicating the turnover values duly certified by a Chartered Accountant with UDIN.	10
4	Minimum Number of Running Cafeteria (s) both in Educational Institute and PSU(s) for a minimum of One Year Minimum of One to Three Cafeterias: 5 Marks Three to Five Cafeterias: 7 Marks Five and Above Cafeterias: 10 Marks	Work orders / Contracts/ agreements and Experience /Satisfactory completion of work certificate.	10
5	<b>Technical Presentation Includes</b>	<ul style="list-style-type: none"><li>• Quality of food &amp; services</li><li>• Hygiene &amp; cleanliness practices</li><li>• Customer management system</li><li>• Complaint / feedback / suggestion handling system</li><li>• Q&amp;A by Evaluation Committee</li></ul>	60
<b>Total Marks</b>			<b>100</b>
<b>Minimum Qualified Mark/Score</b>			<b>70</b>

• For Sl No.1 ,and 2 of the above table, the Contracts in multiple organizations during a year shall be considered as one contract for that year.

**3.2 Cut-off Marks for Qualifying:** Bidders securing a minimum of **70 marks** in total of above will only be considered as eligible for next round of evaluation. Financial Bids of only these eligible Bidders will be opened and evaluated further, as notified herein.

**3.3** The Evaluation Committee shall evaluate and rank each Technical Proposal on the basis of the Proposal's responsiveness to the scope using the evaluation criteria and score system specified above.

**3.4 Technical Bid Score for each technically qualified bidder will be obtained as under:**

- Technical Bid Score = 
$$\frac{\text{Total marks obtained by the bidder}}{\text{Highest score/marks among bidders}} \times 100$$
- The technical bid score shall be rounded off to two decimal places without rounding up

**3.5.** The Proposal shall be rejected if it does not achieve the minimum technical marks of 70 (seventy) out of maximum of 100 (one hundred) marks

**4. FINANCIAL BID EVALUATION:**

- a) The Financial bid of only those Bidders who are found technically eligible shall be opened. The financial bids shall be opened in the presence of representative of technically eligible Bidders, who may like to be present. IIPE shall inform the date, place and time for opening of financial bids.
- b) The financial bids of the eligible bidders (obtaining min 70 of total marks in technical evaluation) will only be evaluated.
- c) The 'Financial Bid Value' quoted by the bidder in Cover-2 in CPP Portal only, shall be normalized for obtaining 'Financial Bid Score' of each bidder as under:

**d) Financial Bid Score for each technically qualified bidder will be obtained as under:**

$$\text{Financial Bid Score} = \frac{\text{Bidder's License Fee}}{\text{Highest License Fee among all bidders}} \times 100$$

- The Financial bid score shall be rounded off to two decimal places without rounding up.
- e) IIPE, Visakhapatnam shall correct arithmetical errors on the following basis:
  - (i) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
  - (ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
  - (iii) If there is a discrepancy between words & figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.
- f) If there are any discrepancies in price schedule and tender document, please refer to the BoQ in the Central Public Procurement Portal, the BOQ item/words/conditions mentioned in BoQ prevails.

**5. Combined Quality and Cost Based Selection (QCBS) Evaluation:** The score of technical proposal including presentation would be given 30% weightage, and the financial proposal would be given 70% weightage. The normalized score of the technical bid including presentation, and financial proposals shall be used to rank the Bidders on the basis of formula given as below:

**6. The final evaluation will be made on the basis of the following:**

- Weightage for the Technical Proposal: 0.3
- Weightage for the Financial Proposal: 0.7

**7. Combined Bid Score = Technical Bid Score x 0.3 + Financial Bid Score x 0.7.**

**8. Bidder with highest Combined Score shall be declared selected Bidder.**

**9. Tie-Breaker Criteria When Two Bidders arrive at the same combined score:**

If two or more bidders arrive at the same combined score, the selection shall be made based on the following tie-breaker criteria, applied in order:

(i) **Higher Financial Score:** The bidder with the higher Financial Score in the QCBS evaluation will be selected.

(ii) **Longer Relevant Experience:** If Financial Scores are equal, preference will be given to the bidder with:

- Number of Running Cafeteria (s) both in Educational Institute and PSU(s) for a minimum of One Year;

(ii) **Higher Average Annual Turnover:** If experience is also the same, preference will be given to the bidder with:

- Higher average annual turnover (last 3 financial years) as per tender.

(iv) **Earlier Date of Registration / Establishment:** If turnover is equal, preference will be given to the entity:

- Established earlier (older firm).

#### **4. SCOPE OF WORK**

IIPE invites tenders from interested bidders to operate a **Departmental Store and Cafeteria** at its permanent Campus for the benefit of students, Faculty, Staff and various users/ guests. The list of food/beverage items to be provided along with its prices (if any) is provided at **Annexure-J** of this tender document. The bidder should not change the prices mentioned in the **Annexure-J** during the contract period.

##### **1. Operational timings:**

The Departmental Store and Cafeteria shall operate from **09:00 AM to 09:00 PM**, the timings may change occasionally, and the vendor must be flexible to cover the Institute intimated timings.

**2. Expenditure for common cleanliness:** The successful bidder shall be responsible for the overall cleanliness of the premises including removal of solid waste. Any food waste will attract RAT menace and result in damage to the equipment and furniture Convention Centre. Hence, the bidder is solely responsible for maintaining the cleanliness and should take utmost care to maintain the cleanliness in the premises all the time.

**3. Solid Waste Management:** The Licensee should keep an adequate number of big-size dustbins near their allotted space and clear them at regular intervals. The Licensee must supply an adequate number of 60 Microns trash bags to be placed in the dustbins and ensure they are appropriately sealed as soon as they are full and handover the same to the IIPE Solid Waste Management (SWM) Service provider. The SWM Service provider will collect the trash bags and process the waste as per Institute policy. The Licensee shall pay the SWM processing charges (presently Rs 4.956 per kg) to the SWM Service provider directly as per the invoice raised by the SWM Service provider based on the weight of the waste generated. The Licensee shall ensure to segregate the Dry waste and wet waste and arrange separate dust bins for dry and wet waste.

4. The Licensee shall arrange for periodic pest control within the premises allotted to the Departmental Store and cafeteria.

5. The Departmental Store and cafeteria vendor is solely responsible for the cleanliness and maintenance of the premises throughout the business hours, i.e. 09:00 AM to 09:00 PM on all days. The vendor shall employ adequate manpower for cleaning of the premises. Failure to uphold cleanliness standards will result in a penalty of Rs. 1000/- per each instance/day for the initial three days within a given month. In the event of a recurrence, the penalty will escalate to Rs. 3000/- per day for the subsequent three days of that same month.

**6. Mandatory Hygiene & Safety Requirements:** a) The Bidder shall comply with FSSAI food hygiene regulations, including safe food handling practices, b) All food-handling staff shall undergo medical fitness examinations every six months, c) Fire safety norms and basic fire-fighting training shall be strictly adhered to.

**7. Manpower Verification:** a) Police verification of all deployed staff shall be completed within 30 days of award of contract, b) Staff must wear uniforms and ID cards issued by the agency.

**8. Equipment & Infrastructure Readiness:** The Bidder shall submit a list of the kitchen equipment, utensils, storage facilities, and other infrastructure they propose to bring and maintain for running the cafeteria. Institute will not provide any equipments to operate Cafeteria and Departmental Store.

**9. Environmental & Waste Management Compliance:** a) Strict compliance with IIPE's No Single-Use Plastic Policy, b) The Bidder shall follow waste segregation and disposal norms as prescribed by the Institute/Municipality, c) RO/UV-treated drinking water must be made available to users.

**10. Compliance with IIPE Rules:** The Bidder shall declare: (a) No child labour will be engaged, (b) No smoking/alcohol/tobacco in the allotted premises, and (c) No sub-contracting without written approval of IIPE.

- Digital Payment Facility.
- The Bidder must provide UPI/POS/cashless transaction facilities at the cafeteria and Departmental Stores.

## **5. TERMS AND CONDITIONS**

1. **Allotment of Contract:** The successful Bidder shall enter into an agreement for running Cafeteria and Departmental Store for which he/she emerged as successful Bidder within 15 days from the date of issue of allotment letter.

2. **Term/Period of Contract:**

The contract period for the Cafeteria and Departmental Store will initially be three (03) years and may be extended further subject to satisfactory performance of services and mutually agreed terms by both parties.

3. The Current total population is Approx. **800 Nos** ,it may vary (increase /decrease the strength of the population).

4. **License Period/Minimum Period of Doing Business:**

a) The contract period for the Cafeteria and Departmental Store will initially be three (03) years and may be extended further subject to satisfactory performance of services and mutually agreed terms by both parties.

b) The license fee shall be increased by at least a minimum of **5%** of the monthly rent, when due or as applicable as per the Government orders

c) The successful Bidder/ allottee shall enter into deed of license for **03(Three)** year or as the case may be within fifteen days of issue of contract order on non- judicial stamp paper worth **Rs.100/-**, which has to be produced by the allottee /Bidder along with the Security Deposit and three months' advance license fee. If the allottee / Bidder fails to commence the business in next 10 days of signing of the Agreement / deed of license, the **license fee** shall be forfeited.

d) **Payment of License Fee:** The licensee shall have to pay monthly license fee on or before **07<sup>th</sup>** of every month. In case of belated payment of monthly License Fee, appropriate penalty will be imposed as decided by the Institute;

**Licensee should pay the License fee within 7 days from the date of receipt of the invoice and the payment acknowledgment should be furnished to the authority/section concerned. If the Licensee fails to remit the Invoice amount (License fee, Electricity & water charges) within 7 days from the date of invoice, an additional license fee of Rs.500/- per day during the period of delay will be imposed in the invoice of the subsequent month.**

e) The Licensee shall abide by the conditions of license deed executed between the Licensee and the Licensor during the period of license; and

5. **Non-Exclusive Clauses:** The allotment shall be on "NON-EXCLUSIVE BASIS" i.e. the Institute shall have right to grant license to more than One licensee to do same Business in the same Premises.

6. **Performance Bank Guarantee (PBG):**

a) The initial contract period shall be three years. During this period, the successful bidder shall submit a Performance Bank Guarantee (PBG) equivalent to **12 months of the license fee**. For contract for an additional two years, the PBG shall be submitted based on the revised license fee applicable.

b) shall not carry any interest;

c) Refundable only after completion of license period;

d) The PBG is liable for forfeiture in the event of failure by the licensee to pay the license fee or termination of license or for breach of any condition/conditions of license.

e) PBG will not be adjusted towards the license fee payable by the licensee during the license period; and

g) The PBG shall be liable for forfeiture in the event of failure by the licensee to pay the license fee or termination of license or for breach of any condition/conditions of license.

## **7. Termination of Contract:**

i. In the event of such an extension being under consideration (after conclusion of the initial Contract) and even in the event of the vendor seeking an exit for any reason, it shall continue to be the responsibility of the vendor to continue to work at the rates prevailing on the last date of the surviving Contract, even beyond the Contract period or the extended Contract period as the case may be, for at **least 3 (three) months** or till a new Contract is finalized, whichever is earlier.

The licensor is at liberty to terminate the license with one **month's notice**, without assigning any reasons;

ii. The licensee defaults in payment of license fee for two months consecutively or two times in calendar year, the license can be terminated and the Performance Security deposit will be forfeited;

iii. The licensee shall have to run the business for a minimum period of **One (1) year** in respect of Shops from the date of entering agreement. If the Licensee desires to vacate the premises for whatsoever reasons before completion of license period of **one (1) year**, then performance security deposit will be forfeited.

iv. The licensee fails to start the business in the shop for a period of **Thirty (30) days** (for which the license is granted LoI) for what so ever reasons, unless it extension granted by the Institute, the LoI will be cancelled including forfeiture of the performance security.

v. The licensor shall have the right to terminate the license (license) if in his opinion the quality of goods/ services sold is not up to the standard/ satisfaction including forfeiting the Performance Security deposit.

vi. **Unauthorized occupants will be evicted as per the Public Premises (Evictions of Unauthorized Occupants) Act, 1971, as amended time to time.**

vii. **Dispute Redressal & Applicable Laws:** All disputes that may arise shall be referred to the Director, IIPV Visakhapatnam whose decision shall be final.

## **8. General Terms and Conditions:**

a) The Bidder shall have to submit the bid only for the business mentioned and for any multiple businesses, there should be separate Bid form and separate cover to be submitted. No combined quotation for multiple business should be submitted and for any deviation, the Bid will be rejected;

b) The successful Bidder will be allowed to commence the business upon the satisfaction of other formalities like payment of security deposit, execution of agreement (Deed of License) failing which Security Deposit paid will be forfeited besides cancelling the license;

**c) Institute will provide a designated place for setting up the Cafeteria & Departmental Stores.**

The total area allotted for their operation is **Approx. 589 sq. ft.**, of which approximately **188 sq. ft.** will be utilized for the Departmental Store.

d) The allocated space to the Cafeteria Services / Departmental Store Bidder can be relocated as per the requirement of the Institute.

e) **Change of Nature of Business:** The licensee has to do the same business which is mentioned in bid notification and for which license is issued. If the licensee is found doing business in the Cafeteria and Departmental Store other than the stipulated in the deed of license, the license is liable for termination duly forfeiting the Security Deposit;

g) In the event of death of licensee, the license shall come to an end. However, the licensor may permit the Legal Heir of the licensee to run the business on the same Terms & Conditions for the remaining period of license on execution of fresh deed of license by such Heir;

h) The Institute is not responsible for any theft within the Cafeteria shop/Departmental Stores. It will be the liability of the Bidder to make necessary security arrangement within the Cafeteria shop/Departmental Store;

i) A "Suggestions & Complaints" book at his establishment which shall be made available to the public on demand immediately. Any suggestions or complaints are made by the public; it is the responsibility of the licensee to bring it to the notice of the licensor. The said book shall be produced to inspecting officials. The "Suggestions & Complaints" recorded in the suggestions & complaints book be scrupulously followed and failure to follow will lead to levy of penalty or termination of agreement or forfeiture of security deposit at the discretion of the Institute;

**J) Manpower deployment:**

- (i) No child labourer shall be employed for servicing as per law;
- (ii) EPF and ESIC paid challans of the deployed staffs to be submitted along with monthly bills;
- (iii) The licensee has to pay amounts, in case of any accident to the personnel employed by them during the business time. The licensee is alone for liable workmen's compensation and any other statutory dues and Institute is not liable for payment of any such amount; and
- (iv) The Bidder must provide the name of the workers who will be working and visiting the Cafeteria and Departmental Store shop inside IIPE Campus along with their police verification within a month's time after agreement. If new worker joins the Bidder who will work within the IIPE Campus, a prior intimation has to be given to the Institute and they also need to submit recent police verification Certificate within a month's time from joining;

**K) Taxes:** The licensee shall pay all the taxes which are levied by the Central Government and the State Government from time to time. The Institute is not liable for the penalties against non-payment of these taxes or default therein. Any default, non-payment of taxes to statutory authorities will cause termination of license and vacation of premises;

l) All notices, consents, sanctions directions and approval referred to in this agreement or otherwise shall be given by the licensor to the licensee in writing;

m) In the event of any damages caused to the property of the Licensor by the Licensee or his representatives, agents or servants during the subsistence of licensee period, the Licensor shall have right to recover the said sum from the Security Deposit of the licensee;

n) No accommodation shall be provided to shopkeeper or their employee in the campus. Likewise, no person related to Cafeteria and Departmental shop services, will be allowed to stay in the campus after closing of Cafeteria and Departmental store;

o) During the agreement period, the licensor is at liberty to alter /modify /add/delete in the condition(s) of the agreement in the interest of the Institute;

**p) Prohibitions:**

(i) Bidder should not sell any items prohibited by the Institute or by the Government or any enforcing agencies such as cigarettes, gutka, pan masala, intoxicants, liquor, prohibited drugs etc. They shall adhere to the code of the conduct laid down by the Institute from time to time. The license agreement can be terminated at any point of time without assigning any reasons including violation of contractual obligations;

(ii) **Use of polythene is strictly prohibited.** All the Bidders shall submit an undertaking for not using the polythene covers which are banned by the State / Central Governments or any other agency.;

(iii) No child labourer shall be employed for servicing as per law;

(v) The licensee shall not exhibit or permit any advertisement in the Cafeteria shop, except the same and style of his/her business, and the cut out/poster/hording should not be obscene. In case of misbehaviour, assault on person / employees Institute, any act or comment tarnishing the image of Institute by the licensee or his representative /workers lead to impose penalty or termination of contract duly forfeiting the Security Deposit amount; and



- (vi) **Subletting/ Sublease:** The licensee during the license period, permanently or temporarily, shall not share/franchise or sublet to anybody else and shall not be allowed to take any person to share the premises or in partnership without the prior written permission to the licensor, nor shall he be entitled to allow any person to occupy the licensed premises or to use any part thereof without the permission in writing from the licensor;
- q) The operation of Cafeteria and Departmental Store shall be as per the Institutes' directions;
- r) If at any time, after the allotment of space (during the operations), it is found that the Bidder/Licensee has encroached onto the extra area, the Bidder/Licensee is liable to be penalized by levying a penalty (at the rate of **1.5** times the monthly rent computed on daily basis for the duration of encroachment) along with the removal of encroachment. The concerned Commercial Establishment/Licensee shall abide by the decision of IIPE; and
- s) Institute reserves the right to accept or reject the Bid of any Bidder or Bidders at the sole discretion of the Institute without assigning any reasons thereof.

### **9. Specific Terms and Conditions:**

- a) **Product Pricing:** Committee of the Institute may verify the price of the Cafeteria and Departmental Store services from time to time. In case of any discrimination, penalty may be imposed and administrative action can be taken;
- b) Contract will be extended annually only based on the satisfactory performance;
- c) Successful bidder has to pay minimum license fee of **Rs. 15.31/- per square foot of area + applicable GST per month** to be paid by the Licensee to IIPE. The license fee shall be revised from time to time in accordance with **Government orders**.
- d) **Water and Electricity Charges from the Service Provider will be charged as per actual.**
- e) License fee or other dues shall be paid by the Licensee as per dates mentioned in the bills raised by IIPE Visakhapatnam and paid to Institute Account. Late payment of License fee will attract penalties and other penal interests @ **Rs. 500/-** per month or **18%** per annum of amount due computed on monthly basis, whichever is higher;
- f) Institute reserves the right to discontinue the license of any commercial establishment for non-payment of amount due for a period more than **3** months by the licensee;
- g) The Committee will have right to see the quality, market price, and reasonability of the items;
- h) Bidder must accept the Payment through Paytm, Google Pay (G-Pay), digital payment apps and any other electronic-payment mode. **The payment will be made by the Individual.**
- i) The Bidder must provide printed or handwritten bills;
- j) The Bidder must follow the complete COVID-19 safety protocols;
- k) No misbehave with residents/students will be allowed;
- l) Use of Polythene is strictly prohibited in the Campus; however biodegradable carry bags are allowed;
- m) Licensee shall keep the premises neat and clean and maintain the general hygiene; and
- n) Consumption of alcohol, tobacco products and smoking are strictly prohibited in the Campus.
- All the above terms and conditions and guidelines will form part of agreement. The licensee will have to be bound by these conditions in addition to any other conditions prescribed by the Institute.

## 10. Other Terms and conditions:

- (i) The Successful bidder (licensee) during the tenure of the contract shall sell the all varieties of grocery items on agreed discount on MRP.
- (ii) **Product Pricing:** The items permitted to sell in the shops, to provide at least discount on MRP as agreed upon and shall run the business in accordance with laws. Committee of the Institute may verify the price of the selling items time to time. In case of any discrimination, selling products without discount on **MRP** then appropriate penalty may be imposed and administrative action can be taken;
- (iii) Old/stale/expired items (i.e. beyond expiry date) should not be kept in the shop;
- (iv) The Committee will have right to see the quality, market price, and reasonability of the items;
- (v) Weights and measures of approved Government Agency only to be used. Electronic Weighing should be done only on Government ISI approved brand machines with adequate back up machines. Weighing by traditional instruments is strictly not allowed;
- (vi) The Licensee must follow the SoP and safety protocols of the Institute.
- (vii) Home delivery in Residential Complex with minimum order of **Rs. 1,000/-** at no extra cost.
- (viii) **Award of License:** The license shall be awarded to the **highest combined scorer**, subject to fulfilment of all eligibility criteria and terms & conditions specified in the tender document.
- (ix) The Licensee shall not alter/modify the space without prior written approval from the concerned authorities.
- (x) The Licensee shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the IIPE from any claims in this regard.
- (xi) In order to include any additional products or items for sale, the vendor is required to obtain permission from the Competent Authority, IIPE. This can be achieved by submitting a comprehensive list of the items along with their respective prices.
- (xii) Stock refilling should be carried out proactively to prevent stock depletion. Repeated instances of the shop being found out of stock will result in penalties being imposed.
- (xiii) **Expanding Brand List:** Vendors should be open to expanding the variety of brands and products they offer. If vendor(s) wish to add any extra items, they must first submit the prices and a list of the items to the Competent Authority, IIPE for approval.
- (xiv) **Emergency Lights:** Each shop must have functioning emergency lights in case of power outages.
- (xv) The cafeteria and departmental store shall function throughout the year. If for any reason the shop remains closed, prior approval from the Competent Authority, IIPE shall be obtained.
- (xvi) The bidders submitting the tender would be deemed to have inspected the premises and considered and accepted all the terms and conditions of the contract. No verbal or written inquiries will be entertained in respect of acceptance or rejection of the tender.
- (xvii) Licensee will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made by these victims. The Contractor shall indemnify the IIPE from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor. The contractor will fully indemnify IIPE against all claims in this regard.
- (xviii) It is the sole responsibility of the Licensee to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:

- Employment of Children Act
- Workmen compensation Act
- Contract Labour (Regulation & Abolition) Act 1970.
- Minimum Wages Act
- Employee Provident Fund Act
- ESI Act
- Any other act or legislation as may be applicable in force from time to time.

(xix) The Licensee shall be liable to pay compensation for any loss & damage caused to the property of the IIPE or its Staff Members/Students/Visitors by the contractor or his workers.

(xx) The persons deployed by the Licensee should be reliable, trustworthy, alert and efficient.

(xxi) The persons deployed for work should not be involved in any police case or any case should not be pending against them.

(xxii) A verification report in respect of all the personnel of Licensee from the police station of concerned residential areas should be submitted and also list of employees with biodata of each employee posted to the Institute along with photo and thumb impression should be handed over to the Registrar of the IIPE. Any changes should be informed of immediately.

(xxiii) The Licensee shall be fully responsible for providing leave benefits, weekly off, National & Festival holidays etc., to the personnel deployed and as and when any of personnel comes late or proceeds on leave or absents himself/herself, it will be the prime responsibility of the contractor to provide a suitable substitute.

(xxiv) The Licensee should not be an employee of IIPE, or any other central/state Government. He should submit a declaration to this effect.

(xxv) **The Licensee shall not sell any of the items above the Maximum Retail Price (MRP). The bidder sell the items as per the agreed rates of the contract.**

(xxvi) IIPE will have no responsibility in dealing with vendor's customer affairs (such as delay in payment by users, mode of payment, etc.)

(xxvii) The Licensee and his staff will make their own residential arrangements outside the premises of the IIPE. No one will be granted permission to stay in the Institute/Hostels during the night or during non-functional hours.

(xxviii) The Licensee shall not lease or sub-contract the whole or any part of the contract to anybody without the prior permission of the Director, IIPE.

## **11.Guidelines:**

All required services should be available all the time at a reasonable price, best quality and right quantity.

(i) All items of daily use should be available all the time at a reasonable price, best quality and right quantity, of reputed brands & computerized invoice mentioning GSTIN have to be provided to every customer for each transaction. Exchange or return may be allowed as per standard practice;

(ii) Institute will not be responsible for the credit extended to residents/students under any circumstances;

(iii) Schemes allowed by companies to be passed on to the consumers;

(iv) No promotional events or stalls for introducing new products outside the shop within the shop without prior permission from the Institute;

(v) Institute will not be party nor will help the Licensee where a govt. agency or its official is visiting the premises in connection with the discharge of his duties. Any dispute arising out the same c) Institute will not be responsible for the credit extended under any circumstances; and

(vi) Institute will not be party nor will help the Licensee where a govt. agency or its official is visiting the premises in connection with the discharge of his duties. Any dispute arising out the same shall be the responsibility of the Licensee and the Govt. Agency;

### **12. Penalty Provision:**

In the opinion of the licensor, if the licensee fails to execute the license for the terms mutually agreed and enter in the agreement/contract between the licensor and the licensee to satisfaction of the licensor, the Institute (licensor) has the right to take the following actions;

- a) Imposition of fine for breach of contract by authorized officer of the Institute;
- b) Forfeiture of Security Deposit/PBG either partly or fully;
- c) Termination of license by giving **one month's notice**;
- d) Termination of contract with the above due notice and also simultaneous forfeiture of Bank Guarantee; and
- e) In the event of any statutory authorities imposes any punishment or fines etc., and if the Institute is made a party in such penal action the Institute has got the authority to keep security deposit etc., with it until it is proved to the satisfaction of the Institute that such penal actions are ceased. Such penal actions may be a reason for termination of Contract.

### **13. Dispute Redressal & Applicable Laws:**

a) In all disputes and doubts or interpretation of the clauses or conditions applicable to the license or otherwise, the decision of the Institute shall be final and binding on the licensee;

b) 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. Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Visakhapatnam, Andhra Pradesh, India only;

c) The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 and the venue of arbitration shall be at licensor's location. The decision of the Arbitrator shall be final and binding on both the parties;

d) The proceedings for eviction, if found necessary to be initiated, against a vendor/Licensee/Commercial Establishment/ Firm for non-observance of allotment rules and subsequent non-compliance to the notices from Estate Office, shall be initiated as per provisions under the Andhra Pradesh Rent Control Act, 2001 as amended from time to time;

e) That the office of Estate officer, IIPE Visakhapatnam only, shall have the jurisdiction to entertain any application in respect of any proceedings under "Commercial Establishment Allotment Rules" document. The document shall be governed by and construed in accordance with the providing laws of Government of India and any disputes arising under this License Deed can be dealt in courts at Visakhapatnam; and

**14. Force Majeure:** Any delay due to Force Majeure will not be attributable to the Vendor. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the Vendor or its employees/representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Project for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the Vendor for a period exceeding a continuous period of 7 (seven) days.

**PENALTY****PENALTY:**

The Contractor will be fined in case of any violation of the terms and conditions of this agreement, with the approval of the Competent Authority. The fine amount mentioned below:

Sl. No.	Violation of following	Penalty per Complaint
1.	Delay in payment of license fee & civic charges	Rs. 500/- for each day of delay.
2.	Violation of a contractual obligation not mentioned below.	Rs. 500/-
3.	No adherence to the timings mentioned in the tender	Rs. 500/-
4.	Changes in listed items or rates without permission of IIPE	Rs. 500/-
5.	Inappropriate personal hygiene of workers	Rs. 500/-
6.	Uncleanliness of premises	Rs.1000/-per day
7.	Creating Nuisance/argue with the customers	Rs. 500/-
8.	Damage to Institute infrastructure & equipment	Charge as per actuals
9.	Disposing solid waste into drainage or other waste disposal violations	Rs.5,000 /-
10.	Insects cooked along with food; Soft objects like hair, rope, plastic, cloth, etc. in food; Hard and /or sharp objects like glass pieces, nails, hard plastic, etc. Any complaint of stones/pebbles of diameter more than 2 mm	Rs. 5,000/-
11.	Possession or consumption of Tobacco/ alcoholic/prohibited items.	Rs. 10,000/-
12.	Food Poisoning	Rs.1,00,000/- or more or decided by IIPE Authority

- The Contractor has to pay the approved fine amount to the complainant within 7 days of intimation and payment should be made directly to the bank account of the concerned.
- The Student Affairs /IIPE authority reserves the right to alter/modify the decision of the Committee.
- Changes in the detergent or chemical or any other consumable used for Cafeteria Services and Departmental Store, without permission of Institute would result in a fine of **Rs. 2,000/- on the Contractor.**
- Each instance of unprofessional behaviour (lack of personal hygiene of staff, misbehaviour by workers etc. as determined by the committee etc.) will lead to a fine of **Rs 3,000/-** on the Contractor.
- Absence of proprietor or his representative (empowered to take decision) from Student Affairs / IIPE Authority meetings on due invitation (which will be held approximately once every month) will attract a fine of **Rs. 3,000/-**.
- **For any rules stated in the agreement:**
  - a. First violation of the rule implies fine as per the rule.
  - b. Second and subsequent violations of the same rule within 30 days of previous fine will be 50% addition to the initial amount of fine on the Contractor.
  - c. If any of the above rules are violated 10 times (taken as a total) the Contractor will be automatically disqualified, and the contract may be terminated. However, this is not the only criteria for termination. The Institute reserves the right to terminate the contract at any time, considering the frequency and seriousness of the violations.

**ACCEPTANCE OF TENDER TERMS**  
**(To be given on Company Letter Head)**

Date: DD/MM/YYYY

To,

The Director  
Indian Institute of Petroleum and Energy  
Visakhapatnam – 530003

**Sub: Acceptance of Terms & Conditions of Tender.**

Tender Reference No:

Name of the Tender /Work/Service:

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely \_\_\_\_\_ as per your advertisement, given in the above-mentioned website(s).
2. 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 agreement and I/ we shall abide hereby by the terms/ conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ Organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/ entirety.
5. I/ We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ Organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including that we can be debarred for a period up to two years as, per Rule 151(iii) of GFR 2017, in case of false declaration.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**CERTIFICATE FOR 'NO RELATION' WITH IIPE EMPLOYEES**

(To be submitted on Bidder's letter Head)

This has reference to our proposed contract for '**Departmental Store and Cafeteria**' to be entered into with Indian Institute of Petroleum and Energy.

- (i) I/We hereby certify that I/We\* am/are\* related/not related (\*) to any officer of IIPE.  
(If related provide the details of the employee).
- (ii) I/We\* am/are\* aware that, if the facts subsequently proved to be false, my/our\* contract will be rescinded with forfeiture of E.M.D and security deposit and I/We\* shall be liable to make good the loss or damage resulting from such cancellation.
- (iii) I//We also note that, non-submission of this certificate will render my / our tender liable for rejection.
- (iv) I/We am/are not a partner in a firm in which any key managerial person of IIPE Visakhapatnam or his/her relative is a partner.

**Signature of Contractor**

Place:

Date:

**BID SECURING DECLARATION FORM**  
(ON COMPANY LETTER HEAD)

Tender Ref No.:

Dt:

To,

The Registrar  
Indian Institute of Petroleum and Energy,  
2<sup>nd</sup> Floor, AU Engineering College,  
Andhra University, Visakhapatnam – 530 003.

I / We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I/We

- (a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) Having been notified of the acceptance of our Bid by the purchase during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Manpower, in accordance with the instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not successful Bidders, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Officer authorized to sign the bid documents on behalf of the bidder.

Specimen Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Duly authorized to sign the bid for an on behalf of (Complete Name of Bidder)

Dated on \_\_\_\_ day of \_\_\_\_\_ Year \_\_\_\_ (Date of Signing)

Firm's Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)



**BIDDER INFORMATION FORM**

Company Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Registration Address: \_\_\_\_\_

Name of Partners /Director: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code : \_\_\_\_\_

Company's Establishment Year: \_\_\_\_\_

Company's Nature of Business : \_\_\_\_\_

Company's Legal Status ( <b>tick on appropriate option</b> )	1) Limited Company	
	2) Undertaking	
	3) Joint Venture	
	4) Partnership	
	5) Others	
Company Category	1) Micro Unit as per MSME	
	2) Small Unit as per MSME	
	3) Medium Unit as per MSME	
	4) Ancillary Unit	
	5) SSI	6) Others

**Contact Details:**

Contact Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Email Id : \_\_\_\_\_

Phone No: \_\_\_\_\_)

Mobile No: \_\_\_\_\_

**Bank details**

Name of Beneficiary:

A/c. No. CC/CD/SB/OD:

Name of Bank :

IFSC (Bank) :

Branch Address and Branch Code:

**Other Details**

Vendor's PAN No. \_\_\_\_\_

**(Signature of the Bidder, with official seal)**

**DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION****(to be provided on letter head of the firm)**

I hereby certify that the above firm namely \_\_\_\_\_ is neither blacklisted by any Central/ State Government/ Public Undertaking/ Institute nor any criminal case registered/ pending against the firm or its owner/ partners anywhere in India (or) against any of its branches (or) partners abroad.

I hereby certify that there is no police case/ vigilance enquiry pending against Partners of the firm or sole proprietor or company as the case may be, and that he has never been punished by any Hon'ble Court.

I hereby Certify that there are no dues towards income tax as on the date of the affidavit against Partners of the firm or sole proprietor or company as the case may be.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.:

**CERTIFICATE BY BIDDER- DPIIPE REGISTRATION**  
**(Certificate on Company Letterhead)**

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, / if from such a country, has been registered with the Competent Authority (copy of the Registration Certificate enclosed).

I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered for this tender no. \_\_\_\_\_ dated \_\_\_\_\_ listed by IPE Visakhapatnam.

Signature with Date  
and  
Stamp of the Bidder

**DECLARATION FOR LOCAL CONTENT****(on OEM's letter Head)**

(to be given on Company Letter Head – for tender value below Rs. 10 crores)

(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value above Rs.10 Crores)

Date: .....

To

The Director

Indian Institute of Petroleum and Energy

Visakhapatnam – 530003

Sub: Declaration of Local Content

Tender/Bid Reference No. \_\_\_\_\_

Name of Tender/ Work: \_\_\_\_\_

1. Country of Origin of Goods/Service/Work being offered: \_\_\_\_\_
2. We hereby declare that goods/service/work offered has \_\_\_\_\_ **% local content** (Please mention exact %).
3. Details of location at which local value addition will be made/ made: (Complete address to be mentioned)  
\_\_\_\_\_

"Local Content" means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

"False declaration will be in breach of Code of Integrity under Rule 175 ((1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law."

Yours Faithfully,

(Signature of the Bidder, with official seal)

**PART – II: PROFORMA OF PRICE BID**  
**(On the official letter head of the bidder)**  
**FINANCIAL BIDS: OPERATION OF DEPARTMENTAL STORE AND CAFETERIA**

**Annexure-I**

Notice Inviting Tender (NIT) for the operation of '**Departmental Store and Cafeteria**' at IIPE Permanent Campus.

**Bid /Tender Ref No.:** \_\_\_\_\_ **dated** \_\_\_\_\_

**M/s.** \_\_\_\_\_

Sl.No.	Particular(s)	Total Area offered on license (in sq. ft.)	Minimum Reserved License Fee per month per Sq.ft area	Offered Tendered License Fee (in INR / Month) Acceptable only if the offered amount is more than the reserved License Fee) (*Grand Total in INR) (Excluding of GST)
01	License Fee for Departmental Store and Cafeteria	Approx. 589	Rs.15.31/-	

\* GST extra as applicable.

2. Should this Tender be accepted, I/We hereby agree to abide by and fulfil all terms and provisions of the said condition of the allotment set forth in the Tender document or in default, thereof to forfeit earnest money & pay to the IIPE the sums of money mentioned in the said condition.

3. If I/We fail to deposit License Fee or to execute the License Agreement within the timeline mentioned in the Letter of Award (LoA) and NIT, the Institute is free to cancel the allotment and forfeit the EMD as per the terms and condition of NIT document.

4. The Institute will provide a designated space for establishing the Cafeteria and Departmental Store. The total area allotted for their operation is **Approx. 589 sq. ft.**, of which approximately **188 sq. ft.** will be utilized for the Departmental Store.

**(Seal and Signature of the Bidder)**

**1.SUPPLIED ITEMS LIST & RATES**

Items	Prices	Qty
Soups	Rs.15	All flavors -120ml
Tea	Rs. 15	All flavors-120ml
Coffee	Rs.15	All flavors-120 ml
Fresh Fruit Juices	Rs. 25-40	250ml
Milk Shakes (Vanila, chocolate Etc)	Rs.75-125	250ml
Chocolates (Branded only)	Minimum of 10% discount on MRP	
Toffee (Branded only)		
Chips (Branded only)		
Biscuits (Branded only)		
Cookies (Branded only)		
Fruit Cakes (Branded + Packed)		
Different Soft drinks & Cold Drinks		
Namkeens		
Ice creams		
Juices		
Packed foods if any vendors want to keep)		

Items	Prices (in Rs.)	Qty
Veg puff	15	1 Piece
Paneer puff	18	1 Piece
Veg Roll	25	1 Piece
Samosa	12	1 piece
Corn Samosa	18	3 pieces
Onion Samosa	18	3 pieces
Paneer roll	25	1 Piece
Egg Puff	20	1 Piece
Chicken Puff	25	1 Piece
Chicken Roll	35	1 Piece
Chicken Tikka Roll	35	1 Piece
Chicken Roll	35	1 Piece
Veg Burger	45	1 Piece
Chicken Burger	55	1 Piece
chicken sandwich	35	1 Piece
paneer cheese grilled sandwich	35	1 Piece
paneer sandwich	30	1 Piece

Items	Prices (in Rs.)	Qty
veg cheese grilled sandwich	30	1 Piece
veg grilled sandwich	25	1 Piece
Egg cheese Sandwich	30	1 Piece
Dilkhush	20	1 Piece
Cream Bread	20	1 Piece
Vanilla, Chocolate Muffins	60	1 Piece
Cookies	30	1 Piece
Dilpasand	20	1 Piece
Pineapple pastry	40	1 Piece
black forest pastry	45	1 Piece
butterscotch pastry	40	1 Piece
mango pastry	40	1 Piece
sweet bread	10	1 Piece
donuts of all flavors	40	1 Piece
chocolate pastry	40	1 Piece
strawberry pastry	45	1 Piece

Items	Prices (in Rs.)	Qty
Frankie (Veg)	50	1 Piece
Frankie (Egg)	55	1 Piece
Frankie (non-Veg)	60	1 Piece
Pasta	20	250 gms
Pizza	100 to 450	1 Box
Taco (Veg)	60	1 Piece
Taco (non-Veg)	80	1 Piece
French Fries	80	1 Plate
Noodles (Veg)	30	350 gms
Noodles (Egg)	35	350 gms
Noodles (Chicken)	45	350 gms
Burger (Veg)	100	1 Piece
Burger (non-Veg)	120	1 Piece
Cakes (Pineapple, butterscotch, black forest)	400 to 600	1 kg
Maggi	25	160 gms
Veg Momos (6 pieces)	Minimum of 10% discount on MRP	200 gm
Paneer Momos (6 pieces)		200 gm
Chicken Momos (6 pieces)		200 gm
Veg Manchurian		200 gm
Paneer Manchurian		200 gm
Chicken Manchurian		200 gm
Veg Spring Rolls		200 gm
Egg Rolls		200 gm
Chicken Rolls		200 gm
Tomato Soup		200 ml
Vegetable Soup		200 ml
Mushroom Soup		200 ml
Chicken Soup		200 ml

**2. The Departmental Store shall mandatorily stock an adequate range of daily-use consumer goods including, but not limited to: dairy products, fresh fruits and vegetables, groceries, bakery and confectionery, beverages, personal care items, household cleaning supplies, stationery, electrical accessories, basic health and wellness items, and essential hostel/student utilities. The list above is indicative and exhaustive; the vendor shall ensure uninterrupted availability of all commonly required items for students, staff, and campus residents.**

**Note:**

**1. As per tender, using brands not mentioned in the contract without prior permission and adulteration will attract a fine of Rs. 5,000/-.**

**2. Using MSG (Monosodium Glutamate) is strictly PROHIBITED**

**(Seal and Signature of the Bidder)**

**No-Claim Certificate**

(To be submitted along with the technical bid on letter head)

I \_\_\_\_\_(on behalf of) (Name of the Company)\_\_\_\_\_

Have read and understood and hereby accept the terms and conditions of the tender and agreement. I will not claim any rights on property being taken for rent for the period of contract.

I also understand the Institute reserves the right to cancel the contract at any point of time without assigning any reasons thereof.

I agree that after expiry of contract I will vacate the premises/ space immediately.

Signature:

Name:

Seal of contracting Agency/firm/company

Date:

Place:



**Checklist to be Submitted along with Technical Bid for 'Hiring Services for Operation of Departmental Store and Cafeteria' at IIPE Permanent Campus:**

SI No.	Documents	Submitted (Yes/No)?
1.	Name of the Firm/Company/Agency(Attach a copy of registration)	
2.	Address of the Registered office	
3.	Should have Operationally Registered Branch in the District of Visakhapatnam/Anakapalli (Valid proof of documents to be submitted)	
4.	PAN (Attach a copy)	
5.	GST Registration (Attach a copy)	
6.	Valid FSSAI license	
7.	Valid labour license issued by the State/Central Labour Department under Contract Labour Act duly attested by the Contractor.	
8.	EPF , ESI Registration	
9.	Financial Turnover of the Bidder (FY:2022-25) : <b>100 Lakh(s)</b>	
10.	Rate of Compensation for Damage by bidder as per <b>Annexure-A</b>	
11.	Acceptance of Tender terms and conditions as per <b>Annexure-B</b>	
12.	Certificate for No-Relation with IIPE Employees as per <b>Annexure -C</b>	
13.	Bid Securing declaration form as per <b>Annexure-D</b>	
14.	Bidder information as per <b>Annexure-E</b>	
15.	Declaration of Clean Track/No Legal Action as per <b>Annexure-F</b>	
16.	Certificate by Bidder- DPIIPE Registration as per <b>Annexure-G</b>	
17.	Declaration of Local- Content as per <b>Annexure-H</b>	
18.	Supplied Items List and Rates as per <b>Annexure-J</b>	
19.	No Claim Certificate as per <b>Annexure-K</b>	
20.	3 Years of Past Experience (prior to bid opening date): The list of successful executed contracts with reputed institutes/organizations/PSUs/University etc., (Attach a proof of document).	
	Name of the Client and full address	Telephone and FAX number of the client
		Tenure of contract
		Value of contract
21.	In addition to the above, all other necessary documents must be submitted as specified in the bid document, wherever required.	

**Financial /Commercial Bid/BoQ: Price Bid /Commercial bid to be submitted as per the prescribed format as **Annexure-I** in Part-II(Envelop-2) on the CPP Portal.**

**Notes:**

a) The bid without any of these documents shall be treated as incomplete. The bids with documents NOT matching with the above eligibility criteria and incomplete documents will be declared as 'Not eligible'. All the above documents should be clearly stamped and signed by the authorized signatory of the bidder. All supporting documents in support of the above clauses shall be produced along with Technical Bid documents. As the Technical Score for each bidder is evaluated based on these documents, bidders are advised to attach as many relevant documents as available with them. All documents shall be serially numbered.

**(Signature of the Bidder, with official seal)**

**IMPORTANT NOTICE**

**TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IIPE VISAKHAPATNAM WILL PROCESS THE TENDER AS PER IIPE VISAKHAPATNAM STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IIPE VISAKHAPATNAM WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHO'S BIDS ARE REJECTED.**

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer