

TENDER DOCUMENT
FOR
BINDING OF BOOKS & READING MATERIALS
IN
SHOP NO.C-10, TYPE-2 SHOPPING CENTRE

TENDER NOTICE NO.04/2019-20

ISSUED BY:

ESTATE OFFICE
I.I.T. KANPUR



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ESTATE OFFICE
ROOM NO. 101-D (FACULTY BUILDING), (PHONE: 0512-259-7166, 7327)

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ESTATE OFFICE
(Phone: 0512-259-7166, 7327)
ROOM NO. 101-D (FACULTY BUILDING), IIT KANPUR

Tender Notice No. & date	04/2019-20 dated 04.06.2019
Name of Work / Service	BINDING OF READING MATERIALS & BOOKS
Location of the Shop/Outlet	SHOP C-10, TYPE-2 SHOPPING CENTRE
Area of the Shop/Outlet	26.05 sq.mt
Monthly License fee	Rs.5,158/-
EMD Amount	Rs.10,000/-
Timing of the Outlet / Shop	10.00 am to 08.00 pm
Last date & time of receipt of tender	25.06.2019 upto 15.00 hrs.
Place of submission of Tender	Estate Office, IIT Kanpur
Date & time of opening of technical bids	25.06.2019 at 16.00 hrs
Date & time of opening of financial bids	25.06.2019 at 16.30 hrs
Place of opening of tenders	Estate Office, IIT Kanpur
Link to download the tender document	www.iitk.ac.in/estateoffice/Tender

Signature of the Bidder

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ESTATE OFFICE

Tender Notice No.04/2019-20

Date: 04.06.2019

Indian Institute of Technology Kanpur (hereinafter referred to as the 'Institute') established by the Parliament and incorporated as a body corporate, is an Institute of National Importance declared as such under the Institutes of Technology Act, 1961. The Institute is engaged in imparting education and research of highest standards in the area of Technology and Science.

The Institute has a premises as detailed on Page No.2 and intends to give it on license basis, to the willing party having experience to operate such outlet/shop under its ownership/proprietorship, to cater to the need of campus community.

Sealed bids are accordingly, invited on behalf of Indian institute of Technology Kanpur from the interested parties for running such an outlet/shop at the aforementioned location on campus.

The prescribed bid form duly filled by the applicant in all respects should be dropped in the tender box kept in the Estate Office as detailed on Page No.2:

- 1) The tenders will be opened on the date and time as mentioned on Page No. 2 of this document in the presence of the Tender Committee of the Institute and authorized representative(s) of the bidding parties. The parties will be required to meet the Committee for presentation (to satisfy all material questions pertaining to their company/ firm and their modus-operandi etc.), interview and finalization of the offer.
- 2) The Financial bids of technically qualified bidders shall be opened on the dates and time as mentioned on page 2.
- 3) The Institute reserves the right to accept / reject any tender without assigning any reasons.

Assistant Registrar &
Officer In-charge, Estate

Copy to:

1. Deputy Director
2. Chairman, CEMMC
3. Registrar
4. Notice Boards
5. Institute website.

Signature of the Bidder

GUIDELINES FOR TENDER**General:**

1. The contract shall be awarded to the successful bidder to operate the aforesaid business on license basis, which shall be run under certain conditions which are stipulated hereinafter and in the terms and conditions of contract, i.e., Appendix-B.
2. Each and every page of the bid must be signed by the bidder himself if the bidder is a proprietorship firm and in case of a partnership firm, by a partner. However, in the case of a partnership firm, there must be an authorization from all the partners to this effect that the person signing the bid as a partner has been authorized to sign the bid document on behalf of all partners.
3. If the bidder is a Company, there must be a valid authorization from the competent authority/ Board resolution, authorizing the person to sign and file the bid on behalf of the Company.
4. Any bid not signed on each page and without authorization may be rejected.
5. Any overwriting or cutting in the bid document must be avoided. However, if any over writing or cutting is caused due to some unavoidable reason, the same must be duly attested by the person signing the bid document.
6. The tenderer is not allowed to make additions/alterations in the tender paper. Such additions and alterations shall be at the tenderers own risk and shall render the tender to be summarily rejected. Conditional tenders shall not be accepted.
7. The tenderer shall give his/her full permanent as well as correspondence address in Annexure-1 and shall also furnish/attached proof thereof.
8. The bidder whose bid is accepted, shall submit a Rs.100/- non- judicial stamp paper at its own cost to the Estate Office for preparing the contract agreement to be signed by the both the parties.
9. Prices of all items in Annexure-2 must be quoted in Indian rupees and must be inclusive of GST and other government taxes.

Eligibility Criteria

10. Must have experience of running similar outlet/shop for not less than three years in a Government / Semi Government / Autonomous body and reputed Institute. Interested bidder may apply alongwith sufficient proof of its experience / ability to run such outlet/shop.
11. Good Financial health of an individual/ firm/company in terms of working capital, to run the outlet/shop smoothly. Preferences will be given to individual/firm/company with good financial position/state.
12. The bidder must have PAN Number and GST/GSTIN number. The bidder whom the contract is finally awarded shall have a GST number for such outlet/shop in question as well, if the related law so requires.
13. The bidder must have code numbers under the Employees State Insurance Act & Employees Provident Fund Act from the Kanpur offices of the concerned departments.
14. Firms already having another establishment/outlet/shop etc. within the Institute premises will be considered upon good performance. Bidder having two or more establishment/outlet/shop etc. within the Institute premises will not be considered for this bid. Further, any bidder who is already into any kind of litigation with the Institute shall be barred from participating in this tender process. Employee and students' relatives are barred from submitting the bids.

Earnest Money Deposit (EMD)

15. Every bid must be attached with an Earnest Money Deposit as mentioned on Page No.2 in the form of FDR/ TDR / DD of State Bank of India / Union Bank of India only / any scheduled bank, in favor of the "Registrar, IIT Kanpur". Any bid which is not accompanied with the earnest money deposit shall be summarily rejected. Any bid accompanied by the cheque in lieu of earnest money shall also be rejected.

Signature of the Bidder

16. The earnest money of the successful tenderer will be liable to be forfeited as liquidated damages in the event of any evasion, refusal or delay on his part in signing the agreement.
17. The earnest money of the tenderer who withdraws its tender in breach of conditions of contract and who evades or refuses to sign the contract bond after acceptance of its tender within the period of its validity, will also be liable to forfeiture.
18. (a) The EMD of unsuccessful bidders shall be refundable to them after completion of the bidding process. However, the same shall be refunded within 30 days after the receipt of written request from the bidder concerned in this behalf.
(b) The EMD should be valid for a period of minimum three months.
(c) The EMD of the bidder whose bid is finally accepted, shall be returned on deposit of the due security deposit as stipulated in the Terms & Conditions in Appendix-B.

Documents to be attached with the tender:

19. The bidder must attach self-attested copies of the following documents along with the technical bid. Any bid not accompanied by such documents would be liable for rejection:
 - a. Income Tax Registration Certificate/PAN No.
 - b. Last one year's bank statement.
 - b. Firm/Company Registration Certificate.
 - c. GST Registration Certificate/No.
 - d. EPF Registration Certificate/Code No.
 - e. ESI Registration Certificate/Code No.
 - f. Other Statutory Registrations/Licenses, if any.
 - g. Bank Solvency Certificate.
 - h. Details/particulars of the firm submitting the bid in Annexure-1(Part I and Part II).
 - i. Total number of outlets/shops and their details.
 - j. Audited balance sheet and profit and loss accounts along with gross turnover and profit / loss for the last three financial years.
 - k. details of the workers who will work with the bidder, if contract is awarded.
 - k. Authority letter / Resolution in favor of the person signing the bid on behalf of the firm submitting the tender.
 - l. Earnest Money Deposit (EMD) as mentioned on Page-2.
 - m. Address proof.
 - n. Aadhar Card of individual applicant/person signing the bid.
 - p. Other documents as may be deemed necessary and as is required under any other provision of the bid document and not mentioned herein above.

Submission of Bid:

20. The bid shall be submitted in two parts i.e. **(i) Technical Bid and (ii) Financial Bid** in the following manner:
(i) Technical Bid: The Technical bid shall consist of entire Tender document i.e. Appendix-A, Appendix-B and Annexure-1 alongwith all the supporting documents as detailed in point 19 above should be attached. The Technical bid shall be submitted in a sealed envelope, superscripted, **“TECHNICAL BID”** Also mention name and location of the outlet/shop clearly on the envelope.

(ii) Financial Bid: The Financial bid shall contain only the prices of items as per Annexure-2. The Financial bid should be put in a separate sealed envelope superscripted, **“FINANCIAL BID”**. Also mention the name and location of the outlet/shop clearly on the envelope.

Both the Technical Bid and the Financial Bid shall further be kept in another envelope and sealed properly. The same shall be dropped in the tender box kept in the Estate Office, Room No. 101-D (Faculty Building), IIT Kanpur, on or before the stipulated date and time as mentioned on Page No.2 of this document.

Please note that bid containing Technical Bid and Financial Bid in same envelope shall be summarily rejected.

21. Any bid received after the stipulated date and time, as mentioned on Page-2 of this document, shall be summarily rejected and will not be considered under any circumstances, whatsoever the reason, and no explanation to the effect such as delay in submission has been caused due to postal lapse, shall be entertained.
22. The tender will remain valid for 30 days from the date of opening. After submission of the bid, it shall be deemed that the bidder has undertaken to keep its tender open for acceptance for the entire period of 30 days and will have no right to withdraw the same before expiry of the said period. In case, intimation of its acceptance is issued to the contractor at a later date, the bidder shall be competent to refuse.

Opening of Bids

23. First of all, **the Technical bids will be opened on the stipulated date and time as mentioned on Page No.2 of this document** in presence of the authorized representative(s), if any, of bidding parties and the Members of Tender Committee of the Institute. The bidders will also be required to meet the Committee for presentation / interview (to satisfy all material questions pertaining to their company / firm and their modus-operandi etc.) and finalization of the offer. Thereafter, **financial bids of all the technically qualified bidders shall be opened on the stipulated date and time as mentioned on Page No. 2 of this document.**
24. The party, whose tender is accepted, will have to sign an agreement within 10 days from the award of the tender, failing which the Earnest Money Deposited will be forfeited and the acceptance of its tender may be annulled at the discretion of the Institute.

Criteria of Tender Evaluation

25. A price advantage factor in the range of 0.8 to 1.2 may be assigned to the bidders during technical bid evaluation based on the past performance or perceptive brand value. Financial bids of technically qualified bidders shall be opened. The contract will be awarded to the bidder who will have the least of the (Price adjustment factor X sum of weighted prices in the bid).

Acceptance / Non-acceptance of bids

26. The tenders that do not fulfill any of the above conditions or are incomplete in any respect are liable to be rejected.
27. The Institute reserves the right to accept or reject any or all tenders without assigning any reasons thereof and the bidder shall have no right, whatsoever, to challenge the same.

Signature of the Bidder _____

Name of the Bidder _____

Full Address _____

Telephone / Mobile No.: _____

Signature of the Bidder

TERMS & CONDITIONS OF CONTRACT**Scope of Contract**

1. The contract comprises the necessary arrangement of all raw materials required for the work of reinforced binding of books including the monographs, technical reports (raxine) and periodicals (half-leather) with gold printing in both the cases exclusively for P.K. Kelkar Library of the Institute. This will also include transportation, cost of materials and labor. The contractor shall make his own arrangement for safe storage of materials and accommodation for its staff etc.

Definitions

2. In the contract, the following definitions, words and expressions shall have the meaning hereby assigned to them except where the contract requires the same otherwise.
 - (a) "CEMMC" means "Commercial Establishments Monitoring & Management Committee" constituted by the Director of the Institute.
 - (b) "Contractor" means the person or persons, firm or company whose tender has been accepted by the Institute and includes the contractor's representative, successors and permitted assigns.
 - (c) "Director" means the Director of the Indian Institute of Technology Kanpur.
 - (d) "Institute" means the Indian Institute of Technology Kanpur through its Director or his representative.
 - (e) "Officer-in-charge (Estate)" means the Officer-in-charge (Estate) of the Indian Institute of Technology Kanpur who directs and administers the contract.

Documents Forming the Contract

3. Appendix-A, i.e., Guidelines for bidders, Appendix-B, i.e., Terms and Conditions of the Contract, application / declaration in Annexure-1 (Part I & II), the Schedule of Quantity and prices filled in Annexure-2, and the letter containing offer of award of tender issued by the Institute to the successful bidder shall be integral part of this contract.

Duration of the contract

4. The duration of contract will be initially for a period of one year from the date of signing the contract agreement. First three months being the probation period and on satisfactory completion of the probation period, the contract will automatically be extended for rest of the year i.e. next nine months. Further, the contract shall be annually extended (one year at a time) for two more years based on the past performance. Under no circumstances shall the contract be extended for more than five years.

Licence Fee, Electricity Charges & Other Provisions for Licensed premises:

5. The contractor shall be liable to pay the amount of monthly license fee as mentioned on Page No.2, regularly by 7th of each successive month for the outlet space, which however, shall be subject to change from time to time at the discretion of the Institute. Cleaning charges shall be paid extra as per the prevailing rates of the Institute, which is presently Rs.250/- per month. GST and other government taxes shall also be paid extra.
6. In case of failure to pay the License fee within the stipulated time as aforesaid, the contractor shall be liable to pay a sum of Rs. 100/- per month over and above the License Fee on cumulative basis towards delay charges.
7. Besides, the contractor shall also be liable to pay the electricity charges on actual consumption basis to the Estate Office at the then prevailing rates along with the payment of monthly Licence fee. For the purpose, there shall be a meter installed in the outlet/shop by the Institute. The electricity charges shall however, be subject to revision/change from time to time which shall be payable by the contractor as aforesaid at the then prevailing rates.
8. However in case of non-payment of electricity charges in time, the contractor shall be bound to pay a penalty towards belated payment @ 5% per month of actual dues (to be rounded off) over and above the bill.
9. Non-payment of Licence fee, the electricity charges and cleaning charges within time shall be deemed to be a serious breach of the contract and may lead to termination of the contract at the discretion of the Institute. The

Signature of the Bidder

Institute shall further have the right to disconnect the electricity connection in case the charges /bills thereof, remain unpaid for three months.

10. The contractor shall use the premises ONLY for which it has been given by the Institute under the contract. The use of the premises for other purposes will lead to the suspension/termination of the contract with immediate effect.
11. The contractor shall not use the premises for residential purposes or for any other purposes (including vending of any item other than those for which permission has been given) without prior written permission of the Estate Office. The contractor shall always use the premises in a prudent and careful manner as if it were his own.

Assignment & Subletting:

12. The contractor shall not assign the contract or any part thereof or any benefit or interest thereon or there-under without written consent of the Institute. The whole of the charge included in the contract shall be executed by the Contractor or his authorized competent representative(s). The contractor shall be responsible for the acts, defaults and neglects of its workmen, fully being deemed as those of the contractor itself.
13. If at any time, it is detected that the outlet/shop has been sublet or assigned to any other entity by the contractor, the Institute would be at liberty to terminate the contract forthwith without giving any time to the contractor and further to take over the possession of the given premises and/or to hand over the same to any other party at its sole discretion.
14. The entire business of the outlet/shop shall be carried out in the name and at the behest of the contractor.
15. The contractor or his authorized/competent representative whose intimation would be provided in writing in advance to the Estate Office, shall at all times be available in the outlet/shop and the business of the outlet/shop shall not be carried out by any other person/ entity under any circumstances.
16. In normal course, the contractor or his authorized competent person should be available in the canteen. However if for any reason, the contractor is not in a position to be available in the outlet/shop consecutively for more than 3 days, a prior permission will have to be obtained from the Estate Office, failing which, it will be deemed that the contractor has violated an essential condition of the contract and the contractor may be dealt with in an appropriate manner for this default which may include adequate penalty at the discretion of the Institute.

Outlet/shop Timing, Facilities and Services etc.

17. The outlet/shop shall operate from 10.00 am to 08.00 pm. Running the outlet/shop beyond this time shall be carried out only with the prior permission of the Estate Office.
18. The Outlet/shop shall operate on six days of the week.
19. All facilities of binding etc as mentioned above must be available in the outlet/shop.
20. The prices in Annexure-2 are supposed to remain static during the entire contract period and the contractor shall not be entitled to any compensation due to the fluctuation in the market rates of materials and labour. However, the CEMMC may at its discretion and in consultation with the contractor the rates may be revised on quarterly basis in proportion to the overall change in price index as notified at www.mospi.gov.in/# for Uttar Pradesh Urban region.
However, all modification in prices shall be in a rupee multiples.
21. All necessary manpower, machine, equipment, furniture etc. for the purpose shall arranged by licensee.
22. Facility of Payment by BHIM, UPI, Credit / Debit Card, etc should be made available.
23. Installation of 4 digit campus telephone (via Sanchar Vibhag of the Institute) should be made by the contractor adopting appropriate procedure within 10 days from the signing of contract. The charges for the installation and rental shall be borne by the contractor. The contractor should additionally have own mobile number(s) as well as its outlet/shop personnel for contact by the Institute Authorities. The contractor shall display its 4 digit campus telephone no. at one top end of the notice board displaying prices of the items.
24. All safety standards should be maintained. Fire extinguishers (2 Kg & 4.5 Kg dry type), sand buckets, should be installed in accessible places and should be in working conditions. List of emergency number should be displayed in a prominent place. First aid measures should also be available in outlet/shop for emergencies.

25. The licensee shall have to provide proper and smooth services to the customers to their satisfaction.
26. Any loss to the Campus residents with regard to the services provided by the licensee shall be the responsibility of licensee. The Institute shall be indemnified in this regard and shall not be a part of any legal proceedings thereto.
27. All the items prescribed as per the tender agreement should be made available at all times. Permission for any alteration, addition or deletion should be obtained from estate office along with the prices of respective items.
28. For the consumers who are not willing to pay in cash, the licensee shall facilitate the UPI based payment system. The contractor shall further display its VPA (virtual payment address) or Q-Code on the display board to enable the consumers make the payments via UPI App (BHIM or equivalent).

Liability of Goods and Services Tax (GST) and Other Taxes

29. The contractor shall be absolutely liable for payment of GST to the respective department. The Institute shall have no liability, whatsoever, in this regard and shall be deemed to be immune and indemnified in all respects.
30. The contractor shall further be liable to pay to the Institute GST at the rate applicable from time to time on the Licence fee payable by it. GST shall be payable over and above the Licence Fee and the Office concerned shall for accounting purposes issue a Tax invoice/receipt with GSTIN to the vendor in confirmation thereof.
31. The contractor shall also be liable to pay all other taxes, levies and other legal payables that may be applied by the Government, local authorities and other competent forums from time to time.
32. The contractor shall not tamper with the trees, plants, shrubs hedges, lawns and flowers standing or maintained on or around the said outlet/shop or in other places of the campus.
33. The contractor shall not make any addition or alteration to the building of the said shop/premises or tamper with the fittings or electrical installations therein, nor make any unauthorized constructions or extension to the electricity or water supply lines, without the specific written permission of the Licensor in this behalf.

Cleanliness

34. The premises should be kept well ventilated and well lit. No display/encroachment is allowed outside the premises.
35. Garbage and waste disposal should be done as per the institute norms.
36. Usage of plastic bags is a strict NO and the same shall not be used any under circumstances, whatsoever. Instead use of Paper bags/plates/cups/etc. is encouraged.

Directives of CEMMC and Estate Office

37. The contractor shall carry out the work in accordance with this contract and the directives of Estate Office and to the satisfaction of the Director through the CEMMC. The CEMMC may, from time to time, issue further instructions, detailed directions and explanations in regard.

Deployment of Workmen

38. The contractor shall employ in running the outlet/shop only such persons as are careful, skilled, experienced in their trades, dutiful, sober, well behaved and rules compliant.
39. Worker(s) in the outlet/shop shall be deployed after his/her deployment is cleared by the Estate Office and for this purpose, the contractor shall provide the details of them in the given format.
40. The contractor shall neither employ any child labour nor any worker who is below 18 years of age.
41. The Contractor shall be absolutely responsible for strict adherence of discipline and good conduct by its workers.
42. The contractor shall be bound to remove any such worker and disallow him/her from entering into the Institute premises whom the Institute does not deem appropriate to continue within the Institute premises for administrative or any other reasons.
43. The contractor shall have absolute authority in regard to the engagement, disengagement, suspension, termination, retrenchment, dismissal and discharge etc. of its workmen and for all disciplinary actions against them. The contractor shall be responsible of master and servant relationship with its workmen and the Institute shall have no concern, whatsoever, with all the above mentioned matters.

44. The contractor shall be absolutely liable in regard to any dispute or other matters concerning its workmen which are initiated in any forum or court of law and shall further be liable to meet and discharge all the liabilities that may arise on account of its relationship with its worker from the decisions of any court including all liabilities as are thrust upon by virtue of the provisions of any labor law being in force at the time besides other statutory liabilities.
45. The contractor shall further be liable to make good the loss to the property of the Institute, if any that may be caused on account of any non responsible action on the part of its workers, whether deliberate or otherwise.

Compliance of Statutory Obligations and Other Provisions

46. It is understood that a number of enactments and laws would apply to the contractor, which are supposed to be complied by the contractor in letter and spirit and in particular to laws relating to minimum wages to worker, employees compensation and Goods and Service Tax etc.
47. The licensee shall ensure that no product shall be sold from the premises which is prohibited to be sold within the premises of an educational institute, as per the provisions of the Cigarette and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003.
48. The contractor shall be liable to ensure compliance of all enactments, rules, regulations and of other authorities besides the instructions of the Institute that may be in force from time to time including all the labour laws, employees compensation and the minimum wages, as well as Weights and Measures and Prevention of Food Adulteration etc.
49. The Contractor shall be liable to make good the losses in financial terms that it may be subjected from time to time on account of any lapse on its part or arising out of statutory liabilities including the dues towards the workers in regard to wages, court awards, compensation which are caused to be paid/borne by the Institute due to the contractor's failure, as well as the Institute's license fee, electricity charges and other dues etc. The contractor shall pay all such dues to the Institute within fifteen days from the receipt of letter issued by the Institute in this behalf failing which; the same would be recovered/realized from the contractor's security deposit.
50. The Institute shall be absolutely immune and deemed indemnified in all matters, claims, liabilities and legal consequences which relates to compliance of statutory provisions, rules and regulations, orders and directions of Govt. authorities/ municipal corporation/courts/forum etc. as well as the provisions of this contract agreement. In case, the Institute is put to bear any liability for lapses on the part of the contractor or for its illegal actions, the Institute would have the right to realize from the contractor all dues if those are in financial terms, and on other matters, in appropriate manner as it deems appropriate including adopting legal recourse.
51. The contractor would comply with all guidelines/instructions issued by the Officer In-charge (Estate) in consultation with the Chairman, CEMMC besides following other Institute Orders/ instructions of security authorities concerning the security/safety issues and Institute discipline.
52. The Contractor shall ensure that it and its employees' do not adversely affect the peaceful and congenial atmosphere of the Institute's premises.

Security Deposit

53. The contractor shall have to deposit a security of Rs. 50,000/- (Rs. Fifty thousand only) through FDR drawn in favor of "The Registrar, IIT Kanpur" payable at Kanpur, of State Bank of India / Union Bank of India or any scheduled nationalized bank and which should be valid till three months after the completion of the contract duration.
54. If at any time, due to any reasons as mentioned in the foregoing clauses or otherwise, any short fall is caused to the security deposit money, the contractor shall be liable to make good such short fall within fifteen days of the receipt of notice in this behalf, through another FDR deposit as aforesaid.
55. In case of, in which under no clause(s) of this contract, the contractor shall have rendered himself liable to pay compensation amounting to the whole of his Security Deposit, the Director shall have the power to adopt the following course as may be deemed by him best suited to the institute. To rescind the contract (of which decision, notice in writing to the contractor by him through competent authority, shall be conclusive evidence) in which case, the security deposit of the contractor shall stand forfeited and be absolutely at the disposal of the institute. Besides, for the recovery of any amount in excess of the security money, the Institute shall be at liberty to adopt such legal recourse, as it may deem appropriate at the time.

56. If the contractor breaches any terms and conditions of the agreement which is deemed to be serious by the Institute, its security deposit may be forfeited either in part or in full as the Institute may deem appropriate, at its discretion.

Complaint Mechanism

57. The contractor shall maintain a complaint book in the outlet/shop wherein the consumers may register their complaints. The complaint book shall be produced every month on the first working day before the Estate Office through the warden In-charge for necessary action.
58. The complaints shall be removed or dealt with by the contractor on priority basis on issues that concern the contractor and a compliance report thereon, shall be submitted to the Estate Office along with the production of complaint book.
59. The contractor shall be liable to be penalized or fined in cases of defaults and negligence on its part or for complaints in the manner provided hereafter at the discretion of the Institute and/or at the behest of the CEMMC. Such penalty or fines shall be imposed through the Officer In-charge (Estate) according to the nature of the complaints. The first penalty in such case would be to the tune of Rs. 1000/-, Rs. 2000/-, the second time and Rs.5000/-, the third time.
60. However if the complaints of identical nature still persist, the Institute would be at liberty to terminate the contract forthwith without giving any more notices.

Termination of contract

61. Either party may terminate the contract by giving 30 days notice to the other party without assigning any reasons, whatsoever.
62. The contract may be terminated in terms of any provisions stipulated elsewhere in the contract.
63. In case, the contract is terminated or it comes to an end by efflux of time, the contractor shall handover the vacant possession of the licensed premises within 07 days of contract coming to an end. Failure to handover the vacant possession of the premises as aforesaid, would render the contract to pay a penal rent to the Institute @ Rs.175 per Sq. Meter per day or at such higher rate as the Institute may deem appropriate at its absolute discretion. The penal rent under no circumstances shall be subject to question and it is the specific term of this contract.
64. The Institute shall further be within its absolute rights to enter the premises and assume absolute possession of the premises licensed under this contract from the contractor and the same shall not be subject to challenge. All the goods belonging to the contractor in such circumstances shall be deemed forfeited there-from and may be sold or put to auction at the discretion of the Institute. The Institute may, if it so desires, proceed against the contractor in terms of provisions of Public Premises (Eviction of Unauthorized Occupants) Act, 1971 since the entire premises is governed by the provisions of the said Act in case of non handing over its possession to the Institute as aforesaid.

Contract Documents and their interpretations

65. The original agreement shall remain with the Institute while a photocopy thereof may be had by the contractor, if it so wishes.
66. The several documents forming the contract are to be taken mutually explanatory to one another and in case of any ambiguities or discrepancies, the interpretations of the same shall be communicated in writing by the Institute through its competent authority to the contractor along-with the directions, if any, and the same shall be deemed to be final and binding and shall not be open to question in court.

Jurisdiction

67. All matters and disputes under this contract shall be subject to the jurisdiction of Kanpur Nagar District Courts only.

**APPLICATION FOR RUNNING CHINESE OUTLET/SHOP AT
SHOP NO.1 CHOWPATI AREA, IIT KANPUR**

Name of the Applicant -----
(If an individual)/Firm

Father's Name -----

Address of self and Firm -----

Phone No./Mobile No. -----

Aadhaar No. -----

Details of EMD

a. Amount : Rs. _____/-

b. DD/ FDR No. : _____

c. Dated : _____

d. Bank & Branch : _____

GST NO -----

PAN No. -----

EPF Code No., if any -----

ESI Code No., if any -----

Experience, if any (in years) -----

Name and address of two responsible persons as guarantors:

Name -----

Name -----

Aadhar No. -----

Aadhar No. -----

Address -----

Address -----

Declaration:

I hereby undertake –

1. That I shall bear all the expenses if there is any damage to the said premises.
2. That I shall vacate the Outlet/shop premises and handover it to the Institute whenever a notice is served.
3. That I bind myself to the terms and conditions of this tender document.

Date: _____

Signature of the applicant

Seal:

Signature of the Bidder

Details to be filled by the bidder:

IN CASE THE BIDDER IS A FIRM		IN CASE THE BIDDER IS AN INDIVIDUAL	
Income Tax Registration Certificate/PAN No. _____		Income Tax Registration Certificate/PAN No. _____	
Bank statement for the last one year of the registered firm enclosed: Yes/No		Bank statement for the last one year of the Individual's account: Yes/No	
GST Registration Certificate/No. _____ Document Enclosed: Yes/No		GST registration of the last work. _____ Document Enclosed: Yes/No	
Firm Registration No. _____ Document Enclosed: Yes/No		Not required	
No of employees _____		No of employees _____	
EPF registration No. _____ Document Enclosed: Yes/No		EPF registration No. _____ Document Enclosed: Yes/No	
ESIC Registration No. _____ Document Enclosed: Yes/No		ESIC Registration No. _____ Document Enclosed: Yes/No	
No of years of experience _____ Document Enclosed: Yes/No		No of years of experience _____ Document Enclosed: Yes/No	
Whether worked in Government / semi-government / autonomous body and reputed Institute: Yes/No _____		Whether worked in Government / semi-government / autonomous body and reputed Institute Yes/No _____	
Name of the Government / semi-government / autonomous body & Institute where last worked / currently working.		Name of the Government / semi-government / autonomous body & Institute where last worked / currently working.	
Institute Name	Years of experience	Institute Name	Years of experience
1.		1.	
2.		2.	
3.		3.	
4.		4.	
Other Statutory Registrations/Licenses, if any.		Not required	
In case of person signing the bid on behalf of the Firm, enclose authority letter.: Yes/No		In case of person signing the bid on behalf of the Party, enclose authority letter: Yes/No	
FDR/TDR/DD No. _____ Issuing Bank Name _____ Date of issue _____		FDR/TDR/DD No. _____ Issuing Bank Name _____ Date of issue _____	
		Aadhar No. of Individual: _____ Document enclosed: Yes/No.	

Signature of the bidder

Signature of the Bidder

(FINANCIAL / PRICE BID)

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ESTATE OFFICE
Schedule Rate of Services to be provided
(As per Specifications)**

Sl#	Types of Binding	Stitching of Tap only	Card Board	Quotations with Gold lettering (Rs.)		Remarks
				In Number	In Word	
Periodicals						
1.	Half Leather sectional (Juzbandi)	2-1/2	Ibs			
2.	Half leather cross (lappet)	2-1/2	Ibs			
Books including monographs, technical reports etc.						
1.	Full raxine sectional (Juzbandi)	2	Ibs			
2.	Full raxine cross (lappet)	2	Ibs			

We have read the terms and conditions as mentioned above and agree to abide by them. Samples are being submitted as per specifications.

Date: _____

Signature of the Bidder: _____

Name of the bidder: _____

Signature of the Bidder