



भारतीय प्रबन्धन संस्थान राँची
(शिक्षा मंत्रालय, भारत सरकार के अधीन)
प्रबन्धन नगर, नयासराए मार्ग, राँची, झारखण्ड, पिन- ८३५ ३०३

INDIAN INSTITUTE OF MANAGEMENT RANCHI

(Under Ministry of Education, Govt. of India)

Prabandhan Nagar, Nayasarai Road,

Ranchi, Jharkhand, PIN - 835303

URL: www.iimranchi.ac.in

Email: purchase@iimranchi.ac.in

NOTICE INVITING TENDER (NIT) for
Running a Supermart at IIM Ranchi.

Tender No. : IIM Ranchi/NIT/Supermart/2024-25/05

Dated: 09.05.2024

Issued by:
Administrative Officer - Purchase
Indian Institute of Management, Ranchi
(for & on behalf of the Director, IIM Ranchi)

NOTICE INVITING TENDER (NIT)

IIM Ranchi is an Institution of National Importance (INI) and Second Generation IIM under the Ministry of Education, Government of India, established in 2009 in the State of Jharkhand. The institute is operating from its permanent campus newly constructed at Prabandhan Nagar, Nayasarai Road, Ranchi, Jharkhand. The institute offers Under Graduate (IPM), Post Graduate (MBA, MBA-HRM, MBA-BA & Executive MBA), and Doctoral programs in management education. There are approx. 1100 students are accommodated in its permanent campus.

The Institute invites sealed bids under two bid system from reputed, experienced, and financially sound parties for Running a Supermart including Photocopy services in the IIM Ranchi campus. The contract will initially be valid for a period of 03 (three) years, which may be extended for another two years on yearly basis, subject to the satisfactory performance of the service provider.

The interested parties may personally visit the campus for first-hand information about the supermart located in our campus and submit their bids after analysing the detailed scope of work.

Tender Schedule

Name of the work	Notice Inviting Tender For Running a Supermart at IIM Ranchi campus
Contract Period	The period of contract shall be for 03 (three) year from the date of start of contract agreement. The institute reserves the right to extend the contract period for another two years on yearly basis on the same terms & conditions subject to satisfactory performance of the service provider. There is an upward revision of rent @ 5% of agreed rent from 2 nd year onwards on yearly basis.
Cost of Tender Document	Nil
EMD	Rs.10,000/- (Rupees Ten Thousand Only)
Website for downloading Tender Document, Corrigendum/Addendum etc.	www.iimranchi.ac.in (under 'Tender Notice' section) & https://eprocure.gov.in/epublish/app
Bid Validity	The validity of bids shall be 90 (ninety) days from the date of opening of bids or any extension thereof.
Pre-Bid Meeting	11:00 AM to 12:00 PM on 16.05.2024 for clarifications of queries, if any, at IIM Ranchi Campus Prabandhan Nagar, Nayasarai Road, Ranchi.
Site Visit by the Bidders	The interested parties can inspect the premises/ campus between 10:00 AM to 05:00 PM on any working day. They may contact the Administrative Officer - S&P during office hours on any working day for ascertaining the job requirements and any other additional information/ clarification required by them.
Last Date of Submission of Tender	up to 03.00 PM on 23.05.2024
Opening of Tenders	Part - I: Technical Bid Technical bids will be opened on 23.05.2024 at 4:00 PM. Part - II: Financial Bid Financial bids of the technically responsive bidders shall be opened at a later date.
Contact Person (for any clarification during the tendering process)	Administrative Officer - Purchase & Stores Indian Institute of Management Ranchi Email: purchase@iimranchi.ac.in

A. Information to Bidders

1. Minimum Eligibility Criteria:

The intending bidder must satisfy all the following requirements for qualifying in the technical bid. Self-attested copy of the related documents in support of the below eligibility criteria should be submitted by the bidder:

- i. The bidder should be a Sole-Proprietor/ Partnership Firm/ LLP/ Pvt. Ltd. Company. Affidavit/ Partnership Deed/ Registration of Certificate etc.as the case maybe should be submitted.

- ii. The bidder must possess a valid Trade License issued by the State Authority.
- iii. The bidder must possess a valid PAN & GST issued by the appropriate authority.
- iv. The bidder must have experience of a minimum of 02 (Two) years (from the last date of submission of bid) of running a similar business (on any one component of the scope). An undertaking on the letter head mentioning the details of its similar business as supermarkets/ Photocopy shop/ Stationary shop at other locations, year of operation, staff strength etc. must be submitted.
- v. The bidder should have an average annual financial turnover from related services/ business during the last two years ending on 31st March 2023 should be Rs 50 lakhs. The bidder should submit ITR and audited statements of accounts (i.e., P&L Account and Balance Sheet) for the financial years in support of this.
- vi. The bidder should not have any existing litigation with IIM Ranchi.

2. Submission of Bids:

2.1 The interested parties meeting the pre-qualification/ eligibility criteria are required to submit their bid in **sealed envelopes (two bid system)**. The tender should contain the following documents:

'PART-A' Envelope should contain:

- i. EMD of Rs 10,000/- (Rupees Ten Thousand) in the form of DD/ NEFT/ PO/Bankers Cheque from any scheduled commercial bank in favor of the Indian Institute of Management Ranchi payable at Ranchi.
- ii. Data filled in the 'Technical Bid' as per Annexure-II
- iii. Documents in support of Pre-Qualification/ Eligibility Criteria.
- iv. Bid Forwarding Letter as per Annexure - I.
- v. Self-declaration towards Non Blacklisting as per Annexure - II.
- vi. Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the bidder (on the Letterhead of the bidder).
- vii. Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any.

Seal the envelope with superscription **'Technical Bid for Running a Supermart at IIM Ranchi campus: Part - A'**.

'PART-B' Envelope should contain only the Financial Bid. This is to be filled in the prescribed format as per Annexure - IV and sealed in a separate envelope with superscription **'Financial Bid for Running a Supermart at IIM Ranchi campus: Part - B'**. The financial bid submitted in any other format will be treated as non-responsive and not considered for tabulation and comparison.

The bidder shall not modify the financial bid format in any manner. In case if the same is found to be modified in any manner, bid will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with IIM Ranchi as decided by the Competent Authority.

All the pages of the tender document including annexures, copy of certificates/ documents and financial bids should be duly stamped and signed by the authorized person of the

bidder.

Both Technical bid and Financial Bid envelopes should be kept in a third envelop and seal it. Third envelope should be superscripted as 'Running a Supermart at IIM Ranchi' vide Tender No. IIM Ranchi/NIT/Supermart/2024-25/05 dt. 09.05.2024'.

The sealed bid must reach by post/ courier/ by hand at the address given below by 23.05.2024 up to 04:00 p.m.

Administrative Officer - Purchase & Stores
Indian Institute of Management Ranchi
Prabandhan Nagar, Nayasarai Road,
Ranchi, Jharkhand, PIN-835303

- 2.2 Tender by any other mode except the above mentioned modes will not be accepted. Under no circumstances tender documents will be received after the above date/ time. The institute shall not be responsible for postal delays.
 - 2.3 If the last date of receiving/ opening of tenders coincides with a holiday at the tentative then the next working day shall be the receiving/ opening date.
 - 2.4 There should not be any overwriting in the bid. Bidder shall quote in Indian Rupees only. The financial bid should be expressed both in words and figures. If any discrepancy is found between the figure and in words in the financial bid, the value in words shall prevail.
 - 2.5 The bidder is expected to examine all instructions, forms, annexures, terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his/ her bid.
 - 2.6 The bid prepared by the bidder as well as all correspondence and documents shall be written in English language. All the columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.
3. **Opening and Evaluation of Bids:** The Institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/ document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/ document(s) within the prescribed time, the proposal shall be liable to be rejected.

Bidder who meets the above 'Eligibility Criteria' shall be shortlisted as the technically responsive bidders. The institute shall notify all the technically responsive bidders indicating the date and time for the opening of financial bids.

4. **Selection of Successful Bidder:** The bidder which offers the Highest Rent (H1) per sq. ft. per month will be declared as the successful service provider. In the event of receiving more than one financial bid quoting the same highest rent, the final selection of successful bidder shall be made in the following manner: -
 - a) The one with the highest experience;

- b) If more than one bid having the same total experience at clause (a), then the one having highest turnover during the last 2 years put together;
- c) If more than one bidder having the same turnover at clause (b), then by "Draw of Lots".

5. EMD/ Bid Security:

- The bidder should deposit Rs10,000/- (Rupees Ten Thousand) in the form of DD/ NEFT/ FDR from any scheduled commercial bank in favor of Indian Institute of Management Ranchi payable at Ranchi.
- EMD exemption to MSEs as per the extant rules of the Government on the submission of valid documents.
- The EMD of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity period and latest by the 30th day after the award of contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security.
- The EMD shall be forfeited in the following conditions: -
 - a) If a bidder withdraws its bid during the period of bid validity specified in the tender.
 - b) In case of final selection of bidder, if the successful bidder fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender within the given time frame in the tender document.

6. Performance Security:

- The successful bidder shall deposit interest free security deposit a sum equivalent to 02 (two) months' rent in the form of DD/ BG/ FDR/ TDR in favour of the Indian Institute of Management Ranchi payable at Ranchi from any scheduled commercial bank within seven working days from the date of issue of 'Letter of Award'.
- The contract will be signed only after furnishing the Performance Security.
- Performance Security shall remain valid for a period of sixty days beyond the date of completion of the contract. No interest will be payable on this amount.
- The performance security will be returned without interest after the contract period is over and after the supermarket place is handed over to the institute by the service provider by vacating the shop. Refund will be subject to full settlement of dues payable to IIM Ranchi and adjustment against damages, penalty, if any, or any other amount payable.
- In case of breach of contract by the service provider, the Performance Security shall be forfeited by the institute and the service provider shall be blacklisted in addition to the termination of the contract.

7. Award of Contract:

- After selection of the successful bidder, a 'Letter of Award' (LOA) shall be issued in duplicate by the Institute to the successful bidder and the successful bidder shall within seven days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.
- The successful bidder will be required to execute an agreement on a Non-Judicial Stamp of appropriate amount within fourteen days from the date of issue of Letter of Award.
- The contract will be signed only after furnishing the Performance Security.
- Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of

EMD in fully.

8. Any act on the part of the tenderer to influence anybody in the institute is liable to rejection of his tender.
9. Any addendum/ corrigendum in respect of this tender shall be issued on institute's website and CPPP. No separate notification shall be issued in the print/ electronic media. Bidders are therefore requested to visit the above websites regularly to keep themselves updated.
10. IIM Ranchi reserves the right to modify the conditions of the tender/ accept/ reject any tender without assigning any reasons, whatsoever and at any moment of time. No correspondence shall be entertained in this regard.
11. The Bidder shall have at least Two years' experience in running any one business among these: grocery shop/ Supermart/ Photocopy shop/ Stationary shop.
12. Bid should be complete and covering the entire scope of job and should confirm to the General and Special Conditions indicated in the bid documents. Incomplete and non-confirming bids will be rejected outright.
13. Conditional bids shall be rejected straightway.
14. Sub-contract: The bidder shall not sublet the contract or transfer the contract to any other person in any manner.
15. The bidder shall keep the institute indemnified from and against all personal and third party misconduct, claims whatsoever arising out of any commission or omission by the bidder or its employees or representative as the case may be.
16. Dispute Resolution: In the event of any dispute or differences arising under the agreement, the decision of the Director, Indian Institute of Management Ranchi will be final and binding on both parties.
17. Jurisdiction: The court of jurisdiction shall be Ranchi for all such purposes.
18. Joint ventures are not permitted to participate in the tender.

B. Scope of work

The service provider is required to provide following services to the institute:

- (i) Availability of grocery and stationary items of different brands in supermart.
- (ii) Availability of photocopier machine/ printer for B&W and colour photocopy and print.
- (iii) Printing of certificates as required by the students and institute.
- (iv) Availability of lamination, spiral and hard binding services.

C. General Terms and Conditions:

1. The supermart is solely meant for use by the students, employees, residents, guests and visitors of the Institute.
2. The service provider must follow all necessary statutory compliance while taking possession of shops for the supermart. The service provider will meet all the statutory requirements and to obtain all necessary licenses and approval if any required for running the shop under the relevant acts. The service provider will be responsible for all the consequences for not obtaining such licenses as required by the law from time to time and will have to submit the certified photocopy of the same to the Institute.

3. The service provider shall not employ any child labour (s) in contravention of the Acts and Rules of Ministry of Labour & Employment. THE SERVICE PROVIDER WILL BE FULLY RESPONSIBLE FOR IMPLEMENTATION OF LAWS RELATING TO LABOUR, SHOPS & ESTABLISHMENT, MINIMUM WAGES, ESI, EPF & WORKMEN COMPENSATION ACT ETC. The service provider will comply with all applicable laws, and ensure that no banned substances is available under any situation.
4. All necessary furniture, equipment and other infrastructure of standard quality for setting the shop for which tender is awarded, shall be arranged by the service provider.
5. Civil and structural modifications & Interior Design is permitted, subject to the approval of the Competent Authority. Entire expenses for Interior Design should be borne by the service provider.
6. The service provider shall be responsible for the minor repair of shop, if required, during the contract period with prior permission from the Institute.
7. The service provider should arrange at its own cost to install AC for summer and adequate heating arrangements for winter, if required.
8. The service provider shall maintain the Institute premises in good condition and shall not cause any damage thereto. If any damage is caused to the premises by the service provider and/ or its workers/ staff/ employees, the same shall be rectified by the service provider at its own cost either by rectifying the damage or by paying compensation as may be assessed by the Institute.
9. Safety standards should be maintained in the allotted shop by the service provider. Fire extinguishers of appropriate type and sand buckets etc. should be installed in accessible places and should be in working conditions. The premises shall not be used for residential purposes even for the shop staff.
10. The shop premises allotted shall be utilized for running the specified business/ trade only for which the tender is awarded and shall not be used for any other purpose/ business without the written consent of Institute. The license granted shall not be sub-licensed either fully or in part to any third party after award of tender.
11. The Institute will regulate the timings and working days of the Supermart after award of the tender. If required, the service provider will provide services beyond working hours during placement, examination, event, etc.
12. Supermart shall run effectively and shall not be closed without approval of the Competent Authority. During summer vacation/ term break, shops may be closed with prior permission from the Institute. However, the service provider shall continue to pay the rent and other charges like electricity, water etc. during the summer vacation and/or term break of students.
13. Supermart shall not be kept open beyond the specified timings. If the shop remains closed for more than one week without prior permission from the Administrative Officer/ Estate Officer, it will be presumed to have been closed down and shall be considered as violation of contract agreement. In such cases, notice period of one month shall not be applicable and as such the fresh proposals will be invited for the shop and the entire performance security deposited by the service provider shall be forfeited.
14. As per the directions of the Government of India, the service provider shall facilitate payment with a swipe payment machine and shall also provide the UPI based payment system. The service provider shall further display its VPA (virtual payment address) or QR

Code on the display board to enable the consumers make the payments via UPI App (BHIM or equivalent) apart from cash payment.

15. The service provider shall equip the shop for running the business to the satisfaction of the Institute authority and shall display the articles in presentable manner. Complaint/ suggestion register have to be kept and should be available to all customers.
16. If any complaint is received on substandard quality and service, the institute may impose penalty as decided by the Competent Authority.
17. The Competent Authority and their representative shall be entitled at any time to inspect the shop. During inspection if any irregularities found, the competent authority shall have right to take appropriate action against the service provider.
18. Use of plastic bags inside the campus is banned. Woven cloth carry bags/ biodegradable plastic bags can be used as an alternative.
19. The cleaning and sanitisation of Supermart is the responsibility of the service provider. Garbage and waste disposal should be done by the service provider as per the institute norms.
20. Pest control in the allotted Supermart should be done regularly by the service provider.
21. The service provider will be responsible for maintaining adequate number of competent and trained staff to be engaged in the allotted Supermart for smooth and professional service.
22. The service provider and its employees would be governed by the discipline rules as may be laid down by the Institute while they are in the Institute premises.
23. The service provider shall ensure that the staff deployed are disciplined and of good conduct.
24. The conduct/ characters/ antecedents and proper bonafide of the staff/ employees in the shops shall be the sole responsibility of the service provider. However, the service provider must provide the necessary details (address proof, Id proof, valid mobile number, email, etc.) of all its employees to the Institute.
25. The service provider will get antecedent, character and conduct verified and to submit a copy of police verification to Institute within one month after engaging any employee.
26. The service provider shall maintain and provide all necessary documents, feedback registers and records in connection with the review of performance of shops and other related documents for complying with any statutory requirements and provisions of applicable laws.
27. The service provider shall not utilize any additional common space other than the allotted area of Supermart. The encroachment in service passage, staircase area and other open space shall not be allowed and will attract penalty.
28. This tender document is an essential part of the contract agreement between the Institute and the service provider.
29. Non-compliance of any terms and conditions enumerated in the contract agreement shall be treated as breach of contract. The penalty of appropriate amount as decided by the competent authority will be imposed on the service provider.
30. The institute reserves the right to terminate the contract at any time after giving one month's notice without assigning any reason. The decision of the Institute in this regard shall be final and binding on the service provider.
31. The service provider shall give one months' notice to the Institute in case it intends to vacate the premises/ supermart.
32. The service provider will on expiry of the period of the contract, peacefully and quietly vacate and hand over the premise/ shop to the Institute without any dispute whatsoever.

It will demolish or remove at its own cost any temporary fitments with prior permission of the institute.

33. In case of loss or damage caused to the shop/ any part of the premise/ building/ assets, etc. provided by the institute to the service provider, the cost to repair the same shall be recovered from the service provider by way of adjusting from the Performance Security deposit.
34. The service provider shall keep the Institute indemnified from all acts of omissions, defaults, breaches and/or any claim damages, loss or injury and expenses to which IIM Ranchi may be put to or involved as a result of the service provider's failure to fulfil any of the obligations hereunder and/or under statute and/or any bye-laws or rules framed thereunder or any of them.
35. It will be the responsibility of the service provider to safeguard the allotted and its assets and IIM Ranchi will not be responsible in any way for loss or damage.
36. Hanging of hoarding/ advt. board, as per instruction/ decision of the Institute.
37. The service provider will have to obtain general insurance against life risk, fire accident, theft for its belongings, shop and people, etc. and provide a copy of the same to IIM Ranchi.
38. All the taxes/ duties/ levies/ fees etc. are payable to Govt. Dept./ Local Bodies shall be paid by the service provider & no claim whatsoever shall be paid by IIM Ranchi.
39. The use of the DG set is strictly prohibited. However, if power backup is required, it shall be through UPS mode of appropriate capacity only. The cost towards installation of UPS in the shop will be borne by the service provider.
40. The service provider will ensure that all necessary permits are available for conduct of business. Obtaining the permits is the sole responsibility of service provider and they will be at the sole cost of the service provider.

D. Rental Payment Conditions:

1. The rent of the allotted shop in the Community Centre will have to be paid by the service provider between 1st to 7th day of every month in advance.
2. Electricity & water charges shall be paid by the service provider as per actual consumption on the prevailing rates of JBVNL/ relevant authority or at such higher rates as may be decided by the Institute from time to time.
3. In case of holiday, the rent should be paid on the next working day; failing which a penalty at Rs.200/- per day shall be imposed for delayed period.

E. Special Terms and Conditions:

1. IIM Ranchi will provide a space with an area of 1073 Sq ft for setting up the shop in the Community Centre of the permanent campus.
2. The service provider should be able to shift the shop to any other suitable place within the campus whenever required (for maintenance or any other circumstances).
3. The supermart will provide services like photocopying (B&W and Colour), printing (B&W and Colour), laminating, spiral & hard binding, etc. including selling of grocery and stationery items. The fixed rates to be charged by the vendor for services are as follow: -

Sl. No.	Name of the item	Unit	Fixed Rates (In INR)
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01	Photocopy Black and White, GSM - 75 (JK paper to be used)		
(i)	A4 size single side	1	₹ 0.75
(ii)	A4 size both sides	1	₹ 1.50
(iii)	A3 size single side	1	₹ 3
(iv)	A3 size both sides	1	₹ 5
02	Photocopy Colour, GSM - 75 (JK paper to be used)		
(i)	A4 size single side	1	₹ 05
(ii)	A4 size both sides	1	₹ 08
(iii)	A3 size single side	1	₹ 10
(iv)	A3 size both sides	1	₹ 16
03	Spiral binding & Lamination		
(i)	Spiral binding (irrespective of no. of pages)	1	₹ 30
(ii)	Lamination per page	1	₹ 10
04	Certificate and Other Printing		
(i)	Coloured certificate printing in non-tearable paper	1	₹ 20
(ii)	Coloured certificate printing in 210 GSM Glossy paper	1	₹ 20
If the order is of more than 20 units, a discount of 10% on the prices mentioned above in the table, will be given by the supermart.			

4. The service provider should ensure to install at its own cost good quality B&W and Colour Photocopier Machine (for A2/A3/A4 size paper), Black & White and Colour Printer (for A2/A3/A4 size paper), Lamination and Spiral binding machine in the Supermart. The installation of such equipment should match the requirements of the student and institute.
5. The service provider shall provide the stationery as required by the student community and the institute. A tentative list of stationery items to be provided at the Supermart are listed at Table-A of this tender document.
6. The service provider may be asked to supply additional items in the relevant category as required by the student and institute community.
7. The service provider shall charge the rates up to MRP/ Market Standard Rates of stationery items. It is also expected that the best rates may be offered by allowing appropriate discount on the items being sold.
8. The service provider shall keep and sell only branded stationery items. If later, it is found that substandard items are being sold, the contract shall be cancelled.
9. The price list should be displayed in the Supermart. The service provider shall not charge excess rates approved by the Institute. The rates once decided should be strictly adhered to and cannot be changed under any circumstances without prior approval of the Institute.

10. There is a provision of yearly review of rates of Products, Items, photocopy, printing, lamination, spiral binding etc. by the institute. The charges may change with mutual consent of both the parties.

Table A: Tentative List of Stationery Items to be sold by the Service Provider:

Sl. No.	Items
1	Pin & Gems Clip
2	Correction Fluid Pen
3	Diary Register
4	Dispatch register
5	Ink Pen
6	Gel Pen
7	Ball Pen
8	Sketch Pen
9	Gripper Pen
10	Permanent Marker
11	Whiteboard Marker
12	Pencil
13	Sharpener
14	Eraser
15	Photocopier Paper
16	Stapler
17	Stapler Pin
18	Glue Stick
19	Highlighter
20	Stamp Ink Pad
21	Gum Bottle
22	Ruled Register/Note book
23	Scale
24	Transparent L Shape Plastic Folder
25	Plastic Folder

26	Sticky Notes (multicolour)
27	Punching Machine
28	Ring Folder
29	Arch File
30	Envelope A4
31	Envelope A3
32	Envelope 10" x 5"
33	Spring File
34	Cover File
35	File Board
36	Paper Weight
37	Battery Cell
38	Sketch pens
39	Scissor
40	Lock
41	Cello Tape
42	Paper Cutter
43	Calculator
44	Binder Clip
45	Coaster
46	Duster
47	Pen Drive
48	Thread Tag
49	Chart Paper
50	Colour Paper
51	A4 and A3 paper
52	Note book (white and ruled)
53	Hard Board file

Note:

- (i) The above mentioned list not exhaustive in nature.
- (ii) The service provider may be allowed to sell additional items under the particular category.

BID FORWARDING LETTER

(To be submitted on the letterhead of the bidder)

Date : _____

To
The Administrative Officer - Purchase & Stores
Indian Institute of Management Ranchi
Prabandhan Nagar, Nayasarai Road,
Ranchi, Jharkhand, PIN - 835303

Subject: Bid Forwarding Letter.

Ref: IIM Ranchi/NIT/Supermart/2024-25/05 dt. 09/05/2024.

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender document therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender.

I/ We also keep the offer open for 90 (Ninety) days from the end date of tender or any amendment thereon.

Yours faithfully,

(Name & signature with stamp of the bidder)

Self-Declaration about Non-Blacklisting

(To be submitted on the letterhead of the bidder)

Date : _____

To
The Administrative Officer - Purchase & Stores
Indian Institute of Management Ranchi
Prabandhan Nagar, Nayasarai Road,
Ranchi, Jharkhand, PIN - 835303

Subject: Self-Declaration about Non-Blacklisting.
Ref: IIM Ranchi/NIT/Supermart/2024-25/05 dt. 09/05/2024.

Sir,

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

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

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

Yours faithfully,

(Name & signature with stamp of the bidder)

Technical Proposal Checklist

(To be submitted on the letterhead of the bidder)

Ref: Ref: IIM Ranchi/NIT/Supermart/2024-25/05 dt. 09/05/2024.

Sl. No.	Particulars	Supporting Documents Submitted (Y/N)	Remarks, if any
1	The bidder should be a Sole-Proprietor/ Partnership Firm/ LLP/ Pvt. Ltd. Company. Affidavit/ Partnership Deed/ Registration of Certificate etc.as the case maybe should be submitted.		
2	The bidder must possess a valid Trade License issued by the State Authority.		
3	The bidder must possess a valid PAN & GST issued by the appropriate authority.		
4	The bidder must have experience of a minimum of 02 (two) years (from the last date of submission of bid) of running a similar business/ trade/ supermart/ photocopy shop/ stationary shop.		
5	The bidder should have an average annual financial turnover from related services/ business during the last two years ending on 31 st March 2023, should be Rs 50 lakhs. The bidder should submit ITR and audited statements of accounts (i.e., P&L Account and Balance Sheet) for the financial years in support of this.		
6	Bid Forwarding Letter as per the format in Annexure - I		
7	Self-Declaration about Non-Blacklisting as per the format in Annexure-II		
8	Power of Attorney/ Authorization Letter, if tender is submitted by the authorized partner/ representative of the firm (on the letterhead of the bidder)		
9	Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any		

Declaration

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

Place:

(Name & signature with stamp of the bidder)

Date:

FINANCIAL BID

(To be submitted on the letterhead of the bidder)

Date of Submission of Financial Bid : _____	
Ref: Tender for Running a Supermart at IIM Ranchi. Tender No.: IIM Ranchi/NIT/Supermart/2024-25/05 dt. 09/05/2024.	
Name of the Bidder:	
Correspondence Address:	
Tel/ Mob No.:	
Email:	

Sl. No.	Particulars	<i>(Amount in INR)</i>	
		Amount (in Figures)	Amount (in Words)
1.	Rent per sq. ft. per Month for Running a Supermart including Photocopy services in IIM Ranchi campus.		

- i. The bidder which offers the Highest Rent (H1) will be declared as the successful service provider.
- ii. Applicability of GST on monthly rent as per the extant rules of the Govt. of India.
- iii. Selection Method: Highest cost proposal (H1) of technical responsive bidder will be considered for award of contract.
- iv. There is an upward revision of rent @ 5% of agreed rent from the 2nd year onwards on yearly basis.
- v. The rent of the allotted supermart in the Community Centre will have to be paid by the service provider between 1st to 7th day of every month in advance.
- vi. Electricity & water charges shall be paid by the service provider as per actual consumption on the prevailing rates of JBVNL/ relevant authority or at such higher rates as may be decided by the Institute from time to time.
- vii. In case of holiday, the rent should be paid on the next working day; failing which a penalty at Rs.200/- per day shall be imposed for delayed period.

Declaration

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

Place: _____ (Name & signature with stamp of the bidder)

Date: _____