

INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI
EXPRESSION OF INTEREST
STATIONARY CUM GENERAL STORE IN IIT TIRUPATI

IIT Tirupati/Genadm/2021/01

Date: 12-04-2021

EOI dated: 12 April 2021.

Last date for submission of Proposal: 09 May 2021.

Date of Opening of Proposals: 10 May 2021.

Indian Institute of Technology Tirupati
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STATIONARY CUM GENERAL STORE IIT TIRUPATI PERMANENT CAMPUS
(EXPRESSION OF INTEREST)

IIT Tirupati invites Expression of Interest (EOI) through Sealed Bids for running the Stationary Store in Permanent Campus of the Institute. The bids with supporting documents must be sent by post to the address mentioned above on or before 09 may 2021. The Envelope containing the bids must be super scribed **FOR STATIONARY CUM GENERAL STORE**. The interested agency/ vendor/ firm must have good experience of running similar services in the past for at least two years. It should be noted that the staff involved in running the store should be properly dressed and shall be well trained with aspects of hygiene and behavior.

As part of the application, an interested vendor should submit the following details:

- Technical Information: It shall contain information regarding registration, experience and other details of the firm to judge the suitability of the vendor. (Annexure -I)
- Financial Bid for the list of items of the store. (Annexure- II)

Only those parties will be considered who are found suitable and meet the eligibility criteria. Decision of Committee after evaluating all other factors will be final in this regard.

The contract will be awarded initially for a period of one year to the successful vendor. This period may be extended in future with mutual consent, on yearly basis after reviewing the previous performance of the vendor and need of the Institute. The Right of future extension will be with IIT Tirupati and the vendor will not have any right on extension of the contract. The successful vendor shall be bound to execute an agreement on non-judicial stamp paper of Rs. 100/- for each term of awarded or extended contract. The Institute, considering the benefit of its residents' community, reserves the right to reject some or all the applications without assigning any reason whatsoever.

Timings:

The service hours of the Stationary Store shall be between 10:00 AM and 09:00 PM for all seven days of the week i.e., the store will remain open for whole week. The time for opening and closing of the store may change with mutual consent which will be intimated in writing. The Stationary Store will remain open in vacations too.

Rent/Charges:

The vendor shall pay monthly rent in advance, at the rate as decided by the Institute for the area provided (current rate is Rs. 500/- per month plus GST extra). The rent/area may change in future. The rent should be deposited by 7th of every month. Electricity, as per actual at commercial tariff of APEPDCL Ltd. will be charged from the vendor. The rent can be enhanced @ 10% per annum till it comes at par with the rent fixed/notified by the CPWD/DC Tirupati from time to time.

The bidder should be in position to take over immediately, if contract is awarded.

Sd/-
Registrar
IIT Tirupati

Application form for Technical Evaluation

(scanned copies of the duly filled in form and supporting documents should be sent by post before the Last date for submission)

- 1) Name of the Registered Firm/Agency:

- 2) Address of the Registered Firm:

- 3) Registration No &Address:
Date of registration of Firm/Agency:
Shop & Establishment Act registration No.:
PAN No.
GST Registration No.

- 4) Type of Organization
(whether Proprietorship, Partnership, Private Ltd. Company or Co-operative body etc. In case the applicant is a non-individual, certified copy of a Partnership deed/ Certificate of Incorporation/Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed):

- 5) Name of the Proprietor, Partners/Directors of the company:

- 6) Address and phone numbers:

- 7) Years of relevant experience (Authentic details may please be attached):

Signature of applicant with seal

FINANCIAL BID

List of items for Stationery Cum General Store			
No	Name of the Item	Particulars/weight/varieties	Quotes
1	Photo copying (Black and white)	JK Paper to be used	
	A4 size single side		
	A4 size both side		
	A3 size single side		
	A3 size both side		
2	Scanning		
	A4 size		
	A3 size		
3	Printing (PC To be provided)		
	A4 size single side		
	A4 size both side		
	A3 size single side		
	A3 size both side		
4	Spiral Binding & Book Binding		
5	Lamination		
6	Stationery items	The bidders may enclose the list of items proposed to sell with cost wherever MRP is not available	As per MRP
7	General Store Items	The bidders may enclose the list of items proposed to sell with cost wherever MRP is not available	As per MRP

All the packed items on MRP with discounts wherever applicable.

Apart from the above the contractor is free to make available any other, stationery, toilet items, fresheners, pens etc on MRP rates with prior approval of IIT Tirupati.

I/We agree to the above terms and conditions specified.

Signature of Bidder(s)
Official seal and address