

**Tender Document for Leasing out Shop Area to set up and operate the following commercial establishment at the boundary wall (in front of the MHR) IIT Bhubaneswar**

Shop Number	Nature of business for the Shop area to be leased out	Area
23	PIZZA OUTLET	1000 Sqft

**Tender No.: IITBBS/IMMC/PIZZA OUTLET/2024-25/03 Date: 13/02/2025**

# **1. Notice Inviting Tender:**

**Tender No.: IITBBS/IMMC/Pizza Outlet/2024-25/03 Date: 13/02/2025**

**To  
All Eligible Bidders**

## **Sub: Tender Notice for Supply of Pizzas to IIT Bhubaneswar Argul Campus**

Sealed bids on plain paper (as per attached format) are invited from persons/registered firms/contractors for supplying pizzas through a tender process to the dining facilities at the Permanent Campus of the Indian Institute of Technology at Argul, Jatni, 752050. The bids may be submitted as per the following Terms and Conditions and Instructions.

1. **Last date of receipt of sealed tender:** 03.03.2025 (Monday) up to 11.00 AM.
2. **The bidders must submit bids for the following:** (a) Supply of Pizzas to Permanent Campus, IIT Bhubaneswar at Argul, Jatni, 752050.
3. **Venue for submission of the Tender:** Office of Assistant Registrar, Estate & IMMC Section, 3rd floor, Administrative Building, IIT Argul, Jatni, Bhubaneswar-752050. The bidders are requested to attach copies of the Aadhar Card, GST registration certificate, PAN card issued by Statutory Authorities. The envelope of the Bids must be written as: "TENDER FOR SUPPLY OF PIZZAS at IIT Bhubaneswar" and should be addressed to the Registrar, IIT Bhubaneswar.
4. **Earnest Money Deposit (EMD):** The Bidder needs to submit an Earnest Money Deposit (EMD) for the bid amounting to the following in the form of a Demand Draft (DD)/RTGS/NEFT as per Para 9 in favor of Registrar, IIT Bhubaneswar. Bids received without EMD shall be rejected.

Sl. No	Description	Amount in INR
(a)	Supply of Pizzas to IIT Bhubaneswar at Argul Campus	<b>Rs. 20,000/-</b> (Rupees Twenty Thousand only)

5. **Date of opening of the Tender:** 06.03.2025 (Thursday) at 11.30 AM, Estate & IMMC Section, 3rd floor, Administrative Building, IIT Argul, Jatni, Bhubaneswar-752050 in presence of the tender committee and the interested bidders or their authorized representative. Contact Persons: Asst. Registrar (IMMC), Ph. No. 0674-713 4467, ASO Ph. No. 0674-713-8800.
6. **Inspection Visit:** The bidders are requested to visit the campus between 9:00 AM to 5:30 PM on any working day to assess the exact quantity of pizza requirements before quoting. Prospective Bidders may contact the Chief Security Officer or Assistant Security Officer for permission to enter the main gate of the institute.
7. **Reserve Price:** The Reserve Price for the tender shall be fixed by the committee overseeing the entire process. Bids lower than the Reserve Price shall be rejected as non-responsive.
8. **Selection Criteria:** The Bidder who quotes the lowest price (L1) will be awarded the tender for the supply of pizzas. The selected bidder must deposit the entire quoted price (adjusting EMD sum) on the same day (i.e., Bid opening day) via DD or NEFT/RTGS Transfer to the Institute. Only upon receipt of the full amount, the Letter of Intent (LoI)/Work Order shall be issued. Failure to comply will result in EMD forfeiture, and the next lowest bidder may be considered.

**9. IIT Bhubaneswar Account Details for Online Payment:**

- Name of Account Holder: Registrar, IIT Bhubaneswar
- Bank A/c No: 198501000430 (Saving A/c)
- IFSC code: ICIC0001985
- MICR Code: 751229009
- Name of Bank: ICICI Bank Ltd.
- Branch: Jatni Branch.

**10. Supply Timeline:** The selected vendor must supply pizzas as per the demand raised by the institute during the contract period. Delay in supply or failure to meet quality standards may lead to penalties or cancellation of the contract.

**11. Vendor Outlet Criteria:** The vendor must operate under an internationally recognized pizza brand. Proof of brand affiliation and operational license must be submitted with the bid.

**12. Force Majeure:** IIT Bhubaneswar will not be responsible for any kind of natural calamity or unforeseen circumstances affecting the supply of pizzas after the placement of orders. It is the sole responsibility of the selected vendor to ensure timely delivery.

**13. No Refund Policy:** No refund is applicable once the tender is awarded and payment is made.

**14. Right to Cancel:** IIT Bhubaneswar reserves the right to cancel the tender at any time without assigning any reason.

**2. One Bidder is allowed to submit the bid for one shop only.** Bidders must submit their digitally signed bids in Cover-1 contains the following documents:

**A. Cover – 1 (Technical Bid)**

- Bidder's details and Bid Securing Declaration.
- Document regarding the experience as per eligibility criteria
- Copy of registration with Aadhar/PAN/GST
- Bidders Profile
- Declaration regarding non blacklisting as per Annexure
- All other tender related documents to be submitted as per annexures I to VII (Except Price Bid)

**B. Cover – 2 (Price Bid)**

- Price Bid. (in BoQ Ms-Excel format) Please refer Annexure IV.
- Menu of the Pizza Outlet & other food items specified in PDF.

2.1 The offer must be submitted in **Two Bid – Two Envelope** before the last date & time for bid submission.

2.2 Quotation document (s) and all enclosures must contain the signature of the bidder.

**3. PRE BID MEETING:**

- ❖ A pre bid meeting will be held on **06/03/2025 @ 16:00 Hrs.** for seeking clarification on the tender conditions if any. **Pre-Bid will be conducted at Estate Office. 3<sup>rd</sup> Floor, Admin Bldg. IIT Bhubaneswar.**
- ❖ Bidders or their authorized agents need to demonstrate the clarifications.
- ❖ Bidders who desire to attend the Pre-Bid Meeting shall send such intimation along with the Queries, if any by email to [ar.immc@iitbbs.ac.in](mailto:ar.immc@iitbbs.ac.in) on or before **05/03/2025 @17:00 am**. **Only those bidders who have sent their willingness to participate in Pre-Bid meeting before above time period will be allowed to participate in pre-bid meeting.**
- ❖ **Participation in the Pre-bid is voluntary. However all bidders are advised to take the cognizance of corrigendum published, if any, before the submission of their bid.**

**4.1 Terms and Conditions:**

## **1. Eligibility Criteria.**

All the Bidders must fulfill the following eligibility criteria and submit the documents and the declarations (duly self-attested) in support of their claim along with the Bid. The bidders not meeting the Eligibility Criteria stated below and not accompanied with the requisite documents/Bid Security Documents shall be treated as incomplete hence be rejected.

- a) The bidder must be a legal entity.
- b) The bidders shall submit details of same business experience for which bid submitted, for a period of minimum **Three years** before the date of closing date of Tender along with documentary proof;
- c) **Must have sufficient varieties of pizza and other items as mentioned in Annexure-VIII**
- d) **Must have dedicated website and mobile app with good review for online ordering the items as mentioned in Annexure-VIII.**
- e) **The bidder must be an internationally renowned brand with outlets in India and abroad.**
- f) **The company/Agency should have a minimum average Annual turnover of Rs. 50.0 Lakh in the last three financial year.**
- g) The bidder must submit an undertaking that the Agency has not been blacklisted by any organisation and no case is pending with the police or in court of law against their name on Rs.100/- Stamp Paper Notarised, as per **Annexure VI.**
- h) The Bidder is required to submit a self-attested copy of Aadhar and PAN/GST certificates.
- i) One bidder is allowed to submit the bid for one shop only. Under no circumstance one bidder will be considered for allotment of more than one shop.
- j) Bidder having experience for similar business in any IITs, NITs or reputed educational residential educational Institutes' then it is mandatory submit the Customer Satisfactory Performance Report from such Institute. Without Customer Satisfactory Performance Report such bid(s) will not be considered for evaluation.

## **2. Evaluation Criteria:**

- a. **Bidders fulfilling the eligibility criteria, will only be considered for the opening of the price bid.**
- b. **Subsequently, qualified bidders will be called for presentation.**
- b. **Financial Evaluation:** The bidder quoting highest license fee per month for the shop will be selected for allotment of license. **In case of tie then the bidders will ask to make counter offer in sealed cover and highest offer will be considered for the award.**
- c. **Further, in case no bidder quoting rent higher than the rate (License fee) fixed by IIT Bhubaneswar then highest rent quoted bidder amongst them will be given an opportunity to match the rent fixed by IIT Bhubaneswar, if the bidder agrees then license will be awarded to such bidder. In case of refusal then opportunity will be given to the next higher bidder and so on.**
- d. 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.

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

- a) **License Fee: Successful bidder (The Licensee) has to pay License fee per month as per rates agreed upon. Minimum rate (License fee) is fixed at Rs. 30/- per SFT + 18%GST per month. **The license fee will increase by 10% annually, starting from the third year.****
- b) **Electricity and Water Charges: The Licensee has to pay Electric Charges as per actual Consumption of sub meter reading as per rates fixed by the Institute time to time and Water Charges @ Rs. 500/- Per Month. Water charges may be increased as decided appropriate by the Institute subject to consumption and change in the rate of water Tariff.**
- c) The Successful bidder (licensee) shall start service within 30 days from the date of lease order/LoI.
- d) The successful bidder will be allowed to commence the business upon the satisfaction of other formalities like payment of security deposit within 15 days from the date of LoI, execution of agreement (Deed of License-as per Institute format) failing which Security Deposit (SD) paid will be forfeited besides canceling the license;

e) The successful bidder will run & maintain shop as per license in the allotted Area between 07 AM to 12 AM on all days.

f) The allocated space to the licensee can be relocated as per the requirement of the Institute;

g) The successful bidder shall obtain all necessary permission from the concerned authorities for operating shop at her/his own cost.

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

i) The shop or premises will be given “**as is where is condition**” to the successful bidder (licensee).

j) The successful bidder will install a temporary structure in the designated area of 1000 ft<sup>2</sup> with all the amenities to successfully carry out the business operation. The institute will help in providing electrical and water connection. Any expenditure related to the above shall be borne by the allottee.

**k) The Area of Shops-**

i. The licensee has to perform the business by confining to the extent of space, allotted as mentioned in the NIT or as recorded in the deed of license. There should not be any encroachment of platforms or additional space by licensee, under any circumstances;

ii. If the licensee encroaches the platforms, area meant for passenger's movement or area of other shop/open space, the licensee is liable for payment of penalty for **Rs.10,000/-** each Occasion. If the licensee is habituated for encroachment, liable for termination by serving a notice;

iii. The Institute is not responsible for any theft within the Outlet. It will be the liability of the Licensee to make necessary security arrangement within the Shop;

iv. A “Suggestions & Complaints” book at the IMMC Section 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 Institute (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;

v. On the expiry of the period of the license or on its termination, as the case may be, the licensee shall deliver vacant possession of the premises intact, to the licensor at 17:00 hrs. within 7 days of expiry of the license;

l) In the event of the Licensee fails to deliver vacant possession of the Outlet/premises to the licensor, the licensor shall have right to take possession of the premises by putting his own lock and key to the said premises and shall entitle the Licensor to forfeit the Security deposit. The articles, if any, left by the licensee, will be kept in public auction on the next day of taking over the premises by the licensor;

m) The process in the said auction will be adjusted towards the arrears of license fee etc., and the balance, if any, will be refunded to the licensee;

n) Licensee shall ensure that fire detection and suppression measures installed inside the premises are kept in good working condition at all times, and also ensure that all electrical wiring, power outlets and gadgets are used and maintained properly, for guarding against short circuits/fires;

**o) MAINTAIN HYGIENE IN THE SHOP:**

i. The Licensee should maintain high standard Cleaning and Housekeeping of Outlet with regular cleaning at their own cost and sole responsible for the same. In case, on surprise inspection it is found that Premise are unclean & in unhygienic condition then **penalty for Rs. 2000/- from licensee will be collected on each occasion.**

ii. Waste management should be in a proper way. The premises and surroundings of the Outlet shall be kept clean and tidy condition by keeping dustbins at appropriate places and are subject to inspection by the officials of the licensor and the Municipal Authorities.

- iv. Workers should be provided the necessary training for maintain the highest possible standard of hygiene & courtesy, as is expected.
- v. The Institute would reserve the right to check on cleanliness and upkeep of premises and quality of provisions, and quality of the foods items sold.

**p) Manpower deployment:**

- i. The licensee shall register himself as a Licensor under the License Labour (Regulation and Abolition) Act 1970, if applicable.
  - ii. No child laborer shall be employed for work as per law;
  - iii. The licensee has to pay compensation, 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 the Institute is not liable for payment of any such amount;
  - iv. The vendor must provide the name of the workers who will be working and visiting the shops inside IIT Bhubaneswar Campus along with their police verification within a month's time after award of the license. If new worker joins the Licensee who will work within the IIT Bhubaneswar 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;
  - v. No worker except security would be allowed to stay in the shop at night after 11 PM to 5 AM.
- q) 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;
- r) 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;**
- s) In the event of any damages caused to the shop premises or 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;**
- t) No accommodation shall be provided to shopkeeper or their employee in the campus. Likewise, no person related to shop, will be allowed to stay in the campus after closing of shop;**
- u) During the License/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;**

**v) Prohibitions:**

- i. No shopkeeper should sell any prohibited items 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 & SoP laid down by the Institute from time to time. The license agreement can be terminated at any point of time without assigning any reasons for gross violation of license obligations;
- ii. **Use of single use plastic items, polythene and colors in food items are strictly prohibited.** The licensee 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 laborer shall be employed for work as per law;
- iv. The licensee shall not exhibit or permit any advertisement in the shop, except the same and style of his/her business, and the cutout/poster/hording should not be obscene. In case of misbehavior, 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 license duly forfeiting the Security Deposit amount.
- v. **Failing to comply with the above guidelines may attract appropriate penalties.**
- 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 she/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;

- vii. If at any time, after the allotment of shops (during the operations), it is found that the vendor/Licensee has encroached onto the extra area, the vendor/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 Estate Office; and

**w) RIGHT TO ACCEPT AND TO REJECT ANY OR ALL BIDS**

- i. The Institute is not bound to accept the highest bid or any bid and at any time may terminate the tendering process.
  - ii. The Institute may terminate the license if it is found that the successful bidder is black-listed on previous occasions by the any of the Govt. Organization, Institutes/Local Bodies/Municipalities/ Public Sector Undertakings, etc.
  - iii. The Institute may also terminate the license in the event the successful bidder fails to furnish the Performance Security or fails to execute the work-order.
- x) Institute reserves the right to amend the NIT document by issuing corrigendum/addendum/clarification before the closing date of bid submission.
- y) Conditional bids will be summarily rejected.
- z) Validity of Bids 180 days from the opening of bids.
- aa) All disputes that may arise shall be referred to the Director, Indian Institute of Technology, Bhubaneswar whose decision shall be final.

**4.2 Other Terms and Conditions**

- a) The Successful bidder (licensee) during the currency of the contract shall sell **all varieties of Pizza Outlet and not charge higher than the MRP for any items sold in the shop.**
- b) Product Pricing: The items permitted to sell in the shops, ~~provide below MRP~~ **price not above the MRP** 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.
- c) Old/stale/expired items (i.e. beyond expiry date) should not be kept in the shop. **Reporting of such incidents may attract appropriate penalties.**
- d) The Committee will have right to see the quality, market price, and reasonability of the items;
- e) 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;
- f) The Licensee must follow the complete safety protocols;
- g) **Home delivery in Residential Complex with minimum order of Rs. 2000/- at no extra cost.**
- h) **Guidelines:**
  - i. All approved items 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. The vendor will be permitted to supply items outside of the campus for business purposes. However, the delivery personnel movement inside the campus will be limited.
  - 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; and
- i) Provision of Payment by customers through BHIP UPI, PhonePay, Google Pay, Paytm, POS etc. must be available at shop.
- j) **PERFORMANCE SECURITY (PS) (Non-Interest Bearing):**  
The successful bidder shall be required to furnish a Performance Security (PS) within **15 days** of receipt of 'Letter of Intent' for an amount of **Rs.1,00,000/- (Rupees One Lakh only)** in the form of DD/FDR in favour of **"The Registrar, IIT Bhubaneswar"** and payable at Bhubaneswar or Bank Guarantee from a Scheduled Bank in the form as at **Annexure -IV**. The Performance Security shall remain valid for a period of **sixty days beyond** the date of completion of all license obligations. In case the license period is extended further, the validity of Performance Security shall also be extended by the Licensee accordingly.
- k) **Signing of License:** The successful bidder shall enter into an agreement for running the shop for which he/she emerges successful bidder within 30 days from the date of issue of allotment letter but after submission of Performance Security & Receipt of Bank Confirmation in case of BG.
- l) **Term/Period of License:** The license shall be awarded initially for **Three Year** subject to annual review on satisfactory performance. It may be extended further subject to satisfactory performance.
- m) **License Period/Minimum Period of doing Business/Payment of License fee:**
- i. The successful bidder/ allottee shall enter into deed of license on non-judicial stamp paper worth Rs.100/- and will commence the business within 30 days from the date of issue of allotment letter (LoI). If the allottee fails to enter into deed of license and commence the business within fifteen (15) days from the date of payment of security deposit, then Performance Security will be forfeited;
  - ii. The licensee shall have to run the business for a minimum period of one 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 (3) years, then performance security deposit will be forfeited;
  - iii. Payment of License Fee: The licensee shall have to pay monthly license fee with GST on or before 7<sup>th</sup> of every month. In case of belated payment of monthly License Fee, Electricity and Water charges penalty of 10% of rent for that month will be imposed.
  - iv. Electric and water charges to be paid as per sub-meter reading at the rates decided by the Institute, time to time.
  - v. Nonpayment of rent for consecutive two months then license/agreement is liable to be cancelled.
  - vi. The Licensee shall abide by the conditions of license deed executed between the Licensee and the Licensor during the period of license; and
  - vii. **Non Exclusive Clauses:** The allotment of Shops 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.
- n) **Penalty Provision**  
In the opinion of the licensor (Institute), if the licensee (successful bidder/Licensee) fails to execute the license for the terms mutually agreed and enter in the agreement/license between the licensor and the licensee to the satisfaction of the licensor, the Institute (licensor) has the right to take the following actions;
- i. Imposition of fine/penalty for breach of license by authorized officer of the Institute;
  - ii. Forfeiture of Performance Security Deposit either partly or fully;
  - iii. Termination of license by giving one month's notice;
  - iv. Termination of license with the above due notice and also simultaneous forfeiture of security deposit; and
  - v. In the event of any statutory authorities imposing any punishment or fines etc., and if the Institute is made a party in such penal action the Institute has 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 License.

vi. On expiry of the license, Performance Security deposit will be returned only on the handing over the premise in same condition (subject to normal wear & tear), paint & restoring it in original colour.

vii. Non maintenance of hygiene and cleaning will attract imposing of penalty up to **Rs.2000/- oneach occasion.**

viii. Any violation of the license terms and conditions will attract the imposing of a penalty **up to, i.e., a minimum of Rs. 1000/- on each occasion.**

o) **Termination of License:**

i. 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.

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

q) **Dispute Redressal & Applicable Laws:** All disputes that may arise shall be referred to the Director, Indian Institute of Technology, Bhubaneswar whose decision shall be final.

r) **JURISDICTION:** The courts at Bhubaneswar shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

s) **All the above terms, conditions and guidelines will form part of deed of agreement. The licensee shall have to be bound by abovementioned terms & conditions in addition to any other conditions prescribed by the Institute.**

**TECHNICAL BID****BIDDER PROFILE FOR HIRING SPACE/SHOP AREA : PIZZA OUTLET  
IN FRONT OF MHR IIT BHUBANESWAR**

Tender No:

Opening Date &amp; Time:

Sl.No.	Description	Information		
1	Name of the Bidder			
	Bid Applied for the Shop Number & its Business			
	Complete Address			
	Phone No.	E-mail ID		
2	Contact Person / Representative of firm Name Designation			
	Phone	Mobile Phone:		
3	Name of the Proprietor, Partners/ Directors of the applicant with addresses and phone numbers			
4	Food License No:	Registration No & Date:		
	PAN:	G.S.T:		
	ESI:	EPF :		
	(Enclose copies of above)	Labor License		
5	Whether Quality Certification obtained for any of the supermarket Grocery shop provided (If Yes, copy to be enclosed)			
6	Litigations, if any, connected with Canteen Work	Yes/ No (if yes, details to be furnished )		
7	Any other information , tenderer wishes to provided in support of their credentials	Details , if any, to be furnished		
8	List of similar work executed / in hand during the last 3 years for institutional/commercial complexes.			
Sl. No	Location of the work & Name of Organization	Nature of the Business	Commencement of business	Name & Contact No. of the client
1				
2				

Date:

Signature with Seal

To,  
Registrar IIT Bhubaneswar,  
Argul. 752050

Tender No.: IITBBS/IMMC/ **PIZZA OUTLET/2024.25/03** **Date: 13/02/2025**

**DECLARATION REGARDING BLACKLISTING/DEBARRING FOR TAKING PART IN TENDER**

(To be executed &attested by Executive Magistrate on Rs.100/- non-judicial Stamp paper by the bidder)

I / We \_\_\_\_\_

\_\_\_\_\_ Hereby declare that the firm/company namely M/s.  
\_\_\_\_\_ has never been blacklisted or debarred in the past by Union /  
State Government, PSU/Autonomous organization from taking part in Government tenders in India.

**Or**

I / We \_\_\_\_\_

Hereby declare that the Firm/company namely M/s. .... was blacklisted or  
debarred by Union / State Government or any Organization from taking part in Government tenders for a period  
of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_.

The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in  
Government tenders. And at present no case is pending against us in any Court of Law.

In case the above information found false or I/We submitted the false/forged documents, I/we are fully aware  
that the tender/ license will be rejected/cancelled by Registrar, IIT Bhubaneswar, Performance Security,  
Security deposit shall be forfeited and debarment for two years.

In addition to the above Director, IIT Bhubaneswar will not be responsible to pay the bills for any completed /  
partially completed work.

DEPONENT (Bidder)

Name \_\_\_\_\_

Address \_\_\_\_\_

**Bid-Securing Declaration Form**

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number from Invitation For Bids]*

To: **Registrar, IIT Bhubaneswar, Argul. 752050**

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 license with you for a period of Two 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 purchaser during the period of bid validity (i) fail or refuse to execute the license, if required, or (ii) fail or refuse to furnish the Performance Security, 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 the successful Bidder, 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.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration). Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for and on behalf of : (insert complete name of Bidder) Dated  
on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

**Corporate 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)

**ANNEXURE – IV****Price Bid Format:****As per BoQ in Ms Excel format. No other format will be considered for evaluation.****BoQ is uploaded with NIT document same BoQ to be used without any alterations.**

A	B	D	E	M	N	BA	BB	BC
<a href="#">Validate</a>		<a href="#">Print</a>		<a href="#">Help</a>		<b>Item Rate BoQ</b>		
Tender Inviting Authority: IIT BHUBANESWAR								
Name of Work: Leasing out Shop Block D to set up an operate a Bakery Shop at Market Complex (Academic Area) IIT Bhubaneswar Campus								
Contract No: IITBBS/SnP/Bakery/2023-2024/07 Dated 22.01.2024								
Name of the Bidder/ Bidding Firm / Company :								
<b>PRICE SCHEDULE</b> (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )								
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Area of Block D	Units	Basic Rent per month in Figures To be entered by the Bidder in Rs. P	GST @ 18% on Col 5 calculated in Figures in Rs. P	TOTAL AMOUNT Without GST in Rs. P	TOTAL AMOUNT With Taxes Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8	9
1.01	Per Month Rent for shop Block D (Area 403 Sqft approx) to Operate the Bakery Shop , as per NIT terms & Conditions	403	Sqft		0	0.00	0.00	INR Zero Only
Total in Figures						0.00	0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only						

**VENDOR MASTER FORM**

(To facilitate registration under PFMS and fund transfer through RTGS, NEFT/ INTRA BANK Transfer-One time information required on Bidder's letter head)

SI No.	Information required	Data furnished
1	Name of the supplier company /firm	
2	CIN Number (in case of company)	
3	Complete contact address with PIN number	
4	Landline phone number	
5	Mobile number of contact person/ Finance Executive (for SMS on payment details)	
6	e-Mail ID (for receiving payment details)	
7	PAN Number	
8	GST Registration Number (with copy of GST registration certificate)	
9	TAN Number	
10	Bank account number (with a copy of cancelled cheque or Xerox copy of cheque leaf)	
11	Name of the Bank	
12	Name of the Bank Branch	
13	IFSC Code of Bank	
14	MICR Code of Bank	
15	Bank Account details where LC is to be opened incase of foreign suppliers (if applicable)	

I / We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not effected at all for reason of incomplete or incorrect information, the Indian Institute of Technology, Bhubaneswar will not be responsible.

Authorized signatory with date and seal



**(To be given on Company Letter Head)**

**Date:**  
**To,**  
**The Registrar,**  
**IIT Bhubaneswar,**  
**Argul, Jatni. 752050**

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

**Reference Tender No:** \_\_\_\_\_

**Name of Tender: -**

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' 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 from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the license 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 do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the 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 license, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

**(Signature of the Bidder, with Official Seal)**

**FORMAT FOR PERFORMANCE BANK GUARANTEE**

**(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)** (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT BHUBANESWAR OR OUTSTATION) WITHA CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT BHUBANESWAR OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT BHUBANESWAR. BONDS ISSUED BY CO- OPERATIVE BANKS ARE NOT ACCEPTED.)

To,  
Registrar,  
Indian Institute of Technology Bhubaneswar,  
Argul, Jatani – 752050, Odisha

**LETTER OF GUARANTEE**

WHEREAS Indian Institute of Technology Bhubaneswar, Bhubaneswar (Lessor) have invited Tenders vide Tender ..... Dated. .... for ..... AN  
D

WHEREAS the said tender document requires that any eligible successful tenderer (Lessee) wishing to operate Food Court/Restaurant in leased premise in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of **“Registrar, Indian Institute of Technology Bhubaneswar, Bhubaneswar”** in the form of Bank Guarantee for ..... (Rupees..... only) and valid till ..... from the date of issue of Performance Bank Guarantee may be submitted within 15 (Fifteen) days from the date of acceptance as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (Lessee) failing to abide by any of the conditions referred in tender document / License / performance of the operate Food Court/Restaurant in leased premise etc. this bank shall pay to Indian Institute of Technology, Bhubaneswar on demand and without protest or demur Rs ..... (Rupees..... only)

This bank further agrees that the decision of Indian Institute of Technology, Bhubaneswar (Lessor) as to whether the said Tenderer (L) has committed a breach of any of the conditions referred in tender document/License shall be final and binding.

We, ..... (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Licensee) and/ or Indian Institute of Technology Bhubaneswar, Bhubaneswar (Buyer).

**Notwithstanding anything contained herein:**

1. Our liability under this Bank Guarantee shall not exceed Rs ..... (Rupees..... only).
2. This Bank Guarantee shall be valid up to ..... and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Institute serve upon us a written claim or demand on or before ..... (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at ..... (Address of local branch).

Yours truly,  
Signature and seal of the guarantor:  
Name of Bank:  
Address:  
Date:

**Instruction to Bank:** Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

**LIST OF ITEMS TO BE MADE AVAILABLE IN THE OUTLET**

(The prices to be quoted should be inclusive of GST &amp; other applicable taxes)

**The bidder is expected to follow the below-mentioned menu and present a list with quantity(unit depending on the type of item) to price list**

ITEMS	Minimum %age of Discount on Retail Price
<b>PIZZAS</b>	
(a) There must be wide range of pizzas varying from non-veg to veg flavours.	
(b) There must be varied range of toppings offered.	
(c) There must be varied range of crust options	
<b>SIDES</b>	
(a) There must be a varied range of sides offered like Garlic Bread, Parcel, ChickenWings, etc.	
(b) Dips must also be offered.	
(c) Any possible addition to sides will be a plus.	
<b>DESSERTS</b>	
(a) There must be a basic range of Desserts offered like Choco Lawa Cake, etc.	
(b) Having ice-cream based options and sundaes will be a plus.	
<b>DRINKS</b>	
(a) There must be a basic range of cold drinks offered.	
(b) Having unique drinks other than cold drinks like Lemonade, Ice Tea, etc will be a plus.	
<b>DEALS</b>	
(a) There must be proposed combo offers with additional discounts.	
(b) Possible seasonal offers will be a plus.	
<b>ANY OTHER SIMILAR ITMES WHICH YOU WOULD LIKE TO PROVIDE IN THE OUTLET:</b>	
(a)	
(b)	
(c)	
(d)	
(e)	

- I offer a minimum discount of \_\_\_\_\_% on the above-mentioned items.
- An extra discount of \_\_\_\_\_% will be provided on bulk order of ₹5000/- and above.
- Home delivery should be made available within 30 minutes of the order placed. No extra charge will be levied for home delivery within the Institute campus. Accommodations hired by the Institute in CPWD Colony and Ratan Planet will also be covered for home delivery without extra charge.

Signature of the Bidder: .....

Name of the Bidder: .....

**I /we ..... Undertake that I/we shall sell all above menu items not more than that the mentioned price.**

Date:

Place:

(Name &amp; Signature of the Bidder, with Official Seal)