

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

IIT Tirupati/HoME/101/2023

Date: 17-03-2023

EOI dated : 17 March 2023
Last date for submission of Proposal : 05:00 pm 06 April 2023
Date of Opening of Proposals : 03:00 pm 10 April 2023

The Dean (Student Affairs)
Indian Institute of Technology Tirupati
Yerpedu – Venkatagiri Road- 517619
Telephone: 0877- 2503507
Email: genadmin@iittp.ac.in

(EXPRESSION OF INTEREST)

STATIONARY CUM GENERAL STORES AT IIT TIRUPATI CAMPUS, YERPEDU

IIT Tirupati invites Expression of Interest (EOI) through Sealed Bids for running two Stationary cum General Stores in the Institute. The bids with supporting documents must be sent by post to the address mentioned above. The Envelope containing the bids must be super scribed **FOR STATIONARY CUM GENERAL STORE**. The interested agency/ vendor/ firm must have sufficient 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, interested vendors 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 two years to the successful vendor. The Vendor may get two extensions on mutual consent. 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 cum General Store shall be between 09:00 AM and 10:00 PM for all the 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 cum General Store will remain open during the vacation period also.

Rent/Charges:

The vendor shall pay monthly rent of Rs.1500/- + GST for the area provided. The rent/area may change in future. The rent should be deposited by 7th of every month. Electricity, as per actuals at commercial tariff of APSPDCL 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.

Caution Deposit:

A caution deposit (Refundable) of Rs. 20,000/- shall be paid to IIT Tirupati before commencing the operations to the below mentioned Account Number.

**BENEFICIARY NAME : INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI –
HOSTEL**
BANK NAME : STATE BANK OF INDIA
BANK AC NO : 35525105667
IFSC CODE : SBIN0006677
BANK ADDRESS : YERPEDU, TIRUPATI DISTRICT

The bidder should be in a position to take over in a week time, if contract is awarded.

**Sd/-
Dean (Student Affairs)
IIT Tirupati**

Annexure -I

Application form for Technical Evaluation

(Duly filled in forms 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 like work orders, MoUs may please be attached)

Signature of applicant with seal

Annexure – II

FINANCIAL BID

List of items for Stationery Cum General Store			
No.	Name of the Item	Particulars/weight/varieties	Price
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 price wherever MRP is not available	As per MRP
7	General Store Items	The bidders may enclose the list of items proposed to sell with price wherever MRP is not available	As per MRP

1. Discounts may be given wherever possible on MRP for the packaged items.
2. Items of different brands a minimum of 3 brands should be made available for each item.
3. Mattresses, Pillows, Bedsheets, Blankets, Pillow covers and other required items for the students must be made available.
4. Apart from the above the contractor is free to make available any other stationery, toilet items, fresheners etc., on MRP rates with prior approval from the competent authority.
5. Stationery items for school children should be made available.
6. No bakery items can be sold.

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

Signature of Bidder(s)
Official seal and address