



INDIRA GANDHI INSTITUTE OF TECHNOLOGY
Guru Gobind Singh Indraprastha University
Kashmere Gate, Delhi- 110006



F.No. 1/GGSIPU/2012-13/AR (GA)/kiosk/

Dated:

NOTICE INVITING QUOTATIONS

Name of work: - Allotment of a Shop for the refreshment kiosk/stall at the Kashmere Gate Campus for a period of one year.

Scaled quotations are invited for allotment of two shops for the refreshment kiosk/stall at the Kashmere Gate campus for a period of one year. The reserved License fee is Rs. 2500/- (Rupees Two Thousand Five Hundred Only) per month. However, the agency quoting the highest license fee shall be awarded the contract. The quotations should be submitted on your letter head duly signed and stamped by the agency.

Terms & Conditions

1. The allotment shall be initially for a period of one year and can be extended further on year to year basis with increase of 10% fee per year on terms and conditions as decided by the IGIT/GGSIP University.
2. The agency will deposit EMD (refundable) of Rs. 1000/- (Rupees One Thousand Only) with quotation in the form of demand draft in favor of "Principal, Indira Gandhi Institute of Technology," payable at Kashmere Gate Delhi 110006. The quotation without EMD will be summarily rejected.
3. The area for the shops is 17' x 9' = 153 square feet.
4. The licensee shall pay water consumption charges at the flat rate of Rs 500/- per month.
5. The reserved License fee is Rs. 2500/- (Rupees Two Thousand Five Hundred Only) per month/ per shop. However, the agency quoting the highest license fee shall be awarded the contract. The license fee shall be deposited by 7th of each month with the cashier of IGIT and a receipt in token of deposit shall be obtained. A photocopy of the receipt is also to be deposited in the General Administration Branch, IGIT, Kashmere Gate campus by the contractor.
6. The electricity charges shall be payable at IGIT in addition to the license fee. As per actual meter reading and the charges for the electricity shall be as per prevailing commercial rates as per the government rules by 10th of each month.
7. The successful agency to which contract will be awarded shall have to submit a security deposit money of Rs. 20000/- (Rupees Twenty Thousand Only) in form of demand draft in favor of "Principal, Indira Gandhi Institute of Technology" payable at Kashmere Gate Delhi 110006 at the time of award of work, which is refundable after satisfactory completion of contract. No interest will be payable on this security deposit money. If the contractor/vendor fails to deposit the security money within the prescribed time. The contract will be cancelled. The EMD will be forfeited and the NIQ will be recalled and the vendor shall not be allowed to participate and quote his rates.
8. The licensee will be responsible for maintenance and proper upkeep of the property under his use.
9. The licensee shall keep the kiosk open from 8.00 am to 7.00 pm all working days including Saturdays/Sundays (which may reschedule as required).
10. The licensee will provide the hygienic refreshment services for the students, staff and visitors on campus, and in associated areas using both its own resources and where applicable, outside suppliers.
11. The Contractor will provide proper bill of supply whenever required by the Department for official purpose.
12. Items Cold drink/Tea/Coffee through dispensing units and light snacks will only be sold.
13. The IGIT/GGSIP University shall have the right of free access to the working place for inspection and examination of the Kiosk.
14. The rates charged for Cold drink/Tea/Coffee and snacks shall be comparable with the rates of market in the adjoining area with approval of the IGIT/GGSIP University.
15. IGIT/GGSIP University authority may check the quality of the items etc, at any stage if the same is not found satisfactory contract will be cancelled.

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16. The licensee shall be responsible to get all related clearances as applicable under the Indian Laws and complete the necessary formalities as required under relevant statues, rules and regulations.
17. The contractor will be responsible for the damages caused to the IGIT/GGSIP University property due to his negligence and the cost of repair/replacement shall be recovered from the contractor.
18. In case of any complaint about the contractor and their workers' misbehavior, over-charge, harassment, the IGIT/GGSIP University has the right to terminate the contract by giving one month notice in writing before the expiry of the stipulated period of contract. In such case the security deposit shall be forfeited absolutely and the vendor will be debarred in participating any future NIQ/tender etc. in the IGIT/GGSIP University.
19. No, subletting is not allowed. The licensee shall not sublet a part for any purpose, what so-ever.
20. The space shall be vacated within 15 days by the contractor on expiry/termination of the contract failing which the material/equipment lying in the premises shall be forfeited.
21. The licensee shall not sell the items banned by Central/State Govt./Any other Regulatory Authority.
22. The Contractor or his workers shall not stay in the premises under any circumstances after working hours.
23. Any person who is in employee of the IGIT, GGSIP University should not be made a partner to the contract by the licensee directly or indirectly.

The sealed cover containing quotations must reach the office of Assistant Registrar, Admin Block, IGIT, Kashmere Gate, Delhi - 110006 by 2.00 p.m. on 10-01-12. Quotations will be opened on same day at 3.00 p.m. in the Conference Hall of Administration Block, Kashmere Gate Delhi.

(Vijay Kumar)
Assistant Registrar

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