Indian Institute of Information Technology Vadodara

Block No. 9, c/o Government Engineering College Campus,
Sector 28, Gandhinagar - 382028, Gujarat.
Phone No.: 079 - 23977 523 | URL: www.iiitvadodara.ac.in

No.: IIITV/PUR/EOI/CONVENIENCE STORE & STATIONERY SHOP/DIU/ 2026-27/16 **19 Nov 2026**

Notice Inviting Expression of Interest

Indian Institute of Information Technology Vadodara – International Campus Diu (IIITV-ICD), Education Hub, Kevdi, Diu (U.T.) – 362520, invites sealed Expressions of Interest (EoI) under the two-bid system from reputed, experienced and financially sound firms / agencies for establishment and operation of a Convenience Store & Stationery Shop at IIITV-ICD on the terms and conditions contained in this EoI document.

The contract shall initially be awarded for a period of one year from the date of award. It may be extended for two further years, one year at a time, on mutual agreement and subject to satisfactory performance. The maximum contract duration shall be three years from the initial contract award date.

SCHEDULE OF DATES AND KEY INFORMATION

Sl. No.	Particulars	Details
1	Date of EoI publishing on the Institute website / CPP Portal	19 November 2026
2	Pre-bid meeting	26 November 2026 at 1600 hrs. at the Institute's IIIT-Vadodara - International Campus Diu (IIITV-ICD) Before attending the Pre-Bid Meeting, the bidder shall visit the proposed Convenience Store & Stationery Shop site at the Institute's Diu Campus to acquaint themselves with the available space, facilities, and site conditions.
3	Last date and time for seeking clarifications	04 December 2026 up to 1700 hrs. (by e-mail to purchase_section@iiitvadodara.ac.in)
4	Bid submission start date	19 November 2026
5	Last date and time for submission of Bids / EoI	10 December 2026 up to 1600 hrs.
6	Opening of Technical Bids	10 December 2026 at 1630 hrs.
7	Presentation / Technical Interaction (bidders scoring 30 or more marks in Part A of Annexure 'J')	The technically qualified bidder's as per the criteria mentioned in Part A of Annexure J will be called for presentation.
8	Address for submission of bid documents	PIC, Purchase Section Indian Institute of Information Technology Vadodara C/O Block No. 9, Government Engineering College Sector-28, Gandhinagar, Gujarat – 382028 Phone: 079 – 23977 523
9	Venue for opening of Technical Bid	Same as above as mentioned at point no. 8 above

Sl. No.	Particulars	Details
10	Earnest Money Deposit (EMD)	₹50,000/- (Rupees Fifty-Thousand only) by Demand Draft in favour of "Indian Institute of Information Technology Vadodara", payable at Gandhinagar, Gujarat. Bidders exempted under Clause 2.2 shall submit the Bid Securing Declaration as per Annexure 'H'.
11	Performance Security	5% (five percent) of the annual License Fee quoted, in the form of a Bank Guarantee as per Annexure 'I' (also refer Clause 2.6).
12	Bid Validity	180 days from the last date of bid submission
13	Schedule of opening of Financial Bids	The date and time of the Financial Bid opening shall be intimated by e-mail only to the bidders who qualify in the Technical Bid. The presence of the bidder or their duly authorized representative at the time of opening of the Financial Bid is desirable. The qualified bidder/authorized representative attending the Financial Bid opening shall bring a duly signed authorization letter/form for the purpose.
14	E-mail for correspondence	purchase_section@iiitvadodara.ac.in

The EoI document can be downloaded from the website of the Institute at https://iiitvadodara.ac.in/page.php?slug=tender and from the Central Public Procurement (CPP) Portal (https://eprocure.gov.in). Any corrigendum / addendum / clarification to this EoI will be published on the Institute's website only; bidders are advised to visit the website regularly.

The right to suspend the EoI process or part of the process, to accept or reject any or all the proposals at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reason thereto vests with IIIT Vadodara without any obligation or liability whatsoever.

1. GENERAL INSTRUCTIONS TO BIDDERS

1.1 The EOI should be submitted in two parts namely Technical Bid and Financial Bid and each should be kept in a separate sealed cover envelope. **Proof for EMD be kept along with technical bid (BID WILL NOT BE CONSIDERED WITHOUT EMD).** All the covers should be kept in another sealed cover address to the PIC Purchase, Indian Institute of Information Technology Vadodara. The inner covers should be super scribed with subject of EOI whether the cover containing 'Technical Bid or 'Financial Bid'. The outer cover envelope containing both technical bid and financial bid should bear the full address and contact details of bidder. The outer cover should be superscribed with '**EXPRESSION OF INTEREST FOR ESTABLISHMENT AND OPERATION OF A CONVENIENCE STORE & STATIONERY SHOP AT IIIT VADODARA – INTERNATIONAL CAMPUS DIU (ICD)'** with EOI number and date.

1.2 The Price Bid, in the format at **Annexure 'D'**, duly filled, stamped and signed by the authorized signatory of the bidder, shall be sealed in a separate envelope superscribed **'PRICE BID FOR ESTABLISHMENT AND OPERATION OF A CONVENIENCE STORE & STATIONERY SHOP AT IIIT VADODARA (ICD)'**. The Price Bid shall indicate only the price.

1.3 The completed bid must reach the address given in the schedule at point no. 8 by the due date and time. Bids received after the scheduled date and time will be rejected. The Institute will not be responsible for any transit / postal delay. Bids sent by fax or e-mail, or through any other mode, will not be accepted. Any conditional bid shall be rejected summarily.

1.4 The bidder shall not be permitted to withdraw the offer or modify its terms and conditions after submission. If the bidder fails to observe and comply with the stipulations made herein, or backs out after quoting the rates, the EMD shall be forfeited (or, for exempted bidders, action shall be taken as per the Bid Securing Declaration).

1.5 All correspondence and documents, including affidavits and undertakings, shall be in the English language.

1.6 Any form of canvassing / influencing will attract rejection of the bid, and the Institute reserves the right to take such penal action (e.g. blacklisting of the bidder for the present and future) as it deems fit.

1.7 Except as provided in this EoI document, no separate information shall be given to individual bidders.

1.8 Bidders may seek clarifications at the pre-bid meeting or by e-mail up to the last date for seeking clarifications. For any other query, please contact the Purchase Section, IIIT Vadodara, during working hours on **purchase_section@iiitvadodara.ac.in**.

1.9 The information to be provided with the bid, list of items with fixed rates (MRP wherever applicable), penalties, permissible brands, bid securing declaration and performance guarantee format are appended at **Annexures 'A' to 'K' to** this EoI document.

1.10 The Institute reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to the award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such action.

2. EARNEST MONEY DEPOSIT AND PERFORMANCE SECURITY

2.1 The bidder shall pay an Earnest Money Deposit (EMD) of **₹ 50,000/- (Rupees Fifty-Thousand only)** through a Demand Draft in favour of **"Indian Institute of Information Technology Vadodara"**, payable at Gandhinagar, Gujarat. The bid will not be considered without the EMD (or, for exempted bidders, a valid Bid Securing Declaration).

2.2 Bidders registered as Micro and Small Enterprises (MSEs) for the relevant service, and Startups recognized by DPIIT, are exempted from payment of EMD on submission of valid documentary proof. Such bidders shall instead submit the Bid Securing Declaration as per **Annexure 'H'** in terms of Rule 170(iii) of GFR 2017.

2.3 The EMD of the successful bidder will be returned without any interest after submission of the Performance Security.

भारतीय सूचना प्रौद्योगिकी संस्थान वडोदरा
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY VADODARA
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2.4 The EMD of unsuccessful bidders will be returned without any interest within thirty days from the date of award of contract.

2.5 The EMD shall be forfeited if the bidder withdraws or modifies its bid during the period of bid validity, backs out after quoting the rates, or, on being declared successful, fails to sign the agreement or submit the Performance Security within the stipulated time.

2.6 The successful bidder shall submit a refundable, interest-free Performance Security / Security Deposit equal to **5% (five percent) of the annual License Fee quoted (i.e. monthly License Fee quoted × 12)**, in the form of a Bank Guarantee from a scheduled / nationalized bank in favour of **"Indian Institute of Information Technology Vadodara"**, payable at Gandhinagar, Gujarat, as per the proforma at **Annexure 'I', within fifteen days from the date of the Letter of Intent (LOI) / Agreement**, failing which the EMD shall be forfeited and the award is liable to be cancelled.

2.7 The Performance Security shall remain valid for the entire period of the contract and for 60 days beyond it, and shall be extended correspondingly in case of extension of the contract. Penalties, damages, liabilities and other dues payable by the contractor may be recovered from the Performance Security. The Performance Security will be returned without interest after completion of the contract / agreement and settlement of all dues.

3. SCOPE OF WORK

3.1 General overview of the service

IIITV-ICD has been established at Education Hub, Kevdi – Diu, under partnership with the Government of Dadra & Nagar Haveli and Daman & Diu (UT Administration of DNH & DD). This EoI document provides for establishing and running a Convenience Store & Stationery Shop (hereinafter referred to as "the Store") at IIIT Vadodara (ICD) to the entire satisfaction of the users and the Institute authorities, which shall include the following:

3.1.1 **Running an efficient Convenience Store & Stationery Shop at the IIIT Vadodara (ICD) campus** during designated time slots, stocking and selling stationery and academic supplies, personal-care and hygiene products, hostel essentials and packaged daily-use items as per the categories at Annexure 'E'. Only approved categories of items shall be sold, and every item shall be sold at not more than its Maximum Retail Price (MRP). The timings of the Store are to be followed strictly and may be changed as per the Institute routine. Tentative timings: **1000 hrs. to 2200 hrs**.

3.1.2 The **approximate strength** of inhabitants of IIITV-ICD during the regular semester (January to April and mid-August to November) is about 700 to 750. During summer and winter vacations (June, July and December), it is around 50 to 60. This may vary with the academic calendar and the number of summer / winter courses offered.

3.1.3 **Engagement of staff** shall be done by the contractor in consultation with the Institute authorities. Additional manpower shall be deployed whenever required. All staff shall be of legal age, suitably trained, experienced, medically fit and police verified.

3.1.4 The contractor shall make all necessary arrangements for a neat, clean and organized outlook of all his workers. Workers shall at all times maintain a clean appearance, including clean uniforms and identity cards.

3.1.5 A coordination / review meeting between the contractor (or a representative authorized to take policy and financial decisions on behalf of the contractor) and the Institute authorities shall be held as and when needed.

3.1.6 The contractor shall make all necessary arrangements for accommodation and transportation of the manpower deployed by him, so as to ensure timely operation of the Store. The Institute will have no obligation in this regard whatsoever.

3.1.7 The contractor shall ensure the upkeep of the infrastructure provided by the Institute. All such maintenance of Institute property / equipment shall be carried out by the contractor at his own cost, and any damage attributable to the contractor shall be repaired at his own cost.

3.1.8 The contractor shall ensure absolute hygiene and cleanliness of the store / display area, billing counter, storage area and surroundings, including periodic pest control, with proper waste disposal in harmony with Institute systems. Any issue attributable to the contractor in these areas will be sorted out by the contractor, or will be handled by the Institute at his cost.

3.1.9 The contractor will be solely responsible for the general discipline and conduct of his staff at the Institute at all times. Only individuals verified through mandatory police verification will be allowed to enter the Institute and will be deemed fit for deployment. In case of violation, a financial penalty will be levied on the contractor as deemed fit by the Institute.

3.1.10 The contractor shall pay the water and electricity charges as per actuals. Wastage of water and electricity must be avoided.

3.2 License Fee and commercial terms

3.2.1 Bidders shall quote the monthly License Fee for the Store premises for the first year in the Price Bid at Annexure 'D'.

3.2.2 The quoted License Fee shall take into account manpower, wages (not less than the minimum wages prescribed by the Ministry of Labour & Employment, Government of India, as applicable on the date of issue of this EoI), statutory dues (EPF, ESI, etc.), equipment, consumables, maintenance, cleaning, transportation, staff accommodation / transportation, safety, insurance, waste management and all other obligations under this EoI. No separate reimbursement shall be claimed unless expressly provided.

3.2.3 The License Fee is payable by the contractor to the Institute. It is not a service rate payable by the Institute to the contractor. The successful bidder shall pay the quoted monthly License Fee as per the agreement / instructions of the Institute.

a) For each extension year, the License Fee shall increase by **5% (five percent)** over the License Fee of the immediately preceding year.
b) Applicable taxes / TDS shall be handled as per law and the contract.
c) All items shall be sold at not more than the Maximum Retail Price (MRP) printed on the product. Items without a printed MRP, if any, shall be sold only at rates approved by the

भारतीय सूचना प्रौद्योगिकी संस्थान वडोदरा
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY VADODARA
॥उद्यमस्य सम किमपि न भवति॥

Institute in writing. The contractor shall maintain adequate stock of the item categories at Annexure 'E' throughout the contract period.

3.3 Infrastructure and equipment related terms

3.3.1 Major civil and electrical works at the Store site will be attended to by IIIT Vadodara (ICD). Routine / minor maintenance, such as repairs and running expenses, is the responsibility of the contractor.

3.3.2 The contractor shall make all necessary arrangements to run the Store successfully at the campus. The store fixtures and display arrangement will be vetted by the IIIT Vadodara (ICD) authorities for quality and fitness before use. All equipment and facilities provided by the Institute shall be used responsibly, and their upkeep shall be the sole responsibility of the contractor.

3.3.3 Security of the licensed premises, equipment, fittings, fixtures, furniture, etc. is the responsibility of the contractor. Any damage to Institute infrastructure by the contractor's team, or caused due to their negligence, will be repaired or replaced at the contractor's cost and shall attract penalty as per this EoI document.

3.4 Cleanliness, hygiene and product safety

3.4.1 Cleaning of the Store and its surroundings will be the sole responsibility of the contractor. The highest standards of hygiene are expected. The store / display, billing and storage areas and the surroundings shall be cleaned regularly.

3.4.2 Packaged food products shall be stored and sold in accordance with the applicable requirements under the Food Safety and Standards Act, 2006, and all packaged commodities shall comply with the Legal Metrology (Packaged Commodities) Rules, 2011. Only genuine, good-quality products within their shelf life shall be stocked; no loose or unpackaged food shall be prepared or sold.

3.4.3 Only the brands listed in **Annexure 'G'**, or other brands approved by the Institute in writing, shall be used.

3.4.4 Sale of expired / date-lapsed, damaged, spurious or counterfeit products is strictly prohibited. Products nearing expiry shall be removed from the shelves in time.

3.4.5 Waste shall be collected, segregated and disposed of daily. Plastic and other waste shall not be littered or put into the drainage system.

3.4.6 **IIIT Vadodara (ICD) is a totally tobacco-free campus.** None of the staff deployed at the campus shall possess or consume tobacco products such as bidi, cigarettes, chewing tobacco in any form, gutkha, masala, pan, etc.

3.4.7 Violations of the above will attract financial penalties as laid down in **Annexure 'F'**.

3.5 Daily functioning of the Convenience Store & Stationery Shop

3.5.1 Only items falling within the categories listed in Annexure 'E', or subsequently approved by the Institute in writing, may be sold. A notice stating that all items are sold at not more than MRP shall be prominently displayed at the Store.

3.5.2 The contractor shall ensure that the Store is functional on all designated days, and shall maintain the highest standards of product quality, stock availability, service, aesthetics, layout, professionalism, hygiene and cleanliness to the utmost satisfaction of the Institute authorities.

3.5.3 No unauthorized service charge, packing charge or surcharge shall be collected.

3.5.4 Proper cash / transaction records and receipts shall be maintained as required.

3.5.5 A complaint / suggestion register shall be maintained, and complaints shall be addressed promptly.

3.5.6 Records of procurement, expiry dates, cleaning, pest control and staff deployment shall be maintained and produced for inspection.

3.5.7 Additional institutional requirements / events shall be met when requested, at not more than MRP or at mutually agreed rates.

3.5.8 On expiry or termination of the contract, the contractor shall vacate the premises and hand over the Institute property in good condition, subject to normal wear and tear.

4. MINIMUM ELIGIBILITY CRITERIA

IIIT Vadodara (ICD) has set up minimum eligibility criteria for the bidding purpose. All bidders must meet the following criteria before they apply, and must enclose the supporting documents with the Technical Bid.

Sl. No.	Criterion	Documents to be provided
1.	The bidder shall be a firm / company / partnership / Limited Liability Partnership / proprietorship firm registered under the Indian Companies Act, 1956 or 2013 / the Partnership Act, 1932, Limited Liability Partnership Act 2008 having its registered office in India.	Copy of Certificate of Incorporation / Partnership Deed / Registration Certificate of the firm; AoA / MoA of the company (as the case may be)
2.	The bidder must have a registered office address in Ahmedabad / Gandhinagar / Vadodara / Diu / Una	Documentary proof such as GST registration and Rent Agreement etc.
3.	The bidder should be in the convenience store / stationery / retail or similar business for not less than three years before 30.09.2026. Bids of firms not in existence / not in such business for three years as above shall not be considered.	Experience certificate(s) clearly showing the number of years, supported by work orders with satisfactory completion certificates issued by the competent authority

भारतीय सूचना प्रौद्योगिकी संस्थान वडोदरा
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY VADODARA
॥उद्यमस्य सम किंचिंद न भवति॥

Sl. No.	Criterion	Documents to be provided
4.	The bidder shall possess a valid central / state FSSAI registration / license for retail sale of packaged food products, obtained under the Food Safety and Standards Act, 2006.	Copy of FSSAI registration / license
5.	The bidder should be registered with the Income Tax and Goods & Services Tax departments.	a) Attested copy of PAN card b) Attested copy of GST registration certificate
6.	The bidder or any of its partners / directors, etc. should not have been blacklisted / debarred by any government agency or department, nor found guilty of moral turpitude, nor convicted of any economic offence or of violation of any labour laws by any court or authority appointed to enforce labour laws or regulations. Any debarment / blacklisting must be disclosed proactively, even if sub-judice.	Self-declaration in the format at **Annexure 'C'**
7.	The average annual financial turnover of the agency on similar services should not be less than ₹20.00 lakh (Rupees Twenty lakh only) during the last three financial years (2023-24, 2024-25 and 2025-26).	Turnover certificate certified by a Chartered Accountant, with name of CA, registration number (and UDIN), signature and stamp
8.	The bidder must have served at least one Centrally Funded Technical Institution (CFTI) during the last three years for a period of more than two years.	Work order(s) and satisfactory performance / completion certificate(s) issued by the CFTI
9.	The bidder should have satisfactorily executed / completed similar services for at least two different Government Departments / PSUs / Autonomous Bodies of Central or State Government, including higher educational institutions / central research organizations, during the last three years before the date of publishing of this EoI.	Experience certificates on the letterhead of the competent authority / employer institution, indicating the duration of the services
10.	The bidder should have at least one running contract, as on the due date of bid submission, with a Government Department / PSU / Autonomous Body of Central or State Government, including higher educational institutions / central research organizations.	Running contract certificate on the letterhead of the organization, indicating the duration of the contract, services provided and performance. Copies of work orders / agreements shall not be considered for this purpose.
11.	The bidder should hold a valid labour license and be registered with EPFO and ESIC.	Copies of labour license and EPFO / ESIC registration certificates
12.	The bidder must have visited the IIITV-ICD campus (Education Hub, Kevdi, Diu (U.T.) – 362520) in person and become well acquainted with the location and surroundings for running the Store.	Site visit certificate / undertaking

Note: <u>Any firm / bidder not fulfilling any of the above criteria, duly supported by the indicated documents, shall be outrightly rejected and the bid shall not be considered for further evaluation.</u>

भारतीय सूचना प्रौद्योगिकी संस्थान वडोदरा
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY VADODARA
॥उद्यमस्य सम किमपि न भवति॥

4.1 Documents to be submitted with the Technical Bid:

1) AoA, MoA, COI of the company / Registration Certificate of the firm.
2) FSSAI registration / license for retail sale of packaged food products.
3) Labour license.
4) Must have registered office address in Ahmedabad / Gandhinagar / Vadodara / Diu / Una.
5) Experience certificate(s) of the bidder in the convenience store / stationery / retail or similar business, clearly showing the number of years.
6) Details of running contracts (as part of the client list required with **Annexure 'B'**).
7) Documents in support of service to a CFTI (criterion 7 of the above table).
8) Experience certificates from at least two different Government Departments / PSUs / Autonomous Bodies (criterion 8 of the above table).
9) Running contract certificate(s) (criterion 9 of the above table).
10) Financial turnover certificate duly certified by a CA for FY 2023-24, 2024-25 and 2025-26.
11) Copies of GST registration, PAN card, EPFO and ESIC registration certificates.
12) Self-declaration regarding non-blacklisting as per **Annexure 'C'**.
13) Site visit certificate / undertaking for IIITV-ICD.
14) **Annexure 'A'** (Eligibility Compliance) and **Annexure 'B'** (details of bidder), duly filled and signed.
15) EMD Demand Draft, or Bid Securing Declaration as per **Annexure 'H'** along with proof of exemption (as applicable).
16) **Annexure 'J'** (self-assessment of technical marks), duly filled with the marks claimed and the page number of each supporting document, together with all documents in support of the marks claimed (e.g. client certificates showing customers served per day, food-safety certifications, EPF / ESIC challans).
17) **The bidder shall sign and stamp each page of the EOI as a token of acceptance of all the terms and conditions contained therein. No page of the EOI shall be removed, altered, detached, or otherwise tampered with. The EOI shall not be submitted in loose-leaf form. All pages shall be properly numbered and securely bound, either in spiral-bound form or properly stapled.**

5. BID OPENING, EVALUATION AND AWARD

5.1 Technical Bids will be opened on the date and time mentioned in the schedule, in the presence of the representatives of bidders who wish to attend. In the event of any change in the date of opening, the same will be intimated to all. The bidder/authorized representative attending the Technical Bid opening shall bring a duly signed authorization letter/form for the purpose.

5.2 Technical Bids will first be scrutinized for compliance with the minimum eligibility criteria at Clause 4 and the documentary requirements stipulated in this EoI document. Only bidders meeting all the minimum eligibility criteria shall be evaluated further and awarded marks as per the Criteria for Technical Evaluation at **Annexure 'J'**. The committee constituted by the Institute may inspect the running site(s) of the bidder and may carry out surprise visits to establishments / facilities currently serviced by the bidder for verification.

5.3 The Technical Bid documents shall be marked out of 50 marks (X) as per Part A of **Annexure 'J'**. Bidders securing at least 60% marks, i.e. 30 marks out of 50, shall qualify the technical round and shall be called for a presentation / technical interaction on the date and time mentioned in the schedule, which shall be marked out of 20 marks (Y) as per Part B of **Annexure 'J'**. Bidders securing 30 marks or more shall be called for presentation. Bids of bidders scoring less than 30 marks in Part A shall not be considered further.

भारतीय सूचना प्रौद्योगिकी संस्थान वडोदरा
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY VADODARA
॥उद्यमस्य सम किमपि न भवति॥

5.4 Bidders who are called for the presentation and do not attend it shall be summarily rejected. The Institute reserves the right to conduct the presentation online if the situation so warrants; however, an online presentation cannot be claimed as a right by the bidders. The Technical Score (TS) of each bidder, out of a maximum of 70 marks, shall be the sum of the marks secured in Part A (maximum 50) and Part B (maximum 20) as per Part C of **Annexure 'J'**. Only bidders who attend the presentation and secure a minimum of 12 marks out of 20 (i.e. 60%) in Part B, and a minimum aggregate Technical Score of 42 marks out of 70 (i.e. 60%), shall be treated as technically qualified.

5.5 The Commercial Bids of only those bidders found responsive in the technical evaluation will be opened. The date and time of opening of Commercial Bids will be intimated to such bidders by e-mail. Unopened Commercial Bids of technically unsuccessful bidders will be returned on requisition.

5.6 Bidders will bid for the monthly License Fee as per the Price Bid format. **The bids of technically qualified bidders shall be evaluated on Quality-cum-Cost Based Selection (QCBS) out of a total of 100 marks, i.e. a maximum of 50 marks for the Technical Bid documents, 20 marks for the presentation / technical interaction and 30 marks for the Financial Score, computed as per Part C of Annexure 'J'. The bidder securing the highest Consolidated Score (CS) shall be considered for award of the contract, subject to the approval of the competent authority.**

5.7 There should be no ambiguity in the quoted price, and the rate must be as per the Price Bid format. A conditional offer, or a proposal not furnished in the format at **Annexure 'D'**, shall be considered non-responsive and is liable to be rejected.

5.8 **Tie-breaker:** In case of a tie in the Consolidated Score (CS), merit shall be determined in the following order. If the tie is resolved at any stage, the evaluation will be completed at that stage.

5.8.1 Technically Qualified Bidder quoting the highest monthly License Fee (H1).
5.8.2 Highest Average annual turnover of the FY 2023-24, 2024-25 and 2025-26.
5.8.3 Number of years in operation providing convenience store / stationery services in Academic / R&D / PSU / Autonomous / Government organizations.
5.8.4 Satisfactory completion / execution of institutional convenience store / stationery services of minimum 500 persons / day in at least three contracts of similar nature in government-aided higher educational institutions such as IITs, IIITs, IIMs, IISERs, AIIMS and NITs etc. during the last three consecutive financial years.
5.8.5 Convenience store / stationery services currently being run by the bidder, as on the date of bid submission, in higher educational institutions such as IITs, IIITs, IIMs, IISERs, AIIMS, NITs, etc. of 500 persons / day.

6. GENERAL TERMS OF THE CONTRACT

6.1 Confidentiality. The contractor and his personnel shall not, either during the term or after expiry of the contract, disclose any proprietary or confidential information relating to the services, the agreement or the Institute's business or operations without the prior written consent of the Institute.

6.2 Force Majeure. If, during the pendency of the agreement, the performance in total or in part by either party is prevented / delayed by causes arising from war, hostilities, civil commotion, act of public enemy, sabotage, fire, floods, explosion, epidemics, non-availability of raw material and other consumables, or any other causes including breakdown of equipment beyond their reasonable control, neither party shall be liable for loss or damage due to delay or failure to perform the contract during the pendency of such conditions, provided that the happening is notified in writing within 7

days from the date of occurrence. The work shall be resumed as soon as possible after restoration of normalcy.

6.3 Termination for Default. The Institute may, without prejudice to any other remedy for breach of agreement, terminate the contract in whole or in part by written notice of default sent to the contractor, and the Performance Security shall stand forfeited, if the contractor:

a) fails to deliver any or all of the obligations within the time period(s) specified in the work order / agreement, or any extension thereof granted by the Institute; or

b) fails to perform any other obligation under the work order / agreement and fails to rectify it within the notice period given for rectification.

6.4 Termination for Insolvency. The Institute may at any time terminate the contract by giving written notice to the contractor, without compensation, if the contractor becomes bankrupt / insolvent, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Institute.

6.5 Suspension. The Institute may suspend contractual payments / benefits under the contract, as applicable, if the contractor fails to perform any of his obligations under the work order / agreement.

6.6 Settlement of Disputes. In the event of any dispute or difference between the Institute and the bidder / contractor arising out of non-compliance with the terms and conditions of this EoI, or from any other cause whatsoever relating to this EoI or the contract, the matter shall be referred to the Director of the Institute, whose decision shall be final and binding on both parties.

6.7 Jurisdiction of Courts. All disputes shall be subject to the jurisdiction of the civil courts at Gandhinagar, Gujarat only.

6.8 Rights of the Institute. The Institute may issue corrigenda / clarifications to this EoI and exercise all rights reserved to it under the applicable procurement rules, including GFR 2017. The Institute also has the right to relax any term or condition of this EoI document, if required, at any stage of the process.

7. SPECIAL TERMS AND CONDITIONS

7.1 Bidders are advised to study all clauses of this EoI document carefully before submitting their bids. **A physical site visit to IIITV-ICD is mandatory**, so that bidders acquaint themselves with the location, surroundings, and the nature and quantum of work involved. The site visit certificate / undertaking shall be enclosed with the Technical Bid.

7.2 **Contract implementation**

7.2.1 Sub-contracting of the work without the prior written approval of the Institute is not permitted; violation will attract penalty.

7.2.2 No person below the age of 18 years shall be engaged or deployed for the work under the Contract. Whenever required by the Institute, the Contractor shall furnish valid documentary proof of age of the workmen deployed, along with a medical fitness certificate certifying that such workmen are medically fit to perform the assigned work and are not suffering from any contagious or communicable disease.

भारतीय सूचना प्रौद्योगिकी संस्थान वडोदरा
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY VADODARA
॥उद्यमस्य सम किमपि न भवति॥

7.2.3 The contractor shall submit the police verification certificates of all staff to be deployed. Only police-verified and Institute-approved personnel shall be deployed.

7.2.4 The contractor will be accountable for any accident, injury or loss of life of the workers deployed by him and shall be responsible for payment of compensation as per law. If need arises, the Institute will recover such amount from the contractor to effect payment to the affected person(s).

7.2.5 The Institute reserves the right to terminate the contract at any time without assigning any reason. However, wherever feasible, the Institute may give advance notice of such termination to the contractor.

7.2.6 Deductions shall be made from the Performance Security during the currency of the contract for penalties for violation of rules, terms and conditions, damages, liabilities or other dues.

7.3 Safety and insurance

7.3.1 The contractor shall follow safety procedures in all respects, adhere to safe working practices, and take all safety measures necessary for his workmen.

7.3.2 The contractor shall be responsible for all liabilities relating to his own staff as per law, and shall bear all expenses / damages / compensation in the event of any injury or loss of life of the personnel engaged by him while on duty.

7.4 Security and staff conduct

7.4.1 The contractor shall be bound by all security procedures followed at IIIT Vadodara (ICD). Workmen engaged by him will be liable to checking and search by the security on duty while entering and leaving, and at other random places and times, and shall comply with identification procedures. Any breach of security regulations by the contractor's employees shall be the contractor's responsibility.

7.4.2 The contractor will be responsible for the good conduct of his workmen. Misconduct, intoxication, gambling, undesirable activities and security violations are prohibited. The Institute may direct the removal / replacement of any personnel for misconduct, security concerns or unsatisfactory performance, and the contractor shall comply immediately without questioning the decision.

7.4.3 The Institute reserves the right to disallow any or all of the contractor's personnel from being deployed inside the campus without assigning any reason.

7.4.4 In the event of any damage to the property of the Institute, or to the life of its employees and / or their dependents, the contractor shall be liable for payment of compensation and / or prosecution in accordance with law. Compensation for damage to Institute property will be as assessed by the authorized representative(s) of the Institute and shall be recoverable from the contractor at market value.

7.5 Statutory obligations

भारतीय सूचना प्रौद्योगिकी संस्थान वडोदरा
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY VADODARA
॥उद्यमस्य सम किमपि न भवति॥

7.5.1 The contractor shall comply with all applicable labour, wage, EPF, ESI, GST, food-safety, legal metrology and other laws, rules and notifications issued by the Central / State Government from time to time in respect of the contracted work and all staff employed by him, at his own cost and risk.

7.5.2 Any liability arising from failure to comply with statutory or other legal provisions shall be borne by the contractor.

7.5.3 The contractor shall maintain up-to-date records required for compliance with all applicable Acts and Rules.

7.5.4 If a bidder is found violating any statutory provision concerning labour laws, or to have given incorrect / false / misleading information, affidavits or documents at any stage of the EoI or contract, action as per this EoI document shall be initiated, which may include debarment / blacklisting.

7.6 **General**

7.6.1 The staff employed by the contractor shall have no right whatsoever to claim permanent / temporary employment with IIIT Vadodara.

7.6.2 The personnel deployed by the contractor shall not become members of any trade union of the Institute. If they indulge in union activities that affect the contractor's service obligations or the safety and security of the Institute, the contract will be liable for termination, and such personnel will be debarred from entering the Institute premises.

7.6.3 The personnel deployed shall not engage in any undesirable activities within the Institute premises, or in any business dealings with any agency directly or indirectly associated with the Institute. In the event of violation, they will be debarred from entering the Institute, and the contract may be terminated with forfeiture of the Performance Security.

7.6.4 The personnel deployed shall be available at their designated place of work and shall not visit undesignated places without valid authorization.

7.6.5 No housing / accommodation will be provided by the Institute to the personnel deployed by the contractor.

7.7 **Indemnity and agreement.** The successful bidder shall enter into an agreement with IIIT Vadodara (ICD) in the prescribed format and execute a notarized indemnity bond on non-judicial stamp paper of appropriate value, at his own cost, to indemnify IIIT Vadodara (ICD) against possible or unforeseen eventualities arising out of or flowing from the contract. The terms and conditions of this EoI document will form part of the contract agreement.

7.8 **Inspection and monitoring.** The Institute may conduct periodic and surprise inspections of the premises, staff, records, stock and hygiene. The contractor / an authorized representative shall meet the IIIT Vadodara (ICD) authorities every month for joint monitoring of the contract; deviation will attract penalty.

7.9 **Penalties.** Violations shall attract penalties as per **Annexure 'F'**, which shall be recoverable from the contractor's dues and / or the Performance Security. Repeated sale of expired, spurious or counterfeit products shall result in forfeiture of the Performance Security and cancellation of the contract.

7.10 **Extension clause.** The contract shall initially be awarded for one year from the date of award, and may be extended for two further years, one year at a time, on mutual agreement and subject to satisfactory performance. During extension, the License Fee shall be escalated as per Clause 3.2.3(a); all other terms and conditions of this EoI, and the item categories and MRP condition at Annexure 'E' (unless revised by the Institute in writing), shall remain unchanged.

Information to be submitted along with the bid is as follows

Sl No	Criteria	Document produced
1.	The bidder shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956 or 2013, the partnership Act, 1932, Limited Liability Partnership Act 2008 and who have their registered offices in India.	
2.	The bidder must have a registered office address in Ahmedabad / Gandhinagar / Vadodara / Diu / Una	
3.	The bidder should be in convenience store / stationery / retail business for not less than three years before 30.09.2026.	
4.	The bidder is required to submit the central/state FSSAI registration / license of his firm for retail sale of packaged food products obtained under FSS Act 2006 along with his technical bid.	
5.	Bidder should be registered with Income Tax and Goods and Service Tax departments.	
6.	The bidder or any of its partners/directors etc. should not have been black listed/debarred by any of the government agencies or department or should not have been found to be guilty of moral turpitude or convicted of any economic offense or with violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations.	
7.	The average annual financial turnover on a similar service of the agency should not be less than 20.00 lakh (Rupees Twenty lakh only) during the last three financial years. (i.e. during 2023-24, 2024-25, & 2025-26).	
8.	The bidder must have served at least one Centrally Funded Technical Institution (CFTI) during the last three years for a period of more than two years.	
9.	The bidder should have satisfactorily executed / completed similar services for at least two different Government Departments / PSUs / Autonomous Bodies of Central or State Govt. (including higher educational institutions / central research organisations) during the last three years before the date of publishing of this EoI.	
10.	The bidder should have at least one running contract with a Government Department / PSU / Autonomous Body (including higher educational institutions / central research organisations) as on the due date of bid submission, supported by a running contract certificate.	
11.	The bidder should hold a valid labour licence and be registered with EPFO and ESIC.	
12.	The bidder has physically visited the IIITV-ICD campus, Education Hub, Kevdi, Diu (U.T.) – 362520 (site visit certificate / undertaking enclosed).	

Declaration

I/We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I/we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my/our company is liable to be blacklisted/debarred by IIIT Vadodara (ICD) for at least 02 years.

Date:
Place:

Signature with Seal of Authorized Signatory

DETAILS ABOUT THE BIDDER / COMPANY

1.	Name and address of bidder	
2.	Telephone No./Fax No./email address	
3.	Legal status (Attach copies of original document defining the legal status). a) One Person Company b) A proprietary Firm c) A Firm in partnership d) A Limited Liability Partnership e) A limited company or corporation.	
4.	Particulars of registration with the Statutory Authority, Goods & Service Tax, PAN, MSME, etc. (Attach attested photocopies) a) Registration Number b) Place of Registration	
5.	Name and title of Directors and officers with designation who will be directly concerned with this work.	
6.	Have you or your constituent partner(s) been debarred / black listed from Tendering in any organization at any time? If so, give details.	
7.	Details of running contracts (as part of the client list required	
8.	Any other information considered necessary but not included above.	

Date:
Place:

Signature with Seal of Authorized Signatory

Declaration regarding Debarment from Bidding
(To be submitted on the bidder's Letterhead)

To,
Indian Institute of Information Technology, Vadodara
Tender Reference No:
Name of Work:

Sir/Madam,

I/We hereby submit our acceptance of the terms and conditions of the above-mentioned tender and declare as under:

1. The bidder hereby declares and undertakes that neither the bidder nor any of its proprietors/partners/directors/authorized signatories has been debarred or blacklisted by any Ministry/Department of Government of India, State Government, PSU, Autonomous Body, or any other Government Organization from participating in Government procurements as on the date of submission of the bid.

2. The bidder further certifies that it has not been convicted of any offence under the provisions of the Prevention of Corruption Act, 1988, the Bharatiya Nyaya Sanhita (BNS), 2023, or any other law for the time being in force for causing any loss of life or property or posing a threat to public health during execution of any public procurement contract.

3. The bidder also confirms that it has not breached the Code of Integrity for Public Procurement as prescribed under Rule 175 of the General Financial Rules (GFR), 2017 and related guidelines issued by the Government of India from time to time.

4. In case the above declaration is found to be false or incorrect at any stage, the bid submitted by the bidder shall be liable for rejection/cancellation, and the Institute reserves the right to take appropriate action as deemed fit, including debarment from participation in future tenders/contracts.

Date: _____

Place: _____

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Name of the Bidder/Firm: _____

Seal of the Firm/Company: _____

PRICE BID

Sl. No.	Description	Rate offered in Rs. per Month
(A)	Monthly License Fee for running a Convenience Store & Stationery Shop at IIIT Vadodara (ICD)	
		(Amount in words)

Note: - The bidder is to acquaint himself with the scope of work, all terms and conditions and penalty details etc. of the EoI document before quoting the rates. The contract shall be awarded to the technically qualified bidder securing the highest Consolidated Score (CS), i.e. Technical Score (maximum 70 marks) plus Financial Score (maximum 30 marks), as per Clause 5.6 and Annexure 'J'.

Date: _____

Place: _____

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Name of the Bidder/Firm: _____

Seal of the Firm/Company: _____

Item Description	Rate in Rupees
CONVENIENCE STORE & STATIONERY ITEMS (Not more than the MRP printed on the product)	
Stationery & Academic Supplies: notebooks, pens, pencils, files, folders, paper, markers, highlighters, staplers, project materials and other academic essentials	MRP
Personal Care & Hygiene: soap, shampoo, toothpaste, toothbrushes, tissues, wet wipes, sanitizers and other basic personal-care products	MRP
Hostel Essentials: hangers, locks, laundry products, cleaning supplies, garbage bags and other basic hostel utility items	MRP
Electrical & Mobile Accessories: batteries, chargers, data cables, earphones, extension boards, bulbs and similar items (BIS / ISI-marked, wherever applicable)	MRP
Packaged Daily-Use Products: sealed packaged biscuits, namkeen, chocolates, snacks, instant / ready-to-eat food and selected grocery items (FSSAI-licensed brands only)	MRP

Note: All stationery, convenience-store products, personal-care items, hostel essentials, packaged food products and other daily-use items shall be sold at not more than the Maximum Retail Price (MRP) printed on the respective product packaging.

भारतीय सूचना प्रौद्योगिकी संस्थान वडोदरा
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY VADODARA
॥उद्यमस्य सम किमपि न भवति॥

Penalties / Fine

Violation	Penalty per complaint
Violation of any other EoI term not mentioned below	₹ 5,000/-
Sale of expired / date-lapsed, damaged, spurious or counterfeit products	₹ 10,000/-
Poor maintenance/tampering with institute property	₹ 5,000/-
Three or more complaints related to cleanliness in a day/week	₹ 5,000/-
Non adherence to the timings mentioned in the EoI	₹ 5,000/-
Changes in the listed items without permission of IIIT Vadodara (ICD)	₹ 5,000/-
Sale of any item above the printed MRP	₹ 5,000/-
Sale of damaged, defective, tampered or poor-quality items	₹ 5,000/-
Inappropriate personal hygiene of workers	₹ 5,000/-
Failure to ensure and maintain proper periodic health check-ups of the workers, whenever required by the Institute	₹ 5,000/-
Using / storing brands not mentioned in the contract without prior permission	₹ 5,000/-
Non-compliance with workers dress Code / Uniform	₹ 5,000/-
Damage to Institute infrastructure	₹ 5,000/-
Possession or consumption of Tobacco items as mentioned in the EoI	₹ 5,000/-
Non-availability / persistent shortage of essential items (stationery, personal-care and hostel essentials)	₹ 5,000/-
Non-issuance of bill / receipt on demand	₹ 5,000/-
Violations regarding waste disposal, e.g., littering, non-segregation of waste, etc.	₹ 5,000/-



List of Permissible brands

Item	PREFERRED Brand (Brands equivalent / better than the indicated brands are preferred)
Notebooks / registers / paper	Classmate, Navneet, Sundaram, JK Paper, Camlin, Oxford or equivalent
Pens / pencils / markers / highlighters	Reynolds, Cello, Linc, Parker, Camlin, Faber-Castell, Apsara, Natraj, Luxor or equivalent
Office & project supplies (staplers, files, folders, geometry boxes, adhesives)	Kangaro, Solo, Camlin, World one, Fevicol, Faber-Castell or equivalent
Personal care & hygiene	Hindustan Unilever, Procter & Gamble, Colgate-Palmolive, Dabur, Himalaya, Godrej, ITC, Patanjali or equivalent
Laundry & cleaning products	Surf Excel, Ariel, Tide, Rin, Vim, Harpic, Lizol, Scotch-Brite or equivalent
Packaged food & snacks	Britannia, Parle, ITC, Haldiram's, Balaji, Nestlé, Cadbury, Amul, Patanjali (FSSAI-licensed products only) or equivalent
Electrical & mobile accessories	Philips, Syska, Havells, Duracell, Eveready, Panasonic, Portronics, boAt (BIS / ISI-marked, wherever applicable) or equivalent
Packaged drinking water (if stocked)	Bisleri, Kinley, Aquafina, Bailley (BIS-certified only) or equivalent

BID SECURING DECLARATION

(as per Rule 170 (iii) of GFR 2017)
(To be submitted only by bidders exempted from EMD under Clause 2.2 of the EoI document)

(To be submitted on the bidder's Letterhead)

To,
Indian Institute of Information Technology, Vadodara
Tender Reference No:
Name of Work:
Sir/Madam

I/We, the undersigned, hereby declare that:

1. I/We understand that, as per the conditions of the tender, the bid is required to be supported by a Bid Security Declaration In lieu of prescribed Earnest Money Deposit (EMD), wherever applicable.

2. I/We further understand and accept that, if I/We fail to comply with any of the obligations under the bid conditions, I/We may be suspended/debarred from participating in any tender/procurement process of the purchaser for a period of one year from the date of such default.

3. Such default shall include, but not be limited to, the following actions during the validity period of the bid:
   - Withdrawal, modification, amendment, impairment, or derogation of the bid submitted by me/us; or
   - Failure or refusal to execute the contract upon acceptance of the bid, if required; or
   - Failure or refusal to furnish the required Performance Security in accordance with the tender conditions and Instructions to Bidders.

4. I/We understand that this Bid Security Declaration shall remain valid up to the period of 45 days beyond the final bid validity period and shall cease to be applicable on:
   - Notification of the successful bidder by the purchaser; or
   - Expiry of the bid validity period, whichever is earlier.

Signature: _____
Name of Authorized Signatory: _____
Designation: _____
For and on behalf of: _____
Date: _____
Place: _____

ANNEXURE- 'I'

PROFORMA OF BANK GUARANTEE

(TO BE TYPED ON NON-JUDICIAL STAMP PAPER OF THE VALUE OF MINIMUM RUPEES OF THREE HUNDRED)

TO BE ESTABLISHED THROUGH ANY OF THE BANKS (PUBLIC/PRIVATE) WHETHER SITUATED AT GANDHINAGAR OR OUTSTATION WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GANDHINAGAR.
BANK GUARANTEE ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.

The Registrar
Indian Institute of Information Technology Vadodara
Block 09, c/o Government Engineering College Campus,
Sector - 28, Gandhinagar – 382028, Gujarat.

LETTER OF GUARANTEE

WHEREAS Indian Institute of Information Technology Vadodara, Gandhinagar Campus has invited a tender vide tender No. _____dated _____ for _____

AND WHEREAS the said tender requires the firm whose tender is accepted in response thereto shall establish an irrevocable performance guarantee/security deposit in favor of **'Indian Institute of Information Technology Vadodara'** in the form of bank Guarantee for Rs. _____Amt. in Words_____.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said firm failing to abide by any of the conditions referred to in the said tender documents. This bank shall pay to the Indian Institute of Information Technology Vadodara on demand and without protest or demur Rs. _____Amt. In Words _____.

This Bank further agrees that the decision of Indian Institute of Information Technology Vadodara as to whether the said firm has committed a breach of any of the conditions referred in the said tender documents 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 bank, the agency/firm or for any other reason whatsoever.
Notwithstanding anything contained herein:

1. Our liability under this bank guarantee shall not exceed Rs. _____Amt. In Words _____.
2. This bank guarantee shall be valid up to _____(Date)
   (__ months of period from the date of the Contract Order).
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Indian Institute of Information Technology Vadodara serve upon us a written claim or demand on or before _____ (Date).
4. 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 the bank with complete postal address:
Date & Place:

Annexure 'J'

CRITERIA FOR TECHNICAL EVALUATION AND MARKING

Only bidders who meet all the minimum eligibility criteria at Clause 4 shall be marked under this Annexure. Marks shall be awarded only on the basis of documentary evidence enclosed with the Technical Bid; marks claimed without supporting documents shall be taken as zero. Bidders shall fill in the columns "Marks claimed by bidder" and "Page no. of proof" and sign every page of this Annexure. Only work executed in the bidder's own name shall be considered. The decision of the Technical Evaluation Committee on the marks awarded shall be final.

Part A – Marking of Technical Bid documents (maximum 50 marks – X)

S. No.	Criterion and supporting document	Slab	Marks	Max. marks	Marks claimed by bidder	Page no. of proof
1	**Average annual turnover from convenience store / stationery / retail or similar services** during FY 2023-24, 2024-25 and 2025-26. Proof: CA certificate with name, registration no., UDIN, signature and stamp (as for eligibility criterion 7).	₹20 lakh up to ₹30 lakh	3	**10**		
		Above ₹30 lakh up to ₹40 lakh	6			
		Above ₹40 lakh up to ₹50 lakh	8			
		Above ₹50 lakh	10			
2	**Years of continuous experience** in the convenience store / stationery / retail or similar business, as on 30.09.2026. Proof: registration certificate and experience certificates / work orders with completion certificates.	3 years up to 5 years	3	**10**		
		More than 5 years up to 10 years	6			
		More than 10 years up to 15 years	8			
		More than 15 years	10			
3	**Highest number of customers served per day at a single convenience store / stationery / retail outlet under one contract** during the last three years. Proof: certificate from the client on its letterhead stating the customers served per day. Work orders alone will not be accepted.	Up to 200 persons / day	2	**8**		
		201 to 400 persons / day	4			
		401 to 600 persons / day	6			
		601 persons / day and above	8			
4	**Running convenience store / stationery / retail contracts** in IITs, IIMs, IIITs, IISERs, NITs, AIIMS and other CFTIs as on the due date of bid submission. Proof: running contract certificate on the letterhead of the institution.	01 contract	3	**8**		
		02 contracts	6			
		03 or more contracts	8			
5	**Satisfactorily completed convenience store / stationery / retail contracts** at academic institutions such as IITs, IIMs, IIITs, IISERs and NITs, with a minimum of 400 persons / day, during the last three years. Proof: satisfactory completion / performance certificates issued by the institution.	01 contract	3	**8**		
		02 contracts	6			
		03 or more contracts	8			
6	**Food-safety and quality certifications and other certificates** held in the bidder's own name and valid on the due date of bid submission (marks are cumulative). Proof: copies of the certificates.	ISO 22000 / FSSC 22000 / HACCP certification	2	**6**		
		FSSAI Hygiene Rating certificate for any outlet run by the bidder	2			
		FoSTaC Food Safety Supervisor certificate of a supervisor on the bidder's rolls	1			
		EPF / ESIC registration	1			
Total marks for Technical Bid documents (X)				**50**		
Minimum qualifying marks for presentation / technical interaction				**30**		

भारतीय सूचना प्रौद्योगिकी संस्थान वडोदरा
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY VADODARA
॥उद्यमस्य सम किमपि न भवति॥

Bidders securing less than 30 marks (i.e. 60% of 50 marks) in Part A shall not be called for the presentation and shall not be considered further.

Part B – Presentation / technical interaction (maximum 20 marks – Y)

The bidders securing 30 marks (i.e. 60%) or more in Part A shall be called for a presentation / technical interaction at such other venue as may be intimated. Supporting documents for each parameter shall be produced during the interaction. The marks under Part B shall be the average of the marks awarded by the members of the committee. Bidders securing less than 12 marks (i.e. 60% of 20 marks) in Part B shall not be treated as technically qualified.

S. No.	Parameter	Max. marks
(a)	**Company overview**: experience and track record in the retail / convenience store / stationery business, number of years in business, and relevant certifications (food safety, hygiene, quality standards).	4
(b)	**Product safety and hygiene: adherence to food-safety and legal-metrology requirements for packaged products, expiry / stock-rotation control, staff training,** inspection and audit records, waste management and pest control.	4
(c)	**Client references and testimonials**: past or current clients with similar requirements (experience with Institutes of National Importance such as IITs, IIITs, IIMs, IISERs, NIPERs and IISc is preferred). Two letters of recommendation are to be submitted.	4
(d)	**Capacity and resources: store fixtures and display,** inventory and supply arrangements, staffing levels and qualifications, and ability to scale up or down for peak hours, vacations and Institute events.	4
(e)	**Store operation plan for IIITV-ICD: proposed range of stationery and convenience-store items beyond the categories at Annexure 'E', stock availability with MRP compliance,** deployment of manpower at Diu, adherence to timings (1000 to 2200 hrs.), hygiene and waste plan, digital payment facility, complaint redressal and mobilization timeline.	4
Total marks for presentation / technical interaction (Y)		**20**

Part C – Computation of scores and award

I. Technical Score (maximum 70 marks): TS = X + Y, where X is the marks secured in Part A (out of 50) and Y is the marks secured in Part B (out of 20).

II. Financial Score (maximum 30 marks): FS = 30 × F / FH, where F is the monthly License Fee quoted by the bidder and FH is the highest monthly License Fee quoted among the technically qualified bidders. The bidder quoting the highest License Fee shall thus get a Financial Score of 30.

III. Consolidated Score (maximum 100 marks): CS = X + Y + FS, i.e. 50 marks for the Technical Bid documents, 20 marks for the presentation / technical interaction and 30 marks for the Financial Bid.

IV. The bidder securing the highest Consolidated Score (CS) shall be considered for award of the contract, subject to the approval of the competent authority. In case of a tie in CS, the tie-breaker at Clause 5.8 shall apply. Scores shall be computed to two decimal places.

Declaration by the bidder

I / We certify that the marks claimed above are supported by the documents enclosed at the page numbers indicated, and that the information furnished is true and correct. I / We understand that any false or misleading claim shall render our bid liable to rejection at any stage and our firm liable to be debarred by IIIT Vadodara.

Date:

Place:

Signature with seal of the authorized signatory

Name and designation: _____

भारतीय सूचना प्रौद्योगिकी संस्थान वडोदरा
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY VADODARA
॥उद्यमस्य सम किमपि न भवति॥

DETAILS OF THE SPACE AVAILABLE AND THE FACILITIES AVAILABLE FOR THE CONVENIENCE STORE & STATIONERY SHOP

The details below are furnished for the information of bidders. The areas, dimensions and quantities are approximate and indicative. Bidders shall verify them during the mandatory site visit (Clause 7.1), and no claim shall be entertained later on the ground of any difference between these details and the actual site. The premises are licensed to the contractor only for running the Store during the contract period and shall not create any tenancy, lease or other right in the premises. The details of the Store area are as follows:

Part 1 – Space allotted for the Store

Particulars	Area
Total Store Area (including retail / display area, billing counter, storage area and garbage / waste holding area)	Approx. 240 sq. ft.

Part 2 – Utilities and services

S. No.	Facility	Particulars
1	Electricity & Water	Covered by the water and electricity charges as per clause 3.1.10
2	Lighting and fans	Provided by the Institute; routine replacement and minor repair by the contractor.
3	Fire safety	Institute installation. The contractor shall keep an ABC-type fire extinguisher at the Store and train staff in its use.
4	Waste disposal	Segregation (wet / dry) and transfer to the Institute's collection point by the contractor.

Part 3 – Items to be arranged by the contractor at own cost

S. No.	Item
1	Chairs / stools for staff
2	Billing counter
3	Refrigerator / visi-cooler (if required for packaged products)
4	Storage racks
5	Display racks / shelving and the entire stock of goods for the Store
6	Color-coded dustbins for segregated waste
7	Pest control, first-aid kit and cleaning materials
8	Billing system with digital (UPI / card) payment facility
9	"All items at or below MRP" display board, and FSSAI registration / license display
10	Uniforms and identity cards for staff
11	Any additional furniture or equipment, with prior written approval of the Institute
12	Internet / Wi-Fi
13	CCTV coverage

Part 4 – Conditions for use of the premises

1) The premises and the items in Part 1 & 2 shall be handed over on an "as is where is" basis through a joint inventory and handing-over memo, with photographs, signed by the Institute's representative and the contractor. The same inventory shall be used when the premises are handed back.

2) No structural alteration, additional electrical load or installation of heavy equipment shall be made without the prior written approval of the Institute.

3) The premises shall be used only for running the Store and shall not be used for residence of staff or for any other purpose.

4) Any loss of, or damage to, Institute property beyond normal wear and tear shall be made good by the contractor, failing which the cost shall be recovered from the contractor's dues and / or the Performance Security.

5) The Institute may, for institutional requirements and with reasonable notice, alter the space allotted for the Store. Any consequential revision of the License Fee shall be decided by the Institute.

Acknowledgement by the bidder

I / We have visited the Store premises at IIITV-ICD and have verified the space, utilities and items listed in this Annexure. I / We accept them as they are and shall not raise any claim later on this account.

Date:

Place:

Signature with seal of the authorized signatory

Name and designation: _____

