



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

MAHATMA GANDHI AVENUE, DURGAPUR-713209

(West Bengal), INDIA, www.nitdgp.ac.in

An Autonomous Institution of the Govt. of India under MHRD

Ref: NITD/EST/Shopping Complex/01/17

Date: 22.05.2017

NOTICE INVITING TENDER FOR LICENSING OF VARIOUS SHOPS IN SHOPPING COMPLEX, NIT DURGAPUR

Sealed Bids are invited for leasing out of various shops in the new Shopping Complex, NIT Durgapur. Bids should reach latest by **25.06.2017** at 1200 hrs. and will be opened at 1530 hrs. on same date in the presence of the proposers or their authorized representatives who may like to be present. If the date appears holiday then it shall be next working day.

- A. The proposal should be filled in neatly. Over-writing and erasing shall make the proposal liable to be rejected. Every cutting must be initialed by the Proposer.
- B. Before participating in the tendering process each intending bidder shall affix signature with date on the copy of the condition for License of shops, as a token of acceptance of the condition of License of Shop contained herein after and shall furnish full name & address of the individual, company, firm on whose behalf the participant is interested to bid. The name of persons, company and full postal address should be furnished. All correspondence made by the Bidder to this furnished address shall be considered as correctly delivered not withstanding any change in postal address, shall have to be intimated to the Estate Section, NIT Durgapur.
- C. Person intending to participate in the Bid shall have to pay the specified EMD (2.5% of reserve rate) through Demand Draft drawn in favour of "NIT Durgapur" payable at Durgapur. Institute Authority may accept or reject any bid/offer or may stop any bidder at any stage from bidding assigning reasons thereof. No appeal against above action by the Institute shall be entertained. EMD is exempted for MSME or NSIC registered vendors. The Institute Authority shall evaluate the Bid of any shop/shops in the following manner:-
 1. The EMD of unsuccessful bidder will be returned and EMD of the successful bidder shall be retained and adjusted at the time of final payment made by the bidder towards security deposit / License Money. No bidder shall be permitted to retract the bid. In the event of dispute between the bidder & Institute, the dispute shall be decided by Director NIT Durgapur. The decision in this respect shall be final and binding on all persons offering bids at the auction. The bids offered in any other manner except hereto before mentioned shall not be considered.
 2. The shops shall be allotted through Bid only and to the highest offer for license by bidder only.

3. Participant of Bid may offer highest monthly license / rent for particular shop he/she willing to keep on license. Participant can apply for each shop, but one person can get only one shop.
4. The firm shall pay License fee as decided by the Institute and it may be revised.
5. The minimum license per month of each shop is fixed based on the rate of Directorate of Estates, Ministry of Urban Development, Govt. of India, revised from time to time, the area of the offered shops is given below. Any price quoted below the minimum monthly license, the Bid shall be rejected. The area and minimum monthly license of shops shall be as under,

Sl. No.	Type / Nature of Shops	Carpet Area in Sq.mtrs. of each	Minimum License/ Reserved license for One year in INR as per existing rate and may revise as notified by GOI time to time (@ ₹ 585.00 / month from 01.04.14 to 31.03.17)	Remarks/No. of Shops
1	Medicine Shops	16.46	115549.00	3 numbers
2	Atta Chaki	13.5	94770.00	2 numbers
3	Mobile + Stationary + Xerox	26.95	189189.00	
4	Cloth Shop	26.73	187645.00	
5	Sweet Shop	26.95	189189.00	
6	Book Store	24.12	169322.00	
7	Grocery-I	14.0	98280.00	
8	Grocery-II	13.23	92875.00	02 numbers.
9	Stationary-I & II	14.3	100386.00	02 numbers.
10	Vegetable-I & II	26.95	94559.00	02 number
11	Salon	9.9	69498.00	01 number
12	Leather Shop	26.95	189189.00	
13	Electrical & Computer appliance	9.89	69428.00	
14	Food Stalls	36.0	252720.00	04 numbers

6. The service charge or any other charges/taxes (if any) as applicable from time to time shall have to be paid by the vendor separately. Such Service Charges/taxes shall be collected by NIT Durgapur from the vendors along with the license and in turn shall pay to the concern authority.
7. Total 23 numbers of shops available. The cost for applying for the Bid is Rs. 500/- (Non Refundable) for each shop.

8. The allotment of shop to the eligible and successful bidder shall be given on full payment of amount of license fee, security deposit to NIT Durgapur and on execution of agreement/license deed on non-judicial stamp paper costing Rs. 100/- (Rs. One hundred only) in prescribed format. The cost of stamp paper and other incidental charges shall have to be borne by the successful bidder/allottee.
9. The shop holder/allottee or his/her representative is not allowed to make any change in electrical wiring, fittings etc without prior permission of the Institute. The shop holder/allottee or his/her representative shall not make any structural changes in the shop allotted to him/her under any circumstances. If at any time it is found that the structural changes have been made which directly or indirectly is effecting the stability of the building, the said deed shall be cancelled immediately and the shop holder/allottee will be prosecuted and the shop impounded with risk and cost of the defaulter shop holder/ allottee concerned.
10. The shop holder/allottee shall have to pay the electricity bill as per actual meter reading to NIT Durgapur and water charges (As applicable).
11. However, in case of telephone connections, charges on account of fire safety, insurance cover and security of article within the shop and any other charges, the same shall be made and arranged on his/her own, by the allottee/shop holder. The NIT Durgapur will not be responsible for any kind of such payment under any circumstances. The shop holder/allottee shall be solely responsible for discontinuation of any such service due to nonpayment of bills etc, without any liability on NIT Durgapur.
12. The shop holder/allottee shall not utilize any additional common space other than the allotted area of shop. The encroachment in service passage, staircase area and other open space shall not be allowed and will attract penalty.
13. The License period will be for the period of five years from the date of allotment unless terminated earlier by the Institute for violation of any of the terms and conditions of the License/Agreement or if desire by the vendor after completing one full year . The License period is likely to be extended further based on the satisfactory services.
14. The ownership of the shop and its legal possession will remain with NIT Durgapur. The allottee will have the right to use the shop during the license period for the approved purpose only.
15. It is expected that the shop shall remain open for seven days a week and during the time as decided by the institute. Any closure must be done with approval of competent authority of the institute and proper prior notification among the residents and students of the campus, NIT Durgapur community. The minimum working days shall be six in a week.

16. If the shop remains closed for more than 30 days without proper permission, it will be presumed to have been closed down. As such, the fresh proposals will be invited for the shop and the loss will be recovered from the first Licensee till that is taken over by the second Licensee.
17. The Institute will not be responsible for the payment of any bill due against any member of the Staff, employee and students etc. A notice to that effect shall be prominently displayed on the shop premises.
18. During the period of License, if the shop is required by the Institute, the License can be cancelled with one month notice and the allottee shall have to vacate the shop within the time specified. In case of such an eventuality, no compensation except proportionate License amount for the unexpired period of License shall be returned.
19. The allottee shall not transfer or sublet the shop or any part of the premises Licensed out to him/her. In case the Licensee is found to sublet the shop his/her License will be cancelled immediately.
20. The allottee shall arrange his/her own furniture, partition, installations, shelves, etc. inside the Shop.
21. The Institute shall be entitled to recover any outstanding dues including penalty/fine, installment and other due from security deposit of the Licensee.
22. The shops are solely meant for use by the Residents, Students, Visitors, workers under contractors and Staffs of the Institute.
23. The Shop will be on Non-Exclusive basis and more than one shop of the same kind can be opened by Competent Authority in the same premises or in other premises of the Institute initially or subsequently. The allottee shall not be entitled to raise any objection or claim for any deduction in license period, license fee and security money in case some other shop is constructed in the Institute campus or in case there comes in existence any authorized shop. The Licensee shall equip the shop for running the business to the satisfaction of the Institute authority and shall display the articles in presentable manner.
24. Quality of foods and other materials must be ensured. Allegation if any is made against any item(s), then after three warnings the License/agreement will be cancelled.
25. Articles required/sold shall be of the best available quality, reliable and economical. The approved articles/ items sold/ stored for sale in the shop shall be of good quality, if anything sub-standard quality found Competent Authority or any other officer authorized by him on his behalf may seize the whole stock or part thereof and order the destruction thereof.
31. The sale, storage or stock, deposit of Narcotics, tobacco, alcohol and other contraband & dangerous goods/materials in any form is strictly prohibited in the shop. Further, Smoking and consumption of Alcohol/intoxicants in the premises are strictly prohibited.



32. The allottee/shop owner shall maintain the premises in good condition and keep it clean and tidy always.
33. The waste must be disposed off and 100% cleared before closing of each business day and cleared at sufficient intervals during the day. The firm shall maintain neat and cleanliness of the premises at all times.
34. In case of any loss or damage to the Customers due to him/her employees negligence, the Licensee shall be responsible to make good the loss to the customer.
35. No child labour shall be employed by the licensee in any case. Full details of the employed person will be maintained by the allottee/shop holder and will be provided to competent authority as and when demanded.

36. The allottee/shop owner will not appoint any employee without proper police identification/verification and shall supply the list of his workers deployed by him who shall be equally responsible to receive any orders/information issued from this office rather they shall be treated as like licensee in this regard.

The allottee/shop owner shall be fully responsible for good conduct and character of his/her employee(s) and employees shall be properly dressed and ensure that the dress is neat & clean at all times.

37. The allottee/shop owner shall be responsible for the repair of shop required, if any, during the License period with prior permission from authority.
38. The allottee/shop owner shall not dump any empty packing, baskets or any material on the roof or in the open space outside the premises not allotted to him and shall be responsible to maintain all reasonable standard of cleanliness and hygiene in the shop & the surrounding areas and disposal of garbage, in default a fine up to Rs. 1000/- can be imposed on the licensee by the Competent Authority.
39. On cancellation of License period, the shop shall be vacated by the allottee/shop owner immediately by seven days from the date of issue of notice in writing by the Institute. The Institute shall take immediate possession of the shop and make alternative arrangements to run the same immediately. If any material or fitting belonging to him/her are not removed by him immediately as directed by the Institute, these will become the property of the Institute.
40. The allottee/shop owner shall be responsible to make all arrangements to ensure with regard to the safe custody. The Institute shall not be responsible for any damage, loss or theft in shop, if any.
41. The allottee/shop owner shall not raise any legal dispute in the court of law and if there is a dispute the matter will be referred to an Arbitrator who would be the competent authority, NIT Durgapur or will be appointed by him and his decision shall be final and binding.

44. The decision of competent authority, NIT Durgapur in regard to interpretation of the terms and conditions shall be final and binding and shall not be called in question in any proceedings before any court or forum.
45. All disputes arising out during the license period shall be subject to the jurisdiction of Durgapur only.
46. Additional terms & conditions may be imposed (If necessary) by the Institute. The same shall be intimated to the firm in due course.
47. The allottee/shop holder shall strictly observe and follow all the orders and instructions issued by the Institute from time to time. In case of non-compliance of orders and breach of any of the terms and conditions of License Agreement, the License/allotment can be cancelled by the Institute without assigning any reason and security amount will stand forfeited.

INSTRUCTIONS TO THE BIDDERS:

1. Interested bidders can visit the site in our Campus on any working day. In case of any further clarification, the bidders may contact Estate Section, NIT Durgapur.
2. The bids must be submitted in one packet super scribed "NOTICE INVITING TENDER FOR LICENSING OF VARIOUS SHOPS IN SHOPPING COMPLEX, NIT Durgapur, Tender No. with Date and Last Date of Submission mentioning as per the following.
 - a) Detailed Proposal in the attached format along with additional information, if any.
 - b) Experience.
 - c) Credentials.
3. The required E.M.D in the form of Demand Draft drawn in favour of "NIT Durgapur" along with the application and non-refundable fee of Rs.500/- shall be submitted to Estate Section, NIT Durgapur addressed to The Registrar, NIT Durgapur or send by Speed Post or dropped in the Tender Box kept in the Estate Section of the Institute, before the last date indicated above.
4. Late or incomplete bids will be summarily rejected or in case the bid is not submitted with the appropriate authority, the same shall be summarily rejected.
5. Bids without EMD, application fee will not be honored and liable to be rejected. The E.M.D will be refunded to the unsuccessful bidder.



5. All relevant information and documents must be furnished along with the proposals as per following (As applicable) :
- i) Latest valid Sales Tax Clearance Certificate, Latest VAT Clearance Certificate (If applicable)
 - ii) Latest valid Trade license and labour license.
 - iii) Latest Service Tax clearance Certificate (if applicable).
 - iv) Requisite Credentials.
 - v) Latest professional Tax Clearance Certificate, if applicable.
 - vi) Separate demand draft towards cost of tender paper, if download from website
 - vii) E.M.D – 2.5% of lease value of one year.
 - viii) Any other mandatory relevant documents required for execution of this work.
 - ix) General Tender Document duly signed by the bidders.
 - x) Addhar Card.
6. The Institute reserves the right to cancel/reject any or all offers without assigning any reason whatsoever.


Registrar, NIT Durgapur (1/0)



Special Terms & Conditions

RULES AND REGULATIONS FOR ALLOTMENT OF SHOPS IN NIT DURGAPUR CAMPUS

- 1) All shops in NIT Durgapur are to be allotted on license fee basis through open tender. The highest bidder in the open tender are allotted the shops initially for a period of five years and can be extended further based on satisfactory performance of the allottee.
- 2) Only one shop is to be allotted to a family which would include self/ spouse, dependent father, mother, dependent son, daughter-in-law, unmarried daughter and that member of same family would not be allowed to secure any subsequent allotment of shops through any other business transactions such as partnership or purchase etc.
- 3) The allottee must produce an affidavit on a non-judicial stamp paper worth Rs. 100/- (to be procured at it's own cost) giving the present as well as the permanent residential address, recent passport size photograph(s) and self-attested copy of the PAN Card, Addhar Card, Voter ID, Trade License etc along with the Bid. The allottee shall submit self-police verification certificate at the time of allotment of the shop.
- 4) All allotments shall be made only on License and license basis. However, before the occupation of the shops the allottee, after getting the allotment letter shall have to: -
 - (i) Pay the full amount of license fee for the full term of allotment in advance as indicated in the allotment letter.
 - (ii) Pay the license fee for a year in advance in case the shop is allotted for further period, the rest of license fee will be deposited in the beginning of the subsequent years on yearly basis. If the allottee fails to deposit balance license fee in the beginning of next consecutive years, the contract may be cancelled and security deposit will be forfeited.
 - (iii) Security deposit as prescribed in rules will have to be deposited in advance before occupation.
 - (iv) Security deposit will be refunded on successful completion of the tenure of contract.
 - (v) Execute a License and license deed in the prescribed Performa on stamped paper worth Rs 100/-.
- 5) All formalities in respect of allotment of shop like signing inventory of fixtures (electrical and civil), etc. shall be completed by the allottee within 30 working days of allotment.

- 6) All allottees have to arrange license (if required) on it's own, to run the requisite shops and also to comply with the provisions of Child Labor (Prohibition and Regulation) Act, Shops and Establishment Act, Food Safety and Standards Act and any other statutory regulations as notified by Govt. from time to time.
- 7) Sale of narcotics is strictly prohibited in the shops.
- 8) Any breach in the terms and conditions of the contract between the Institute and allottee will provide an opportunity to the Institute to cancel the contract without assigning any reason whatsoever and forfeiting full or part of the Security as penalty.
- 9) Director reserves the right for allotment of out-of-turn priority or on concessional basis and License Fee for allotment for special reasons.

LICENSE FEE AND OTHER CHARGES :

- 1) Every allottee of shops shall, in addition to payment of the prescribed license fee, will also be liable to pay local municipal service charges (if applicable), charges for consumption of electricity at actual and water charges and any other service provided to the allottee for the shop allotted to him or her for the buildings of which the allotted shop forms a part, and any other charges that the Institute may, from time to time prescribe.
- 2) Revision of minimum license fees: The Institute Authority may revise the minimum license fees based on the notification of (i) Directorate of Estates, Ministry of Urban Development, Govt. of India, revised time to time with the approval of the competent authority as well as market value and demand or (ii) for any other reasons as deem fit.

ACCEPTANCE OF ALLOTMENT :

- 1) An allottee shall communicate the acceptance of the allotment made to him or her within 10 working days from the receipt of order of allotment. On acceptance, he/she shall occupy the premises after depositing the license fee etc. within fifteen days from the date of acceptance unless the premises are certified to be uninhabitable by the Estate Section.
- 2) At the time of occupation of the shops allotted to him/her, the allottee shall be required to sign an agreement and inventory of fixtures and other fittings provided in the shops. The allottee shall also furnish an undertaking in estate office agreeing to abide by the terms and conditions of allotment and deduction of license fee and recovery of any unpaid dues from his/her security amount, if necessary.

COMMENCEMENT OF ALLOTMENT :

For the purposes of liability for payment of license fee and other charges, an allotment made under these rules shall, unless otherwise provided in the terms of allotment in a particular case, take effect from the date as mentioned in the allotment letter.

SUBSISTENCE OF ALLOTMENT :

The allotment made under these Rules, shall subsist until: -

- (i) it is surrendered according to the provisions of these rules or
- (ii) it is replaced by another allotment or
- (iii) it is vacated by the allottee or
- (iv) It is cancelled or deemed to have been cancelled under the orders of the competent authority. If the allotment is cancelled for any reason(s), the security deposit will also be forfeited.
- (v) If an allottee is found to be unable to run the shop or he/she leaves in between, then also the license fees, security deposit will be forfeited.

SUB-LETTING AND SHARING :

No allottee shall sublet / share the whole or any part of the allotted shop. In case of subletting, the allottee shall render himself/herself liable to the payment of license fee up to two times the "standard license fee" of the shop in addition to the cancellation of the allotment.

MAINTENANCE OF SHOPS:

- i) The allottee, shall maintain the shop to the satisfaction of the Institute or any other official nominated by the Competent Authority to ensure proper maintenance of the shop.
- ii) The allottee shall allow the maintenance staff authorized by the Institute to have access to the premises at all reasonable hours for inspection.
- iii) An allottee or his/her staff shall not grow any trees, shrubs or plants contrary to the instructions issued by the Institute nor cut or lop off any existing trees or shrubs growing in any garden, courtyard or compound attached to the shops except with the prior written permission of the appropriate authority.
- iv) An allottee shall ensure that he/she and his/her staff do not cause any inconvenience to their neighbors by their conduct.

- v) The allottee shall not undertake any structural change or alternation without written permission from the appropriate authority of the Institute.

RESTRICTED MATERIALS:

No inflammable material shall be stored in the shops. Cigarette, Tobacco, Liquor, Fire arms, ammunition etc are in the list of prohibited items.

DAMAGES / THEFTS:

An allottee shall be personally responsible for any damage beyond normal wear and tear of the fixtures, civil fittings, electrical installations, fencing etc., provided in the shops or theft of any of these items during the period of his/her occupation of the shops. The allottees have to furnish complete present and permanent residential addresses of his/her staff with their photographs to the Estate Section, along with the Police Verification Certificate. Institute will not be responsible for that whatsoever.

LIABILITY OF LICENE FEE:

- 1) Where an allotment has been accepted, the liability for payment of license fee and other charges will be with effect from the date as mentioned in the allotment letter.
- 2) Subject to the provisions of these rules an allottee, if fails to take possession of the allotted shop within the prescribed time limit, will lead to forfeiture of Security deposit.

OVERSTAY IN SHOPS AFTER CANCELLATION OF ALLTOMENT:

Where an allotment has been cancelled or is deemed to have been cancelled under the provisions of these Rules and the allottee concerned has not vacated it within the prescribed time-limit, he/she shall be liable, in addition to any other action, to pay damages for un-authorized occupation and use of the premises, which may amount up to Rs. 500/- per day, along with forfeiture of the Security Deposit. If necessary, the Institute may evict the defaulter with the help of the appropriate local authority. Such allottees will be debarred from any further allotment process.

ISSUE OF INSTRUCTIONS:

The competent authority, may issue any instructions / orders, etc., in pursuance of these Rules, or may authorize the Estate Office to issue such instructions / orders and all such instructions / orders, shall be binding on the allottees.

LICENSE:

In every case, the allottee shall be deemed to be Licensee and not a tenant.

INTERPRATATION AND RESIDUAL MATTERS:

On any question of interpretation of these Rules, the Director's decision shall be final. The matters, or points in relation to which no specific provision exists in these rules, will be governed by the provisions of relevant Rules of Government of India.

TO A LEGAL HEIR:

On the death of an allottee the shop may be regularized in the name of his/her legal heir, provided an affidavit is given by each of the remaining legal heirs of the deceased allottee to the effect that they have no objection to such allotment /regularization.

The regularization of allotment in the name of legal heirs on the death of the allottee will be made on the same license fee which the deceased allottee was actually paying or was liable to pay for the premises immediately before his/her death.

RESTRICTION OF TRADES:

When a shop is allotted for a specific trade viz., grocery, stationery etc. the allottee will not ordinarily be allowed to change the trade. The allottee must not indulge in 'unfair trade practices' as per the existing rules of the Government.

RELAXATION OF RULES:

The Director of the Institute may, for reasons to be recorded in writing, relax all or any of the provisions of the rules/instructions governing the policy of allotment, regularization, restoration of shops etc., in the Institute.

ELECTRICITY AND WATER CHARGES:

The requisite formalities for taking Electricity connection will be required to be completed by the allottee as per Institute rules. The electricity charges will be payable on the actual basis. The allottee shall be responsible for payment of electricity charges as per energy bills raised by the Institute as per Institute rules. Water bills per month will be paid by the allottee as per the rate decided by the Institute from time to time.

CHANGE OF PURPOSE OF SHOPS/CANTEEN/ BOOTH ETC.:

If Institute Authority feels that for a particular shop there is no bid/ price quotation and shop/ canteen /booth etc. remain vacant, the committee can change the purpose of shop/ canteen/ booth etc. for the purpose of its allotment and call for fresh bids as per rules.

MISCELLANEOUS:

- 1) The Institute reserves the right to inspect/check the quality of edibles, selling rates of all items. Any excess charging from customers and if the items being sold are found to be of poor quality or unhygienic and the cases falling within the definition of misconduct with customers will tantamount to breach of contract agreement.
- 2) All shops will display the price of all items sold in the shop, not having printed MRP. The facility will be available for all days.
- 3) Time to time the performance of shops will be evaluated. The feedback reports will be taken from students/ staff/ faculty/residents of the Institute in terms of rate, quality, hygiene, cleanliness, availability of items, conduct of allottee and its staff. The overall performance will be assessed by Institute Authority.

DEFINITIONS :

- a) "Director" means the Director, NIT Durgapur.
- b) "Institute" means the NIT Durgapur.
- c) "Allotment" means the grant of License to a person to occupy a shops in accordance with the provisions of Shop Allotment Rules.
- d) "Allotment Year" means full calendar year from the date of occupancy/allotment.
- e) "Family" means the wife or husband, as the case may be, children, "step-children, legally adopted children, palicenses, and brothers and sisters who ordinarily reside with and are dependent on the allottee.
- f) "License Fee" means the sum of money payable in respect of a shop/commercial accommodation allotted in accordance with the provisions made in these Rules.
- g) Chairperson - Institute Authority" means the Chairperson of the committee constituted by the Director, from time to time, to consider allotment of under these rules and other matters connected therewith.

APPLICATION FORM (BID DOCUMENT)

Applicant :- _____

Full Name :- _____

Address & Contact No.:- _____

Shop Type :- _____

Variety of the shop _____ (Pl specify)

Area: _____

Minimum License (per month):- _____

Bid/Quoted License (per month):- _____

I the undersigned Shri/Smt. _____

Age @ _____ **Resident of:-** _____

have read all the Terms & Conditions mentioned in this bid document and shall abide with the same. I hereby submit my unconditional quote.

Date: - Applicant's signature with seal

