

# भारतीय प्रबंध संस्थान इंदौर

## INDIAN INSTITUTE OF MANAGEMENT INDORE

PRABANDH SHIKHAR, RAU-PITHAMPUR ROAD, INDORE - 453 556

PHONE: 731-2439666 ; FAX: 731-2439800



IIMI/Estate/2018

Date: 17.12. 2018

### Tender for Running Grocery / Veg. shop at IIM Indore campus

IIM Indore invite sealed tenders from the agencies having minimum five years' experience for running a Grocery / Veg. shop.

The sole purpose of these establishment is to facilitate the stay of the community/ hostellers / guests with amenity of high standards at the lowest possible rates. Hence tenderers are advised to first visit the location before bidding. Interested bidders are requested to get prior appointment from the Officer (Estate), IIM Indore (Phone 0731-2439601) for Campus visit.

The bidders are requested to submit the Tender forms duly completed in all respect along with demand draft in favour of **IIM Indore** payable at Indore as **tender fee of Rs.500/-** [Rupees five hundred only] and **EMD of Rs. 10,000/-** [Ten Thousand only] on or before **07<sup>th</sup> January 2019, 3:00 PM** in the following address:

The Chief Engineer,  
Indian Institute of Management Indore  
Rau-Pithampur Road Rau, Indore - 453 556  
Phone: 0731-2439620 /601.

The Institute provide unfurnished room with water and power connections. The bidder may make all arrangement and equip with the required furniture for running the shop. The reserve rent price is Rs. 32.21 per square ft. plus applicable taxes per month excluding Utility Charges. The contract will be awarded to the highest bidder, duly complying with all terms and conditions, as decided by IIM Indore. The bidder will be required to submit Security Deposit equivalent to the 4 months' rent at the time of entering into agreement. The contract will be awarded initially for 2 years, renewable every year based on the performance/feedback. A formal contract/agreement shall be entered into with the successful tenderer after award of Lol. IIM Indore reserves the right to reject/spilt/cancel/modify all or any tender in whole, or in part, without assigning any reason thereof. No communication in this matter will be entertained.

**Details to be submitted (only those bids, who are meeting these criteria will be considered) -**

S. No.	Particulars	Yes
1	Name and address of the office of the agency/firm.	Yes
2	Name of the owner(s) Partners (Attached Bio-data of all Partners)	Yes
3	Telephone Nos.	Yes
4	Residence (Proof of Adhar card copy may be attached)	Yes
5	office	Yes
6	Mobile	Yes
7	Details of Tender fee (date , Amount and Bank Name)	Yes
8	Whether the firm/agency is registered, attached copy of the certificate of registration	Yes
9	GST Registration no.	Yes
10	PAN	Yes
11	TIN Number	Yes
12	Trade License no.	Yes
13	Details of experience (Please attach proof)	Yes
14	EPF Registration	Yes
15	FSSSAI Registration	Yes
16	Please attach the copies of the last three years Annul IT returns	Yes

**Declaration by the Bidders:**

This is to certify that the above information are true and best of our knowledge and we are not black listed by the local traders association and no criminal/ Statutory case is pending against any of our employees / close relatives.

**Price bid/offer in Rs. per square ft. excluding Utility Charges and taxes as applicable for-**

A) Grocery Shop (area- 590 Sq. Ft.)\* : Rs.....

B) Veg. shop (area- 196 Sq. Ft.)\* : Rs.....

\*Please refer drawing of the space.

I/We tender monthly Rent of Rs..... plus applicable taxes per square feet .....  
(Rupees.....)

For the above said shop.

**(Minimum reserve rent Rs. 32.21 per square ft. plus applicable taxes per month excluding Utility Charges. Offer below the reserve price will be rejected summarily.)**

Date:

Authorized Signatory:

Place:

Name:

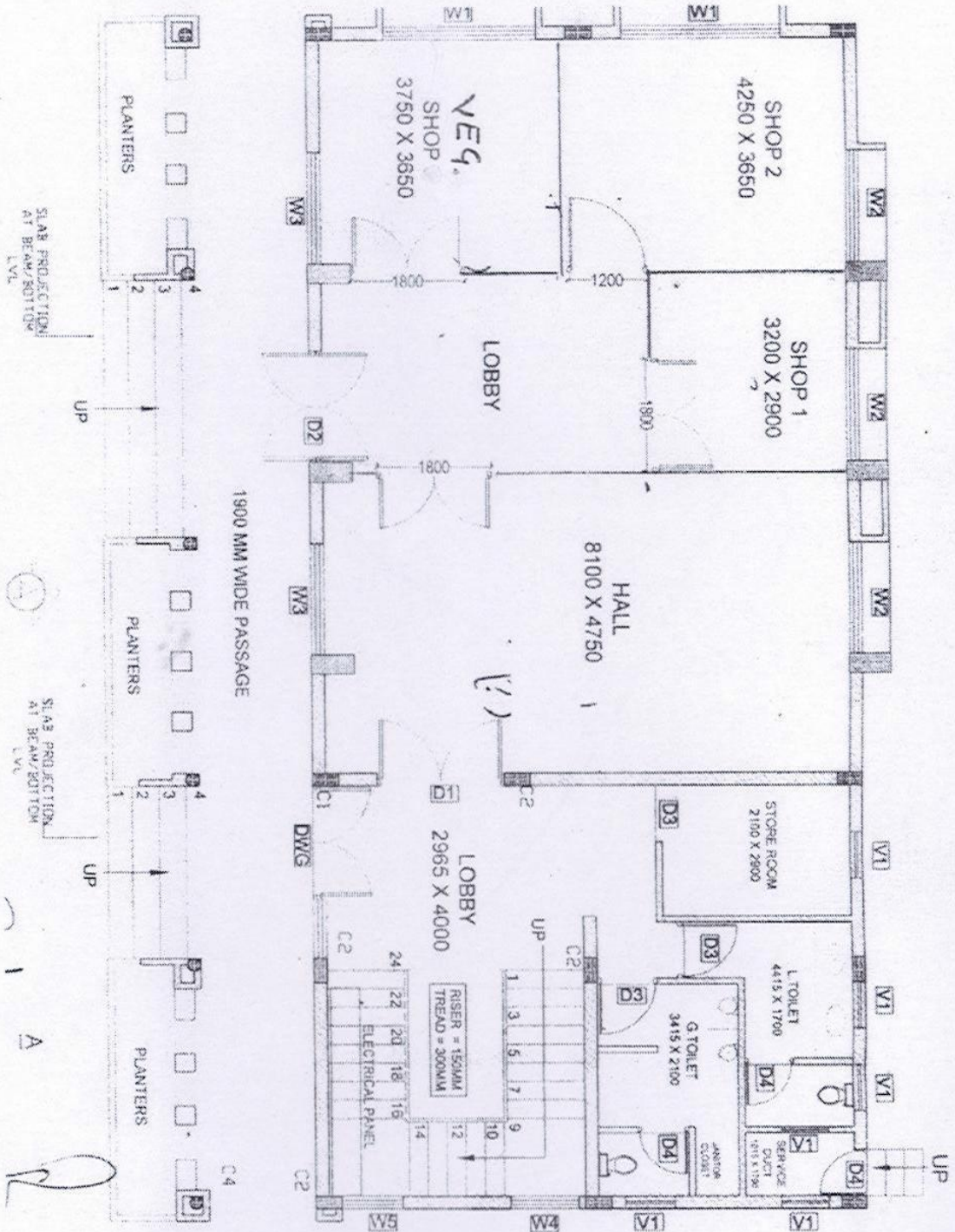
Contact Number:

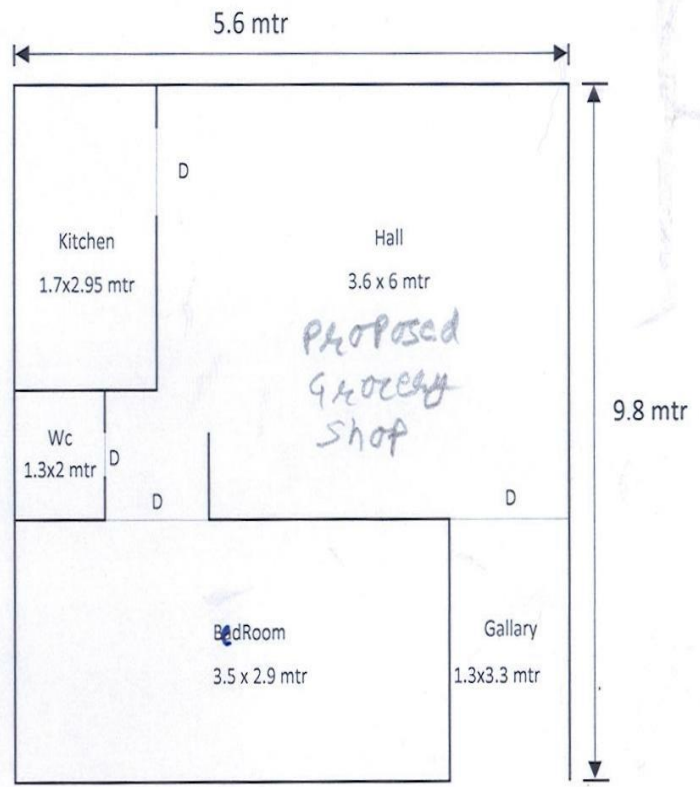
## Main Terms and Conditions-

1. IIMI will give the specified shop / area / premises, on as is where is condition basis, on lease initially for the period of 2 years and the agreement is will be made and executed initially for 2years only, which may be extended / renewed further on mutual agreement / consent maximum up to total 5 years of contract.
2. The Firm / Agency shall pay the monthly rental charges, including applicable taxes (or as amended from time to time) for total proportionate usable area to IIMI by first day of every month by means of cheque in favour of Indian Institute of Management, Indore in advance, failing which, penalty will be charged @ Rs. 1,000/- per day of the delay. In case, the delay is beyond 30 days the Institute will be free to take suitable penal action including termination of contract and removal of infrastructure and inventory from the allotted shop at the cost of the agency.
3. The Firm / Agency shall pay Utility Charges including applicable taxes as applicable (or as amended from time to time) to IIM Indore by first day of every month by means of cheque in favour of Indian Institute of Management, Indore in advance, failing which, penalty will be charged @ Rs. 1,000/- per day of the delay. In case, the delay is beyond 30 days the Institute will be free to take suitable penal action including termination of contract and removal of infrastructure and inventory from the allotted shop at the cost of the agency.
4. The successful Firm / Agency shall give Security Deposit equivalent **to the 4 months' rent** only as security for each shop / area / premises, which shall be revalidated from time to time and may be returned to the Firm / Agency after three months from expiry / termination of lease period without interest. The EMD may also be converted into Security Deposit.
5. If there is any damage to any property of IIM Indore or any payments due to IIMI or any demand from any authority to IIMI regarding dues payable by the Firm / Agency, the IIMI shall adjust / settle the same from their Security Deposit.
6. The premises areas described herein are approximate and charges will be levied as per actual areas.
7. The Firm / Agency shall obtain prior permission of IIMI before carrying out any modifications of structures, installing counters, equipment, machines etc.
8. Regular inspection of shop / area / premises building shall be conducted by a team of experts / officials of IIMI. All damages / breakages etc. noticed by this team will be set right by the Firm / Agency within ten days of inspection failing which IIMI will carry out repairs / renovation and debit the cost to Firm / Agency and in case of non-payment of the same within 30 days of notice it shall be adjusted / settled from the Security deposit of the agency.
9. The Firm / Agency shall obtain all required licenses/ Permissions etc. from all concerned departments for running the specific business. The Firm / Agency shall obtain no objection certificate from the appropriate authorities department / Pollution Control Board / Municipal Corporation etc. to carry out its business in the their shop / area / premises at its cost and risk.
10. The operation timings of shop / area / premises shall be as per the directions of IIMI.
11. The Firm / Agency shall display the rates prominently in their shop / area / premises. The firm / agency will not sell any grocery item whose shelf-life is less than 75% as per the date of manufacturing. For example, if a packaged Honey has manufacturing date 1-January-2018 it should not be brought for selling if more than 4 months have already passed (i.e. after 30-April-2018).
12. The Firm / Agency shall hand over the shop /area / premises buildings back along with the infrastructure in original condition to IIMI, immediately after expiry of lease period or extended / renewed lease period.
13. The Firm / Agency shall carry out only the specified approved activities in their allotted space of shop / area / premises and shall not carry any unspecified activities in contravention with the lease conditions. If the Firm / Agency is found carrying out any unapproved / objectionable activities, the IIMI may cancel / terminate the lease agreement.

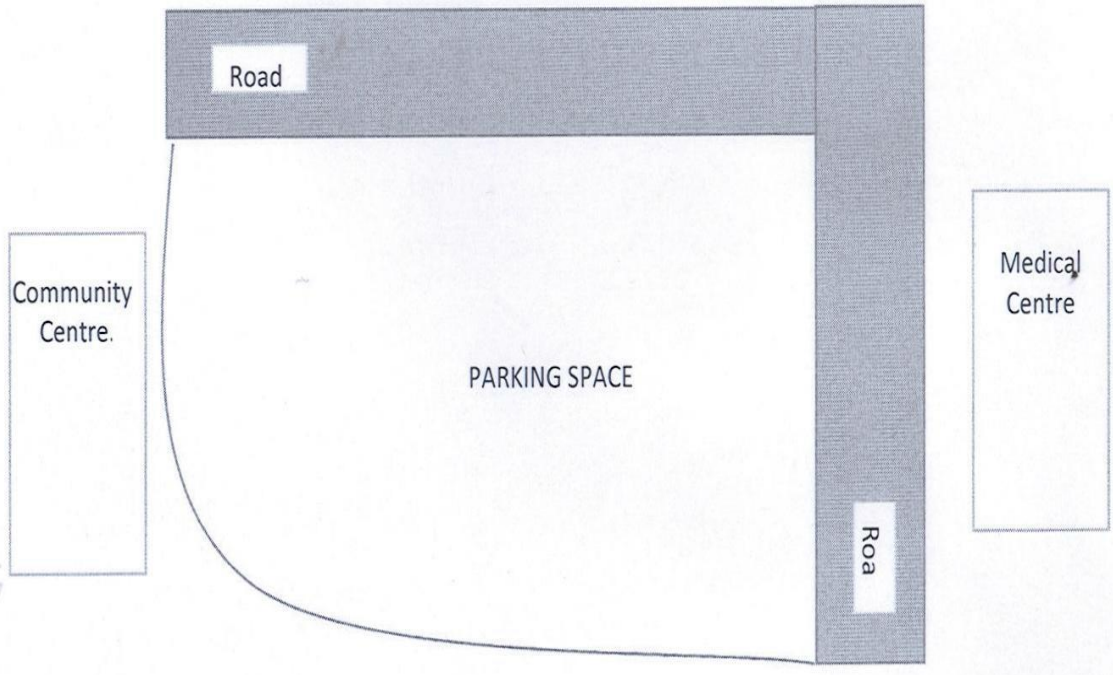
14. The Firm / Agency shall maintain and develop their shop / area / premises without causing any damages to its surroundings and the environment during the period of lease.
15. The Firm / Agency shall maintain and develop their shop / area / premises as per the approved specifications of IIMI, and if the Firm / agency commits any violation of the terms and conditions of the approval, the IIMI may terminate this agreement.
16. The IIMI reserves the right to terminate the lease agreement after giving one month's notice to the Firm / Agency and also the right to inspect and control the development and operational work undertaken by the Firm / Agency at all times and the Firm / Agency shall be bound to comply with the directions issued by the IIMI in the developmental work of their shop / area / premises.
17. The Firm / Agency shall carry out the activities in their shop / area / premises as per the law, regulations for the IIMI and the Government and shall not carry out the activities in contravention of the same and in the event of violation of the rules, regulations and bylaws of the IIMI and the law of the country, the IIMI will be entitled to terminate the lease.
18. If the Firm / Agency does not vacate their shop / area / premises building after the termination / expiry of lease period or one month notice period of termination of agreement, the agency is liable to pay a daily penal rent of Rs. 1,000/- in addition to the other charges applicable up to 30 days. After completion of period of 30 days, Institute will remove the materials at Agency's risk & Cost against security deposit.
19. Complete hygiene and Cleanliness has to be maintained in the shop / area / premises by the respective Firm / Agency only. Any litter thrown anywhere in the area due to the activities of the Firm / Agency has to be cleared / collected by the Firm / Agency only.
20. Selling of alcohol, gutkha, cigarettes, tobacco products, and any other banned substances etc. is completely prohibited.
21. Any other terms and conditions, if found necessary to govern the contract will be added to the agreement/ Contract by IIMI, without prior notice.
22. Bidders are requested to visit Site and its surroundings and obtain all requisite information such as availability of infrastructure, number of users on the campus, daily needs of users, vacation/term break period, the lean business season on the campus, which will be necessary for preparing their offer and entering into a contract.
23. IIM Indore will provide space only and all other requirements like furniture, equipment, machines, fixtures, fittings etc. are to be arranged by the Firm / Agency.
24. No sub-letting/ sub- contract will be allowed.
25. The agency will take all requisite safety measures and update them time to time.
26. IIM Indore can get the shop vacated by giving one month notice to the agency.
27. In case of any violation / deviation of any of the terms & conditions, suitable penalty will be levied by IIM Indore.
28. In case if any dispute arises, decision of IIM Indore will be final. All the matters are subject to Indore jurisdiction.

# Location Plan Shops at Community Center IIM Indore





Total Area :- 54.88 SqM.



Title:- Built-up Area of ER-IV/106 Quarter