

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI



आईआईएसईआर तिरुपति में जनरल स्टोर और स्टेशनरी
की दुकान चलाने के लिए निविदा

**TENDER FOR RUNNING A GENERAL STORE AND
STATIONERY SHOP**

AT

IISER TIRUPATI

निविदा संदर्भ सं/Tender Reference No: IISERT/ADMIN/02/25

दिनांक/**Dated: 30/07/2025**

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Srinivasapuram – Jangalapalli Village, Panguru (G.P), Yerpedu Mandal, Tirupati Dist.,
Andhra Pradesh – 517619

Website: www.iisertirupati.ac.in

TENDER NOTICE

Tender Reference No. IISERT/ADMIN/02/25

TENDER FOR RUNNING A GENERAL STORE AND / STATIONERY SHOP

Indian Institute of Science Education and Research, Tirupati, is a premier autonomous Institution of National Importance established by the Ministry of Education, Government of India, for the promotion of high-quality science education and research in the country.

The IISER Tirupati invites online bids (**e-tender in two bid system**) for **running a General Store and / Stationery Shop** as per the requirements below on a contractual basis.

The Tender Document can be downloaded from the Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or the Institute website www.iisertirupati.ac.in, and the bid is to be submitted **online only** through the E-procurement portal up to the last date and time of submission of the tender. No manual bids will be accepted.

Technical Bid and **Financial Bid in an Excel sheet** should be submitted in the E-procurement portal. Any queries relating to the process of online bid submission or queries relating to the CPP Portal in general may be directed to the 24/7 CPP Portal Helpdesk. The contact numbers for the helpdesk are 0120-4200462, 0120-4001002, 91-8826246593.

निविदा की महत्वपूर्ण तिथियां /Critical Dates of Tender

क्र. सं. S.No	विवरण/Particulars	तारीख/Date	समय घंटों में Time in hrs
1.	ऑनलाइन प्रकाशन की तिथि Date of Online Publication	30/07/2025	16:00 Hrs.
2.	बोली-पूर्व बैठक /Pre-Bid meeting	06/08/2025	11:00 Hrs.
3.	बोली जमा करने की प्रारंभ तिथि Bid Submission Start Date	07/08/2025	15:00Hrs.
4.	बोली जमा करने की अंतिम तिथि Bid Submission Close Date	21/08/2025	15:00Hrs
5.	तकनीकी बोलियों का खुलना Opening of Technical bids	22/08/2025	15:30 Hrs.

PRE-BID MEETING:

1. IISER Tirupati will be conducting a Pre-bid meeting through Google Meet on **06/08/2025** from **11:00 AM to 12:00 PM (IST)**. All prospective Service Providers are requested to kindly send their **queries** through email at purchase@iisertirupati.ac.in so as to reach the latest by **05/08/2025**.
2. Clarifications to all the queries received before the due date will be given during the Pre-Bid Meeting, and only the queries that remain unclarified (or) the queries which have an impact on the change in tender terms and conditions will be mentioned in the minutes of the pre-bid meeting and the same will be uploaded on our website and CPP portal.
3. The Service provider interested in attending the Pre-bid meeting shall submit an **authorization letter, duly signed and stamped** as per the format provided in **Annexure-IX** (Authorization for Attending Pre-Bid Meeting). If all queries received are clarified during the pre-bid & if there are no changes in the tender terms and conditions, then the NIL report will be uploaded to the website and CPP Portal.
4. **No queries will be entertained after the Pre-bid meeting.**
5. The Google Meet ID will be personally sent via email to the Service Providers interested in attending the Pre-Bid meeting upon their request. Service Providers interested must send a request in **Annexure-IX** for access to the Pre-Bid Meeting at purchase@iisertirupati.ac.in. Service Providers attending the Pre-Bid meeting via Google Meet must ensure an active and uninterrupted high-speed internet connection with a working microphone and camera from their end. In case of frequent disconnection (or) bad connection, IISER Tirupati will not be responsible for the same, and no further correspondence will be entertained post the date of the Pre-Bid meeting.

AMENDMENT TO BIDDING DOCUMENTS:

1. At any time prior to the due date for submission of bids, the Institute may, for any reason, whether at its initiative or in response to a clarification requested by a prospective service provider, modify the bidding documents by amendment.
2. All prospective Service Providers who have downloaded the Tender Document should visit the Institute website regularly for changes/modifications in the Tender Document. The changes/modifications would also be hosted on the website of the Institute, and all prospective Service Providers are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments.
3. The IISER Tirupati reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all tenders at any stage without giving any notice or assigning any reason, and is not bound to accept the lowest tender, keeping in view the Interest of the Institute. The decision of the IISER Tirupati in this regard shall be final and binding on all.

INSTRUCTIONS FOR ONLINE BID SUBMISSION

This tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) and the Institute's website at www.iisertirupati.ac.in. The service providers are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions provided below are designed to assist service providers in registering on the CPP Portal, preparing their bids in accordance with the requirements, and submitting them online through the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

1. REGISTRATION:

- 1.1. Service Providers are required to enroll on the e-Procurement module of the Central Public Procurement Portal (**URL:**<http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 1.2. As part of the enrolment process, the **Service Providers** will be required to choose a unique username and assign a password for their account.
- 1.3. Service providers are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 1.4. Upon enrolment, the **Service Providers** will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sify/ TCS / nCode/ e-Mudhra, etc.), with their profile.
- 1.5. Only **one valid DSC should be registered by a service provider**. Please note that the **Service Providers** are responsible for ensuring that they do not lend their DSCs to others, which may lead to misuse.
- 1.6. The service provider then logs in to the site through the secure log-in by entering their user ID and password, as well as the password of the DSC/ e-Token.
- 1.7. The CPP Portal also has a user manual with detailed guidelines on enrolment and participation in the online bidding process. Any queries related to the process of online bids or queries related to the CPP Portal may be directed to the 24/7 CPP Portal Helpdesk.
- 1.8. The Institute will not be responsible for any type of technical issue regarding the uploading of the Tender on the website.

2. SEARCHING FOR TENDER DOCUMENT:

- 2.1. There are various search options built into the CPP Portal to facilitate service providers in searching active tenders by several parameters. These parameters could include Tender ID,

organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the service providers may combine several search parameters such as organization name, form of contract, location, date, other keywords, etc., to search for a tender published on the CPP Portal.

- 2.2. Once the **Service Providers** have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to inform the **Service Providers** through SMS/e-mail in case a corrigendum is issued to the tender document.
- 2.3. The **Service Provider** should note the unique Tender ID assigned to each tender, in case they require clarification or assistance from the Helpdesk.

3. PREPARATION OF BIDS:

- 3.1. The service provider should consider any corrigendum published on the tender document before submitting their bids.
- 3.2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents, including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3.3. **Service Provider**, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule, and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with a black and white option.
- 3.4. To avoid the time and effort required in uploading the same set of standard documents that are required to be submitted as a part of every bid, a provision for uploading such standard documents (e.g., PAN card copy, annual reports, auditor certificates, etc.) has been provided to the service providers. Service providers can use the "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

4. SUBMISSION OF BIDS:

- 4.1. The service provider should log into the site well in advance for bid submission so that they can upload the bid in time, i.e., on or before the bid submission time. The service provider will be responsible for any delay due to other issues.
- 4.2. The service provider has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 4.3. The server time (which is displayed on the service providers' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the service providers, the opening of bids, etc. The **Service Providers** should follow this time during bid submission.

- 4.4. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 4.5. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.
- 4.6. Kindly add a scanned PDF of all relevant documents in a single PDF file of the compliance sheet.

5. ASSISTANCE TO SERVICE PROVIDERS:

- 5.1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 5.2. Any queries relating to the process of online bid submission or queries relating to the CPP Portal in general may be directed to the 24/7 CPP Portal Helpdesk. The contact numbers for the helpdesk are **0120-4200462, 0120-4001002, 91-882624.**



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TECHNICAL BID

PROFORMA FOR EVALUATION OF TECHNICAL PERFORMANCE OF THE TENDERING AGENCY / FIRM / COMPANY

NOTE:

Service Providers MUST submit ALL required documents in support of the minimum eligibility criteria along with the Tender proposal. No document in support of the minimum eligibility criteria will be accepted/entertained after the last date for submission of Tender Response. A list of all submitted documents should be provided.

S No.	Description	Detailed Response
1.	Name & Address of the Service Provider /Organization/Firm	
2.	Month and Year of Commencement of Business	
3.	Address of the Office of the Service Provider /Organization/Firm i) Land Line No ii) Mobile No iii) Email	
4.	Name, designation, and details of the contact person. i) Land Line No ii) Mobile No iii) Email	
5.	Legal Status (Attach copies of the original document defining the legal status): i) An individual ii) A proprietary firm/ HUF Firm iii) A Firm in partnership iv) A limited company v) Corporation or Co-operative society	
6.	Details of Registrations:	

	i) Permanent Account Number (PAN) (Attach attested Copy).	
	ii) GST registration (Attach attested Copy).	
	iii) PF, ESIC Registration, and Labour License if applicable (Attach attested Copy).	
	[These documents are mandatory for the bids to be considered]	
7.	The Service Provider must have a valid registration and trade license for at least one year, demonstrating experience in providing similar services (s) for operating a General Store and / Stationery Shop . Valid registration and trade license for the same must be provided.	Submitted / Not Submitted
8.	The agency/firm/company should have an annual turnover of at least Rs. 8 lakhs in the General Store and / Stationery Shop services in each of the three previous financial years. Relevant supporting documents duly certified by a Chartered Accountant are to be submitted. Submit copies of the audited Balance Sheets duly certified by the Chartered Accountant and income tax returns filed for all the financial years 2022-2023, 2023-2024 & 2024-2025 . [These documents are mandatory for the bids to be considered.]	Financial Year - 2024-2025: Rs. _____ Financial Year - 2023-2024: Rs. _____ Financial Year - 2022-2023: Rs. _____ Submitted / Not Submitted
9.	In case the tender is signed by a person other than the sole proprietor/owner, authorization given by the Executive Body authorizing the officer/partner to sign the tender documents for this tender to be submitted on letterhead duly signed & stamped.	Submitted / Not Submitted
10.	Details of the scanned copy of the earnest money deposit (EMD) ₹ 1,00,000/- (Rupees One Lakh only) submitted.	Submitted / Not Submitted
11.	Submit Bid Securing Declaration form placed under (Annexure-III) on a letterhead in the prescribed format.	Submitted / Not Submitted
12.	Submit all pages of the Draft agreement (Annexure-V) that are signed by the Service Provider	Submitted / Not Submitted



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13.	Submit a No Relationship Certificate placed under (Annexure-VI) on a letterhead in the prescribed format.	Submitted / Not Submitted
14.	Submit the Acceptance of Terms and Conditions (Annexure-VIII) certificate on a letterhead in the prescribed format.	Submitted / Not Submitted
15.	Submit all pages of the tender document that are signed by the Service Provider.	Submitted / Not Submitted
16.	Any other information relevant to the Tender	Submitted / Not Submitted

Place: _____

Date: _____

Signature of Service Provider

Name, Address rubber stamp

TERMS AND CONDITIONS OF TENDER

1. SCOPE OF WORK

- 1.1. Running and operating a General Store and / Stationery Shop for students, faculty, staff, guests, and residents of the campus.
- 1.2. The Service Provider is allowed to sell Stationery, Personal care, & General products, etc., as per the products given in Annexure II.
- 1.3. All the General Store and / Stationery products must be of good quality.
- 1.4. Housekeeping & Cleaning of the Shop and auxiliary area attached to the General Store and / Stationery Shop will be under the scope of the Service Provider
- 1.5. The Shop premises and water shall be provided by the Institute free of cost. Electricity at actuals to be paid by the Service Provider. However, every effort must be exercised by the Service Provider to minimize electricity and water usage and desist from unnecessary usage, and Voltage above 415 volts is to be used only with prior approval of the Competent Authority.
- 1.6. The inventory of articles shall be handed over to the Service Provider in good and working condition at the commencement of the contract. The Service Provider shall be the custodian of this Institute's property and inventory during the period of the contract and shall make good any loss to the inventory by way of misuse or loss at his own cost.
- 1.7. The Products in the General Store and / Stationery Shop shall be kept in a clean, hygienic place.
- 1.8. The waste material and unused waste from the Shop will be removed from the Shop premises every day.
- 1.9. The Service Provider shall not be allowed to use the Shop premises for anything other than the General store and / Stationery Shop beyond the scope of the contract.
- 1.10. Tentative Timings: The following timings will be followed: 08.00 am to 09.00 pm.
Note: The above schedule is subject to change by the order of the IISER Tirupati.

2. Eligibility Criteria:

The invitation for bids is open to all entities registered in India who fulfil the eligibility criteria as specified below:

- 2.1. The Service Provider should meet the following eligibility criteria as of the date of bid submission and should continue to meet these till the award of the contract.
- 2.2. The Service Provider must have a **valid registration and trade license** for at least one year, demonstrating experience in providing similar services for running a **General Store and/ Stationery shop**.
- 2.3. The Service Provider shall necessarily be a valid legal entity, having the following registrations:
 - 2.3.1. Income Tax Registration (PAN)
 - 2.3.2. GST Registration

Service Providers should submit documents in support of the eligibility criteria along with the tender/bid. No document in support of the minimum eligibility criteria will be accepted/entertained after the opening of the tender. A Technical Bid that is not accompanied by these documents would be summarily rejected.

3. Licence Fee:

- 3.1. The Service Providers will have to pay a minimum monthly license fee of ₹2000/- to IISER, Tirupati.
- 3.2. GST on license fees @ 18% or as per the prevailing Government rates shall be payable.
- 3.3. The contractor has to pay the monthly **License fee before the 7th of every month**. In the event of failing to do so, the contractor will not be allowed to open the shop till the time the rent is paid (any deviation in this is to be duly approved by the competent authority of the Institute in advance).

4. Other Charges:

- 4.1. The contractor shall purchase a separate meter and get it installed by the Engineering section of the Institute for recording electricity consumption. Payment of electricity charges will be made based on actual consumption, based on actual meter reading, as per the tariff fixed by the Institute (currently **₹7 per unit**), including surcharge plus applicable taxes, if any, and communicated by the Institute. Electricity charges have to be paid monthly. If the utility charges (Electricity) are not paid by the contractor within 15 days of the intimation to pay the Utility charges, the Shop will not be allowed to open till the time the utility charges are paid.
- 4.2. The Institute is authorized to impose an appropriate fine, as decided by the Competent Authority, on the service provider in the event of sub-standard quality of General store and /Stationery products, malpractice, lack of cleanliness or hygiene, or violation of any of the contract conditions.

5. Time of Mobilization:

5.1. The work covered by this contract shall have to commence **on 01/09/2025** after the receipt of communication in the form of a letter/email/fax message and signing of the Agreement.

5.2. After the Award of the contract, no further communication for the extension of the date in this regard shall be entertained.

6. Visit to the Campus: Interested **Service Providers** shall mandatorily visit the site with prior appointment during the working hours between 0930 hrs. to 1700 hrs. before submission of the bid.

7. Period of the Contract: The successful service provider will be responsible for running a General Store and / Stationery Shop at IISER Tirupati for a **period of one year, which** may further extend to two years on a yearly basis, subject to satisfactory performance.

8. Earnest Money Deposit Details: EMD Amount of ₹ 1,00,000/- (Rupees One Lakh only) in the form of a Demand Draft from a Nationalized/scheduled bank in favor of The Director, IISER Tirupati. Service Providers registered with MSME/ NSIC are exempted from payments of EMD and are required to submit the Bid Securing Declaration Form.

Details of the Bank for Payment:

- i) Bank Name : State Bank of India
- ii) Branch Name : IIT Campus Branch, Tirupati
- iii) Account Number : 35029946671
- iv) IFSC Code : SBIN0064604

9. Tender Procedures:

9.1. The Service Provider must be prepared in accordance with the requirements specified in this Tender and in the format prescribed in this document for each of the above-mentioned qualifying criteria as proof of having the minimum requirements.

9.2. Proposals must be direct, concise, and complete. All information not directly relevant to this Tender should be omitted.

9.3. The Tender should contain copies of references and other documents as specified in the Tender.

9.4. In case of a person other than the Authorized Signatory signing the Tender, an authorization letter, authorizing the **Service Provider** to sign/ execute the tender as a binding document, and also to execute all relevant agreements forming part of the Tender, shall be included.

9.5. Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

10. Evaluation Process of The Tender:

For running a **General Store and / Stationery Shop**, the evaluation shall be done as under:

- 10.1.** At the first stage, the **Technical Bids** shall be opened on the due date, and technical evaluation shall be carried out based on the Technical Bid Proforma, documents submitted in support, tendered terms, conditions, eligibility, etc. A service Provider who submits a Financial Bid with a Technical Bid together shall be disqualified. The Service Provider technically disqualified, shall be intimated via email.
- 10.2.** At the Second Stage, The Financial bids of only those Service Providers will be opened who are declared qualified by the Technical Evaluation Committee. If the Service Provider quotes NIL charges, the bid will be treated as unresponsive and will not be considered
- 10.3.** Among the eligible Service Providers, the Service Provider who quotes the **highest licence fee** for each schedule will be selected for the award of the contract.
- 10.4. Evaluation in case of Tie/More Service Providers having same Bid value:** In case of multiple Service Providers emerging as H-I by quoting the same rent, the contract shall be awarded to the Service Provider amongst H-I who has the highest average annual turnover of last three years (**Financial Years i.e. 2022-2023, 2023-2024, and 2024-2025**) work based on the certificate of experience submitted along with tender and performance record at other sites.
- 10.5.** The experience documents are to be clear. Copies of all statutory documents are to be submitted. Incomplete Bids or non-submission of any documents indicated will cause the bids to be rejected.
- 10.6.** Financial Bids of only those agencies will be opened that qualify in the Technical Bid. The decision of the committee & the Competent Authority shall be final and binding, and no correspondence shall be entertained in this regard.
- 10.7.** It will be assumed that the organization / firm is not in a position to supply the information. All claims made by the **Service Provider** in their Tender proposal must be supported by authentic documents.
- 11.** The proposal and all correspondence and documents shall be written in English.
- 12.** The successful **Service Provider / Tenderer's** Bid Security (BS) / Earnest Money Deposit (EMD) will be discharged upon the **Service Provider** furnishing the performance security.
- 13.** The Successful Service Provider/ Tenderer will have to enter into an Agreement with IISER Tirupati and also furnish a Performance Bank Guarantee of the amount ₹ 1,50,000 (Rupees One Lakh Fifty Thousand only) valid for 15 months from the date of commencement of the contract, which is to be renewed from time to time as per further renewals / amendments of the contract.
- 14. The Bid Security (BS) may be forfeited:** In case of a successful Service Provider, if the Service Provider fails to furnish order acceptance within 1 day of the order and /or fails to furnish **Performance Security within 21** days from the date of contract / order.

15. For any query/clarification, please contact the Assistant Registrar, IISER Tirupati, during working hrs. on phone no 0877-2500-209 /0877 2500 -233/235 or at all times on purchase@iisertirupati.ac.in.

16. Site Visit: It is mandatory for all interested **Service Provider** to conduct a site visit and assess and acquaint with the infrastructure provided in Shop as mentioned in the tender document, where the services are to be rendered, the site visit will provide Service Providers with a clear understanding of the scope of service, existing conditions, and any other relevant details required to submit a comprehensive and accurate bid. The Service Providers are required to submit the Site visit form attached in the bid document as **Annexure X**, duly signed by both parties, without fail. The bids submitted without the site visit form will be summarily rejected.

17. Accounting and Payment:

17.1. IISER Tirupati will not be responsible for the payment.

17.2. The Service Provider must sell the **General Store and / Stationery Shop products** approved by the competent authority at not more than the MRP.

17.3. The rates so fixed are inclusive of all taxes, duties, levies, etc., imposed by the State/Central government and local bodies as on the dates of award of the work. However, if any new tax, duty, or levy is imposed or enhanced by the government/local bodies after the award of work, the same shall be discussed with the competent authority for revising the rates.

18. Completion of Contract: Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have been completed at the expiration of the duration of the contract. The same may be extended further based on satisfactory performance of the Service Provider with mutual consent on the same terms and conditions

19. General Rules:

19.1. No person with any offensive police record shall be employed to work in the Institute General Store and / Stationery shop. The Service Provider shall provide an undertaking for the same to the Institute.

19.2. The Service Provider will ensure and comply with the provisions of various municipal and other Rules/ Regulations/ Laws of the Government.

19.3. The Institute shall not be the party in case any dispute takes place between the Service Provider and his employees.

19.4. All staff deployed shall be sensitized towards proper attitude and behavior with women staff + students. They will have to mandatorily undergo a gender sensitization workshop conducted by the Institute or any other agency.

19.5. The Institute does not guarantee the minimum number of users and volumes of business at any point in time. The undergraduate students have their academic break from April to July and December, subject to any changes in the academic calendar from time to time as per the Institute's academic requirements. The Institute will not be responsible for any break in the

academic schedule due to any unforeseen situations beyond the control of the Institute.

20. Interpretation of Contract Documents:

20.1. Several documents forming the contract are to be taken as mutually explanatory. Should there be any discrepancy, inconsistency, error, or omission in the contract, the matter may be referred to the **Registrar, IISER Tirupati**, who shall give his decision and issue to the **Service Provider** directing how the work is to be carried out. The decision of the Competent Authority shall be final and conclusive, and the Service Provider shall carry out work by this decision.

20.2. All services shall satisfy the high standards befitting the reputation of the Institute.

21. Service Provider's Subordinate Staff and Their Conduct:

21.1. The Service Provider shall provide to the satisfaction of the Institute sufficient staff to supervise the execution of the work, including those with previous experience, to supervise the type of work comprised in the contract in such manner as shall ensure work of a high standard commensurate with the reputation of the Institute.

21.2. The Service Provider shall submit to the Administration Department a list of workers, with complete details including local/permanent addresses, contact details, and their photographs, etc., for approval, who may be allowed to work in the Shop.

21.3. The Service Provider shall have to submit a medical fitness certificate periodically (every six months), certified by the Medical Officer of the Institute as proof of workers being healthy and fit to work in the **General Store and / Stationery Shop**. The staff must strictly adhere to all safety and hygiene precautions.

21.4. Smoking, consumption/distribution of alcohol, use of pan and gutka, and drug/substance abuse by the employees is strictly prohibited in the **General Store and / Stationery Shop** area as well as the Institute's premises.

21.5. If and whenever any of the Service Providers employees shall, in the opinion of the Institute, be guilty of any misconduct or be incompetent or negligent in the performance of their duties or that in the opinion of the Institute, it is undesirable for administrative or any other reason for such person or persons to be employed in the work, the Service Provider if, so directed by the Institute, shall remove such person/persons from employment within a reasonable time.

21.6. Any person or persons so removed from work shall not again be employed in connection with the work without the written permission of the Institute.

21.7. Any person so removed from work shall be replaced at the expense of the Service Provider by a competent substitute in a reasonable time.

21.8. The Service Provider shall be responsible for the proper behavior of all the staff, employed directly or indirectly, and shall exercise a proper degree of control over them and in particular and without prejudice to the said generality, the Service Provider shall be bound to prohibit and prevent any employees from trespassing/acting in anyway detrimental or prejudicial to

the interest of the community or the properties. The Service Provider shall be responsible thereof and indemnify the Institute of all consequent claims or actions for damages or injury or on any other grounds whatsoever. **The decision of the Registrar, IISER Tirupati, on any matter arising under this clause shall be final.**

- 22. Sub-Letting of Works:** No part of the contract nor any share or interest therein shall in any manner or degree be transferred, assigned, or sublet by the Service Provider directly or indirectly to any person, firm, or whosoever. An action will be taken as per the direction of the Competent Authority if it is found that the Service Provider has sublet the work to a third party.
- 23. Release of Information:** The Service Provider shall not communicate or use in advertising, publicity, sales releases, or in any other medium, photographs, or other reproductions of the work under this contract.
- 24. Accident or Injury to Workman:** The Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workman or other person in the employment of the Service Provider through a claim from the insurance company. The Service Provider shall indemnify and keep the Institute indemnified against all such damage and compensation whatsoever in respect of or in relation thereto.
- 25. Damage to Property:** No addition or alteration to the building or sanitary installation shall be carried out without obtaining prior approval in writing from the Competent Authority of the Institute. The Service Provider shall make good any damage caused to the premises, except normal wear and tear. The decision of the Institute on the question whether damage is caused to the premises and if so, the quantum of damages payable on this account, shall be final and binding on the Service Provider.
- 27. Termination:** The Institute shall at any time be entitled to determine and terminate the contract for any reason, including unsatisfactory performance. A notice in writing from the institute to the Service Provider shall be issued giving 30 (Thirty) days for such termination and vacation of the premises, without assigning any reasons thereof. Under exceptional circumstances, this 30 (Thirty) day period may be appropriately reduced or waived.
- 28. Arbitration:**
- 28.1.** Except as otherwise provided elsewhere in the contract, if any dispute, difference, question of disagreement or matter whatsoever, shall, before/after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a sole arbitrator to be appointed by the Director of the Institute at the time of the dispute. The award given by the arbitrator so appointed shall be binding on the parties. It will not be open to the parties to challenge the jurisdiction of the arbitrator after the award has been made.
- 28.2.** If the arbitrator to whom the matter is originally referred dies or refuses to act or resigns/

withdraws for any reason from the position of arbitration, it shall be lawful for the Director of the Institute to appoint another to act as arbitrator in the manner aforesaid. Such a person shall be entitled to proceed with reference from the stage at which it was left by his predecessor if both parties consent to this effect, failing which the arbitrator shall be entitled to proceed denovo.

28.3. It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of the invocation of arbitration under the clause.

28.4. It is a term of the contract that the cost of arbitration shall be borne by the parties themselves.

28.5. The venue of arbitration shall be at IISER Tirupati.

28.6. Subject as aforesaid, the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof, rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause.

29. Jurisdiction: The contract shall be governed by and construed according to the laws in force in India. The Service Provider shall hereby submit to the jurisdiction of the courts situated at Tirupati for actions and proceedings arising out of the contract, and the courts at Tirupati shall have the sole jurisdiction to hear and decide such actions and proceedings.

30. Important Notes:

30.1. For any of the above actions, the Institute shall neither be liable for any damages nor be under any obligation to inform the applicants, the grounds for the same.

30.2. The Director, IISER Tirupati does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason.

30.3. Efforts on the part of the agencies or their agents to exercise influence or to pressurize the Institute for this contract shall result in rejection of the application. Canvassing of any kind is prohibited

30.4. Telegraphic, conditional, or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to the disqualification of the Service Provider.

30.5. Tender in any form other than the prescribed form issued by IISER Tirupati shall not be considered and will be summarily rejected.

31. PENALTIES

1. **IISER, Tirupati**, will have the full power to impose a penalty on the Service provider for not fulfilling the institute's requirements. Any lapses by the contractor will be viewed seriously, and penalties will be imposed on the contractor as given below

(The penalty will be deducted from the performance guarantee deposit of the contractor.)

S.NO	Violation	Penalty per complaint (₹)
1.	Violation of any other tender term not mentioned below	5,000/-
2.	Delay in payment of license fee & civic charges	5,000/-
3.	Three or more complaints related to cleanliness in a day/week	5,000/-
4.	Food poisoning incidents (The same will be investigated by the Institute).	Forfeiture of PBG and /or Cancellation of contract
5.	Non-adherence to the timings mentioned in the tender	5,000/-
6.	Creating a Nuisance/arguing with the customers	5,000/-
7.	Changes in the listed items without permission from IISER Tirupati	5,000/-
8.	If the quality of items is not found to be appropriate.	5,000/-
9.	Inappropriate personal hygiene of workers	5,000/-
10.	Failure to maintain a proper health checkup of the workers	5,000/-
11.	Noncompliance with the workers' dress Code / Uniform or deployment of requisite manpower at the site as given in the tender	5,000/- per incident
12.	Damage to the Institute infrastructure	5,000/-
13.	Possession /sale of restricted items, alcohol/tobacco, or consumption of Tobacco items	5,000/-

2. The service provider has to pay the fine imposed by the Institute within 15 days of the fine-imposing date, failing which, the Registrar reserves the right to terminate the agreement. The security & caution deposit shall be forfeited, and the service provider has to vacate within 7 days of the notice, failing which legal action shall be initiated by the Institute.



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Srinivasapuram – Jangalapalli Village, Panguru (G.P), Yerpedu Mandal, Tirupati Dist.,
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Website: www.iisertirupati.ac.in

ANNEXURE –I

FINANCIAL BID

Name of the firm :
Name of the Applicant :
Address & Contact No. :
Area of the Shop : 33.64 sq. meters
Minimum License Fee : INR 2000/- + GST@18% per month
Bid/Quoted License (per month) :

**LICENSE FEES TO BE QUOTED ONLY IN THE EXCEL SHEET & PDF FORMAT ON
E-PROCUREMENT PORTAL AND SUBMIT ACCORDINGLY**

I, the undersigned Shri/Smt. _____

Age

_____ years, _____ resident at _____

_____ have read all the Terms &
Conditions mentioned in this bid document and shall abide by the same. I hereby submit my
unconditional quote for the shop lease at IISER Tirupati at the rate of INR_per month + GST@18%
per month on the licence fee.

Date:

Applicant's Signature with Seal

Note:

1. Bidder will be disqualified if they reveal the Price bid while submitting a Technical bid.
2. The Service Provider is to acquaint himself with the scope of work, all terms and conditions, and penalty details, etc., of the tender document. The Service Provider who offers the highest Licence fee will be given the contract to run the General Store and / Stationery Shop.
3. Evaluation in case of Tie/More Service Providers having same Bid value: In case of multiple Service Providers emerging as H-I by quoting the same rent, the contract shall be awarded to the Service Provider amongst H-I who has the highest average annual turnover of last three years (Financial Years i.e. 2022-2023, 2023-2024, and 2024-2025) work based on the certificate of experience submitted along with tender and performance record at other sites.

ITEMS TO BE SOLD IN THE SHOP

INDICATIVE ITEMS

Stationery		
S.no	Items	Brand
1.	A4 Colour Paper	Branded and High Quality
2.	A4 Size Brown envelope Cloth	Branded and High Quality
3.	A4 size Photo Paper	Branded and High Quality
4.	A4 Size White Paper	Branded and High Quality
5.	A4 Sticker Paper	Branded and High Quality
6.	All Pin	Branded and High Quality
7.	Binder Clip	Branded and High Quality
8.	Black & White Photocopy, A4 & A3 size paper	Branded and High Quality
9.	Black & White printing, A4 & A3 size paper	Branded and High Quality
10.	Bond Paper	Branded and High Quality
11.	Box File	Branded and High Quality
12.	Button Folder	Branded and High Quality
13.	Calculator	Branded and High Quality
14.	Carbon Paper	Branded and High Quality
15.	Colour Photocopy, A4 & A3 size paper	Branded and High Quality
16.	Colour Printing, A4 & A3 size paper	Branded and High Quality
17.	Erasers	Branded and High Quality
18.	Envelopes (Big & Small)	Branded and High Quality
19.	Gum Items (Fevi Stick, Fevicol, etc.)	Branded and High Quality
20.	Highlighter	Branded and High Quality
21.	Normal Dot Pens	Branded and High Quality
22.	Pen Holder	Branded and High Quality
23.	Pencils	Branded and High Quality
24.	Permanent Marker	Branded and High Quality
25.	Rubber Band (Big & Small)	Branded and High Quality
26.	Scale	Branded and High Quality
27.	Scissors	Branded and High Quality
28.	Sealing Wax	Branded and High Quality

29.	Sharpener	Branded and High Quality
30.	Single Hole Punch	Branded and High Quality
31.	Sketch Pen	Branded and High Quality
32.	Stapler (Big & Small)	Branded and High Quality
33.	Stapler Pin (Big & Small)	Branded and High Quality
34.	Stapler Remover	Branded and High Quality
35.	Tape Brown & White	Branded and High Quality
36.	Whitener	Branded and High Quality

Personal Care Products		
Sno	Products	Brand
1.	Bathing powder	Mysteribath/ Pure and traditional
2.	Body spray	Fogg, Yardley, Spinz, Layer'r Wottagirl
3.	Body wash & Body lotion	Dettol, Pears, Liril, Nivea, Dove, etc.
4.	CC cream	Fair & Lovely, Ponds, Lakme
5.	Combs	Vega / Branded and High Quality
6.	Conditioner	Dove, Pantene, Himalaya
7.	Eye Kajal, Eyeliner, Mascara	Lakme, Eyetex, Maybelline
8.	Face powder	Ponds, Yardley, Dazzler
9.	Face packs & wash	Lotus, VLCC, Himalaya, Lakme, etc.
10.	Hair oils, Henna	Parachute, Vatika, Induleka, Vcare, Ansoos, etc.
11.	Lipstick	Lakme, Maybelline, Lotus, MAC, etc.
12.	Mehandi cone	Singh cone Bansuri
13.	Moisturizers	Nivea, Vaseline, Mamaearth, etc.
14.	Rubber bands	All types
15.	Shampoo	Dove, Meera, Pantene, Nyle, Head & Shoulders
16.	Soaps	Lux, Mysore sandal, Santoor, Dove, Pears, etc.
17.	Hair Removers	Veet, Ayur, Himalayas, Nature's, Jovees
18.	Razors	Gillette
19.	Tooth Brush	Colgate, Oral-B, Sensodyne
20.	Tooth Paste	Colgate, Dabur Red, Sensodyne, Pepsodent
21.	Tongue cleaner	Simply Naz, GUM/ High Quality
22.	Safety pins	Stainless steel Safety pins

23.	Shaving cream	Gillette, Dettol, Park Avenue, etc.
24.	Sanitary pads	Stayfree, Whisper, Sofy

General care Products		
Sno	Products	Brand
1.	Buckets	Cello, Milton
2.	Chips, Chocolates, Popcorn, Biscuits, Protein Bars, Roasted Makhana, etc.	Branded and High Quality
3.	Cloth Clips & Cloth Hanger	High Quality
4.	Cloth washing brush	Mega Rangeela/High Quality
5.	Disposable plates and Glasses	High Quality
6.	First Aid items	First Aid items
7.	Mosquito liquids	All out, Good Night
8.	Mosquito bats	Odomos, Hit, etc.
9.	Mugs	Cello, Milton
10.	Pain relief products	Volini, Omni gel, etc.
11.	Room fresheners	Odonil, Godrej Aer, etc.
12.	Tissues	Premier, So-Soft
13.	Detergent powder	Ariel, Surf Excel, Tide, Rin, etc.
14.	Detergent soaps	Surf Excel, Rin, Tide, etc.

Note:

1. The products should not be sold not more than the MRP Prices.
2. If the service provider desires to sell any items other than the above-mentioned items, the Service Provider should obtain prior approval from the Institute.
3. In case of non-availability of the Brand as per the above table, prior approval of the Institute is to be taken.



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ANNEXURE –III

BID SECURING DECLARATION FORM

To,

The Director
Indian Institute of Science Education and Research
Srinivasapuram- Jangalapalli Village, Panguru (G.P)
Yerpedu Mandal, Tirupati (Dist), Andhra Pradesh
-517619 INDIA

Subject Bid Security Declaration

It has been certified that all information provided in the tender form is true and correct to the best of my knowledge and belief. No forged/tampered document(s) are produced with a tender form for gaining an unlawful advantage. We understand that IISER, Tirupati, is authorized to enquire to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by us is false/misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD/SD and or any penal action and other damages, including withdrawal of all work/purchase orders being executed by us. Further, IISER Tirupati is also authorized to blacklist our firm/company/agency and debar us from participating in any tender/bid in the future.

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s that are improper/illegal during the execution in case the tender is awarded to us.

Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities/practices in my / our dealings with the Institute.

Our Firm/ Company/ Agency has not been blacklisted or banned by any government. Department, PSU, University, Autonomous Institute, or Any other Govt. Organization.

We accept that if we withdraw or modify our bids during the period of validity, etc., we will be suspended for a period of six months from participating in any tender issued by IISER Tirupati.

Date: Signature of the Service Provider

Place:

Stamp



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ANNEXURE –IV

DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION

[On the Letterhead of the Service Provider/Firm]

I hereby certify that the above firm namely _____ is neither blacklisted by any Central/ State Government/ Public Undertaking/ Institute nor any criminal case registered/ pending against the firm or its owner/partners anywhere in India (or) against any of its branches (or) partners abroad.

I also certify that the above information is true and correct in every respect, and any case at the later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.:



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ANNEXURE –V

Agreement for Running A General Store and / Stationery Shop

THIS AGREEMENT is made at Tirupati on this ____ day of _____ 2025 by and between Indian Institute of Science Education and Research (IISER) TIRUPATI established by Ministry of Education, Govt. of India located at Permanent campus **Srinivasapuram- Jangalapalli Village, Panguru (GP), Yerpedu Mandal, Tirupati(Dist) – 517619** represented by The Registrar, hereafter referred to as the “First Party” which expression shall unless repugnant to the subject or context shall mean and include its successors and assigns of the FIRST PARTY.

AND

M/s..... having its registered office at.....
(hereinafter called the ‘**Service Provider**’.) which expression, unless repugnant to the context, shall mean and include its successors-in-interest, assigns, etc. of the Second Part.

WHEREAS the First Party is an Autonomous Institute promoting higher education under the Ministry of Education of the Government of India.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH AND IT IS AGREED BY AND BETWEEN THE PARTIES AS UNDER:

1. OBLIGATIONS OF THE SECOND PARTY

- a) The Second Party shall operate and provide **General Store and / Stationery Shop** services to the First Party at Indian Institute of Science Education and Research (IISER) TIRUPATI, located at **Srinivasapuram- Jangalapalli Village, Panguru (GP), Yerpedu Mandal, Tirupati (Dist) – 517619** during the contract period.
- b) The regularity & quality of the performance of the services will be the essence of this agreement and shall form a central factor of this agreement. The Second Party shall take all possible steps to ensure that it maintains its performance as determined by the First Party from time to time.
- c) On award of contract the contractor shall deposit Rs **1,50,000/-**(One Lakh Fifty Thousand rupees only) as security & caution deposit with the institute call deposit/pay order/bank guarantee / Demand Draft issued by a scheduled bank in favour of The Registrar, Indian Institute of Science Education and Research (IISER) TIRUPATI in specified form which shall be valid for three months beyond the duration of the contract.
- d) The Second Party shall provide the Departmental Stores services at the premises by deploying its well-trained and experienced personnel in such numbers as required quality of services at the given place for the given job.

2. NATURE OF BUSINESS & LIST OF ITEMS

Stationeries, Hostel Needs, Personal Care & Hygiene, General Care products, etc., NO COOKING ITEMS, groceries, vegetables, or cooking utensils shall be sold.

- a) If the First Party notices that the personnel of the Second Party has/have been negligent, careless in rendering the said services, the same shall be communicated immediately to the Second Party, who will devise corrective steps immediately to avoid recurrence of such incidents and report to the First Party its action plan.
- b) If any of the personnel of the Second Party indulge in theft, negligence or any illegal/irregular activities, Misconduct, the Second Party will take appropriate action against its erring personnel and intimate accordingly to the First Party.
- c) The second party shall keep in liaison with the police/local authorities and fire brigade in order to get timely assistance from them in case of an emergency.

3. TERMS OF PAYMENT

- a) The First Party shall pay License charges of **Rs. xxxxx/- Plus GST@18%** extra as specified in the work order.
- b) All payments made by the first party shall be made after deduction of tax at source wherever applicable as per the provisions of the Income Tax Act, 1961.
- c) The Second Party, being the employer in relation to persons engaged/employed by it to provide the services under this arrangement shall alone be responsible and liable to pay wages/salaries to such persons which in any case will not be less than the minimum wages as fixed or prescribed for the category of workers employed by it from time to time or by any authority constituted by or under any law.

4. REPORTING TIME AND PLACE

- a) The personnel of the second party shall provide the requisite services as fixed in the tender document or as the first party may require from time to time.
- b) The second party shall decide the modus operandi as to engage personnel, machines for rendering proper and efficient services, and to conform to its prescribed standard of hygiene.

5. DISCIPLINE

- a) The personnel of the second party shall always be tidily dressed in the uniform supplied by the second party at their own cost. The pattern of uniform to be supplied by the second party will be a different pattern from that given by the first party to its employees. Further, the second party shall issue identity cards, in its own name and trading style, to its personnel deputed for rendering the said services, which, at the first party's option, would be subject to verification at any time. The first party may refuse entry into its premises to any personnel of the second party not bearing such an identity card or not being tidily dressed. All personnel of the second party shall carry and display duty passes, if any, issued by the first party.
- b) The first party shall always have the right and liberty to do a surprise inspection at its sites.
- c) The services rendered by the second party under this agreement will be under the close supervision, coordination, and guidance of the first party. The second party shall frame an appropriate procedure for taking immediate action as may be advised by the first party from time to time.
- d) It is understood between the parties hereto that the second party alone shall have the right to take disciplinary action against any person engaged/ employed by its, while no right whatsoever shall vest in any such person to raise any dispute and or claim whatsoever against the first party for any purpose, whatsoever, nor would first party be liable for any claim whatsoever, of any such persons.
- e) All personnel shall abide by the security/safety/discipline directives issued by the first party.
- f) Any erring personnel of the second party must be removed by the second party whenever such a request is made by the first party on matters of discipline/violation of the Institute rules.

6. NATURE OF AGREEMENT

The parties hereto have considered and agreed to and have a clear understanding of the following aspects.

- a) This agreement is for providing the aforementioned services and is not an agreement for the supply of contract labor. It is clearly understood by the second party that the persons employed by the second party for providing services as mentioned herein shall be the employees of the second party only and not of the first party. The number of persons to be employed and the individual person to be employed for providing the said services shall be decided by the second party, who shall be liable to make payment to their said employees towards their monthly wages/ salaries and other statutory dues like ESI, minimum wages, bonus, gratuity, etc.

- b) First party shall not be liable for any obligations/ responsibilities, contractual, legal or otherwise, towards the second party's employees/ agents or to the said employees/ agents directly or indirectly, in any manner whatsoever.
- c) The employees/ personnel of the second party rendering the services under this agreement shall never be deemed to be the employees of the first party in any manner whatsoever and shall not be entitled to claim for employment, salary/wages, damages, compensation, or anything arising from their deployment by the contractor from the first party.

7. STATUTORY COMPLIANCES

- a) Second Party shall obtain all registrations/permissions/licenses, etc. which are may be required under any labour or other legislations for providing the services under this agreement.
- b) It shall be the second party's responsibility to ensure compliance with all the central and state government rules and regulations with regard to the provisions of the services under this agreement. The second party indemnifies and shall always keep the first party indemnified against all losses, damages, claims, and actions taken against the first party by any authority/office in this regard.
- c) The second party undertakes to comply with the applicable provisions of all welfare legislations and, more particularly, with the Contract Labour (Regulation and Abolition) Act, 1970, if applicable, for carrying out the purpose of this agreement. The second party shall further observe and comply with all government laws concerning the employment of staff employed by the second party and shall duly pay all sums of money to such staff as may be required to be paid under such laws. It is expressly understood that the applicability of various Acts and taking necessary action to comply with the requirements of law.

8. INDEMNIFICATION

- a) The second party shall at its own expense make good any loss or damage suffered by the first party as a result of the acts of commission or omission, negligently or otherwise, of its personnel while providing the said services at any of the premises of the first party or otherwise.
- b) The second party shall at all times indemnify and keep indemnified the first party against any claim on account of disability/ death of any of its personnel caused while providing the security services within/ outside the site or other premises of the first party which may be made under the workmen's compensation Act, 1923 or any other acts or any other statutory modifications thereof or otherwise for or in respect of any claim for damage or compensation payable in consequences of any accident or injury sustained by any working or other personnel of the second party or in respect of any claim, damage or compensation under labor laws or other laws or rules made there under by any person whether in the employment of the second party or not, who

provided or provides the services at the site or any other premises of the first party as provided hereinbefore.

- c) The second party shall at all times indemnify and keep indemnified the first party against any claim by any third party for any injury, damage to the property or person of the third party or for any other claims whatsoever for any acts of commission or omission of its employees or personnel during the hours of providing the services at the first party's premises or before and after that.
- d) That, if at any time, during the operation of this agreement or thereafter the first party is made liable in any manner whatsoever by any order, direction or otherwise of any court, authority or tribunal, to pay any amounts whatsoever in respect of or to any event not restricted but including as mentioned in sun-clauses (a), (b) and (c) hereinabove, the second party shall immediately pay to the first party shall be final and binding upon the second party. The first party shall be entitled to deduct any such amounts as aforesaid from the security deposit or from any pending bills of the second party.

9. LIABILITIES AND REMEDIES

In the event of failure of the second party to provide the services or part thereof as mentioned in this agreement for any reasons whatsoever, the first party shall be entitled to procure services from other sources and the second party shall be liable to pay forthwith to the first party the difference of payments made to such other sources, besides damages at double the rate of payment.

10. LOSSES SUFFERED BY SECOND PARTY

The second party shall not claim any damages, costs, charges, expenses, liabilities arising out of performance/ non-performance of services, which it may suffer or otherwise incur by reason of any act/ omission, negligence, default or error in judgment on part of itself and/or its personnel in rendering or non-rendering the services under this agreement.

11. TERM

This agreement shall be effective for a period of one-year i.e. _____ and can be extended further for such period and on such terms and conditions as may be deemed fit and proper by the first party.

12. TERMINATION

- a) Either party can terminate this agreement by giving one month's written notice to the other without assigning any reason and without payment of any compensation thereof. However, the first party shall give only a 24-hour notice for termination of this agreement to the second party when there is a major default in compliance with the terms and conditions of this agreement or the second party has failed to comply with its statutory obligations.
- b) If the second party commits a breach of any covenant or any clause of this agreement, the first party may send a written notice to the second party to rectify such breach within the time limit specified in such notice. In the event the second party fails to rectify such breach within the stipulated time, the agreement shall forthwith stand

terminated, and the second party shall be liable to the first party for losses or damages on account of such breach.

- c) This agreement may be terminated forthwith if the second party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefit of creditors. The other party shall have the right to immediately terminate this agreement.

13. ASSIGNMENT OF AGREEMENT

This agreement is executed on the basis of the current management structure of the second party. No assignment of this agreement, in part or whole, to any third party shall be permitted, and violation of this clause shall be a ground for immediate termination of this agreement forthwith.

14. COMPOSITION AND ADDRESS OF SECOND PARTY

- a) The second party shall furnish to the relevant papers regarding its constitution, names and addresses of the management and other key personnel of the second party, and proof of its registration with the concerned government authorities required for running such a business of the second party.
- b) That the second party shall always inform the first party in writing about any change in its address or the names and addresses of its key personnel. Further, the second party shall not change its ownership without prior approval of the first party.

15. SERVICE OF NOTICES

Any notice or other communication required or permitted to be given between the parties under this agreement shall be given in writing at the following address or such other addresses as may be intimated from time to time in writing

First Party	Second Party
The Registrar, Indian Institute of Science Education and Research (IISER) TIRUPATI Srinivasapuram-Jangalapalli Village, Panguru(G.P), Yerpedu Mandal Tirupati(Dist)- 517619	

16. CONFIDENTIALITY

It is understood between the parties hereto that during the course of business relationship, the second party may have access to confidential information of first party and it undertakes that it shall not, without first party's prior written consent, disclose, provide or make available any confidential information in any form to any person or entity or make use of

such information. This clause shall survive the period of 5 years from the date of expiry of this agreement or earlier termination thereof.

17. AMENDMENT/ MODIFICATION

The parties can amend this agreement at any time. However, such amendment shall be effective only when it is reduced to writing and signed by the authorized representatives of both parties hereto.

18. SEVERABILITY

If, for any reason, a court of competent jurisdiction finds any provision of this agreement, or portion thereof, to be unenforceable, that provision of the agreement will be enforced to the maximum extent permissible to affect the intent of the parties, and the remainder of this agreement shall continue in full force and effect.

19. CAPTIONS

The various captions used in this agreement are for the organizational purpose only and may not be used to interpret the provisions hereof. In case of any conflicts between the captions and the Text, the Text shall prevail.

20. WAIVER

At any time, any indulgence or concession granted by the first party shall not alter or invalidate this agreement nor constitute the waiver of any of the provisions hereof after such time, indulgence or concession shall have been granted. Further, the failure of the first party to enforce at any time, any of the provisions of this agreement or to exercise any option which is herein provided for requiring at any time the performance by the second party of any of the provisions hereof, shall in no way be construed to be a waiver of such provisions of this agreement nor in any way affect the validity of this agreement or any part thereof or the right of the first party to enforce the same in part or in the entirety of it. Waiver, if any, has to be in writing.

21. FORCE MAJEURE

Neither party shall be in default if a failure to perform any obligation hereunder is caused solely by supervening conditions beyond that party's reasonable control, including acts of god, civil commotion, strikes, acts of terrorism, labour disputes, and governmental or public authority's demands or requirements.,

22. DISPUTE RESOLUTION

This agreement shall be deemed to have been made/ executed at Tirupati for all purposes. In the event of any dispute related to the interpretation or rights or liabilities arising out of this agreement, the same shall. At first instance, be amicably settled between the parties. If any dispute is not settled amicably, the same shall be referred to the sole arbitrator to be appointed by the first party. The award given by the arbitrator shall be final and binding on the parties. The place for arbitration shall be Tirupati.



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Srinivasapuram – Jangalapalli Village, Panguru (G.P), Yerpedu Mandal, Tirupati Dist.,
Andhra Pradesh – 517619

Website: www.iisertirupati.ac.in

23. GOVERNING LAW/ JURISDICTION

The applicable law governing this agreement shall be the laws of India, and the courts of Tirupati shall have the exclusive jurisdiction to try any dispute with respect to this agreement.

24. TWO COUNTERPARTS

This agreement is made in duplicate. The second party shall return a copy of this agreement duly signed and stamped as a token of acceptance of all terms and conditions mentioned above. In the event of commencement of work order against this agreement without prior submission of order acceptance, it will be taken that all terms are acceptable.

25. The IISER Tirupati ____ no. _____ dated. _____ shall form part of this agreement.

IN IN WITNESS WHEREOF, THE FIRST PARTY AND THE SECOND PARTY ABOVE SAID HAVE HEREUNTO SUBSCRIBE THEIR HANDS ON THE ____ DAY OF _____ 2025 FIRST MENTIONED ABOVE IN THE PRESENCE OF THE FOLLOWING WITNESSES:

SIGNED, SEALED AND

SIGNED, SEALED AND

DELIVERED FOR FIRST PARTY

DELIVERED FOR SECOND PARTY

BY

BY

WITNESS:

WITNESS:



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ANNEXURE –VI

NO RELATIONSHIP CERTIFICATE

[On the Letterhead of the Service Provider/Firm]

This certificate is issued to affirm that we, M/s _____, are participating in the tender process for _____ (specify the goods/services being procured) under tender No. _____ dated _____ issued by the Indian Institute of Science Education and Research Tirupati, hereby declares that there exists no relationship, whether direct or indirect, between any of our employees and any employee of the procuring organization, namely IISER Tirupati.

We understand and acknowledge that in the event of any such relationship being discovered at any stage during the tender process or subsequent contract execution, we shall accept full responsibility for such findings.

Furthermore, we undertake that we are liable to be blacklisted by the procuring organization, and the Earnest Money Deposit (EMD) and Performance Bank Guarantee (PBG) submitted by us will be forfeited by IISER Tirupati without any recourse.

This declaration is made in good faith and with full awareness of the consequences of providing false information.

Place: _____

Date: _____

Authorized Signatory
(Signature of the Service Provider with Official Seal)



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ANNEXURE –VII

UNDERTAKING FOR SUBMISSION OF PERFORMANCE BANK GUARANTEE

[On the Letterhead of the Service Provider/Firm]

Date:

Tender No:

We undertake to submit **Performance Bank Guarantee (PBG) of ₹ 1,50,000/-** (One Lakh Fifty Thousand rupees only) in case IISER Tirupati decides to award the contract to us against tender no _____ dated for providing **General Store and / Stationery Shop** services at the campus. The PBG will be valid for 15 Months from the date of commencement of the contract.

Thanking you,

Sincerely,

For M/s _____

(Name of the Service Provider)

Signature & company Seal

Name, Designation, and contact



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ANNEXURE –VIII

ACCEPTANCE OF TENDER TERMS

[On the Letterhead of the Service Provider/Firm]

Date:

To,

The Director

Indian Institute of Science Education and Research Tirupati

Sub: Unconditional Acceptance of Terms & Conditions of the Tender.

Tender Reference No: _____ Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded/obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely _____ as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization have also been taken into consideration while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of the above-mentioned tender document(s) / corrigendum(s) in their totality/entirety.
5. I / We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit.

Yours faithfully,

(Signature of the Service Provider, with Official Seal)



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ANNEXURE –IX

AUTHORIZATION FOR ATTENDING PRE-BID MEETING

(The Service Provider shall fill in this Form by the instructions indicated on its letterhead.)

Service Provider's Name _____

Date.....

To

REGISTRAR,

IISER, TIRUPATI, – 517619 (A.P.)

Ref: CPP Portal Bid No.: dated..... ;

Tender Title: **Running a General Store and / Stationery Shop**

Subject: Authorization for attending Pre-bid Meeting on _____(date).

The following persons are hereby authorized to attend the Pre-bid Meeting for the tender mentioned above on behalf of _____(Service Provider) in order of preference given below.

Sr. No.	Name Government Photo ID Type/Number	Government Photo ID Type/ Number
1		
2		
Alternate Representative		

Note:

1. A maximum of two representatives (carrying valid Government photo IDs) shall be permitted to attend the Pre-bid opening. An alternate representative shall be permitted when regular representatives are not able to attend.
2. Permission to enter the hall where the pre-bid meeting is conducted may be refused if authorization as prescribed above is not submitted.

Date:

Signatures of the Service Provider
or

Place:

Officer authorized to sign the bid.

Documents on behalf of the Service Provider

[Name & address of the Service Provider with Official Seal]



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ANNEXURE –X

DECLARATION OF SITE VISIT – GENERAL STORE AND / STATIONERY SHOP

[On the Letterhead of the Service Provider/Firm]

I/We, _____, the undersigned, [Name of the Partner/s or Authorized Representative of Service Provider], representing [Name of the Service Provider/Firm], it is hereby declared that a thorough inspection and assessment of the premises at New Dining Block at IISER Tirupati Campus has been conducted by us. This includes verification of existing facilities, infrastructure, utilities, and service points where the supply, installation.

During the site visit, we have carefully reviewed and recorded the layout and functioning of the premises. Assessed existing available space, water and power supply, drainage, and related utilities. Verified locations designated for storage and service areas. Understood the operational requirements and any logistical constraints relevant to the execution of the contract. We confirm that the bid submitted is based on actual conditions observed during the site visit, and we are fully aware of the responsibilities, risks, and requirements involved.

Furthermore, we agree that: Any omissions, errors, or misjudgments on our part regarding the site conditions shall not be considered a ground for extra claims or changes post-award. We shall undertake the execution of services/supplies strictly as per the site conditions observed and the terms of the tender. We acknowledge that the accuracy and completeness of our bid rely on the inspection carried out, and we shall not raise any claims for additional compensation on account of site conditions.

Representative, IISER Tirupati

Name:

Designation:

Contact No.

Authorized Signatory (Service Provider)

Name:

Designation:

Contact No.

Seal

Seal

Place: _____

Date: _____

CHECKLIST FOR SERVICE PROVIDERS

SERVICE PROVIDERS are to indicate whether the following are enclosed/mentioned by striking out the non-relevant option.

(Technical - Bid)				
(Following documents to be provided as a single PDF file)				
Sl. No.	Documents	Annexure No	File Type	Document Attached
1.	SCANNED COPY OF EMD OF ₹ 1,00,000/- (Rupees One Lakh only)		.PDF	(Yes /No)
2.	ITEMS TO BE SOLD IN THE SHOP	II	.PDF	(Yes /No)
3.	BID SECURING DECLARATION FORM	III	.PDF	(Yes /No)
4.	DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION	IV	.PDF	(Yes /No)
5.	DRAFT AGREEMENT FORMAT	V	.PDF	(Yes /No)
6.	NO RELATIONSHIP CERTIFICATE	VI	.PDF	(Yes /No)
7.	UNDERTAKING FOR SUBMISSION OF PERFORMANCE BANK GUARANTEE	VII	.PDF	(Yes /No)
8.	ACCEPTANCE OF TENDER TERMS	VIII	.PDF	(Yes /No)
9.	AUTHORIZATION FOR ATTENDING PRE-BID MEETING	IX	.PDF	(Yes /No)
10.	UNDERTAKING FOR THE SITE VISIT	X	.PDF	(Yes /No)
11.	TENDER TERMS & CONDITIONS ACCEPTANCE SIGNED WITH OFFICIAL SEAL IS ATTACHED	-	.PDF	(Yes /No)

(Financial - Bid)				
(Following documents to be provided as a single PDF file)				
Sl. No.	Documents	Annexure No	File Type	Document Attached
1.	FINANCIAL BID SHOULD BE SUBMITTED IN EXCEL (BOQ) FORMAT	I	.PDF	(Yes /No)



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IMPORTANT NOTICE

Service Providers responding to this enquiry shall be deemed to agree to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Service Provider. Conditional tenders are liable to be rejected. IISER TIRUPATI will process the tender as per IISER TIRUPATI standard procedures. The director of the Institute reserves the right to reject any or all or part of the tender without assigning any reason, and shall also not be bound to accept the lowest tender. IISER TIRUPATI would not be under any obligation to give any clarifications to the agencies whose bids are rejected.

I agree to all the terms and conditions mentioned in the tender document of the Institute.

Signature of the Service Provider.