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/05/26**

दिनांक/**Dated: 18/11/2026**

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INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

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

TENDER NOTICE

Tender Reference No. IISERT/ADMIN/04/26

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	**18/11/2026**	**17:00 hrs**
2.	बोली–पूर्व बैठक /Pre-Bid meeting	**23/11/2026**	**11:00 hrs**
3.	बोली जमा करने की प्रारंभ तिथि Bid Submission Start Date	**24/11/2026**	**15:00 hrs**
4.	बोली जमा करने की अंतिम तिथि Bid Submission Close Date	**07/12/2026**	**15:00 hrs**
5.	तकनीकी बोलियों का खुलना Opening of Technical Bids	**08/12/2026**	**15:30 hrs**

PRE-BID MEETING:

1. IISER Tirupati will be conducting a Pre-bid meeting through Google Meet on **23/11/2026** 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 **22/11/2026**.
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-VIII** 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, uninterrupted high-speed internet connection and a working microphone and camera on 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 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, 91-8826246593.**

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	Page No
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 Authorised person		
	i) Name		
	ii) Designation		
	iii) Land Line No		
	iv) Mobile No		
	v) Email		
	vi) Website		
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) Trade Licence (Attach attested Copy).	Submitted / Not Submitted	
	ii) FSSAI Licence (Attach attested Copy).	Submitted / Not Submitted	

	iii) Permanent Account Number (PAN) (Attach attested Copy).	Submitted / Not Submitted	
	iv) GST registration (Attach attested Copy).	Submitted / Not Submitted	
	v) PF, ESIC Registration, and Labour Licence if applicable (Attach attested Copy). **[These documents are mandatory for the bids to be considered]**	Submitted / Not Submitted	
7.	The Service Provider must have a valid registration and trade licence for at least one year, demonstrating experience in providing similar services (s) for operating a **General Store and Stationery Shop**. Valid registration and trade licence for the same must be provided.	Submitted / Not Submitted	
8.	The agency/firm/company should have an annual turnover of at least **Rs. 15 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 **2023-2024, 2024-2025 & 2025-2026.** **[These documents are mandatory for the bids to be considered.]**	Financial Year - 2025-2026: Rs. _____ Financial Year - 2024-2025: Rs. _____ Financial Year - 2023-2024: 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 **Declaration Regarding Clean Track Record / No Legal Action** placed	Submitted / Not Submitted	

	under **(Annexure-IV)** on a letterhead in the prescribed format.		
13.	Submit all pages of the **Draft agreement (Annexure-V)** that are signed by the Service Provider	Submitted / Not Submitted	
14.	Submit a **No Relationship Certificate** placed under **(Annexure-VI)** on a letterhead in the prescribed format.	Submitted / Not Submitted	
15.	Submit an **Undertaking for Submission of Performance Bank Guarantee** placed under **(Annexure-VII)** on a letterhead in the prescribed format.		
16.	Submit the **Acceptance of Terms and Conditions (Annexure-VIII)** certificate on a letterhead in the prescribed format.	Submitted / Not Submitted	
17.	Submit the **Declaration of Site Visit (Annexure-X)** certificate on a letterhead in the prescribed format.	Submitted / Not Submitted	
18.	Submit all pages of the tender document that are signed by the Service Provider.	Submitted / Not Submitted	
19.	Any other information relevant to the Tender	Submitted / Not Submitted	

Place: _____

Date: _____

Signature of Service Provider

Name, Address Rubber Stamp

Note:

The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year should be as indicated above in the bid document. Documentary evidence, in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant/ Cost Accountant indicating the turnover details for the relevant period, shall be uploaded with the bid. In case the date of constitution/ incorporation of the bidder is less than 3 years old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criterion.

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, & Bedding accessories, 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 at 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 their 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 licence** 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

2.3.3. FSSAI Licence

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 licence fee of ₹7550 /- to IISER Tirupati.** GST on licence fees @ 18% or as per the prevailing Government rates shall be payable.
   - **3.2.** The contractor has to pay the monthly **Licence fee before the 7th of every month.** In the event of failure to do so, the contractor will not be allowed to open the shop until the rent is paid (any deviation from this is to be duly approved in advance by the competent authority of the Institute).
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 and meter reading, as per the tariff fixed by the Institute **(currently ₹7 per unit)**, including the surcharge and applicable taxes, if any, as 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 until 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 **01/01/2027** after the receipt of communication in the form of a letter/email 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** may 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 two years. The contract may be extended for an additional year, subject to satisfactory performance and upon assessment of performance under the contract for the previous year**. If the contractor is unwilling to extend the contract beyond two years, the contractor shall give three months' notice prior to the expiry of the contract period.**
8. **Earnest Money Deposit Details:** Earnest Money Deposit (EMD) of ₹ **1,00,000/- (Rupees One Lakh only)** shall be paid through the Central Public Procurement Portal (CPPP) using the available online payment modes, including Net Banking/RTGS/NEFT/, within the stipulated date and time.
   In case the EMD is paid through RTGS/NEFT, the proof of successful payment, along with relevant supporting documentation, must be uploaded on the CPP Portal at the time of bid submission. Failure to upload valid proof of payment shall result in rejection of the bid.

   Where submission of EMD in the form of Bank Guarantee (BG) or Demand Draft (DD) is permitted, the BG/DD shall be drawn/ issued from a Nationalized / Scheduled Bank in favour of The Director, IISER Tirupati. In such cases, the original hard copy of the BG/DD must be submitted to IISER Tirupati before the bid submission deadline, as specified in the tender document. Non-submission of the hard copy within the prescribed time shall render the bid liable for rejection.
   Service Providers registered as Micro & Small Enterprises (MSEs) and engaged relevant to this tender, shall be eligible for exemption from payment of EMD, subject to submission of valid MSE registration certificate uploaded on the CPP portal at the time of bid submission. Bids not accompanied by the prescribed EMD, or without valid exemption documents, as applicable, shall be summarily rejected.

IISER Tirupati Bank details 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.

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.

10.3. The evaluation shall be based upon scrutiny and examination of all relevant data and details submitted by the Bidder in its/ his bid and other allied information deemed appropriate by the Procuring Entity. Evaluation of bids shall be based only on the criteria/ conditions included in the Tender document.

10.4. The Institute will award the contract to the successful Bidder based on the parameters notified in the Financial Bid.

10.5. 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 **27 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:** If the Service Provider fails to furnish order acceptance within **7 days** 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 Deputy Registrar (Stores & Purchase), IISER Tirupati during working hrs. on phone no 0877-2500-205 /0877 2500 -233/235 or at all times on purchase@iisertirupati.ac.in.**

16. **Site Visit:** Interested Service Providers may, if they so desire, conduct a site visit to assess and acquaint themselves with the infrastructure provided in the Shop, as mentioned in the tender document, where the services are to be rendered. The site visit is intended to facilitate the Service Providers in understanding the scope of services, existing conditions, and other relevant details required for submission of their bids. Service Providers who undertake the site visit may submit the Site Visit Form attached as **Annexure X**, duly signed by both parties, along with their bid. Non-submission of the Site Visit Form shall not render the bid liable for rejection.

17. **Accounting and Payment:**

    17.1. IISER Tirupati shall have no financial liability towards the sale of goods. The Service Provider shall be solely responsible for all collections and payments related to shop operations.

    17.2. The bidder shall offer the maximum uniform discount on M.R.P. (Maximum Retail Price) which is printed on the products/items. In case there is any anomaly between the uniform discount quoted in figures and words, then the highest discount mentioned either in words or in figures will be considered for bid evaluation.

    17.3. The contractor will be paid on M.R.P. less discount. No extra amount towards GST or any other levy/tax will be paid which has to be borne by the contractor. Tampering with the printed M.R.P. of the General Store and Stationery items is strictly prohibited.

    17.4. 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.

    17.5. The contract shall be awarded to the **eligible and technically qualified firm offering the highest discount on the printed M.R.P. of General Store and Stationery items**, subject to fulfilment of all the terms and conditions stipulated in the tender.

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 and students. They shall strictly adhere to and remain fully aware of the applicable general sensitization rules.

19.5. The Institute does not guarantee any minimum number of users or volume of business at any point in time and shall not be responsible for any break or interruption in the academic schedule due to any unforeseen situations or circumstances 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 **Director, 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 tosupervise 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. The Service Providers for the operation of the facility shall fulfill the following responsibilities regarding cleanliness and sanitation.

21.2. The Service Provider shall submit to the Administration Department, for approval, a list of all workers proposed to be deployed in the Shop, along with their complete details, including local and permanent addresses, contact details, recent photographs, and other relevant particulars. The Service Provider shall ensure that **proper background verification of all workers is carried out prior to their deployment**. No worker shall be permitted to work in the Shop without prior approval of the Administration Department.

21.3. The Service Provider shall have to submit a medical fitness certificate periodically (every six months), certified bythe Medical Officer of the Institute as proof of workers being healthy and fit to work inthe **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. The tenderer shall be responsible for the background verification of all staff engaged by them.

21.6. If and whenever any of the Service Provider's 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.

21.7. 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.

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

21.9. The Service Provider shall be responsible for the proper behaviour 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 Director, 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. In such an event, the Performance Bank Guarantee (PBG) furnished by the Service Provider shall be liable to be forfeited in full, without prejudice to any other action or remedies available to the Employer under the terms and conditions of the Contract.

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. All Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

    For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

    The Service Providers shall, therefore, be responsible for ensuring compliance under:
    1. All notified and enforceable provisions of the new Labour Codes as mentioned herein above; and
    2. All operative provisions of the erstwhile Labour Laws until their complete substitution.

    All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Service Provider. Any noncompliance shall constitute a breach of the contract and shall entitle the IISER Tirupati to take appropriate action in accordance with the contract and applicable law.

29. Arbitration:

29.1. 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.

29.2. 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 de novo.

29.3. 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.

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

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

29.6. 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.

30. 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.

31. Important Notes:

31.1. 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.

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

31.3. 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.

31.4. 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.

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

32. 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 licence 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.	Damage to the Institute infrastructure	5,000/-
12.	Possession /sale of restricted items, alcohol/tobacco, or consumption of Tobacco items	Legal actions / Forfeiture of PBG and /or Cancellation of contract

2. The service provider has to pay the fine imposed by the Institute within **15 days** of the fine-imposing date, failing which, the **Director, IISER Tirupati** 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.

ANNEXURE –I

FINANCIAL BID

S.No.	Particulars	Maximum uniform discount offered on M.R.P.			
		Stationery Items (20% weightage)	**Personal Care Products (35% weightage)**	**General Products (35% weightage)**	**Bedding Accessories (10% weightage)**
		(A)	**(B)**	**(C)**	**(D)**
1	Running a General Store and Stationery Shop at IISER Tirupati.				

Note:

General Financial & Bidding Conditions

1. **Mandatory Comprehensive Quoting (All-or-Nothing Clause)**
   - **1.1.** The bidder must quote a discount percentage for all four mandated categories: (A) Stationery Items, (B) Personal Care Products, (C) General Products, and (D) Bedding Accessories.
   - **1.2.** Partial bidding shall not be permitted. The bidder shall quote a valid numerical discount percentage against each of the four categories.
   - **1.3.** A genuine 0% discount shall be considered a valid quote. However, leaving any category blank, quoting an invalid/non-numerical value, or otherwise failing to provide a valid discount percentage for any category shall render the financial bid non-responsive and liable for rejection.
2. **Pricing Integrity and MRP Compliance**
   - **2.1.** The quoted discount percentage shall be a flat discount rate applied strictly to the Maximum Retail Price (MRP) printed on the respective products.
   - **2.2.** The offered discount percentages must remain firm and fully applicable throughout the entire duration of the contract period. No escalation, modification, or renegotiation of the quoted discounts will be entertained under any circumstances once the financial bid is opened.
   - **2.3.** The bidder shall not charge any amount over and above the applicable price arrived at after applying the quoted discount to the printed MRP, except where specifically permitted under the tender conditions.

3. **Financial Evaluation and Determination of the Highest Evaluated Bidder**

3.1. The financial evaluation shall be based on the Weighted Average Discount (WAD) and shall not be based on a simple arithmetic average of the discounts quoted for the four categories.

3.2. The Weighted Average Discount shall be calculated as follows:

WAD = (A × 20%) + (B × 35%) + (C × 35%) + (D × 10%)

where:

A = Discount quoted for Stationery Items;

B = Discount quoted for Personal Care Products;

C = Discount quoted for General Products; and

D = Discount quoted for Bedding Accessories.

3.3. The bidder securing the highest Weighted Average Discount shall be ranked as the Highest Evaluated Bidder (HEB), subject to the fulfilment of all other terms and conditions of the tender.

3.4. The Institute reserves the right to verify the calculations and arithmetic accuracy of the financial bids before final determination of the ranking.

4. **Tie-Breaking Protocol**

4.1. In the event that two or more bidders obtain exactly the same highest Weighted Average Discount, the bidder having the highest average annual turnover during the three immediately preceding completed financial years shall be ranked higher.

4.2. The turnover shall be determined on the basis of the audited financial statements/turnover certificate submitted by the bidder as part of the tender.

4.3. In the event that the turnover is also identical, the Institute may adopt an appropriate tie-breaking mechanism as specified in the tender or seek a final competitive offer from the tied bidders, subject to applicable procurement rules.

5. **Prevention of Unbalanced Bidding**

5.1. Bidders are free to quote competitive discounts for each category. However, where the quoted discounts appear to be prima facie abnormal, commercially unsustainable or inconsistent with the bidder's ability to perform the contract, the Institute may seek written clarification and supporting financial justification from the bidder. The bidder shall provide such clarification and supporting documents within the time specified by the Institute.

5.2. Where, upon examination of the clarification and supporting documents, the Institute is satisfied that the quoted discounts are commercially unsustainable and may adversely affect the bidder's ability to fulfil the contractual obligations, the bid may be rejected in accordance with the applicable procurement provisions.

5.3. Mere variation in the discounts quoted across different categories shall not, by itself, constitute a ground for rejection, provided the quoted discounts are valid and the bidder is otherwise capable of fulfilling the contractual obligations.

Note: The Financial Bid should not be disclosed in the Technical Bid.

ANNEXURE –II

ITEMS TO BE SOLD IN THE SHOP
INDICATIVE ITEMS

Stationery Items		
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		
S. No	**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 etc.,
7.	Eye Kajal, Eyeliner, Mascara	Lakme, Eyetex, Maybelline etc.,
8.	Face powder	Ponds, Yardley, Dazzler etc.,
9.	Face packs & wash	Lotus, VLCC, Himalaya, Lakme, etc.
10.	Hair oils, Henna	Parachute, Vatika, Induleka, Vcare, Anoos, 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 etc.,
16.	Soaps	Lux, Mysore sandal, Santoor, Dove, Pears, etc.
17.	Hair Removers	Veet, Ayur, Himalayas, Nature's, Jovees
18.	Razors	Gillette, any other Branded and high-quality
19.	Tooth Brush	Colgate, Oral-B, Sensodyne etc.
20.	Tooth Paste	Colgate, Dabur Red, Sensodyne, Pepsodent etc.
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 etc.

General Products		
S. No	**Products**	**Brand**
1.	All types of packaged and ready-to-eat food and edible items, including but not limited to chips, chocolates, popcorn, biscuits, protein bars, roasted makhana, confectionery, namkeen, dry fruits, nuts, cookies, wafers, snack items, ice creams and other food products, shall comply with the applicable FSSAI requirements and shall be sourced, stored and sold in accordance with the applicable food safety regulations.	FSSAI-approved brands
2.	Buckets	Cello, Milton
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.	Room fresheners	Odonil, Godrej Aer, etc.
11.	Tissues	Premier, So-Soft
12.	Detergent powder	Ariel, Surf Excel, Tide, Rin, etc.
13.	Detergent soaps	Surf Excel, Rin, Tide, etc.

Bedding Accessories		
Sno	**Products**	**Brand**
1.	Mattress	Branded and High Quality
2.	Pillows	Branded and High Quality
3.	Bedsheets	Branded and High Quality
4.	Pillow protectors	Branded and High Quality

Note:

1. If the service provider desires to sell any items other than the above-mentioned items, the Service Provider should obtain prior approval from the IISER Tirupati.

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

ANNEXURE –IV

DECLARATION REGARDING CLEAN TRACK RECORD / NO LEGAL ACTION

(To be submitted on the Letterhead of the Service Provider)

I, _____, authorized signatory of M/s _____ (Name of the Service Provider / Firm), having its registered office at _____, hereby solemnly declare that:

1. **M/s _____** is **not blacklisted or debarred by any Central Government / State Government / Public Sector Undertaking (PSU) / Autonomous Body / Statutory Authority / Institute**, including educational and research institutions, in India.

2. No **criminal case, vigilance case, or legal proceeding** is registered or pending against the firm or its **proprietor/partners/directors**, either in India or abroad, in connection with its business operations, including telecom services or telecom infrastructure activities.

3. No such case is registered or pending against any **branch/office/associate entity** of the firm.

4. I/We further declare that the firm has a **clean track record** with respect to **running a General Store and Stationery Shop for Dining Block at IISER Tirupati**.

5. I/We certify that the information furnished above is **true, correct, and complete** to the best of my/our knowledge and belief. In the event that any information provided herein is found to **be false, misleading, or incorrect** at any stage, **IISER Tirupati** shall be at liberty to **reject the bid, terminate the contract, forfeit the EMD / Performance Security**, and/or **blacklist the firm**, without prejudice to any other rights available under law.

This declaration shall form an integral part of the Tender / Contract Agreement for **running a General Store and Stationery Shop for Dining Block at IISER Tirupati**.

Date: _____

Place: _____

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Company Name & Seal: _____

Contact No.: _____

ANNEXURE –V

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 (IISER) 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)

ANNEXURE –VI

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 **27 Months** from the date ofcommencement of the contract.

Thanking you,

Sincerely,

For M/s _____.

(Name of the Service Provider)

Signature & company Seal

Name, Designation, and contact

ANNEXURE –VII

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)

ANNEXURE –VIII

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
Director
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:
Place:

Signatures of the Service Provider
or
Officer authorized to sign the bid
Documents on behalf of the Service Provider
[Name & address of the Service Provider with Official Seal]

ANNEXURE –IX

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 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	Authorized Signatory (Service Provider)
Name:	Name:
Designation:	Designation:
Contact No.	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 nonrelevant option.

(Technical - Bid) **(Following documents to be provided as a single PDF file)**					
S. No	**Documents**	**Annexure No**	**File Type**	**Document Attached**	**Page No**
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.	Declaration of 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)**					
S. No	**Documents**	**Annexure No**	**File Type**	**Document Attached**	**Page No**
1.	Financial Bid should be submitted in Excel (BOQ) Format	I	PDF	(Yes /No)	

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 highest 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

Digitally signed by C V ANTONY JOE
Date: 2026.11.18 15:45:04 IST
Location: eProcure-EPROC