

**INDIAN INSTITUTE OF MANAGEMENT SHILLONG.**

**Umsawli, Shillong-793018**

Website: [www.iimshillong.ac.in](http://www.iimshillong.ac.in)

**No: K1-12010/1/2022-ENGG/3085**

**Dated 14.05.2026**



**Part - A: Technical Bid**

**e-TENDER DOCUMENT**

For

**Allotment/ Lease of Tea and Snacks Shops at Indian Institute of Management Shillong,  
Umsawli Campus, New Shillong Township.**

**INDIAN INSTITUTE OF MANAGEMENT SHILLONG**

**Umsawli, Shillong-793018**

**No: K1-12010/1/2022-ENGG/3085**

**Dated 14.05.2026**

**Name of work: - Tender for tea and snacks Shops at Indian Institute of Management Shillong,  
Umsawli campus, New Shillong Township.**

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**Certified that this N.I.eT. contains 39 pages only in chronological order.**

Chief Administrative Officer  
IIM, Shillong

**INDIAN INSTITUTE OF MANAGEMENT SHILLONG**  
Umsawli, Shillong-793018

Website: [www.iimsillong.ac.in](http://www.iimsillong.ac.in)

Contact No.: 0364 - 2308000

**E-TENDER DOCUMENT**

NleT No.: K1-12010/1/2022-ENGG/3085

Dated 14.05.2026

Name of the Tender Document	: Tender for allotment / Lease of Shops at IIM Permanent campus Purpose of the shops given in the page No.:
<u>Type</u> of Tender Document	: Two Bid System (EMD, Technical Bid & Price Bid)
<u>Area</u> for each Shop	: Details given in the page No.: 26 (Annexure - I)
<u>Minimum License Fee</u> for each shop	: Details given in the page No.: 26 (Annexure - I)
<u>EMD Amount</u> for each shop	: Details given in the page No.: 7 (Clause – 1.10)
<u>Period of Tender Contract</u>	: Two years from the date of allotment. (Initial performance period is for 3 months, based on satisfactory performance the allotment may be extended for another 21 months).
<u>Pre-bid Meeting</u> : Date, Time & Venue	: 28 May 2026 at 11:00 am, IIM Shillong
<u>Last Date of submission of Tender</u> :	: 04 June 2026 up to 2.00 pm.
<u>Date of Opening Technical Bid</u> : Date, Time & Venue	: 05 June 2026 at 2:30 pm
Address for submission of Tender	: Online e-tender through <b>CPPP</b>
Date of opening <u>Price Bid</u> : Date, Time & Venue	: Will be communicated later through CPPP/ e-mail / Mobile /IIMS website.

Chief Administrative Officer  
IIM, Shillong

**INDIAN INSTITUTE OF MANAGEMENT, SHILLONG**  
**Umsawli, Shillong-793018**

**NleT No : K1-12010/1/2022-ENGG/3085**

**Dated 14.05.2026**

**NOTICE for eTENDER**

Indian Institute of Management Shillong invites e-Tenders from experienced, interested and eligible firms/individual/proprietor/Agencies for running/operating of tea and snacks shops at the Institute campus at Umsawli, New Shillong Township.

**DETAILS ARE AS FOLLOWS:**

Minimum License Fee	:	Minimum License Fee fixed by the Institute. <b>Details given in the Annexure-I</b>
GST	:	GST as applicable on the License Fee to be borne by the occupant.
Water charges	:	Water charges for actual consumption should be paid in addition to the License Fee.
Electricity charges	:	Electricity charges at the commercial rate for actual consumption should be paid in addition to the License Fee during the rent period and should be paid to the Institute as per meter reading.
Periodicity of payment:	:	License Fee together with allied charges (Electricity and water charges) shall be payable on or before the 15 <sup>th</sup> of every month.
Eligibility Criteria	:	The applicant should have two years of experience in running a tea and snacks shop or a cafe. All necessary documents (copies) required, such as Shops and Establishments Registration, GST Registration, KHADC Trading License for Non-tribal, FSSAI license, EMD, and tender cost, etc., should be submitted along with the tender document (Technical Bid). The applicant must have at least one similar outlet in Shillong to validate their ability. Proof of the same is to be submitted along with the tender documents. The shop should have the ability to provide good quality service. There should be no legal suit, criminal case pending or contemplated against the proprietor of the shop or the firm on grounds of moral turpitude or for violations of any of the laws in force.
Period of Tender Contract	:	Two years from the date of allotment. (Initial performance period is for 3 months, based on satisfactory performance the allotment may be extended for another 21 months).
Period of Extension	:	May be extended for a further period of up to 3 years (each year of extension shall be considered only on the basis of performance/service). Upon contract extension, the license fee will be revised once a year with a 10% increase from the date of extension. The Institute may, at its discretion, consider extending the contract period, provided the licensee agrees to the Institute's terms and conditions on the revised license fee.

## **SUBMISSION OF PRE-QUALIFICATION DOCUMENTS ALONG WITH THE TENDER DOCUMENT**

The following pre-qualification documents must be submitted with the Tender Document. However, Tender Documents received without any of these documents may be considered invalid, and the price bid will not be opened.

- a) The applicant must be a resident of India, and two of the following documents must be submitted as proof of residence, namely:
  - (i) Passport
  - (ii) Ration Card
  - (iii) Voter Identity Card
  - (iv) Aadhaar Card
- b) Self-attested photocopy of the Ownership Document, and in the case of a firm, a Partnership Deed; in the case of a company, the Registration Certificate under the Companies Act along with the Memorandum of Association, etc., as applicable.
- c) A self-declaration as per ANNEXURE – III (a) or (b) confirming that the applicant or firm, including any partner or close relative such as son, daughter, father, or mother, does not already possess a concurrent license from IIM Shillong for operating the trade specified in this Tender Document.
- d) The applicant should have at least one comparable outlet with a minimum of two years of experience.
- e) One self-attested passport-size photograph should be pasted on the tender form.
- f) A self-declaration stating that the firm or individual is not blacklisted by any government organization and that no criminal or economic offence is pending in any court of law or registered with the police (ANNEXURE –II).
- g) The firm or individual must have a valid shop and establishment registration issued by the Government of Meghalaya.
- h) The firm should have a valid trading license issued by the KHADC for Non Tribal.
- i) The firm should have a valid FSSAI license.
- j) GST registration.
- k) Labour license.
- l) Bank Account details

Chief Administrative Officer  
IIM Shillong

## **IMPORTANT NOTE:-**

- i) Price bid once submitted cannot be revised (unless or otherwise negotiated after opening of bid).
- ii) The tender extension may be given at the sole discretion of IIM Shillong.
- iii) The person who withdraws their tender after bidding will be debarred for the next three years. His or her earnest money deposit shall also be forfeited.
- iv) The owner of the shop should ensure the provision and sale of quality products, and under no circumstances should substandard, spurious/soiled, poor-quality, damaged, or expired articles be stocked or sold. Breaching these conditions may also result in immediate suspension and cancellation of the lease agreement. The products must comply with the rules, regulations, and other laws of the government governing their sale.
- v) In the case of a partnership firm, there must be an authorisation from all the partners to the effect that the partner signing the bid has been authorised to sign the bid document on behalf of all partners.
- vi) In the event of a breach or non-observance of any term or condition of this contract, the Institute may forfeit the Security Deposit, in full or in part, and may levy a fine of up to Rs.2500/- per breach. This will be without prejudice to any other action.
- vii) The Licensee will neither store nor trade in any psychotropic drugs or materials, liquor, Bidi, cigarettes, Pan Masala, etc. The Licensee shall also ensure 'NO SMOKING' inside the premises and display a "No Smoking" sign in the allotted area. Additionally, the Licensee and the Licensee's employees will always observe good behaviour and courtesy towards the customers.
- viii) The licensee shall be responsible for paying the service charge or any other applicable charges or taxes from time to time separately.
- ix) The licenses shall not use any additional common space beyond the shop's allotted area. Encroachment into the service passage, staircase area, and other open spaces is not permitted and will attract penalties.
- x) If the firm or agency is declared insolvent by a court of law, its licence shall be cancelled.

## **TERMS & CONDITIONS**

### **1. GENERAL INSTRUCTIONS**

- 1.1 The intending bidder must read the terms and conditions carefully. He should submit his bid only if he considers himself eligible and has all the required documents. .
- 1.2 Information and instructions for bidders posted on the website shall form part of the bid document. .
- 1.3 The bid document and other necessary documents can be viewed and downloaded from the website [www.eprocure.gov.in](http://www.eprocure.gov.in). Tenders submitted without the required documents and EMD will

be summarily rejected. Tenders lacking any of the specified documents shall be rejected, and financial bids will not be opened.

1.4 Joint ventures are not accepted.

1.5 Minimum Eligibility Criteria: As mentioned in **page 10**

1.6 All mandatory documents mentioned in the tender should be valid on the last date of bid submission. If the bid submission deadline is extended, all documents must still be valid on the original submission date. Eligible bidders can submit their bid if they have concrete proof from the appropriate authority, satisfactory to the competent authority of the Institute.

1.7 Online participation for Tender: Bidders/Tenderers must register on the Central Public Procurement Portal (CPPP) at [www.eprocure.gov.in](http://www.eprocure.gov.in) using a valid Digital Signature Certificate (DSC) and a valid email address to take part in the bidding process. Upon registration, the portal system will provide them with a user ID and password, enabling them to submit their bids online.

1.8 Downloading of tender documents from the website: Tender documents can be downloaded from the CPPP website [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders/Tenderers are required to submit their bids online by scanning and uploading all relevant documents through [www.eprocure.gov.in](http://www.eprocure.gov.in) only. The tender information may also be viewed from the Institute's website at [www.iimshillong.ac.in](http://www.iimshillong.ac.in).

1.9 Tender Fee/Cost of the Tender: A non-refundable Tender Fee of Rs. 590.00 (Rupees Five Hundred) incl. of 18% GST only must be paid online as per link provided and proof of payment receipt to be submitted/ uploaded online along with the tender document within the specified submission period.

PaymentLink:

<https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=mRt902r6He4gJzGK5%2bahA%2flmQoLaymLF5BvtX82%2bqfGvm8ZQsovs9SqWio6IMT3R377iaKerleDq%2b9HOzBkZUtw7nWRw%2bkzJflvPzVEPeCnVPJxr7hemvavQbe67NusYzy0FylG7EuNflaGxBIFZzwVMEKZQqqFQjgoxWTxErE%3d>

1.10 **Earnest money:** Earnest money deposit at Rs **25000/-** to be submitted online as per link provided and proof of payment receipt to be submitted along with the tender.

PaymentLink:

<https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LlfrXUhxSZNRjTx9dgM2XCDyapx3z%2fG2Ciaga8GXlqQDKYubx7NyeCs3Oi4wA7ciOYwl09hKaJbAXQuq7o959RzLUQA%2bLLivYNi6CFH4tKyrJkoW6zHoQ8%2fz3cr8ZwrPqM2IJhzcT07%2fgbaKcl4UldJ1aB1aK2AFAlbgDxw%3d%3d>

1.11 The bidders need to sign, scan, and upload the documentary proof of eligibility criteria along with the necessary documents as mentioned in this tender document during online application for e-Tendering. Without these documents, the tender will be summarily rejected.

1.12 **The bid submitted shall become invalid if-**

- i.) The bidder doesn't upload a scanned copy of the EMD and Tender Cost at the time of online submission of the tender document.
- ii.) The bidder doesn't upload all the relevant testimonials as mentioned in this tender document.
- iii.) the Tenderer must provide the original copies of the eligibility criteria documents along with other documents mentioned in the tender whenever required at various stages of the tender process. If any discrepancy is found between the uploaded documents and the original documents, the bid will be considered invalid.

1.13 merely fulfilling the conditions of the tender paper for a bidder does not automatically qualify the tenderer for the price part of the bid. The acceptance of the tender will be at the discretion of the authority of IIM Shillong, which is not obliged to accept the highest bidder and reserves the right to reject any or all tenders received without providing any reason.

1.14 The tender document shall be uploaded in scanned copies in two parts as follows:

**PART-A:** This stage shall contain the Techno-Commercial Bids with list of the documents mentioned in this tender and any other matter etc. the tenderer wish to submit duly signed with official seal. This shall be treated as, "**TECHNICAL BID**"

**PART-B:** This stage shall contain the Price Bids comprising of the **Value** which needs to be duly filled online only in the given BOQ template (**BOQ.xls**). No other paper other than the online form specified & contained in this package shall be accepted. This shall be treated as, "**PRICE BID**".

Part-A of the tender shall be opened on the date and time as mentioned in the tender notice. The price bids (Part-B) of only those tenderers whose techno-commercial bids (Part-A) are found acceptable shall be opened.

1.15 The technical bids will be opened online by authorized personnel of the Institute on the date and time specified in the tender document. All statements, documents, certificates, proof of EMD/Cost of Tender, etc., uploaded by the bidders will be downloaded and verified for technical evaluation, and the result of the technical bid evaluation will be displayed on [www.eprocure.gov.in](http://www.eprocure.gov.in), which can be viewed by all bidders who participated in the tender.

1.16 The bidder should download the BOQ.xls from the CPP portal and fill in the blank spaces provided for the bidder's name and the value in Rs. The bidder need not modify any other text or background in the BOQ template. The CPP portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) will accept only the given BOQ template, so the rate should not be quoted anywhere else except in the BOQ template.

1.17 The financial bid (price bid), i.e., the Bill of Quantity (BOQ), of only the technically qualified bidder will be opened online by authorized personnel of the institute. The results will be displayed on [www.eprocure.gov.in](http://www.eprocure.gov.in) and can be viewed by all bidders who participated in the tender.

1.18 In case the day of opening the tender falls on a holiday due to a government notification and the tender cannot be opened, it shall be opened on the next working day at the same time.

- 1.19 At any time prior to the submission of the bid, IIM Shillong may, for any reason, amend the bidding document, and the same will be notified on the CPP portal. The amendment will be binding on the participating bidder and will form part of the bid documents.
- 1.20 For the Bidding / Tender Document Purposes, 'Indian Institute of Management, Shillong' shall be referred to as 'Client' and the Bidder / Successful Bidder shall be referred to as 'Contractor' and/or Bidder, used interchangeably.
- 1.21 While all efforts have been made to avoid errors in drafting the tender documents, the Bidder is advised to review them carefully. No claims arising from any errors found in the tender documents shall be entertained.
- 1.22 Each page of the Tender documents must be stamped and signed by the person or persons submitting the Tender as a token of their having understood and accepted the entire tender documents, including the various conditions of the contract. Any Bid with any of the documents not signed in this manner is liable to be rejected at the discretion of the Client. **NO PAGE SHOULD BE REMOVED OR DETACHED FROM THIS BIDDING DOCUMENT.**
- 1.23 The bidder shall attach a copy of the authorization letter or power of attorney as proof of authorization to sign on behalf of the Bidder.
- 1.24 All bidders are hereby explicitly informed that conditional offers, offers with deviations from the contract conditions, bids not meeting the minimum eligibility criteria, technical bids not accompanied by EMD or the requisite tender fee, or any other requirements specified in the tender documents are liable to be rejected.
- 1.25 The parties to the Bid shall be the 'Bidders'.
- 1.26 For all purposes of the contract, including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgment due to the Indian Institute of Management, Shillong. The bidder shall be solely responsible for the consequences of any omission or error in notifying the change of address in the manner as mentioned above.

**2. Security Deposit:**

The successful tenderer should deposit a sum equal to 12 months of the license fee quoted in the tender document as an interest-free security deposit. This amount will be refunded without interest after the license period ends and the key(s) of the licensed building are handed over by the occupant upon vacating the shop. The refund will be subject to the full settlement of dues payable to IIM Shillong, as well as adjustments for any damages, if any, or any other amounts payable. If the security deposit is not paid within 14 days from the date of issue of the allotment order, the allotment order will be cancelled and the EMD will be forfeited.

**3. License Fee:**

The License Fee shall be quoted by the Tenderer. GST as applicable on the License Fee will be charged extra to the allotted shop.

**4. PAYMENT OF LICENCE FEE:**

The successful bidder shall pay the license fee each month in advance on or before the 15th of every month after allotment. The subsequent installments of the license fee are also to be deposited in advance, as per the schedule to be specified in a separate letter issued by the Institute. If the licensee fails to deposit the license fee in advance, the penalty clause is asunder.

**PENALTY OF LICENCE FEE:**

<b>Duration</b>	<b>Penalty</b>
Failing to pay within the specified date	25% of the License Fee amount
Failing to pay by the end of the month	Contract will be terminated

**5. Evaluation Criteria:**

**Eligibility Criteria for Technical Evaluation Bid:-**

- (i) Minimum ONE outlet with relevant documents should be submitted.
- (ii) Minimum Two years' experience with relevant documents should be submitted.
- (iii) Must have related experience of not less than two years. A certificate from the concerned authority proving the experience has to be submitted by the bidder for running the shop. The submitted proof will be evaluated and verified by the Institute. Interested bidders may apply along with sufficient proof of their experience/ability to run such outlets.
- (iv) Good financial health of an individual/firm/company in terms of working capital to run the outlet smoothly. Preference will be given to an individual/firm/company with a good financial position/state. Audited balance sheet for the last three years and profit & loss statement for the last three years to be submitted.
- (v) The bidder must have a PAN number and a GST/GSTIN number. The bidder to whom the contract is finally awarded shall also have a GST number for the outlet in question, if the related law so requires.
- (vi) Any bidder who is already involved in any litigation with the Institute shall be barred from participating in this tender process. Relatives of employees and students are barred from submitting bids.
- (vii) The applicant must be a resident of India, and TWO of the following documents shall be submitted as proof of residence, namely:
  - (i) Passport
  - (ii) Ration Card
  - (iii) Voter Identity Card
  - (iv) Aadhaar Card
- (viii) Self-attested photocopy of Ownership Document, in case of a firm, a Partnership Deed, and in case of a company, the Registration Certificate under the Companies Act, along with the memorandum of association, etc., as the case may be.
- (ix) A self-declaration as per ANNEXURE – III (a) or (b) to the effect that the applicant/firm, either himself/herself or through any partner/close relation, i.e.,

son/daughter/father/mother, does not already have a concurrent licence from the IIM Shillong for running the trade mentioned in this Tender Document.

- (x) One self-attested passport-size photograph should be pasted on the tender Form (C).
- (xi) A self-declaration to the effect that the firm/individual is not blacklisted by any Govt. Organization and that no criminal case or economic offence is pending before any Court of Law or registered with the Police (ANNEXURE –II).
- (xii) The Firm/individual should have a shop and establishment registration issued by the Government.
- (xiii) A Non-Tribal Firm/individual must hold a valid Trading License issued by KHADC, and it should be valid on the date of submission of the tender.
- (xiv) The firm should have a
  - (a) valid FSSAI license.
  - (b) GST registration.
  - (c) Labour license.

The financial bid will be opened only for those who qualify in the Technical Evaluation Bid.

**5.1.1 Financial Evaluation Bid: -**

The highest bidder will be considered, provided they fulfil the other parameters mentioned in this tender.

**5.1.2 Tie Evaluation: -**

In case of a tie in the Financial Bid, IIM Shillong will have the prerogative to decide to whom the shops will be allotted. The decision of the Competent Authority of the Institute regarding the allotment of shops will be final and binding on the tenderer.

5.2 tenderer, in his own interest, should inspect the proposed premises/place before submitting the tender.

**5.3** The successful tenderer shall possess the necessary license as required by government authorities or statutory authorities to operate the proposed shop. The tenderer shall submit the technical bid (excluding the price) (Part - A) Technical Bid—which includes ANNEXURE-I, II, III (a), III (b), ANNEXURE - IV, and Form A, B, C, along with the EMD and tender fee—and the price bid in Part-B, ANNEXURE – V. IIM Shillong shall not be responsible for any loss or delay in receiving the EMD and tender fee sent by post or courier. The tenderer’s name, address,

phone number, mobile number, and e-mail ID, if available, must be written clearly on the left side of the sealed cover. The price bid should be written legibly in figures and words, and any bid below the reserve license fee will be rejected outright. Annexure-IV (Undertaking) must be attached with Part – A (Technical Bid).

- 5.4 The successful bidder must display a list of items sold and services provided, along with the prices approved by the institute, before starting the business.
- 5.5 The technical bids will be opened on 06 May 2026 at **2:30 PM**, in the presence of those tenderers who wish to be present. For any failure in intimation due to incomplete/incorrect address/phone no./e-mail id, etc., or otherwise, the Institute shall not be responsible. It shall be the primary duty of the tenderer to enquire and attend the proceedings.
- 5.6 The Price bids of the technically qualified bidder will be opened on a date intimated to the successful Technical bidder only.
- 5.7 Successful tenderers shall complete all formalities within 15 days, including remittance of the security deposit and execution of the License Deed prescribed by the Institute, and shall start their business within 15 days from the date of allotment of the shop. On failure to commence business within the said 15 days, the tender shall stand cancelled, and the loss suffered by the Institute in this regard shall be deducted from the earnest money/security deposit deposited by the tenderer.
- 5.8 Tenderer should neither be an employee who has been terminated/dismissed from IIM Shillong or from Central or State Govt. Organizations/Undertakings, nor employ anyone who has been terminated/dismissed from IIM Shillong or from Central or State Govt. Organizations/Undertakings. This declaration should be made on a separate sheet and form part of this document.
- 5.9 The shop premises allotted shall be used only for the specified business or trade and shall not be used for any other purpose or business without the written consent of the Institute. The license granted shall not be sublicensed, either fully or in part, to any third parties.
- 5.10 Shops shall run effectively and shall not be closed without notifying the Institute. Shops shall not be kept open beyond the specified timings.
- 5.11 If the shop remains closed for more than 7 days without prior permission from the Institute, it will be presumed to have been closed down and shall be considered as violation of agreement. In such cases, **notice period of one month shall not be applicable** and as such the fresh proposals will be invited for the shop and the loss will be recovered from the first Licensee until taken over by the succeeding Licensee.

- 5.12 The Price of goods proposed to be sold as per pricing to be decided by the internal committee of the Institute. **The price list should be displayed (size 3ft x 2ft)** in front of the Shop Premises. The rates once decided should be strictly adhered to and cannot be changed under any circumstances without prior approval of the Institute and approval should be displayed.
- 5.13 **The license will be valid for two years. After this period, the contract may be extended up to 3 years maximum (each year of extension shall be considered only based on performance/service), with a 10% increase in the license fee each year. The Institute may consider renewal after three years, subject to the Licensee agreeing to the Institute's terms and conditions and paying the revised license fee. However, if the Licensee delays or fails to pay the license fees for more than a month, the Institute reserves the right to terminate the license without further notice.**
- 5.14 Compliance with all applicable statutory requirements, norms, rules, and regulations will be the responsibility of the licensees, including any financial implications. Before starting operations, the successful Tenderer must promptly obtain all necessary licenses, such as Trade License or other relevant licenses, as well as all ancillary permits, permissions, and clearances required by authorities, at their own cost. The successful Tenderer shall be solely responsible for ensuring that these licenses are valid and maintained throughout the entire license period.
- 5.15 The successful tenderer or their employees shall maintain harmony in the hostel, institute, or shopping complex zone and shall not engage in any illegal activities within the institute or hostel premises. In the event of any such activities that are detrimental to the institute's interests, decency, or morality, the institute shall have the right to terminate the agreement immediately.
- 5.16 All applicable taxes and government levies, such as expenditure tax, entertainment tax, sales tax, etc., if any, will be payable in addition to the license fee shall be borne and paid by the licensee.
- 5.17 The successful tenderer shall obtain comprehensive insurance to cover all types of damages to the property, casual/walk-in guests, staff, stocks, stores, spares, equipment, etc. No additions or alterations are to be made in the licensed premises without prior permission from the Institute. If carried out, additions or alterations must be temporary and should be removed when the license period expires.
- 5.18 A License Deed on Rs. 100/- non-judicial stamp paper will be signed between the Institute and the licensee within 15 days of issue of the allotment letter, along with other documents and payments. If not, the mentioned penalty will be imposed.
- 5.19 The licensee shall not employ any child labour in contravention of the LABOUR EMPLOYMENT ACT, 1970. THE LICENSEE WILL BE FULLY RESPONSIBLE FOR IMPLEMENTING LAWS

RELATING TO LABOUR, SHOPS & ESTABLISHMENT, MINIMUM WAGES, ESI, P.F., AND WORKMEN'S COMPENSATION, ETC. The licensee shall be responsible for paying wages and allowances to his staff as per the Minimum Wages Act of Labour Laws, in force, and all statutory dues to the persons employed by him (if applicable.).

- 5.20 The Public Premises (Eviction of Unauthorized Occupants) Act, 1971, applies to all shop allotments.
- 5.21 Safety standards should be maintained. Fire extinguishers (2 Kg & 4.5 Kg dry type), sand buckets, should be installed in accessible places and should be in working conditions. List of emergency number should be displayed in a prominent place. First aid measures should also be available for emergencies
- 5.22 As per the directions of the Government of India, the Licensee shall facilitate a swipe payment machine and also provide the UPI-based payment system. The Licensee shall further display its VPA (virtual payment address) or QR-Code on the display board to enable consumers to make payments via the UPI App (BHIM or equivalent), in addition to cash payments. If a common digital payment system is adopted in the institute, such a payment system must be accepted.
- 5.23 This is solely an invitation to submit tenders, and the Institute makes no commitment regarding the allotment.
- 5.24 The Institute reserves the right to **ACCEPT or REJECT ANY or ALL of the TENDER** without assigning any reasons thereof.
- 5.25 The shop is exclusively intended for use by the Staff, Residents, Students, Visitors, and Workers under contractors of the Institute. However, all workers of the shop must invariably carry their ID cards (provided by their employer), which should be produced to security personnel and other Institute authorities whenever asked.
- 5.26 The shop will operate on a non-exclusive basis, and the Competent Authority may open multiple shops of the same kind, either initially or later, in the same premises or other premises of the Institute. The licensee shall not have the right to object or claim deductions regarding the license period, license fee, or security deposit. If another shop is constructed within the Institute campus or if an authorized shop is established, the licensee shall equip the new shop to the satisfaction of the Institute authority and display the articles in a presentable manner.
- 5.27 If any complaint is received regarding substandard quality, the Competent Authority (Quality Control Committee) or any other officer authorized by the Institute may seize the entire stock or part of it and order its destruction. A Complaint/Suggestion Register must be maintained and should be accessible to all customers. In cases where the quality of food deteriorates at Tea & Snacks Stalls or Restaurants, the Institute reserves the right to impose fines or cancel the license based on concrete evidence or proof.
- 5.28 Employees should not use the premises as a residence. Use of space beyond approved official

timings should be only for special purposes like receiving goods, disinfections, inventory, etc.,

- 5.29 A proper receipt or bill for each transaction should be provided to the concerned user. Whenever the institute's authority requests monthly sales details, the licensee should produce the information.
- 5.30 The waste generated from the shop must be segregated and disposed of at the waste collection bins by the licensee before the close of each business day, with sufficient intervals during the day for clearing. The licensee shall not dump any empty packaging, baskets, or any material, including specific plastic articles, on the roof or in open spaces outside the premises not allotted to them. They shall be responsible for maintaining all reasonable standards of cleanliness and hygiene in the shop and surrounding areas, as well as proper disposal of garbage. Failure to comply may result in a fine of up to Rs. 1000/- imposed by the Institute.
- 5.31 The licensee shall be responsible for repairing the shop if required, during the license period, with prior permission from the Institute.
- 5.32 Use of plastic bags inside the campus is strictly prohibited. Woven cloth carry bags can be provided as an alternative.

#### **VACATION / TERMINATION NOTICE**

- 5.33 Notwithstanding anything contained in the conditions above, the Institute shall be at liberty to terminate this license by giving 30 days' clear notice, ending with the expiry of that month of license, without assigning any reason whatsoever. However, the licensee may terminate this license by giving 60 days' clear notice, ending on the last day of the month in which the license expires. In this case, he/she will be debarred from participating in the tender process of all the commercial sites following his/her notice of vacation for 2 years, and 50% of the one-month license fee will be charged or deducted from the licensee and the exact amount will be deducted from his security deposit (including the cost of re-tendering).

However, the Institute reserves the right to award the license to the second or third highest bidder if the initial licensee chooses to terminate the license at any time during the initial allotment period.

The licensee shall not transfer or sublet the shop, in whole or any part of the premises licensed to him/her. If the Licensee is found to have sublet the shop, he/she will be liable to pay a license fee of up to twice the "standard license fee" of the shop, and the license issued to him/her will be canceled immediately. Upon cancellation of the license, the shop must be vacated by the licensee immediately, within seven days from the date of written notice issued by the Institute.

The Institute shall take immediate possession of the shop and make alternative arrangements to operate it without delay. If any materials or fittings belonging to him/her are not removed as directed by the Institute, these will become the property of the Institute.

The Institute will have the right to terminate the license of the allotted premises and forfeit the security deposit and license fee paid in advance by providing a 10-day notice to the tenderer/allottee for any breach of the Terms & Conditions of the Tender Document/Agreement, as well as for the following reasons: -

- a) Sale or storage of banned substances/alcoholic material/items, narcotics and psychotropic substances within the Campus.
- b) Sale of substandard goods/overcharging of price more than MRP
- c) Indulgence in any illegal activity/occupation/illegal groupism or gathering/allowing anti-social elements to use the allotted premises for any other purpose, other than the purpose for which premises have been allotted.
- d) To indulge in blocking of any Institute building/properties or officer/official and demonstration or taking out procession within the Institute premises.
- e) No child labor or minors should be employed by the licensee under any circumstances. The licensee shall not hire any employee without proper police identification and verification, and must provide full details of the persons employed to the Security Office as and when required. Such details should be displayed at the shop by the licensee.
- f) The licensee shall strictly adhere to all orders and instructions issued by the Institute periodically. If the licensee fails to comply with the orders or breaches any terms of the License Agreement, the Institute may cancel the license or allotment without providing any reason, and the security deposit will be forfeited.

### **BUSINESS TIMINGS OF THE PREMISES**

5.34 The timings of the said premises for providing services shall be from 8:00 AM to 11:00 AM or as per timings decided by the Institute on all 365 days throughout the year. However, non-working days maybe as per the notifications of the Labour Dept. of the Govt. of India or Meghalaya. The presence of licensee or his persons shall be ensured during the said working hours; otherwise it would be a violation of the terms and conditions calling for termination of license followed by eviction. Shop timings may be changed with prior permission from Institute.

### **ARBITRATION**

5.35 As far as possible, disputes shall be settled mutually. If any disputes or differences related to interpretation or other issues arise after the issuance of the LOI/Allotment Order and during the execution of the shop, they must be referred to the Director, IIM Shillong, in writing. If the dispute is not resolved within 30 days, it shall be referred to a sole arbitrator appointed by the Director, IIM Shillong. The governing law will be The Arbitration and Conciliation Act, 1996, of India. The arbitration will take place in Shillong. Additionally, any disputes that may arise at any time shall

be subject to the jurisdiction of the Courts at Shillong only.

**VACATION OF THE PREMISES AFTER EXPIRY/ REVOCATION OF LICENSE**

- 5.36 The licensee shall deliver the key of the vacant shop on the premises to the Estate Officer, IIM Shillong, after the expiry or revocation of the license. If the licensee fails to hand over the key after the license period expires, he will be liable to pay five times the monthly license fee. If the fine is not deposited as mentioned, it may be deducted from the security deposit. In such cases, the licensee shall be governed by the P.P. Act, 1971.1.
- 5.37 The licensee shall allow access to the Official(s) nominated by the Institute, at all reasonable times, for the purpose of inspecting the premises and the trade or business conducted there.
- 5.38 The Institute reserves the right to modify, impose, or relax any clause in the terms and conditions. If there is a breach of any terms and conditions of this license, the Institute may revoke the license and forfeit the security, and all rights granted under the license shall then be forfeited. The responsible party shall remain accountable for any amounts owed and for any damages or losses caused to the Institute due to such default or for any other reasons related to alternative arrangements for managing the said premises.

Chief Administrative Officer  
IIM Shillong

**INTEGRITY PACT**

To,

The Intending Bidders,

.....,

.....

Sub: NleT No. ....for the work “ \_\_\_\_\_  
\_\_\_\_\_”

Dear Sir,

It is here by declared that IIM, Shillong is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Bid is an invitation to offer made on the condition that the Bidder will sign the Integrity Agreement, which is an integral part of tender/bid documents, failing which the bidder will stand disqualified from the bidding process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the IIMS, Shillong.

Yours faithfully

Chief Administrative Officer  
IIM Shillong

## INTEGRITY PACT

To,

The Director,  
IIM, Shillong

Sub: Submission of tender / Bid for the work of “ \_\_\_\_\_ ”  
\_\_\_\_\_

Dear Madam/Sir,

I/We acknowledge that IIMS, Shillong is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that the Notice Inviting Bid is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender/bid documents, failing which I/We will stand disqualified from the bidding process. I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by IIMS, Shillong. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, IIMS, Shillong shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the bid/bid is accordance with terms and conditions of the tender/bid.

Yours faithfully

(Duly authorized signatory of the Bidder)

**To be signed by the bidder and competent signatory to sign the relevant contract on behalf of IIMS.**

**INTEGRITY AGREEMENT**

This Integrity Agreement is made at ..... on this..... day of .....2026.

**BETWEEN**

IIM Shillong represented through Chief Administrative Officer (Hereinafter referred as the '**Principal/Owner**', which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

**AND**

.....

(Name and Address of the Individual/firm/Company)

Through ..... (Hereinafter referred to as the  
(Details of duly authorized signatory)

**"Bidder/Contractor"** and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

**Preamble**

WHEREAS the Principal / Owner has floated the Tender (NIT No. \*\* .)  
(hereinafter referred to as "**Tender/Bid**") and intends to award, under laid down organizational procedure, contract " \_\_\_\_\_

\_\_\_\_\_ "

hereinafter referred to as the "**Contract**".

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "**Integrity Pact**" or "**Pact**"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

## **Article 1: Commitment of the Principal/Owner**

- 1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
  - (a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - (b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
  - (c) The Principal/Owner will endeavor to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- 2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

## **Article 2: Commitment of the Bidder(s)/Contractor(s)**

- 1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of **fraud or corruption or Coercion or Collusion** of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- 2) The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
  - a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
  - b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices,

specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.

- c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly Bidder(s)/ Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participate in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
  - e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose (with each tender as per proforma enclosed) any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
  - 4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice **means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.**
  - 5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

### **Article 3: Consequences of Breach**

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner will have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

- 1) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his

reliability or credibility in question, the Principal/ Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. **Such exclusion may be forever or for a limited period as decided by the Principal/Owner.**

- 2) **Forfeiture of EMD/Performance Guarantee/Security Deposit:** If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.
- 3) **Criminal Liability:** If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of Indian Penal code (IPC)/Prevention of Corruption Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

#### **Article 4: Previous Transgression**

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.
- 3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

#### **Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors**

- 1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/sub-vendors.
- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

**Article 6- Duration of the Pact**

As per validity concern, This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor \_\_ months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority.

**Article 7- Other Provisions**

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the **Headquarters of the Division** of the Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all he partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intensions.
- 5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this **Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.**

**8- LEGAL AND PRIOR RIGHTS**

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/ Contact documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....  
(For and on behalf of Principal/Owner)

.....  
(For and on behalf of Bidder/Contractor)

WITNESSES:

1. ....

(Signature, name and address)

2. ....

(Signature, name and address)

Place:

Dated:

**Names of Shops**

(To be submitted along with technical bid)

Shop No.	Purpose of the Shop	License Fee fixed by IIM Shillong per Month in Rupees only excluding GST	Area of the Shops
1	Tea & Snacks Stall	Rs 2893.00	72.32 Sqm
2.	Staff barracks for 4 people	2000.00	

**Important Note:**

(1) Bidders are cautioned that the tabular statement given below is the application format for the technical bid. Hence, there should NOT be any indication either in this tabular statement or in the enclosures to this tabular statement regarding Price Bid or any other commercial consideration under this contract. **The fixed license fee per month excludes GST (applicable as per GoI), Water charges & Electricity charges.**

**(2) Bidder who quoted below the License Fee fixed by IIM Shillong their bid will be rejected.**

(3) All information called for in this Application format should be furnished against the relevant columns in the format. If the information is furnished in a separate sheet enclosed with the technical bid, this fact should be mentioned against relevant column(s). If any particulars/ query are not applicable in case of the applicant bidder, it should be stated as "Not Applicable".

Sl. No.	Description	Information
1	Do you unconditionally agree with all Terms and Conditions stipulated in the tender Document?	Yes / No
2	Have you furnished Documentary evidence/ proof in support of compliance with the basic eligibility conditions stipulated in the tender document	Yes / No
3	Details of Earnest Money Deposit (EMD) remittance	
4	Name and Address of the Applicant/ bidder with Telephone/ Fax/ Mobile and Mail ID (Attach in a separate sheet with self-attested passport photo)	

5	Registration/ Incorporation Particulars (Please attach attested copies of documents of registration/ incorporation of your firm/ Company as required under business law)		
6	Legal Status of the bidder (In the case of Partnership Firm, authenticated copy of Partnership Deed, in the case of Private or Public Limited Company authenticated copy of Memorandum and Articles of Association and in the case of Proprietary concern, Proprietary Firm Registration Certificate should be enclosed as documentary proof)		
7	Bio data or Profile containing name, educational qualifications, occupation and postal address of Proprietor / Partners/ Directors/ Managing Director/ Chairman and Managing Director ( please use separate sheet if found necessary)		
8	Name, designation and Phone number of persons authorized to sign the documents on behalf of the Proprietary concern/ Partnership Firm/ Private or Public Limited company (Please attach Power of Attorney/authorization for signing the document. In the case of Proprietary concern bidder may submit attested copy of the PAN card / Election Commission Card / Passport of the Proprietor and authorized signatory in case of proprietor is not signing the tender document)		
9	Name and Designation of the Contact Person/ Representative/ Manager of the Agency/ firm/ company with mobile number & email ID		
10	Annual Turnover during the last three years. (Copy of the Annual Accounts duly certified by the Chartered Accountant to be enclosed) [eligible applicants may fill the column]	Year	<b>Annual Turnover of the bidder from Similar Business (Rupees in Lakhs)</b>
		2022-23	
		2023-24	
		2024-25	
11	Average Turnover in last three years from similar business	Rs. In lakhs	

12	Total experience (years/ months)		
13	Have your firm/ company ever changed its name any time? If yes, provide the previous name and the reasons there for?		
14	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.		
15	Income Tax Permanent Account Number (Copy of PAN Card to be enclosed)		
16	Income Tax Assessment Completion Certificates/ Assessment Orders for the financial years 2022-23, 2023-24 and 2024-25 (In the event of assessment of the years indicated having not been completed the certificate of the latest assessment completed may be enclosed and the reasons for non-completion of the assessment for the required years may be indicated)		
17	Have you registered under EPF/Employees State Insurance Corporation Act (ESI) Act? If so, enclose copy of the registration certificate. Also provide a copy of latest remittance made by your agency/ firm/ company		
18	Copy of the statement of returns, <b>if any</b> , filed with EPF/ESI for the financial year 2024-25		
19	Goods & Service Tax (GST) Registration Number (Proof to be attached) for the shops to which GST is mandatory.		
20	Copy of Service Tax/GST Returns for the last three years, i.e., 2022-23, 2023-24 and 2024-25, along with assessment orders. (In the event of assessment of the years indicated having not been completed the certificate of the latest assessment completed may be enclosed and the reasons for non-completion of the assessment for the required years may be indicated).		
21	Name and address of your banker		
22	Present Place of Business (Use Separate Sheet)		

23	Any other information, document which may help IIM Shillong in assessing your capabilities, may be enclosed. The bidder may add any further information that he considers relevant for the evaluation of their bid. The bidder may attach catalogue and other <b>Annexure</b> that would help in providing quality food and services.	
24	Details of quality certifications, if any, obtained viz., ISO 9001-2000, FSSAI, HACCP etc., (Proof to be attached)	

**NOTE**

1. All the documents enclosed in the Technical Bid should be arranged and submitted in the same serial order as they appear on the Technical Bid.
2. All the pages of tender documents must be numbered, duly signed and stamped by the bidder. If an individual or a proprietor of a firm is a signatory, he/she should sign with date and seal. In case of partnership firm, all the partners of the firm or a partner holding power of attorney for the firm (a certified copy of the power of attorney should accompany the documents) should sign. In both the cases, a certified copy of the partnership deed and current address of all the partners of the firm should be furnished. In case of limited company or a corporation, the documents shall be signed by a duly authorized person holding power of attorney for signing the documents, accompanied by copies of the power of attorney and the Memorandum and Articles of Association duly attested by a Notary Public.

**DECLARATION:**

- ✓ I/we here by certify that the information furnished in this tender document is complete and correct to the best of my knowledge.
- ✓ I/ we understand that furnishing of false information could result in disqualifying for the award of the license.
- ✓ I/ We also authorize the IIM Shillong or its authorized representative to approach individuals, employers, firms and corporation to visit the works completed by us in the past or are in progress at present, to verify the competence and general reputation.
- ✓ I/We do here by offer to perform and execute the license in conformity with terms and conditions of the contract.
- ✓ I / We agree that the acceptance of any tender shall be at the sole and absolute discretion of the IIM Shillong and they do not bind themselves to accept the lowest tender or any tender and may reject any or all tenders received.

**Signature of the Bidder:**

**Name of the Bidder:**

**Seal of the Bidder:**

**Place: Date:**

**PROFORMA FOR SELF-DECLARATION**

I,.....

S/o.Shri.....

R/o..... Police Station.....

District..... Director/Contractor/Partner/Sole Proprietor (Strike out the Work which is not applicable) of (firm/Contractor/Company).....

do hereby declare and solemnly affirm that:

- (i) I am/my firm/company is not blacklisted by Union or any State Govt./ Organisation.
- (ii) No individual/firm/companies blacklisted by the Union or State Government or any partner or shareholder thereof, have any connection directly or indirectly with or has any subsisting interest in business of my firm.
- (iii) I am or my partner are not involved/convicted in any criminal case/economic offence and no criminal case/economic offence is pending against me or my partner in any court of Law/Registered with police.
- (iv) No individual who is dismissed / terminated from IIM Shillong or any Govt. body is employed in my shop / firm company.

Dated: .....

Deponent .....

**Affidavit to be given by the Applicant who do not have any Shops/license of similar trade from IIM Shillong on the date of filling of this tender:-**

**AFFIDAVIT**

I,.....S/o.Shri.....

address.....

Police Station.....District.....

Director/Contractor/Partner/Sole Proprietor (Strike out the work which is not applicable) of (firm/Contractor/Company)..... do hereby declare and solemnly affirm that:

*“The applicant/firm either himself/herself or through any partner/close relation i.e., son/daughter/father/mother does not already have a concurrent Shops/licence from the IIM Shillong for running the trade mentioned in the tender form”.*

Dated: .....

Deponent.....

**Affidavit to be given by the Applicant who are having license of existing shop of similar trade mentioned in the tender form at IIM Shillong, on the date of filling of tender:-**

**AFFIDAVIT**

I,.....S/o.Shri.....

address.....

Police Station.....District.....

Director/Contractor/Partner/Sole Proprietor (Strike out the work which is not applicable) of (firm/Contractor/Company)..... do hereby declare and solemnly

affirm that:

*That the applicant/firm either himself/herself for through any partner/close relation i.e., son/ daughter/father/mother already have a concurrent license of Shop title/No... from IIM Shillong for running the trade mentioned in this tender and in case of allotment of shop tendered (new shop) to him/her/them, he/she/they will surrender the key(s) of existing shop before getting key(s)of the new shop, if allotted. (Annexure-II(A))*

Dated: .....

Deponent .....

**VERIFICATION**

I do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and it conceals nothing.

Deponent.....

Signature of Tenderer

**PART – A (TECHNICAL BID)**

**PERFORMANCE REPORT OF SHOPS IN THE GOVT. / SEMI-GOVT.INSTITUTIONS / ORGANIZATIONS**

(To be issued by the organization where facility is being provided)

**[The report shall be considered only for the period of more than 02 years of service]**

- 1) Name of Shopkeeper :
- 2) Name of Shop & Location :
- 3) Name of organization where Shop is located :
- 4) Name and contact No.of the person in the Organization from whom verification could be made :
- 5) Date of allotment of shop :
- 6) Date of completion of licence for Shop :
- 7) Performance Report :
  - (a) Quality of Items/Works : Excellent / Very Good / Good/Fair
  - (b) Resourcefulness : Excellent / Very Good / Good /Fair
  - (c) Inter-personal relationship : Excellent / Very Good / Good / Fair
  - (d) Punctuality in opening &closing of shop and maintaining service hours : Excellent / Very Good / Good / Fair
  - (e) Regularity in paying dues. : Excellent / Very Good / Good /Fair

(Signature with Name, Designation and Seal of the Organization)

Date:

**PART – A (TECHNICAL BID)**

**PERFORMANCE REPORT-CUM-SELF DECLARATION FOR PRIVATE SHOPKEEPERS**

1. Name of the Business Establishment :
2. Whether it is Proprietorship/Partnership Firm :
3. Since how long are you in this business? :  
Give details? Please attach extra sheet of your Experience (detailing experience in the business/ certificate of performance, if any)
4. Do you have any other business establishment? :  
If yes, please give details.
5. Number of employees working with the business establishment. :
6. Turnover/sale of the last three years :    Year            Amount (Rs.)  
  
2022-2023  
  
2023-2024  
  
2024-2025
7. Name of your banker. Please attach certificate of your financial soundness issued by the banker. :
8. Whether any other relative /family member already doing any other business in the Institute premises. If yes, Please give details. :

It is certified that the information supplied by me/us is true and correct to the best of my/our knowledge & belief and nothing has been concealed therein and this information can be used for assessment of performance of my tender.

Further, it is also certified that the above mentioned business establishment is providing quality services to its customers since the date of establishment of business. The undersigned/firm has not been prosecuted till date in any criminal act or liability.

Date:

(Signature of the applicant)

**PART – A (TECHNICAL BID)**

I/We accept all the terms and conditions mentioned above and hereby tender Earnest Money Deposit as per the following details:

**EMD details:**

Receipt No.:.....Date:.....

For Rs.....

**Affix latest  
Passport  
Size  
Photograph  
with self  
attested**

Name in full (of Tenderer):.....

Date of Birth:.....

PAN Number:.....

Father / Husband Name:.....

Address for correspondence.....

.....

Permanent Address.....

.....

Phone/Mobile No.....E-mail.....

Signature of tenderer (with date and seal)

Date:.....

**UNDERTAKING**

**(To be provided by Tenderer on a Rs. 100/- Non Judicial Stamp Paper)**

I / We ..... [Sole Proprietor / Director / Partner(s)], the

authorized signatory(ies) of my / our firm M/s ..... having its

registered office / principal office at ..... do here by solemnly

affirm and declare as under :

1. I / We undertake to abide by all the rules and regulations of the State / Central Government / Local Administration under the Minimum Wages Act, 1948 and any other relevant Act as may be in force from time to time. I / We undertake to indemnify IIM Shillong against any loss or damage which may suffer as a consequence of our not complying with the laws referred to above. Also, I/We undertake to pay the person(s) employed, wages in accordance with all existing and applicable laws. I / We further undertake to indemnify IIM Shillong against any loss or damage which it may suffer as a result of the negligence on the part of the tenderer or any of his employees in the course of performance under this contract.
2. I/We also undertake to execute the agreement as presented by the Institute (IIM Shillong) and abide by the terms and conditions of the agreement which have been perused and understood by me / us. I / We have gone through the terms and conditions of the contract and agree and undertake to abide by the same during the entire term of contract.
3. I / We undertake to abide by the Municipal Bye Laws including the Food and Adulteration Act, FSSAI guidelines relevant rules and regulations, code of conduct for my / our employees that may be laid down from time to time.
4. I / We agree and undertake to provide well experienced workmen keeping good health and not suffering from any communicable / contagious disease.
5. I / We undertake to pay electricity charges and water charges on actual basis towards the actual consumption on receipt of bills from Institute at the same rate at which the payment of electricity charges is made by the Institute on monthly basis.
6. I/We undertake to pay the approved License Fee of the shop by 15<sup>th</sup> of every month for the usage of as mentioned in the Agreement for IIM Shillong.
7. I / We undertake to always keep the Institute premises clean and in good sanitary condition at my / our cost to the satisfaction of the Institute.

8. I / We agree that no rate escalation in the prices of items shall be made by me / us without approval of the Competent Authority of IIM Shillong.
9. I/We agree that I/We shall not exhibit any printed or written notices or advertisement of any kind whatsoever without the prior approval of the Institute.
10. I / We undertake that I / We shall not sublet or use the premises other than the purpose of the agreement and shall not make or permit to make structural additions and alterations to the same without the prior sanctions of the Institute.
11. In case of any losses, damages or theft of the Institute property within or outside the Institute premises, I / We undertake to make good or replace with the items of the same quality at my / our cost.
12. I / We undertake that the Institute premises shall not be used for residential purpose by us or any of our employees during the entire term of the contract and no Institute belongings shall be misused by our staff / employees.
13. I / We shall employ adequate number of staff in order to maintain efficiency and desired standards by the Institute.
14. I / We undertake that in the event of failure to supply the approved items, by my / our firm, the same shall be arranged by the Institute at my / our firm's risk & cost.
15. On the expiry or termination or on failure of the contract, I / We undertake that all our employees direct or indirect shall vacate the Institute premises and clear all the dues, if any, outstanding.
16. The Institute shall be represented by a Shop Committee / Authorized Officer duly authorized by the Director, IIM Shillong for supervision / control of all activities related to Shop matters and the licensee shall be bound to abide by the Instructions/Orders/Decisions and directions of such Committee/Authorized Officers.

- (a) Tenderer's Signature : \_\_\_\_\_
- b) Tenderer's Name : \_\_\_\_\_
- (c) Designation : \_\_\_\_\_
- (d) Seal of the Tenderer : \_\_\_\_\_

**PART-B**  
**PRICE BID**

**Table-B: Rate Tender Form (BOQ.xls) Sample**

(This is a sample for reference only, the BOQ.xls to be filled on line in CPPP portal given template only, which will be treated as PRICE BID for the Tender)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE (per Sq.M) In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1	Purpose of the Shops					
1.1	<b>Tea &amp; Snacks Stall</b>	1.000	Nos		0.00	INR Zero Only
1.2	<b>Laundry</b>	1.000	Nos		0.00	INR Zero Only
1.3	<b>General/Departmental Stores</b>	1.000	Nos		0.00	INR Zero Only
1.4	<b>Stationery and Gift</b>	1.000	Nos		0.00	INR Zero Only
1.5	<b>Cafeteria</b>	1.000	Nos		0.00	INR Zero Only
1.6	<b>Salon</b>	1.000	Nos		0.00	INR Zero Only

**NOTE**

Table-B: A Sample of BOQ.xls for rate Tender value is placed herewith for reference purpose only.

The bidder should download the BOQ.xls from CPPP portal and fill in the blank spaces (sky blue color) provided for mentioning the name of bidder and item rate bid values. The bidder need not to modify any other text or background shown in the BOQ template. IIMS/ CPPP portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) will accept the given BOQ template only and hence the rate should not be quoted in any other places except the BOQ template.

The Financial bid (price bid) i.e.. Bill of Quantity (BOQ) of only technically qualified bidder will be opened online by the competent authority and after decision of tender committee the result will be displayed on the [www.eprocure.gov.in](http://www.eprocure.gov.in) which can be seen by all bidders who participated in the tender.