



Ref: IITH/215/MS/Tender/Amenity Complex-5/2024, dated 29.04.2024

OPEN NOTICE INVITING TENDERS

Sealed Tenders are hereby invited by the Director, IIT Hyderabad from the eligible bidders, for award of licenses to run of various shops at the Amenity Complex of IIT Hyderabad as follows:

Table-1: Schedules for bid submission

Schedule No.	Shop No.	Carpet Area (Sq ft)	Reserve License Fee (Rs.)	Name of the Service	Timings
I	5	124.38	3,036.00	DTP & Binding	10:00 AM to 08:00 PM
II	9	142.57	3,272.00	Tailoring shop	10:00 AM to 08:00 PM
III	10	125.11	3,045.00	Courier service & Travel Agency	10:00 AM to 08:00 PM
IV	17	282.45	2148.00	Stationery Shop	08:00 AM to 08:00 PM

The Tender Document can be downloaded from the Institute website- <https://iith.ac.in/tenders>. The bid is to be submitted up to the last date and time of submission of tender.

A. TENDER SCHEDULE:

Sr.No	Particulars	Date	Time
1	Date of Online Publication/Download of Tender	29.04.2024	17:00 Hrs
3	Bid Submission Close Date	20.05.2024	12:00 Hrs
4	Opening of Bids	20.05.2024	15:00 Hrs

B. Before filing the bids, the bidders are requested to consider all the amendments/ clarifications, if any, issued by this Institute and placed on its website.

C. Other Important Limits:

1	Tender Processing Fee (Non-refundable)	Rs._590/- incl. of GST (for each schedule)
2	Earnest Money Deposit (EMD) (refundable without interest)	Rs.15,000/-
3	Bid Validity period	90 days from the date of opening of Price bids
5	Performance Security Value	10 months License Fee (LF -Quoted by the successful bidder).
6	Period of Signing the Contract	Within 7 days

Sd/
Registrar
IIT Hyderabad

NOTICE INVITING TENDER

1. **Tender Form:** The tender document can be downloaded from the Institute's website <https://iith.ac.in/tenders/> ; Tender document will not be issued in person.
2. **Scope of Work:**
 - 2.1. The Shop/Service wise list of items to be provided along with its prices (if any) is provided at **ANNEXURE-IV** of this tender document. The bidder should not change the prices mentioned in the **Annexure-IV** during the contract period.
 - 2.2. **Operational timings:**

All Shops: Refer to Table 1 timings column

The operational timings can be modified by the Institute based on requirement.
 - 2.3. **Expenditure for common cleanliness:** The successful bidder for the above schedule shall be responsible for the overall cleanliness of the allotted premises including removal of solid waste. The vendors of shops- 5,9,10, & 17 shall pay a fixed monthly amount of Rs 2000/- per month to this Institute exclusively for the purpose of cleaning / maintenance in addition to the License fee.
3. **Period of Contract:** The license shall be given initially for a period of one year. The IITH may renew/extend the License to such further period (s), as it may deem proper and, in any case, not exceeding **three years** from the date of commencement License having regard to the quality and manner of the contractor's performance. However, it shall be with consent/written request by the contractor in this regard.
4. In case the tender opening date happens to be declared as closed holiday, the tender will be opened on the following working day, without any change in timings.
5. **Bid Validity Period:** The tenders shall be valid for a period of 90 days from the date of opening of price bids.
6. **Visit of the Campus:** Interested bidders are advised to visit the IITH premises on any working day between 10:00 Hrs to 17:00 Hrs and ascertain the nature and quantum of work before bidding.
7. **Tender Processing Fee:**

The bidders have to submit tender fee (non- refundable) of **as mentioned in the tender schedule above** in the form of Demand Draft/Banker's Cheque or payment online from any commercial Banks of a scheduled bank in the name of Director, IIT Hyderabad valid for 180 days from the date of or Online Payment through the e-Procurement portal mapped to IIT Hyd Account. The Scan Copy of the Proof of Payment made is to be uploaded online on the CPP Portal should be submitted along with technical bid.

Alternatively, bidder may also deposit the Tender Fee amount to the Institute account mentioned below and upload scan copy of proof of payment along with their bid.

Bank Name: SBI
Bank Account No. : 30412797764
Account Name: Indian Institute of Technology Hyderabad
IFSC Code: SBIN0014182
Branch: IITH Kandi.

- 8. Earnest Money Deposit:** EMD as mentioned in the tender schedule above in the form of Demand Draft/Banker's Cheque/ Bank guarantee or payment online from any commercial Banks of a scheduled bank in the name of Director, IIT Hyd., valid for 180 days from the date of or Online. The Scan Copy of the Demand Draft /Proof of Payment made online should be uploaded along with technical bid.

Alternatively, bidder may also deposit the EMD amount to the Institute account mentioned below and upload scan copy of proof of payment along with their bid.

Bank Name: SBI
Bank Account No. : 30412797764
Account Name: Indian Institute of Technology Hyderabad
IFSC Code: SBIN0014182
Branch: IITH Kandi.

The original document (other than online payment) should be posted/couriered/given in person to the **Management Services Section of IIT Hyderabad (A-222B, Academic Block-A, IIT Hyderabad, Kandi, Sangareddy-502284)** on or before opening of Technical Bid. In case of non-receipt of original document before the due date of opening of technical bid, the uploaded bid will be summarily rejected.

The firm registered with NSIC/MSME must furnish proof of registration along with their quotation failing which the bid will not be considered.

Exemption from submission of Bid Securing Declaration against valid and relevant NSIC /MSME Certification is permitted, however it shall be subject to scrutiny by the IITH and if during scrutiny, it is found that the NSIC Certificate is invalid and/or irrelevant, then that bid is liable to be rejected as "not-accompanying EMD". Therefore, Bidders claiming exemption from EMD/Bid Securing Declaration against NSIC certificate, should ensure the same carefully, while submission of their bids.

Note: If in the view of bidder, any exemption / relaxation is applicable to them from any of the eligibility requirements, under any Rules / Guidelines/ Directives of Government of India, bidder may submit their claim for the applicable exemption /relaxation, quoting the valid Rule/Guidelines/ Directives with a copy of such notification. In this case the bidder must submit necessary and sufficient documents along with the technical bid, in support of their claim. The relevant and valid certificates in support of claim of exemption must be submitted along with the Technical Bid.

i) The BIDDER who submits the tender on behalf of their principals should produce documentary evidence in support of their authority to quote or submit Performa invoice of their principals for this tender.

ii) The successful BIDDER, on award of contract / order, must send the contract / order acceptance in writing, **within 7 days** of award of contract.

iii) Bids submitted without Bid Securing Declaration / relevant MSME/NSIC Certificates will be rejected & no correspondence in this regard shall be entertained.

9. Performance Security Deposit: For due performance of his/their obligations under the contract, during the validity, the successful bidder shall have to deposit a Security Deposit equivalent to **10 months License Fee (quoted by the selected bidder)**, which will be free of interest, before commencement of the contract. This security deposit is to be furnished in the form of Demand Draft or Bank Guarantee as per the format furnished by the Institute, from any of the Nationalized or scheduled banks. The security deposit will be forfeited in case of the breach of contract. After successful completion of the contract, the security deposit will be refunded without interest within 60 days after adjusting dues if any to the IITH from the Contractor.

10. Eligibility Criteria:

10.1. The bidder should have valid registration and trade license for running of the said service [copy to be attached].

10.2. Bidders should have registered with PAN/GST [copies to be attached].

10.3. Bidder should submit an affidavit on a non-judicial Stamp Paper, **in original**, duly certified by a Notary for the following:

10.3.1. That the Partners of the firm or sole proprietor or Company as the case may be, has never been black-listed and the name of the firm or company has not been changed

10.3.2. That there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company as the case may be, and that he has never been punished by any Hon'ble Court.

10.3.3. That there are no dues towards income tax as on the date of the affidavit.

10.3.4. that the contractor is not an employee or a close relative (including son, daughter, and siblings of self or spouse) of any employee of IIT Hyderabad.

10.4. The bidder should have valid Labour License, EPF and ESI registrations (if applicable).

10.5. The bidder should submit duly signed and stamped tender document along with their bid as a token of acceptance of all the tender terms.

Note: All the copies of mandatory documents submitted by the bidder should be self attested. Failure to comply with these conditions renders the tender/bid automatically disqualified. The original documents should be produced for verification at any stage of tender process as and when sought for, failing which; the bids are liable for disqualification.

11. Bid Submission Procedure:

- 11.1. Separate Bids shall be submitted for each schedule as per Table-1 above.
- 11.2. Bidders should submit a sealed cover in respect of each schedule contains the following:
 - 11.2.1. Tender Fee
 - 11.2.2. EMD
 - 11.2.3. All the supporting documents in respect of their eligibility criteria.
 - 11.2.4. Price/Financial bid
- 11.3. The bid completed in all aspects should reach this office at the following address duly superscribed **“Tender for running of _____ at Shop No. _____ at Amenity Complex of IITH”** in person/by Speed-post/by Courier, by the bid closing date and time (Note: IITH is not responsible for any postal delays).
“Tender box, Room No. 204, MS Section, Administration Building, IIT Hyderabad, Kandi, Sangareddy-502284”.
- 11.4. Strict adherence to the formats wherever specified is required. Non-adherence to the formats and/or submission of incomplete information may render the tender invalid and result in rejection of the bid.
- 11.5. Conditional bids will summarily be rejected.
- 11.6. The tenders received after the due date/time will not be considered under any circumstances, they stand summarily rejected and will not be opened.

11. Bid Evaluation Process:

- 11.1. The evaluation will be separate for each Schedule.
- 11.2. Among the eligible bidders, the bidder who quote the highest license fee for each schedule will be selected for award of the contract.

12. Force Majeure :

IIT Hyderabad may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay/default, in performance or other failure to perform its obligations under the Contract, is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.) acts of states, the direct and indirect consequences of wars (declared or undeclared) hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

13. The Director, IITH reserves the right to:

- 13.1. Reject any or all the tenders without assigning any reason whatsoever.
 - 13.2. Not bind himself to accept the lowest or any tender; and
 - 13.3. Accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
14. Canvassing in connection with tender/quotation is strictly prohibited.

Registrar
IIT Hyderabad

INSTRUCTIONS TO BIDDERS FOR PREPARATION OF BIDS

1. Bidders should submit a sealed cover contains the following:
 - a. Tender Fee
 - b. EMD
 - c. All the supporting documents in respect of their eligibility criteria.
 - d. Price/Financial bid

2. **Filling tender forms:** The tender should be clearly filled or typed and signed in ink legibly giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature shall invalidate the tender. The tender should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.

3. **Alterations, etc.:** The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.

4. **Invalidation of bid:** Failure to fulfill any of the conditions laid down renders the tender invalid.

5. **Preparation of Technical Bid:** Technical Details should be provided in the prescribed format i.e. *Annexure-I'*.

6. **Preparation of Price Bid:** Price bid should be in the format enclosed with tender at Annexure-II. A conditional offer will render the tender/bid automatically invalid.
 - a. The tender should be clearly filled in or typed and signed in ink legibly giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature, shall invalidate the tender. The tender should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.
 - b. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.

7. Failure to fulfill any of the conditions given above shall render the tender liable for rejection.

GENERAL TERMS & CONDITIONS

(Please read the following carefully and give acceptance for the same in the prescribed format and submit it with the Technical Bid).

A. GENERAL INSTRUCTIONS:

1. The bidders submitting tender would be deemed to have inspected the premises, considered and accepted all the terms and conditions of contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.
2. In case the tender opening date happens to be declared as a closed holiday, the tenders will be received and opened on the next working day without any change in timing.
3. All the services shall be provided as detailed in the tender document and as directed by the officer concerned.
4. The Licensee shall not alter/modify the space without prior written approval from the concerned authorities.
5. **Electricity and Water charges:** Individual Electricity meters will be fixed to each shop. Licensee should pay Electricity and water charges as per the respective slab rates along with applicable GST.
6. **License Fee:** Licensee should pay the License fee **within 7 days** from the date of receipt of invoice and the payment acknowledgement should be furnished to the authority/section concerned. If the Licensee fails to remit the Invoice amount (License fee, Electricity & water charges) within 7 days from the date of invoice, additional license fee of **Rs.500/- per day** during the period of delay will be imposed in the invoice of the subsequent month.
7. It is the responsibility of the Licensee to maintain a hygienic environment in their surroundings. Licensee should keep adequate number of dustbins near their allotted space.
8. The Institute shall have the right to impose a penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill.
9. The Licensee shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the IITH from any claims in this regard.
10. All letters e-mailed to Licensee at the e-mail address given by him will be considered to have been delivered in time.
11. If it is observed at any stage that the quality of the service is not satisfactory, the License as a whole may be terminated, and Security deposit will be forfeited. The Contractor will have no claims whatsoever on the IITH.
12. Water Dispensers: It is required that water dispensers be provided by the vendors.

13. In order to include any additional products or items for sale, the vendor is required to obtain permission from the Hostel Office. This can be achieved by submitting a comprehensive list of the items along with their respective prices.
14. Stock refilling should be carried out proactively to prevent stock depletion. Repeated instances of the shop being found out of stock will result in penalties being imposed.
15. Expanding Brand List: Vendors should be open to expanding the variety of brands and products they offer. If vendors wish to add any extra items, they must first submit the prices and a list of the items to the IITH Hostel Office for approval.
16. Expanding Brand List: Vendors should be open to expanding the variety of brands and products they offer. If vendors wish to add any extra items, they must first submit the prices and a list of the items to the IITH Hostel Office for approval.
17. Emergency Lights: Each shop must have functioning emergency lights in case of power outages.
18. Shops shall function round the year. If for any reason the shop remains closed, prior approval from the Hostel Office shall be obtained.
19. Licensee will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made by these victims. The Contractor shall indemnify the IITH from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor. The contractor will fully indemnify IITH against all claims in this regard.
20. It is the sole responsibility of the Licensee to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:
 - Employment of Children Act
 - Workmen compensation Act
 - Contract Labour (Regulation & Abolition) Act 1970.
 - Minimum Wages Act
 - Employee Provident Fund Act
 - ESI Act
 - Any other act or legislation as may be applicable in force from time to time.
21. Any liability arising on the IITH shall be deducted from the Security deposit of the contractor. There would be no liabilities towards the workers of the contractor by the IITH.
22. The Licensee shall be liable to pay compensation for any loss & damage caused to the property of the IITH or its Staff Members/Students/Visitors by the contractor or his workers.
23. The Licensee shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff; the contractor will be under an obligation to replace the worker concerned within 24 hours when instructed by IITH authority. The contractor shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws. The IITH will not have any responsibility with regard to staff on the role of the contractor whatsoever.

24. The IITH reserves the right to terminate the License without assigning any reason by giving a notice of three months. The contractor will also have to serve a notice of three months, if he wishes to terminate the contract.
25. In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, IITH or any other officer nominated by the Director, IITH for arbitration whose decision shall be final and binding on the parties. The contractor agrees that the arbitrator could be an employee of the Institute & shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.
26. The persons deployed by the Licensee should be reliable, trustworthy, alert and efficient.
27. The persons deployed for work should not be involved in any police case or any case should not be pending against them.
28. A verification report in respect of all the personnel of Licensee from the police station of concerned residential areas should be submitted and also list of employees with bio-data of each employee posted to the Institute along with photo and thumb impression should be handed over to the Registrar of the IITH. Any changes should be informed immediately.
29. The Licensee shall be fully responsible for providing leave benefits, weekly off, National & Festival holidays etc., to the personnel deployed and as and when any of personnel comes late or proceeds on leave or absents himself/herself, it will be the prime responsibility of the contractor to provide a suitable substitute.
30. The bidder should not be employee of IITH, or any other central/state Government. He should submit a declaration to this effect.
31. The Licensee and his staff will make their own residential arrangement outside the premises of the IITH. No one will be granted permission to stay in the Institute/Hostels during night or during non-functional hours.
32. The Licensee shall not lease or sub-contract the whole or any part of the contract to anybody without the prior permission of the Director, IITH.

B. MODIFICATION OF TERMS AND CONDITIONS:

The IITH, with the consent of the contractor may modify terms and conditions of the contract as and when necessary without affecting the basic nature of his contract.

C. COMMENCEMENT OF WORK:

The Contractor is required to start the services with effect from the date indicated by the Institute. In case it is found that the work has not been taken up from the date as indicated, the IITH at its sole discretion may cancel the work order and the EMD Security Deposit shall be forfeited without any further reference to the Contractor.

D. CANCELLATION/TERMINATION OF CONTRACT:

1. That this contract may be terminated on any of the following contingencies:
 - a. On the expiry of the contract period as stated above.
 - b. By giving three months' notice by IIT Hyderabad on account of:
 - i) Breach by the contractor of any of the terms & conditions of the contract.
 - ii) On assigning the contract or any part thereof to any sub-contractor by the contractor without written permission of the Institute.
 - iii) On contractor being declared insolvent by Competent Court of Law.
 - iv) By giving three months' notice by the contractor to IITH.
2. Notwithstanding any other provisions in this contract, the IITH reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.
3. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit issued to the IITH shall be forfeited without any claim whatsoever on IITH and the contractor is liable for action as appropriate under the extant laws.

Technical Bid**A. Documents/details to be mandatorily submitted: -**

S. No.	Particulars	Fill in the details	Submitted? (Y/N)	Pg. No.
1	Name of Firm/Tenderer/Company (in block letters) <i>[Firm registration certificate to be attached]</i>			
2	Permanent Address & Telephone No.			
3	Full Postal Address, Telephone/Fax No. E-mail:			
4	Name of the bank, address, account number, IFSC code			
5	Tender Processing Fee (Transaction ID and Date) <i>[copy to be attached]</i>			
6	EMD (Transaction ID and Date) <i>[copy to be attached]</i>			
7	PAN No. <i>[copy to be attached]</i>			
8	TAN No. <i>[copy to be attached]</i>			
9	GST No. <i>[copy to be attached]</i>			
10	Valid labour license issued by the State/Central Labour Department under Contract Labour Act duly attested by the Contractor <i>[copy to be attached]</i> .			
11	EPF Registration <i>[copy to be attached]</i>			
12	ESI Registration <i>[copy to be attached]</i>			
13	Experience as per Eligibility criteria <i>[Experience certificates to be attached]</i>			
14	An affidavit duly certified by a Notary for the declarations mentioned in Eligibility criteria. <i>[to be submitted in original]</i>			
15	Income Tax Returns (for the last three Financial years) FY 20-21, 21-22 and 22-23. <i>[copies to be attached]</i>			
16	Tender document with bidders sign & seal on each page <i>[to be attached]</i>			
17	Any other relevant information			

I/We certify that the above information is true to the best of my/our knowledge and I/We do not have any relative of the rank of Under Secretary or equivalent working in IITH.

Signature of the Bidder
along with Seal

B. Details of Experience: Should be furnished in the following format-

S.No.	Name of the client and full address	Telephone and Official e-mail id of the client	Period of contract	Value of contract	Pg. No.
1					
2					
3					
4					
5					
6					

Important: Only certificates issued by the clients in letter head with date of issue and containing requisite details will be considered. Copies of work orders, agreements, extension letters and bills will not be considered.

Signature of the Bidder
Along with seal

Date:

(On the official letterhead of the firm)

[...COVER-B]

ANNEXURE-II

**PART - II
PRICE BID**

Tender Ref. No. IITH/215/MS/Tender/Amenity Complex-5/2024, dated 29.04.2024

Bidders are to quote the License fee against the schedules for which they intend to submit their bid:

Schedule No.	Shop No.	Carpet Area (Sq. ft)	Name of the Service	Reserve License Fee (Rs.)	License Fee per month (Rs.) excl. of GST (to be quoted by the Bidder)
I	5	124.38	DTP & Binding	3,036.00	
II	9	142.57	Tailor Shop	3,272.00	
III	10	125.11	Courier service & Travel Agency	3,045.00	
IV	17	282.45	Stationery Shop	2148.00	

Note:

1. License fee is to be quoted excluding GST.
2. GST @ 18% will be extra.
3. Bidders may quote for the one or more intended schedules.
4. **Separate Tender Fee and EMD have to be paid for each schedule/ shop.**
5. Only quoting the price without furnishing Tender Fee and EMD will not be considered.

Signature of the Tenderer with Seal & Address

Date:

(On the official letterhead of the bidder)

LETTER OF CONSENT

Date: _____

To
The Director
IIT Hyderabad

Tender Ref. No. IITH/215/MS/Tender/Amenity Complex-5/2024, dated 29.04.2024.

Name of Work: Running of _____Shop (Shop No._____) at Amenity Complex, IIT Hyderabad.

Sir,

I/We understand the nature and quantum of work to be carried out. I/we have read the various conditions to tender including general conditions and hereby agree to abide by the said terms and conditions. I/We also agree to keep this tender open for acceptance for a period of 90 (Sixty) days from the date fixed for opening the Part II and in case the tender is withdrawn within the validity period or the contract if awarded is not accepted, I/We understand that my/our "Earnest Money Deposit" submitted along with the tender will be liable for forfeiture. The rate quoted is firm and I/we will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire contract period as per the letter of acceptance of the tender/contract. I/We also hereby agree to abide by the rules and regulations of the IITH, general conditions of the contract as amended from time to time and to carry out the work according to the conditions of the contract laid down by IITH.

The full value of the Earnest Money Deposit (EMD) shall stand forfeited without prejudice to any other right to remedies if:-

I /We do not execute the contract documents within 7 (seven) days after getting information from IITH, or

I / We do not commence the work within 15 (fifteen) days after getting information from IITH.

Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signature of Tenderer(s) with Stamp, Address:

SCOPE OF WORK

SCHEDULE NO.: I

SHOP NO. 5: DTP & BINDING

BIDDER(S) SHALL QUOTE HIS RATES FOR THE BELOW MENTIONED SERVICES:

Service Description	Price (Rs.)
Xerox machine (laser printers)	
Inkjet printers (color Xerox)	
DTP Services	
Laminator (for lamination)	
spiral binding coil	
spiral binding sheets	
spiral binding machine	
Printing papers (A4, A2, A3 etc.)	
Computer system	
Printers and scanners	
UPS	
Design software	

Bidder(s) shall also quote for the DTP & Binding related services which are not mentioned above.

SCHEDULE NO.: II

SHOP NO. 9: TAILOR SHOP

-Tailoring services.

SCHEDULE NO.: III

SHOP NO. 10: COURIER SERVICE & TRAVEL AGENCY

- **Courier Services:** The bidder shall quote the rates of courier services.

Service Description	Charges/Price (Rs.)

- **Travel Agency services:** The bidder shall quote the rates of services.

Service Description	Convenience fee (Rs.)
Cab, Bus, Train, Air tickets	
VISA services	
Accommodation Booking	

Bidder(s) shall also quote for the Travel Agency related services which are not mentioned above.

SCHEDULE NO.: IV

SHOP NO. 17 (Stationery shop)

BIDDER(S) SHALL QUOTE HIS RATES FOR THE BELOW MENTIONED SERVICES:

Service Description	Price (Rs.)
Xerox	
Per side (<20 sides)	Rs _____
Per side (>20 sides)	Rs _____
Print (Black and White)	
Per side (<20 sides)	Rs _____
Per side (>20 sides)	Rs _____
Print (Color)	
Per side (<20 sides)	Rs _____
Per side (>20 sides)	Rs _____
Scanning	
Per side	Rs _____
Paper A4 sheets	
Per page (<10 page)	Rs _____
>10 page	Rs _____

Bidder(s) shall also quote for the Stationery related services which are not mentioned above.

The price of branded stationery items shall not be more than MRP.

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