

# Tender Document

**Name of Work:**

**FOR LEASE OF VARIOUS UTILITIES SERVICES/SHOPS IN THE  
UNIVERSITY PREMISES AT DR. B.R. AMBEDKAR NATIONAL LAW  
UNIVERSITY, INTERIM CAMPUS, SBIT, PALLRI, MEERUT-SONIPAT  
ROAD, SONIPAT**

AT

**Dr. B.R.AMBEDKAR NATIONAL LAW UNIVERSITY–ITERIM  
CAMPUS, SBIT, PALLRI, MEERUT-SONIPAT ROAD, SONIPAT  
(HARYANA)**

<b>Start date of submission of bid</b>	<b>12.03.2021 at 11:00 AM</b>
<b>Pre-bid meeting</b>	<b>16.03.2021 at 3:00 PM</b>
<b>Last Date of Submission of Bid</b>	<b>30.03.2021 upto 5:00 P.M.</b>
<b>Date of Opening of Technical Bid</b>	<b>02.04.2021 at 11:00 A.M.</b>
<b>Opening of Financial Bid</b>	<b>05.03.2021 at 11:00 A.M.</b>

## INDEX

**Name of Work:** FOR LEASE OF VARIOUS UTILITIES SERVICE/SHOPS IN THE UNIVERSITY PREMISES AT DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY-RAI CAMPUS, SONIPAT. (HARYANA)

<b>Sl. No.</b>	<b>Description</b>	<b>PageNo.</b>
1	Notice Inviting Tender	3-4
2	Terms and Conditions	5-13
3	Tender Form – Annexures-i-iv	14-19

**Dr. B.R.AMBEDKAR NATIONAL LAW UNIVERSITY, RAI,  
SONIPAT–(ITERIM CAMPUS, SBIT, PALLRI, MEERUT-SONIPAT  
ROAD, SONIPAT (HARYANA)  
(Established by Haryana State Legislative Act 15 of 2012 )  
Website: [www.dbranlu.ac.in](http://www.dbranlu.ac.in)**

**TENDER NOTICE**

**Tender No. Gen/01/2021**

Sealed tenders are invited from the interested parties/vendors for leasing out the following Shops in the University for a period of two years.

1. Unisex Saloon (Ladies) - (Shop No.01A). - 01No.
2. Unisex Saloon (Gents) - (Shop No. 01B). – 01No.
3. Confectionary and Dairy Product Shop - (Shop No.-02) - 01No.
4. Fruit & Vegetable Shop - (Shop No.-03). – 1No.
5. Stationary Shop - (Shop No.-4) – 1No.
6. Pharmacy, Medical Store - (Shop No.-05) – 1No.
7. General-cum-Grocery Shop-(Shop No.-06) – 1No.
8. Restaurant –( Shop No.07) – 1No.
9. Canteen, in Separate designated Area – 1No.

The tenders submission will start w.e.f 12.03.2021 upto 31.03.2021 by 5:00 PM. Tender document and other detail is available on University website i.e. [www.dbranlu.ac.in](http://www.dbranlu.ac.in). The bids can be submitted physically/ through courier in sealed envelopes at SBIT, Vill. Pallri, Meerut-Bahalgarh Road, Sonapat. Competent authority of the University reserves the right to cancel the tender without assigning any reason.

**REGISTRAR**

**IMPORTANT DATES/SCHEDULE OF TENDER**

<b>Start date of submission of bid</b>	<b>12.03.2021 at 11:00 AM</b>
<b>Pre-bid meeting</b>	<b>16.03.2021at 3:00 PM</b>
<b>Last Date of Submission of Bid</b>	<b>30.03.2021upto 5:00 P.M.</b>
<b>Date of Opening of Technical Bid</b>	<b>01.04.2021 at 11:00 A.M.</b>
<b>Opening of Financial Bid</b>	<b>05.03.2021 at 11:00 A.M.</b>

**TENDER FEE DETAILS**

<b>FEE PARTICULARS</b>	<b>AMOUNT</b>	<b>MODE OF PAYMENT</b>
Tender Processing Fee (Non-refundable)	Rs.1000/- + GST @18% (Rs.1180/-)	Demand Draft Payable in favor of Registrar, Dr. B. R. Ambedkar National Law University, Sonipat.
Earnest Money Deposit (EMD)	At the rate 20% of Annual rent amount.	As above

Intending bidders may obtain copy of the tender document along with details by downloading it from our website [www.dbranlu.ac.in](http://www.dbranlu.ac.in).

Interested bidders may submit their complete bids including supportive documents, tender fee, EMD and financial bid in sealed envelopes (separately technical and financial) addressed to Registrar, Dr. B.R .A. National Law University, Rai, Sonipat– (ITERIM Campus, SBIT Campus, Pallri, Meerut-Sonipat Road, SONIPAT.

**NOTICE INVITING TENDER**

### **SCOPE OF BUSINESS:**

The Institute is desirous to lease out to run the below mentioned Utility Shops/Restaurant and Canteen/ Cafeteria to facilitate their students and families. Presently, 360 Students and 70 staff and family members shall be residing in the campus. Besides, 70 other outsourced non-teaching employees shall also be working in the Institute on daily basis.

<b><u>Sl.No.</u></b>	<b><u>Name of Shop</u></b>	<b><u>Number of Shops</u></b>	<b><u>Location</u></b>
1	Unisex Saloon (Ladies) - (Shop No.01A).	1	Shopping Complex within the campus.
2	Unisex Saloon (Gents) - (Shop No. 01B).	1	
3	Confectionary and Dairy Product Shop-(Shop No.02)	1	
4	Fruit & Vegetable Shop - (Shop No.-03).	1	
5	Stationary Shop - (Shop No.-4)	1	
6	Pharmacy, Medical Store - (Shop No.-05)	1	
7	General-cum-Grocery Shop - (Shop No.-06)	1	
8	Restaurant –( Shop No.07)	1	
9	Canteen	1	Designated Canteen area

### **Facilities available/extendable:**

1. Water
2. Electricity
3. Power backup
4. Sitting arrangement
5. Verandah
6. Bank
7. ATM
8. Dispensary
9. Drinking Water
10. Dustbins

Dr. B. R. Ambedkar National Law University, Rai (Sonepat) invite the bids from various parties for lease of various utility services/shops i.e. Confectionary & Dairy Product, Fruit & Vegetable shop, Saloons (Ladies & Gents) etc. as per the terms and conditions laid down in tender document. Prospective bidders may go through tender document placed on University website [www.dbranlu.ac.in](http://www.dbranlu.ac.in) and may submit their bids offline as described above.

The Bidders shall have to pay for the Tender Documents Fee, EMD Fees through demand draft in favor of Registrar, Dr. B. R. Ambedkar National Law University, payable at Sonepat.

### **ELIGIBILITY:**

1. The person/individual/agency may have minimum two years experience to run similar business/shop running for which he/she is applying. Similar business means Stationary & Novelties items /saloon shops/Restaurant/Confectionary/Fruit & Vegetable, Stationary/ Canteen etc. in any University/ Institute/ Govt. offices/ MNC/ Colleges/Schools. In case of no suitable person/agency, the criteria of experience will be relaxed, as the case may be, by the Institute.
2. The person/applicant must be free from disease and sound health & good character and age between 18 to 65 years and unemployed.
3. The person should have copy of audited Balance Sheet for last three consecutive years (2018-19, 2019-20& 2020-21). Those who are not having audited balance sheet, have to enclose photocopy of Bank passbook showing Bank Account Number, Photo, Branch address, Branch code, IFSC Code and entries for last six months.
4. The bidder has also to enclose PAN Card, Aadhar Card, Voter Card or any other valid ID and Address proof.
5. In case it is found that if any persons had applied on other's name, the bids will not be considered or rejected at a later date also. Only those persons/individuals/agency may apply, who are unemployed, serious to run the shop by himself/herself. Himself/Herself including spouse/son & daughters only.
6. Only one business/shop will be allowed to run in the campus by an individual/person/agency against their family/company. In case, if any agency is already running any business or found suitable for any other business, have to choose any one business/shop.
7. Character Certificate/Police Verification as issued by Local Administration, MP/MLA Local Police/ or Gazetted Officer.
8. Valid FSSAI license is required to be enclosed for Food Outlets/Canteen/Restaurant, otherwise, they will not be considered for the same. If applied, will be considered.

**Important Note:**

1. The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as 'Applications / bids not submitted'.
2. Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
3. Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
4. In the first instance, the online payment details of tender document fee and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule.

The bids shall be submitted offline in two separate envelopes:

**Envelope 1: Technical Bid**

The bidders shall mention the required eligibility & technical documents in the Technical Bid.

**Envelope 2: Commercial Bid**

The bidders shall quote the prices in price bid format under Commercial Bid, and DD against EMD and tender Fee.

**All the bidders intending to participate in the tender process are requested to visit on our Portal i.e. [www.dbranlu.ac.in](http://www.dbranlu.ac.in).**

**PRE-BID MEETING:**

The Pre-bid meeting will be held in DBRANLU Interim Campus at SBIT to clarify the doubts of the intending agency(ies), if any, as per schedule. In case, after pre-bid meeting (wherever applicable) any modification(s)/addition(s)/deletion(s) or any alternation in the requirement(s)/specification(s)/condition(s) etc, the same will be placed only on website- [www.dbranlu.ac.in](http://www.dbranlu.ac.in). therefore all the bidders are advised to visit the website before filling their Tender.

**Contact Persons:** For any query please contact: Dr. Satish Kumar, Assistant Registrar, Mobile No 99968-02288 or on the email <general@dbranlu.ac.in>.

**BIDDING APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:-**

1. The bidder has to enclose duly signed Tender document at each page alongwith supportive documents as indicated in the tender and Tender Fee, EMD and Financial bid.
2. Technical Bid on the Tender document appearing at Annexure- I duly filled in, signed along with Earnest Money Deposit (EMD) & Tender document Fee (non-refundable) as specified in the form of Bank Demand Drafts (cheques are not accepted) drawn in favor of Registrar, DBRANLU payable at Sonipat.
3. Proof of permanent address.
4. Acomplete list of business/shops
5. Audited Balance Sheet/ITR Returns for last 3 years/Bank Pass Book with photo and six month details/Income Certificate.
6. Details of Bank Account of Agency i.e Account No., IFSC Code, MICR No., Bank Name and address.
7. Police Verification or Character Certificate issued by MP/MLA/Corporator or Class-I Gazetted Officer.
8. Copies of Balance Sheet, Profit & Loss and Annual Income Tax Return of last 3 financial years ending 31<sup>st</sup> March.

9. Details of PAN/TAN/Service Tax Registration number/FSSAI Certificate/ GST No/ ESI & EPF No.( as applicable).
10. An authorization letter in favour of the person signing the Tender documents. If not signed by the Proprietor/Partner/Director.
11. An attested copy of the certificate of registration/incorporation (with MoA/AoA) pertaining to the legal status of the bidder.
12. Copy of FSSAI Registration(as applicable)
13. ID and Address proof: (1)Voter-Card, (2)Addhar Card (3) ID Card (4) Driving License, (5) 6)Domicile and or Address Proof (7) latest Electricity Bill (8) latest Water bill (9) BPL Card (10), Ration Card PAN Card etc
14. Tender document with all annexure should be duly signed and or stamped on each page as acceptance of the terms and conditions.

### **EVALUATION PROCEDURE**

1. The bids will be evaluated on the basis of eligibility and documents submitted by the bidders and further license fee as quoted by them.
2. The lease/allotment of shop shall only be made to those bidder/individual/agencies, who have quoted highest lease fee more than the reserved lease amount/ fee.
3. In case of tie between the parties, the shop will be allotted to those, whose income is less or whose social status is less than others or as decided by the committee/Institute.
4. The lessee is required to convey their consent within 15 days from the issue of letter of award. Besides, they have to take possession within 15 days from the date of acceptance failing which; letter of award/allotment will be cancelled automatically.

### **GENERAL TERMS & CONDITIONS**

1. The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as 'Applications / bids not submitted'.
2. The Registrar or his authorized officer is not bound to accept the highest tender and reserves the right of accepting or rejecting any Tender without assigning any reason.
3. Every person desirous to participate in the Tender shall have to deposit 20% of the total Lease amount of one year as specified in the Tender Notice, which will be refunded to unsuccessful Tenderer(s) immediately after the decision is taken. The earnest money of the Tenderer whose Tender is finally accepted shall be kept as a part of Security. In case the security amount falls short of 20% of the total lease amount of one year, the Tenderer shall have to deposit such short amount as to make the Security amount to the tune of 20% of the total lease amount for one year and this shortage of security will be made good by the Tenderer concerned, before month of the expiry/termination of lease period after deducting the unpaid amount due as Rent,

Fines and other dues etc. on the request of the Lessee without interest accrued on the Security so deposited with the University.

4. The successful Tenderer shall deposit first monthly installment immediately as the first installment and the lease will be only deemed to be given to the highest Tenderer and if its confirmation is conveyed to him in writing by the University. The balance amount of the lease money in equal monthly installments shall be paid by him in the manner here-in-after laid down. Each subsequent installment shall be deposited in advance by the Lessee within seven days of due date.
5. The lease period will be for the contract period of one year unless terminated earlier by the University for violation of any of the terms and conditions of the Lease/Agreement. The Lease Period is extendable for another two years on year to year basis subject to the satisfactory performance of the lessee.
6. The lease will be temporary and the successful Tenderer will have to execute an Agreement Bond before taking possession and he will abide by all the terms and conditions of the lease.
7. The Lessee shall alongwith the agreement as mentioned in clause 6, give Surety of two persons who will execute a Surety Bond to the effect that they shall be responsible to pay the lease amount and other dues outstanding to University in case of default of the Lease Holder.
8. The possession of the **SHOP** shall be given to the Lessee only after he has deposited the full Security and first monthly installment alongwith Agreement Bond, Surety Bond, otherwise his contract will be deemed as cancelled and all money i.e. first monthly installment and security will stand forfeited automatically.
9. If the highest Tender is accepted by the University and the concerned Tenderer is not interested to accept the lease and he does not deposit the installments on due dates, then the security already deposited by him will be forfeited and the lease will be given to the next Tenderer according to the list.
10. The Lessee shall strictly observe and follow all the orders and instructions issued by the University or its officers from time to time. In case of non-compliance of orders and breach of any of the terms and condition of Agreement, the lease/allotment of shop can be cancelled by the University without assigning any reason and security amount will stand forfeited.
11.
  - a) The Lessee shall make its own arrangements for Electricity meter from Executive Engineer (Construction Division) in the **SHOP** available in Shopping Centre and shall be responsible to pay electricity charges etc.
  - b) The Lessee shall deposit water charges for **SHOP** in Shopping Centre, at the flat rate of Rs. 200/- per month alongwith monthly installment.
  - c) The University reserves the right to review the water charges from time to time and the lessee will have to pay charges at the revised rates.
12. The Registrar will not be responsible for the payment of any bill due against any member of the Staff, employee or public and students etc.
13. If the **SHOP** remains closed for more than 7 days without proper permission, it will be presumed to have been closed down. As such, the fresh tenders will be invited for the



**SHOP** and the loss will be recovered from the first Lessee till that **SHOP** is taken over by the second Lessee.

14. During the period of lease, if the **SHOP** is required by the University, the lease can be cancelled and the lessee shall have to vacate the **SHOP** within the time specified in the order. In case of such an eventuality, no compensation except proportionate lease amount for the unexpired period of lease shall be returned.
15. The Lessee shall not transfer or sublet the **SHOP** or any part of the premises leased out to him/her and the lessee shall not make any addition/alteration in existing immovable structure without prior approval of the University. In case the lessee is found to sublet the **SHOP** and/or make addition/alteration in the immovable structure his/her lease will be cancelled immediately.
16. The lessee shall deposit each installment during the prescribed period, failing which interest @ 18% per annum will accrue and a part of one month will be treated as a full month and the same shall be deposited alongwith due installment without any intimation from the University. The date on which the amount due as installment/penalty/interest becomes equal to security deposited by him, the lease will automatically be deemed to have been ceased and the University will be competent to re-tender the same. In addition to this, penalty upto Rs. 50/- per day shall be imposed on late deposit of the installment.
17. Amount of the fine etc. will be deposited by the Lessee within a week of its imposition, failing which he will be liable for interest @ 18% per annum to be paid as per terms of clause 16. In case the Lessee does not pay fine within the specified period and fine with interest exceeds the security amount deposited with the University by the Lessee, his lease will be terminated/cancelled by the University.
18. The University shall be entitled to recover any outstanding dues including penalty/fines, installments and other dues from Security of the lessee or from the Surety as arrears.
19. The highest Tender, if allotted the Tender, shall have to accept it and do the job for the allotted period, failing which the security deposited by him shall be forfeited and he will be debarred from filling the Tender for a period of three years.
20. The Lessee will not be allowed to open the facilities of the **SHOP** to the outsiders. The **SHOP** is solely meant for use by the Residents, Students and staff of the University.
21. The Lessee will not be entitled to raise any objection or claim for any deduction in lease amount or installment in case some other Canteen/shop is constructed in the University Campus or in case there comes in existence any khokha or authorized **SHOP** after or prior to the lease.
22. The **SHOP** entrusted to the Lessee will be utilized for the purpose, it has been allotted and would be kept in perfect sanitary conditions and in order. The premises shall be handed over back to the University after the termination of the lease period in the same condition and with all the fittings, furniture and fixtures etc. as provided by the University or to be provided in due course during the lease period. The lessee shall start the **SHOP** within two weeks of issue of lease, failing which the lease will be deemed to have been cancelled and the security shall be forfeited.
23. The Lessee shall equip the **SHOP** for running the business to the satisfaction of the University authority and shall display the articles in presentable manner.

24.
  - a) The Security deposited by the lessee will be refunded to him after three months of expiry of lease period of the **SHOP** allotted to him. No interest on security shall be given to the lessee. The security shall be refunded after the submission of the clearance certificate from UHBVN.
  - b) Security amount of 20% of the total lease money paid by the Lessee before starting the **SHOP** shall be confiscated with interest in case of breach of any clause mentioned in the terms & conditions of **SHOP** lease.
25. The University reserves the right to cancel even the highest tender without assigning any reason.
26. Only such articles shall be offered for sales which are particularly approved by the University for the **SHOP**. The University may order in writing to prohibit the sale of the articles, which are in contravention of the instructions. The University can impose a fine upto Rs. 500/- on each default.
27. Articles required/sold shall be of the best available quality.
28. The **SHOP** can be inspected at any time by the University.
29. The Lessee shall observe timings of the **SHOP** as fixed by the University.
30. The Lessee shall keep a Complaint Book which shall be made available on counters to the Customers and authorized Officer(s) of the University shall have the right to see all these Complaint Books as and when required.
31. The Lessee should not be permitted to keep any items not included in the Rate List approved by the University.
32. The rates of the articles/items will be reviewed every year by the University.
33. The Lessee will not appoint Child Labour in the **SHOP**, which is not permissible under law.
34. The lessees will not appoint any employee without proper identification/verification.
35. The **SHOP** should remain open during the time as decided and intimated by the University.
36. The Lessee shall undertake to provide satisfactory service to the customers. University or its officers shall have the right to exercise check in any form any time.
37.
  - a) In case of any default, complaint or deterioration of requisite quality of items, the Lessee shall be liable to pay reasonable penalty levied by the University and shall deposit the penal amount as per direction of the University.
  - b) The items shall be sold in the **SHOP** as decided by the University from time to time.
38. In case of any loss or damage to the Customers due to him/her employees negligence, the Lessee shall be responsible to make good the loss to the customer.

39. The Lessee shall not make any addition or alteration in the **SHOP** without the written permission of the University.
40. The verandah in front of the **SHOP** shall not be encroached upon or used for any purpose other than the public passage.
41. The University shall have the right to cancel the lease on the above grounds after giving one month notice and have the **SHOP** vacated at any time, on serving a notice in writing for infringement of the Agreement in part or whole. The University shall have the authority to imposed penalty @ twice of the rent per day upto the period the **SHOP** is vacated.
42. The Lessee shall maintain the University property in good condition and shall make good of any loss/damage done to the University property occupied by him.
43. a) The Lessee shall not dump any empty packing, baskets or any material on the roof of the **SHOP** or in the open space outside the premises not allotted to him.  
b) The Lessee shall not be allowed to sale the items in polythene bags.
44. The lessee shall take every care to keep the premises of the **SHOP** clean and in good condition and he shall also be responsible for the cleanliness of the premises adjoining the **SHOP** leased to him.
45. The Lessee shall be fully responsible for good conduct and character of his employee(s) and employees shall be dressed in proper uniform and ensure that the dress is neat & clean at all times.
46. On cancellation of lease, the **SHOP** shall be vacated by the allottee immediately from the date of issue of notice in writing by the University for ejection. The University shall take immediate possession of the **SHOP** and make alternative arrangements to run the same immediately. If any material or fitting belonging to him are not removed by him immediately as directed by the University, these will become the property of the University.
47. In case the Lessee wants to vacate the **SHOP** before the expiry of the period, he shall have to give one month notice but his security shall be forfeited. In case three month notice is given, his/her security shall be refunded without interest.
48. No General Power of Attorney will be acceptable.
49. Good quality furniture, electrical fitting and fixture etc. will be provided by the Lessee in the **SHOP**.
50. The University shall not be responsible for the damage or theft in **SHOP**, if any.
51. The Lessee shall be responsible for the repair of **SHOP** required, if any, during the lease period.
52. No suit in regard to any matter arising in respect of conditions of this lease shall be instituted in any court except in the Civil Court of Sonapat District.
53. Notwithstanding anything contained in the foregoing clauses and without prejudice to the provision of Penalty/fines mentioned in the aforesaid clauses, the University can

cancel the lease any time for the breach of any condition without any notice to the Lessee and the lessee shall have no claim for compensation.

54. The Lessee shall have to pay Service Tax as applicable from time to time.
55. The lessee shall have to provide printed/electronic bills containing GST number against each sale to students/staff / the consumers.
56. Timing of Shop: The shop can be run all seven days from morning to late night (8.00 AM to 9.30 PM) or as convenient to the shopkeeper and Institute but not allowed to open only during evening hours. The Canteen shall be run upto 9.00 am to 10 pm or during library hours.
57. Running of shop by bidder only: - The shop has to be run by successful bidder only and not by any otherperson/servant will not be allowed but assistance of servant can be taken.
58. Period of Contract: Initial license will be given for two years, which can be extended further up to maximum 2 years on satisfactory performance and mutual consent. In case of extension beyond two years, if required, the license fee will be reviewed and revised appropriately on the basis of sale/foot fall.
59. Charges of sales items: - Operator has to get done approved their rates from university authority/committee and display the rate list at their counters.
60. Non participation of DBRANLU staff in bids submission:-Employees of DBRANLU and their families are not permitted to participate in bidding process to avoid conflict of interest.
61. List of partners/directors: - The bidder shall disclose the details of the partners/directors etc.in a separate sheet which shall be enclosed with technical bid.
62. Ban on sale of addictive /restrictive items : - Contractor/vendor shall not sell any cigarette, bidi, pan, alcohol, drugs, etc. in the shop and in the DBRANLU premises, if anyone is found indulged in businesses; the person shall be asked to leave the campus immediately and the Contractor shall be liable to lose the contract for breach of this condition.
63. Maximum one shop will be licensed/allotted to one person or his/her family.
64. FSSAI certificate is essential for Restaurant/Coffee Shop/Canteen, therefore, just after award, they have to obtain proper FSSAI license within three months otherwise allotment will be cancelled.
65. The Shopkeeper/Allottee has to execute License Agreement on Rs. 100/- Non Judicial Stamp Paper within 30 days from the issue of Letter of Award.
66. Canvassing: Canvassing in any form will be viewed seriously and if any Agency is found tobe resorting to such practices, the TENDER of such firm will be rejected.

I have read all the above terms and conditions (Sr. No. 1 to 66) carefully and undertake to abide by all the terms and conditions and rules and regulations of the lease.

Signature of the Tenderer \_\_\_\_\_

Name of the Tenderer \_\_\_\_\_

Son/Daughter/wife of \_\_\_\_\_

Address \_\_\_\_\_

Dated: \_\_\_\_\_ Contact No \_\_\_\_\_

**TENDER FORM (TECHNICAL BID)**

(To be submitted by the Agency/bidder on its letter-head)  
All information should be filled and specified by page no.

Name of the Agency \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Sl. No.</b>	<b>Particulars</b>	<b>Status (Yes enclosed)</b>	<b>Page No. of Docs.</b>
1.	<b>Year of Incorporation :-</b> (copy to be enclosed, as applicable)		
2.	<b>Address (Copy of proof to be enclosed):-</b>		
3.	<b>Name of Proprietor/Authorized Person:-</b>		
4.	<b>Mobile No.:</b>		
5.	<b>Email ID:-</b>		
6.	<b>Type of Services applied for :</b>		
7.	<b>Work Registration No.:-</b> <b>Exclusively for Restaurant/Canteen/Pharmacy shop</b> (Copy to be enclosed)		
8.	<b>No. of Workplaces</b>		
9.	<b>Work-Order of work done to be enclosed</b> (Work order mentioning total value and total period of work done along with list with names, designation & Telephone numbers of the authority to be enclosed)		
10.	<b>Experience-Certificate of work done to be enclosed</b> (Experience Certificate mentioning specific relevant work with period)		
11.	<b>Details of work carried out by the Bidders during last 03 years</b> (Copy of the proof of experience to be enclosed)		
12.	<b>PAN No. (Copy to be enclosed)</b>		
13.	<b>GST No(Copy to be enclosed)</b>		
14.	<b>FSSAI Registration No.(Canteen/Restaurant/Coffee Shop/ Food shops)</b> (Copy to be enclosed)		
15.	<b>License No. under Contract Labour (R&amp;A) Act:-=</b>		
16.	<b>Income Tax Return (ITR) for F.Y. 17-18, 18-19 and 19-20</b> (Copy to be enclosed)		
17.	<b>Annual Turnover for F.Y.: -2018-2019:-</b> <b>Rs.</b>		

	2019-2020:-Rs. _____ 2020-2021:-Rs. _____ (Copy to be enclosed)		
18.	<b>Balance Sheet &amp; Profit &amp; Loss A/c for :- 2018-2019, 2019-2020 &amp; 2020-2021 (Copy to be enclosed)</b>		
19.	<b>Brief explain how the firm will carry out the work assigned by DBRANLU (Please use separate sheet)</b>		

**Demand Drafts No.** \_\_\_\_\_ **amounting Rs.** \_\_\_\_\_ **dated** \_\_\_\_\_ **and Demand Draft No.** \_\_\_\_\_ **amounting** \_\_\_\_\_ **Rs.** \_\_\_\_\_ **dated** \_\_\_\_\_

**Drawn on** \_\_\_\_\_ **are enclosed with**  
**Technical bid as TENDER Fee and EMD.**

**Dated: -** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Block** \_\_\_\_\_  
**Name** \_\_\_\_\_ **in** \_\_\_\_\_ **Block** \_\_\_\_\_  
**letters** \_\_\_\_\_

**Name of the** \_\_\_\_\_  
**Agency** \_\_\_\_\_

**Address with stamp:**

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**ACCEPTANCE OF THE BIDDERS**

Name of the Work.....

All the clauses of TENDER document and terms and conditions enumerated in this form have been read by me/ us and are acceptable to me/ us.

**Dated: -**

**Signature**

**Name in Block  
letters**

**Name of the**

**Agency**

**Address with stamp:**

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## UNDERTAKING

To

**Registrar,  
Dr. B.R. Ambedkar National Law University  
Rai-131008,  
District-Sonepat (Haryana)**

Sir,

- 1 I/we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the TENDER documents and undertake to comply with them.
  
2. It is further certified that our firm has not been blacklisted by any agency in India or abroad.

**Dated:**

**WITH SEAL**

**SIGNATURE OF THE BIDDER**

**NAME OF THE BIDDER  
WITH ADDRESS**

**FINANCIAL BID PART-II**

Name of Bidder \_\_\_\_\_

I agree to abide by the terms & conditions as mentioned in the Tender documents or communicated while the allotment of lease to run the shops inside the campus.

NAME OF THE SHOPS	No of Shops for business	Location	Reserved Monthly Fee including GST (If any)	Quoted Monthly Lease Fee for shop including GST(if any)
Restaurant/Food Outlet	01	Shops in commercial complex at campus	Rs. 5100/-	
Fruit & Vegetables,	01		Rs. 2275/-	
Confectionary & Dairy Products	01		Rs. 3350/-	
Stationery & Novelties shop	01		Rs. 3350/-	
Women Saloon/ Beauty Parlor	01		Rs. 2275/-	
Men Saloon Shop	01		Rs. 2275/-	
Canteen	01	Separate Designated Area	Rs. 14820/-	
General-cum-Grocery Shop	01	In Shopping Complex	Rs. 4120/-	
Medical Store/Pharmacist Shop	01	In Shopping Complex	Rs. 3070/-	

- Shops can be interchanged as per requirements.
- Besides license fee, actual electricity charges shall be charged as per meter reading. The present electricity charges is Rs.8/- per unit and Rs.22/- per unit for DG backup. The charges shall be payable on 10th of each month, otherwise suitable penalty will be charged.
- The person/agency has to take possession of the shop within 15 days from the award of license. Subsequent monthly license fee on monthly basis in advance before 10<sup>th</sup> of every month shall be deposit. In case of non-submission of license timely, penalty @ Rs.500/- per months shall be charged until clearance of outstanding otherwise same will be recovered from security. Defaulters more than six month, the license will be cancelled and shop will be getting done vacated. The Electricity Bill, Water Bill, etc. will also be deposited on monthly basis.
- The EMD of successful bidder shall be converted in to Security and kept deposit with DBRANLU, which will be refunded after the completion of contract and subject to settlement of dues.
- In case, Food Outlets using water, has to pay Rs.500/- per month for Food Outlets, otherwise, they will not be allowed to use water. In case, they are found using DBRANLU raw water for their day to day working at any stage, the same charges will be applicable.

Date:  
Place:

Signature:  
Name:  
Mobile No.  
Address: -