



**Tender for Renting out / Leasing out of Temporary shops  
/ Popup shops for Several Categories in Permanent  
Campus of Central University of Gujarat at village  
Kundhela, Vadodara.**

**Tender No. CUG/13/2024-25 Dated: 28.01.2025**

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**Central University of Gujarat,  
Sector 29, Gandhinagar – 382030  
Tel.: 079/23977410  
Email: [registrar@cug.ac.in](mailto:registrar@cug.ac.in)/[iwd@cug.ac.in](mailto:iwd@cug.ac.in)**

**Tender for Renting out / Leasing out of Temporary shops / Popup shops for Several Categories in Permanent Campus of Central University of Gujarat at village Kundhela, Vadodara.**

Central University of Gujarat Established by Parliament of India through the Central Universities Act (2009) invites sealed tenders for Renting out / Leasing out of Temporary shops / Popup shops for Several Categories in Permanent Campus of Central University of Gujarat at village Kundhela, Vadodara. The tenders are invited from interested individuals / proprietors / registered agencies / firms for setting up & running the shop(s) in the leased area. The vendors shall provide the required services/items to the University and the items should be available all the time at a reasonable and/or fixed price (i.e. MRP) of the best quality and the right quantity.

The tenders can be downloaded free of cost from the University website [www.cug.ac.in](http://www.cug.ac.in) and CPP Portal. the duly filled & sealed tenders in prescribed manner shall be addressed & sent via registered / speed post to “The Registrar, Central University of Gujarat, Sector 29, Gandhinagar, 382030 so as to reach on or before 18/02/2025 up to 15.00 Hrs.

**Registrar**

**Central University of Gujarat**

## Contents

|   |    |
|---|----|
| 1. Scope of Services: .....   | 4  |
| 2. Instruction to bidders for preparation and submission of bids .....      | 5  |
| 3. Submission of Bids.....  | 5  |
| 4. Validity of Bid: .....   | 6  |
| 5. Pre-bid meeting: .....   | 6  |
| 6. Terms and Conditions of the tender: .....                                | 6  |
| 7. Special terms and conditions:.....                                       | 10 |
| 8. Eligibility Conditions:.....   | 11 |
| 9. Evaluation of Technical Bid: .....                                       | 11 |
| 10. Evaluation of financial bid: .....                                      | 12 |
| 11. Termination of Contract, Vacant Possession etc.....                     | 13 |
| 12. Statutory Obligations: .....  | 13 |
| 13. Penalty provision: .....  | 13 |
| 14. Annexure I: Vendor Details (Eligibility Conditions) .....               | 14 |
| 15. Annexure II: FINANCIAL BID .....  | 15 |
| 16. LIST OF ITEMS PERMISSIBLE AND APPROVED RATES .....                      | 17 |
| Shop No. 01 Stationary & Xerox Items:.....                                  | 17 |
| Shop No.02 Grocery Shop: .....  | 17 |
| Shop No. 03 Canteen (Tea & Snacks) Shop: .....                              | 18 |
| Shop No. 04 Unisex Saloon:.....   | 19 |
| Shop No. 05 Laundry:.....   | 20 |
| 17. Annexure: Undertaking (on non- judicial stamp paper of Rs. 100/-) ..... | 21 |
| 18. Annexure: Character certificate .....                                   | 22 |

The Central University of Gujarat invites properly sealed tenders in Two-Bid system (Technical & Financial) from eligible and willing registered Agencies/ Firms / Individuals/ Proprietors for Renting out / Leasing out of Temporary shops / Popup shops to setup and operate inside the Central University of Gujarat campus located at village Kundhela, Vadodara for Several Categories of shops as indicated below

| Sr. No. | Shop No.   | Amenities offered                            | Area in Sq. feet | EMD (Rs.) | Minimum License Fee per month in Rs. * |
|---------|------------|--|------------------|-----------|--|
| 1.      | Shop No. 1 | Stationary / Xerox Shop                      | 200.00           | 2,000     | 5,000                                  |
| 2.      | Shop No. 2 | Grocery Shop                                 | 200.00           | 2,000     | 5,000                                  |
| 3.      | Shop No. 3 | Canteen (Tea & Snacks) Shop                  | 200.00           | 2,000     | 5,000                                  |
| 4.      | Shop No. 4 | Unisex Saloon                                | 200.00           | 2,000     | 5,000                                  |
| 5.      | Shop No. 5 | Laundry                                      | 200.00           | 2,000     | 5,000                                  |
| 6.      | Shop No. 6 | Any other shops decided by the CUG in future | 200.00           | 2,000     | 5,000                                  |

\* The minimum licence fee is excluding any other taxes (GST etc.)

## 1. Scope of Services:

1. The Central University of Gujarat is interested in inviting bids for Renting out / Leasing out of Temporary shops / Popup shops to setup and operate inside the Central University of Gujarat campus located at village Kundhela, Vadodara for Several Categories of shops.
2. The interested registered agencies/ Firms / individuals/ proprietors may personally visit the campus at Kundhela, Vadodara to have first-hand information about the campus and submit their bids. However, Central University of Gujarat does not take any responsibility for the minimum business from shops. Bidders are advised to visit the Institute before bidding. The interested parties can inspect the premises on any working day from start date of the bid till the end date of the bid. The cost of any such visit shall be entirely at the bidder's own expenses.
3. All interested bidders are required to submit their bids in two Bid system for operating shops at CUG campus Kundhela, Vadodara.

## Cost of tender, Tender document & opening of tender:

The tender documents can be obtained free of cost from CUG official website i.e. [www.cug.ac.in](http://www.cug.ac.in) and CPP Portal. the last date for submission of completed tenders is 18/02/2025 up to 15.00 Hrs.

Unless the last date for tender submission is not extended by the competent authority, the bids received will be opened on the 19/02/2025 at 15.00 Hrs. The Technical Bid will be opened first and financial bids of only those firms, which fulfil the technical eligibility will be opened. The date and time for opening of Financial Bids will be intimated to the bidders in due course.

## 2. Instruction to bidders for preparation and submission of bids

1. Bidders are requested to go through the tender advertisement and tender document carefully to understand the documents required to be submitted for evaluation. Please note the numbers of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of bid for evaluation.
2. Bids received through e-mail will not be considered for evaluation.
3. Bidders need to submit “Earnest Money Deposit” in form of Demand Draft drawn in f/o “Central University of Gujarat, Gandhinagar” for taking part in the bidding process.
4. The bidder has to attach the duly signed and sealed copy of this tender document and attach the same along with technical documents.
5. Bidders are requested to note that they should necessarily submit financial Bids in the format provided only and no other format is acceptable.
6. Any queries relating tender document and terms & conditions contained therein should be addressed in written format to the Tender inviting Authority or the concerned person as indicated in the tender.

## 3. Submission of Bids

Tenders shall be submitted in Two Bid System. The interested registered agencies/Firms / individuals/ proprietors have to submit the Technical Bids and Financial Bids in the prescribed proforma. All the documents along with signed copy of tender document are to be kept in duly sealed one envelope superscribed/written as “Technical Bid”. Second envelope duly sealed shall have only financial bid superscribed/written as “Financial Bid”. Both the envelopes shall be super-scribed and kept into a duly sealed third envelope. Third envelope must be addressed to the “Registrar, Central University of Gujarat” and clearly written as below

“Tender for Renting out / Leasing out of Temporary shops / Popup shops for Several Categories in Permanent Campus of Central University of Gujarat at village Kundhela, Vadodara”

If the bidder intends to apply for more than one shop, then bidder must submit the separate tender documents for each shop as prescribed below. The offer/bids must be submitted in two stage bidding system only.

### a) Envelope-I (Technical Bid):

Duly filled proforma for the technical bid (Annexure-I) shall be kept in Envelop-I and it should also contain the following:

|    |  |
|----|--|
| a) | All supporting documents to the bidder's responses filled in Annexure. <ul style="list-style-type: none"><li>- Relevant Experience Certificates, Work orders etc.</li><li>- Audited Financial turnover certificates of last three years (CA Certified)</li><li>- Educational qualification of bidder (authorized person)</li></ul> |
| b) | EMD for an amount of Rs. 2000 in form of DD drawn in f/o “Central University of Gujarat, Gandhinagar”  |
| c) | Bidder should print & sign on all pages of this tender document and submit the same by keeping it in the Envelope-I  |

\*All pages submitted in technical bid (Envelope-I) shall be serially numbered, indexed and the documents shall be used as final for all purposes

**b) Envelope-II (Financial Bid):**

It should contain Price Bid only (as per proforma for Financial Bid in Annexure) and it should not be enclosed in the envelope meant for technical bid.

Overwriting/ corrections in the commercial bid are not permitted and any such overwriting in commercial bid will lead to its rejection.

**(c) Envelope-III: Both Envelopes I & II shall be properly sealed and kept in Envelope-III.**

Note: No additional/tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever. However, CUG reserves the right to seek for any clarification from the bidders either through email or through regd. Post/speed post etc, if there is any ambiguity in the documents submitted by the bidder, and the bidder needs to respond to the clarification sought by CUG within 2 days of receipt of communication from CUG.

#### **4. Validity of Bid:**

The bids offered by bidders shall remain valid for 180 days from the date of notifying the tender and Bids submitted for a shorter period (if any) will be rejected by CUG.

The CUG may, as its discretion, request the bidder for extension of period of bid validity. However, modification in bid will not be allowed at any stage.

#### **5. Pre-bid meeting:**

A pre-bid meeting will be held on 06/02/2025 at 15.00 Hrs. for seeking clarifications on the tender conditions if any. Prebid meeting will be conducted at Meeting room, Mahatma Gandhi Bhawan, Central university of Gujarat permanent campus, Kundhela, Vadodara. Participation in the pre-bid meeting is voluntary. However, all the bidders are advised to take the cognizance of corrigendum published on CUG website, if any, before the due date for submission of their bids.

#### **6. Terms and Conditions of the tender:**

| <b>Sr. No.</b> | <b>Description</b>                                       |   |
|----------------|--|---|
| a)             | Maximum number of shops which can be applied by a bidder | Multiple bids are allowed. Bidders shall make separate Bid for each number of shops.  |
| b)             | EMD  | The bidders need to submit EMD along with technical bid, for an amount of Rs. 2000 in form of DD drawn in f/o "Central University of Gujarat, Gandhinagar". The EMD amount of the unsuccessful bidders will be returned within 30 days of award of LOI to the successful bidders. The EMD of successful bidders will be returned on submission of Security Deposit. |

| Sr. No. | Description                                       |  |
|---------|---|--|
| c)      | Letter of Intent (LoI) to the selected applicants | <ul style="list-style-type: none"> <li>▪ To be communicated to Successful Bidders. The successful bidders shall acknowledge the same and will revert with the letter of acceptance of the contract within 7 days of issuance of LOI.</li> <li>▪ The bidder awarded with LOI shall commence operations within 30 days from date of award of LOI.</li> <li>▪ In case the bidder is non-responsive, CUG reserves the right to cancel the LOI issued, forfeit the EMD submitted by the bidder and award LOI to the next bidder who quotes next highest quotation for that particular shop.</li> </ul>  |
| d)      | Commencement of Operations                        | <ul style="list-style-type: none"> <li>▪ The successful bidder (Licensee) shall start services within 30 days from the date of lease order/LOI</li> <li>▪ The successful bidder will be allowed to commence the business upon the satisfaction of other formalities like payment of Security Deposit within 15 days from the date of LOI and Execution of Agreement on stamp paper of requisite amount.</li> <li>▪ The agreement should be registered with appropriate authority. The cost of stamp duty to be borne by the Prospective bidder himself.</li> <li>▪ The successful bidder is free to run the business between 08.00 hrs to 20.00 hrs on all the days or as directed by CUG. CUG reserves the right to change the timings as per its convenience and the lessee bound to follow the same. The shop(s) or premises will be given “as is where is condition” to the successful bidder(licensee). Any modification, changes, alterations, repairs, if any required shall be undertaken by the licensee at her / his own cost with prior permission of the CUG.</li> </ul> |
| e)      | Security Deposit                                  | <ul style="list-style-type: none"> <li>▪ The Successful bidder (Lessee) shall deposit the “3 times of monthly rent amount (excluding GST)” as Security Deposit amount with CUG within 15 days of issuance of LOI (Letter of Intent).</li> <li>▪ Security Deposit shall be made in the form of Demand Draft/ Banker’s Cheque in favour of “Central University of Gujarat” payable at Gandhinagar. It shall not carry any interest from the part of the CUG.</li> <li>▪ The security deposit amount will be returned after 60 days of termination of agreement/contract period, subject to deduction/ adjustment of any dues that are to be recovered from the lessee.</li> </ul>  |
| f)      | Contract Period                                   | <ul style="list-style-type: none"> <li>▪ Initial lease period shall be for 1 years from the date of signing the lease deed/ agreement subject to review of yearly satisfactory performance.</li> </ul>   |

| Sr. No. | Description  |  |
|---------|--|--|
|         |  | <ul style="list-style-type: none"> <li>▪ The lease period can be extended by one year at a time and maximum up to the period of 2 more years subject to the satisfactory yearly review of business of shops.</li> <li>▪ The annual lease/rent escalation will be at the rate of 5% on the last paid annual lease rent on each shop. Enforcement of annual rent escalation will be at the discretion of CUG and will be decided at the time of annual business review of shops &amp; by taking inputs/feedback from customers.</li> </ul>   |
| g)      | License period/ minimum period of doing Business/ payment of rent/ License fee | <ul style="list-style-type: none"> <li>▪ The successful bidder shall enter into deed of license on non-judicial stamp paper of Rs.300/- (as per Govt. norms) within 15 days of issuance of LOI and will commence the business within 30 days from the date of issue of LOI. If the allottee fails to commence the business within 15 days from the date of payment of Security Deposit, the Security Deposit will be forfeited.</li> <li>▪ The Licensee shall have to run the business for minimum period of 1 years in respect of Shop(s) from the date of entering into the agreement. If the licensee vacates the premises for whatsoever reasons before completion of 1 years, then Security Deposit &amp; advance rent paid by lessee will be forfeited.</li> <li>▪ If lessee vacates the shop without permission of CUG, the Security Deposit and advance rent will be forfeited.</li> </ul> |
| h)      | Payment Terms  | <ul style="list-style-type: none"> <li>▪ Rent payment frequency is Monthly &amp; the monthly rent amount along with GST shall be paid in advance. Rent for the first month shall be paid within 15 days from the date of signing of the agreement. Payment shall be made through account payee cheque/ Demand Draft/ RTGS/ NEFT OR in any other acceptable format as decided by CUG.</li> <li>▪ Lease rental including GST for subsequent month shall be paid in advance before the last working day of previous month. For example, if the lease payment is for October, it must be paid by last working day of September</li> </ul>  |
| i)      | Submission of all Statutory documents and approvals                            | <ul style="list-style-type: none"> <li>▪ Lessee shall obtain all due permits, necessary approvals, clearances and sanctions from the competent authorities for all commercial activities and submit copies of same to CUG within 30 days of issue of LOI.</li> <li>▪ Shops having food business shall obtain and submit FSSAI certificate to CUG All lessees shall register themselves under Shop &amp; Establishment act and submit the copies of certificates to CUG.</li> </ul>   |
| j)      | Submission of Police Verification Report                                       | <ul style="list-style-type: none"> <li>▪ The lessee should obtain &amp; submit 'Police Verification Report' of applicant &amp; persons engaged to be worked in shops within 30 days of issuance of LOI.</li> </ul>   |



| Sr. No. | Description                           |   |
|---------|---------------------------------------|---|
| k)      | Change of Nature of Business          | The licensee has to do same business which is mentioned in the tender and for which license issued by CUG. In case of change in business, the licensee has to get prior approval of CUG. If the licensee is found doing business in the shop other than the stipulated in the deed of license or approved by CUG, the license is liable for termination and the Security Deposit & advance rent paid by lessee will be forfeited at the discretion of CUG.  |
| L)      | Bid Evaluation Criteria               | Bidders declared as 'fulfilled the eligibility criteria' by the duly constituted evaluation committee will only be considered for opening of the financial bids.<br>Financial Evaluation: Bidders quoting highest rent (H1) will be selected for allotment of Shop. In case of the highest quoted rates of more than one bidder are becoming same, and so also the shop nos. becoming same, an exclusive limited bidding will be conducted among the same rate quoted bidders on a scheduled date. The date & venue of bidding will be intimated to those bidders well in time. Separate LOI will be issued for each of Shop(s) to the Bidder quoting highest rate. |
| m)      | Power supply at shop                  | Bidder has to arrange the power supply at shop including electric sub meter. CUG will assist for the same only.   |
| n)      | Gas Connection etc.                   | Bidder has to make his own arrangement for the same.  |
| o)      | Water Supply & Sewerage               | Bidder has to make his own arrangement for getting water supply and sewerage connections. CUG will assist for the same only.  |
| p)      | Maintenance of Hygiene in the Shop(s) | The successful bidder should maintain high standard cleaning and House Keeping of Shop(s) area at their own cost. Waste management should be in a proper way and subject to inspection by officials of the licensor and the Municipal Authorities.  |
| q)      | Prohibition                           | No child labor shall be employed as per law & unauthorized activities such as smoking, drinking etc are strictly prohibited within the campus of CUG.   |
| r)      | Subletting/ sub leasing               | The licensee shall not sublet/ sublease the shop wholly or partly without the knowledge of CUG, for which, prior approval of CUG is mandatory.  |
| s)      | Nonresponsive Lessee                  | In case, the lessee is found to be non-responsive by way of not opening the allotted shops for abnormal period or not-cooperating with CUG reserves the right to conduct inquiry & seek the reasons for the same and if the reasons submitted by lessee are not satisfactory, CUG may decide to cancel the license issued to lessee and besides forfeiting the security   |

| Sr. No. | Description   |
|---------|---|
|         | deposit & advance rent submitted by lessee. Decision of CUG in this regard will be final and binding. |

## 7. Special terms and conditions:

1. The lessee will not be permitted to authorize any sub-Lessee or any other firm to run the shop(s) leased to him/her without the prior permission of CUG.
2. The lessee shall be in-touch with Estate Officer, & other officers of CUG on regular basis and will also maintain his own register for attending any complaints/ suggestions from residents/ customers.
3. The CUG reserves the right to terminate the Lease by giving one month's notice.
4. The Lessee shall, at its own cost and expenses, put up firefighting equipment, fitting etc.
5. The Lessee shall be responsible for the maintenance of high standard of cleanliness and proper repairs of the premises and also for repair and maintenance of fixtures, fitting and additional facilities such as electricity, PNG etc. The Lessee shall also ensure proper sanitation, prevention of infectious diseases, control and prevention of nuisance at the premises, control of insects, rodents etc.
6. The Lessee shall ensure the items sold/ served from the premises are of requisite hygiene and quality standards and conform to the provisions of the Prevention of Food Adulteration Act, 1954 and any other guidelines, regulation, standards, etc. issued by Authorities concerned from time to time.
7. A rate list must be displayed at prominent places in the respective outlet.
8. The sale/ serving/ consumption/ storage or promotion of alcoholic beverages and serving of pork and/ or beef is strictly prohibited.
9. The Lessee, his agents and servants shall observe/ perform and comply with all applicable laws/rules and regulations of the Shops & Establishment Act, Factory Act, Industrial Disputes Act, Minimum Wages Act, Labor Laws and the provisions of any statutory law applicable to the Lessee including any rules and regulations made by Lessor or any other Department (s) of Government of Gujarat, Government of India or Local body or administration as applicable from time to time to the business which the Lessee is allowed to carry on under this and to the area in which the said premises are located. This also included Agreement compliance of laws relating to hygiene, storage, sanitation, cleanliness, product quality and disposal of water & waste material etc.
10. On the expiry of the period of the license or on its termination as the case may be, the licensee shall deliver vacant possession of the premises intact to the licensor on the last day of contract. In the event of the licensee fails to deliver the vacant possession of the shop to the licensor, the licensor shall have the right to take possession of the premises by putting his own lock and key to the said premises and shall entitle the Licensor to forfeit the SD. The articles if any left by the licensee, will be kept in public auction within a month of taking over the premises by the licensor.
11. The shop allottee shall have to pay the electricity bill as per actual meter reading to Central University of Gujarat and water charges will be charged as decided by the University for shop allotted for the amenities.
12. The sale, storage or stock, deposit of narcotics, tobacco, alcohol and other contraband and dangerous goods/materials in any form is strictly prohibited in the shop.

13. The approved rates for items shall be as per the annexure. The bidder shall be bind to sell the items as per the approved rates by CUG.

## 8. Eligibility Conditions:

1. If the applicant is a registered proprietorship/ partnership firm etc, copy of registration certificate etc shall be submitted
2. Copy of Goods & Service Tax Registration (if applicable)
3. Copy of the PAN either of individual or firm.
4. The bidder should fulfill the criteria of satisfactory execution of similar works for at least 2 years.
5. Vendors should not be black-listed or debarred by the University or any other institution/agency for one year in the past.
6. Quality Certificate, Food license or any other certificates/license as applicable, are to be submitted.
7. Copy of Registration of the Shop/Agency/Firm/Company issued by the Nagar Nigam/ concerned authority of the State or Commercial Establishment Act, is must wherever applicable.
8. Character certificate issued by a Gazetted officer as per annexure
9. Undertaking on a non-judicial stamp paper of Rs. 100 in proforma as provided in annexure
10. Last three years Turnover certificate (CA certified).
11. Educational Qualification of bidder
12. Relevant experience work order, certificates, etc.

## 9. Evaluation of Technical Bid:

The technical bid will be evaluated by committee members as per the eligibility criteria. The non submission of EMD will be rejected from the bidding process. Moreover, the marking system as per below criteria will be given to each bidder.

| Sr No | Parameter  | Evaluation Criteria   | Max. Marks |
|-------|--|---|------------|
| 1     | Relevant Experience of running a Registered Shop (Canteen, Tea stall/ General Store, at least for a period of two years) | 02 Years = 05 Marks.  | 30         |
|       |  | More than 02 Years and up to 03 Years = 10 Marks.   |            |
|       |  | More than 03 Years and up to 04 Years = 20 Marks.   |            |
|       |  | More than 04 Years =25 Marks.   |            |
|       |  | Rider of 5 Marks in each case will be given for experiences in a Higher Educational institution |            |
| 2     | Audited Financial Turnover of last three financial years   | Up to Rs. 03 Lakhs = 5 Marks  | 20         |
|       |  | More than Rs. 03 Lakhs and up to Rs. 5 Lakhs = 10 Marks   |            |

| Sr No  | Parameter   | Evaluation Criteria   | Max. Marks |
|--------|---|---|------------|
|        |   | More than Rs. 05 Lakhs and up to Rs. 07 Lakhs= 15 Marks   |            |
|        |   | More than Rs. 07 Lakhs and up to Rs. 10 Lakhs= 17 Marks   |            |
|        |   | More than Rs. 10 Lakhs = 20 Marks   |            |
| 3      | Personal Interview / Interaction/<br>Recommendation of the Committee after visiting the outlets claimed by vendor | Oral Communication, Personality, Knowledge of trade and items to be kept, with committee recommendation | 30         |
| 4      | Education<br>Qualification of bidder  | Up to 12th standard = 5 marks   | 20         |
|        |   | Bachelor or post-graduation or higher degree = 10 marks   |            |
|        |   | Diploma in Hotel and/or Hospitality Management or relevant qualification = 10 marks                     |            |
| Total= |   |   | 100        |

The minimum qualifying marks in technical bid will be 40 marks out of 100. The bidders getting less than 40 marks will be rejected. The marks given by the CUG committee shall be bound to all the bidders. Bidders declared as 'fulfilled the eligibility criteria' by the duly constituted evaluation committee will only be considered for opening of the financial bids.

## 10. Evaluation of financial bid:

The financial bid of only qualified technical bidder shall be opened. Bidders quoting highest rent (H1) will be selected for allotment of Shop. In case of the highest quoted rates of more than one bidder are becoming same, and so also the shop nos. becoming same, an exclusive limited bidding will be conducted among the same rate quoted bidders on a scheduled date. The date & venue of bidding will be intimated to those bidders well in time.

### Acceptance/ termination of Bid:

The CUG reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of CUG's action.

## **11. Termination of Contract, Vacant Possession etc.**

1. The CUG reserves the right to terminate the contract at any time after giving one month's notice without assigning any reason. The decision of the CUG in this regard shall be final and binding on the lessee. The lessee, if he so desires, may seek termination of the contract by serving a notice period of not less than two months.
2. The lessee shall peacefully handover the possession of vacant shops to the lessor, on the expiry of lease period, without raising any dispute whatsoever.
3. The lessee shall not deal with or indulge in any illegal activity in the shop and in the CUG campus as whole.
4. The lessee shall not make any unauthorized encroachment or put up any permanent structure or make any alternations or additions in the premises without prior written consent of the Lessor.
5. In case of loss or damage caused to any of the fixtures etc. provided by the Lessor, the cost thereof shall be recovered from the Lessee and CUG has right to recover the cost of same from the Security deposit.
6. The lessee shall keep the ambience clean and shall not litter garbage untidy
7. The lessee and its staff shall behave in civilized manner and will stay neat & clean. The PVR (Police Verification Report) of such staff will be the responsibility of the lessee.
8. In case of pre-mature termination of lease by the lessee or cancellation of lease due to breach of contract terms and conditions by lessee, the Security deposit amount and the advance rent paid by the lessee will be forfeited.

## **12. Statutory Obligations:**

1. All the taxes/levies/fee charges payable to Govt. Deptt./ Local bodies shall be paid by the Lessee & no claim whatsoever shall be paid by the CUG.
2. The Lessee will have to obtain general insurance against risk, fire accident for his belongings etc. at his own cost and option and shall provide a copy of the same to CUG, if taken.
3. CUG will not be liable for any act or breach or omission by the Lessee in regard to the statutory obligations whatsoever and shall in no case be responsible or liable in case of dispute, prosecution or awards made by Court of Law or other Govt. agencies.

## **13. Penalty provision:**

- a) Imposition of fine for breach of contract terms and conditions
- b) Forfeiture of Security deposit amount either partially or fully.
- c) Termination of license by giving one month's notice
- d) Non-maintenance of hygiene and cleaning will attract imposing penalty up to Rs.1000/- on each occasion.
- e) In case of repeated complaints are received, the CUG may conduct an inquiry and may take decision to terminate the lease deed and to forfeit the Security Deposit.

#### 14. Annexure I: Vendor Details (Eligibility Conditions)

| Sr. No. | Particulars   | Response to be filled by bidder along with page no. at which supporting document attached |
|---------|---|---|
| 1.      | Nature of establishment: Individual/ Proprietorship / partnership / Agency etc.   |   |
| 2.      | Name of the individual/ Owner/ Proprietor/ partners/ Agency   |   |
| 3.      | Educational Qualification:<br>(attach copies of certificates)   |   |
| 4.      | Address & Contact Details:<br>(Mobile/Phone No. & Email)<br>(proof to be attached)  |   |
| 5.      | PAN Card No. (copy to be attached):   |   |
| 6.      | GST Registration No.:<br>(copy to be attached)  |   |
| 7.      | Registration Number and Date of registration of firm/ agency etc. (if applicable)   |   |
| 8.      | Bank Details (for NEFT):  |   |
|         | a) Account Number   |   |
|         | b) Branch Name  |   |
|         | c) IFSC/ MICR code  |   |
| 9.      | Details of existing shop/firm   |   |
| 10.     | Satisfactory execution of similar works for at least 2 years (attested copies of award letters, supply orders, agreement, experience certificates and any other related document) |   |
| 11.     | Undertaking on a non-judicial stamp paper of Rs.100/- in proforma as provided in Annexure   |   |
| 12.     | Character certificate duly signed by a Gazetted officer in proforma as provided in Annexure   |   |
| 13.     | Audited Financial Annual Turnover:<br>(FY 2022-23, FY 2023-24 certificate of CA should be provided)   |   |

Signature of the bidder: \_\_\_\_\_

Date: \_\_\_\_\_

## 15. Annexure II: FINANCIAL BID

(Keep this Financial Bid in separate sealed envelope)

Name of Shop: \_\_\_\_\_

Sub: Financial Bid

Sir,

With reference to your tender, the undersigned have read & agreed all the terms and conditions of the tender and quote the rates as under-

|     |   |   |
|-----|---|---|
| 1.  | Name of Tenderer and Agency:  |   |
| 2.  | Registration of the Agency (if any):  |   |
| 3.  | Shop No. (To be mentioned):   |   |
| 4.  | <b>Monthly License Fee:</b>   | <b>Monthly License fee willing to pay in Rs. (Amount in Words also mentioned)</b> |
| 4a) | In case of the University provide land (Necessary temporary structure set up & operate by the agency) | Rs: _____<br>Amt. in Word: _____<br>_____<br>_____                                |
| 4b) | In case of the University provide the temporary set up (Container)                                    | Rs: _____<br>Amt. in Word: _____<br>_____<br>_____                                |

|     |   |  |
|-----|---|--|
| 4c) | In case of the University provide constructed set up (Room) | Rs: _____<br>Amt. in Word: _____<br>_____<br>_____ |
|-----|---|--|

The monthly licence fee quoted by bidder is excluding taxes if any (GST will be extra).

I / we undertake that if our bid is accepted, we will run the shops by observing all the terms & conditions mentioned in the referred tender documents.

**Signature of the bidder with seal**

**Date:** \_\_\_\_\_

Note:

1. Further, the bidders whose rates are highest will be leased the shop for operating nature of shop.
2. Bids quoted lesser than the minimum/base rents as indicated in the tender document will be rejected straightaway.



## 16. LIST OF ITEMS PERMISSIBLE AND APPROVED RATES

### Shop No. 01 Stationary & Xerox Items:

| Sr. No.   | Item/ Services   | Quantity                                 | Maximum Rate (Rs.)                    |
|---|--|--|---------------------------------------|
| 1   | Xerox Black & White  | A4 Size/ per page                        | 2.00 (one side)<br>3.00 (both side)   |
|   |  | A3 Size/ per page                        | 10.00 (one side)<br>15.00 (both side) |
| 2   | Xerox Coloured   | A4 Size/ per page                        | 5.00 (one side)<br>7.00 (both side)   |
|   |  | A3 Size/ per page                        | 20.00 (one side)<br>25.00 (both side) |
| 3   | a) Spiral Binding (Up to 50 pages)<br>b) Spiral Binding (Above 50 pages)   | Per Binding                              | 20.00<br>30.00                        |
| 4   | Tape Binding   | Per binding                              | 10.00                                 |
| 5   | Print out (B&W)  | A4 Size/ per page                        | 5.00 (one side)<br>7.00 (both side)   |
| 6   | Lamination   | A4 page                                  | 20.00                                 |
| 7   | Lamination (ID cards)  | A4 Size/ per page                        | 10.00                                 |
| 8   | Coloured Printing  | A4 Size/ per page                        | 10.00                                 |
| 9   | Passport Photos  | 8 copies (Urgent)<br>8 copies (Next Day) | 80.00<br>50.00                        |
| 10  | Stationery (Registers, Pen, Colours, Pencil, Eraser, Sharpener, Whitener, Inks, Stamp pads, Paper Rim, Tapes, Fevistick, Office Stationery items, etc.<br>Per item |  | MRP                                   |
| <b>Any other items other than above items rates will be decided by the University authorities</b> |  |  |                                       |

### Shop No.02 Grocery Shop:

| Sr. No.  | Item/ Services                         | Quantity                      | Max. Rate (Rs.)                 |
|--|--|-------------------------------|---------------------------------|
| 1  | Grocery items                          | Standard printed weight/ item | Printed rate/ daily market rate |
| 2  | Kitchenware                            |                               |                                 |
| 3  | Cosmetics, Health & Beauty items       |                               |                                 |
| 4  | Cleaning and daily use household items |                               |                                 |
| Any other items other than above items rates will be decided by the University authorities |  |                               |                                 |

**Shop No. 03 Canteen (Tea & Snacks) Shop:**

| Sr. No.  | Item/ Services  | Quantity                                 | Max. Rate          |
|--|---|--|--------------------|
| 1  | Tea   | 55 ml                                    | 5.00               |
| 2  | Tea   | 110 ml                                   | 10.00              |
| 3  | Hot Coffee  | 110 ml                                   | 10.00              |
| 4  | Green Tea   | 150 ml                                   | 15.00              |
| 5  | Black Coffee  | 110 ml                                   | 15.00              |
| 6  | Hot Milk  | 135 ml                                   | 10.00              |
| 7  | Hot Milk  | 180 ml                                   | 15.00              |
| 8  | Hot Milk in Kullad  | 220 ml                                   | 20.00              |
| 9  | Cold Coffee   | 110 ml                                   | 30.00              |
| 10   | Kachori/ Samosa/ Bread Pakoda                                     | Standard Size (approx. 100 gm) per piece | 15.00              |
| 11   | Vadapav (Regular size)  |  | 15.00              |
| 12   | Mixed Pakoda (Mirch, Aloo, Onion etc.)                            | Approx.100 gm                            | 20.00              |
| 13   | Poha  | 1 plate (approx. 100 gm)                 | 15.00              |
| 14   | Upma  | 1 plate (approx. 100 gm)                 | 15.00              |
| 15   | Veg. Cheese/Grilled Sandwich                                      | 2 slices                                 | 50.00              |
| 16   | Butter/ Cheese Toast  | 2 slices                                 | 30.00              |
| 17   | Maggi (Veg) Plain   | 1 plate                                  | 30.00              |
|  | Maggi (Veg) Fried   | 1 plate                                  | 40.00              |
| 18   | Veg. Chowmein   | 1 plate                                  | 50.00              |
| 19   | Veg. Manchurian   | 1 plate                                  | 50.00              |
| 20   | Veg Cutlet  | 2 pieces                                 | 30.00              |
| 21   | Masala Dosa with Sambhar  | 1 piece                                  | 70.00              |
| 22   | Plain Dosa with Sambhar   | 1 piece                                  | 50.00              |
| 23   | Idly plain with Sambhar   | 2 pieces                                 | 50.00              |
| 24   | Plain Uttapam   | 1 piece                                  | 50.00              |
| 25   | Onion Tomato Uttapam  | 1 piece                                  | 70.00              |
| 26   | Burger Veg.   | 1 piece                                  | 40.00              |
| 27   | Pav Bhaji   | 1 plate                                  | 60.00              |
| 28   | Chhole Bhature with onion/ lime/pickle                            | 2 pieces                                 | 60.00              |
| 28.1   | Extra Chhole  | Per plate                                | 15.00              |
| 28.2   | Extra Bhatura   | Per piece                                | 20.00              |
| 29   | Paratha with curd (Aloo, Gobi)                                    | Per piece                                | 50.00              |
| 30   | Paratha with curd (Paneer)  | Per Piece                                | 75.00              |
| 31   | Pani Puri   | 1 plate (6 pieces)                       | 20.00              |
| 32   | Branded Packaged items (Lays, Uncle Chips, Haldiram, Balaji etc.) | Standard printed weight                  | MRP (Printed rate) |
| 33   | Branded Mineral Water Bottles                                     |  |                    |
| Any other items other than above items rates will be decided by the University authorities |   |  |                    |

**Shop No. 04 Unisex Saloon:**

| <b>Sr. No.</b>  | <b>Item/ Services</b>        | <b>Maximum Rate (Rs.)</b> |
|---|------------------------------|---------------------------|
|   | <b>Saloon Rates (Male)</b>   |                           |
| 1   | Hair Cut                     | 60.00                     |
| 2   | Hair Setting                 | 40.00                     |
| 3   | Hair Colour                  | 100.00                    |
| 4   | Head Massage                 | 30.00                     |
| 5   | Hair Wash                    | 30.00                     |
| 6   | Shaving                      | 30.00                     |
| 7   | Special Shaving              | 40.00                     |
| 8   | Foam Shaving                 | 50.00                     |
| 9   | Beard Set                    | 50.00                     |
|   | <b>Saloon Rates (Female)</b> |                           |
| 1   | Hair Cut                     | 200.00                    |
| 2   | Hair SPA                     | 500.00                    |
| 3   | Hair Trimming                | 100.00                    |
| 4   | Hair Colour application      | 200.00                    |
| 5   | Hair Mehendi                 | 150.00                    |
| 6   | Facial                       | 500.00                    |
| 7   | Bleach                       | 150.00                    |
| 8   | Eyebrow                      | 20.00                     |
| 9   | Upper Lips                   | 20.00                     |
| 10  | Arm Wax                      | 200.00                    |
| 11  | Leg Wax                      | 250.00                    |
| 12  | Pedicure                     | 250.00                    |
| 13  | Manicure                     | 200.00                    |
| <b>Any other items other than above items rates will be decided by the University authorities</b> |                              |                           |

**Shop No. 05 Laundry:**

| <b>Sr No</b>  | <b>Item</b>                                     | <b>Washing</b>                   | <b>Ironing</b> |
|---|---|----------------------------------|----------------|
| 1   | Trousers  | 7                                | 7              |
| 2   | Shirt   | 7                                | 7              |
| 3   | Short/ T-shirt                                  | 7                                | 7              |
| 4   | Bed Sheet single                                | 10                               | 10             |
| 4A  | Bed Sheet Double                                | 15                               | 15             |
| 5   | Pillow Cover                                    | 5                                | -              |
| 6   | Towel   | 10                               | -              |
| 7   | Curtains Small                                  | 20                               | -              |
| 8   | Curtain Big                                     | 40                               | -              |
| 9   | Woolen Sweater                                  | 60                               | -              |
| 10  | Jackets   | 70 (Washing)<br>150 (dry clean)  | -              |
| 11  | Blazer (dry cleaning)                           | 100                              |                |
| 12  | 3-piece suit men (suit + half jacket + trouser) | 170 (Washing)<br>250 (dry Clean) |                |
| 13  | Sari  | 40                               |                |
| 14  | Sari (dry cleaning)                             | 80                               | -              |
| 15  | Silk Sari (dry cleaning)                        | 120                              | -              |
| 16  | Suits (Ladies)                                  | 30 (Washing)<br>100 (dry Clean)  | -              |
| 17  | Blanket Single bed                              | 120 (dry Clean)                  |                |
| 17A   | Blanket Double bed                              | 180 (dry Clean)                  |                |
| <b>Any other items other than above items rates will be decided by the University authorities</b> |   |                                  |                |

## **17. Annexure: Undertaking (on non- judicial stamp paper of Rs. 100/-)**

I/We have read and understood the contents of tender No. \_\_\_\_\_ and agree to abide by the all the terms and conditions of this tender and undertake the following:

1. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security/ Security Deposit, as mentioned in the bid document.
2. I/We further undertake that none of the individual/Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the government have banned/suspended.
3. I/We agree that all disputes, if arising related to this tender, shall be within the jurisdiction of courts of Vadodara, Gujarat.
4. I/we undertake that the firm/company etc. has never been blacklisted by any of the Central/Govt. organization and no criminal case is pending against the firm/company.
5. That the information supplied by the firm/company/bidder in the bid are true and nothing has been concealed and in case at any stage any information is found false our Security deposit can be forfeited and our contract can also be cancelled by the CUG.
6. I /We undertake to obtain all the required documents/certifications from concerned authorities at my own cost and submit the same to CUG.
7. CUG Authorities may make surprise inspection to ensure proper Quality and nearby sanitation condition.

**Signature of the bidder with Seal**

**Date:** \_\_\_\_\_

## 18. Annexure: Character certificate

This is to certify that I know Shri./Smt./Ku. \_\_\_\_\_,

S/o/D/o/of Shri. \_\_\_\_\_,

Resident of \_\_\_\_\_,

having \_\_\_\_\_ Aadhar \_\_\_\_\_ card \_\_\_\_\_ no.

\_\_\_\_\_ for the last

\_\_\_\_\_ years. He/ She bears good moral character and to the best of my knowledge is not involved in any criminal activity and no personal legal case is pending against him/her. He/she has no such antecedents which should render him/her unsuitable for running a shop at CUG.

Certified that Shri./Smt./Kumari./\_\_\_\_\_ is not related to me.

(Signature with Seal)

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_