



**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
Hostel Coordinating Unit**

Tender Document

Bicycle Shop near Hostel No. 03



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
HOSTEL COORDINATING UNIT

No.IITB/HCU/2024/03

Date : 03.08.2024

Open Tender document for providing Bicycle shop services near Hostel No. 3, IIT Bombay

IMPORTANT INFORMATION

S. No.	Item	Description
1	Scope of Work	Providing Bicycle shop services near Hostel No. 3, IIT Bombay, Powai, Mumbai
2	Tender Number	No.IITB/HCU/2024/03
3	Tender Type	Open Tender
4	Submission of Bids	Two Bid System: The two-bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as – Technical Bid and Commercial Bid. Both the technical bid and commercial bid envelopes should be clearly marked as “Envelope No. 1 - Technical Bid" and "Envelope No. 2 - Commercial Bid" and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with the Tender No. & Due Date and to be submitted to the concern department/section mentioned in tender document.
5	Availability of Bid Documents/Tender Date	03.09.2024
6	Date & Venue of Pre-Bid Meeting	Date: 09.09.2024 at 3:00 PM Conference Room, Associate Dean (SA) office, 1 st Floor, Nandan Nilekani Main Building, IIT Bombay, Powai – 400076
7	Venue of Bid Submission	Hostel Coordinating Unit, Nandan Nilekani Main Building, IIT Bombay, Powai - 400076
8	Last Date of Submission of Bid	23.09.2024 (13:00 hours)
9	Venue, Date and time of Opening of Technical Bid	23.09.2024 (15:00 hours) Conference Room, Associate Dean (SA) office, 1 st Floor, Nandan Nilekani Main Building, IIT Bombay, Powai – 400076
10	Time for clarification on rejection of Technical Bid	3 days
11	Venue, Date and time of Opening of Commercial Bid	Will be notified later to the technically qualified bidders
12	Earnest Money Deposit	Rs. 50,000/- (Rupees Fifty Thousand only)
13	Performance Security	Rs. 1,00,000/- (Rupees One Lakh only)
14	Contact details for any query	Contact No. 022-2576-8900 Email to: – hcu.office@iitb.ac.in Copy to: - arhcu@iitb.ac.in

Indian Institute of Technology Bombay (IITB) invites Open Tender from interested Bicycle shop service providers to run Bicycle shop in Hostel 3 area. The Tender document contains the following:

1. Schedule A - Tender Conditions
2. Schedule B - Scope of work
3. Schedule C - Penalties for violation of rules
4. Schedule D - Eligibility Criteria
5. Schedule E - Selection Criteria
6. Schedule F - Payment of Charges
7. Schedule G - List of Services
8. Annexure I - Basic Details of Tender
9. Annexure II - Specimen of Quotation
10. Annexure III - Offered License fee
11. Annexure IV - Undertaking of Bid Security
12. Annexure VI - Checklist

Incharge, HCU

Schedule – A
(Tender Conditions)

1. The Institute invites the prospective bidders to run the Bicycle shop near Hostel No. 3 of IIT Bombay for a period of twelve months and subsequently, may be renewed for an additional period of one year or part thereof, subject to satisfactory performance. **The maximum period of contract will be for 3 years.**
2. The interested bidder may submit the duly filled tender to the Incharge-HCU, Indian Institute of Technology Bombay, Powai – 400076 on or before **13:00 Hrs on 23.09.2024.**
3. An amount of Rs.50,000/- (Rupees Fifty Thousand Only) towards Earnest Money Deposit (EMD) in the form of Demand Draft drawn in favour of “The Registrar, IIT Bombay” should be enclosed with the tender document. Tenders without EMD will be summarily rejected. While EMD will be returned to the unsuccessful bidders within 30 days of award of the contract. As defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME), bidder will be given exemption in the submission of EMD.
4. All the documents must be duly signed by the authorized signatory of the Tenderer.
5. The sealed cover containing the tender should be superscribed as ‘**Tender for running a Bicycle shop near Hostel No. 3 of IIT Bombay**’. The sealed cover containing the signed Tender documents and Demand Draft for Rs.50,000/- towards EMD should be sent at **Hostel Coordinating Unit, Nandan Nilekani Main Building, IIT Bombay, Powai, Mumbai – 400076.** No interest is payable on EMD submitted.
6. The tender will be opened on specified date and time in the Conference room, Office of Dean (SA), Main Building, IIT Bombay.
7. The tenders received after the due date and time will not be entertained.
8. **Bidders have to quote their bid in the prescribed format given at Annexure II. Successful L1 Bidder will be considered on the basis of total offered price in Annexure II. Bidders are also requested to quote a bid for License fee in the prescribed format at Annexure III. In case of tie, offered License Fee (Annexure III) will be considered for determining L1 bidder.**
9. The participating bidders undertake to acknowledge that they have gone through all the Schedules and Annexures of this tender documents and agree to abide by them.
10. The Tender Committee reserves the right to shortlist / reject any or all the Tenders and accept the whole or any part of a tender without assigning any reason thereof.
11. Any legal disputes arising out of this tender process shall be settled in the court of competent jurisdiction located within the city of Mumbai, Maharashtra only.
12. The successful bidder shall execute an agreement with the IIT Bombay accepting the terms and conditions as listed in various Schedules. **The agreement can be terminated by either side with a notice of one month.**
13. The licensee shall maintain a complaint book in the outlet wherein the consumers may register their complaints. The complaint book shall be produced on the first working day of every month for inspection of records. If no action is taken on complaint within a reasonable period, General Secretary Hostel affairs may forward recommendations to take necessary action including imposing fine/penalty through HCU for approval of the Associate Dean (S.A) . If the complaints of identical nature persist, the institute would be at liberty to terminate the contract forthwith without giving any more notices.

SCHEDULE – B
(Scope of Work)

1. **Operating area of 250 Sq. ft.** (16 ft. X 15.6 ft.) along with electricity supply will be licensed to the vendor. The vendor has to arrange for all the equipments within the licensed area. The licensed area has to be vacated, after the completion of the contract, without any damage. After the completion of the contract, any cost for repairs or damages caused by the bidder to IIT property will be adjusted against the Security Deposit of the bids.

2. **Operating Hours**

Everyday	09:00 hours to 20:00 hours
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3. IIT Bombay shall provide the following:

a. Water for washing and cleaning the area at the prevailing rates chargeable to commercial establishments.

b. Electricity for the exclusive purpose of running shop at the prevailing rates chargeable to commercial establishments.

4. The vendor will use only good quality materials for repair and servicing.

5. Following shall be the responsibilities of the vendor regarding hygiene and sanitation.

a. Cleaning and maintenance of equipment.

b. Keeping the space provided neat, clean and hygienic.

c. Pest Control measures in the shop area.

6. Vendor's performance will be monitored on a regular basis by the Hostel Affairs Council and all recommendations/decisions of the Committee will be notified to the vendor which should be strictly complied with. Non-compliance with the rules/recommendation/decision of the committee shall result in instant monetary fine/termination of contract or both.

7. The rates quoted by the vendor shall be applicable for one year from the start of operations. The rates per item may be revised by the committee constituted by the competent authority.

8. The vendor shall not assign, sublet or part with the possession of the licensed premises and properties of the Institute therein or any part thereof under any circumstances.

9. On expiry/termination of the license, the vendor must vacate the licensed premises. All fixtures, furniture, etc. which are properties of IIT Bombay should be handed over to IIT Bombay in good and tenable conditions. Cost of repair charges for mishandling and damage (except normal wear and tear) will be deducted from the Performance Security. Any equipment of the vendor left behind beyond a reasonable time will be treated as scrap and these materials will not be the responsibility of IIT Bombay

10. The vendor shall not construct or make any structural alterations inside the licensed premises.

11. The vendor shall pay to the IIT Bombay the monthly license fee and other allied charges on or before 5th of the next month, failing which a penalty as per rules for all the days up to the date of actual payment beyond 5th will be levied by IIT Bombay.

12. An amount of Rs.1,00,000/- (Rupees One Lakh Only) towards **Performance Security** should be paid by the vendor in the form of Demand Draft drawn in favour of 'The Registrar, IIT Bombay' before executing

the Agreement. No interest is payable on the Performance security and the amount will be refunded within 60 days of the expiry/termination of the contract after adjusting dues, if any.

13. The vendor should not employ any child labour below 18 years. The vendor shall maintain a register with name, age and address of all their employees working in IIT Bombay campus. The vendor must report any changes in the list of employees immediately. Vendor shall arrange to obtain security pass for all their employees from the Security Section of IIT Bombay, giving due undertaking for their character and antecedents.

14. No staff of the vendor shall stay overnight in the IIT Bombay campus or beyond reasonable hours before opening or after closing time of the shop.

15. The employees of the vendor should wear sufficient safety tools during work. All the employees should undergo a medical examination once in a year to validate their physical fitness. The vendor should ensure that all of the employees are free of communicable diseases and medical certificate of all the employees to this effect should be submitted before the start of the shop service.

16. The vendor shall be responsible for the proper conduct and behaviour of the employees engaged by them.

17. Smoking, consumption/distribution of alcohol, use of pan and gutka or any other banned or restricted substances by the vendor or any employees of the vendor is strictly prohibited.

18. The vendor is solely responsible for the payment of minimum wages, ESIC and EPF for their employees as per the rules of Maharashtra Government and should meet all other statutory and non-statutory benefits/obligations. The record of duty hours and pay structure should be maintained as per rules of inspection by the Government authorities.

19. The vendor should ensure regular submission of all monthly, half-yearly and yearly returns to the ESIC/EPF and other statutory organisations and a copy it to IIT Bombay.

20. The vendor has to maintain all books, registers, forms and other related documents which are prescribed under Contract Labour (Regulation & Abolition) Act 1971 and its Central/State rules, Minimum Wages Act 1948 and its Central/State rules, EPF & MP Act 1952, ESIC Act 1948 and all other concerned Acts/Rules/Laws.

21. Periodic cleaning of fixtures (including lights, fans and other equipments), removal of cobweb, etc. in the licensed area will be the responsibility of the vendor.

22. Disposal of the waste material is the responsibility of the vendor. Any rusted or waste material should be kept at designated places only.

23. The vendor should make their own arrangements for obtaining necessary license / clearance / approval from Corporation of Mumbai, Government of Maharashtra and for any other local authority, wherever necessary and IIT Bombay will in no way be responsible for any lapse by the vendor in this regard.

24. One month prior notice in writing for termination of license and vacating the premises should be sent by the vendor to the Competent Authority if he desires to terminate the license and vacate the premises allotted to them. The vendor shall deliver to the Institute, on the said date, vacant possession of the premises allotted to him, along with all its fittings, if any, in the same condition at the time of taking possession of the same. Similarly, IIT Bombay can terminate the agreement by giving one month's notice to the vendor without assigning any reason.

25. It is the responsibility of the contractor to maintain and display a 'Price Chart' having details of all the pre-decided prices of services agreed between the contractor and IIT Bombay authorities. Fine is liable to be imposed, if not adhered as per Annexure 1.

Schedule C
Penalties for Violation of Rules

The vendor will be fined in case of violation of the following rules:

1. If the shop is found without the price chart, it will attract a minimum fine of Rs.500/per complaint.
2. Any complaint about selling the services or products (except cycle) at a higher price than the pre decided price will attract a minimum penalty of Rs.1000/per incidence.
3. Any complaint about selling cycles at a higher price than the pre decided price (after discount) will attract a minimum penalty of Rs.5000/per incidence.
4. For the first time violation of the rules, fine will be imposed as given above and subsequent violation of the same rules will attract 3 times fine of the initial amount.
5. The final decision of fines being imposed will be on recommendations of the Hostel Affairs Council and approved by the Associate Dean (SA).

Schedule D
Eligibility Criteria

1. Bidder must have experience of running similar shop for not less than 2 years. Interested bidder may apply along with sufficient proof of experience. The Bidder must produce a documentary evidence of having the required experience
2. A proprietor / firm / company etc. should have a sound financial health in terms of working capital to run the outlet smoothly. To substantiate the same, solvency certificate of not less than rupees Five Lakh (Rs.5,00,000/-) has to be submitted in this regard.

Schedule E
Selection Criteria

1. Technical evaluation will be done on the basis of documents submitted in along with EMD must be enclosed with the technical bid
2. Only those bidders who qualify in technical evaluation and satisfy all the ‘ Qualifying requirements’ would be considered eligible for opening of financial bids.
3. Bidders have to quote their bid in the prescribed format given at Annexure II for the Financial evaluation. Successful L1 Bidder will be considered on the basis of lowest total offered price in Annexure II.
4. Bidders are also requested to quote a bid for License fee in the prescribed format at Annexure III. **In case of tie, highest offered License Fee (Annexure III) will be considered for determining L1 bidder.**

Schedule F
Payment of Charges

1. **License Fee** - The License fee to be paid is as follows:

Location	Area in Sq. ft.	Rate per Sq. ft.	Total Amount
Bicycle shop services near Hostel No. 3	250	Rs.60/-	Rs.15,000/- per month

2. **Water & Electricity Charges** - Water and electricity bill will be charged as per the Institute rules.

3. **Security Deposit** - An amount of Rs.1,00,000/- (Rupees One Lakh Only) towards **Performance Security** should be paid by the vendor in the form of Demand Draft drawn in favour of 'The Registrar, IIT Bombay' before executing the Agreement. No interest is payable on the Performance security and the amount will be refunded within 60 days of the expiry/termination of the contract after adjusting dues, if any.

I/We have read the terms and conditions of the tender clearly and I/we agree to abide by them fully.

Signature of vendor & Date
Official Seal and Address

Schedule G
Items/Services provided by the Bicycle shop

Products	
1	Cycle Tyre
2	Cycle Tyre Tube
3	Rim
4	Chain
5	Pedal
6	Mudguard
7	Chain Cover
8	Seat
9	Stand
10	Lock
11	Disc Brake
12	Gear Brake Box
13	Wheel
14	Spoke
15	Bell
Silver Service	
1	Bicycle wash
2	Air filling in cycle per wheel
3	Lubricate Bicycle
4	Gear and Brake adjustment
5	Change roller balls in both wheels
6	Fork, Seat Handle, Chain adjustment
Gold Service	
1	Bicycle wash
2	Lubricate Bicycle
3	Gear and Brake adjustment and Oiling wires
4	Change roller balls in both wheels
5	Fork, Seat Handle, Chain adjustment
6	Wheel truing of both wheels
7	Adjust Hubs, Bottom Bracket setting, Headset set setting
8	Replace brake wire if necessary
Platinum Service	
1	Complete knock down service
2	Bicycle wash
3	Lubricate Bicycle
4	Gear and Brake adjustment and Oiling wires
5	Change roller balls in both wheels

6	Fork, Seat Handle, Chain adjustment
7	Wheel truing of both wheels
8	Adjust Hubs, Bottom Bracket regreasing, Headset cleaning and regreasing
9	Replace brake wire (if necessary)
10	Greasing bottom bracket

**Signature of vendor & Date
Official Seal and Address**

Basic Details of Tenderer

S. No.	Description	Information
1	Name of the Vendor:	
	Complete Address:	
	Phone No.	E-mail ID:
2	Contact Person / Representative Name and Designation	
	Phone:	Mobile No.
3.	a). Registration No.	
	b). PAN:	
	c). GST Registration Certificate	
	d). Registration certificate of Establishment under Maharashtra Shops and Establishment Act, 1948 for similar business category	
	Enclosed copies of the above	
4.	Number of years of experience for providing Bicycle shop services:	
5.	Bidder Solvency Certificate (Solvency certificate for an amount not less than Rs. 5,00,000/- should be enclosed)	
6.	Litigations, if any, connected with the work	Yes/No (if yes, details to be furnished)
7.	Bank Details - Bank Name, A/c No., IFSC Code and complete address (Enclose copies)	
8.	Any other information in support of the credentials	Details, if any, to be furnished.

**Signature of Vendor & Date
Official Seal and Address**

FINANCIAL BID
Specimen of Quotation**1. MRP based products -**

S. No.	Product (Branded only)	Assumed % of MRP Rs. 100/- (for calculation purpose) A	Percentage Discount offered on the product B	Assumed offered price (Rs.100 - B)
1	Cycle Tyre	100		
2	Cycle Tyre Tube	100		
3	Rim	100		
4	Chain	100		
5	Pedal	100		
6	Mudguard	100		
7	Chain Cover	100		
8	Seat	100		
9	Stand	100		
10	Lock	100		
11	Disc Brake	100		
12	Gear Brake Box	100		
13	Wheel	100		
14	Spoke	100		
15	Bell	100		
Total Assumed offered price for MRP based products (A)				

2. Services -

Silver service		Offered Price (In Rs.)
1	Bicycle wash	
2	Air filling in cycle per wheel	
3	Lubricate Bicycle	
4	Gear and Brake adjustment	
5	Change roller balls in both wheels	
6	Fork, Seat Handle, Chain adjustment	
Total offered price for Silver service (B) =		
Gold Service		

1	Bicycle wash	
2	Lubricate Bicycle	
3	Gear and Brake adjustment and Oiling wires	
4	Change roller balls in both wheels	
5	Fork, Seat Handle, Chain adjustment	
6	Wheel truing of both wheels	
7	Adjust Hubs, Bottom Bracket setting, Headset set setting	
8	Replace brake wire if necessary	
Total offered price for Gold service (C) =		
Platinum Service		
1	Complete knock down service	
2	Bicycle wash	
3	Lubricate Bicycle	
4	Gear and Brake adjustment and Oiling wires	
5	Change roller balls in both wheels	
6	Fork, Seat Handle, Chain adjustment	
7	Wheel truing of both wheels	
8	Adjust Hubs, Bottom Bracket regreasing, Headset cleaning and regreasing	
9	Replace brake wire (if necessary)	
10	Greasing bottom bracket	
Total offered price for Platinum service (D) =		
Total offered Price (E) = (B+C+D) =		

(1) Total Assumed offered Price for MRP based products (A)	
(2) Total offered price for Services (E)	
Total (A + E)	

**Signature of Vendor & Date
Official Seal and Address**

Offered License Fee

The basic rate of License Fee payable will be Rs.15,000/- per month @ Rs. 60/- current rate per sq. ft. for the operating area of 250 **sq. ft.** allotted to the Vendor.

Offered rate of License Fee will be **considered only in case of tie** among those bidders who offered same price in Annexure II.

Sl. No.	Location	Area in Sq. ft.	Offered Rate per Sq. ft. (In Rupees) A	Total Amount (In Rs. Per month) (250 x A)
1.	Bicycle shop services at Hostel no. 03	250		

**Signature of Vendor & Date
Official Seal and Address**

Undertaking for Bid Security

(On Company / firm's Letterhead)

To,
Associate Dean (SA)
1st. Floor, Nandan Nilekani Main Building,
I.I.T. Bombay, Powai,
Mumbai – 400 076.

Sir,

We, M/s (name of the firm), with ref. to Tender No.IITB/HCU/2024/03 dt. hereby undertake that:

- 1) We accept all the terms and conditions of the tender document.
- 2) We accept that, we will not modify our bid during the bid validity period and honor the contract after award of contract.
- 3) In the event of any modification to our bid by us or failure on our part to honor the contract after final award, our firm may be debarred from participation in any tender/contract notified by Indian Institute of Technology Bombay for a period of one year.

Yours faithfully,

(Signature of the bidder)
Name of the Proprietor/firm/company etc.
Designation
Seal
Date:
Business Address:

Checklist

The following items must be checked before the bid is submitted:

1. Envelope “1” – Technical Bid

- a. Each page of Tender document duly sealed and signed by the authorized signatory.
- b. Annexure I – Basic details of Tenderer
- c. Annexure IV – Bid security declaration
- d. Registration No.
- e. PAN
- f. Latest Bidder Solvency Certificate
- g. Bank Details / Cheque
- h. GST Registration Certificate
- i. Registration Certificate of Estb. Under Maharashtra shops and estb. Act. 1948
- j. EMD
- k. Work experience certificate of minimum 2 years in a higher educational institution

2. Envelope “2” – Commercial Bid

- a. Annexure II
- b. Annexure III

Your quotation must be submitted in two envelopes **Technical Bid (Envelope 1) and Commercial Bid (Envelope 2)** superscribing on both the envelopes the **Tender no. and the due date** and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date.