



OFFICE OF THE DEAN (INSTITUTIONAL DEVELOPMENT)
NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – 620 015
Tender for Photocopy Shop – NIT Trichy Campus -2026

ADVT. No.: NITT/DEAN (ID & AR)/Tender for Photocopy Shop /2026/01

DATE: 24.04.2026

**NOTICE INVITING TENDER FOR RUNNING
PHOTOCOPY SHOP AT NIT TRICHY**



NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI — 620 015
TAMILNADU, INDIA



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<i>Details</i>	<i>Date</i>	<i>Time</i>	<i>Venue</i>
Name of Work/ Service	<i>“Tender for Photocopy Shop at NIT Trichy based on Lowest Price (L1) basis”</i>		
Date of Issue of Tender Document	22.04.2026	5:00 PM	NIT Trichy Website
Site Visit at NIT Trichy	Before the pre- bid meeting	10.30 AM	The interested bidders may undertake the Site visit before the pre-bid meeting.
Pre-Bid Meeting	04.05.2026	3:00 PM	AIIC Hall, Dean ID office, Administrative Block, Tiruchirappalli.
Last date for Submission of Tenders	15.05.2026	5:00 PM	CPPP Portal
Opening of Technical Bid	18.05.2026	5:00 PM	AIIC Hall, Dean ID office, Administrative Block, Tiruchirappalli.
Opening of Price Bid	<i>To be informed later</i>		
Tender Document	The tender document is available on the e-tendering website https://eprocure.gov.in/eprocure/app The tender document can only be obtained after registration of the Tenderer on the website https://eprocure.gov.in/eprocure/app		
EMD Amount (Refundable to unsuccessful bidders)	EMD Amount of Rs. 10,000/- to be remitted in the below-mentioned NIT Tiruchirappalli Bank Account through online mode: Name of the Beneficiary : NITT HP AC Bank Name : State Bank of India, Branch : NIT Trichy Branch SB A/c. No : 30165680347 IFSC Code : SBIN0001617 Online Payment link: https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=1768557		
A copy of the payment transaction receipt for EMD has to be attached to the tender application form, without which the bid won't be considered. The payment of EMD is exempted for MSME Bidders. Bidders claiming exemption should attach the necessary document proof with the tender document.			



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EARNEST MONEY DEPOSIT(EMD) DETAILS	
<p>1. Earnest Money Deposit (EMD) is to be submitted through SBI collect link as below. The bids submitted without EMD will be treated as non-responsive and will be rejected. EMD shall bear no interest.</p> <p>2. Bidder must fill the EMD returning Form and submit in fee document.</p> <p>3. EMD will be returned to the unsuccessful Bidder(s) as per the purchase norms.</p> <p>4. The EMD shall be forfeited if any Bidder withdraws the offer before finalization of the tender.</p> <p>5. UDYAM & NSIC registered Micro & small enterprises are exempted from paying EMD amount as per Govt. Norms (proof to be attached). For availing EMD exemption, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. In respect of bid for Services, the bidder must be the Service provider of the offered services. Traders/Distributors/agents are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises.</p>	
EMD amount	Rs.10,000/- <i>(To be submitted through SBI Collect)</i>
SBI Collect Link mode (Payment Category- NITT Tender- Earnest Money Deposit).	https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=1768557
The bidder must enclose SBI collect receipt failing which the bid shall be rejected without any further communication.	



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**IMPORTANT INSTRUCTIONS TO THE PROSPECTIVE
BIDDERS/VENDORS:**

Beware of fraudulent calls/messages from unauthorized person(s) demanding money in the form of EMD/ Security Deposit in order to influence the award of contract. NIT-Tiruchirappalli will not be responsible for the same.

For reporting of any such incidents, you may feel free to contact:

Stores and Purchase Section

Email: stores@nitt.edu

Ex. No: +91-431-250-3963/3961/3956

Detailed Circular is attached in the web link below:

https://www.nitt.edu/home/other/tenders/Instructions_to_bidders.pdf



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National Institute of Technology (NIT), Tiruchirappalli invites tender from the reputed service providers to run **Photocopy Shop based on Lowest price (L1)** in the Institute campus for the benefits of the residents of the Institute.

S. No	Type of Shop Categories	Size In sq. mt.	Location	License Fee (in Rs) per month	Price Bid and Listed Items	Page No.
1.	Photocopy Shop	9	Shopping Complex	5,000 + GST	Annexure V	29

About NITT

The National Institute of Technology Tiruchirappalli (NIT-Tiruchirappalli or NIT-Trichy) is national research deemed university near the city of Tiruchirappalli in Tamil Nadu, India. It was founded as Regional Engineering College Tiruchirappalli in 1964 by the governments of India and Tamil Nadu under the affiliation of the University of Madras. The college was granted deemed university status in 2003 with the approval of the University Grants Commission (UGC), AICTE, and the Government of India and renamed the National Institute of Technology Tiruchirappalli.

NIT Trichy is recognized as an Institute of National Importance by the Government of India under the National Institutes of Technology, Science Education and Research (NITSER) Act, 2007 and is one of the members of the National Institutes of Technology (NITs) system, a group of centrally funded technical institutes governed by the Council of NITSER. The institute is funded by the Ministry of Education (MoE), Government of India; and focuses exclusively on engineering, management, science, technology, and architecture. The institute offers 10 bachelor's, 42 master's, and 17 doctoral programmes through its 17 academic departments and there are nearly 2000 residents in NITT quarters. More details about NITT are available at our website www.nitt.edu

Eligibility Criteria

- i. The applicant should have a **minimum of three years of experience** in running a Photocopy Shop, supported by **valid documentary evidence such as a registration certificate and shop rental agreement**. In case the shop is/was located within any Government institute/organization, a valid shop allotment order issued by the competent authority must be furnished.
- ii. The agency should **produce an Income tax returns for the last three years**.



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THE AMOUNT PAYABLE TO NIT TRICHY

1. **Rental Charges** - The Selected vendor shall pay **license fee as per the mentioned value** as the license fee per month towards monthly rent.
2. **Electricity Charges** - NITT shall provide electricity to the shop. Electricity charges will be levied as per the prevalent tariff policy of TNEB Limited, applicable to NITT, as per actual consumption.
3. **Water Charges** - Water will be supplied at cost by the Institute to the Vendor. The water meter will be fixed by the Institute. Water charges will be levied on actual consumption every month based on the meter readings as per the tariff fixed by the Institute.

INSTRUCTIONS TO BIDDERS

1. Downloading of Tender Document

Tender Documents can be taken from the CPP Portal / NIT Trichy Website
[NIT Trichy - Tenders Notices and Quotations](https://www.nittrichy.ac.in/procurement/notice)
& <https://eprocure.gov.in/eprocure/app>. No tender fee is payable.

2. A. Earnest Money Deposit:

- a. The Bidder (s) should remit an Earnest Money Deposit (EMD) of **Rs. 10,000/- (Rupees Ten Thousand Only)** to the Institute's bank account mentioned below.

Bank Account Details

Name of the Beneficiary	: NITT HP AC
Bank Name	: State Bank of India,
Branch	: NIT Trichy Branch
SB A/c. No	: 30165680347
IFSC Code	: SBIN0001617

Online Payment link: <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=1768557>

Click the link

Step 1: Select Category: Click "Educational Institutes"

Step 2: in search column type "NITT HP"

Step 3: Click "NITT HP"

Step 4: Select Payment category: "NITT Tender Earnest Money Deposit"

Step 5: Fill the required details

Step 6: Make the payment.

A copy of the payment transaction receipt has to be attached to the Tender application form, without which the bid will not be considered for the bidding process.



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- b. The EMD of the successful Bidder will be adjusted against the interest-free security deposit.
- c. The EMD of the unsuccessful bidders will be released after the finalization of the Tender. No interest is payable on the Earnest Money Deposit (EMD).
- d. Receipt of Security Deposit from an individual account will not be accepted. The Security Deposit must be paid from the Institute bank account only.
- e. The vendors who have MSME/NSIC/DIPP certificates are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect, without which the bid won't be considered for further process.
- f. The bidders who seek exemption from EMD as per clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the bid document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

B. Forfeiture of Earnest Money Deposit:

The earnest money will be forfeited in the following cases:

- a. Earnest Money is liable to be forfeited, and the bid is liable to be rejected if the bidder(s) withdraws or amends, impairs, or derogates from the tender in any respect within the period of validity and/or after opening the tender.
- b. When the information/certificate/document furnished is found to be false at any stage.
- c. When the bid documents have been manipulated or altered after they are downloaded from the website.
- d. When the successful tenderer does not deposit the interest-free security deposit money after the work order is given.
- e. If the successful bidder(s) fail to commence the work within the prescribed time after the confirmed orders.

3. Relationship Certificate:

- a. The Bidders should give a certificate that none of their near relatives are working in the units as defined below, where he is going to apply for the Tender. In case of a proprietorship firm certificate will be given by the proprietor. For a partnership firm certificate will be given by all the partners, and in case of a limited company, by all the Directors of the company. Due to any breach of these conditions by the company or firm, or any other person, the Tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed, and NIT Tiruchirappalli will not pay any damages to the company or firm or the concerned



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person. The company or firm, or person will also be debarred from further participation in the concerned unit.

- b. The near relatives for this purpose are defined as Members of a Hindu undivided family/Spouse/The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother-in-law).

4. Amendment to Bid Document

- a. At any time before the date of submission of bids, NIT, Trichy shall modify the bid document with amendments on its own.
- b. Such amendments shall be notified via Corrigendum on the CPP Portal & NITT website, and these amendments will be binding on all prospective bidders.
- c. The Institute may, at its discretion, extend the last date for the receipt of bids.
- d. NITT reserves the right to cancel the tender without assigning any reason at any stage of evaluation before finalization.
- e. NITT also reserves the right to, at any time and in its absolute discretion, the following:
 - i. Accept or reject all bids.
 - ii. To obtain further clarification or supporting documents during the technical bid evaluation.
 - iii. To suspend, discontinue, modify, and/or terminate the Tendering process at any time.
 - iv. To reject any unreasonable bid.
 - v. To modify/change/delete/add any further terms and conditions before the opening of the Price Bid.
- f. To extend the last date or cancel the tender without assigning any reason.

5. Conditional Bids:

Conditional bids or Bids based on the process / basic schemes other than mentioned and/or not conforming to the technical specifications/requirements of the Bidding documents will not be considered.

6. Technical Bids Criteria

- a. The technical bid shall contain all the relevant information that forms part of the technical bid. The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of the solution being proposed by the Bidders.
- b. All the information should be organized in the corrigendum/Addendum published Format as a technical bid with an index. Bidders should comply with



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the eligibility criteria and technical requirements. The detailed formats are attached at **Annexure I**. The Bidder is to complete the same in all respects and submit accordingly. No deviations are acceptable in **Annexure I**.

7. Price Bid Details

- a. Price Bid should be submitted as per the **Annexure V**
- b. **The bidder who quotes the lowest cumulative price for the listed items mentioned in the Price Bid shall be declared the successful bidder (L1). Any unrealistic financial quote for any item may lead to rejection of the bid.**
- c. If two bidders quote the same L1 rate, the firm with the higher annual turnover will be considered as L1. If the tie still persists, the bidder having a greater number of outlets will be considered as L1.

8. Validity of Bids and Rates:

The quote shall remain valid and open for acceptance for a period of 120 days from the date of opening of the price bid.

PROCEDURE FOR SUBMISSION OF BIDS

1. General

The bidders are required to submit soft copies of their bids electronically **on the CPP Portal**, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, preparing their bids in accordance with the requirements, and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>. & [NIT Trichy - Tenders Notices and Quotations](#)

2. Registration

- a) Bidders are required to enrol the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal, which is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.



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- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sify / nCode / eMudhra, etc.), with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse.
- f) Bidder shall then log in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

3. Searching for Tender Documents

- a) **Locating the Tenders on the CPP Portal:** There are various search options built into the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine some search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords, etc., to search for a tender published on the CPP Portal.
- b) **My Tenders' Folder:** Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to notify the bidders through SMS/e-mail in case a corrigendum is issued to the tender document.
- c) **Tender ID:** The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification/help from the Helpdesk.

4. Preparation of Bids

- a. Bidder should take into account any corrigendum published on the tender document on the CPP Portal and NIT Tiruchirappalli website ([https://www.nitt.edu/en/tender- published](https://www.nitt.edu/en/tender-published)), before submitting their bids.
- b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents, including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c. Bidder, in advance, should keep the bid documents ready to be uploaded as indicated in the tender document / schedule and generally, they can be



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in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 200 dpi with colour/black and white option which helps in reducing size of the scanned document.

- d. To avoid the time and effort required in uploading the same set of standard documents which are required to be uploaded as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, GST Certificates, auditor certificates, etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process

5. Submission of Bids

- a. The Bidder should **submit the bid online on the CPP Portal** in two parts, viz. **Technical Bid** and **Price Bid**. Technical Bid, along with required documents, should be in PDF format and uploaded online **in Cover-1**. Price Bid in MS Excel “.xls” format only should be uploaded online in **Cover- 2**.
- b. **Bid submission time:** Bidder should log into the site well in advance for bid submission so that they can upload the bid in time, i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- c. **Digital Sign:** The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- d. **Tender Security / Earnest Money Deposit (EMD):** Bidder should submit the EMD/Tender Security as per the instructions specified on page no.1 in the tender document.
- e. **Submission of Financial Bid:** Bidders are requested to note that they should necessarily submit their financial bids in the format provided, and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and filled out by all the bidders. Bidders are required to download the BOQ file, open it, and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as the name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save them and submit them online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- f. **The server time** (which is displayed on the bidders’ dashboard) will be considered as the standard time for referring to the deadlines for submission of the bids by the bidders, opening of bids, etc. The bidders should follow these timelines during bid submission.



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- g. **Confidentiality of the Bids:** All the documents being uploaded by the bidders will be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the Secure Sockets Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further, this key is subjected to asymmetric encryption using the buyers'/bid openers' public keys.
- h. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- i. Upon the successful and timely submission of bids (i.e., after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- j. **Acknowledgement of the Bid:** The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- k. The **off-line Tender will not be accepted**, and no request in this regard will be entertained whatsoever.
- l. **Corrigendum:** The Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- m. The following documents are to be attached by the Bidder (s) along with the Technical Bid as per the tender document:
- i. Duly filled Annexure – I
 - ii. Bid Security Declaration – Annexure II
Tender acceptance Letter - Annexure III
No Relative Certificate - Annexure – IV
 - v. Copy of PAN and GST Registration.
 - vi. Copy of constitution or legal status of the Vendor - Sole proprietorship/firm/ Agency, etc., like an Attested copy of the deed of partnership, if the firm is a partnership concern.
Certificate of Incorporation, duly certified in case of a Company.
 - vii. EMD Payment Receipt / MSME Certificate for Exemption of EMD.
 - viii. Copy of work orders, testimonials/completion/performance certificates from the present and past clients of equivalent order size (received in the last three years), with verifiable contacts, need to be attached to the Tender document.
 - ix. A copy of the Income tax returns filed and the audited accounts statement for the last five financial years.



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- ix. Signed Tender document and all annexures and Corrigendum/Addendum if any.
- x. All other documents mentioned in the tender document, except the Price Bid document.

SITE VISIT & PRE-BID MEETING

Mandatory Site Visit: All the bidders must undertake the site visit at NIT Tiruchirappalli before the pre-bid meeting to understand the facilities, venue, and requirements.

Pre-bid meeting: Bidders may attend the pre-bid meeting either in person on the scheduled date in the AIIC Hall, NIT Trichy, to understand the exact requirements of the institute and to get clarifications on the doubts and queries that they have.

TENDER EVALUATION PROCESS

The process of selection of the successful Bidder would be determined as under:

Stage 1 of Selection Process:

All applications that satisfy the following eligibility criteria shall be eligible to participate in the financial bid.

- I. The applicant should have a **minimum of three years of experience** in running a Photocopy Shop, supported by **valid documentary evidence such as a registration certificate and shop rental agreement**. In case the shop is/was located within any Government institute/organization, a valid shop allotment order issued by the competent authority must be furnished.
- II. The agency should **produce an Income tax returns for the last three years**.

Stage 2 of Selection Process:

- i. In the second stage, the financial evaluation will be carried out of technically qualified tenders.
- ii. **The bidder who quotes the lowest cumulative price for the listed items mentioned in the Price Bid shall be declared the successful bidder (L1). Any unrealistic financial quote for any item may lead to rejection of the bid.**
- iii. If two bidders arrive the same L1 rate, the firm with the higher annual turnover for last 3 financial years will be considered as L1. If the tie still persists, the bidder having a greater number of outlets will be considered as L1.



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Date of Submission of Tender

Last date of Submission of tender on or before: **15.05.2026 , at 5: 00 PM**

Date of opening of tender : **18.05.2026 , at 5: 00 PM**

The bidders can send an email to adid@nitt.edu to seek clarification on the scope of the work covered by this Tender, if required, before the pre-bid meeting.

TERMS & CONDITIONS:

Institute Authority may accept or reject any bid/offer or may stop any bidder at any stage from bidding without assigning any reason thereof. No appeal against above action by the Institute shall be entertained. Earnest Money Deposit (EMD) is exempted for MSME or NSIC registered vendors as per the Government norms. The EMD exempted vendors should attach the valid registered copies of MSME or NSIC certificates.

The Institute Authority shall evaluate the Bid of the “Photocopy Shop” in the following manner: -

1. The EMD of unsuccessful bidder will be returned within one month and EMD of the successful bidder shall be retained and adjusted against security deposit / License Money. No bidder shall be permitted to retract the bid. In the event of dispute between the bidder & Institute, the dispute shall be decided by Director NIT Tiruchirappalli. The decision in this respect shall be final and binding on all persons offering bids at the auction. The bids offered in any other manner except hereto before mentioned shall not be considered.
2. The allotment of shop to the eligible and successful bidder shall be given on full payment of **Security deposit of Eleven months of the License fee to NIT Tiruchirappalli and on execution of agreement/license deed on non-judicial stamp paper costing Rs.100/- (Rs. One hundred only)** in prescribed format. The cost of stamp paper and other incidental charges shall have to be borne by the successful bidder/licensee.
3. The licensee or his/her representative is not allowed to make any change in electrical wiring, fittings etc., in the building without prior permission of the Institute. The licensee or his/her representative shall not make any structural changes in the shop building allotted to him/her under any circumstances. If there is any damage/instability to the institute property or any other financial burden on the institute because of wilful or negligent action of the licensee or his/her employees directly or indirectly, the said deed shall be cancelled immediately, and the licensee will be prosecuted and the shop will be impounded at risk and cost of the defaulter licensee concerned.



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4. The licensee shall not utilize any additional common space other than the allotted area of shop. The encroachment in service passage, staircase area and other open space shall not be allowed and will attract penalty.
5. In case of telephone connections, charges on account of fire safety, insurance cover and security of articles within the shop and any other charges, the same shall be made and arranged on his/her own, by the licensee. NIT Tiruchirappalli will not be responsible for any kind of payment under any circumstances. The licensee shall be solely responsible for discontinuation of any such service due to non-payment of bills etc., without any liability on NIT Tiruchirappalli.
6. The license period shall initially be for **11 months from the date of allotment**. It may be extended on an eleven-month renewable basis, up to a **maximum of five extensions (11 + 11 + 11 + 11 + 11 months)**, subject to satisfactory performance of services. The Institute reserves the right to terminate the license earlier in case of violation of any terms and conditions of the License/Agreement. The vendor may also choose to discontinue the license after completion of the initial 11-month period. At the time of each renewal, **the license fee shall be increased by 5% over the previous year's license fee**.
7. The licensee must deposit **license fee regularly by on or before 10th of every month** through SBI Collect to Institute account and Electricity bill & Water charges as per actual meter reading to NIT Tiruchirappalli. If the license fee and electrical/water charges are not remitted within the specified period, administrative charges shall be levied @ Rs.500/day.
8. The ownership of the shop and its legal possession will remain with NIT Tiruchirappalli only. The licensee will have the right to use the shop during the license period for the approved purpose only.
9. Timing of establishment should be open from **7:00 AM to 9:00 PM** and **Sunday cannot be a non-working day**. However, non-working days may be as per the notifications of the Labour Dept. of the Govt. of Tamil Nadu.
10. If the shop is to be kept closed on any day, the same must be informed to the Office of the Dean (ID & AR) well in time for authorization. However, the licensee is required to work additionally on any Casual/Emergency request by the Institute if asked.
11. If the shop remains closed for more than 7 days without proper permission, it will be presumed to have been closed and shall be considered as violation of agreement. In such cases, notice period of one month shall not be applicable and as such the fresh proposals will be invited for the shop and the loss will be recovered from the first Licensee until taken over by the succeeding Licensee.
12. The Institute will not be responsible for the payment of any bill due against any member of the staff, employee, students etc. A notice to that effect shall be prominently displayed on the shop premises.
13. Any dispute arising in the business will be solved by the contractor himself and the institute will not be involved in the dispute at all.



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14. During the period of License, if the shop is required by the Institute, the License can be cancelled with one month notice and the licensee shall have to vacate the shop within the time specified. In case of such an eventuality, no compensation except proportionate Security Deposit, deducting License Fee not paid, shall be returned.
15. The licensee shall not transfer or sublet the shop in whole, or any part of the premises licensed out to him/her. In case the Licensee is found to sublet the shop he/she is liable to pay license fee up to two times the "standard license fee" of the shop and the License issued to his/her will be cancelled immediately. On cancellation of License period, the shop shall be vacated by the licensee immediately by seven days from the date of issue of notice in writing by the Institute. The Institute shall take immediate possession of the shop and make alternative arrangements to run the same immediately. If any material or fitting belonging to him/her are not removed by him immediately as directed by the Institute, these will become the property of the Institute.
16. The licensee shall arrange his/her own furniture, partition, installations, shelves, interior decorations etc. inside the shop without any damage to the property in which the business is allowed with prior permission from the Estate Office. The premises should be kept well-ventilated and well lit.
17. The Institute shall be entitled to recover any outstanding dues including penalty/fine, License Fee and other due from security deposit of the Licensee.
18. The shops are solely meant for use by the Staff, Residents, Students, Visitors, and Workers under contractors of the Institute.
19. The shop will be on non-exclusive basis, and more than one shop of the same kind can be opened by Competent Authority in the same premises or in other premises of the Institute initially or subsequently. The licensee shall not be entitled to raise any objection or claim for any deduction in license period, license fee and security deposit in case some other shop is constructed in the Institute campus or in case there comes in existence any authorized shop. The Licensee shall equip the shop to run the business to the satisfaction of the Institute authority and shall display the articles in presentable manner.
20. Articles required/sold shall be of the best available quality, reliable and economical. The approved articles/ items sold/ stored for sale in the shop shall be of good quality and should not keep any old/stale/expired items. NIT, Tiruchirappalli will inspect periodically to ensure that quality products are available and appropriate price structure with discounts on MRP is offered to all the residents of Institute.
21. Apart from that, if any complaint is received on substandard quality, Competent Authority (Quality Control Committee) or any other officer authorized by the Director may seize the whole stock or part thereof and order the destruction there of. Complaint/Suggestion books must be maintained and should be available to all customers. The book should not be changed during the contract period.
22. The sale/storage or stock, deposit of narcotics, tobacco, alcohol and other contraband & dangerous goods/materials in any form is strictly prohibited in the shop. Proprietor/Employees reporting to duty should (i) not be drunken or intoxicated, (ii) well behaved and mannered, (iii) should have no criminal record and (iv) The staff



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member of the licensee should be clean and hygienic. Violation of any condition shall lead to the cancellation of license and suitable actions shall be taken.

23. Employees should not use the premises as residence. Use of space beyond official timings approved should be only for special purposes like receiving of goods, disinfections, inventory, etc.
24. The licensee shall maintain the premises in good condition and keep it clean and tidy always. Use of plastics is strictly prohibited in the campus and must be avoided.
25. The licensee must use CASHLESS FACILITY (Credit, Debit, and UPI) as per the directions of Government of India and POS/SWIPE machines must be installed in the counter. Mobile payment gateway such as BHIM is mandatory.
26. Website of the shop should have all relevant details such as timings, holidays, services/products with price list along with discounts and details of employees.
27. Proper receipt/bill of each transaction should be provided to the concerned user then and there failing which the service will be assumed to be free of cost.
28. The waste generated from shop must be disposed of at the solid waste collection pits reserved for shopping complex at NITT Campus by the licensee before closing of each business day and cleared at sufficient intervals during the day. The firm shall always maintain neatness and cleanliness of the premises.
29. In case of any loss or damage to the Customers due to his/her employee's negligence, the licensee shall be responsible to make good the loss to the customer.
30. No child labour/Minor shall be employed by the licensee in any case. The licensee will not appoint any employee without proper police identification/ verification and shall supply full details of the persons employed by him/her to the Office of the Dean (ID & AR) as and when required. Such details should be displayed at the shop by the licensee.
31. The Office of the Dean (ID & AR) reserves the right to direct the firm to replace any staff member based on behaviour or performance.
32. The personnel engaged by the agency for this annual contract should not be an employee or any relation of any employee of the Institute and there will be no employer-employee relationship between the institute and the personnel so engaged by the contractor. Any influence on the licensee on the part of any employee to appoint themselves or relations as part /full time employee should be brought to the notice of the estate officer immediately.
33. The contractor shall be fully responsible for the payment of wages and allowances to his/her staff as per Minimum Wages Act of labour law in force and all statutory dues to the persons employed at his/her own. NITT is not responsible for any dispute between the licensee and his/her employers.
34. The licensee shall be fully responsible for good conduct and character of his/her employee(s). All employees to possess Identity Card always in the premises and neat & clean dress all times. Employees deployed by the licensee shall be equally responsible to receive any orders/information issued from this office.
35. The licensee shall be responsible for the repair of shop if required, during the license period with prior permission from the Estate officer.
36. The licensee shall not dump any empty packing, baskets or any material and in specific plastic articles on the roof or in the open space outside the premises not allotted to



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him/her and shall be responsible to maintain all reasonable standard of cleanliness and hygiene in the shop & the surrounding areas and disposal of garbage, in default a fine up to Rs.1000/ - can be imposed on the licensee by Estate officer.

37. All safety measures must be taken care of, to avoid any accident, fire and other safety hazards and the licensee is solely responsible to ensure the safe custody. Fire extinguishers (2 kg& 4.5 kg dry type) should be installed in accessible places and always in working condition. List of emergency number should be displayed in a prominent place. First aid measures should be made available for emergencies.
38. The Institute shall in no way be liable for any damage/ loss due to accident, theft, fire or any unforeseen events in shop.
39. The shop should not distort the Institute Logo or other details, and it shall not have any kind of monopoly over the institute logo or design.
40. If the firm/Agency being declared as insolvent by the court of law, the license shall be cancelled.
41. If necessary, additional terms & conditions may be imposed by the Institute and the same shall be intimated to the firm in due course.
42. The licensee shall strictly observe and follow all the orders and instructions issued by the Institute from time to time. In case of non-compliance of orders and breach of any of the terms and conditions of License Agreement, the License/allotment can be cancelled by the Institute without assigning any reason and security amount will stand forfeited.
43. In case the applicant has functioned any food outlets at NITT in the past or ongoing contract, the concerned firm must submit a NOC and service certificate from the administrative head.
44. The applicant should not have any pending dues at NITT.
45. There should be no legal suit or criminal case pending or contemplated against the proprietor or the firm on grounds of moral turpitude or for violations of any of the laws in force. A self-declaration is sufficient but if proved wrong later, immediately License would be cancelled, and the vendor has to pay license fee of five times for the period already completed and also liable for legal action including blacklisting of the vendor.

46. Penalty Clause:

Failure to supply in terms of quality, quantity and as per the displayed list will attract a penalty. NIT Tiruchirappalli will have the full power to impose a penalty on the Vendor for not fulfilling the requirements. Penalty imposed shall be adjusted against the payment due to the vendor.

47. **Deficiency or Delay in Service/Work:** Any deficiency or delay in the service or work shall be treated as a lapse on the part of the Vendor. Such lapses will be viewed seriously by the Institute. In the event of such lapses, a show cause notice shall be issued to the Vendor. Based on the Vendor's response, and at the discretion of the Institute authorities, appropriate penalties will be imposed
48. **Force Majeure Clause:** In the event of force majeure, either-party to the agreement will be absolved of its responsibilities under this agreement, subject to the condition



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that the prevalence of such force majeure condition shall be brought to the notice of the other party within 24 hours of occurrence. Where the force majeure event continues to prevail for more than one week from the date of occurrence, the parties will consult each other and decide on the continuation of the agreement.

- 49. Termination of Contract:** The Institute may terminate the license by giving **ONE (01)** month notice to the Licensee without assigning any reasons, whatsoever. This notice period may not be applicable to the other provisions stipulated elsewhere in the contract.
- 50.** The Licensee will be required to give **Three (03) months'** notice in writing of their intention to leave or discontinue their service; in case the licensee quits without the required notice, then his security deposit will be forfeited.
- 51.** If the Licensee withdraws from the contract within the initial period of license (i.e., 11 months), three months license fee (excluding the notice period) will be deducted from the security deposit and the vendor will be barred from participating in commercial shops tenders of the institute for **three (03) years**.
- 52.** The Institute shall be at liberty to terminate this agreement and forfeit the security deposit in case the Contractor commits any breach of any term or condition contained in the contract/Agreement besides also on the following grounds: - a) Sale or storage of banned substances /alcoholic material/items, narcotics, and psychotropic substances within NITT Campus.
- 53. Jurisdiction:** All disputes arising out of this contract shall be subject to the Courts at Tiruchirappalli.

SPECIAL TERMS & CONDITIONS:

- 1.** The licensee must produce an affidavit on a non-judicial stamp paper worth Rs. 100/- (to be procured at its own cost) giving the present as well as the permanent residential address, recent passport size photograph(s) and self-attested copy of the PAN Card, Aadhar Card, Voter ID, Trade License etc. along with the bid. The licensee shall submit self-police verification certificate at the time of allotment of the shop.
- 2.** Before the occupation of the shop, the licensee, after getting the allotment letter shall have to: -
 - a. Pay an amount equal to eleven months license fee in advance as security deposit** and the security deposit shall be refunded only on successful completion of tenure.
 - b.** Submit willingness certificate to hold the security fee already paid and additional payment of security deposit shall need to be made in proportion to the increased license fee, in case the shop is allotted for further period. If the licensee fails to maintain the security fee, the contract may be cancelled and security deposit already held will be forfeited.
 - c.** Execute an agreement / license deed in the prescribed Performa on stamped paper worth Rs.100/- at the initial allotment and at every renewal of license.
- 3.** All formalities about the allotment of shop like signing inventory of fixtures



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(Electrical and civil), etc. shall be completed by the licensee on possession of the building.

4. The licensee must arrange license (if required) on its own, to run the requisite shops and also to comply with the provisions of Child Labour (Prohibition and Regulation) Act, Shops and Establishment Act, Food Safety and Standards Act and all other statutory and regulatory acts as notified by Central and State Government from time to time.

LICENSE FEE AND OTHER CHARGES:

1. The licensee of the shop shall, in addition to payment of the prescribed license fee, also be liable to pay local municipal service charges (if applicable), charges for consumption of electricity at actual and water charges and any other service provided to the licensee for the shop allotted to him or her for the building of which the allotted shop forms a part, and any other charges that the Institute may, from time to time prescribe.
2. **Revision of minimum license fees:** The Institute Authority may revise the minimum license fees based on the notification of (i) Directorate of Estates, Ministry of Urban Development, Govt. of India, revised time to time with the approval of the competent authority as well as market value and demand or (ii) for any other reasons as deemed fit.

ACCEPTANCE OF ALLOTMENT:

The Licensee shall communicate the acceptance of the allotment made to him or her within 10 working days from the receipt of order of allotment. On acceptance, he/she shall occupy the premises after depositing the security deposit, agreement and the inventory of the building signed by both parties within 15 days from the date of acceptance unless the premises are certified to be uninhabitable by the Estate Office.

COMMENCEMENT OF ALLOTMENT:

For the payment of license fee and other charges, an allotment made under these rules shall, unless or otherwise provided in the terms of allotment in a particular case, take effect from the date of occupation as mentioned in the allotment letter.

SUBSISTENCE OF ALLOTMENT:

The allotment made under these Rules, shall subsist until: -

1. It is surrendered according to the provisions of these rules or
2. It is replaced by another allotment or
3. It is vacated by the licensee or



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4. If it is cancelled or deemed to have been cancelled under the orders of the competent authority or
5. If a licensee is found to be unable to run the shop or
6. If he/she leaves in between or if the allotment is cancelled for any other reason(s) The security deposit will be forfeited.

STATUTORY OBLIGATIONS:

The firm shall be directly responsible for payment of wages including other benefits such as EPF, ESIC, etc., to his manpower engaged at his own cost.

MAINTENANCE:

1. The licensee shall maintain the shop to the satisfaction of the Institute or any other official nominated by the Competent Authority to ensure proper maintenance of the shop.
2. The licensee shall allow the maintenance staff authorized by the Institute to have access to the premises at all reasonable hours for inspection.
3. A licensee or his/her staff shall not grow any trees, shrubs or plants contrary to the instructions issued by the Institute nor cut or chop off any existing trees or shrubs growing in any garden, courtyard or compound attached to the shops except with the prior written permission of the appropriate authority.
4. A licensee shall ensure that he/she and his/her staff do not cause any inconvenience to their neighbours by their conduct.
5. The firm/licensee shall maintain all statutory registers under applicable law and shall produce the same, on demand, to the concerned authority of NIT, Tiruchirappalli or any other authority under law.

RESTRICTED MATERIALS:

1. No inflammable material shall be stored in the shops. Cigarette, Tobacco, Liquor, Narcotics, Firearms, Ammunition, etc. are in the list of prohibited items.
2. Shop should not provide plastic carry bags to the customers. Use of plastic cups, plates, etc. is also strictly prohibited. Only degradable plastic covers / paper bags are permitted.



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DAMAGES / THEFTS:

A licensee shall be personally responsible for any damage beyond normal wear and tear of the fixtures, civil fittings, electrical installations, fencing etc., provided in the shop or theft of any of these items during the period of his/her occupation of the shop. The licensee has to furnish complete present and permanent residential addresses of his/her staff with their photographs to the Office of the Dean (ID & AR) Section, along with the Police Verification Certificate. Institute will not be responsible for that whatsoever.

LIABILITY OF LICENE FEE:

1. When an allotment has been accepted, the liability for payment of license fee and other charges will be with effect from the date as mentioned in the allotment letter.
2. Subject to the provisions of these rules, if a licensee fails to take possession of the allotted shop within the prescribed time limit, it will lead to forfeiture of Earnest Money Deposit.

OVERSTAY IN SHOPS AFTER CANCELLATION OF ALLOTMENT:

When an allotment has been cancelled or is deemed to have been cancelled under the provisions of these Rules and the licensee concerned has not vacated it within the prescribed time-limit, he/she shall be liable, in addition to any other action, to pay damages for un-authorized occupation and use of the premises, which may amount up to Rs.5000/ - per day for a period up to one month, beyond which electrical and water services will be disconnected, along with forfeiture of the Security Deposit. If necessary, the Institute may evict the defaulter with the help of the appropriate local law enforcement authority. Such a licensee will be debarred from any further allotment process.

LICENSE:

In every case, the licensee shall be strictly deemed to be a Licensee but not a tenant.

TO A LEGAL HEIR:

1. It is made clear that in the event of revocation of license for any reason whatsoever, including death of the licensee, the heirs/representatives of the licensee shall have no locus stand to continue in occupation of the licensed premises and they are liable to vacate/be evicted forthwith.
2. However, on the death of a licensee the shop may be regularized in the name of any one of his/her legal heirs, if and only if approved by The Director of NITT provided an affidavit is given by each of the remaining legal heirs of the deceased licensee to the effect that they have no objection to such allotment /regularization and the legal heir submits all documents including registration, etc., within 3 months.



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3. The regularization of allotment in the name of legal heirs on the death of the licensee will be made on the same license fee which the deceased licensee was paying or was liable to pay for the premises immediately before his/her death.

RESTRICTION OF TRADES:

When a shop is allotted for a specific trade viz., grocery, stationery etc. the licensee will strictly not be allowed to change the trade. The licensee must not indulge in 'unfair trade practices' as per the existing rules of the Government.

CHANGE OF PURPOSE OF SHOP:

If Institute Authority feels that a specific kind of service is needed, the same must be provided by the licensee at reasonable cost, maintaining the quality.

INTERPRETATION AND RESIDUAL MATTERS:

On any question of interpretation of these rules, the Director's decision shall be final. The matters, or points in relation to which no specific provision exists in these rules, will be governed by the provisions of relevant Rules of Government of India.

TERMINATION / EVICTION:

The decision of competent authority, NIT Tiruchirappalli about interpretation of the terms and conditions shall be final and binding and shall not be called in question in any proceedings before any court or forum.

NITT reserves the right to issue show cause/ termination notice to the licensee by giving one month period on violation of any of the Terms and Conditions. Further, on expiry of one month, two more notices can be served giving each 15 days beyond which the agreement will stand terminated automatically unless the firm has fulfilled and complied with all obligations within the said period. During the notice period of termination of contract, the agency shall keep discharging duties as before till the expiry of notice period.

The institute rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract, either during subsistence of the contract or thereafter, the same will be settled by mutual consultation and in case of failure, dispute/s shall be referred to The Director, NIT Tiruchirappalli. The Director or an Arbitrator appointed by the Director would be the competent authority to decide and his/her decision shall be final and binding as per the provisions of the Indian Arbitration and Conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, the jurisdiction shall be Principal Civil Court at Tiruchirappalli and Madurai Bench of Madras High Court.

It shall be the duty of the licensee to remove all the persons and/or resources deployed by him/her on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/hindrance/problem of any nature to NIT, Tiruchirappalli



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failing which necessary forces may be deployed to evict during which loss if any is the sole responsibility of the firm.

MISCELLANEOUS:

1. The Institute reserves the right to inspect/check the quality and selling rates of all items through the Quality Control Committee. Any excess charging from customers or if the items being sold are found to be of poor quality or unhygienic or the cases falling within the definition of misconduct with customers will be tantamount to breach of contract agreement.
2. The licensor shall be represented by the Director and/or such person or persons, Officer or Officers as may be decided or authorized by The Director from time to time.
3. The shop will display the price of all items sold in the shop, not having printed MRP. The facility will be available for all days.
4. Time to time the performance of shops will be evaluated based on the feedback reports taken from students/ staff/ faculty/residents of the Institute in terms of rate, quality, hygiene, cleanliness, and availability of items, conduct of licensee and its staff. The overall performance will be assessed by Institute Authority.

The Director of the Institute may, for reasons to be recorded in writing, modify all or any of the provisions of the rules/instructions governing the policy of allotment, regularization, restoration of shops etc., in the Institute.

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ANNEXURE I - TECHNICAL BID

EMD Transaction/Exemption Eligibility Details	Transaction Ref No: _____ dated: _____ If exempted, provide a Valid Certificate Number: _____		
S. No.	Required information	Description	
1	Name of the Photocopy Shop		
2	Address of the Photocopy Shop		
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.)		
4	Authorized Signatory Details	Name	
		Designation	
		Email	
		Phone	
	Details of Contact other than Authorized Signatory	Name	
		Designation	
		Email	
		Phone	
5	Month and Year of commencement of business.		
6	Statutory details (Photocopies to be attached):	Registration number of the firm. (As per Shops and Establishments Act.).	
		PAN No. of the Agency	
		GST No. of the Agency	



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7	Has your firm/company ever changed its name at any time? If yes, provide the previous name and the reasons therefor?	
8	Have you or your constituent ever left the Contract awarded to you incomplete? If so, give the name of the Contract and the reasons for not completing the Contract.	
9	Brief details of Litigations, if any, connected with related Work, current or during the last three years, the opposite party, and the disputed amount.	
10	Give details of the Termination of the previous Contract. if any	
	Details of the bank mandate	
	Name of the Beneficiary	
	Name of the Bank	
11	Name of the Branch	
	Account No.	
	Type of Account IFSC	
	IFSC Code No.	
12	Total experience (years/ months) Related work in Central Educational Institution/Organization:	

Turnover in the relevant field during the last three years (from 2022-23 to 2024-25). Please submit documentary evidence, i.e., a copy of the audited Profit and Loss account, Balance Sheet, turnover certificate from Chartered Accountant and a copy of Income Tax return filed.

A certificate of turnover for the **FY 2022-23, 2023-24, and 2024-25** from a Chartered Accountant to be attached, explicitly showing the turnover from the restaurant business. The year in which no turnover is shown would also be considered for working out the average.



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Financial Years	2022-23	2023 - 24	2024-25
Details of Gross Annual Turnover - (Rs. in Lac)			
Average Turnover in the last three years	Rs. _____ in Lakhs		

List of present and past clients in the following format. The information provided will facilitate the evaluation of the Technical Bid (Please use a separate sheet if required, without changing the format). Please attach the client certificate and work orders, etc., clearly giving a period of contact.

S. No.	Name of the organization with complete postal address	Nature or type of Work undertaken	Period for which the Contract is/was awarded	Work order Value INR	Name and designation of the contact person with Tel / Mobile No (s), Email ID
1					
2					
3					
4					
5					
6					

Signature of Witness

Dated -

Name:

Address of the Witness Occupation of the Witness

Signature of the Authorized Signatory

Date:



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ANNEXURE - II

Bid Security Declaration

To

**The Director,
NIT Tiruchirappalli**

Tender/ Bid No....., dated:

Sir/ Madam,

We, the undersigned declare that

1. We understood that, according to the tender conditions, bids must be supported by a Bid Security Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Institute for the period of **3 years** starting from the bid closing date, if we are in breach of our obligation(s) under the bid conditions, because we;
 - (a) have withdrawn our bid during the period of bid validity specified in the letter of bid; or
 - (b) having been notified of the acceptance of our bid by the institute during the period of bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the tender conditions.

Date:

Place:

Seal

Authorized Signatory

Name:

Designation:

Contact No:



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ANNEXURE – III

Tender Acceptance Letter

(To be given on Company Letter Head)

**To
The Director
NIT Tiruchirappalli**

Tender/ Bid No....., dated:

Sir/ Madam,

I/We have downloaded/ obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the web site(s)/ CPPP/ GeM Portal.

1. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein.
2. I/we shall abide hereby by the terms/conditions/ clauses contained therein.
3. I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date.
4. The corrigendum(s) issued from time to time by your Institute too have also been taken into consideration, while submitting this acceptance letter.
5. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
6. In case any provisions of this tender are found violated, then your Institute shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Date:

Place:

Seal

Authorized Signatory

Name:

Designation:

Contact No:



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ANNEXURE – IV

NO RELATION CERTIFICATE

(On letter head of the firm)

1. I/We hereby certify that I/We am/are related/not related to any officer of NIT Tiruchirappalli.
(If related provide the details of the employee)
2. I/We am/are aware that, if the facts subsequently proved to be false, my/our contract will be rescinded with forfeiture security deposit and I/We shall be liable to make good the loss or damage resulting from such cancellation.
3. I//We also note that, non-submission of this certificate will render my / our tender liable for rejection.

Date:

Place:

Seal

Authorized Signatory

Name:

Designation:

Contact No:



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ANNEXURE – V

Price-Bid

Particulars	Total Area offered on license (in sq. m)	Fixed License Fee (in Rs.)
“To run a Photocopy Shop” in NIT Trichy on License basis	9	5,000/- + applicable GST

UNREALISTIC FINANCIAL QUOTE FOR ANY ITEM WILL LEAD TO REJECTION OF BID.

Sl. No.	Name of the Items	Rate quoted (Rs)
1.	Xerox back-to-back A4	
2.	Xerox one side A4	
3.	Print one side A4	
4.	Print back-to-back A4	
5.	Colour Print one side A4	
6.	Colour Print back-to-back A4	
7.	Xerox back-to-back A3	
8.	Xerox one side A3	
9.	Print one side A3	
10.	Print back-to-back A3	
11.	Colour Print one side A3	
12.	Colour Print back-to-back A3	
13.	Xerox back-to-back Legal	
14.	Xerox one side Legal	



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15.	Print one side Legal	
16.	Print back-to-back Legal	
17.	Colour Print one side Legal	
18.	Colour Print back-to-back Legal	
19.	Xerox back-to-back A5	
20.	Xerox one side A5	
21.	Print one side A5	
22.	Print back-to-back A5	
23.	Colour Print one side A5	
24.	Spiral binding	
25.	Lamination A4	
26.	Lithgow Binding	
27.	A4 Print one side more than 100 pages	
28.	A5 Print one side more than 100 pages	
	TOTAL PRICE	

The bidder who quotes the lowest cumulative price for the listed items mentioned in the Price Bid shall be declared the successful bidder (L1). Any unrealistic financial quote for any item may lead to rejection of the bid.

1. Should this Tender be accepted, I/We hereby agree to abide by and fulfil all terms and provisions of the said condition of the allotment set forth in the Tender document or in default, thereof to forfeit earnest money & pay to the NIT Trichy the sums of money mentioned in the said condition.
2. If I/We fail to deposit License Fee or to execute the License Agreement within the timeline mentioned in the Letter of Award (LoA) and NIT, the Institute is free to cancel the allotment and forfeit the EMD as per the terms and condition of NIT document.

Notes:

1. The service charges must remain consistent with those of similar photocopy/printing shops in the nearby market area, and any discounts offered shall be applied uniformly to all customers.
2. No extra charges to be levied for document transfer through WhatsApp.



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3. The successful bidder/lessee shall ensure that customers are charged reasonable rates for photocopying, printing, scanning, and other related services, as fixed in consultation with the Institute Committee. The Committee of the Institute may verify the rates of the services provided from time to time. In case of any discrepancy, a penalty may be imposed and administrative action may be taken.
4. The Committee shall have the right to inspect the quality of service, reasonableness of charges, and overall functioning of the photocopy shop.
5. Good quality paper, toner, ink, and other consumables of standard brands shall be used to ensure clear and good-quality prints and photocopies.
6. The bidder shall ensure that the machines are maintained in proper working condition to provide uninterrupted service.
7. Wastepaper and other materials must be properly disposed of, and the shop must be maintained in a neat and tidy condition.
8. The bidder shall ensure the presence of adequate staff during the operating hours of the outlet.
9. GST shall be charged separately, as applicable.

Signature of Witness Dated

Signature of the Authorized Signatory

Name:

Date:

Address of the Witness Occupation of the Witness



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LAND BORDER SHARING DECLARATION

(To be submitted in the bidder's letter head)

In-line with Department of Expenditure's (DoE) Public Procurement Division Order vide ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020

Tender Notification no

Name of the Goods/Services:

"I/ we have read the clauses pertaining to Department of Expenditure's (DoE) Public Procurement Division Order (Public procurement no 1, 2 & 3 vide ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020) regarding restrictions on procurement from a bidder of a country which shares a land border with India. I/We hereby certify that I/ we the bidder < name of the bidder.....> is / are

a) Not from such a country and eligible to be considered for this tender.

OR

b) From such country, has been registered with the competent authority and eligible to be considered for this tender. (Evidence of valid registration by the competent authority shall be attached)

For and behalf of _____ (Name of the bidder)

(Signature, date & seal of authorized representative of the bidder)"



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Manufacturer's Authorization

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the **BDS.**]*

Date : *[insert date(as day ,month and year)of Bid Submission]*

ADVT. No. : *[insert number of bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Dated on _____ day of _____, _____ *[insert date of signing]*



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(TO BE PRINTED IN LETTER PAD OF THE FIRM)

EMD Returning Form

To,
The Director
National Institute of Technology,
Tiruchirappalli – 620 015

Sub: Returning EMD amount

Sir / Madam,

Our firm has participated in the tender / quotation enquiry No mentioned below and produced the EMD amount through SBI collect, details are given below.

Tender / Quotation Reference No	
EMD amount	
SBI Collect Transaction Number	
SBI Collect Transaction Date	

It is requested to return the EMD amount to our firm after completion of the purchase to the below mentioned Bank account.

Account Name	
Bank Account Number	
IFS code	
Bank	

Signature with Seal and Date



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MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

To

The Director,
 National Institute of Technology,
 Tiruchirappalli – 620 015, Tamil Nadu

Sub	:	Authorization for release of payment / dues from National Institute of Technology, Tiruchirappalli through Electronic Fund Transfer/RTGS Transfer.
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1. Name of the Party / Firm / Company / Institute :
2. Address of the Party :
3. City _____ Pin Code _____
4. E-Mail _____ Mobile No: _____
5. Permanent Account Number _____
6. Particulars of Bank:

Bank Name:		Branch Name:	
PIN Code:		Branch Code:	
IFS Code:(11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Director, National Institute of Technology Tiruchirappalli responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____ Date: _____

Signature & Seal of the Authorized Signatory of the Party



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**HELP PAGE FOR COVER-WISE UPLOADING THE TENDER DOCUMENTS IN E-TENDER PORTAL
 AFTER LOGGING IN TO THE BIDDER'S LOGIN**

COVER - 1

Cover No	Cover Type	Document Type	Description	Remarks
1	Fee	.pdf	Scanned Copy of EMD/Bid Security in the form of SBI collect	EMD Amount specified in the tender Document
	Fee	.pdf	EMD Returning Form and Mandate Form for Electronic Fund Transfer/RTGS Transfer	As per Annexures in tender document

COVER - 2

2	PreQual & Technical	.pdf	Declaration by the firm that it has never been black-listed	Self declaration by the firm duly signed & stamped
		.pdf	Profile of each Bidder and past experience in supply and installation of the material	Previous supplies to the Govt. Institutions / Govt. Organizations.
		.pdf	Land Border Sharing Declaration as per tender document.	Land Border Sharing Declaration as per tender document.
		.pdf	Manufacturer's authorization certificate	As per tender document to be filled in by the Manufacturer/ OEM in the Manufacturer / OEM letter head with the Signatory name, Designation, Phone Number.
		.pdf	Copy of the last three years audited balance sheet of your firm	Audited Balance sheet of the firm for the last three years
		.pdf	Provide details in all Annexures in tender document & Scanned Copy of Completion Schedules	Provide details in all Annexures in tender document, previous work orders along with completion certificate
		.pdf	Technical Bid	Duly filled-in and signed Technical bid as per Annexure-I in tender document from pg 25-27.



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COVER – 3

3	Finance	.pdf	Scanned Copy of Tender form (Price Bid)	Duly filled and signed Tender Form (Price Bid) available in tender document.
		.xls	BOQ	Duly filled in Price Bid Excel file in 97-2003 format
		.pdf	Scanned copy of item wise breakup of price bid	Item wise breakup of price bid in PDF (duly signed)