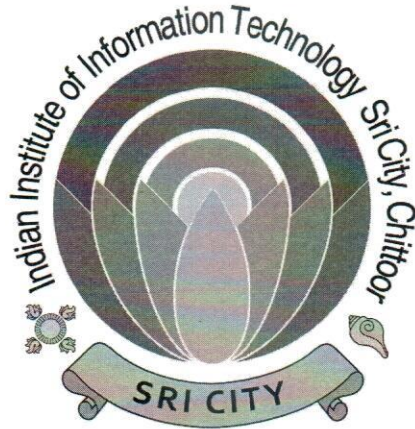


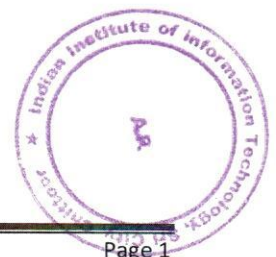
Indian Institute of Information Technology Sri City, Chittoor
630, Gnan Marg, Sri City, Tirupati District-517 646



Tender Document

Stationery Shop at IIIT Sri City Chittoor

No: IIITS/PROC/2025/07/01/Stationery Shop, dt.10.07.2025



Signature and seal of the Bidder

We are in the process of selecting the vendor to operate a Stationery Shop in the premises located in the hostel areas and or in any other location that will be decided by the Institute. The terms and conditions on which the contract is to be awarded are given in the following pages and are divided under the following headings:

- Guidelines for the tendering process
- Terms and Conditions along with Responsibilities of Vendor
- Penalties for violation of rules
- The format for Technical Bid
- Prices of services and products

Interested vendors are welcome to participate in a pre-technical bid meeting and inspection of the Stationery Shop(s) in the premises on **12 noon, 15th July 2025**.

The agenda of the pre-technical bid meeting is as follows:

1. IIIT Sri City representatives will explain the following:
 - a. the vendor about the ground realities of the operation of the Stationery Shop
 - b. about salient points of the terms and conditions and also the procedure of selection.
 - c. will respond to queries of the prospective vendor if any.

The deadline for submission of technical bid, containing documents stated in later part of this tender document, along with an EMD is 2 pm, 25th July 2025. The Earnest Money Deposit amounting to Rs.5,000/- (Rupees Five thousand only) must be credited in the form of NEFT/RTGS to "IIIT Sri City Chittoor Opex Account"

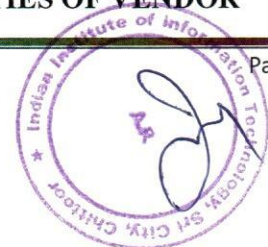
Account Number : 110167506587, IFSC Code : CNRB0013247
Bank Name : Canara Bank
Branch Name : Sri City (Mallavaripalem), 115, Peepul Boulevard Sri City, Chittoor District, AP-517 646.

Please note that all bidders including MSME Registered firms have to pay the EMD as per the tender document. The EMD amount will be refunded to unsuccessful bidders at the time of the award of the contract. Address for submission of the bids is: Registrar Office, Ground floor, Academic Block, IIIT Sri City Chittoor, 630, Gnan Marg, Sri City-517 646. EMD of the successful tenderer will be returned back after completion of the contract. EMD of the successful bidder will be returned only after receipt of Security Deposit towards Performance Bank Guarantee. The amount of EMD is liable to be forfeited if the bidder withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Bank Guarantee. No interest will be paid on the EMD / Performance Bank Guarantee. The Bidders will have to attach a scanned copy of Payment details towards EMD along with technical bid and the same will be accepted only on verification and confirmation by the Institute. Any delay in credit will not be entertained by the IIIT Sri City Chittoor.

Technical bids and commercial bids must be submitted in a sealed envelope addressed to The Registrar, IIIT Sri City, Chittoor, 630, Gnan Marg, Sri City, Tirupati District, Andhra Pradesh-517 646. Interested vendors should submit a single envelope containing both **technical and commercial (Financial Bid) sealed envelopes separately. The last date for submission of bids is 25 July 2025 at 1600 Hrs.** The technical bids will be opened at **1630 Hr, 25th July, 2025** in the Registrar's Office, IIIT Sri City Chittoor. The date and timing for the opening of the financial bid will be communicated to the bidders shortlisted in the technical bid.

TERMS AND CONDITIONS ALONG WITH RESPONSIBILITIES OF VENDOR

Signature and seal of the Bidder



The important terms and conditions are listed below:

- The successful bidder is required to execute a leave and license agreement with IIIT Sri City Chittoor for a period of one year from the date of enforcement which may be extended for another period of two years thus making the total period of three years subject to satisfactory performance and compliance on yearly basis of all the provisions mentioned in the tender document. The agreement once awarded can be terminated by IIIT Sri City Chittoor after giving one month notice. Nevertheless, IIIT Sri City Chittoor may terminate the agreement of the contractor without any notice in case the contractor commits a breach of any of the contract. IIIT Sri City Chittoor's decision that a breach has occurred will be final and shall be accepted without demur by the bidder. In case the bidder wants to terminate the agreement, it shall have to give three calendar months notice in advance to this effect to the IIIT Sri City Chittoor.
- Within 15 days of execution of the agreement, the vendor will be required to provide a refundable interest-free Bank Guarantee of Rs.25,000/- (Rupees Twenty Five thousand only). This Bank Guarantee should be from a scheduled nationalized bank and will be held against in default in performance and violations of terms and conditions. The Bank Guarantee shall be validated up to the stipulated date of completion plus 30 days beyond that. In case the time for completion of work gets enlarged, the contractor shall get the validity of bank guarantee extended to cover such enlarged time for completion of contract period. After recording of the completion certificate for the contract period by the competent authority, the bank guarantee shall be returned to the contractor, without any interest.
- The Institute will provide space for running the Stationary Shop. The following charges are to be paid by the Vendor/Contractor for running the Stationary shop. License fee (12 months) should be paid in advance to the IIIT Sri City before starting the Stationary Shop and at such rate as may be fixed by the Institute for the subsequent period.

Sl.No.	Location	Facility	License Fee (8 months)
1	BH 1 / 2	IIIT Sri City Chittoor Stationary Shop (200 Sq foot)	Rs.15 per square foot for the space earmarked x 8 months
2	BH 3 / 4	IIIT Sri City Chittoor Stationary Shop (200 Sq foot)	Rs.15 per square foot for the space earmarked x 8 months

- There will be no license fee charged for a total of four months during summer and winter vacations, and the vendor will be allowed to use the shop premises to store stationery items during this period.
- Power connection will be provided for the Stationary Shop(s) with a dedicated sub-meter. Vendor has to pay the electricity charges for the units of electricity consumed for the Recharge



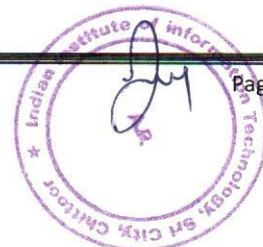
Point at the rates charged by APTRANSCO from time to time to the Institute on or before 15th of every month.

- The contractor must submit all necessary statutory documents, as stated in the latter part of this document.
- The vendor must serve only to students, faculty, staff, parents and approved visitors of IIIT Sri City Chittoor.
- The vendor should adhere to the provisions of the Provident Fund Act, the Minimum Wages Act and other such acts which are applicable.
- The vendor should ensure that the payment is made to the laborers as per Minimum wages act to the satisfaction of the licensee.
- The vendor shall not employ child laborers. Upon violation of this requirement, legal action would be taken.
- Major civil and electrical works will be attended to by IIIT Sri City Chittoor. Minor maintenance jobs such as replacement of light bulbs, tube lights etc. are the responsibility of the vendor
- All the equipment required for the Stationary shop has to be purchased by the vendor itself.
- No accommodation, no changing/resting room, will be provided to the workmen of the vendor.
- The Stationery Shop contract will be reviewed from 3 months of start duration and the further decision will be taken on the performance of the vendor.
- Water will be provided at free of cost for washing and cleaning based on the written request from the vendor/contractor. Agency has to make their own arrangement for drinking water.
- The vendors should have their establishment/branch office within a radius of 30 KM from IIIT Sri City.
- Issues related to cleanliness and shopkeeper in the shop :-
 - (a) Cleaning and housekeeping of the shop area will be the sole responsibility of the vendor.
 - (b) IIIT Sri City Chittoor would reserve the right to check on cleanliness and upkeep of premises and quality of provisions
 - (c) At the end of the contract period, the premises shall be handed over back as it was taken over.
- All items with price should be approved by the Competent Authority, IIIT Sri City. The vendor has to display the approved rates of items to be sold in the entrance or cash counter of the shop.
- Any modifications/changes to be made in the prices have to get approval by the competent authorities of IIIT Sri City, Chittoor.

Signature and seal of the Bidder



- The vendor should not sublet the premises given to him to some other party in any case. If found, the leave and license agreement would be terminated immediately. The bank guarantee and license fee shall be forfeited and the vendor will be blacklisted from entering IIIT Sri City in future.
- Maintenance of all the equipment being used by the vendor is solely his responsibility.
- Stationery Shop timings are from 7 AM to 11 PM on all days of the week, including holidays and vacation, irrespective of the number of students in the campus. Timings may vary depending on the requirements or necessity of the Institute.
- All Covid-19 protocols should be followed while serving food items in the stationery shop; as per standard operating procedures (SOP) issued by Central and State Government; and IIIT Sri City Chittoor from time to time.
- All people working in the stationery shop should be vaccinated with two Covid-19 doses and produce the certificate of vaccination to competent authorities of IIIT Sri City Chittoor.
- If any person working in the stationery shop has any Covid-19 symptoms, he/she has to be quarantined as per the rules of the Institute and this has to be communicated to the Institute immediately. Any delay in doing so will result in a fine and/or cancellation of license.
- IIIT Sri City Chittoor owns the right to accept or reject any tender(s) without assigning any reason.
- The successful bidder is required to execute the Leave and License Agreement with IIIT Sri City on certain terms and conditions. The said agreement can be renewed for further terms by mutual agreement of the parties.
- The legal relationship between parties shall be that of Licensor and Licensee. It is explicitly stated that IIIT Sri City has no intention to create a partnership, an agency, a joint venture, or employee/employer relationship or that of a dependent contractor between parties. This clause shall override all other clauses of this tender document.
- The vendor will ensure that no instance of food poisoning or any food related medical issue arises to any of its employees or the IIIT Sri City persons. If such an incident occurs, the vendor will be responsible for fulfilling the loss that occurred.
- The quality of stationery and food items will be inspected item wise by IIIT Sri City Administration frequently and the vendor shall not deny access for such inspections. Further, the store can also be inspected by the IIIT Sri City Administration so as to ensure that only the brands allowed are being used. In case a violation is found, the IIIT Sri City reserves the right to impose a financial penalty/cancellation of contract on repeated violation.
- The vendor will ensure that no instance of fire takes place and no injury to any of its employees or the IIIT Sri City persons takes place. If such an incident occurs, the vendor will be responsible for fulfilling the loss.



- The IIIT Sri City shall not be liable for any damages to property or individuals under the scope of this contract.
- Fire Fighting arrangement provided by the IIIT Sri City Chittoor at the start of the contract to be kept serviceable at all times and handed over back to the IIIT Sri City Chittoor after finishing of the contract. The maintenance and services will be under the scope of the vendor.
- It is the responsibility of the vendor to segregate and dispose- off garbage at least twice in a day and/or at any time when garbage is accumulated in a larger quantity than the capacity of dustbin/garbage drum at its own cost and as per prescribed norms/practice of the local authority/IIIT Sri City Chittoor. The vendor shall ensure proper disposal of the collected solid/liquid waste on a daily basis under its own arrangements. Accumulation of garbage/waste in premises will not be acceptable and should never be kept overnight in the IIIT Sri City Chittoor campus. The Sri City Garbage disposal rates will be applicable. The same will be borne by the Contractor.
- Prohibition on Tobacco and intoxicating sustains, Strict disciplinary action will taken against any individual found violating this rule.
- Smoking, Consumption of alcohol to work under the influence of Alcohol within the premises is strictly prohibited. Any violation of this rule will be viewed seriously and result in disciplinary action as per the institutional policies.
- Only vehicles with valid insurance and driven or ridden by individuals holding a valid driving licence are permitted inside the college premises.

PENALTIES FOR VIOLATION OF RULES, TERMS AND CONDITIONS

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

- Any complaint about selling the services or products at a higher price than the pre-decided price will attract a minimum penalty of Rs. 500/ per incidence.
- Any complaint about selling any service/product without the permission of concerned authorities will attract a minimum penalty of Rs. 500/ per incidence.
- In case of supply of defective or expiry items found in respect of packaging or labeling, the vendor will not be only asked to replace it but also fined Rs. 500/- per incidence
- If the supplies are not made within the stipulated period of placing the order, 0.5% of the basic cost of the materials not supplied will be deducted from the existing / pending bills of the supplier per day's delay up to 60 days.
- For any rule stated in the agreement, the first violation of the rule implies a fine as per the rule. The second and subsequent violations of the same rule on a different day of the previous fine will attract triple the initial amount of fine on the contractor; and even a cancellation of the contract.
- The final decision of fines being imposed lies with the competent authority, IIIT Sri City.
- The vendor has to pay the fine imposed in the office of the Registrar within 15 days of the fine imposed date.
- Using single-use plastic materials is prohibited. If found used proper penalty will be imposed.
- In case of violation of any rules, the decision of the competent authority of the Institute is final and binding.

Signature and seal of the Bidder



**APPLICATION FOR CONTRACT FOR STATIONERY SHOP IS TO BE
SUBMITTED TO THE UNDERSIGNED ON SEPARATE SEALED ENVELOPE**

Proforma for the Technical Bid

Name of the party:

1. Name(s) of the Proprietor(s)/Partner(s):

2. Contact Address

3. Contact Phone: _____

Email address: _____

Fax: _____

Cell phone: _____

4. List of major establishments

Signature of the Proprietor(s)/Partner(s) or Authorized Representative

Name of the Signatory:

Designation:

Stamp

Date:

Place:



Signature and seal of the Bidder

Information to be provided with the Technical Bid

1. Details of Experience of handling Stationery Shop: Current and Earlier (during the last 2 years). Please include copies of Audited Profit & Loss Accounts for values of Rs.1 lakh and above for contract periods of one year. For the purpose of evaluation, it is necessary that the vendor must have executed 1 work order of 80% or 2 work orders of 60% or 3 work orders of 40% of a notional value of Rs.3 Lakhs over one year period in the last 4 years.
2. Any other pertinent information.

Documents to be provided with the Technical Bid

1. Two References establishment where the vendor has provided service in the past or present (Please attached documentary evidence).
2. Photocopy of the following documents:
 - A. Income tax return certificate last three years
 - B. Copy of PAN Card
 - C. Details about PF/ESIC registration (If applicable)
 - D. Balance Sheet last 3 years
 - E. Partnership deed (If applicable)
 - F. GST certificate
 - G. Shop Establishment Registration certificate from Municipality

Please note that bids without the information and documents mentioned above will be rejected without further consideration.



**Below mentioned items are to be kept in Stationery Shop
(All the mentioned items will be sold as per the MRP)**

Discounts, if any, need to be mentioned.

(To be attached with the FINANCIAL BID only)

1. Stationery Items: Notebook, Spiral binding book, Folder, File, Pen, Pencil, Coloured pencils, Coloured pens, Ruled and unruled sheets, Eraser, Sharpener, Cutter, Highlighter, Permanent markers, Scissors, Fevistick, CD/DVD, Stapler, Envelope, Cello tape, Glue, Sticky Tape, Packing Tape, Paper clips, Rubber bands, Drawing pins, Hole punch, Index cards, Tissues, Desk Pads.

Please specify discount, if any : _____

2. Electronics: Mouse, Calculator, Memory card, Pen drive, Card Reader, Battery, Pencil cells etc.

Please specify discount, if any : _____

3. Food and beverages Items:
Branded Snacks (packed), Chocolates, Biscuits, Soft drinks, Packed Juices, Energy drinks, water bottle.

Please specify discount, if any : _____



Annexure A - PRICE BID (FINANCE BID)

Name of the Department	INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SRI CITY CHITTOOR
Tender No	IIITS/PROC/2025/07/01/Stationery Shop, dt. 10/07.2025
Tender Description	<i>Stationery Shop at IIIT Sri City Chittoor</i>
Name of the Company	
Name of the Bidder	

NO.	DESCRIPTION OF ITEMS	UNIT	RATE (EXCLUDING GST)	GST	TOTAL RATE INCLUDING GST
	Writing Items				
01	Ball pen				
02	Fountain Pen				
03	Rollerball pen				
04	Gel pen				
05	Pencil				
06	Mechanical pencil				
07	Highlighter pen				
08	Board markers				
09	Permanent markers				
10	Pen markers				
11	Pen whitener				
12	Pen pouch				
13	Pen and Pencil tray				
14	Sharpener				
15	Eraser				
16	Color pens				
17	Scale				



18	Ruler				
	Desktop Items				
01	Pen holder				
02	Single hole puncher				
03	Double hole puncher				
04	Paper weights				
05	Small stapler				
06	Big stapler				
07	Staples				
08	Cello Tape				
09	Tape dispenser				
10	Scissors				
11	Mouse pads				
12	Sticky tape				
13	Packing tape				
14	Glue				
14	Fevistick				
15	Fevicol				
16	Table lamps				
	Paper, Pad and Folders				
01	Notebooks Large				
02	Notebooks Medium				
03	Notebooks small				
04	Planner				
05	writing pads				
06	Diaries				
07	Pocket diaries				



08	A4 sheets				
09	Paper cutter				
10	Log book				
11	Attendance Register				
12	Ruled Register				
13	Ink stamp pad				
14	Ruled and unruled sheets				
15	Envelope				
16	Spiral binding book				
17	Folders				
18	Stick files				
19	Files				
20	Paper clip				
21	Bulldog clip				
22	Push pins				
	Artistic Items				
01	Water Colors				
02	Oil pastels				
03	Painting Brushes				
04	sketch pens				
05	Drawing pins				
06	Crayons				
07	Chart papers				
08	poster colors				
	Electronic Items				
01	Mouse				
02	Keyboard				



03	Memory card				
04	Pen drive				
05	Hard disk				
06	Card reader				
07	Battery				
08	Pencil cells				
09	Digital Calculator				
10	Earphones				
	Miscellaneous Items				
01	Duster				
02	Paper towels				
03	Tissue papers				
04	Sanitizers				
05	Buckets				
06	Writing board				
07	Small table				
08	Laptop table				
09	Broomstick				
10	Pillows				
11	Mattress				
12	N95 mask				
13	Surgical mask				
14	water bottles				
15	Tiffin boxes				
16	Hand towels				
17	Towels				
18	Room freshener				



19	Detergent powder				
20	Bathing soaps				
21	Shampoo				
22	Tooth paste				
23	Tooth brush				
24	Flask				
25	Dustbins				
	Food/ Beverage Packets				
01	Biscuits				
02	Chocolates				
03	Packed snacks (Branded)				
04	Packed Juices				
05	Energy drinks				
06	water bottles				
07	Soft drinks				

PHOTOCOPYING MACHINE

NO.	DESCRIPTION OF ITEMS	UNIT			
1	PER COPY SINGLE SIDE	1			
2	PER COPY DOUBLE SIDE	1			

NOTE:

- The rates of items shall be submitted in the above format.
- The prices/rates quoted shall be indicated in words as well as figures.
- Prices/rates against all items should be quoted excluding taxes. Taxes, if any, shall be indicated separately as per the above format.
- The Institute reserves the right to ask for any samples of the items sold mentioned in the price bid.
- Tenderers should furnish samples of the items along with rates if asked for. Samples submitted after tender opening shall not be accepted.
- The competent authorities shall not be bound to accept the lowest quotation and tender could be awarded to any other firm or agency whose samples/items are found superior or



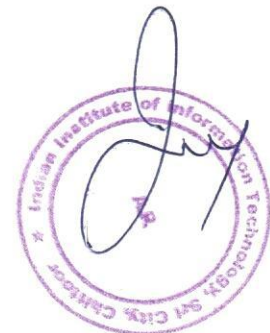
are as per requirements. The decision of the competent authorities shall be final in this regard.

- The tenderer should submit an analysis of rates if called upon to do so by the Institute.
- The rate quoted by the tenderer shall be applicable irrespective of the volume of sales.
- All Columns/Rows should be properly filled in case of any omission the bid is liable to be rejected.
- Wherever applicable and if found necessary, the tenderer agrees to provide quantity against the item as approved by the competent authorities.
- The rates shall be approved by the competent authorities. The tenderer agrees to provide service on approved rates.
- The rates stipulated during the award of the contract may be changed according to the mutual agreement after negotiations.
- Any other items/facilities may be mentioned separately but the same will not be considered for financial evaluation.
- Any new product to be sold in the shop is to be approved by the competent authorities.

DATE:

SIGNATURE OF THE TENDERER

with seal



Selection Procedure:

1. The Technical Evaluation Committee (TEC) constituted by the Director, IIIT Sri City Chittoor will open the technical bid to decide the technical suitability of their service based on the pre-laid terms and conditions. After the evaluation of the technical aspects of the bid the committee will give suitable recommendations about the shortlisted bidders. The recommendation of the TEC shall be final and binding on all the parties. Further, the TEC may seek additional information from the existing users at IIIT Sri City Chittoor or from other Institutes from the bidders if required.
2. Shortlisted vendors will be allowed for the commercial bidding.
3. The lowest bid among the shortlisted vendors will be awarded the contract.
4. The final decision will be made depending on commercial bids and after satisfactory visits to the already running stationery shops outside of IIIT Sri City.
5. The IIIT Sri City Chittoor reserves the right to visit the present service places to the eligible vendors after the scrutiny of technical documents.
6. All items with price should be approved by competent authorities, IIIT Sri City. The vendor has to display the approved rates of items to be sold at the entrance or cash counter of the shop.
7. An appropriate formula will be decided by the committee before the opening of the Technical bid.

