



राजीव गाँधी विश्वविद्यालय
रोनो हिल्स, दोईमुख
RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH

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विकसित भारत
अमियान
1947 TO 2025

Advt. No.: RGU/EO-17/SA/2015 /125

Date: 9 January, 2025



RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH,
ARUNACHAL PRADESH – 791 112

Expression of Interest (EoI)
For
Departmental Store at Multi Utility Building
(All in One Service)



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Eligibility Criteria:

1. The age of applicant/bidder should be between 18 years to 60 years on the last date of submission of EoI.
2. The applicant should have Experience in running Departmental Store which consists of all-in-one service for not less than 05 (five) years.
3. The applicant must have at least one multi-brand departmental store which validates their ability to run all in one service. Quality certificate, Food safety license or any other certificates/license as applicable must be submitted with valid registration certificate/license.
4. Vendor/Bidder should not be black-listed or debarred by the University or any other institution/agency for one year in past. An affidavit to that effect on a Non-Judicial stamp paper of worth Rs. 100/- must be enclosed with EoI in the prescribed format (Annexure No. - IV).
5. Copy of Trading License/Registration of the Shop/Agency/Firm/Company issued by the Municipal Corporation/ concerned authority of the State or Commercial Establishment Act, is must wherever applicable.
6. Preference shall be given having departmental store at Doimukh sub division as per the Trade and Commerce Act, Arunachal Pradesh.
7. The Agency/ Firm/ Vendor is required to submit a self-attested copy of PAN/TAN/TIN/GSTIN certificates wherever applicable.
8. The agency should have proven track record of annual turnover of minimum 50 (Fifty) lakhs.
9. The agency should have ability to provide good quality multi branded products.
10. There should be no legal suit, criminal case pending or contemplated against the proprietor of the agency or the firm on grounds of moral turpitude or for violations of any of the laws in force. A self-declaration in this matter must be submitted along with the application on the letter head of the agency.

Infrastructure to be provided by RGU, Doimukh:

1. A minimum License Fee at the rate of Rs.150/- per Sq. m. + 18% GST per month should be paid as License Fee for the constructed Multi Utility Building (Ground Floor) of 204.64 Sq. m.
2. Quoted License fee will be increased by 5% annually.
3. All facilities like supply of drinking water through overhead tank, electricity, power backup on payment of actual consumption charges and toilet facility.
4. No accommodation shall be provided by the University.



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Interested Corporate Agency/Organization may send their Expression of Interest (EOI) in the prescribed format (ANNEXURE-I) to the following address:

The Registrar,
Rajiv Gandhi University,
Rono Hills, Doimukh - 791112
Arunachal Pradesh, India

Envelope containing EOI should be marked as "Expression of Interest for Departmental Store in the Multi Utility Building (Ground Floor), RGU, Doimukh".

Any queries related on the proposal of the Departmental Store, Interested agency may contact, The Estate Office, RGU, Doimukh through the email: estateofficer@rgu.ac.in

Tenderer shall inspect the site to fully acquaint himself about the building and working conditions. The site may be inspected with the help of university officials on 20 January, 2025, between 9:00 AM – 12:00 PM.

Selection Process:

1. A committee constituted by the University shall evaluate the Expression of Interest. The decision of the committee in the evaluation of the EOI shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the committee.
2. All applications that satisfy the eligibility criteria shall be evaluated/scrutinized by the following process:

Stage – I:

| Sl. No. | Parameter | Evaluation Criteria | Maximum Marks |
|---------|--|--|---------------------------------------|
| 1 | Discount rate score | Discount rate score of Applicant is obtained by sum of the normalised discount rates of each classified items of the applicant. The normalised discount rate of each classified items of the applicant is obtained by dividing the discount rate quoted on the particular item by the applicant by the sum of the discount rate quoted on the particular item by all applicants. | Score as per normalised discount rate |
| 2 | Relevant experience in running Departmental Store which consists of all in one, at least for a period of three years | Less than 05 Years = 05 marks More than 05 years and upto 08 years = 15 marks More than 08 years = 25 marks Rider of 5 marks in each case will be given for experiences in a Higher Educational Institution. | 30 |
| 3 | Audited Financial Turnover of previous financial year | Upto Rs 10 lakhs = 04 marks More than Rs 10 lakhs and upto Rs 20 lakhs = 05 marks More than Rs 20 lakhs and upto Rs 30 lakhs = 06 marks More than Rs 30 lakhs and upto Rs 40 lakhs = 07 marks More than Rs 40 lakhs and upto Rs 50 lakhs = 08 marks More than Rs 50 lakhs = 10 marks | 10 |

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|---|--|--|----|
| 4 | Educational Qualification | Upto 12 th Standard = No marks Bachelor = 5 marks Post-graduation or higher degree = 10 marks | 10 |
| 5 | Recommendation of the committee after visiting the outlets claimed by vendor | Oral communication - 15 marks, Personality - 15 marks Knowledge of trade and items to be kept - 20 marks, with committee recommendation | 50 |

Based on the score, maximum of five applicants will be shortlisted and permitted to participate in the Stage - II selection process.

Stage - II:

- The shortlisted bidder based on the Stage - I score alone shall be permitted to participate in the second stage. The Bidder quoting highest license fee shall be recommended for clearance and approval.
- The bidder shall quote its offer price in rupees per square meter per month only.

After getting approval of the Competent Authority of the University, RGU will grant permission to run the Departmental Store building in the university campus subject to the terms and conditions.

Date of Submission of EoI:

Last date of Submission of EoI on or before: 24 January 2025, 15:00 Hours [Envelope containing EoI should be marked as "Expression of Interest for Departmental Store in the Multi Utility Building (Ground Floor), RGU, Doimukh"].

Date of opening of EoI: Shall be intimated in the website i.e. www.rgu.ac.in. Bidders are requested to keep themselves updated in this regard.



ANNEXURE I

Detailed Document for Expression of Interest (EoI)

A) Details of the Organization:

1. Name of the Applicant/Firm/Organization :
2. Registered / Head Office Address:
City: Pin code:
State: Country:
3. Year of Establishment
(Documentary evidence is required) :
4. Nature of Organization: Trust / Individuality
owned / Pvt. Ltd. / NGO / Partnership firm/
Others (kindly mention the type of firm) :
5. Trading License/Registration Details
(Documentary evidence is required) :
6. Local Administrative Office Address, if any :
7. PAN Card No. (Documentary evidence is required) :
8. GST Registration No. (Documentary evidence is required) :
9. Mobile Numbers with Name :
10. Email Address :
11. Bank Details (for NEFT) :
 - a) Account Number :
 - b) Branch Name :
 - c) IFSC/MICR code :
12. Number of Branches established
(Documentary evidence is required) :
13. Audited Financial Annual Turnover
(FY 2021-22, FY 2022-23, FY 2023-24) :

B) Monthly rent offered: Rs..... per square meter per month
Rupees (in words) per square meter per month

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C) **Details of Directors or Promoters or Partners or Owners or Office Bearers:** Attach brief Bio-data having Name, Age, Qualifications, Experience, etc. (Documentary evidence is required):

D) **Financial Capabilities:** Annual Turnover (for the past 3 years) for each branch and Net worth (Documentary evidence is required):

E) **Any special condition you may want to put forth:**

Date: _____

(Signature of Authorised Signatory)

Place: _____

(Full name & designation with Company's Seal)

#Note: RGU, Doimukh reserves the right to accept or reject any of the proposals received without assigning any reason.



DATA SHEET

For Each Branch, give the details in the following format:

1. Name of the branch with brief address :
2. Year Started :
3. Number of Years of Experience :
4. Classified items available :
(Documentary evidence is required)
5. Performance/Achievements :
(Documentary evidence is required):

| Financial Year | Financial Capability | | Number of Employees on | |
|----------------|----------------------|-------------------------------|------------------------|------------|
| | Annual turnover | Profit Based on ITR Statement | EPF Record | ESI Record |
| 2021-22 | | | | |
| 2022-23 | | | | |
| 2023-24 | | | | |

6. Discount on MRP:

| Sl. No. | Classified Items | Percentage of Discounts on MRP |
|---------|----------------------------------|--------------------------------|
| 1. | General Stores/Groceries Items | |
| 2. | Stationery Items | |
| 3. | Garments | |
| 4. | Cool Drinks | |
| 5. | Branded packed Items | |
| 6. | Foot Wear | |
| 7. | Gift Items | |
| 8. | Fancy Items | |
| 9. | Sports Items | |
| 10. | General Office Consumables Items | |

Articles under each classified items are attached as **Annexure-III**.

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Advt. No.: RGU/EO-17/SA/2015

Date: 08/01/2025

TENDER DOCUMENT

FOR LICENSING" Departmental Store at Multi Utility Building (All in One Service) at the Multi Utility Building of RGU, Doimukh

TERMS & CONDITIONS:

Sealed bids for two stage bidding system are invited for allotment of a Departmental Store at the Multi Utility Building, RGU, Doimukh on leave and license basis initially for a period of 3 (three) years and yearly renewable up to a maximum of 7 (seven) years provided, the feedback from the residents of university is satisfactory. Bids should reach latest by **24 January, 2025** at 1500 hours. If the date appears to be a holiday, then it shall be the next working day.

- A) The proposal should be filled neatly. Over -writing and erasing shall make the proposal liable to be rejected. Every cutting must be initialed by the Proposer.
- B) Before participating in the tendering process each intending bidder shall affix signature in all pages with date on the copy of the condition for License of Departmental store, as a token of acceptance of the condition of License of departmental store contained herein after and shall furnish full name & address of the individual, company, firm on whose behalf the participant is interested to bid. The name of persons, company and full postal address should be furnished. All correspondence made by the Bidder to this furnished address shall be considered as correctly delivered notwithstanding any change in postal address, should be intimated to the University Administration, RGU, Doimukh.
- C) Person intending to participate in the Bid shall have to pay the specified EMD of Rs.15,000/- (Rupees Fifteen thousand only) through Demand Draft drawn in favor of "The Registrar, RGU, Doimukh" payable at Bank of Baroda, Arunachal University Branch.
- D) A non-refundable processing fee of Rs. 3,000/- (Rupees Three thousand only) shall have to pay by the bidder/applicant through Demand Draft drawn in favor of "The Registrar, RGU, Doimukh" payable at Bank of Baroda, Arunachal University Branch.
- E) University 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 University shall be entertained. Earnest Money Deposit (EMD) is exempted for MSME or NSIC registered vendors. *The EMD exempted vendors should attached the registered copies of MSME or NSIC certificates.* The University Authority shall evaluate the Bid of the "Departmental Store building" in the following manner: -
 1. The EMD of unsuccessful bidder will be returned within 1 month and EMD of the successful bidder shall be retained and adjusted against security deposit / License Money.
 2. No bidder shall be permitted to retract the bid. In the event of dispute between the bidder & University, the dispute shall be decided by Vice Chancellor, RGU, Doimukh. 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.
 3. The departmental store building shall be allotted through Bid only and to the highest bidder. The bidder shall enter the quoted price in figures as well as in words. In case of mismatch in the quoted rate in figures and words, the rate quoted in words shall be considered.



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4. The service charge or any other charges/taxes (if any) as applicable from time to time shall have to be paid by the vendor separately.
5. The allotment of store to the eligible and successful bidder shall be given on full payment of Security deposit of Rs. 50,000/- (Rupees Fifty thousand only) to RGU, Doimukh 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.
6. The licensee or his/her representative is not allowed to make any change in electrical wiring, fittings etc., in the Multi Utility Building without prior permission of the University. 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 university property or any other financial burden on the university because of willful 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 impounded with risk and cost of the defaulter licensee concerned.
7. 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.
8. 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. RGU, Doimukh will not be responsible for any kind of such payment under any circumstances. The licensee shall be solely responsible for discontinuation of any such service due to nonpayment of bills etc., without any liability on RGU, Doimukh.
9. The License period will be initially for a period of 3 (three) years from the date of allotment and shall be extendable on yearly renewable basis up to a maximum of 7 (seven) years on satisfactory services unless terminated earlier by the University for violation of any of the terms and conditions of the License/Agreement or if desired by the vendor after completion of 3 (three) years and on every annual extension, License fee will be increased by 5% of previous year's license fee.
10. The licensee has to deposit the license fee regularly in the University account no. – 83420100000307, IFSC – BARB0VJARUN (Bank of Baroda) through challan by on or before 10th of every month and a copy of the payment challan to be submitted in the Estate Office and Electricity bill & Water charges as per actual meter reading to RGU, Doimukh. If the license fee and electrical/water charges are not remitted within the specified period, administrative charges shall be levied @ Rs.500/day.
11. The ownership of the shop and its legal possession will remain with RGU, Doimukh only. The licensee will have the right to use the shop during the license period for the approved purpose only.
12. Timing of establishment should be open from 7:00 AM to 9:00 PM and the Sunday cannot be a non-working day. However, non-working days maybe as per the notifications of the Labour Dept. of the Govt. of Arunachal Pradesh.

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13. If the shop is to be kept closed on any day, the same has to be informed to the University Administration well in time for authorization. However, the licensee is required to work additionally on any Casual/Emergency request by the University if asked.
14. If the shop remains closed for more than 7 days without proper permission, it will be presumed to have been closed down 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.
15. The University 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.
16. Any dispute arising in the business will be solved by the contractor himself and the university will not be involved in the dispute at all.
17. During the period of License, if the shop is required by the University, 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.
18. 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 University. The University shall take immediate possession of the shop and make alternative arrangements to run the same immediately. If any material or fitting belonging to him/her are not removed by him immediately as directed by the University, these will become the property of the university.
19. 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 University. The premises should be kept well-ventilated and well lit.
20. The University shall be entitled to recover any outstanding dues including penalty/fine, License Fee and other due from security deposit of the Licensee.
21. The shops are solely meant for use by the Staffs, Residents, Students, Visitors and Workers under contractors of the University.
22. 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 University 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 University campus or in case there comes in existence any authorized shop. The Licensee shall equip the shop for running the business to the satisfaction of the university authority and shall display the articles in presentable manner.
23. 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. RGU, Doimukh 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 university.

24. Apart from that, if any complaint is received on substandard quality, Competent Authority (Quality Control Committee) or any other officer authorized by the University Administration may seize the whole stock or part thereof and order the destruction thereof. Complaint/Suggestion books have to be maintained and should be available to all customers. The book should not be changed during the contract period.
25. 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 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.
26. 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, disinfestations, inventory, etc.
27. 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.
28. The licensee must use CASHLESS FACILITY (Credit, Debit, and ATM-Cards) as per the directions of Government of India and POS/SWIPE machines must be installed in the counter. Mobile payment gateway (UPI) such as BHIM, GPay, etc. is mandatory.
29. Website, if any of the shop should have all relevant details such as timings, holidays, services/products with price list along with discounts and details of employees.
30. 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.
31. The waste generated from Departmental Store building must be disposed of at the solid waste collection pits reserved for shopping complex at RGU Campus by the licensee before closing of each business day and cleared at sufficient intervals during the day. The firm shall maintain neatness and cleanliness of the premises at all times.
32. 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.
33. No child labor/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 University Administration as and when required. Such details should be displayed at the shop by the licensee.
34. The University reserves the right to direct the firm to replace any staff member based on behavior or performance.
35. The personnel engaged by the agency for this annual contract should not be an employee or any relation of any employee of the university and there will be no employer-employee relationship between the university and the personnel so engaged by the contractor. Any influence on the



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- 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 university administration immediately.
36. 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. RGU, Doimukh is not responsible for any dispute between the licensee and his/her employers.
 37. 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.
 38. The licensee shall be responsible for the repair of shop if required, during the License period with prior permission from university.
 39. 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 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 University Administration.
 40. All safety measures must be taken care of, in order 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.
 41. The University shall in no way be liable for any damage/ loss due to accident, theft, fire or any unforeseen events in shop.
 42. The items/ services and rates may be changed by the university as per the quantity, quality of items/ services. Any change in rates, timing and any additional item to be included in the approved list shall require the permission of the university. Only such articles shall be offered for sale, which are particularly approved by the University for the Departmental Store. The university may, by an order in writing, prohibit the sale of the items, which are in contravention of the instructions.
 43. The store shall be allotted 'as is where is' basis. The allottee has to arrange all necessary equipments, sitting furniture, dustbins, etc. for running the departmental store at his own level.
 44. The allottee and his staff shall make their own residential arrangements outside the university campus.
 45. Items required and sold shall be of the best available quality, reliable and economical. The approved items sold/stored for sale in the store shall be good quality, if any sub-standard quality found by the authorized committee or any officer authorized by on behalf of the university may seize the whole stock or part thereof and order the destruction thereof.
 46. The shop shall not distort the University Logo or other details and it shall not have any kind of monopoly over the university logo or design.
 47. If the firm/Agency being declared as insolvent by the court of law, the license shall be cancelled.

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48. If necessary, additional terms & conditions may be imposed by the University and the same shall be intimated to the firm in due course.
49. The licensee shall strictly observe and follow all the orders and instructions issued by the University 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 university without assigning any reason and security amount will stand forfeited.

INSTRUCTIONS TO THE BIDDERS:

1. Interested bidders can visit the site in our Campus on 20 January, 2025 for inspection of the building. In case of any further clarification, the bidders may contact Estate Office, RGU, Doimukh.
2. The bids must be submitted in one packet superscripted as "**EXPRESSION OF INTEREST FOR DEPARTMENTAL STORE IN THE MULTI UTILITY BUILDING (GROUND FLOOR), RGU, DOIMUKH**". Tender No. with date and Last Date of Submission Mentioning the following addressed to The Registrar, RGU, Doimukh, before the last date indicated above:
 - A) Detailed Proposal in the attached format along with additional information, if any.
 - B) Experience.
 - C) Credentials.
 - D) EMD
 - E) Rent quoted
 - F) Discount on MRP
3. Late or incomplete bids will be summarily rejected or in case the bid is not submitted to the appropriate authority, the same shall be summarily rejected.
4. Bids without EMD or EMD received after the stipulated date and time will not be honored and liable to be rejected. The EMD will be refunded to the unsuccessful bidders and shall be adjusted against Security deposit of the successful tenderer. EMD amount will not carry any interest. Earnest money deposit of the successful tenderer shall be forfeited, if he/she refuses or neglects to execute the order or fails to furnish the required performance security within the time frame as specified by the university.
5. Photocopies of all relevant documents and information must be furnished along with the proposals as per following (As applicable), failing which the proposal is liable to be rejected: -
 - i) Latest / Valid Sales Tax Clearance, GST Clearance, Income Tax.
 - ii) Latest/Valid Trade license and labor license.
 - iii) Proof of Service Tax paid.
 - iv) Requisite Credentials.

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- v) Earnest Money Deposit (EMD)
 - vi) PAN No., GST Regn. No., from commercial tax department.
 - vii) Any other mandatory relevant documents required for execution of this work.
 - viii) General Tender Document duly signed by the bidders.
6. The university reserves the right to cancel/reject any or all offers without assigning any Reason whatsoever.



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SPECIAL TERMS & CONDITIONS:

RULES AND REGULATIONS FOR ALLOTMENT OF DEPARTMENTAL STORE IN RGU, DOIMUKH CAMPUS:

1. The Departmental store in RGU, Doimukh shall be allotted on license fee basis through two stage bidding system. The highest bidder shall be allotted the shops initially for a period of 3 (three) years and can be extended annually up to a maximum of 07 (seven) years on satisfactory performance of the licensee.
2. 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 store.
3. Before the occupation of the store, the licensee, after getting the allotment letter shall have to:-
 - a) Pay an amount of Rs 50,000/- (Rupees Fifty thousand only) 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.
 - d) All formalities with regard to the allotment of shop like signing inventory of fixtures (electrical and civil), etc. shall be completed by the licensee on possession of the "Multi Utility Building (Ground Floor)" building.
4. The contractor shall vacate the leased premises leaving all fixtures, furniture etc., which are university properties in good and tenable conditions on expiry/termination of contract.
5. The licensee has to 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 store allotted to him or her for the building of which the allotted store forms a part, and any other charges that the university may, from time to time prescribe.
2. Revision of minimum license fees: The University 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 amounting to Rs. 50,000/- (Rupees Fifty thousand only), 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 University administration.

COMMENCEMENT OF ALLOTMENT:

For the purpose of liability for 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
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
7. 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 OF SHOPS:

1. The licensee, shall maintain the shop to the satisfaction of the University 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 University 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 University 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 neighbors by their conduct.



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5. The firm/licensee shall maintain all statutory registers under the applicable law and shall produce the same, on demand, to the concerned authority of RGU, Doimukh or any other authority under law.

RESTRICTED MATERIALS:

1. No inflammable material shall be stored in the shops. Cigarette, Tobacco, Liquor, Narcotics, Fire arms, Ammunition, etc. are in the list of prohibited items.
2. Shop shall not provide plastic carry bags to the customers. Use of plastic cups, plates, etc. is also strictly prohibited.

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 University Administration, along with the Police Verification Certificate. University 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, 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 upto one month, beyond which electrical and water services will be disconnected, along with forfeiture of the Security Deposit. If necessary, the University 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 an licensee the shop may be regularized in the name of any one of his/her legal heir, if and only if approved by University Administration, RGU, Doimukh provided an affidavit is given by each of the remaining legal heirs of the deceased licensee to the effect that they

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have no objection to such allotment/regularization and the legal heir submits all documents including registration, etc., within 3 months.

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 actually 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 university 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 University Administration 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:

1. The decision of competent authority, RGU, Doimukh in regard to 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.
2. RGU, Doimukh 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.
3. The university 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 University Administration, RGU, Doimukh i.e. Registrar or any other person appointed by the Vice-Chancellor of the university. If any aggrieved by the decision of the university administration they can approach the appropriate forum.
4. 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 RGU, Doimukh failing which necessary forces may be deployed to evict during which loss if any is the sole responsibility of the firm.

MISCELLANEOUS:

1. The university 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



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- to be of poor quality or unhygienic or the cases falling within the definition of misconduct with customers will 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 University Administration 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 University in terms of rate, quality, hygiene, cleanliness, and availability of items, conduct of licensee and its staff. The overall performance will be assessed by University Authority.

The Vice-Chancellor of the University 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 University.

Registrar, RGU, Doimukh



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ANNEXURE - II

APPLICATION FORM (PRICE BID DOCUMENT)

Name of the Firm:

Name of the Applicant;

Address & Contact No.:

Shop Type: Departmental Store

Area of the Departmental Store: 204.46 Sq. m.

Minimum License Fee: Rs. 30669/- + GST @ 18% per month

Bid/Quoted License (per month):

I, the undersigned Shri/Smt. _____ Age ____ years,
resident at _____ have read all the
Terms & Conditions mentioned in this bid document and shall abide with the same. I hereby submit
my unconditional quote.

Date:

Applicant's signature with seal



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ANNEXURE - III



ITEM LIST - SUPERMARKET

AIR FRESHNER
BABY FOOD
BABY PRODUCTS
BAG ITEMS
BAKERY (PACKED)
BAKING PRODUCTS
BATTERIES
BEANS AND PEAS
BED SPREAD
BELT
BIRTHDAY ITEMS
BODY CARE
BUCKETS, MUGS AND
TOILETARIES
NOTEBOOKS
CAKES AND RUSKS
CAPS
CELL PHONE
ACCESSORIES
CEREALS
BISCUIT IMP (BRANDED)
BISCUIT LOCAL
(BRANDED)
CHRISTMAS ITEMS
COFFEE
COSMETICS
DAILY FRESH
DAIRY PRODUCTS
DATES
DEODARANT
DESSERT MIXES
DETERGENT PRODUCTS
DHALL

DIARY
DISHWASH PRODUCTS
DRY FRUITS AND NUTS
EDIBLE OIL
ELECTRIC BULB (CFL,
INCANDESCENT, TUBE,
LED)
ESSENCE ITEMS
FACE CARE
FOOT WEAR
FROZEN ITEM
GHEE AND VANASPATHI
GIFT ARTICLES
GIFT PACKING
GROCERY COMBO
GROOMING PRODUCTS
HAIR & RUBBER BAND
HAIR ACCESSORIES
HAIR CARE
HEALTH FOOD
HERBAL PRODUCTS
HOME APPLIANCES
HONEY
HOUSE HOLD ARTICLES
INNER WEAR
INSTANT MIX
JAM
JUICE MIX
KERCHIEF
MAIDA AND ATTA
MASALA
MILK PRODUCTS
MILLETS

MOSQUITO DESTROYER
NOODLES
ORAL CARE
Oil
PERFUMES
PICKLES
PLASTICS PRODUCTS
POOJA PRODUCTS
PURSE GENTS
PURSE LADIES
READY TO EAT
RICE
RICE PRODUCTS
SAFFRON
SALT
SANITARY NAPKINS
SAUCES
SNACKS(BRANDED)
SOCKS
SOFT DRINKS IMP
SOFT DRINKS LOCAL
SOUP
SPICES
SPORTS EQUIPMENT
GENERAL STATIONERY
SUGAR FREE
SUGAR N JAGGERY
SUGAR PRODUCTS
SUN GLASSES
SWIMMING ITEMS
TASTE MAKER
TEA
TISSUE-COTTON

General Store Items

AIR FRESHNER
BABY PRODUCTS
BAG ITEMS
BAKING PRODUCTS
BATTERIES
BED SPREAD
BODY CARE
CASSETES AND CDS
CELL PHONE
ACCESSORIES

DETERGENT PRODUCTS
HOUSE HOLD ARTICLES
HAIR CARE
DISHWASH PRODUCTS
BUCKETS, MUGS AND
TOILETARIES
HERBAL PRODUCTS
HOME APPLIANCES

ELECTRIC BULB (CFL,
INCANDESCENT, TUBE,
LED)
MOSQUITO DESTROYER
ORAL CARE
PLASTICS
PLASTICS SMI
POOJA PRODUCTS
TOILET CLEANING
SPORTS EQUIPMENT



WATCHES

GENERAL STATIONERY

SUN GLASSES
SWIMMING ITEMS
BELTS
CAPS
TISSUE-COTTON

FROZEN ITEM
SOFT DRINKS IMP
SOFT DRINKS LOCAL
TEA

BAKERY (PACKED)
CAKES AND RUSKS
APPALAM AND
VADAGAM
BABY FOOD
CEREALS
BISCUIT IMP (BRANDED)
BISCUIT
LOCAL (BRANDED)
COFFEE
DAILY FRESH
DAIRY PRODUCTS
DATES
DESSERT MIXES
DHALL
TASTE MAKER

CHRISTMAS ITEMS
GROOMING PRODUCTS
HAIR & RUBBER BAND
PURSE GENTS
PURSE LADIES

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TRAVELLING BAG

Stationery Items

NOTEBOOKS

Garments

PERFUMES
TOWELS
COSMETICS
HAIR ACCESSORIES
INNER WEAR

Cool Drinks

TOILET CLEANING
TOPPINGS IMP
TOWELS
TRAVELLING BAG

Branded Packed Items

EDIBLE OIL
WHEAT
ESSENCE ITEMS
GHEE AND VANASPATHI
GROCERY COMBO
HEALTH FOOD
HONEY
INSTANT MIX
JAM
JUICE MIX
MAIDA AND ATTA
MASALA
MILK PRODUCTS
MILLETS
NOODLES
TOPPINGS IMP

Fancy Items



USE AND THROW

DIARY

KERCHIEF
DEODARANT
FACE CARE
SOCKS
SANITARY NAPKINS

USE AND THROW
WATCHES
WHEAT

PICKLES
READY TO EAT
RICE
RICE PRODUCTS
SAFFRON
SALT
SAUCES
SEMIYA
SNACKS (BRANDED)
SOUP
SPICES
SUGAR FREE
SUGAR N JAGGERY
SUGAR PRODUCTS

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Gift Items



BIRTHDAY ITEMS

GIFT ARTICLES
Foot Wear

GIFT PACKING

ALL FOOT WEARS

Sports Items

ALL SPORT ITEMS

General Office Consumables Items

PRINTER CARTRIDGES
PHOTOCOPIER MACHINE
TONER
REGISTER OF VARIOUS
SIZES
WRITING PEN
PAPER PUNCH
PENCIL
PAPER WEIGHT
ERASER
SHARPENER
STAPLER
STAPLER PIN
SCALES (30/60 CM)
CALCULATOR
MAGNETIC PIN CLIP
HOLDER
ROOM SPRAY
WALL CLOCK

BATTERY (AA/AAA SIZE)
TOWEL
ADHESIVE
(BOTTLE/TUBE/STICK)
CELLO TAPE
STAMP PAD
STENO NOTE PAD
CEILING BRUSH
WHITE BOARD MARKER
CHALK
MOSQUITO REPELLANT
PAPER CLIP
GEMS CLIP
SCISSOR
FILE TAG
PHOTOCOPIER MACHINE
PAPER (A3/LEGAL/A4)
FILE FLAG
PHENYL

HARPIC
BOARD PIN
HI LIGHTER
PEN DRIVE
PAPER KNIFE
CORRECTOR
LOCKS
CAMPOR
PEN STAND
TISSUE PAPER
FILE TRAY
DAK PAD COVER
DAMPER
CALLING BELL
PAPER POCKER
SEALING WAX

Category of needs in the Departmental Store:

Grains, Pulses, Oils, Spices & Condiments, Nuts, Dry Fruits & Baking Items, Snacks, Cleaning Products, Toiletries, Other Disposables and Miscellaneous Items, etc.,

#Note: Items listed at Annexure – III are not exhaustive in nature. Items list may increase/modified as per the requirements of the University.



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ANNEXURE NO. IV -



(To be furnished on non-judicial stamp paper of Rs. 100/- duly attested by a Notary Public)

AFFIDAVIT

I/We (Name) _____ Licensees/ Partner/ Sole
Proprietor (strike out which is not applicable of (firm) _____

do hereby solemnly affirm and declare that the individual/ firm/ company is not black-listed by any Government
Department / Autonomous body / Private Organization.

Date:

DEPONENT

ADDRESS _____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/ our knowledge and
belief. No part of it is false and nothing has been kept concealed there from.

Date:

DEPONENT