

NIB No. IISERBPR/Estate/2025-26/14

Date: 25.09.2025

Notice Inviting Bid for Allotment of Shops

The Indian Institute of Science Education and Research Berhampur (IISER BERHAMPUR) is an Institute of National Importance under the Ministry of Education. The IISER BERHAMPUR invites sealed bids for **“Allotment of Vegetable shop in the Commercial Complex of IISER BERHAMPUR in its Permanent Campus, At/PO: -Laudigam, Konisi, Police Station -Golanthara, Dist. Ganjam, Odisha-760003”**. The interested, eligible firms/agencies may personally visit the Permanent Campus to have first-hand information about the shops/stalls in the campus and submit their bids. The floor plan of the commercial complex type and number of shops are given in the bid document. The contract will initially be valid for a period of **one (01) year** which will be extendable up to **five (05) years**, on yearly basis, subject to satisfactory performance and other terms & conditions mentioned in the bid document and as decided by the Competent Authority of IISER Berhampur. The shop details are as follows: -

S. No	Shop No	Purpose with approx. area (in Sq.ft)	Reserved Rent (Minimum) In Rs.	Security Deposit (Rs.)
1	6	GENERAL STORE (FRUITS, VEGETABLES AND MILK PRODUCTS) (323 Sq.ft)	₹7,505/-	₹15,010/-

1. **Pre-bid Meeting.** A pre-bid meeting will be held in the Boardroom, IISER Berhampur Permanent Campus, Berhampur, Odisha - 760003 at **03.30 PM on 06.10.2025** to address issues pertaining to terms and conditions within the scope of the bid. All eligible bidders interested in participating in the bid may attend the meeting with valid identity proof and the authorization letter (if applicable).

The bid document with price bid and technical bid must be submitted in separate sealed envelopes and clearly super scribed with **“Bids for allotment of shops at IISER Berhampur permanent campus, Laudigam, Konisi, Ganjam, NIB No. & Due date of submission of bid & Name of the bidder”** addressed to the Director at the following address so as to reach by **3.00 PM of 13.10.2025**. Bid sent by any other mode will not be considered for evaluation and the same will be rejected summarily. No bid documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever:

The Estate Officer
Permanent Campus IISER Berhampur,
At/Po- Laudigaon, Konisi Police Station-Golanthara,
Berhampur-760003, Dist.- Ganjam, Odisha

2. All bid documents attached with this invitation to bid have to be signed and submitted for considering the offer as a complete offer. It is therefore important that bid Acceptance Letter which is a written undertaking that all the terms and conditions of the bid are understood and accepted should be signed and submitted along with bid documents, otherwise it will be treated as incomplete bid and will be summarily rejected.

3. The **Earnest Money Deposit (EMD)** of **Rs. 5,000/- (Rupees Five thousand only)** shall be payable for each premises to the Institute bank account through SBI I-Collect. <https://www.onlinesbi.sbi/sbicollect/payment/listcategory.htm> Earnest Money will be refunded to unsuccessful bids/bidders after the finalization of the contract.

4. After the acceptance of the letter of intent, the bidder has to deposit the **Security Deposit** as detailed hereunder (please see Annexure — X) in the form of an account payee demand draft/bank guarantee/FDR from any of the commercial banks in favor of Director, IISER Berhampur, payable at Berhampur. Security Deposit should be valid for a period of 60 days beyond the completion of all contractual obligations by the service provider/firm. Simultaneously, a lease agreement on Rs. 100/- non-judicial stamp paper shall be signed between the licensee and the Institute Authority for acceptance of the terms and conditions mentioned at Section-2 of this document. The interested eligible firms / agencies / parties can inspect the premises between 10.00 AM to 04.00 PM on any working day from **25.09.2025 to 13.10.2025**. They may contact IWD, IISER Berhampur on telephone No. 0680-2227730/731 during office hours on any working day for ascertaining the job requirements and any other additional information/clarification required by them.

5. All entries in the bid form should be legible and filled clearly. If the space provided for furnishing information is insufficient; a separate sheet duly signed by the authorized signatory may be used if required. No correction either in the technical bid or price bid will be permitted.

6. Conditional bids shall not be considered and will be rejected summarily.

7. **Bid Opening Process:**

- a) The Technical Bids will be opened in the first instance by the Technical Evaluation Committee (TEC) in the presence of representatives of the bidders at IISER Berhampur at **15:30 hrs. of 13.10.2025**.
- b) Price bid of only those bidders, whose bids are found technically qualified, by the Technical Evaluation Committee(TEC), will be opened in the presence of the TEC and bidder's representatives, if any, subsequently at a later date for further processing. Date and Time of price bid opening shall be intimated to technically qualified bidders only through email.
- c) One authorized representative of each of the bidder would be permitted to be present at the time of opening of the bids, either technical / price bids as applicable.
- d) The authorized representative of bidders, present at the time of opening of the bids shall submit a valid ID proof & sign an attendance register as a proof of having attended the Technical/Price bid opening session.

8. No bidding firm/ individual will be allowed to withdraw its bid after technical bids have been opened. If any firm/ individual intends to withdraw after the opening of technical bids, its EMD will be forfeited.

9. IISER BERHAMPUR reserves the right to reject any or all the bids submitted by the bidders at any time or relax/withdraw/ add any of the terms and conditions contained in the Bid Documents without assigning any reason thereof.

10. Any subsequent updates, addendums, corrigendum etc., if any, will be published only on the website, <https://www.iiserbpr.ac.in>. All bidders are required to regularly check the website for any update.

**Estate Officer
IISER Berhampur**

SECTION 1: Instructions for Bid Submission

Preparation and Submission of Bids

1. **Two Bid System:** The two-bid system should be followed for this bid. In this system the Bidder must submit his offer in **two separate sealed envelopes**. Both the technical bid and price bid envelopes should be securely sealed and stamped separately and clearly marked as “**Envelope No.1 – Technical Bid**” and “**Envelope No.2 – Price bid**” respectively. Both the sealed envelopes should be placed in a third larger envelope. The main envelope which will contain both the bids should be superscribed with **Bids for allotment of shops at IISER Berhampur permanent campus, Laudigam, Konisi, Ganjam, NIB No. & Due date of submission of bid & Name of the bidder** and to be submitted to the address given below so as to reach on or before **3.00 PM on 13.10.2025**.

**The Estate Officer
Permanent Campus
IISER Berhampur,
At/Po- Laudigaon, Konisi
Police Station-Golanthara,
Berhampur-760003
Dist.- Ganjam, Odisha**

2. **The Technical Bid** must be submitted in an organized and structured manner. No brochures/leaflets etc. should be submitted in loose form. Please indicate page nos. on your bid e.g. if the bid contains 25 Pages, please indicate as 1/25, 2/25, 3/25, 25/25.

Envelope No. 1 shall contain “Technical Bid” and other bid documents with proof of EMD payment. The technical bid should not contain any information pertaining to price. The Technical offer should comprise of the following:

- (i) The technical bid should be complete in all respects. No correction either in the technical bid or price bid will be permitted. **Unsigned Bids will be rejected and shall not be considered for further evaluation.** Failure to comply with this requirement may result in the bid being rejected.
- (ii) The purpose of certain specific conditions is to get the best price and services for IISER, Berhampur. The opinion of Technical Evaluation Committee shall be the guiding factor for technical short listing. The Technical Evaluation Committee will adopt its own criteria objectively applicable to all bids and the bidders has to accept the same without any representation.
- (iii) Duly filled in technical bid with proper seal and signature of authorized person on each page of the bid should be submitted and the same should accompany with complete information / Annexures.
- (iv) The bidders will have to submit a scanned copy of the PAN card of the firm/individual. However, if the bidder/firm is proprietorship, proper evidence of the firm should be registered with Govt. bidder. In this regard relevant document is also to be enclosed with the technical bid.
- (v) All the firms participating in the bid must attach a list of their owners/partners etc. and Certificate to the effect that the bidder/firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India be attached with technical bid.
- (vi) An optional bid will not be accepted. The firm should have to quote for only one Model/Shop. Options either in Model/Shop or in rates will not be accepted and the bid will be rejected straightway. In other words, one bidder can apply for only one shop. Conditional bids will be rejected.

- (vii) IISER Berhampur reserves the right to relax any terms and conditions in the best interest of the Govt./IISER Berhampur with the approval of the Competent Authority and bidders are to accept the same without any representations.
- (viii) IISER Berhampur reserves the right to reject any or all the bids without assigning any reason thereof.

3. Price bid:

Envelope 2: "Price Bid" shall contain:

- (i) Performa for Price Bid complete in all respect with proper seal and signature of authorized person.
- (ii) Rent amount should be mentioned clearly and individually in the Price Bid (Part-II) only.

Note: Please do not insert 'Price Bid' (prices quoted) in the technical bid envelope. If the price quoted is submitted in the technical bid envelope, the bid will be rejected.

4. Opening of Technical Bids.

- a) The Technical bids will be opened on **13.10.2025 at 1530 Hrs.** at IISER Berhampur Permanent Campus, Boardroom in the presence of Bidders. Bidders/Agents or authorized representative of bidders as available who have responded to the bid will only be allowed to be present during opening of the bid. The technical bids will be evaluated to shortlist the eligible Bidders. The price bids of only the short-listed Bidders shall be considered for further processing. The bidders whose technical offer is found acceptable and meeting the eligibility requirements as specified in this bid will be informed about the date and time of the opening of the price bid.
- b) The bid can be submitted in person or through post/courier till the final time & date for submission of bids but IISER Berhampur will not be responsible for delayed / late bids submitted / sent by Post / Courier etc. resulting in disqualification/ rejection of any bid. The bidders should ensure that the bid is complete in all respects must reach IISER Berhampur on or before the due date and time.
- c) **Formation of Technical Evaluation Committee.** The Technical Evaluation Committee will be constituted by the Director, IISER, Berhampur.
- d) **Terms of the Technical Evaluation Committee (TEC):**
 - i. On the due date, the technical bids will be opened and referred to the Technical Evaluation Committee as is duly constituted by the Director, IISER, Berhampur. The subject committee will evaluate the submitted technical bids and recommend short-listed firms/ individuals based on their own criteria uniformly applicable to all the bids. The recommendation of the TEC shall be final and binding on all the parties.
 - ii. The TEC may formulate their own evaluation criteria in addition to the bid requirements indicated in the bid, in the interest of IISER, Berhampur and this criterion /recommendation will also form as a part of short-listing of the firms.
 - iii. The information received and the bids already submitted together will be examined with reference to the bidden specifications and evaluation is made by the Technical Evaluation Committee. TEC has the right to verify the submitted information from other sources.
 - iv. After the technical evaluation is completed and approved, IISER, Berhampur shall inform to the bidders whose bids have been rejected technically with the reasons for rejection.

- v. The price bids of the bidders whose technical offers are found to be technically deficient or do not meet the qualification criteria as specified in this bid will be returned to them without opening along with their EMD.
- vi. The bidders who will be satisfied in technical evaluation will be informed regarding the date and time of Price bid opening

5. Opening of Price bids.

- (i) IISER Berhampur will open price bids of only the technically competent short-listed bidders, in the presence of the bidders or their authorized representatives who choose to attend the price bid opening. The Date and Time of opening the price bid will be intimated only to pre-qualified and technically acceptable bidders for the item at a later date. The representatives of short-listed firms only will be allowed for financial bid opening.
- (ii) The Bidders' representatives who are present shall submit a valid id proof and sign an attendance register as a proof of having attended financial bid opening.
- (iii) The Bidder's name, bid prices, EMD and such other details considered as appropriate by IISER, will be announced at the time of opening.

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

7. Evaluation of Price Bids.

- (i) IISER Berhampur shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.
- (ii) If there is discrepancy between words and figures, the amount in words shall prevail. Prior to the detailed evaluation, IISER Berhampur will determine the substantial, responsiveness of each bid. A substantially responsive bid is one, which confirms to all the terms and conditions of the bid document without material deviation. A bid determined as substantially non-responsive will be rejected by IISER Berhampur.
- (iii) The evaluation will be based on financial offers made by the various bidders based on the total of all rates quoted and other merits of the offer.

8. Award of Contract.

- (i) The issue of a work order shall construe the intention of IISER Berhampur to enter into a contract with the successful bidder.
- (ii) The successful bidder shall within 15 days of issue of the work order, give his acceptance along with submission of security deposit and sign the contract with IISER Berhampur.

9. Signing of Contract. Signing of the contract shall construe the award of the contract to the bidder. Failure of the successful bidder to comply with the signing requirement shall constitute the sufficient ground for the annulment of the award and forfeiture of the security deposit, in that situation IISER Berhampur may at its own discretion call for fresh bids.

10. Relaxation/modification in the bid. IISER Berhampur reserves the right to:

- (i) Relax the bid conditions at any stage, if considered necessary for the purpose of finalizing the contract in the overall interest of IISER Berhampur.

- (ii) Re-bid or modify the terms & conditions of the bid. It also reserves the right to negotiate the rates with the bidders.
- (iii) Accept or reject any or all of the price bids in part or in full, irrespective of they being the higher, without assigning any reasons thereof.
- (iv) Go for a Forward Auction.

11. Termination of Contract, Vacant Possession.

- (i) The IISER Berhampur reserves the right to terminate the contract at any time after giving one month's notice without assigning any reason. The decision of IISER Berhampur in this regard shall be final and binding on the bidder. The bidder, if he so desires, may seek termination of the contract by giving written notice of not less than two months' duration during the agreement period.
- (ii) The bidder shall give two months' notice to IISER Berhampur in case he/she intends to vacate the premises.
- (iii) The successful bidder will on expiry of the period of the contract, peacefully and quietly hand over the vacant possession of the premises to IISER Berhampur without raising any dispute whatsoever.
- (iv) The bidder shall not put up any permanent structure or make any alternations or additions in the premises without the prior consent in writing of IISER Berhampur.
- (v) The successful bidder will be at liberty to remove all the movable articles brought by the bidder on the premises during the continuance of the contract, before delivering possession of the premises.
- (vi) In case of loss or damage caused to any of the fixtures etc. provided by IISER Berhampur, the cost thereof shall be recovered from the tenant/ successful bidder.
- (vii) If the bidder commits a breach of any of the aforesaid terms and conditions, the contract will stand terminated forthwith.
- (viii) In case of the bidder going in liquidation, the contract shall be treated as cancelled and legal heirs/representatives or successors of the bidders shall not be entitled to claim any right over the rented premises.
- (ix) If the bidder is found using single-use plastic/polythene. (As per the law enforced)

12. Downloading of Bid document. The bid document can be downloaded from the website: <https://www.iiserbpr.ac.in/BID/tender>

13. Non-participation of near relatives. Bidder should furnish an undertaking of the bid/bid document on non-judicial stamp paper of Rs.100 for non - participation of near relatives of IISER Berhampur employees (**Annexure-IX**) in the bid called for running of shops/stalls at IISER Berhampur Commercial Complex. The near relatives for this purpose are defined as:

- (i) Members of a Hindu undivided family
- (ii) They are husband and wife
- (iii) The one is related to the other in the manner as father, mother, son(s), & son's wife (daughter in law), daughter(s) & daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother- in- law).

14. Evaluation Criteria

- (i) The bidder who fulfils the Technical Eligibility Requirements shall be declared technically qualified and price bid in respect of only technically qualified bidder shall be opened.
- (ii) The bidder who quotes **Highest** rate of rent in price bid will be declared as **H1**.
- (iii) In case of tie in **Highest** rate of rent, the bidder/Firm/individual who wins the contract through lottery system shall be declared **H1**. The work shall be awarded to the **H1** bidder.

If the rates of two/three bidders are found equal/same, the above procedure as per the terms provided in his document for tie-breaking shall be followed.

15. Statutory Obligations.

- (i) The successful bidder / tenant will meet all the statutory requirements, obtain all necessary licenses or other approval, if any required for running the shops/stalls under the relevant acts and he will be responsible for all the consequences for not obtaining such licenses as required by the law from time to time and will have to submit the certified photocopy of the same to IISER Berhampur and any other laws, rules, regulations, guidelines etc. that may be applicable from time to time or that may be introduced by the Central/State Government or Municipal/Local Self Government authorities subsequent to the date of this agreement.
- (ii) IISER Berhampur shall be entitled to recover any such losses or expenses which may have to suffer or incur on account of such claims, demand loss or injury from the Security deposit of the bidder without prejudice to its any other rights under the law.
- (iii) IISER Berhampur will not be liable for any act or breach or omission by the bidder in regards to the statutory obligations whatsoever and shall in no case be responsible or liable in case of dispute, prosecution or awards made by Court of Law or other Govt. agencies. In case of any accident arising out of and in the course of this agreement, IISER Berhampur will not be responsible for payment of any compensation or under any other law. It will be the sole responsibility of the bidder for payment towards loss or compensation whatsoever. The person engaged by the bidder shall be treated, as the bidder's own employees and can claim no privileges from IISER Berhampur. The sole responsibility of any legal or financial implication would rest with the bidder. The bidder will be directly responsible for the administration of his employees as regards their wages, uniforms, general discipline and courteous behavior.
- (iv) The bidder will have to obtain general insurance against risk, fire accident for his belongings, etc. and provide a copy of the same to IISER Berhampur.
- (v) All the taxes/levies/fee charges payable to Govt. Dept. /Local bodies shall be paid by the bidder & no claim whatsoever shall be paid by the IISER Berhampur.

Resolutions of Disputes. The allotment is made as per the Public Premises Act, therefore dispute between the parties shall be decided as per the Public Premises (Eviction of Unauthorized Occupants) Act, 1971.

SECTION 2 - Terms and Conditions

1. **Period of Contract.** The contract will be initially valid for a period of one (01) year which may be extendable up to five (05) years on yearly basis, subject to satisfactory performance and mutual consent.
2. **Security Deposit.** After the acceptance of the letter of intent the bidder has to deposit the security deposit as mentioned in the bid document in the form of an account payee demand draft/bank guarantee/FDR from any of the commercial bank in favor of "DIRECTOR IISER BERHAMPUR". Security Deposit should remain valid for 60 days beyond the date of completion of all contractual obligations. Security Deposit will be discharged after completion of the bidder's performance obligations under the contract. The above security deposit will be liable to be forfeited during the period of the contract, in case of breach of any terms & conditions of the contracting bidder or failure to provide any services under the contract or loss results from bidder's failure and breach of an obligation under the contract.
3. In case of non-eviction of shops/stalls after a permitted period, IISER BERHAMPUR may take a decision to charge a double rent from the tenant with the initiation of legal action as per the Public Premises Act.
4. 5% of the rent shall be enhanced every year (on Previous Year).
5. If a tenant does not pay a rent on or before the 10th day of each month, a penalty of 2% per month on total outstanding is to be levied upon the tenant.
6. If tenant vacates the shop/stall before the permitted period/one year without any notice period the security deposit will be forfeited.
7. The validity of the Bid offer and EMD shall be for a period of 180 days from the last date of submission of Bids.
8. The personnel to be engaged in running the shop by the tenant must not have involved in criminal activities. A declaration of the tenant to this effect along with the police verification report and identity proof in respect of such personnel shall be submitted to the Estate Officer IISER Berhampur before engaging them. Any replacements of these personnel shall also be reported to the Estate Officer of the Institute before its occurrence.
9. The tenant will not be permitted to authorize any sub-bidder or any other firm to run the shop/stall allotted to him/her. No sub-contracting is allowed.
10. The tenant shall be in-touch with the Estate Office of the Institute on a regular basis. The tenant shall maintain his own register (accessible to the habitants) for attending any complaints/suggestions from residents/customers. The Institute Authority may check the register from time to time.
11. IISER Berhampur reserves the right to terminate the rent agreement anytime by giving one months' notice.
12. The allotment is made as per the Public Premises Act. The dispute between the parties shall be decided as per the Public Premises (Eviction of Unauthorized Occupants) Act, 1971.

13. The Successful bidder will have to deposit the security deposit in the form of an Account Payee Demand Draft/ Bank Guarantee/FDR from any of the Commercial Bank in an acceptable form in favour of Director IISER Berhampur payable at Berhampur before the work order is placed. Security Deposit shall bear no interest. Security Deposit should be valid for a period of 60 days beyond the completion of all contractual obligations by the service provider/firm.
14. In case a successful bidder fails to deposit the Security Deposit **within 15 days** from the date of receipt of the letter, the E.M.D of the firm will be forfeited by IISER Berhampur and action will be initiated for cancellation of bid and debarring/ blacklisting the bidder for five years from taking part in any bidding/ auction process of IISER Berhampur.
15. The legible scanned copy of properly filled “Bid Acceptance Letter” (**Annexure-II**) duly signed & stamped by the bidder should be attached with the technical bid.
16. The contract of the tenant will be terminated straightway without assigning any reason if the applicant/firm is found involved in any criminal offence or has been blacklisted by any Govt./Semi govt. Department/agencies etc.
17. In case of violation of any clause of contract, the explanation of the tenant can be called for by issuing show cause notice, If the reply is not found satisfactory, security deposit can be forfeited in full or as decided by IISER Berhampur as well as action for blacklisting can also be taken prior to taking any legal action.
18. In case any public complaint is received attributable to misconduct /misbehavior of rentee personnel, a penalty of Rs. 5,000/- for each such incident shall be levied. Further, the concerned rentee personnel shall not be allowed into IISER premises.
19. The tenant shall, at its own cost and expenses, put up firefighting equipment, fitting, etc. Such fixtures/fittings/items, the removal of which premises or on termination/cancellation, etc. affect the building; its interior aesthetics, etc. cannot be removed/taken away by the rentee at the time of vacating of the rented property or completion of the rent Period.
20. This will be only a rent Agreement and the tenant has no right on the land of the rented premises.
21. The rented premises are public premises as defined in the Public Premises (Eviction of Unauthorized Occupants) Act, 1971 and fall within the jurisdiction of Berhampur, Odisha.
22. The tenant shall be responsible for the maintenance, high standard of cleanliness and proper repairs of the premises and also for repair and maintenance of fixtures, fitting and additional facilities such as electricity, water. The Tenant shall also ensure sanitation, prevention of infectious diseases, control and prevention of nuisance from insects, rodents, or any other source, etc.
23. The Tenant shall pay special attention to the manner in which his employees receive visitors and render service ensuring good hospitality, congenial and pleasant atmosphere. Special care shall be taken for the employee’s health and to ensure that all the workers/employees employed in the premises are medically fit and that they do not suffer from any contagious, loathsome or infectious disease. In this regard, a certificate duly certified by an RMP (Registered Medical Practitioner) in respect of each employee, is to be furnished.
24. The timing of the shops in the shopping complex of IISER Berhampur will be 6 AM TO 10 PM on all days in a week or as decided by the Institute authorities. The rented premises shall not be used for residential purposes.

25. A rate list must be displayed at prominent places in the respective outlet. No hand Bills/Stickers are allowed to be put anywhere on the premises or outside. Also, the rate should not be more than MRP at any cost.
26. Deviation from approved trade for which license has been granted will be treated as violation of the Agreement and the agreement shall be terminated immediately.
27. The sale/serving or promotion of drugs, narcotic products, alcoholic beverages, cigarettes, tobacco, pan/gutka is strictly prohibited.
28. Officials of IISER Berhampur may, at any time, enter the rented premises/ food outlet/ shop and monitor the quality of raw material, food items and standards of facilities and interiors, exteriors of the premises, etc. The tenant will be duty-bound to assist/co-operate with the IISER Berhampur officials in this regard. The source of procurement of raw materials, food items, etc. will also have to be divulged to the officials of the IISER Berhampur whenever desired.
29. The Tenant shall not place or permit placement of any advertisement, notice frames, pictures, decorations, telephones, weighing or vending machines or manual or mechanical/electrical devices or contrivance for commercial gains. Board/Banner/hoardings/posters etc. promoting any individual's location/ outlet either in IISER Berhampur or any of the place or near the allotted shop/outlets will not be allowed.
30. Segregation of waste material will also be undertaken by the Tenant of outlets/shops as per local rules and regulations. Shop/outlet operators shall collect all garbage in bags/ boxes/ trolleys permitted for the purpose as per the guidelines of the IISER Berhampur. The collected garbage shall be kept at identified collection points. Failure to do so will involve termination/ cancellation of the Agreement without any notice. It will also be the responsibility of the Tenant to maintain cleanliness and hygiene in and around their allotted shop/outlet.
31. The Tenant shall not use any shamiana on the premises or occupy the area around the licensed premises in any manner.
32. The Tenant, his agents and servants shall observe /perform and comply with all applicable laws/ rules and regulations of the Shops and Establishment Act, Factory Act, Industrial Disputes Act, Minimum Wages Act, Labour Laws and the provisions of any statutory law applicable to the Licensee including any rules and regulations made by IISER Berhampur or any other Department (s) of Government of India or Local Administration, as applicable from time to time, to the business which the Tenant is allowed to carry on under this and to the area in which the said premises are located. This also includes compliance of laws relating to hygiene, storage, sanitation, cleanliness, product quality and disposal of water & waste material, etc.
33. The tenant can promote itself by putting uniform signage only about its outlet name at the rented premises only and nowhere else.
34. The preparation of premises is also to be carried out by licensee at his own cost after obtaining the approval from IISER Berhampur.
35. Electricity/water connection will be given by the Institute, a monthly bill for the same as determined by the Institute Works Division (IWD) of IISER Berhampur shall be payable to the Institute apart from the monthly rent. In this regard separate meter will be installed.
36. Employment of child labor in any form is strictly restricted. If found in violation, suitable disciplinary action as per law shall be initiated and the Contract shall be cancelled.

37. Use of fossil fuels/ storing of explosives is strictly prohibited inside the promised campus.
38. The use of the DG set is strictly prohibited. However, if power backup is required, it shall be through UPS mode only.
39. The Tenant shall abide by and perform all the rules and regulations of the Institute applicable to the tenant for the time being in force. The Tenant shall indemnify and keep indemnified the Institute against all actions, proceedings, suits, claims, demands, losses, damages, costs, charges, and expenses incurred or suffered by them as a reason of any non-observance or non-performance of such rules and regulations by the IISER Berhampur.
40. The premises shall not be used for any religious purpose.
41. Any major repair, if observed on vacation of the premises by the bidder, the cost of such repair shall be recovered from the interest fee SD, if the premises is not made good by the bidder. Any additional cost needs to be met by the bidder against demands of IISER Berhampur.

Eligibility Conditions/Check List of Technical Bid Documents

S. No	Requirement	Document to be scanned and submitted
1.	A valid copy of Trade License/Shop Act License	Trade license
2.	Paid Earnest Money Deposit (EMD) (Online) for Rs. 5,000/- NSIC/ MSME registration certificate (in case of bidders claiming exemption of EMD while submitting a bid)	Scanned Bank acknowledgement of e-payment OR MSME/ NSIC/ Startup certificate in case of seeking exemption of EMD (under relevant NIC & Activity).
3.	Copy of the PAN either individual or firm.	PAN certificate
4.	Copy of Goods & Service Tax Registration certificate if any/applicable.	GST registration
5.	Signature of the Bidder or his/her authorized signatory on each page of the Bid Document as acceptance of the terms and conditions contained in the Bid Document.	Signed copy of bid document
6.	Experience certificate for the last two (02) years. An undertaking is to be accepted for self-experience in the relevant field.	Experience certificate/ Undertaking
7.	Valid Food License from FSSAI for the bidders applying for Cafeteria and Coffee Shop	License from FSSAI
8	Annexure- I to IX (Except Annexure - IV)	Annexure- I to IX (Except annexure-v)

To,

The Estate Officer
Permanent Campus
IISER Berhampur,
At/Po- Laudigaon, Konisi,
Berhampur-760003.
Dist.- Ganjam, Odisha.

Sub: Bid Acceptance letter

Sir,

I hereby undertake that I have read and understood the entire bid document and accept & agree to comply with the same. I also accept and agree that any subsequent Addendums and Corrigendum are issued in this regard, I shall comply accordingly.

Signature of the Authorized Signatory
of the Bidder with the seal of the firm

PROFORMA FOR TECHNICAL BID

To,

The Estate Officer
Permanent Campus
IISER Berhampur,
At/Po- Laudigaon, Konisi,
Berhampur-760003.
Dist.- Ganjam, Odisha.

Subject: Running of Shop No.....at Commercial Complex of IISER BERHAMPUR in its Permanent Campus, At/PO: -Laudigam, Konisi, Police Station- Golanthara, Dist. Ganjam, Odisha-760003.

Sir,

With reference to your **NIB No. IISERBPR/Estate/2025-26/**___ dated _____ on the subject mentioned above, the undersigned have read the terms and conditions of the bid and is hereby submitting the following documents:

S. No.	Particulars	Page Number
1.	Bidder's Qualification (As per the format given at Annexure-I)	
2.	Bid Acceptance Letter as per Annexure-II	
3.	Technical Bid Performa (Annexure-III)	
4.	Bidder Details (as per Annexure-IV)	
5.	Experience Certificate (as per Annexure-V)	
6.	Undertaking on non-judicial stamp paper of Rs. 100/- (As per Annexure-VI)	
7.	Compliance Statement Certificate (as per Annexure - VII)	
8.	No relation certificate (Annexure- VIII)	
9.	Valid Food License from FSSAI for the bidders applying for Cafeteria and Coffee Shop	
10.	Any other Supporting Documents submitted by the bidder	

1. It is to certify that the above information is correct and a duly certified copy of relevant documents as the proof of above is enclosed herewith. All pages of the Technical Bid have been numbered, indexed and the document is final for all purposes.
2. All the above-mentioned documents have been scanned & uploaded along with bid documents.

**Signature of the Authorized Signatory
of the Bidder with the seal of the firm**

BIDDER DETAILS

S. No	Details	Particulars
	Name of Bidder/Individual:	
	Permanent Address :	
	Correspondence Address with mobile no Email ID.:	
	Status of ownership of the firm (proprietary/Partnership/Company):	
	Registration No.: (Trade license/Shop Act License)	
	GST Registration No.:	
	PAN Number:	
	Good Service Tax Registration No:	
	Experience (Years):	
	Any other information/ documents which may help IISER BERHAMPUR, in assessing Bidder's Capabilities for the award of contract	

Photo of Bidder with
Signature

Signature of the Bidder

Name/Firm_____

Address_____

EXPERIENCE CERTIFICATE

Certified that **M/s**.....**has** run/ is
running shop/ stall for.....in this PSU/ Government
Department/ own shop, satisfactorily for the period
from.....**to**.....

Authorized signatory
with Office Seal /Rubber Stamp

Date:
Place:

An undertaking on non-judicial stamp paper of Rs.100

UNDERTAKING

I/We have read and understood the contents of bid and agree to abide by the terms and conditions of this bid and undertake the following:

1. I/We also confirm that in the event of my/our bid being accepted, I/we hereby undertake to furnish Security Deposit, as mentioned in the bid document.
2. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the government has banned/suspended business dealing. I/We further undertake to report to the IISER Berhampur immediately after we are informed but, in any case, not later than 15 days, if any firm in which our Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the contract with you.
3. I/We agree that all disputes if arising related to this bid shall be within the jurisdiction of courts of Berhampur.
4. I/we undertake that the firm/company etc. has never been blacklisted by any of the Central/Govt. organization and no criminal case is pending against the firm/company.
5. That the information supplied by the firm/company/bidder in the bid is true and nothing has been concealed and, in the case, at any stage, any information is found false, our EMD/ Security Deposit can be forfeited and our bid/ contract can also be rejected by IISER BERHAMPUR.
6. IISER BERHAMPUR Authorities may make surprise inspection to ensure proper Quality and nearby sanitation conditions.

Date:

(Signature of the bidder)
Name: designation with the seal of the firm/company

Compliance Statement Certificate

I/we do hereby state that I/we am/are applying for Shop Noat **Commercial Complex of IISER BERHAMPUR in its Permanent Campus (Vigyanpuri), At/PO: -Laudigam, Konisi, Police Station- Golanthara, Dist. Ganjam, Odisha-760003** & each term and conditions of the bid documents have been strictly complied and nothing has been concealed or left as required in the bid document.

Authorized signatory with Rubber Stamp

Date:

Place:

An undertaking enclosed at Annexure of the bid/bid document on non-judicial stamp paper of Rs.100

UNDERTAKING

I/We hereby certify that none of my relatives as defined in the bid document is/are employed in IISER Berhampur. It is also certified that all the information given by me in the bid document and annexures thereof is correct. However, at any stage, if it is found that the information given by me/us is false/incorrect, IISER Berhampur shall have the absolute right to take any action as deemed fit without prior intimation to me/us.

Authorized signatory with Rubber Stamp

Date:

Place:

DETAILS OF COMMERCIAL UNITS

S. No	Shop No	Purpose with approx area (in sq.ft)	Reserved Rent (Minimum) In Rs.	Security Deposit (Rs.)
1	6	GENERAL STORE (FRUITS, VEGETABLES AND MILK PRODUCTS) (323 Sq.ft)	₹7,505/-	₹15,010/-

IISER Berhampur reserves the right to allocate all or some of the above listed shops. The decision of the IISER Berhampur shall be final and binding to all the bidders.



List of Annexures

S. No.	Annexure	Subject	Page No.
1.	I	Eligibility Conditions/Check List of Technical Bid Documents	12
2.	II	Acceptance letter	13
3.	III	Proforma of Technical Bid	14
4.	IV	Agency / Bidder Details	15
5.	V	Experience Certificate	16
6.	VI	Undertaking as Per Annexure-VII on Non-Judicial Stamp Paper of Rs.100.	17
7.	VII	Compliance Statement Certificate	18
8.	VIII	No Relation Certificate	19
9.	IX	Commercial complex first floor area statement	20
10.	X	Floor Plan	21
11.	XI	List of Annexures	22

PRICE BID

The Estate Officer, IISER Berhampur,
Permanent Campus,
At/Po- Laudigaon, Konisi,
Berhampur-760003.
Dist.- Ganjam, Odisha.

Subject: Price Bid for Running of shops/stall in the Commercial Complex of IISER BERHAMPUR in its Permanent Campus, At/PO: -Laudigam, Konisi, Police Station- Golanthara, Dist. Ganjam, Odisha-760003.

Sir,

With reference to your **NIB No IISERBPR/Estate/2025-26/** dated _____ on the subject mentioned above, the undersigned have read the terms and conditions of the bid and quote the rates as under for Shop No..... at.....

S. No.	Shop No.	Per Month (Rent)(₹)
01		

I/We undertake that if our bid is accepted, we will run shop/stall in accordance with the specified terms and conditions of the bid documents.

I/We undertake that I/we shall furnish the Bank Guarantee within fifteen days after the issue of notification of award for an amount of Rs. _____/- in the form of demand draft or Fixed Deposit Receipt (in original) or Security Deposit in an acceptable form from any Nationalized/Commercial Bank in favour of **Director, IISER BERHAMPUR payable at Berhampur.**

Bank Guarantee shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier. No interest will be paid on the amount (Bank Guarantee), the same will be refunded when the contract is over and after clearing all dues.

I/We also agree to abide by this bid validity period of 180 days from the date of opening of technical Bid. It shall remain binding upon us and may be accepted at any time before the expiration of that period until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

I/We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

I/We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

I/We understand that you are not bound to accept the highest or any bid you may receive.

I/We attach herewith an affidavit confirming that the information furnished in the Bid is correct to the best of our knowledge and belief.

I/We clarify/confirm that we comply with the eligibility requirements of the bidding documents until our contract remains in operation/force.

Dated this _____ day of _____ 2025.

**Signature of the Authorized Signatory
of the Bidder with the seal of the firm**