

TENDER FOR
RUNNING GROCERY SHOP
AT FRI CAMPUS

FOREST RESEARCH INSTITUTE,
DEHRADUN – 248006.

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क्रय अनुभाग
वन अनुसंधान संस्थान
देहरादून २४८००६-
GSTIN 05AAAAH1708G2Z6
PAN NO. AAAAH1708G

Purchase Section
Forest Research Institute.
DEHRADUN-248006
Phone: 0135-2224205
<http://fri.icfre.gov.in/tender/>
Email: po_fri@icfre.org



No. 3-2/2020-Bldg.(Grocery Shop)

Dated 04.08.2020

TENDER FOR RUNNING A GROCERY SHOP

FRI, Dehradun invites sealed tenders from various agencies for running a Grocery shop in the FRI Campus, Dehradun.

The interested bidders may send the tender forms duly completed in all respect along with demand draft in favour of Director, FRI payable at Dehradun as tender fee of Rs.590/- [Rupees five hundred & Ninety only] and EMD of Rs. 5,000/- [Five Thousand rupees only] on or before 20-08-2020, 3:00 PM to the undersigned. The bid will be opened on the same day on 20-08-2020 at 4:00 PM at Purchase Section FRI.

Organization name	Forest Research Institute, Dehradun
Tender Title	Tender for Running a Grocery Shop at FRI Campus
Tender Type	Open
Location	New Rest House- Lauri Road,FRI Dehradun
Validity of Tender	90 Days
Publication date	04.08.2020
Last date of submission	20.08.2020 at 3.00 PM
Bid Opening date	20.08.2020 at 4.00 PM
Clarifications	Registrar, FRI Phone: 01352224222, . 0135-2752678 Email: rfri@icfre.org

The Tender Document can be downloaded from the institute website (<http://fri.icfre.gov.in/tender/>).

Purchase officer
Forest Research Institute
Dehradun



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No: 3-2/2020-Bldg.(Grocery Shop)

Dated: 04 August 2020

TENDER FOR RUNNING A GROCERY SHOP AT FRI DEHRADUN

Tenders are invited for running a grocery shop at FRI Campus.

Detail of Shop given below:

Sl. No.	Name of Shop	Area of each Shop (in Sq. M.)	Minimum Rent per Sq.Feet.	Minimum Rent per Month
1.	Running a Grocery Shop at FRI Dehradun Campus (At New Rest house-Lauri Road)	38 Sq.M.	Rs.32.11	Rs.12718 plus GST

A. General

1. In order to select the prospective bidders to carry out the above said services, we intend to shortlist them based upon their credentials. Hence Tender is invited from the reputed Authorized Company Agent/service providers. Contract will be awarded to the highest bidder.
2. The sole purpose of these establishment is to facilitate the stay of the community/hostellers/ guests with amenity of high standards at the lowest possible rates. **Hence tenderers/bidders are advised to first visit the location before bidding.** Interested bidders are requested to get prior appointment from the Officer (Estate), FRI Dehradun (Phone 0135-24222) for Campus visit.
3. The documents should be submitted in an envelope super-scribed "**Tender for Running Grocery Shop at FRI Dehradun**" along with **Tender No.** The document should be delivered at the following address :

To,
Purchase Officer
Purchase Section
Forest Research Institute, Dehradun -248006. (Uttarakhand)
Ph. No.: 0135-2224205

4. Documents to be submitted

The Agency/Contractors/service providers shall be registered on the basis of their credentials submitted by them. To prove the credentials, attested copies of the following documents need to be submitted along with the Tender:

- Application on letter head indicating interest and previous experience.
- Details of the Applicant/Company/Firm/Proprietorship.

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- Details of registration/identity proof.
 - Trade License
 - GST registration
 - PAN No
 - Registration certificates/testimonials from national Institutions, State & Central Government bodies, PSUs, etc., if any.(Attested copies of the certificates should be submitted.)
- The approved Agency/Contractors/service providers should have proven experience of 5 years in providing the similar kind of services. Document to prove the experience should be enclosed.

5. Last date for submission of documents: **20.08.2020 at 3.00 P.M.**

Interested parties must submit all the above mentioned details along with attested Photocopies within the time given in tender Notice. Any application received after the last date & time will not be considered.



B. Terms and Conditions:

1. FRI will give the specified shop / area / premises, on as is where is condition basis, on lease initially for the period of 01 years and the agreement will be made and executed initially for 01 years only, which may be extended / renewed further on mutual agreement.
2. The Firm / Agency shall pay the monthly rental charges, including applicable taxes (as amended from time to time) for total proportionate usable area to FRI by 10th of every month by means of cheque in favour of Director FRI, Dehradun in advance, failing which, penalty will be charged @ Rs. 100/- per day of the delay. In case, the delay is beyond 30 days, the Institute will be free to take suitable penal action including termination of contract and removal of infrastructure and inventory from the allotted shop at the cost of the agency.
3. The bidders are requested to submit the Tender forms duly completed in all respect along with demand draft in favour of Director, FRI payable at Dehradun as tender fee of Rs.500/- [Rupees five hundred only] and EMD of Rs. 5,000/- [Five Thousand rupees only].
4. The Institute will provide unfurnished room with water and power connections. The bidder may make all arrangement and equip with the required furniture for running the shop.
5. The agency shall pay all charges for the consumption of electricity and water as per bills received from the authorities.
6. The contract will be awarded to the highest bidder, duly complying with all terms and conditions, as decided by Director, FRI.
7. The agency has to execute an agreement with the Institute, but his/her liability under the contract shall commence from the date of receipt of the written order of the Institute. Director FRI reserves the right to reject/spilt/cancel/modify all or any tender in whole, or in part, without assigning any reason thereof. No communication in this matter will be entertained.
8. The successful Firm / Agency shall give Security Deposit equivalent to the four months' rent as security for each shop / area / premises, which shall be revalidated from time to time and may be returned to the Firm / Agency after three months from expiry / termination of lease period without interest. The EMD may also be converted into Security Deposit.
9. If there is any damage to any property of FRI or any payments due to FRI or any demand from any authority to FRI regarding dues payable by the Firm / Agency, the FRI shall adjust / settle the same from their Security Deposit.
10. The Firm / Agency shall obtain prior permission of Director FRI before carrying out any modifications of structures, installing counters, equipment, machines etc.
11. The agency shall comply with the directions issued by the Institute from time to time. Sublet of shop shall not be allowed.



12. **Period of validity of bid:** The bid shall remain valid for a period of 90 days from the date of opening of bid.
13. The agency must comply and implement all the statutory provisions of the State & Central Acts relating to the employment of labor, i.e., various Acts relating to payment of Minimum Wages, ESI, EPF, Bonus, etc., and all other statutory benefits, as amended from time to time. All the relevant documents/registers need to be kept at Institute's premises. In the event of non-compliance, the contractor will be solely responsible for any penalty/fine imposed by the statutory bodies. Further, in the event of any loss incurred to the Institute due to non-compliance, the contractor shall indemnify the Institute for the same.
14. Regular inspection of shop / area / premises building shall be conducted by a team of experts / officials of FRI. All damages / breakages etc. noticed by this team will be set right by the Firm / Agency within ten days of inspection failing which FRI will carry out repairs / renovation and debit the cost to Firm / Agency and in case of non-payment of the same within 30 days of notice it shall be adjusted / settled from the Security deposit of the agency.
15. The Firm / Agency shall obtain all required licenses/ Permissions etc. from all concerned departments for running the specific business. The Firm / Agency shall obtain no objection certificate from the appropriate authorities department / Pollution Control Board / Municipal Corporation etc. to carry out its business in the their shop / area / premises at its cost and risk.
16. The operation timings of shop / area / premises shall be as per the directions of FRI.
17. The Firm / Agency shall display the rates prominently in their shop / area / premises. The firm / agency will not sell any grocery item whose shelf-life is less than 75% as per the date of manufacturing. For example, if a packaged Honey has manufacturing date 1-January-2020 it should not be brought for selling if more than 4 months have already passed (i.e. after 30-April-2020).
18. The Firm / Agency shall hand over the shop /area / premises buildings back along with the infrastructure in original condition to FRI, immediately after expiry of lease period or extended / renewed lease period.
19. The Firm / Agency shall carry out only the specified approved activities in their allotted space of shop / area / premises and shall not carry any unspecified activities in contravention with the lease conditions. If the Firm / Agency is found carrying out any unapproved / objectionable activities, FRI may cancel / terminate the lease agreement.
20. The Firm / Agency shall maintain and develop their shop / area / premises without causing any damages to its surroundings and the environment during the period of lease.
21. The Firm / Agency shall maintain and develop their shop / area / premises as per the approved specifications of FRI, and if the Firm / agency commits any violation of the terms and conditions of the approval, FRI may terminate this agreement.
22. The Firm / Agency shall maintain and develop their shop / area / premises as per the approved specifications of FRI, and if the Firm / agency commits any violation of the terms and conditions of the approval, the FRI may terminate this agreement.



23. The Firm / Agency shall carry out the activities in their shop / area / premises as per the law, regulations for the FRI and the Government and shall not carry out the activities in contravention of the same and in the event of violation of the rules, regulations and bylaws of the FRI and the law of the country, the FRI will be entitled to terminate the lease.
24. If the Firm / Agency does not vacate their shop / area / premises building after the termination / expiry of lease period or one month notice period of termination of agreement, the agency is liable to pay a daily penal rent of Rs. 1,000/- in addition to the other charges applicable up to 30 days. After completion of period of 30 days, Institute will remove the materials at Agency's risk & Cost against security deposit.
25. Complete hygiene and Cleanliness has to be maintained in the shop / area / premises by the respective Firm / Agency only. Any litter thrown anywhere in the area due to the activities of the Firm / Agency has to be cleared / collected by the Firm / Agency only.
26. Selling of alcohol, gutkha, cigarettes, tobacco products, and any other banned substances etc. is completely prohibited.
27. Any other terms and conditions, if found necessary to govern the contract will be added to the agreement/ Contract by FRI, without prior notice.
28. Bidders are requested to visit Site and its surroundings and obtain all requisite information such as availability of infrastructure, number of users on the campus, daily needs of users, vacation/term break period, the lean business season on the campus, which will be necessary for preparing their offer and entering into a contract.
29. FRI Dehradun will provide space only and all other requirements like furniture, equipment, machines, fixtures, fittings etc. are to be arranged by the Firm / Agency.
30. No sub-letting/ sub- contract will be allowed.
31. The agency will take all requisite safety measures and update them time to time.
32. FRI Dehradun can get the shop vacated by giving one month notice to the agency.
33. In case of any violation / deviation of any of the terms & conditions, suitable penalty will be levied by FRI Dehradun.
34. In case if any dispute arises, decision of Director FRI will be final. All the matters are subject to Uttarakhand jurisdiction.

C. Finalization of Contract

Forest Research Institute is fully authorized to select any agency on the criteria mentioned above. The Director of Institute is fully authorized to accept/ reject any tender without any reason.

D. Rights of Forest Research Institute

1. Forest Research Institute reserves the right to accept/reject the applications/offers received without assigning any reasons whatsoever, or may call for any additional information/clarification, if so required.
2. Forest Research Institute reserves the right to extend the last date of submission of bid.



TECHNICAL BID

**COMPLETE DETAILS OF THE AGENCY PARTICIPATING IN
TENDER FOR RUNNING GROCERY SHOP AT FRI CAMPUS**

Name of Agency/Firms &	:	
Postal Address	:	
Name of the Owner (s), Partners (Attach details of all partners)	:	
Contact No.	:	
Email Id	:	
Name of Authorized Signatory	:	
Specimen Signatory with seal	:	
Whether the firm/agency is registered, attach copy of the certificate of registration	:	
Details of Tender Fee (Date, amount and Bank name)	:	
Details of EMD (Date, amount and Bank name)	:	
PAN Card No.	:	
GST No.	:	
TIN No.	:	
Trade License No.	:	
Details of Experience (attach proof)	:	

This is to certify that the above information are true and best of our knowledge and we are not black listed by the local traders association and no criminal/ Statutory case is pending against any of our employees / close relatives.

Place:

Authorized Signatory:

Name:



PRICE BID

Price bid/offer in Rs. excluding Utility Charges as applicable for

Sl. No.	Name of Shop	Area of each Shop (in Sq. M.)	Minimum Rent per Month	Offered Rent per month (Rs.) excluding GST
1.	Running a Grocery Shop at FRI Dehradun Campus (At New Rest house-Lauri Road)	38 Sq.M.	Rs.12718 plus GST	

We tender monthly Rent of Rs..... plus applicable taxes (GST@18%)
Rs..... i.e. Total Rs..... Per month for the above said shop .

Date:

Authorized Signatory:

Place:

Name:

Contact Number:

