TENDER REF. No.: RGIPT/JAIS/Stationery Shop/2026-27/02 Date: 06.11.2026

राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान जायस, अमेठी, उ. प्र.

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY
JAIS, AMETHI (U.P.) – 229304

Website: www.rgipt.ac.in

e-TENDER FOR

"LICENCE TO OPERATE ONE STATIONERY SHOP IN HOSTEL PREMISES, R.G.I.P.T., JAIS CAMPUS, AMETHI"

(License of Shop Premises for Specified Commercial Activities)

The Ministry of Petroleum & Natural Gas (MOP&NG), Government of India set up The Rajiv Gandhi Institute of Petroleum Technology (RGIPT) at Jais, Dist. Amethi, Uttar Pradesh through an Act of Parliament ("Rajiv Gandhi Institute of Petroleum Technology Act 2007). RGIPT has been accorded the eminence of being an "Institute of National Importance" along the lines of the Indian Institutes of Technology (IIT). The Institute is empowered to award degrees in its own right. RGIPT is co-promoted as an energy domain specific institute by six leading Oil Public Sector Units (ONGC, IOCL, OIL, GAIL, BPCL and HPCL) in association with the Oil Industry Development Board (OIDB).

The Institute is spread with in a span of 47 Acres with facilities like Health Centre, Guest Hostel and Commercial Complex. The Institute is having a fully residential Campus and presently about seventy Faculty and Staffs are residing with families in the Residential area of the Campus. The total number of students residing with in the Hostel is around 1650 (Approximate).

The Institute invites sealed proposals from eligible bidders for licensing and operation of the shop identified in this tender. The tender is structured as a conventional Two-Bid tender consisting of a Technical Bid and a Financial Bid selection shall be on H1 Basis.

PART – A: TECHNICAL BID

CRITICAL DATE AND INFORMATION

Name of Work	LICENSING OF STATIONERY SHOP IN RGIPT HOSTEL PREMISES, JAIS CAMPUS, AMETHI
Tender No.	RGIPT/JAIS/Stationery Shop/2026-27/02
Date of Issue/publication of Tender Notice	06.11.2026, 1800, HRS
Bid Document Download Date & Time	06.11.2026 1800, HRS
Pre-Bid Meeting Date, Time & Venue (Allqueries shall be discussed in the Pre-Bid Meeting.)	17.11.2026, 1500 HRS RG Plaza, Third Floor Conference Room
Bid Submission Start Date & Time	06.11.2026, 1800 HRS
Last Date and time of submission of Bids	25.11.2026, 1600 HRS
Date and time of opening of Bids	26.11.2026, 1700 HRS
Earnest Money Deposit	Rs.2852.00 (Rs. Two Thousand Eight Hundred Fifty Two Only)
Bid Validity Period	120 days from the date of opening
Tender Fee	Rs. 500.00 Inclusive of GST @ 18%
Bid Address to the	**The Head Warden, Hostel Office Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhetia, Bahadurpur Post: Harbanshganj, Jais, Amethi 229304**
Contact person & address forcommunication	**Name: Dr. Shashi Kant Singh, Deputy Registrar (F&A) Email: dr_fa@rgipt.ac.in Contact Nos. 0535-270-4667**

Notes:

1. Details regarding the tender are available on website of the Institute **https://www.rgipt.ac.in and Central Public Procurement Portal (CPP Portal).**
2. Tender documents may be downloaded from the above-mentioned websites. Bidders are therefore requested to visit the websites regularly to keep themselves updated. Any Addendum/Corrigendum will be displayed on the aforesaid websites only.
3. For submission of e-Bids, bidders are required to get themselves registered with CPP Portal.
4. Payment proof pertaining to EMD (in case of payment of EMD through NEFT/RTGS transaction, copy of the same is required to be enclosed with the bid document) to be sent to the Institute at the address indicated below on or before bid opening date/time as mentioned in critical date sheet.
5. Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.
6. Earnest Money Deposit (EMD) of **Rs.2852.00 (Rs. Two Thousand Eight Hundred Fifty Two Only**) in the form of NEFT/RTGS, issued by any Nationalized Bank in favour of "**Rajiv Gandhi Institute of Petroleum Technology, payable at Jais".**

Bank Account Details of the Institute:
Name: Rajiv Gandhi Institute of Petroleum Technology
Bank: Bank of Baroda
Address: RGIPT Campus, Bahadurpur Jais, Amethi.
Account No. 59480100000001
IFSC Code: BARB0JAICAM (5th Character is ZERO)

ADDRESS OF THE INSTITUTE:
Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhtia More, Bahadurpur, Post: Harbanshganj, Jais, Amethi, Uttar Pradesh 229304, Website:www.rgipt.ac.in

INTRODUCTION

Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Jais, Amethi, Uttar Pradesh has been established through an Act of the Parliament by the Ministry of Petroleum and Natural Gas (MoPNG), Government of India in 2008.

The Institute has been accorded the eminence of being an Institution of National Importance on the lines of the IITs. The Institute is associating with leading International Universities/ Institutions specializing in Petroleum Technology and Energy.

The prime objective of the Institute is to provide education, training, and research to roll out efficient human resources, and to meet the growing requirements of the Petroleum and Energy sector.

The main campus of the Institute is located at Jais, Amethi, Uttar Pradesh and B. Tech., M. Tech., Ph.D. programmes from there. The Institute has set up two centres, namely- Assam Energy Institute (AEI), Sivasagar and Energy Institute, Bengaluru (EIB) to offer Diploma and M. Tech. programmes respectively.

INSTRUCTIONS FOR ONLINE BID SUBMISSION (GUIDELINE FOR BIDDER):

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

More information useful for submitting online bids on the CPP Portal may be obtained at: http://eprocure.gov.in/eprocure/app.

1. Registration

(a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: http://eprocure.gov.in/eprocure/app by clicking on the link "Online bidder Enrollment "on the CPP Portal which is free of charge.

(b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

(c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication fromthe CPP Portal.

(d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift/ nCode / eMudhra etc.),with their profile.

(e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

(f) Bidder then logs in to the site through the secured log-in by entering their user ID/Password and the password of the DSC/ e-Token.

2. Searching for Tender Documents

(a) There is various search options built in the CPP Portal, to facilities bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, location, Date Value, etc. there is also an option of advanced Search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

(b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'my Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.

(c) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification/help from the Helpdesk.

3. Preparation of Bids

(a) Bidder should consider any corrigendum published on the tender document before submitted their bids.

(b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents must be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

(c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule any generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid document may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

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

4. Submission of Bids

(a) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

(b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

(c) Bidders are required to note that they should necessarily submit their financial bids in the

format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be download and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

(d) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders; opening of bids etc. the bidders should follow this time during bid submission.

(e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

(f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

(g) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

(h) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid, this acknowledgement may be used as an entry pass for any bid opening meetings.

5. Assistance to Bidders

(a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

(b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk.

Sealed bids are invited for grant of a licence to operate ONE stationery shop in the Hostel Premises, RGIPT, Jais Campus, Amethi. The bids shall reach the Institute latest by 25.11.2026 at 15:00 PM and shall be opened at 26.11. 2026 on 15.00 PM. in the presence of the bidders or their authorized representatives who may wish to be present. The licence shall be granted strictly in accordance with Shop Allotment Rules and Guidelines 2026.

A. The bid shall be filled in neatly and signed by the bidder. Any material alteration, overwriting or erasure in the financial bid shall be liable to rejection unless duly authenticated by the bidder. The Institute may reject a bid which is incomplete, conditional, unsigned or otherwise non-responsive to the requirements of this Tender.

B. Before participating in the tendering process, each intending bidder shall sign and date the relevant declaration in the bid document as a token of acceptance of the applicable terms and conditions. The bidder shall furnish his/her full name, address, contact details and, where applicable, the name and registered address of the company/firm/proprietorship on whose behalf the bid is submitted. Any change in correspondence address shall be intimated to the Institute in writing.

C. The bidder shall furnish the specified Earnest Money Deposit (EMD) through Demand Draft drawn in favour of Rajiv Gandhi Institute of Petroleum Technology, payable at Amethi. The Institute reserves the right, for reasons to be recorded in writing and in accordance with the tender conditions, to withdraw the stationery shop from the bidding process, cancel the Tender, reject any or all bids, or re-invite bids. No bidder shall acquire any right to allotment merely by submitting the highest financial bid.

    1. The EMD of unsuccessful bidders shall be returned without interest after conclusion of the selection process, subject to applicable procedures. The EMD of the successful bidder shall be retained and adjusted against the security deposit/licence-related dues as specified in the allotment letter. The bid shall remain valid for 90 days from the last date of submission, and the bidder shall not withdraw or modify the bid during the bid validity period. In case of withdrawal or refusal to honour the bid, the EMD may be forfeited in accordance with the tender.
    2. The shop shall be allotted to the highest financial bidder among the eligible and technically responsive bidders, subject to approval of the competent authority and fulfilment of all conditions of this tender and Annexure-I. In the event of identical highest bids, the Institute shall adopt a transparent tie-breaking procedure, such as inviting sealed revised financial bids from the tied H-1 bidders.
    3. A bidder may submit a financial bid only for the stationery shop specified in this RFP. One bidder shall be eligible for allotment of only one stationery shop. The detailed Shop Allotment Rules and Guidelines 2026.
    4. The successful bidder shall pay the licence fee quoted and accepted by the Institute. The licence fee shall be subject to revision/escalation strictly in accordance with the applicable Shop Allotment Rules and Guidelines 2026 and the licence agreement.
    5. The minimum monthly licence fee shall be Rs. 100/- per Sq. metre of plinth area for the shop specified below. Any financial bid below the prescribed minimum monthly licence fee shall be treated as non-responsive and rejected. The unit of measurement and minimum fee shall be applied consistently throughout the tender document.

Type of Shop	No.	Area (Sq. metre)	Minimum Licence Fee per Sq. metre	Minimum Licence Fee per Month
Small Shop	Ground Floor – 1 No.	14.26	Rs. 100.00	Rs. 1,426/-

6. Electricity charges shall be payable by the licensee on actual consumption/meter reading. GST and other statutory taxes/levies, wherever applicable, shall be payable by the licensee in addition to the licence fee. Any municipal/service/water or other charges specifically recoverable under Annexure-I or the licence agreement shall also be payable by the licensee as applicable. The licence period shall be governed by Annexure-I.
7. One shop is presently available on the ground floor. The non-refundable cost of the tender document is Rs. 500/- inclusive of 18% GST. The details of the shop offered for bidding are given below.

Sr. No.	Description	Type of Shop	Variety/Identified purpose of use	EMD / Security
1	RGIPT Hostel Premises, Jais, Amethi – 229304	Small Shop (14.26 Sq. metre)	Stationery Shop: Stationery, Gift Items, Printing & Photocopy	EMD Rs. 2852.00 Successful bidder shall be adjusted against the Security Deposit, as applicable.

8. The allotment shall become effective only after the successful bidder has deposited the prescribed security deposit, applicable advance licence fee and other dues, and after execution of the prescribed Licence Agreement on appropriate non-judicial stamp paper/e-stamp paper. The cost of stamp duty, registration (if applicable) and incidental execution charges shall be borne by the successful bidder.
9. The shop holder/allottee or his/her representative is restricted to make any change in electrical wiring, fittings etc without prior permission of the Institute. The shop holder/allottee or his/her representative shall not make any structural changes in the shop allotted to him/her under any circumstances. If at any time it is found that the structural changes have been made which directly or indirectly is affecting the stability of the building, such unauthorized structural alteration shall constitute a material breach and may result in termination/cancellation of the licence, recovery of restoration costs and such other action as may be permissible under the licence agreement and applicable law. The details are enumerated in Shop Allotment Rules and Guidelines 2026 at Annexure-I.
10. The shop holder/allottee shall have to pay the electricity bill as per actual meter reading to RGIPT.
11. However, in case of telephone connections, charges on account of fire safety, insurance cover and security of article within the shop and any other charges, the same shall be made and arranged on his/her own, by the allottee/shop holder. The Institute (RGIPT) will not be responsible for any kind of such payment under any circumstances. The shop holder/allottee shall be solely responsible for discontinuation of any such service due to nonpayment of bills etc, without any liability on RGIPT.
12. The shop holder/allottee 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, in terms of Shop Allotment Rules and Guidelines 2026.

13. The initial licence period shall be one year from the date specified in the allotment letter, subject to the provisions of Annexure-I. Any extension/renewal shall be governed strictly by the applicable Shop Allotment Rules and Guidelines 2026 and the licence agreement. Renewal shall not create any vested right in favour of the licensee.
14. The ownership of the shop and its legal possession will remain with R.G.I.P.T. The allottee will have the right to use the shop during the license period for the approved purpose only.
15. The shop shall remain operational seven days a week during the operating hours prescribed by the Institute. The licensee shall comply with the operating schedule notified by the Institute. Any temporary closure shall require prior written permission of the competent authority, except in an emergency, which shall be reported immediately.
16. If the shop remains closed without permission for more than 10 consecutive days, the Institute may issue a notice requiring the licensee to explain and rectify the default. Where the default is not satisfactorily rectified, the Institute may take action under the licence agreement and Annexure-I, including cancellation and re-allotment. Any recovery of loss shall be limited to reasonable, demonstrable loss attributable to the default and subject to applicable law.
17. The Institute will not be responsible for the payment of any bill due against any member of the Staff, employee and students etc. A notice to that effect shall be prominently displayed on the shop premises.
18. If the shop is required by the Institute for institutional purposes, the Institute may terminate the licence by giving the notice prescribed in the licence agreement/Annexure-I. On such termination, the licensee shall vacate within the stipulated period. Any refund of advance licence fee, if admissible, shall be calculated proportionately for the unexpired period after adjustment of lawful dues. No other compensation shall be payable unless specifically provided by law or the contract.
19. The licensee shall not transfer, assign, sub-license or sublet the shop or any part thereof. Any unauthorised transfer/subletting shall constitute a material breach and may result in termination and forfeiture/recovery strictly in accordance with the contract and applicable law, after following the prescribed procedure except where immediate action is legally justified.
20. The allottee shall arrange his/her own furniture, partition, installations, shelves, etc. inside the Shop.
21. The Institute may recover verified and legally recoverable outstanding dues, damages and contractual penalties from the security deposit after giving the licensee an opportunity to explain/contest the proposed recovery, wherever required. Any balance security deposit remaining after lawful adjustments shall be refunded within 30 days of final settlement and handover.
22. The Licensees will not be allowed to open the facility of the shop to the outsiders. The shops are solely meant for use by the Residents, Students, Visitors and Staffs of the Institute.
23. The Licensee shall equip the shop for running the business to the satisfaction of the Institute authority and shall display the articles in presentable manner.
24. The items shall be sold in the shop as decided by the Institute from time to time.
25. The articles sold shall conform to the applicable quality standards/specifications prescribed by the Institute and applicable statutory standards, wherever applicable, and shall be of merchantable and acceptable quality.

26. To regulate price and quality, regular monitoring and supervision shall be made any time by an officer/official so authorized by the competent authority and submit the report of the irregularities, if any, to the office for necessary action by the committee, or authorized officer by the competent authority.
27. Only such articles shall be offered for sale, which are particularly approved by the Institute for the shop. The Institute may by order in writing to prohibit the sale of the articles, which are in contravention of the instructions.
28. The rate of various Items, services are to be displayed in the shop. Receipt shall be provided to all customers for every item sold whether the same is demanded by customer or not.
29. The sample of the articles can be collected at any time by the Competent Authority or his representative and if found substandard, appropriate punishment including cancellation of license can be imposed.
30. The Licensee shall keep a Complaint Book which shall be made available on counters to the Customers and authorized Officer(s) of the Institute shall have the right to see all these Complaint Books as and when required.
31. In case of default, substantiated complaint or deterioration in the quality of goods/services, the Institute may impose a reasonable contractual penalty in accordance with a penalty schedule incorporated in the licence agreement, after following the applicable notice/cure procedure. Serious or repeated breaches may lead to cancellation of the licence.
32. Overcharging, sale of prohibited/substandard goods or other serious breach shall constitute a material breach. Action including penalty, suspension or cancellation shall be taken in accordance with the licence agreement and applicable law after following the prescribed procedure.
33. 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. Further, Smoking and consumption of Alcohol/intoxicants in the premises are strictly prohibited.
34. The allottee/shop owner shall maintain the premises in good condition and keep it clean and tidy always.
35. The waste must be disposed of and 100% cleared before closing of each business day and cleared at sufficient intervals during the day. The firm shall maintain neat and cleanliness of the premises at all times.
36. In case of any loss or damage to the Customers due to him/her employees' negligence, the Licensee shall be responsible to make good the loss to the customer.
37. No child labour shall be employed by the licensee in any case. Full details of the employed person will be maintained by the allottee/shop holder and will be provided to competent authority as and when demanded.
38. The allottee shall provide the Institute with a list of all workers deployed in the shop. Such workers shall comply with lawful instructions relating to security, safety, discipline and operation of the shop. However, the licensee shall remain fully responsible for the acts and omissions of its employees and workers.
39. The allottee/shop owner shall ensure that all employees/workers engaged by him/her undergo appropriate identity/police verification, wherever applicable, and shall furnish their details to the Institute as and when required.
40. The allottee/shop owner shall be fully responsible for good conduct and character of his/her employee(s) and employees shall be properly dressed and ensure that the dress is neat & clean at all times.

41. The allottee/shop owner shall be responsible for the repair of shop required, if any, during the licence period.
42. The shop holder/allottee shall not dump any empty packing, baskets or other material on the roof or in any open space outside the premises allotted to him/her and shall be responsible for maintaining reasonable standards of cleanliness and hygiene in the shop and surrounding areas and for proper disposal of garbage.
43. Upon cancellation/termination of the licence, the licensee shall vacate the shop within the period specified in the termination notice/licence agreement. The Institute may take possession in accordance with law. The licensee shall be given a reasonable opportunity to remove its movable goods, furniture and fittings, subject to settlement of dues and restoration obligations.
44. If the licensee fails to remove such articles within the stipulated period after due notice, the Institute may deal with the same in accordance with the licence agreement and applicable law, including recovery of reasonable costs incurred.
45. The allottee/shop owner shall be responsible to make all arrangements to ensure with regard to the safe custody. The Institute shall not be responsible for any damage, loss or theft in shop, if any.
46. The licensee shall not be precluded from availing any remedy available under applicable law. Any contractual dispute which cannot be resolved amicably shall, subject to applicable law, be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996, as amended from time to time. The arbitrator shall be appointed in accordance with the procedure mutually agreed between the parties and in accordance with applicable law
47. In case of any ambiguity or dispute regarding interpretation of the RFP or licence agreement, the Institute may issue a reasoned administrative clarification consistent with the contractual documents and applicable law. Nothing in this RFP shall exclude or restrict any statutory remedy or judicial review available under law.
48. Subject to applicable law, the courts having territorial jurisdiction over Jais/Amethi, Uttar Pradesh shall have jurisdiction in respect of matters not covered by arbitration or any other mandatory statutory forum.
49. All other terms & conditions, rules and regulations are mentioned in Shop Allotment Rules and Guidelines 2026 at Annexure-I.
50. The Institute may issue written clarifications or additional instructions relating to operation and administration of the shop where reasonably necessary and consistent with the licence agreement. Any material change to the commercial terms, eligibility criteria or financial obligations shall be made only through a formal corrigendum/addendum issued to all bidders before the bid submission deadline.
51. The licensee shall comply with the terms of the licence agreement, Annexure-I and lawful written instructions issued by the Institute. In case of breach, the Institute may take contractual action, including penalty or cancellation, in accordance with the applicable procedure and after providing an opportunity to cure/represent wherever required. Forfeiture of security shall be limited to amounts lawfully recoverable under the contract and applicable law.

BID EVALUATION AND AWARD

1. Eligibility: The bidder shall satisfy all eligibility requirements and Shop Allotment Rules and Guidelines 2026 and shall submit PAN, applicable GST registration, statutory registrations/licences, experience/credentials, police verification and a declaration that the

bidder is not blacklisted/debarred by any Government department, public authority or court, as applicable.

2. Technical responsiveness: The Institute shall first examine the bids for completeness, EMD/application fee, eligibility and compliance with the mandatory conditions. Only technically responsive bids shall be considered for financial evaluation.

3. Financial evaluation: Among technically responsive bidders, the bidder quoting the highest valid monthly licence fee shall be ranked H-1. The quoted licence fee shall not be below the prescribed minimum monthly licence fee.

4. ***Tie: In case of identical highest financial bids, the tied H-1 bidders shall be invited to submit sealed revised financial bids. If the tie persists, the Institute shall adopt a transparent procedure recorded by the competent authority.***

5. Award: The recommendation of the Shop Allotment Committee shall be placed before the competent authority for approval. The highest financial bid shall not by itself confer a vested right to allotment.

6. Bid validity: The bid shall remain valid for 90 days from the last date of submission unless extended by mutual written consent.

INSTRUCTIONS TO THE BIDDERS:

1. Interested bidders may inspect the proposed shop premises on working days during the inspection period notified by the Institute. Clarifications relating to the RFP shall be sought in writing from the designated officer within the specified clarification period. Responses having general relevance to all bidders shall be issued through a formal corrigendum/addendum and shall form part of the RFP.

2. The bid shall be submitted in sealed packet, superscribed NIT FOR GRANT OF LICENCE TO OPERATE STATIONERY SHOP IN HOSTEL PREMISES, RGIPT, AMETHI", along with the NIT number, date and last date of submission. The packet shall contain: (a) duly completed and signed technical/eligibility documents; (b) EMD and non-refundable application fee; (c) experience/credentials and declarations; and (d) the sealed financial bid in a separate cover/envelop in the prescribed format.

3. The prescribed EMD, in the form of Demand Draft drawn in favour of RGIPT and payable at Amethi, together with the non-refundable application fee of Rs. 500/- inclusive of GST, shall be submitted to the designated tender-receiving authority before the last date and time. The bidder shall ensure that the financial bid and supporting documents are complete and properly sealed.

4. Late bids, incomplete bids, conditional bids, bids submitted after the stipulated deadline, or bids not received by the designated tender-receiving authority shall be liable to rejection. Bids shall be evaluated only in accordance with the eligibility and responsiveness criteria specified in this Tender.

5. Bids without the prescribed EMD and application fee shall be treated as non-responsive and rejected, unless a specific exemption is legally applicable and expressly stated in the Tender.

6. The EMD of unsuccessful bidders shall be refunded without interest after completion of the tender/selection process, subject to applicable procedures.

7. All relevant information and supporting documents required under this tender shall be furnished by the bidder. The Institute may seek clarification on submitted documents where such clarification does not alter the substance of the bid or provide an unfair advantage.

8. The Institute reserves the right, for reasons to be recorded in writing, to accept or reject any or all bids, cancel the tender, withdraw the stationery shop from allotment or re-invite bids, subject to applicable law and the conditions of this tender. No bidder shall have a right to claim allotment merely because the bidder has quoted the highest licence fee.

ANNEXURE- I

TECHNICAL BID FORM

Name of bidder:

Constitution / registration:

Registered address:

Contact person:

Mobile / Email:

PAN:

GSTIN, if applicable:

Validity of Quote:

Proposed shop number:

Proposed business category:

Relevant experience:

List supporting documents with page numbers:

Authorised Signatory: _____

Date: _____

Seal:

ANNEXURE- II

FINANCIAL BID DOCUMENT
(please submit in a sealed envelope)

Applicant :-_____Full Name :-_____

Address & Contact No.:-_____

Variety of the shop _____(Pl specify) Area: -_____

Minimum Rent (per month):-_____ Bid/Quoted Rent (per month):- in word _____.

I, _____ the undersigned Shri/Smt. _____ Age _____ years Resident of:-_____have read all the Terms & Conditions mentioned in this bid document and Shops Allotment Rules and Regulations 2026, and shall abide with the same. I hereby submit my unconditional quote.

Date: - Applicant's signature

With seal

Note: Financial Bid/Offer of only those bidders will be opened who fulfill the technical criteria.