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

"LICENSING OF Shop No. 05 IN THE FOOD COURT, RGIPT HOSTEL PREMISES, 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 through Quality and Cost Based Selection (QCBS) in the ratio of 70:30, subject to the conditions contained herein.

Scope of License

- Operate the shop for the approved business category and product/service matrix.
- Provide quality products/services, display prices, issue bills/receipts as applicable and maintain complaint records.
- Maintain cleanliness, hygiene, safe storage, waste disposal and orderly operation.
- Comply with all statutory requirements applicable to the business.
- Provide trained and verified staff and maintain continuity of operations.
- Pay licence fee, maintenance, electricity, water, taxes and other approved charges within time.

General Information and Conditions

The Food Court of the Institute is situated with in the Campus and is about 100 Meters from the Gate No. 1. The Institute provides twenty-four hours of uninterrupted power supply with generator backup in the case of power failure. There are proper Security checkpoints and a round O' clock security is being provided. The cleanliness and hygiene is being taken care of and the Institute had made available urinals and other facilities for shopkeepers with in the Hostel Premises.

The following are the general conditions:-

License fees:

The minimum License Fee for each shop shall be calculated at Rs. 100/- per sq. metre of plinth area per month, as shown in the Schedule of Shop below. Bids quoting less than the prescribed minimum License Fee shall be rejected as non-responsive. The quoted License Fee shall remain firm during the initial license term, subject to the escalation provisions stated in Annexure-I.

Type of Shop	Nos./ Unit	Allowed Commercial Activities	Area of each Shop (in Sq. mt.)	License Fees per Sq. mt.	Minimum License Fees per Month + applicable GST @ 18%/Taxes
Shop No. 05	1 No.	Rolls, Juice, Ice cream and Parlour	39.63	Rs. 100.00	Rs.3,963/- + GST @ 18%

Note: The shop will available for licence w.e.f. 23.03.2027

Maintenance Charges:

A fixed Maintenance Charge of Rs. 500/- per shop per month shall be payable in addition to the License Fee. The Institute may revise such charge prospectively on the basis of actual/common-area maintenance cost by written notice and as permitted under the agreement.

Electricity charges:

Electricity shall be charged on actual metered consumption at the applicable tariff, together with any applicable meter/service charges. Separate meters shall be installed where technically feasible. The allottee shall not alter electrical wiring, load, meters, protection devices or fittings without prior written approval of the Institute and compliance with applicable electrical safety requirements.

Water Charges:

Water charges shall be Rs. 60/- per month for shop No. 05, unless revised prospectively by the Institute. Where more than one water connection/tap is specifically permitted, additional charges may be levied proportionately. Any statutory water/sewerage charges, if applicable, shall be payable by the allottee.

Registration and Statutory requirements:

The bidder shall possess PAN and shall submit constitution/identity documents, address proof and all registrations/licenses legally applicable to the proposed trade. GST registration shall be furnished where required by law. For food-related activities, the allottee shall obtain and maintain the applicable FSSAI license/registration before commencement of operations and throughout the license period. The allottee shall also obtain any Shop & Establishment registration, trade licence, fire/safety approval, pollution/waste-management permission or other statutory approval applicable to the proposed activity. Mere submission of an application shall not be treated as compliance where a licence/registration is legally required.

Experience:

The bidder should ordinarily have at least three years' relevant experience in the same or substantially similar category of business. Where the Institute decides to permit start-ups/new entrants, such relaxation shall be expressly stated in the NIT and applied uniformly to all bidders.

PART – A: TECHNICAL BID

CRITICAL DATE AND INFORMATION

Name of Work	LICENSING OF Shop No. 05 IN THE FOOD COURT, RGIPT HOSTEL PREMISES, JAIS CAMPUS, AMETHI
Tender No.	RGIPT/JAIS/Hostel Shop No. 05/2026-27/10 Dated 09.11.2026
Date of Issue/publication of Tender Notice	09.11.2026, 1800, HRS
Bid Document Download Date & Time	09.11.2026 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	09.11.2026, 1800 HRS
Last Date and time of submission of Bids	30.11.2026, 1600 HRS
Date and time of opening of Bids	01.12.2026, 1700 HRS
Earnest Money Deposit	Rs. 7,926.00 (Rs. Seven Thousand Nine Hundred Twenty Six Only)
Bid Validity Period	120 days from the date of opening
Tender Fee	Rs. 2500.00 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 for communication	**Name: Dr. Piyush Sarkar, Head Warden, Hostel Office Email: head_warden@rgipt.ac.in Contact Nos. +91 8169585134**

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 Shop no. 05 **Rs. 7,926.00 (Rs. Seven Thousand Nine Hundred Twenty Six 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 humanresources, 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., MBA and 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 TenderID, 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 parameterssuch 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.

INSTRUCTIONS TO BIDDERS

1. Interested bidders are advised to carefully read all the terms and conditions of the tender document and the Shop Allotment Rules and Guidelines 2026. Submitting their bid construe, the meaning that intending bidder agree with the terms, condition and Shop Allotment Rules and Guidelines 2026.

2. The non-refundable tender/application fee shall be Rs. 2,500.00 Inclusive of GST @ 18% per shop. The tender fee is separate from the EMD and Security Deposit and shall not be adjusted against either.

3. Interested bidders can visit the site in our Campus on any working day. In case of any further clarification, the bidders may contact Head Warden, Rajiv Gandhi Institute of Petroleum Technology, Bahadurpur, Jais, Amethi -229304.

4. Bids shall be submitted in the prescribed manner, duly signed and sealed, in accordance with the tender schedule. The cover shall be superscribed "BID FOR LICENSING OF SHOP IN FOOD COURT, RGIPT, JAIS CAMPUS, AMETHI – NIT No. ____ dated _ – **Shop No. 05".**

5. Technical Bid and Financial Bid shall be submitted separately in sealed envelopes clearly marked TECHNICAL BID and FINANCIAL BID and enclosed in the outer tender envelope, or through the prescribed e-procurement mechanism if adopted.

6. The Technical Bid shall contain no financial quote.

7. Financial Bids shall be opened only for bidders who meet mandatory eligibility requirements and secure the minimum qualifying technical score i.e. 70%.

8. Any bid that does not comply with mandatory conditions may be rejected as non-responsive.

9. EMD shall be furnished separately for each shop in the form specified in the NIT. Unless otherwise notified in the Schedule of Shop, the EMD shall be equal to two months of the minimum monthly License Fee for the concerned shop. EMD amount shall therefore be : Shop 05 – **Rs. 7,926.00 (Rs. Seven Thousand Nine Hundred Twenty Six Only)** EMD shall be interest-free.

10. Ordinarily, no bidder, including its connected entities/beneficial owners, shall be allotted more than one shop. In the event of inadequate responsive bids for a particular shop, the Institute may, before opening of Financial Bids, specify an alternative allocation mechanism by corrigendum.

11. Late or incomplete bids will be summarily rejected or in case the bid is not submitted with the appropriate authority, the same shall be summarily rejected.

12. A bid submitted without the prescribed EMD, tender fee or mandatory documents shall be treated as non-responsive, except where a specific exemption is expressly permitted under the applicable Government/Institute rules and is duly claimed with supporting proof.

13. EMD of unsuccessful bidders shall be refunded without interest ordinarily within 30 days of finalization of the tender, subject to completion of necessary formalities. EMD of the successful bidder shall be retained and adjusted against the Security Deposit after issue of the Letter of Allotment.

14. All relevant information and documents must be furnished along with the proposals.

15. In the event of default, the License shall immediately hand over vacant, peaceful possession failing which the institute reserve right to take physical possession with the assistance of the appropriate local authority and levy overstay damages as provided under the approved terms and conditions in the shop allotment letter.

16. The Institute reserves the right, for recorded administrative, financial, technical or public-interest reasons and subject to applicable law/rules, to accept or reject any or all bids, cancel the tender, or re-invite bids. No bidder shall have a claim for compensation merely because the bid is rejected or the tender is cancelled.

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY
QCBS EVALUATION SHEET FOR ALLOTMENT OF FOOD COURT / MESS SERVICES
Technical & Quality Evaluation - Total: 70 Marks

S. No.	Evaluation Criteria	Marks Criteria	Max.
1	Experience in providing comparable Food Court / Canteen / Mess Services during the last 3 years	01 comparable contract: 07 02 comparable contracts: 10 03 comparable contracts: 15 More than 03 comparable contracts: 20	20
2	Average Annual Financial Turnover during the last 3 completed financial years	Up to Rs. 10 lakh: 04 > Rs. 10-15 lakh: 06 > Rs. 15-20 lakh: 08 > Rs. 20 lakh: 10	10
3	Performance Certificates for comparable services during the last 3 years	Excellent: 05 Very Good: 04 Good: 03 Satisfactory: 02 Certificates must be issued by the client/competent authority. Where multiple certificates are submitted, the Evaluation Committee shall record the basis of marks awarded.	5
4	Existing workforce supported by EPF and ESIC challans during the last 12 months (minimum 5 staff)	5-10 workers: 04 11-15 workers: 06 16-20 workers: 08 More than 20 workers: 10	10
5	Net Worth Certificate for the latest completed financial year (CA certified with UDIN and supported by audited financial statements)	Up to Rs. 10 lakh: 02 > Rs. 10-15 lakh: 03 > Rs. 15-20 lakh: 04 > Rs. 20 lakh: 05	5
6	Valid ISO Certifications	01 mark for each valid certification: ISO 9001:2015; ISO 22000:2018; ISO 45001:2018; ISO 14001:2015	4
7	**Food Court Proposal, Presentation & Demonstration**	Menu, variety, pricing/value proposition: 03 Food quality / tasting and acceptability: 04 Hygiene & food-safety plan: 03 Operations, manpower & service plan: 02 Infrastructure, layout & ambience: 02 Waste management / sustainability: 02	16
TOTAL TECHNICAL / QUALITY MARKS			**70**

- **Mandatory eligibility:** The bidder should have at least three years' relevant experience in the same or substantially similar category of business and must have valid and applicable FSSAI licence/registration, as required under the tender conditions, shall be a mandatory eligibility requirement.
- **Technical qualifying score:** A bidder must obtain at least 49 marks out of 70 (70%) in the Technical & Quality Evaluation to qualify for opening/evaluation of the Financial Bid.
- **Food quality / student input:** For the food tasting/acceptability component, the Institute may include nominated student representatives in a formally constituted tasting/user-feedback subcommittee. Evaluation shall be based on a pre-declared rubric. Final marks shall be approved and recorded by the Tender Evaluation Committee with brief justification.
- **Comparability:** For experience and performance evaluation, 'comparable services' should mean institutional/corporate/educational/industrial food court, canteen or mess services of a nature and scale specified in the tender document.

QCBS COMBINED EVALUATION (70:30)

- Technical Score (T): 70% weightage | Financial Score (F): 30% weightage
- Technical Score = (Technical Marks Obtained / Maximum Technical Marks) × 70
- Financial Score = Quoted Licence Fee / Highest Responsive Licence Fee × 100
- Final QCBS Score = (Technical Marks x .70) + (Financial Score x 0.30)
- The bidder obtaining the highest final QCBS score shall be ranked H-1, subject to fulfilment of all tender conditions and approval of the Competent Authority.

General Procedure of Bid Submission

Sealed Tender (Two Bid system) are invited for licensing of shop no. 05 in the Food Court, R.G.I.P.T. Jais Campus, Amethi. The proposals shall reach latest by 30.11.2026 at 1600 HRS PM and will be opened at 1700 HRS on 01.12.2026 in the presence of the proposers or their authorized representatives who may like to be present. The standard bid validity shall be 120 days from the bid opening date unless otherwise specified.

A. The bid shall be complete, legible and signed by the bidder/authorized signatory. Any correction/overwriting shall be duly authenticated. The Institute may seek clarification of an apparent clerical/arithmetical error in accordance with the tender conditions, but no bidder shall be permitted to alter the substance of its financial bid after the bid deadline.

B. Before participating in the tendering process each intending bidder shall affix signature with date on the copy of the condition for license of shop and the SOP, as a token of acceptance of the condition of Rent of Shop contained herein after and shall furnish full name & address of the individual, company, firm on whose behalf the participant is interested to bid. The name of persons, company and full postal address should be furnished. All correspondence made by the Bidder to this furnished address shall be considered as correctly delivered not withstanding any change in postal address, shall have to be intimated to the Head Warden, Rajiv Gandhi Institute of Petroleum Technology, Bahadurpur, P.O. Harbansganj, Jais, Amethi- 229304.

C. The EMD shall be submitted in favour of "Rajiv Gandhi Institute of Petroleum Technology" in the form specified in the tender and payable at the designated bank/place. The competent authority/Shop Allotment Committee may verify the authenticity of the EMD and other documents before evaluation.

1. Bids shall remain binding during the stated bid validity period. A bidder shall not withdraw or modify its bid during that period. In case of withdrawal, refusal to execute the agreement, failure to pay the required Security Deposit/advance License Fee, or failure to commence the business within the stipulated period after allotment, the EMD may be forfeited, after giving the bidder an opportunity to explain, subject to the tender conditions and applicable law. Any dispute shall be dealt with under the dispute-resolution clause of the executed agreement.

2. Shop shall be allotted to the highest evaluated responsive bidder (H-1) for the concerned shop, subject to verification of eligibility, statutory compliance, conflict-of-interest requirements and approval by the competent authority. The Institute may reject a bid that is materially non-responsive even if it is the highest financial offer.

3. A bidder may bid for more than one shop, but ordinarily only one shop shall be allotted to the same bidder and its connected/controlled entities or beneficial owners. The bidder shall disclose any common ownership, partnership, directorship or other relationship with another bidder. The Institute may prescribe a different allocation rule in the NIT if operationally justified.

4. The License Fee payable shall be the accepted bid amount for the relevant shop. Any

escalation during renewal/extension shall be only as expressly provided in Annexure-I or the License Agreement and shall not be imposed retrospectively.

5. All taxes, statutory levies, duties, cess and service charges shall be dealt with strictly in accordance with the law in force from time to time. GST, if applicable, shall be payable/borne in the manner prescribed under the GST law, including any applicable reverse-charge mechanism. Electricity, water, maintenance and other specifically stated charges shall be payable in addition to License Fee. The allottee shall be responsible for taxes arising from its own business, employees and sales.

6. The Security Deposit shall ordinarily equal three months of the accepted monthly License Fee. It shall be interest-free and held as security for performance. Subject to adjustment of lawful dues/damages, the balance shall be refunded within 60 days after expiry/termination and peaceful handover of the shop, completion of final meter readings and settlement of accounts. The successful bidder's EMD shall be adjusted against the Security Deposit.

7. Before occupation, the successful bidder shall: (i) deposit the Security Deposit equal to three months of the accepted monthly License Fee; (ii) pay three months' License Fee in advance; (iii) complete statutory registrations/approvals applicable to the trade; (iv) execute the License Agreement in the Institute's prescribed form; and (v) sign the joint inventory/condition report. Stamp duty, registration charges, notarization charges and other execution expenses, if applicable, shall be borne by the allottee. The License Agreement shall prevail over inconsistent administrative wording in the NIT, subject to applicable law.

Elaboration of Working Conditions:

TECHNICAL / FIRE / FOOD-SAFETY REQUIREMENTS: Before commencement, the allottee shall obtain written clearance from the Institute's authorized Works/Estate/Safety function for all equipment, electrical load, exhaust/ventilation, drainage, LPG/equipment (if permitted), refrigeration, cooking appliances, signage and other installations. Food outlets shall maintain potable water, washable food-contact surfaces, hygienic storage, temperature control, pest control, hand-washing facilities, covered waste bins and appropriate cleaning arrangements. No LPG cylinder, open flame, high-load appliance or exhaust system shall be installed without prior written technical approval and statutory compliance.

1. No structural, civil, plumbing, drainage, exhaust, electrical, fire-safety, signage or other alteration shall be made without prior written approval of the Institute and, where applicable, the competent statutory authority. All installations shall comply with the approved load, fire-safety design, building requirements and technical specifications. Unauthorized alterations may be removed at the allottee's cost and may constitute a material breach.
2. The allottee shall obtain and maintain, at its own cost, all licences, permits, insurance policies and service connections required for its business, including fire/safety approvals, FSSAI compliance for food businesses, employee-related registrations, pest-control arrangements, LPG/gas approvals (if permitted), waste-disposal arrangements and any other statutory requirement. No hazardous,

inflammable, explosive, toxic or otherwise prohibited material shall be stored except where expressly permitted by law and by the Institute in writing.

3. The shop licensee shall not utilize any additional common space other than the allotted area of shop. The encroachment in service passage, staircase area and other open space shall not be allowed and will attract penalty, in terms of Shop Allotment Rules and Guidelines 2026 at Annexure-I.

4. The initial license term shall be 11 months from the date of commencement stated in the License Agreement, unless terminated earlier in accordance with the Agreement. Any renewal/extension shall not be automatic and shall be subject to satisfactory performance, absence of material default, operational requirement of the Institute, applicable financial/procurement rules and written approval of the competent authority. No renewal shall create a vested right to continued occupation.

5. The Institute shall retain ownership, possession and control of the premises. The allottee receives only a personal, limited and non-transferable licence to occupy and use the specified shop for the approved trade during the license period. Nothing in the arrangement shall be construed as creating a tenancy, leasehold interest or ownership right except to the extent mandatorily recognized by law.

6. The shop shall remain operational during the days and hours specified by the Institute, taking into account the needs of the campus community. Temporary closure may be permitted for reasonable cause with prior written approval. Emergency closure for health, safety, utility failure or force majeure shall be notified to the Institute as soon as reasonably practicable.

7. Unauthorized closure for more than 10 consecutive days may constitute a material breach after written notice and a reasonable opportunity to explain/rectify, except in cases of emergency or force majeure. The Institute may thereafter terminate the license and recover documented losses/charges in accordance with the Agreement and applicable law; punitive or unquantified loss recovery shall not be imposed automatically.

8. 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.

9. If the premises are required by the Institute for institutional, safety, statutory or other bona fide public-interest requirements, the Institute may terminate the license by giving not less than 30 days' written notice, unless a shorter period is necessary for an emergency or required by law. The allottee shall be entitled to refund of any prepaid License Fee relating to the unexpired period after adjustment of lawful dues; no compensation for loss of business, goodwill or expected profits shall be payable unless expressly agreed or required by law.

10. The allottee shall not transfer or sublet the shop or any part of the premises licence out to him/her. In case the Licensee is found to sublet the shop his/her licence will

be cancelled immediately.

11. The allottee shall arrange his/her own furniture, partition, installations, shelves, etc. inside the Shop.

12. The Institute may adjust undisputed or finally determined dues, damage costs and contractual penalties from the Security Deposit after giving the allottee a written statement of the amount and reasonable opportunity to contest the same. The allottee shall replenish the Security Deposit within the period specified in the notice if the license is to continue. The Security Deposit shall not be treated as a substitute for payment of current License Fee.

13. The shop is primarily intended to serve Institute residents, students, staff and authorized visitors. Access by members of the public may be regulated by campus security rules. The allottee shall comply with all entry, identification, security and working-hour requirements notified by the Institute.

14. The Shop will be on Non-Exclusive basis and more than one shop of the same kind can be opened by Competent Authority in the same premises or in other premises of the Institute initially or subsequently. The allottee shall not be entitled to raise any objection or claim for any deduction in license period, license fee and security money in case some other shop is constructed in the Institute campus or in case there comes in existence any authorized shop. The Licensee shall equip the shop for running the business to the satisfaction of the Institute authority and shall display the articles in presentable manner.

15. The items shall be sold in the shop as decided by the Institute from time to time.

16. All goods and services shall conform to applicable quality, safety, labelling, weights-and-measures, food-safety and consumer-protection requirements. For food businesses, ingredients, storage, preparation, temperature control, hygiene, pest control, potable water, waste disposal and food-handler practices shall comply with applicable FSSAI requirements. Substandard or unsafe goods may be removed from sale and dealt with under applicable law and the License Agreement.

17. The Institute may inspect the premises, records relevant to compliance, price lists, invoices/receipts, hygiene conditions, equipment and stock during reasonable hours and, in urgent health/safety situations, at any time reasonably necessary. Such inspection shall not relieve the allottee of its independent legal responsibilities.

18. Only the trade and categories of goods/services approved for the particular shop may be offered. Any change in trade/category shall require prior written approval and, where required, fresh statutory approvals.

19. Prices shall be displayed prominently. The allottee shall issue bills/receipts for sales as required by applicable tax and consumer laws and shall comply with Legal Metrology requirements, including MRP/display and weighing-measurement

obligations wherever applicable.

20. The Institute may collect samples or require records for quality/compliance checks. Any adverse action, including penalty, suspension or cancellation, shall be proportionate to the breach and taken in accordance with the License Agreement and applicable law, with an opportunity to respond except where immediate action is reasonably required for public health or safety.

21. The allottee shall not engage in misleading advertisements, adulteration, deceptive pricing, sale of expired goods, tampering with MRP, short-weight/measure or other unfair/deceptive practices. Complaints shall be recorded and resolved promptly. The Institute may require display of contact details for consumer complaints and statutory authorities.

22. 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.

23. For contractual breaches, the Institute may impose only those penalties/charges that are specified in the NIT/License Agreement or are otherwise lawfully recoverable. The nature of the breach, applicable penalty, cure period and escalation mechanism shall be recorded. Penalties shall not be arbitrary or duplicative.

24. Overcharging, sale of prohibited/substandard goods, fraudulent billing, adulteration, unsafe food practices or other material consumer/health violations shall constitute serious breaches and may lead to suspension/termination after due process, without prejudice to action by competent statutory authorities.

25. The sale, storage or stock, deposit of Narcotics, tobacco, alcohol and other contraband &dangerous goods/materials in any form is strictly prohibited in the shop. Further, Smoking and consumption of Alcohol/intoxicants in the premises are strictly prohibited.

26. The allottee/shop owner shall maintain the premises in good condition and keep it clean and tidy always.

27. 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.

28. The allottee shall be responsible for losses or damage caused to customers or third parties by its negligence, misconduct, defective goods/services or breach of law, subject to proof and applicable law. The allottee shall maintain appropriate public/product liability insurance where required or reasonably specified by the Institute.

29. The allottee shall not employ child labour and shall comply with all applicable labour and social-security laws, including minimum wage, wage payment,

working hours, safety, welfare, social-security and occupational-safety requirements applicable to its establishment and employees.

30. The allottee shall maintain an updated list of personnel deployed at the shop and shall comply with Institute security procedures, including identity verification/police verification where required by campus rules or law. The allottee remains the employer of its personnel and shall be solely responsible for their wages, statutory dues, conduct and employment compliance.

31. The allottee shall indemnify and keep indemnified the Institute, its officers and employees against claims, penalties, losses and reasonable costs arising from the allottee's business operations, employees, contractors, statutory non-compliance, defective goods/services, food-safety violations, infringement of third-party rights or negligent acts/omissions, except to the extent caused by the Institute's own proven negligence or wilful misconduct. This indemnity shall survive expiry/termination for claims arising during the license period.

32. 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.

33. Repairs attributable to the allottee's use, negligence, installations or damage shall be carried out by the allottee at its cost. Structural or major building repairs that are the Institute's responsibility shall be handled by the Institute, subject to the License Agreement and normal maintenance procedures.

34. The bidder/allottee shall not offer, solicit or accept any undue advantage in connection with the tender or license. The bidder shall disclose any actual or potential conflict of interest, common ownership or relationship that may affect impartial evaluation. False declarations, collusion, bid-rigging, fraud or bribery may result in rejection/termination and action under applicable law.

35. Neither party shall be liable for failure to perform an obligation to the extent caused by an event beyond its reasonable control, including natural disaster, epidemic, war, civil disturbance, government/statutory order, major utility failure or other comparable event, provided the affected party gives prompt notice and takes reasonable mitigation measures. Payment obligations for amount already due shall not be excused unless expressly agreed or required by law.

36. The allottee shall keep the shop and immediately adjoining permitted area clean and shall segregate and dispose of waste through the system specified by the Institute. Food waste, used oil, grease and other special waste shall be handled in accordance with applicable environmental/municipal requirements. A reasonable contractual penalty may be imposed only if specified in the Agreement.

37. The allottee is responsible for safeguarding its own stock, cash, equipment and movable property. The Institute shall not be liable for theft or loss except to the extent caused by the Institute's proven negligence, wilful misconduct or liability

imposed by law.

38. The parties shall first attempt to resolve disputes through written representation and, where appropriate, a meeting with the competent authority. If the dispute is not resolved within 30 days, disputes arising out of the License Agreement may be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be an independent and impartial person appointed in accordance with the Act; the Director or an officer who participated in the disputed decision shall not act as arbitrator. Nothing shall prevent either party from seeking interim relief from a competent court where legally permissible.

39. The Institute's interpretation shall not be treated as conclusive where a dispute is pending. The License Agreement shall be interpreted consistently with applicable statutes, rules, Government of India directions, and principles of natural justice. No clause shall be construed as excluding the jurisdiction of a court or statutory authority where such jurisdiction cannot lawfully be excluded.

40. Subject to the arbitration clause and any mandatory statutory forum, courts having territorial jurisdiction over the licensed premises at Jais/Amethi, Uttar Pradesh shall have jurisdiction. This clause does not exclude any jurisdiction that cannot lawfully be excluded.

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 FORM

Particular	**Bidder's quote**
Shop No.	
Reserve licence fee/month	₹_____+ applicable taxes
Quoted monthly licence fee	₹_____+ applicable taxes
Amount in words	.
Applicable taxes	As per law / tender

Financial Score = Quoted Licence Fee / Highest Responsive Licence Fee × 100

I/We submit the above unconditional monthly licence fee and agree to the QCBS financial scoring formula. The quote shall remain valid for the prescribed bid-validity period.

Authorized Signatory: _____

Date: _____

Seal