

EXPRESSION OF INTEREST

**FOR
PROVISION CUM GENERAL STORE
AT
SPA, BHOPAL**



School of Planning and Architecture
(An Institution of National Importance, Ministry of Education, Govt. of India)
Neelbad Road, Bhauri, Bhopal – 462 030 (MP)



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Neelbad Road, Bhauri, Bhopal – 462 030 (MP)

Ph: 0755-2526800 Ext. 429 Website: spahopal.ac.in

No.: SPAB/S&P/F-240/2021-22/409

Date:23/12/2021

EXPRESSION OF INTEREST **FOR** **PROVISION CUM GENERAL STORE**

This Institute intends to establish Provision cum General Store at its Bhauri campus on outsource basis for the facility and convenience of the students/staff/faculty and residents. The Grocery/ proteins/common household items/Plastics Items (Bucket, Mug etc.)/ packed food products and general daily need housekeeping items to be stocked and sold in the store in good variety, quality and quantity. **Firm shall submit the List of Items to be provided at Store.**

For details please visit our Website spahopal.ac.in. Interested bidders may submit their comprehensive proposal on or before **05.01.2022** to The Registrar, School of Planning and Architecture, Bhopal, Neelbad Road, Bhauri, Bhopal- 462 030.

The institute will provide space, electricity for running Provision cum General Store on monthly chargeable basic.

The Bidders are encouraged to conduct their own independent survey, and check the reliability, feasibility before submission of their EoI.

The Competent Authority of the Institute reserves the right to reject any or all the EoI without assigning any reason and the decision of the Competent Authority shall be final and binding.

Registrar
SPA, Bhopal

BRIEF INFORMATION

Eol No. & Dt.	Eol No. SPAB/S&P/F-240/2021-22/409 dt. 23.12.2021
1. Name of work :	Establishing Provision cum General Store at its Bhauri campus on outsource basis
2. Duration of Contract	The duration of the contract is initially for a period of 11 months and may be extended for further similar period on satisfactory performance and mutual consent of both the parties.
3. Download Eol Document	The Eol document can be downloaded from the Institute's Website: spabhopal.ac.in upto 05.01.2022 till 03:00 pm.
4. Pre-Bid Meeting	28.12.2021; 03:00 pm at Academic Block, 1st Floor, 5th Year, B.Arch. Studio, SPA campus, Bhauri, Bhopal (All interested representative of Firm/Agency/ Company/Shop may participate in the Pre-Bid Meeting)
5. Last date & time for Receipt of Eol	05.01.2022 up to 03:00 pm. The Eol received after the due date/time will not be considered under any circumstances, they stand summarily rejected, and they will be discarded.
6. Date and time of Opening of Eol (Technical & Financial Bid)	05.01.2022 at Academic Block, 1st Floor, 5th Year, B.Arch. Studio, SPA campus, Bhauri, Bhopal; Time: 04:00 pm (Interested Firm/Representative may participate)
7. To whom the Eol documents to be submitted	Eol proposals should prescribed from duly complete and signed be submitted in a sealed cover superscripting "Eol for Provision cum General Store" Address to: The Registrar, School of Planning and Architecture, Bhopal, Neelbad Road, Bhauri, Bhopal, PIN-462 030 (M.P.) by <u>speed post/ by-hand OR should be put in a Eol Box kept in at Maintenance Cell, Main Gate, SPA Campus, Bhauri, Bhopal</u>

EVALUATION OF THE EOJ

SPA, Bhopal shall follow two bid systems where the technical bid and financial bid shall be evaluated separately. The evaluation shall be done on marks scored in Technical evaluation and Financial Evaluation. The technical bid evaluation shall be done based on the following criteria:-

Criteria for Technical Evaluation for Provision cum General Store :

S. No.	Particulars	Evaluation Criteria	Document Required	Maximum Marks
1.	Firm/Agency/Company/Shop should have minimum 03 years experience in providing these services.	20 Marks for fulfill the criteria	Attach establishment document of Firm/Agency/Company/Shop for providing these services in the city.	20
2.	Firm/Agency/Company/Shop should have GSTN Registration	5 Marks for fulfill the criteria	Attach signed copy of GSTN	5
3.	Firm/Agency/Company/Shop who have an experience in running activities of similar nature in the educational institute like IITs, IISER, NITs etc. and other Educational Institutions/ State/Central Universities.	10 Marks for fulfill the criteria	Attach experience documents in relevant field.	10
4.	Turnover: Average minimum Annual Turnover of Rs. 5.00 lakh in last 3 Financial year (FY: 2018-19; 2019-20; 2020-21)	Turnover 5 Lakhs to 7 lakhs = 5 Marks Above 7 Lakhs to 9 lakhs = 10 Marks Above 9 lakhs= 15 Marks	Attach CA Certificate/Audit Balance Sheet/ITR/Other supporting documents	15
Total Maximum Marks				50

Note: [Supporting documents for all above (1) to (4) should be enclosed in proposal; otherwise marks will be awarded zero]

Firm shall submit the List of Items to be provided at Store.

The Financial bid for further evaluation will be considered only those firms who scored minimum 30 Marks in the Technical bid.

Technically qualified firms' offered number of percentage (maximum in the EoI process) in respect of minimum discount on Maximum Retail Price (MRP) will be granted 50 marks and other will be regulated proportionately.

For Example: Three Technically Qualified (X, Y & Z) Firms offered number of percentage in respect of minimum discount (10%,15% & 20% respectively). Firm (Z) offered Maximum 20% will be granted 50 marks and other will be regulated proportionately as following:

S.N.	Firm Name	Minimum discount	Marks
1.	X	10%	50/20*10=25 Marks
2.	Y	15%	50/20*15=37.5 Marks
3.	Z	20%	50/20*20=50 Marks

Total Marks secured by the Firm in Technical & Financial Bid will be the base of award of the contract. Highest One (H-1) Scored Marks in Technical & Financial Bid may consider for the award of contract. The Bidders' ranking shall be arranged depending on the marks obtained by each of the bidder both in Technical Evaluation and Financial Evaluation. In case of tie condition in Highest One (H-1) score, Institute has right to award one firm on the basis of past experience, performance & turnover. This decision shall be final binding to the firms.

If Highest One (H-1) score fails/ refused to provide services after award of Contract, Institute have right to award the contract to next eligible firm.

Technical Bid for Provision cum General Store

S. No.	Particulars	Details/Document Provided	Check List (Please Write Yes/No)
1.	Firm/Agency/Company/Shop should have minimum 03 years experience in providing these services.	Attach establishment document of Firm/Agency/Company/Shop for providing these services in the city. (Attach relevant valid documents)	Establishment document attached (Yes/No)
2.	Firm/Agency/Company/Shop should have GSTN Registration	GSTN Number:	Photocopy of GSTN attached (Yes/No)
3.	Firm/Agency/Company/Shop who have an experience in running activities of similar nature in the educational institute like IITs, IISER, NITs etc. and other Educational Institutions/State/Central Universities.	Organization From To	Copies of the Work Order Attached (Yes/No)
4.	Turnover: Average minimum Annual Turnover of Rs. 5.00 lakh in last 3 Financial year (FY: 2018-19; 2019-20; 2020-21)	Attach CA Certificate/Audit Balance Sheet/ITR/Other supporting documents	Copy of the documents Attached (Yes/No)

Signature of Authorized Signatory
and Company Seal

Technical Bid for Provision cum General Store

I hereby agree to the terms and conditions attached to the contract for starting and running the Provision cum General Store and agree to provide the discount of minimum _____% on the Maximum Retail Price (MRP) of all the Items.

Date:

Place:

Signature and Seal of the Firm

Obligations of the Firm/ Agency/Company/Shop :

1. The Firm/Agency/Company/Shop shall use only the space earmarked for a particular shop and shall not use any other space for any other purpose.
2. The Firm/Agency/Company/Shop shall not sell any unauthorized materials inside the campus such as Tobacco products, alcohol products and any hazardous products which are harmful for the campus community.
3. The Firm/Agency/Company/Shop shall be responsible for maintaining cleanliness in the allotted area at all times. All waste generated should be disposed off by the Firm/Agency/Company/Shop at their own cost and shall ensure proper discipline, hygiene and cleanliness of the shop and its surroundings according to Covid guidelines and instructions.
4. The Firm/Agency/Company/Shop shall maintain high standard of hygiene during their operation and follow the instructions in respect of COVID-19 guidelines issued from time to time.
5. The Firm/Agency/Company/Shop shall be responsible for all statutory compliance with respect to the business undertaken of Govt. of India and Govt. Madhya Pradesh including labor compliances.
6. As per the requirement items may be introduced.
7. The Firm/Agency/Company/Shop shall Display appropriate size of holding maintaining Shop Details & contact number etc.

Terms and Conditions :

1. **Tenure & Termination Clause:** Running of Provision cum General Store at SPA Bhopal will be initially fixed period of **11 months** and shall stand automatically terminated upon the expiry of the said term. Tenure may be extended further similar period on satisfactory performance and mutual consent of both the parties. An agreement will be signed between Institute and Firm. In case, the services are not found satisfactory, the agreement will be terminated by SPA. The SPA, Bhopal reserves the right to cancel the contract at any time after giving One (01) month notice. The decision of the SPA, Bhopal in this regard shall be final and will be binding on the Firm.

If the Firm/Agency/Company/Shop indulges in carrying out any unapproved activities any violation of rules of the Institute or non-compliance of any directives issued by the Institute, the SPA Bhopal is at liberty to cancel the agreement with immediate effect.

2. Subletting of the Provision cum General Store after award of work/agreement will not be permitted. If found any such incident, the contract would be immediately terminated and Security Deposit will be forfeited.
3. The Institute will not provide any other facility other than the space and electricity supply till the distribution point. The manpower and infrastructure (Display Shelf, Counter, furniture items etc.) Have to be installed by the Agency/Firm to carrying out the activities of the Store.

4. **Timings & Days of Opening:** The timing of operation of Center would be 07:00 am to 07:00 pm (all days) or mutual consent of the firm and Institute. The Center shall operate on all seven days of the week and there shall be no holiday under any circumstances unless exemption granted by the Institute Authority.
5. The successful bidder would have to make followings:
- (a) **Security Deposit: Security Deposit shall submit within 10 days after allotment order ₹20,000/- (one time in the form of FDR/Bank Guarantee in favour of 'Director, SPA Bhopal or DD in the name of "SPA Bhopal Internal Receipts".** The amount shall be returned after two months of completion of contract. If there is any damage to any property of SPA Bhopal or any payment dues to SPA Bhopal by the Firm/ Agency/Company/Shop, the SPA Bhopal shall be empowered to recover the dues from the security deposit.
- (b) **Rent Charges: ₹635/- per month (Area- 69 Sq. ft., ₹ 9.20/- per sq. ft.)+GST as applicable.**
(Firm shall be liable to pay monthly rent regularly by 7th of each successive month. Late submission of rent will be charged of Rs.100/- per day as late fee in addition to the rent). If the rent rate is revised, the revised rate will be applicable.
- (c) The monthly rent may be increased by 10% every 11 months.
- (d) **Electricity Charges:** As per actual (MPMKVVCL rates as applicable to the Institute)
(Firm shall be liable to pay monthly Electricity Charges regularly by 7th day of each successive month after receiving the bills from Maintenance Section. Late submission of rent will be charged of ₹100/- per day as late fee in addition to the electricity bill)
- A sub meter will be provided and the electricity charges on actual basis have to be paid to the Institute.
- (e) If the Firm/ Agency/Company/Shop do not vacate the allotted space after the expiry of the tenure or after one month of notice period of termination of tenure, the Firm shall be liable to pay a penalty of rupees as decided by the Institute in addition to the other charges as applicable.
6. The EoI does not constitute a solicitation. SPA Bhopal reserves the right to change or cancel the requirements at any time during the selection process of Expression of Interest (EoI). SPA Bhopal reserves the right to accept or reject any Expression of Interest (EoI) without assigning any reason and any liability or any obligation to inform the effected firms ground for action is not binding of SPA, Bhopal.
7. Any dispute arising under these terms and conditions shall be subject to the Bhopal jurisdiction.

Registrar
SPA Bhopal
