

No. UHF/Const./Tenders/2022/-1675 Dated : 4th Sept., 2023
Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni, Solan -173 230
Construction Division

EXPRESSION OF INTEREST (EOI)

Dr Y S Parmar University of Horticulture and Forestry, Nauni intends to run a tuck shop of fresh Ready-to-Serve milk products i.e. Sweets, Shakes and Bakery Products/Namkeens, etc. of popular/reputed brands and of acceptable quality from the franchisee of authorized/sole dealers of reputed brands of registered Co-operative organizations or Govt. Undertaking. Therefore, the expression of interest shall be received in this office on or before 19.09.2023 at 11.00 AM and shall be opened on the same day at 11.30 AM in the presence of intending bidder/firm or their authorized representatives who may like to be present on the schedule date and time. The prescribed Expression of Interest can be had from this office on any working day on or before 18.09.2023 upto 3.00 PM on cash payment of Rs.1000/- as for mentioned subject (Non refundable). The earnest money of Rs.3000/- in the shape of National Saving Certificate/Deposit at Call/FDR of schedule bank duly pledged in favour of Executive Engineer (D), UHF, Nauni, Solan must accompany with the EOI application form as per above mentioned documents.

In case, date of opening of tender happens to be holiday the tenders shall be opened on next working day. The undersigned reserves the right to accept/reject any/all EOI without assigning any reason. The offers shall remain open for 53 days from the date of opening of tenders. For terms & conditions visit website www.yspuniversity.ac.in and also inspect the site before submission of tenders in two separate envelopes, i.e. (i) Technical bid (ii) Financial bid.

Executive Engineer (D)

Annexure-I

EXPRESSION OF INTEREST

Subject: Expression of Interest to run a tuck shop of fresh Ready-to-Serve milk products i.e Sweets, Shakes and Bakery Products/ Namkeens, etc. of popular /reputed brands and of acceptable quality in the Dr. YSP University of Horticulture & Forestry, Main Campus at Nauni, Solan, Distt. Solan, Himachal Pradesh.

Dr. YSP University of Horticulture & Forestry, Nauni, Solan invites Expressions of Interest from the eligible agency/persons to run the following mentioned services/facility in University campus at Nauni, Solan.

S.No.	Name of Services	Area & Location	Period of Contract
1	A tuck shop for fresh Ready-to-Serve Milk products i.e. Sweets, Shakes and Bakery Products/ Namkeens, etc.	In the Ground Floor of Library building carpet area of shop 16 ½ X 12 feet size)	03 years

Interested agencies should submit their Application / Expression of Interest on prescribed format, in hard copy in a Sealed cover in two envelopes i.e. one as technical evaluation (Annexure I) and second financial offer/bid (Annexure II) on or before 19-09-2023 by 11:00 AM at Dr. YSP UHF Campus Nauni, Solan.

Address for Submission of hard copies:

Executive Engineer (Design),
O/o Estate Organization,
Dr. YS Parmar University of Horticulture & Forestry
Nauni, Solan-173230
Phone No-01792 252220
Email- eo@yspuniversity.ac.in

ELIGIBILITY CRITERIA

The vendor should have minimum 2 years' experience to run similar type of business or activity and should be a franchisee of authorized/sole dealer of reputed brands or registered cooperative organizations or Govt. Undertaking. Application of defaulter persons/agencies will be summarily rejected.

FACILITIES TO BE EXTENDED BY UNIVERSITY: -

- 1) The University will provide space (As mentioned in EO) for running the facilities at designated location.
- 2) Electricity and water charges are fixed.

OBLIGATIONS OF THE AGENCY/ VENDOR: -

1. The service provider shall use only the space ear-marked to operate the facility and shall not use any other space for any other purpose.

2. The service provider is responsible for maintaining cleanliness in the area at all times. All waste generated should be collected in separate bins (to be kept by service provider) and delivered to the nearest garbage collection Centre daily.

RENT AND OTHER CHARGES: -

1. The minimum rent will be charged @ Rs. **3,400/-** per month without GST for running the shop. GST extra as applicable.
2. Fixed electricity charges @ Rs. **2,000/-** only per month.
3. Fixed water charges @ Rs. **1,000/-** only per month.
4. Garbage charges @ Rs. **200/-** only per month.

GENERAL TERMS AND CONDITIONS FOR ALLOTMENT

1. The shop should be open from 8 am to 8 pm on all days of the week. In exigencies, the shop will be kept close as per direction of the University.
2. Commitment for providing services at competitive rates on the campus.
3. There shall be no compromise in quality of items.
4. An agreement is required to be executed by the service provider with YSP University subject to termination of contract either way by serving a prior notice of 01 month in writing and subject further to the express condition that in the event of any unlawful, antisocial and or anti- institute or unauthorized activities by the service provider having been found, the agreement shall be terminated with immediate effect by giving a prior notice 01 month to service provider.
5. Service provider will have to ensure utmost cleanliness, hygienic conditions and befitting campus like discipline at their allotted space and accessories at all times, wanton neglect of which, shall invite heavy fines including premature termination of the contract. Pest/rodent control should be done regularly. He will keep the shop in a neat & clean condition to the entire satisfaction of the EO/Medical Officer. The MO of the University will be authorized to inspection of food items and if found unfit for human consumption, will have to be removed from the University Premises at his own cost.
6. The services by the services provider shall be open to use by the University beneficiaries only. As such, the vendors (service provider) shall neither invite / entertain nor harbor any users from outside at or around the allotted space. Violation of this expressed condition shall automatically land in termination of the contract.
7. The University has right to cancel Expression of Interest at any stage. Any kind of dispute will be resolved amicably and in case of any contest, the decision of University shall be final and binding upon both the parties.
8. The service provider must take permission from Dr. YSP UHF Nauni Solan to engage Helpers etc.
9. No child labours shall be employed for servicing as per law.

10. All the rules and regulations of labors laws etc. shall be compliance by the Agency / Service provider.
11. Safety standards should be maintained. Fire extinguishers should be installed in accessible places and should be in working conditions. First aid measures should be available for emergencies.
12. Acceptance of application / Expression of interest will be intimated to the successful service provider through a Letter of Allotment (LoA) duly signed by the authorized signatory of the University.
13. No subletting / sub-contracting of work will be allowed at any stage. Service provider will have to give ethical practices certificate in prescribed Performa.
14. If found quarrelling or misbehaving with anyone or involved in any kind of anti-social activity, the contract agreement will be cancelled forthwith by the University and in such situation, agency has to vacate premises within 3days.
15. Before submitting the EOI, the Service provider must visit the University for site/facilities/surrounding inspection.
16. The University shall remain fully indemnified against any damage and any incidence arises bythe service provider.
17. No item shall be sold above the MRP and on prevailing local market rates, and the Rate List of the articles shall have to be displayed.
18. The service provider must take utmost care to not to sold the product whose expiry date is over.
19. The details terms & conditions to be executed as rent agreement will be as per Annexure-I.

TERMS AND CONDITIONS TO BE EXECUTED AS RENT AGREEMENT

1. **The allotment of the shop will be for a period of three years, subject to extendable for more three years after observing the performance annually. The 10% hike on the existing agreed/fair rent/all amenities shall be applicable in case the allotment is extended by the competent authority.**
2. The scheduled properties shall remain in absolute possession of Dr. YSP UHF Nauni Solan and the present agreement only allows the service provider to use the premises for agreed purposes.
3. The shop should be open from 8 am to 8 pm on all days of the week. In exigencies, the shop will be kept close as per the direction of the University.
4. The service provider will have to pay the fixed monthly rent fee plus GST extra @ 18% on rent, (for providing services as per Expression of Interest). The Service provider shall pay the agreed monthly rent by seventh day of every month either in cash to be deposited with the Executive Engineer (Design) or through NEFT in the University account.
5. The monthly rent shall be deposited with Executive Engineer or through NEFT upto 7th day of every month, in advance, thereafter the penalty will be charged @1% per day on monthly rent upto the last day of the month, failing which shutter of the shop will be shut down by the Estate Officer or his authorized representative on the 1st day of the next month. The penalty will not be waived-off in any case.
6. The successful bidder shall be required to furnish security deposit in the shape of FDR to be pledged in favour of the Executive Engineer (Design). The security amount will be equal to the 20% of the rent for one year, which shall be revalidated in case of execution of new contract or otherwise shall be returned by Dr. YSP UHF Nauni Solan within 30 days from the date of vacating the premises by the Service provider.
7. In case any legal dispute arises during the contract period, the same will be subject to the jurisdiction of Solan Courts.
8. If there is any damage to any property of University or any payments due to University or any demand from any authority of University arises regarding dues payable by the Service Provider, the University shall encash the Bank deposit held in security to release this payment.
9. **The Service Provider shall start operating the work / services within 15 working days from the date of LOA and shall not carry its business in any other part of the premises.**
10. The Service Provider shall obtain prior permission of Dr. YSP UHF Nauni Solan, before installing counters and fixtures in the provided space.
11. The Service Provider shall pay the fixed electricity and water charges as decided by the University.
12. Housekeeping of the allotted space will be done by the agency at their own cost.

13. It is the sole responsibility of the Vendor/Franchisee to collect the garbage and dispose appropriately. Under no circumstances, the food waste shall be disposed through the sewage pipes or the drains.
14. Use of disposable materials such as, plates, cups, glasses, spoons, straws etc. made out of plastic is completely prohibited. All items/equipment/storage/display must be contained within the allotted area.
15. If the Service Provider does not vacate the allotted space / building after the expiry of the rental period or after one month of notice period of termination of agreement, the lease/tenant is liable to pay a daily penal rent of Rs. 1000/- in addition to the rent/ other charges as applicable. The penalty will not be waived off in any case.
16. The Service Provider shall hand over the allotted shop back, along with infrastructure in original condition to the Dr. YSP UHF Nauni Solan.
17. The authority of the allotment of shop rest with the Vice-Chancellor and in case of any dispute arises out of this agreement, the Vice-Chancellor shall be the appellant authority and his decision shall be final.
18. The Service Provider shall carry out only the specified approved activities around the shop / allotted space and shall not carry any unspecified activities in contravention with the license conditions. If the Service Provider indulges in carrying out any unapproved activities the Dr. YSP UHF Nauni Solan is at liberty to cancel the license agreement by giving one month written notice to the Service Provider.
19. The Service Provider shall maintain and develop the shop / allotted space without causing any damages to its surroundings and the environment during the period of license.
20. That the Service Provider shall maintain and develop the shop / allotted space as per the approved specifications of the Dr. YSP UHF Nauni Solan, and in the event if the Service Provider committing any violation of the terms and conditions of the agreement, the Dr. YSP UHF Nauni Solan is at liberty to revoke this agreement by giving one month written notice the Service Provider.
21. The Dr. YSP UHF Nauni Solan reserves the right to revoke the License after giving one month written notice to the Service Provider and also the right to inspect and control the development and operational work undertaken by the Service Provider at all times and the Service Provider shall obey the orders and directions issued by the Dr. YSP UHF Nauni Solan.
22. The Service Provider shall carry out the activities in allotted space / shop as per the law, regulations for the Dr. YSP UHF Nauni Solan and the Government for the time being in force and shall not carry out the activities in contravention of the same and in the event of any violation of the rules, regulations, bylaws of the Dr. YSP UHF Nauni Solan and law of the country, the first party is at liberty to revoke the License without assigning any reasons.
23. Complete hygiene and Cleanliness has to be maintained in the shop / allotted space. Any litter thrown anywhere in the area due to the activities of the Service Provider has to be cleared / collected by the Service Provider only.

24. The Service Provider shall ensure that no Cigarette and other Tobacco product shall be sold from the premises, which is prohibited to be sold within the premises of an educational institute.
25. The successful Service Provider shall have to enter into an Agreement with the Dr. YSP UHF Nauni Solan for the purpose on Non-Judicial Stamp paper of Rs. 50/-. The cost of agreement shall be borne by the Service Provider.
26. All the products/ items to be provided should be served fresh and hot or fresh and cold, as appropriate. The vendor should ensure that no stale items are sold.
27. It is mandatory that norms of hygiene as prescribed by FSSAI are required to be maintained by all services dealing with food. Violation of the norms may lead to immediate closure. Purified UV and RO treated water should be supplied for drinking purposes wherever required. If the Agency / service provider agreeing the above terms and conditions, satisfying the above eligibility conditions and interested in running the above activities should give the following documents and information along with the Expression of Interest.
 - (a) Company profile (background) including contact details (address, Telephone, Email ID, detail of branches if any) in prescribed format (Annexure-II) and other relevant document as per Annexure - III
 - (b). The Expression of Interest (EOI) complete in all respects with stipulated documents, should be submitted and addressed to The Estate Officer, Dr. YSP UHF Nauni Solan, in a sealed cover by super scribing the envelop with 'Expression of Interest (EOI) to run a tuck shop of fresh Ready-to-Serve milk products i.e Sweets, Shakes and Bakery Products/ Namkeens, etc. of popular /reputed brands and of acceptable quality.
 - (c). All papers of the Expression of Interest (EOI) should be signed and stamped by the authorized signatory of the agency / service provider.

Expression of Interest shall be received in this office on or before 19-09-2023 at 11:00 AM and shall be opened on the same day at 11:30 AM in the presence of intending bidder/firm or their authorized representatives who may like to be present on the schedule date and time. The prescribed Expression of Interest can be had from this office on any working day on or before 18-09-2023 up to 3.00 PM on cash payment of Rs. 1,000.00 as for mentioned subject (Non refundable). The earnest money of Rs. 3,000.00 in the shape of National Saving Certificate / Deposit at Call / FDR of scheduled bank duly pledged in favour of Executive Engineer (Design), UHF Nauni, Solan must accompany with the EOI application form as per above mentioned documents.

In case, date of opening of tender happens to be holiday the tenders shall be opened on next working day. The undersigned reserves the right to accept / reject any / all EOI without assigning any reason. The offers shall remain open for 53 days from the date of opening of tenders, for other notices our website www.yspuniversity.ac.in can be visited.

**(On the Letter Head of the Firm)
PROFORMA FOR APPLICATION**

Personal Information:

1.	Name of Vendor/bidder	
2.	Complete Address of the Vendor/bidder	
3.	Date of Registration of Firm, if any	
4.	Copy of FSSAI License for the concerned authority	
5.	PAN Number	
6.	Month and year of Establishment	
7.	Authorized Distributor / Franchiser / Sole dealer/ Cooperative organizations/ Govt. Undertaking of Specific brand and attach certificate	
8.	Email id and mobile number	
9.	Other information	

Details of work experience: (contract copy to be enclosed)

S.No.	Worked With (Name of Organizations)	\Period	
		Fro m	To

I/We hereby submit the proposal to run a tuck shop of fresh Ready-to-Serve milk products i.e Sweets, Shakes and Bakery Products/ Namkeens, etc. of popular /reputed brands and of acceptable quality at Dr. YSP University of Horticulture & Forestry Nauni, Solan (HP). I/We undertake to agree to all terms and conditions of the document. It is certified that our firm fulfils the eligibility criteria mentioned by the University in EOI. Supporting documents of all the above information are also attached

Date:

Signature of the Vendor/Bidder with stamp / seal

Documents to be attached:

- PAN
- Firm/Company Registration Certificate.
- GST Certificate, if any.
- Other Statutory Registrations/Licenses, if any.
- Experience details, along with supporting contract copies
- Valid FSSAI License to sell the food items
- Any other document as required under other provisions of this EOI document and not mentioned herein above.

Note: The bids are evaluated on following basis

Evaluations Criteria for EOI

The evaluation will be done taking into consideration the rent quoted by the bidder and marks obtained by the bidder in technical evaluation. Qualifying marks will be 60.

The contract will be awarded to the responsive bidder on highest rent basis (H1 Bidder)

Particulars for evaluation:

- | | | | |
|----|---|-----------|----------|
| A) | Number of year in operation (attach registration certificate): | Max Marks | 30 |
| 1. | 2 years | | 15 Marks |
| 2. | Above 2-10 Years | | 25 Marks |
| 3. | Above 10 years | | 30 Marks |
| B) | Field Visit by the UHF Committee | Max Marks | 40 |
| C) | Number of Units in operation (provide list of units with address) | Max Marks | 30 |
| 1. | 1 | | 15 Marks |
| 2. | 2-3 | | 20 Marks |
| 3. | Above 3 units | | 30 Marks |

Total Score: 100

Qualifying marks: 60