

भारतीय सूचना प्रौद्योगिकी,
अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING, KANCHEEPURAM**
Melakottaiyur, Chennai – 600 127, Tamil Nadu, India.



**NOTICE FOR INVITING TENDER TO RE-DEVELOP AND
OPERATE THE DEPARTMENT STORE AT IIITDM
KANCHEEPURAM**

Notice Inviting Tender (NIT)

Indian Institute of Information Technology, Design and Manufacturing Kancheepuram (IIITDMK) invites under open tender enquiry (OTE) in short notice of sealed quotations in two bid systems through the box provided, for the following service.

1.	Service	To Re-Develop and Operate the Department Store at IIITDM Kancheepuram
2.	Tender Enquiry No.	IIITDMK/2025-26/GSS/ENQ/Dept./10
3.	Tender publishing date	25.11.2025
4.	Site Visit	04.12.2025 between 09:00 hrs. and 11:00 hrs.
5.	Pre-Bid Meeting	04.12.2025 at 12:00 noon
6.	Bid submission date and time	09.12.2025 and 14:00 hrs.
7.	Bid opening date and time	09.12.2025 and 15:00 hrs.
8.	Place for submission of bids	Sealed bids are to be placed in a larger envelope superscribed Bid for Tender No. and dropped in the tender box kept in the ground floor of the Administration building at the Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram, Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600 127.
9.	Duration of Contract	03 years
10.	Earnest Money Deposit (EMD)	All participating vendors have to submit an EMD of ₹ 35,000/- (Rupees thirty-five thousand only)

Important:

- All communications are to be addressed in the name of the Registrar, IIITDM Kancheepuram, only and not in the name of any officer, and emails have to be sent to the official email ID gss@iiitdm.ac.in.
- The right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reason thereto vests with IIITDM Kancheepuram without any obligation or liability whatsoever.
- Detailed tender notice can be downloaded from the website of the Institute at: <https://www.iiitdm.ac.in/tender>.

GENERAL INSTRUCTIONS TO THE BIDDERS

1. IIITDM Kancheepuram invites bids under Open Tender Enquiry (OTE) and two bid system to Re-develop and Operate the Department Store at Institute Campus. Bid along-with supporting documents, EMD (in form of DD in favour of “The Registrar, IIITDM Kancheepuram” payable at Chennai) shall be submitted in separate sealed envelopes and then encased inside one sealed envelope super scribed ‘**Technical Bid documents to Re-develop and operate the Departmental store at IIITDM Kancheepuram**’. All the pages of this tender document along with necessary annexures (as applicable) duly signed and stamped, will form the technical bid.
2. **The Price Bid** as per the format annexed with this tender document, should be duly filled, stamped and signed by the authorized signatory of the agency/firm/company and sealed in a separate envelope super scribing ‘**Price Bid to Re-develop and operate the Departmental store at IIITDM Kancheepuram**’.
3. The Technical Bid and the Price bid shall be sealed in one envelope super scribing ‘**Bids to Re-Develop and Operate the Department Store at IIITDM Kancheepuram**’.
4. The both technical and price bids shall be opened as per the schedule placed at Admin Building of the Institute. IIITDM Kancheepuram reserves the right to reject any or all the tenders/bids without assigning any reason thereof.
5. The tender to re-develop and operate the Departmental store at IIITDM Kancheepuram shall initially be awarded for a period of **THREE YEARS** from the date of award of the contract. However, the tender may further be extended for a period of two more years (on a year-to-year basis) at the discretion of the IIITDM Kancheepuram. It may also be noted that the rates quoted by the firm (except minimum wages component & statutory payments), terms & conditions of the tender document shall remain unchanged during the currency of the contract and extension period, if any.
6. The details of information to be provided along with the bid, tentative penalties, and other instructions are appended in **Annexure A–E** to this document.

Terms and Conditions for Departmental Store Tender
(For Setting Up and Operation within the Institute Campus)

1. Eligibility Criteria

- a) The bidder must be a registered legal entity (Proprietorship / Partnership / Pvt. Ltd. / LLP / Cooperative Society).
- b) Minimum **3 years of experience** in running multi-service departmental stores.
- c) Preference to bidders with experience in educational or institutional campuses.
- d) Possession of valid registrations/licenses such as GST, FSSAI, Trade License, etc.
- e) Should not have been blacklisted by any Government or public institution.
- f) The vendor should have been registered with the Tamil Nadu Government for running a Shops Licence in the state.

2. Development of Site by the successful Bidder

- a) The bidder will be provided with a space of size **138 sq. mtr.** (drawing is enclosed in Annexure 'E').
- b) The bidder needs to design and develop the site with internal infrastructure,
 - i. False Ceiling and Rat Proofing
 - ii. Electrical Fittings and Wiring
 - iii. Interior Furnishing and Fixtures
 - iv. CCTV Installation
 - v. Wi-Fi/Internet facilities for printing and DTP works
- c) The bidders are to be provided a "DETAILED PLAN" with estimated expenditure for these works as per Annexure 'B'.
- d) A detailed development plan/proposal should be submitted for presentations.

3. Scope of Services

The Departmental Store must provide the following services:

a) General Items Supply:

- Groceries, daily essentials, toiletries, beverages, personal care, cleaning products, etc.

b) Fresh Fruits and Vegetables:

- Daily availability of fresh and good-quality fruits and vegetables.

c) Provisions:

- Pulses, cereals, spices, oils, flours, and other kitchen essentials.

d) Photocopy & Printing Services:

- Black & white and colour photocopying.
- Printing (in all sizes), document scanning and DTP works.
- Spiral binding, lamination, and stationery items.

e) Packed Food Items:

- Supply of properly packed, labelled, and FSSAI-approved ready-to-eat food, snacks, bakery products, etc.

f) Food Vending Machines:

- Installation and operation of automatic food/beverage vending machines at suitable locations within the store premises, with prior approval of the Institute.
- Vending machines must comply with health, hygiene, and safety standards.

4. Selection Process

- a) The technical bids of all bidders will be evaluated according to the terms and conditions of “Eligibility Criteria and Development of Site” in Annexure A and Annexure B, respectively.
- b) Vendors with eligibility will be called for a presentation to discuss the development plan.
- c) A committee will recommend the feasible design and plan from the presentations made by the bidders.
- d) Designs, site development plans not recommended by the committee will not be considered for the opening of financial bids.
- e) *Presentation date and time will be intimated separately.*

5. Obligations of the Contractors

- a) **After completion of the contract, the contractor shall transfer the developed space and infrastructure to the institute.**
- b) Operation of the space must be strictly restricted to the boundaries of the space allotted, and any violations are subject to a suitable penalty.
- c) The bidder shall be liable to pay both Electricity and Water usage charges incurred at the allotted retail space based on actual meter reading.
- d) The renovations and other maintenance during the lease of the retail space shall be a liability of the bidder.

6. Rental and Other Charges

- a) The successful bidder shall pay a **monthly license fee/rent** plus GST as applicable, as quoted by the vendor.
(Note: as per the fair rent calculation, quotation below Rs. 18,000/- will be summarily rejected).
- b) Electricity charges will be payable based on actual consumption, as per meter readings or Institute norms.
- c) Water Charges at Rs. 200/- per month.

7. Security Deposit/ Earnest Money Deposit

- a) For the successful bidder, EMD will be converted into a security Deposit and will be retained with IIITDM Kancheepuram till the expiry/termination of the contract.
- b) Security deposit will be refunded after satisfactory performance of the work and on completion of all obligations by the bidder without interest.
- c) The earnest money of unsuccessful bidders will be returned to them without any interest after awarding the contract.

8. Contract Period

- The contract period to run the Departmental store at IIITDM Kancheepuram shall initially be awarded for a period of **THREE YEARS** from the date of award of the contract. However,

the tender may further be extended for a period of two more years (on a year-to-year basis) at the discretion of the IIITDM Kancheepuram.

- The store premises are Institute property; no tenancy rights are granted.

9. Operational Guidelines

- a) The store shall operate on all working days during the timings specified by the Institute.
- b) Acceptance of digital payments (UPI, Debit/Credit cards) is mandatory.
- c) Sale of banned/prohibited items (alcohol, tobacco, narcotics, etc.) is strictly forbidden.
- d) Pricing must not exceed MRP; discounts can be offered at the store's discretion.
- e) Packed food items should be fresh, of reputed brands, and within shelf life.
- f) Fresh produce and vegetables must be hygienically displayed and frequently restocked.
- g) Photocopy and DTP works to be provided.

11. Maintenance and Cleanliness

- a) The store and vending machines must be well-maintained, clean, and hygienic at all times.
- b) Any modification or addition to the store or vending equipment requires prior Institute approval.

12. Manpower and Conduct

- a) Store staff must be courteous, properly uniformed, and carry ID cards.
- b) Misbehaviour, overcharging, or exploitation of customers will invite disciplinary action.
- c) The Institute reserves the right to request the removal of any undesirable staff.

13. Statutory Compliance

The store operator must comply with all applicable laws:

- Labour Laws, GST, FSSAI, Shops and Establishments Act, Fire Safety, etc.
- Insurance (fire, theft, public liability) to be obtained at the operator's cost.

14. Termination Clause

- a) Either party may terminate the contract with **3 months' prior notice** in writing.
- b) The Institute may terminate the contract immediately for violations of terms without compensation.

15. Penalties / Fine

(The penalty will be levied payable to the contractor in case of violation/s)

Sl No	Violation	Penalty per complaint
1.	Three or more violations of any other tender term not mentioned below.	Rs.5,000/-
2.	Selling substandard / spurious/prohibited or expired items.	Rs.5,000/-
3.	Three or more instances of poor maintenance/tampering with institute property.	Rs.5,000/-

4.	Three or more instances of reported use of single use plastic.	Rs.5,000/-
5.	Improper disposal of plastics / waste material	Rs 1000/-
6.	Three or more complaints related to cleanliness in a day/week.	Rs.5,000/-
7.	Three or more non adherence to the timings mentioned in the tender.	Rs.5,000/-
8.	Three or more instances of changes in listed items without permission of the Institute	Rs.5,000/-
9.	Three and more noncompliance with workers dress Code / Uniform	Rs.5,000/-
10.	Damage to Institute infrastructure	Rs.5,000/-
11.	Possession/consumption of alcohol/tobacco products	Rs. 50,000/-
12.	Sales of Tobacco / Alcohol	<ul style="list-style-type: none"> • Rs. 1,00,000/- • Immediate Termination of Contract and • Blacklisting for 3 years

16. Prohibited Practices

- Subletting or transferring store operation rights is strictly prohibited.
- Use of the premises for unauthorised activities is not allowed.

17. Dispute Resolution

Disputes, if any, will be subject to amicable settlement. If unresolved, they will fall under the jurisdiction of the courts at Chengalpattu.

18. Force Majeure

Neither party shall be held responsible for failure or delay caused by events beyond their control (natural disasters, war, strikes, etc.).

S/D

कुलसचिव/Registrar

भा सू प्रौ अ एवं वि संए कांचीपुरम/ IITDM Kancheepuram

TECHNICAL BID CHECKLIST DETAILS ABOUT THE BIDDER / COMPANY

Sl. No.	Description	Fill in the details by the bidder
1.	Name and address of applicant	
2.	Telephone No./Email address	
3.	Registered legal entity (Proprietorship / Partnership / Pvt. Ltd. / LLP / Cooperative Society) (Attach the document).	
4.	Proof of experience certificate for running multi-service departmental stores for 3 years	
5.	Proof of attested copies of the following	
	Shop Licence from the TN State Government	--mention the registration number--
	GST Registration	--mention the registration number--
	FSSAI Registration	--mention the registration number--
	PAN	--mention the registration number--
6.	Have you or your constituent partner(s) been debarred/blacklisted from tendering in any organisation at any time? If so, give details (format as Annexure C)	
7.	Experience in educational or institutional campuses in running Departmental Stores (Attach the work order).	Institute Name: Tenure:
8.	EMD: ₹ 35,000/- DD in favour of "The Registrar, IIITDM Kancheepuram" payable at Chennai	DD Number..... Dated..... Bank

Date:

Signature with Seal of Authorised Signatory

Place:

Proposed Site Development and Design

Sl. no.	Name of the work	Estimated Expenditure (in Rs.)	Attach a detailed plan and estimate in the end
1.	False Ceiling and Rat Proofing		
2.	Electrical Fittings and Wiring		
3.	Interior Furnishing and Fixtures		
4.	CCTV Installation		
5.	Wi-Fi/Internet facilities for printing and DTP works		
6.	Layout Plan		

Date:

Signature with Seal of Authorised Signatory

Place:

SELF DECLARATION – NON BLACKLISTING

(to be submitted on the letterhead)

Date:

To,
The Registrar
IIITDM Kancheepuram

Ref: Tender to Re-develop and Operate the Department Store at IIITDM Kancheepuram

Dear Sir,

In response to the Tender Document to Re-develop and operate the Department store at IIITDM Kancheepuram, I/ We hereby declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future against any other tender.

Yours faithfully,

Place:

Date:

Signatures

Name

Seal of the Organisation

PRICE BID

Sl. No.	Description	Rate offered (INR) per Month	
		(In Numeric)	(In Words)
1.	Monthly License Fee/ Rent to Re-develop and operate a Department store at IIITDM Kancheepuram		

Note: -

1. The bidder is to acquaint himself with the scope of work, all terms and conditions & penalty details, etc. of the tender document before quoting the rates.
2. *The highest bidder will be given the contract to re-develop and operate the Department store.*
3. As per the fair rent calculation, quotations below **Rs. 18,000/-** will be summarily rejected.
4. Electricity and Water Charges are applicable as mentioned in the terms.
5. GST extra as applicable.

Date:

Place:

Signature of the Contractor with seal