

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK, (M.P.) 484887



BID DOCUMENTS FOR ALLOTMENT OF SHOPS AT LALPUR CAMPUS, AMARKANTAK

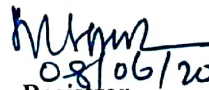
Tender No. IGNTU/2026/Shops/.....107

Date: - 12/06/2026

Last Date for submission of Bid : As per GeM Schedule
Date & Time for opening of Bid : As per GeM Schedule
Submission of Bid : Through GeM Portal

Bid submitted for the Shop :
IGNTU, Lalpur, Amarkantak (M.P)

Separate tender shall be submitted through GeM Portal for individual shop along with required EMD and tender processing fee as defined in the tender document.


08/06/2026
Registrar

Indira Gandhi National Tribal University
Amarkantak, Lalpur- 484887, Distt- Anuppur (M.P.)
Email: registrar@igntu.ac.in
Website: {http://www.igntu.ac.in}



NOTICE INVITING TENDER
FOR THE ALLOTMENT OF AT IGNTU, AMARKANTAK CAMPUS

IGNTU invites Bids through GeM Portal from reputed bidders / firms under two bid system (Technical & Financial) for running the **Shops** as per the details given below at the IGNTU Campus for the period of 11 (eleven) months, which is extendable further two times in a spell of 11 months with 10% enhancement of rent/ license fee on satisfactory performance and mutual consent. Bid documents can be downloaded from **www.igntu.ac.in** to fill-up the bid for **Allotment of Shops**. Financial bids of the qualified bidders shall be opened as per GeM Policy.

- Technical bid containing all eligibility documents, Tender Processing Fee and EMD must be submitted on GeM Portal as per the date and time mentioned. The bid will be stand rejected if, the bidder is found ineligible.
- Financial Bid of technically qualified bidders only shall be opened. The bid shall be evaluated on highest quoted rent (H1) among the qualifying bidders shortlisted after technical evaluation. The highest quoted rent (H1) will be considered for award of the contract, as per GeM policy.
- **The details of shop is as follows-**

Sr. No.	Shop's Place	Shop Title	EMD In Rupees	Shop Area	Minimum License Fee (Per Month)
1	Shop No. 2, Transit House	Bakery Shop	40,000.00	268 Sqft.	10,000.00
2	Shop No. 3, Transit House	Grocery Shop	40,000.00	268 Sqft.	10,000.00
3	Shop No. 4, Transit House	Cosmetics & Garments Shop	40,000.00	268 Sqft.	10,000.00
4.	Shop near CBI ATM	Grocery & General Stores	40,000.00	153 Sqft.	5,000.00
5.	Shop near CBI ATM	Photocopy & Stationery Shop	20,000.00	153 Sqft.	5,000.00
6.	Shop near CBI ATM	Fruit and Vegetable Shop	20,000.00	153 Sqft.	5,000.00
7.	Shop near CBI ATM	Medical Shop	10,000.00	153 Sqft.	5,000.00
8.	Photocopy & Stationery Shop at Central Library	Photocopy & Stationery Shop	20,000.00	163 Sqft.	10,000.00


Registrar 08/10/2026.

Indira Gandhi National Tribal University,
Amarkantak (M.P.)

Chapter – 02 (Condition of Contract)

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY (IGNTU), AMARKANTAK, (M.P.)

Sealed bids are invited from the Firms/Agencies/Individuals for **running the Shop** at the IGNTU Campus.

A. Eligibility Criteria: Technical bid containing all eligibility documents and EMD must also be submitted as per the GeM Schedule.

- a. An individual/ Proprietor firm or Partnership having valid PAN Number.
- b. GST Number should be furnished (attach copy of the registration certificate).

B. Tender Fee – Tender processing fee NIL.

- a. **Earnest Money-** The earnest money is to be deposited for each Shop separately as defined in the table for each shop mentioned at (Chapter-1) through online in favour of “Indira Gandhi National Tribal University, payable at Account No. 6752101000027 IFSC Code: CNRB0006752, Canara Bank, IGNTU Campus, Amarkantak Branch (Branch Code-6752), M.P. – 484887. Receipt of payment (UTR NO./Deposit Receipt) copy must be submitted with the Bid Document. This is kept with the “Technical Bid”. The bid without EMD will be summarily rejected. Exemption shall be allowed as per Rule 170 of GFR-2017.
- b. Earnest money of the unsuccessful bidder(s) shall be **refunded within 30 days** of the completion of the bidding process on the written request of the bidder.
- c. EMD of successful bidder will be retained as Performance Security.
- d. No interest shall be paid on Earnest Money.
- e. Earnest money shall stand forfeited
 1. If the bid is withdrawn at any time before the validity period,
 2. If the successful bidder fails to execute the contract and / or does not deposit the Performance Security within the stipulated period.
 3. EMD is to be kept with “Technical Bid”. The quotation without EMD will be summarily rejected.

C. A copy of PAN (Permanent Account Number), Aadhar No., Shop Registration/ EPF registration (if required) and any other documents as required shall be submitted.

D. Incomplete bid will not be entertained.

E. Evaluation Criteria

- (a) A Committee of the University will examine and evaluate the TECHNICAL BIDS.
- (b) The Financial Bids of the technically qualified firms/agencies/individual shall be opened to evaluate their bids on GeM Portal.
- (c) The Technically qualified agency / bidder whose total Amount of there in the “FINANCIAL BID” is highest shall be allotted the shop to the specified job as mentioned in the tender document on GeM Portal.

F. Other Terms and conditions -

1. If any information furnished by the agency is found to be incorrect or false at any time, the bid will be liable to be terminated without any notice and the earnest money shall be forfeited.

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08/06/2028

Signature & seal of bidder

2. The Competent Authority reserves the right to shortlist/reject any or all bids and accept the whole or any part of the bid without assigning any reason at any stage. Defaulter of IGNTU, Amarkantak is not eligible to participate in this tendering process.
3. The allotment shall be initially for a period of 11 (eleven) months and can be extended further two more terms (each 11 months) with enhancement of 10% of the rent / license fee subject to the satisfactory performance and mutual consent.
4. The University reserves the right to terminate the contract without assigning any reason by giving the agency one month's notice of its intention to do so and on the expiry of the said period of notice, the contract of agency shall come to an end without prejudice to any right or remedy.
5. The space shall be vacated within 15 days by the licensee on expiry / termination of the contract, failing which the material / equipment lying in the premises shall be forfeited.
6. The successful agency shall indemnify the University against all damages / charges and expenses for which the University may be held liable or pay on account of the negligence of the agency or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all damages and demands thereof.
7. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and condition of the tender / or otherwise will be subject to jurisdiction of High Court of Madhya Pradesh, Jabalpur (M.P.).
8. **Penalty Clause:**
 - i. All equipment's / machines / furniture etc. can only be installed in the space allotted by the approval of the University. The selected agency shall not use the open space in front of the shop area for any of installation of machines / equipment's without the approval from the competent authorities. If found so, a penalty of 10% of monthly rent may be imposed.
 - ii. Single use of plastics is totally prohibited. If the agency found so, penalty shall be imposed as per decision of the Competent Authority.
 - iii. If the shop is closed for more than three days without intimation, attract penalty as per decision of the Competent Authority and / or termination of agreement.
 - iv. Successful bidder will have to maintain the high standards of quality & hygiene during its tenure in the University. Failing which attract penalty as per decision of the Authority.
 - v. Waste disposal is the responsibility of the licensee. All biodegradable and non-biodegradable waste has to be segregated at source (by not mixing with biodegradable wastes). No wastage should be thrown out of the shop and surrounding premises. Non-compliance of waste disposal will invite penalty. Licensee, under no circumstances, shall dispose plastic and food waste into the drainage. Damages caused to the drainage system etc., which will result in appropriate repairs will be recovered completely from the licensee.
 - vi. To avoid any kind of conflict of interest, shops will not be allotted to any employee and their relatives (permanent and contractual), and University student.
9. **Performance Security:** The successful agency to whom the shop will be allotted shall have to submit a Security Deposit equivalent to 05 times of monthly rent (rounded to nearest 100, if needed) through online in University bank account within 15 days at the time of award of work, which is refundable on satisfactory completion of contract. No interest will be payable on this security deposit money. If the bidder fails to pay security deposit within 15 days of issue of allotment letter, the allotment will stand cancelled. In that event, the EMD will be forfeited. Such bidder is liable to be blacklisted by the University.
10. In case of any breach of contract, the Security amount shall be liable to be forfeited.



11. In lieu of electricity charges the licensee has to deposit 30% of the amount of the annual license fee. In the event of non deposition, the said amount shall be adjusted against the same.
12. The licensee or his workers shall not stay in the premises after working hours. But for any exigency, the approval of the Security Officer may be taken in advance.
13. The University Authorities has the right to free access the Shop such as Proctor, Dean, Academics/ Deans, Registrar, Store & Purchase Section or anybody nominated by the Competent Authority.
14. The Agency shall be responsible for maintenance and proper upkeep of the space allotted to it. No agency will be allowed to use the space outside the allotted area. The successful bidder will make necessary arrangements him/herself with regard to **waste disposal** so that hygienic conditions in and around the shops are maintained. Failing which, the penalty shall be imposed @ 10% of the monthly rent.
15. The bidder will be responsible for the damages caused to the University property due to his negligence and the cost of repair / replacement shall be recovered from the bidder.
16. In case of any complaint about the bidder and their workers misbehavior, harassment etc., the University Administration has the right to terminate the contract by giving one month notice in writing before the expiry of the stipulated period of contract. In such case, the security deposit shall be forfeited and the bidder will be debarred in participating any future bidding process in the University, and also legal process will be initiated by the university administration.
17. The bidder shall not sublet the shops further to any party. If, found so, the University shall cancel/terminate the contract with immediate effect.
18. I-cards to the successful bidder and his supporting staff shall be issued by the bidder itself and workers with valid I- card only will be allowed inside the campus and the ID should be properly displayed.
19. The furniture / counters etc. shall be installed by agency on its own cost.
20. University advises all the interested parties to visit the site before filling up their bid, so as to make themselves aware about the ground position and / or any clarification / information if they so desire. All the agencies will be required to understand the requirement of University staff and students for which the facilities need to be setup. Rates will have to be displayed prominently at the shop.
21. The Rodent / Insect / Pest management inside the shops premises is completely dependent on the licensee. The licensee needs to check on the Rodent / Insect / Pest management on their own cost. University shall not be responsible or entertain any of the claims due to damages caused by the rodents / insects / pests.
22. The Successful bidder shall apply and submit the valid Contractor All Risk Insurance copy in respect to the shop allotted to the University.
23. University shall not be liable for any business loss of licensee.
24. The licensee shall make sure that printed bills with GST are provided to purchasers on every purchase. If the qualified bidder fails to provide the printed bills for the purchases, then the agreement may be cancelled for non-adherence to the government norms and security deposit shall be forfeited.
25. An agreement has to sign with the University by the awardees.
26. The performance shall be monitored on a regular basis and licensee should have to attend and not by other. All recommendations made in the meeting shall be notified to the licensee, who must strictly comply with the same.
27. The shop shall not construct or make any structural/electrical alterations or install additional fittings inside the premises of the work place without prior approval from the University.



Signature & seal of bidder

28. The licensee shall maintain a register with name, age and address of all their employees working at IGNTU, Amarkantak premises and submit the same to the Security Officer after obtaining allotment. The licensee must report any changes in their list of employees to the Security Officer immediately.
29. The University Authority shall have right to inspect the items sold in the shop. If any substandard or unauthorized items, the licensee shall be penalized @ 10% of the monthly rent.
30. The selling price should not be more than the MRP or prevailing market rate (whichever is lower). Failing which liable for termination of contract and forfeiture of Performance Security. Maximum discount @ 5% shall be provided to the buyer.
31. The awardee shall not be allowed to involve themselves(s) in any other activities/business, otherwise liable for termination of contract and forfeiture of Security Deposit.
32. Existing shopkeepers who have not paid license fee (monthly) and other applicable charges as per rules and regulation of University cannot apply for tender. The bidders who are already rendering their services in the University have to submit their No dues certificate with respect to rent, electricity, water and license fee (if any) to the University before applying for any of the present and upcoming tendering process. Failing so, the bidder shall not be permitted to participate in the tendering process which may further lead to blacklisting the firm.
33. The licensee shall maintain a minimum charges (License fee) in his/her account for clearing dues by NACH on and before 5th of every month, failing which applicable penalty charges will be levied from vendor.
34. If license is unable to follow criteria 34, he/she shall have to vacate the shop within 3 months. The licensees shall have to obtain NoC before vacating the shop.

Place:.....
Dated:.....

Signature of bidder (s)
With Name and seal



Chapter - 03 (Schedule of Requirement)

Sl No.	Shop Place	Shop Title	Requirements
1	Shop No. 2, Transit House	Bakery Shop	The licensee has to supply bakery items required in the University campus. If, it is not available in the stock at present time, the licensee has to manage to provide the required items on the next day. The shop shall be opened daily at 08:00 AM and closing time of the shop will not exceed beyond 10:00 PM.
2	Shop No. 3, Transit House	Grocery Shop	The licensee has to supply grocery items required in the University campus. If, it is not available in the stock at present time, the licensee has to manage to provide the required items on the next day. The shop shall be opened daily at 08:00 AM and closing time of the shop will not exceed beyond 10:00 PM.
3	Shop No. 4, Transit House	Cosmetics & Garments Shop	The licensee has to supply cosmetics and garments items required in the University campus. If, it is not available in the stock at present time, the licensee has to manage to provide the required items on the next day. The shop shall be opened daily at 08:00 AM and closing time of the shop will not exceed beyond 10:00 PM.
4	Shop near CBI ATM	Grocery & General Stores	The licensee has to supply grocery items required in the University campus. If, it is not available in the stock at present time, the licensee has to manage to provide the required items on the next day. The shop shall be opened daily at 08:00 AM and closing time of the shop will not exceed beyond 10:00 PM.
5	Shop near CBI ATM	Photocopy & Stationery Shop	The licensee has to supply stationery items required in the University campus. If, it is not available in the stock at present time, the licensee has to manage to provide the required items on the next day. The shop shall be opened daily at 08:00 AM and closing time of the shop will not exceed beyond 10:00 PM.
6	Shop near CBI ATM	Fruit & Vegetable Shop	The licensee has to supply the required fruits and vegetables in the University campus. If, it is not available in the stock at present time, the licensee has to manage to provide the required items on the next day. The shop shall be opened daily at 08:00 AM and closing time of the shop will not exceed beyond 10:00 PM.
7	Shop near CBI ATM	Medical Shop	The licensee has to supply the required medicines in the University campus. If, it is not available in the stock at present time, the licensee has to manage to provide the required items on the next day. The shop shall be opened daily at 08:00 AM and closing time of the shop will not exceed beyond 10:00 PM.
8	Photocopy & Stationery Shop at Central Library	Photocopy & Stationery Shop	The licensee has to supply stationery items required in the University campus. If, it is not available in the stock at present time, the licensee has to manage to provide the required items on the next day. The shop shall be opened daily at 08:00 AM and closing time of the shop will not exceed beyond 10:00 PM.

Place:.....

Dated:.....

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Signature of bidder(s)

With Name and seal

Signature & seal of bidder

Chapter -04 (Technical Details)

TECHNICAL BID

ForShop		Information	
Sl. No.	Description		
1	Name of the Bidder		
	Complete Address		
	Phone:	Mobile Phone:	
2	License No:	Registration No:	
	PAN:	GSTIN :	
	Aadhar No. (Enclose copies of the above)		
3	Registered Office Address		
4	Proof for payment of income tax and GST (last three years) (copy of income tax and service tax payments to be enclosed) (avoid if a start-up)		
5	Declaration about the shops/facilities operated elsewhere (Enclose list of shops/facilities handled up to latest, and ongoing work separately with all the relevant documents) (List to be included with name and the duration, type of service provided etc) if applicable.		
6	Details of Earnest Money Deposit (copy attached)		
7	Whether Quality Certification obtained for the Service provided.		
8	No. of Employees: Regular	Temporary	
9	Criminal proceedings, if against any, the bidder	Yes/ No (if yes, details to be furnished)	

Note:

- i) Separate tender document shall be submitted for individual shop along with required EMD and tender cost.
- ii) Any correction in the bid document shall be fully signed by the authorized signatory.
- iii) All pages of the tender documents should be fully signed by the authorized signatory.

I / We, the undersigned being the agency as mentioned above, hereby apply to the University for Allotment of Shop for running the Shop, Name & Number mentioned on top of the application at IGNTU Campus in accordance with the terms and conditions of the Bid documents. I / We have read and understood the terms and conditions of the Bid documents and hereby unconditionally accept the same. The terms and conditions of the document and Bid documents are also signed and being submitted with the bid form.

Place:.....

Date:.....



(Signature of the bidder)
With Name and seal

Signature & seal of bidder

Chapter – 05 (Price Schedule)

Financial Bid

ForShop

Name and full Address of the quoting form:

Telephone No :

E-mail address (If any)

Name of the shop:

Amount which the firm / individual : Rs. (in figure).....
offers the rent/ licence fee per month Rupees (In words).....

I / We, the undersigned being the agency as mentioned above, hereby apply to the University for Allotment of Shop for running the Shop Name & Number mentioned on top of this application at IGNTU Campus in accordance with the terms and conditions of the Bid documents. I / We have read and understood the terms and conditions of the Bid documents and hereby unconditionally accept the same. The terms and conditions of the document and Bid documents are also signed and being submitted with the bid form.

Place:.....

Dated:.....

(Signature of the Prop./ Authorized
Signatory)

With Name and seal

