



ALL INDIA INSTITUTE OF AYURVEDA(AIIA)

(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

Gautampuri, Mathura Road, New Delhi-110044

&

Satellite Institute at

Village- Dhargal, Taluka- Pernem, North Goa, Goa-403513 (India)

Website: www.aiaa.gov.in

Email: central-store@aiaa.gov.in

Phone Number 011-26950401 Ext. 2206/1301

Tender No. J/13/3/2023-AIIA

Dated: 05.07.2024

Subject: Notice Inviting Expression of Interest for Running of various shops at AIIA Goa premises

Schedule of EOI.

Date of Issue of EOI : 08/07/2024 at 18:00hrs

Last date of submission of EOI : 31/07/2024 at 15:00hrs

Opening of EOI : 31/07/2024 at 15:30hrs


(Ranjit Singh)
Store Officer

EXPRESSION OF INTEREST

Table:1

S. No	Name of Services	Area & Location	Reserved minimum Price/month
1.	DAILY NEEDS STORE: Fruits, Vegetables, Milk, and other dairy products	Space: 150sq.ft. approx. Location: AIIA premises.	Minimum Rs. 12,000/- per month or H1.
2.	GROCERY (KIRANA) SHOP	Space: 150sq.ft. approx. Location: AIIA premises.	Minimum Rs. 15,000/- per month or H1.
3.	STATIONARY SHOP with DTP Color Xerox Spiral Binding, Thesis Work Flex Banner Printing etc. all Educational Facilities.	Space: 150sq.ft. approx. Location: AIIA premises.	Minimum Rs. 12,000/- per month or H1.
4.	MEDICAL STORE Allopathy Medicines	Space: 150sq.ft. approx. Location: AIIA premises.	Minimum Rs. 15,000/- per month or H1.
5.	LAUNDRY	Space: 128 sq.ft. approx. Location: AIIA premises.	Minimum Rs. 10,000/- per month or H1.
6.	UNISEX SALON	Space: 128 sq.ft. approx. Location: AIIA premises.	Minimum Rs. 10,000/- per month or H1.

Interested agencies should submit their Application/ Expression of Interest on prescribed format on or before as per schedule given in the bid document at AIIA Goa on the following address:-

Address for Submission of hard copies of EOIs:

Office of the Dean (Academic & Administration), All India Institute of Ayurveda, Village Dhargal Taluka Pernem, Goa-403513

2. Bidders can participate for more than one shop, if they are eligible and meeting experience criteria. However, they have to submit the separate financial bid for each shop.

ELIGIBILITY CRITERIA

1. The vendor should have minimum **01 year** experience to run similar type of business or activity (documentary evidence must be enclosed) and submission of required document as mentioned – Annexure-II.

Evaluation of Expression of Interest (EOI)s

a) The Expression of Interest (EOI) will be evaluated based on Technical Evaluation Parameters as mentioned below for amenities mentioned in respective Table-I :-

(A) Evaluation Criteria for Table-I (Unisex Salon)

S. No.	Parameter
1.	Relevant Experience of running a Registered Shop at least for a period of 01 year. Joint Ventures will also be entertained



FACILITIES TO BE EXTENDED BY INSTITUTE: -

- 1) The Institute will provide space (as mentioned in EOI Table-1) for running the facilities at designated location.
- 2) Electricity and water Connection with Meter. The electricity will be based on meter reading only and will be charged accordingly.

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.
3. The vendor must ensure that the shop is not closed on **Sunday or any public holiday but one weekly off decided at the time of mutual agreement or by the competent authority may be given.**
4. The Vendor must also ensure that services are being rendered to AIIA Staff and patients only outsiders are not allowed to purchase the goods or use the facility.
5. The Vendor is encouraged to extend offers and services to the AIIA Goa.

RENT AND OTHER CHARGES: -

1. The minimum rent will be charged as mentioned in the bid document for different shops or H-1 for running of the shops.
2. The electricity charges, water charges, maintenance charges and waste collection charges if applicable of individual shop will be as per table given below: -

Sl No.	Service/Uses	Charges per month
1.	Maintenance Charge	Rs 200/
2.	Water Charge	Rs 100/-
3.	Waste Collection	Rs 100/-
4.	Electricity Charge	As per actual

Detail of shops: -

1. SHOP NUMBER 1: DAILY NEED STORE

Area of Shop: 150 Sq. Ft.

Mandatory Items to be Kept:

1. All kinds of regular local fresh Fruits, Vegetables, Dairy Products, fridges etc.
2. Items newly decided by component authority and committee from time to time will be mandatory.

List of Optional Products: Nil

List of Prohibited Items:

1. Fraudulent or stale items in any form, Hybrid Fruits or juices, Vegetables and Dairy Products in any form. Repacked Items of any kind in any form. Fast Food Items of any kind in any form, Tobacco in any form, Guthkha in any form, Bidi, Cigarette, Alcohol in any form, Addictive Drugs or substances I any form, Non-Recyclable Plastic, Hazardous Material, Electronic Items, Chemicals in any form, Fireworks, Inflammable Items etc.
2. These or any kind of similar items causing threat to human beings as instructed from time to time by AIIA, Goa.

Timings of Operation: 7 am to 10 pm

2. SHOP NUMBER 2: GROCERY (KIRANA) SHOP

Area of Shop: 150 Sq.Ft.

Mandatory Items to be Kept:

1. All kinds of regular grocery items etc.
2. Items newly decided by component authority from time to time will be mandatory.

List of Optional Products: Nil

List of Prohibited Items:

1. Tobacco in any form, Guthkha in any form, Bidi, Cigarette, alcohol in any form, addictive drugs or substances in any form, non-recyclable plastic, hazardous material, electronic items, chemicals in any form, fireworks, Inflammable items.
2. These or any kind of similar items causing threat to human beings as instructed from time to time by AIIA, Goa.

Timing of Operation: 7 am to 10 pm

3. SHOP NUMBER 3: STATIONARY SHOP

Area of Shop: 150 Sq. Ft.

Mandatory Items to be Kept: All kinds of stationary items mentioned below

1. All educational stationary and facilities needed in the educational institute should be provided.
2. DTP Facility for all types of Word, Excel, PowerPoint Document Typing and Printing.
3. Design expert for generating ICT material like Flex, Banner, Flyer Signages, Logo, Journals, Charts, etc.
4. Black and white and Color Xerox Scan Print Facility, Thesis Printing and Binding Works, and other Normal and Spiral Binding works.
5. Flex Banner Printing etc.
6. Items newly decided by component Authority from time to time will be mandatory.

List of Optional Products: Nil

List of Prohibited Items:

1. Fraudulent items, tobacco in any form, Guthkha in any form, Bidi, Cigarette, alcohol in any form, addictive drugs or substances in any form, non-recyclable plastic, hazardous material, electronic items, chemicals in any form, fireworks, Inflammable items etc.
2. These or any kind of similar items causing threat to human beings as instructed from time to time by AIIA, Goa.



Timing of Operation: 7 am to 10 pm

4. SHOP NUMBER 4: MEDICAL STORE

Area of Shop: 150 Sq. Ft.

Mandatory Items to be Kept:

1. All kinds of Allopathy Medicines.
2. Items newly decided by component Authority from time to time will be mandatory.
3. In case of unavailability of other kind of medicines which are not under the pursuit of AIIA Institute, Govt. of Goa, IMPCL or other Government Pharmacies, the health supplements, medicines or other healthy items, nutraceuticals or medicines may be kept with prior permission of the component authority only.

List of Optional Products: Nil

List of Prohibited Items:

1. Tobacco in any form, Guthkha in any form, Bidi, Cigaratte, alcohol in any form, addictive drugs or substances in any form, non-recyclable plastic, hazardous material, electronic items, chemicals in any form, fireworks, Inflammable items.
These or any kind of similar items cause threats to human beings as instructed from time to time by AIIA, Goa.
2. IMPCL Company or any Government of India or Goa State Pharmacy medicines can't be kept for sale.
3. Any kind of similar items causing threat to human beings as instructed from time to time by AIIA, Goa.

Timing of Operation: 24 hours

5. SHOP NUMBER 5: LAUNDRY SHOP

Area of Shop: 128 Sq. Ft.

Mandatory Items to be Kept:

1. All kinds of essential laundry items.
2. Items newly decided by component authority from time to time will be mandatory.

List of Optional Products: Nil

List of Prohibited Items:

1. Tobacco in any form, Guthkha in any form, Bidi, Cigaratte, alcohol in any form, addictive drugs or substances in any form, non-recyclable plastic, hazardous material, electronic items, chemicals in any form, fireworks, Inflammable items.
2. These or any kind of similar items causing threat to human beings as instructed from time to time by AIIA, Goa.

Timing of Operation: 7 am to 10 pm

6. SHOP NUMBER 6: UNISEX SALON

Area of Shop: 128 Sq. Ft.

Mandatory Items to be Kept:

1. All kinds of salon items.
2. Items newly decided by component authority from time to time will be mandatory.

List of Optional Products: Nil

List of Prohibited Items:

3. Tobacco in any form, Guthkha in any form, Bidi, Cigarette, alcohol in any form, addictive drugs or substances in any form, non-recyclable plastic, hazardous material, electronic items, chemicals in any form, fireworks, Inflammable items.
4. These or any kind of similar items causing threat to human beings as instructed from time to time by AIIA, Goa.

Timing of Operation: 7 am to 10 pm

1. A separate electricity meter shall be installed by the Institute in the shop for recording electric consumption (One time charge as required by the electricity department has to be paid by the service provider towards meter installation charges). The monthly bill on basis of electric consumption has to be paid by the service provider to the AIIA Goa by 7th day of every month. The monthly Electricity Charges will be as per the actual consumption of energy as per energy meter and as per the rate as levied to institute, every month by Goa Electricity Department.
2. The fixtures required for water supply and sewerage outlet like water storage sinks, tanks, etc. shall be installed and maintained by the service provider.
3. The monthly bills will be paid by shopkeeper in favour of the Executive Director, AIIA, Delhi in the Institute A/c, within 07 days after issuance of bill, a copy of the payment receipt will be submitted to the Estate Officer. In case of late payment of monthly rent Fees, the penalty will be charged @ Rs. 500/- per month.
4. The electrical fixtures like neon light, wires, switches, bulbs, etc. have to be installed and maintained by the service provider.
5. Housekeeping of the shop will be done by the service provider at their own cost.

GENERAL TERMS AND CONDITIONS TO THE VENDOR

1. The shop should be open from 7 am to 10:00 pm preferably all days of the week. One day of the week (except Saturday and Sunday) the shop may be closed as per mutual understanding at the time of agreement. Other days which the shop will be kept closed will have to be authorized by the AIIA Goa.
2. Commitment for providing services at competitive rates in the campus.
3. If service provider sells items there shall be no compromise in quality of items.
4. Agreement: An agreement (on a non judicial stamp paper of Rs.500/- within 10 days from the date of issue of NOA) is required to be executed by the service provider. The cost of agreement (including stamp paper and notary) shall be borne by the Service Provider. In the event of any unlawful, antisocial 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 15 days 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.

[Handwritten signature]

6. The services by the services provider shall be open to use by the Institute 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 Institute has right to cancel Expression of Interest at any stage. Any kind of dispute will be resolved amicably and in this connection, the decision of Institute shall be final and binding upon both the parties.
8. The service provider must take permission from AIIA Goa to engage Helpers etc.
9. No child labors shall be employed for servicing as per law.
10. All the rules and regulations of labours laws as and when enforced by the GoI & State Government shall be make compliance as and when enforced by the GoI & State Government by the Agency / service provider.
11. The manpower deployed by the Shopkeeper shall be sole responsibility of the shopkeeper. The shopkeeper shall be responsible for payment of wages/salary/insurance and compliance of other statutory norms. In case of any mis-happening/accident, the responsibility will lie on shopkeeper. The AIIA will not be responsible for any such incidents. Safety standards should be maintained. Fire extinguishers should be installed at accessible places and should be in working conditions. First aid measures should available for emergencies.
12. Acceptance of application / Expression of interest will be intimated to the successful service provider through a notification of award (NOA) duly signed by the authorized signatory of the institution.
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 Institute and in such situation, agency has to vacate premises within 7 days.
15. The service provider shall raise a proper invoice for every service rendered with all taxes/GST as applicable.
16. Before submitting the EOI, the Service provider must visit the Institute for site checking.
17. The Institute shall remain fully indemnified against any damage and any incidence arises by the service provider.
18. The service provider must take utmost care to not to sell the product whose expiry date remains less than 02 months.
19. Police verification of persons deployed by the service provider at shop is compulsory.
20. Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the rules of arbitration of Indian Council of Arbitration and award made in pursuance thereof shall be binding on the parties. All the disputes shall subject to Bhopal Jurisdiction.
21. The other terms & conditions will be as per Annexure-I.
22. All the employees of the service provider will wear an I.D. card, issued by the service provider.

TERMS AND CONDITIONS

Annexure-I



1. **Duration of contract: The period of contract will be initially for one year that may extend for further three years after approval of the competent authority on the mutual basis of feedback and performance.**
2. The scheduled properties shall remain in absolute possession of AIIA Goa and the present agreement only allows the service provider to use the premises for agreed purposes.
3. **Performance Security Deposit (PSD):** The successful bidder will submit a PSD (Performance Security Deposit) of **Rs.25,000/-** by the way of FDR/BG in f/o “Director, AIIA” & payable at Delhi during the execution of agreement. The said PSD will be valid for a period of 60 days more than the contract period. The PSD shall be returned by AIIA within 60 days from the date of vacating the premises by the Service provider. For this purpose, the service provider must have to submit the NOC from the Estate Section or from the authorized person while applying for release of PSD.
4. If there is any damage to any property of AIIA Goa or any payments due to AIIA Goa or any demand from any authority to AIIA Goa arises regarding dues payable by the Service Provider, the AIIA Goa shall encash the PSD held in security to release this payment.
5. **The Service Provider shall start operating the work / services within 10 working days from the date of contract and shall not carry its business in any other part of the premises.**
6. **A committee constituted by the institute will make surprise check / monitoring of the services rendered by the service provider.**
7. The Service Provider shall obtain prior permission of AIIA Goa, before carrying out any modifications of structures, installing counters and fixtures in the provided space.
8. Inspection of the building / allotted space / premises shall be conducted by a team of experts/officials appointed by AIIA Goa in every month. All damages / breakages etc. noticed by this team will be set right by Service Provider within ten days of inspection failing which AIIA Goa will carry out repairs / renovation works and debit the cost to Service Provider and in case of non-payment same shall be adjusted from the Performance Security Deposit of the agency.
9. The operation of the shop’s timings shall be as per directions of AIIA Goa.
10. If, the Service Provider does not vacate the allotted space / building after the expiry of the license period or after one month of notice period of termination of agreement, the agency is liable to pay a daily penal rent of Rs. 1000/ per shop- in addition to the other charges, as applicable.
11. The Service Provider shall hand over the allotted space / buildings back along with infrastructure in original condition to the AIIA Goa.
12. 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 AIIA Goa is at liberty to cancel the license agreement by giving one month written notice to the Service Provider.
13. 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.
14. That the Service Provider shall maintain and develop the shop / allotted space as per the approved specifications of the AIIA, and in the event if the Service Provider committing

- any violation of the terms and conditions of the agreement, the AIIA Goa is at liberty to revoke this agreement by giving one month written notice to Service Provider.
15. The AIIA Goa 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 AIIA Goa.
 16. The Service Provider shall carry out the activities in allotted space / shop as per the law, regulations for AIIA Goa 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, by laws of the AIIA Goa and law of the country, the first party is at liberty to revoke the License without assigning any reasons.
 17. 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.
 18. 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 Institute of National Importance.
 19. It is the sole responsibility of the service provider to collect the garbage and dispose appropriately.
 20. 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 documents.

(b) Annexure – III

21. The Expression of Interest (EOI) complete in all respects with stipulated documents, should be submitted and addressed to Estate, AIIA Goa, in a sealed cover by super scribing the envelop with 'Expression of Interest (EOI) for opening of various shops at AIIA Goa premises.
22. All papers of the Expression of Interest (EOI) should be signed and stamped by the authorized signatory of the agency / service provider.
23. Expression of Interest should reach the above address on or before as per schedule given in the bid document and the bids will be opened on the date of closing as per specified time. The Expression of Interest received after the last date and time shall not be entertained. AIIA Goa shall not be responsible for postal delay / loss.

(On the letter head of the firm)

PERFORMA FOR APPLICATION

Personal Information:

1.	Name of Vendor	
2.	Complete Address of the Vendor	
3.	Date of Registration of Firm	
4.	PAN Number	
5.	Month and year of Establishment	
6.	Authorized Distributor / Franchise / Supplier of (Specify brand and attach certificate) if applicable	
7.	Email id of the bidder	
8.	Mobile number of the bidder	
9.	Other information	

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

SI. No.	Worked With (Name of Organizations)	Period	
		From	To

(More rows can be added)

I/We hereby submit the proposal for running a shop at AIIA Goa. 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 Institute in EOI. Supporting documents of all the above information are also attached.

Date:

Signature of the Vendor with

Stamp/ seal Documents to be attached:

- PAN
- Registration Certificate.
- Other Statutory Registrations/Licenses, if any.
- Experience details, along with supporting contract copies
- Any other document as required under other provisions of this EOI document and not mentioned herein above.



Format for submission of Quotation

Quotation Number:

SI. No.	Component	Reserved minimum Rent per month(INR)	Rent Amount quoted (INR) per month
1.	Shop No. 1 (Daily need store)	12000/-	
2.	Shop No. 2 (Grocery/Kirana shop)	15000/-	
3.	Shop No. 3 (Stationary shop)	12000/-	
4.	Shop No. 4 (Medical store)	15000/-	
5.	Shop No. 5 (Laundry shop)	10000/-	
6.	Shop No. 6 (Unisex salons)	10000/-	

In words:

Note:- The bidder quote only for the shop against which they are participating in the bid. Rest Rows/column may be marked as "Not applicable".

Signature of the Vendor with stamp/ seal

Evaluation Criteria for responsive EOI.

- The evaluation will be done taking into consideration the highest rent quoted by the bidder.
- The contract will be awarded to the responsive bidder on highest rent basis (H1 Bidder) for utility shop.
- The Rate for Saloon and Laundry Services are to be quoted item wise.

S. No.	Item/Services for Saloon	Unit	Quoted Rate (in Rs.)
1.	Hair Cut	Per Cutting	
2.	Shaving	Per Shave	
3.	Special Shaving/Foam Shaving	Per Shave	
4.	Other Services(Facial, Hair Colour, Bleach, Massage etc).	Per Job	

Items rate for Laundry

S. No.	Item/Services for Laundry	Unit	Quoted Rate (in Rs.)
1.	Pant	Per piece	
2.	Shirt	Per piece	
3.	Salwar	Per piece	
4.	Suit	Per piece	
5.	Curtain	Per piece	
6.	Blanket	Per piece	
7.	Bedsheet	Per piece	
8.	Apron	Per piece	

Rate quoted should be inclusive of GST.

Selection of the bidder shall be done on the basis of the rent quoted by them. The shop will be allotted to the bidder quoted highest rent for the shop concerned. However, the selected bidder for salon and Laundry shall have to accept item wise rate which are lowest (quoted by any of technically qualified bidders) for relevant category shop.