

खुली निविदा

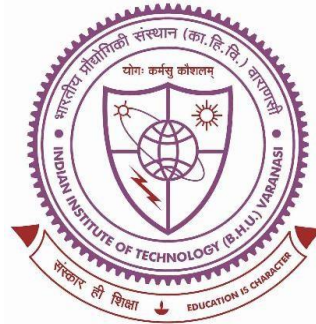
भारतीय प्रौद्योगिकी संस्थान (का.हि.वि.वि.), वाराणसी में
स्मारिका दुकान की स्थापना एवं संचालन हेतु पट्टे पर स्थान देने के
लिए निविदा दस्तावेज

निविदा संख्या: भा.प्रौ.सं.(का.हि.वि.वि.)/डोरा/निविदा/2026-27/36, दिनांक: -24.07.2026

निविदा प्रकाशन तिथि: 27.07.2026, 05:00 PM

निविदा प्रस्तुत करने की अंतिम तिथि एवं समय: 17.08.2026, 04:00 PM

तकनीकी निविदा(टेक्निकल बिड) खोलने की तिथि एवं समय: 18.08.2026, 04:00 PM



अधिष्ठाता (संसाधन एवं पूर्व छात्र)
भारतीय प्रौद्योगिकी संस्थान
(काशी हिन्दू विश्वविद्यालय), वाराणसी – 221005

ई-मेल: dora@iitbhu.ac.in

OPEN TENDER

for

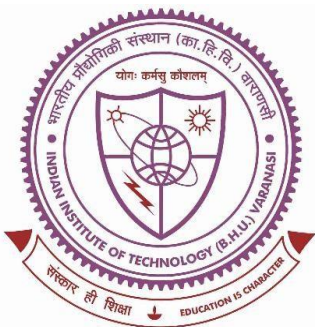
TENDER DOCUMENT FOR LEASING OUT SPACE FOR SETTING UP & OPERATION OF SOUVENIR SHOP AT IIT(BHU), VARANASI

Tender No.: IIT(BHU)/DoRA/Tender/2026-27/36, Dated: 24.07.2026

Tender Publishing Date: 27.07.2026, 05:00 PM

Last Date & Time of Bid Submission: 17.08.2026, 04:00 PM

Date & Time of Technical Bid opening: 18.08.2026, 04:00 PM



Dean (Resource & Alumni)

**Indian Institute of Technology
(Banaras Hindu University), Varanasi-221005**

E-mail: dora@iitbhu.ac.in

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TENDER NOTICE

Tender No. Tender No.: [IIT\(BHU\)/DoRA/Tender/2026-27/36](#), Dated: **24.07.2026**

Tender document Lease of Space for Setting up and Operation of a Souvenir Shop at Srinivas Activity Centre, at IIT(BHU), Varanasi.

1. Schedule:

Name of Organization	Indian Institute of Technology (BHU), Varanasi
Tender Type	Open
Tender Category	Services
Type/Form of Contract	Lump sum
Is Multi-Currency Allowed	No (only INR)
Date of Issue/Publishing	27.07.2026, 05:00 PM
Document Download Start Date	27.07.2026, 05:00 PM
Date and time for Pre-Bid Conference	05.08.2026, 03:30 PM
Last Date and time for clarification of Pre-Bid queries/clarifications	07.08.2026, 05:00 PM
Document Download End Date	17.08.2026, 04:00 PM
Last Date and Time for Submission of Bids	17.08.2026, 04:00 PM
Date and Time of Opening of Technical Bids	18.08.2026, 04:00 PM
Physical sample receipt end date	24.08.2026, 05:00 PM
Address for Submission of Bids	Office of Dean Resource & Alumni, IIT(BHU), Varanasi-221005
Tender Fee	Rs. 1180.00 (Rs. 1000/+18% GST) (To be paid through RTGS/NEFT as per the following details:) Name of Account: Registrar, IIT(BHU) Name of the Bank: State Bank of India Name of Branch: IT, BHU, Varanasi Account No.: 32778803937
Venue of Technical Bid Opening	Committee Room, Ground Floor, Administrative Building, IIT(BHU), Varanasi-221005
EMD	Rs. 15000/-
No. of Covers	02
Bid Validity days	180 days (From the last date of opening of Financial Bid)
Address for Communication	Dean (Resource & Alumni), Indian Institute of Technology (BHU), Varanasi-221005, UTTAR PRADESH
Contact No.	+91-542-2307002
Email Address (for any queries)	dora@iitbhu.ac.in

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SECTION 1 – NOTICE INVITING TENDER

1. **IIT(BHU), Varanasi**, an autonomous Institution established by the Ministry of Education, Govt. of India invites manual Bids in the sealed envelop through this tender inquiry **for Leasing out Space for Setting up and operation of a Souvenir Shop at Student Activity Centre, at IIT(BHU), Varanasi** as per table given below:
2. **Service:** Leasing out Space for Setting up and Operation of a Souvenir Shop at Student Activity Centre at IIT(BHU), Varanasi.
3. **Proposed Shop Location: Student Activity Centre** at IIT(BHU), Varanasi Campus. *(Subject to Change at the discretion of Competent Authority, IIT(BHU), Varanasi)*
4. **Shop Area (approx.):** 300-500 sq. ft. (Subject to Change at the discretion of Competent Authority, IIT(BHU), Varanasi).
5. **Tender Type:** Open e-Tender (Two-Bid) through CPPP. .
6. **Last Date & Time for submission of Bid** 17.08.2026, 04:00 PM.
7. **Technical Bid Opening:** 18.08.2026, 04:00 PM.
8. **Commercial Bid Opening:** After evaluation of Technical Bid.
9. **Earnest Money -Rs 15000**, MSME exemption as applicable.
10. **Performance Security (PBG):** Rs. 1,00,000/- (Rupees One Lac only).
11. **Contact for Queries:** dora@iitbhu.ac.in [All queries should have subject as CPPP Tender ID mentioned for consideration] queries should reach above mentioned mail id on or *before* 17.08.2026, 5:00 PM.
12. **Signing Authority:** Registrar, IIT(BHU), Varanasi.
13. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/epublish/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.
14. Bidders are advised to visit the IIT(BHU) campus on any working day between 10:00 hrs. to 17:00 hrs. and ascertain the nature of the contract before tendering.
15. The Tender Documents for this will be on a two-Bid System consisting of a Technical Bid and a Price Bid. The Tender Document along with detailed specifications, terms, and conditions may be **downloaded from the Institute website** www.iitbhu.ac.in/iitnotifications/purchase_enquiries/ or from Central Public Procurement Portal(<https://eprocure.gov.in/epublish/app>)

by the interested supplier along with payment of non-refundable Tender processing fee as mentioned above.

16. The tender should be addressed to “**Registrar**, IIT(BHU), Dist: Varanasi-221005”, and should be delivered in person or sent by registered post/courier to reach the Institute on/before the last date up-to 16:00 Hrs. No tender will be accepted after the due date and time. Tender No. must be super-scribed on the overleaf of the envelope. The tender will be opened in the Committee Room, Ground Floor, Admin Building, IIT (BHU), Varanasi -221005. All Tender Documents must be accompanied by the Tender processing fee of Rs. 1,180 /- (Inclusive of 18% GST) (Non-refundable) and EMD in the form, of Demand draft in Original. The Institute shall not be responsible for any delay in receiving Bids / sending of Tender Documents by post. The Institute reserves the right to accept or reject any bid, without assigning any reason thereof. No correspondence in this regard will be entertained.
17. The tender should be submitted in sealed envelopes, clearly describing the work's name. A total of Two envelopes should be used for this purpose. One sealed envelope should contain only the Technical Bid together with its attachments, experience certificates, licenses, permits, self-declaration etc., and the DD for tender fee. This envelope should be superscribed clearly as “Technical Bid”. The second sealed envelope should contain only the Price Bid. This envelope should be super scribed clearly as “Financial Bid”. Now, both the aforesaid sealed envelopes should be put into a third big envelope. This third envelope should be sealed, super scribed as Tender for Leasing out Suvenior Shop at Student Activity Centre, IIT(BHU), Varanasi.
18. The Institute reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason any time before award of the contract. The decision of the Director, IIT(BHU), Varanasi in this regard shall be final and binding on all.
19. **Tender Processing Fee is to be deposited electronically by RTGS/NEFT in the account of Registrar, IIT(BHU)** in the Bank details mentioned above. Bidders are required to submit the proof of payment of Tender processing fees with the Technical Bid.
20. In case any document produced in support of eligibility criteria turns out to be not genuine before or after award of work, the IIT(BHU) reserves the right to blacklist or debar the bidder concerned from participating in the future tendering process at the Institute.
21. The details of eligibility and other terms and conditions of the contract to be perused in the following pages.

Sd/-
Registrar

SECTION 2 – TECHNICAL CRITERIA

1. Bidder should provide the Profit and Loss Statement of last 3 years and the cumulative Turnover of 3 years must be Rs 50 lac minimum.
2. **Bidder's Information:** Provide details as per *Annexure-1* (on letterhead, signed).
3. **Acceptance of Tender Terms & Conditions:** Undertaking as per *Annexure-2*.
4. **Bank Solvency:** Solvency certificate from a scheduled commercial bank for **Rs. 5.00 lakhs** issued on or after 31-03-2026.
5. **Non- Blacklisting:** Self- certificate as per *Annexure- 3* (no blacklisting/suspension by any Govt./PSU/Autonomous body; no service disputes/legal cases pending in India/abroad related to similar services).
6. **Catalogue:** Bidders are advised to submit a **complete list/catalogue** of available souvenir items along with the above theme-based mementos with tentative prices.

Theme- based Souvenir/Memento Samples (Total: 60marks). Submit neatly labelled visuals/spec sheets/photos of **six theme-** based souvenir/memento concepts with the technical bid and forward *the Theme-based Souvenir/Memento Samples to Dean (Resource & Alumni), IIT(BHU), Varanasi in a suitable envelope/ carton/ box duly super scribing the CPPP Tender ID and Tender Name by Registered Post/ Courier with tracking facility. The date may be extended after approval of competent authority. However, due to any other delay. No financial bid-related information should be enclosed in the envelope/ carton/ box else the bid will not be considered.*

7. Each theme = **10 marks**.
8. **Evaluation Criteria is based on** creativity, aesthetics, theme presentation, material quality, workmanship/finishing.
 - a) Foundation Day of IIT(BHU), Varanasi: 10 marks
 - b) Institute Memento to Faculty/Staff [During Retirement, Awards to Faculty/Staff]: 10 marks
 - c) Sample of Memento to be presented to Dignitaries during events [such as Research/ Industry conclaves, Conferences, Seminars]: 10 marks
 - d) Institute Milestone/Jubilee/Convocation: 10 marks
 - e) Teacher's Day / Student Achievements: 10 marks
 - f) Souvenir Box containing T-shirt, Water Bottle [900-1000ml], Pen, Notebook [A5 size]: 10 marks

Theme Based Souvenirs: 10 * 6 =60 Marks

Note: For uniformity and fairness these samples and does not indicate or suggest any pricing. It is solely to ensure a common basis for comparing samples from different vendors.

Experience in managing souvenir shops or similar outlet = 20 Marks

at IITs, NITs, CFTIs, other educational institutions (Government/Private), or Government/Autonomous bodies

- Less than 1 year: 05 mark for experience under 1 year.
- 1 to 2 years: 10 marks for experience between 1 and 2 years.
- 2 to 3 years: 15 marks for experience between 2 and 3 years.
- More than 3 years: 20 marks for experience exceeding 3 years.

Presentation- 20 Marks

As to How the other/ similar souvenir shops/ outlets are being managed presentation will be planned after the technical evaluation of bids

To all the Committee **Weightage of Technical Score (TS) will 40% and Financial Score (FS) will be 60% in QCBS.**

SECTION 3 – INSTRUCTIONS TO BIDDERS

I) Submission of Offer

1. Bids shall be submitted in two packets (Both Technical & Financial Bid in two separate envelopes). **However, samples as stated in section 2 must be delivered physically either by registered post or courier with tracking facility.**
2. IIT(BHU), VARANASI may seek clarifications **only by email**; responses shall be sent by email and will form part of the bid.
3. Bidders are responsible for timely submission of Bids. **Dak- in at the Institute is final; late/e-incomplete bids will not be accepted.**
4. The bidder must examine all instructions, forms, terms, and conditions; incomplete/non-responsive bids may be rejected.

II) Cost of Bidding

All bid- preparation costs are to bidder's account.

III) Validity of the Offer 180 days from the date of Technical Bid opening.

IV) Amendments/Corrigenda

All addenda/corrigenda will be published **only on CPPP/Institute website** and shall be binding.

V) Bid Opening Process

1. Technical bids will be opened in the presence of the Evaluation Committee.
2. Commercial bids of **only technically qualified bidders** will be opened.
3. Attendance of representative of the bidder whose attendance at physical venues is required/allowed.

VI) Late/Modified/Withdrawn of Bids will not be allowed. No queries will be entertained in this regard by the Institute.

VII) Confidentiality Information related to evaluation/recommendation/award shall not be disclosed until notification of award is issued on CPPP.

VIII) Deviations/Reservations/Omissions: Definitions and handling as per general procurement practice. Material deviations may lead to rejection.

IX) Correction of Arithmetical Errors

Wherever applicable the price format: unit price prevails over line total; subtotals prevail over totals; words prevail over figures unless arithmetic error exists, etc. Bidder may be asked to accept corrections; refusal may lead to rejection.

X) Evaluation – QCBS (40:60)

1. **Eligibility for Price Opening:** Min **40%** technical threshold. [i.e., bidder should secure minimum of 40 out of 100 marks in technical evaluation to be considered financial bid evaluation.]
2. **QCBS Weights: Technical - 40%** (Theme + Past Experience marks) and **Commercial/ Financial - 60%** (Rate **per square ft / Month** offered).
3. **Scores:** Total = $(40 \times TS/HTS) + (60 \times CB/HCB)$, where HTS is highest technical score; TS is bidder's technical score; CB is bidder's commercial (license fee); HCB is highest commercial among technically qualified bidders.
4. **Bids are ranked by total points; H1 bidder will be awarded the contract after due approval by the Competent Authority, IIT(BHU), Varanasi.**

XI) Price Bid (Commercial)

1. Quote Rate **per square ft / Month** in INR, **exclusive of all taxes/charges**.
2. Submit price strictly in **Section- 6 format**; deviations may cause rejection.

XII) **Corrupt/Fraudulent/Collusive/Coercive Practices:** IIT(BHU), VARANASI follows zero-tolerance. Bids may be rejected and firms shall be debarred for violations.

XIII) **Cancellation of Tender:** IIT(BHU), VARANASI reserves absolute right to accept/reject/cancel/part- accept any/all bids without assigning reasons at any time during the process.

XIV) Transfer & Sub-letting/ Subcontracting

Not permitted without prior written approval of IIT(BHU), VARANASI.

SECTION 4: SCOPE OF WORK

1. The successful Bidder shall establish and operate a souvenir shop within the allotted premises.
2. **Utilities:** Internet/ Electricity/water will be borne by the successful bidder on payment as per IIT(BHU), VARANASI rates/actual consumption. Delayed payments will attract penalty as per Institute rules.
3. **Contract Period: 1 year** from award, extendable up to **2 additional years (1+1)** based on performance and Institute's discretion.
4. **Merchandising:** The service provider shall design, fabricate, produce, package, store, and sell IIT(BHU), VARANASI- approved souvenir/merchandise at own cost/risk; ensure safety/custody of goods (no extra Institute space provided). **These products cannot be sold anywhere except in the Institute's designated Souvenir Shop.**
5. **Approved List & Special Requests:** IIT(BHU), VARANASI will provide/approve an initial list of items (subject to revision). Additional list of items may be put up to Competent Authority for approval before keeping these items in the Souvenir Shop. Competent Authority may place special design requests with stipulated timelines. Non-compliance may attract penalties.
6. **Institute Support:** (i) Visibility on official channels subject to approval; (ii) Permission for Campus banners/posters/marketing as approved; (iii) Information dissemination to IIT(BHU), VARANASI community as approved.
7. **Event Stalls:** With prior approval, temporary stalls may be set up during Institute events.
8. **Use of IIT(BHU), VARANASI Identity:** Use of IIT(BHU), VARANASI name/logo/insignia strictly **by written approval** and **only** for approved items and communications and **only** for approved time; misuse may lead to immediate withdrawal of permission/penalties and legal action. Further, the Institute reserves the right to set the MRP price for the goods to be sold at the souvenir shop after discussion with the successful bidder.
9. **Operating Days:** Minimum **6 days/week from 9 AM to 7 PM (subject to change as per the instructions of the Competent Authority)**; open on Sundays/holidays as instructed for special occasions.
10. **Fixtures/Housekeeping:** Vendor is responsible for furniture/fixtures and housekeeping; must maintain good condition.
11. **Liability Beyond PBG:** The PBG is intended to secure the buyer against performance failures. If the damages, penalties, or cost of rectification exceed the PBG amount, the purchaser is entitled to recover the balance amount from the seller/contractor.

12. **Handover:** On expiry/termination, premises must be vacated; Institute fixtures/fit-outs returned in good condition (normal wear & tear excepted); repair costs may be recovered from Security Deposit/PBG.
13. **Display Limits:** Display confined to shop area; any external display requires prior written approval.
14. The Bidder shall maintain cleanliness, aesthetics, and decorum of the premises.
15. **Staff Conduct:** Vendor's staff must be competent, courteous, and follow campus norms; in case of any complain/misconduct the vendor will be needed to replace the staff within 15 days.
16. **Suggestion/Complaint Book:** To be maintained and made available to visitors.
17. **Item Restrictions:** Only approved merchandise to be sold; any other products require prior written permission.
18. **Business Use Only:** Shop to be used solely for IIT(BHU), VARANASI merchandise business.
19. **Monthly Reporting:** Sales & Inventory statements including rates of products to be submitted monthly to **Dean of Resource and Alumni, IIT(BHU), VARANASI**.
20. **Buy- Back Option:** On termination, IIT(BHU), VARANASI **may** offer to buy marketable stock at mutually agreed price/schedule. This is purely on mutual agreement basis else vendor shall dispose stock at own cost, without liability on IIT(BHU), Varanasi.

SECTION 5: GENERAL TERMS & CONDITIONS OF THE CONTRACT

I) Award of Contract

1. Initially for **1 year**; extendable up to **2 years** (subject to performance review and at the discretion of the Institute).
2. IIT(BHU), VARANASI reserves right to accept/reject and to accept any bid in full/part.
3. Successful vendor must abide by all tender terms; performance will be reviewed periodically with right to cancel/amend contract for non- performance.

II) Earnest Money & Performance Bank Guarantee

1. **EMD** MSME/NSIC exemptions as applicable. Others will submit EMD of Rs 15000/- through Demand Draft in favour of Registrar, IIT(BHU), Varanasi.
2. **PBG:** As per Section- 1; format in Section- 8; favouring “**The Registrar, IIT(BHU), Varanasi**” issued by Nationalized/Scheduled Commercial Bank with enforceability at a local branch in **IIT(BHU), Varanasi**.

3. PBG validity: through contract period **plus 2 months** or until all obligations are fulfilled (whichever later). Extensions to be arranged at least **1 month** before expiry.

II) Terms of Payment

- a. A monthly **Reserve License Fee @ Rs. 60.50 per Sq. Ft./** or the H1 quoted by the successful bidder will be paid to the Institute along with the applicable taxes. This rate may be revised as per the latest govt licence fee or market Rates from time to time.
- b. **Monthly License Fee** and applicable utility/other charges are payable to IIT(BHU), VARANASI **on or before the 4th** of every month.
- c. Delay penalty: **Rs. 500/- per day** up to one month; default for **two consecutive months** may lead to **PBG forfeiture and Contract cancellation** at vendor's risk/cost.

IV) Conduct / Entry of Vendor's Staff

1. Only authorized staff allowed; maintain neat appearance; courteous conduct.
2. No staff to stay on campus beyond duty hours. Duty hours will be as per the Institute timings and will be communicated.
3. Staff details (ID/address proofs) to be submitted pre- deployment; **Security Pass/ID cards** to be obtained from Office of Chief Proctor, IIT (BHU), Varanasi and carried at all times.
4. **Child labour strictly prohibited**; maintain register of employees; promptly update changes.
5. Vendor must comply with all applicable labour/tax/ESI/EPF and statutory laws.

V) Penalties & Damages

1. Each act of default/negligence with regards to the terms & conditions of this tender document, work order, agreement may attract penalty up to **10% of monthly license fee**; non- payment within **10 days** may lead to PBG forfeiture/cancellation.
2. Vendor is liable for damages/loss to shop/premises/fixtures attributable to vendor; IIT(BHU), VARANASI's assessment is final; recoveries may be made from dues/PBG.
3. Failure to maintain cleanliness, hygiene, or adherence to Institute norms may attract a penalty up to Rs. 2,000 per instance, in addition to any other applicable penalties as decided by the Institute. Recoveries may be made from dues/PBG.

VI) Force Majeure

Accepted on adequate proof; timelines/obligations may be suitably extended/waived as per Institute decision.

VII) Arbitration

The Competent Authority, IIT(BHU), Varanasi will have the decision in matters arising out of this contract. The disputes will be subject to the jurisdiction of **Varanasi Courts** only.

VIII) Fraudulent Information/Document

Submission of fraudulent documents/information will invite **PBG forfeiture** and **debarment (min. 3 years)** to bid in any department/School/Section in IIT(BHU), Varanasi in addition to legal action. In major cases, debarment period may be extended, and legal action may be initiated.

IX) Termination of Contract

The vendor is required to provide a prior notice of three (3) months for termination of the contract. IIT(BHU), Varanasi reserves the right to terminate the contract by giving one (1) month's prior notice.

SECTION 6: COMMERCIAL BID FORMAT

(On Bidder's Letterhead — to be filled/confirmed in Price BOQ) submitted in the Financial packet.

Date: ____ / ____ / ____

To

The Dean (Resource & Alumni), IIT(BHU), Varanasi-221005

Ref.: Tender No.: IIT(BHU)/DoRA/Tender/2026-27/36, Dated: 24.07.2026

“Lease of Space for Setting up & Operation of Souvenir Shop at IIT(BHU), Varanasi”

Offered License Fee (INR) @ Per Sq. Ft./Month Rs. _____/- (exclusive of all taxes/charges) for the operating area allotted.

Note: A Reserve License Fee of Rs. 60.50 per Sq. Ft./Month (exclusive of applicable taxes) is fixed by IIT(BHU), Varanasi and treated as the minimum base price; bidders must match or exceed this RLF. Higher quotes gain relative weightage in evaluation.

Signature & Date: _____

Name/Designation/Seal:

Address: _____

Only quoting the price without furnishing Tender Fee will not be considered.

DO NOT QUOTE

AMOUNT IN THIS PAGE

SECTION 7: ANNEXURES

Annexure- 1: Bidder's Information (On Letterhead)

1. Name of Bidder:
2. Registered Address:
3. Incorporation Details (Date/Document Ref.):
4. GST Registration No. & State:
5. PAN:
6. Contact Person (Name & Designation):
7. Telephone (with STD):
8. Email of the Contact Person:
9. Fax (if any):

(Signature of the bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Annexure-2: Declaration for Acceptance of Tender Terms & Conditions

(On Letterhead)

Date:

To,
The Registrar,
IIT(BHU), Varanasi-221005
Sir,

Ref: Tender No.: IIT(BHU)/DoRA/Tender/2026-27/36, Dated: 24.07.2026

— — “Lease of Space for Setting up & Operation of Souvenir Shop at IIT(BHU),
Varanasi”

I/we carefully gone through the Terms & Conditions as mentioned in the above-mentioned TENDER document. I/we declare that all the provisions of this TENDER are acceptable to my company.

I/we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the bidder)

Printed Name

Designation

Seal

Date:

Business Address:

ANNEXURE 3: Non- Blacklisting Self- Certificate (On Letterhead)

Date:

To,
The Registrar,
IIT(BHU), Varanasi-221005
Sir,

Sub: Non-Blacklisting Self Certificate

Ref: Tender No.: IIT(BHU)/DoRA/Tender/2026-27/36, Dated: 24.07.2026

— “Lease of Space for Setting up & Operation of Souvenir Shop at IIT(BHU), Varanasi”

Operation of Souvenir Shop at IIT(BHU), Varanasi”

This is to certify that our firm M/shas
never been banned/suspended/blacklisted for any reason by any Government
Organization in the last 3 years.

Yours faithfully,

(Signature of the bidder)

Printed Name

Designation

Seal

Date:

Business Address:

SECTION 8: FORMAT FOR PERFORMANCE BANK GUARANTEE (PBG)

(To be typed on Non-Judicial Stamp Paper of Rs. 100; Issued by Nationalized/Scheduled Commercial Bank with enforceability at a local branch in IIT(BHU), Bonds issued by Co-operative Banks are not accepted.)

To,
The Registrar,
IIT(BHU), Varanasi-221005.

LETTER OF GUARANTEE

WHEREAS the IIT(BHU), Varanasi (Buyer) has invited tenders vide Tender No. Dt. for leasing of space for setting up and operation of a Souvenir Shop at the Institute campus.

AND WHEREAS the said tender document requires that any eligible successful tenderer (Seller) wishing to operate the Souvenir Shop in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of "Registrar, IIT(BHU), Varanasi" in the form of a Bank Guarantee for Rs. 1,00,000/- (Rupees 1 lac) OR 5% of the annual quoted license fee, whichever is higher, valid till contract period + 2 months, and the same shall be submitted within 30 (Thirty) days from the date of acceptance as a successful bidder.

NOW, THIS BANK HEREBY GUARANTEES that in the event of the said Tenderer (Seller) failing to abide by any of the conditions referred to in the tender document / award letter, this Bank shall pay to the IIT(BHU), Varanasi on demand and without protest or demur a sum of Rs.

..... (Rupees only).

This Bank further agrees that the decision of the IIT(BHU), Varanasi (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred to in the tender document/award letter shall be final and binding.

We, (name of the Bank & branch), hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/or the IIT(BHU), Varanasi (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. (Rupees only).
2. This Bank Guarantee shall be valid up to (date).
3. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if IIT(BHU), Varanasi serves upon us a written claim or demand on or before (date).

This Bank further agrees that the claims, if any, against this Bank Guarantee shall be enforceable at our branch office situated at (address of local branch in Varanasi).

Yours truly,

Signature and seal of the Guarantor:

Name of Bank:

Address:

Date:

Instructions to Bank: Bank should note that on expiry of the Bond Period, the original Bond will not be returned to the Bank. The Bank is requested to take appropriate necessary action on or after expiry of the Bond period.

SECTION 9: CHECKLIST

TECHNICAL PACKET :

1. Duly filled & signed *Annexure-1 to Annexure-3*
2. Copy of tender document **signed** by authorized signatory
3. Bank Solvency Certificate (Rs. 5.00 lakhs)
4. Theme- based sample visuals/spec sheets (6 themes)
5. Complete catalogue/list of souvenirs with indicative MRP.

COMMERCIAL PACKET :

Monthly **License Fee** quoted in **COMMERCIAL BID FORMAT** (Section-6) (INR, exclusive of applicable taxes)

Duly filled and signed Financial Bid shall be submitted in separate envelopes.

However, Theme-based Souvenir/Memento Samples mentioned in Section 2 of this bid document should be delivered physically to Dean (Resource & Alumni), IIT(BHU), Varanasi in a suitable envelope/ carton/ box duly super scribing the CPPP Tender ID and Tender Name through registered post or courier with tracking facility. No financial bid-related information should be enclosed in the envelope/ carton/ box else the bid will not be considered.