

HARCOURT BUTLER TECHNICAL UNIVERSITY
NAWABGANJ, KANPUR-208022 (UTTAR PRADESH)

Dated: 27.04.2023

NOTICE INVITING PROPOSAL

Sealed proposals are invited for **Running of Utility Shops on monthly license basis at HBTU Campus** for following kind of businesses:

S No.	NAME OF THE SHOPS
01	Multipurpose shop for daily needs
02	Men's Hair salon
03	Laundry shop
04	Stationery/ photo-copy/ printout shop
05	Food outlet/ food court

Important Dates

PARTICULARS	DATE	TIME
Proposal submission end date & time	07.05.2023	05.00PM
Proposal opening date & time	08.05.2023	02.00PM

Interested parties may submit their complete proposals in a sealed envelope to the office of Registrar, HBTU, Kanpur on or before last date and time as indicated above. Super scribed on envelope as “**Proposal for Running of Utility Shops at HBTU Campus**”. Any proposal received after last date and time will not be accepted and rejected out rightly. HBTU reserves all rights to reject any or all of the proposals in part or full without assigning any reason(s), at any stage of the allotment.

Terms and conditions

- Bank Guarantee:** The successful party awarded for work will have to submit a bank Guarantee (BG) of Rs. 20,000.00 in the form of demand draft in favor of Finance Controller, HBTU, Kanpur payable at Kanpur.
- Documents needed:** The bidder has also to enclose PAN Card, Aadhar Card, and Address proof.
- Criteria for award of work:** The license/allotment of shop shall only be made to those vendors who have quoted highest license fee more than the reserved license fee.
- Payment of charges as per rate fixed by the university:** In addition to agreed license fee, the successful vendor has also to pay Electricity charges, Power back up charges, Water charges at the rate as fixed by the university.
- Refurbishment:** Refurbishment of the allotted space should be exclusively done by the vendor at their own expenses to match the outfit of the university campus.

6. Upkeep and maintenance of the area allocated to the vendor shall be their own responsibility.
7. **Printed/Electronic Bill:** The successful vendor has to issue only Printed or Electronic bill for each kind of sale to the students and staff.
8. **Deposit of Taxes:** The successful vendor has to deposit Government taxes such as GST as per rules & regulations.
9. **Timing of Shop:** The shop can be run all seven days from morning to late night (8.00 AM to 9.30 PM) or as convenient to the shopkeeper and Institute.
10. **Period of Contract:** Initial license will be given for TWO years, which can be extended further up to maximum 5 years on satisfactory performance and mutual consent. In case of extension beyond two years, if required, the license fee will be reviewed and revised appropriately on the basis of sale/footfall.
11. **Charges of Laundry Operator:** Laundry Operator has to get done approved their rate from the Institute.
12. **List of services:** The list of services that the vendor would provide under each head has to be specified.
13. **Rate of service:** The rates of services offered shall be commensurate with the prevailing market dynamics. The rate of services should be lower than the adjacent market rates.
14. **Review of License fee:** The license fee will be reviewed every year after first tenure. Apart from above electricity, power backup & water charges will be applicable at aggregate rates.
15. **Ban on sale of addictive /restrictive items:** Successful bidders shall not sell any cigarette, bidi, pan, alcohol, drugs, etc. in the shop and in the HBTU premises, if anyone is found indulged in the businesses; the person shall be asked to leave the campus immediately and the Contractor shall be liable to lose the contract for breach of this condition.
16. **Termination of contract**
 - (a): The permission can be withdrawn at any time after serving three months' notice from either side.
 - (b): In case of poor services, misconduct, unfair practices, involvement in anti-social activities or drugs etc. the licensee can be asked to vacate the shop before the completion of allotment period, within 07 days or 24 hrs as the case may be, by serving a notice.
17. **Arbitration:** All disputes are to be addressed by mutual discussion without resorting to court of law. The decision of Vice Chancellor of the University shall be final and binding on both the parties.

SCOPE OF BUSINESS:

- The Institute is desirous to grant license to run the Utility Shops to facilitate their students and families. Presently, 1500 Students (approx.) and 80 families are residing in the campus.
- There are around 200 outsourced/ non-resident employees of the university visiting daily.

Contact Person: For any query please contact: Dr. S. K. Sharma, Registrar, HBTU, Kanpur on the email <registrar@hbtu.ac.in>.

(Registrar, HBTU)

FORMAT FOR THE PROPOSAL

(To be submitted by the Agency on its letter-head)
All information should be filled and specified by page no.

Sl. No.	Particulars	
1.	Name of the agency	
2.	Address (Copy of proof to be enclosed):-	
3.	Name of Proprietor/Authorized Person:-	
4.	Mobile No.:	
5.	Email ID:-	
6.	Type of Services applied for:	
7.	PAN No. (Copy to be enclosed)	
8.	AADHAR No (Copy to be enclosed)	
9.	Experience in years in the applied category	
10.	Turnover of last 02 years	2022-23: 2021-22:
11.	Brief explain how the firm will carry out the work assigned by HBTU(Please use separate sheet)	

FINANCIAL QUOTATION

NAME OF THE SHOPS	Reserved Monthly License Fee including GST	Quoted Monthly License Fee for shop including GST
Multipurpose shop for daily needs	2,500/-	
Men's Hair salon	1,500/-	
Laundry shop	1,500/-	
Stationery/ photo-copy/ printout shop	2,000/-	
Food outlet/ food court	3,000/-	

Name in Block letters _____

Name of the Agency _____

Address with stamp: _____

Dated:-

Signature