



# Center of Innovative and Applied Bioprocessing (CIAB)

Sector-81 (Knowledge City), PO Manauli, SAS Nagar, Mohali -140306, (Punjab)

CIAB/6(51)/2017/Gen

14.12.2017

## TENDER DOCUMENT

Sealed tenders are invited from the eligible tenderers for allotment of space for running cafeteria in the premises of CIAB Mohali, Sector 81 (Knowledge City), SAS Nagar, PO – Manauli, Mohali (Punjab) – 140306 on the terms and conditions as detailed below:

1. Tender fee is Rs. 500/- which is non-refundable and should be drawn in form of Demand Draft from any Nationalized Bank//Scheduled Bank in favour of “Center of Innovative and Applied Bioprocessing” payable at Mohali.

### **2. Eligibility Criteria:**

(a) Any sole proprietor firm/partnership firm/cooperative society/company fulfilling the eligibility criteria can apply.

(b) Applicant must have experience of running cafeteria/canteen in a similar type of educational institute/government organization/other large organization of repute for a minimum period of two years. Copy of experience certificates for the period mentioned to be enclosed.

(c) Applicant must have a valid PAN, GST number (copy to be enclosed).

**3. The Minimum License fee to be paid by the tenderers on monthly basis for the cafeteria will be Rs. 4000/-. The tenderer, who will quote the highest Monthly License Fee, over & above the Minimum License fee and fulfilling the eligibility conditions at point no. 2 above, will be allotted the space. Any amount of license fee less than the minimum license fee quoted by any tenderer will make him disqualified.**

4. The Successful tenderer (hereinafter be called as “LICENSEE”) will have to pay the Electricity and Water Charges, which will be levied on actual basis for the above space on monthly basis.

5. LICENSEE will be initially granted contract for three months to assess its performance and on successful completion of this period to the satisfaction of the Competent Authority, the contract may be extended to its full term for one year. Thereafter, it may be extended for further period(s) as may be necessary on the same terms & conditions but with annual upward revision of license fee by 10%. However, in any case, the total term of contract shall not exceed three years.

6. The LICENSEE will have to submit the Security Deposit equivalent to six monthly amount of his quoted License fee [i.e. 6 x monthly license fee quoted by the successful tenderer] immediately after allotment but before taking over the possession for the period of license given for the said space. The Security Deposit will be adjusted against any default payment(s), loss/damage to the premises or any

other dues and the balance, if any, will be refunded. The Security Deposit will be refunded within 3 months from the termination of the license and vacation of premises intact. No interest is payable on the amount of such Security Deposit.

7. The LICENSEE should not commit any default in the payment of the License Fee in advance every month by 10<sup>th</sup> day of the month failing which the License is liable to be terminated. Further, in case of default payment(s)/if payment(s) are not made by the LICENSEE within the stipulated time, an interest @ 18% per month will be charged for the period from which it is due till its actual payment.

8. The LICENSEE shall pay the License fee to the LICENSOR subject to revision at the discretion of the LICENSOR during the period of allotment.

9. The LICENSEE shall supply tea, coffee, snacks etc. as required by the institute. The other terms & conditions regarding opening & closing hours, rates, quantity/quality etc. of food items to be served shall be decided mutually by the LICENSEE and the Cafeteria Committee of CIAB. Violations to any of the conditions of the agreement shall lead to termination of the license for the said premises.

10. The institute shall make available to the LICENSEE, furniture to be used in the cafeteria at the responsibility of the LICENSEE. In the event of any breakage or loss and/or damage to the same arising out of negligent handling by the LICENSEE or his employees, the LICENSEE shall compensate or pay for such replacements or repairs.

11. The persons engaged by the LICENSEE in the cafeteria will not be the employees of CIAB and there will not be any employer-employee relationship between CIAB and the personnel engaged by the LICENSEE. The LICENSEE shall be responsible for discharging any legal obligations of the employees engaged by him in the cafeteria in respect of their wages and other service conditions.

12. The LICENSEE should keep the said space in good condition and in order to white wash/colour wash or give a coat of oil paint subject to inspection and approval of the authority of CIAB Mohali, give its temporary possession to CIAB Mohali for the said purpose.

13. The LICENSEE should not keep the said space in insanitary and unhygienic condition. Disposal of waste/garbage will be the responsibility of the LICENSEE.

14. The LICENSEE should not use the premises of the space for any business other than that for which it is allotted. The LICENSEE will submit an undertaking regarding use of the said space for bonafide purpose only and not to use the space or any part thereof for any illegal or immoral purpose/activities.

15. The LICENSEE should behave courteously with the customers and CIAB Mohali's authorities.

16. The LICENSEE will use and occupy the said space as LICENSEE only and **shall not claim any tenancy rights at any time on the said space.**

17. The LICENSOR shall be entitled to revoke the License forthwith in any of the following cases:-

- a) If the LICENSEE will commit breach of any of the terms and conditions
- b) If the LICENSEE will commit default in the payment of advance monthly License fee.

On the termination of this License as provided or on earlier revocation thereof, the LICENSEE shall at his own cost remove himself and his employees, if any, from the Licensed Premises along with all the

articles and things belonging to him and hand over to the LICENSOR peaceful possession of the said space in the condition in which it was given to the LICENSEE.

18. If the LICENSEE fails to vacate himself on the termination of the License or earlier revocation, the LICENSOR shall take back such possession of the said space after removing all the things and articles belonging to the LICENSEE at the cost of the LICENSEE. After recovering the expenses towards the vacation of premises and License fee etc., the LICENSOR shall return the materials of the space to the LICENSEE. The cost of the transportation of material shall be borne by the LICENSEE.

19. The LICENSEE may surrender the space by giving one month's notice to the Chief Executive Officer, CIAB Mohali. If he fails to give notice for surrender of space, he shall be responsible for payment of License fee for the notice period or for the number of days by which the notice period falls short.

20. The LICENSEE shall sign an agreement with CIAB accepting the terms & conditions for allotment of space for cafeteria on submission of requisite documents and security deposit.

21. Any decision taken by the Chief Executive Officer, CIAB Mohali regarding allotment of the premises on License shall be binding on the part of the said LICENSEE.

22. The Chief Executive Officer, CIAB, Mohali reserves the right to accept or reject any quotation in part or full without assigning any reason thereof.

Interested firms/ persons may submit their quotation in sealed cover duly signed and stamped along with Tender Fee of Rs 500/- (Non-refundable). The Tender fee shall be paid in the form of Demand Draft from a Nationalized Bank/Scheduled Bank in favour of "**Center of Innovative and Applied Bioprocessing**" payable at Mohali. Any bid not accompanied by requisite Tender fee shall be deemed to be invalid and will be rejected by CIAB Mohali.

The Quotation will be submitted in SINGLE PART – one sealed envelope super-scribed as "**Tender for Allotment of Space for Running Cafeteria at CIAB Mohali**". The tender, completed in all respects should be sent to "**Administrative Officer, CIAB Mohali, Sector-81, Knowledge city, PO-Manauli, SAS Nagar, Mohali-140306, Punjab**" on or before **05<sup>th</sup> January, 2018 by 02:30 PM. The tender shall be opened on 05<sup>th</sup> January, 2018 at 03:30 PM in presence of tenderer/his representative(s), if any.**

**Chief Executive Officer**