

**EXPRESSION OF INTEREST FOR RUNNING OF VARIOUS SHOPS
IN UTILITY CENTRE AT**

HIDAYATULLAH NATIONAL LAW UNIVERSITY, NAYA RAIPUR (C.G.)



EOI NO: NIT/HNLU/17638/2017 DTD.27.09.2017

Last date for purchase of EOI forms	: 28.10.2017, 5.00 p.m.
Last date of submission of EOI	: 28.10.2017, 5.00 p.m.
Date of Opening of EOI	: 31.10.2017, 11.00 a.m.
Venue of Opening of EOIs	: Board Room of the University.

(APPLICATION FEE: RS.500/- (RUPEES FIVE HUNDRED) PER SHOP)

HIDAYATULLAH NATIONAL LAW UNIVERSITY, NAYA RAIPUR (C.G.)-492002

EXPRESSION OF INTEREST

Hidayatullah National Law University (HNLU), Naya Raipur invites expression of interest from eligible Agencies/firms/companies/proprietors for running of various shops in Utility centre at Hidayatullah National Law University (HNLU), Naya Raipur.

I. Details of the Shops:

Sl. No.	Description	Shop Size (In mts.)	Rent per Month per shop	Security Deposit
1.	General Store and Stationary Shop	4.00× 6.00	Rs.3000/- (Rupees Three Thousand) or rate of rent prescribed by the Collector for Naya Raipur; whichever is higher	30000/-
2.	Laundry and Iron Shop	4.00× 6.00		30000/-
3.	Fresh Fruit and Juice Shop	4.00× 6.00		30000/-
4.	Amul/ Devbhog/ other reputed company's milk parlour	4.00× 6.00		30000/-
5.	Ladies' Parlour	4.00× 6.00		30000/-
6.	Men's Parlour	4.00× 6.00		30000/-
7.	Post Office	4.00× 6.00		30000/-
8.	Branded pizza/ burger / fast-food outlet	4.00× 6.00		30000/-
9.	Tailoring Shop	4.00× 6.00		30000/-
10.	Cafeteria	4.00× 6.00		30000/-

Eligibility Criteria for the above mentioned shops:

1. Agencies/firms/companies/proprietors should have minimum 3 years' experience of running a particular shop as mentioned above.
2. Agencies/firms/companies/proprietors should have valid shop registration certificate/PAN/ TIN/ Goods & Service Tax registration from the competent authority as required for a particular type of shop.
3. Firms/agencies/companies/proprietors should have valid FSSAI Food License certificate (in cases where applicable)

II. Obligations of the Firms/Agencies/companies/proprietors:

1. The Firms/Agencies/companies/proprietors shall use only the space earmarked or license allotted for a particular shop and shall not use the same/any other space for any other purpose.
2. Only allotted space for running of a particular shop shall be used without any major alternation (i.e. painting/electrical wiring/casing/partition etc.) unless prior written permission is obtained from Registrar, HNLU.
3. The Firms/Agencies/companies/proprietors shall not sell expiry dated/substandard material.
4. The Firms/Agencies/companies/proprietors shall be responsible for maintaining cleanliness in the shopping complex area at all times. All waste generated shall be collected by them in separate bins and the same shall be daily disposed off by them outside the campus at their own cost at appropriate places earmarked by the Naya Raipur authorities.
5. The shops shall be opened/operational only for the students, employees, inhabitants of the campus and their family members. Business with outsiders/unauthorized persons/general public is not permissible.
6. The timings of the shops/business hours will be decided by the University.
7. The shops shall not be kept unreasonably closed without prior permission of the University.
8. Rent and other charges for the allotted shops shall be payable during the vacation period also.
9. Rent and other charges for the allotted shops shall also be payable for the period of their possession over and above the sanctioned/allotment period.

III. General Terms and Conditions for running of Shop at Utility Centre -

1. The University employees' blood/marriage relatives are not eligible for allotment of any shop at Utility Centre.
2. The University will let/rent out the scheduled properties initially for a period of 11 months. It may be extended for further period depending on satisfactory performance and favourable recommendations of the University officials.
3. The Firms/Agencies/Companies/Proprietors will have to pay fixed monthly rent and security deposit of the allotted space to the HNLU, Naya Raipur in advance, which may be revised from time to time by the University.
4. The Firms/Agencies/Companies/Proprietors shall pay water charges for each allotted shop per month.
5. The monthly Electricity charges shall be charged on the basis of actual meter reading and their charges will be as per the actual as levied to HNLU, Naya Raipur for a particular month.
6. The Firms/Agencies/Companies/Proprietors shall pay the monthly charges within 10 days of issuance of monthly charges bill through Demand draft in favour of Registrar, HNLU, Naya Raipur in the University's account and receipt of the same shall be immediately submitted to the Accounts Section.
7. If any damage is caused to any property of the University or any payment is due to be paid to the University or any demand is made by authorities of the University, the Firms/Agencies/Companies/Proprietors, shall pay the same within 10 days, failing which the University shall be empowered to recover the same from their security deposit.

8. Periodic/surprise inspection of shops and places shall be carried out by officials nominated/authorized by the University from time to time. All damages/breakages etc. to the University property noticed by the officials will have to be set right by the concerned firms/agencies/companies/proprietors within ten days of inspection failing which the University will get the repairs/renovation works done and the cost/charges of the same shall be recovered from the security deposit of the concerned firms/agencies/companies/proprietors.
9. The firms/agencies/companies/proprietors shall obtain all required registration certificates, licenses and NOCs from all concerned departments designated by the State Government/District Government/local authorities authorized for issuing the relevant certificates/licenses.
10. The firms/agencies/companies/proprietors shall submit to the University, the Police Verification Reports/Medical Fitness Certificates of self/authorized persons/employees designated/deputed/appointed for carrying out the commercial activities before commencement of their services. They shall also bear identity cards issued by the concerned firms/agencies/companies/proprietors countersigned by the Registrar of the University.
11. If the concerned firms/ agencies/companies/proprietors do not vacate the allotted space after the expiry of the agreement period or after one month of notice period of termination of agreement, the agency shall be liable to pay a daily penal rent of Rs. 500/- per shop in addition to the other charges as applicable.
12. The concerned firms/agencies/companies/proprietors shall hand over the allotted space along with infrastructure provided, if any, in original condition to the University, at the time of completion of the allotted period.
13. The firms/ agencies/companies/proprietors shall carry out only the specified approved activities in each shop at utility centre and shall not carry any unauthorized activity in contravention with the agreement conditions.
14. If the firms/agencies/companies/proprietors indulge in carrying out any unapproved activities, the HNLU is at liberty to cancel the agreement by giving one month written notice to the concerned firms/ agencies/companies/proprietors.
15. The concerned firms/agencies/companies/proprietors shall maintain and develop their allotted space or shop with prior permission of the University and shall not cause any damage to its surroundings.
16. The HNLU reserves the right to cancel the License after giving one month written notice to the concerned firms/agencies/companies/proprietors and also the right to inspect the operational work undertaken by the firms/ agencies/companies/proprietors at all times and the concerned firms/ agencies/companies/proprietors shall obey the orders and directions issued by the University.
17. The firms/agencies/companies/proprietors shall carry out the activities in the allotted space or shops as per the law, rules and regulations of the University and the Government in force from time to time and shall not carry out any activity in contravention of the same, failing which the University shall be at liberty to terminate the lease without assigning any reasons.
18. Selling of alcohol, tobacco or any contraband item/product is completely banned or prohibited.
19. Any other conditions deemed necessary may be subsequently be imposed by the University which shall be binding on the firms/agencies/companies/proprietors.
20. The above Terms and Conditions shall be the part of the License agreement.

21. Separate applications/Expression of Interests are to be submitted for each shop separately.
22. Firms/Agencies/Companies/Proprietors agreeing to the above terms and conditions, satisfying the eligibility conditions and interested in running the above activities shall have to submit the following and other relevant documents and information along with the Expression of Interest.
 - a. Firm's/Agency's/Company's/Proprietor's profile (background) including contact details (address, Telephone and Fax no., Email ID, details of branches, if any).
 - b. In case of company - Please enclose Memorandum and Articles of Association along with certificates of incorporation, and date of commencement of business etc.
 - c. In case of Firm, registered under the Partnership Act 1932- Please enclose details of partners along with certificate of registration, details of their business and partnership deed etc. duly attested by Notary.
 - d. Major Clients list and details of running contracts of similar nature executed in the last 2 years.

The expression of Interest (EOI) complete in all respects with stipulated documents should be submitted at Registrar, HNLU addressed to THE REGISTRAR,, HIDAYATULLAH NATIONAL LAW UNIVERSITY, NAYA RAIPUR (C.G.) 492002 in a sealed cover by super scribing the envelop with 'EXPRESSION OF INTEREST (EOI) FOR RUNNING OF SHOP (MENTIONING IT'S NAME) AT HIDAYATULLAH NATIONAL LAW UNIVERSITY, NAYA RAIPUR (C.G.).

Expression of Interest should be submitted or should reach the above address on or before the stipulated date and time.

For clarification, if any please contact Registrar, HNLU on any working day (Monday to Friday) between 10.00 AM to 5.00 PM.

The Expression of Interest received after the last date and time shall not be entertained. HNLU shall not be responsible for any postal delay or loss.

The HNLU shall pre-qualify interested Firms/ Agency/ Company/ Proprietor. Pre-qualification shall be based on such criteria as capacity of the Firm/ Agency/ Pre-eminence and past performance in the business, financial strength & stability and reference. After completion of the pre-qualification process i.e. verification of documents/ presentation, HNLU notifies the short listed Firms/ Agencies for final selection.

HNLU reserves the right to inspect the Firm/ Agency/ Company/ Proprietor work-sites by the nominated officer of HNLU, if required.

The EOI does not constitute a solicitation. HNLU reserves the right to change or cancel the requirements at any time during the Expression of Interest process.

HNLU reserves the right to accept or reject any Expression of Interest (EOI) without assigning any reason and any liability or any obligation to inform the effected firms ground for action is not binding of HNLU.

REGISTRAR

Authorized Signatory

Authorized person signature with seal
(On behalf of the Agency/firm/Company/Proprietor)

PROFORMA FOR APPLICATION

Sl.No.	Description	Information	
1 A	Name of the agency/ firm/ Company/ Proprietor		
	Complete Address		
	Phone No.		E-mail ID
1B	Contact Person / Representative's Name Designation		
	Contact No-		E-mail ID
2A	Registration No/ License No.		
	PAN:	TIN: (if applicable)	
	ESI: (if applicable)	EPF : (if applicable)	
	(Enclose copies of above)		
2B	Proof for payment of income tax and service tax (last three years) if applicable (copy of income tax and service tax payments to be enclosed)		
3	Experience certificate of running particular shops as mentioned		
4	References/clients/customers list (Enclosed list of work handled from last 3 years with all the relevant documents), if applicable		

5	No. of staff/Employees:	Regular	Temporary
6	Any other information , the firm/ agency/ company/ proprietor wishes to provide in support of their credentials		
7	Remarks (if any)		

Date:

Authorized person Signature with Seal

Note: i) Authenticated certificates, testimonials & proof of experience to be produced in support of Sl. nos. 2, 3 & 4.