

**Expression of Interest (Re-Called) for Leasing of Grocery Shop
in Hostel Premises in Central University of Haryana Jant-Pali,
Mahendergargh-123031 (Haryana)**

The Expression of Interest (Eol) is hereby invited (re-called) on behalf of the Hostel Management Committee (HMC), Central University of Haryana (CUH), Mahendergargh-123031 (Haryana) from the interested Applicant/firm/bidder for leasing of Grocery Shop in the hostel premises of the university as per details given below:

S.No.	Shop details/items	Rental charges per month (Rs.) excluding electricity charges
1	Shop No. 2: Grocery	3,000/-

Interested Applicant/firm/bidder can download the documents from the university website (www.cuh.ac.in) and submit their offers in the format dully filled and signed along with required enclosures and documents. The Eol is to be submitted in a sealed envelope, superscribed "Eol for Leasing of Grocery Shop at CUH Mahendergargh," addressed to the **Member Secretary, Hostel Management Committee, CUH, Room No.131, Academic Block-1, Central University of Haryana, Jant-Pali, Mahendergargh, Haryana**

**INSTRUCTION TO APPLICANT/FIRM/BIDDER AND TERMS &
CONDITIONS**

1.	This Eol invitation document is not a Tender or 'Request for Proposal' in any form and would not be binding on HMC or CUH in any manner whatsoever.
2.	Earnest money deposit (EMD): Rs. 500/- (Rupees Five Hundred only) by crossed Demand Draft issued by any scheduled bank in favour of Registrar, CUH and payable at Mahendergargh. EMD amount deposited will be refunded (without any interest) to the unsuccessful Applicant/firm/bidder after the award of the contract.

3.	<p>Security Deposit (SD): The successful applicant/firm/bidder will be required to deposit Rs.10,000/- (Rupees Ten Thousands only) as interest free security deposit in the form of a crossed Demand Draft Drawn in favour of Registrar, CUH and payable at Mahendergargh, within 15 days of the award of the services contract. EMD deposited at the time of submission of the EOI documents can be adjusted against the security deposit. The security deposit (SD) will remain at the disposal of CUH, Mahendergargh. The authority reserves the right to recover the losses/damages caused to the instruments/ articles/ building/ fittings etc. by the contractors or their employees and realization of damages arising out of any deficient services over and above any other punitive step/ civil action as the authority deems fit.</p>
4	<p>The applicant/firm/bidder will have to make a presentation before a duly constituted committee, showcasing their experience in running Grocery Shop in educational institutions, residential campus, etc. Based on the presentation, the committee will decide the list of the qualified applicant/firm/bidder. The selection of the applicant/firm/bidder will be through lottery draw amongst the technically qualified applicant/firm/bidder.</p>
5.	<p>CUH reserves the right to cancel the Eoi invitation as a whole or in part without assigning any reason whatsoever.</p>
6.	<p>The applicant/firm/bidder are encouraged to conduct their own independent survey, assessment, analysis and check the reliability, accuracy, feasibility and their suitability before submission of their interest/ proposal.</p>
7.	<p>The CUH reserves the right to update, amend and supplement the information given in this document at its sole discretion before the last date and time of submission of the interest/proposal.</p>
8.	<p>The applicant/firm/bidder should submit their response as per formats provided. The submissions not conforming to the instructions or prescribed formats will be rejected.</p>
9.	<p>The applicant/firm/bidder should equip himself /herself with all the permits, license, etc, if required for the operation of the same.</p>
10.	<p>The applicant/firm/bidder should adhere to the safety guidelines and norms in running the same.</p>
11.	<p>The applicant/firm/bidder will be responsible for cleaning and regular upkeep of the premises.</p>
12.	<p>The lease term will be initially for 1 (one) year and the same may be extended up to 2 (two) years based upon satisfactory performance. On the expiry of lease term, applicant/firm/bidder shall vacate the premises immediately. However the existing operator may bid fresh if not prohibited otherwise due to unsatisfactory performance.</p>
13.	<p>No liquor items will be provided/ served in the shop.</p>

14.	The selected applicant/firm/bidder will have to sign an Agreement with the CUH before operation of the shop.
15.	The applicant/firm/bidder should submit the bid with supporting documents about their experience, qualification, annual turnover, etc.
16.	Termination of contract: The contract can be terminated by applicant/firm/bidder by giving 30 days clear notice. However, the authority reserves the right to terminate the contract without assigning any reason, if it appears to the authority at any point of time that the utilities/services, quality of food, maintenance of hygiene/cleanliness of any of the shop are deteriorated to such an extent that it is detrimental to the interests of the University.
17.	Agreement: The successful applicant/firm/bidder has to sign an agreement on Rs 100/- non judicial stamp paper (to be borne by the successful applicant/firm/bidder).
18.	The successful applicant/firm/bidder will have to pay water charges and monthly rental of the shop as intimated on the basis of extent rules every month to CUH. Apart from this, the applicant/firm/bidder has also to pay electricity charges of the shop area every month on the basis of actual units consumed.
19.	Arbitration: All disputes or differences whatsoever between applicant/firm/bidder and the University related to the contract will be settled by arbitration as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and shall be binding for all purposes.
20.	Legal dispute: Any dispute, which may necessitate legal redress will be restricted to the jurisdiction of the civil court at Mahendergargh and district court at Narnaul, Haryana.
21.	Inspection authority: Authorized representatives of the HMC, CUH will carry- out periodic inspection and surprise checks to ensure quality of food, services, hygiene, and cleanliness.
22.	Canvassing: Any attempt to canvass for the candidature of any applicant/firm/ bidder directly or indirectly will lead to disqualification of such bidder/firm from the whole process.
23.	Rejection clause: Applicant/firm/bidder who does not fulfil any of the above conditions or submits incomplete documents in any respect is liable to be rejected summarily.
24.	Modifications: HMC/CUH reserves the right to modify/add any clause to the agreement, during the period of the contract, for any essential item, services etc.
25.	Medical fitness: The staff have to be medically reviewed. The fitness certificate should be obtained from a registered medical practitioner once in a month to the satisfaction of the hostel authorities, failing which suitable action may be initiated.
26.	Applicant/authorized person should sign on each and every page of the EOI documents.

27.	Applicant/firm/bidder should be financially sound to operate the Shop.
28	HMC/CUH reserves the right to call limited or all parties for making a presentation, based on their experience and technical submission made in the EoI. Mere fulfillment of EoI criteria does not entail the parties to be called for making a presentation.
29.	In support of the credentials submitted by the parties, CUH reserves the right to solicit information from the organizations, issuing such credential certificates.

Key dates and information are as below:

Procuring of EoI/ Application Form	Available on CUH website www.cuh.ac.in from 14/10/2019.
Address for submission of EoI	Member Secretary, Hostel Management Committee, CUH, Room No.131, Academic Block-1, Central University of Haryana, Jant-Pali, Mahendergargh, Haryana
Last date & time for receipt of EoI	November 4, 2019; 2.00 PM
Date & time of opening of EoI	4/11/2019 at 2.15 PM
Date and time of making presentation (only for the qualified parties based on the EoI)	4/11/2019 at 3:00 PM or to be announced later to successful parties.

SCOPE OF WORK

The different facilities and services intended by the authority and to be provided by applicant/firm/bidder are mentioned below.

1.	Preparation of List of Food Items and approval from the HMC before introducing it.
2.	Deployment of adequate manpower, materials, consumables etc. to run the shop smoothly.
3.	Procure necessary permits, licenses from the FSSAI/Govt.of Haryana, required for running a shop (if applicable).
4.	Arrangement of adequate furniture, consumables, etc. required for smooth functioning of the Shop.
5.	Applicant/firm/bidder will ensure the safety and proper custody of the property/structure/equipments of CUH and will pay any loss or damage caused by him/her to CUH.
6.	Design the interior /exterior of the Shop with minimum facilities without out any structural change to the built up area.
7.	Sub Leasing of the Shop after award of work/Agreement will not be permitted.
8.	Applicant/firm/bidder will be required to consult CUH authorities before advertising anything related to the Shop in the print media.

9.	One Applicant/firm/bidder will be allotted only one shop/utility.
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REQUIRED EXPERIENCE

1.	The Applicant/firm/bidder should have been operating chosen area of the proposed Eol.
2.	The Applicant/firm/bidder should have been operating and managing a project of similar size and scale for the last 3 years.
3.	The Applicant/firm/bidder should have demonstrable marketing abilities.
4.	Prior experience in the Govt. Sector/ educational institutions of national and international repute in hospitality shall be preferred.

EoI Application Form

While submitting the Expression of Interest for the Shop (in a plain paper according to the following format), Applicant/firm/bidder must submit the following details along with all required/ documents showing their experience, without which the bid will not be considered.

1. Details about applicant/firm/bidder

Name of the Applicant/firm/bidder / Company/Organisation:

Present address with contact number:

Key Contact Person (name, designation, address, contact no., mail id):

2. Registration details of the organization/entity (with supporting documents, registration certificate, etc.)

3. Brief description about the organization/ entity, organization structure and type of business.

4. Do you have any relative who is an employee of Central University of Haryana? If yes then attach the details

Signature of Applicant/Authorized Person