

TENDER NOTIFICATION

NAME OF WORK : ESTABLISHMENT, OPERATION,
MAINTENANCE AND COMPREHENSIVE
MANAGEMENT OF A DEPARTMENTAL STORE
AT STUDENT FACILITIES CENTER (SFC),
IIT MADRAS.

PERIOD : For the Years 2015 – 2018 (Three Years)

TENDER NOTICE

Last date for submission of Tender: 3.00 p.m. on 26th June 2015

The Office of the Dean (Students) invites Service Providers for Establishment, Operation, Maintenance and Comprehensive Management of a **Departmental Store** located at the Student Facilities Center of the IIT Madras campus, conforming to the specifications given in the Schedules here. Those having experience in running such a Departmental Store, or possess the necessary professional expertise and are looking for such an opportunity, are eligible to apply. The Tender document can be obtained either:

- (a) in person/by post from the Office of the Dean (Students), IIT Madras Campus, Chennai 600036, or
- (b) by downloading from www.tenders.iitm.ac.in.

The proposals/offers should be submitted under the two-bid system, i.e., Technical bid and Financial bid (in separate sealed covers indicating clearly the specific bid on the cover). The duly signed tender documents (Technical and Financial bids in separate covers) shall be either:

- (a) sent to the Office of the Dean (Students), IIT Madras Campus, Chennai 600036 by speed/registered post, or
- (b) dropped in the tender box kept in the said Office, **by 03:00 p.m., on 26th June 2015.**

The offers/bids will be evaluated by a duly constituted Committee. The technical bids will be opened first. The Committee will examine the technical bids and decide upon the suitability of each valid bidder as per the requirements, terms and conditions. Inspection committees may carry out surprise visit(s) to the bidder's clients' places and their report(s) will form a valuable input for the short-listing process.

Opening of the Technical bid: 03:30 p.m., 26th June 2015.

Venue: Conference Hall, Office of the Dean (Students), IIT Madras.

Technical bids with any explicit or implicit price indications will be rejected. The financial bids/offers will be opened only for the technical bids which meet the specifications. The Schedule for opening the financial bids will be intimated only to the shortlisted bidders. The final selection from among the bidders will be based on a weighted criteria system to be derived from the bid documents and inspection reports.

The decision of the Tender Committee shall be final and binding.

Yours sincerely

**Dean (Students), IIT Madras
Chennai 600036**

Office of the Dean (Students)
IIT Madras, Chennai 600036

Tender Schedule

(To be read along with Schedules A, B and C)

Important Conditions of the tender to be strictly adhered to by the bidders

Eligibility to participate in the tender:

1. The bidders should have either:
 - (a) continuous experience of at least **at least five years** in Operation, Maintenance and Comprehensive Management of a comparable Departmental Store,and/or
 - (b) a strong proposal for Establishment, Operation, Maintenance and Comprehensive Management of a comparable Departmental Store, containing full details of relevant:
 - (i) available expertise,
 - (ii) past work,
 - (iii) financial resources and capabilities for running the business,
 - (iv) formal business relationships and networks across the value chain,
 - (v) letters of reference,
 - (vi) commercial/professional certifications and/or endorsements, including service quality and other business certifications.
2. The bidder(s) shall declare that he/she (they), including partners if any, was (were)/is (are) not involved in any criminal proceedings as per Indian law.

Pre-bid Meeting:

The bidder(s) wishing to get any clarifications on the tender is (are) welcome to attend the pre-bid meeting at 02:00 p.m., on 19nd June 2015 in the Office of the Dean (Students), IIT Madras Campus, Chennai 600036.

Submission of Bid:

The bid can be submitted on all working days (Monday to Friday) between 09.00 a.m. and 05.30 p.m. The due date for submission of the bid is on or before 03.00 p.m., 26th June 2015. In the event of this day being declared as a holiday, the bids can be submitted up to 03:00 p.m., on the following working day.

Two bid system:

The proposals/offers/bids should be submitted under the two-bid system, namely: (a) Technical bid; and (b) Financial bid. The Technical Bid should consist of all the details, along with general terms and conditions, as specified in the Schedule A. *There should be no specific cost/financial indication in the Technical Bid.* The Financial bid should indicate price information for the Departmental Store items mentioned in Annexure I. *The Technical bid and Financial bid should be put in separate covers and super scribed as "Technical Bid" and "Financial Bid" respectively; the covers should be sealed properly. These two sealed covers should be put into a bigger envelope, along with a covering letter and a refundable Earnest Money Deposit (see below), and sealed.* The words "**Tender for Establishment, Operation, Maintenance and Comprehensive Management of Departmental Store at IIT Madras**" should be super scribed on the outer cover.

Earnest Money Deposit (EMD):

The bidder(s) should submit a refundable EMD amount of Rs.50,000/- (Rupees Fifty Thousand only) along with the bid vide Demand Draft or Banker's pay order drawn in favour of "The Registrar, IIT Madras" payable at Chennai. *Any bid without the said EMD will be considered INVALID and hence summarily REJECTED.* Photo/Fax copies of the

Demand Draft/Banker's pay orders will not be accepted. No interest will be paid on the refundable EMD, which shall be converted as a part of the Security Deposit in the case of the successful bidder(s). For unsuccessful bidders, their EMD will be returned within one month from the date of opening the Financial Bid.

Authority to Sign:

All documents must be duly signed by authorized representative(s) of the respective bidders. If an individual or a proprietor / proprietress of a firm is a signatory, he/she should sign above the printed full name and current address (to be presented in block letters). In case of a partnership firm, all the Partners of the firm or a Partner holding Power of Attorney for the firm should sign. A certified copy of the Power of Attorney document must accompany the full set of Documents. In both cases, a certified copy of the Partnership Deed and current address of all the partners of the firm must be furnished. In the case of a limited Company or a Corporation, the documents shall be signed by a duly authorized person holding Power of Attorney for signing them, and accompanied by copies of the Power of Attorney and the Memorandum of Articles of Association duly attested by a Notary Public.

Compliance/acceptance:

Compliance or acceptance with reference to the Basic Technical Details (Schedule-A), Terms & Conditions for providing General Facilities for Students (Schedule-B) and Scope of Work (Schedule-C), must be included in the Technical bid.

Opening of the bids:

The bids will be opened at the appointed place, time and date by a duly constituted Committee in the presence of the bidders or their authorized representatives who choose to be present. The larger envelope (containing the covering letter, EMD and the said two separate envelopes indicated as Technical bid and Financial bid) will be opened first. Offers found without the EMD or an invalid EMD (or the EMD presumably kept inside one of the two envelopes containing the Technical/Financial bids) will be summarily rejected; unopened bids will be returned to the respective bidders. On verifying the EMD, the respective Technical bids will be opened. The Committee will examine the Technical bids and decide upon their suitability as per the Schedules. The bidders whose Technical bids are not found acceptable will be advised of the same and their sealed cover containing their Financial Bids will not be opened; their EMD will be returned to them promptly.

Visit to Bidder's Business Outlet(s):

Complete details of Departmental shop(s) operated by the bidders must be enclosed with their respective Technical bids; the name of the contact person with phone numbers must be printed/ written on the envelope. Inspection committees will carry out surprise visits to the Departmental shop(s) run by the bidders and their reports will form a valuable input for the shortlisting process.

Quote Price:

The prices of each and every item mentioned in the Annexure-I, should be mentioned by the bidders. In case the prices are variable and there is a stated Maximum Retail Price (MRP), the percentage discount on the MRP should be indicated at the specified "Quote". The prices mentioned without any reference to MRP shall be fixed and remain valid for a period of one year. Each bidder may additionally specify, using additional pages to Annexure-I in "Financial Bid", the discounts that he/she wishes to offer to the students.

Alternative Proposals:

Each bidder shall submit offers that strictly comply with the requirements of the Tender Document. Any alternatives or modifications shall render the corresponding bid invalid; offers with conditional rebate will also be held invalid.

Validity of Offer:

Each bidder shall agree to keep the bid open for sixty (60) days from the due date of submission thereof and not make any modifications in the terms and conditions.

Late offer:

The offers received after the due date and time will not be considered and the same will be returned unopened to the respective bidders.

Acceptance and Rejection:

The Tender Committee reserves the right to shortlist/reject any or all bids and accept the whole or any part of a bid without assigning any reason. Bidders/Establishments who have served in IIT Madras earlier and whose services were terminated before completion of their contract period are not eligible to participate in this tendering process.

Final Selection:

Final selection shall be based on a weighted criteria system to be derived from the submitted bid documents and inspection reports. Various factors, namely, availability of items; quality of service; condition of existing Departmental shop(s) and reliability of services, apart from the quote, shall be considered during the finalization process.

The Tender Committee reserves the right to negotiate the price(s) quoted by the bidder(s); services can be stripped off or awarded partly to a selected bidder by the Tender Committee on the basis of evaluation.

Disputes and Jurisdiction:

Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in a court of competent jurisdiction located within the city of Chennai in Tamil Nadu or through a mutually agreed arbitrator.

Indemnity clause:

The Departmental shop shall indemnify IIT Madras of any legal issues that may arise out of the activities of the shop and/or its employees whether within the premises or outside, within the campus.

Acknowledgement:

It is hereby acknowledged that we have gone through all the Schedules as well as the conditions mentioned above and we agree to strictly adhere to them.

Date:
Place:

Signature of Bidder(s)
along with official seal and address

Schedule – A: Basic Technical Details

Sl. No.	Description	Information	
1 A	Name of the Bidder		
	Complete Address		
	Phone No.	E-mail ID	Website
1 B	Contact Person / Representative of firm: Name		
	Designation		
	Phone:	Mobile Phone:	
2 A	License No:	Registration No:	
	PAN:	TAN:	
	ESI:	EPF :	
	(Enclose copies of the above)		
2 B*	Proof for payment of income tax and service tax (last one year) (copy of income tax and service tax payments to be enclosed) (avoid if a start-up)		
3*	No. of shops/facilities operated elsewhere (Enclose list of shops/facilities handled up to 2013, and ongoing work separately with all the relevant documents) (List to be included with name and the duration, type of service provided etc.)		
4*	Whether Quality Certification obtained for any of the services provided (If Yes, copy to be enclosed)		
5*	Bidders Solvency (Capital Employed) in Rs. (in lakhs)		
6*	Turnover per annum Rs. (in lakhs)		

7	No. of Employees: Regular		Temporary	
8	Litigations, if any, connected with the facility	Yes/ No (if yes, details to be furnished)		
9	Any other information, bidder wishes to provide in support of their credentials	(separate sheets may be used)		
10	Criminal proceedings, if any, against the bidder	Yes/ No (if yes, details to be furnished)		

Date:

Signature with Seal

Note:

- i) **Authenticated certificates, testimonials and proofs of experience to be produced in support of Sl. Nos. 2, 3, 4 & 5.**
- ii) **For items marked by *, the bidder need not furnish any detail if the firm is a start-up, but then has to compulsorily provide a detailed business plan regarding nature of work.**

Schedule – B: Terms & Conditions for providing General Facilities for Students

1. Institute shall provide the following:
 - a) Water for basic activities on the basis of metered consumption.
 - b) Electricity for the purpose of running the facilities (excluding decorative purposes) at prevailing rates in the Institute.
Every effort must be exercised by the Service Provider to minimize electricity and water usage and desist from unnecessary usage. Obtaining water for cooking purposes shall be the responsibility of the Service Provider.
2. The contract shall be valid initially for a period of three years from the date of award of the contract. The contract could be renewed further for terms of one year each on mutually agreed terms & conditions, depending upon satisfactory services of the Contractor.
3. The Departmental shop which holds the license for the operation of the facility, shall fulfill the following responsibilities regarding cleanliness and sanitation:
 - a) Hygiene and sanitation standards should strictly comply with FSSAI regulations and/or prevalent norms. Compliance to the hygiene standards will be checked periodically. Noncompliance to hygiene standards will be sufficient reason to terminate the contract.
 - b) keeping the premises and surroundings neat, clean and hygienic. Periodic fumigation as per laid down norms.
4. The shop's performance will be monitored on a regular basis through the Committee for Monitoring General Facilities for Students (CMGFS). Meetings of the CMGFS, scheduled every month, should be attended by the Licensee and the Manager of the IIT Madras facility, and not by any others. All recommendations made by the CMGFS shall be notified to the Service Provider who must strictly comply with the same.
5. The rates stipulated during the award of the contract may be changed according to the mutual agreement after negotiations. The rates referenced to MRP shall change according to market variations.
6. The shop shall not assign, sublet or part with the possession of the licensed premises and properties of the Institute therein or any part thereof under any circumstances.
7. On expiry/termination of the license, the Service Provider must vacate the licensed premises promptly. All fixtures, furniture, etc. which are properties of IIT Madras should be handed over to the Institute in good and tenable conditions. The cost of repair charges incurred following mishandling and/or willful damage (except normal wear and tear) will be deducted from the caution deposit.
8. The shop shall not construct or make any structural/electrical alterations or install additional fittings inside the premises of the work place without prior approval from the Institute.
9. Employment of child labor, defined as per relevant laws is strictly prohibited. The contract will be terminated with immediate effect if those laws are violated.

10.	The shop shall maintain a register with name, age and address of all their employees working at IIT Madras premises and submit the same to the CMGFS in a prescribed format after obtaining contract. The shop must report any changes in their list of employees to the CMGFS immediately following changes.
11.	The shop shall arrange to obtain security passes from the Security Section of IIT Madras for all their employees and issue the same to them. No employee must stay in the premises of IIT Madras after working hours. The shop must obtain the necessary written permission from the competent authority to enable overnight stay of their employees in the campus at times of exigencies. The facility cannot also be used for the accommodation of staff when they are not on duty.
12.	The shop shall be responsible for the proper conduct and behavior of the employees engaged by them.
13.	Smoking, consumption/distribution of alcohol, use of pan and gutka, and drug/substance abuse by the employees is strictly prohibited.
14.	All expenses related to the employees engaged by the shop shall be borne by the Contractor/ Licencee. In case of any accident or mishap to any employee of the shop, the Institute and its functionaries shall not be held responsible/liable in any manner whatsoever.
15.	The shop is solely responsible for the payment of minimum wages, ESI and EPF for their employees as per the Government of Tamil Nadu and Government of India norms as applicable and should meet any other statutory and non-statutory benefits/obligations. The shop shall not pay differential wages based on gender, caste, community or on linguistic basis. The record of duty hours and pay structure must be maintained as per rules for inspection by the government authorities.
16.	The shop shall carry out periodic cleaning of fixtures (including lights, fans, etc.). The maintenance of the tools and equipment provided by IIT Madras shall be taken care of by the Service Provider and return in the same condition as received.
17.	Waste disposal is the responsibility of the shop. All biodegradable and Non-biodegradable waste has to be segregated at source (by not mixing with biodegradable wastes) and handed over to OWZONE personnel. No wastage should be thrown out of the windows of the shop and surrounding premises nor should be fed to the animals. Non-compliance of waste disposal will invite penalty.
18.	The shop shall be required to display the price list of all the items. The prices of the items given in IIT Madras shall not be more than the local market rate and shall be approved and reviewed by CMGFS every year. The Service Provider shall display the approved rate list at a prominent location within the allotted premises.
19.	There should be complete adherence to the approved menu, price and quantity. In case the Service Provider is to supply extra items on demand, they may do so, provided the request is placed by the customer(s) for a bulk order. The Service Provider shall promptly inform the competent authority if anyone from outside or inside the campus uses compulsion or coercion against them or in any way obstructs the functioning of the facility.
20.	All the items are required to be made available during the working hours. In case some items are not available from the approved list of items, the shop shall make them available to the concerned customer within 48 hours from the time the request is made.

21. The shop and their staff shall comply with all instructions and directions of the CMGFS/Institute functionaries given from time to time. In the event of any emergency, the staff of the Service Provider shall comply with instructions given by the CMGFS (the format for the shop evaluation and the instruction sheet are given in Annexure-II), without waiting for confirmation by the Licencee and if found violating the instructions, the shop will be penalized severely.
22. CMGFS members shall have free access to inspect the facility used and items/ services provided by the shop at any time during the working hours of the facility and beyond, if needed. If any substandard or unauthorized items/services are found to be provided, the shop shall be penalized by the CMGFS and the shop shall have to abide by the corresponding rulings.
23. A "Suggestions Book" must be kept at the billing counter, visible to all the customers, so that the customers may record comments about any item. A copy of the complaint/suggestion should be given to the customer after obtaining signature from the shop in-charge. The CMGFS shall have the right to check the complaint book at any time.
24. The advertisements of special offers and other items/ services provided by the shop shall be the sole responsibility of the shop and the space allotted may be used for the same. However, any other publicity within the campus can only be carried out after informing the CMGFS.
25. While accepting the offer, the shop shall execute a bond accepting the terms and conditions for serving the general facilities, as listed in the schedules given here. The license can be terminated by either side with a notice of one month. The CMGFS reserves the right to review and modify the terms and conditions, periodically. Decisions of the CMGFS shall be final and binding in extending the licenses after the award of the contract.

I/We agree to the above terms and conditions specified.

Signature of Bidder(s)
Official seal and address

Schedule – C: Scope of Work and Prevailing charges for services (subject to revision)

Office of the Dean (Students), IIT Madras

Scope of Work and the Working Hours:

The "Departmental Store" will function at the SFC. The bidder(s) shall visit this facility and ascertain the available infrastructure before submitting the bid. Any additional requirements, necessary for efficient services, shall be taken care of by the bidder(s). The rates quoted by the bidder(s) shall include the overall operational costs related to the rendering of the items / services as well as all taxes. The working hours for the facility, to begin with, shall be between 08:00 a.m., and 10:00 p.m. However, this can be changed on mutually agreeable terms.

Area and Rent:

The rent for the (Departmental Store) facility (697 sqft) is Rs.10455/- per month.

Water Charges:

There are no water charges applicable for this shop.

Electricity charges:

Use of electricity for the common areas is borne by the Institute. However, usage of electricity by the Service Provider within the earmarked total premises (enclosed as well as open) is chargeable as per prevailing TNEB rates. Presently, the charge is Rs.7/- per unit of electricity consumed.

Waste disposal charges to OWZONE:

For waste disposal charges, an amount equivalent to 10% of the rent should be paid to OWZONE for every month. This amount is revisable and will be specified by the CMGFS. The hygiene of the surroundings is given utmost priority and in case certain prudent waste management measures are sought by the Institute, the Service Provider must abide by them.

Caution Deposit:

A caution deposit of Rs.1,00,000 shall be paid to IIT Madras within a month of receiving the work order.

I/We agree to the above terms and conditions specified.

Signature of Bidder(s)
Official seal and address

Annexure – I: List of Items

List of items for Departmental Store

No.	Name of the Item	Particulars/Brands	Quote (MRP & % discount)
Cosmetics			
1	Mouth Wash	Colgate Plax	
2		Listerine	
3		Scope	
4		Colgate plax	
5		Dentyl Active	
6	Tooth Brush	Colgate	
7		Oral B	
8		Pepsodent	
9		Cibaca	
10	Tongue Cleaner	Dentek	
11		Trisa	
12		Orlex	
13		Sonic	
14	Dental Floss	Oral B	
15		Johnson & Johnson Reach floss	
16		Glide	
17		Colgate	
18		Fresh up	
19	Toothpastes	Colgate	
20		Closeup	
21		Pepsodent	
22		Himalaya	
23		Dabur	
24		Aqua fresh original	
25		Crest	
26		Denta care	
27	Hand Wash	Dettol	
28		Lifebuoy	
29		Medimix	
30		Lux	
31		Pears	
32		Herbal	
33		Olive leaf	

34		Johnson's
35		Redox
36	Soaps	Lifebuoy
37		Hamam
38		Cinthol
39		Dove
40		Lux
41		Margo
42		Rexona
43		Dettol
44		Yardley
45		Pears
46		Liril
47		Mysore sandal
48	Body wash	Dial
49		Himalaya
50		Softsoap
51		Dove
52		Cares
53		Lux
54		Dettol
55		Aveena
56	Shampoo	Clinic Plus
57		Dove
58		All Clear
59		Head & Shoulders
60		Garnier
61		Himalaya
62		Panteen
63	Hair Serum	Matrix Biolage
64		Livon
65	Hair Conditioner	Dove
66		Himalaya
67		Panteen
68		Garnier
69	Hair Gel	Flirt
70		Gellac
71		Enliven

72		Gatsby
73		Bryl Cream
74	Hair Oil	Parachute
75		Vatika
76		Clinic All clear oil
77		Clinic plus oil
78		Dove elixir
79		Dabur amla
80		Dhathri hair care herbal oil
81		Navratna
82	Shaving Cream	Gillette
83		Axe
84		Palmolive
85		Old Spice
86		Nivea
87		Lavera
88		Veet
89	Shaving Foam	Goorej
90		Gillette
91		Gelleme
92	Razor	Gillette
93		Shick Hydro 5
94		Wilkinson sword
95	After Shave lotion	Gillette
96		Axe
97		Nivea
98	Body lotion (Moisturizer)	Vaseline
99		Lux
100		Himalaya
101	Face creams	Ponds
102		Garnier
103		Olay
104		American Swan
105		Rich Moisture - Avan Care
106		Himalaya
107	Face wash	Garnier
108		Nivea

109		Himalaya
110		Vivel
111		Neutrogena
112		Ponds
113		Nature
114	Face scrubs	Himalaya
115		Walnut
116		Botanics
117		Clinique
118		Cocoa Butter
119		Eternal youth
120	Perfumes & Deodorants - Male and Female	Axe
121		Reebok
122		Nivea
123		Denim
124		Fogg
125		Adidas
126		Nike
127		Old spice
128		Eva
129	Talcum powders	Nycil
130		Boro plus
131		Cuticura
132		Yardley
133		Ponds
134		Shower-to-shower
135		Himalaya
136		Dermi cool
137	Lip Care	Vaseline
138		Himalaya
139		Nivea
140		Labello
141	Body scrub	Sr Ives
142		Hempz
143		Scrubzs

General Utilities

144	Detergent Cake	Rin
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145		Surf
146		V-care
147		Ariel
148		Tide
149	Detergent Liquid	Ariel
150		Tide
151		Attack
152		Surf Excel
153	Detergent powder	Surf Excel
154		Ariel
155		Tide
156		Mr. White
157	Fabric Conditioner/Smoothner	Surf
158		Comfort
159		Lenor
160	Mattress	Kurlon
161		Cotton (Thin)
162		Cotton (Thick)
163	Bucket	20 litre
164		10 litre
165		5 litre
166	Mug	1 litre
167		500 millilitre
168	Towel	Cotton
169		Turkey towel
170	Backpacks	American tourister
171		VIP
172		Samsonite
173		Travelon
174		Mcklein
175	Blanket	Bombay Dyeing
176		Normal
177	Lock & Key	Godrej
178		Globe
179		Number lock
180	Coir Mat	
181	Door Mat	Rubber

182		Cloth type
183	Pillow Cover	
184	Pet Bottle	
185	Bed Sheet	
186	Pillow	Kurlon
187		Blow air pillow
188		Cotton
189	Candles	
190	Umbrella	
191	Rain coats	
192	Sandals	
193	Cloth hangers	
194	Broom Stick	
195	Tooth pick	
196	Surgical Cotton	
197	Mosquito mesh/net	
198	Spoons	
199	Knives	
200	Room freshners	Airwick
201		Nice n Fresh
202		Odonil
203		Seasons
204	Tissues	Roll
205		Individual
206	Hand towel	
207	Hand Kerchief	Vinda
208		Burberry
209		Frank leder
210	Cloth Clips	
211	Mop stick	
212	Tumbler	
213	Wet tissue	Pigeon
214		Tendersoft
215	Under garments	
216	Cloth bags	
217	Bags	
218	Laptop bags	
219	Lady Fancy Items	Comb

220	Hair clips	
221	Clutchers	
222	Safety pins & Saree pins	
223	Eyeliners	
224	Kajal	
225	Bindi	
226	Nail polish	
227	Nail polish remover	
228	Clocks	
229	Watches	
230	Cycle locks	
231	Ropes	
232	Yoga mats	
233	Sports Items	Tennis
234		Badminton
235		Cricket
236		Football
237		Table Tennis
238		Basket Ball
239		Volley ball
240	Fiber mats	
	IIT Authorized	
241	Merchandise – T/Shirts, Mugs etc.	

Stationery Items

242	Fountain Pens	Parker
243		Waterman
244		Pelikan
245		Camelin
246		Flair
247		Chelpark
248		Lamy
249	Ball Point & Pilot Pens	Parker
250		Reynolds
251		Linc
252		Cello grip
253		Uniball
254		Luxor

255		Staedtler
256		Faber Castell
257		Rotomac
258		Lamy
259	Gel Pens	Parker
260		Add gel
261		Cello
262		Reynolds
263		Uniball
264		Stick pens
265		Staedler
266		Camilin
267		Rotomac
268		Sakura
269	Glitter pens & Fine liners	Staedler
270		Flair
271		Montex
272		Rotomac
273		Faber castell
274	Sketch Pens	Faber castell
275		Staedler
276		Camilin
277		Luxor
278	Crayons & Colour pencils	Faber castell
279		Apsara
280		Camilin
281		Staedler
282		Natraj
283	OHP Markers & Permanent Markers	Camel
284		Fabel castell
285		Luxor
286		Staedler
287		Flair
288	Highlighters & Whitener	Camel
289		Fabel castell
290		Luxor

291		Flair
292	Ink	Camilin
293		Parker
294		Luxor
295	Lead pencils - HB, 2B, 2H	Apasara
296		Fabercastell
297		Staedtler
298		Camel
299		Natraj
300	Micro tip pencils - 0.5 & 0.7 lead 2B,HB,2H	Staedtler
301		Camel
302		Fabercastell
303	Leads - 0.5 & 0.7 lead 2B,HB,2H	Staedtler
304		Camel
305		Fabercastell
306	Eraser	Apsara Non-Dust
307		Camilin
308		Fabercastell
309		Natraj
310	Sharpener	Fabercastell
311		Camilin
312		Natraj
313	Papers - A3, A4, Bond papers	TNPL
314		ITC
315	Notebooks - Short & long	Classmate
316		TNPL
317		BILT
318	Gum/Glue	Fevistick
319		Feviquick
320		Fevicol
321		Fevibond
322		M-seal
323		Camel paste
324	Stapler - Small & large	Kangaroo
325		Swingline

326		Vintage
327		Stanley bostitch
328	Paper punching Machine	Kangaro
329		Stellar
330	Stamp Pad	Faber castell
331		Camel
332	Paper Clip	Acco
333		Maped
334		Staples
335		Vintage
336	Drawing sheets	
337	Writing Pad	
338	White Boards	
339	Board Pin	
340	Cellophane Tapes	Transparent - small & large
341		Brown
342		Blue
343	Invisilbe/Double Sided Tape	
344	Drafter & Set Square	Camilin
345		Natraj
346	Files	Box File ARO / Asiard
347		Plastic File
348		Clip File
349		Strip File (solo)
350		Plastic File 'L' Folder (filemax)
351		Stick file
352	Greeting Cards	Archies
353	Envelopes	Paper
354		Cloth - small, medium & large
355	Chart Papers	
356	Blades	
357	Folders	Solo Report file folder
358		Strip file folder
359		1/3 size ring binder
360		L Folder
361		Core Folder A3

362		Core folder A4
363	Painting Kit	Water colours
364		Oil painting
365	Chalk Set	Dust Free chalks
366	Packing Tapes	Scotch
367	Diaries	
368	Spiral Pad	
369	Note Pad	
370	Calendars	
371	Greeting Cards	Brands/ Varieties
372	Gift articles	

I/We agree to the above terms and conditions specified.

Signature of Bidder
Official seal and address

Annexure – II: Shop Evaluation Form and Instruction Sheet

Date:

Shop (Name & No.):

Name of Evaluator:

Shop Evaluation Form

Evaluation scale 1 to 5 with 1 for worst and 5 for the best (weights in brackets)

No.	Performance Parameter	Score				
Net Score						
1.	Quality of service (3)	1	2	3	4	5
2.	Availability of skilled workforce (3)	1	2	3	4	5
3.	Availability of minimal required infrastructure (2)	1	2	3	4	5
4.	Speed of service (3)	1	2	3	4	5
5.	Courteousness/Hospitality of the staff (2)	1	2	3	4	5
6.	Shop Cleanliness (2)	1	2	3	4	5
7.	Availability of items/service (3)	1	2	3	4	5
8.	Adherence to operational timings (2)	1	2	3	4	5

Weighted Average

/ 100

Comments/Observations

Instructions to Shop Licensee

Date:

Shop (Name & No.)

No.	Instruction	Deadline

Reasons for Instructions:

Name & Signature of Shop licensee/Manager :

Names & Signatures of CMGFS Team Members :

I/We agree to the above terms and conditions specified.

Signature of Bidder
Official seal and address