

Sub: Auction for running Departmental Store at Regional Institute of Medical Sciences, Imphal.

Regional Institute of Medical Sciences, Imphal is engaged in healthcare facilities and imparting education to the Medical, Nursing and Dental students.

The Institute has premises for running Departmental Store and intends to give it on auction/license basis, to the willing party having experience to operate such outlet under its ownership/proprietorship to cater to the needs of campus community accordingly, thus Auction is invited on behalf of Regional Institute of Medical Sciences, Imphal from the interested parties for running such an outlet at the aforementioned location on campus.

The prescribed bid form duly filled by the applicant in all respects should be submitted through the Receipt & Issue Section and kept at Administrative Block, RIMS, Imphal.

Selection will be done through Auction.

Eligibility criteria and documents to be submitted may be seen on the institute's website. rims.edu.in



(Somi Paite)

8/9/22

Section Officer (Estt.),
Regional Institute of Medical Sciences
Imphal

Copy to:

1. P. S. to Director, RIMS, Imphal
2. All Notice Boards
3. Institute website.

**AUCTION DOCUMENT
FOR
RUNNING DEPARTMENTAL STORE
AT
REGIONAL INSTITUTE OF MEDICAL SCIENCES,
IMPHAL**

**Issued By:
SECTION OFFICER (ESTABLISHMENT),
REGIONAL INSTITUTE OF MEDICAL SCIENCES,
IMPHAL**

**FORM FOR AUCTION
FOR
RUNNING DEPARTMENTAL STORE
AT
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL**

AUCTION NOTICE No. B / 2653 / 2022 - RIMS(Pt-II) Dated 8th Sept., 2022

Name of Work / Service	TO RUN DEPARTMENTAL STORE
Location of the Shop / Outlet	Near Obst. & Gynae. Ward.
Number of Stall	2 (two)
Base Rate of Monthly License Fee	To be announced later
EMD Amount	Rs. 1,00,000/- , (Rupees One Lakh) only
Timing of the Outlet / Shop	07:00 AM to 09:00 PM
Last date & time of receipt of Form	17 th September, 2022 at 4:00 p.m.
Place of submission of Form	Director, RIMS, Imphal through Receipt & Issue Administrative Block, RIMS, Imphal
Date & time of opening of technical bids	To be announced later
Place and date of opening of Auction	To be announced later
Link to download the Auction document	rims.edu.in

Signature of the Bidder

APPENDIX-A

GUIDELINES FOR THE BIDDERS

Eligibility Criteria:

1. Must have experience of running similar outlet(s) for not less than five years. Interested bidder may apply along with sufficient proof of experience /ability to run the shop/outlet.
2. Good Financial health of an individual/ firm in terms of working capital, to run the said shop smoothly. Preferences will be given to individual/firm with better financial position / state.
3. The bidder must have PAN Number and GST/GSTN number and Shop and Establishment Licence. The bidder whom the contract is finally awarded shall have a GST number for the shop in question as well, if the related law so requires.

Earnest Money Deposit (EMD)

1. Every bid must be attached with an Earnest Money Deposit of Rs. 1 Lakh mentioned on page No. 2 in the form of DD of any nationalized Bank in favour of the "Director, RIMS, Imphal". Any bid which is not accompanied by the EMD shall be summarily rejected. Any bid accompanied by the cheque in lieu of earnest money shall also be rejected.
2. The earnest money of the successful tenderer will be liable to be forfeited as liquidated damages in the event of any evasion, refusal or delay on his part in signing the agreement.
3. The earnest money of the tenderer who withdraws its tender in breach of conditions of contract and who evades or refuses to sign the contract bond after acceptance of its tender within the period of its validity, will also be liable to forfeiture.
4. The EMD of unsuccessful bidders shall be refundable to them after completion of the bidding process.
 - (a) However, the same shall be refunded within 30 days after the receipt of written request from the bidder concerned in this behalf.

- (b) The EMD of the bidder whose bid is finally accepted, shall be returned on deposit of the due Security deposit as stipulated in the Terms & Conditions in Appendix - B.

Security Deposit (to be submitted by the successful bidder after award of contract):

1. Successful bidder shall have to deposit a security amount based on the following calculation through FDR drawn in favour of "Director, RIMS, Imphal" payable at Punjab National Bank, RIMS Branch, Lamphelpat which should be valid till three months after the completion of the contract duration:
 - (a) Security amount shall be fixed to ten times of the quoted monthly license fee by the successful bidder.
 - (b) Electric and Water bill are chargeable as per consumption.

Documents to be attached with the bid:

1. The bidder must attach the Bank Draft and self-attested copies of the following documents along with the bid.

Any bid not accompanied by any of such documents would be liable for rejection:

- (a) Income Tax Registration Certificate/PAN No.
- (b) Firm/Company Registration Certificate.
- (c) GST Registration Certificate/No.
- (d) Other Statutory Registrations/Licenses, if any.
- (e) Details/particulars of the firm submitting the bid in Annexure-1(Part I & II)
- (f) Total number of outlets and their details.
- (g) Audited balance sheet and profit and loss accounts along with gross turnover and profit for the Last three financial years.
- (h) Earnest Money Deposit (EMD) as mentioned on page - 2
- (i) Address proof
- (j) Aadhar Card of individual applicant/person signing the bid.
- (k) Other documents as may be deemed necessary and as is required under any other provision of the bid document and not mentioned herein above.

ANNEXURE-1

APPLICATION FORM

Part-I

Name of the Applicant -----

(If an individual)/Firm

Father's Name -----

Address of self and Firm -----

Phone No./Mobile No. -----

Email ID -----

Aadhaar No. -----

Details of EMD

a. Amount : ₹ _____/-

b. DD No. : _____

c. Dated : _____

d. Bank & Branch : _____

GST NO _____

PAN No. _____

EPF Code No., if any _____

ESI Code No., if any _____

Experience, if any (in years) _____

Name and address of two responsible persons as witness:

Name _____

Name _____

Aadhar No. _____

Aadhar No.

Address _____

Address _____

Declaration:

I hereby undertake -

1. That I shall bear all the expenses if there is any damage to the said premises.
2. That I shall vacate the Outlet premises and handover it to the Institute whenever a notice is served.
3. That I bind myself to the terms and conditions of this tender document.

Date: _____

Signature of the bidder
Seal:

DETAILS TO BE FILLED BY THE BIDDER

IN CASE THE BIDDER IS A FIRM IN CASE THE BIDDER IS AN INDIVIDUAL

IN CASE THE BIDDER IS A FIRM		IN CASE THE BIDDER IS AN INDIVIDUAL	
Income Tax Registration Certificate/PAN No. _____		Income Tax Registration Certificate/PAN No. _____	
Bank statement for the last three years of the registered firm enclosed: Yes/No		Bank statement for the last three years of the Individual's account: Yes/No	
GST Registration Certificate/No. _____ Document Enclosed: Yes/No		GST Registration Certificate/No. _____ Document Enclosed: Yes/No	
Firm Registration No. _____ Document Enclosed: Yes/No		Not required	
No of employees _____		No of employees _____	
EPF registration No. _____ Document Enclosed: Yes/No		EPF registration No. _____ Document Enclosed: Yes/No	
ESIC Registration No. _____ Document Enclosed: Yes/No		ESIC Registration No. _____ Document Enclosed: Yes/No	
No of years of experience _____ Document Enclosed: Yes/No		No of years of experience _____ Document Enclosed: Yes/No	
Whether worked in Government / semi-government / autonomous body and reputed Institute: Yes/No _____		Whether worked in Government / semi-government / autonomous body and reputed Institute: Yes/No _____	
Name of the Government / semi-government / autonomous body & Institute where last worked / currently working.		Name of the Government / semi-government / autonomous body & Institute where last worked / currently working.	
Institute Name	Years of experience	Institute Name	Years of experience
1.		1.	
2.		2.	
3.		3.	
4.		4.	
Other Statutory Registrations/Licenses, if any.		Not required	
In case of person signing the bid on behalf of the Firm, enclose authority letter.: Yes/No		In case of person signing the bid on behalf of the Firm, enclose authority letter.: Yes/No	
DD No. _____ Issuing Bank Name _____ Date of issue _____		DD No. _____ Issuing Bank Name _____ Date of issue _____	
		Aadhar No. of Individual: _____ Document enclosed: Yes/No.	