



PONDICHERRY UNIVERSITY

(A Central University)

Bharat Ratna Dr. B.R. Ambedkar Administrative Building,
R. Venkataraman Nagar, Kalapet, Puducherry – 605 014

Tender No. PU/S&H/2026/02

dated: 05.05.2026

NOTICE INVITING TENDER (NIT) DOCUMENT

for

**Leasing of Commercial Space for Operating Shops
in the Commercial Complex of Pondicherry
University Main Campus**

(visit us at www.pondiuni.edu.in)

**NOTICE INVITING TENDER FOR LEASING OF COMMERCIAL SPACE FOR
OPERATING SHOPS IN THE COMMERCIAL COMPLEX OF
PONDICHERRY UNIVERSITY MAIN CAMPUS**

SECTION 1 – INVITATION FOR BIDS

1. About the University

The Pondicherry University is a Central University established by an Act of Parliament in October 1985. The University is located at Kalapet, 10 kms. from the town of Puducherry, in a serene and beautiful campus of 800 acres adjoining the scenic Bay of Bengal. It is an affiliating University with a jurisdiction spread over the Union Territory of Puducherry, Lakshwadeep and Andaman and Nicobar Islands, and has satellite campuses at Karaikal and Port Blair.

The University's objectives are to disseminate and advance knowledge by offering teaching and research facilities, to make provisions for studies in French and integrated courses in Humanities and the Sciences, and to promote interdisciplinary studies and research. The University's motto is 'Vers la lumière' meaning 'towards the light'. The University presently houses near about 12,000 heterogeneity group consist of faculty members, non-teaching staff, dayscholars, hostel residents and supporting staff.

2. Notice Inviting Tender

The University invites bids from eligible Firms / Agencies / Individuals / Self Help Groups under two bid system for '**Leasing of Commercial Space for Operating various Shops in the Commercial Complex of Pondicherry University Main Campus located at R. Venkataraman Nagar, Kalapet, Puducherry 605 014, Pondicherry University**' initially for a period of 03 (Three) years and renewable for a further period of 02 (Two) years subject to the outcome of the performance review by the expert committee constituted by the Pondicherry University.

Prospective bidders may visit the University and acquaint themselves with the scope & space availability before participating in the pre-bid meeting. In order to familiarize the bidders on scope of the work and other obligations in the proposed contract, a pre-bid meeting will be conducted with bidders.

The tenders are in Two bid System. All the bidders are requested to go through the instructions, terms & conditions and specifications laid down in the Tender document. Failure to furnish all required information in every aspect will be at their risk and may result in the rejection of their bids. All tender documents including financial bid should be submitted on GeM/Central Public Procurement (CPP) Portal only.

CRITICAL DATE SHEET

1	Date of notification of E-Tender	As per CPP Portal
2	Date & time of downloading E-tender documents	As per CPP Portal
3	Date and time of pre-bid meeting	As per CPP Portal
4	Pre-bid queries can be made through e-mail to	registrar@pondiuni.ac.in drs@pondiuni.ac.in
5	Last date and time for seeking clarifications, if any	As per CPP Portal
6	Pre bid meeting venue	Board Room of Director (Studies), Dr. B.R Ambedkar Administrative Building, Pondicherry University, Kalapet, Puducherry - 14.
7	Tender Document	The details can be downloaded from GeM/ CPP portal
8	EMD Value	Rs. 5,000/-
9	Last date & time of submitting Bids (Financial bid)	As per CPP Portal
10	Date & time of opening of Financial Bids.	Shall be communicated to the technically qualified bidders.

The NIT documents and relevant forms can be downloaded only from GeM/ CPP portal. The tenderers are requested to refer to the GeM/ CPP portal or Pondicherry university website regularly for any corrigendum/further notifications if any. Interested Bidders are requested to go through the contents of the Notice Inviting Tender (NIT) and ensure that the bids are submitted online on or before the due date and time indicated in NIT.

**TENDER FOR LEASING OF COMMERCIAL SPACE FOR
OPERATING SHOPS IN THE COMMERCIAL COMPLEX OF
PONDICHERRY UNIVERSITY MAIN CAMPUS**

SECTION – 2: SCOPE OF SERVICES

1. The Pondicherry University invites e-tenders in Two Bid system (Financial) from eligible and willing registered Agencies/ Firms / Individuals/ Proprietors / Self-help Groups for leasing out commercial space located in the commercial complex of Pondicherry University main campus for operating various categories of shops as indicated below.

Sl. No.	Shop No. to be allocated	Nature of Items to be sold in shop/ nature of shop	Carpet Area of shop (Sq. ft.)	Minimum/ Base Rent per month
1	Shop No. 1	Shop No. 1 Super Market	216.03	3,050
2	Shop No. 2	Shop No. 2 Super Market	216.03	3,050
3	Shop No. 3	Shop No. 3 Fast food & Juices	209.25	2,950
4	Shop No. 4	Shop No. 4 Browsing Centre & Photocopying/Printing	282.56	4,000
5	Shop No. 5	Shop No. 5 Bakery, Sweets & Snacks	274.48	3,900
6	Shop No. 6	Shop No. 6 Tailoring/Dry clean/Dress ironing	207.21	2,950
7	Shop No. 7	Shop No. 7 Vegetable & Fruits	212.27	3,000
8	Shop No. 8	Shop No. 8 Tea shop & cafe	207.21	2,950

2. The Pondicherry University invites bids from eligible bidders for leasing out of 08 (Eight) shops in the Shopping Complex located in the main campus at Kalapet, Puducherry.
3. The interested registered Agencies/ Firms / Individuals/ Proprietors / Self-help Groups may personally visit the campus at Puducherry to have the first-hand information about the shops located in the campus and submit their bids. However, Pondicherry University does not take any responsibility for the minimum business from shops. Bidders are advised to visit the Institute before bidding and assess the business potential. The interested parties can inspect the premises on any working day from start date of the bid till the end date of the bid. They may visit the premises after obtaining security clearance from the office of the OSD (Vigilance & Security) during the office hours (10.00Hrs to 17.00Hrs) on any working day. The cost of any such visit shall be entirely at the bidder's own expenses.
4. All interested bidders are required to submit their bids duly following the terms & conditions laid in the tender document within stipulated date. Technical Specification and General Terms & conditions and other details are available in Annexure I to Annexure IV.

5. Cost of tender, Tender document & opening of tender:

The tender documents can be accessed only from GeM/CPP portal. The tenderers are requested to refer to the GeM/CPP portal (or) Pondicherry University official website i.e. www.pondiuni.edu.in regularly for any corrigendum/further notifications if any. The last date for submission of completed tenders as per the details mentioned in the critical date sheet in page no. 04. Unless the last date for tender submission is not extended by the competent authority, the bids received will be opened on the next day after the deadline in the presence of those tenderers who may desire to be present at that time. The Technical Bid will be opened first and financial bids of only those firms, which fulfill the technical eligibility will be opened.

6. Instructions to bidders for preparation and Submission of Bids:

- a. Bidders are requested to go through the tender notification and tender document carefully to understand the documents required to be submitted for evaluation. Please note the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of bid for evaluation.
- b. Bids received through e-mail will not be considered for evaluation.
- c. Bidders need to submit “Earnest Money Deposit” in form of Demand Draft drawn in f/o “The Finance Officer, Pondicherry University, Puducherry” for taking part in the bidding process.
- d. The bidder has to attach the duly signed and sealed copy of this tender document and attach the same along with technical documents.
- e. Bidders are requested to note that they should necessarily submit financial Bids in the specific format only through the GeM/CPP Portal and no other format is acceptable.
- f. Any queries relating tender document and terms & conditions contained therein should be addressed in written format to the Tender Inviting Authority or the concerned person as indicated in the tender.

7. Submission of Bids:

Tenders shall be submitted in Two Bid System. The interested registered agencies/Firms / individuals/ proprietors have to submit the Technical Bids and Financial Bids in the prescribed proforma within the deadline as per NIT. All the documents along with signed copy of tender document are to be scanned and uploaded on the relevant field of the GeM/CPP portal. Submission of “**Financial details**” in the technical parameters will lead to rejection of bids. All the technical documents and financial details are to be submitted only through the GeM/CPP Portal duly following the procedures and deadline.

(a) Technical Bid documents:

Duly filled proforma for the technical bid shall be prepared and it should also contain the following:

- a) All supporting documents to the bidder’s responses filled in Annexure-I.
- b) EMD for an amount of Rs.5000/- in form of DD drawn in f/o “The Finance Officer, Pondicherry University” payable at “Puducherry”
- c) Bidder should print & sign on all pages of this tender document and upload the same.

**All pages submitted in technical bid shall be serially numbered, indexed and the documents shall be used as final for all purposes.*

(b) Financial Bid:

It should contain Price Bid only in a specific **Bill of Quantities** (BOQ) format submitted through the GeM/CPP Portal.

Note: No additional/tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever. However, Pondicherry University reserves the right to seek for any clarification from the bidders either through email or through regd. Post/speed post etc, if there is any ambiguity in the documents submitted by the bidder, and the bidder needs to respond to the clarification sought by PU within 2 days of receipt of communication from Pondicherry University.

8. Validity of Bid:

- a) The bids offered by bidders shall remain valid for 180 days from the date of notifying the tender and Bids submitted for a shorter period (if any) will be rejected.
- b) The Pondicherry University may, as its discretion, request the bidder for extension of period of bid validity. However, modification in Bid will not be allowed at any stage.

9. Pre-Bid meeting:

A pre- bid meeting will be conducted as per the dates mentioned in the critical date sheet for seeking clarifications on the tender conditions if any & followed by shops visit. **Participation in the pre-bid meeting is voluntary.** However, all the bidders are advised to take the cognizance of corrigendum published on the portal/website, if any, before the due date for submission of their bids. Prior intimation for attending the pre-bid meeting has to be made for arranging entry permission and security clearance.

10. Terms & Conditions of the tender:

Sl No.	Description	
(a)	Maximum number of shops which can be applied by a bidder	Multiple bids are allowed. Bidders shall quote the maximum rental value against each shop. However, maximum of 02 shops shall be allotted per bidder.
(b)	EMD	The bidders need to submit EMD along with technical bid, for an amount of Rs.5000/- (Rupees Five Thousand only) in the form of Demand Draft drawn in f/o “The Finance Officer” payable at “Puducherry”. The EMD amount of the unsuccessful bidders will be returned within 30 days of award of LOI to the successful bidders. The EMD of successful bidders will be returned or adjusted on the Security Deposit. Exemption of EMD will be given to the Company / Firm / Agency, subject to submission of undertaking by the Company / Firm / Agency seeking such exemption, as per the existing Government orders. Copies of relevant orders/ documents regarding such exemption should be submitted along with the tender document.

(c)	Letter of Intent (LoI) to the selected applicants	<ul style="list-style-type: none"> i. To be communicated to Successful Bidders. The successful bidders shall acknowledge the same and will revert with the letter of acceptance of the contract within 15 days of issuance of LOI. ii. The bidder awarded with LOI shall commence operations within 30 days from date of award of LOI. iii. In case the bidder is non-responsive, PU reserves the right to cancel the LOI issued, forfeit the EMD submitted by the bidder and award LOI to the next bidder who quotes next highest quotation for that particular shop.
(d)	Commencement of Operations	<ul style="list-style-type: none"> i. The successful bidder (Licensee) shall start services within 30 days from the date of lease order/LOI ii. The successful bidder will be allowed to commence the business upon the satisfaction of other formalities like payment of Security Deposit within 15 days from the date of LOI and Execution of Agreement on stamp paper of requisite amount. The agreement should be registered with appropriate authority. The cost of stamp duty to be borne by the Prospective bidder himself. iii. The successful bidder is free to run the business between 06.00 a.m. to 10.00 p.m. on all the days or as directed by Pondicherry University. Pondicherry University reserves the right to change the timings as per its convenience and the lessee bound to follow the same. iv. The shop(s) or premises will be handed over “as is where is condition” to the successful bidder (licensee). Any modification, changes, alterations, repairs, if any required shall be undertaken by the licensee at her / his own cost with prior permission of the competent authority/ Engineering Wing of Pondicherry University.
(e)	Security Deposit	<ul style="list-style-type: none"> i. The Successful bidder (Lessee) shall deposit the “06 times of monthly rent amount (excluding GST)” as Security Deposit amount with Pondicherry University within 15 days of issuance of LOI (Letter of Intent). ii. Security Deposit shall be made in the form of Demand Draft/ Banker’s Cheque in favour of “The Finance Officer” payable at “Puducherry”. It shall not carry any interest from the part of PU. iii. The security deposit amount will be returned after 60 days of termination of agreement/contract period, subject to deduction/ adjustment of any dues that are to be recovered from the lessee.

(f)	Contract Period	<p>i. Initial lease period shall be for 03years from the date of signing the lease deed/ agreement subject to review of yearly satisfactory performance.</p> <p>ii. The lease period can be extended by one year at a time and maximum up to the period of 2 more years subject to the approval of Pondicherry University after satisfactory yearly review of business of shops.</p> <p>iii. The annual lease/rent escalation will be at the rate of 5% on the last paid annual lease rent on each shop. Enforcement of annual rent escalation will be at the discretion of the Pondicherry University and will be decided at the time of annual business review of shops & by taking inputs/feedback from customers.</p> <p>iv. After completion of total 5 years, the lessee shall not reserve any rights to the leased shop. Pondicherry University reserves the right to call for fresh tender for all shops or may grant further extension until finalization of fresh tenders subject to review of performance which is at the discretion of PU.</p>
(g)	License period/ minimum period of doing Business/ payment of rent/License fee	<p>i. The successful bidder shall enter into deed of license on non-judicial stamp paper of Rs.100/- (as per Govt. norms) within 15 days of issuance of LOI and will commence the business within 30days from the date of issue of LOI. If the allottee fails to commence the business within 15 days from the date of payment of Security Deposit, the Security Deposit will be forfeited.</p> <p>ii. The Licensee shall have to run the business for minimum period of 3 years in respect of Shop(s) from the date of entering into the agreement. If the licensee vacates the premises for whatsoever reasons before completion of 3 years, then Security Deposit paid by lessee will be forfeited.</p> <p>iii. If lessee vacates the shop without permission of PU, the Security Deposit will be forfeited.</p> <p>iv. In case of extension, the licensee has to extend the period of agreement accordingly within 7 days of extension order.</p>
(h)	Payment Terms	<p>i. Rent payment frequency is Monthly & the monthly rent amount along with GST shall be paid before 15th of every month. Payment shall be remitted to the University account and a copy of the same shall be submitted to the office of Services for record.</p> <p>ii. In Case of 5% annual rent increase clause is enforced by PU, the same factor shall be taken into account while payment of rent by the lessee subject to extension of the lease for next or subsequent year/years which is at the discretion of PU.</p>
(i)	Signing of Lease Agreement	<p>The lessee needs to enter into an agreement with PU on a non-judicial stamp paper of Rs.100/- Denomination within 15days after issuing Letter of Intent (LoI) of the leased Shop(s). The cost of agreement shall be borne by the lessee only.</p>

(j)	Submission of all Statutory documents and approvals	<p>i. Lessee shall obtain all due permits, necessary approvals, clearances and sanctions from the competent authorities for all commercial activities and submit copies of same to PU within 30 days of issue of LOI.</p> <p>ii. Submission of documents is at the responsibility of lessee.</p> <p>iii. The lessee for Shops which operates food & bakery business shall submit FSSAI and food business related certificate without fail.</p> <p>iv. All lessees shall register themselves under Shop & Establishment act, local municipal license and submit the copies of certificates to PU.</p>
(k)	Submission of Police Verification Report	The lessee should obtain & submit 'Police Verification Report' of applicant & persons engaged to be worked in shops within 30 days of issuance of LOI.
(l)	Change of Nature of Business	The licensee has to do same business which is mentioned in the tender and for which license issued by PU. In case of change in business, the licensee has to get prior approval of the Registrar, PU. If the licensee is found doing business in the shop other than the stipulated in the deed of license or approved by PU, the license is liable for termination and the Security Deposit paid by lessee will be forfeited at the discretion of the Registrar, PU.
(m)	Bid evaluation Criteria	<p>i. Bidders declared as 'fulfilled the eligibility criteria' by the duly constituted evaluation committee will only be considered for opening of the financial bids.</p> <p>ii. Financial Evaluation: Bidders quoting highest rent (H1) will be selected for allotment of Shop.</p> <p>iii. Separate LOI will be issued for each of Shop (s) to the Bidder quoting highest rate.</p>
(n)	Power & water supply at shop	Pondicherry University will provide separate electric sub-meters at the proposed shops and the lessee will be responsible to pay power bills to concerned authorities as per the extant rules and actual consumption. Similarly, Water charges will be levied based on actual consumption as per the relevant norms/ rules.
(o)	Cooking Gas Connection	Lessee, if need LPG, shall directly apply to concerned for the same at their own cost & efforts and regularly pay the bills with concerned authorities.

(p)	Maintenance of Hygiene in the Shop(s)	<p>a) The successful bidder should maintain high standard cleaning and House Keeping of Shop(s) area at their own cost.</p> <p>b) Waste management should be in a proper way and subject to inspection by officials of the licensor and the Municipal Authorities.</p> <p>c) PU reserves right to check on cleanliness, upkeep of premises, quality of the provisions and quality of the food.</p> <p>d) The licensee shall not store empty packing cases/baskets/goods/material etc., in the open spaces around the premises. The area in front of the said premises shall neither be encroached nor used for any purpose other than public passage. The licensee shall also not make any addition or alternation in or around the premises without the written consent from the Registrar of the Pondicherry University.</p> <p>e) The waste must be disposed-off and 100% cleared before closing of each business day and also cleared at regular intervals during the day. The licensee shall ensure dust free and mosquito/fly free environment. The licensor reserves the right to issue directions from time to time for proper sanitation and cleanliness of the premises, which would be binding on the licensee. The tenderer shall ensure proper hygiene and cleanliness any failure in this regard is liable for penalty. Repeated violations with regard to hygiene and cleanliness shall entail termination of contract.</p> <p>f) Non-compliance of any instructions issued in connection with the sale of products and maintenance of premises shall entail imposition of fine upto Rs.2500/- per violation, by the licensor. Repeated violations shall lead to termination of the license.</p> <p>g) Keeping the premises and surroundings neat, clean and hygienic. Segregation of waste should be done in a proper way as per the regulations & guidelines framed by the Office of the Green Campus & Engineering Wing of Pondicherry University. The premises and surroundings of the shop shall be kept clean and tidy by keeping dustbins at appropriate places and is subject to inspection by the officials of the licensor. Plastic Bags is totally prohibited inside the Campus. The cost of removal of any block/clog in the drainage system around the canteen premises shall be borne by the service provider.</p> <p>h) Use and throwaway plastics such as plastic sheets used for food wrapping, spreading on dining table etc., plastic plates, plastic coated tea cups and plastic tumbler, water pouches and packets, plastic straw, plastic carry bag and plastic flags irrespective of thickness are banned inside the Pondicherry University campus.</p> <p>i) Carry bags made from compostable plastics bearing a label “compostable” and conforming to the Indian Standard as Specifications for “Compostable Plastics” only can be used. Usage of Paper bags/plates/cups etc., is encouraged. Cloth bags may have made available for users at nominal charges.</p>
(q)	Prohibition	No child labor shall be employed as per law & unauthorized activities such as smoking, drinking etc., are strictly prohibited within the campus of Pondicherry University.

(r)	Subletting/sub leasing	The licensee shall not sublet/ sublease the shop wholly or partly without the knowledge of PU, for which, prior approval of Pondicherry University is mandatory.
(s)	Non- responsive Lessee	In case, the lessee is found to be non-responsive by way of not opening the allotted shops for abnormal period or not-cooperating with PU. PU reserves the right to conduct inquiry & seek the reasons for the same and if the reasons submitted by lessee is not satisfactory, PU may decide to cancel the license issued to lessee, besides forfeiting the security deposit submitted by lessee. Decision of the Registrar, PU in this regard will be final and binding.

11. Special terms and Conditions:

(a)	In case of non-eviction of shops/ after permitted period, PU may take a decision to charge double rent from the lessee including initiation of legal action as per PP Act.
(b)	The lessee shall not be permitted to sub-lessee the shop to any other firm, to run the shop(s) leased to him/her without the prior permission of Pondicherry University.
(c)	The lessee shall be in-touch with the Office of Services on regular basis and will also maintain his own register for attending any complaints/ suggestions from residents/ customers.
(d)	The Pondicherry University reserves the right to terminate the Lease by giving one month's notice.
(e)	The Leased shop(s) are public premises as defined in the Public Premises (Eviction of Unauthorized Occupants) Act, 1971. Dispute between the parties shall be decided as per the said act and fall within the jurisdiction of Puducherry only.
(f)	The licensee would be required to make necessary fire safety arrangements at its own cost and expenses in the shop and also install appropriate number of fire extinguishers in consultation with the OSD(V&S).
(g)	The Lessee shall be responsible for the maintenance of high standard of cleanliness and proper repairs of the premises and also for repair and maintenance of fixtures, fitting and additional facilities such as electricity, LPG etc. The Lessee shall also ensure proper sanitation, prevention of infectious diseases, control and prevention of nuisance at the premises, control of insects, rodents etc.
(h)	The Lessee shall ensure the items sold/ served from the premises are of requisite hygiene and quality standards and conform to the provisions of the Prevention of Food Adulteration Act, 1954 and any other guidelines, regulation, standards, etc. issued by Authorities concerned from time to time.
(i)	A rate list must be displayed at prominent places in the respective outlet.
(j)	The sale/ serving/ consumption/ storage or promotion of alcoholic beverages and serving of banned drugs/alcoholic material/items, narcotics and psychotropic substances is strictly prohibited.

(k)	The Lessee, his agents and servants shall observe/performance and comply with all applicable laws/rules and regulations of the Shops & Establishment Act, Factory Act, Industrial Disputes Act, Minimum Wages Act, Labor Laws and the provisions of any statutory law applicable to the Lessee including any rules and regulations made by Lessor or any other Department (s) of Government of India, Government of Puducherry or Local body or administration as applicable from time to time to the business which the Lessee is allowed to carry on under this and to the area in which the said premises are located. This also included Agreement compliance of laws relating to hygiene, storage, sanitation, cleanliness, product quality and disposal of water & waste material etc.
(l)	On the expiry of the period of the license or on its termination as the case may be, the licensee shall deliver vacant possession of the premises intact to the licensor on the last day of contract. In the event of the licensee fails to deliver the vacant possession of the shop to the licensor, the licensor shall have the right to take possession of the premises by putting his own lock and key to the said premises and shall entitle the Licensor to forfeit the Security Deposit. The articles if any left by the licensee, will be kept in public auction within a month of taking over the premises by the licensor.

12. ELIGIBILITY CONDITIONS:

The applicants shall meet the following requirements through supporting documentation:

a)	This tender is geographically restricted to Puducherry & Tamil Nadu region. The participating bidder i.e. individual/ proprietor/ partner/ agency/ Self-help groups shall be residing at Puducherry/Tamil Nadu, for which the applicant needs to submit a valid documentary proof of having his residence at Puducherry / Tamil Nadu.
b)	If the applicant is a registered proprietorship/partnership firm etc., copy of registration certificate etc., shall be submitted
c)	Copy of Goods & Service Tax Registration (if applicable)
d)	Copy of the PAN either of individual or firm.
e)	The applicant should be having an active bank account & details are to be mentioned in Annexure-I
f)	Undertaking on anon-judicial stamp paper of Rs.100/-in proforma as provided in Annexure-II
g)	Character certificate duly signed by a Gazetted officer in proforma as provided in Annexure-III

13. Acceptance/termination of Bid:

The PU reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without hereby incurring any liability to the affected bidder or bidders on the grounds of PU's action.

14. Termination of Contract, Vacant Possession etc.

a)	Pondicherry University reserve the rights to terminate the contract at any time after giving one month's notice without assigning any reason. The decision of the Registrar, PU in this regard shall be final and binding on the lessee. The lessee, if he so desires, may seek termination of the contract by serving a notice period of not less than two months.
b)	Non-payment of prescribed rent and other charges by the Licensee consecutively for the period of 03 months.
c)	Sale or storage of banned drugs/alcoholic material/items, narcotics and psychotropic substances within the Pondicherry University is prohibited.
d)	The lessee shall peacefully handover the possession of vacant shops to the lessor, on the expiry of lease period, without raising any dispute whatsoever.
e)	The lessee shall not deal with or indulge in any illegal activity in the shop and in the PU campus as whole.
f)	The lessee shall not make any unauthorized encroachment or put up any permanent structure or make any alternations or additions in the premises without prior written consent of the Lessor.
g)	The Lessee will be at liberty to remove all the movable articles brought by the Lessee in the premises during the continuance of the contract, before delivering possession of the shop(s).
h)	In case of loss or damage caused to any of the fixtures etc. provided by the Lessor, the cost there of shall be recovered from the Lessee and PU has right to recover the cost of same from the Security deposit.
i)	In case of the death/demise of the lessee during the lease period, the contract shall be treated as cancelled and legal heirs/representatives or successors of the lessee shall not be entitled to claim any right over the leased shop(s).
k)	The lessee shall keep the ambience clean and shall not litter garbage untidy
l)	The lessee and its staff shall behave in civilized manner and will stay neat & clean. The PVR (Police Verification Report) of such staff will be the responsibility of the lessee.
m)	The lessee shall arrange to obtain security passes from the Vigilance & Security Section of Pondicherry University for all their employees and issue the same to them. No employee must stay in the premises of Pondicherry University after working hours. The lessee 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/space shall not be used for the accommodating their staff when they are not on duty.
n)	The lessee shall maintain a register with name, age and address of all their employees and submit the same to the ODS (V&S), Pondicherry University in a prescribed format after award of contract/license. The lessee must report any changes in their list of employees to the Pondicherry University, Vigilance and Security office immediately.

15. Statutory Obligations:

a)	The lessee shall keep the Pondicherry University indemnified from all acts of omissions, defaults, breaches and/or any claim damages, loss or injury and expenses to which PU may be put to or involved as a result of Lessee's failure to fulfill any of the obligations here under and/or under statues and/or any bye-laws or rules framed there under or any of them.
b)	PU shall be entitled to recover any such losses or expenses which may have to suffer or incur on account of such claims, demand, loss or injury from the Security Deposit of the lessee without prejudice to its any other rights under the law.
c)	PU will not be liable for any act or breach or omission by the Lessee in regards to the statutory obligations whatsoever and shall in no case be responsible or liable in case of dispute, prosecution or awards made by Court of Law or other Govt. agencies.
d)	In case of any accident arising out of and in the course of this agreement, PU will not be responsible for payment of any compensation under any other law. It will be the sole responsibility of the Lessee for payment towards loss or compensation whatsoever. The person engaged by lessee shall be treated, as Lessee's own employees and can claim no privileges from PU. The sole responsibility of all legal or financial implication would rest with the lessee. The Lessee will be directly responsible for administration of his employees as regards their minimum wages, uniforms, general discipline and proper conduct etc.
e)	The Lessee will have to obtain general insurance against risk, fire accident for his belongings etc. at his own cost and option and shall provide a copy of the same to PU, if taken.
f)	All the taxes/levies/fee charges payable to Govt. Dept./Local bodies shall be paid by the Lessee & no claim whatsoever shall be paid by the PU.
g)	The licensee shall be solely responsible for implementation of laws relating to labour, shops & establishment, minimum wages, ESI, EPF & Workmen Compensation Act etc. The licensee shall be responsible for the payment of wages and allowances to his/her staff as per Minimum Wages Act in force and also wherever applicable shall pay all the statutory dues to persons employed by him/her.

16. Penalty provision:

In the opinion of the PU, if the service provider fails to execute the license terms mutually agreed and entered into the agreement to the satisfaction of the licensor, PU has the rights to take following actions:

- a) Imposition of fine for breach of contract terms and conditions.
- b) Forfeiture of Security deposit amount either partially or fully.
- c) Termination of license by giving one month's notice.
- d) Non-maintenance of hygiene and cleaning will attract imposing penalty up to Rs.1000/- on each occasion.
- e) Any violation of the contract terms and conditions will attract imposing penalty up to Rs.1000/- on each occasion.
- f) In case of repeated complaints received, PU may conduct an inquiry and may take decision to terminate the lease deed and also to forfeit the Security Deposit.

17. Payment of Wages:

- a) The employees/ workers employed by the successful Bidder/ Contractor in respect of this contract shall be the employees of the contractor and shall claim their salaries/ wages and other benefits like PF, ESI etc. from the contractor, the PU shall not be liable for any claim whatsoever in this regard.
- b) The contractor shall ensure timely payment of wages/ salaries to its staff/ employees every month as per the Minimum Wages Act and other relevant laws as applicable from time to time.
- c) The contractor shall be responsible for discipline and conduct of its employees/workers.

18. Code of Ethics:

The Tenderers should observe the highest standard of ethics and should not indulge in the corrupt, fraudulent, anti-competitive and coercive practices either directly or indirectly, at any stage during the tendering process or during execution of resultant contracts. If the bidders are found involved in any such activity, action will be initiated to debar the bidder.

19. Force Majeure:

If at any time, during the continuance of the agreement/contract, the performance in whole or in part, by the Individual/firm, of any obligation specified in the agreement/contract, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civil commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as event), the firm may be excused from performance of its obligation provided that notice of happenings of any such event is given by the firm to the University within seven calendar days from the date of occurrence thereof. Provided further that the obligations under the Agreement shall be resumed by the firm, as soon as practicable, after such event comes to an end or ceases to exist. The decision of University as to whether the obligations may be so resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive.

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EVALUATION OF BIDS: TECHNICAL BIDDOCUMENTS TO BE SUBMITTED:

Sl. No	Particulars	Information
1	Name of the Company/ Firm/Agency/Self-help Group	
2	Address of the Company/ Firm/Agency/Self-help Group	
	(a) Postal (along with local office)	
	(b) Contact No(s)	
	(c) E-mail	
	(d) Website address, if any	
3	Type of the organization (Company/Firm /Sole Proprietor/Pvt. Limited)	
4	Name, designation and telephone/ mobile number of authorized person to be contacted.	
5	(a) Year of establishment of the Company/ Firm having relevant nature	
	b) Experience in running Commercial Shops/Restaurant / Food Outlet: (operational for more than 3 years) (supporting documents required)	
	c) Years of Experience in running Commercial Shops/Restaurant / Food Outlet, if any: (supporting documents required)	
6	(a) GST Regd. No.	
	(b) Trade License	
	(c) FSSAI Certificate	
	(d) EPF Regd. No	
	(e) ESIC Regd. No	
	Note: - Self-Attested copy in respect of (a) to (e) to be attached	
7	Has the Company/ Firm ever been blacklisted? Yes /No(If no undertaking in this regard to be attached)	
8	EMD Details	

Authorized Signatory
Full Name and Designation with Company/ Firm's seal

Note: 1. Firms with prior operational experience at Pondicherry University shall mandatorily submit a **Performance Report** from the University along with the technical bid as per **Annexure - II-B**.

*Bidders are cautioned that the tabular statement given above is the application format for Technical bid. Hence, there should NOT be any indication either in this tabular statement or in the enclosures to this tabular statement regarding rental cost or any other commercial consideration.

Annexure-II-A

Undertaking (on non-judicial stamp paper of Rs. 100/-)

I/We have read and understood the contents of tender No. _____ and agree to abide by the all the terms and conditions of this tender and undertake the following:

1. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security/ Security Deposit, as mentioned in the bid document.
2. I/We further undertake that none of the individual/Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the government have banned/suspended. I/We further undertake to report to the Pondicherry University immediately after we are informed but, in any case, not later than 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the contract with you.
3. I/We agree that all disputes, if arising related to this tender, shall be within the jurisdiction of courts of Puducherry.
4. I/we undertake that the firm/company etc. has never been blacklisted by any of the Central/Govt. organization and no criminal case is pending against the firm/company.
5. That the information supplied by the firm/company/bidder in the bid are true and nothing has been concealed and in case at any stage any information is found false our Security deposit can be forfeited and our contract can also be cancelled by the Pondicherry University.
6. I /We undertake to obtain all the required documents/certifications from concerned authorities at my own cost and submit the same to Pondicherry University.
7. I / We undertake to abide that the Pondicherry University Authorities or Committee to a make surprise inspection to ensure proper Quality and nearby sanitation condition.

Date:

Signature of the Bidder with seal

PERFORMANCE CERTIFICATE

Date:

Place:

This is to certify that M/s _____
has successfully running the Canteen / Catering service at
_____ (Institution Name)
from _____ to _____.

The overall Performance / Quality of food and service of the Canteen / Catering Service has been satisfactory.

I declare that, undersigned is the competent authority to issue this certificate.

Sign & Stamp of the Issuing Authority

Official email id:

Character certificate
(to be issued by a Gazetted officer)

This is to certify that I know Shri./Smt./Ku. _____
S/o/D/o/of Shri. _____,
Resident of _____,
having Aadhar card no. _____
for the last _____ years. He/ She bears good moral character and to the best of my
knowledge is not involved in any criminal activity and no personal legal case is pending against
him/her. He/she has no such antecedents which should render him/her unsuitable for running a shop
at Pondicherry University.

Certified that Shri./Smt./Kumari./ _____ is not
related to me.

(Signature with Seal)

Name: _____

Department: _____

Date: _____

PROFORMA FOR FINANCIAL BID

(Bid shall be submitted through GeM/CPP Portal using prescribed BOQ Format)

Sl. No	Particulars	Information
1	Name of the Company/ Firm/Agency	
2	Address of the Company/ Firm/Agency	
	(a) Postal	
	(b) Contact No(s)	
	(c) E-mail	
	(d) Website address, if any	

Amount quoted for Monthly Rent for usage of University Space

(The participating firm/service provider shall be allotted a **maximum of 02 Shops** only)

Sl. No.	Shop No. for which quotation being submitted	Nature of Items to be sold in shop / nature of shop (As mentioned against the shop No. in Page.2 of tender document)	Plinth area of the shop	Rent/ License fee per month quoted by bidder (in Rs.)	GST amount @ 18% on Col. e. (in Rs.)	Total amount with GST (e +f) (in Rs.)	Total amount in Figure
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
1.							
2.							

I/We undertake that if our bid is accepted, we will run the shops by observing all the terms & conditions mentioned in the referred tender document.

Date:

Authorized Signatory
Full Name and Designation with Company/ Firm's seal

Note:

1. The bidder shall quote higher than the base rent indicated in the tender document. The bidder who have quoted higher rate will be granter lease for operating particular nature of shop.
2. Bids quoted lesser than the minimum/base rents as indicated in the tender document will be rejected straightaway.
3. The Rent per month is excluding of Water charges & Electricity charges.

PONDICHERRY UNIVERSITY

Diagram of shops in the Commercial Complex

