

INDIAN INSTITUTE OF CORPORATE AFFAIRS

(An autonomous body of Ministry of Corporate Affairs)

Plot Nos. P-6, 7, 8, Sector – 5, IMT Manesar, Distt Gurgaon(Haryana)-1220051

Email : anil22mail@gmail.com

Date : 10 September, 2018

Expression of Interest to open outlet of frozen items, fresh milk, milk products, ice creams, fruit, fresh vegetables, etc. at IICA Manesar Campus

1. The Indian Institute of Corporate Affairs, a registered society functions under the administrative control of Ministry of Corporate Affairs (MCA) has been established to act as a think tank and a centre of excellence to support the growth of corporate sector in India through an integrated multi-disciplinary approach requires the services of a reputed, well established and financially sound Agency for providing books at its office in Manesar, Distt Gurgaon.
2. IICA invites Expression of Interest (Eol) from the interested and potential organization who are in the business of frozen items, fresh milk, milk products, ice creams, fruit, fresh vegetables from Government organizations or the entites in which Government Organization is holding majority shareholding The documents pertaining to Eol can be downloaded from IICA's website www.iica.in.
3. Last date/ time for submission of Eol documents is 01 October, 2018. The other parties are required to sign at the bottom space of all pages of the Eol document. The documents received after the above said scheduled date and time will not be considered.
4. As a token of acceptance of the terms and conditions of this Eol, the Agency will return a copy of the Eol documents duly signed by the authorised persons by 01 October, 2018.
5. Competent Authority at IICA reserves the right to reject proposal without giving any notice or assigning any reason thereof. His decision in this regard shall be final and binding on all.

Sd/-
(Anil Kumar)
Administrative Officer

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Terms & Conditions:

- a) The expression of interest received from the only Government organizations or the entities in which Government Organization is holding majority shareholding shall be accepted (hereinafter referred to as "Agency").
- b) IICA shall provide only space for outlet within the Campus with electricity with free of cost. However, electric / electronic equipments and other items shall be arranged by the Agency only.
- c) The Agency shall keep sufficient stocks of frozen items, milk, milk products, ice creams, fruit, fresh vegetables and basic grocery items being used on day-to-day basis.
- d) Agencies shall bear all costs associated running of the outlet, procurement of goods, freights, etc.
- e) The Agency shall be responsible for security of the items stored /displayed in the outlet. In case of any theft of the items or loss due to any reasons, IICA shall not be responsible.
- f) The Agency shall ensure that sufficient items are in the stock and are available. IICA shall not provide any advance for procurement of goods/storage of goods in the outlet. On every purchase valid receipt shall be provided by the Agency to the Customers
- g) The Agency shall not sublet, assign or part with the premises in whole or part thereof to any person in any circumstances whatsoever and the same shall be used for the bonafide purposes only.
- h) The day-to-day minor repairs will be the responsibility for the Agency at their own expense. However, any structural or major repairs, if so required, shall be carried out by the IICA.
- i) No structural additions or alterations shall be made by the Agency in the premises without the prior written consent of the IICA but the Agency can install air-conditioners in the space provided by IICA. The Cost for installation of electrical gadgets shall be borne by the Agency only.
- j) IICA shall hold the right to visit in person or its Officers / authorized agent(s), servants, workmen etc., to enter upon the space provided by the IICA for inspection during the working hours of the outlets.
- k) The opening and closing of the outlet shall be from 7.00 am to 7.00pm every day or as per mutually agreed time between both the parties.
- l) The Agency shall comply with all the rules and regulations of the local authority applicable to the demised premises. The premises will be used only for running of outlet for frozen items, fresh milk, milk products, ice creams, fruit, fresh vegetables and grocery items required on day-to-day basis only.

- m) The space to open out for frozen items, fresh milk, milk products, ice creams, fruit, fresh vegetables shall be provided primarily to cater need of the residents of the IICA's Campus or the guest residing there. However, the Agency is also free to sale the product outsiders. However, first preference to purchase the goods shall be given to the residents of IICA/Officers/employees of IICA.
- n) The Agency shall keep the IICA free and harmless of any demands, claims, actions or proceedings by others in respect of quiet possession of the space.
- o) The space to run outlet shall be given by the IICA to the Agency for a period of one year only. However, the same may be further extended for another one year keeping in view of the satisfactory performance of the agency.
- p) The selected Agency shall be required to enter into an agreement with the IICA for use of space.
- q) In case of violation of any condition of the agreement/conditions of this documents, IICA may terminate the contract with the Agency.
- r) At any point of time either party may terminate the contract by giving one month's written notice.
- s) On completion/termination of the contract period, the Agency will be entitled to remove such equipments and restore the changes made, if any, to the original state.
- t) Conditional Proposal shall be liable to the rejected outrightly.
- u) Both the parties shall observe and adhere to the terms and conditions contained hereinabove.

Mandatory Documents Required:

The following documents are required to be submitted by the organisation to the IICA at the time of submitting the Application Form as per **ANNEXURE-A**:

- (a) Registration Certificate
- (b) Copy of Pan Card
- (c) Annual Reports of last 3 years
- (d) Proof of experience of handling similar assignments

Selection criteria : Organization having highest average annual turn over for the last three financial years than the others.

APPLICATION FORM

Names, address of Agency and Telephone numbers	
Name, Designation, Address and Telephone No. of Authorized person of the Agency to deal with	
Type of Organization	
Registration No.	
PAN No.	
Annual Turn Over for the last three years 2014-15 2015-16 2016-17	
Total experience in the relevant filed (Proof of experience of handling similar assignments to be attached)	

Signature and Seal of Agency

Name:

Date:

Signed in the capacity of.....
duly authorized to sign tenders for and on behalf
of.....

Format of covering letter for proposal submission (Envelope – I) (On Agency Letterhead)
Date: _____

The Director General & CEO,
Indian Institute of Corporate Affairs (IICA),
P-6, 7 & 8, Sector 5, IMT Manesar,
District Gurgaon - 122050 (Haryana), India

Sir,

Sub: Proposal for opening of outlet for of frozen items, fresh milk, milk products, ice creams, fruit, fresh vegetables, etc.

Having examined your EOI dated 4 September, 2018, I/We....., offer to undertake the assignment in full conformity with the EOI. We have read the provisions of EOI and confirm that these are acceptable to us.

We agree to abide by the terms and conditions of this proposal, consisting of this letter, the Technical bid and all attachments. The proposal shall be valid for a period of 120 days from the last date of submission of bids as stipulated in the EOI and it shall remain binding upon us and may be accepted by IICA at any time before the expiration of that period.

We understand that this proposal is not binding on IICA unless selected and agreement is executed between us.

We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to disqualification.

We understand that IICA is not bound to accept any proposal it receives.

Yours faithfully,

Signature and Seal of Agency

Name:

Date:

Signed in the capacity of.....
duly authorized to sign tenders for and on behalf
of.....