

**EXPRESSION OF INTEREST FOR RUNNING OF VARIOUS UTILITY
SHOPS AND CAFETERIA IN SHOPPING CENTER AT CUTN, NEELAKUDI
CAMPUS, THIRUVARUR**



EOI No.13/2017-18

**Date of Issue: 02.08.2017
Date of closing: 17.08.2017**

(To be submitted up to 3:00 PM on or before 17.08.2017)

**Central University of Tamil Nadu
Neelakudi Campus,
Thiruvavarur – 610 005**

EXPRESSION OF INTEREST

Central University of Tamil Nadu (CUTN) invites expression of interest from eligible agencies for running of various utility shops & Cafeteria in shopping complex at CUTN, Thiruvavur campus so as to reach the Registrar's office, CUTN Campus up to **3.00 PM on 17/08/2017.**

I. Details of the Shops:

Sl. No.	Name of the Shop	Area in Sq.m.	Remarks
1.	Bakery / Fresh Juice	31	Washing area is available outside of shop separately.
2.	Cafeteria (i) Kitchen Area – 42 sq.m. (ii) Dining Hall – 73 sq.m.	115	Washing area is available outside of shop separately.
3.	Departmental Store	30	-
4.	Stationery cum printing / Binding / Photocopy / Internet Browsing and all types of Top-up & Recharges	43	-
5.	Laundry Services	12	Washing of cloths to be done outside of the University Campus at your own source.
6.	Saloon	23	-

1. Eligibility Criteria for Bakery / Fresh Juice:

- i. Agency/firm/company/proprietor should have minimum 1 years' experience of running that particular shops as mentioned above.
- ii. Agency/firm/company/proprietor should have valid shop registration certificate/PAN/ TIN/ Service Tax registration from the competent authority as required for that particular type of shop.

2. Eligibility Criteria for Cafeteria:

- i. Agency/firm/company/proprietor should have minimum 2 years' experience of running hospitality sector (Hospitality would include experience in the service industry that includes Lodging, dining/ Restaurant, event management, theme park, hotel management and catering)
- ii. Agency/firm/company/proprietor should have valid shop registration certificate/ PAN/TIN/ Service Tax registration from the competent authority as required for that particular type of shop.
- iii. A firm/agency/company/proprietor should have valid FSSAI Food License certificate.

3. Eligibility Criteria for Departmental Store:

- i. Agency/firm/company/proprietor should have minimum 1 years' experience of running that particular shops as mentioned above.
- ii. Agency/firm/company/proprietor should have valid shop registration certificate/PAN/ TIN/ Service Tax registration from the competent authority as required for that particular type of shop.

4. Eligibility Criteria for Stationery cum printing / Binding / Photocopy / Internet Browsing:

- i. Agency/firm/company/proprietor should have minimum 2 years' experience of running that particular shops as mentioned above.
- ii. Agency/firm/company/proprietor should have valid shop registration certificate/ PAN/ TIN/ Service Tax registration from the competent authority as required for that particular type of shop.

5. Eligibility Criteria for Laundry Services & Saloon:

- i. Agency/firm/company/proprietor should have minimum 1 years' experience of running that particular shops as mentioned above.
- ii. Agency/firm/company/proprietor should have valid shop registration certificate/PAN/ TIN/ Service Tax registration from the competent authority as required for that particular type of shop.

II. Obligations of the Firm/ Agency/company/proprietor:

1. The Firm/Agency/ company/proprietor shall use only the space ear marked or license allotted for a particular shop and shall not use any other space for any other purpose.
2. Only allotted space for running of a particular shop shall be used without any major alternations (i.e. painting/electrical wiring/casing/partition etc.) unless permission taken from Executive Engineer CUTN.
3. The Firm/ Agency/ company/proprietor shall not sell expired/substandard material.
4. The Firm/ Agency/ company/proprietor are responsible for maintaining cleanliness in the shopping complex area at all times. All waste generated should be collected in separate bins (to be kept by agency only) and delivered to the nearest collection center daily.

III. General Terms and Conditions for running of Shop/establishment at CUTN-

1. The CUTN employees' blood/close relatives/dependents, cousins staying with them in Institute quarters are not eligible for allotment of any commercial establishments at CUTN.
2. The CUTN will give the schedule properties on lease for 12 months. The License agreement will be prepared & executed for 12 months only, commencing from the date of agreement and it may be extended depending on the performance and the favourable recommendations of the Committee.
3. The Firm/ Agency/Company/Proprietor will pay the fixed monthly rent/license fees as per square meters of the allotted space to the CUTN Thiruvarur, which will be revised from time to time by the University. The details of monthly rent/license fees mentioned in **Annexure-II**.
4. The Firm/ Agency/Company/Proprietor shall pay water charges for each allotted shop per month. The details of monthly water charges mentioned in **Annexure-II**.
5. The Firm/ Agency/Company/Proprietor shall deposit the following amount **towards monthly License/ rental fee, maintenance, average electricity bill, water charges and Solid waste management charges;**
 - i. The Licensee shall **deposit in advance sum of three (3) months** amount to be charged as monthly charges (i.e. License fee, Maintenance, water & average electricity bill) through **SBI I-COLLECT or NEFT/RTGS** in favour of Registrar, Central University of Tamil Nadu in the University Account and submitted the receipt of payment in Estate Office.
 - ii. The Licensee shall deposit **Post-dated/Undated Cheque (i.e. Cheque payable on demand) as advance payment equal to additional Three (3) months** amount against monthly charges (i.e. License fee, Maintenance, water and average electricity charges) in favour of Registrar, CUTN through Estate Office of the University.
6. The monthly Electricity charges shall be charged on the basis of actual meter reading and their charges will be as per the actual as levied to CUTN for that particular month from TNEB.
7. The Firm/ Agency/ Company/Proprietor shall pay the agreed monthly charges within 10 days after issuance of monthly charges bill per month through SBI I-COLLECT or NEFT/RTGS in favour of Registrar, Central University of Tamil Nadu in the University Account and submitted the receipt of payment in Estate Office.
8. If the Licensee omits or fails to pay the monthly charges (i.e. License fees, water & electricity and any other charges) on or before 10th day of its issuance every month, penalty shall be charged accordingly as under:

Sl. No.	Terms & conditions for payment	Penalty rates/charges
i)	Penalty shall be charged on total monthly bill, if the agency pays the bill after 10th day of its issuance or within 20 days (i.e. during 11th day of its issuance till 20th day of its issuance).	10 % of total monthly bill.

Sl. No.	Terms & conditions for payment	Penalty rates/charges
ii)	Penalty shall be charged on total monthly bill, if the agency pays the bill after 20th day of its issuance or within 30 days (i.e. during 21st day of its issuance till 30th day of its issuance).	20% of total monthly bill.
iii)	Penalty shall be charged on total monthly bill, if the agency pays the bill after 30th day of its issuance.	30 % of total monthly bill.
iv)	Penalty will be charged, if the bill is not paid within 45 days after its issuance.	30 % of total monthly bill + Rs. 200/- per day beyond 45 days till the days of actual pending.

9. The successful Firm/Agency/Company/Proprietor shall be required to furnish bank deposit as mentioned below through SBI I-COLLECT or NEFT/RTGS in favour of Registrar CUTN in the University account from Nationalized bank located in Tamil Nadu as security deposit for a particular Shop which shall be revalidated from time to time and shall be returned to the Firm/ Agency/ Company/Proprietor after the expiry/ termination of the license agreement period or extended license period.

Sl.No.	Name of the shop/Establishment	Security Deposit Amount
1.	Bakery / Fresh Juice	20,000.00
2.	Cafeteria	60,000.00
3.	Departmental Store	20,000.00
4.	Stationery cum printing / Binding / Photocopy / Internet Browsing and all types of Top-up & Recharges	15,000.00
5.	Laundry Services	10,000.00
6.	Saloon	10,000.00

- The selling items of one shop should not overlap with others

10. If there is any damage to any property of CUTN or any payment dues to CUTN or any demand from any authority of CUTN regarding dues payable by the Firm/ Agency/Company/Proprietor, the CUTN shall be empowered to recover the dues from the security deposit.
11. The Firm/agency/company/proprietor shall be allowed to perform its business only in the earmarked area or space which has allotted to them.
12. The Firm/ Agency shall obtain prior permission of CUTN before carrying out any modifications of structures like installing counters and fixtures in the shop.

13. The Inspection of Registrar the shop and place shall be conducted by a team of experts/ officials appointed by Executive Engineer, CUTN in every month. All damages/ breakages etc. noticed by this team/official will be set right by Firm/ Agency/Company/Proprietor within ten days of inspection failing which CUTN will carry out repairs/ renovation works and debit the cost to Firm/ Agency/Company/ proprietor and in case of non-payment same shall be adjusted from the Security deposit of the agency.
14. The Firm/ Agency shall obtain all required Registration certificates or licenses from all concerned departments for running each particular shop at CUTN.
15. The Firm/ Agency/Company/Proprietor shall obtain no objection certificate from the appropriate authorities department/ Pollution Control Board etc., to carry out its business in the Cafeteria at its cost and risk and the CUTN is not at all responsible for such expenses.
16. Housekeeping of the allotted shop will be done by the Firm/Agency/ Company/Proprietor at their own cost.
17. If the Firm/ Agency/ Company/Proprietor do not vacate the allotted space after the expiry of the License agreement period or after one month of notice period of termination of License, the agency shall be liable to pay a daily penal rent of Rs. 1,000/- in addition to the other charges as applicable.
18. The Firm/ Agency/Company/Proprietor shall hand over the allotted space along with infrastructure if any in original condition to the CUTN.
19. The Firm/ Agency/Company/Proprietor shall carry out only the specified approved activities around each shop at shopping complex and wherever location inside the campus and shall not carry any unspecified activities in contravention with the lease conditions.
20. If the Firm/ Agency/Company/Proprietor indulge in carrying out any unapproved activities, the CUTN is at liberty to cancel the License agreement by giving one month written notice to the Firm/ Agency/Company/Proprietor.
21. The Firm/ Agency/ Company/Proprietor shall maintain and develop their allotted space or shop without causing any damages to its surroundings during the period of License agreement.
22. The CUTN reserves the right to cancel the License after giving one month written notice to the Firm / Agency/Company/Proprietor and also the right to inspect the operational work undertaken by the Firm/ Agency/ Company/proprietor at all times and the Firm/ Agency/Company/proprietor shall obey the orders and directions issued by the CUTN.
23. The Firm/ Agency/ Company/proprietor shall carry out the activities in the allotted space or shops as per the law, regulations for the CUTN and the Government for the time being in force and shall not carry out the activities in contravention of the same and in the event of any violation of the rules, regulations, by laws of the CUTN and law of the country, the first party is at liberty to terminate the lease without assigning any reasons.
24. Selling of alcohol, tobacco products is completely banned or prohibited in the premises.
25. Any other condition found necessary by CUTN Management shall be included after discussion in the License agreement.
26. The above Terms and Conditions shall be the part of the License agreement.
27. Firm/ Agency agreeing the above terms and conditions, satisfying the above eligibility conditions and interested in running the above activities should give the following documents and information along with the Expression of Interest.
 - a. Firm/Agency/Company/Proprietor profile (background) including contact details (address, Telephone and Fax no., Email ID, details of branches, if any).
 - b. In case of company – Please enclose Memorandum and Articles of Association along with certificates of incorporation, and date of commencement of business etc.
 - c. In case of Firm, registered under the Partnership Act 1932- Please enclose details of partners along with certificate of registration, details of their business and partnership deed etc. duly attested by Notary.
 - d. Major Clients list and details of running contracts of similar nature executed in the last 2 years.

The expression of Interest (EOI) complete in all respects with stipulated documents should be submitted at Registrar, CUTN Thiruvarur addressed to THE REGISTRAR,,CENTRAL UNIVERSITY OF TAMIL NADU, NEELAKUDI CAMPUS, THIRUVARUR- 610 005 in a sealed cover by super scribing the envelop with 'EXPRESSION OF INTEREST (EOI) FOR RUNNING OF SHOP (MENTIONING IT'S NAME) AT CUTN AT THIRUVARUR .

Expression of Interest should submit or reach the above address **on or before 03:00 PM of dated: 17.08.2017** and the date of opening of the EOI will be **18.08.2017 at 04.00 PM**. The EOI received after the last date and time shall not be entertained. CUTN Thiruvarur shall not be responsible for any postal delay or loss.

For clarification, if any please contact Executive Engineer, CUTN on any working day (Monday to Friday) between 10.00 AM to 5.00 PM.

The Expression of Interest received after the last date and time shall not be entertained. CUTN shall not be responsible for any postal delay or loss.

The CUTN shall pre-qualify interested Firms/ Agency/ Company/Proprietor. Pre-qualification shall be based on such criteria as capacity of the Firm/ Agency/ Pre-eminence and past performance in the business, financial strength & stability and reference. After completion of the pre-qualification process, CUTN notifies the short listed Firms/ Agencies for final selection.

CUTN reserves the right to inspect the Firm/ Agency/ Company/ Proprietor work-sites by the nominated officer of CUTN, if required.

The EOI does not constitute a solicitation. CUTN reserves the right to change or cancel the requirements at any time during the Expression of Interest process.

CUTN reserves the right to accept or reject any Expression of Interest (EOI) without assigning any reason and any liability or any obligation to inform the effected firms ground for action is not binding of CUTN.

REGISTRAR

Authorized Signatory

Authorized person signature with seal
(On behalf of the Agency/firm/Company/Proprietor)

PROFORMA FOR APPLICATION

Sl.No.	Description	Information	
1a	Name of the agency/ firm/ Company/ Proprietor		
	Complete Address		
	Phone No.	E-mail ID	
1b	Contact Person / Representative Name Designation		
	Contact No-	E-mail ID	
2a	Registration No/ License No.		
	PAN:	TIN:	(if applicable)
	ESI: (if applicable)	EPF :	(if applicable)
	(Enclose copies of above)		
2b	Proof for payment of income tax and service tax (last three years) if applicable (copy of income tax and service tax payments to be enclosed)		
3	Experience certificate of running particular shops as mentioned		
4	References/clients/customers list (Enclosed list of work handled from last 3 years with all the relevant documents), if applicable		

5	No. of staff/Employees:	Regular	Temporary
6	Any other information , the firm/agency/company/proprietor wishes to provide in support of their credentials		
7	Remarks (if any)		

Date:

Authorized person Signature with Seal

Note: i) Authenticated certificates, testimonials & proof of experience to be produced in support of Sl. nos. 2, 3 & 4.

Annexure-II

Rent Details for Student Amenities Centre at CUTN Campus						
Sl. No.	Name of the Shop	Area in Sq.m.	Monthly Rent	License Fee	Water Charges	Remarks
1.	Bakery / Fresh Juice	31	3350.00	400.00	150.00	
2.	Cafeteria (i) Kitchen Area – 42 sq.m. (ii) Dining Hall – 73 sq.m.	115	12000.00	600.00	200.00	
3.	Departmental Store	30	3300.00	350.00	50.00	
4.	Stationery cum Printing / Binding / Photocopy / Internet Browsing and all types of Top-up & Recharges	43	4500.00	350.00	50.00	
5.	Laundry Services	12	1200.00	200.00	40.00	
6.	Saloon	23	2400.00	200.00	40.00	

Note:

- The above mentioned rents, license fee and water charges will be modified every year subject to the market value
- Charges for solid waste management system will be intimated later