EOI Form Fee = Rs. 2360/-
(Rs. 2000/- + 18% GST)
(Non -Refundable)

भारतीय सूचना प्रौद्योगिकी संस्थान नागपुर

INDIANINSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR 441108

EXPRESSION OF INTEREST (EOI) FOR

Appointment of Licensee for
Leasing of Shop and Providing Photocopying Service
at IIIT Nagpur

Address: Survey No. 140,141/1 Behind
Br. Sheshrao Wankhade Shetkari Soot Girni,
Village: Waranga, PO: Dongargaon (Butibori),
District: Nagpur (Maharashtra) -441108

EOI NO.: IIITN/ADMIN/EoI-SS/Service/2025-26/07

DATE OF ISSUE OF EOI	**01-01-2026**
LAST DATE OF SUBMISSION OF EOI	**21-01-2026**

TOTAL PAGES – 17

भारतीय सूचना प्रौद्योगिकी संस्थान नागपुर

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR

NAGPUR 441108

EOI NO.: IIITN/ADMIN/EoI-SS/Service/2025-26/07

Bids in Sealed Envelope are invited for **Appointment of Licensee for Leasing of Shop and Providing Photocopying Service at IIIT Nagpur located at Survey No. 140,141/1 behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village - Waranga, PO – Dongargaon (Butibori) District - Nagpur (Maharashtra) – 441108.**

The Bidders can download the EOI Documents / Forms containing Detailed Specification, Terms and Conditions, etc. **from 01-01-2026 to 21-01-2026 up to 03:00 PM from the Institute website viz. www.iiitn.ac.in** as well as from the Central Public Procurement Portal (CPPP) Website viz. **https://eprocure.gov.in**

They have to submit the bids by mentioning EOI Notice No. and invariably submit a Bank Draft of **Rs. 2,360/- (Rs. Two Thousand Three Hundred and Sixty Only)** drawn in favor of The Director, IIIT, Nagpur OR Online Payment Receipt as Non-Refundable cost of EOI Form / EOI Processing Fees to Administrative Section, IIIT Nagpur in the sealed envelope during submission of the EOI.

The Bids are to be submitted in hard copies only and IIIT Nagpur will not be responsible for postal delay / non-receipt of EOI Form / DD sent through the post. EOI Forms duly filled in all respects only in the prescribed format, duly super-scribed, should reach the office of the **Registrar, Indian Institute of Information Technology, Nagpur, Survey No. 140,141/1 behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village - Waranga, PO - Dongargaon (Butibori) District - Nagpur (Maharashtra) - 441108** on or before **21-01-2026 up to 3.00 PM**. The EOI Forms are likely to be opened at **3.30 PM** on the same day. **EOIs received after the stipulated date and time will not be accepted.**

The EOI is to be submitted for two parts as under:

PART- I: **For running the Stationary-cum-Photo Copy-cum-Daily Needs Shop on License Basis at Hostel, IIIT Nagpur.**

PART- II: **For providing the services of Photo Copying in the Academic Building of the Institute on per page basis.**

All the EOI Applicants have to submit the EOI for both the above parts. EOI for single part shall not be considered.

The Director, IIIT Nagpur reserves the right to accept or reject any or all of the submitted bids without assigning any reasons thereof.

For complete details visit our website: www.iiitn.ac.in

For inquiries, contact: Administration Section, IIIT Nagpur Telephone: **9405215010,** Time - 10.30 am to 4.30 pm (During Working Hours Only).

Note: - The Bidders are requested to serially number the submitted documents and put page numbers in the Check List.

I/c REGISTRAR

A. PAYMENT OF EOI FEES

All the Bidders shall be required to submit EOI Form / EOI Processing Fees in the form of a Bank Draft of **Rs. 2,360/- (Rs. Two Thousand Three Hundred and Sixty Only)** drawn in favour of The Director, IIIT, Nagpur and payable at Nagpur. Vendors registered with NSIC, MSMEs (Only Micro & Small Enterprises) etc. are exempted from the payment of the Tender Fee subject to submission of documentary evidence.

Alternatively, the EOI Fees / EOI Processing Charges may be paid Online by NEFT / RTGS in the following Bank Account:

Account Name	Indian Institute of Information Technology, Nagpur, GENERAL
Account Number	41759739179
Name of the Bank	State Bank of India, VRCE Branch, South Ambazari Road, VNIT, Nagpur
Bank Code	06702
IFSC Code	SBIN0006702
MICR Code	440002005

The Bidder is required to write name of the Company on back side of the Demand Draft or NEFT / RTGS Receipt. A copy of the receipt is to be attached with the hard copy of the submitted Bid.

The EOI Form / EOI Processing Fee is non-refundable.

B. ELIGIBILITY CRITERIA

The Bidder, fulfilling the following criteria shall be eligible to apply:

1) The Bidder should be in a business of Running Stationary-cum-Photo Copy-cum-Daily Needs Shop & services of Photo Copying for a **minimum period of Three Years** as on 31st December 2025 and should have experience of providing services to large organization / institutions like CFTIs / IITs / NITs / IIITs / or any other Government / Private Organization.
2) The Bidder must have a **minimum average annual turnover of Rs. 5 Lakhs** for the three years i.e., 2022-23, 2023-24, and 2024-25.
3) They must have the following registrations:
   a. Goods and Services Tax (GST)
   b. Income Tax (PAN)
   c. Shop and Establishment Registration (Gumasta)

   Bidders are requested to note that in case of non-availability of any of the mentioned Registration, the Institute may decide to reject the Bid summarily. The decision of the Competent Authority on this shall be binding.
4) The Bidder should not have been debarred and/ or blacklisted by any Central Government / or any State Government / Autonomous Department(s) / Body as on the last date of submission of the EOI.

C. GENERAL CONDITIONS OF EOI

1. The Institute reserves the right to reject any or all EOI(s), wholly or partly or close the EOI at any stage prior to the award of the contract without assigning any reason whatsoever.
2. The Institute reserves the right to carry out the capability assessment of the Bidders and the Director, IIITN decision shall be final in this regard.
3. The bid of any bidder who has not complied with one or more of the conditions of eligibility criteria and/or fails to submit the required documents as required / or mentioned in the EOI document is liable to be summarily rejected.
4. It shall be the responsibility on the Bidder to fully inform / acquaint / familiarize itself with local conditions and factors, which may have any effect on the execution of supply and services to be rendered under the EOI. All Bidder (s) intending to bid shall visit, if required to the IIITN Permanent Campus and make themselves thoroughly acquainted with the local site conditions.
5. The Institute shall presume that the Bidder has understood and agreed that all the relevant factors have been kept in view while submitting the bid. No financial adjustment arising thereof shall be permitted by Institute, on the basis of any non- clarity of information about local conditions being pleaded by the bidder.
6. Liaisoning, if required, with an outside Agency/Government Authority for undertaking & delivering any or all supply & services stipulated under this EOI, shall be the sole responsibility of the Bidder.
7. The Bidder would ensure that all the applicable rules & regulations of Central / State / Local Authority shall be strictly followed wherever applicable.
8. The Financial / Price Bid(s) shall be evaluated on the basis of the quoted price in accordance with the Price Bid Format provided in the EOI Document.

D. BID SYSTEM AND INSTRUCTIONS FOR SUBMISSION OF BIDS:

"Two Bid" Systems will be followed for this EOI. Two sealed envelopes, namely. "Technical Bid" and "Financial Bid" are to be put in one sealed envelope super-scribed with

PART- I: For running the Stationary-cum-Photo Copy-cum-Daily Needs Shop on License Basis at Hostel, IIIT Nagpur.

PART-II: For providing the services of Photo Copying in the Academic Building of the Institute on per page basis.

<u>The Contents of "Technical Bid":</u>

The qualification bid should be placed in a sealed cover. **This envelope should be super-scribed EOI for running the Stationary-cum-Photo Copy-cum-Daily Needs Shop on License Basis at Hostel, IIIT Nagpur & providing the services of Photo Copying in the Academic Building of the Institute on per page basis.**

The envelope containing the Technical / Qualifying Bid should also contain the EMD in the form of Demand Draft (DD) drawn in favour of Director, IIIT Nagpur or the proof of Online payment. Technical Bid should have proper indexing along with page no. mentioned. Failing which EOI will be out rightly rejected.

1. The technical bid will include all technical and associated supporting documents, indicating the compliance of technical specifications as per the EOI.
2. It is essential to fill complete forms as per prescribed format only to qualify the technical bid. Incomplete forms should be summarily rejected. If needed separate sheet should be enclosed for furnishing complete details. Any other format will lead to disqualification.
3. The EOI received at the Institute within the prescribed date & time shall be opened preferably on the same date.
4. The opened EOIs shall be scrutinized for eligibility as per the prescribed terms and conditions of the EOI Document.
5. The eligible applicants shall be called for presentation / Interaction before a Committee constituted by the Competent Authority. The date & time of Presentation / Interaction shall be intimated to the successful applicants well in advance. No correspondence shall be done with the ineligible applicants.
6. On the basis of the Presentation / Interaction done and considering all the other relevant aspects the Committee shall select suitable applicant.
7. Thereafter, the Committee shall open the Price Bids of **ONLY THE SELECTED APPLICANT.**

The Contents of "Financial Bid":

1. Offered Room Rent should be indicated in the prescribed format in the financial Bid only.
2. Each cover should also indicate clearly the name and address of the bidder and EOI no.

SELECTION CRITERION IN CASE OF TIE OF SAME RATES

Bidder having higher Average Annual Turnover for last 3 years 2022-23, 2023-24, 2024-25 (as per submitted documents) will be selected.

E. EVALUATION OF BIDS:

IIIT Nagpur will evaluate and compare the EOI(s) determined to be substantially responsive i.e., which:

a) Are properly signed & submitted in original; and
b) Confirm to the terms & conditions, of the EOI.

Conditional EOI and late submitted EOI will not be accepted.

F. AWARD OF WORK:

The IIIT Nagpur will award the work to the bidder, whose EOI has been determined to be substantially responsive, and who has offered the Highest Rent for the allotted shop.

1. Notwithstanding the above, the IIIT Nagpur reserves the right to accept or reject any EOI(s) and to cancel the bidding process and reject all EOI(s) at any time prior to the award of work.
2. **The bidder shall quote the rent he / she intends to pay to IIITN (as per format attached in Price Bid). Whoever offers the highest rent to the Institute and fulfils all the terms and conditions of this EOI document, will be selected for award of the contract, provided that all the requisite documents are furnished and all the conditions are met as per Terms & Condition.**

G. TENTATIVE COMMENCEMENT OF CONTRACT & TERM OF ALLOTMENT:

The Successful Bidder shall have to start working **tentatively from 1st April 2026**. The selected Applicant shall be issued Work Order for the term of One (01) Year initially during which period his performance shall be monitored.

The Institute may extend the term of Allotment / Engagement for providing the services delineated under PART – I and PART – II of this EOI Document for further Two (02) Years at the sole discretion of the Competent Authority of the Institute on the basis of performance with the increment in license fee of 10% on yearly basis.

After completion of the Three (03) Years of the Service, the Competent Authority of the Institute shall decide on further extension of the Service Period without EoI / tendering in case the services are found satisfactory. The decision of the Competent Authority shall be final in this regard.

The engagement of Service Provider under this EOI shall not be for indefinite period and the Institute reserves the right to evacuate the Service Provider from the Institute Premises in case of breach of any of the conditions / directives enforced by the Competent Authority or the Service Provide can discontinue the services by providing advance notice of ONE MONTH from either side.

The Director, IIITN shall have the sole authority to reschedule the date of providing services if required. The decision of the Director, IIITN shall be final in this matter.

H. SECURITY DEPOSIT:

1. The Selected Bidder shall be required to submit a Security Deposit within 10 Days from the date of receipt of the Intimation Letter from the Institute for a Fixed amount of **Rupees 50,000/-** accepted cost including applicable taxes and duties.

2. Failure to deposit the Security Deposit within the stipulated time, may lead to Cancellation of the award of work.

3. IIIT Nagpur reserves the right of forfeiture of Security Deposit in addition to other claims and penalties in the event of the contractor's failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms and conditions of contract. IIIT Nagpur reserves the right to set off the Security Deposit, against any claims of any other contracts with IIIT Nagpur.

4. No interest shall be payable Security Deposit or on any moneys due to the contractor.

5. If the bidder deliberately gives wrong information in this EOI, IIIT Nagpur reserves the right to reject such EOI at any stage or to cancel the contract, if awarded and forfeit the Earnest Money/ Security Deposit/ any other moneys due.

6. The Accepted Cost shall be the price quoted by the Selected Bidder in the Financial / Price Bid including the applicable taxes and duties.

7. The Security Deposit shall be furnished in the form of Demand Draft of any Scheduled Bank drawn in favor of the Director, IIIT Nagpur and payable at Nagpur. This Security Deposit shall remain with the Institute, interest free, as Security for the entire duration of the

Contract and will be replenished from time to time in case of deductions, if any, by the Institute towards recovery from the Agency. The aforesaid Security Deposit shall be returned to the Agency after 60 days or expiry of the contract without any interest, after deductions, if any, made by the Institute.

8. In the event of the Selected Bidder is failure to provide the services as per the contract, the Institute reserves the right to hire Services, for above from other sources at the Selected Bidder's risk and cost and all such expenses and losses incurred by the Institute in this regard shall be borne by the Selected Bidder. Further, the Institute shall retain the right of forfeiture of Security Deposit and or any other action(s) as deemed fit.

I. PAYMENT TERMS & CONDITIONS:

The Licensee shall pay the monthly License Fee, Electricity Charges & Water Charges for each month as per the terms & conditioned within 7 Days from the date of receipt of the intimation from the Institution.

For PART – II, the service provider shall raise the invoice for the photo copies done in the preceding month at the approved rate within 7th day of the next month.

The Institute shall scrutinize and release the bill for the services provided within 10 days of receipt of the proper invoice.

J. PENALTY:

1. The bidder should always maintain a feedback book. The monitoring committee of the institute will frequently go through the book. Failure to produce the same will be taken seriously and a fine if Rs. 500/- per unsatisfactory work / mistaken will be imposed.

2. Any deviation from the above terms and conditions even after initial warnings will attract an appropriate monetary penalty as deemed fit by the Institute authorities.

K. SINGLE BID BY INDIVIDUAL BIDDER:

Each Bidder shall submit only one EoI.

L. VALIDITY OF EOI

EOI shall remain valid for a period of not less than 180 days after the deadline date specified for submission.

All Communication is to be addressed to –

The Registrar,
Indian Institute of Information Technology, Nagpur
Survey No. 140,141/1
Behind Br. Sheshrao Wankhade Shetkari Soot Girni,
Village: Waranga, Po: Dongargaon (Butibori),
District: Nagpur (Maharashtra) -441108

General Terms & Conditions
PART – I & PART – II

PART	Particulars	Applicable License Fees	Electricity	Water Charges
I	**<u>Stationery-cum-Photocopy-cum-Daily Need Shop within Hostel Premises.</u>** The Licensee will have to arrange for the supply of general stationery, including printing papers, pen, pencil, eraser, sharpener, coloured pen/pencil, sketch pen, highlighters, registers/note books, etc., along with other general stationery items. The Licensee will have to keep one photocopier machine of appropriate capacity to provide uninterrupted photocopying services to the Institute students. Further, the **Licensee** has to arrange for the supply of daily needs items (excluding stationery items) at all times at a reasonable price, with the best quality and the right quantity. These include: • Packed eatables and drinks • Toiletries (soap, shower gel, detergent, hand wash, toothpaste, hair oil, etc.) • Packed snacks (biscuits, namkeen, chocolates, etc.) • Drinking bottles, perfume, deodorant, room freshener, mosquito repellent • Miscellaneous items • Dairy products (Milk, Ghee, Butter, Butter Milk, Ice Cream, Cheese, etc.) • Bakery products (Bread, Toast, Biscuits, cookies, muffins, cakes, pastry, etc.) **The EOI Applicants are required to note that the rates for all the items shall not be more than mentioned MRP.** **<u>Details for Providing Photocopying Services:</u>** The rate for photocopying documents is specified in the EoI document, which must be agreed upon and accepted by the licensee.	**Allotted Area Approx. 211 Sq. ft. In Hostel building & Approx. 100 Sq. ft. in Academic building** **Base License Fee** **Minimum of Rs. 5000/- per Month Or as per offer by the Licensee** **(Excluding 18% GST)** **For PART-I & PART-II Combinedly**	**As per Actual** **For PART-I & PART-II Combinedly**	**Rs. 100/- Per Month** **For PART-I & PART-II Combinedly**

	For any desired update/modification of the rates, the successful applicant shall get approval from the Competent Authority. The entire manpower for running the shop and operations & maintenance of the Photocopy machine to be provided in the shop shall be the responsibility of the selected Licensee. The provided Photocopy Machine should be able to photocopy A4 and A3 size papers in Black & White and Colour**.** ***The paper shall also be provided by the selected Licensee.*** The detailed terms & conditions for running the shop shall be included in the Work Order to be issued to the successful applicant(s).			
II	The EOI Applicants shall be required to provide Two Photo Copy Machines along with requisite Manpower for operating the same in the **Academic Building for Institute purpose (Official Work) Only.** The provided Photocopy Machine should be able to photocopy A4 and A3 size papers in Black & White and Color**.** **The entire operation and maintenance of the Photo Copy Machine shall be the responsibility of the selected applicant.** The Institute shall provide suitable space within the Academic Building for providing the services of photocopying to the selected EOI Applicants. ***The paper shall also be provided by the selected Licensee*** as per requirement for photocopy purpose. **The service provider shall raise the invoice for the photo copies done in the preceding month at the approved rate within 7th day of the next month.**			

I/c REGISTRAR
IIIT, Nagpur

The Bidder should clearly specify Yes / No in the following format towards compliance of the Technical Bid Conditions:

Sr. No.	Particulars	Criteria / Documents to be submitted	YES / NO	Page No.
1	Submission of EOI Form Charges	To be submitted in the form of Demand Draft of a Scheduled Bank in favor of the Director, IIIT Nagpur payable at Nagpur OR through Online Payment Mode. Bidder should write Name of firm and address on the reverse side of DD /Online Payment Receipt.	Yes/No	
2	Details of the Bidder	The Bidder should submit the information sheet in the prescribed format as per **Annexure-1**	Yes/No	
3	The Bidder should be in a business of Running Stationary-cum-Photo Copy-cum-Daily Needs Shop & services of Photo Copying for a minimum period of Three Years as on 31st December 2025 and should have experience of providing services to large organization / institutions like CFTIs / IITs / NITs / IIITs / or any other Government / Private Organization.	The details of the experience to be provided in **Annexure-2** along with copies of the Work Order / Experience Certificate.	Yes/No	
4	The Bidder must have a minimum average annual turnover of **Rs. 5 Lakhs** for the three years i.e., 2022-23, 2023-24, and 2024-25.	Copy of Balance Sheets for the Year 2022-23, 2023-24 and 2024-25. OR Copy of Certificate from Chartered Account certifying the Annual Turnover for the Year 2022-23, 2023-24, and 2024-25.	Yes/No	

5	They must have the following registrations: a. Goods and Services Tax (GST) b. Income Tax (PAN) c. Shop and Establishment Registration (Gumasta)	Copy of GST Registration certificate shall be submitted Copy of Company PAN shall be submitted Gopy of the Shop and Establishment Registration (Gumasta) shall be submitted.	Yes/No	
6	The Bidder should not have been blacklisted by any Government Department / PSU / Bank / Central Autonomous Body/ Private Sector	Affidavit on Rs.100/- Stamp Paper in prescribed **Annexure – 3** to the effect that the Bidder is not blacklisted by any Government Department/PSU/Bank/ Central Autonomous Body as on the date of EOI submission. **Undertaking on Letterhead shall not be accepted.**	Yes/No	
7	Submission of Letter of Transmittal	The Bidder should submit the Letter in the prescribed **Annexure– 4**.	Yes/No	
8	Submission of Proposal	The Bidder should submit the Proposal in the prescribed **Annexure– 5**.	Yes/No	
9	Submission of Price Bid	TheBiddershouldsubmitthePriceBidina separatesealedcoverintheprescribed **Annexure– 6**.	Yes/No	

BIDS OF AGENCIES NOT MEETING THE ABOVE ELIGIBILITY CONDITIONS WILL SUMMARILY BE REJECTED.

Annexure -1

(To be filled by the Bidder)

1	Name & Address of the Agency / Firm / Company **(Attach the proof of Details)**	
2	Name & Address of the Authorized Person	
3	Phone No. / Mobile No.	
4	Email-ID	
5	Year of Establishment: **(Attach the proof of Details)**	
6	Registered Office Address	
7	Nature of the firm a) A Proprietary Firm b) A Partnership Firm c) A Limited Company **(Attach the proof of Details)**	
8	Registration No of Firm **(Attach the Copy)**	
9	GST Registration No. **(Attach the copy of GST Certificate)**	
10	PAN No. **(Attach the copy of PAN Card)**	
11	Earnest Money Deposit (EMD)	Paid / Exempted under (NSIC/ MSEs) **If Paid**: Transaction No: _____
12	Bidders Bank Details **(Attached the proof of Details)**	Account Holder Name: _____ _____ Account Number: _____ IFSC Code: _____ Bank Name: _____ Branch: _____

Signature of the bidder or his authorized signatory
With Seal of the Agency

Dated:

Annexure -2

Year-wise List of Similar Type Major Contracts completed in the Last Three Years.

List of Work Orders of IIT / IIIT / IISER / CFTIs / PSUs / Autonomous bodies / Private Sector for running the Stationary-cum-Photo Copy-cum-Daily Needs Shop during Financial Years (2022-23, 2023-24, 2024-25). Attach a copy of JOB COMPLETION CERTIFICATE in support of every claim.

Name of the organization	Duration of contract		Amount of Contract	No. of staff deployed
	From	To		

Place & Date:

Annexure -3

Format for Affidavit on Rs. 100/- Stamp Paper

I / We ..... age ..... residence of ..... hereby declare that ..... (Name of the Agency) has not been black listed by any Government Department / Public Sector Undertaking / Bank / Central Autonomous Body or any other Government Authority as on the last date of submission of this EOI.

(Name, Designation and Address of the Executants)
(Seal)

DEPONENT

Date: -
Place: -

VERIFICATION

I, the above-named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to the best of my knowledge. No part of the same is false and no material has been concealed there from.

Verified at .....on this the .../.../.....

(Name, Designation and Address of the Executants)
(Seal)

DEPONENT

Solemnly affirmed and signed before me by the deponent on this..... of..... 2026 at my office.
(Judicial Magistrate First-Class / Notary Public/ Oath Commissioner)

Annexure -4

LETTER OF TRANSMITTAL

From:
[Full address of the Agency]

To,
The Director
Indian Institute of Information Technology, Nagpur
Nagpur-441108

Sub: Submission of EOI for running the Stationary-cum-Photo Copy-cum-Daily Needs Shop at IIIT, Nagpur located at Survey No. 140,141/1 behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni, Village - Waranga, PO - Dongargaon (Butibori) Tahsil- Nagpur (Rural), Dist. Nagpur (MH) 441108.

Sir,

Having examined the details given in the invitation for the Technical / Price Bid published on Institute Website and the technical bid document for the above work, we hereby submit the application with complete details.

1. We certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.

2. We have furnished all information and details necessary for pre-qualifications and have no further pertinent information to supply

3. We authorize the Director, IIIT Nagpur to approach individual(s), employer(s), Firm(s), Bank(s), and corporation(s) to verify our competence and general reputation.

Signature of the bidder or
his authorized signatory with
Seal of the Agency

Dated:

Annexure -5

PROPOSAL SUBMISSION FORM

To
The Director
Indian Institute of Information Technology, Nagpur
Nagpur-441108

Dear Sir,

We, the undersigned, offer to provide our services for the work EOI for running the Stationary-cum-Photo Copy-cum-Daily Needs Shop at IIIT, Nagpur Campus located at Survey No. 140,141/1 behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni, Village - Waranga, PO - Dongargaon (Butibori) Dist. Nagpur (MH) 441108 in accordance with your EOI Notice.

We are hereby submitting our proposal, which includes this Technical Proposal and Financial Proposal duly sealed in a single envelope.

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

We undertake, if our proposal is accepted, to initiate the work of running the Stationary-cum-Photo Copy-cum-Daily Needs Shop at IIIT, Nagpur not later than the date indicated in the Work / Office Order.

We understand that you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Agency: _____

Address: _____

Annexure -6

FINANCIAL / PRICE BID

EOI NO.: IIITN/ADMIN/EoI-SS/Service/2025-26/07

EoI for

PART-I: **For running the Stationary-cum-Photo Copy-cum-Daily Needs Shop on License Basis at Hostel, IIIT Nagpur.**

PART-II: **For providing the services of Photo Copying in the Academic Building of the Institute on per page basis.**

Rates of the services of Photo Copying inclusive of GST		
PART-I & PART-II: **Papers shall be provided by Licensee Only**	**For Black & White Photo Copy** Rs. 1.5 Single Side (A–4 Paper Size) Rs. 2 Double Side (A-4 Paper Size) Rs. 2 Single Side (Legal Paper Size) Rs. 3 Double Side (Legel Paper Size) Rs. 6 Single Side (A–3 Paper Size) Rs. 10 Double Side (A-3 Paper Size)	**For Color Photo Copy** Rs. 6 Single Side (A–4 Paper Size) Rs. 10 Double Side (A-4 Paper Size Rs. 10 Single Side (A–3 Paper Size) Rs. 15 Double Side (A-3 Paper Size)

(To be submitted along with the Bid in Sealed Envelope)

Sr. No.	**DESCRIPTION OF THE ITEM**	**RENT AMOUNT OFFER Base Price is Rs. 5000/- (Excluding GST)**
1	**I/We herein submit my/our EOI for** **PART-I: For running the Stationary-cum-Photo Copy-cum-Daily Needs Shop on License Basis at Hostel, IIIT Nagpur.** **PART-II: For providing the services of Photo Copying in the Academic Building of the Institute on per page basis.** **I/We have read the EOI document and agree to all the terms and conditions of contract mentioned in the EOI document. The rent I/We offer to pay to the IIIT Nagpur for the premises allotted to us is: -**	Rs. _____/- **The Bid shall be rejected for the Rent Amount offer below Rs. 5000/- (excluding 18% GST)**
2	GST Applicable on Sr. No. -1	Rs. _____/-
3	**Total Amount (Sr. No. – 1 + Sr. No. – 2)**	Rs. _____/-

a) The bidder shall quote the rent he / she intends to pay to IIITN in this format.

b) Whoever offers the highest rent to the Institute and fulfils all the terms and conditions of this EOI document, will be selected for award of the contract, provided that all the requisite documents are furnished and all the conditions are met as per Terms & Condition.

c) The Bid shall be rejected for the Rent Amount offer below Rs. 5000/- (excluding 18% GST).

Yours faithfully,

Name and signature of the Bidder:
Stamp:
Address:

Contact No.: **Email ID:**

Signature of Bidder with Seal and Date