

NOTICE INVITING TENDER

निविदा दस्तावेज /Tender Document

नाई की दुकान भा.प्र.सं. बोधगया, बिहार के लिए निविदा आमंत्रण सूचना
Request for Proposal of Barber Shop at IIM Bodhgaya, Bihar
भा.प्र.सं. बोधगया (बिहार) द्वारा जारी किया गया

(Issued By IIM Bodh Gaya (Bihar))

(केवल ई-निविदा माध्यम /e-Tender mode only)

मुख्य प्रशासनिक अधिकारी/ Chief Administrative Officer (CAO)

भा. प्र. सं. बोधगया (बिहार)/ IIM Bodh Gaya (Bihar)

फोन/ Phone: 1131-2200238/ 9424188658, मेल आईडी/ Mail Id: cao@iimbg.ac.in

**Tender Document can be downloaded from the following
websites: -**

<http://www.iimbg.ac.in>

<https://www.eprocure.gov.in/eprocure/app>

Tender Inviting Authority (TIA)

Chief Administrative Officer (CAO)

IIM Bodh Gaya (Bihar)

Phone: 1131-2200238, 9424188658 Mail Id: cao@iimbg.ac.in

Tender No: IIMBG/NIT/RFP/SR/ 2025-26 /11

Date: November 14, 2025

Request for the Proposal of Saloon (Male & Female) Services at IIM Bodhgaya, Bihar

Indian Institute of Management Bodhgaya (IIMBG) invites online bids in two bid systems from reputed, experienced, and financially sound parties for the following work: -

Brief Details of Tender:

Work Description	Approx No of Students & employees	EMD in ₹
1. Barber Shop (Male & Female)	1600	25000/-

The tender document along with all forms are available on the Institute website: <https://www.iimbg.ac.in> and CPP Portal <https://www.eprocure.gov.in/epublish/app> and bid is to be submitted through CPP Portal only.

Parties/Bidder be advised to consider infrastructure requirements and investment thereon, as stated in the tender documents.

Important Information on Tender:

SL	Particulars	Date	Time
01	Date and time of publication of e -Tender	As per CPP Portal	As per CPP Portal
02	Pre-Bid Meeting Date and Time Bid	At IIM Bodh Gaya	
03	Submission Start Date and Time	As per CPP Portal	
04	Bid Submission Close Date and Time	As per CPP Portal	
05	Date and Time Opening of Technical Bids	As per CPP Portal	
11	Opening of Financial Bids	After evaluation of technical bid	
07	For Site Visit	Any working day from 10.00 AM to 04.00 PM. However, all are requested to be present for pre-bid meeting at given date & time.	
08	Period of Contract	Period of contract will be initially for 02 Year which may be extended for further two years on year-to-year extension basis	

1. ABOUT IIM BODHGAYA

Indian Institute of Management Bodh Gaya, Bihar is an Autonomous Institution under the Department of Higher Education, Ministry of Education, Govt. of India, established under the Indian Institutes of Management Act, 2017. It is presently located in Uruvela, Prabandh Bihar, Bodh Gaya, Gaya, 824234, Bihar.

2. SCOPE OF WORK

1. The Institute offers residential programs in management to around 1400+ students. There are approx. 200 employees working with the institute. The institute require **a Barber Shop** to cater the requirement of their daily needs.

2.

Category	Description
Barber Shop (Unisex)	To provide saloon services to students, employees and related stakeholders at campus.

3. Provide Services in the Campus of Indian Institute of Management, Bodhgaya, Bihar in the provided space on rent as per the requirement of the institution.
4. It is advisable for the intending tenderers to visit the campus to acquaint themselves with the actual locations of Barber Shop to be provided along with Display and service counter setup to be developed in the premises as required etc. before submitting the bid.
5. The agency must provide the service throughout the year without closing the outlet on any day unless ordered by the administration/ Management of IIM Bodhgaya/management.
6. The committee may visit for the Inspection frequently, and the vendor shall not deny access for such inspections. The IIM Bodhgaya administration/Management has the right to inspect the shop any time. In case a violation is found, the Institute reserves the right to impose a financial penalty/cancellation of the contract on the repeated violation.
7. hygiene: The vendor will always keep the store free from flies'/cockroaches'/ mosquitoes/ rats/ objectionable material and other pests. Frequent pest control and scientific pest control measures are required to be always adopted by the vendor.
8. Fire extinguisher arrangement must be made by the agency and to be always kept serviceable.

3. EARNEST MONEY DEPOSIT (EMD) DETAILS

1. Amount: **Rs. 25,000/- (Rupees: Twenty-Five Thousand only)** should be submitted in the form of a Demand Draft or Banker's Cheque/ Demand Draft/ Banker's Cheque should be in favour of "**Indian Institute of Management Bodh Gaya**" and payable at Bodh Gaya or may transferred to **SBI, Account No: 35289661031, IFSC Code- SBIN0002739**.
2. Firms that are registered with National Small Industries Corporation (NSIC) or the Ministry of Micro, Small Enterprises (MSEs), or firms recognized as Start-ups for these services are exempted from EMD. These firms must submit a valid self-attested registration certificate with their tender as proof of eligibility for exemption.
3. Unsuccessful Bidders: The EMD of unsuccessful bidders will be returned after the finalization of the tender.
Successful Bidder: The EMD of the successful bidder will be returned only after the receipt of the Performance Bank Guarantee/ Security Deposit.
4. In case, the bidder withdraws the offer after submission of the tender or after the acceptance of the offer or the bidder fails to submit the Performance Bank Guarantee within the specified time, EMD amount will be forfeited.
5. The amount of ₹ 25,000 taken as EMD will be converted into a Performance Security Deposit.
6. This amount will be refunded after the completion of the contract period, provided all terms and conditions are met.
7. No interest will be paid on the EMD, Performance Guarantee, or Security Deposit.

4. ELIGIBILITY CRITERIA

The following documents need to be submitted with the technical bid:

1. Firm Registration Certificate for the related trade.
2. PAN (Permanent Account Number) and GST Registration of the firm.
3. The bidder must provide a self-declaration certificate accepting all terms and conditions of the tender document.
4. The bidder must provide a declaration confirming that the firm has never been blacklisted by any government department or has any criminal cases registered or pending against the firm or its owners/partners. This certificate must be completed as per **Annexure-III**.
5. The bidder (or its original service provider) must have at least 3 years of experience in operating similar kind services. The bidder must provide relevant documents such as work orders, empanelment letters, experience letters, or other similar documents to support their experience.
6. The average annual turnover for the last 3 financial years (2022-23, 2023-24, and 2024-25 or latest) must be at least ₹ 3.00 Lakh for Barber Shop.
7. If the bidder is not the original service provider (e.g., if the bidder has a franchise, partnership, or distributorship arrangement), the bidder must submit bid-specific authorization from the original service provider.

Note: -

- a) These eligibility criteria ensure that the bidder is qualified, financially stable, **experienced**, and legally compliant to handle the Barber Shop outlet service at IIM Bodhgaya. All relevant certificates, declarations and documents must be submitted with the tender for consideration.
- b) Institute may consider relaxation for the Start-ups registered with Ministry of Micro, Small Enterprises (MSEs) on submission of valid documents for EMD, Experience and Turnover.

5. BID VALIDITY PERIOD

The bid will remain valid for 6 months (180 DAYS) from the date of opening of financial bid as prescribed by IIM Bodhgaya. A bid valid for a shorter period shall be rejected, being non- responsive.

6. PROCESS FOR TECHNICAL EVALUATION AND FINANCIAL BID OPENING:

6.1 Technical Eligibility Criteria Evaluation- The submitted documents will be evaluated to determine whether the bidders meet the Eligibility Criteria as specified in the tender. Only those bidders who qualify in the Technical Stage will be eligible for the opening of the financial bid.

6.2 Financial Bid Opening & Evaluation: - Qualified bidders from the technical stage, will be recommended for the opening of the financial bid. The financial bid will be evaluated by the Tender Committee of IIM Bodh Gaya

6.3 *The highest rent quoted will be declared the successful bidder. Separate Letter for the allocation of the space will be provided to the respective vendor initially for 02 Year which may be extended for further two years on year-to-year extension basis, subject to satisfactory performance and need of the institution on mutual consent of both parties.*

7. Contract Terms and Conditions for Outlet Services

1. Initial Contract Duration:

- The contract will be for an **initial period of two years**, starting within 15 days from the date of issue of the order.
- **Performance Review:** At the end of the second year, there will be a review of the performance, which will determine whether the contract will be extended for further period.

- **Extension:** Based on satisfactory performance, the contract may be extended further for One year at a time, up to a maximum of **two years**. Further extension may be possible based on institute requirement and mutual agreement between IIM Bodhgaya and the contractor on same terms and conditions.

2. **Termination Clause:**

- **Termination by IIM Bodhgaya:** The Institute reserves the right to **terminate the contract** by providing **one month's notice** if the services provided are found to be **unsatisfactory**.
- **Termination by the Bidder:** Similarly, the bidder can terminate the contract with a **one-month notice** in case of dissatisfaction, subject to any conditions mentioned in the agreement.

3. **Contract Agreement:**

- The **successful bidder** will be required to execute a formal **contract agreement** with **IIM Bodhgaya** detailing all terms and conditions.

4. **Amendments to the Contract:**

- **IIM Bodhgaya** reserves the right to amend the terms and conditions of the contract **through mutual discussion**. Any amendments will need to be in **writing** and will become part of the contract. The **contractor must comply with any amendments** without expecting additional costs.

5. **Expiry and Termination of Contract:**

- Upon the expiry of the contract, it will be deemed to have been **automatically terminated**, unless otherwise notified in writing. The contractor will **not have any right to demand** a renewal or fresh contract for another term unless explicitly agreed upon.

6. **Legal Termination:**

- The contract may be **terminated automatically** if the continuation of the contract becomes **illegal, void, or untenable** due to any cause, as determined by legal or regulatory authorities.

8. **DELIVERY SCHEDULE**

1. The successful bidder will be required to commence operations from the date notified in writing by the management of IIM Bodhgaya
2. The bidder will be given a minimum of 15 days' notice to begin the operations, in case the work order does not specify the exact start date.
3. The bidder must be ready to start the services within this 15-day notice period from the date of notification.

9. **PAYMENT TERMS:**

1. The successful bidder should collect the charges directly from the students, faculty, and staff as applicable.

10. **TERMS AND CONDITIONS**

1. Requirement: The essence of this contract is to serve the requirement for students, faculty, staffs & others. The Institute has adopted highest quality standards for all its activities, and the bidders are required to render services meeting stringent standards
2. Water: IIM Bodhgaya will provide water free of cost for the outlet operations.
3. Electricity: Electricity will be provided on a chargeable basis. The contractor/service provider must install an electric meter in the respective areas, with prior approval from the engineering section of the Institute.
4. The contractor is required to pay the electricity charges on a monthly basis, as per the rates decided by IIM Bodhgaya.
5. Additional Facilities and Equipment: - The contractor is responsible for arranging any additional facilities, utilities, equipment, required to render the services. These items must be provided at the service provider's own cost and are not the responsibility of IIM Bodhgaya.
6. Maintenance, Hygiene, and Cleanliness: - If the contractor fails to rectify any defect in the maintenance, upkeep, hygiene, or cleanliness of the premises, they may be penalized, the contractor must address and resolve any defects within 30 days of receiving a written notice from the Officer-in-charge. Failure to do so will result in penalties imposed by IIM Bodhgaya.

11. **Taxes, Statutory compliance, and Other Regulations**

1. The contractor shall be liable to comply with all the rules and regulations in respect of all statutory obligations applicable to the workmen including safety regulations.
2. The contractor is liable for the payment of all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything was done or services rendered pursuant thereto.
3. The contractor shall fully comply with all applicable laws, and regulations relating to EPF, ESI. Bonus Act, Minimum Wages Act, Contract Labour (Regulation and Abolition) Act (CLRA), Migrant Labour Act, Essential Commodities Act and/or such other Acts or Laws, central, states, Municipal and local governmental agency or authority.
4. The contractor shall be responsible and liable for all the claims of his employees.
5. The contractor shall obtain an adequate insurance policy in respect of his workmen engaged by it towards meeting the liability of compensation arising out of injury/disablement at work and submit a copy to Officer-in-charge within 30 days.

12. Misconduct

The contractor shall keep the Institute indemnified from and against all personal and third-party misconduct claims whatsoever arising out of any commission or omission by the contractor or his employees, or representative as the case may be.

13. Interpretation

All the terms and conditions of contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the sub-divisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.

14. Vacation of Premises

The contractor shall give vacant possession of the facilities/premises made available to the contractor by IIM Bodhgaya and return all equipment and other items made available by IIM Bodhgaya in good condition after the contractual period is over or if the contract is earlier terminated. Handing over of the vacant possession of the premises and equipment etc, shall be affected within 5 days of the completion of the period of contract or termination of the contract.

15. Assignment and Sub- Contracting

The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In the case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.

16. Rejection of Tender

The Institute reserves the right to reject any or all the Tenders relating to the work under this Tender Document without assigning any reason whatsoever.

17. Quantum of Work

The scope of work given is approximate only and may vary in the actual course of execution. The contractor is, therefore, advised to quote very carefully. No claim for the compensation from the contractor shall be entertained due to any variation.

18. Force Majeure

The contractor shall not be entitled to claim any compensation from IIM Bodhgaya for the loss suffered by him on account of delay by IIM Bodhgaya in the supply of useable water, electricity etc, where such delay is covered by difficulties relating to the supply of wagons, force majeure including non-allotment of such materials by controlling authorities, acts of god, acts of enemies of the state/country or any reasonable cause beyond the control of the Institute.

19. Other Conditions

- a. In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money/Performance Security shall be forfeited.
- b. IIM Bodhgaya reserves the right to accept or reject any or all the tenders in part or in full, without assigning any reason thereof.

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- c. IIM Bodhgaya reserves the right to relax/amend/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- d. Conditional tenders shall not be considered.
- e. IIM Bodhgaya reserves the right to modify/change/delete/add any further terms and conditions prior to the issue of the purchase order.
- f. IIM Bodhgaya may issue a corrigendum to tender documents before the due date of Submission of the bid. The tenderer is required to read the tender documents in conjunction with the corrigendum, if any, issued by IIM Bodhgaya. The tenderer is not supposed to incorporate the amendment in the body of the tender document.

20. IMPORTANT INFORMATION FOR THE BIDDERS

20.1. Expenses to be borne by bidder

All expenses in preparation and submission of bids and visits to the office or any place in connection with the preparation of the Bid shall be borne by the Bidder. IIM Bodhgaya in no case shall be responsible or liable for these costs regardless of the outcome of the bidding process.

20.2. Indemnity

The contractor shall indemnify and keep indemnified the institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen compensation Act, Sales Tax, Royalty, Excise duty, Octroi, GST, Works contract etc. The contractor shall not employ child labour. Payment to workers must be according to Minimum Wages Act.

20.3. Compliance with the Institute rules and Regulations

The contractor shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline and Decency at and around the work site, Safety Precautions and Safety Regulations.

20.4. Interpretation

All the terms and conditions of contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.

20.5. Arbitration

In the event of any question, dispute or difference arising under this agreement or in connection therewith except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to an arbitrator be appointed by the Director, Indian Institute of Management Bodhgaya, Uruvela Prabandh Vihar, Bodhgaya and the decision of the Arbitration will be binding on both parties of this agreement.

20.6. Jurisdiction

It is agreed and declared by and between the parties hereto that so far it concerns the jurisdiction of any court in enforcing any of the rights or remedies of the parties hereto against each other or one another, a court in the city of Gaya alone shall have jurisdiction to the exclusion of all other courts in any place in the Union of India so that none of the parties hereto shall be entitled to any proceedings whatsoever in respect of any matters touching or relating to or in connection with or arising under agreement and the terms and conditions thereof in any court except the court or courts having jurisdiction in the city of Gaya.

20.7. Authorization

The Contractor shall submit to the institute the names, designation and specimen signatures of the persons authorised by him to draw materials, sign joint measurements, bills, receive payments, receive instructions/notices etc, behalf of the contractor.

20.8. Access to site

The contractor shall allow unhindered access to the institute and/ or any other party or person, engaged by the Institute to work at the same site and /or to check/regulate /watch /guard/ measure/ inspect, solely or jointly with the contractor.

20.9. Safety and Security:- Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.

Tender No: IIMBG/NIT/RFP/SR/ 2025-26 /11

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DRAFT AGREEMENT

AGREEMENT

The agreement made on this date of (month) 2025 between Indian Institute of Management Bodhgaya, Uruvela, Prabandh Vihar, Bodhgaya – 824234 (herein after referred to as “Institute”) and M/s., (herein after referred to as “Contractor”)

Index of letters and documents forming an agreement with
..... (Contractor).

NAME OF WORK

SUBJECT: Outlet services for Student, Employees and others, at IIM Bodhgaya

1. Tender document No : IIMBG/NIT/RFP/SR/ 2025-26 /11 Date: November 14, 2025 duly filled, signed & submitted by the contractor.
2. Negotiated rates
3. Letter of Intent no. issued by Institute dated

In case of dispute in respect of the services, the dispute at the instance of any party will be referred to a sole Arbitrator by the Director of the Institute in accordance with the provisions of the Conciliation & Arbitration Act.

All the documents/communication exchanged from the Institute from time to time in connection to this agreement also will form part of this agreement.

**Signature of Contractor
(With rubber stamp)**

**Chief Administrative Officer
Indian Institute of Management Bodhgaya**

A. Witnesses

1. Signature :

2. Signature :

Name :

Name :

Address :

Address:

Tender No: IIMBG/NIT/RFP/SR/ 2025-26 /11

Date: November 14, 2025

Annexure-A

PART-I (TECHNICAL BID SUMMARY)
(To be submitted on the letterhead of the bidder)

Tender for Barber Shop at IIM Bodh Gaya	
Tender NO: IIMBG/NIT/RFP/SR/ 2025-26 /11 Date: November 14, 2025	
Name of the Bidder:	
Correspondence Address:	
Tel/Mob No.:	
Email Id:	
Contact Person Name:	
Mobile No (Contact Person):	

Copies of all supporting documents duly signed and stamped by the bidder in support of below particulars must be attached along with this checklist

SL	Particular	Detail Compliance Y/N	Page No From -To	Remark
01	Details of EMD: As per Annexure I			
02	Firm Registration Certificate			
03	Permanent Account Number (PAN)			
04	GST Registration Certificate			
5	The bidder must provide a self-declaration certificate accepting all terms and conditions of the tender document as per Annexure-II			
6	The bidder must provide a declaration confirming that the firm has never been blacklisted by any government department or has any criminal cases registered or pending against the firm or its owners/partners. This certificate must be completed as per Annexure-III .			
7	The bidder (or its original service provider/ Manufacturer) must have at least 03 years of experience in operating outlet services in Government or Autonomous Institutions. The			

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	bidder must provide relevant documents such as work orders, empanelment letters, experience letters, or other similar documents to support their experience.			
08	The average annual turnover for the last 3 financial years (2021-22, 2022-23, and 2023-24 or latest) must be at least ₹ 3:00 Lakh.			
9	If the bidder is not the original service provider (e.g., if the bidder has a franchise, partnership, or distributorship arrangement), the bidder must submit bid-specific authorization from the original service provider / Manufacturer.			

Declaration

I/we.....(Name of the Authorized Representative
..... of Bidder) of () do hereby declare that the entries
made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms
and conditions laid down in tender document.

Place & Date:

(Name & signature with stamp of the bidder)

Tender No: IIMBG/NIT/RFP/SR/ 2025-26 /11

Date: November 14, 2025

To

The Chief Administrative Officer
Indian Institute of Management Bodhgaya
Uruvela, Prabandh Vihar,
Bodhgaya 824234, Bihar

Sub: - Tender EMD Details.

Ref: - Tender No: IIMBG/NIT/RFP/RS/ 2025-26 /11, Date: November 14, 2025

Dear Sir,

The following demand draft/banker's cheque/ bank guarantee in favour of IIM Bodhgaya is enclosed herewith towards EMD

Detail of DD/BC/BG	Amount	No. and Date	Bank Name
Earnest Money Deposit			

Thanking you

Yours faithfully,

(Authorised Signatory with Seal)

Tender No: IIMBG/NIT/RFP/SR/ 2025-26 /11

Date: November 14, 2025

To

Chief Administrative Officer, Administrative Block
Indian Institute of Management Bodh Gaya
Uruvela, Prabandh Vihar
Bodh Gaya, Gaya-824234 (Bihar), India
Phone: 1131-2200238
Email: cao@iimbg.ac.in

Sub: - Self Declaration Certificate

Tender No: IIMBG/NIT/RFP/RS/ 2025-26 /11, Date: November 14, 2025

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for Notice Inviting Tender for Barber Shop at IIM Bodhgaya, I / We hereby reconfirm and declare that I / We have carefully read, understood and complying the above referred tender document including instructions, terms and conditions, specifications, schedule of quantities and all the contents stated therein.

I / We also confirm that the rates quoted by me/us are inclusive of all taxes, duties etc, applicable as on date and are FOR IIM Bodhgaya, and free delivery, unloading at IIM Bodhgaya.

Date:

Authorized Signatory

Place:

Name

Designation:

Contact No.:

Email ID:

Tender No: IIMBG/NIT/RFP/SR/ 2025-26 /11

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CERTIFICATE
(to be provided on letterhead of the firm)

Tender No: IIMBG/NIT/RFP/RS/ 2025-26 /11, Date: November , 2025

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India.

I also certify that the above information is true and correct in every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Place:

Name

Designation:

Contact No.:

Email ID:

Tender No: IIMBG/NIT/RFP/SR/ 2025-26 /11

Date: November 14, 2025

ANNEXURE- B

This is for understanding not to be filled only BOQ is to be filled only

PART-II (FINANCIAL BID)
(To be submitted on the letterhead of the bidder)

Tender for: Baber Shop at IIM Bodh Gaya premises.						
Tender No: IIMBG/NIT/RFP/RS/ 2025-26 /11, Date: November 14, 2025						
Name of the Bidder:		Approx. Area in sqft.	(Amount in ₹)			
SI No	Particular		Minimum Rent per Month per sqft. in ₹	Offered Rent per sqft. per month	Total rent Per Month in figure	Total rent per month in words
1	Rent of the Shop for Saloon (Constructed shop): approx. 177 sqft. (4.7 mtr. X 3.5 mtr.)	177	37			

Terms and Conditions: -

- Bidder with the highest rent will be declared as the successful bidder for the allotment letter.
- Quote rate shall be inclusive of all applicable taxes and other charges.

Place

Date

Authorised Signatory

Name:

Designation:

Contact Detail: