

# **EXPRESSION OF INTEREST**

**FOR  
PROVISION CUM GENERAL STORE  
AT  
SPA, BHOPAL**



**School of Planning and Architecture**  
*(An Institution of National Importance, Ministry of Education, Govt. of India)*  
Neelbad Road, Bhauri, Bhopal – 462 030 (MP)



# School of Planning and Architecture

(An Institution of National Importance, Ministry of Education, Govt. of India)

Neelbad Road, Bhauri, Bhopal – 462 030 (MP)

Ph: 0755-2526800 Ext. 429 Website: spabhopal.ac.in

No.: SPAB/S&P/F-240/2024-25/

Date 07.03.2025

## **EXPRESSION OF INTEREST** **FOR PROVISION CUM GENERAL STORE**

This Institute intends to establish Provision cum General Store at its Bhauri campus on outsource basis for the facility and convenience of the students/staff/faculty and residents. The Grocery/ proteins/common household items/Plastics Items (Bucket, Mug etc.)/ packed food products and general daily need housekeeping items are to be stocked, and it should be of good quality. **Firm shall submit the List of Items that will be sold.** The bidder should furnish check list as at Annexure-I duly signed and sealed.

For details please visit our Website “spabhopal.ac.in”. Interested bidders may submit their comprehensive proposal on or before **27.03.2025** to The Registrar, School of Planning and Architecture, Bhopal, Neelbad Road, Bhauri, Bhopal- 462 030.

The institute will provide space, electricity for running Provision cum General Store on monthly chargeable basic.

The Bidders are encouraged to conduct their own independent survey, and check the reliability, feasibility before submission of their EoI.

The Competent Authority of the Institute reserves the right to reject any or all the EoI without assigning any reason and the decision of the Competent Authority shall be final and binding.

**Registrar**  
**SPA, Bhopal**

## BRIEF INFORMATION

<b>Eol No. &amp; Dt.</b>	<b>Eol No. SPAB/S&amp;P/F-240/2024-25/ dt. 07.03.2025</b>
<b>1. Name of work :</b>	Establishing Provision cum General Store at its Bhauri campus on outsource basis
<b>2. Duration of Contract</b>	The initial duration of the contract is for a period of One Year extendable by more 04 years on yearly basis depending upon satisfactory performance and as per the recommendation of the Institute committee on the same terms & conditions.
<b>3. Download Eol Document</b>	The Eol document can be downloaded from the Institute's Website: spabhopal.ac.in upto <b>27.03.2025 till 03:00 pm.</b>
<b>4. Processing Fee</b>	Processing Fee of Rs. 5000/- to be deposited through online NEFT or in the Accounts via <b>RTGS/NEFT</b> Account Name: SPA-BHOPAL Internal Receipts Account No.: 2073201002565 IFSC Code: CNRB0004725 Bank Name: Canara Bank Branch Name: Bhauri, Bhopal
<b>5. Pre-Bid Meeting</b>	<b>17.03.2025; 03:00 pm at Conference Room, Senate Block, SPA Campus, Bhauri, Bhopal, Madhya Pradesh-462030</b>  (All interested representative of Firm/Agency/ Company/Shop may participate in the Pre-Bid Meeting)
<b>6. Last date &amp; time for Receipt of Eol</b>	<b>27.03.2025 up to 03:00 pm.</b> The Eol received after the due date/time will not be considered under any circumstances, they stand summarily rejected, and they will be discarded.
<b>7. Date and time of Opening of Eol (Financial Bid)</b>	Will be informed later to the technically qualified bidders.
<b>8. To whom the Eol documents to be submitted</b>	<b>The Eol proposal documents, duly completed and signed along with the prescribed forms (Annexure-I and Annexure-II), should be submitted in two sealed envelopes placed inside one large envelope. The first sealed envelope should be superscribed as "Eol for Provision cum General Store (Technical)," and the second sealed envelope as "Eol for Provision cum General Store (Financial)."</b>  Addressed to:  The Registrar, School of Planning and Architecture, Bhopal, Neelbad Road, Bhauri, Bhopal, PIN-462 030 (M.P.) by speed post/ by-hand OR should be put in a Eol Box kept in at Senate Block, SPA Campus, Bhauri, Bhopal

## EVALUATION OF THE EOI

SPA, Bhopal shall follow two bid systems where the technical bid and financial bid shall be evaluated separately. Financial Bid should be submitted as per Annexure-II. The evaluation shall be done on marks scored in Technical evaluation and Financial Evaluation. The technical bid evaluation shall be done based on the following criteria:-

### Criteria for Technical Evaluation for Provision cum General Store :

S. No.	Particulars	Evaluation Criteria	Document Required	Maximum Marks
1.	Firm/Agency/Company/Shop should have minimum 03 years experience in providing these services.	20 Marks for fulfill the criteria	Attach establishment document of Firm/Agency/Company/Shop for providing these services in the city.	<b>20</b>
2.	Firm/Agency/Company/Shop should have GSTN Registration	5 Marks for fulfill the criteria	Attach signed copy of GSTN	<b>5</b>
3.	Firm/Agency/Company/Shop who have an experience in running activities of similar nature in the educational institute like IITs, IISER, NITs etc. and other Educational Institutions/ State/Central Universities.	10 Marks for fulfill the criteria	Attach experience documents in relevant field.	<b>10</b>
4.	Turnover: Average minimum Annual Turnover of Rs. 5.00 lakh in last 3 Financial year (FY: 2021-22; 2022-23; 2023-24)	Turnover 5 Lakhs to 7 lakhs = <b>5 Marks</b> Above 7 Lakhs to 9 lakhs = <b>10 Marks</b> Above 9 lakhs= <b>15 Marks</b>	Attach CA Certificate/Audit Balance Sheet/ITR/Other supporting documents	<b>15</b>
<b>Total Maximum Marks</b>				<b>50</b>

**Note:** [Supporting documents for all above (1) to (4) should be enclosed in proposal; otherwise marks will be awarded zero]

**Firm shall submit the List of Items to be provided at Store.**

**The Financial bid for further evaluation will be considered only for those firms who scored minimum 30 Marks in the Technical bid.**

**Technically qualified firms' offered number of percentage (maximum in the Eoi process) in respect of minimum discount on Maximum Retail Price (MRP) will be granted 50 marks and other will be regulated proportionately.**

**For Example: Three Technically Qualified (A, B, C, D & E) Firms offered number of percentage in respect of minimum discount (10%,15%,20%,25% & 30% respectively). Firm (E) offered Maximum 30% will be granted 50 marks and other will be regulated proportionately as following:**

S.N.	Firm Name	Minimum discount	Marks
1.	A	10%	$50/30 \times 10 = 16.66$ Marks
2.	B	15%	$50/30 \times 15 = 25$ Marks
3.	C	20%	$50/30 \times 20 = 33.33$ Marks
4.	D	25%	$50/30 \times 25 = 41.66$ Marks
5.	E	30%	$50/30 \times 30 = 50$ Marks

**Total Marks secured by the Firm in Technical & Financial Bid will be the base of award of the contract. Highest One (H-1) Scored Marks in Technical & Financial Bid may consider for the award of contract.** The Bidders' ranking shall be arranged depending on the marks obtained by each of the bidder both in Technical Evaluation and Financial Evaluation. In case of tie condition in Highest One (H-1) score, Institute has right to award one firm on the basis of past experience, performance & turnover. This decision shall be final binding to the firms.

If Highest One (H-1) score fails/ refused to provide services after award of Contract, Institute have right to award the contract to next eligible firm.

**Technical Bid for Provision cum General Store**

<b>S. No.</b>	<b>Particulars</b>	<b>Details/Document Provided</b>	<b>Check List (Please Write Yes/No)</b>
1.	Firm/Agency/Company/Shop should have minimum 03 years experience in providing these services.	Attach establishment document of Firm/Agency/Company/Shop for providing these services in the city. (Attach relevant valid documents)	Establishment document attached (Yes/No)
2.	Firm/Agency/Company/Shop should have GSTN Registration	GSTN Number:	Photocopy of GSTN attached (Yes/No)
3.	Firm/Agency/Company/Shop who have an experience in running activities of similar nature in the educational institute like IITs, IISER, NITs etc. and other Educational Institutions/ State/Central Universities.	Organization From To	Copies of the Work Order Attached (Yes/No)
4.	Turnover: Average minimum Annual Turnover of Rs. 5.00 lakh in last 3 Financial year (FY: 2021-22; 2022-23; 2023-24)	Attach CA Certificate/Audit Balance Sheet/ITR/Other supporting documents	Copy of the documents Attached (Yes/No)

Signature of Authorized Signatory  
and Company Seal

**Financial Bid for Provision cum General Store**

I hereby agree to the terms and conditions attached to the contract for starting and running the Provision cum General Store and agree to provide the discount of minimum \_\_\_\_\_% on the Maximum Retail Price (MRP) of all the Items.

Date:

Place:

Signature and Seal of the Firm

## General Terms and Conditions for running of provision cum general store shops / establishments at SPA Bhopal-

1. **Tenure & Termination Clause:** The initial duration of the contract is for a period of One Year extendable by more 04 years on yearly basis depending upon satisfactory performance and as per the recommendation of the Institute committee on the same terms & conditions of the Institute and shall stand automatically terminated upon the expiry of the said term. An agreement will be signed between the Institute and Firm. In case the services are not found satisfactory upon yearly review, the agreement will be terminated by SPA. The SPA, Bhopal also reserves the right to cancel the contract at any time after giving One (01) month notice. The decision of the SPA, Bhopal in this regard shall be final and will be binding on the Firm.

If the Firm/Agency/Company/Shop indulges in carrying out any unapproved activities any violation of rules of the Institute or non-compliance of any directives issued by the Institute, the SPA Bhopal is at liberty to cancel the agreement with immediate effect.

2. Subletting of the Provision cum General Store after award of work/agreement will not be permitted. If found any such incident, the contract would be immediately terminated, and Security Deposit will be forfeited.
3. 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 as decided by the institute, in addition to the other charges as applicable.
4. The Institute will not provide any other facility other than the space and electricity supply till the distribution point. The manpower and infrastructure (Display Shelf, Counter, furniture items etc.) Have to be installed by the Agency/Firm to carrying out the activities of the Store.
5. **Timings & Days of Opening:** The timing of operation of Shop/Center would be 08:00 am to 08:00 pm (all days) or mutual consent of the firm and Institute. The Shop/Center shall operate on all seven days of the week and there shall be no holiday under any circumstances unless exemption granted by the Institute Authority.

6. The successful bidder would have to make followings:

(a) **Security Deposit: Security Deposit shall submit within 10 days after allotment order ₹20,000/- (one time in the form of FDR/Bank Guarantee in favour of 'Director, SPA Bhopal or NEFT/DD in the name of "SPA Bhopal Internal Receipts" or in the Accounts Name: SPA-BHOPAL Internal Receipts Account No.: 2073201002565 IFSC Code: CNRB0004725 Bank Name: Canara Bank Branch Name: Bhauri, Bhopal. The amount shall be returned after two months of completion of contract. If there is any damage to any property of SPA Bhopal or any payment dues to SPA Bhopal by the Firm/ Agency/Company/Shop, the SPA Bhopal shall be empowered to recover the dues from the security deposit.**

(b) **Rent Charges: ₹846/- per month +GST as applicable. Additional space of 103 Sqft may be provided as per the requirement on the monthly charges of Rs. 1491/- +GST as applicable (on another location in the Institute premises).**

(Firm shall be liable to pay monthly rent regularly by 7<sup>th</sup> of each successive month. Late submission of rent will be charged of Rs.100/- per day as late fee in addition to the rent). If the rent rate is revised, the revised rate will be applicable.

(c) The monthly rent will be increased 10% every year after completion of one year, during the contract's duration.

(d) **Electricity Charges:** As per actual (MPMKVVCL rates as applicable to the Institute) *(Firm shall be liable to pay monthly Electricity Charges regularly by 7<sup>th</sup> day of each successive month after receiving the bills from Maintenance Section. Late submission of rent will be charged of ₹100/- per day as late fee in addition to the electricity bill)*

A sub meter will be provided and the electricity charges on actual basis have to be paid to the Institute.

(e) If the Firm/ Agency/Company/Shop do not vacate the allotted space after the expiry of the tenure or after one month of notice period of termination of tenure, the Firm shall be liable to pay a penalty of rupees as decided by the Institute in addition to the other charges as applicable.

7. The EoI does not constitute a solicitation. SPA Bhopal reserves the right to change or cancel the requirements at any time during the selection process of Expression of Interest (EoI). SPA Bhopal 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 SPA, Bhopal.
8. Any dispute arising under these terms and conditions shall be subject to the Bhopal jurisdiction.
9. If there is any damage to any property of SPA Bhopal or any payment dues to SPA Bhopal or any demand from any authority of SPA Bhopal regarding dues payable by the Firm/ Agency/Company/Proprietor, the SPA Bhopal shall be empowered to recover the dues from the security deposit.
10. The Firm/ Agency shall obtain prior permission of SPA Bhopal before carrying out any modifications of structures like installing counters and fixtures in the outlet.
11. *Inspection of the store/shop and place shall be conducted by a team of experts/ officials appointed by SPA Bhopal 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 report failing which SPA Bhopal will carry out repairs/ renovation works and debit the cost to Firm/ Agency/Company/ proprietor and in case of non-payment the same shall be adjusted from the Security deposit of the agency.*
12. Housekeeping of the allotted space will be done by the Firm/Agency/ Company/Proprietor at their own cost.
13. The Firm/ Agency/Company/Proprietor shall hand over the allotted space along with infrastructure if any in original condition to the SPA Bhopal.
14. The Firm/ Agency/Company/Proprietor shall carry out only the specified/approved activities in their allotted shop/space and shall not do any unspecified activities in contravention with the License conditions.



15. The Firm/Agency/Company/Shop shall responsible of all statutory compliance with respect to the business undertaken of Govt. of India and Govt. Madhya Pradesh including labor compliances.
16. The Firm/Agency/Company/Shop shall display appropriate size of hoarding board maintaining Shop Details, contact number and discount offered on all items etc.
17. The Firm/Agency/Company/Shop shall use only the space earmarked for a particular shop and shall not use any other space for any other purpose.
18. The Firm/Agency/Company/Shop shall not sell any unauthorized materials inside the campus such as Tobacco products, alcohol products and any hazardous products which are harmful for the campus community.
19. The Firm/Agency/Company/Shop shall be responsible for always maintaining cleanliness in the allotted area. All waste generated should disposed off by the Firm/Agency/ company/Shop at their own cost and shall ensure proper discipline, hygiene and cleanliness of the shop and its surroundings accordance to instruction of institute in this regards, issued from time to time.

**Registrar  
SPA Bhopal**

\*\*\*\*\*