

EXPRESSION OF INTEREST FOR LICENSE OF SHOPS IN THE UTILITY CENTRE

at

HIDAYATULLAH NATIONAL LAW UNIVERSITY, NAVA RAIPUR (C.G)



EOI/HNLU/REG./

/2021

DT 21.09.2021

Procuring of EoI/ Application Form	Available on HNLU website www.hnlu.ac.in from 21.09.2021
Address for submission of EoI	The Registrar Hidaytuallah National Law University, Nava Raipur
Last date & time for receipt of EoI	04.10.2021 at 4.00 PM
Date & time of opening of EoI	05.10.2021 at 3.00 PM
Date and time of making presentation	to be announced later to successful interested parties

APPLICATION FEE: RS.500/- (RUPEES FIVE HUNDRED)

**HIDAYATULLAH NATIONAL LAW UNIVERSITY,
NAVA RAIPUR(C.G.) -492002**

ABOUT HNLU:

Hidayatullah National Law University (HNLU) was established under the Hidayatullah National University of Law, Chhattisgarh, Act, (No. 10 of 2003). It is recognized by the University Grants Commission u/s 2(f) and 12(B) of the UGC Act, 1956 and also by the Bar Council of India u/s 7 (1) of the Advocates Act, 1961.

HNLU is the first National Level Institute established in the new State of Chhattisgarh in the year 2003 and the sixth Law University in the country.

It is a residential university and around one thousand students and one hundred faculty and staff members are the residents of the campus.

Expression of Interest

The Expression of Interest (EoI) is hereby invited on behalf of the HNLU from the interested Applicant/firm/bidder for License of shops in its utility centre within the premises of the university for its 1100 campus community at Nava Raipur as per details given below:

I. Details of the Shops: (Details of items to be sold and not to be sold is given in Annexure-I)

Sl.No.	Shop Description	Shop Size (In mts.)	License fee per month per shop	Fixed Security Deposit
1.	Dairy and Ice Cream Shop	4.00 x 6.00	2500/-	10000/-
2.	Indian Snacks	4.00 x 6.00		
3.	Coffee Shop - Machine brewed coffee from fresh beans etc.	4.00 x 6.00		
4.	Photo copier	4.00 x 6.00		
5.	Fresh Fruit and Juice	4.00 x 6.00		
6.	Daily Needs	4.00 x 6.00		
7.	Salon (Unisex)	4.00 x 6.00		

II Eligibility Criteria for the above mentioned shops:

- a) Agencies/ firms/companies/proprietors/SHGs should have minimum 3 years of experience of running a shop.
- b) Agencies/firms/companies/proprietors/SHGs should have shop registration certificate/PAN/TIN/Goods & service Tax registration from the competent authority as required for a particular type of shop.

- c) Firms/agencies/companies/proprietors/SHGs should have valid FSSAI Food License certificate (Wherever applicable)

III Obligation of the Applicant/Firms/Agencies/Companies/proprietors:

- a) The Firms/agencies/ companies/proprietors shall use only the space earmarked or license allotted for particular shop(s) and shall not use the same/any other space for any other purpose.
- b) Only allotted space for running of a particular shop shall be used without any alteration. Prior written permission is to be obtained from Registrar, HNLU for any alteration.
- c) The Firms/agencies/companies/proprietors shall not sell expiry dated/substandard material.
- d) The Firms/agencies/companies/proprietors shall be responsible for always maintaining cleanliness in the shopping complex area. All waste generated shall be collected by them in separate bins and the same shall be daily disposed of by them outside the campus at their own cost at appropriate places earmarked by the Nava Raipur Development Authority.
- e) The shops shall be opened/operational only for the students, employees, inhabitants of the campus and their family members. Business with outsiders/unauthorized persons/public is not permissible.
- f) The timings of the shops/business hours will be decided by the University.
- g) The shops shall not be kept unreasonably closed without prior permission of the University.
- h) Rent and other charges for the allotted shops shall be payable during the vacation period also.
- i) Rent and other charges for the allotted shops shall also be payable for the period of their possession over and above the sanctioned/allotment period over and above the sanctioned/allotment period with penalty as mentioned in IV(k).
- j) Any taxes or other statutory levies payable to the government shall be charged in addition to monthly rent and the Firms/agencies/ companies/proprietors shall be liable to pay it to the university;
- k) The Firms/agencies/companies/proprietors shall be liable to fulfill all obligations under social security schemes or other statutes as may be applicable from time to time.

IV General Terms and Conditions for running of Shop at Utility Centre-

- a) The University employees' blood/marriage relatives are not eligible for allotment of any shop at Utility Centre.
- b) The University will license out the scheduled properties initially for a period of one year. It may be extended for further one or two years depending on satisfactory performance and favorable recommendations of the authorized University officials.

- c) The firms/agencies/ companies/proprietors will have to pay monthly license fee and security deposit of the allotted space to the HNLU, Nava Raipur in advance, which may be revised, after one year of completion.
- d) The firms/agencies/ companies/proprietors shall pay fixed water charges for each allotted shop per month.
- e) The monthly Electricity charge shall be charged on the basis of actual meter reading and their charges will be as per the actual as levied to HNLU, Nava Raipur for a particular month.
- f) The firms/agencies/ companies/proprietors shall pay the monthly charges in the first week of every month through online in favour of Registrar, HNLU, Nava Raipur in the University's account and receipt of the same shall be immediately submitted to the Accounts Section.
- g) If any damage is caused to any property of the University or any payment is due to be paid to the University or any demand is made by authorities of the University, the Firms/agencies/ companies/proprietors, shall pay the same within 10 days, failing which the University shall be empowered to recover the same from their security deposit.
- h) Periodic/surprise inspection of shops and places shall be carried out by officials nominated/authorized by the University from time to time. All damages/breakages etc. to the University property noticed by the officials will have to be set right by the concerned firms/agencies/ companies/proprietors within ten days of inspection failing which the University will get the repairs/renovation works done and the cost/charges of the same shall be recovered from the security deposit of the concerned firms/agencies/ companies/proprietors.
- i) The firms/agencies/ companies/proprietors shall obtain all required registration certificates, licenses and NOCs from all concerned departments designated by the State Government/District Government/local authorities authorized for issuing the relevant certificate/licenses.
- j) The firms/agencies/ companies/proprietors shall submit to the University, the Police Verification Reports; Medical Fitness Certificates of self, authorized persons and employees designated/deputed/appointed for carrying out the commercial activities before commencement of their services. They shall also bear identity cards issued by the concerned firms/agencies/ companies/proprietors countersigned by the Authorized official of the University.
- k) If the concerned firms/agencies/companies/proprietors do not vacate the allotted space after the expiry of the agreement period or after one month of notice period of termination of agreement, the agency shall be liable to pay a daily penal rent of Rs. 500/- per shop in addition to the other charges as applicable.
- l) The concerned firms/agencies/ companies/proprietors shall hand over the allotted space along with infrastructure provided, if any, in original condition to the University, at the time of completion of the allotted period.

- m) The firms/agencies/companies/proprietors shall carry out only the specified approved activities in each shop at utility centre and shall not carry any unauthorized activity in contravention with the agreement
- n) If the firms/agencies/ companies/proprietors indulge in carrying out any unapproved activities, the HNLU is at liberty to cancel the agreement by giving one month written notice to the concerned Firms/agencies/ companies/proprietors.
- o) The concerned Firms/agencies/ companies/proprietors shall maintain and upkeep their allotted space or shop with prior permission of the University and shall not cause any damage to its surroundings.
- p) The HNLU reserves the right to cancel the License after giving one month written notice to the concerned firms/agencies/ companies/proprietors and also the right to inspect the operational work undertaken by the firms/agencies/ companies/proprietors at all times and the concerned firms/agencies/ companies/proprietors shall obey the orders and directions issued by the University.
- q) The firms/agencies/ companies/proprietors shall carry out the activities in the allotted space or shops as per the law, rules and regulations of the University and the Government in force from time to time and shall not carry out any activity in contravention of the same, failing which the University shall be at liberty to terminate the license without assigning any reasons.
- r) Selling of alcohol, tobacco or any contraband item/product is completely banned or prohibited.
- s) Applicants may apply for more than one shop with separate fee for each. However, not more than two shops will be allotted to one firm/applicant.
- t) Any other conditions deemed necessary may be subsequently imposed by the University which shall be binding on the firms/agencies/ companies/proprietors.
- u) The above Terms and Conditions shall be the part of the License agreement.

V Submission of EOI application

Firms/agencies/ companies/proprietors agreeing to the above terms and conditions and satisfying the eligibility conditions and interested in running the shop, shall have to submit duly filled EOI application as per the attached annexure along with relevant documents. Application must reach on or before the last date to THE REGISTRAR, HIDAYATULLAH NATIONAL LAW UNIVERSITY, NAVA RAIPUR (C.G.)-492002 in a sealed cover by super scribing the envelop with 'Expression of Interest FOR LEASING OF SHOP (MENTIONING NAME) AT HIDAYATULLAH NATIONAL LAW UNIVERSITY, NAVA RAIPUR (C.G.).

For clarification or site visit, if any, please contact office of Registrar, HNLU 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. HNLU shall not be responsible for any postal delay or loss.

VI Evaluation and award of shop

After evaluation of the technical part, HNLU will call the eligible applicant/Firms/Agencies for a presentation on the following aspects: a) Experience of running the shop b) Items and price c) Plan of running the shop. Only those firms whose presentations were found satisfactory by the authorized evaluation committee, will be considered further for lottery draw. The selection of the applicant/firm/bidder will be through lottery draw amongst such qualified applicants/firms/agencies. A maximum of two shops can be awarded provided the applicant wins the lottery draw. In case of only one applicant for any shop, the university reserves its right to award or not.

VII Other Information

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

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

HNLU reserves the right to accept or reject any EOI without assigning any reason.

REGISTRAR

EOI APPLICATION FOR SHOP

Sl. No.	Description	Information	
1A	Name of the Agency/Firm/Company/Proprietor		
	Complete Address		
	Phone No.		E-mail ID
1B	Contact Person/Representative's Name Designation		
	Contact No.		E-mail ID
2A	Registration No./License No.		
	PAN :	TIN:	
	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 shop as mentioned		
4	References/clients list (Enclose list of work handled from last 3 years with all the relevant documents), if applicable		
5	No. of staff/Employees:	Regular	Temporary
6	Type of shop interested (From the list		
7	Remarks (if any)		

Date:

Authorized person Signature with Seal

LIST OF MATERIALS/SERVICES THAT COULD BE SOLD BY VENDORS AT UTILITY CENTRE

DAIRY AND ICE CREAM SHOP	
<u>May Sell:</u> Packaged Dairy products, including milk, curd, butter milk, cottage cheese, cream, cheese, srikhand and other dairy products. Packaged Ice creams (Cup, cornette, scoops, softy, family packs etc.) Packaged Dairy Derivatives	<u>For clarification of any doubts whatsoever, it is expressly being mentioned that the vendor shall not sell:</u> dishes prepared from dairy materials packaged fruit juices/soft drinks ready to eat or instant food products
INDIAN SNACKS SHOP	
<u>May sell:</u> Cooked snacks of Indian cuisines, which may include poha, Samosa, Sandwiches, Fritters, idly, dosa, Indian sweets (Laddoo, barfi, jalebi) and other fried/boiled eatables Tea(s)	<u>For clarification of any doubts whatsoever, it is expressly being mentioned that the vendor shall not sell:</u> Packaged food items, including bhujiya, namkeen, mixture etc. Ingredients of snacks
COFFEE SHOP	
<u>May sell:</u> Freshly brewed coffee and its derivatives including Filter coffee, Cappochino, Mocacino, Hot/Cold flavoured coffee, Cold coffee. Cookies, biscuits and chocolates	<u>For clarification of any doubts whatsoever, it is expressly being mentioned that the vendor shall not sell:</u> a product by only reason of the said product being 'coffee flavoured' ice-creams and milkshakes
PHOTO COPIER	
<u>May provide services of:</u>	

<p>Photocopying, Scanning and binding.</p> <p><u>May sell:</u> printing papers, files, folders, staplers, tags, flags, CDs/ pendrives and other printing/filing stationery notebooks, writing paper, adhesive tapes, pens, pencil, eraser etc. and other writing stationery</p>	
<p>FRESH FRUITS AND JUICE</p>	
<p><u>May sell:</u> Freshly cut fruit salad, freshly made fruit juices and Fresh fruits (including tender coconut)</p>	<p><u>For clarification of any doubts whatsoever, it is expressly being mentioned that the vendor shall not sell:</u> any fruit derivatives or manufactured products including aamras, anaar dana, fruit milkshakes, canned or packed fruit juices/drinks, etc.</p>
<p>DAILY NEEDS</p>	
<p><u>May sell:</u> Handwash, sanitizers and facemasks Packed eatables (chips, wafers, biscuits, cookies, cakes, pastries, chocolates, toffees) Packed/canned soft-drinks Packaged Bakery products Dental hygiene products Menstrual hygiene products Shampoo, conditioners Basic cosmetic products including soap, hairbands, rubber bands, talc powder, deodorant etc.</p>	<p><u>For clarification of any doubts whatsoever, it is expressly being mentioned that the vendor shall not sell:</u> printing papers, files, folders, staplers, tags, flags, CDs/ pendrives and other printing/filing stationery notebooks, writing paper, adhesive tapes, pens, pencil, eraser etc. and other writing stationery</p>

SALON (UNISEX)

May provide services relating to:

Hair cutting, washing, trimming, Pedicure, manicure etc.

For clarification of any doubts whatsoever, it is expressly being mentioned that the vendor shall not sell:

Any kind of cosmetic products

