



E-TENDER NOTICE

INVITATION OF ONLINE BIDS FOR SHORT TERM ALLOTMENT OF FOOD & BEVERAGES (F&B) OUTLETS AND VENDING POINTS IN PRAGATI MAIDAN FOR A PERIOD OF SIX (6) MONTHS AND ALLOTMENT OF TEMPORARY F&B STALLS / FOOD COURT AREA DURING INDIA INTERNATIONAL TRADE FAIR (IITF), NOVEMBER 14-27, 2021.

INDIA TRADE PROMOTION ORGANISATION

(A Government of India Enterprise)

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F&B OUTLETS TENDER

1. INTRODUCTION

India Trade Promotion Organisation (ITPO) holds 123 acres of prime venue in the heart of Delhi, known as Pragati Maidan. It is the hub of exhibition activities round the year. Nearly 100 exhibitions/trade fairs and other events are organized at Pragati Maidan every year with wide national and international participations.

At present, the exhibition complex at Pragati Maidan comprises of 7 halls with a total covered exhibition space of over 23,000 Sq. Mtrs. approx. and New Halls from 2-5 comprising exhibition area of 52,000 Sq Mtrs. approx. Many conventions, seminars, symposia and conferences are also organized at these places during the currency of different fairs/exhibitions.

2 OBJECTIVE

- 2.1** India International Trade Fair (IITF) is a flagship exhibition organized by India Trade Promotion Organisation (ITPO). The 40th edition of the event will be organized from **November 14-27, 2021** at Pragati Maidan (New Delhi). Besides this, nearly 100 exhibitions / trade fairs and other events are organized at Pragati Maidan with wide national and international participations. With the objective to make IITF, 2021 a one-stop destination to explore true culinary diversity and to serve wide range of cuisine & a multi-cultural clientele, ITPO, through this tender, intends to do short term allotment of defined Food & Beverages outlets and Vending Points in Pragati Maidan for a period of six (6) months and allot specific temporary F&B stalls / Food Court area during India International Trade Fair (IITF), November 14-27, 2021.

As regards Coronavirus (Covid-19) and its variants or related strains, it is recognized by the Parties that the present Agreement is being made in the background of the prevailing restrictions/ prohibitions imposed by the governmental/ municipal/ local authorities, inter alia on hospitality operation in view of Covid-19. The Parties agree that the ongoing pandemic caused by Coronavirus (Covid-19) and its variants or related strains are not covered in “force majeure” and will not be treated as a force majeure cause for the purposes of this Agreement or as cause for any other purpose affecting business during the license period.

2.2 AREA – LOCATIONS TO BE LICENSED:

Following are the details of the area / short term F&B outlets and temporary F&B stalls or Food Court proposed to be licensed for a period of six (06) months tentatively and during IITF 2021, w.e.f. 01.11.2021:

Sr. No.	Location	Area	License Duration
(A) Locations to be licensed on short term allotment basis (06 months)			
1.	Horse-shoe shaped Kiosk 2A & 2B (opp. Hall-2)	126 sqm each, with 57 sqm common seating space under canopy (with bare interiors)	06 months
2.	Horse-shoe shaped Kiosk 3A & 3B (opp. Hall-3)	126 sqm each, with 57 sqm common seating space under canopy (with bare interiors)	06 months
3.	Horse-shoe shaped Kiosk 4A & 4B (opp. Hall-4)	126 sqm each, with 57 sqm common seating space under canopy (with bare interiors)	06 months
4.	Horse-shoe shaped Kiosk 5A & 5B (opp. Hall-5)	126 sqm each, with 57 sqm common seating space under canopy (with bare interiors)	06 months
5.	Kiosk 11A and 11B&C (behind Hall-11): 28 sqm (with 144 sqm common open seating space) and 42 sqm (with 230 sqm common open seating space)	444 sqm	06 months
6.	Kiosk-12 (behind Hall-12): 201.5 plot area	201.5 sqm	06 months
7.	20 Nos of Vending Points [5 each for (i) bottled carbonated soft/cold drinks and packed juices; (ii) bottled drinking water; (iii) ice-creams and (iv) tea & coffee]	Platform of 5x5 ft. for each vending point	06 months
8.	Mezzanine-level outlets (incl. kitchen, counter/serving and food court seating areas)	<ul style="list-style-type: none"> Hall-2 = 568 sqm Hall-5 = 858 sqm Service Corridors (to be maintained by the licensee)	06 months
(B) Temporary F&B stalls / Food Court area to be allocated for IITF 2021 from November 8-28, 2021			
1.	15 temporary F&B Stalls in Triangular Shaped Plot (opp. Pragati Bhawan)	[15 Nos. F&B stalls of 5m (wide) & 3m (depth) with common open seating space]	November 8-28, 2021

Note:

1. The proposed temporary license covers only the area as shown in the enclosed drawing with detailed specifications indicated thereon and no other area within Pragati Maidan, New Delhi. The Licensee shall use the said Licensed Premises only for the purpose of operating F&B outlets subject to the terms and conditions and the guidelines and policies framed by Licensor from time to time, and for no other purpose (hereinafter referred to as “Permitted Purpose”). Apart from licensed premises, no other area inside Pragati Maidan, New Delhi shall be used by the Licensee. No food/ beverage are to be served in any manner anywhere outside the designated licensed area.
2. The license fee for each of the locations mentioned above has to be quoted separately by the bidders for the purpose of determination of overall highest bid. However, the combined base price (MRLF) for the overall bid is fixed at Rs. 2.00 Crore. There may be changes in the locations proposed to be licensed through this contract due to administrative reasons including ongoing redevelopment work in Pragati Maidan. The license fee will be accordingly adjusted as per changes, if any, in the final area allocation, proportionately as per the license fee quoted by successful bidders for each of the locations individually in the financial bid.
3. Area indicated in line item (B) in above table will be available only for IITF 2021.
4. The F&B operator will be allowed to use areas specified in line item (A) in above table for whole duration of six (06) months and extended license period, if any. The license shall be extendable for another six months in tranches of three months each at the sole discretion of ITPO at the same terms with 10% escalated license fee.
5. F&B operator will have to pay separate charges for utility services such as water, electricity, PNG and conservancy charges as per ITPO rates and rules.
6. F&B operator will use Horse-shoe shaped F&B area and new halls' Mezzanine Floor F&B area on “as is where is” basis. The Piped Natural Gas (PNG) facility is not available as on date in these locations. Bidders are advised to visit the locations physically to ascertain their current position and submit bids accordingly. All temporary arrangements inter-alia including for provisioning electricity connections, water connections, plumbing arrangements, drainage arrangements, air conditioning/blower arrangements etc. have to be done by the licensee themselves with prior approval of ITPO.
7. No construction/alteration will be allowed in this area without prior permission of ITPO.
8. The provision of air conditioning / blower is not available in Horse-shoe shaped areas, F&B operator will have to make arrangements of temporary air conditioning / blower on his own, if he desires so, with prior written approval of ITPO.

2.3 TYPE OF FOOD TO BE SERVED

The successful bidder needs to cater/serve Multi Cuisine food including fast food, confectionaries, non-alcoholic beverages, tea/ coffee, ice-cream, packaged drinking water etc. as specified against each category.

Sr. No.	F&B Outlet Categorization		Proposed Brands/ Franchises
1.	Food Lounge		Nil
2.	Food Court (Multi-cuisine)	Quick Service Outlets	KFC/Mc Donald`s/Burger King/Subway/ Dunkin` Donuts or any equivalent brand
		Pizza Outlets	Domino`s Pizza//Pizza Hut/Laziz Pizza Smokin Joe`s Pizza/Oven Story Pizza or any equivalent brand
		South Indian Outlets	Sagar Ratna/Saravana Bhavan/DS Dosa Factory/Shree Rathnam or any equivalent brand
		Biryani Outlets	Biryani Blues/Behrouz Biryani/ Bikkagne Biryani/Biryani by Kilo/The Biryani Co. or any equivalent brand
		Chinese/ Asian Food Outlets	Berco`s/Mainland China/Mamagoto/Wow Momos/Wok Art or any equivalent brand
		Tea/ Coffee Cafes	Chaayos/Chai Point/Café Coffee Day/ Costa Coffee/Nescafe/Starbucks or any equivalent brand
3.	Economy Food Lounge		Bikanervala/ Haldiram`s or equivalent having ISO 22000:2005 / BRC certification. (Packaged Thali/ Lunch, Pav Bhaji, South Indian Food, Chole Bhature, Shakes, Lassi, Cold Coffee)
4.	Vending Points for Tea/Coffee/Ice-Cream/Packaged Drinking Water/Juices etc.		<ul style="list-style-type: none"> o Nescafe/Bru/Café Coffee Day or any equivalent brand o Bisleri/Kinley/Aquafina/Bailey or any equivalent brand o Have More/Amul/ Kwality Walls/ Cream Bell/ Mother Dairy or any equivalent brand o Real/Paper Boat/Minute Maid/ Tropicana or any equivalent brand
5.	Vending points for water dispensers in all halls as per layout plan		F&B Operators have to provide water dispensers, 20 Litre Water Jars/ Bottles and eco-friendly disposable drinking cups as per requirement communicated by ITPO. Further, refilling etc. shall be the responsibility of the operator. ITPO will pay the operator as per actual consumption duly certified by ITPO official.

Note: Out of the above mentioned categorization, it is mandatory to set-up and operate (i) Food Lounge (ii) Vending Points for Tea/Coffee/Ice-Cream/Packaged Drinking Water/Juices etc., (iii) Economy Food Lounge and (iv) Food Court with categories as prescribed above.

2.4 SERVICE

- (i) All sales will be through EPOS machines only. No food is to be served in any manner anywhere outside the designated area. The licensee understands and undertakes that they will be liable to deploy billing systems and Electronic POS machines arranged by ITPO through any third party vendor at all the F&B sale counters if desired by ITPO. ITPO shall have sole discretion to decide and finalize the third party vendor for providing billing and Electronic POS machine systems during the entire contract tenure.
- (ii) The Licensee shall install an automated sales capture software and EPOS terminal at the Location(s) in order to have computerized/electronic recording of sales. No manual billing should be practiced at the F&B Outlets. of the exhibition complex. Under circumstances of breakdown or unavoidable outage, the Licensee is required to seek immediate approval from Licensor for such temporary manual billing option with assurance to pass the manual data in the POS software immediately on resolution of breakdown. The Licensee will provide the read access to the Licensor of this automated sales capture software at EPOS terminals so that the sales at the Location(s) can be viewed on real time basis by the Licensor.
- (iii) The Licensee shall permit the Licensor's authorized persons to inspect the EPOS terminals at the Locations at any time.
- (iv) The Licensor may at its discretion appoint a third party engineer to audit the Licensee's EPOS terminals, from time to time. The Licensee shall keep the audit rolls of Licensee's EPOS terminals and upon request by the Licensor submit such audit rolls to the Licensor. Licensor has the right to take action on the Licensee doing direct billing without entering the data into the EPOS system (issuing manual receipt without a genuine cause.
- (v) The Licensee shall obtain the approval of the Licensor for any relocation of the EPOS terminals at the Location and to bear the cost of such relocation.
- (vi) The Licensee shall allow all sales data and information at each of the EPOS terminals to be transmitted to the Licensor's host system in a hard copy on a daily basis for audit purpose.
- (vii) The licensee shall be liable to place appropriate plates containing disclaimer that the customer is entitled for free food and beverages in case transaction invoice and payment receipt is not issued to the customer from the F&B outlet. Licensor reserves the right to cross-check and inspect the premises allotted to the licensee to ensure the

same and impose relevant penalties at its discretion, in case of any default of contractual obligations.

3. ELIGIBILITY CRITERIA FOR THE BIDDER

- (i) The bidder may be a Sole Proprietor or Partnership Firm or a Company registered under the Companies Act, 2013 or in case of a Consortium, the Lead Member must be a Company registered under the Companies Act, 2013/Body Corporate.
- (ii) The applicant business entity should have a minimum average annual turnover of Rs.10.00 Crore (Rupees Ten Crore Only) from F&B operations during last three financial years. The applicant should attach CA Certificate clearly certifying annual turnover from F&B business for the last three financial years and average annual turnover.
- (iii) The Bidder or any of its Affiliates (directly or indirectly) should not be engaged in any dispute / litigation / arbitration with ITPO. The bidder should not have been currently debarred/ blacklisted by ITPO or any other Central/ State Govt. Departments/ PSUs/ Autonomous Bodies etc.
- (iv) The participating agency should have minimum three years' experience (during the last five years from the date of publication of NIT) in F&B Business (in the respective facility).

and / or

Branded food chain having minimum of 10 outlets in India with three years of experience during last 5 years from the date of publication of NIT. If the original branded food chain company of foreign origin has Indian management/ franchise tie-up or running them under their own name under an Indian company are also eligible.

and / or

Food retail-chain company running food courts/stalls in Mall or Airports or bus terminus, ferry terminus, metro rail, railway stations etc. and with 3 years' experience during last 5 years from the date of publication of NIT having multiple brand products can also participate provided they have 10 such outlets in India.

- (v) The experience, as claimed by the bidders, to be supported by copies of award letters/agreement/experience certificates/work completion certificate etc., merely submitting an experience certificate issued by CA will not be considered to testify the claimed experience. An undertaking that the furnished information is true also needs to be submitted along with supporting documents.
- (vi) The participating agency must have in its name the Food Safety & Standard Authority of India Certificate (FSSAI).

- (vii) Bidder should essentially submit Authorization Letters from atleast two (2) franchises each in (i) “Quick Service Outlets” sub-category, (ii) “Tea/Coffee Cafes” sub-category and atleast one franchise each in following sub-categories (i) “Pizza Outlets”, (ii) “South Indian Outlets” (iii) “Biryani Outlets” and (iv) “Chinese / Asian Food Outlets” of the main F&B outlet category viz. “Food Court (Multi-Cuisine)”, atleast one franchise from “Economy Food Lounge” category, one franchise from “Vending Point” category for each of sub-category viz. Tea/Coffee, Ice-cream, packaged Drinking Water and Juices / soft drinks as per clause no. 2.3 “Type of Food to be Served” clause of the RFP, specifically issued for operating the desired outlets in IITF, November 14-27, 2021 scheduled to be organized in Pragati Maidan, New Delhi.
- (viii) The applicant or any other business entity where it had and/or still has controlling share, should not have been debarred from operating a F&B outlet on account of food quality issues by concerned Govt. authorities or should not have been convicted for irregularities concerning F&B outlets under various statutes/rules/regulations/orders etc. The applicant shall furnish **Affidavit** on stamp paper of Rs. 100/- duly signed and notarized as per Annexure-D to this effect.
- (ix) Those F&B operators who have already operated/have been operating any F&B outlet in Pragati Maidan and who
- (a) have not honoured the terms and conditions of the License Agreements; or
 - (b) are in litigation/arbitration on a dispute with ITPO in any legal forum for any reasons whatsoever; or
 - (c) have outstanding dues payable to ITPO during their F&B operations in Pragati Maidan, or
 - (d) have been blacklisted by ITPO/ Any other Govt. Department/ Autonomous bodies/ PSUs etc. for any reason,
- are not eligible to participate in this bid either in his / her / their name(s) or in the name of his /her /their partners, associates, sister concerns, affiliates, administrators, representatives, successors, directors, employees, subsidiary etc. or through any person(s) acting under or through him/her/them.
- (x) Operators who have been Licensees of ITPO in the past or are so at present, in respect of F&B outlet(s) in Pragati Maidan, must give an **Affidavit** duly notarized along with the Technical Bid to the effect that they are not debarred from bidding on account of above clause.

4. LICENSE FEE

- (i) The Licensee shall pay to the Licensor a fee (hereinafter referred to as “License Fee”) for the Licensed Term. The base price for license fee i.e. the Minimum Reserved License Fee (MRLF) is Rs. 2.00 Crore (Rupees Two Crore Only). The license fee shall be equivalent to the fee quoted in Financial Bid which will be equal to or greater than the prescribed MRLF of Rs. 2.00 Crore or 20% of the Gross Sales, whichever is higher. The license fee will escalate @10% for extended six months durations, if considered.

- (ii) The Gross Sale shall mean the gross revenue received and accrued by the Licensee pursuant to the operations of the F&B Outlets at the Location in accordance with the License Agreement. The Gross Sale/Gross Revenue/Top-line sales will mean revenue excluding GST/other statutory taxes. There will be no deductions on account of any expenses from the gross revenue.
- (iii) In addition, Goods and Services Tax (GST) as fixed by the Govt. from time to time will have to be paid by the Licensee to the Licensor. Presently the rate of GST is 18% and the licensor will also charge GST on the other services provided to the licensee which fall under the purview of GST. In case of any change in GST or any other tax levied by Government, the same shall be followed as per Govt. directions.
- (iv) **The entire License Fee of the licensed F&B outlet will be payable in advance along with applicable taxes.** The license fee is payable within 3 days from allotment of outlet(s), before taking possession of the concerned site(s). If the payable license fee remains unpaid beyond the period of 3 days as specified above, the ITPO shall reserve the right to terminate the license agreement along with forfeiture of EMD/Security Deposit, if any.
- (v) For the purpose of determination of highest (H1) bidder and subsequent award of contract, the license fee quoted by the bidders for license period of 6 months will only be considered. The rates quoted by the bidder for line item no.2 of BoQ viz. "Charges for drinking water arrangements" will not be considered for the purpose of determination of highest (H1) bidder. These rates for drinking water arrangements are only being sought for the purpose of empanelment and may be mutually fixed if found to be unreasonably high in the bid submitted by the bidder. The manpower required for all practical purposes including provisioning, supply, replacement of water jars, dispensers, drinking water cups etc. has to be done by the successful bidder at their own cost in all events and all incidences during the currency of the license period including IITF 2021.

5. LICENSE PERIOD & TIMINGS OF THE OUTLET

The Licensee shall use the said licensed location(s) as per applicability (either for a period of six (06) months w.e.f. 01.11.2021 or for the duration of November 8-28, 2021, whichever applicable) on a payment of License Fee as prescribed. The license period shall be extendable for another six months in tranches of three months each at the sole discretion of ITPO.

The authorized employees of the Licensee are permitted to enter Pragati Maidan complex and remain there from **8.00 a.m. to 8.30 p.m.** every day of the license period, however, the outlets shall be opened to public from **9.00 a.m. to 8.00 p.m.** only and in case any employee of the licensee is required to stay beyond such time, for which it is incumbent upon the licensee to take permission from the licensor (ITPO) well in advance.

6. UTILITIES, CONSERVANCY AND OTHER CHARGES

- (i) Licensee is required to make time-bound payments of all dues towards Conservancy Charges, Electricity Supply Commissioning & Consumption Charges, Water Supply Commissioning & Consumption Charges, PNG Supply Commissioning & Consumption Charges, and applicable taxes, within 15 days from the date of the invoice/bill.
 - (a) **For short term allotment of six (06) months:** If the dues still remain unpaid beyond the above specified period of 15 days, the 'Penal Interest' @9% per annum on the outstanding amount shall be payable by the licensee from the 16th day of the date of invoice(s). GST @18% shall be additionally payable on the 'Penal Interest' aforementioned. If the dues still remain unpaid, ITPO after one month from the date of the invoice(s), shall initiate proceeding towards disconnection of water, electricity, PNG and other facilities to which the Licensee shall have no right to object. Further, the Licensor will also have right to seal the Locations. The claim of the Licensee to the goods lying at the Locations would not be entertained. ITPO after one month from the date of the invoice, shall recover the outstanding amount, penal interest and applicable taxes thereon from the security deposit deposited by the licensee with ITPO at the time of award of contract.
 - (b) **For temporary allotment of F&B stalls/Food Courts during IITF, November 14-27, 2021:** If the dues still remain unpaid beyond the above specified period of 15 days, 'Penal Interest' @9% per annum on the outstanding amount shall be payable by the licensee from the 16th day of the date of invoice(s). GST @18% shall be additionally payable on the 'Penal Interest' aforementioned. If the dues still remain unpaid, ITPO after one month from the date of the invoice, shall recover the outstanding amount, penal interest and applicable taxes thereon from the security deposit deposited by the licensee with ITPO at the time of award of contract.
- (ii) The utility charges inter-alia including Conservancy Charges, Electricity Charges, Water Charges, PNG Charges, Caretaking Service Charges etc. are subject to revision without any notice retrospectively and the licensee shall be liable to pay the corresponding charges as demanded by the licensor.
- (iii) If the outstanding dues are more than the Security Deposit, the Licensor shall take appropriate legal action for recovery of balance amount payable to the Licensor including outstanding payments, penal interest, taxes applicable thereon etc. along with 9% penal interest plus applicable GST thereon till the date of actual realization of outstanding dues.

(iv) Details of the charges are indicated in **Annexure-E** covering electricity, water, gas and conservancy charges which are subject to revision without any notice, if rates are revised by a service provider.

(v) Licensee shall take possession of all the premises on **'as is where is basis'**.

(vi) Conservancy charges (non-refundable) as mentioned in **Annexure-E** for entire duration of the license period are payable in advance along with applicable taxes, the conservancy charges are payable immediately on allotment of outlet, before taking possession of the site concerned. The conservancy charges, as per rates prescribed, are payable for removal of the waste from the designated location in Pragati Maidan to dumping yards outside the Pragati Maidan. The waste disposal from the designated locations to locations outside the Pragati Maidan will be done by ITPO or its authorized agency/representative. However, the Licensee shall have to dispose off the waste, of its own, at the designated place as shown in the layout.

(vii) Electricity & Water Charges:

- a) The Licensee shall indicate in advance the details of the electrical appliances installed and their voltage/ KW along with their total load demand.
- b) The Licensee shall not be permitted to use/ install temporary wiring to meet any extra electrical load requirement.
- c) In the event of consumption of electricity and water beyond the approved load, the Licensee shall pay to the licensor as per the prescribed penal rates until higher power load or water consumption as the case may be, is approved by the licensor. In case dues still remain unpaid, ITPO after one month from the date of the invoice, shall initiate proceeding towards disconnection of water, electricity, PNG and other facilities to which the Licensee shall have no right to object. Further, the Licensor will also have right to seal the Locations.
- d) It shall be the responsibility of the Licensee to meet any statutory requirement of Municipal Corporation of Delhi or the Delhi administration and to conform to any State/ Central Laws related to consumption of electricity, water and PNG.
- e) In the event of the electricity meter getting damaged, burnt out or starts malfunctioning, the licensee shall immediately bring to the notice of the same to the licensor in writing. The onus of ensuring proper functioning of the meter lies with the licensee. If licensor or its representatives during the course of inspection finds anomaly including tampering, extra load connection (beyond approved load), the licensee shall be liable to pay the penalty to the licensor as deemed fit and proper by the licensor within 15 days of the date of issue of invoice failing which penal interest @ 9% per annum shall be applicable to be charged to the Licensee from the 16th day of the date of invoice till the date of actual remittance of the payment. In case dues still remain unpaid, ITPO after one month from the

date of the invoice, shall initiate proceeding towards disconnection of water, electricity, PNG and other facilities to which the Licensee shall have no right to object. Further, the Licensor will also have right to seal the Locations.

- f) It is recognized that the Licensor takes bulk supply of electricity from high tension lines and water from main supply lines. Thereafter, the licensor through an elaborate network of distribution regulates the supply of electricity and water. Therefore, the licensor has own independent system of billing and determining the rates payable by the licensee. The licensee will be charged according to the rates notified by the licensor from time to time.
- g) The licensor shall be at the liberty to revise the sanctioned load keeping in view of the quantum of electricity and / or water consumed and charge from the licensee accordingly.
- (viii) No part of the paid license fee, Security Deposit amount and conservancy charges is refundable in the event of termination/revocation of the License by the Licensor / Licensee.
- (ix) The Licensee shall pay all Central, State and Local Taxes including GST, duties, license fees, permit fees, ESI, PF or any other statutory payment under Labour Laws etc. as may become payable in accordance with the various laws or rules prevalent in Delhi. In no case shall the licensor be deemed to be the agent of the Licensee for the purpose of collecting and remitting taxes / levies by any tax authority. However, the Licensee shall produce clearance certificate under the various tax laws to the Licensor on demand.
- (x) The Licensee shall adhere to the local municipal and other laws applicable to the food & beverage business already in vogue and also coming into force from time to time during the licensed period.

7. PRICING AND QUALITY ASSURANCE MECHANISM

- (i) The Licensee shall at all times adhere to the guidelines issued by the Licensor from time to time in respect of quality and pricing of products. The Licensee shall charge the Customers reasonable price at par with the prices being charged in the similar F&B setup in the city. In the event of a complaint that prices charged are exorbitant, the Licensor shall be entitled to seek such information from the Licensee to satisfy itself that the price charged are not exorbitant. The Licensee shall furnish all the required information to the Licensor immediately on receiving a communication to the effect from the Licensor in writing
- (ii) **The Licensee shall accept and undertake to adhere to the prevalent GoI and GoNCTD rules, acts and guidelines on pricing and quality control of food & beverages.**

(iii) The price of freshly cooked food items need to be prominently displayed suitably so as to enable the visitors to know in advance the price which may be inclusive/exclusive of GST prominently stated in the price list and price for different cuisine need to be so fixed that it is similar to standard of the analogous food chains/restaurants/outlets in Delhi-NCR.

(iv) If in the opinion of the Licensor, the Licensee fails to comply with the quality and pricing guidelines stipulated above, the Licensor may, at its sole discretion, conduct additional quality and price checks at any time by Licensor's authorized officers or engaging the services of a professional auditor(s) or audit company/firm or research company/firm, to ascertain whether there is any other breach or breaches of the stipulated guidelines, provided always that the Licensee shall bear all expenses incurred by the Licensor in relation thereto.

8. SECURITY DEPOSIT

In addition to license fee to be paid in advance to the licensor i.e. ITPO, the licensee will also be required to deposit with the licensor **Security Deposit of Rs. 25 Lakh (Rupees Twenty Five Lakh Only)** through a Demand Draft drawn in favour of India Trade Promotion Organisation payable at New Delhi or NEFT/RTGS within three days of the issue of the Award Letter and before taking over the possession of the licensed outlets.

9. MANNER OF SUBMISSION OF ON-LINE BIDS

(i) Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/ Tenders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Online Bids by the bidder (with supporting documents) should be submitted in the following manner:

- a. Technical Bid- It should contain the application Form - T along with scanned copies of supporting documents, application fee as per Para 9(iii), and earnest money as per Para 9(iv)(a). It should be marked as 'Technical Bid for F&B Outlets, 2021'. The name of the bidder clearly written with full address, e-mail ids and telephone numbers.
- b. Financial Bid – It should contain the application Form – F in the format provided and no other format is acceptable. It should be marked as 'Financial Bid for F&B Outlets, 2021'. The bidder is required to quote License Fee for F&B Outlets which should be over and above the 'Minimum Reserved License Fee' for entire duration of the License Period.

- c. If any bid received with License Fee quoted less than the 'Minimum Reserved License Fee' that will be summarily rejected.

Bids received through email/fax or any other physical manner shall not be considered.

- (ii) Only those online financial bids shall be opened that are qualified in the technical bids. The technical and financial bids shall be opened in the presence of the bidders or their authorized representatives, if present. Technically qualified bidder who has quoted the Highest License Fee over and above the Minimum Reserved License Fee will be considered for award of the contract. ITPO reserves the right to reject the highest bid without assigning any reason whatsoever, at its sole discretion.
- (iii) The bidder shall pay a non-refundable application fee by way of RTGS/NEFT/Online Transfer of Rs. 5900/- (Rs. 5,000/- + GST@18%) payable to ITPO at New Delhi, as per bank details annexed with the tender document.

(iv) EARNEST MONEY DEPOSIT (EMD):

- (a) All bidders shall have to deposit **EMD of Rs. 5 Lakh (Rupees Five Lakh Only)** by way of RTGS/NEFT/Online Transfer in favour of India Trade Promotion Organisation, New Delhi along with their online Technical Bid. Govt. departments and public sector undertakings will, however, be exempted from payment of Earnest Money.
- (b) RTGS/NEFT towards EMD made earlier than the date of advt. inviting bids for allotment of F&B Outlets will not be accepted.
- (c) Earnest Money of the unsuccessful bidders will be refunded within one month of award of allotment letter. However, the EMD of successful bidder will be adjusted against the security deposit and/or towards the license fee payable by the successful bidder.
- (d) Bids once submitted shall not be modified in any case after bidding close date/time. If it comes to the notice that bidder has used fraudulent practices for this bid, the earnest money deposit shall be forfeited.
- (e) If the successful Bidder withdraws or amends its Proposal after bidding closure date, the Earnest Money Deposit shall stand forfeited, without any notice by ITPO. In case of default/ breach of any of the contract provisions, the EMD shall be liable to be forfeited. In case the successful bidder fails to sign contract with ITPO after issue of Letter of Intent/ Work Award Letter due to any reason whatsoever, the successful bidder shall be liable to be blacklisted for any future dealings with ITPO for a period as deemed fit by ITPO and the EMD deposited shall be liable to forfeited.

10. ENCROACHMENT DAMAGES

The licensee at all times during the currency of the license period/ extended license period has to restrict its business activities to the allotted licensed area as per the drawings and details given in the RFP & mentioned in the contract and in authorized possession of the license. If at any time during the currency of the license period/ extended license period, it is observed that the licensee have encroached upon and/or raised unauthorized construction/ temporarily authorized for any purpose in any area not licensed to licensee, damages as per sub clause 11.2 of clause “11. DAMAGES AND PENALTY” shall be chargeable to the licensee. The licensee shall be notified of such occurrences in writing by the licensor and issued a invoice for the applicable damages. The payment against the damages notified to the licensee has to be made within 15 days of the date of invoice failing which penal interest @ 9% p.a. shall be chargeable from the 16th day of the date of the invoice. If the dues still remain unpaid, ITPO after one month from the date of the invoice, shall initiate proceeding towards disconnection of water, electricity, PNG and other facilities to which the Licensee shall have no right to object. Further, the Licensor will also have right to seal the Locations and initiate forfeiture of part or entire performance guarantee, forfeiture of all advances available with ITPO and a debarring/ blacklisting the licensee for such period as deemed fit by the Licensor on future participation in Tenders/ RFPs floated by the Licensor.

11. DAMAGES AND PENALTY

- 11.1** The Licensee shall confine their activities within the Licensed Premises and in no case will they be permitted to deviate/ increase/ alter from the same. If any deviation is found on inspection by Licensor or Licensor’s representative(s), the License will be cancelled on the spot and electricity, Water & PNG connections shall also be disconnected, **without any notice.**
- 11.2** Penalty as deemed fit will be imposed by the Licensor for any breach/ non-compliance/violation identified for imposition of Penalty, which may not preclude termination of license without any notice.

For violation/non-compliance of any Terms/Conditions following actions/penalties may be exercised:

- (i) For 1st violation- warning will be given.
- (ii) For 2nd violation- penalty of Rs. 50,000/- plus applicable GST.
- (iii) For 3rd violation- penalty of Rs. 1,00,000/- plus applicable GST.
- (iv) For 4th violation- penalty of Rs. 2,00,000/- plus applicable GST.

- (v) For 5th violation- penalty of Rs. 5,00,000/- plus applicable GST even termination of License Agreement may be considered by the Licensor and Security deposit may be forfeited

- 11.3** The Licensee shall abide by all directions issued by the Licensor in order to maintain and upkeep the premises in a proper state of cleanliness and hygiene in and around the outlet will ensure the compliance of all rules and regulations with regard to the conditions of food quality/standards, sanitation, cleanliness and hygiene, failing which the License Agreement shall be terminated/cancelled.
- 11.4** The Licensee shall comply with the Terms and Conditions as laid down in the Agreement or specified from time to time by Licensor. On any violation/ non-compliance of terms & conditions of the agreement and/ or bid document, the Licensor will be free to terminate / cancel the license agreement and in such a situation no refund towards license fee, security deposit and other deposits towards services will be permissible. The decision of the Licensor in this regard will be final and binding.
- 11.5** The Licensee shall not cause damage to any structure, installation, fixture, device, etc. in Pragati Maidan and in the event of any damage being caused to the same intentionally or otherwise, by the Licensee or his employees or invitees or customers, the Licensee shall make good of any such damage so caused to the satisfaction of the Licensor and / or the Licensor shall be entitled to repair the damage or make the requisite replacement and call upon the Licensee to reimburse cost thereof forthwith or on demand by Licensor.
- 11.6** The Licensor is at liberty to forfeit the Security Deposit/ to adjust/offset the dues payable to Licensor by the Licensee after due Notice to the Licensee by the Licensor.

12. OTHER TERMS AND CONDITIONS

- 12.1** ITPO reserves the right to accept or reject any bid without assigning any reason and to invite fresh bids, as deemed appropriate. ITPO also reserves the right to withdraw bid for F&B Outlets without assigning any reason.
- 12.2** Bids must be uploaded before the deadline (last date and time) of submission of application on CPP Portal.
- 12.3** Conditional bids or incomplete bid(s) or those received without required documents, Application Fee and Earnest Money Deposit shall be considered as summarily rejected.
- 12.4** The bidder may modify the submitted bid through resubmit option on CPP Portal before the last date for submission of applications. An applicant may withdraw its

application after submission and before the last date for submission of applications. The online bid shall not be modified after bidding closure date and time.

- 12.5** Restrictions on operations may be made from time to time for compliance of statutory/regulatory regime enforced by various statutory/regulatory authorities and in such a situation; the licensee will not be entitled for any compensation.
- 12.6** ITPO reserves the right to modify terms and conditions set out in the tender documents as deemed necessary by it, including but not limited to cancelling/ withdrawing the tender, to meet its objectives and principles as set out in the Tender documents.
- 12.7** ITPO reserves rights to suspend the bidding process with the selected party in part or in whole at any time if in the opinion of ITPO, it is necessary or expedient in the public interest. The decision of ITPO shall be final and binding in this regard. Also, ITPO shall not be responsible for any damage or loss caused or arisen out of aforesaid action.
- 12.8** All communications to ITPO must be sent on letterhead of the bidder under the signature of the authorized signatory only whose name & designation must be mentioned in the letter. Letter without name & designation of the authorized signatory and / or letters on plain paper will not be entertained. Name along with the photograph of the signatory authorized by the company should be informed in writing on company's letterhead to the licensor. All notices / communications shall be sent to the Licensee at the address mentioned by them in their bidding documents. Any change in the address should immediately be informed to the licensor.
- 12.9** In case, any party furnishes wrong/false information for bidding of F&B Outlets, in question, the Award to the said party shall be cancelled forthwith and license fee, security deposits, conservancy charges etc. shall be forfeited and without any liability to ITPO and the bidder shall immediately vacate the premises/ F&B outlet.
- 12.10** Area of F&B Outlets has been indicated in the layout plan/ drawing. This may change due to site conditions. The Applicants should physically verify the area before submitting their bids. The premises offered are on **'as is where is basis'**.
- 12.11** ITPO shall have the right to grant rights and privileges to any other parties similar to the ones enjoyed by the applicant/Licensee within the Pragati Maidan without any restriction whatsoever.
- 12.12** The Licensee shall pay all Central, State and Local Taxes including GST, duties, license fees, permit fees, ESI, PF or any other statutory payment under Labor Laws etc. as may become payable in accordance with various laws or rules prevalent in Delhi. However, the Licensee shall produce clearance certificate under the various tax laws to the Licensor on demand.

- 12.13** The licensee shall adhere to the local municipal and other laws applicable to the catering business already in vogue and coming into force from time to time during the licensed period.
- 12.14** The licensee shall not charge any price exceeding MRP printed. The sale price cannot exceed the rate printed as MRP, however, the licensee can sell at lower prices if they desire so. Wherever there are more than one MRP for a product, the lowest MRP in Delhi will be charged. The price of freshly cooked food items need to be prominently displayed suitably so as to enable the visitor to know in advance the price list which may be inclusive/exclusive of GST prominently stated in the price list and price for different cuisine need to be so fixed that it is similar to standard of the analogous restaurant.
- 12.15** ITPO, at its sole discretion issue an Award Letter to the Selected Bidder. The issuance of Award letter by ITPO and acceptance of the Award Letter by the Selected Bidder shall create a binding obligation upon Selected Bidder to fulfill the conditions as specified in this Tender and the Award Letter, including the execution of the License Agreement (Annexure-C). The Award Letter will be handed over to the Selected Bidder or posted to the Selected Bidder's address as given in the Technical Bid Form-T and such handing over or posting of the Award Letter shall be deemed good service of such a notice. Non acceptance of the Award Letter and/or non submission of the demanded amount by the Selected Bidder within prescribed time shall lead to forfeiture of Earnest Money Deposit of such Selected Bidder and thereafter ITPO shall be free to proceed in the manner as considered in the best interest of ITPO and it would at ITPO's sole discretion.
- 12.16** In case the Selected Bidder fails to execute the License Agreement within stipulated time, ITPO may terminate the Award Letter forthwith and the Earnest Money Deposit of such Selected Bidder shall be forfeited and ITPO shall have the right to proceed in the manner as considered in the best interest of ITPO, at ITPO's sole discretion.
- 12.17** Bidders shall quote all amounts mentioned in their proposal in Indian Rupees (INR) only.
- 12.18** The proposals to be submitted by the bidders and the Agreement to be signed with the successful LICENSEE shall be written in the English language, which shall be the language that shall govern the contractual relations between ITPO and the successful bidder.
- 12.19** In case, Licensee needs more area for operation of F&B outlets, the same may be granted by the Licensor as per availability. The Licensee will have to pay for the said additional area on pro-rata basis in consonance with the main area allotted to the licensee as per tender amount.

12.20 All F&B Outlets are being offered on As-Is-Where-Is basis. Accordingly, all arrangements *inter-alia* temporary air-conditioning provisions shall be responsibility of the Licensee. All arrangements towards making these locations operational for various utilities such as Electrical, Fire Fighting, Plumbing, Drainage, PNG connection etc. will be the responsibility of the Licensee, subject to other terms and conditions of the license agreement.

12.21 For ITPO fairs and the fairs co-organized by ITPO, the licensee with the prior permission of ITPO may be provided free bare space on non-exclusive basis inside the exhibition halls, at the designated space, for serving only pre-cooked snacks & beverages. The space allotted for the purpose would be 24 sq. mtrs. and the space would be reviewed on fair to fair basis by ITPO depending upon the availability of space (unsold area) for each hall in the Exhibition Halls. The licensees shall bear the charges for various utilities. Payment for utility charges has to be made in advance/ within a period of 15 days from the date of invoice, as per demand raised by the licensor. If payment is not received in advance/ within the stipulated period of 15 days, interest @ 9% per annum applicable from the 16th day from the date of the invoice shall be chargeable on the invoice amount, till the date of actual remittance of the utility charges` dues.

12.22 Prohibitions:

- (i) Gambling, disco, dancing, karaoke, jam session, wedding functions, cabaret and other similar activities different from service of food & beverages are strictly prohibited in the Licensed Premises. Any violation of this clause will result in cancellation / revocation of License. Marriage/ Reception of Barat, Engagement Ceremony, Mundan Ceremony etc. having religious connotations/ rituals will not be allowed/ permitted at the F&B outlets in Pragati Maidan during the term of the license/ contract. This list is indicative in nature and not exhaustive. Banquets/ Feasts relating to official/ business functions, conferences not having any religious connotations/ rituals may be however be permitted, subject to adherence of all other terms & conditions of the license agreement. For organizing all such activities, prior written approval from the licensor shall be mandatory and the licensor reserves full rights to accept or reject such requests without assigning any reason whatsoever.
- (ii) The Licensee shall not sell, exhibit or display any goods or services of any description other than the F&B items, without the prior written consent of ITPO. The Licensee shall not use, display or distribute any publicity material including pamphlets, brochures, leaflets, price lists etc not directly related to the license agreement and the decision of ITPO in this regard shall be final and binding on the Licensee.
- (iii) The Licensee shall not store, stock, exhibit or sell any item which are repugnant to the public order, decency or morality. The Licensee shall not permit or suffer the location or any part thereof to be used or occupied as a

place for lodging, storage, dwelling or sleeping, auction, gambling or any unlawful purpose or any other purpose not in consonance with the purposes for which the license is granted.

- (iv) The Licensee shall not assign, sublet or grant any License in respect of the locations or any part thereof nor part with or share the possession or occupation of the location or any part thereof without the prior written approval of ITPO.
 - (v) The Licensee shall not make any alterations or additions to the location or any part thereof without the prior written consent of ITPO except as may be contemplated under the approved design plan. The Licensee shall not put up or permit to put up any mezzanine floor, loft, cellar or gallery at any of the location/ service area.
 - (vi) The Licensee shall not put up or permit to be put up on any exterior part of the location or in upon the windows, doors or glass panels, any curtains, banners, placards, posters, signs or other advertisements whatsoever, of any products or brands not sold at locations, without the prior consent in writing of ITPO and at the request of ITPO or its agents, to remove any of such items inside the location to which ITPO may object and at the end of the license term to remove all such items put up by the Licensee at the location and make good all damage caused by their removal.
- 12.23** The licensee if permitted by the licensor to organize cocktail dinners, conferences, banquets/ buffet etc. during any trade related events shall also be permitted to serve alcoholic beverages post seeking No Objection Certificate (NOC) from the licensor and required day liquor license(s) from the government authorities. All licenses, permits, approvals and consents which are required for the sale and service of alcoholic beverages on the Premises have to be obtained from the applicable Governmental Authorities by the licensee.
- 12.24** The Licensee shall be mandatorily required to adopt the SOP on preventive measures in restaurant to contain spread of COVID 19 issued by M/o Health & Family Welfare vide Order dated 1.3.2021 and all other guidelines issued by DDMA or any government authorities from time to time.
- 12.25** The licensee shall not require to pay any separate property tax to ITPO or to the government bodies on account of the locations licensed under the current contract agreement. ITPO shall pay property tax to the concerned authorities.
- 12.26** The Licensee shall submit to the Licensor, audited statement (in the format approved in writing by the Licensor) from a Chartered Accountant on quarterly basis (to be itemized monthly) showing Gross Sales and net sales earned from F&B Outlets from each of the Locations, not later than 15 (fifteen) days after the end of each quarter (or part thereof where applicable). The Licensee shall make the payment of additional License Fee, if any becomes applicable, as part of share of

the Gross Sales i.e. if decided sharing percentage exceeding the MRLF value. The payable dues are to be cleared within a period of 15 days from the date of invoice. 9% penal interest shall be chargeable from the 16 date of the date of invoice, if the dues still remain unpaid. Upon reconciliation of the accounts, where it is found that the Topline/Gross Sales as declared by the Licensee and/or the Sub-Licensee are lower than the audited Top-line/Gross Sales , resulting in the Licensee having paid a lower percentage share of Top-line/Gross Sales to the Licensor, the Licensee and/or the Sub-Licensee shall be liable to pay the deficit amount of the Additional License Fee of the Top-line/Gross Sales with an interest at the rate of 9% per annum plus applicable GST/Taxes on the deficit amount of share percentage of Top-line/Gross sales being the difference between the Additional License Fee paid and the Additional License Fee due and payable on the basis of actual audited Top-line/Gross Sales , from the due date for payment of such Additional License Fee up to the date of payment of such deficit amount of Additional License Fee. If the dues still remain unpaid, ITPO after one month from the date of the invoice, shall initiate proceeding towards disconnection of water, electricity, PNG and other facilities to which the Licensee shall have no right to object. Further, the Licensor will also have right to seal the Locations and initiate forfeiture of part or entire Security Deposit, forfeiture of all advances available with ITPO and a debarring/ blacklisting the licensee for such period as deemed fit by the Licensor on future participation in Tenders/ RFPs floated by the Licensor. If the dues still remain unpaid, ITPO after one month from the date of the invoice, shall recover the outstanding amount, penal interest and applicable taxes thereon from the security deposit deposited by the licensee with ITPO at the time of award of contract.

- 12.27** It shall be the responsibility of the Licensee to keep the Locations clean & hygienic in compliance of the Food Safety and Standards Act 2006, Cigarettes and other tobacco products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, supply and distribution) Act (COPTA) 2003, etc.

13. CONFLICT OF INTEREST

The Bidder (including their personnel/employees) that have a business or family relationship with such members of the ITPO staff who are directly or indirectly involved in the project will intimate such information to the Licensor.

14. CORRUPT OR FRAUDULENT PRACTICES

ITPO requires that bidders under this contract observe the highest standard of ethics during the period of contract. In pursuance of this policy, ITPO:

- a) Defines, for the purpose of these provisions, the terms set forth are given below:
 - i. **“Corrupt Practice”** means the offering, giving, receiving or soliciting of anything of value/kind to influence the action of a public servant; and

- ii. **“Fraudulent Practice”** means a misrepresentation including concealment of facts in order to influence the execution of a contract to the detriment of Employer, and includes collusive practice among Applicants/Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Employer the benefits of free and open competition.
- iii. In case of canvassing either by himself or through any authorized representative/ advocates to pressurize the Licensor, same shall constitute unfair trade practices and Licensor reserves its exclusive right to act as deemed fit and proper against the agency for such conduct.
- b) Will reject a proposal for award of work if it is determined that the Applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract, in question.
- c) Will declare an Applicant/Bidder ineligible/debar/blacklist, either indefinitely or for a stated period, to be awarded a contract / contracts, if it at any time determines that the Applicant/Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.
- d) In case if it comes to notice that information/documents furnished by the applicant along with the bid documents or after award of the contract are false, fraudulent, incorrect, misleading or forged etc., licensor shall be entitled to terminate/revoke/cancel the license granted forthwith under this agreement with an immediate effect by giving due notice. In such case, the Licensee will not be entitled to any refund of License Fee and Security Deposit.
- e) The successful bidder(s) shall produce original documents at the time of awarding the contract to Licensor as and when demanded.

15. FORCE-MAJEURE

If at any time, during the continuance of the License Term, the performance in whole or in part, by either party, of any obligation under this is prevented or delayed, by reason of war, or hostility, acts of the public enemy, civic commotion, sabotage, act of State or direction from Governmental Authority, explosion, epidemic, quarantine restriction, strikes and lockouts(as are not limited to the establishments and facilities of the contractor), fire, floods, natural calamities or any act of GOD (hereinafter referred to as “Event”), provided notice of happenings of any such Event is given by the affected party to the other, within 21 Calendar days from the date of occurrence thereof, neither Party shall, by reason of such event, be entitled to terminate this Agreement, nor shall either Party have any such claims for damages against the other, in respect of such non-performance or delay in performance provided the Agreement shall be resumed as soon as practicable, after such Event comes to an end or ceases to exist. The decision of the CMD, ITPO as to whether the service may be so resumed (and the time frame within which the service may be resumed) or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this Agreement is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the

Agreement. As regards Coronavirus (Covid-19) and its variants or related strains, it is recognized by the Parties that the present Agreement is being made in the background of the prevailing restrictions/ prohibitions imposed by the governmental/ municipal/ local authorities, inter alia on hospitality operation in view of Covid-19. The Parties agree that the ongoing pandemic caused by Coronavirus (Covid-19) and its variants or related strains are not covered in “force majeure” and will not be treated as a force majeure cause for the purposes of this Agreement.

16. SPIRAL/ HARD BOUND COPIES

Prequalification & Technical Proposal should also be submitted in spiral/hard bound copies, should include the checklist provided, and should be indexed, with all pages serially numbered.

17. PROPOSAL LANGUAGE

The proposals to be submitted by the bidders and the Agreement to be signed with the successful Licensee shall be written in the English language, which shall be the language that shall govern the contractual relations between ITPO and the successful Licensee.

SCHEDULE FOR FINALIZATION OF BIDS / ALLOTMENT(S)

S. No.	Particulars	Critical Date /Time
1	Release of Advertisement/ Date of publication of tender	09-10-2021
2	Pre-bid meeting date	12-10-2021
3	Last Date for Receipt of Bids	19-10-2021
4	Opening of Technical Bids	20-10-2021

Application Form-T

APPLICATION FORM – T (TECHNICAL BID)

FOR

**LICENSE TO OPERATE F&B OUTLETS DURING IITF, 2021 AND SIX (06) MONTHS
PERIOD FROM 1st NOVEMBER 2021 ONWARDS (TENTATIVELY) AT PRAGATI MAIDAN,
NEW DELHI**

1.	Name of the Firm/Company		
2.	Address		
3.	Telephone/Mobile No.(s)		
4.	(i)	Fax Number	
	(ii)	ISD/STD Code	
	(iii)	E-mail Address	
	(iv)	Website	
	(v)	Attach self-attested copy of valid:	
	(a)	GST Reg. Certificate No.	
	(b)	TAN Reg. Certificate No.	
	(c)	Trade License No.	
	(d)	Registration certificate of E.PF.O. & E.S.I No. Or	

			Submit a declaration that you are exempted from these Acts	
5.	(i)	Applicant's Legal Status		
		(Individual/Company/Proprietor /Partnership/HUF/ Society/ Any Other, specify)		
	(ii)	PAN Card No.		
6.	Contact Executive(s)			
	(i)	Name		
	(ii)	Designation		
	(iii)	Tel. No(s) with STD Code:		
		(i) Office:	(a) Direct	
		(b) General		
		(ii) Mobile		
	(iv)	Email ID		
7.	Designation & address of the Income Tax Authority by whom the entity is assessed			
8.	Name/Address of Bankers with A/c. No.			
9.	Details of enclosed Demand Draft / Banker's Cheque/Pay Order/NEFT/RTGS covering Application Money in case the Bid Document-cum-Application Form is downloaded			DD No. _____ UTR No. _____ Dated _____ for an amount of Rs.5900/- drawn on _____

		(Name of the Bank)		
10	Details of business associates, sister concerns, affiliates, subsidiaries, etc. if any duly self-attested & stamped (attach proof)			
	Name of business associates/sister concerns/affiliates/ subsidiaries etc. (attach separate sheet, if necessary)	Address	PAN	Whether operated any F&B Outlet in Pragati Maidan, If Yes, please indicate kiosk no./Name & years of operation (Yes / No)
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			
11	Date of establishment of the applicant's business in food outlets (attach proof) <u>Certificate(s) from local bodies/authorities/Municipality/local Police/FSSAI</u>			
12	Annual Turnover of Rs. 10.00 Crore in preceding last 03 years from F&B operations <u>(attach CA Certificate clearly certifying annual turnover from F&B business for the last three financial years as a proof)</u>	Financial Year	Turnover (in Lakh) from F&B operations (as per audited financial statement)	
		2017-18		
		2018-19		

		2019-20				
13	Experience in the field of F&B Operations					
	Type of Outlet (Multi Cuisine/Speciality Restaurant(s)) (attach separate sheet, if necessary)	Nos.	Address	Operating since (Month/Year)	Type of Cuisine	Networked electronic cash register (Yes / No)
	(a)	(b)	(c)	(d)	(e)	(f)
	1.					
	2.					
	3.					
	4.					
	5.					
	(i)	attach documentary proof in the form of self-attested copies of eating house license and trade license from local police/local bodies whichever is applicable, for all the aforesaid outlets				
14	Details of any National/ International arrangement/ agreement in the field for operation of restaurants and brands etc. (proof to be attached) <u>Self-attested & stamped copies of agreement(s) or copy of Registration Certificate of Trademark</u>					
15	(A)	In case of a Pvt./Public Limited Company, please attach self-attested copies of the following & confirm in the box:				

	(i)	PAN Card of Company	Yes		No	
	(ii)	Memorandum and Articles of Association (in original)	Yes		No	
	(iii)	Income Tax Return of the last three financial years OR	Yes		No	
	(B)	In case of a Partnership Firm , please attach self-attested copies of the following and confirm in the box:				
	(i)	PAN Card of Firm	Yes		No	
	(ii)	Income Tax Return of the last three financial years	Yes		No	
	(iii)	Certified copy of Partnership Deed	Yes		No	
	(iv)	PAN Cards of all partners	Yes		No	
	OR					
	(C)	In case of a Sole Proprietor Firm , please attach self-attested copies of the following and confirm in the box				
	(i)	Election Identity Card/Driving License/AADHAR etc. as proof of identity and address	Yes		No	
	(ii)	PAN Card of Proprietor	Yes		No	
	(iii)	Income Tax Return of the last three financial years	Yes		No	
16	Any other information					

I/We, hereby, declare that:-

- (i) I/We have read and understood & agree to the Bid Documents, including Terms & Conditions forming integral part of the license agreement, etc.
- (ii) I/We have read and understood the terms and conditions governing the grant and operation of license; and
- (iii) I/We agree and undertake to be bound by the Bid Documents, and other Terms & Conditions forming integral part of the license agreement.

- (iv) That I/we understand that in case of any of the above information/ documents (as given by us) is found to be incorrect, ITPO may reject the application, cancel the agreement or revoke the license at any time, without giving any notice and in such a situation, I/we will not be entitled for refund of any part of license fee, security and other deposits
- (i) I/We have not been barred by any Department / Organisation/ Local Authority from operating an F&B outlet.

I/We hereby also declare that:-

- (i) The bid has been submitted after site inspection of the **F&B Outlets** and the same are to be allotted on **'as is where is basis'**.
- (ii) ITPO reserves the right to suggest us different cuisines etc.
- (iii) That the undersigned has been authorized by the firm / company to sign these bid documents.

The address given below is the postal/communication address in which all the messages /documents, may be addressed / sent to us.

Place:

Signature:

.....

Date:

Name :

.....

(Authorized Signatory) – copy of such

authorization.

Designation:

.....

(Capacity in which signed)

Full Address:

.....

.....

.....

Company Seal :

DOCUMENTS TO BE ENCLOSED WITH THE TECHNICAL BID:

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/ Tenders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

All the pages of bid being submitted must be signed & stamped wherever required, and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter. The following scanned documents are to be furnished by the bidder along with Technical Bid as per the tender document (As applicable):

- (1) Scanned copy of filled up application Form-T.
- (2) Scanned documents substantiating requisite experience in operation of food outlet/restaurant/catering. The applicant shall submit valid license(s) from local police / municipality / food regulatory authorities in respect of running of restaurant(s)/F&B outlet/catering/canteen substantiating three years experience.
- (3) Scanned documentary proof of minimum annual turnover during the last three Financial Years. **CA Certificate clearly certifying annual turnover along with audited reports for the last three financial years as a proof.**
- (4) Details of deposition of Tender fee of Rs.5900/- alongwith Technical Bid.
- (5) Details of deposition of **Earnest Money Deposit (EMD) of Rs. 5 Lakh** alongwith Technical Bid.
- (6) Scanned copy of affidavit on stamp paper of Rs. 100/- duly signed and notarized (Annexure 'D'). However, the affidavit in original should be submitted to The Manager (F&B), Hall No.7 (First Floor), Pragati Maidan, New Delhi-110001 on or before the technical bid opening date/time as mentioned in the critical date sheet.
- (7) Scanned copy of Self-attested & stamped copy of valid **GST Regn. Certificate**.
- (8) Scanned copy of Self-attested & stamped copy of valid **TAN Regn. Certificate**
- (9) Scanned copy of Self-attested & stamped copy of **valid Trade License** from Municipal Authorities, and/or other licensing authorities, whichever is applicable for F&B outlets currently operated by Applicant entity or furnish declaration for its non-applicability.

- (10) Scanned copy of Self-attested & stamped copies of **Eating House License** from Local Police, and/or other licensing authorities, whichever is applicable for F&B outlets currently operated by Applicant entity or furnish declaration for its non-applicability.
- (11) Scanned copy of Self-attested & stamped copy of Registration certificate of **E.P.F.O. & E.S.I.** or submit a declaration that the bidder is exempted from these Acts.
- (12) Scanned copy of Self-attested & stamped copy of valid **FSSAI Registration Certificate.**
- (13) (a) In case the applicant is a **Pvt. / Public Limited company**, self-attested scanned copies of;
- i. PAN Card of the Company
 - ii. TAN Regn. Certificate,
 - iii. Memorandum and Articles of Association (**in original**),
 - iv. Income Tax Return of the last three financial years duly certified by a Chartered Accountant,
- (b) In case the applicant is a **Partnership Firm**, self-attested scanned copies of:
- i. PAN card of the firm,
 - ii. TAN Regn. Certificate,
 - iii. Income Tax Return of the last three financial years duly certified by a Chartered Accountant.
 - iv. Certified copy of Partnership Deed,
 - v. PAN cards of all Partners
- (c) In case the applicant is a **Sole Proprietor Firm**, self-attested scanned copies of:
- i. Copy of Election Identity Card/AADHAR Card/Driving License/Passport etc. for proof of identity & address,
 - ii. PAN card of Proprietor
 - iii. TAN Regn. Certificate, if any.
 - iv. Income Tax Return of the last three financial years, etc. of the applicant duly certified by a Chartered Accountant.
- (14) The application should be signed by an authorized signatory duly authorized by the Company/Partnership Firm along with a certified copy of such authorization.

Documentary proofs

- (1) Details of business associates, sister concerns, affiliates, subsidiaries, etc. if any **duly self-attested & stamped.**
- (2) Date of establishment of the applicant's business in food outlets. **Certificate(s) from local bodies/authorities/ Municipality/local Police/FSSAI.**
- (3) Turnover from F&B operations as referred in Col. 12 of Technical Bid (Attach certificate of the Chartered Accountant/Auditor in original)

- (4) Experience in the field of F&B Operations as referred in Col.13 of Technical Bid.
 - (5) Any National/ International arrangement/ agreement in the field for operation of food courts and brands etc., if any. **Scanned copies of self-attested & stamped copies of agreement(s) or copy of Registration Certificate of Trademark.**
- (15) Power of Attorney and Authorization Letter in favour of authorized signatory signing the bid document to be submitted as part of the Technical Bid.

➤ **DOCUMENTS TO BE ENCLOSED WITH THE FINANCIAL BID:**

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. The price bid has been given as a standard BoQ format with the tender document, the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

**APPLICATION FORM –F (FINANCIAL BID)
FOR
LICENSE TO OPERATE F&B OUTLETS DURING IITF, 2021 AND SIX (06) MONTHS
PERIOD FROM 1st NOVEMBER 2021 ONWARDS (TENTATIVELY) AT PRAGATI MAIDAN,
NEW DELHI**

NOTE:

“Financial Proposal” shall mean the binding and final financial offer to be submitted by each Bidder online in the NIC CPPP portal only. The quote in physical form as a document is not to be submitted. **The bidder is required to quote License Fee for entire duration of License Period. The technically qualified bidder who has quoted the highest License Fee may be considered for award of contract and shall be considered as the successful bidder.**

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. The price bid has been given as a standard BoQ format with the tender document, the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

TERMS & CONDITIONS FORMING PART OF LICENSE AGREEMENT

1. OBJECTIVE

The Licensee shall use the said Licensed Premises only for the purpose of operating Food and Beverages outlets subject to the terms and conditions and the guidelines and policies framed by Licensor from time to time, and for no other purpose (hereinafter referred to as “Permitted Purpose”). Apart from licensed premises, no other area adjacent to F&B outlet and / or inside Pragati Maidan shall be used by the Licensee.

2. TERM OF LICENSE

- 2.1** The Licensee shall use the said licensed location(s) as per applicability (either for a period of six (06) months w.e.f. 1st November, 2021 or for the duration of November 8-28, 2021, whichever applicable) on a payment of License Fee as prescribed. The License term shall be extendable for a period of another six months in tranches of 3 months each at the sole discretion of ITPO. Licensor reserve the right to terminate the contract at its own discretion, without assigning any reason whatsoever, with a notice period of 30 days to be served in writing by the Licensor.
- 2.2** The Licensee shall be deemed to have vacated the Licensed Premises within Three days of termination or expiry of the License Period and shall thereafter have no right to access the Licensed Premises. In such cases, the Licensor will be at liberty to deny entry of Licensee into the Licensed Premises and get the Licensed Premises vacated including disconnection of water, electricity, PNG and other facilities to which the Licensee shall have no right to object. Further, the Licensor will also have right to seal the premises if the possession of the premises is not handed over after the expiry or termination/ cancellation of Agreement. Any issue of licensee seeking resolution may be limited to financial compensation as per the other terms of the agreement.
- 2.3** On expiry/revocation/cancellation/termination of the License, the Licensee shall hand over peaceful vacant possession of the Licensed Premises in good condition to the Licensor along with fixtures, fittings, equipments & furniture etc. provided by the Licensor at the time of allotment or thereafter (an inventory of which will be prepared and signed by the Licensee at the time of taking over possession of the premises), failing which Licensor shall take over possession and the Licensee shall not have any claim on the goods left in the premises.

- 2.4 Licensee shall reimburse any loss or damage to the property and equipment of Licensor as per the assessment of Licensor's Engineering Division after verification within 2 days from the date of vacation, along with damages/liquidated damages at the rates to be decided by the Licensor for the period required / taken to repair the property equipment(s).

3. AREA & FACILITY

3.1 AREA

- 3.1.1 The area of the outlets is to be used only for the purposes specified in the layout plan / drawing. No change in this regard will be permitted. No unauthorized areas adjacent to the outlet shall be used.
- 3.1.2. Additional fixtures, even temporary within the licensed area for preparation, servicing, catering or any other purpose shall be permitted with prior approval of ITPO.

4. OPERATION

- 4.1 (a) The right of admission to Pragati Maidan including in the outlet is reserved by the Licensor as per terms and conditions laid down from time to time. The service from the outlet will be restricted to Organisers, participants, visitors and service providers of Exhibition, Convention, Conference or other Events held inside Pragati Maidan, employees of ITPO and other Organizations for the ongoing fairs and exhibitions and other related activities and all persons authorized entry into Pragati Maidan for bonafide purposes/ operation within Pragati Maidan only. None of these categories of authorized visitors to Pragati Maidan will be denied service from the outlet.
- 4.1 The Licensee shall use the Licensed Premises strictly for serving food/ beverages to the exhibitors and visitors to fairs / exhibitions and other related activities in Pragati Maidan. The Licensee is strictly prohibited from using the premises for catering to outside parties, holding/ organizing seminars, conferences, fairs/ exhibitions or any other trade promotion and trade related activities, banquets, reception, DJ, marriage and other religious ceremonies and rituals as well as functions having such connotations in the Licensed Premises, during the term of the License. The list is indicative in nature and not exhaustive and decision of Licensor in this regard will be final and binding. No direct booking will be accepted by the licensee except for supporting the trade promotion and other related activities permitted by the licensor.
- 4.2 The Licensee has no right on the land or Licensed premises.

- 4.3** The Licensed Premises are public premises as defined in the Public Premises (Eviction of Unauthorized Occupants) Act 1971 and fall within the jurisdiction of the Estate Officer, Pragati Maidan New Delhi-110001. The rules framed in PP Act, as amended from time to time, shall be applicable for all matters in respect of the said Licensed Premises.
- 4.4** The Licensee, at its own cost, shall be responsible for the maintenance, high standard of cleanliness, sanitation, hygiene in the premises continuously and for repair and maintenance of fixtures, fittings and additional facilities such as electricity, water and piped natural gas connections. The Licensee shall also ensure prevention of infectious diseases, control and prevention of nuisance from insects, rodents, or any other source of infection or unhygienic condition etc.
- 4.5** The Licensee shall give special attention to the manner in which his employees receive visitors and render services ensuring good hospitality, congenial and pleasant atmosphere. Special care shall be taken for the employee's health and to ensure that all the workers/employees employed in the premises are medically fit and that they do not suffer from any contagious, loathsome or infectious disease.
- 4.6** The authorized employees of the Licensee are permitted to enter into Pragati Maidan complex and remain during the period **8.00 a.m. to 8.30 p.m. every day**, however, the Outlet shall be opened to public from **9.00 a.m. to 8.00 p.m.** only and in case any employee of the Licensee is required to stay beyond such time, for which it is incumbent upon the Licensee to take permission from the Licensor well in advance.
- 4.7** The operator shall ensure that eatable items sold/served from the premises are of requisite hygienic and quality standards and conform to the provisions of the Prevention of Food Adulteration Act and any other guidelines, regulations, standards etc. issued by concerned Government Authorities from time to time. The licensee shall be solely liable for any action or penalty imposed by relevant authorities in this regard.
- 4.8** The Licensee shall also conform to the Food Safety and Standard Acts, Regulations, Bye-laws enacted thereunder and specifically to the guidelines on hygiene and sanitary practices provided under requisite schedule of Notification dated 1st Aug. 2011 of Ministry of Health and Family Welfare- Food Safety and Standards (Licensing and Registration of Food Business) Regulations 2011 and obtain requisite registration/license/permission to the satisfaction of Licensor before commencing his/her/their operations.
- 4.9** Officials or representatives/appointed agency of Licensor may, at any time, monitor the quality of raw material, food items and standards of facilities and interiors, exteriors of the

premises etc. The licensee shall assist/co-operate with the Licensor's officials in this regard.

- 4.10** Printed menus with rate list to be made available inside the outlet. No Hand Bills / Stickers are allowed to be displayed or distributed anywhere in the premises or outside.
- 4.11** The serving of pork & beef is strictly prohibited in licensed premises.
- 4.12** The Licensee shall not place or permit placement of any advertisement, notice frames, pictures, decorations, pay telephones, weighing or vending machines or manual or mechanical/electrical devices or contrivance for commercial gains. Boards/Banners/ hoarding/ posters etc. promoting any individual's location/ outlet either in Pragati Maidan or at any of the Gates or near the outlet is not permitted.
- 4.13** The successful bidder needs to cater/serve Multi Cuisine food including fast food, confectionaries, non-alcoholic beverages, tea/ coffee, ice-cream, packaged drinking water etc. as specified against each category.

S. No.	F&B Outlet Categorization		Proposed Brands/ Franchises
1.	Food Lounge		Nil
2.	Food Court (Multi-cuisine)	Quick Service Outlets	KFC/Mc Donald's/Burger King/Subway/Dunkin' Donuts or any equivalent brand
		Pizza Outlets	Domino's Pizza/Pizza Hut/Laziz Pizza Smokin Joe's Pizza/Oven Story Pizza or any equivalent brand
		South Indian Outlets	Sagar Ratna/Saravana Bhavan/DS Dosa Factory/Shree Rathnam or any equivalent brand
		Biryani Outlets	Biryani Blues/Behrouz Biryani/ Bikkagne Biryani/Biryani by Kilo/The Biryani Co. or any equivalent brand
		Chinese/ Asian Food Outlets	Berco's/Mainland China/Mamagoto/Wow Momos/Wok Art or any equivalent brand
		Tea/ Coffee Cafes	Chaayos/Chai Point/Café Coffee Day/ Costa Coffee/Nescafe/Starbucks or any equivalent brand
3.	Economy Food Lounge		Bikanervala/ Haldiram's or equivalent having ISO 22000:2005 / BRC certification. (Packaged Thali/ Lunch, Pav Bhaji, South Indian Food, Chole Bhature, Shakes, Lassi, Cold Coffee)
4.	Vending Points for Tea/Coffee/Ice-Cream/Packaged Drinking Water/Juices etc.		<ul style="list-style-type: none"> ○ Nescafe/Bru/Café Coffee Day or any equivalent brand ○ Bisleri/Kinley/Aquafina/Bailey or

		any equivalent brand o Have More/Amul/ Kwality Walls/ Cream Bell/ Mother Dairy or any equivalent brand o Real/Paper Boat/Minute Maid/ Tropicana or any equivalent brand
5.	Vending points for water dispensers in all halls as per layout plan	F&B Operators have to provide water dispensers, 20 Litre Water Jars/ Bottles and eco-friendly disposable drinking cups as per requirement communicated by ITPO. Further, refilling etc. shall be the responsibility of the operator. ITPO will pay the operator as per actual consumption duly certified by ITPO official.

Note: Out of the above mentioned categorization, it is mandatory to set-up and operate (i) Food Lounge (ii) Vending Points for Tea/Coffee/Ice-Cream/Packaged Drinking Water/Juices etc., (iii) Economy Food Lounge and (iv) Food Court with categories as prescribed above.

- 4.14** Segregation of waste material will also be undertaken by Licensee as per local rules and regulations. Licensee shall collect all garbage in bags/ boxes/trolleys permitted as per the guidelines of the Licensor. The collected garbage shall be kept at designated locations by Licensee that shall be disposed of by the Licensor outside of Pragati Maidan.
- 4.15** The Licensee, his agents and employees shall observe/perform and comply with all applicable law/ rules and regulations of Shops and Establishment Act, Factory Act, Industrial Disputes Act, Minimum Wages Act, Labour Laws and the provision of any statutory law applicable to the Licensee including any rules and regulations made by Licensor or any other department of Government of NCT of Delhi or Local body or administration as applicable from time to time to the business which the Licensee is allowed to carry on under this Agreement and to the area in which the said premises is located. This also includes compliance of laws relating to hygiene, storage, sanitation, cleanliness product quality and disposal of water & waste material etc.
- 4.16** The packaging of the food items served / sold by the Licensee at Pragati Maidan should bear the name / logo of the Licensee.
- 4.17** Only Potable water will have to be served in the outlets.

5. FOOD TO BE SERVED IN THE OUTLET

- 5.1 The Licensee shall provide multi-cuisine food including fast food, confectionaries, non-alcoholic beverages, ice-cream etc.

6. SERVICE AT THE OUTLET

- 6.1 All employees of the Licensee will always be in proper and clean uniform with identification badges and they will carry Photo Identity Cards issued by Licensor while on duty at Pragati Maidan.

7. OPERATIONAL REQUIREMENTS FOR THE OUTLET

- 7.1 The Licensee shall have a minimum of one professional as a full-time employee having requisite degree/diploma from a recognized Hotel Management, Catering, Hospitality Institute in their employment at the licensed premises.
- 7.2 The Licensee shall have to use state-of-the-art, modern, modular kitchen equipment as is being currently used in international standard restaurants and multi-cuisines restaurants in five-star hotels. The modular kitchen equipment should be in the form of an open kitchen visible to the customers. Proof of such experience and a list of typical equipments proposed to be installed / operated with technical specifications will have to be supplied alongwith photographs to the Licensor.
- 7.3 Use of gas cylinders, coal, firewood etc. is not permissible. Piped Natural Gas (PNG) available in the outlet will have to be used on payment basis. In case coal or firewood is essential for particular cuisines, special written permission will have to be taken from the Licensor subjected to clearance from the Delhi Fire Service which shall be obtained by the Licensee after compliance relating to additional equipment etc., if any, at his own cost and for specific area.
- 7.4 The Licensee, if required, will have to use only equipment using electricity like Microwave oven, hot plate, etc. for heating / re-heating of food items to ensure safety. The list of equipments will have to be got approved in advance from Licensor and **adequate electrical load must be got pre sanctioned from the Licensor.**
- 7.5 All communications to the Licensor must be sent on the letterhead of the Licensee under the signature of the authorized signatory whose name & designation must be mentioned in the letter. Letter without name & designation of the authorized signatory and letters on plain paper would not be entertained. All notices / communications shall be sent by the Licensor at the address first mentioned above. The name along with the photograph of the authorized signatory by the company should be informed in writing on company's

letterhead to the Licensor. All notices / communications shall be sent to the Licensee at the address mentioned by them at the time of allotment. Any change in the address should immediately be informed to the Licensor.

8. LICENSE FEE & SECURITY DEPOSIT

8.1 LICENSE FEE

- (i) The Licensee shall pay to the Licensor a fee (hereinafter referred to as “License Fee”) for the Licensed Term. The base price for license fee i.e. the minimum reserved license fee (MRLF) is Rs. 2.00 Crore (Rupees Two Crore Only). The license fee shall be equivalent to the fee quoted in Financial Bid which will be equal to or greater than the prescribed MRLF of Rs. 2.00 Crore or 20% of the Gross Sales, whichever is higher. The license fee will escalate @10% for extended six months durations, if considered.
- (ii) The Gross Sale shall mean the gross revenue received and accrued by the Licensee pursuant to the operations of the F&B Outlets at the Location in accordance with the License Agreement. The Gross Sale/Gross Revenue/Top-line sales will mean revenue excluding GST/other statutory taxes. There will be no deductions on account of any expenses from the gross revenue.
- (iii) In addition, Goods and Services Tax (GST) as fixed by the Govt. from time to time will have to be paid by the Licensee to the Licensor. Presently the rate of GST is 18% and the licensor will also charge GST on the other services provided to the licensee which fall under the purview of GST. In case of any change in GST or any other tax levied by Government, the same shall be followed as per Govt. directions.
- (iv) **The entire License Fee of the licensed F&B outlet will be payable in advance along with applicable taxes.** The license fee is payable within 3 days from allotment of outlet(s), before taking possession of the concerned site(s). If the payable license fee remains unpaid beyond the period of 3 days as specified above, the ITPO shall reserve the right to terminate the license agreement along with forfeiture of EMD/ Security Deposit, if any.
- (v) For the purpose of determination of highest (H1) bidder and subsequent award of contract, the license fee quoted by the bidders for license period of 6 months will only be considered. The rates quoted by the bidder for line item no.2 of BoQ viz. “Charges for drinking water arrangements” will not be considered for the purpose of determination of highest (H1) bidder. These rates for drinking water arrangements are only being sought for the purpose of empanelment and may be mutually fixed if found to be unreasonably high in the bid submitted by the bidder. The manpower required for all practical purposes including provisioning, supply, replacement of water jars, dispensers, drinking water cups etc. has to be done by the successful bidder at their own cost in all events and all incidences during the currency of the license period including IITF 2021.

8.2 SECURITY DEPOSIT

- 8.2.1** In addition to license fee to be paid in advance to the licensor i.e. ITPO, the licensee will also be required to deposit with the licensor **Security Deposit of Rs. 25 Lakh (Rupees Twenty Five Lakh Only)** through a Demand Draft drawn in favour of India Trade Promotion Organisation payable at New Delhi or NEFT/RTGS within three days of the issue of the Award Letter and before taking over the possession of the licensed outlets.

9. UTILITIES, CONSERVANCY AND OTHER CHARGES

- 9.1 Licensee is required to make time-bound payments of all dues towards Conservancy Charges, Electricity Supply Commissioning & Consumption Charges, Water Supply Commissioning & Consumption Charges, PNG Supply Commissioning & Consumption Charges, and applicable taxes, within 15 days from the date of the invoice/bill.

- 9.1.1 **For short term allotment of six (06) months:** If the dues still remain unpaid beyond the above specified period of 15 days, the 'Penal Interest' @9% per annum on the outstanding amount shall be payable by the licensee from the 16th day of the date of invoice(s). GST @18% shall be additionally payable on the 'Penal Interest' aforementioned. If the dues still remain unpaid, ITPO after one month from the date of the invoice(s), shall initiate proceeding towards disconnection of water, electricity, PNG and other facilities to which the Licensee shall have no right to object. Further, the Licensor will also have right to seal the Locations. The claim of the Licensee to the goods lying at the Locations would not be entertained. ITPO after one month from the date of the invoice, shall recover the outstanding amount, penal interest and applicable taxes thereon from the security deposit deposited by the licensee with ITPO at the time of award of contract.

- 9.1.2 **For temporary allotment of F&B stalls/Food Courts during IITF, November 14-27, 2021:** If the dues still remain unpaid beyond the above specified period of 15 days, 'Penal Interest' @9% per annum on the outstanding amount shall be payable by the licensee from the 16th day of the date of invoice(s). GST @18% shall be additionally payable on the 'Penal Interest' aforementioned. If the dues still remain unpaid, ITPO after one month from the date of the invoice, shall recover the outstanding amount, penal interest and applicable taxes thereon from the security deposit deposited by the licensee with ITPO at the time of award of contract.

- 9.2 The utility charges inter-alia including Conservancy Charges, Electricity Charges, Water Charges, PNG Charges, Caretaking Service Charges etc. are subject to revision without any notice retrospectively and the licensee shall be liable to pay the corresponding charges as demanded by the licensor.

- 9.2.1 Besides payments for utilities like electricity, water, piped natural gas at the rates specified by ITPO from time to time, the Licensee will also be required to pay

Conservancy Charges for removal of waste as mentioned in Annexure-E which is subject to revision without any notice. This conservancy charges as per rates prescribed are payable for removal of the waste generated by the Licensee from the designated location up to which Licensor shall transport the same by its own arrangement as per detailed guidelines to be issued by the Licensor from the F&B outlet to the designated location for the same. The waste from the designated locations for disposal outside the Pragati Maidan will be made by ITPO or its authorized agency/representative. The charges as indicated in Annexure-E are subject to revision without any notice.

9.2.2 Conservancy charges (non-refundable) for entire duration of the license period are payable in advance along with applicable taxes before taking over the possession of the licensed premises.

9.3 If the outstanding dues are more than the Security Deposit, the Licensor shall take appropriate legal action for recovery of balance amount payable to the Licensor including outstanding payments, penal interest, taxes applicable thereon etc. along with 9% penal interest plus applicable GST thereon till the date of actual realization of outstanding dues.

9.4 Details of the charges are indicated in **Annexure-E** covering electricity, water, gas and conservancy charges which are subject to revision without any notice, if rates are revised by a service provider.

9.5 Licensee shall take possession of the premises on **'as is where is basis'**.

9.6 Conservancy charges (non-refundable) as mentioned in **Annexure-E** for entire duration of the license period are payable in advance along with applicable taxes, the conservancy charges are payable immediately on allotment of outlet, before taking possession of the site concerned. The conservancy charges, as per rates prescribed, are payable for removal of the waste from the designated location in Pragati Maidan to dumping yards outside the Pragati Maidan. The waste disposal from the designated locations to locations outside the Pragati Maidan will be done by ITPO or its authorized agency/representative. However, the Licensee shall have to dispose-off the waste, of its own, at the designated place as shown in the layout.

9.7 Electricity & Water Charges:

9.7.1 The Licensee shall indicate in advance the details of the electrical appliances installed and their voltage/ KW along with their total load demand.

9.7.2 The Licensee shall not be permitted to use/ install temporary wiring to meet any extra electrical load requirement.

9.7.3 In the event of consumption of electricity and water beyond the approved load, the Licensee shall pay to the licensor as per the prescribed penal rates until higher power load or water consumption as the case may be, is approved by the licensor.

In case dues still remain unpaid, ITPO after one month from the date of the invoice, shall initiate proceeding towards disconnection of water, electricity, PNG and other facilities to which the Licensee shall have no right to object. Further, the Licensor will also have right to seal the Locations.

- 9.7.4 It shall be the responsibility of the Licensee to meet any statutory requirement of Municipal Corporation of Delhi or the Delhi administration and to conform to any State/ Central Laws related to consumption of electricity, water and PNG.
- 9.7.5 In the event of the electricity meter getting damaged, burnt out or starts malfunctioning, the licensee shall immediately bring to the notice of the same to the licensor in writing. The onus of ensuring proper functioning of the meter lies with the licensee. If licensor or its representatives during the course of inspection finds anomaly including tampering, extra load connection (beyond approved load), the licensee shall be liable to pay the penalty to the licensor as deemed fit and proper by the licensor within 15 days of the date of issue of invoice failing which penal interest @ 9% per annum shall be applicable to be charged to the Licensee from the 16th day of the date of invoice till the date of actual remittance of the payment. In case dues still remain unpaid, ITPO after one month from the date of the invoice, shall initiate proceeding towards disconnection of water, electricity, PNG and other facilities to which the Licensee shall have no right to object. Further, the Licensor will also have right to seal the Locations.
- 9.7.6 It is recognized that the Licensor takes bulk supply of electricity from high tension lines and water from main supply lines. Thereafter, the licensor through an elaborate network of distribution regulates the supply of electricity and water. Therefore, the licensor has own independent system of billing and determining the rates payable by the licensee. The licensee will be charged according to the rates notified by the licensor from time to time.
- 9.7.7 The licensor shall be at the liberty to revise the sanctioned load keeping in view of the quantum of electricity and / or water consumed and charge from the licensee accordingly.
- 9.7.8 No part of the paid license fee, Security Deposit amount and conservancy charges is refundable in the event of termination/revocation of the License by the Licensor / Licensee.
- 9.7.9 The Licensee shall pay all Central, State and Local Taxes including GST, duties, license fees, permit fees, ESI, PF or any other statutory payment under Labour Laws etc. as may become payable in accordance with the various laws or rules prevalent in Delhi. In no case shall the licensor be deemed to be the agent of the Licensee for the purpose of collecting and remitting taxes / levies by any tax authority. However, the Licensee shall produce clearance certificate under the various tax laws to the Licensor on demand.

9.7.10 The Licensee shall adhere to the local municipal and other laws applicable to the food & beverage business already in vogue and also coming into force from time to time during the licensed period.

9.8 Any act of the Licensee which results in violation of the Agreement or any of the Terms and Conditions contained herein shall give Licensor the right to forfeit the entire amount of the Security Deposit in addition to the right to terminate the Agreement **without any notice and to disconnect utilities like electricity, water, gas etc. as per the RFP provisions.**

10 ENTRY & EXIT AND PARKING

10.1 The Licensee shall abide by all the instructions / regulations issued by the Licensor with respect to entry and exit of the material / personnel / representatives and visitors from time to time.

10.2 Entry of vehicles inside the Pragati Maidan is not permitted during the fair/exhibition hours. Only limited number of essential service vehicles, with valid Service Pass, shall be allowed entry.

10.3 The Licensee shall be issued a **maximum of 250 entry passes** for their officials/ employees including sanitation staff to support the minimum operations. Additional passes will be issued, if required, on payment of Rs.1,000/- per pass. Duplicate passes in lieu of lost/damaged cards will be issued on payment of Rs.200/- per pass.

10.4 Licensed premises shall not be used for residential purposes by the Licensee or its employees. Only personnel deployed for night security of the premises will be permitted to stay back in the night hours. A list of such personnel with their details may be sent to Security Division of ITPO.

10.5 The licensee will be issued parking label of suitable parking area, if available, for their vehicles and in no case the licensee is allowed to park their vehicle(s) near the licensed premises.

11 SAFETY AND SECURITY

11.1 The Licensee shall arrange at its own cost the security of the Licensed Premises and inventory thereof and the Licensor shall not be responsible in any manner whatsoever for the security of the Licensed Premises and the goods stored therein. **The licensee shall arrange to install adequate numbers of CCTV cameras covering important areas like cooking area, stores, etc. with sufficient recording and monitoring capacity.**

11.2 The Licensee shall make appropriate arrangement and install adequate fire-fighting equipment in accordance with Delhi Fire Service bye laws at its own cost and ensure that they are periodically checked and maintained. The Licensor shall have the right to get the installed equipments checked / monitored from Delhi Fire Service or any other approved agency at the cost of the Licensee if felt appropriate during the period of License. The Licensee will also obtain NOC from Delhi Fire Service in respect of allotted licensed premises.

The following fire safety guidelines should be followed by the licensee:

1. The licensee should install 10 sets of Fire extinguishers and maintain them in healthy condition. The description of the fire extinguishers is as under:
 - a. K Type fire extinguishers – 10 nos.
 - b. CO₂ (4.5 KG) – 5 nos.
 - c. Mechanical Foam (9 litres) – 5 nos.
2. PNG leakage detector should be installed at strategic locations to detect and give alarm in case of PNG leakage. Provision for auto cut off PNG supply in case of any leakage should be provided.
3. All the exit and passage should be un-obstructed and exit signage should be put at every exit point.
4. Five pieces of gel or fire blanket should be kept at specific locations.
5. No flammable articles should be stored inside the outlet and garbage/leftover should be cleared on daily basis.
6. The licensee should deploy appropriate numbers of fire guards during the events.

11.3 The Licensee shall also ensure that its employees promptly evict inebriated, rowdy and other anti-social elements as and when the need so arises in order to maintain decorum in the premises.

11.4 The Licensee and its employees shall comply with any special instructions issued from Licensor / Delhi Police / Security Agencies including those about security from time to time.

11.5 Requisite license to operate F&B outlet in Pragati Maidan will have to be obtained from Delhi Police/MCD etc. before start of operation in the licensed premises in the name of

company concerned/in the name of Proprietor/in the name of the authorized representative.

12. DAMAGES AND PENALTY

12.1 The Licensee shall confine their activities within the Licensed Premises and in no case will they be permitted to deviate/ increase/ alter from the same. If any deviation is found on inspection by Licensor or Licensor's representative(s), the License will be cancelled on the spot and electricity, Water & PNG connections shall also be disconnected, **without any notice**.

12.2 Penalty as deemed fit will be imposed by the Licensor for any breach/ non-compliance/violation identified for imposition of Penalty, which may not preclude termination of license without any notice.

For violation/non-compliance of any Terms/Conditions following actions/penalties may be exercised:

- (i) For 1st violation- warning will be given.
- (ii) For 2nd violation- penalty of Rs. 50,000/- plus applicable GST.
- (iii) For 3rd violation- penalty of Rs. 1,00,000/- plus applicable GST.
- (iv) For 4th violation- penalty of Rs. 2,00,000/- plus applicable GST.
- (v) For 5th violation- penalty of Rs. 5,00,000/- plus applicable GST even termination of License Agreement may be considered by the Licensor and Security deposit may be forfeited

12.3 The Licensee shall abide by all directions issued by the Licensor in order to maintain and upkeep the premises in a proper state of cleanliness and hygiene in and around the outlet will ensure the compliance of all rules and regulations with regard to the conditions of food quality/standards, sanitation, cleanliness and hygiene, failing which the License Agreement shall be terminated/cancelled.

12.4 The Licensee shall comply with the Terms and Conditions as laid down in the Agreement or specified from time to time by Licensor. On any violation/ non-compliance of terms & conditions of the agreement and/ or bid document, the Licensor will be free to terminate / cancel the license agreement and in such a situation no refund towards license fee, security deposit and other deposits towards services will be permissible. The decision of the Licensor in this regard will be final and binding.

- 12.5** The Licensee shall not cause damage to any structure, installation, fixture, device, etc. in Pragati Maidan and in the event of any damage being caused to the same intentionally or otherwise, by the Licensee or his employees or invitees or customers, the Licensee shall make good of any such damage so caused to the satisfaction of the Licensor and / or the Licensor shall be entitled to repair the damage or make the requisite replacement and call upon the Licensee to reimburse cost thereof forthwith or on demand by Licensor.
- 12.6** The Licensor is at liberty to forfeit the Security Deposit/ to adjust/offset the dues payable to Licensor by the Licensee after due Notice to the Licensee by the Licensor.

13. GENERAL

- 13.1** The Licensee shall not sublet, assign or permit or sub-contract of any description or enter into any management agreement or similar arrangements with regard to the use of the Licensed Premises or part thereof to any person/party including, without limitation, its subsidiary – sisters concern, affiliates, etc.

Violation of this clause would invite immediate cancellation of the allotment/termination of License. Any change in the management, control, composition, constitution or ownership of the Licensee shall be deemed to be an assignment for the purpose of this Agreement and shall be liable for the same consequences as in case of assignment including termination of the License and forfeiture of License Fee and security deposit.

- 13.2** The Licensor shall have the right to grant rights and privileges to any other parties similar to the ones enjoyed by the Licensee within the Pragati Maidan without any restriction whatsoever.
- 13.3** The Licensee shall be solely liable towards any complaints, or any action taken by any person against quality of food and beverage served, or other services rendered by the Licensee, or behavior of its employees, staff and supervisors at the Licensed Premises.
- 13.4** The Licensor does not recognize any association of the Licensees and in case any clarification of the Terms and Conditions of the License or modification thereof, such clarification should be sought by the Licensee alone and no collective representation will be entertained.
- 13.5** The Licensee shall maintain a complaint book/visitor book / suggestion box at a prominent place in the Licensed Premises and in such a way that it is easily accessible to any person who wishes to record any complaint/suggestion and the said details/book shall be open for inspection to the Licensor, as and when demanded.

- 13.6** In case of any strike or lock-out either in the Pragati Maidan or in the Licensed Premises or for security reasons, if the Licensee is unable to function or its business is affected, the Licensors shall not be liable for any loss which the Licensee may suffer. In such an event, the Licensee shall not be entitled to any reduction in the License Fees or any other compensation, whatsoever in nature.
- 13.7** The Licensee shall engage only such persons who will have good character/behavior and are skilful in their business. The Licensee shall furnish the Licensors in writing the names, parentage, age, residential address, specimen signature, biometric data, photographs etc. & all such particulars of all employees whom he/she proposes to employ for the purpose of this Agreement before they are so employed. Complete data for these persons (as per the form prescribed by the Licensors along with soft copy) will be made available to the Licensors. The Licensors shall have the right to forbid the employment of any person who it may consider unsuitable and forbid his/her entry in Pragati Maidan. Decision of the Licensors shall be final and binding in this regard. The persons employed by the Licensee shall be under the general discipline of the Licensors and shall conform to such directions as may be issued by the Licensors in respect of points or routes of entry to and exit from the premises and in respect of use of toilets etc.
- 13.8** In the event of the Licensee being prohibited/refrained from selling one or more of its articles in the Licensed Premises because of any Government Laws/ Rules/ Regulations/ Orders of Central Govt. or Govt. of NCT, Delhi, the Licensors shall not be liable for any loss suffered by the Licensee and in such an event the Licensee shall not be entitled to any reduction in the License Fees etc.
- 13.9** Gambling, disco, dancing, karaoke, jam session, cabaret and other similar activities different from service of food & beverages are strictly prohibited in the licensed premises. Any violation of this clause will result in summary cancellation / revocation of license.
- 13.10** Licensors reserves the right to withdraw / temporarily suspend the use of specified area of the allotted premises due to security reasons, VIP movement or for meeting any other statutory obligations. No license fee of that period shall be refunded in this regard and no compensation in terms of grant of extra period beyond license term shall be considered by Licensors in this case.
- 13.11** Use of plastic bags etc. in Pragati Maidan is prohibited as per direction of Govt. of NCT Delhi.
- 13.12** The possession / premises shall be allotted on “AS IS WHERE IS BASIS”.

- 13.13** Emergency lights in working condition must be available in all individual eating area in the outlet.
- 13.14** The Licensee, at its own cost, shall be responsible for the maintenance of high standard of cleanliness, sanitation, hygiene in the Locations continuously and also for repair and maintenance of fixtures, fittings and additional facilities such as electricity, water and piped natural gas connections. The Licensee shall also ensure prevention of infectious diseases, control and prevention of nuisance from insects, rodents or any other source of infection or unhygienic condition etc.
- 13.15** The Licensee shall maintain and keep in force all requisite Approvals and comply with all Applicable Laws and statutory rules and guidelines laid down by competent authorities, including without limitation, any rules and regulations framed under Shops and Establishments Act, Factories Act, Industrial Disputes Act, Minimum Wages Act, etc. as may be applicable to the Licensee and any operational guidelines laid down by ITPO from time to time.
- 13.16** The Licensee shall obtain requisite utility connections from the nearest available sources provided by ITPO and shall install its own metering devices. All metering devices shall be tested and calibrated to the satisfaction of ITPO.
- 13.17** The Licensee shall comply in all respects at his own cost with the provisions of all statutes and bye-laws and regulations made there under and all rules and requirements made or prescribed by any competent authority relating to public hygiene including but not limited to housekeeping, maintenance and cleanliness. In the event of any complaint, the Licensee shall take such necessary and immediate action as may be required to satisfy the complaint.
- 13.18** For ITPO fairs and the fairs co-organized by ITPO, the licensee with the prior permission of ITPO may be provided free bare space on non-exclusive basis inside the exhibition halls, at the designated space, for serving only pre-cooked snacks & beverages. The space allotted for the purpose would be 24 sq. mtrs. and the space would be reviewed on fair to fair basis by ITPO depending upon the availability of space (unsold area) for each hall in the Exhibition Halls. The licensees shall bear the charges for various utilities. Payment for utility charges has to be made in advance/ within a period of 15 days from the date of invoice, as per demand raised by the licensor. If payment is not received in advance/ within the stipulated period of 15 days, interest @ 9% per annum applicable from the 16th day from the date of the invoice shall be chargeable on the invoice amount, till the date of actual remittance of the utility charges' dues.

13.19 Prohibitions:

- (i) Gambling, disco, dancing, karaoke, jam session, wedding functions, cabaret and other similar activities different from service of food & beverages are strictly prohibited in the Licensed Premises. Any violation of this clause will result in cancellation / revocation of License. Marriage/ Reception of Barat, Engagement Ceremony, Mundan Ceremony etc. having religious connotations/ rituals will not be allowed/ permitted at the F&B outlets in Pragati Maidan during the term of the license/ contract. This list is indicative in nature and not exhaustive. Banquets/ Feasts relating to official/ business functions, conferences not having any religious connotations/ rituals may be however be permitted, subject to adherence of all other terms & conditions of the license agreement. For organizing all such activities, prior written approval from the licensor shall be mandatory and the licensor reserves full rights to accept or reject such requests without assigning any reason whatsoever.
- (ii) The Licensee shall not sell, exhibit or display any goods or services of any description other than the F&B items, without the prior written consent of ITPO. The Licensee shall not use, display or distribute any publicity material including pamphlets, brochures, leaflets, price lists etc not directly related to the concession and the decision of ITPO in this regard shall be final and binding on the Licensee.
- (iii) The Licensee shall not store, stock, exhibit or sell any item which are repugnant to the public order, decency or morality. The Licensee shall not permit or suffer the location or any part thereof to be used or occupied as a place for lodging, storage, dwelling or sleeping, auction, gambling or any unlawful purpose or any other purpose not in consonance with the purposes for which the license is granted.
- (iv) The Licensee shall not assign, sublet or grant any License in respect of the locations or any part thereof nor part with or share the possession or occupation of the location or any part thereof without the prior written approval of ITPO.
- (v) The Licensee shall not make any alterations or additions to the location or any part thereof without the prior written consent of ITPO except as may be contemplated under the approved design plan. The Licensee shall not put up or permit to put up any mezzanine floor, loft, cellar or gallery at any of the location/ service area.
- (vi) The Licensee shall not put up or permit to be put up on any exterior part of the location or in upon the windows, doors or glass panels, any curtains, banners, placards, posters, signs or other advertisements whatsoever, of any products or brands not sold at locations, without the prior consent in writing of ITPO and at the request of ITPO or its agents, to remove any of such items inside the location to which ITPO may object and at the end of the license term to

remove all such items put up by the Licensee at the location and make good all damage caused by their removal.

- 13.20** The licensee if permitted by the licensor to organize cocktail dinners, conferences, banquets/ buffet etc. during any trade related events shall also be permitted to serve alcoholic beverages post seeking No Objection Certificate (NOC) from the licensor and required day liquor license(s) from the government authorities. All licenses, permits, approvals and consents which are required for the sale and service of alcoholic beverages on the Premises have to be obtained from the applicable Governmental Authorities by the licensee.
- 13.21** The Licensee shall be mandatorily required to adopt the SOP on preventive measures in restaurant to contain spread of COVID 19 issued by M/o Health & Family Welfare vide Order dated 1.3.2021 and all other guidelines issued by DDMA or any government authorities from time to time.
- 13.22** The licensee shall not require to pay any separate property tax to ITPO or to the government bodies on account of the locations licensed under the current contract agreement. ITPO shall pay property tax to the concerned authorities.
- 13.23** It shall be the responsibility of the Licensee to keep the Locations clean & hygienic in compliance of the Food Safety and Standards Act 2006, Cigarettes and other tobacco products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, supply and distribution) Act (COPTA) 2003, etc. \
- 13.24** The terms mentioned in the RFP/Tender document, if any, not explicitly covered in the specimen contract agreement, then also shall form an integral part of the contract agreement and will be contractually binding and obligatory upon the licensee.
- 13.25** The national directives for COVID-19 management and the relevant guidelines issued by the Ministry of Home Affairs, Ministry of Health and Family Welfare and relevant State Government shall be strictly complied with during all activities during the term of license.

14. INSURANCE

The selected bidder will obtain comprehensive insurance policy for the specified amount to cover damage to the outlet by any means including fire etc., as under:-

- (i) The Licensee will be required to obtain comprehensive insurance policy of the outlet against all risks for a suitable amount. It shall be the responsibility of Licensee to ensure that the insurance policy remain effective without any break during the period of License.
- (ii) The Licensee shall also obtain suitable comprehensive insurance policy including but not limited to personal liability insurance, fire insurance, natural calamities insurance for its employees / visitors / customers and keep it alive during the term of License.

- (iii) ITPO will not be liable to pay for any loss/damage/claim arising out of the operation by the F&B Operator. The damages/loss to ITPO's property will be recovered by ITPO at the value as assessed by ITPO.

15. INVENTORY OF ALL FIXTURES & FITTINGS

At the time of taking possession of the premises, an inventory of all fixtures and fittings will be made and the same will have to match on expiry/revocation/cancellation/termination of license period or otherwise at the time of handing over the possession to the Licensor or at the time of taking over possession by the Licensor due to cancellation of license or deemed vacation.

16. INTERIORS, FURNISHING AND FAIR BUSINESS PRACTICES:

16.1 INTERIORS AND FURNISHING:

- (i) No construction/addition / alteration can be carried out inside the outlet without Licensor's prior written consent and permission.
- (ii) Additional fixtures and interior decorative items to be fixed inside the allocated area shall be permitted by the Licensor, against a specific request made with drawing in detail, after obtaining written permission from the Licensor. On the expiration or termination of this Agreement, as the case may be, the Licensee shall remove such temporary fixtures from the Licensed Premises and restore the premises to the original condition at his own cost after removal of additional fixtures and interior decorative items to the satisfaction of the Licensor.
- (iii) The Licensee shall file a copy of the proposed plans of interior decoration, if any, for Licensor's prior approval before the commencement of the works.

16.2 FAIR BUSINESS PRACTICES:

The Licensee shall be required to adopt fair business practices and to exhibit prices in respect of each item / services of sale and the price so exhibited should be competitive. In case of any complaint the Licensee shall be solely answerable in respect of goods sold from the Licensed Premises.

17. INDEMNITY

- 17.1** The Licensee shall indemnify and keep indemnified the Licensor against any claims whatsoever, financial or otherwise made by third parties for any loss or injury to any

person or property at any time during the subsistence of the License and subsequent thereto relating to the period of License. The Licensor shall not be responsible in any way for loss for damage by any means causes to the Licensee's stock or property during the period of License.

- 17.2** The Licensee shall indemnify and keep indemnified the Licensor against any claims whatsoever, financial or otherwise made by any employee / worker or trade union, association, etc. relating to any dispute whatsoever, at any time during the subsistence of the License and subsequent thereto relating to the period of License. The licensee shall comply with EPFO, ESI and other laws and shall keep ITPO indemnified against such claim by the Statutory Authority.
- 17.3** The Licensee will indemnify the Licensor towards any willful infringement or contravention of any rules, regulations or laws of Municipal Corporation of Delhi or other competent authorities. All applicable laws will be deemed to be applicable to the Licensee in respect of the use and occupation of the Licensed Premises and the Licensee agrees to abide by the terms and conditions therein.
- 17.4** The Licensee will furnish an enforceable Indemnity Bond to the above effect, as per approved format shared by ITPO.

18. TERMINATION / REVOCATION OF LICENSE

- 18.1** In case of default of any of the terms stipulated herein or breach of any of the Terms and Conditions of the License Agreement or if any legislation prohibiting or restricting such terms is imposed or impending, the Licensor shall be entitled to revoke / cancel / terminate the License granted under this Agreement with immediate effect, without any prior notice to the Licensee. In such an event, the Licensee will not be entitled to any refund of license fee and the Security Deposits. The Licensee undertakes to vacate the Licensed Premises immediately or as directed by the Licensor.
- 18.2** Any act of the Licensee which results in violation of Agreement or any of the Terms and Conditions contained therein or instructions of the Licensor, shall give Licensor the right to forfeit the entire amount of the security deposit in addition to the right to terminate the Agreement without any notice including making good the expenditure / cost, if any, incurred by the Licensor in this regard.
- 18.3** Upon the expiry of the Licensed Term or earlier termination of the License for any cause whatsoever, the Licensee shall have no right, title, interest to use the said Licensed Premises. The Licensor shall have undisputed right to make use of the said Licensed Premises at its discretion thereafter and also to grant license and/or further rights of the

Licensed Premises to any third person or any other party. It will be lawful for the Licensor without notice to enter upon the Licensed Premises after the revocation of the License on termination/expiry of this Agreement. The Security Deposit shall be refunded by the Licensor to the Licensee only on expiry of the Licensed Term after deducting / adjusting any outstanding dues including dues of Electricity, water, damage charges, if any, and any other unpaid bill / fee etc.

- 18.4** The Licensee may also, without assigning any reason, surrender the License and terminate this Agreement after giving a prior written notice to the Licensor, but in such an event the Licensor shall not refund the paid License Fee, conservancy charges and the Security Deposit or any part thereof.
- 18.5** Revocation of License and termination of this Agreement for any reason whatsoever shall not absolve the Licensee from responsibilities, liabilities for damages and/or payments accrued prior to the Termination of this Agreement.
- 18.6** (a) The outlet is only meant for serving food & beverages to the authorised visitors and has to be used only for such purposes. It is not an exhibition area and as such no such standalone activity can be carried out, even if it is one of trade promotional activities.
- (b) No open space can be occupied for any activity.
- (c) Any indulgence in such an activity as indicated above at (a) & (b) can be a reason or cause for termination/cancellation/revocation of the license.
- 18.7** For violation of any terms & conditions of Agreement, the defaulter Licensee will also be debarred for allotment of any F&B outlet in Pragati Maidan in his/ her / their name(s) or in the names of their, partners, directors, employees, associates, subsidiaries, sister concerns, affiliates, administrators, representatives, successors etc. as defined in the Companies Act 1956 and/ or in other applicable Acts. Any person(s) acting under or through the defaulter Licensee will also be debarred for allotment of any F&B outlet in Pragati Maidan.
- 18.8** In case of any reason whatsoever the Licensee continues to occupy the Licensed Premises **even after seven days** beyond the expiry of Agreement, the Licensee acknowledge unequivocal right to Licensor to impose penalty @ 5 (five) times of the license fee (to be calculated on pro rata basis of license fee quoted for the duration of license) or Rs. 1.00 lakh (Rupees one lakh) per day, whichever is higher, for the first seven days of default; 10 (ten) times of the license fee (to be calculated on pro rata basis of license fee quoted for the duration of license) or Rs. 2.00 lakh (Rupees two lakh) per day, whichever is higher, for the next seven days of default will be payable under this Agreement by way of liquidated damages. The Licensee agrees that it is a reasonable estimate of the damage and the Licensee agrees to pay the same without any protest/demur. Under no circumstances will the Licensee be allowed to occupy the **F&B outlets** after the fourteen days of default and the same would be taken over by the Licensor without any notice and in such a situation,

the Licensee will have no right to their items, if any, found in the outlet and the same will be disposed off at the cost and risk of the Licensee.

Any violation of this Agreement would disqualify the Licensee from applying for all bids issued / to be issued in future by the Licensor for operation of F&B outlets.

- 18.9** In case if it comes to notice that information/documents furnished by the licensee along with the bid documents or after award of the contract are false fraudulent, incorrect, misleading or forged, licensor shall be entitled to terminate/revoke/cancel the license granted under this agreement with an immediate effect. In such a case, the licensee will not be entitled to any refund of License Fee and Security Deposit.
- 18.10** For violation of any term & condition of the license, the Licensor shall be entitled to cancel/terminate/revoke the license granted under this Agreement. A few illustrative clauses in this regard are mentioned below. This list is, however, only indicative and not exhaustive.
- (a) For any failure to maintain cleanliness and hygienic conditions in and around **F&B Outlets** or the quality of food and Beverages served being unsatisfactory as indicated in Clauses 4.4, 4.7, 4.8, 4.14 and 4.15 of the Terms & Conditions.
 - (b) Organizing any unauthorized functions and any encroachment by violating Clauses 4.1 & 4.12.
 - (c) Delay in payment of dues in terms of Clauses 8 & 9.
 - (d) Any deviation/ increase/ alteration from the approved area or not confining the activities within the licensed premises as indicated in Clauses 3.1 & 16.1 (i) and for using unauthorized areas adjacent to the outlet.
 - (e) Any subletting, assigning or permitting or sub-contract of any description or enter into any management agreement or similar arrangements with regard to the use of the Licensed Premises or part thereof to any person/party including, without limitation, its subsidiary – sisters concern, affiliates, etc., or any change in the management, control, composition, constitution or ownership of the Licensee shall be deemed to be an assignment for the purpose of this Agreement and shall be treated as gross violation of Clause 13.1.
 - (f) For using the licensed premises for any other purpose than for what it is allotted.
 - (g) On any violation/non-compliance of terms & conditions and / or bid document/Award Letter.

19. DISPUTES, REFUND, CLAIM, STAMP DUTY & OTHER CHARGES, JURISDICTION, INTERPRETATION ETC.

19.1	Refund	In case the Licensee vacates the Licensed Premises before the expiry of the License Period, the Licensor will not refund any part of the License Fee, Security Deposit and the Conservancy Charges to the Licensee.
19.2	Smoking Prohibited	Smoking and sale of cigarette/ bidi, chewing of paan, paan masala, gutaka & other similar items, are not allowed. Sale & consumption of any form of intoxicant substances banned under law is strictly prohibited.
19.3	Exit Permit	On expiry/cancellation/termination of license, Exit Permit/ Gate Pass will be issued on receipt of all the dues by ITPO. Gate passes will be issued by the Licensor for taking out legitimate material out of Pragati Maidan by the Licensee.
19.4	Storage	No storage is allowed in the are other than Licensed Premises.
19.5	Stamp Duty and other Charges	The Licensee shall bear the cost of stamp duty and engrossment thereof to prepare two original License Agreements and one original each shall remain in custody of parties to this contract. All other applicable charges shall also be borne by the Licensee.
19.6	Jurisdiction	This Agreement is subject to the exclusive jurisdiction of Courts of Law in Delhi and states under adjudication of High Court of Delhi.
19.7	Interpretation	The decision of CMD, ITPO, the Licensor or his nominee shall be final and binding on the operators about the Rules & Regulations relating to the use of the Licensed Premises including disputes/ differences of opinion, if any.

20. COVENANTS, UNDERTAKINGS AND WARRANTIES

The Licensee further undertakes and warrants to and covenants with the Licensor as follows:-

- (i) No interest of any kind whatsoever whether by way of tenancy, lease, sub-lease or otherwise is being created in favour of the Licensee in the said Licensed Premises or any part thereof.
- (ii) Licensed Premises shall at all times be under the ownership, possession control and supervision of the Licensor. The Licensor shall retain in possession of the said Licensed

Premises and shall have the right to direct the mode and manner of the use of the said Licensed Premises. Further, the Licensor or its authorized representatives shall at all times retain free and unobstructed right of ingress and egress to the Licensed Premises including, without limitation, access for inspection and to carry out repairs, alterations and additions at all reasonable time during the tenure of operation.

- (iii) Licensee has no right of way, passage, air and light or any other easement rights in the said Licensed Premises but has merely the permission to use the Licensed Premises for the Permitted Purpose and only during the Licensed Term. Licensee shall have no interest in the licensed Premises in any manner whatsoever after expiry or termination / cancellation of license agreement.
- (iv) Licensee shall not store or bring into the Licensed Premises any inflammable or otherwise dangerous materials / goods, narcotics or drugs/ alcoholic beverages, banned substances in any part of the Licensed Premises which would present a fire and/or health hazard to the Licensed Premises /property, its guests and/or visitors.
- (v) Licensee shall not play any loud and / or annoying music, nor cause or be the cause of loud and / or noisy conduct nor indulge in anything whatsoever which may constitute a source of nuisance or annoyance to the Licensor, visitors, guests or other Licensees.
- (vi) Use of loudspeakers or playing music, making announcement and other promotional means for attracting visitors etc. is strictly prohibited.
- (vii) Copyright License – All necessary licenses for using copy right material from the relevant Copyright Societies e.g. Phonographic Performance Ltd. and the IPRS etc. shall be obtained and the copy of the same shall be kept for perusal of Licensor (ITPO). The F&B operator has to get required license(s) from the concerned authorities in advance. Any F&B operator found infringing Copyright Act shall be personally liable to pay the penalty and indemnify ITPO for such infringements.
- (viii) Licensee shall not, in any manner whatsoever make any favour or give any concession of any kind to any of the staff of the Licensor.

21. ARBITRATION

- i. All matters of dispute arising out of this License Agreement shall be governed by Law of Land and subject to jurisdiction of Courts in Delhi.
- ii. In case of any dispute relating to this Agreement, except those covered under P.P. Act, 1971, both the parties shall make all efforts to resolve mutually by way of Conciliation process, failing which the same shall be referred to CMD, ITPO for appointment of sole Arbitrator. The provisions of the Arbitration and Conciliation Act, 2016 (as amended from time to time) shall apply on both the parties.

- iii. Before resorting to arbitration, both parties may initially try to reconcile the differences /disputes; failing which only should arbitration be attempted.
- iv. The venue of the arbitration proceeding shall be the office of ITPO.
- v. Upon any and every reference as aforesaid, the assessment of costs and incidental expenses in the proceedings for the award shall be at the discretion of the Arbitrator.
- vi. The fee payable to the Arbitrator shall be paid equally by both the parties.
- vii. The language used in the arbitral proceedings shall be English only.

AFFIDAVIT

I, _____, son/daughter/wife of _____ resident of _____
_____ Director / Partner / Proprietor of M/s. _____
_____ having its registered office at _____
_____ do hereby

solemnly declare and affirm as under:-

1. That I/firm/company have/has the requisite licenses and approvals including license to operate food and beverage outlets.
2. That there has been no case / litigation whatsoever against me / firm / company or any other legal entity in which I/we have controlling share under Prevention of Food Adulteration Act, 1954 or any other law which restricts me / firm / company from operating food and beverage outlets and/ or to enter into the License Agreement.
3. That no penalty on account of failure of food samples/ unhygienic condition of F&B outlet(s) has been levied on me / firm/ company or any other legal entity in which I/we have controlling share by any of local / Government Authority.
4. That I/we/firm/company shall conform to the Food Safety and Standard Acts, Regulations, Bye-laws enacted thereunder and specifically to the guidelines on hygiene and sanitary practices provided under requisite schedule of Notification dated 1st Aug. 2011 of Ministry of Health and Family Welfare- Food Safety and Standards (Licensing and Registration of Food Business) Regulations 2011 and obtain requisite registration/license/ permission to the satisfaction of Licensor before commencing operations.
5. That I/we/firm/company shall ensure that eatable items sold/served from the premises are of requisite hygienic and quality standards and conform to the provision of the Prevention of Food Adulteration Act / Food Safety Standards Authority of India and any other guidelines, regulations, standards etc. issued by concerned Government Authorities from time to time. I/we shall be solely liable for any action or penalty imposed by relevant authorities in this regard.
6. That I / firm / company am/is financially sound to undertake such an Agreement.
7. That I / firm / company or any other legal entity in which I/we have controlling share has/ have never been barred from operating any F&B outlet anywhere in India by any agency / Govt. Deptt.

8. That I / we understand and agree that licensed premises shall not be used after expiry of the Agreement. The Licensor will have the right to disconnect electricity, water, PNG and other services after expiry of the Agreement and/ or seal or take over the premises on the expiry of the License Agreement **without any notice** to the licensee.
9. That I / we understand and agree that the license period /term of license of F&B Outlet for which I am/ we are submitting our bids is for **a period of six (06) months i.e. from** _____ as per the Bid Notice/Bid Documents and the period of license is non-negotiable and will not be extended under any circumstance on ground of any dispute and agreed that said issues may be processed for financial compensation, if any.
10. That in case I am/we are allotted the licensed premises, I/we will hand over the peaceful vacant possession of the licensed premises immediately on expiry of term.
11. That in case I am/ we are allotted the licensed premises, I/we shall peacefully hand over the vacant possession of the licensed premises on termination / cancellation / revocation of license in accordance with the instructions issued by the licensor in this regard and seek resolution of dispute, if any, through financial compensation only.
12. That I / we undertake and agree that I / we shall not resort to any unauthorized use of the premises and shall confine the permitted activities within the specified area. I / We also understand and agreed that for any violation of these conditions and / or for use of any area outside / beyond the licensed area, the license agreement will result in summary cancellation/ termination of license agreement.
13. That I / we undertake and agree that the Licensor will have right to revoke / cancel the License Agreement after following due procedure on violation of any terms & conditions of the bid document and / or Agreement.
14. That I / we agree and understand that I / we will have no authority to access the premises after the expiry / termination / revocation / cancellation of License Agreement.
15. That I/we agree and undertake that I / we will not operate Less F&B outlet than allotted in Pragati Maidan at any given point of time.
16. That I/we undertake to pay the amounts as demanded by ITPO towards damage if caused to the licensed premises during the tenure of Agreement/ on vacation. The amount towards damages shall be paid within three days from the date of Demand Note / Invoice.
17. That I/we or our other business entity where we had and / or still have controlling share, have not been barred from operating an F&B outlet on account of food quality issues by concerned govt. authorities or have not been convicted for irregularities concerning F&B outlets under various statues / rules / regulations / orders etc.
18. That I/we have not been debarred from bidding on account of Clause 3(ix) of bid documents.

19. I/We also undertake that none of my personnel/employee has a business or family relationship with any employee of ITPO and no one from ITPO is directly or indirectly involved in the project.
20. That I/we have read all the terms & conditions forming part of the License Agreement (**Annexure-C**) and agreed to abide by them in entirety.
21. That I/we agreed to pay charges applicable for various services/ utilities for F&B outlets (**Annexure 'E'**).

DEPONENT

VERIFICATION

Verified at Delhi on this _____ day of _____, 2021 that the contents of the above Affidavit are true and correct to my /our knowledge and no part is false and incorrect.

DEPONENT

India Trade Promotion Organisation**CHARGES APPLICABLE FOR VARIOUS SERVICES / UTILITIES
FOR F&B OUTLETS**

S. No.	Services / Utilities	Rates
1.	Electricity Charges	Rs. 20/- per KWH subject to a minimum of Rs.344/- per KW per month of connected load wherever meter is installed.
		(a) <u>Power connection charges:</u> Rs.238/- per KW
		(b) <u>Power Consumption Charges:</u> Rs.240/- per KW per day, wherever meter not installed
		(c) <u>Penal charges:</u> In case load is drawn more than the sanctioned load, penal rates will be charged @ <u>1.5 times</u> the normal rate of ITPO's approved tariff.
		(d) <u>Re-connection charges:</u> In case of power disconnection, re-connection charges as per approved tariff will be charged @ Rs.238/- per KW.
2.	Water Charges	(a) <u>Water consumption charges:</u> Rs. 324/- per kilo liter for metered connection
		(b) <u>Water consumption charges:</u> Rs. 1,680/- per tap per day For Non-Metered connection.
		(c) <u>Water connection charges:</u> Rs.11,760/- per connection.
		(d) <u>Re-connection charges:</u> Rs.23,520/-.
		(e) <u>Water consumption charges:</u> Rs. 9,400/- per tap per month For Non-Metered connections
3.	Conservancy Charges	As per ITPO's approved rates
4.	Piped Natural Gas (PNG)- wherever available.	Rs.60.00 per cubic meter

Note: (1) Above rates are subject to change without notice.

(2) GST@ 18% will be applicable on all the services or as prescribed by the Govt. from time to time.

(3) The charges for above services/utilities will be charges on pro-rata basis wherever applicable.

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**PAYMENT DETAILS FOR TENDER FEE AND
EARNEST MONEY DEPOSIT**

Payments Details

Only online payment through **RTGS/NEFT** will be accepted.

1. Name of the Beneficiary - INDIA TRADE PROMOTION ORGANISATION
2. Name of the Bank – Central Bank of India
3. Branch Address – Pragati Maidan, New Delhi-110001
4. Account No. – 1167404133
5. Type of Account – Saving
6. IFSC – CBIN 0284078
7. MICR Code – 110016150
8. PAN NO. - AAATI2955C

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LOCATIONS PROPOSED TO BE LICENSED

Sr. No.	Location	Area	License Duration
(A) Locations to be licensed on short term allotment basis (06 months)			
9.	Horse-shoe shaped Kiosk 2A & 2B (opp. Hall-2)	126 sqm each, with 57 sqm common seating space under canopy (with bare interiors)	06 months
10.	Horse-shoe shaped Kiosk 3A & 3B (opp. Hall-3)	126 sqm each, with 57 sqm common seating space under canopy (with bare interiors)	06 months
11.	Horse-shoe shaped Kiosk 4A & 4B (opp. Hall-4)	126 sqm each, with 57 sqm common seating space under canopy (with bare interiors)	06 months
12.	Horse-shoe shaped Kiosk 5A & 5B (opp. Hall-5)	126 sqm each, with 57 sqm common seating space under canopy (with bare interiors)	06 months
13.	Kiosk 11A and 11B&C (behind Hall-11): 28 sqm (with 144 sqm common open seating space) and 42 sqm (with 230 sqm common open seating space)	444 sqm	06 months
14.	Kiosk-12 (behind Hall-12): 201.5 plot area	201.5 sqm	06 months
15.	20 Nos of Vending Points [5 each for (i) bottled carbonated soft/cold drinks and packed juices; (ii) bottled drinking water; (iii) ice-creams and (iv) tea & coffee]	Platform of 5x5 ft. for each vending point	06 months
16.	Mezzanine-level outlets (incl. kitchen, counter/serving and food court seating areas)	<ul style="list-style-type: none"> Hall-2 = 568 sqm Hall-5 = 858 sqm Service Corridors (to be maintained by the licensee)	06 months
(B) Temporary F&B stalls / Food Court area to be allocated for IITF 2021 from November 8-28, 2021			
2.	15 temporary F&B stalls in Triangular Shaped Plot (opp. Pragati Bhawan)	[15 Nos. F&B stalls of 5m (wide) & 3m (depth) with common open seating space]	November 8-28, 2021

The bidder is required to quote License Fee for F&B Outlets which should be over and above the Minimum Reserved License Fee for entire duration of License Period and IITF 2021. The technically qualified bidder who has quoted the highest License Fee will be considered for award of contract and shall be considered as the successful bidder.

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INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My

Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.

3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in

the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

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