INDIAN INSTITUTE OF TECHNOLOGY DELHI

HAUZ KHAS, NEW DELHI – 110016

ESTATE OFFICE

TENDER DOCUMENT

SUBJECT	:	**Notice Inviting Tender (NIT) for Ladies Beauty Salon at First Floor of Shopping Complex East Campus, IIT Delhi**
EMD ₹	:	**50,000.00 (No exemption allowed)**
N.I.T. No.	:	**03/IITD/ESTATE/2026-27**
Date of Opening	:	**20/11/2026**

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INDIAN INSTITUTE OF TECHNOLOGY DELHI

ESTATE OFFICE

NOTICE INVITING E-TENDER

IITD/ESTATE (SP-5453) / 2026

Estate Officer, Indian Institute of Technology Delhi, Hauz Khas, New Delhi – 110016, Ph. No. 011-2659 1761 on behalf of Board of Governors, IIT Delhi invites online bids from **Firms of Repute for "**Ladies Beauty Salon at First Floor of Shopping Complex East Campus, IIT Delhi" **in two bid system** (Technical and commercial bid).

The bid forms and other details may be downloaded from Central Public Procurement Portal (http://eprocure.gov.in/eprocure/app). Aspiring bidders who have not enrolled / registered in e-procurement should enrol / register themselves before participating through web site http://eprocure.gov.in/eprocure/app. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at "Instructions for online bid submission."

Bidders can access quotation / tender documents on the website (for searching in the NIC site), kindly go to quotation search option and type 'IIT'. Thereafter, click on "GO" button to view all IIT quotations. Select the appropriate quotation / tender and fill them with all relevant information and submit the completed Quotation / Tender document online on the website http://eprocure.gov.in/eprocure/app as per the schedule given in the next page.

No manual bids will be accepted. All bids (both Technical & Financial) should be submitted in the e-procurement portal.

Estate Officer
For & on behalf of BOG, IIT Delhi

SCHEDULE

1	**Name of organisation**	**:**	**Indian Institute of Technology Delhi**
2	Tender / Quotation type (open / limited / EOI / auction / single)	:	Open
3	Tender / Quotation category (services / goods / works)	**:**	Services/Works
4	Type of Contract (work / supply / auction / service / buy / empanelment / sell)	**:**	Service (commercial establishment)
5	Is multi-currency allowed?	**:**	No
6	Date of publishing / issue / start	**:**	11/11/2026 at 03:00 PM
7	Document download start date	**:**	11/11/2026 at 03:00 PM
8	Document download end date	**:**	19/11/2026 (03:00 PM)
9	Last date & time of submission of bids	**:**	19/11/2026 (03:00 PM)
10	Date, time & place of opening of Technical Bids	**:**	20/11/2026 (03:00 PM)
11	Earnest Money Deposit (EMD) Rs.	**:**	**50,000.00 (No exemption allowed)**
12	Mode of payment of EMD	**:**	Can be paid through RTGS/NEFT. IIT Delhi Bank details are as under: Name of the Bank A/C : **IITD Revenue Account** SBI A/C No. : **10773572622** Name of the Bank : **State Bank of India, IIT Delhi, Hauz Khas, New Delhi-110016** IFSC Code : **SBIN0001077** MICR Code : **110002156** Swift No. : **SBININBB547** (This is mandatory that UTR Number is provided in the on-line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-I)
13	Bid without EMD / Non-submission of original DD	**:**	To be considered as UNRESPONSIVE and bid shall summarily be rejected
14	No. of bids / covers (1 / 2 / 3 / 4)	**:**	**2**
15	Address for communication	**:**	**Estate Officer**, Works Department, IIT Delhi, Hauz Khas, New Delhi – 110016
16	Contact No.	**:**	011 2659 1761
17	e-mail address for communication	**:**	a26984@admin.iitd.ac.in; ie@admin.iitd.ac.in

1 INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this quotation / tender document has been published on the Central Public Procurement Portal (URL: http://eprocure.gov.in/eprocure/app). The bidders are required to submit softcopies of their bids electronically on the CPP portal, using valid Digital Signature Certificates (DSC). 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 http://eprocure.gov.in/eprocure/app

REGISTRATION

1. Bidders are required to enrol on the e-procurement module of the Central Public Procurement portal (URL: http://eprocure.gov.in/eprocure/app) by clicking on the link, "click here to enrol". Enrolment on the CPP portal 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 e-mail address and mobile number 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 2 or class 3 certificates with signing key usage) issued by any certifying authority recognised by CCA India (e.g. Sify / TCS / n-Code / e-Mudhra etc.) with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs into 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, organisation 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 organisation 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. The tenders can be moved to the respective "My Tenders" folder. This would enable the CPP portal to intimate the bidders through SMS / e-mail 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 other, 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 bids. Please note the number of covers in which the bid documents have to be submitted. Any deviations from these may lead to rejection of the bids.
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 formats. Bid documents may be scanned with 100 dpi with black & white option.
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's certificates, etc.) has been provided to the bidders. Bidders can use "My Space" 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 he / she 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 "on-line" to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD / Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS (Refer to Schedule, Page no. 4)
4. A standard BOQ Format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. 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 online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
   OR
   In some cases financial bids can be submitted in PDF format as well (in lieu of BOQ).
5. 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.
6. 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 unauthorised 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.
7. The uploaded tender documents become readable only after the tender opening by the authorised bid openers.
8. Upon the successful and timely submission of bids, 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.

9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

1. Any queries relating to 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 24 x 7 CPP Portal Help Desk. The contact number of the helpdesk is 18002337315.

GENERAL INSTRUCTIONS TO THE BIDDERS

1. The tenders will be received online through portal https://eprocure.gov.in/eprocure/app. In the technical bids, the bidders are required to upload all the documents in PDF format.
2. Possession of a valid class II / III Digital Signature Certificate (DSC) in the form of smart card / e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through https://eprocure.gov.in/eprocure/app. Digital Signature Certificates can be obtained from the authorised certifying agencies, details of which are available in the website https://eprocure.gov.in/eprocure/app under the link "Information about DSC".
3. Tenderers are advised to follow the instructions provided in the "Instructions to the tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at https://eprocure.gov.in/eprocure/app.

2 INTRODUCTION

Indian Institute of Technology Delhi (IITD) is one of the 23 IITs created to be Centres of Excellence for training, research and development in science, engineering and technology in India. IIT Delhi Campus is an institutional township that is spread over 330 acres and hosts numerous office, laboratory, hostel and residential buildings with their supporting infrastructure

The Indian Institute of Technology Delhi (IITD) is a home to over 680 faculty members and their families, 12,000 students, and 800 support staff. The Institute regularly hosts national and international conferences, workshops, seminars, symposiums, and training programmes apart from normal day to day academic activities.

With a view to providing grooming and personal care services for female students, staff, and residents, the Institute proposes to establish a Ladies Beauty Salon within the campus as per the following:

Location	Area (in sq. ft.)	License Fee Applicable per month / sq. ft.	Purpose
First Floor, Shopping Complex	252.10 sq. ft.	Rs 24.08/- + GST as applicable (with 5% increase compounded annually)	Ladies Beauty Salon

3 PRE-QUALIFICATION CRITERIA

The bidder shall meet the following minimum eligibility criteria:

(a) Experience

The bidder must have:

(i) Be an Indian national holding the valid identity proof issued by Govt. of India.

(ii) A minimum of **three (03) consecutive years of experience** of running similar shop/outlet(s) (Ladies Beauty Salon) in any Corporate Organization, shopping mall, Reputed Educational Institution, Government Organization, Semi Government/Autonomous body. Documentary evidence such as work orders, agreements, completion certificates issued by client, client certificates, shall be submitted. If required, the tender inviting authority may ask for TDS certificates pertaining to private organizations.

(iii) Bids from Joint Venture or Consortium are not acceptable.

(b) Statutory Requirements

The bidder shall possess:

(i) Permanent Account Number (PAN).

(ii) GST Registration Certificate, or an Exemption Certificate (certifying that the bidder's annual turnover is below the GST registration threshold limit as prescribed under the GST Council). The Exemption Certificate shall be issued by a Chartered Accountant and shall bear the UDIN (Unique Document Identification Number).

(iii) Professional License for running beauty salon issued by any statutory public authority or MSME registration etc.

(c) Reputation

The bidder shall:

(i) Not have been blacklisted or debarred by any Government Department, Autonomous Institution, University, Research Institution, or Corporate Entity.

(ii) The bidder should not have any criminal case nor any economic offence pending before any Court of Law or Registered with Police. The bidder should submit an undertaking on his company's letter head as per Annexure.

4 TERMS & CONDITIONS OF NIT

a) **Due Date:** The tender shall be submitted online within the due date. The offers received after the due date and time will not be considered.

b) **Preparation of Bids:** The offer/bid should be submitted in two bid systems (i.e.) Eligibility cum Technical bid and financial bid. The Technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate the rates / price of each beauty salon services.inclusive of GST in the given format i.e., BoQ. The Eligibility cum Technical bid and the financial bid should be uploaded online.

c) **EMD:** The tenderer should submit an EMD amount through RTGS/NEFT. The Technical Bid without EMD would be considered UNRESPONSIVE and will not be accepted.

d) **Refund of EMD:** The EMD will be returned to unsuccessful bidder in 30 days, without any interest, only after opening of the financial bids of technically qualified bidders. In the case of successful (L-1) bidder, it will be retained till the successful completion of License / Contract period.

e) **Opening of the tender:** The bid will be opened by a committee duly constituted for this purpose. Bids (complete in all respect) received along with EMD, will be opened as mentioned in the Schedule in presence of bidder's representative, if available. Only one representative will be allowed to participate in

the tender opening. Bid received without EMD will be rejected straight way. The Eligibility cum Technical bid will be opened online first, and it will be examined by a Technical Committee (as per specification and requirement). The bidder who qualifies the initial eligibility criteria will be considered for evaluation of technical bid. The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification of the NIT including the presentations by the bidder as mentioned in the bid and will be opened in the presence of the Licensee's representatives subsequently for further evaluation. The bidders, if interested, may participate on the tender opening Date and Time. The representative should produce an authorization letter from their company to participate in the tender opening.

f) Acceptance/ Rejection of bids: The department reserves the right to reject any or all the price bids and call for fresh prices/tenders as the case may be without assigning any reason.

g) Criteria for disqualification: non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid, without reference to the bidder.

h) Applicable Law: The Contract shall be interpreted in accordance with the laws of the Union of India, and all disputes shall be subject to place of jurisdiction New Delhi.

i) Notices:

i. Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by email and confirmed in writing to the other party's address.

ii. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

j) Taxes: Licensees shall be entirely responsible for all taxes, duties, license fees, road e- way bills, etc. levied on their goods by the Govt. time to time.

k) The tenderer should in his own interest visit the site and get familiarized with the site conditions before tendering.

l) Necessary clarifications required by the department shall have to be furnished by the tenderer within the time given by the department for the same. The tenderer will have to depute his representative to discuss with the officer(s) of the department as and when so desired. In case, in the opinion of the department a tenderer is taking undue long time in furnishing the desired clarifications, his bid will be rejected without making any reference.

5 SCOPE OF SERVICE

The Ladies Beauty Salon is intended to cater to the requirements of students, faculty, staff, residents and visitors of the Institute.

(i) The successful bidder shall have to obtain all Applicable certificate and to keep the certificate valid for the whole contract period.

(ii) The successful bidder shall be provided with space within the campus for operating the Ladies Beauty Salon at a licence fee as prescribed in the relevant clause. Water and Electricity charges, as applicable, shall be paid by the selected successful bidder.

(iii) The successful bidder shall facilitate digital transactions and accept payments through UPI, digital wallets, Point of Sale (PoS) / Swipe Machine and other approved electronic payment modes.

(iv) All equipment, refrigerators, storage units, display counters, and other operational infrastructure shall be accommodated within the allotted premises.

(v) Subletting or subcontracting of the premises or services is strictly prohibited. Any violation shall result in immediate termination of the contract and forfeiture of the Security Deposit.

(vi) The approved service list and price list shall be prominently displayed at the Beauty Salon and shall be clearly visible to customers at all times.

(vii) The successful bidder shall ensure the availability of beauty services in accordance with the service list approved by the Institute.

(viii) The successful bidder shall maintain high standards of cleanliness, hygiene and waste management in and around the allotted premises in compliance with Applicable regulations and other applicable statutory requirements.

(ix) The successful bidder shall obtain and maintain all licences, permits, registrations, and statutory approvals required for operating the Ladies Beauty Salon throughout the contract period.

(x) Upon award of the contract, the selected bidder shall commence operations within one month from the date of issue of the Letter of Award. Failure to do so may result in cancellation of the contract award.

(xi) The facility should be operated 7 days of the week and have at least 9-hour shift every day.

(xii) Provide beauty services as per the service list items approved by CELC (Commercial Establishment Licensing Committee) / CEMC (Commercial Establishment Management Committee) (listed in BoQ) and the beauty service list is subject to periodical review and revision.

(xiii) Provide appointment/service management service as per the rates and modalities approved by the CELC/CEMC.

(xiv) All the set ups including civil, electrical, plumbing, furniture, air conditioning, ventilation etc. for the service area, beauty service counter and service area shall be done by the bidder or by the Licensee appointed by him/her at their own expense.

Note: Bidders intending to submit proposals are advised to visit the site and familiarize themselves with the location, available infrastructure, and operational requirements prior to submission of their bids.

6 TECHNICAL EVALUATION CRITERIA

The criteria for technical evaluation of the bids are stated hereunder:

S. No.	Criteria	Marks maximum
1	A minimum of three **(03) consecutive years** of experience of operating a beauty salon in Corporate Organization, shopping mall, Reputed Educational Institution, Government Organization, Public Sector Undertaking (PSU), or similar establishment in last 10 years ending last day of the month previous to the one in which tenders are invited. Documentary evidence such as work orders, agreements, completion certificates issued by client, client certificates, etc. shall be submitted. If required, the tender inviting authority may ask for TDS certificates pertaining to private organizations. (a) 4 marks for each one year of experience upto 3 years. (b) For experience beyond 3 years, 2 marks for each additional year.	24 (maximum)
2	Total Number of service outlets (client) in any Govt. / Semi Govt. / PSU / Autonomous bodies / Private Organizations for whom the Bidder has previously served in the last ten years independently as a Licensee as a Beauty Salon. (Please fill Annexures – I & II of this NIT) with satisfactory feedback • 04 marks for each no. of client / workorder / proof of running beauty salon	16 (maximum)
3	Performance Report / Feedback provided by clients. The bidder must upload the performance certificate issued by the client to the bidder. a. 03 marks for each “Satisfactory” performance report. b. No marks for each “Unsatisfactory” performance report or no report.	10 (maximum)
4	Presentation by a bidder before a duly constituted committee of the institute. The presentation should include the following: **(i)** Proposed services and their uniqueness to be provided by the vendor/bidder **(ii)** Brand tie-ups and product range to be used by the vendor **(iii)** Capabilities and strength of service team **(iv)** Plan for waste disposal **(v)** Plan for cleaning, laundering and hygienic Maintenance of Towels, Gowns, Capes and other reusable linen **(vi)** Proposed layout of ladies beauty salon and sitting arrangement for IIT Delhi premises including general ambience, lighting, etc. **(vii)** Plan for maintaining hygiene inside and outside of the Beauty Salon premises. **(viii)** Precautions to be taken to maintain hygiene and sanitation in the Ladies Beauty Salon, including sterilization of equipment and safe handling, storage, and use of beauty products. **(ix)** Pest control measures.	50 (maximum)

	(x) Timeline to start operations, if awarded the work. **(xi)** Operational Capabilities (showing the number of times that bidder provided special services during the institute/client events and festivals.	
		Total Marks = 100

- **The minimum qualifying marks in each shall be 50% of the maximum marks assigned to that criteria.**
- **The minimum qualifying marks overall for opening of financial bid is 70%.**
- **The Bidder with the lowest total bid price will be designated as (L1) and the space will be allotted to the L-1 bidder subject to acceptance of the competent authority.**
- **The terms and conditions agreed upon by the bidder in the presentation shall be part of the license deed**

7 FINANCIAL EVALUATION CRITERIA

The financial criteria having 100% weightage will be evaluated on the basis of the rates quoted by the bidder in BoQ. The Commercial Bid shall contain only the financial offer/quoted rates. No financial information shall be included in the Technical Bid. Any inclusion of financial details in the Technical Bid shall lead to rejection of the bid. It is to be noted that the final selling price in the service list at the start of operations will be submitted by the L1 bidder to the Estate Office for its approval.

8 GENERAL TERMS & CONDITIONS

(a) Contract Duration and Renewal

License for the commercial establishment shall be given for maximum 3 (three) years and shall be renewed on yearly basis. Such renewal of licenses shall be made after due deliberations in the CELC (Commercial Establishment Licensing Committee) for the performance of the outlet during the license period. The performance of the successful bidder shall be reviewed periodically by the Institute. The contract may be extended for a further period on mutually agreed terms and at the sole discretion of the Institute. The contract may be extended for a further period on mutually agreed terms and at the sole discretion of the Institute. In the event of unsatisfactory performance, violation of contract conditions, or adverse feedback from the Institute community, the Institute reserves the right to terminate the contract.

(b) Termination of Contract

(i) The Institute reserves the right to terminate the contract at any time, without prior notice and without assigning any reason whatsoever.

(ii) In the event of serious lapses, breach of contract conditions, hygiene violations, hygiene deficiencies, or any act detrimental to the interests of the Institute, the contract may be terminated with immediate effect, and the successful bidder shall vacate the premises.

(iii) The successful bidder may terminate the contract by giving three (03) months' written notice and clearing all dues payable to the Institute.

(c) Licensing Requirements

The successful bidder shall possess and maintain valid licences, permits, and registrations required under applicable laws for operating the Ladies Beauty Salon, including a valid Applicable Licence. The Licensee shall apply for and obtain the Applicable Certificate at the time of occupation of the allotted outlet and submit a copy of the same to the Estate Office within 45 days from the date of occupation. Renewal of the Applicable Certificate from time to time shall be the sole responsibility of the Licensee. The Licensee shall also submit a copy of the renewed Applicable Certificate to the Estate Office immediately upon expiry/renewal of the previous certificate. Where applicable, the successful bidder shall obtain a licence under the Contract Labour (Regulation and Abolition) Act, 1970. Employment of child labour is strictly prohibited.

(d) Compliance with Labour Laws

The successful bidder shall comply with all applicable labour laws, rules, and regulations. The successful bidder shall maintain records relating to wages, statutory contributions, and employee benefits and shall indemnify the Institute against any liability arising out of non-compliance with statutory obligations.

(e) Scope of Contract

This contract is exclusively for operating and managing the Ladies Beauty Salon for the benefit of the Institute community and shall not be construed as a labour contract under any circumstances.

(f) Security Deposit

The successful bidder shall deposit a Security Deposit equivalent to twelve (12) months' licence fee and other applicable charges in the form prescribed by the Institute. Security Deposit shall be submitted within 15 days of issue of acceptance letter. Agreement/ License Deed shall be signed by authorised representatives/ proprietor/ the person having power of attorney within 15 days of issue of letter of intent. This NIT shall form part of the contract/ License Deed.

(g) Agreement Execution

The successful bidder shall execute an agreement (License Deed) with the Institute incorporating all terms and conditions of the tender before commencement of operations.

(h) Liability for Injury, Damage, or Loss

The successful bidder shall be solely responsible for any injury, accident, loss, or damage involving its personnel, equipment, materials, or property arising out of its operations within the premises.

(i) Quality and Hygiene

The successful bidder shall ensure that all beauty services are provided in a safe, hygienic, and professional manner using quality beauty products and properly sterilized equipment and tools. The successful bidder shall maintain the highest standards of cleanliness, hygiene, sanitation, and safe handling, storage, and use of beauty products in accordance with applicable laws, guidelines, and any instructions issued by the Institute from time to time.

(j) Labour / Personnel Compliance

(i) The successful bidder shall comply with applicable provisions of EPF and ESI for all eligible personnel deployed under the contract and shall submit relevant records, wherever required by IITD. Any liability arising due to non-compliance shall be solely borne by the bidder.

(ii) The bidder shall furnish the names, addresses, and identity details of all personnel engaged for operation of the Ladies Beauty Salon.

(iii) The personnel engaged by the bidder shall not be deemed employees of the Institute and shall have no claim whatsoever against the Institute.

(iv) All personnel shall comply with the security regulations and instructions issued by the Institute authorities and shall maintain proper conduct and discipline while on campus. Any activity detrimental to the interests of the Institute shall not be permitted.

(k) Accommodation for Workers

The Institute shall not provide accommodation for the personnel engaged by the successful bidder. The successful bidder shall make its own arrangements.

(l) Proposal Completeness

The proposal shall be complete in all respects and accompanied by all required documents. Incomplete proposals are liable to be rejected.

(m) Proposal (Bid) Validity

The proposal (Bid) shall remain valid for a period of 180 (one hundred and eighty) days from the date of opening of the tender.

(n) Proposal (Bid) Format

The proposal shall clearly indicate the name and address of the bidder. All documents submitted shall be duly signed and stamped by the authorised signatory.

(o) Right to Accept or Reject Proposals

The Institute reserves the right to accept or reject any or all proposals (bids), either wholly or partially, without assigning any reason.

(p) Final Decision

The decision of the Director, IIT Delhi, in all matters relating to this tender and contract shall be final and binding on all parties.

(q) Dispute Resolution

Any dispute arising out of this tender or contract shall first be resolved through mutual discussions. Failing such resolution, the matter shall be subject to the exclusive jurisdiction of the courts at Delhi.

(r) Technical Evaluation

The Institute reserves the right to verify the credentials, experience, financial capability, and other information furnished by the bidder through any source deemed appropriate.

(s) Disqualification

Any inconsistency, ambiguity, misrepresentation, suppression of facts, or submission of false information may result in disqualification of the bid.

(t) Feedback and Performance Assessment

Feedback regarding the performance of existing or previous operations managed by the bidder may be considered during technical evaluation. Adverse feedback or poor performance records may result in rejection of the bid.

(u) Penalties

Any loss, damage, unhygienic practices, hygiene violations, mismanagement, or breach of contract conditions shall attract penalties as determined by the Institute. Detailed penalty provisions shall form part of the contract agreement.

(v) Centralised Service Listing, Billing and Appointment Management System

In the event the Institute introduces a Centralised Service Listing, Billing and Appointment Management System during the contract period, the successful bidder shall extend full cooperation and comply with the requirements of such system, including integration of service listings, appointment scheduling, digital billing, and payment mechanisms, as prescribed by the Institute from time to time.

(w) Deployment of Dedicated Cleaning Staff

The selected bidder shall deploy dedicated cleaning staff to maintain cleanliness and hygiene in and around the allotted premises, including service areas, counters, tools, equipment, and waste disposal areas at all times.

(x) Other Additional Conditions

(i) The Licensee (the successful bidder who has been allotted the space by IIT Delhi to run the beauty service outlet or his legal successor) once allotted a Shop / Commercial Establishment / Premises in the campus will not be considered eligible to participate in allotment of another Commercial Establishment in the campus during the entire period of its allotment in the campus either in the same name or by changing / altering the name or constitution of the establishment / proprietor / Licensee/ firm, company etc. For proprietors, only one person in blood relation or a close relative will be considered as eligible for allotment of license in the campus.

(ii) In the case of Govt. or Limited company, the authorised Officer / Manager shall run the business / office with due intimation to the Licensor.

(iii) The Licensor (here IIT Delhi) shall retain the original (Contract) License Deed and Licensee shall keep the duplicate copy (photocopy) of the License Deed.

(iv) The Licensee shall bear and pay the cost, charges and expenses or any incidentals, for the preparation and execution of this deed, in duplicate.

(v) The Licensee during the license period, permanently or temporarily, shall not share / franchise or sublet to anybody else and shall not be allowed to take any person to share the premises or in partnership without the prior written permission of the licensor, nor shall he be entitled to allow any person to occupy the licensed premises or to use any part thereof without the permission in writing from the licensor.

(vi) An empowered committee of officers in CELC (Commercial Establishment Licensing Committee) and CEMC Commercial Establishment Management committee), appointed by the Licensor shall exercise a supervisory control over the shops both with regard to the fixation of prices of items as well as observance of other rules, quality control, hygiene and the cleanliness of the premises respectively. The decision of respective committee with regard to the price of any item sold at the Shop / Commercial Establishment / Premises shall be binding on the Licensee. The Shop / Commercial Establishment / Premises shall be open to inspection by any member / members of the committee at all reasonable hours.

(vii) The Licensee shall always be a bare Licensee of the said shop / premises and nothing herein contained shall be construed as conferring ownership of the said Shop / Commercial Establishment / Premises or any part thereof so as to give the Licensee

any interest therein. The overall control and superintendence of the said Shop/Commercial Establishment/Premises shall remain with the Licensor through the Commercial Establishment Monitoring Committee (CEMC) & Commercial Establishment Licensing Committee (CELC) whose officials shall, at all reasonable hours, be entitled to inspect the said shop to ensure its bonafide use.

(viii) The Licensee shall not use the Shop / Commercial Establishment / Premises for any purpose other than for which it has been licensed without the written permission of Licensor.

(ix) The licensed premises shall not be used for any unlawful, prohibited, immoral, hazardous, or unauthorized activity under any circumstances.

(x) The Licensor reserves the right to allow / disallow selling of specific items other than mentioned in the special conditions of the agreement for a specified period as per the need of the Institute community to any shop.

(xi) The Licensee shall not close the establishment without written permission of the Estate officer. Under extremely compelling circumstances, the Licensee will have to intimate Estate Officer immediately.

(xii) The Licensee will strictly follow Shop / Commercial Establishment / Premises operation / running timings.

(xiii) That the Licensee shall be licensed the said premises equipment, installations, fittings and fixtures provided, if any, on 'as-is-where-is basis' and the Licensee shall not make any additions / alterations in the licensed space, installations if installed, including electric installations and wiring without the prior permission of the Licensor in writing. Necessary light and fan installations shall be arranged by the licensee at his own cost. For other trade specific works of civil / electrical / plumbing / AC nature, required for the operations of establishment, the Licensee may execute the same with prior approval of IITD and maintain them for the period of License at its cost.

(xiv) The Licensee shall not store, sell, or use any expired, counterfeit, adulterated, sub-standard or unsafe beauty products, cosmetics or consumables in the licensed premises. Any violation observed in this regard shall attract penal action, including suspension or termination of the License.

(xv) The Licensee shall ensure that all employees/workers deployed in the establishment wear proper uniform and display valid identity cards during working hours. The Licensee shall also ensure proper conduct and discipline of its employees within the campus.

(xvi) The Licensee shall keep the Shop / Commercial Establishment / Premises and surroundings neat and clean and maintain the general hygiene. Also, the Licensee shall not employ or permit to be employed or allow to enter into or remain in the said Shop / Commercial Establishment / Premises any person suffering from any contagious or infectious disease. The licensee shall be responsible for maintaining the health card of his employees, which, on demand by Licensor, shall be made available by the Licensee.

(xvii) On revocation of license or on expiration of license, if license is not renewed, the Licensee shall remove fittings and fixtures provided and fixed by him and remove the name of the Establishment / Premises written by Licensee and make good the damage, if any, done during such removal and restore the Commercial Establishment / Premises to its original condition, except normal wear and tear, at his own cost. Failing to do so, the licensor shall remove fitting and fixtures, name of the shop and repair the damage and restore the shop / commercial establishment / premises in its

original condition except normal wear and tear at the cost as estimated / incurred by the licensor and the same shall be recovered from the security deposit of the Licensee.

(xviii) No bill shall be stuck on any part of the Establishment / Premises or of the building on outside or inside or in the corridor. Bills found pasted in contravention of this clause shall be removed by the Licensee forthwith at his cost on being pointed out by the Licensor.

(xix) The Licensee shall carry out regular pest control treatment through authorized agencies at its own cost and maintain proper records thereof for inspection by the Licensor whenever required.

(xx) Sleeping in the Establishment / Premises is not permitted beyond the operation / running timings, and / or overnight. Permission to stay, for one person, at night hours, shall be granted to specific trades, only where delivery of goods is received during night hours. Estate officer shall be the final authority to take such a decision.

(xxi) The Licensee shall maintain proper records relating to billing, GST, purchases, employee details, and other statutory compliances and shall produce the same for inspection by the Licensor or any statutory authority whenever required.

(xxii) The Licensee, at its own cost, shall arrange to dispose-off the generated dry and wet waste, after segregation, only into the bins provided by IIT Delhi at various locations in the campus or shall arrange with the agency deputed by IIT Delhi.

(xxiii) The Licensee shall ensure all necessary fire and electrical safety measures in respect of all equipment, appliances, electrical installations, and devices used in the Ladies Beauty Salon, including hair dryers, hair straighteners, curling irons, facial steamers, sterilizers, water heaters, air conditioners, and other electrical equipment, to the satisfaction of the Fire Department and the Estate Officer.

(xxiv) The Licensee shall ensure proper housekeeping, regular cleaning, sterilization of tools and equipment, and pest control, wherever required, to maintain hygiene and sanitation in the Ladies Beauty Salon premises.

(xxv) The Licensee shall ensure that no loud music, shouting, promotional activity, or any other act causing disturbance or inconvenience to the Institute community is carried out in or around the licensed premises.

(xxvi) The Licensee shall not introduce any new beauty service or revise the approved rates of existing services without obtaining prior approval of the Estate Officer. The rates approved by CELC shall be prominently displayed in the Ladies Beauty Salon.

(xxvii) The Licensee shall issue printed/digital bills for all services provided and products/items sold by them and shall be responsible for depositing the GST to the Govt. agencies as per Govt. norms. All mandatory taxes like GST, etc. shall be mentioned on the bill wherever applicable.

(xxviii) The Licensee shall not keep any animal, inside or outside, the said shop.

(xxix) On expiry of the period fixed in the license or on revocation of the license or on breach of any of the terms and conditions set forth above, the licensor shall be entitled to assume exclusive and absolute physical possession of the said premises and deal with it in such a manner as deemed fit. Any belonging of the Licensee, if found in such premises, shall be liable to be auctioned unless claimed within one month of the resumption of such premises by the Licensor.

(xxx) No vehicle used for transportation / Carriage of materials etc., shall be parked in the premises except for duration for loading / unloading of materials.

(xxxi) The licensee will have to submit their present and permanent address with proof and e- mail ID, etc. in the Estate Office while signing the License deed.

(xxxii) The waste shall be disposed of by the Licensee to the Institute's waste collection vehicle in segregated form (dry / wet / hazardous) packed in bio-compostable bags. In case the Licensee is found disposing the waste in the surroundings of the shopping complex or any other location, a penalty shall be imposed as per the Institute's policy.

(xxxiii) Wherever the Competent Authority is mentioned, it is deemed to be synonymous with Estate Officer of the IIT Delhi.

(xxxiv) The Licensee shall comply with all circulars, office orders, advisories, standard operating procedures (SOPs), and instructions issued by the Estate Officer from time to time in respect of operation of the commercial establishment.

(xxxv) In the event of the death of the licensee, the license shall come to an end. However, the Licensor may permit the Legal Heir of the licensee to run the business on the same Terms & Conditions for the remaining period of the license on the execution of a fresh deed of license by such Legal Heir.

(xxxvi) The Licensee shall indemnify and keep indemnified the Licensor against all losses, damages, claims, liabilities, penalties, legal proceedings, expenses, or actions arising out of any act, omission, negligence, breach of statutory provisions, or violation of terms and conditions by the Licensee, its employees, representatives, or agents.

(xxxvii) A Licensee (an individual / a firm) already operating a commercial establishment on the campus, is not eligible to participate in allotment of another commercial establishment / outlet in the campus during the entire period of his / her / their engagement on the campus.

(xxxviii) The Licensee shall abide by the conditions of the License Deed executed between the Licensee and the Licensor during the period of license. The Estate Officer, IITD reserves the right to serve notices to the Licensee for non-observance of any condition of the License-deed and can recommend the CELC for termination of license of the Licensee.

(xxxix) The Licensee will have to execute and sign a License Deed on one hundred rupees Non- Judicial Stamp Paper as per the Institute's format.

(xl) Any subsequent tax imposed by the Govt./statutory body shall be applicable and borne by the Licensee.

(xli) All other conditions / policy matters not included in this Tender Document shall be governed by the Commercial Establishment Allotment Rules of the Institute (available in the IITD website).

(xlii) Notwithstanding any other provisions in this license deed, the Licensee acknowledges that the Institute reserves the rights to review / revise policy decisions from time to time with respect to the terms and conditions governing the licenses granted to the commercial establishments. These may extend to cover the License Fees, rates of electricity and water, etc. The Licensee agrees and acknowledges that such policy decisions shall become applicable to the present License Deed and that the Licensee shall be bound to comply / adhere with the same without demur.

(xliii) The terms and conditions as given in the "Commercial Establishment Allotment Rules" document, as applicable, for allotment of space mentioned herein shall also form a part of the License Deed.

(xliv) The Licensee shall use only genuine, branded, and legally permitted beauty products, cosmetics, equipment, and consumables. The use of expired, counterfeit, adulterated, or sub-standard products is strictly prohibited.

(xlv) The Licensee shall collect and dispose of all salon waste, including hair waste, used tissues, disposable gloves, cotton, wax strips, empty cosmetic containers, and other

waste generated during operations, in accordance with the Institute's waste management policy and applicable statutory guidelines.

(xlvi) The Ladies Beauty Salon shall not introduce any additional beauty services or revise the approved rates of services without prior approval of CELC. The approved rates shall be prominently displayed inside the Ladies Beauty Salon.

(xlvii) The Licensee shall use new disposable wax strips, disposable razors/blades, threads, and other single-use consumables for each customer, wherever applicable. Reusable tools and equipment shall be properly disinfected and sterilized after every use to maintain hygiene and safety standards.

(y) POLICY OF THE INSTITUTE

Institute has a policy against **sexual harassment** and is committed to providing an environment free from **sexual harassment of women** at the workplace. Licensee shall have to abide by the policy of the Institute with due diligence. Any violation on the part of the contractor shall be dealt with the extant rules of the Institute.

9 DISCLAIMER

(a) Right to Accept or Reject Bids

The Indian Institute of Technology Delhi (IITD) reserves the right to accept or reject any or all bids, either wholly or partially, without assigning any reason whatsoever. IITD shall not be obliged to provide any explanation or enter any correspondence with bidders regarding the outcome of the tender process.

(b) Amendments to the Tender Document

IITD reserves the right to amend, modify, supplement, withdraw, or cancel any part of the tender document at any stage through the issuance of addenda or corrigenda, without incurring any liability or obligation and without assigning any reason. The tender document shall not be construed as an offer or a legally binding commitment on the part of IITD.

(c) Ownership of Documents

All documents, information, and materials submitted by the bidders in response to this tender shall become the property of IITD. The Institute shall not be liable to return any bid documents, supporting materials, or other information submitted by the bidders.

(d) No Contractual Obligation

Submission of a bid shall not create any contractual obligation, either express or implied, between the bidder and IITD until a formal agreement is executed by both parties.

(e) Costs Borne by Bidders

All costs and expenses incurred in connection with the preparation, submission, clarification, presentation, negotiation, or processing of the bid shall be borne solely by the bidder. IITD shall not be responsible or liable for any such costs, irrespective of the outcome of the tender process.

10 PENALTIES / FINES

The following penalties shall be levied on the licensee for violations observed during the contract period:

VIOLATION	PENALTY PER VIOLATION

Use of expired, counterfeit, adulterated, or sub-standard beauty products, cosmetics, or consumables	Rs.15,000/-
Failure to properly disinfect or sterilize reusable tools and equipment after each use	Rs.15,000/-
Reuse of disposable items such as wax strips, razors/blades, threads, gloves, tissues, or other single-use consumables	Forfeiture of Security Deposit and Termination of Contract
Presence of cockroaches, flies, rodents, insects, or other pests in the premises	Rs.5,000/-
Improper disposal of salon waste, hair waste, used wax strips, cotton, tissues, gloves, or other waste generated during operations	Rs.5,000/-
Non-display of the approved rate list at a conspicuous place inside the Ladies Beauty Salon	Rs.2,000/-
Charging rates higher than those approved by IIT Delhi	Rs.5,000/-
Failure to issue printed/digital bills wherever applicable	Rs.2,000/-
Misbehaviour, misconduct, or improper conduct of staff with customers or members of the Institute community	Rs.5,000/-
Staff working without proper uniform.	Rs.5,000/-
Non-adherence to the operating hours prescribed by the Institute	Rs.5,000/-
Unauthorized addition of services or revision of approved service charges without prior approval	Rs.15,000/-
Damage to Institute property, in addition to the actual cost of repair or replacement	Rs.5,000/-
Possession or consumption of tobacco products, smoking, alcohol, or any prohibited substance within the premises	Rs.10,000/-
Use of single-use plastic items prohibited under Institute/Government guidelines	Rs.5,000/-
Non-compliance with applicable health, hygiene, sanitation, labour, or statutory regulations	Rs.5000/-
Repeated customer complaints regarding hygiene, service quality, or staff behaviour (three or more complaints within a month found genuine after verification)	Rs.5,000/-
License Fee or other dues (Electricity, Water, etc.) not paid by the due date	Penal interest @ Rs.500/- per month or 18% per annum of the amount due, computed on a monthly basis, whichever is higher. The Licensor reserves the right to discontinue the license for non-payment of dues for more than three months.

Non-payment of penalty within the stipulated period	Penalty amount shall be recovered from the Security Deposit.
Failure to clear outstanding dues within the stipulated period mentioned in the notice	Electricity/Water connection provided by IIT Delhi may be disconnected without further notice.

11 TERMINATION CLAUSE

(i) IIT Delhi reserves the right to terminate the license given to the Licensee at any point of time if he/she violates from any of the clauses mentioned in this tender document. The decision of the Institute shall be final and binding upon Licensee.

(ii) That in case the license for use and occupation of the premises is terminated, revoked or cancelled by the licensor, the use of premises by the Licensee or his staff/workers will be treated as unauthorised occupancy and the Licensor shall have the right to disconnect the electricity and water connection to the said shop, without any reference or notice, in addition to the right to recover unauthorised use and occupation charges.

(iii) Notwithstanding anything contained herein, the Licensor reserves the right to immediately suspend the operations of the establishment, wholly or partially, in the interest of public safety, hygiene, security, law and order, or administrative exigencies pending further decision by the Competent Authority.

12 RENEWAL CLAUSE

Licenses for the establishment may be renewed by the Licensor on a yearly basis as per the recommendation of CEMC. Such renewal of licenses may be made after due deliberations in the Commercial Establishment Licensing Committee (herein also referred to as CELC) of IIT Delhi for the performance of any outlet during the current license period. All communications on renewal / termination of license shall be issued by the Estate Office well in advance before expiry of the current license period and process for the award of space to a fresh vendor shall be initiated accordingly.

13 RENT CLAUSE

(i) For rent calculations, the entire service area, treatment area, storage area, washing area, office area, reception area, etc. shall be treated as covered area. The toilet/washroom area shall not form part of the covered area for rent purposes. The Licensor reserves the right to review / revise the rates of License Fee as per the decision of the Institute. The Licensee agrees to be bound by the revised rates without demur.

(ii) The License Fee will be charged as per "Commercial Establishment Allotment Rules". License fee will be charged as per rates revised and effective from 01/01/2026 @ (at the rate of) Rs.24.08 plus GST per sq.ft. per month. An increase in the License fee @ of 5% (compounded annually) on prevailing License fee at the time of renewal, if any made by Licensor, every year, starting from 1st January of every calendar year

(iii) The Licensee will be required to deposit an amount equal to twelve months License Fee (within 15 days from date of issue of award letter) as Security Deposit with the Licensor. The security

deposit will be non-interest bearing and shall be returned to the Licensee after expiry or soon after termination of the license, after making deductions, if any, against unpaid bills, damages, etc.

(iv) If the License Fee hereby reserved or any other part thereof, shall at any time be in arrears or remain unpaid after the due date, or if the Licensee at any time fails or neglects to perform or observe any of the terms and conditions contained herein and on his part to be observed and performed, then, in that event the licensor may, without prejudice to any other remedies or rights, revoke the license by giving 15 (fifteen) days' notice in writing to the Licensee and re-enter the premises in question or any other part thereof. The Licensee shall upon such revocation peacefully give up possession of the premises in question without any right to compensation whatsoever. In addition, the Licensor reserves the right to take its remedies against any other breach of the terms and conditions against the Licensee.

14 LABOUR CLAUSE

(i) Any employee whose conduct is not found appropriate by the IIT Delhi Community / Licensor, will be removed by the Licensee with immediate effect from the occurrence of the misconduct.

(ii) No child labour shall be employed by the Licensee. The Licensee shall abide by the applicable labour laws and regulations

(iii) If at any stage the Licensee / Vendor or his employee(s) is/are found to be involved in any uncalled-for activity inside or outside the premises of the Institute, which may bring disrepute to the Institute, the license is liable to be terminated by the Competent Authority by giving 30 days' notice in writing to the Licensee. The Licensee shall remove any such employee from employment who is found intoxicated at the workplace in working hours, not found following the work conduct or not found fulfilling any other condition mentioned herein.

(iv) The Licensee is required to arrange police verification of all his employees. No person with any adverse record with the police should be employed by the Licensee.

15 RESTRICTIONS ON USE OF PLASTICS

(i) Use of throwaway plastics (single-use plastic) is banned inside the IITD campus.

(ii) Carry bags made from compostable plastics bearing the label "compostable" and conforming to the Indian Standard can be used.

(iii) Use of Paper bags/plates/cups, etc., is encouraged. Cloth bags may be made available in lieu of plastic bags for users.

16 WATER & ELECTRICITY

(i) The Licensee shall obtain all statutory approvals, licences, and utility connections, wherever applicable, required for operating the Ladies Beauty Salon in accordance with the applicable laws and the directions of the Institute.

(ii) The Licensee shall obtain electricity connection in the said Establishment / Premises directly from the DISCOM. In case electricity is provided by IITD for the purpose of running the facilities then the licensee/bidder is required to pay electricity charges as fixed by IITD from time to time, as per the demand raised by the Estate Office of IITD.

(iii) Water will be provided for basic activities based on metered consumption at the applicable rates. The licensee/bidder is required to pay the water charges as fixed by IITD from time to time, as per the demand raised by the Estate Office of IITD.

(iv) Every effort must be exercised by Licensee to minimize electricity and water usage and avoid unnecessary usage and wastage.

17 FORFEITURE OF EARNEST MONEY (EMD)

Earnest money will be forfeited on non-occupation of the allotted premises and or non-commencement of operations within one month (or as decided by the Estate Officer) of issue of allotment letter. The allottee shall not have any claim on such forfeiture / cancellation of License. In the event of forfeiture of EMD, the successful bidder shall not be allowed to participate in re-bid.

18 BID REJECTION / LICENSE CANCELLATION

(i) Conditional tenders / application forms will be summarily rejected.

(ii) The bidder should not have been blacklisted or debarred by any other Entity/Organization during the past 5 (Five) years. If the Institute gains knowledge of the above at any time, the bid is liable to be summarily rejected and if the License has already been awarded, the same can be terminated and security deposit forfeited.

(iii) In the event of a bidder submitting any forged/fake document, the bid is liable to be summarily rejected and if a License has already been awarded, the same can be terminated and security deposit forfeited.

19 FORCE MAJEURE

(i) The parties here are relieved of any liability if unable to meet the terms and conditions of this License/Contract due to any “Act of God”, riots, epidemics, pandemics, strikes, or any act or order which is beyond the control of the party not in compliance, provided that it takes all reasonable steps practical and necessary to effect prompt resumption of its responsibilities hereunder.

(ii) In the event of any lockdown or similar unforeseen circumstances continuing for a substantial period, the License Fee payable and the approved service charges may be reviewed and mutually revised with the approval of the Competent Authority.

20 LIST OF MANDATORY DOCUMENTS TO BE UPLOADED BY THE BIDDER

1. EMD Submission Proof
2. Valid Identity Proof as per 3(a)(i)
3. Experience Certificate as per 3(a)(ii) or an Exemption Certificate (certifying that the bidder's annual turnover is below the GST registration threshold limit as prescribed under the GST Council).
4. Valid Applicable Licence. as per 3(b)(iii)
5. Permanent Account Number (PAN) as per 3(b)(i)
6. GST Registration Certificate or Certificate of Chartered Accountant as per 3(b)(ii)
7. Declaration as per 3(c)(i)
8. Annexure-1
9. Annexure-2
10. Annexure-3
11. Annexure-4

ANNEXURE - 1

<< Organization Letter Head >>
DECLARATION

I / We, _____ hereby declare that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I / we have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

1	Name & Address of the bidder	**:**	
2	Phone	**:**	
3	E-mail	**:**	
4	Contact person name	**:**	
5	Mobile number	**:**	
6	GSTIN number	**:**	
7	PAN number	**:**	
8	UTR no. [if deposited online] for EMD	**:**	
9	DD / FDR No. & date [if uploaded scanned copy] for EMD	**:**	
	BANK DETAILS of the Bidder		
10	Bank name	**:**	
11	Branch address	**:**	
12	Branch telephone no.	**:**	
13	MICR Code of the bank	**:**	
14	IFSC code	**:**	
15	Bank Account no.	**:**	
16	Type of account	**:**	
17	Cancelled cheque	**:**	To be uploaded

We further declare that our organization has not been blacklisted / delisted or put to any holiday by any Institutional agency / Govt. Department / Public Sector Undertaking in the last 5 years.

(Signature& name of the bidder)
Seal of the bidder

ANNEXURE - 2

DETAILS OF BIDDER

1	Name of the Beauty Salon Operator / Vendor	:	
2	Total number of Clients for whom the Bidder has previously served as Beauty Salon Operator or as vendor	:	
3	The year from which the Bidder has been in business as Beauty Salon Operator or as vendor.	:	
4	Attach Experience Certificates from the previous and current clients for whom the Bidder has served as Beauty Salon Operator or as vendor	:	

It is certified that the information supplied by me/us is true and correct to the best of my/our knowledge & belief, and nothing has been concealed herein, and this information can be used for assessment of performance vis-à-vis tender (s).

(Seal & Signature of the bidder)

ANNEXURE – 3

Details of clients

List of the clients for whom the Bidder has undertaken such work / services		
Name of the Organization / Client	**Name of the contact person**	**Contact no. & Email ID of the client**

It is certified that the information supplied by me/us is true and correct to the best of my/our knowledge & belief, and nothing has been concealed herein, and this information can be used for assessment of performance vis-à-vis tender (s).

(Seal & Signature of the bidder)

ANNEXURE – 4

GENERAL DETAILS OF BIDDER

1. NAME OF THE FIRM / ESTABLISHMENT…….....
2. NAME AND DESIGNATION OF AUTHORISED REPPRESENTATIVE……..

   ……..…….....
3. COMMUNICATION ADDRESS……..

   ……
4. PHONE No. /MOBILE No.……...
5. E-MAIL..……..

PARTICULAR DETAILS OF THE BIDDER REPRESENTATIVE.

1. NAME OF THE CONTACT PERSON……..
2. DESIGNATION…….....
3. PHONE No. ……
4. MOBILE No. ……
5. E-MAIL ……

UNDERTAKING

1. I, the undersigned, certify that I have gone through the terms and conditions mentioned in the bid document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of the contract.
3. I/we give the right to the competent authority of the Indian Institute of Technology Delhi to forfeit the Earnest Money/Security Money deposited by me / us in case of breach of Terms & Conditions of the NIT & Contract.
4. That.....(name of the bidder / company) has not been blacklisted or declared insolvent by any of the Union or State Government / Organizations.
5. I hereby undertake to provide the services as per the direction given in the tender document/contract agreement.

(Seal & Signature of the bidder)

BID SUBMISSION CHECK LIST

ONLINE BID SUBMISSION:

The bid (complete in all respect) must be uploaded online in **two** Envelops as explained below:-

S.No.	Content	File Type
	Technical Bid	
1	EMD Submission Proof	.pdf
2	Valid Identity Proof as per 3(a)(i)	.pdf
3	Experience Certificate as per 3(a)(ii)	.pdf
4	Valid Applicable Licence. as per 3(b)(iii)	.pdf
5	Permanent Account Number (PAN) as per 3(b)(i)	.pdf
6	GST Registration Certificate as per 3(b)(ii) or an Exemption Certificate (certifying that the bidder's annual turnover is below the GST registration threshold limit as prescribed under the GST Council).	.pdf
7	Declaration as per 3(c)(i)	.pdf
8	Annexure-1	.pdf
9	Annexure-2	.pdf
10	Annexure-3	.pdf
11	Annexure-4	.pdf
12	Any other document as specified in NIT.	.pdf

Envelope – 2			
Sl. No.	TYPES	Content	
1.	**Financial Bid**	Price bid should be submitted in BOQ format.	.EXL

PRICE BID

Sl. No.	Category	Service / Item	Minimum scope / specification	Unit	Suggested reputed professional brands / product lines
1	Waxing	Full arms waxing	Professional salon waxing service; suitable pre/post-wax hygiene	Per service	RICA / Lycon / O3+ / L'Oreal / Lakme / VLCC / Kama
2		Half arms waxing	Professional salon waxing service	Per service	RICA / Lycon / O3+ / L'Oreal / Lakme / VLCC / Kama
3		Underarms waxing	Professional salon waxing service	Per service	RICA / Lycon / O3+ / L'Oreal / Lakme / VLCC / Kama
4		Full legs waxing	Professional salon waxing service	Per service	RICA / Lycon / O3+ / L'Oreal / Lakme / VLCC / Kama
5		Half legs waxing	Professional salon waxing service	Per service	RICA / Lycon / O3+ / L'Oreal / Lakme / VLCC / Kama
6		Back waxing	Professional salon waxing service	Per service	RICA / Lycon / O3+ / L'Oreal / Lakme / VLCC / Kama
7		Front body waxing	Professional salon waxing service	Per service	RICA / Lycon / O3+ / L'Oreal / Lakme / VLCC / Kama
8		Full body waxing	Professional salon waxing service	Per service	RICA / Lycon / O3+ / L'Oreal / Lakme / VLCC / Kama
9	Threading	Eyebrows threading	Professional threading service	Per service	Professional-grade thread
10		Upper lip threading	Professional threading service	Per service	Professional-grade thread
11		Forehead threading	Professional threading service	Per service	Professional-grade thread
12		Chin threading	Professional threading service	Per service	Professional-grade thread
13		Side locks threading	Professional threading service	Per service	Professional-grade thread
14		Full face threading	Professional threading service	Per service	Professional-grade thread
15	Facial & Cleanup	Basic facial	Cleanse, exfoliation, massage, mask and finishing	Per service	L'Oreal, O3+, Lakme, VLCC, Kama, Revlon, Garnier, Forest Essentials, Biotique, Lotus, Rica.
16		Cleanup	Professional cleansing, exfoliation, extraction as required and mask	Per service	L'Oreal, O3+, Lakme, VLCC, Kama, Revlon, Garnier, Forest Essentials, Biotique, Lotus, Rica.
17		Glow facial	Professional glow/brightening facial	Per service	L'Oreal, O3+, Lakme, VLCC, Kama, Revlon, Garnier, Forest Essentials, Biotique, Lotus, Rica.
18		Hydration facial	Hydration-focused professional facial	Per service	L'Oreal, O3+, Lakme, VLCC, Kama, Revlon, Garnier, Forest Essentials, Biotique, Lotus, Rica.
19		Anti-ageing facial	Professional anti-ageing treatment	Per service	L'Oreal, O3+, Lakme, VLCC, Kama, Revlon, Garnier, Forest Essentials, Biotique, Lotus, Rica.
20		Skin-specific treatment	Treatment selected after skin assessment; suitable for stated skin requirement	Per service	L'Oreal, O3+, Lakme, VLCC, Kama, Revlon, Garnier, Forest Essentials, Biotique, Lotus, Rica.
21	Bleach & De-tan	Face bleach	Professional facial bleach service	Per service	L'Oreal, O3+, Lakme, VLCC, Kama, Revlon, Garnier, Forest Essentials, Biotique, Lotus, Rica.

22		Neck bleach	Professional bleach service	Per service	L'Oreal, O3+, Lakme, VLCC, Kama, Revlon, Garnier, Forest Essentials, Biotique, Lotus, Rica.
23		Face & neck bleach	Professional bleach service	Per service	L'Oreal, O3+, Lakme, VLCC, Kama, Revlon, Garnier, Forest Essentials, Biotique, Lotus, Rica.
24		Full body bleach	Professional full-body bleach service	Per service	L'Oreal, O3+, Lakme, VLCC, Kama, Revlon, Garnier, Forest Essentials, Biotique, Lotus, Rica.
25		Hand de-tan	Professional de-tan treatment	Per service	L'Oreal, O3+, Lakme, VLCC, Kama, Revlon, Garnier, Forest Essentials, Biotique, Lotus, Rica.
26		Leg de-tan	Professional de-tan treatment	Per service	L'Oreal, O3+, Lakme, VLCC, Kama, Revlon, Garnier, Forest Essentials, Biotique, Lotus, Rica.
27		Full body de-tan	Professional full-body de-tan treatment	Per service	L'Oreal, O3+, Lakme, VLCC, Kama, Revlon, Garnier, Forest Essentials, Biotique, Lotus, Rica.
28	Manicure	Nail shaping	Nail shaping and basic nail preparation	Per service	OPI / Cuccio / Sally Hansen
29		Cuticle care	Professional cuticle care	Per service	OPI / Cuccio / Sally Hansen
30		Hand massage	Professional hand massage	Per service	OPI / Cuccio / Sally Hansen
31		Hand scrub	Professional exfoliation	Per service	OPI / Cuccio / Sally Hansen
32		Nail polish application	Professional nail polish application	Per service	OPI / Sally Hansen / Lakme
33		Manicure	Complete manicure including shaping, cuticle care, scrub, massage and polish	Per service	OPI / Cuccio / Sally Hansen
34	Pedicure	Nail shaping	Professional nail shaping	Per service	OPI / Cuccio / Sally Hansen + RICA / Lycon
35		Cuticle care	Professional cuticle care	Per service	OPI / Cuccio / Sally Hansen
36		Foot scrub	Professional foot exfoliation	Per service	OPI / Cuccio / Sally Hansen
37		Foot massage	Professional foot massage	Per service	OPI / Cuccio / Sally Hansen
38		Heel care	Professional heel softening/care	Per service	OPI / Cuccio / Sally Hansen
39		Polish application	Professional nail polish application	Per service	OPI / Sally Hansen / Lakme
40		Pedicure	Complete pedicure including shaping, cuticle care, scrub, massage, heel care and polish	Per service	OPI / Cuccio / Sally Hansen
41	Haircut & Styling	Head wash	Professional shampoo and conditioning	Per service	L'Oréal Professionnel / Wella Professionals / Schwarzkopf Professional / Matrix
42		Haircut	Professional haircut with consultation and finishing	Per service	Professional salon service; brand of consumables as above
43		Hair trimming	Professional trimming/shape maintenance	Per service	Professional salon service; brand of consumables as above

44		Blow-dry	Professional blow-dry with styling products	Per service	L'Oréal Professionnel / Wella Professionals / Schwarzkopf Professional / Matrix
45		Hair styling	Professional styling for occasion/regular service	Per service	L'Oréal Professionnel / Wella Professionals / Schwarzkopf Professional / Matrix
46	Hair Spa & Treatment	Hair spa	Professional hair spa including cleansing, treatment and massage	Per service	L'Oréal Professionnel / Wella Professionals / Schwarzkopf Professional / Matrix / Tresemme
47		Deep conditioning	Professional conditioning treatment	Per service	L'Oréal Professionnel / Wella Professionals / Schwarzkopf Professional / Matrix / Tresemme
48		Hair repair treatment	Professional repair treatment for damaged hair	Per service	L'Oréal Professionnel / Wella Professionals / Schwarzkopf Professional / Matrix / Tresemme
49		Scalp treatment	Professional scalp-care treatment after consultation	Per service	L'Oréal Professionnel / Wella Professionals / Schwarzkopf Professional / Matrix / Tresemme
50	Hair Colour	Global colour	Full-head professional hair colour; price to include standard consumables	Per service	L'Oréal Professionnel (Majirel/iNOA) / Wella (Koleston Perfect) / Schwarzkopf Professional (IGORA) / Tresemme
51		Root touch-up	Professional root colour application	Per service	L'Oréal Professionnel (Majirel/iNOA) / Wella (Koleston Perfect) / Schwarzkopf Professional (IGORA) / Tresemme
52		Grey coverage	Professional grey coverage service	Per service	L'Oréal Professionnel (Majirel/iNOA) / Wella (Koleston Perfect) / Schwarzkopf Professional (IGORA) / Tresemme
53		Fashion colour	Fashion/creative colour service; shade selected by client	Per service	L'Oréal Professionnel / Wella Professionals / Schwarzkopf Professional / Tresemme
54	Advanced Hair Treatments	Keratin treatment	Professional keratin/smoothing treatment; consultation and strand/compatibility assessment as applicable	Per service	Wella Professionals / Schwarzkopf Professional / L'Oréal Professionnel / GK Hair / Tresemme
55		Hair Botox treatment	Professional restorative/smoothing treatment	Per service	L'Oréal Professionnel / Wella Professionals / Schwarzkopf Professional / GK Hair / Tresemme
56		Smoothing treatment	Professional smoothing service	Per service	L'Oréal Professionnel / Wella Professionals / Schwarzkopf Professional / Tresemme
57		Damage repair treatment	Professional intensive damage-repair treatment	Per service	L'Oréal Professionnel / Wella Professionals / Schwarzkopf Professional / Matrix / Tresemme
58		Arms + legs + underarms	Combined professional waxing package	Per package	RICA / Lycon / O3+

59	Hair Removal Packages	Full-body waxing package	Combined full-body professional waxing package	Per package	RICA / Lycon / O3+
60		Waxing + threading + V-wax	Combined hair-removal package	Per package	RICA / Lycon / O3+; professional threading supplies
61	Beauty Packages	Facial + waxing	Combined beauty package	Per package	O3+ / Lotus Professional / VLCC Professional + RICA / Lycon
62		Mani-pedi + waxing	Combined beauty package	Per package	OPI / Cuccio / Sally Hansen + RICA / Lycon
63		Facial + threading	Combined beauty package	Per package	O3+ / Lotus Professional / VLCC Professional + professional threading supplies
64		Full maintenance package	Comprehensive recurring maintenance package; exact inclusions to be stated by bidder	Per package	Bidder to specify professional brands used for each component
65	Makeup	Party makeup	Professional party makeup including base, eye makeup, lips and finishing	Per service	MAC / Kryolan / Bobbi Brown / Lakme
66		Event makeup	Professional event makeup; products suitable for long-wear requirements	Per service	MAC / Kryolan / Bobbi Brown / Lakme
67	Saree & Styling	Saree draping	Professional saree draping	Per service	Not brand-specific
68		Hair styling	Professional occasion hair styling	Per service	L'Oréal Professionnel / Wella Professionals / Schwarzkopf Professional
69		Makeup + draping combination	Professional makeup and saree draping package	Per package	MAC / Kryolan / Bobbi Brown / Lakme
70	Spa	Body massage	Professional body massage service; oil/cream included	Per service	Forest Essentials / Kama Ayurveda / Biotique Professional
71		Stress relief massage	Professional relaxation/stress-relief massage	Per service	Forest Essentials / Kama Ayurveda / Biotique Professional
72		Pain relief massage	Non-medical wellness massage using suitable massage medium	Per service	Forest Essentials / Kama Ayurveda / Biotique Professional
73		Head massage	Professional head/scalp massage	Per service	Forest Essentials / Kama Ayurveda / Biotique Professional
74		Body treatment	Professional body scrub/wrap/treatment as specified by bidder	Per service	Forest Essentials / Kama Ayurveda / Biotique Professional