

भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI



**TENDER DOCUMENT FOR STATIONERY SHOPS IN
HOSTELS-2026**



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY
GUWAHATI
Guwahati – 781 039

Ref: IITG/SA/HAB/HST/309/Stationery
Date: 13.04.2026

TENDER NOTICE

Last date for submission of Tender: 04.05.2026

Notice inviting tender from experienced firms in the respective areas for Stationery Shops in the hostels of IIT Guwahati at its permanent campus in Guwahati, Assam. The details of the hostels are given along with the tender format. Tenders can be either obtained in person/by post from the HoS, Students' Affairs Section, IIT Guwahati, Guwahati 781039 by submitting/sending a **Demand Draft for Rs. 1000.00 (Rupees One Thousand only) drawn in favour of "Hostel Affairs Board, IIT Guwahati" payable at Guwahati, or downloaded from https://iitg.ac.in/iitg_tenders all on or before 5.00 PM. on 04.05.2026**. Those who download the tenders should submit the DD for Rs. 1000.00 (Rupees One Thousand only) along with the completed tenders.

The duly signed and sealed Tender documents shall be either sent to **The HoS, Students' Affairs (SA) Section, IIT Guwahati, Guwahati-781039** by speed-post/courier, or submitted at Students' Affairs Section, IIT Guwahati, **so as to reach on or before 5.00 PM on 04.05.2026**. IIT Guwahati will not be responsible for any delay or loss of tenders sent by post/courier. The list of bidders who have submitted the bid along with valid tender fee (i.e qualified bidders) will be displayed on **07.05.2026**. The final selection of the contractors will be based on a weighted criteria system. The date of the interview **will be intimated later**.

The decision of IIT Guwahati will be final in awarding the contracts.

HoS
Students' Affairs Section, IITG

TERMS AND CONDITIONS FOR STATIONERY SHOPS

1. **Tender Fee:** Tender form downloaded from the website must accompany a demand draft of **Rs. 1000.00 (Rupees One Thousand only)** in favour of “**Hostel Affairs Board, IIT Guwahati**” payable at “**Guwahati**”. The tender fee is nonrefundable.
2. **Acceptance and Rejection:** IIT Guwahati will evaluate and shortlist tenders based on its requirements and may choose to accept or decline any proposal, either in full or in part, at its discretion. Tenders that do not meet the specified conditions or are submitted with incomplete documentation will be excluded from further consideration. Firms/individuals that served in IITG Hostels earlier but whose services were terminated before completing the contract period are not eligible to participate in this tendering process.
3. **Earnest Money Deposit (EMD)/Security Deposit:** The applicant should submit a Bid Security Declaration as per enclosed **Form-1**.
4. **Hostel Details:** The details of the IIT Guwahati hostels and their room strength are given in **ANNEXURE 2**. The prospective contractors may visit the hostels given in **ANNEXURE 2**. IIT Guwahati reserves the right to assign any of the hostels to the contractor. An applicant may be selected for stationery shops in more than one hostel. In such cases, the applicant should have different setups for different hostels, as per the terms and conditions.
5. **Final selection:** Final selection of the bidders and allocation of a hostel to the bidder for providing its services shall be based on the following weighted criteria system. Total marks will be computed as the sum of marks obtained under 1 & 2 below. The bidders with the highest marks will be selected to provide services at IIT Guwahati.
Maximum Marks: 100
 1. Relevant experience (50 points max.)
Points will be awarded based on experience certificates submitted by the bidder on relevant field.
(As mentioned in Evaluation Criteria)
 2. Interview (50 points max.)
The bidder will have to appear in an interview in person on the specified date. Failure to do so would disqualify their tender from further processing.
The decision of the Institute will be final and binding for all the contractors.
A successful bidder is one who has passed this final selection process and has a hostel assigned to it for providing its services.
A special preference will be given to women entrepreneurs for girls' hostel-related services.
6. **Contract Agreement:** The successful applicants shall sign an agreement with IIT Guwahati within one month of the work order, which will be executed as per the provisions of the Stamp Act and shall be duly registered. The contract will be assigned initially for a period of 2 (two) years, effective from **July, 2026**. Upon satisfactory performance, the contract may be extended for 1 (one) more year. In exceptional cases, where the services provided by the firm are extremely satisfactory during the first two years, the authority may extend the contract period by another year. IIT Guwahati reserves the right to modify/add any clause to the agreement during the period of the contract.
7. **Security Deposit (SD):** A successful applicant will be required to deposit an amount of **Rs. 30,000/- (Rupees Thirty Thousand only)** as a **Security Deposit in the form of Demand Draft/Pay Orders/Bankers' Cheque in favour of “Hostal Affairs Board, IIT Guwahati” payable at “Guwahati”**.. The Security Deposit will be refunded after expiry of the Contract Agreement subject to satisfactory services being provided and all terms and conditions adhered to, and after making deductions of dues towards any damages. The Security Deposit kept with IIT Guwahati shall not bear any interest.
8. **Termination of Contract:** The contract may be terminated by the contractor by issuing 2 (two) months clear notice. However, IIT Guwahati reserves the right to terminate the contract without assigning any reason if it appears to the authority at any point of time that the services, quality and maintenance of hygiene are deteriorated to such an extent that it is detrimental to the interests of the hostel boarders and their health. The decision of IIT Guwahati is final in all aspects.
9. **Items and Payment Terms:** Stationery shops will be allowed to sell only stationery items, mobile phone recharge coupons and all day-to-day amenities at their MRP. In addition, stationery shops shall provide

- photocopying (Xerox) and binding facilities. Any more items (optional items) that the contractor wishes to provide, upon the request of Hostel Management or otherwise, should require a prior written permission from the competent authority. Stationery shops are not allowed to sell edible items and Movie CDs.
10. **Mandatory Working Hours:** On usual days, the stationery shop's working hours are from 10 AM to 12.30 AM. These hours may be extended during examination days.
 11. **Infrastructure and Maintenance:** IIT Guwahati will not provide any furniture or equipment to run the Stationery shops. However, it shall provide the space/room in the Hostels at the IITG Campus, where the Stationery Shop may be set up. It is the duty of the contractor to ensure that the area in use and the surroundings are kept neat and clean. No electrical / civil modification of the space provided is permitted. Electrical equipment should be used in sockets of appropriate wattage. Any damage to electrical or civil structures caused by the contractor would be repaired at his/her own cost. Such matter may, in addition, invite penalties if deemed appropriate by the authorities. Garbage disposal is the responsibility of the contractor. Under no circumstances shall plastic and garbage be disposed into the drainage. Non-compliance with proper garbage disposal will invite a penalty.
 12. **Electricity:** Monthly electricity bill will be charged as per IIT Guwahati norms.
 13. **Manpower:** It is the responsibility of the contractor to arrange enough manpower for the smooth operation (without any delay in serving) of the Stationery Shop during working hours. IIT Guwahati will not take any responsibility of these workers in any form. Appropriate identity cards should be issued to the employees.
 14. **Incompetence and Lapses:** Cases of incompetence and improper services include frequent failure in compliance with the officially approved timings, non-availability of items, and unclean conditions. Any breach of contract or lapses in service may invite penalties, including monetary penalties and/or termination of the contract.
 15. **Subletting:** The contractor shall not assign, sublet or part with the possession of the premises and properties of IIT Guwahati therein or any part thereof under any circumstances. Any deviation from this clause may invite immediate termination of the contract.
 16. **Banned items:** Under no circumstances should the contractor sell any of the items banned in the educational institutions. All tobacco products, alcoholic products, pan, gutka, and narcotics are banned items.
 17. **Compliance of Statutory provisions:** The contractor will have to abide by all the provisions of various Labour Laws under Gol / GoA as applicable from time to time, e.g., Minimum Wages Act, Provident Fund, etc.
 18. **Disputes and Jurisdiction:** Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the local limits of Guwahati in Kamrup District, Assam.
 19. **Arbitration:** All disputes or differences whatsoever arising between the parties out of or relating to the services will be settled by arbitration of the Indian Council of Arbitration, and the award made in pursuance thereof shall be binding on the parties. Such arbitration shall be governed by the Arbitration and Conciliation Act.
 20. A self-declaration certificate of not being blacklisted must be submitted along with the bid (**See Form-2**)
 21. **Important Dates:** Last date for submission of tenders: **5.00 PM on 04.05.2026**. Display of a list of qualified firms for interview on the Students' Affairs notice board and the Institute website on **07.05.2026 at 5.00 PM** (tentatively). **The date of the interview will be intimated later.**
 22. **Canvassing:**
Any attempt to canvass for the selection of a caterer, directly or indirectly, will lead to the disqualification of such a caterer from the selection process.
 23. **General Terms & Conditions**
 - The bidder shall abide by the terms and conditions as specified in this notice/tender.
 - Not more than one tender shall be submitted by one bidder having a business relationship. Under no circumstances will father/mother and his/her son (s)/daughter(s) who have a business relationship with one another (that is, when one or more partners/directors are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will

render the tenderers of both parties liable to rejection.

- The concerned firm should keep First Aid facilities and provide uniforms for their staff.

It is hereby acknowledged that I have gone through all the terms and conditions mentioned above and understand. Therefore, I agree to abide by them and submit a duly filled-in Tender Form in ANNEXURE 1.

Date:

Place:

Signature of Contractor
along with the official seal and address

Qualification Criteria

- The firm should possess a minimum of two (2) years of experience in providing services to reputed educational institutions.
- The bidder must have the capability to deploy adequately trained and experienced manpower for the execution of the contract.
- The bidder must not have been blacklisted or debarred by any Government department, organization, or agency at any point in time. (**Submit Form 2**)

TENDER FORM FOR STATIONERY SHOPS IN HOSTELS

1a	Name of the contractor/ Firm				Paste a passport-size photograph(s) of representative(s) of the firm/ individual contractor
	Complete Address				
	Phone No.				
	E-mail ID				
1b	Name of Contact Person/ Representative of firm and Designation				
	Mobile No.				
2a	Vendor License No				
	Vendor Registration No				
	PAN No				
	GST No				
	GST Linked Bank Account Details				
	(Enclose copies of above)				
2b	Proof for payment of income tax and service tax (last three years) (Enclose copy of income tax and service tax payments)				
3	No. of Stationery Shops run by the firm (Enclose list of work handled up to 2025 and ongoing work separately with all the relevant documents)				
4	Contractor Solvency (Capital Employed) in Rs. (in lakhs) (Enclose solvency certificate)				
5	Turnover per annum in Rs. (in Lakhs) (Enclose authenticated copy of audited Statement of Accounts for the last three years)				
6	No. of Employees	Regular		Temporary	

7	Presently doing business with IITG (Yes/No) (furnish details if 'YES'). Please provide proof of payment of all the electricity bills paid associated with the recent contract at IITG and/or a letter from IPM section at IITG confirming that there are no outstanding dues for electricity bill payments against the firm/contractor	
8	Litigations, if any, connected with the Work	Yes/ No (if yes, details to be furnished separately)
9	Any other information the contractor wishes to provide in support of their credentials (Details , if any, to be furnished separately)	

Note: Please use separate sheets if the space is not sufficient and indicate the column number. Authenticated certificates are to be produced in support of respective items.

I,, hereby declare and confirm that all the entries in this tender are correct. I undertake that, in case any information furnished by me is found to be false or incomplete, or any material information concealed by me, the tender may be canceled at any stage.

Date:
Place:

Signature of Contractor
along with the official seal and address

DETAILS OF HOSTEL STRENGTH

Sl. No.	Name of the Hostel Mess	Category	Capacity*
1	Barak	2	500-600
2	Brahmaputra	3	1000+
3	Dhansiri	2	500-600
4	Dihing	1	300-400
5	Disang	3	1000+
6	Gaurang	2	500-600
7	Kameng	2	500-600
8	Kapili	1	300-400
9	Lohit	3	1000+
10	Manas	1	300-400
11	Siang	1	300-400
12	Subansiri	2	500-600
13	Umiam	2	500-600

***students' strength in the hostel may vary, subject to the new admission**

Hostels Subansiri, Dhansiri and Disang are girls' hostels, and all others are boys' hostels It should be noted that if a contractor is selected for more than one Stationery Shop, the contractor must have SEPARATE AND INDEPENDENT set-ups one for each of the Stationery Shops.

Date:
Place:

Signature of Contractor
along with the official seal and address

FORM 1

[To be submitted on the organizational letterhead]

Your Ref. No:

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

Bid Security Declaration Form

To

The (HoS)

Students' Affairs Section

IIT Guwahati

I/We/M/s(name) submitted the bid
against the respective NIQ

No..... declare that, if, I/

We / M/s.....gets selected to

provide Mess Service/ Canteen/ Dual Canteen/ Stationery/ Juice Center [strike off which is not applicable]

in Hostel, I will submit the security deposit as mentioned in the Tender Document within One month of

receiving the offer letter. We understand and agree that, if the security money is not deposited within the

stipulated time, our firm will be debarred for a period of five years from further bidding on any tender of

your Institute. Further, we agree that your Institute is at liberty to intimate this debarment to all

departments/organizations of government and governmental organizations.

Yours faithfully,

(Signature of the Bidder)

Name and designation of the officer

Seal, name & address of the Organization

FORM 2

Your Ref. No:

SELF DECLARATION FOR NOT BEING BLACKLISTED

[To be submitted on the organizational letterhead]

To

The HoS

Students' Affairs' Section

IIT Guwahati

I/We, **M/s**....., having our
registered office at.....

through the undersigned authorized signatory, do hereby solemnly declare and affirm that:

1. Our firm/company has **not been blacklisted, debarred, banned, or holiday-listed** by any Central Government Department, State Government Department, Public Sector Undertaking, Autonomous Body, Statutory Body, University, Institute, or any other Government organization as on the date of submission of this bid.
2. I/We understand that if a statement made in this declaration is found to be false, incorrect, or misleading at any stage, the Institute (IIT Guwahati) shall be at liberty to **reject our bid** without prejudice to any other action as deemed fit.

Yours faithfully,

Seal and Signature of the Service Provider

Document Submission Checklist

Sl. No	Document	Submitted (Mention Yes/No)
1	Tender Fee (DD No..... dated)	
2	Tender Document with Working Phone No & Email ID	
3	Application Form (see ANNEXURE 1) with all details and copies	
4	Copy of the Vendor License	
5	Copy of the PAN	
6	Copy of the GST Registration	
7	Trade License	
8	Experience Certificate	
9	FORM 1 (Bid Security Declaration Form)	
10	FORM 2 (Not being Blacklisted)	