



The Islamia University of Bahawalpur  
Directorate of Information Technology  
Baghdad-ul-Jadeed Campus  
Email: [director.it@iub.edu.pk](mailto:director.it@iub.edu.pk)

No: /DIT

Dated: \_\_/\_\_/2023

## **BIDDING DOCUMENTS**

### **Expression of Interest**

**“Various shops are available for rent in The Islamia University of Bahawalpur, Baghdad Campus”**

**Due on \_\_\_\_\_**

**The Islamia University of Bahawalpur**

**Documents Fee Rs. 1000/-**

**Documents must be stamp and signature at the time of submission of the bid.**

IUB CPLC, Directorate of IT, (Main Auditorium Store Section) Baghdad Campus

The Islamia University of Bahawalpur

## **INSTRUCTIONS TO BIDDERS (ITB)**

Please read the Terms & Conditions carefully before preparation of bid. Incomplete Bid shall be rejected. It is in the interest of respective bidders that s/he may inspect the proposed premises before submitting the bid (appearing in shops committee). Before submitting the tender, details of documents to be enclosed, may be verified from the "Submittals" of the Bidding Document. Otherwise, IUB at its discretion shall reject the incomplete bids at the time of opening of bids.

### **Instructions**

1. All pages of the Bid must be signed by the Authorized Signatory and sealed with the stamp of the bidding documents.
2. IUB reserves the right to obtain feedback from the previous/present clients of the bidder and also depute its team(s) to inspect the site(s) at present contract(s) for on- the-spot firsthand information regarding services, provided or being provided by the bidder. The decision of IUB in this regard shall be final and binding on all bidders.
3. Interested eligible bidders may obtain bidding documents fee worth Rs. 1000/- in the form of Challan Form and to be attached with the Technical Bid.
4. Bids are to be supported with a bid security in the form of Bank Draft/Pay Order/Call Deposit/Banker's Cheque @ 2% of bidding amount for contract in the name of Treasurer IUB from any scheduled Bank of Islamic Republic of Pakistan. The Bank Draft/Pay Order/Call Deposit/Banker's Cheque of bid security should be valid for a period of one year from the date of opening of the Bids. The Bid Security of unsuccessful bidders shall be returned after allotment of the shop to the contractor.
5. Bids received without the prescribed Bid Security shall be rejected. A Bid Security submitted by Bidder against any previous Bid shall not be adjusted against current ITB. Also, no personal cheques shall be acceptable at any cost.

**Table 1**

Sr. No.	Category	Size	Max. No. of Shops	Proposed Min Rent in Rs.	Call Deposits As per schedule
1	Office / workshops	15' x 60' = 900 sq ft	32	30,000	7200
2	Office / workshops	43.6' x 43.6'= 1,900 sq ft	4	70,000	16800
3	Super Store	43.6' x 43.6'= 1,900 sq ft	1	70,000	16800
4	Food Point	43.6' x 43.6'= 1,900 sq ft	1	80,000	19200
5	Souvenirs Shop	21' x 36.9' = 774.9 sq ft	1	25,000	6000
6	Sweets & Bakers	21' x 36.9' = 774.9 sq ft	1	25,000	6000
7	General Store	21' x 36.9' = 774.9 sq ft	1	20,000	4800
8	Book Sellers / Stationers	21' x 36.9' = 774.9 sq ft	1	20,000	4800
9	Mobile Shops	21' x 36.9' = 774.9 sq ft	2	30,000	7200
10	Medical Store / Medi PLUS	21' x 36.9' = 774.9 sq ft	1	25,000	6000
11	Commercial Bank	43.6' x 43.6'= 1,900 sq ft	2	200,000	48000
12	Electric/Electronics Store	15' x 60' = 900 sq ft	1	30,000	7200
13	Scientific Store	15' x 60' = 900 sq ft	1	25,000	6000
14	Composers / photocopiers / Book Binders	15' x 60' = 900 sq ft	2	30,000	7200
15	Dry Cleaners / Laundry	15' x 60' = 900 sq ft	1	30,000	7200
16	General / Repair / Hardware paint	15' x 60' = 900 sq ft	1	25,000	6000
17	Beauty Salon/ Barber shops (gents)	15' x 60' = 900 sq ft	1	30,000	7200
18	Beauty Salon/ Barber shops (ladies)	15' x 60' = 900 sq ft	1	30,000	7200
19	Fruit / vegetable shop / Juice Corner	15' x 60' = 900 sq ft	2	15,000	3600
20	General Store / Games / Pet	15' x 60' = 900 sq ft	1	30,000	7200
21	Ladies Tailor Shop	15' x 60' = 900 sq ft	1	30,000	7200
22	Gents Tailor Shop	15' x 60' = 900 sq ft	1	25,000	6000
23	Uniform House / Garments / Cloth House	15' x 60' = 900 sq ft	1	25,000	6000
24	Meat Shop	21' x 36.9' = 774.9 sq ft	1	25,000	6000
25	Food Point	15' x 60' = 900 sq ft	1	50,000	12000
26	Food Point	15' x 60' = 900 sq ft	1	50,000	12000

6. The successful Bidder shall submit Performance Security @ 5% of value of contract. The performance security will be submitted in the shape of Bank Guaranty/ Bank Draft/Pay Order/Call Deposit/Banker's Cheque and should be valid for at least 02 years from the date of opening of the Bids. The performance security shall be returned after the competition of contract with the satisfactory report from concerned committee and no dues of all utility charges. In the event that the success-

ful Bidder refuses or fails to honour its Bid, IUB shall be at liberty to forfeit the Bid Security.

7. Bids shall be rejected and Bidder may be penalized if documents and/or information submitted by the Bidder are found to be misleading at any stage. Bidder(s) engaged in corrupt or fraudulent practices (including collusion / polling) shall be declared ineligible either indefinitely or for a stated period of time.
8. Shop category (as mentioned in column 2) wise comparison will be done among bidders.
9. Bids shall be submitted in, sealed, opaque envelope, clearly mentioning the Bid title and Bidder's name and address and shop type.
10. Bidder should mention the shop category and number of shops on the bid envelope for whom he is participating.
11. The bidder is required to offer/quote rate(s) in the format prescribed at Table 1, which is required to be filled-in very carefully ( rates are fixed), preferably all documentation shall be either printed or written in permanent ink. Any alteration/ correction must be initialled and stamped by an authorized representative of the Bidder; otherwise, the quoted rate(s) shall stand nonresponsive.
12. Entries with lead pencil are not acceptable.
13. Bids shall be submitted on or before the due date and time mentioned by IUB in the "Invitation for Bids (IFB)" (but not later than 1100 hours), on a working day to following representative:

**Attention: IUB CPLC, The Islamia University of Bahawalpur**
14. Bid submitted after prescribed time shall not be entertained.
15. Serving IUB employees cannot participate (direct or indirect) in the tender.
16. IUB reserves the right to reject any or all bids / quotations without assigning any reason. However, IUB shall upon request communicate, to any bidder who submits a quotation, the grounds for rejection of their respective quotation but is not required to justify those grounds.
17. The received tender offers will be opened on the same day as mentioned in advertisement in the committee room IUB-CPLC, in the presence of bidders / their representatives. Tender will be opened very next working day in case of any holiday announced by Govt or in case of any emergency.
18. If any bidder uses influence to IUB management by any means or sources regarding allotment of shops, the bid will be rejected immediately.
19. In case of any dispute the decision of the Vice Chancellor will be final.

## Terms of References (TORs) for to Lease Out Commercial Complex

1. The contract agreement to run business/office in the Commercial Complex will be for a period of 1 -5 years which may be extended on the recommendations of IUB-CPLC. Further, if the lessee intends to seek extension, he shall submit the application in writing to the Secretary, IUB-CPLC at least three months prior to expiry of contract/agreement.
2. The successful bidder will provide a stamp paper of 0.25% of AAT Value to complete contract agreement.
3. After receipt of communication of acceptance of bid from the University, the contractor shall:
  - (a) deposit the following amount of approved bid (exclusive of all taxes) in the favour of university within specified time period;

For 1 to 2 years rental agreement	40% of the approved bid
For 3 to 4 years rental agreement	35% of the approved bid
For 5 years rental agreement	30% of the approved bid

- (b) and enter into written agreement with the university within seven working days.
  - (c) The remaining amount of bid shall be deposited by the contractor on the prescribed receipt issued by Treasurer Office/Directorate of IT through online challan in equal monthly installments in a manner that the whole amount be recovered at least two months before completion of contract.
  - (d) The installments shall be paid quarterly by the contractor in advance before the seventh day of month.
4. The lessee shall be liable to pay penalty of Rs. 2000/- per day from the date of default till the payment. Moreover, the IUB-CPLC shall have to waive off/relax the fine in unavoidable circumstances, force-majeure or deemed necessary by it.

5. The lessee shall be bound to inform Secretary (IUB-CPLC) after paying rent of each month. Further, Secretary (IUB-CPLC) shall have to ensure payment of rent well in time, otherwise he shall legally proceed against the lessee.
6. The lessee(s) shall contribute to the maintenance charges of the Commercial Complex as per the rates notified by IUB-CPLC
7. For items that don't have retail or approved regulatory rate, the lessee shall provide goods/services at the University approved rates which also forms integral part of contract. However, rates may be revised by the IUB-CPLC in case of inflation.
8. The lessee shall display approved rates for goods / services etc. inside and at the entrance of the Halls/Offices/Shops, etc. prominently, and under no circumstances the contractor shall have any right to charge high rate for any food item/drink whether served inside the Cafeteria/Canteen/ Shops building or within the University Campus.
9. The lessee shall only do the business for which the shop was intended to be taken at the time of agreement.
10. It is the responsibility of the successful Bidder to deposit Govt Taxes in addition to Contract value and any other Tax if imposed by law from time to time will be deposited by the firm additionally.
11. The contractor will be responsible for safety and security of the university property and responsible to install, lights, fan etc in shop etc.
12. The location of each shop/office has been set to a typical business type. The location cannot be changed or moved in any case. University will decide the location of each business.
13. The lessee shall provide full particulars of Office Management and Employees to the IUB-CPLC for granting them permission to work at the Campus.
14. The lessee shall be liable to pay all applicable utility bills/charges and taxes regularly according to the invoices/bills received from the agency concerned. The University shall also have the powers to deduct any of the tax imposed by the Government for which it has been or will be declared as tax holding agent.
15. No business, service, training conflicting to the University interests shall be

carried out at the Commercial Complex. The lessee shall maintain good quality of goods/food items/services, etc. and keep the premises absolutely clean and hygienically fit.

16. The lessee of the Halls/Offices/Shops in the Commercial Complex shall arrange waste baskets/drums with covers inside/outside the premises, filth & garbage thrown into them and will be disposed of at specified arrangements.
17. The IUB-CPLC Members shall have legal right to enter and inspect the business premises without any warning/prior notice. The IUB-CPLC shall also have the right to carryout regular inspection to ensure quality control in general, hygiene and sanitation requirements in particular, in the Commercial Complex. In case, any unhygienic goods/food item(s) is/are found, or cleanliness is not maintained as prescribed in the agreement, then any member of IUB-CPLC may impose fine up to Rs.10,000/-. However, lessee shall have right to appeal before Chairman, IUB-CPLC. Moreover, in case of any gross violations of the prescribed conditions, case shall be reported to the IUB-CPLC for suitable penal action.
18. The lessee shall not use any advertisement or material of a particular company/business in university premises without prior written permission of the Secretary (IUB-CPLC).
19. The lessee shall maintain student/customer friendly environment at the Offices/Shops in the Commercial Complex as prescribed by the University administration.
20. The IUB-CPLC will extend all possible support to lessee for smooth functioning of the offices/shops at Commercial Complex in the best interest of community at campus/students/University.
21. In case of any dispute, the IUB-CPLC shall decide the matter. However, the lessee if aggrieved of order, shall have right to appeal before the worthy Vice-Chancellor, the Islamia University of Bahawalpur within fifteen (15) days, the decision of worthy Vice-Chancellor shall be final and binding on all.
22. The contract agreement can be cancelled by serving one month notice (at the given address) by either of the parties.
23. The lessee shall not sublet the Offices/shops in the Commercial Complex to any person firm/Corporation, otherwise, the IUB-CPLC reserves the right to

terminate the contract forthwith after offering opportunity of hearing.

24. Any illegal act/violation of the University Rules/Regulations by the contractor/lessee, so adjudged by the IUB-CPLC/Competent Authority will end in termination of the contract forthwith. In that case the Contractor/lessee voluntarily agrees to surrender the right of any litigation in the court of law.
25. In case of default to pay any kind of dues, the same shall be deducted from security amount which is already deposited by the Contractor with the University Authorities and all the furniture items, crockery or any other belongings found at the premises shall be confiscated.
26. In case of extension of contract, the lessee shall be bound to pay the rent with an increase of 10% in next contract. The amount of rent will not change during the contract period (i.e. 1 to five years).
27. The lessee shall be bound to place good quality furniture items and crockery, duly approved by the IUB-CPLC.
28. The lessee shall hand over the building with its original fixtures, etc. to the Secretary (IUB-CPLC) at the expiry of his/her contract. Deficiency if any will be made up from the performance security deposited.
29. The lessee shall be wholly responsible to maintain the lawn in front of their shops/offices at Commercial Complex or a better outlook.
30. The lessee shall be bound to take possession of Halls/Offices/shops within fifteen days of signing of the contract agreement. However, subject to approval by the Chairman, IUB-CPLC, the extension may be granted to lessee on his/her written request addressed to Secretary, IUB-CPLC. Moreover, the IUB-CPLC shall also have powers to extend to take possession period at its own.
31. Any violation of the above terms and conditions, this contract agreement shall be cancelled by the IUB-CPLC forthwith.
32. The IUB-CPLC has the right to cancel the bid at any stage without telling any reason, and this step will not be liable to challenge in any court of law.
33. The successful bidder will provide complete detail of staff workers it includes Copy of CNIC, Qualification, and Age to IUB-CPLC.



34. There shall be no child labor.
35. Sale of prohibited items under law will not be allowed.
36. Maintains of cleanness and hygienic conditions will be responsibility of the contractor.
37. The security to deposit will not be adjusted in utility bills. Refund will be made after clearance of rent and bill etc
38. In case of damage to any shop the contractor will be responsible for the same.
39. The bidders shall include at least one reference in their bid who can testify the nobility / character of the bidder.
40. Nature of business in general shops will be approved by the committee.

**Knock Down Criteria:**

- (a) Proposal must contain bid Security 2% in form of CDR/Demand Draft/Pay Order in the name of Treasurer, IUB having one-year validity,
- (b) Original Receipt of Tender,
- (c) Copy of Computerized Valid ID Card,
- (d) Income Tax, Sales Tax Registration certificate,
- (e) an affidavit of non-Blacklisting on Stamp paper of Rs. 100/-,
- (f) An affidavit of Rs.100 that the firm is not defaulter of any Govt department/institute.
- (g) an affidavit that the Bidder will be responsible for free replacement of Broken, Discolored, Distorted, damaged, leakage of any assets of the university Facility on Stamp paper of Rs. 100.
- (h) In case of a firm or company must hold a certificate of incorporation from SECP / Firm registrar.
- (i) Must hold the regulatory license from concerned regulator where applicable, i.e in case of medical store, bakery etc. Or provide an undertaking that he will provide license before commencement of the business in IUB premises.

**Bid Evaluation Criteria, all supporting docs must be attached.**

- a. Minimum qualifying marks for technical qualification shall be 65% and committee shall open the financial proposals of technically accepted bids only.
- b. The license of shop will be awarded on basis of combined technical and financial evaluation under single stage two envelope method. Marks of both Financial and Technical bids will be considered and bidder with the combined highest marks will be awarded the contract. The minimum proposed rent will be given base marks and marks will increase in proportionate to the increase from base rent offered upto the maximum of 100.
- c. Bidders are bound to offer at least minimum rates that are mentioned in Table 1, bids offering lower rates from minimum rent will not be evaluated further.
- d. Category wise evaluation will be made, bidder should mention shop category and number of shops on the bid envelope. Separate bid / proposal should be submitted for each category (i.e Fruit shop / Office etc)
- e. The nature of premises is a closed community with security and comprise of residential (girls hostels / families houses of IUB employees) and 100+ academic departments. Due to nature of the location IUB-CPLC will conduct an interview in order to assess the suitability of the bidder to operate in this environment.

Sr. No.	Criteria	Total Marks
1	Year of Establishment/Experience (1 marks per year upto max of 10 year)	10 (Max)
2	<b>Similar Job /Contracts (Completed / inhand – in last 3 year years above the amount of 3 million)</b> (Maximum 5 contract/jobs will be considered as per following criteria).	10 (Max)
	i. For multinational/Autonomous Bodies per contract	04
	ii. For Govt. Department per contract	03
	iii. For School/College/ Universities canteen etc. per contract	03
3	Concerned Authority Certificate, where applicable	10 (Max)
4	Financial Soundness in last three year related to shops, (attach bank statement)	10 (Max)
	i. If annual credit transaction $\geq$ Rs.0.5 million per annum	10
	ii. If annual credit transaction $\geq$ Rs.0.350 million & $<$ 0.5 per annum	8
	iii. If annual credit transaction $\geq$ Rs.0.250 million & $<$ 0.350 per annum	6
	iv. If annual credit transaction $\geq$ Rs.0.150 million & $<$ 0.250 per annum	4
	v.If annual credit transaction $\geq$ Rs.0.05million & $<$ 0.150 per annum	0

5	Income tax return filed during last five years. (Please attach relevant documents)	10 (Max)
6	Capacity to employ / train university graduates	10 (Max)
7	Presentation/Interview	40 (Max)

### Contract

1. The contract is made on \_\_\_\_\_ day of \_\_\_\_\_ by and between IUB-Commercial Property Lease Committee (IUB-CPLC) of the Islamia University of Bahawalpur empowered by the Syndicate in its \_\_\_\_\_ meeting held on \_\_\_\_\_ through its Secretary (hereinafter the lessor) on the one part and \_\_\_\_\_ S/o \_\_\_\_\_ or M/S \_\_\_\_\_ having CNIC/NTN No. \_\_\_\_\_ (hereinafter called the lessee) on the other party to run business/office in the Commercial Complex of the Islamia University of Bahawalpur.
2. In this agreement services and expression shall have the same meaning as are respectively assigned to them in the conditions in contract hereinafter referred to.
3. The contract agreement to run business/office in the Commercial Complex will be for a period of 1 -5 years year w.e.f. \_\_\_\_\_ to \_\_\_\_\_ which may be extended on the recommendations of IUB-CPLC. Further, if the lessee intends to seek extension, he shall submit the application in writing to the Secretary, IUB-CPLC at least three months prior to expiry of contract/agreement.
4. The successful bidder will provide a stamp paper of 0.25% of AAT Value to complete contract agreement.
5. After receipt of communication of acceptance of bid from the University, the contractor shall:
  - (a) deposit the following amount of approved bid (exclusive of all taxes) in the favour of university within specified time period;

For 1 to 2 years rental	40% of the approved
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agreement	bid
For 3 to 4 years rental agreement	35% of the approved bid
For 5 years rental agreement	30% of the approved bid

- (b) and enter into written agreement with the university within seven working days.
- (c) The remaining amount of bid shall be deposited by the contractor on the prescribed receipt issued by Treasurer Office/Directorate of IT through online challan in equal monthly installments in a manner that the whole amount be recovered at least two months before completion of contract.
- (d) The installments shall be paid quarterly by the contractor in advance before the seventh day of month.
6. The lessee shall be liable to pay penalty of Rs. 2000/- per day from the date of default till the payment. Moreover, the IUB-CPLC shall have to waive off/relax the fine in unavoidable circumstances, force-majeure or deemed necessary by it.
  7. The lessee shall be bound to inform Secretary (IUB-CPLC) after paying rent of each month. Further, Secretary (IUB-CPLC) shall have to ensure payment of rent well in time, otherwise he shall legally proceed against the lessee.
  8. The lessee(s) shall contribute to the maintenance charges of the Commercial Complex as per the rates notified by IUB-CPLC
  9. For items that don't have retail or approved regulatory rate, the lessee shall provide goods/services at the University approved rates which also forms integral part of contract. However, rates may be revised by the IUB-CPLC in case of inflation.
  10. The lessee shall display approved rates for goods / services etc. inside and at the entrance of the Halls/Offices/Shops, etc. prominently, and under no circumstances the contractor shall have any right to charge high rate for any food item/drink whether served inside the Cafeteria/Canteen/ Shops building or within the University Campus.

11. The lessee shall only do the business for which the shop was intended to be taken at the time of agreement.
12. It is the responsibility of the successful Bidder to deposit Govt Taxes in addition to Contract value and any other Tax if imposed by law from time to time will be deposited by the firm additionally.
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16. The lessee shall be liable to pay all applicable utility bills/charges and taxes regularly according to the invoices/bills received from the agency concerned. The University shall also have the powers to deduct any of the tax imposed by the Government for which it has been or will be declared as tax holding agent.
17. No business, service, training conflicting to the University interests shall be carried out at the Commercial Complex. The lessee shall maintain good quality of goods/food items/services, etc. and keep the premises absolutely clean and hygienically fit.
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19. The IUB-CPLC Members shall have legal right to enter and inspect the business premises without any warning/prior notice. The IUB-CPLC shall also have the right to carryout regular inspection to ensure quality control in general, hygiene and sanitation requirements in particular, in the Commercial Complex. In case, any unhygienic goods/food item(s) is/are found, or cleanliness is not maintained as prescribed in the agreement, then any member of IUB-CPLC may impose fine up to Rs.10,000/-. However, lessee shall have right to appeal before Chairman, IUB-CPLC. Moreover, in case of any gross violations of the prescribed conditions, case shall be reported to the

IUB-CPLC for suitable penal action.

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26. Any illegal act/violation of the University Rules/Regulations by the contractor/lessee, so adjudged by the IUB-CPLC/Competent Authority will end in termination of the contract forthwith. In that case the Contractor/lessee voluntarily agrees to surrender the right of any litigation in the court of law.
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29. The lessee shall be bound to place good quality furniture items and crockery,

duly approved by the IUB-CPLC.

30. The lessee shall hand over the building with its original fixtures, etc. to the Secretary (IUB-CPLC) at the expiry of his/her contract. Deficiency if any will be made up from the performance security deposited.
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36. There shall be no child labor.
37. Sale of prohibited items under law will not be allowed.
38. Maintenance of cleanness and hygienic conditions will be responsibility of the contractor.
39. The security to deposit will not be adjusted in utility bills. Refund will be made after clearance of rent and bill etc.
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