

NO. 18/22/13/0/2018/SPU-III-20347/ 131996  
SPECIAL PROTECTION GROUP  
(CABINET SECRETARIAT)

SPG Complex, Sector-8  
Dwarka, New Delhi-110077


Dated , the 30 April 2025

Subject : Advertisement of tender notice for Shop No. 02 (Fruits & Vegetables shop) & Shop No. 14 (Books & Stationary shop) at Old SPG Complex, Sector-8, Dwarka, New Delhi.

Please find enclosed herewith the following documents in respect of Shop No. 02 (Fruits & Vegetables shop) & Shop No. 14 (Books & Stationary shop) for uploading it on the SPG website please.

S.No	Documents	Pages
1.	Tender Notice of Shop No. 02 (Fruits & Vegetables shop) & Shop No. 14 (Books & Stationary shop) Dwarka, Sector-8, New Delhi	02 Leaves.
2.	General terms and conditions	01 leaf
3.	Tender Form	02 Leaves
4.	Appendix-"A". Character & Antecedents verification form	01 leaf

Encls:- As above.

  
(Umesh Yadav)

Assistant Inspector General (SPU-III)

To

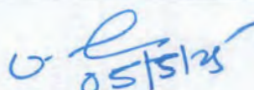
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## GENERAL TERMS AND CONDITIONS GOVERNING TENDERS FOR ALLOTMENT OF SHOP

### UNDER THE CONTROL OF DIRECTOR, SPECIAL PROTECTION GROUP (CAB. SECTT).

1.	The shop will normally be allotted to the bidder found suitable by a Board of Officers but the Director, Special Protection Group, Cabinet Secretariat reserves the right to reject this offer or all the offers without assigning any reason for the same. Documents related to trade experience may be attached with the tender form.
2.	The monthly license fee offered in the tender should be in round figure of full rupees and not in paisa. If any such tender is received and it is decided to accept the tender, the allotment will be made by rounding off 50 paisa and above as one rupee and ignoring below 50 paisa.
3.	The successful bidder will have to execute a License Deed with Govt. of India and he will have to deposit one-month license fee in advance & security deposit equivalent to 6 months license fee within 8 days from the date of issue of the allotment letter. He will also submit two recent Passport size Photographs, copy of permanent address proof and Caste certificate duly attested by a Gazetted Officer or a 1 <sup>st</sup> class Magistrate.
4.	The bidder must not be a minor.
5.	The partnership firms and societies are not eligible.
6.	Govt. Servant and employees of local bodies are not eligible.
7.	Each person can apply for only one shop in one tender form.
8.	The tender should be submitted in sealed envelope super scribed " <b><u>(Tender for allotment of Shop No.02 and 14)</u></b> " and be deposited in the Tender Box placed at the Reception, Adm. Block, SPG Complex, Sector-8, Dwarka, New Delhi-77 <b>before 1400 hrs on 27.05.2025</b> . Tenders received after 1400 hrs on 27.05.2025 shall not be accepted. Tender envelope without the proper superscription mentioned above or without seal shall also not be accepted.
8a	A Demand Draft from any Scheduled Bank in favour of " <b><u>Director of Accounts, Cabinet Secretariat (Special Wing) SPG</u></b> " payable at New Delhi for an amount equivalent to three months license fee offered by the bidder should be enclosed with the tender form as earnest money. No tender shall be considered valid without such Demand Draft.
8b	The amount of the earnest money in respect of the successful bidder will be adjusted against the amount of the security deposit required as per clause-3 above. The earnest money of unsuccessful bidders will be refunded after completion of the tender formalities.
8c	The earnest money of the second and third highest bidders (H2 and H3) will, however, be refunded only after the shop is allotted and accepted by the highest bidder.
9.	Failure to accept allotment by complying with all the requirements of allotment letter within the stipulated period mentioned in Para 3 above shall entail forfeiture of the aforesaid earnest money in full.
10.	The tenders will be opened at <b>1600 hrs on 27.05.2025</b> at SPG Complex, Sec-08, Dwarka. The Bidders can be present at that time in person or through representative duly authorized in writing, if so desired by them.
11.	Bidders will not be allowed to withdraw their offer up to 45 days from the date of opening of tenders. In case they do so, it shall entail forfeiture of the aforesaid money in full.
12.	The running of shop will be subject to laws and bylaws of local bodies of the area.
13.	Successful bidder will not sublet awarded shop to anyone.
14.	The present shopkeeper will not be given bidding opportunity.
15.	The bidder is required to submit a "Character & Antecedents Verification Form" in prescribed proforma (to be provided with Tender Form) duly verified by the SHO of concerned Police Station. Without enclosing duly verified "Character & Antecedents Verification Form"; the bid is liable to be rejected.

  
( Umesh Yadav )  
Asstt. Inspector General (SPU-III)



**GOVERNMENT OF INDIA  
SPECIAL PROTECTION GROUP  
(CABINET SECRETARIAT)  
TENDER NOTICE**

Director, SPG on behalf of the President of India invites applications of tenders in sealed covers up to **1400 hrs on 27.05.2025** for allotment of the following Shops at SPG Complex, Sec-8, Dwarka, New Delhi as per details below on license fee/ rent basis. The tenders will be opened at 1600 hrs on the same day.

Shop No. (1)	Area of the Shop (2)	Specific purpose (3)	License fee fixed by CPWD (4)
2	16.58 Sqm	Fruits & Vegetables Shop	Rs.12,100/-
14	19.51 Sqm	Books & Stationery Shop	Rs.14,450/-

**Note: The details of the layout of the shop can be enquired from the Office of Assistant Inspector General (SPU-III) at SPG Complex, Sec-08, Dwarka, New Delhi.**

**General Terms:**

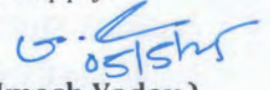
- i) Shops in Col. No.2 are to be used for the purposes shown in Col. No.3 and not for any other purposes than what is stipulated in the tender notice.
- ii) The bidders will be required to deposit three months license fee offered by them through Bank draft drawn in favour of **DIRECTOR OF ACCOUNTS, CABINET SECRETARIAT (SPL. WING) SPG NEW DELHI** as earnest money deposit. This shall be refunded in case of unsuccessful bid. The license fee would be adjusted towards security deposits in case of successful bidding.
- iii) The successful bidder of each shop in the open tender would be allotted the shop for a period of 3 years on the basis of stipulated terms and conditions which will be given at the time of award of allotment. In case of tie, preference will be given to bidders having experience in the relevant field. A Board of officers shall assess rates quoted before a decision is taken for allotment.
- iv) The allotment of shops shall be subject to increase in the license fee (Rent) at the rate of 15% of the preceding month's rate after every three years (maximum up to 10 yrs).
- v) Physical possession of the shops shall be handed over to the successful bidders. In case the selected bidders do not take possession of the allotted premises within one month, the shops shall be offered to next highest bidders. In such an event the earnest money deposited by the selected bidders shall stand forfeited.
- vi) The Director, SPG reserves the right to reject any or all of the bids without assigning any reason thereto.
- vii) The minimum monthly license fee/rent of shops as fixed by CPWD. Hence, no bid below the prescribed minimum license fee / rent will be accepted and liable to be rejected.
- viii) Premises, so allotted are not transferable or sublet to any other persons in any case. In case of default the allotment will be cancelled straight way and the possession assumed by the Govt. besides taking other action that Govt. may decide.



- ix) **Anti-Corruption Notification:** Giving and taking bribe is a serious offence in the Republic of India. It is therefore unambiguously notified to all concerned that any money or favour demanded by anyone in any form or kind, in connection with your present or future business with SPG, on behalf of organization or any individual working in the organization or anywhere else, **shall be totally unfounded baseless and shall be illegal.** Such suggestion or demand shall be refused forthwith and reported immediately to SPG.
- x) **Arbitration:** In case of any dispute or difference arising out of or in connection with this contract, the authorized officials of both the parties will try to resolve the matter through mutual discussion and in the event of there being no resolution, the matter shall be referred for arbitration to a sole arbitrator to be appointed by the SPG / Cabinet Secretariat. The arbitration and Conciliation Act, 1996 will be applicable to the arbitration proceedings and the venue of the arbitration shall be at New Delhi. The award of the arbitrator shall be binding on both the parties. The cost of arbitration including the fees of the Arbitrator shall be borne by the both the parties equally and will be adjusted, if required after the award of arbitrator. Each party shall be responsible for its own cost and professional fees, if any.
- xi) **Jurisdiction of Courts in case of disputes:** All matters and disputes arising from relating to or concerning the contract shall be subject to the jurisdiction of the courts in New Delhi.
- xii) **Safety of Men:** The allottee is to ensure adequate safeguards for personnel when employed on work where risk of health / injury is involved.
- xiii) **First Aid :** The allottee is liable to provide immediate first aid / hospitalization in case of accident / sudden illness to personnel.
- xiv) **Indemnity :** The allottee shall indemnify the customer against all claims for death or injury caused to any person, whether workman or not, while engaged in any process connected with the allottees work or for dues of any kind whatsoever, and the customer shall not be bound to defend any claim brought under the Workmen's Compensation Act, 1923 or payment of Wages act 1936, or any other statutory Act of Law in force from time to time and applicable to the said work unless the allottee first deposit with the customer a sum sufficient to cover any liability which customer may have to incur in relation to such proceedings.
- xv) The "Character & Antecedents Verification" of allottee as well as workers / employees deployed at the shop will be carried out by concerned allottee through their respective Police Stations. However, SSQ of all employees / workers including the allottee of shop will be carried out by SPG.

2. The tender forms along with a copy of the terms and conditions of allotment can be obtained from Office of the Assistant Inspector General (SPU-III), Hostel Block No.2, SPG Complex, Sector-8, Dwarka, New Delhi on payment of Rs.200/- (non-refundable) between **10:00 to 12:00 noon till 27.05.2025.**

3. The tender forms shall be issued to bona-fide applicants only and not to their representatives. Employees of Central or State Government / Government undertaking or Govt. companies are not eligible to apply. A minor is also not eligible to apply.

  
( Umesh Yadav )  
Asstt. Inspector General (SPU-III)



**This Tender form is not transferable**

**Sl. No.....**

Valid up to: 27.05.2025-1400 hrs.

Asstt. Inspector General (SPU-III)  
Special Protection Group  
Cabinet Secretariat  
SPG Complex, Sec-8  
Dwarka, New Delhi-110 077.

Cost: Rs.200/-

GOVERNMENT OF INDIA  
SPECIAL PROTECTION GROUP  
(CABINET SECRETARIAT)

Paste recent  
passport  
size  
photograph

To,

The President of India,  
Through (Special Protection Group)  
(Cabinet Secretariat)  
SPG Complex, Sector-8,  
Dwarka, New Delhi-110077.

**Subject: TENDER FOR ALLOTMENT OF SHOPS.**

(i)	To be posted in Tender Box up to <b>1400 Hrs on 27.05.2025</b> at the reception at Admn. Block, SPG Complex, Sector-8, Dwarka, New Delhi-110077.
(ii)	To be opened at <b>1600 Hrs on 27.05.2025</b> at Admn. Block, SPG Complex, Sector-8, Dwarka, New Delhi-110077.

Sir,

With reference to your advertisement inviting tender for the shop in SPG Complex, Sector-8, Dwarka, Delhi, my Tender for allotment of following shop is submitted herewith.

Shop for which tendered	Monthly license fee offered for (to be mentioned in round figure/in words)	Experience in the trade

Contd.2/-

2. The following Bank Draft(s) in favour of the **DIRECTOR OF ACCOUNTS, CABINET SECRETARIAT (SPL. WING) SPG NEW DELHI** representing earnest money equivalent to three months license fee(s) offered is / are enclosed.

- i) Name of the Bank & Address \_\_\_\_\_
- ii) No. and date of Bank Draft(s) \_\_\_\_\_
- iii) Amount of Bank Draft(s) \_\_\_\_\_

3. Particulars of bidder are as under:

- i) Name in full with Surname \_\_\_\_\_
- ii) Father's/Husband name in full  
with surname \_\_\_\_\_
- iii) Permanent residential address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- iv) Present residential address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- v) Whether SC/ST \_\_\_\_\_
- vi) Telephone No. \_\_\_\_\_
- vii) Educational qualification \_\_\_\_\_  
\_\_\_\_\_
- viii) Email ID \_\_\_\_\_

(SIGNATURE OF INDIVIDUAL)

4. I confirm that I have read the General Terms and Conditions governing tenders for allotment of shop etc. under the control of Director, Special Protection Group, Cabinet Secretariat. A copy of terms and condition is attached to this tender form and I understand that in case of any of the statement found incorrect or if all the terms and conditions of the allotment letter (if issued) are not complied with within the period specified therein, the allotment will be liable to cancellation and earnest money deposited by me would be liable to forfeiture. I agree that decision of Director, SPG in this behalf would be final and binding on me.

Yours faithfully,

(Name with full address)



**CHARACTER & ANTECEDENTS VERIFICATION FORM***(To apply for allotment of shop in SPG Complex, Sector-8, Dwarka, New Delhi-110077)*

1. Name of applicant : .....
2. Age/Date of Birth : .....
3. Father's Name : .....
4. (a) Present address : .....  
.....  
.....

Paste recent  
passport  
size  
photograph

- (b) Date from which residing : .....
5. (a) Previous residential address : .....  
.....  
.....
- (b) Period of residing at the address: .....
6. Permanent residential address: .....  
.....  
.....
7. Contact/Mobile No. : .....

***Note : Enclose copy of Identity & Address Proof.****(Signature of the applicant)***FOR USE BY POLICE STATION ONLY**

It is certified that Character & Antecedents of Shri/Smt. .... has been verified and nothing adverse has been found against him/her. As per the records of this Police Station, no criminal case has been lodged against him/her so far and he/she has never been arrested for any illegal activity.

**Date:***(Signature of SHO with**Name & Rubber Stamp)**Seal of Police Station*