

**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 19/12/2019** for allotment of shops in SPG Shopping Complex, Sec-21, Dwarka, New Delhi as per details below on licence fee/ rent basis. The tenders will be opened at 1600 hrs on the same day.

<b>Shop No.</b> <b>(1)</b>	<b>Floor Area of the Shop</b> <b>(2)</b>	<b>Specific purpose.</b> <b>(3)</b>
1	35.45 Sqm	<b>General Store</b> All daily needs items
2	35.05 Sqm	<b>Vegetables Shop</b> All vegetables shop
3	17.14 Sqm	<b>Stationery Shop</b> All stationery items
4	35.45 Sqm	<b>Milk, Milk products &amp; Bakery shop</b> Multi brands (Milk, Curd, Chhach, Lassi, Ghee, Paneer, Ice Cream and Bakery items)

**Note : The details of the layout of the shop can be enquired from the Office of Asstt. Inspector General (Estate) 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 licence 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 licence 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. 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 licence fee (Rent) at the rate of 15% of the preceding month's rate after every three years.
- 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) All Tenders shall be subject to terms and conditions attached with the Tender form.
- viii) The allotment of shops are only for the items shown in column 3 above.
- ix) One person can apply for only one shop in one tender form.

Cont. on p/2 ...

3. The tender forms along with a copy of the terms and conditions of allotment can be obtained from Office of the Asstt. Inspector General (Estate), 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 19/12/2019.**

4. The tender forms shall be issued to bonafide 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.

  
(AVS Kaliyaff) 11/19  
**Asstt. Inspector General (Estate)**

**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 licence 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 Licence Deed with Govt. of India and he will have to deposit one month licence fee in advance & security deposit equivalent to 6 months licence 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 " <u>(Tender for allotment of Shop No. _____)</u> " 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 19/12/2019</b> . Tenders received after 1400 hrs on 19/12/2019 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 " <u>Director of Accounts, Cabinet Secretariat (Special Wing) SPG</u> " payable at New Delhi for an amount equivalent to three months licence 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 19/12/2019</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 ( <i>to be provided with Tender Form</i> ) duly verified by the SHO of concerned Police Station. Without enclosing duly verified "Character & Antecedents Verification Form"; the bid is liable to be rejected.

  
(AVS Kaliya) 19/12/19

Asstt. Inspector General (Estate)

**This Tender form is not transferable**

Sl.NO.....

Valid upto : 19/12/2019-1400hrs

Asstt. Inspector General (Estate)  
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)

Please affix your  
Latest passport size  
Photo here

To

The President of India,  
Through (Special Protection Group)  
(Cabinet Secretariat)  
SPG Complex, Sec-8,  
Dwarka, New Delhi-77.

**Subject: TENDER FOR ALLOTMENT OF SHOPS**

(i)	To be posted in Tender Box up to 1400 Hrs on 19/12/2019 at the reception at Admn. Block, SPG Complex, Sec-8, Dwarka, New Delhi-110077.
(ii)	To be opened at 1600 Hrs on 19/12/2019 at Admn. Block, SPG Complex, Sec-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 licence 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 licence 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, Sec-21, Dwarka, New Delhi-77)*

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

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**FOR USE BY POLICE STATION ONLY**

It is certified that Character & Antecedents of Sh./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**