



**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY  
Hostel Coordinating Unit**

**Tender Document**

**Barber Shop near Hostel No. 04**



**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY  
HOSTEL COORDINATING UNIT**

No.IITB/HCU/05/2025

Date : 06.08.2025

**Open Tender document for providing Barber shop near Hostel No. 4, IIT Bombay**

**IMPORTANT INFORMATION**

S. No.	Item	Description
1	Scope of Work	Providing Barber Shop near Hostel No. 4, IIT Bombay, Powai, Mumbai
2	Tender Number	No.IITB/HCU/05/2025
3	Tender Type	Open Tender
4	Submission of Bids	<b>Two Bid System:</b> The two-bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as – <b>Technical Bid and Commercial Bid</b> . Both the technical bid and commercial bid envelopes should be clearly marked as "Envelope No. 1 - Technical Bid" and "Envelope No. 2 - Commercial Bid" and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with the Tender No. & Due Date and to be submitted to the concern department/section mentioned in tender document.
5	Availability of Bid Documents/Tender Date	08.08.2025
6	Date & Venue of Pre-Bid Meeting	<b>Date: 13.08.2025 at 3:00 PM</b> Conference Room, Associate Dean (SA) office, 1 <sup>st</sup> Floor, Nandan Nilekani Main Building, IIT Bombay, Powai – 400076
7	Venue of Bid Submission	Hostel Coordinating Unit, Nandan Nilekani Main Building, IIT Bombay, Powai – 400076
8	Last Date of Submission of Bid	28.08.2025 (13:00 hours)
9	Venue, Date and time of Opening of Technical Bid	28.08.2025 (15:00 hours) Conference Room, Associate Dean (SA) office, 1 <sup>st</sup> Floor, Nandan Nilekani Main Building, IIT Bombay, Powai – 400076
10	Venue, Date and time of Opening of Commercial Bid	Will be notified later to the technically qualified bidders
11	Earnest Money Deposit	Rs. 50,000/- (Rupees Fifty Thousand only)
12	Performance Security	Rs. 1,00,000/- (Rupees One Lakh only)
13	Contact details for any query	Contact No. 022-2576-8900 Email to: – <a href="mailto:hcu.office@iitb.ac.in">hcu.office@iitb.ac.in</a> Copy to: - <a href="mailto:arhcu@iitb.ac.in">arhcu@iitb.ac.in</a>

**Indian Institute of Technology Bombay (IITB) invites Open Tender from interested Barber shop service providers to run near Hostel 4 area. The Tender document contains the following:**

1. Schedule A - Tender Conditions
2. Schedule B - Scope of work
3. Schedule C - Penalties for violation of rules
4. Schedule D - Eligibility Criteria
5. Schedule E - Selection Criteria
6. Schedule F - Payment of Charges
7. Schedule G - List of Services
8. Annexure I - Basic Details of Tender
9. Annexure II - Specimen of Quotation
10. Annexure III - Offered License fee
11. Annexure IV - Undertaking of Bid Security
12. Annexure VI - Checklist

**Deputy Registrar, HCU**

**Schedule – A**  
**(Tender Conditions)**

1. The Institute invites the prospective bidders to run the Barber Shop near Hostel No. 4 of IIT Bombay for a period of twelve months and subsequently, may be renewed for an additional period of one year or part thereof, subject to satisfactory performance. The maximum period of contract will be for 03 years.
2. The interested bidder may submit the duly filled tender to the Deputy Registrar HCU, Indian Institute of Technology Bombay, Powai – 400076 on or before **13:00 Hrs on 28/08/2025-**.
3. An amount of Rs.50,000/- (Rupees Fifty Thousand Only) towards Earnest Money Deposit (EMD) in the form of Demand Draft drawn in favour of “The Registrar, IIT Bombay” should be enclosed with the tender document. Tenders without EMD will be summarily rejected. While EMD will be returned to the unsuccessful bidders within 30 days of award of the contract. As defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME), bidder will be given exemption in the submission of EMD.
4. All the documents must be duly signed by the authorized signatory of the Tenderer.
5. The sealed cover containing the tender should be superscribed as ‘**Tender for Barber Shop near Hostel No. 4 of IIT Bombay**’. The sealed cover containing the signed Tender documents and Demand Draft for Rs.50,000/- towards EMD should be sent at **Hostel Coordinating Unit, Nandan Nilekani Main Building, IIT Bombay, Powai, Mumbai – 400076**. No interest is payable on EMD submitted.
6. The tender will be opened on specified date and time in the Conference room, Office of Dean (SA), Main Building, IIT Bombay.
7. The tenders received after the due date and time will not be entertained.
8. **Bidders have to quote their bid in the prescribed format given at Annexure II. Successful L1 Bidder will be considered on the basis of total offered price in Annexure II. In case of tie, the bidder with maximum years of experience will be given preference.**
9. The participating tenderers undertake to acknowledge that they have gone through all the Schedules and Annexures of this tender documents and agree to abide by them.
10. The Tender Committee reserves the right to shortlist / reject any or all the Tenders and accept the whole or any part of a tender without assigning any reason thereof.
11. Any legal disputes arising out of this tender process shall be settled in the court of competent jurisdiction located within the city of Mumbai, Maharashtra only.
12. The successful bidder shall execute an agreement with the IIT Bombay accepting the terms and conditions as listed in various Schedules. **The agreement can be terminated by either side with a notice of one month.**
13. The licensee shall maintain a **suggestion** book in the outlet wherein the consumers may register their feedback. The complaint book shall be produced every month on the first working day before the Dy. Registrar (HCU) for necessary action. If the complaints of identical nature persist, the institute would be at liberty to terminate the contract forthwith without giving any more notices.

**SCHEDULE – B**  
**(Scope of Work)**

1. A Barber Shop near **Hostel -4** along with electricity supply will be licensed to the Bidder. The Bidder has to arrange for all the equipment and material (Annexure-G) within the licensed area at his own cost. The licensed area has to be vacated, after the completion of the contract, without any damage. After the completion of the contract, any cost for repairs or damages caused by the bidder to IIT Bombay property will be adjusted against the Security Deposit of the bids.

2. **Operating Hours**

Everyday	08:00 hours to 22:00 hours
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3. IIT Bombay shall provide the following:

- a. Water for washing and cleaning the area at the prevailing rates chargeable to commercial establishments.
- b. Electricity for the exclusive purpose of running shop at the prevailing rates chargeable to commercial establishments.

4. The Bidder will use only good quality materials for the hair cutting and salon related items.

5. Following shall be the responsibilities of the Bidder regarding hygiene and sanitation.

- a. Cleaning and maintenance of equipment.
- b. Keeping the space provided neat, clean and hygienic.

6. Bidder's performance will be monitored on a regular basis by the competent authority and all recommendations/decisions of the Committee will be notified to the Bidder which should be strictly complied with. Non-compliance with the rules/recommendation/decision of the committee shall result in instant monetary fine/termination of contract or both.

7. The rates quoted by the Bidder shall be applicable for one year from the start of operations. The rates per **item** may be revised by the committee constituted by the competent authority.

8. The Bidder shall not assign, sublet or part with the possession of the licensed premises and properties of the Institute therein or any part thereof under any circumstances.

9. On expiry/termination of the license, the Bidder must vacate the licensed premises. All fixtures, furniture, etc. which are properties of IIT Bombay should be handed over to IIT Bombay in good and tenable conditions. Cost of repair charges for mishandling and damage (except normal wear and tear) will be deducted from the Performance Security.

10. The Bidder shall not construct or make any structural alterations inside the licensed premises.

11. The Bidder shall pay to the IIT Bombay the monthly license fee and other allied charges on or before 5<sup>th</sup> of the next month, failing which a penalty as per rules for all the days up to the date of actual payment beyond 5<sup>th</sup> will be levied by IIT Bombay.

12. An amount of Rs.1,00,000/- (Rupees One Lakh Only) towards **Performance Security** should be paid by the Bidder in the form of Demand Draft drawn in favour of 'The Registrar, IIT Bombay' before executing the Agreement. No interest is payable on the Performance security and the amount will be refunded within 60 days of the expiry/termination of the contract after adjusting dues, if any.

13. The Bidder should not employ any child labour below 18 years. The Bidder shall maintain a register with name, age and address of all their employees working in IIT Bombay campus. The Bidder must report any changes in the list of employees immediately. Bidder shall arrange to obtain security pass for all their

- employees from the Security Section of IIT Bombay, giving due undertaking for their character and antecedents.
14. No staff of the Bidder can stay overnight in the IIT Bombay campus or beyond reasonable hours before opening or after closing time of the shop.
  15. The employees of the Bidder should wear apron/uniform during work. All the employees should undergo a medical examination once in a year to validate their physical fitness. The Bidder should ensure that all of the employees are free of communicable diseases and medical certificate of all the employees to this effect should be submitted before the start of the shop service.
  16. The Bidder shall be responsible for the proper conduct and behaviour of the employees engaged by them.
  17. Smoking, consumption/distribution of alcohol, use of pan and gutka or any other banned or restricted substances by the Bidder or any employees of the Bidder is strictly prohibited.
  18. The Bidder is solely responsible for the payment of minimum wages, ESIC and EPF for their employees as per the rules of Maharashtra Government and should meet any other statutory and non-statutory benefits/obligations. The record of duty hours and pay structure should be maintained as per rules.
  19. The Bidder should ensure regular submission of all monthly, half-yearly and yearly returns to the ESIC/EPF and other statutory organisations and a copy to IIT Bombay.
  20. The Bidder has to maintain all books, registers, forms and other related documents which are prescribed under Contract Labour (Regulation & Abolition) Act 1971 and its Central/State rules, Minimum Wages Act 1948 and its Central/State rules, EPF & MP Act 1952, ESIC Act 1948 and all other concerned Acts/Rules/Laws.
  21. Periodic cleaning of fixtures (including lights, fans and other equipment), removal of cobweb, etc. in the licensed area will be the responsibility of the Bidder.
  22. Disposal of the waste material is the responsibility of the Bidder. Any waste material should not be kept in the shop.
  23. The Bidder should make their own arrangements for obtaining necessary license / clearance / approval from Corporation of Mumbai, Government of Maharashtra and for any other local authority, wherever necessary and IIT Bombay will in no way be responsible for any lapse by the Bidder in this regard.
  24. One-month prior notice in writing for termination of license and vacating the premises should be sent by the Bidder to the Competent Authority if he desires to terminate the license and vacate the premises allotted to them. The Bidder shall deliver to the Institute, on the said date, vacant possession of the premises allotted to him, along with all its fittings, if any, in the same condition at the time of taken possession of the same. Similarly, IIT Bombay can terminate the agreement by giving one month's notice to the Bidder without assigning any reason.
  25. It is the responsibility of the contractor to maintain and display a 'Price Chart' having details of all the pre-decided prices of services agreed between the contractor and IIT Bombay authorities. Fine is liable to be imposed, if not adhered as per Annexure II.

**Schedule C**  
**Penalties for Violation of Rules**

The Bidder will be fined in case of violation of the following rules:

1. If the shop is found without the price chart, it will attract a minimum fine of Rs.5000/per day.
2. Any complaint about salon services at a higher price than the pre-decided price will attract a minimum penalty of Rs.5000/per incidence.
3. If the Bidder used any substandard product, the bidder will be penalised of Rs 1000/- for every occurrence. The list of qualified brands of the product to be kept in Barber Shops will be decided after due discussion with GSHA. 0
4. The final decision of fines being imposed will be on recommendations of the Hostel Affairs Council and approved by the Associate Dean (SA).

**Schedule D**  
**Eligibility Criteria**

1. Bidder must have experience of running shop for not less than **10 years**. Interested bidder may apply along with sufficient proof of experience / ability to run the shop.
2. A proprietor / firm / company etc. should have a sound financial health in terms of working capital to run the outlet smoothly. To substantiate the same, solvency certificate of not less than rupees two Lakh **(Rs.2,00,000/-) has to be submitted in this regard.**

**Schedule E**  
**Selection Criteria**

1. Technical evaluation will be done on the basis of documents submitted in Envelope 1.
2. Bidders have to quote their bid in the prescribed format given at Annexure II for the Financial evaluation. Successful L1 Bidder will be decided on the **basis of the lowest total offered price in Annexure II**. Category-1 (SI No 1-3) is given weightage of 50%, while Category- 2 items (SI No 5-8) is given weightage 30% and Category-3 items (SI No 9-13) is given weightage of 20%.

Final Total = X+Y+Z (where X= 50% x T1, Y= 30% x T2 and Z= 20% x T3)

3. **In case of tie, Bidders with longest years of service experience will be given preferences for determining L1 bidder.**

**Schedule F**  
**Payment of Charges**

1. **License Fee** - The License fee to be paid is as follows:

<b>Location</b>	<b>Area in Sq. ft.</b>	<b>Rate per Sq. ft.</b>	<b>Total Amount</b>
Barber shop services near Hostel No. 4	278	Rs 60/-	Rs 16,680/-

(Note: The rate per sqft may increase or decrease as per decision of Competent Authority)

2. **Water & Electricity Charges** - Water and electricity bill will be charged as per the Institute rules.
3. **Security Deposit** - An amount of Rs.1,00,000/- (Rupees One Lakh Only) towards **Performance Security** should be paid by the Bidder in the form of Demand Draft drawn in favour of 'The Registrar, IIT Bombay' before executing the Agreement. No interest is payable on the Performance security and the amount will be refunded within 60 days of the expiry/termination of the contract after adjusting dues, if any.

**I/We have read the terms and conditions of the tender clearly and I/we agree to abide by them fully.**

**Signature of Bidder & Date**  
**Official Seal and Address**

## Schedule G

### List of the Equipment for Barber shop at Hostel 4

(i). Furniture

- Barber chairs (hydraulic, reclining)
- Mirrors with LED lighting
- Waiting area chairs or sofa
- Storage cabinets/drawers
- Air Conditioners

(ii). Tools and Equipment

- Hair clippers & trimmers (Corded & cordless)
- Hair cutting scissors, thinning scissors
- Straight razors & disposable blades
- Combs and brushes (different sizes/types)
- Hairdryers, straighteners, curlers
- Steam machine (for facial)
- Hair washing basin with reclining chair
- Towel sterilizer cabinet or UV sterilizer

(iii). Products

- Shampoos, conditioners
- Hair gels, serums, wax
- Pre-shave & aftershave lotions
- Beard oils
- Face massage creams and scrubs
- Disinfectants & cleaning solutions and etc

(iv). Hygiene Supplies

- Disposable capes, gloves, face tissues
- Sanitizers, disinfectant sprays
- Clean towels (lots of them)
- Waste bins (covered)

2. Standard rules and services.

- (i) Cleanliness is key – sanitize all tools after each use.
- (ii) One-time use – razors, tissues, and face towels should be disposable or washed after one use.
- (iii) Professional behaviour – politeness, proper dress code (apron/uniform), and punctuality.
- (iv) Appointment system (optional) – allows time management and avoids crowding.

3. Haircutting rules

- Understand the client's need before cutting.
- Use sanitized tools for each client.

- Offer mirror checks during and after the cut.
- Clean the area after every haircut.

4. Beard Trimming/Shaving Rules

- Use new disposable blades for each client.
- Apply pre-shave cream/oil before shaving.
- Use hot towel technique if offering a premium shave.
- Aftershave and moisturizer are optional but recommended.

5. Face Massage/Facial Rules

- Check for skin allergies before applying products.
- Clean face before starting massage.
- Use gloves if the client requests it.
- Use disposable headbands and towels.
- Disinfect facial tools (rollers, massagers) before and after use.

Note :- The items in the list can be added or deleted after discussion with GSHA and approval of Competent authority.

**Basic Details of Tenderer**

<b>S. No.</b>	<b>Description</b>	<b>Information</b>
1	Name of the Bidder:	
	Complete Address:	
	Phone No.	E-mail ID:
2	Contact Person / Representative Name and Designation	
	Phone:	Mobile No.
3.	a). Registration No.	
	b). PAN:	
	c). GST Registration Certificate	
	d). Registration certificate of Establishment under Maharashtra Shops and Establishment Act, 1948 for similar business category	
	<b>Enclosed copies of the above</b>	
4.	Number of years of experience for providing Barber shop services:	
5.	<b>Bidder Solvency Certificate</b> <b>(Solvency certificate for an amount not less than Rs. 2,00,000/- should be enclosed)</b>	
6.	Litigations, if any, connected with the work	Yes/No (if yes, details to be furnished)
7.	Bank Details - Bank Name, A/c No., IFSC Code and complete address (Enclose copies)	
8.	Any other information in support of the credentials	Details, if any, to be furnished.

**Signature of Bidder & Date**  
**Official Seal and Address**

**Financial Bid: List of Services to be offered in Barber Shop at Hostel-4**

SI No.	Name of items	Category and their weightage	Rate of services including GST
1	Hair Cut	Category 1 (50 %)	
2	Shave		
3	Beard Trim		
		T1 (Sum of SI No 1-3)	
		<b>X= 50% x T1</b>	
4	Facial (Normal)	Category 2 (30%)	
5	Face Scrubbing		
6	Highlighting Hair color and Dyeing		
7	Hair Shampoo		
8	Clean-up		
		T2 (Sum of SI No 4-8)	
		<b>Y= 30% x T2</b>	
9	Head Massage	Category-3 (20%)	
10	Body Massage		
11	Scalp Massage		
12	Face steaming		
13	Threading		
		T3 (Sum of SI No 9-13)	
		<b>Z= 20% x T3</b>	
		<b>Total (X+Y+Z)</b>	
	Total (X+Y+Z) (in Words):		

Note: The number of above services may increase or decrease later after discussion with GSHA and duly approved by Associate Dean (SA).

**Signature of Bidder & Date  
Official Seal and Address**

**Undertaking for Bid Security**

(On Company / firm's Letterhead)

To,  
Associate Dean (SA)  
1st. Floor, Nandan Nilekani Main Building,  
I.I.T. Bombay, Powai,  
Mumbai – 400 076.

Sir,

We, M/s ..... (name of the firm), with ref. to Tender No.IITB/HCU/2025-26/03 dt. .... hereby undertake that:

- 1) We accept all the terms and conditions of the tender document.
- 2) We accept that, we will not modify our bid during the bid validity period and honour the contract after award of contract.
- 3) In the event of any modification to our bid by us or failure on our part to honour the contract after final award, our firm may be debarred from participation in any tender/contract notified by Indian Institute of Technology Bombay for a period of one year.

Yours faithfully,

(Signature of the bidder)  
Name of the Proprietor/firm/company etc.  
Designation  
Seal  
Date:  
Business Address:

**Checklist**

The following items must be checked before the bid is submitted:

**1. Envelope “1” – Technical Bid**

- a. Each page of Tender document duly sealed and signed by the authorized signatory.
- b. Annexure I – Basic details of Tenderer
- c. Annexure III – Bid security declaration
- d. Registration No.
- e. PAN
- f. **Latest Bidder Solvency Certificate**
- g. Bank Details / Cheque
- h. GST Registration Certificate
- i. Registration Certificate of Estb. Under Maharashtra shops and estb. Act. 1948
- j. EMD
- k. Work experience certificate of minimum 10 years

**2. Envelope “2” – Commercial Bid**

- a. **Annexure II**

Your quotation must be submitted in two envelopes **Technical Bid (Envelope 1) and Commercial Bid (Envelope 2)** superscribing on both the envelopes the **Tender no. and the due date** and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date.