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**EXPRESSION OF INTEREST**

**FOR**

**ALLOTMENT OF SHOPS AND**  
**PATRI SHOPS**

**AT**

**PUSA AGRO KRISHI HAAT, IARI, PUSA CAMPUS**  
**NEW DELHI**

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**ICAR- INDIAN AGRICULTURAL RESEARCH INSTITUTE**  
**NEW DELHI-110012**  
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## **DATE SHEET**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Institute	ICAR- Indian Agricultural Research Institute New Delhi-110012
2	Method of selection	As per the selection criterion defined in EOI
3	Application start on date	23-10-2024
4	Last date for receipt of proposal	22-11-2024
5	Date of lottery draw/award of allotment	Will be intimated to the qualified parties separately
6	Expected date of commencement of assignment	Within 30 days of last date of receipt of applications
7	Postal address for submission of proposal	AAO Estate & Protocol ICAR-IARI Pusa Campus New Delhi-110012 Phone: 011-25841413, 011-25843588 (Ext.4226) Email: <a href="mailto:estatenprotocol@iari.res.in">estatenprotocol@iari.res.in</a>
8	Mode of submission of proposal	Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No 11 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
9	Place of opening of proposal	Committee Room, Director's Office, IARI
10	Website to visit for download of EOI document	<a href="http://www.iari.res.in">www.iari.res.in</a>



भा.कृ.अनु.प-भारतीय कृषि अनुसंधान संस्थान  
नई दिल्ली-110012

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## Notice for invitation of Expression of Interest [EOI] for allotment of Shops and Patri-Shops at Pusa Agro Krishi Haat, IARI New Delhi

ICAR-Indian Agricultural Research Institute, New Delhi has launched Pusa Agro Krishi Haat, IARI New Delhi.

In this regard, this office is inviting expression of interest from interested farmers/FPOs/Agribusiness startups/other ICAR institutes/ other public or private vendors eligible for the allotment of shops and patri-shops/kiosk at Pusa Agro Krishi Haat, IARI, New Delhi - 110012. The details are:

Rental unit	Rates (in INR)	Security deposit	Duration of allotment
Shops (3X3 meters)	3,000/- per month	Rs.25,000/- one time refundable deposit in the form of Bank Guarantee/FDR	Two Years
Patri-Shops/ kiosk	500/- per month	10,000/- one time refundable deposit in the form of Bank Guarantee/FDR	Two years

The details of the scheme, eligibility criteria and terms & conditions for the proposal can be obtained from the official website [www.iari.res.in](http://www.iari.res.in). This can also be collected from Room No. 12, Director's Office, IARI, Pusa, New Delhi - 110012 between 3.00 PM to 5.00 PM from Monday to Friday, starting from date of publishing of the notice.

The last date of submission of EOI/applications, in sealed envelopes, to this office is 22-11-2024, along with all supporting documents.

All the related queries, corrigendum, updates, if any will be published on the above- mentioned official websites only.

AAO (Estate and Protocol)  
011-25841413 (Ext-4226)  
E&P Section, Director's Office,  
IARI, Pusa New Delhi-110012

# **EXPRESSION OF INTEREST FOR ALLOTMENT OF SHOPS AND PATRI-SHOPS/KIOSK AT PUSA AGRO KRISHI HAAT IARI, (PAKHI) NEW DELHI**

## **TERMS OF REFERENCE**

### **1. Introduction- IARI**

- 1.1. Indian Agricultural Research Institute (IARI), New Delhi is an autonomous organization under ICAR, DARE, New Delhi.
- 1.2. IARI is mandated to provide national leadership in agricultural research, education, extension and technology assessment and transfer by developing new concepts and approaches. In this line, the institute has turned a new page by launching Pusa Agro Krishi Haat, IARI New Delhi.

### **2. Introduction – Pusa Agro Krishi Haat, IARI, New Delhi**

- 2.1. The Pusa Agro Krishi Haat, IARI has been set up as a point of offering, selling and networking opportunities to farmers, FPOs and agri-startups and help them in nurturing their entrepreneurial activities with overall farmers welfare.
- 2.2. It will also serve as a point of conducting other community development programs and enterprise development programs for the betterment of the society.

### **3. Objective**

- 3.1. The objective of allotment of shops and patri-shops/kiosk at Pusa Agro Krishi Haat, IARI, New Delhi is to provide space for commercial activities of agro-products by farmers, FPOs and Agri-startups.
- 3.2. Pusa Agro Krishi Haat will provide a single location for agro-products, culture, agro-craft and cuisine. Additionally, the Haats will provide marketing opportunities to the farmers, FPOs and Agri-startups.
- 3.3. This will help in attracting more visitors/ buyers, ease of shopping and promote sale of agro based products and handicrafts developed by farmers, FPOs and Agri-startups.

### **4. Facilities:**

- 4.1. It has 60 shops of 3 X 3 meters dimensions and space for 20 patri-shops/kiosk.
- 4.2. It has beautifully designed 10 sitting arrangements of 6 chairs and one table each, two open grounds, and a recreational area to attract tourists/buyers.
- 4.3. It has utilities including electricity, water, maintenance and 4 toilets (Men and Women separately) (including electricity, water, maintenance as per norms)
- 4.4. EOI is invited herein for 60 shops and 20 patri-shops/kiosk mentioned at S. No. 4.1 above.

## 5. Duration

- 5.1. The validity of allotment of 60 shops and 20 patri-shops/kiosk is initially for two years at a time. After the expiry of this period, fresh applications would be floated for the next round of allotment. However, present incumbents of the shops will be given preference for next shop of allotment, if any wish to apply for the shop again.

## 6. Scope of Work

- 6.1. EOI is invited herein for 60 shops and 20 patri-shops/kiosk mentioned at S. No. 4.1. These 60 shops and 20 patri-shops/kiosk are located towards Inderpuri gate of IARI, New Delhi and are available for allotment.
- 6.2. The distribution of these 60 shops with respect to the nature of items/products to be sold at each shop is as follows:

No. of shops	Nature of products to be sold
20	FMCG products (including organic products)
20	Household items supplied by Agripreneurs
10	Agri-based handicraft and clothing
4	Restaurants/snack shops
2	Pusa Inputs shop
4	Other shops (reserved for ICAR institutes)

Note: The number of shops in each category mentioned above may be altered/changed depending on the applications received in this regard.

## 7. Rent rates and other deposits:

- 7.1. The charges for allotments of Pusa Agro Krishi Haat are as follows :

Rental unit	Rates (in INR)	Duration of allotment
Shops	3,000/- per month	Two years
Patri-shops/kiosk	500/- per month	Two years

### The Security Deposit (applicable in case of shops only)

- 7.2. The tenants have to deposit a security amount of **Rs.25,000/ Rs.10,000** as applicable in form of FDR or Bank Guarantee in favor of Director IARI in advance in lieu of electricity expenses and rent in advance before taking the allotment slip. The security amount will either be adjusted or refunded back to the tenant after applying due deduction for electricity bills/rent, if not paid.
- 7.3. Failure to comply with the conditions of the agreement shall constitute sufficient ground for the forfeiture of the security deposit.
- 7.4. No interest shall be paid on the security deposit. The security deposit shall be refunded after successful completion of the term with no intention for further continued engagement.
- 7.5. In case of breach of any terms & conditions, the security deposit of the allotted parties shall be liable to be forfeited besides annulment of the agreement.

## **8. Selection criterion:**

- 8.1. Pusa Agro Krishi Haat will serve as a point of offering, selling and networking opportunities to farmers, FPOs and agri startups, only and help them in nurturing their entrepreneurial activities. The tenants will be selected only if he/she is:
- A farmer (authenticated by Kisan Credit Card)/Khatoni/Farm
  - An FPO (authenticated by the Registration document and previous years' balance sheet to demonstrate their activity)
  - An Agribusiness startup (authentication by incorporation certificate, MoA and AoA)

## **9. Preference membership:**

- 9.1. The concept of preference membership is introduced to provide a privilege to the farmers, FPOs and Agri-startups associated with IARI. In this respect, 25 shops will be reserved for the following:
- IARI Fellow farmers
  - IARI Awardee farmers/FPOs
  - FPOs initiated/nurtured by IARI
  - Agribusiness startups incubated by IARI (previous and current both)
  - IARI technology licensees
- 9.2. The allotment of these 25 shops will be done on lottery system basis from the above mentioned clientele. These members have to follow the general rule of allotment policy except their reservation for 25 shops.  
Note: The no of shops in preference membership may be altered/changed depending on the number of applications received in this regard.

## **10. General procedure of allotment:**

- 10.1. The shops and patri-shops will be made available on lottery basis.
- 10.2. After the receipt of all applications received till the last date of receipt, the applications/EOI received will be scrutinized for eligibility by a Committee constituted for this purpose and based on the recommendations of the committee, a list of valid applications fulfilling all the terms and conditions as mentioned in the EOI documents, would be prepared for the process of lottery draw. The list of eligible parties would be uploaded on official website [www.iari.res.in](http://www.iari.res.in).
- 10.3. Based on the list of eligible parties, a lottery would be drawn in the Committee Room, Director's Office, IARI, New Delhi for each category of shops as mentioned at point no. 6.2 and from among the applicants of preferred category as per point no. 9.1. The concerned parties would be intimated about the date of lottery on the official website [www.iari.res.in](http://www.iari.res.in) and the concerned parties can be present during the draw of lottery.
- 10.4. In case of non-receipt of desired number applications from preferred category, the shops will be allotted from the general pool of applications as per the procedure mentioned in point no. 10.2 and 10.3.
- 10.5. The final selected list of the applications for the allotment of shop and patri-shops will be displayed on the website of IARI.
- 10.6. The present incumbents of the shops at PUSA Agro Krishi Haat will be given priority, if they wish to apply for the Shop. However, allotment will be made as per point No. 10.1.

## **11. Terms & Conditions for selected parties:**

### Allotted space & utilities

- 11.1. The selected parties may use the allotted space for the activities as approved by IARI and IARI reserves the right to choose the commercial activities to be done at the allotted premise at its own suitability.
- 11.2. The Pusa Agro Krishi Haat authority will provide a built-up space only. The selected parties will have to arrange equipment and other furniture etc. from own source for running the activity. The allottee has to restrict his/her activities within the allotted premises.
- 11.3. The selected parties shall be required to execute all work at their own cost as required for commercial development of the allotted shop/patri-shop/kiosk where only temporary structure shall be constructed/developed with the prior approval of the competent authority with the prior approval of the competent authority.
- 11.4. Under no circumstances, any form of permanent structures shall be constructed or installed in & around the allotted shop/patri-shop/kiosk for running the commercial activity as approved by IARI.
- 11.5. Additionally, all physical infrastructure except the area of shop/patri-shop/kiosk , like internet connectivity devices, PoS devices, air conditioning, communication devices etc. shall be installed by the selected parties at its own cost and responsibility. IARI's responsibility pertains to providing the required land space only.
- 11.6. Under no circumstances, the allotted space can be mortgaged, charged or otherwise put under any lien (including negative lien). No charge or encumbrance will be created or agreed to be created in favor of any person, including the Lenders/ Financial Institution (s)/ Banks etc.
- 11.7. The selected parties shall also ensure that the proposed commercial activity within allotted shop/patri-shop/kiosk is neither an impediment for smooth flow of traffic nor a safety hazard for any of the property of Pusa Agro Krishi Haat and public at large.
- 11.8. The selected parties shall also ensure that all existing utilities and facilities (if any) falling within the said allotted space will be kept accessible and the selected parties shall not interfere or tamper with those installations at any time.
- 11.9. The responsibility of security, maintenance & cleanliness of the allotted premises shall rest with the selected parties.
- 11.10. As the Pusa Agro Krishi Haat area is a plastic free zone, the selected parties have to use eco-friendly materials in the premises and shall not use the banned plastic materials/ single use plastics (as notified by Delhi Pollution Control Committee DPCC, Govt. of Delhi) under any circumstances. Earthen Materials, Paper/ Bamboo Materials, and paper bags are permitted in Pusa Agro Krishi Haat premises.
- 11.11. The solid waste generated from the allotted premises must be disposed in the earmarked area as per NDMC waste management instructions.



- 11.12. The timing of the opening of shop will be **8.00 AM to 9.00 PM** only. However, on special occasion (exhibitions/festivals) it can be changed as per approval of the authority.
- 11.13. Extra decoration/signage/flex in the cafeteria premises may not be allowed and as exception it may be done with the prior permission of the competent authority.
- 11.14. The selected parties will operate, manage and maintain the entire offered space with adequately trained and experienced team responsibly.

#### Electricity and water charges

- 11.15. Individual sub-meters have been installed for each shop and the charges/bill of electricity has to be borne/paid by the concerned party itself based on the no. of units utilized in the shop IARI shall not be responsible for payment of individual shop electricity charges.
- 11.16. Nominal maintenance fee may be charged which would include water charges, as per the decision of the competent authority, if required.

#### Man power Management by the selected parties

- 11.17. The selected parties will have to make necessary arrangement to deploy sufficient number of staffs and equipments to run the activity. The agency may issue identity cards to each of its staffs at its own cost for entry into the premises.
- 11.18. Security staffs of Pusa Agro Krishi Haat shall be at liberty to exercise check on any of its staff/ supervisor/ manager while entering the premises, during the work and while leaving from the premises.
- 11.19. It is the responsibility of the selected agency to ensure that all persons deployed by it will be efficient, skilled, honest and conversant with nature of work for getting the work done and they must have a good character duly verified by the Police Authorities and shall produce such police verification on demand.
- 11.20. The details of the workers like name, father's name, address, mobile number, AADHAR card and copy of Identity Card issued by the agency shall have to be submitted to Pusa Agro Krishi Haat authority/Security Incharge of IARI.
- 11.21. The persons employed by the selected parties shall be present at all times. For all purposes the selected parties shall alone be liable and responsible for full payment of all kind of wages, salaries, remuneration and other benefits etc. as per the minimum wages or statutory wages/ rate fixed by the Govt of India, to them without claim or reimbursement from Pusa Agro Krishi Haat authority.
- 11.22. The selected parties shall not engage anyone below the age of 18 years.

#### Permissions/Licenses/Clearances/Sanctions

- 11.23. Procuring all the permissions/ licenses etc. required from the statutory/ regulatory/ civic authorities concerned from time to time, to be able to use the allotted space for desired commercial activities/purposes/business will be sole responsibility of the selected parties.
- 11.24. The selected parties shall be responsible for obtaining fire NOC for their licensed area/space from

the competent authorities and comply with all statutory requirements in connection fire related hazards.

11.25. The selected parties shall at all times adhere to all rules, regulations and provisions of the Pusa Agro Krishi Haat and its amendments thereto and shall also comply with all notices and circulars issued by Pusa Agro Krishi Haat authorities in this regard.

11.26. The selected parties shall ensure that they follow and adhere to the Guidelines, Rules, Regulations and Acts defined by other government bodies and its amendments time to time, as applicable.

11.27. The selected parties shall not assign any of its rights, or interest in respective agreement in favor of any company/person(s) at any time and for any reasons whatsoever.

## **12. Terms of Payment**

12.1. The selected parties needs to ensure regular and timely payments of all amounts due by 5<sup>th</sup> day of every month to Pusa Agro Krishi Haat authorities and discharge all obligations as per provisions of this document.

12.2. Payment of all statutory taxes, GST, local levies, statutory dues, etc. as and when due and as applicable and as mandated by the govt.

## **13. General Terms of agreement for selected parties:**

13.1. Selected parties have to abide by any conditions/ alterations as imposed by the authority time to time.

13.2. The selected parties will nominate a coordinator who shall be stationed at IARI, New Delhi and shall be responsible for immediate interaction with the office as and when required.

13.3. No other business or providing any other services or any other activities or displays/ exhibition or any hoarding advertisement other than activity as approved by IARI, New Delhi will be allowed with in the premises.

13.4. Any damage to the shop or any other ancillary structures including supporting structures shall be the sole responsibility of the selected parties, which shall be repaired by the selected parties. If any loss or damage is caused the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.

13.5. In case, the allottee does not pay the rent timely or fails to open to shop for more than 7 days without prior intimation, then the allotment will be cancelled and security fee will be ceased.

## **14. Governing Law and Penalty Clause:**

14.1. That the selected agency shall handover the vacant and peaceful possession of the licensed premises along with all the lands, building, fixtures and fittings to Pusa Agro Krishi Haat Authority on expiry, revocation/ termination of the license to be granted within 15 days of the expiry, revocation/ termination of the license. If he fails to handover the possession of the premises or on expiry of termination/ revocation of the license peacefully within 15 days, Pusa Agro Krishi Haat Authority will have a right to charge damages for illegal use and occupation of the premises @ Rs. 2,000/- per day till such time the premises is vacated by the selected

parties. In addition, the security amount shall also be forfeited.

14.2. The authority reserves the right to reject any or all the offers without assigning any reason thereof.

14.3. The terms and conditions may be modified at any point of time by the orders of the Competent Authority, i.e. Director, IARI

#### Dispute Resolution

14.4. Any dispute arising out of the EOI, the decision of the Director, IARI shall be final & binding.

14.5. Any legal dispute arising between the allottee and IARI shall be subject to jurisdiction of Courts in Delhi.

### **Section -2: PROCEDURE FOR APPLYING**

#### **15. Terms and condition for applying**

15.1. This EOI proposals will be received in sealed cover of A4 size envelope super scribed "**Expression of Interest for Allotment of shop/patri-shop/kiosk at Pusa Agro Krishi Haat, IARI, New Delhi for running \_\_\_\_\_**" by the office at AAO, Estate & Protocol, Indian Agricultural Research institute (IARI), Pusa Campus, New Delhi 110012 up to 3.00 PM on **30-10-2024**.

15.2. The parties have to clearly mention the type of commercial activity going to be undertaken in EOI application.

15.3. The interested parties must submit their proposal by **Speed Post/ Registered Post/ Courier only** to the address as specified at **Sl. No. 07 of the DATE SHEET** during the office hour only on or before the last date and time of submission of proposal as specified at **Sl. No. 4 of the DATE SHEET**. Submission of proposal through any other mode and late bid will be rejected. The IARI, New Delhi will not be responsible for postal delay/ any consequence in receiving of the proposals.

15.4. The interested party may travel to the site at Pusa Agro Krishi Haat, IARI, New Delhi to obtain any information as they may consider necessary before submission of the EOI proposals. This may be done on their own expenses.

15.5. All the communication would be through email/letter and phone. Hence, the agencies/interested parties are advised to provide functional mobile /contact no and valid email address.

#### **16. EOI proposal and documents**

16.1. The interested parties have to submit the EOI proposal in the prescribed format i.e., Covering letter and other information as per the "Annexure-I & II" along with following documents fulfilling the eligibility criteria, **as applicable** to the interested party/entity:

16.1.1. Valid registration certificate of the parties towards its constitution/ necessary licenses or permissions &/or clearances towards running the proposed activity from the competent authority.

16.1.2. GST Registration Certificate and up-to-date returns of the previous two financial years i.e. 2022-23, 2023-24 and for startup organizations - since their inception (if available)

16.1.3. Copy of PAN Card.

16.1.4. Individual parties will submit detailed list of all existing outlets with address.

- 16.1.5. Detailed current profile of the parties including the list of manpower to be associated with necessary documents.
  - 16.1.6. Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-III).
  - 16.1.7. Undertaking that entity has not been blacklisted by any Central/ State Govt/any autonomous bodies during the recent past (Annexure-III).
  - 16.1.8. Undertaking regarding trueness and correctness of the information submitted by the firm (Annexure-III).
  - 16.1.9. Declaration of veracity of facts. (Annexure-IV)
  - 16.1.10. In case, any or all of the provisions mentioned above are not applicable, the parties should give a NIL statement/declaration to that effect. Non submission will not be considered as exemption.
- 16.2. Anyone found guilty of furnishing false information shall be blacklisted by the IARI and security deposit such agencies shall be forfeited.

**EOI PROPOSAL/APPLICATION FOR ALLOTMENT OF SHOPS/PATRI-SHOPS AT  
PUSA AGRO KRISHI HAAT IARI NEW DELHI**

**EOI PROPOSAL COVERING LETTER**

Location:

Date:

To  
The Director  
ICAR-IARI  
Pusa Campus  
New Delhi 110012

Sub:EOI proposal/application for allotment of shops/patri-shops at Pusa Agro Krishi Haat, IARI, New Delhi for running \_\_\_\_\_.

Sir,

I, the undersigned, offer to participate in the process of allotment of shops/patri-shops at Pusa Agro Krishi Haat, IARI, New Delhi for running \_\_\_\_\_ in accordance with your EOI NoticeNo.: \_\_\_\_\_ Date \_\_\_\_\_. I/We are hereby submitting our proposal sealed in an A4 size envelope.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this agreement is found violated by our agency, then your office shall have the rights to reject our proposal including forfeiture of the security deposit absolutely.

Yours faithfully,

Authorized Signatory  
with Date and Seal

Name and Designation of the Signatory:

Name of the Parties and Address:

**DETAILED TECHNICAL SPECIFICATIONS OF PROPOSAL SUBMITTED BY THE INTERESTED PARTY**

<b>Sl. No</b>	<b>Specification</b>	<b>Details</b>
1	Name of the parties	
2	Category under which Party falls i.e.: f) IARI Fellow farmers g) IARI Awardee farmers/FPOs h) FPOs initiated/nurtured by IARI i) Agribusiness startups incubated by IARI (previous and current both) j) IARI technology licensees k) Others (provide description)	
3	Applied for shop/Patri-shop	
4	Nature of goods/products to be sold as indicated at S.no. 6.2	
3	Details of Security Deposit	FDR/Bank Guarantee No: Date: Amount (Rs.) Drawn on Bank.
4	Name of the Director/ Proprietor in case of agency/firm/startups	
5	Full address of person/registered office	Postal Address:  Telephone No. FAX No. E-Mail Address
6	Name & telephone number of the authorized person signing the proposal, in case of agency/ firms/ startups	
7	Bank Name	Account Number: Bank and Branch Name: IFSC Code
8	PAN No. (Attach self-attested copy)	
9	GSTIN (Attach self-attested copy), if available	
10	Acceptance to all the terms & conditions of the EOI (Yes/ No)	

**UNDERTAKING**

1. I, hereby undertake that there is no criminal case pending in any Court of Law against our agency or against the Proprietor/ Director/ Persons to be deployed by our agency.
2. I/ we further certify that Proprietor/ Director/ Persons to be deployed by our company have not been convicted of any offence in any Court of Law during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.
3. I, hereby undertake that, our agency has not been blacklisted/ debarred by any of the Central Government/ State Government Department/ Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.
4. I hereby declare that our agency will sell only those items/products which are permissible by government (center/state) at our shop/Patri-shop.
5. I hereby declare that all the information and statements provided in the EOI proposal and enclosed documents are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of my proposal.

Authorized Signature  
(in full and initials)

Name and designation of the signatory:

Name of the parties and address:

**DECLARATION**

I, Shri \_\_\_\_\_, Son/Daughter/Wife of Shri \_\_\_\_\_ Proprietor/Director/Authorized signatory of \_\_\_\_\_ (Name of the Service Provider), competent to sign this declaration and execute this EOI proposal. I have carefully read and understood all the terms and conditions of the EOI and undertake to abide by them.

The information and documents furnished along with the EOI are true and authentic to the best of my knowledge and belief. I am well aware of the fact that, furnishing of any false information/ fabricated document would lead to rejection of our EOI proposal at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Applicant/Authorized Representative with seal)

Place: \_\_\_\_\_

Date \_\_\_\_\_

Enclosures:

- 1) Security deposit in the form of FDR or Bank Guarantee in original.
- 2) Copy of EOI (each page must be signed and sealed).
- 3) Duly filled EOI application.
- 4) List of documents as applicable.