

**PDPM- INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN AND MANUFACTURING, JABALPUR**

EXPRESSION OF INTEREST

FOR RUNNING THE CANTEEN

IN

HALL OF RESIDENCES



PDPM

**Indian Institute of Information Technology,
Design & Manufacturing Jabalpur
Dumna Airport Road, PO: Khamaria
Jabalpur- 482005**

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PDPM INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN AND
MANUFACTURING JABALPUR

Date: 23-06-2022

Expression of Interest

Sealed expression of interest (EOI) are invited for running the Canteen in Hall of Residences herein after known as canteen, for 24 Months as per the scope of work (Annexure 1), terms and conditions (Annexure 2). EOI in the given format (Annexure 3) with experience certificates, testimonials and documents, as applicable, along with undertaking (Annexure 4) and check list (Annexure 5) are to be dropped in the quotation box available in the Students Affairs's Office on or before **11 July 2022** by 5:00 PM.

The interested firms will be informed to come personally for an interview before a committee on **12 July 2022** from 03:00 pm onwards in the Ground floor Institute Conference Hall/Administration Block along with the originals of attached documents in support of their claim.

Registrar

Copy to:

Director, PDPM I.I.I.T Jabalpur, for kind information please.

All Deans/All Heads of Disciplines for information please.

Registrar for information please.

All Faculty

Chairman (Placement Cell)

All Wardens/ Associate Warden, for their Hall notice board.

All notice boards

In-charge website for display on the Institute's website please.

PDPM
Indian Institute of Information Technology,
Design & Manufacturing Jabalpur

1. SCOPE OF WORK

- 1.1 The selected firm shall be permitted to run the canteen in one of the Hall of Residences of PDPM-IIITDM Jabalpur for the students and visitors.
- 1.2 The period of allotment will be two years, which may be extended on satisfactory services.
- 1.3 A computerized receipt must be provided to all the customers for any sale.
- 1.4 Log of sale should be maintained and the same may be checked time to time by the committee.
- 1.5 Canteen shall open from 12:00 Noon to 01:00 AM throughout the week including Saturday and Sunday. In case of inability in opening on specific days, the selected firm should take prior written permission from the canteen committee for the same. Failing which, a warning will be given. After one warning, penalty will be imposed. The penalty will be Rs.500/- for every such occurrence.
- 1.6 The selected firm shall start running canteen within fifteen days of the offer given by the Institute. If the selected firm fails to start the canteen within stipulated time without any information, the offer will be withdrawn.
- 1.7 The selected firm shall sale and serve only such items which are approved by the committee. For addition of any new item in the list, separate approval should be taken from the committee.
- 1.8 The selected firm shall display the approved Rate List of items at the appropriate place inside the canteen premises
- 1.9 Selling price of any item in the canteen should not be more than MRP.
- 1.10 As Institute charges very nominal rent to the contractors, hence it is expected the contractor will offer subsidized rate of selling items.



2. TERMS AND CONDITONS

Whereas the PDPM Indian Institute of Information Technology Design and Manufacturing, Jabalpur herein after known as the Institute or Licensor, has agreed to give a license to licensee subject to the conditions mentioned herein after. The Licensee herein after known as the selected firm will pay a monthly license fee of Rs 3000/- (Rupees Three thousands only) for running the canteen

- 2.1 The duration of contract will be 24 months –first 03 months being on probation, on satisfaction of which the contract will automatically get extended for the remaining period. The contract may be terminated by either party after giving a notice of clear 30 days. During probation period a notice of only 15 days is required to be given by either side.
- 2.2 The selected firm should be a registered and a licenced contratctor for the said job types specified in scope of work, e.g. food license, labour license Appropriate documents / certificates issued from appropriate authorities should be enclosed.
- 2.3 The selected firm should give his/her full permanent as well as present address in the application form.
- 2.4 The selected firm shall be required to enter into an agreement with institute. The conditions of contract, the conditions of license of the selected firm and the letter of acceptance of the selected firm would form a part of the agreement to be signed. The cost of the Stamp Paper required for the agreement will be borne by the selected firm.
- 2.5 The selected firm, who's application/candidature is accepted have to sign the contract agreement and need to start canteen within 15 days from the offer date. In the event of any evasion, refusal or delay on selected firm part in signing the contract, the acceptance of his/her application may be withdrawn and decision of the canteen committee will be final in this regard.
- 2.6 All workers have to maintain hygiene & will follow all Covid Protocols.

2A. GENERAL TERMS AND CONDITIONS

- 2A.1 Selected firm needs to provide all the items on all the days as per the price decided by the canteen committee. Canteen committee will review the price list after each year.

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- 2A.2 The canteen committee may visit and inspect the canteen/s to check all services, material/equipment and taste the food/eatables at any point of time.
- 2A.3 The selected firm will make the arrangements for keeping all eatables in glass-covered showcases, protected from flies and insects. The selected firm will also ensure to serve the eatables with Hand Gloves or with Chhimti.
- 2A.4 The Institute will not be responsible for credit sales/ losses or pilferage.
- 2A.5 The crockery & other serving items should be of good quality as approved by the canteen committee. Material of serving items should be either glass or steel. No styrofoam crockery or running items should be used.
- 2A.6 The selected firm is bound to maintain cleanliness conditions in and around the canteen/s at his own cost. No staff member of the Institute will be engaged for the purpose.
- 2A.7 The selected firm will pay necessary fee, taxes as applicable, according to the rates prescribed by the Government or any other Authority for running the canteen directly to concerned Authorities and submit the details as a proof to the Registrar.
- 2A.8 In case of dispute arising between the selected firm and the Institute, the decision of the Director shall be final and binding on the Licensee.
- 2A.9 All legal disputes shall be subject to the Jurisdiction of Jabalpur.
- 2A.10 The selected firm should have sufficient utensils; crockery and other infrastructure to run the canteen.
- 2A.11 The selected firm should have minimum number of four employees in the canteen. The time of service usually is 15 minutes maximum. The selected firm should ensure that the service time should not exceed on frequent basis.
- 2A.12 The selected firm should take all safety measures while running canteen and will keep a First Aid Box duly updated/replenished from time to time. selected firm will also be responsible for the safety of the manpower engaged by him.
- 2A.13 It is the responsibility of the selected firm to get the verification of age, character and antecedent of the employees, employed by the selected firm.
- 2A.14 The selected firm shall not employ in the canteen any person suffering from any contagious or infectious disease and will ensure their personal hygiene from time to time. Tobacco or related product are strictly prohibited and no one should be found consuming the same.
- 2A.14 The selected firm shall not sublet a part or whole of the premises to any other agency for any purpose what so-ever.
- 2A.15 The selected firm shall not indulge himself in carrying out activities other than the purpose stipulated here under.
- 2A.16 The selected firm shall keep the Institute indemnified against any or all claims for damages, which may be caused to any workman of the selected firm.
- 2A.17 The selected firm shall provide identity cards and uniform to its employees at its own cost, approved by the Warden of respective Hall of Residence, as

member of the canteen committee. A copy of I card should be submitted in the office of respective warden.

- 2A.18 After the expiry of the contract period or termination of the license to run the canteen, the selected firm shall wind up its business and vacate the canteen. In case he fails to vacate the canteen, the Institute reserves the right to remove his items at the risk and cost of selected firm.
- 2A.19 The selected firm shall have to abide by the terms and conditions, besides as given above as per the orders of the competent authority.
- 2A.20 Performance of selected firm shall be continuously evaluated and watched by the canteen committee. If at any time the performance is not found satisfactory, the Institute reserves the right to terminate the contract during its validity period without assigning any reasons.
- 2A.21 The garbage (Kachra) generated by the canteen by serving customers will be disposed off by the selected firm out of the Institute premises. No garbage or left over should be disposed or spread outside the canteen or in any area within the campus by the students, visitors or the employees of the canteen which could cause health hazard for the students.
- 2A.22 Timings for running and opening/ closing of canteen will be laid down by canteen committee.
- 2A.23 The selected firm will get his employees verified from civil police. No employee/ visitor will be allowed inside institute who does not have security pass issued by the Institute.
- 2A.24 Pest/ rodent control should be done regularly by the selected firm.
- 2A.25 The selected firm shall have no manner of right, title or interest in any portion of the Institute premises including any space provided for running the canteen.
- 2A.26 The selected firm shall not sublet/ modify or carryout any alteration in the premises. The Institute will have the complete rights to alter the designated place at their sole discretion. The selected firm will not renovate or change interiors without approval of the Institute authority. If approved, the cost arising out of the same will be borne by the selected firm.
- 2A.27 The list of items proposed to be sold is to be approved by the canteen committee. Prior approval should be obtained from the canteen committee for any additional items to be sold in the canteen.
- 2A.28 The selected firm shall not exhibit or publish advertisement (irrelevant to the scope of his work) outside canteen without the permission of the canteen committee.
- 2A.29 Use and sale of alcohol, liquor, gutka, cigarettes and drugs are not allowed in the canteen. If any student is found using any of these items within the premises of the canteen, the selected firm will immediately inform to the Dean (Students)/canteen committee about it.
- 2A.30 The selected firm shall maintain the suggestion book which would be signed monthly by the Warden as member of canteen committee.

2B. PENALTY CLAUSE

- 2B.1 The selected firm must not charge higher price of any item than agreed upon in the agreement. If found other wise, penalty of Rs. 500/- will be imposed on selected firm at every such occurrence. If the selected firm is not providing all the items of the agreed list, it will be considered as breach in service contract and penalty of Rs. 500 will be imposed on the selected firm for each of such items/worth.
- 2B.2 In case the selected firm fails to pay license fee by the prescribed date, a penalty of Rs.500 per month or 10% of the License Fees which ever is higher will be imposed.
- 2B.3 If eatable of expiry date are found in the canteen, a penalty of Rs.2000/- will be imposed and all such material will be seized. The canteen committee will have the right to cancel the contract with immediate effect in such cases.
- 2B.4 The selected firm shall not deploy any minor child to work at canteen and should follow the labour law and minimum wage rules. Failing which, Institute will take legal action.
- 2B.5 Proper hygiene should be followed and cleanliness should be maintained at canteen. Failing which, first a warning will be given. After one warning, penalty will be imposed. The penalty may vary starting from Rs.500/- to Rs. 2000/-, depending on frequency and severity of conditions.
- 2B.6 Disposal of waste generated by canteen will be the responsibility of Licensee. Failing which, a warning will be given. After one warning, penalty will be imposed. The penalty may vary starting from Rs.500/- to Rs. 2000/-, depending on frequency and severity of conditions.

2C CONTRACT PERIOD

- 2C.1 A formal agreement shall be made and the same will be valid initially for a period of two years and extendable for further period(s) if required as per the order of the competent authority but not more than 1 year at a time, subject to the satisfactory performance.
- 2C.2 In case of any breach of the contract/agreement or any terms and condition therein by the selected firm, the Director, PDPM-IIITDM Jabalpur may cancel the contract for the remaining period of the contract after giving a show cause notice of a reasonable time as deemed fit by the Director, PDPM-IIITDM Jabalpur in writing to the selected firm. In the event of such cancellation, security deposit amount of the selected firm will be forfeited. The decision of the Director of the institute shall be final in the matter.

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2D LICENSE FEE AND OTHER CHARGES

- 2D.1 The canteen will be allotted on the basis of experience/ credentials of applicant/ inspection of existing establishment of the firm and personal interaction of the canteen committee with the applicant. License fee for the canteen will be Rs. 3000/- (Rupees Three thousands only) per month.
- 2D.2 The selected firm shall submit Security Deposit of Rs.20,000/-(Rupees Twenty Thousand only) in the form of Demand Draft in favour of PDPM IIITDM Jabalpur within 10 days of the offer given by the Institute, in favour of "PDPM-IIITDM Jabalpur" payable at Jabalpur.
- 2D.3 The selected firm shall pay electricity charges on commercial rates as charged by the MPEB Jabalpur or as decided from time to time by Institute authority. Presently no charges is being charged for water. However, water charges may be charged in future on the rates as applicable in the Institute.

2E. TERMINATION OF CONTRACT

- 2E.1 If selected firm fails to fulfill his obligations of the contract at any time during the contract period, Institute shall have the power to terminate the contract and in that case the security deposit of Rs.20,000/- (Rupees Twenty thousand only) or any part thereof shall be forfeited at the discretion of the Institute as a fine/penalty.
- 2E.2 If the canteen committee gives the report of unsatisfactory services during the contract period, the contract may be terminated by the Institute after giving an opportunity to the selected firm for giving his justification. The loss to the Institute, if any, incurred on account of such termination will be recovered from the Licensee. The decision of the Director, PDPM-IIITDM Jabalpur shall be final in this regard.
- 2E.3 The Director of the Institute may at any time terminate the agreement without assigning any reason after serving one month notice in writing.

2F WAGES, WELFARE AND PAYMENT CONDITIONS

- 2F.1 The selected firm shall abide by with all labour laws enforced by the Central Government from time to time such as medical expenses, accidental benefits, workman compensation, minimum wages, bonus and other welfare measures and other statutory requirement as applicable.
- 2F.2 The selected firm shall be liable to pay any penalty at its own end which may be imposed by the labour department or any other department or court of law, for violation of any rule/law.
- 2F.3 No child labour should be employed.
- 2F.4 Weekly off be given to all deployed employees as per rules of Government of India/ Labour laws/ Minimum wages act.

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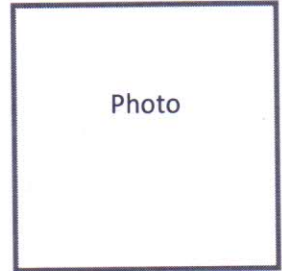
- 2F.5 Selected firm will have to pay wages to all deployed employees as per rates prescribed by Government authorities in accordance with minimum wages act.
- 2F.6 Employees/proprietors reporting to duty should (i) not be drunk or intoxicated (ii) well mannered (iii) should have no criminal record and (iv) clean and hygienic
- 2F.7 Employees/ proprietors should not use the premises as residence. Use of space beyond official timings approved be only for special purposes (like receiving goods, disinfestations, inventory, etc.)
- 2F.8 Behaviour of operating staff should be soft and friendly.

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Date:.....

Application Form

**Committee,
Canteen in Hall of Residence
PDPM IIT Jabalpur**



Sir,

I am interested in running Canteen in Hall of Residence IV. Please consider my candidature. I have read the scope of work and terms and conditions of the contract and I agree to abide by these, in case, I am given the contract of the canteen.

(Signature of Applicant)

Full name:.....

Father Name:.....

Present Address:.....

Permanent Address.....

.....

.....

Mobile no.:

Rate List:

Encls:

- 1.
- 2.
- 3.

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UNDERTAKING

1. I/we undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the PDPM-IIITDM Jabalpur and shall abide by them.
2. I/We also undertake that I/We have understood "Parameters and Technical Specifications for conducting the Work" and shall conduct the work strictly as per these parameters.
3. I/We also undertake that the firm is not black listed by any of the Government Departments or Institution.
4. I/We further undertake that the information given in this EOI are true and correct in all respect and we hold the responsibility for the same.

Dated: _____

Place: _____

(Signature of applicant
with stamps of the firm)



PDPM

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN & MANUFACTURING JABALPUR
Dumna Airport Road, P.O. Khamaria, Jabalpur – 482005**

CHECK LIST

1. Name of Proprieter:
2. Name of Agency:
3. Details of Experience in the similar Field (attach copies from the Agency)

S. No.	Period		Organization	Details of Services
	From	To		

(If required enclose separate sheet)

6. GST Regn. No. (Attach proof) :
7. PAN No. (attach proof):
8. Registration No of Firm/Canteen (Attach Proof):
9. Please Specify as to whether applicant is Sole Proprietor/Pvt. Ltd./ Partnership firm (Name of the partner should be specified in this case).

Signature of the applicant



Canteen Rate list

Sr No	Name of Items	Quantity	Rate List
1	Tea	125ml	7
2	Coffee	150ml	10
3	Neembu Pani	200ml	10
4	Lassi	200ml	25
5	Milk Shake	200ml	20
6	Mango Shake	200ml	20
7	Pineapple shake	200ml	25
8	Hot milk	200ml	20
9	Hot milk with bournvita	200ml	25
10	Samosa (Aloo, mutter or both)	75gm	7
11	Kachori with moong dal stuffing	50gm	10
12	Bread pakora	75gm	10
13	Matthi	50gm	5
14	Vegetable pakora	100g	15
15	Aloo banda	60g	7
16	Dhokla	100g	20
17	Poha	150gm	10
18	4 puri + sabji 150g	4Pc Puri+150gm sabji	40
19	Sambhar +Vada	two piece	20
20	Plain Dosa with sambhar & chatni	each	25
21	Masala dosa with samber & chatni	each	30
22	Idli 2 pieces with sambhar & chatni (02)	60gm	20
23	Uttam (200gm) with chatni	plate	30
24	Choumin	200gm	20
25	Mix veg cuttlet (75gm each)	1 piece	10
26	Burger (Mac Donald size)	1piece	25
27	Pattis (Aloo)	standard	10
28	Pattis (Paneer)	standard	15
29	Plain paratha	1piece	10
30	Aloo paratha	1piece	15
31	Gobhi paratha	1piece	15
32	Mooli Paratha	1piece	15
33	Menthi paratha	1piece	15
34	Paneer paratha	1piece	25
35	Steamed rice	150gm	20
36	Vegetable fried rice 1 plate	150gm	25
37	Zeera rice 1 plate	150gm	25
38	rice with kari	150gm + 50gm	30
39	Rice with dal	150gm + 50gm	30
40	Rice with Chholey	150gm + 50gm	30
41	Rice with Rajma	150gm + 50gm	30
42	Curd rice	150gm + 50gm	30
43	Sweet rice	150g	30
44	Vegitable noddles	1plate	20
45	Vegitable atta noddles	1plate	20
46	Pasta	1plate	30
47	Roti	1plate	5

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48	Dal fry	1plate	30
49	Dal makhani	1plate	30
50	Mix vegetable	1plate	50
51	Butter paneer masala	1plate	50
52	Sahi Paneer	1plate	50
		4 roti+rice+ dal +sabji+aachar	
53	Combo meal		70
54	Laddu (besan)	50gm	10
55	Biscuit / Toffee/curd/milk	per pack	on MRP
56	Paked drinking water /cold drink/chips	standard	on MRP
57	Green Salad	1plate	15
58	Fruit SALAD	1 Plate	20
59	Pani puri	5 piece	10
60	Aaloo Tikki chhat	02 piece	30
61	Jalebi	100g	12
62	Sandwich with grilled	1 pc	25
63	Dahi Puri	08 piece	20
64	Veg Sandwich		20
65	Veg Sanwich Grilled		25
66	Veg Sandwich cheese / Paneer		25
67	Veg Sandwich cheese / Paneer grilled		30
68	Banana Shake		20
69	Badam shake		25
70	Milk shake with essence		20
71	Spring Roll	6 pieces	25
72	Momoes	6 pieces	25

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