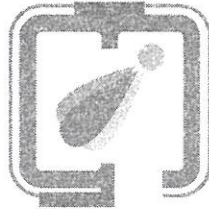


**PDPM- INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN AND
MANUFACTURING, JABALPUR**

EXPRESSION OF INTEREST

FOR RUNNING BARBER SHOP



PDPM

Indian Institute of Information Technology, Design & Manufacturing Jabalpur

Dumna Airport Road, PO: Khamaria

Jabalpur- 482005

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

Date:

Expression Of Interest

Sealed expression of interest (EOI) are invited for running the Barber shop in institute premises for 12 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), check list (Annexure 5) and rate list for Barber shop (Annexure 6) are to be dropped in the quotation box available in the office on or before 23 June by 5:00PM.
2023

The interested firms are informed to come personally for an interview before a committee on 27 JUNE 2023 from 10 am onwards in the Institute Conference Hall along with the originals of attached documents in support of their claim.

Registrar



PDPM
Indian Institute of Information Technology,
Design & Manufacturing Jabalpur

1. SCOPE OF WORK

- 1.1. The selected firm shall be permitted to run the Barber shop of PDPM-IIITDM Jabalpur for the students/employees and visitors.
- 1.2. The period of allotment will be one years, extendable on satisfactory services.
- 1.3. Barber shop shall open from 8:00 AM to 8:00 PM throughout the week except any one day as a day-off (mutually decided by DSA office and firm). In case of inability in opening on specific days, the selected firm should take prior written permission from the DSA office 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 event.
- 1.4. The selected firm shall start running Barber shop within next seven days of the offer given by the Institute. If the selected firm fails to start the Barber shop within stipulated time without any information, the offer will be withdrawn.
- 1.5. The selected firm shall provide services only such items which are mentioned in rate list (Annexure 6) and for addition of any new item in the list, separate approval should be taken from the DSA office.
- 1.6. The selected firm shall display the approved Rate List of task such as haircut, massage, shaving, etc at the appropriate place inside/outside the Barber shop.
- 1.7. The service offered in the Barber shop should not be more than listed rate.



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 1500/- (Rupees One Thousand five hundred only) for running the Barber shop.

- 2.1 The duration of contract will be 12 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. The contract maybe extended for one more year as per the recommendation of the students and DSA office.
- 2.2 The selected firm should give full permanent as well as present address in the application form.
- 2.3 The selected firm shall be required to enter into an agreement with the 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.
- 2.4 The selected firm, who's application/candidature is accepted have to sign the contract agreement and need to start Barber shop within 07 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 institute authority will be final in this regard.

2A. GENERAL TERMS AND CONDITIONS

- 2A.1 Selected firm needs to provide all the services on all the days as per the price decided by the DSA office/Institute authority. DSA office/Institute authority will review the price list periodically, first after one month and thereafter every three months.
- 2A.2 The Barber shop may be visited and inspected any time by the DSA office/Institute authority to check all services, material/equipment and services at any point of time.
- 2A.4 The Institute will not be responsible for credit sales/losses or pilferage.
- 2A.6 The selected firm is bound to maintain cleanliness conditions in and around the Barber shop 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 Barber shop 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 equipment to run the Barber shop.

2A.11 The selected firm should take all safety measures while running Barber shop 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.12 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.13 The selected firm shall not employ in the Barber shop any person suffering from any contagious or infectious disease and will ensure their personal hygiene from time to time.

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 within one month.

2A.18 After the expiry of the contract period or termination of the license to run the Barber shop, the selected firm shall wind up its business and vacate the Barber shop. In case he fails to vacate the Barber shop, 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 DSA office/Institute authority. 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 Timings for running and opening/ closing of Barber shop will be laid down by DSA office/Institute authority.

2A.22 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.23 Pest/ rodent control should be done regularly by the selected firm.

2A.24 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 Barber shop.

2A.25 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.26 The list of services proposed to be sold is to be approved by the DSA office/Institute authority. Prior approval should be obtained from the DSA office/Institute authority for any additional items/services to be sold in the Barber shop.

2A.27 The selected firm shall publish advertisement (irrelevant to the scope of his work) outside Barber shop with the permission of the DSA office/Institute authority.

2A. 28 The selected firm shall provide all E-payment option such as Debit card/Credit card BHIM/UPI/paytm etc.

2B. PENALTY CLAUSE

2B.1 The selected firm must not charge higher price of any items/services than agreed upon in the agreement. If found other wise, penalty of Rs. 1000 will be imposed on selected firm. If the selected firm is not providing all the services 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 instance.

2B.2 In case the selected firm fails to pay license fee by the prescribed date (as decide by the DSA office/Institute authority), a penalty of Rs.100 per month or 10% of the License Fees whichever is higher will be imposed.

2B.3 The selected firm shall not deploy any minor child to work at Barber shop and should follow the labour law and minimum wage rules. Failing which, Institute will take legal action.

2B.4 Disposal of waste generated by Barber shop 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.1000/- 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 one years and extendable for further one year, 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.

2D LICENSE FEE AND OTHER CHARGES

2D.1 The Barber shop will be allotted on the basis of experience/ credentials of applicant and personal interaction of the DSA office/Institute authority with the applicant. License fee for the Barber shop will be Rs. 1500/- (One Thousand five hundred only) per month.

2D.2 The selected firm shall submit Security Deposit of Rs. 5,000/- (Rupees five 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 on the rates as applicable in the Institute. 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 its 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. 5,000/- (Rupees fivethousand only) or any part thereof shall be forfeited at the discretion of the Institute as a fine/penalty.

2E.2 If the Barber shop 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 term in ate 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/ State 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.

2F.5 Selected firm will have to pay wages to all deployed employees on time 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.

Date:

Application Form

Committee,
Barber shop
PDPM IITDM Jabalpur



Sir,

I am interested in running Barber shop. 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 Barber shop.

(Signature of Applicant)

Full name:

Father Name:

Present Address:

Permanent Address

Mobile no.:

Encls:

- 1.
- 2.
- 3.

[Handwritten signatures in blue ink]

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: _____

**(Signature of applicant
with stamps of the firm)**

Place: _____



PDPM
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Dumna Airport Road, P.O. Khamaria, Jabalpur- 482005

CHECKLIST

1. Name of proprietor:
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)

4. PAN No. (attach proof):
5. Registration No of Firm/ Barber shop (Attach Proof):
6. All necessary documents required to run barber shop approved by state government:

Signature of the applicant




Rate List for Barber Shop
Timing 8AM to 8PM

Work	Rate
Simple Hair Cutting	50
Stylish Hair Cutting	60
Normal Shaving (shaving cream)	30
Foam Shaving	50
Face massage	50
Head massage	30
Others	
(1) Facial (Normal)	100
(2) Facial (Gold/Special)	200
(3) Hair Dye	
(4)	
(5)	
(6)	
(7)	
(8)	

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