



भारतीय सूचना प्रौद्योगिकी, अभिकल्पन एवं विनिर्माण संस्थान जबलपुर
Indian Institute of Information Technology, Design and Manufacturing Jabalpur

पी.डी.पी.एम.
PDPM

(An Institute of National Importance Established by an Act of Parliament)

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EOI No.: IIITDMJ/P&D/EOI/02/2023/2985

Date: 03.02.2023

EXPRESSION OF INTEREST (EOI)

FOR RUNNING OF

- 1) Grocery Shop
- 2) Non-Veg point
- 3) Fruit Juice Corner
- 4) Tea/Coffee Shop
- 5) Stationery Shop

Near HALL-I of IIITDM Jabalpur

Timeline of EOI	
Date of Upload on Institute Website	07 February, 2023
Last Date & Time of Submission of EOI	Up to 04 PM. on 21 February, 2023
Date & Time of Interaction	11:00AM on 27 February, 2023

Institute Website: <https://www.iiitdmj.ac.in>

Contain Total 13 Pages.

EOI for Shops near Hall-1, IIITDM Jabalpur

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

Date: 03.02.2023

Expression of Interest

Sealed expression of interest (EOI) are invited for running **1) Grocery Shop 2) Non-Veg Point 3) Fruit Juice Corner 4) Tea/Coffee Shop 5) Stationery Shop** may be awarded for next two years as per the scope of work in Annexure-1, term and condition given in Annexure-2. The total area of the shop to be allotted is 149.5 Sqft. EOI in the given format (Annexure-3) with experience certificates, testimonials and documents showing their financial background are to be dropped in the quotation box available in the outside of Institute's Central Dispatch on or before **21 February, 2023** by 04:00 PM.

The interested firms will be required to come personally for an interaction before a committee on **27 February, 2023** from **11:00 AM** onwards in the Institute Conference Hall of Administrative Block along with the originals of attached documents in support of their claim.

Registrar

Copy to:

- 1) Director, PDPM IIITDM Jabalpur for kind information please.
- 2) All Deans / All Heads of Disciplines for information please.
- 3) Registrar for information please
- 4) All Faculty
- 5) Chairman (Placement Cell)
- 6) All Wardens / Associate Warden for their

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PDPM
Indian Institute of Information Technology,
Design & Manufacturing Jabalpur

1. SCOPE OF WORK

- 1.1 The selected firm shall be permitted to run the Shop of PDPM-IIITDM Jabalpur for the students, staffs and visitors.
- 1.2 The period of allotment will be TWO years, extendable on satisfactory services.
- 1.3 A computerized receipt must be provided to all the customers for any sale.
- 1.4 Shops shall open from **10:00 AM to 10:00 PM** throughout the week except Sunday (if need). In case of inability in opening on specific days, the selected firm should take prior written permission from the PIC (P&D). Failing which, a warning will be given. After one warning, penalty will be imposed. The penalty will be Rs. 500/- for every such event.
- 1.5 The selected firm shall start running shop within next seven days of the offer given by the Institute. If the selected firm fails to start the shop within stipulated time without any information, the offer will be withdrawn.
- 1.6 The selected firms 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 or competent authority.
- 1.7 The selected firm shall display the approved Rate List of items at the appropriate place outside the Shop.
- 1.8 Selling price of any item in the Shop should not be more than MRP.



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2. GENERAL TERMS AND CONDITIONS

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 in this EoI. The Licensee herein after known as the selected firm will pay a monthly license fee of Rs. 1000/- (Rupees One Thousand Only for each shop) for running the above shops, at the premises near to Hall of Residence-I.

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 are required to be given by either side. On satisfactory services the contract duration may be extendable for next years also but at a time for 01 year only.
2. The selected firm will be required to deposit a security of Rs. 10,000/- for 01 shop in Institute account.
3. The selected firm should give his/her full permanent as well as temporary address in application form.
4. 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 party 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.
5. The firm , whom application/candidature is accepted have to sign the contract agreement within 10 days and need to open shops within 15 days from the offer date. In the event of any evasion, refusal or delay on the part of selected firm in signing the contract, the acceptance of his/her application may be withdrawn and decision of committee is final in this regard.
6. The selected firm will be liable to submit the copy of Shop and establishment registration from municipal cooperation within probation period of 03 months.
7. The Institute reserves right to accept or reject any application without assigning any reason thereof.
8. Timings for running and opening/closing of shop will be laid down by the competent authority.
9. 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.

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10. In case of any dispute the decision of the Director, PDPM-IIITDM Jabalpur will be final and binding on both the parties.
11. Salary of shop employees shall be decided by the selected firm with the consent/agreement between them. He should pay them as applicable and should maintain record of such disbursements made by successful party. However he will pay minimum wages as fixed by the Government from time to time and the shopkeeper will be held accountable for violation of Minimum Wages Act/Labour Act, and any other Law.
12. Employees/proprietors reporting to duty should: (i) not be drunk or intoxicated, (ii) well mannered, (iii) should have no criminal record, (iv) clean and hygienic.
13. The selected firm shall ensure that no Cigarette and other Tobacco product shall be sold from the premises, which is prohibited to be sold within the premises of an educational Institute.
14. Employees/proprietors should not use the premises as residence. Use of space beyond official timings approved should be only for special purposes (like receiving of goods, disinfestations, inventory, etc.).
15. Pest/ rodent control should be done at least on quarterly basis by the selected firm and date has to be displayed on the notice board of the canteen.
16. The selected firm shall ensure that no use of plastic polythin/bag in Institute.
17. Proper Bill / Cash memo for purchase amount should be made available immediately to the customers.
18. **Online payment mode should be available at shop as and when require like SOP machine, PAYTM etc.**
19. Institute shall provide space for the shop along with power supply but will not provide any furniture and fixture or any other such infrastructure to the party. The party shall install and arrange required furniture and fixture at his own cost as per requirement.
20. The tenderer shall run the shop at the specified space.
21. Selected firm should follow the labour laws of GOI and terms and conditions of this deed/agreement. No child labours shall be employed for servicing as per law.
22. 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 shop.



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23. 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.
24. The list of items proposed to be sold is to be approved by competent authority. Prior approval should be obtained from the competent authority of the Institute for any additional items to be sold in the shop.
25. The selected firm shall ensure at all times that the disposal of wastes and garbage is done strictly in accordance with the instructions of the management and as per the Air and Water (Pollution) Act.
26. Duration of opening shop - at least 10 hours a day (exact timings as mutually decided) keeping in view convenience of the Institute's residents.
27. The selected firm shall deploy adequate number of staff.
28. 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 party.
29. Any item in shop, its selling price should not be more then MRP price. Suitable discounts shall be provided on MRP, if possible.
30. The selected firm shall pay a sum of Rs. 2,000/- per month for each shop to the Institute in advance in the first week of each month and copy of receipt / challan should be submit in PIC (P&D) office.
31. Rent should be paid strictly each month in advance otherwise next month rent will be double for previous month and in situation of unpaid last two months' rent, competent authority will seal the shop without prior information to selected firm and agreement will be treated as cancelled.
32. In case of long pending rent and other charges Institute may reserve the right to seal shop and further process of auction will done for goods and furniture kept inside.
33. After completion of contract/ termination party has to vacate the premises and rent will be applicable to pay till the submission of date of NOC.
34. The selected firm shall bear actual expenses of water & electricity charges of the shops, which are to be deposited in the Institute Account Office each month, the copy of the same should be submit in Dean P&D office. The installation/replacement of tubes bulbs etc. shall be the responsibility of the party.
35. The selected firm shall run shop normally from **10.00 A.M. to 10:00 P.M.** In case of emergency, to close the shop for a day or so, selected firm has to obtain the written



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approval of the competent authority. For keeping the shop closed without approval, a penalty of Rs. 250/- per day or more as deemed fit by the competent authority would be imposed on the party.

36. The items shall be sold on cash. The Institute shall be in no way responsible for selling the articles on credit to anyone and also shall not be responsible for sales tax / business tax /income tax liabilities / labour law liabilities.
37. The Director of the Institute has the power to cancel the contract without assigning any reason thereof.
38. Old/stale/expired items (i.e. beyond expiry date) should not be kept in the shop.
39. Competent authority or his / her representative can check the overall cleanliness, the quality and expiry date of items, from time to time. For keeping low quality/ expired items in the shop, a penalty of Rs. 1000/- per occurrence or more as deemed fit by the committee would be imposed on the party. If shop and the adjoining premises are found dirty, a penalty of Rs. 1000/- and the actual cost to get the surroundings cleaned as deemed appropriate by the committee would be imposed on the party.
40. The selected firm shall not exhibit or publish advertisement (irrelevant to the scope of his work) outside shop without the permission of the competent authority.
41. In case of any dispute, the Director, PDPM IIITDM Jabalpur, shall act as an arbitrator whose decision shall be final.
42. Use and sale of alcohol, liquor, gutka, cigarette and drugs are not allowed in the shop. If some students use any of these items, the party will immediately inform the Registrar / Dean (Students) about it.
43. The selected firm shall maintain the suggestion book which would be signed monthly by the competent authority.
44. The selected firm should have the enough funds to run the shop successfully, proof of funds to be submitted along with quotation.
45. Applicants are required to submit copies of the related document. {e.g. mark sheets, work experience certificate(s), copies of contract(s) etc.} to get the preference and other legal documents related to opening a shop in Jabalpur city, wherever applicable like - GST., TIN, Food Licence, Labour Certificate, Commercial Gas Connection certificates etc.
46. After the allotment of the shop, the selected firm should keep the copy of agreement always at the counter, if not found at the shop during inspection the shop allotment may be cancelled and the decision of PIC (P&D) will be final.



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47. Applicants are required to submit a detailed description of their occupation during past 02 years.
48. Apart from above if any person (like Ex. Serviceman / Widow Lady / Physically challenged person) who wish to open above shops he/she may also submit their interest and committee may be given preference to them.
49. This contract is subject to the legal jurisdiction of Jabalpur (MP).
50. All documents submitted by an applicant should be self-attested.
51. **One Applicant is allowed to apply for 01 shop only.**
52. Any contractor who is currently running Shop/Canteen in campus is not allowed, except one of these shops for which EOI is floated.
53. Items & Rate List is attached Annexure 5 (for Non-Veg Point), Annexure-6 (For Fruit Juice Corner) and Annexure-4 (For Tea/Coffee Shop). List of items for Grocery shops will include all Kirana/daily need related items but will exclude the stationary items.

Registrar

I agree to abide by above terms & conditions.

Signature of Contractor

Name:

Address:



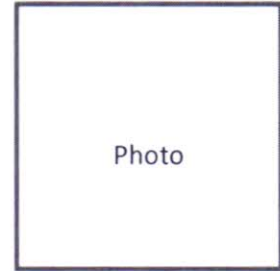
EoI for Shops near Hall-1,IIITDM Jabalpur

Date:.....

Application Form.

Committee,

- 1) Grocery Shop
- 2) Non-Veg point
- 3) Fruit Juice Corner
- 4) Tea/Coffee Shop
- 5) Stationery Shop



Sir,

I am interested in running _____, initially for 24 months. Please consider my candidature. I have read the scope of work and terms & conditions of this EoI and I agree to abide by these, in case, I am given the contract of the _____.

(Signature of Applicant)

Full name:.....

Father Name:.....

Present Address:.....

Permanent Address:.....

Mobile No.:

CHECK LIST

Encls: (Please tick in below those applicable)

- 1. Aadhar Card
- 2. Copy of Experience
- 3. FSSAI License
- 4. Labour License
- 5. Copy of PAN No.
- 6. GST No. (if applicable)
- 7. Commercial Gas Connection
- 8. Other



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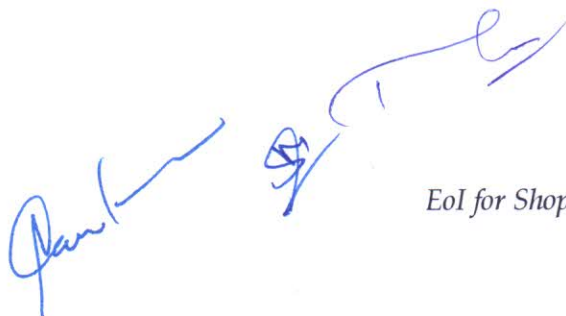
UNDERTAKING

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)



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Annexure 5 (for Non-Veg Point)

Rate List of Non-Veg Items




SL. No.	Items Names	Qty. Half Plate	Rate Half Plate	Qty. Full Plate	Rate Full Plate
1	Egg Curry	01 Egg +(100 gram curry)	30	02 Egg +(150 gram curry)	50
2	Egg Roll	01 Egg	30	02 Egg	40
3	Chicken Malai Tikka	03 Chicken Pcs. Standard size (250 gm.)	90	06 Chicken Pcs. Standard size (500 gm.)	180
4	Butter Chicken	03 Chicken Pcs. Standard size (250 gm.) +200 gm. Thick Gravy	100	06 Chicken Pcs. Standard size (500 gm.) +250 gm. Gravy	180
5	Chicken Tikka Masala	03 Chicken Pcs. Standard size (250 gm.) +200 gm. Thick Gravy	100	06 Chicken Pcs. Standard size (500 gm.) +250 gm. Gravy	180
6	Chicken Tandoori	1/2 KG	120	1 KG	220
7	Chilli Chicken	8 Chicken Pcs. Normal size (250 gm.)	90	16 Chicken Pcs. Normal size (500 gm.)	180
8	Chicken 65	8 Chicken Pcs. (Normal size)	60	16 Chicken Pcs. (Normal size)	120
9	Chicken Rice	03 Chicken Pcs.	60	06 Chicken Pcs.	120
10	Chicken Biryani	03 Chicken Pcs.	60	06 Chicken Pcs.	120
11	Chicken Manchurian	8 Chicken Pcs. (Normal size)	90	16 Chicken Pcs. (Normal size)	180
12	Seekh Kabab (Chicken)	01 Stick (4 Pcs.)	50	02 Stick (08 Pcs.)	100
13	Chicken Roll	01 Pcs.	50	02 Pcs.	100
14	Chicken Curry (each piece minimum 85 grams)	03 Chicken Pcs. Standard size (250 gm.) +(200 gram curry)	90	06 Chicken Pcs. Standard size (500 gm.) + (250 gram curry)	180
15	Mutton Curry	03 Mutton Pcs. Normal size (125 gm.) +(200 gram curry)	120	06 Mutton Pcs Normal size (250 gm.) + (250 gram curry)	220
16	Mutton Masala	03 Mutton Pcs.	120	06 Mutton Pcs.	220
17	Mutton Mughlai	03 Mutton Pcs.	120	06 Mutton Pcs.	220
18	Mutton Karahi	03 Mutton Pcs.	120	06 Mutton Pcs.	220
19	Mutton Rogn Jost.	03 Mutton Pcs.	120	06 Mutton Pcs.	220
20	Mutton Kabab	03 Mutton Pcs.	120	06 Mutton Pcs.	220
21	Mutton Biryani	03 Mutton Pcs.	150	06 Mutton Pcs.	300
22	Tawa Chapati	01 Pcs.	8	02 Pcs.	15
23	Tandoori Chapati	01 Pcs.	10	02 Pcs.	20

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Annexure-6 (For Fruit Juice Corner)

Rate List of Fruit Juice

SL. No.	Items Names	Qty. in Glasses	
		Small (250 ML)	Big (500 ML)
1	Mix Juice	30	60
2	Mosmi Juice	30	60
3	Pinapple Juice	30	60
4	Orange Juice	30	60
5	Anar Juice	50	100
6	Vegetable Juice	30	60
7	Mango Juice	40	80
8	Pineapple Juice	30	60
9	Gajjar Juice	20	40
10	Banana Shake	20	40
11	Butter's Shake	30	60
12	Vanila Shake	30	60
13	Mango Shake	20	40
14	Chocolate Shake	30	60
15	Straberry Shake	30	60
16	Papaya Shake	20	40
17	Apple Shake	30	60
18	Kiwi Shake	30	60
19	Roohabza Shake	20	40
20	Keshar Pista Shake	30	60
21	Almond Shake	40	80
22	Black Current	30	60
23	Lassi with Dry Fruits	30	60

  
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Annexure-7 (For Tea/Coffee Shop).

Rate List of Tea/Coffee Shop

Sl.No.	Items Name	Qty.	Rate
1	Hot Milk with Kesar	200 ML (01 Glass)	30
2	Tea	110 ML (01 Cup)	10
3	Green Tea	110 ML (01 Cup)	10
4	Masala Tea	110 ML (01 Cup)	10
5	Lemon Tea	110 ML (01 Cup)	10
6	Bourn Vitta	250 ML (01 Glass)	35
7	Bread Jam	02 pcs.	15
8	Bread Butter	02 pcs.	15
9	Bread Slice	12 Slices	30
10	Bread Tost Jam	02 pcs.	20
11	Bread Tost Butter	02 pcs.	25
12	Hot Coffee	110 ML (01 Cup)	10
13	Cold Coffee	150 ML (01 Cup)	30
14	Onion Pakoda	50 gm.	10
15	Veg Sandwich	02 Slices	30
16	Veg cheese Sandwhich	02 Slices	50
17	Toasted Veg Spicy	02 Slices	50
18	Patties	01 pcs.	15
19	Paneer Patties	01 pcs.	35
20	Veg Cheese Corn Sandwhich	01 pcs.	70
21	Veg Burger	01 pcs.	35
22	Veg Cheese Burger	01 pcs.	50



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