

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

EXPRESSION OF INTEREST

FOR RUNNING PANINI HOSTEL FOOD COURT



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: 10/05/2022

Expression Of Interest

Sealed expression of interest (EOI) are invited for running the Panini hostel food court (behind the PG married Hostel) for 5 years 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 office on or before 08-06-2022 by 05:00 PM.

The interested firms are informed to come personally for an interview before a committee on 10-06-2022 from 10:00 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 Food Court at PDPM-IIITDM Jabalpur for the students and visitors.
- 1.2. The period of allotment will be five years, extendable on satisfactory services.
- 1.3. A computerized receipt must be provided to all the customers for any sale.
- 1.4. Food court shall open from 09:00 AM to 11:00 PM throughout the week. 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.1000/- for every such event.
- 1.5. The selected firm shall start running Food Court within next ten days of the offer given by the Institute. If the selected firm fails to start the Food Court within stipulated time without any information, the offer will be withdrawn.
- 1.6. 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 or competent authority.
- 1.7. The selected firm shall display the approved Rate List of items at the appropriate place outside the Food Court.
- 1.8. Selling price of any item in the Food Court should not be more than MRP.



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 5000/- (Rupees Five Thousand only) for running the Food Court.

- 2.1 The duration of contract will be five years, first 06 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 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, whose application/candidature is accepted have to sign the contract agreement and need to start Food Court within 10 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.

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 periodically, first after one month and thereafter every three months.
- 2A.2 The canteen committee may visit and inspect the Panini Hostel canteen 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 Chimti.
- 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.

2A.6 The selected firm is bound to maintain cleanliness conditions in and around the Food Court 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 Lincensee.

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 Food Court.

2A.11 The selected firm should have minimum number of four employees in the Food Court. 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 Food Court 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 Food Court any person suffering from any contagious or infectious disease and will ensure their personal hygiene from time to time.

2A.15 The selected firm shall not sublet a part or whole of the premises to any other agency for any purpose what so-ever.

2A.16 The selected firm shall not indulge himself in carrying out activities other than the purpose stipulated here under.

2A.17 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.18 The selected firm shall provide identity cards and uniform to its employees at its own cost within one month, approved by the members of the canteen committee.

2A.19 After the expiry of the contract period or termination of the license to run the Food Court, the selected firm shall wind up its business and vacate the Food Court. In case he fails to vacate the Food Court, the Institute reserves the right to remove his items at the risk and cost of selected firm.



2A.20 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.21 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.22 The garbage (Kachra) generated by the Food Court 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 Food Court 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.23 Timings for running and opening/ closing of Food Court will be laid down by canteen committee.

2A.24 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.25 Pest/ rodent control should be done regularly by the selected firm.

2A.26 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 Food Court.

2A.27 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.28 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 Food Court.

2A.29 The selected firm shall not exhibit or publish advertisement (irrelevant to the scope of his work) outside Food Court without the permission of the canteen committee.

2A.30 Use and sale of alcohol, liquor, gutka, cigarettes and drugs are not allowed in the Food Court. If any student is found using any of these items, the selected firm will immediately inform to the concerned authority about it.

2A.31 The selected firm shall maintain the suggestion book which would be signed monthly by the members of canteen committee.

2A.32 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 item than agreed upon in the agreement. If found other wise, penalty of Rs. 2000 will be imposed on selected firm. 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.

2B.2 In case the selected firm fails to pay license fee by the prescribed date, a penalty of Rs.100 per month or 10% of the License Fees whichever is higher will be imposed.

2B.3 If eatable of expiry date is found in the Food Court, 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/s 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 Food Court. 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 Food Court 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.

2D LICENSE FEE AND OTHER CHARGES



2D.1 The Panini Hostel canteen will be allotted on the basis of experience/ credentials of applicant and personal interaction of the canteen committee with the applicant. License fee for the Food Court will be Rs. 5000/- (Five Thousands only) per month.

2D.2 The selected firm shall submit Security Deposit of Rs. 15,000/- (Rupees Fifteen 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 from the Institute and at present it is Rs. 8.40 per unit or as decided from time to time by Institute authority. Presently no charges are 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.15,000/- (Rupees Fifteen 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 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 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.)

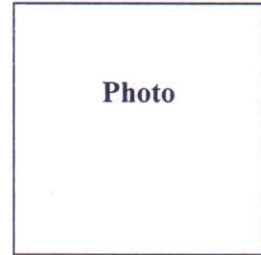
2F.8 Behaviour of operating staff should be soft and friendly.

Shan *eg* *ly*

Date:

Application Form

**Committee,
Food Court, Panni Hostel
PDPM IITDM Jabalpur**



Sir,

I am interested in running Panini Hostel canteen. 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 Panini Hostel canteen.

(Signature of Applicant)

Full name:

Father Name:

Present Address:

Permanent Address

.....

Mobile no.:

Encls:

- 1.
- 2.
- 3.



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: _____

[Handwritten signatures]

PDPM
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN & MANUFACTURING JABALPUR
Dumna Airport Road, P.O. Khamaria, Jabal pur- 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. GST Regn. No. (Attach proof) :
5. PAN No. (attach proof):
6. Registration No of Firm/Canteen (Attach Proof):
7. Please Specify as to whether applicant is Sole Proprietor/Pvt. ltd./ Partnership firm (Name of the partner should be specified in this case).
8. FSSAI License.

Signature of the applicant




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Rate List

Snacks & Beverages	Rate	Item	Rate	Item	Rate	Item	Rate
Samosa	7						
Masala Samosa (chaat)	10	South Indian		Salad		Dal	
Alubanda	7	Idli Sambhar (2 nos)	20	Green Salad	25	Daal Fry	40
Bhajibada	7	Uttapam	30	Onion Salad	15	Dal Tadka	50
Poha Sev	10	Plain Dosa	20	Fruit Custard	25	Dal Makhni	60
Aloo Vada	7	Masala Dosa	30	Kachumar Salad	20		
Aaloo Patties	10	Paneer Dosa	40			Rice	
Masala Patties	15	Paneer Chilli Dosa	50	Sweet		Plain Rice	25
Paneer Patties	20	Upma	20	Gulab Jamun	10	Jeera Rice	35
Chilli Paneer Patties	20	Vada Sambhar	25	Rasgulla (chhaina)	10	Curd Rice	35
Dhokla	15			Halwa	30	Masala Rice	40
Veg. Sandwich	30			Ice Cream	MRP	Gravy Rice	50
Aaloo Sandwich	30	Starter				Onion Rice	40
Paneer Sandwich	40	Chilli Potato	30			Matar Pulav	40
Veg Cheese Sandwich	40	Veg Crispy	40	Main Course		Lemon Rice	40
Mayonnaise Sandwich	40	Veg. Kabab	75	Sabji		Onion tomato Rice	45
Dahi Sandwich	40	French Fries	40	Paneer Butter Masala	70	Khichidi	35
Soup	30	Paneer Tikka	80	Mutter Paneer	50	Veg Biryani	50
Veg Pakoda	30	Mushroom Tikka	90	Kadhai Paneer	80		
Paneer Pakoda	50			Paneer Chilli Dry/Gravy	60		
Bread Pakoda	10			Shahi Paneer	80		
Bhel	20	Chinese		Paneer 65	80		
Aloo Chat	20	Veg Fried Rice	35	Paneer Shahi Korma	80	Roti & Paratha	
Dahi Papdi Chat	25	Cup Noodles	40	Paneer Kolewada	80	Plain Tawa Roti	5
Bread Butter (4 Slice)	25	Noodles	30	Paneer Kolhapuri	90	Butter Tawa Roti	7
Bread Butter Toast (4 Slice)	30	Hakka Noodles	40	Paneer Bhurjee	80	Tandoor Roti	10
Chole Bhature (2) Bhature	40	Shezwan Noodles	40	Bhindi Masala Fry	50	Butter Tandoor Roti	12
Pav Bhaji 300 G/Piate 30	30	Pasta	30	Methi Matar Malai	80	Rumali Roti	10
Puri Sabji	30	Veg Manchurian	40	Bhindi Do Pyaza	50	Butter Naan	15
Maggi Plain	25	Manchurian Rice	40	Aloo Gobhi Mutter	60	Garlic Naan	20
Massala Maggi	30	Shezwan Rice	50	Aloo Mutter	40	Stuff Naan	25
Veg Maggi	35	Noodles Rice	40	Aloo Tomato	50	Butter Kulcha	20
Butter Maggi	35	Manchurian Noodles	50	Aloo Zeera	40	Aloo Kulcha	25
Cheese Maggi	40	Mix Fried Rice (Combi)	50	Mix veg	70	Paneer Kulcha	10
Veg Cheese Maggi	45	Veg. Sizzler	80	Tomato Corn Bharta	60	Plain Paratha	15
Veg Butter Maggi	45	Panner Sizzler	90	Masroom Masala	90	Aaloo Paratha	20
				Malai Kofta	70	Mix Veg Paratha	30
				Veg Kofta	70	Gobhi Paratha	20
				Tomato Chatni Fried	25	Onion Paratha	20
				Veg Kolhapuri	70	Aloo Onion Paratha	20
				Mutter Masala	60	Methi Paratha	20
				Sev Tomato	50	Matar Paratha	20
				Dam Aloo	40	Mooli Paratha	20
						Sev Paratha	30
						Paneer Paratha	

Soup	Rate
Tomato soup	25
Veg. Monchow soup	30
Sweet corn soup	30
Hot n sour soup	30
Veg. Soup	30
Veg. Noddel Soup	30

Drinks	Rate
Tea Normal	5
Tea Special	10
Coffee Normal	10
Coffee Special	15
Green Tea	10
Milk with sugar	10
Butter Milk (Chhachh)	10
Lassi	25
Mango Shake	25
Badam Shake	30
Soft Drinks	MRP

Item	Rate
Thali	
Plain Thali	60
Premium Thali	80
Deluxe Thali	100

Handwritten signatures and initials in blue ink.