

**Expression of Interest (EOI)**

**To**

**Run the Hair Salon at Hall of Residence-I**

**PDPM IIITDM Jabalpur**



**PDPM**

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

**Contain Total 07 Pages.**

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*[Handwritten signatures in blue ink]*

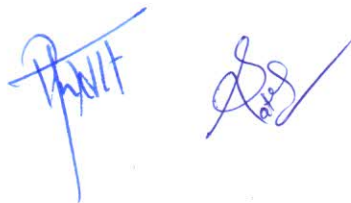
Date: December 18, 2018

**SUB: EOI for Running Salon at Hall of Residence-I, PDPM IIITDM Jabalpur**

1. PDPM Indian Institute of Information Technology Design and Manufacturing, Jabalpur (hereinafter referred to as Institute) established by MHRD, Government of India, is an Institute of National Importance, declared by an act of Parliament.
2. The Institute has a salon space at Hall of Residence-I and wishes to allot this space to the individual or /operators/proprietor of an authorized franchisee/dealer of brand, E. g. Lakme, Javed Habibs', Lotus, VLCC etc, on license for running Salon to cater to the campus community.
3. Sealed expression of interest (hereinafter referred to as EOI) accordingly, are invited from the Individuals or Franchisees of such banners/brands who are willing and desirous for running an outlet in the aforementioned location on campus and which possesses experience, exposer, and competence in running the hair Salon.
4. The EOI document containing the details can be downloaded from the Institute website [www.iiitdmj.ac.in](http://www.iiitdmj.ac.in).
5. The prescribed application form (Annexure -1) duly filled by the applicant along with experience certificates, testimonials and documents showing their financial background are to be dropped in the quotation box available in the office on or before **04-01-2019 by 1500 hrs.** The EOI will be opened on **07-01-2019 at 1:00 p.m.** in the **conference room** of the Institute. The parties will be required to meet the Committee for presentation, interview and finalization of the offer.

**The Institute reserves the right to accept/reject any application without assigning any reason.**

**Registrar**



December 18, 2018

**SUB: EOI for Running Salon at Hall of Residence-I, PDPM IIITDM Jabalpur**

**Instructions, General Terms and Conditions for EOI**

1. The Salon should be open from 9 am to 8 pm. Sunday cannot be non-working day. One day of the week the Salon may be closed, which will be decided with the mutual consent. The following days of the year the Salon shall be kept closed: 26 Jan, 2 Oct, and 15 August. Other days which the shop will be kept closed will have to be authorized by the Dean Students Office. For keeping the salon closed without approval, a fine of Rs. 250/- per day or more as deemed fit by the committee would be imposed on the party.
2. The premises should be kept well ventilated and well lit.
3. Premises (in and around establishment) should be kept clean. No display/ encroachment allowed outside the premises.
4. 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.
5. Employees should not use the premises as residence. Use of space beyond official timings approved should be only for special purpose (like receiving of good, inventory, etc.)
6. Details of the staff employed should be submitted to the Institute. Permission should be sought regarding any change of employees. All employees must be issued ID card and should produce them to security personnel when asked.
7. Garbage and waste disposal should be done as per the institute norms.
8. Pest /rodent control should be done regularly.
9. Old/stale/expired items (i.e. beyond expiry date) should not be kept in the Salon.
10. Safety standards should be maintained. List of emergency number should be displayed in a prominent place. First aid measures should available for emergencies.
11. Prices once fixed after agreement should not be changed without permission of competent authority of the Institute.
12. The person to whom the establishment is tendered should be managing the same and should not sub-lease or sub-let the same. The person should not leave the establishment in the care of others and should be available to attend to customers and services.

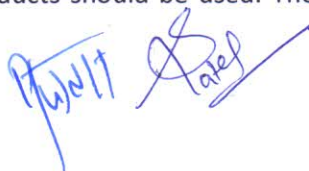


13. Adequate number of competent staff shall be employed (who are trained to carry out a certain ask). The Committee reserves the right to direct the establishment to replace any staff member based on behavior or performance.
14. Complaint/suggestions books have to be maintained and should be available to all customers. The book should not be changed during the contract period.
15. List of services including prices should be attached along with the application form
16. Reputed brands with international/ multicity presence will be preferred. Applicant should have adequate experience in running the outlets under any of the said banners at places of prominence in India with good and consistence record of running such outlets without any blemish or dispute.
17. The applicant must submit along with the EOI sufficient proof of its experience, ability of running such ventures/ proofs regarding fulfilment of norms.
18. License Fee of the Establishment is Rs. 500/- per month. The party shall pay the license fee to the Institute in advance in the first week of every month and has to vacate the premises at the end of the contract.
19. The license fee will automatically increase by 5% of the past year.
20. The successful party will be required to deposit a security of Rs.5, 000/- (Rupees Five Thousand only) in Institute account.
21. Licensee should provide a copy of the PAN, GST No., and any other statutory registration/ Licenses, if any.
22. The Party shall bear actual expenses of water & electricity charges of the Salon, which are to be deposited in the Institute Account every month. The installation/replacement of tubes bulbs etc. shall be the responsibility of the party.
23. The duration of contract will be 24 months – first 03 months being on probation. On satisfactory completion of the probation period the contract will be automatically extended for the remaining period. The contract may be terminated by either party after giving a notice of one month. During probation period a notice of only 15 days are required to be given by either side.
24. The party should give his/her full permanent as well as temporary address in application form.
25. The successful party shall be required to enter into an agreement with the institute. The conditions of contract, the conditions of license of the successful party 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 successful party.
26. The party, whose application/candidature is accepted, has to sign the contract agreement within 10 days and need to open Salon within 15 days from the offer date. In the event of any



evasion, refusal or delay on successful party part in signing the contract, the acceptance of his/her application may be withdrawn and decision of committee is final in this regard.

27. The successful party will be liable to submit the copy of Shop and establishment registration from municipal cooperation within probation period of 03 months.
28. The successful party will get his employees verified from Police. No employee/visitor will be allowed inside institute who does not have security pass issued by the Institute.
29. 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.
30. The party 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.
31. The successful party shall run the shop at the specified space.
32. Party should follow the labour laws of GOI and terms and conditions of this deed/agreement.
33. Salary of shop employees shall be decided by the successful party 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.
34. The applicant shall have no manner of right, title or interest in any portion of the Institute premises including any space provided for running the shop.
35. The party 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.
36. Though the location for the salon is mentioned in the document, this may be changed at a later date and the licensee may be asked to shift to new location and the licensee should comply with the same within 15 days of the order. Request may be placed before appropriate authority of the Institute for the extension of this period.
37. Prices quoted/listed should be inclusive of all taxes and surcharges (i.e. this is the final price including discounts that the customer has to pay to avail the service/product). If this is not so, the tendering committee may consider the tender filled by the vendor as null and void (cancelled). The price list without discounts has to be additionally supplied.
38. Clean & fresh aprons, towels should be used for each customer.
39. Instruments should be sterilized in hot boiling water or disinfectant. Saving blades used for one customer should be discarded after use and new blade should be used for each customer.
40. Standard and reputed companies' products should be used. These products should not cause adverse reaction on the skin.



41. Shop should be equipped with Air Cooler/ Air conditioner for summer and adequate heating arrangements for winters.
42. For customer service hot water is to be used during the winter season.
43. All the equipment used in service of customer will be kept neat and clean without any stain etc.
44. Care should be taken to avoid injury to customer via sharp objects during salon/ processes. Dettol/ Savlon/ disinfectant and first aid measure should be available for emergency.
45. All standard services provided in hair salons like hair styling, shaving, facial, head massage etc. should be made available (List: Hair Cut Stylist, Normal Shaving, Denim shaving, Dettol shaving , Foam Shaving, trimming, Head Massage (with oil), Face Massage, Normal Face Massage, Fruit Face Bleach, Facial Silver, Facial Gold).
46. In case of any dispute the decision of the Director, PDPM-IIITDM Jabalpur will be final and binding on both the parties.

All the above term and conditions are accepted by me.

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Signature of the Applicant

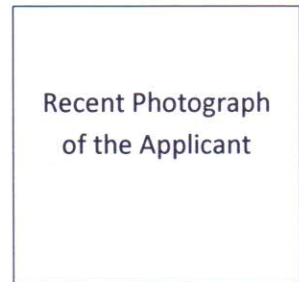
Name of the Applicant \_\_\_\_\_

Full Address \_\_\_\_\_  
\_\_\_\_\_

Pin Code. No.

Mobile No.

The Applicant must attach his permanent address proof, failing which the Application may be rejected.



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PDPM  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
DESIGN AND MANUFACTURING JABALPUR

Application for Running Salon at Hall of Residence-I, PDPM IIITDM Jabalpur

Date:.....

1.	Name of the Applicant (in CAPITAL LETTERS)	
2.	Father's Name	
3.	Complete Address with Mobile No. and Email ID	
4.	Date of Birth	
5.	Qualification	
6.	PAN No.	
7.	Experience (if any in years)	

- 1 That I shall bear all the expenses if there is any damage to the said premises.
- 2 That I shall ensure the vacation of the shop whenever a notice is served.
- 3 That I shall abide by the term and conditions of the tender.

(Signature of Applicant)

Enclosures:

- 1.
- 2.
- 3.