

Expression of Interest

Sealed expression of interest (EOI) are invited for running General Store, Grocery and Stationary Shops starting from.....*..... for 24 Months as per the term and condition given in Annexure -1. The total area of the each shop to be allotted is 149.5 Sq feet. EOI in the given format (Annexure -2) 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..03/03/2016..by 5:00 PM.

The interested parties are informed to come personally for an interview before a committee on..11/03/2016.at 15:00 PM in the Institute Conference Hall along with the originals of attached documents in support of their claim.

* Date mutually agreed upon.

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

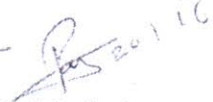
Chairman (Placement Cell)

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

All notice boards

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


Dr. V.K. Jain


Dr. P.K. Kankar


Dr. Dheeraj Sharma


Mr. Naresh Joshi

Application Form

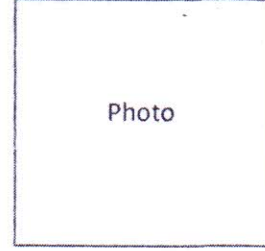
Annexure-2

Date:.....

Committee,

General Store, Grocery and Stationary Shops

PDPM IIT Jabalpur



Sir,

I am interested in running General Store, Grocery and Stationary Shops for 24 Months. Please consider my candidature. I have read the terms and conditions of the contract and I agree to abide by these, in case, I am given the contract of the General Store, Grocery and Stationary Shops.

(Signature of Applicant)

Full name:.....

Father Name:.....

Present Address:.....Permanent Address.....

.....

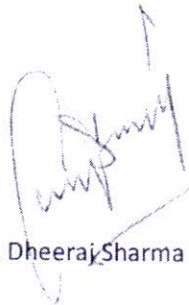
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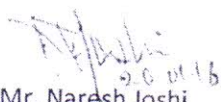
Encls:

- 1.
- 2.
- 3.


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TERMS AND CONDITONS

Annexure-I

Whereas the PDPM Indian Institute of Information Technology Design and Manufacturing, Jabalpur herein after known as the Party or Licensor, has agreed to give a license to -----
-----subject to the conditions mentioned herein after The Licensee will pay a monthly license fee of ₹ 600/- (₹ Six hundred only for each shop) for running the above shops, at the premises near to Hall-1.

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.
2. The successful party will be required to deposit a security of ₹ 6,000/- for each shop in Institute account.
3. The party should give his/her full permanent as well as temporary address in application form.
4. 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.
5. The party, who's 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 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.
6. The successful party 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 committee.
9. The successful party 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.
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 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.

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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. 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.).
14. Pest/rodent control should be done regularly.
15. Proper Bill/Cash memo for purchase amount should be made available immediately to the customers.
16. 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.
17. The tenderer shall run the shop at the specified space.
18. Party should follow the labour laws of GOI and terms and conditions of this deed/agreement.
19. 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.
20. 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.
21. The list of items proposed to be sold is to be approved by committee. Prior approval should be obtained from the committee of the Institute for any additional items to be sold in the shop.
22. The party 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.
23. Duration of opening shop - at least 10 hours a day (exact timings as mutually decided) keeping in view convenience of the Institute's residents.
24. The party shall deploy adequate number of staff.
25. 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.
26. Any item in shop, its selling price should not be more then MRP price. Suitable discounts shall be provided on MRP, if possible.
27. The party shall pay a sum of ₹600/- per month for each shop to the Institute in advance in the first week of each month and has to vacate the premises at the end of the contract.
28. The Party shall bear actual expenses of water & electricity charges of the shops, which are to be deposited in the Institute Account Office each month. The installation/replacement of tubes bulbs etc. shall be the responsibility of the party.
29. The party shall run shop normally from 10.00 A.M. to 8:00 P.M. In case of emergency, to close the shop for a day or so, party has to obtain the written approval of the committee. For keeping the shop closed without approval, a fine of ₹ 250/- per day or more as deemed fit by the committee would be imposed on the party.
30. 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.

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31. The Director of the Institute has the power to cancel the contract without assigning any reason thereof.
32. Old/stale/expired items (i.e. beyond expiry date) should not be kept in the shop.
33. Committee 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 fine of ₹ 250/- 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 ₹ 250/- and the actual cost to get the surroundings cleaned as deemed appropriate by the committee would be imposed on the party.
34. The party shall not exhibit or publish advertisement (irrelevant to the scope of his work) outside shop without the permission of the committee.
35. In case of any dispute, the Director, PDPM IIT Jabalpur, shall act as an arbitrator whose decision shall be final.
36. 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 Dean (Students)/Committee about it.
37. The party shall maintain the suggestion book which would be signed monthly by the committee.
38. The party should have the enough funds to run the shop successfully, proof of funds to be submitted along with quotation.
39. 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.
40. Applicants are required to submit a detailed description of their occupation during past 2 years.
41. This contract is subject to the legal jurisdiction of Jabalpur (MP).
42. All documents submitted by an applicant should be self-attested.


Registrar

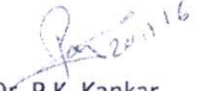
I agree to abide by above terms & conditions.

Signature of Contractor

Name

Address


Dr. V.K. Jain


Dr. P.K. Kankar


Dr. Dheeraj Sharma


Mr. Naresh Joshi