

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

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**EXPRESSION OF INTEREST**  
**FOR RUNNING THE CANTEEN**  
**IN**  
**HALL OF RESIDENCE**



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

**Contain Total 11 Pages.**

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PDPM INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN AND  
MANUFACTURING JABALPUR

Date: 12-02-2016

**Expression of Interest**

Sealed expression of interest (EOI) are invited for running the Canteen in Hall of Residence I and IV herein after known as canteen/s, for 24 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) and check list (Annexure 5) are to be dropped in the quotation box available in the office on or before February 25<sup>th</sup>, 2016 by 5:00 PM.

The interested firms are informed to come personally for an interview before a committee on February 27<sup>th</sup>, 2016 from 10 am onwards in the Institute Conference Hall along with the originals of attached documents in support of their claim.

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.

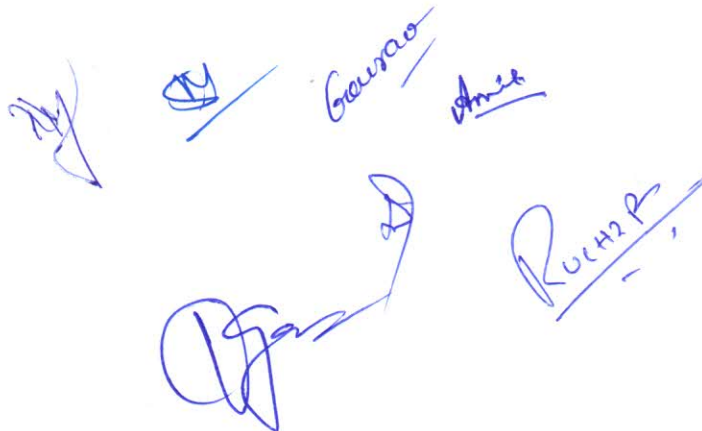
All Faculty

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.

A collection of handwritten signatures in blue ink, including names like 'Gaurao', 'Anet', and 'RUCHIP', along with various scribbles and initials.

PDPM  
**Indian Institute of Information Technology,  
Design & Manufacturing Jabalpur**

**1. SCOPE OF WORK**

- 1.1 The selected firm shall be permitted to run the canteen/s in the Hall of Residence I and / or IV of PDPM-IIITDM Jabalpur for the students 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 Log of sale must be maintained and the same may be checked time to time by the committee.
- 1.5 Canteen/s shall open from 12:00 Noon to 01:30 AM throughout the week including Saturday and Sunday. 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.500/- for every such event.
- 1.6 The selected firm shall start running canteen/s within next fifteen days of the offer given by the Institute. If the selected firm fails to start the canteen/s within stipulated time without any information, the offer will be withdrawn.
- 1.7 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.
- 1.8 The selected firm shall display the approved Rate List of items at the appropriate place outside the canteen/s.
- 1.9 Selling price of any item in the canteen/s should not be more than MRP.

  
The bottom section of the page contains several handwritten signatures in blue ink. One signature is clearly legible as 'Gourav' with a checkmark below it. Other signatures are less legible but appear to be initials or names. There is also a signature that looks like 'RUCHIR' with a checkmark below it.

**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 2000/- (Rupees two thousands only) for running the canteen/s.

- 2.1 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 is required to be given by either side.
- 2.2 The selected firm should give his/her 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 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 canteen/s within 15 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 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 canteen/s to check all sevices, 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 canteen/s 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 Licensee.
- 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 canteen.
- 2A.11 The selected firm should have minimum number of four employees in the canteen/s. 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 canteen/s 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 canteen/s 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, approved by the Warden of respective Hall of Residence, as member of the canteen committee.
- 2A.18 After the expiry of the contract period or termination of the license to run the canteen/s, the selected firm shall wind up its business and vacate the canteen/s. In case he fails to vacate the canteen/s, 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 canteen committee. If at any time the performance is not found satisfactory,

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*[Handwritten signature: R. H. H. R.]*

*[Handwritten number: 5]*

the Institute reserves the right to terminate the contract during its validity period without assigning any reasons.

- 2A.21 The garbage (Kachra) generated by the canteen/s 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 canteen/s or in any area within the campus by the students, visitors or the employees of the canteen/s which could cause health hazard for the students.
- 2A.22 Timings for running and opening/ closing of canteen/s will be laid down by canteen committee.
- 2A.23 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.24 Pest/ rodent control should be done regularly by the selected firm.
- 2A.25 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 canteen/s.
- 2A.26 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.27 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 canteen/s.
- 2A.28 The selected firm shall not exhibit or publish advertisement (irrelevant to the scope of his work) outside canteen/s without the permission of the canteen committee.
- 2A.29 Use and sale of alcohol, liquor, gutka, cigarettes and drugs are not allowed in the canteen/s. If any student is found using any of these items, the selected firm will immediately inform to the Dean (Students)/canteen committee about it.
- 2A.30 The selected firm shall maintain the suggestion book which would be signed monthly by the Warden as member of canteen committee.

## **2B. PENALTY CLAUSE**

- 2B.1 The selected firm must not charge higher price of any item than agreed upon in agreement. If found other wise, penalty of Rs. 2000 will be imposed on selected firm.
- 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 which ever is higher will be imposed.

The bottom of the page features several handwritten signatures and initials in blue ink. From left to right, there is a signature that appears to be 'Amit', a signature that appears to be 'Gaurav', a signature that appears to be 'Amit', and a signature that appears to be 'Ruchi' with a large flourish. To the right of the 'Ruchi' signature, there is a small number '6'.

- 2B.3 If eatable of expiry date are found in the canteen/s, 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 canteen/s. 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 canteen/s 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 canteen/s 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 canteen will be Rs. 2000/- (Two thousands only) per month.
- 2D.2 The selected firm shall submit Security Deposite 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 is being charged for water. However, water charges may be charged in future on the rates as applicable in the Institute.

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## 2E. TERMINATION OF CONTRACT

- 2E.1 If selected firm fails to fulfill his 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-IIIDM Jabalpur shall be final in this regard.
- 2E.3 The Director of the Institute may at any time terminate the agreement without assigning any reason after serving one month notice in writing.

## 2F WAGES, WELFARE AND PAYMENT CONDITIONS

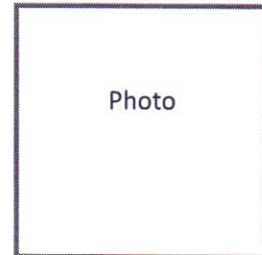
- 2F.1 The selected firm shall abide by with all labour laws enforced by the Central Government from time to time such as medical expenses, accidental benefits, workman compensation, minimum wages, bonus and other welfare measures and other statutory requirement as applicable.
- 2F.2 The selected firm 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.3 Weekly off be given to all deployed employees as per rules of Government of India/ Labour laws/ Minimum wages act.
- 2F.4 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.5 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.6 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.7 Behaviour of operating staff should be soft and friendly.



Date:.....

Application Form

**Committee,  
Canteen in Hall of Residence I and / or IV  
PDPM IIT Jabalpur**



Sir,

I am interested in running Canteen in Hall of Residence I and / or Canteen in Hall of Residence IV. 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 canteen/s.

(Signature of Applicant)

Full name:.....

Father Name:.....

Present Address:.....

Permanent Address.....

.....  
.....

Mobile no.: .....

Encls:

- 1.
- 2.
- 3.

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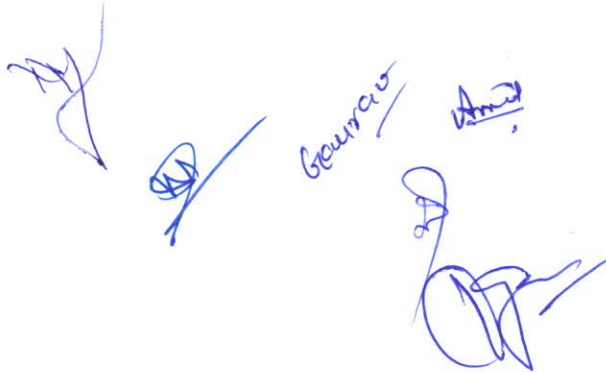
**UNDERTAKING**

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)





## PDPM

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,  
DESIGN & MANUFACTURING JABALPUR  
Dumna Airport Road, P.O. Khamaria, Jabalpur – 482005**

## CHECK LIST

1. Name of Proprieter:
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)**

6. V.A.T. Regn. No. (Attach proof) (if applicable):
7. PAN No. (attach proof):
8. Registration No of Firm/Canteen (Attach Proof):
9. Please Specify as to whether applicant is Sole Proprietor/Pvt. ltd./ Partnership firm (Name of the partner should be specified in this case).

Signature of the applicant