

PDPM- INDIAN INSTITUTE OF INFORMATION TECHNOLOGY

DESIGN AND MANUFACTURING, JABALPUR

No:- IIITDMJ/DSA/2025/09/442
Date:- 02/09/2025

EXPRESSION OF INTEREST

FOR RUNNING THE CANTEEN

IN

PANINI HOSTEL



PDPM

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

Timeline of EOI	
Date of Upload on Institute Website	01-09-2025
Last Date & Time of Submission of EOI	22-09-2025 (05:00pm)
Date & Time of Interview	25-09-2025 (Tentatively 12.00 noon)

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

Contain Total 17 Pages.

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Eoi document for Panini Hostel, PDPM IIITDM Jabalpur

PDPM INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN AND
MANUFACTURING JABALPUR

Date:

Expression of Interest

Sealed expression of interest (EOI) are invited for running the Canteen in **Panini Hostel** herein after known as canteen, **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), check list (Annexure 5) and Rate list (Annexure 6) are to be dropped in the quotation box available in the central dispatch section on or before 22-09-2025 by 5:00 PM.

The interested firms will be informed to come personally for an interview before a committee on 25-09-2025 from 12:00 noon (Tentatively) in the Ground floor Institute Conference Hall/Administration Block along with the originals of attached documents in support of their claim.

Registrar

Copy to:

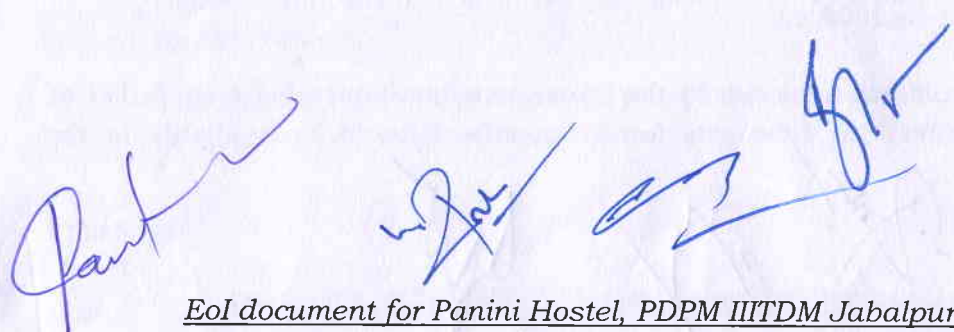
- Director, PDPM I.I.I.T Jabalpur, for kind information please.
- Registrar, for information please.
- All Wardens/ Associate Warden, for their Hall notice board.
- All notice boards
- In-charge website for display on the Institute's website please.

[Handwritten signatures and initials in blue ink]

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 in Panini Hostel of PDPM-IIITDM Jabalpur for the students and visitors.
- 1.2 The period of allotment will be **two years**, which may be extended on satisfactory services **for next 01 year**.
- 1.3 A computerized receipt must be provided to all the customers for any sale.
- 1.4 Log of sale should be maintained and the same may be checked time to time by the committee.
- 1.5 Canteen shall open from 12:00 Noon to 01:00 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 **FIC(SA) forwarded by warden of Panini hostel** 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 occurrence.
- 1.6 The selected firm shall start running canteen within fifteen days of the offer given by the Institute. If the selected firm fails to start the canteen within stipulated time without any information, the offer will be withdrawn **and canteen may be allotted to next waiting firm**.
- 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, **a fresh approval from FIC(SA) forwarded by warden is required**.
- 1.8 The selected firm shall display the approved Rate List (**Attached as Annexure-6**) of items at the appropriate place inside the canteen premises. Selling price of any item in the canteen 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 30,500/- (Rupees Thirty thousands Five Hundered only)** for running the canteen by 10th day of every month.

- 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 be a registered and a licenced contratctor for the said job types specified in scope of work, e.g. food license, labour license. Appropriate documents / certificates issued from appropriate authorities should be enclosed.
- 2.3 The selected firm should give his/her full permanent as well as present address in the application form.
- 2.4 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 of Rs.500/-** required for the agreement will be borne by the selected firm.
- 2.5 The selected firm, who's application/candidature is accepted have to sign the contract agreement and need to start canteen 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 canteen may be allotted to next waiting firm.**
- 2.6 All workers have to maintain hygiene.
- 2.7 The firm will ensure that none of their employee would consume any tobacco or gutkha, pan etc inside the institute presmises failing of this penalty of Rs.2000/-.
- 2.8 The canteen has to be run by the owner or a family member (son, father or real brother). At least one family member should be available in the

canteen and can't leave it to the employees only. If the owner is a married female, in this case, the family will be her in-laws' family.

- 2.9 The canteen owner must have a local address for correspondence in Jabalpur city.
- 2.10 The canteen owner should not be a family member or close relative of a employee (Permanent/Outsourcing) of the Institute. In this regard, the owner must sign an undertaking attached as (Annexure-3).
- 2.11 The firm should have 03 (Three) years experience in the same field or MSME certificate or startup etc.
- 2.12 The tenderer should have an annual turnover of Rs.08 lakh each year from the similar work in CFTI's/ State Govt. Funded Engineering Institutes/Corporates/PSUs/MNCs/Anyother reputed academic Institutes or more in the last three financial years (2021-22; 2022-23; 2023-24). Duly supporting balance sheets for these year certified by Chartered Account to be sumitted with the tender document.

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.
- 2A.2 The warden or / and hygine committee may visit and inspect the canteen/s to check all sevice, 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 Chintti.
- 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 DSA Office. Material of serving items should be either glass or steel. No styrofoam crockery or running items should be used.
- 2A.6 The selected firm is bound to maintain cleanliness conditions in and around the canteen/s on their 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 canteen.
- 2A.11 The selected firm should have minimum number of **five** employees in the canteen. 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 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 any person suffering from any contagious or infectious disease and will ensure their personal hygiene from time to time. Tobacco or related product are strictly prohibited and no one should be found consuming the same.
- 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 **Panini Hostel**, as member of the canteen committee. A copy of I card should be submitted in the office of respective warden.
- 2A.18 After the expiry of the contract period or termination of the license to run the canteen, the selected firm shall wind up its business and vacate the canteen. In case he fails to vacate the canteen, 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 **Hostel Authorities**. 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.21 The garbage (Kachra) generated by the canteen 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 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.22 Timings for running and opening/ closing of canteen 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.
- 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 **Hostel Authorities** for any additional items to be sold in the canteen.
- 2A.28 The selected firm shall not exhibit or publish advertisement (irrelevant to the scope of his work) outside canteen without the permission of the **Hostel Authorities**.
- 2A.29 Use and sale of alcohol, liquor, gutka, cigarettes and drugs are not allowed in the canteen. If any student is found using any of these items within the premises of the canteen, the selected firm will immediately inform to the **Hostel Authorities** about it.
- 2A.30 The selected firm shall maintain the suggestion book which would be signed monthly by the Warden.

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. 500/- will be imposed on selected firm at every such occurrence. 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/worth.
- 2B.2 In case the selected firm fails to pay license fee by the prescribed date, a penalty of **Rs.1,000/-** per month or 10% of the License Fees which ever is

higher will be imposed. Failing which first warning will be issued by end of the month. Second show cause notice will be given in next month. After 03 months, canteen contract will be terminated & an extra penalty of Rs.1000/- for each month will be imposed.

- 2B.3 If eatable of expiry date are found in the canteen, a penalty of Rs.2000/- will be imposed and all such material will be seized. The **Competent Authorities** 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 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. 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 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 will be allotted on the basis of experience/ credentials of applicant/ inspection of existing establishment of the firm and personal interaction of the canteen committee with the applicant. License fee for the canteen will be **Rs 30,500/- (Rupees Thirty thousands Five Hundered only)** per month.

- 2D.2 The selected firm shall submit Security Deposit of **Rs.50,000/- (Rupees Fifty 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 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.

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.50,000/- (Rupees Fifty thousand only)** or any part thereof shall be forfeited at the discretion of the Institute as a fine/penalty.
- 2E.2 If the **Hostel Authorities & Hygiene 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 **has full right to** terminate the agreement **any time** 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.
- 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.

Date:.....

Application Form

Committee,

Canteen in Panini Hostel

PDPM IIIT Jabalpur

Photo

Sir,

I am interested in running Canteen in **Panini Hostel**. Please consider my candidature. I have read the scope of work, Rate List and terms and conditions of the contract and I agree to abide by these, in case, I am given the contract of the canteen.

(Signature of Applicant)

Full name:.....

Father Name:.....

Present Address:.....

Permanent Address.....

.....

.....

Mobile no.:

Rate List:

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.
5. **I/ We also undertake that the firm is not close relative or family member of the Institute employee.**

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)

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).

Signature of the applicant

Seal of the Firm

(Handwritten signatures in blue ink)

Annexure-6Rate List for Panini Hostel's Canteen

Sl.No	Menu items Name	Unit of Measure	Quantity/ Weight/ Size	Rate list
	A	B	C	H
1	Tea	Per cup	125ml	7
2	Coffee	Per cup	125ml	8
3	Neembu Pani	Per Glass	200ml	6
4	Lassi with dry fruits	Per glass	250ml	20
5	Milk Shake	Per glass	250ml	10
6	Mango Shake	Per glass	200ml	10
7	Pine apple Shake	Per glass	200ml	10
8	Hot milk	Per glass	200ml	15
9	Hot milk with Bournvita	Per glass	200ml	15
10	Banana Shake	Per Glass		10
11	Badam Shake	Per Glass		10
12	Milk with essence	Per Glass		10
13	Biscuit Toffee/curd/milk (Rates As per MRP)			0
14	Packed drinking water/cold drink/chips (Rates As per MRP)			0
15	Fruit Salad	Per Plate		10
16	Plain Maggie	Per Plate	100gm	15
17	Masala Maggie	Per Plate	100gm	15
18	Samosa (aloo, mutter or both)	Per plate	100gm	8
19	Kachori with moong dal stuffing	Per piece	50gm	5
20	Bread pakora	Per piece	75gm	10
21	Matthi	Per piece	50gm	4
22	Vegetable pakora	Per piece	100gm	15

23	Aloo Bonda	Per piece	100gm	7
24	Dhokla	Per plate	100gm	10
25	Poha	Per plate	120gm	10
26	4 puri +sabji	Per plate	150gm	20
27	Sambhar +Vada	02 piece	60gm	15
28	Plain dosa with sambhar & chatni	01 piece		20
29	Masala dosa with sambhar & chatni	01 piece		25
30	Idli with sambhar & chatni	02 piece		15
31	Uttam with chatni	01 piece	200gm	15
32	Chowmein (plain)	Per plate	200gm	20
33	Mix veg cutlet	02 piece	75gm	10
34	Burger veg	01 piece		15
35	Sandwich with butter/ cucumber	01 piece		10
36	Pattis (Aloo)	Standard		10
37	Pattis (Paneer)	Standard		15
38	Bread with jam butter (amul)	02piece		10
39	Vegetable noddle	Per plate		10
40	Vegetable atta noddle	Per plate		15
41	Pasta	Per plate		20
42	Pani Puri		5 piece	8
43	Aaloo Tikki Chaat	Per Plate	2 piece	20
44	Dahi Puri		8 piece	10
45	Veg Sandwich			15
46	Veg Sandwich Grilled			15
47	Veg Sandwich Cheese/Paneer			15
48	Spring Roll	Per Plate		10
49	Momos	Per Plate		10
50	Plain Paratha	01 piece		8
51	Aloo paratha	01 piece		15
52	Gobhi paratha	01 piece		10
53	Mooli paratha	01 piece		10
54	Methi paratha	01 piece		10
55	Paneer paratha	01piece		20

56	Roti	01 piece		5
57	Tawa Roti	01 piece		5
58	Tandori Roti	01 piece		5
59	Zeera rice	Per plate	150gm	20
60	Steamed rice	Per plate	150gm	15
61	Vegetable fried rice	Per plate	150gm	20
62	Rice with curry	Per plate	150gm+50gm	20
63	Rice with dal	Per plate	150gm+50gm	20
64	Rice with chholey	Per plate	150gm+50gm	25
65	Rice with Rajma	Per plate	150gm+50gm	25
66	Curd rice		150gm+50gm	20
67	Dal fry	Per Plate	150 ml	25
68	Dal Makhani	Per Plate	150 ml	20
69	Mix Vegetable	Per Plate	250 ml	40
70	Butter Paneer Masala	Per Plate	250gm	50
71	Shahi Paneer	Per Plate	250gm	50
72	Combo meal	04 Poori + Chhole +Rice+ Salad+Pickle		50
73	Veg Thali	4 Plain chapatti+1 seasonal veg+ Daal OR CHHOLE OR RAJMA +rice +pickle+salad		50
74	Special Thali	4 Plain Chapati+1 Seasonal Veg+Paneer Sabji+Daal OR CHHOLE OR RAJMA+papad+salad+pickle+Sweet		80
75	Laddu (Besan)	50gm		5
76	Sweet rice	Per plate	150gm	15
77	Jalebi	Per Plate	100gm	10
78	Egg Curry	Per plate	02 Egg	40

79	Egg Roll	01 piece		30
80	Egg Biryani	Per plate	02 Egg	40
81	Butter Chicken	Per plate	03 Piece	60
82	Chicken Tikka Masala	Per plate	03 piece	70
83	Chicken Tandoori	Per plate	1/2kg	80
84	Chicken 65	Half plate		70
85	Chicken Fried Rice	03 chicken piece	Half plate	40
86	Chicken biryani	03 chicken piece	Half plate	50
87	Chicken Manchurian		Half plate	60
88	Chicken curry	03 chicken piece	Half plate	60