

Date: 19.07.2018

Expression of Interest

Sealed expression of interest (EOI) are invited for running (i) **Provisional Store including Grocery and Kirana Shop, daily need items** (ii) **Stationary Shops with printing and photocopy facilities** (iii) **Nestle Kiosk** (iv) **Fruit Juice & Vegetable Shop** (v) **Food Court or any other purpose found suitable** may be awarded for next two years as per the term and condition given in Annexure -1. The total area of the 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 outside of Institute conference hall on or before **30/07/2018** by 5:00 PM.

The interested parties are informed to come personally for an interview before a committee on **31/07/2018** at 3:00 PM 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.


(Dr. Pavan K Kankar)


(Dr. Prashant K Jain)


(Prof. P N Kordekar)

Application Form

Annexure-2

Date:.....

Committee,

- (i) Provisional Store including Grocery and Kirana Shop, daily need items
- (ii) Stationary Shops with printing and photocopy facilities
- (iii) Nestle Kiosk
- (iv) Fruit Juice & Vegetable Shop
- (v) Food Court or any other purpose found suitable



Sir,

I am interested in running (i) Provisional Store including Grocery and Kirana Shop, daily need items (ii) Stationary Shops with printing and photocopy facilities (iii) Nestle Kiosk (iv) Fruit Juice & Vegetable Shop (v) Food Court or any other purpose found suitable, initially 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 (i) Provisional Store including Grocery and Kirana Shop, daily need items (ii) Stationary Shops with printing and photocopy facilities (iii) Nestle Kiosk (iv) Fruit Juice & Vegetable Shop (v) Food Court or any other purpose found suitable.

(Signature of Applicant)

Full name:.....

Father Name:.....

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

.....

Mobile no.:

Encls: (Please tick in below those applicable)

- | | | |
|---------------------------|-------------------------|------------------------------|
| 1. Aadhar Card | 4. GST No.(Certificate) | 7. Commercial Gas Connection |
| 2. Previous Contract Copy | 5. PAN Card Copy | 8. Other |
| 3. TIN No.(Certificate) | 6. Labour License | |


(Dr. Pavan K Kankar)


(Dr. Prashant K Jain)

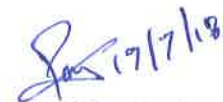

(Prof. P N Kordekar)

TERMS AND CONDITONS

Annexure-1

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. The contract duration may be extendable as per performance for next years also.
2. The successful party will be required to deposit a security of ₹ 6,000/- for 01 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 competent authority.
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.
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.).


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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. Online payment mode should be available at shop as and when require like SOP machine, PAYTM, BHEEM App etc.
17. 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.
18. The tenderer shall run the shop at the specified space.
19. Party should follow the labour laws of GOI and terms and conditions of this deed/agreement.
20. 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.
21. 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.
22. The list of items proposed to be sold is to be approved by competent authority. Prior approval should be obtained from the competent authority of the Institute for any additional items to be sold in the shop.
23. 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.
24. Duration of opening shop - at least 10 hours a day (exact timings as mutually decided) keeping in view convenience of the Institute's residents.
25. The party shall deploy adequate number of staff.
26. 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.
27. Any item in shop, its selling price should not be more then MRP price. Suitable discounts shall be provided on MRP, if possible.
28. 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 copy of receipt / challan should be submit in Dean P&D office.
29. Rent should be paid strictly each month in advance otherwise next month rent will be double for previous month and in situation of unpaid last two month's rent without prior permission, the competent authority will seal the shop without prior information to party and agreement treated as cancelled.
30. In case of long pending rent and other charges Institute may reserve the right to seal shop and further process of auction will done for goods and furniture kept inside.
31. After completion of contract/ termination party has to vacate the premises and rent will be applicable to pay till the submission of date of NOC.
32. 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 copy of the same should be submit in Dean P&D office. The installation/replacement of tubes bulbs etc. shall be the responsibility of the party.
33. 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 competent authority. For keeping the shop closed without approval, a fine of ₹ 250/- per day or more as deemed fit by the competent authority would be imposed on the party.


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34. 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.
35. The Director of the Institute has the power to cancel the contract without assigning any reason thereof.
36. Old/stale/expired items (i.e. beyond expiry date) should not be kept in the shop.
37. Competent authority or his / her representative 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 ₹500/- 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 ₹500/- and the actual cost to get the surroundings cleaned as deemed appropriate by the committee would be imposed on the party.
38. The party shall not exhibit or publish advertisement (irrelevant to the scope of his work) outside shop without the permission of the competent authority.
39. In case of any dispute, the Director, PDPM IIITDM Jabalpur, shall act as an arbitrator whose decision shall be final.
40. 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 (P&D) / Dean (Students) about it.
41. The party shall maintain the suggestion book which would be signed monthly by the competent authority.
42. The party should have the enough funds to run the shop successfully, proof of funds to be submitted along with quotation.
43. Applicants are required to submit copies of the related document (e.g. Previous work experience certificate(s), contract(s) etc.) to get the preference and other legal documents related to opening a shop desire in Jabalpur city and wherever applicable like – GST., TIN, Food Licence, Labour Certificate, Commercial Gas Connection certificates etc.
44. After the allotment of the shop, the owner should keep the copy of agreement always at the counter, if not found at the shop during inspection the shop allotment may be cancelled and the decision of Dean (Planning) will be final.
45. Applicants are required to submit a detailed description of their occupation during past 2 years.
46. Apart from above if any person (like Ex. Serviceman / Widow Lady / Physically challenged person) who wish to open above shops he/she may also submit their interest and committee may give preference to them.
47. This contract is subject to the legal jurisdiction of Jabalpur (MP).
48. All documents submitted by an applicant should be self-attested.

Registrar

I agree to abide by above terms & conditions.

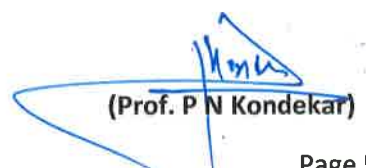
Signature of Contractor

Name

Address


(Dr. Pavan K Kankar)


(Dr. Prashant K Jain)


(Prof. P N Kondekar)