

EXPRESSION OF INTEREST

FOR RUNNING THE CANTEEN

at

HALL OF RESIDENCE I and/ or HALL OF RESIDENCE III



PDPM

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

[Handwritten signatures in blue ink]

Contain Total 11 Pages.

Date: 18-12-2018

Expression of Interest



Sealed expression of interest (EOI) are invited for running the Canteen in Hall of Residence I and III 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 Admin Office on or before **January 04, 2019 by 5:00 PM.**

The interested firms will be informed to come personally for an interview before a committee on **January 07, 2019** from 1:00 p.m onwards in the Institute Conference Hall along with the originals of attached documents in support of their claim.

Registrar

Copy to:

1. Director, PDPM I.I.I.T Jabalpur, for kind information please.
2. All Deans/All Heads of Disciplines/ Chairman, Placement Cell
3. All Wardens/ Associate Wardens
4. Assistant Registrar (Acad./SA)
5. Assistant Registrar (GA)
6. All notice boards
7. In-charge website for display on the Institute's website please.



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 III 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 should 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.

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 be a registered and a licensed contractor 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 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/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 on all the days 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 services, 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 Chhanti.
- 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.



