

Expression of Interest (EOI)

To

Run the Hair Salon at Hall of Residence-I

PDPM IIITDM Jabalpur



PDPM

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

Contain Total 07 Pages.

[Handwritten signatures in blue ink]

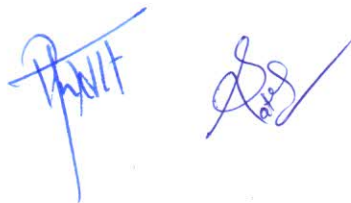
Date: December 18, 2018

SUB: EOI for Running Salon at Hall of Residence-I, PDPM IIITDM Jabalpur

1. PDPM Indian Institute of Information Technology Design and Manufacturing, Jabalpur (hereinafter referred to as Institute) established by MHRD, Government of India, is an Institute of National Importance, declared by an act of Parliament.
2. The Institute has a salon space at Hall of Residence-I and wishes to allot this space to the individual or /operators/proprietor of an authorized franchisee/dealer of brand, E. g. Lakme, Javed Habibs', Lotus, VLCC etc, on license for running Salon to cater to the campus community.
3. Sealed expression of interest (hereinafter referred to as EOI) accordingly, are invited from the Individuals or Franchisees of such banners/brands who are willing and desirous for running an outlet in the aforementioned location on campus and which possesses experience, exposer, and competence in running the hair Salon.
4. The EOI document containing the details can be downloaded from the Institute website www.iiitdmj.ac.in.
5. The prescribed application form (Annexure -1) duly filled by the applicant along 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 **04-01-2019 by 1500 hrs.** The EOI will be opened on **07-01-2019 at 1:00 p.m.** in the **conference room** of the Institute. The parties will be required to meet the Committee for presentation, interview and finalization of the offer.

The Institute reserves the right to accept/reject any application without assigning any reason.

Registrar



December 18, 2018

SUB: EOI for Running Salon at Hall of Residence-I, PDPM IIITDM Jabalpur

Instructions, General Terms and Conditions for EOI

1. The Salon should be open from 9 am to 8 pm. Sunday cannot be non-working day. One day of the week the Salon may be closed, which will be decided with the mutual consent. The following days of the year the Salon shall be kept closed: 26 Jan, 2 Oct, and 15 August. Other days which the shop will be kept closed will have to be authorized by the Dean Students Office. For keeping the salon closed without approval, a fine of Rs. 250/- per day or more as deemed fit by the committee would be imposed on the party.
2. The premises should be kept well ventilated and well lit.
3. Premises (in and around establishment) should be kept clean. No display/ encroachment allowed outside the premises.
4. 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.
5. Employees should not use the premises as residence. Use of space beyond official timings approved should be only for special purpose (like receiving of good, inventory, etc.)
6. Details of the staff employed should be submitted to the Institute. Permission should be sought regarding any change of employees. All employees must be issued ID card and should produce them to security personnel when asked.
7. Garbage and waste disposal should be done as per the institute norms.
8. Pest /rodent control should be done regularly.
9. Old/stale/expired items (i.e. beyond expiry date) should not be kept in the Salon.
10. Safety standards should be maintained. List of emergency number should be displayed in a prominent place. First aid measures should available for emergencies.
11. Prices once fixed after agreement should not be changed without permission of competent authority of the Institute.
12. The person to whom the establishment is tendered should be managing the same and should not sub-lease or sub-let the same. The person should not leave the establishment in the care of others and should be available to attend to customers and services.



13. Adequate number of competent staff shall be employed (who are trained to carry out a certain ask). The Committee reserves the right to direct the establishment to replace any staff member based on behavior or performance.
14. Complaint/suggestions books have to be maintained and should be available to all customers. The book should not be changed during the contract period.
15. List of services including prices should be attached along with the application form
16. Reputed brands with international/ multicity presence will be preferred. Applicant should have adequate experience in running the outlets under any of the said banners at places of prominence in India with good and consistence record of running such outlets without any blemish or dispute.
17. The applicant must submit along with the EOI sufficient proof of its experience, ability of running such ventures/ proofs regarding fulfilment of norms.
18. License Fee of the Establishment is Rs. 500/- per month. The party shall pay the license fee to the Institute in advance in the first week of every month and has to vacate the premises at the end of the contract.
19. The license fee will automatically increase by 5% of the past year.
20. The successful party will be required to deposit a security of Rs.5, 000/- (Rupees Five Thousand only) in Institute account.
21. Licensee should provide a copy of the PAN, GST No., and any other statutory registration/ Licenses, if any.
22. The Party shall bear actual expenses of water & electricity charges of the Salon, which are to be deposited in the Institute Account every month. The installation/replacement of tubes bulbs etc. shall be the responsibility of the party.
23. The duration of contract will be 24 months – first 03 months being on probation. On satisfactory completion of the probation period the contract will be automatically extended for the remaining period. The contract may be terminated by either party after giving a notice of one month. During probation period a notice of only 15 days are required to be given by either side.
24. The party should give his/her full permanent as well as temporary address in application form.
25. 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.
26. The party, whose application/candidature is accepted, has to sign the contract agreement within 10 days and need to open Salon within 15 days from the offer date. In the event of any



