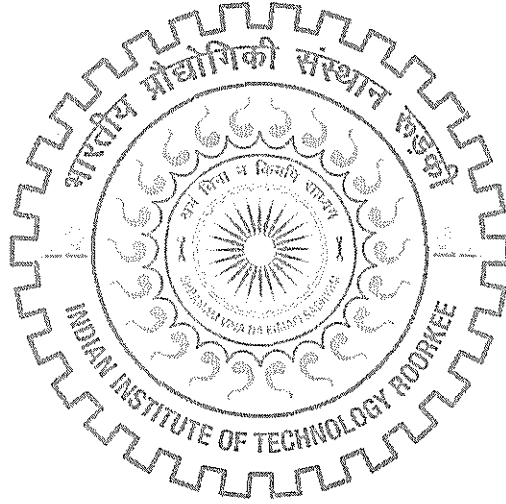


भारतीय प्रौद्योगिकी संस्थान रुड़की
Indian Institute of Technology Roorkee

Commercial Establishments Committee (CEC)

Invitation of
EXPRESSION OF INTEREST (EOI)
for
“Sip & Savor Outlet”



Estate Office

Indian Institute of Technology Roorkee
Roorkee, District – Haridwar (Uttarakhand), PIN – 247667

EOI No. 1

Aschje
20/08/24

**ESTATE OFFICE
INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE**

No. Estate Office/EOI-24/ Cosmos Canteen/Comm. Estt./3555 /

Date: 22 August, 2024

EXPRESSION OF INTEREST FROM THE INTERESTED FIRM/ AGENCY/ COMMERCIAL ENTERPRISE ON LICENSE

Indian Institute of Technology Roorkee is interested to invite Expressions of Interest for running Commercial Establishment named as 'Sip 'n' Savor' outlet in front of the Gargi Block (113.10 Sqm) on its campus. The Institute has approximately 10000 students and other staff.

Sealed Expressions of Interest (hereafter referred to as the 'EOI') are invited in two bid system (1-Technical; 2-Financial) on behalf of IIT Roorkee from the interested bidders.

Eligibility:

1. The bidder must have the experience of running a similar business in the District Haridwar for a minimum of 3 years.
2. Relevant supporting detailed documents must also be submitted along with Technical Bids of EOI.
3. The tentative list of items to be served/operated in the above Commercial establishment is enclosed as Annexure 'A'

No. and Name of Commercial Establishment	:	Sip & Savor Outlet
Location	:	In IIT Roorkee campus, Distt. Haridwar
Validity of EOI	:	90 days from the date of opening of Financial bid.
Publication Date	:	22.08.2024
Last date for submission	:	12.09.2024 (By 12.00 Noon)
Place of submission	:	Estate Office, IIT Roorkee
Date, time & place of opening of technical bid of EOI	:	12.09.2024 at 3.30 P.M. in the Estate Office, James Thomason Building
Date, time & place of opening of financial bid of EOI	:	18.09.2024 at 3.30 P.M. in the Estate Office, James Thomason Building
Link to download the EOI document	:	http://mm.iitr.ac.in/mmweb/


20.08.24
Member Secretary
Commercial Establishments Committee (CEC)

ESTATE OFFICE
INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE

No. Estate Office/EOI-24/Cosmos Canteen/Comm. Estt./3555 /

Date: 22, August , 2024

GENERAL TERMS & CONDITIONS

1. The Firm/ Agency /Commercial Enterprise shall execute an agreement with the Institute, but his/her liability under the contract shall commence from the date of receipt of the written work order of the Institute. The Validity of the agreement is for **three years**. In case the vendor desires to continue after the given time period, the request of renewal should be given by bidder **3 months** before from the expiry date. **This License Deed may be renewed after the review of the performance of the Licensee based on the feedback and inspection reports.**
2. **All the products used in operating a particular Commercial Establishment must be to the extent possible eco-friendly. Also, there must be an emphasis on the message 'GO GREEN & KEEP CLEAN'.**
3. The agency must comply with all the statutory provisions of the State & Central Acts relating to the employment of labour, i.e., various Acts relating to the payment of Minimum Wages, ESI, EPF, Bonus, etc., and all other statutory benefits, as amended from time to time. All the relevant documents/registers need to be kept at Institute's premises. In the event of non-compliance, the contractor will be solely responsible for any penalty/fine imposed by the statutory bodies. Further, in the event of any loss incurred to the Institute due to non-compliance, the contractor shall indemnify the Institute for the same.
4. The prices quoted in the relevant Annexure attached herewith, shall remain static during the entire contract period & the contractor shall not be entitled to any compensation due to fluctuation in the market rates of material and labour. However, the **Commercial Establishment Committee (CEC)** may at its discretion and in consultation with the vendor modify the prices of items.
5. In case the Institute Space Management Committee decides to modify the layout of the Commercial Outlet, the concerned outlet shall abide by the decision of the Institute.
6. Facility of payment by Credit card, Debit card & UPI mode shall be made available by the agency.
7. All necessary furniture and other infrastructure shall be arranged and maintained by the agency.

8. All items mentioned in Annexure – A must be operational/available in the outlet/shop. However, the Institute through CEC may add or delete any number of items/services from the menu. All the orders in this behalf shall be issued by Member Secretary, CEC.
9. The Canteen timing will be limited from 09:00 AM to 07:00 PM or the operational timing to be notified by the Institute from time – to – time. The Canteen shall operate on all 07 days of the week & there shall be no holiday/closure of the Canteen during the above timings.
10. The CEC's inspection committee may check the rates & quality of the product etc. during frequent inspections & if it is not found as per the approved terms & conditions of the License Deed, the penalty will be imposed as under
 - a) 1st time – A Warning
 - b) 2nd time – A Penalty of Rs.500/- and a Warning
 - c) 3rd time – Another Penalty of Rs. 500/- and a Warning
 - d) 4th time – A Notice that the termination of their License Deed is being initiated unless they submit a pledged assurance for completely resolving the causes of complaints.
11. Old/Stale and expired items (i.e. beyond expiry date) must not be kept in the shop.
12. The agency shall comply with the directions issued by the Institute from time to time. Sublet of the shop shall not be allowed and if it is found that the shop is sublet by the licensee, the allotment will be terminated without any prior information to the licensee. The decision of the CEC will be final.
13. The agency shall pay all charges for the allotted shop such as GST license fee, consumption of electricity, and water supply as per bills received from the authorities from time to time.
14. The licensee MUST NOT use polythene as the Institute is a polythene-free zone. If it is found that the licensee is using polythene, a penalty of Rs. 5000.00 will be imposed by the Inspection Committee, CEC which must be paid within 7 days. The decision of the Chairman Commercial Establishment Committee in this regard will be final.
15. The licensee has to keep our premises hygienic always at his own cost and AEE (Sanitation) or his authorized officer will be allowed to check your premises at any time. AEE (Sanitation) has a right to impose a penalty for the unhygienic condition. The decision of AEE (Sanitation) will be final.
16. Within the duration of the Contract agreement the license fee of the Canteen may be revised at the discretion of the Institute.

17. The agency shall obtain an adequate insurance policy in respect of its staff to be engaged for the work, towards meeting the liability of compensation arising out of death/injury/disablement at work, etc. In case, any of the agency's staff suffers any injury or damage or meets with an accident while discharging their duty, the entire cost of compensation must be borne by the contractor
18. The agency shall bear all taxes, charges, levies, or claims whatsoever as may be imposed by the State / Central Governments or any local body or authority from time to time.
19. The agency shall be solely and fully responsible for lapses, violations, and non-compliance of any statutory dues and the Institute shall in no way be a party to it.
20. The agency is required to nominate a person/officer to interact with the Institute's representative regularly for ensuring the satisfactory and smooth functioning of the services.
21. Sufficient no. of CCTVs for monitoring activities in the commercial establishment needs to be installed by the agency.
22. Institute's safety norms or/as notified by the Safety Officer to be followed like appropriate no. of fire extinguishers shall be installed in accessible places and must be in working conditions.
23. Any staff of the agency, whose service is not satisfactory, must be replaced by the agency, in consultation with the Institute.
24. The staff deployed by the agency should be of good conduct and behaviour. They should be free from any contagious disease. The medical check-up of all the staff should be carried out by a registered medical practitioner every year and the medical reports shall be submitted to the Institute. Staff failing the medical check-up should be removed immediately and the same be reported to the Institute.
25. The agency or its employees shall not use the premises allotted to him/her for any purpose other than the purposes defined and shall not act in any manner so as to cause any nuisance or annoyance to the Institute or the users at the Institute premises.
26. The employees/ representatives of the agency or any other person must not stay inside the shop after its closure.
27. The employees/ representatives of the agency must carry their respective I-cards countersigned by the Security.
28. Consumption & sale of Liquor, Tobacco, Guthka & smoking inside the campus is strictly prohibited.
29. The agency or its employees shall not aid or participate or support any anti-institutional activity under any circumstances and shall strictly restrict themselves to the work awarded under the contract.

30. For all legal and contractual purposes, the agency shall be deemed as the employer of the staff employed by him/her for carrying out the contract. Such persons will not have any claim for employment in the Institute now or at a future date. The number of such persons employed will be determined by the parties to this contract by exchange of letters from time to time. But in any case, the agency shall have to engage the services of a sufficient number of persons.
31. In the event of any theft, pilferage, or damage to the Institute's property, and if proven that the agency/its staff is responsible; the agency shall have to pay for the losses and remove the concerned person identified as responsible from the services.
32. The agency shall at all times during the continuance of the agreement follow all directions and instructions given by the Institute and all authorized officials concerning every aspect of service and maintenance. The decision of the Institute would be final in all matters.
33. The contract may be terminated at one month's notice by the Institute if any of the stipulated conditions agreed upon by the Contractor is not met to the satisfaction of the Institute.
34. The contractor is required to run the Shop efficiently to meet the standards set by the Institute. All the expenses incurred for meeting statutory requirements including temporary construction of an additional shed, temporary civil modifications & maintenance shall be borne by the agency. Damage of any sort to the licensed premises will result in the levying of damage charges and may also lead to eviction of the licensee.
35. Child Labour Laws of GOI have to be strictly adhered to.
36. All the staff of the licensee should be in proper uniform, having a clear lapel name tag, and have polite and good behaviour.
37. The licensee should issue identity cards to all his employees. The licensee shall submit their police verification report to this office within one month from the date of award.

38. **Period of validity of bid:** The bid shall remain valid for a period of 90 days from the date of opening of the financial bid.
39. **Finalization of Contract:** Institute Commercial Establishment Committee is fully authorized to select any agency on an expression of interest basis. The Chairman of the Institute Commercial Establishment Committee is fully authorized to accept/ reject any expression of interest (EOIs) without assigning any reason.
40. **Documents to be submitted:** The Agency/Contractors/service providers shall be registered on the basis of the credentials submitted by them. To prove the credentials, attested copies of the following documents need to be submitted along with the EOI:
- Application on letterhead indicating interest and previous experience*
 - Details of the Applicant/Company/Firm/Proprietorship*
 - Details of registration/identity proof*
 - GST registration*
 - PAN No*
 - Experience Certificate*
 - Other certificates, if any.

NOTE: 1. All the starred (*) documents are mandatory.

2. Outlet-specific documents required to be submitted are mentioned in the Annexures of Technical Bids and Financial Bids.

41. Rights of Indian Institute of Technology, Roorkee

- I.I.T. Roorkee reserves the right to accept/reject the applications/offers received without assigning any reasons whatsoever or may call for any additional information/clarification if so required.
- I.I.T. Roorkee reserves the right to register any agency and place order(s).
- I.I.T. Roorkee reserves the right to extend the last date of submission of the EOI.

42. The documents have to be submitted in an envelope super-scribed **“EOI for Sip & Savor outlet in I.I.T. Roorkee”**.

The documents have to be delivered at the following address:

To,

Member Secretary,

Commercial Establishments Committee (CEC)

Estate Office

Indian Institute of Technology Roorkee

Roorkee -247667

Distt. - Haridwar (Uttarakhand)

Ph. No.: 0 1332-284435

43. In case of any dispute arising out of the license so granted, the decision of the Director of I.I.T. Roorkee or his nominee shall be final and binding on both parties. The Licensee shall have no right to take any such dispute to a court of law.
44. The Contractor has to ensure that the services to the Cosmos Canteen be maintained on regular basis
45. Only eco-friendly Cups, plates, bowls etc. made of biodegradable material or Stainless Steel will be used to serve food, tea, meals etc.
46. The contract will be awarded on the basis of an interview of the bidders by the Sub-Committee for the 'Sip & Savor' outlet. The decision of the Committee shall be final and binding.

Note: - Interested parties must submit all the above-mentioned details within the time given in this Notice. Any EOIs received after the last date & time will not be accepted; any correspondence in this regard will not be considered.


20.8.24

Member Secretary

Commercial Establishment Committee (CEC)

Asstija
20/08/24

Declaration

1. I meet the eligibility and I accept all the general terms and conditions given in the EOI and have submitted all the pages signed by me along with the Technical Bid. Further, I agree with the specific conditions of the EOI related to the Commercial Establishment for which I have applied.
2. I hereby declare that the rates quoted by me are inclusive of all taxes (GST) etc. and complete in all respects.
3. I hereby declare that all the above information given by me is true & correct to the best of my knowledge.
4. I will pay the License Fee per month as per the following:

Sl.No.	Name of Shop	Area in Sq. Mtr.	License Fee per month in Rs.
1.	'Sip & Savor' Outlet	113.	Rs. 8,100.00 + GST

5. I shall submit FDR for an amount of Rs. 80,000.00 (Rupees Eighty Thousand only) pledged to the Registrar, IIT Roorkee, as a Security Deposit for the due performance of the contract. This deposit would be refunded after the expiry of the contract (if not renewed) subject to the condition that no losses are incurred due to damage of materials like articles, fixtures, furniture, etc. supplied by the Institute and that all the dues to the Institute are settled by the agency.
6. All the pages of the EOI including the Menu of items and rates have been properly signed by me to signify my acceptance of all the terms and conditions, the Menu of the items and rates.

**Signature of Bidder
(With firm's stamp)**

List of Annexures:

**Signature of Bidder
(With firm's stamp)**

Technical Bid for Sip & Savor Outlet

Complete Details Of The Agency Participating In Expression Of Interest For Commercial Establishment

Expression of Interest for Shop	:	
Name of Agency/Firms	:	
Postal Address	:	
Contact No.	:	
Email Id	:	
Website if any	:	
Name of Authorized Signatory	:	
Specimen Signature with seal	:	
PAN Card No.	:	
GST No.	:	
Past Experience	:	
Firm's Registration	:	
Valid Labour License (if applicable)	:	

Declaration: I hereby declare that all above information given by me is true & correct to the best of my knowledge.

**Signature of Bidder
(with Firm's stamp)**

Sip & Savor Outlet Beverages Item List

Sl. No.	Items	Rates
Coffee		
1.	Hot Coffee	
2.	Cold Coffee	
3.	Black Coffee	
4.	Ethiopian Coffee	
Tea		
5.	Milk Tea	
6.	Black Tea	
7.	Masala Tea	
8.	Lemon Tea	
9.	Green Tea	
10.	Ice Tea	
Fresh Fruit Juices (Seasonal)		
11.	Real Mixed Juice (Dabor)	
12.	Storia Juice Pomegranate Juice (Without Sugar)	
13.	Mala's Mango Juice	
Mojito Drink		
14.	Tender Coconut Water	
15.	Mini Leaves	
16.	Blue Mojito	
17.	Lemon Mint Mojito	
18.	Strawberry Mojito	
19.	Green Mojito	
Packed Items		
01.	Percent Discount on MRP of the Packed Products Namkeen, Biscuits, Chocolates, Beverages etc	

Signature of Bidder
(With firm's stamp)

- Note: 1. Only wholesome and fresh fruits will be used for making juices
2. Food items may be added to/ removed from the above list as per the requirements of the Institute customers.

Asahya
22/08/20