

**RAJIV BHAWAN
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**

Date: June 06, 2024

NOTICE

Sealed Expression of interest (EOI) are invited for running Rajiv Bhawan Canteen starting from 01-07-2024 for the session 2024-25, as per the terms and conditions given in Annexure -1 and Annexure-2. EOI in the given format (Annexure-3) with experience certificates, testimonials, and documents showing their financial background is to be dropped in the quotation box available with the Security Guard/Office at Rajiv Bhawan on or before June 20, 2024 by 5:30 pm.

The interested parties will have to come personally for an interview at Chief Warden, Rajiv Bhawan office, along with the originals of the attached documents (if any) in support of their claim. The date and time of the interview will be announced later on the Rajiv Bhawan notice board.


**Chief Warden
Rajiv Bhawan**
मुख्य सरदाक/Chief Warden
राजीव भवन/Rajiv Bhawan
भा० प्रौ० सं० रुडकी I.I.T Roorkee

Copy to:-

1. Dean of Students' Welfare for information, please.
2. ADOSW (Bhawan & Mess) for information, please.
3. All Chief Wardens/Wardens for display on their Bhawan notice board.
4. All notice boards of Club/Nescafe/I.I.T. Canteen
5. Warden and Asstt. Warden Rajiv Bhawan with the request to be present at the time of the interview.
6. Material Management for the web portal.

TERMS AND CONDITIONS

1. The contract shall be up to 31.12.2024 in the first instance. In case, the work is found satisfactory, the same may be extended up to 30.06.2025. The contract will be on stamp paper of Rs. 10/-. The expenses of the same will be borne by the licensee.
2. The successful licensee will be required to deposit a refundable security of **Rs. 40000/-**. In case the tender is extended then re-payment of the security fund is not required.
3. The licensee shall prepare the items in the canteen as per the norms set by the Hostel Authorities. The licensee shall display the price list duly approved by the DOSW/Chief Warden at the sale counter and near the main gate of the canteen. Apart from an approved list of items, if the licensee is interested to sell other items, prior approval from DOSW/Chief warden is mandatory.
4. The licensee shall pay a sum of **Rs. 7434/- (6300/-+18% GST)** per month to the Hostel Fund in advance in the first week of each month. The rent of the canteen can be revised in future which will be mandatory to pay. The party has to vacate the premises at the end of the contract.
5. The licensee shall bear the electricity charges of the canteen, which are to be deposited in the Institute Account Office each month. Major civil and electrical works will be attended to by IIT Roorkee. Minor maintenance jobs such as the replacement of light bulbs, tube lights, RO purifiers, etc. are the responsibility of the catering contractor.
6. For cooking purposes, **commercial L.P.G. only** will be allowed to be used by the licensee. Use of coal, coke, or wood will not be permitted under any circumstance. The hostel will neither provide the L.P.G. connection nor provide any type of help in obtaining the L.P.G. connection.
7. The licensee shall run the canteen normally from 02.00 PM to 2.00 AM (or as time to time approved by the authority). In case of emergency, in order to close the canteen for a day or so, the party has to obtain the written approval of the Chief Warden.
8. **The items shall be sold on cash or digital mode** (like BHIM, Phone Pe, Google Pay, Paytm, etc.). The Hostel administration shall be in no way responsible for licensee selling the articles on credit to anyone and sales tax/business tax/income tax liabilities/ labour law liabilities etc.
9. The licensee shall not exhibit or publish any advertisement outside canteen without the permission of the DOSW/Chief Warden/Hostel Council.
10. In case of any complain from the Chief Warden's office, the DOSW, IIT Roorkee, shall act as an arbitrator whose decision shall be final and the party or the Bhawan Authorities will have no right to take any dispute to court of law.
11. All the canteen staff shall be medically fit for which they will be required to produce medical certificate of fitness from IIT Hospital or other recognized hospital.
12. Use and sale of alcohol, liquor, Gutka, cigarette and restricted drugs is not allowed in the canteen. If some students are found to be using any of these items, the licensee will immediately inform the Chief Warden about it. Smoking is also strictly prohibited in the canteen.
13. The licensee should have Experience of Minimum Two years.
14. The licensee will ensure that workers will always wear proper uniform (Head cap, Apron and gloves wherever necessary).
15. No accommodation, no changing/ resting room, will be provided to the workmen of the canteen.
16. The licensee will take the responsibility for the security and care of the furniture, provided in canteen by the Hostel authority / or purchased by himself/ herself. Any damage to canteen's furniture will be borne by the licensee. Hostel authority will not be responsible for such damages.

17. The licensee shall purchase enough crockery, cutlery and linen to the satisfaction of Chief Warden/hostel Council. The party shall maintain the suggestion book, which would be signed monthly by the Chief Warden and Member Secretary.
18. The licensee has to maintain the cleanliness, the quality of eatable items and hygienic condition in the canteen area which can be checked by Chief warden/Hostel Council/DOSW/ Committee appointed by the DOSW from time to time.
19. **Issues related to Hygiene in the Canteen**
 - a) Cleaning and Housekeeping of kitchen and Dining area will be sole responsibility of the licensee.
 - b) Cleaning of utensils, cutlery, crockery, kitchen equipment and furniture is also responsibility of the licensee. The highest possible standards are expected in this regard.
 - c) Highest levels of hygiene must be maintained by the workers in terms of using soaps for hand wash.
20. Any modifications/Changes to be made in the Hostel canteen menu has to be proposed by the Member Secretary of the respective Hostel Council, approved by the Chief Warden and final approval should be taken from the DOSW.
21. The licensee should not outsource the Contract given to him to some other party in any case. If found, the contract would be terminated immediately and will be blacklisted for entering in IITR in future.
22. The licensee should have food license certificate from District food Health Office. Certificate should be on the name of licensee or canteen's name. Once the tender is assigned, he has to submit it within the time stipulated i.e. 15 days, for availing the tender.
23. The licensee will maintain the decorum of Hostel such as proper cycle parking, no littering around canteen etc.
24. All the canteen staff vehicles will be parked outside hostel or in the parking zone only.
25. DOSW/Chief Warden reserves the right to cancel any quotation without assigning any reason.
26. The DOSW/Chief Warden of the Hostel shall have the power to cancel the contract without assigning any reason.


Chief Warden

Rajiv Bhawan
मुख्य संरक्षक/Chief Warden
राजीव भवन/Rajiv Bhawan
भा० प्रौ० सं० रुडकी I.I.T Roorkee

Signature of Contractor:

Name:

Address:

PENALTIES FOR VIOLATION OF RULES OR TERMS AND CONDITION


The licensee will be fined in case of violation of the following rules

1. For keeping the canteen closed without approval, a fine of **Rs. 500/-** per day or more, as deemed fit by the Chief Warden would be imposed on the party.
2. If the canteen and the adjoining premises are found dirty, a penalty of a minimum of **Rs. 1000/-** and the actual cost to get the surroundings cleaned, as deemed appropriate by the Chief Warden, would be imposed on the party.
3. If the licensee fails to pay the rent within the time stipulated i.e. first week of every month his license will be terminated.
4. If any of the canteen worker is not found in proper uniform as decided by DOSW, in that case, the canteen will be subjected to a one-day suspension or any other penalty as decided by Hostel Council.
5. If any non-desirable items (insects, soft objects like hair, rope, plastic, cloth etc., stones, sharp objects like glass pieces, nails, hard plastic etc.) are found in food would invite a fine of at least Rs 1000. The penalty may be uplifted depending on the severity of the case as decided by Chief Warden.
6. Food poisoning shall invoke a hefty fine as decided by Chief Warden along with cancellation of contract and possible blacklisting of the licensee.
7. If the quality of milk is not found up to appropriate, or is diluted, it would invite a fine as decided by Chief Warden.
8. Using brands not mentioned in the contract without prior permission and adulteration would invoke a fine as decided by the Hostel Council with the consent with the Chief Warden.
9. As and when Hostel council proposes a fine it will inform the representative of the licensee and fine will be imposed with the consent of the Chief Warden.
10. For any rule stated in the agreement first violation of the rule implies fine as per the rule. Second and subsequent violations of the same rule on a different day within 30 days of previous fine will attract triple the initial amount of fine on the licensee.

Signature of Contractor:

Name:

Address:


 Chief Warden
 Rajiv Bhawan
 मुख्य सरक्षक/Chief Warden
 राजीव भवन/Rajiv Bhawan
 भा0 प्रौ0 सं0 रुडकी।।.T Roorke

Date:

APPLICATION FORM

To,
Chief Warden
Rajiv Bhawan
IIT Roorkee

Please affix a
colored recent
passport size
Photograph

Sir,

I am interested in running the Canteen in Rajiv Bhawan for the Academic Session 2024-25 w.e.f. _____ (Please mention the tentative date for starting the canteen). 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 shop. I am attaching the copies of certificates as mentioned below. Please consider my candidature.

(Signature of Applicant)

Full Name: _____

Father's Name : _____

Full Address: _____

Mobile No.: _____

Encl:

1. _____
2. _____
3. _____
4. _____