

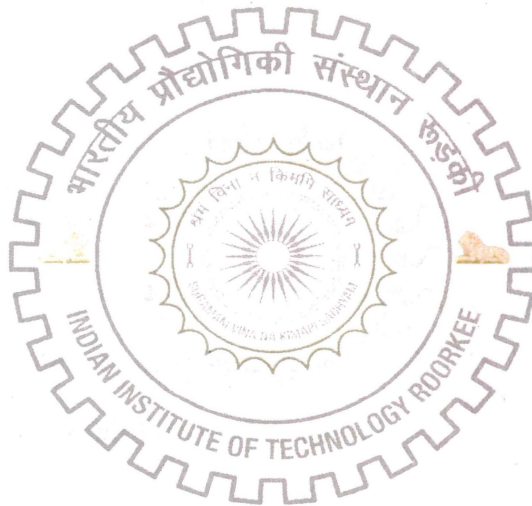
भारतीय प्रौद्योगिकी संस्थान रुड़की  
Indian Institute of Technology Roorkee

**Commercial Establishments Committee (CEC)**

**Invitation of  
EXPRESSION OF INTEREST (EOI)**

**for**

**“DAP CANTEEN”**



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

**EOI No.:** \_\_\_\_\_

Asatija  
8/4/22

18  
8.2.22

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

No. Estate/COMEST./DAP Canteen/2022/

Date: 9<sup>th</sup> February, 2022

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

Indian Institute of Technology Roorkee is interested to have a "DAP CANTEEN" on its campus. This Institute has approximately 8000 students and other staff.

Sealed Expression of Interests (hereinafter referred to as the 'EOI') are invited in two bid systems (1-Technical; 2- Financial) on behalf of IIT Roorkee from the interested bidders having minimum experience of 03 years of running similar commercial establishment in the educational institute of repute anywhere in India (supporting detailed relevant documents to be submitted with EOI). The tentative list of items to be served/operated in the above Commercial establishment is enclosed at Annexure 'A'.

<b>Name of Commercial Establishment</b>	:	DAP CANTEEN
<b>EOI No.</b>		No. Estate/COMEST./DAP Canteen/2022/
<b>Location</b>	:	In IIT Roorkee campus, Distt. Haridwar
<b>Validity of EOI</b>	:	90 days from the date of opening of the Financial Bid.
<b>Publication Date</b>	:	9 <sup>th</sup> February 2022
<b>Last date for submission</b>	:	3 <sup>rd</sup> March 2022 (by 12.00 Noon)
<b>Place of submission</b>	:	Estate Office, IIT Roorkee
<b>Date, time &amp; place of opening of the technical bid of EOI</b>	:	3 <sup>rd</sup> March 2022 at 3.30 P.M. in the J.T. Committee Room (Main Building)
<b>Date, time &amp; place of opening of the financial bid of EOI</b>	:	10 <sup>th</sup> March 2022 at 3.30 P.M. in the J.T. Committee Room (Main Building)
<b>Link to download the EOI document</b>		<a href="http://mm.iitr.ac.in/mmweb/">http://mm.iitr.ac.in/mmweb/</a>

08/02/2022  
Member Secretary  
Commercial Establishments Committee (CEC)

Asabir  
8/2/22

**COMPLETE DETAILS OF THE AGENCY PARTICIPATION IN EXPRESSION  
OF INTEREST FOR COMMERCIAL ESTABLISHMENT**

<b>Expression of Interest No.</b>	:	
<b>Name of Firm/ Agency/Firms</b>	:	
<b>Postal Address (with PIN Code)</b>	:	
<b>Contact No.</b>	:	
<b>Email Id</b>	:	
<b>Website if any</b>	:	
<b>Name of Authorized Signatory</b>	:	
<b>Specimen Signatory with seal with status (Owner/ Manager/ Any other)</b>	:	
<b>PAN Card No.</b>		
<b>GST No.</b>	:	
<b>FSSAI Certificate No. (applicable for Cafeteria/food shop)</b>	:	
<b>Commercial Establishment Registration No. (if applicable)</b>		
<b>Past Experience with educational institute of repute.</b>	:	
<b>Firm's Registration with educational institute of repute.</b>		
<b>Valid Labour License (if applicable)</b>		
<b>EPF No. ( if applicable)</b>		
<b>ESI No. ( if applicable)</b>		

**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)**



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

No. Estate/COMEST./DAP Canteen/2022/

Date: 9<sup>th</sup> February, 2022

**EXPRESSION OF INTEREST FOR COMMERCIAL ESTABLISHMENT IN IIT ROORKEE**

Sl. No.	Name of Shop	Area in Sq.M.	License fee/month in Rs.
1.	DAP CANTEEN	10.15 Sq.M.	Rs 730/= + GST

**Terms & Conditions**

1. The Firm/ Agency /Commercial Enterprise shall execute an agreement with the Institute, but his/her liability under the agreement shall commence from the date of receipt of the written work order of the Institute. The Validity of the agreement is **Two years**. This agreement may be renewed for the next one-year period on performance basis subject to satisfactory performance, feedback received through Institute's Vendor feedback portal and on mutually agreed all terms & conditions, but the request of renewal should be given by bidder **before 3 months** from the expiry date. This agreement should be of 2+1 years (after review) and further extension will not be granted.
2. **An amount of Rs. 10000/- (Rupees Ten Thousand only) is to be deposited by the Agency in the form of FDR pledged to Registrar, IIT Roorkee, as Security Deposit** for the due performance of the contract. This deposit would be refunded after the expiry of contract (if not renewed) subject to the condition that no losses are incurred to the Institute 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.
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 payment of Minimum Wages, ESI, EPF, Bonus, etc., and all other statutory compliances, 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 in Annexure – A are supposed to remain fixed during the agreement period & the agency shall not be entitled to any hike, except for consideration of CEC due to fluctuation in the market rates of material and labour- that too with detailed break-up and justification. However, the **Commercial Establishment Committee (CEC)** may at its discretion and in consultation with the vendor revise the prices of items.
5. Facility of payment by Credit card, Debit card & UPI mode shall be made available by the agency.
6. All necessary furniture and other infrastructure shall be provided and maintained by the agency.
7. 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 to the menu. All the orders in this behalf shall be issued by Member Secretary, CEC.
8. Shop timing will be limited from 09:00 AM to 09:00 PM or the operational timing to be notified by the Institute from time – to – time. The outlet /shop shall operate on all 07 days of the week & there shall be no holiday.



9. CEC's inspection committee may check the rates & quality of the product etc. during frequent inspection & if it is not found as per the approved terms & conditions of the agreement, penalty will be imposed as under
  - a) 1<sup>st</sup> time – Rs. 1000/-
  - b) 2<sup>nd</sup> time – Rs. 2500/-
  - c) 3<sup>rd</sup> time – Rs. 5000/-
  - d) 4<sup>th</sup> time – Termination of License deed, vacation of premises.
10. The agency shall comply with the directions issued by the CEC from time to time. Sublet of shop shall not be allowed and if it is found that the shop is sublet by licensee then the allotment will be terminated without any prior information given to licensee. The decision of Estate Officer will be final.
11. The agency shall pay all charges for the allotted shop such as licence fee, consumption of electricity and water supply as per bills received from the authorities time to time.
12. The licensee MUST NOT use polythene as the Institute is a polythene free zone. If it is found that the licensee is using polythene, then the penalty of Rs.5000.00 will be imposed by the Chairperson, CEC Inspection Committee which must be paid within 7 days. The decision of Chairperson, CEC Inspection Committee will be final.
13. The licensee has to pay the licence fees of amount of Rs 730/= + GST on or before 10<sup>th</sup> of every month. The penal interest @12% annually on per day basis will be charged extra as a penalty up to the date of payment.
14. 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 penalty for the unhygienic condition. The decision of AEE (Sanitation) will be final.
15. Within the duration of the Contract agreement the license fee of the shop will be revised based on local administration's shop circle rates.
16. The agency shall obtain adequate insurance policy in respect of his 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 suffer any injury or damage or meet with an accident while discharging his duty, the entire cost of compensation should be borne by the contractor.
17. 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.
18. The agency shall be solely and fully responsible for lapses, violation and non-compliance of any statutory dues and the Institute shall in no way be a party to it.
19. 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.
20. Sufficient no. of CCTVs for monitoring of activities in the commercial establishment needs to be installed by the agency.
21. Institute's safety norms or as notified by Safety Officer to be followed like 03 buckets of sand and appropriate no. of fire extinguishers shall be installed in accessible places and should be in working conditions.
22. 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.
23. The licensee should issue identity card to all his employees. The licensee shall submit their police verification report to this office within one month from the date of award.
24. The employees/ representatives of the agency must carry their respective I-cards countersigned by the Security.
25. All the staff of the licensee should be in proper uniform, have clear name of employee on chest, and have a polite and good behaviour

26. The employees/ representatives of the agency or any other person must not stay inside the shop after its closure.
27. Any staff of the agency, whose service is not satisfactory, would be replaced by the agency, in consultation with the Institute.
28. The agency or his 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 user at the Institute premises.
29. Consumption & sale of Liquor, Tobacco, Guthka & smoking inside the campus is strictly prohibited.
30. The agency or his employees shall not aid or participate or support any anti-institutional activity under any circumstances and shall strictly restrict to the work awarded under the contract.
31. 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 sufficient number of persons.
32. In the event of any theft, pilferage (stealing) or damage to the Institute's property, and if proved that the agency/its staff are responsible, the agency will have to reimburse the Institute for all the losses and shall remove the concerned person identified as responsible from the services.
33. 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 shall be final in all matters.
34. Child Labour Laws of GOI have to be strictly adhered to.
35. 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 shed, temporary civil modifications inside the shop and maintenance shall be borne by the agency. Damage of any sort to the licensed premises will result in levying of damage charges and may also lead to eviction of the licensee.
36. 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.
37. **Period of validity of bid:** The bid shall remain valid for a period of 90 days from the date of opening of financial bid.
38. **Finalization of Contract:** Institute Commercial Establishment Committee is fully authorized to select any agency on expression of interest basis. The Chairman of Institute Commercial Establishment Committee is fully authorized to accept/ reject any expression of interest (EOIs) without assigning any reason.
39. **Documents to be submitted:** The Agency/Contractors/service providers shall be registered on the basis of their credentials submitted by them. To prove the credentials, attested copies of the following documents need to be submitted along with the EOI:
  - a) Application on letter head indicating interest and previous experience.
  - b) Details of the Applicant/Company/Firm/Proprietorship.
  - c) Details of registration/identity proof\*
  - d) Food License (FSSAI)\* - Applicable for Cafeteria / Food shops
  - e) GST registration\*
  - f) PAN No.



- g) Experience Certificate\*
- h) Commercial Establishment Registration No. (if applicable)
- i) Other certificates if any.

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

**40. Rights of Indian Institute of Technology, Roorkee**

- a) 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.
- b) I.I.T. Roorkee reserves the right to extend the last date of submission of the EOI.

41. Old/Stale and expired items (i.e. beyond expiry date) must not be kept in the shop.

42. The quality of the food items or health of the employees of the licensee will be checked by the representative of IIT Roorkee Hospital CMO.

43. The documents should be submitted in an envelope super-scribed "EOI for DAP CANTEEN in I.I.T. Roorkee". The document should 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.: 01332-28553 & 01332-284435

44. In case of any dispute arising out of the license so granted, the decision of the Director, IIT Roorkee or his nominee shall be final and binding on both the parties. The licensee shall have no right to take any such dispute to a court of law.

**Note: -** Interested parties must submit all the above-mentioned details within 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.

↓  
28/02/2022  
**Member Secretary**  
**Commercial Establishment Committee (CEC)**

Asatija  
8/2/22 8/2/22



**Annexure- 'A'****Rates for following food list to be quoted by the Bidder: -**

<b>Sl. No.</b>	<b>Items</b>	<b>Weightage</b>	<b>Rates to be quoted</b>
1.	Tea with tea bag (With Sugar) – 100 ml.	100 %	
2.	Tea with tea bag (without sugar) – 100 ml.	100 %	
3.	Premium Cardamom Tea – 100 ml.	100 %	
4.	Hot Lemon Tea – 100 ml.	100 %	
5.	Coffee Regular – 100 ml.	100 %	
6.	Coffee flavoured (Choco Almond) – 100 ml.	75%	
7.	Tomato Soup – 100 ml.	75%	
8.	Badam Milk (Hot) – 100 ml.	75%	
9.	Soupy Noodles Full (per plate) – 1 pkt. of 60 g. each	100%	
10.	Squash (Orange, Mango) per 200 ml	50%	
11.	Haldiram/Bikano Namkeen (Bhujia, Daal, Penuts, Chips etc.)	75%	
12.	Ice cream ( Amul/ Mother Dairy/ Vadilal/Kwality)	50%	
13.	Branded Biscuits	75%	
14.	Cold Drinks	100%	
15.	Veg Sandwich – Bread Size (6")	75%	
16.	Veg Pizza- Large base (6")	75%	
17.	Veg Burger – Regular Size	100%	
18.	Packaged Mineral Water	50%	
19.	Samosa 60 gm (1 piece)	100%	
20.	Veg patties – regular & large size (2.5" x 4")	100%	
21.	Paneer Patties – regular & large size (3" x 3")	75%	
22.	Different shakes (Banana /Mango/Papaya etc.) – 250 ml. each	75%	
23.	Ice Tea (PET Bottle 200 ml)	100%	

24.	Cold Coffee – 250 ml.	75%	
25.	Hot Chocolate Drink – 100 ml.	25%	
26.	Egg Maggi Full – 2 Egg regular	100%	
27.	Veg Maggi Full - regular	100%	
28.	Bread Roll – small bread	75%	
29.	Pav Bhaji (2 Bun with Sauce) – regular plate	25%	
30.	Chole Kulche Plain (one plate with two kulche) – Kulche of minimum 6” size	50%	
31.	Bun Butter (2 Slice) Omlete (1 egg)	75%	
32.	Bun Butter (2 Slice) Omlete (2 egg)	75%	
33.	Hot Dog – Large base of 2” x 6”	25%	
34.	Spring Roll – 6 regular size pieces	25%	
35.	Poha (Full Plate) – Plate size of min. 6”	75%	
36.	Cheese Pasta (Full Plate) – Plate size of min. 6”	25%	
37.	Macroni( Full Plate) – bowl size of min. 6”	50%	
38.	Momos ( Full Plate) – min. 6 regular size pieces	50%	
39.	Paratha	100%	
	a) Paneer	100%	
	b) Gobhi	75%	
	c) Aloo	100%	

**Note: 1. Actual size may slightly vary from the above-mentioned size.**

**2. Any other item may be added to the above list as per the requirements of the students/ staff and other persons residing on the IITR Campus.**

**- Specification of material to be use for Cooking -**

<b><u>Item</u></b>	<b><u>Brand</u></b>
Salt	- Tata, Annapurna, Nature Fresh, Patanjali.
Spices	- MDH, Everest, Badshah, Catch, Ramdev, Patanjali. Maggi,
Ketchup	- Kissan, Heinz, Chings, Veeba, Cremica.
Oil (refined)	-
Pickle	- Sundrop, Dhara, Saffola, Fortune, Trishul, Patanjali. Mother's,
Atta (Wheat)	- Priya, Nilon's, Patanjali, Tops.
Instant Noodles	- Aashirwad, Nature Fresh, Annapurna, Shakti Bhog. Maggi, Top
Flavored fruit drinks	- Ramen, Patanjali, Knorr, Ching's.
Butter	-
Bread	- Rasna, Tropicana, Real, Minute maid, Patanjali. Amul,
Jam	- Mother Dairy, Nutralite, Britannia.
Paneer	- Britannia, Modern, Kwality, Perfect. Kissan,
Tea	- Maggi, Tops, Cremica.
Coffee	-
Maida	- Amul, Milky Mist, Mother Dairy, Gowardhan. Company Machine.

Company machine.

Fortune, Double Trishul, Rajdhani.

I hereby declare that the above cooking material will be used of above brands only and the rates quoted by me are inclusive of all taxes (GST), transportation, handling charges etc. and complete in all respects.

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

Asahit  
8/11/22  
8/2/22