



विश्वजीवनामृतं ज्ञानम्

**ATAL BIHARI VAJPAYEE INDIAN INSTITUTE OF  
INFORMATION TECHNOLOGY AND MANAGEMENT  
(ABV-IIITM), GWALIOR**

**Name of work:** Expression of Interest for running Men Saloon at Hostel-I (Arawali Hostel Ground Floor) IIITM, Gwalior.

**Name of Agency/ Service Provider:**

(To be submitted by 3:00 PM on 17.05.2019)

**ABV-IIITM  
Morena Link Road  
Gwalior (M.P.) 474010**



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## ATAL BIHARI VAJPAYEE INDIAN INSTITUTE OF INFORMATION TECHNOLOGY AND MANAGEMENT, GWALIOR

### EXPRESSION OF INTEREST

**Subject:** Expression of Interest for running Men Saloon at Hostel-I (Arawali Hostel) ABV-IIITM Gwalior.

Expressions of Interest are invited from the eligible agency by the Registrar IIITM Gwalior, Morena Link Road, Gwalior to run the following mentioned services / facility in IIITM Gwalior Campus.

S.No	Name of Services	Area & Location	Period of Contract	License fee Per month
1	Men Saloon's	400.00 sq. ft. (Approx) at Hostel-I (Ground Floor).	One year initially extendable for 3 years	Rs, 2000/-

Interested agencies should submit their Application / Expression of Interest on prescribed format on or before 17.05.2019 by 4.00 pm at ABV-IIITM, and the others terms & conditions can be downloaded from our website [www.iiitm.ac.in](http://www.iiitm.ac.in).

#### **Eligibility Criteria:-**

The agencies / service provider should have general experience to run required type of business / businesses.

#### **Facilities to be extended by Institute**

- 1) The Institute will provide space for running the facilities (As mentioned in EOI) at designated location.
- 2) Electricity Connection with Meter.

#### **Obligations of the Agency / Service Provider:**

1. The service provider shall use only the space earmarked to operate the facility and shall not use any other space for any other purpose.
2. The service provider is responsible for maintaining cleanliness in the area at all times. All waste generated should be collected in separate bins (to be kept by service provider) and delivered to the nearest garbage collection Centre daily.

### **General Term & Conditions**

1. Only well-meaning and serious service provider would be allotted space for the operation of the said work.
2. The Institute has right to cancel Expression of Interest at any stage. Any kind of dispute will be resolved amicably and in this connection, the decision of Institute shall be final and binding upon both the parties.
3. Commitment for providing services with competitive rates for providing services on the campus.
4. An agreement is required to be executed by the service provider with the Institute subject to termination of contract either way by serving a prior notice of one month in writing and subject further to the express condition that in the event of any unlawful, antisocial and or anti-institute or unauthorized activities by the service provider having been found, the agreement shall be terminated with immediate effect by giving a prior notice to service provider.
5. Service provider will have to ensure utmost cleanliness, hygienic conditions and befitting campus like discipline at their allotted space and accessories at all times, wanton neglect of which, shall invite heavy fines including premature termination of the contract.
6. The services by the services provider shall be open to use by the Institute beneficiaries only. As such, the vendors (service provider) shall neither invite / entertain nor harbor any users from
7. Outside at or around the allotted space. Violation of this expressed condition shall automatically land in termination of the contract.
8. The service provider must take permission from IIITM Gwalior to engage Helpers etc.
9. No child labors shall be employed for servicing as per law.
10. All the rules and regulations of labors laws etc. shall be compliance by the Agency / service provider.
11. Acceptance of application / Expression of interest will be intimated to the successful service provider through a letter of intent (LOI) duly signed by the authorized signatory of the institution.
12. No subletting / sub-contracting of work will be allowed at any stage. Service provider will have to give ethical practices certificate in prescribed Performa.
13. The other terms & conditions will be as per **Annexure-I**

### **Termination of License:**

1. If found quarrelling or misbehaving with anyone or involved in any kind of anti-social activity, the contract agreement will be cancelled forthwith by the Institute and in such situation, agency has to vacate premises within 3days.

**Registrar**

IIITM Gwalior

## Annexure-I

### Terms and Conditions

1. The period of contract will be initially for **one year** that may extend for three years on the basis of feedback and performance.
2. The scheduled properties shall remain in absolute possession of IIITM Gwalior and the present agreement only allows the Licensee to use the premises for agreed purposes.
3. The Shops / allotted space shall remain open only from 08:00 am to 08:00 pm all the working days except Tuesday, and the Licensee is not authorized to open the same at any time except as specified, unless written consent is obtained by IIITM Gwalior.
4. The Licensee will have to pay the fixed monthly Licensee Fees (for providing saloon services as mentioned, Expression of Interest) to the Director ABV-IIITM, Gwalior. The Licensee shall pay the agreed monthly License Fees by seventh day of every month through NEFT in the institute account. In case of late payment of monthly License Fees, the penalty will be charged @ Rs. 500/- per month.
5. The successful Licensee shall be required to furnish Bank deposit in form of Demand Draft of Nationalized bank located in Gwalior of Rs. 10,000/- (Rupees Ten Thousand only) as security deposit which shall be revalidated in case of execution of new contract or otherwise shall be returned by IIITM Gwalior within 30 days from the date of vacating the premises by the Licensee.
6. If there is any damage to any property of IIITM Gwalior or any payments due to IIITM Gwalior or any demand from any authority to IIITM Gwalior arises regarding dues payable by the Licensee, the IIITM Gwalior shall encash the Bank deposit held in security to release this payment.
7. The shop premises for running Men Saloon is approximately area 400.00 sq. ft. The Licensee shall not carry its business in any other part of the premises.
8. The Licensee shall obtain prior permission of IIITM, Gwalior before carrying out any modifications of structures, installing counters and fixtures in the provided space.
9. Inspection of the building / allotted space / premises shall be conducted by a team of experts / officials appointed by IIITM Gwalior in every month. All damages / breakages etc. noticed by this team will be set right by Licensee within ten days of inspection failing which IIITM Gwalior will carry out repairs / renovation works and debit the cost to Licensee and in case of non-payment same shall be adjusted from the Security Deposit of the agency.
10. The Licensee shall pay fixed water charges Rs.100/- per month for allotted space as per institute policy.
11. The Licensee shall pay the electricity charges as per actual consumption; however upkeep & electricity switching off shall be performed by the agency.
12. Housekeeping of the allotted space will be done by the agency at their own cost.
13. The operation of the shop's timings shall be as per directions of IIITM Gwalior.

14. If the Licensee does not vacate the allotted space / building after the expiry of the license period or after one month of notice period of termination of agreement, the agency is liable to pay a daily penal rent of Rs. 10,000/- in addition to the other charges as applicable.
15. The Licensee shall hand over the allotted space / buildings back along with infrastructure in original condition to the IIITM Gwalior.
16. The Licensee shall carry out only the specified approved activities around the shop / allotted space and shall not carry any unspecified activities in contravention with the license conditions. If the Licensee indulges in carrying out any unapproved activities the IIITM Gwalior is at liberty to cancel the license agreement by giving one month written notice to the Licensee.
17. The Licensee shall maintain and develop the shop / allotted space without causing any damages to its surroundings and the environment during the period of license.
18. That the Licensee shall maintain and develop the shop / allotted space as per the approved specifications of the IIITM Gwalior, and in the event if the Licensee committing any violation of the terms and conditions of the agreement, the IIITM Gwalior is at liberty to revoke this agreement by giving one month written notice the Licensee.
19. The IIITM, Gwalior reserves the right to revoke the License after giving one month written notice to the Licensee and also the right to inspect and control the development and operational work undertaken by the Licensee at all times and the Licensee shall obey the orders and directions issued by the IIITM Gwalior.
20. The Licensee shall carry out the activities in allotted space / shop as per the law, regulations for the IIITM Gwalior and the Government for the time being in force and shall not carry out the activities in contravention of the same and in the event of any violation of the rules, regulations, bylaws of the IIITM Gwalior and law of the country, the first party is at liberty to revoke the License without assigning any reasons.
21. Complete hygiene and Cleanliness has to be maintained in the shop / allotted space. Any litter thrown anywhere in the area due to the activities of the Licensee has to be cleared / collected by the Licensee only.
22. The Licensee shall ensure that no product shall be sold from the premises, which is prohibited to be sold within the premises of an educational institute, as per the provisions of the Cigarette and other Tobacco products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, supply and Distribution) Act, 2003.
23. The successful Licensee shall have to enter into an Agreement with the Institute for the purpose on Non-Judicial Stamp paper of Rs. 1000/-. The cost of agreement shall be borne by the Licensee.

If the Agency / service provider agreeing the above terms and conditions, satisfying the above eligibility conditions and interested in running the above activities should give the following documents and information along with the Expression of Interest.

- (a) Company profile (background) including contact details (address, Telephone, Email ID, detail of branches if any) in prescribed format **(Annexure-II)**.

The Expression of Interest (EOI) complete in all respects with stipulated documents, should be submitted addressed to The Registrar, ABV-IIITM, Morena Link Road,

Gwalior-474015 asealed cover by super scribing the envelope with 'Expression of Interest (EOI) for above mentioned particular shop / service at ABV-IIITM, Gwalior

All papers of the Expression of Interest (EOI) should be signed and stamped by the authorized signatory of the agency / service provider.

Expression of Interest should reach the above address on or before 04:00 PM of Dated: 17/05/2019 and the date of opening of the EOI will be informed through mail. The Expression of Interest received after the last date and time shall not be entertained. IIITM Gwalior shall not be responsible for postal delay / loss.

For clarification, if any please contact Joint Registrar ABV-IIITM Gwalior on contact number 0751-2449720 on any working days (Monday to Friday) between 10 AM to 6 PM.

IIITM Gwalior reserves the right to inspect the Agencies work-sites by the nominated officer of IIITM Gwalior, if required.

The EOI does not constitute a solicitation. ABV-IIITM Gwalior reserves the right to change or cancel the requirements at any time during the process of Expression of Interest.

IIITM Gwalior reserves the right to accept or reject any Expression of Interest (EOI) without assigning any reason and any liability or any obligation to inform the effected firms ground for action is not binding of ABV-IIITM, Gwalior.

Authorized Signatory

Registrar

IIITM Gwalior

Sign of Agency

Name:

Designation:

Date:

Place:

**Important Points:-**

1. Clean & fresh aprons, towels should be used for each customer.
2. Instruments should be sterilized in hot boiling water or disinfectant. Shaving blades used for one customer should be discarded after use and new blade should be used for each customer.
3. Standard and reputed company's products should be used. These products should not cause adverse reaction on the skin.
4. Shop should be equipped with Air cooler/ Air conditioner for summer and adequate heating arrangements for winters. Mosquito and pest control should be done.
5. For customer service hot water is to be used during the winter season.
6. All the equipment used in service of customers will be kept neat and clean without any stain et.
7. Care should be taken to avoid injury to customer via sharp objects during salon/ processes. Dettol/salon/disinfectant and first aid measures should be available for emergencies.
8. All standard services provided in hair dressing salons like hair styling, shaving, facial, head massage etc. should be made available (List: Hair Cut Hair Cut Stylist Normal Shaving Denim Shaving Dettol Shaving Foam Shaving Trimming Head Massage (With Oil) Face Massage Normal Face Massage Fruit Face Bleach Facial Silver Facial Gold).

**Price List for Men's Salon**

Name of service	Quoted Price (Rs.)	Name of Item	Quoted Price (Rs.)
Hair Cut		Oxy Bleach	
Adv. Hair Cut		Fruit Bleach	
Shave (Branded Foam)		Gold Bleach	
Shave (Any shape)		Fruit facial	
Bread Trimming		Gold Facial	
Head Massage (Coconut Oil)		Regular cleanup	
Head Massage (Olive Oil)		Lotus cleanup	
Threading		Manicure regular	
Global Hair Color		Hand spa	
Root Touch-up		Pedicure regular	
Streaking		Foot spa	
Hair Spa			

- I agree to give ..... % discount as compared to the rates of my other outlets /shops /establishments.
- If this is the first outlet/shop/establishment of the vendor the following should be filled:  
I agree to give ..... % discount as compared to the market rates of similar outlets /shops /establishments.
- Minimum 15% discount should be given on all services/products/sales.

All the above mentioned terms & conditions are accepted by me.

Signature of the Tenderer/party:		(Affix recent photo here)
Name of the Tenderer/party:		
Full Address:		
Pin Code No.		
Mobile No.		
Other landline or Mobile No.		
Email ID		
Aadhar No		
Shop Registration No		

The tenderer must attach his permanent residential proof, falling which the tender may be rejected.



## ABV-IIITM Gwalior

### PROFORMA FOR APPLICATION

**Personal Information:**

1. Name of person: .....
2. Address: .....
3. Mobile No: .....
4. Email Address (If any) .....

**Details of the agency / service provider:-**

1. Name of the Agency (As registered):- .....
2. Address of the Agency:- .....
- Pin.....Phone.....
3. Date from which the agency is operating:- .....
- (Please attach documentary evidence)
4. Details of work experience:-

S. No	Name of place where services rendered.	Address of places where service rendered.	Period from and to of services rendered
1			
2			
3			

(Please attached details of satisfactory work accomplished for the above.)

**Certificate of ethical practices**

<p>I. I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s, which are improper / illegal during the execution of the contract awarded to us.</p> <p>II. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the University.</p> <p>III. I / We will have no conflict of interest in any of our works / contracts at the Institute.</p>	SIGNATURE
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Place:.....

Date: .....

Seal & Signature of Agency / service provider



**ATAL BIHARI VAJPAYEE-INDIAN INSTITUTE OF INFORMATION  
TECHNOLOGY AND MANAGEMENT (ABV-IIITM), GWALIOR**

BH-I (Arawali Hostel)

APPLICATION FOR RUNNING SALON/PARLOR AT ABV-IIITM, GWALIOR

1	Name of the applicant (in CAPITAL LETTERS)		
2	Father's Name		
3	Complete Address with contact nos. and email ID		
4	Date of Birth		
5	Qualification		
6	PAN No.		
7	EMD Deposit (To be deposited by the vendor)	Amount	
		DD No.	
		Date	
		Bank/Branch	
8	Experience (If any in Years)		

That I shall bear all the expenses if there is any damage to the said premises.

That I shall ensure the vacation of the shop whenever a notice is served.

Date:

\_\_\_\_\_Signatures and

Name & Complete address of the

Applicant with contact numbers and email ID

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