



**INDIAN INSTITUTE OF MANAGEMENT SHILLONG**  
**UMSAWLI, SHILLONG: 793018**  
**MEGHALAYA**

Call No: 0364-2308012

[www.iimshillong.ac.in](http://www.iimshillong.ac.in)

ENQUIRY NO: IIMS/S&P/EOI/01/2021-22

Dated: 30.09.2021

Expression of Interest

Sealed Expression of Interest (EOI) are invited for opening (i) **Tea/Coffee Kiosk** (ii) **Milk & Dairy Kiosk** (iii) **Fruits, Juices & Beverages Stall/ Van** (iv) **Fast Food Stall/ Van** for one year (later on renewal on performance basis) as per the term and condition given in Annexure -1. EOI in the given format (Annexure -2) with experience certificates, testimonials and documents showing their financial background are to be submitted at the reception area of the Institute on or before 05/10/2021 by 5:00 PM.

The interested parties are informed to come personally for an interaction before a committee on 05/10/2021 at 3:00 PM in the Institute's reception area along with the copies of enclosed documents in support of their claim.

  
Chief Administrative Officer  
IIM Shillong


Copy to:

Officer (IT) for uploading on the Institute's website please.

**TERMS AND CONDITONS**

Whereas the Indian Institute of Management Shillong herein after known as the Institute/ Licensor, has agreed to issue a license to M/s \_\_\_\_\_ herein called as Licensee subject to the conditions mentioned herein after. The Licensee will pay a monthly license fee of ₹ 1,000/- (₹ one Thousand only for each outlet) for opening the kiosk/van/outlet at IIM Shillong Campus for which a location will be provided.

1. **The participants are required to submit copies of KHADC Trading License/ Shillong Municipal Board License, GST Registration, PAN, FSSAI License and copies of work orders of similar works carried out elsewhere.**
2. The duration of contract will be initially for 12 months, and may be extended subject to positive review/ feedback on mutually agreeable terms. The contract may be terminated by either party after giving a notice period of 30 days.
3. The successful applicant will be required to deposit ₹15,000/- as Security Deposit for one outlet.
4. The applicant should give his/her full permanent as well as temporary address in application form.
5. The successful applicant shall be required to enter into an agreement with the institute. The conditions of contract, the conditions of license of the successful applicant and the letter of acceptance of the applicant 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 applicant.
6. The vendor, who's application/candidature is accepted have to sign the contract agreement within 10 days and need to open shops within 15 days from the offer date. In the event of any evasion, refusal or delay on successful vendor part in signing the contract, the acceptance of his/her application may be withdrawn and decision of committee is final in this regard.
7. The successful vendor will be liable to submit the copy of Shop and Establishment Registration from Shillong Municipal cooperation within 03 months of allotment.
8. The Institute reserves right to accept or reject any application without assigning any reason thereof.
9. Timings for running and opening/closing of shop will be notified by the competent authority.
10. The successful vendor will get his employees verified from civil police. No employee/visitor will be allowed inside institute who does not have security pass issued by the Institute.
11. In case of any dispute, the decision of the Director, IIM Shillong will be final and binding on both the parties.
12. Employees/proprietors reporting to duty should: (i) not be drunk or intoxicated, (ii) well mannered, should have no criminal record, (iv) Clean and hygienic.





13. Employees/proprietors should not use the premises as residence. Use of space beyond official timings approved should be only for special purposes (like receiving of goods, inventory, etc.).
14. Pest/Rodent control should be done regularly.
15. Proper Bill /Cash memo for purchase amount should be made available immediately to all customers.
16. Online payment mode should be available at shop as and when required like POS machine, UPI Payments etc.
17. Institute shall provide space for the shop along with power supply but will not provide any furniture and fixture or any other such infrastructure to the vendor. The vendor shall install and arrange required furniture and fixture at his own cost as per requirement.
18. The vendor shall run the shop at the specified space.
19. The Vendor should follow all statutory laws in force and terms and conditions of this deed/ agreement.
20. The vendor shall have no right, title or interest in any portion of the Institute premises including any space provided for running the shop.
21. The vendor shall not sublet/modify or carryout any alteration, in the premises. The Institute will have the absolute right to alter the designated place at their sole discretion.
22. The list of items proposed to be sold is to be approved by competent authority. Prior approval should be obtained from the competent authority of the Institute for any additional items to be sold in the shop/outlet.
23. The vendor shall ensure at all times that the disposal of wastes and garbage is done strictly in accordance with the instructions of the management and as per the Air and Water (Pollution) Act.
24. Duration of opening Shop - at least 10 hours a day (exact timings as mutually decided) keeping in view convenience of the Institute's Residents.
25. The vendor shall deploy adequate number of staff to provide service at kiosk/outlet.
26. The vendor will not renovate or change interiors without approval of the Institute authority. If approved the cost arising out of the same will be borne by the vendor.
27. Selling Price of any item in shop should not be more than MRP. Suitable discount shall be provided on MRP, if possible.
28. The vendor shall pay a sum of ₹ 1,000/- per month as license fee for each outlet to the Institute in advance in the firstweek of each month and copy of receipt/ challan should be submit in the Administration office.



29. License fee should be paid strictly each month in advance otherwise next month rent will be double for previous month and in situation of unpaid last two month's rent without prior permission, the competent authority will seal the shop without prior information to vendor and agreement treated as cancelled.
30. In case of long pending rent and other charges Institute may reserve the right to seize the kiosk/outlet and further process of auction will done for goods and furniture kept inside.
31. After completion of contract/ termination vendor has to vacate the premises and license fee will be applicable to pay till the submission of date of NOC.
32. The Vendor shall bear actual expenses of water & electricity charges of the shops, which are to be deposited in the Institute Account Office each month, the copy of the same should be submit in the Administration office. The installation/replacement of tubes bulbs etc. shall be the responsibility of the vendor.
33. The vendor shall run shop/Outlet/Kiosk normally from 02:00 P.M. to 10:00 P.M. In case of emergency, to close theshop for a day or so, vendor has to obtain the written approval of the competent authority. For keeping the shop closed without approval, a fine of ₹ 500/- per day or more as deemed fit by the competent authority would be imposed on the vendor.
34. The items shall be sold on Cash/ Digital mode (preferable). The Institute shall be in no way responsible for selling the articles on credit to anyone and also shall not be responsible for sales tax / business tax /income tax liabilities / labour law liabilities.
35. The Director of the Institute has the power to cancel the contract without assigning any reason thereof.
36. Old/Stale/Expired items (i.e. beyond expiry date) should not be kept and sold.
37. Competent Authority or his / her representative can check the overall cleanliness, the quality and expiry date of items, from time to time. For keeping low quality/ expired items in the shop, a fine of ₹500/- per occurrence or more as deemed fit by the committee would be imposed on the vendor. If shop and the adjoining premises are found dirty, a penalty of ₹ 500/- and the actual cost to get the surroundings cleaned as deemed appropriate by the committee would be imposed on the vendor.
38. The vendor shall not exhibit or publish advertisement (irrelevant to the scope of his work) outside shop without the permission of the competent authority.
39. In case of any dispute, the Director, IIM Shillong, shall act as an arbitrator whose decision shall be final.
40. Use and sale of Alcohol, Gutka, Cigarettes/ Bidi, Drugs and other contraband substances are not allowed on campus. Any violation, the vendor shall be held responsible, resulting in termination of contract and blacklisting along with legal prosecution.





41. The vendor shall maintain the suggestion book which will be signed every month by the authorized representative of the Institute.
42. The vendor should be financially sound to run the shop successfully.
43. Applicants are required to submit copies of the related document (e.g. Previous work experience certificate(s), contract(s) etc.) to get the preference and other legal documents related to opening a shop desire in Shillong city and wherever applicable like — GST, TIN, FSSAI License, Labour License, Commercial Gas Connection certificates etc.
44. Applicants are required to submit a detailed description of their occupation during last one year.
45. Apart from above if any person (like Ex. Serviceman/ Widow/ Differently abled) who wish to open above shops he/she may also submit their interest and committee may consider to give preference to them.
46. This contract is subject to the legal jurisdiction of Shillong (Meghalaya).
47. All documents submitted by an applicant should be self-attested.

  
Chief Administrative Officer  
IIM Shillong

I agree to abide by above terms & conditions.

Signature of Contractor/ Vendor with Seal:

Date:

Name:

Address:

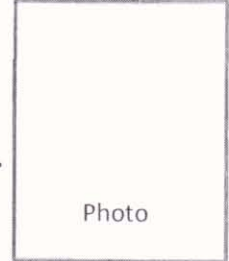
**Application Form**

**Date: .....**

**To  
The Director,  
IIM Shillong**

**Subject: Expression of Interest (EOI) for opening the following Kiosk/Stall/Van.**

- (i) Tea/Coffee Kiosk
- (ii) Milk & Dairy Kiosk
- (iii) Fruits, Juices & Beverages Stall/ Van
- (iv) Fast Food Stall/ Van



**Sir,**

I am interested in opening ....., initially for twelve (12) months. Please consider my application. I have read the terms and conditions of the contract and I agree to abide by these. My/Our details are:

Full name/ Name of the Firm:.....

Father's Name: .....

Present Address:.....

Permanent Address.....

Mobile No.: .....

I am Enclosing: (Please tick those applicable)

- |                              |                         |
|------------------------------|-------------------------|
| 1. KHADC Trading License     | 6. GST No.(Certificate) |
| 2. Aadhar Card               | 7. PAN Card Copy        |
| 3. Previous Contract Copy    | 8. Labour License       |
| 4. TIN No. (Certificate)     | 9. FSSAI License        |
| 5. Commercial Gas Connection | 10. Other (Specify)     |

Signature :

Seal:

Encls: As stated.