



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
UMSAWLI, SHILLONG: 793018
MEGHALAYA

Call No: 0364-2308012

www.iimshillong.ac.in

ENQUIRY NO: IIMS/S&P/E01/2026-27/08

Dated: 17.09.2024

Expression of Interest (EOI)

Sealed Expression of Interest (EOI) are invited for opening a Coffee Kiosk as per the term and condition given in Annexure -1 & 2. EOI in the given format with experience certificates, testimonials and documents showing their financial background are to be submitted at the reception area of the Institute on or before 25/09/2026 by 5:00 PM.

The interested parties are informed to come personally for an interaction before a committee on 23/09/2024 at 3:00 PM to better understand the Institute's requirements and also inspect the proposed site for the stall.

Sd/-
Chief Administrative Officer
IIM Shillong

Copy to:

System Administrator for uploading on the Institute's website please.

TERMS AND CONDITONS

1. Size of Outlet: The proposed size of the indoor kiosk is approx. 6.50 sq. mtr.
2. 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.
3. The duration of contract will be initially for 5 years, renewable annually and may be extended further 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.
4. The successful applicant will be required to deposit t 15,000/- as Security Deposit for one outlet.
5. The applicant should give his/her full permanent as well as temporary address in application form.
6. It will be the responsibility of the vendor/contractor to construct the stall/ parlour after due approval obtained from the Institute. The materials used to construct the stall/ parlour will be as per recommendations of the Institute. Deviations in the matter will not be considered. The design of the stall/ parlour will require prior approval from the Institute before construction work begins.
7. Construction of the stall/ parlour will be at designated locations decided by the Institute.
8. 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.
9. The vendor, who's application/candidature is accepted have to sign the contract agreement within 10 days and need to open shops within 30 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.
10. The successful vendor will be liable to submit the copy of Shop and Establishment Registration from Shillong Municipal cooperation within 03 months of allotment.
11. The Institute reserves right to accept or reject any application without assigning any reason thereof.
12. Timings for running and opening/closing of shop will be notified by the competent authority.
13. 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, 11M 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 the outlet.
26. Selling Price of any item in shop should not be more than MRP. Suitable discount shall be provided on MRP, where ever possible.
27. The vendor shall pay the rent for each outlet to the Institute in advance in the first week of each month and copy of receipt/ challan should be submit in the Administration office.
28. Rent will be increased by 5% annually.
29. Rent should be paid strictly each month in advance otherwise next months 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 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.
33. The vendor shall run the Outlet normally from 10:00 AM to 08:00 P.M. In case of emergency, to close the shop 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 Rs 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 Rs 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, 11M 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, PAN, 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. This contract is subject to the legal jurisdiction of Shillong (Meghalaya).
46. All documents submitted by an applicant should be self-attested.

47. Kindly note: Vendors who already have an existing setup in IIM Shillong are not permitted to participate in the EOI.

I agree to abide by the above terms & conditions.

Signature of Contractor/ Vendor with Seal and Date:

Name: Address

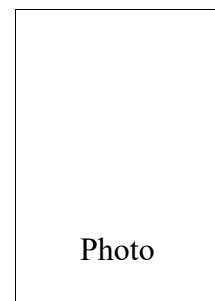
Application Form

Date:

To,
The Director,
11M Shillong

Subject: Expression of Interest (EOI) for opening the following Parlour/ Stall
1. Coffee Kiosk

Sir,



I am interested in opening _____ initially for 5 years renewable annually. 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 as under:

- 1) Full name/ Name of the Firm:
- 2) Father's Name:
- 3) Present Address:
.....
- 4) Permanent Address:
- 5) Mobile No.:

I am Enclosing: (Please tick those applicable)

1. KHADC Trading License
2. Aadhar Card
3. Previous Contract Copy/ Experience copies
4. Commercial Gas Connection
5. GST No.(Certificate)
6. PAN Card copy
7. Labour License
8. FSSAI License
9. Other (Specify)

Signature of Contractor/ Vendor with Seal:

Date:

Name:

Financial Bid**(To be submitted in a sealed envelope)**

Sl. No	Particulars	Information
1	Name of the Company/ Firm/Agency	
2	Address of the Company/ Firm/Agency	
	(a) Postal	
	(b) Telephone/ Fax No(s)	
	(c) E-mail	
	(d) Website address, if any	
	Amount quoted for Monthly Rent for 400 Sq. Ft approximate	Rs. _____ only per month In words (Rupees) only per month. GST will be added extra as per applicable rates.

:

Authorized Signatory

Full Name and Designation with Company/ Firm's seal

Note:

- a. Rent quoted should be above Rs 260/- excl. taxes per month**
- b. The Rent per month is excluding of GST (applicable as per GoI), Water charges & Electricity charges.**
- c. Bidders quoting the highest rate will be awarded the contract.**