

पश्चिम बंगाल पश्चिम बंगाल WEST BENGAL

21AA 975128

### FAST FOOD & SNACKS SHOP

#### Agreement

Article of Agreement made this 01.12.2017 day between the Warden Radha Krishnan Hall of Residence, IIT Kharagpur (First Party) and Mr.Sukhendu Bera, son of Amrit Bera, residing at Dharimba, Post-Bnpatna, P.S. – Kharagpur(L), Dist.- Paschim Medinipur, Pin no.- 721301( Second Party)

WHEREAS the 'Second Party' has been allowed to run Fast Food & Snacks shop for one year, based on satisfactory, behavior / performance with the boarders the contract would be renewed further more one year by the Warden, of the Radha Krishnan Hall of Residence.

Now These presents witness and the parties here to agree subject to the general terms and conditions regulated by the Institute as :

*Sukhendu Bera*

**GENERAL TERMS AND CONDITIONS OF CONTRACT FOR RUNNING THE SHOP IN THE**

**RADHA KRISHNAN HALL OF RESIDENCE, IIT KHARAGPUR**

1. The contract is valid only for the period from 01.12.2017 to 30.11.2018.
2. That the contract may be extended subject to satisfactory performance / behavior.
3. That the contractor must have a valid trade license for operating the shop.
4. That the contractor will pay a monthly license fees of Rs. 800/- ( Rupees eight hundred only) per month for the R.K. Hall shop in advance on or before 5 days of every month. The warden reserves the right to revise the license fees.
5. That failure to pay monthly license fee for consecutive two months will make the contractor defaulter and the contractor will be liable to be terminated.
6. The shop will transact with the boarders of the Hall.
7. That the contractor will maintain the R.K Hall shop and its surroundings clean and in hygienic condition.
8. That the contractor will pay monthly electricity charges as per bill provided by Institute.
9. That the TV and music system will not allowed in the R.K. Hall shop.
10. That the contractor is not allowed to keep any high wattage electrical appliances.
11. That the contractor shall not keep or serve any alcoholic item and tobacco products in the R.K. Hall shop.
12. That the contractor under no circumstances will be allowed to give sub-contract of the shop to other person or party.
13. That the contractor will submit name, photograph, permanent address and medical certificate in respect of the workers engaged by him in the R.K.Hall.
14. That contractor shall not be allowed to engage any worker(s) of less than 18 year.
15. That any dispute arising out of the contract will be referred to the Chairman, HMC as arbitrator whose decision will be the final.
16. The contractor will maintain a complaint / suggestion box in the shop counter during the working hours.
17. The contractor shall not be allowed to make any addition and of the alternation of the R.K. Hall shop on the hall without permission from the competent authority.

*Sankhade Bene*

18. That a fine up to Rs. 5000/- may be imposed or the contract may be terminated for violation of any of the clauses mentioned above.
19. The contractor has to follow the "Amendment / Extension guide lines for the commercial Establishment in the Hall of Residence" provided by HMC.

In witness where of the "Second Party" and the Warden or his nominees for and on behalf of the Institute have hereunto set their hands the day year mentioned above.

(Mr. Sukhendu Bera)

Second Party.

*Sukhendu Bera*

*[Signature]*  
27-11-17

Signed by the Warden

On behalf of the Institute

Warden  
R. K. Hall of Residence  
IIT Kharagpur

Witness :

1. Signature : *[Signature]* 27/11/17  
Name : ASISH GANGULY  
Designation : Assistant Warden

Asstt. Warden (Mess)  
R. K. Hall of Residence  
IIT Kharagpur

2. Signature : *[Signature]* 27/11/17  
Name : GNANESHWAR NELAKANDI  
Designation : Associate Professor

Asstt. Warden (Maint.)  
R. K. Hall of Residence  
IIT Kharagpur

To  
The Warden  
R. K. Hall of Residence  
I.I.T. Kharagpur 721302

Warden  
R. K. Hall of Residence  
IIT Kharagpur

Agreement for a year  
08.05.05-2017  
9.5.17

Warden  
R. K. Hall of Residence  
IIT Kharagpur

Subj: Renewal of the contract for Fast food & Snacks shk  
Respected Sir.

Myself, Mr. Seekhendri Bera running Fast food snacks shop in your hall since 2012 and I have good relation with the students and staff of the hall, I have no due in the hall my shop rent electric bill all are clear.

It is my kind request to you that please renew my contract for the year 2017-2018.

I hope you will do it needfully & kind oblige. I will be very much grateful for your kindness.

Thanking you.

Time - 9.30 a.m - 9.30 p.m  
Sunday 10.00 a.m - 6. p.m

your's faithful.  
Seekhendri Bera

Seekhendri Bera

**DECLARATION**



I, Mr/Ms Sukhendu Bera operating  
Fast Food & snacks in Rachha Krishnan Hall of Residence  
have read and understood the existing and amended/extended rules and regulations for commercial establishments  
within halls of residence in IIT Kharagpur. I agree to abide by these rules and regulations. I indemnify the Hall of  
Residence/HMC/IIT Kharagpur from all liabilities arising out of non-compliance with any statutory obligations.

Signature: Sukhendu Bera

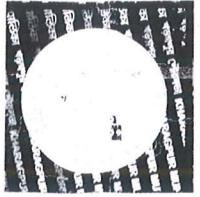
Date: 25.11.2017

Forwarded to

Chairman, HMC

Through Warden, Rachha Krishnan Hall of Residence

FORM - 24  
(Under Rule 82)



**CERTIFICATE OF ENLISTMENT**

The West Bengal Municipal Act, 1993  
(See section 118 )

**KHARAGPUR MUNICIPALITY**

Kharagpur Municipality



Certificate No : 200722017010867  
Enlistment No / ID No : 2007214446

Year for which the certificate  
of enlistment or its renewal  
relates **2017-2018**

The Municipal Councillors of **Khargapur Municipality** hereby grant unto **Sukhendu Bera S/D/W of Amrit Bera Prop / Partner of Food And Snacks Shop** residing and or carrying on or intending to carry on business at holdings / premises no. **R.K. Hall, ITT , Hijili , Khargapur, Paschim Medinipur** in Ward no. **30** , and exercising or intending to exercise the Profession, Trade or Calling of **Fast - Food Centre - Retail**

this Certificate of Enlistment under section 118 of The West Bengal Municipal Act, 1993 and acknowledge to have received in consideration therefor an application and enlistment fee of Rs. **500.00** ( Five Hundred Rupees Only ).

This Certificate of Enlistment will be in force until **31st March, 2018** and to be produced at the time of renewal.

Clerk Incharge/Collecting Sarkar

Dated : 17/05/2017

  
License Inspector

  
Chairperson/Vice-Chairperson/Executive Officer

M.B. : Provided that such enlistment or renewal thereof shall not absolve such person from any liability to take out any licence under this Act or any other Law for the time being in force.

*Sukhendu Bera*

Food Safety and Standards Authority of India  
Licensing and Registration System V3.0

## Form "A"

[See Regulation 2.1.1 and Regulation 2.1.7]

## Application for Registration under Food Safety and Standards Act, 2006

Application No: 30170710144022473  
Name of Applicant / Company : Bera food and snacks shop  
Kind of Business : Club/Canteen  
Designation : Individual

## Address of Premises where food business is located

Address : R.k.hall,iit,hijli,kharagpur  
State : West Bengal  
District/Region/Zone : Paschim Mednipur  
Sub-Division/Station/Division : KHARAGPUR MUNICIPALITY (Railways)  
Village : WARD NO-4  
Pin Code : 721301

## Correspondence Address Details

Address : R.k.hall,iit,hijli,kharagpur  
State : West Bengal  
District/Region/Zone : Paschim Mednipur  
Sub-Division/Station/Division : KHARAGPUR MUNICIPALITY (Railways)  
Village : WARD NO-4  
Pin Code : 721301

## Contact Details

Tel No : NA  
Fax No : NA  
Contact Person : Sukhendu bera  
Mobile No : 7001236252  
Email : NA

## Other Details

In case of New business – intended date of start : NA  
In case of Sessional business, State the opening and closing period of the year : NA -NA  
Source of Water Supply : Other(s) - lit pipeline  
Sanction Electricity Load or HP Used : NA  
Upload Photo : [2017/7/RGPHID30170710144022473.jpg](#)  
Upload Document for Identity Proof (eg: Ration Card, Voter ID Card etc.) : Aadhaar Card [2017/7/RGID30170710144022473.jpg](#)

## Description of the food items proposed to be manufactured or sold:

Sr No	Name of the food category
1	16 - Prepared Foods

## Submitted Document(s):

Sr No	Document Description	Uploaded Document
1	Declaration Form	<a href="#">2017/7/30170710144022473_597_10072017031542.jpg</a>
2	Any Other Document	<a href="#">2017/7/30170710144022473_521_10072017025235.jpg</a>

View Signed/Manually uploaded copy of Form "A" : [View](#)

## Payment Details

Amount	Rs. 500	Payment Mode	Treasury Challan
Challan Number	192017180032608101	Challan Issue Date	12/07/2017
Major Head	02100410400512	Sub Major Head	04
Minor Head	104	Group Sub Head	HEALTH AND FAMILY WELFARE
Sub Head	005	Detailed Head	NA
Sub Detailed Head	NA	Plan/Non Plan	N
Charged/Voted		Contingency Fund MH/Service Major Head	NA
DDO Code	NA	Branch Code	IK00FXSWU6

Place: KHARAGPUR

Date: 12/07/17

14/07/17

Sukhendu Bera

(Signature of the Applicant)

Close

(Replacing affidavit as required by Advisory No. 1156) (G.O. Advisory/FSSAI dated 02.08.2017)

**Declaration regarding Food Safety Management System (FSMS)**  
(To be given on the Letterhead of the FPO/Firm/Company)

I/We, SUKHENDU BERA, Proprietor/ Proprietary Director/ Authorized Signatory of M/S BERA FOOD AND SNACKS, located at \_\_\_\_\_ of R.K.HALL, P.O., HATLI, KGP. the State/UT> \_\_\_\_\_ hereby declare that:

1. I am/ We are an applicant for new license/ conversion of existing license/ modification of existing license/ renewal of existing license under the Food Safety and Standards Act (FSS Act), 2006.
2. The nature of business of my/our firm is (fill in whatever is applicable):
  - (a) Manufacturer/Repacker of \_\_\_\_\_ <Name of product(s)> \_\_\_\_\_ (as mentioned in the product description of the form Form B);
  - (b) Importer of food products allowed under the FSS Act, 2006 and the Rules and Regulations thereunder;
  - (c) Storage/Retail/distributor of \_\_\_\_\_ (name of the broad categories as mentioned in the product description of the form Form B) \_\_\_\_\_.
3. I/ We have a food safety plan to ensure that the quality of food, as mentioned above, satisfy the requirements of the FSS Act, 2006 and the Rules and Regulations thereunder.
4. I/ We further undertake that I/ We shall submit a Food Safety Management System (FSMS) and get the same certified from an Accredited Agency as soon as the Accredited agencies are notified by the Food Authority.
5. Our facility shall comply with the general application and sanitary requirements as mentioned in the Schedule 1 of the Food Safety and Standards (Licensing and Registration of Food businesses) Regulations, 2017.

	Signatures of the Authorised Signatory with Stamp/ Seal
	Name: <u>SUKHENDU BERA.</u>
Place: <u>KHARAGPUR.</u>	Address: <u>P.O., HATLI, KGP.</u>
Date: <u>14/07/17.</u>	Contact No: <u>9601236252.</u>





Department of Health & Family Welfare  
(Government of West Bengal)



Licensing and Registration System V3.0

GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF HEALTH & FAMILY WELFARE

Receipt

Reference Number	30170710144022473	Application Date	12/07/2017
Name of Applicant	Bera food and snacks shop		
Premises Address	R.k.hall,iit,hijli,kharagpur		
Kind of Business	Club/Canteen		
Category of License	REGISTRATION		
Fee Paid	Rs. 500(5 Year(s))		

FSSAI does not contact applicants over telephone for License/Registration. Queries relating to License/Registration are only raised online. License related complaints may be reported at helpdesk - 1800112100 and [licensing@fssai.gov.in](mailto:licensing@fssai.gov.in).

[View Application](#)

Close

Best viewed with IE 8 or  
above with 1024x768 (or higher) resolution

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Govt. of West Bengal  
Health & Family Welfare  
e-Challan

GRN: 19-201718-003260810-1

Payment Mode : Online Payment

GRN Date: 12/07/2017 13:17:25

Bank : State Bank of India

BRN : IK00FXSWU6

BRN Date: 12/07/2017 13:18:59

DEPOSITOR'S DETAILS

Name : Sukhendu bera

Id No. : 30170710144022473

Contact No.

[REF No]

E-mail :

Mobile No. +91 7001236252

Address :

lit,kharagpur

User Type :

Depositor

Name

Sukhendu bera

From Date :

12/07/2017

To Date

12/07/2022

Address

lit,kharagpur

Remarks :

PAID

PAYMENT DETAILS

Sl. No.	Identification No.	Head of A/C Description	Head of A/C	Amount [ ₹ ]
1	30170710144022473	Receipts of Food Safety Standard act2006, Rules-Regulation2011-Registration Fees	0210-04-104-005-12	500

Total Amount

500

In Words : Rupees Five Hundred only

## Declaration

✓  
I, Mr./Ms./Mrs. SURKENDU BERA S/o / D/o Mr. AMRITA BERA, R/o KHARAGPUR, WEST BENGAL do here by solemnly affirm and declares that all information and particulars furnished here by me are true and correct to the best of my knowledge. I further declare that the food business conducted or proposed to be conducted by/through me conforms/shall conform to the Food Safety and Standards Act, Regulation/Bye-laws enacted thereunder, and specially to the Guidelines on Hygiene and Sanitary Practices provided under Schedule 4 of the Registration and Licensing Regulation published by the Food Safety and Standards Authority of India or any person authorized on its behalf from me to me.

Dated: 04/07/17.

(Signature)

Surkendu Bera

**Form "A"**  
[See Regulation 2.1.1 and Regulation 2.1.7]

**Application for Registration under Food Safety and Standards Act, 2006**

Application No: 30170710144022473  
 Name of Applicant / Company : Bera food and snacks shop  
 Kind of Business : Club/Canteen  
 Designation : Individual

Address of Premises where food business is located		Correspondence Address Details	
Address	R.K.hall,lt,hiji,kharagpur	Address	R.K.hall,lt,hiji,kharagpur
State	West Bengal	State	West Bengal
District/Region/Zone	Paschim Mednipur	District/Region/Zone	Paschim Mednipur
Sub-Division/Station/Division (Railways)	KHARAGPUR MUNICIPALITY	Sub-Division/Station/Division (Railways)	KHARAGPUR MUNICIPALITY
Village	WARD NO-4	Village	WARD NO-4
Pin Code	721301	Pin Code	721301

**Contact Details**

Tel No	NA	Mobile No	7001236252
Fax No	NA	Email	NA
Contact Person	Sukhendri Bera		

**Other Details**

In case of New business - intended date of start : NA  
 In case of Sessional business, State the opening and closing period of the year : NA-NA  
 Source of Water Supply : Other(s) - lt pipeline  
 Sanction Electricity Load or HP Used : NA  
 Upload Photo :  
 Upload Document for Identity Proof (eg: Ration Card, Voter ID Card etc.) :  
 2017/7/RGPHID30170710144022473.jpg  
 Aadhaar Card  
 2017/7/RGID30170710144022473.jpg

Description of the food items proposed to be manufactured or sold:

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**Submitted Document(s):**

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2	Any Other Document	2017/7/30170710144022473_521_10072017025235.jpg

Place: KHARAGPUR  
 Date: 12/07/17

Sukhendri Bera  
 (Signature of the Applicant)



ভারতের নির্বাচন কমিশন  
পরিচয় পত্র  
ELECTION COMMISSION OF INDIA  
IDENTITY CARD

BXB2330447



নির্বাচকের নাম : সুখেন্দু বেরা  
Elector's Name : Sukhendu Bera  
পিতার নাম : অমৃত বেরা  
Father's Name : Amrit Bera  
লিঙ্গ/Sex : পুং/ M  
জন্ম তারিখ  
Date of Birth : XX/XX/1982

BXB2330447

ঠিকানা:  
ধাড়িম্বা (আংশিক), ধাড়িম্বা, খড়গপুর লোকাল, পশ্চিম  
মেদিনীপুর-721301

Address:  
DHARIMBA  
(PART), DHARIMBA, KHARAGPUR  
LOCAL, PASCHIM MEDINIPUR-721301

Date: 31/07/2015

227-পিংলা নির্বাচন কেন্দ্রের নির্বাচক নিবন্ধন আধিকারিকের  
স্বাক্ষরের অনুকৃতি  
Facsimile Signature of the Electoral  
Registration Officer for  
227-Pingla Constituency

ঠিকানা পরিবর্তন হলে নতুন ঠিকনায় ভোটার লিষ্টে নাম যোগা ও একই  
নম্বরের নতুন সচিব পরিচয়পত্র পাওয়ার জন্য নির্দিষ্ট ফর্মে এই  
পরিচয়পত্রের নথিটি উল্লেখ করুন।

In case of change in address mention this Card No.  
in the relevant Form for including your name in the  
roll at the changed address and to obtain the card  
with same number.

128/0537

**Amendment/Extension of Guidelines for Commercial Establishments in Halls of Residence**

The guidelines for establishing a canteen (or shop) within the premises of a hall of residence notified vide our letter dated 7/11/2014 (copy attached) has been amended and extended to all commercial establishments as follows:

1. All commercial establishments selling any kind of cooked/prepared food or prepared beverage items must have license under Food Safety and Standard Act 2006/ 2011 as per the guidelines of *Food Safety and Standards Authority of India (FSSAI)*.
2. All commercial establishments must have valid and up-to-date trade license from the competent local body (Municipal Corporation/ Municipality) clearly mentioning the nature of their business.
3. Sale or storage of cigarettes, bidis, alcoholic beverages, narcotics, and other banned substances are strictly not allowed. In case of violation, the concerned business will be summarily shut down.
4. Failure to pay monthly license fees for consecutive 2 months will make the contractor a defaulter and the contract will be liable to be terminated.
5. That the contractor shall display the price list (approved by the Hall authority) of the items to be served in the canteen.
6. That the canteen contractor shall not prepare and/or serve lunch, dinner and other full meals in the canteen during the mess opening time (6AM to 9:30PM).
7. The fruit and juice stall can sell only the fresh fruit, fruit juice and milk shake items. Fruit/juice stall cannot sell any other items (e.g., snacks, soft drinks, ice creams, etc.).
8. The stationary shop cannot sell anything outside the normal stationery items (office and home stationery). Stationery shop cannot sell any kind of food or beverages.
9. The coffee/tea (e.g., Nescafe stall) stall cannot sell anything other than coffee/tea. They may sell permitted snacks items only during the period when the hall canteen is closed.
10. The photocopy/Xerox/DTP is primary meant to provide photocopying, printing and DTP services. It cannot sell anything other than office stationery (paper, scissor, stapler, folder, etc.)
11. All other shops (cycle shed contractor, barber shop, etc.) must do their business within the domain mentioned in their contract with the hall.
12. The canteen will not serve any rice (including jeera/tomato/onion rice, biryani, fried rice, etc.), roti (including parantha, tandoori roti, naan, lachha parantha, etc.) and main course items (curry, fries, egg, chicken, fish, vegetable, lentil, etc. which can be supplemented with regular mess food) from 30 minutes before stipulated lunch and dinner periods of the mess of the hall to 30 minutes thereafter.
13. Cooking outside the kitchen of the canteen is not allowed.
14. That the contractor will be responsible for proper maintenance and up keep of all furniture and other belongings of the canteen.
15. That the contractor will pay monthly Electricity charges as per bill provided by the Institute meter cell and submit the copy of the payment counterfoil to the Hall office every month.

Sukhendu Bera

16. That the contractor is not allowed to keep any high wattage Electrical appliances like electric heater, OTG without Warden's permission but he may be allowed to keep a refrigerator of up to 300 liter capacities.
17. The contractor is not allowed to keep/store any item (e.g., soft drinks bottles) outside the allotted premises.
18. That TV and music system will not be allowed in the canteen.
19. The Contractor will be fully responsible for any accident or mishaps involving workers engaged by him/her and shall indemnify the Hall of Residence/Hall Management Centre/IIT Kharagpur from any claims arising out of the accidents, disabilities of any nature or death or arising out of provisions of law, or any other nature in respect of all outsourced workers engaged by the Contractor.
20. The Contractor shall be liable to pay compensation for any loss and damages caused by his/her workers to the properties of the Hall or its workers/students/visitors.
21. That the contractor will be responsible for arranging the safe drinking water for the canteen.
22. The contractor must make adequate provision for fire safety including installation of fire extinguishers, periodic maintenance of gas stoves and pipes, electrical connections, etc. Storage of inflammable items such as dry wood, kerosene, petrol, additional LPG cylinders, etc. is not allowed.
23. Contractor cannot use domestic LPG cylinder.
24. The contractor will ensure that his/her workers use gloves, caps, etc. during food preparation and service. Also, adequate fly catchers must be installed from his/her own resources in the canteen. The contractor shall maintain cleanliness and hygiene in the canteen. In case of persistent bad report from food monitoring committee, the canteen contract can be terminated.
25. That the contractor will maintain proper books of account and ledger and will produce the same in hall office as and when asked for.
26. That the contractor under no circumstances will be allowed to give sub-contract of food to any other person or party. Contractor cannot sublet any portion of the canteen to another vendor.
27. That the contractor will submit the name, photograph, permanent address, voter ID, Aadhar Card and medical certificate in respect of the workers engaged by him in the canteen.
28. The contractor shall not engage any worker whose age is less than 18 Years. This has to be strictly followed.
29. That the Contractor or his/her workers cannot stay in the Hall in the night beyond the operational hours of the canteen.
30. The contractor shall have to use ONLY branded best quality raw materials which are approved by HMC for use in Hall mess.
31. The contractor must make own arrangement for waste disposal. Dumping the waste in hall dustbins is not allowed.
32. The contractor will have to abide by all the statutory obligations.
33. The Contractor shall comply with all requirements under central, state and local tax laws (tax, duties, levies, etc.) and shall be responsible for payment of all taxes and other statutory payments to the respective authorities.
34. Halls of Residence/Hall Management Centre/IIT Kharagpur will not be responsible for any liability arising out of non-compliance of the Contractor with any act/rule/law.

Serhendh Bann

35. That any dispute arising out of the contractor will be referred to the Chairman HMC as arbitrator whose decision will be final.
36. That the contractor will maintain a complaint/ suggestion box in the canteen counter during the working hours.
37. That the contractor is not allowed to make any addition and alteration of the canteen premises without permission from the competent authority.
38. All other clauses notified vide our letter dated 7/11/2014, which have not been amended, remain in force.

In view of the above and also considering the feedbacks from various sections, the following has been decided.

- a) HMC will not allow illegal practices within the hall premises. Violation of any of the points above (1 to 3) amounts to illegal trade and/or labor practice. Any establishment found violating any of the above norms will be closed down with effect from 1<sup>st</sup> June 2017.
- b) All shops or outlets near corridors, staircases etc. must be immediately shifted to designated places or else closed down with effect from 1<sup>st</sup> June 2017.
- c) Any kind of unauthorized construction /encroachment outside the designated areas which has not been approved through civil works section has to be dismantled by 1<sup>st</sup> June 2017. The person responsible for unauthorized construction /encroachment will be debarred from any business opportunity in all halls of residence.
- d) For any shop which has been functioning smoothly for more than last 5 years without any problems/complaints but has not been allotted through an open tendering process or the tender has expired may be offered to enter a new agreement with the hall for one year period under the clauses mentioned in this amendment/and the earlier letter dated 7/11/2014.
- e) Shops and canteens which were awarded through open tendering process within last 5 years and whose contract with the concerned hall of residence has expired (due to non-renewal through proper evaluation process) would be closed down with effect from 1<sup>st</sup> June 2017 and new open tenders must be urgently floated to allocate them before that.
- f) New open tenders must be floated for any other commercial establishment which does not come under above mentioned (d & e) two categories so that they can be allotted with effect from 1<sup>st</sup> June 2017.
- g) All employees and owners of businesses within halls of residence must apply to the security section for gate pass. Without gate pass, no such person will be allowed into the halls with effect from 1<sup>st</sup> June 2017.
- h) It is mandatory for all commercial establishments to have cashless payment facility as one of the payment options.

Sethuram Ben

By Order

Lit  
18 April 2017  
Chairman  
Chairman  
HMC, IIT Kharagpur

To All Halls of Residence

(With request to get signed and stamped statements in individual copies of this letter from all commercial establishments as per the attached declaration form and send it to HMC as soon as possible)





## HALL MANAGEMENT CENTRE IIT KHARAGPUR

### Guidelines for Establishing a Canteen (or a Shop) within the premises of a Hall of Residence

HMC officials decided the following guidelines which should be followed in establishing a new canteen (or a shop), or relocating an existing canteen (or a shop) within the premises of a hall of residence:

1. (a) Any canteen (or a shop) which is to be created within the premises of a hall of residence must be at the existing designated space only. Under any circumstances, **a canteen (or a shop) should NOT be created by using students' regular rooms, or at corridor area, or at the entry of the hall. The concerned Vendor is NOT allowed to create his/her own construction.**

(b) In a hall of residence, if a completely new space is to be created for establishing a new canteen (or a new shop), Wardens' office is requested to take initiative and discuss the matter with Institute's Civil Works section. The following committee members will decide the location of a new canteen (or a new shop):

- Coordinating Warden (Allotment),
- Coordinating Warden (Mess),
- Vice-Chairman (CCM), and
- Concerned Warden.

(c) To create a new canteen (or a shop) at an **existing designated place, or at a new place, open tendering procedure must be followed, as done at Institute's level.** Following committee members would be involved in the tendering procedure:

- Warden of the respective hall (Chairperson),
- Coordinating Warden (Mess),
- Coordinating Warden (Allotment),

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- Coordinating Warden (Maintenance),
- Warden of a neighbouring hall (to be decided by the concerned Warden),
- Concerned Hall President, and
- Institute Legal Cell Nominee.

(d) There must be a written agreement on bond paper (sample copy available in HMC) between the concerned Warden and the Vendor (who will get the order through the tendering procedure). This agreement will be valid for ONE YEAR only. On satisfactory service (which would be judged by the students only) by the vendor, this agreement may be renewed for future; however, a fresh agreement on bond paper must be done each year.

2. In a hall of residence, if a canteen (or a shop) **exists but occupies a regular room of a student's accommodation, or located at the corridor, or at the entry of the hall**, Wardens' office should then take initiative and discuss the matter with Institute's Civil Works section to create a new space for relocating those existing shops. Committee members, as mentioned in section 1(b) will decide the new location.

**(a) For the existing shop(s), respective Wardens' office should make agreement on bond paper, as mentioned in section 1(d), with immediate effect.**

3. The following facilities may be allowed to be established in any hall of residence. However, this may be changed or removed by the need of the students. The decision of the Committee members, as mentioned in section 1(b), will be final.

- (a) Night canteen (to be operating from 6 pm to 2 am),
- (b) Tea/Coffee stall (to be operating from 6 pm to 2 am)
- (c) Fruit Juice (9 am to 9 pm)
- (d) Xerox (round the clock)
- (e) Cycle shed (service from 7 am to 7 pm)

*The stationery shops are not allowed to be established further in any hall of residence. Existing stationery shops may be continued, following all guidelines and agreement formalities, as mentioned in section 1(d).*

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4. The rent of a canteen (or a shop) will be based on the area occupied, and there will be a 5% increase of the rent every year. The rate will be fixed by the Warden of the respective hall. The concerned vendor will bear the electricity cost and a fixed rate for water consumption. Wardens' office is requested to ensure for the arrangement of a separate, smoothly functioning individual electrical meter for the concerned vendor.

5. Vendor should NOT engage any child for work. Engagement of any person, below the age of 18, in the above mentioned canteen (or shop) in any hall of residence will summarily cancel the agreement and the concerned vendor will be black-listed.

6. No pantry facility (self-catering) will be allowed in any hall of residence.

7. Vendor will make his/her own arrangement for the disposal of the waste generated out of his/her facility.

8. All Vendors must :

- (a) provide clean dress to his/her workers,
- (b) keep the area always clean
- (c) maintain hygiene.

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(S K Pal)

Coordinating Warden, (Allot), HMC

To;

1. Office of the Director, IIT Kharagpur
2. Office of the Deputy Director, IIT Kharagpur
3. Office of the Dean of Students Affairs, IIT Kharagpur
4. Chairman, HMC, IIT Kharagpur
5. Coordinating Warden(s) , Wardens, All Halls of Residence, IIT Kharagpur
6. Vice-Chairman, CCM, IIT Kharagpur

Suphendra Bose