



# VIKRAM SARABHAI RESIDENTIAL COMPLEX - 1

## Indian Institute of Technology Kharagpur



No: IIT/VSRC-1/TEN/SS/2025/01  
Date: 12th November, 2025

### Tender Notice

Applications are invited from the experienced vendor for setting up & running effectively a Stationary Shop in the VSRC-1 Hall of Residence in allocated space for a period of one year. The application should be supported with the followings.

1. The tender application will have to be submitted in plain paper along with a non-refundable tender application fee of **Rs. 300/-** (Three Hundred). In form of a demand draft drawn in favor of Warden, VSRC-1 Hall of Residence.
2. Documentary proof to establish experience in concerned fields
3. Residential proof certificate.
4. Recommendation from at least two persons of good social standing

The awardee of the contract shall have to keep a **security deposit of Rs 15,000/-** in favor of the Warden, VSRC-1 Hall of Residence until the tenure of the contract. The contract shall be awarded initially for a period of one year but shall be revoked if the service is found unsatisfactory. This establishment will be constantly supervised regarding quality by a committee formed by the Warden and the Hall President. The contract can be extended subject to satisfactory service by the contractor. Interested candidates are advised to submit their application along with the above qualifying requirements. The tender committee also reserves the right to choose/ reject/ accept any application in full. The tender committee also reserves the right to assess, the capacity of the committee is not bound to accept the lowest tenders, whatsoever. The minimum acceptable occupation/ rent/ fee (in rupees) for Stationary Shop is **Rs.1500/- (One Thousand) per month, with electricity charge (Meter reading) and Water charges as per institute rules.**

- The security deposit although refundable, at the end of the contract period, will be withheld if hall property(s) are not maintained properly.
- The awardees shall maintain the shop and its premises in the hall neat and clean and shall have the proper arrangements to dispose of all waste, either liquid or solid.

There are some additional requirements that we expect from a Fruit and Juice Shop vendor which are attached herewith.

The last date for applying for the tender is **01st Decmber, 2025**.

Warden  
VSRC-1 Hall of Residence  
IIT Kharagpur

Warden  
VSRC-1 Hall of Residence

To

1. Chairman, HMC, IIT Kharagpur. HMC Website (Link: <http://www.hmc.iitkgp.ac.in/web/tenders/>)
2. Wardens, All Halls of Residence (for displaying this notice at prominent places)

Chandan

For NA.

Sub  
25.11.25

**GENERAL TERMS AND CONDITION FOR RUNNING STATIONARYSHOP  
IN THE VSRC-1 HALL OF RESIDENCE,  
IIT KHARAGPUR**

1. The vendor should sell any stationary and household items and pricing should be competitive with the market prices.
2. Other than the above items, the vendor should also provide tea, coffee & milkshakes (and mock tails if possible). All the machinery corresponding to that should be bought by the vendor.
3. Power plugs and similar arrangements would be made available for the fruit juice vendor for setting up the machinery.
4. The vendor should also make arrangements for hot beverages (like Tea, Coffee, etc.) during the day.
5. The vendor should open the shop at 10:00 AM in the Morning (with a 2-hour lunch break in the noon) and should at least be available till 10:00 PM, and the closing time can be extended as per the discretion of hall authorities and the ven
6. That contract may be extended subject to satisfactory performance and service by the students as well the administration of the Hall/IIT Kharagpur.
7. That the contractor must have a valid trade license for operating Stationary Shop, the copy of the license submits to the hall office.
8. That the contractor will pay a monthly license fees of Rs.1500/-(Rupees One thousand five hundred only)
9. 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.
10. That the contractor shall have to deposit a sum of Rs.15,000/-(Rupees Fifteen thousand only) as security deposit which will remain with the warden, VSRC-1 Hall till the tenure of the contract. No interest of the deposited amount will be considered.
11. That the revision of price will not be allowed without permission of Warden and Hall Council Members.
12. That the contractor shall display the price list of the items to be served in the Stationary Shop.
13. That the contractor will maintain the stationary Shop and its surrounding clean and in hygienic condition.
14. That the Contractor will be responsible for proper maintenance and upkeep of all furniture and other belonging maintain of the Stationary Shop.
15. That the contractor will pay monthly electricity charges as per bill provided by the Electrical Meter cell, IIT Kharagpur.
16. That the TV AND MUSIC SYSTEM will not be allowed in the Stationary Shop
17. That the contractor shall not keep or serve any alcoholic item and tobacco products in the Stationary Shop.
18. That the contractor will maintain proper books of account and ledger and will produce the same in the hall office.

19. That the contractor will not be allowed to give sub-contractor to any other person or party.
20. That the contractor will submit name, photograph, permanent address documents in respect of the workers engaged by him in the Stationary Shop.
21. That contractor shall not engage any workers of less than 18 years.
22. That any dispute arising out of the contractor will be referred to the Chairman, HMC AS ARBITRATOR WHOSE DECISION WILL BE FINAL.
23. That the contractor will maintain a suggestion box in the Stationary Shop during the working hours.
24. That contractor shall not be allowed to make any addition and alteration of the Stationary Shop hall without permission from the competent authority.
25. That a fine up to Rs. 5000/- ( five thousand only) may be imposed or the contact may be terminated for violation of any of the clauses mentioned above.
26. That the contractor will pay monthly water charges at the rate of Rs 100/-(Rupees one hundred) only.
27. That glasses, plates, etc. made of plastic bags will not be allowed in the Stationary Shop.
28. That the contractor will maintain proper books of account and ledger and will produce the same in the hall office.
29. For any violation of the above guidelines, the contractor will be served a show-cause notice.

Note that this is a temporary arrangement as your previous contract has expired. In case of any unsatisfactory performance, the temporary permission to operate the Stationary Shop may be cancelled

In witness whereof the ' Party of the Second Part' and the warden or his nominees for and on behalf of the institute have hereunto set their hands the day and year first above written.

Signed by the party of the Second party  
(With Seal & Date)

Warden  
VSRC-1 Hall of Residence

**Witness**

1. Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation \_\_\_\_\_

2. Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation \_\_\_\_\_

**VSRC-1 HALL OF RESIDENCE**

**IIT KHARAGPUR**

Photograph of the  
applicant

**APPLICATION FOR STATIONARY SHOP CONTRACT**

|    |                                                    |
|----|----------------------------------------------------|
| 1. | Name of the Applicant:                             |
| 2. | Is the applicant an Individual or a company? _____ |

3. Present Address: \_\_\_\_\_

4. Mobile No: \_\_\_\_\_

5. Permanent Address, if any: \_\_\_\_\_

6. Present Occupation : \_\_\_\_\_

7. Previous Experience, if any: \_\_\_\_\_

(Copy of all relevant documents to be attached)

8. Total numbers of Manpower to be engaged and details of their expertise and experience:

\_\_\_\_\_

9. Whether applied for any similar contract in IIT previously?

10. Trade License No: \_\_\_\_\_ Dated \_\_\_\_\_

11. Issuing Authority \_\_\_\_\_ Valid Up to: \_\_\_\_\_

a. Financial Position: Financial proof of Minimum Rs. 1 Lakhs is desirable: Give the details: (copy of relevant proof like bank statement to be enclosed)

b. Details of the earnest money **Rs. 15,000/-** (refundable), which is must be submitted along with the application in form of a demand draft in favour of the Warden of VSRC-1 Hall of Residence.

No: \_\_\_\_\_ Date: \_\_\_\_\_ drawn on Bank / Branch details

**Note:** The applicant is required to give the prices and quantities of items (mentioned in Appendix-I) along with this application form.

**Declaration:**

I / We shall follow the application procedure and abide by the terms and conditions mentioned in Appendix-II.

**(Signature of applicant)**

APPENDIX – I

VSRC-1 HALL OF RESIDENCE

ITEMS TO BE PROVIDED:

| SL.<br>No. | Items Names | Quantit | Rate |
|------------|-------------|---------|------|
| 1          |             |         |      |
| 2          |             |         |      |
| 3          |             |         |      |
| 4          |             |         |      |
| 5          |             |         |      |
| 6          |             |         |      |
| 7          |             |         |      |
| 8          |             |         |      |
| 9          |             |         |      |
| 10         |             |         |      |
| 11.        |             |         |      |
| 12         |             |         |      |
| 13         |             |         |      |
| 14         |             |         |      |
| 15         |             |         |      |
| 16         |             |         |      |
| 17         |             |         |      |
| 18         |             |         |      |
| 19         |             |         |      |
| 20         |             |         |      |
| 21         |             |         |      |
| 22         |             |         |      |

(Signature of the applicant)