



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

रूपनगर, पंजाब-140001/ Rupnagar, Punjab-140001

Ph. 01881-231283,85, e-mail: purchase@iitrpr.ac.in

No. 1530-20/AD-GH/PS/157

08.01.2021

M/s Navi Harish Hospitality Pvt. Ltd.,
Flat No. 502, Golf Link Residency, Block E-2,
Pocket 2, Sector 18 B, Dwaraka,
New Delhi 110078.

Subject: Letter of Intent for Running of Guest House.

With reference to your tender bid against Tender Notice No. 1530-20/AD-GH/PS/ dated 06.11.2020, Director, IIT Ropar is pleased to award you the contract for Running of Guest House at IIT Ropar as follows:-

1. You will be paid the following monthly charges on account of Maintenance of Guest House at Transit Campus and Permanent Campus as mentioned in the tender and the rates of food items are given in "Annexure A".

S.No.	Monthly Maintenance Charges(For both Transit Campus and Permanent Campus)	Duration	Manpower to be deployed
01.	Rs. 82,000/-	16.01.2021 to 31.03.2021	08 persons
02.	Rs. 1,05,000/-	01.04.2021 to 15.01.2022	10 persons

2. The contract shall be awarded initially for a period of 1 year from 16.01.2021 to 15.01.2022 as per terms and conditions of the tender document. If the working is found satisfactory during this period then Guest House committee may extend the contract further as per tender document.
3. You will maintain the Guest House as per the directions of the Guest House Committee.
4. You will deploy persons to take care of the Guest House as per clause 21 of the special conditions of the contract as contained in the tender document.
5. You will provide uniforms to the staff employed as per the clause a(iii) of the Guest House Maintenance as contained in the tender document.
6. The main contents of this contract are:-
 - i). Providing maintenance service in Guest Rooms/Guest House.
 - ii). Providing special lunch/high tea/juices for Institute guests as and when ordered by the Institute.
 - iii) Providing normal lunch/breakfast/dinner for Institute faculty and staff as well as other occupants of the Guest House.



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7. Quality is the essence of the contract as per the scope of the work. In case of any lapse in the service, the contract shall be cancelled as per the terms and conditions mentioned in the tender document.
8. All payments shall be released within 30 days after receipt of bills duly certified by the Guest House Committee.
9. If at any stage the involvement of the Contractor in any uncalled for activity is found, inside or outside the premises of the Institute, which may bring disrepute to the Institute, the license is liable to be terminated by the Competent Authority by giving one month's notice. In case Contractor wants to terminate the contract, he / she has to give minimum three months notice.
10. The premises of the Guest House will be used for the purpose for which the allotment will be made and not for any other purpose without the written permission of the Competent Authority. If it is found contrary, penalty upto Rs. 10000/- may be imposed or contract may be terminated/cancelled.
11. The Licensee will not be permitted to franchise the Guest House for any other commercial activity.
12. No person with any offensive police record will be allowed to work in the Guest House and Safety measures are to be provided by the Contractor himself/ themselves.
13. Any change like timing of operation, rate of items and any additional item to be included in the Guest House Mess will require the permission of the Guest House Committee or any other officer designated by the Director.
14. The Contractor will ensure and comply with the provisions of various municipal and other Rules/ Regulations/Laws of the Government in respect of wages and other benefits to his employees. The Contractor will strictly comply with Labor Laws such as child labor should not be engaged for any type of work in the guest house.
15. The contractor will ensure the compliance of all statutory provisions i.e. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Contract labour (Regulations and Abolition) Act, ESIC Act, 1948 and EPF Act, 1952 and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by him. The institute shall be indemnified for any action brought against it for any violation/non-compliance of any of the provisions of any of the acts, etc. Hence, non-compliance or violation of any of these provisions of any of the Acts would lead to the immediate termination of the contract.
16. Any replacement of the personnel deployed shall be made with the consent of IIT Ropar only. In case of absence of the caretaker on any day during the month, payment will be deducted on pro-rata basis in addition to the penalty clause.



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17. The Institute shall not be the party in case any dispute takes place between the Contractor and his employees.
18. Dispute, if any, shall be subject to the jurisdiction of Ropar Courts only.
19. Termination of the Contract:
- By IIT Ropar: IIT Ropar reserves the right to terminate the contract giving one month notice without giving any reason there off on account of unsatisfactory performance of the contract.
 - By the contractor: The contractor may withdraw the contract prematurely by giving minimum three months notice, otherwise 100% of the security deposit may be forfeited.
 - On termination/expiry of the contract, the contractor will hand over all the equipments/ furniture/ articles etc supplied by IIT Ropar in good working condition failing which the items will have to be replaced by the contractor to IIT Ropar.

You are requested to convey your acceptance to this offer by signing the duplicate copy of enclosed letter and submit the following documents before starting the contract:-

- Security deposit of Rs. 50,000.00 (Rupees Fifty Thousand only) in shape of FDR duly pledged in the name of Registrar, IIT Ropar covering the period of contract.
- Agreement on non-judicial stamp paper of the requisite value for providing the above services.

The above documents should reach the office of the undersigned by the 14.01.2021 positively.

Kindly acknowledge receipt of this letter by return mail.

(Lagvish Kumar)
Joint Registrar

CC to:

- Chairman, Guest House Committee
- AR (Accounts)