



**EXPRESSION OF INTEREST FOR RUNNING OF BARBER  
SHOP, LAUNDRY/ IRON, BEAUTY PARLOUR  
SERVICES/SHOPS AT AIIMS NAGPUR**

**EOI for Services AIIMS/NAG/Services/ESTATE/2023-24/1**

**Issued by:**

**Estate Officer  
Executive Engineer (Civil)**

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES NAGPUR**



**ALL INDIA INSTITUTES OF MEDICAL SCIENCES, NAGPUR**

|                                    |  |
|------------------------------------|--|
| EOI No.                            | EOI for Services AIIMS NAG/Services/ESTATE/2023-24/1                               |
| Name of Service                    | RUNNING OF BARBER SHOP, LAUNDRY/ IRON, STATIONARY, TAILOR, BEAUTY PARLOUR SERVICES |
| Location of the Shops              | HOSTEL AREA  |
| Mode of submission of EOI document | ESTATE OFFICE, ENGINEERING DEPARTMENT (THROUGH SEALED ENVELOPE)                    |

Start date for submission of EOI forms

:

20-05-2023

Last date for submission of EOI

:

29-05-2023 up to 16:00 hrs

Vendors may reach out to Estate Office, Engineering Department at AIIMS Nagpur for clarifications or queries between 20/05/2023 to 28/05/2023.

Vendors will be invited for Presentations/ Discussion on the proposals submitted by them.



## **EXPRESSION OF INTEREST**

### **1.0 INTRODUCTION:**

- 1.1** All India Institutes of Medical Sciences, Nagpur (AIIMS, Nagpur) is located at MIHAN area, Nagpur.
- 1.2** The institute houses 500 students on campus and approximately 500 residents of staff families. The student strength will increase over a period of time. AIIMS Nagpur plans to create facilities to make essential services and goods available to the campus residents.
- 1.3** AIIMS Nagpur invites “**EXPRESSION OF INTEREST FOR RUNNING OF BARBER SHOP, LAUNDRY/ IRON and BEAUTY PARLOUR SERVICES/SHOPS AT AIIMS NAGPUR**” FROM INTERESTED Agency / Firms/Vendors/ Proprietors.
- 1.4** The EOI document will be available on AIIMS Nagpur website.
- 1.5** Services are expected to start from 15/06/2023 at AIIMS Nagpur.

### **2.0 Scope of Work**

#### **2.1 Details of the Shops/Services**

| S/ N     | Description                         | Location              | Shop (Room) Dimensions (In mtrs.)       | Area of the shop in Sq.ft. | Utility charges per Month per shop   | Security Deposit         |
|----------|-------------------------------------|-----------------------|---|----------------------------|--|--------------------------|
| <b>A</b> | Laundry/ Iron Shop                  | Hostel (Nurse Male)   | 3.5m× 2.9m                              | 109.25                     | (electricity charges, water charges, if any to be paid separately as per actual consumption) | 02 months rental charges |
| <b>B</b> | Laundry/ Iron Shop                  | Hostel (Nurse Female) | 3.5m× 2.9m                              | 109.25                     |  |                          |
| <b>C</b> | Beauty Parlor cum Ladies Salon Shop | PG Married Hostel     | 22.10 sq metre (including kitchen area) | 237.80                     | Rental Charges (basic price) to be recovered based on MADC rates                             |                          |
| <b>D</b> | Barber shop (Male)                  | PG Married Hostel     | 22.10 sq metre (including kitchen area) | 237.80                     |  |                          |

### **A. BARBERSHOP**

1. The Vendor will setup a Male barbershop for the residents of the campus. Trained manpower is to be deployed for the services.
2. The required furniture and fixtures will be setup by the vendor. The timings of the services will be finalized in consultation with the institute authorities.
3. The services offered will be finalized in consultation with the institute authorities, which may be increased/changed as per demand and in consultation with the institute authorities. These services offered will be only for the campus residents.
4. Vendor to submit number of services that can be provided in the area while submitting interest/ proposal to AIIMS Nagpur.
5. Minimum services required shall be submitted by the vendor in the proposal such as 1) Beard and moustache trim and servicing 2) Hair Cuts and fades (boys & kids) 3) Hair colouring and grey blending 4) facials 5) braiding 6) Scalp massage and conditioning treatment 7) Straight razor shave 8) Waxing and hair removal etc.
6. The vendor will be responsible for maintaining hygiene inside and surround shop area.

### **B. & C. LAUNDRY CUM IRON (PRESS) SHOP (2 locations - (1) Nurse Male location (2) Nurse Female Hostel)**

1. The vendor will setup a Laundry-cum Ironing Shop for the residents, students and staff of the campus.
2. Having 03 years of experience of Laundry-cum ironing work.
3. Only trained and sufficient manpower is to be deploying for the services.
4. The applicant must understand the full scope of work before applying.
5. The required furniture and fixtures will be setup by the vendor.
6. The timing of the services to be provided will be finalized in consultation with the institute authorities.
7. The services offered will be finalized with the institute authorities, which may increased/changed as per the demand and in consultation with the institute authorities. These services offered will be only for residents, staff and students of the campus.
8. Vendor to submit number of services that can be provided in the area while submitting interest/proposal to AIIMS Nagpur. However, service charges shall be finalized in consultation with the competent authority AIIMS Nagpur.
9. Minimum services required shall be submitted by the vendor in the proposal.
10. The vendor will be responsible for maintaining hygiene and surround shop area.
11. The applicants should submit clients certificate for whom they have carried out Laundry-cum Ironing work.
12. The applicant shall be responsible for safety of the quantity of cloth in his possession from time to time.
13. The applicant whose tender will be accepted by AIIMS Nagpur shall be liable for all acts of their workers.

### **D. BEAUTY PARLOUR cum salon SHOP**

1. The vendor will setup a Beauty Parlor Shop for the ladies residents/girls students/ girls staff of the campus.
2. Having 03 years of experience of Beauty Parlour Work.
3. Minimum services required shall be submitted by the vendor in the proposal such as - a) Should be well versed in beauty treatments including hair styling, make up, facials, hair removal, manicures and pedicures.

- b) Nail treatment. c) Tanning. d) Massages. e) Recommending skin care therapies and managing client appointments.
- 4. Only trained and sufficient staff is to be deploying for the services.
- 5. The applicant must understand the full scope of work before applying.
- 6. The required furniture and fixtures will be setup by the vendor.
- 7. The timing of the services to be provided will be finalized in consultation with the institute authorities. (minimum 7-8 hours daily)
- 8. The services offered will be finalized with the institute authorities, which may increased /changed as per the demand and in consultation with the institute authorities. These services offered will be only for residents, staff and students of the campus.
- 9. Vendor to submit number of services that can be provided in the area while submitting interest/proposal to AIIMS Nagpur.
- 10. The vendor will be responsible for keep saloon neat tidy, maintaining hygiene and surround shop area.
- 11. The applicants should submit clients certificate for whom they have carried out beauty parlor work.
- 12. The Vendor will also setup a female hair cutting/designing/ coloring in the same setup for the residents of the campus. Trained manpower is to be deployed for the services.

## **2.2 General information to Vendors**

- 1. Vendors with experience in running operations/ services of similar nature will submit their interest and present the operational model proposed.
- 2. AIIMS Nagpur encourages startups and will make a decision for award of contract based on presentation /operational model submitted.
- 3. Agencies/firms/companies/proprietors/ Vendors should have valid shop registration certificate/PAN/ Goods & Service Tax registration and mandatory licenses as required for a particular type of shop.
- 4. The institute will provide the basic infrastructure for the shops. The Vendor will be responsible for installation of counters, equipment, shelves, required furniture and fixtures.
- 5. The Vendors will ensure that the rates of items being sold/ services provided will be commensurate to the Prevailing Market rates for those items/ services. Discounts if any to be given shall be the prerogative of the Vendor.
- 6. The respective vendor will ensure the cleanliness, hygiene and sanitization of their respective shops and areas around these shops.
- 7. Vendors will strictly ensure that no credit purchases are extended to the customers. If he/she does, it would be solely at his/her risk and in case of litigation, the institution will have no role or say or responsibility of resolution in the same.
- 8. The institute may request meetings with the Vendor/s of the shop/s for the business generated for the purpose of future planning of the facilities / change of terms and the Vendor is expected to cooperate.

## **2.3 Obligations of the Firms/Agencies/companies/proprietors/ Vendors after award of contract**

- 1. The Firms/Agencies/companies/proprietors shall use only the space earmarked or license allotted for a particular shop and shall not use the same/any other space for any other purpose.
- 2. Only allotted space for running of a particular shop shall be used without any major alternation (i.e. painting/electrical wiring/casing/partition etc.) unless prior written permission is obtained from AIIMS Nagpur.

3. The Firms/Agencies/companies/proprietors shall not sell expired/substandard material.
4. The Firms/Agencies/companies/proprietors shall be responsible for maintaining cleanliness in the area at all times. All waste generated shall be collected by them in separate bins and the same shall be daily disposed off by them outside the campus at their own cost at appropriate places earmarked by the MADC or AIIMS Nagpur.
5. The shops shall be opened /operational only for the students, employees, residents of the campus and their family members. Business with outsiders/unauthorized persons/general public is not permissible.
6. The timings of the shops/business hours will be decided by AIIMS Nagpur.
7. The shops shall not be kept closed for unreasonable time without prior permission of the AIIM Nagpur.
8. Rent and other charges for the allotted shops shall be payable during the vacation period also.
9. Rent and other charges for the allotted shops shall also be payable for the period of their possession over and above the sanctioned/allotment period.

#### **2.4 General Terms and Conditions for running of Shop/ Services at Essential Service Block**

1. AIIMS Nagpur will let/rent out the scheduled properties initially for a period of 12 months. It may be extended for further period up to 3 years (annual extension) depending on satisfactory performance and recommendations of the AIIMS Nagpur officials. In case of extension beyond the initial 12 months, the rent/ utility charges will be increased by 5% for every extension of 12 months.
2. The Firms/Agencies/Companies/Proprietors will have to pay fixed monthly rent/utility charges and security deposit of the allotted space to the AIIMS Nagpur in advance, which may be revised from time to time by AIIMS Nagpur.
3. The Firms/Agencies/Companies/Proprietors shall pay the monthly rental charges within 10 days of issuance of monthly charges bill through Demand draft/NEFT/digital mode of payment in favour of The Director AIIMS Nagpur account and receipt of the same shall be immediately submitted to the Accounts Section and Estate Office.
4. If any damage is caused to any property of AIIMS Nagpur or any payment is due to be paid to the AIIMS Nagpur or any demand is made by authorities of the AIIMS Nagpur, the Firms/Agencies/Companies/Proprietors, shall pay the same within 10 days, failing which the AIIMS Nagpur shall be empowered to recover the same from their security deposit.
5. Periodic/surprise inspection of shops and places shall be carried out by officials nominated/authorized by the AIIMS Nagpur from time to time. All damages/breakages etc. to the AIIMS Nagpur property noticed by the officials will have to be set right by the concerned firms/agencies/companies/proprietors within ten days of inspection failing which the AIIMS Nagpur will get the repairs/renovation works done and the cost/charges of the same shall be recovered from the security deposit of the concerned firms/ agencies/companies/proprietors.
6. The firms/agencies/companies/proprietors shall obtain all required registration certificates, licenses and NOCs from all concerned departments designated by the State Government/District Government/local authorities authorized for issuing the relevant certificates/licenses time to time.
7. The firms/agencies/companies/proprietors shall submit to the AIIMS Nagpur, the Police Verification Reports/Medical Fitness Certificates of self/authorized persons/employees deployed for carrying out the commercial activities before commencement of their services. They shall also bear identity cards issued by the concerned firms/agencies/companies/proprietors countersigned by the AIIMS Nagpur authorities.
8. If the concerned firms/ agencies/companies/proprietors do not vacate the allotted space after the expiry of the agreement period or after one month of notice period of termination of agreement or

mutual communication from either side, the agency shall be liable to pay a daily penal rent of ₹ 500/- per shop in addition to the other charges as applicable. In addition, in event of the same, AIIMS Nagpur (if deemed needed) can initiate legal actions against the concerned firms/agencies/companies/proprietors for vacation of the allotted shop.

9. The concerned firms/agencies/companies/proprietors shall hand over the allotted space along with infrastructure provided, if any, in original condition to the AIIMS Nagpur, at the time of completion of the allotted period.
10. The firms/ agencies/companies/proprietors shall carry out only the specified approved activities in each shop at utility Centre and shall not carry any unauthorized activity in contravention with the agreement conditions.
11. If the firms/agencies/companies/proprietors indulge in carrying out any unapproved activities, AIIMS Nagpur has liberty to cancel the agreement by giving one month written notice to the concerned firms/ agencies/companies/proprietors.
12. The concerned firms/agencies/companies/proprietors shall maintain and develop their allotted space or shop with prior permission of the AIIMS Nagpur and shall not cause any damage to its surroundings.
13. The institute reserves the right to cancel the License after giving one month written notice to the concerned firms/agencies/companies/proprietors and also the right to inspect the operational work undertaken by the firms/ agencies/companies/proprietors at all times and the concerned firms/agencies/companies/proprietors shall obey the orders and directions issued by the AIIMS Nagpur.
14. In case the concerned firms/ agencies/companies/proprietors desire to terminate the contract of operations of the shop/s; 03 month's advance notice will have to be provided by the concerned firms/agencies/companies/proprietors for the same.
15. The firms/agencies/companies/proprietors shall carry out the activities in the allotted space or shops as per the law, rules and regulations of the AIIMS Nagpur and the Government in force from time to time and shall not carry out any activity in contravention of the same, failing which the AIIMS Nagpur shall be at liberty to terminate the lease without assigning any reasons.
16. Selling of alcohol, tobacco or any contraband item/product is completely banned or prohibited.
17. Any other conditions deemed necessary may be subsequently be imposed by the AIIMS Nagpur which shall be binding on the firms/agencies/companies/proprietors.
18. The above Terms and Conditions shall be the part of the License agreement.
19. Expression of Interests may be submitted for each shop separately or a combined proposal for all the services by a single Vendor.

### **3.0 SUBMISSION OF EOI/ PROPOSAL TO AIIMS NAGPUR**

**\* Firms/Agencies/Companies/Proprietors agreeing to the above terms and conditions, satisfying the eligibility conditions and interested in running the above activities shall have to submit the following documents and proposal along with the Expression of Interest.**

- a. Firm's/Agency's/Company's/Proprietor's profile (background) including contact details (address, Telephone and Fax no., Email ID, details of branches, if any).
- b. In case of company - Please enclose Memorandum and Articles of Association along with certificates of incorporation, and date of commencement of business etc.
- c. In case of Firm, registered under the Partnership Act 1932- Please enclose details of partners along with certificate of registration, details of their business and partnership deed etc. duly attested by Notary.
- d. Details of running contracts of similar nature executed previously.

\* The expression of Interest (EOI) Firm's/Agency's/Company's/Proprietor's letter head complete in all respects with stipulated documents and the Vendor's proposal should be submitted to the address given below.

**Estate Officer  
Engineering Department,  
AIIMS, Nagpur  
Plot No. 20, Sector-20, MIHAN,  
Nagpur-441108**

in a sealed cover by super scribing the envelope with **"EXPRESSION OF INTEREST FOR RUNNING OF BARBER SHOP, LAUNDRY/ IRON and BEAUTY PARLOUR SERVICES/SHOPS AT AIIMS NAGPUR"**. All pages of the EOI and connected documents should have the Firm's/Agency's/Company's/Proprietor's seal and signatures of the authorized signatory

\* A Firms/Agencies/Companies/Proprietors/ Vendors can submit EOI and proposal for one or more facility in single proposal or separate proposal.

\* Expression of Interest should be submitted or should reach the above address on or before the stipulated date and time. The expression of Interest received after the last date and time shall not be entertained. The institute shall not be responsible for any postal delay or loss.

\* The institute shall invite the interested Firms/ Agency/ Company/ Proprietor to be invited for presentation. Date and time for presentation shall be intimated separately.

- Capacity of the Firm/ Agency / Vendor as evaluated from proposal.
- past performance in the business (if any)
- operational model proposed
- References/ documents submitted

\* After completion of the process including verification of documents, the firms / Vendors will be invited for presentations / interaction with the committee.

\* Based on presentations and recommendations of the committee, notification will be floated for forward auction on GeM.

\* AIIMS Nagpur reserves the right to inspect the Firm/ Agency/ Company/ Proprietor work-sites before award of contract by the nominated officer, if required.

\* This EOI and the evaluation process do not make the Institute liable for any agreement with Vendors.

\* AIIMS Nagpur reserves the right to accept or reject any Expression of Interest (EOI) without assigning any reason and any liability or any obligation to inform the affected firms.

**\*Following documents are required to be submitted :**

| <b>S/N</b> | <b>Details of Document</b>                                   | <b>Attached (Yes/No)</b> |
|------------|--|--------------------------|
| <b>1</b>   | Annexure 'I'<br>(application form with details as mentioned) |                          |
| <b>2</b>   | Annexure 'II'<br>(undertaking of the firm for EOI)           |                          |
| <b>3</b>   | Services offered   |                          |
| <b>4</b>   | Experience, if any (details)                                 |                          |
| <b>5</b>   | Operational model (proposed)/<br>presentation                |                          |
| <b>6</b>   | Observations /suggestions to AIIMS<br>Nagpur EoI document    |                          |
| <b>7</b>   | Any other document in support of<br>participation in EOI     |                          |



Annexure-I

**PROFORMA FOR APPLICATION**

| SR.NO. | DESCRIPTION   | TO BE FILLED BY THE VENDOR |  |
|--------|---|----------------------------|--|
| 1      | <b>Shop/service appliedfor</b>  |                            |  |
| 2      | <b>Name of the agency/ firm/ Company/Proprietor</b>   |                            |  |
|        | <b>Complete Address</b>   |                            |  |
|        | Phone No.   | E-mail ID                  |  |
| 3      | <b>Contact Person / Representative's Name &amp; Designation</b>   |                            |  |
|        | Contact No-   | E-mail ID                  |  |
| 4      | Registration No/ License No.  |                            |  |
|        | <b>PAN:</b>   | <b>GST:</b>                |  |
|        | ESI:<br>(if applicable)   | EPF:<br>(if applicable)    |  |
|        | (Enclose copies of above)   |                            |  |
| 5      | <b>Experience certificate of running particular shops as mentioned</b>  |                            |  |
| 6      | <b>References/clients/customers list (Enclose list of work handled with all therelevant documents), if applicable</b> | 1.<br>2.<br>3.<br>4.<br>5. |  |

**Date:****Authorized person's Signature  
With Seal**

Note: Authenticated certificates, testimonials & proof of experience to be produced in support of the information given above.

To  
The Director  
AIIMS NAGPUR

**UNDERTAKING**

I/We \_\_\_\_\_ hereby declare and affirm that I/we have read and understood the terms and conditions of this enquiry/ as stipulated in the Document “**EXPRESSION OF INTEREST FOR RUNNING OF BARBER SHOP, LAUNDRY/ IRON and BEAUTY PARLOUR SERVICES/SHOPS AT AIIMS NAGPUR**”. (Mention whichever is applicable)

I/We are submitting the EOI document with our proposal and hereby state that we are interested to offer our services.

I/We also certify that we have not been blacklisted by any central/ state govt. / public undertaking/ college/institute/organization on any account.

Authorized person's signature with seal  
(On behalf of the Agency/firm/Company/Proprietor)