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.

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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 1st 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 1st 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 1st 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 1st 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 1st 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 1st June 2017.

h) It is mandatory for all commercial establishments to have cashless payment facility as one of the payment options.

By Order

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 establishmentsas per the attached declaration form and send it to HMC as soon as possible)

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