

Office Order

In continuation of the office order, dated 08/04/2020 and based on various suggestions from the campus community and a meeting held on 10.4.2020 with shopkeepers, the following arrangement has been made for the delivery of **essential items** during the lockdown period.

- All the essential items and the procedure for supply are summarized in Table 1:

Table 1 Ordering for various items

Item Types	Essential Products / Items	
	Perishable Product / Items	Non-perishable Product / Items
Product/items	(Milk, Curd, Butter, Paneer, Bread, Egg, Vegetable, etc.)	(Grocery Items etc.)
Order of items and its delivery	<ul style="list-style-type: none"> The order can be placed between 11.00 am to 09.00 pm. Delivery shall be made on the next day between 06.00 am to 11.00 am subject to the availability of the items. 	<ul style="list-style-type: none"> The order can be placed between 11.00 am to 09.00 pm. Delivery shall be made on the next day or later, subject to availability of the items.
<ul style="list-style-type: none"> All shopkeepers (listed from Sl# 01 to 12 in Table 2) have been advised to book the orders online (on the phone, e-mail, WhatsApp, online portal as the case may be) from 11.00 AM to 09.00 PM only and with separate delivery arrangements for perishable and non-perishable orders. These orders will be delivered at home by the Security only. Shopkeepers will contact the security section at 0512-2597994/7999 for picking up the deliveries. Kindly bear with them if there is a delay. Please do not visit these shops to collect the order. It has been reported that many residents are frequently ordering (i) in bulk (ii) too many non-essential items. This delays the supply chain and puts tremendous pressure on these vendors. Please avoid ordering excess items or in bulk. Return of excess items/in bulk, if any, shall not be accepted by the shopkeepers in any case. Please carefully plan for placing the order. These are difficult times and these vendors are operating under very difficult conditions to maintain supply to the campus. Many of them leaving their homes as early as 4 am every day to procure material from the city and honoring the order in the scheduled time, virtually without enough rest. Please try to order the non-perishable items preferably once in a week during the lockdown period to cut the delivery load to the shopkeepers/security. 		

2. Details of various vendors are given in Table 2.

Table 2: Details of various shops supplying essential items

No.	Location	Name / Activity of Shop	Contact details	Bank account Nos /UPI Details
1	Main Shopping Centre	Mahir General Store (Grocery Products)	WhatsApp order No.- 9935153068, 8174002915, 0512-2596502 (Mr. Kanhaiya Lal)	A/c No. 10426003447 IFSC CODE: SBIN0001161
2		Suparsh General Store (Grocery Products)	9415178247, 0512-2596501, 0512-2596513 (Mr. Puneet)	A/c No. 36266597085 IFSC CODE: SBIN0001161
3		Vegetable & Fruits (<i>temporary shop</i>)	WhatsApp order No.- 9936895601 (Mr. Hari Shankar)	A/c No. 537201010035178 IFSC CODE: UBIN0553727 Google Pay: Sk1019257@oksbi PhonePe: 7607713162@ybl
4		Vegetable & Fruits	8604819672, 7355249175 (Mr. Javed) 0512-2596508	A/c No. 2 0102526959 IFSC CODE: SBIN0001161
5		Campus-D (Milk & Dairy Products)	8953976766 (Mr. Gurmeet) 8423573532 For milk, paneer, curd, frozen items visit- onlineiitk.com (order will be accepted through the website only)	A/c No. 35861475726 IFSC CODE: SBIN0001161 BHIM UPI- campuseshop@sbi
6		Organic Store Shop- Divyam Naturals (Grocery Products)	8418806006 (Mr. Amitesh) 0512-2597545	A/c No. 38184556602 IFSC CODE: SBIN0001161
7	New Shopping Centre	Campus-E (Grocery, Milk & Dairy Products)	8953976766 (Mr. Gurmeet) 0512-2595901, 8423573532 For milk, paneer, curd, frozen items visit- onlineiitk.com For grocery items visit- campuseshop.com (order will be accepted through the website only)	A/c No. 35861475726 IFSC CODE: SBIN0001161 BHIM UPI- campuseshop@sbi
8		Vegetable & Fruits (<i>temporary shop</i>)	WhatsApp order No.- 9936895601 (Mr. Hari Shankar)	A/c No. 537201010035178 IFSC CODE: UBIN0553727 Google Pay: Sk1019257@oksbi PhonePe:7607713162@ybl
9	Type-2 Shopping Centre	Milk & Paneer (Milk & Dairy Products)	7880817052, 8887701224 (Mr. Riyaz)	A/c No. 20443856854 IFSC CODE: SBIN0001161 Google Pay: 7880817052
10		General Store (Grocery & Milk)	9838977326 (Mr. Raju) 8429122221 (Mr. Vishal)	A/c No. 30761040319 IFSC CODE: SBIN0001161
11		General Store (Grocery & Milk Products)	9415181541 (Mr. Gyanendra) 8318917164 (Mr. Shivendra)	A/c No. 537202010004414 IFSC CODE: UBIN0553727
12		Vegetable & Fruits	8948321616 (Mrs. Saroj)	A/c No. 38571347804 IFSC CODE: SBIN0013000
13	Near Health Centre	Apollo Medical Store	0512-2596008, 8826997735	

- The Petrol Pump will operate from 9.00 AM to 11.00 AM.
- One **mobile van** of Vegetable and Fruits service will operate through home delivery only from 7.00 AM to 11.00 AM by Mr. Ashish Katiyar, Ph. 9415914445.
- Details of vendors authorized by the EO for non-veg supplies:
 - i) Naeem Ahmad Ph: 9554903674 Supplier- Non-veg
 - ii) Ram Vilas Ph: 9889224911 Supplier- Fish
 - iii) Ram Sewak Ph. 9621630731 Supplier- Fish

3. Even for normal working days when conditions were favorable, the shopkeepers have reported very high demand/ordering now. However, it may please be noted that during this lockdown period they are working with significantly reduced resources, in terms of manpower, availability of the material in city and conveyance/movement to the campus. Because of this, they have requested that they would be able to handle a limited number of orders per day as given in Table 3:

Table 3: Online order handling capacity per-day

No.	Location of Shop	Name / Activity of the Shop	Maximum Order
1	Main Shopping Centre	Mahir General Store (Grocery Products)	25
2		Suparsh General Store (Grocery Products)	60
3		Vegetable & Fruits (<i>temporary shop</i>)	50
4		Vegetable & Fruits	10
5		Campus-D (Milk & Dairy Products)	All advance booking
6		Organic Store Shop-Divyam Naturals (Grocery Products)	20
7	New Shopping Centre	Campus-E (Grocery, Milk & Dairy Products)	Grocery: 120
8		Vegetable & Fruits (<i>temporary shop</i>)	100
9	Type-2 Shopping Centre	Milk & Paneer (Milk & Dairy Products)	25
10		General Store (Grocery & Milk)	Grocery: 20 Milk & Bread, etc. All advance booking
11		General Store (Grocery & Milk Products)	Grocery: 20 Milk & Bread, etc. All advance booking
12		Vegetable & Fruits	35

- 4 To supplement the above, Big Bazaar and Big Basket have been permitted to operate for the campus community. However, they will follow the same screening process as applicable to all other vendors:
- Big Bazaar: Link for service (available only on mobile devices): <https://bit.ly/3br2dxq>.
 - Big Basket: Link for service: <https://www.bigbasket.com/> (Contact No.- 1860 123 1000).

Payment terms

- a) For all vendors, getting the material, on credit or by online payment from bulk suppliers in the city, is very difficult in the current situation. Presently, they are getting the material through cash payment only. Hence, the campus community is requested to settle the payment either in advance or immediately after receiving the order, depending upon the requirement of the vendor.
 - b) All buyers are requested to settle the payment on the same day using online bank transfer/UPI as per their convenience and intimate it (preferably with a screenshot) to the shopkeeper on the same day through WhatsApp/email/phone/SMS, etc. The shopkeeper is likely to deliver the next online order only when the payment of the previous order has been made by the buyers.
 - c) The arrangement is also being explored for payment through card swipe machine at the time home delivery. Shopkeepers and their staff are permitted to collect the payment in person through card swipe machines.
 - d) Please extend all help to domestic help staying in your outhouse in case of any difficulty in making an online payment.
- Vendors are using re-useable paper-boxes (packing material) for delivering orders. All buyers are requested to retain these, if possible. Respective shopkeepers have been advised to make arrangements for collecting back these boxes at suitable times. Kindly bear with any delay in the collection.
 - The authorized mobile vegetable and milk suppliers will continue to operate in the time slot announced by the DM office.
 - All vendors/service providers and their staff, providing essential services and coming from outside the campus will report to the HC for screening on daily basis and will be allowed to operate only after clearance from the HC.
 - HC has been requested to make arrangements for priority screening of all shopkeepers operating from the campus and their staff and those from the Big Bazar and Big Basket coming to the campus.
 - Institute Security will coordinate enforcing the above-modified arrangements.
 - **Help Desk:**

Please approach the following staff members from the EO for related help:
(Time: 11.00 AM to 01.00 PM & 2.00 PM to 5.30 PM)

- i) Mr. Tusharr Ph: 8601544105
- ii) Mr. Shriram Ph: 9473598650
- iii) Mr. Nandlal Ph: 9687904990

Onkar Dikshit
Dean, Administration