

Date: 17.04.2020

### Office Order

In continuation to the office order, dated 11/04/2020, the following additional arrangements have been made for the delivery of essential items/services during the extended lockdown period, i.e., up to May 03, 2020. The time schedule and all other guidelines in this regard, as mentioned in the previous office order dated 11.4.2020, will remain unchanged.

1. Big Bazar will supply essential items to IIT Kanpur. Please visit following link for the list of available items.  
[https://drive.google.com/open?id=1oVG\\_w1hLwSOLqCAGgiYL6EKfbMxs\\_aZv](https://drive.google.com/open?id=1oVG_w1hLwSOLqCAGgiYL6EKfbMxs_aZv)
  - a) Minimum order value: Rs. 999.00
  - b) Maximum number of orders to be accepted by the Big Bazaar: 75 per day (timing slot from 09.00 am to 06.00 pm)
  - c) Typical lead time: 2 days
  - d) All order will only be accepted on WhatsApp Mobile No. 9319011283 with the following details to be provided:
    - i) Name of buyer:
    - ii) House No.:           Type:
    - iii) Landline Phone No:
    - iv) Mobile No:
    - v) Details of items & quantity:
  - e) These orders will be delivered at home (between 11.00 am to 6.00 pm) by Big Bazar staff who would collect the payment in person through debit/credit card swipe machines. Kindly bear with them if there is a delay. However, they will follow the same screening process through HC as applicable to all other vendors in the campus.
2. Following additional vendor is temporarily added by the EO for non-veg supplies until the lock down period only.  
Mr. Rashid, Ph. 8318816121; 9936094957 Non-Veg
3. The following cycle shops are permitted to operate (to cover areas mentioned against their names) with the condition that they will be provide their service at home only. Please do not visit these shops.
  - Mr. Maikoo Lal, 9793397321 (to cover Type-2, Type-3, SBRA)
  - Mr. Shakeel, 8874701227 (to cover Type-4, Type-5, Faculty Apartment, RA Tower)
  - Mr. Prahlad Prajapati, 9169716237 (to cover Type-1 & Type-1B)
4. All the vendors have been advised to have valid pass/permission issued by District Administration for supplying essential items including grocery, vegetables and fruits, bread and milk, non-veg items, etc., inside the campus. Non-compliance to this will result in withdrawal of permission to operate in the campus.
5. Institute Security will coordinate enforcing the above modified arrangements

Onkar Dikshit  
Dean, Administration