



भारतीय सूचना प्रौद्योगिकी, अभिकल्पन एवं विनिर्माण संस्थान जबलपुर  
Indian Institute of Information Technology, Design and Manufacturing Jabalpur

पी.डी.पी.एम.  
PDPM

(An Institute of National Importance Established by an Act of Parliament)

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EoI No.: IIITDMJ/DSA/EoI/2026/05/109

Date: 07-05-2026

**EXPRESSION OF INTEREST (EoI) FOR RUNNING OF STATIONARY & GIFT SHOP.**

**Near HALL-I of IIITDM JABALPUR**

<b>Timeline of EXPRESSION OF INTEREST (EoI)</b>	
Date of Upload on Institute Website	<b>11-05-2026 (Monday)</b>
Last Date & Time of Submission of EoI	<b>25-05-2026 (Monday)</b> (05:00PM)
Date & Time of Interaction	<b>28-05-2026 (Wednesday)</b> (Tentatively at 11:00AM )

Institute Website: <https://www.iiitdmj.ac.in>

Contain Total 10 Pages.

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**PDPM INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,**

**DESIGN AND MANUFACTURING, JABALPUR**

**Expression of Interest**

**Date:07-05-2026**

Sealed expression of interest (EoI) are invited for running, **Stationary & Gift Shop**. The scope of work is given in **Annexure-1**, Term and condition is given in **Annexure-2**. The total area of the each shop to be allotted is 149.5 sqft. Format with experience certificates, testimonials and documents is given in **Annexure-3**, undertaking is given in the **Annexure-4**, Rate list is given in the **Annexure-5** The expression of interest (EoI) is to be dropped in the quotation box available in the dispatch section by **25-05-2026 (05:00pm)**.

The interested firms are informed to come personally for an interaction before a committee on **28-05-2026 from 11:00AM** onwards in the Institute Conference Hall of Administrative Block along with the originals of attached documents in support of their claim.

Acting Registrar

Copy to:

- 1) Director---for kind information please.
- 2) All PICs/All HoDs/FICs
- 3) Registrar for information please
- 4) All Members of Faculty
- 5) All DRs/ARs/Assistant Librarian/EE (Civil)
- 6) Chief Warden/All Wardens
- 7) Incharge: Website


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PDPM INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,

DESIGN AND MANUFACTURING, JABALPUR

**1. SCOPE OF WORK**

- 1.1 The selected firm shall be permitted to run the Shop of PDPM-IIITDM Jabalpur for the students, staffs and visitors.
- 1.2 The period of allotment will be 01 Year and extendable on satisfactory services.
- 1.3 A computerized receipt must be provided to all the customers for any sale.
- 1.4 All Shops shall open from **10:00 am to 10:00 pm** throughout the week except Sunday (if need). In case of inability in opening on specific days, the selected firm should take prior written permission from the Faculty In-charge (Students Affairs) [FIC (SA)]. Failing which, a warning will be given. After one warning, penalty will be imposed. The penalty will be Rs. 500/- for every such incident.
- 1.5 The selected firm shall start running shop within next 15 days of the offer given by the Institute. If the selected firm fails to start the shop within stipulated time without any information, the offer will be withdrawn.
- 1.6 The selected firms shall sell and serve only such items which are approved by the committee. For addition of any new item in the list, separate approval should be taken from the committee or competent authority.
- 1.7 The selected firm shall display the approved Rate List of items at the appropriate place outside the Shop.
- 1.8 **The bidder provide a variety of gift items on reasonable rate for students, staff, and visitors for personal and Institutional occasions.**

  
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**2. GENERAL TERMS AND CONDITIONS**



Whereas the PDPM Indian Institute of Information Technology Design and Manufacturing, Jabalpur herein after known as the Institute or Licensor, has agreed to give a license to licensee subject to the conditions mentioned in this EoI. The Licensee herein after known as the selected firm will pay a monthly license fee of **Rs.2,000/- (Rupees Two Thousand only for each shop)** for running the above shops, at the premises near to Hall of Residence-I.

1. The duration of contract will be **12 months - first 03 months** being on probation, on satisfaction of which the contract will automatically get extended for the remaining period. The contract may be terminated by either party after giving a notice of clear 30 days. During probation period a notice of only 15 days are required to be given by either side. On satisfactory services the contract duration may be extendable.
2. The selected firm will be required to deposit a security of **Rs. 20,000/- (Twenty Thousands only)** for 01 shop in Institute account.
3. The selected firm should give his/her complete permanent as well as temporary address in application form.
4. The selected firm shall be required to enter into an agreement with the institute. The conditions of contract, the conditions of license of the selected firm and the letter of acceptance of the party would form a part of the agreement to be signed. The cost of the Stamp Paper required for the agreement will be borne by the selected firm.
5. The firm , whom application/candidature is accepted have to sign the contract agreement within 10 days and need to open shops within 15 days from the offer date. In the event of any evasion, refusal or delay on the part of selected firm in signing the contract, the acceptance of his/her application may be withdrawn and decision of committee is final in this regard.
6. The selected firm will be liable to submit the copy of Shop and establishment registration from municipal cooperation within probation period of 03 months.
7. The Institute reserves right to accept or reject any application without assigning any reason thereof.
8. Timings for running and opening/closing of shop will be laid down by the competent authority.
9. The selected firm will get his employees verified from civil police. No employee/visitor will be allowed inside institute who does not have security pass issued by the Institute.

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10. In case of any dispute the decision of the Director, PDPM-IIITDM Jabalpur will be final and binding on both the parties.
11. Salary of shop employees shall be decided by the selected firm with the consent/agreement between them. He should pay them as applicable and should maintain record of such disbursements made by successful party. However he will pay minimum wages as fixed by the Government from time to time and the shopkeeper will be held accountable for violation of Minimum Wages Act/Labour Act, and any other Law.
12. Employees/proprietors reporting to duty should: (i) not be drunk or intoxicated, (ii) well mannered, (iii) should have no criminal record, (iv) clean and hygienic.
13. The selected firm shall ensure that no Cigarette and other Tobacco product shall be sold from the premises, which is prohibited to be sold within the premises of an educational Institute.
14. Employees/proprietors should not use the premises as residence. Use of space beyond official timings approved should be only for special purposes (like receiving of goods, disinfestations, inventory, etc.).
15. **Mode of payment will be only in the name of proprietor/name of the shop and bill/UPI etc. should be in the above mentioned names.**
16. Institute shall provide space for the shop along with power supply but will not provide any furniture and fixture or any other such infrastructure to the party. The party shall install and arrange required furniture and fixture at his own cost as per requirement.
17. The tenderer shall run the shop at the specified space.
18. Selected firm should follow the labour laws of GOI and terms and conditions of this deed/agreement. No child labours shall be employed for servicing as per law.
19. The selected firm shall have no manner of right, title or interest in any portion of the Institute premises including any space provided for running the shop.
20. The selected firm shall not sublet/modify or carryout any alteration in the premises. The Institute will have the complete rights to alter the designated place at their sole discretion.
21. The selected firm shall ensure at all times that the disposal of wastes and garbage is done strictly in accordance with the instructions of the management and as per the Air and Water (Pollution) Act.

22. Duration of opening shop - at least 10 hours a day (exact timings as mutually decided) keeping in view convenience of the Institute's residents.
23. The selected firm shall deploy adequate number of staff.
24. The selected firm will not renovate or change interiors without approval of the Institute authority. If approved the cost arising out of the same will be borne by the party.
25. The selected firm shall pay a sum of **Rs. 2,000/- (Two Thousand only)** per month for each shop to the Institute in advance in the first week of each month and copy of receipt / challan should be submit in FIC (SA) office.
26. Rent should be paid strictly each month in advance otherwise next month rent will be double for previous month and in situation of unpaid last two months' rent, competent authority will seal the shop without prior information to selected firm and agreement will be treated as cancelled.
27. In case of long pending rent and other charges Institute may reserve the right to seal shop and further process of auction will done for goods and furniture kept inside.
28. After completion of contract/ termination party has to vacate the premises and rent will be applicable to pay till the submission of date of NOC.
29. The selected firm shall bear actual expenses of water & electricity charges of the shops, which are to be deposited in the Institute Account Office each month, the copy of the same should be submit in FIC(SA) office. The installation/replacement of tubes bulbs etc. shall be the responsibility of the party.
30. The selected firm shall run shop normally as mentioned in clause 1.4 from **10:00 am to 10:00 pm**. In case of emergency, to close the shop for a day or so, selected firm has to obtain the written approval of the competent authority. For keeping the shop closed without approval, a penalty of **Rs. 500/-** per day or more as deemed fit by the competent authority would be imposed on the party.
31. The Director of the Institute has the power to cancel the contract without assigning any reason thereof.
32. Old/expired items (i.e. beyond expiry date) should not be kept in the shop.
33. Competent authority or his / her representative can check the overall cleanliness, the quality and expiry date of items, from time to time. For keeping low quality/ expired items in the shop, a **penalty of Rs. 2000/-** per occurrence or more as deemed fit by the committee would be imposed on the party. If shop and the adjoining premises are found dirty, a **penalty of upto Rs. 5000/-** and the actual cost to get the surroundings cleaned as deemed appropriate by the committee would be imposed on the party.

  
  
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34. The selected firm shall not exhibit or publish advertisement (irrelevant to the scope of his work) outside shop without the permission of the competent authority.
35. In case of any dispute, the Director, PDPM IIITDM Jabalpur, shall act as an arbitrator whose decision shall be final.
36. Use and sale of alcohol, liquor, gutka, cigarette and drugs are not allowed in the shop. If some students use any of these items, the party will immediately inform the Registrar / FIC (Students) about it.
37. The selected firm shall maintain the suggestion book which would be signed monthly by the competent authority.
38. The selected firm should have the enough funds to run the shop successfully, proof of funds to be submitted along with quotation.
39. **Applicants are required to submit copies of the related document {e.g. mark sheets, work experience certificate(s), copies of contract(s) etc.} to get the preference in allotment of shops and other legal documents related to opening a shop in Jabalpur city, wherever applicable like - GST., TIN, Food Licence, Labour Certificate, Commercial Gas Connection certificates etc.**
40. After the allotment of the shop, the selected firm should keep the copy of agreement always at the counter, if not found at the shop during inspection the shop allotment may be cancelled and **the decision of FIC (SA)** will be final.
41. Applicants are required to submit a detailed description of their occupation during past 02 years.
42. Apart from above if any person (like Ex. Serviceman / Widow Lady / Physically challenged person) who wish to open above shops he/she may also submit their interest and committee may be given preference to them.
43. This contract is subject to the legal jurisdiction of Jabalpur (MP).
44. All documents submitted by an applicant should be self-attested.
45. **The person who is awarded the tender will only be allowed to sit and operate the shop. In case institute authority find subletting or outsourcing of the shop, the contract will be immediately cancelled without assigning any reason.**

Acting Registrar

I agree to abide by above terms & conditions.

Signature of Contractor

Name:

Address:

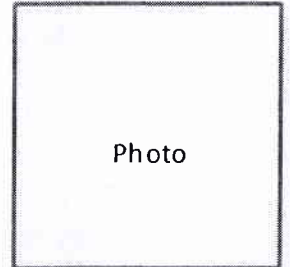
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Date: .....

**Application Form.**

**Committee,  
Stationary & Gift Shop  
PDPM IIITDM  
Jabalpur**



Sir,

I am interested in running **Stationary & Gift Shop** initially for 12 months. Please consider my candidature. I have read the scope of work and terms & conditions of this EoI and I agree to abide by these, in case, I am given the contract of the **Stationary & Gift Shop**.

(Signature of Applicant)

Full name:.....

Father Name:.....

Present Address:.....

Permanent Address:.....

Mobile No.: .....

**CHECK LIST**

Encls: (Please tick in below those applicable)

- |                    |                            |
|--------------------|----------------------------|
| 1. Aadhar Card     | 2. Copy of Experience      |
| 3. Copy of PAN No. | 4. GST No. (if applicable) |

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**UNDERTAKING**

1. I/we undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the PDPM-IIITDM Jabalpur and shall abide by them.
2. I/We also undertake that I/We have understood "Parameters and Technical Specifications for conducting the Work" and shall conduct the work strictly as per these parameters.
3. I/We also undertake that the firm is not black listed by any of the Government Departments or Institution.
4. I/We further undertake that the information given in this EoI are true and correct in all respect and we hold the responsibility for the same.

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

(Signature of applicant  
with stamps of the firm)

     
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**Rate list of Stationery items**

<b><u>Printout rates with size</u></b>	<b><u>Rate List</u></b>
1) Laser printout single side-A4	Rs. 1.00
2) Laser printout both side-A4	Rs. 0.70 per sides
3) Bond paper single sides printout (B/W)-A4	Rs. 2.00
4) Bond paper both sides (B/W)-A4	Rs. 1.50 per sides
5) Laser printout single sides (B/W)-B4	Rs. 2.00
6) Laser printout both sides (B/W)-B4	Rs. 1.50 per sides
7) Inkjet color printout-A4	Rs. 10

**Photocopy rates with size**

1) Single Side (A4)	Rs. 0.50
2) Both Side (A4)	Rs. 1.00 per side
3) Single Side (B4)	Rs. 1.50
4) Both Side (B4)	Rs. 1.00 per side
5) Single Side (A3)	Rs. 2.00
6) Both Side (A3)	Rs. 1.50 per side

**Binding rates**

1) Spiral Binding (100 Pages)	Rs. 15.00
2) Book Binding (Raxine & Lamination)	Rs. 50.00
3) Thesis Hard Binding	Rs. 100.00

**Stationery Items:**

Fair notes, Rough notes, Pens, Pencils, Erasers, Sharpners, Compass, Drafters, Roller scale, Geometry boxes, Records, Stick files, A4 sheets, Plaster, tape, markers, stamp pad, fevi stick, glue, colour charts, Thermocol sheets, highlighters, stapler, scissors, calculator, paper clips, Envelopes etc.