

## EXPRESSION OF INTEREST (EoI)

### FOR RUNNING THE TEA /COFFEE OUTLET NEAR CC BUILDING



**PDPM Indian Institute of Information Technology,  
Design & Manufacturing Jabalpur  
Dumna Airport Road, PO: Khamaria  
Jabalpur- 482005**

**EOI No: IIITDMJ/DSA/EOI/2026/07/ 246**

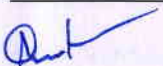
**Date : 06/07/2026**

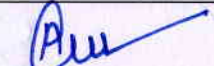
| Timeline of EOI                       |                                   |
|---------------------------------------|-----------------------------------|
| Date of Upload on Institute Website   | 10-07-2026                        |
| Last Date & Time of Submission of EOI | 24-07-2026 (05:00pm)              |
| Date & Time of Interview              | 28-07-2026 (Tentatively 11.00 am) |

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

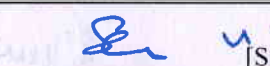
This document contains: 11 pages

  
Shri Santosh Mahobia

  
Dr Akshay Pandey

  
Dr K Ponnappa

  
Dr. Subir Singh Lamba

[Signature of Applicant]

PDPM  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
DESIGN AND MANUFACTURING JABALPUR

Date: 06-07-2026

**Expression of Interest**

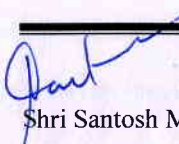
Sealed expression of interest (EOI) are invited for running the shop "**Tea/Coffee Outlet**", herein after known as shop, **for 12 Months** as per the Eligibility Criteria (**Annexure 1**), documents to be attached with the application form (**Annexure 2**). Important Instructions for applicants (**Annexure 3**), check list (**Annexure 4**), application form (**Annexure 5**), and undertaking (**Annexure 6**) are to be dropped in the quotation box available in the central dispatch section on or before **24-07-2026** by 5:00 PM.

The interested firms will be informed to come personally for an interview before a committee on **28-07-2026** from **11:00 am (Tentatively)** in the Ground floor Institute Conference Hall/Administration Block along with the originals of attached documents in support of their claim.

Acting Registrar

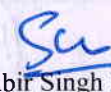
Copy to:

- 1) Director---for kind information please.
- 2) Registrar for information please
- 3) All PICs/All HoDs/FICs
- 4) All Committee Members
- 5) Chief Warden, Hostels/All Hostel Wardens
- 6) All Deputy Registrar/All Assistant Registrar
- 7) Website In charge—For uploading on Institute's Website

  
Shri Santosh Mahobia

  
Dr Akshay Pandey

  
Dr K Ponnappa

  
Dr. Subir Singh Lamba

[Signature of Applicant]

## Expression of Interest (EoI) for Tea/Coffee Outlet near CC Building

**PDPM**-Indian Institute of Information Technology Design & Manufacturing, (IIITDM Jabalpur) Jabalpur (here in after referred to as the 'Institute') established by the Parliament and incorporated as a body corporate, is an Institute of National Importance. The Institute is engaged in imparting education and research of the highest standards in the area of Technology and Science. The campus is fully residential and 2,800 (approx.) residents reside on the campus during monsoon and winter semesters.

The Institute intends to allot open space on a license basis to the willing bidders, for developing and running a "Tea/Coffee Outlet ", having the experience to operate such an outlet under its ownership/proprietorship to cater to the needs of the campus community. After the award of the tender, the design and drawing of the Coffee House shall be prepared by the vendor and shall be approved by the Institute. The tenderer should have a sufficient pool of men/machines to cater to the needs.

Applications through Expression of Interests (EoI) are accordingly invited on behalf of the IIITDM Jabalpur from the interested bidders for developing and running a "Tea/Coffee Outlet".

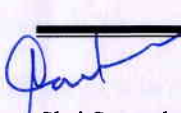
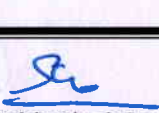
### Eligibility Criteria:

|    |                                                                                                                                                                                                      |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | The company must have Pan India Cafeteria/Coffee outlets in minimum 10 Outlets either in Centrally Funded Technical Institutes (IITs/NITs/IIITs/IIMs etc) or Central University or State university. |
| 2. | Must have experience of running of Coffee House/Cafeteria/Outlet for a minimum period of <b>05 years</b> .                                                                                           |
| 3. | Those who are running such outlets on a Franchise name are also eligible.                                                                                                                            |
| 4. | The bidder/agency must have FSSAI license.                                                                                                                                                           |
| 5. | The bidder should have an average annual turnover of at least Rs. 05 lakhs per year for last three Financial years 2022-23, 2023-24 & 2024-25.                                                       |
| 6. | The bidder/agency should have its own Bank Account.                                                                                                                                                  |
| 7. | The bidder/agency must have valid GST No.                                                                                                                                                            |

### Duration of Contract:

The Successful bidder will be awarded the contract for **01 year and extendable** on satisfactory services. **First 03 months of contract will be probation period**, on satisfactory completion of probation period contract will be extended for remaining period.

**Performance Security:** (to be submitted by the successful bidder after award of contract): The successful bidder to whom the bid will be awarded has to deposit a Performance **Security 25,000/-**. The performance security can be deposited in the form of Demand Draft/ Bank Guarantee/FDR in favour of "**Registrar, IIITDM Jabalpur**". The performance security should be valid for 14 months.

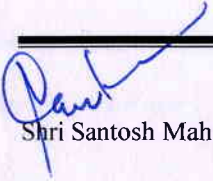
|                                                                                                             |                                                                                                         |                                                                                                      |                                                                                                                |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <br>Shri Santosh Mahobia | <br>Dr Akshay Pandey | <br>Dr K Ponnappa | <br>Dr. Subir Singh Lamba |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|

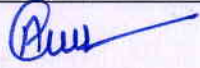
[Signature of Applicant]

**Documents to be attached with the application form:**

The bidder must attach self-attested copies of the following documents along with the application form. Any application not accompanied by these documents would be liable for rejection:

|    |                                                                                                                                                                                                                |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Registration certificate/Memorandum and Articles of Association of the firm/company/establishment.                                                                                                             |
| 2. | Copy of Annual Turnover for 2022-23, 2023-24 and 2024-25 duly certified by Chartered Accountant (CA).                                                                                                          |
| 3. | Income Tax Registration Certificate / PAN No.                                                                                                                                                                  |
| 4. | GST Registration Certificate.                                                                                                                                                                                  |
| 5. | Copy of FSSAI license.                                                                                                                                                                                         |
| 6. | Details/particulars of the firm/company/establishment submitting the EoI                                                                                                                                       |
| 7. | Address proof along with Aadhaar Card                                                                                                                                                                          |
| 8. | A copy of experience (any relevant document) of running a Coffee House/outlet for a period of minimum five (05) years.                                                                                         |
| 9. | Work orders/Agreements/Documents regarding Tea/Coffee outlets running minimum 10 Outlets either in Centrally Funded Technical Institutes (IITs/NITs/IIITs/IIMs etc) or Central University or State University. |

  
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Dr Akshay Pandey

  
Dr K Ponnappa

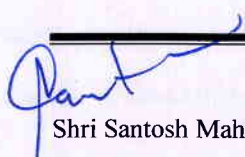
  
Dr. Subir Singh Lamba

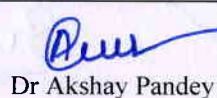
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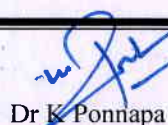


**A. Important Instructions for Applicants:**

1. Interested applicants will have to be present in the Institute for an interaction with a committee on 28/07/2026 (Tentatively at 11:00AM in Administrative Block).
2. **Applicants are required to submit copies of all relevant documents, such as work experience certificate(s), copies of contract (s), etc., to claim preference in the allotment of the Tea/Coffee Outlet. They must also submit copies of applicable statutory and legal documents related to the operation of a Tea/Coffee Outlet/canteen or similar establishment within Jabalpur city. Wherever applicable like – GST., TIN, Food Licence, Labour Certificate, Commercial Gas Connection certificates etc.**
3. Monthly License Fee for the space would be **Rs. 8,000/-**.
4. Electricity & water charges as per the Institute norms.
5. All necessary furniture and other infrastructure shall be provided and maintained by the Bidder itself.
6. The successful licensee/contractor's will sign the agreement for detailed term & Conditions.
7. **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.**
8. Further, the bidder shall maintain a display board on its shop of size 5'×2.5' ft which shall contain the following information:
  - Name of the Vendor:
  - Activity of the Outlet:
  - Name of Authorized Person:
  - Mobile Number:
  - Timings of shop:
  - Allotment of Shop Valid Up to:
9. The Institute reserves right to accept or reject any application without assigning any reason thereof.
10. **Shop will remain open on all 7 days and timings will be 08.00AM to 10.00PM. In case of emergency, to close the shop for a day or so, service provider 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 service provider.**
11. 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.
12. In case of any dispute the decision of the Director, PDPM-IIITDM Jabalpur will be final and binding on both the parties.
13. 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.
14. 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.

  
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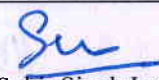
[Signature of Applicant]

- 15 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.
- 16 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.).
- 17 Pest/ rodent control should be done at least on quarterly basis by the selected firm and date has to be displayed on the notice board of the shop.
- 18 The selected firm shall ensure that there should be no use of plastic polythene/bag/ Utensils in Institute.
- 19 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.
- 20 The tenderer shall run the shop at the specified space.
- 21 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.
- 22 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.
- 23 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.
- 24 The list of items proposed to be sold is to be approved by competent authority. Prior approval should be obtained from the competent authority of the Institute for any additional items to be sold in the shop.
- 25 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.
- 26 The selected firm shall deploy adequate number of staff.
- 27 Any item in shop, its selling price should not be more then MRP price. Suitable discounts shall be provided on MRP, if possible.
- 28 License fees should be paid strictly each month in advance otherwise next month license fees will be double for previous month and in situation of unpaid last two months' license fees, competent authority will seal the shop without prior information to selected firm and agreement will be treated as cancelled.
- 29 In case of long pending license fees and other charges Institute may reserve the right to seal shop and further process of auction will done for goods and furniture kept inside.
- 30 After completion of contract/ termination party has to vacate the premises and license fees will be applicable to pay till the submission of date of NOC.
- 31 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.
- 32 The items shall be sold on cash. The Institute shall be in no way responsible for selling the articles on credit to anyone and also shall not be responsible for sales tax / business tax /income tax liabilities / labour law liabilities.
- 33 The Director of the Institute has the power to cancel the contract without assigning any reason thereof.
- 34 Old/stale/expired items (i.e. beyond expiry date) should not be kept in the shop.

  
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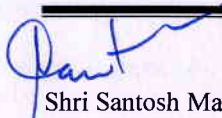
- 35 Use and sale of alcohol, liquor, gutka, cigarette and drugs are not allowed in the shop. If some students use any of these items, the party will immediately inform the Registrar / FIC (Students) about it.
- 36 The selected firm shall maintain the suggestion book which would be signed monthly by the competent authority.
- 37 **The person who will be 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.**
- 38 **Any further updates, amendments, corrigendum, or addenda pertaining to this Expression of Interest (EoI) shall be published only the Institute's official website. Applicants are advised to regularly visit the Institute's website for the latest updates.**

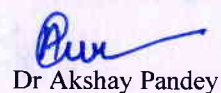
**B. PENALTY CLAUSE**

- 1 The selected firm must not charge higher price of any item than agreed upon in the agreement. If found other wise, **penalty of Rs. 500/-** will be imposed on selected firm at every such occurrence. If the selected firm is not providing all the items of the agreed list, it will be considered as breach in service contract and **penalty of Rs. 500/-** will be imposed on the selected firm for each of such items/worth.
- 2 In case the selected firm fails to pay license fee by the prescribed date, a penalty of **Rs.1,000/- per month or 10% of the License Fees** which ever is higher will be imposed. Failing which first warning will be issued by end of the month. Second show cause notice will be given in next month. **After 03 months, contract of shop will be terminated & an extra penalty of Rs.2,000/- for each month will be imposed.**
- 3 If eatable of expiry date are found in the **shop, a penalty of Rs.2,000/- will be imposed** and all such material will be seized. The Competent Authority will have the right to cancel the contract with immediate effect in such cases.
- 4 The selected firm shall not deploy any minor child to work at shop and should follow the labour law and minimum wage rules. Failing which, Institute will take legal action.
- 5 Proper hygiene should be followed and cleanliness should be maintained in the shop. Failing which, first a warning will be given. After one warning, a penalty will be imposed. **The penalty may vary starting from Rs.2,000/- to Rs. 5,000/-, depending on the frequency and severity of conditions.**
- 6 Disposal of waste generated by shop will be the responsibility of Licensee. Failing which, a warning will be given. After one warning, a penalty will be imposed. **The penalty may vary starting from Rs.500/- to Rs. 2000/-, depending on the frequency and severity of conditions.**

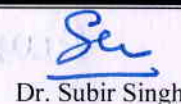
**C. LICENSE FEE AND OTHER CHARGES**

- 1 The shop will be allotted on the basis of experience/ credentials of applicant/ inspection of existing establishment of the firm/personal interaction of the shop committee with the applicant. License fee for the shop will be **Rs 8,000/- (Rupees Eight Thousand only)** per month.
- 2 The selected firm shall submit **Security Deposit of Rs.25,000/- (Rupees Twenty Five Thousand only)** in the form of Demand Draft in favour of PDPM IIITDM Jabalpur within 10

  
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[Signature of Applicant]

days of the offer given by the Institute, in favour of "PDPM-IIITDM Jabalpur" payable at Jabalpur.

- 3 The selected firm shall pay electricity charges on commercial rates as charged by the MPEB Jabalpur or as decided from time to time by Institute authority. Presently no charges is being charged for water. However, water charges may be charged in future on the rates as applicable in the Institute.

#### **D TERMINATION OF CONTRACT**

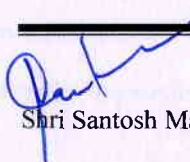
- 1 If selected firm fails to fulfil his obligations of the contract at any time during the contract period, Institute shall have the power to terminate the contract and in that case the security deposit of **Rs.25,000/- (Rupees Twenty Five Thousand only)** or any part thereof shall be forfeited at the discretion of the Institute as a fine/penalty.
- 2 If the Institute Authorities, Hygiene Committee gives the report of unsatisfactory services during the contract period, the contract may be terminated by the Institute after giving an opportunity to the selected firm for giving his justification. The loss to the Institute, if any, incurred on account of such termination will be recovered from the Licensee. The decision of the Director of the Institute shall be final in the matter.
- 3 The Director of the Institute has full right to terminate the agreement any time without assigning any reason after serving one month notice in writing.

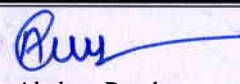
#### **E WAGES, WELFARE AND PAYMENT CONDITIONS**

- 1 The selected firm shall abide by with all labour laws enforced by the Central Government from time to time such as medical expenses, accidental benefits, workman compensation, minimum wages, bonus and other welfare measures and other statutory requirement as applicable.
- 2 The selected firm shall be liable to pay any penalty at its own end which may be imposed by the labour department or any other department or court of law, for violation of any rule/law.
- 3 No child labour should be employed.
- 4 Weekly off be given to all deployed employees as per rules of Government of India/ Labour laws/ Minimum wages act.
- 5 Selected firm will have to pay wages to all deployed employees as per rates prescribed by Government authorities in accordance with minimum wages act.
- 6 Employees/proprietors reporting to duty should (i) not be drunk or intoxicated (ii) well mannered (iii) should have no criminal record and (iv) clean and hygienic.
- 7 Employees/ proprietors should not use the premises as residence. Use of space beyond official timings approved be only for special purposes (like receiving goods, disinfestations, inventory, etc.)
- 8 Behaviour of operating staff should be soft and friendly.

#### **Location Visit:**

The proposed location is in front of Library-Cum-CC Building. The Bidder may visit the location proposed for developing and running of Coffee House on any working day from Monday to Friday from 10:00 AM to 5:00 PM. The bidders are advised to inspect and examine the location of the open space before submitting their bids.

  
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Dr Akshay Pandey

  
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[Signature of Applicant]



**Check List**

1. Name of Proprietor/Applicant:
2. Name of Firm/Agency:
3. Details of Experience of Minimum **05 Years** in the similar Field (attach copies from the Agency)

| S. No. | Period |    | Organization | Details of Services |
|--------|--------|----|--------------|---------------------|
|        | From   | To |              |                     |
|        |        |    |              |                     |
|        |        |    |              |                     |
|        |        |    |              |                     |
|        |        |    |              |                     |
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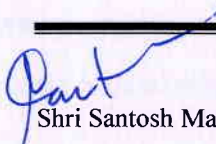
(If required enclose separate sheet)

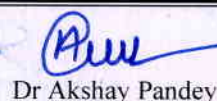
4. Please provide details in following table and attach Certified Statement by Chartered Accountant (CA)

| Financial Year | Turnover | Statement Attached (Yes / No) |
|----------------|----------|-------------------------------|
| 2022-23        |          |                               |
| 2023-24        |          |                               |
| 2024-25        |          |                               |

5. GST Regn. No. (Attach proof) :
6. PAN No. (attach proof):
7. Copy of FSSAI license.
8. Affidavit regarding non-blacklisting
9. Registration No. of Firm/shop (Attach Proof):
10. Registration certificate/Memorandum and Articles of Association of the firm/company/establishment.
11. Address proof along with Aadhaar Card of Applicant:
12. Copies of Work orders/Agreements/Documents regarding **Tea/Coffee outlets** running minimum 10 Outlets either in Centrally Funded Technical Institutes (IITs/NITs/IIITs/IIMs etc) or Central University or State University.
13. Please Specify as to whether applicant is Sole Proprietor/franchisee/Pvt. ltd./ Partnership firm (Name of the partner should be specified in this case).

Signature of the applicant  
Seal of the Firm

  
Shri Santosh Mahobia

  
Dr Akshay Pandey

  
Dr K Ponnapa

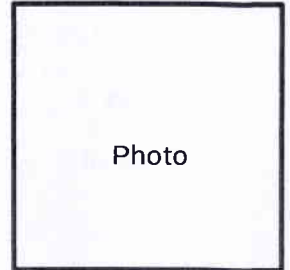
  
Dr. Subir Singh Lamba

[Signature of Applicant]

Date:.....

**Application Form**

To,  
Committee  
Tea/Coffee Outlet  
PDPM IITDM Jabalpur



Sir,

I am interested in running **Tea/Coffee Outlet** in IITDM Campus. Please consider my candidature. I have read the EoI documents and all terms and conditions and I agree to abide by these, in case, I am given the contract of the **Tea/Coffee Outlet**.

(Signature of Applicant)

Full name:.....

Father Name:.....

Present Address:.....

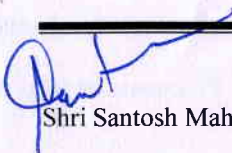
Permanent Address.....

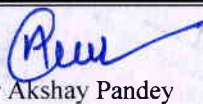
Mobile no.: .....

Rate List:

Encl:

- 1.
- 2.
- 3.

  
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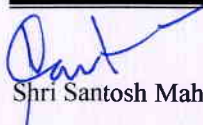
**UNDERTAKING**

1. I/we undertake that I/we have carefully studied all the “Terms & 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 the firm is not black listed by any of the Government Departments or Institution.
3. 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.
4. **“I/We also undertake that the our firm has no close relatives or family members employed at the Institute.”**

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

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

(Signature of applicant)  
with stamps of the firm

  
Shri Santosh Mahobia

  
Dr Akshay Pandey

  
Dr K Ponnappa

 [Signature of Applicant]  
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