Government eProcurement System

eProcurement System Government of India

Tender Details

Date : 11-Nov-2026 04:14 PM

Print

Basic Details

Organisation Chain	IIT BHUBANESWAR||Stores and Purchase Section		
Tender Reference Number	IITBBS/IMMC/Smart Vending Machine/2026-27/02		
Tender ID	2026_IITBR_933909_1	**Withdrawal Allowed**	Yes
Tender Type	Open Tender	**Form of contract**	Empanelment
Tender Category	Services	**No. of Covers**	2
General Technical Evaluation Allowed	No	**ItemWise Technical Evaluation Allowed**	No
Payment Mode	Not Applicable	**Is Multi Currency Allowed For BOQ**	No
Is Multi Currency Allowed For Fee	No	**Allow Two Stage Bidding**	No

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Technical bid
2	Finance	.xls	Financial bid

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	**Fee Payable At**	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	0.00	**EMD Exemption Allowed**	No
EMD Fee Type	fixed	**EMD Percentage**	NA
EMD Payable To	Nil	**EMD Payable At**	Nil

Click to view modification history

Work /Item(s)

Title	leasing out the Installation and Operation of 24/7 Smart Vending Machines				
Work Description	leasing out the Installation and Operation of 24/7 Smart Vending Machines at IIT Bhubaneswar Campus.				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	0.00	**Product Category**	Miscellaneous Services	**Sub category**	NA
Contract Type	Empanelment	**Bid Validity(Days)**	90	**Period Of Work(Days)**	1095
Location	IIT Bhubaneswar	**Pincode**	752051	**Pre Bid Meeting Place**	Estate Section, IIT Bhubaneswar
Pre Bid Meeting Address	Estate Section, IIT Bhubaneswar	**Pre Bid Meeting Date**	17-Nov-2026 04:30 PM	**Bid Opening Place**	IIT Bhubaneswar
Should Allow NDA Tender	No	**Allow Preferential Bidder**	No		
Tenderer Class	As per Tender Document				

Critical Dates

Publish Date	11-Nov-2026 05:00 PM	**Bid Opening Date**	02-Dec-2026 11:00 AM
Document Download / Sale Start Date	11-Nov-2026 05:00 PM	**Document Download / Sale End Date**	01-Dec-2026 11:00 AM
Clarification Start Date	NA	**Clarification End Date**	NA
Bid Submission Start Date	11-Nov-2026 05:00 PM	**Bid Submission End Date**	01-Dec-2026 11:00 AM

Tender Documents

NIT Document

S.No	Document Name	Description	Document Size (in KB)
1	Tendernotice_1.pdf	Installation and Operation of Four(04) nos. of 24/7 Smart Vending Machines	1156.67

Work Item Documents

S.No	Document Type	Document Name	Description	Document Size (in KB)
1	BOQ	BOQ_981402.xls	Financial Bid	340.50

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	ashokkumarg@iitbbs.ac.in	G Ashok Kumar	G ASHOK KUMAR
2.	suhanaparween@iitbbs.ac.in	Suhana Parween	SUHANA PARWEEN
3.	sambit@iitbbs.ac.in	Sambit Ranjan Mohanty	SAMBIT RANJAN MOHANTY

GeMARPTS Details

GeMARPTS ID	1PZGL3CU0MG4
Description	Installation and Operation of 24/7 Smart Vending Machine
Report Initiated On	11-Nov-2026
Valid Until	11-Dec-2026

Tender Properties

Auto Tendering Process allowed	No	**Show Technical bid status**	Yes
Show Finance bid status	Yes	**Stage to disclose Bid Details in Public Domain**	Technical Bid Opening
BoQ Comparative Chart model	Normal	**BoQ Compartive chart decimal places**	2
BoQ Comparative Chart Rank Type	L	**Form Based BoQ**	No

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority

Name	Registrar, IIT Bhubaneswar
Address	Estate Section, IIT Bhubaneswar

Tender Creator Details

Created By	Satyajit Sarangi
Designation	Assistant Registrar
Created Date	11-Nov-2026 10:02 AM

भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

प्रशासनिक भवन, अरगूल , जटनि, भुवनेश्वर – 752050

ADMINISTRATIVE BUILDING, ARGUL, JATANI – 752051

Website: iitbbs.ac.in

Tender Document for leasing out the Installation and Operation of 24/7 Smart Vending Machines at IIT Bhubaneswar Campus.

Nature of business for the Shop blocks to be leased out	Area/Size
Installation and Operation of four(04) nos. of 24/7 Smart Vending Machines	10 Sq. ft. (Approx.)

Tender No.: IITBBS/IMMC/Smart Vending Machine/2026-27/03, Date: 11.11.2026

1. Notice Inviting Tender:

Tender No.: IITBBS/Estate-IMMC Section/ Smart Vending Machine/2026-27/03, Date: 11.11.2026

To
All Eligible Bidders

विषय /Sub: **निविदा के लिए अनुरोध / Leasing out space for the Installation and Operation of four (04) nos. of 24/7 Smart Vending Machines at IIT Bhubaneswar Campus**

1.1 Indian Institute of Technology Bhubaneswar invites online Tenders through the CPP Portal https://eprocure.gov.in/eprocure/app from eligible bidders for the appointment of a Licensee for leasing of designated space for the **installation, operation and maintenance 24/7 Smart Vending Machines** Four (04) numbers at different locations of the IIT Bhubaneswar Campus, Argul, Khordha, Odisha. The selected Licensee shall operate the facility on a license basis for the sale of a variety of snacks and packaged food items through the automatic 24/7 Smart Vending Machines for the benefit of the campus community comprising approximately 4,000 students and 1,400 residents. The Institute shall provide the designated space on a monthly license fee basis. Bidders are advised to visit and inspect the proposed site before submitting their bids to assess the site conditions and other relevant requirements. The Institute shall not be responsible or liable for guaranteeing any minimum business, sales, revenue or customer footfall from the facility.

Nature of business	Area/Size
Installation and Operation of four(04) nos. of 24/7 Smart Vending Machines at IIT Bhubaneswar Campus	**10 Sq. ft. (Approx.)**

1.2 The Institute shall not be responsible for assuring or guaranteeing any minimum business volume or revenue for the outlet. Prospective bidders are advised to visit the Institute premises and familiarize themselves with the site conditions and operational environment before submission of their bids. Entry into the Institute campus shall be permitted strictly in accordance with the applicable rules, regulations, and guidelines of the Institute.

1.3. All interested, eligible bidders are requested to submit their bids in **Two Bid System** for operating an Automatic 24/7 Smart Vending Machine as per eligibility, General Terms and Conditions and other details, including ***Annexure-I*** to VIII.

1.4 Please refer CPPP system generated DATE SHEET for Tender ID and Critical Dates.

S. No	Particulars	Remarks
1	**Tender Reference No. & Date**	Tender No.:IITBBS/IMMC/Vending Machine/2026-27/02, Date: _____
2	**Type of Tender**	**Two Bid System**
3	**Publish Date & Time**	**As Per CPPP Date Sheet**
4	**Last date for Pre-Bid Queries**	
5	**Pre Bid Meeting Date & Time (After 7 days of publication of Tender)**	
6	**Bid Submission Start Date & time**	
7	**Bid Submission End Date & Time**	
8	**Time and Date for Opening of Bid**	
9	**Bid Securing Declaration**	**To be submitted Bid Declaration Form as per *Annexure – III***
10	**Performance Bank Guarantee (PBG)**	**₹ 50,000/- (Rupees Fifty Thousand only) in shape of DD/FDR/BG as per Annexure-VII**
11	**Contact Telephone Numbers**	**0674 – 7134601 / 4600**
12	**For technical queries Contact through E-mail**	ar.estate@iitbbs.ac.in office.estate@iitbbs.ac.in

1.5 The Tender document and details of terms and conditions can be downloaded from our website www.iitbbs.ac.in & https://eprocure.gov.in/eprocure/app

1.6 **The bidders may submit their bid only though uploading in the CPP Portal https://eprocure.gov.in/eprocure/app. No bids received by post or by hand or by FAX/E-mail would be considered for evaluation.**

2. INSTRUCTIONS FOR ONLINE BID SUBMISSION

2.1 The bidders are required to submit soft copies of their bids electronically on the CPPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPPP Portal.
2.2 More information useful for submitting online bids on the CPPP Portal may be obtained at: **https:// eprocure.gon.in**

2.3 REGISTRATION

2.3.1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: **https://eprocure.gov.in/eprocure/app**) by clicking on the link "Click here to Enroll". Enrolment on the CPPP Portal is free of charge.

2.3.2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

2.3.3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPPP Portal.

2.3.4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

2.3.5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

2.3.6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

2.4 SEARCHING FOR TENDER DOCUMENTS

2.4.1) There are various search options built in the CPPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPPP Portal.

2.4.2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

2.4.3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

2.5 PREPARATION OF BIDS

2.5.1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2.5.2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
2.5.3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2.5.4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or ''Other Important Documents'' area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

2.6 SUBMISSION OF BIDS

2.6.1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2.6.2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

2.6.3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

2.6.4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

2.6.5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

2.6.8) Please add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

2.6.9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

2.6.10) The bidder may please not that there is no facility of extension of the bid submission date for what so ever reason. Therefore, they should ensure that the bid is uploaded well in advance without waiting for the last date and time as there could be issues like server not responding, internet speed slow, and document not getting uploaded and so on. IIT Bhubaneswar shall not be responsible for any of these factors.

2.7 ASSISTANCE TO BIDDERS

2.7.1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2.7.2) Any queries relating to the process of online bid submission or queries relating to CPPP Portal in general may be directed to the 24x7 CPPP Portal Helpdesk.

2.7.3) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at https://etender.gov.in/eprocure/app.

3. PREPARATION & SUBMISSION OF BIDS: THROUGH CPPP ONLINE MODE

3.1 Bidders must submit their digitally signed bids in Cover-1 contains the following documents:

A. Cover – 1 (Technical Bid)

- Bidder's details and Bid Securing Declaration.
- Document as per eligibility criteria
- Bidder's Profile
- Copy of registration with Aadhar/PAN/GST
- Copy of valid Food Licence (FSSAI)
- Declaration regarding non-blacklisting as per **Annexure-II**
- All other tender-related documents to be submitted as per **Annexures I to VIII**

B. Cover – 2 (Price Bid)

- Price Bid. (**in BoQ Ms-Excel format**.) Please refer **Annexure-IV.**

3.2 The offer must be submitted in **Two Bid – Two Envelope** only though uploading in the CPP Portal, before the last date & time for bid submission.

3.3 Quotation document (s) and all enclosures must contain the signature of the bidder.

4.PRE BID MEETING:

- A pre bid meeting will be held on **17.11.2026 during 16.30 Hrs. to 18.00 Hrs.** through for seeking clarification on the tender conditions if any. **Pre-Bid will be conducted at Estate Section. 3rd Floor, Admin Building, IIT Bhubaneswar.**
- Bidders or their authorized agents needs to demonstrate the clarifications.
- Bidders who desires to attend the Pre-Bid Meeting shall sent such intimation along with the Queries, if any by email to ar.estate@iitbbs.ac.in on or before **16.11.2026 @ 17.00 Hrs**. **Only those bidder who has send their willingness to participate in Pre-Bid meeting before above time period will be allowed to participate in pre-bid meeting.**
- **Participation in the Pre-bid is voluntary. However all bidders are advised to take the cognizance of corrigendum published, if any, before the submission of their bid.**

5.1 Terms and Conditions:

1. Eligibility Criteria for Bidders

All the Bidders must fulfil the following eligibility criteria and submit the documents and the declarations (duly self-attested) in support of their claim along with the Bid. The bidders not meeting the eligibility criteria stated below and not accompanied by the requisite documents/Bid Security Documents shall be treated as incomplete and hence be rejected.

i. **The Bidder shall be required to quote for the installation and operation of** Smart Vending Machines (4 nos,) **at different locations within the Institute campus, as identified by the Institute.**
ii. The bidder shall submit the bid solely in their individual capacity **and** not through any subsidiary, sister concern, associate firm, joint venture, consortium, or any other agency/company. Submission of bids on behalf of or through any related entity shall render the bid invalid and liable for rejection at any stage of the tender process.
iii. The bidder shall submit details of relevant business experience in the same line of business for which the bid is being submitted. **The bidder must have a minimum of one (01) year of experience in operating a business through Smart Vending Machines as on the closing date of the tender.** The bidder shall submit documentary evidence in support of the claimed experience.
iv. The bidder must have Food Licence from FSSAI.
v. The bidder must be registered with Tax Authorities as Income Tax and Service Tax for which the agency has to submit necessary documents such as PAN, GST, etc.
vi. The bidder must provide the menu of the existing outlet(s) as mentioned in ***Annexure-VIII***.
vii. The bidder shall have adequate financial capacity to install, operate, maintain, repair, and upkeep the Smart Vending Machine(s) throughout the contract period at its own cost. The bidder shall submit documentary evidence in support of its financial capacity.
viii. The bidder must submit an undertaking that the Agency has not been blacklisted by any organisation and no case is pending with the police or in a court of law against their name on **Rs.100/-** Stamp Paper Notarized,as per ***Annexure-II.***
ix. The Bidder is required to submit a self-attested copy of Aadhar and PAN/GST certificates.

a. **Bidders fulfilling the eligibility criteria, will only be considered for the opening of the pricebid.**

b. **Financial Evaluation: The minimum monthly licence fee is fixed at ₹500 (Rupees Five Hundred only) (inclusive of GST) per Smart Vending Machine. The bidder quoting the** highest monthly licence fee **and offering a** minimum discount of 5% on the menu prices **will be selected for allotment of the licence. In the event of a tie in the quoted rent / licence fee, the bidder offering the** higher discount **will be considered for selection**. The menu prices will be comparable to prevailing market prices, and the Committee reserves the right to review and rationalize the prices to ensure alignment with the market rates.

c. Further, if no bidder quotes a monthly rent / licence fee higher than the minimum rent / licence fee fixed by IIT Bhubaneswar, the bidder quoting the highest monthly rent / licence fee among them shall be given an opportunity to match the monthly rent / licence fee fixed by the IIT Bhubaneswar. If the bidder agrees, the licence shall be awarded to such bidder. In case of refusal, the opportunity shall be extended to the next highest bidder, and so on.

d. A Committee constituted by the Institute shall evaluate the bids. The decision of the Committee in the evaluation of the bids shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the Committee. The Institute reserves the right to accept or reject any or all bids without assigning any reason thereof.

e. General Terms and Conditions:

i. **Terms/Period of License:** The successful **(H1)** bidder shall be awarded license initially for period of **Three Years** subject to annual review on satisfactory performance. It may be extended further for 4th & 5th years, subject to satisfactory performance.

ii. **Monthly Rent/Licence Fee: The successful bidder (the Licensee) has to pay the monthly licence fee as per the agreed rates effective from the date of commencement of the business. The minimum rate of License fee is fixed at ₹500/- (Rupees Five Hundred Only) inclusive of GST per Smart Vending Machine per month.** The licence fee shall be increased by **5%** annually, commencing from the second year, subject to satisfactory performance and extension of the licence period.

iii. ***Electricity and Water Charges:*** Electricity charges will be borne by the vendor based on actual consumption recorded through a separate electricity meter**.** No Water Charges will be levied.

iv. The Successful bidder (licensee) shall start service **within 30 days** from the date of lease order/LoI.

v. The successful bidder will be allowed to commence the business upon the satisfaction of other formalities like payment of security deposit within 15 days from the date of LoI, execution of agreement (Deed of License, as per Institute format), failing which Security Deposit (SD) paid will beforfeited besides cancelling the license;

vi. The successful bidder will operate and maintain the vending machine at the allotted locations on a **24×7 basis**, in accordance with the terms and conditions of the licence.

vii. The Institute reserves the right to relocate the allotted space for the outlet based on the requirements of the Institute.

viii. The successful bidder shall obtain all necessary permission from the concerned authorities for operating the Vending Machine at his/her own cost.

ix. ***Change of Nature of Business****:* The licensee has to do the same business as mentioned in the tender and for which the license is issued. If the licensee is found doing business in the Shop other than as stipulated in the deed of license, the license is liable for termination duly forfeiting the Security Deposit;

x. The required space premises will be given "**as is where is condition"** to the successful bidder (licensee).

xi. The successful bidder will do the interior work with all the amenities to successfully carry out the business operation. The Institute will facilitate access to electricity connections. Any expenditure related to the above shall be borne by the allottees.

xii. **Confinement to the Area of Shops:**

a) The licensee has to perform the business by confining to the extent of Shops, allotted as mentioned in the NIT or as recorded in the deed of license. There should not be any encroachment of platforms or area of other shop by the licensee, under any circumstances;

b) If the licensee encroaches the platforms, area meant for passenger's movement or area of other shop/open space, the licensee is liable for payment of penalty for **₹10,000** each occasion. If the licensee is habituated to encroachment, liable for termination by serving a notice;

c) The Institute will not be responsible for any theft within the Outlet. It will be the liability of the licensee to make necessary security arrangements within the Shop;

d) The allottee should keep a "Suggestions & Complaints" box in each outlet.. Any suggestions or complaints are made by the public; it isthe responsibility of the licensee to bring it to the notice of the Institute (licensor). The said complaints/suggestions shall be produced to inspecting officials for necessary action.

e) On the expiry of the period of the license or on its termination, as the case may be, the licenseeshall

deliver vacant possession of the premises intact to the licensor at 17:00 hrs. within 7 days of expiry of the license;

xiii. In the event that the Licensee fails to deliver vacant possession of the Outlet/premises to the licensor,the licensor shall have the right to take possession of the premises by putting his own lock and key to the said premises and shall entitle the Licensor to forfeit the Security deposit. The articles, if any,left by the licensee, will be kept in public auction on the next day of taking over the premises by the licensor.

xiv. The process in the said auction will be adjusted towards the arrears of license fee, etc., and the balance, if any, will be refunded to the licensee;

xv. Licensee shall ensure that fire detection and suppression measures installed inside the premises are kept in good working condition at all times, and also ensure that all electrical wiring, power outlets andgadgets are used and maintained properly, for guarding against short circuits/fires;

f. Service, Maintenance, Downtime and Hygiene of Smart Vending Machines:

i. *Regular Maintenance and Servicing:* The Licensee/Vendor shall be responsible for the regular preventive maintenance, servicing, cleaning, and upkeep of all Smart Vending Machines installed at the designated locations. All machines shall be maintained in good working condition and shall be safe, hygienic, and fit for use at all times.
ii. *Monthly Health Check-up/Inspection*: The Licensee/Vendor shall carry out a monthly health check-up/inspection of each Smart Vending Machine and submit a Health Check-up/Inspection Certificate to the Estate Section in the format prescribed by the Institute. The certificate shall confirm that the machine is in proper working condition and is safe and hygienic for use.
iii. *Breakdown and Repair:* In the event of any breakdown or malfunction, the Licensee/Vendor shall take immediate corrective action and arrange for repair/replacement of the defective component(s) to restore the machine to normal operation within the prescribed downtime limit.
iv. *Permissible Downtime:* The downtime of any individual Smart Vending Machine shall not exceed **48 (forty-eight) continuous hours** at any given time. Further, the cumulative downtime of any individual machine shall not exceed **60 (sixty) hours** in a calendar month.
v. *Monitoring of Downtime:* The Licensee/Vendor shall maintain proper records of breakdowns, repairs, and downtime of each machine and shall produce such records before the Institute whenever required. The Institute may independently verify the operational status and downtime of the machines.
vi. *Replacement of Machine:* If a machine cannot be restored within the prescribed downtime limit due to a major technical defect, the Licensee/Vendor shall arrange for a replacement machine of equivalent or better specifications, subject to the approval of the Institute.
vii. *Penalty for Excessive Downtime:* Failure to comply with the prescribed downtime limits may attract penalty as decided by the Institute and may be treated as a deficiency in service. Repeated failure to maintain the prescribed uptime may also be considered for appropriate action, including review of continuation of the licence.
viii. *Hygiene and Cleanliness:* The Licensee/Vendor shall ensure that the vending machines, dispensing areas, and all associated equipment are cleaned and maintained regularly in a hygienic condition.
ix. The Licensee/Vendor shall comply with all applicable food safety, hygiene, and sanitation requirements prescribed by the IMMC.
x. *Institute's Right of Inspection:* The Institute shall have the right to inspect the Smart Vending Machines at any time during the licence period to verify their operational condition, cleanliness, maintenance, and compliance with the terms and conditions of the NIT. The Licensee/Vendor shall extend all necessary cooperation during such inspections. Failure to maintain the required standards of hygiene and cleanliness shall attract a penalty of ₹2,000 for each instance of non-compliance
xi. *Responsibility of the Licensee/Vendor:* All costs related to maintenance, servicing, repair, replacement of defective parts, software/hardware support, and upkeep of the Smart Vending Machines shall be borne entirely by the Licensee/Vendor. No additional financial liability in this regard shall accrue to the Institute.

g. MANPOWER DEPLOYMENT:

i. The licensee shall register himself as a Licensor under the License Labour (Regulation and Abolition) Act 1970, if applicable.

ii. No child laborer shall be employed for work as per law;

iii. The licensee has to pay compensation, in case of any accident to the personnel employed by them during the business time. The licensee is alone for liable workmen's compensation and any other statutory dues and the Institute is not liable for payment of any such amount;

iv. The vendor must provide the name of the workers who will be working and visiting the shops inside IIT Bhubaneswar Campus along with their police verification within a month's time after award of the license. If new worker joins the Licensee who will work within the IIT Bhubaneswar Campus, a prior intimation has to be given to the Institute and they also need to submit recent policeverification Certificate within a month's time from joining;

v. No worker except security would be allowed to stay in the shop at night after 11PM to 5AM.

h. Taxes: The licensee shall pay all the taxes which are levied by the Central Government and the State Government from time to time. The Institute is not liable for the penalties against non-payment of these taxes or default therein. Any default, non-payment of taxes to statutory authorities will cause termination of license and vacation of premises;

i. All notices, consents, sanctions directions and approval referred to in this agreement or otherwise shall be given by the licensor to the licensee in writing;

j. In the event of any damages caused to the shop premises or property of the Licensor by the Licensee or his representatives, agents or servants during the subsistence of licensee period, theLicensor shall have right to recover the said sum from the Security Deposit of the licensee;

k. No accommodation shall be provided to shopkeeper or their employee in the campus. Likewise, no person related to shop, will be allowed to stay in the campus after closing of shop;

l. During the License/agreement period, the licensor is at liberty to alter /modify /add/delete in the condition(s) of the agreement in the interest of the Institute;

m. Prohibitions:

i. No shopkeeper should sell any prohibited items by the Institute or by the Government or any enforcing agencies such as cigarettes, gutka, pan masala, intoxicants, liquor, prohibited drugs etc. They shall adhere to the code of the conduct & SoP laid down by the Institute from time to time. The license agreement can be terminated at any point of time without assigning any reasons for gross violation of license obligations;

ii. **Use of single use plastic items, polythene and colors in food items are strictly prohibited.** The licensee shall submit an undertaking for not using the polythene covers which are banned by the State / Central Government or any other agency.

iii. The licensee shall not exhibit or permit any advertisement in the shop, except the same and style of his/her business, and the cutout/poster/hording should not be obscene. In case of misbehavior, assault on person / employees Institute, any act or comment tarnishing the image of Institute by the licensee or his representative /workers lead to impose penalty or termination of license duly forfeiting the Security Deposit amount;

iv. **Subletting/ Sublease** :The licensee during the license period, permanently or temporarily, shall not share/franchise or sublet to anybody else and shall not be allowed to take any person to share the premises or in partnership without the prior written permission to the licensor, nor shall she/he be entitled to allow any person to occupy the licensed premises or to use any part thereof without the permission in writing from the licensor;

v. If at any time, after the allotment of shops (during the operations), it is found that the vendor/Licensee has encroached onto the extra area, the vendor/Licensee is liable to be penalized by levying a penalty (at the rate of 1.5 times the monthly rent/licence fee computed on daily basis for the duration of encroachment) along with the removal of encroachment. The concerned Commercial Establishment/Licensee shall abide by the decision of Estate Office.

n **RIGHT TO ACCEPT AND TO REJECT ANY OR ALL BIDS**

i. The Institute is not bound to accept the highest bid or any bid and at any time may terminate the tendering process.

ii. The Institute may terminate the licence if, at any stage, it is found that the successful bidder has been blacklisted by any Government Organization, Institute, Local Body, Municipality, Public Sector Undertaking, or any other competent authority.

iii. The Institute may also terminate the license in the event the successful bidder fails to furnish the Performance Security or fails to execute the work order.

o. Institute reserves the right to amend the NIT document by issuing corrigendum/addendum/clarification before the closing date of bid submission.

p. Conditional bids will be summarily rejected.

q. Validity of Bids **90 days** from the date of opening of bids.

r. All disputes that may arise shall be referred to the Director, Indian Institute of Technology, Bhubaneswar whose decision shall be final.

5.2 Other Terms and Conditions

a) The Successful bidder (licensee) during the tenure of the contract shall sell snacks and beverages on agreed discount on MRP.

b) **Product Pricing:** The items permitted to sell in the shops, to provide at least discount on MRP as agreed upon and shall run the business in accordance with laws. Committee of the Institute may verify the price of the selling items time to time. In case of any discrimination, selling products without discount on MRP then appropriate penalty may be imposed and administrative action can be taken;

c) Old/stale/expired items (i.e. beyond expiry date) should not be kept in the vending machine;

d) The Committee will have right to see the quality, market price, and reasonability of the items;

e) The Licensee must follow the SoP and safety protocols of the Institute.

f) Guidelines:

i. All approved selling items should be available all the time at a reasonable and approved price, best quality and right quantity, of reputed brands & computerized invoice mentioning GSTIN have to be provided to every customer for each transaction. Exchange or return may be allowed as per standard practice;

ii. Institute will not be responsible for the credit extended to residents/students under any circumstances;

iii. Schemes allowed by companies to be passed on to the consumers;

iv. No promotional events or stalls for introducing new products outside the shop within the shop without prior permission from the Institute;

v. Institute will not be party nor will help the Licensee where a govt. agency or its official is visiting the premises in connection with the discharge of his duties. Any dispute arising out the same shall be the responsibility of the Licensee and the Govt. Agency; and

g) Provision of Payment by customers through BHIM UPI, Google Pay, Paytm, POS etc. must be available at shop.

h) **PERFORMANCE SECURITY (PS) (Non-Interest Bearing):**
The successful bidder shall be required to furnish a Performance Security (PS) within **15 days** of receipt of 'Letter of Intent (LoI)" for an amount of **₹ 50,000/-** (**Rupees Fifty Thousand only)** in the form of DD/FDR **in favour of "The Registrar, IIT Bhubaneswar" and payable at Bhubaneswar** or Bank Guarantee from a Scheduled Bank in the form as at ***Annexure-VII***. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all license obligations. In case the license period is extended further, the validity of Performance Security shall also be extended by the Licensee accordingly.

i) **Signing of License:** The successful bidder shall enter into an agreement for running the shop for which he/she emerges successful bidder within 30 days from the date of issue of allotment letter but after submission of Performance Security & Receipt of Bank Confirmation in case of of BG.

j) License Period/Minimum Period of doing Business/Payment of License fee:

i. The successful bidder/ allottee shall enter into deed of license on non- judicial stamp paper worth ₹100/- and will commence the business within 30 days from the date of issue of allotment letter (LoI). If the allotted fails to enter into deed of license and commence the business within fifteen (15) days from the date of payment of security deposit, then Performance Security will be forfeited;

ii. The licensee shall have to run the business for a minimum period of one year in respect of Shop from the date of entering agreement. If the Licensee desires to vacate the premises for whatsoever reasons before completion of license period of one (01) years, then performance security deposit will be forfeited;

iii. **Penalty for late payment:** The licensee shall have to pay the monthly license fee in advance with applicable GST on or before 7th of every month. A late payment fee of 5% of the License fee shall be levied for payments made after the 7th day of the subsequent month. If the dues remain unpaid till the end of the month, the late payment fee shall be increased to 10% with effect from the 1st day of the following month. The 10% late payment fee shall continue to be levied on a monthly basis until the outstanding dues are fully cleared, and additional penalties may be imposed by IMMC on a case-by-case basis.

iv. **Electricity and Water Charges:** The licensee shall pay electricity charges strictly on the basis of actual consumption, as recorded through the installed sub-meter, at the rates prescribed by the Institute from time to time. Water charges shall be levied at a fixed rate of **₹500 per month (if applicable).** The Institute reserves the right to revise the water charges, as deemed appropriate, in accordance with actual consumption and any revision in applicable water tariff rates

v. The Licensee shall abide by the conditions of license deed executed between the Licensee and the Licensor during the period of license; and

vi. **Non Exclusive Clauses:** The allotment of Shops shall be on "NON EXCLUSIVE BASIS" i.e. the Institute shall have right to grant license to more than One licensee to do same Business in the same Premises.

k) Penalty Provision

In the opinion of the licensor (Institute), if the licensee (successful bidder/Licensee) fails to execute the license for the terms mutually agreed and enter in the agreement/license between the licensor and the licensee to satisfactionof the licensor, the Institute (licensor) has the right to take the following actions;

i. Imposition of fine for breach of license by authorized officer of the Institute;
ii. Forfeiture of Performance Security Deposit either partly or fully;
iii. Termination of license by giving one month's notice;
iv. Termination of license with the above due notice and also simultaneous forfeiture of security deposit; and
v. In the event of any statutory authorities imposes any punishment or fines etc., and if the Institute is made a party in such penal action the Institute have the authority to keep security deposit etc., with it until it is proved to the satisfaction of the Institute that such penal actions are ceased. Such penal actions may be a reason for termination of License.
vi. On expiry of the license, Performance Security deposit will be returned only on the handing over the premise in same condition (subject to normal wear & tear), paint & restoring it in original colour.
vii. Non maintenance of hygiene and cleaning will attract imposing of penalty up to **₹2000/- on each occasion.**
viii. Any violation of the license terms and conditions will attract imposing of penalty up to ₹2000/- on each occasion.

l) **Safekeeping of Property:** The licensee shall not keep or store or allow to be kept or stored in or around the demised premises any goods, articles or things of hazardous, inflammable or explosive nature, and shall not use the demised premises for any illegal purpose. In the event it is found so, this lease may be terminated immediately and in addition, the lessee shall compensate the lessor for any expenses, loss, damages, claims or consequences etc. arising therefrom along with forfeiture of performance security.

m) **Indemnification:** The licensee shall always keep the Institute indemnified against any and/ or all losses, which it may have to incur due to any act of omission or commission done by the licensee or by any employee, staff or patron of the lessee.

n) **Insurance:** The Institute shall not be responsible or liable for any loss, damage, injury, or claim of compensation arising from or related to any accident, fire, natural calamity, or other force majeure event affecting the leased premises or the Institute property, equipment, or business operations. The lessee shall be solely responsible for obtaining adequate insurance coverage to safeguard its assets and interests against such events

o) Termination of License:

i. The licensor is at liberty to terminate the license with one month's notice, without assigning any reasons;

ii. The licensee defaults in payment of license fee for two months consecutively and two times in calendar year, the license can be terminated and the Performance Security deposit will be forfeited;

iii. The licensee fails to start the business for a period of **Thirty (30) days** (for whichthe license is granted) for what so ever reasons, unless it extension granted by the Institute, the LoI will be cancelled including forfeiture of the performance security.

iv. The licensor shall have the right to terminate the license (license) if in his opinion the quality ofgoods/ services sold is not up to the standard/ satisfaction including forfeiting the Performance Security deposit.

p) Unauthorized occupants will be evicted as per the Public Premises (Evictions of Unauthorized Occupants) Act, 1971, as amended time to time.

q) **Dispute Redressal & Applicable Laws:** All disputes that may arise shall be referred to the Director, Indian Institute of Technology, Bhubaneswar whose decision shall be final.

r) **JURISDICTION:** The courts at Bhubaneswar shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

s) **All the above terms, conditions and guidelines will form part of deed of agreement. The licensee shall have to be bound by abovementioned terms & conditions in addition to any other conditions prescribed by the Institute.**

ANNEXURE-I

TECHNICAL BID

BIDDER PROFILE FOR HIRING the Installation and Operation of 24/7 Smart Vending Machine at IIT Bhubaneswar Campus.

Tender No: IITBBS/ IMMC/ Vending Machine/2026-27/03
Opening Date & Time:

Sl.No.	Description	Information
1	**Name of the Bidder**	
	Bid Applied for the Shop Number & its Business	
	Complete Address	
	Phone No.	**E-mail ID**
2	**Contact Person / Representative of firm Name Designation**	
	Phone	**Mobile Phone:**
3	**Name of the Proprietor, Partners/ Directors of the applicant with addresses and phone numbers**	
4	**Food License No:**	**Registration No & Date:**
	PAN:	**G.S.T:**
	ESI:	**EPF :**
	(Enclose copies of above, as applicable)	**Labor License**
5	**Whether Quality Certification obtained for any Automatic Smart Vending Machine shop provided** (If Yes, copy to be enclosed)	
6	**Litigations, if any, connected with Canteen Work**	**Yes/ No (if yes, details to be furnished)**
7	**Any other information , tenderer wishes to provided in support of their credentials**	**Details , if any, to be furnished**
8	**List of similar work executed / in hand during the last 5 years for institutional/commercial complexes.**	

Sl. No	Location of the work & Name of Organization	Nature of the Business	Commencement of business	Name & Contact No. of the client
1				
2				

Date: Signature with Seal

ANNEXURE-II

To,
Registrar IIT Bhubaneswar,
Argul. 752050

Tender No.: IITBBS/IMMC/Vending Machine/2026-27/03 Date: 11.11.2026

DECLARATION REGARDING BLACKLISTING/DEBARRING FOR TAKING PART IN TENDER

(To be executed & attested by Executive Magistrate on ₹100/- non-judicial Stamp paper by the bidder)

I / We_____ Hereby declare that the firm/company namely M/s. _____ has never been blacklisted or debarred in the past by Union / State Government, PSU/Autonomous organization from taking part in Government tenders in India.

Or

I / We_____

Hereby declare that the Firm/company namely M/s. …… was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of_____years w.e.f._____to_____.

The period is over on_____and now the firm/company is entitled to take part in Government tenders. And at present no case is pending against us in any Court of Law.

In case the above information found false or I/We submitted the false/forged documents, I/we are fully aware that the tender/ license will be rejected/cancelled by Registrar, IIT Bhubaneswar, Performance Security, Security deposit shall be forfeited and debarment for two years.

In addition to the above Director, IIT Bhubaneswar will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT (Bidder)

Name_____

Address _____

ANNEXURE-III

Bid-Securing Declaration Form

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number from Invitation For Bids]*

To: **Registrar, *IIT Bhubaneswar, Argul. 752050***

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.
I/We accept that I/We may be disqualified from bidding for any license with you for a period of Two year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We
(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the license, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)
Dated on _____ day of _____(insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

ANNEXURE – IV

Price Bid Format:

As per BoQ in Ms Excel format. No other format will be considered for evaluation.

BoQ is uploaded with NIT document same BoQ to be used without any alterations.

ANNEXURE-V

VENDOR MASTER FORM

(To facilitate registration under PFMS and fund transfer through RTGS, NEFT/ INTRA BANK Transfer-One time information required on Bidder's letter head)

Sl No.	Information required	Data furnished
1	Name of the supplier company /firm	
2	CIN Number (in case of company)	
3	Complete contact address with PIN number	
4	Landline phone number	
5	Mobile number of contact person/ Finance Executive (for SMS on payment details)	
6	e-Mail ID (for receiving payment details)	
7	PAN Number	
8	GST Registration Number (with copy of GST registration certificate)	
9	TAN Number	
10	Bank account number (with a copy of cancelled cheque or Xerox copy of cheque leaf)	
11	Name of the Bank	
12	Name of the Bank Branch	
13	IFSC Code of Bank	
14	MICR Code of Bank	
15	Bank Account details where LC is to be opened in case of foreign suppliers (if applicable)	

I / We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not effected at all for reason of incomplete or incorrect information, the Indian Institute of Technology, Bhubaneswar will not be responsible.

Authorized signatory with date and seal

ANNEXURE – VI

(To be given on Company Letter Head)

Date:
To,
The Registrar,
IIT Bhubaneswar,
Argul, Jatni. 752050

Sub: Acceptance of Terms & Conditions of Tender.
Reference Tender No: _____
Name of Tender: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: ……..as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.,), which form part of the license agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the license, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Annexure-VII

FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT BHUBANESWAR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT BHUBANESWAR OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT BHUBANESWAR. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To,
Registrar,
Indian Institute of Technology Bhubaneswar,
Argul, Jatani – 752050, Odisha

LETTER OF GUARANTEE

WHEREAS Indian Institute of Technology Bhubaneswar, Bhubaneswar (Lessor) have invited Tenders vide Tender …….. Dated. …….. for …….. AND WHEREAS the said tender document requires that any eligible successful tenderer (Lessee) wishing to operate **Smart Vending Machines** in leased premise in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of **"Registrar, Indian Institute of Technology Bhubaneswar, Bhubaneswar"** in the form of Bank Guarantee for **…….** (**Rupees ……..only**) and valid till **…….** from the date of issue of Performance Bank Guarantee may be submitted within 15 (Fifteen) days from the date of acceptance as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (Lessee) failing to abide by any of the conditions referred in tender document / License / performance of the operate **Smart Vending Machine** in leased premise etc. this bank shall pay to Indian Institute of Technology, Bhubaneswar on demand and without protest or demur Rs **…….** (**Rupees …… only**)

This bank further agrees that the decision of Indian Institute of Technology, Bhubaneswar (Lessor) as to whether the said Tenderer (L) has committed a breach of any of the conditions referred in tender document/ License shall be final and binding.

We, ... (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Licensee) and/ or Indian Institute of Technology Bhubaneswar, Bhubaneswar(Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed **Rs …….** (**Rupees …… only**).
2. This Bank Guarantee shall be valid up to **…….** and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Institute serve upon us a written claim or demand on or before .....(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at ..... (Address of local branch).

Yours truly,
Signature and seal of the guarantor:
Name of Bank:
Address:
Date:
Instruction to Bank: Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

Tender No.: IITBBS/IMMC/Vending Machine/2026-27/02, *Date:* _____

SL NO.	CATEGORY	SUB CATEGORY, If any	ITEM	UOM	PRICE INR (Tax inclusive)

I /we …….. Undertake that I/we shall sellall above menu items not more than that the mentioned price.

Date:

Place:

(Name & Signature of the Bidder, with Official Seal)

Location of Installation and Operation of 24/7 Smart Vending Machine

Sl. No.	Space available in Sq. ft. (approx.)	Earmarked for	No. of Machines
01	10 Sq. ft.	**Central Library (5th Floor in the Main Building)**	**01**
02	10 Sq. ft.	**Student Activities Centre (SAC Building) Entrance**	**01**
03	10 Sq. ft.	**Institute Guest House near Reception lobby**	**01**
04	10 Sq. ft.	**Udaygiri Hall of Learning (UHL)**	**01**