

TENDER DOCUMENT
FOR
INSTALLATION, OPERATION & MAINTENANCE OF
AUTOMATED VENDING MACHINE
IN
IITK CAMPUS

TENDER NOTICE No. 14/2026-27

Issued By:

ESTATE OFFICE
I.I.T. KANPUR



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

ESTATE OFFICE

[ESTATE OFFICE (GROUND FLOOR) FACULTY BUILDING ANNEXE, PH#0512-679-7166/7327

EMAIL: eoffice@iitk.ac.in]

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ESTATE OFFICE
GROUND FLOOR, FACULTY BUILDING ANNEXE
(Ph# 0512-679-7166,7327, Email: eoffice@iitk.ac.in)

Tender Notice No.	14/2026-27 dated 01.10.2026
Name of Work / Service	AUTOMATED VENDING MACHINE
Location	IITK CAMPUS
Area	As per the area of the installed vending machine(s)
Base Rate of monthly License fee	₹ 395/- per Sq. meter
Yearly enhancement of License Fee computed as per Annexure-II	5%
Electricity Charges	On actual basis
EMD Amount	₹ 10,000/-
Operating time of the vending machine	24x7 (24 hours)
Last date & time of receipt of tender	22.10.2026 up to 16.00 hrs
Place of submission of Tender	Estate Office, (GF) Faculty Building Annexe, IIT Kanpur-208016
Date & time of opening of technical bids	To be announced later
Date & time of opening of financial bids	To be announced later
Place of opening of tenders	Estate Office, IIT Kanpur-208016
Link to download the tender document	www.iitk.ac.in/estateoffice/Tender

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ESTATE OFFICE**

TENDER NOTICE No. 14/2026-27

Dated 01.10.2026

Indian Institute of Technology Kanpur (hereinafter referred to as the 'Institute') established by the Parliament and incorporated as a body corporate, is an Institute of National Importance declared as such under the Institutes of Technology Act, 1961. The Institute is engaged in imparting education and research of highest standards in the area of Technology and Science.

The Institute has premises as detailed on Page No.2 and intends to allot it on license basis, to the willing party having experience to operate such outlet under its ownership / proprietorship, to cater to the need of campus community.

Sealed bids are accordingly, invited on behalf of Indian institute of Technology Kanpur from the interested parties for running such an outlet at the aforementioned location on campus.

The prescribed bid form duly filled by the applicant in all respects should be dropped in the tender box kept in the Estate Office, IIT Kanpur as detailed on Page No.2:

- 1) The tenders will be opened on the date and time as mentioned on Page No.2 of this document in the presence of the Tender Committee of the Institute and authorized representative(s) of the bidding parties. The parties will be required to meet the Committee for presentation (to satisfy all material questions pertaining to their company/ firm and their modus-operandi etc.), interview and finalization of the offer.
- 2) Financial bids of technically qualified bidders shall be opened on the dates and time as mentioned on page 2.
- 3) The Institute reserves the right to accept / reject any tender without assigning any reasons.

Sd/-
Officer In-Charge, Estate

Copy to:

1. Deputy Director.
2. Dean, Admin / Chairman, CEMMC
3. Notice Board
4. Institute website.

Signature of the Bidder

SCOPE OF WORK

1. Installation of Vending Machines:

The vendor will install one or more vending machines at earmarked locations across the campus of the Institute. The number of vending machines and locations may vary from 15-30 in numbers, subject to approval of competent authority.

2. Product Offerings:

The vending machines should offer a variety of snacks, beverages, and quick meal options, with an emphasis on quality, hygiene, and variety. The products should cater to diverse tastes and dietary preferences (including healthy options).

3. Payment System:

The vending machines must be equipped with cashless payment systems such as digital wallets, UPI, and debit/credit card facilities (if any).

4. Maintenance and Operation:

The vendor will be responsible for the regular maintenance, restocking, and servicing and maintenance of the machines. The vending machines should be operational 24/7 to ensure convenience for campus residents.

5. Electricity Payment:

Bidder will be required to make monthly payment towards electricity charges without fail.

6. Licensee Fee:

Bidder will also be agreed to pay monthly license fee in advance @ ₹____/- per sq. meter.

7. Security Deposit:

A security deposit of five times of the quoted license fee + monthly average electricity charges will be required to be deposited by the successful bidder to the Institute immediately after the award of the contract.

GUIDELINES FOR TENDER**General**

1. The contract shall be awarded to the successful bidder to operate the aforesaid business on license basis, which shall be run under certain conditions which are stipulated hereinafter and in terms and conditions of contract, i.e., Appendix-B.
2. Each and every page of the bid must be signed by the bidder himself if the bidder is a proprietorship firm and in case of a partnership firm, by a partner. However, in the case of a partnership firm, there must be an authorization from all the partners to this effect that the person signing the bid as a partner has been authorized to sign the bid document on behalf of all partners.
3. If the bidder is a Company, there must be a valid authorization from the competent authority/ Board resolution, authorizing the person to sign and file the bid on behalf of the Company.
4. Any bid not signed on each page and without authorization may be rejected.
5. Overwriting or cutting in bid document must be avoided. However, if any over writing or cutting is caused due to some unavoidable reason, the same must be duly attested by the person signing the bid document.
6. The bidder is not allowed to make additions/alterations in the tender paper. Such additions and alterations shall be at the bidder own risk and shall render the tender to be summarily rejected. Conditional tenders shall not be accepted.
7. The bidder shall give his/her full permanent as well as correspondence address in Annexure-I and shall also furnish/attached proof thereof.
8. The bidder whose bid is accepted, shall submit a ₹100/- non- judicial stamp paper at its own cost to the Estate Office for preparing the contract agreement to be signed by the both the parties.
9. Prices/discounts of all items must be in Indian rupees and must be inclusive of GST and all other taxes.

Eligibility Criteria

10. The bidder should have Experience in operating vending machines in a Government/ Semi Government/ Autonomous body/ any reputed organization etc. of at least three years. Capability to supply a wide range of snacks, beverages, and quick meal options. The vendor must ensure the machines are regularly stocked, maintained, and operational.
11. The vendor must provide adequate customer service support (24 hours) for any issues related to the installed vending machines.
12. The Vending machines must comply with all relevant health and safety regulations including **FSSAI** registration.
13. Good Financial health of an individual / firm / company, as the case may be, in terms of working capital, to run the outlet smoothly. Preferences will be given to individual / firm / company with good financial position / state.
14. The bidder must have PAN Number and GST / GSTIN number etc. The bidder whom the contract is finally awarded shall have a GST number for such shop/outlet in question as well, if the related law so requires.
15. Firm already having another establishment / shop / outlet etc. within the Institute premises will be considered upon good performance. Bidder having two or more establishment / shop / outlet etc. within the Institute premises will not be considered for this bid. Further, CEMMC in its meeting dated 14.03.2022 approved the concept of "One Licensee One Shop One Location". Due to this concept, if the bidder already has a shop at any of the following locations of the Institute premises, his/her bid for the same location will not be considered.

1. Main Shopping Complex	2. New shopping Complex	3. Academic Area
4. New SAC Shopping Complex	5. Chowpati Area	6. MT Shopping Complex
7. Type-1 Shopping Complex	8. Type-2 Shopping Complex	9. New Taxi Stand

16. Any bidder who is already into any kind of litigation with the Institute shall be barred from participating in this tender process. Employee and students' relatives are barred from submitting the bids.

EARNEST MONEY DEPOSIT (EMD)

17. **As mentioned on Page-2, requisite amount of Earnest Money Deposit (EMD) in the form of FDR / DD of State Bank of India / Union Bank of India or Scheduled Nationalized Bank in favor of the "Registrar, IIT Kanpur", must be submitted to the "Estate Office (Ground Floor), Faculty Building Annexe, IIT Kanpur -**

 Signature of the Bidder

208016” on or before the last date and time of the submission of the bids. In case the original, FDR / DD is not received up to the stipulated date and time, the related tender shall not be considered. Cheque in lieu of FDR / DD shall not be entertained in any circumstances.

18. MSME registered firm/company is exempted from the submission of EMD (As per amended GFR 2017), no exemption for prior turnover and prior experience will be provided.
19. The EMD of the successful bidder will liable to be forfeited as liquidated damages in the event of any evasion, refusal or delay on his part in signing the agreement.
20. The earnest money of the bidder who withdraws its tender in breach of conditions of contract and who evades or refuses to sign the contract bond after acceptance of its tender within the period of its validity, will also be liable to forfeiture.
21. The EMD of unsuccessful bidders shall be refundable to them after completion of the bidding process.
 - (a) However, the same shall be refunded within 30 days, after the receipt of written request from the bidder concerned in this behalf.
 - (b) The EMD should be valid for a minimum period of three months.
 - (c) The EMD of the bidder whose bid is finally accepted, shall be returned on submission of the security deposit as mentioned below.

Security deposit (to be submitted by the successful bidder after award of the tender):

22. Successful bidder shall have to deposit a security amount base on the following calculation through DD/RTGS/any other digital transfer mode in the Institute Account:
 - (a) Security amount shall be fixed to five times of the quoted monthly license fee by the successful bidder.
 - (b) Five times of the monthly average electricity bills of the shop/outlet shall also be considered in fixing the security deposit. This will be based on the previous consumption of that/similar shop/Outlet in the campus.
 - (c) Considering the above situation, the security amount shall be fixed by rounding off the total of (a) and (b) to the next higher multiple of ₹1,000/-, subject to minimum security amount of ₹15,000/-.

Documents to be attached with the tender

23. The bidder must attach self-attested copies of the following documents along with the technical bid. Any bid not accompanied by such documents would be liable for rejection:
 - (a) Copy of the tender document along with Corrigendum/Addendum, if any
 - (b) Copy of requisite work experience certificate.
 - (c) Copy of Aadhar, GST Registration Certificate, PAN and ITR of last three financial years.
 - (d) Copy of previous three years audited Balance Sheet and Profit & Loss Account showing gross turnover of the organization.
 - (e) Copy of the latest Bank Solvency Certificate / Bank Statement of Last One Year.
 - (f) Application for running outlet (Annexure I- Part I), Details of the Bidder (Annexure I- Part II), Proposed List of the Items/Services (Annexure I- Part III) & Tender Acceptance Letter (Annexure I- Part-IV).
 - (g) Copy of any other supporting documents as may be deemed necessary and as is required under any other provision of the bid document and not mentioned herein above.

Submission of Bid

24. The bid shall be submitted in two parts i.e. **(i) Technical Bid and (ii) Financial Bid** in the following manner:
 - (i) Technical Bid:** Technical bid shall consist of entire tender document i.e. Appendix-A, Appendix-B and Annexure-I along with all the supporting documents as detailed above should be attached. The Technical bid shall be submitted in a sealed envelope, super-scribed, **“TECHNICAL BID” Also mention the name and location of the outlet clearly on the envelope.**
 - (ii) Financial Bid:**
 - (a) The financial bid shall be submitted in Annexure-II only.
 - (b) The base rate of license fee is mentioned on Page-2 of this document. The base rate of license fee for bidding shall be as on the date of submission of bids. As such, bidders have to quote their financial bids over and above the said base rate.
 - (c) The bid submitted below the base rate shall not be entertained and be summarily rejected.
 - (d) The financial bid should be put in a separate sealed envelope super scribed **“FINANCIAL BID”**. **The name of services and its location should also be mentioned on the envelope.**
 - (e) Both the bids (Technical and Financial Bids) shall further be kept in another larger single sealed envelope and shall be submitted to the **Estate Office (Ground Floor), Faculty Building Annexe, IIT Kanpur.**
 - (f) Any bid containing Technical Bid and Financial Bid in same envelope shall be summarily rejected.

25. Any bid received after the stipulated date and time, as mentioned on Page-2 of this document, shall be summarily rejected and will not be considered under any circumstances, whatsoever the reason, and no explanation to the effect such as delay in submission has been caused due to postal lapse, shall be entertained.
26. The tender will remain valid for 90 days from the date of opening of the bids. After submission of the bid, it shall be deemed that the bidder has undertaken to keep its tender open for acceptance for the entire period of 90 days and will have no right to withdraw the same before expiry of the said period. In case, intimation of its acceptance is issued to the licensee at a later date, the bidder shall be competent to refuse.

Opening of Bids and Evaluation Criteria:

27. **Phase -I Technical Evaluation:** First of all, **Technical bids will be opened on the stipulated date and time as mentioned on Page No.2 of this document** or on the date and time as decided by the Institute, in presence of the authorized representative(s), if any, of bidding parties and the Members of Tender Committee of the Institute. The bidders will also be required to meet the Committee for presentation / interview (to satisfy all material questions pertaining to their company / firm and their modus-operandi etc.) and finalization of the offer. Thereafter, financial bids of all the technically qualified bidders shall be opened on the stipulated date and time as mentioned on Page No. 2 of this document.
28. The party, whose tender is accepted, will have to sign an agreement within 10 days from the award of the tender, failing which the EMD will be forfeited and the acceptance of its tender may be annulled at the discretion of the Institute.
29. **Phase-II: Financial Evaluation:** Financial bids of technically qualified / shortlisted bidders shall only be opened. The contract will be awarded to the bidder who will have the **highest** per square meter rate of license fee.
30. Tender shall be awarded on **H-1** basis.
31. In case of tie, the preference shall be given to the bidders who have maximum experience in educational institutions. Hence all bidders are requested to enclose their experience certificates with the technical bid.

Finalisation of award of the tender:

32. If existing licensee is unable to match the quoted amount of the highest bidder, the tender will be awarded to the bidder who quoted the highest amount. The contract will be awarded to the bidder who quoted the highest amount of per sq. meter rate as per the financial bid.

Final Computation of Monthly License Fee

33. Total monthly license fee of the premises will be as under:
- (a) Total area of the premises x per sq.mt. rate quoted by the bidder (duly rounded to the upper multiple of hundred rupees).
 - (b) An enhancement @ 5% per annum in the monthly License fee as computed above, cumulatively (duly rounded to the upper multiple of hundred rupees).
 - (c) GST @ 18% or as per the prevailing Government rates shall be payable extra.

Acceptance / Non-acceptance of bids

34. The tenders that do not fulfill any of the above conditions or are incomplete in any respect are liable to be rejected.
35. The Institute reserves the right to accept or reject any or all tenders without assigning any reasons thereof and the bidder shall have no right, whatsoever, to challenge the same.

Signature of the Bidder _____

Name _____

Full Address _____

Telephone / Mobile No.: _____

Email ID : _____

Paste Recent
Photograph

Signature of the Bidder

TERMS & CONDITIONS OF CONTRACT**Scope of Contract**

1. The contract comprises:
 - (a) The contractor shall deploy, operate, maintain, and protect semi-refrigerated automated vending machines, coffee vending, ice cream, and any other vending services on the designated sites at the Institute. The Institute will not be responsible for any damage and/or theft of the vending machines.
 - (b) This will also include transportation, cost of materials and labour etc. The contractor shall make his own arrangement for safe storage of materials and accommodation for its staff etc.
 - (c) The bidder should have on their rolls sufficient numbers of cooks to prepare good quality of snacks/meals.

Definitions:

2. In the License agreement, the following definitions, words and expressions shall have the meaning hereby assigned to them except where the License agreement requires the same otherwise.
 - (a) "Director" means the Director of the Indian Institute of Technology, Kanpur.
 - (b) "Institute" means the Indian Institute of Technology, Kanpur through its Director or his representative.
 - (c) "Estate Officer" means an officer appointed as such by the Central Government under section 3 of the Public Premises (Eviction of Unauthorized Occupants) Act, 1971.
 - (d) "CEMMC" means "Commercial Establishments Monitoring & Management Committee" constituted by the Director of the Institute.
 - (e) "Officer-in-charge (Estate)" means the Officer-in-Charge (Estate) of the Indian Institute of Technology Kanpur who directs and administers the License agreement.
 - (f) "Licensee" means the person or persons, firm or company whose tender has been accepted by the Institute and includes the Licensee's personal representative, successors and permitted assigns.

Documents Forming the License Agreement

3. Appendix A, i.e., the Guidelines for bidders, Appendix B, i.e., terms and conditions of the contract, application / declaration (in the designated part of Annexure I), the schedule of quantity and prices/discounts filled by the bidder (in the designated part of Annexure I), the financial bid in Annexure-II, the letter containing offer of award of contract issued by the Institute to the successful bidder and the acceptance letter submitted by the successful bidder in this regard, shall be integral part of this contract.

Duration of the License Agreement

4. The duration of contract will be initially for a period of **THREE YEARS** from the date of signing the contract. First three months being the probation period and on satisfactory completion of the probation period, the contract will automatically be extended for rest of the year i.e. next nine months & 2 years. Further, the contract shall be annually extended (one year at a time) for two more years based on the past performance. Under no circumstances shall the contract be extended for more than five years.

Recovery of License Fee, Electricity, Cleaning & Maintenance Charges etc. for the Licensed Premises:

5. The Licensee shall be liable to pay the License Fee in advance regularly latest by 7th of each calendar month which however, shall be subject to change from time to time at the discretion of the Institute. At present, the monthly license fee of the outlet premises will be as enumerated below, for the above duration:
 - i. During the 1st year: ₹ _____/- p.m.
 - ii. During the 2nd year: ₹ _____/- p.m. (₹ _____/- + 5%, duly rounded to upper multiple of hundred rupees).
 - iii. During the 3rd year: ₹ _____/- p.m. (₹ _____/- + 5%, duly rounded to upper multiple of hundred rupees).
 - iv. During the 4th year: ₹ _____/- p.m. (₹ _____/- + 5%, duly rounded to upper multiple of hundred rupees).
 - v. During the 5th year: ₹ _____/- p.m. (₹ _____/- + 5%, duly rounded to upper multiple of hundred rupees).
6. GST @ 18%, or as per the applicable rates for GST from time to time shall be payable extra on the monthly license fee.

 Signature of the Bidder

7. In case of failure to pay the License Fee, within the stipulated time as aforesaid, the licensee shall be liable to pay 10% of the monthly license fee every delayed month as penalty.
In case a licensee does not pay the license fee consecutively for three months, the shop premises may be closed by giving one month notice.
8. Besides, the licensee shall also be liable to pay the electricity charges on actual consumption basis to the Estate Office at the then prevailing rates along with the payment of monthly License fee. For the purpose, there shall be a meter installed in the outlet by the Institute. The electricity charges shall however, be subject to revision / change from time to time which shall be payable by the licensee as aforesaid at the then prevailing rates.
9. Further, if the dues of electricity consumption remain unpaid for up to three months, the Institute shall have liberty to take action, as it may deem appropriate at the time.
10. Non-payment of License fee, the electricity charges within time shall be deemed to be a serious breach of the contract and may lead to termination of the contract at the discretion of the Institute and which shall not be challenge by the licensee under any circumstances, whatsoever.
11. The licensee shall use the premises ONLY for which it has been allotted by the Institute under the contract. The use of the premises for other purposes will lead to the suspension / termination of contract with immediate effect.
12. The licensee shall not use the premises for residential purposes or for any other purposes (including vending of any item other than those for which permission has been given) without prior written permission of the Estate Office. The licensee shall always use the premises in a prudent and careful manner as if it were his own.

Security Deposit:

13. The licensee submitted Security Deposit of ₹_____/- in the Institute Account having reference No._____ dated _____. Security amount shall be refunded to the licensee, without interest, after handing over the vacant possession of the allotted premises to the Institute by clearing all the dues pertaining to the said allotted premises.
14. If at any time, due to any reasons as mentioned in the foregoing clauses or otherwise, any short fall is caused to the security deposit money, the licensee shall be liable to make good such short fall within fifteen days of the receipt of notice in this behalf, through another DD/RTGS/any other digital transfer mode in the Institute Account.
15. In case of, in which under no clause(s) of this contract, the licensee shall have rendered himself liable to pay compensation amounting to the whole of his Security Deposit, the Director shall have the power to adopt the following course as may be deemed by him best suited to the institute. To rescind the contract (of which decision, notice in writing to the licensee by him through competent authority, shall be conclusive evidence) in which case, the security deposit of the licensee shall stand forfeited and be absolutely at the disposal of the institute. Besides, for the recovery of any amount in excess of the security money, the Institute shall be at liberty to adopt such legal recourse, as it may deem appropriate at the time.
16. If the licensee breaches any terms and conditions of the agreement which is deemed to be serious by the Institute, its security deposit may be forfeited either in part or in full as the Institute may deem appropriate, at its discretion.

Timing, Prices, Facilities and Services etc.

1. The timing of running the Vending Machines shall be all days 24 x 7 or as decided by the Competent Authority of IITK.
2. The Snacks Automated Vending Machines shall operate on all seven days of the week and there shall be no holiday under any circumstances. It may be closed only with the prior instructions/approval of Competent Authority or Estate Office.
3. The vending machine services shall operate on all seven days of the week and there shall be no holiday under any circumstances, save with the prior instructions/approval of the Estate Office of the Institute.
4. All items mentioned in Part III of Annexure-I must be available in the vending machine. However, the Institute through CEMMC may add or delete any number of items to the shop / outlet either suo-moto or on recommendation of the designated committee. All the orders in this behalf shall be issued by the Estate Office.
5. Rate list has to be mandatorily displayed at the vending machine in A4 size sheet/12"x18"/readable font & size.

6. The prices are supposed to remain static during the entire contract period and the contractor shall not be entitled to any compensation due to the fluctuation in the market rates of materials and labour. However, the CEMMC may at its discretion and in consultation with the contractor modify the prices of items on quarterly basis in proportion to the overall change in price index as notified at www.mospi.gov.in/# for Uttar Pradesh Urban region. The price index shall not be applicable to third party items. All modifications in prices shall be in INR multiples. Increase in prices without approval of CEMMC would invite punitive measures.
7. All necessary furniture and other infrastructure, for providing the vending machine services, shall be arranged, provided and maintained by the Licensee.
8. Facility of prevalent Digital Payment through BHIM, UPI, Credit / Debit Card, etc. should be made available.
9. For the consumers who are not willing to pay in cash, the licensee shall facilitate with a swipe payment machine and shall also provide in the outlet the UPI based payment system. The licensee shall further display its VPA (virtual payment address) or Q-Code on the display board to enable the consumers make the payments via UPI App (BHIM or equivalent).
10. Installation of 4-digit campus telephone (via Sanchar Vibhag of the Institute) should be made by the licensee adopting appropriate procedure within 10 days from the signing of contract. The charges for the installation and rental shall be borne by the licensee. The licensee should additionally have own mobile number(s) as well as its outlet personnel for contact by the Institute Authorities. The licensee shall display its 4-digit campus telephone no. at one top end of the notice board displaying prices of the items. **Further, the licensee shall maintain a display board on its shop of size 12 inches x 18 inches which shall contain the following information:**

Name of the Licensee	:
Shop / Outlet No. & Location	:
Activity of the Outlet	:
Name of Authorized Person	:
Mobile Number	:
Land Line Number	:
Timings of the shop	:
License Valid Up to	:

11. Safety standards should be maintained. Fire extinguishers (2 Kg & 4.5 Kg dry type), sand buckets, should be installed in accessible places and should be in working conditions. List of emergency number should be displayed in a prominent place of the shop/outlet. First aid measures should also be available in outlet for emergencies.
12. A small set of services/items for sale along with the price list should be prominently displayed in legible font. Printed price list should also be available. All items in price list should be made available to the customer.
13. The licensee shall have to provide proper and smooth services to the customers to their satisfaction.
14. Any loss to the Campus residents with regard to the services provided by the licensee shall be the responsibility of licensee. The Institute shall be indemnified in this regard and shall not be a part of any legal proceedings thereto.
15. All the items prescribed as per the tender agreement should be made available at all times. Permission for any alteration, addition or deletion should be obtained from Estate Office along with the prices of respective items.

Responsibility of the Vendor:

16. All items mentioned in price list must be available at the vending machine. However, the Institute through CEMMC may add or delete any number of items to the vending machine either suo-moto or on recommendation of the designated committee. All the orders on this behalf shall be issued by the Estate Office.
17. The vendor holds full responsibility of refilling the machines when they reach about 50% of the capacity. This should be done within 2 hours (from the machine reaching 50% of the capacity).
18. The vendor shall provide maintenance and repair services for the vending machine, ensuring its proper functioning throughout the contract period.
19. The vendor shall manage the cleaning of the area where the vending machines are installed at your own cost.

20. The vendor shall offer prompt and courteous customer service addressing any issues or concerns related to the vending machine.
21. The vendor will have to arrange Internet connection for the vending machines on their own preferably wireless connection.
22. The Institute will not provide any storage space. The vendor will have to arrange for the same.
23. The vendor shall be responsible for safety and security of the vending machines.
24. The vendor shall also install a camera on the machine and provide its footage/clipping to the Institute Authorities in case of transaction failures like amount debited but product not dispensed or other failures. It would be the responsibility of the vendor to prove that the product has been dispensed on receipt of money.

Liability of GST and Other Taxes

25. The licensee shall be absolutely liable for payment of GST to the respective department on items sold in the vending machine. The Institute shall have no liability, whatsoever, in this regard and shall be deemed to be immune and indemnified in all respects.
26. The licensee shall further be liable to pay to the Institute GST at the rate applicable from time to time on the License fee payable by the licensee. GST shall be payable over and above the License Fee and Office concerned shall for accounting purposes issue a Tax invoice / receipt with GSTIN to the vendor in confirmation thereof.
27. The licensee shall also be liable to pay all other taxes, levies and other legal payables that may be applied by the Government, local authorities and other competent forums from time to time.
28. The licensee shall not tamper with the trees, plants, shrubs hedges, lawns and flowers standing or maintained on or around the said outlet or in other places of the campus.
29. The licensee shall not make any addition or alteration to the building of the said allotted premises or tamper with the fittings or electrical installations therein, nor make any unauthorized constructions or extension to the electricity or water supply lines, without the specific written permission of the Licensor in this behalf.

Quality, hygiene & cleanliness:

30. The vendor shall maintain the quality in goods/items to be sold / services to be provided. There shall be no compromise in regard to the quality of items to be sold / services to be provided through vending machine.
31. The licensee shall maintain full hygienic conditions in the allotted premises, in storage and in keeping the floor, furniture neat and clean, so as to maintain the standards and aesthetic values in the Shop/outlet. The licensee shall also have to make his own arrangements for safe storage of materials.
32. The bidder must follow THE FOOD SAFETY AND STANDARDS ACT, 2006.
33. The premises should be kept well-ventilated and well lit. No display/encroachment is allowed outside the premises.
34. Garbage and waste disposal should be done as per the institute norms. Pest / rodent control should be done on regularly basis to control the harmful insects and rodents.
35. Unusable/old/not working/stale/expired items/parts/goods (i.e. beyond expiry date) should not be kept in the vending machines under any circumstances.

Directives of CEMMC and Estate Office

36. The licensee shall carry out the work in accordance with this License Agreement and the directives of Estate Office and to the satisfaction of the Director through the CEMMC. The CEMMC may, from time to time, issue further instructions, detailed directions and explanations to the vendor.
 - (a) The Licensor reserves the right to inspect at all times.
 - (b) In the event of any proven instance of misrepresentation, fraudulent practices, suppression of material facts or breach of integrity pact (if any), the Institute shall have the right to blacklist/debar the Licensee from participating in any future tenders/contracts of the Institute for a period up to five years, without prejudice to any other legal remedy.

Compliance of Statutory Obligations and Other Provisions

37. It is understood that a number of enactments and laws would apply to the licensee, which are supposed to be complied by the licensee in letter and spirit and in particular to laws relating to minimum wages to worker, employees' compensation and Goods and Service Tax etc.
38. The entire Institute campus is declared as tobacco free campus. The licensee shall ensure that no product shall be sold from the premises which is prohibited to be sold within the premises of an educational Institute, as per the provisions of the Cigarette and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003. If licensee of the shop found selling the cigarette and other tobacco products, the license agreement shall be terminated with immediate effect and the said licensee be debarred for five years from participating in any tender floated by the Institute.
39. The licensee shall be liable to ensure compliance of all enactments, rules, regulations (as applicable) and of other authorities besides the instructions of the Institute that may be in force from time to time including all the labour laws, employees compensation and the minimum wages, as well as Weights and Measures and Prevention of Food Adulteration etc. On award of contract, licensee shall mandatorily apply for the FSSAI License, if applicable within one week and shall get the License before the end of the probation period. A copy of the same should be submitted to the Estate Office.
40. The Licensee shall be liable to make good the losses in financial terms that it may be subjected from time to time on account of any lapse on its part or arising out of statutory liabilities including the dues towards the workers in regard to wages, court awards, compensation which are caused to be paid/borne by the Institute due to the licensee's failure, as well as the Institute's license fee, electricity charges and other dues etc. The licensee shall pay all such dues to the Institute within fifteen days from the receipt of letter issued by the Institute in this behalf failing which; the same would be recovered/realized from the licensee's security deposit.
41. The Institute shall be absolutely immune and deemed indemnified in all matters, claims, liabilities and legal consequences which relates to compliance of statutory provisions, rules and regulations, orders and directions of Govt. authorities/ municipal corporation/courts/forum etc. as well as the provisions of this contract agreement. In case, the Institute is put to bear any liability for lapses on the part of the licensee or for its illegal actions, the Institute would have the right to realize from the licensee all dues if those are in financial terms, and on other matters, in appropriate manner as it deems appropriate including adopting legal recourse.
42. The licensee would comply with all guidelines/instructions issued by the Officer In-charge (Estate) in consultation with the Chairman, CEMMC besides following other Institute Orders/ instructions of security authorities concerning the security/safety issues and Institute discipline.
43. The Licensee shall ensure that it and its employees' do not adversely affect the peaceful and congenial atmosphere of the Institute's premises.

Complaint Mechanism

44. The licensee shall maintain a complaint book in the outlet wherein the consumers may register their complaints. The complaint book shall be produced every month on the first working day before the Estate Office for necessary action.
45. The complaints shall be removed or dealt with by the licensee on priority basis on issues that concern the licensee and a compliance report thereon, shall be submitted to the Estate Office along with the production of complaint book.
46. The licensee shall be liable to be penalized or fined in cases of defaults and negligence on its part or for complaints in the manner provided hereafter at the discretion of the Institute and/or at behest of the CEMMC. Such penalty or fines shall be imposed through the Officer In-charge (Estate) according to the nature of the complaints. The first penalty in such case would be to the tune of ₹ 5000/-, ₹ 10000/-, the second time and ₹ 20000/-, the third time or such higher penalty as deemed fit by the CEMMC / Institute.
47. However, if the complaints of identical nature still persist, the Institute would be at liberty to terminate the contract forthwith without giving any more notices.
48. If any complaint is received from the IITK campus residents against the vending machine that the licensee or his/her staff has acted in a discourteous manner/misbehave/misdemeanor and if it is found correct upon inquiry initiated by the competent authority of the Institute, the following action may be taken against the said licensee:

- (a) The license agreement of the said shop/outlet shall be suspended with immediate effect till the pending decision of CEMMC for a suitable action including termination of license agreement may be imposed.
- (b) The said licensee may be debarred for five years from participating in any tender floated by the Institute.

Termination of Contract

- 49. Either party may terminate the contract by giving 30 days' notice to the other party, in the event the other party is in breach of this Agreement, legal violation and health hazard. The said licensee may be revoked in public interest on a notice of period of 30 days. Further, a dispute review committee may examine the complaint, if any.
- 50. The Licensee may terminate this Agreement forthwith upon the happening of : (a) any defect in the licensing rights of the Licensor and (b) any disruption or suspension of the peaceful usage/possession of the premises or of the business operations of the Licensee on account of any act or omission by the Licensor, any person acting on behalf of the Licensor, governmental authority or any third party. Further, the Licensee shall have the option to terminate this Agreement, without any assigning any reason, by providing prior 30 days written notice.
- 51. In case, the contract is terminated, or it comes to an end by efflux of time, the contractor shall handover the vacant possession of the licensed premises within 15 days of contract coming to an end. Failure to handover the vacant possession of the premises as aforesaid, would render the contract to pay the penal damages to the Institute @ 50 times of the existing flat rate license fee of the premises shall be charged for the 1st month which shall increase in telescopic method from 2nd month onwards i.e. for 2nd month – damages + 10% of rate of damages; for 3rd month – damages + 20 % of rate of damages. For 4th month – damages + 40% of rate of damages and so on, limiting to the maximum 5 times of rates of damages charged during the first month of unauthorized occupation or such higher rate as may be fixed by the Institute at its absolute discretion from time to time. The penal damages under no circumstances shall be subject to question and it is the specific term of this contract.
- 52. The Institute shall further be within its absolute rights to enter the premises and assume absolute possession of the premises licensed under this contract from the licensee and the same shall not be subject to challenge.
- 53. It is hereby expressly agreed by the Parties that the entire campus of the Indian Institute of Technology Kanpur, including the premises designated for the provision of vending machine services under this Agreement, is notified as public premises under the provisions of the Public Premises (Eviction of Unauthorized Occupants) Act, 1971.

Accordingly, the Licensee expressly acknowledges and agrees that:

- I. This Agreement does not confer any leasehold, tenancy, possessory or proprietary right in the licensed premises;
 - II. The Licensee shall not claim any right, title or interest in the said premises at any time;
 - III. Upon expiry or earlier termination of this Agreement, the Licensee shall promptly vacate the premises and remove all equipment without any delay or claim for compensation; and
 - IV. In case of default in vacating the premises or unauthorized occupation beyond the term of this Agreement, the First Party shall be entitled to initiate appropriate eviction proceeding under the provisions of the Public Premises Act, 1971, without prejudice to any other remedies available under law.
- 54. In the case of sad demise of the licensee, the contract agreement shall automatically come to an end on the date of death and the vacant possession of the allotted premises shall be handed over to the Estate Office within not more than 30 days.

Assignment & Subletting:

- 55. The licensee shall not assign the contract or any part thereof or any benefit or interest thereon or there-under without written consent of the Institute. The whole of the charge included in the contract shall be executed by the Licensee or his authorized competent representative(s). The licensee shall be responsible for the acts, defaults and neglects of its workmen, fully being deemed as those of the licensee itself.
- 56. If at any time, it is detected that the outlet has been sublet or assigned to any other entity by the licensee, the Institute would be at liberty to terminate the contract forthwith without giving any time to the licensee and further to take over the possession of the given premises and/or to hand over the same to any other party at its sole discretion.

57. In case of subletting is proven, the rates of damages will be calculated at two times of damages (as mentioned above in 'Termination of Contract') for 1st month; two times of damages + 10% two times of damages for 2nd month; two time of damages + 20% two time of damages for 3rd month; two times of damages + 40% two times of damages for 4th month and so on, limiting to maximum 5 times of damages charges in such cases.
58. The entire business of the outlet shall be carried out in the name and at the behest of the licensee.
59. The licensee or his authorized/competent representative whose intimation would be provided in writing in advance to the Estate Office, shall at all times be available in the outlet and the business of the outlet shall not be carried out by any other person/ entity under any circumstances.
60. In normal course, the licensee or his authorized competent person should be available in the outlet. However if for any reason, the licensee is not in a position to be available in the outlet consecutively for more than 3 days, a prior permission will have to be obtained from the Estate Office, failing which, it will be deemed that the licensee has violated an essential condition of the contract and the licensee may be dealt with in an appropriate manner for this default which may include termination of contract and or adequate penalty at the discretion of the Institute.

Contract Documents and their interpretations

61. The original agreement shall remain with the Institute while a photocopy thereof may be retained by the licensee, if it so wishes.
62. The several documents forming the contract are to be taken mutually explanatory to one another and in case of any ambiguities or discrepancies, the interpretations of the same shall be communicated in writing by the Institute through its competent authority to the licensee along-with the directions, if any, and the same shall be deemed to be final and binding and shall not be open to question in court.

Force Majeure

63. Neither Party shall be liable for failure to perform or delay in performing its obligations under this Agreement, when and to the extent that such failure or delay is due to Force Majeure. The term "Force Majeure" shall include, but not limited to accidents, fires, floods, acts of God or the public enemy, embargoes, wars (declared or undeclared), riots, civil commotion, interference by civil or military authorities, terrorist acts, epidemics/pandemic, Government actions, order(s) or request(s), including (without limitation) any other cause or contingency beyond the control of the Parties and in any of the aforesaid events.

If such Force Majeure conditions prevail for more than 30 days, the Licensee shall have the option to terminate this Agreement forthwith, and the Licensors shall be liable to refund the entire security deposit to the Licensee on the expiry of 30 (Thirty) days.

Indemnity:

64. The Licensors shall indemnify and hold harmless the Licensee, its officers, directors, representatives and affiliates from:
- any breach of the covenants, representations and warranties provided by the Licensors under this Agreement.
 - any defect in the licensing rights of the Licensors. The Licensee also mutually responsible for the losses caused to the Licensors for mutual balance in the Indemnity clause.
 - any disruption or suspension of the peaceful usage/possession of the premises or the business operations of the Licensee on account of any act or omission by the Licensors, any person acting on behalf of the Licensors, governmental authority or any other third party.

Settlement of Dispute:

65. The Parties shall use their best efforts to negotiate and amicably settle any disputes, controversies or claims arising out of, or in connection with this contract or its interpretation.
66. If the Parties fail to settle the dispute amicably within thirty (30) Days of commencement of the negotiations, the dispute shall be settled through arbitration. One (1) sole arbitrator shall be appointed by the Director of IIT Kanpur under the Arbitration and Conciliation Act, 1996, who shall have full powers to make final and binding decisions subject to prevailing laws of India. The appointing authority shall be the Director of IIT Kanpur. The place of arbitration shall be Kanpur and the language used in the arbitration proceedings shall be English.

Jurisdiction

67. All matters and disputes under this contract will be subject to the exclusive jurisdiction of the District Courts, Kanpur Nagar only. The only exception is for the exclusive jurisdiction of the Estate Officer under the 'Public Premises (Eviction of Unauthorized Occupants) Act, 1971.

Date: _____

Signature of the Bidder _____

Name of the Bidder _____

Seal

Signature of the Bidder

APPLICATION FOR INSTALLATION OF AUTOMATED VENDING MACHINES IN IITK CAMPUS

Name of the Applicant -----

(If an individual)/Firm

Father's Name -----

Address of self and Firm -----

Phone No./Mobile No. -----

Email ID. -----

Aadhaar No. -----

Details of EMD

a. Amount : ₹ -----/-

b. DD/ FDR No. : -----

c. Dated : -----

d. Bank & Branch: -----

GST No. -----

PAN No. -----

EPF Code No., if any -----

ESI Code No., if any -----

Experience, if any (in years) -----

Name and address of two responsible persons as guarantors:

Name -----

Name -----

Aadhar No. -----

Aadhar No. -----

Address -----

Address -----

Declaration:

I hereby undertake –

1. That I shall bear all the expenses if there is any damage to the said premises.
2. That I shall vacate the Outlet premises and handover it to the Institute whenever a notice is served.
3. That I bind myself to the terms and conditions of this tender document.
4. That I am not blacklisted by any of the IIT'S/NIT'S/Any Govt. Organization.

Date: _____

Signature of the Bidder _____

Seal:

Signature of the Bidder

DETAILS TO BE FILLED BY THE BIDDER:

IN CASE THE BIDDER IS A FIRM		IN CASE THE BIDDER IS AN INDIVIDUAL	
Income Tax Registration Certificate/PAN No. _____		Income Tax Registration Certificate/PAN No. _____	
Bank statement for the last one year of the registered firm enclosed: Yes/No		Bank statement for the last one year of the Individual's account: Yes/No	
GST Registration Certificate/No. _____ Document Enclosed: Yes/No		GST registration of the last work. _____ Document Enclosed: Yes/No	
Firm Registration No. _____ Document Enclosed: Yes/No		Not required	
No of employees _____		No of employees _____	
EPF registration No. _____ Document Enclosed: Yes/No		EPF registration No. _____ Document Enclosed: Yes/No	
ESIC Registration No. _____ Document Enclosed: Yes/No		ESIC Registration No. _____ Document Enclosed: Yes/No	
No of years of experience _____ Document Enclosed: Yes/No		No of years of experience _____ Document Enclosed: Yes/No	
Whether worked in Government / semi-government / autonomous body and reputed Institute: Yes/No _____		Whether worked in Government / semi-government / autonomous body and reputed Institute: Yes/No _____	
Name of the Government / semi-government / autonomous body & Institute where last worked / currently working.		Name of the Government / semi-government / autonomous body & Institute where last worked / currently working.	
Institute Name	Years of experience	Institute Name	Years of experience
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
Other Statutory Registrations/Licenses, if any.		Not required	
In case of person signing the bid on behalf of the Firm, enclose authority letter.: Yes/No		In case of person signing the bid on behalf of the Party, enclose authority letter: Yes/No	
FDR/TDR/DD No. _____ Issuing Bank Name _____ Date of issue _____		FDR/TDR/DD No. _____ Issuing Bank Name _____ Date of issue _____	
		Aadhar No. of Individual: _____ Document enclosed: Yes/No.	
Annual turnover during the financial years:			
1. 2024-2025: ₹ _____; Income tax paid: ₹ _____			
2. 2023-2024: ₹ _____; Income tax paid: ₹ _____			
3. 2022-2023: ₹ _____; Income tax paid: ₹ _____			

Signature of the Bidder _____

Seal:

Signature of the Bidder

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ESTATE OFFICE
(Proposed list of Items to be sold from Automated Vending Machine))

Sl. No.	Item	Brand	Packaging Size
1.	Chips	Lays/Haldiram/Bikano/ITC/Crax	60gm
2.	Namkeen	Haldiram/Bikano/ITC/Crax/Parle/Bikaji	30gm-56gm
3.	Namkeen	Haldiram/Bikano/ITC/Crax/Parle/Bikaji	55gm-80gm
4.	5 Star	Cadbury	40gm
5.	Protien Bar	Max Protien/ UniBic/ RiteBite	30gm
6.	Fuse	Cadbury	30gm
7.	Dairy Milk	Cadbury	36gm
8.	Choco Chip Cookies	Anmol/ Unibic	75g
9.	Center Filled Cookies	Anmol/ Dark Fantasy (Box MRP/No of Pieces)	12.5g
10.	Kit Kat 4F	Nestle	36.5g
11.	Kit Kat Rich Chocolate	Nestle	50gm
12.	Choco Pie	Lotte/ Orion (Box MRP/No of Peices)	28gm
13.	Snickers	Mars	45gm
14.	Real Juice	Real – Dabur	180ml
15.	Lassi	Epigamia	150ml
16.	Milk Shake	Epigamia	180ml
17.	Kurkure	Kurkure, Taka Tak, Tedhe Medhe	105gm
18.	Jim Jam	Britannia	92gm
19.	McVitiesOats	McVities	75gm
20.	Digestive	McVities	96.5gm
21.	Water	Bisleri/ Bailey/ Dasani	500ml/1L
22.	Bakery	Bakery Products	1pc
23.	Center Filled Croissant	Bauli/ Britannia	50gm
24.	Ferrero Rocher	Ferrero Rocher	T4/4pc
25.	Butter Scotch Milk	Ananda	150ml
26.	Lahori Zeera	Lahori Zeera	160ml/250ml
27.	Cake	Winkis/ Anmol/ Britannia/ Bauli	90gm-120gm
28.	Energy Drink	Red Bull/ Monster	250ml/330ml
29.	Carbonated Beverages	Coca Cola, Diet Coke, Sprite, Limca, Fanta, Pepsi, Mountain Dew, 7 Up, Campa Cola, Pop	250ml/750ml
30.	Carbonated Can	Coca Cola, Diet Coke, Sprite, Limca, Fanta, Pepsi, Mountain Dew, 7 Up, Campa Cola, Pop	300ml/330ml
31.	Frooti	Parle Agro	250ml/500ml
32.	Pulpy Orange	Pulpy Orange	200ml/400ml

Date: _____

Signature of the Bidder: _____

Name of the Bidder: _____

Seal:

Signature of the Bidder

Tender ACCEPTANCE LETTER
(To be given by the bidder on Company Letter Head)

Date: _____

To
Officer In-Charge
Estate Office (Ground Floor)
Faculty Building Annexe
Indian Institute of Technology Kanpur
Kalyanpur, Kanpur - 208016

Subject: Acceptance of Terms & Conditions of the tender.

Tender Notice No: _____.

Name of Tender: _____.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) along with draft license agreement for the above mentioned 'tender/Work/Services' 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), draft license agreement etc.), which form part of the contract / 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 / organization too have also been taken into consideration, while submitting this tender acceptance letter.
4. I / We hereby unconditionally accept the tender terms and 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 / terminated / banned by any Govt. Department / Public Sector Undertaking/Govt. Educational Institute.
6. I / We certify that all information furnished by me / 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 contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit (EMD) absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Signature of the Bidder

(To be kept in a separate sealed envelope)
(Financial Bid / Price Bid)

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ESTATE OFFICE

TENDER NOTICE NO. 14/ 2026-27

- (a) The undersigned, hereby, offer to pay the License Fee at the rate of ₹ _____/- (Rupees _____) per Square Meter for the premises in question, as detailed in the bid document.
- (b) I further agree that the Licensor (Indian Institute of Technology Kanpur) shall be entitled to round off the License Fee to be computed according to the total area of the premises to the next upper multiple of hundred rupees.
- (c) I also agree that the Licensor shall be entitled to an enhancement @ 5% in the total License fee (as computed in 'b' above) duly rounded off as aforesaid, every year.

Date: _____

Signature of the Bidder: _____

Name of the Bidder: _____

Seal:

Signature of the Bidder