

**NOTICE INVITING EXPRESSION OF INTEREST (EOI)
FOR RUNNING SHOPS INSIDE CENTRAL UNIVERSITY OF
JAMMU CAMPUS**

जम्मू केंद्रीय विश्वविद्यालय
Central **University of Jammu**
राया-सूचानी (बागला), जिला सांबा -181143, जम्मू (जम्मू एवं कश्मीर
Rahya-Suchani (Bagla), District **Samba** - 181143, **Jammu** (J&K)

Notice Inviting Expression of Interest

Central University of Jammu (CUJ) invites Expression of Interest for running of GROCERY SHOP, inside the campus of Central University of Jammu.

The University requires the service of well-established and financially sound vendors/Proprietors/ firm to provide the Grocery Shop.

All the reputed and registered firms are encouraged to participate in the process. The general terms and conditions for the bidder are available on Central University of Jammu Website. The bidder should have sufficient proof of resources to cater the needs of the service. The evaluation criteria is also available on University Website www.cujammu.ac.in

The EOI document may be obtained/downloaded from the University Website cujammu.ac.in.

For any Query, contact Registrar, Central University of Jammu at
Email: registrar@cujammu.ac.in

Last date for receipt of Eoi : 1700 hrs on 18.05.2026

Date of presentation before committee for eligible firm : 20.5.2026 at 12 Noon

No. CUJ/Proc/EOI/Shops/8027 Dated 12.05.2026

**Sd/-
Registrar**



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Central University of Jammu

Bagla (Rahya-Suchani), District Samba-181143, Jammu (J&K)
Tele: 01923 – 249643 & Website: www.cujammu.ac.in



EXPRESSION OF INTEREST FOR RUNNING OF GROCERY SHOP INSIDE THE CAMPUS OF CENTRAL UNIVERSITY OF JAMMU

Central University of Jammu (CUJ) invites Expression of Interest for running of GROCERY SHOP, as detailed below, inside the campus of Central University of Jammu.

1. Provisional cum Grocery store

Suggested List of Items:

Basic groceries, packaged food, dairy products, pulses, grains, biscuits, toiletries, cleaning items, beverages, and daily utility items etc. or other related services as decided by the Competent Authority of Central University of Jammu.

All the reputed and registered firms are encouraged to participate in the process. The general terms and conditions for the bidder for running of Grocery shop is mentioned under Part-I. EMDs for the Grocery shop is to be submitted.

The EOI document is available at Central University of Jammu website i.e. www.cujammu.ac.in

The complete EOI from eligible bidders shall reach the office of the Registrar at following address not later than 1700 hrs on 18.05.2026.

**The Registrar,
Central University of Jammu, Rahya Suchani (Bagla),
Distt. Samba,
Jammu-181143(J&K).**

Any bid submitted after the specified time and with incomplete information will not be accepted.

REGISTRAR

PART-I

GENERAL TERMS AND CONDITIONS FOR RUNNING OF GROCERY SHOP INSIDE CENTRAL UNIVERSITY OF JAMMU

A. EMD DEPOSIT:

Earnest Money Deposit (EMD) of Rs.10, 000/- is to be submitted in the form of Demand draft in favour of "The Registrar, Central University of Jammu" payable at CUJ. The EOI submitted without an EMD will be treated as non-responsive and will be rejected.

B. BIDDING PROCESS:

TECHNICAL BID (ENVELOPE-I)

The sealed Technical Bid (Envelope-I) should contain the following:

- i. Bid Submission form (Form-I).
- ii. Bid compliance form (Form-II) with all the supporting documents.
- iii. EMD

FINANCIAL BID (ENVELOPE-II)

The sealed Financial Bid (Envelope-II) should contain the following:

- i. Price Bid (Form-III).

C. BID EVALUATION PROCESS:

1. The received bid will be opened by a committee duly constituted for this purpose. The technical bid will be opened first for the evaluation as per the eligibility and requirements specified in the bid.
2. The technically qualified vendor will be called for presentation before the committee.
3. The financial offer/bid of only the technically qualified bidder will be opened.
4. The criteria of evaluation is
 - 40% weightage of the marks for technical evaluation
 - 30% of the marks for presentation
 - 30% of the marks for financial (monthly rent quoted)

D. TERMS & CONDITIONS :

1. The Price Bid should contain only the duly filled in Form III of the EOI. The bidder shall quote the maximum monthly rent that intends to pay to CUJ per month. The highest rent offering bidder from the Technically Qualified Bidders who fulfils all the terms and conditions of EOI, will be awarded the contract. However, it may be noted that the reserve rent will be Rs. 12,000/-per month for Provisional cum Grocery Store excluding applicable taxes. The contractor shall pay GST & other statutory levies (as applicable) on the rent. Bids offering to pay rent at a rate less than the reserve rent will be rejected.
2. The qualified contractor will have to submit a performance bank guarantee of Rs. 25,000/- as a security deposit in favour of "The Registrar, CUJ", which should be valid till upto the completion of the contract duration.

3. The duration of contract will be for a period of 05 (five) years from the date of signing the contract.
4. The contractor shall be required to pay a monthly rent along with electricity and water charges for the area/shop allotted to him. As mentioned in the preceding paras, the highest rent offering bidder from amongst the Technically Qualified Bidders who fulfils all the terms and conditions of EOI, will be awarded the contract. Bids offering to pay rent at a rate less than the reserve license fee will be rejected.
5. The bidder is not allowed to make additions/alterations in the EOI. Such additions and alterations shall render the EOI to be summarily rejected. Conditional EOIs shall not be accepted.
6. The bidder must visit the site and gather a clear idea about the allotted space before submitting the quotation. The bidder shall not make any additions or alterations in the allotted premises during the period of contract. The Contractor shall not transfer or assign or sublease any part of his interest in this license to others.
7. The EOI shall be submitted only in the name of the registered firm, not by any Third Party. Third Party EOI shall be rejected summarily. Subletting of services will lead to the cancellation of the contract. Contractor shall be required to execute an agreement in the prescribed format before award of the contract.
8. Timings: The service hours of the shop shall be from 08.00 AM to 10.00 PM daily or as decided by the Competent Authority which may be modified by institute if and when considered necessary. Any change in the timings of operation, and any change will be informed accordingly. Penalty will be imposed as decided by the Competent Authority for not observing timing. The shop /outlet shall operate on all seven days of the week and there shall be no holiday under any circumstances, with the prior instructions/approval of the Registrar.
9. Late/Delayed Tenders will not be accepted, CUJ will not be responsible for any Postal/Courier Delay.
10. Prices/discounts of all items must be in Indian rupees and inclusive the applicable taxes.
11. Further, the rent quoted by the bidder has to be paid together with applicable taxes on or before 10th day of every calendar month.
12. The CUJ shall have the right to review the working of the contract from time to time and if at any time it is found that the contractor has failed to fulfill any of the conditions of the Contract or that his working is unsatisfactory, CUJ may terminate the contract after giving a one-month notice. However, no such notice will be necessary if the contract is terminated on the grounds of serious misconduct or any other act as the CUJ may deem fit.
13. All necessary furniture and other infrastructure shall be in the scope of the Contractor.
14. The contractor shall be responsible to maintain the premises in good condition. In case of any damage, they shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Contractor himself.
15. Facility of Payment through BHIM, UPI, Credit / Debit Card, etc. should be made available.

16. The contractor shall maintain the quality of 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 in the shop / outlet premises.
17. The contractor shall maintain full hygienic conditions in the shop/outlet, 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 contractor shall also have to make his own arrangements for safe storage of materials. The worker should wear neat and clean uniform during the shop hours.
18. Garbage and waste disposal should be done as per the institute norms. Pest / rodent control should be done on a regular basis to control the harmful insects and rodents.
19. Usage of plastic bags is strictly PROHIBITED and the same shall not be used under any circumstances, whatsoever. Instead, use of Paper bags / plates /cups / etc. is encouraged.
20. The contractor shall employ in running the outlet only such persons as are careful, skilled, experienced in their trades, dutiful, sober, and well-behaved and rules compliant.
21. The contractor shall neither employ any child labour nor any worker who is below 18 years of age.
22. All the workers shall invariably carry their ID Cards (to be provided by the contractor at its own costs) and shall be produced to the security personnel and other Institutes authorities, whenever asked for.
23. The contractor shall be bound to remove any such worker and disallow him/her from entering into the Institute premises that the Institute does not deem appropriate to continue within the Institute premises for administrative or any other reasons.
24. The contractor shall maintain a complaint book in the outlet wherein the consumers may register their complaints.
25. Any addition work/item for sale/service may be increased with the approval of University Competent Authority.
26. Revision of rates can be with the approval of University Competent Authority.
27. The complaints shall be dealt by the contractor on priority basis on issues mentioned and compliance report thereon shall be submitted to the Estate Official along with the production of complaint book. 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.
28. 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 shop/premises within 15 days of the contract coming to an end. Failure to handover the vacant possession of the shop/premises as aforesaid, would render the contract to pay the penal damages to the Institute.
29. Force Majeure: Any delay due to Force Majeure will not be attributable to the Service provider. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the

reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption ,or fire or land slide; strikes or boycotts (other than those involving the Vendor or its employees/representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Contract for a period exceeding a continuous period of 7 (seven) days;

30. Proper inventory handover of civil and electrical items will be done at the time of signing contract and termination of the contract.

31. The contractor shall comply with various legal obligations under the Factory Act, Minimum Wages Act, EPF Act, Employment Liability Act 1938, Workmen Compensation Act1923, Industrial Dispute Act 1947, Maternity Benefit Act 1961, Contract Labor (R&A) Act 1970, GST Act and modifications thereon and other laws relating thereto and the rules made there under from time to time.

32. Arbitration Clause:

The case of any dispute arising between both the parties, such dispute shall be settled through negotiations. If such, negotiations fails, then the matter/case be sent for deliberation under arbitration and conciliation Act 1996, by appointing a sole arbitrator. The sole arbitrator shall not be an employee of either of the party. Vice-Chancellor of CUJ shall have a authority to appoint an arbitrator. The expenses incurred during arbitral proceedings shall be borne by both the parties.

33. Jurisdiction and Governing Laws

In case of any disputes, the jurisdiction of J&K UT Court shall be applicable . The laws of J&K UT and Laws of India are applicable.

FORM-I

TECHNICAL BID
(FOR RUNNING OF GROCERY SHOP)

(Write or print or type in block letters)

EOI No. _____

Date.:

BID SUBMISSION FORM

To
The Registrar,
Central University of Jammu,
Rahya Suchani (Bagla),
Distt. Samba, Jammu -184113(J&K).

Dear Sir,

In response to your EOI No... Expression of
Interest for running of grocery shop inside Central University of Jammu campus.

The details are as follows:

1. Bidder Name :
2. Address for Communication :
3. Telephone Number :
4. Authorized Person-
Name: _____
Designation: _____
Mobile No. _____
Email ID: _____
5. PAN: _____
6. GST Number: _____
7. Registration Number of Shop : _____
8. State _____
9. Financial turnover/Business turnover : _____

10. Certificate/Certifications Enclosed: _____

11. Particulars of EMD:

Amount: Rs. _____ Mode of Payment : _____

DD No: _____

Date : _____

Name of the Bank : _____

Address of the Bank : _____

12. Details of similar work/order executed during last 03 years (Please submit supporting documents)

Technical Evaluation Criteria (For Grocery Shop)		Marks	Score obtained by the Bidder	Remarks
Relevant Experience	Minimum 4 years if experience is required (Mandatory)	NIL		
Financial turnover/ Business turnover	i) less than 10 lacs per annum	0 Marks		
	ii) 10 lacs to 20 lacs per annum	10 Marks		
	iii) 20 lacs to 30 lacs per annum	20 Marks		
	iv) 30 lacs to 40 lacs per annum	30 Marks		
	iii) Above 40 lacs per annum	40 Marks		
Certification Requirements	Shop & Establishment License is Required (Mandatory)	NIL		
GST Requirement	GST Certificate is Required (Mandatory)	NIL		
FSSAAI	FSSAI Certificate is Required (Mandatory)	NIL		
Total Marks		40 Marks		

A bidder has to score atleast an overall minimum score of 50% marks in the technical evaluation in order to technically qualified.

1. The bidder/vendor will have to provide presentation at Central University of Jammu, the date of which will be informed after technical evaluation of the bids received. The maximum marks of the presentation by the bidder/ vendor is 30 (Thirty marks)
2. Financial Bids of the Bidder/Vendor, who is Technically Qualified (after presentation), shall be considered. The maximum marks obtained in Financial Evaluation is 30 (Thirty Marks).

Note:

- (i) The criteria of evaluation is
 - i. 40% weightage of the marks for technical evaluation
 - ii. 30% of the marks for presentation
 - iii. 30% of the marks for financial (monthly rent quoted)
- (ii) Financial Bids will be opened only for those firms/bidders qualifying in Technical Evaluation and Presentation.
- (iii) Work Order may be awarded to the Highest scorer, Overall (Technical + Presentation + Financial Evaluation).
- (iv) In case two or more vendors are equal in marks, work will be awarded to the Vendor who has more experience. The decision of the Central University of Jammu shall be final in this regard.

DECLARATION BY THE BIDDER

1. It is hereby declared that I/we the undersigned, have carefully read and understood the terms and conditions of the EOI document and it is certified that all the terms and conditions of the EOI are acceptable to me/us and I/we will abide by the conditions.
2. The information/documents furnished along with our technical bid are true and authentic to the best of my/our knowledge and behalf. I/we hereby declare that our proposal is made in good faith, without collusion and fraud. No forged/tempered documents are produced with the EOI form for gaining unlawful advantage. We understand that Central University of Jammu is authorized to make enquiries to establish the facts claimed and obtain confidential reports from clients.
3. I/we are well aware of the fact that furnishing any false information/fabricated document would lead to rejection of our EOI at any stage besides liabilities towards prosecution under appropriate law.
4. Neither I/we, nor anybody on my/our behalf will indulge in any corrupt activities/practices in my/our dealing with the Central University of Jammu.
5. Each page of the tender document and papers submitted by me/us is authenticated, sealed and signed and I/we take full responsibility for the entire documents. I/we certify that the tender has

been submitted in official tender format only and no addition/modification/alteration has been made in the original tender document.

6. I shall vacate the outlet premises and handover it to the institute whenever notice is served.

Signature of the Bidder:

Name and Designation:

Address:

.....

Place:

Date:

Authorized signatory of bidder with seal

FORM-II

BID COMPLIANCE FORM

Sr.No.	Description	Admissible certificate/Document Attached(Yes/No)	Page No. of Attachment
	Bidder Eligibility criterions		
1	Copy of Registration certificate		
2.	EMD		
3	Work Experience		
4	PAN/TAN/GST Registration		
5	Annual Turnover		
6	Signed Tender Document Copy		
7	Bid Submission Form (Form-I)		
8	Price Bid(Form-III) in Separate Envelope		
9	Registered Shop and Establishments Act		
10	FSAAI Certificate		

Note:

1. All the supporting documents attached to this form should be numbered, signed and stamped.
2. Unreadable/Incomplete certificate/documents will lead to rejection of the bid straight away.

Date:

Place:

Signature of the Bidder

FORM-III

PRICE BID

**EXPRESSION OF INTEREST FOR RUNNING GROCERY SHOP INSIDE CENTRAL
UNIVERSITY OF JAMMU CAMPUS**

S. No.	Details (II)	Monthly Rent Quoted by the Bidder (Exclusive of all taxes)	
		Rs.(In figure) (III)	Rs.(In words) (IV)
1	Grocery Shop Room Size = 12feet x 16feet (Minimum reserve price Rs 12,000/-_)		

Date:

Place:

Signature of the Bidder

Note:

1. Separate price bids has to be submitted for each shop in the format as form III.
2. The bids will be rejected straight away in case of the following:
 - (i) If there is a difference in the value mentioned in Column III and IV.
 - (ii) If the values in any of the Column (III and IV) are unreadable/un clear or below the reserve rent.