



Dharmashastra

National Law University, Jabalpur

Expression of Interest (EOI) for Installation and Operation of Vending Machines at Hostels of the Dharmashastra National Law University, Jabalpur

S.No.REG/1029/DNLU/2025-26

Starting Date	Last Date of Submissions of EOI
16.01.2026	29.01.2026 @ 17:00 PM

For any queries kindly email at hostel.office@mpdnlu.ac.in



1. Introduction

1.1 Dharmashastra National Law University, Jabalpur ("University") invites Expressions of Interest ("EOI") from eligible and reputed vendors for the installation, operation and maintenance of vending machines at its hostel premises. The vending machines are intended to provide snacks, beverages and ready-to-eat food items and feminine hygiene to hostel residents in a safe, hygienic and accessible manner.

1.2 The application with supporting self-attested documents must be sent (By Speed post or Registered post only) in a sealed envelope addressed to "Registrar, Dharmashastra National Law University, BRBRAITT Campus, South Civil Lines, Ridge Road, Jabalpur (M.P.) 482001" scribing the above reference number clearly on the envelope by 05:00 pm on or before 28-01-2028.

1.3 University will not be responsible for any postal delay.

1.4 The interested vendors may also directly deposit the sealed envelope into the tender box available at Reception of the university located at BRBRAITT Campus, South Civil Lines, Ridge Road, Jabalpur (M.P.) 482001

1.5 If there is any addendum/corrigendum related to the EOI, it shall only be published on the University's website. The vendors are advised to check the University's website regularly. No other mode of notice will be given.

2. University Hostels and Strength

The university has four hostel blocks with approx. strength as follows:

Name of Hostel	Strength (Approx)
Bhatnagar Bhawan	144
Raman Bhawan	156
Jagdish Bhawan (<i>Girls Hostel</i>)	240
Type 3/4 Hostel (<i>Girls Hostel</i>)	100

3. Scope of Work

3.1 The selected vendor shall install vending machines at such locations within the hostel premises as may be identified and earmarked by the University from time to time. The number, placement, relocation or removal of vending machines shall be at the sole discretion of the University, based on operational feasibility and student requirements.

3.2 The vending machines shall stock branded, sealed and FSSAI-compliant food and beverage products, including snacks, beverages and ready-to-eat food items and feminine hygiene items.

3.3 The vendor shall ensure that all products are sold strictly at or below the Maximum Retail Price (MRP) printed on the packaging. Any instance of overcharging shall be treated as a material breach of obligations.



3.4 The vending machines shall mandatorily support UPI-based digital payments. Other payment modes such as debit cards, credit cards, digital wallets and cash may be enabled subject to prior approval of the University.

3.5 The vendor shall ensure round-the-clock (24x7) operation of vending machines and shall be responsible for regular stocking, refilling, cleaning, technical servicing and upkeep.

3.6 In the event of any malfunction or breakdown, the vendor shall attend to the complaint within 24 hours and ensure full restoration of service within 48 hours.

3.7 The vendor shall strictly comply with the Food Safety and Standards Act, 2006, Legal Metrology Act, 2009, Consumer Protection Act, 2019, and all rules, regulations and guidelines issued thereunder.

4. Eligibility Requirements

4.1 As part of the application, an interested firm should submit the relevant information as per **Annexure A** containing the technical information.

4.2 Eligibility Criteria:

- (i) The Vendor should have GST certificate before the submission of their quotation against this EoI. (self-attested copy)
- (ii) Vendor must have a PAN Card (self-attested copy).
- (iii) The bidding Chemist/Firm should have the experience of having established/run/managed such a Vending Machines/Super Markets/shops etc., for at past one years.
- (iv) The vendor must be financially sound, having a minimum annual turnover of ₹50,00,000 (Rupees Fifty Lakhs) in any one of the preceding two financial years. Audited financial statements shall be submitted.
- (v) A declaration undertaking on the letter head of the Vendor/Agency that all the terms and conditions as given in the EoI document are acceptable and the Agency has not been blacklisted by any of the organization at any point of time and no criminal case is pending against the said firm/agency should be given.
- (v) Each page of the EoI document along with all other submitted documents must be duly signed by authorized signatory with Vendor's company seal and initial. Otherwise, the document will be invalid.

Note: The University reserves the right to independently verify the authenticity of the documents submitted by Vendors and also to obtain feedback from the clients of the Vendors which shall be valuable for the shortlisting process. Only those parties will be considered who are found suitable and meet the eligibility



criteria. Decision of Committee after evaluating all other factors will be final in this regard.

5. Technical & Installation Details

- 5.1 Machine Type & Model: Snack & Beverage Combo Vending Machine with Touch Screen
- 5.2 Capacity: minimum 200–250 products (adjustable shelves for various items)
- 5.3 Payment Options: UPI (default), with optional card, cash, and wallet support
- 5.4 Delivery & Installation Timeframe: Within 2–3 working weeks from approval
- 5.5 Food Safety & Compliance: Certified with FSSAI, ISO of 22000 series and other relevant quality standards.

6. License Fee, Electricity Charges and Water Charges

- 6.1 **License Fee:** Base License fee is Fixed @ Rs.172.10/- plus applicable GST per month for one square meter of space and will be enhanced by 10% after completion of initial three years subject to extension of the contract.
- 6.2 The Vendor can offer higher License Fee at than the base license fee fixed. Vendors who quote the highest license fee shall be eligible for award of contract/Work order subject to being eligible as per the eligibility criteria and complying with the terms & conditions of the Expression of Interest (EoI).
- 6.3 In case more than one Vendor quotes the highest discount, as a tie-breaker, the Vendor who has higher average annual turnover in past three financial years (FY 2022-23, 23-24 & 24-25) among the Vendors who have quoted the same highest license fee shall be eligible for award of Contract/Work Order.
- 6.4 **Electricity Charges:** At actuals as per the rates as prescribed by university as prevalent in the City of Jabalpur (M.P.). For electricity consumption purposes, a separate meter would be installed by the university.
- 6.5 **Internet charges:** @ Rs. 50/- per month plus applicable GST per location, if the internet connection is to be provided.
- 6.6 A post-installation maintenance and service agreement, outlining preventive maintenance schedules and repairs, should also be included in the proposal.

7. Financial and Maintenance Model

- 7.1 All costs related to procurement, installation, and operation will be fully borne by the vendor.
- 7.2 The University will not bear any financial liability for the project.
- 7.3 A small electricity sub-meter may be installed near the machine to record energy
- 7.4 Consumption, and the vendor will reimburse the university monthly for electricity usage based on the readings.



7.5 The vendor will also ensure proper cleanliness, hygiene, and upkeep around the vending area at all times.

8. Submission

- 8.1 The duly filled application is enclosed as Annexure-A.
- 8.2 Detail proposal with complete machine detail and list of products.
- 8.3 Complete supporting documents.
- 8.4 Any other relevant documents.
- 8.5 All expressions of interest must be submitted in the name of the Registrar, Dharmashastra National Law University, Jabalpur – 482001 by hard copy on or before 28.01.2026 (Wednesday). Late submissions will not be considered.

9. Evaluation Criteria

9.1 The submissions will be evaluated by the Committee constituted for the purpose based on the following criteria:

- (i) Vendor's experience and track record.
- (ii) Quality and variety of products proposed for the vending machines.
- (iii) List of Product with brand name needs to be submitted along with EOI
- (iv) Financial viability.
- (v) Approach to maintenance and service support.
- (vi) Annual turnover

9.2 The final selection will be made based on the most favourable overall value and ability to meet the requirements.

10. Contact Information

For further inquiries or clarification, please contact:
Hostel Office (DNLU, Jabalpur) – hostel.office@mpdnlu.ac.in



Application Form for Evaluation

1. Name of the Registered Firm / Agency: _____

2. Registered Address of the Firm / Agency: _____

3. Firm / Agency Registration Details:

(a) Registration Number: _____

(b) Date of Registration: _____

(c) PAN Number: _____

(d) GST Registration Number: _____

4. Type of Organization:

(Tick whichever applicable)

Proprietorship

Partnership

Private Limited Company

LLP

Co-operative Body

Others (please specify): _____

In case the applicant is a non-individual entity, a certified copy of the Partnership

Deed/Certificate of Incorporation/Certificate of Registration issued by the

competent authority must be enclosed.

5. Name(s) of Proprietor / Partners / Directors:

i. _____

ii. _____

iii. _____

iv. _____

6. Relevant Experience:

Total years of experience in vending machine services	_____ Years
Total vending machine installed till date	

Total vending machine installed and in Operation till date:	
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NOTE: Authenticated documentary proof to be enclosed.

7. **Annual Turnover (Last Three Financial Years, if available):**

Financial Year	Turnover (INR)
FY 2022-23	_____
FY 2023-24	_____
FY 2024-25	_____

9. **Contact Details:**

Office Address: _____

Contact Number(s): _____

Email ID: _____

10. **License Fee Offered for one square meter of space:**

License fee in Figures of ₹ _____ per month

License fee in words Rupeesper month

(plus applicable GST for one square meter of space.)

Notes

- (i) The **base license fee is fixed at ₹172.10/-** plus applicable GST per month for one square meter of space (excluding electricity and internet charges).
- (ii) In case more than one firm quotes the **same highest license fee**, the selection of the firm will be based on the higher number of experience and installed number of vending machine.

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief. I/We understand that any false information may lead to rejection of application or termination of contract.

Signature of Vendor with Seal

Place: _____

Date: _____

Blacklisting / Debarment Declaration

The applicant hereby declares that the firm / agency has not been debarred or blacklisted by any Central Government / State Government Department / Autonomous Institution / Educational Institution in India.

Signature of Vendor with Seal

Place: _____

Date: _____