தமிழ்நாடு மத்தியப் பல்கலைக்கழகம்
CENTRAL UNIVERSITY OF TAMIL NADU
तमिलनाडु केन्द्रीय विश्वविद्यालय
ESTABLISHED BY AN ACT OF PARLIAMENT IN 2009

नीलक्कुड़ीपरिसर/Neelakudi Campus ,तिरुवारूर/Thiruvarur- 610 005

estate@cutn.ac.in 04366 277 466

e-Procurement Notice

EXPRESION OF INTEREST (EoI)

GENERAL TERMS & CONDITIONS FOR LEASING OF SHOP NO.5 – PRINTING, XEROX, BINDING, INTERNET BROWSING AND ALL TYPES OF STATIONERY IN STUDENT AMENITIES CENTRE AT CENTRAL UNIVERSITY OF TAMIL NADU, THIRUVARUR

Ref.: CUTN/Amenities/Shops(EoI)/2026/08 **Dated: 24.10.2026**

Online Expression of Interests are hereby invited from eligible interested bidders for the work **"**Expression of Interests (EoIs) for leasing of Shop No.5 Printing, Xerox, Binding, Internet Browsing and all types of Stationery shop in Students Amenities Centre, CUTN, Thiruvarur – 2026**"**

Bidders can download complete set of bidding documents from e-procurement Platform https://eprocure.gov.in/eprocure/app from 24.10.2026 onwards. Bidders need to submit the bids online for the interested items by uploading all the required documents through https://eprocure.gov.in/eprocure/app.

Last Date/ Time for receipt of bids through e-procurement is: 14-11-2026 (Server time).
Late bids shall not be accepted.

For further details regarding Tender Notification & Specifications please visit website: https://eprocure.gov.in/eprocure/app and www.cutn.ac.in

IMPORTANT DATE SHEET

Published Date	**24.10.2026**
Bid Document Download Start Date	**24.10.2026**
Date of Pre-bid Meeting	**30.10.2026 @ 15:00 Hrs.**
Last date & time for receipt of Tenders	**14.11.2026 @ 15.00 Hrs**
Bid Opening Date (Price)	**16.11.2026 @ 16:00 Hrs**

Bidding Procedures

Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement at https://eprocure.gov.in/eprocure/app.

1. Possession of valid Digital Signature Certificate (DSC) and enrolment / registration of the contractors / bidders on the e-Procurement / e-tender portal are prerequisite for e-tendering.
2. Bidder should register for the enrolment in the e-Procurement site using the "Online Bidder Enrolment" option available on the home page. Portal enrolment is generally free of charge. During enrolment / registration, the bidders should provide only valid and true information including valid E-mail id. All the correspondence shall be made directly with the contractors / bidders through E-mail id as registered.
3. Bidder need to login to the site through their user ID / password chosen during enrolment /registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY / TCS / nCode / eMudra or any other Certifying Authority recognized by Controller of Certifying Authorities (CCA) India on eToken / Smartcard, should be registered.
5. The registered DSC only should be used by the bidder in the transactions and should ensure safety of the same.
6. Contractor / Bidder may go through the tenders published on the site and download the tender documents / schedules for the tenders.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected.
8. Any clarifications may be sought online through the tender site, through the contact details or during pre-bid meeting if any. Bidder should take into account the corrigendum if any published before submitting the bids online.
9. Bidder may log into the site through the secured login by the user id / password chosen during enrolment / registration and then by submitting the password of the e-Token / Smart card to access DSC.
10. Bidder may select the tender in which he / she is interested in by using the search option and then move it to the 'my tenders' folder.
11. From my tender folder, he / she may select the tender to view all the details uploaded there.
12. It shall be deemed that the bidder has read and understood all the terms and conditions before submitting the offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the incomplete bid shall stand rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and ordinarily it shall be in PDF /xls / rar / jpg / dwf formats. If there is more than one document, all may be clubbed together and provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip / rar and the same if permitted may be uploaded. The file size being less than 1 MB the transaction uploading time will be very fast
14. The Bidder scan update well in advance, the documents such as certificates, annual report details etc., under "MySpace option" and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
15. The details of the DD / any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection.

16. While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.

17. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read, understood and agreed with all clauses of the bid document including General conditions of contract without any exception.

18. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid may be rejected.

PRICE BID

19. If the price bid format is provided in a spread sheet file like BoQ_xxxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid / BOQ template shall not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for the tender.

20. The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.

21. The time settings fixed in the server side and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening etc., in the e-Tender system. The bidders should follow such time during bid submission.

22. **The Bill of Quantities (BoQ) uploaded / submitted in the CPP Portal shall be quoted exclusive of GST.**

EVIDENCE FOR ONLINE BID SUBMISSION

23. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.

24. All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.

25. 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 openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

26. The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128-bit encryption technology. Data storage encryption of sensitive fields is done.

27. The bidder should logout of the tendering system using the normal logout option available at the top right-hand corner and not by selecting the (X) exit option in the browser.

28. For any queries regarding e-Tendering process, the bidders may contact at address as provided in the tender document. Similarly for any further queries, the bidders are advised to contact over phone: 1-800-233-7315, 0120-4001005 or send an E-mail to cppp-nic@nic.in.

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TENDER DOCUMENT

(Expression of Interests)

Tender Id no	CUTNEOI202608
Tender Ref. no	**CUTN/Amenities/Shops(EoI)/2026/08**
Name of Work	**Expression of Interests (EoIs) for leasing of Shop No.5 Printing, Xerox, Binding, Internet Browsing and all types of Stationery shop in Students Amenities Centre, CUTN, Thiruvarur – 2026**
Period of Contract	The period of contract of shop will be initially for a period of one year, extendable to the maximum period of three years on mutual consent, subject to the satisfactory performance and recommendation by the concerned University Committee.
Date of issue of Tender	**24.10.2026**
Last Date & Time for Receipt of Tenders	**14.11.2026 up to 15:00 Hrs.**(Office time)

तमिलनाडुकेन्द्रीयविश्वविद्यालय
संसदद्वारापारितअधिनियम2009 केअंतर्गतस्थापित
CENTRAL UNIVERSITY OF TAMIL NADU
(Established by an Act of Parliament, 2009)
नीलक्कुड़ीपरिसर/Neelakudi Campus ,तिरुवारूर/Thiruvarur- 610 005
Estate Section
estate@cutn.ac.in 04366 277 466

NOTICE INVITING TENDER (NIT)

01	Tender Ref. no	:	**CUTN/Amenities/Shops(EoI)/2026/08**
02	Name of work	:	**Expression of Interests (EoIs) for leasing of Shop No.5 Printing, Xerox, Binding, Internet Browsing and all types of Stationery shop in Students Amenities Centre, CUTN, Thiruvarur – 2026**
03	Earnest Money Deposit (EMD) fee*(Refundable)*	:	The bidder shall be required to submit the Earnest Money Deposit (EMD) for the amount prescribed below in Table - I by way of a demand draft/CUTN Account/Bank Guarantee. The demand drafts/ Bank Guarantee shall be drawn in favor of "Central University of Tamil Nadu" payable at Thiruvarur. The demand drafts for earnest money deposit must be closed in the envelope containing the technical bid. The EMD of the successful bidder may be a part of Performance Guarantee and for unsuccessful bidder(s), it would be returned (without interest) after award of the contract. Tenders received without EMD shall not be accepted. Details of University for deposition of EMD: Name: Central University of Tamil Nadu – EMD/ Securty Deposit Name of Bank: State Bank of India Branch Name: Central University of Tamil Nadu, Thiruvarur Branch Account No. 39004909615 IFSC:SBIN0018724
04	Tender document fee	:	NIL
05	Validity of Tender		90 days (From the date of opening of bids)
06	**Period of Contract**	:	The period of contract of shop will be initially for a period of one year, extendable to the maximum period of three years on mutual consent, subject to the satisfactory performance and recommendation by the concerned University Committee. (From the date of commencement of the shop which will be calculated from the date of occupation of the vendor)
07	Date of issue	:	**24.10.2026**
08	Date & time of Pre-bid meeting	:	Pro VC Hall, Admin Building, CUTN, Thiruvarur On **30.10.2026 at 15:00 Hrs.**
09	Duration of submission of bids	:	**21 days**
10	Last date & time for receipt of Tenders	:	**14.11.2026 up to 15:00 Hrs.**(Office time)
11	Date & time of bid opening		**16.11.2026 at 16:00 Hrs.**(Office time)

12	Mode for submission of Tender	:	**Online mode (CPP Portal – www.eprocure.gov.in)**
• **The Bill of Quantities (BoQ) uploaded / submitted in the CPP Portal shall be quoted <u>exclusive of GST</u>.**			
• Bidders are advised to regularly check our website **(*www.cutn.ac.in* *and CPP Portal* – *eprocure.gov.in*)** for any corrigendum/amendments till the opening of tender. All pages should be signed by bidder. The tender document contains **01 to 18** pages.			

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Registrar, CUTN, Thiruvarur

तमिलनाडुकेन्द्रीयविश्वविद्यालय
संसदद्वारापारितअधिनियम2009 केअंतर्गतस्थापित
CENTRAL UNIVERSITY OF TAMIL NADU
(Established by an Act of Parliament, 2009)
नीलक्कुड़ीपरिसर/Neelakudi Campus ,तिरुवारूर/Thiruvarur- 610 005
Estate Section
estate@cutn.ac.in 04366 277 466

Central University of Tamil Nadu invites Expression of Interests from interested bidders for the work "Expression of Interests (EoIs) for leasing of Shop No.5 Printing, Xerox, Binding, Internet Browsing and all types of Stationery shop in Students Amenities Centre, CUTN, Thiruvarur – 2026" as per the terms and conditions mentioned herein. The vendors shall provide the required services/ items to the University and the items should be available all the time at a reasonable and/ or fixed price (i.e. MRP) of best quality and the right quantity.

Earnest Money Deposit	Earnest money Deposit(EMD)
Online	The bidder shall be required to submit the Earnest Money Deposit (EMD) as mentioned below **in Table – I** by way of a demand draft / CUTN Bank Account / Bank Guarantee. The demand drafts/ Bank Guarantee shall be drawn in favor of "Central University of Tamil Nadu" payable at Thiruvarur. The demand drafts for earnest money deposit must be closed in the envelope and send it to University address. The EMD of the successful bidder may be a part of Performance Guarantee and for unsuccessful bidder(s), it would be returned (without interest) after award of the contract. Tenders received without EMD shall not be accepted. Details of CUTN Bank details for deposition of EMD: Name: Central University of Tamil Nadu. Name of Bank: State Bank of India Branch Name: Central University of Tamil Nadu, Thiruvarur Branch **Account No. 39004909615 IFSC:SBIN0018724**

The Expression of Interest (EoI) document can be downloaded free of cost from the University website www.cutn.ac.in and Government of India portal www.eprocure.gov.in .

The following amenities service/ shop is offered for allotment on lease which are located in the University campus shopping complex area:-

Table-I

S. No.	Shop No.*	Area of Shop (Sq . ft)	EMD (Rs.)	Minimum Licence fee per month (excluding GST / taxes)
1.	Shop No. 5	200	15,000	3,700.00

(GST rate shall be applicable on licence fee as per norms)

Layout of the shop is at Annexure –III

1. **Submission of Expression of Interest (EoI):**

a) **Expression of Interest (**EoI) via online are invited from reputed service providers/ firms for leasing out Shop No.5 – Printing, Xerox, Binding, Internet Browsing and all types of Stationery in the Shopping Complex, Central University of Tamil Nadu campus. The proposals should be uploaded to CPP Portal by **14.11.2026** (Saturday) by **3.00 PM**.

b) **Opening of Expression of Interest (EoI):** The EoIs will be opened on **16.11.2026** (Monday) at **4.00 PM** in the Administration Building in presence of the participants or their authorized representatives who may like to be present.

c) The interested parties may inspect the University premises before submitting their Expression of Interest (EoI) forms.

d) In case of Firms/ Companies etc., the authorized representative can submit the Expression of Interest (EoI) application along with authorization letter.

e) **The EoI Form (Annexure I) and Financial Bid (Annexure II), duly filled in, along with the EMD in the form of a Demand Draft drawn in favour of "Central University of Tamil Nadu", payable at Thiruvarur, or proof of NEFT/ online payment, shall be uploaded along with the duly signed EoI Form, Terms and Conditions (signed on each page), and all other supporting certificates/ documents, as a single PDF file. The type of shop/nature of business, name and address of the vendor shall be clearly indicated. The vendor shall also specify the type of shop and the items/ menu proposed to be sold, along with their respective prices.**

f) **The financial bid shall be uploaded in the BoQ provided in Excel format. The amount quoted for each shop shall be entered only in the designated column for the respective shop. The amount quoted by the vendor in the BoQ shall be treated as the final and binding Monthly Licence Fee (Excluding GST/ Taxes) for the shop.**

g) Incomplete filled Expression of Interest (EoI) forms and unsigned Terms & Conditions are liable to be rejected.

h) The EoI should be submitted in CPP Portal with documents and BoQ. The uploaded document should contain the EoI with signed terms/conditions on each page as a token of acceptance, prescribed EMD (as per the intending shop) in the form of Bank Demand Draft, along with other relevant documents and upload the BoQ seperately.

i) **If the EMD is in the form of DD, the Original DD should reach CUTN, Thiruvarur before the last date of submission,** the envelope should be superscribed with Tender Reference No., Name of Service and Date of Opening of Tender. Once submitted, withdrawal of EoIs is not permitted and shall result in forfeiture of EMD.

j) The EoI shall be valid for a period of 90 days from the date of submission.

k) The proposal should be filled-in neatly. Over-writing and erasing shall make the proposal liable to be rejected. Every cutting must be initialled by the Proposer.

l) The name of persons, firm/ company and full postal address, along with contact number, e-mail should be furnished. All correspondence made by the vendor to this furnished address shall be considered as correctly delivered, notwithstanding, any changes in postal address (including contact details) shall have to be informed to the Registrar, Central University of Tamil Nadu. Late or incomplete EoIs or without the appropriate documents, shall be summarily rejected. EoI without EMD shall be summarily rejected.

m) The University reserves the right to cancel/ reject any or all offers without assigning any reason, whatsoever.

n) Central University of Tamil Nadu or any officer duly authorized the University shall have the right to withdraw any shop(s) from being leased out. He/ She may accept or reject any offer or may stop any participant at any stage from bidding without assigning any reason thereof. Any appeal against above action shall not be entertained by the University.

o) The EMD of unsuccessful bidder(s) will be returned within 30 days of acceptance of award of order by the successful bidder and EMD of the successful bidder shall be retained by the University and may be adjusted at the time of final payment made by the vendor towards the Security Deposit. No interest on EMD and Security Deposit will be paid to the allottee/participant. **Security Deposit will be an amount equivalent to the 12 months (approx.) of the approved licence fee**. Any participant shall not be permitted to retract the EoI. In the event of dispute between the participants, the dispute shall be decided by the Registrar, Central University of Tamil Nadu and his decision shall be final and binding on all persons offering EoI. The EoIs offered in any other manner, except hereto before mentioned, shall not be considered.

p) The shop shall be allotted through EoIs only and on the basis of eligibility of the qualified participants only.

q) Separate Expression of Interests (EoIs) are available for other shops. Accordingly, interested bidders shall be required to submit separate applications for each shop (if willing) for which they intend to apply, in accordance with the terms and conditions specified in the respective EoIs. However, no bidder shall be allotted more than one shop, even if selected under other EoIs for shops. Preference may be given to a single vendor for similar types of services/shops, wherever considered appropriate by the University. Further, no shop shall be allotted to the spouse or close relative of a successful bidder under any of the EoIs. If it is found that multiple applications have been submitted, directly or indirectly, by a bidder or through the bidder's spouse or close relatives, with the intention of obtaining more than one shop, all such applications and/or allotments shall be liable to be rejected/cancelled. The decision of the University in this regard shall be final and binding.

2. Eligibility Criteria

All the vendors must fulfill the prescribed eligibility criteria and shall submit the relevant documents and declarations (duly self-attested) in support of their claims along with the EoI. The EoIs those are not meeting the Eligibility Criteria prescribed herein and not accompanying with the requisite documents and EMD, shall be treated as incomplete and will be rejected without assigning any reason.

a) Quality Certificate, Food licence or any other certificates/ licence as applicable, are to be submitted.

b) Vendor should not be black-listed or debarred by the University or any other institution/agency for one year in past.

c) Copy of Registration of the Shop/Agency/ Firm/ Company issued by the Nagar Nigam/ concerned authority of the State or Commercial Establishment Act, is must wherever applicable. The Agency/ Firm/ Vendor is required to submit a self-attested copy of PAN/ TAN/ TIN/ GSTIN certificates wherever applicable.

d) The bidder should fulfill the criteria of satisfactory execution of similar works for at least 2 years.

A Committee constituted by the University shall evaluate the Expression of Interest (EoI)s. The decision of the Committee in the evaluation of the Expression of Interests (EoIs) shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee**.**

Any approach/ canvassing from the Vendor or his representative, trying to influence the decision on the Expression of Interest (EoI), officially or otherwise, shall render the Expression of Interest (EoI) liable to be summarily rejected. The Committee has been empowered to take the final decision regarding the Expression of Interest (EoI).

3. Evaluation Criteria

The financial bids shall be **evaluated shop-wise**, and the bidder quoting the **highest amount (H1) for each shop** shall be considered for allotment of that particular shop, subject to fulfilment of all other eligibility requirements, the terms and conditions of the EOI.

4. Allotment of Contract

The successful vendor shall enter into an Agreement for running shop(s) for which he/ she emerged as successful vendor within 10 days from the date of issue of allotment letter.

5. Term/Period of Contract

The period of contract of shop will be **initially for a period of one year**, extendable to the maximum period of three years on mutual consent, subject to the satisfactory performance and recommendation by the concerned University Committee.

6. Termination of Contract:

Termination of Licence duly forfeiting the Security Deposit in the event of:

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

(ii) The licencee fails to give (03) three months advance notice to the University for termination of licence, after completion of 09 months period in case of shop from the day of entering into the agreement

(iii) The licencee defaults in payment of licence fee for 03 months consecutively or 03 times in a calendar year, the licence can be terminated and the security deposit will be forfeited.

(iv) The licencee fails to do the business in the shop for a period of 30 days (for which the licence is granted) for whatsoever reasons, non-payment of Security Deposit and entering into an agreement in the stipulated period.

(v) The licensor (University) shall have the right to terminate the licence (contract) if in his opinion; the quality of goods/ services sold is not up to the standard/satisfaction, besides forfeiting the security deposit.

7. Minimum Period of Doing Business:-

a) The licencee shall have to run the business for a minimum period of one year in respect of the shop from the date of entering into an agreement. If the licencee desires to vacate the premises for whatsoever reasons before completion of the licence period of one year, the licencee has to pay the balance licence fee amount of the period which falls-short in period of one year;

b) Licence fee shall be increased by five percent (5%) of existing rent amount each year;

c) The successful vendor/ allottee shall enter into a deed of licence on a non-judicial stamp paper worth Rs.500/- for lease of One year or as the case may be, within 10 days and shall commence the business within Fifteen days, from the date of allotment letter.

d) If the vendor/ allottee fails to enter into deed of licence and/ or couldn't commence the business within 15 days from the date of allotment letter, the Security Deposit amount shall be liable for forfeiture. The University reserves the right to issue further allotment letter to the next eligible vendor for the shop/ service.

e) Payment of Licence Fee: The allottee vendor shall have to pay monthly licence fee in advance on or before 7th day of every month. In case of late payment of monthly Licence fees, electricity and water charges, appropriate penalty will be imposed as decided by the University;

f) Payment of Water charges: Water charges as per norms of TWAD Board applicable [Rs.440/- per month + 18% GST].

g) The Licencee shall be abide by the conditions of licence deed executed between the Licencee and the Licensor (CUTN) during the period of licence;

8. Other Terms & Conditions:

1) The service charge or any other charges/taxes (if any) as applicable from time to time shall have to be paid by the allottee(s) separately. Such Service Charges/ any other charges/ taxes shall be deposited to Central University of Tamil Nadu from the allottee(s) along with the licence fees and shall further pay to the concerned authority. GST and other statutory levies/taxes will be applicable as per rules.

2) The items/ service with the rates shall generally remain fixed as per the EoI initially for a period of one year, and may be considered for revision by the University. However, the University reserves the right to change with the prior intimation to the shop allottee. **The shop allottee shall display the approved rates for items/ services prominently in the shop.** Bill/Receipt of payment shall be provided to all customers for every item sold whether the same is demanded by customer or not.

3) The items/ services and rates may be changed by the University as per the quantity, quality of items/ services. Any change in rates, timing and any additional item to be included in the approved list shall require the permission of the University. Only such articles shall be offered for sale, which are particularly approved by the University for the shop(s). The University may, by an order in writing, prohibit the sale of the items, which are in contravention of the instructions.

4) The allotment of shop to the eligible and successful vendor shall be given on full payment of amount of Security deposit and EMD to Central University of Tamil Nadu and on execution of the agreement/lease deed on non-judicial stamp paper of Rs. 500/- (Rupees Five Hundred only) in prescribed format. The cost of stamp paper and other incidental charges shall be borne by the successful vendor/allottee.

5) The shop allottee or his/her representative is restrained to make any change in electrical wiring, fittings etc. without prior permission of the University. The shop allottee or his /her representative shall not make any structural changes in the shop allotted to him/ her under any circumstances. If at any time it is found that the structural changes have been made which directly or indirectly is effecting the stability of the building, the said deed shall be cancelled immediately and the shop allottee will be prosecuted and the shop impounded with risk and cost of the defaulter shop concerned.

6) The shop allottee shall have to pay the electricity bill as per actual meter reading to Central University of Tamil Nadu and water charges will be charged at actual as per usage of water for shop allotted for the amenities.

7) The shop allottee shall not utilize any additional common space other than the allotted area of shop. The encroachment in service passage, staircase area and other open space shall not be allowed and will attract penalty.

8) The ownership of the shop and its legal possession will remain with Central University of Tamil Nadu. The allottee will have the right to use the shop during the licence period for the approved purpose only.

9) **The shop allottee shall not transfer, sublet or assign any part of his interest in the agreement** and that the (period of this) agreement shall also be liable to be terminated by death or insolvency of the shop allottee before expiry of the agreement. In case the licencee is found to sublet the shop, his/ her lease will be cancelled immediately. The University will not be responsible for the payment of any bill due against any member of the Staff, employee and students etc. A notice to that effect shall be prominently displayed on the shop premises.

10) The shop shall be allotted 'as is where is' basis. The allottee has to arrange all necessary equipments, sitting furniture, utensils, dustbins etc. for running the shop at his own level. The allottee shall arrange his/ her own furniture, temporary partition, installations, shelves, etc. for running the shop.

11) The shop allottee and his staff shall make their own residential arrangements outside the University campus.

12) If in the opinion of the University, the performance of any person deployed by the shop allottee is not satisfactory or his/ her behavior/ discipline is not conducive to retain them for work, he/ she should be removed/replaced immediately.

13) The University shall be entitled to recover any outstanding dues including penalty/fine, installment and other due from security deposit of the Licencee.

14) The licencees will not be allowed to extend the facility of shop to the outsiders. The shop is solely meant for use by the Residents, Students, Visitors and Staffs of the University.

15) The sale, storage or stock, deposit of narcotics, tobacco, alcohol and other contraband and dangerous goods/materials in any form is strictly prohibited in the shop. Further, smoking and consumption of alcohol/intoxicants in the premises are strictly prohibited.

16) No child labour shall be employed by the licencee in any case. Full details of the employed person will be maintained by the allottee/shop holder and will be provided to competent authority as and when demanded.

17) Licencee shall be responsible for the repair of shop required, if any, during the lease period

18) The allottee shall not dump any empty packing, baskets or any material on the roof or in the open space outside the premises not allotted to him and shall be responsible to maintain all reasonable standard of cleanliness and hygiene in the shop and the surrounding areas and disposal of garbage, in each default a fine of Rs. 1000/-will be imposed on the licencee.

19) The allottee shall be responsible to make all arrangements to ensure with regard to the safe custody of the shop. The University shall not be responsible for any damage, loss or theft in shop, if any.

20) The licencee will not appoint any employee without proper police identification/ verification and shall supply the list of his workers deployed by him, who shall be equally responsible to receive any order/ information issued from this office rather they shall be treated as like licencee in this regard. The licencee shall be fully responsible for good conduct and character of his employees. Employee shall be properly dressed.

21) Overcharging of rate is strictly prohibited by the shop allottees. In case of default, allotment of shop will be cancelled.

22) The charges on account of fire safety insurance cover and security of article within the shop and any other charges shall be made and arranged by the

allottee. The Central University of Tamil Nadu will not be responsible for any kind of such payment under any circumstances.

23) The licencee shall have to provide printed bills/ electrical bills containing GST number to students/ staff/ consumer.

24) The Shop timing shall be from 9:00 AM to 9:00 PM.

25) The decision of Honorable Vice Chancellor, Central University of Tamil Nadu in regard to interpretation of the terms and conditions shall be final and binding and shall not be called in question in any proceedings before any court or forum.

26) The rates shall be quoted by the vendors for the shop and the rates quoted highest will be considered for the Expression of Interest.

Annexure I

VENDOR DETAILS

1. Full Name of Applicant / Firm : _____

2. Educational Qualification : _____
   (attach copies of certificates)

3. Address & Contact Details : _____
   (Mobile/Phone No. & Email)
   (proof to be attached) _____

   _____

   _____

4. PAN Card No. (copy to be attached) : _____
5. GST Registration No. : _____
   (copy to be attached)

6. FSSAI Licence No. (If applicable) : _____

7. Bank Details (for NEFT) :
   a) Account Number _____
   b) Branch Name _____
   c) IFSC/ MICR code _____

8. Proof of the Registration of Shop/ Firm : _____
9. Details of existing shop/firm : _____

10. Satisfactory execution of similar works for atleast 2 years (attested copies of award letters, supply orders, agreement, experience certificates and any other related document) : _____

11. Audited Financial Annual Turnover :_____
    (FY 2024-25, FY 2025-26)

Date: (Signature of applicant)

नीलक्कुड़ीपरिसर/Neelakudi Campus ,तिरुवारूर/Thiruvarur- 610 005
estate@cutn.ac.in 04366 277 466

Estate Section (Civil)

"FINANCIAL BID"	
Tender Id no	CUTNEOI202608
Tender Ref. no	**CUTN/Amenities/Shops(EoI)/2026/08**
Name of Work	**Expression of Interests (EoIs) for leasing of Shop No.5 Printing, Xerox, Binding, Internet Browsing and all types of Stationery shop in Students Amenities Centre, CUTN, Thiruvarur – 2026**
Period of Contract	The period of contract of shop will be initially for a period of one year, extendable to the maximum period of three years on mutual consent, subject to the satisfactory performance and recommendation by the concerned University Committee.
Date of issue of Tender	**24.10.2026**
Last Date & Time for Receipt of Tenders	**14.11.2026 up to 15:00 Hrs.**(Office time)

Annexure II

FINANCIAL BID

Name of Shop:

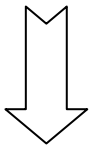
1.	Name of Tenderer and Agency	:	
2.	Registration No. of the Agency (if any)	:	
3.	Monthly Licence Fee (should not be less than minimum licence fee)	:	Monthly Licence fee willing to pay Rs. ……./- (Rupees …… …… ……..…… …… … .....only)
4.	Shop No. (To be mentioned)	:	
5.	Type of shop with items/ menu to be sold	:	

Note: The amount quoted by the vendor in the BoQ shall be treated as the final and binding Monthly Licence Fee for the shop (excluding GST/ Taxes). The financial bids shall be evaluated and the bidder quoting the highest amount (H1) for the shop shall be considered for allotment of that shop, subject to fulfilment of all other eligibility requirements, the terms and conditions of the EOI.

Signature of Tenderer & Date

Name and Address of the Tenderer

Annexure III



SHOP 1 **(250 sq. ft)**	**WIDE ENTRANCE LOBBY**	**SHOP 8** **(250 sq. ft)**
SHOP 2 **(200 sq. ft)**		**SHOP 7** **(200 sq. ft)**
SHOP 3 **(200 sq. ft)**		**SHOP 6** **(200 sq. ft)**
SHOP 4 **(200 sq. ft)**		**SHOP 5** **(200 sq.ft)**

Type of Shop proposed :

5. Printing, Xerox, Binding, Internet Browsing and all types of Stationery