

# **SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL**

An Institution of National Importance, Ministry of Education, Govt. of India  
Neelbad Road, Bhauri, Bhopal - 462030, Madhya Pradesh (M.P.), INDIA



EOI No.: SPAB/EOI/RGO/2025-26/402

Dated: 04.02.2026

## **Name of work:**

Expression of Interest in installation & operation of Vending Machines at identified location of SPA Bhopal, Bhauri campus.

**(To be submitted by 5:00 PM on or before 26.02.2026)**

Assistant Registrar (Stores & Purchase Section)  
School of Planning and Architecture Bhopal,  
Neelbad Road, Bhauri, Bhopal-462030 (M.P.)  
by Speed Post (India Post)/by-hand

# SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL

## Stores & Purchase Section

EOI No: SPAB/EOI/RGO/2025-26/402

Dated:04/02/2026

### **EXPRESSION OF INTEREST**

SPA Bhopal invites Expression of Interest from eligible agencies for installation and operation of Vending Machines at identified location of SPA Bhopal, to reach the Stores & Purchase Section at Bhauri campus, up to 5.00 PM on or before 26.02.2026.

#### **I. Details & Eligibility criteria of installation and operation of Vending Machines:**

Name of the service	Quantity and Location
Installation and operation of Vending Machines	04 numbers for SPA, Bhopal

For details please visit our Website “spabhopal.ac.in”. Interested bidders may submit their comprehensive proposal on or before 26.02.2026 to The Assistant Registrar, School of Planning and Architecture, Bhopal, Neelbad Road, Bhauri, Bhopal- 462 030.

The institute will provide an assigned space, Electricity Connection / Energy Connection and Wifi connectivity. Selected agency/firm will be required to pay the energy charges as per actual. Till the time meter is not installed, agency/firm is required to pay Rs. 1000/- per month per machine as Energy charges to the institute.

The Bidders are encouraged to conduct their own independent survey, and check the reliability, feasibility before submission of their Eoi.

The Competent Authority of the Institute reserves the right to reject any or all the Eoi without assigning any reason and the decision of the Competent Authority shall be final and binding.

**Registrar (I/C)**  
**SPA, Bhopal**

## BRIEF INFORMATION

<b>Eol No. &amp; Dt.</b>	<b>Eol No. SPAB/EOI/RGO/2025-26/402 dt. 04.02.2026</b>
<b>1. Name of work :</b>	Installation and operation of Vending Machines at SPA Bhopal
<b>2. Duration of Contract</b>	The initial duration of the contract is for a period of One Year extendable by more 02 years on yearly basis depending upon satisfactory performance and as per the recommendation of the Institute committee on the same terms & conditions.
<b>3. Download Eol Document</b>	The Eol document can be downloaded from the Institute's Website: spabhopal.ac.in upto 26.02.2026 <b>till 05:00 pm.</b>
<b>4. Processing Fee</b>	Processing Fee of Rs. 1000/- (Non-Refundable) to be deposited through online NEFT or in the Accounts via <b>RTGS/NEFT .</b> Account Name: SPA-BHOPAL Internal Receipts Account No.: 2073201002565 IFSC Code: CNRB0004725 Bank Name: Canara Bank Branch Name: Bhauri, Bhopal
<b>5. Last date &amp; time for Receipt of Eol</b>	<b>26.02.2026 up to 05:00 pm.</b> The Eol received after the due date/time will not be considered under any circumstances, they stand summarily rejected, and they will be discarded.
<b>6. Date and time of Opening of Eol</b>	<b>03.03.2026 at Conference Room, Senate Block, SPA Campus, Bhauri, Bhopal, Madhya Pradesh-462030; Time: 03:00 pm</b>  (Interested Firm/Representative may participate)
<b>7. To whom the Eol documents to be submitted</b>	<b>The Eol proposal documents, duly completed and signed along with the prescribed forms (Annexure-III and Annexure-V), should be submitted in two sealed envelopes placed inside one large envelope superscribed as " Eol for Installation and operation of Vending Machines". The first sealed envelope should be superscribed as " Eol for Installation and operation of Vending Machines (Technical)," and the second sealed envelope as "Eol for Installation and operation of Vending Machines(Financial)."</b>  Addressed to:  The Registrar, School of Planning and Architecture, Bhopal, Neelbad Road, Bhauri, Bhopal, PIN-462 030 (M.P.) by speed post/ by-hand OR should be put in a Eol Box kept in at Senate Block, SPA Campus, Bhauri, Bhopal

### **Eligibility Criteria for “Installation and operation of Vending Machines”:-**

- 1) The vendor should have minimum 2 years’ experience to run similar type of business or activity.
- 2) A firm/agency/company/proprietor should have a valid Firm Registration certificate, PAN/GST certificate and other relevant certificates which are needed for operational activity.
- 3) A firm/agency/company/proprietor is required to maintain and sell the products as approved by the FSSAI license and ISI marked.
- 4) The firm should have a valid GST No.

### **DETAILS HAVE TO BE SUBMITTED BY THE VENDOR: -**

1. GST registration certificate.
2. Establishment / Business registration number/card.
3. Licenses/ registration certificates for Food and beverages.
4. Documents related to the evaluation criteria, as detailed in Annexure-III.

### **II. General Terms and Conditions to the vendor-**

1. The SPA Bhopal will give the schedule properties on Leave & License agreement for 11 months. The License agreement will be prepared & executed for 11 months only, commencing from the date of agreement and it may be extended for another period of 01 year and thereafter for another period of 01 year based on the satisfactory performance of the service provider on the same terms & conditions (The overall contract would be of maximum upto 3 years (1+1+1)) depending on the performance and the favorable recommendations of the competent committee/ authority, SPA Bhopal.
2. The Firm/Agency/Company shall pay the license fees as quoted in **Annexure-V**. The minimum license fee shall be **₹2,000 (Rupees Two Thousand only) per machine per month** for the allotted space at **SPA Bhopal**. The Institute reserves the right to revise the license fee from time to time.
3. The monthly Electricity charges shall be charged on the basis of actual meter reading and their charges will be as per the actual as levied to SPA Bhopal for that month from M.P. Madhya Kshetra Vidyut veteran Company Ltd.
4. A fixed maintenance charge of Rs. 500 per machine per month shall be levied for the management and disposal of wrappers and related waste.

- 5.** The Firm/ Agency/ Company/Proprietor shall pay the agreed monthly charges within 10 days after issuance of monthly bill statement per month through NEFT/RTGS in favour of Director SPA Bhopal in the Institute A/c No. 2073201002565 SPA BHOPAL- Internal Receipts (CANARA Bank SPA Bhopal branch) and submitted the receipt of payment in Estate Office and finance & Accounts section.
- 6.** The successful Firm/Agency/Company/Proprietor shall be required to furnish S.D @ Rs. 20,000/- in the institute A/c No. 2073201002565 SPA BHOPAL- Internal Receipts (CANARA Bank SPA Bhopal branch) from Nationalized bank located in Bhopal as security deposit which shall be returned to the Firm/ Agency/ Company/Proprietor within 30 days from the date of vacating the premises by the vendor promptly.
- 7.** If there is any damage to any property of SPA Bhopal or any payment dues to SPA Bhopal or any demand from any authority of SPA Bhopal regarding dues payable by the Firm/ Agency/Company/Proprietor, the SPA Bhopal shall be empowered to recover the dues from the security deposit.
- 8.** The Firm/ Agency shall obtain prior permission of SPA Bhopal before carrying out any modifications of structures like installing counters and fixtures in the provided space.
- 9.** Inspection of the allotted space shall be conducted by a team of experts/ officials appointed by SPA Bhopal every month. All damages/ breakages etc. noticed by this team/official will be set right by Firm/ Agency/Company/Proprietor within ten days of inspection report failing which SPA Bhopal will carry out repairs/ renovation works and will charge the cost to Firm/ Agency/Company/ proprietor and in case of non-payment the same shall be adjusted from the Security deposit of the agency.
- 10.** Housekeeping of the allotted space will be done by the Firm/Agency/ Company/Proprietor at their own cost.
- 11.** If the Firm/ Agency/ Company/Proprietor do not vacate the allotted space after the expiry of the License agreement period or after one month of notice period of termination of License, the agency shall be liable to pay a daily penal rent as decided by the institute, in addition to the other charges as applicable.
- 12.** The Firm/ Agency/Company/Proprietor shall hand over the allotted space along with infrastructure if any in original condition to the SPA Bhopal.
- 13.** The Firm/ Agency/Company/Proprietor shall carry out only the specified/approved activities in their allotted space and shall not do any unspecified activities in contravention with the License conditions.
- 14.** If the Firm/ Agency/Company/Proprietor indulge in carrying out any unapproved activities, the SPA Bhopal is at liberty to cancel the License agreement by giving one month written notice to them.

15. The Firm/ Agency/ Company/Proprietor shall maintain and develop their allotted space without causing any damage to its surroundings during the period of License agreement.
16. The SPA Bhopal reserves the right to cancel the License after giving one month written notice to the Firm / Agency/Company/Proprietor and also the right to inspect the operational work undertaken by the Firm/ Agency/ Company/proprietor at all times and the Firm/ Agency/Company/proprietor shall obey the orders and directions issued by the SPA Bhopal.
17. Subletting of the Installation and operation of Vending Machines service after award of work/ agreement will not be permitted.
18. The food items kept in the vending machine should have sufficient time remaining before their expiry date.
19. The Vendor shall provide the consumables of the reputed brands only for vending.
20. The vendor should have at least one technician to rectify any technical problem of the machines and get it repaired on urgent basis.
21. The vendor shall be totally responsible for all statutory liabilities including those relating to weights and measures and prevention of food adulteration and ESI Act etc.
22. The institute will not be responsible for security of vending machines during the contract period; the vendor will be solely responsible for safety & security of their machine.
23. The rates of all consumables item (i.e. soft drinks, snacks) etc. should be charged less on MRP or on MRP only.
24. Evaluation criteria for the award of the contract is available at Annexure II.
25. The vendor 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 Tabaco products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, supply and Distribution) Act, 2003.
26. The Vendor shall be required to enter into an Agreement with the Institute on non-judicial stamp paper, in accordance with the Indian Stamp Act, as amended from time to time. The cost of agreement shall be borne by the vendor only.

**FACILITIES TO BE EXTENDED BY INSTITUTE: -**

The institute will provide an assigned space, Electricity Connection / Energy Connection and Wifi connectivity. You are required to pay the energy charges as per actual. Till the time meter is not installed, you are required to pay Rs. 1000/- per month per machine as Energy charges to the institute.

### **MAINTENANCE & SUPPORT: -**

All preventive and corrective maintenance of the machines inclusive of supply of consumables shall be responsibility of the vendor only. In addition to above, following important measures that the vendor must follow: -

1. The vendor shall be responsible for transport of the Machines to designated place in the campus and taking it out after contract period.
2. The machines shall be maintained, serviced and monitored by Vendor's operator who will have the necessary ESI, PF and other facilities as provided for the contract workers.
3. All the necessary accessories and support system for operating the machines shall be brought by the vendor only.
4. The Vendor shall also be responsible for maintenance of the machine at his own cost without any cost implication to SPA, Bhopal.
5. The supply of materials will be the responsibility of vendor only i.e. vendor needs to take full responsibility for the maintenance and refilling of materials.

### **PENALTY: -**

The vendor should always ensure regular and uninterrupted quality services. In case of failure in services or negligence (As defined below), appropriate action shall be taken by the Institute.

In the event of lack of cleanliness and hygiene conditions of the machines, non-repair or non-rectification of failure beyond one day a penalty may be imposed on the vendor which will be decided by competent authority.

The penalty will also be applicable in case of failure of service and negligence in terms of the following:

1. The service provider fails to supply product.
2. Operators are not available during the stipulated timings.
3. All the machine in the premises fails and not even a single machine is rectified within 4 hours of breakdown.
4. Breach of any clause of terms and conditions / agreement even after receiving prior written notice from SPA, Bhopal.
5. Any other matter which is an act of negligence or breach of ethics by the service provider.

### **Evaluations Criteria for EOI:**

SPA, Bhopal shall follow two bid systems where the technical bid and financial bid shall be evaluated separately. Financial Bid should be submitted as per Annexure-V. The bids are

evaluated on highest bidder basis (H1 Basis). The contract will be awarded to the responsive bidder on highest license fee basis and who secured Minimum 40% marks in the Technical evaluation.

Expression of Interest should be submitted at the above address up to 05:00 PM on dated 26.02.2026. The EOI received after the last date and time shall not be entertained. SPA Bhopal shall not be responsible for any postal delay or loss.

For clarification, if any please contact Stores & Purchase Section, SPA Bhopal on any working day (Monday to Friday) between 09.30 AM to 5.00 PM over Phone No. 0755-2526800,2526814, 2526829.

SPA Bhopal reserves the right to inspect the Firm/ Agency/Company/Proprietor worksites by the nominated officer of SPA Bhopal, if required.

The EOI does not constitute a solicitation. SPA Bhopal reserves the right to change or cancel the requirements at any time during the Scrutiny cum selection process of Expression of Interest.

SPA Bhopal reserves the right to accept or reject any Expression of Interest (EOI) without assigning any reason and any liability or any obligation to inform the effected firm's ground for action is not binding of SPA Bhopal.

**Registrar  
SPA Bhopal**

Authorized Signatory  
Authorized person Signature with Seal  
(On behalf of the Agency/firm/Company/proprietor)

## SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL

### PROFORMA FOR APPLICATION

S. No.	Description	Information	
1a	Name of the agency/ firm/ company/ proprietor		
	Complete Address (If not, EOI will not be considered)		
	Phone No.		E-mail ID
1b	Contact Person/ Representative Name Designation		
	Contact No.		E-mail ID
2a	Registration No/ License No. If any		
	PAN:	GST:	
	ESI: (If applicable)	EPF: (If applicable)	
	(Enclose copies of above)		
2b	Proof of payment of income tax and service tax (last three years), if applicable. (Copy of income tax and service tax payments to be enclosed)		
3	Experience certificate of Installation & Operation of Vending Machines as mentioned		

4	References/ clients/ customers list (Enclosed list of work handled from last 3 years with all the relevant documents), if applicable.	
5	Any other information, the firm/ agency/ company/ proprietor wishes to provide in support of their credentials	
6	Remarks (if any)	

Date:

Authorized person signature with seal

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**Note: i) Authenticated certificates, testimonials & proof of experience to be produced in support of Sl. nos. 2, 3, 4 and 5.**

**Criteria for Technical evaluation**

A) Number of year in operation (attach Experience certificate): Marks

<b>Max Marks</b>	<b>30</b>
1. 2 years	10
2. Above 2-10 Years	20
3. Above 10 years	30

B) Number of works executed (Attach copy of work orders from last 05 years)

<b>Max Marks</b>	<b>30</b>
1. Upto 5	10
2. between than 5-10	20
3. Above 10	30

C) Average Turnover during last three financial years: (Certified copy of annual turnover by chartered accountant for financial year 2022-23, 2023-24 and 2024-25 to be attached)

<b>Max Marks</b>	<b>20</b>
1. Average turnover between Rs 10-20 Lakhs	10
2. Average turnover between Rs 20-30 Lakhs	15
3. Average turnover above Rs 30 Lakhs	20

D) Manpower: (Self declaration on firm letterhead along with brief CV of the technical staff to be attached)

<b>Max Marks</b>	<b>10</b>
1. 5-10 Nos.	5
2. More than 10 Nos.	10

E) Discount Offered on MRP (In attached format in annexure-iv):

<b>Max Marks</b>	<b>10</b>
1. More than 10%	10
2. Between 5%-10%	05
3. From 2%-5%	02

**Minimum marks required is 40% (i.e. 40 marks out of 100 marks)**

**Annexure- III**

**Technical Bid for installation & operation of Vending Machines**

<b>S. No.</b>	<b>Particulars</b>	<b>Details/Document Provided</b>	<b>Check List (Please Write Yes/No)</b>
1.	Firm/Agency/Company/Shop who have Minimum 2 years' experience in running activities of similar nature.	Organization From To	Copies of the Experience certificate Attached (Yes/No)
2.	Number of works executed	(Attach copy of work orders from last 05 years)	Copies of the Work Order Attached (Yes/No)
3.	Average Turnover during last three Financial years:	(Certified copy of annual turnover by chartered accountant for Financial year 2022-23, 2023-24 and 2024-25 to be attached)	Copy of the documents Attached (Yes/No)
4.	No of Manpower:	(Self declaration on the firm letter head along with brief CV of the technical staff to be attached)	Copy of the documents Attached (Yes/No)
5.	Discount Offered on MRP	(In attached format in Annexure- IV)	Copy of the documents Attached (Yes/No)

Signature of Authorized Signatory  
and Company Seal

**Discount Offered**

I hereby agree to the terms and conditions attached to the contract for installation & operation of Vending Machines and agree to provide the discount of minimum \_\_\_\_\_% on the Maximum Retail Price (MRP) of all the Items.

Date:

Place:

Signature and Seal of the Firm

**Annexure- 'V'**

**Financial Bid for installation & operation of Vending Machines**

I hereby agree to the terms and conditions attached to the contract for the installation and operation of vending machines and hereby quote a license fee of Rs. \_\_\_\_\_ per machine per month (Minimum License fees is Rs. 2000 per machine per month).

Date:

Place:

Signature and Seal of the Firm