



MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR

Maharashtra National Law University Act, 2014

Waranga, PO: Dongargaon (Butibori),

Nagpur – 441108, Maharashtra, India

EXPRESSION OF INTEREST (EoI)

FOR ESTABLISHMENT AND OPERATION OF A CAMPUS MERCHANT SHOP

AT

MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR

EoI Reference No.: MNLUN/Merchant Shop/EoI/2026/05

Date: Oct 19, 2026

1. INVITATION

Maharashtra National Law University, Nagpur (MNLU Nagpur) invites Expressions of Interest (EoI) from eligible individuals, proprietorships, partnership firms, companies, agencies, and other legally registered business entities for the Establishment and Operation of a Campus Merchant Shop at the University Campus, Waranga, P.O. Dongargaon (Butibori), Nagpur.

The proposed Campus Merchant Shop is intended to provide students, faculty, staff, and other campus residents with convenient access to essential daily-use items, personal-care products, snacks, beverages, stationery, and other basic consumer goods within the University premises.

2. SCOPE OF SERVICES

The selected agency/vendor shall establish, operate, and maintain the Campus Merchant Shop and shall ensure availability of essential daily-use items, including but not limited to the following:

A. Personal Hygiene & Toiletries

- i. Toothpaste and Toothbrushes
- ii. Soap and Body Wash
- iii. Shampoo and Conditioner
- iv. Face Wash
- v. Hand Sanitizers
- vi. Razors and Shaving Essentials
- vii. Sanitary Pads and Tampons
- viii. Other essential personal-care products with prior approval for the university.

B. Snacks & Beverages

- i. Biscuits and Cookies
- ii. Chips and Namkeen
- iii. Chocolates
- iv. Instant Noodles
- v. Tea and Coffee Sachets
- vi. Cold Drinks and Fruit Juices
- vii. Milk and Dairy Products
- viii. Bread
- ix. Eggs
- x. Yoghurt
- xi. Other items with prior approval for the university

C. Daily Utility Items

- i. Detergents
- ii. Cloth Bags
- iii. Paper Bags
- iv. Buckets
- v. Safety Pins
- vi. Umbrellas
- vii. Other commonly required daily-use utility items

D. Miscellaneous Items

- i. Stationery Items
- ii. Combs
- iii. Lip Balm
- iv. Mosquito Repellents
- v. Deodorants
- vi. Other essential miscellaneous items as approved by the University

The above list is indicative and not exhaustive. The University reserves the right to modify, add, or remove items from the list from time to time based on campus requirements.

The selected vendor shall maintain adequate stock of essential items and ensure their availability during the approved operational hours.

3. PROPOSED LOCATION AND AREA

The Campus Merchant Shop shall be established at any one of the following locations, as may be decided and allotted by the University:

Corner side of Amity Building, approximately 128 sq. ft.

The area mentioned above is approximate and may vary slightly depending upon the actual site conditions. The applicant shall have no automatic right to claim a particular location.

The premises allotted by the University shall be used strictly for the purpose specified in this EoI and shall not be sub-let, transferred, assigned, or otherwise permitted to be used by any third party without prior written permission of the University.

The University reserves the right to change the location at any time, depending on its requirements.

4. ELIGIBILITY

Interested applicants should:

- i. Be an individual, proprietorship, partnership firm, company, agency, or other legally registered business entity.
- ii. Possess experience in operating a retail grocery, convenience store, merchant shop, departmental store, or similar establishment, preferably.
- iii. Hold valid registrations, licences, and statutory approvals applicable for operating the proposed shop.
- iv. Be capable of maintaining adequate inventory and providing uninterrupted services.
- v. Comply with all applicable statutory requirements, including taxation, food safety, labour, and other applicable laws, wherever relevant.

5. TERMS AND CONDITIONS

- i. The selected vendor shall operate the Campus Merchant Shop strictly in accordance with the terms and conditions prescribed by the University.
- ii. The vendor shall maintain cleanliness, hygiene, safety, and quality standards at all times.
- iii. The vendor shall ensure that all products sold are within their validity/expiry period and are stored appropriately.
- iv. Prices of goods shall be reasonable and in accordance with prevailing market rates. The University may require the vendor to provide details of prices of items being sold.
- v. The vendor shall not sell any prohibited, illegal, expired, adulterated, or unauthorised products within the University premises.
- vi. The sale of tobacco products, cigarettes, alcoholic beverages, narcotic substances, or any other prohibited items shall not be permitted.
- vii. The University reserves the right to prescribe operational timings and other conditions for the smooth functioning of the shop.
- viii. The successful applicant shall obtain and maintain all statutory licences, registrations, permissions, and approvals required for operating the establishment.
- ix. All expenses relating to establishment, operation, maintenance, staffing, inventory, licences, statutory compliances, and other operational requirements shall be borne by the selected vendor, unless specifically provided otherwise by the University.
- x. The vendor shall be responsible for the cleanliness and upkeep of the allotted premises and shall ensure that no inconvenience is caused to students, faculty, staff, or other members of the University.
- xi. The vendor shall comply with all University rules, regulations, directions, and instructions issued from time to time.
- xii. The vendor shall not make any structural alteration or modification to the premises without prior written approval of the University.
- xiii. The vendor shall not claim any tenancy, ownership, leasehold, or other right over the premises by virtue of operating the Campus Merchant Shop.
- xiv. The University reserves the right to inspect the shop, stock, facilities, and operations at any time.
- xv. The University reserves the right to accept or reject any or all EOIs, in whole or in part, without assigning any reason.
- xvi. The decision of the University regarding allotment of the premises and selection of the vendor shall be final, subject to applicable University rules.

6. SUBMISSION OF EOI

Interested agencies shall submit their Technical Proposal and Financial Bid in two separate sealed envelopes, duly superscribed as “Technical Proposal” and “Financial Bid”, respectively.

Both sealed envelopes shall then be placed in one common sealed outer envelope, duly superscribed with the name and reference of the EoI, and submitted to the University at the following address:

“Expression of Interest for Establishment and Operation of a Campus Merchant Shop at Maharashtra National Law University, Nagpur.”

The EoI shall be addressed to:

The University Engineer-cum-Estate Officer
Maharashtra National Law University, Nagpur
Near Village Waranga,
PO: Dongargaon (Butibori),
Nagpur – 441108, Maharashtra, India

Phone No.: +91 84461 37268

Email: vaibhavniranjane@nlunagpur.ac.in

7. DOCUMENTS TO BE SUBMITTED WITH TECHNICAL PROPOSAL

The Technical Proposal shall contain the following documents:

- i. Covering Letter expressing interest in establishing and operating the Campus Merchant Shop.
- ii. Profile of the applicant/firm/agency.
- iii. Copy of Registration Certificate, where applicable.
- iv. Copy of PAN Card.
- v. Copy of GST Registration Certificate, if applicable.
- vi. Details of previous experience in operating a retail shop, grocery store, convenience store, merchant shop, or similar establishment, if any.
- vii. Copies of relevant licences, registrations, and statutory approvals, wherever applicable.
- viii. Details of proposed products/items to be made available in the Campus Merchant Shop.
- ix. Any other supporting documents considered relevant by the applicant.

8. FINANCIAL BID / RENT OFFER

- i. The applicant shall quote the monthly rent offered to be paid to the University for establishment and operation of the Campus Merchant Shop.
- ii. The minimum monthly Reserve Rent shall be ₹2,944/- (Rupees Two Thousand Nine Hundred Forty-Four only) + applicable GST.

- iii. The rent quoted by the applicant shall not be less than ₹2,944/- per month + applicable GST.
- iv. The Financial Bid shall clearly mention the monthly rent offered, excluding GST.
- v. Applicable GST shall be payable in addition to the quoted rent as per prevailing statutory provisions.
- vi. Among the technically eligible applicants, the applicant offering the highest valid monthly rent shall be considered for allotment of the Campus Merchant Shop, subject to fulfilment of all terms and conditions of the EoI and approval of the competent authority.
- vii. In case two or more technically eligible applicants quote the same highest rent, the University may adopt such procedure as it deems appropriate for determining the successful applicant.
- viii. The quoted rent shall remain valid for the period specified by the University.
- ix. The selected vendor shall deposit/pay the rent to the University within the prescribed time and in the manner specified by the University.

9. OPERATION AND MAINTENANCE

- i. The selected vendor shall be responsible for the day-to-day operation and management of the Campus Merchant Shop.
- ii. The vendor shall maintain sufficient stock of essential items to meet the requirements of the campus community.
- iii. The vendor shall ensure proper display of prices and shall issue bills/cash memos/receipts for sales, wherever applicable.
- iv. The vendor shall maintain proper cleanliness and hygiene within and around the allotted premises.
- v. The vendor shall ensure that its employees/personnel maintain proper conduct and discipline within the University premises.
- vi. The vendor shall be responsible for the safety and security of its stock, equipment, and other belongings.
- vii. The University shall not be responsible for any loss or damage to the vendor's stock, equipment, cash, or other belongings.

10. DURATION OF OPERATION

- i. The period of operation/allotment of the Campus Merchant Shop shall be as decided by the University and shall be communicated to the selected vendor through the appropriate agreement/allotment letter.
- ii. The University may extend or discontinue the arrangement in accordance with the applicable terms and conditions and administrative requirements.

11. UNIVERSITY'S RIGHTS

The University reserves the right to:

- i. Modify the scope, terms, conditions, product categories, or operational requirements at any stage.
- ii. Inspect the premises and operations of the Campus Merchant Shop.

- iii. Require the vendor to remove any item considered unsuitable or not permitted on the University premises.
- iv. Take appropriate action in case of violation of University rules, statutory requirements, or the terms and conditions of the EoI/agreement.
- v. Cancel the EoI process or reject any or all applications without assigning any reason.

12. IMPORTANT NOTE

Submission of an EoI shall not create any right or claim in favour of the applicant for allotment of the Campus Merchant Shop.

The University reserves the right to accept or reject any or all EoIs and to modify, cancel, or withdraw the EoI process at any stage without assigning any reason.

The applicant shall be deemed to have examined and understood the requirements, terms, conditions, and location of the proposed Campus Merchant Shop before submitting the EoI.

13. EOI TIMELINE

S. No.	Particular	Date/Time
1.	Issue of EOI	19-10-2026
2.	Site Visit	21-10-2026 at 03:00 PM
3.	Last Date for Queries/Clarifications	22-10-2026
4.	Publication of Clarifications, if any	23-10-2026
5.	Last Date for Submission of EOI	02-11-2026 up to 03:00 PM
6.	Opening of EOI	On or after 03-11-2026
7.	Presentation/Interaction, if any	To be intimated separately
8.	Declaration of Shortlisted/Selected Agency	To be intimated separately

APPLICATION FORM / COVERING LETTER

To
The Registrar
Maharashtra National Law University, Nagpur

Subject: Submission of Expression of Interest (EOI) for Establishment and Operation of
Campus Merchant Shop at Maharashtra National Law University, Nagpur

Respected Sir,

With reference to the Expression of Interest (EOI) published by Maharashtra National Law
University, Nagpur, we hereby submit our application for establishing and operating a
Campus Merchant Shop at the University Campus.

We certify that:

1. We have carefully read and understood all the terms and conditions of the EOI.
2. We agree to comply with all the conditions stipulated therein.
3. The information furnished by us is true and correct to the best of our knowledge.
4. We understand that the University reserves the right to accept or reject any
application without assigning any reason.

We enclose all the required documents in support of our application.

Name of Bidder: _____

Name of Authorized Signatory: _____

Designation: _____

Address: _____

Mobile No.: _____

Email: _____

Date: _____

Place: _____

(Seal of the Firm)

Signature of Authorized Signatory

BIDDER INFORMATION SHEET

Particulars	Details
Name of Firm / Company / Applicant	
Constitution (Company / LLP / Partnership / Proprietorship / Individual)	
Registered Address	
Correspondence Address	
Name of Authorized Person	
Designation	
Mobile Number	
Email ID	
Website, if any	
PAN No.	
GST Registration No. (if applicable)	
Shop & Establishment Registration No. (if applicable)	
FSSAI Licence / Registration No. (if applicable)	
Year of Establishment	
Experience in Retail / Grocery / Convenience Store Business	
Number of Retail / Merchant Outlets Currently Operated	
Experience in Institutional / Campus Outlets, if any	
Details of Major Clients / Institutions Served	
Proposed Product Categories	
Details of Existing Brand / Business Name, if any	
Any Other Relevant Information	

Name of Authorized Signatory: _____

Designation: _____

Date: _____

Place: _____

(Seal of the Firm)

Signature of Authorized Signatory

CHECKLIST OF DOCUMENTS

Sr. No.	Document	Submitted (Yes/No)
1	Covering Letter / Application Form	
2	Bidder Information Sheet	
3	Registration Certificate / Incorporation Certificate	
4	PAN Card	
5	GST Registration Certificate, if applicable	
6	FSSAI Licence / Registration, if applicable	
7	Shop & Establishment Registration / Licence, if applicable	
8	Experience Certificates / Work Orders, if any	
9	Details of Existing Retail / Institutional Clients, if any	
10	List of Proposed Products / Product Categories	
11	Technical / Operational Proposal	
12	Declaration Regarding Non-Blacklisting	
13	Undertaking for Acceptance of Terms & Conditions	
14	Any Other Supporting Documents	

Name of Authorized Signatory: _____

Designation: _____

Date: _____

Place: _____

(Seal of the Firm)

Signature of Authorized Signatory

FINANCIAL BID FORMAT

(To be submitted in a Separate Sealed Envelope)

S. No.	Particulars	Amount / Details
1.	Minimum Monthly Reserve Rent	₹2944/- + Applicable GST
2.	Monthly Rent Offered (in Figures)	₹ _____
3.	Monthly Rent Offered (in Words)	_____
4.	GST on Monthly Rent, if applicable	₹ _____
5.	Total Monthly Amount including GST	₹ _____

Declaration

I/We hereby agree to pay the above Monthly Rent Offered to Maharashtra National Law University, Nagpur, for the allotted licensed premises, subject to the terms and conditions of the EOI and the Leave & Licence Agreement. I/We further confirm that the rent quoted by me/us is not less than the Minimum Monthly Reserve Rent of ₹2944/- + applicable GST.

Name of Bidder: _____

Authorized Signatory: _____

Date: _____

Place: _____

Seal & Signature

ANNEXURE-V

DECLARATION REGARDING NON-BLACKLISTING

I/We hereby declare that our Firm/Company/Entity has not been blacklisted, debarred or prohibited from participating in any tender/EOI by any Central Government, State Government, Public Sector Undertaking, Autonomous Body, University or any other Government Organization as on the date of submission of this EOI.

I/We further declare that if the above declaration is found to be false or incorrect at any stage, Maharashtra National Law University, Nagpur shall be at liberty to reject our application or terminate the Licence Agreement, as applicable, in accordance with the terms and conditions of the EOI.

Name of Firm / Entity: _____

Authorized Signatory: _____

Designation: _____

Date: _____

Place: _____

Seal & Signature

UNDERTAKING FOR ACCEPTANCE OF TERMS & CONDITIONS

I/We have carefully read and understood all the terms and conditions contained in the Expression of Interest (EOI) for Establishment and Operation of Campus Merchant Shop at Maharashtra National Law University, Nagpur.

I/We hereby undertake that we shall comply with all the provisions, conditions, instructions and obligations contained in the EOI and the Leave & Licence Agreement.

I/We further undertake to maintain adequate stock of essential daily-use items and maintain proper standards of quality, hygiene, cleanliness, safety and customer service during the entire licence period.

Name of Firm / Entity: _____

Authorized Signatory: _____

Designation: _____

Date: _____

Place: _____

Seal & Signature