

**KERALA UNIVERSITY OF DIGITAL SCIENCES, INNOVATION AND TECHNOLOGY**  
(Established by Govt. of Kerala Vide Ordinance No: 9 of 2020 dated 18/01/2020)  
Technopark Phase IV Campus, Kuracode Mangalapuram, Thonnakkal P O  
Thiruvananthapuram – 695 317, Kerala  
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No. KUDSIT/280/17/CENG/EOI\_Cafeteria/2024/2025

Dated: 15.12.2025

**Expression of Interest**

On behalf of Kerala University of Digital Sciences, Innovation and Technology (KUDSIT) the Registrar invites sealed Expression of Interest (EOI) from the interested experienced and qualified vendors for “**Operation of Cafeteria Services at Digital University Kerala (DUK)**”. Bidders submit their EOI duly signed with company seal with required enclosures and documents.

| Tender Due Dates |   |                      |
|------------------|---|----------------------|
| 1                | Date for Availability of Tender Document on the website | 15.12.2025           |
| 2                | Last Date for Bid Submission                            | 24.12.2025 03:00 P.M |
| 3                | The date and time for opening of Bid                    | 24.12.2025 03:30 P.M |

**General Terms & Conditions**

- EOI Document shall be available only on DUK Website and not for sales elsewhere.
- Contract will be valid for one year which can be further extended based upon satisfactory performance as per guidelines and rules of the University.
- Bidder cannot increase the charges for one year.
- The selling price should not be greater than the MRP price.
- Franchise vendors, food chain vendors and franchisor chain partners will be given priority in the selection and allotment process.
- The University will provide a temporary place for cafeteria service on a monthly rental basis.
- Rent Fee shall be payable on advance basis before 15th day of the month.
- Electricity connectivity to be obtained from Technopark and monthly payments to be remitted to Technopark.
- The successful bidder shall not employ any child labor(s) and shall not contravene any rules contained in the LABOUR EMPLOYMENT ACT, 1970, and other labor laws. The contract will be terminated with immediate effect if these laws are violated.

- Chewing of Tobacco & Consumption of alcohol are strictly prohibited in University premises.
- The university may take harsh action and also shut down the shop if the shopkeeper is founded with any expired goods.
- Selected vendor is bound to follow the rules & regulations of the University and its amendments from time to time.
- Successful bidder must follow the University's hygiene and sanitation standards.
- Agencies are required to sign on all pages of the EOI document and submit the same along with the bid.
- The EOI shall be valid for a period of 180 days from the date of opening.
- A firm should submit only one proposal. If a firm submits more than one proposal, all such proposals shall be disqualified.
- Please note that, this EOI does not bind the University for award of Work Order.
- The courts at Thiruvananthapuram shall have jurisdiction over any dispute regarding this EOI.
- DUK reserves all rights to make any changes in terms and conditions of the EOI and also to reject any or all EOI received without assigning any reason thereof.
- Expression of Interest along with all requisite documents as per prequalification should be sent in favor of **“The Purchase section, Digital University Kerala, Technopark Phase IV, Kuracode, Mangalapuram, Thonnakkal P O, Thiruvananthapuram - 695317 mentioning EOI for Cafeteria”**.
- Late bids will not be considered.

Place: Technopark Phase IV

Date: 15.12.2025

**Registrar**

### **SCOPE OF WORK**

- To prepare and provide Tea, Snacks and other Food products in the Cafeteria including Saturdays for minimum hours decided by the University.
- To provide good quality food, food products and services in prompt and efficient manner.
- To supply Tea/Snacks etc. on order basis for various programmes/events of the University as and when required.
- To ensure cleanliness of the Cafeteria and its premises.
- Vendor has to bring own cooking utensils, cutlery, crockery, commercial gas cylinder, stove, refrigerator etc. as may be considered necessary for running and maintaining the Cafeteria.
- To ensure that single use plastic items are not provided in the Cafeteria.

### **MINIMUM ELIGIBILITY CRITERIA**

The applicant should have a minimum of 3 years of experience in the field of cafeteria service (proof documents must be submitted along with EoI)

#### **Following documents are to be attached with the EoI:**

- Identity proof (Aadhar Card/ Voter ID/ Passport),
  - GST Details (If applicable),
  - PAN card
  - Residential Proof
  - Details of existing shops including their registration
  - Last three years Income Tax return related documents.
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- The bidder must not have been declared insolvent/bankrupt or should not have filed for insolvency/bankruptcy or in the process of being declared bankrupt before any designated authority. (A self declaration regarding the bidder not being, or not having filed, or is not in the process of being declared, insolvent/bankrupt shall be submitted.)
  - The bidder should not have been blacklisted by any of the State/Central Government or organizations of the State/Central Government in India in the past three years. (Self-Declaration in this regard by the authorized signatory of the bidder.)
  - A self-declaration to the effect that no criminal case or any economic offence is pending under any Court of Law / Registered with Police shall be submitted along with EOI.

**DECLARATION SHEET**  
**< Organization Letter Head >>**

*I, ..... hereby certify that all the information and data furnished by our organization with regard to this EOI are true and complete to the best of our knowledge. I have gone through the terms and conditions in details and agree to comply with the requirements. We further certified that our organization meets all the conditions of eligibility criteria laid down in this EOI document.*

|  |                              |
|--|------------------------------|
| I, further specifically certify that our organization has not been Blacklisted/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/Public Sector Undertaking in the last three years.  | NAME & ADDRESS OF THE Agency |
| 1. Phone   |                              |
| 2. Fax   |                              |
| 3. E-mail  |                              |
| 4. Contact Person Name   |                              |
| 5. Mobile Number   |                              |
| 6. TIN Number  |                              |
| 7. PAN Number  |                              |
| 8. GST Number  |                              |
| 9. Year of establishment of the Company/ Firm having relevant nature (supporting documents required)   |                              |
| 10. Years of Experience in operation of Cafeteria in other Educational Institutes/ establishments (supporting documents required)  |                              |
| 9. Bank details of the bidder in the following format:<br><br>a) Name of the Bank:<br>b) Account Number:<br>c) Attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder |                              |

(Authorized Signature with Stamp)

[To be submitted in letter head of the supplier]

**FINANCIAL BID**

**RATE LIST OF ITEMS**

| <b>Sl. No.</b> | <b>Item Description</b>   | <b>Qty.</b> | <b>Price</b> |
|----------------|---|-------------|--------------|
| 1.             | Coffee  |             |              |
| 2.             | Tea   |             |              |
| 3.             | Black Tea   |             |              |
| 4.             | Black Coffee  |             |              |
| 5.             | Cold Coffee   |             |              |
| 6.             | Horlicks  |             |              |
| 7.             | Boost   |             |              |
| 8.             | Milk  |             |              |
| 9.             | Lemon Tea   |             |              |
| 10.            | Lime Juice - Mint   |             |              |
| 11.            | Lime Juice – Ginger   |             |              |
| 12.            | Cornflakes/Chocoflakes (with hot/cold milk)                       |             |              |
| 13.            | Lassi - Please write various varieties, qty. and rate             |             |              |
| 14.            | Fresh Fruit Juice – Please write various varieties, qty. and rate |             |              |
| 15.            | Milk Shake – Please write various varieties, qty. and rate        |             |              |
| 16.            | Uzhunnu Vada  |             |              |
| 17.            | Dal Vada  |             |              |
| 18.            | Onion Vada  |             |              |
| 19.            | Baji - Please write various varieties, qty. and rate              |             |              |
| 20.            | Banana Fry  |             |              |
| 21.            | Bread Pakoda  |             |              |
| 22.            | Mix Veg Pakoda  |             |              |
| 23.            | Egg Pakoda  |             |              |
| 24.            | Steamed snacks - Please write various varieties, qty. and rate    |             |              |
| 25.            | Alu bonda   |             |              |
| 26.            | Samosa  |             |              |
| 27.            | Puffs (veg)   |             |              |

|     |   |  |  |
|-----|---|--|--|
| 28. | Puffs (non-veg)   |  |  |
| 29. | Cutlet (veg.)   |  |  |
| 30. | Cutlet (non-veg)  |  |  |
| 31. | Chicken Roll  |  |  |
| 32. | Veg. Roll   |  |  |
| 33. | Bread Toast with Butter/Jam   |  |  |
| 34. | Veg. Sandwich (2 Bread Piece)   |  |  |
| 35. | Uttappam  |  |  |
| 36. | Sukheyam  |  |  |
| 37. | Sandwich - Please write various varieties, qty. and rate                  |  |  |
| 38. | Muffins – Please write various varieties, qty. and rate                   |  |  |
| 39. | Pastries – Please write various varieties, qty. and rate                  |  |  |
| 40. | Cake items - Please write various varieties, qty. and rate                |  |  |
| 41. | Cookies - Please write various varieties, qty. and rate                   |  |  |
| 42. | Ice creams - Please write various varieties, qty. and rate                |  |  |
| 43. | Mini combo meals veg. - Please write various varieties, qty. and rate     |  |  |
| 44. | Mini combo meals Non veg. - Please write various varieties, qty. and rate |  |  |

Additionally, kindly furnish the details of items, quantities, and applicable rates for any supplementary items / packed food items to be supplied on a demand basis, including but not limited to breakfast, lunch, and special combo.

\* Applicants applying for the first time are requested to submit their financial bid along with all documents supporting the minimum qualification criteria.