



हरीयाणा केंद्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)

(Established vide Act No. 25 (2009) of Parliament)

गांव: जांट-पाली, जिला-महेन्द्रगढ़ (हरीयाणा) . 123031

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

No.: CUH/2026/E&GA/5385

Date: 16/01/2026

NOTICE INVITING EXPRESSION OF INTEREST FOR LEASING OF AADHAR CENTRE, AS PER DETAILS GIVEN BELOW:

1	Procuring of Tender/ Application Form	Available on CUH website www.cuh.ac.in
2	Address for submission of Tender	Estate & General Branch, Room No.123, Admin Block, Central University of Haryana, Jant- Pali, Mahendergarh, Haryana
3	Last date & time for receipt of Tender	6 th Feb. 2026 by 5:00 PM
4	Date & time of opening of Tender	To be intimated through website of the University
5	Date and time of making presentation (only for the qualified parties based on the Tender)	To be intimated through website of the University

Registrar

Format for Technical Bid (on letter head)

Sl. No.	Descriptions	Information to be filled by the tenderer (if required separate sheets may be enclosed)		
1.	Name and address of firm/agency with complete contract details			
2.	Type of organization (Whether proprietorship, partnership, private limited, limited company)			
3.	Name and Address of the directors proprietor/partners			
4.	Year of formation of the company (Documentary proof to be submitted – certification of Incorporation etc.)			
5.	Details of registration.	R. No.	Copy enclosed : Y/N Valid: Y/N	
6.	Total number of employees of the firm, if applicable		Copy enclosed : Y/N	
7.	Details of registration with statutory authorities like EPF and ESIC, etc. (attach copies), as applicable	PF Registration No.	Y/N	Copy enclosed : Y/N
		Valid as on day	Y/N	
		ESI Registration No.	Y/N	Copy enclosed : Y/N
		Valid as on day	Y/N	
8.	(a) GSTIN/FSSAI as applicable	No.		Copy enclosed: Y/N
	(b) PAN Number	No.		Copy enclosed: Y/N
9.	Details of Earnest Money Deposit	DD No.	Date:	
10.	Any other information as per Tender			

Signature with Seal of Bidder

Financial Bid (on letter head)

Sr. No.	Name of Canteen/Shop/Utility etc	Proposed rent (To be filled by the Bidder)

Signature with Seal of Bidder

**Expression of Interest for
Leasing of Aadhar Centre at
Central University of Haryana
Jant-Pali, Mahendergarh
Haryana-123031**

Invitation for Expression of Interest

The Expression of Interest (EoI) is hereby invited on behalf of Registrar, Central University of Haryana (CUH), Jant-Pali, Mahendergarh, Haryana, 123031 from the interested bidders for leasing of Aadhar Centre at Central University of Haryana premises.

Interested bidders can download the documents from the website www.cuh.ac.in and submit their offers in the format dully filled and signed with required enclosures and documents. The EoI is to be submitted in a sealed envelope superscribed "EoI for Leasing of Aadhar Centre at CUH Mahendergarh," addressed to the Estate & General Branch , Room No. 123, First Floor, **Admin Block, Central University of Haryana, Jant-Pali, Mahendergarh, Haryana**

A. INSTRUCTION TO BIDDERS /TERMS & CONDITIONS:

Interested bidder should note the following:

1. This EoI invitation document is not a Tender or Request for Proposal in any form and would not be binding on CUH in any manner whatsoever.
2. **Tender Fee & Earnest money deposit (EMD):** A Tender Fee of Rs. 1000/- (Rupees One Thousand) and EMD of Rs.10,000/- (Rupees Ten Thousand only) by crossed Demand Draft issued from any scheduled bank in favour of Registrar, Central University of Haryana and payable at Mahendergarh. The Tender Fee is non refundable. EMD amount deposited will be refunded (without any interest) to the unsuccessful bidders after the award of the contract to successful firm.
3. **Security Deposit (SD) :** The successful firm will be required to deposit Rs.50,000/- (Rupees Fifty thousand only) as interest free security deposit in the form of a crossed demand draft drawn in favour of Registrar, Central University of Haryana and payable at Mahendergarh, within 10 days of the award of the services contract. EMD deposited at the time of submission of the EOI documents can be adjusted against the security deposit. The SD will remain at the disposal of CUH, Mahendergarh. The authority reserves the right to recover the losses/damages caused to the instruments/ articles/ building/ fittings etc. by the contractors or their employees and realization of damages arising out of any deficient services over and above any other punitive step/ civil action as the authority deems fit.
4. **The bidders will have to make a presentation before a duly constituted committee, showcasing their experience in running Aadhar Centre at other educational institutions, residential campus, etc. Based on the presentation, the committee will decide the list of qualified bidders. The selection of the Vendor will be through lottery system amongst the technically qualified bidders or any other method as decided by**

the University authorities.

5. CUH reserves the right to cancel the EoI invitation as a whole or in part without assigning any reason whatsoever.
6. The Bidders are encouraged to conduct their own independent survey, assessment, analysis and check the reliability, accuracy, feasibility and completeness before submission of their interest/ proposal.
7. CUH reserves the right to update, amend and supplement the information given in this document at its sole discretion before the last date and time of submission of the interest/proposal.
8. Bidders should submit their response as per formats provided, submissions not conforming to the instructions or prescribed formats will be rejected.
9. Bidders should equip himself /herself with all the permits, License etc. required for the operation of the Aadhar Centre.
10. Bidder should adhere to all the guidelines and norms in running the Aadhar centre.
11. Bidder should/will be responsible for cleaning and regular upkeep of the premises.
12. **The lease term will be initially for 1 (one) year and same may be extended up to 2 (two) years based upon satisfactory performance. On expiry of lease term, the bidder shall vacate the premises immediately. However, the existing operator may Bid fresh if not prohibited otherwise due to unsatisfactory performance.**
13. The liquor items/pan/tobacco/bidi/cigarette or any other banned item will not be provided/ served in the premises.
14. The selected bidder will have to sign an Agreement with the CUH before operation of the said centre.
15. The Bidder should submit the bid with supporting documents about their experience, qualification, license, registration, etc..
16. Termination of contract: The contract can be terminated by the contractor by giving 30 days clear notice. However, the authority reserves the right to terminate the contract without assigning any reason, if it appears to the authority at any point of time that the services, cleanliness, etc. are deteriorated to such an extent that it is detrimental to the interests of the University.
17. **Agreement:** The successful agency has to sign an agreement on Rs 100/- non judicial stamp paper (to be borne by the successful bidder).
18. Successful bidders have to pay electricity charges as per the sub meter fixed by the University and monthly license fee of the allotted Utility as specified.
19. **Arbitration:** All disputes or differences whatsoever between the service provider and the Institute related to the contract will be settled by arbitration as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and shall be binding for all purpose.
20. **Legal dispute:** Any dispute, which may necessitate legal redress will be restricted to the jurisdiction of the civil courts at Mahendergarh only.

21. **Inspection authority:** The Shops Allotment Committee of the CUH will carry- out periodic inspection and surprise checks to ensure services, cleanliness, etc..
22. **Canvassing:** Any attempt to canvass for the candidature of any bidder directly or indirectly will lead to disqualification of such bidder/firm from the whole process.
23. **Rejection clause:** The firm/bidder who does not fulfil any of the above conditions or submit incomplete documents in any respect is liable to be rejected summarily.
24. **Modifications:** CUH, Mahendergarh reserves the right to modify/add any clause to the agreement, during the period of the contract, for any essential item, services etc.
25. **Medical fitness:** The staff deployed should be medically fit. The fitness certificate should be obtained from a registered medical practitioner once in a month to the satisfaction of the University authorities, failing which suitable action may be initiated.
26. **The Bidder/ Firm should sign on each and every page of the EOI documents**
27. The bidder should be financially sound to operate the Aadhar Centre.
28. The CUH reserves the right to call limited or all parties for making a presentation, based on their experience and technical submission made in the EoI. Mere fulfillment of EoI criteria does not entail the parties to be called for making a presentation.
29. In support of the credentials submitted by the parties, CUH reserves the right to solicit information from the organizations, issuing such credential certificates.

B. **SCOPE OF WORK:**

The different facilities and services intended by the University authorities are required to be provided by the bidder are mentioned below.

1. Deployment of adequate manpower, materials, consumables etc. to run the Aadhar centre smoothly.
2. Procure necessary permits, licenses from the Govt.of Haryana required for running a Aadhar centre.
3. Arrangement of adequate furniture, equipments, consumables etc. required for smooth functioning of the Aadhar centre.
4. The bidder will ensure the safety and proper custody of the property/structure/equipments of CUH and will pay any loss or damage caused by him/her to CUH.
5. Design the interior /exterior of the allotted premises with minimum facilities without making any structural change to the built up area.
6. **Sub Leasing of the allotted centre after award of work/Agreement will not be permitted.**
7. The Bidder/Contractor will be required to consult CUH authorities before advertising anything related to the Canteen/Utilities in the print media.

C. **REQUIRED EXPERIENCE:**

1. The bidder should have been operating in the chosen area of the proposed EoI.
2. The bidder should have past experience of running a Aadhar Centre.
3. The bidder should have been operating and managing a project of similar size and scale for the last 3 years.
4. The bidder should have demonstrable abilities in the desired area of service.
5. Prior experience in the Govt. Sector/ educational institutions of national and international repute in hospitality shall be preferred.

D. **EoI Application Form:**

While submitting the Expression of Interest for the Aadhar Centre (in the prescribed format), the Bidder must submit the following details along with all required/ documents showing their experience, without which the bid will not be considered.

1. Details about the Bidder
 - (a) Name of the Bidder/ Company/Organisation:
 - (b) Present address with contact number:
 - (c) Key Contact Person (name, designation, address, contact no., mail id)
2. Registration details of the organization/entity (with supporting documents, registration certificate, etc.)
3. Brief description about the organization/ entity, organization structure and type of business.
4. An undertaking that I have read and understand the Terms and Conditions of the Bid and ready to pay the monthly Rent, Electricity charges and other Charges for running the Aadhar Centre for which the EOI has been submitted.
5. Details of any relative who is an employee of Central University of Haryana? If yes then attach the details

Signature_____

Name _____

Address_____

Date: _____