



भारतीय
प्रौद्योगिकी
संस्थान

काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

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कार्यालय

अधिष्ठाता (संसाधन एवं पूर्व छात्र)

Ref. No. IIT (BHU)/R & A /Souvenir/ 1471

Office of the Dean

(Resource & Alumni)

Dated: 29.01.2026

NOTICE

INDIAN INSTITUTE OF TECHNOLOGY (BANARAS HINDU UNIVERSITY) VARANASI-221005 (UP)

Indian Institute of Technology (Banaras Hindu University), Varanasi-221005 invites **Expression of Interest (EOI)** from reputed and eligible business firms for setting up and operating a **Souvenir Shop** within the Institute premises.

- The proposed Souvenir shop shall cater to students, staff, alumni, and visitors and will deal in Institute-branded and themed merchandise and collectibles.

I. Details of the Shop Space

- Approximate size: Will be intimated to the shortlisted firms as per their requirement.
- Location: Within the institute campus (exact location to be intimated to the shortlisted firms)

II. Eligibility Criteria

An Open Tender will be floated on the Institute Website after the shortlisting of the eligible firms.

Interested firms must fulfill the following eligibility conditions:

- The firm should be a **reputed manufacturer and/or supplier** of Good-quality souvenir and merchandise items having GST no.
- The firm must also be registered with MSME and should have the experience of supplying such or similar items in Government Organization/Government Educational Institutions for at least 2 years.
- The firm should have proven experience in manufacturing/supplying items such as:
 - Apparels including Hoodies, T-shirts, Caps etc.
 - Mementoes and other souvenirs and gift items of Institutional/branding relevance.
- The firm should have the capability to ensure **quality, durability, and aesthetic appeal** of the products.
- The firm should comply with all applicable statutory, taxation, and regulatory requirements.
- The samples should be submitted along with EOI and should be approved by the Institute Souvenir Committee.

III. Submission of EOI

Interested firms may submit their Expression of Interest containing:

1. Brief profile of the firm.
2. Brochure/Details of the Souvenir Shop.

Agreement copy of ongoing Projects in IITs, NITs, other CFTIs and other reputed Organizations.

3. Product List.
4. Annual Turn/Over with CA audited Balance Sheet and ITR for last 3 years.
5. GST registration Certificate.
6. Specific requirements of vendors from the Institute, if any.
7. Revenue earnings and other benefits like discount etc. to be given to the Institute community.
8. Work Orders for the last two years from Government Organizations/ Government Educational Institutions
9. Contact details of the authorized representative.
10. Samples along with rates pasted on the samples (without GST) containing logo and branding of IIT (BHU), Varanasi.
 - a). Apparel including Hoody, T-Shirt, Cap and Track Suit (Upper only) etc.
 - b). Collectibles, artifacts and gift items.

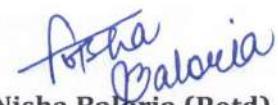
IV. The EOI should be submitted in a sealed envelope (containing documents from (a) to (k) in III above) superscribed "EOI for Souvenir Shop at "Indian Institute of Technology (Banaras Hindu University), Varanasi-221005" to the Office Dean (Resource and Alumni) in the Institute on or before 27.02.2025, Till 5:00 PM along with samples (as mentioned in (k) above).

V. Contact Information

For further inquiries regarding the EOI, interested firms can contact the Office of Dean (Resource and Alumni) on official website or provided emails:

resource@iitbhu.ac.in with copy to dora@iitbhu.ac.in

This information provides a comprehensive overview of the EOIs for Souvenir shop at IIT(BHU), Varanasi outlining the purpose, eligibility and submission requirements for interested firms.



Major Nisha Baloria (Retd)
Deputy Registrar (Resource and Alumni Affairs)