

## **EXPRESSION OF INTEREST (EOI) FOR RENTING HOSTEL CANTEENS**

### **TWO-ENVELOPE BIDDING SYSTEM**

#### **1. GENERAL INFORMATION**

Guru Nanak Dev University invites sealed Expressions of Interest (EOI) from experienced and reputed caterers/food service providers for canteen services to the hostel students at Guru Nanak Dev University, Amritsar. EOI applications are invited from eligible parties for renting and operating the hostel canteens (detail as per *Annexure-I*) using a **two-envelope system** comprising Technical Bid and Financial Bid. Operators must strictly adhere to safety, health, and cleanliness standards. GNDU reserves the right to accept or reject any or all EOIs without assigning any reasons.

The prospective bidder can apply for more than one Canteen. The bidder should clearly mention on the front of the envelope the name of the Canteen for which he/she is applying. Interested parties may visit university campus and acquaint themselves with the area/ site. The cost of visit shall be borne by the bidder.

#### **2. KEY FEATURES WITH TERMS & CONDITIONS**

##### **a. General Conditions**

- i. **Number of Students (Approx.):** The detail of approx. students in each hostel is available at *Annexure-I*.
- ii. **Contract period:** Initially upto **30.06.2026** and renewable upto **30.06.2030** based on overall annual performance review with 5% increase in base rent yearly.
- iii. Regular inspections for compliance monitoring.
- iv. Performance security deposit: Three months' rent or Rs.50,000/- (whichever is higher)
- v. **Minimum rent will be as per detail below :-**

<b>For Boys hostels canteens</b>	<ul style="list-style-type: none"><li>▪ <b>Rs.20,000/-</b> for Sahibzada Jujhar Singh Boys Hostel-1 canteens.</li><li>▪ <b>Rs.15,000/-</b> for Sahibzada Zorawar Singh Boys Hostel-2 Sahibzada Fateh Singh Boys Hostel-3 canteens.</li></ul>
<b>For Girls hostels canteens</b>	<b>Rs.20,000/-</b> for all hostel canteens

- vi. Electricity bill as actual according to sub- meter and also pay Rs. 700/- plus applicable GST per month for use of water.
- vii. Use of canteen for commercial & catering purposes without the written permission of Dean Students' Welfare will attract fine of Rs.5000/- plus applicable GST per day & severe disciplinary action as deem fit.
- viii. Contractor must use commercial gas cylinder.

**b. Scope of Work**

The selected canteen caterer/contractor shall:

- i. Use the earmarked Hostel's kitchen and dining hall for preparation and service.
- ii. Deploy adequate and skilled staff (cooks, servers, cleaners) at own cost.
- iii. Must have standardized crockery for making & serving food.
- iv. Be responsible for timely and uninterrupted meal service.

**c. Safety, Health, and Cleanliness Standards:**

**The selected caterer / mess contractor shall have following mandatory compliance requirements:**

- i. FSSAI guidelines and local food authority regulations.
- ii. Raw material shall be fresh and of ISI / AG MARK/FSSAI- approved brands only (*Annexure-II*).
- iii. Daily cleaning and sanitization protocols.
- iv. Regular use of hand gloves, caps and aprons by kitchen staff is mandatory.
- v. Pest control measures with documentation.
- vi. Safe water supply and waste management systems.
- vii. Fire safety equipment and emergency procedures.
- viii. GNDU have the right to inspect the kitchen, food preparation and storage areas at any time.
- ix. Non- compliance or substandard service may lead to termination of the contract without notice or penalty as per *Annexure III*.

**3. BIDDING PROCESS AND SUBMISSION REQUIREMENTS**

**a. Bidding System:**

- i. EOI must be submitted using the **Two-Envelope System**
- ii. **Envelope 1:** Technical Bid (containing all technical documents related to eligibility criteria)
- iii. **Envelope 2:** Financial Bid (containing only financial proposal)
- iv. Both envelopes must be **Sealed** and placed in a larger outer envelope clearly marked "EOI for Hostel Canteen Operation".

**b. Submission Instructions:**

- i. Technical and Financial bids must be submitted in separate sealed envelopes
- ii. No cost indication should appear in the Technical Bid
- iii. Both envelopes must contain the bidder's name and address
- iv. Late submissions will be summarily rejected

#### **4. TECHNICAL BID REQUIREMENTS**

##### **a. Eligibility Criteria (Mandatory)**

All bidders must meet the following minimum eligibility criteria:

Criteria	Requirement
<b>Tender Form</b>	Bidder must apply on the prescribed Technical Bid form ( <i>Annexure-IV</i> ) & Financial Bid Form ( <i>Annexure -V</i> ). Bidder must deposit the <u>Fee Receipt of Rs.2360/-</u> deposited with the office of Dean Students Welfare, GNDU, Amritsar.
<b>Experience</b>	Minimum 3 years' experience in operating food service establishments in reputed educational/government institutions serving minimum 250-300 persons. The latest experience certificate(s) must be addressed to Dean Students' Welfare, GNDU, Amritsar.
<b>Current Operations</b>	Must have ongoing canteen contract for minimum 150 students in educational institutions.
<b>Licenses</b>	Valid FSSAI license, GST registration, PAN, Labour license, ESI/PF registration.
<b>Financial Capability</b>	Bank solvency certificate for <b>Rs.10 lakhs</b> (not older than 6 months)
<b>Annual Turnover</b>	Minimum <b>Rs.10 lakhs</b> average annual turnover for last 3 years.
<b>Legal Status</b>	No pending criminal cases or blacklisting by any organization.

##### **b. Technical Bid Documents Required**

Bidders must submit the following documents in the Technical Bid:

- i. EOI on Company's Letter Head
- ii. Company registration certificate and profile
- iii. FSSAI license and other statutory approvals
- iv. Experience certificates from previous clients
- v. Bank solvency certificate
- vi. Annual turnover certificates (CA certified)
- vii. Proposed operational methodology
- viii. Equipment and facility details

#### **5. FINANCIAL BID REQUIREMENTS**

Financial Bid Format:

The Financial Bid must contain only:

- i. Maximum Monthly rental amount with applicable GST for Mess space utilization.
- ii. No other documents should be included in Financial Bid.

## **6. EVALUATION PROCESS AND TIMELINE**

### **a. Technical Bid Evaluation**

- Only technically qualified bidders will qualify for financial bidding.

### **b. Financial Bid Evaluation**

- i. Financial bids opened only for technically qualified bidders
- ii. Contract awarded to highest rental bidder among technically qualified bidder. In case two or more bidders quote the same rental amount, preference will be given to the bidder with the highest annual turnover. If the turnover is also the same, then the bidder with the highest relevant experience will be given preference.

## **7. DISQUALIFICATION CRITERIA**

Bids will be rejected if:

- i. Technical bids disqualified.
- ii. Incomplete documentation or missing eligibility certificates
- iii. Any false information or misrepresentation.
- iv. Non-compliance with bid submission requirements.

## **8. OTHER TERMS & CONDITIONS & RESPONSIBILITIES / LIABILITIES OF SELECTED BIDDER:**

Kindly refer to the *Annexure-VI* for other terms & conditions and responsibilities/Liabilities of the selected bidder.

- i. The canteen will be allotted on the basis of maximum rent quoted by the eligible bidder & who fulfill all the other technical conditions.
- ii. The selected bidder shall submit an affidavit within 15 days of the acceptance of Allotment letter on a non-judicial stamp paper of Rs.100 as per *Annexure-VI*.
- iii. The sale of Narcotics is strictly prohibited in canteen. Further, smoking and consumption of alcohol/intoxicants/non-veg in the premises is strictly prohibited.

## **SECTION 9: SUBMISSION DETAILS**

**Deadline: Submission Start Date : 22.01.2026, Last Date : 11.02.2026**

**Submission By:** Speed Post/Courier only. (Submission of applications by hand in the DSW office is not permitted.)

**Address:** Office of Dean Students' Welfare, Guru Nanak Dev University, Amritsar

**Contact:** Prof. Satnam Singh Deol, Dean Students' Welfare, Phone No.: 0183-2823193, 2256730

## **SECTION 10: DECLARATION**

By submitting this EOI, bidders confirm their understanding and acceptance of all terms and conditions, and commit to maintaining the highest standards of food safety, hygiene, and service quality throughout the contract period.

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**Annexure-I**

<b>Sr. No.</b>	<b>Name of Hostel &amp; Canteen</b>	<b>No. of students in hostels (approx.)</b>
1	Mata Nanaki Girls Hostel-1	460
2	Mata Nanaki Girls Hostel-2	622
3	Mata Nanaki Girls Hostel-3	761
4	Mata Nanaki Girls Hostel-4	741
5	Sahibzada Jujhar Singh Boys Hostel-1 (Canteen No. 1)	690
6	Sahibzada Jujhar Singh Boys Hostel-1 (Canteen No. 2)	
7	Sahibzada Zorawar Singh Boys Hostel-2	592
8	Sahibzada Fateh Singh Boys Hostel-3	231

**Quality Maintenance**

<b>Item</b>	<b>Brand</b>
	All dry ingredients will be bought from open market, packed and of highest quality
Salt	Tata, Annapurna, Nature fresh, Patanjali
Spices	M.D.H. Masala, Satyam, Badshah, Everest, Catch, Patanjali, Goldee, Tata
Jam/Ketchup	Maggi, Kissan, Heinz/Tops, Patanjali
Cooking Oil	Agmark/ISI or branded items such as Sundrop, Godrej, Saffola, Fortune, Patanjali, Markfed
Atta	Aashirvad, Kissan, Annapurna, Ginni, Patanjali or freshly grinded (with the prior approval of authority only)
Rice	Basmati Tukda (3/4 size), India Gate, or equivalent in Punjab Market
Butter	Amul, Britannia, Verka, Mother Dairy
Bread	Bonn, Britannia
Ghee	Amul, Mother Dairy, Britannia, Gits, Everyday,
Milk	Verka, Amul, Reliance, Super, Mother Dairy (Green Packet) / Other brand after approval from the Hostel Administration
Paneer	Amul, Verka, Mother Dairy or any of other branded item apart from above mentioned brands approved by the Hostel Administration

<p style="text-align: center;"><b>Guru Nanak Dev University, Amritsar</b>  <b><u>Penalty Structure for violation of Terms &amp; Conditions by</u></b>  <b><u>Mess/Canteen Contractors in University Campus, Amritsar</u></b></p>			
<b>Sr.</b>	<b>Particulars</b>	<b>Penalty in Rs.</b>	<b>Remarks</b>
<b>1</b>	<b>Cleanliness of Kitchen</b>		
	<i>I. Good</i>	NA	
	<i>II. Average</i>	200	
	<i>III. Poor</i>	1000	
	<i>IV. Very Poor</i>	2000	
<b>2</b>	<b>Quality of Raw Material/ Final Product</b>		
	<i>I. Good</i>	NA	
	<i>II. Average</i>	200	
	<i>III. Poor</i>	1000	
	<i>IV. Very Poor</i>	2000	
<b>3</b>	<b>Use of Fuel: Oil, Wood, Coal</b>	2000	
<b>4</b>	<b>Age of Service Boys, if below 14 Years</b>	---	<b>Immediate Cancellation of Contract</b>
<b>5</b>	<b>Use of Disposables (Thermocol, Plastic glass/plate prohibited)</b>	400	
<b>6</b>	<b>Non-Display of Board (<i>Use of Intoxicants is Prohibited</i>)</b>	1000	
<b>7</b>	<b>Non-Display of Fixed Rate List</b>	1000	
	<b>Minor Discrepancy</b>		
<b>8</b>	<b>Cleanliness of Surroundings</b>		
	<i>I. Good</i>	NA	
	<i>II. Average</i>	200	
	<i>III. Poor</i>	500	
	<i>IV. Very Poor</i>	1000	
<b>9</b>	<b>Non-wearing of Identity-Card by Staff</b>	@200	i.e. multiply by no. of staff
<b>10</b>	<b>Non-wearing of Jackets by staff with G.N.D.U mark on backside</b>	@200	--do--
<b>11</b>	<b>Personal Hygiene of Service staff</b>		
	<i>I. Head Cover missing</i>	@200	--do--
	<i>II. Clean Clothing not proper</i>	@200	--do--
	<i>III. Hair Cut not proper</i>	@200	--do--
	<i>iv. Uncut Nails</i>	@400	-do-

**GURU NANAK DEV UNIVERSITY, AMRITSAR**  
**OFFICE OF DEAN STUDENTS' WELFARE**

**TECHNICAL BID FORM FOR ALLOTMENT OF HOSTEL MESS/CANTEEN IN**  
**UNIVERSITY CAMPUS, AMRITSAR**

1. Name of the Applicant : \_\_\_\_\_
2. Father Name : \_\_\_\_\_
3. Address : \_\_\_\_\_  
\_\_\_\_\_
4. Aadhar Card No. : \_\_\_\_\_
5. PAN No. : \_\_\_\_\_
6. GST Registration No. : \_\_\_\_\_
7. Mobile No. : \_\_\_\_\_

Photograph of  
the Applicant

8. Experience Certificate of running Mess/Canteen in any Educational Institution :

Sr.No.	Name of the Institution	No. of students in the Mess/Canteen	Time period		No. of months/years
			From	To	
1.					
2.					
3.					

9. Form Fee Detail :

Transaction Details			
Reference No.	API Unique ID	Date of Transaction	Amount
			Rs. 2360/-

10. Detail of FSSAI License:

License No.	Date of Issuing	Valid upto

11. Please tick the documents which are attached with the form :-

i.	Application fee		ix.	Annual turnover certificate for last 3 years (CA certified)	
ii.	Experience Certificate of last three years		x.	No pending criminal cases or blacklisting by any organization certificate.	
iii.	FSSAI License		xi.	EOI on company's letter head	
iv.	GST Registration No.		xii.	Company registration certificate & profile	
v.	PAN Number		xiii.	Experience certificate from previous clients	
vi.	Labour License No.		xiv.	Equipment & facility details	
vii.	ESI / PF Registration No.		xv.	Proposed operational methodology	
viii.	Bank solvency certificate		xvi.	Aadhar Card	

*I declare that I have not been found guilty by the court in any case and I have not been debarred/blacklisted by any department/organization.*

*Signature of the Applicant*

**GURU NANAK DEV UNIVERSITY, AMRITSAR**  
**OFFICE OF DEAN STUDENTS' WELFARE**  
**PRICE BID/FINANCIAL BID FORM FOR ALLOTMENT OF HOSTEL**  
**MESSES/CANTEENS**

<b>Name of the Mess/Canteen for which the bidder is applying</b>			
<b>Name of Bidder</b>			
<b>Address</b>			
<b>Contact Details</b>			
<b>Sr. No.</b>	<b>Name of the Mess/Canteen applying for</b>	<i>Rent (should be quoted in INR)</i>	
		<b>In figures</b>	<b>In words</b>

*All other GST, water charges, electricity charges, and all applicable taxes will be extra.*

*Signature of Bidder : \_\_\_\_\_*

*Date : \_\_\_\_\_*

*Note : Please fill this Financial Bid form and seal it in a separate envelope from Technical Bid form.*

AFFIDAVIT**1. ACCEPTANCE OF TERMS & CONDITIONS FOR ALLOTMENT OF HOSTEL  
CANTEEN, GNDU, AMRITSAR**

- a. The contract would be initially upto 30.06.2026 but extended to 30.06.2030 on the basis of annual satisfactory/ performance report. The license fees and water charges shall be enhanced @5% every year.
- b. After allotment, canteen should be operationalised by the successful bidder. Subletting of any kind / in any form is not permissible. If found so, strict action shall be taken.
- c. The successful bidder shall take all necessary/ mandatory clearances, permits etc., which are required to run the commercial canteen and valid and in full force and effect during the period of contract.
- d. The rent will be payable quarterly in advance before start of next quarter. If rent is not paid by stipulated date, 10% penalty shall be imposed. The university has the right to cancel the contract and confiscate the security deposit.
- e. The contractor shall pay Electricity Charges to the university on the basis of meter reading. Expenditure for installation of Sub meter will be borne by the vender.
- f. The contractor shall pay water consumption charges @ 700/- per month (fixed) plus GST as applicable.
- g. The contractor should use brands as per ***Annexure-II*** for cooking in the canteen.
- h. If the Contractor wants to discontinue the license, he/she shall have to give a two months' prior notice with enough justified reasons acceptable to the Dean Students' Welfare. In case he quits without the required notice then his security will be forfeited. He/she will still have to return the location in good condition.
- i. All or any of the power and rights exercisable by the GNDU, Amritsar in respect of tender shall be exercised by the Dean Students' Welfare, GNDU, Amritsar and the contractor shall not have objection whatsoever in respect thereof.
- j. The canteen shall be subject to inspection (***Annexure III***) at any time without any notice to the contractor by the DSW or any other authority authorized by him.
- k. The sale of Narcotics is strictly prohibited in canteen. Further, smoking and consumption of alcohol/intoxicants/non-veg in the premises is strictly prohibited.
- l. Addition or alteration/modification of anything in physical structure of the space provided to the contractor is not permissible in any manner without valid written order from the Registrar.
- m. The Contractor is not allowed to award, allot sell or mortgage the license to any other person in any manner whatsoever.
- n. Any damage to University Property during the contract period will have to be borne by the Contractor.
- o. Every medically fit employee so engaged by the contractor shall wear a badge of wearing his/her name while on duty. The said Uniform and badge shall be provided by the bidder at this own cost.
- p. During the course of contract, if any of bidder's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the GNDU, the institute shall be entitled to terminate the contract immediately.

## **2. RESPONSIBILITIES/LIABILITIES OF CONTRACTORS:**

- a) The contractor is bound to maintain cleanliness of dining area, floor, platform in kitchen, store, service and utensil washing area of the canteen. He has also to ensure that the kitchen and canteen area under their control is free from flies.
- b) All waste should be removed from canteen on a daily basis.
- c) Construction of canteen on the provided space to customize with all equipments like refrigerator, oven, dispensers, display/showcases etc. is the sole responsibility of the contractor.
- d) Arrangement and provisions as well as maintenance of ovens/fridge/or any other appliances installed by contractor for food and beverages etc. will be the sole responsibility of the contractor.
- e) The contractor shall procure only good quality fresh vegetables from the market. The vegetables shall not be stored for more than 1 day in summer months and 3 days in winter months at a stretch.
- f) The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall cater to the general taste of the residents.
- g) The oil after the deep frying at the end of the day shall be discarded and shall not be recycled for the purpose of cooking again.
- h) The quality of the items can be checked by the Inspection Committee of university at any time and material found sub-standard will not be allowed.
- i) The canteen shall function on all days throughout the year and will not be allowed to be closed on any day, including holidays, for any reasons whatsoever.
- j) Time to time, the feedback report will be taken from students/staff/faculty in term of rates, quality, hygiene cleanliness and conduct of contractor and its staff. The overall performance will be assessed by allotment committee.
- k) Only commercial gas cylinders shall be used by the canteen contractor & it will be kept in safe custody.

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