

Tender Document for Running Canteen of Maharaja Ranjit Singh Bhawan on Monthly Rent Basis

This document is issued by Guru Nanak Dev University, Amritsar for inviting sealed tenders under a two-bid system (Technical and Financial) from eligible and reputed contractors/agencies for running the Canteen situated at Maharaja Ranjit Singh Bhawan on a monthly rental basis. The process is governed by the General Financial Rules (GFR) 2017 and is designed to ensure transparency, competitiveness, and audit compliance.

1. Notice Inviting Tender (NIT)

GNDU invites sealed tenders from eligible, experienced contractors/agencies to run the Canteen located at Maharaja Ranjit Singh Bhawan, Guru Nanak Dev University, Amritsar. The canteen is to be operated for providing nutritious, hygienic, and affordable snacks and beverage services to students, faculty, and staff. Tender documents can be downloaded from University website: gndu.ac.in or e-tender website: eproc.punjab.gov.in. No separate information will be published in newspaper. Bidders are required to visit the University website regularly.

E-Tender No.	Name of Canteen	Earnest money (EMD)	Processing Fee	Cost of Tender Form
GNDU/Gen/38/2025	Maharaj Ranjit Singh Bhawan Canteen	Rs.10,000/-	Rs.1000/-	Rs.2,360/-

2. Tender Schedule

Availability of Tenders online for Bidding	Last date of submission for online Bids	Processing Fee/ EMD (To be paid online only)	Date of Opening of Technical Bid	Date of opening of Financial / Price Bid*
From:20-12-2025	03-01-2026 upto 5.00pm	03-01-2026 upto 5.00 pm	08-01-2026	To be intimated later on

* Financial Bids shall be opened of the Technical qualified bidders.

3. Scope of Work

The successful / selected bidder shall:-

- Operate the canteen for sale of snacks, and beverages in Maharaja Ranjit Singh Bhawan in University's premises.
- Maintain & ensure hygiene, cleanliness, and food safety in accordance with FSSAI norms.
- Deploy adequate, trained manpower & maintain discipline, staff decorum & customer – friendly behavior at all times.
- Supply snacks & beverages as per the approved menu & rate list (Annexure- V).
- Operate during official working hours and special occasions as decided by the University.
- Comply with all statutory obligations including labour laws, FSSAI guidelines, safety and fire norms.
- Manage food waste & its disposal in eco-friendly manner.

4. Eligibility Criteria

- a) Minimum 2 years of experience in running a canteen or food outlet in Govt. / Educational institution.
- b) Should possess Valid FSSAI licence , GST registration, PAN, Adhaar and mandatory valid permit / clearance which are required for running the commercial canteen.
- c) Should have annual turnover of Rs. 20 lakh for the last 2 years (2023-24 & 2024-25).
- d) Affidavit of not being blacklisted by any Government/PSU/Autonomous institution.
- e) At least one reference letter/testimonial from a previous client.

5. Submission of Bids

Bidders must submit their proposals in two separate envelopes:

Envelope 1: Technical Bid – Must contain all documents supporting eligibility and technical evaluation.

Envelope 2: Financial Bid – Should mention the monthly rent offered (in INR) in the prescribed format.

Both envelopes must be placed inside a larger sealed envelope superscribed with "Tender for Maharaja Ranjit Singh Bhawan Canteen, GNDU Campus, Amritsar".

6. Technical Evaluation Criteria

The technical bid shall be evaluated on the basis of the following marking scheme:

- Experience in running canteen services: 10 marks

- Annual turnover: 20 marks
- FSSAI & Hygiene Certification: 20 marks
- Manpower and infrastructure: 20 marks
- Past performance and client references: 15 marks
- Safety & Waste Disposal Compliance: 15 marks

Total: 100 marks (Minimum Qualifying Score: 60)

7. Financial Bid (Rent)

The financial bid shall indicate the monthly rent offered for use of canteen premises. The bidder quoting the highest rent (H1), among technically qualified bidders, shall be awarded the contract.

8. Terms and Conditions

- Contract Period: Initially for 1 year, extendable on annual satisfactory performance for total five years.
- Monthly Rent: To be paid in advance by 5th of each month.
- Security Deposit: Equivalent to 3 months of rent (quoted by the bidder)], refundable after contract period.
- Subletting is strictly prohibited.
- The University reserves the right to cancel the tender at any stage without assigning any reason.

Terms & Conditions and Technical Specifications for Canteen

1. Tender fee and Earnest money will be accepted online only as per the provision made on the tender website www.eproc.punjab.gov.in. Bank guarantee for EMD will not be accepted. Online submission of EMD is mandatory.
2. All the pages of the Technical Bid must be signed by the authorized signatory and sealed documents (hard copy) as mentioned must be submitted to the Assistant Registrar (General), Guru Nanak Dev University, Amritsar by Registered Post/Courier/By-Hand before or upto 06-10-2025 of submission of tender.
3. The Applicant who is running a Canteen in university campus and applicant from outside can apply for one or more Units. But only a single Unit will be allotted to vendor/contractor/proprietor/ individual/ firm's name.

4. The Tender is liable to be rejected in case appropriate Tender Fee/Earnest Money is not received.
5. The bidder has to quote monthly rent alongwith the applicable taxes from time to time in the financial bid.
6. The term for allotment of canteen shall be initially for 1 year and likely to be extendable for four years subject to the satisfactory performance & annually reviewed by a committee.
7. In case the highest bidder commits mistakes or fails to comply with the terms and conditions, the matter will be considered by committee constituted by the competent authority for appropriate action viz forfeiting of EMD, Blacklisting the firm or any other action deemed fit by the committee and the decision of committee will be binding on the H-1 firm.
8. Bidder should attach the Index/checklist in front page.
9. Technical and Financial bids will be opened by the Committee after the closing date. The Tenderers will be invited for presentation and clarifications if needed. Financial bids of the Tenderers complying with the prescribed Techno-commercial specifications will be opened by the Committee. Tenderers or their authorized agents may be present if they so desire during opening of the Tenders.
10. Documents specified in Technical bid including payment details of EMD and Form fee, PAN No., GST number, **details, technical features**, duly signed copy of technical compliance.
11. Technical specifications compliance certificate must be submitted along with the technical bid.
12. Undertaking on Letter-Head (Must be attached with Technical Bid) to the effect that the firm or bidder is neither black listed nor involved in any such case by any Government Department / institutions / agency and also nor any criminal case is registered against the firm/bidder.
13. Documents specified in Technical bid including payment details of EMD and Form fee, should be scanned and uploaded compulsory as PDF file within the period of submission of technical bid along with above mentioned documents (Documents of Technical Bid) Form T.
14. Any deviation from Technical Specification is not allowed and leads rejection of bid. Firms should supply same mentioned in Technical specifications is mandatory.
15. The University reserves the rights to cancel any item or whole tender. If any malpractice is found at any stage without assigning any reason. The decision of the university in this regard shall be final and binding.

16. In case of any dispute arising regarding this, the Vice-Chancellor, Guru Nanak Dev University, Amritsar would act as a Sole Arbitrator and his decision shall be final and binding upon both the parties. Any legal dispute shall be confined to the court of Amritsar Jurisdiction.
17. Bidders must submit details of their address, telephone numbers (Landline and mobile), email Id, etc. along with documents.
18. Any corrigendum related to tender will be uploaded only on University website www.gndu.ac.in and e-tender website www.eproc.punjab.gov.in and no separate information will be published on newspaper. Bidders are required to visit the University website regularly.
19. The EMD will be returned to unsuccessful Bidders only after the tender is finalized. EMD of successful Bidder will be adjusted as security amount.
20. In case the Bidder fails to comply with term & conditions, the necessary action for penalty and blacklisting the firm also be taken.
21. Bidders are requested to submit the tenders well in time. The University shall not be responsible for any failure of Network or any other reason for non-submission of tenders.
22. Financial bid should be submitted online only in specified Format. Uploading of Financial bid as scanned copy along with technical bid or any disclosure will leads to rejection of tender.
23. The bids shall be valid for a period of 90 days as indicated in "Notice inviting Tender" after the date of opening of the tender.
24. The firm shall not assign or sublet the canteen or any part of it to any other person or party.
25. The bidder will sign the Legal Agreement with the University after getting the Allotment Letter (Annexure D).
26. The University reserves the right to cancel the allotment at any stage without assigning any reason. The decision of the university in this regard shall be final and binding.
27. The stamp duty, registration charges, fee of advocate/deed-writer and other miscellaneous expenses payable on the agreement shall be borne by the Contractor. Contractor agrees to do all such acts necessary to enable Contractor to register this Agreement.

Other Terms and Conditions

The security amount equivalent to 3 months of rent (quoted by the bidder) should be deposited by the successful bidder after the allotment in the form of Demand Draft in the favor of **Registrar, Guru Nanak Dev University, Amritsar**. In case of unsuccessful bidders, the Earnest Money

Deposit will be returned without any interest. The Earnest money of successful bidder will be adjusted into Security amount which is refundable (non-interest) after completion of contract after handing over the possession of the canteen peacefully and settlement of all the dues.

1. The license fees (Rent) (GST, water charges, electricity charges, and all applicable taxes extra) shall be enhanced @ 5% every year. Renewable of agreement shall be the discretion of the university by raising the license fees as applicable at the time of renewal.
2. After allotment of the canteen, it must be operationalized by the vendor/bidder.
3. The successful vendor will take all necessary / mandatory clearances, permits etc, which are required for commercial canteens, so that all such conditions have been satisfied, and such clearances, permits etc, are in full force and effect.
4. The rent would be payable quarterly (in advance) before starting the next quarter.
5. In the event of rent being not paid by the due date along with GST, electricity, and water charges, the Contractor shall be liable to pay penalty @ 10% of the amount remaining unpaid upto the 15th day of running month. In case he fails to deposit rent even after 15th day of running month, the canteen will be locked by the university and security will be forfeited.
6. The Contractor shall submit an Agreement within 15 days of the acceptance of the allotment letter on Agreement.
7. The Contractor will pay necessary rent/charges/taxes (as applicable) directly to the University for running the canteen.
8. 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 vendor.
9. The contractor shall pay water consumption charges @ 500/- plus applicable GST per month.
10. 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 University, 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.
11. All or any of the power and rights exercisable by the GNDU, Amritsar in respect of tender shall be exercised by the Registrar, GNDU, Amritsar and the contractor shall not have objection whatsoever in respect thereof.
12. In case of any encroachment/ addition/ alteration, the University has full right to remove the same at cost of the contractor.
13. The canteen shall be subject to inspection at any time without any notice to the contractor by the Registrar or any other authority authorized by him.

14. The sale of Narcotics is strictly prohibited in canteen. Further, smoking and consumption of alcohol/ Non-Veg/ Intoxicants in the premises is strictly prohibited.
15. Addition or alteration/ modification of anything in physical structure of the space provided are not permissible in any manner without valid written order / approval from the Registrar.
16. Subletting of any kind in any form is not permissible. If found so, action will be taken, as deemed fit and proper.
17. The Contractor is not allowed to award, allot sell or mortgage the license to any other person in any manner whatsoever.
18. Any damage to University Property during the contract period will have to be borne by the Contractor.
19. The contractor will submit a list of its employees/helpers. Every (medically fit) employee so engaged by the contractor shall wear a badge of his/her name while on duty. The said Uniform and badge shall be provided by the bidder at this own cost.
20. 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 University shall be entitled to terminate the contract immediately.
21. The Contractor will have right to carry his Canteen material or his own furniture when the contract is over but subject to obtain NOC.
22. The University reserves the right to cancel the allotment at any time without assigning any reason. The decision of the university in this regard shall be final and binding.

Responsibilities/Liabilities of Contractors:

- i. As per Punjab Govt. instructions FOSTAC Training, RUCO Agreement, Calibration Certificate (if applicable), Worker Medical Fitness certificate will be mandatory for every contractor. The allotment Letter will be issued to the successful bidder and he will submit all above mentioned certificates/documents with in time period as will be quoted in allotment letter.
- ii. The contractor is bound to maintain cleanliness of the canteens.
- iii. All waste food should be removed from Canteen on a daily basis.
- iv. The cleanliness & maintenance of eating areas will be under the control of the vendor.
- v. Arrangement and provisions as well as maintenance of ovens/fridge/or any other appliances to be installed by contractor for running the canteen will be the sole responsibility of the contractor.
- vi. The contractor has to ensure the cleanliness of the floor & platform in kitchen, store, service, and utensil washing area. They have also to ensure that the area under their control is free from flies.

- vii. 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.
- viii. Hygiene conditions shall be maintained and the contractor shall be responsible for disposal of canteen waste.
- ix. Interested bidders may visit university campus and acquaint themselves with the area. The cost of the visit if any, shall be borne by the bidder.
- x. Time to time, the feedback report will be taken from students/staff/faculty in term of price charged, quality, hygiene cleanliness and conduct of contractor and his staff. The overall performance will be assessed by allotment committee.

9. Annexures

Annexure I: Format for Technical Bid Submission

Annexure II: Format for Financial Bid Submission

Annexure III: Self-Declaration – Not Blacklisting

Annexure IV: Draft License Agreement

Annexure V: Approved Menu / Rate list