

**Guru Nanak Dev University, Amritsar**

Tender Notice Reference No. GNDU/Gen/71-72/2024

The Department of G.N.D.U. Amritsar invites online bids for the following :

Sr.No.	Item	Quantity
1	Allotment of Canteens	1
2	Allotment of Shops	1

Closing date &time :31/10/2024 at 5:00 p.m.

For details log onto www.eproc.Punjab.gov.in

**Note :** Any corrigendum(s) to the Tender Notice shall be published on the above website only.

Details of Canteen /Shops

<b>Sr. No</b>	<b>Name of the canteen</b>	<b>Unit</b>
	<b>A(canteens)</b>	
1	Academic staff college Canteen.	<b>1</b>
	<b>B(Stationery/Photostat/Bookshop)</b>	
2	Shop no 3. Under Library Building	<b>1</b>

## Terms & Conditions and Technical Specifications for Canteen

1. GNDU, Amritsar intends to enter into contract for allotment of Canteen in its premises.
2. Interested vendors/contractors/proprietorships/individuals with same kind of objective can submit bid duly completed in two bid system i.e Technical Bid and Financial Bid.
3. Financial Bids of only those bidders will be opened whose technical bids qualify the Technical bid eligibility criteria and are found suitable.
4. Tender fee and Earnest money will be accepted online only as per the provision made on the tender website [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in). Bank guarantee for EMD will not be accepted. Online submission of EMD is mandatory.
5. **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 04-11-2024 of submission of tender.**
6. The Bidder should apply separately for multiple applications.
7. Tender document is submitted in two parts. Technical Bid (As per form T Sr No. 1 to 7) (Annexure A to D) and Financial Bid online only. (Annexure E)
8. The Tender is liable to be rejected in case appropriate Tender Fee/Earnest Money is not received.
9. The bidder has to quote unit price in the financial bid.
10. 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.
11. 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.
12. Bidder should attach the Index/checklist in front page.
13. Techno-Commercial 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.
14. 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.
15. Technical specifications compliance certificate must be submitted along with the technical bid.
16. 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 and also nor any criminal case is registered against the firm/bidder.
17. 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 alongwith above mentioned documents (Documents of Technical Bid) Form T.
18. Any deviation from Technical Specification is not allowed and leads rejection of bid. Firms should supply same mentioned in Technical specifications is mandatory.

19. The University reserves the rights to cancel the allotment. If it is found at any later stage, accept/reject any or all the tenders without assigning any reasons thereof and if all tenders as whole or part without assigning any reason.
20. In case of any dispute arising regarding this, the Vice-Chancellor, Guru Nanak Dev University, Amritsar would act as an 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.
21. Bidders must submit details of their address, telephone numbers (Landline and mobile), email Id, etc. along with document (Annexure A)
22. Any corrigendum related to tender will be uploaded only on University website [www.gndu.ac.in](http://www.gndu.ac.in) and e-tender website [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in) and no separate information will be published on newspaper. Bidders are required to visit the University website regularly.
23. The EMD will be returned to unsuccessful Bidders only after the tender is finalized. EMD of successful Bidder will be adjusted as security amount.
24. In case the Bidder fails to comply with term & conditions, the necessary action for penalty and blacklisting the firm also be taken.
25. 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.
26. 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.
27. 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.
28. The firm shall not assign or sublet the canteen or any part of it to any other person or party.
29. The bidder will sign the Legal Agreement with the University after getting the Allotment Letter (Annexure D).
30. The Committee reserves the right to cancel any item or whole tender without assigning any reason therefor and without being answerable to the tender in any manner whatsoever. The decision of the university in this regard shall be final and binding.

### **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, contract would be for duration of 5 Years (but initially for 1 year) renewable/extendable for further four year on the basis of satisfactory work/performance after completing ever year. The license fees (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. The canteens will be allocated on the basis of maximum rent quoted by the eligible bidder.
3. After allotment of the canteens it must be operationalized by the vendor/bidder.
4. The successful vendor will take all necessary / mandatory clearances, permits etc, which are required for commercial the canteens, so that all such conditions have been satisfied, and such clearances, permits etc, are in full force and effect.
5. The rent would be payable quarterly (in advance) before starting the next quarter.
6. 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 15<sup>th</sup> day of running month. In case he fails to deposit rent even after 15<sup>th</sup> day of running month, the canteen will be locked by the university and security will be forfeited.
7. The Contractor shall submit an affidavit within 15 days of the acceptance of the allotment letter on a stamp paper (non-judicial) of Rs. 100/-.
8. The Contractor will pay necessary rent/charges/taxes (as applicable) according to the university or any other authority for running the canteens directly to the university.
9. 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.
10. The contractor shall pay water consumption charges @ 500/- per month (fixed).
11. If the Contractor wants to discontinue the license, he/she shall have to give a two months' notice with enough justified reasons acceptable to the Registrar, 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.
12. 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.
13. No additional space shall be allowed and contractor keeps their goods inside the Canteens and there will be no encroachment/additions and alternation in any manner whatsoever.
14. The canteen shall be subject to inspection (as per specified inspection performa) at any time without any notice to the contractor by the Registrar or any other authority authorized by him.
15. The sale of Narcotics is strictly prohibited in shop. Further, smoking and consumption of alcohol/intoxicants/non-veg in the premises is strictly prohibited.
16. Addition or alteration/ modification of anything in physical structure of the space provided are not permissible in any manner without valid written order from the Registrar.
17. Subletting of any kind in any from is not permissible. If found so, action will be taken, as deemed fit and proper.
18. The Contractor is not allowed to award, allot sell or mortgage the license to any other person in any manner whatsoever.

19. Any damage to University Property during the contract period will have to be borne by the Contractor.
20. 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.
21. 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.

**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 dining area will be under the control of the vendor.
- v. Arrangement and provisions as well as maintenance of ovens/fridge/or any other appliances installed by contractor for canteen for selling prepared food and beverages items purposes etc. 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. Contractor shall have right to carry the material to build canteens or furniture when the contract is over but subject to obtain NOC.
- ix. Hygiene conditions shall be maintained and the contractors shall be responsible for disposal of waste.
- x. The quality of the items can be checked by the university any time and material forms sub-standard will not be allowed.
- xi. Interested bidders may visit university campus and acquaint themselves with the area. The cost of the visit shall be borne by the bidder.
- xii. Time to time, the feedback report will be taken form students/staff/faculty in term of rates, quality, hygiene cleanliness and conduct of allottee and its staff. The overall performance will be assessed by allotment committee.

## Terms & Conditions and Technical Specifications for Allotment of Shops

1. GNDU, Amritsar intends to enter into contract for allotment of Shop in its premises.
2. Interested vendors/contractors/proprietorships/individuals with same kind of objective can submit bid duly completed in two bid system i.e. Technical Bid and Financial Bid.
3. Financial Bids of only those bidders will be opened whose technical bids qualify the Technical bid eligibility criteria and are found suitable.
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6. The Bidder should apply separately for multiple applications.
7. Tender document is submitted in two parts. Technical Bid (As per form T Sr No. 1 to 6) (Annexure A to C) and Financial Bid online only. (Annexure D)
8. The Tender is liable to be rejected in case appropriate Tender Fee/Earnest Money is not received.
9. The bidder has to quote unit price in the financial bid.
10. The term for allotment of Shop shall be initially for 1 year and likely to be extendable for four years subject to the satisfactory performance.
11. 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.
12. Bidder should attach the Index/checklist in front page.
13. Techno-Commercial 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.
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22. Any corrigendum related to tender will be uploaded only on University website [www.gndu.ac.in](http://www.gndu.ac.in) and e-tender website [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in) and no separate information will be published on newspaper. Bidders are required to visit the University website regularly.
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28. The firm shall not assign or sublet the Shop or any part of it to any other person or party.
29. The bidder will sign the Legal Agreement with the University after getting the Allotment Letter (Annexure C).



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7. The Contractor shall submit an affidavit within 15 days of the acceptance of the allotment letter on a stamp paper (non-judicial) of Rs. 100/-.
8. The Contractor will pay necessary rent/charges/taxes (as applicable) according to the university or any other authority for running the Shops directly to the university.
9. 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.
10. The contractor shall pay water consumption charges @ 500/- per month (fixed).
11. If the Contractor wants to discontinue the license, he/she shall have to give a two months' notice with enough justified reasons acceptable to the Registrar, 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.

12. 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.
13. No additional space shall be allowed and contractor keeps their goods inside the Shops and there will be no encroachment/additions and alternation in any manner whatsoever.
14. The Shop shall be subject to inspection (as per specified inspection Performa) at any time without any notice to the contractor by the Registrar or any other authority authorized by him.
15. The sale of Narcotics is strictly prohibited in shop. Further, smoking and consumption of alcohol/intoxicants/non-veg in the premises is strictly prohibited.
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