

**TENDER  
DOCUMENT FOR  
CANTEEN  
SERVICES**



**Last Date of Submission: 20.01.2024 Upto 01:00 P.M**

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**GOVT. HYDRO ENGINEERING COLLEGE  
BANDLA, DISTT. BILASPUR, HIMACHAL PRADESH-174001  
Telephones: 01978-229326  
Website: [www.ghec.ac.in](http://www.ghec.ac.in)**



OFFICE OF THE DIRECTOR-CUM-PRINCIPAL  
GOVT. HYDRO ENGG. COLLEGE BANDLA (BILASPUR)  
PH/FAX: 01978-229326, [Email-hecbilaspur@gmail.com](mailto:Email-hecbilaspur@gmail.com)



**TENDER FOR CANTEEN SERVICES**

BID REFERENCE : GHEC/BLP/STORE/CANTEEN/2023

LAST DATE AND TIME FOR RECEIPT OF BIDS : **20.01.2024 at 01:00 P.M**

TIME AND DATE OF OPENING OF TECHNICAL BIDS : **20.01.2024 at 02:00 P.M**

TIME AND DATE OF OPENING OF FINANCIAL BIDS : **20.01.2024 at 03:0 P.M**

PLACE OF OPENING OF BIDS : O/O Director/Principal, Govt. Hydro. Engg. College,  
Bandla Distt. Bilaspur-174001

ADDRESS FOR COMMUNICATION : O/O Director/Principal,  
Govt. Hydro Engg. College, Bandla Distt. Bilaspur -  
174001

**Tender No.:**  
**GHEC/BLP/STORE/CANTEEN/2023**

**Director/Principal, Govt. Hydro Engg. College, Bandla, Distt. Bilaspur-174001-invites sealed tender for running canteen in premises of institute at Bandla, Distt. Bilaspur on monthly rent basis and as per terms and conditions laid down in the tender document**

<b>Sr. No.</b>	<b>Financial bid documents</b>	<b>Earnest Money Deposit (EMD)</b>	<b>Performance Security</b>
<b>1.</b>	<b>Annexure - " A and B"</b>	Rs. 50,000/- (Rs. Fifty Thousand Only)	Rs.2,00,000/- (Rs. Two Lakh Only)

1. Interested contractors/societies/firms/persons etc. may obtain further information from and inspect the tendering documents at Govt. Hydro Engg. College, Bandla, Distt. Bilaspur-174001 and also from college website i.e. [www.ghec.ac.in](http://www.ghec.ac.in)
2. The tendering document may be obtained from the office of Director/Principal, Govt. Hydro Engg. College, Bandla, Distt. Bilaspur-174001, during office hours namely, from 10.00 hrs to 17.00 hrs, on all working days on the submission of a written application to the above office and upon payment of a non-refundable fee of Rs. 500/- in the form of a demand draft from any nationalized bank **in favour of Director/Principal, Govt. Hydro Engg. College, Bandla, Distt. Bilaspur (H.P.) payable at Bilaspur HP.** The firms who have downloaded tender document from this institution website through internet are also required to submit a demand draft of Rs. 500/- Non refundable in favour of **Director/Principal, Govt. Hydro Engg. College, Bandla, Distt. Bilaspur (H.P) payable at Bilaspur.**
3. The provisions in the instructions and in the general conditions of contract are based on the provisions of the standard tendering document.
  - (a) Price of bidding document : (₹ 500.00) (₹ Five Hundred Only) (non-refundable)
  - (b) Last date and time for receipt of bid : 20:01:2024 at 01:00 P.M
  - (c) Time and date of opening of technical and financial bids (for qualified technical bidder) : 20:01:2024 at 02:00 P.M
  - (d) Place of opening of bids : O/O Director/Principal, Govt. Hydro Engg. College, Bandla, Distt. Bilaspur -174001
  - (e) Address for communication: O/O Director/Principal, Govt. Hydro Engg. College, Bandla, Distt. Bilaspur -174001
  - (f) All bids must be accompanied by a bid security as specified in the bid document and must be delivered to the above office at the date and time indicated above, failing which tender/ bid will not be considered.
4. Tenders will be opened in the presence of bidder or their representatives who may wish to attend the meeting on the specified date and time.
5. In the event of the date specified for bid receipt and opening being declared as a closed

holiday, the due date for submission of bids and opening of bids will be the following working day at the appointed time and place.

6. Scope of Work:

- (a) The institute requires canteen contractor(s) to run the canteen services at institute premises on institute rates as specified at Annexure-A of this document to cater the needs of the students, staff, faculty, beneficiaries and visitors attending the institute.
- (b) The canteen services are also required to be extended during the examinations, seminars, conferences, workshops, farewell, annual events and orientation courses etc.
- (c) To provide tea/coffee and other beverages as and when required in the office of institute.

### TERMS & CONDITIONS

1. Govt. Hydro Engineering College Bandla, Distt. Bilaspur invites sealed tenders for running canteen on fixed cost basis in the premises of institute from reputed contractors/societies/firms/agencies etc. The tender document may either be obtained from the office of the institute on all working days or may also be downloaded from the institute website i.e. [www.ghec.ac.in](http://www.ghec.ac.in).
2. Tender should be submitted in sealed envelope, containing two separate envelope 1) "Technical bid documents" along with Annexure "C", Tender Fee, Earnest Money DD, GST Number Document 2) "Financial Bid Documents" which will contain Annexure A and B documents. The envelope should be super-scribed as "Tender for Canteen Services".
3. The tenderer/bidder has to furnish earnest money deposit of Rs. 50,000/- (Rs. Fifty Thousand Only) in the shape of Demand Draft from any Nationalized Bank **in favour of Director/Principal, Govt. Hydro Engg. College, Bandla, Distt. Bilaspur payable at Bilaspur (HP)**. The earnest money should be kept in sealed envelope of bid. Tender received without earnest money deposit shall straightway be rejected.
4. The earnest money deposit will be refunded to the bidders within 7 days of the award of tender/work. No interest will be paid on earnest money remaining with the institute.
5. The sealed quotations should reach the institute, latest by **20.01.2024 upto 01:00 PM**. The technical bid will be opened on **20.01.2024 at 02:00 PM** at in the administrative block of the institute in the presence of the bidder's or their authorized representative(s), who will be present at the scheduled date and time.
6. The Director/Principal, Govt. Hydro Engg. College, Bandla, Distt. Bilaspur (H.P.) reserve the right to reject any or all the tenders without assigning any reason. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection straight way.
7. The contract/award letter to be awarded on the basis of highest monthly rent offered/quoted and other required documents as mentioned in Annexure-B.
8. The contract will be valid/awarded initially for a period of **1 (one) year**. The contract may be extended for one more year and maximum up to 05 (Five) years based on satisfactory performance which will be adjudged by the Director/Principal, Govt. Hydro Engineering College, Bandla, Distt. Bilaspur on the basis of service rendered by the contractor.

9. The successful bidder, to whom the contract has been offered shall be required to deposit **Rs. 2,00,000/- (Two Lakh Only)** as performance security valid for one year in favour of “Director/Principal, Govt. Hydro Engineering College, Bandla, Distt. Bilaspur (HP)”, in the form of fixed deposit receipt (FDR) issued by any nationalized bank immediately after the completion of tender process/award of work which will be refunded on expiry of the contract after getting NOC from Director/Principal Govt. Hydro Engineering College, Bandla, Distt. Bilaspur (HP).
10. The successful bidder, to whom the contract has been offered, if, he/she does not respond in stipulated period, the offer shall stand cancelled and the work will be awarded to the second highest tenderer.
11. The monthly rent will have to deposit before 10th (Date) of each month failing which double rent will be charged for that month.
12. The contractor has to open the canteen on all working days between **8.00AM to 06.00 PM**. Institute will be closed on all Sundays, Second Saturday and Gazetted Holidays. However, in addition to the working days/timing indicated, in case this institute requires/feels a need running of canteen on holiday even, the same would be required to be carried out by the contractor. The contractor shall ensure uninterrupted supplies of services as agreed herein.
13. This institute reserves the right to recover/adjust any amount which may be due from the contractor from performance security deposit.
14. The contractor shall not appoint sub-catering contractor to carry out any obligations under the contract.
15. The premises shall not be used for residential purposes even for the canteen staff. No additions or alterations of the premises will be made without permission of the institute. No bathing and washing of clothes etc. will be allowed in the canteen. Tuck shops can be allowed on campus for items other than allowed to canteen by the Director/Principal.
16. The contractor shall have to engage sufficient manpower for running of the canteen. Providing of paid off or leave reserve worker shall be the responsibility of the contractor. The contractor shall engage only such persons who are disciplined, have good character and medically fit and are above 18 years. The contractor shall not employ young children as prohibited under the law / rules / regulations. The authenticated person need to be appointed and a latest character certificate copy issued from competent authority need to be deposited in the institute. Also, the contractor should provide the necessary details of all its employees (permanent, temporary etc.) to the institute.
17. The Director/Principal Govt. Hydro Engineering College, Bandla, Distt. Bilaspur (HP) shall not be in any manner concerned with the internal affairs of the contractor that may be regarding dispute with workers engaged by him or dissolution etc. or any affairs concerning with third party, that the contractor may be having.

18. The contractor shall exercise due and proper care for safe maintenance and cleanliness of the entire canteen premises and for maintenance and protection of all fitting, furniture and other articles. In case of any loss to the property of institute by the workers of the contractor, the contractor is responsible for the same and he/she has to make good the loss immediately failing which the same may be recovered from his dues or by en-cashing the security amount/performance guarantee.
19. The contractor will make his own arrangement for commercial cooking gas cylinder, ISI marked gas stove, microwave, refrigerator, crockery, cutlery, glasses and other kitchen equipments etc. required in the canteen. Utensils/crockery for preparing food must be of food grade quality. All utensils shall be kept neat & clean. Chipped/broken or unserviceable utensils/crockery shall not be used for service.
20. The canteen staff employed should be in proper and clean uniform. Worker's identity cards will be compulsory before taking the charge of canteen services. Employees will be in proper uniform provided by the contractor, medically found fit, hygienically suitable, nails trimmed, haircut and shave taken.
21. The responsibility of maintaining the cleanliness and hygienic condition of the canteen will be of the contractor by segregating dry and wet waste in disposable/garbage bags at his own cost for further disposal of waste. No littering of papers, disposal glasses, and juices/cold drink containers allowed in campus. In case of violation of this condition, institute authority has the right to impose the necessary penalty.
22. While using gas & electric appliances, due precaution to ensure safety of the building against fire break may be taken. In the eventuality of any laxity on this account, the amount of loss shall be recoverable from the contractor.
23. The contractor shall be responsible towards his/her workers for any injury/causality while working in the canteen. This institute will not be responsible and liable for any compensation whatever.
24. Provision of complaint/suggestion book in the canteen should be made by the contractor which will be examined by committee constituted by Director/Principal, Govt. Hydro Engineering College, Bandla, Distt. Bilaspur (HP) from time to time and action will be taken accordingly.
25. Quality of food/services provided will be inspected / checked from time to time and if found unsatisfactory, the contract may be cancelled at any time by the institute with/without furnishing any notice. Decision of the Director/Principal, Govt. Hydro Engineering College, Bandla, Distt. Bilaspur (HP) with regard to determining the quality of food/service etc. rendered by the contractor shall be final and acceptable to contractor.
26. This institute premises will not be used by the contractor for serving to outsiders.
27. Credit sales, if any, shall be at contractor's own risk and this institute shall not be responsible for recovery of any such arrears.
28. The contractor shall ensure payment of all statutory taxes etc. and shall be wholly responsible for any default.

29. The contractor and his employees would be governed by the discipline rules as may be laid down by the institute while they are in the institute premises.
30. The contractor shall be responsible for fulfilling all his obligations towards the person deployed by him under law namely Minimum Wages Act, ESI Act, and Bonus Act etc.
31. Electricity charges shall be paid by contractor as per actual consumption on the prevailing rates of HPSEB or at such higher rates as may be decided by the institute from time to time.
32. The decision to award the canteen services contract will be taken on the basis of highest monthly rent (inclusive of all taxes, if any) offered by the bidder to institute.
33. Smoking, intoxicants and tobacco products will be strictly prohibited inside the canteen. Incident of ragging in college canteen if any should be brought to the notice of the institute Director/Principal immediately.
34. The canteen will be allowed to function only if the successful bidder has all necessary equipments available with him / her to run the canteen.
35. Any direct or indirect attempt to influence for negotiation on the part of a bidder with the authority to whom tender has been submitted or the tender accepting authority before finalization of tender process shall render the bidder liable for exclusion of his/her bid for the consideration.
36. This institute may terminate the contract due to any breach of terms and conditions at the risk and cost of the contractor.
37. Failure to comply with the contract obligations of the tender will lead the contractor liable for forfeiture of performance security deposit.
38. The successful bidder to whom the contract has been offered, if, he does not respond in stipulated period, the offer shall stand cancelled.
39. The Director/Principal, Govt. Hydro Engineering College, Bandla, Distt. Bilaspur (HP) reserves the right of offering the work even if single bid/tender is received.
40. Any disputes are subject to exclusive jurisdiction of competent court and forum in Bilaspur, Distt. Bilaspur (HP), India only.

**In case of allotment, the successful bidder/contractor will submit an undertaking for the acceptance of all terms and conditions mentioned above.**



**O/O DIRECTOR-CUM-PRINCIPAL  
GOVT. HYDRO ENGG. COLLEGE BANDLA (BILASPUR)**

**Mandatory Menu Items**

<b>Sr. No.</b>	<b>Items</b>	<b>Quantity</b>	<b>Price (₹)</b>
1.	Stuffed Parantha with Butter/Curd	-----	
2.	Single Parantha (Stuffed)	-----	
3.	Tea (Milk Tea)	Per Cup (150 ml)	
4.	Coffee	Per Cup (150 ml)	
5.	Cooked Maggie	Per Plate	
6.	Veg. Noodles	Full Plate	
		Half Plate	
7.	Samosa	Per Piece (Standard Size)	
8	Veg. Burger	Per Piece	
9	Chana Bhutara	Full Plate	
		Half Plate	
10.	Potato Stuffed bread Pakora	Per Piece	
11	Potato Stuffed bread Pakora Paneer	Per Piece	
12	Veg. Pakora	Per 100 gms	
13.	Lunch-Full [Rice, 03 Chappati, Daal, Seasonal Vegetable, Salad]	Per Plate	
14.	Lunch-Half [Rice or 03 Chappati (Optional), Daal, Seasonal Vegetable, Salad]	Per Plate	
15	Special Lunch (Paneer dish, Local Madra, Dal fry, Mixed veg, Veg raita/bundi raita, Jeera rice, chapatti, Sweet dish & salad)	Per Plate	
16	Branded Mineral Water, Juice, Cold Drinks/Soft Drinks, biscuits, Namkeen etc.	Per Pack	

Note: (i) Rate and quality of any other food item (except packaged items) to be sold in the canteen can also be submitted **like South Indian food , Milk and bakery Products, Sweets** etc. and Director-cum-Principal reserves the right to approve the proposal.

(ii) For Packaged Eatables- Rates may not be charged more than print rates i.e. not more than the MRP.

**Note:- The rate for menu items and monthly rent for canteen area should be enclosed in financial bid envelope failing which the bidder shall be considered as disqualified.**



**Annexure-B**

**FOR CANTEEN TENDER at  
GOVT. HYDRO ENGG. COLLEGE BANDLA (BILASPUR)**

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**PRICE BID PERFORMA TO BE FILLED BY THE  
FIRM/PARTY/CONTRACTOR/BIDDER ETC.**

<b>Sr. No.</b>	<b>Particulars of firm/person/contractor/bidder etc.</b>	<b>Relevant details to be submitted</b>	
1.	Name of Tenderer/Bidder		
2.	Full Address		
3.	Telephone No./Mobile No.		
4.	E-mail Address		
5.	Type/Status of Tenderer		
6.	Tender Cost DD Detail		
7.	Earnest Money Deposit DD Detail		
8.	Mention GST Number (Attach Document Also)		
9.	Experience Certificate		
10.	Monthly Rent Amount of Canteen Room Quoted/Offered (Inclusive of All Taxes & Excluding Electricity Charges)	Amount in Rupees	
		In Figures	In Words

**(Signature of Bidder)  
With Seal/Stamp**

- Note:
- (i) The rates should be quoted and signed by the responsible/authorized person of the tenderer.
  - (ii) The rates must be mentioned in figures as well as in words.
  - (iii) No overwriting/cutting is allowed.

**FOR CANTEEN TENDER at  
GOVT. HYDRO ENGG. COLLEGE BANDLA (BILASPUR)**

**Part A: Technical Bid**

**A.1**

**Bid Covering Letter  
(on the letter head of the bidder's company)**

To

The Director cum Principal,  
Govt. Hydro Engineering College,  
Bilaspur (H.P.) 174001

Dear Sir,

**Subject: Bid for Canteen Services at Govt. Hydro Engineering College,  
Bilaspur (H.P.) -174001**

**1** Terms & Conditions

I/We, the undersigned bidder(s), having read and examined in detail the specifications and all bidding documents in respect of this Request for Proposal do hereby propose to provide goods and services as specified in the bidding document.

I/We, the undersigned bidder(s) having submitted the qualifying data as required in your tender document, do hereby bind ourselves to the conditions of your tender document. In case any further information/documentary proof in this regard before evaluation of our bid is required, I/We agree to furnish the same on demand to your satisfaction. I/We also agree to comply with the statutes/acts/rules in general and particular to academic institutions.

**2** Rates & Validity

All the rates mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the rates and other terms and conditions of this proposal are valid for a period of 60 days from the date of opening of

the bid, during the duration of the contract and subsequent extension/s in the contract, if any.

I/We have studied the Clauses relating to Indian Income Tax Act and hereby declare that if any Income Tax, surcharge on Income Tax and any other Corporate Tax is altered under the law, I/we shall pay the same.

**3** Deviations

I/We declare that we comply to provide the Canteen services as per the Menu in Canteen Tender Document.

**4** Bid Pricing

I/We further declare that the rates stated in our proposal are in accordance with your terms and conditions in the bidding document.

**5** Earnest Money

I/We have enclosed the earnest money of amount **₹50,000/- (Fifty Thousand rupees)** as mentioned in the tender document

**6** Performance Security

We commit to submit a performance security **₹2,00,000/-** (Two Lakh Rupees) valid till 15 days after the completion of the contract obligations.

**7** Declaration

I/We hereby declare that my/our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of my/our knowledge and belief and nothing has been concealed there from.

Thanking you,

Yours faithfully,

Date:

Signature of Authorized Signatory

Place:

Name, Designation & Seal

**(On Letter Head on bidder)**

**A.2 Compliance Sheet for the Eligibility Criterion and documents to be submitted with the Technical Bid**

The Documents required as a part of technical bid and qualifying criterion has been mentioned as under and should be attached as per sequence given below. The documents submitted by the bidder shall be by verified by the institute, if required.

<b>S. No.</b>	<b>Bid Requirement/Criteria</b>	<b>Documents to be Enclosed</b>	<b>Page number</b>
1	The bidder should have valid GST No.	Copy of GST Nos.	
2	The bidder should have valid EPF registration	Copy of relevant registration Certificate, and copy of Payments made to employees during FY2022-23	
3	The bidder should have valid ESIC registration	Copy of relevant registration Certificate	
4	The bidder should have valid FSSAI registration	Copy of relevant registration Certificates, as applicable.	
5	Bidder should have prior experience of Satisfactorily Running Canteen/Mess of at least 200 students/beds in Central-Govt./Autonomous bodies/Govt. Medical Colleges/Govt. Engg. Colleges.	Copy of Satisfactory Performance Certificate from academic institutions/offices not older than 3 months	
6	Bidder should not have been blacklisted by any Central Government/State Government/PSU/Government Bodies/Education Institutions with regards to the works executed by it.	Undertaking to this effect	

7	Deviations from the Canteen menu, terms & conditions, if any	No Deviation Certificate as attached	
8	Tender Cost (Rs. 500/-) Five Hundred Rupees only	DD (non-refundable)	
9	EMD in favour of Director cum Principal, Govt. Hydro Engineering College, Bilaspur (H.P.)for Rs. 50,000/- (Fifty Thousands Rupees only)	BG/FDR pledged as mentioned	
10	Any other document(s) or proof as requested in the Tender	As per the requirement/s	
11	Relaxation for experience and turn over will be allowed for startup firms registered under Govt. of India/State Stratup India/HP Govt. as per the guidelines issued by the Govt. from time to time		

Date:

Signature of Authorized Signatory

Place:

Name, Designation & Seal

**(On Letter Head on bidder)**

**No Deviation Certificate**

To

The Director cum Principal,  
Govt. Hydro Engineering College,  
Bilaspur (H.P.) 174001

**Subject: No Deviation Certificate for Running Canteen Service at Govt. Hydro Engineering College, Bilaspur (H.P.) -174001**

Sir,

I/We understand that any deviation/exception in any form may result in rejection of BID. I/We, therefore, certify that I/We have not taken any exception/deviation anywhere in the BID and I/We agree that if any deviation/exception is mentioned or noticed, my/our BID may be rejected

Date:

Signature of Authorized Signatory

Place:

Name, Designation & Seal