

TENDER DOCUMENT FOR CANTEEN SERVICES



Last Date of Submission: 20-05-2025 upto 12:30 P.M

**GOVT. HYDRO ENGINEERING COLLEGE BANDLA, DISTT. BILASPUR,
HIMACHAL PRADESH-174001**

Telephones: 01978-229326

Website: www.ghec.ac.in

**APPLICATION FORM FOR RUNNING CANTEEN IN
GOVT. HYDRO ENGINEERING COLLEGE**

To

Director-cum-Principal
Govt. Hydro Engineering College
Bandla Bilaspur, HP - 174001

Sir,

Sub: Tender for running canteen on the GHEC Bandla campus

With reference to the Tender Notification No. _____ dated _____ regarding Establishment & operation of Canteen, I hereby submit the Tender in the prescribed format. I have read all the terms and conditions of allotment annexed with the Tender Document thoroughly and understand its contents.

Further, I hereby agree to abide by the terms and conditions stipulated by Govt. Hydro Engg. College Bandla, from time to time during the operation of my business on awarding the License for the same.

Thanking you

Yours faithfully,

Signature of the applicant

Full Name.....

Correspondence Address.....

.....

.....

Mobile No.

E- mail:.....

Date:



GOVT. HYDRO ENGINEERING COLLEGE

TENDER DOCUMENT

Date of Release of Tender:

NAME OF WORK	:	Running canteen in GHEC Bandla, Bilaspur
VALIDITY OF THE TENDER	:	90 days from the date of opening of the tender.
TENDER DOCUMENT FEE	:	Rs.500/- (Rupees Seven hundred only)
EMD	:	Rs. 5,000/- (Rupees Five Thousand only)
Security Deposit	:	Rs. 200000/- (Rupees Two Lakh only)
LAST DATE FOR SUBMISSION OF TENDER DOCUMENTS	:	20-05-2025 upto 12:30 PM
DATE OF OPENING OF TENDER AND VENUE	:	20-05-2025 at 2:00 PM Office of the Director-cum-Principal, Govt. Hydro Engineering College Bandla, Bilaspur, HP-174001
ADDRESS FOR SUBMISSION OF TENDER	:	The Director-cum-Principal, Govt. Hydro Engineering College Bandla, Bilaspur, HP-174001

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited for running canteen in Govt. Hydro Engineering College Bandla, Bilaspur-174001.

01 The tender form can be downloaded from the Govt. Hydro Engineering College Bandla website i.e. <https://ghec.ac.in/>.

02 The duly filled and signed tender documents shall be sent to the Director-cum-Principal Govt. Hydro Engineering College Bandla, Bilaspur-174001 by speed/registered post or drop in the tender box kept in the Administrative building so as **to reach on or before 20-05-2025 upto 12:30 PM.**

***NOTE: Please note that the postal services to the college are very slow and the courier agencies do not provide their services in the area, so the bidders are requested to make arrangements accordingly well in advance of the last date.**

04 Tenders will be opened as per the schedule given below

05 Tender received after 20-05-2025 upto 12:30 PM will be straightaway rejected and Govt. Hydro Engineering College will not be responsible for delay in delivery including postal delay.

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ADDRESS FOR SUBMISSION OF TENDER	:	The Director-cum-Principal, Govt. Hydro Engineering College Bandla, Bilaspur, HP-174001

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SIGNATURE OF THE TENDERER

GENERAL TERMS & CONDITIONS

01 Validity of Tender:

Validity of the present tender for allotment shall be for a period of 90 days from the date of opening of tender. The Earnest money will be forfeited in case an applicant withdraws his/her bid during this period.

In case the successful bidder/allottee does not occupy the allotted premises within 15 days from the date of allotment, Govt. Hydro Engineering College Bandla will be at liberty to re- allot the canteen to the next highest successful bidder and the said re- allotment will be subject to the approval of the Competent Authority.

EMD of the first allottee shall be forfeited in that case.

02 Incomplete/conditional tender or the tender without EMD & Tender Document fee is liable to be rejected.

03 Earnest Money Deposit & Tender Document fee

Tender must be accompanied with Earnest Money Deposit (EMD) & Tender Document fee separately as given above in the Tender Notice in the form of DD in favour of Director-cum-Principal Govt. Hydro Engineering College Bandla, Bilaspur having validity of at least 3 months from the date of issue of Tender documents.

EMD amount of the successful bidder would be adjusted against the security deposit fixed by the Director cum Principal, Govt. Hydro Engg. College Bandla. In case the successful tenderer fails to remit the security deposit within 15 days of issuance of Allotment letter, the EMD amount shall be forfeited and the allotment cancelled.

04 Sealed tenders are invited in two separate covers Part-I (Technical Bid) & Part-II (Financial Bid).

The envelope super scribed Part-I (Technical Bid) shall contain the tender document along with Annexure-I and copies of documents required. The documents marked * shall be compulsory be attached failing which the bidder may be technically disqualified. Every page must be signed and serially numbered.

The envelope super scribed Part-II (Financial Bid) shall contain Annexure-II.

Both the above envelopes must be sealed & inserted in a larger envelope marked "**Tender for running canteen**". It should be addressed to Director-cum-Principal Govt. Hydro Engg. College Bandla Bilaspur 174001.

05 Acceptance of tender:

- a) The authority for acceptance of the tender documents will rest with the competent authority of the Govt. Hydro Engg. College Bandla, who does not bind itself to accept the lowest or any other tender, nor does it undertake to assign reasons for its decision in this matter.

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- b) The bidder will quote the amount of the monthly license fee (i.e monthly rent) on Annexure-II.
- c) The Director-cum-Principal reserve the right to reject the tender if the rent offered by the bidder is below the reserve price.
- d) After due evaluation of the financial bid, the institute will award the contract to the highest responsive tender. In case more than one bidder qualifies for H1, the tender will be awarded to the bidder who offers higher rent after negotiation with Govt. Hydro Engineering College, Bandla. However, the successful bidder has to supply the items as the rates quoted for items as per Annexure-III.
- e) After the award of contract the successful bidder shall be bound to execute and agreement on non-judicial stamp paper of Rs. 100.
- 06 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 Demand Draft/pledged 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).**

07 Vacation/Termination of Allotment:

The permission for the allotted premises will be initially awarded and valid till 15 June 2026. The contract may be extended on yearly basis for up-to two more years, based on the satisfactory performance which will be adjudged by the Director-cum-Principal Govt. Hydro Engineering College Bandla.

In case, if either of the two parties would like to discontinue after the completion of the contract period, the party will have to communicate to the other party in written 15 days in advance. However, for the welfare of the students & staff of GHEC, the bidder will have to provide services for the next 45 days (after the actual date of expiry of contract) or till the award of new contract whichever is earlier. For this period the bidder is bound to pay the rent along with electricity & water charges.

The Govt. Hydro Engineering College Bandla will be at liberty to terminate the license of the allotted premises and also forfeit security deposit by giving 15 days' notice to the tenderer/allottee for any breach of the Terms & Conditions of the Tender Document/Agreement.

- 08** The monthly rent will have to be deposited before 10th (Date) of each month, failing which a penalty @Rs. 500/- completed week will be imposed.
- 09** The contractor has to open the canteen on all working days between **8.00AM to 06.00 PM**. The College will remain closed for students during vacation period of 58 days in one academic year & 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.

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- 10 The contractor shall not appoint sub-catering contractor to carry out any obligations under the contract.
- 11 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.
- 12 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.
- 13 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.
- 14 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.
- 15 The college administration shall provide suitable space for kitchen and dining. Other furniture will be arranged by the successful bidder.
- 16 The contractor will make his own arrangement for commercial cooking gas cylinder, ISI marked gas stove, microwave, refrigerator, crockery, cutlery, glasses and other kitchen equipment's 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.
- 17 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.
- 18 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, disposable 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.
- 19 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.
- 20 The contractor shall be responsible towards his/her workers for any injury/causality while working in the canteen. The institute will not be responsible and liable for any compensation whatever.
- 21 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.

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- 22 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.
- 23 This institute premises will not be used by the contractor for serving to outsiders.
- 24 Credit sales, if any, shall be at contractor's own risk and this institute shall not be responsible for recovery of any such arrears.
- 25 The contractor shall ensure payment of all statutory taxes etc. and shall be wholly responsible for any default.
- 26 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.
- 27 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.
- 28 Electricity charges shall be paid by contractor as per actual consumption on the prevailing rates of HPSEBL or at such higher rates as may be decided by the institute from time to time. Similarly water charges will have to paid by the successful bidder as decided by the institute.
- 29 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.
- 30 The canteen will be allowed to function only if the successful bidder has all necessary equipments available with him / her to run the canteen.
- 31 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.
- 32 This institute may terminate the contract due to any breach of terms and conditions at the risk and cost of the contractor.
- 33 Failure to comply with the contract obligations of the tender will lead the contractor liable for forfeiture of performance security deposit.
- 34 Any disputes are subject to exclusive jurisdiction of competent court and forum in Bilaspur, Distt. Bilaspur (HP), India only.

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SIGNATURE OF THE TENDERER

(To be put in envelope – I Technical Bid)

Annexure –I

All the documents to be enclosed with the tender form should be numbered and signed.

1.	Name of the Tenderer	
2.	Father's Name	
3.	Address	
4.	Mobile Number	

Sr. No.	Documents	Yes/No/NA	Remarks						
1. *	EMD through Demand Draft (DD) drawn in favour of Director-cum-Principal, Govt. Hydro Engineering College Bandla, Bilaspur. <table border="1" data-bbox="319 1120 970 1243"><tr><td>DD No. :</td><td>Amount:</td></tr><tr><td>Date of Issue:</td><td></td></tr><tr><td></td><td></td></tr></table>	DD No. :	Amount:	Date of Issue:					
DD No. :	Amount:								
Date of Issue:									
2. *	Tender Document fee through Demand Draft (DD) drawn in favour of Director-cum-Principal, Govt. Hydro Engineering College Bandla, Bilaspur. <table border="1" data-bbox="319 1433 970 1523"><tr><td>DD.NO:</td><td>Amount:</td></tr><tr><td>Date of Issue:</td><td></td></tr><tr><td></td><td></td></tr></table>	DD.NO:	Amount:	Date of Issue:					
DD.NO:	Amount:								
Date of Issue:									
3. *	Self-attested Residence proof along with copy of <i>Aadhaar</i> card enclosed.								
4. *	Self-attested passport size photograph (s) pasted on the tender form								
5. *	The tender dealing in food items should have license from the competent authority under prevention of Food Adulteration Act/Rules and FSSAI license. Self -attested copy of the same enclosed.								
6. *	Self-attested copy of PAN No. and GST No. enclosed.								

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SIGNATURE OF THE TENDERER

7.	Copies of experience certificate enclosed		
8.	Self-attested photocopy of proof of proprietorship or partnership deed etc., enclosed		
9.	Self-attested photocopy of authority letter to negotiate and sign the tender and license deed on behalf of the Firm enclosed.		
10.	Whether all the pages of the tender form are signed.		
11	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. Attach non blacklisting self-declaration.		

* Marked particulars are mandatory for technically qualifying.

<p>Space for photograph</p>

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SIGNATURE OF THE TENDERER

To be put in envelope -I I (Financial Bid) Annexure-II

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

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

Sr. No.	Particulars of firm/person/contractor/bidder etc.	Relevant details to be submitted	
1.	Name of Tenderer/Bidder		
2.	Full Address		
3.	Telephone No./Mobile No.		
4.	E-mail Address		
5.	Mention GST Number (Attach Document Also)		
6.	Experience Certificate		
7.	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.

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SIGNATURE OF THE TENDERER



To be put in envelope -II (Financial Bid)

Annexure-III

GOVT. HYDRO ENGG. COLLEGE BANDLA (BILASPUR)

Mandatory Menu Items

Sr. No.	Items	Price (₹)
1.	Stuffed Parantha (Veg) with Butter/Curd	30
2.	Paneer Parantha with Butter/Curd	50
3.	Single Parantha (Stuffed)	20
4.	Tea (Milk Tea)	10
5.	Coffee	20
6.	Cooked Maggie	25
7.	Veg. Noodles	60 Full 35 Half
8.	Veg Momos Steamed (10 pcs)	60
9.	Veg Momos Fried (10 pcs)	70
10.	French Fries	50
11.	Samosa	10
12.	Bread Pakora (Stuffed)	15
13.	Veg. Pakora 100 gm	20
14.	Paneer Pakora 100 gm	40
15.	Veg. Patties	15
16.	Bread Omelet (Two eggs + Two bread) Sandwich Size	40
17.	Chana Bhatura (Two pieces bhatura + Chana)	40
18.	Aaloo Puri (Two puri + aaloo sabji)	40
19.	Veg. Grilled Sandwich (04 sandwich size slices of bread with stuffing)	30
20.	Lemon Soda	20
21.	Lassi (Sweet & Salty)	20
22.	Lemon Tea	15
23.	Green Tea	15
24.	Lunch-Full [Rice, 03 Chappati, Daal, Seasonal Vegetable, Salad]	60
25.	Lunch-Half [Rice or 03 Chappati (Optional), Daal, Seasonal Vegetable, Salad]	40
26.	Special Lunch (Paneer dish, Local Madra, Dal fry, Mixed veg, Veg raita/bundi raita, Jeera rice, chapatti, Sweet dish & salad)	140
27.	Branded Mineral Water, Juice, Cold Drinks/Soft Drinks, biscuits, Namkeen Ice cream.	MRP

- Note: i) Rate and quality of any other food item (except packaged items) to be sold in the canteen should be approved by the Director/Principal of the institute.
- ii) For Packaged Eatables- Rates may not be charged more than print rates i.e. not more than the MRP.
- (iii) In case of annual extension of contract these rates will be revised as per recommendations of the committee & approval of Director-cum- Principal, GHEC Bandla.

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SIGNATURE OF THE TENDERER

(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

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SIGNATURE OF THE TENDERER