

**TENDER DOCUMENT  
FOR  
CANTEEN SERVICES**



Last Date of Submission: 24/06/2024 upto 04:00 PM

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**J.N. GOVT. ENGINEERING COLLEGE  
SUNDERNAGAR, DISTT. MANDI, HIMACHAL PRADESH  
Telephones: 01907-267199, 267688, Fax: 01907-266811  
Website: [www.jngec.ac.in](http://www.jngec.ac.in)**



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**TENDER FOR CANTEEN SERVICES**

BID REFERENCE : JNGEC/STR/CANTEEN/2024

LAST DATE AND TIME FOR RECEIPT OF BIDS : 24/06/2024 upto 04:00 PM

TIME AND DATE OF OPENING OF TECHNICAL BID : 25/06/2024 at 12:00 Noon

TIME AND DATE OF OPENING OF FINANCIAL BID : 25/06/2024 at 03:30 PM

PLACE OF OPENING OF BIDS : O/O J. N. Govt. Engg. College, Sundernagar  
Distt. Mandi (HP) Pin: 175018

ADDRESS FOR COMMUNICATION : Director-cum-Principal,  
J. N. Govt. Engg. College, Sundernagar  
Distt. Mandi (H.P.) Pin: 175018

**Tender No. : JNGEC/STR/CANTEEN/2024**

**Director-cum-Principal, J.N. Govt. Engg. College, Sundernagar, Distt. Mandi (HP) Pin: 175018 invites sealed tender in two bid system from experienced reputed contractors/societies/firms etc. for running canteen in premises of institute as per terms and conditions laid down in the tender document**

| <b>Sr. No.</b> | <b>Menu Items</b>                   | <b>Price Quotation Format</b>       | <b>Earnest Money Deposit (EMD)</b>        | <b>Performance Security</b>                   |
|----------------|-------------------------------------|-------------------------------------|---|---|
| <b>1.</b>      | <b>Attachment at Annexure - "A"</b> | <b>Attachment at Annexure - "C"</b> | Rs. 6,000/-<br>(Rs. Six<br>Thousand Only) | Rs. 30,000/-<br>(Rs. Thirty<br>Thousand Only) |

1. Interested contractors/societies/firms etc. may obtain further information from and inspect the tendering documents at J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (HP), Pin: 175018 and also from college website i.e. [www.jngec.ac.in](http://www.jngec.ac.in).
2. The tendering document may be obtained from the office of Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin: 175018, 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. 1000/- in the form of a demand draft from any nationalized bank in favour of Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin: 175018 payable at Sundernagar. The firms who have downloaded tender document from this institution website through internet are also require to submit a demand draft of Rs. 1000/- Non refundable in favour of Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin- 175018 payable at Sundernagar.
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 : (₹ 1000.00) (₹ One Thousand Only)  
(non-refundable)
  - (b) Last date and time for receipt of bid : 24/06/2024 upto 04:00 PM
  - (c) Time and date of opening of bids : 25/06/2024 at 12:00 Noon (Technical Bid)  
25/06/2024 at 03:30 PM (Financial Bid)
  - (d) Place of opening of bids : O/O Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.)
  - (e) Address for communication : Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.)
4. 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.
5. Tenders will be opened in the presence of bidder's representatives who may wish to attend the meeting on the specified date and time.

6. 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.
7. Scope of work:
  - (a) The institute requires canteen contractor(s) to run the canteen services at institute premises on subsidized rates/lowest rates 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/cold drinks and other beverages as and when required in the office of institute.

### **TERMS & CONDITIONS**

1. J. N. Govt. Engineering College Sundernagar invites sealed tenders in two bid system 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.jngec.ac.in](http://www.jngec.ac.in).
2. Tender should be submitted in two parts, Part - I (Technical Bid) as per “Annexure B” & Part - II (Financial Bid) as per “Annexure-C” of this tendering document. The envelope of Part - I should be super-scribed as “Tender for Canteen Services, Part - I (Technical Bid)” and the envelope of Part - II should be super-scribed as “Tender for Canteen Services, Part - II (Financial Bid)”.
3. Envelopes of technical bid & financial bid should be individually sealed and then be placed in a third envelope, sealed and super-scribed with, “Tender for Canteen Services” and address to Director-cum-Principal of the institute.
4. Applicant must have relevant experience of running canteen in government or other reputed educational institutes or any other similar kind of work and must enclose the appropriate experience certificate(s) in this regard. The contractor should have valid PAN, Aadhar and GST registration.
5. The tenderer/bidder has to furnish earnest money deposit of Rs. 6,000/- (Rs. Six Thousand Only) in the shape of Demand Draft/FDR from any Nationalized Bank in favour of Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin: 175018 payable at Sundernagar (HP). The earnest money should be kept in Part-I envelope of Technical Bid. Tender received without earnest money deposit shall straightway be rejected.
6. No interest will be paid on earnest money remaining with the institute.
7. The earnest money deposit will be refunded to the unsuccessful bidders within 7 days of the award of tender/work.

8. The firm who is registered with MSME/ Or Small Scale Industries (SSI) is exempted to submit the tender fee and EMD (copy of appropriate/relevant registration must be provided along with the technical bid, failing which the tender/quotation will be rejected straightway).
9. Offers in financial bid should be written in English and price should be written in both figures and words. The offer should be typed or written in pen ink or ball pen without any cutting or overwriting. Use of pencil will not be acceptable. The relevant supporting documents as mentioned or required should be enclosed along with the offer. Rate quoted should be multiple of rupees. Any rate quoted in paisa will not be accepted.
10. The sealed quotations should reach the institute, latest by 24/06/2024 up to 04:00 PM. First, technical bid will be opened on 25/06/2024 at 12:00 Noon 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. The successful bidder who qualify technical bid, their financial bid will be opened on the same day at 03:30 PM.
11. The Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin: 175018 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.
12. The fixed monthly rent for canteen will be Rs. 13,960/- (Rs. Thirteen Thousand Nine Hundred and Sixty Only), which can vary as per the prevailing Govt. rules/regulations/norms revised from time to time. The Director-Principal reserves right to waive off fixed monthly rental charges for the end semester vacations duration.
13. The monthly rent will have to be deposited by contractor in advance before 10th (Date) of each month failing which penalty of Rs. 1000/- per week will be charged thereafter.
14. The contract will be valid/awarded initially for a period of 2 (two) years. The contract may be extended for one more year based on satisfactory performance which will be adjudged by the Director-cum-Principal, J.N. Govt. Engineering College, Sundernagar Distt. Mandi (HP) Pin: 175018 on the basis of service rendered by the contractor.
15. The contract/award letter will be awarded on the basis of lowest rates offered/quoted for mandatory menu items as mentioned in Annexure-C.
16. Genuinity of rates quoted by bidder will be decided by the evaluation committee. The committee has full power to discard any offer, where rate quoted are not genuine or realistic. The decision of committee in this regard will be full & final and binding on all bidders.
17. The successful bidder, to whom the contract has been offered shall be required to deposit Rs. 30,000/- (Rs. Thirty Thousand Only) as performance security valid for two years in favour of "Director-cum-Principal, J.N. Govt. Engineering College,

Sundernagar, Distt. Mandi (HP) Pin: 175018”, 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-cum-Principal, J.N. Govt. Engineering College, Sundernagar, Distt. Mandi (HP) Pin: 175018.

18. The successful bidder, to whom the contract is offered, if, he/she does not respond in stipulated period, the offer shall stand cancelled and the work will be awarded to the second tenderer as per comparative statement.
19. The contractor has to open the canteen on all working days between 8.00AM to 05.00 PM. Institute will be closed on all Sundays, Second Saturday and Gazetted Holidays. However, in addition to the working days indicated, in case, if institute requires/feels a need for running the canteen on holidays, the same would be required to be kept in operational state by the contractor. The contractor shall ensure uninterrupted supplies of service as agreed herein.
20. The contractor shall display the list of items & rates in the college premises and also inside & outside the canteen.
21. This institute reserves the right to recover/adjust any amount which may be due from the contractor from security deposit.
22. The contractor shall not appoint sub-catering contractor to carry out any obligations under the contract.
23. 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.
24. The contractor shall have to engage sufficient manpower for running 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, having 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 needs to be deposited in the institute. Also, the contractor has to provide the necessary details of all its employees (permanent, temporary etc.) to the institute.
25. The Director-cum-Principal, J.N. Govt. Engineering College, Sundernagar, Distt. Mandi (HP) Pin: 175018 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.
26. 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.

27. 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.
28. 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.
29. The responsibility of maintaining the cleanliness and hygienic condition of the canteen will be of the contractor, at his own cost with proper 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.
30. While using of gas & electric appliances, due precaution to ensure safety of the building against fire breaks may be taken. In the eventuality of any laxity on this account, the amount of loss shall be recoverable from the contractor.
31. 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.
32. Provision of complaint/suggestion book in the canteen should be made by the contractor which will be examined by committee constituted by Director-cum-Principal, J.N. Govt. Engineering College, Sundernagar Distt. Mandi (HP), Pin: 175018 from time to time and action will be taken accordingly.
33. 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-cum-Principal, J.N. Govt. Engineering College, Sundernagar Distt. Mandi (HP), Pin: 175018 with regard to determining the quality of food/service etc. rendered by the contractor shall be final and acceptable to contractor.
34. This institute premises will not be used by the contractor for serving to outsiders.
35. Credit sales, if any, shall be at contractor's own risk and this institute shall not be responsible for recovery of any such arrears.
36. The contractor shall ensure payment of all statutory taxes etc. and shall be wholly responsible for any default.

37. 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.
38. The contractor shall be responsible for fulfilling all his obligations towards the person deployed by him under law namely Minimum Wages Act, ESI Act, Bonus Act, Payment of Wages Act, Contract Labour Act, Workmen Compensation and other prevailing acts.
39. 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.
40. The decision to award the canteen services contract will be taken on the basis of lowest total value (inclusive of all taxes, if any) for mandatory menu items as per Annexure-A offered by the bidder to institute.
41. 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-cum-Principal immediately.
42. The canteen will be allowed to function only if the successful bidder has all necessary equipments available with him / her to run the canteen.
43. 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.
44. This institute may terminate the contract due to any breach of terms and conditions at the risk and cost of the contractor.
45. Failure to comply with the contract obligations of the tender will lead the contractor liable for forfeiture of performance security deposit.
46. The successful bidder to whom the contract has been offered, if, he does not respond in stipulated period, the offer shall stand cancelled.
47. The Director-cum-Principal, J.N. Govt. Engineering College, Sundernagar Distt. Mandi (HP), Pin: 175018 reserve the right of offering the work even if single bid/tender is received.
48. Any disputes are subject to exclusive jurisdiction of competent court and forum in Sundernagar, Distt. Mandi (HP), India only.

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



**Mandatory Menu Items**

| <b>Sr. No.</b> | <b>Items</b>   |
|----------------|--|
| 1              | Tea (150 ml)   |
| 2              | Samosa (Per Piece)   |
| 3              | Coffee (150 ml)  |
| 4              | Parantha   |
| 5              | Lunch (Full): Rice, 04 Chappati, Dal, Seasonal Vegetable, Salad, Raita/Curry |
| 6              | Lunch (Half): Rice, 02 Chappati, Dal, Seasonal Vegetable, Salad, Raita/Curry |
| 7              | Channa Samosa (Full Plate: 02 Samosa with Channa)                            |
| 8              | Bread (4 Pieces)+Omelet (2 Eggs)   |
| 9              | Lassi (200 ml)   |
| 10             | Bread Pakoda (Per Piece)   |
| 11             | Shake (Mango, Banana, Milk) (250 ml)   |
| 12             | Chowmin (Full Plate) - 250 gm  |
| 13             | Momos (Full Plate: 08 Pieces)  |
| 14             | Maggi (Cooked) (Per Plate) - 150 gm  |
| 15             | Pasta (Full Plate) - 150 gm  |
| 16             | Burger (Per Piece) - 200 gm  |
| 17             | Veg Patties (Per Piece) - 100 gm   |
| 18             | Channa Bathura (Channa with 02 Nos. Bathura)                                 |
| 19             | Spring Roll (Per Plate: 08 Pieces)   |
| 20             | Boiled Egg (Per Egg)   |
| 21             | Poha (Per Plate) - 250 gm  |
| 22             | Pizza (Regular Size) - 16 inch   |
| 23             | Pastry (Per Piece) - 50 gm   |

|    |                                     |
|----|-------------------------------------|
| 24 | Veg Pakora (250 gm)                 |
| 25 | Paneer Pakora (250 gm)              |
| 26 | Veg Sandwich (Per Piece)            |
| 27 | Rice + Rajma /Curry+Rice            |
| 28 | Milk (250 ml)                       |
| 29 | Matthri (Per Piece)                 |
| 30 | Mix Veg Soup (250 ml)               |
| 31 | Channa Puri (Channa with 02 Puri's) |

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-cum-Principal of the institute.

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

**TECHNICAL BID**

| <b>Sr. No.</b> | <b>Particulars of firm/person/contractor/society 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/FDR Detail)   |   |
| 8.             | GST Number (Attach Document Also)   |   |
| 9.             | PAN Number (Attach Document Also)   |   |
| 10.            | Aadhar Card (Attach Document Also)  |   |
| 11.            | Experience Certificate issued by the client Deptt./Board/Corpnr./ any other etc. (Attached Document Also) |   |

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

**CHECKLIST OF DOCUMENTS TO BE ATTACHED WITH  
TECHNICAL BID**

| <b>S.No.</b> | <b>Particulars of Documents</b>                                  | <b>Whether attached<br/>“Yes” or “No”</b> | <b>Remarks<br/>(If any)</b> |
|--------------|--|---|-----------------------------|
| 1            | EMD of Rs. 6,000.00  |   |                             |
| 2            | Aadhar Card  |   |                             |
| 3            | PAN Card   |   |                             |
| 4            | GST Registration No.   |   |                             |
| 5            | Registration with Labor Department<br>(If Applicable)            |   |                             |
| 6            | Experience Certificate(s)  |   |                             |
| 7            | Duly Signed Copy of<br>Tender Document<br>(Terms and Conditions) |   |                             |
| 8            | DD of Rs. 1000/- (Tender Cost)                                   |   |                             |

I certify that the information furnished above is true to the best of my knowledge. I have carefully read, understood and accept all the terms and conditions mentioned in the tender documents.

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

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

**FINANCIAL BID**

| <b>Sr. No.</b> | <b>Items</b>   | <b>Offered Rate (Inclusive of Taxes)<br/>In Rs.</b> |                 |
|----------------|--|---|-----------------|
|                |  | <b>In Figures</b>                                   | <b>In Words</b> |
| 1              | Tea (150 ml)   |   |                 |
| 2              | Samosa (Per Piece)   |   |                 |
| 3              | Coffee (150 ml)  |   |                 |
| 4              | Parantha   |   |                 |
| 5              | Lunch (Full): Rice, 04 Chappati, Dal, Seasonal Vegetable, Salad, Raita/Curry |   |                 |
| 6              | Lunch (Half): Rice, 02 Chappati, Dal, Seasonal Vegetable, Salad, Raita/Curry |   |                 |
| 7              | Channa Samosa<br>(Full Plate: 02 Samosa with Channa)                         |   |                 |
| 8              | Bread (4 Pieces)+Omelet (2 Eggs)   |   |                 |
| 9              | Lassi (200 ml)   |   |                 |
| 10             | Bread Pakoda (Per Piece)   |   |                 |
| 11             | Shake (Mango, Banana, Milk)<br>(250 ml)                                      |   |                 |
| 12             | Chowmin (Full Plate) - 250 gm  |   |                 |
| 13             | Momos (Full Plate: 08 Pieces)  |   |                 |
| 14             | Maggi (Cooked) (Per Plate) -<br>150 gm                                       |   |                 |
| 15             | Pasta (Full Plate) - 150 gm  |   |                 |
| 16             | Burger (Per Piece) - 200 gm  |   |                 |
| 17             | Veg Patties (Per Piece) - 100 gm   |   |                 |
| 18             | Channa Bathura (Channa with<br>02 Nos. Bathura)                              |   |                 |
| 19             | Spring Roll (Per Plate: 08<br>Pieces)  |   |                 |

|   |                                     |  |  |
|---|-------------------------------------|--|--|
| 20  | Boiled Egg (Per Egg)                |  |  |
| 21  | Poha (Per Plate) - 250 gm           |  |  |
| 22  | Pizza (Regular Size) - 16 inch      |  |  |
| 23  | Pastry (Per Piece) - 50 gm          |  |  |
| 24  | Veg Pakora (250 gm)                 |  |  |
| 25  | Paneer Pakora (250 gm)              |  |  |
| 26  | Veg Sandwich (Per Piece)            |  |  |
| 27  | Rice + Rajma /Curry+Rice            |  |  |
| 28  | Milk (250 ml)                       |  |  |
| 29  | Matthri (Per Piece)                 |  |  |
| 30  | Mix Veg Soup (250 ml)               |  |  |
| 31  | Channa Puri (Channa with 02 Puri's) |  |  |
| Total of Rates of all Items<br>(1 to 31) In Rs. |                                     |  |  |

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