



Government College Solan, District Solan-173212,H.P.

**SHORT TERM TENDER FOR CANTEEN SERVICES**

Tender Date:

Last Date and Time for submission:

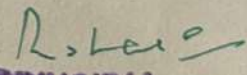
Dt. 31.07.2024 up till 11:00a.m.

Date and Time of Opening of bids:

Dt. 31.07.2024 at 2:00p.m.

Phone: 01792-229223

Email: [principalgesolan@gmail.com](mailto:principalgesolan@gmail.com)

  
**PRINCIPAL**  
Govt. College  
Solan, Distt. Solan

No.GPGC-SLN—Canteen/2024-298-302

Office of the Principal

Govt. P.G. College, Solan

(H.P) Dated: 31.07.2024


### SHORTTERM TENDER NOTICE

The office of the Principal, Government College Solan, District Solan-173212 Himachal Pradesh, invites sealed tenders from reputed agencies for providing Canteen facility at its premises which can be inspected by the bidders on any working day between 10.00 a.m. to 4.00 p.m. The duly filled-in **Tender Document/Proforma** must reach the office of the Principal on or before **Dt. 31.07.2024, 11.00a.m.** Tender documents can be downloaded from the College website [principalgcsolan@gmail.com](mailto:principalgcsolan@gmail.com) or can be had from the office on any working day. The bids obtained on formats other than prescribed **TENDER PROFORMA** will be rejected forthwith without assigning any reason.

Sd/-

Copy to be pasted: -

1. D.C. Office
2. Tehsil office
3. College Notice Board
4. Bus Stand
5. College website
6. Guard File

Principal,   
Govt. College Solan, Distt. Solan-  
173212, H.P.  
**PRINCIPAL**  
**Govt. College**  
**Solan, Distt. Solan**





**GOVERNMENT COLLEGE SOLAN, DISTRICT SOLAN-173212, H.P.  
TENDER PROFORMA**

Offers are invited from the experienced canteen contractors having food license for providing canteen facilities in the college and to quote rates for the following items:

Sr.No.	Item	Quantity
1.	Veg. Pakora	1 Kg
2.	Patty	Per Piece
3.	Katar	150 g
4.	Besan Burfi	1Kg
5.	Channa Bhatura	Two Bhatura+Chana (200 g)
6.	Chapati	Per piece 35 g
7.	Curd	Half plate 100 g
8.	Curd	Full plate 200 g
9.	Bread Butter	Per two pieces
10.	Bread Jam	per two pieces
11.	Fresh Juice	300ml
12.	Bread Slice	Per two pieces
13.	Veg. Sandwich	per piece
14.	Veg. Burger	per piece

**Note:** All bidders must submit the following documents along with the bid:

- (1) Aadhar Card
- (2) Experience Certificate of the bidder from the Public/Private institution on the prescribed proforma (As per Annexure IV). Experience should be for minimum one year duration. Preference will be given to those with Experience Certificate from Govt. Educational institution.
- (3) Registration Certificate of the bidder from Food Safety and Standard Authority of India (FSSAI) under FSS Act 2006 or Department of Health, Safety and Regulations, H.P. Government.

The successful bidder must supply the following **Mandatory Menu Items** as per the rates approved by College Canteen Committee:

S.No	Item	Quantity	Rate
1	Tea	150ml	Rs.10/-
2	Prantha stuffed (Aloo/Gobi/Muli)	175g	Rs.20/-
3	Samosa/Bread Pakoda	1 pc	Rs.10/-
4	Rice with Daal (Rajmah/Urad/Peeli Dal) + Sabji+Two Chapatis	Half plate	Rs.40/-
5	Rice with Daal (Rajmah/Urad/Peeli Dal) + Sabji+Four Chapatis	Full plate	Rs.60/-
6	Special Thali (Rice+ 2 Chapatis+ Seasonal vegetable +Rajmah/Daal Makhni/Peeli Daal+ Paneer item (Shahi Paneer/Matar Paneer/Kadhai Paneer)+ Raita+Salad+ Sweet dish	Full Plate	Rs. 180/-



## IMPORTANT INSTRUCTIONS FOR FILING OF COLLEGE CANTEEN TENDER:

- Before quoting the rates, the interested bidders must read the terms and conditions of the tender carefully (As per Annexure I).
- The quotation should contain particulars like name and complete addresses of the Tenderer, net rate including GST and such other levies that may be applicable i.e. clear breakdown of pricing. The rates of items should be quoted in rupees (Rs.) only. The tender having cutting/overwriting will not be entertained.
- The bidder should deposit earnest money (EMD) amounting to Rs. 1000/- (One thousand only) through Account payee Demand Draft payable to The Principal, Govt. College Solan at State Bank of India, College Branch, Solan along with quotation/tender. The EMD of the successful tenderer amounting to Rs. 1000/- will be forfeited by the o/o The Principal, GC Solan H.P. if the tender awardee fails to run the college canteen within 5 days of the contract award. The same will be returned on the same day of opening of tender if tender is not accepted. The EMD of the successful tenderer will be adjusted in the rent.
- **Procedure for submission of the tender:**

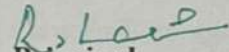
The tenderer should adopt "Two-Cover System" means he/she will be required to submit the tenders simultaneously in two separate sealed covers i.e. Sealed Cover-1-Technical Bid & Sealed Cover-2-Commercial Bid enveloped in the bigger outer envelope in the following manner by **dated 31.07.2024 up till 11.00 A.M.:**

  - I. **"SEALED COVER-1 – TECHNICAL BID** and shall be superscribed as "Tender for College Canteen-Technical Bid" to The Principal, GC Solan and it should contain the following enclosures as per the sequence indicated below:
    - a. The Demand Draft towards Earnest Money Deposit (EMD) as detailed above should be attached first on the top of Tender document/quotation.
    - b. List of documents and other testimonials attached submitted with Tenderer's Signature and Company Seal (As per Annexure II) along with self-attested Photocopies of Aadhar card; Experience Certificate (As per Annexure IV) along with copy of work order/contract award from Govt./Private Educational Institution; and Registration Certificate from Food Safety and Standard Authority of India (FSSAI) under FSS Act 2006 or Department of Health Safety and Regulations H.P. Government.
  - II. **"SEALED COVER-2 – COMMERCIAL BID** and shall be superscribed as "Tender for College Canteen-Commercial Bid" and it should contain the precise Price Quotation of each item proposed to be delivered through College Canteen (As per Annexure III). The Tenderer should quote the Rate inclusive of GST and all other taxes along with his/her Signature and Company Seal. The tenderer shall not enclose any other document or statement that will influence the price.
  - III. **OUTER BIG SIZE SEALED COVER-3** shall contain SEALED COVER-1 and SEALED COVER-2 and shall be superscribed as "Tender for College Canteen" and addressed to The Principal, GC Solan, H.P.

Tender/quotation submitted without following the procedure as mentioned above shall be summarily rejected.
- Interested Bidder/party/firm/vendor or their representative may remain present at the time of opening of the quotation i.e. dt. 31.07.2024 at 02:00 p.m. in the o/o the Principal, GC Solan.
- The committee reserves the right to be non-responsive and reject a tender if it does not comply the laid terms and conditions without assigning any reason.

Demand Draft payable to The Principal, Govt. College Solan at State Bank of India, College Branch, Solan.

- The contractor shall deposit the monthly rent of Rs. 2000/- and Rs.500/- per month as water charge i.e. a total of Rs. 2500/- per month in advance before 10<sup>th</sup> of every month in the office of the Superintendent, GC Solan. The electricity bill will be paid by the contractor on the basis of the bill received for the canteen which has separate Electricity Meter on regular basis and within the time frame and the receipt of the same should be deposited every month in the office of the Superintendent, GC Solan.
- The canteen will be handed over to the successful contractor/tenderer only after entering into an agreement with the Principal, Govt. College. Solan on Rs.100/- non judicial paper.
- The successful tenderer should run the College Canteen within 5 days of the award of tender/contract.

  
Principal

Govt. College Solan

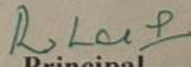


**TERMS AND CONDITIONS**

1. The contract shall be effective w.e.f. dt. of award of tender to dt. 31-05-2025.
2. The canteen operator shall provide breakfast, lunch, snacks and beverages to students, college faculty and non-teaching staff during operating hours. The menu shall include a variety of healthy and nutritious options, catering to diverse dietary preferences and restrictions. Liquor or tobacco product is strictly prohibited and should not be allowed to be sold, served or consumed in the canteen. In case of violation, the contract shall be terminated without any prior notice.
3. The contractor must be ready to supply the items as per the requirements of the institution on all important occasions and shall provide room services to the staff of the College as well.
4. Canteen will only cater to the needs of Students, College faculty and Non-Teaching Staff of the College and not to outsiders. If any violation is observed by College Canteen Committee, the contract shall be terminated without any prior notice.
5. The quality of all items served in the canteen should be optimal which will be approved initially and monitored by the members of the College Canteen Committee of the College from time to time.
6. Pricing of all items proposed to be served will be approved by the College Canteen Committee and the price list so finalized should be prominently displayed in the canteen. Overcharging will invite cancellation of contractor imposition of penalty as recommended by College Canteen Committee. All packed items like Biscuits, Namkeen, Cold-drinks, Chips etc. shall not be charged more than MRP.
7. The canteen will serve approximately 4000 students and staff members of the College. Necessary space and infrastructure with furniture will be provided by the College administration.
8. The contractor will be solely responsible for the collection of payment/dues from the students, college faculty and non-teaching staff.
9. The canteen shall operate from Monday to Saturday from 8:00 a.m. to 6:00 p.m. and on special occasions, if required, with the permission/directions of the Principal. The canteen shall generally remain close on Sunday and Gazetted Holidays.
10. No member of the Canteen Staff shall be allowed to stay for the night in the College Premises.
11. The canteen contractor must comply with all local health department regulations and maintain high standards of discipline, cleanliness, hygiene, service quality, customer satisfaction and food safety throughout the contract period. Regular inspections will be conducted by college authorities to ensure compliance.
12. The operator shall employ sufficient equipment and qualified staff i.e. one cook, one server and one cleaner as minimum which should be increased as per the operational needs of the canteen. The staff should not be changed without the prior permission of the College Canteen Committee. The deployment and supervision of required manpower employed by the Canteen Contractor will be at his/her own risk. College will not be responsible for any dispute between the contractor, his/her employees and third party.
13. The college shall not be liable for any damages, losses or injuries arising from the canteen's operations. Besides, the college will not be responsible for any theft of articles and eatables. The safety and security of the canteen will be the contractor's responsibility.
14. The canteen operator shall adhere to all applicable laws, regulations and ordinances related to food service, labour and taxation.
15. Only commercial LPG cylinders will be required to be used for cooking and no use of coal, heater will be allowed.



16. The approved Contractor will not be at liberty to use the premises so allotted to him/her for purposes other than the Canteen. No other type of business or advertisement on the walls shall be allowed.
17. The contract may be renewed for one year subject to satisfactory performance, mutual agreement and recommendation of the College Canteen Committee. Either party may terminate the contract with 30 days' written notice for breach of terms or other justifiable reasons.
18. Any disputes arising in relation with this contract shall be resolved through arbitration for which the Principal, Govt. college Solan will be the Arbitrator. The provision of HP Arbitration Act of 2002 and the rules there under or any other statutory modification thereof shall be deemed to apply to such an arbitration. If not resolved by the arbitrator, all disputes shall be settled within the jurisdiction of the High Court of Himachal Pradesh.
19. The college reserves the right to inspect the premises to ensure compliance with the terms of this agreement.
20. The canteen operator will be expected and encouraged to adopt environmentally sustainable practices, including waste reduction, recycling and energy conservation.
21. Employees of the college and students are not eligible for filling of the tender.
22. The Contractor should not employ any child as per Child labour Law.
23. The contract or must submit the copy of Aadhar Card and medical fitness certificate from the Medical Authority of all employees working in the canteen prior to deployment to the o/o The Principal.
24. Successful bidder must run the canteen services within 5 days from the award of contract. Failure of the successful bidder to comply with the requirement of the tender document shall constitute sufficient ground for the annulment of the award and forfeiture of the Earnest Money Deposit (EMD) and in which event the contract will be awarded to next lowest bidder or new bids may be called by the college administration.
25. The contractor shall deposit the monthly rent of Rs. 2000/- and Rs.500/- per month as water charge i.e. a total of Rs. 2500/- per month in advance before 10<sup>th</sup> of every month in the office of the Superintendent, GC Solan. The electricity bill will be paid by the contractor on the basis of the bill received for the canteen which has separate Electricity Meter on regular basis and within the time frame and the receipt of the same should be deposited every month in the office of the Superintendent, GC Solan. Any irregularity in deposition of monthly rent and electricity bill will lead to termination of contract without any prior notice.
26. Applicant must submit Aadhar Card, Experience Certificate and Valid Registration Certificate from the Food Safety and Standard Authority of India (FSSAI) under FSS Act 2006 or Department of Health Safety and Regulations H.P. Government otherwise the bid will be rejected.
27. The Contractor has no authority to sublet the canteen work to anyone and if found so, his /her contract will be terminated without any prior notice.
28. In case of any damage or harm to the Government property, the contractor will be solely responsible and will have to pay the compensations for the same.
29. The bidder shall submit an experience certificate and a self-attested copy of work order/contract from the previous workplace and preference will be given to the ones who have served/catered in the Govt. organizations/educational institutions.
30. The committee reserves the right to cancel any tender without assigning any reason to the bidder if it does not comply the terms and conditions of filing the tender.

  
Principal  
Govt. College Solan



To

**The Principal,**  
Government College Solan ,H.P

Dated.....

Subject: Tender for college canteen service and Technical Bid thereof.

Reference: Your office tender no.....dated.....

Dear Sir/Madam,

1. I/we are enclosing herewith the Account Payee Demand Draft no.....dated.....forRs.1,000/- (Rupees One thousand only) on account of Earnest Money Deposit (EMD) in favour of Principal, Govt. College Solan.

2. I/We hereby submit our tender for the..... with following documents/testimonials:

- Self-attested copy of Aadhar card
- Experience Certificate in original substantiated with self-attested copy of work order/contract order of the institution from where the Experience certificate has been obtained.
- Self-attested copy of Certificate from Food Safety and Standard Authority of India (FSSAI) underFSSAct2006orDepartmentofHealthSafety and Regulations H.P.

Enclosures:

Yours faithfully,

Full Address:

Signature of Tenderer with Seal

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.....  
.....  
.....



To

**Principal,**  
Government College Solan, H.P

Dated.....

Subject: Tender for college canteen service and Commercial Bid thereof.

Reference: Your office tender no.....dated.....

Dear Sir/Madam,

I/We hereby submit our tender for the.....

1. I/We have gone through all terms and conditions of the tender documents before submitting the same.
2. I/We hereby agree to all the terms and conditions, stipulated by the Government College Solan H.P in this connection.
3. I/We have noted that overwritten entries shall be rejected unless duly cut & re-written and initialed.
4. I/We are ready to deposit Rs.20000/- (Rupees Twenty Thousand Only) as Performance Security Deposit (refundable) within 5 days of award of contract if contract is awarded to me/us.
5. I/We have duly signed the tender and not affixed the thumb impression on the tender.
6. I/We undertake to sign the contract/agreement, if required, within 05 (Five) days from the date of issue of the letter of acceptance, failing which my/our security money deposited may be forfeited.
7. All the mentioned rates are complete and final in all respect and are inclusive of all applicable taxes.
8. I/We have submitted a copy of Aadhar card, Experience Certificate and Certificate from Food Safety and Standard Authority of India (FSSAI) under FSS Act 2006 or Department of Health Safety and Regulations H.P.

Yours faithfully,

Full Address:

Signature of Tenderer with seal

Cont.....

## Annexure - III (b)

## GOVERNMENT COLLEGESOLAN, DISTRICT SOLAN-173212, H.P.

TENDER PROFORMA

I, .....(Name and address of the tenderer/firm) having Food licence no..... do offer to provide canteen facilities at below mentioned rates:

Sr.No	Item	Quantity	Rate (incl. of taxes) in Rs.
1.	Veg. Pakora	1 Kg	
2.	Patty	Per Piece	
3.	Katar	150 g	
4.	Besan Burfi	1Kg	
5.	Channa Bhatura	Two Bhatura + Chana (200 g)	
6.	Chapati	perpiece 35 g	
7.	Curd	Half 100 g	
8.	Curd	Full 200 g	
9.	Bread Butter	Per two pieces	
10.	Bread Jam	per two pieces	
11.	Fresh Juice	300ml	
12.	Bread Slice	Per two piece	
13.	Veg. Sandwich	per piece	
14.	Veg. Burger	per piece	

I, .....(Name of tenderer /firm) will also provide below mentioned **Mandatory Menu Items** as per the rates approved by College Canteen Committee:

S.No	Item	Quantity	Rate
1.	Tea	150ml	Rs.10/-
2.	Prantha stuffed (Aloo/Gobi/Muli)	175g	Rs.20/-
3.	Samosa/BreadPakoda	1 pc	Rs.10/-
4.	Rice with Daal (Rajmah/Urad/PeeliDal) +Sabji + Two Chapatis	Halfplate	Rs.40/-
5.	Rice with Daal (Rajmah/Urad/Peeli Dal) + Sabji + Four Chapatis	Fullplate	Rs.60/-
6.	Special Thali (Rice + 2 Chapaties + Seasonal vegetable + Rajmah/DaalMakhni/PeeliDaal + Paneer item (Shahi Paneer/Matar Paneer/Kadhai Paneer) + Raita + Salad + Sweet dish	Full Plate	Rs. 180/-

(Signature of tenderer)



{College/Institutional Letterhead}

\*Experience Certificate\*

Date:

To Whom It May Concern

This is to certify that [Contractor's Name] served as the operator of the canteen services at [College/Institution Name] from [Start Date]..... to [End Date]..... vide this office Work order/contract award no.....dated.....During this period, [Contractor's Name] demonstrated (commendable/satisfactory/ordinary) skills and expertise in managing the college canteen operations.

\*Key Responsibilities and Achievements: \*

- i. ....
- ii. ....
- iii. ....
- iv. ....
- v. ....

Remarks (w.r.t. Contractor's dedication, professionalism and a commitment to delivering quality service)

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.....  
.....  
.....

This certificate is issued to acknowledge [Contractor's Name]'s experience and achievements in managing canteen services at [College/Institution Name]. We believe that his/her experience (will/will not) be an asset in their pursuit of similar opportunities elsewhere.

Sincerely,

Signature and Seal of  
Authorized Signatory