

PART-I

BID QUOTATION FOR RUNNING OF CANTEEN

TERMS AND CONDITIONS

1. Sealed bids/quotation are invited for providing Canteen Services for a period of one year and extendable on mutual consent, in the premises of GD Govt. Polytechnic, Hisar in prescribed format under two bid system “Technical Bid and “Financial Bid” from reputed/reliable/bonafide/experienced agencies/firms/contractors possessing valid registration and license under the relevant statutes,. Tenders document containing application and detailed terms and conditions can be downloaded from the Institute website: www.gphisar.ac.in. Bid in two separate sealed envelope super scribed as “Technical Bid and “Financial Bid” and complete in all respects can be submitted in the office of Principal. Last date for submission of bid complete in all respects is 23/02/2026 up to 4:00 PM.
2. Essential conditions are as follows:
 - a) No bid shall be accepted without application fee of Rs. 1000/- (Non-refundable)
 - b) Earnest money in the shape of Bank Draft drawn on any Nationalized Bank in favor of “Principal Govt. Polytechnic Hisar” payable at Hisar, for Rs. 40,000/- (Rupees Fourty Thousand Only) must be attached with the filled-in tender form. No interest is payable on the EMD.
 - c) The bidder should have a minimum 03 years experience in last five years 2020-25 period of running the canteen/mess in a Government/ Semi Govt./ PSU/Autonomous organization preferably an academic institution/office of repute like University/College. Suitable documentary evidence in the form of allotment and experience letter from the concerned organization should be submitted along with the tender documents.
Bids not complying to these conditions will out rightly be rejected.
3. Following points must be ensured regarding documents submitted :
 - a) Original documents must be brought at the time of opening of bids for verification.
 - b) All documents should be attested by a Gazetted officer.
 - c) Bidder will be liable to punitive action as per law & EMD will be forfeited :
 - for furnishing false/fake information/documents.
 - for adopting any fraudulent/ Corrupt/ Unethical practice which hinder the process of execution of the tender.

Signature of the Contractor

I accept all the terms of the contract

- d) Firm/Bidder should have annual turnover not less than Rs.7 lakhs for last 03 years with valid GST No (if applicable) and will submit Income Tax Returns of the same period.
- e) Any conditional bid is liable to be rejected.
- f) All pages of the tender and related papers are to be dually signed by the bidder.

4. Authority(Principal) reserves the right to award contract for the above service, amend or withdraw any of the terms and condition contained in the tender document or to accept or reject any or all the tender/quotations after or before opening, without giving any notice or assigning any reason thereof or whatsoever. Decision of the authority shall be final and acceptable to all tenderers.

5. The tender shall be opened on 24/02/2026 at 10:30 AM in the presence of bidders or their representatives (only one person per bid with original authority letter signed by the bidder with valid reason of his absence) who wish to be present. In the event of 24/02/2026 being declared as a holiday, the tender will be opened on next working day at the same time and place.

Crieteria of Selection

6. **Bidder quoting the highest amount of monthly rent subject to a minimum of Rs. 31000/- (Rs Thirty One Thousand Only) and meeting all other conditions of the tender will be awarded the contract.**

- z Bids quoting less than the minimum amount (Rs. 31000/-pm) will be rejected.
- z If any two parties quote same rate, then higher experienced will be given chance.
- z **After selection, if a successful bidder refuses to accept the contract, Earnest Money Deposit(Rs 40000/-) will be forfeited**, and contract may be awarded to the next eligible bidder. The Earnest money shall be refunded to unsuccessful bidders after finalization and award of the contract. No interest is payable on the EMD.
- z The successful bidder shall deposit a sum of Rs. 100,000/- (Rupees One Lakh Only) as interest free Security deposit with in two days of the issue of allotment letter of contract. This is in addition to the monthly rent payable by the contractor.
- z Security Money will be forfeited in case of breach of contract in between the contract period (complete one year).

7. Authority may take a week's time for verification of documents and other things from previous institution worked with by the firm/bidder, before final award of contract.

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8. Regarding the canteen rent payment, following provisions will be in force :

- The Contractor is required to pay monthly rent in advance by 10th of every month for the space provided by Govt. Polytechnic Hisar for running the canteen.
- Water & electricity charges, to be deposited (actual basis as per sub meter reading) in every month by 10th of every month.
- Contractor will have to pay late payment charges@50/- per day for late payment of monthly rent. However penalty due to delayed payment (if any) may be waved off (under special circumstances if found reasonable) by the authority (Principal).
- Period from end of teaching period of odd semester to commencement of teaching period of next (even) semester, as per HSBTE Academic Calendar, will be treated as break period. Monthly rent charges for this period will be 25% of the normal rent.
- Under situations like COVID 19, considered 'extraordinary' by the authority (Principal) where in polytechnic will remain closed for students Canteen rent may be waived off. If the staff strength is more than 50, the canteen contractor will have to provide basic services of tea/ coffee along with packed material like biscuit, namkeen, snacks etc under appropriate behavior as per guidelines. However canteen electricity charges on actual reading basis may be charged as per rule of the college.
- In the case of continuous student off period of 4 days or more in a month (due to any reason), canteen rent will be reduced accordingly.

9. Institute reserves the right to terminate the agreement with the contractor by giving one month's notice for non compliance of any term/condition or without assigning any reason. In that case Performance Security Money will be released on his application with suitable documents (Contract award letter) after deduction of any pending dues.

10. The Contractor will vacate the canteen and hand over the possession of the premises on the expiry of the term of the contract or on termination of the contract. If the Contractor fails to vacate the canteen premises on stipulated date or on direction then damage charges for the over stay at the rate of Rs. 10000/- (Rupees Ten thousand) per day will be recovered from the Contractor out of the Performance Security. If Security deposit is insufficient to recover damage charges then the same will be recovered through the Courts of law.

11. A penalty of Rs. 1500/- will be imposed on the Contractor for each day of unauthorized (without prior written permission with valid reason) closing of canteen. If canteen remains closed for a week continuously, this agreement is liable to be cancelled and the Contractor shall be required to vacate the premises within 48 hours as per directions of College authorities.

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12. The Contractor shall keep the canteen open from 08:00 A.M to 08:00 P.M and render all the necessary services, sale of eatables, tea etc., on all normal working days including Sunday and other holidays(for hostel students).
13. Permission to be taken in case for extended period (beyond 08:00 pm) from the authority on special occasions like annual day, sports meet etc.
14. The Govt. Polytechnic will provide suitable space for Kitchen and dining within the college campus. Necessary furniture for dining area will also be provided by Govt. Polytechnic Hisar. The contractor is responsible to maintain the infrastructure facilities provided by the college such as sitting spaces, fans, electrical fittings, sanitary fittings, water cooler, chairs, tables etc.
15. Contractor will be required to provide service in the canteen premises and also in various rooms of the college such as Principal Office, all lecturer rooms, teaching block(s), office and work shop block. Special Permission to be taken from authority for providing canteen service other than canteen premises (with applicable terms and conditions). Service will be free of cost.
16. a. Contractor shall be liable for any damage caused due to incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury or injury caused to its workmen while discharging their duty.
b. The Contractor shall not be entitled to use the accommodation allotted by the Govt. Polytechnic Hisar for any other purpose or business other than running the canteen.
19. Contractor shall serve food item at such prices as mentioned in Part-III of this tender. In case of excess charge found any occasion, a fine of Rs.1000/- will be charged for every excess charge.
20. The contractor selected for canteen service, will be required to maintain highest level of Cleanliness in the canteen sitting, and utensils for cooking/serving the food and hygiene with regard to the persons under his employment
21. The fuel to be used for cooking should be non polluting to environment and shall be arranged by the contractor.
22. Contractor will be responsible for engage/arrange adequate number of persons in cooking, distribution of food and disposal of garbage and left over food.

23. The persons associated with preparation and distribution of food will be required to undergo periodical medical checkups as and when directed by Govt. Polytechnic Hisar to rule out the possibilities of communicable disease / infectious diseases, and anybody found suffering from such has to be kept out of work till he / she is fully recovered.

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24. There shall be no compromise on the quality of food supplied by the Contractor and if any such incidence or food adulteration is found, action deemed fit, including black listing the firm, shall be taken by the Competent Authority and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply.
25. An Officer authorized by Principal can check the quality of food and hygienic condition as per the Government norms and a fine of Rs. 500/- would be charged for every occasion of non-compliance. Institute reserves the right to send the food samples served at the canteen to relevant testing laboratories and take appropriate action on the contractor, if required.
26. Firm awarded the contract shall be responsible for compliance of all labor laws , trade & security laws in respect of personnel employed by them. Institute will not be responsible for any kind of their physical/financial loss, whatsoever in case of any untoward incident/ mis-happening in the canteen/institute premises.
27. The Contractor will be responsible for such conduct of the persons engaged by him in the institute, which will be conducive for maintaining the harmonious atmosphere in the College and will be responsible for any act of commission & omission of such persons.
28. The Institute Campus is a “NO SMOKING ZONE”, hence sale and use of tobacco is Prohibited.
29. The sale and use of Liquor (alcohol) is also strictly prohibited in canteen area and premises.
30. No child labour shall be deployed.
31. The Contractor shall provide the GST bill to every customer, especially if material/ service provided to Principal, GD Govt. Polytechnic Hisar for functions/ programs organized in the institute.
32. The Contractor shall use AGMARK material or such standard quality food articles approved by relevant regulatory authorities, for preparation of fresh snacks. Certificate in this regard should be displayed prominently in the canteen premises.
33. The Contractor will secure and submit to Govt. Polytechnic Hisar all applicable Licenses issued by FSSAI for running the canteen within 2 months of award of work or Commencement of work, whichever is earlier.
34. For any dispute regarding quality / service and rates the decision of the Principal GDGovt. Polytechnic Hisar shall be final and binding to the Contractor.

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35. The contract/tender, if awarded, shall be valid initially for one year from the date of award of contract subject to continuous satisfactory performance. The period of the contract may be extended for further period by the competent authority, If work and conduct is found satisfactory.
36. The successful bidder shall take an insurance policy for an appropriate value for insurance against damage/loss due to fire accident in the canteen.
37. All disputes relating to this tender can be legally resolved through courts in Hisar only.

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PART-II –A

APPLICATION FORM

1. Name of the Firm _____

2. Address _____

3. Aadhar No. _____

4. Phone No. (Mobile / Landline) _____

5. Experience (in years) _____

(Certificate to be enclosed)

5. Firm Registration No/Date _____

(Attach attested Photostat copy of license issued by the competent authority)

6. Annual Turnover (Last two Year) _____

7. ITR (Last two Year) submitted Yes/No _____

8 .DD / Pay Order No., Date & Drawee Bank _____

7. GSTIN No _____

PART-II- B

Quotation for Monthly Rent

Amount of monthly rent/license fee		
In figures	Rs	/-
In words	Rupees	only

I hereby declare that:

1. The applicant / firm have not been blacklisted ever in the past and have not been penalized for not meeting the provisions of Food and Adulteration Act, 1954.
2. All the particulars subscribed by me are true to the best of my knowledge.
3. I fully agree to all the terms and conditions mentioned in the Tender document.

Signature of the Contractor

3. All the terms & conditions of this tender document are acceptable to me & I shall abide by the same in case the tender is awarded to me.

Date:

Signature of the Contractor:

Place:

Full name:

UNDERTAKING

- a. I, the undersigned, certify that I have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them in letter and spirit.
- b. If selected, I shall pay the monthly rent/license fee within one week of intimation of selection.
- c. The Earnest money of Rs.40000/- deposited by me has been enclosed herewith vide Demand Draft no.....Dt. Drawn on Bank....., Branch
- d. I / We give the rights to Principal Govt. Polytechnic Hisar to forfeit the Earnest money deposited by us in the event of my/our selection and failure on my/our part in starting the services of canteen as per the terms of this tender on the date specified by the Principal or an officer authorized by him.
- e. I/We are duly authorized to sign the above undertaking.

Date:

Signature of the Bidder

Place:

Full name:

Signature of the Contractor

PART-III

Rate list of Canteen items to be provided in canteen by the Contractor

Items code	Menu/Name of the items	Composition/ Quantity	Description/ Unit	Revised rates w.e.f 29/04/2024
1	Standard Tea	Disposable cup (100 ml)	Per Cup	12/-
2	Special Tea	Disposable cup (100 ml)	Per Cup	15/-
3	Coffee	Disposable cup (100 ml)	Per cup	15/-
4	Cold Coffee	200 ml	One glass	25/-
5	Samosa	100 gm+Sauce/Chautni	Per piece	15/-
6	Bread Pakora	100 gm+Sauce/Chautni	Per piece	15/-
7	Mix Pakora	100 gm+Sauce/Chautni	Per piece	15/-
8	Paneer Pakora	100 gm+Sauce/Chautni	Per piece	20/-
9	Bread Butter/Toast Butter/	2 slices of bread + 10 gm butter+Sauce/Chautni	Per piece	20/-
10	Sandwitch bread/ Veg Burger	with slices of cucumber, onion and tomato +Sauce	Per piece	20/-(small) 35/-(big)
11	Kachori	100 gm+Sauce/Chautni	Per piece	15/-
12	Fresh Fruit& Fruit juice	Standard Varieties	Per piece	As per market rate (lowest)
13	Juice (Tetra Pack) all brands	Standard Varieties(likeReal,B-natural,fruity/Tropicana)	Per piece	As per MRP
14	Soft Drinks	Standard Varieties(Coke,Pepsi,Dew)	Per piece	As per MRP
15	Chips	Various size & Varieties(Lays/Kurkure/Uncle chips/Diamond)	Per piece	As per MRP
16	Biscuit Packets	Standard Varieties(Parle/Patanjali/Britani	Per piece	As per MRP

		a/Bonn etc.)		
17	Chocolates	All brands & flavors(Cadbury/Perk/Kitkat/Fivestar/DairyMilk)	Per piece	As per MRP
18	Muffins & Cakes	All Varieties(Lotto ,Chokopie)	Per piece	As per MRP
19	Pastries	All Varieties(fresh)	Per piece	20/-
20	Pav Bhaji	2 Buns(Bonn etc.+ Subji) 2 Buns(Local brands etc.+ Subji) Extra Burger	One Plate	40/-+ 12/-(extra bun) 30/-+10 extra bun)
21	Veg Chowmin/Upma/Poha	200 gm+Sauce	One Plate	40/-
22	Sweets	Standard Varieties(Bikaner/Saini Sweets/Haldiram/Banarsi)	Per piece	With bill of the concerned shop
23	Aloo Petty/Panee r Patties	100 gm +Sauce	Per piece	20/- and 30/-
24	Ice cream randed	Branded(Amul/Vadilal/Motherdairy/havmor etc	Per piece	As per MRP
25	Flavored Milk (bottle)	Standard Varieties(Amul)	Per piece	As per MRP
26	Stationary/General Store Items/Photostat Work	Standard Brands	Per Piece	2/- per copy(B&w) 10/- colored copy)
27.	Hot Dog		Per Piece	30/-
28.	Momos(10 pcs)		Per plate	50/-
29	Idli/ vada with sambar & Chatni		Per plate	40/-(2 pc each)

30	Masala Dosa		Per plate	80/-
31	Water Bottle	Bisleri/aquafina/Tata copper	Per Piece as per MRP)	200ml- 500ml,1 ltr,2ltr,5ltr
32.	Lassi	Sweet/Namkeen)- amul etc	as per MRP	200 ml
33.	Mango/Banana/ Papaya Shake	Disposable cup (200 ml)	Per Cup(200 ml)	Rs. 25

Note: Number of items may be increased as per requirement/need of the students/staff with approval of the competent authority. (Principal of the institute)

Signature of the Contractor