



HIMACHAL PRADESH TECHNICAL UNIVERSITY

(A State Government University)

VPO Daruhi, Teh. & Distt. Hamirpur (H.P.)–177001

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Tender No: HimTu-4(Estate)A-28/2025-9698

Dated: 18.11.2025

TENDER DOCUMENT FOR OUTSOURCING OF CANTEEN SERVICES OF H.P. TECHNICAL UNIVERSITY, HAMIRPUR AT DARUHI (H.P.)

NOTICE INVITING TENDER

Himachal Pradesh Technical University (HPTU Hamirpur), invites tenders from the interested Indian individuals /parties/ agencies in two bid system for outsourcing of Canteen Services of H.P. Technical University, Hamirpur at VPO Daruhi. Tehsil & Distt. Hamirpur (HP) as under:-

S.No.	Description	Tender for outsourcing of Canteen services of HP Technical (University, Hamirpur at VPO Daruhi. Tehsil & Distt. Hamirpur (HP) -177001.
1.	Tender Fee	Tender fee Rs. 1,000/- to be deposited online through NEFT/ RTGS in the Bank Account of University in the name of the Finance Officer, HPTU, Account No.65105867438 IFSC Code: SBIN0050123, State Bank of India, Branch Hamirpur (HP) or attached with the Technical Bid in the shape of Demand Draft issued in the name of the Finance Officer, HPTU, Hamirpur. (In case of online deposit of tender fee, the Transaction details with UTR No. & date must be attached with the Technical Bid). In case the receipt of Tender form fee is not verified in the University accounts/records, the tender shall be rejected.
2.	Earnest Money Deposit (EMD)	Earnest Money Deposit of Rs. 15,000/- in the shape of Fixed Deposit duly pledged in the name of the Finance Officer, H.P. Technical University, Hamirpur. No exemption in the Earnest Money Deposit is applicable to any class or category of bidders except the Centre/State/UT Govt. Public Sector boards/Corporations/Undertakings.
3.	Last date & Time for submission of Tender	15.12.2025 at 02:00PM
4.	Date & Time for opening of Technical Bids	15.12.2025 at 03:30PM (In case the date/time for opening of technical bids happens to be a public holiday in the University; the bids shall be opened on the next working day at the same time.
5.	Date & Time for opening of financial bids	Date & time for opening of financial bids will be intimated to only those tenderes, who qualify in the technical bid.
6.	Validity of bid/offer	180 Days from the date of submission of tender.

- Note:**
1. For further guidance, reference, clarification or corrigendum, if any issued regarding this tender, please visit/ check and download the information at this University's Website <https://www.himtu.ac.in>.
 2. The tenders shall be addressed to the '**Registrar, H.P. Technical University, Daruhi (Hamirpur)**, Distt. Hamirpur (HP)-177001. Tenders received after stipulated last date & time shall not be considered.

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**Registrar,
HP Technical University, Hamirpur
Distt. Hamirpur (HP)**

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Section- I

General Terms & Conditions of tender & Bid Submission

- i) The bidder shall read all the terms and conditions of the tender document thoroughly before submission of tender.
- ii) The tender is to be submitted in Two Bid system i.e. Technical Bid (Envelope-1) and Financial Bid (Envelope-2).
- iii) The rate/amount of rent to be quoted in the Financial Bid shall be **inclusive of GST**. HPTU will raise the bills to the canteen contractor accordingly.
- iv) The tenderer may visit the University to see the canteen block/building/infrastructure & its surroundings alongwith the officer/official of Estate Office, HPTU on any working day to assess the scope of work/services/business before submitting the bid/tender. No claim in this regard shall be entertained later on.
- v) The bidder shall sign each & every page of the tender document/terms & conditions duly stamped as acceptance of the terms & conditions of tender and attach a copy of the same with the Technical Bid.
- vi) Conditional tenders are liable to be rejected without giving any reason.
- vii) Tenders will be out rightly rejected if the required information & documents are not enclosed.
- viii) The statements submitted and information given in the tender, if found false later, shall lead to forfeiture of Earnest Money Deposit and cancellation of the awarded tender, termination of contract agreement and forfeiture of the Performance Security Deposit of contractor.

Tenderer's signature /stamp

Section-II

Scope of Work

- i) To run the University canteen and provide Canteen Services in H.P. Technical University, Hamirpur campus at V.P.O. Daruhi Tehsil & Distt. Hamirpur (HP) with catering/serving of the food items, tea, coffee and other eatables to the students, faculty/staff and office visitors of HPTU.
- ii) The detail of the canteen space/area/infrastructure along with the furniture, fixtures & installed equipments which will be handed over to the successful bidder/contractor by the University is attached as **Annexure-I**.
- iii) The contractor will cater/serve the essential food items /eatables in canteen on the rates approved by HPTU. The approved Rate- List for the Financial Year 2025-26 is attached at **Annexure-II**. These rates may be reviewed & revised by HPTU at discretion on annual basis from time to time and the contractor shall always sell them on the approved/revised rates. Other allowed desirable eatable items/products prepared or stored in the canteen, will be sold at the reasonable market rates within the MRP (maximum retail price)

Section-III

Technical Bid

1. Technical Bid (Pre-Qualification Bid) documents required:-

- i) Deposit of Tender Fee Rs. 1000/- (non-refundable) Transaction detail/ Document thereof.
- ii) Demand Draft of Earnest Money Deposit Rs. 15,000/- (Rupees Fifteen thousand only)
- iii) **Acceptance of Terms & conditions of Tender:** The bidder (authorized signatory) shall sign all the pages of the tender document & terms & conditions duly stamped as acceptance of all the terms & conditions of tender and attach the copy with the technical bid.
- iv) Copy of Registration Certificate issued under the relevant Act/law.
- v) Copy of the PAN Card of bidder/party/agency.
- vi) Copy of GST No. of the bidder/party/agency, if the annual turnover of the bidder/agency exceeds Rs. 20 Lakh per annum OR To submit an Undertaking stating that the annual turnover of the bidder/agency is below the threshold limit under the GST rules and acknowledging that he will acquire the GST No. if the estimated turnover exceeds the threshold limit notified by the Central Govt., from time to time.
- vii) Copies of Income Tax returns of last three years (FY 2021-22, 2022-23 & 2023-24) filed by the bidder/party/agency.
- viii) The bidder should have the experience of running a canteen or cafeteria and providing the catering services in any of the Department/ Board/ Corporation/ University/ Public Sector undertaking/ organizations etc. of the State Govt./ Centre Govt./UT or in any public limited or private limited company/firm at least for one year during the last three years. Copy of experience certificate issued by the competent authority be enclosed.
- ix) **Bidder/firm's Bio-Data and basic information:** Bidder/Firm's Bio-data & basic information should be filled on **Annexure-III**
- x) **Declaration/Undertaking on Annexure-IV** regarding trueness of the given information, documents/certificates enclosed with bid, authorized signatory for tender, non-blacklisting of the firm/bidder by the Central/State Govt. Public Sector Undertakings/ Corporations/Autonomous bodies, no pending Criminal or Court case etc. against bidder/firm etc.
- xi) **Check-Lists** of the Documents/information enclosed with the Technical Bid with page reference numbers duly marked (**Annexure-V**).

- 2. Earnest Money Deposit:** Earnest Money Deposit of **Rs. 15,000/-** (Rupees Fifteen thousand only) in the shape of Fixed Deposit duly pledged in the name of the Finance Officer, HP Technical University, Hamirpur should be submitted with the Technical Bid. No exemption in the Earnest Money Deposit is applicable to any class or category of bidders except the Central/State Govt. Public Sector Boards/Corporations/Undertakings) The EMD of the unsuccessful bidders shall be returned/ refunded/released within 45 days of the opening of the technical bid without any interest.

EMD shall be forfeited in following circumstances:-

- a) If the bid is revoked by the bidder during its validity period.
- b) If the bidder indulges himself in any undesirable practice or malpractice at any time after submission of tender and during the tender validity period, becomes resilient from his offer or modifies the terms and conditions of bid to his/ her favour.
- c) If the prices are increased unilaterally during validity of offer by the bidder.
- d) If the bidder does not deposit the performance security deposit/performance guarantee within 15 days from the issue of award letter and does not sign the contract agreement with the University on the terms & conditions of tender document.

3. Submission & Evaluation of tenders:-

- i) Both the Technical Bid with enclosures and Financial Bid should be put in separate envelopes and superscribed as '**Technical Bid- HPTU canteen**' and '**Financial Bid- HPTU canteen**' respectively and should bear the Name, Address & Phone Number of the tenderer, properly sealed and duly addressed to the Registrar, HPTU, Hamirpur. Both the said sealed envelopes of Technical Bid & Financial Bid should be put together in third larger envelope superscribed as "**Tender for outsourcing of HPTU canteen**", which should bear the Name, Address & Phone No. of bidder/party and properly sealed. The sealed tenders addressed to the **Registrar, HP Technical University, Hamirpur, VPO Daruhi, Tehsil & Distt. Hamirpur (HP)-177001** must reach by post or by hand in the office on or before the last date/time stipulated for receipt of tenders in the tender notice.
- ii) Only the tenders received up to the stipulated last date & time will be considered and tenders received after the last date/time shall not be considered under any circumstances.
- iii) The technical bids shall be opened by the Committee on the fixed date/ time in presence of the bidders, who may wish to be present on the occasion.
- iv) Technical Bids will be evaluated by the Committee on the pre-qualification criteria as mentioned in the tender document. The decision of the Committee shall be final and binding in this regard.
- v) Only those bidders who qualify in the technical bid will be informed the date & time regarding opening of the financial Bid. The technically qualified bidders or their authorized representatives may join the financial bid opening meeting with the tender opening & evaluation committee, if interested.

Section-IV

Financial Bid

1. Guidelines/Conditions regarding submission of Financial Bid:-

- a) Price bid is to be quoted on the **Annexure-VI (Financial Bid)** in whole Indian rupees both in figures and words and should bear proper signatures, stamp/ seal of bidder/ company.
- b) **The price bid must be quoted by the bidder above the Minimum Reserve price of Rs. 35,374/- fixed by the Committee on the basis of the assessment of the executing agency (CPWD).** The financial bids which are not in accordance with the prescribed condition will be rejected by the committee while evaluating the financial bid.
- c) The bid price is to be quoted for the monthly rent of canteen **inclusive of GST**. But other taxes/statutory duties/charges etc., if any payable to any Govt. authority/other agency pertaining to the canteen, will be paid by the contractor. The rent shall be applicable to be paid from the date as per the contract agreement signed by the contractor with the University.
- d) The monthly rent of canteen will be hiked @10%, if the contract is extended beyond the period of three years.
- e) No overwriting, erasing, fluid pasting etc. in the quoted prices in the financial bid will be accepted. Any corrections should be authenticated by the bidder by putting signature with stamp. In case of difference in the rates quoted in figures and words, the rates quoted in words shall be considered as valid & final in the financial bid.
- f) The rates quoted shall be valid for 180 days from the date of opening of technical bid.
- g) The approved rate-list of the approved canteen items/food products for the Financial Year 2025-26 is attached as **Annexure-II**, which may be perused by the bidders before quoting their bids.
- h) The interested bidders may visit HP Technical University campus at VPO Daruhi, Tehsil & Distt. Hamirpur (HP) on any working day to see the canteen block, building and furniture/fixtures etc. installed in the canteen before quoting the bid/submitting the tender.

2. Success Criteria of Tender (Financial Bid):-

- (a) The highest amount quoted above the fixed minimum reserve price of Rs. 35,374/- for the monthly rent of canteen by the Highest bidder (H-I) will be considered for award of contract subject to fulfillment of other terms & conditions of tender.

Section-V

Other Terms & Conditions

- i) Deposit of Performance Security:-**
- a) The successful bidder will deposit within 15 days from the date of issue of award letter the Performance Security amounting to Rs. 20,000/- (Rupees Twenty thousand only) or equal to 7% of annual contract (rental) value, whichever is higher, in the shape of a Fixed Deposit duly pledged in the name of the Finance Officer, HPTU, Hamirpur & valid for a period of 18 months before execution of the contract agreement. In case the performance security amount is not deposited, the award letter will be cancelled immediately and no contract agreement will be executed with the successful bidder. Besides the Earnest money deposit of the bidder shall stand forfeited to the University.
 - b) The Security amount will be refunded to the contractor after six months of the expiry of the contract agreement without any interest, subject to the satisfactory completion of the contract and after deducting the outstanding dues, charges, penalty etc. The security deposit, wholly or partially, may be forfeited by the H.P. Technical University, Hamirpur in case of the breach of the terms & conditions of tender/ contract agreement.
- ii) Period of Contract Agreement & Extension:-**The contract will be initially awarded for a period of one year from the date of signing the contract agreement, which may be extended further on the same terms & conditions on year to year basis upon mutual consent, subject to the satisfactory work/service/performance of the contractor on the same rate and terms & conditions. However, to extend the contract beyond the period/spell of three years, a minimum hike @10% in the monthly rent will be given by the University, upon mutual understanding between both the parties.
- iii) Rent deposit: -**
- a) The contractor shall deposit the monthly rent of canteen before the 15th day of every next month (in case of holiday on 15th day, before the 16th day and so on..) failing which a penal rent @10% per annum on the outstanding rent amount shall also be payable by the contractor for the period of delay. The rent will be deposited by the contractor or by way of Demand Draft in the name of the Finance Officer, HPTU, Hamirpur issued by a Nationalized/scheduled bank and payable at Hamirpur (HP). The rent may also be deposited by online mode into the University's concerned bank account in the name of the Finance Officer, HPTU.
 - b) The contractor shall give the information every month to the Estate Office, HPTU of the monthly rent deposit, water & electricity charges deposit etc. mentioning therein the DD No. /online transaction receipt (with UTR details etc.), so that proper record of rent & water/electricity charges deposit is maintained/ updated from time to time.

- iv) **Signing of Contract Agreement:-** The successful bidder or his/her authorized representative shall deposit the performance security amount and sign a contract agreement with the Registrar, HP Technical University, Hamirpur on the prescribed format as per the terms & conditions of tender on a non-judicial stamp paper of Rs.100/- within a period of 15 days from the date of issue of work order and will start the canteen work. In case the successful bidder fails to deposit the performance security deposit or to sign the contract agreement within the stipulated period, the award letter may be cancelled and Earnest Money deposit shall stand forfeited to the University.
- v) In case of the death of the contractor, his/her legal heir may be allowed by the Vice Chancellor, HPTU to run the canteen on the same rent and terms & conditions and a fresh agreement may be signed with such legal heir for the remaining period of the contract, after which a fresh tender will be floated by the University.
- vi) The canteen shall be kept open on all University working day except the Sundays & gazetted holidays from 8:00 AM to 6:00 PM. However, the contractor may also be directed by the University to open the canteen on Sunday/holidays, as and when so required in case of organizing the University functions, workshops/seminars etc.
- vii) The approved food items/eatables will be catered/ served in the canteen to the students, faculty/staff, officers of University and University visitors. It will be mandatory for the canteen contractor to cook & supply the essential food items/products/eatables as mentioned in the approved rate list- **Annexure-I** strictly on the approved rates. Other allowed desirable eatable items/products prepared or stored in the canteen, will be sold at the reasonable market rates within the MRP (maximum retail price).
- viii) The approved price list shall be displayed by the contractor near the cash counter for knowledge of canteen visitors.
- ix) The contractor shall use good quality materials/grocery items such as flour, rice, mustard oil, ghee, sugar, tea/coffee, milk, spices, salt etc. for cooking the food stuff/eatable items in the canteen. It shall be obligatory on the part of contractor to prepare/serve foodstuffs & beverages of good quality.
- x) The contractor shall ensure that the food items/eatables prepared in the canteen are fresh and properly hygienic. In case of any complaint in this regard, the contractor shall immediately take the corrective action in the matter.
- xi) The pasting/hanging of any pictures, posters, wallpapers of any type on the walls of canteen building is strictly prohibited. No advertisement/publicity on the walls of canteen shall be allowed.
- xii) The successful bidder/contractor shall **apply/register for issue of a License** from the concerned authority/Food Safety & Standards Authority of India under FSSAI Act for running the canteen/cafeteria and food related business in the University, immediately after the award of contract and shall ensure that the food items/eatables catered/served in the canteen are fresh and properly hygienic as per the prescribed food quality standards.

A copy of license shall be deposited by the contractor to the University immediately after receiving the same, failing which the awarded work/ contract agreement shall be cancelled. The contractor will be personally responsible for any legal action under the Food Adulteration Act or any other relevant Act/law.

- xiii)** The contractor shall indemnify HPTU and shall solely be responsible for the due compliance of various statutory provisions/laws/rules regarding running of canteen business, catering and supply of food items, beverages & eatables, including the labour/industrial and taxation laws etc.
- xiv)** The canteen will be used by the contractor only for the purpose for which it is allotted and no other business/work/activity of any other type will be done by the contractor or his/her staff or by any other person in the canteen premises.
- xv)** The canteen or any of its portions cannot be sublet by the contractor to any other person without the specific approval of the Vice Chancellor, HPTU.
- xvi)** The first priority will be given by the canteen contractor/ manager for preparing & serving the essential food items & meals in the canteen as per the Approved Rate List. The preparation of the Indian healthy food items/dishes should be preferred & encouraged in the canteen for better health of the students & University staff. The contractor shall ensure to supply the adequate quantity of food items/eatables as required from time to time.
- xvii)** All packed items products allowed to be sold in the canteen should have the latest manufacturing date and they should be within the expiry period. The canteen contractor shall always store the fresh items/products in the canteen.
- xviii)** The canteen contractor will ensure to supply the required food items/ refreshment and tea/coffee, biscuits, samosa etc. in the meetings/ conferences/ seminars/workshops and other University/University School of Studies functions organized in the University campus, as and when so ordered in written by the concerned office/school.
- xix)** The foodstuff/eatables/beverages and raw materials of canteen etc. may be checked/ inspected from time to time by the Chairman/members of Canteen Affairs Committee of University and any other authority of University.
- xx)** The contractor shall serve the food items/snacks/tea etc. in good quality & clean crockery/cutlery/plates in proper manner. Chipped, broken or unserviceable crockery shall not be used in service by the caterer. The used/disposed crockery/items shall be removed from the tables in canteen promptly by the contractor's staff.
- xxi)** The sale of the food items/ snacks/eatables etc. to the customers will be on payment basis to be made either by cash or through online mode by the customers. The amount

shall be collected from the customers by the contractor/staff directly. Credit sales, if any, affected by the contractor/staff shall be at his own risk and HPTU shall not be responsible for recovery or payment of any such arrears.

- xxii)** The contractor shall ensure to provide the facility of **online UPI payments** in canteen and shall reflect the UPI QR Scan code at the canteen counter.
- xxiii)** The list of the approved rates of various items should always be displayed by the contractor at/near the main counter of the Canteen.
- xxiv)** The contractor shall not store or sell the stationery and grocery items in the canteen premises.
- xxv)** The contractor shall be responsible for repair/maintenance/upkeep of the canteen kitchen/rooms/halls and furniture/fixture & equipments of canteen at his own expenses during the period of contract. However, the contractor shall undertake the work of minor repairs/maintenance of canteen from own funds with prior approval of University. This will also include distempering, painting and any other minor repairs & maintenance of canteen. On closure of contract, the furniture/fixture items and equipments shall be handed over to the HPTU in the same condition as at the time of taking over.
- xxvi)** The contractor shall be responsible for the safeguard of the building & infrastructure of the canteen. Any breakage/damage to the canteen building or furniture/fixtures/equipments etc. by the canteen contractor or staff shall be recovered at the depreciated value from the contractor's performance security deposit or pending bill payments etc.
- xxvii)** No addition or alternation will be made by the contractor in the canteen building or a portion/part thereof without the specific permission of the University.
- xxviii)** The contractor shall make his own transportation arrangements & own expenses related to procurement & availability of commercial Gas, grocery, spices vegetables etc. for preparing the food/eatables in the canteen. The charges of the commercial gas will be borne by the contractor.
- xxix)** Usage & storage of highly flammable liquids and substances is not allowed in the canteen as they carry the inherent fire risks. The contractor shall ensure to adopt all the standard fire safety standards in the canteen. The commercial gas shall be used in the canteen for all cooking purpose with proper gas safety standards.
- xxx)** The contractor shall purchase and use his/her own utensils, crockery/cutlery and other equipments etc. for cooking/serving the food items. No such items will be provided by the University to the contractor.

- xxxi) *Smoking, drinking and selling, storing or use of intoxicant materials/products,, liquor, tobacco & tobacco products like cigarettes/ bidi gutka and drugs etc. in the canteen and University premises is strictly prohibited.*** Strict action under the law will be taken against the contractor or his/her staff in case of violation alongwith a penalty of up to Rs. 500/- per instance may be levied on the contractor/canteen staff. The contractor will mandatorily hang/ display a Notice Board in the canteen for public information regarding prohibition of ibid prohibited items/products and penalty for the violation thereof. Any such activity in the canteen shall be treated as breach of the conditions of contract and the contract may also be cancelled by the University without giving any notice to the contractor in case of grave violation.
- xxxii)** The contractor will have to disengage/replace a canteen employee/worker from the canteen on the directions of University, if he/she is found involved in any kind of misconduct/ misbehavior in canteen or violating the terms & conditions of tender/contract.
- xxxiii)** The contractor will have to pay the electricity consumption charges, water charges, garbage collection charges and any other Municipal taxes/charges of canteen well in time, failing which the same may be deducted by the University from the performance security amount or the pending bills' payments of contractor and deposited to the concerned authority.
- xxxiv)** Only the commercial LPG gas cylinder will be used for cooking in the canteen. The contractor shall not be allowed to use the heaters for cooking purpose in the canteen, which may create a voltage fluctuation/problem in the University.
- xxxv)** The contractor should have sufficient trained manpower/staff for providing the canteen services. The minimum required number of staff/employees shall be engaged in the canteen to ensure the efficient work & services as per the scope of work/business of canteen. The University may direct the contractor to increase or decrease the number of employees engaged in the canteen to ensure the work efficiency and properly cleanliness in the canteen. The contractor shall be bound to comply with the orders/directions of University regarding the number of manpower required to be engaged in the canteen from time to time.
- xxxvi)** Staff appointed by the contractor in the canteen will be contractor's staff and the University will have no relation with such staff and the staff shall not claim for absorption/regularization of their services in the University.
- xxxvii)** The contractor shall comply with all the labour laws/ statutory obligations regarding the employment/ engagement of the staff/workers in the canteen, working hours of labour and payment of minimum wages, deduction/deposit of EPF/ESI and other benefits applicable to them under the various statutory provisions. The contractor must abide by the provisions of Minimum Wages Act regarding payment of wages to the workers/staff engaged in the canteen. The HPTU shall not be responsible for any liability, whatsoever on this account. The service conditions of the workers employed by the contractor shall be governed by the law for the time being in force governing such workmen.

- xxxviii)** The contractor shall be responsible for the payment of the various taxes/ statutory dues to the Government as per the relevant provisions of laws/rules/regulations.
- xxxix)** The contractor shall ensure that the workers of canteen should always be in neat dress/proper uniform. They should be courteous & humble in behavior with the students, faculty/staff of University and well trained in maintaining cleanliness & proper hygiene in all respects. The expenses on the dress/uniform and badge/name strip etc. of the workers will be borne by the contractor.
- xl)** No member of canteen staff shall be allowed to stay at night in HPTU canteen without the express approval of the Registrar, HPTU.
- xli)** The contractor shall exercise proper care for safe maintenance and cleanliness of the entire canteen premises, furniture, fittings/fixtures, equipments etc. including surrounding area of canteen. He shall keep the utensils, crockery, cutlery, grocery, ghee/oil etc. in proper hygienic and presentable conditions. Pasting/hanging of any pictures, posters, wallpapers on the walls inside or outside the canteen is strictly prohibited.
- xlii)** The contractor will ensure the daily lifting of the wet & dry garbage generated from canteen through the concerned authority and its proper disposal as required under the relevant law/rules. The contractor will be liable to pay the penalty, if any imposed by any authority of the Government regarding violation of the pollution control or other laws/rules.
- xliii)** Verification of antecedents/credentials:-
- a) After the award of canteen work, the successful bidder shall submit the following documents and will also show the original documents for verification of identity /address:-
 - i) Two Latest Passport size photographs of the contractor.
 - ii) Self attested copy of the Aadhar Card of the contractor.
 - iii) Self attested copy of the PAN card of the contractor
 - iv) Character Certificate of contractor issued by the Pardhan of the village/ President of MC (in original)
 - b) The verification of the antecedents/credentials of the successful bidder/contractor may be conducted by the University through the Police at any time before or after the allotment of canteen work and in case any fraud or criminal case is found registered against him/her, the allotment order/contract agreement shall be cancelled besides further legal action.
 - c) The character and antecedents/credentials of every worker/staff employed by the contractor shall be got verified by him/her from the Police within 45 days and such verification report(s) along with their identity particulars, name & address, date of birth, photographs, Aadhar Card and phone number etc. shall be submitted to the Estate Officer, HPTU immediately after their employment.

xliv) Inspection of canteen:

- a) Inspection of canteen will be done by the University authorities and members of the Canteen Affairs Committee from time to time. The canteen contractor/manager will show all the cooked food products, grocery items/raw materials etc. to the inspecting authorities, as and when asked. The suggestions /recommendations of the inspecting officers/members will be considered by the University for future Improvement of the canteen services.
- b) Inspection of food items/other products of canteen may also be done by the Inspector of Govt. at any time and the contractor shall be responsible for any irregularity found, failure of food items' samples etc. in the canteen and the penalty, if any imposed by any Govt. authority, shall be paid by the canteen contractor. The contractor shall be responsible for due compliance of all food safety laws and adopting all the food hygiene/safety measures in the canteen. The University shall not be responsible for any act of omission or commission of the canteen contractor/ manager.

xlvi) Termination of contract:-

- a) The contract may be terminated by the Vice Chancellor, HP Technical University, Hamirpur at any time without giving any reasons, by giving a notice of thirty (30) days to the contractor.
- b) On termination of contract, the contractor and his/her staff shall vacate the canteen premises within 48 hours positively in a peaceful manner without creating any hindrance/trouble to the University.
- c) The contractor shall also be liable to pay the rent for the days/period till the vacation of the premises on the approved rent rate.
- d) The contract will be cancelled in case of violation of any of the terms & conditions of tender/contract and Performance Security money deposited by the contractor shall be forfeited. The contractor may also be blacklisted by the University for Future Participation in the tenders/bids of University.
- e) In case, the contract is cancelled due to the breach of the terms & conditions of the contract agreement or due to non-satisfactory work/conduct/service/performance of the contractor and he/she is ordered to vacate the canteen premises within a specific period, but fails to do so, the HP Technical University reserves the full rights to start the eviction proceedings against the contractor as per the prevailing laws/rules and to get the canteen vacated through a suitable legal action. The cost of such legal action against the contractor shall also be payable by the contractor.

- xlvi)** The inventory list of the UPVC windows, Aluminum doors/windows/ventilators & fittings, flush doors/fittings, steel section doors, electrical items, fire fighting system items, other equipments etc. fitted/ installed in the canteen building/area will be handed over to the canteen contractor by the Estate office, HPTU separately after the signing of the contract agreement. On expiry or termination of the contract, the contractor shall handover the canteen inventory items alongwith the furniture/fixtures/equipments etc. to the University in the same good condition in which they were handed over to him/her at the time of allotment of canteen, failing which recovery of breakage/damage, loss of any kind will be recovered from the performance security amount or pending bill payments of the contractor and any exceeding amount shall be paid by the contractor or his/her legal heir, failing which the same may be recovered through initiating the legal proceedings against the contractor under law/rules, the cost of which shall also be paid by the contractor.

xlvi) Settlement of Disputes: All matters pertaining to the work/contract shall be resolved amicably by mutual talks/understanding between both the parties. However, in case of any dispute which is not resolved amicably, the Hon'ble Vice-Chancellor, H.P. Technical University, Hamirpur will be the sole arbitrator and his decision shall be final and binding on both the parties. Any other matter relevant to but not covered in the contract agreement, shall also be decided by making reference to him and his decision shall be final and binding on both the parties.

xxxvii) Court Jurisdiction:- Court matter, if any, shall be within the jurisdiction of District Court, at Hamirpur (HP) only.

xxxviii) Rights of University :- Nothing in the terms & conditions of tender document or contract agreement shall be deemed to affect the administrative powers of the Vice Chancellor, HPTU to issue such orders/directions to the canteen contractor/manager from time to time, as he may consider necessary regarding all matters pertaining to the running of canteen in a proper & legal manner, improvement of the canteen services, for ensuring proper cleanliness in canteen & surrounding area, deployment of suitable & adequate staff in the canteen, maintaining of proper discipline & good conduct/behavior by the canteen staff etc. and/or all matters incidental ancillary thereto not specifically provided for herein and/or in regard to matters not provided for or insufficiently provided for in the contract agreement. The right to forfeit the performance security deposit or to initiate the eviction proceedings or legal/court proceedings is reserved with the Vice Chancellor, HPTU, Hamirpur. The Vice Chancellor, HPTU also reserves the right to add any other condition in the contract agreement, which is not provided in the tender document, if it required to add it for any lawful & administrative purpose.

xxxix) The contractor shall have to comply with all the instructions/directions /orders of the University issued from time to time, during the period of contract/running of canteen.

The undersigned reserves the right to reject any or all the tenders/bids or to postpone or re-call the tender without assigning any reason.

**Registrar,
H.P. Technical University,
Hamirpur, Distt. Hamirpur(HP)**

Annexure-‘I’

Detail of Canteen building space & Infrastructure, Canteen Block, HPTU

Sr. No.	Particulars	Area/ Qty.	Details/Specification, if any
1.	Building:(Canteen space) :-		
	Cafeteria	961.48Sq.ft	
	Kitchen	267.92 Sq.ft	
	Kitchen Store	174.31 Sq.ft	
2.	Furniture detail		
	Cafeteria Table 1	06	1650mm(L)x1000mm(W)x750mm(H)
	Cafeteria Table 2	02	1000mm(L)x1000mm(W)x750mm(H)
	Cafeteria Table 3	01	6520mm(L)x500mm(W)x750mm(H)
	Cafeteria Chairs	51	820mm(H)x500mm(W)x510mm(D)
	Outdoor Furniture (Set consist of 1 Table + 4 chairs)	10 Set	Table size : 36x36 inch(L), 27 inch(H) Chair size : 17x20 inch, 31 inch(H), Seating height 15 inch
3.	Inventory of installations/ fittings	-	Inventory detail will be handed over to the successful bidder after signing of the contract agreement.

Approved rates of Food & other items of HPTU canteen FY- 2025-26

Sr. No.	Name of Item(s)	Qty./Units	Approved Rates in Rs.
1.	Milk Tea/Hot lemon tea	90 ml	10.00
2.	Coffee		20.00
3.	Green Tea		15.00
4.	Milk		20.00
5.	Hot Soup	150 ml	30.00
6.	Milk Shake	200 ml	50.00
7.	Nimbu Pani		20.00
8.	Banana milkshake/Mango milkshake		50.00
9.	Allo Patties	Each	20.00
10.	Samosa	Per piece	10.00
11.	Bread Pakoda (plain)	Per piece	10.00
	Bread Pakoda (stuffed)	Per piece	20.00
12.	Sandwich (veg.) (2 piece Bread +Veg. salad/butter)	Per unit	30.00
13.	Burger (veg.)	Per piece	30.00
14.	Pakoda veg./plain	Per plate (100gm)	20.00
15.	Cheese Pakoda	Per piece(50gm)	30.00
16.	Noodles	Per plate (full)	50.00
		Half plate	30.00
17.	Momos	Per plate (8 pieces)	50.00
		Half plate (4 pieces)	30.00
18.	Maggi	Per plate (full)	50.00
		Half plate	30.00
	Meals:-		
19.	1 stuffed Prantha+Buter/Curd	Per plate	30.00
	2 stuffed Prantha+Butter/Curd	Per plate	50.00
20.	Simple Thali (Full plate) (Dal +Seasonal Vegetable+Cury/Raita & Rice(one full plate) + 2 Chapati + Salad	Per Full Thali	80.00
21.	Simple Thali (Half plate) (Dal +Seasonal Vegetable+Cury/Raita + Salad & Rice(Half plate) + 1 Chapati	Per Half Thali	50.00
22.	Special Thali (Full Meal) (Matar Paneer/Mashroom, Seasonal Vegetable+Dal +Cury/Raita + Salad+Papad+ Rice + Chapati +Sweet dish	Per Full Thali	130.00
23.	Omelette (2 Eggs) (+) 2 piece slice (Note :- A separate counter shall be used for preparation/serving of this non-vegetarian item.	Per plate	50.00

Other Items/packed products, which are allowed to be sold in canteen at reasonable rate/ within the Maximum Retail Price (MRP/MSP) are as under:

Note:- All packed items/ products to be sold in the canteen should have the latest manufacturing date and they should be within the expiry period. The canteen contractor shall always store the fresh items/products in the canteen as per time to time requirement.

Sr. No.	Other approved Items/Products allowed to be sold in canteen
1.	Curd, Butter
2.	Cold drinks, Juice, Ice-cream
3.	Biscuits, Namkeen, Bread, rusks, bakery products
4.	Popcorns, chips, snacks, maggi
5.	Seasonal fruit(s)
6.	Any other item with the permission of University.

Bidder's General Information

1. Name of bidder/Firm/Agency: _____
2. Registration No. _____
3. Permanent/Registered address: _____
4. Postal Address for Communication: _____
5. Telephone No. (Mobile): _____ Landline No. _____
6. Email Address: _____
7. PAN No. of Firm/Bidder _____
8. GST No. , if any:- _____

9. Bank Account Details of Firm/Bidder:

Name of Account Holder: _____ Account No. _____

IFSC Code _____ Bank Name _____ Branch _____

Dated :.....

Signature authorized

Signatory.....

(with stamp)

Office Address:

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.....
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UNDERTAKING

1. I, the undersigned have gone through the Terms and conditions of the tender regarding outsourcing of canteen services of H.P. Technical University, Hamirpur. I/We agree to abide by all the Terms and conditions of the tender mentioned above. I/We have acquainted myself/ ourselves with the scope of work & tasks required to be carried out/performed for the University, before making this offer.
2. I, the undersigned hereby undertake & declare that I/my firm has not been blacklisted by Centre/State Govt./Autonomous Bodies for this job in the past and no criminal case is registered against me/my firm with the Police/Vigilance/Enforcement/other authorities.
3. In case any of the information or document given/enclosed with the tender is found incorrect/false at any stage, the tender/contract will be cancelled besides legal action by the University against the contractor, forfeiture of the Earnest Money Deposit/Performance Security Deposit of the contractor and blacklisting of the contractor by the University from future participation in any of the tenders/bids/auctions etc of the University.
4. I/We, the undersigned hereby sign this undertaking in token of our acceptance of all the Terms and Conditions of tender.

Dated:

**Signature of Bidder/Authorized Signatory
(with stamp)**

Check Lists**(Documents required for Technical Bid)**

Note:- All information/documents should be self attested/signed by the bidder (each page) with office seal and attached with the Technical Bid to be sealed in envelope and superscribed as 'Technical Bid for HPTU canteen'

Sr. No.	Particulars	YES/NO	Page No.(s)
1.	Demand Draft of Rs. 1000/-(non-refundable) of Tender Fee in favour of the Finance Officer, HPTU, Hamirpur or Online deposit transaction slip		
2.	Demand Draft of Rs. 15000/-(Rs. Fifteen Thousand only) as Earnest Money Deposit in favour of the Finance Officer, HPTU, Hamirpur		
3.	Tender document with each page duly signed & stamped by the bidder as acceptance of the terms & conditions of tender.		
4.	Copy of Registration Certificate issued under the relevant Act/law/rules.		
5.	Copy of the PAN Card of bidder/party/agency..		
6.	Copy of GST No. of the bidder/party/agency, if the annual turnover of the bidder/agency exceeds Rs. 20 Lakh per annum <u>OR</u> <u>Undertaking stating that the annual</u> turnover of the bidder/agency is below the threshold limit under the GST rules and acknowledging that he will acquire the GST No. if the estimated turnover exceeds the threshold limit notified by the Central Govt., from time to time.		
7.	Copy of Income Tax returns of last three years (FY 2021-22, 2022-23 & 2023-24) filed by the bidder/party/agency.		
8.	Copy of Experience Certificate: -The bidder should have the experience of running a canteen or cafeteria and providing the catering services in any of the Department/ Board/ Corporation/ University/ Public Sector undertaking/ organizations etc. of the State Govt./ Centre Govt./UT or in any public limited or private limited company/firm at least for one year during the last three years. Copy of experience certificate issued by the competent authority be enclosed.		
9.	Bidder's General Information in (Annexure-III) duly filled, signed & stamped by the bidder.		
10.	Declaration/Undertaking on Annexure-IV regarding trueness of the given information, documents/certificates enclosed with bid, authorized signatory for tender, non-blacklisting of the firm/bidder by the Central/State Govt. Public Sector Undertakings/ Corporations/ Autonomous bodies and no pending Criminal or Court case etc. against bidder/firm etc.		
11.	Check List (Documents required for Technical Bid) Annexure-V , duly filled mentioning page reference number of documents enclosed		
12.	Any other document bidder/firm wish to submit with the tender		

Declaration:

1. I hereby certify that the information furnished above is true and correct to be the best of my/our knowledge. I understand that in case any of the information/documents are found false/incorrect at any stage, the tender/contract will be cancelled, EMD or Performance Security will be forfeited by the University and the bidder/agency/owner/contractor will be blacklisted and will not have any dealing with the H.P. Technical University in future.

Dated:

Signature of Bidder/Authorized Signatory
(with stamp)

Financial Bid**Note:-**

1. Please Read all the terms & conditions of tender and scope of work before quoting the Financial bid/price bid.
2. Rate should be quoted in whole Indian Rupees only, both in figures and words. In case of any difference in the rates quoted in figures & words, the rates quoted in words will be accepted by the Committee in the tender/bid.
3. The bid price is to be quoted for the monthly rent of canteen **inclusive of GST**. But other taxes/statutory duties/charges etc., if any payable to any Govt. authority/other agency pertaining to the canteen, will be paid by the contractor.
4. The Price bid of monthly rent must be quoted **above the Reserve Price of Rs.35,374/-** fixed by the Committee, failing which the bid shall be rejected.
5. The price bid shall not include the electricity & water consumption charges and any other taxes/duties charges payable by the canteen contractor to the University or to any Govt. authority/agency and the contractor shall have to do all the minor repairs & maintenance work of canteen at his own expenses.

Sr. No	Particulars	Financial Bid in Rs.	
		In Figures	In Words
1.	Monthly Rent offered for running canteen of HP Technical University, Hamirpur at VPO Daruhi, Tehsil & Dist. Hamirpur (HP) Note:- (Rent to be quoted above the Reserve Price of Rs. 35,374/- fixed by Committee of HPTU.	(per month)	(per month)

Signature of Bidder/Authorized**Signatory.....****(with stamp)****Office Address:**

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Dated :.....