

No. Ayur/PGC/Store/Canteen/2025-26 -- 6205 to 10

Dated 26/09/2025

NOTICE INVITING LIMITED TENDER

For Providing Canteen Services at RGGPGA College Paprola

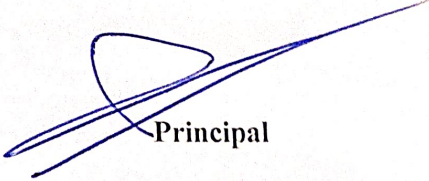
Principal RGGPGA College Paprola invites Limited Tender for running of canteen services at RGGPGA College Paprola:-

1.	Limited Tender No	0007
2.	Name of Tender	Canteen Services at RGGPGAC Paprola
3.	Cost of Form/Tender	Rs. 500 (Non Refundable)
3.	Start date and time for sale of Tender document	26.09.2025
4.	Last date for submission of Tender	16.10.2025
5.	Date of opening of Technical Bid	17.10.2025 (11:00 AM)
6.	Date of opening of Financial Bid	17.10.2025 (12:30 AM)
7.	Earnest Money	10,000/-

Sealed limited tenders under **two bid system** i.e. **“Pre-qualification cum Technical Bid” & “Financial Bid”** are invited from reputed & financially sound caterers/firms for running of Canteen/ catering Services at Rajiv Gandhi Govt Post Graduate Ayurvedic College Paprola Distt Kangra H.P.

Contract Period:-One year from the contract award & extendable for a further years on the basis of satisfactory performance at the discretion of the Principal RGGPGAC Paprola Distt Kangra H.P.

Prescribed tender form can be obtained from the office of Rajiv Gandhi Govt. P.G.Ayurvedic College, Paprola w.e.f 26.09.2025 to 15.10.2025 during office hours i.e 10:00 AM to 5:00 PM on any working day on payment Rs. 500 only or be downloaded from official website of institution i.e www.paprolaayurved.org. however such bidder shall be required to pay the cost of Tender document in form of demand draft.


Principal

Format-2

All rows and columns on prescribed format should be filled and in any case not to be left blank. This will be a Two Bid System.

Selection will be done on the basis of highest quoted license fee per annum.

The Pre qualification cum Technical bid and the financial bid should be sealed by the bidder inseparate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed

(A) Tender No.....

(B) Tender Name.....

(C) Name of Firm

Bidder shall have to deposit bid security (EMD) of Rs. 10,000/- (Rs. Ten Thousand only) in the form of **FDR/Bank Guarantee** of any Nationalised Bank/Commercial bank in favour of the " Principal RGGPGAC Paprola Distt Kangra valid for one year from the last date of bid submission.

PREPARATION OF BIDS

The bids prepared by the bidder shall comprise of

- (1) The Pre qualification cum Technical Bid and
- (2) Financial Bid

INSTRUCTION TO BIDDERS

All prospective bidders should make a visit to RGGPGAC Paprola before bidding to make themselves aware of the demography and geographical condition of this College.

They should also make visit to the designated Canteen Area to get firsthand experience of its location and other infra structures available as the tender will be offered to successful bidder on as is where basis. It shall be deemed that the bidder has undertaken a visit to the College and is well aware of the Operational needs prior to the submission of the tender documents.

All the documents submitted (Whether original or photocopy) in the bid must be legible & self attested, otherwise the bid is likely to be rejected.

PRE QUALIFICATION CUM TECHNICAL BID

A maximum of one representative of the bidder shall be authorized and permitted to attend the Prequalification cum Technical bid prior to the Financial bid opening.

The Pre qualification cum Technical Bid should be sealed in a separate envelope and superscribed "Prequalification cum Technical Bid, Tender No, Tender Name, Name of Firm.

This envelope of Pre qualification cum Technical Bid shall contain the following documents -

- 1 **EMD in the form of FDR/Bank Guarantee** amounting to Rs. 10000/- (Ten thousand) in favour Principal RGGPGAC Paprola Distt Kangra
- 2 Undertaking duly signed with Stamp and Name of Firm (Annexure I) on non judicial stamp paper.
- 3 Annexure –II (Personal Bio Data of the bidder/Tenderer/ Firm).
- 4 Annexure – III (Price Bid)
- 4 Annexure – IV (Food Price List)
- 5 For address proof-**Self attested** photocopy for proof of address in form of bank statement, electricity bill, telephone bill, election identity card, passport or driving license (any one of them)
- 6 In case of company or partnership firm, authorization and / or copy of partnership deed must be submitted with the pre qualification cum technical bid.
- 7 **Self Attested** copy of PAN Card of the firm / proprietor issued by Income Tax Department.
- 8 Two **self attested** passport size photograph
- 9 All the pages of the tender document duly signed by the firm/dealer

Only those bidders who qualify the Pre-Qualification Stage i.e. Technical bid shall be considered for Financial Evaluation.

FINANCIAL BID

The Financial Bid shall contain:

- a. Price Bid Form [as per Annexure-III]

The Financial Bid should be sealed in a separate envelope and super scribed "Financial Bid, Tender No, Tender Name, Name of Firm and Seal of Firm "

- The fees should be quoted in Indian Rupees in figure as well as in words.

- The Reserved License fee is Rs. 15,000/- per month i.e. license fee should not be less than Rs. 15,000/-

Terms & Conditions: -

1. The canteen will be allotted on licence basis only. The allotment of canteen shall be for a period of one year but can be extended on recommendation of evaluation committee to be appointed by Principal on yearly basis but not beyond five years.
2. The licensee shall be deemed to be only for the said canteen and nothing here in contained shall be consumed as a demise of law of the said canteen or any part there so as to give the license any interest there in the overall control and superintendence of the canteen.
3. The licensee shall not use the canteen for any purpose other than for which it has been licensed without the permission of the licensor. Sale of cigarette and other intoxicants will be prohibited in canteen strictly. if any person found smoking and consuming alcohol and other toxicant in the canteen the licence will be cancelled immediately.
4. The license shall not be entitled to allow any other person to occupy the canteen or to use any part thereof. The licence shall not admit any person into partnership or becomes partner or to shall let and sub-let the canteen.
5. **That the monthly licence fee shall be payable every month latest by the 5th of the month in the office of licensee or incase the license fee is not paid within stipulated period canteen will be locked by the licensor without any further notice.**
6. The licensee shall himself be responsible for the recovery of his claims from the customer. All the items mentioned in the list should be made available in canteen.
7. In case of unsatisfactory service or misbehaviour by licensee or his employees, licensee may be terminated at any time by the licensor before completion of one year after giving 15 days notice.
8. The items served by the licensee shall be of good quality. A canteen committee to be nominated by the licensor will ensure evaluation of proper hygienic condition and quality of the items sold by the licensee from time to time.
9. The licensee shall have to observe all the bylaws/rules of Govt. as well as college authorities framed from time to time.
10. All the items displayed at the canteen shall be properly covered to prevent contamination by flies and dust. Dustbins must be properly placed.
11. All breakage/damage to college property shall be borne by the licensee and will arrange and fix meter for electrical supply. The licensee will complete all formalities in this behalf. The electricity charge will be borne be the licensee and paid regularly to the quarter concerned.
12. Before taking over the possession of canteen the licensee will have to deposit security amounting to Rs. 40,000/- in the shape of F.D.R for 1 year or till his terms is extended pledged in favour of Principal RGGPG Ayurvedic College Paprola, which will be refunded when all the dues will be cleared by the licensee after the completion of tenure.
13. The licensee shall have to abide by all the laws related to pure food act.
14. Licensee should be person of good moral character and having no legal inquiry/police case against him.
15. The rates of food items will be charged as per list attached. The rates charged by the contractor must not exceed the MRP. He will display, prominently the list of items

- showing rates of items at cash counter board and at the entrance of canteen. The size of display board should not be less than 2'x2'(feet).
16. The contractor shall have to submit the certificate of food safety from appropriate authority within one month after award of work.
 17. That the premises allotted will be handed back to the college authorities, in perfect condition without removing any allotted furniture, electrical fittings, tiles other fixture etc. at the expiry of the contract for any damage to Govt. property, legal action will instiated against the contractor.
 18. The Principal Ayurvedic College Paprola on its part shall not be liable for any charges, dues compensation, under any of the losses applicable on his behalf to any of the worker and it shall be responsibility of the contractor only.
 19. That the contractor will not sell any item not approved by the principal and canteen committee.
 20. Canteen shall remain open from 8 Am to 8 PM in winter (November to February) & 8Am to 9 PM in summer (March to October).
 21. The timing of canteen should be adhered according to the direction of authority.
 22. During working hours the contractor cannot deny for providing the services (food/tea) to the students & staff of the institute.
 23. Any Party/Person whose contract has been cancelled in the past due to violation of terms & conditions will not be eligible to participate in the canteen allotment.
 24. It will be the personal responsibility of canteen contractor to manage/dispose off the solid (Dry & wet) and liquid waste generated in the canteen as per the regulation & norms at his own level.
 25. Contractor shall provide the name (with full details/Aadhar Card) of workers engaged by him/her in the college canteen.
 26. The contractor cannot keep the college canteen closed for more than one day, if to close the college canteen first permission has to be taken from the principal office.
 27. Each pages of the offer should bear the signature name and title of the person signing the offer with date.
 28. The scope of services proposed should not be altered and if found altered the tender bid shall be rejected.
 29. College authority shall be under no obligation to accept the lowest tender and shall be entitled to reject any tender without assigning any reason whatsoever.
 30. Any falsification/suppression of information could lead to the disqualification of the bidder.
 31. In case of additional services/ requirement of any food items of similar in nature required during the contract period the same has to be provided at the contract rates only.
 32. The awarded contractor or his/ her representative has to attend a meeting every fortnight for discussion and evaluation of services be altered. The college representative shall intimate the date and time of the meeting.
 33. The institute reserves the right to change any condition of the tender before opening of the bids.
 34. No non-recyclable plastic or plastic containers are allowed to use in the campus.
 35. The contractor shall ensure that his staff shall maintain proper personal hygiene while in services.
 36. The staff engaged by the contractor shall
 - (a) show professional courteous behaviour at all times.
 - (b) Wear neat & clean work clothes.
 - (c) Will not smoke or take alcohol drinks in the campus.

37. The contractor shall ensure that the staff engaged by him observe safety precautions and security regulation at the campus.
38. The contractor's crew shall not be allowed to use any service area outside the allotted area.
39. If the contractor abandon or terminate their services before the completion of the contract period, the full fixed deposit receipt (FDR) amount submitted as security shall be forfeited by the controlling authority. Furthermore, the contractor shall be debarred from participating in any tender process for a period of 3 years from, the date of such abandonment.
40. In the event that the canteen services provided are deemed satisfactory, any future extensions granted may entail a rate adjustment of up to a maximum of 15% if required to cover up as per inflation.
41. That the principal can add or delete any condition in the interest of students/ institution.
42. Non-Compliance of any terms & condition enumerated in the contract shall be treated as breach of contract.

Penalty:-

- a) The institute reserves the right to impose (to be decided by the college authority) on contractor for any serious lapse in maintain the quality and services wilfully or otherwise by the contractor or his/her staff for any adulteration.
 - b) If the institute is not satisfied with the quality of eatables served, services provided or behaviours of the contractor or his employees, the contractor will be served with 24 hours notice to improve or rectify the defect, failing which the college authority will be at liberty to take appropriate necessary steps as deemed fit.
 - c) The rental charge is for per month, delay in paying rental charges in stipulated time penalty upto 10% will be levied on the due amount similarly for electricity charges.
43. Bidders are requested to study the terms & conditions of the tender carefully and then submit their tender accordingly, Any bid received against this tender and any contract resulting from this tender shall be governed by the terms & condition indicated in the tender document and the bidder quoting against this tender shall be deemed to have read, understood and accepted the same. No clarification shall be entertained after receiving the bids.
44. **Selection:** Amount of license fee to be quoted in Indian Rupees only on per month basis in given format. The license fee quoted should not be less than Rs. 11,000/-per month. Selection will be done on the basis of highest quote by the firm qualified in Technical bid.

Certificate that I/We have read the terms and condition on the allotment of canteen and the same acceptable to me/us. These terms and conditions will be binding upon me/us in the event of acceptance of my/me tender.

Signature of Tenderer

TENDER NO:
TENDER NAME:

ANNEXURE – I

UNDERTAKING

(to be executed on Rs. 100/- NJ Stamp Paper)

1. I/We the undersigned, certify that I/We have gone through the terms and conditions mentioned in the tender documents and undertake to comply with all of them.
2. That no Civil/Criminal/Income Tax/Service Tax/Blacklisting case is pending against my firm.
3. The rates quoted by me/us are valid and binding on me/us for acceptance for the entire period of contract.
4. I/We undersigned hereby bind myself/ourselves to the Principal RGGPGAC Paprola Distt Kangra to provide canteen services in RGGPGAC Paprola during the period of contract.
5. The Security Money deposited by me shall remain in the custody of the Principal RGGPGAC Paprola Distt Kangra till two months after the expiry of the contract.
6. I/We shall abide by Minimum Wages Act, Contract Labour Act, PF, ESI, Bonus, Gratuity, as applicable from time to time for the workers employed for running the canteen.
7. In case of any lapse occurring on my part or on my staff while discharging the services the College authorities may cancel my/our contract and award the work to another agency and the costs difference may be recovered from me/us and can forfeit security money.
8. The food/eatable items will be genuine, fresh, hygienic and good quality.
9. In the event of any breach/violation of the terms and conditions, the competent authority shall be at liberty to terminate my contract and can forfeit the security money deposited by me/us.
10. I /we shall abide by all the terms and conditions of the contract
11. I /we will be wholly responsible for providing Canteen Services at Principal RGGPGAC Paprola Distt Kangra and will ensure deployment of adequate staff to provide, quick clean and deficient service and also responsible to pay all taxes as applicable to Tenderer. I shall also be responsible for behavior / act of employees engaged by me for running of Canteen Services.
12. I/we shall be responsible for health and injury caused to the worker while working in the canteen.
13. I/we shall be responsible for any loss or damage to the College property by the employee engaged by me/us.

14. Principal RGGPGAC Paprola Distt Kangra has the right to accept or reject any or all the tender without assigning any reason. The decision of the College will be binding upon me.
15. I /we shall display the Price List per unit of all available cooked items on the two separate boards ; first at the entrance of the canteen and second at the cash counter.
16. The Canteen will remain open as scheduled and the Tenderer or his agent will remain present at the canteen.
17. I/we shall vacate the canteen premises on completion of the contract period. In case of unauthorized retention of the canteen premises beyond the contract period, a penalty of 50% over the above the preexisting rate will be levied on me/us during the period of unauthorized retention.
18. I/we shall also be responsible to pay all taxes as applicable to the overnment like Income Tax, ServiceTax etc.
19. I/we shall be responsible for any theft / loss / damage to College property/ fixtures and I will rectify/replace the same.

Place:

Date:

SIGNATURE OF THE TENDERER
NAME OF THE FIRM/TENDERER
Seal of Firm

Annexure –II

**OFFICE OF THE PRINCIPAL RAJIV GANDHI GOVT POST GRADUATE
AYURVEDIC COLLEGE PAPROLA DISTT KANGRA H.P.**

BIDDER DETAILS

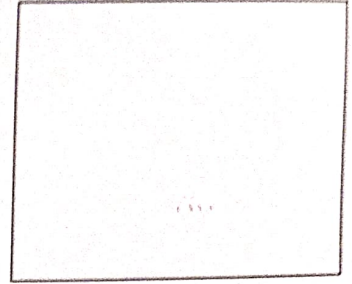
(To be submitted on letterhead of the firm)

Tender Name.....

Tender Number.....

Affix duly

Attested Passport Size recent photograph of the prospective bidder.



1.	Name ,address of Tenderer	
2.	Registration of Firm (if any)	
3.	Name, Designation, Address Tel. No. of the Authorized person of the Firm/ Agency	
4.	PAN No.(copy to be attached)	
5.	GST No.(Copy to be attached)	
6.	Proof of EMD Deposit	
7.	Id Proof	
8.	Experience for running canteen (if any)	

9. Declaration by the bidder:

This is to certify that I/We have read and fully understood all the terms and conditions of the tender contained herein and undertake myself/ourselves to abide by them and the information provided by me in this reference is true. If at any stage, any information given by me is proved to be false, the Principal RGGPGAC Paprola Distt Kangra has the right to forfeit the EMD/Performance Security deposited in this regard and the Principal RGGPGAC Paprola Distt Kangra has the right to blacklist my/our firm/company/agency for 4 years.

(Signature of the Bidder)

Date:

Place:

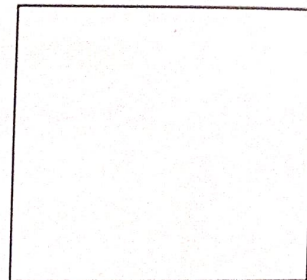
Name and Address

TENDER NAME:
TENDER NUMBER:

ANNEXURE - III

PRICE BID

TENDER FOR PROVIDING CANTEEN SERVICES AT
RAJIV GANDHI GOVT POST GRADUATE
AYURVEDIC COLLEGE PAPROLA DISTT KANGRA



Reserved LICENCE FEE Rs.15,000/-(Rs. Fifteen Thousand only) per month

License Fee Quoted per Month Amount (in Rupees) in digits	Amount in words

Name of the firm/Tenderer
Name & signature
Address & Tele. No.

Note:- Selection will be done on the basis of Highest quote by the firm
qualified in Technical bid.

(Signature of the Bidder)

Date:

Place:

Name and Address.....

Annexure –IV

OFFICE OF THE PRINCIPAL RAJIV GANDHI GOVT POST GRADUATE
AYURVEDIC COLLEGE PAPROLA DISTT KANGRA H.P.

List of item to be Compulsorily provided in the Canteen

Sr. No.	Name of Items	Prices Full/Half
1	Plane parantha/onion Parantha	15/-
2	Stuffed Parantha (Alloo/Mooli/Gobhi/Onion)	20/-
3	Paneer Parantha with Amul butter	30/-
4	Stuffed Parantha with Amul butter	30/-
5	Parantha with dall	30/-
6	Curd Bowl (100 gm)	10/-
7	Puri Alloo Bhaji (3 Puri)	40/-
8	Lunch Full Diet (Rice/Chapti/One Daal & One Sbazi)	50/-
9	Lunch Half Diet (Rice/Chapti/One Daal & One Sbazi)	30/-
10	Sabzi	15/-
11	Chapati	07/-
12	Plane Rice (One Bowl)	15/-
13	Zeera Rice (One Bowl)	20/-
14	Fried Rice (One Bowl/Half Bowl)	45/25
15	Veg Biryani	50/30/-
16	Tea	10/-
17	Coffee	15/-
18	Milk (200 ml)	20/-
19	Burger	20/-
20	Samosa	15/-
21	Aloo Tikki	12/-
22	Chana Samosa/Tikki	30/20/-
23	Chowmein (Full Plate/Half Plate)	60/40/-
24	Momos	50/30/-
25	Boiled Egg	12/-
26	Egg Omlette (Two Eggs)	30/-
27	Maggie Plane	20/-
28	Veg Maggie	25/-
29	Mango Shake	30/-
30	Banana Shake	25/-
31	Chocolate Shake	40/-
32	Bred Butter Toast	15/-
33	Veg Sandwich	20
34	Spring Rolls (Full Plate/Half Plate)	60/30
35	Bread Omlette (Two Eggs)	35/-
36	Bread Pakora	15/-
37	Veg Pakora Per KG	220/-
38	Paneer Pakora Per KG	400/-
39	Goolab Jamun Per Piece	20/-
40	Mineral Water One Liter (Bisleri)	20/-
41	Mineral Water 500 ML(Bisleri)	10/-

Annexure-V

FORM OF AGREEMENT

THIS AGREEMENT is made on the _____ day of _____
(Month) _____ (Year) Between Principal RGGPGAC Paprola Distt Kangra one
part AND _____ (Name and address of the contractor)
through Shri _____, authorized representative (hereinafter called
"the Contractor" which expressions shall, unless excluded by or repugnant to the
context, be deemed to include his successors, heirs, executors, administrators,
representatives and assigns) of the other part for providing
Canteen services to the _____ (Name of the Department)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS :-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Contract conditions and service level of the contract hereinafter referred to as bid documents.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Letter of acceptance of award of contract;
 - b. General/Special conditions of contract and service level;
 - c. Notice inviting Tender;
 - d. Financial Bid;
 - e. Scope of service;
 - f. Addendums, if any; and
 - g. Any other documents forming part of the contract.
3. This Agreement is for a normal contract period of ONE years unless terminated earlier as per the contract conditions. This is extendable also for further year on the basis of satisfactory performance at the discretion of the Principal RGGPGAC Paprola Distt Kangra H.P.
4. The Contractor agrees that in course of providing the requisite services, it will deploy adequate number of personnel required for providing Canteen services of desired standards and they will be the employees of the Contractor for the purpose of this Agreement and not of the department.
5. The bidder hereby covenants to pay the Contractor in consideration of the execution and completion of the services as per this Agreement and tender document at the rate of Rs. _____ (Rupees)

(in words) per quarter. The service tax shall be paid over and above the
aforementioned amount which the Contractor shall regularly pay to the
Service Tax Department.

6. The Contractor shall also timely disburse through electronic transfer mode to
the employees the wages which should be compliant to the prevailing
minimum wages and shall mandatorily include EPF, ESI, Bonus etc as
admissible. In case, violation of the prevailing rules/laws in such matters
occurs, it shall be the complete responsibility of the Contractor & the
Contractor indemnifies the department from any loss or damage that may
occur.

IN WITNESS WHEREOF : the parties hereto have signed the Agreement
on the day and the year written above.

For and on behalf of the
Contractor

Authorized Signatory

(Name:)

(Designation)

Seal of Contractor

1. Witness _____

Name _____

Address _____

For and on behalf of the
Principal RGGPGAC Paprola

Authorized Signatory

(Name:)

(Designation:)

Seal of Department

(From the Department side)

2. Witness _____

Name _____

Address _____

Telephone No: _____

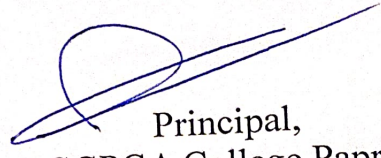
(From the Contractor side)

Copy to:

6205 to 10

Date 26/9/25

1. College Website
2. College/Hospital Notice Board.
3. Notice Board SDM Office.
4. Notice Board mini secretary, Baijnath
5. Bus Stand Baijnath/ Paprola
6. Railway Station Notice Board


Principal,
RGGPGA College Paprola,
Distt Kangra, H.P.