



Government of Jammu & Kashmir
Higher Education Department (J&K)
SRI PRATAP COLLEGE

NAAC RE-ACCREDITED GRADE A+

Cluster University Srinagar

M.A. Road Srinagar

Ph: 0194-2476828, Fax: 0194-2476804 / <http://www.spcollege.edu.in/>

E-mail: spcsgr1905@gmail.com

TENDER NOTICE

e-NIT No. 02 of 2026 Dated: 03/09/2026

Online bids are invited through the Two-Bid System (Technical Bid and Financial Bid) from eligible and experienced registered catering service providers/agencies for outsourcing the Boys' Hostel Mess Services at Sri Pratap College, Srinagar for the academic session 2026–2027, initially for a period of one year, which may be extended for a further period, subject to satisfactory performance and the approval of the Competent Authority, on the same terms and conditions.

The tender shall be governed by the provisions contained in this Tender Document and the applicable provisions of the General Financial Rules (GFR), 2017, Government of India, and other applicable rules, regulations and statutory guidelines issued by the Government of Jammu & Kashmir from time to time. The complete Tender Document containing eligibility criteria, scope of work, terms and conditions, and other details shall be available for download from the official e-Procurement Portal of the Government of Jammu & Kashmir (www.jktenders.gov.in) and the College website (<https://spcollege.edu.in>).

Interested bidders fulfilling the prescribed eligibility criteria may submit their bids online within the stipulated time schedule as detailed below.

Particulars	Details
Tender Title	Outsourcing of Boys' Hostel Mess Services at Sri Pratap College, Srinagar
Tender Type	Open e-Tender (Two-Bid System)
Mode of Submission	Online only through JK e-Procurement Portal
Date of Publication of e-NIT	03.09.2026 (01:00 PM)
Bid Submission Start Date	03.09.2026 (01:00 AM)
Last Date & Time for Submission of Bids	15.09.2026 (06:00 PM)
Opening of Technical Bids	16.09.2026 (11:00 AM)
Opening of Financial Bids	Shall be notified separately to technically qualified bidders only.

Principal

Copy to:

1. Joint Director Information Department for publication of this tender notice in two daily newspapers.
2. Convener Hostel Advisory Committee
3. Hostel Warden
4. Accountant.
5. Office File



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Tender Document

Online bids are invited under the Two-Bid System (Technical Bid and Financial Bid) from eligible, experienced and registered catering service providers/agencies for outsourcing the Boys' Hostel Mess Services at Sri Pratap College, Srinagar, for the Academic Session 2026–2027. The selected bidder shall provide comprehensive mess services, including preparation and serving of Breakfast, Lunch, Evening Tea and Dinner to the hostel boarders in accordance with the terms and conditions specified in this Tender Document.

Eligibility Criteria

Bidders fulfilling the following eligibility criteria shall be considered for technical evaluation. The bidder shall upload clear, legible and self-attested copies of valid documentary evidence in support of each eligibility criterion. Failure to fulfil any mandatory eligibility requirement or to furnish the prescribed documentary evidence may render the bid liable to rejection.

1. **Registration of the Bidder:** The bidder shall be a duly registered catering service provider/agency and shall possess a valid Certificate of Registration/Authorization issued by the Competent Authority.
2. **Food Safety Licence:** The bidder shall possess a valid licence/registration issued by the Food Safety and Standards Authority of India (FSSAI) under the Food Safety and Standards Act, 2006.
3. **GST Registration and PAN:** The bidder shall possess a valid Goods and Services Tax (GST) Registration and Permanent Account Number (PAN) and shall be compliant with the applicable tax laws.
4. **Income Tax Returns:** The bidder shall have filed Income Tax Returns (ITRs) for the preceding three (03) financial years and shall submit copies thereof.
5. **Relevant Experience:** The bidder shall have a minimum of three (03) years' experience in providing institutional catering or hostel mess services to Government Departments, Educational Institutions, Universities, Public Sector Undertakings, Hospitals, or other reputed organizations. Documentary evidence in the form of Work Orders, Experience Certificates, or Work Completion Certificates clearly indicating the nature and duration of the services provided shall be submitted.
6. **Satisfactory Past Performance:** The bidder shall submit Satisfactory Performance Certificates from at least two (02) clients for whom similar institutional catering or hostel mess services have been successfully provided.
7. **Minimum Annual Turnover:** The bidder shall have an average annual turnover of not less than ₹20.00 lakh (Rupees Twenty Lakh only) during the preceding three (03) financial years.



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Documentary evidence duly certified by a Chartered Accountant or supported by audited financial statements shall be submitted.

8. **Labour Licence:** The bidder shall possess a valid Labour Licence issued by the Competent Authority under the applicable labour laws, wherever applicable.
9. **Shops and Establishments Registration:** The bidder shall possess a valid Registration Certificate under the applicable Jammu & Kashmir Shops and Establishments law, wherever applicable.
10. **Non-Blacklisting:** The bidder shall submit a duly signed Affidavit/Undertaking declaring that neither the bidder nor any of its proprietors, partners, directors, or authorized representatives has been blacklisted, debarred, or prohibited from participating in tenders by any Central Government Department, State/UT Government Department, Public Sector Undertaking, Autonomous Body, University, or any other Government Organization as on the last date of submission of bids.
11. **Statutory Compliance:** The bidder shall submit a duly signed Undertaking affirming compliance with all applicable statutory provisions, including food safety, taxation, minimum wages, labour laws, Employees' Provident Fund (EPF), Employees' State Insurance (ESI), and other applicable laws, rules, regulations, notifications, and directions issued by the Government of India and the Government of Jammu & Kashmir/UT Administration from time to time.
12. **Earnest Money Deposit:** The bidder shall furnish an Earnest Money Deposit (EMD) of ₹20,000/- (Rupees Twenty Thousand only) in the form of a CDR pledged in favour of the Principal, Sri Pratap College, Srinagar. Proof of the prescribed EMD shall be uploaded with the Technical Bid, and the original CDR shall be submitted in the manner and within the time specified in this Tender Document.
13. **Tender Fee:** The bidder shall submit a non-refundable Tender Fee of ₹2,000/- (Rupees Two Thousand only) in the form of a Challan to be remitted in to the Treasury under MH: 202

Scope of Mess Services

The successful bidder shall provide uninterrupted hostel mess services on a daily basis and shall undertake the preparation and serving of Breakfast, Lunch, Evening Tea and Dinner to the hostel boarders strictly in accordance with the approved Menu Schedule and specifications prescribed in Annexure-I.



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A. Technical Bid

The Technical Bid shall comprise all documents necessary to establish the bidder's eligibility, technical capability, financial capacity, and statutory compliance. The bidder shall upload clear, legible, and self-attested scanned copies of the following documents on the e-Procurement Portal.

1. Certificate of Registration/Authorization as a catering service provider/agency.
2. Valid FSSAI Licence/Registration.
3. Goods and Services Tax (GST) Registration Certificate and Permanent Account Number (PAN).
4. Income Tax Returns (ITRs) for the preceding three (03) financial years.
5. Work Orders, Experience Certificates, or Work Completion Certificates establishing the prescribed minimum experience.
6. Satisfactory Performance Certificates from at least two (02) clients for similar catering or hostel mess services.
7. Documentary proof of the prescribed average annual turnover, duly certified by a Chartered Accountant or supported by audited financial statements.
8. Valid Labour Licence, wherever applicable.
9. Valid registration under the applicable Shops and Establishments law, wherever applicable.
10. Duly signed Affidavit/Undertaking regarding non-blacklisting and non-debarment.
11. Duly signed Undertaking regarding compliance with applicable statutory provisions and labour laws.
12. Proof of deposit of the prescribed Earnest Money Deposit (EMD).
13. Proof of payment of the prescribed Tender Fee deposited Challan in Treasury under MH: 202
14. Any other document specifically required under this Tender Document or subsequently notified through a corrigendum/addendum issued by the College before the last date for submission of bids.

The Technical Bid shall not contain any financial quotation, rate, price, or other financial information. Inclusion of financial information in the Technical Bid may render the bid liable to rejection.

Failure to upload any mandatory document or submission of an invalid, expired, illegible, or materially deficient document may render the bid non-responsive and liable to rejection.

Financial Bid

The Financial Bid shall be submitted **only in the prescribed Bill of Quantities (BoQ)** provided with the tender document **on the Government e-Procurement Portal** and no other format shall be acceptable. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid is liable to get rejected.



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The bidder shall quote a **single consolidated rate per student per month** for providing complete hostel mess services, comprising **Breakfast, Lunch, Evening Tea and Dinner**, strictly in accordance with the Menu Schedule and specifications prescribed in **Annexure-I**.

The bidder shall, before quoting the rate, take into account all costs, expenses and financial liabilities to be borne by it under this Tender Document. The quoted rate shall be **firm and inclusive of all applicable taxes, duties, statutory levies, labour and manpower costs, transportation, cooking fuel/LPG, cleaning materials, kitchen consumables, overheads, and all other incidental expenses** necessary for the satisfactory execution of the Contract.

No additional payment, escalation, or separate claim on any account shall be entertained during the currency of the Contract, except where arising from a statutory revision mandated by the Government and specifically approved by the Competent Authority.

Hostel mess menu (BoQ) 2026-27 (Annexure-I)

Day	Breakfast	Lunch	Evening Tea	Dinner
Monday	Roti (2)-Omelette 1 egg + Tea	Rice + Tomato-Palak / Bindi	Lipton Tea + Biscuit / Namkeen	Rice + Chicken Curry (1/8) + Matter Paneer for vegetarian students
Tuesday	Tea + Roti (1) + Boiled egg (1) & Poha for Vegetarian	Rice + Mixed (fresh) vegetable	2 Banana	Rice + Egg Curry & Matter for vegetarian students
Wednesday	Chole Batura (2) + Tea	Rice + Rajma Daal	Lipton Tea + Biscuit / Namkeen	Rice + Paneer
Thursday	Roti (1) + Tea + Butter 8gm	Rice + Aloo Mattar / Tomato	Lipton Tea + Biscuit / Namkeen -	Rice + Nutri Palak
Friday	Mixed Vegetable + 2 Tawa Roti + Tea	Rice + Rajma Daal	Lipton Tea + Biscuit / Namkeen	Rice + Mutton (80g) (Non-veg) Rice + Palak -paneer (for Vegetarian students)
Saturday	Fried Black Channa + kashmiri Roti + Tea	Rice + Mixed (fresh) vegetable	Phirni	Rice + Phulgobi with Tomato
Sunday	Tea + roti (1) + egg / Poha fro veg. Students	Rice + Yellow Channa Daal	Lipton Tea + Biscuit / Namkeen	Rice + Rajma



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Submission of Bids

Bids shall be submitted online only through the Government of Jammu & Kashmir e-Procurement Portal (www.jktenders.gov.in) within the date and time specified in the Tender Notice.

The tender shall be processed under the **Two-Bid System**, comprising a Technical Bid and a Financial Bid, which shall be uploaded separately in the prescribed manner. The Technical Bid shall contain the documents prescribed in this Tender Document, while the Financial Bid shall be submitted only in the prescribed Bill of Quantities (BoQ).

The Technical Bid shall not contain any financial quotation or information relating to the quoted rate. Bids that are late, conditional, incomplete in respect of mandatory requirements, or materially non-responsive shall be liable to rejection.

The bidder shall be responsible for ensuring timely and complete submission of the bid and for checking the e-Procurement Portal/college website for any corrigendum, addendum, or clarification issued before the last date of submission.

Evaluation Criteria

The bids received in response to this tender shall be evaluated by the Tender Evaluation Committee constituted by the Competent Authority in accordance with the provisions of this Tender Document and the applicable Government procurement rules.

A. Technical Evaluation

The Technical Bids shall be examined to determine compliance with the **Eligibility Criteria and other mandatory requirements of this tender document, including the submission of all documents and documentary evidence prescribed thereunder.**

A bid shall be rejected if the bidder fails to fulfil any mandatory eligibility criterion or **fails to upload or furnish any document or documentary evidence required in support thereof**, contains financial information relating to the quoted rate, or is otherwise materially non-responsive.

Only bidders declared **Technically Responsive** shall qualify for opening of their Financial Bids.



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B. Financial Evaluation

The Financial Bids of Technically Responsive bidders shall be evaluated on the basis of the rates quoted in the prescribed BoQ.

The Financial Evaluation shall be based on the consolidated rate quoted per student per month for providing complete hostel mess services, comprising Breakfast, Lunch, Evening Tea, and Dinner, strictly in accordance with the menu and specifications prescribed in **Annexure-I**. The **Lowest Evaluated Responsive Bidder (L1)** shall ordinarily be recommended for award of the Contract, subject to approval of the Competent Authority.

In the event that two or more bidders quote the same lowest (L1) rate, the tied bidders shall be invited to submit revised financial offers in the manner and within the time prescribed by the Tender Evaluation Committee. If the tie persists thereafter, the successful bidder shall be determined on the basis of objective criteria such as:

- Experience in providing institutional catering or hostel mess services;
- Past performance in similar assignments;
- Financial capability and annual turnover; and
- Any other objective criterion considered appropriate by the Tender Evaluation Committee.

The recommendations of the Tender Evaluation Committee shall be placed before the Competent Authority for approval. The decision of the Competent Authority regarding acceptance of the successful bid shall be final and binding on all bidders.

C. Right to Accept or Reject Bids

The Principal, Sri Pratap College, Srinagar, acting as the Competent Authority, reserves the right to accept or reject any bid, wholly or partly, to annul the tender process, or to reject all bids at any stage without assigning any reason thereof, in accordance with the applicable Government procurement rules and in the best interest of the College. Such decision shall be final and binding on all bidders, and no claim, compensation, or correspondence shall be entertained on this account.



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Terms and Conditions:

The following terms and conditions shall form an integral part of the contract agreement executed between Sri Pratap College, Srinagar and the successful bidder.

1. The Contractor shall provide comprehensive hostel mess services to the boarders of the Boys' Hostel of Sri Pratap College, Srinagar, including procurement of raw materials, preparation and serving of meals, housekeeping of the kitchen and dining hall, waste disposal, and all allied services in accordance with this Tender Document.
2. The number of students may vary between 100 and 150, and payment to the contractor shall be made accordingly based on the actual number of students availing the service. However, if a student remains absent for a minimum period of seven consecutive days and submits a proper application duly approved by the competent authority, the contractor shall not charge for that student for the period of approved absence.
3. Prior to the award of the contract, a meeting shall be convened between the Principal, the Hostel Advisory Committee, and the L-1 bidder to finalize the operational modalities for smooth functioning of hostel mess.
4. The Contract shall initially be awarded for a period of one (01) year from the date of execution of the Agreement, of which the first two (02) months shall constitute a probationary period. Continuation of the Contract for the remaining ten (10) months shall be subject to satisfactory performance of the Contractor, as certified by the Hostel Committee and approved by the principal. Upon satisfactory completion of the initial one-year period and approval of the competent authority, the College may extend the Contract for a further period of one (01) year on the same terms and conditions or on such revised terms as may be mutually agreed upon.
5. The Contractor shall comply with the following food quality and raw material standards throughout the Contract period:
 - a) All food grains, vegetables, meat, milk, edible oils, spices and other raw materials used in the mess shall be **fresh, wholesome, of superior quality and fit for human consumption**, and shall conform to the applicable standards prescribed under the Food Safety and Standards Act, 2006 and the rules and regulations made thereunder.
 - b) The Mess Committee or any officer authorized by the College may inspect the raw materials and food ingredients at any time and may **reject or require the immediate removal of any item found to be stale, adulterated, expired, contaminated, substandard or otherwise unfit for consumption**. The Contractor shall replace such item at its own cost.
 - c) Where a particular brand of any food ingredient or cooking material has been specified or approved, the Contractor shall not substitute it without the prior approval of the Mess Committee. **The Mess Committee may approve an equivalent brand of comparable quality and price, where considered necessary.**
6. The Contractor shall ensure that all food is freshly prepared. Reuse, reheating or recycling of stale food shall be strictly prohibited. Cooked food remaining unrefrigerated beyond 4 hours during summer, and 6 hours during winter, shall be treated as unfit for human consumption and shall be disposed of immediately.



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7. Regular pest control of the kitchen, storeroom and dining hall shall be carried out by the Contractor at its own cost.
8. Meals shall be wholesome, hygienic, nutritionally balanced, moderately spiced and prepared using fresh ingredients suitable for students.
9. Cooking oil used for deep frying shall not be reused. Used oil shall be disposed of strictly in accordance with applicable food safety regulations.
10. All utensils, crockery, cutlery, trays, cooking equipment and serving counters shall be thoroughly cleaned and sanitized before and after each meal.
11. **The Contractor shall, at its own cost, maintain the kitchen, dining hall, washing area and surrounding premises in a neat, clean and hygienic condition always. Failure to maintain the required standards of cleanliness and hygiene shall render the Contractor liable to a penalty, as determined by the Hostel/Mess committee.**
12. Hot meals shall be served to students every time.
13. Chapati shall be made available as an alternative for students not opting for puri/parantha.
14. There shall be an arrangement of Chapatis/Roti at Dinner for approximately 30 to 40 students who do not consume rice. The contractor shall provide fresh and adequate quantity of Chapatis to such students as part of the regular mess service.
15. Paneer/Mutton served shall not be less than 80 grams per student.
16. Only fresh seasonal vegetables shall be used. **Use of canned/packaged, frozen or preserved vegetables/food items shall not be permitted** unless specifically approved by the Mess Committee.
17. The Contractor shall deploy sufficient trained manpower for cooking, serving, washing utensils, housekeeping and sanitation.
18. The Contractor shall maintain all kitchen equipment, utensils and mess infrastructure entrusted to him in good working condition.
19. The Contractor shall strictly adhere to the approved weekly menu. No alteration in menu, quantity, quality or approved brand of raw materials shall be made without prior written approval of the Mess Committee.
20. Mess Charges should not be applicable during officially declared major festival holidays, Summer vacation, Winter Vacation and other main college periods.
21. Either party may terminate the Contract by giving one month's prior written notice. However, the College may terminate the Contract immediately without notice in cases involving:
 - food adulteration;
 - food poisoning;
 - fraud;
 - submission of false documents;
 - blacklisting;
 - abandonment of services;
 - repeated poor performance;
 - breach of statutory provisions; or
 - any other material breach of the Contract.



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22. The Contractor shall not discontinue services during festivals, public holidays, vacations or any other occasion unless specifically permitted by the College.
23. The Contractor shall maintain adequate stock of food materials, LPG, utensils, crockery and other equipment sufficient to cater to 150 students at any point of time.
24. The Contractor shall deploy only medically fit personnel having valid police verification. Identity cards shall be issued to all workers.
25. Workers deployed by the Contractor shall not enter hostel rooms except with prior authorization. The Contractor shall be responsible for any misconduct or loss caused by his employees.
26. The College reserves the right to require replacement of any worker found unsuitable. The Contractor shall comply within 24 hours.
27. The Contractor shall comply with all applicable provisions relating to:
 - FSSAI
 - GST
 - Labour Laws
 - Minimum Wages
 - EPF
 - ESI
 - POCSO
 - POSH
 - Fire Safety
 - Municipal Rules
 - Environmental Regulations
28. The Contractor shall ensure proper storage of cooked and uncooked food. In case of food poisoning attributable to the Contractor, he shall be solely responsible for all legal, medical and financial consequences.
29. The Mess/Hostel Committee or any officer authorized by the Principal may inspect the kitchen, dining hall, raw materials, records and food preparation process at any time without prior notice. The Contractor shall extend full cooperation during such inspections.
30. In the event of any deficiency, negligence, breach of contractual obligations, violation of food safety norms, or unsatisfactory performance noticed by the Mess Committee or any authorized officer of the College, the Competent Authority may impose a penalty of up to **₹20,000/- (Rupees Twenty Thousand only)** depending upon the nature and gravity of the lapse.
Repeated violations or persistent unsatisfactory performance shall constitute sufficient grounds for termination of the Contract, forfeiture of the EMD and such other action as deemed appropriate.
31. The Successful bidder shall submit performance guarantee of Rs 50000/- Rupees Fifty Thousands Only in the shape of CDR favouring Principal SP College within 15 Days from the award of the contract
32. The Contractor shall not assign, transfer or sublet the Contract without prior written approval of the College. Any violation shall result in termination of the Contract.



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33. The Contractor shall maintain proper and up-to-date records relating to student meals and attendance, workers' attendance, procurement and stock of raw materials, food preparation, cleaning and sanitation, pest control, complaints, and statutory compliance. Such records shall be produced for inspection whenever required by the College or any officer or authority authorized for the purpose.
34. Water charges of ₹1,000/- per month shall be payable by the Contractor.
35. The Contractor shall pay a Licence Fee of ₹2,000/- per month on or before the 5th day of every month during the contract period.
36. The Contractor shall indemnify and keep indemnified the College, its officers, employees, and representatives against all losses, damages, claims, liabilities, costs, penalties, proceedings, or expenses arising out of:
 - breach of any contractual obligation;
 - violation of statutory provisions;
 - negligence or misconduct of the Contractor or its employees;
 - food poisoning or contamination attributable to the Contractor;
 - infringement of any applicable law; or
 - damage to the property of the College or third parties.
37. If, at any stage, it is found that the Contractor has furnished false information, forged documents, suppressed material facts, or attempted to influence the tender process by fraudulent or unethical means, the College shall have the right to reject the bid or terminate the Contract forthwith, forfeit the EMD/Performance Security, and initiate appropriate legal action, including debarment from future tenders.
38. The Contractor and its employees shall maintain complete confidentiality regarding all information, records, and activities of the College that may come to their knowledge during the execution of the Contract and shall not disclose such information to any third party without prior written approval of the Competent Authority.
39. No amendment or modification of the Contract shall be valid unless made in writing and duly approved by the Competent Authority. The College reserves the right to issue clarifications or amendments to the Tender Document before the last date of submission of bids. Such amendments shall form an integral part of the Tender Document and shall be uploaded on the official e-Procurement Portal and the College website.
40. Any matter not specifically provided for in this Tender Document shall be governed by the applicable provisions of the General Financial Rules (GFR), 2017, the applicable Government procurement guidelines, and other statutory provisions in force.

Contact Information

For any queries or clarifications, please contact:

1. Hostel Warden Sri Pratap College
2. Convener Hostel Advisory Committee, Sri Pratap College