# Tender Document For Annual Contract for providing Canteen Services

Tenders are invited from reputed Vendors / Contractors /

Firms / Proprietorships / Cooperative Societies /

Companies / Individuals

for providing Canteen services

at the Campus of Sri Pratap

College M. A Road Srinagar

visit: <a href="https://spcollege.edu.in/">https://spcollege.edu.in/</a> https://jktenders.gov.in

Last date to apply: 27.06.2025 at 06:00 PM

#### **SRI PRATAP COLLEGE**

Tender id: 08 of 2025

#### M A ROAD SRINAGAR

e-tender Notice No. SPC/865

Notice inviting e tender for running of student friendly Canteen services at Sri Pratap College
M.A Road Srinagar

1.	Scope of Work	Running of student friendly Canteen services at Sri Pratap College M.A Road Srinagar	
2.	Cost of Bid Document	Bank Draft of Rs. 1000 /- (Rupees One Thousand only) drawn on any Nationalized Bank favoring Principal S.P College (Non-Refundable)	
3 .	Date of publishing of e- Tender	17-06-2025	
4 .	Date of start of bid Submission	17-06-2024	
5.	Last date & time for upload/ submission of bids and submission of hard copies	27-06-2024	
6 .	Date of opening of Technical Bid (online)	28-06-2024	
7.	Date of opening of Financial Bid	Will be communicated to bidders who qualify Technical Stage	
8 .	Bid Security (Earnest Money Deposit)	5000 (Five Thousand Rupees) Refundable	
9.	Canteen Rent	CDR / FDR amounting Rs. 40000/- Rupees Fourty Thousands Only)	
1 0.	<ul> <li>i. Bidders who fulfil the requirements as mentioned in this Tender Document shall be eligible to apply.</li> <li>ii. The Bid can only be considered for evaluation after the deposition of original EMD at SP College Srinagar. In case of Non- Receipt of EMD, the Bid shall out rightly be rejected.</li> <li>iii. Bidder can upload documents in PDF format only.</li> </ul>		
1 1.	<ul> <li>i. CDRs/ FDRs on a/c of EMD and Tender Fee</li> <li>ii. PANCard</li> <li>iii. Certificate of GST Registration</li> <li>iv. Food Safety Registration Certificate</li> <li>v. Affidavit</li> <li>vi. Technical Bid Proforma</li> </ul>		
12.	Place of opening of bids online	Office Chamber of Principal S.P College M. A Road Srinagar	
13.		Annexure-A: General Terms and Conditions Annexure-B: Technical Bid Proforma Annexure –C: Proforma for Affidavit Annexure –D: Menu/ rate list of permissible items	

Sri Pratap College M. A Road Srinagar-190001

Notice inviting e tender for running of student friendly Canteen services at Sri Pratap College

M.A Road Srinagar

For and on behalf of Sri Pratap College M. A Road Srinagar, e-Tenders are invited for running student

friendly Canteen Services at Sri Pratap College M. A Road Srinagar, Srinagar for ordering and

maintaining necessary food service supplies, selling food items. The detailed Eligibility conditions,

Terms and Conditions of the contract are given in Annexure-A. The rates are to be quoted as prescribed

in BOQ.

Complete Tender Document can be downloaded from the Sri Pratap College M. A Road Srinagar

website <a href="http://spcollege.edu.in">http://spcollege.edu.in</a>. Information on issuance of Corrigendum, if any, related to this Tender

shall also be available on the same website. The submission of e-Tenders shall be done through

www.jktenders.gov.in

NIT of e-Tender shall be Two Stages, First is Technical Bid (Documents) and second is Financial Bid

(BOQ). Bids shall be accepted only in online mode on and through www.jktenders.gov.in.

Bid Security/ Earnest Money Deposit (EMD) of Rs. 5000 /- (Rupees Five Thousand and only) has to

be submitted along with Technical Bid in the form of CDR/FDR drawn on any Nationalized Bank in

favor of Principal, Sri Pratap College M. A Road Srinagar. Bid Security shall be valid for a period of

45 days beyond the final bid validity period. In case EMD is submitted late or not submitted at all, the

bid shall be considered unresponsive and incomplete and shall be instantly rejected.

Bid Securities (EMD) of the unsuccessful bidders shall be returned to them at the earliest after expiry

of the final bid validity and on or before the 30th Day after the award of Contract latest All the

documents forming part of Technical Bid including Original EMD and Tender Fee shall be placed in

one Envelop superscripted with "Tender for running of Canteen at Sri Pratap College.

The Sri Pratap College M. A Road Srinagar, reserves the right to cancel any / all the bid(s)/ tender at

any time / stage or relax/ amend/ withdraw any of the terms and conditions contained in the Tender

Documents without assigning any reason thereof. Any query, after submission of the Bid by the firms,

shall not be entertained. In case of withdrawal of Bid by the successful firm, the EMD shall be

forfeited.

Principal

**SP College Srinagar** 

*No.SPC/865* 

Date:17-06-2025

#### Annexure- A

### A. ELIGIBILITY, TERMS & CONDITIONS, EVALUATION OF BID A1. ELIGIBILITY CONDITIONS

Following bidders/firms will be eligible to submit the bid

The bidder must be presently operating a cafeteria/ canteen or any other unit of similar nature in Jammu & Kashmir and having all documents regarding registration of the unit including FSSAI registration certificate.

#### A2. General terms & conditions

- 1. Person signing the Bid or other documents connected with Tender must clearly write his/ her name and also specify the capacity in which signing. The tender document must be filled in neatly and clearly. Incomplete, ambiguous or conditional Tenders shall be out rightly rejected.
- 2. The rates must be written in figures as well as in words. Erasing and overwriting in the rates quoted will make the tender void.
- 3. Sri Pratap College M. A Road Srinagar reserves the right to reject any or all the Tenders without assigning any reason thereof.
- 4. The successful tenderer shall have to enter into an Agreement with the Sri Pratap College M. A Road Srinagar before taking possession of the Canteen and commencement of the Canteen work.
- 5. The firm shall ensure that raw material used for cooking is of very good quality, safe for human consumption and conform to the standards laid down by the Government in this regard from time to time. In the event of any food poisoning/ contamination, the firm shall be fully responsible and liable to other penal actions under the respective laws. The firm shall ensure proper sanitation/ hygienic conditions in the premises and deploy person/s free from infectious diseases other diseases apart.
- 6. The firm shall be responsible for compliance of the Labour Laws in respect of personnel employed by them. The firm shall be the employer for his/her workers and the College shall not be held responsible fully or partially for any dispute that may arise between the firm and its workers.
- 7. The electricity facility to the unit shall be provided by the SP College M A Road Srinagar and charges as per meter reading shall full be borne by the Licensee (Tenderer).
- 8. The Licensee shall pay Water Rs.3000/ yearly to the College.
- 9. All utilities including quality kitchenware etc. shall be arranged by the contractor/ licensee/ tenderer alone.
- 10. The agreement/ contract has to be signed within seven (7) days of issuance of Letter of Intent with

- the Sri Pratap College M. A Road Srinagar. Bid Security (EMD) of the Successful Bidder will be retained by the Licensor (Sri Pratap College) and refunded only after the successful completion of contract.
- 11. The firm shall be responsible for verifying antecedent of the persons deployed by them and a certificate to this effect shall be provided by the firm to Sri Pratap College M. A Road Srinagar in respect of each of his/ her staff member.
- 12. The Contractor shall ensure proper conduct of his personnel in campus, and enforce prohibition of consumption of alcoholic drinks, Paan, smoking, loitering without work etc.
- 13. The workers of the Canteen shall vacate the premises of the building every day after the work is over and they shall not be allowed to stay in the campus, in Canteen premises or otherwise utilize it in any other way after the working hours, unless their services are required to meet any exigencies (to be separately communicated by the Principal SP College on case to case basis.
- 14. The eatables shall be served in most hygienic, neat and clean utensils and the Canteen staff must be in proper uniform at all times.
- 15. The selected firm can sell only those items (student friendly) and at the cost as are given in to this document.
- 16. There shall be a complete ban on use of single use plastic in all operations of Canteen. Use of other disposables may be discouraged.
- 17. The approved price of the eatables shall be prominently displayed at the counter/ Notice Board in Canteen preferably on a 3 ft x 4 ft flex Banner. Also Menu pamphlets shall also be made available in the Canteen, copy of which shall have to be provided for ADMIN Section for necessary action.
- 18. Watch and Ward, security and cleaning of Canteen shall be the responsibility the tenderer/ firm. The garbage of the Canteen shall also be disposed off by the firm on daily basis. The firm shall ensure cleanliness of the Canteen all the time.
- 19. The firm (successful tenderer/ agency) shall be responsible for all damages or losses of College's property and will be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by natural calamity.
- 20. It shall be the sole responsibility of the firm to obtain and keep ready necessary License/ permissions from various Government Bodies for running catering services and produce the same before the concerned authority as and when asked for. An undertaking to this effect has to be given by the firm.
- 21. Liability/ responsibility in case of any accident causing injury or death to any Canteen worker(s) or any of their staff shall be of the firm solely. College shall not be responsible by any means in such cases.
- 22. The firm shall maintain the details of all its employees/ workers and a list of such employees along

with their details shall be provided to the College in the prescribe proforma.

- 23. The firm shall be responsible for payment of wages/ salaries and social security dues of all such employees. A bi-annual certificate to this effect shall be submitted by the firm certifying all such dues such as PF, ESI etc have been paid for their employees.
- 24. The item rates quoted should be genuine. If any tenderer quotes unreasonably low rates with the intent to manipulate the overall bid price, such a tender will be outright rejected.

## 22. The Canteen shall operate from 9 AM to 4:00 PM on working days and shall depend on the requirement of the Principal.

- 1. The Firm would be required to use only ISI/ Agmark/ Food grade products and as per FSSAI norms.
- 2. The Firm shall not use the Canteen premises for any other activity except for the purpose for which it has been provided for by the College.
- 3. The firm shall not stock any inflammable or otherwise dangerous material, goods, narcotics or drugs etc. in any part of the allotted space which are hazardous to the property/ banned under law.
- 4. The firm shall be personally responsible for conduct and behavior of its staff. If it is found that the conduct or performance of any person employed by the firm is unsatisfactory, the firm shall have to remove the concerned person and engage a new person within 48 hours of intimation by College. The decision of the College's designated officer in this regard shall be final and binding on the firm.
- 5. College reserves the right to cause inspection by Canteen Committee to inspect the quality of raw material, food and other items prepared and sold in the Canteen. Any defect(s) pointed out by the Canteen committee during their inspection shall be properly attended to by the firm. Committee of College officers will carry out necessary quality checks on routine basis.
- 6. The firm shall issue electronic receipts/ vouchers and also accept digital payments. The firm shall install a desktop, monitor and printer of its own for this purpose.
- 7. The firm shall submit the bills of items supplied to officers/ in meetings on event/ meeting basis for timely release of payments.
- 8. The rent for the canteen has been fixed at ₹40,000 per year (inclusive of 18% GST). Interested bidders are deemed to have accepted this non-negotiable rent, which must be paid in a single installment within five days of the issuance of the allotment order.

#### 2.3 Selection Method

The canteen will be licensed to the bidder quoting the overall lowest price in the BOQ. However, in the event of a tie, the license may be awarded through a negotiation process.

#### A.3 Evaluation of Technical Bid:

The Technical bid of the bidders shall be evaluated on the basis of conditions laid down in the notice and documents asked for in the notice.

#### A.4 Evaluation of Financial Bid:

Financial bid would be evaluated on the basis of Aggregate Price of all items quoted by bidder for Canteen.

#### B. Amenities to be provided by the college

- College shall provide space to the firm for running the Canteen against the rent. However, contractor/ firm shall bear the damage, if any, to the facility/ site by him or his workers. The interested parties may visit the campus to see the Canteen site. The space being limited, the successful bidders shall also arrange ready to use items for serving at the Canteen.
- 2 All the charges viz Electricity charges, water charges, gas, sanitation cess etc. shall be borne by the Firm.

#### C. Payments

- 1. The payment in respect of official hospitality bills of College Departments shall be released soon after submission of bills by the firm.
- 2. In event of any query, objection, delay or dispute with regard to any bill or a part thereof, no interest will be paid by College for late payment(s).

#### D. Validity of contract

- 1. The contract for Canteen Services shall remain valid One Year. For premature termination of the agreement, one month intimation from the either side shall be required in writing and the firm shall have to vacate the premises as per the directions of the College.
- 2. College reserves the right for the termination of the contract at any time by giving one month notice if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will

be recovered by the College from Performance Security or pending bill or by raising a separate claim. However, the Agreement can be terminated by the firm by giving two months' advance notice. If the agency fails to give two months' notice in writing for termination of the Agreement then two months payment will be charged.

3. If the College is not satisfied with the quality of eatables served, or behavior of the firm or his/ her employees, the firm shall be served with 24-hour intimation to improve or rectify the defect(s), failing which College will be at liberty to take appropriate necessary steps as deemed fit which includes eviction within seven (07) days.

#### E. Penalty

- 1. In case services are found to be unsatisfactory or there is breach of any of the clause of terms and conditions, the contract is liable to be terminated at one month's notice resulting in the forfeiture of Performance Security.
- 2. In the event of violation of any contractual or statutory obligations, by the firm, it shall be held responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the College by any individual, agency or Government Authority due to acts of the firm, the firm shall be liable to compensate such claims or damages to College. As a result of such undesirable acts of the firm, if College is asked to pay to such individual, agency or Government Authority, the firm would be required to reimburse such amount to the College or College reserves the right to recover such amount from the payment(s) due to the firm while settling its bills or from the amount of Performance Security of the firm lying with College.
- 3. If the Contract is terminated by the firm without giving stipulated period of notice or fails to observe the Terms and Conditions of the Tender, Letter of Award for the Contract and the Agreement signed by the Firm with College, the Performance Security shall be forfeited without prejudice to the College's right to proceed against the firm for any additional damages that College may have or suffer as a result of the breach of the aforesaid Terms and Conditions.
- 4. College reserves the right to impose a penalty (to be decided by the Canteen Committee) to the firm for any serious lapse in maintaining the quality and the services willfully or otherwise by the firm or its staff or for any adulteration.

#### G. JURISDICTION

1 In case of any disputes arising between the College/ bidder/ successful bidder, the same shall be put forth before Canteen Committee headed by Principal whose decision shall be final and binding on both the parties.

#### Technical Bid Proforma- Annexure B

1.	Name of the firm as per Registration Certificate	
2.	Complete Postal Address of the Firm	
		Land mark:
		Pin Code:
3.	Company Profile	
a)	Legal Status (Individual/ Proprietary/ Partnership/ Limited	
	Company or corporation)	
b)	Has your company/ firm ever changed its name any time?	
	If so, the earlier name and the reason thereof.	
c)	Have you or your company ever required to suspend	
	canteen/ Catering service for a period of more than 0 2	
	months continuously after you commenced the catering	
	service? If so, give details of the contract and reasons	
	thereof.	
d)	Have you or your constituent ever left the contract	
	Awarded to you incomplete? If so, give details of the	
	contract and reasons for not completing the contract.	
4.	Name, Designation and Landline Nos of the contact	
	person, Fax Nos and e-mail address	
5.	Year of the commencement of catering/ cafeteria	
	business	
6.	Statutory details (photocopy to be uploaded)	
	a) PAN	
	b) GST Registration certificate	
	c) Labour Department Registration (Shops & Establishment Registration)	
	d) Food Safety Reg. No. (FSSAI)	

#### **Guidelines for Submission of Tender**

- 1. The Terms & Conditions should be carefully read before filling up the document. Incomplete Tender Documents will be rejected.
- 2. Before submitting the tender, details of documents to be attached may be verified from the Check List/ compliance sheet of the Tender Document.
- 3. Hard copies of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender.
- 4. Tender shall be uploaded through <u>www.jktenders.gov.in.</u> only. If submitted in any other manner, the same shall be summarily rejected.
- 5. Tenders received without the prescribed Earnest Money Deposit (EMD) or tender fee shall be rejected.
- 6. Bid Security should valid for a period of 45 days beyond the final bid validity period.
- 7. Person signing the bid or other documents connected with tender must clearly write his/ her name and also specify the capacity in which signing. The College reserves the right to reject any or all the tenders without assigning any reason.
- 8. The College reserves the right to change any condition of the tender before opening of the Technical Bids.
- 9. The successful bidder shall have to enter into an agreement with the College before taking charge of the Canteen and commencement of the Canteen work.
- 10. Canvassing in any form will make the tender liable to rejection. Conditional tender will not be accepted and will be rejected outrightly.
- 11. The item rates quoted should be genuine. If any tenderer quotes unreasonably low rates with the intent to manipulate the overall bid price, such a tender will be outright rejected.
- 12. The Firm shall use only high quality/ branded material for preparation of items. The permissible brands of various items are given in Annexure-D.

# Annexure C Undertaking Proforma for Affidavit (to be attested by 1st Class Magistrate)

T

, police station		Pin			
<del></del>					
Contractor or partner or sole proprietor of t					
	(Contractor or partner or sole proprietor of firm) undertake on oath as under:				
I/ my firm/ company is not blacklisted by any Union/ UT Govt. organization.					
No individual/ firm/ companies blacklisted	by the Union/ UT Govt.	or any partner or share			
nolder thereof, have any connection directly	or has any subsisting interest	t in business of my firm.			
Neither I nor my partners are involved/ cor	victed in any criminal case	economic offence and			
no criminal case/ economic offence is pend	ing against me or my partne	er in any court of Law			
registered with police.					
/ we hereby certify that the information pr	ovided by me/ us is correct	and all the documents			
attached with the technical bid are genuine	and valid as on date. I/ we	further state that I/ we			
nave read and understood the terms and con	ditions mentioned in the ten	der document.			
If I fail to abide the terms and condition me	ntioned in the tender docum	ent, I give rights to the			
College to forfeit the earnest money/ perfo	ormance security and whate	ever action the College			
authorities deem appropriate, they are at libe	erty to take action.				
		Deponen			
ed:					
	no criminal case/ economic offence is pend registered with police.  / we hereby certify that the information protatached with the technical bid are genuine have read and understood the terms and conf I fail to abide the terms and condition me College to forfeit the earnest money/ performation deem appropriate, they are at liberation of the condition of the cond	/ we hereby certify that the information provided by me/ us is correct attached with the technical bid are genuine and valid as on date. I/ we have read and understood the terms and conditions mentioned in the tender of I fail to abide the terms and condition mentioned in the tender docume. College to forfeit the earnest money/ performance security and whate authorities deem appropriate, they are at liberty to take action.			

I/ we do hereby solemnly declare and affirm that the above declaration is true and correct to the

best of my knowledge and belief. No part of it is false and it conceals nothing.

Deponent

#### Annexure D 'All items are included in BoQ' **Rate List**

### (List of Approved Eatable items to be sold in the College Canteen)

S. No	Name of the Item	Quantity	Quality
1.	Tea	1 Cup (Min 100 ml)	Taj Mahal, Red Label, Tata, Girnar
2.	Dip Tea	1 Cup (Min 100 ml)	Taj Mahal, Red Label Tata, Girnar
3.	Kahwa Zafrani	1 Cup (Min 100 ml)	Kashmiri Safron
4.	Coffee	1 Cup (Min 100 ml)	(Nescafee, Bru)
5.	Samosa/Muthi	1 No. (75 gm)	
6.	Cake	(1/6)	Butter Cake good Quality
7.	Plain Bread	1 Slice	
8.	Vegetable Patties	1 No.	
9.	Plain Toast	1 No.	
10.	Butter Toast	1 No.	
11.	Patantha (Onion/Potato)	1 No.	
12.	Boiled Egg	1 No.	
13.	Egg Omelet with Slice & Ketchup	Double	
14.	Veg Sandwich	2 Slice	(Whole wheat Branded Bread)
15.	Chicken Biryani	(Half) with 1/8 Chicken 250gm	
16.	Chicken Biryani	Full with 1/4 Chicken	
17.	Chola Puri	(2 Puri + Chola)	
18.	Kabab	1 No.	Mutton
19.	Plain Naan	1 No.	
20.	Fried Rice (vegetable)	(Half) 250gm	
21.	Fried Rice (vegetable)	Full 500gm	
22.	Fried Rice (Chicken)	(Half) 250gm	
23.	Chicken Kanti	(10 PCS)	
24.	Chicken roll	1 No.	
25.	Vegetable Roll	1 No.	
26.	Spring roll	1 No.	
27.	Momos (Steam/Fried)	1 Plate (10 pcs)	
28.	Chicken Burger	1 pc	
29.	Vegetable Burger	1 pc	
30.	Bread Pakoda	1 pc	
31.	Chicken Patti	1 pc	
32.	Mango Shake 250 ML	1 glass	
33.	Banana Shake 250 ML	1 glass	
34.	Onion/Aloo Pakoda	1 place 100 gm	
35.	Packed Items		eam, Cake, Dal, Bread (Branded)

Signature valid

Digitally signed by BASHIR AHMED SHEIKH
Date: 2025.06.17 11:05:11 IST
Location: Jammu and Kashmir-JK