



# GOVT. S.P.M.R. COLLEGE OF COMMERCE JAMMU

DEPARTMENT OF HIGHER EDUCATION  
GOVT. OF J & K (U T)

## TENDER DOCUMENT FOR RUNNING COLLEGE CANTEEN AT

GOVT. S.P.M.R. COLLEGE OF  
COMMERCE, CANAL ROAD, JAMMU-  
180002

(A CONSTITUTENT COLLEGE OF CLUSTER UNIVERSITY OF JAMMU)

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## **TENDER NOTICE**

For and on behalf of Hon'ble Lt. Governor of U.T. of Jammu & Kashmir, Principal, Govt. SPMR College of Commerce, Jammu invites tenders from the registered/specialized/reputed contractors who have at least five years satisfactory experience of running the Canteen service in a large reputed Educational Institution/ State/ Central Govt. organization/ PSUs or reputed industrial houses or reputed private companies for running College Canteen at Govt. SPMR College of Commerce, Jammu as per the detail given in the tender document which can be downloaded from the college website ([www.spmrcollege.org](http://www.spmrcollege.org)).

The sealed tender must reach this College within ten (10) days from the date of publication of this tender notice along with CDR of Rs. 10,000/- (Ten Thousand Only) pledged to Principal, Govt. SPMR College of Commerce, Jammu. Conditional, incomplete and ambiguous tenders shall be straightaway rejected. The undersigned reserves the right to accept or reject any or all the tenders before or after opening without assigning any reason thereof.

Sd/-

**Principal  
Govt. SPMR College of Commerce  
Jammu**

## **ELIGIBILITY CRITERIA OF THE BIDDER**

1. Bidder/Firm/Agency/Contractor should be registered with U.T. of J&K/ India or should be public sector organization. Certificate of registration should be furnished regarding this.
2. The Bidder/Firm/Agency/Contractor should not have been blacklisted/ debarred in the past by any Govt. Organization/PSU/ Private institution of the country and there is no vigilance/any other investigating agency case pending against the firm/supplier. The bidder should submit an affidavit on e-stamp paper that the bidder/ firm has not been blacklisted / debarred / prohibited by any State / Central Government Department / Organization/Institution.
3. The Bidder/Firm/Agency/Contractor must have a GST Number. Enclose copy of certificate of Registration under GST. In addition to this Firm/ Contractor should have a valid PAN/TIN/Service Tax Registration as per law.
4. Bidder/Firm/Agency/Contractor should have Trade License for running of private mess from competent authority recognized by FSS Act, 2006.
5. The Firm/ Agency/ Contractor should have a cumulative turnover of Rs 3,00000 for the last 03 consecutive years. Sporting Documents (Balance Sheet/ Return File) should bare the endorsement and seal of the firm. The Balance Sheet should have been audited by a Chartered Accountant.
6. Bidder/Firm/Agency/Contractor must be registered with Labour Department.
7. The minimum monthly rent shall be Rs.7000/- (Rupees Seven thousand only) inclusive of water charges. Electricity charges shall be borne by the Contractor himself as per consumption.

## **General Information and Instructions**

1. The Bidder/Firm/Agency/Contractor shall carefully examine the terms and conditions before submitting his/ her tender.
2. Within 07 days of the award of Contract by the College, the successful Bidder/Firm/Agency/Contractor shall be required to enter into a formal agreement.
3. The Principal Govt. SPMR College of Commerce, Jammu reserves the right to reject any or all the tenders, either whole or in part without assigning any reasons.
4. The tender document should be signed by the Bidder/Firm/Agency/Contractor on each page.
5. Incomplete and Conditional tender will be out rightly rejected.
6. The tenders submitted by the Bidder/Firm/Agency/Contractor will be opened by the College Canteen committee in the office chamber of the Principal, Govt. SPMR College of Commerce, Jammu in presence of the Tenderers /representatives who wish to remain present in the tender opening process. The date and time of opening of tenders will be communicated separately.
7. Any dispute arising out of this shall be referred to the Administrative Department (Higher Education of J&K Govt.), whose decision shall be final and binding upon both the parties.
8. The legal Jurisdiction shall be the Hon'ble Courts of the J&K UT at Jammu.
9. The successful Tenderer shall be responsible for running the canteen strictly in accordance with the contract and terms and condition mentioned in tender document. Deviation, if any, can lead to blacklisting of the Contractor/ Firm/ Agency.
10. The successful contractor shall have to abide by the standard terms and conditions of the NIT and also as laid down in the J&K Book of Financial rules/codes and the conditions as per the contract.
11. Any other condition that is not indicated here can be incorporated in the contract.

## **STANDARD TERMS AND CONDITIONS FOR RUNNING OF CANTEEN/ KIOSK:**

1. These terms and conditions shall become the part of formal agreement between College and the firm allotted Canteen/ Kiosk.
2. The agreement shall remain in force for a period of one year from the date of allotment after which the allottee has to vacate the premises unless the agreement is sooner terminated. The Contract may be renewed for a further period of 01 year provided service of licensee is to the satisfaction of the Canteen Committee of the Institution without any default in payment of license and electricity charges.
3. The firm should have 05 years satisfactory experience of running the Canteen/ Kiosk service with a capacity to serve at least 200 students per day in a large reputed Educational Institution / State/ Central Govt. organization/ PSUs or reputed Industrial houses or reputed private companies. The documentary evidence like award letter and performance certificate or recommendations for the institutions shall also have to be submitted.
4. Quality of the food items and their freshness shall be ensured in the canteen by the Canteen Contractor. It would be responsibility of the firm/ contractor to maintain proper hygienic conditions and cleanliness, place dustbins in and around the canteen, and also keep the surrounding area neat and clean along with disposal of garbage.
5. In case the firm fails to provide quality service and food, he shall be liable for medical expenses/ compensation charges to the Institution as per the decision of the competent authority besides forfeiture of the performance security without prejudice to any legal action which may be taken against him as stipulated under section 23 of FSSAI Act. Contractor shall be responsible for all consequences emanating from the sale of substandard and stale food items.
6. Successful Bidder shall be required to submit the performance security at the rate of Rs. 10,000/- in the shape of the Cash Deposit Receipt (CDR) pledged to Principal Govt. SPMR College of Commerce, Jammu. EMD shall be refunded to the successful bidder on receipt of performance security. The security deposit is refundable on termination of lease without interest within 01 month from the date of termination/ expiry after deducting all dues against the lease.
7. The firm having allotted the Canteen/ kiosk may not approach any court of law for redressal of his/her grievance (if any) before exhausting all such avenues available in the College administration and shall submit an affidavit to this effect.
8. The rates, quality, and quantity of food items will be monitored by the College Canteen Committee and the rate list of the approved items for the sale shall be displayed only after duly approved by the Canteen Committee.
9. The rates shall not be increased without prior permission of the Canteen Committee.
10. The firm should have a Goods and Services Tax Identification Number (GSTIN) and also a valid PAN/ TIN/ Service Tax Registration as per law.
11. Firm should not have been blacklisted/ debarred by any Govt. Organization/ PSU. Certificate to this effect should be included in the Technical Bid.

12. The minimum monthly rent shall be Rs.7000/- (Rupees Seven thousand only) inclusive of water charges. Electricity charges shall be borne by the Contractor himself as per consumption.
13. There will be an enhancement of rent @ 10% per annum (if extension is given only for one year).
14. Advance rent will be deposited before the 10<sup>th</sup> day of on suing month.
15. The firm should have a cumulative turnover of Rs 3,00,000 for the last 03 consecutive years. Supporting Documents (Balance Sheet/ Return File) should bare the endorsement and seal of the firm. The Balance Sheet should have been audited by a Chartered Accountant.
16. The Contractor shall not sublet the Canteen contract. Subletting the contract and unauthorized closure of the canteen for more than three days shall invite cancellation of the contract.
17. Any illegal activities in and around the Canteen such as consumption and sale of drugs, alcohol, smoking etc. shall invite cancellation of the contract.
18. Canteen timings shall be from 9.00 am to 5.00 pm and it may be extended during examinations or any other event/ days as directed by the Principal of the College.
19. The College Canteen Committee will pay frequent visits for spontaneous checking at any time to check the quality and freshness of food items and cleanliness of the canteen.
20. Water purifier shall be installed in the canteen.
21. The canteen shall function in a pollution-free atmosphere. Use of Polythene and plastic bags is not allowed in the Canteen.
22. Separate seating arrangement for the faculty members shall be provided in the canteen.
23. Workers of the canteen shall be in proper uniform maintaining personal hygiene. Workers should be in possession of valid Id cards issued by the Principal of Concerned College.
24. Indian child labour act shall be strictly observed.
25. Nutritious food items should be provided in the canteen with a ban on Junk food to promote a healthy lifestyle among students.
26. Music system/ loudspeakers / DJs are strictly prohibited in the college canteen.
27. Approved Firm Contractor should start canteen within seven days after approval of his/her tender failing which the chance will be given to L2 with negotiation on L1 rates. In case of disagreement of L2 for L1 rates, L3 & L4 and so on shall be invited for negotiation at L1 rates, failing L2 shall be awarded the Contract.
28. Approved firm Contractor should deposit Character Certificate from the concerned Police Station of his residence.
29. Advance Payment of 03 (Three) month rent as quoted in the tender notice shall be deposited by the contractor to whom the tender is allotted.
30. The successful party shall also deposit a security of Rs.75,000/- (Rupees Seventy Five Thousand only ) which can be forfeited in case of any default on the part of the contractor. The amount to be forfeited shall be decided by the concerned College Canteen Committee

31. It is imperative for canteen operators to obtain a license and fulfill all the responsibilities of a Food Business Operator (FBO) as stipulated under Section 23 of the Food Safety and Standards Act, 2006. As prescribed under Section 31 (1) of FSS Act, 2006, no person shall commence or carry on any food business/ activity except under a license. Therefore, Food Business Operators (FBO's) engaged in Catering Units are under obligation under FSS Act, 2002 to not only obtain FSSAI license but also to follow the General Hygienic and Sanitary Practices (GHSP) as stipulated in Part V of Schedule 4 of FSS (Licensing and Registration of Food Businesses) Regulations, 2011.
32. The agreement will automatically terminate on expiry of the period of agreement and the lessee will hand over the space to the Institution immediately in the same conditions in which they had taken the space originally.
33. Govt. SPMR College of Commerce, Jammu will provide only space for the installation of temporary/ prefabricated structure which is to be removed/ dismantled on expiry of agreement or at the time of termination. All the expenditure incurred for the installation of this temporary structure shall be borne by the Contractor himself.
34. The furniture, fixture and other equipment shall be provided by the firm contractor.
35. As the list and rates of items to be sold in the canteen and the terms & conditions have been finalized by the Cluster University of Jammu, so the Firm/ Bidder who accepts this in toto and offers highest rent to the Institution shall be eligible for the award of this contract/ agreement for running the canteen in the college.
36. In case of Kiosks, selection will made on the basis of higher rent. Rates of Articles in these Kiosks will be company approved.
37. The College Canteen Committee will inspect the overall functioning of the canteen from time to time and will give the report regarding the quality and standard of the food items provided to the students and staff under the supervision of Principal of the College.

## TENDER FORM

**FOR RUNNING THE CANTEEN/ KIOSK AT GOVT. S.P.M.R. COLLEGE OF COMMERCE, JAMMU**

1. Name of the Applicant: \_\_\_\_\_
2. Name of the Father / Husband: \_\_\_\_\_
3. Age: \_\_\_\_\_
4. Residential Address: \_\_\_\_\_
5. Telephone No. / Mobile: \_\_\_\_\_
6. E-mail: \_\_\_\_\_
7. Aadhar No. \_\_\_\_\_
8. Bank Account Statement (last six months): \_\_\_\_\_
6. PAN No.: \_\_\_\_\_
7. GST No.: \_\_\_\_\_
08. Earnest Money Deposit of Rs. 10,000/- vide Demand Draft No. \_\_\_\_\_ Date: \_\_\_\_\_
09. Experience: \_\_\_\_\_ (A separate sheet indicating the details may be enclosed)  
(Certificates issued by Principal / Competent authority to be enclosed)

Recent Passport Size Photograph
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### DECLARATION BY THE CONTRACTOR

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves to abide by terms and conditions.

Place:

Date:

(Signature & Seal of the Tenderer/Contractor)



## **DECLARATION – CUM – UNDERTAKING**

I/we declare that I/we shall abide by the terms and conditions of contract and will be held responsible for any damage caused to the College property.

I/we also abide by the decision of the Principal and College Canteen Committee of Govt. SPMR College of Commerce, Jammu.

### **I/we undertake that:**

- i) I/we will serve the items mentioned in the enclosed statement in good quality at the rates fixed and duly maintaining the quantity indicated therein, and a “MENU” will be displayed showing the details.
- ii) I/we will not serve the items other than those approved.
- iii) I/we will not use the canteen premises for any other purpose except for running of the Canteen and that I/we will keep the premises (inside and outside) clean and tidy.
- iv) I/we will not give scope for any sort of complaints either from Students / Staff or Customers.
- v) I/we will be fully responsible for proper upkeep and maintenance of the Canteen premises, Furniture, Fittings, Gas connections, Electrical appliances, etc.

Signature of the Applicant

Witnesses:

1) Name, Address and Signature: - \_\_\_\_\_

2) Name, Address and Signature: - \_\_\_\_\_

Place:

Date:

## **List of Eatable items in the College Canteen**

<b>S. No.</b>	<b>Name of the Items</b>	<b>Rate (in Rupees)</b>
01.	Tea (Regular 150 ml)	Rs 10 /-
02.	Dip Tea	Rs 12/-
03.	Lemon Tea (150ml)	Rs 12/-
04.	Tea Cardamom(150ml)	Rs13/-
05.	Juice	As per MRP
06.	Cold Coffee ( 200ml)	Rs 20/-
07.	Cold Coffee ( 300ml)	Rs 35/-
08.	Fresh Coconut Water	Rs 50/-
09.	Hot Tomato Soup ( 150ml)	Rs 12/-
10.	Cappuccino (150ml)	Rs 18/-
11.	Cappuccino Low Sugar (150ml)	Rs 18/-
12.	Cappuccino without Sugar(150ml)	Rs 18/-
13.	Black Coffee (150ml)	Rs 12/-
14.	Green Tea (150ml)	Rs 15/-
15.	Ice Tea (200ml)	Rs 20/-
16.	Hot & Sour Soup (150ml)	Rs 37/-
17.	Masala Tea ( 150ml)	Rs 13/-
18.	Mancho Soup (200ml)	Rs 37/-
19.	Veg Soup (200ml)	Rs 37/-
20.	Mineral water	As per MRP
21.	Hot Dog	Rs 20/-
22.	Hot Dog ( with Cheese)	Rs 20/-
23.	Bun Tikki	Rs 30/-
24.	01 Samosa with Chutni	Rs 12/-
25.	02 Mathi (small)	Rs 10/-
26.	01 Kachori ( Big size)	Rs 12/-
27.	01 Veg Petty	Rs 15/-
28.	01 Sandwich (Plain)	Rs 20/-
29.	01 Sandwich (Cheese)	Rs 25/-
30.	Butter Toast (2 slices)	Rs 10/-
31.	Fresh Fruit Seasonal (1 small bowl)	Rs 25/-
32.	Kalari Toast	Rs 35/-
33.	( 2eggs) Omelette with two slice Bread	Rs 30/-
34.	Boiled One Egg	Rs 10/-
35.	Doughnut	Rs 32/-
36.	Brownie	Rs 25/-
37.	Muffin/ Cup cake	Rs 32/-
38.	Biscuits Standard Brand	As per MRP
39.	Chocolate / Candy	as per MRP

40.	Bread Pakora Half with Stuffing	Rs 12/-
41.	Aloo Tikki with Chutney	Rs 27/-
42.	Veg Besan Pakora ( 100gms)	Rs 30 /-
43.	Plain Bread slice ( Two Piece)	Rs 10/-
44.	Chips	As per MRP
45.	Snacks ( salted/ sweet)	As per MRP
46.	Chat papdi per plate	Rs 30/-
47.	Paneer Patty	Rs 25/-
48.	02 Samosa Channa	Rs 23/-
49.	Paneer Pakora per plate( 200gm)	Rs 62/-
50.	Rajma with Rice	Rs 30/-
51.	Vegetable Fried Rice per plate	Rs 32/-
52.	Plain Dosa with Chutney Masala Dosa with Chutney	Rs 23/- Rs 32/-
53.	Channa Bhatura	Rs 40/-
54.	02 Puri with Channa	Rs 35/-
55.	Kadi Chawal	Rs 30
56.	Roti per piece	Rs 8/-
57.	Rice per plate	Rs 35/-
58.	Rajmash Rice per plate	Rs 41/-
59.	Kulcha per piece	Rs 11/-
60.	Veg Manchurian per plate 8 pieces	Rs 57/-
61.	Dry Mushroom per plate	Rs 76/-
62.	Garlic Bun	Rs 20/-

## **INSTRUCTION FOR SUBMITTING TENDER/ BID**

The Tender/ Bid shall be submitted in two sealed envelopes. In one envelope enclose all the required documents and write on the top of envelop “**Technical Bid**” and second envelop should contain “**Financial Bid**” and write on the top of envelop “**Financial Bid**”. **Envelop 3** (Master Envelop) should contain the **Technical Bid** as well as **Financial Bid** and super-scribed as ‘**Tender for Running College Canteen 2023**’ as below:

**SEALED COVER-1 (Technical Bid) should contain the following documents:**

1. Valid Registration Certificate of the Firm.
2. GST number certificate.
3. PAN Card/ TAN Number.
4. Income Tax Return of last year (2022-2023).
5. Experience Certificate of minimum 05 Years.
6. Cumulative Turnover of Rs. 300,000/- for the last three years (Balance Sheet).
7. CDR of Rs. 10,000/-
8. Tender Document duly signed and stamped by the bidder on each page.
9. Tender Form.
10. Bank Account Statement (last six months)
11. Affidavit that the bidder/ firm has not been blacklisted/ debarred/ prohibited by anyState/ Central Govt. Department/ Organization/ Institution.
12. Any other supporting document.

**SEALED COVER-2 (Financial Bid):** The Financial Bid shall be opened for those bidders only who shall qualify the Technical Bid.