



**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA**

(Established under the Himachal Pradesh Act No. 16 of 2016)

**HPNLU, SHIMLA CANTEEN TENDER DOCUMENT**

**Himachal Pradesh National Law University, Shimla**

## **GENERAL INSTRUCTIONS TO TENDERERS/BIDDERS**

1. Technical Bids along-with Earnest Money Deposit and tender fee, each in separate payments, in form of Demand Drafts from any scheduled bank, in favor of **‘The Registrar, HPNLU Shimla, payable at Shimla** and the supporting documents & Price bids **(Financial/Commercial bid)** in hard copy shall be received as per NIT (Notice Inviting Tender) in separate sealed envelopes. The bidders are required to submit the Technical and Financial Bids separately in the format enclosed. The bids in sealed **Cover-I** containing **"Technical Bid"** and sealed **Cover-II** containing **"Financial Bid"** (**comprising of rates for the items mentioned in Table 1 to Table 4 of this document**) should be placed in a **third sealed cover** super scribed **"Tender for Canteen Services"**. The main sealed cover containing technical bid as well as financial bids shall reach the Office of Registrar, Himachal Pradesh National Law University, Shimla 16 Mile Shimla-Mandi National Highway Ghandal District Shimla, Himachal Pradesh -171014 on or before scheduled date as per NIT(Notice Inviting Tender). Bids not accompanied with right amount of EMD and/or tender fee in the prescribed form are liable to be rejected.
2. All the pages of this tender document (except the price bid format) along with necessary supporting documents as applicable will form the technical bid. These pages should be duly filled. Each page of the bid document shall be stamped and signed by the bidder. The EMD and the tender fee shall be submitted alongwith Technical Bid.
3. **Technical Qualification :**
  - Minimum 03 years experience and completion certificate in the profession of running a canteen (especially in hill/cold areas) of any reputed University/Higher educational University/Govt. Organisation/ Semi Govt. Organisation/Private Organisation i.e.Hotel/Canteen Services.
  - The annual turnover of at least 10 Lakhs on an average during the last 3 financial years and submit the audited balance sheet and income tax and GST returns for the last 3 financial years i.e. 2020-21, 2021-22 and 2022-23 (Consortium and Joint Venture parties not admissible).
  - Registration with the food supply department from the last three years
  - Registration with the income tax department with PAN
  - GST Registration. alongwith returns (if applicable)  
(Note:- if the successful bidder happens to be from outside the state, the bidder is required to obtain the local GST)
  - Valid labour licence (if admissible).
  - The firm should have never been de-barred or black listed. Duly notarised affidavit in this regard must be attached.
  - Bank insolvency certificate is mandatory

4. The Price Bid/Schedule which (**comprising of rates for the items mentioned in Table 1 to Table 4 of this document**) should be duly filled, stamped and signed by the authorized signatory of the agency/firm/company and sealed in a separate envelope super scribing 'Price Bid for Providing Canteen Services at HPNLU'.
5. The technical bids shall be opened as per schedule placed at NIT (Notice Inviting Tender). The vendors who are short listed after qualifying technical bid will be intimated the date and time of opening of the price bids subsequently through proper means. The HPNLU reserves the right to reject any or all the tenders/bids without assigning any reason thereof.
6. **Evaluation Criteria of Commercial Bids:-**
  - Only technical qualified bid will be eligible for commercial evaluation.
  - The commercial evaluation will be carried on the basis of **Table 1 & 4** subject to agreement of the items/rate quoted in the **Table 2** which is mandatory for all the bidders for further evaluation. Further, the University will have the right for considering the **Table 3** for the evaluation/further negotiation if the difference between the financial bids received are of less margin.
  - The L1 thus arrive will be awarded the tender contract.
7. The tender for providing Canteen Services at HPNLU shall initially be awarded for a period of one year from date of award of contract. The contract awarded to the successful bidder will be executed in the form of an agreement on stamp paper duly signed by both the parties. However, the tender may further be extended further on mutual agreement subject to providing of satisfactory services by the firm to HPNLU duly executed on agreement. It may also be noted that the rates quoted by the firm (except the statutory payments), terms & conditions of the tender document shall remain unchanged during the currency of contract and extended period, if any.
8. For any query/Clarification, please contact the Registrar Office of HPNLU during office hours on working days (Contact no. 0177-2779803/9816546706) or e-mail your query to [registrar@hpnlu.ac.in](mailto:registrar@hpnlu.ac.in). Bidders are requested to seek all clarifications through mail at the said e-mail within the stipulated time frame only (i.e up to one working day before the tender closing date). Please note that no query / input from bidders will be addressed from the point of view of modification of any kind in the terms and conditions of the tender after the pre-bid meeting. The bidders are also required to visit the website [www.hpnlu.ac.in](http://www.hpnlu.ac.in) regularly for any further update regarding the tender.
9. The detail of information to be provided along-with bid, sample menu, penalties, permissible consumables and other instructions are appended at subsequent paragraphs to this document.

## SCOPE OF WORK

### **General Overview:-**

1. The Himachal Pradesh National Law University is a premier University which is imparting education in the field of Law. The University is offering many courses i.e. UG (5 Year Programme), PG, Ph.D and MBA (Corporate Law) to its student from different parts of the countries who have enrolled through CLAT.
2. The present strength of the University is about 900 which comprise of students, faculty and administration staff.
3. The University is having its own Canteen in its premises and needs to be given on lease contract through tendering process for providing canteen/cafeteria services to the University on the terms of the contract.
4. The terms of the contract, if agreed, will be effective from mutually agreed date.

*Provided* that the caterer/service-provider will be allowed to offer his canteen services only after producing the FSSAI Certificate, duly issued in the name and address of Himachal Pradesh National Law University, Shimla.

*Provided* further that the time period of the agreement (if agreed and executed) will be initially for one year, which may be further extended by six months or as approved by the University Authorities, if the parties mutually agrees and the work is found to satisfactory.

5. That caterer will be required to provide items (**as per Table 1 to Table 4**) to students/staff and maintain desired standard as required by the Mess/Canteen Committee of the University. In case of any deficiency either in providing service or quality, caterer will be bound to follow the instructions of the Mess/Canteen Committee, issued from time to time.
6. That caterer will be required to ensure the availability of all the items (**as per Table 1 to Table 4**) at any given point of time during the contract.
7. The caterer must provide food arrangements for special events like conference/meetings/workshops/talks etc. as requested by the University. The menu is to be finalized by the HPNLU authorities, concerned organizer and caterer.
8. The normal canteen timing will be from **08:30 AM to 08:30 PM**.
9. The caterer is required to serve the tea to the staff in their respective offices in the University during the Tea/snacks time or as ordered (during office hours) by the staff individually. The normal timings to serve the tea to the offices will be as follows:-
  - **10:30 AM**
  - **15:30 PM**
10. The quality of raw material in terms of milk, paneer, butter, cooking oil, sauce, rice, Atta etc. will be procured by caterer as per the specification (list enclosed for reference at **Annexure 'A'**). The stock can be verified for its quality/quantity by the Board of Officers/Members of Mess & Canteen Committee/HPNLU authorities on any given time during the contract.

11. The caterer will deploy sufficient manpower/workers for serving the students/staff of the University.
12. The quality of food will be duly examined by HPNLU Authorities at any given time during the contract and the caterer will be bound to follow the instruction of the HPNLU authorities. Any violation/breach will make caterer liable for penal action determined by University Authorities.
13. The staff members of the caterer should be in a dress appropriate for the canteen worker under FSSAI norms while on duty and serving the meals.
14. That caterer will deploy one Manager cum Supervisor in consultation with University authorities who shall necessarily be present in each shift for coordination and monitoring quality of food and service operations. Absence of the manager during the service hour will be treated as the violation of the rules and regulations and will be subject to penalty.
15. The caterer will supply a list of all employees with names and addresses. The persons engaged by caterer will be the employees of caterer for all intents and purposes. These persons will have to undergo Police Verification and report to this effect will be submitted by caterer to the University within 45 days of coming into force of this agreement.
16. The caterer will segregate the waste material and the same will be disposed off at the cost of caterer at the place/methods, marked by University authorities. Presently the Garbage collection charges @ Rs 7500/- per month will be deducted from the monthly bill. Any subsequent increase subject to agreement with the third party service provider (Garbage Collector) will be applicable on the canteen also.
17. That caterer will pay the electricity bill as per separate power meter installed by the University. No electric heater etc. is permitted and non-compliance notified at any time, will be considered as act of violation.
18. That water usage charges w.r.t. the Canteen Kitchen @Rs 5,000.00 per month or on actual consumption basis as per the bills whichever is higher will be paid by the caterer.
19. **License Fee:-**The catering contractor has to pay a license fee of Rs. 5,000/- per month (up to 5th of every month) for the contract period and at such rate as may be fixed by the University for the subsequent period, if the contract is extended.
20. That the amount deposited as Security Deposit in a form of Fixed Deposit Receipt (FDR)/Bank Guarantee issued on the name of the “**Registrar, HPNLU payable at Shimla**”, will be released on expiry of the term of the agreement. No interest is payable on this security amount.
21. The agreement can be rescinded by either of the party by giving short notice, whereby, caterer will be bound to return all the items and accommodation to the University in safe and good condition. In case of any loss or breakage of any kind to such items, the University will have the right to deduct the amount to make good the loss from the security deposit.
22. That the dispute, if any, will be resolved by the parties through mutual consultation or arbitration. The arbitrators will be appointed by the Vice-Chancellor, Himachal Pradesh National Law University, Shimla.

23. The courts at Shimla alone will have the jurisdiction to try the matter, dispute or reference between the parties arising out of this Agreement/Contract. It is specifically agreed that no court outside and other than Shimla will have jurisdiction in the matter.
24. If the quality of the food on any day(s)/for any event is not proper, the caterer will be liable for the penalty (as per Annexure 'B') the payment for the day(s), when quality is compromised, will be deducted from the bill and the repetition to this effect may lead to termination of the contract.
25. That the Non-compliance of the terms and conditions mentioned above will attract penalty as per **Annexure 'B'**. The repeated defaults may lead to termination of contract.

**Terms related to Cleanliness and Hygiene: -**

1. The caterer will strictly ensure hygienic conditions of canteen, kitchen and dining area. Proper hygiene of all the workers will be strictly maintained and ensured by caterer. Any issue attributable to the caterer in said areas will be sorted by the caterer or will be handled by the University out of his i.e. caterer cost.
2. The cleaning and housekeeping of the kitchen and dining area will be the sole responsibility of the caterer. Cleaning of utensils, cutlery, crockery, kitchen equipment, furniture and fitments is also responsibility of the caterer. He should ensure that any dry & wet waste, garbage etc should not be thrown into the drain inlet area to prevent choking of the drain line. Any such services are to be looked into by the caterer in a time bound manner. The violation of not keeping up with the cleanliness and hygiene at all the times will attract penalty (**Annexure 'B'**). Repeated lapses could lead to termination of contract.
3. The HPNLU is a total tobacco/alcohol free campus, therefore none of the staff deployed at the campus should possessing or consuming tobacco products such as bidi, cigarette, chewing tobacco in any form, Gutka, masala, pan, alcohol/ banned substances etc. The violation will attract penalty (**Annexure 'B'**). Repeated lapses could lead to termination of contract.

**Infrastructural and equipment related terms: -**

1. The basic article/utensils available with the university (**List attached at Annexure 'C'**) required for preparation of meals will be made available to caterer. Other article/equipment as deemed necessary for preparation of food (subject to menu) will be arranged by caterer at caterer cost which will be required to be placed in the HPNLU Canteen Kitchen at least one week in advance. The articles provided by the University can be physically verified by the HPNLU under the supervision of the Authorized Officer at any time.
2. The security of licensed premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the catering contractor. **Any damage or theft to the University infrastructure by the caterer team or caused due to their negligence will be repaired or replaced at the caterers' cost and shall attract penalty (Annexure 'B').**
3. The major Civil, Electrical and Public Health Works will be attended by the University. Minor jobs will be the responsibilities of caterer and it will be ensured that all the fixtures are working all the time.
4. The caterer has to arrange all cooking needs and serving utensils including plates, glasses, cups, spoon, forks etc.

**Daily functioning of the canteen: -**

1. List of items permitted to be sold in the University Canteen is placed at **Table 1 to Table 4**. Further, if the caterer wishes to keep other items for sale in the canteen, the list has to be presented to the HPNLU authorities and the caterer will only be authorized to keep the approved items
2. The caterer will ensure complete chain of activities so as to provide healthy and tasty snacks/meals absolutely on time to inmates on all days. In the process, it is expected that the caterer will ensure highest standards of health, service, aesthetics, layout, professionalism, hygiene and cleanliness to the utmost satisfaction of University authorities. In order to achieve highest level of services the caterer will upgrade the skill of the deployed workforce through periodic trainings and updating.
3. The caterer will remain in continuous contact with the HPNLU authorities w.r.t the functioning of the canteen.

**Special Terms and Conditions**

1. The bidding firms are advised to study carefully the various clauses contained in the Special Terms and Conditions before submitting their bids. Firms willing to participate in the tender may also visit HPNLU and acquaint themselves with the nature and quantum of work involved before submitting the bids.

**2. Technical Qualification :**

- Minimum 03 years experience and completion certificate in the profession of running a canteen (especially in hill/cold areas) of any reputed University/Higher educational University/Govt. Organisation/ Semi Govt. Organisation/Private Organisation i.e.Hotel/Canteen Services.
- The annual turnover of at least 10 Lakhs on an average during the last 3 financial years and submit the audited balance sheet and income tax and GST returns for the last 3 financial years i.e. 2020-21, 2021-22 and 2022-23 (Consortium and Joint Venture parties not admissible).
- Registration with the food supply department from the last three years.
- Registration with the income tax department with Pan
- GST Registration. if at all applicable.  
(Note:- if the successful bidder happens to be from outside the state, the bidder is required to obtain the local GST)
- Valid labour licence if at all admissible.
- The firm should have never been de-barred or black listed. Duly notarised affidavit in this regard must be attached.
- Bank solvency certificate is mandatory

### **3. Contract Implementation.**

- (a) Sub-contracting of the work will not be allowed.
- (b) Persons below the age of 18 years shall not be engaged for the work. The caterer will submit medical certificate/any other certificate as age proof of the workmen deployed by him. The caterer will also submit medical certificate to the effect that the workmen deployed by him are fit for work and are not suffering from any contagious/transmissible disease.
- (c) The caterer shall not change any employee without consent of the authorized rep. of the University.
- (d) The caterer(s) shall maintain a register of all his employees and the work assigned to them on daily basis. He should be in a position to produce the same at any given time.
- (e) The register shall be authenticated by the authorized representative(s) of University on daily basis before closing of the shift.
- (f) Caterer will provide his telephone numbers of his office/residence/mobile on which he can be accessed / approached by University.
- (g) The caterer will be accountable for any accident, injury and loss of life to the workers deployed by him and shall be responsible for payment of compensation as per law. If need arises, the University will recover such amount from the caterer to effect payment to the affected person(s).
- (h) The successful agency / firm / company will have to deposit the performance Bank Guarantee in the form of an irrevocable bank guarantee issued by any nationalized bank in the favor of HPNLU, for the amount of Rs. 1,00,000.00 within 15 days from the date of issue of work order. This Bank Guarantee will be held against in default in performance and violations of terms and conditions. The Guarantee shall be kept valid for a period of one year or extended period if any plus 60 days' grace period from the date of issue of PBG. Failure to deposit the performance bank guarantee within the stipulated time will be a violation of the terms and condition of the tender and suitable action shall be taken against the contractor including cancellation of the work order/contract and debarment of the firm up to two years.

### **4. Termination of Contract:-**

This agreement may be terminated on any of the following Contingencies: -

- (a) On the expiry of the contract period as stated above
- (b) By giving one month's notice by University on account of:
  - (i) Committing breach Terms and Conditions of this agreement by the Contractor.
  - (ii) Assigning the contract or any part thereof to any Sub Contractor by the main Contractor without written permission of the University.
  - (iii) On Contractor being declared insolvent by competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the service provider shall keep on discharging his duties as before till the expiry of notice.



## **5. Safety & Insurance.**

- (a) The caterer shall follow safety procedures in all respects.
- (b) The caterer will adhere to safe working practices and will take all safety measures necessary for safety of his workmen. He will remain responsible for the safety of his engaged persons. The caterer should provide all necessary safety instructions, personal protective safety equipment to the persons engaged by him as applicable and required.
- (c) The caterer will ensure that the workmen maintain good personal hygiene and shall need to be free from any contagious diseases. The workforce will be subjected to medical check- up of appropriate medical authority identified by HPNLU. Unfit personnel will not be deployed by the contractor. The expenditure on this effect will be paid by the Caterer.
- (d) The caterer has to ensure safety and insurance regarding COVID OR Post COVID protocol of their contracted workers.
- (e) The caterer shall be liable to bear all expenses/damages/compensation in the event of any injury or loss of life of the personnel engaged by him while on duty.

## **6. Security:**

- (a) The caterer and the persons engaged by him should not have any adverse police record and should bear good character. The Police Verification and security clearance initiation for all the workmen and supervisory staff is to be ensured by the caterer at the time of placement of supply order. The receipt of the verification forms by the concerned Police Department will be furnished within 45 days of signing the contract.
- (b) The caterer shall be bound by all security procedures followed at HPNLU and abide by security instructions for all purposes. Workmen engaged by him will be liable for check and search by the security on duty while mustering in and out and also at the other random places and timings. Any breach/violation of security regulations in the work premises by any of the caterer's persons shall be caterer's responsibility.
- (c) The caterer will be responsible for good conduct of his workmen. If any workman is found indulging in undesirable activities, he will have to be withdrawn immediately as asked by the University and replaced with a new person.
- (d) University reserves right to disallow any or all of the caterer's men from being deployed inside the University campus without assigning any reason.
- (e) In the event of any damage to the property of the University or life of its employees and/or their dependents, the caterer shall be liable for payment of compensation and/or prosecution in accordance with applicable law and provisions. Compensation for damage to the property of the University will be as assessed by authorized representative(s) of the University and shall be recoverable from the caterer at market value.

## **7. Statutory Obligations**

The caterer shall abide by and comply with the provisions of all the Acts, Rules and notifications issued by Central/State Govt. as applicable from time to time in respect of the contracted work and all staff employed by him at his own risk & cost.

## **8. Payment to the Caterer(s)**

- (a) Payment to the caterer will be made by the users on production of bill.
- (b) Payment w.r.t. the services provided for the events organized by the University will be paid on completion of the event and processing of bill by the account branch. The payment shall be made on the strictly adhere on satisfactory work.

## **9. General**

- (a) The persons employed by the caterer, will have no right whatsoever to claim permanent/temporary employment in this organization. There will be periodical as well as surprise checking of the services provided by the caterer for the subject job by the representative of the University. In case of default, the contract will be liable for short closure of supply order forfeiting the security deposit.
- (b) The personnel deployed by the caterer will not become member of any trade union of the University. If the personnel employed by the caterer indulge in union activities which affect the service obligation of the caterer or safety and security of the University, the contract will be liable for termination. In the event of violation, they will be debarred from entering University premises and contract can also be considered for termination.
- (c) Further, the personnel deployed by the caterer shall not engage themselves in any undesirable activities within the University premises. They shall not indulge in any business dealings with any agency directly or indirectly associated with University or in trade union activities. In the event of violation, they will be debarred from entering the University and contract can also be considered for termination and forfeiture of the security deposit. The personnel deployed by the caterer shall be available at the place of work defined for them. They must not visit undesignated places without valid authorization by University.
- (d) No housing/accommodation will be provided by the University to the personnel deployed by the caterer unless otherwise specifically provided in the contract.

## **10. Indemnity Clause**

The caterer has to execute an indemnity bond stating "The caterer indemnify HPNLU of any issues arising due to un-hygienic preparation, personal hygiene issues and (or) storage of food, improper usage of ingredients and any such issues that may cause harm to anyone using canteen catering service due to inefficient or faulty operation".

## **11. FSSAI Audit Certificate**

In order to strengthen the food safety surveillance, and to ensure food and safety compliance, the caterer has to get the HPNLU canteen operation periodically audited as per FSSAI norms in accordance with Food Safety and Standards (Food Safety Auditing) Regulations, 2018 out of his own cost. The audit report has to be presented to the University as and when received from the

concerned authorities. Failure to submit timely audit report will attract penalty (**Annexure ‘B’ Refers**).

**12. License Fee & Other Misc. Charges:**

The catering contractor has to pay the charges i.e. license fee, Water Charges, Garbage, Electricity etc. per month (up to 5th of every month) for the contract period and at such rate as may be fixed by the university for the subsequent period, if the contract is extended. Delay in submission of fee will attract the fine of Rs. 100 Per day.

**Table 1. LIST OF ITEMS PROPOSED TO BE SOLD IN HPNLU CANTEEN**

| <b>S. No.</b> | <b>Items</b>  | <b>Rate</b> | <b>Remarks</b> |
|---------------|---|-------------|----------------|
| 1.            | Tea 150 ml Cup                                      |             |                |
| 2.            | Flavored Tea (Lemon/Ginger/Cardamom/Ice Tea) 150 ml |             |                |
| 3.            | Hot Coffee (Espresso/Cappuccino) 150 ml             |             |                |
| 4.            | Cold Coffee 200 ml cup                              |             |                |
| 5.            | Milk 200 ml   |             |                |
| 6.            | Samosa (01)   |             |                |
| 7.            | Pakora (Onion/Potato)(100 gms)                      |             |                |
| 8.            | Bread Pakora (Stuffed) (01)                         |             |                |
| 9.            | Vegetable Hot Dog (01)                              |             |                |
| 10.           | Vegetable Burger (01)                               |             |                |
| 11.           | Butter Toast Slice (02)                             |             |                |
| 12.           | Omelet (1 egg)                                      |             |                |
| 13.           | Omelet (2 egg)                                      |             |                |
| 14.           | Boiled Egg (1 egg)                                  |             |                |
| 15.           | Veg. Puff with Filling (01)                         |             |                |
| 16.           | Toaster Bread (02 Slice)                            |             |                |
| 17.           | Gulab Jamun (02)                                    |             |                |
| 18.           | Chowmine (100 gms)                                  |             |                |
| 19.           | Momos   |             |                |
| 20.           | Maggie/Noodles (150 gms)                            |             |                |
| 21.           | Plain Dosa (01), Sambhar, Chutney                   |             |                |
| 22.           | Masala Dosa (01), Sambhar, Chutney                  |             |                |
| 23.           | Pizza   |             |                |
| 24.           | Pastry  |             |                |
| 25.           | Ice-cream (In summer only)                          |             |                |
| 26.           | Banana Milk Shake (300ml)                           |             |                |
| 27.           | Vanilla Milk Shake (300ml)                          |             |                |
| 28.           | Chocolate Milk Shake (300 ml)                       |             |                |
| 29.           | Badam Pista Milk Shake (300ml)                      |             |                |
| 30.           | Banana Milk Shake (300ml)                           |             |                |
| 31.           | Mango Milk Shake (300ml)                            |             |                |
| 32.           | Pineapple Juice (300 ml)                            |             |                |

|     |                           |  |  |
|-----|---------------------------|--|--|
| 33. | Mango Juice (300 ml)      |  |  |
| 34. | Watermelon Juice (300 ml) |  |  |
| 35. | Apple Juice (300 ml)      |  |  |
| 36. | Orange Juice (300 ml)     |  |  |
| 37. | Fresh Lime Juice (300 ml) |  |  |
| 38. | Papaya Juice (300 ml)     |  |  |
| 39. | Grape Juice (300 ml)      |  |  |

- **Note the rates shall include the items such as Paper plate, glass, spoon, Napkin, other disposals and necessary items like Tomato Ketch up etc.**

**Table 2. Administrative Meals/Tea for the University Staff and their Guests**

| Sr. No.          | Timings             | Items  | Rate | Remarks  |
|------------------|---------------------|--|------|--|
| <b>Breakfast</b> | 08:30 to 10:30 AM   | Aloo Parantha (01), Pickle   | 20/- | Parantha Size – Minimum 20 cm Dia                  |
|                  |                     | Poori Bhaji (03 Poories and Aloo Bhaji, Pickle)  | 25/- | Poori Size – minimum 15 cm Dia                     |
|                  |                     | Bhatura (02), Chhole, Pickle, Onion  | 30/- | Bhatura Size- Minimum 20 cm Dia                    |
|                  |                     | Bread Sandwich (02 slice)/ Stuffed   | 20/- |  |
|                  |                     | Idli (03), sambhar, Chutney  | 20/- |  |
|                  |                     | Vada (02), Sambhar, Chutney  | 20/- |  |
|                  |                     | Plain Dosa (01), Sambhar, Chutney  | 30/- |  |
|                  |                     | Masala Dosa (01), Sambhar, Chutney   | 35/- |  |
|                  |                     |  |      |  |
| <b>Tea</b>       | 10:45 AM & 15:30 PM | Tea (Elaichi/Ginger) (150 ml)  | 7/-  | Required to be served in the offices for the staff |
|                  |                     | Snacks (Samosa/Break Pakora etc.) (01 No.)   | 10/- |  |
|                  |                     | Coffee (Nescafe) (150 ml)  | 12/- |  |
| <b>Lunch</b>     | 1230:2:30 PM        | Simple Thali ( Rice (100 gm), Dal, Mix Veg., Chapatti(03), Pickle, Salad)                              | 40/- |  |
|                  |                     | Rajma Chawal/Kadi Chawal, Onion Salad (Full Plate)   | 40/- |  |
|                  |                     | Rajma Chawal/Kadi Chawal, Onion Salad (Half Plate)   | 25/- |  |
|                  |                     | Veg. Biryani (150 gm), Raita (onion/cucumber/tomato/plain/boondi), Papad (01)/Fryum Papad, Gulab Jamun | 50/- |  |
|                  |                     | Special Thali (Rice (100 gm), Dal, Paneer Mix Veg., Chapatti (03), Papad, Salad                        | 50/- |  |

**Note- (a) Shall be as per the menu on the given day (w.r.t. above given items)**

**(b) the rates shall include the items such as paper plate, glass, spoon, napkin, other disposals and necessary items like Tomato Ketch up etc.**

**Table 3. List of items proposed to be sold in the HPNLU Canteen**

| <b>Sr. No.</b> | <b>Items</b>   | <b>Rate</b> | <b>Remarks</b> |
|----------------|--|-------------|----------------|
| 1.             | Chapati  |             |                |
| 2.             | Tandoori Roti  |             |                |
| 3.             | Naan   |             |                |
| 4.             | Garlic Naan  |             |                |
| 5.             | Aloo Parantha  |             |                |
| 6.             | Paneer Parantha  |             |                |
| 7.             | Paneer Bhurji  |             |                |
| 8.             | Mutter Paneer  |             |                |
| 9.             | Shahi Paneer   |             |                |
| 10.            | Paneer Do Piyaza   |             |                |
| 11.            | Palak Paneer   |             |                |
| 12.            | Kadai Paneer   |             |                |
| 13.            | Egg Bhurji   |             |                |
| 14.            | Mix Veg. (Seasonal Vegetables)                                 |             |                |
| 15.            | Aloo Jeera   |             |                |
| 16.            | Aloo Gobi Masala   |             |                |
| 17.            | Bhindi Masala  |             |                |
| 18.            | Dal Makhani  |             |                |
| 19.            | Dal Rajma Masala   |             |                |
| 20.            | Dal Channa Masala  |             |                |
| 21.            | Dal Fry  |             |                |
| 22.            | Veg. Manchurian  |             |                |
| 23.            | Malai Kofta  |             |                |
| 24.            | Veg. Kofta   |             |                |
| 25.            | Fired Rice   |             |                |
| 26.            | Jeera Rice   |             |                |
| 27.            | Veg. Pulao   |             |                |
| 28.            | Curry Pakora   |             |                |
| 29.            | Green Salad (Onion, Cucumber, Tomato, Radish, Beetroot, Lemon) |             |                |
| 30.            | Rice Kheer   |             |                |
| 31.            | Shahi Kheer  |             |                |

**\*Note – Vendor may propose any further items on a separate format alongwith rates.**

**Table 4. VVIP LUNCH**

| <b>Sr. No.</b> | <b>Items</b>    | <b>Rate</b> | <b>Remarks</b>  |
|----------------|-----------------|-------------|-----------------|
| <b>1.</b>      | Veg. Buffet     |             | Per person cost |
| <b>2.</b>      | Non-Veg. Buffet |             | Per person cost |

**\*Note copy of menu is required to be attached by the vendor against which the rate has to be quoted by him.**



**PERMISSIBLE BRANDS IN CANTEEN**

| <b>Items</b>         | <b>Brand</b>   |
|----------------------|--|
| Butter               | Amul/Mother Dairy  |
| Ghee                 | Amul/Kamdhenu  |
| Jam                  | Kissan   |
| Tea                  | Brooke Bond/Tata Tea/ Marvel   |
| Coffee               | Nescafe  |
| Bread                | Brown Bread -Bonn  |
| Milk and Curd/Paneer | Amul/Verka/Mother Dairy/Kamdhenu   |
| Dry Spices           | MDH/Everest/Catch  |
| Oil                  | Nutrela/Fortune/Saffola/Sundrop/Nature Fresh                                     |
| Salt                 | Tata/Aashirvaad  |
| Sauce                | Kissan/Maggi   |
| Dal                  | High quality products to be used according to the satisfaction of mess committee |
| Rice                 | Basmati 1060, Fortune Basmati  |
| Atta                 | Aashirvaad (Sudh Chakki), Annapurna, Shaktibhog,)                                |
| Pickle               | Mother's Choice, Nilon, Priva  |
| Sugar                | High quality products to be used according to the satisfaction of mess committee |
| Suji, Besan, Maida   | High quality products to be used according to the satisfaction of mess committee |
| Fruits, Vegetables   | Fresh Products to be used according to the satisfaction of mess committee        |

**Penalties for violation of rules**

Monetary penalty, in addition to any other action as deemed fit, as decided by the Dean Students Welfare in consultation with the Mess Committee with the approval of Registrar, shall be imposed on the caterer for using brands other than permissible (as above). The items when received by the party/caterer shall be checked for quality and quantity by the Board of Officers/Members of Mess Committee/HPNLU authorities/.

| <b><u>Violation</u></b>   | <b><u>Penalty per complaint</u></b>                 |
|---|---|
| Non-availability of complaint registers on the counter/discouraging students/staff from registering complaints  | Rs.1,000/-  |
| Cockroaches, flies, insect etc., in cooked food   | Rs.5,000/-  |
| Usage of spoiled/stale food ingredients e.g.: rotten Vegetables, infected grains, expired items.  | Rs.5,000/-  |
| Poor maintenance/tampering with institute property  | Rs.5,000/-  |
| Presence of unwanted items in food: Harmful items like blade, glass, metal wires, nails,  | Rs.10,000/-   |
| Three or more complaints of unclean utensils in a day   | Rs.2,000/-  |
| If Mess Committee/authorities in consultation with students/users agrees that certain item of a meals was not cooked properly / overcooked / extra spicy / extra oily | Rs.1,000/-  |
| Food poisoning  | Forfeiture of PBG and cancellation of contract      |
| Consumption or possession of Alcohol/tobacco/banned substances  | Rs.50,000/-   |
| Non adherence to the timings mentioned in the tender or decided with the respective Mess/Canteen Committee  | Rs.5,000/-  |
| Changes in menu of any meal without permission of mess committee/appropriate authority  | Rs.5,000/-  |
| Change in menu due to any mess equipment being defective /out of sorts for more than 24 hrs   | Rs.5,000/-  |
| If the quality of milk and other product specified is not found to be appropriate.  | Rs.5,000/-  |
| Inappropriate post COVID personal hygiene of workers including their dress and / or misbehavior by workers etc.   | Rs.5,000/-  |
| Failure to maintain a proper health checkup of the workers  | Rs.5,000/-  |
| Using / storing brands not mentioned in the contract without prior permission   | Rs.5,000/-  |
| Noncompliance with workers dress Code   | Rs.5,000/-  |
| Use of spurious brands, goods or accessories in preparation / presentation  | Rs.10,000/-   |
| Damage to Institute infrastructure over and above cost of repair /replacement (which shall be levied extra)   | Rs.5,000/-  |
| If caterer deny to supply the required food (as per Table 1 to Table 4)   | Rs.10,000/-   |
| Non attending of monthly meeting of the mess committee by the caterer or his representative.  | Rs.5,000/-  |
| Not adhering quarterly pest control, hygiene and cleanliness  | Rs.5,000/-  |
| Maintenance/replacement of equipment issued by the institute  | Rs 10000/- or cost of equipment whichever is higher |

## List of Items fabricated/fixed in Canteen

*Issued to Canteen*

| S.No. | Name of Articles  | Oty/Unit       |
|-------|---|----------------|
| 1     | Single Burner Bulk Cooking Range (30"x30"x24")  | 1 Nos.         |
| 2     | Wall Mounted Exhaust Hood with Baffle Filters & Light (For Bulk Ranges) (60"x30"x18") | 2 Nos.         |
| 3     | Tandoor with bowl (Wood/Charcoal Operated ) (30"x30"x34"+6")                          | 1 Nos.         |
| 4     | Indian Cooking Range Two Burners with 1 U/S (45"x24"x34"+6")                          | 2 Nos.         |
| 5     | Single Unit Sink with Bracing ( 24"x24"x34"+6")                                       | 1 Nos.         |
| 6     | Four Door Vertical Chiller, Approx 1000 Ltr (Static Cooling) (48"x30"x84")            | 1 Nos.         |
| 7     | Hard Top Freezer/Cooler, 550 Ltr, (Convertible) (67"x28"x34")                         | 1 Nos.         |
| 8     | Masala Trolley with Nine Bowls (20"x20"+4"x34")                                       | 1 Trolley only |
| 9     | Work Table with 2 U/S , O/H (Pick Up table/ Counter) (60"x30"x34"+12"+10")            | 1 Nos.         |
| 10    | Wall Mounted Electric Salamander (30"x13"+13")  | 1 Nos.         |
| 11    | Five Shelves Storage/Utensil Rack (36"x18"x72")                                       | 1 Nos.         |
| 12    | Three Shelves Pipe Pot Rack (36"x24"x60")/ four Shelf                                 | 3+3 Nos.       |
| 13    | Vegetable Cutter (Standred)   | 1 Nos.         |
| 14    | Ice Cube Making Machine (54kg/24hrs) (Standred)                                       | 1 Nos.         |
| 15    | Single Tank Fryer (6ltr) (Standred)   | 2 Nos.         |
| 16    | Single Hand Sandwich Griller (Jumbo) (Standred)                                       | 2 Nos.         |
| 17    | Cooler (Standred)   | 1 Nos.         |
| 18    | Gas Bank (Standred)   | 1 Nos.         |
| 19    | Display Counter   | 1Nos.          |

|    |                    |        |
|----|--------------------|--------|
| 20 | Cash Counter       | 1 Nos. |
| 21 | Visi Cooler 500 lt | 1 Nos. |

**TECHNICAL BID**

|              |  |             |           |  |                        |
|--------------|--|-------------|-----------|--|------------------------|
| <b>S. No</b> | Name & address of the Bidder/ firm with phone number, e-mail and name & telephone / mobile number of contact person.<br>(In case of Proprietary /Partnership firms, the Bid has to be signed by Proprietor/ Partner only, as the case may be)                          |             |           |  |                        |
| <b>1</b>     | <b>Experience in the last three years in the following format (attach separate Sheet)</b>  |             |           |  |                        |
| <b>2</b>     | Name & organization with complete 'address & telephone Nos.  | <b>From</b> | <b>To</b> | Total contract period (in year / month)and total contract amount(in Rs.) | Reason for termination |
| <b>3</b>     | Set up of your agency, clearly indicating details of managerial, supervisory & other staff. Also indicate the number of muster roll staff available for performing services  |             |           |  |                        |
| <b>4</b>     | Registration & incorporation particulars: If Proprietorship, partnership, Private Limited, Public Limited (Please attach <b>attested copies</b> of documents of registration/ incorporation of your firm as required by business law)                                  |             |           |  |                        |
| <b>5</b>     | Valid and authenticated certificate for running mess / canteen / cafeteria services (please attach <b>attested copy</b> )  |             |           |  |                        |
| <b>6</b>     | Bank Details Address, A/c No.  |             |           |  |                        |
| <b>7</b>     | PAN No.<br>(please attach attested copy)   |             |           |  |                        |
| <b>8</b>     | GST Registration No. alongwith last three years returns (if applicable)  |             |           |  |                        |
| <b>9</b>     | Trade License No. (please attach <b>attested copy</b> )  |             |           |  |                        |
| <b>10</b>    | FSSAI Certificate (please attach attested copy)  |             |           |  |                        |
| <b>11</b>    | Bank solvency Certificate (please attach attested copy)  |             |           |  |                        |
| <b>12</b>    | Affidavit regarding the firm has not been blacklisted/debarred from services -Duly notarized   |             |           |  |                        |
| <b>13</b>    | <b>Attested copy</b> of the income tax return of last three financial years  |             |           |  |                        |
| <b>14</b>    | Please attach agency's balance sheet<br>( <b>duly certified by a Chartered Accountant</b> for the last 3 financial year)   |             |           |  |                        |
| <b>15</b>    | Power of Attorney / authorization for signing the bid document (Bidder will submit the <b>attested copy</b> of the PAN card/ Election Commission I-Card / Passport of the proprietor & authorized signatory in case of proprietor is not signing the tender document). |             |           |  |                        |
| <b>16</b>    | Please submit an affidavit that no case is pending with the police against the proprietor / firm / partner or the company (agency).Indicate  |             |           |  |                        |

|    |  |  |
|----|--|--|
|    | Convictions if any in the past against the proprietor / firm / partner or the company. In addition to the affidavit, the firm shall produce certificate / verification from local police station.    |  |
| 17 | Following details of the DD /pay order of Rs. 50000/- towards bid security and a <b>DD</b> of Rs. 5000/- (in case tender document is downloaded from website):- <b>DD</b> No.:<br>Date:<br>Drawn on: |  |

Declaration:-

I/ we hereby declare that I/ we before signing this tender have read and fully understood all the terms & conditions contained herein and undertake myself/ ourselves to abide by them.

I / we further declare that the information / documents furnished above are true and correct and I/ we undertake that any discrepancy (ies) found on later occasions, will make me /us liable for any action, as deemed fit, by the HPNLU, Shimla.

Place:

Date:

(Signature of Bidder/Authorized signatory)

Name:

Address:

Phone:

E-mail:

**SEAL OF THE BIDDER**

**FORMAT FOR COMMERCIAL/FINANCIAL BID**  
**TENDER FOR PROVIDING CANTEEN AND CAFETERIA SERVICES AT**  
**HPNLU, SHIMLA**

**1. Name of the Agency:-.....**

**2. Address of the Agency:-.....**

**3. Name of the Person:-.....**

**4. Phone No.:-.....**

**5. Mobile No.:-.....**

**(Note:- Financial bid will comprise of the items mentioned at Table1, Table 2, Table 3, and Table 4 and must possess the signature of the bidder.)**

**SEAL OF THE BIDDER**