



## **I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR**

### **EXPRESSION OF INTEREST FOR SHOP No.03**

- Location** : Below KRC (Knowledge Research Centre)
- Area Approx.** : 185.42 sqft
- Reserve Price** : Minimum Rent Rs. 1,700/-+ GST as per applicable
- Timing** : 08:00AM to 08.30PM
- Purpose** : Refreshment and other Eatable Items  
(As per **ANNEXURE-IV**)
- Last date** : The application must reach in the office of Deputy Registrar (GA) within 14 days of uploading EOI on the website.

### **Terms and conditions for allotment**

The applicant applying for Shop No. 03 (Below KRC), for Refreshment and other Eatable Items. The applicant should have experience of running Hostel mess/Mess /College or Industrial /Corporate Catering Services or Catering Services to Government Departments or running restaurant for the last one year with food license from the competent authority.

The applicant must submit in two sealed envelopes separately i.e., the bid form duly signed on every page along with all the required documents in one envelope (Envelope-A) and price bid/financial bid on the prescribed Performa in the second envelope (Envelope-B). Both the envelopes are to be sealed in Master Envelope. The master envelop must be clearly subscribed as "**Quotation for Allotment of Shop No. 3, To Be Opened by Committee Only**". The envelope should be addressed to Deputy Registrar (GA), IK Gujral Punjab Technical University, Jalandhar-Kapurthala Highway, Kapurthala, PUNJAB, PIN-144603.

#### **1.0 Duration of Contract:**

- a. The allotment would be for a duration of one year (this period will start from the date of acceptance/receiving of allotment order).
- b. Extendable for one year on the basis of satisfactory work/performance on same terms & conditions and at the discretion of university. However, rent shall be increased @ 5% per annum.

#### **1.1 Allotment of Shop:**

- a. The above shop will be allocated on the basis of maximum rent quoted by the applicant for shop.
- b. The applicant shall ensure to start operation of the relevant services within 30 days from the date of issuance of allotment letter.
- c. The applicant of shop shall arrange suitable furniture at own cost.
- d. Acceptance of allotment letter will be final. No separate agreement will be executed.

#### **1.2 Performance Security/EMD:**

- a. The bid form kept in Envelope-A must be accompanied with Earnest Money Deposit (EMD) amounting to Rs.10,000/- (Rupees Ten Thousand only) in the shape of FDR in favour of the Registrar, I.K. Gujral Punjab Technical University, with the validity period of minimum of 6 months from issue of tender notice of the said shop. No other format for Earnest Money deposit would be accepted. No interest will be paid on EMD.
- b. The EMD of successful bidder will be converted into performance bank guarantee (PBG). The EMD/ performance bank guarantee of unsuccessful bidders will be returned on completion the allotment of shop process. No interest will be paid on PBG. The PBG will be returned on completion of the duration of the allotment period.
- c. The entire amount of EMD/PBG money will be liable to be forfeited in case of failure of the successful applicant, to abide by terms and conditions.

### **1.3 Rent & other charges:**

#### **a. Rent:**

- 1) The rent would be payable annually in advance.
- 2) The rent shall be enhanced @ at least by 5% per year.

#### **b. Water & Sanitation Charges:**

- 1) Water & Sanitation Charges @ Rs. 500/- per month would be payable annually.

#### **c. Electricity Charges:**

- 1) The electricity consumption bill will be generated monthly as per the reading of the Electricity Sub-Meter installed in the shop. This bill will be according to the Internal Unit Rates applicable in the university. The applicant will deposit the electricity consumption bill monthly basis in the university account.
- 2) In case of rent/electricity/water & sanitation charges not paid by the due date, it shall be liable to pay interest @ 12% per annum of the amount remaining unpaid.

### **1.4 Cleanness:**

- a) Every employee engaged by the applicant shall be medically fit and wear proper, clean dress while on duty. Dress shall be provided by the applicant at its own cost.
- b) The applicant shall ensure compliance of cleanness guidelines/directions issued by Center Govt./State Govt./local bodies/autonomous bodies etc from time to time.
- c) Hygienic condition shall be maintained and the applicant shall be responsible for disposal of the waste. The waste must be disposed off and 100% cleared before closing of each business day and cleared at sufficient intervals during the day. The applicant shall maintain cleanliness of the premises at all time.
- d) The applicant will not dump any empty packing, baskets or any material on the roof or in the open space outside the premises.

### **1.5 Quality Assurance/Inspections:**

- a) The quality of the service can be checked by the committee/authorized official deputed by Registrar IKGPTU at any time and material found sub-standard will not be allowed. Suitable action should be taken by the authority.

### **1.6 Fine & Penalties:**

- a) In case any public complaint is received attributable to misconduct, misbehavior of employee deputed by applicant. A penalty of Rs. 1000/- for each such incident shall be levied. Further the concerned applicant employee shall be removed from the shop of University premises.

### **1.7 Rejection/Cancellation:**

- a) The applicant shall not engage any sub- applicant or transfer the allotment to other person in any manner.

- b) Registrar of the university also reserves the right to re-notify /or withdraw allotment of the shop.
- c) The allotment can be cancelled in public interest and the applicant may be asked to vacate the shop at University site on one month notice without assigning any reason thereof for which no damages shall be liable to be paid by the university. In case of such an eventuality, no compensation except refund of proportionate rent amount for the unexpired period of allotment.
- d) During the period of allotment, if the shop is required by the University, the allotment can be cancelled and the applicant shall have to vacate on one month notice period, letter issued by the university. In case of such an eventuality, no compensation except refund of proportionate rent amount for the unexpired period of allotment.
- e) If the shop remains closed for more than 15 days without proper permission, it will be presumed to have been closed down. As such, the university shall be entitled to terminate the allotment forthwith duly forfeiting the applicant's security/PBG.

### **1.8 Other Terms:**

- a) The rates of items should be genuine and not be more than MRP/market rates.
- b) The Applicant shall pay Goods and Services Tax (as applicable)
- c) The shop may remain open for seven days a week and during the time as decided by the university. Any closure must be done with approval of competent authority.
- d) No child labour shall be employed by the applicant in any case.
- e) In case of any loss or damage to the customers/staff of University due to him/her employee's negligence, the shop applicant shall be responsible to make good the loss to the customer/staff of University.
- f) Applicant will be responsible to make all arrangements with regard to the safe custody of his items. The university shall not be responsible for any damage, loss or theft in shop if any.
- g) Applicant will arrange his/her own furniture, temporary partition, installations, shelves etc. inside the shop.
- h) On closure of allotment, applicant should have to obtain NOC from the university.
- i) Junk food will be not allowed.
- j) The Registrar, IKGPTU reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever, and without any prior notice to the applicant whatsoever.
- k) Income Proof like Annual Return filing or audited Balance Sheet along with Income and Expenditure Account for the last two financial years, duly self-attested.
- l) In case, at the time of opening of price bids, if two bids are found equal, the bidders who quoted the same bid would be called for negotiation and the highest bidder be allotted the shop. In case, both the bidders opt to skip the negotiation, the decision will be made by draw of lots further.
- m) The applicant will be required to strictly adhere to the specification/scale/quality/quantity/brand of various items.
- n) In case of failure to implement the directions regarding conditions and specifications mentioned, *the strict action will be taken.*

- o) The allottee will not sell items at higher rates than the MRP or prevailing market rates and approved rates of the University. The allottee will stock/ sell only quality/branded products/use of cups/glasses of plastic material will not be allowed, failing suitable penalty will be imposed by the University.
- p) No obnoxious trade like Bidi, Cigarette, Pan Masala etc., shall be carried on at the premises. The allottee shall ensure strict '**NO SMOKING**' inside the premises.
- q) Sale/stock of Bubble Gum/Chewing-gum and spitting is banned in the University premises. Hence, the allottee will not stock/sell Bubble Gum/Chewing-gum or toffees with gum ingredients at the shop/site, failing suitable penalty will be imposed.
- r) The allottee shall not employ any child labour(s) in contravention of the **LABOUR EMPLOYMENT ACT, 1970**.
- s) The allottee would be required to make necessary fire safety arrangement in the shop and also install appropriate number of fire extinguishers in consultation with the Fire Department, to ensure safety and security of the public, self and the University property.
- t) Any dispute except falling under Public Premises Act, 1971 shall be referred to the Registrar, IKGPTU, who shall have the power to further delegate his power if required, to any other competent officer, under University rules. The said officer shall place the matter before the Registrar, IKGPTU, after thorough examination. The Registrar, IKGPTU shall take the final decision after considering the full facts and circumstances of the case. The decision of the Registrar, IKGPTU shall be binding upon both the parties.
- u) The timings of the said premises for providing services shall be **from 08.00 am to 08.30 pm**. The presence of lessee or his/her persons shall be ensured during the said working hours, otherwise It would be a violation of the terms and conditions calling for termination of allotment followed by eviction
- v) Medical check up of each staff of food handlers to be submitted quarterly.
- w) The applicant to obtain food license from health department, Kapurthala administration

#### **1.09 Territorial Jurisdiction**

Dispute, if any, shall be subject to the territorial jurisdiction of the Hon'ble Kapurthala Court.

### TECHNICAL ELIGIBILITY CRITERIA FOR SHOP NO.03

1. Experience Proof-Minimum 1 year experience of Hostel mess/Mess /College or Industrial /Corporate Catering Services or Catering Services in Govt./Private institutions/ colleges /universities or self-undertaking in case of own shop.
2. PAN Card copy
3. GST Registration Certificate copy
4. ADHAAR Card copy
5. Bidder General Information (***Annexure-I***).
6. Undertaking by Applicant (***Annexure-II***).
7. Self-Declaration for non-blacklisting/Non-Debarring (***Annexure-III***)
10. Additional documents, if any.

Note: **All the documents should be stamped & signed by authorized signatory, properly numbered & indexed and submitted with Bidder General Information form (Envelop A).**

**I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR-KAPURTHALA HIGHWAY,  
KAPURTHALA (PUNJAB) – 144603.**

**ANNEXURE-I**

**4. BIDDER GENERAL INFORMATION**

Photograph  
of Tenderer/  
bidder

Sr. No.	Bidder Profile (Mandatory)	Attach copy of documents/Details Yes / No                      Page No.
1	Application for Shop No. 03 Refreshment and other eatables.	
2	Name of the Company/Firm with Complete registered address	
3	Name of Applicant/Bidder (Authorized Signatory)	
4	Complete Postal Address of the Applicant/Bidder with contact (Phone/Mobile No)	
5	Legal Status (Individual/Proprietary Firm/Partnership Firm/Limited Company/Corporation)	
6	Year of Commencement of Business (attach self-attested copy of documentary evidence)	Attached: Yes/No
7	Documents: attach self-attested copy of each as applicable)	
	(i) Firm Registration No – (as applicable)	Attached: Yes/No
	Validity of Registration Number (up to) (as applicable)	
	(ii) Experience Detail	Attached: Yes/No
	(iii) Income Proof like Annual Return filing or audited Balance Sheet along with Income and Expenditure Account for the last two years duly attested. (Required)	Attached: Yes/No
	(iii) EPF No., as applied Registration Copy	In case not applicable (Attach undertaking)  Attached: Yes/No

	(iv)	ESI No. as applied Registration Copy	In case not applicable (Attach undertaking)  Attached: Yes/No
	(v)	GST No. as applied Registration Certificate Copy	_____ Attached: Yes/No
	(vi)	PAN Card No. Copy	_____ Attached: Yes/No
	(vii)	ADHAAR Card No. Copy	_____ Attached: Yes/No
	(viii)	a. FSSAI Reg. No. (Required) b. Valid up to: c. Copy	_____ _____ Attached: Yes/No
	(ix)	Undertaking by Applicant ( <b><i>Annexure-II</i></b> )	Attached: Yes/No
	(x)	Self-Declaration for non-blacklisting/Non-Debarring ( <b><i>Annexure-III</i></b> )	Attached: Yes/No
	(xi)	Additional documents (if any) Detail: Copy:	_____ Attached: Yes/No

**Signature of the Bidder with date**

**Stamp (if, any)**

**Address & Mobile Number:**



**I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY,  
JALANDHAR-KAPURTHALA HIGHWAY,  
KAPURTHALA (PUNJAB) – 144603.**

**ANNEXURE-II**

**UNDERTAKING BY THE APPLICANT**

**(To be submitted along with the Technical Bid)**

I, ..... S/o ..... resident .....of hereby solemnly agree to abide by the Terms & Conditions of the allotment. Any breach of the Clause/Clauses will render my contract null and void. I have understood completely this document and the terms and conditions therein mentioned under allotment documents. I agree to serve item on genuine rates not more than MRP as decided and pay the rent and other related charges on time. I have also understood that I have to maintain the high standard, quality and hygiene of all.

**Signature of the Bidder with date**

**Stamp (if, any)**

**Address & Mobile Number:**

**I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR,  
MAIN CAMPUS, JALANDHAR-KAPURTHALA HIGHWAY,  
KAPURTHALA (PUNJAB) – 144603.**

**ANNEXURE-III**

**Self Declaration for Non-Blacklisting/Non-Debarring**

**(To be submitted along with the General Information form)**

I/We (Name .....

Contractor /Firm/individual ..... do hereby solemnly affirm and declare that the individual/firm are not black listed by any Central/State/Govt./Semi Govt./Public Sector/ Corporation/ autonomous body office or any other entity and hence there is no any pending case at court of law.

**DEPONENT**

**DATE**

**ADDRESS**

**VERIFICATION**

Verified that the contents of above affidavit are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed there from.

**DATE**

**DEPONENT**

**I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR,  
MAIN CAMPUS, JALANDHAR-KAPURTHALA HIGHWAY,  
KAPURTHALA (PUNJAB) – 144603.**

<b>Sr. No</b>	<b>Shop No</b>	<b>Location</b>	<b>Area (approx.)</b>	<b>Reserve Price/Rent (Per Month (in Rs.))</b>	<b>Rate quoted (excluding GST)</b>
1	Shop No-3	Below KRC	185.42 sqft	Minimum Rent Rs. 1,700/- + GST as per applicable	

**Signature of the Bidder with date**

**Stamp (if, any)**

**Address & Mobile Number:**

#### **Annexure-IV**

List of approved items quality/ quantity/ to be sold in the Shop No. 03 on genuine rates.

<b>Sr.No</b>	<b>Item</b>
1	Masala Dosa Sambar with coconut chutney
2	Plain dosa Sambar with coconut chutney
3	Vegetable dosa Sambar with coconut chutney
4	Butter dosa Sambar with coconut chutney
5	Paneer Dosa sambar with coconut chutney
6	Vada Sambar/Idli with coconut chutney(Vada/Idli 80gm)
7	Uttapam with coconut chutney Per serving (150gm)
8	Upma with coconut chutney Per serving (150g)
9	Dahi Vada One Piece (Vada100gm)
10	Rava Dosa Sambar with coconut chutney
11	Masala Rava Dosa Sambar with coconut chutney
12	Aloo Bonda 02 Pieces (100gm each)
13	Lemon Rice+ Avial with coconut chutney Per plate (250gm)
14	Medu Vada with coconut chutney Per piece 150gm
15	Saboodana Vada Per piece (100gm)
16	Cheese Sandwich
17	Vegetable cutlet and Sauce 1 pieces (80gm)
18	Poha with vegetable Per serving (150gm)
19	Bread slice (Brown)

20	Mixed Fruit Chaat Per plate (200gm)
21	Papdi Chaat
22	Bhalla
23	Gol Gappe
24	Stuffed gol Gappe
25	Bhel Puri
26	Pav Bhaji
27	Masala Corns
28	Masala Corns
29	Paneer Malai Tikka (6 Pieces)
30	Cutlets
31	Paneer Tikka grilled Sandwich
32	Paneer Roll
33	Dhokla (Per plate 200g)
34	Cholay bhature (02pcs Bhatura+Pickle+Channa-150gm)
35	Poori Bhaji (04pcs Poori+Pickle+Sabji-150gm)
36	Pakora Mix Veg. Pakora (100gm) Paneer Pakora (60gm)
37	Dalia
38	Samosa
40	Samosa with channa Half Plate (Samosa+Chana) Helf and Full plate
41	Aloo Parantha
42	Vegetable Parantha