



I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR

EXPRESSION OF INTEREST FOR SHOP No.05

Location : In Front of Academic Block-01

Area Approx. : 100 sqft

Reserve Price : Minimum Rent Rs. 1,100/-+ GST as per applicable

Timing : 07:00AM to 09.00PM

Purpose : Refreshment and other Eatable Items
(As per **ANNEXURE-IV**)

Last date : The application must reach in the office of Deputy Registrar (GA) within 21 days of uploading EOI on the website.

Last Date of apply: 02.02.2026 up to 03:00 PM

Terms and conditions for allotment

The applicant applying for Shop No. 05 (In Front of Academic Block-01), for Refreshment and other Eatable Items. The applicant should have experience of running Mess / Canteen/ Restaurant/ Catering Services or Catering Services to Government Departments or running restaurant/Shop for the last one year with food license from the competent authority.

The applicant must submit application in two sealed envelopes separately i.e., the bid form duly signed on every page along with all the required documents in one envelope subscribed (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. 5, 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 issuance allotment order).
- b. Extendable for one year on the basis of satisfactory/ performance, on same terms & conditions and at the discretion of university. However, rent shell 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 21 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 and binding on both the parties. 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. 5,000/- (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 EOI 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 retuned 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 quarterly 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 in advance.

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 Cleanliness:

- 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 cleanliness 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, any material etc. 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 to be served in the University. Suitable action may be taken by the authority.

1.6 Fine & Penalties:

- a) In case any complaint is received attributable to misconduct, misbehavior of employee deputed by applicant suitable action will be taken on the recommendation of the committee. If the complaint is found genuine by the committee further the concerned applicant employee shall be removed from the shop of University Premises/ penalty may be imposed, as recommended by committee.

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 withdraw / or re-notify 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 and other charges paid in advance 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 and other charges paid in advance 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 forfeiting the applicant's security/PBG.

1.8 Other Terms:

- a) The rates of items are attached.
- b) The Applicant shall pay Goods and Services Tax (as applicable). GST registration number in the State of Punjab.
- 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 students/staff of University due to his/her employee's negligence, the allottee shall be responsible to make good the loss to the concerned student/staff of University.
- f) Allottee will be responsible to make all arrangements with regard to the safe custody of the items. The university shall not be responsible for any damage, loss or theft in shop, if any.
- g) Allottee will arrange his/her own furniture, temporary partition, installations, shelves etc. inside the shop.
- h) On completion of the allotment, applicant should have to obtain NOC from the university.
- i) 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.
- j) 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.
- k) 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.
- l) The applicant will be required to strictly adhere to the specification/scale/quality/quantity/brand of various items.
- m) In case of failure to implement the directions regarding conditions and specifications mentioned, *the strict action will be taken.*

- n) The allottee will not sell items at rates than approved by the University. The allottee will stock/ sell only quality/branded products failing suitable penalty will be imposed by the University.
- o) 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.
- p) 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.
- q) The allottee shall not employ any child labour(s) in contravention of the LABOUR EMPLOYMENT ACT, 1970.
- r) 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.
- s) 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. 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.
- t) The timings of the said premises for providing services shall be from 07.00 am to 09.00 pm.
- u) Medical checkup of each staff of food handlers to be submitted quarterly.
- v) The allottee to obtain food license from health department, Kapurthala administration
- w) The allottee will have to obtain general insurance against risk, fire accident for his belonging etc. for the shop.

1.09 Safety requirements: -

- (a) The allottee should ensure that there is no short-circuiting resulting in incidents of fire. There shall be no loose electrical connections and temporary fittings. Emergency fire extinguishers shall be kept at appropriate places of work.
- (b) The regulating valves of LPG supplied to the shop shall be inspected regularly to ensure that on / off system is in order to avoid accident.
- (c) First Aid box containing bandages, Spirit, Ointments, Antiseptic creams, lotions and immediate relief tablets shall be made available by the allottee in the shop known to all staff.

1.10 Territorial Jurisdiction

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

TECHNICAL ELIGIBILITY CRITERIA FOR SHOP NO.05

1. Experience Proof-Minimum 1year experience of Mess/Canteen/Restaurant, Catering Services or Catering Services in Govt./Private institutions/ colleges /universities or self-undertaking in case of own shop.
2. PAN Card copy
3. The applicant must possess a valid GST Registration number in the State of Punjab.
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***)
8. 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

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. 05 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 applicable Registration Copy	In case not applicable (Attach undertaking) Attached: Yes/No

	(iv)	ESI No. as applicable	In case not applicable (Attach undertaking) Attached: Yes/No
	(v)	GST No. as applicable	_____ 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 (<i>Annexure-II</i>)	Attached: Yes/No
	(x)	Self-Declaration for non-blacklisting/Non-Debarring (<i>Annexure-III</i>)	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 allotment null and void. I have understood completely this document and the terms and conditions therein mentioned under allotment documents. I agree to serve item 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 at all times.

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.**

Sr. No	Shop No	Location	Area (approx.)	Reserve Price/Rent (Per Month (in Rs.))	Rate quoted (excluding GST)
1	Shop No-5	In Front of Academic Block-01	100 sqft	Minimum Rent Rs. 1,100/- + 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.05

Sr. No.	Items	
1.	Veg. Pizza (Vegetable + Cheese etc.)	
2.	Pasta (Veg.)	White Sauce Patsa
		Red Sauce Patsa
3.	Veg Burger	Plain Burger with vegetables
		Noodle Burger with Noodles+Vegetable
		Cheese Burger with Cheese+Vegetable
4.	Maggi/Noodles	Plain
		with Vegetable
5.	Dosa (Per Piece) (Fried in Fortune/Sweekar Sun flower Oil)	Plain Dosa
		Masala Dosa
		Paneer Dosa
		Onion Dosa
6.	Vada Sambar (Per Plate 02 Piece) (Fried in Fortune/Sweekar Sun flower Oil)	
7.	Rice Idli Sambar (Per Plate 02 Piece)	
8.	Utappam (per Piece) (Fried in Fortune/Sweekar Sun flower Oil)	
9.	Upma+Chatni	
10.	Poha with vegetable (Fried in Fortune/Sweekar Sun flower Oil)	
11.	Paw Bhaji	
12.	Veg. Cutlet	
13.	Sandwich (Veg.)	Veg. Sandwich
		Aloo Masala Sandwich
		Vegetable Cheese Sandwich

14.	Samosa (Aloo+ Matter) (Fried in Fortune/Sweekar Sun flower Oil)
15.	Kachori (Fried in Fortune/Sweekar Sun flower Oil)
16.	French Fries (Fried in Fortune/Sweekar Sun flower Oil)
17.	Sprout Salads (Chana, Moong, Moth Dal Sprouts + Vegetables)
18.	Allo Tikki (Per Plate 02 Piece) (Fried in Fortune/Sweekar Sun flower Oil)
19.	Allo Tikki (Half Plate 01 Piece) (Fried in Fortune/Sweekar Sun flower Oil)
20.	Stuffed Paneer Chilla (Fried in Fortune/Sweekar Sun flower Oil)
21.	Tokri Chat
22.	Raj Kachor
23.	Dahi Bhalla (Per Plate 02 Piece)
24.	Dahi Bhalla (Half Plate 01 Piece)