

TENDER DOCUMENT

(NIT No: RGNUL/CMW/303)

Dated: 20/08/2025

**Inviting Tender for operating the Academic
Block Student Canteens at RGNUL campus,
Sidhuwal, Patiala at RGNUL, Punjab**



**(Construction and Maintenance Wing)
Rajiv Gandhi National University of Law, Punjab,
Patiala**



RGNUL, PUNJAB
(Construction and Maintenance Wing)
TENDER DOCUMENT

TENDER NO.	: RGNUL/CMW/303
NAME OF WORK	Inviting tender for operating the Academic Block Student Canteen at RGNUL campus, Sidhuwal, Patiala.
EARNEST MONEY	: 1,50,000/-.
DATE AND TIME OF ISSUE OF TENDER DOCUMENTS	: 20.08.2025 TO 19.09.2025 up to 10:00 AM
DATE AND TIME OF RECEIPT OF TENDERS	: 19/09/2025 UPTO 11:00 A.M.)
DATE AND TIME OF OPENING OF TENDERS	: 20/09/2025 (AT 11:30 A.M.)

Rajiv Gandhi National University of Law Punjab.
NOTICE INVITING TENDERS

No. RGNUL/CMW/303

Dated 20.08.2025

Rajiv Gandhi National University of Law, Punjab, Patiala invites sealed quotations/tenders in two bid system i.e. Technical and Financial bid from competent and reputed Indian service providers/agencies/individuals for the operating of the Academic Block student canteen. The right of acceptance or rejection of any tenders/quotations without assigning any reason is reserved. The quotations/tender is required to be submitted in sealed cover address to The **Registrar, Rajiv Gandhi National University of Law Punjab** Patiala so as to reach the University on or before 11.00am on 19/09/2025 duly superscripting the tender for **“The Tender for operating Academic Block Student Canteen”** on the top of sealed envelope, **not later than the date and time as mentioned above.**

Sr. No.	Description	Location	Application Fees (including GST) (Rs.)	EMD (to be deposited in the form of DD/bankers cheque)
1	Academic block Student Canteen	Academic Block	1180	1,50,000.00

Terms and Conditions:

1. The complete Bidding document / DNIT can be obtained from office against Demand draft / online payment at <https://www.onlinesbi.com/sbicollect/> for **Rs. 1000/-+18% GST (Non-refundable) between 9.00 AM to 4.00 PM from 20.08.2025 to 19.09.2025 up to 10:00AM.**
2. The Agency/bidders are advised to visit the University in order to examine the location/any other related information of above mentioned canteens before quoting the rate.
3. Tenderers are requested to submit their bid in two separate envelopes “Technical Envelope” and “Commercial/Financial Envelope”.
4. The Agency/bidders should study the various tender conditions / documents etc. Carefully before submitting their offers. If there are any doubts, they should get clarifications from RGNUL. In writing, but this shall not be a justification for submission of late tenders or extension of due date of the tender.
5. All bids must be accompanied by a refundable EMD and Application Fees (Non-Refundable) in the form of Bank Draft drawn from a scheduled bank in favour of the Registrar, RGNUL, Punjab, payable at Patiala. Earnest money of the unsuccessful bidders shall be refunded after the allotment of contract. Earnest money of the lowest bidder shall be refunded after successful completion of the contract.
6. The tenderer should indicate specifically the offer, Taxes/GST, other duties (if any), and levies Chargeable. No additional information will be entertained after due date.
7. RGNUL shall not be responsible for any postal delay about non-receipt/non-delivery of the Documents.
8. The cover thus prepared should also indicate clearly the name and address of the tenderer to enable the Bid to be returned unopened in case it is declared **“late”**.
9. The amendment will be notified on the website of the university www.rgnul.ac.in.
10. All legal disputes will be subject to Patiala Jurisdiction and will be interpreted under Indian Laws.
11. The Registrar RGNUL reserves the right to reject any or all bids without assigning any reasons.
12. Bids received after the due date will not be considered.
13. If **19-09-2025** is declared holiday by RGNUL, the tender will be received on the next working day.

REGISTRAR
RGNUL, PUNJAB

Copy to: NOTICE BOARD

University Website (www.rgnul.ac.in)

Rajiv Gandhi National University of Law, Punjab, Patiala

The RGNUL, Punjab, Patiala having around 1000-1200 students/faculty/staff in its campus.” So University is interested in giving the contract for operating the Academic Block Student Canteen in the campus of the University which will facilitate our faculty, staff and students. There will be following canteens for which sealed quotations are invited.

TERMS & CONDITIONS FOR CANTEEN

- 1) The Contract Agreement would be effective from **the date of allotment and** can be renewed with **minimum 5% increase** in rent for the second year. This extension of the contract for second year will be subject to satisfactory performance of the Contractor.
- 2) The minimum monthly base rent of Canteens will be 10500 + GST as applicable.
- 3) Kindly stamp and sign all pages of the tender. Deviations if any shall be highlighted on a separate sheet on the tenderer's letterhead.
- 4) For any clarification regarding this job, the bidders can contact Phone **No 0175 – 2391600-601, 602,603 Extension 419 & e-mail: cmw@rgnul.ac.in**
- 5) The RGNUL reserves right to accept/reject any or all the Quotations at any time without assigning any reason.
- 6) The rent of the Canteen will be charged advance in two equal instalments, first instalment at the time of the start of contract.
- 7) The applicant has to deposit EMD as mention in above with the application. The EMD amount of the successful bidder would be retained by the RGNUL as security amount. The security amount would be returned upon expiry of the term after the final settlement of payments. No interest is payable on the retained Security. However, in case of any damage to the property or furniture or otherwise the same shall be deducted from this amount.
- 8) GST will be charged on contract money as applicable.
- 9) The Contractor will pay water charges @ Rs. 1000/- per month for per month and electricity charges per unit on actual consumption. (Meter Reading)
- 10) The Contractor must ensure that the food is prepared and served in the most hygienic conditions, the staff must wear serving gloves and head masks while serving food, no stale food should be sold, there should not be any sort of littering in the Canteen, required no of sweepers should be engaged to maintain cleanliness in the Canteen. The RGNUL reserves the right to surprise check and impose penalties in case of lapses.
- 11) **The Contractor will provide only those items in the Canteen which are allowed by the RGNUL and will get the rates of all the items approved from the competent authority of the RGNUL and they must be displayed prominently. The name of the firm and of the counter must be also displayed prominently.**
- 12) The Contractor will install the required furniture if any except which provided by RGNUL. Water cooler along with RO of required capacity to cater at least 200-300 students at a time in the dining hall of Academic block Student canteen, if required two water coolers with RO can be installed so that there is no scarcity of drinking water etc. except one water cooler with Ro provided by RGNUL.
- 13) The Contractor must provide all those listed food items every time during its operational hours and must have proper racks to keep its items displayed and nothing should be kept on floor.
- 14) The Contractor has to keep the canteen open on all the days as per order. The canteen cannot be closed without obtaining the prior permission from the competent authorities of the University.
- 15) The RGNUL shall be entitled to claim damages for mishandling the furniture and fixtures and fittings installed in the area provided. Penalty will be imposed on the Contractor in addition to the cost of repairs and replacements which are to be borne by the Contractor.

- 16) Kitchen equipment, gas, chulhas, water cooler with RO, freezers, fly trappers etc. will be installed by the Contractor at his own costs. All service utensils like plates, glasses, dongas, service spoons etc. will also be arranged by the Contractor.
- 17) The Contractor has to take utmost care for disposal of leftover food, no leftover food should be disposed off in the drains which will block the drain and will produce foul smell. Any sort of deficiency or carelessness in this regard will not be tolerated and penalty will be imposed by the RGNUL. The Contractor should make their own arrangement for the disposal of the leftover food at their own cost on daily basis.
- 18) On the completion/termination of the Contract, physical possession of the kitchen area & dining hall etc. will have to be resorted in the condition at the time of initiation of the contract, failing which charges incurred on replacements etc. will be deducted from the security amount.
- 19) Cleaning of the serving area and kitchen area premises, utensils, cutlery and crockery, kitchen and other equipment, furniture and consumables are the responsibility of the Contractor. Procurement of gas, high quality provisions and other consumables is the responsibility of the Contractor. Use of domestic cylinders & wood as fuel are strictly prohibited.
- 20) Engaging of required staff, providing uniforms etc. shall be done by the Contractor with the approval of the RGNUL. The Contractor must submit the ID proof of all its employees working in the Canteen.
If any staff of Contractor found misbehaving with any Faculty, Staff or Student of RGNUL, strict action will be taken against the Contractor.
- 21) The RGNUL would reserve the right to check on cleanliness and upkeep of premises, quality of provisions, and quality of the food and any deficiency found penalty procedure will be applied.
- 22) The Contractor shall attend all meetings of the committee as and when scheduled. The prior information of the meeting will be given to the Contractor.
- 23) Security of premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the Contractor.
- 24) The Contractor will NOT employ any child labour and shall adhere by all the government rules and regulations.
- 25) The Contractor should submit all necessary statutory documents.
- 26) The Contractor will be liable to pay all taxes levied by the government.
- 27) Bidder should have also furnish copy of valid enlistment, copy of PAN, EPF, ESI, GST registration no bid will be entertained without EPF and ESI registration number.
- 28) The Contractor should adhere to the provisions of the GST, Provident Fund Act, the Minimum Wages Act and other such acts which are applicable.
- 29) The Contractor should ensure that the payment is made to the labourer as per Minimum Wages Act to the satisfaction of the licensee.
- 30) The Contractor will adhere to all laws of the land at his own responsibility and costs. The RGNUL will not be responsible for life and safety at work place; the staff of the Contractor should be duly insured.
- 31) Consumption of alcohol or alcoholic beverages and smoking is banned in the University. Any violation will attract strict legal action and the contract will be terminated immediately.
- 32) The Contractor has to comply with the standards of the Hygiene and sanitation of the Punjab Govt. Health Department. In case of inspection of sanitation and hygiene by the health department or other statutory authorities, the Contractor will have to satisfy the provision of law. If found guilty, will have to bear the penalty as decided by the RGNUL/Government.
- 33) The Contractor will not sublet the contract. If found so, it will invite termination of contract and forfeiture of security.
- 34) The RGNUL reserves the right to make any amendments in the Terms & Conditions as & when required and deemed fit and mutually accepted to both the parties.
- 35) In the event of the any dispute with regard to any of the term(s) and/or conditions of this agreement, the same shall be referred to the Vice-Chancellor/Competent Authority and dispute be referred on mutually agreement to sole arbitrator/mediator and its decision thereon shall be final and binding on both the parties, further it will be subjected to the jurisdiction limits of Patiala District.

Penalties for violation of rules, terms and conditions

The Contractor will be fined in case of violation of the following rules:

- 1) The Penalties or Fine can be imposed in violation of rules, terms and conditions and with regard to the discrepancy found in the quality of food, serving of food, cleanliness of Canteen, personal hygiene of workers, changing of the employed staff without information to the RGNUL, charging rates of the items not approved by the RGNUL, etc.
- 2) The Contractor will be given a warning in writing initially, thereafter a fine of Rs5,000/-, if again found defaulter fine can be increased up to Rs. 10,000/- and if again found defaulter the fine will be Rs. 20,000/- and after all these impositions again any complaint comes it will lead to the termination of the contract.
- 3) Absence of the Contractor or his representative from meeting called by the RGNUL will attract a fine of Rs. 5,000/- on the Contractor.
- 4) As and when the RGNUL proposes a fine it will inform the Contractor. The fine/penalty amount will have to be remitted there and then.

SIGNATURE OF THE APPLICANT

NAME & DESIGNATION STAMP OF
ORGANISATION (if any)

Performa for Technical Bid

Bidder Profile (General Information)		
1.	Name of the Company/ Firm with complete registered address	
2.	Name of Tenderer/Representative/Applicant (Authorized Signatory)	
3.	Complete Postal Address of the tenderer with contact (Phone/Mobile No)	
4.	Legal Status (Individual/Proprietary Firm/Partnership Firm/ Limited Company/Corporation)	
5.	Year of Commencement of Business (attach documentary evidence)	
6.	Statutory details (attach photocopy of each)	
	(i) Registration No -	
	(ii) Validity of Registration Number (up to)-	
	(iii) PAN Card No –	
	(iv) Aadhar Card No of the tenderer -	
	(v) GST Reg. No -	
7.	Food Safety (FSSAI) Reg. Nos. for running Restaurants/Students Canteen/ Similar Establishments	
8.	Earnest Money is to be deposited in the form of Demand Draft	Amount: Rs. 150,000/- Demand Draft No: Name of the Bank: Dated:
9.	The bidder should have experience of satisfactorily running canteen(s)/ hostel (s) continuously for last two years in reputed educational institutes/Government Sector/similar organizations for each work completed (and in hand) in last two years.	
10.	Copies of the last three year IT returns of the firm/individual.	
11.	Current/Saving Account No with Bank name and Branch name	

Declaration:

1. All the information furnished by us here in above and in application form is correct to the best of our knowledge and belief.
2. We have no objection if enquiries are made about the work listed by us in the accompanying sheets / annexures.
3. We agree with the above terms & conditions and the decision of RGNUL, Patiala, will be final and binding on us.
4. We confirm that we have not been barred / blacklisted / disqualified by any Regulators / Statutory Body in India and we understand that if any false information is detected at a later date, the assignment, if any, shall be cancelled at the discretion of the RGNUL.
5. The contract if given will not be sublet to anyone nor to any relative even and the authorized person (applicant) of the firm to whom the contract is given will supervise the whole operations of the canteen and will be responsible for quality of food, service and behavior of its employees, there are no legal proceedings are going on against the applicant nor against its employees nor in previous years he/she has been convicted by the court, with two reference which are not from the University.
6. You are also requested to submit the list of items along with their respective rates that will be served by you in the canteen.

Place:
Date:

SIGNATURE OF THE APPLICANT

NAME & DESIGNATION
SEAL OF ORGANISATION (if any)

Financial Bid

(To submitted in a sealed envelope)

I/We (Name) _____

Contractor/Firm/individual _____

do hereby quote the Monthly contract amount of Rs

(Please mention both in figures & words) to be paid to the Rajiv Gandhi National
University of Law, Punjab at Patiala for the running Academic Block Student Canteen.

Signature of the Bidder with date

Stamp (if, any)

Address & Mobile Number:
