

TENDER DOCUMENT

(NIT No: RGNUL/CMW/302)

Dated: 20/08/2025

Inviting Tender for operating the various shops and booths 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/302
NAME OF WORK	Inviting tender for operating the various shops and booths at RGNUL campus, Sidhuwal, Patiala.at RGNUL, Punjab
EARNEST MONEY	: As mentioned in list.
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/302

Dated 20.08.2025

Rajiv Gandhi National University of Law, Punjab, Patiala invites sealed quotations/tenders from competent and reputed Indian service providers/agencies/individuals for the provision of various services as detailed below. 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 name of shop applied"** on the top of sealed envelope, **not later than the date and time as mentioned above.**

Sr. No.	Description	Location	Shop/Booth No.	Application Fees (including GST) (Rs.)	EMD (to be deposited in the form of DD/bankers cheque)
1	Beauty Parlour & Saloon	Facility Area	S-1& B-1	1180	50,000.00
2	General Store	Facility Area	S-2	1180	25,000.00
3	Book/ Stationary Shop	Facility Area	S-3	1180	25,000.00
4	Mobile repair /Gift Shop	Facility Area	S-4	1180	25,000.00
5	Laundry Shop	Facility Area	S-5	1180	25,000.00
6	Café shop	Facility Area	S-6	1180	25,000.00
7	Juice Bar	Facility Area	B-4	1180	20,000.00
8	Booth (Suitable for Verka/Amul Parlour)	Near Second entry gate	booth	1180	20,000.00
9	Laundry Shop Boys Hostel	Room no.111, Abdul Kalam	Room no.111, Abdul Kalam	1180	20,000.00
10	Photostat shop	Academic block	Academic block	1180	20,000.00

Note: - The EMD and application fees should be submitted separately for each service mentioned above S. No. 1 to 10.

Terms and Conditions:

- 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.**
- The Agency/bidders are advised to visit the University in order to examine the location/any other related information of above mentioned **shops** before quoting the rate.
- 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.
- All bids must be accompanied by a refundable EMD and Application Fees (Non-Refundable) in the form of Bank Draft / Bankers Cheque 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 work. Earnest money of the lowest bidder shall be refunded after successful completion of the contract.

5. The number of services indicated in the Tender are tentative, RGNUL reserves the right to remove or add some or all of the services depending on the needs of the University without assigning any reasons.
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 to himself 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)R

Rajiv Gandhi National University of Law, Punjab, Patiala

Shops/Booths

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 Various shops and booths in the campus of the University which will facilitate our faculty, staff and students. There will be following shops/booths for which sealed quotations are invited.

Sr.no.	Name of Shop	Location	Shop/booth no.	Base Rent per annum(Rs.)
1.	Beauty Parlour & Saloon	Facility Area	S-1& B-1	85000.00
2.	General Store	Facility Area	S-2	47000.00
3.	Book Shop	Facility Area	S-3	47000.00
4.	Mobile Shop/Gift shop	Facility Area	S-4	47000.00
5.	Laundry Shop	Facility Area	S-5	47000.00
6.	Café shop	Facility Area	S-6	47000.00
7.	Juice Bar	Facility Area	B-4	35000.00
8.	Booth (Suitable for Verka/Amul Parlour)	Near Second entry gate	booth	35000.00
9.	Laundry Shop Boys Hostel	Room no.111, Abdul Kalam	Room no.111, Abdul Kalam	35000.00
10.	Photostat shop	Academic block	Academic block	12000.00
			GST Extra as applicable	

Additional Terms & Conditions:-

The important terms and conditions are listed below for convenience:

- 1) The Contract Agreement would be effective from 1st Feb 2026 to 31st Dec 2026 (11 months) 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 Agency/bidders are advice to visit the University in order to examine the location/any other related information of above mention **shops** before quoting the rate.
- 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 annually minimum base rent of Shop will be as per above list + GST as applicable
- 6) The rent of the Shop will be charged in advance in two instalments i.e. 1st for six month rent and 2nd for five month at the time of the start of contract.

- 7) The Contractor will have to pay electricity charges per unit rate on actual consumption of electricity monthly. (As per Meter Reading)
- 8) **The Contractor will sell only those items in the shops 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.**
- 9) The cost of erection and all installations inside the Shop will be solely borne by the Contractor.
- 10) Proper measures of cleaning and putting the litters of the disposables/papers etc. in the dustbins has to be taken care by the Contractor.
- 11) The Contractor will be liable to pay all taxes levied by the government.
- 12) The RGNUL, Punjab 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.
- 13) Engaging of required staff, providing uniforms etc. shall be done by the Contractor with the approval of the RGNUL, Punjab. The Contractor must submit the ID proof and police verification documents of all its employees working in the Shop. If any staff of Contractor is found misbehaving with any Faculty, Staff or Student of RGNUL, Punjab, strict action will be taken against the Contractor.
- 14) The RGNUL, Punjab would reserve the right to check on cleanliness and upkeep of premises, quality of provisions, and any deficiency found penalty procedure will be applied.
- 15) The Contractor should submit all necessary statutory documents. (Aadhar Card, PAN Card & GST Number if required).
- 16) The Contractor should adhere to the provisions of the GST, Provident Fund Act, the Minimum Wages Act and other such acts which are applicable.
- 17) The Contractor will adhere to all laws of the land at his own responsibility and costs. The RGNUL, Punjab will not be responsible for life and safety at the workplace; the staff of the Contractor should be duly insured.
- 18) Consumption of alcohol or alcoholic beverages and smoking is banned in the University. Any violation will attract legal action and the contract will be terminated.
- 19) The Contractor will not sublet the contract. If found so, it will invite termination of contract and forfeiture of security.
- 20) The RGNUL, Punjab reserves the right to make any amendments in the Terms & Conditions as & when required and deemed fit and mutually accepted to both the parties.
- 21) 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 mutual 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 cleanliness of Shop, personal hygiene of workers, changing of the employed staff without information to the RGNUL, Punjab, charging rates of the items not approved by the RGNUL, Punjab, etc.
- 2) The Contractor will be given a warning in writing initially, thereafter a fine of Rs. 5,000/-, 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, Punjab will attract a fine of Rs. 5,000/- on the Contractor.

- 4) As and when the RGNUL, Punjab proposes a fine it will inform the Contractor. The fine/penalty amount will have to be remitted there and then.

I/We agree with the above terms & conditions and the decision of RGNUL, Punjab, Patiala , will be final and binding on us.

SIGNATURE OF THE APPLICANT
NAME & DESIGNATION WITH STAMP
OF THE ORGANISATION IF ANY

RGNUL, Punjab, Patiala
Application Form for Various Shops
(The form must be filled in Block Letters)

1. Name of the Applicant : _____
2. Name of the Firm : _____
3. Permanent Address : _____

_____ Pin Code _____
4. Phone No & E-mail ID : _____
5. Applied For (Contract For) : _____
6. Demand drafts Nos: Application Fees: DD No. _____ Amount _____ (Non-refundable)
Earnest Money Deposit: DD No. _____ Amount: _____ (If applicable)
8. The applicant has to fill the under mentioned “**Financial Bid**” in the form of how much contract money will be paid by the interested contractor for the contract applied and Item/menu of canteen as proposed by the contractor (to be attached with the application).

Monthly Contract Money Offered For the Contract Applied: _____

9. Documents to be attached.

- a) The copy of the registration of the firm if any.
- b) Copies of the last three year IT returns of the firm/individual.
- c) Self-Declaration that, 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 mess/kiosk 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.

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.

Place:

Date:

SIGNATURE OF THE APPLICANT

NAME & DESIGNATION
SEAL OF ORGANISATION (if
any)