

TENDER DOCUMENT

(Tender No: RGNUL/C&MW/306)

Dated: 03/06/2026

Providing Catering Services of functions at various venues in campus as per need For Year 2026-2027.



**Rajiv Gandhi National University of Law, Punjab,
Sidhuwal, Bhadson Road Patiala**

Dated: 03.06.2026

TENDER NO. RGNUL/C&MW/306

NOTICE INVITING TENDER

Office of Issue	: Rajiv Gandhi National University of Law, Punjab, Sidhuwal, Bhadson Road Patiala, 147006
Date of Issue of Bid document	: 03.06.2026 to 26.06.2026 (Up to 10.30 AM)
Tender Forms Available at	: C&MW Office, RGNUL Campus Sidhuwal Bhadson Road Patiala.
Date of opening	: 26.06.2026, Time – 11.30 AM
Cost of bid documents	: Rs. 1,000/- + 18% GST (Non-refundable)
Earnest Money	: Rs. 1,00,000/-

Tenders (Two bid i.e. Technical & Financial) are invited from reputed agencies/caterers to provide catering services of functions at Rajiv Gandhi National University of Law, Punjab for the period of one year to be extended for another two years subject to performance and reviews by RGNUL administration .

- Financial Bid shall contain the quoted rates as per mentioned menu.
- A demand draft of Rs. 1,00,000/- as earnest money deposit (EMD), in favour of **The Registrar, Rajiv Gandhi National University of Law, Punjab** is to be submitted along with the **Technical Bid** and must be in the envelope of Technical bid. The Technical Bids will be opened at 11:30 PM on the last date of the receipt of tender document.
- Financial Bids of only those bidders will be opened whose technical bids qualify the Technical bid eligibility criteria and are found suitable. Date of opening of Financial Bids will be decided after technical bids have been evaluated by the University and successful bidders (technical bid) will be informed accordingly.
- The University reserves the right to accept or reject any or all of the bids without assigning any reason. The University shall not be responsible for any loss or postal delay of the document in transit.

Technical Eligibility Criteria:-

The bidder should have experience of satisfactorily running catering services continuously for last two years in reputed educational institutes/Government Sector/similar organizations. The bidder's performance/experience for each work completed in last two years and in hand should be certified by a responsible person from the certifying organization.

The bidder should have on their rolls sufficient number of cooks to prepare good quality snacks/meals.

The bidder should possess license as per Food Safety and Standards Act, 2006 (Attested copies of FSSAI License to be attached for last two years).

The bidder's average annual financial turnover (gross) in catering services/similar establishments during the last two financial years should not be less than Rs. 25.0 Lacs. Please submit documentary evidence like audited balance sheets, Profit & loss accounts and Income tax Assessment Completion Certificates etc. for last two financial years.

Note: Copies of the documents in support of each of the Eligibility conditions should be enclosed with the Technical Bid.

General instructions for the bidder before filling of Technical and Financial Bids:

- a) All the pages of the tender document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the terms and conditions of this tender.
- b) All the documents as mentioned must be submitted otherwise application will be treated as incomplete.
- c) An application without Tender Fee & Earnest Money Deposit (EMD) will not be accepted and no correspondence shall be entertained thereafter.
- d) For visit to the site or for any queries and please contact at 01752391200.

Registrar

Terms and Conditions

1. The allotment of Catering work on the campus is being done on contract basis. An agreement on a non-judicial stamp paper of Rs. 300/- value is to be entered into.
2. It is the sole liability of the contractor to maintain and keep all the equipment's and infrastructural facilities provided to him in good working condition and hand over the same back to University in good working condition on completion/revocation of the contract.
3. Either party to the contract may terminate the contract on two months' notice.
4. For cooked food served by the Contractor should be wholesome and clean. Only fresh vegetables are to be used for preparing eatables. In case of any rotten or substandard eatables are found, penalty can be imposed by the competent authority.
5. The Contractor should provide sufficient number of waiters and other servants for delivering proficient services and would be liable for their misbehavior, misconduct or any other act of disobedience. The staff employed by the Contractor shall not be below the Government of India prescribed working age.
6. **The Contractor will make his own arrangement for good quality kitchenware, counters, tables, chairs, serving utensils and crockery etc.**
7. The Contractor must ensure that the waiters wear neat and clean uniform while on duty.
8. List of the Items to be served in University Guest house/other venues in campus is given in **Annexure "A"**. Any change from the menu table without prior permission from the competent authority will lead to penalty as decided by the competent authority.
9. The Contractor shall be responsible for the reasonable care, maintenance, and safety of the premises and other items provided by the University during working time.
10. The Contractor shall be bound to keep the premises neat, clean and tidy at catering/function time in accordance with the bye-laws of the Municipal Corporation/Regulatory Authority.
11. It is the sole responsibility of the Contractor for disposal of all waste materials (like food waste, vegetable waste etc.) generated in the catering/function. The Contractor shall provide adequate number of dustbins (for Bio Degradable Waste and non-Bio Degradable Waste) for cleanliness in their areas of operation. Contractor shall be responsible for emptying/disposal of the Dust Bins.
12. The use of Single use plastic is prohibited.
13. The rates should be quoted in figures and words and are to be typed legibly without any correction. No over-writing is allowed/acceptable.
14. No escalation in rates shall be permitted during the contract period.
15. The sealed offers Addressed to **The Registrar, RGNUL ,Punjab** and dropped in Tender Box Kept in Administrative block Reception , shall be submitted on or before due date. Late tenders will not be acceptable on any account.

16. The Contractor shall be responsible for fulfilling the requirement of all the statutory liability pertaining to various Labour Laws and must be registered with EPF, ESI or any other Government regulating agencies (as applicable) in respect of the workers assigned to duty at University.
17. The Contractor has to give his Mobile Number and other Telephone number for emergency contact.
18. The University will not be responsible for any type of compensation, if any worker is injured while on duty. Personal Insurance of each worker has to be borne by the Contractor.
19. In case of failure or breach of any term and condition of the contract, the University shall have the authority to rescind the contract.
20. The contractor shall submit the health checkup /fitness report after every six month.
21. It will be the responsibility of the Contractor to register their worker(s) with University Main Security Gate.
22. The Contractor will not transfer or assign the license to any other party.
23. The contractor must prepare or cook the food in external space for kitchen facility.
24. The university will provide space within its premises, but this space is solely for heating or warming the pre-cooked food.
25. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract. Subcontracting will lead to immediate termination of contract.
26. All disputes shall be referred to the Vice-Chancellor, RGNUL, Punjab, Patiala or his nominee who shall be resolve the dispute amicably or refer to Arbitrator & whose decision shall be final & binding.
27. This tendering process can be terminated at any stage (even without giving contract to any of the applicants) without assigning any reason.
28. Dispute, if any, shall be subject to the jurisdictions of Patiala Courts only.

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	
Mandatory Information		
6.	Statutory details (attach photocopy of each)	
	(i) Registration No -	
	(ii) Validity of Registration Number (up to)-	
	(iii) PAN No –	
	(iv) Aadhar No of the tenderer -	
	(v) GST Reg. No -	
7.	Food Safety (FSSAI) Reg. Nos. for running catering services Similar Establishments (for last two years) -	
8.	Earnest Money is to be paid In favour of “The Registrar, Rajiv Gandhi National University Of Law , Punjab” EMD money is to be deposited in the form of Demand Draft only; otherwise, application will not be treated as valid.	Amount: Rs. 100000/- Demand Draft No: Name of the Bank: Dated:
9.	The bidder should have experience of satisfactorily running canteen(s)/ hostel (s)/catering services continuously for last two years in reputed educational institutes/Government Sector/similar organizations. For this, the bidder must have at least one similar running/completed work having not less than 100 persons on its dining strength continuously for last two years.	
10.	The bidder's average annual financial turnover (gross) in catering services/similar establishments during the last two financial years should not be less than Rs. 20.0 Lacs. Volume of business done during the last two years (submit documentary evidence like audited balance sheets and Profit & loss accounts etc.). All financial documents submitted must be audited and stamped by an authorized Chartered Accountant/Company Secretary.	
	Details of Annual financial turnover for financial years	2024-25 2025-26
11.	Current/Saving Account No with Bank name and Branch name	

(Name & Signature of Bidder-cum-Applicant)

Annexure “A”

Proposed Catering Menu & Terms for Rate Contract at RGNUL

Sr. No.	Meal Type	Items Detail	Remark
1.	Normal Tea	1. Tea/Coffee 2. Biscuits/Cookies	Including waiter Services within RGNUL campus
2.	Normal High Tea	1. Tea/Coffee 2. Biscuits 3. 1 veg snack (Cutlet/Mix pakora) 4. Dhokla/sandwich 5. 1 sweet 6. Mineral Water bottle small	Tables, Chairs, counters, Frills, Service waiters and if required tents are included in rate.
3.	High Tea (VVIP)	1. Tea/Coffee with Biscuits/Cookies/Dry cake/Dhokla 2. 2 veg snacks (with or without paneer item) 3. Assorted pakora/ Cutlet/cocktail samosa 4. 1 Sweet 5. Mineral Water bottle Glass small 6. Fresh Coconut water 7. Fruit chat/Juices 8. Green tea/Coffee 9. Dry fruits	Tables, Chairs, counters, Frills, Service waiters and if required tents are included in rate.
4.	Normal Lunch/Dinner	1. Rajmah/Dal Makhni /yellow daal 2. One Paneer veg 3. Mashroom/Soya chap gravy 4. Seasonal Veg 5. Jeera Rice/pulao 6. Raita/Curd 7. Chapati/Assorted bread 8. Green Salad 9. Papad 10. One Sweet Dish 11. Mineral Water bottle small	Tables, Chairs, counters, Frills, Service waiters and if required tents are included in rate.
5.	Lunch/Dinner (VVIP)	1. Rajmah/Dal Makhni/yellow daal 2. One Paneer Veg 3. Malai Kofta 4. One Seasonal 5. Veg Jeera Rice/Pulao 6. Raita/Curd 7. Chapati/Assorted bread 8. Green Salad 9. Papad 10. Two Sweet Dish (Rasmali/ Gulab jamun/Ice cream/Moongdal halwa /Jafrani halwa/Jalebi) 11. One Non-veg item (Chicken or Mutton) 12. Mineral Water Glass Bottle Small 13. Soup/Coconut water	Tables, Chairs, counters, Frills, Professional Service waiters and if required tents are included in rate

6	Normal Braekfast	<ol style="list-style-type: none"> 1. Stuffed Prantha 2. Curd + Butter 3. Sandwich 4. Tea/Coffee. 5. Dalia/Sewian/Cornflakes in Milk 6. Omelet 7. Poha/Upma 8. Bread Toasts with butter 9. Aloo sabji + poori 10. Tea/Coffee 11. Mineral Water Bottle Small 	Tables, Chairs, counters, Frills, Service waiters and if required tents are included in rate.
7.	VVIP Breakfast	<ol style="list-style-type: none"> 1. Stuffed Prantha with Curd & Butter 2. Tea/Coffee. 3. Cornflakes with milk 4. Dalia/Sewian in Milk 5. Omelet/boiled eggs 6. Multi grain/ Aata bread Toasts with butter 7. Poha/Upma 8. Separate tea/ Green tea/Coffee 9. Two/Three seasonal fresh fruits 10. Fresh juice/ fresh Coconut water 	Tables, Chairs, counters, Frills, Professional Service waiters and if required tents are included in rate

Note:-

- Rates shall be quoted for meals to be served in the University Guest House and at other venues within the campus, as and when required by the University.
- The contractor shall make his own cooking arrangements at his own cost and responsibility.
- The quoted rates shall be inclusive of arrangements for tables, chairs, counters, frills, service waiters, and tents, if required.
- No additional charges towards mineral water, table service, cutlery, crockery, disposable items, etc. shall be payable by the University, except applicable GST.
- Any addition, alteration, or modification in the menu/services may be made with the mutual consent of both parties.
- *Sweet Dish:* Rasmalai, Gulab Jamun, Ice Cream, Moong Dal Halwa, Jafrani Halwa, Jalebi, etc. may be served as per the approved menu.

**Financial (Price) Bid for Catering for various University Functions
(Separately filed as Financial Bid)**

Sr. No.	Name of Item	Rate in Figures (Rupees) including all taxes	Rate in Words (Rupees) Including all taxes	Remark	
1.	Rates For University Functions as per tentative menu				
	VVIP High Tea per person	10-25 person			
		26-50			
	VVIP Break Fast per person	10-25			
		26-50			
	2.	VVIP Lunch/Dinner per person	05-25		
26-50					
Normal Break fast		10-50			
		51-100			
Normal High Tea per person		10-200			
		201-400			
Normal Lunch/Dinner per person		10-200			
		201-400			
6.		Normal Tea/Coffee with Biscuits per person	10-200		
			201-400		

NOTE:-

1. The tender is being floated for various University functions/events contractors/bidders having the lowest (L-1) rates and fulfilling all terms and conditions may be empaneled by RGNUL for catering services. Allocation of functions/work to the empaneled contractor shall be at the sole discretion of the University.
2. Only technically qualified bidders shall be called for a live cooking test before the Mess Committee/University Committee constituted for the purpose. The bidder/contractor shall arrange all raw material, ingredients, utensils and other required arrangements for the live test at his own cost.

3. The Technically qualified bidders will be called for live test of their cooking skills in the presence of mess committee. Material for cooking will arrange by contractor.
4. Financial bids shall be opened only for those technically qualified bidders who successfully qualify the live cooking test. The decision of the University in this regard shall be final and binding, and no representation/request shall be entertained from any bidder.
5. Granting contract to the caterer/contractor is not absolutely based on lowest bidding and if required, a presentation on previous records in the same business, availability and mobilization of resource for the catering business in the RGNUL will be taken.
6. The rates quoted by the bidder shall remain valid for the entire contract period and no escalation in rates shall be allowed during the currency of the contract except statutory taxes imposed by the Government.
7. The bidder shall quote rates inclusive of all charges such as cooking fuel, raw material, labour, transportation, loading/unloading, serving arrangements, crockery/cutlery, disposable items, sanitation and cleaning charges, etc., except GST as applicable.
8. Conditional bids shall not be accepted and are liable to be rejected summarily.
9. The rates shall be quoted strictly in the prescribed financial bid format only. Overwriting/cutting, if any, shall be duly authenticated by the authorized signatory.
10. The University reserves the right to increase or decrease the quantity/number of persons for any meal arrangement depending upon the requirement.
11. The contractor, in coordination with the concerned event organizer/faculty, shall strictly adhere to the timings, menu and other instructions approved by the University for each event/function.
12. Payment shall be made on actual consumption/actual number of persons served, duly certified by the concerned officer/official of the University.
13. The contractor shall ensure timely service and maintain proper quality, hygiene and cleanliness standards during preparation and serving of food.
14. The contractor shall arrange sufficient manpower, utensils, serving counters and allied infrastructure at his own cost for smooth execution of catering services.
15. In case the quality of food or services is found unsatisfactory, the University reserves the right to impose penalty/deduction from the bill and/or terminate the contract.
16. The contractor shall comply with all applicable Food Safety and Standards Authority of India (FSSAI) norms and other statutory regulations during the contract period.
17. The University reserves the right to accept or reject any or all bids without assigning any reason thereof.
18. The contractor shall not sublet or transfer the contract to any other agency/individual without prior written permission of the University.
19. Any damage caused to University property during catering arrangements shall be recovered from the contractor.
20. The contractor shall ensure that sufficient serving staff and supervisory personnel with proper uniform are deployed during all University functions for smooth and efficient service delivery

21. In case of any dispute arising out of the contract, the decision of the Vice-Chancellor, RGNUL, Patiala shall be final and binding upon both parties.
22. The quoted rates shall include provision for buffet/table service as per requirement of the University.
23. The contractor shall ensure uninterrupted catering services even during holidays, weekends and emergency requirements as communicated by the University.
24. The successful bidder may be required to provide food samples/tasting before finalization of major events/VVIP functions, if desired by the University authorities.
25. The contractor shall ensure that sufficient serving staff and supervisory personnel are deployed during all University functions for smooth and efficient service delivery.

**Authorized Signature of
Caterer/Contractor with Stamp**

UNDERTAKING BY THE APPICANT

(To be submitted along with the Technical Bid)

I, _____ S/o _____

Resident of _____

_____ Hereby

solemnly agree to abide by the Terms & Conditions of the Tender. Any breach of the Clause/Clauses will render my contract null and void.

I have understood completely this tender document and the terms and conditions therein. I have also understood that I have to maintain the high standard, quality and hygiene of all the eatables.

Signature of the Bidder with date

Stamp (if, any)

UNDERTAKING BY THE APPLICANT

(To be submitted along with the Technical Bid)

I/We (Name) _____

Contractor/Firm/individual _____ do hereby

solemnly affirm and declare that the individual/firm are not black listed by any Govt./Semi Govt.

/Public Sector/ Corporation/office or any other entity.

Signature of the Bidder with date

Stamp (if, any)

AGREEMENT

This Agreement made thisday ofbetween (Hereinafter called the "Firm" of the first part and Rajiv Gandhi National University of Law, Punjab, Patiala through the Registrar (hereinafter called "The University") of the other part.

Whereas the Firm has offered for the work of **"Providing Catering Services of functions at various venues in campus as per need For Year 2026-2027.."** and the University has accepted his tendered offer for the execution of afore mentioned work. NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement, words and expressions shall have the same meanings as are respectively assigned to them as per the general conditions of contract enclosed herewith.
2. The following documents shall be deemed to form and be construed as part of this Agreement:
 - (i) The "NOTICE INVITING TENDER" AND "INSTRUCTIONS TO TENDERERS" enclosed as ANNEXURE - with this agreement.
3. The work will be executed strictly according to specifications and sample and the schedule of items of work as per quantities specified therein at the accepted rates.
4. All correspondence and modifications, if any and acceptance letter will from part of this agreement.
5. The University hereby covenants to pay the Firm, in consideration of completion of works, the price in the manner as specified in this Agreement.

IN WITNESS THEREOF THE PARTIES HERE TO SET THEIR RESPECTIVE HANDS AND SEALS ON THE DAY AND YEAR MENTIONED ABOVE IN THE PRESENCE OF WITNESSES AS UNDER:

Name and Address of the Firm

.....

.....

Signature of Firm

.....

.....

Signed sealed and Delivered by in the capacity of

.....

In presence of (Name and Address)

Registrar
For & on behalf of the
Rajiv Gandhi National University of Law, Punjab Patiala
(RGNUL)

Witness No. 1

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Witness No. 2

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