

Office of the Principal, Shaheed Udham Singh Govt College, Matak Majri – Indri

Specific Terms and Conditions for the College Canteen Contract (2026–2027)

1. Sealed Bids are invited by the undersigned from reputed Contractor/SHGs/Firms having experience of at least one year of running a canteen in Government Organizations/Institutions/Educational Institutions/MNC's/reputable Private institutions are eligible to apply for catering to approximately 1000 students and 80 staff on a daily basis for serving of Cold & Hot beverages, Snack, and tea, etc. The menu and rates are mentioned in the Bid Document. The contractor may also be asked to make catering arrangements for meetings, programs, seminars, and functions organized by the Institute from time to time on a payment basis. Further, persons visiting the college for various activities may also avail services from the canteen.
2. The Contractor shall provide canteen services to the staff at the College campus.
3. Each bidder compulsorily encloses a Demand Draft of ₹ 5,000/- (Five thousand rupees) in the favour of **SUS GOVT COLLEGE MATAK MAJRI** payable at **Indri**. It will be refunded to the unsuccessful Bidder/tenderer within a reasonable time after finalization of the contract. No interest on this amount will be paid.
4. The tender is meant for running a Canteen for the period of one year from the date of allotment.
5. The tender shall be valid for a period of at least three calendar months from the date of opening of the tenders for evaluation of the tender. However, the rates quoted in the tender should be valid for the period of the contract of one year.
6. The contractor has to start the canteen operations within 7 to 10 days of receipt of the work order.
7. The tender form can be downloaded from the college website www.susgcmatak:majri.ac.in.
8. The tender form should reach in the office of the undersigned by 7th September 2026, up to 4:00 P.M. under all circumstances by post.
9. Tenders shall be opened on 8th September 2026 at 10 A.M. in the Principal Office. At least 3 bidders are needed for the tender process.
10. In the case of the office being closed on the last day of receipt of bid or opening of bid, as the case may be, the bid will be received/opened on the next working day at the same time and venue.
11. The Reserve Amount for the Bid is rupees 5125/- per month, which is fixed by PWD (B&R) Karnal, Haryana. The contract will be offered to the highest Bidder/Tenderer on this amount.
12. Monthly rent for the canteen will be as per the successful bid. The tenant persons/groups will pay the monthly rent of 3 months in advance to the college as security.
13. Water bill will be charged @Rs.200/- per month (a fixed amount from the contractor as per DGHE letter Memo No.9/14/-2023 Co. (3) Dt. 01/08/2024) and Electricity Charges @Rs.10/- per unit (as approved by College Council), will be charged as per sub meter, which will be installed by the contractor.
14. The Contractor shall pay all dues, including the monthly rent, water charges, and electricity charges, to the College on or before the 10th day of each month.
15. Each applicant will submit two separate sealed envelopes, A and B (both put in a bigger sealed envelope)
Envelope -A: Technical bid (For Qualification) sealed & marked clearly as 'A', including DD of ₹ 5000/- as EMD.
Envelope- B: Financial bid (For quoting the rent per month), sealed & marked clearly as 'B'.
16. Participation in the financial bid shall be allowed only to those contractors who fulfill conditions of the Technical Bid.
17. Applications received after the due date and time shall not be considered/entertained.
18. Present all original documents at the time of bid.

Canteen Committee :-
 1. **DR (Dr. Bal Rishi)**
 2. **DR SONIA**
 3. **DR. VESITA DEVI**
 4. **DR. VESITA DEVI**

Technical Evaluation Committee
 1. **DR. VESITA DEVI**
 2. **DR. VESITA DEVI**
 3. **DR. VESITA DEVI**
 4. **DR. VESITA DEVI**
 5. **DR. VESITA DEVI**

19. Applicants are required to be present on the day of the bid. If the applicant is unable to be present due to a genuine reason, an authorized person with an authority letter must be present on behalf of the applicant.
20. The general terms and conditions related to the contract are available on college website.
21. The Contractor shall strictly comply with all the Specific and General terms & conditions of the College Canteen Contract throughout the contract period.
22. The undersigned reserves the right to accept/reject any tender without assigning any reason.

College Canteen Committee

1. BA (Dr. Bal Rishi)
2. Sam (Dr. Sonia)
3. BA
4. BA

Technical Evaluation Committee

1. Mr. Pardeep Kumar
2. Mrs. Pooja
3. Ms. Dimple
4. Dr. Harish Kumar
5. Mr. Surjit Goyal

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Assn.