



Till Hill & River Vanish
Maharaja Lakshman Sen Memorial College
(Estd. In 1976, Affiliated to Himachal Pradesh University)
Sundernagar (H.P.) – 175018

No.

16.07.2025

Tender For College Canteen session-2025-26

Sealed tenders addressed to the **Principal, M.L.S.M.College, Sundernagar-175018** are invited from eligible contractors for running the College Canteen.

Prescribed tender form containing Terms & Conditions is available in the college office. The cost of the Tender Form is Rs.300/-. Blank tender format can be obtained from Shri Rajeev Katoch, Superintendent w.e.f. 18th July, 2025 on payment of Rs.300/- in the form of DD or can be downloaded from www.mlsmc.ac.in. In case of downloaded tender form, a bank draft of Rs.300/- must be enclosed. The last date of submission of tender form shall be 23.07.2025 till 4:00 p.m. No tender form shall be accepted after the last date and scheduled time. The DD should be drawn from any Nationalized Bank in favour of "The Principal, M.L.S.M. College" payable at Sundernagar. The tender shall be opened on 24th July, 2025 at 02:00 p.m. in the presence of tenderer (if any) in Principal's Office.

The contractor must submit:-

- Declaration form on firm's letterhead duly signed.
- A DD /Money receipt of Rs.300/-
- The term and conditions form duly signed by the tenderer on each page.
- List of Quoted rates for the items to be served, duly signed on each page.
- The Sealed tender envelopes must be Superscribed as "APPLICATION FOR TENDER FOR COLLEEGE CANTEEN"
- Food license from competent authority.

The undersigned reserves the right to accept or reject any or all Quotations without assigning the reasons thereof.

Sd/-

PRINCIPAL

M.L.S.M.College Sundernagar,
175018 (H.P.)

FORMAT TO BE SUBMITTED BY THE CONTRACTOR ON LETTER HEAD

Tender for providing the Canteen services in the M.L.S.M.College, Sundernagar (H.P.)

Last Date for submission of tender: 23.07.2025 (up to 4:00pm)

PARTICULARS

- 1 Name of the Firm :
- 2 Address :
.....
.....
- 3 Phone No. (Mobile / Landline) :
- 4 Experience (in years) of Catering. (Certificate :
to be enclosed)
- 5 Registration No. :
- 6 PAN No. :
- 7 DD / Money receipt No., Date & Drawee Bank :
- 8 Food Licence from competent authority
(copy is to be attached)

DECLARATION :

I hereby declare that :

1. The applicant / firm have not been blacklisted ever in the past and have not been penalized for not meeting the provisions of Food and Adulteration Act, 1954.
2. All the particulars subscribed by me are true to the best of my knowledge.
3. All the terms & conditions of this tender document are acceptable to me & I shall abide by the same in case the tender is awarded to me.

**Signature of Contractor
(with Stamp and Date)**

Terms and Conditions for submitting the tenders for providing Canteen Services

1. It may be noted that the lowest quoted rates of a tenderer do not entitle him to claim the said contract. The final decision shall be taken after the contractor is interviewed and the presentation is assessed by the committee and he is finally recommended.
2. The contractor's firm must have at least two years of experience in running canteen in a college/ University / Institution / Government Body. **The experience certificate needs to be attached.**
3. The contractor's firm must not have been penalized for not meeting the provisions of Food Adulteration Act, 1954. A self-certification is required to be submitted by the contractor on letter head.
4. The contractor shall abide by all the prevailing laws for running of canteen/cafeteria and shall do all the necessary formalities of obtaining licenses / permission etc. on his own. The college shall not take any responsibility for any legal provisions not met by the contractor & on account of this the contractor shall solely be responsible.
5. The contractor shall ensure that applicable labour laws and minimum wages act are complied with.
6. **The contractor shall have to execute an appropriate agreement with the college on a non-judicial stamp of Rs.10/- accepting all terms and conditions.**
7. The contractor shall be required to pay
 - i. Water and electricity charges to be deposited every month as per the bills.
 - ii. Rs.25,000/- as security deposit that shall be refundable after the expiry of contract and no interest shall be payable on it. This may be adjusted in case of any dues / damages are reported during the tenure of contract period.
 - iii. Rent @ Rs.4000/- per month to be paid in advance in two six monthly installments.
8. The contractor shall keep the canteen area (in and around) neat and tidy.
9. The kitchen of the canteen shall be maintained with best of hygiene standard
10. The contractor shall take all precautions to maintain quality of food. In no case he/she shall sell stale / old stuff / preparations.
11. The contractor must not use / store any hazardous chemical / dangerous element / banned or expired products in the canteen which may pose threat to the health and safety of the people.
12. The contractor shall use the good quality branded cooking medium and should ensure that only standard material / ingredients for cooking and serving are used. No sub-standard material / ingredients shall be allowed. **The contractor is advised to quote the rates of food items keeping in view the cost factor of the ingredients / material which shall be of good quality.**
13. The contractor shall not use the canteen/ college premises for residential purpose for self or his staff & none of the employees of the contractor shall be allowed to stay in the college premises during night / holidays etc.

Signature of Contractor
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14. The contractor shall not sublet the contract to any vendor further. Similarly, no part of The menu/ items agreed upon shall be sublet to any other party. Subletting in any form shall not be allowed.
15. The contractor shall provide the list of the workers along with their identification & residential proof, who are working in the canteen.
 - (a) Any change in the staff shall be reported immediately and relevant proof of identification shall have to be submitted again. The contractor shall solely be responsible for the conduct / behavior of the staff employed by him in the college canteen and shall solely be responsible for any mishappenning or undesirable incidence on account of the conduct / behavior of the staff engaged by the contractor.
 - (b) A list of staff working in canteen shall be forwarded to the police station concerned.
 - (c) The staff of the contractor shall abide by the instructions issued by the college authorities from time to time and their movement in the college shall be restricted.
16. The contractor shall ensure to keep all his belongings under lock and key. The contractor shall be solely responsible for any loss, damage, theft etc. occurring in canteen and no compensation of any kind shall be made by the College.
17. The contractor shall have to ensure that the canteen staff employed by him wears proper dress. The contractor shall have to take all the measures to maintain good hygiene during the preparations and serving.
- 18.(a) The approved rates of the food items as accepted by the college **shall not be increased** by the contractor without prior permission of the college. **Similarly, no other item shall be sold** by the contractor out side the approved list, without permission of the college.
 - (b) The contractor shall display the rates of items, as approved upon by the College at prominent places of canteen & staff room.
 - (c) The contractor shall display the menu every day on the notice board of the Canteen.
19. The contractor shall have to make his own arrangements to remove / dispose-off garbage and shall not use college premises for dumping of the garbage. The contractor has to ensure that the garbage is not scattered here and there and shall have to arrange proper dustbins. The garbage of these dustbins shall be properly disposed-off by the contractor outside the college.
20. The contractor shall have to provide “Complaint and Suggestion Book” and the same shall be made available to anyone who desires to record any complaint or suggestion. The same shall be submitted to the principal’s office for inspection every month.
21. The contractor shall not close the canteen without prior permission from the college. The canteen shall remain open on Saturdays/Sundays/ Vacations/Holidays as per the requirement of the college.
22. The contract may be terminated if found/reported that there has been a gross misconduct, negligence, non-compliance of orders. The principal shall have the rights to revoke the contract immediately without any notice.
23. After the termination / expiry of the contract, all the belongings of the college should be handed over to the college, including those items for which the college has undergone a separate agreement.

Signature of Contractor

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24. The contractor will be required to provide service in the canteen premises and also in various rooms of the college such as Principal's office, staff room, college library and other departments.
25. There shall be an observation period of 03 months from the date of award of contract during which the work and conduct of the contractor shall be observed & assessed. Further, extensions shall depend on the satisfactory performance of the canteen contractor and it can be extended up to one year.
26. The members of Canteen Committee or any other staff as deputed by the Principal can inspect the canteen any time to check the quality of food preparation, hygiene conditions, staff conduct etc.
27. Any loss to the property of the College caused by the contractor or his/her staff shall be borne by the contractor.
28. In case of any dispute, the matter shall be resolved amicably. However, if the matter still remain unresolved, the same shall be resolved by an arbitrator appointed by the Principal of the College, the decision of which shall be final & binding to both the parties.
29. Any dispute is subject to the Jurisdiction of Courts situated in Sundernagar only.

Signature of Contractor
(With Stamp and Date)

Maharaja Lakshman Sen Memorial College Sundernagar -175018

TENDER FORM

Quoted - RATES TO BE CHARGED FOR THE ITEMS TO BE SERVED IN CANTEEN

S. No.	Items	Weight/ Measure	Rate Offered
Beverage			
1.	Tea	Per cup (125 ML)	
2.	Lemon Tea	Per cup (125ML)	
3.	Coffee (Hot)	Per cup	
4.	Milk	Per Cup	
5.	Cold Drink	As per MRP Price	
6.	Mineral Water (Standard)	As per MRP	
Snacks (In Standard Size/Quantity)			
7.	Samosa	Per Piece (70grams)	
8.	Bread Pakora	Per Piece	
9.	Barfi/Besan	Per Piece (60grams)	
10.	Pakora	Per Piece (60grams)	
11.	Namkeen Matari	Per Piece (60grams)	
12.	Egg Boiled	Per piece	
13.	One Egg omelets with Bread slices	Per plate	
14.	Ice Cream	Each MRP	
15.	Bread Butter/Jam	Per bottle MRP	
16.	Juice (Tetra Packs only)	Per pack MRP	
17.	Confectionery Items (Biscuit,Chocolates,Wafers)	Per pack MRP	
Break Fast / Lunch (In Standard Size/ Quantity)			
18.	Rajmah/Chana Chawal	Half/Full Plate	
19.	Prantha stuffed + Dahi / Pickles	Per piece (70grams)	
20.	Dahi	Per plate (200grams)	

Contractor can add other items of her/his choice at serial no. 24 to 30.

Signature :

Name :

Date :

Stamp of the Firm: