TENDER DOCUMENT
NAME OF WORK: TENDER FOR AUCTION OF VARIOUS SHOPS/CANTEENS

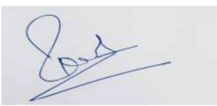
Central University of Punjab (CUPB)
(Established under Central Universities Act, 2009)
Village Ghudda, Distt. Bathinda (Punjab)151401

NOTICE INVITING TENDER (UNDER TWO-BID SYSTEM)

The Central University of Punjab (CUP), Bathinda, through its Registrar, is seeking tenders from established and experienced agencies to operate Canteens/Dhabas/Stationary-cum-Photocopy/Grocery shops/establishments in the University premises. This invitation, operating under a Two-Bid System, is for the auction of various shops/canteens in the university's main campus in Ghudda Village, Bathinda.

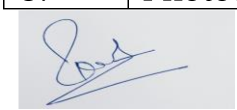
SCHEDULE OF THE TENDER

S.N	**Description**	**Details**
I.	Name and Address of Tender Inviting Authority	Registrar, Central University of Punjab, VPO-Ghudda, Bathinda
II.	Earnest Money Deposit (EMD)	Rs. 50,000
III.	Security Deposit	Three(3) times the rent of the premises along with Electricity security of Rs. 15,000*
IV.	Services to be offered	Provision of Canteens/Dhabas/Grocery Shops/Photocopy-cum-Stationary Shops
V.	Tender Publishing Date	4 August 2026
VI.	Bid Document Download Start Date	4 August 2026
VII.	Submission of Offline Bids in master envelope containing two separate sealed envelopes for technical and financial bid	Upto 10:00 hrs. on 19 August 2026
VIII.	Date of Opening of Technical Bid	19 August 2026 At 11:00 hrs.
IX.	Date of opening of Financial Bid	19 August 2026 At 1500 hrs.
X.	Websites for details of tender document	www.cup.edu.in
XI.	Contact person for queries	Mr. Pavit Kumar, Estate Officer 9888406434

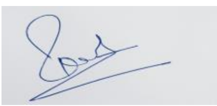


DETAILS OF SHOPS

Sr. No	SHOP/BOOTH	AREA(In SQ. M.)	RESERVE RENT CUM LICENSE FEE (IN RS.)
1.	Dhaba/Canteen-1 in Porta Cabins	30	RS. 450/sq.mt/month + GST @ 18% + Water Charges @ RS. 400/month + Electricity charges as per consumption
2.	Dhaba/Canteen-2 in Porta Cabins	30	RS. 450/sq.mt/month + GST @ 18% + Water Charges @ RS. 400/month + Electricity charges as per consumption
3.	Grocery Shop-1 in Porta Cabins	30	RS. 345/sq.mt/month + GST @ 18% + Water Charges @ RS. 400/month + Electricity charges as per consumption
4.	Grocery Shop-2 in Porta Cabins	30	RS. 345/sq.mt/month + GST @ 18% + Water Charges @ RS. 400/month + Electricity charges as per consumption
5.	Canteen-3, South Block, Aryabhatt Academic Block	47	RS. 450/sq.mt/month + GST @ 18% + Water Charges @ RS. 400/month + Electricity charges as per consumption
6.	Canteen-4, North Block, Aryabhatt Academic Block	47	RS. 450/sq.mt/month + GST @ 18% + Water Charges @ RS. 400/month + Electricity charges as per consumption
7.	Photocopy shop-1 in Porta Cabins	30	RS. 345/sq.mt/month + GST @ 18% + Water Charges @ RS. 400/month + Electricity charges as per consumption
8.	Photocopy Shop-2 in	13	RS. 345/sq.mt/month +

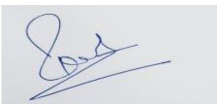


	North Block, Aryabhatt Academic Block		GST @ 18% + Water Charges @ RS. 400/month + Electricity charges as per consumption
9.	Canteen-5, Near Annapurna Mess	42	RS. 450/sq.mt/month + GST @ 18% + Water Charges @ RS. 400/month + Electricity charges as per consumption



PART - A

GENERAL INFORMATION TO THE BIDDERS



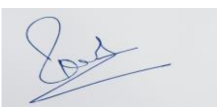
A1. ABOUT THE UNIVERSITY

The Central University of Punjab (CUP), established in 2009 by an Act of Parliament, is a rapidly expanding, "A+" NAAC-accredited central government institution. It focuses on capacity building and provides excellent academic, research, and placement opportunities.

The university's 500-acre campus is situated on the Bathinda-Badal Road, about 22 km from the Bathinda Bus Stand and 20 km from the Bathinda Railway Station. Its main entrance is in Ghudda Village, District Bathinda.

A2. INSTRUCTIONS TO THE BIDDERS/TENDERERS

a) Bids shall be submitted only in Offline mode on the Date of auction.
b) For all bidding and tender documentation, "the University" refers to the Central University of Punjab, and the successful bidder will be referred to as "the Contractor”.
c) The bidder shall bear all costs associated with the preparation, methodology study and submission of his bid and the University in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.
d) The bidder is expected to examine all instructions, Forms, terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder’s risk and may result in rejection of his bid.
e) The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the tender document.
f) The bidder shall furnish an index of all documents enclosed with the bid and shall check the pages of all documents against page number given in index.
g) Bids and all accompanying documents shall be in English or in Hindi. In case any accompanying document is in other language, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.
h) The bidder shall submit one copy of the tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.



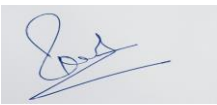
i) The documents comprising the bid shall be typed and printed in indelible ink and all pages of the bid shall be signed by a person duly authorized to sign on behalf of the bidder.
j) The Work shall be executed as per the scope of work defined in this document.
k) Central University of Punjab reserves the rights to accept/reject any bid in full or in part assigning the reason thereof. Any bid containing incorrect and incomplete information shall be liable for rejection.
l) Only those financial bids will be opened whose technical bids are found eligible.
m) All the information and updates regarding this tender will be available online on website and no separate information shall be given to individual bidders.
n) The competent authority reserves all rights to reject the service if the same are not found in accordance with the required description / quality.
o) The University reserves the right to cancel the bidding process at any point of time prior to the award of contract.

A3. DURATION OF CONTRACT

a. The allotment of shops/establishments shall initially be for a period of two years. The same may be extended thereafter on mutual consent, subject to an enhancement of rent by a minimum of 10% or revision of rates in accordance with MoHUA guidelines, whichever is higher.
b. It is hereby clarified that rent will be levied for eleven (11) months only in a year, as the University remains closed during the vacation period.

A4. NATURE OF CONTRACT

Particular	**Description**
Contract Type	License Agreement (Non-transferable)
Area of Operation	University campus only
Subletting	Strictly prohibited



A5. STANDARDIZED RATE STRUCTURE

The University shall issue an approved rate list (see Annexure I,II & III) covering all permissible items (Subject to the selection of the successful vendor through the prescribed tender and evaluation process). The rates specified shall be treated as: maximum permissible ceiling rates, binding throughout the contract period

A6. PRICING RULES

The rates approved by the University shall be treated as the maximum permissible rates, and the vendor shall not charge above those rates under any circumstances. The approved menu and rate list shall be prominently displayed within the canteen premises. Any overcharging or unauthorized pricing shall be treated as a violation of contract conditions.

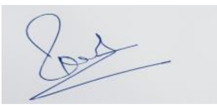
A7. TENDER DETAILS

a) Tender must be submitted in two sealed envelopes separately ie.e, 1st sealed envelope should **contain EMD, tender form, supporting documents regarding fulfillment of eligibility conditions and signed document tender (each page)** as a token of acceptance of terms and conditions of tender in one envelope (Envelope A – Technical Bid) and financial bid on the prescribed proforma in the second envelope (Envelope B – Financial Bid).

b) Both envelopes are to be sealed in master envelope and the name of tenderer with address and shop no. & address for which bid is being submitted should be clearly mentioned on the envelopes. Those who fail to follow this procedure shall be treated as disqualified forthwith.

A8. EARNEST MONEY DEPOSIT (EMD)

1. This Technical Bid should be accompanied by an Earnest Money Deposit of Rs. 50,000 in the form of Demand Draft in favour of ***Registrar, Central University of Punjab and payable at Bathinda***. No interest shall be given on EMD deposited by any bidder.
2. Request for transfer of any previous deposit of EMD or Security Deposit or adjustment against any pending bill held by the University in respect of any previous work shall not be entertained.



3. Bidders shall not be permitted to withdraw their offer or modify the terms & conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or withdraw/backs out after quoting the rates, the EMD shall be forfeited.
4. The bids without Earnest Money Deposit (EMD) shall be summarily rejected.
5. No claim what so ever shall lie against the University in respect of erosion in the value or interest on the amount of Earnest Money Deposit.

A9. FORFEITURE OF EARNEST MONEY DEPOSIT (EMD)

The Earnest Money Deposit (EMD) of the bidder is liable to be forfeited in the following conditions:-

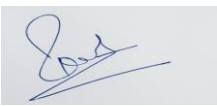
1. In case of successful bidder, if the bidder: -

a. Fails to sign the contract in accordance with the terms and conditions of the tender document.
b. Fails to furnish required Security Deposit in accordance with the terms and conditions of tender document within the time frame specified by the University.
c. Fails or refuses to honour his own quoted prices for the services or part thereof.

2. If at any stage, it came to notice that the bidder is blacklisted / debarred by any of Central / State Govt. Agencies / Autonomous Bodies including Universities / IITs / IIMs / Govt. Organizations / Educational Institutes / Hospitals / Local Bodies / Municipalities / PSU /Public Sector Banks / Public Limited Company etc. despite giving undertaking regarding non-blacklisting.

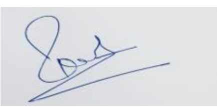
A10. REFUND OF EARNEST MONEY DEPOSIT (EMD)

1. The Earnest Money Deposit of the unsuccessful bidders in the ***Technical Bid evaluation stage*** shall be returned without any interest after declaration of result of the Technical Bid.
2. The Earnest Money Deposit of the unsuccessful bidders in the ***Financial Bid evaluation stage*** shall be returned without any interest after declaration of the final result.



A11. SECURITY DEPOSIT

1. Successful bidder/firm should submit performance security deposit in form of Demand Draft of an amount equal to to Three times the rent fixed (refer table 2) along with electricity security of Rs. 15,000* in favor of "The Registrar, Central University of Punjab" before the date of commencement of services or 7 days from the date of acceptance of the letter of award, whichever is earlier.
2. The performance Security amount shall be released after 60 days of satisfactorily completion of contract / work order.



PART - B

COMPREHENSIVE TENDER & EVALUATION DOCUMENT FOR ALLOTMENT OF CAMPUS CANTEENS/DHABAS

The University proposes to regulate and allot the operation of Five (5) Campus Canteens/Dhabas with the objective of ensuring the availability of hygienic, nutritious, affordable, and quality food services for students, faculty members, staff, and visitors within the campus premises.

The proposed framework has been designed to promote high standards of food quality, reasonable and regulated pricing, hygienic food preparation, operational efficiency, and compliance with applicable UGC advisories, FSSAI guidelines, and other food safety norms.

The system further aims to ensure that the interests of students and the institutional environment remain paramount while also maintaining operational sustainability for service providers.

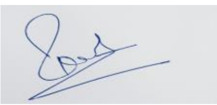
B1. OBJECTIVES OF THE SYSTEM

The primary objectives of the proposed canteen allotment system are:

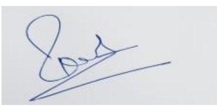
1. To provide hygienic, nutritious, and affordable food to students and staff.
2. To ensure transparency and fairness in the selection of vendors.
3. To encourage participation of experienced and financially capable food service operators.
4. To prevent overpricing and ensure uniformity in rates.
5. To promote healthy eating practices in accordance with UGC and public health advisories.
6. To establish a healthy quality control and grievance redressal mechanism.
7. To ensure continuous and efficient service delivery within the campus.

B2. SCOPE OF WORK

1. The canteen shall function as a structured food service facility on campus and shall provide: breakfast services, Mid-day snacks, Lunch services, Evening refreshments, Basic beverages, and healthy food options.
2. The vendor shall maintain: Uniform quality, Standardized quantity, Approved pricing, structure, Proper hygiene and sanitation.



3. The approved menu and rate list shall be prominently displayed at the canteen premises.
4. The selected vendor shall operate the Campus Canteen/Dhaba strictly in accordance with the terms and conditions prescribed by the University and shall ensure the maintenance of high standards of quality, hygiene, discipline, and service throughout the contract period.
5. The vendor shall serve only those food items included in the approved menu and rate list issued by the University.
6. No additional item shall be introduced, prepared, displayed, advertised, or sold without obtaining prior written approval from the competent authority of the University.
7. Similarly, the vendor shall not alter the approved quantity, quality, ingredients, or specifications of any item without permission.
8. The rates approved by the University shall be treated as the maximum ceiling rates, and under no circumstances shall the vendor charge any amount exceeding those rates.
9. The approved menu and rate list shall be prominently displayed at visible locations within the canteen premises for the information of students and visitors.
10. The vendor shall ensure the use of fresh, high-quality ingredients and shall strictly avoid the use of stale, adulterated, expired, or substandard food materials. Reuse of cooking oil, unhygienic preparation practices, and the use of prohibited substances shall be strictly prohibited. Safe, purified drinking water from RO/UV systems shall be available at all times.
11. The vendor shall comply with all applicable laws, regulations, and guidelines relating to food safety, public health, sanitation, fire safety, labour laws, and environmental standards, including directions issued by the University, UGC, FSSAI, and other competent authorities from time to time.
12. The canteen premises, kitchen area, utensils, storage facilities, counters, furniture, and surrounding areas shall be maintained in a clean and hygienic condition at all times. Proper waste disposal and pest control measures shall be regularly undertaken by the vendor.
13. The vendor shall ensure that staff members exhibit courteous behaviour towards students, faculty, staff, and visitors. Any act of misconduct, misbehaviour, overcharging, black marketing, unauthorized sale, or activities detrimental to



the discipline and reputation of the University shall invite strict action, including termination of the contract.

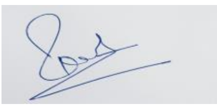
14. The University shall have the right to conduct periodic inspections, surprise checks, quality assessments, and reviews through an authorized committee. The vendor shall fully cooperate during such inspections and shall comply with all observations and directions issued by the University authorities.
15. Failure to comply with any operational condition shall render the vendor liable to penalties, suspension, or termination of the contract, as may be determined by the University.

B3. TECHNICAL EVALUATION SYSTEM (100 MARKS)

The firm/agency scoring atleast 60 out of 100 marks in technical evaluation will be eligible for financial bid opening.

B3.1 Detailed Evaluation Criteria

S. No.	Criteria	Max Marks	Evaluation Basis
1	Relevant Experience & Institutional Exposure	20	**Minimum 3 years of experience** in universities, hostels, or large institutional canteens in India, supported by valid work orders and completion certificates
2	Financial Capacity & Stability	20	**Average annual turnover of the last 3 financial years**, supported by audited balance sheets and GST returns
3	Manpower & Operational Capacity	20	Availability of **FoSTaC** trained cooks, helpers, and supervisors, supported by staff details, ID proofs, and experience records
4	Hygiene, Food Safety & Regulatory Compliance	20	**Valid FSSAI license**, adherence to food safety standards, proper waste disposal system, cleanliness protocols, and readiness for inspection
5	Past Performance	20	**Satisfactory performance certificates, absence of blacklisting,**



S. No.	Criteria	Max Marks	Evaluation Basis
	& Reliability		and verifiable client references

Mandatory Conditions

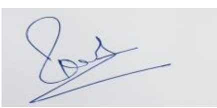
- Evaluation shall be strictly based on documentary evidence submitted by the bidder.
- Any claim without valid supporting documents shall not be considered.
- Submission of false, misleading, or incomplete information shall lead to immediate disqualification.
- The decision of the evaluation committee shall be final and binding.

B3.2 Experience Scoring

Experience	Marks
Above 5 years	20
4 – 5 years	15
3 – 4 years	10
Below 3 years	Not eligible

B3.3 Turnover Scoring

Annual Turnover	Marks
Above ₹20 lakh	20
₹10–20 lakh	15
₹5–10 lakh	10
Below ₹5 lakh	5



Note : *The firm/agency scoring atleast 60 out of 100 marks in technical evaluation will be eligible for financial bid opening.*

B4. FINANCIAL BIDDING SYSTEM

Component	Details
Financial Bidding Method	Bidders shall quote a uniform fixed amount (₹ per square metre per month) over and above the Reserve Monthly Licence Fee (Minimum Rent per square metre per month) prescribed by the University for the respective category of shop. The bidder quoting the highest fixed amount (₹ per square metre per month) shall be declared the Highest Bidder (H-1) and shall be considered for allotment of the shop, subject to fulfilment of all eligibility conditions and approval of the Competent Authority.
Final Evaluation Method	Final Monthly Licence Fee = Reserve Monthly Licence Fee (₹/sq. m./month) + Quoted Additional Amount (₹/sq. m./month). The final licence fee so arrived at shall be payable by the successful bidder for the allotted shop and shall be subject to the annual enhancement stipulated in the tender conditions.

B5. FINAL SELECTION CRITERIA

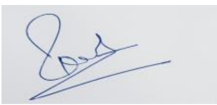
The bidder offering highest monthly rent in Financial Evaluation shall be considered for award of the contract, subject to the fulfilment of all eligibility conditions and approval of the competent authority.

B6. TIE SITUATION

In the event of tie situation due to equal rent offering, work shall be given to the bidder with greater experience. If the tie still persists, work shall be given to the candidate with the higher annual turnover and lastly, securing higher marks in the Technical Evaluation.

PART – C

TWO PHOTOCOPY SHOPS AT CENTRAL UNIVERSITY OF PUNJAB



The Central University of Punjab proposes to allot and regulate the operation of two Photocopy & Printing Shops within the University campus with the objective of ensuring the availability of affordable, reliable, efficient, and quality photocopying, printing, scanning, binding, and related academic support services for students, research scholars, faculty members, officers, staff, and campus residents.

The University recognizes that photocopy and printing facilities are essential academic support services directly connected with teaching, research, administrative work, and student welfare. Accordingly, the proposed framework seeks to establish a transparent, accountable, practical, and legally sustainable system for vendor selection and regulation through a structured tender and evaluation process.

C1. OBJECTIVES OF THE SYSTEM

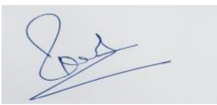
The objectives of the proposed Photocopy & Printing Shop allotment system are:

1. To provide affordable and accessible photocopy and printing services within the campus.
2. To ensure uninterrupted academic support services for students and faculty members.
3. To establish a transparent and fair vendor selection mechanism.
4. To regulate pricing and prevent overcharging.
5. To encourage participation of experienced and technically capable vendors.
6. To maintain quality, operational discipline, and accountability.
7. To ensure efficient and technology-based services.
8. To maintain a student-centric and academically supportive environment.

C2. SCOPE OF WORK

The shops shall primarily provide:

1. Black & white photocopy
2. Colour photocopy
3. Printing services
4. Scanning services
5. Spiral binding
6. Lamination
7. Typing and document formatting
8. Thesis printing and binding



9. Passport-size photo printing
10. Sale of limited approved stationery items

The shops shall not function as:

1. Unauthorized cyber cafes
2. Gaming centres
3. Commercial agencies
4. Unauthorized retail outlets
5. Unapproved commercial establishments

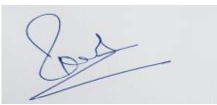
C3. TECHNICAL EVALUATION SYSTEM (100 MARKS)

The firm/agency scoring atleast 60 out of 100 marks in technical evaluation will be eligible for financial bid opening.

S. No.	**Evaluation Criteria**	**Maximum Marks**	**Evaluation Basis**
1	Experience in Photocopy & Printing Services	20	Minimum 3 years of Academic/institutional service experience
2	Financial Capacity & Turnover	20	Financial records and turnover
3	Infrastructure & Technical Equipment	20	Machines, printers, scanners, computers, backup systems
4	Staff & Operational Capacity	20	Availability of trained and certified Xerox operators and manpower
5	Past Performance & References	20	Previous work record and institutional references
Total		**100 Marks**	

Mandatory Conditions

- Evaluation shall be strictly based on documentary evidence submitted by the bidder.
- Any claim without valid supporting documents shall not be considered.



- Submission of false, misleading, or incomplete information shall lead to immediate disqualification.
- The decision of the evaluation committee shall be final and binding.

C3.1 Experience Scoring

Experience	Marks
Above 5 years	20
4 – 5 years	15
3 – 4 years	10
Below 3 years	Not eligible

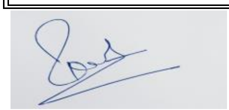
C3.2 Turnover Scoring

Annual Turnover	Marks
Above ₹10 lakh	20
₹7–10 lakh	15
₹5–7 lakh	10
Below ₹5 lakh	5

Note : ***The firm/agency scoring atleast 60 out of 100 marks in technical evaluation will be eligible for financial bid opening.***

C4. FINANCIAL BIDDING SYSTEM

Component	Details
Financial Bidding Method	Bidders shall quote a uniform fixed amount (₹ per square metre per month) over and above the Reserve Monthly Licence Fee (Minimum Rent per square metre per month) prescribed by the University for the respective category of shop. The bidder quoting the highest fixed amount (₹ per square metre per month) shall be declared the Highest Bidder (H-1) and shall be considered for allotment of the shop, subject to



Component	Details
	fulfilment of all eligibility conditions and approval of the Competent Authority.
Final Evaluation Method	Final Monthly Licence Fee = Reserve Monthly Licence Fee (₹/sq. m./month) + Quoted Additional Amount (₹/sq. m./month). The final licence fee so arrived at shall be payable by the successful bidder for the allotted shop and shall be subject to the annual enhancement stipulated in the tender conditions.

C5. FINAL SELECTION CRITERIA

The bidder offering highest monthly rent cum license fee per square meter in Financial Evaluation shall be considered for award of the contract, subject to the fulfilment of all eligibility conditions and approval of the competent authority.

C6. TIE SITUATION

In the event of tie situation due to equal rent offering, work shall be given to the bidder with greater experience. If the tie still persists, work shall be given to the candidate with the higher annual turnover and lastly, securing higher marks in the Technical Evaluation.

PART – D

COMPREHENSIVE TENDER & EVALUATION DOCUMENT FOR ALLOTMENT OF CAMPUS GROCERY STORES

The University proposes to allot and regulate the operation of two Campus Grocery Stores within the University premises with the objective of ensuring the availability of quality, genuine, affordable, and essential grocery and daily-use items for students, faculty members, staff, and residents of the campus.

The University recognizes that grocery stores functioning within the campus are essential support facilities contributing significantly to student welfare and campus convenience.

D1. OBJECTIVES OF THE SYSTEM

The objectives of the proposed Grocery Store allotment system are:

1. To provide genuine, quality, and affordable grocery items within the campus.
2. To ensure uninterrupted availability of essential daily-use products.
3. To establish a transparent and fair vendor selection process.
4. To prevent overpricing and unauthorized sale practices.
5. To encourage participation of experienced and financially capable vendors.
6. To maintain proper hygiene, cleanliness, and operational discipline.
7. To ensure accountability and effective monitoring of vendors.

D2. SCOPE OF WORK

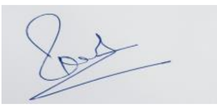
The stores shall function as organized retail facilities for sale of approved grocery and daily-use products.

The stores may include:

1. Packaged food products
2. Dairy items
3. Bread and bakery products
4. Beverages
5. Toiletries and personal care products
6. Household utility products
7. Daily-use grocery items
8. Limited approved stationery items, if permitted by the University

The stores shall not function as:

1. Wholesale outlets
2. Unauthorised commercial establishments
3. Storage depots
4. Distribution agencies for unapproved products



D3. IMPORTANT OPERATIONAL CONDITIONS

The selected vendor shall operate the Grocery Store strictly in accordance with the terms and conditions prescribed by the University and shall ensure the maintenance of quality standards, transparency, cleanliness, discipline, and proper customer service throughout the contract period.

The vendor shall sell only those items approved by the University. No prohibited, unauthorized, counterfeit, expired, duplicate, or substandard product shall be stocked or sold within the campus premises.

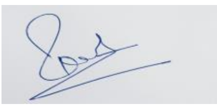
The vendor shall ensure:

1. Proper display of Maximum Retail Price (MRP)
2. Availability of genuine and fresh products
3. Proper storage and handling practices
4. Hygienic and clean premises
5. Transparent and proper billing system
6. Courteous behaviour towards students and staff
7. **No product shall be sold above the printed MRP under any circumstances.**
8. The vendor shall maintain computerized or digital billing facilities and shall issue proper bills or receipts whenever required.
9. Artificial shortage, hoarding, unauthorized commercial practices, or price manipulation shall be treated as serious contractual violations.
10. Products nearing expiry or expired products shall not be stocked or sold within the campus premises.
11. The vendor shall ensure that only genuine branded products, approved brands, or equivalent products (University-approved) are sold.

D4. TECHNICAL EVALUATION SYSTEM (100 MARKS)

The firm/agency scoring atleast 60 out of 100 marks in technical evaluation will be eligible for financial bid opening.

S. No.	**Evaluation Criteria**	**Maximum Marks**	**Evaluation Basis**
1	Experience in	20	Retail store/grocery



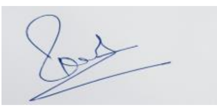
S. No.	Evaluation Criteria	Maximum Marks	Evaluation Basis
	Grocery/Retail Services		management experience
2	Financial Capacity & Turnover	20	Financial records and turnover
3	Staff & Operational Capacity	20	Availability of adequate staff and management capacity
4	Product Quality & Compliance	20	Genuine products, expiry management, compliance standards
5	Past Performance & References	20	Previous work record and institutional references
Total		**100 Marks**	

Mandatory Conditions

- Evaluation shall be strictly based on documentary evidence submitted by the bidder.
- Any claim without valid supporting documents shall not be considered.
- Submission of false, misleading, or incomplete information shall lead to immediate disqualification.
- The decision of the evaluation committee shall be final and binding.

D4.1 Experience Scoring

Experience	Marks



Experience	Marks
Above 5 years	20
4 – 5 years	15
3 – 4 years	10
Below 3 years	Not eligible

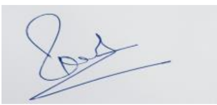
D4.2 Turnover Scoring

Annual Turnover	Marks
Above ₹10 lakh	20
₹7–10 lakh	15
₹5–7 lakh	10
Below ₹5 lakh	5

Note : ***The firm/agency scoring atleast 60 out of 100 marks in technical evaluation will be eligible for financial bid opening.***

B5. FINANCIAL BIDDING SYSTEM

Component	Details
Financial Bidding Method	Bidders shall quote a uniform fixed amount (₹ per square metre per month) over and above the Reserve Monthly Licence Fee (Minimum Rent per square metre per month) prescribed by the University for the respective category of shop. The bidder quoting the highest fixed amount (₹ per square metre per month) shall be declared the Highest Bidder (H-1) and shall be considered for allotment of the shop, subject to fulfilment of all eligibility conditions and approval of the Competent Authority.
Final Evaluation Method	Final Monthly Licence Fee = Reserve Monthly Licence Fee (₹/sq. m./month) + Quoted Additional Amount (₹/sq. m./month). The final licence fee so arrived at



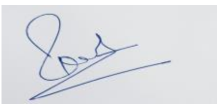
Component	Details
	shall be payable by the successful bidder for the allotted shop and shall be subject to the annual enhancement stipulated in the tender conditions.

B6. FINAL SELECTION CRITERIA

The bidder offering highest monthly rent in Financial Evaluation shall be considered for award of the contract, subject to the fulfilment of all eligibility conditions and approval of the competent authority.

B7. TIE SITUATION

In the event of tie situation due to equal rent offering, work shall be given to the bidder with greater experience. If the tie still persists, work shall be given to the candidate with the higher annual turnover and lastly, securing higher marks in the Technical Evaluation.



PART – E

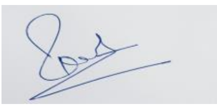
GENERAL TERMS & CONDITIONS

E1. COMPLIANCE WITH LAWS

The vendor shall comply with all applicable laws and regulations, including:

- Food Safety and Standards Act
- Legal Metrology laws
- GST and taxation laws
- Consumer protection laws
- Labour laws
- University rules and directions

a) The lessee shall not employ any child labour(s) in contravention of the LABOUR EMPLOYMENT ACT, 1970.
b) The lessee will be fully responsible for implementation of Labour Laws/ Shops & Establishment Legislation including minimum wages, ESI, P.F. & Worker Compensation etc.
c) The lessee shall pay Goods and Services Tac (as applicable) on the lease money as notified by the competent authority from time to time. The Goods and Services Tax should be deposited along with monthly lease money.
d) The lessee shall pay all the Central/local taxes and cesses for the time being imposed or assessed on the premises by the competent authority from time to time during the terms or lease deed.
e) The lessee would be required to make necessary fire safety arrangement in the shop and also install appropriate number of fire extinguishers in consultation with the Fire Department, Bathinda to ensure safety and security of the public, self and the University property.
f) No obnoxious trade like Bidi, Cigarette, Pan Masala etc., shall be carried on at the premises. The lessee shall ensure strict 'NO SMOKING' inside the premises.
g) The vendor shall submit identity proof and police verification details of all deployed staff members before the commencement of operations.
h) The vendor shall not store empty packing cases of baskets or any goods or any other material on the open spaces around the premises or any other place from where such goods or material may be visible from outside. The area in front of the said premises shall not be encroached upon and used or allowed to be encroached upon or used for any purpose other than the public passage**. The vendor shall not make any addition or alternation in or around the premises without the written consent/permission of the Registrar.**



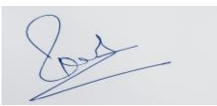
i) Neither this lease nor any of the rights conferred by it shall be transferred or assigned to any other person, nor shall the premises or any part thereof be sublet directly or indirectly.
j) The timings of the said premises for providing services shall be from 08:00 am to 10:00 pm as per the order of the authority from time to time. The presence of lessee or his/her persons shall be ensured during the said working hours, otherwise it would be a violation of the terms and conditions calling for termination of lease followed by eviction.
k) No worker will reside inside the premises after allotted/mentioned timings.
l) The lessee shall deliver the vacant possession of the premises to the Registrar, Central University after the expiry or revocation of the lease. In case, the lessee fails to handover the vacant possession after expiry of lease period, he will be liable to pay 5 times of monthly lease money after the lease period has expired unless it is extended by the competent authority of the University. In case of non-deposit of the fine as above, the same is liable to be deducted from the security deposit.
m) Apart from the monthly rent fixed by the University, the successful bidder/licensee shall pay a separate nominal charge towards garbage lifting and sanitation services, as may be determined by the Registrar, University, from time to time. The decision of the Registrar in this regard shall be final and binding on the licensee.

E2. TECHNICAL QUALIFICATION THRESHOLD

Only those bidders who secure a minimum of 60 marks out of 100 in the Technical Evaluation shall qualify for the Financial Evaluation. Bidders scoring below the prescribed qualifying threshold shall be treated as technically non-responsive, and their financial bids shall not be considered for further evaluation.

E3. MULTIPLE APPLICATION PENALTY

To ensure fair competition, equitable distribution of campus facilities, and effective service management, a bidder applying for more than one canteen/shop/unit shall be subject to a 5-mark deduction in the technical evaluation for each additional application beyond the first. This provision is intended to discourage the concentration of services with a single vendor, promote wider vendor participation, and ensure better operational efficiency, accountability, and service quality across all campus units.



E4. VACATION/ TERMINATION NOTICE

a) Notwithstanding any violation of conditions, the Lessor shall terminate the lease deed by giving 30 days prior notice without assigning any reason whatsoever.
b) However, the lessee may terminate the lease deed by giving 60 days prior notice.

Important Note: In case the lessee fails to pay the rent and charges /taxes and the service found unsatisfactory the violation to the terms and conditions mentioned in the tender, the eviction processing will be initiated as per the University Rules and Regulations.

E5. DISPUTE RESOLUTION

a) Any dispute except falling under Public Premises Act, 1971 shall be referred to the Hon'ble Vice Chancellor, Central University of Punjab, who shall have the power to further delegate his power if required to any other competent officer under University rules.
b) The said officer shall place the matter before the Hon'ble Vice Chancellor, Central University after thorough examination. The Hon'ble Vice Chancellor, Central University shall take the final decision after considering the full facts and circumstances of the case. The decision of the Hon'ble Vice Chancellor, Central University of Punjab shall be binding upon both the parties.

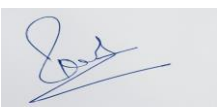
E6. JURISDICTION OF COURT

The courts at Bathinda shall have the exclusive jurisdiction to try all disputers, if any, arising out of this agreement between the parties.

E7. QUALITY CONTROL MECHANISM

- The vendor shall ensure: only fresh ingredients; no reuse of cooking oil; RO/UV-purified drinking water; proper food storage; a clean kitchen environment; and the use of reputable brands and FSSAI-compliant materials.

- Use of plastic cups/plastic material will not be allowed.



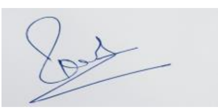
- The lessee shall keep the premises in a clean sanitary and tenable condition and shall pay for the cost any damage thereto or to adjacent premises, caused by negligence or misuse of premises by the lessee.
- The lessee would provide dust free, mosquito and fly free environment. The conditions, which increase the infection, shall not be allowed. The lessor reserves the right to issue directions from time to time for proper sanitation and cleanliness of the premises. These will have to be followed by the lessee.
- The bidder/tenderer will be responsible for submitting Medical Examination report of all the Food Handlers engaged at the premises within one month after taking over the possession of the site and then quarterly.
- There must be proper mechanism for waste food management.
- It is mandatory that the lessee will keep the decent name of the Canteen/Dhaba commensurate with the education environment.
- The vendor shall comply with: UGC advisories on healthy food, FSSAI hygiene regulations, and restrictions on excessive junk food.
- Healthy food options such as Milk, Fresh juices, Balanced meals, and fruit-based items shall be promoted.

E8. INSPECTION COMMITTEE

The University shall constitute an Inspection Committee comprising:

Member	**Role**
Faculty Member	Chairperson
Administrative Officer	Member
Student Representatives (2)	Feedback & Monitoring

The Committee shall conduct regular monitoring and inspection of canteen operations, including monthly inspections, surprise checks, hygiene and food safety audits, and periodic reviews of student



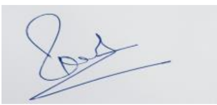
feedback, to ensure maintenance of quality, cleanliness, pricing standards, and overall service efficiency.

Violation	**Penalty**
Overcharging	₹5,000
Poor hygiene	₹2,000
Repeated violations	Contract termination
Unauthorized item sale	₹3,000

E9. UNIVERSITY RIGHTS

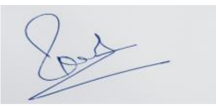
The University reserves the right to:

- Revise the approved grocery basket
- Add or remove products
- Modify operational conditions
- Conduct inspections and audits
- Verify product quality and pricing
- Take disciplinary action in case of violations



PART – F

STANDARD FORMS, TO BE UTILIZED BY THE BIDDERS



Annexure - I

Checklist for submission of tender

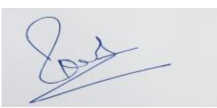
This checklist duly filled should be enclosed with the documents to be submitted in separate envelope marked – Technical Bid.

All the documents enclosed with the tender form should be numbered and signed.

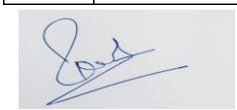
Name of the tenderer/Bidder__________________

Details of Shop, for which documents are being submitted________________.

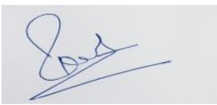
Sr. NO.	Document(s)	Photocopy/ Original enclosed Yes/NO	Page No.
1.	All the pages of tender form are signed (please write Yes/No)		
2.	Earnest money in the shape of D.D. in favour of Registrar Central University of Punjab.		
3.	Residence Proof duly attested Name of document:		
4.	Self -Attested photocopy of the Ownership Document; in case of Proprietorship, self -declaration with copy of PAN; in case of firm, a Partnership Deed; in case of company, Registration Certificate under Companies Act along with memorandum of association etc. as the case may be.		
5.	In case of firm/company, self -Attested photocopy of authority to negotiate and sign tender form and lease deed on behalf of the firm/company. Moreover, the lease will be issued in the name of the firm/company concerned if found		



	successful in the bidding process and not in the name of the representative.		
6.	Proof of business carried out by the tenderer, which should be in the form of an experience certificate issued by the concerned institution/department in case the tenderer has been in business of providing similar services for universities / Hospitals / Hostels / Mess / Colleges /Government Departments. Attested copies of registration certificate issued by the competent authority for Company/firm/Restaurant/Catering services etc.		
7.	Income Proof like Annual Return filing or audited Balance Page sheet along with Income and Expenditure Account for the last three years duly attested.		
8.	Affidavit duly attested by Notary Public to the effect that the firm individual is not blacklisted by any Govt. Organization and that no criminal case or economic offence is pending under any Court of Law Registered with Police.		
9.	An affidavit to the effect submitted by the applicant/firm that neither he/she nor any of his blood relation i.e. spouse nor his/her relative have been found defaulter of the Central University of Punjab. In case, at any stage, this affidavit if found wrong, then the lease money deposited with the Central University shall be automatically forfeited.		
10.	PAN.TAN and GSTIN Number and photocopy of PAN.TAN and GSTIN		



	cards duly self -attested along with GST/Service Tax returns for the last two years.		
11.	Self -attested passport size photograph should be pasted on the tender form		



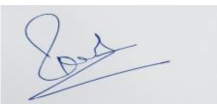
Annexure - II

TENDER FORM

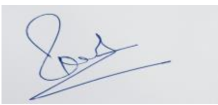
I/We accept all the terms and conditions mentioned above and hereby submitting the tender in separately sealed envelope -B.

(**Note:** Please don't put this page in the envelope -B meant for price bid)

EMD Detail (To be enclosed)	Photograph to be Pasted here
D.D. No.	
Dated_________	
For Rs.________________	
at scheduled Bank____________	
Branch_______________	
PAN Number____________________ (Enclose attested Photocopy)	(Individual/Firm/company/other)
Aadhar Number _________________ (Enclose attested Photocopy)	(Affix stamp except individuals)
Proposed name of the Shop_________________________	Dated:_______________________
Name in full (of tenderer) ____	
Date of Birth___________________	
Father/Husband's Name____	



Address for correspondence____ ____	
Phone No.___________________________	Mobile No.______________________
E-mail____ Permanent Address____ ____	
Witness-I	**Witness-II**
Signature_____________________	Signature_____________________
Name__________________	Name___________________________
Address_____________________________ _____________________________________	Address__________________________ _____________________________________
Phone No. _____________________	Phone No.________________________
Mobile No.____________________	Mobile No.________________________
Signature of Tenderer(S)	



Annexure-III

PROFORMA FOR AFFIDAVIT

TO BE WRITTEN ON NON-JUDICIAL STAMP PAPER OF RS. 100/-

(TO BE ATTESTED BY A MAGISTRATE IST CLASS OR OATH COMISSIONER/NOTARY PUBLIC)

I__________________S/o_______________R/o_____________________
Police Station_______________________District______________________

Contractor/partner or sole proprietor (Strike out the work which is not applicable) of (firm or contractor) ____________________________do hereby declare and solemnity affirm that:

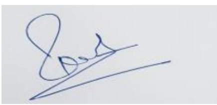
a) I am/my firm/company is not blacklisted by Union or any State Govt./Organization.
b) No individual/firm/companies blacklisted by the Union or State Government or any partner or shareholder thereof, have any connection directly or indirectly with or has any subsisting interest in business of my firm.
c) I am or my partner are not involved/convicted in any criminal case/economic offence and no criminal case/economic offence is pending against me or my partner in any court of Law/Registered with police.

Dated:- ___________ Deponent_____________

VERIFICATION

I do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and it conceals nothing.

Deponent______________



Annexure-IV

AFFIDAVIT

I,______________________________S/o Sh________________________

R/o________________________ Police Station________________

District____________

Contractor/partner or sole proprietor (Strike out the work which is not applicable) of (firm or contractor) _________________ do hereby declare and solemnity affirm that: -

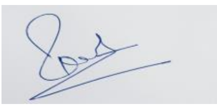
"The applicant/firm either himself/herself does not already have a concurrent lease from the Central University of Punjab for running Shop/Commercial Site in the Central University of Punjab premises and none of my blood relative is a defaulter of Central University of Punjab regarding payment of rent of Shops/Booths/Canteens/Mess".

Dated____________ Deponent______

VERIFICATION

I do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and it conceals nothing.

Deponent______



Annexure - V

TO BE SUBMITTED IN SEPARATE ENVELOPE MARKED - FINANCIAL BID

Price Bid/Offer for Shop No.________________________

I/We tender rent of Rupees ____________________ per Square metre for the above said shop (excluding GST, Water Charges etc.).

Dated: -_________________ Signature of tenderer(s)

Name in full (tenderer)______________

Father's/Husband's Name_____________________

Address: ____

Witness- 1

Signature________________

Name___________________

Address____

Phone No______________________

Mobile NO.______________________

Witness-II

Signature________________

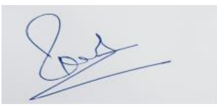
Name__________________

Address____

Phone No.__________________

Mobile No._________________

Signature of tenderer/bidder



Annexure –VI

Menu List for Dhabas/Canteens

The rates mentioned below shall be treated as Maximum Ceiling Rates for the purpose of contract operation.

S. No.	Core Item	Standard Quantity	Maximum Approved Rate (₹)	Category
1.	Tea	100 ml	10	Beverage
2.	Coffee	100 ml	15	Beverage
3.	Samosa (Potato)	1 Pc (Approx. 60 gm)	12	Snack
4.	Bread Pakora	1 Pc (Approx. 60 gm)	15	Snack
5.	Veg Patty	1 Pc (Approx. 60 gm)	20	Snack
6.	Veg Burger	Standard	30	Fast Food
7.	Veg Sandwich	Standard (Approx. 60 gm)	30	Light Food
8.	Veg Grilled Sandwich	Standard (Approx. 60 gm)	40	Light Food
9.	Veg Maggi	Standard Plate	40	Quick Meal
10	Stuffed Paratha (Aloo/Pyaz/Gobhi)	1 Pc with Curd	35	Main Food
11	Poha	Standard Plate	30	Healthy Item
12	Full Meal (Dal, Sabji, 4 Roti/Rice)	Standard	70	Main Meal
13	Rice Plate	Standard	40	Main

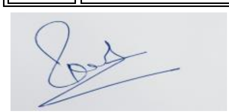
S. No.	Core Item	Standard Quantity	Maximum Approved Rate (₹)	Category
				Food
14	Fresh Seasonal Juice	200 ml	50	Healthy Beverage
15	Cold Coffee / Shake	200 ml	50	Beverage

Annexure – VII

APPROVED CORE SERVICE RATE LIST

The rates mentioned below shall be treated as Maximum Ceiling Rates for the purpose of contract operation.

S. No.	Service Category	Approved Service Item	Unit / Specification	Maximum Approved Rate (₹)
1	Photocopy	Black & White Photocopy	A4 Single Side	₹1 per page
2	Photocopy	Black & White Photocopy	A4 Both Side	₹2 per sheet
3	Photocopy	Black & White Photocopy	A3 Size	₹3 per page
4	Printing	Black & White Printout	A4 Single Side	₹2 per page
5	Printing	Black & White Printout	A4 Both Side	₹3 per sheet
6	Printing	Colour Printout	A4 Size	₹10 per page
7	Printing	Colour Printout	A3 Size	₹20 per page
8	Scanning	Document Scanning	A4 Page	₹3 per page
9	Binding	Spiral Binding	Up to 100 Pages	₹40 per file
10	Binding	Spiral Binding	Above 100 to 180 Pages	₹60 per file
11	Binding	Hard Binding	Thesis/Dissertation	₹250 per copy
12	Lamination	ID Card / Small Size	Per Piece	₹20
13	Lamination	A4 Lamination	Per Page	₹40
14	Typing	English Typing	Per Page	₹25
15	Typing	Punjabi/Hindi Typing	Per Page	₹30
16	Passport Photo	Standard Set	8 Photos	₹40



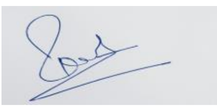
S. No.	**Service Category**	**Approved Service Item**	**Unit / Specification**	**Maximum Approved Rate (₹)**
	Print			
17	Internet Service	Email / Form Submission Assistance	Per Form	₹20
18	Stationery (If Approved)	Pen	Standard	As per MRP
19	Stationery (If Approved)	Notebook	Standard Size	As per MRP
20	Stationery (If Approved)	File Folder	Standard	As per MRP
21	Stationery (If Approved)	A4 Paper Rim	Standard Pack	As per MRP
22	Digital Service	PDF Conversion / Formatting	Per File	₹20
23	Printing Support	Resume / Project Formatting	Per Page	₹10
24	Miscellaneous Academic Work	Project Printing Package	Standard	As approved by the University
25	Miscellaneous Academic Work	Thesis Printing Package	Standard	As approved by the University

Annexure – VIII

APPROVED ESSENTIAL GROCERY BASKET

The rates mentioned below shall be treated as Maximum Ceiling Rates for the purpose of contract operation.

S. No.	Item Category	Essential Item	Standard Unit	Approved Brand / Equivalent	Price Basis
1	Dairy Product	Milk Packet	500 ml	Verka / Amul / Equivalent	Printed MRP
2	Dairy Product	Curd	400 gm	Verka / Amul / Equivalent	Printed MRP
3	Bakery Item	Bread	400 gm	Britannia / Harvest / Equivalent	Printed MRP
4	Grocery	Wheat Flour (Atta)	5 Kg	Aashirvaad / Pillsbury / Equivalent	Printed MRP
5	Grocery	Rice	5 Kg	Standard Branded Product	Printed MRP
6	Grocery	Toor Dal	1 Kg	Standard Branded Product	Printed MRP
7	Grocery	Chana Dal	1 Kg	Standard Branded Product	Printed MRP
8	Grocery	Sugar	1 Kg	Standard Branded Product	Printed MRP
9	Grocery	Salt	1 Kg	Tata Salt / Equivalent	Printed MRP



S. No.	Item Category	Essential Item	Standard Unit	Approved Brand / Equivalent	Price Basis
10	Tea Product	Tea Pack	250 gm	Tata Tea / Red Label / Equivalent	Printed MRP
11	Instant Food	Noodles	Standard Pack	Maggi / Yippee / Equivalent	Printed MRP
12	Biscuit	Biscuits	Standard Pack	Britannia / Parle / Equivalent	Printed MRP
13	Snack Item	Namkeen	Standard Pack	Haldiram / Bikaji / Equivalent	Printed MRP
14	Beverage	Soft Drink	250/500/750 ml	Pepsi / Coca-Cola / Equivalent	Printed MRP
15	Beverage	Fruit Juice	1 Litre	Real / Tropicana / Equivalent	Printed MRP
16	Personal Care	Toothpaste	150 gm	Colgate / Pepsodent / Equivalent	Printed MRP
17	Personal Care	Bath Soap	Standard Pack	Lifebuoy / Lux / Dettol / Equivalent	Printed MRP
18	Personal Care	Shampoo	Standard Pack	Clinic Plus / Sunsilk / Equivalent	Printed MRP
19	Household Item	Detergent Powder	1 Kg	Surf Excel / Ariel / Equivalent	Printed MRP
20	Household	Dishwash	Standard	Vim / Exo /	Printed

S. No.	**Item Category**	**Essential Item**	**Standard Unit**	**Approved Brand / Equivalent**	**Price Basis**
	Item	Bar/Liquid	Pack	Equivalent	MRP
21	Stationery (If Approved)	Notebook	Standard Size	Standard Quality Product	Printed MRP
22	Stationery (If Approved)	Pen	Standard	Reynolds / Cello / Equivalent	Printed MRP
23	Daily Utility	Mineral Water Bottle	1 Litre	Bisleri / Kinley / Equivalent	Printed MRP
24	Daily Utility	Tissue Paper	Standard Pack	Standard Branded Product	Printed MRP
25	Daily Utility	Disposable Cups/Plates	Standard Pack	Standard Branded Product	Printed MRP