



# MATA GUJRI COLLEGE

Sri Fatehgarh Sahib-140406

An Autonomous College (Grant-in Aid)  
Under the Management of SGPC, Sri Amritsar.  
Reaccredited with 'A' Grade by NAAC  
"Star College Status" by DBT, GOI.  
Covered under DST (FIST) Grant  
Approved by AICTE New Delhi for MBA & MCA Courses  
Affiliated to Punjabi University, Patiala.  
Approved by Punjab State Council For Agriculture Education, Govt. of Punjab

Ref. No. MGC/ .....

Date : 28-06-2023

## Mata Gujri College Fatehgarh Sahib

(Tender Notice)

Quotations are hereby invited in respect of the different services mentioned. The quotations should be sent directly on the above address in the sealed cover so as to reach this office on or before 7<sup>th</sup> July, 2023, 2:00 pm. The tender will open on 10<sup>th</sup> July, 2023 at 11am in principal office.

The right of acceptance or rejection of any quotation without assigning any reason is reserved.

### EMD AND APPLICATION FEES FOR EACH OF SERVICE

S.No.	Description	Application Fees	EMD
1	Mata Tripta & Bebe Nanki Girls Hostel	Rs 500/-	Rs 100000/-
2	Boys Hostel	Rs 500/-	Rs 100000/-
3	Main Canteen	Rs 500/-	Rs 100000/-
4	Nescafe	Rs 500/-	Rs 30000/-
5	Photostat and Stationary Shop	Rs 500/-	Rs 50000/-

Note:-

1. The EMD and application fees should be submitted separately for each service mentioned above S. No. 1 to 5.

### **Instruction to the Bidders**

1. Sealed offer should be submitted separately for each service to Principal, Mata Gujri College Fatehgarh Sahib, not later than the date and time as mentioned above, at the given address.
2. All bids must be accompanied by a refundable EMD and Application Fees (Non-Refundable) (as mentioned on page no. 1) in the form of Bank Draft / Bankers Cheque drawn from a scheduled bank in favour of the Principal, Mata Gujri College Fatehgarh Sahib
3. The number of services indicated in the Tender are tentative, Principal, Mata Gujri College Fatehgarh Sahib reserves the right to remove or add some or all of the services depending on the needs of the College without assigning any reasons.
4. The tenderer should indicate specifically the offer, Taxes/GST, other duties (if any), and levies chargeable. No additional information will be entertained after due date.
5. Mata Gujri College Fatehgarh Sahib shall not be responsible for any postal delay about non-receipt/non-delivery of the documents.
6. The cover thus prepared should also indicate clearly the name and address of the tenderer to enable the Bid to be returned unopened in case it is declared "late".
7. The tenderer shall bear all costs associated with the preparation and submission of its Bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the College and the College will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering Process.
8. At any time prior to the last date for receipt of bids, the College may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the Tender Notice by an amendment.
9. The amendment will be notified on the website of the college [www.matagujricollege.org](http://www.matagujricollege.org).
10. All legal disputes will be subject to Fatehgarh Sahib Jurisdiction and will be interpreted under Indian Laws.
11. The Principal, Mata Gujri College Fatehgarh Sahib reserves to himself the right to reject any or all bids without assigning any reasons.
12. Bids received after the due date will not be considered.
13. The contractor must have experience of Hostel Mess/Canteen/Nescafe at least 3 years. Proof for the same will attached with bid.

All the terms and Conditions of this tender notice are acceptable to me /us.



## Mata Gujri College Fatehgarh Sahib

Application Form for Hostel Mess/Canteen/Stationary Shop/Nescafe

1. Name of the Applicant : \_\_\_\_\_
2. Name of the Firm : \_\_\_\_\_
3. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin Code \_\_\_\_\_
4. Phone No & E-mail ID : \_\_\_\_\_
5. Applied For (Contract For) : \_\_\_\_\_

6. Demand drafts Nos : Application Fees: DD No. \_\_\_\_\_ Amount \_\_\_\_\_ (Non-refundable)

Earnest Money Deposit: DD No. \_\_\_\_\_ Amount: \_\_\_\_\_ (If applicable)

8. The applicant has to fill the under mentioned "Financial Bid" in the form of how much contract money will be paid by the interested contractor for the contract applied and how much will be food charges per student per month for given menu (breakfast, lunch, evening tea and dinner) as proposed by the contractor (to be attached with the application).

Contract Money Offered For the Contract Applied: \_\_\_\_\_

Monthly Food Charges per Student per month (Only for Hostel Mess): \_\_\_\_\_

9. Documents to be attached.

- The copy of the registration of the firm.
- Copies of the last three year IT returns of the firm.

c) Self-Declaration on stamp paper (Rs.100) that, the contract if given will not be sublet to anyone nor to any relative even and the authorized person (applicant) of the firm to whom the contract is given will supervise the whole operations of the mess/canteen/stationary shop and will be responsible for quality of food, service and behavior of its employees, there are no legal proceedings are going on against the applicant nor against its employees nor in previous years he/she has been convicted by the court, with two reference which are not from the College.

### Declaration:

- All the information furnished by us here in above and in application form is correct to the best of our knowledge and belief.
- We have no objection if enquiries are made about the work listed by us.
- We agree with the above terms & conditions and the decision of Principal, Mata Gujri College will be final and binding on us.
- We confirm that we have not been barred / blacklisted / disqualified by any Regulators / Statutory Body in India and we understand that if any false information is detected at a later date, the assignment, if any, shall be cancelled at the discretion of the Principal, Mata Gujri College.

Place:  
Date:

SIGNATURE OF THE APPLICANT

NAME & DESIGNATION  
SEAL OF ORGANISATION

## **Mata Gujri College Fatehgarh Sahib**

### **TERM & CONDITIONS FOR HOSTEL MESS**

The College requires the Contractor to operate Girls Hostel Mess by using area provided by the College which includes a big dining hall with required furniture, kitchen area, washing area, store, etc.

The important terms and conditions are listed below for convenience:

- 1) The Contract Agreement would be for a period of One Academic Session (As per Academic Calendar) and may be renewed for next Academic Session subject to satisfactory performance and with revised terms and conditions mutually accepted to both the parties.
- 2) The applicant has to deposit EMD of Rs. 100000/- along with the application. The EMD amount of the successful bidder would be retained by the Mata Gujri College as security amount. The security amount would be returned upon expiry of the term after the final settlement of payments. No interest is payable on the retained Security. However, in case of any damage to the property or furniture or otherwise the same shall be deducted from this amount.
- 3) GST will be charged on contract money as applicable.
- 4) There will be four meals to be provided to the hostel students which includes breakfast, lunch, evening tea and dinner as per the mess menu provided by the College. The Contractor should also display the Mess Menu in the hostel mess.
- 5) The Contractor has to provide meals to the person on Hostel duty i.e. Hostel Manager/Hostel Wardens/Attendants etc., without any charges.
- 6) The Contract money will be deposited in two installments i.e. half of the amount within 2 days of taking contract and half of the amount in first week of December.
- 7) The Contractor has to pay water charges @ Rs. 1000/- per month and electricity charges @ Rs. 10/- per Unit on actual consumption of electricity every month. (As per Meter Reading)
- 8) The Contractor will provide only those food items during meals which are in accordance with the menu provided by the Mata Gujri College.
- 9) The Contractor must ensure that the food is prepared and served in the most hygienic conditions; the staff must wear serving gloves and head masks while serving food. The College reserves the right to surprise check and impose penalties in case of lapses.
- 10) The Contractor has to bear all the expenses for the repair of water cooler along with RO installed for students in the hostel mess by the college.
- 11) The Contractor must have proper racks to keep its items, nothing should be kept on floor.
- 12) The Contractor has to provide only those food items in the mess of the hostel which are allowed by the college and will get the rates of all the items approved from the competent authority of the college and they must be displayed prominently. The Contractor will provide strictly vegetarian food only.
- 13) The Contractor should ensure that no expired items are to be sold in the mess.
- 14) The Contractor will be liable to pay all taxes levied by the government.



- 15) Maintenance jobs such as replacement of light bulbs, tube lights etc. in the canteen/kitchen area are the sole responsibility of the Contractor.
- 16) Kitchen equipment, gas, chulhas, water cooler with RO in dining hall, fridge, fly trappers in the dining hall etc. will be installed by the Contractor at his own costs. All service utensils like plates, glasses, dongsas, service spoons etc. will be arranged by the Contractor. Upkeep and maintenance of such furniture provided in the dining hall by the college will be the sole responsibility of the Contractor. If it is found that there is any damage to the furniture or property of the college, the college would be entitled to the penalties detailed hereinafter and would also be competent to deduct the cost of repairs and replacements of such furniture and fixtures which are to be borne by the Contractor.
- 17) The Contractor has to take utmost care for disposal of leftover food, no leftover food should be disposed off in the drains which will block the drain and will produce foul smell. Any sort of deficiency or carelessness in this regard will not be tolerated and penalty will be imposed by the college. The Contractor should make their own arrangement for the disposal of the leftover food at their own cost on a daily basis.
- 18) On the completion/termination of the Contract, physical possession of the kitchen area, dining hall & washrooms etc. will have to be resorted to in the condition at the time of initiation of the contract, failing which charges incurred on replacements etc. will be deducted from the security and/or from the final bill.
- 19) Cleaning of the dining hall area and kitchen area premises, utensils, cutlery and crockery, kitchen and other equipment, furniture and consumables are the responsibility of the Contractor. Procurement of gas, high quality provisions and other consumables is the responsibility of the Contractor. Use of domestic cylinders & wood as fuel are strictly prohibited.
- 20) Engaging of required staff, providing uniforms etc. shall be done by the Contractor with the approval of the Principal, Mata Gujri College. The Contractor must submit the list of workers and their ID proof (Aadhar Cards) who will work in the mess and also submit the details as per the Annexure-A. If any staff of Contractor is found misbehaving with any Faculty, Staff or Student of Mata Gujri College, strict action will be taken against the Contractor.
- 21) It is mandatory for the Contractor to make suitable staying arrangements for its staff and if any staff is required to stay in kitchen/canteen area, a prior permission must be taken by the Contractor from the Authorities.
- 22) The college would reserve the right to check on cleanliness and upkeep of premises, quality of provisions, and quality of the food and any deficiency found, penalty procedure will be applied.
- 23) The Contractor shall attend all meetings of the Mess committee as and when scheduled. The prior information of the meeting will be given to the Contractor.
- 24) Security of premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the Contractor.
- 25) The Contractor will NOT employ any child labour and shall adhere to all the government rules and regulations.

- 26) The Contractor should submit all necessary statutory documents.
- 27) The Contractor should register himself with the Regional Labour Commissioner, as a Contractor under the Contract Labour Regulation Act and obtain Labour License and complete all required formalities.
- 28) The Contractor should adhere to the provisions of the GST, Provident Fund Act, the Minimum Wages Act and other such acts which are applicable. (Kindly submit PAN Copy, PF Account No, GST Number)
- 29) The Contractor should ensure that the payment is made to the laborers as per Minimum wages act to the satisfaction of the licensee.
- 30) The Contractor will adhere to all laws of the land at his own responsibility and costs. The college will not be responsible for life and safety at work place; the staff of the Contractor should be duly insured.
- 31) Consumption of alcohol or alcoholic beverages and smoking is banned by the Mata Gujri College. Any violation will attract legal action and the contract will be terminated.
- 32) In case of inspection of sanitation and hygiene by the health department or other statutory authorities, the Contractor will have to satisfy the provision of law. If found guilty, will have to bear the penalty as decided by the Mata Gujri College/Government.
- 33) The Contractor will not sublet the contract. If found so, it will invite termination of contract and forfeiture of security.
- 34) The Principal, Mata Gujri College reserves the right to make any amendments in the Terms & Conditions as & when required and deemed fit and mutually accepted to both the parties.
- 35) In the event of the any dispute with regard to any of the term(s) and/or conditions of this agreement, it will be subjected to the jurisdiction limits of District Fatehgarh Sahib only.

10/2/20

### **Brands of consumables**

Salt	: Tata, Annapurna, Nature fresh etc
Cooking Oil	: Sundrop, Godrej, Saffola, Fortune, Ricella, Soyabean Oil etc
Spices	: MDH, Ashoka, Catch, Ramdev etc
Atta	: Ashirvad, Pillsbury, Annapurna, AgmarkChakki Atta etc
Ketchup	: Maggi, Kissan, Heinz, Tops etc
Pickle	: Mother's or Pravin or Priya or Bedekar or Nilon's or Tops etc
Milk & Curd	: Verka, Super, Metro, Amul and Nestle etc
Butter & Paneer	: Amul, Verka, Britannia, Nutralite etc
Bread	: Kwality, Bonn, Kitty etc

### **Penalties for violation of rules, terms and conditions**

The quality of the food will be inspected by the Committees from time to time. The default will attract penalties. The Contractor will be fined in case of violation of the following rules:

- 1) The Penalties or Fine can be imposed in violation of rules, terms and conditions and with regard to the discrepancy found in the quality of food, serving of food, cleanliness of dining and kitchen area, personal hygiene of workers, changing of the employed staff without information to the Mata Gujri College, charging rates of the items not approved by the Mata Gujri College, etc.
- 2) The Contractor will be given a warning in writing initially, thereafter a fine of Rs. 5,000/-, if again found defaulter fine can be increased up to Rs. 10,000/- and if again found defaulter the fine will be Rs. 20,000/- and after all these impositions again any complaint comes it will lead to the termination of the contract.
- 3) Absence of the Contractor or his representative from meeting called by the Principal, Mata Gujri College/Mess Committee will attract a fine of Rs. 5,000/- on the Contractor.
- 4) As and when the college proposes a fine it will inform the Contractor. The fine/penalty amount will have to be remitted there and then.

I/We agree with the above terms & conditions and the decision of Mata Gujri College, Fatehgarh Sahib, will be final and binding on us.

SIGNATURE OF THE APPLICANT  
NAME & DESIGNATION  
SEAL OF ORGANISATION



## **Mata Gujri College Fatehgarh Sahib**

### **TERM & CONDITIONS FOR CAMPUS CANTEEN**

The college requires the Contractor to operate Campus Canteen of the college by using the area provided by the college.

The important terms and conditions are listed below:

- 1) The Contract Agreement would be for a period of One Academic Session (As per Academic Calendar) and may be renewed for next Academic Session subject to satisfactory performance and with revised terms and conditions mutually accepted to both the parties.
- 2) The applicant has to deposit EMD of Rs. 100000/- along with the application. The EMD amount of the successful bidder would be retained by the Mata Gujri College as security amount. The security amount would be returned upon expiry of the term after the final settlement of payments. No interest is payable on the retained Security. However, in case of any damage to the property or furniture or otherwise the same shall be deducted from this amount.
- 3) GST will be charged on contract money as applicable.
- 4) The Contractor will pay water charges @ Rs. 1000/- per month and electricity charges @ Rs. 10/- per unit on actual consumption. (Meter Reading)
- 5) The Contractor must ensure that the food is prepared and served in the most hygienic conditions, the staff must wear serving gloves and head masks while serving food, no stale food should be sold, there should not be any sort of littering in the Canteen, required no of sweepers should be engaged to maintain cleanliness in the Canteen. The college reserves the right to surprise check and impose penalties in case of lapses.
- 6) The Contractor will provide only those items in the Canteen which are allowed by the Principal Mata Gujri College/Canteen Committee and will get the rates of all the items approved from the Principal Mata Gujri College/Canteen Committee and they must be displayed prominently. The name of the firm and of the counter must be also displayed prominently. The Contractor will provide strictly vegetarian food only.
- 7) The Contractor has to bear all the expenses for the repair of water cooler along with RO installed for students in the canteen by the college.
- 8) The Contractor must provide all those food items as mentioned above every time during its operational hours and must have proper racks to keep its items, nothing should be kept on floor.
- 9) The Contractor has to keep the canteen open on all the days except for those days when the college is closed, further the canteen must be opened on one day prior to the day of reopening of the college. The canteen must be open from 8.30am to 4.30pm on all the days. The canteen cannot be closed without obtaining the prior permission from the competent authorities of the college.
- 10) The college shall be entitled to claim damages for mishandling the furniture and fixtures and fittings installed in the area provided. Penalty will be imposed on the Contractor in addition to the cost of repairs and replacements which are to be borne by the Contractor.





- 11) Kitchen equipment, gas, chulhas, water cooler with RO in dining hall, fridge, fly trappers in the dining hall etc. will be installed by the Contractor at his own costs. All service utensils like plates, glasses, dongas, service spoons etc. will also be arranged by the Contractor.
- 12) The Contractor has to take utmost care for disposal of leftover food, no leftover food should be disposed off in the drains which will block the drain and will produce foul smell. Any sort of deficiency or carelessness in this regard will not be tolerated and penalty will be imposed by the college. The Contractor should make their own arrangement for the disposal of the leftover food at their own cost on daily basis.
- 13) On the completion/termination of the Contract, physical possession of the kitchen area, dining hall & washrooms etc. will have to be resorted in the condition at the time of initiation of the contract, failing which charges incurred on replacements etc will be deducted from the security amount.
- 14) Cleaning of the dining hall area and kitchen area premises, utensils, cutlery and crockery, kitchen and other equipment, furniture and consumables are the responsibility of the Contractor. Procurement of gas, high quality provisions and other consumables is the responsibility of the Contractor. Use of domestic cylinders & wood as fuel are strictly prohibited.
- 15) Engaging of required staff, providing uniforms etc. shall be done by the Contractor with the approval of the Principal, Mata Gujri College/Canteen /Committee. The Contractor must submit the ID proof of all its employees working in the Canteen as per the Annexure-A. If any staff of Contractor found misbehaving with any Faculty, Staff or Student of Mata Gujri College strict action will be taken against the Contractor.
- 16) The college would reserve the right to check on cleanliness and upkeep of premises, quality of provisions, and quality of the food and any deficiency found penalty procedure will be applied.
- 17) The Contractor shall attend all meetings of the committee as and when scheduled. The prior information of the meeting will be given to the Contractor.
- 18) Security of premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the Contractor.
- 19) The Contractor will NOT employ any child labour and shall adhere by all the government rules and regulations.
- 20) The Contractor should submit all necessary statutory documents.
- 21) The Contractor will be liable to pay all taxes levied by the government.
- 22) The Contractor should register himself with the Regional Labour Commissioner, as a Contractor under the Contract Labour Regulation Act and obtain Labour License and complete all required formalities.
- 23) The Contractor should adhere to the provisions of the GST, Provident Fund Act, the Minimum Wages Act and other such acts which are applicable.
- 24) The Contractor should ensure that the payment is made to the labourer as per Minimum wages act to the satisfaction of the licensee.

- 25) The Contractor will adhere to all laws of the land at his own responsibility and costs. The college will not be responsible for life and safety at work place; the staff of the Contractor should be duly insured.
- 26) Consumption of any kind of drugs, alcohol or alcoholic beverages and smoking is banned in the college. Any violation will attract legal action and the contract will be terminated.
- 27) The Contractor has to comply with the standards of the Hygiene and sanitation of the Govt. Health Department. In case of inspection of sanitation and hygiene by the health department or other statutory authorities, the Contractor will have to satisfy the provision of law. If found guilty, will have to bear the penalty as decided by the Mata Gujri College/Government.
- 28) The Contractor will not sublet the contract. If found so, it will invite termination of contract and forfeiture of security.
- 29) The Principal Mata Gujri College reserves the right to make any amendments in the Terms & Conditions as & when required and deemed fit and mutually accepted to both the parties.
- 30) In the event of the any dispute with regard to any of the term(s) and/or conditions of this agreement, it will be subjected to the jurisdiction limits of District Fatehgarh Sahib only.

**Penalties for violation of rules, terms and conditions**

The Contractor will be fined in case of violation of the following rules:

- 1) The Penalties or Fine can be imposed in violation of rules, terms and conditions and with regard to the discrepancy found in the quality of food, serving of food, cleanliness of Canteen, personal hygiene of workers, changing of the employed staff without information to the college, charging rates of the items not approved by the college, etc.
- 2) The Contractor will be given a warning in writing initially, thereafter a fine of Rs.5,000/-, if again found defaulter fine can be increased up to Rs. 10,000/- and if again found defaulter the fine will be Rs. 20,000/- and after all these impositions again any complaint comes it will lead to the termination of the contract.
- 3) Absence of the Contractor or his representative from meeting called by the Principal Mata Gujri College/Canteen Committee will attract a fine of Rs.5,000/- on the Contractor.
- 4) As and when the Principal Mata Gujri College/Canteen Committee proposes a fine it will inform the Contractor. The fine/penalty amount will have to be remitted there and then.

SIGNATURE OF THE APPLICANT  
NAME & DESIGNATION  
SEAL OF ORGANISATION



**Mata Gujri College Fatehgarh Sahib**  
**TERM & CONDITIONS FOR STATIONERY/PHOTOSTAT SHOP**

There will be one Stationery/Photostat Shop for which sealed quotations are invited.

**Terms & Conditions**

The important terms and conditions are listed below for convenience:

- 1) The Contract Agreement would be effective from 1st July 2023 to 30<sup>th</sup> June 2024 and can be renewed with minimum 10% increase in rent for the second year. This extension of the contract for second year will be subject to satisfactory performance of the Contractor.
- 2) The rent of the Shop will be charged annually in advance at the time of the start of contract.
- 3) The Contractor will have to pay electricity charges @ Rs. 10/- per unit on actual consumption of electricity monthly. (As per Meter Reading)
- 4) The Contractor has also to provide some of the items which are in accordance with the list approved by the college.
- 5) The Contractor has to get the rates of Photocopy/other services as per the terms of agreement.
- 6) The cost of erection and all installations inside the Shop will be solely borne by the Contractor.
- 7) Proper measures of cleaning and putting the litters of the disposables in the dustbins has to be taken care by the Contractor.
- 8) The Contractor will be liable to pay all taxes levied by the government.
- 9) The college shall be entitled to claim damages for mishandling the furniture and fixtures and fittings installed in the area provided. Penalty will be imposed on the Contractor in addition to the cost of repairs and replacements which are to be borne by the Contractor.
- 10) Engaging of required staff, providing uniforms etc. shall be done by the Contractor with the approval of the Principal, Mata Gujri College. The Contractor must submit the ID proof and police verification documents of all its employees working in the Shop as per the Annexure-A. If any staff of Contractor is found misbehaving with any Faculty, Staff or Student of college, strict action will be taken against the Contractor.
- 11) The college would reserve the right to check on cleanliness and upkeep of premises, quality of provisions, and any deficiency found penalty procedure will be applied.
- 12) The Contractor shall attend all meetings of the committee as and when scheduled. The prior information of the meeting will be given to the Contractor.
- 13) The Contractor should submit all necessary statutory documents. (Aadhar Card, PAN Card, GST Number etc.)



- 14) The Contractor should adhere to the provisions of the GST, Provident Fund Act, the Minimum Wages Act and other such acts which are applicable.
- 15) The Contractor will adhere to all laws of the land at his own responsibility and costs. The college will not be responsible for life and safety at the workplace; the staff of the Contractor should be duly insured.
- 16) Consumption of any kind of drugs, alcohol or alcoholic beverages and smoking is banned in the college. Any violation will attract legal action and the contract will be terminated.
- 17) The Contractor will not sublet the contract. If found so, it will invite termination of contract and forfeiture of security.
- 18) The Principal, Mata Gujri College reserves the right to make any amendments in the Terms & Conditions as & when required and deemed fit and mutually accepted to both the parties.
- 19) In the event of the any dispute with regard to any of the term(s) and/or conditions of this agreement, it will be subjected to the jurisdiction limits of District Fatehgarh Sahib only.



**Penalties for violation of rules, terms and conditions**

The Contractor will be fined in case of violation of the following rules:

1) The Penalties or Fine can be imposed in violation of rules, terms and conditions and with regard to the discrepancy found in the cleanliness of Shop, personal hygiene of workers, changing of the employed staff without information to the college, charging rates of the items not approved by the college, etc.

2) The Contractor will be given a warning in writing initially, thereafter a fine of Rs. 1,000/-, if again found defaulter fine can be increased up to Rs. 2,000/- and if again found defaulter the fine will be Rs. 10,000/- and after all these impositions again any complaint comes it will lead to the termination of the contract.

3) Absence of the Contractor or his representative from meeting called by the Principal/committee will attract a fine of Rs. 5,000/- on the Contractor.

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

I/We agree with the above terms & conditions and the decision of Mata Gujri College, Fatehgarh Sahib will be final and binding on us.

SIGNATURE OF THE APPLICANT

NAME & DESIGNATION

SEAL OF ORGANISATION

## Annexure-A Declaration by Employer

Principal  
Mata Gujri College  
Fatehgarh Sahib



Sir,

I/We \_\_\_\_\_, the Proprietor/Partners(s)/ authorized signatory of M/s \_\_\_\_\_ running Canteen/Mess/Shop/ Service at your campus do here by declare & affirm as under that:

- 1) \_\_\_\_\_ Mr./Ms. \_\_\_\_\_ S/o,D/o,W/o Mr. \_\_\_\_\_ Resident of \_\_\_\_\_ is working in My Canteen/Mess/Shop Service for the last \_\_\_\_\_ Months/Years and I confirm the correctness of his/her address and identity as mentioned above.
- 2) His/Her photograph is pasted above and has been self-attested by the employee by putting cross signature/thumb impression and is duly verified by me.
- 3) I confirm that the information given above correct to the best of my knowledge and belief and nothing has been concealed therein. I shall hold myself responsible in case the above information is found to be Incorrect at any time in future.
- 4) I undertake the responsibility and guarantee of the conduct of my employee and University can take an action if my staff is found committing any offence.

\_\_\_\_\_  
Signature of the Canteen/Mess/Shop Service Contractor or Vendors Authorized signatory with stamp

Date :-

Place:-

h

### TERM & CONDITIONS FOR RUNNING NESCAFE STALL.

1. The contractor should have the license of Nescafe franchise. The tenure of the License for running the Nescafe Stall shall be two years renewable for another term if the Licensee's work has been found satisfactory.
2. The applicant has to deposit EMD of Rs. 30000/- along with the application. The EMD amount of the successful bidder would be retained by the Mata Gujri College as security amount. The security amount would be returned upon expiry of the term after the final settlement of payments. No interest is payable on the retained Security. However, in case of any damage to the property or furniture or otherwise the same shall be deducted from this amount.
3. The minor work (maintenance) will be borne by the Nescafe Stall contractor.
4. The Contractor has to pay water charges @ Rs. 300/- per month and electricity charges @ Rs. 10/- per Unit on actual consumption of electricity every month. (As per Meter Reading)
5. If the Licensee fails to pay the License Fee, Water and Electricity Charges in time or does not abide to their terms and conditions of the License, the License will be terminated and it will be awarded to another party.
6. The quality of stuff/material will be of good quality and branded. The prices of all the items shall be fixed in consultation with college committee approved by the Principal and list price shall be displayed on prominent place.
7. The Licensee shall be personally responsible for strict and genuine compliance of Municipal by-laws relating to sanitary conditions and provide liveries to the bearers and waiters of the Nescafe.
8. Catering shall not be allowed to the outsiders, other than bonafide visitors to the college. The Nescafe Stall will not be closed on any working day except with the prior permission of the Principal.
9. The Licensee will ensure a reasonably good quality variety and availability for longer hours of eatable items and ensure proper hygiene and aesthetics.
10. Menu and rate list should be displayed in the Nescafe Stall
11. The employees below 18 years should not be allowed to work in the Nescafe Stall as per the government norms.
12. The Licensee shall not serve, except the prior permission of the Principal in the classrooms.
13. The Principal reserves the right to reject or accept any tender without assigning any reason whatsoever.
14. Contractor Company must have experience of running Nescafe Stall in educational institutions.



15. Contractor cannot sell those products which are to be sold by college canteen contractor.
16. In the event of the any dispute with regard to any of the term(s) and/or conditions of this agreement, it will be subjected to the jurisdiction limits of District Fatehgarh Sahib only.

**Penalties for violation of rules, terms and conditions**

**The quality of the food will be inspected by the Committees from time to time. The default will attract penalties. The Contractor will be fined in case of violation of the following rules:**

- 1) The Penalties or Fine can be imposed in violation of rules, terms and conditions and with regard to the discrepancy found in the quality of food, serving of food, cleanliness of dining and kitchen area, personal hygiene of workers, changing of the employed staff without information to the Mata Gujri College, charging rates of the items not approved by the Mata Gujri College, etc.
- 2) The Contractor will be given a warning in writing initially, thereafter a fine of Rs. 5,000/-, if again found defaulter fine can be increased up to Rs. 10,000/- and if again found defaulter the fine will be Rs. 20,000/-and after all these impositions again any complaint comes it will lead to the termination of the contract.
- 3) Absence of the Contractor or his representative from meeting called by the Principal, Mata Gujri College/Mess Committee will attract a fine of Rs. 5,000/- on the Contractor.
- 4) As and when the college proposes a fine it will inform the Contractor. The fine/penalty amount will have to be remitted there and then.

I/We agree with the above terms & conditions and the decision of Mata Gujri College, Fatehgarh Sahib, will be final and binding on us.

SIGNATURE OF THE APPLICANT  
NAME & DESIGNATION  
SEAL OF ORGANISATION

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**RATE OFFERED BY CONTRACTOR FOR NESCAFE STALL**

<b>S. No.</b>	<b>Items</b>	<b>Rate</b>
1	Cardomon Tea	
2	Tea Bag	
3	Green Tea	
4	Nescafe Classic	
5	Cappuccino	
6	Mochaccino	
7	Low sugar cappuccino	
8	Caffellate	
9	Cold Coffee	
10	Ice Tea	
11	Soup	
12	Maggie noodles	
13	Grill Sandwich	
14	Corn Sandwich	
15	Muffins	
16	Brownie	
17	Hot Dog	
18	Pasta Sandwich	
19	Chocolate Shake	
20	Pack Juice	

Note: - Packed items at MRP.

Seal and Signature of Licensee



Principal  
Mata Gujri College,  
Fatehgarh Sahib (Pb.)