

Tender Form (Technical Bid)

Subject: Invitation for Tenders for Running Canteen Services in Govt. Model ITI Nalagarh.

1	Name of Bidder	
2	Address of the Bidder	
3	Aadhar Number of the Operator(Mandatory) (To be supported with the relevant documents)	
4	Weather Operator himself will work in Canteen or Not? Yes or No.	
5	No. of Servants offered.	
6	Aadhar Number of the Servants (Mandatory)(To be supported with the relevant documents)	
7	Medical Fitness Certificate for All Food Handlers [Operator (If Reply of Column 4 is "Yes") & Servants] (To be supported with the relevant documents)	
8	Contact No.	
9	Email	
10	Experience Details(To be Supported with the relevant documents)	
11	Tender Document Cost Details (In the form of Demand Draft Only)	DD No. Dated Amount in Rs.
12	EMD Details (In the form of DD/FDR only duly Pledged in the name of Principal Govt. Model ITI Nalagarh)	DD No. Dated Amount in Rs.

Sealed tenders in **Double Bid Envelope System** are invited on "**Prescribed Tender Form**" for **Running Canteen Services in Govt. Model ITI Nalagarh** on or before **17-08-2026 upto 5:00 PM**. Tenders received after last date and time i.e. 17-08-2026 upto 5:00 PM shall not be entertained. The envelope containing tenders must be addressed to undersigned and must have marked as "**Tender for Running Canteen Services in Govt. Model ITI Nalagarh**" and "**Not to be opened before 18-08-2026, 03:00 PM**".

Tenders will be opened on **18-08-2026 at 03:00 PM** at Principal Office in the presence of bidders or their authorised representatives who may want to present. In case of Holiday on that day bids will be opened on the next working day at the same time & schedule.

Term & Conditions:

1 Eligibility for Bidders to Qualify Technically :

- A) The bidder must submit documentary proof of at least **five (05) years' experience** in providing similar services, such as the operation and management of a **Canteen/Mess**. The experience certificate(s) must be duly issued by the competent authority of the concerned Government, Semi-Government, or private organization where such services have been successfully executed.
- B) The bidder has to submit an earnest money of **Rs. 5,000** (Rupees Five thousand only) in the shape of DD/FDR only duly pledged in favour of **Principal Govt. Model ITI Nalagarh, Distt. Solan HP**. EMD of unsuccessful bidders will be returned after finalizing the tender or after three months of opening of bids whichever would be later. The EMD of successful bidder will be adjusted for Performance Security and will remain in custody of undersigned till completion of work awarded. In case any bidder withdraws his offer after submission of tender undersigned may forfeit the EMD/Performance Security in full.
- C) Copies of Aadhar Number of Operator & all Servants declared.
- D) Copy of Medical Fitness Certificate of all Food Handlers (Operator (if applicable) and Servant.
- E) Non-Refundable Tender Document Cost in the Shape of Demand Draft only of **Rs. 250/-** (Rs. Two hundred fifty only) in favour of **Principal Govt. Model ITI Nalagarh, Distt. Solan HP-174101** payable at Nalagarh.

2 Preparation of Bids and Submission :

- A) Bid for the tender should be submitted in two sealed envelopes placed inside a main sealed envelope. The envelopes inside main envelope should contain the following:

Envelope	Marked on the Cover	Contents of Envelope
Main Envelop	Subject of Tender	Envelop-I+ Envelop-II
Envelop-I	Technical Bid	Should contain Tender Document Cost in original. Should contain EMD in original. Should Tender Form-Technical Bid with all pages of Term and Conditions with signature on each page.
Envelop-II	Financial Bid	Rates should be quoted in the prescribed Tender Form-Financial Bid Format only with signature on each page.

The **Technical Bid** should be submitted along with the proof of Cost of Tender Document, Earnest Money Deposit, Experience Certificate, Copy of Aadhar Numbers, Copy of Medical Fitness Certificates of all food handlers. The **Financial Bid** on prescribed format only. Each should be kept in a separate sealed cover. Both the bids should be kept in another sealed cover addressed to the Principal Govt. Model ITI Nalagarh, Distt. Solan HP-174101. and must bear the address of the Bidder, Subject of the Tender, Date and Time of the opening of the same. The inner envelopes should be superscripted with name of Bidder, Subject of the Tender & whether the envelope is containing "**Technical Bid**" or "**Financial Bid**".

- B) The rates should be quoted in **Financial Bid** only **both in words & figures**.

3 Evaluation of Tender :

- A) The Financial/Commercial bids of only those bidders will be opened who will technically qualify. Decision of Tender Opening Committee in this regard will be final and binding upon the bidders.
- B) The work/contract will be placed to highest rates quoted bidder. However, committee reserves the right to reject/approve any offer depending upon the reasonability rent rates. Minimum reserve rent per month will be Rs. 3000 only. Contractor has to offer services on fixed rates enclosed as Annexure-I with this tender document or as modified time to time by undersigned.

4 Performance Security :

The successful bidder have to deposit a total of Rs. 25000.00 as performance Security in the shape of FDR only within 15 Days of contract awarded. Performance security will remain in the custody of undersigned till completion of work awarded. Work/Contract order will become effective only on submission of required performance security from the date of deposit of performance security. In case bidder failed to deposit performance security within stipulated period the supply order may be treated as cancelled and EMD of above said bidder will be forfeited and second lowest bidder may be offered for negotiation or for execution of work/supply as the Tender Opening Committee may deemed fit. The EMD of successful bidder already deposited will be adjusted in performance security and will remain in custody of undersigned till completion of work awarded. In case of failure of completion of work/supply the undersigned reserve the right to forfeit the Performance Security in full or part. The bidders who have been exempted from submission of EMD/Performance Security will have to submit such documentary proof issued by the competent authority.

5 Time Period of Contact Work :

Initially contract will be awarded for One year and may be extended/renewed further depending upon circumstances up to three years. The decision of Institute Committee will be final in this regard.

Penalty Clause :

A penalty of Rs.5000.00 will be imposed upon the contractor if at any time the quality of food served found inferior for first time. Second time it would be 10000.00. Third time whole performance security of Rs.25000.00 will be forfeited as penalty and firm/contractor will be blacklisted for any future work/contract awards.

7 Failure of payment of any Dues :

If at any time Contractor/Operator failed to pay any dues towards ITI/any Govt. Agency such as monthly rent/usage charges Penalty Imposed By ITI or Water/Electricity/Garbage Door Collection or any local authority/Govt. dues or dues mentioned in Para 9(vi) of this document, the dues will be deducted from his/her security amount and rest amount will be forfeited and the Contractor/Operator will be blacklisted for any future work/contract awards.

8 Quality & Quantity of Material:

The Quality and quantity of Food will be strictly as per Item List enclosed with this tender document. Institutional committee may check quality of food time to time & submit their recommendations regarding continue/discontinue of contract. The undersigned would have full rights in this regard & binding upon the contractor.

9 Special Term and Conditions :

- i) That you or your staff behavior towards ITI Staff and Trainees if found unsatisfactory, your contract may be terminated.
- ii) Any type of Smoking/Drugging/Drinking Alcohol is strictly prohibited in the campus. Selling of such products is also strictly prohibited.

- iii) Cleaning and hygiene conditions of the canteen area will not be compromised at any cost, Separate Servant should be deployed for cleaning of utensil etc. other than COOK/HELPER/WAITER.
- iv) The Contractor has to register himself/herself under Food Safety and Standards Act 2006 & obtain Food License (For Food Business Operator) before commencement of the contract.
- v) The age of all Servants/Workers should be at least 14 Years and all wages/salary to be paid to them will be the sole responsibility of the contractor.
- vi) The water Charges/Elect. Charges (As per Sub-meter)/garbage Collection Charges etc. or any other Govt. Dues as applicable will be born by the contractor.
- vii) Basic infra such as shed and civil repairs of Canteen will be maintained by the ITI, however the responsibility for the safety of Govt. Property will be born by the contractor.
- viii) Any other additional Furniture/Utensil/Gas Connection etc. will be born by the contractor only.
- ix) Subletting is not allowed.
- x) The canteen working hours would be from 7:00 AM to 9:00 PM only, Canteen must be open on Hoildays if ordered by competent authority in case of Exam or any special classes etc.
- xi) Breach of any of Condition of this Document from 1 to 12, including all sub parts of 9(i) to 9(xi) of this document by contractor may force the ITI to terminate the contract or forfeit the security in part or full as the committee may deemed fit and the contractor will be blacklisted for any future contract/work award.

10 All the pages of the tender document should be duly signed and stamped by the bidder.

11 The offer from bidder side will be remain valid/open for 90 days from the opening of tender documents.

12 Any term or condition of this tender may be revised, modified, or amended at any time during the contract period with the approval of the Canteen Committee.

13 **Jurisdiction/Signing of Tender/Agreement :**

Conditional tenders or tenders without Document Cost/ or Tenders without EMD or tenders not submitted on prescribed Performa will not be entertained in any respect and will be rejected straightway. The undersigned reserves the right to reject any or all of the tenders without assigning any reason. No separate agreement will be executed, this tender document will be treated as agreement between both supplier and buyer. In any dispute all the decisions made by undersigned will be full and final and would be binding upon the supplier/bidder. All disputes are subjected to Shimla H.P. jurisdiction only. The bidder must sign each page of Prescribed Tender Form and duly signed and stamped with seal at designated places. All documents enclosed must be self attested by the bidder.

Sd/-

Principal, Govt. Model ITI Nalagarh
Distt. Solan HP-174101

Declaration :

This is to certify that I/we have carefully read the contents of the tender document and fully understood all the term and conditions therein and undertakes myself/ourselves to abide by the same.

Signature of Bidder with
Date & Seal

Office of the Principal,
Govt. Model Industrial Training Institute,
Nalagarh, Distt. Solan, H.P. 174101
E-mail: pplitalagarh@gmail.com
Phone No.: 01795-223220

Annexure-I

Sr. No.	Name of Item	Specifications	Rate Per Unit in Rs. in Figures
1.	Tea		
2.	Rice (Permal) with Dal/Curry/Rajmah/Chane Black(Moday, Wednesday-Dal, Tue., Friday-Rajmah, Thursday-Curry, Sat.-Chane Black)	One Cup	10
		Half Plate	25
3.	Rice (Permal) with Dal/Curry/Rajmah/Chane Black(Moday, Wednesday-Dal, Tue., Friday-Rajmah, Thursday-Curry, Sat.-Chane Black)	Full Plate	40
4.	Samosa		
5.	Bread Pakora	Standard Size	10
6.	Prantha Plane	Standard Size	10
7.	Stuffed Parantha	Standard Size	15
8.	Coffee	Standard Size	20
9.	Lemon Tea	One Cup	15
10.	Milk	One Cup	10
		One Cup (Standard Glass Size)	15
11.	Chana-Samosa	Half Plate (1 Samosa)	20
12.	Chana-Samosa	Full Plate (2 Samosa)	30
13.	Chane Plate without Samosa	Half Plate	10
14.	Chane Plate without Samosa	Full Plate	20
15.	Chane Bhature/Poori (Two Days in a Week)	Half Plate with One Bhatura or Two Poori	20
16.	Chane Bhature/Poori(Two Days in a Week)	Full Plate with Two Bhatura or 04 Poori	35
17.	Veg Thali (Dal, Vegetable, Rice (Permal), 02 Chapati,) Daily	Half	40
18.	Veg Thali (Dal, Vegetable, Rice(Permal), 04 Chapati,) Daily	Full	60
19.	Veg Thali Special (Dal Fry, Rajmah/Matter Paneer, Mix Vegetable, Rice(Basmati), Chapati, Green Salad) Need Basis	Full	80
20.	Veg. Pakoda	100gm	20
		100gm	20
21.	Mutter	At MRP as printed. Need not to be quoted	
22.	Cold Drink, Juice, Biscuit, Namkeen etc.		

Tender form (Financial Bid)

Subject: For Running Canteen Services in Govt. Model ITI Nalagarh.

Name of Bidder				
Address of the bidder:				
Sr. No.	Particular	Minimum Reserve rent	Rate offered PM in Rs. In Figures By Bidder	Rate offered PM in Rs. In Words By Bidder
1.	Rent of canteen usage charges of space, furniture fixer etc.	Rs. 3000/- PM		

Signature of Bidder with
Date & Seal

Sd/-
Principal, Govt. Model ITI Nalagarh
Distt. Solan HP-174101