Guru Nanak Dev University, Amritsar

(Established Under State Legislature Act No. 21 of 1969)

"University with Potential with Excellence" & "Category-I University" recognized by UGC

Expression of Interest (EOI) for Administrative Block Canteen

Guru Nanak Dev University, Amritsar, invites sealed EOI from interested vendors/Contractors/firm/individuals/proprietors for rent out admin block canteen. Interested parties may submit their Expression of Interest (EoI) to the Registrar, Guru Nanak Dev University, Amritsar, on or before 19-11-2026 by 5:00 pm in the prescribed expression envelope superscribing “Expression of Interest for Admin Block Canteen” by Regd./Speed Post/ Courier only. The prescribed EoI & bid form, may be downloaded from the website: https://digital.gndu.ac.in

EXPRESSION OF INTEREST (EOI) FOR Administrative Block Canteen

1. GENERAL INFORMATION

Guru Nanak Dev University invites sealed Expressions of Interest (EOI) from experienced and reputed food service providers for canteen services to the Campus canteens at Guru Nanak Dev University, Amritsar. EOI applications are invited from eligible vendor/contractor/proprietor/ individual/ firm's name for renting and operating the Canteen. Operators must strictly adhere to safety, health, and cleanliness standards. GNDU reserves the right to accept or reject any or all EOIs without assigning any reasons.

The prospective Applicants can apply for more than one Canteen. The bidder should clearly mention on the front of the envelope the name of the Canteen for which he/she is applying. Interested parties may visit university campus and acquaint themselves with the area/ site. The cost of visit shall be borne by the bidder.

2. KEY FEATURES WITH TERMS & CONDITIONS

a. General Conditions

i. **Contract period**: Initially up to **one year** and renewable up to **five years** based on overall annual performance review with 5% increase in base rent yearly.

ii. The Applicant who is running a Canteen in university campus and applicant from outside can apply for one or more Units. But only a single Unit will be allotted to vendor / contractor /proprietor/ individual/ firm's name.

iii. Regular inspections for compliance monitoring.

iv. Applicant will have to deposit a participate fee of Rs 30000/- in the form of Demand Draft in EOI envelop before participate in the open bid. If the applicant got the canteen this amount will be adjusted in bidders' security amount (that is equaling to three-month rent) or will be returned to the bidder

v. **Minimum rent will be 30000/- Rupee for month (excluding water charges & 18% gst)**

vi. Electricity bill as actual according to sub- meter and also pay Rs. 700/- plus applicable GST per month for use of water.

vii. Use of canteen for commercial & catering purposes without the written permission of Registrar will attract fine of Rs.5000/- plus applicable GST per day & severe disciplinary action as deem fit.

b. Scope of Work

The selected canteen contractor shall:

i. Use the earmarked Canteen Area for preparation and service.
ii. Deploy adequate and skilled staff (cooks, servers, cleaners) at own cost.
iii. Must have standardized crockery for preparing and serving canteen items.
iv. Be responsible for service.

c. Safety, Health, and Cleanliness Standards:

The selected Contractor shall have following mandatory compliance requirements:

i. FSSAI guidelines and local food authority regulations.
ii. Raw material shall be fresh and of ISI / AG MARK/FSSAI- approved brands only ***(Annexure-II)***.
iii. Daily cleaning and sanitization protocols.
iv. Regular use of hand gloves, caps and aprons by kitchen staff is mandatory.
v. Pest control measures with documentation.
vi. Safe water supply and waste management systems.
vii. Fire safety equipment and emergency procedures.
viii. GNDU have the right to inspect the kitchen, food preparation and storage areas at any time.
ix. Non- compliance or substandard service may lead to termination of the contract without notice or penalty as per ***Annexure III***.

3. PROCESS AND SUBMISSION REQUIREMENTS

i. EOI must be submitted in the **Envelope.** (containing all technical documents related to eligibility criteria) with clearly marked "EOI for Allotment of Admin block Canteen".

4. TECHNICAL BID REQUIREMENTS

a. Eligibility Criteria (Mandatory)

All bidders must meet the following minimum eligibility criteria:

Criteria	Requirement
Application Form	Bidder must apply on the prescribed Application Form ***(Annexure-IV).*** Bidder must deposit the **Fee Receipt of Rs.2360/-(2000+360(18% gst)** deposited with the Cash Counter, GNDU, Amritsar for offline Payments and for online Account detail mention below. **Account Detail** **Department name** — **Guru Nanak Dev University, Amritsar** **Region** — **For all region** **Account named on** — **Registrar, Guru Nanak Dev University,** **Account No.** — **50100113094098** **Bank Name** — **HDFC Bank** **Address of the Bank** — **Kabir Park, Amritsar** **IFSC Code** — **HDFC0000476** Submit Original Receipt in EOI Envelop
Experience	Work experience at least 3 years in the field (Govt. /private Institution or organization) attach Photocopy along with experience certificate.
Licenses	Valid FSSAI license, GST registration (if available), PAN, as per Punjab Govt. instructions FOSTAC Training, RUCO Agreement, Calibration Certificate (if applicable), Worker Medical Fitness certificate will be mandatory for every contractor. The allotment Letter will be issued to the successful bidder and he will submit all above mentioned certificates/documents within time period as will be quoted in allotment letter.
Annual Turnover	10 lakh annual turnover for every year (annual turnover for last 3 years i.e. F.Y 2023-2024, 2024-25, 2025-2026 (Dully certified by C.A along with balance sheets & C.A Certificate)
Legal Status	Undertaking for "No pending criminal cases or blacklisting by any organization"
Participation fee	Applicant will have to deposit a participation fee of Rs 30000/- in the form of Demand Draft in EOI envelop before participate in the open bid. If the applicant got the canteen this amount will be adjusted in bidders' security amount (Which is equivalent to three- month rent) or will be returned to the bidder). Draft in the name of **"The Registrar Guru Nanak Dev University, Amritsar."**

5. EVALUATION PROCESS AND TIMELINE

a. Technical Evaluation

- Only qualified applicants will qualify for open bid.
- Contract/ Allotment awarded to highest rental applicant among qualified Applicants.

6. DISQUALIFICATION CRITERIA

Application will be rejected if:

i. Incomplete documentation or missing eligibility certificates
ii. Any false information or misrepresentation.
iii. Non-compliance with bid submission requirements.

7. OTHER TERMS & CONDITIONS & RESPONSIBILITIES / LIABILITIES OF SELECTED Applicants:

Kindly refer to the ***Annexure-VI*** for other terms & conditions and responsibilities/Liabilities of the selected bidder.

i. The canteen will be allotted on the basis of maximum rent quoted by the eligible bidder in open bid & who fulfill all the other technical conditions.
ii. The selected bidder/ applicant shall submit an affidavit within 15 days of the acceptance of Allotment letter on a non-judicial stamp paper of as per Govt. ***Annexure-VI***.
iii. The sale of Narcotics is strictly prohibited in canteen. Further, smoking and consumption of alcohol/intoxicants/non-veg in the premises is strictly prohibited.

SECTION 9: SUBMISSION DETAILS

Deadline: **Submission Start Date: 10-11-2026, Last Date: 19-11-2026**
Submission By: Speed Post/Regd. Post/Courier only. (Submission of applications by hand in the General Branch Admin Block is not permitted.)
Address: The Registrar, Admin Block Guru Nanak Dev University, Amritsar
Contact: Assistant. Registrar (General), Phone No.: 0183-2823086, 2823085

SECTION 10: DECLARATION

By submitting this EOI, Applicant confirm their understanding and acceptance of all terms and conditions, and commit to maintaining the highest standards of food safety, hygiene, and service quality throughout the contract period.

****

Annexure-I

Quality Maintenance

Item	Brand
	All dry ingredients will be bought from open market, packed and of highest quality
Salt	Tata, Annapurna, Nature fresh,Patanjali
Spices	M.D.H. Masala, Satyam, Badshah, Everest, Catch, Patanjali, Goldee, Tata
Jam/Ketchup	Maggi, Kissan,Heinz/Tops, Patanjali
Cooking Oil	Agmark/ISI or branded items such as Sundrop, Godrej, Saffola, Fortune, Patanjali, Markfed
Atta	Aashirvad, Kissan, Annapurna, Ginni, Patanjali or freshly grinded (with the prior approval of authority only)
Rice	Basmati Tukda (¾size), India Gate, or equivalent in Punjab Market
Butter	Amul, Britannia, Verka, Mother Dairy
Bread	Bonn, Britannia
Ghee	Amul, Mother Dairy, Britannia, Gits, Everyday,
Milk	Verka, Amul, Reliance, Super, Mother Dairy (Green Packet) / Other brand after approval from the Hostel Administration
Paneer	Amul, Verka, Mother Dairy or any of other branded item apart from above mentioned brands approved by the Hostel Administration

Annexure-II

Guru Nanak Dev University, Amritsar
Penalty Structure for violation of Terms & Conditions by Canteen Contractors in University Campus, Amritsar

Sr.	*Particulars*	*Penalty in Rs.*	*Remarks*
1	**Cleanliness of Kitchen**		
	I. Good	NA	
	II. Average	200	
	III. Poor	1000	
	IV. Very Poor	2000	
2	**Quality of Raw Material/ Final Product**		
	I. Good	NA	
	II. Average	200	
	III. Poor	1000	
	IV. Very Poor	2000	
3	**Use of Fuel:** *Oil, Wood, Coal*	2000	
4	*Age of Service Boys, if below 14 Years*	---	**Immediate Cancellation of Contract**
5	**Use of Disposables** *(Thermocol, Plastic glass/plate prohibited)*	400	
6	**Non-Display of Board *(Use of Intoxicants is Prohibited)***	1000	
7	**Non-Display of Fixed Rate List**	1000	
	Minor Discrepancy		
8	**Cleanliness of Surroundings**		
	I. Good	NA	
	II. Average	200	
	III. Poor	500	
	IV. Very Poor	1000	
9	**Non-wearing of Identity-Card by Staff**	@200	i.e. multiply by no. of staff
10	**Non-wearing of Jackets by staff with G.N.D.U mark on backside**	@200	--do--
11	**Personal Hygiene of Service staff**		
	I. Head Cover missing	@200	--do--
	II. Clean Clothing not proper	@200	--do--
	III. Hair Cut not proper	@200	--do--
	iv. Uncut Nails	@400	-do-

Annexure-III

GURU NANAK DEV UNIVERSITY, AMRITSAR
APPLICATION FORM FOR ADMIN BLOCK CANTEEN ALLOTMENT

1. Name of the Applicant : _____
2. Father Name : _____
3. Address : _____
   _____
4. Aadhar Card No. : _____
5. PAN No. : _____
6. GST Registration No.* : _____
7. Mobile No. : _____

Photograph of the Applicant

8. Experience Certificate of running Canteen in any Govt, /Private Institution & Organization:

Sr.No.	Name of the Institution	Time period		No. of months/years
		From	To	
1.				
2.				
3.				

8. Form Fee Detail:

Transaction Details/online/offline			
Reference No./Receipt No	API Unique ID	Date of Transaction	Amount
			Rs. 2360/- (2000 + 18% gst)
			Rs 30000/- Participation Fee

9. Detail of FSSAI License:

License No.	Date of Issuing	Valid up to

10. Please tick the documents which are attached with the form: -

I.	Application fee Receipt		vii.	Annual turnover certificate for last 3 years (CA certified) along with C.A attested Balance sheets	
ii.	Experience Certificate of last three years		viii.	No pending criminal cases or blacklisting by any organization certificate.	
iii.	FSSAI License		viii.	EOI on company's letter head	
iv.	GST Registration No. (If Available)		ix.	Company registration certificate & profile	
v.	PAN Number				
vi.	Aadhar Card				

I declare that I have not been found guilty by the court in any case and I have not been debarred/blacklisted by any department/organization.

Signature of the Applicant

Annexure-IV

To,
The Registrar,
Guru Nanak Dev University,
Amritsar-143005.

Sir/Madam,
I/we hereby declare that I/we have not been blacklisted or debarred by any Government department/agency/autonomous body/PSU at any time.

If this declaration is found to be incorrect, the University shall have the right to terminate the contract and take appropriate action.

Date:
Place:

Signature with Seal of Bidder

Annexure-V

AFFIDAVIT

1. **ACCEPTANCE OF TERMS & CONDITIONS FOR ALLOTMENT OF G.N.D.U Campus Admin Block Canteen, GNDU, AMRITSAR**
   - **a.** The contract would be initially up to one year but extended to Five Year on the basis of annual satisfactory/ performance report. The license fees shall be enhanced @5% every year.
   - **b.** After allotment, canteen should be operationalized by the successful bidder. Subletting of any kind / in any form is not permissible. If found so, strict action shall be taken.
   - **c.** The successful bidder/applicant shall take all necessary/ mandatory clearances, permits etc., which are required to run the canteen and valid and in full force and effect during the period of contract.
   - **d.** The rent will be payable quarterly in advance before start of next quarter. If rent is not paid by stipulated date, 10% penalty shall be imposed. The university has the right to cancel the contract and confiscate the security deposit.
   - **e.** The contractor shall pay Electricity Charges to the university on the basis of meter reading. Expenditure for installation of Sub meter will be borne by the vender.
   - **f.** The contractor shall pay water consumption charges @ 700/- per month (fixed) plus GST as applicable.
   - **g.** The contractor should use brands as per ***Annexure-I*** for cooking in the canteen.
   - **h.** If the Contractor wants to discontinue the license, he/she shall have to give a two months' prior notice with enough justified reasons acceptable to the Registrar Office. In case he quits without the required notice then his security will be forfeited. He/she will still have to return the location in good condition.
   - **i.** All or any of the power and rights exercisable by the GNDU, Amritsar in respect of EOI shall be exercised by the Registrar Office, GNDU, Amritsar and the contractor shall not have objection whatsoever in respect thereof.
   - **j.** The canteen shall be subject to inspection ***(Annexure II)*** at any time without any notice to the contractor by the Registrar Office or any other authority authorized by him.
   - **k.** The sale of Narcotics is strictly prohibited in canteen. Further, smoking and consumption of alcohol/intoxicants/non-veg in the premises is strictly prohibited.
   - **l.** Addition or alteration/modification of anything in physical structure of the space provided to the contractor is not permissible in any manner without valid written order from the Registrar.
   - **m.** The Contractor is not allowed to award, allot sell or mortgage the license to any other person in any manner whatsoever.
   - **n.** Any damage to University Property during the contract period will have to be borne by the Contractor.
   - **o.** Every medically fit employee so engaged by the contractor shall wear a badge of wearing his/her name while on duty. The said Uniform and badge shall be provided by the bidder at this own cost.
   - **p.** During the course of contract, if any of Contractor personnel are found to be indulging in any corrupt practices causing any loss of revenue to the GNDU, the institute shall be entitled to terminate the contract immediately.

2. RESPONSIBILITIES/LIABILITIES OF CONTRACTORS:

a) The contractor is bound to maintain cleanliness of dining area, floor, platform in kitchen, store, service and utensil washing area of the canteen. He has also to ensure that the kitchen and canteen area under their control is free from flies.
b) All waste should be removed from canteen on a daily basis.
c) Construction of canteen on the provided space to customize with all equipment's like refrigerator, oven, dispensers, display/showcases etc. is the sole responsibility of the contractor.
d) Arrangement and provisions as well as maintenance of ovens/fridge/or any other appliances installed by contractor for canteen items and beverages etc. will be the sole responsibility of the contractor.
e) The contractor shall procure only good quality fresh vegetables from the market. The vegetables shall not be stored for more than 1 day in summer months and 3 days in winter months at a stretch.
f) The oil after the deep frying at the end of the day shall be discarded and shall not be recycled for the purpose of cooking again.
g) The quality of the items can be checked by the Inspection Committee of university at any time and material found sub-standard will not be allowed.
h) The canteen shall function on all days throughout the year and will not be allowed to be closed on any day, including holidays, for any reasons whatsoever.
i) Time to time, the feedback report will be taken from students/staff/faculty in term of rates, quality, hygiene cleanliness and conduct of contractor and its staff. The overall performance will be assessed by allotment committee.
j) Only commercial gas cylinders shall be used by the canteen contractor & it will be kept in safe custody.

****