

Checklist for submission of tender D-ETS/25/874 Dt.08.04.2025
(This checklist duly filled should be enclosed with the tender form)

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

Name of the tenderer _____

Shop No _____ and Site/Location _____ of the Shop applied for.

TABLE No. 1:

Sr. No.	Document	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 FDR/TDR/ valid for 6 months vide letter No _____ dated _____ as given in the Table No 2 & Table No 3 along with D.D. of Rs.2000/-(two thousand) in favor of Registrar P.U.Chd as tender form cost.		
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 campus; 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	Applicable only for shop No. 11(Student Centre) Proof of business carried out by the tenderer during the last three years, 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 two years duly attested for in respect of Shop no.11, Student Centre Sector 14, P.U, Chd		
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 Panjab University. In case, at any stage, this affidavit is found wrong, then the lease money deposited with the P.U. 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 at last page.		

Signature of tenderer(s)

Specific Guidelines for Shop no.11, Students Centre, Sector 14, Panjab University, Chandigarh.

1. The Lessee must have 3 years' experience of food industry with FSSAI food licence in the same trade.

2. He/she should have an average annual turnover of Rs.1.5 corers during the last 3 financial years in the same business and should be registered under EPF/ESI.

3. That the Food items made with eggs shall be allowed and if the lessee is desirous of selling items contained at Annexure-III then the lessee has to follow the rates duly approved by the DSW from time to time and for others foods items the Lessee can fix his own nominal rates.

TABLE No: 2 Details of Shops, Sector 14, PU Campus:-

SHOP/BOOTH NO.	AREA	RESERVED PRICE (IN RS.)	EMD PRICE (IN RS.)
Shop no.11,Student Centre, Sector 14, P.U	1139 Sq Ft	50,000/-	2000/-
Shop no.25,Sector 14, P.U	192.64 Sq.Ft	12,000/-	2,000/-
Shop no.33,Sector 14, P.U	151.16 Sq Ft	120,00/-	2,000/-
Shop no. 75, Sector 14, P.U	250 Sq Ft	10,000/-	2,000/-
UILS Canteen Sector 14, P.U	488 Sq Ft	10,000/-	2,000/-
Arts Block Canteen Sector 14, P.U	238.625 Sq Ft	80,00/-	2,000/-

TABLE No: 3 Details of Shops, Sector 25, PU Campus:-

SHOP NO.	AREA	RESERVED PRICE (IN RS.)	EMD PRICE (IN RS.)
Shop no. 1, UIET Sector 25, P.U	103 Sq Ft	6,000/-	1000/-
Shop no. 3, UIET Sector 25, P.U	100.62 Sq Ft	6,000/-	1000/-
Shop no. 4, Sector 25, P.U	117 Sq Ft	6,000/-	1000/-
BMS Fabricated Canteen Sector 25, P.U	457 Sq ft	6,000/-	1000/-

Note: - That any property in the tender could be included or excluded without assigning any reason at any stage.

PANJAB UNIVERSITY, CHANDIGARH

TENDER FORM

Tender Cost Rs. 2,000/- in the form of Demand Draft.

Name of tenderer.....

Dated.....

Banker Cheque / DD No.....

Dated:.....

TERMS AND CONDITIONS

SPECIFIC TERMS AND CONDITIONS FOR SHOP NO. 11

1. Tenderer must be in the business of running similar services for Universities/Hospital/Hostel/Mess/College or Industrial/Corporate Catering Services or Catering Services to Government Departments or running Restaurant for the last two years with authentic food license.
2. *Use of LPG and safety measures:*
 - a) *The Tenderer / licensee will not keep LPG in the allotted premises/ kitchen. They must keep the cylinder at the designated site as per the existing provisions made specifically for keeping cylinder and the supply of the LPG should be through pipeline only.*
 - b) *The lessee should use only commercial LPG cylinders.*
 - c) *Licensee should not keep LPG cylinder and should not use LPG stove in the premises / kitchen. In case of violation, cylinder will be confiscated.*
 - d) *The lessee must keep adequate number of fire extinguishers in the shop which must be periodically refilled as per the schedule of expiry (in consultation with the Fire Department, Chandigarh) within 15 days after taking over the possession of the premises / shop.*
3. The tenderer would be required to obtain license from the competent authority under the prevention of Food Adulteration Act/rules from the PFA Cell, Health Department, U.T., Chandigarh within one month after taking over the possession.
4. All the food items as per approved list should be available in sufficient quantity all the time.
5. It will be mandatory for the lessee to provide good quality food and must be hygienic, neat and clean. The University has the right to inspect the kitchen area at any time. Any such violation will attract the penalty of Rs.2000/- for each violation.
6. For each sale of item, the lessee shall mandatorily give a computer generated receipt/bill in **duplicate to the customer** so as to enable him/her to retain one copy showing the details of item and rate with him/her and other copy showing the detail of item ordered by him/her to get the delivery of the item ordered.
7. The lessee shall install minimum two swipe machines in the shop/site to use Debit/Credit cards for making cashless transactions by the customers and will also ensure its proper functioning at all times.
8. The lessee shall ensure promptness of service at the counter and shall appoint necessary staff for the purpose and shall also ensure that there is no mismanagement on his/her part or his/her agents and servants. In case of failure, to implement the directions regarding service at the counter, suitable fine will be imposed by University and his/her lease is also liable to be terminated by the lessor Registrar, PU.
9. The 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.
10. Use of plastic cups/plastic material will not be allowed.
11. There must be proper mechanism for food waste management.

Signature of Tenderer (s)

12. Display of rate list duly approved by the University authority is an essential requirement.
13. It is mandatory that the lessee will keep the decent name of the restaurant commensurate with the education environment.
14. The lessee shall be liable to maintain and keep the articles provided by the University. In case of any damage or loss, the cost will be borne by the lessee.

GENERAL TERMS AND CONDITIONS

1. Name of the tenderer/bidder should also be written on the envelope. **There should be no cutting/overwriting in quoting the price bid. Tender form is not transferable.**
2. Tender must be submitted in two sealed envelopes separately i.e., 1st sealed envelope should contain EMD, supporting documents regarding fulfillment of eligibility conditions and signed tender document (each page) as a token of acceptance of terms and conditions of tender in one envelope (**Envelope–A- Technical Bid**) and price bid/financial bid on the prescribed Proforma in the second envelope (**Envelope–B- Financial Bid**). Both the envelopes are to be sealed in **Master Envelope** and the name of tenderer with address and the shop No. 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.

BANNED TRADES

3. The bidder (in the case of shops/booths) may mention only specific trade name except the **banned trades i.e. Fabrication of Gates and Grills/Furniture, Repair of Cars and Scooters, Auto Spare Parts, Liquor Shops/Pub, Junk/Kabari Dealer, Lootery Seller, Chicken corner/meat shop, Video Games, Discotheque, Coaching Cum Study Centre and any other trades to be decided by the Registrar.**

RESERVE PRICE

4. The reserve rate of each Shop per month is fixed as mentioned in the Table No.2 and Table No.3. The GST, Property Tax, Electricity and Water Charges shall be extra as applicable. The highest tenderer/ bidder will be allotted the Tender. However, the lessor / Registrar, PU reserves the right to allot the lease to the 2nd or 3rd highest bidder, in case initial lessee terminates the lease within six months from the date of initial allotment.

SECURITY DEPOSIT

5. The Security Amount will be deposited by the successful bidder at the time of allotment i.e. multiply 3 @ of rent alongwith electricity security of Rs. 13,000/- at the time of allotment at the initial stage. However, the exact amount of electricity security will be deposited later on by the successful bidder after submission of the 1st month electricity bill on the basis of which the actual load of electricity will be calculated and accordingly the electricity security will be determined and deposited by the lessee within 10 days from the date of demand.
6. The lessee will deposit the amount of security through RTGS/NEFT in the PU Estate Fund Account No. 10444978060, in the State Bank of India, P.U., Chandigarh.
7. The security or remainder thereof, if not forfeited shall be refunded to the lessee after the expiry of the lease and after the vacation of the premises by the lessee as well as after adjusting dues, if any.

EARNEST MONEY

8. Tender must be accompanied with Earnest Money Deposit (EMD) as per amount mentioned in Table No 2 and Table No 3 against each shop in the shape of **FDR/TDR in favour of the Registrar, Panjab University, Chandigarh.** No other format for Earnest Money deposit would be accepted.

Note: It is the sole responsibility of the tenderer that he / she will submit FDR prepared from his/her own bank of his / her account/firm/ company only and an undertaking from the tenderer in this regard is also submitted in the envelop with other documents. Pledged DD from the account of third party/any other person/firm/ company shall not be considered and the tender will be deemed rejected.

Signature of Tenderer (s)

RECEIPT & OPENING OF TENDERS

4. Tender should reach the office of Deputy Registrar (Estate) 2nd floor, Administrative Block, Panjab University, Chandigarh upto **5.00 Pm** on or before **30-04-2025**. Tender document/technical bid shall be opened tentatively on **09-05-2025** at **Senate Hall, Ist Floor Admn. Block, PU** (in the presence of tenderers or their authorized representative) In case, the last date of receipt of tenders happen to be a holiday in the Panjab University, the tenders will be received till the next working day upto the same time.
5. In case any tenderer wishes to participate for more than one shop, then EMD and security deposit has to be submitted for each shop separately.

PRE-QUALIFICATION DOCUMENTS

6. The following pre-qualification documents are to be submitted along with the tender form in a Technical bid. However, the tenders received without any of the following documents will be considered as invalid and the commercial bid would not be opened for such applicants.
 - a) The applicant must be a resident of India. Any of the following documents (photocopied duly self attested) mentioned below will be submitted as a proof of residence:-
 - (i) Passport
 - (ii) Driving License
 - (iii) Voter Identity Card
 - (iv) Ration Card
 - (v) Aadhar Card
 - b) In case of firm/company, the copy of documents of constitution, e.g., in case of a firm copy of Partnership Deed, in case of company, copy of Registration Certificate under Companies Act along with memorandum of association etc. as the case may be.
 - c) 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.
 - d) In support of income proof: Annual Return filing or audited Balance Sheet along with Income and Expenditure Account for the last two years duly attested be required to submit.
 - e) An attested Affidavit by the 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 (**Annexure-I**).
 - f) An attested affidavit by the Notary Public to the effect that the applicant/firm does not already have a concurrent lease from the PU for running the shop/commercial site and none of his/her blood relative is a defaulter of Panjab University regarding payment of rent of Shops/Booths/Canteens/Mess (**Annexure-II**).
 - g) 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 be required to submit.
 - h) Self attested passport size photograph should be pasted on the tender form at last page.
- NOTE: The tenderer/authorized person has to produce all documents in original at the time of opening of tender in support of the photocopies of the documents which have been attached by him/her with the tender document. In case the tenderer/authorized person fails to produce the original documents, his/her EMD will be forfeited and further he/she will be debarred for 2 years for dealing with the PU and his/her tender will be rejected.**

Signature of tenderer(s)

7. (i) If more than one tender is received from one single firm or its partners or director of the company, the tender with the highest bid from the said firm will be entertained and the lease will be issued in the name of the firm only and not in the name of their representative/partner.

(ii) The bidder, who participated in the tendering process in the capacity of individual and not in the capacity of partner/representative of a partnership firm/ company, shall on becoming successful in the bidding process will be issued the lease accordingly and he/she will not be allowed to enter into any partnership later on.

IMPORTANT NOTE:-

- i) This tender form cannot be sold / transferred to anybody who has not purchased the form.
- ii) Only original purchaser of the form has the right to bid. No bid can be made on behalf of the bidder.
- iii) The person who gives his/her tender to any other person shall be debarred for the next two years to participate in any tender of Panjab University.
- iv) Price bid once submitted with tender cannot be revised (unless or otherwise negotiated after opening of tender/bid).
- v) The person who backs out after bidding will be debarred for next two years to participate in any tender of Panjab University. His/her earnest money shall also be forfeited.

OTHER CONDITIONS REGARDING ALLOTMENT OF SHOP

An affidavit to the effect submitted by the applicant/firm that neither he/she nor any of his blood relation i.e. spouse and his/her relative have been found defaulter of the Panjab University, In case, at any stage, this affidavit is found wrong, then the lease money deposited with P.U. shall be automatically forfeited.

8. A lessee can participate in the tender process for more than one shop at a time. However the lessee will be entitled for only single occupation initially for the period of 5 years with an annual rate of enhancement @5% per year and 10% enhancement at the time of further renewal of lease deed.
9. The lease will be given for period of 5 years which is awardable in order of highest bid and shall be governed by the provisions of the Public Premises (Eviction/Regulations) Act and rules framed there under from time to time for the purpose of any action in case of default. In case the first highest bidder backs out and fails to take possession of the premises he/she will be debarred to participate in any tender process of Panjab University for the next two years and the earnest money of the tenderer shall be forfeited. The next highest tenderer(s) in order of lessee fee rates be given an offer of the lease.
10. In case of more than one H1 bids (i.e., the more than one bidder quoted the same H1 bid), then all H1 bidders (who have quoted the same bid) would be called for negotiation and the highest of them shall be allotted the shop. In case, the H1 bidders opt to skip the negotiation, the decision will be made by draw of lots. Further, it has also been decided that in case the bidder so selected doesn't come forward to take possession of the said shop, his/her EMD will be forfeited and offer of allotment would be made to the other H1 bidders who had quoted the same price. In case of denial by the other H1 bidder(s) his/her EMD would also be forfeited and offer of allotment would be made to the second H1 bidder and in case of denial by the second H1 bidder his/her EMD would also be forfeited and the offer of allotment would be made to third H1 Bidder. In case of denial by the third bidder his/ her EMD would also be forfeited and the process of retendering of the shop would be initiated.

Signature of Tenderer (s)

11.A. The Lessor / Registrar, PU, reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever, and without any prior notice to the tenderer(s) whatsoever.

11.B. Lease Money should be mentioned both in figures as well as in words, wherever required.

DOCUMENTS/PAYMENTS TO BE SUBMITTED BY SUCCESSFUL TENDERER (S) AS PER TIME LINE

Step No.	Description	Time/Duration (in days)
1	Declaration of the name of successful bidder	After opening of financial bid.
2	Issue of allotment letter for lease and possession (Apart from letter via speed post, Registered mail, intimation shall also be given via telephonic message, SMS, e-mail for prompt communication)	Within 07 working days from the date of opening of financial bid
3	Possession of shop by successful bidder	It's the sole responsibility of the successful bidder/allottee to take the possession within 07 days from the date of issue of allotment letter for lease. <u>Important:</u> If he/she fails to do so within stipulated time, then EMD of the successful bidder deposited in the University will be forfeited and no claim will be entertained in this regard whatsoever it may be and the University will offer the allotment to 2nd highest bidder.
4	The rent will start from the date of possession of the allotted shop.	
5	The Security amount so defined shall be deposited	Within the 03 working days from the date of possession
6	All the documents relating to allotment of shop/premises (including Bank Guarantee) shall be deposited alongwith lease deed on the prescribed format	Within the 15 working days from the date of possession

OTHER INSTRUCTIONS

13. (i) a) Lease Deed on Non-Judicial Stamp Papers as defined by the U.T. Administration
b) One-Month Advance Lease amount alongwith Goods Services Tax as applicable.
c) The Security Amount will be deposited by the successful bidder at the time of allotment i.e. multiply 3 @ of rent + GST alongwith electricity security of Rs. 13,000/- at the time of allotment at the initial stage. However, the exact amount of electricity security will be deposited later on by the successful bidder after submission of the 1st month electricity bill on the basis of which the actual load of electricity will be calculated and accordingly the electricity security will be determined and deposited by the lessee within 10 days from the date of demand.

Signature of Tenderer (s)

(ii) In addition to the above, the following documents are also required:-

- a) Draft of lease-deed (to be supplied to the lessee by the Deputy Registrar (Estate)) shall be typed on the non-judicial admissible stamp papers to be ascertained from the office of the Sub-Registrar (Registries), U.T., Chandigarh and the same shall be submitted to the Deputy Registrar (Estate), PU (along with 2 copies of the same) for signature of the Registrar/lessor at bidder's own cost.
- b) The successful bidder shall be got Registered lease deed from the office of Sub-Registrar (Registries), U.T., Chandigarh **within 10 working days from the date of receipt of lease deed duly signed by the Registrar (Lessor) from this office.**
- c) The successful bidder shall submit a Bank Guarantee or Fixed Deposit (FDR) pledged in favour of Registrar, PU issued by any **scheduled bank**, equal to 3 months lease money as security which shall remain valid upto 63 months, within a month of taking over possession.
- d) The lessee will deposit the amount of security through RTGS/NEFT in the PU Estate FundAccount No. 10444978060 in the State Bank of India, P.U., Chandigarh.
- e) For the faithful performance and observance of the terms and c
- f) Conditions of the lease deed, the lessee shall deposit the security amount in advance maximum within the **15 days** from the issue of allotment letter and before taking possession of the said premises, **security deposit is equal to the amount/sum of three months lease money plus Goods Services Tax** (as applicable) with the Registrar, PU, Chandigarh, which will be kept by the University and refunded only after the completion of the term.
- g) The lessee shall execute necessary lease deed specifying the terms and conditions for which the draft of lease deed will be supplied alongwith offer/allotment letter.

PERIOD OF LEASE DEED

14. Lease shall initially be for a period of **Five years** (*subject to satisfactory services*) **with 5%** increase every year in the lease money from the second year onwards. The Lease deed is further extendable for by the PU subject to the satisfactory service of the lessee and the lessee shall not be eligible for such extension as a matter of right whatsoever, and the decision of the Registrar, PU, shall be final and binding on the lessee. In default the provisions of P.P. Act, 1971 shall be invoked.

Note: A Lessee cannot have more than one lease of the shop of shop/commercial from PU and in case at any stage it is found that he/she has any interest/share/partnership in any other shop of the shop/commercial, the lease shall stand terminated/ cancelled & his/her/their security shall be forfeited and no claim in this regard will be entertained by the University.

Signature of Tenderer (s)

OTHER CONDITIONS AFTER ALLOTMENT OF SHOPS

15. a) For the purpose of trade, the lessee at his/her own cost shall ensure display of approved/fixed rates and discount to be allowed by him/her to the customers and other relevant terms and conditions. He/she shall not charge in excess of the rates.
- b) The lessee shall use the premises solely for the purpose for which it has been originally leased out, and for no other purpose other than the purpose as originally permitted and he shall not part with the premises/sub-let the premises to any one directly or indirectly.
16. a) **The lessee of shop No 11 shall sell items listed in Annexure-III. The lessee will be required to strictly adhere to the specification/scale/quality/quantity/brand of various items as mentioned in annexure-III. He shall not charge in excess of the approved rates as mentioned in Annexure-III. RATE LIST MUST BE PASTED IN FRONT OF THE SHOP WITH BOLD LETTERS WHICH SHOULD BE VISIBLE TO THE CUSTOMERS EASILY AS PER THE ANNEXURE-III.**
- b) **The lessee of Shop No 11 shall ensure provision and sale of quality products and in no case the items as above which are spurious, spoiled, damaged, post-dated and expired would be stocked or sold by the lessee. Breach of these conditions will entail immediate suspension and cancellation of the lease. The products shall conform to the rules and laws of the Govt. regarding their sale.**

PAYMENT OF LEASE MONEY

17. The lessee shall pay to the lessor monthly lease money in advance and without demand. 1st monthly lease rent shall comprise of days starting from the date of possession till the last day of the month of possession. The first monthly lease rent and GST shall be paid within 7 days from the date of possession or last Working day of the month, whichever is earlier for subsequent months, before 10th of each month. In case of failure to pay the lessee shall pay interest @ 12% P.A. on lessee money due from him/her, if he/she does not pay the same on Due date, but will not be permitted to do so beyond two months and thereafter his/her lease is liable to be cancelled and the **outstanding dues shall be recovered from the security deposit and eviction procedure will be initiated immediately.**
18. The lessee shall deposit lease money along with applicable GST through RTGS/NEFT in the PU Estate Fund Account No. 10444978060 in the State Bank of India, P.U., Chandigarh, with intimation (with UTR No.) to Rent Recovery Cell (Accounts Branch) by the 10th of every month.

PAYMENT OF ELECTRICITY / WATER CHARGES

19. In addition to the lease money the lessee shall pay the bills of electricity/water according to the reading of electricity/water meter to be installed by him/her at his/her own cost and the arrears, if any will be recovered from the electricity security on demand of Electricity Department, Chandigarh.
20. In case separate electricity / water meter is not installed, the licensee shall pay the charges of electricity/ water at flat rates fixed by the Sub-Division Officer (SDO), Panjab University, Chandigarh from time to time. The licensee will pay the electricity /water bills raised by the Institute within 10 days from the issue of bill failing which the electricity /water supply will be disconnected without any intimation and the arrears if any will be adjusted from the amount of Security Deposit.
21. **The lessee will also pay the property tax as applicable to Municipal Corporation, Chandigarh from time to time.**

Signature of Tenderer (s)

BANK GUARANTEE / PLEDGED FDR

22. In addition to the above, the lessee will give within one month of taking over the possession, a Bank Guarantee or Fixed Deposit (FDR) pledged in favour of Registrar, Panjab University issued by any **scheduled bank**, of an amount equal to **3 (three)** months lease money, as performance guarantee, as per the conditions mentioned in the paras above, which shall remain valid till **63 months**. Non- submissions of bank guarantee/pledged FDR within one month of taking over the possession shall attract penalty of Rs.2500/- per day and if the delay is more than 15 days the lease is liable to be terminated. ***The lessee will give pledged FDR from his / her own bank account /firm account and pledged FDR from the account of third party / any other person /firm shall not be considered.***

EMD of the allottee/lessee will only be refunded after receiving the bank guarantee/ Pledged FDR and in case of non-receipt of bank guarantee, the EMD will be kept and treated as security till the receipt of the bank guarantee/pledged FDR and may be adjusted against dues, if any. However, in case the allottee/lessee without submitting the bank guarantee/pledged FDR, terminate or submits vacation/termination notice before expiry of one month from the date of possession, his/her EMD shall be forfeited.

23. In the event of breach or non-observance of any of terms and conditions of this lease, the Registrar may forfeit the Security either in full or in part and in that case the bank guarantee/pledged FDR may also be encashed, if required.

LEASE DEED

24. The lessee shall execute necessary lease deed specifying the terms and conditions for which the draft of lease deed will be supplied by the office of Deputy Registrar (Estate Branch), Panjab University alongwith offer/allotment letter.

MAINTENANCE OF THE PREMISES

25. (a) 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 or before taking over possession whichever is earlier and shall indemnify the lessor against any loss/damage additions/ alterations to the premises. **The lessee will get the whitewash/paint done in the shop at his / her own cost at least once, every 3 years.**

(b) The lessee shall not store empty packing cases or 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 lessee shall not make any addition or alternation in or around the premises without the written consent / permission of the Registrar.

(c) The lessee will not keep any display counter / equipment etc. in the 'Veranda' or open space in front of or around the shop allotted, failing necessary action will be taken / penalty imposed.

(d) 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.

(e) In case of failure to implement the directions regarding conditions and specifications mentioned ***strict action will be taken as the order of the PU authority.***

Signature of tenderer(s)

- (f) **The shop will have to be accepted by the allottee “As it is” where is basis. The repair required, if any, shall be responsibility of the allottee himself/herself.**
26. (a) 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 of lease deed.
- (b) The lessee shall pay Goods and Services Tax (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.
27. (a) 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.
- (b) Sale/stock of Bubble Gum/Chewing-gum and spitting is banned in the University premises. Hence, the lessee will not stock/sell Bubble Gum/Chewing-gum or toffees with gum ingredients at the shop/site, failing suitable penalty will be imposed.
28. 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.
29. 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 will make the payment of all the employees who are working with them through electronic / cashless mode and will also keep the record of the same for future reference.**
30. a) 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, Chandigarh to ensure safety and security of the public, self and the University property.

VACATION / TERMINATION NOTICE

31. Notwithstanding that any violation of above conditions the Lessor shall terminate the lease deed by giving 30 days prior notice without assigning any reason whatsoever. However, the lessee may terminate the lease deed by giving 60 days prior notice. Whether the Security has to be refunded or not shall be decided by the lessor / Registrar.

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 Panjab University, Rules and Regulations.

BUSINESS TIMINGS OF THE PREMISES

32. The timings of the said premises for providing services shall be from **08.00 am to 08.30 pm** for shop no. 11 and other shops 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.

Signature of tenderer(s)

DISPUTE RESOLUTION

33. Any dispute except falling under Public Premises Act, 1971 shall be referred to the lessor / Registrar, PU, Chandigarh, who shall have the power to further delegate his power if required, to any other competent officer under University rules. The said officer shall place the matter before the Registrar, PU after thorough examination. The Registrar, PU shall take the final decision after considering the full facts and circumstances of the case. The decision of the Registrar, PU shall be binding upon the lessee.

JURISDICTION OF COURT

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

VACATION OF THE PREMISES AFTER EXPIRY/REVOCAION OF LEASE DEED

35. The lessee shall deliver the vacant possession of the premises to the Registrar, PU 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/bank guarantee/pledged FDR. In such case the lessee shall be governed by the provisions of P.P. Act, 1971.
36. The lessee shall permit access to the Registrar, PU or his duly authorized officer at all reasonable times periodically for the purpose of inspecting the premises and the trade or business carried therein. If any major lapse is found on the part of the Lessee, then, suitable action shall be taken by the University and Lease shall be terminated without giving prior notice and the University shall be entitled to levy any penalty on the Lessee.
37. The Registrar, PU, may modify, impose or relax any clause in the terms and conditions.
38. In case of breach of any of the terms and conditions of this lease, the Registrar, PU may revoke this lease and forfeit the security/EMD and the lessee shall thereupon forfeit all the rights hereunder, and shall remain liable for any sum then due, from him/her and also for any damage or loss which may be caused to the lessor by reason of such default or for making any alternative arrangement for running the said premises.
39. No other trade except mentioned in the lease deed should be run/done by the lessee.
40. No subletting should be there.
41. No worker will reside inside the premises after allotted / mentioned timings.

Signature of Tenderer(s)

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:	
FDR/TDR No. _____	
No.....	
Dated.....	
for Rs.	
at scheduled Bank.....	
Branch	
(Signature of tenderer (s))	
PAN Number _____	(Individual/Firm/company/other)
(Enclose attested Photocopy)	(Affix stamp except individuals)
Proposed name of the Shop _____	
	Dated: _____
	Date of Birth.....
Name in full (of tenderer).....	
Father/Husband's Name.....	
Address for correspondence	
Phone No.....	Mobile No.....
E-mail	
Permanent Address	
Phone No.....	Mobile No.....
Witness – I	Witness - II
Name	Signature.....
Address	Name.....
Phone No.....	Address.....
Mobile No.....	Phone No.....
	Mobile No.....
(Tenderer must sign on each page of Tender Form)	
Signature of Tenderer(S)	

TO BE SUBMITTED IN SEPARATE ENVELOPE (Marked-B)

*Price Bid / Offer for leased out Shop No. _____ Sector
14/25Panjab University Chandigarh.*

I / We tender monthly lease money of Rs.....

(In words Rupees

.....

for the above said shop.

Dated:

(Signature of tenderer(s)

Name in full (tenderer)

Father's/Husband's Name.....

Address:

.....

.....

Witness – I

Signature:.....

Name

Address

.....

Phone No.....

Mobile No.

Witness - II

Signature.....

Name.....

Address.....

.....

Phone No.....

Mobile No.

Signature of tenderer(s)

ANNEXURE-I

PROFORMA FOR AFFIDAVITE

TO BE WRITTEN ON NON-JUDICIAL STAMP PAPER OF RS. 5/-

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

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 solemnly 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.....

Signature of tenderer

ANNEXURE-II

Affidavit as per Clause 6 (f) “PRE-QUALIFICATION DOCUMENTS” of the tender to be given by the tenderer who do not have any lease of shop/commercial from PU and none of my blood relative is a defaulter of Panjab University regarding payment of rent of Shops/Booths/Canteens/Mess on the date of filling of this tender:-

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 solemnly affirm
that: -

“The applicant/firm either himself/herself does not already have a concurrent lease from the PU for running Shop/Commercial Site in the PU premises and none of my blood relative is a defaulter of PU 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.....

Signature of tenderer

ANNEXURE III

Coffee House Shop No. 11 (Student Centre) Rate List 2025

Item	Qty/Volume	Proposed rates for Coffee House
Beverages		
Espresso Coffee	150 cc	25
Brewed Hot Coffee	150 cc	25
Hot tea plain	150 cc	11
Hot Masala tea	150 cc	12
Hot Milk Tea	150 cc	18
Hot tea set service BB red label	4 cup set	45
Hot tea set service BB red label	2 cup set	23
Hot tea set service Lipton green label	4 cup set	50
Hot tea set service Lipton green label	2 cup set	28
Cold coffee	250 cc glass	28
Cold coffee	Medium (400ml)	45
Nimbupani	250cc glass	16
Nimbupani	Medium (400ml)	23
Standard cold drinks	At company fixed price	MRP
Banana Shake	Small	28
Banana Shake	Medium	45
Banana Shake	Large	55
Milk Shake with Roohafza	Small	30
Milk Shake with Roohafza	Medium (400 ml)	45
Milk Shake with Roohafza	Large	55
Mango Shake	Small	30
Mango Shake	Medium (400 ml)	47
Curd lassi salty	150 gm curd	25
South Indian Items		
Masala Dosa Sambar	per plate	70
Plain Dosa Sambar	per plate	65

Vegetable Dosa Sambar	per plate	75
Butter Dosa Sambar	per plate	75
Paneer Dosa Sambar	per plate	90
Egg dosa sambar	per plate	75
Vada Sambar/Idli	per piece	35
Uttapam	per piece	80
Upma	per serving (150 gm)	80
Dahi Vada	One Piece	45
Rava Dosa Sambar	per plate	70
Masala RavaDosa Sambar	per plate	70
Allu Bonda	2 pcs	40
Lemon Rice + Avial with coconut chutney		100
Medu vada	Per piece	35
Sabudana Vada	Per piece	30
Rasam	Per glass	30
Aplam	per piece	25
Sambar	one serving	20
Coconut chutney	one serving	8.00
All South Indian Items to be served with Coconut Chutney		
Breakfast Items		
Vege. Hot Dog	per serving	35
Egg. Boiled	per piece	18
Egg fried	per piece	25
Egg Omelet	per piece	25
Egg Cheese Omelet	per piece	50
Egg French Toast	per two piece	35
Egg Sandwich	per plate	35
Cheese Sandwich	per plate	55
Vegetable cutlet and Sauce	1 pieces	25
Poha		55
Bread slice (Brown)	one slice	6.00
Vegetable Burger	one	75
Chaat Items		
Tikki	2 pieces	70
Mixed Chaat	Per plate	70

Papdi Chaat	Per plate	70
Bhalla	3 pieces	70
Gol Gappe	6 pieces	40
Stuffed Gol Gappe	6 pieces	60
BhelPuri	Per plate	60
Pav Bhaji	Per plate	80
Snacks		
Pop Corn		
Masala Corns	Small	45
Masala Corns	Large	55
Soya Champ		100
Paneer Tikka	6 Pieces	100
Vegetable Pasta (Red Sauce)	150 gm cooked	65
Vegetable Pasta	150 gm cooked	65
Burritos	1 piece	75
Cutlets	2 piece	38
Tacos	1 piece	45
Bruchetta	4 piece	85
Two egg omelet with 2 brown bread slices with grilled vegetables and baked beans		100
Beans salad	One plate	75
Bakery Items		
Paneer Tikka grilled Sandwich	Per piece	75
Grilled Sandwich	Per piece	60
Paneer Roll	Per piece	55
Paneer Pattie	Per piece	50
Vegetable Pattie	Per piece	45
Mushroom Roll	Per piece	55
Pasta Roll	Per piece	55
Pizza Slice	Per piece	50
Dhokla	200 gm	70
Cholley Bhatture	03 piece	60
Poori Bhaji	04 piece	60
Bread Pakoda	1 piece	25
Paneer Pakoda	100 gm	75
Dalia	Per serving	50
Vegetable Biryani with Raita and salad		100
Egg Biryani with Raita and salad		120
Samosa	Per piece	15
Samosa with Channa	Per piece	30

Kathi Roll	Per piece	80
Aloo Parantha	Per piece	18
Vegetable Parantha	Per piece	18
Butter		MRP
Curd	100 gm	MRP
Prices with are inclusive of GST		

Note:-

- 1) No trans fat :- Margarine , lard , vanaspati.
- 2) No to Refined Oil or any other oil contains TBHQ or grade 4 preservatives.
- 3) No aluminum in any form.
- 4) No plastic: use glass water bottle. Say No to Plastic in any form this has to follow strictly in campus.
- 5) No Aerated drinks to be allowed.
- 6) Use of Mustard oil and ghee to be increased
- 7) Use of white Butter to be promoted.
- 8) Promote Use of Iron, copper, brass equipments.
- 9) Check on frying frequency of an oil.
- 10) Contractors/Food promoters to get Certificate of Analysis (COA) of each ingredients from the vendors. COA certified that ingredients have permitted use of pesticides or preservatives.
- 11) It is the duty of contractor that his staff should have five day certificate course from UIHTM then he/she will be able to work in food area of hostels
- 12) Medical check up of each staff of food handlers to be submitted quarterly to the authority otherwise contractor have to face consequences.
- 13) Un-polish pulses to be promoted and along with organic Vegetables.
- 14) Fresh Fruit juices should not contains any additives like extra sugar or salt to enhance its taste, its useless to have if vendor add sugar to it.
- 15) Oil has to be replenish after every third Reheating.
- 16) Vendors to obtain food license from health department, Chandigarh administration.
- 17) Main Chef has to be FSSAI certified.
- 18) The furniture and other material if so lying in the shop can be used by the Lessee with the permission of the DSW.

Signature of Tenderer (s)