

SCD GOVERNMENT COLLEGE LUDHIANA

Mode of Applying for all the Contracts

Two separate sealed envelopes A & B, (both put in a bigger sealed envelope) are to be submitted

Envelope -A: For Technical Bid, sealed envelope marked clearly as "A" specifying the nature of the contract.

Envelope -B: For Financial Bid, sealed envelope marked clearly as "B" specifying the nature of the contract

- Both A and B sealed envelopes to be put in a bigger sealed Envelope specifying clearly the name of the contract.
- Sealed envelope "B" for Financial Bid will only be opened of those applicants, who fulfill the technical criteria and get short listed.
- Last date for submitting the application forms is 23rd May 2026 by 12:00 p.m. in the college office
- Interview for Contract will be on 25TH May, 2026 at 11:00 AM in the Principal's office
- The contract committee may ask for samples of food items to evaluate the technical bid.
- Bring all original documents at the time of Interview


Principal

Sealed Envelope (A) for Technical Bid

Contents of Envelope "A"

1. Name of the Applicant:

2. Fathers/Husband's Name:

3. Date of Birth:

4. Permanent Address:

5. Present Address:

6. Telephone No.

Mobile No.

7. Name of the Contract:

8. Experience of the Contract:

(Attach self-attested copies of experience proof Originals are to be produced at the time of interview)

9. Submit a copy of Aadhar Card, PAN Card, GSTIN No. (wherever applicable)

10. Have you ever been blacklisted/involved in any criminal activity"

Yes No

If yes, state the reason of blacklisting in detail

If No, furnish a non-blacklisting Affidavit, duly attested by the Notary First Class Magistrate in support there of (As per format attached herewith)

Signature of the Applicant

Date:

Place

Paste Your Recent
Photo here

AFFIDAVIT

I, (Name) _____ do
here by solemnly affirm and declare that I am not blacklisted/ prosecuted by any Central/ State
Governments/ Union Territories / Departments/Offices/ Statutory Bodies /Autonomous Organizations
/ Research Institutions/any court of law and no criminal case is pending against me in any court of law.
I have not been involved in any Criminal activity.

I, (Name) _____ do here by
Solemnly affirm and declare that I will not run Mess/ Canteen/ Food Court in any other institution /
college or elsewhere for the contract period.

DEPONENT

Place _____

Date _____

VERIFICATION

Verified that the contents of above affidavit is true and correct to the best of my/our
knowledge and belief. No part of it is false and nothing has been kept concealed there from.

Place _____

Ludhiana: _____

DEPONENT

Address: _____

(Note: To be furnished on non-judicial stamp paper of Rs. 50/- duly attested by the Executive Magistrate)

Quoted Rates for the Contract:

Yes	No

[Furnish an affidavit on non-Judicial stamp paper of Rs. 50/- stating Non-Involvement in criminal activities/court proceedings duly attested by Magistrate First class/Notary Public].

Place: -

{Signature of the Applicant}

Date: -

Name & Address _____

Note: Bidder shall attach proof of:

PAN/TAN No, GSTIN No., Aadhaar NO., Experience Certificate for the last five/three years issued by the Institution in which he/she worked.

S.C.D. GOVERNMENT COLLEGE, CIVIL LINES, LUDHIANA

Tender/Quotations for the Award of Contract of College Canteen & Mess (Boys & Girls Hostel Combined)

The SCD Govt. College, Ludhiana invites tenders for the award of Contract of College Canteen & Mess (Boys & Girls Hostel Combined)

Sr. No	Name of work/contract	Minimum Reserve Price for Contract In Rupees (Electricity Water Charges extra)	Last Date and Time of deposit Of Tenders Documents	Date & time of Opening of Bid
1.	College Canteen.	Rs.2,40,000/-	23 rd May, 2026 12.00 pm	25 th May, 2026 Time: 11:00am
2.	Mess Boys & Girls Hostel (Combined)	Rs.91,025/-		

CONDITIONS: Detailed Terms and Conditions are as follows.

1. The contract shall be awarded only for the session 2026-27.
2. Application quoting the rates with DD of Rs 500/- each in favour of Principal, SCD Govt. College, Ludhiana must reach in the office of Principal by registered post/courier/by hand on or before 23rd May 2026 by 12.00 pm.
3. In the event of the date of receipt or opening of tender being a holiday or being declared a holiday, the last date of receipt/ opening of the tender shall be the next working day at the same time.
4. The Principal, SCD Govt. College, Ludhiana reserves all rights to reject any or all the tenders without assigning any reason.
5. 50% of the annual rent shall have to be deposited within seven days of the allotment of the contract. The remaining 50% of the annual rent shall have to be deposited in the first week of January 2027. The contractor will not be allowed to start the business if he/she does not pay advance rent.

Principal

IMPORTANT INSTRUCTIONS

1. All the instructions to the bidders are important and required to be complied with. Please ensure that the tenders are to be submitted by post/ courier/by hand on or before 23rd May 2026 by 12.00 pm.
2. The Earnest Money Deposit will be acceptable in the form of Account payee Demand Draft from any of the commercial banks, payable at Ludhiana, drawn in the name of **The Principal, SCD Government College, Ludhiana**. Earnest money in any other form is not acceptable and the tender shall be treated as invalid.
3. The bidder should clearly write on the top of the envelope "Quotation for College Canteen and Mess (Boys & Girls Hostel Combined)

TERMS AND CONDITIONS FOR THE CONTRACT OF COLLEGE CANTEEN & MESS FOR THE SESSION 2026-27

1. Contractors who have experience of operating canteens in local government institutions for a minimum period of five years will be considered only.
2. The contract for the college Canteen & Mess (Boys & Girls Hostel Combined) is for the period of 12 months (from 1st July 2026 to 30th June 2027) but can be extended up to a period of three years (including initial period of one year) subject to satisfactory performance of the contract.
3. The contractor is required to deposit a non-interest-bearing security of Rs.25,000/- (Rupees Twenty-Five Thousand Only), in the form of Demand Draft drawn in favour of Principal, SCD Govt. College, Civil Lines, Ludhiana, within seven days from the date of the award of the contract, but before the start of the business. The said deposit would be refunded within a period of 30 days on the completion of the contract after clearing all the outstanding dues, including the cost of any damage/breakages to the infrastructure/fitments or fixtures, dues of Electricity/Water charges or any other dues.
4. Sub-meter will be installed by the contractor in College Canteen & Mess (Boys & Girls Hostel Combined). The electricity bill will be charged as per meter reading. If the meter is not working then the electricity bill will be charged on the basis of average of previous bills and penalty of Rs. 3000/- (Three thousand only) per month will also be charged till faulty meter is replaced/repared.
5. The Contractor will have to pay/deposit the water charges at the rate of 300/- per month with the office, and obtain a receipt of the same which can be increased proportionately depending upon the rates fixed by the Govt. from time to time.
6. The contractor would use his own good quality crockery/cutlery including sundry items like trays, teapots, sugar pots, milk pots, plates etc. for serving the eatables/beverages. No broken/chipped crockery/cutlery shall be used. Services to the college staff, both inside/outside the Canteen & Mess (Boys & Girls Hostel Combined) within the college premises, must be befitting the standards.

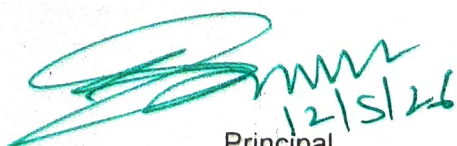
7. The waiters/ serving staff/ cooks/ other staff employed by the contractor shall wear a proper uniform duly approved by the college authorities.
8. The contractor shall sell only those items, which are specified in the Performa attached herewith and at the rates as approved against each item. Any new item to be introduced or any alteration in earlier rates of any particular item shall be approved by the canteen committee in writing before the same is included in the list of items to be sold/ displayed at the Canteen & Mess (Boys & Girls Hostel Combined).
9. The rate list of all items to be sold duly approved in writing, shall be displayed in BOLD LETTERS.
10. The contractor must use raw material, such as Atta, Besan, Refined Oil, Tealeaves, Milk Vegetables, Condiments and other ingredients etc. of good and branded quality, bearing an Agmark. Palm oil and cotton seed oil is not to be used at any cost. The committee constituted to check the working of canteen or any other staff as deputed by the principal is authorized to check the raw material being used for preparations of eatables from time to time.
11. The contractor shall also sell Verka products in the canteen. The contractor shall not sell any alcoholic, energy drinks, tobacco products like beeri, cigarettes, hooka, cigars or any prohibited item. In case of violation of the same, the contract will be cancelled.
12. The contractor shall ensure proper cleanliness, hygiene and sanitation conditions in and around the college Canteen and Mess (Boys & Girls Hostel Combined) premises, including the surrounding areas at all times. No washing of utensils / cutting / chopping / mixing of ingredients would be carried out side the cooking room. Any person, deputed by the principal / any member of the canteen committee is authorized to enter the premises during their business hours and check all facilities including cooking / chopping/ pantry for maintenance of proper hygienic conditions and cleanliness.
13. The contractor shall not engage or employ any person directly or indirectly, who is suffering from any infectious disease. The contractor shall get the quarterly medical checkup done for each of his employees / staff, including salesmen/ cooks/ other workers, from a registered government doctor/ government dispensary.
14. The contractor shall ensure compliance to the existing employment rules/acts as prescribed in the labor laws/The Contract Labor Act/The Child Labor Act/Payment of Minimum Wages Act/The Payment of Wages Act and any other Law/Local Rules/Statuary Clauses as applicable from time to time. The contractor shall ensure good conduct of his employees/staff as laid down in the existing Laws of the Land.
15. The contractor shall get the antecedents of all employees/staff employed verified by the police as applicable, and a copy of the said police verification shall be deposited in the office within one week of the hiring of an employee. No worker would be employed, whether on temporary or permanent basis, without getting the police verification done.
16. That the timings for the business for the canteen shall be from 8.00 am to 8.00 pm on all working days. A specific permission of the Principal/Head Canteen committee in writing would be obtained for carrying out business on timings other than the specified above.
17. The college authority shall not be responsible in anyway whatsoever for non-payments/outstanding payments pending against an employee/student of the

college.

18. That the contractor shall place/ maintain a complaint register at a prominent place in the Canteen & Mess (Boys & Girls Hostel combined).
19. In case of any doubt/clarification about the meaning/ intentions/ interpretation of any of the above terms and conditions, the contractor should get the same clarified before the award of the contract. In the absence of any such clarifications, the meaning/ intention/ interpretation of any terms and condition shall be decided by the college authorities in all modalities and in the interest of natural justice.
20. The contractor will have to serve/provide refreshments on all college functions at competitive rates to be approved by the Hospitality Committee against bill in the name of Principal, S.C.D. Govt. College, Civil Lines, Ludhiana.
21. No child below the age of 14 is to be employed. Strict action as per the law will be taken for violation of this clause.
22. The contractor will be responsible for applying and procuring license for storing, preparing and serving food items as per the applicable laws including food safety and standard authority of India (FSSAI)/ Govt. of Punjab.
23. Covid-19 protocol and SOPs issued by Punjab Government from time to time must be followed.
24. The bidder must furnish the latest valid income tax PAN/TAN/GSTIN No. (Wherever applicable) issued by the competent authority.
25. The contractor shall ensure that outsiders will not be allowed to enter in Canteen & Mess (Boys & Girls Hostels) premises.
26. The contractor shall ensure the cleanliness of canteen toilet and supply of water there.
27. The contractor shall ensure proper working of the water cooler in the canteen.
28. The contractor shall ensure the cleanliness and maintenance of canteen lawn and seating area.
29. Delay in any payment (instalment and electricity bills etc.) will be payable with interest @18%/p.a.
30. Random visits may be made by the committee members for checking the canteen premises and food.
31. In case of violation of any terms and conditions, no notice shall be served, and the contract shall be terminated and the advance of rent paid and the security deposit would be forfeited. Under no circumstances, the advance of rent paid will be refunded.
32. The Contractor will have to give one month's notice if he wants to discontinue/cancel the tender, failing which the security deposit will be forfeited.
33. The principal reserves the right to amend, add or delete any of the terms and conditions of the contract.

SCD GOVERNMENT COLLEGE LUDHIANA
FOR CANTEEN CONTRACT (Approved rate for 2026-27):

Sr No.	Description of Items	No. or Qty.	Maximum Rate
1	Tea (Simple) 150ml.	(Per cup)	Rs. 12/-
2	Dip Tea	(Per Cup)	Rs. 15/-
3.	Milk Tea	150ml	Rs. 20/-
4.	Coffee per cup	150ml	Rs. 20/-
5.	BreadPakora(Stuffed)	per pc	Rs. 15/-
6	MixedVegPakora	(100gms)	Rs. 25/-
7	Samosa(FriedAaloo, SeasonalMutter) withsauce)	per pc	Rs. 13/-
8	Samosa (Manchurian/Noodles) with sauce	Per pc	Rs. 20/-
9	Sandwich(Veg.)	per pc	Rs. 20/-
10	Bhatura(2pcs.)with whiteChanna	Per plate	Rs. 40/-
11	Puri(2pcs.)withAaloo Sabji/white Channa	Per plate	Rs. 40/-
12	Noodles(Veg)	HalfPlate	Rs. 45/-
13	Pastry(Different Flavour)Small	per pc	Rs. 20/-
14	PastryBig(Different Flavour)Mediumsize	per pc	30/-
15	Manchurian	Full plate/ Half plate	Rs. 60/-/ Rs. 35/-
16	Burger	per pc	Rs. 30/-
17	Patties(Veg)	per pc	Rs. 20/-
18	Paties(Cheese)	per pc	Rs. 25/-
19	VegCutlets	PerPc.	Rs. 5/-
20	Kadi-Chawal	Per Plate	Rs. 50/-
21	Rajmah-Chawal	Per Plate	Rs. 50/-
22	Lassi.(Sweet&Salt)	(200ml/300ml.)	AsperMRP
23	ColdDrink, Lays,Juices, Badam, Milk, Biscuits, Milk Products etc		As per print Rates
24.	SouthIndian Food(Idli DosaVada etc.)	FullPlate Two PCs	Rs. 60/-
25	SouthIndian Food(Idli Dosa Vada etc)	HalfPlate/OnePc	Rs. 35/-
26	VerkaProducts		AsperMRP
27	Samosa with Chana	Per Piece	Rs. 20/-


 Principal
 SCD Government College, Ludhiana

SCD GOVERNMENT COLLEGE, CIVIL LINES, LUDHIANA

Contract Agreement for Mess (Boys & Girls Hostel Combined)

Agreement between the Principal SCD Govt. College, Ludhiana and.....
resident of..... for Session 2026-2027 on the following
terms and conditions: -

1. That the contract or will deposit Performance Security in the form of an Account payee Demand Draft issued by Commercial Bank in an acceptable form with n 7 days from the date of issuance of letter of intent as decided by the college contracts committee. The Performance Security should remain valid for a period of three months beyond the date of completion of all contractual obligations.
2. That the Contractor will be paid Rs. 2800/- (Rs: Two thousand and Eight hundred only) as Mess Charges per student per month, comprising Breakfast, Lunch, Evening Tea and Dinner as per Menu approved by the Committee. All meals will be served Buffet.
3. Menu and schedule of the meals to be given to the hostel resident students:
 - i. Buffet Breakfast: will consist of:
 - a) Pranitha's, butter/curd
 - b) Bread-butter/jam,
 - c) Milk/tea

Note: students will have choice to eat any/all the food items.

ii. Buffet Lunch:- Will consist of

- a) Dal/Rajma / Soyabean/Channa/Rongi/Karhi,
- b) Raita/Curd,
- c) Rice & Chapati,
- d) Salad

iii. Evening Tea: will consist of

- a. Tea
- b. Four assorted Biscuits/Snacks

iv. Buffet Dinner; will consist of

- a) Dal,
- b) Fresh vegetables,
- c) Chapati and Rice.
- d) Salad
- e) Dessert: sweet dish will be served twice a week.

Note: Only fresh vegetables as approved by the Hostel Welfare Committee will be served.

1. The contract or will be paid 75% of them monthly charges for the month in which more than 10 holidays fall in one stretch.
2. That the contract or will be paid after deduction of Rs.2% of the gross mess bill as Mess Fund.
3. That the contractor shall be present at the time of cooking and serving of meals.
4. That meal will be served only after getting it checked by the Hostel warden/ Hostel Committee/Care taker/Contract Committee.
5. That if any particular meal is not properly cooked or if found unfit for consumption by the Inspecting Committee, the contractor has to arrange substitute food for the same
6. That the contractor will be responsible for the proper maintenance of the utensils, furniture and electric gadgets, like water cooler handed over to him. All articles supplied to the contractor shall be physically verified by a committee appointed by the Principal periodically. The contractor shall hand over all the articles issued to him at the completion of period of contract to the Hostel Warden.
7. That the Contractor can sell branded desserts/ice cream, milk, biscuits etc. at subsidized rates as approved by the committee at special service counter. The contractor is not allowed to sell articles other than eatables in the hostel.
8. That the contractor will keep flour, dals, sugar, bread etc. in covered containers. That Rice, Atta, Cooking Oil, Tea leaves to be used will be of quality as given below:
 - a. Milk, Verka/Vita: Full Cream.
 - b. Cooking oil or Ghee (Soybean/Sun flour/groundnut/Mustard/Ghee) of good quality St mark
 - c. Atta: Whole Wheat ISI Mark
 - d. Jam: Branded.
 - e. Butter: Branded.
 - f. Rice: Basmati
 - g. Bread: Branded
 - h. Fresh Vegetables
 - i. Tea Leaves: Branded
9. In the Hostel Canteen all range of Verka products should be available.
10. That the contractor will arrange his own Refrigerator/Deep Freezer
11. That the cooking of the food will be done on the cooking gas only. Empty LPG cylinders will be provided by the college.
12. That no outsider will be allowed to dine in the Girls hostel mess without the prior permission of the Principal. The Contractor will not send any packed food outside the College without the prior permission of the Principal.
13. That the Contractor will be required to submit themes Bill in the college office, in duplicate by the 3d of every month duly verified by the concerned Hostel Warden.
14. That the Mess Contractor will adjust any excess payment made to him.

15. That the contractor will appoint sufficient number of staff (Cooks, waiters, sweepers) to cook & serve the food & to maintain cleanliness and hygienic conditions in and around the kitchen and Dining hall. The Servants must wear proper uniform provided by the contractor and cover their heads, while serving and cooking the meals. in no case the servant should be below the age of 14 years.
16. That the contractor is required to get the medical checkup done of all of his workers.
17. That the Mess Contractor will get the antecedents of his employees verified (Police Verification) and give necessary information to the Principal & Hostel Warden to this effect. Any servant replaced, will be similarly informed to the Principal.
18. That the contract or will use the allotted premises only as a work place and not for residential purpose.
19. That no servant will be allowed in the Hostel without the identity Card provided by the College duly signed by the Principal.
20. That the Contractor should see that none of the servants either leave or come to his hostel after 9.00 P.M.
21. That the Contractor will have to submit the duly signed list of the servants to the Hostel Warden.
22. That no servants shall stay in the Hostel Mess during the night. He shall stay in servant's room separate from the mess.
23. That the contract or shall maintain daily attendance register of the inmates.
24. That the contractor will get license from the Health Department and will be held responsible for any negligence on his part in preparing meals.
25. That Smoking and consumption of Alcohol by the contractor or by any of his worker is strictly prohibited in the Hostel and College campus.
26. That the SCD Govt. College, Ludhiana on its part shall not be liable to pay any charges, dues, compensation under any of the industrial loss or other losses applicable in this be half to any of the workers which shall be the responsibility of the contractor only.
27. That the Principal has the right to add or delete any other condition of this contract Keeping in view the interest of the students and can also terminate the contract at any time
28. The contract of college mess boys & Girls (combined) will be for the period of 12 months (From 01st July, 2026 to 31st July, 2027) but can be extended upto three years (including initial period of one year) subject to satisfactory performance of the contract.
29. That the agreement shall be deemed to have been made/ executed at Ludhiana for all purpose. In the event of any dispute related to the interpretation of rights or liabilities arising out of this agreement, the same shall, at first instance, be amicably settled between parties. if any dispute is not amicably settled, the same shall be referred to the sole arbitrator t.e Principal which shall include acting/officiating Principal and the verdict of the arbitrator shall be final and binding upon both the parties.

30. That the applicable law governing this Service Agreement shall be the law of India. The courts of Ludhiana alone shall have the jurisdiction to try any matter, dispute or reference between the parties arising out of this agreement. It is specifically Agreed that no court outside and other than Ludhiana shall have jurisdiction in the matter.

31. That for any violation of the terms & conditions of the contract, the contract will be terminated and the performance security will be forfeited.

I,.....resident of.....
.....

have read and understood the above terms and conditions and these are acceptable to me

Place:

Dated:

Lessee

Members of the Contract Committee

Principal,
SCD Govt. College,
Ludhiana

SCD GOVERNMENT COLLEGE LUDHIANA

**FOR MESS CONTRACT (BOYS & GIRLS HOSTEL COMBINED)
(Approved rate 2026-27)**

The Contractor will be charged Rs. 3000/- (Rs. Three thousand only) from the students per month as comprising Mess Charges, Breakfast, Lunch, Evening Tea and Dinner as per **Menu approved by the Committee.**

Note: All the term and condition of the all contracts (Canteen & Mess) will be as per earlier session (2025-26)



Principal
SCD Government College
Ludhiana

SCD GOVERNMENT COLLEGE, CIVIL LINES, LUDHIANA

TERMS OF PAYMENT (MESS BOYS & GIRLS (COMBINED))

1. Contractor will be required to submit the Mess bill in duplicate, duly verified by the HOSTEL WARDEN/CONVENOR/CARE TAKER of boys & girls' separately, by the 3 of every month in the office.
2. Payment of all the bills submitted by the Contractor will be made only after the realization of the same from the students.
3. That the contractor will be paid after deduction of Rs.2% of the gross mess bill as Mess Fund
4. All the payments shall be made by the SCD Govt. College, Ludhiana after deducting Income Tax at source wherever applicable as per provisions of the Income Tax Act, 1961.
5. The contractor will be paid 75% of the monthly charges for the month in which more than 10 holidays fall in one stretch.
6. That the Mess Contractor will have to adjust any excess payment made to him
7. The mess contractor will be responsible for making payment of wages to the workers employed by him/her.

SCD GOVERNMENT COLLEGE, CIVIL LINES, LUDHIANA

CHECK LIST FOR EVALUATION OF THE BIDDER

1. Name of the Person with complete address both residential _____ Yes/ No
and permanent and Telephone Nos. _____

2. Whether documentary proof. in support of the above is submitted online? Yes/No

3. Whether an experience certificate of running Canteen & Mess in local Government Institutions has been submitted? Yes / No

4. Whether the Tenderer has submitted DD of Rs. 500/- each in favour of Principal, SCD Govt. College, Ludhiana Yes/No

5. Whether the self-attested copy of latest Income Tax Assessment Certificate/PAN/ TAN/GSTIN No. has been submitted online? Yes/No

6. Whether the Affidavit on non-judicial stamp paper of Rs. 50/- Duly attested by the Executive Magistrate that the tenderer has never been blacklisted, has been submitted. Yes/No

Place: _____
Dated: _____

Signature of Bidder
Full Name of the bidder

Address _____

