

Tender Document for Running Shop No.3, Under Library Building, Photostat Shop

GURU NANAK DEV UNIVERSITY

AMRITSAR PUNJAB - 143005

Tender No.: GNDU/Gen/39/2025

Date: 20-12-2025

1. NOTICE INVITING TENDER

Online tenders are invited in Two-Bid System (Technical Bid & Financial Bid) for allotment of a shop in the University campus on monthly rental basis. Interested and eligible individuals/firms may submit their bids through the prescribed e-tendering process.

2. DETAILS OF SHOP

- Location: Shop no. 3, Under Library Building
- Type of Shop: Photostat Shop

3. ELIGIBILITY CRITERIA

- The bidder should be an Indian citizen/registered firm.
- Must have prior experience in running similar business (with documentary proof).
- Should not have been blacklisted by any Government/PSU/University.
- Must possess valid PAN, GST Registration (if applicable), and necessary statutory licenses.

4. TENDER FEE & EMD

E-Tender No.	Name of Canteen	Earnest money (EMD)	Processing Fee	Cost of Tender Form
GNDU/Gen/39/2025	Shop no. 3, Under Library Building, Photostat Shop	Rs.10,000/-	Rs.1000/-	Rs.2,360/-

5. Tender Schedule

Availability of Tenders online for Bidding	Last date of submission for online Bids	Processing Fee/ EMD (To be paid online only)	Date of Opening of Technical Bid	Date of opening of Financial / Price Bid*
From:20-12-2025	03-01-2026 upto 5.00pm	03-01-2026 upto 5.00 pm	08-01-2026	From:20-12-2025

* Financial Bids shall be opened of the Technical qualified bidders.

6. SUBMISSION PROCESS

- Tender documents can be downloaded from the University website www.gndu.ac.in or Govt. E-Procurement Portal www.eproc.punjab.gov.in.
- Bidders must submit Technical Bid online before the due date & submit hard copies of both the bids (Technical & Financial) in the office of Registrar, GNDU, Amritsar by Registered post/Courier/By hand before or upto 06-1-2026 of submission of tender.
- Last Date & Time of Submission: 03-1-2026 ; Time: 5.00 PM
- Opening of Technical Bids: Will be opened by a Committee after the closing date.
- Financial Bids of only technically qualified bidders will be opened later.
- The bids shall be valid for a period of 90 days after the date of opening the tender.

7. SCOPE OF WORK

The successful bidder shall run the allotted shop for the benefit of students, staff, and faculty of the University. The shop shall provide quality goods/services at reasonable and controlled rates as approved by the University. Cleanliness, hygiene, and safety measures must be strictly maintained. Any violation will attract penalties or cancellation of allotment.

7. TERMS & CONDITIONS

- The allotment will be initially for a period of 1 year, extendable on satisfactory annual review for total five years.
- The successful bidder must execute an agreement with the University and deposit Security Money equivalent to three months' rent.
- Rent will be as per approved financial bid and subject to revision as decided by the University. GST , property tax & other Govt taxes will be extra. Usage of water & Electricity will also extra.
- The premises shall only be used for the purpose allotted; no alteration is permitted without prior written approval.
- The University reserves the right to inspect the shop premises at any time.
- The University reserves the right to accept or reject any or all tenders without assigning any reason.

8. AGREEMENT FORMAT

An agreement will be executed between the University and the successful bidder on a non-judicial stamp paper of appropriate value, covering terms & conditions of allotment, rent, security deposit, and other obligations.

DRAFT LICENSE / AGREEMENT FOR SHOP ALLOTMENT

This License/Agreement is made on this ____ day of _____, 20__ between:

****Guru Nanak Dev university****, having its office at G.T Road, Amritsar, through the Registrar (hereinafter referred to as the "Licensor/University", which expression shall unless repugnant to the context include its successors and assigns), of the FIRST PART;

AND

Shri/M/s _____, son/daughter of _____, resident of _____, (hereinafter referred to as the "Licensee", which expression shall unless repugnant to the context include his/her heirs, legal representatives, administrators, executors, and permitted assigns), of the SECOND PART.

i. PURPOSE OF LICENSE

The Licensor hereby grants the Licensee permission to use Shop No.3 located at [University Campus, near Punjab & Sind Bank for the purpose of running _____ (nature of shop, e.g., stationery/utility shop) for the benefit of students, staff, and faculty.

ii. DURATION OF LICENSE

The license shall be valid for a period of five years (but initially for one year) renewable / extendable for further four years on the basis of satisfactory work/ performance after completing every year unless terminated earlier as per the terms of this agreement.

iii. LICENSE FEE / RENT

The Licensee shall pay to the Licensor a monthly rent of ₹ ____ (Rupees _____ only), payable in advance on or before the 5th day of each month. The rent shall be enhanced @ 5% every year or may be revised by the University as per rules from time to time. The GST, property tax, water charges , electricity charges and all other applicable taxes will be extra.

iv. SECURITY DEPOSIT

The Licensee shall deposit a sum of ₹ ____ (equivalent to three months' rent) as Security Deposit, which shall be refunded at the end of the license period subject to satisfactory performance and fulfillment of all terms and conditions & issuance of NOC.

v. OBLIGATIONS OF THE LICENSEE

- a) The Licensee shall use the premises only for the purpose specified and shall not sub-let or transfer the shop to any third party.
- b) The Licensee shall maintain cleanliness, hygiene, and safety standards at all times.
- c) The Licensee shall comply with all statutory provisions, including labor laws, food safety laws (if applicable), and taxation laws.
- d) The Licensee shall not carry out any structural alterations in the premises without prior written approval of the University.
- e) The sale of Narcotics is strictly prohibited in shop. Further smoking and consumption of Alcohol / intoxicants / non-veg in the premises is strictly prohibited.
- f) The Licensee shall display approved rate lists (if applicable) and shall not charge beyond the prescribed rates.

vi. RIGHTS OF THE LICENSOR

- a) The Licensor shall have the right to inspect the shop premises at any time.
- b) The Licensor reserves the right to revise rent, terms, and conditions periodically.
- c) The Licensor may terminate this agreement in case of violation of any terms or unsatisfactory performance.
- d) In case of dispute, the decision of worthy Vice Chancellor are binding to both parties.

vii. TERMINATION

This agreement may be terminated by either party by giving three months' written notice. However, in case of breach of terms by the Licensee, the Licensor shall have the right to terminate the agreement with immediate effect and forfeit the security deposit.

viii. INDEMNITY

The Licensee shall indemnify and keep indemnified the University against any claims, damages, or liabilities arising out of the Licensee's operations, including accidents, legal disputes, or statutory violations.

ix. JURISDICTION

Any disputes arising out of or in connection with this agreement shall be subject to the jurisdiction of the courts at Amritsar.

xi. SIGNATURES

Signed on this ____ day of _____, 20__ at Amritsar.

For and on behalf of the University:

Licensee:

Registrar

(Name & Signature)

Witnesses:

1. _____
2. _____

9. ANNEXURES

Annexure I: Technical Bid Format

1. Name of the Bidder/Firm: _____
2. Address: _____
3. Legal Status (Vendor/contractor/proprietor/individual) _____
4. Contact No. & Email: _____
5. PAN No.: _____
6. GST No. (if applicable): _____
7. Experience in similar business (with proof): _____
8. Declaration of not being blacklisted (attach proof)

Annexure II: Financial Bid Format

1. Name of the Bidder/Firm: _____
2. Address: _____
3. Quoted Monthly Rent (in figures): ₹ _____
4. Quoted Monthly Rent (in words): _____
5. All other (GST, Water charges, Electricity charges & all applicable taxes extra)
6. Signature & Seal of Bidder: _____

Annexure III: Self Declaration (Non-Blacklisting)

I/We hereby declare that I/We have not been blacklisted or debarred by any Government Department/PSU/University in the past. I/We further declare that all information submitted in the tender is true and correct to the best of my/our knowledge

(Signature & Seal of Bidder)

Name:

Date:

Annexure IV: Undertaking for Compliance

I/We hereby undertake to comply with all terms & conditions of the University regarding the allotment and operation of the shop. I/We will maintain proper hygiene, safety, and quality standards as prescribed by the University from time to time.

(Signature & Seal of Bidder)

Name:

Date:

10. CONTACT DETAILS

Registrar,
Guru Nanak Dev university,
G.T Road, Amritsar
Email: registrar@gndu.ac.in