



## A. SCOPE OF WORK

The Central Institute of Himalayan Culture Studies (CIHCS), Dahung is an autonomous body under the administrative control of Ministry of Culture, Government of India. The Institute is affiliated to Sampurnanand Sanskrit Vishwa Vidyalaya (SSVV), Varanasi, Uttar Pradesh for imparting academic courses from Purva Madhyama 1<sup>st</sup> Year (Equivalent to Class-IX) to Acharya (Equivalent to M. A.).

**The CIHCS, Dahung proposes to have a contract for running a Canteen cum Departmental Store in the premises of the Institute for a period of 23 (Twenty-Three) months w.e.f. 1/05/26 to 31/3/2028 on the below specified terms & conditions.**

The last date of submission of Tender Documents is on **15<sup>th</sup> April, 2026 at 12 Noon.**

The Tenders shall be opened on **16<sup>th</sup> April, 2026 at 11.00 AM.**

## B. GENERAL TERMS AND CONDITIONS

Only those bidders who fulfill the following terms and conditions may submit their bids:

1. Tender fee (Non-refundable): **1,000.00 (Rupees one thousand)** only to be deposited in favor of **CIHCS, Dahung** by means of Demand Draft/Banker's Cheque payable at SBI Tenga Valley (Bank code: 03594) branch. Non-submission of the Tender fee shall lead to non-consideration of the Tender. Submit the DD in a separate envelope along with the Technical Bid.
2. Bid security/Earnest Money Deposit (EMD): Bidders shall have to deposit Bid Security/EMD of **20,000.00 (Rupees Twenty Thousand)** only in the shape of Accounts Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee valid for 6 (six) months drawn in favor of CIHCS, Dahung payable at SBI, Tenga Valley (Bank Code: 03594), along with the bid. Non submission of the bid Security/ EMD with bid shall make the tender/bid liable to be rejected.  
Submit the DD in a separate envelope along with the Technical Bid.
3. The Demand Draft/ Bankers Cheque for Tender Fee and EMD should be prepared separately.
4. **The bidders should mandatorily sign with seal of the firm on every page of the Tender Document and submit the same along with the bid**, which would show their unconditional acceptance of all the terms and conditions of the Tender Document.
5. **The Technical Bid along with all the enclosures should be sealed in Envelope-1 and should be superscribed as "Technical Bid". The Financial Bid should be sealed in Envelope-2 and should be superscribed as "Financial Bid". Both the Envelopes 1 & 2 should be sealed in Envelope-3 super-scribed with "Tender for running a Canteen cum Departmental Store".**
6. The contractor should have a valid food/catering or any necessary license or permission required for running a Canteen cum Departmental Store.
7. The Total strength of the Institute including staff members is approximately 300.
8. The Institute will temporarily provide the firm/agency a place within the campus for running the Canteen cum Departmental Store. The contractor will be responsible for proper handling and safe custody of the Canteen cum Departmental Store building. Repair and maintenance of the equipment will be carried out by the contractor and he will not claim any reimbursement of expenses on this account.
9. The Contractor will employ adequate number of staff in order to maintain efficiency.
10. All persons engaged by the contractor shall be the contractor's own employees and they will claim no privileges from CIHCS, Dahung. The contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behavior.

11. The contractor will get all his workers medically examined from approved Registered Medical Practitioner recognized by Indian Medical Council, to be free from communicable diseases in addition to general fitness.
12. Very high standards of hygiene and cleanliness shall be observed in the running of the kitchen, the Canteen cum Departmental Store Hall and connected services by the contractor and workers engaged by contractor.
13. The Contractor shall at his own cost, effect, as required as per the Act, necessary insurance in respect of the staff and other personnel or persons to be employed or engaged by the Contractor in connection with the rendering of the aforesaid services to CIHCS, Dahung and shall comply with the provisions of (Regulation and Abolition) Act, Employees Staff Insurance Act, Workmen's Compensation Act, Payment of wage Act, The Employees Provident Fund and Family Pension Fund Act 1952, the other rules regulations and / or statues that may be applicable to them now or that may be introduced.
14. Representatives of CIHCS, Dahung reserve the right to take samples of the edibles/raw material and other commodities/items from the Canteen cum Departmental Store for the purpose of inspection and testing with a view to maintain the quality. Such samples will however be drawn by authorized person/persons in the manner and as per procedure laid down in Govt. norms.
15. A Canteen cum Departmental Store Management Committee will be nominated by the Director, CIHCS, Dahung to inspect and oversee functioning of Canteen cum Departmental Store with a view to ensure hygiene and sufficient service in the Canteen cum Departmental Store. In case there are repeated failures or lacuna noticed by the committee due to failure of contractor, the In-charge of the Canteen cum Departmental Store Committee with the approval of the Director can impose a fine up to Rs. 2000/-at one time to be recoverable from bills due to the contractor.
16. Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the Canteen cum Departmental Store premises.
17. The contractor shall not sublet the space provided for running the Canteen cum Departmental Store for purposes other than running Canteen cum Departmental Store and shall not allow anybody to reside in the premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the Canteen cum Departmental Store nor shall be made or permit to be made any structural additions and alterations to the same without written sanction of the Director, CIHCS.
18. CIHCS, Dahung will not being any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the contractor in the Canteen cum Departmental Store premises including kitchen and other rooms.
19. The Contractor has a bare permission only to run a Canteen cum Departmental Store in the CIHCS premises during the contract period and nothing contained in this document shall be construed as demise in law of the CIHCS premises or any part thereof and shall not give any legal title or interest to the Contractor.
20. The Canteen cum Departmental Store Contractor will arrange all crockeries /utensils, Gas connection, oven, Microwave, Fridge, Mixer grinder, dustbins or any other gadgets/equipment for the purpose of making/ serving food items.
21. The Contractor shall make all standard seating arrangements at own cost if required.
22. CIHCS shall provide the basic amenities like water and electrical fittings, basin and the room for Canteen cum Departmental Store. All other fixtures and fittings shall have to be arranged by the contractor.
23. The contractor shall have to arrange a proper and scientific method for garbage disposal. No garbage will be disposed at other than the specified place of the Institute campus. It will be sole and prime responsibility on the part of the contractor to keep the surrounding of the Canteen cum Departmental Store clean and hygienic. Water logging at the out let's shall have to be cleared immediately.

24. All oils, butter, spices, edible items, grocery items and stationery items must be ISI/Ag/BIS mark approved.
25. All packed food like biscuits/cakes/cold drinks/nodules etc. /grocery items and stationery items etc. must be sold as per MRP only.
26. The Rate list of the canteen items shall be approved by the Institute Authority after finalization of the tender and the rates of grocery and stationery items shall be as per MRP.
27. The firm/agency shall pay a monthly rent of Rs. 2000/- per month. Electricity charges shall be borne by the contractor as per the bill raised by the concerned department. The firm will deposit the rent by every 10<sup>th</sup> day of the following month without fail.
28. The Canteen articles offered for sale will be prepared and stored in hygienic conditions.
29. The realization of sale (cash and credit) will be the sole responsibility of the firm/agency.
30. The timing of the Canteen cum Departmental Store shall be fixed by the Director in consultation with Canteen cum Departmental Store Monitoring Committee.
31. The firms/agency shall be allowed to use only Gas Stove with LPG cylinder. Use of kerosene stove will not be allowed in day to day running of the Canteen cum Departmental Store.
32. The rate list must be displayed by the firms/agency at appropriate place.
33. The Canteen cum Departmental Store must be open during office hours and during the summer and winter breaks.
34. The functioning of the Canteen cum Departmental Store is subject to periodic checking in terms of quality and price from time to time.
35. The Competent Authority of CIHCS reserves the right to reject all or any tender without assigning any reason thereof.
36. The Institute reserves the right to nullify the tender process at any stage without assigning any reason(s).
37. The Institute reserves the right to change quantity or any terms & conditions governing for running of Canteen cum Departmental Store as and when circumstances so warrant.
38. The bidder must have a valid bank account in the name of the firm.
39. The firm/agency shall not charge any additional amount for serving chilled cold drinks.

#### **C. DURATION OF CONTRACT**

The contract will remain in force for the period 23 (Twenty-Three) months w.e.f. 1<sup>st</sup> May, 2026 to 31<sup>st</sup> March, 2028. It may be renewed after its expiry if both the parties, viz the firm/agency and the Director agree to do so. It can also be terminated by either party during its currency with one month notice.

#### **D. OTHER TERMS & CONDITIONS**

The CIHCS, Dahung hereby covenant with the Firms/agency as follows:

- a. CIHCS, Dahung shall not be held responsible in any way for loss or damage by any means causes to the Firms/agency's stock or property.
- b. All the instructions given by CIHCS, Dahung in the maintenance of public health of the premises of CIHCS, Dahung including sanitation control, prevention of infectious diseases shall be carried out by firms/agency.
- c. Firms/agency shall not damage any part of the CIHCS, Dahung premises and in the event of any damage being caused to the same intentionally or otherwise by the firms/agency or his employees or invitees or customers, the CIHCS, Dahung is entitled to call upon the firms/agency to replacement and call upon the firms/agency to reimburse the cost thereof, which the firms/agency undertakes to pay forthwith on demand.
- d. All the rules and regulations of CIHCS, Dahung which are now in force and which may hereafter come into force shall be applicable to the firms/agency.

- e. Use of alcoholic drinks. chewing of tobacco or gutkha and smoking is strictly prohibited by all employees and persons within the premises of CIHCS, Dahung
- f. Any person who is in Service at CIHCS, Dahung should not be made a partner to the contract by the firms/agency directly or indirectly in any manner whatsoever.
- g. In the event of any dispute arising touching any of the clauses of the agreement, the matter will be referred to the competent authority of CIHCS, Dahung, whose decision shall be binding on both the parties.

**E. MANDATORY DOCUMENTS TO BE SUBMITTED**

- I. The technical bid must be filled up as per the format at **Annexure-I**. The bidders are required to submit the following self-certified copy of documents along with the technical bid: -
  - a. Certificate of Registration of firm / Trade license.
  - b. Self-attested copy of PAN Card.
  - c. Self-attested copy of Bank Pass Book in the name of the firm.
  - d. Contact No.:
  - e. No-relation certificate with the employees of CIHCS, Dahung on the letterhead of the firm. (**Annexure-II**)
  - f. An undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender. (**Annexure-III**)
  - g. The Financial Bid must be submitted as per the Format enclosed at (**Annexure-V**).

**F. SIGNING OF CONTRACT**

The successful bidder shall be required to execute an agreement with CIHCS, Dahung within 7(seven) days of the award of the contract or within such extended time period as may be specified. The contract will be for a period of 23 (Twenty-Three) months from the date of award of the Contract. The contract may be extended for further periods depending upon the requirement and performance of the agency/service provider and same will be purely on discretion of the competent authority of CIHCS, Dahung.

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*Annexures are given below*

**Format of Technical Bid**  
*(To be submitted on letterhead of the firm)*

**To:**

**The Director**  
Central Institute of Himalayan Culture Studies  
Dahung, West Kameng District  
Arunachal Pradesh – 790 116

**Sub:** **Submission of technical bid for running a Canteen cum Departmental Store in the premises of CIHCS, Dahung.**

**Ref:** *Your tender no 4-145/2024/CIHCS/.....* *dated.....*

**Sir,**

With response to your tender mentioned above, the technical bid of our firm for running a Canteen cum Departmental Store in the premises of CIHCS, Dahung is submitted herewith along with the following mandatory documents as mentioned in the tender documents:

SL No.	DOCUMENTS NEED TO BE SUBMITTED	WHETHER SUBMITTED (TICK YES/NO)		Ref. Page No.	RELEVANT DETAILS	REMARKS
		YES	NO			
1.	Valid Trading License / Registration Number of the firm with a self-attested copy of Trading License / Registration Certificate	YES	NO			
2.	Self-attested copy of PAN Card	YES	NO			
3.	Bank account details of the firm with self-attested photo copy of the pass book	YES	NO			
4.	No-relation certificate with the employees of CIHCS, Dahung on the letterhead of the firm.	YES	NO			
5.	An undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender	YES	NO			

Thanking you,

Yours faithfully,

Date: -

Name and signature of authorized signatory

(Seal of the firm)

**ANNEXURE-II**

*(To be furnished in the official letter head of the firm)*

**CERTIFICATE FOR NO NEAR RELATIVE (S) OF THE AGENCY/FIRM/SUPPLIER  
WORKING IN CIHCS, DAHUNG**

I ..... S/o Shri .....

R/o .....

hereby certify that none of my relative (s) is/are employed in CIHCS, Dahung as per detail given below.

In case at any stage, it is found that the information given by me is false/incorrect, CIHCS shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

**Signature of the tenderer with seal**

The near relative (s) means:

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c) The one is related to the other in manner as father, mother, son(s) son's wife (daughter-in-law), Daughter (s) daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The CIHCS will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

**Signature of the tenderer with seal**

*(To be furnished in the official letter head of the firm)*

**UNDERTAKING BY THE AGENCY FOR ACCEPTANCE & COMPLIANCE OF ALL TERMS & CONDITIONS MENTIONED IN THIS TENDER**

It is hereby declared that we have read and understood the entire tender documents pertaining to running of a Canteen cum Departmental Store available on CIHCS Website.

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other condition whatsoever of the Bidding Documents including all Addenda / Corrigenda / Clarifications issued.

We further, confirm that we have quoted the rates in the tender considering the Tender Document(s) for running a Canteen cum Departmental Store in the premises of CIHCS, Dahung.

We ..... hereby certify that we have fully read and thoroughly understood the tender requirements and accept all terms and conditions of the tender including all corrigendum/addendum issued, if any. Our offer is in confirmation to all the terms and conditions of the tender including all corrigendum/addendum, if any.

In the event our offer is found acceptable and Order is placed /Contract is awarded to us, the complete tender document shall be considered for constitution of Order /Contract Agreement.

Name and signature of authorized signatory

Contact No. ....

Date: - .....

(Seal of the firm)

**Format of Financial Bid***(To be submitted on official letterhead of the firm)*

<b>Sl. No.</b>	<b>NAME OF THE ITEMS</b>	<b>WEIGHT/ QTY.</b>	<b>RATE</b>
<b>(A)</b>			
1.	Black Tea	120 ml.	
2.	Milk Tea	120ml.	
3.	Special Milk Tea	120 ml.	
4.	Black Coffee	120ml.	
5.	Milk Coffee	120ml.	
6.	Momo Veg	12 pcs. /06 pcs. (Full/Half Plate)	
7.	Momo non-veg.	12 pcs. /06 pcs. (Full/Half Plate)	
8.	Samosa	50gms.	
9.	Pakora Mix	100gms.	
10.	Bread Pakora Single	Per piece	
11.	Pastry	Per piece	
12.	Cream roll	Per piece	
13.	Patties (Veg/Non-Veg.)	Per piece	
14.	Soup (Veg/Non-Veg.)	Per full size Bowl	
15.	Veg. Thali	Rice 150 gms., Dal 50gms, Mixed Veg 50gms, achar, Papad, Salad	
16.	Non-Veg Thali	Rice 150 gms., Dal 50gms., chicken/ fish 50gms., achar, Papad, Salad	
17.	Choley	Per Plate	
18.	Choley & rice	Per Plate	
19.	Kaddi & rice	Per Plate	
20.	Aloo Paratha	Per Paratha	
21.	Chapati/Roti	Per piece	
22.	Roti Sabji	Per Plate (With 02 rotis)	
23.	Puri Sabji	Per Plate (With 04 Puris)	
24.	Omlette (Single egg)	Per piece	
25.	Omlette (Double egg)	Per piece	
26.	Boiled Egg	Per piece	
<b>(B)</b>			
27	Grocery Items	The successful bidder may finalize the list of grocery items in consultation with Canteen and Departmental Store Monitoring Committee	As per MRP (No Need to quote the rates)
<b>(C)</b>			
28	Stationery items	The successful bidder may finalize the list of stationery items in consultation with Canteen and Departmental Store Monitoring Committee	As per MRP (No need to quote the rates)
29	Any other items proposed by the contractor can be added on.		

Name and signature of authorized signatory

Contact No. ....

Date: - .....

(Seal of the firm)