



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY, AWANTIPORA, KASHMIR.

TENDER NOTICE FOR RUNNING OF CANTEEN AT IUST, **CAMPUS**

Sealed tenders affixed with revenue stamp worth Rs. 5/- are invited for and on behalf of the Vice Chancellor of Islamic University of Science & Technology, Awantipora, from registered caterers for running of **CANTEEN at Alamdar Memorial College of Nursing & Medical Technology, Charar-i-Sharief, Budgam**. A detailed tender document can be collected from the office of the Estates on all working days (Monday – Friday) between 09:00 am 04:30 pm w.e.f **10-02-2026** or can be downloaded from the University Website at www.iust.ac.in. Tender documents complete in all respects should be submitted in the office of the Estates by or before **25-02-2026** and the tender should be super-scribed as “Tender for Running of Canteen”. Detailed Tender documents is available on the University website www.iust.ac.in

Sd/-
Deputy Registrar Estates

No: IUST/Canteens/Tender/26/45

Dated: 10-02-2026



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
AWANTIPORA, KASHMIR.

ISLAMIC UNIVERSITY
OF SCIENCE AND TECHNOLOGY

FOR RUNNING OF CANTEEN

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ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR.

For and on behalf of the Vice Chancellor, Islamic University of Science and Technology, Awantipora, J&K State, Tenders (in two cover system) are invited for running of CANTEEN from reputed Companies / Vendors / Agencies.

The following is the necessary information:

S. No.	Particulars	Details
1	CANTEEN	Alamdar Memorial College of Nursing & Medical Technology, Charar-i-Sharief, Budgam.
2	Period of Contract	Two years (further extendable by 1 year, based upon the feedback received from Students / Staff)
3	Cost of document	Rs. 500/- in the form of a Demand Draft in favour of the Finance Officer, Islamic University of Science and Technology, Payable at Awantipora (non-refundable)
4	Earnest Money Deposit (EMD)	Rs. 5,000/- in the form of CDR in favour of Finance Officer, Islamic University of Science and Technology, Kashmir (refundable)
5	Security Deposit (For successful Bidder only)	CDR @ 20,000/- only in favour of Finance Officer, Islamic University of Science and Technology, Awantipora (to be submitted by the successful bidder within 03 working days from the date of issuance of Contract)
6	Monthly minimum Rent	Rs. 7,000/-
7	Document Download Start Date	10-02-2026
8	Last Date for Submission of Documents	25-02-2026
9	Address /Date / Time of Opening of Tender	Bids shall be opened at the Office of the Chairperson, Canteen Committee.(Date & Time shall be notified separately)
10	Availability of Tender document	Tender document can be downloaded from the University website: www.iust.ac.in
11	Bid Validity	90 Days
12	Bidder Stamp	All the authorized persons/bidders shall carry their respective Authorized Stamps on the date of Opening of Tenders (who wish to be present for the said purpose).

Note: Before submitting the bids, bidders are requested to go through the complete tender document.

INSTRUCTIONS TO BIDDERS REGARDING TENDERING PROCESS

Tender must be submitted in two sealed envelopes separately i.e., the tender form duly signed on every page (page no.'s should be written on all pages) along with all the technical documents in one envelope (**Envelope - A**) and the offer/price bid on the prescribed Performa in the second envelope (**Envelope - B**). Both the envelopes are to be sealed in **Master Envelope** and the name of tenderer with address and telephone number should be clearly mentioned on the envelopes. In case of any incomplete document / information submitted by the tenderer, the tender may be rejected without assigning any reason thereof.

- **Packet: 1: Technical Bid**

- a. License/Registration from concerned Authorities for offering/running such services
- b. FSSAI Certificate (copy) as a registered Caterer.
- c. GST return for the last three financial years.
- d. Professional experience for providing CANTEEN Services in similar environment like Universities, Industrial Sector, hotels of repute etc. duly supported with documentary proof like award of contract, work order etc.
- e. The tenderer must have a minimum of two (02) years of experience in running Canteen services and should be a profit-making firm /caterer.
- f. The Average Turnover of the consecutive two (02) financial years must not be less than Rs. 5 Lakhs. The same should be supported by a certificate from Chartered Accountant.
- g. The financial statement for the last two (02) financial years i.e. supported by Balance Sheet, Profit & Loss Account duly authenticated by a Chartered Accountant, copies where of to be enclosed.
- h. Turnover Certificate from Chartered Accountant (CA).
- i. Copies of Registration for GST and the Govt. Labour Department.
- j. GST return for the last two (02) financial years.
- k. Income Tax Return for the two (02) years along with a copy of PAN card of the Firm.
- l. DD of **Rs 500/-** in favour of Finance Officer, Islamic University of Science and Technology, payable at Awantipora (Non-refundable)
- m. An affidavit with undertaking that the firm has not been blacklisted for any reasons by any Govt/ or another agency
- n. CDR/FDR of **Rs. 5,000/-** in favour of Finance Officer, Islamic University of Science and Technology, Awantipora (refundable)
- o. Terms and conditions given in the tender document, duly signed and sealed.

- **Packet: 2: Financial Bid**

- a. Financial bids of only those agencies shall be considered, whose technical bids are complete in all respects and qualify the criteria as per tender document.
- b. The tenderer should quote the monthly rent for running the facility. University shall provide only the space for the same on rental basis.
- c. Rent quoted should be covered with transparent tape and put in a separate sealed envelope.

1. IUST will not be responsible for delay in submission due to any reasons.
2. Conditional bidding shall not be entertained.
3. Bidders may contact the Office of the Estates, IUST for any guidance or query.
4. Any corrigendum or subsequent information shall be updated on the tender portal / University website only. Bidders shall remain in touch with the University Website www.iust.ac.in in this regard.

TERMS & CONDITIONS OF THE TENDER

1. Before submission of the Tender document, the tenderers, in their own interest, are advised to visit the site to assess it and its surroundings and satisfy themselves in respect of the site conditions as IUST shall bear no responsibility for lack of acquaintance of the site and other conditions or any information relating thereto, on their part. The consequences of the lack of knowledge, as aforesaid, on the part of the tenderers shall be at their own risk & responsibility.
2. The service provider shall have to pay the **three months' rent in advance within 10 days** from allotment and advance rent shall be adjusted in the last three months of the agreement,
3. The monthly rent shall be paid by or before the 5th day of every month.
4. The service provider shall not be given any relaxation, if he fails to pay the rent in advance, in that case, the EMD of the service provider shall be forfeited and the service provider shall be evicted without any notice
5. The contract will be awarded on the basis of the highest Rent. However, the minimum Rent should not be less than **Rs. 7,000/-** per month, in addition to the payment of electricity charges as per actual consumption.
6. Complaints of any type shall be separately seen by the concerned committee and the decision of the committee shall be final.
7. Any default or misconduct by the service provider shall entitle him to blacklist for future courses.

8. IUST, reserves a right to forfeit the EMD of the service provider if it is found in any malpractice, and for the forfeiture of EMD's
9. The rent offered/quoted in the tender shall remain valid for two (02) years. In case the contract is extended for another year.
10. Rent shall be quoted excluding water and electricity charges.
11. Water and electricity charges shall be paid separately as per the actual consumption. Charges must be deposited in the University account based on the bill raised for actual Consumption by the Engineering wing and copy of the same shall be deposited in the Office of the Estates.
12. IUST reserves the right to terminate the contract of a successful tenderer on one month's notice without assigning any reasons thereof.
13. The process with regard to award of the contract may be postponed /cancelled suo motto without assigning any reason or giving any notice to the tenderer(s). The University reserves the right to consider the tenders of only short-listed firms.
14. If even after the award of contract, information/facts submitted by the tenderer is found misleading/incorrect/false etc., IUST reserves the right to cancel the contract forthwith.
15. The CANTEEN service provider shall make arrangements for maintaining hygiene and cleanliness with regard to storage and preparation of food and service in the premises. He/she shall ensure that the serving area is kept clean and tidy.
16. The CANTEEN service provider shall not sublet the contract /premises /venue allotted by the University or enter into contract with any other party to run the business at the said premises/venue implicitly /explicitly. In case, the CANTEEN service provider is found doing so, the contract shall be cancelled and the decision of the University in this regard shall be final and binding on the Caterer.
17. It shall be the responsibility of the CANTEEN service provider to constantly maintain the quality and preparation of the food, in accordance with the menu.
18. The CANTEEN service provider shall observe proper working hours as may be notified by the Canteen Committee from time to time including the summer /winter breaks.
19. . The CANTEEN service provider shall provide all such kitchen equipment's /utensils / material /eatables etc. as may be required for effective operation of the catering services and as may be communicated to him / her by the functionaries of the University.
20. It shall be the responsibility of CANTEEN service provider to maintain and upkeep all the machinery and other equipment's including items of furniture and fixture provided in the respective Canteens and any repair/replacement in this regard shall require to be immediately intimated to the Chairperson Canteen Committee / University Engineer for requisite repairs. However, in case any damage to the civil / plumbing / electrical / furniture and fixture etc., if found, to be on the part of CANTEEN service provider or its workforce then a suitable penalty for the repair / replacement shall be paid by the caterer.
21. The university authorities and the Govt Agencies to inspect the premises, quality of edibles, sanitation and other arrangements from time to time. In case of any

Unsatisfactory condition or any defect or deficiency in the service or performance of Contract, the University may impose a fine on the CANTEEN service provider on each such occasion on the recommendation of Canteen Committee, IUST. In case of continuous defect or deficiency in the service by the Caterer, the University may also terminate the Contract.

22. The successful tenderer shall have to execute an Agreement on non-judicial stamp papers of requisite denomination within a week of the receipt of award / contract letter which shall be guiding document for operation of Canteen contract so awarded.
23. The successful tenderer who may be awarded the contract for such service subject to fulfilment of all other formalities should be able to provide the requisite services within period of (07) days from the date of award of contract failing which the contract may be awarded to the next highest / suitable tenderer.
24. IUST reserves the right to terminate the contract on one month's notice if the performance is not satisfactory. The CANTEEN service provider can also terminate the contract by giving three months' notice after clearing all dues, if he/she are not willing to continue the contract.
25. There will be a regular feedback from student's /faculty/ staff.
26. Only standard equipment shall be allowed for cooking purposes.
27. The CANTEEN service provider shall engage well behaved and experienced staff for working in the premises and the CANTEEN service provider shall be responsible for their work, behaviour and conduct. If at any time, the work/behavior of any such employed staff of the CANTEEN service provider is found to be unsatisfactory, the CANTEEN service provider shall be liable to remove such a person immediately when ordered to do so by the Canteen Committee, IUST whose decision in this regard shall be final and binding.
28. The CANTEEN service provider shall take all precautions that all persons engaged by him /her for catering services are courteous, civil, sober, honest and free from any virulent or contagious disease(s). The CANTEEN service provider shall be under obligation to obtain the following certificates for each employee during the period of Contract:
 - a) Medical fitness certificate from the authorized Medical Officer.
 - b) Character and antecedent certificate from their respective Police Stations for all the persons engaged by the Caterer.
 - c) Certificate specifying the age of the worker not less than 18 years.
29. The CANTEEN service provider shall ensure that all the workers wear proper uniforms and identity cards during the service in the University. He/she will also ensure that the serving area is not used as residence for the workers.
30. The Canteen Service provider should display the list of all workers along with the photographs in the Canteen.
31. The CANTEEN service provider or his/her employees should not indulge in any act which may be prejudicial to the interests of the University.

32. The contract granted in favour of the successful CANTEEN service provider shall not create any (in any case) tenancy, lease and otherwise other interests or other right on the property. The present arrangement is only a temporary permission granted in favour of CANTEEN service provider for a period mentioned herein above and subject to the performance/observance of the other conditions as may be communicated to the CANTEEN service provider by the University. The licensed space shall always remain under actual control and possession of the University.
33. The CANTEEN service provider shall be responsible for strict compliance with all applicable laws, rules and regulations of the Government.
34. The CANTEEN service provider shall obtain adequate insurance policy in respect of his/ her workforce engaged by him/her towards meeting the liability of compensation arising out of injury/disability / death etc. at work place.
35. The liability/responsibility in case of any accident-causing injury /death to any worker or any of his/her staff shall be the responsibility of the Caterer.
36. The responsibility of developing the facility along with all the equipment etc. lies with the tenderer.
37. Facilities to be provided by IUST for running the Canteens services:
 - i) Space
 - ii) Water supply.
 - iii) Metered Electricity.
38. That no right, much less a legal right shall vest in the Caterer's workers to claim/have employment or otherwise seek absorption in IUST nor the Caterer's workers shall have any right whatsoever to claim the benefits and/ or emoluments that may be permissible or paid to the employees of the IUST. The workers shall remain the employees of the agency/CANTEEN service provider and this will be the responsibility of the agency/ CANTEEN service provider to make it clear to their workers before deputing them for work at IUST.
39. None of the workers of the CANTEEN service provider shall enter into any kind of private work within the IUST Campus.
40. If, in the execution of their work, any infraction/breach/ infringement of any law, rules /byelaws for the time being in force, takes place, CANTEEN service provider shall indemnify the University and hold the University harmless against the consequences of any or all litigation/prosecution in any matter connected with or arising out of the subject including the result of any labour dispute and should any award or decree including awards of any labour court and / or Arbitrator which might be enforced/sought against the University, the University shall be compensated by the CANTEEN service provider to the full extent in respect of all such claims/awards etc.
41. The CANTEEN service provider shall advice its work force etc. to strictly refrain from smoking/use of polythene/any kind of tobacco products/pan chewing/consumption of alcohol/playing of cards etc. within or around the premises of the University.

42. On expiry of the contract, the CANTEEN service provider shall vacate the premises of the University immediately and hand over the charge of premises etc. peacefully to the officer nominated by the Canteen Committee.
43. Not notwithstanding any provision in this contract, if the CANTEEN service provider violates any norms, rules or acts in any way prejudicial to the interests of the University or to the environment at the campus, the contract shall stand cancelled without assigning any reason to the CANTEEN service provider by the University.
44. Materials known to be harmful to health (as decided by the university from time to time) such as food colouring (emulsion powder) etc. shall not be allowed, if so found, penalty as per law shall be imposed upon the service provider.
45. The contractor shall use all raw materials of best quality available in the market and in case it is found that any service or any item is sub-standard, the university shall be at liberty to terminate the contract immediately. Testing of raw materials as desired by FSSAI should be done on regular basis and proper record of the said should be maintained.
46. The food shall be prepared, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served, and that stale food is not recycled. Stale food shall be removed from the premises immediately. The food which remains unconsumed for the night shall be deemed to be stale and unfit for consumption and must be discarded. Under no circumstances shall stale food be served.
47. The caterer shall ensure that sufficient manpower is deployed for preparation and service of each meal including cleaning, washing and overall upkeep of CANTEEN assets and premises.
48. As per the waste management policy, it is the duty of the Service Provider to collect and segregate all dry and wet waste products in their respective bins. All the collected wastes shall be removed/transported from the University premises through Municipality committee Awantipora.
49. The CANTEEN shall function on all working days and shall not be allowed to be closed on any day for any reasons whatsoever.
50. The CANTEEN service provider shall strictly adhere in accordance with the Menu / rate provided by the University Authority.
51. Menu along with the rate should be clearly displayed in the premises.
52. Based on the demand of students /faculty/ staff, if new item is to be included in the menu the same along with rate shall be approved by the Canteen Committee.
53. If any question or dispute arises with regard to the interpretation or violation of any of the terms and condition of this contract, the matter shall be referred to the sole arbitration of an Arbitrator appointed by the Canteen Committee, IUST whose decision shall be final and binding on the parties.
54. In case of any dispute, there shall be an arbitration mode preferable and if the arbitration does not work, then the courts of local jurisdiction shall be the competent court.



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR.

ANNEXURE-2

(To be typed on the official letterhead of the firm/Bidder)

Chairperson

Canteen Committee

Islamic University of Science & Technology Awantipora, J&K

Subject: - Undertaking/letter of acceptance.

Sir,

- 1) I/we do agree for all clauses, terms and conditions of the tender documents.
- 2) I/ we agree to abide the contract for a period of two years to provide the services from the date of award of the contract which may be extended by the committee till the new rate contract is finalized.
- 3) I/we declare that no legal/financial irregularities involving the Proprietor/ Partner of the applicant (s) / firm are pending.
- 4) 1/ we declare that our financial position is sound and we are competent to execute the contract.
- 5) I/we undertake that we will not stop the supply of items/services in the allotted canteen for whatsoever reasons.

**Signature of the Bidder with seal
Name and address of the Bidder**



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR.

ANNEXURE-3

(To be typed on the official letterhead of the firm/Bidder)

Chairperson

Canteen Committee

Islamic University of Science & Technology Awantipora, J&K

Sub: Tender for shop Services in IUST, Awantipora

Sir,

- 1) I/We hereby agree to abide by all terms and conditions laid down in tender document.
- 2) This is to certify that/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
- 3) I/We abide by the provisions of the Contract Labour Act and other statutory provisions and any other charges applicable from time to time.
- 4) I/We will pay the wages to the personnel deployed as per laws in force as amended by the Government from time to time and shall be fully responsible for any violation.
- 5) I/We shall be personally responsible for the maintenance of hygiene and quality of services to be served through the canteen.

(Signature of the Bidder with seal)

Name and address of the Bidder

FINANCIAL BID FOR CANTEENS

NAME OF THE TENDERER:

Chairperson, Canteen Committee
Islamic University of Science and Technology
Awantipora, Pulwama.

Sir / Madam,

I / We / M/s _____

having office at _____
hereby submit our tender for providing Canteen Service at Alamdar Memorial Nursing College Charar e Sharief, Budgam.

Our rate for providing the Canteen Services shall be as under:

Rent per month Rs _____

(In words) _____

for running of the CANTEEN at _____

I /We affirm that I/we have read and fully understood the nature of job and the terms & conditions relating to this tender and agree to abide by the same.

In case of selection of my/our firm for providing Canteen Service at Alamdar Memorial College of Nursing & Medical Technology, Charar-i-Sharief, Budgam, I shall execute an agreement with IUST within a period as may be prescribed by the University and shall also be bound by all such terms and conditions laid therein, which might be subsequently incorporated in the agreement to be signed by us.

For & on behalf of M/s _____

(Authorized Signatory)

Name: _____

Authorised Stamp: _____

MENU AND RATE LIST OF EATABLES TO BE SERVED AT IUST CANTEENS

S. No.	Item	Rate
1.	Non-Veg Thali (Mutton 1 pc of 70 gms or chicken 100gm+ Rice 200gm+ Dahi + Salad/ Pickle/ Chutney)	Rs. 130/-
2.	Veg Thali (Vegetable 75gm + Dal plate 35 gm+ Rice 200gm+ Dahi + Salad/ Pickle/ Chutney)	Rs. 90/-
3.	Vegetable Biryani	Rs. 60/-
4.	Mutton Kanti (200 gm cooked mutton)	Rs. 180/-
5.	Chicken Biryani 250gm (with one pc of chicken)	Rs. 90/-
6.	Chicken Kanti (200 gm chicken)	Rs. 120/-
7.	Dal Rice/ Rajma Rice (200 gm)	Rs. 60/-
8.	Tandoori chicken Full / Half	Rs. 450 / 250/-
9.	Chola Batore (2 batore) with pickle	Rs. 50/-
10	Seek Kabab (150 gm) Mutton	Rs. 130/-
11.	Chicken Roll (75 gm)	Rs. 80/-
12	Paratha with chatni and dahi	Rs. 35/-
13.	Stuffed / aloo Paratha with chatni or dahi	Rs. 40/-
14.	Omelet (1 egg) with 2 slices	Rs. 20/-
15.	Omelet (2 eggs) with 2 slices	Rs. 30/-
16.	Slice plain (3 pc)	Rs. 10/-
17.	Egg curry (2 eggs) 200 gm	Rs. 35/-
18.	Breakfast (Bread 4 pieces + omelet (2 eggs) + tea/coffee)	Rs. 45/-
19.	Boiled Eggs (two)	Rs. 20/-
20	Fruit/ Plain cake per Cake 5 pieces	Rs. 20/-
21	Naan Plain	Rs. 15/-
22	Butter naan	Rs. 20/-
23	Chicken Pattie	Rs. 40/-
24	Paneer pakoda (150gm)	Rs. 60/-
25	Butter toast with Butter 10 grams (2 slices)	Rs. 20/-
26	Burger Veg	Rs. 60/-
27	Chapati 75 gms -	Rs. 10/-
28	Samosa/ Mathi	Rs. 10/-
29	Bread pakoda) (1 Pc) (02 pc	Rs. 14/25/-
30	Kashmiri Roti	Rs. 05/-
31	French Fries (150 gm)	Rs. 60/-
32	Curd (200 gm)	Rs. 20/-
33	Sweet corn (250 gm)	Rs. 45/-
34	Vegetable Salad (200 gm)	Rs. 30/-
35	Maggi Plain (Rs. 10 PKT)	Rs. 30/-
36	Chicken Sandwich	Rs. 70/-

37	Pasta	Rs. 40/-
38	Veg. Sandwich	Rs. 45/-
39	Lipton Tea (150 ml)	Rs. 15/-
40	Namkeen Tea	Rs. 10/-
41	Coffee (125ml)	Rs. 30/-
42	Green Tea (125 ml)	Rs. 20/-
43	Iced Tea (250 ml)	Rs. 35/-
44	Kehwa (125 ml) with Sheermal	Rs. 25/-
45	Cold coffee (250 ml)	Rs. 50/-
46	Banana/ Mango shake (250 ml) / Chocolate	Rs. 50/-
47	Fresh Juices- Orange/ Mosambi/ Mixed (250 ml)	Rs. 35/-
48	Fresh lemon juice (250 ml) sugar / salted	Rs. 20/-
49	Sweet / salt lassi (250 ml)	Rs. 20/-
50	Lemon soda (200 ml)	Rs.20/-
51	Lemon Tea (125 ml)	Rs. 20/-
52	Packed items: Packed biscuit, ice-cream, cake, Dal, (Branded) Bread Full	As per MRP
53	Fresh Fruits	As per market rate
54	Fruit Salad (250 gm)	Rs. 50/-

Items can be added if any on the demand of Stockholders, viz., Faculty, Employees and Students, with the Approval of the Competent authority.



**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
AWANTIPORA, KASHMIR**

**TENDER NOTICE FOR RUNNING OF FRESH JUICE CORNER AT
IUST CAMPUS**

Sealed tenders affixed with revenue stamp worth Rs. 5/- are invited for and on behalf of the Vice Chancellor of Islamic University of Science & Technology, Awantipora, from registered service providers for running of **FRESH JUICE CORNER** in the University at Main Campus. A detailed tender document can be collected from the office of the Estates on all working days (Monday – Friday) between 09: 00 am to 04: 30 pm w.e.f **10-02-2026** or can be downloaded from the University Website at www.iust.ac.in. Tender documents complete in all respects should be submitted in the office of the Estates by or before **25-02-2026** and the tender should be super-scribed as “Tender for Running of Fresh Juice Corner”. Detailed Tender documents is available on the University website www.iust.ac.in

Sd/-
Deputy Registrar Estates

No: IUST/ Canteens/Tender/26/ 49

Dated: 10 -02-2026



**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
AWANTIPORA, KASHMIR**

**ISLAMIC UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

FOR RUNNING OF FRESH JUICE CORNER

1- UNIVERSITY AVENUE,
AWANTIPORA, PULWAMA, 192122, J&K
P. Box No: 89 GPO Srinagar
EPABX: +91933-247954-955
Fax: +91933-247316
www.iust.ac.in
E-mail: canteen.committee@iust.ac.in



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

Fresh Juice Corner

For and on behalf of the Vice Chancellor, Islamic University of Science and Technology, Awantipora, Jammu and Kashmir State, Tenders (in two-cover system) are invited for the operation of the University Fresh Juice Corner by reputed companies, vendors, and agencies.

The following is the necessary information:

S. No.	Name of work	Details
1	University Fresh Juice Corner	First Floor of the Multi-use facility Centre i) Space Size 8'.3" x 14'.4"
2	Period of Contract	Two years (further extendable by 1 year, based upon the feedback received from Students / Staff)
3	Cost of document	Rs. 500/- in the form of a Demand Draft, favouring Finance Officer, IUST(non-refundable)
4	Earnest Money Deposit (EMD)	Rs. 5,000/- in the form of CDR favouring Finance Officer, IUST (refundable for successful bidder)
5	Security Deposit (For successful Bidder only)	CDR @ 10,000/- only in favour of Finance Officer, Islamic University of Science and Technology, Awantipora (to be submitted by the successful bidder within 03 working days from the date of issuance of Contract)
6	Minimum rent per month	4000/- Four Thousand Only.
7	Document Download Start Date	10-02-2026
8	Last Date for Submission of Documents	25-02-2026
9	Address /Date / Time of Opening of Tender	Bids shall be opened at the Office of the Chairperson, Canteen Committee.(Date & Time shall be notified separately)
10	Availability of Tender document	Tender document can be downloaded from the University website: www.iust.ac.in
11	Bid Validity	90 Days
12	Bidder Stamp	All the authorized persons/bidders shall carry their respective Authorized Stamps on the date of Opening of Tenders (who wish to be present for the said purpose).

Note: Before submitting the bids, bidders are requested to go through the complete tender document.



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

INSTRUCTIONS TO BIDDERS REGARDING TENDERING PROCESS

Tender must be submitted in two sealed envelopes separately i.e., the tender form duly signed on every page (page no.s should be written on all pages) along with all the technical documents in one envelope (**Envelope - A**) and the offer / price bid on the prescribed Performa in the second envelope (**Envelope - B**). Both envelopes are to be sealed in **Master Envelope** and the name of tenderer with address and telephone number should be clearly mentioned on the envelopes. In case of any incomplete document/information submitted by the tenderer, the tender may be rejected without assigning any reason thereof.

- **Packet:1:Technical Bid**

- a. Professional experience for running of the Fresh Juice Corner or other relevant work in a similar environment like Universities, Colleges, etc., duly supported with documentary proof for at least one year canteen/ tuck shop.
- b. License/Registration from the concerned Authorities for running such services
- c. Copies of Registration for GST and the Govt. Labour Department.
- d. Domicile Certificate and (Aadhaar card of the Bidder).
- e. DD of Rs 500/- favoring Finance Officer, IUST (Non-refundable).
- f. CDR of Rs. 5,000/- favoring Finance Officer, IUST (refundable).

- **Packet: 2: Financial Bid**

- a. Financial bids of only those agencies shall be considered, whose technical bids are complete in all respects and qualify the criteria as per tender document.
- b. The tenderer should quote the monthly rent running the facility. University will provide only the space for the same.
- c. Rent quoted should be covered with transparent tape and put in a separate envelope.
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- e. Conditional bidding shall not be entertained.
- f. Bidders may contact office of the Estates, IUST for any guidance or query.
- g. Any corrigendum or subsequent information shall be updated on the tender portal / University website only. Bidders should keep track of the same.



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

General Conditions

1. Incomplete or conditional tenders will not be entertained.
2. The committee reserves the right to accept or reject any tender without assigning reasons.
3. The contract will be awarded for two years, extendable by one year based on performance.
4. Negligence in service may lead to penalties or termination of the contract.
5. The contract will be awarded on the basis of the highest Rent. However, the minimum Rent should not be less than **Rs. 4000/-** per month, in addition to the payment of electricity charges as per actual consumption.
6. The service provider shall have to pay the **three months' rent in advance within 10 days** from allotment and advance rent shall be adjusted in the last three months of the agreement,

For further details, please refer to the tender document or contact the chairperson, Canteen Committee, IUST at canteen.committee@iust.ac.in

Sd/- Chairperson
Canteen Committee
Islamic University of Science and Technology



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

Terms and Conditions

1. Examination of Terms

- a. The approved contractor/bidder must carefully examine all terms and conditions outlined in this document.
- b. For any doubts or clarifications, the contractor should consult the Office of the Estates before submitting the tender.

2. Acceptance of Tenders

- a. Incomplete or conditional tenders will not be accepted.
- b. The Canteen committee reserves the right to accept or reject any tender/quotation without assigning any reasons, in the best interest of the university.

3. Rate Finalization

- a. Once the contract is allocated to the successful bidder, no changes in rates will be permitted.

4. Duration of Contract

- a. The contract shall remain valid for two years from the date of issue.
- b. It may be extended for an additional year based on satisfactory performance, provided payment for the extended period (as decided by the Canteen Committee) is deposited
- c. Within one week of approval.

5. Allotment and Payment

- a. The contract will be awarded to the bidder who qualifies and offers the highest bid.
- b. The successful bidder must pay three months' rent in advance within 10 days of allotment. This amount will be adjusted as the rent for the final three months of the agreement.
- c. Failure to make payment within the stipulated time will result in cancellation of the allotment, with the opportunity passed to the next highest bidder.

6. Contractor Negligence

- a. Any form of negligence on the part of the contractor will result in immediate cancellation of the contract, forfeiture of performance security, and further penalties as necessary.

7. Penalties

- a. A penalty of ₹1000 per day will be levied for non-supply of Shop eatables or sudden stoppage of services, with repeated violations leading to contract termination.

8. Upkeep of Premises

- a. The contractor shall be solely responsible for maintaining the allotted premises, including furniture, electrical fittings, and equipment's.
- b. Proper hygiene of the shop must be ensured at all times.
- c. As per the waste management policy, it is the duty of the Service Provider to collect and segregate all dry and wet waste products in their respective bins. All the collected wastes shall be removed/transported from the University premises through Municipality committee Awantipora.

9. Handover and Takeover

- a. Proper handing over and taking over of inventory must be conducted at the beginning and conclusion of the contract period.

10. Electricity & Water Charges

- a. Water and electricity charges shall be paid separately as per the actual consumption. Charges must be deposited in the University account based on the bill raised for actual consumption by the Engineering wing and copy of the same shall be deposited in the Office of the Estates.



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

11. Subletting

- a. Subletting the allotted space/premises, wholly or partially, to another party is strictly prohibited.

12. Signatory Authority

- a. All correspondence, letters, and documents must be signed by the same individual who signed the original tender.
- b. Any change must be supported by an affidavit duly attested by a 1st Class Judicial Magistrate.

13. Liability for Loss or Theft

- a. The University shall not be held responsible for theft or loss of property within the premises during the contract period.
- b. The contractor will be liable for compensating any property damage or loss.

14. Hygiene Standards

- a. Staff must wear appropriate uniforms and polythene gloves while serving food.
- b. Food items must be fresh, hygienic, and served under the supervision of the contractor or manager.

15. Inspection and Penalties

- a. The University administration may conduct inspections of the fruits, etc, present in the shop.

16. Prohibition of Plastic

- a. The use of plastic for serving fruits in the shops is strictly prohibited.

17. Child Labour

- a. Employing child labour is strictly prohibited, and the contractor must adhere to all relevant labor laws.

18. Jurisdiction

- a. In case of any dispute, there shall be an arbitration mode preferable and if the arbitration does not work, then the courts of local jurisdiction shall be the competent court.

19. Pricing and Sales

- a. The contractor must sell eatables at approved rates.
- b. Rate changes require prior permission from the Canteen Committee.
- c. Overcharging or serving unhygienic food may result in penalties as per the law also shall lead to termination of the contract.

20. Display of Rates

- a. Approved rates for all items must be prominently displayed.

21. Complaint Box

- a. A complaint box must be installed outside the shop for customer grievances, monitored by the University's Canteen Committee.

22. Air Conditioners

- a. If required, air conditioners must be installed at the contractor's cost with committee approval. These may be removed by the contractor after the completion of the contract.

23. Furniture

- a. The successful bidders may arrange the furniture for the running of the rented spaces and shall be lifted back after the successful completion of the Contract.
- b.

24. CCTV Installation

- a. The contractor must install CCTV cameras with recording facilities in and around the allotted area.
- b. Recorded footage must be provided to University authorities' upon request.



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25. General Financial Rules

- a. All terms and conditions will comply with the General Financial Rules 2017.

26. Acceptance of Terms

- a. By signing this agreement, the contractor agrees to abide by all terms and conditions.
- b. All pages of the document must be signed as proof of acceptance without overwriting or cutting.

27. Accommodation

- a. The University will not be responsible for providing any residential accommodation to the personnel deployed by the Allottee.

28. Termination by University:

- a. The University reserves the right to terminate the contract at any time without assigning any reason.

29. Termination by Contractor:

- a. The contractor may terminate the contract by giving one month's prior written notice to the University.

30 Certificates

- b. The Service provider shall be under obligation to obtain the following certificates from each staff during the period of the Contract:
 - c. Medical fitness certificate from the authorized Medical Officer.
 - d. Character certificates from their respective Police Stations.
 - e. Certificate specifying the age of the worker as not less than 18 years

30. Acknowledgment

31. Signature of Contractor with Seal Name: _____

32. Address: _____

33. Date: _____



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

SERVICES AND FACILITIES REQUIRED FOR RUNNING OF FRESH JUICE CORNER

1. The Fresh Juice Corner shall remain open for all days in a week during the time as decided by the University. Any closure must be done with the approval of the Competent Authority of the University and proper prior notification among the residents of the campus.
2. The Allottee shall arrange his/her own furniture, installations, shelves, etc. inside the Shop.
3. Articles required/sold shall be of the best available quality, reliable and economical. The approved articles/ items sold/ stored for sale in the shop shall be of good quality, in case of sub-standard quality found by the Competent Authority or any other officer authorized by him on his behalf may be seized entirely or partly and destroyed thereof.
4. The rate of various items, and services are to be displayed in the shop.
5. The receipt shall be provided to all customers for every item sold and services offered whether the same is demanded by the customer or not.
6. Rotten fruit not be used.
7. The Allottee shall keep a Suggestion/Complaint Book which shall be made available on counters to the Customers and authorized Officer(s) of the University shall have the right to see all these Suggestion/Complaint Books as and when required.



ANNEXURE-1

SCOPE OF WORK:

- **Seasonal Fruits:** Offer a diverse selection of fresh fruits that vary with the seasons to ensure a continuous supply of quality produce.
- **Pre-Cut Fruit Packs:** Provide convenient pre-cut fruit packs for customers who are looking for a quick and easy snack option.
- **Fresh Juices and Smoothies:** Introduce a range of freshly squeezed juices and fruit smoothies to cater to those seeking refreshing beverages.
- **Healthy Snacks:** Include nutritious snacks such as dried fruits, nuts, and yogurt parfaits to promote healthier eating options.
- **Fruit Bowls:** Offer customizable fruit bowls with a mix of fruits and optional toppings for a delightful and satisfying treat.
- **Nutritional Information:** Display nutritional information for each item to help customers make informed and healthy choices.
- **Hygiene and Freshness:** Prioritize cleanliness and ensure that all fruits are fresh and visually appealing to enhance overall customer experience.
- **Promotions and Discounts:** Consider implementing promotions or discounts to attract more customers during peak hours and encourage repeat business.



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

ANNEXURE-2

(To be typed on the official letterhead of the firm/Bidder)

Chairperson

Canteen Committee

Islamic University of Science & Technology Awantipora, J&K

Subject: - Undertaking/letter of acceptance.

Sir,

- 1) I/we do agree for all clauses, terms and conditions of the tender documents.
- 2) I/ we agree to abide the contract for a period of two years to provide the services from the date of award of the contract which may be extended by the committee till the new rate contract is finalized.
- 3) I/we declare that no legal/financial irregularities involving the Proprietor/ Partner of the applicant (s) /firm are pending.
- 4) I/ we declare that our financial position is sound and we are competent to execute the contract.
- 5) I/we undertake that we will not stop the supply of eatables in the allotted shop for whatsoever reasons.

**(Signature of the Bidder with seal)
Name and address of the Bidder**



ANNEXURE-3

(To be typed on the official letterhead of the firm/Bidder

Chairperson

Canteen Committee

Islamic University of Science & Technology Awantipora, J&K

Sub: Tender for Shop Services in IUST, Awantipora

Sir,

- 1) I/We hereby agree to abide by all terms and conditions laid down in tender document.
- 2) This is to certify that/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
- 3) I/We abide by the provisions of the Contract Labour Act and other statutory provisions and any other charges applicable from time to time.
- 4) I/We will pay the wages to the personnel deployed as per laws in force as amended by the Government from time to time and shall be fully responsible for any violation.
- 5) I/We shall be personally responsible for the maintenance of hygiene and quality of eatables to be served through the shop.

**(Signature of the Bidder with seal)
Name and address of the Bidder**



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

ANNEXURE-4

COMMERCIAL BID FOR Fresh Juice Corner AT IUST, CAMPUS

Full Name/ Proprietor: _____

Minimum Rent Fixed (per month): - Rs. 4000/-

Bid/Quoted Rent (per month):

The undersigned Mr. / Ms.._____

A resident of _____ have read all the Terms & Conditions mentioned in this bid document and shall abide with the same.
I hereby submit my unconditional quote.

Signature of the Bidder:_____

Name of the Bidder: _____.

Address: _____.

Contact Details: _____.

Date: _____.



TENDER NOTICE FOR RUNNING OF KIOSK AT IUST

Sealed tenders affixed with revenue stamp worth Rs. 5/- are invited for and on behalf of the Vice Chancellor of Islamic University of Science & Technology, Awantipora, from registered caterers for running of KIOSK in the University (i) Pir Panjal Coffee House/KIOSK at Main Campus. A detailed tender document can be collected from the office of the Estates on all working days (Monday – Friday) between 09: 00 am to 04: 30 pm w.e.f **10-02-2026** or can be downloaded from the University Website at www.iust.ac.in. Tender documents complete in all respects should be submitted in the office of the Estates by or before **25-02-2026** and the tender should be super-scribed as “Tender for Running of Kiosk”. Detailed Tender documents is available on the University website www.iust.ac.in

Sd/-
Deputy Registrar Estates

No: IUST/ Kiosks/Tender/26/46

Dated: 10 -02-2026



**ISLAMIC UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

FOR RUNNING OF KIOSKS

1- UNIVERSITY AVENUE,
AWANTIPORA, PULWAMA, 192122, J&K
P. Box No: 89 GPO Srinagar
EPABX: +91933-247954-955
Fax: +91933-247316
www.iust.ac.in
E-mail: estates@islamicuniversity.edu.in



For and on behalf of the Vice Chancellor, Islamic University of Science and Technology, Awantipora, J&K State, Tenders (in two cover system) are invited for running of KIOSKS from reputed Companies/Vendors /Agencies. The following is the necessary information:

S. No.	Particulars	Details
1	KIOSK	Kiosk at Pir Panjal Coffee House (area of space is 10'x15').
2	Period of Contract	Two years (further extendable by 1 year, based upon the feedback received from Students / Staff)
3	Cost of document	Rs. 500/- in the form of a Demand Draft in favour of the Finance Officer, Islamic University of Science and Technology, Payable at Awantipora (non-refundable)
4	Earnest Money Deposit (EMD)	Rs. 5,000/- in the form of CDR in favour of Finance Officer, Islamic University of Science and Technology, Awantipora (refundable)
5	Security Deposit (For successful Bidder only)	CDR @ 10,000/- only in favour of Finance Officer, Islamic University of Science and Technology, Awantipora (to be submitted by the successful bidder within 03 working days from the date of issuance of Contract)
6	Monthly Minimum Rent	Rs. 15,000/-
7	Document Download Start Date	10-02-2026
8	Last Date for Submission of Documents	25-02-2026
9	Address /Date / Time of Opening of Tender	Bids shall be opened at the Office of the Chairperson, Committee, IUST.(Date & Time shall be notified separately)
10	Availability of Tender document	Tender document can be downloaded from the University website: www.iust.ac.in
11	Bid Validity	90 Days
12	Bidder Stamp	All the authorized persons/bidders shall carry their respective Authorized Stamps on the date of Opening of Tenders (who wish to be present for the said purpose).

Note: Before submitting the bids, bidders are requested to go through the complete tender document.

**INSTRUCTIONS TO BIDDERS REGARDING TENDERING PROCESS**

Tender must be submitted in two sealed envelopes separately i.e., the tender form duly signed on every page (page no.'s) should be written on all pages) along with all the technical documents in one envelope (**Envelope - A**) and the offer/price bid on the prescribed Performa in the second envelope (**Envelope - B**). Both the envelopes are to be sealed in **Master Envelope** and the name of tenderer with address and telephone number should be clearly mentioned on the envelopes. In case of any incomplete document / information submitted by the tenderer, the tender may be rejected without assigning any reason thereof.

• Packet:1: Technical Bid

- a. License/Registration from concerned Authorities for offering/running such services
- b. FSSAI Certificate (copy) as a registered Caterer.
- c. GST return for the last three financial years.
- d. Professional experience for providing KIOSK Services in similar environment like Universities, Industrial Sector, hotels of repute etc. duly supported with documentary proof like award of contract, work order etc.
- e. The tenderer must have a minimum of two (02) years of experience in running Kiosk services and should be a profit-making firm / caterer.
- f. The Average Turnover of the consecutive two (02) financial years must not be less than Rs. 5 Lakhs. The same should be supported by a certificate from Chartered Accountant.
- g. The financial statement for the last two (02) financial years i.e. supported by Balance Sheet, Profit & Loss Account duly authenticated by a Chartered Accountant. Copies where of to be enclosed.
- h. Turnover Certificate from Chartered Accountant (CA).
- i. Copies of Registration for GST and the Govt. Labour Department
- j. GST return for the last two (02) financial years.
- k. Income Tax Return for the two (02) years along with a copy of PAN card of the Firm.
- l. DD of **Rs 500/-** in favour of Finance Officer, Islamic University of Science and Technology, payable at Awantipora (Non-refundable)
- m. An affidavit with undertaking that the firm has not been blacklisted for any reasons by any Govt./ or another agency
- n. CDR/FDR of **Rs. 5,000/-** in favour of Finance Officer, Islamic University of Science and Technology, Awantipora (refundable)
- o. Terms and conditions given in the tender document, duly signed and sealed.



Packet: 2: Financial Bid

- a. Financial bids of only those agencies shall be considered, whose technical bids are complete in all respects and qualify the criteria as per tender document.
- b. The tenderer should quote the monthly rent for running the facility. University shall provide only the location for the same on rental basis.
- c. Rent quoted should be covered with transparent tape and put in a separate sealed envelope.

1. IUST will not be responsible for delay in submission due to any reasons.
2. Conditional bidding shall not be entertained.
3. Bidders may contact the Office of the Estates, IUST for any guidance or query.
4. Any corrigendum or subsequent information shall be updated on the tender portal/ University website only. Bidders shall remain in touch with the University Website www.iust.ac.in in this regard.



AWANTIPORA, KASHMIR.
TERMS & CONDITIONS OF THE TENDER

1. The location of KIOSK will be decided by the university.
2. Before submission of Tender document, the tenderers, in their own interest, are advised to visit the site to assess it and its surrounding and satisfy themselves in respect of the site conditions as IUST shall bear no responsibility for lack of acquaintance of the site and other conditions or any information relating thereto, on their part. The consequences of the lack of knowledge, as aforesaid, on the part of the tenderers shall be at their own risk & responsibility.
3. The service provider shall have to pay the **three months' rent in advance within 10 days** from allotment and advance rent shall be adjusted in the last three months of the agreement,
4. The monthly rent shall be paid by or before the 5th day of every month.
5. The service provider shall not be given any relaxation, if he fails to pay the rent in advance, in that case, the EMD of the service provider shall be forfeited and the service provider shall be evicted without any notice
6. The contract will be awarded on the basis of the highest Rent. However, the minimum Rent should not be less than **Rs. 15,000/-** per month, in addition to the payment of electricity charges as per actual consumption.
7. Complaints of any type shall be separately seen by the concerned committee and the decision of the committee shall be final.
8. Any default or misconduct by the service provider shall entitle him to blacklist for future courses.
9. IUST, reserves a right to forfeit the EMD of the service provider if it is found in any malpractice, and for the forfeiture of EMD's

10. The rent offered/quoted in the tender shall remain valid for Two (02) year. In case, the contract is extended for another year, the rent shall remain the same.
11. Rent shall be quoted excluding water and electricity charges.
12. Water and electricity charges shall be paid separately as per the actual consumption. Charges must be deposited in the University account based on the bill raised for actual Consumption by the Engineering wing and copy of the same shall be deposited in the Office of the Estates.
13. Successful tender has to built a temporary structure on the designated place (not more than 10'x15' area) of his own and will remove the same after the expiring of the contract, if otherwise sold to another bidder or the University.
14. IUST reserves the right to terminate the contract of a successful tenderer on one month's notice without assigning any reasons thereof.
15. The process with regard to award of the contract may be postponed/cancelled suo motto without assigning any reason or giving any notice to the tenderer(s).The University

**AWANTIPORA, KASHMIR.**

reserves the right to consider the tenders of only short-listed firms.

16. If even after the award of contract, information/facts submitted by the tenderer is found misleading/incorrect/false etc., IUST reserves the right to cancel the contract forthwith.
17. The KIOSK service provider shall make arrangements for maintaining hygiene and cleanliness with regard to storage and preparation of food and service in the premises. He/she shall ensure that the serving area is kept clean and tidy.
18. The KIOSK service provider shall not sublet the contract /premises /venue allotted by the University or enter into contract with any other party to run the business at the said premises /venue implicitly /explicitly. In case, the KIOSK service provider is found doing so, the contract shall be cancelled and the decision of the University in this regard shall be final and binding on the Caterer.
19. It shall be the responsibility of the KIOSK service provider to constantly maintain the quality and preparation of the food, in accordance with the menu.
20. The KIOSK service provider shall observe proper working hours as may be notified by the Canteen Committee from time to time including the summer/winter breaks.
21. The KIOSK service provider shall provide all such kitchen equipment's/utensils/ material /eatables etc. as may be required for effective operation of the catering services and as may be communicated to him/her by the functionaries of the University.
22. It shall be the responsibility of KIOSK service provider to maintain and upkeep all the machinery and other equipment's including items of furniture and fixture provided in the respective Kiosk and any repair/replacement in this regard shall require to be immediately intimated to the Chairperson Canteen Committee / University Engineer for requisite repairs. However, in case any damage to the civil / plumbing / electrical / furniture and fixture etc., if found, to be on the part of KIOSK service provider or its workforce then a suitable penalty for the repair / replacement shall be paid by the caterer.
23. The university authorities and the Govt. Agencies to inspect the premises, quality of edibles, sanitation and other arrangements from time to time. In case of any unsatisfactory condition or any defect or deficiency in the service or performance of Contract, the University may impose a fine on the KIOSK service provider on each such occasion on the recommendation of Canteen Committee, IUST. In case of continuous defect or deficiency in the service by the Caterer, the University may also terminate the Contract.
24. The successful tenderer shall have to execute an Agreement on non-judicial stamp papers of requisite denomination within a week of the receipt of award / contract letter which shall be guiding document for operation of kiosk contract so awarded.
25. The successful tenderer who may be awarded the contract for such service subject to fulfilment of all other formalities should be able to provide the requisite services within period of (07) days from the date of award of contract failing which the contract may be awarded to the next highest/suitable tenderer.
26. IUST reserves the right to terminate the contract on one month's notice if the

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performance is not satisfactory. The KIOSK service provider can also terminate the contract by giving three months' notice after clearing all dues, if he/she are not willing to continue the contract.

27. There will be a regular feedback from student's /faculty/ staff.
28. Only standard equipment shall be allowed for cooking purposes.
29. The KIOSK service provider shall engage well behaved and experienced staff for working in the premises and the KIOSK service provider shall be responsible for their work, behaviour and conduct. If at any time, the work/behaviour of any such employed staff of the KIOSK service provider is found to be unsatisfactory, the KIOSK service provider shall be liable to remove such a person immediately when ordered to do so by the Canteen Committee, IUST whose decision in this regard shall be final and binding.
30. The KIOSK service provider shall take all precautions that all persons engaged by him/ her for catering services are courteous, civil, sober, honest and free from any virulent or contagious disease(s). The KIOSK service provider shall be under obligation to obtain the following certificates for each employee during the period of Contract:
 - a) Medical fitness certificate from the authorized Medical Officer.
 - b) Character and antecedent certificate from their respective Police Stations for all the persons engaged by the Caterer.
 - c) Certificate specifying the age of the worker not less than 18 years.
31. The KIOSK service provider shall ensure that all the workers wear proper uniforms and identity cards during the service in the University. He/she will also ensure that the serving area is not used as residence for the workers.
32. List of employees along with their photographs should be displayed in the KIOSKS.
33. The KIOSK service provider or his/her employees should not indulge in any act which may be prejudicial to the interests of the University.
34. The KIOSK service provider shall only install a portable/temporary structure with the prior written permission of the University.
35. The contract granted in favour of the successful KIOSK service provider shall not create any (in any case) tenancy, lease and otherwise other interests or other right on the property. The present arrangement is only a temporary permission granted in favour of KIOSK service provider for a period mentioned herein above and subject to the performance/observance of the other conditions as may be communicated to the KIOSK Service provider by the University. The licensed space shall always remain under actual control and possession of the University.
36. The KIOSK service provider shall be responsible for strict compliance with all applicable laws, rules and regulations of the Government.
37. The KIOSK service provider shall obtain adequate insurance policy in respect of his / her workforce engaged by him/her towards meeting the liability of compensation arising out

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of injury /disability /death etc. at work place.

38. The liability /responsibility in case of any accident-causing injury /death to any worker or any of his /her staff shall be the responsibility of the Caterer.

39. The responsibility of developing the facility along with all the equipment etc. lies with the tenderer.

40. Facilities to be provided by IUST for running the Kiosks services:

- i) Space without structure
- ii) Water supply.
- iii) Metered Electricity.

41. That no right, much less a legal right shall vest in the Caterer's workers to claim/have employment or otherwise seek absorption in IUST nor the Caterer's workers shall have any right whatsoever to claim the benefits and/ or emoluments that may be permissible or paid to the employees of the IUST. The workers shall remain the employees of the agency / KIOSK service provider and this will be the responsibility of the agency/ KIOSK service provider to make it clear to their workers before deputing them for work at IUST.

42. None of the workers of the KIOSK service provider shall enter into any kind of private work within the IUST Campus.

43. If, in the execution of their work, any infraction/breach /infringement of any law, rules /byelaws for the time being in force, takes place, KIOSK service provider shall indemnify the University and hold the University harmless against the consequences of any or all litigation/prosecution in any matter connected with or arising out of the subject including the result of any labour dispute and should any award or decree including awards of any labour court and / or Arbitrator which might be enforced/sought against the University, the University shall be compensated by the KIOSK service provider to the full extent in respect of all such claims / awards etc.

44. The KIOSK service provider shall advice its work force etc. to strictly refrain from smoking /use of polythene /any kind of tobacco products /pan chewing /consumption of alcohol /playing of cards etc. within or around the premises of the University.

45. On expiry of the contract, the KIOSK service provider shall vacate the premises of the University immediately and hand over the charge of premises etc. peacefully to the officer nominated by the Canteen Committee.

46. Notwithstanding any provision in this contract, if the KIOSK service provider violates any norms, rules or acts in any way prejudicial to the interests of the University or to the environment at the campus, the contract shall stand cancelled without assigning any reason to the KIOSK service provider by the University.

47. Materials known to be harmful to health (as decided by the university from time to time) such as food colouring (emulsion powder) etc. shall not be allowed, if so found, penalty

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as per law shall be imposed upon the service provider.

48. The contractor shall use all raw materials of best quality available in the market and in case it is found that any service or any item is sub-standard, the university shall be at liberty to terminate the contract immediately. Testing of raw materials as desired by FSSAI should be done on regular basis and proper record of the said should be maintained.
49. The food shall be prepared, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served, and that stale food is not recycled. Stale food shall be removed from the premises immediately. The food which remains unconsumed for the night shall be deemed to be stale and unfit for consumption and must be discarded. Under no circumstances shall stale food be served.
50. The caterer shall ensure that sufficient manpower is deployed for preparation and service of each meal including cleaning, washing and overall upkeep of KIOSK assets and premises.
51. As per the waste management policy, it is the duty of the Service Provider to collect and segregate all dry and wet waste products in their respective bins. All the collected wastes shall be removed/transported from the University premises through Municipality committee Awantipora.
52. The KIOSK shall function on all working days and shall not be allowed to be closed on any day for any reasons whatsoever.
53. The KIOSK service provider shall strictly adhere in accordance with the Menu / rate provided by the University Authority.
54. Menu along with the rate should be clearly displayed in the premises.
55. Based on the demand of students /faculty/ staff, if new item is to be included in the menu the same along with rate shall be approved by the Canteen Committee.
56. If any question or dispute arises with regard to the interpretation or violation of any of the terms and condition of this contract, the matter shall be referred to the sole arbitration of an Arbitrator appointed by the Canteen Committee, IUST whose decision shall be final and binding on the parties.
57. In case of any dispute, there shall be an arbitration mode preferable and if the arbitration does not work, then the courts of local jurisdiction shall be the competent court.



(To be typed on the official letterhead of the firm/Bidder)

Chairperson

Canteen Committee

Islamic University of Science & Technology Awantipora, J&K

Subject: - Undertaking/letter of acceptance.

Sir,

- 1) I/we do agree for all clauses, terms and conditions of the tender documents.
- 2) I/we agree to abide the contract for a period of two years to provide the services from the date of award of the contract which may be extended by the committee till the new rate contract is finalized.
- 3) I/we declare that no legal/financial irregularities involving the Proprietor/Partner of the applicant (s) /firm are pending.
- 4) I/ we declare that our financial position is sound and we are competent to execute the contract.
- 5) I/we undertake that we will not stop the supply of items/services in the allotted canteen for whatsoever reasons.

(Signature of the Bidder with seal)

Name and address of the Bidder



(To be typed on the official letterhead of the firm/Bidder)

Chairperson

Canteen Committee

Islamic University of Science & Technology Awantipora, J&K

Sub: Tender for shop Services in IUST, Awantipora

Sir,

- 1) I/We hereby agree to abide by all terms and conditions laid down in tender document.
- 2) This is to certify that/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
- 3) I/We abide by the provisions of the Contract Labour Act and other statutory provisions and any other charges applicable from time to time.
- 4) I/We will pay the wages to the personnel deployed as per laws in force as amended by the Government from time to time and shall be fully responsible for any violation.
- 5) I/We shall be personally responsible for the maintenance of hygiene and quality of services to be served through the canteen.

(Signature of the Bidder with seal)

Name and address of the Bidder



FINANCIAL BID FOR KIOSKS

NAME OF THE TENDERER:

Chairperson, Canteen Committee
Islamic University of Science and Technology
Awantipora, Pulwama.
Sir / Madam,
I / We / M/s _____

having office at _____
hereby submit our tender for providing Kiosk Service at University campus Our rate
for providing the Kiosk Services shall be as under:

Rent per month Rs _____

(In words) _____

for running of the KIOSK at _____

I / We affirm that I/we have read and fully understood the nature of job and the terms & conditions relating to this tender and agree to abide by the same.

In case of selection of my /our firm for providing Kiosk Service at IUST Campus, I shall execute an agreement with IUST within a period as may be prescribed by the University and shall also be bound by all such terms and conditions laid therein, which might be subsequently incorporated in the agreement to be signed by us.

For & on behalf of M/s _____

(Authorized Signatory)

Name: _____

Authorised Stamp: _____

**AWANTIPORA, KASHMIR.****MENU AND RATE LIST OF EATABLES TO BE SERVED AT IUST KIOSKS**

S.NO	Description	Rate
1	BOILED EGGS (2PCS)	20
2	FRUIT/PLAIN CAKE (5PCS)	20
3	CHICKEN PATTIE	40
4	BUTTER TOAST WITH BUTTER 10GM (2 SLICES)	25
5	BURGER VEG.	60
6	SAMOSA / MATHI	10
7	BREAD PAKODA	10
8	FRENCH FRIES (150 GM)	60
9	SWEET CORN (250 GM)	45
10	MAGGI PLAIN (RS 10 PKT)	30
11	CHICKEN SANDWICH	70
12	PASTA	40
13	VEG. SANDWICH	60
14	TEA (150 ML)	20
15	COFFEE (125ML)	30
16	GREEN TEA (125ML)	20
17	ICED TEA (250 ML)	35
18	KASHMIRI KEHWA (125ML) WITH SHERMALL	25
19	COLD COFFEE (250 ML)	50
20	LEMON TEA (125ML)	20
21	POTATO SHOTS	65
22	CHICKEN BURGER	80
23	CHEEZE FRIES	80
PACKED ITEMS: BISCUITS, ICE CREAM, CAKE, NAMKEENS AS PER MRP		

Items can be added if any on the demand of Stockholders, viz., Faculty, Employees and Students, with the Approval of the Competent authority.



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

TENDER NOTICE FOR RUNNING OF PROVISIONAL STORE AT IUST CAMPUS

Sealed tenders affixed with revenue stamp worth Rs. 5/- are invited for and on behalf of the Vice Chancellor of Islamic University of Science & Technology, Awantipora, from registered service providers for running of **PROVISIONAL STORE** in the University at Main Campus. A detailed tender document can be collected from the office of the Estates on all working days (Monday – Friday) between 09: 00 am to 04:30 pm w.e.f **10-02-2026** or can be downloaded from the University Website at www.iust.ac.in. Tender documents complete in all respects should be submitted in the office of the Estates by or before **25-02-2026** and the tender should be super-scribed as “Tender for Running of Provisional Store”. Detailed Tender documents is available on the University website www.iust.ac.in

Sd/-
Deputy Registrar Estates

No: IUST/ Canteens/Tender/26/47

Dated: 10 -02-2026



**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
AWANTIPORA, KASHMIR**

**ISLAMIC UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

FOR RUNNING OF PROVISIONAL STORE

1- UNIVERSITY AVENUE,
AWANTIPORA, PULWAMA, 192122, J&K

P. Box No: 89 GPO Srinagar

EPABX: +91933-247954-955

Fax: +91933-247316

www.iust.ac.in

E-mail: canteen.committee@iust.ac.in



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

PROVISIONAL STORE

For and on behalf of the Vice Chancellor, Islamic University of Science and Technology, Awantipora, Jammu and Kashmir State, Tenders (in two-cover system) are invited for the operation of the University Provisional Store by reputed companies, vendors, and agencies.

The following is the necessary information:

S. No.	Name of work	Details
1	University Provisional Store	First Floor of the Multi-use facility Centre i) Space Size 35'.10" x 14'.0
2	Period of Contract	Two years (further extendable by 1 year, based upon the feedback received from Students / Staff)
3	Cost of document	Rs. 500/- in the form of a Demand Draft, favouring Finance Officer, IUST(non-refundable)
4	Earnest Money Deposit (EMD)	Rs.10,000/- in the form of CDR favouring Finance Officer, IUST (refundable for successful bidder)
5	Security Deposit (For successful Bidder only)	CDR @ 10,000/- only in favour of Finance Officer, Islamic University of Science and Technology, Awantipora (to be submitted by the successful bidder within 03 working days from the date of issuance of Contract)
6	Minimum rent per month	12,000/- Twelve Thousand Only.
7	Document Download Start Date	10-02-2026
8	Last Date for Submission of Documents	25-02-2026
9	Address / Date / Time of Opening of Tender	Bids shall be opened at the Office of the Chairperson, Canteen Committee. (Date & Time shall be notified separately)
10	Availability of Tender document	Tender document can be downloaded from the University website: www.iust.ac.in
11	Bid Validity	90 Days
12	Bidder Stamp	All the authorized persons/bidders shall carry their respective Authorized Stamps on the date of Opening of Tenders (who wish to be present for the said purpose).

Note: Before submitting the bids, bidders are requested to go through the complete tender document



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

INSTRUCTIONS TO BIDDERS REGARDING TENDERING PROCESS

Tender must be submitted in two sealed envelopes separately i.e., the tender form duly signed on every page (page no's should be written on all pages) along with all the technical documents in one envelope (**Envelope - A**) and the offer / price bid on the prescribed Performa in the second envelope (**Envelope - B**). Both envelopes are to be sealed in **Master Envelope** and the name of tenderer with address and telephone number should be clearly mentioned on the envelopes. In case of any incomplete document/information submitted by the tenderer, the tender may be rejected without assigning any reason thereof.

- **Packet:1:Technical Bid**

- a. Professional experience for running of the Salon or other relevant work in a similar environment like Universities, Colleges etc. duly supported with documentary proof for at least one year.
- b. License/Registration from the concerned Authorities for running of the such services
- c. Copies of Registration for GST and the Govt. Labour Department
- d. Income Tax Return for the last two years along with a copy of PAN card of the Firm.
- e. Domicile Certificate and Aadhaar card of the Bidder
- f. DD of Rs 500 favoring Finance Officer, IUST (Non-refundable
- g. CDR of Rs. 10,000/- favoring Finance Officer, IUST (refundable)

- **Packet: 2: Financial Bid**

- a. Financial bids of only those agencies shall be considered, whose technical bids are complete in all respects and qualify the criteria as per tender document.
- b. The tenderer should quote the monthly rent running the facility. University will provide only the space for the same.
- c. Rent quoted should be covered with transparent tape and put in a separate envelope.
- d. IUST will not be responsible for delay in submission due to any reasons.
- e. Conditional bidding shall not be entertained.
- f. Bidders may contact office of the Estates, IUST for any guidance or query.
- g. Any corrigendum or subsequent information shall be updated on the tender portal/University website only. Bidders should keep track of the same.



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

General Conditions

1. Incomplete or conditional tenders will not be entertained.
2. The committee reserves the right to accept or reject any tender without assigning reasons.
3. The contract will be awarded for two years, extendable by one year based on performance.
4. Negligence in service may lead to penalties or termination of the contract.
5. The contract will be awarded on the basis of the highest Rent. However, the minimum Rent should not be less than **Rs. 12000/-** per month, in addition to the payment of electricity charges as per actual consumption.
6. The service provider shall have to pay the **three months' rent in advance within 10 days** from allotment and advance rent shall be adjusted in the last three months of the agreement,

For further details, please refer to the tender document or contact the chairperson, Canteen Committee, IUST at canteen.committee@iust.ac.in

Sd/- Member Secretary
Canteen Committee
Islamic University of Science and Technology



Terms and Conditions

1. Examination of Terms

- The approved contractor/bidder must carefully examine all terms and conditions outlined in this document.
- For any doubts or clarifications, the contractor should consult the Office of the Estates before submitting the tender.

2. Acceptance of Tenders

- Incomplete or conditional tenders will not be accepted.
- The Canteen committee reserves the right to accept or reject any tender/quotation without assigning any reasons, in the best interest of the university.

3. Rate Finalization

- Once the contract is allocated to the successful bidder, no changes in rates will be permitted.

4. Duration of Contract

- The contract shall remain valid for one year from the date of issue.
- It may be extended for an additional year based on satisfactory performance, provided payment for the extended period (as decided by the Canteen Committee) is deposited within one week of approval.

5. Allotment and Payment

- The contract will be awarded to the bidder who qualifies and offers the highest rent.
- The successful bidder must pay three months' rent in advance within 10 days of allotment. This amount will be adjusted as the rent for the final three months of the agreement.
- Failure to make payment within the stipulated time will result in cancellation of the allotment, with the opportunity passed to the next highest bidder.

6. Contractor Negligence

- Any form of negligence on the part of the contractor will result in immediate cancellation of the contract, forfeiture of performance security, and further penalties as necessary.

7. Penalties

- A penalty of ₹1000 per day will be levied for non-supply of Shop eatables or sudden stoppage of services, with repeated violations leading to contract termination.

8. Upkeep of Premises

- The contractor shall be solely responsible for maintaining the allotted premises, including furniture, electrical fittings, and equipment's.
- Proper hygiene of the shop must be ensured at all times.
- As per the waste management policy, it is the duty of the Service Provider to collect and segregate all dry and wet waste products in their respective bins. All the collected wastes shall be removed/transported from the University premises through Municipality committee Awantipora.

9. Handover and Takeover

- Proper handing over and taking over of inventory must be conducted at the beginning and conclusion of the contract period.



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

10. Electricity & water Charges

- Water and electricity charges shall be paid separately as per the actual consumption.
- Charges must be deposited in the University account based on the bill raised for actual consumption by the Engineering wing and copy of the same shall be deposited in the Office of the Estates.

11. Subletting

- Subletting the allotted space/premises, wholly or partially, to another party is strictly prohibited.

12. Signatory Authority

- All correspondence, letters, and documents must be signed by the same individual who signed the original tender.
- Any change must be supported by an affidavit duly attested by a 1st Class Judicial Magistrate.

13. Liability for Loss or Theft

- The University shall not be held responsible for theft or loss of property within the premises during the contract period.
- The contractor will be liable for compensating any property damage or loss.

14. Inspection and Penalties

- The University administration may conduct inspections of the items present in the store.

15. Prohibition of Plastic/Harmful items.

- The use of plastic for serving items in the shop is strictly prohibited. Also the sale of harmful items in the shop is strictly prohibited. If so found, penalty should be imposed upon the Service provider.

16. Child Labour

- Employing child labour is strictly prohibited, and the contractor must adhere to all relevant labor laws.

17. Jurisdiction

- In case of any dispute, there shall be an arbitration mode preferable and if the arbitration does not work, then the courts of local jurisdiction shall be the competent court.

18. Pricing and Sales

- The contractor must sell eatables at approved rates.
- Rate changes require prior permission from the Canteen Committee.
- Overcharging or serving unhygienic food may result in penalties as per the law. Also shall lead to termination of the contract.

19. Complaint Box

- A complaint box must be installed outside the shop for customer grievances, monitored by the University's Canteen Committee.

20. Air Conditioners

- If required, air conditioners must be installed at the contractor's cost with committee



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

approval. These may be removed by the contractor after the completion of the contract.

21. Furniture

- The successful bidders may arrange the furniture for the running of the rented spaces and shall be lifted back after the successful completion of the Contract.

21. CCTV Installation

- The contractor must install CCTV cameras with recording facilities in and around the allotted area.
- Recorded footage must be provided to University authorities upon request.

22. General Financial Rules

- All terms and conditions will comply with the General Financial Rules 2017.

23. Acceptance of Terms

- By signing this agreement, the contractor agrees to abide by all terms and conditions.
- All pages of the document must be signed as proof of acceptance without overwriting or cutting.

24. Accommodation

- The University will not be responsible for providing any residential accommodation to the personnel deployed by the Allottee.

25. Termination by University:

- The University reserves the right to terminate the contract at any time without assigning any reason.

26. Termination by Contractor:

- The contractor may terminate the contract by giving one month's prior written notice to the University.

27. Certificates

- The Service provider shall be under obligation to obtain the following certificates from each staff during the period of the Contract:
- Medical fitness certificate from the authorized Medical Officer.
- Character certificates from their respective Police Stations.
- Certificate specifying the age of the worker as not less than 18 years

Acknowledgment

Signature of Contractor with Seal Name: _____

Address: _____

Date: _____



**SERVICES AND FACILITIES REQUIRED FOR THE RUNNING OF THE
PROVISIONAL STORE**

1. The Provisional Store shall remain open for all days in a week during the time as decided by the University. Any closure must be done with the approval of the Competent Authority of the University and proper prior notification among the residents of the campus.
2. Weights and measures of approved Government agencies only to be used. Weighing should be done only on electronic government-approved brand machines with adequate backup machines. Weighing by traditional instruments is strictly not allowed.
3. The Allottee shall arrange his/her own furniture, installations, shelves, etc. inside the Shop.
4. Articles required/sold shall be of the best available quality, reliable and economical. The approved articles/ items sold/ stored for sale in the shop shall be of good quality. In case of sub-standard quality found by the Competent Authority or any other officer authorized by him on his behalf may seize entirely or partly and destroy thereof.
5. The rate of various items, and services are to be displayed in the shop. Receipt shall be provided to all customers for every item sold whether the same is demanded/ or not demanded by the customer.
6. Old/stale/expired items (i.e... beyond expiry date) should not be kept in the shop.
7. Usage of plastic bags is highly discouraged. Cloth bags should be made available for users (at nominal charges). Use of Paper bags/plates/cups/etc. is encouraged.



Annexure-1

SCOPE OF WORK PROVISIONAL STORE:

- **Groceries:** Offer a range of staple foods, including rice, pasta, lentils, and canned goods.
- **Snack Section:** Include a variety of snacks such as chips, cookies, nuts, and healthy snack options.
- **Personal Care Products:** Provide toiletries like toothpaste, shampoo, soap, and other personal care essentials.
- **Cleaning Supplies:** Include basic cleaning products such as detergents, dishwashing liquid, and cleaning cloths.
- **Frozen Foods:** Offer a selection of frozen foods like ready-to-eat meals, frozen vegetables, and ice cream.
- **Dairy Products:** Stock dairy items such as milk, yogurt, cheese, and butter.
- **Convenience Items:** Provide everyday convenience items like batteries, light bulbs, and phone chargers.



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

ANNEXURE-2

**(To be typed on the official letterhead of the firm/Bidder) Chairperson
Canteen Committee
Islamic University of Science & Technology Awantipora, J&K**

Subject: - Undertaking/letter of acceptance.

Sir,

- 1) I/we do agree for all clauses, terms and conditions of the tender documents.
- 2) I/ we agree to abide the contract for a period of two years to provide the services from the date of award of the contract which may be extended by the committee till the new rate contract is finalized.
- 3) I/we declare that no legal/financial irregularities involving the Proprietor/ Partner of the applicant (s) /firm are pending.
- 4) 1/ we declare that our financial position is sound and we are competent to execute the contract.
- 5) I/we undertake that we will not stop the supply of items/services in the allotted shop for whatsoever reasons

**(Signature of the Bidder with seal)
Name and address of the Bidder**



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

ANNEXURE-3

(To be typed on the official letterhead of the firm/Bidder)

Chairperson Canteen

Committee

Islamic University of Science & Technology Awantipora, J&K

Sub: Tender for Shop Services in IUST, Awantipora

Sir,

- 1) I/We hereby agree to abide by all terms and conditions laid down in tender document.
- 2) This is to certify that/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
- 3) I/We abide by the provisions of the Contract Labour Act and other statutory provisions and any other charges applicable from time to time.
- 4) I/We will pay the wages to the personnel deployed as per laws in force as amended by the Government from time to time, and shall be fully responsible for any violation.
- 5) I/We shall be personally responsible for the maintenance of hygiene and quality of services to be served through the shop.

**(Signature of the Bidder with seal)
Name and address of the Bidder**



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

ANNEXURE-4

COMMERCIAL BID FOR Provisional Store AT IUST, CAMPUS

Full Name/ Proprietor: - _____

Minimum Rent Fixed (per month): - Rs.12,000/-

Bid/Quoted Rent (per month): _____

The undersigned Mr. / Ms._____.

A resident of _____ have read all the Terms & Conditions mentioned in this bid document and shall abide with the same. I hereby submit my unconditional quote.

Signature of the Bidder: _____

Name of the Bidder: _____.

Address: _____.

Contact Details: _____.

Date: _____.



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

TENDER NOTICE FOR RUNNING OF SALON SHOP AT IUST CAMPUS

Sealed tenders affixed with revenue stamp worth Rs. 5/- are invited for and on behalf of the Vice Chancellor of Islamic University of Science & Technology, Awantipora, from registered service providers for running of **SALON SHOP** in the University at Main Campus. A detailed tender document can be collected from the office of the Estates on all working days (Monday – Friday) between 09: 00 am to 04: 30 pm w.e.f **10-02-2026** or can be downloaded from the University Website at www.iust.ac.in. Tender documents complete in all respects should be submitted in the office of the Estates by or before **25-02-2026** and the tender should be supercribed as “Tender for Running of Salon”. Detailed Tender documents is available on the University website www.iust.ac.in

Sd/-
Deputy Registrar Estates

No: IUST/ Canteens/Tender/26/50

Dated: 10 -02-2026



**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
AWANTIPORA, KASHMIR**

**ISLAMIC UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

FOR RUNNING OF SALON SHOP

1- UNIVERSITY AVENUE,
AWANTIPORA, PULWAMA, 192122, J&K

P. Box No: 89 GPO Srinagar

EPABX: +91933-247954-955

Fax: +91933-247316

www.iust.ac.in

E-mail: canteen.committee@iust.ac.in



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

SALON

For and on behalf Of the Vice Chancellor, Islamic University of Science and Technology, Awantipora, Jammu and Kashmir State, Tenders (in two-cover system) are invited for the operation of the University Salon by reputed companies, vendors, and agencies.

The following is the necessary information:

S. No.	Name of work	Details
1	University Salon	First Floor of the Multi-use facility Centre i) Space Size 8'.3" x 14'.4"
2	Period of Contract	Two years (further extendable by 1 year, based upon the feedback received from Students / Staff)
3	Cost of document	Rs. 500/- in the form of a Demand Draft, favoring Finance Officer, IUST(non-refundable)
4	Earnest Money Deposit (EMD)	Rs. 5,000/- in the form of CDR favouring Finance Officer, IUST (refundable)
5	Security Deposit (For successful Bidder only)	CDR @ 10,000/- only in favour of Finance Officer, Islamic University of Science and Technology, Awantipora (to be submitted by the successful bidder within 03 working days from the date of issuance of Contract)
6	Minimum rent per month	4000/- Four Thousand Only.
7	Document Download Start Date	10-02-2026
8	Last Date for Submission of Documents	25-02-2026
9	Address /Date / Time of Opening of Tender	Bids shall be opened at the Office of the Chairperson, Canteen Committee.(Date & Time shall be notified separately)
10	Availability of Tender document	Tender document can be downloaded from the University website: www.iust.ac.in
11	Bid Validity	90 Days
12	Bidder Stamp	All the authorized persons/bidders shall carry their respective Authorized Stamps on the date of Opening of Tenders (who wish to be present for the said purpose).

Note: Before submitting the bids, bidders are requested to go through the complete tender document



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

INSTRUCTIONS TO BIDDERS REGARDING TENDERING PROCESS

Tender must be submitted in two sealed envelopes separately i.e., the tender form duly signed on every page (page no's should be written on all pages) along with all the technical documents in one envelope (**Envelope - A**) and the offer / price bid on the prescribed Performa in the second envelope (**Envelope - B**). Both envelopes are to be sealed in **Master Envelope** and the name of tenderer with address and telephone number should be clearly mentioned on the envelopes. In case of any incomplete document/information submitted by the tenderer, the tender may be rejected without assigning any reason thereof.

- **Packet:1:Technical Bid**

- a. Professional experience for running of the Salon or other relevant work in a similar environment like Universities, Colleges etc. duly supported with documentary proof for at least one year.
- b. License/Registration from the concerned Authorities for running of the such services
- c. Copies of Registration for GST and the Govt. Labour Department
- d. Income Tax Return for the last two years along with a copy of PAN card of the Firm.
- e. Domicile Certificate and Aadhaar card of the Bidder
- f. DD of Rs 500/- favoring Finance Officer, IUST (Non-refundable)
- g. CDR of Rs. 5,000/- favoring Finance Officer, IUST (refundable)

- **Packet: 2: Financial Bid**

- a. Financial bids of only those agencies shall be considered, whose technical bids are complete in all respects and qualify the criteria as per tender document.
- b. The tenderer should quote the monthly rent running the facility. University will provide only the space for the same.
- c. Rent quoted should be covered with transparent tape and put in a separate envelope.
- d. IUST will not be responsible for delay in submission due to any reasons.
- e. Conditional bidding shall not be entertained.
- f. Bidders may contact office of the Estates, IUST for any guidance or query.
- g. Any corrigendum or subsequent information shall be updated on the tender portal/University website only. Bidders should keep track of the same.



General Conditions

1. Incomplete or conditional tenders will not be entertained.
2. The committee reserves the right to accept or reject any tender without assigning reasons.
3. The contract will be awarded for two years, extendable by one year based on performance.
4. Negligence in service may lead to penalties or termination of the contract.
5. The contract will be awarded on the basis of the highest Rent. However, the minimum Rent should not be less than Rs. **4000/-** per month, in addition to the payment of electricity charges as per actual consumption.
6. The service provider shall have to pay the **three months' rent in advance within 10 days** from allotment and advance rent shall be adjusted in the last three months of the agreement,

For further details, please refer to the tender document or contact the Chairperson, Canteen Committee, IUST at canteen.committee@iust.ac.in

Sd/- Chairperson
Canteen Committee
Islamic University of Science and Technology



Terms and Conditions

1. Examination of Terms

- The bidding firms are advised to carefully study all clauses contained in these Special Terms and Conditions before submitting their bids. Firms willing to participate in the tender may visit the Islamic University of Science and Technology (IUST), Awantipora, to familiarize themselves with the location, nature, and scope of salon services before submission of bids.

2. Contract Implementation

Subletting / Sub-contracting:

- Subletting or subcontracting of the allotted salon premises or services shall not be permitted under any circumstances.

Age and Medical Fitness:

- No person below the age of **18 years** shall be engaged for salon services. The contractor shall submit.
- Proof of age of deployed staff, and Medical fitness certificate from an authorized Medical Officer certifying that the personnel are fit for work and free from contagious diseases.

Working Hours:

- Salon working hours shall ordinarily be **up to 8 hours per day**, excluding breaks. Timings and break periods shall be fixed by the authorized representative of the University.

Change of Staff:

- The contractor shall not replace or change any deployed employee without prior approval of the authorized representative of the University.
- The contractor shall provide valid contact details (office/residence/mobile) for communication purposes.

Accidents and Compensation:

- The contractor shall be fully responsible for any accident, injury, or loss of life to the personnel deployed and shall pay compensation as per applicable laws.
- In case of default, the University may recover such amount from the contractor.
- The contractor and staff shall strictly follow all security procedures of IUST. Staff shall be liable for checking and search by University security personnel.

The contractor shall be responsible for the conduct of deployed staff.

Termination by University:

- The University reserves the right to terminate the contract at any time without assigning any reason.

Termination by Contractor:

- The contractor may terminate the contract by giving one month's prior written notice to the University.

3. Safety and Hygiene:

- The contractor shall strictly follow all safety and hygiene procedures.
- All salon tools, equipment, towels, and accessories shall be clean, sanitized, and hygienic. The contractor shall provide necessary protective and hygiene materials as required.



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

- The contractor shall ensure that deployed staff maintain proper personal hygiene and are medically fit.
Medical check-ups, if required by the University, shall be conducted at the contractor's Cost.
- The contractor shall be liable for all expenses, damages, or compensation arising out of injury or loss of life of deployed personnel while on duty.

4. Security:

- The contractor and all personnel deployed shall have **no adverse police record** and must possess good character. Police verification and character verification of all staff shall be ensured by the contractor, and proof of initiation shall be submitted within **45 days** of signing the contract.
- Any staff found indulging in undesirable activities shall be removed immediately on University's direction.
- The University reserves the right to **disallow deployment of any staff member** without assigning any reason.
- Any damage to University property or harm to University employees, students, or visitors caused by the contractor or staff shall make the contractor liable for compensation and/or legal action as per law.

5. General Conditions:

- Personnel deployed by the contractor shall **not have any claim** for permanent or temporary employment in the University.
- The University may conduct periodic or surprise inspections of salon services. Poor performance may result in penalties, short-closure, or termination of the contract, including forfeiture of security deposit.
- In case of misconduct or misbehavior by any staff member, the contractor shall remove such employee immediately without contest.
- Salon staff shall not engage in trade union activities within the University campus. Any such activity affecting services or security shall lead to termination of the contract.
- Staff shall not indulge in any undesirable activities, business dealings, or unauthorized interactions within the University premises.
- Personnel shall remain confined to the designated salon area and shall not visit unauthorized places without permission.
- No residential accommodation shall be provided by the University.

6. Allotment and Payment

- The contract will be awarded to the bidder who qualifies and offers the highest bid.
- The successful bidder must pay three months' rent in advance within 10 days of allotment. This amount will be adjusted as the rent for the final three months of the agreement.
- Failure to make payment within the stipulated time will result in cancellation of the allotment, with the opportunity passed to the next highest bidder.

7. Handover and Takeover

- Proper handing over and taking over of inventory must be conducted at the beginning and conclusion of the contract period.



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

8. Electricity & Water Charges

- Water and electricity charges shall be paid separately as per the actual consumption. Charges must be deposited in the University account based on the bill raised for actual consumption by the Engineering wing and copy of the same shall be deposited in the Office of the Estates.

9. Liability for Loss or Theft

- a. The University shall not be held responsible for theft or loss of property within the premises during the contract period.
- b. The contractor will be liable for compensating any property damage or loss.

10. Jurisdiction

- In case of any dispute, there shall be an arbitration mode preferable and if the arbitration does not work, then the courts of local jurisdiction shall be the competent court.

11. Display of Rates

- c. Approved rates for all services must be prominently displayed.

12. CCTV Installation

- d. The contractor must install CCTV cameras with recording facilities in and around the allotted area.
- e. Recorded footage must be provided to University authorities upon request.

Acknowledgment

Signature of Contractor with Seal Name: _____

Address: _____

Date: _____



SERVICES AND FACILITIES REQUIRED FOR RUNNING OF SALON

1. The shop shall remain open for all days in a week during the time as decided by the University. Any closure must be done with the approval of the Competent Authority of the University and proper prior notification among the residents of the campus.
2. The Allottee shall arrange his/her own furniture, partitions, installations, shelves, etc. inside the Shop.
3. Articles required/sold shall be of the best available quality, reliable and economical. The approved articles/ items in the shop shall be of good quality, in case anything sub-standard is found by the Competent Authority or any other officer authorized by him on his behalf. The same shall be seized in entirely or partly and destroyed thereof.
4. The Allottee shall keep a Suggestion/Complaint Book which shall be made available on counters to the Customers and authorized Officer(s) of the University shall have the right to see all these Suggestions/Complaint Books as and when required.
5. All standard services provided in the salon like hair cutting, hair styling, trimming, shaving, massage, Hair Coloring, facial treatments, beauty services, Regular and Formal Styling, etc. should be made available in the salon for customers.
6. The service charges for providing various services must be approved by the University Administration before implementation. The Vendor/Service Provider shall prominently display the rates of services at the shop appropriately.
7. The timing of the Shop would be from 09:00 am to 07:00 pm the timing may vary as per the requirement of the university. Any change in the timing will require the permission of the university administration.
8. Standard companies/reputed branded products only will be used in the salon which have no adverse effect/reaction on the skin.
9. Shaving blades used should be discarded. Instead, new blades should be used for each customer.
10. Old/ stale/ expired items should not be kept in the shop. Care should be taken to avoid injury to customers via sharp objects/blades/trimmers during hair cutting etc. Disinfectants like Dettol/ Salon etc. and first aid measures should be available in the salon.
11. To avoid contamination, tools & equipment should always be sanitized and disinfected after each use. Before disinfecting tools, they should be sanitized regularly. Every tool and equipment should be cleaned and disinfected. Plus, the salon needs to be sanitized periodically.
12. At all times, the staff of the salon must wear disposable gloves, aprons, and closed-toed shoes (and PPE, if required). They must dispose of gloves and get their aprons sterilized with each customer. The Vendor/Service Provider should only use clean, disinfected, tools and implements on customers.



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13. The charges for providing different salon services shall be fixed at a nominal rate and should not be above the standard market price. The final rate will be fixed based on mutual consent between the University and the successful Vendor/Service Provider. The price list should be displayed in the salon.
14. The Vendor/Service Provider shall not charge rates exceeding the ones approved by the University. The rates once decided should be strictly adhered to and cannot be changed under any circumstances without prior approval of the University. There is a provision of a periodical review of rates of salon services with the mutual consent of both parties.



SCOPE OF WORK FOR SALON:

- **Hair Services:** Haircuts for men and blow-drying. Hair coloring and highlights.
- **Nail Services:** Manicures and pedicures.
- **Skin Care Services:** Facials and skincare treatments Waxing services
- **Massage Therapy:** Relaxing massages: Head and shoulder massages
- **Beauty Products:** Offer a selection of quality beauty and hair care products for purchase.
- **Appointment System:** Implement an efficient appointment system for smooth customer experience.
- **Hygiene and Cleanliness:** Prioritize hygiene standards to create a clean and inviting environment.
- **Student Discounts:** Consider offering special discounts for university students.
- **Comfortable Waiting Area:** Provide a comfortable waiting area with magazines and a soothing ambiance.



ANNEXURE-2

(To be typed on the official letterhead of the firm/Bidder)

Chairperson

Canteen Committee

Islamic University of Science & Technology Awantipora, J&K

Subject: - Undertaking/letter of acceptance.

Sir,

- 1) I/we do agree for all clauses, terms and conditions of the tender documents.
- 2) I/ we agree to abide the contract for a period of two years to provide the services from the date of award of the contract which may be extended by the committee till the new rate contract is finalized.
- 3) I/we declare that no legal/financial irregularities involving the Proprietor/ Partner of the applicant (s) / firm are pending.
- 4) 1/ we declare that our financial position is sound and we are competent to execute the contract.
- 5) I/we undertake that we will not stop the supply of services in the allotted shop for whatsoever reasons.

**Signature of the Bidder with seal
Name and address of the Bidder**



ANNEXURE-3

(To be typed on the official letterhead of the firm/Bidder)

Chairperson

Canteen Committee

Islamic University of Science & Technology Awantipora, J&K

Sub: Tender for shop Services in IUST, Awantipora

Sir,

- 1) I/We hereby agree to abide by all terms and conditions laid down in tender document.
- 2) This is to certify that/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
- 3) I/We abide by the provisions of the Contract Labour2 Act and other statutory provisions and any other charges applicable from time to time.
- 4) I/We will pay the wages to the personnel deployed as per laws in force as amended by the Government from time to time and shall be fully responsible for any violation.
- 5) I/We shall be personally responsible for the maintenance of hygiene and quality of services to be served through the shop.

**(Signature of the Bidder with seal)
Name and address of the Bidder**



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

ANNEXURE-4

COMMERCIAL BID FOR SALON AT IUST, CAMPUS

Full Name/ Proprietor: _____

Minimum Rent Fixed (per month): - Rs. **4000/-**

Bid/Quoted Rent (per month):

The undersigned Mr. / Ms. _____.

A resident of _____ have read all the Terms & Conditions mentioned in this bid document and shall abide with the same. I hereby submit my unconditional quote.

Signature of the Bidder: _____

Name of the Bidder: _____.

Address: _____.

Contact Details: _____.

Date: _____.



**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
AWANTIPORA, KASHMIR**

**TENDER NOTICE FOR RUNNING OF DOCUMENTATION CUM
STATIONERY SHOP AT IUST CAMPUS**

Sealed tenders affixed with revenue stamp worth Rs. 5/- are invited for and on behalf of the Vice Chancellor of Islamic University of Science & Technology, Awantipora, from registered service providers for running of **DOCUMENTATION CUM STATIONERY SHOP** in the University at Main Campus. A detailed tender document can be collected from the office of the Estates on all working days (Monday – Friday) between 09: 00 am to 04: 30 pm w.e.f **10-02-2026** or can be downloaded from the University Website at www.iust.ac.in. Tender documents complete in all respects should be submitted in the office of the Estates by or before **25-02-2026** and the tender should be super-scribed as “Tender for Running of **DOCUMENTATION CUM STATIONERY SHOP**”. Detailed Tender documents is available on the University website www.iust.ac.in

Sd/-

Deputy Registrar Estates

No: IUST/ Canteens/ Shop/Tender/26/48

Dated: 10 -02-2026



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

ISLAMIC UNIVERSITY OF SCIENCE AND TECHNOLOGY

FOR RUNNING OF DOCUMENTATION CUM STATIONERY SHOP

1- UNIVERSITY AVENUE,
AWANTIPORA, PULWAMA, 192122, J&K
P. Box No: 89 GPO Srinagar
EPABX: +91933-247954-955
Fax: +91933-247316
www.iust.ac.in
E-mail: canteen.committee@iust.ac.in



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY

AWANTIPORA, KASHMIR

Documentation Cum Stationery Shop

For and on behalf of the Vice Chancellor, Islamic University of Science and Technology, Awantipora, Jammu and Kashmir State, Tenders (in two-cover system) are invited for the operation of the University Documentation Centre by reputed companies, vendors, and agencies.

The following is the necessary information:

S. No.	Name of work	Details
1	University Documentation Centre	First Floor of the Multi-use facility Centre i) Space Size: 7'.6" x 15'.9" ii) Space Size: 7'.6" x 15'.9"
2	Period of Contract	Two years (further extendable by 1 year, based upon the feedback received from Students / Staff)
3	Cost of document	Rs. 500/- in the form of a Demand Draft, favoring Finance Officer, IUST(non-refundable)
4	Earnest Money Deposit (EMD)	Rs.10,000/- in the form of CDR favouring Finance Officer, IUST (refundable for successful bidder)
5	Security Deposit (For successful Bidder only)	CDR @ 10,000/- only in favour of Finance Officer, Islamic University of Science and Technology, Awantipora (to be submitted by the successful bidder within 03 working days from the date of issuance of Contract)
6	Minimum rent per month	12000/- Twelve Thousand Only.
7	Document Download Start Date	10-02-2026
8	Last Date for Submission of Documents	25-02-2026
9	Address /Date / Time of Opening of Tender	Bids shall be opened at the Office of the Chairperson, Canteen Committee.(Date & Time shall be notified separately)
10	Availability of Tender document	Tender document can be downloaded from the University website: www.iust.ac.in
11	Bid Validity	90 Days
12	Bidder Stamp	All the authorized persons/bidders shall carry their respective Authorized Stamps on the date of Opening of Tenders (who wish to be present for the said purpose).

Note: Before submitting the bids, bidders are requested to go through the complete tender document.



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

INSTRUCTIONS TO BIDDERS REGARDING TENDERING PROCESS

Tender must be submitted in two sealed envelopes separately i.e., the tender form duly signed on every page (page no's should be written on all pages) along with all the technical documents in one envelope (**Envelope - A**) and the offer / price bid on the prescribed Performa in the second envelope (**Envelope - B**). Both envelopes are to be sealed in **Master Envelope** and the name of tenderer with address and telephone number should be clearly mentioned on the envelopes. In case of any incomplete document/information submitted by the tenderer, the tender may be rejected without assigning any reason thereof.

• Packet: 1: Technical Bid

- a. Professional experience for running of the Documentation Centre or other relevant work in a similar environment like Universities, Colleges etc. duly supported with documentary proof for at least one year.
- b. License/Registration from the concerned Authorities for running of the such services
- c. Copies of Registration for GST and the Govt. Labour Department
- d. Income Tax Return for the last two years along with a copy of PAN card of the Firm.
- e. Domicile Certificate and Aadhaar card of the Bidder
- f. DD of Rs 500/- favoring Finance Officer, IUST(Non-refundable
- g. CDR of Rs.10,000/- favoring Finance Officer, IUST (refundable)

• Packet: 2: Financial Bid

- a. Financial bids of only those agencies shall be considered, whose technical bids are complete in all respects and qualify the criteria as per tender document.
- b. The tenderer should quote the monthly rent running the facility. University will provide only the space for the same.
- c. Rent quoted should be covered with transparent tape and put in a separate envelope.
- d. IUST will not be responsible for delay in submission due to any reasons.
- e. Conditional bidding shall not be entertained.
- f. Bidders may contact office of the Estates, IUST for any guidance or query.
- g. Any corrigendum or subsequent information shall be updated on the tender portal / University website only. Bidders should keep track of the same.



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

General Conditions

1. Incomplete or conditional tenders will not be entertained.
2. The committee reserves the right to accept or reject any tender without assigning reasons.
3. The contract will be awarded for two years, extendable by one year based on performance.
4. Negligence in service may lead to penalties or termination of the contract.
5. The contract will be awarded on the basis of the highest Rent. However, the minimum Rent should not be less than Rs. **12000/-** per month, in addition to the payment of electricity charges as per actual consumption.
6. The service provider shall have to pay the **three months' rent in advance within 10 days** from allotment and advance rent shall be adjusted in the last three months of the agreement,

For further details, please refer to the tender document or contact the Chairperson, Canteen Committee, IUST at canteen.committee@iust.ac.in

Sd/- Chairperson
Canteen Committee
Islamic University of Science and Technology



Terms and Conditions

1. Examination of Terms

- a. The approved contractor/bidder must carefully examine all terms and conditions outlined in this document.
- b. For any doubts or clarifications, the contractor should consult the Office of the Estates before submitting the tender.

2. Acceptance of Tenders

- a. Incomplete or conditional tenders will not be accepted.
- b. The Canteen committee reserves the right to accept or reject any tender/quotation without assigning any reasons, in the best interest of the university.

3. Rate Finalization

- a. Once the contract is allocated to the successful bidder, no changes in rates will be permitted.

4. Duration of Contract

- a. The contract shall remain valid for two years from the date of issue.
- b. It may be extended for an additional year based on satisfactory performance, provided payment for the extended period (as decided by the Canteen Committee) is deposited within one week of approval.

5. Allotment and Payment

- a. The contract will be awarded to the bidder who qualifies and offers the highest bid.
- b. The successful bidder must pay three months' rent in advance within 10 days of allotment. This amount will be adjusted as the rent for the final three months of the agreement.
- c. Failure to make payment within the stipulated time will result in cancellation of the allotment, with the opportunity passed to the next highest bidder.

6. Contractor Negligence

- a. Any form of negligence on the part of the contractor will result in immediate cancellation of the contract, forfeiture of performance security, and further penalties as necessary.

7. Penalties

- a. A penalty of ₹1000 per day will be levied for non-supply of stationery items or sudden stoppage of services, with repeated violations leading to contract termination.

8. Upkeep of Premises

- a. The contractor shall be solely responsible for maintaining the allotted premises, including furniture, electrical fittings, and equipment's.
- b. As per the waste management policy, it is the duty of the Service Provider to collect and segregate all dry and wet waste products in their respective bins. All the collected wastes shall be removed/transported from the University premises through Municipality committee Awantipora.

9. Handover and Takeover

- a. Proper handing over and taking over of inventory must be conducted at the beginning and conclusion of the contract period.



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

10. Electricity & Water Charges

- Water and electricity charges shall be paid separately as per the actual consumption. Charges must be deposited in the University account based on the bill raised for actual consumption by the Engineering wing and copy of the same shall be deposited in the Office of the Estates.

11. Subletting

- Subletting the allotted space/premises, wholly or partially, to another party is strictly prohibited.

12. Signatory Authority

- a. All correspondence, letters, and documents must be signed by the same individual who signed the original tender.
- b. Any change must be supported by an affidavit duly attested by a 1st Class Judicial Magistrate.

13. Liability for Loss or Theft

- a. The University shall not be held responsible for theft or loss of property within the premises during the contract period.
- b. The contractor will be liable for compensating any property damage or loss.

14. Inspection and Penalties

- a. The University administration may conduct inspections of the stationery items, etc.

15. Child Labour

- a. Employing child labour is strictly prohibited, and the contractor must adhere to all relevant labor laws.

16. Jurisdiction

- In case of any dispute, there shall be an arbitration mode preferable and if the arbitration does not work, then the courts of local jurisdiction shall be the competent court.

17. Pricing and Sales

- a. The contractor must sell Stationary items at approved rates.
- b. Rate changes require prior permission from the Canteen Committee.
- c. Overcharging may result in penalties as per the law also shall lead to termination of the contract.

18. Display of Rates

- a. Approved rates for all items must be prominently displayed.

19. Complaint Box

- a. A complaint box must be installed outside the shop for customer grievances, monitored by the University's Canteen Committee.

20. Air Conditioners

- a. If required, air conditioners must be installed at the contractor's cost with committee approval. These may be removed by the contractor after the completion of the contract.

21. Furniture

The successful bidders may arrange the furniture for the running of the rented spaces and shall be lifted back after the successful completion of the Contract.



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

22. CCTV Installation

- a. The contractor must install CCTV cameras with recording facilities in and around the allotted area.
- b. Recorded footage must be provided to University authorities upon request.

23. General Financial Rules

- a. All terms and conditions will comply with the General Financial Rules 2017.

24. Acceptance of Terms

- a. By signing this agreement, the contractor agrees to abide by all terms and conditions.
- b. All pages of the document must be signed as proof of acceptance without overwriting or cutting.

25. Accommodation

- a. The University will not be responsible for providing any residential accommodation to the personnel deployed by the Allottee.

26. Termination by University:

- The University reserves the right to terminate the contract at any time without assigning any reason.

27. Termination by Contractor:

- The contractor may terminate the contract by giving one month's prior written notice to the University.

28. Certificates

- a. The Service provider shall be under obligation to obtain the following certificates from each staff during the period of the Contract:
- b. Medical fitness certificate from the authorized Medical Officer.
- c. Character certificates from their respective Police Stations.
- d. Certificate specifying the age of the worker as not less than 18 years

29. Acknowledgment

Signature of Contractor with Seal Name: _____

Address: _____

Date: _____



**SERVICES AND FACILITIES REQUIRED FOR RUNNING OF
DOCUMENTATION CUM STATIONERY SHOP.**

1. The Documentation cum Stationery shop shall remain open for all days in a week during the time as decided by the University. Any closure must be done with the approval of the Competent Authority of the University and proper prior notification among the residents of the campus.
2. The Allottee shall arrange his/her own furniture, installations, shelves, etc. inside the Shop.
3. Articles required/sold shall be of the best available quality, reliable and economical. The approved articles/ items sold/ stored for sale in the shop shall be of good quality. Case of sub-standard quality found by the Competent Authority or any other officer authorized by him on his behalf may seize entirely of partly and destroy thereof.
4. The rate of various items, and services are to be displayed in the shop. Receipt shall be provided to all customers for every item sold whether the same is demanded/ or not demanded by the customer.
5. Usage of plastic bags is highly discouraged. Cloth bags should be made available for users (at nominal charges).



ANNEXURE-1

SCOPE OF WORK

To run the Documentation Cum Stationery Shop at IUST, Awantipora, shall include the following services:

- Selling Stationery Items of good quality.
- **Photocopying (75 GSM paper):-** A4/A3/Legal Size Paper (Single Side/ Back to Back duplex)- Black/ Colour.
- **Spiral Binding / Comb Binding with OHP Sheets (Front & Back) of 175 microns:** Book containing up to 300 pages or more.
- **Strip Binding / Comb Binding with OHP Sheets (Front & Back) of 175 microns:** Book containing up to 300 pages or more.
- **Book Binding Saddle Stitched (Centre Stapled)/ Soft Cover/ Hard Cover (Case Binding):** Book containing up to 300 pages or more.
- **Lamination: 1/6th size, A4 Size, A3 Size, Foolscap Size, Visiting Card or Identity Card Size.**
- **Thesis / Dissertation:** Binding and Formatting.
- **High-Quality Photocopiers:** Invest in modern and efficient photocopier machines.
- **Document Scanners:** Include document scanners for digitized paperwork and offering electronic copies.
- **Printers:** Have reliable printers for producing documents and reports in various formats.
- **Binding Machines:** Offer binding services for projects, dissertations, and reports.
- **Laminating Machines:** Provide laminating services for preserving important documents.
- **Paper Cutting Equipment:** Paper-cutting tools for precision and customization.
- **Stationery Supplies:** Essential stationery items such as paper, pens, staples, and folders.
- **Document Organization Tools:** Include shelves and cabinets for neat storage of documents.
- **Computer Workstations:** For digital documentation and printing.
- **Payment Processing System:** Implement an efficient payment system for seamless transactions.
- **Signage and Pricing Displays:** Clearly display prices, services offered, and any promotional information.
- **Online Services Integration:** Explore options for online document submission and pickup services.



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY

AWANTIPORA, KASHMIR

ANNEXURE-2

(To be typed on the official letterhead of the firm/Bidder)

Chairperson

Canteen Committee

Islamic University of Science & Technology Awantipora, J&K

Subject: - Undertaking/letter of acceptance.

Sir,

- 1) I/we do agree for all clauses, terms and conditions of the tender documents.
- 2) I/ we agree to abide the contract for a period of two years to provide the services from the date of award of the contract which may be extended by the committee till the new rate contract is finalized.
- 3) I/we declare that no legal/financial irregularities involving the Proprietor/ Partner of the applicant (s) / firm are pending.
- 4) 1/ we declare that our financial position is sound and we are competent to execute the contract.
- 5) I/we undertake that we will not stop the supply of items/services in the allotted shop for whatsoever reasons.

**Signature of the Bidder with seal
Name and address of the Bidder**



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

ANNEXURE-3

(To be typed on the official letterhead of the firm/Bidder)

Chairperson

Canteen Committee

Islamic University of Science & Technology Awantipora, J&K

Sub: Tender for shop Services in IUST, Awantipora

Sir,

- 1) I/We hereby agree to abide by all terms and conditions laid down in tender document.
- 2) This is to certify that/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
- 3) I/We abide by the provisions of the Contract Labour Act and other statutory provisions and any other charges applicable from time to time.
- 4) I/We will pay the wages to the personnel deployed as per laws in force as amended by the Government from time to time and shall be fully responsible for any violation.
- 5) I/We shall be personally responsible for the maintenance of hygiene and quality the shop.

**(Signature of the Bidder with seal)
Name and address of the Bidder**



**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
AWANTIPORA, KASHMIR**

ANNEXURE-4

**COMMERCIAL BID FOR Documentation Cum Stationery shop AT IUST,
CAMPUS**

Full Name/ Proprietor: _____

Minimum Rent Fixed (per month): - Rs. **12000/-**

Bid/Quoted Rent (per month):

The undersigned Mr. / Ms. _____.

A resident of _____ have read all the Terms & Conditions mentioned in this bid document and shall abide with the same. I hereby submit my unconditional quote.

Signature of the Bidder: _____

Name of the Bidder: _____.

Address: _____.

Contact Details: _____.

Date: _____.