



D A R J E E L I N G H I L L S U N I V E R S I T Y

ITI Building, Bhasmey, Mungpoo, Darjeeling District, West Bengal—734313

Email: [contact@dhu.edu.in](mailto:contact@dhu.edu.in) Website: [www.dhu.edu.in](http://www.dhu.edu.in)

Recognised under Section 2(f) of the UGC Act, 1956

Reference Number: DHU/RGR/T-1/2026/06/159

Date: June 19, 2026

**TENDER NOTICE FOR AWARD OF CANTEEN CONTRACT AT**

**DARJEELING HILLS UNIVERSITY  
ITI CAMPUS, BHASMEY, MUNGPPOO, DISTRICT DARJEELING  
WEST BENGAL — 734313**

Tenders are invited from the experienced canteen contractors for the operating/running canteen in the University premises on yearly basis via tender number DHU/RGR/T-1/2026/06/159. The prescribed Tender Proforma containing Terms and Conditions can either be downloaded and printed from the Annexures of this Tender Notice or hard copies may be obtained from the Darjeeling Hills University office. The complete tender documents should reach the Registrar, Darjeeling Hills University, Mungpoo, by 06/07/2026 on or before 12 noon along with a tender fee of Rs. 500 (Rupees Five Hundred).

No	Activity	Date and Time
1	Start Date & Time for procuring of Tender documents	20/06/2026 12:00 PM
2	Last Date & Time for submitting tender at Darjeeling Hills University	06/07/2026 12:00 PM

Darjeeling Hills University reserves the right to accept or reject any or all the tenders or part of any tender without assigning any reason thereof.

S/d—  
Registrar (Additional Charge)  
Darjeeling Hills University



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## TERMS AND CONDITIONS

### 1. How to Apply

The Tender Documents should be submitted in a sealed envelope to the Registrar, Darjeeling Hills University, latest by 06/07/2026 on or before 12 noon. The bid should be supported with the proformas provided in this Tender Notice and relevant documents (self-attested).

### 2. Monthly Rent and Facilities

The Canteen premises consist of one room. A monthly rent of Rs. 3,000 (Rupees Three Thousand) will be charged from the service provider by the University for utilities and facilities such as electricity, water, parking and room space.

### 3. Requirement from the Contractor

#### a. Cleanliness and Hygiene

- i. The Contractor will ensure the highest standards of cleanliness, hygiene and safety in the kitchen and canteen. The contractors will ensure that all eatables are kept in safe and clean enclosures free from flies and insects. An adequate number of dustbins will be placed by the contractor in the kitchen and dining hall for proper disposal of garbage and the food waste in an eco-friendly manner. There should not be any littering of unused food or vegetables within the canteen.
- ii. The contractor and its staff will ensure that no used utensils viz. cups, trays, trolleys etc. are lying in the campus and the same should be disposed of properly.
- iii. The kitchen staff and serving staff shall use hand gloves, head cover and apron to maintain hygienic conditions of the eatables.
- iv. The contractor shall ensure good hygiene of its staff.

#### b. Quality

- i. The contractor shall procure all food articles, vegetable oil, ingredients, spices etc. of the best quality/brand/mark (ISI mark) to the satisfaction of the administrators of the Darjeeling Hills



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University. The administrators will have the right to ask the contractor to change any brand of material used for cooking if the same is not found satisfactory.

- ii. The food shall be cooked, stored and served under hygienic conditions.
- iii. The contractor shall ensure that only fresh cooked food is served, and stale food is not recycled. Stale and/or left over food material shall be removed from the canteen premises in an eco-friendly manner as soon as possible.

## c. Service

- i. The contractor will be required to provide service in the canteen premises and also in various rooms of the University such as the Vice-Chancellor's office, Administrative office, Library, Staff Room and other Departmental rooms as and when required. The service would be free of any charge.
- ii. The food served in the departments/out of the canteen should be well packed with Aluminium foil.
- iii. Crockery used should be of good quality like bone china/good quality stainless steel etc. Special arrangements should be made for meetings of the Authority as and when required.

## d. Rates

- i. The contractor will be required to sell only approved food items at the rates mentioned in the rate list as per the submission. The same list of items (Menu) along with the price will be required to be displayed prominently in the canteen, staff rooms and various departments. The canteen contractor shall not tamper with the rates once agreed to. If any such complaint is received the authority may fine the contractor up to Rs. 1,000/- upon due verification. Introduction of new items in the Menu may be done with prior approval of the authority at the rates approved by it.

## 4. Validity of the Tender

The tender will be valid for a period of one year subject to renewal. The lowest bidder will be awarded the contract.

## 5. Security Deposit Fee and Tender Document Fee

The bid winner and service provider must pay a tender fee of Rs. 500 (Rupees Five Hundred), which shall be non-refundable, before procuring the tender documents. Once the contract is awarded the service provider must pay



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a security deposit of Rs. 10,000 (Rupees Ten Thousand) which shall be refundable upon the termination of the contract.

## 6. Termination of Contract

- a. Either the University administration or the service provider may terminate the contract by giving 30 days' notice to the other party without assigning any reasons whatsoever.
- b. The University administration shall reserve the right to terminate the license of the allotted premises and forfeit security deposit for any breach of the Terms and Conditions of the Tender Document/Agreement besides also on the following grounds:-
  - i. Sale or storage of banned drugs/alcoholic material/items, narcotics and psychotropic substances within the Darjeeling Hills University, Mungpoo.
  - ii. Sale of substandard goods/overcharging of price more than MRP or rates approved by the University administration.
  - iii. Indulgence in any illegal activity/occupation/illegal groupism or gathering/allowing anti-social elements to use the allotted premises for any other purpose, other than the purpose for which premises have been allotted.
- c. The University reserves the right to terminate the contract in the case of any violations or breaches under applicable laws in India.

PROFORMA

No.:

Date:

Registrar

Darjeeling Hills University

ITI Campus, Bhasmey, Mungpoo

District Darjeeling, West Bengal, India — 734313

**Subject: Tender for running canteen in Darjeeling Hills University Campus.**

Madam,

With reference to the Tender Notice bearing Reference Number DHU/RGR/T-1/2026/06/159, dated 19/06/2026 regarding operation of a canteen in the ITI Campus of Darjeeling Hills University,, I hereby submit the Tender Bid Documents in the prescribed format. I have read all the Terms and Conditions of allotment enclosed with the Tender Notice thoroughly and understood its contents. Furthermore, I hereby agree to abide by modifications of Terms and Conditions stipulated by Darjeeling Hills University during the operation of my business on award of contract for the same.

Yours faithfully,

PASSPORT SIZE PHOTOGRAPH OF TENDERER
SELF-ATTESTATION BELOW WITH DATE

*Signature of the Tender:*

*Name of Tenderer:*

*Full Address of Tenderer:*

ANNEXURE-I

CHECKLIST FOR THE SUBMISSION OF TENDER

No.	Particulars	Details
1	Name of the Tenderer	
2	Address	
3	Mobile Number*	
4	Aadhar Number*	
5	Voter ID Number*	
6	PAN Number*	
7	E-mail ID	

*\*This form should be accompanied by self-attested photocopies of the documents marked above.*

*Signature of the Tenderer:*

*Name of Tenderer:*

ANNEXURE-II

RATE LIST OF VARIOUS ITEMS TO BE SOLD

No	Menu Item	Quantity	Rate (Rs.)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			

19.			
20.			
21.			
22.			
23.			
24.			
25.			

*\*Quantity should be specific, such as '150 ml' or 'Plate of 4 pieces'.*

*Signature of the Tender:*

*Name of Tenderer:*