Office – Dean Students' Welfare

Harcourt Butler Technical University

NAWABGANJ, KANPUR-208002 (UTTAR PRADESH)

NOTICE INVITING PROPOSAL

Sealed proposals are invited for **Running of Canteen cum Multipurpose Shop on monthly license basis in the girls hostel at HBTU East Campus** for following kind of businesses:

S No.	NAME OF THE SHOPS
01	Canteen cum Multipurpose Shop

Important Dates

PARTICULARS	DATE	TIME
Proposal submission end date & time	12.11.2026	05.00PM
Proposal opening date & time	16.11.2026	02.00PM

Interested parties may submit their complete proposals in a sealed envelope to the office of Dean Students' Welfare, HBTU, Kanpur on or before last date and time as indicated above. Super scribed on envelope as **"Proposal for Running of Canteen cum Multipurpose Shop at Girls Hostel, HBTU East Campus"**. Any proposal received after last date and time will not be accepted and rejected out rightly. HBTU reserves all rights to reject any or all of the proposals in part or full without assigning any reason(s), at any stage of the allotment.

Terms and conditions

1- **Bank Guarantee:** The successful party awarded for work will have to submit a bank Guarantee (BG) of Rs.20,000.00 in the form of demand draft in favor of Finance Controller, HBTU, Kanpur payable at Kanpur.

2- **Documents needed:** The bidder has also to enclose PAN Card, Aadhar Card, and Address proof.

3- **Criteria for award of work:** The license/allotment of shop shall only be made to those vendors who have quoted highest license fee more than the reserved license fee.

4- **Payment of charges as per rate fixed by the university:** In addition to agreed license fee, the successful vendor has also to pay Electricity charges, Power back up charges, Water charges at the rate as fixed bythe university.

5- **Refurbishment:** Refurbishment of the allotted space should be exclusively done by the vendor at their own expenses to match the outfit of the university campus.

6- The ***"fssai"*** registration is mandatory for the vendor.

7- Upkeep and maintenance of the area allocated to the vendor shall be their own responsibility.

8- **Printed/Electronic Bill:** The successful vendor has to issue only Printed or Electronic bill for each kind of sale to the students and staff.

9- **Deposit of Taxes:** The successful vendor has to deposit Government taxes such as GST as per rules & regulations.

10- **Timing of Shop:** The shop can be run all seven days from morning to late night (8:00 AM to 11:30 PM) or as convenient to the shopkeeper and University.

11- **Period of Contract:** Initial license will be given for One year, which can be extended further up to maximum 01 year on satisfactory performance and mutual consent. In case of extension beyond two years,if required, the license fee will be reviewed and revised appropriately on the basis of sale/footfall.

12- **Rate of articles:** The packaged items will be sold at MRP with appropriate discount. The rate list of the food items prepared by the vendor has to be approved by the DSW. The rate of articles should be affordable to students.

13- **Review of License fee:** The license fee will be reviewed every year after first tenure. Apart from above electricity, power backup & water charges will be applicable at aggregate rates.

14- **Ban on sale of addictive /restrictive items:** Successful bidders shall not sell any cigarette, bidi, pan, alcohol, drugs, etc. in the shop and in the HBTU premises, if anyone is found indulged in the businesses; the person shall be asked to leave the campus immediately and the Contractor shall be liable to lose the contract for breach of this condition.

15- **Termination of contract**

(a) : The permission can be withdrawn at any time after serving one month' notice from either side.

(b) : In case of poor services, misconduct, unfair practices, involvement in anti-social activities or drugs etc. the licensee can be asked to vacate the shop before the completion of allotment period, within 07 days or 24 hrs as the case may be, by serving a notice.

16- **Arbitration:** All disputes are to be addressed by mutual discussion without resorting to court of law. The decision of Vice Chancellor of the University shall be final and binding on both the parties.

17- **The Canteen cum Multi-purpose shop in the Girls Hostel premises should have female workers only.**

SCOPE OF BUISNESS:

- The University is desirous to grant license to run the Utility Shops to facilitate their female students. Presently, 1000 female students (approx.) are residing in the campus.

Contact Person: For any query please contact: Dean Students Welfare, HBTU, Kanpur on the email **<dsw@hbtu.ac.in>**

(Dean Students' Welfare, HBTU)

ANNEXURE-1

PHOTO

FORMAT FOR THE PROPOSAL

(To be submitted by the Agency on its letter-head)
All information should be filled and specified by page no.

Sr. No.	Particulars	
1.	Name of the agency	
2.	Address (Copy or proof to be enclosed):-	
3.	Name of Proprietor/Authorized Person:-	
4.	Mobile No.:	
5.	Email ID:-	
6.	Type of Services applied for:	**Canteen cum Multipurpose Shop**
7.	PAN No.(Copy to be enclosed)	
8.	AADHAR No.(Copy to be enclosed)	
9.	Experience in years in the Applied category	
10.	Turnover of last02years	2025-26: 2024-25:
11.	Fssai certificate No.(copy to be enclosed)	
12.	Brief explain how the firm will carry out the work assigned by HBTU(Please use separate sheet)	

FINANCIAL QUOTATION

NAME OF THE SHOP	Reserved Monthly license Fee (Rs.)	Quoted Monthly License Fee (Rs.)
Canteen cum Multipurpose Shop	15,000.00 + GST	

Name in Block letters _____

_____

Name of the Agency_____

_____

Address with stamp:_____

_____

Dated:-

Signature

Canteen Cum Multipurpose shop Essentials (Tentative)

Sr.No.	Food Item	Stationery/ grocery
1	Maggi (Plain, Vegetable, Cheesy)	Photocopy facility
2	Chowmein	Pens/ Pencils
3	Momos	Erasers
4	Sandwich	Sharpeners
5	Burger	Note Books
6	Tea	Sticky Notes
7	Coffee	Highlighters
8	Cold Drink	Markers
9	Veg Roll	A4 Sheets
10	Bun Maska	Assignment Files
11	Patties (Aloo & Paneer)	Stapler & Stapler Pin
12	Paratha (Aloo, Paneer & Mix)	Glue (Stick/Fevicol)
13	Ice Cream	Scissors
14	Brownie	Scale
15	Chips	Calculator
16	Chocolates	Document Folder
17	Egg (Boiled)	Cello Tape
18	Omelette	Sanitary Napkins
19	Biscuits	Cotton
20	Popcorn	ORS, Glucose
21	Samosa	Antiseptic Liquid
22	Bread Pakora	Bandages
23	French Fries	Crepe Bandages
24	Pastry	Hand Wash
25	Cupcakes	Soaps

Dean Students' Welfare
HBTU, Kanpur.