

## TENDER DOCUMENT

### For Running & Managing Mess/Canteen at ACSTI

#### 1. NOTICE INVITING TENDER (NIT)

ACSTI invites sealed tenders from eligible and experienced agencies/individuals/Vendors for running and managing the Mess/Canteen at its premises.

Sr.No	Particulars	Details
1	Tender Type	Two-Bid System (Technical & Financial Bid)
2	EOI/Tender Fee	₹500/- (Non-refundable)
3	EMD	₹50,000/-
4	Last Date of Submission	13 <sup>th</sup> May 2026 (4:00 PM)
5	Opening of Technical Bid	14 <sup>th</sup> May 2026 (2:00 PM)

#### 2. Introduction

The Agriculture Cooperative Staff Training Institute (ACSTI), established in September 1987, is a premier apex training institute in Himachal Pradesh engaged in capacity building in the fields of banking, cooperative management, and administration.

#### 3. Scope of Work

The selected bidder shall be responsible for:

- Preparation and serving of **breakfast, lunch, evening tea/snacks, and dinner** to participants of training.
- Arrangement of **meals/refreshments for Board meetings, Bank official events** and other institutions
- Ensuring **quality, hygiene, and cleanliness**
- Procurement of raw materials at own cost
- Maintenance of kitchen and dining areas
- Compliance with applicable **food safety and statutory norms**

#### 4. Eligibility Criteria

- Minimum **5 years' experience** in mess/canteen services
- Sound financial capability
- Preference for experience in **Government/other Institutional setups**

## 5. Facilities Provided by ACSTI

- Kitchen space with basic infrastructure
  - Dining hall
  - Water and electricity (on terms & conditions)
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## 6. Two-Bid System (Submission Procedure)

The EOI shall be submitted in **two separate sealed envelopes**, clearly superscribed as:

### Envelope–I: Technical Bid (Annexure –A)

Shall contain:

- Profile of the firm/individual /Vendor.
- PAN & GST Number
- Experience certificates (with supporting documents)
- Any other relevant documents

### Envelope–II: Financial Bid (Annexure “b”)

Shall contain:

- **Item-wise rate list/menu with prices** for:
  - Breakfast
  - Lunch
  - Dinner
  - Tea/Snacks
  - Special meals (if any)

### Note:

- Financial Bid shall be opened only for those bidders who qualify in the Technical Bid.

**Both envelopes should be placed in a single outer sealed envelope superscribed:**

**“Tender Document for Running & Managing Mess/Canteen at ACSTI”**

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## 7. Evaluation Criteria

- **Technical Evaluation:** Experience, infrastructure capability, manpower, and proposed menu
- **Financial Evaluation:** Competitive and reasonable rates

Final selection shall be based on **combined evaluation of Technical suitability and Financial competitiveness.**

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## 8. Terms & Conditions

1. The contract shall be valid for a period of **Three (03) year**, extendable further based on satisfactory performance and mutual consent.
2. The contractor shall strictly adhere to the **approved menu**, maintain high standards of quality, hygiene, and cleanliness, and follow all food safety norms as prescribed by ACSTI.
3. The successful bidder shall deposit a **security amount** for RS.100000/- (Rupees One Lacs Only) as specified in the agreement, refundable after completion of the contract subject to satisfactory performance.
4. The contractor shall be responsible for preparation and serving of food, cleanliness of kitchen and dining area, washing of utensils, and overall mess management.
5. The contractor shall deploy adequate and trained staff for smooth functioning of the mess. All staff must be medically fit and maintain proper hygiene.
6. Regular inspections shall be carried out by ACSTI authorities. The contractor shall comply with all hygiene standards, and any deficiencies must be rectified immediately. In case of poor quality food, unhygienic conditions, or complaints from trainees/staff, ACSTI may impose **penalties**, including monetary deductions or termination of contract in severe cases.
7. ACSTI may provide basic infrastructure such as kitchen space, water, and electricity. However, proper use and maintenance shall be the responsibility of the contractor.
8. The contractor shall comply with all applicable laws and regulations, including labour laws, food safety standards, GST provisions, etc. ACSTI reserves the right to accept or reject any or all bids without assigning any reason.
9. ACSTI reserves the right to terminate the contract at any stage in case of unsatisfactory performance, violation of terms, or administrative reasons.
10. The contractor shall not assign or sublet the contract to any other party without prior written approval of ACSTI.
11. The firm/vendor shall comply with the provisions of the Food Safety and Standards Act, 2006.
12. The firm/vendor will ensure that raw material used for cooking shall be very good quality, safe for human consumption and conform to the standard laid down by the Govt. in this regard from time to time. In the event of any food poisoning/contamination, the firm/vendor will be held fully responsible and liable to other penal actions under the law. The firm/vendor will ensure proper sanitation/hygienic conditions in the premises and deploy persons free from infectious diseases.

## 9. Award of Contract

ACSTI reserves the right to accept or reject any proposal and to annul the bidding process at any stage without incurring liability.

The contract will be awarded to the bidder whose proposal is found **technically suitable and financially most reasonable**.

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## 10. Terms of Reference (ToR)

### Governing Law & Dispute Resolution

- Disputes shall be referred to the Registrar, Cooperative Societies, Himachal Pradesh under the **H.P. State Cooperative Societies Act, 1968**

### Membership Clause

- Selected bidder shall obtain "**B-Class**" nominal membership of the Bank under the Act
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## 11. Submission Details

- **Last Date:** 13<sup>th</sup> May,2026

### Address:

The Principal  
Agriculture Cooperative Staff Training Institute (ACSTI)  
Sangti, Shimla – 171005

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## 12. Contact Details

- Phone: 0177-2830561
- Email: acstishimla@yahoo.in

## Proposal Submission Forms.

To  
The Principal  
Agriculture Cooperative Staff Training Institute (ACSTI)  
Sangti, Shimla – 171005

### **Subject: Submission of Tender for Running & Managing Mess/Canteen at ACSTI.**

Sir,

Having carefully examined the Tender Documents, including all terms and conditions, scope of work, and annexures, we, the undersigned, hereby submit our proposal for **Running & Managing the Mess/Canteen at ACSTI** in accordance with the requirements of the tender.

We hereby confirm the following:

1. **Acceptance of Terms**  
We have read, understood, and accepted all the terms and conditions of the tender document and agree to abide by them unconditionally.
2. **Scope of Work**  
We undertake to execute the work as per the prescribed scope and standards specified in the tender document.
3. **Validity of Proposal**  
Our proposal shall remain valid for a period of \_\_\_\_\_ **days** from the date of opening of the Technical Bid.
4. **Commencement of Work**  
In the event of acceptance of our proposal, we undertake to commence the services within the stipulated time frame as specified by ACSTI.
5. **Compliance**  
We confirm that all information provided in our Technical and Financial Bids is true and correct. We understand that any false information may lead to disqualification.
6. **No Obligation Clause**  
We understand that ACSTI reserves the right to accept or reject any or all proposals without assigning any reason thereof.

#### **Details of Bidder**

- Name of Firm/Agency: \_\_\_\_\_
- Address: \_\_\_\_\_
- Contact Number: \_\_\_\_\_

#### **Enclosures:**

- Technical Bid (Annexure–I)
- Financial Bid (Annexure–II)
- EMD & Tender Fee Proof
- Supporting Documents as per checklist

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Signature of Authorized Signatory**  
(Name & Designation)

**Technical Bid- (Annexure- I)**

<b>Sr. No.</b>	<b>Descriptions</b>	
1.	Name , Address, email and telephone Number of Agency/ Firm/Vendor .	
2.	Name , Designation, Address and telephone number of Authorised person.	
3	Registered Number of Firms / Company/ firm/Vendor PAN & GST (Copy attach pl.)	
4	Details of experience agencies/individuals for <b>running and managing the Mess/Canteen</b> in of past five years ( please attach copy)	
5	Details of similar assignment of Govt. ( Please attach copy)	

Declaration:

This is to certify I/ We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

**Signature of the firms with name, designation, seal and date.**

## Financial Bid (Annexure- II)

### 1. Mess rates for the Staff at ACSTI

<b>Sr. No.</b>	<b>Particulars</b>	<b>Rates</b>
1.	Tea	
2.	Lemon Tea	
3.	Black Tea	
3.	Green Tea	
4.	Coffee	
5.	Black Coffee	
6.	Breakfast for the staff posted in ACSTI & HPSCB	
7.	Lunch for the staff posted in ACSTI & HPSCB	
8.	Dinner for the staff posted in ACSTI & HPSCB	

**"B"**

### Mess rates for the Training programme

<b>Sr. No.</b>	<b>Particulars</b>	<b>Rates</b>
1.	Breakfast (as per approved day-to-day menu during training programme). As annexed	
2.	Lunch (as per approved day-to-day menu during training programme) As annexed	
3.	Dinner (as per approved day-to-day menu during training programme) As annexed	

### Day to Day Menu of Mess

<b>Day</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
Monday	Stuffed Pranthas with Curd, Achar & Tea. Bread toasts with Omellete, Jam and Butter.	Daal Moong Sabut, Mutter Mushroom /NonVeg (Mutton), Salad, Papad , Rice, Chapatti, Sweet Dish (Gulab Jamun 2 Pieces).	Daal Chhana, Seasonal Vegetable ,Rice, Chapatti, Papad, Achar, Salad.
Tuesday	Puri Channa/Aloo, Achar & Tea. Corn Flakes/Dalia and Boiled Eggs.	Daal Rajmah(Chitra), Seasonal Vegetable, Curry, Salad, Papad, Rice, Chapatti, Sweet Dish (Kheer).	Daal Dhuli Maah, Seasonal Vegetable, Rice, Chapatti, Papad Achar, Salad.
Wednesday	Idli Sambhar with Chutney. Omlette, jam and Butter along with Bread Toasts.	Mutter Paneer, Chicken, ,Salad, Papad, Rice, Dal Chana Chapatti, Sweet Dish(Ice Cream).	Dal Munggi Sabut, Seasonal Vegetable, Rice, Chapatti, Papad Achar, Salad.
Thursday	Stuffed Pranthas with Curd, Achar & Tea. Bread toasts with Omellete, Jam and Butter.	Daal Channa, Seasonal Vegetable, Sepo Wadi/ Amtisari Wadi, Salad, Papad, Rice, Chapatti, Sweet Dish (Gulab Jamun 2 Pieces).	Daal Malka, Seasonal Vegetable, Rice, Chapatti, Papad, Achar, Salad.
Friday	Puri Channa/Alo, Achar & Tea. Corn Flakes/Dalia and Boiled Eggs.	Non-Veg (Mutton) Shahi Panner, Dal Maah, Salad, Papad, Rice, Curd, Chapatti, Sweet Dish (Kheer).	Daal Munggi, Seasonal Vegetable, Rice, Chapatti, Papad Achar, Salad.
Saturday	Idli Sambhar with Chutney. Omlette ,jam and Butter along with Butter Toasts.	Dal Black Channa, Seasonal Vegetable, Curry, Salad, Papad Rice, Chapatti, Sweet Dish (Custard).	Daal Maah, Seasonal Vegetable, Rice, Chapatt, Papad Achar, Salad.
<b>Tea:</b>	Morning Tea	At 6.00 AM	
	Class-Room Tea	At 11.30 AM and 3.30 PM	during the training session

Declaration:

This is to certify I/ We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

**Signature of the firms with name, designation, seal and date.**