



पंडित दीनदयाल उपाध्याय शेखावाटी विश्वविद्यालय, सीकर (राज)

वेबसाईट: www.shekhauni.ac.in ई-मेल: registrar@shekhauni.ac.in

SNo.: 31394

Date: 28/02/2026

"NOTICE FOR WALK-IN-AUCTION"

BID NO:13/2025-26

Pandit Deendayal Upadhyaya Shekhawati University, Sikar invites Walk-In-Auction for Annual Contract for Running University Guest House (Mess), Canteen & Mess under Rajasthan Transparency in Public Procurement Act, 2012 & Rules, 2013 for supply/hiring of following goods/services from experienced, technically and financially sound & reputed bidders fulfilling eligibility criteria through Walk-In-Auction system as described in the bid document as appended below:-

S. N.	Name of goods/services	Estimated cost	Lowest Auction Rate	Bid Security (2%)	Tender fee
1	Annual Rate Contract for Canteen & Guest House (Mess Work)	Rs. 3.00 lakh	22,000/- Per Month	Rs. 6,000/-	Rs. 500/-

Important dates for downloading and submitting the tender are as follows:-

Date and time of downloading of bid document from Universtiy website	28/02/2026 (03.00 PM) to 06/03/26 (05:00 PM)
Date and time of submission of bid	07/03/2026 (Till 12:00 PM)
Last date of physical submission of Bid Security, Tender fee	07/03/26 (12:00 PM)
Date and time of opening of the Technical Bid	07/03/26 (03:30 PM)
Date and time of Walk-In-Auction in the office of Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar	To be informed separately to the technically qualified bidders



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Instructions to bidder:-

1. The bid documents, terms and conditions may be seen and downloaded from the university website <https://shekhauni.ac.in/>.
2. The Interested bidders may submit their bids along with separate Demand Drafts drawn in favour of "Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar" payable at Sikar towards the cost of Tender Fee (non-refundable). A separate Demand Draft of Bid Security (Refundable) shall be in favour of Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar.
3. The above demand drafts must reach physically in the office of Procurement Entity, Pandit Deendayal Upadhyaya Shekhawati University, Sikar on or before last date as mentioned above failing which bids shall not be considered.
4. Bidder must have to submit the bid document alongwith DD and other relevant documents in the office of Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar. The Technical Bids will be opened on the same date and time in the presence of bidder or their authorized representative who may be present.
5. In the event of the specified dates being a holiday, the activities assigned on that date may be carried out on next working day on the same time.
6. Pandit Deendayal Upadhyaya Shekhawati University, Sikar is not bound to accept the highest/lowest bid and may reject any bid or any part of the bid without assigning any reason therefore.
7. Bids received after the prescribed time and date will not be considered.
8. The bidders shall have to submit GST Registration number without which the bids will not be considered.
9. Validity: - 90 days from the opening of technical bid.
10. Period of Annual Rate Contract is One year from the date of issuing of work Order, However, ARC Contract period may be extended on same rates and terms/conditions as per rules.

(Registrar)

Procurement Entity



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Technical Bidding Form

1.	Name of Firm alongwith Address, Mobile No. & E-mail	
2.	Registration No.	
3.	FSSAI No.	
4.	PAN No.	
5.	Bank A/c details	
6.	Name of the Proprietor	
7.	Address & Adhar of the Proprietor	
8.	The Proprietor/Owner/Manager should have a valid Degree/Diploma in F&B in Hotel Management from a University / UGC recognized institution	
9.	Original experience certificate from two higher education institutions (Minimum one Government institute/university required) A. B.	
10.	Bank Draft Details of Rs. 500/-	

Signature



Walk-in-Auction for Running University Guest House (Mess), Canteen & Mess

Terms & Conditions:

1. The bidding firm should have minimum Three years experience of running guest house/canteen in two higher education institution out of which at least one should be Government institute/university;
2. The firm should have FSSAI license;
3. The bidding firm should have company registration;
4. The firm should have a qualified Proprietor/Owner/Manager having degree/diploma in Food & Beverages in Hotel Management from a UGC recognized institution;
5. The firm shall be required to serve food and beverage items as per the menu and rates approved by the University Committee formed by the Hon'ble Vice Chancellor;
6. The firm shall be responsible for cleanliness, waste management and character and behavior of its employees and workers working in the Guest House/Canteen/Mess;
7. The University can demand catering services for its staff, guests or events at the rate and menu decided by the university;
8. The firm shall not vend any tobacco, toxic and/or alcoholic substances; and
9. The firm shall arrange to start its services as per time and schedule given by the university administration.
10. Bids must be enclosed in a properly sealed envelope according to the direction given in the Bid Notice.
11. The Successful Bidder shall pay the agreed amount of rent and electricity charges(According to submeter) on monthly basis before 7th day of month.
12. "Bids by bona-fide dealers: - Bids shall be given only by bona-fide dealers in the goods. They shall, therefore, furnish a declaration in the Annexure-B as prescribed in RTPP Rules, 2013.



Annexure A

Compliance with the code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall-

- (a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) Not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) Not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) Not indulge in any correction including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) Not obstruct any investigation or audit of a procurement process;
- (g) Disclose conflict of interest, if any; and
- (h) Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest. A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of interest with one or more parties in a bidding process if, including but not limited to;
 - a. Have controlling partners/shareholders in common; or
 - b. Receive or have received any direct or indirect subsidy from any of them; or
 - c. Have the same legal representative for purpose of the Bid; or
 - d. Have the relationship with each other, directly or through common third



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- parties, that puts them in a position to have access have to information about or influence on the bid of another Bidder, or influence the decision of the procuring Entity regarding the bidding process; or
- e. The bidder participates in more than one bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
 - f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specification of the Goods, Works or Service that are the subject of the Bid; or
 - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the procuring Entity as engineer-in-charge/consultant for the contract.

Date:
Place:

Signature of bidder
Name:
Designation:
Address:



Annexure B

**Declaration by the Bidder regarding Qualifications Declaration
by the Bidder**

In relation to my/our Bid submitted to for procurement of in response to their Notice Inviting Bids No dated I/We hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/We possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/We have fulfilled my/our obligation to pay such of the taxes payable to the union and the State Government or any local authority as specification in the Bidding Document;
3. I/We have are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administrated by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceeding for any of the foregoing reasons;
4. I/We do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conducted or the making of false statement or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceeding;
5. I/We do not have a conflict of interest as specification in the Act, Rules and the bidding Document, which material affects fair competition;

Date:
Place:


Signature of bidder
Name:
Designation:
Address:



Annexure C

Grievance Redressal during Procurement Process

The designation and the address of the first Appellate Authority is **Hon'ble Vice-Chancellor, Pandit Deendayal Upadhyaya Shekhawati University, Sikar**. The designation and the address of second Appellate Authority is **ACS (Higher Education), Government of Rajasthan**.

Filing an appeal

If any bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the act or the rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Providing that after the declaration of a Bidder as successful the appeal may be filled only by a Bidder who has participated in procurement proceeding:

Providing further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filled only by a Bidder whose Technical Bid is found to be acceptable.

- (1) The officer to whom an appeal is filed under Para (1) shall deal with the appeal as expeditiously as possible and shall endeavor to dispose it of within thirty days from the date of the appeal.
- (2) If the officer designated under Para (1) fails to dispose of the appeal filed within the period specified in Para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidder Document in this behalf within fifteen days from the expiry of the period specified in Para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(3) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) Determination of need of procurement;
- (b) Provisions limiting participation of Bidders in the Bid process;
- (c) The decision of whether or not to enter into negotiations;
- (d) Cancellation of a procurement process;
- (e) Applicability of the provisions of confidentiality.

(4) Form of Appeal

- (a) An appeal under Para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.



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- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.
- (5) Fee for Filling Appeal**
- (a) Fee for first appeal shall be two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.
- (6) Procedure for disposal of appeal**
- (a) The First Appellate Authority or Second Appellate Authority, as the case may be upon filing of appeal, shall issued notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date of fix hearing, the First Appellate Authority or Second Appellate Authority, as the case may be shall,-
- (i) Hear all the parties to appeal present before him; and
- (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

Date:

Place:

Signature of bidder

Name:

Designation:

Address:



Annexure D

Additional Conditions of Contract

1. Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, that Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quality, the unit price shall prevail and the total price shall be corrected, unless in the opinion in the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is a error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case in the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accepted the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Deceleration shall be executed.

2. Procuring Entity's Right to vary Quantities.

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit price or other terms & conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be



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procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fail to do so, the Procurement Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

3. **Dividing quantities among one than more Bidder at the time of award (In case of procurement of Goods)**

As a general rule all the quantities of the subject matter of procurement shall be procured fro the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

Date:
Place:

Signature of bidder
Name:
Designation:
Address:



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Annexure E

DECLARATIONS

I/We whose signature is given below, are authorized representatives of this firm/company.

I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of the firm, affecting the accuracy of the facts, stated above.

(Signature of Bidder)

Name:-

Date:

Designation and Seal

Email id: -

Mobile no:



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Annexure F

DECLARATION (On Company/firm's Letter head)

Subject:-

Sir,

1. I, Shri..... on behalf of..... and branch office at, do hereby declare that I have gone through the terms and conditions mentioned above and undertake to comply with all the tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance during the period of supply from the date of award of the Order to us.
2. The University has the right to accept or reject any or all the tenders without assigning any reason.
3. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
4. We hereby declare that the reinvigilance or court case pending/contemplated against us at the moment.

(Sign a copy of the tender documents enclosed herewith)

Signature:

Name & Designation:

Date:

Name and Address of the Firm:

Email Id:

Mobile No:



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Annexure G

UNDERTAKING

(On the 100/-Rs of Non Judicial stamp duly signed and stamped)

It is certified that our firm/ agency/ company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of Rajasthan or any other State Government or Public Sector Banks or Local Bodies/ Municipalities and no criminal case is pending against the said firm/agency as on the last date of submission of the Bids.

Place:
Date

Signature of the Tenderer
Name of the Tenderer
Name of the Firm/Agency
Seal of the Firm/Agency

(Handwritten mark)