

**GOVERNMENT COLLEGE (AUTONOMOUS)
RAJAMAHENDRAVARAM
AUCTION NOTICE**

For Providing Canteen and Xerox / Photocopy Facilities

Notice No.:1118/B1/Canteen/2026

Date:10.07.2026

Sealed applications are invited from eligible persons / vendors / contractors for participation in the **Open Auction** for providing **Canteen and Xerox / Photocopy facilities** in the premises of **Government College (Autonomous), Rajamahendravaram**.

The existing permission granted to Sri Mulla Madhav for running the canteen facility is valid up to **03-08-2026**. Therefore, fresh permission is proposed to be granted through open auction for a period of **three years from 04-08-2026**, subject to approval of the competent authority / CPDC and execution of agreement.

The auction will be conducted as per the guidelines approved by the Canteen Committee of the College, keeping in view the SOP issued by the Commissioner of Collegiate Education, A.P., Vijayawada, vide Rc.No.1/SOP-Canteen/AC/CCE-2022, dated 04-02-2022, and the instructions received from the Joint Collector to adopt the **open auction method**.

1. Nature of Facilities

The successful bidder shall provide the following facilities in the College premises:

1. Canteen facility for students, parents, and staff of the college.
2. Xerox / photocopy facility for students, parents, and staff of the college..

The contractor shall run the facilities strictly as per the conditions prescribed by the College Administration and the Canteen Committee.

2. Period of Permission

The permission shall be for a period of **three years from 04-08-2026**, subject to satisfactory performance, regular payment of rent / licence fee, maintenance of hygiene, discipline and compliance with all conditions.

3. Minimum Bidding Amount

The **minimum upset rent / minimum bidding amount** is fixed at:

Rs. 10,000/- per month

Bids below the above amount shall not be accepted. The successful bidder shall pay the finalized monthly rent / licence fee regularly into the **CPDC account** for College developmental activities.

4. Auction Participation Amount

Each participant shall deposit a sum of: **Rs. 15,000/- (Rupees Fifteen Thousand only)** through a Demand Draft towards participation in the open auction. **The Demand Draft shall be drawn in favour of “COLLEGE OF PLANNING & DEVELOPMENT COUNCIL”, payable at Rajamahendravaram**, and shall be submitted along with the application and the required documents. The participation amount is ****non-refundable**** for all participants. Only applicants who submit the Demand Draft and all the required documents within the prescribed time shall be permitted to participate in the auction.

5. Eligibility Conditions

Only eligible bidders satisfying the following conditions shall be allowed to participate in the auction:

1. The bidder shall possess a valid **FSSAI licence/registration**, as applicable, for operating a food business or canteen service under the Food Safety and Standards Act, 2006, and shall keep it valid throughout the contract period.
2. The bidder shall have a minimum of **10 years of experience** in operating a canteen, mess, hotel, or tiffin centre with a certification from competent authority.
3. The bidder shall have the capacity to provide Xerox / photocopy services in the College premises.
4. The bidder shall not have any adverse record relating to food adulteration, unhygienic food supply, misconduct, criminal activity, indiscipline or violation of public safety norms.
5. Preference may be given to alumni, wherever applicable, subject to fulfilment of all eligibility conditions and participation in the auction.

6. Documents to be Submitted

The following documents shall be submitted along with the application:

1. Prescribed application form.
2. Aadhaar card / valid identity proof.
3. Address proof.
4. Valid FSSAI licence.
5. Documentary proof of a minimum of 10 years' experience in running a canteen, mess, hotel, tiffin centre, . The bidder shall submit one or more of the following:
 - (a) Experience, completion or satisfactory performance certificates issued by the Head/Secretary/MD/CEO/etc., of the Institution, Principal Employer, or authorised officer of the organisation where the bidder provided such services;
 - (b) In the case of a bidder who has operated his/her own food business, copies of FSSAI licences and renewals, municipal trade licences, Shops and Establishments registration, GST registration, lease or rent agreements, income-tax returns, invoices

A self-declaration alone shall not be accepted as proof of experience. The College reserves the right to verify the documents with the issuing authority and to reject unverifiable or insufficient documents.

6. Passport size photographs.
7. Demand Draft for Rs. 15,000/- towards non-refundable auction participation amount.
8. Undertaking to follow College rules and conditions.
9. Details of proposed Xerox / photocopy services.
10. Any other document required by the College Administration.

7. Food Quality, Hygiene and Safety

The contractor shall supply fresh, hygienic and good-quality food at approved rates. Clean oil and fresh ingredients shall be used as per FSSAI standards. The contractor shall maintain cleanliness in the canteen premises.

Adulterated, stale, expired, contaminated or low-quality food, milk, tea, coffee, snacks or other edible items shall not be sold. Any adverse remark or complaint regarding food quality, if found correct by the Canteen Committee, may lead to termination of the agreement.

8. Xerox / Photocopy Services

The Xerox / photocopy services shall be provided at the rates approved by the College Administration / Canteen Committee. The approved price list shall be displayed prominently.

The contractor shall not collect any amount higher than the approved rates.

9. Working Hours

The Canteen and Xerox / photocopy facilities shall function from:

6:00 AM to 6:00 PM on all 365 days of the year

This is subject to the directions of the College Administration. The facilities shall not be run beyond the permitted timings without prior permission.

10. Discipline and Conduct

The contractor and staff shall behave respectfully with students, staff, parents and visitors, keeping in view the safety and dignity of girl students and the discipline of the College.

Indecent behaviour, abusive language, quarrels, harassment, misconduct or loitering by unauthorized persons shall not be permitted.

The contractor shall furnish the details of staff engaged in the canteen / Xerox facility to the College Administration. The College Administration may object to any worker whose conduct is found unsatisfactory.

11. Prohibited Items

The following items shall not be sold in or near the College premises:

1. Tobacco products.
2. Cigarettes.
3. Gutka.
4. Pan masala.
5. Alcohol.

6. Intoxicants.
7. Any other prohibited items.

Violation of this condition shall lead to cancellation of contract and forfeiture of deposit, wherever applicable.

12. Payment of Bills and Charges

Electricity bill, water bill, maintenance charges and any other applicable charges shall be paid by the contractor as per the actual bill / demand communicated by the College Administration or the concerned authority.

No dues shall be kept pending.

13. Inspection

The Canteen Committee may inspect the Canteen and Xerox facilities at any time and verify cleanliness, food quality, approved price list, licence, dues payment, staff behaviour and general functioning.

The contractor shall cooperate with the College Administration and the Canteen Committee during inspection.

14. Termination of Contract

The College Administration may terminate the contract on the recommendation of the Canteen Committee in case of:

1. Violation of agreement conditions.
2. Hygiene or food safety issues.
3. Security or discipline issues.
4. Misconduct.
5. Overcharging.
6. Non-payment of dues.
7. Unauthorized persons in the Canteen / Xerox area.
8. Acts affecting the safety of students, especially girl students.

9. Any complaint / adverse remark found correct by the Committee.

The decision of the College Administration, based on the recommendation of the Canteen Committee, shall be final.

15. Agreement

The successful bidder shall execute an agreement with the College before commencement of the facilities. The agreement shall contain the prescribed conditions, duties, liabilities, payments, termination clauses and other rules.

16. Approved Price List

The contractor shall strictly follow the approved price list for Canteen and Xerox / Photocopy charges fixed by the College Administration / Canteen Committee, which is enclosed as Annexure-1. The price list shall form part of the auction guidelines and agreement.

Rates shall not be increased without prior approval of the College Administration / Canteen Committee.

17. Important Dates

Last date and time for submission of applications	: 18-07-2026,	5 PM
Date and time of open auction	: 20-07-2026,	11 AM
Venue of auction	: Government College (Autonomous),	Rajamahendravaram

18. General Conditions

The College Administration reserves the right to accept or reject any application / bid without assigning any reason. The College Administration also reserves the right to postpone, cancel or modify the auction process, if necessary.

All bidders shall abide by the rules, regulations and instructions issued by the College Administration from time to time. **Filled applications shall be submitted to Administrative Officer of the College**

D.V. Bharathi Lakshmi
ADMINISTRATIVE OFFICER
Government College (A)
RAJAMAHENDRAVARAM



BCY 12/10/26
Principal
Government College (Autonomous)
Rajamahendravaram
PRINCIPAL
Government College (A)
RAJAMAHENDRAVARAM

Annexure–I**PRICE LIST FOR CANTEEN AND XEROX / PHOTOCOPY CHARGES**

The following approved price list shall be strictly followed by the contractor. No amount exceeding the approved rates shall be collected from students, staff, or visitors.

A. Tiffins / Breakfast Items

S.No.	Item	Quantity	Rate (Rs.)
1	Idly	2 pieces – 120 g	15
2	Plate Idly	4 pieces – 240 g	25
3	Vada	4 pieces – 250 g	25
4	Upma	200 g	25
5	Puri	2 pieces – 150 g	30
6	Mysore Bajji	4 pieces – 100 g	25
7	Chapati	2 pieces – 120 g	15

B. Lunch Items

S.No.	Item	Quantity / Details	Rate (Rs.)
1	Mini Meals	Rice 200 g + 1 curry + dal + curd + sambar	40
2	Full Meals	Rice 300 g + 2 curries + dal + pickle + curd + papad	70
3	Sambar Rice	350 g	40
4	Curd Rice	300 g	35
5	Lemon Rice	300 g	35
6	Jeera Rice	300 g	35
7	Tomato Bath	350 g – tomato, onion	40
8	Vegetable Bath	350 g – tomato, vegetables	40
9	Veg Fried Rice	350 g – mixed vegetables	45
10	Veg Biryani	350 g	50
11	Egg Biryani	350 g + 1 egg	70
12	Chicken Biryani	350 g + 100 g chicken	80
13	Chapati Meals	4 chapatis (180 g) + veg curry	50
14	Chicken Fried Rice	350 g	75
14	Egg Fried Rice	350 g	60

C. Snacks and Beverages

S.No.	Item	Quantity	Rate (Rs.)
1	Mirchi Bajji	2 pieces – 80 g	15
2	Onion Pakodi	100 g	20
3	Samosa (Onion)	4 pieces – 70 g	20
4	Puff (Onion)	4 pieces – 80 g	20
5	Tea	100 ml	10
6	Coffee	100 ml	15
7	Boost / Horlicks	150 ml	20
8	Badam Milk	200 ml	25
9	Water Bottle	1 litre	20

D. Xerox / Print Rates

S.No.	Service	Rate (Rs.)
1	Xerox copy – one side	1.00
2	Xerox copy – both sides	1.30
3	Bond paper Xerox copy	1.50
4	Maps copy	2.00
5	Colour print – one side	6.00
6	Colour print – both sides	10.00

GOVERNMENT COLLEGE (AUTONOMOUS)
RAJAMAHENDRAVARAM
APPLICATION FOR PARTICIPATION IN OPEN AUCTION
Canteen and Xerox / Photocopy Facilities

Auction Notice No.: _____

Date: _____

To

The Principal, Government College (Autonomous), Rajamahendravaram.

Sir,

I request permission to participate in the open auction for providing Canteen and Xerox / Photocopy facilities in the College premises. My particulars are furnished below.

1.	Name of the Applicant / Firm	
2.	Father's / Husband's Name	
3.	Date of Birth and Age	
4.	Aadhaar / Valid ID Number	
5.	Full Postal Address	
6.	Mobile Number	
7.	FSSAI / FSSA Licence No. and Validity	
8.	Canteen / Food Business Experience	Years: _____ Establishment: _____
9.	Capacity to provide Xerox / Photocopy Service	☐ Yes ☐ No
10.	Demand Draft Details for Rs. 15,000/-	DD No.: _____ Date: _____ Bank: _____

Documents Enclosed: ☐ ID Proof ☐ Age Proof ☐ Address Proof ☐ FSSAI / FSSA Licence
☐ Experience Proof ☐ Passport-size Photographs ☐ DD for Rs. 15,000/- ☐ Xerox Service Details
☐ Other: _____

Declaration / Undertaking

I declare that the information furnished above is true and correct. I have read and understood the auction notice and agree to abide by all eligibility conditions, auction rules, approved rates, hygiene and food-safety requirements, discipline and security norms, working hours, payment obligations, inspection requirements, and directions issued by the College Administration / Canteen Committee. I understand that the participation amount of **Rs. 15,000/- is non-refundable**. I further declare that I have no adverse record relating to food adulteration, unhygienic food supply, misconduct, criminal activity, indiscipline, or violation of public-safety norms. I accept that the decision of the College Administration in the auction process shall be final.

Place: _____

Signature of Applicant: _____

Date: _____

Name: _____

FOR OFFICE USE ONLY

Application No.: _____

Date of Receipt: _____

Documents Verified: ☐ Yes ☐ No

Eligible to Participate: ☐ Yes ☐ No

Remarks: _____ Receiving Officer Signature: _____

NOTE: Filled applications shall be submitted to Administrative Officer of the College