



OFFICE OF THE REGISTRAR::COTTON UNIVERSITY:: GUWAHATI-1

NOTICE INVITING TENDER FOR “UNIVERSITY CANTEEN,COTTON UNIVERSITY”

NIT No: 3 of 2022-23.....Date: 11.12.2023

Sealed tenders in two bid system i.e. Technical Bid & Financial Bid are invited from eligible Agency/ Firm/ Catering Party/Individuals having experienced or comparable experience to “**Run University Canteen**” in Cotton University, Panbazar Campus for the Students, Teachers, Officials, Staff & Visitors.

Eligibility:

An Agency/ Firm/ Catering Party/Individuals having experienced or comparable experience of 05 (five) years in the business of Canteen/hotels/restaurants/catering services under private/ government organizations/educational institute/ University, etc. with annual turnover of Rs 12 lakhs or more in the last three years are eligible to apply. Person(s) having **degree/diploma in Hotel Management/Food Management/ Food Processing, etc** shall be given preferences and in such case experience may be relaxed to 02(two) years.

The bidding document pertaining to this notice, along with the **requisite nos. of ICICI Bank Challan– ‘FEE CODE 011’** which is meant for payment of a **processing fee worth INR 1000/-**, must be downloaded from the University’s website i.e. www.cottonuniversity.ac.in. The intending bidders must have to submit an EMD cum SD money worth of **Rs.20,000/-** (Twenty thousands) in favour of “Registrar, Cotton University” payable at Guwahati, along with the Technical bids. The Technical & Financial Bids should be kept in separate sealed covers and these two sealed covers may be kept in a third sealed cover along with the tenders relevant supporting documents. The name and address of the Agency/Firm/Individual along with Contact No must be mentioned on each envelope.

The sealed cover must be super-scribed as “**Quotation for University Canteen,C.U. :: NIT No. 3 of 2022-2023**” and addressed to “**The Registrar, Cotton University, Guwahati-781001, Assam**”. The sealed cover containing the bid must be submitted during office hours **on or before 2.00 P.M. of 29th December 2023** in the **drop-box** arranged for the purpose. Bid opening might be done on the same day at **3:00 P.M** in presence of the bidders.

Registrar
Cotton University



COTTON UNIVERSITY: GUWAHATI

Name of Work: To Run the University Canteen, Cotton University, Panbazar Campus.

TECHNICAL BID

(Technical Bid should be kept in a separate sealed cover super scribing "Technical Bid" on it)

1. Name of Tenderer and Agency/firm:.....
2. Detailed Address:
3. Details of E.M.D. (Rs. 20,000 /-) :DD No.....,Date....., Issuing Branch....

[The EMD of the successful bidder will be kept as Security Deposit for the contract period and the EMD of the Un-successful bidders will be refunded after completion of Tender process. No interest will be paid on the EMD/SD money.]

4. Bidder has to submit valid certified copy of the following certificates/documents:

- 4.1 Up-to-date Trade License
- 4.2 Valid FSSAI License
- 4.3 GST Filing documents
- 4.4 Income Tax and sale tax clearance certificate.
- 4.5 Last payment voucher of ESI contribution against each employee
- 4.6. Details of comparable experience (attach copies from the Agency engaged)

S. No.	Period		Name of the officials, organization & contact number	Details of Service
	From	To		
1.				
2.				
3.				

(If required enclose separate sheet)

5. Infrastructure available with the Agency:

i.) Crockery :

ii.) Refrigerators, Cutlery:

iii.) Deep Freezer :

My



iv.) Hot Cases :

v.) Buffet Serving Dishes:

vi.) Furniture:

vii.) Cooking Infrastructure :

viii.) Any Other Information :

6. Annual Turnover

Year	Turn Over in Rs. Lacs	Document (Attach Photocopy)

7. Manpower working with Agency : _____

8. Details of Cooks and their expertise: _____

9. Professional(if any) qualifications of Tenderer: _____

Full signature of the Tenderer with date.

Name of the Tenderer :.....

Place:

AY



Terms and Conditions For the award of 'University Canteen Contract' for Cotton University, Panbazar Campus, Guwahati.

1. A Basic rent of Rs. 30,000/-(in words...Thirty thousand only) has to be paid by the selected/awarded party/ Tenderer to the University as monthly basis.
2. The awarded party/Tenderer has to Occupy/take-up the Canteen "**as it where basis**", no request for any modification or alteration/beautification /painting will be entertained from the University end.
- 3 . The Successful Tenderer must have start the business within **next fourteen days of acceptance of offer. If the Successful tenderer fails to start Canteen within the due time the EMD will be forfeited and fresh tender will be issued accordingly.** Successful tenderer shall have to execute a contract agreement with the University for the purpose.
4. The contract will be operative for a period of Two Years. For the Second year renewal of the contract, the party needs to submit report/certification from **Food Safety Dept, Govt. of Assam.** The contract may be extended up to the maximum three years based on report/certification from the Food Safety Dept.
5. Terms of agreement may be discontinued/suspended giving **02(two) months** notice if the performance is not satisfactory and in case of misconduct.
6. The Successful Tenderer/ party shall keep the Canteen open from 8.30 A.M. to 8.30 P.M. for all working days and also keep the canteen open according to the requirements of the University in Holidays.
7. The University reserves the right to obtain feedback from the previous/existing clients and also depute its officials/members to inspect mentioned premises to obtain feedback or on-spot information regarding the quality/other aspects of the bidders.
8. The firm will ensure that the raw materials used in preparing the food are of very good quality and safe for human consumption, hygiene of the premises. In the event of any poisoning/contaminations, the party will be held fully responsible and liable as per law.
9. The University reserves the right to appoint/engage its officials/members to inspect the quality of the raw materials, food, other items prepared and sold in the University Canteen.

dy



10. The Firm shall be responsible for compliance of Labour laws in respect of personnel engaged by them. The Firm shall be the employer for his workers and the University will not be held responsible by any means for any dispute that may arise between the party and its workers.
11. The University will provide the Space for the Canteen & kitchen, while the concern party will have to bear the cost of fuel, electricity, etc.
12. The party needs to submit the list of all manpower engaged in the Canteen.
13. The party will have to bring its own tools, utensils, etc in sufficient quantity as per need to maintain the quality Canteen Services.
14. The Party shall ensure proper conduct of its staff members and also prohibit to consumption of alcoholic drinks, etc in the University premises. If it is found that the conduct of any staff engaged by the party is un-satisfactory, the firm shall replace the staff with a new staff with-in 2 working days.
15. The Canteen staff must maintain proper Clean & decent Uniform all the time inside the University Campus. The party needs to bear the cost of Uniform, etc of its members.
16. The workers /staff of the Canteen engaged by the party will vacate the Premises of the University after the work is over and they will not be allowed to stay in the University Premises or otherwise utilizing it in any other way after the working hours, unless there is an official requisition/permission of services beyond office hours.
17. Cleaning of the Canteen must be done by the party concerned. The **garbage of the Canteen must be disposed off by the party on daily basis**. The party shall maintain the cleanliness & hygiene in & around the Canteen and the approach to the Canteen and the wastage all the times. Dustbins in sufficient quantity must be placed in and out of the Canteen.
18. The party shall be fully responsible for the damages/losses of University property by means of any mishandling or such activity.
19. The Party must maintain the license and permission, etc applicable to run the Canteen and also to display the same in the Canteen Area in a distinctly visible way. If required the same must be produced before the University Authority.

BY



20. Minimum wages as per Govt. rules/direction must be paid by the party to the manpower engaged in the University Canteen. The party shall be held responsible to payment of wages/salary, etc of all the staff engaged by party concerned.
21. The Party shall not use the Canteen Premises for any other activity such as: Outside Catering / birthdays / marriage party, etc, without a prior written permission/ approval of the University Authority.
22. The party has to maintain the digital payment facility including Card & UPI facility.
23. The Canteen shall not be closed on any working day of the University without the prior written permission of the University.
24. The Successful Tenderer shall sale and serve only those items which are approved by the University, as per list enclosed. The UGC guideline in this regard to be strictly followed and University shall not be responsible in case of such lapses.
25. **The rates for different items shall be as per approval of the University.** The Successful Tenderer intends to serve eatables not specified in the enclosed list needs to get approval of the University Authority.
26. In case the preparations for the eatables, to be served in the Canteen are found unsatisfactory/un-hygienic or the successful Tenderer fails to fulfill his/her obligations of the contract at any time during the contract period, University shall have the power to terminate the contract and in that case the security deposit of Rs. 20,000/- (Rupees Twenty Thousand) or any part up-to 100% of the Security deposited by the Successful Tenderer shall be forfeited at the discretion of the University.
27. The Successful Tenderer must display the approved list of rates of approved eatable at the appropriate place in the Canteen.
28. The Registrar or his authorized representative/Canteen committee member(s) may inspect the preparation from time to time and reject such preparations, which are not considered wholesome or hygienic without any compensation.
29. The Successful Tenderer is bound to maintain cleanliness & hygiene conditions **in and around** the canteen including wastage of drainage of the Canteen. No staff member of the University will be engaged for the purpose and it shall be entire responsibility of the Successful Tenderer. If not maintained, the same will be done by the University and the cost will be charged from the Tenderer.



30. The Successful Tenderer will pay necessary fee, taxes as applicable, according to the rates prescribed by any other government authority for running the Canteen, directly to concerned Authorities as per the rules/guidelines.

31. The Successful Tenderer shall pay Electricity charges at commercial rates as per the meter reading. A sub-meter shall be installed in the Canteen at the University expenses for the purpose.

32. The Successful Tenderer shall pay water usage charges as per actual uses per month.

33. In case the tenderer fails to pay Water Charges, Electricity Bills, Rent etc. the same will be deducted from his dues of food bills with a 10% Penalty.

34. The tenderer must keep a First Aid Box in the Canteen.

34. In case of dispute arising between the Tenderer and University, a Committee will be formed by the Competent Authority for resolving disputes.

35. The law of the land shall be applied to the contract(s) / agreement arising out of this NIT/bid. All disputes in this connection and all matters arising out of the same shall be settled exclusively in the courts falling under the jurisdiction of Kamrup Metropolitan district authority.

36. The Successful Tenderer should be able to provide Tea Snacks/food arrangement for the meetings and University Functions, etc at mutually agreed rates of Specified eatables if not covered under approved items.

37. The Successful Tenderer shall not sublet a part or whole of the premises to any other Agency for any purpose what so-ever.

38. That upon the expiry of the period of this contract or upon termination of the contract to run the University Canteen, the Tenderer shall wind up its business and vacate the entire premises within time. In case Tenderer fails to vacate the premises the University reserve the right to remove all the items without assigning any reason.

39. Regarding opening of Financial Bids, Technically Qualified bidders only will be informed via the contact number provided in the respective bids.



40. Copy of the **bidding document** duly **sealed and signed by the authorized signatory representing the bidder** thereby implicating that all terms and conditions stipulated in the bidding document are unconditionally acceptable to the bidder.

41. The rent, water and electricity charges will have to be paid within 10-working days of every next month in the specified Account of Cotton University. In case the Tenderer fails to pay rent by one month, a penalty of Rs.1,000 per month will be imposed.

42. Sale of expired Items will not be allowed under any circumstance, if such incident comes to the knowledge of the University Authority, a penalty of Rs. 2000/- will be imposed for each such incident on the party.

43. Any tenderer/caterer that currently has or in the past has had any financial dealings with Cotton University shall have to submit a **“No Dues”** Certificate from the University; otherwise the tender will be rejected.

44. Mere quotation of lowest prices for items, etc will not mean that the assignment to run the canteen will be given to the tenderer. The decision of the Authority on award of contact will be as per prevailing rules.



Declaration by the Bidders

It is hereby declared that I/we the undersigned, have read and examined all the terms and conditions of the tender documents "to run the University Canteen" for which I/We have signed and submitted the tender under the proper lawful Power of Attorney. It is also certified that all the terms and conditions are fully acceptable to me/us and I/We will abide by the conditions laid down in this tender. I/we agree to sale the eatables and packaged (Snacks /Lunch) on rates as per approval of the University.

Name of the Tenderer/firm : _____

Detail address of Agency/firm: _____

Signature of Tenderer with Seal of the Agency



Check List Documents

1. Processing Fees paid copy: _____
2. Sealed & signed Bid documents by Tenderer: _____
3. Technical Bid Carrying EMD of Rs.20,000 /- : _____
4. Valid upto-date Trade License _____
5. Valid FSSAI License _____
6. GST Filing Documents & PAN _____
7. Income Tax & Sale Tax Clearance documents _____
8. Payment voucher of ESI contribution _____
9. Professional Qualification of Tenderer. _____
10. Declaration of Infrastructure available _____
11. Manpower working with the Agency _____
12. Comparable Experience with details _____
13. Seal & signed bidding document _____

Full signature of the tenderer with and Seal

Name : _____

Place : _____

Date : _____

MX



COTTON UNIVERSITY: GUWAHATI

FINANCIAL BID

(*Financial Bid in must be keep sealed envelop*)

Name of work: To run the University Canteen.

1. Name of Tenderer and Agency :
2. Registration no. of the Agency (if any) :
3. FSSAI Registration No:
4. Please Specify as to whether :
Tenderer is Sole Proprietor/Pvt.
'Ltd./Partnership firm (Name of
of the partner should be specified
In this case).

I/we have understood completely about this tender document and the terms and conditions therein.
I/we agree to sale the eatables and packaged foods(Snacks /Lunch,etc) on rates as per approval of the
University. I/we have also understood that I have to maintain quality of eatable all the times.

Signature of the Tenderer

Name of Tenderer & Seal.....



LIST OF ITEMS

Breakfast (items)	Qty(grms/ml/pc)	Rate inclusive of applicable taxes
Red Tea (with sugar/without sugar)		
Milk Tea(with sugar/without sugar)		
Coffee(with sugar/without sugar)		
Milk		
Puri Sabji	two pc	
Paratha with sanji	single	
Roti with Sabji	two pc	
Omlet	single /double egg	
toasts with butter & jam	4 pc	
Alu Paratha	single	
Lunch/Dinner		
Veg- thali (Fine Rice/Roti, Plain Dal, Sabji (seasonable), Bhaji/Green salad, Papad, (1 pc.), Pickle.		
Additional with Veg Thali		
Mutton Curry	4 pc	
Fish Curry(single)	single /double	
Egg Curry	single egg	
Chicken Curry	4 pc	
Motor Paneer	4 or 5 pc	
Regular Snacks/Fast Food (Rates inclusive of all taxes)		
Chowmin (Veg/egg/chicken/special) [Rate should be quoted separately for each items]		
Fried Rice (Veg/ chicken/paneer) [Rate should be quoted separately for each items]		
Momo(Veg/ chicken) [Rate should be quoted separately for each items]		
Roll(Veg/ chicken/paneer) [Rate should be quoted separately for each items]		



Chola Batura	2pc.	
Dosa(Plain/Masala)		
Seasonal Fresh Fruit Juice/Shakes and Packed juice/Ice-crème/Milk based item,etc		
Banana Juice/Pineapple Juice/Mango Juice/Apple Juice/Pomegranate Juice/Mausumi Juice/Aerated Drinks		
Coke/pepsi/mirinda,etc		as per MRP
Fruti/Maaza,etc		

Note: Tenderer/caterer, etc may mention additional food items of expertise, if any.

Signature of the Tenderer

Name of Tenderer & Seal.....

