

**Handique Girls' College
Guwahati – 781 001**

Notice Inviting Tender

Sealed tenders affixing court fee of ₹ 8.25 are invited by Principal, Handique Girls' College, Guwahati for the undermentioned work, during the year 2017-18.

Name of the works	Operation of Canteen at Handique Girls' College, Guwahati
Last date of submission of Bid	: 25.07.2017 up to 2.00 p.m.
Date and Time of Opening of Bid	: 25.07.2017 at 2.30 p.m.
Documents to be attached	<ol style="list-style-type: none">1. Company Profile2. GSTIN Certificate3. Partnership deed copy in case of partnership firm4. Experience Certificate5. Manpower/Resources proposed For development.

Sd/-
Principal
Handique Girls' College

1. Scope of work / location:

- a. Running and operation of Canteen /Cafeteria including indoor and outdoor Hospitality services as & when required for Handique Girls' College for about 2300 students & staff.
- b. Hospitality arrangements, to order, like Tea / Coffee /Soft drink /Snacks /Lunch Catering to the Office of the college and also provide the service and Buffet Lunch /Dinner /Tea for various academic and Cultural Activities, Festivals, Seminars, Symposiums, Conferences, Training Programs, Press Conferences, Statutory Bodies Meetings, Annual Day Convocation, Teachers Day, any other function. In addition to this arrangement Canteen services are also required for examination and admission /counseling etc. as informed by the authority from time to time.
- c. The tenderers are advised to visit the canteen before participating. The tenderer should assess the volume of business themselves. Handique Girls' College will not guarantee any minimum / maximum business

2. The Canteen Space is available as per details below:

- a. Covered Area of the Canteen in the College Complex.
- b. Canteen Hall and Kitchen has been renovated.
- c. Water filter, Water Cooler, Refrigerator and furniture will be provided, which will be operated and maintained in working condition by the contractor operating the canteen.

Terms and Condition

1. Tenure & Eligibility

- a. The bidder should have minimum five years' experience in food and catering business. Preference will be given to bidders having experience of running the canteen in Govt. Institutions, University/College, Govt.. hospitals and reputed institutions. The relevant papers in regard of experience, issued by the client(s) should be attached along with tender.
- b. The bidder must have a minimum average financial turnover of ₹ 2.5 lakhs during the last 3 financial years.
- c. The contract will be up to July 31, 2018 & will start from the date of signing the agreement.

- d. The Contract can be renewed for further period, the duration of which would be determined by mutual agreement and terms and conditions which may be agreed upon by the College and Contractor.

2. fee and other Charges

- a. The contractor shall obtain a certificate from the concerned authority for running the canteen within the college premises.
- b. Accommodation as mentioned above will be provided for the canteen use. The contractor shall quote the rent for the premises payable to college as detailed below:
 - i. I agree to pay a rent of ₹ _____/- per month or ₹ _____ (quarterly). If the contractor is paying quarterly than he/she should handover four postdated cheques to the college immediately after signing the contract
 - ii. Electricity charges – 1000 per month or as per actual meter reading (in case separate sub meter is provided).
 - iii. Water charges - ₹.500/- per month or as per actual meter reading whichever is higher (In case of separate water meter is provided).
 - iv. Security amount (Refundable)- ₹ 10,000 /- (Rupees Ten Thousand only). No interest on security deposit is payable
- c. The contractor shall have to pay the late payment charges @ Rs. 100 per day, or maximum of ₹ 2000/- per month for the late payment of the fee, electricity and water charges.
- d. The contractor has to arrange water tank at his own expenses if water crisis occur.
- e. The contractor shall be responsible for the payment of GST, if applicable, to the sales tax department. He/She should provide a duplicate copy of the sales tax receipt to the college.
- f. The security deposit, advance rent may be forfeited, adjusted in case the standard of cleanliness, quality of products and services are not maintained up to mark and in the case of non-payment of office dues

3. Service

- a. The contractor will be required to provide service in the canteen premises and also in various rooms of the college such as the Principal's office, Staff Meeting, GB Meeting etc.

- b. Sweet and salt items will be prepared daily. The contractor should change menu for lunch every week. The items and their size and weight including quality should be approved by the canteen committee.
- c. Materials used for cooking purpose, tea, coffee, spices, food stuffs, vegetable etc. should be of good quality and before expiry date. In case of violation, strict legal action will be taken.
- d. The contractor will take all necessary precautions against fire hazards.
- e. The rate list and menu as approved by the college should be displayed clearly daily. Any change in the rate list or item should be duly approved by the canteen committee.
- f. A menu card should be provided to the staff during the time of order.
- g. The canteen committee of the college has the right to visit periodically, or have surprise visits to check the quality of material used, food, services, cleanliness of the canteen and report to the Principal. If required a feedback from the users could be obtained anytime.
- h. The contractor shall quote the rates and the same are to be approved by canteen committee. Rate list is to be displayed on notice board at canteen.
- i. The contractor shall not sub contract the running of canteen to any other party. No other commercial activity shall be undertaken in the college canteen premises.
- j. The contractor shall not cause any nuisance, annoyance to the students and staff or store any hazardous goods in the premises.
- k. The contractor shall not use electric heater or any other heavy duty electrical appliances without the permission of licensor
- l. The contractor will not be allowed to add any item other than mentioned in the tender document. If Contractor desires to add any item in the list, he must have to seek the permission of the college including the items and their rates

4. Timings

- a. The canteen will function on Monday to Saturday except gazetted Holidays.
- b. It will function from 8:30 AM to 6:00 PM and may change as per additional requirement. Timing could be flexible but with prior permission from the college authority.
- c. Canteen should provide services during any college programme including all examination, admission, college weeks etc. and also during holidays and vacation if necessary.

5. Hygiene and cleanliness:

- a. The licensor or canteen committee constituted by the staff council of the college will inspect the canteen at any time so as to verify the hygienic conditions being observed by the contractor.
- b. The contractor will have to make arrangement for cleanliness of canteen and its surroundings including sewerage to the satisfaction of the college. The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste. The garbage bins should be covered always and away from the eating place.
- c. The contractor shall arrange the items i.e. crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking stove etc. and maintained the said items and proper and hygienic conditions.
- d. The contractor has to ensure the cleanliness of the dress worn by the employee during the time of the serving in the canteen as well as in rooms/staff rooms. They should wear photo I-card and should carry clean duster with them always.
- e. The contractor has to maintain the canteen in good running condition at his own cost. In case of any damaged cause to equipment, furniture, fitting & fixture, then it shall be got replaced at contractor's cost.

6. Canteen Employees:

- a. The contractor shall be subject to the regulation of labour laws of Assam Government. All assigned personnel shall be persons employed by Caterer who shall ensure, with respect to the personnel, compliance of all the provisions as applicable under labour laws/regulations and any and all other applicable legislation.
- b. The contractor shall be under the discipline of the college and follow the instructions issued from time to time. The Contractor shall in no case disturb the working of the college. The employees would remain decent and courteous. Any of his employees indulging in any act of indiscipline, misbehavior or violent act(s) or abets others in doing so, and if it is prima facie proved, then contractor shall remove the employee concerned from the premises immediately on receipt of verbal or written communication from the authorities of the college.

- b. No staff of canteen contractor will be allowed to stay in the canteen after working hours. Proper Police verification of person deputed by Contractor must be done.
- c. All rules & Regulation is legal requirement for employment of labour and obtaining for running of college canteen is responsibility of contractor.
- d. Any Dispute/Litigation is subject to the Jurisdiction of Gauhati High Court.
- e. Any Terms & Condition not covered in the agreement will be decided by the principal & decision on the same will be final & binding.

7. Utilization of canteen premises

- a. The possession of the premises will always be that of Handique Girls' College even when the premises would be in use of the contractor.
- b. The contractor shall have no right to sublet, assign the in any manner to any third party or authorize any other person to run the canteen once it has been formally awarded to him.
- c. The contractor is responsible to maintain the infrastructure facilities provided by the college such as sitting spaces, fans, electrical fittings, sanitary fittings, water coolers etc.
- d. No employee/student/outsideers will be allowed to smoke or consume alcohol/banned or abused drugs in the canteen. The contractor shall not keep or sell any tobacco products or any hard drinks, other health hazard articles.
- e. The Contractor shall have no right on the open space adjoining the canteen'
- f. The Contractor shall be deemed to be in the exclusive occupation of the d premise and licensor will have the right to enter upon the premise at any time to inspect the canteen premises.
- g. The Canteen premises will not be used for residential purpose. No worker or person will be allowed to stay/work in the night in the canteen. No bathing and washing of cloth etc. will be allowed by the workers.
- h. The d premises shall be used only for carrying on the business of canteen and for no other purpose.
- i. The shall not carry out any addition or alteration or structural repairs in the said premises. Only such alteration of addition or repairs which are necessary and are not of permanent nature may be allowed to be carried out by the but that also with the prior approval/permission of the licensor.

8. Termination of the contract:

- a. The quality of food/services provided will be checked from time to time and if found unsatisfactory the contract may be cancelled at any time by the licensor without furnishing any notice. The college reserves the right to impose a fine if deemed necessary'
 - b. The decision of College Authorities in the matter relating to the canteen shall be final and binding on the contractor.
 - c. In case of Termination of contract, contractor shall handover possession of canteen premises immediately. and no claim of any type of contractor shall be entertained'
 - d. The college reserves the right to terminate the contract at any time after getting recommendation of an independently appointed committee against any serious complaint(s) regarding the performance/maintenance of the canteen. The committee shall consist of at least one student and non-teaching staff representative along with other members appointed by the college. The decision of the college in this regard shall be final.
 - e. The contract can be terminated either by the college or the contractor by giving two months of notice. However, if the contractor seeks termination of the contract in between the contract period his security deposits would be forfeited and if the college does so then the security deposit would be refunded to the contractor.
 - f. In case the contractor violates the terms & conditions of the contract his contract would be cancelled without any notice.
 - g. In case of any violation of the provisions of contract, The Principal in consultation with canteen committee will impose damage compensation @ ₹ 500 /- per act of violation subject to maximum of ₹ 2500 /- per day of violation. If violation continues for more than 3 days, Principal may terminate the contract without any further notice.
9. The college reserves the right to reject any or all the tenders without assigning any reason whatsoever and is not bound to accept the lowest rates of items.
 10. After opening the tenders the committee may visit the sites being operated by the contractor and may check the preparation of cooked items as specified by the tenderer in support of working experience'

11. Successful tenderer shall execute the agreement on legal stamp paper of ₹ 100 /- for running & operation of canteen of Handique Girls' College and accepted tender along with terms & conditions shall form part of the agreement.

Evaluation of Bid :

Bids will be evaluated on the basis of

- a) Experience b) Proposed manpower c) Financial Turn over. *(The ratio is 50% for Experience, 10% for proposed manpower and 40% on financial turnover)*

We agree to abide by them fully. On the acceptance of the offer I / We will run the canteen in compliance with the terms and conditions thereof.

Date

Signature of the Contractor

Name:

Address and Phone Number

Tender for Running Canteen in Handique Girls' College Premises

Sir,

I am submitting the tender for providing catering services for Handique Girls' College canteen on contract basis as per details given below: -

1. Name of the Contractor: _____
2. Address: _____
3. Registration/ No. (if a co-operative society) _____
(Attach attested Photostat copy of issued by the competent authority)
4. Details of contracts executed till date (in a separate sheet with proof) in the following format

S.No. Nature of Contracts Period Government / Educational / Private Institutions

I)

II)

5.

<u>S.No.</u>	<u>Present Contracts in hand</u>	<u>Period</u>
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I)

II)

6 GSTIN if any _____

7 Man Power / Resources available:

8. Name of your banker/s with address _____

9. Any other relevant information including information about conviction or pending cases under the Prevention of Food and Adulteration Act 1954

HANDIQUÉ GIRLS' COLLEGE CANTEEN

Menu Rate List

Sl. No	Snacks	Qty	Unit Rate (Rs.)
1	Puri-	3 nos.(150 g)with vegetables (200 g)	15.00
2	Roti	2 nos (150 g)with vegetable (200 gm)	15.00
3	Paratha	1 Nos.(150 gm)with vegetable (200 gm)	15.00
4	Aloo Paratha Methi Paratha Gobhi Paratha	1 no-200 g with pickle 2 nos.-200g with pickle 2 nos.-200 g with pickle	20.00
5	Cutlet	1 plate 2 piece with sauce/chutney (250 -300 gms)	15.00
6	Samosa	1 Plate (150 gms)	7.00
7	Veg.Chop	1 no (200 gms)	10.00
8	Egg.Chop	1 no (200 gms)	15.00
9	Kachori	1 nos with chutney/sauce (150 gms)	8.00
10	Pakoda	1 plate-250 gms with chatney	20.00
11	Aloo Bonda	1 plate -2 piece with chutney/sauce (250-gms)	15.00
12	Dal Wada	1 plate -2 piece with chutney/sauce (300 gms)	20.00
13	Dahi Wada	1 plate -2 pieces with chutney (300 gms)	25.00
14	Plain Dosa with Sambar	1 plate-dosa (100 gms)sambar (200 ml)with chutney	20.00
15	Masala Dosa with Sambar and Chutney	250 gms	25.00
16	Idli	2 no (250 gms)with sambar (200 ml)with chutney	20.00
17	Poha/Upma	250 gms	15.00
18	Veg.Momo	5 nos.(250 gms)with chutney	25.00
19	Chicken momo	5 nos.(250 gms)with chutney	35.00
20	Veg.Noodles	250 gms.with sauce	25.00
21	Egg.Noodles	250 gms.with sauce	30.00
22	Chicken Noodles	250 gms.with sauce	35.00
23	Pav Bhajji with butter	2 piece pav, Bhajji (250 gms)	20.00
24	Omlete with bread	Single Omlette , bread-2 piece. + butter Double Omlette, bread-4 piece +butter	20.00 30.00
25	Veg.grilled sandwich	4 piece (300 gms.)	25.00
26	Veg.sandwich with sauce	4 piece (300 gms)	25.00
27	Bread Butter toast	2 no.	10.00
28	Cheese Sandwich	2 Big Pieces	25.00

Sl. No	Sweet	Qty	Unit Rate (Rs.)
1.	Gaja	1 piece-80 gms	7.00
2.	Labanga	1 piece-80 gms.	7.00
3.	Rosagulla	1 piece-80 gms	10.00
4.	Guab jamun	1 piece-80 gms.	10.00
5.	Laddo	1 piece-80 gms.	8.00
6.	Cakes and Pastries	1 piece	10-20.00

Sl. No	Beverages	Qty	Unit Rate (Rs.)
1.	Black Tea /lemon tea	125 ml with or without sugar	4.00
3.	Milk tea	125 ml with or without sugar	5.00
4.	Coffee	125 ml with or without sugar	10.00
5.	Fruit juice	200 ml	20.00
6.	Mineral water		As per MRP.
7.	Butter milk/Lassi	200 ml	As per MRP.
8.	Ice Cream		As per MRP

Lunch

Sl. No	Thalli	Qty	Unit Rate (Rs.)
1.	Veg.Thalli	Rice-250 gms, Dal-250 ml, Mix Veg.with curry-200 g, Dry Veg.-200 g, Chapatti-3 nos or Phulka-4 Nos.(about 75 g each), Papad, salad-100 g, Pickle. Option-Curd-100 g Extra Curry/chutney	40.00 10.00 5.00
2.	Non.Veg menus	Chicken curry-300 gm.	40.00
3.		Egg curry with 2 eggs-300 g	25.00
4.		Fish-300 g	40.00

Carbonated drinks, potato chips and other such junk food items will not be allowed to be sold.