



# COTTON UNIVERSITY

Panbazar, Guwahati, Assam-781001

[www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in) :: 0361-2733530 :: [registrar@ccsu.ac.in](mailto:registrar@ccsu.ac.in)

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

### TENDER NOTICE- COTTON UNIVERSITY COFFEE HOUSE

Sealed tenders in two bid system i.e. Technical Bid & Financial Bid I invited to run the University Coffee House for the Faculty, students & staff.

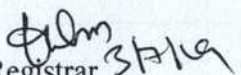
#### Eligibility

An Agency/ Firm/ Individual having an experience of 4 (four) years in the business of hotels/ restaurants/ catering services under private/ government organizations with annual turnover Rs 5 lakhs or more per annum in the last three years are eligible to apply. Person having degree/ diploma in Hotel Management shall be given preferences and in such case experience may be relaxed to 3 years. Tenderer / Caterer should preferably have, GST Registration, Valid Trade License, Food Safety License, PAN, ESIC registration and PF Registration

The coffee house is expected to have a special menu catering to the needs of the faculties and their visitors. With this in mind the items in special menu should be of a higher standard and variety than the usual items provided for students. However this has to be done at a subsidized rate lower than the market rates. Once the job order is executed the University reserve the right to ask the coffee house to provide certain specific items in the special menu

Detailed tender documents may be downloaded from the University website [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in) . Non refundable **Tender Fee of Rs 500/- (Rupees Five Hundred) only** in the form of Challan must be submitted along with the Tenders. The completed tender is required to be submitted along with the **E.M.D. (refundable) of Rs. 5,000/- (Rupees Five Thousand) only** in the form of **D.D./ Call deposit** drawn in favour of **"Registrar, Cotton University"** payable at "Guwahati". The EMD in the form of DD/ Call deposit should be kept with the Technical Bid. **The last date to submit the completed tenders in the office of the Registrar, COTTON University is up to 2 pm on 15/07/2019.** 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 tender documents, with **"Tender for Coffee House"** super scribed on the envelope. The name and address of the Agency/Firm/Individual along with Contact Telephone No must be mentioned on each envelope. **The Technical Bids will be opened on 15/07/2019 at 3.30 pm** in presence of intended tenderers or their authorized representatives. The date to open the Financial Bid will be announced on the same day. Incomplete tenders and those without proper E.M.D. shall be summarily rejected.

&

  
Registrar 3/7/19





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Cotton University

## COTTON UNIVERSITY: GUWAHATI

### Name of Work: To run the University Coffee House

### TECHNICAL BID

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

1. Name of Tenderer and Agency : .....

2. Details E.M.D. (Rs.5,000 /-) : .....

With Draft No. : .....

Issuing Bank : .....

3. Details of Experience in the similar Field (attach copies from the Agency)

S. No.	Period		Organization	Details of Coffee House Service
	From	To		

(If required enclose separate sheet)

4. Infrastructure available with the Agency

- i.) Crockery: \_\_\_\_\_
- ii.) Refrigerators, Cutlery, : \_\_\_\_\_  
Napkins, etc. \_\_\_\_\_
- iii.) Deep Freezer : \_\_\_\_\_
- iv.) Hot Cases: \_\_\_\_\_
- v.) Buffet Serving Dishes : \_\_\_\_\_
- vi.) Furniture: \_\_\_\_\_
- vii.) Cooking Infrastructure: \_\_\_\_\_
- viii.) Any Other Information: \_\_\_\_\_

5. Annual Turnover

Year	Turn Over in Rs Lacs	Document (Attach Photocopy)

*3/7/19*



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6. Manpower Working with Agency: \_\_\_\_\_

7. Details of Cooks and there:  
Expertise. \_\_\_\_\_

8. Qualification of Tenderer: \_\_\_\_\_

9. GST. Regn. No. : \_\_\_\_\_

10. ITR Last Three Years : \_\_\_\_\_

11. PAN : \_\_\_\_\_

12. ESIC Reg : \_\_\_\_\_

13. PF Reg : \_\_\_\_\_

14. Food Safety License : \_\_\_\_\_

**Signature of the Tenderer & Date.**

Name of the Tenderer : .....

*Sd/-*  
31/7/19





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## Terms and Conditions For the award of 'University Coffee House Contract' for Cotton University, Guwahati

1. The contract will be awarded on the **basis of highest rent offered for the built up space provided by the Cotton University along with basic infrastructure**, on approval of the Vice-Chancellor. The Caterer/ Tenderer shall have to quote a rent not less than **Rs 54.00 (Rupees Fifty four only) per sq. mt. per month**. Authority reserves the right to accept or reject any tender or all tenders without assigning any reason or reasons.
2. The Successful Tenderer shall start the Coffee House within **ten days of acceptance of offer** given by the University. **If the Successful Tenderer fails to start the Coffee House the earnest money will be forfeited and next eligible Tenderer will be offered the Contract. Successful Tenderer shall have to execute a contract agreement with the University for the purpose.**
3. The contract will be operative for a **period of One Year which may be renewed annually, up to the maximum three years based on performance** from the date of award. Every three years the terms & conditions will be revised.
4. Terms of agreement may be discontinued by giving **1 (one) month** notice if the performance is not satisfactory and in case of misconduct.
5. The Successful Tenderer shall keep the Coffee House open from 8.30 A.M. to 7.30 P.M.(for Six days in a week i.e. from Monday to Saturday) both in summer and winter for students faculty and staff of this University only. The Coffee House shall also be open during the vacation period.
6. The Successful Tenderer will make the arrangements for keeping all eatables in glass covered, showcases, free from flies and insects.
7. No responsibility will be taken by the University for Credit Sales Losses or pilferage.
8. The Coffee House shall not be closed on any working day of the University without the prior written permission of the University.
9. The Successful Tenderer shall sell and serve only such items as are approved by the University, as per list enclosed.
10. **The rates for different items shall be as per approval of the University. The Successful Tenderers intentions to serve eatables not specified in the enclosed list needs approval of the University.**
11. The Successful Tenderer shall have to submit Security Deposit of **Rs. 30,000/- (Rupees Thirty Thousand) only** in the form of Bank Draft drawn from any nationalized Bank in favour of, **"Registrar, Cotton University, Guwahati"** payable at Guwahati. **No interest is payable on the security deposit.**
12. In case the preparations for the eatables, to be served in the Coffee House are found unsatisfactory or the Successful Tenderer fails to fulfill his 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. 30,000/- (Rupees Thirty Thousand) only** or any part from 2% to 5% of the Security deposited by the Successful Tenderer shall be forfeited at the discretion of the University.

*Sum*  
3/7/19





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अग्रमतेन वेद्यम्

13. The Successful Tenderer shall display the approved list of rates of approved eatable at the appropriate place in the Coffee House.
14. The Registrar or its authorized representative/Coffee House 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.
15. The crockery & other serving items should be of good quality as approved of by the Coffee House Committee.
16. The Successful Tenderer is bound to maintain cleanliness conditions in and around the Coffee House. No staff member of the University will be engaged for the purpose and it shall be the entire responsibility of the Successful Tenderer.
17. The Successful Tenderer will pay necessary fee, taxes as applicable, according to the rates prescribed by any other Authority for running the Coffee House, directly to concern Authorities.
18. The Successful Tenderer shall pay Electricity charges at commercial rates as per the meter reading. A sub-meter shall be installed in the Coffee House at the University expenses for the purpose.
19. In case of dispute arising between the Successful Tenderer and University the decision of the Vice-Chancellor shall be final and binding on the Successful Tenderer.
20. All legal disputes shall be subject to Jurisdiction of Guwahati Courts.
21. The Successful Tenderer should be able to provide Tea Snacks/food arrangement for the meetings and also on University Functions on mutually agreed rates of Specified eatables if not covered under approved items.
22. The Successful Tenderer should have sufficient equipment & crockery and other items normally required in a Good Coffee House.
23. The Successful Tenderer **shall** have to provide multi cuisine food as and when required.
24. The University reserves the right not to allow the Successful Tenderer for the **sale** of a brand/make item.
25. The Successful Tenderer should have sufficient utensils, crockery and other infrastructure to provide the service and Buffet Lunch/ Dinner/ Tea Party.
26. The Successful Tenderer should take all safety measures while running Coffee House.
27. The Successful Tenderer will keep a First Aid Box.
28. It is the responsibility of the Successful Tenderer to get the Verification and antecedent of the employees, employed by the Licensee/Successful Tenderer.
29. The Successful Tenderer will be responsible for the safety of the manpower engaged by him. The University will not be liable for compensation or loss, if any, caused by an accident to any of the employees engaged by the Tenderer.
30. The Successful Tenderer shall not deploy any minor to work in the Coffee House.
31. Items, which are not included in the List, will be sold on the rates mutually agreed by the University and the Successful Tenderer.
32. The Coffee House Management Committee of the University will Monitor and advise on the eatables to be served in the University Coffee House.
33. The Successful Tenderer shall not employ in the Coffee House any person suffering from any contagious or infectious disease.

*Dr. ...*  
3/7/19





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अप्रमत्तेन वेदव्यम

34. The Successful Tenderer shall not sublet a part or whole of the premises to any other Agency for any purpose what so-ever.
35. The Successful Tenderer shall not indulge in carrying out activities other than the purpose stipulated here under.
36. The Successful Tenderer shall keep the Licensor indemnified against any or all claims for damages, which may be caused to any workman of the Licensee.
37. The Successful Tenderer shall provide identity cards to his employees approved by the General Administration of the University and the expenditure born by the Successful Tenderer.
38. Upon the expiry of the period of this contract or upon termination of the contract to run the University Coffee House, the Successful Tenderer shall wind up its business and vacate the entire premises. In case he fail to vacant the premises the University reserve the right to remove his items at the contractor's risk & cost.
39. The Coffee House Committee after inspecting the all material/Equipment and taste of the food has the right to reject or accept the Technical Bid.
40. Date, Time, and Venue of Financial Bid opening, will be informed to Technically Qualified Tenderer, through official letters and telephonically also.
41. The Tenderer should sign all the pages of this Tender Document.
42. The rent, water and electricity charges has to be paid by 1<sup>st</sup> week of every month in the specified Account. In case the Tenderer fails to pay rent by one month a penalty of Rs.1000 per month will be imposed.
43. In case of sale of expiry date eatable penalty of Rs.2000/- will be imposed.
44. All employees of the Tenderer/ Caterer should be well dressed in uniform as specified by the University.
45. In case the Tenderer fails to pay Water Charges/ Electricity Bills/ Rent etc. the same will be deducted from his dues with 10% Penalty.
46. **Any Tenderer/caterer that currently has or in the past has had any financial dealings with CU shall have to submit a "NO Dues" certificate from CU, otherwise the tender will be rejected.**
- \* **Note: Each envelope containing Technical Bid & Financial bids & both must bear the address of the Tenderer along with contact Telephone No.**
47. The EMD in respect of unsuccessful bidder shall be released within 15 days after the allotment letter in favour of successful bidder. The EMD of the successful bidder shall be kept as security deposit which shall be released after the successful completion of the assignment.

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I have understood completely about this tender document and the terms and conditions therein. I agree to sell the eatables and packaged (Snacks /Lunch) on rates as per approval of the University. I have also understood that I have to maintain quality of eatables.

Name of the Tenderer : \_\_\_\_\_

Address of Agency : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Tenderer  
with Seal of the Agency

*Handwritten signature*  
3/7/19





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## Check List

1. Technical Bid all pages signed by Tenderer \_\_\_\_\_
2. Technical Bid Carrying EMD of Rs. 5000 /- \_\_\_\_\_
3. Technical Bid carries Experience  
Certificate/performance certificate of work  
already done. \_\_\_\_\_
4. List of infrastructure. \_\_\_\_\_
5. List of Manpower working. \_\_\_\_\_
6. Qualification of Tenderer. \_\_\_\_\_
7. GST registration No. Certificate \_\_\_\_\_
8. ESIC Certificate \_\_\_\_\_
9. PF registration Certificate \_\_\_\_\_
10. Financial Bids all pages signed  
by Tenderer. \_\_\_\_\_

(Signature of the Tenderer)

With name and Seal

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

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

*Signature*  
3/7/19





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## OTTON UNIVERSITY: GUWAHATI

### FINANCIAL BID

(Keep this Financial Bid in Separate Sealed envelope)  
(Submit along with Tender)

**Name of work: To run the University Coffee House.**

1. Name of Tenderer and Agency :.....

2. Period of contract: One year from the date of Actual Engagement.

3. Registration no. of the Agency (if any) : .....

4. Permanent Income Tax Account (PAN No.) :.....

5. Please Specify as to whether Tenderer is Sole Proprietor/Pvt. Ltd./Partnership firm (Name of Of the partner should be specified In this case). .....

6. Quote the Rent Offered (both in words & figures): per sq.mt

**Note:** Tenderer has to quote the rent not less than **Rs 54.00 (Rupees Fifty four only) per Sq mt.** floor area per month for the build up space with basic infrastructure provided by the University. Total build up area of the Science Coffee House is approximately **189.18 sq.mt.**

I have understood completely this tender document and the terms and conditions therein. I agree to sell the eatables and packaged (Snacks /Lunch) on rates as per approval of the University. I have also understood that I have to maintain quality of eatables.

**Signature of the Tenderer**

Name of Tenderer.....

*3/7/19*





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## **List of Documents to be submitted along with the Technical Bid**

1. Valid Trade License. (Kamrup Metro)
2. Copy of Pan Card.
3. Copy of GST Registration.
4. ITR for last three years.
5. Prior experience certificate. (Minimum 4 Years)
6. Food Safety License
7. EMD Deposit
8. Copy of Tender Fee Challan
9. Signed Copy of Tender Document
10. PF registration.
11. ESIC registration certificate.

*Sam*  
3/7/19