



**COTTON UNIVERSITY**

Punbazar, Guwahati- 781001

**Tender Notice**

NIQ No. NIQ/2022/001 Dated January 18<sup>th</sup> 2022

Sealed quotation are invited from Guwahati based registered firms or agencies/individual/hotels/restaurant/catering service or similar entities with good financial standing under two-bid (technical and financial) system for running the University Canteen

last date of submission of the tender document is February 4<sup>th</sup> 2022. For more details, please visit the website [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in).

S/d.  
Registrar

*6/2/22*  
*18/1/22*



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

**TENDER NOTICE:  
COTTON UNIVERSITY CANTEEN (Near Dr SKB Library)**

Sealed tenders in two bid system i.e. Technical Bid & Financial Bid are invited to run Cotton University Canteen in Cotton University Panbazar Campus for the Students, Teachers, Staff & Visitors.

**Eligibility:**

An Agency/ Firm/ Individuals having an experience of 4 (four) years in the business of hotels/ restaurants/ catering services under private/ government organizations with annual turnover Rs 10 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 Registration No, ESI number, PF number, Service Tax number, Sales tax number (TIN number)/ Tax clearance certificate, GST number and PAN number/ Income Tax clearance certificate issued during last 12 months (proof to be submitted).

Detailed tender documents may be downloaded from Cotton University website [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in). Non refundable **Tender Fee of Rs 500/- (Rupees Five Hundred) only** using CU challan enclosed below. The completed tender is required to be submitted along with the **E.M.D. (refundable) of Rs. 2,000/- (Rupees Two Thousand) only** in the form of **D.D.** drawn in favour of "**Registrar, Cotton University**" payable at "Guwahati". The EMD in the form of DD 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 3 pm on 04/02/2022.** 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 Canteen**" 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 04/02/2022 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.

*John 18/1/22*

Registrar  
Cotton University



**COTTON UNIVERSITY: GUWAHATI**  
**Name of Work: To run the Cotton University Canteen**  
**(Near Dr. SKB Library, 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.....
2. Full Address:
3. Details E.M.D. (Rs. 2,000 /-) :.....

With Draft No. : .....

Issuing Bank : .....

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

S. No.	Period		Organisation	Details of Canteen Service
	From	To		

*(If required enclose separate sheet)*

4. Infrastructure available with the Agency

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

*Sub 181/22*



5. Annual Turnover

Year	Turn Over in Rs Laacs	Document (Attach Photocopy)

6. Manpower Working with Agency :

\_\_\_\_\_

7. Details of Cooks and their expertise:

\_\_\_\_\_

8. Qualification of Tenderer:

\_\_\_\_\_

9. GST No.:

\_\_\_\_\_

10. GST Clearance Certificate from:  
Concerned authority

\_\_\_\_\_

11. Income Tax Clearance Certificate:  
From Concerned Authority

\_\_\_\_\_

**Signature of the Tenderer & Date.**

Name of the Tenderer: .....

Place:

*5/11/22*



স্বাধীনতা

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

1. The contract will be awarded on the **basis of highest rent offered for the build 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 5.00 (Rupees Five) only per sq. ft.** 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 within **next fourteen days of acceptance of offer** given by the University. **If the Successful Tenderer fails to start Canteen 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 after 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 Canteen 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 and staff and visitors of this University only.
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 Canteen shall not be closed on any working day of the University without the prior written permission of the University.
9. The Successful Tenderer shall sale and serve only such items as 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.
10. **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 approval of the University.**
11. The Successful Tenderer shall have to submit Security Deposit of **Rs. 20,000/- (Rupees Twenty 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 Canteen 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. 20,000/- (Rupees Twenty Thousand) only or any part 2% to 5% of the Security deposited by the Successful Tenderer shall be forfeited at the discretion of the University.
13. The Successful Tenderer shall display the approved list of rates of approved eatable at the appropriate place in the Canteen.

*Sub 18/1/22*



14. The Registrar or its 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.
15. The crockery & other serving items should be of good quality as approved by the Canteen Committee.
16. The Successful Tenderer is bound to maintain cleanliness conditions in and around the canteen. No staff member of the University will be engaged for the purpose and it shall be 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 Canteen, 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 Canteen at the University expenses for the purpose.
19. The Successful Tenderer shall pay water consumption charges at the flat rate of Rs. 500/- per month.
20. 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.
21. All legal disputes shall be subject to Jurisdiction of Guwahati Courts.
22. 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.
23. The Successful Tenderer should have sufficient equipment & crockery and other items normally required in a Good Canteen.
24. The University reserves the right not to allow the Successful Tenderer for the sale of a brand/make item.
25. The serving boys/girls must be in proper uniform and must wear polythene hand gloves. The serving boys/girls must be different from the table cleaners.
26. The Successful Tenderer should have sufficient utensils, crockery and other infrastructure to provide the service and Buffet Lunch/ Dinner/ Tea Party.
27. The Successful Tenderer should take all safety measures while running Canteen.
28. He will keep a First Aid Box.
29. It is the responsibility of the Successful Tenderer to get the Verification and antecedent of the employees, employed by the Licensee/Successful Tenderer.
30. The Successful Tenderer is 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.
31. The Successful Tenderer shall not deploy any minor to work in the canteen.
32. The items, which are not included in the List, these items will be sold on the rates mutually agreed by the University and the Successful Tenderer.
33. The Canteen Management Committee of the University will Monitor and advice on the eatables to be served in the University Canteen.
34. The Successful Tenderer shall not employ in the Canteen any person suffering from any contagious or infectious disease.

5th  
18/1/22



35. The Successful Tenderer shall not sublet a part or whole of the premises to any other Agency for any purpose what so-ever.
  36. The Successful Tenderer shall not indulge himself in carrying out activities other than the purpose stipulated here under.
  37. 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.
  38. The Successful Tenderer shall provide identity cards to its employs approved by the General Administration of the University and the expenditure born by the Successful Tenderer.
  39. That upon the expiry of the period of this contract or upon termination of the contract to run the University Canteen, the Successful Tenderer shall wind up its business and vacate the entire premises. In case he/she fails to vacant the premises the University reserve the right to remove his items at the contractor's risk & cost.
  40. The Canteen Committee after inspecting the all material/Equipment and taste of the food have the right to reject or accept the Technical Bid.
  41. Date, Time, and Venue of Financial Bid opening, will be informed to Technically Qualified Tender, through official letters and telephonically also.
  42. The Tenderer should sign all the pages of this Tender Document.
  43. The rent, water and electricity charges will have to be paid by 1<sup>st</sup> week 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.1000 per month will be imposed.
  44. In case of sale of expiry date eatable penalty of Rs.2000/- will be imposed.
  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.
  47. 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.
  48. **Mere quotation of lowest prices for items and/or highest offer for rent by a tenderer will not mean that the assignment to run the canteen will be given to the tenderer. The successful tenderer will be selected after considering all the factors holistically.**
- \* Note: Each envelope containing Technical Bid & Financial bids & both must bear the address of the Tenderer along with contact Telephone No.**

*Subir 19/1/22*



I have understood completely about this tender document and the terms and conditions therein. I agree to sale 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 eatable.

**Name of the Tenderer :** \_\_\_\_\_  
**Address of Agency :** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Tenderer  
with Seal of the Agency**

*File* 18/1/22





## Check List

1. Technical Bid all pages signed by Tenderer:
2. Technical Bid Carrying EMD of Rs.2,000 /- :
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. VAT registration No. Certificate
8. VAT clearance certificate from the Govt/concerned authority.
9. Income Tax clearing certificate from the concerned authority.
10. Financial Bids all pages signed by Tenderer.

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(Signature of the Tenderer)  
With name and Seal

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

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

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19/1/22



## COTTON UNIVERSITY: GUWAHATI

### FINANCIAL BID

(Keep this Financial Bid in Separate Sealed envelop)

(Submit along with Tender)

**Name of work: To run the University Canteen.**

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.). Please  
enclose latest Tax Clearance  
Certificate. ....

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.ft

**Note:** Tenderer has to quote the rent not less than Rs 5.00 (Rupees Five) only per Sq ft. floor area per month (includes Summer Vacation and other holidays/vacations unless lockdown declared by administration) for the build up space with basic infrastructure provided by the University. Total build up area of the Science Canteen is approximately 3129 sq.ft

I have understood completely about this tender document and the terms and conditions therein. I agree to sale 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 eatable.

**Signature of the Tenderer**

Name of Tenderer & Seal.....

*tdh 18/1/22*



## LIST OF ITEMS

### Standard Regular Breakfast (items)

- 1 egg omelette & 2 roasts
- Corn flakes + milk
- Puri (2) + sabji/bhaji
- Dosa (Plain/Masala) + sambar & chatney
- Four toasts with butter & jam
- Alu/Special paratha

### Standard Regular Lunch/Dinner

- Fine Rice/Roti, Dal, Sabji (seasonable), Bhaji, Pickle, Papad (1 pc.)

### Additional one of the following items in lunch/Dinner (to be charged Extra)

- Motor Paneer
- Chicken Curry
- Egg Curry
- Fish Curry

### Regular Snacks/Fast Food (Rates inclusive of all taxes)

- Veg. Chowmin
- Chola Batura (2pc.)
- Chicken Chowmin
- Veg. Fried Rice
- Chicken Fried Rice
- Tea/Coffee
- Samosa/Kachori
- Veg. Cutlet/Chop/Pokora

### Seasonal Fresh Fruit Juice/Shakes and Packed juice

- Banana Juice/Pineapple Juice/Mango Juice/Apple Juice/Pomegranate Juice/Mausumi Juice/Aerated Drinks (Coke/Mirinda etc.)

*File* 18/1/22