

KOKRAJHAR GOVT. COLLEGE



Tender Document for running the
CollegeCanteen

At

Kokrajhar Govt. College, Kokrajhar
BTR, Assam

783370

KOKRAJHAR GOVT. COLLEGE

KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR

No. KGC/Canteen/2015/

Dated: 11/06/2025.

NOTICE INVITING TENDER

Sealed quotations are invited for running the College Canteen by Principal, Kokrajhar Govt. College for a period of one year.

1. Name of the works: Operation/Running of College Canteen at Kokrajhar Govt. College Premises, Kokrajhar.
2. Earnest Money Deposit : Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft/pay order in favor of the Principal, Kokrajhar Govt. College.
3. Last Date of Receipt of Bid: 30/06/2025; 02:00 PM
4. Date, Time and Venue for Opening of Bid: 30/06/2025 at 4.00 PM, Kokrajhar Govt. College, Kokrajhar
5. Document to be attached with the Technical Bid :
 - a. Company Profile on Letter Head
 - b. Pan No.
 - c. GST No.
 - d. Partnership deed copy, if it is partnership firm
 - e. Experience Certificate
Certificate for running canteen in Govt. /Private Institution issued by KMB/
Government/Central Govt.
 - f. Demand Draft/ pay Order of Rs.10,000/-
 - g. FSSAI Certificate from Competent Authority

PRINCIPAL

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Annexure - A

FINANCIAL BID:

Bidder should quote the rates for each of the items in the attached list duly signed and stamped.

LIST OF ITEMS TO BE SOLD IN THE CANTEEN		
	Items	Rate (Each)
Beverages/ Starters	Tea readymade with milk & sugar 100ml	
	Coffee Nescafe hot 100ml	
	Coffee Nescafe cold 200ml	
	Cold drinks aerated Limca/ coca cola/ etc.	
	Seasonal Fruit juice 200ml.	
	Mineral water bottle	
	Lassi (Branded tetrapack) 200ml.	
	Red Tea	
	Ghugni	
	Samosa, 1 No. (70 gms.)	
	Bread pakora 1 No. (80 gms.)	
	Sandwich (two slice) (50 gms.)	
	Vegetable Sandwich (two slice) (50 gms.)	
	Chicken Pakoda (Half Plate)	
	Chicken Pakoda (Full Plate)	
	One boiled egg	
	Omelet	
	Paratha (allu) (50 gms.)	
	Paratha (Plain), (50 gms.)	
	Bread (2 slice) and one egg omelet	
Bread (2 slice) and one egg burji		
Chicken Chop		
Alu Chop		
Meals	Thingkli/Thikli pitha (per piece)	
	Thingkli/Thikli pitha (per piece) with Ghugni	
	Spring Roll (vegetarian)	
	Spring Roll (non-vegetarian)	
	Tawa roti, 2 Nos. (60 gms.)	
	Plain Naan	
	Butter Naan	
	Garlic Naan	
	Atta Roti & Sabji	
	Rice Plain Half plate with Plain Daal and Potato Fry	
	Rice Plain Full plate with Plain Daal and Potato Fry	
	Veg Rice fried Half plate	
	Veg Rice fried Full plate	
	Egg Rice Fried Half plate	
	Egg Rice Fried full plate	
	Chicken Rice Fried half plate	
	Chicken Rice Fried full plate	
	Sticky Rice (Maibra) 200 gm/plate	
Biryani (Vegetarian) Half plate		

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	Biryani (Vegetarian) Full plate	
	Biryani (Non vegetarian) Half plate	
	Biryani (Non vegetarian) Full plate	
	Items	Rate (Each)
Chinese	Chowmein Vegetable Large plate, (150 gms.)	
	Chowmein chicken Large plate, (150 gms.)	
	Chilli paneer medium bowl, (100 gms.)	
	Chilli chicken (boneless) medium bowl, (100 gms.)	
	Momos Vegetable (Steam/Fried) 4/plate	
	Momos (Steam/Fried) Chiken 4/plate	
Thalis (Lunch/Dinner)		
	Items	Rate (Each)
Chicken Thali	Chicken Thali Half (with Plain Daal, Mix vegetable, one vegetable fried item and Salad, etc)	
	Chicken Thali Full (with Plain Daal, Mix vegetable, one vegetable fried item and Salad, etc)	
Pork Thali	Pork Thali Half (with Plain Daal, Mix vegetable, one vegetable fried item and Salad, etc)	
	Pork Thali Full (with Plain Daal, Mix vegetable, one vegetable fried item and Salad, etc)	
Egg Thali	Single Egg Thali (with Plain Daal, Mix vegetable, one vegetable fried item and Salad, etc)	
	Double Egg Thali (with Plain Daal, Mix vegetable, one vegetable fried item and Salad, etc)	
Veg Thali	Veg Thali Half (with Plain Daal, Mix vegetable, one vegetable fried item and Salad, etc)	
	Veg Thali Full (with Plain Daal, Mix vegetable, one vegetable fried item and Salad, etc)	
For Parties	To be served in Crockery (Melmoware or Bone china)	

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The menu for items to be served during breakfast, lunch, dinner time on different days and the food items to be served at other times will be decided after consultation with the members of the Canteen Committee and the Bidder. The menu will have to be strictly adhered to.

Any other item which can be sold by the bidder may also please be quoted, separately.

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Annexure - B

UNDERTAKING

I/we have read the terms and conditions of the tender clearly and i/we agree to abide by them fully. On the acceptance of the offer, I/we will run the canteen at the Kokrajhar Govt. College, Kokrajhar in compliance with the terms and conditions thereof.

Signature of the Bidder

Name:

Address:.....

Phone/Mobile No. :.....

Email ID :.....

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Annexure -C

Tender for Running Canteen in Kokrajhar Govt. College, Kokrajhar Premises

Sir,

I am submitting the tender for running Canteen in Kokrajhar Govt. College, Kokrajhar Premises on contract basis as per details given below:

1. Name of the Bidder:.....

2. Address:.....

.....

3. Registration/License No. (If a co-operative society):

(Attach attested Photostat copy of license issued by the competent authority)

4. Details of contracts executed till date (in a separate sheet with proof) in the following format

S. No.	Name of Contracts Period	Government/Education/Private Intuitions

5.

S. No.	Present Contracts in hand	Period

6. GST number, if any:

7. Man Power/ Resources available:.....

8. Name of your bankers/with address & IFSC Code (Copy of cancelled checked may also be enclosed):.....

.....

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

.....

Signature of the Bidder

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Scope of work/location

- a. Running and operation of Canteen/Cafeteria including indoor and outdoor hospitality services as & when required for Kokrajhar Govt. College for about 2000 (approx) students and staff.
- b. Hospitality arrangement, to order, like tea/coffee/soft drinks/snacks/lunch (packed) catering to all the offices (i.e. on all the floors) of the College and also provide the service and Buffet Lunch/Dinner/Tea for various academic and cultural activities, Festivals, Seminars, Symposiums, Conferences, Training Programme, Statutory Bodies Meetings and any other functions. In addition to this, arrangements of refreshment are also required for examination and admission/counseling etc. as informed by the College from time to time.
- c. The Bidders are advised to visit the Canteen before participating. The Bidders should assess the volume of business themselves; Kokrajhar Govt. College will not guarantee any minimum/maximum business.

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TERMS AND CONDITIONS

1. Tenure & Eligibility:

- a. Licensed bidders having valid Food Safety License from FSSAI as per the Food Safety and Standards (Licensing and Registration of Food Businesses) Regulation 2011.
- b. The bidder should have minimum three years experiences of running a canteen in Govt. institutions/University/College/Government Hospital/reputed institutions. The relevant paper with regard to experience should be attached along with the tender. The experience certificate of last three years will be attached with the Tender Documents for satisfactory running of the canteen and mentioning therein that “No Dues or amount” is due from the canteen Bidder. In case the certificate is not enclosed, the Tender quotation will be summarily rejected.
- c. The contract will be valid for a period of one year with effect from the signing the agreement.
- d. The Contract can be renewed by mutual agreement and terms and condition which may be agreed upon by the College and Bidder.
- e. The Bidder shall have to submit the certificate that he has got experience of running a ‘round the clock’ canteen. He will also have to produce a latest certificate of satisfactory running of the canteen from the Head of the concerned Institution/ Organization where the canteen was/is/has been running.

2. License fee and other charges:

- a. The approximate area of the canteen is 600 square meters. Four tap connections are provided. The estimated power load is 6 KW. The Bidder will have to install a Sub-Meter for consumption of electricity and pay the electricity charges “on actual consumption basis” to the authorities towards Electricity, and the rent for 600 Sq-Meter space. The rent for eating space will not be charged although it will be maintained by the Bidder. The rates for the above mentioned items will be applicable as per the rates fixed by the Government from time-to-time.
- b. The Room Rent fee of Rs. 3000/- (Three Thousand Rupees Only) per month has to be paid in advance for each month on or before 7th day of each month. The Contractor has to pay three months Room Rent fee in advance at the time of taking over the possession.
 - i. Electricity charges-actual basic as per sub-meter reading.
 - ii. Security amount (Refundable)-Rs.10, 000/- (Rupees Ten Thousand only) will be received at the time of signing of contract. No interest will be paid on security Deposit.

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- c. The Contractor shall have to pay the late payment charges @ Rs. 10/0/- per day, or maximum of the Rs. 2000/- per month for the late payment of the license fee, electricity and water charges.
- d. The Contractor has to arrange water tank at his own expenses, if water crisis occurs.
- e. The Contractor shall be responsible for the payment of GST/Service Tax on eatables 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 earnest money, 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-payments of office dues.

3. Service :

- a. It is mandatory for the party to provide delivery services to the Principal's Office and teaching departments as and when such service is sought.
- b. The rates of the items to be sold in the canteen shall be displayed on the Notice Board of the canteen. The Contractor has to use Coupons of different denominations in different colors/billing machines for payment. Strict adherence to "first come first serve" basis will be followed.
- c. **In case the Contractor is found charging more than the approved rates, the College is fully empowered to terminate the contract with immediate effect with forfeiture of the Security Deposit.**
- d. The canteen facility shall be available for Senior Doctors, Resident Doctors, Staff and Students of Kokrajhar Govt. College complex and accompanying guests only. No outsider shall be allowed/ extended this facility.
- e. 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, College Library, and other departmental rooms in both the buildings. The Contractor will not levy any extra service charge over and above the approved rates for item listed in **Annexure 'A'**.
- f. 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.
- g. 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 and security will be frozen.
- h. The Contractor will take all necessary precautions against fire hazards.

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- i. 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.
- j. The Canteen Committee of the College has the right to visit periodically, or have surprise visits to check the quality of food, services, cleanliness of the canteen and report to the Principal. If required feedback from the users can be obtained anytime.
- k. The Contractor shall not sublet the running of canteen to any other party. No other commercial activity shall be undertaken in the College canteen premises.
- l. The Contractor will also have to make special arrangement for breakfast/lunch/dinner in the seminars and meeting as and when required.
- m. The Contractor shall not cause any nuisance, annoyance to the students and staff or store any hazardous goods in the premises.
- n. The Contractor shall not use electric heater or any other heavy duty electrical appliances without the permission of licensor.
- o. Contractor desires to add any item in the list, he must have to seek the permission of the College to include the items and their rates.
- p. The Contractor shall arrange the Gas/Kitchen equipment etc. for running the canteen.
- q. **Timings:** The canteen will function round the clock on all seven days of the week.

For unavoidable circumstances where the contractor is compelled to keep the canteen closed, prior permission from the college authority must be obtained.

4. Hygiene and cleanliness:

- a. The Competent Authority or Canteen Committee will inspect the canteen at any time with or without notice 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 in proper and hygienic conditions.

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5. Canteen Employees:

- a. The Contractor shall be subject to the regulation of labour laws of Assam Government.
- b. 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 faculty lounge. They should wear photo I-card and should carry clean duster with them always.
- c. 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 other in doing so, and if it is prima facie proved, then Bidder shall remove the employee concerned from the premises immediately on receipt of verbal or written communication from the authorities of the College.
- d. Only a few requisite staff of canteen Bidder will be allowed to stay in the canteen after working hours (under special circumstances) with authorization of the Principal of Kokrajhar Govt. College and no unauthorized person shall be allowed to stay in the canteen.
- e. Proper Police verification of person deputed by Bidder shall be done.
- f. All rules & Regulation as part of legal requirement for employment of labour and obtaining Contractor for running of College canteen is the responsibility of the Contractor.
- g. Any dispute/Litigation is subject to Kokrajhar Jurisdiction.
- h. Any terms and conditions not covered in the agreement will be decided by the Principal and decision on the same will be final and binding.

6. Utilization of canteen premises:

- a. The possession of the premises will always be that of Kokrajhar Govt. College even when the premises will in use of the Contractor.
- b. The Contractor shall have no right to sub-let, assign the Contractor in any manner to any third party or authorize any other person to run the Canteen once it has been formally awarded to him/her, failing which legal action will be taken.**
- c. The Contractor is responsible to maintain the infrastructure facilities provided by the College such as sitting space, Air conditioners, fans, electrical fittings, sanitary fittings, water cooler etc.

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- d. No employee/student/outsideers will be allowed to smoke or consume alcohol/banned drugs in the canteen. The Bidder shall not keep or sell any tobacco products or any hard drinks, other health hazard articles in the canteen.
- 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 licensed premise and licensor will have the right to enter upon the premise 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 in open area of College.
- h. The licensed premises shall be used only for carrying on the business of canteen and for no other purpose.
- i. The Contractor 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 Contractor but that also with the prior approval/permission of the licensor.

7. Termination of the contract:

- a. The quality of food/services provided will be checked from time to time and if found unsatisfactory the license 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 licensor/College authorities in the matter relating to the canteen shall be final and binding on the Contractor.
- c. In case of Termination of contract, Bidder shall handover possession of canteen premises immediately and no claim of any type shall be entertained.
- d. The College reserves the right to terminate the contract any time after getting recommendation of an independently appointed committee against any serious complaint(s) regarding the performance/maintenance of the canteen. The decision of the College in this regard shall be final.
- e. The contract can be terminated either by the College of 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.

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- f. In case the Contractor violates the terms and conditions of the contract, his contract would be cancelled without any notice.
- 8. Lowest Rates will be decided according to the lowest rates offer for maximum items. If the two or three bidder's rates are equal than, it will be decided on the basis of annual turnover of the bidders.**
9. Maximum Retail Price (MRP) will not be considered for evaluation.
10. 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.
11. After opening the tenders the committee may visit the sites and check the preparation of cooked items as specified by the tenderer in support of working experience.
12. Successful tender shall execute the agreement on legal stamp paper of Rs.100/- for running & operation of canteen in the premises of the Kokrajhar Govt. College, Kokrajhar and accepted tender along with terms & conditions shall form apart of the agreement.
