

NOTICE INVITING LIMITED TENDER FOR PROVIDING CANTTEEN SERVICES at Assam Engineering College(AEC), Jalukbari, Guwahati-781013.

Sealed tenders in two bid system i.e. “Technical Bid” & “Financial Bid” addressed to the Principal, AEC are invited from eligible contractors for providing canteen services in the College. Prescribed tender form containing Terms & Conditions is available on the college website www.aec.ac.in

The cost of the Tender Form is Rs. 500/- (Non-Refundable). Tender document can be downloaded from www.aec.ac.in and a bank draft of Rs. 500/- must be enclosed while submitting the duly filled in tender document. The last date of submission of tender shall be 27.7 .2016 at 2 PM. No tender form shall be accepted after the last date and scheduled time.

The Technical Bid shall be opened on 28.7.2016 at 11am in the College Committee Room in the presence of interested parties/authorized representatives. They should make themselves available for the same.

The contractor must submit:-

- a. EMD in the form of DD/FDR/Bank Guarantee amounting to Rs. 10,000/- in favour of the Principal, AEC.
- b. Declaration form on firm’s letter head duly signed.
- c. The Demand Draft of Rs. 500/-, the DD should be drawn in favour of “The Principal AEC, payable at SBI,AEC Branch, Guwahati.
- d. The terms and conditions form should be duly signed by the tenderer on each page.
- e. List of Quoted rates for the items to be served should be duly signed by the tenderer on each page.

The duly filled Tender along with all necessary documents may be submitted to the Principals Office during working hours.

The undersigned reserves the right to accept or reject any or all the tenders submitted without assigning the reasons thereof.

TERMS AND CONDITIONS:

1. The caterer has to provide the price of each item separately on enclosed proforma.
2. The caterer may be asked to give sample of each item of the list enclosed.
3. The caterer must be in business of providing catering/canteen services for at least three years with a turnover of Rs.....
4. The contract shall be for one year from the date of signing of an agreement and shall automatically expire on completion of one year unless renewed. If the agreement is not renewed every year, the caterer will have to vacate the premises immediately on the expiry of the contract on 15 days notice.
5. The Canteen Contractor shall pay the following charges to the College:
 - (i) License Fee Rs. 30,000/- per annum
 - (ii) Electricity Charges As per actual (sub-meter basis)
 - (iii) Water Charges Rs. 500/- per month
6. The Contractor shall sign an agreement with the College authorities.
7. Contractor shall deposit Rs.50,000/- with the college at the time of signing of the agreement as Security Deposit which will be refunded on expiry of the contract.
8. In case of breach of any terms and conditions herein contained, the college authorities shall be at liberty to terminate the contract without assigning any reason and the caterer shall have to vacate the premises allotted to him within the time specified by the college authorities.
9. Under no circumstances the tender quotation will be received after the due date when the time is over.
10. Any non-compliance of the tender requirements may lead to rejection of tender quotations.
11. The college reserves the right to accept or reject any tender quotation in whole or in part without assigning any reason thereof.

12. The College reserves the right to change/add any food items in the menu and conditions without assigning any reason thereof.
13. Any dispute/litigation is subject to Guwahati jurisdiction only.
14. Staff of canteen will be allowed to stay in the canteen only with authorization and no unauthorized person will be allowed to stay there.
15. The Contractor shall be subject to the regulation of the Labour Laws applicable to Guwahati, Assam..
16. The Contractor shall not keep/sell items like cigarette and other health hazard articles.
17. The canteen contract cannot be terminated by the contractor in the midst of the period of award. If it is done, the security deposit shall be forfeited.
18. It will be sole responsibility of the contractor to guard canteen properties properly like fans, furnitures, electrical fittings, sanitary fittings and windows and doors etc.
19. The contractor shall be responsible for payment of Sales Tax/VAT/Service Tax (as the case may be) on eatables to the concerned department.
20. It may be noted that the lowest quoted rates of a tenderer do not entitle him/her to claim the said contract. The final decision shall be taken after the contractor is interviewed and the presentation is assessed by the committee and he is finally recommended.
21. The contractor's firm must have atleast three years of experience in catering (preferably running a canteen in reputed Govt. organizations/departments/educational institutions/ official premises etc.). The experience certificate needs to be attached with details.
22. The contractor's firm must not have been blacklisted ever in the past and must not have been penalized for not meeting the provisions of Food Adulteration Act, 1954 and food safety and standard Act 2011. A self-certification is required to be submitted by the contractor on letter head.
23. The contractor shall abide by all the prevailing laws for running of canteen/cafeteria and shall do all the necessary formalities of obtaining licenses/permission etc. on his own. The college shall not take any responsibility for any legal provisions not met by the contractor & on account of this the contractor shall solely be responsible.
24. The canteen Committee/purchase committee of the college may make a visit to the existing catering place of the tenderer and the committee's decision regarding the capability of the tenderer to provide catering services in the college as per the college's requirement shall be final.
25. The contractor shall be required to pay
 - I. Water and electricity charges every month as per actual usage. This amount shall be deposited by 10th of every month.
 - II. Rs. 50,000/- as security deposit that shall be refundable after the expiry of contract and no interest shall be payable on it. This may be adjusted in case of any dues / damages are reported during the tenure of contract period.
 - III. License Fee @ 30,000/- per annum to be paid in advance in two six monthly installments.
26. The contractor shall keep the canteen area (in and around) neat and tidy.
27. The kitchen of the canteen shall be maintained with best of hygiene standard.
28. The contractor shall take all precautions to maintain quality of food. In no case he shall sell stale/old stuff/preparations.
29. The contractor must not use / store any hazardous chemical / dangerous element / banned or expired products in the canteen which may pose threat to the health and safety of the people.
30. Pest control will have to be done on a regular basis and the cost to be borne by the contractor. Proper documentation has to be submitted to the committee for regular review.
31. The contractor shall use the good quality branded cooking medium like oil and sauces and should ensure that only standard material / ingredients for cooking and serving are used. No local / sub-standard material / ingredients shall be allowed. **The contractor is advised to quote the rates of food items keeping in view the cost factor of the ingredients/material which shall be of good quality.**
32. The contractor shall not use the canteen/ college premises for residential purpose for self or his staff & none of the employees of the contractor shall be allowed to stay in the college premises during night/holidays etc. The list of people residing on campus has to be provided.
33. The contractor shall not sublet the contract to any vendor further. Similarly, no part of the menu / items agreed upon shall be sublet to any other party. Subletting in any form shall not be allowed.

34. The contractor shall provide the list of the workers along with their identification & residential proof, who are working in the canteen and also the following.

a. Any change in the staff shall be reported immediately and relevant proof of identification shall have to be submitted again. The contractor shall solely be responsible for the conduct / behaviour of the staff employed by him in the college canteen and shall solely be responsible for any misconduct or undesirable incidence on account of the conduct / behaviour of the staff engaged by the contractor.

b. A list of staff along with their photographs working in canteen shall be forwarded to the police station concerned.

c. The staff must have proper medical certificates issued by the registered medical authority.

d. All staff must be properly groomed and be polite/courteous to the customers.

e. The staff of the contractor shall abide by the instructions issued by the college authorities from time to time and their movement in the college shall be restricted.

f. The staff deputed must have passed hotel management degree/diploma with adequate experiences in the hospitality sector.

g. The staff must be properly trained with all necessary information on handling customers, maintenance of equipments with special emphasis on service orientation and personal hygiene.

35. The contractor shall ensure that applicable labour laws and minimum wages act are complied with. They are responsible for compliance of all the laws, bylaws, ordinances and rules governing employment and their medical insurance, PF etc.

36. The contractor must ensure compliance of provisions of Food Adulteration Act 1954 and Food Safety Standard Act 2011.

37. The contractor shall ensure to keep all his belongings under lock and key. The contractor shall be solely responsible for any loss, damage, theft etc. occurring in the canteen and no compensation of any kind shall be made by the College.

38. The contractor shall have to ensure that the canteen staff employed by him wears full uniform with IDs and with proper gloves, head cover, apron etc. The contractor shall have to take all the measures to maintain good hygiene during the preparations and serving.

39. The contractor shall have to make his own arrangements to remove / dispose –of garbage and shall not use college premises for dumping of the garbage. The contractor has to ensure that the garbage is not scattered here and there and shall have to arrange proper dustbins.

40. Regular house keeping and cleaning/clearing the allotted premises must be done.

41. The contractor shall have to provide “Complaint and Suggestion Book” and the same shall be made available to anyone who desires to record any complaint or suggestion. The same shall be submitted to the principal’s office for inspection every month.

42. The contractor will be responsible for proper clearance of tables, used plates etc. They must provide adequate manpower for smooth operation of the canteen.

43. Display of rate list: the display of the menu card has to be done in a legible manner. The self service system should be adopted in the canteen. The contractor shall display the menu every day on the notice board of the Canteen.

44. The approved rates of the food items as accepted by the college shall not be increased by the contractor without prior permission of the college. Similarly, no other item shall be sold by the contractor outside the approved list, without permission of the college.

45. Regular food audit to check the quality and safety will be done by the canteen committee.

46. The contractor shall not close the canteen without prior permission from the college. The canteen shall remain open on Saturday/Sundays/ Vacations/Holidays as per the requirement of the college to be stated by the authorities of the college..

47. The Contract may be terminated by giving one month's notice from either side. However, if it has been found/reported that there has been a gross misconduct, negligence, non-compliance of orders requiring immediate action, the principal shall have the rights to revoke the contract immediately without any notice.
48. After the termination / expiry of the contract, all the belongings of the college should be handed over to the college, including those items for which the college has undergone a separate agreement.
49. The contractor shall have to ensure that the agreement made by the college with any other party shall be enforceable upon him also. He shall have to ensure that no competitive product is being sold in the canteen for which the college has undertaken separate & exclusive tie up.
50. There shall be an observation(probation) period of 2 months from the date of award of contract during which the work and conduct of the contractor and his staff shall be observed & assessed. Further, extensions shall depend on the satisfactory performance of the canteen contractor.
51. The members of Canteen Committee any time to check the quality of food preparation, hygiene conditions, staff conduct etc.
52. Any loss to the property of the College caused by the contractor shall be borne by the contractor.
53. In case of any dispute, the matter shall be resolved amicably. However, if the matter still remain unresolved, the same shall be resolved by an arbitrator appointed by the Canteen Committee of the College, the decision of which shall be final & binding to both the parties.
54. The committee in its considered view may reject any or all the tenderers as it deems fit at any stage.
55. Any dispute is subject of the Jurisdiction of Court situated in Guwahati.

TECHNICAL BID

A maximum of one representative of the bidder shall be authorized and permitted to attend the Technical bid prior to the financial bid opening.

The Technical Bid should be sealed in a separate envelope and superscribed "Technical Bid, Tender No. AEC _____, for providing canteen/catering services may make the visit to the tenderer's place of catering operations and the committee's decision regarding the capability of the tenderer to provide canteen services in the college as per the college's requirement shall be final. The committee shall submit the report of its visit before opening the financial bid.

This envelope of Technical Bid shall contain the following documents –

1. EMD in the form of Demand Draft amounting to Rs. 10,000/- in favour of the Principal, Assam Engineering College, Jalukbari, Guwahati-781013.
2. Undertaking duly signed with Stamp and Name of Firm on non-judicial stamp paper.
3. Personal Bio Data of the bidder/Tenderer/ Firm.
4. For address proof-Self attested photocopy for proof of address in form of bank statement, electricity bill, telephone bill, election identity card, passport or driving license, copy of registration if any (any one of them).
5. Cost of tender document if downloaded from the website in the form of Demand draft/Banker's cheque for Rs.500/- in favour of the "The Principal, Assam engineering College, Jalukbari, Guwahati-781013. Photocopy of receipt as proof of the cost of tender document if purchased from AEC.
6. In case of company or partnership firm, authorization and / or copy of partnership deed must be submitted with the technical bid.
7. Self Attested copy of PAN Card of the firm / proprietor issued by Income Tax Department. (In case PAN Card of an individual / proprietor is submitted, it should be accompanied by the return filed for the previous year 2014-15 indicating the same PAN number as submitted).
8. Copy of proof of providing canteen or catering services for last three years.
9. 2 self-attested passport size photographs.
10. All the pages of the tender document duly signed by the firm/dealer.

Signature of the caterer with Seal

Dr Atul Bora

Principal, AEC

Only those bidders who qualify the Pre-Qualification Stage i.e. Technical bid shall be considered for Financial Evaluation i.e., for financial bid.

FINANCIAL BID

Sno.	Particulars	Amount (in Rs.)
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Amount in figures :

Signature of the caterer with Seal

Dr Atul Bora

Principal, AEC

TENDER NAME
TENDER NO.

UNDERTAKING

(to be executed on Rs. 10/- N.J. Stamp Paper)

1. I/We the undersigned, certify that I/We have gone through the terms and conditions mentioned in the tender documents and undertake to comply with all of them.
2. That no Civil/Criminal/Income Tax/Service Tax/Blacklisting case is pending against my firm.
3. The rates quoted by me/us are valid and binding on me/us for acceptance for the entire period of contract.
4. I/We undersigned hereby bind myself/ourselves to the Principal,AEC to provide canteen services during the period of contract.
5. The Security Money deposited by me shall remain in the custody of Assam Engg College College, till two months after the expiry of the contract.
6. I/We shall abide by Minimum Wages Act, Contract Labour Act, PF, ESI, Bonus, Gratuity, as applicable from time to time for the workers employed for running the canteen and submit challan regularly to the canteen committee.

7. In case of any lapse occur on my part or on my staff while discharging the services the College authorities may cancel my/our contract and award the work to another agency and the costs difference may be recovered from me/us and can forfeit security money.
8. The food/eatable items will be genuine, fresh, hygienic and of good quality.
9. In the event of any breach/violation of the terms and conditions, the competent authority shall be at liberty to terminate my contract and can forfeit the security money deposited by me/us.
10. I /we shall abide by all the terms and conditions of the contract.
11. I /we will be wholly responsible for providing Canteen Services at Assam Engg College and will ensure deployment of adequate staff to provide, quick clean and efficient service and also responsible to pay all taxes as applicable to Tenderer. I shall also be responsible for behavior / act of employees engaged by me for running of Canteen Services of the college.
12. I/we shall be responsible for health and injury caused to the worker while working in the canteen.
13. I/we shall be responsible for any loss or damage to the College property by the employee engaged by me/us.
14. The Principal, Assam Engg College , has the right to accept or reject any or all the tender without assigning any reason. The decision of The Principal, Assam Engg College, will be binding upon me.
15. I /we shall display the Price List per unit of all available food items on the two separate boards ; first at the entrance of the canteen and second at the cash counter.
16. The Canteen will remain open during college hours specified by the college and the Tenderer or his agent will remain present at the canteen.
17. I/we shall vacate the canteen premises on completion of the contract period. In case of unauthorized retention of the canteen premises beyond the contract period, a penalty of 50% over the above the pre existing rate will be levied on me/us during the period of unauthorized retention.
18. I/we shall also be responsible to pay all taxes as applicable to the government like Income Tax, Service Tax and VAT etc.
19. I/we shall be responsible for any theft / loss / damage to College property/fixtures and I /we will rectify/replace the same.

Place:

Date:

SIGNATURE OF THE TENDERER

NAME OF THE FIRM/TENDERER

Seal of Firm

Dr Atul Bora

Principal, AEC

DOCUMENTS TO SUBMIT

1. Company profile and turnover
2. Valid Trade License
3. Uptodate VAT and Service Tax
4. Valid Food license from the Directorate of Health Services, Govt of Assam
5. Income Tax certification details
6. Audited balance sheet of the company(2014-15)
7. ISO certification if any
8. Minimum Wage payment document
9. Business turnover till date.
10. Provision for Food Adultration Act 1954 and Food safety standard 2011
11. Labour Law applicability certificate in Guawahati metro
12. Degree/diploma of Hotel Management training of the staff of the company.
13. Current institutes being catered to by the company
14. Staff safety standards, their PF and ESI benefit uptodate chalan
15. Any other documentation.

**ASSAM ENGINEERING COLLEGE
GUWAHATI-781013**

TENDER FORM NO.....

**FORMAT TO BE SUBMITTED BY THE CONTRACTOR ON LETTER HEAD
Tender for providing the Canteen services in AEC.**

Last Date for submission of tender :

Time for opening of tender :

PARTICULARS

1. Name of the Firm :
 2. Name of Proprietor/Partner :
 3. Address :

 4. Phone No. (Mobile / Landline) :
 - (a) Present location of Canteen, if any :
 - (b) Specialized field of Catering (if any) :
 5. Registration No. :
 6. PAN No :
 7. DD/Pay Order No. Date & Drawee Bank :
 8. VAT (TIN) number, (if any) :
 9. If a co-operative society, Please
Indicate Regn. No. and date of Regn. :
 10. Any other relevant information :
- (Please attach separate sheet)

DECLARATION:

I hereby declare that:

1. The applicant / firm have not been blacklisted by any college/University/autonomous institutions/Govt. organisations ever in the past and have not been penalized for not meeting the provisions of Food and Adulteration Act, 1954 & Food Safety and Standard Act 2011.
2. All the particulars subscribed by me are true to the best of my knowledge.
3. All the terms & conditions of this tender document are acceptable to me & I shall abide by the same in case the tender is awarded to me.

Signature of Contractor

(with Stamp & Date)

Signature of the caterer with seal:

Dr Atul Bora,Principal,AEC

Assam Engineering College canteen

Rates to be quoted by the contractors

Sl.No.		Items	Rate (Rs) MRP	Subcidedesed Rate(Rs)
1	Breakfast	Puri Sabji (3 pc))		
2		Paratha Sabji (2 pc)		
3		Tawa Roti Sabji (2 pc)		
4		Chole Batura (2 pc)		
5		Idlee Sambar Chutney (2 pc)		
6		Dosa Sambar Chutney		
7		Sandwich (Veg/cheese/chicken)		
8		Sandwich (veg/Non-veg)		
9		Bread butter /Jam (2 piece)		
10		Omelets (single/double)		
11		Boiled egg(single/double)		
12		Dahi Vada		
13		Tea (Black)		
14		Tea (milk)		
15		Green Tea		
16		Milk (Std. glass)		
17		Milk Shake (Std .glass)		
18		coffee		
19	Lunch	Veg meal		
20		Non- Veg meal (Fish)		
21		Non- Veg meal (Chicken)		
22		Fried Rice -Veg		
23		Fried Rice -Chicken		
24		Chowmin - veg		
25		Chowmin- Chicken		
26		Chinese lunch (Combo)(veg/non-veg)		
27	Snacks	Samosa		
28		Nimki		
29		Gaja/lobongo		
30		Khurma		
31		Momo		
32		Veg Roll		
33		Egg Roll		
34		Chicken Roll		
35		Veg Burger		
36		Chicken Burger		
37		Veg Pokara (6 pc)		
38		Cheese Pokara (6 pc)		
39	Rasgolla (1 pc) and other sweets			
		ANY ITEM YOU WANT TO ADD		

