

TENDER FOR PROVIDING CANTTEEN SERVICES
at
JORHAT ENGINEERING COLLEGE
JORHAT-785007(Assam)

The last date of submission of tender: 2-8-2022 at 11 AM.

The Technical Bid open date: 2-8-2022 at 11:30 am

Place: Professors' Conference Room, Jorhat Engineering College

NOTICE INVITING LIMITED TENDER FOR PROVIDING CANTTEEN SERVICES at JORHAT ENGINEERING COLLEGE, JORHAT-785007(Assam)

Sealed tenders in two bid system i.e. “Technical Bid” & “Financial Bid” addressed to the Principal, Jorhat Engineering College are invited from eligible vendor for providing canteen services in the College. Prescribed tender form containing Terms & Conditions is available on the college website www.jecassam.ac.in. The cost of the Tender Form is Rs. 500/- (Non-Refundable). Tender document can be downloaded from www.jecassam.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 2-8-2022 at 11 AM. No tender form shall be accepted after the last date and scheduled time. The Technical Bid shall be opened on 2-8-2022 at 11:30 AM in the Professors’ Conference 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, Jorhat Engineering College.
 - 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, Jorhat Engineering College payable at SBI,JEC Branch, Jorhat.
 - 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:

**** Here contractor means a service provider engaged in catering, canteen, hotel business.**

A) General :

1. Any non-compliance of the tender requirements may lead to rejection of tender quotations.
2. The college reserves the right to accept or reject any tender quotation in whole or in part without assigning any reason thereof.
3. 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.
4. The Contractor shall be subject to the regulation of the Labour Laws applicable to Jorhat, Assam.
5. The Contractor must ensure compliance of provisions of Food Adulteration Act 1954 and Food Safety Standard Act 2011
6. Any dispute/litigation is subject to Jorhat jurisdiction only.
7. The Contractor shall not keep/sell items like cigarette and other health hazard articles.
8. 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.
9. It will be sole responsibility of the contractor to guard canteen properties properly like fans, furniture, electrical fittings, sanitary fittings and windows and doors etc. Any loss to the property of the College caused by the contractor shall be borne by the contractor.
10. The contractor shall be responsible for payment of GST (as the case may be) on eatables to the concerned department.
11. 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.
12. 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.
 13. 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.
 14. 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.
 15. 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.
 16. 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.
 17. 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.
 18. 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.
 19. 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.
 20. 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.
 21. 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. Staff of canteen will be allowed to stay in the canteen only with authorization and no unauthorized person will be allowed to stay there.
 22. 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 must be properly trained with all necessary information on handling customers, maintenance of equipments with special emphasis on service orientation and personal hygiene.

B) Cleanliness/ Health Measure

1. The contractor shall keep the canteen area (in and around) neat and tidy.
2. The kitchen of the canteen shall be maintained with best of hygiene standard.
3. The contractor shall take all precautions to maintain quality of food. In no case he shall sell stale/old stuff/preparations.
4. 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.
5. 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. The list of the some of the good quality cooking brands are given in Annexure. 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.**
6. 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.
7. Regular housekeeping and cleaning/clearing the allotted premises must be done.
8. The contractor shall have to ensure that the canteen staff employed by him wears neat and clean cloth. The contractor shall have to take all the measures to maintain good hygiene during the preparations and serving.
9. The contractor will be responsible for proper clearance of tables, used plates etc. They must provide adequate manpower for smooth operation of the canteen.
10. Regular food audit to check the quality and safety will be done by the canteen committee.

List of permissible Brands

Item	Brands
Salt	Tata, Annapurna, Nature Fresh, Ashirvaad, Patanjali, Captain Cook
Spices	M.D.H masala, Everest, Mothers, Nilons, MTR, Priya, Patanjali
Mustered Oil	Engine, Dhara, Fortune, Saffola, Patanjali
Refine Oil	Dhara, Fortune, Patanjali, Saffola
Atta/Maida	Ashirvvad, Annapurna, Patanjali, Shati Bhog, Raish Bhog
Milk	Amul Taza, Mother Diary, Purabi, Madhur Diary
Tea	Maktabari, Lipton, Tata, Brooke bond
Coffee	Nescafe, Bru
Rice	Rampal Joha, India Gate, Mother India,

C) Specific

1. The contractor must be in business of providing catering/canteen/hotel services for at least from last financial year (i.e. 2021-22) with a turnover of Rs. 2 lakhs. Preference may be given to highly experienced vendor.
2. The contract shall be for one year from the date of signing of an agreement with the College authorities and shall automatically expire on completion of one year unless renewed. If the agreement is not renewed every year, the vendor will have to vacate the premises immediately on the expiry of the contract on 15 days notice.
3. The selected Canteen Contractor shall pay (before 15th of every month) the following charges to the College:
 - a) Monthly rent Rs.5000/- per month
 - b) Electricity Charges As per actual (sub-meter basis)
4. Contractor shall deposit Rs.50,000/- (Fifty Thousand Only) with the college at the time of

signing of the agreement as Security Deposit which will be refunded on expiry of the contract. 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.

5. 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.
6. The contractor has to provide the price of each item separately on enclosed proforma. 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
7. 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.
8. The selected contractor has to submit the Undertaking duly signed with Stamp and Name of Firm on non-judicial stamp paper to the college.

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. _____, for providing canteen/catering services at Jorhat Engineering College.

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, Jorhat Engineering College. Jorhat.
2. Cost of tender document amounting to Rs.500/- in the form of Demand draft for in favour of the Principal, Jorhat Engineering College. Jorhat
3. Personal Bio Data of the bidder/Tenderer/ Firm (**FORM 1**)
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. In case of company or partnership firm, authorization and / or copy of partnership deed must be submitted with the technical bid.
6. 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 2021-22 indicating the same PAN number as submitted).
7. Copy of proof of providing hotel, canteen or catering services.
8. Copy of GST certificate.
9. 2 self-attested passport size photographs.
10. All the pages of the tender document duly signed by the firm/dealer.

Dr. Rupam Baruah
Principal, JEC

Technical BID: FORM 1

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

PARTICULARS

1. Name of the Firm :
2. Name of Proprietor/Partner :
3. Address :
4. Phone No. (Mobile / Landline) :
5. PAN No :
6. GST No. :
7. EMD Details (Rs. 10,000.00)
(DD No. Date & Drawee Bank) :
8. Tender Fees Details (Rs. 500.00)
(DD No. Date & Drawee Bank) :
9. Registration Number of
(hotel/Canteen/ Catering if any) :

DECLARATION:

I do 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)

Financial BID: FORM 2

Jorhat Engineering College canteen Rates to be quoted by the contractors

Standard List of Item

Sl.No.	Items	Rate (Rs) MRP
1	Puri Sabji (3 pc)	
2	Paratha Sabji (2 pc)	
3	Tawa Roti Sabji (2 pc)	
4	Chole Batura (2 pc)	
7	Sandwich (Veg)	
8	Sandwich (Chicken)	
9	Bread butter /Jam (2 piece)	
10	Omelets (single/double)	
11	Boiled Egg (single/double)	
13	Tea (Black)	
14	Tea (milk)	
16	Coffee	
17	Assamese Thali (Veg meal)	
18	Chicken Curry (2-piece standard)	
19	Fish Curry (1-piece standard)	
20	Fried Rice -Veg	
21	Fried Rice -Chicken	
22	Chowmin - veg	
23	Chowmin- Chicken	
24	Veg Roll	
25	Egg Roll	
26	Chicken Roll	
27	Samosa	
28	Nimki	
29	Kachori	
30	Gaja/Lobongo/Khurma	
31	Packet Cake (small size)	

Signature of the contractor with Seal

Additional List of Item

**(No need to provide price list. The price will be fixed by the contractor later depending
on quality/ quantity)**

Item No.

To be submitted by only selected contractor

TENDER NAMEEE

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, JEC to provide canteen services during the period of contract.
5. The Security Money deposited by me shall remain in the custody of Jorhat 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 Jorhat 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, Jorhat Engineering College , has the right to accept or reject any or all the tender without assigning any reason. The decision of The Principal, Jorhat 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, GST 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