

Dr. Subhajit Choudhury

Assam University

Phone : + 91- 9954033145

Deputy Registrar

Diphu Campus

E-mail : subhajit.lib@gmail

অসম বিশ্ববিদ্যালয় দিফু কেম্পস

Web :http://www.aus.ac.in

Diphu-782462, Karbi-Anglong
Assam, INDIA



Administration

NIQ NO. AUDC/Canteen-1/445/13

Date:09.09.2015

To,

SUBJECT: Notice inviting quotation of operation and maintenance of University Canteen.

Dear Sir./Madam,

The Assam University Diphu Campus invites quotations for operation and maintenance of University Canteen as per details mentioned below in Section I of the Bid, The quotation is to be submitted in sealed envelopes to the undersigned on or before 09th October 2015, 12 hrs. The invitation to tender is subject to fulfillment of instructions and conditions as per the details given below:

- Section-I: Schedule to invitation to Tender.
- Annexure-I: Terms and Conditions.
- Annexure-II: Pricing of food items.
- Annexure-III: Declaration by the Interested Party/Vendor/firm.
- The bid documents are not transferable and the seal and signature of the authorized official of firms must appear on all the papers and envelopes submitted.

Kindly read the Section I which are fully understood and complied. No correspondence shall be entertained in case your quotation is rejected on ground of not complying with our instructions, terms and conditions. In case of doubt please contact us either by email (subhajit.lib@gmail.com) or by Cell Phone (+919954033145).

Thanking you.

Yours Sincerely,

(Dr. Subhajit Choudhury)
Deputy Registrar
(Administration)

Section-I

Schedule to invitation to Tender

1. Important date and Time :

- (i) Last date and time of receipt of Tender : **09.10.2015, 12 HRS**
(ii) Due date & time of opening Tender : **12.10.2015, 15 HRS**
(iii) Venue of Bid opening : **Conference Room Administrative Building, AUDC.**

The address of the vendor/firm submitting the quotation and the officer to whom the quotation is addressed must appear distinctly on sealed covers. Further, on top sealed cover the following are to be written:

QUOTATION FOR SUPPLY OF OPERATION AND MAINTENANCE OF UNIVERSITY CANTEEN.

Individual NIQ No.....

LAST DATE OF SUBMISSION : 09/10/2015 (12 HRS)

To
The Deputy Registrar (Administration)
Assam University Diphu Campus,
Diphu – 782462, Karbi Anglong,
Assam, India

From : M/s _____

Phone No. : _____

Email ID : _____

- Bid not transferable:** The bid documents are not transferable and the seal and signature of the authorized official of the firm's must appear on all the papers and envelopes submitted.
- Validity of Quotation:** Quoted rates must be valid for **90 days** from the last date of submission of quotation.
- Security Deposit:** Rs.5000/-(Rupees five thousand only) is to be furnished by the successful/selected party/vendor/firm in the form of Demand Draft drawn in favour of the Registrar, Assam University Silchar, issued from a Nationalized Bank.
- Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, Copy of the latest price list approved by the Town Committee must be enclosed with the other.
- Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on AUDC.
- Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next day shall be the prescribed date of closing/opening.

8. **Enquiry during the course of evaluation not allowed:** Not enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder (s). However, the Canteen Management Committee or its authorized representative (AUDC) can make any enquiry /seek clarification from the bidders. In such a situation. The agency shall extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.
9. **Acceptance of quotations:** The Acceptance of the quotation will rest solely with the AUDC, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.
10. **Force Majeure :**

If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 30 days from the date of such an event in writing to the other party, and the events referred to are as follows:

 - I) Any law, statute or ordinance, order action or regulations of the Government of India,
 - II) Any kind of natural disaster, and
 - III) Strikes acts of the public enemy, war, insurrection, riots, lockouts, sabotage.
11. **Termination of default :** Default is said to have occurred
 - (a) If the supplier fails to perform any other obligation(s) under the TERMS AND CONDITIONS
 - (b) Under the above circumstances AUDC may terminate the contract .
12. **Applicable Law:**
 - (a) The contract shall be governed by the laws and procedures established by Govt. of India and the subject to exclusive jurisdiction of Competent Court and Forum in Diphu or India only.
 - (b) Any dispute arising out of this contract shall be referred to the Registrar, Assam University Silchar, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Assam University. The decision of such Arbitrator shall be final and binding on both the parties.

ANNEXURE -I

TERMS AND CONDITION FOR UNIVERSITY CANTEEN

1. The yearly rent is fixed at Rs.12, 000/-(Rupees twelve thousand)@Rs.1000/- per month.
2. Electricity Bill will be charged @ Rs. 1000/-(Rupees one thousand) per month.
3. A security deposit will be charge @ Rs.5000/- for the period of lease against any unforeseen damage.
4. Initially the agreement may be entered into for a period of 2(two) years which shall/shall not be extended on the recommendation of Canteen Management Committee.
5. University shall provide minimum furniture for sitting arrangement and drinking water facility. Rest provisions are to be created by lessee.
6. The tenant shall not keep or sale any items like alcoholic drinks, narcotics, drugs, cigarette and other items including bettlenuts and Pan Gutka which are detrimental to the true spirit of an Educational Institution particularly and to the Society in general.
7. In no case the tenant shall sub-let the canteen to any other party.
8. If the tenant desires to surrender the occupancy of the canteen at any date before the expiry date of agreement he/she shall serve a written notice before three months to the first party or otherwise the tenant shall be charged house rent for another three months from the security deposit.
9. The lessee shall not alter or cause any damage to the building and other accessories. If any damage or alternation is caused by the lessee, The lessee shall have to compensate the damages.
10. The lessor shall have the right to terminate the agreement with three months notice if the lessee fails to provide satisfactory services.
11. The security deposit will be refunded without any interest there on after expiry of agreement or vacating the lease otherwise after adjusting the cost of damages if any.
12. That the lessee shall provide quality items at reasonable price which shall not exceed market rate on any item. The canteen management committee shall monitor quality and price of items from time to time.
13. The lessee shall maintain proper cleanliness and hygiene in regards to cooking and serving utensils, floor and furniture's and also provide filtered drinking water.
14. The Canteen staff must wear uniform.
15. The canteen should be able to serve the University faculty/ staffs in their respective Department/Section as and when required.
16. The canteen is to be kept open from 8.30 a.m till the end of office hours.
17. The canteen is required to be open even during Bandh days if the University Office is functioning.
18. Price fixing Committee shall fix the prepared items and their prices from time to time.
19. Selling of expiry food items is Prohibited.

ANNEXURE -II

Sl No.	Items	Quantity (gm/Kg/ ml/plate)	MRP (Rs)	Selling price (Rs)	Remarks
1.	Tea	Red Tea			
2.		Black Tea			
3.		Milk Tea			
4.		Milk Coffee			
5.	Snacks	Samosa			
6.		Rasogula			
7.		Lalmohon			
8.		Nimki			
9.		Paties			
10.		Cake			
11.		Others item....			
12.	Momo	Vegetable Momo			
13.		Chicken Momo			
14.	Roll	Vegetable Roll			
15.		Egg Roll			
16.		Chicken Roll			
17.	Roti	Roti & Vegetable			
18.		Paratha & vegetable			
19.		Puri & Vegetable			
20.	Fried Rice	Vegetable fried rice			
21.		Egg Fried rice			
22.		Chicken fried rice			
23.	Chow	Vegetable Chow			
24.		Egg Chow			
25.		Chicken Chow			
26.	Pakora	Vegetable pakora			
27.		Onion Pakora			
28.		Chicken Pakora			
29.	Chop	Vegetable chop			
30.		Egg chop			
31.		Chicken chop			
32.	Chicken	Chicken fry			
33.		Chicken curry			
34.		Chilly chicken			
35.	Fish	Fish Fry			
36.		Fish curry			
37.	Rice	Plain rice			
38.		Dal fry			
39.		Mixed vegetable			
40.		Rice Thali			
41.		Rice chicken thali			
42.		Rice fish thali			
43.		Other items.....			
44.	Package drinking water	500 ml			
45.		1000 ml			

46.	Cold drinks	Frooti				
47.		Sprite				
48.		Fanta				
49.		Cocacola				
50.		Lassi				
51.		Others.....				
52.		Freezing charge				
53.	Packet items (branded company)	Biscuit				
54.		Chocolate				
55.		Potato Chips				
56.		Other chips				
57.		Other items.....				

ANNEXURE-III

Declaration by the Interested Party/Vendor/firm.

- i. Name of Vendor/firm: _____
- ii. Address: _____

- iii. Contact No.: _____
- iv. Email Address: _____
- v. Name of Proprietor: _____
- vi. Address: _____

- vii. Contact No./Email address: _____
- viii. Pan Card: _____
- ix. Experience in similar work(if any): _____
- x. Trading License(if any): _____
- xi. Tax clearance (if any): _____

I/we _____ have read the tender document and terms and conditions and I/we have agreed to abide by the terms and conditions.

All the information given by me is to true to best of my knowledge and belief and if any discrepancy is found I /we will be liable to be persecuted as per law.

Signature and seal (vendor/firm)