



**“EXPRESSION OF INTEREST”
FOR PROVIDING CANTEEN/CATERING SERVICE
AT ASSAM UNIVERSITY**

1. Offers are invited in a sealed envelope in two bid system i.e “technical bid” and “price bid”[sealed envelopes of technical bids and price bids must be submitted in a third cover envelope (as detailed in cl no 9) duly sealed and mentioning the reference no, name of the work, full address of the sender, indicating contact no and email id]from catering agencies and/or restaurant owners for awarding contract to provide canteen facilities to staff members, guest and visitors of Assam University located primarily in Administrative Building of Assam University and Guest House (hereinafter termed as 'University').
2. The contract shall initially be for a period of one year, which is renewable for a further period of one year at a time on providing satisfactory service and the service can be extended upto 3 years at the discretion of the Assam University. Subsequent extension of service beyond three years is on mutual agreement on rent of accommodation and other criteria as determined and settled mutually.
3. The agency should be financially solvent.
4. The contract is to prepare and serve standard items of snacks, lunch, tea and other beverages for staff members of the University. Necessary space shall be provided on a minimal rent, which includes, electricity (for non cooking purpose, however, using of refrigerator, toaster, mixer-grinder, microwave oven are permissible), water etc. However, garbage cleaning charges or any other charges may be levied extra at the discretion of the University.
5. Based on the suitability of offers, price bids will be opened only from those parties who fulfil the pre-qualification criteria and eligibility conditions submitted by the bidder in the technical bid, and also as per the qualitative assessment by the University officials (including visit to the business premises of the parties). The University reserves the right to make a surprise visit to the premises of the agency/restaurant for ascertaining the cleanliness and other aesthetics as well as assessing the suitability for awarding the contract.
6. Merely quoting of lowest price does not entail the bidder for award of the contract. The price should be justified in accordance with the prevailing market rate, quality of service in question and as such the Evaluation Committee's decision shall be binding on the bidders.
7. The Caterer shall extend digital payment facility mandatorily to the customer in addition to cash payment facility. It is advisable to implement use of prepaid coupons by the vendors to ensure hassle free business.
8. Prescribed Application forms and Qualification Criteria could be obtained from Assam University only through downloading from its website www.aus.ac.in under the link ‘TENDERS’.
9. Interested parties/agencies may submit their expression of interest on or before **July 27, 2018 by 2:00 pm** in the prescribed format in a sealed cover superscripting thereon

“APPLICATION FOR CANTEEN/CATERING SERVICE AT ASSAM UNIVERSITY” to “The Registrar, Assam University, Silchar - 788 011”.

10. The University reserves the right to accept or reject any/or all the offers without assigning any reason thereof, and University's decision shall be final.

Requirement of Contractor for Canteen/Catering Service at Assam University

1. The Caterer will manage and run the Canteen attached to the Administrative Building at Assam University, Silchar at Dargakona and/or Guest House (hereinafter referred to as “the said Premises”).
2. The agency should be financially solvent so as to provide credit facility for the services rendered to Assam University official programmes, if given the opportunity to the vendors by the University.
3. The Catering Agency/restaurant having an establishment in Silchar and running a canteen or catering services or restaurant may apply. Preference will be given to those who are already successfully running hotel/canteen/food plaza/restaurant in reputed organisation/public place.
4. The contract shall initially be for a period of one year, which would be renewable for a further period of one year at a time at the discretion of the Assam University and subject to satisfactory services up to 3 years. Subsequent extension of service beyond three years is on mutual agreement on rent and other criteria as determined and settled mutually.
5. The Catering organization must have experience in preparing and serving all types of dishes, i.e. Traditional Bengali cuisines, South Indian, North Indian, Chinese and Continental etc.
6. The caterer must use only the FSAAI approved Oils for cooking of all food items.
7. Food served in the Canteen should be of high quality.
8. Each plate of meal must be substantial and should have standard options.
9. The caterer must provide the menu card indicating the prices of each food item/beverage to be served in the Canteen. Any revision in rates will be considered only at the time of renewal of the annual contract by mutual agreement taking into consideration the inflation rates.
10. The University shall not give any subsidy to the caterer.
11. The Caterer shall arrange payment in digital mode in addition to cash payment.
12. The Caterer will have to cook in the kitchen unless otherwise approved by the University.
13. The Canteen will required to be run on all the working days of the University including Saturday and other days if required by the University. However, in case of service at Guest House, the catering services should be made available on all days including holidays and Sundays.
14. The caterer shall provide standard uniform to the service people at his cost at Guest House and Canteen.
15. The Caterer should use only commercial LPG cylinders for cooking. Use of Kerosene and other flammable items is strictly prohibited. The fuel cost for preparation/cooking of food will be borne by the caterer.
16. The Caterer will be provided space, electricity, water and use of existing canteen infrastructure with minimal rent. Therefore, pricing of the food items should be fixed accordingly, considering the above mentioned facilities extended to them.
17. The Caterer shall at all times, maintain and keep the dining hall, kitchen, washing places in the said premises, in a clean and hygienic condition, to the satisfaction of the University.
18. The Caterer shall provide proper bins for throwing refuse from the kitchen, dining area, and shall arrange, at his own cost, for prompt removal of such refuse, from the area.

19. The Caterer shall provide cutlery items and shall also ensure that the cutlery, crockery, utensils, etc., in which food and beverages are served, are properly and hygienically cleaned.
20. The University has the right to levy penalty and even terminate the contract if there is deterioration in any kind of services, quality of food stuff, material, hygiene, etc. In case of any dispute in this regard, the decision of the University will be final and binding.
21. The Caterer is responsible to comply with the provisions of the Workmen Compensation Act, 1923 / Employees State Insurance Act, 1948, the Contract Labour (Regulation and Abolition) Act, 1970 and 1971, Payment of Wages Act, 1936, the Minimum Wages Act, 1948 and /or any other rules/regulations and /or statutes that may be applicable to them.
22. The catering contractor shall not engage any agent or enter into sub-contract with any other caterer(s) for running the said service.
23. The Catering Contractor shall not carry on in the said premises, any business other than running the said service. He shall not make any changes, additions or alternations in the said premises without the written permission of the University.
24. The University shall not, in any way, be responsible, for any loss of crockery or any other goods or articles, kept in the said premises by the Caterer.
25. The University shall handover the crockery and allied materials in respect of university Guest House with proper record and it shall be the responsibility of the caterer to maintain them in good conditions. Any loss of the items shall be replaced by the caterer with same quality and quantity items to the satisfaction of the university.
26. The Caterer undertakes that he shall make it clear to the staff employed by them that they are his employees and it is his responsibility to pay salary and other allowances to the staff employed by him and also to supervise them to comply with the obligations under this agreement.
27. It is the responsibility of the caterer to ensure that the staff engaged in the University premises do not have any criminal background and their character is exemplary.
28. An Officer authorized by the University, shall have power to inspect the Canteen and direct the removal there from of any articles of food-stuff or beverage which may, in his/her opinion, be considered as unsuitable for consumption and the Caterer shall carry out such directions.
29. Either party shall terminate this contract by giving one month notice in advance to the other party.
30. The caterer shall furnish a Bank Guarantee equal to a sum of Rs. 50000(Rupees thirty thousand only) towards security deposit for the period of contract.
31. The caterer/vendor shall provide to his cooking and serving staff appropriate dresses/uniforms, aprons, gloves, white chefs hat or equivalent to protect hairfall into the food items etc

Miscellaneous for Guest House

32. Food (Tea, Breakfast, Lunch and Dinner) will be served as per following schedule:

S. No.	Heads	Timing
1	Bed Tea	5:00 AM to 7:00 AM or as per order
2	Breakfast	7:30 AM to 9:30 AM
3	Lunch	12:30 Noon to 2:30 PM
4	Evening Tea	5:00 PM to 5:30 PM or as per order
5	Dinner	7:30 PM to 9:30 PM

33. The contractor will provide normal daily food as per basic menu decided in consultation with Assam University Authority. However, on special occasion or as per the requirement of guest, food shall be provided accordingly on agreed rates. Assam University reserves the right to change the menu time to time and that shall be communicated in writing, adequately in advance, to the contractor/caterer/vendor.

In addition to above, the contractor will be required to provide permissible extra food facilities against additional payment basis to the residents of guesthouse in respect of items not covered under the Basic Meal Plan.

Declaration

I/We hereby declare that I/We have read/Understood the above instructions/conditions for the guidance of the contractors.

Signature with Official seal :

Name & Address of the Applicant:

Date:

Place:

Instructions to Bidders

Eligible vendors may submit duly sealed applications super scribed as "APPLICATION FOR CANTEEN/CATERING SERVICE AT ASSAM UNIVERSITY" by **2pm on 27 July, 2018** accompanied by submission of self-certified following documents in the technical bid:

- i. The Company/ Firm/Agency profile as per Annex - I.
- ii. Copy of valid Company/ Firm/Agency Registration Certificate
- iii. A declaration as per the Annex - II.
- iv. Details of Organizations/Institutions/Public Place where the vendor has provided/providing the catering services
- v. GST registration certificate
- vi. PAN Card
- vii. Last IT Return Certificate

- viii. Financial Solvency Certificate from bank
- ix. Valid and applicable *FSSAI* license certificate
- x. Any other certificates as found relevant by the bidder

Price bid should essentially contain:

- a. Self-certified quoted rate of the food items mentioned later in the “SCHEDULE OF RATES TO PROVIDE FOOD SERVICES IN CANTEEN AT ADMINISTRATIVE BUILDING AT ASSAM UNIVERSITY”
- b. Any other self certified certificates as found relevant by the bidder.

Non-submission of documents would, without any further query, be treated as non-compliance of the particular criteria. Vendor will be responsible to ensure that the application reaches the University on or before the due date and time. Assam University is not responsible for non-receipt of applications within the specified date and time due to any reasons including postal delays. Application received after due date and time or incomplete in any respect are liable to be rejected. Assam University reserves the right to accept or reject any or all of the applications in full or part without assigning any reasons.

Further, In the event of vendor’s failure to satisfy the Bank regarding the eligibility, the University reserves the right to reject the application forms outright without intimating the vendor. The vendors will be communicated about their eligibility or otherwise on the basis of applications submitted by them.

Annex - I

BID FOR CATERING IN ASSAM UNIVERSITY, SILCHAR

SI No.	Particulars	Details to be filled
1.	Name and Address of the Applicant Firm/Company/Proprietary Concern (relevant documents to be produced)	
2.	Whether Individual/Firm/Company/Proprietary concern	
3.	Name & Address of the Proprietor/ Person-in-Charge/ Partners/ Director, as the case may be.	
4.	Telephone and Mobile number of the person to be contacted	
5.	PAN number	
6.	Registration number with ESIC	
7.	Labour license number	
8.	GST Registration Number	
9.	Food License Number	

10.	Bank details	
	a) Name in a/c	
	b) a/c no.	
	c) Name of the Bank	
	d) Name of the Branch	
	e) IFS Code of the Branch	
11.	Details of experience	

Signature with Official Seal:

Name & Address of the Applicant:

Place:

Date:

DECLARATION

I / We hereby declare that the information furnished above is true to the best of my/our knowledge. I/We have enclosed necessary documentary evidence in support of the same. I/ We have not been banned and de-listed by any Government Department/ Financial Institution / have not been convicted by any Court of Law.

Signature with Official Seal:

Name and Address of the Applicant:

Place:

Date:

Annex - II

TO BE SUBMITTED ON THE LETTER HEAD OF THE FIRM

The Registrar
Assam University
Silchar 788 011

Dear Sir,

Contract for Maintenance and Running the Canteen/Catering Service in Assam University, Silchar

This bears reference to your captioned notice dated (To be filled in by vendor). I/We, hereby, accept all the terms and conditions for submitting Expression of Interest as mentioned in the said notice.

I/We warrant that we will comply with the municipal and other regulations relating to preparation and sale of food stuffs, beverages and refreshment and will obtain the necessary licenses and permits in this regard. I/We agree that we shall indemnify and keep indemnified the Bank from any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of any breach or alleged breach of this warranty.

Yours faithfully,

Signature :
Name :
Designation :
Place :

**Section I
Form of Bid**

Place _____
Date _____

The Registrar
Assam University
Silchar 788 011

Dear Sir,

We have carefully examined the specifications laid down by the University in connection with the rendering of catering services for Canteen at the University premises and hereby offer to execute the aforesaid work. We offer to undertake the catering work in the University as per the memorandum.

MEMORANDUM

a)	Description of work	BID FOR CANTEEN /CATERING SERVICE AT ASSAM UNIVERSITY
b)	Validity of contract	One year extendable further at the discretion of the University as detailed in previous paragraphs.

2. Should this Bid be accepted, I/we hereby agree to abide by and fulfil all the Terms and Conditions of the Contract.

3. I/We understand that you reserve the right to accept or reject any or all the Bid either in full or in part without assigning any reason thereof.

Dated this _____ day of _____ 2018.

For and on behalf of M/s _____

(Signature with seal)

Name :

Designation :

Place :

Date :

Telephone No. :

email :

The Bid shall be prepared and submitted in sealed envelope. The cover shall be super scribed "**BID FOR CANTEEN/CATERING SERVICE AT ASSAM UNIVERSITY**" and addressed to The Registrar, Assam University, Silchar 788 011. Telegraphic, Fax and E -mail Bids will not be accepted. The full name, postal address, e-mail address and fax / telephone number of the Bider shall be written on the bottom left corner of the sealed envelope. Insertions, post scripts, additions and alterations shall not be valid unless confirmed by the Biders signature. All copies of the Bids should be complete in all respects with all attachments / enclosures / annexure.

Bids superscribed "**BID FOR CANTEEN/CATERING SERVICE AT ASSAM UNIVERSITY**" and addressed to The Registrar, Assam University, Silchar 788 011 should reach the University not later than **2:00 pm on 27th July 2018**.

The Bid application duly sealed may be deposited in the 'Quotation Box' kept in the Estate Section of Assam University located in Room No. 013, in the Administrative Building within the time specified above.

Opening of Bid/ EOI

The Bids/EOIs will be opened on **July 27, 2018 at 3:00 pm**.

Award of work

Merely quoting of lower price does not entail the bidder award of the work. The price bid should be justifiable in consideration of the prevailing market rate and quality etc.

The decision of the Evaluation Committee is binding to the bidders in respect of awarding of the work.

Signing of Contract Agreement

1. The General instructions to the bidders and special conditions hereinbefore referred to shall be the basis of the final contract to be entered into with the successful bidder
2. The Bid submitted on behalf of a firm shall be signed by all the partners of the firm or a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the Bid may be rejected.
3. On receipt of intimation from the University regarding the acceptance of his/their Bid, the successful bidder shall be bound to execute the Contract within fourteen days thereof. The successful bidder shall sign an agreement in accordance with the extant provisions.
4. The contractor shall not assign the contract. He shall not sublet any portion of the contract except with the written consent of the University. In case of breach of these conditions, the

University may serve a notice in writing on the Contractor rescinding the contract whereupon the security deposit shall stand forfeited to the University, without prejudice to remedies against the Contractor.

Evaluation of Bid

Bids / Expression of Interest will be evaluated on all the eligibility parameters and a short-list of eligible caterers will be drawn.

After evaluating the price-bids from the eligible short-listed caterers, the University shall award the final Contract for carrying out the catering services at Assam University. The contract will be in vogue for a period of one year from the date of awarding the contract by the University, which can be renewed for a further period of one year at a time for two consecutive years at the discretion of the University as detailed in previous paragraphs. No further correspondence on the matter will be entertained at a later date.

Security Deposit

A bank guarantee for an amount of Rs. 50,000/- (Rupees Fifty Thousand only) should be furnished by the successful bidder valid for one year upon award of contract. The bank guarantee will be renewed for a further period of one year upon renewal of the contract for this work, by the University.

**SCHEDULE OF RATES TO PROVIDE FOOD SERVICES TO GUEST IN
GUEST HOUSE**

Sl. No.	Menu	Rate (Rs.)
1	Tea (Per cup) 120 ml	5.00
2	Bed Tea in Tea Pot with milk, Tea bag & Sugar Separately	7.00
3	Black Tea (With / Without Lemon) 120 ml	3.00
4	Coffee 120 ml	7.00
5	Plain boiled milk 200 ml (With or without sugar)	11.00
6	Milk (200 ml) with 2 tea spoons Horlicks/ Complian/ Bournvita	15.00
7	Corn flakes with Milk (200 ml)	15.00
8	Chocos with Milk (200 ml)	15.00
9	Omelette (2 eggs) with sauce and Bread	20.00
10	Sealed mineral water	On MRP
11	Ice cream	On MRP
12	Soft drink	On MRP
13	Packaged fruit juice	On MRP
14	Gulab Jamun- 2 pieces (100 gm)	20.00
15	Fruit Juice (250 ml)	20.00
16	Lassi (250 ml)	20.00
17	Veg Pakoda (100 gm)	10.00
18	Bread Pakoda (2 pieces) with green chutney or tomato sauce	8.00
19	Samosa (2 pieces) with green chutney or tomato sauce	10.00
20	Bread with Butter & Jam (Full plate for adult)	15.00
21	Idli, Vada with Sambar and coconut chutney (Full plate for adult)	35.00
22	Poori, Sabji (Full plate for adult)	30.00
23	Upma/Poha (Full plate for adult)	25.00
24	Plain Dosa with Sambar and coconut chutney (Full plate for adult)- 2 pieces	35.00
25	Masala Dosa with Sambar & coconut chutney (Full plate for adult)- 2 pieces	40.00
26	Chole, Bhature (Full plate for adult)	30.00
27	Plain Paratha Pickles and Curd (Full plate for adult)- 2 pieces	25.00
28	Aaloo Paratha, Pickles and Curd (Full plate for adult) - 2 pieces	30.00
29	Veg Choumin (Full plate for adult)	35.00
30	Special Veg Food: Soup (One Bowl), Basmati Rice/Pulao/ Veg Biryani, Poori/ Chapati/ Tandoori/ Butter Nan, Arhar Dal/ Kadhi Pakaudi/ Dal tadaka, Seasonal vegetables-2/ Paneer (Shahi/ Palak/ Matar), Fried Vegetable-1, Papad, Green salad, Pickles, Raita, Sweet/Ice cream/ Lassi/Fruits/ Fruit Juice (Full plate for adult)- Unlimited	100.00
31	Special Non-Veg Food: All items mentioned in point no-23 plus Chicken/Fish/Mutton 150 gms (Full plate for adult))- Unlimited	140.00
32	Normal Veg Food: Basmati Rice/Pulao/ Veg Biryani, Poori/ Chapati/ Tandoori/Butter Nan, Arhar Dal/ Kadhi Pakaudi/ Dal tadaka, Seasonal vegetable-1, Fried Vegetable-1, Papad, Green salad, Pickles, Raita (Full plate for adult)	50.00

Note: Above prices include all kind of material cost and taxes

(Signature and Stamp of the Caterer in agreement of the above rate)

*additional remarks if any may be provided in separate sheet duly self certified by the bidder

PRICE BID PROFORMA
RATES TO BE PROVIDED BY THE BIDDER FOR PROVIDING
FOOD SERVICES IN CANTEEN

Sl No.	Items	Price
1.	Tea (Per cup) 120 ml	
2.	Special Tea	
3.	Coffee	
4.	Omelette (2 eggs) with sauce and Bread	
5.	Sealed mineral water	
6.	Ice cream	
7.	Soft drink	
8.	Packaged fruit juice	
9.	Gulab Jamun- 2 pieces (100 gm)	
10.	Fruit Juice (250 ml)	
11.	Lassi (250 ml)	
12.	Veg Pakoda (100 gm)	
13.	Bread Pakoda (2 pieces) with green chutney or tomato sauce	
14.	Samosa (2 pieces) with green chutney or tomato sauce	
15.	Bread with Butter & Jam (Full plate for adult)	
16.	Idli, Vada with Sambar and coconut chutney (Full plate for adult)	
17.	Poori, Sabji (Full plate for adult)	
18.	Upma/Poha (Full plate for adult)	
19.	Plain Dosa with Sambar and coconut chutney (Full plate for adult))- 2 pieces	
20.	Masala Dosa with Sambar & coconut chutney (Full plate for adult))- 2 pieces	
21.	Chole, Bhature (Full plate for adult)	
22.	Plain Paratha Pickles and Curd (Full plate for adult)- 2 pieces	
23.	Aaloo Paratha, Pickles and Curd (Full plate for adult) - 2 pieces	
24.	Veg Choumin (Full plate for adult)	
25.	Special Veg Food: Soup (One Bowl), Basmati Rice/Pulao/ Veg Biryani, Poori/ Chapati/ Tandoori/ Butter Nan, Arhar Dal/ Kadhi Pakaudi/ Dal tadaka, Seasonal vegetables-2/ Paneer (Shahi/ Palak/ Matar), Fried Vegetable-1, Papad, Green salad, Pickles, Raita, Sweet/Ice cream/ Lassi/Fruits/ Fruit Juice(Full plate for adult)- Unlimited	
26.	Special Non-Veg Food: All items mentioned in point no-23 plus Chicken/Fish/Mutton 150 gms (Full plate for adult)	
27.	Normal Food: Basmati Rice/Pulao/ Veg Biryani, Poori/ Chapati/ Tandoori/ Butter Nan, Arhar Dal/ Kadhi Pakaudi/ Dal tadaka, Seasonal vegetable-1, Fried Vegetable-1, Papad, Green salad, Pickles, Raita (Full plate for adult)	
28.	Veg Thali (Rice 100 gm+One mix vegetable+One fried vegetable+Dal	
29.	Egg Thali (Veg Thali + Egg curry with one egg)	
30.	Chicken Thali (Veg Thali + Chicken curry with standard 2 pieces of chicken)	

(Signature and Stamp of the Caterer)



EXPRESSION OF INTEREST

Name of work:

Providing Canteen/Catering Service at Assam University

No: AUG/Accomm-01/2014(Part-1)

Dated 18/07/2018

Last date of submission:

27/07/2018 at 2 pm

Date of Opening:

27/07/2018 at 3 pm

Registrar



ASSAM UNIVERSITY SILCHAR

No: AUG/Accommodation-I/2014(Part-I)

Dated:18/07/2018

**To
The Director
Computer Centre
Assam University Silchar**

Sub: Uploading of EOI in the University website

Sir

With reference to above this is to inform you that you are requested to upload the enclosed EOI in the University website for wide publicity.

Yours sincerely,

Registrar