



অসম বিশ্ববিদ্যালয় দিফু কেম্পস  
(সংসদ কে অধিনিয়ম কে অন্তর্গত স্থাপিত এক কেন্দ্রীয় বিশ্ববিদ্যালয়)  
দিফু- ৬৮২ ৪৬২, কাৰ্বী আংলঙ, অসম, ভারত  
Assam University Diphu Campus  
(A Central University established by an act of Parliament)  
Diphu-782 462, Karbi Anglong, Assam, India  
E-mail: info.audc2007@gmail.com

File No: AUDC/Canteen -4/445/13/\_

Dated: 16/06/2022

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 27<sup>th</sup> June 2022 at 12.00 noon. 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 document are not transferable and the seal and signature of the authorised official of firms must appear on all the papers and envelopes submitted.

Tender document can be downloaded from University websites ([www.aus.ac.in](http://www.aus.ac.in)) or collected from Estate-II Section, Semson Sing Engti Administrative Building, Diphu Campus on payment of Rs. 500.00(Rupees five hundred only)

No correspondence shall be entertained in case quotation is rejected on ground of not complying with our instruction, terms and conditions. In case of doubt please contact Estate-II Section, Semson Sing Engti Administrative Building, Diphu Campus, Karbi Anglong, Assam

Thanking you.

Yours Sincerely

Deputy Registrar

Assam University Diphu Campus

বিস্বজীত চন্দ্র দেব/Biswajit Ch. Deb  
উপ কুলসচিব/Deputy Registrar  
অসম বিশ্ববিদ্যালয় দিফু পৰিসর  
Assam University Diphu Campus  
দিফু-৭৮২ ৪৬২/Diphu-782 462

## Section-I

### Schedule to invitation to Tender

1. Important date and time:

- (i) Last date and time or receipt of Tender : 27. 06. 2022. 12 hrs.
- (ii) Due date & time of Opening Tender : 27. 06. 2022 13 hrs.
- (iii) Venue of bid opening : R.B Conference Room, Semson Sing Engti 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 OPERATION AND MAINTENANCE OF UNIVERSITY CANTEEN Individual NIQ No: ..... Last date of submission : 27/ 06/ 2022  To, The Deputy Registrar, Assam University, Diphu Campus, Diphu-782462, Karbi Anglong, Assam India.  From: M/S ..... Phone No: ..... Email ID: .....
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- 2. **Cost of tender form:** Tender document can be downloaded from University websites ([www.aus.ac.in](http://www.aus.ac.in)) or collected from Estate-II Section, Semson Sing Engti Administrative Building, Diphu Campus on payment of Rs. 500.00.
- 3. **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.
- 4. **Validity of Quotation:** Quoted rates must be valid for **2(two) years** from the last date of submission of quotation.
- 5. **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 Assam University Diphu Campus, issued from a Nationalized Bank.
- 6. **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.
- 7. **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.
- 8. **Licence:** Bidders have to submit valid trading licence/No objection certificate or equivalent certificate issued by the local competent authority on food canteen.
- 9. **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.
- 10. **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 authorised 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.

- 11. 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.
- 12.** The committee constituted by the University Authority will inspect the food sample of all the bidders. Bidders have to bring the food sample as and when informed by the University authority.
- 13. For 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 regulation of the Government of India,
  - ii) Any kind of natural disaster, and
  - iii) Strikes acts of the public enemy, war, insurrection, riot, lockouts, and sabotage.
- 14. 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.
- 15. 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 the 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.12000/-(Rupees twelve thousand)@Rs.1000/- per month.
2. Electricity Bill will be charged as per usage.
3. A security deposit will be charge @ Rs.5000/- for the period of lease against any unforeseen damage.
4. Initially the agreement/MOU 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. There would be a monthly assessment by the University on the services and food provided. In case it is found unsatisfactory the University can terminate the contract.
6. University shall provide minimum furniture for sitting arrangement and drinking water facility. Rest provisions are to be created by leasee.
7. 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.
8. In no case the tenant shall sub-let the canteen to any other party.
9. 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.
10. The leasee shall not alter or cause any damage to the building and other accessories. If any damage or alternation is caused by the leasee, the leasee shall have to compensate the damages.
11. The lessor shall have the right to terminate the agreement with one month notice if the leasee fails to provide satisfactory services.
12. 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.
13. That the leasee 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.
14. 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.
15. The Canteen staff must wear uniform with **cap and mask for hygiene.**
16. The canteen should be able to serve the University faculty/ staffs in their respective Department/Section as and when required.
17. The canteen is to be kept open from 8.30 am till the end of office hours.
18. The canteen is required to be open even during bandh days and Academic holidays if the University Office is functioning. A penalty of Rs. 100/- per day will be imposed if the canteen is found closed.
19. Price fixing Committee shall fix the prepared items and their prices from time to time.
20. Selling of expiry food items is prohibited.
21. Use of plastic/polythene bags is prohibited.
22. Same Used oil is not to be use in the next day, if found guilty a penalty of Rs. 500 will be imposed.
23. **The University authorities would lay more importance on quality in granting tender.**
24. Swipe machine/QR code for Phone Pay, Google Pay, PayTm may be used for easy payment.
25. The University will not be responsible for non-payment of bills by customers.

**ANNEXURE -II**

<b>SI No</b>	<b>Items</b>	<b>Rate(in Rupees)</b>
1.	Tea	Red Tea (60 ml)
		Milk Tea(60 ml)
		Milk Coffee(60 ml)
2.	Snacks	Samosa( 80 gm)
		Rasgolla(100 gm)
		Lalmohon(80 gm)
		Nimki(50 gm)
		Paties(100 gm)
		Cake(60 gm)
		Others item....
3.	Momo	Vegetable Momo ( 4 pcs)
		Chicken Momo (4 pcs)
4.	Roll	Vegetable Roll (100 gm per pcs)
		Egg Roll (100 gm per pcs)
		Chicken Roll (100 gm per pcs)
5.	Roti	Roti & Vegetable (2 pcs per plate)
		Paratha & vegetable(1pcs per plate)
		Puri & Vegetable (2pcs per plate)
6.	Fried Rice	Vegetable fried rice (100 gm per plate)
		Egg Fried rice (Per plate)
		Chicken fried rice (per plate)
7.	Chow	Vegetable Chow (per plate)
		Egg Chow (per plate)
		Chicken Chow (per plate)
8.	Pakora	Vegetable pakora (per plate)
		Onion Pakora (per plate)
		Chicken Pakora (per plate)
9.	Chop	Vegetable chop (100 gm)
		Egg chop (100 gm)

		Chicken chop (100 gm)	
10.	Chicken	Chicken fry (100 gm)	
		Chicken curry (100 gm)	
		Chilly chicken (100 gm)	
11.	Fish	Fish Fry (100 gm)	
		Fish curry (100 gm)	
12.	Dal Fry	(per plate)	
13.	Mixed Vegetables	(per plate)	
14.	Rice items	Rice Thali (per plate)	
		Rice chicken thali (Per plate)	
		Rice fish thali (Per plate)	
		Other items.....	
15.	Package drinking water	300 ml	
		500 ml	
		1000 ml	
16.	Cold drinks	Frooti	
		Sprite	
		Fanta	
		Cocacola	
		Lassi	
		Others.....	
		Freezing charge	
17.	Packet items (branded company)	Biscuit	
		Chocolate	
		Potato Chips	
		Other chips	
		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. GSTIN : \_\_\_\_\_
- ix. Pan Card : \_\_\_\_\_
- x. Experience in similar work (if any) \_\_\_\_\_
- xi. Trading license/NOC : \_\_\_\_\_
- Xii. Tax clearance (if any) \_\_\_\_\_

I/we \_\_\_\_\_ have read the tender document and terms and conditions and I/we 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.

**\* Photocopy of all certificates to be enclosed.**

Signature and seal (vendor/firm)

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