

**ASSAM UNIVERSITY SILCHAR**

**( a Central University established under the Act of parliament)**

## File No-AU/ES/CENTRAL CANTEEN/01/2022 Dated:- 19/08/2022

## EXPRESSION OF INTEREST

NAME OF WORK: -E-TENDER FOR SUPPLY AND RUNNING DEPARTMENTAL STORE FOR ALL KINDS OF FMCG ITEMS AT ASSAM UNIVERSITY SILCHAR CAMPUS

|  |  |
| --- | --- |
| **Last Date & Time of submission** | **30/08/2022 within office hours** |
| **Date & Time of opening** | **02/09/2022 at 2pm** |

**Expression of Interest(EOI)** is invited from interested and eligible bidders for supply of all kinds of FMCG (FAST MOVING CONSUMER GOODS) items (i.e all kinds of grocery items, stationery items etc) at wholesale rate in Assam University Silchar(AUS) campus.EOI may be used for empanelment of the eligible bidders for subsequent tendering or as decided by the AUS authority.

## Eligibility Conditions of bidders: -

* 1. The bidder should be a company/firm engaged in supply of Grocery, fruit and vegetable Items for Hospital/Govt. Office/Pvt. Office/Govt. Canteen/Pvt. Canteen hotels and restaurants in India for at least two years, during last five years, till publishing of this EOI.
  2. The bidder should have successfully completed the following work in the last 02 years :

1. One similar nature of work of value not less than 8 Lakh. or
2. Two similar nature of works of value not less than 4 Lakh. or
3. Three similar nature of works of value not less than 2 Lakh.
   1. The bidder must have an average annual turnover of Rs. 10, 00,000/- (Rupees Ten lakhs only) each during the last three financial years.
   2. Preference will be given to the bidder having its Office/Shop in Silchar.

## Copy of Documents to be submitted

1.Income Tax (IT) return certificate for the last three financial years duly certified.

2.Balance Sheet & Profit & Loss A/c for the last three financial years duly certified by Chartered Accountant

3.Completion certificate / Experience Certificate along withContinuation certificate, (if any) of relevant services.

4. Pan card

5. GST Registration.

6. FSSAI license

7. Relevant and valid Trade license

8. Nearest office/establishment address documents

9. Any other relevant certificate, documents etc

10. Bidders are advised to submit their quoted rate as described in the Annexure A,B,C,D

11. Bidder profiles as per the format given.

The above documents need to be submitted in a sealed envelope indicating the name of work, bidder details etc and required to be submitted to **‘Estate Section, Administrative Building, Assam University Silchar.Pin-788011’**

**INSTRUCTIONS FOR THE BIDDER**

* 1. Bidders have to ensure that all the documents are properly & clearly readable and duly self certified
  2. The Competent Authority of AUS reserves the right to accept or reject (fully or partially) any bids without assigning any reason.
  3. The bidder should take care to submit all the relevant information to AUS.
  4. Incomplete, conditional, telephonic bids will not be considered.

**GENERAL CONDITIONS OF SUPPLY**

* 1. AUS reserves the right to modify/amend/delete any terms and conditions of EOI
  2. Supplied items should be of AGMARK/FSSAI/FPO Quality/Norms wherever applicable
  3. It will be the responsibility of the supplier to ensure that items supplied are of the good and standard quality and free from all defects. The acceptance of items will be given only when the items are found up to the sample accepted in applicable cases, requisite quality and free from all defects.
  4. Any item fails conformity with applicable sample or Specification or quality will be rejected out rightly and it shall be replaced immediately at the risk and cost of the supplier.
  5. Any authorized officials of AUS reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.
  6. All the supplies will be delivered at the AUS central canteen or at any other place as instructed by the authorized representative on all days of supply.
  7. No transportation charges (cartage), Labour charges in any form whatsoever, will be paid extra.
  8. The goods supplied must be in proper packing and should have complete information in all respect i.e. Price, Batch No, Mfg. date and Expiry Date etc. with statutory details.
  9. Supply item should be supported with delivery Challan.
  10. All the terms and conditions and other instructions mentioned in the tender document are the part of contract agreement. For which all contractors are abide by to comply them.
  11. All kinds of FMCG items are to be sold ***at par with wholesale rate*** to the Assam University employees, students etc. Any higher rates if detected at any stage will attract penalty.
  12. Provision of home delivery services need to be there for AUS employees,students etc staying within the campus.
  13. Space will be provided by the AUS to the eligible vendor for running business.The concerened vendor will be charged appropriate room rent by the AUS on monthly basis.
  14. Detail terms and conditions will be mentioned in the subsequent tendering process.

## PROFILE OF THE BIDDER

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Description** | | |  |
| 1 | Name of Company/Firm | | |  |
| 2 | Name of owner/Partners/Directors | | |  |
| 3 | Full Particulars of Office/Shop | | |  |
| 4 | Address | | |  |
| 5 | Telephone | | No./Fax |  |
| Email Address | |  |
| 6 | Full Particulars of the Bankers of Company/Firm, with full | | |  |
| Address/Tel. No. | | |
| I. | Name of the Bank | |
| II. | A/C No. | |
| III. | Branch name. | |
| IV | IFSC Code | |
| V | MICR Code | |
| 7. | PAN No. | | |  |
| 8. | GSTN. | | |  |

Date: Signature of owner/Managing Partner/Director

Place:

Name:

Seal:

**ANNEXURE-A CEREALS, GRAINS, PULSES, LEGUMES (Free from stones and farm waste)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.** | **Name of Items** | **Brand/Made with** | **Rates for** | **Discount Rate over MRP in %**  **(inclusive of all taxes)** | |
| **Agmark / Fssai** |
| **No.** | **Quantity** | In figures(Rs.) | In words |
| **certification** |
| 1 | Wheat (High Grade/Medium Grade) |  | Per 1 Kg |  |  |
| 2 | Rice(High Grade/Medium grade) |  | Per 1 Kg |  |  |
| 3 | Dalia (Broken Wheat) |  | Per 1 Kg |  |  |
| 4 | Chana Dal/Bengal gram pulse |  | Per 1 Kg |  |  |
| (Washed) |
| 5 | Mug/Green gram whole |  | Per 1 Kg |  |  |
| 6 | Mug Dal/Green gram pulse |  | Per 1 Kg |  |  |
| (Washed) |
| 7 | Mug Dal/Green gram pulse |  | Per 1 Kg |  |  |
| (with skin) |
| 8 | Tur Dal/Arhar dal |  | Per 1 Kg |  |  |
| 9 | Roasted Bengal gram (Bhuna |  | Per 1 Kg |  |  |
| chana) |
| 10 | Groundnut/Moongfali |  | Per 1 Kg |  |  |
| 11 | Soyabean |  | Per 1 Kg |  |  |
| 12 | Suji |  | Per 1 Kg |  |  |
| 13 | Paneer |  | Per 1 kg |  |  |
| 14 | Masoor gram whole |  | Per 1 kg |  |  |

\*\*\* Bidders may add any other items in FMCG category indicating quantity , brand discount over MRP in%

**ANNEXURE-B SPICES , CONDIMENTS, OIL and GHEE (AGMARK)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.** | **Name of Items** | **Brand/Made with** | **Rates for** | **Discount Rate over MRP in %**  **(inclusive of all taxes)** | |
| **Agmark / Fssai** |
| **No.** | **Quantity** | **In figures(Rs.)** | **In words** |
| **certification** |
| 1 | Red chillies (Whole) |  | Per 1 Kg |  |  |
| 2 | Red chillies powder |  | Per 1 Kg |  |  |
| 3 | Turmeric powder |  | Per 1 Kg |  |  |
| 4 | Coriander powder |  | Per 1 Kg |  |  |
| 5 | Cumin seeds/jeera |  | Per 1 Kg |  |  |
| 6 | Mustard seeds |  | Per 1 Kg |  |  |
| 7 | Ajwain |  | Per 1 Kg |  |  |
| 8 | Methidana |  | Per 1 Kg |  |  |
| 9 | Garam masala |  | Per 1 Kg |  |  |
| 10 | Hing |  | Per 1 Kg |  |  |
| 11 | Iodized Salt |  | Per 1 Kg |  |  |
| 12 | Tea |  | Per 1 Kg |  |  |
| 13 | Ghee (Agmark) Vanaspati/Rath/dalda |  | Per 1 Kg |  |  |
| 14 | Refined Sugar |  | Per 1 Kg |  |  |
| 15 | Refined Oil- High Grade |  | Per 1 liter |  |  |
| (Agmark) |
| 16 | Mustard oil |  | Per 1 liter |  |  |
| 17 | Besan |  | Per 1 kg |  |  |

\*\*\* Bidders may add any other items in FMCG category indicating quantity , brand discount over MRP in%

Signature of Authorized Person

Date: Full Name:

Place: Company’s Seal:

**ANNEXURE-C VEGETABLES & FRUITS (FRESH AND TENDER)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.** | **Name of Items** | **Approximate** | **Specifications** | **Rates for** | **Discount Rate over MRP in %**  **(inclusive of all taxes)** | |
| **requirement for one** |
| **No.** | **Quantity** | **In figures(Rs.)** | **In words** |
| **year** |
| 1 | Palak | As per Regular | Fresh & Tender | Per 1 Kg. |  |  |
| requirement |
| 2 | Methi | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 3 | bathua | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 4 | Cabbage | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 5 | Garlic | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 6 | Hara Lahsoon/Green Garlic patti | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 7 | Corriander | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 8 | Phudhina/Mint | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 9 | Potato | -do- | Not less than 100 gm | Per 1 Kg. |  |  |
| each |
| 10 | Onion | -do- | Not less than 100 gm | Per 1 Kg. |  |  |
| each |
| 11 | Ginger | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 12 | Beet root | -do- | Fresh & Tender | Per 1 Kg. |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 13 | Carrot/ gaazar | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 14 | Bottle gourd/ Lauki | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 15 | Bitter gourd/Karela | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 16 | Pumpkin | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 17 | Beans | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| (Guar/chawala/Fansi/papdi) |
| 18 | Parvar | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 19 | Brinjal | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 20 | Cauliflower | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 21 | Turai | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 22 | Lady finger | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 23 | Tomato | -do- | Reddish, firm, weight | Per 1 Kg. |  |  |
| not less than 80gm. |
| 24 | Green peas | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 25 | Lemon | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 26 | Cucumber | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 27 | Radish / mooli | -do- | Fresh & Tender | Per 1 Kg. |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 28 | Coriander Green / Hara dhaniya Patti | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 29 | Green chillies | -do- | Fresh & Tender | Per 1 Kg. |  |  |
| 30 | Apple | -do- | Fresh, Medium size, | Per 1 Kg. |  |  |
| weight between 100- |
| 150gm each |
| 31 | Banana | -do- | Ripe, firm without | Per 1 Dozen. |  |  |
| blemishes, weight |
| between 100-150gm |
| Each. |
| 32 | Pear | -do- | Green, thin skin, weight | Per 1 Kg. |  |  |
| between 100-150gm |
| each |
| 33 | Pomegranate / aanar | -do- | Ripe, thin skin, firm | Per 1 Kg. |  |  |
| weight between 80-100 |
| gm each. |
| 34 | Orange / Kinnow | -do- | Ripe, thin skin, firm | Per 1 Dozen |  |  |
| weight between 100- |
| 150gm each. |
| 35 | Sweet Lime / Mausambi | -do- | Ripe, yellowish green | Per 1 Dozen |  |  |
| colour, thin skin, firm |
| weight between 100- |
| 150gm each |

\*\*\* Bidders may add any other items in FMCG category indicating quantity , brand discount over MRP in%

Signature of Authorized Person

Date: Full Name:

Place: Company Seal:

**ANNEXURE-D**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.** | **Name of Items** | **Brand/Made with** | **Rates for** | **Discount Rate over MRP in %**  **(inclusive of all taxes)** | |
| **Agmark / Fssai** |
| **No.** | **Quantity** | **In figures(Rs.)** | **In words** |
| **certification** |
| 1 | Deo Spray |  | Per piece |  |  |
| 2 | Pen |  | Per piece |  |  |
| 3 | Pencil |  | Per piece |  |  |
| 4 | Paper |  | Per piece |  |  |
| 5 | Eraser |  | Per piece |  |  |
| 6 | Bar soap |  | Per piece |  |  |
| 7 | Handwash |  | Per piece |  |  |
| 8 | Incense stick packet |  | Per piece |  |  |
| 9 | Wax Candle packet |  | Per piece |  |  |
| 10 | Detergent powder pkt |  | Per piece |  |  |
| 11 | Detergent soap pkt |  | Per piece |  |  |
| 12 | Disinfectant liquid |  | Per piece |  |  |
| 13 | Floor cleaner |  | Per piece |  |  |
| 14 | Matchbox pkt |  | Per piece |  |  |
| 15 | Perfume |  | Per piece |  |  |
|  |
| 16 | Brooms |  | Per piece |  |  |
| 17 | Bucket |  | Per piece |  |  |
| 18 | Snacks packet |  | Per piece |  |  |
| 19 | Biscuits packet |  | Per piece |  |  |
| 21 | Milk powder packet |  | Per piece |  |  |
| 22 | Baby food items |  | Per piece |  |  |
| 23 | Toilet cleaner |  | Per piece |  |  |
| 24 | Toilet brush |  | Per piece |  |  |
| 25 | Naphthalene balls |  | Per piece |  |  |
| 26 | Mug |  | Per piece |  |  |
| 27 | Paper rims |  | Per piece |  |  |
| 28 | Noodles packet |  | Per piece |  |  |

\*\*\* Bidders may add any other items in FMCG category indicating quantity , brand discount over MRP in%

Signature of Authorized Person

Date: Full Name:

Place: Company’s Seal: