



অসম বিশ্ববিদ্যালয় দিফু কেম্পাস
(সংসদ কে অধিনিয়ম কে অন্তর্গত স্থাপিত এক কেন্দ্রীয় বিশ্ববিদ্যালয়)

দিফু- ৬৮২ ৪৬২, কাৰ্বী আংলঙ, অসম,ভাৰত

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

AUDC/GAD/C/1/974/2026/1001

Dated: 10/08/2026

EXPRESSION OF INTEREST” CUM “SHORT TENDER NOTICE” FOR PROVIDING
CATERING SERVICE AT ASSAM UNIVERSITY DIPHU CAMPUS’S BOYS AND GIRLS
HOSTELS

1. Offers are invited from catering agencies and/or restaurant owners for awarding contract to provide canteen facilities to students in the Boys and Girls hostels of Assam University Diphu Campus, Diphu. **The bids shall be separately for Boys Hostel and Girls Hostels. The bidders may submit their bids either for Boys Hostel or Girls Hostel; or for both the Boys Hostel as well as Girls Hostels,** however, all the documents are to be separately submitted clearly written in the envelopes. Offers are invited in a sealed envelope **in two bid system i.e “technical bid” and “financial 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].
2. The contract shall initially be for a period of two (02) years, which would be renewable for a further period at the discretion of the Assam University. Subsequent extension of service beyond contract is on mutual agreement 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 students in different hostels in the University. Garbage cleaning charges or any other charges may be levied extra at the discretion of the University.
5. Based on the suitability of offers, financial bids will be opened only from those parties who fulfil the pre-qualification criteria and eligibility conditions, as per the qualitative assessment (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 students in addition to cash payment facility.

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 & CONTRACTS'.
9. Interested parties/agencies may submit their bid on or before **31/08/2026 by 2:00 pm** in the prescribed format in SEPARATE SEALED COVERS superscripting thereon "APPLICATION FOR CATERING SERVICE IN ASSAM UNIVERSITY DIPHU CAMPUS BOYS' HOSTEL" and "APPLICATION FOR CATERING SERVICE IN ASSAM UNIVERSITY GIRLS' HOSTELS" to **"The Deputy Registrar, Assam University Diphu Campus, Diphu - 782462"**.
10. The University reserves the right to accept or reject any/or all the offers if found not suitable.

Requirement of Contractor for Catering Service at Assam University Diphu Campus

1. The Caterer will manage and run the Boys and Girls hostels at Assam University Diphu Campus, Diphu.
2. The agency should be financially solvent.
3. The Catering Agency/restaurant having an establishment in Diphu 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 two(02) years, which would be renewable for a further period at the discretion of the Assam University on mutual agreement 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. South Indian, North Indian, Chinese and Continental etc.
6. The caterer must use only the FSSAI approved Oils for cooking of all food items.
7. Food served in the Boys and Girls Hostels should be of high quality.
8. Each plate of meal must be substantial and should have standard options.
9. The caterer must provide the items as detailed in the relevant annexure. 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 Assam University Diphu Campus 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 Caterer will be required to be run on all days.
14. 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.
15. The Caterer will be provided space, electricity, water (reasonable quantity) and use of existing infrastructure, however the caterer may be charged electricity rent and water rent (based on meter reading) as and when felt by the Assam University Diphu Campus authority or shall be fixed at Rs.500/month/hostel (Rupees five hundred per month per hostel) as per discretion of the University. Use of toaster, mixer grinder, microwave oven, etc are permissible on the ground that sufficient safety measures, along with minimum usage of electricity is ensured by the vendors/caterer.
16. 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.
17. 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.

18. 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.
19. 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.
20. 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.
21. The catering contractor shall not engage any agent or enter into sub-contract with any other caterer(s) for running the said service.
22. 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.
23. 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.
24. 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.
25. It is the responsibility of the caterer to ensure that the staffs engaged in the University premises do not have any criminal background and their character is exemplary.
26. An Officer authorized by the University/DSW/Respective Hostel Warden, shall have power to inspect the Hostels 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.
27. Either party shall terminate this contract by giving one month notice in advance to the other party.
28. The caterer shall furnish an acceptable Bank Guarantee equal to a sum of Rs. 50,000(Rupees fifty thousand only) towards security deposit for the period of contract, subject to extension of the same if required. The details to be read which are also given in the later pages heading as Security Deposit.

Schedule of Service

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

S. No.	Heads	Timing
1	Breakfast	7:30 AM to 9:30 AM
2	Lunch	12:30 Noon to 2:30 PM
3	Evening Snacks	5:00 PM to 5:30 PM
4	Dinner	8:00 PM to 10:00 PM (Summer)[Mar-Sep] / 7:30 PM to 9:30 PM (Winter)[Oct-Feb]

30. Schedule of approximate strength of students in Boys' Hostels: 100.

Sl. No.	Hostel	Approximate Strength
01.	Boys Hostel	100
	Total	100

31. Schedule of approximate strength of students in Girls' Hostels: Hostel: 100.

Sl. No.	Hostel	Approximate Strength
01.	Girls Hostel	100
	Total	100

32. The contractor will provide normal daily food as per basic menu decided in consultation with Assam University Diphu Campus Authority. Assam University Diphu Campus reserves the right to change the menu time to time and that shall be communicated in writing, adequately in advance, to the contractor.

In addition to above, the contractor will be required to provide extra food facilities against additional payment basis to the students of Hostels 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 Vendors

Eligible vendors may submit duly sealed applications at the above-mentioned address accompanied by 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. Filled up format as per Annex – II,Annex-III,Section-I
- 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

Documentary evidences shall be submitted for the above. 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 University 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

TENDER FOR CATERING AT ASSAM UNIVERSITY DIPHU CAMPUS HOSTELS

Sl 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:

Annex - II

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 – III

TO BE SUBMITTED ON THE LETTER HEAD OF THE FIRM

The Deputy Registrar
Assam University Diphu Campus
Diphu 782460

**Sub: Contract for Maintenance and Running the Catering Service in Assam University
Diphu Campus Hostels**

Dear Sir,

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, food and civil supply and other relevant 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 Tender

Place _____
Date _____

The Deputy Registrar
Assam University Diphu Campus
Diphu 782462

Dear Sir,

We have carefully examined the specifications laid down by the University in connection with the rendering of catering services for Hostels 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	TENDER FOR CATERING SERVICE AT ASSAM UNIVERSITY DIPHU CAMPUS HOSTELS
b)	Validity of contract	02(two years); extendable further at the discretion of the University as detailed in previous paragraphs.

2. Should this Tender 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 tender either in full or in part without assigning any reason thereof.

Dated this day of _____ 20.....

For and on behalf of M/s _____

(Signature with seal)

Name:

Designation:

Place:

Date:

Telephone No.:

email:

The Tender shall be prepared and submitted in sealed envelope. The cover shall be superscribed "TENDER FOR CATERING SERVICE AT ASSAM UNIVERSITY DIPHU CAMPUS BOYS/GIRLS HOSTELS" and addressed to The Deputy Registrar, Assam University Diphu Campus Diphu 782460. Telegraphic, Fax and E-mail tenders will not be accepted. The full name, postal address, e-mail address and fax / telephone number of the tenderer 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 tenderers signature. All copies of the tenders should be complete in all respects with all attachments / enclosures / annexure.

Tenders superscribed "TENDER FOR CATERING SERVICE AT ASSAM UNIVERSITY DIPHU CAMPUS, BOYS/GIRL HOSTELS" and addressed to **The Deputy Registrar, Assam University Diphu Campus, Diphu 782460** and should reach the University not later than 2:00 pm on 31/08/2026.

The tender application duly sealed may be deposited in the 'Tender Box' kept in the GAD Section of Assam University Diphu Campus located in the Semson Sing Engti Administrative Building within the time specified above.

Opening of Tender/ EOI

The Tenders/EOIs will be opened on 31/08/2026 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. The evaluation committee may visit the present place of operation of the bidder for assessing the suitability of the bidder for award of the work.

Signing of Contract Agreement

1. The General instructions to the tenderers and special conditions herein before referred to shall be the basis of the final contract to be entered into with the successful tenderer.
2. The tender 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 tender may be rejected.
3. On receipt of intimation from the University regarding the acceptance of his/their tender, the successful tenderer shall be bound to execute the Contract within fourteen

days thereof. The successful tenderer 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
5. the security deposit shall stand forfeited to the University, without prejudice to remedies against the Contractor.
6. This tender document along with the offer of contract to the successful bidder/tenderer shall be a part of the contract agreement to be executed.

Arbitration:

In case of dispute between the bidder/contractor and the Assam University Diphu Campus in the EOI/Tender or its execution thereof the same will be sorted out amicably and mutually. In the event that an amicable settlement cannot be reached, any dispute arising out of or relating to this EOI/Tender shall be settled by a sole arbitrator appointed by mutual agreement, the place of arbitration shall be Assam University Diphu Campus, Diphu and in case of failure to settle the matter through arbitration the provisions of Arbitration and Conciliation Act, 1996 will be applicable and subject to jurisdiction of civil court of Silchar at the request of either party.

Evaluation of Tender

Bids / Expression of Interest will be evaluated on all the eligibility parameters and a short-list of eligible caterers qualified in the technical bid will be drawn. After evaluating the price-bids from the eligible short-listed caterers, the University shall award the final Contract to the overall most eligible and suitable bidder for carrying out the catering services at Assam University Diphu Campus.

Security Deposit

An acceptable bank guarantee for an amount of Rs. 50,000/- (Rupees fifty thousand only) in favour of 'ASSAM UNIVERSITY DIPHU CAMPUS, DIPHU' as performance bank guarantee should be furnished by the successful tenderer which should be valid for at least one year or more upon award of contract. In case of extension period of contract, the contractor needs to submit fresh bank guarantee of Rs. 50,000/- (Rupees fifty thousand only) as performance bank guarantee, if the validity of earlier submitted bank guarantee is over or the validity of earlier submitted bank guarantee needs to be extended by the concerned contractor/vendor.

Annexure-IV

Basic Menu: The following mentioned breakfast, lunch and dinner shall be served every day (except the closure day) in adequate quantity on a buffet spread.

Breakfast: There would be two choices for breakfast. The breakfast will include one banana daily. It will also include sprouts* on alternate days. A student shall choose any one of the below two choices on a particular day.

Choice (1): One among the following indicative items shall be served on a particular day. The schedule of the items for a week/month shall be decided by the hostel mess management committee (MMC) in consultation with the caterer.

- (i) Varieties of Paratha, Green Chutney, pickle (ii) Idly, sambar, Ground nut- coconut chutney (iii) Masala Dosa, sambar, Groundnut/Coconut chutney (iv) Poha, yellow peas curry (v) Chowmein, sauce (vi) Uttappam, sambar, Ground nut- coconut chutney (vii) Poori, sabji (viii) Maggi (Plain & Fried), sauce (ix) Rawa Upma, Ground nut-coconut chutney (x) Dalia

Choice (2): Wheat Bread - 7 slices (of dimension 10 x 10 x 1 cm) with 20 grams of butter or with 10 grams of butter and 10 grams of fruit jam.

*Sprouts must contain at least three items each of which should be available separately.

Lunch and Dinner: All the following items shall be served in both lunch and dinner.

- (a) Indian bread (Plain Wheat Roti) (b) Rice (c) Seasonal vegetable (d) Dal (e) Sambar/ Rasam (f) French fries (Only twice in a Week) (g) Green salad / Papad/ Boondi Raita (Shall not be served if, French fries are to be served in a particular meal).

(1) - Plain rice can be served with Jeera-rice / Lemon- rice maximum two times a week. (2) - A variety of vegetables shall be served. (Potato is not to be considered as a seasonal vegetable. (3) - Anyone or mix of rajma, moong, masoor, arahar, chana dal shall be used. As per the preference of students, Dal may be mixed with some vegetables. (4) - Green salad must contain at least three different vegetables and should be given separately. (5) - If served with a seasonal vegetable, the quantity of potato will be decided in consultation with the MMC.

The Hostel Management ensures payment of 80% of each month's bills within the first 12 days of the following month to the caterer. The balance 20% of each month's bills shall be settled before 25th of the following month subject to (i) the performance evaluation of the caterer as per the Annexure – 2, after an appropriate deduction as applicable (ii) submission of a proof of statutory dues payment.

Special Dish: One additional item (chicken/paneer dish) shall be served along with the basic menu every Sunday.

Mandatory optional items: The following items must be made available to every student against extra payment.

- (a) Breakfast: Milk (Tetra Pak), Tea, Coffee, Boiled Egg.
- (b) Lunch and dinner: Packed Curd.

Date:

Signature of Caterer

Place:

along with official seal and address

Annexure-V

MESS MENU FOR BOTH HOSTELS

Day	Breakfast	Lunch	Snacks	Dinner
Sunday	Tea, Aloo paratha, ghugnee	Rice, dal, roti, seasonal sabji fry, salad, soyabean, chatni	Tea, aloo chop, bread pakora	Pulao/Rice dal makhani Non veg: Kadai chicken, chicken fry Veg: Shahi paneer, paneer fry, sweet.
Monday	Tea, Puri/poratha, aloo motor	Rice, dal, roti, seasonal sabji fry, rajma, Nimbu, Papad	Tea/Coffee, Onion pokora	Roti, Rice, Dal, Seasonal sabji fry Non-veg : Egg curry Veg : Chola masala, sewai
Tuesday	Tea, Onion paratha/Veg roll, chutni	Rice, Dal, Roti, seasonal sabji fry, chana sabji, dahi, papad nimbu	Tea, Poha/Upma/ Bread butter	Roti, rie, dal seasonal sajbi fry Non veg : Garlic chicken Veg : Mator paner
Wednesday	Tea, chola batura	Rice, dal, roti, seasonal sabji fry, mixed veg, dahi, nimbu, papad	Tea, veg chow	Roti, rice, dal, seasonal sabji fry Non veg : Butter chicken, Veg Butter Paneer
Thursday	Dal paratha, chutni	Rice, Dal, Roti, seasonal sabji fry, chana sabji, dahi, papad nimbu	Tea, somosa Non veg	Chicken biryani Veg : Paneer biryani and separate gravy, rayta
Friday	Dal paratha, chutni	Rice, dal, roti, seasonal sabji fry, mixed fev, dahi parad, nimbu	Tea, Pokora (veg)	Roti, dal, seasonal fry Non veg: Fish curry Veg: Mushroom, Butter masala/mixed veg, sweet.
Saturday	Tea, Dosa/Uttapa m, Sambar, mixed sabji	Rice, dal, roti, seasonal sabji fry, veg curry, salad	Tea, Chat	Rice, roti, dal, seasonal sabji fry, Non-veg: fish curry/Egg curry Veg: Paneer butter masala, sweet.

GRAND FEAST: (Last Sunday of the month) Polao, Puri, Dal makhani, Amul cool, Rosmalai, salad, Non Veg: Chicken (two types: Curry and Fry 100 gms each), Veg: Paneer special and Paneer fry (60 gms each) Quantity of chicken in normal days should be 70 gms (dressed), fish (70 gms), Paneer (40gm) Egg 2 piece.

(Signature and Stamp of the Caterer)

FINANCIAL BID PROFORMA

1. Rice : Sartaj/Kutub Minar brand etc or any other of equal , approved and acceptable quality.
2. Wheat (atta) : Ashirvad/Shakti bhog etc or any other of equal , approved and acceptable quality.
3. Cooking oil: Mustard: Engine/Dhara/Fortune, etc or any other of equal, approved and acceptable quality.
Refined: Fortune/Dhara etc or any other of equal, approved and acceptable quality.
4. Spices: MDH/Catch/Cookme/Sunrise etc or any other of equal, approved and acceptable quality.

In case of discrepancy in respect of quoted prices, the prices mentioned in words will prevail.

Sl. No.	Hostel Number	Approximate Strength	Average daily rate per boarder in Rupees (in figure) inclusive of cost of evening snacks and breakfast	Average daily rate per boarder in Rupees (in words) inclusive of cost of evening snacks and breakfast

NOTE-Attach separate sheet duly certified if required.

(Signature and Stamp of the Caterer)

Important-This “Financial bid proforma” along with annexure IV and annexure V should be submitted in a separate envelope and should be superscribed on the envelope as “Financial Bid”.