



**OFFICE OF THE REGISTRAR::COTTON UNIVERSITY:: GUWAHATI-1**

**NOTICE INVITING TENDER FOR “COFFEE HOUSE(CANTEEN),COTTON UNIVERSITY”**

**EOI No: CU/GAD/2025/001, Date: 27.01.2025**

EOI are invited in two bid system i.e. Technical Bid & Financial Bid from eligible Agency/ Firm/ Catering Party/Individuals having experienced or comparable experience to “**Run Coffee House(Canteen)**” in Cotton University, Panbazar Campus for the Students, Teachers, Officials, Staff & Visitors.

**Eligibility:**

An Agency/ Firm/ Catering Party/Individuals having experienced or comparable experience of 03 (three) years in the business of Canteen/hotels/restaurants/catering services under private/ government organizations/educational institute/University, etc with annual turnover of Rs 12 lakhs or more in the last three years are eligible to apply. Person(s) having **degree/diploma in Hotel Management/Food Management/ Food Processing, etc** shall be given preferences and in such case experience may be relaxed to 02(two) years.

The bidding document pertaining to this notice, along with the **requisite processing fee worth INR 1000/-** need to paid through Online [\[https://cottonuniversity.samarth.edu.in/feeportal/index.php/fee/fee-payment-miscellaneous/register\]](https://cottonuniversity.samarth.edu.in/feeportal/index.php/fee/fee-payment-miscellaneous/register). The intending bidders must have to submit an EMD cum SD money worth of **Rs.30,000/-** (Twenty thousands ) (via Demand Draft only) in favour of “Registrar, Cotton University” payable at Guwahati, along with the Technical bids. The Technical & Financial Bids should be kept in separate sealed covers and these two sealed covers may be kept in a third sealed cover along with the tenders relevant supporting documents. The name and address of the Agency/Firm/Individual along with Contact No must be mentioned on each envelope.

The sealed cover must be super-scribed as “**Quotation for Coffee House,C.U. :: EOI No. CU/GAD/2025/001, Date: 27.01.2025**” and addressed to “**The Registrar, Cotton University, Guwahati-781001, Assam**”. The sealed cover containing the bid must be submitted during office hours on or before 2.00 P.M. of **11.02.2025** in the **drop-box** arranged for the purpose. Bid opening might be done on the same day at **3:00 P.M.** in presence of the bidders.

  
Registrar  
Cotton University  
Panbazar, Guwahati-781001, Assam





## COTTON UNIVERSITY: GUWAHATI

Name of Work: To Run the University Canteen, Cotton University, Panbazar Campus.

### TECHNICAL BID

(Technical Bid should be kept in a separate sealed cover super scribing "Technical Bid" on it)

1. Name of Tenderer and Agency/firm,etc:.....
2. Full detailed Address:
3. Details of E.M.D. (Rs. 30,000 /-) :DD No.....,Date....., Issuing Branch

[The EMD of the successful bidder will be kept as Security Deposit for the contract period and the EMD of the Un-successful bidders will be refund after completion of Tender process. No interest will be paid on the EMD/SD money.]

4. Bidder has to submit valid certified copy of the following certificate/documents:

- 4.1 Up-to-date Trade License
- 4.2 Valid FSSAI License
- 4.3 GST Filling documents
- 4.4 Income Tax and sale tax clearance certificate.
- 4.5 Last payment voucher of ESI contribution against each employee
- 4.6. Details of comparable experience (attach copies from the Agency engaged)

S. No.	Period		Name of the officials, organization & contact number	Details of Service
	From	To		
1.				
2.				
3.				

(If required enclose separate sheet)

5. Infrastructure available with the Agency:

- i.) Crockery : \_\_\_\_\_
- ii.) Refrigerators, Cutlery: \_\_\_\_\_
- iii.) Deep Freezer : \_\_\_\_\_
- iv.) Hot Cases : \_\_\_\_\_

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v.) Buffet Serving Dishes: \_\_\_\_\_

vi.) Furniture: \_\_\_\_\_

vii.) Cooking Infrastructure : \_\_\_\_\_

viii.) Any Other Information : \_\_\_\_\_

6. Annual Turnover

Year	Turn Over in Rs. Laacs	Document (Attach Photocopy)

7. Manpower Working with Agency : \_\_\_\_\_

8. Details of Cooks and their expertise: \_\_\_\_\_

9. Professional(if any) Qualification of Tenderer: \_\_\_\_\_

**Full signature of the Tenderer with date.**

Name of the Tenderer :.....

Place:

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41. Copy of the **bidding document** duly **sealed and signed by the authorized signatory representing the bidder** thereby implicating that all terms and conditions stipulated in the bidding document are unconditionally acceptable to the bidder.
42. The rent, water and electricity charges will have to be paid within 10-working days of every next month in the specified Account of Cotton University. In case the Tenderer fails to pay rent by one month a penalty of Rs.1,000 per month will be imposed.
43. Sale of expired Items will not be allowed under any circumstance, if such incident comes to the knowledge of the University Authority, a penalty of Rs. 2000/- will be imposed for each such incident on the party.
44. In case the tenderer fails to pay Water Charges, Electricity Bills, Rent etc. the same will be deducted from dues of food bills with a 10% Penalty.
45. Any tenderer/caterer that currently has or in the past has had any financial dealings with Cotton University shall have to submit a “**No Dues**” Certificate from the University, otherwise the tender will be rejected.
46. Mere quotation of lowest prices for items, etc will not mean that the assignment to run the canteen will be given to the tenderer. The decision of the Authority on award of contact will be as per prevailing rules.

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### Declaration by the Bidders

It is hereby declared that I/we the undersigned, have read and examined all the terms and conditions of the tender documents "to run the **Coffee House**" for which I/We have signed and submitted the tender under the proper lawful Power of Attorney. It is also certified that all the terms and conditions are fully acceptable to me/us and I/We will abide by the conditions laid down in this tender. I/we agree to sale the eatables and packaged (Snacks /Lunch,etc) on rates as per approval of the University.

Name of the Tenderer/firm : \_\_\_\_\_

Detail address of Agency/firm: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Tenderer with Seal of the Agency

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## Check List Documents

1. Processing Fees paid copy: \_\_\_\_\_
2. Sealed & signed Bid documents by Tenderer: \_\_\_\_\_
3. Technical Bid Carrying EMD of Rs.30,000 /- : \_\_\_\_\_
4. Valid upto-date Trade License \_\_\_\_\_
5. Valid FSSAI License \_\_\_\_\_
6. GST Filling Documents & PAN \_\_\_\_\_
7. Income Tax & Sale Tax Clearance documents \_\_\_\_\_
8. Payment voucher of ESI contribution \_\_\_\_\_
9. Professional Qualification of Tenderer. \_\_\_\_\_
10. Declaration of Infrastructure available \_\_\_\_\_
11. Manpower working with the Agency \_\_\_\_\_
12. Comparable Experience with details \_\_\_\_\_
13. Seal & signed bidding document \_\_\_\_\_

Full signature of the tenderer with and Seal

Name : \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

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**COTTON UNIVERSITY: GUWAHATI**  
**FINANCIAL BID**  
( *Financial Bid in must be keep sealed envelop*)

**Name of work: To run the University Canteen.**

1. Name of Tenderer and Agency : .....
2. Registration no. of the Agency (if any) : .....
3. FSSAI Registration No: .....
4. Please Specify as to whether :  
Tenderer is Sole Proprietor/Pvt.  
'Ltd./Partnership firm (Name of  
of the partner should be specified  
In this case). .....

I/we have understood completely about this tender document and the terms and conditions therein.  
I/we agree to sale the eatables and packaged foods(Snacks /Lunch,etc) on rates as per approval of the  
University. I/we have also understood that I have to maintain quality of eatable all the times.

Signature of the Tenderer

Name of Tenderer & Seal.....

24





**Terms and Conditions For the award of 'University Canteen(Coffee House) Contract' for Cotton University, Panbazar Campus, Guwahati.**

1. A Basic rent of Rs.10,000/- (in words: Ten thousands only) has to be paid by the selected/awarded party/ Tenderer to the University as monthly basis for the 1<sup>st</sup> year of contract. After that, rent may be revised.
2. The awarded party/Tenderer has to Occupy/take-up the Canteen "**as it where basis**", no request for any modification or alteration/beautification /painting will be entertained from the University end.
3. The Successful Tenderer must have start the business within **next fourteen days of acceptance of offer. If the Successful tenderer fails to start Canteen within the due time the EMD will be forfeited and fresh tender will be issued accordingly.** Successful tenderer shall have to execute a contract agreement with the University for the purpose.
4. The contract will be operative for a period of Two Years. For the Second year renewal of the contract, the party need to submit report/certification from **Food Safety Dept**, Govt. of Assam. The contract may be extend up to the maximum three years based on report/certification from the Food Safety Dept.
5. Terms of agreement may be discontinue/suspend giving **02(two) month** notice if the performance is not satisfactory and in case of misconduct.
6. The Successful Tenderer/ party shall keep the Canteen open as per the direction of the University. And the timing of the Canteen must obey the Govt. direction of business hours.
7. The University reserve the right to obtain feedback from the previous/existing clients and also depute its officials/members to inspect mentioned premises to obtain feedback or on-spot information regarding the quality/other aspects of the bidders.
8. The firm will ensure that the raw materials used cooking are very good quality and safe for human consumption, hygiene of the premises. In the event of any poisoning/contaminations, the party will be held fully responsible and liable to other panel action as per law.
9. The University reserve the right to appoint/engage its officials/members to inspect the quality of the raw materials, food, other items prepared and sold in the University Canteen.

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10. The Firm shall be responsible for compliance of Labour laws in respect of personnel engaged by them. The Firm shall be the employer for his workers and the University will not be held responsible by any means for any dispute that may arise between the party and its workers.
11. The University will provide the Space only for the Canteen, while the concern party will have to bear the cost of fuel, electricity, water, etc.
12. The party need to submit the detail list of all manpower engaged in the Canteen.
13. The party will have to bring its own tools, utensils, etc in sufficient quantity as need to maintain the quality Canteen Services.
14. The Party shall ensure proper conduct of its staff members and also prohibited to consumption of alcoholic drinks, etc in the University premises. If it is found that the conduct of any staff engaged by the party is un-satisfactory, the firm shall replace the staff with a new staff with-in 2 working days.
15. The Canteen staff must maintain proper Clean & decent Uniform at all the time inside the University Campus. The party needs to bear the cost of Uniform, etc of its members.
16. The workers /staff of the Canteen engaged by the party will vacate the Premises of the University after the work is over and they will not be allowed to stay in the University Premises or otherwise utilizing it in any other way after the working hours, unless there is an official requisition/permission of services beyond office hours.
17. Cleaning of the Canteen must be done by the party concerned. The **garbage of the Canteen must be disposed off by the party on daily basis**. The party shall maintain the cleanliness & hygiene the Canteen and the approach to the Canteen and the wastage all the times. Dustbins in sufficient quantity must be placed in and out of the Canteen.
18. The party shall be fully responsible for the damages/losses of University property by means of any mishandling or such activity.
19. The Party must maintain the license and permission, etc applicable to run the Canteen and also to display the same in the Canteen Area in a distinctly visible way. If required the same must be produce before the University Authority.

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20. Minimum wages as per Govt. rules/direction must be paid by the party to the manpower engaged in the University Canteen. The party shall be held responsible to payment of wages/salary, etc of all the staffs engaged by party concerned.
21. The Party shall not use the Canteen Premises for any other activity such as: Outside Catering / birthdays / marriage party, etc, without a prior written permission/ approval of the University Authority.
22. The party has to maintain the digital payment facility including Card & UPI facility.
23. The Canteen shall not be closed on any working day of the University without the prior written permission of the University.
24. The Successful Tenderer shall sale and serve only such items as are approved by the University, as per list enclosed. The UGC guideline in this regard to be strictly followed and university shall not be responsible in case of such lapses.
25. **The rates for different items shall be as per approval of the University.** The Successful Tenderer intends to serve eatables not specified in the enclosed list needs to get approval of the University Authority.
26. In case the preparations for the eatables, to be served in the Canteen are found unsatisfactory/un-hygienic or the Successful Tenderer fails to fulfill his obligations of the contract at any time during the contract period, University shall have the power to terminate the contract and in that case the security deposit of Rs. 30,000/- (Rupees Twenty Thousand) or any part up-to 100% of the Security deposited by the Successful Tenderer shall be forfeited at the discretion of the University.
27. The Successful Tenderer must to display the approved list of rates of approved eatable at the appropriate place in the Canteen.
28. The Registrar or its authorized representative/Canteen committee member(s) may inspect the preparation from time to time and reject such preparations, which are not considered wholesome or hygienic without any compensation.
29. The Successful Tenderer is bound to maintain cleanliness & hygiene conditions **in and around** the canteen including wastage of drainage of the Canteen. No staff member of the University will be engaged for the purpose and it shall be entire responsibility of the Successful Tenderer. If not maintained, the same will be done by the University and the cost will be charged from the Tenderer.





30. The Successful Tenderer will pay necessary fee, taxes as applicable, according to the rates prescribed by any other Authority for running the Canteen, directly to concern Authorities as per the rules/guidelines.
31. The Successful Tenderer shall pay Electricity charges at commercial rates as per the meter reading. A sub-meter shall be installed in the Canteen at the University expenses for the purpose.
32. The Successful Tenderer shall pay water maintenance charges as per actual uses per month.
33. In case of dispute arising between the Tenderer and University, a Committee will be formed by the Competent Authority for resolving disputes.
34. The law of the land shall be apply to the contract(s) / agreement arising out of this NIT/bid. All disputes in this connection and all matters arising out of the same shall be settled exclusively in the courts failing under the jurisdiction of Kamrup Metropolitan district authority.
35. The Successful Tenderer should be able to provide Tea Snacks/food arrangement for the meetings and University Functions, etc at a mutually agreed rates of Specified eatables if not covered under approved items.
36. The Tenderer must keep First Aid Box in the Canteen Area.
37. The Successful Tenderer shall not deploy any minor to work in the canteen.
38. The Successful Tenderer shall not sublet a part or whole of the premises to any other Agency for any purpose what so-ever.
39. That upon the expiry of the period of this contract or upon termination of the contract to run the University Canteen, the Tenderer shall wind up its business and vacate the entire premises. In case Tenderer fails to vacant the premises the University reserve the right to remove all the items without assigning any reason.
40. Regarding opening of Financial Bids, Technically Qualified bidders only will be informed via the contact number provided in the respective bids.

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## LIST OF ITEMS

Breakfast (items)	Qty(grms/ml/pc)	Rate inclusive of applicable taxes(Rate must be in round figure only)
Red Tea (with sugar/without sugar)		
Milk Tea(with sugar/without sugar)		
Coffee(with sugar/without sugar)		
Milk		
Puri Sabji	two pc	
Paratha with sabji	single	
Roti with Sabji	two pc	
Omlet	single /double egg	
Bread toasts	4 pc	
Alu Paratha	single	
French fry	per plate	
Chola Batura	2pc.	
Dosa(Plain/Masala)	1pc	
<b>Lunch/Dinner</b>		
Veg- thali (Fine Rice/Roti, Plain Dal, Sabji (seasonable), Bhaji/Green salad, Papad, (1 pc.), Pickle,etc.		
<b>Additional with Veg Thali</b>		
Mutton Curry	4 pc	
Fish Curry(single )	single /double	
Egg Curry	single egg	
Chicken Curry	4 pc	
Motor Paneer	4 or 5 pc	
<b>Regular Snacks/Fast Food (Rates inclusive of all taxes)</b>		
Chowmin (Veg/egg/chicken/special) [Rate should be quoted separately for each items]		
Fried Rice (Veg/ chicken/paneer) [Rate should be quoted separately for each items]		

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Momo(Veg/ chicken) [Rate should be quoted separately for each items]		
Roll(Veg/ chicken/paneer) [Rate should be quoted separately for each items]		
Biriyani(Veg/egg/chicken) [Rate should be quoted separately for each items]		
Polao (Veg/egg/chicken) [Rate should be quoted separately for each items]		
<b>Seasonal Fresh Fruit Juice/Shakes and Packed juice/Ice-crème/Milk based item,etc</b>		
Banana Juice/Pineapple Juice/Mango Juice/Apple Juice/Pomegranate Juice/Mausumi Juice/Aerated Drinks,etc		
Coke/pepsi/mirinda,etc		as per MRP
Fruti/Maaza,etc		

Note: Tenderer/caterer, etc may mention additional food items of expertise, if any.

Signature of the Tenderer

Name of Tenderer & Seal.....

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