

Haji Anfar Ali College

Doboka, Hojai

Pin: 782440

Notice Inviting Tender

Sealed tenders are invited by the Principal, Haji Anfar Ali College, Doboka during the year 2018-19 (Academic Session August to June)

Name of the works-- Operation of Canteen including monthly Rent at Haji Anfar Ali College, Doboka.

Earnest Money Deposit- Rs.1000/- (Rs. One Thousand only) in the form of Cash / Demand Draft drawn in favour of Principal, Haji Anfar Ali College, Doboka.

Cost of the Tender: -- Rs. 100 /- (non-refundable) in the form of Cash / Demand Draft drawn in favour of Principal, Haji Anfar Ali College, Doboka.

Last Date of Sale of Tender: 18/07/2018

Last Date of Receipt of Bid: 18/07/2018 upto 1.30pm

Date, Time and Venue for opening of bid: 18/07/2018, at 1.45pm in Principal Office.

Details of Tender including terms and conditions, eligibility criterion can be obtained from the office of the undersigned before the last date of submission of tender on working days during office hours.

Principal

Haji Anfar Ali College
Doboka: Hojai

Scope of work / location:

- (a) Running and operation of Canteen including indoor services as & when required for Haji Anfar Ali College for about 1100 students and staff.
- (b) Hospitality arrangements, to order, like Tea / Coffee / Soft drink / Snacks / Lunch (packed) for various academic and Cultural Activities, Festivals, Seminars, Symposiums, Conferences, Training Programs, Statutory Bodies Meetings, Teachers Day, any other function.
- (c) In addition to the above, arrangement are also required for examination and admission time/period.
- (d) The tenderers are advised to visit the canteen before participating. The tenderer should assess the volume of business themselves. Haji Anfar Ali College will not guarantee any minimum / maximum business.
- (e) The Canteen Space is 476 Sq ft. in the College Complex.
- (f) Canteen Hall and Kitchen has been renovated.

Terms and Conditions

Tenure and Eligibility

- (a) Advanced Security of Rs.5000/- (Rupees Five Thousand only) is be paid by the bidder after the selection/nomination.
- (b) The contact will be upto 30 June, 2019. The Contract can be renewed for further period of duration of which would be determined by mutual agreement and terms and conditions which may be agreed upon by the College principal and tenderer.
- (c) The bidder should have minimum two year's experience and the relevant paper in regard of experience should be attached along with tender.
- (d) Monthly rent is in Bidding:
- (e) Electricity charges - actual basis as per sub-meter reading.
- (f) The tenderer shall be responsible for the-payment of GST on eatables if applicable . He should provide a duplicate copy of GST receipt to the college.
- (g) The tenderer will be required to provide service in the canteen premises and also in the office rooms of the Principal. The service would be free of any service charge and on approved rates for item listed in the Menu.
- (h) At least one sweet and three salty items (samosa, pakora, choumeen etc.) shall be prepared daily. But the menu would be prepared according to the college from time to time. The items and their size and weight including quality should be approved by the Canteen committee.
- (i) Materials used for coking purpose tea, coffee, spices, food stuffs, vegetable etc. should be of good quality and before expiry date. In case of violation, strict legal action will be taken.
- (j) The bidder will take all necessary precautions against fire hazards.
- (k) The rate list and menu as approved by the college should be displayed clearly daily. Any change in the rate list or item should be duly approved by the canteen committee.
- (l) The Canteen committee of the college has the right to visit periodically, or have surprise

- visits to check the quality of food, services, cleanliness of the canteen and report to the principal. If required a feedback from the users could be obtained anytime.
- (m) Rate list is to be displayed on notice board at canteen.
 - (n) No other commercial activity shall be undertaken in the college canteen premises without written permission of the Canteen Committee.
 - (o) The canteen will function on six days of the week except gazetted Holidays and Sundays.
 - (p) It will function from 8:00 AM to 5:00 PM and may change as per additional requirement. Timing could be flexible but with prior permission from the college authority.

Hygiene and cleanliness:

- (a) The licensor or canteen committee constituted by the Principal of the college will inspect the canteen at any time so as to verify the hygienic conditions being observed by the licensee.
- (b) The contractor will have to make arrangement for cleanliness of canteen and its surroundings including sewerage to the satisfaction of the college. The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste. The garbage bins should be covered always and away from the eating place.
- © The contractor shall arrange the items i.e. crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking stove etc. and maintained the said items and proper and hygienic conditions.
- (d) The contractor has to ensure the cleanliness of the dress worn by the employee during the time of the serving in the canteen as well as in rooms/staff rooms.
- (e) The contractor shall be under the discipline of the college and follow the instructions issued from time to time. The Contractor shall in no case disturb the working of the college. The employees would remain decent and courteous. Any of his employees indulging in any act of indiscipline, misbehavior or violent act(s) or abets others in doing so, and if it is prima facie proved, then contractor shall remove the employee concerned from the premises immediately on receipt of verbal or written communication from the authorities of the college.
- (f) Only a few requisite staff of canteen will be allowed to stay in the canteen after working hours (under special circumstances) with authorization of the Principal of Haji Anfar Ali College and no unauthorized person shall be allowed to stay in the canteen.
- (g) Any Dispute/Litigation is subject to Local Jurisdiction.
- (h) Any Terms & Condition not covered in the agreement will be decided by the principal & decision on the same will be final & binding.

Utilization of canteen premises

1. The possession of the premises will always be that of Haji Anfar Ali College even when the premises would be in use of the contractor.
2. The contractor shall have no right to sublet, assign the license in any manner to any third party or authorize any other person to run the canteen once it has been formally awarded to him.

3. The contractor is responsible to maintain the infrastructure facilities provided by the college such as sitting spaces, fans, electrical fittings, sanitary fittings, water cooler etc.
- d. No employee/student/outsideers will be allowed to smoke or consume alcohol/banned or abused drugs in the canteen. The contractor shall not keep or sell any tobacco products or any hard drinks, other health hazard articles.
4. The Licensee shall have no right on the open space adjoining the canteen'
5. The Licensee shall be deemed to be in the exclusive occupation of the licensed premise and licensor will have the right to enter upon the premise at any time to inspect the canteen premises.
6. The Canteen premises will not be used for residential purpose. No worker or person will be allowed to stay/work in the night in the canteen. No bathing and washing of cloth etc. will be allowed by the workers.
7. The Licensed premises shall be used only for carrying on the business of canteen and for no other purpose.
8. The license shall not carry out any addition or alteration or structural repairs in the said premises. Only such alteration of addition or repairs which are necessary and are not of permanent nature may be allowed to be carried out by the license but that also with the prior approval/permission of the licensor.

Termination of the contract

- (a) The quality of food/services provided will be checked from time to time and if found unsatisfactory the license may be cancelled at any time by the licensor without furnishing any notice. The college reserves the right to impose a fine if deemed necessary.
- (b) The decision of licensor/College Authorities in the matter relating to the canteen shall be final and binding on the license.

- © In case of Termination of contract, contractor shall handover possession of canteen premises immediately. and no claim of any type of contractor shall be entertained.
- (d) The college reserves the right to terminate the contract at any time after getting recommendation of an independently appointed committee against any serious complaint(s) regarding the performance/maintenance of the canteen. The decision of the college in this regard shall be final.
 - (e) The contract can be terminated either by the college or the contractor by giving two months of notice. However, if the contractor seeks termination of the contract in between the contract period his security deposits would be forfeited and if the college does so then the security deposit would be refunded to the contractor.
 - (f). In case the contractor violates the terms & conditions of the contract his contract would be cancelled without any notice.
 - (g) The college reserves the right to reject any or all the tenders without assigning any reason whatsoever and is not bound to accept the lowest rates of items.
 - (h) After opening the tenders the committee may visit the sites and may check the preparation of cooked items as specified by the tenderer in support of working experience'
 - (i) Successful tender shall execute the agreement on legal stamp paper of Rs. 10 /- for running & operation of canteen of Haji Anfar Ali College and accepted tender along with terms & conditions shall form part of the agreement

Undertaking

I have read the terms and conditions of the tender clearly and I agree to abide by them fully. On the acceptance of the offer I will run the canteen in compliance with the terms and conditions thereof.

Date

Signature of the Contractor

Name:

Address and Phone Number

Undertaking

I have read the terms and conditions of the tender clearly and I agree to abide by them fully. On the acceptance of the offer I will run the canteen in compliance with the terms and conditions thereof.

Date

Signature of the Contractor

Name:

Address and Phone Number

Tender for Running Canteen in Haji Anfar Ali College, Doboka

Sir,

I am submitting the tender for providing catering services including monthly Rent for Haji Anfar Ali College canteen on contract basis as per details given below:

1. Name of the Tenderer/ Bidder:
2. Address:
3. PAN No
4. Monthly Rent: Rs.....(Rupees:
5. Experience Certificate in previous canteen/hotel service with License/ valid document from local authority.
3. Registration/License No. (if any)
(Attach attested Photostat copy of license issued by the competent authority)
6. GST number, if any
7. Man Power / Resources available:
8. List of items to be provided in the Canteen with price (attach separate sheet):
9. Name of your banker/s with address.
10. Any other relevant information in support of Bid:

Date:

Signature of Bidder

Place: