



OFFICE OF THE PRINCIPAL
HANDIQUE GIRLS' COLLEGE
GUWAHATI - 781001, ASSAM

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NOTICE INVITING QUOTATION

Sealed quotations affixing non-refundable court fee of ₹ 8.25 are invited from registered/reowned contractor/firm/agencies etc. for the under mentioned work at Handique Girls' College, Guwahati:

Name of Work	:	Operation of Canteen at Handique Girls' College
Last Date of Submission of the Bid	:	05.11.2024 up to 02:00 pm
Date & Time of opening of the Bid	:	05.11.2024 up to 03:30 pm
Documents to be attached	:	1. Company Profile 2. Trade License 3. GSTINB Certificate 4. Partnership deed copy in case of partnership firm 5. Experience Certificate 6. Manpower/Resources proposed for development

Enclosures:

1. Terms and Conditions.
2. Tender Paper for running Canteen at Handique Girls' College Premises.
3. Menu Rate List


Principal
Handique Girls' College
Guwahati-01, Assam

TERMS & CONDITIONS

1. The contract will be for a period of one year from the date of allotment & will start from the date of signing the agreement which may be extended based on the services provided by the contractor.
2. Water filter, water cooler, refrigerator and furniture will be provided, which will be operated and maintained by the contractor operating the canteen.
3. **The contractor shall obtain a certificate from the concerned authority for running the canteen within the College premises.**
4. Accommodations as mentioned above will be provided for the Canteen use. The contractor shall quote the rent (not less than ₹ 2500/- per month) for the premises payable to The Principal Cum Secretary, Handique Girls' College as detailed below:
 - a. I agree to pay a rent of ₹ _____ per month or ₹ _____ quarterly). If the contractor is paying quarterly than he/she should handover four postdated cheques to the College immediately after signing the contract.
 - b. Electricity charge of ₹ 2000/- per month or as per actual meter reading (in case of separate sub-meter if provided).
 - c. Security amount (refundable) of ₹ 20,000/-. Is to be deposited in advance. No interest on the Security deposit is to be entertained.
 - d. The contractor shall have to pay the late payment charge @ ₹ 100 per day or maximum of ₹ 3000/- per month for the late payment of rent, electricity charge etc.
5. The contractor has to arrange water tank at his/her own expenses if water crisis occur.
6. The contractor shall be responsible for the payment of GST, if applicable, to the Sales Tax Department. He/she should provide a duplicate copy of the sales tax receipt to the College.
7. The security deposit, advance rent may be forfeited, adjusted in case the standard of cleanliness, quality of products and services are not maintained up to the mark and in the case of non-payment of Office dues.
8. The contractor will be required to provide service in the canteen premises and also in various rooms of the College such as Principal's Office, Staff meeting, GB Meeting etc.
9. The contractor shall quote the rate list of the items and the same are to be approved by the Canteen Committee. Rate list is to be displayed on Notice board at Canteen.
10. The canteen will function from 8:30 am to 6:00 pm from Monday to Saturday. Timing could be flexible but with prior permission from the College authority.
11. The College or Canteen Committee constituted by the staff council of the College will inspect the canteen from time to time to verify the hygienic conditions being observed by the contractor.
12. 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.
13. The quality of food/services provided will be checked from time to time and if found unsatisfactory, College may cancel the contract at any time without furnishing any notice. The college reserves rights to impose fine and take legal action actions if deemed necessary.
14. Successful bidder shall execute the agreement on legal stamp paper of ₹ 100/- for running & operation of canteen of Handique Girls' and accepted tender along with terms & conditions.

TENDER FOR RUNNING CANTEEN AT HANDIQUE GIRLS' COLLEGE

Sir,

I am submitting the tender for providing catering services at Handique Girls' College canteen on contract basis.

1. Name of the Contractor: _____
2. Address: _____
3. GST No. _____ (Attach copy)
4. Details of contracts executed (if any): _____

5. Man power (Cook, Helper/Waiter/Cleaner): _____
6. Any other relevant information regarding conviction or pending cases under the Prevention of Food and Adulteration Act., 1954: _____

7. Menu Rate list: Annexure-I

Official Seal of the Contractor/Firm

Signature of the Contractor/Firm

Menu Rate List:

Sl. No.	Item (Snacks all day)	Qty.	Unit Rate (₹)
1.	Puri	3 nos. (150 gms) with vegetables (200 gm)	
2.	Roti	2 nos (150 gms) with vegetable (200 gm)	
3.	Paratha	1 no (150 gms) with vegetable (200 gm)	
4.	Aloo Paratha	2 no. (200 gms) with pickle	
5.	Meethi Paratha	2 no. (200 gms) with pickle	
6.	Gobhi Paratha	2 no. (200 gms) with pickle	
7.	Cutlet	1 no. (2 pieces) with sauce/chutney (150-300 gms)	
8.	Samosa	1 no. (150 gms)	
9.	Veg. Chop	1 no. (200 gms)	
10.	Egg Chop	1 no. (200 gms)	
11.	Kachori	1 no with sauce/chutney (150 gms)	
12.	Pakoda	1 plate (250 gms) with chutney	
13.	Aloobonda	1 no. (2 pieces) with sauce/chutney (150-300 gms)	
14.	Veg Fried Rice		
15.	Chicken Fried Rice		
16.	Idli	2 nos. (250 gms) with Sambar & Chutney	
17.	Poha/Upma	250 gms.	
18.	Veg. Momo	5 nos. (250 gms) with chutney	
19.	Chicken Momo	5 nos. (250 gms) with chutney	
20.	Veg. Noodles	250 gms. With sauce	
21.	Egg Noodles	250 gms. With sauce	
22.	Chicken Noodles	250 gms. With sauce	
23.	Pavbhaji	2 pieces	
24.	Bread Omlette	Single Omlette, 2 pieces of Bread & Butter	
25.	Veg. Grilled Sandwich	4 pieces (300 gms)	
26.	Bread Butter Toast	2 nos.	
27.	Cheese Sandwich	2 Big Pieces	
28.	Veg. Salad		
29.	Non Veg. Salad		
30.	Fruit Salad		
31.	Papri Chat		
32.	Pani Puri		

Sl. No.	Item (Sweet)	Qty.	Unit Rate (₹)
1.	Gaja	1 piece- 80 gms	
2.	Labanga	1 piece- 80 gms	
3.	Rasagulla	1 piece- 80 gms	
4.	Gulabjamun	1 piece- 80 gms	
5.	Laddo	1 piece- 80 gms	
6.	Cakes and Pastries	1 piece	

Sl. No.	Item (Beverages)	Qty.	Unit Rate (₹)
1.	Black Tea/Lemon Tea	125 ml with/without sugar	
2.	Milk Tea	125 ml with/without sugar	
3.	Coffee	125 ml with/without sugar	
4.	Fruit juice	200 ml	
5.	Mineral water		
6.	Butter Milk/Lassi	200 ml	
7.	Ice Cream		
8.	Fruit Juice Fresh	200 ml	

Sl. No.	Item (Lunch)	Qty.	Unit Rate (₹)
1.	Veg. Thali	Rice 250 gms., Dal-250 ml., Mix Veg with curry-200 gms., Dry Veg-200 gms., Papd, Salad, Pickle/chutney, Onion	
2.	Chicken Thali	Veg Thali + Chicken curry 300 gms.	
3.	Egg Thali	Veg Thali + Egg curry with 2 eggs	
4.	Fish Thali	Veg Thali + Fish 300 gms.	

Sl. No.	Item (Assamese Jalpan)	Qty.	Unit Rate (₹)
1.	Coconut Laddo	--	
2.	Coconut Pitha	--	
3.	Til Pitha	--	
4.	Tel Pitha	--	
5.	Komal Chowl with Milk/Curd	--	
6.	Sira with Milk/Curd	--	

Use of Single Used Plastic is prohibited inside the College campus