Krishna KantaHandiqui State Open University
Patgaon, Rani Gate, Guwahati-781017
Advertisement No: KKHSOU/University Canteen/38/2017/106

Notice Inviting Tender

Krishna Kanta Handiqui State Open University, Guwahati invites sealed quotations from the Firm/Catering Party having expertise and similar or comparable experiences. They may quote their best rate (inclusive of all taxes) in the specified format given below. The quotation superscribe with "Canteen Services" and addressed to *"The Registrar, KKHSOU, University's City Office, Resham Nagar, Khanapara, Guwahati-22 should reach the University office on or before* ***06-12-2024****. Complete address with contact number of the bidder must be mentioned in the body of the sealed envelop*. The date and place of the opening of tenders will be declared later on.

Sd/-
Date: 22-11-2024 Registrar

✂……

To
The Registrar
Krishna Kanta Handiqui State Open University, Resham Nagar, Khanapara, Guwahati-22

Sub: Canteen Services.

Sir,
With reference to above, I would like to offer my best rate for the following items –

Sl. No.	Name of Item	Rate
1.	Veg Thali	
2.	Veg Thali with Paneer	
3.	Non-veg Thali with Fish	
4.	Non-veg Thali with Chicken	
5.	Non-veg Thali with Egg Curry	
6.	Non-veg Thali with Mutton (4 pc.)	
7.	Non-veg Thali with Duck	
8.	Omelette	
9.	Roti/Paratha with Sabji	
10.	Milk Tea	
11.	Red Tea	
12.	Coffee	
13.	Mix Veg/ Labra / Veg Dry Fry/Brinjal Fry etc.	
14.	Papad	
15.	Green Salad / Chatni	
16.	Veg Roll / Egg Roll/ Chicken Roll	
17.	Veg Patties / Egg Patties	
18.	Pastry / Cake	

General Terms and Condition:

1. The University has to reserve the right to obtain feedback from the previous/present clients of any interested party and also to depute its team(s) to inspect the site(s) at present contract(s) for obtaining on-spot first-hand information regarding the quality of food and services provided by the participating.
2. The firm will ensure that raw materials used for cooking are of very good quality, safe for human consumption, proper sanitation and hygiene of the premises. In the event of any poisoning/contamination, the party will be held fully responsible and liable to other penal actions under the law.
3. The firm shall be responsible for compliance of the labour laws in respect of personnel employed by them. The firm shall be the employer for his workers and the University will not be held responsible fully or partially for any dispute that may arise between the party and its workers.
4. The University will provide the space and running water for the canteen while the concerned Party will bear the cost of fuel, electricity etc.
5. The party would be responsible for verifying antecedent of the persons deployed by them and a certificate to this effect shall be provided by them in respect of each staff member. The party will have to bring its own tools, utensils, cookers, crockery, hot boxes, trolleys, equipment, jugs, plates etc. in sufficient quantity as needed to maintain the quality canteen services.
6. The party shall ensure proper conduct of his personnel in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work and the canteen staff must be in proper uniform at all times. The party will provide uniforms to their canteen staff.
7. The workers of the canteen will vacate the premises of the building every day after the work is over and they will not be allowed to sleep in the office premises or otherwise utilize it in any other way after the working hours, unless there is an official requisition for their services beyond office hours.
8. Cleaning of canteen shall be done by the Party concerned. The garbage of the canteen shall also be disposed of by the firm on daily basis. The firm shall ensure cleanliness of the canteen all the time.
9. The party shall be responsible for all damages or losses of University property and will be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by natural calamity.
10. It shall be the responsibility of the Party to obtain and keep ready necessary license/permissions from various government bodies for running canteen services and produce the same before the concerned authority as and when asked for.
11. Liability/responsibility in case of any accident causing injury/death to canteen worker or any of their staff shall be of the party. The University shall not be responsible by any means in such cases.
12. The concerned party is required to maintain the details of all his employees/workers and a list of such employees along with their details should be provided to the University. The Party will be responsible for payment of wages/salaries and social security dues of all such employees.
13. The Party shall not use the canteen premises for any other activity.
14. The Party will deploy adequate manpower for work during late hours and on Saturdays/Sundays including other holidays, according to the requirement of the University.
15. The Party shall be personally responsible for conduct and behaviour of its staff. If it is found that the conduct or performance of any person employed by the firm is unsatisfactory, the firm shall have to remove the concerned person and engage a new person within 48 hours of intimation by the University Authority. The decision of the KKHSOU Authority designated officer in this regard shall be final and binding.
16. The University reserves the right to appoint officers/officials to inspect the quality of raw

material, food and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the firm. Committee of KKHSOU offices will carry out necessary quality checks on a regular basis.

17. The Party has to maintain digital payments facilities (Card and UPI) for the customers in the canteen.
18. The Party shall be responsible for payment of bills etc. by the customers and in no way the University shall be held responsible for any payment issue by any of his customers.
19. Under certain circumstances the time of the canteen services will be extended by the University.
20. Total employees of the University are 150 (approximately) and 15 to 20 outsider customers may be availed the canteen services.
21. While evaluating bids, the University will accord priority or eligibility based on rendering of similar service, comparable experience, quality certification, regulation etc.
22. Bidder should enclose a copy of the up-to-date Trade License of the Company/Firm/Agency.
23. Bidder should enclose a copy of the **PAN CARD** and **GST Registration Certificate** of the Company/Firm/Agency.
24. Experience of minimum 3 (three) years in similar nature of works.
25. Enclose the tender Fee of Rs. 500/- (Five Hundred only).
26. Enclose the EMD of Rs. 10,000/- (Rupees Ten thousand only).

Date:

Signature:

Name of the Contractor:

Address:

Contact No:

E-mail: