



ESTD. : 1970

**Dr Sujata Bhattacharyya**

Principal

# NOWGONG LAW COLLEGE

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## NOTICE INVITING TENDER FOR PROVIDING CANTTEEN SERVICES at NOWGONG LAW COLLEGE, NAGAON (Assam)

Sealed tenders addressed to the Principal, Nowgong Law College, Nagaon are invited from eligible contractors/individual/vendor for providing canteen services in the College. Application to be made in plain paper and should be neatly and legibly written. The last date of submission of tender shall be 18.02.2025 on or before 3.30 PM. No tender shall be accepted after the last date and scheduled time. The terms and conditions should be duly signed by the tenderer on each page. List of Quoted rates for the items to be served should be provided and duly signed by the tenderer on each page. The undersigned reserves the right to accept or reject any or all the tenders submitted without assigning the reasons thereof.

### TERMS AND CONDITIONS:

1. The tenderer has to provide the price of each item to be served and enclose separately with the tender.
2. The selected caterer may be asked to give sample of each item of the list enclosed.
3. The contract shall be for one year from the date of signing of an agreement and shall automatically expire on completion of one year unless renewed. If the agreement is not renewed every year, the caterer will have to vacate the premises immediately on the expiry of the contract on 15 days' notice.
4. The selected Canteen Contractor shall pay the following charges to the College:
  - (i) Monthly rent Rs.1000/- per month
  - (ii) Electricity Charges and Water Charges Rs.500/- per month.
5. The selected tenderer shall sign an agreement with the College authorities.
6. Selected tenderer shall deposit Rs.1500/- with the College at the time of signing of the agreement as Security Deposit which will be refunded on expiry of the contract.
7. In case of breach of any terms and conditions herein contained, the College authorities shall be at liberty to terminate the contract without assigning any reason and the caterer shall have to vacate the premises allotted to him within the time specified by the college authorities.

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8. Any non-compliance of the tender requirements may lead to rejection of tender quotations.
9. The college reserves the right to accept or reject any tender quotation in whole or in part without assigning any reason thereof.
10. The College reserves the right to change/add any food items in the menu and conditions without assigning any reason thereof.
11. The Contractor shall not keep/sell items like cigarette, gutkha, alcohol, drugs and another health hazard articles.
12. The security deposit shall be forfeited if the contractor terminates the contract within agreement period.
13. It will be sole responsibility of the contractor to guard canteen properties properly like fans, furniture, electrical fittings, sanitary fittings and windows and doors etc.
14. The contractor shall be responsible for payment of GST (as the case may be) on eatables.
15. The monthly payable charge mentioned in point no. 4 is negotiable.
16. It may be noted that the lowest quoted rates of a tenderer do not entitle him/her to claim the said contract. The final decision shall be taken after the tenderer is interviewed and the presentation is assessed by the committee and he is finally recommended.
17. The tenderer's firm/individual/vendor must not have been blacklisted ever in the past and must not have been penalized for not meeting the provisions of Food Adulteration Act, 1954 and Food Safety and Standard Act 2011. A self- certification is required to be submitted by the contractor on letter head.
18. The contractor shall abide by all the prevailing laws for running of canteen/cafeteria and shall do all the necessary formalities of obtaining licenses/permission etc. on his own. The College shall not take any responsibility for any legal provisions not met by the contractor & on account of this the contractor shall solely be responsible.
19. The canteen Committee of the college may make a visit to the existing catering place of the tenderer and the committee's decision regarding the capability of the tenderer to provide catering services in the college as per the college's requirement shall be final.
20. The contractor shall be required to pay the charges mentioned in point.no. 4 and the amount shall be deposited by 10<sup>th</sup> of every month.
21. The Security Deposit that shall be refundable after the expiry of contract and no interest shall be payable on it. This may be adjusted in case of any dues / damages are reported during the tenure of contract period.
22. The contractor shall keep the canteen area (in and around) neat and tidy.
23. The kitchen of the canteen shall be maintained with best of hygiene standard.
24. The contractor shall take all precautions to maintain quality of food. In no case he shall sell stale/old stuff/preparations.
25. The contractor must not use / store any hazardous chemical/ dangerous element/ banned or expired products in the canteen which may pose threat to the health and safety of the people.
26. Pest control will have to be done on a regular basis and the cost to be borne by the contractor. Proper documentation has to be submitted to the committee for regular review.

  
Principal



27. The contractor shall use the good quality branded cooking medium like oil and sauces and should ensure that only standard material / ingredients for cooking and serving are used.

28. No sub-standard material / ingredients shall be allowed. The contractor is advised to quote the rates of food items keeping in view the cost factor of the ingredients/material which shall be of good quality.

29. The contractor shall not use the canteen/ college premises for residential purpose for self or his staff & none of the employees of the contractor shall be allowed to stay in the college premises during night/holidays etc. Staff of canteen will be allowed to stay in the canteen only with the permission of Principal. Unauthorized person will not be allowed to stay there.

30. The contractor shall not sublet the contract to any vendor further. Similarly, no part of the menu / items agreed upon shall be sublet to any other party. Subletting in any form shall not be allowed.

31. The contractor shall provide the list of the workers along with their identification & residential proof, who are working in the canteen and also the following.

a. Any change in the staff shall be reported immediately and relevant proof of identification shall have to be submitted again. The contractor shall solely be responsible for the conduct / behaviour of the staff employed by him in the college canteen and shall solely be responsible for any misconduct or undesirable incidence on account of the conduct / behaviour of the staff engaged by the contractor.

b. A list of staff along with their photographs working in canteen shall be forwarded to the police station concerned.

c. The staff must have proper medical certificates issued by the registered medical authority.

d. All staff must be properly groomed and be polite/courteous to the customers.

e. The staff of the contractor shall abide by the instructions issued by the college authorities from time to time and their movement in the college shall be restricted.

f. The staff must be properly trained with all necessary information on handling customers, maintenance of equipments with special emphasis on service orientation and personal hygiene.

32. The contractor must ensure compliance of provisions of Food Adulteration Act 1954 and Food Safety Standard Act 2011.

33. The contractor shall ensure to keep all his belongings under lock and key. The contractor shall be solely responsible for any loss, damage, theft etc. of assets in the canteen and no compensation of any kind shall be made by the College.

34. The contractor shall have to ensure that the canteen staff employed by him wears full uniform with IDs and with proper gloves, head cover, apron etc. The contractor shall have to take all the measures to maintain good hygiene during the preparations and serving.

35. The contractor shall have to make his own arrangements to remove / dispose –of garbage and shall not use college premises for dumping of the garbage. The contractor has to ensure that the garbage is not scattered here and there and shall have to arrange proper dustbins.

36. Regular housekeeping and cleaning/clearing the allotted premises must be done.

37. The contractor shall have to provide "Complaint and Suggestion Book" and the same shall be made available to anyone who desires to record any complaint or suggestion. The same shall be submitted to the principal's office for inspection every month.

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38. The contractor will be responsible for proper clearance of tables, used plates etc. They must provide adequate manpower for smooth operation of the canteen.
39. Display of rate list: the display of the menu card has to be done in a legible manner. The self service system should be adopted in the canteen. The contractor shall display the menu every day on the notice board of the Canteen.
40. The approved rates of the food items as accepted by the college shall not be increased by the contractor without prior permission of the college. No other item shall be sold by the contractor outside the approved list, without permission of the college.
41. Regular food audit to check the quality and safety will be done by the canteen committee.
42. The Canteen should be kept open during the College Hours (Monday – Saturday: 9.00 AM – 4.00 PM). The contractor shall not close the canteen without prior permission from the college. The canteen shall remain open on Saturday/Sundays/ Vacations/Holidays as per the requirement of the college to be stated by the authorities of the college.
43. The Contract may be terminated by giving one month's notice from college authority. However, if it has been found/reported that there has been a gross misconduct, negligence, non-compliance of orders requiring immediate action, the Principal shall have the rights to revoke the contract immediately without any notice.
44. After the termination / expiry of the contract, all the belongings of the college should be handed over to the college as per the asset register of the canteen.
45. There shall be an observation (probation) period of 2 months from the date of award of contract during which the work and conduct of the contractor and his staff shall be observed & assessed. Further, extensions shall depend on the satisfactory performance of the canteen contractor.
46. The members of Canteen Committee shall have the right check the quality of food preparation, hygiene conditions, staff conduct etc. at any time.
47. Any loss to the property of the College caused by the contractor shall be borne by the contractor.

*Shilpa Bhattacharya*  
13/2/2025

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**Nagaon, Assam**