



**OFFICE OF THE PRINCIPAL  
TALCHER (Autonomous) COLLEGE, TALCHER**

*Accredited by NAAC with 'B'+ Grade*

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No- 611

Dt- 15.03.2023

**TENDER CALL NOTICE**

PART-I

**BIDDING QUOTATION FOR RUNNING OF CANTEEN AT TALCHER AUTONOMOUS COLLEGE**

**TERMS AND CONDITIONS**

1. Sealed bids are invited from reputed caterers for running of Canteen in the premises of Talcher Autonomous College on contractual basis for a term of TWO years.
2. Bids in sealed envelope being super scribed as "Bid for running of Canteen in Talcher Autonomous College" can be handed over in Principal's Office, up to 23/03/2023 up to 11:00 AM. No bid thereafter shall be accepted. The tender shall be opened on 24/03/2023 at 03:00 PM in the presence of bidders or their representatives (only one person per bid) who wishes to be present. In the event of 24/03/2023 being declared as a holiday, the tender will be opened on next working day at the above mentioned time and place.
3. Earnest money in the shape of Bank draft/ Banker cheque drawn on any Nationalized Bank in favour of "Principal Talcher Autonomous college Talcher " payable at SBI Talcher, for Rs. 10,000/- (Rupees Ten Thousand Only) should accompany the filled-in tender documents. It should remain valid for a period of 06 (six) months from the last date of submission of the bid. In the absence of EMD (Earnest Money Deposit), the bid shall be rejected summarily. The Earnest money shall be refunded to unsuccessful Tenderers after finalization of the contract. No interest is payable on the EMD.
4. The bidder should have at least three years experience of running the canteen in a Govt./recognised organization preferably in an academic institution of repute. Suitable documentary evidence in the form of a letter from the concerned organization should be submitted along with the tender documents. Bids not complying to this condition will be summarily rejected.
5. The successful bidder shall deposit a sum of Rs. 30,000/- (Rupees Thirty Thousand Only) as interest free Performance Security deposit which will be refunded after making necessary adjustments, for the damage(s) caused to the provided structure, if any, on the expiry of the contract. This is in addition to the monthly rent payable by the contractor.
6. The Contractor is required to pay monthly rent for the space provided by Talcher Autonomous College for running the canteen. The bidder quoting the highest amount of monthly rent not below a minimum of Rs. 3000/- (Rupees Three Thousand) only per month and meeting all other conditions of the tender will be awarded the contract. If any two parties quote same price, then higher experienced will be given chance.
7. Any conditional bid is liable for rejection of the tender.
8. The contractor shall run the canteen for the benefit and use of the employees and students of Talcher Autonomous college exclusively in the aforesaid premises.
9. The canteen will remain open from 08:00 A.M to 5:00 P.M on all normal working days.
10. The Talcher Autonomous college will provide suitable space for Kitchen and dining within the college campus. Necessary furniture for dining area will not be provided by college authority.

*Principal*  
15/03/23  
**PRINCIPAL  
TALCHER AUTO. COLLEGE  
TALCHER**

11. Adequate fire safety provision will be equipped by the final bidder and (s)he will be responsible for any damage caused to this respect.
12. The bidder will have to provide 80% cooked food and 20% packed food to the users. The canteen must provide standard tea, coffee and other bare needs of the users. The items of food must fulfill the need and demand of the users.
13. The employees of the canteen must be with uniform dress being provided with identity cards to distinguish them from the outsiders.
14. The contractor shall be required to pay :
  - a. Monthly Rent in advance to be deposited by 10<sup>th</sup> of every month.
  - b. Water & electricity charges, to be deposited (on actual basis as per submeter reading) in every month by 10<sup>th</sup> of every month. (during the benefit limit)
  - c. Contractor will have to pay late payment charges@50/- per day for late payment of monthly rent, electricity charges& water charges separately.
15. There is winter and summer break according to academic calendar. Keeping in view of this, monthly rent charges for this period will be 25% of the normal rent/charges.
16. a. The contractor selected for canteen service, will be required to maintain highest level of cleanliness and standard of hygiene with regard to the persons under his employment and utensils for serving the food.
  - b. The fuel to be used for cooking will only be LPG and shall be arranged by the Contractor.
  - c. The Contractor will be responsible for maintaining adequate number of persons engaged in cooking, distribution of food and disposal of garbage and left over food.
  - d. The Contractor shall bear all the expenses for running the canteen and the college authority shall not in any manner be linked in it.
17. a. Contractor shall be liable for any damage caused due to incidents like theft, burn, fire, electric shock or bear any compensation for damage or injury or injury caused to its workmen while discharging their duty.
  - b. The Contractor shall not be entitled to use the accommodation allotted by the college for any other purpose or business other than running the canteen.
18. The persons associated with preparation and distribution of food will be required to undergo periodical medical checkups as and when required to rule out the possibilities of communicable disease / infectious diseases, and anybody found suffering from such has to be kept out of work till he / she is fully recovered.
19. There shall be no compromise on the quality of food supplied by the Contractor and if any such incidence or food adulteration is found, action deemed fit, including black listing the firm, shall be taken by the Competent Authority and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply.

Signature of the Contractor

*P. S. Joshi*  
15/03/23  
**PRINCIPAL**  
Talcher (Auto) College, Talcher  
**TALCHER**

*P. S. Joshi*  
15/03/23

**PART-II-A**

**APPLICATION FORM**

1. Name of the Firm \_\_\_\_\_
2. Address \_\_\_\_\_
3. Phone No. (Mobile / Landline) \_\_\_\_\_
4. Experience (in years) of Catering. \_\_\_\_\_  
(Certificate to be enclosed)
5. Registration/license No. (If a co-operative society) \_\_\_\_\_  
(Attach attested Photostat copy of license issued by the competent authority)
6. DD / Pay Order No., Date & Drawee Bank \_\_\_\_\_
7. PAN/TAN \_\_\_\_\_

**PART-II- B**

Quotation for Monthly Rent

Amount of monthly rent/license fee

In figures

Rs...../-

In words

Rupees.....only

I hereby declare that:

1. The applicant / firm have not been blacklisted ever in the past and have not been penalized for not meeting the provisions of Food and Adulteration Act, 1954.
2. All the particulars furnished by me are true to the best of my knowledge.
3. All the terms & conditions of this tender document are acceptable to me & I shall abide by the same in case the tender is awarded to me.

Date:

Signature of the Bidder:

*Pravin*  
*15/03/23*  
**PRINCIPAL**  
**TALCHER AUTO. COLLEGE**  
**TALCHER**

## UNDERTAKING

a. I, the undersigned, certify that I have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them in letter and spirit.

b. If selected, I shall pay the monthly rent/license fee within one week of intimation of selection.

c. The Earnest money of Rs.10,000/- deposited by me has been enclosed herewith vide Demand

Draft no.....Dt. ....Drawn on Bank.....,

Branch .....

d. I / We give the rights to Principal Talcher Autonomous College to forfeit the Earnest money deposited by us in the event of my/our selection and failure on my/our part in starting the services of canteen as per the terms of this tender on the date specified by the Principal or an officer authorized by him.

e. I/We are duly authorized to sign the above undertaking.

Date:

Signature of the Bidder

*Pranab*  
15/03/23  
PRINCIPAL  
TALCHER AUTO. C.  
TALCHER