



আম্বেদকর কলেজ

ফটিকরায়, উনকোটি, ত্রিপুরা

Ambedkar College

A Govt. Degree College Affiliated to Tripura University
(UGC 2f & 12B recognized and NAAC Accredited)

Fatikroy, Unakoti, Tripura – 799 290

No.F3(27)AC/FR/Accounts/Quotation/2023/1546

Date:23/12/2024

Press Notice For Quotation

NOTICE INVITING QUOTATION

AMBEDKAR COLLEGE

FATIKROY, UNAKOTI TRIPURA

No:F3(27)AC/FR/Accounts/Quotation/2023/1546

Date:23/12/2024

Sealed Quotation are invited from the Authorized and eligible service providers/SHG/NGO/Startups for Operating Canteen and Catering Services on lease basis at Ambedkar College, Fatikroy. Quotation Documents can be downloaded from the College Website www.actripura.edu.in w.e.f 26/12/2024. Last Date of submission of Quotation is 4th January, 2025 upto 4 PM.

Principal

Ambedkar College, Fatikroy

GOVERNMENT OF TRIPURA
AMBEDKAR COLLEGE, FATIKROY

QUOTATION DOCUMENT

For selection of Contractor
For
Operating Canteen and Catering Services on lease basis at
Ambedkar College, Fatikroy



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NOTICE INVITING QUOTATION

Notice Inviting Quotation(NIQ)for Operating Canteen and Catering Sevices at Ambedkar College, Fatikroy, Unakoti Tripura.

Schedule of Events

Tender No & Date	
EMD	Rs.500/-(DD in favour of Principal, Ambedkar College, Fatikroy, payable at SBI, Kumarghat Branch).
Date Of Publication of NIQ	26/12/2024
Brief Description of the Work	Selection of contractor for provision of Canteen and Catering services on lease basis at Ambedkar College, Fatikroy.
Period for downloading of Bidding Documents	26/12/2024 to 04/01/2025
Submission Start Date	26/12/2024
Submission End Date & Time	04/01/2025 upto 4 PM
Opening Date & Time	06/01/2025 at 1 PM
Place of Opening Quotation	College Office
Selection Process	The Bidder Offering highest rates of lease per year for the canteen will be selected as first successful bidder and so on.
Submission of Document(Hard Copy)	Office of the Principal, Ambedkar College, Fatikroy.
Details of Contact Person for clarifications/queries.	Estt Section, Ambedkar College, Fatikroy
Cost of Document	Nil
EMD Exemption	Rs.500/- Exempted for Women/SHG(Attach Documents)
Bid Validity period from the Date of Opening of Bids	180 Days
Mode of Submission	Offline(Sealed Envelope containing cover letter in Plain Paper, Filled in Annexure- I , along with documents signed in every Page)
Quotation document	The Document shall be available in the Prescribed form in the College Website: www.actripura.edu.in

1. Bids will be opened Offline.
2. The Acceptance of Price bid/financial bid will be subject to submission of EMD.
3. The successful Bidder cannot transfer the work to any other party subsequently.
4. Other details can be seen in the NIQ documents.

CONTENTS OF THE QUOTATION DOCUMENTS

The Quotation Document Comprises of the following:

SECTION-A INTRODUCTION

SECTION-B: GENERAL TERMS & CONDITIONS FOR OPERATING CANTEEN AND CATERING SERVICES.

SECTION-C: INSTRUCTION TO BIDDER

SECTION-D: SCHEDULE OF TECHNICAL BID

SECTION-E: ITEM DESCRIPTION

SECTION-A
INTRODUCTION

Validity of Quotation:

1. The Quotation shall remain valid for a period of 180 days after the deadline specified of submission of Bids.

Clarification regarding Contents of the Bids:

2. During Evaluation and comparison of bids, the College may, at its discretion, ask the bidder for clarification of bid. The request for clarification will be given in writing and no changes in prices or substance of the bid will be sought, offered or permitted. No post- bid clarification on the initiative of the bidder will be entertained.

Finalization of the Bid:

3. The bidder offering highest rates of lease per year for the Canteen will be selected as first successful bidder and so on.

SECTION_B

GENERAL TERMS AND CONDITIONS FOR PROVIDING CANTEEN AND CATERING SERVICES:

1. The Contractor should have valid Trade license. The Contractor should have at least 2 years experience in running restaurants/ hotels/canteens and catering services in Govt offices/PSUs/ Private Organizations etc.

2. (a)Space: Accommodation will be provided by the College for running the Canteen and services. The interested bidders may see the canteen space/ Accommodation at the Canteen of Ambedkar College, Fatikroy before submission of bids.

(b)Electricity: Electricity charges of the Canteen should be borne by contractor.

(c) Successful bidder should use Commercial Gas Cylinder for cooking Purpose. Domestic Gas Cylinder will not be permissible in any condition.

(d)Water shall be supplied to the contractor free of cost from the water supply system installed in the Canteen.

(e)Additional furniture items in the Canteen space if required, will have to be arranged by the contractor at his own cost.

3. The Contractor should offer a yearly lease amount or the Canteen to be paid to Ambedkar College, Govt of Tripura and this offered amount should not be less than Rs. 12,000/- (Twelve thousand Only) per year.

4. The Contract will be awarded initially for a period of 3 Years which can be extended further on mutual agreement as per the existing terms and conditions. The College also reserves the right to terminate contract , at any time during the

contract period by giving 30 Days notice to the Contractor. The Contractor has to give 60 days Notice , if he/she wants to terminate the contract from his own end.

5. The Contractor has to ensure that canteen premises are used only for the purpose of running the Canteen Services for the College and not for other Purpose in any manner . The Contractor himself/herself and/or his/her worker should not use the premises for any other business purpose. The Contractor shall not be authorized for any kind of sub-letting the premises in any manner.

6. The maintenance and upkeep of premises, fixtures and electricity lines will be the sole responsibility of the Contractor. In case any damage is caused to any of the item which is provided due to mishandling, the item shall be replaced by the Contractor.

7. The Contractor will take all necessary precautions against fire hazards any unwanted incident occur during the contract period will be the responsibility of the contractor only.

8. The Contractor shall employ his/her own Canteen staff, provide them clean uniform at his/her own cost and shall be responsible for timely payment of their wages /salary etc. As per statutory rules in force from time to time. The College shall not be responsible in any manner.

9. The Contractor shall procure and use all fresh and standard / good quality food materials, eatables, etc necessary for running the canteen at his/her own cost. The quality of food should be maintained in consultation with the canteen committee, Ambedkar College and the decision of the Committee in respect of quality of food shall be final.

10. The Contractor shall also undertake and ensure that all the raw material etc. Shall be available during the course of the working hours of the college and he/she shall also arrange to supply the food items tea, coffee, lunch, etc even beyond the working hours and/or on holiday, if required by the College, at the same time.

11. The Contractor shall provide the canteen /catering services normally on Govt of Tripura Working Days and will also provide the said services on Holiday or late hours, if required by the College, which shall be informed one day in advance.

12. The successful bidder shall have to deposit Rs. 3,000/- as Security Deposit/ Performance guarantee at the time of award of contract which shall remain valid for the entire period of the engagement and no interest shall be paid upon the same. If the Contractor withdraws his/her services without advance notice of 60 days and fails to discharge his services up to the satisfaction of the College Authority, the said security shall be forfeited.

13. EMD of all bidders will be returned without interest except the successful bidder after finalization of the bid. EMD of successful bidder will be released after submission of security Deposits/Performance Guarantee.

14. The Contractor or his/her manager who should be qualified and professionally experienced must be available in the Canteen at all times to attend the complaint,if any.

15. The Oil/Ghee and other ingredients to be used shall be of good quality.

16. Pure & clean filtered drinking water must be made available in the canteen free of cost(except bottled water).

17. The tentative list of items to be provided including their highest ceiling rates is given in Annexure II. However the College may change list as per mutual discussion with the selected contractor at any time.

18. All books of accounts, registers and any other documents used in connection with running of the Canteen shall be maintained by Contractor at his/her own cost and the same shall be produced for inspection either on demand by Government Authorities or any other official Agency/Officer authorized by the Competent Authority in this Connection. Personal credit will be maintained by the Contractor only and any dispute arise in this connection will not be entertained by College.

19. It will be obligatory on the part of the Contractor to sign the offer and other documents for all the components & parts. After the work is awarded, the Contractor has to enter into agreement for work awarded on a non-judicial stamp paper of required value at his/her own cost within ten working days from the date of receipt of acceptance order or before the work is undertaken and must start the Canteen Services within one week from the date of signing the agreement.

20. The contractor should verify the character and antecedent of all the persons employed at his/her own risk.

21. The liability/responsibility in case of any accidents causing injury/death to canteen worker or any of his/her staff shall be of the contractor.The College shall not be responsible in any means in such cases.

22. Payment: The successful bidder should have to deposit the offered & finalized lease amount for the canteen to the office of the Principal, Ambedkar College.

23. The Canteen Committee, College Authority will monitor and make initiative for smooth functioning of canteen and catering services etc.

24. The College reserves right to get outside Caterers for specific occasions.

25. After the expiry of the contract, the contractor shall leave the canteen in the same condition as it was received while contract was signed.

SECTION-C: INSTRUCTION TO BIDDER

Special Condition of Services:

1. Sale of tobacco or Alcohol or pan or any other in toxic product is strictly prohibited. If found the contract will be terminated immediately and security deposit/performance guarantee will be forfeited. Consumption of Alcohol, smoking and chewing of pan in the canteen is strictly prohibited.
2. Contractor should ensure that no tea cup/carry bags/water glass etc. Made of plastic will be used in the canteen.
3. No packaged food items like chips/plastic bottles/ Cold Drink/ etc will be used in the canteen
4. Bulk orders will be placed minimum 2 days in advance for necessary arrangements.
5. The Contractor will ensure that its servicing and cooking staff washes hands with soap after use of the wash rooms & before cooking/serving of food.
6. In official meeting, TEA/Coffee/Lunch etc. Will be served in clean Cup/Plate/Dish etc as per instruction.
7. The Contractor should ensure that there is no re-use of leftover foods from the previous day and serve hot items as and when required.
8. Ensure all staff of the canteen are free of any contagious diseases or ailments.
9. Ensure all staffs of the canteen are well mannered and display courteous behaviour and is not linked to any anti-social activities/drugs/etc.
10. Ensure the canteen is functioning in every working day from 9AM to 5PM(Except Govt Holidays). Only on Emergency cases, the Canteen can be closed with prior information to the Canteen Committee, Ambedkar College.
11. Ensure pest control administration periodically (rats/mice/flying insects/crawling insects), but not with aerosol based anti-pest sprays that could get in the food.
12. Under no circumstances contractor or his/her staff will stay in the canteen beyond canteen hour of after closing the canteen. He/She will ensure that the

canteen are properly locked and secured during closed hours. Any theft or missing of products/utensils etc from the canteen is the responsibility of the contractor.

13. Operation of canteen is subject to regular (every week) inspections by the Committee appointed by the Colleges to ensure all points are adhered to. Periodic checking by a monitoring committee shall also be carried out to evaluate the performance of the caterer on standards of hygiene, cleanliness and health. Committee will monitor/check the quality, quantity and hygienic condition of utensils and service persons and submit the report to College. New food items as required by users or by contractor will be added on recommendations of the Committee.

14. Payment for meal orders from the office will be paid through bank transfer only.

15. Any Violation of the terms and conditions of the contract shall charge penalty on the contractor which shall be decided by the Canteen Committee, Ambedkar College and same shall be acceptable to the contractor.

ELIGIBILITY:

1. Bidder should have minimum 2 years experience in running restaurants/ hotel/ canteens and catering services etc. In Govt Offices/PSUs/Private Organizations etc.
2. Bidder should have valid Trade license, Bank A/C. and PAN No.
3. Bidder should have an office/residence in Fatikroy.

Annexure-I

Sl No	Description	Supporting details	Compliance(Yes/No) and Reference Page No of the Bid Document
1	Name & Address of the Bidder		
2	Name & Designation of the person Signing the bid		
3	Mobile No		
4	PAN No(Attach Copy)		
5	GST No (Attach Copy)		
6	Trade License (Attach Copy)		
7	Details of Experience (Attach documents if any)		
8	Signed and sealed copy of this tender		
9	Any other information		

B. Condition of prior turnover and prior experience has been relaxed for startups and Micro & small Enterprises/Women SHGs subject to meeting of Quality and Technical specifications.

Sign of the Bidder

SECTION -E:

ITEMS DESCRIPTION

Annexure-II

Sl No	Descriptions	Quantity	Ceiling Rate including all taxes (Rs)
1.	Milk tea	75 ml	7/-
2.	Lemon Tea	75ml	5/-
3.	Milk Coffee	100ml	10/-
4.	Samosa/Kachori/Chicken Chop	100gm	10/-
5.	Bread Sandwich (Veg/Chicken)	100gm	15/- / 20/-
6.	Egg roll (single egg) (double egg)	200gm/ 250gm (approx)	30/- / 40/-
7.	Chowmein (Veg/Egg/Chicken)	200gm(Approx)	20/- / 30/- / 40/-
8.	Khichuri with pickles	200gm	20/-
9.	Poori sabji	Poori (2 Nos) + Sabji (150gm)	20/-
10.	Paratha Sabji	Parantha (2 Nos)+ Sabji (150gm)	20/-
11.	Plain atta roti with sabji	Roti (2Nos)+ Sabji (150Gm)	20/-
12.	Egg Omlette/Boiled egg	1 Pc	15/-
13.	Chocolates		MRP
14.	Ice Creams		MRP
15.	Cold Drinks(only glass bottle/Can)		MRP
16.	Pulao/ biryani with chicken	200 gm (approx)	30/-
17.	Small Veg. Thali (Rice, Dal, Bhaji, Mixed Sabji)	Veg. Thali (rice-200gm), Dal, Bhaji, Mixed Sabji	50/-
18.	Fish Thali (Rice, Dal, Bhaji, Mixed Sabji, Fish)	Fish Thali (rice, dal, bhaji, mixed Veg, Local Rui fish, salad)	80/-
19.	Fish Thali (Rice, Dal, Bhaji, Mixed Sabji, Fish)	Fish Thali (rice, dal, bhaji, mixed Veg, Katla/nola fish, salad)	90/-
20.	Chicken Thali (Rice, Dal, Bhaji, Mixed Sabji, Chicken)	Fish Thali (rice, dal, bhaji, mixed Veg, Local Katla/nola fish, salad)	120/-

* The above items are not exclusive, and any demanded items can be introduced with the consent of the Canteen Committee, Ambedkar College.

** Standard Quality: 1. Tea leaves: Tata/Lipton/Brook bond etc, 2. Cooking Oil: Rice Bran/Sunflower/Mustard (Engine/Fortune), 3. Rice: Basmati/Pariwar, 4. Spices: Any good Brand, 5. Salt: Tata, 6. All other materials should be of good quality and no sub-standard materials be used.