



BARAK VALLEY ENGINEERING COLLEGE

(A Govt. of Assam Institution, Approved by AICTE, New Delhi, Govt. of India)

NIRALA, SRIBHUMI,
ASSAM-788701

Tender Invitation

TENDER FOR OPERATING AND MANAGING THE INSTITUTE CANTEEN AT BARAK VALLEY ENGINEERING COLLEGE, SRIBHUMI

Memo No: BVEC/Gen-41/26/644-647 Date:09-09-2026

Address for Communication:

The Principal, Barak Valley Engineering College
Nirala, Sribhumi, Assam-788701
Phone No- 7002122545, 8876078899, 9085517359
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Sayan Das Arindam Roy Titon Ghosh Anon Debashish Samyapati

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GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL

BARAK VALLEY ENGINEERING COLLEGE

SRIBHUMI, ASSAM
NIRALA-788701

Website: www.bvec.ac.in

Email ID: principal@bvec.ac.in

NOTICE INVITING TENDER

TENDER FOR OPERATING AND MANAGING THE INSTITUTE CANTEEN AT BARAK VALLEY ENGINEERING COLLEGE, SRIBHUMI

Sealed bids under a Two-Bid System (Technical Bid and Financial Bid) are hereby invited from eligible and experienced firms/agencies/individual proprietors for operating and managing the Institute Canteen at Barak Valley Engineering College for providing hygienic, wholesome and affordable food and refreshments to students, faculty, staff and visitors of the Institute.

The hard copy of Standard Bidding Document may be obtained from the Institute Administrative Office during working hours or downloaded from the Institute Website (www.bvec.ac.in). The bidders are required to submit the Tender in the prescribed format, duly filled in, signed and sealed, along with all the required enclosures and documents to the Administrative Office, BVEC before the stipulated time.

Bidders are advised to carefully read the entire Standard Bidding Document and comply with all terms & conditions and instructions before submission. Incomplete tenders or tenders not accompanied by the required documents shall be summarily rejected by the Tender Committee of the Institute.

The sealed bid submission shall commence from **09-09-2026 at 11:00 AM** and the last date and time for receipt of the sealed bids is **06-10-2026 up to 5:00 PM**.

Tenders will be opened on 07-10-2026 at 11:00 AM. The Technical Bid shall be opened first on the scheduled date and time. The Price/Financial Bid shall be opened only for the technically qualified bidders on the same day.

[All subsequent corrigenda/amendments, if any, shall be published only on www.bvec.ac.in]

(Prof. Krishna Lal Baishnab)
Principal
Barak Valley Engineering College
Nirala, Sribhumi, Assam
Date: 09-09-2026

Memo No: BVEC/Gen-41/26/ 644-647

Copy to:

1. The Directorate of Technical Education, Kahilipara, Guwahati-19, Assam.
2. Local News Paper.
3. Institute Notice Board.
4. Institute Website.



(Prof. Krishna Lal Baishnab)
Principal
Barak Valley Engineering College
Nirala, Sribhumi, Assam

Principal
Barak Valley Engineering College
Nirala, Sribhumi, Assam

Sayan Das
Anindan Roy
Titan Ghosh
Debasish Samajpali



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1. OVERVIEW

Barak Valley Engineering College (BVEC), Nirala, Sribhum, Assam, is a Government of Assam Institution committed to providing a safe, healthy and student-friendly environment for its students, faculty members, staff and visitors.

To facilitate the availability of hygienic, nutritious and reasonably priced food and beverages within the campus, the Institute intends to engage a competent and experienced agency for the operation and management of the Institute Canteen through a competitive bidding process.

The selected agency shall be responsible for the day-to-day operation and management of the canteen, including preparation and serving of quality food, maintenance of cleanliness and hygiene, compliance with statutory requirements and efficient service delivery in accordance with the terms and conditions of this Standard Bidding Document (SBD).

The selection of the service provider shall be carried out through a Two-Bid System comprising Technical Bid and Financial Bid. The Technical Bids shall be evaluated on a Qualify/Disqualify basis in accordance with the eligibility criteria prescribed in this Standard Bidding Document (SBD). Only the Financial Bids of the technically qualified bidders shall be opened. The contract shall normally be awarded to the technically qualified bidder offering the highest Monthly Maintenance Fee (H1), subject to fulfilment of all other tender conditions.

2. BASIC TENDER INFORMATION

Sl No.	Particulars	Details
1	Name of the Work	Operation and Management of the Institute Canteen
2	Name of the Institute	Barak Valley Engineering College, Sribhum
3	Nature of Contract	Service Contract
4	Bid System	Two Bid System (Technical & Financial)
5	Contract period	One (01) Year, extendable as per Terms & Conditions of the Tender Document
6	Availability of Tender	Institute Administrative Office, Website (www.bvec.ac.in) & Local Newspaper
7	Submission of Bid	As per procedure mentioned in the Tender Document
8	Place of Submission	Institute Administrative Office, BVEC
9	Tender Evaluation	Technical Evaluation followed by Financial Bid
10	Authority Inviting Tender	Principal, Barak Valley Engineering College

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3. Bid Data Sheet:

SI No.	Particular	Remarks
1	Name of the Work	Operation and Management of the Institute Canteen
2	Tender Issuing Authority	Principal, Barak Valley Engineering College
3	Nature of Contract	Service Contract for operating and managing the Institute Canteen
4	Tender Number	BVEC/Gen-41/26/644-647 Dated:09-09-2026
5	Type of Tender	Open Tender
6	Availability of Standard Bidding Document (Hard Copy)	Institute Administrative Office
Important Dates		
7	Date of Issue of Notice Inviting Tender & Commencement of Bid Submission	09-09-2026
8	Last Date for Submission of Bid	06-10-2026 till 5:00 PM
9	Date for Opening of Bid (Technical followed by Financial)	07-10-2026 at 11:00 AM
10	Date of Commencement of Contract	Shall be notified later
11	Site Visit	Bidders are advised to inspect the canteen premises before submitting the bid. No claim arising out of lack of knowledge of the site conditions shall be entertained later
Bid System & Costings		
12	Bid System	Two Bid System (Technical & Financial)
13	Mode of Submission	Sealed Bid
14	Evaluation Method	Technical Evaluation followed by opening of Financial Bid of technically qualified bidders
15	Tender Cost (Non-Refundable)	Rs.1,000/-
16	Earnest Money Deposit (Refundable)	Rs. 30,000/- [Exemptions as per Govt. Norms]
17	Mode of Payment of Tender Fee & EMD	As specified in the Tender Document; Proof of Transaction shall be submitted along with the bid
18	Bid Validity	90 Days (from the date of opening of Technical Bid)
19	Cost of Preparing Bid	To be borne entirely by the bidder
20	Bid Documents Submission Mode	Offline (In BVEC Administrative Office)
After Successful/Unsuccessful Bid		
21	Refund of Earnest Money Deposit Amount Date (both Successful & Unsuccessful Bidders)	As per provisions of the Tender Document (Refer to Clauses 4.14.9 & 4.14.10)
22	Performance Security Deposit/Bank Gurantee (for Successful Bidder)	Rs.1,00,000/- (Rupees One lakh Only)
23	Maintenance Fee (for Successful Bidder)	As per quoted by the bidder in Financial Bid

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24	Period of Contract	01 (One) Year, extendable subject to satisfactory performance, continued requirement of the Institute and approval of the competent Authority, as per the terms and conditions of this tender document. (Refer Clause 10.3.3)
25	Method of Award	The contract shall normally be awarded to the technically qualified bidder offering the highest Monthly Maintenance Fee (H1), subject to fulfilment of all tender conditions
Important Information		
26	Jurisdiction	Courts having jurisdiction over Sribhumi District, Assam.
27	Taxes and Duties	The successful bidder shall be responsible for payment of all applicable taxes, duties, statutory levies and licence fees under the prevailing laws.
28	Right of the Institute	The Institute reserves the right to accept or reject any or all bids, wholly or partly, without assigning any reason, and its decision shall be final and binding.
29	Contact for Clarification	Mr. Titan Ghosh, Junior Assistant, Mobile: 7002122545 Mr. Arindam Roy, Junior Assistant, Mobile: 8876078899 Mr. Bidya Ratan Yadav, Asstt. Store Keeper Mobile No: 9085517359

Important Notes

1. The bidder shall carefully read the complete Standard Bidding Document before submitting the bid.
2. Submission of the bid shall be deemed to constitute unconditional acceptance of all terms and conditions contained in the Standard Bidding Document.
3. Any corrigendum, clarification or amendment issued by the Institute before the last date of submission of bids shall form an integral part of this tender and shall be binding on all bidders.
4. Incomplete, conditional, unsigned or late bids shall be rejected summarily.
5. The successful bidder shall execute the Agreement and furnish the prescribed Performance Security within the stipulated period mentioned in the Letter of Award before commencement of the canteen service.

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4. INSTRUCTIONS TO BIDDERS (ITB)

4.1 General

4.1.1 The Barak Valley Engineering College (BVEC), Sribhumi invites bids from eligible bidders for selection of an agency to operate and manage the Institute Canteen in accordance with the provisions of this Standard Bidding Document (SBD).

4.1.2 The bidder shall carefully examine all instructions, conditions, specifications and forms contained in the standard bidding document before submitting the bid.

4.1.3 Submission of a bid shall be deemed to constitute unconditional acceptance of all terms and conditions contained in the bidding document.

4.1.4 Incomplete bids, unsigned bids, bids without required documents or bids not complying with the tender conditions are liable to be rejected.

4.1.5 The tender document is not transferable.

4.1.6 The bidder shall deposit Tender Fee amounting to Rs. 1,000/- and Earnest Money Deposit (EMD) Fee amounting to Rs. 30,000/- before or during the submission of the bid.

4.2 Eligibility of Bidders

4.2.1 Only bidders satisfying the eligibility criteria prescribed in Section-5 shall be eligible to participate.

4.2.2 A bidder may be a Proprietorship Firm, Partnership Firm, Company, Cooperative Society or any other legally registered entity.

4.2.3 Joint Ventures, Consortiums and Sub-contracting shall not be permitted.

4.2.4 The bidder shall not be blacklisted before by any Central Government, State Government, PSU, Educational Institution or Government organization.

4.3 Financial Capacity of the Bidders

4.3.1 Have an average annual turnover of not less than ₹10,00,000 during the last three completed financial years.

4.3.2 Financial Solvency Certificate (an amount not less than Rs. 6.00 Lakhs) from bank.

4.3.3 IT Return Certificate of last 3 (three) completed financial years.

4.3.4 GST Return Certificate of last 3 (three) completed financial years.

4.4 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid. The Institute shall not be responsible or liable for such costs irrespective of the outcome of the bidding process.

4.5 Clarification of Bidding Documents

4.5.1 A bidder requiring clarification may submit its queries in writing to the Tender Inviting Authority before the prescribed date.

4.5.2 The Institute may issue corrigenda, amendments or clarifications whenever considered necessary.

4.5.3 Any corrigendum issued shall form an integral part of the bidding document.

4.6 Amendment of Bidding Document

At any time before the deadline for submission of bids, the Institute may amend the bidding document. Such amendments shall be binding upon all bidders.

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4.7 Language of Bid

The bid and all correspondence shall be written in English. Supporting documents in any other language shall be accompanied by an authenticated English translation.

4.8 Preparation of Bid

4.8.1 The bid shall be submitted under the Two Bid System consisting of:

- Technical Bid
- Financial Bid

4.8.2 The bid shall be prepared strictly in accordance with the formats (Annexures) prescribed in the tender document. Any deviation from the prescribed format may render the bid liable to rejection.

4.8.3 All documents forming part of the bid shall be duly signed and sealed by the authorized person.

4.8.4 The bidder shall ensure that all required documents/annexures, certificates and supporting records are complete, valid and enclosed with the bid as specified in the tender document.

4.8.5 The Financial Bid shall be submitted only in the prescribed format and shall include:

- the Monthly Maintenance Fee quoted by the bidder; and
- the Menu Rate Schedule for the items prescribed by the Institute.

The quoted menu rates shall be subject to examination by the Institute for reasonableness and acceptability in accordance with the Tender Document. The menu rates quoted by the successful bidder and accepted by the Institute shall be binding upon the successful bidder during the contract period.

4.9 Bid Prices

4.9.1 The bidder shall quote prices strictly in the manner prescribed in the Financial Bid.

4.9.2 The quoted rates shall remain valid throughout the validity period of the bid.

4.10 List of Annexures

Sl. No.	Annexures
1	Annexure-I (Bid Acceptance Declaration)
2	Annexure-II (Bidder Details)
3	Annexure-III (Financial Capability Details)
4	Annexure-IV (Experience Details)
5	Annexure-V (List of Manpower Proposed with Experience)
6	Annexure-VI (Undertaking Regarding Service Commitment and Compliance)
7	Annexure-VII (Non-Blacklisting Declaration)
8	Annexure-VIII (No Criminal Proceedings Declaration)
9	Annexure-IX (Site Visit Declaration)
10	Annexure-X-A (Financial Bid-Menu Rate Schedule)
11	Annexure-X-B (Financial Bid- Monthly Maintenance Fee)
12	Annexure-XI (Transaction Details of Tender Fee and EMD)
13	Annexure-XII (Checklist)
Annexure XII & Agreement shall be submitted after the finalization of contract	

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4.11 List of Supporting Documents

The Technical Bid shall include the following supporting documents:

Sl No.	Supporting documents to be furnished
1	Copy of Certificate of Registration/ Trade License of the Firm/Agency/Proprietor
2	Copy of FSSAI Certificate
3	Copy of PAN in the name of Firm/Agency/proprietor
4	Copy of GST in the name of Firm/Agency/proprietor
5	Copy of Bank Account Details/Cancelled cheque of Bidder/Firm/Agency/proprietor
6	Proof of average annual turnover as per ITR of the Firm/Agency
7	Financial Solvency Certificate
8	IT Return Certificates of last 3 financial years
9	GST Return Certificate of last 3 financial years
10	Copy of Labour License from Competent Authority & Fitness Certificate
11	Copy of Valid EPF Registration
12	Copy of Valid ESI Registration
13	Experience Certificates/Completion certificates/work orders
14	Copy of Tender Cost and EMD fee payment

4.12 Bid Validity

4.12.1 The bid shall remain valid for the period specified in the Bid Data Sheet (90 Days).

4.12.2 The Institute may request extension of the validity period, which the bidder may accept or decline.

4.13 Earnest Money Deposit (EMD)

4.13.1 The bidder shall furnish the Earnest Money Deposit in the prescribed form and amount specified in the Bid Data Sheet.

4.13.2 Bids not accompanied by the prescribed EMD, wherever applicable, shall be liable for rejection.

4.14 Submission of Bid

4.14.1 The bid shall be submitted in two separate sealed envelopes:

Envelope-I : Technical Bid

Envelope-II : Financial Bid

Both envelopes shall be enclosed in one larger sealed envelope superscribed with:

"Tender for Operating and Managing the Institute Canteen at Barak Valley Engineering College, Sribhumi."

4.14.2 The Financial Bid shall not be enclosed in the Technical Bid Envelope. Any deviation from the prescribed method of submission may render the bid liable to rejection.

4.14.3 Documentary evidence in support of eligibility must be submitted along with the Technical Bid.

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4.14.4 Bidders failing to meet the eligibility requirements shall be summarily disqualified.

4.14.5 For any clarification regarding the tender or to resolve any ambiguity, the prospective bidders may contact the office of the undersigned during working hours.

4.14.6 Any clarification regarding the Tender Document may be sought in writing from the Tender Inviting Authority within the stipulated time specified in the Notice Inviting Tender. Queries received after the prescribed date shall not be entertained.

4.14.7 The bidder shall submit the Tender Cost Fee & Earnest Money Deposit (EMD) in the specified bank account (Account No. 36755591372, Account Name: PRINCIPAL BVEC, IFSC: SBIN0009196).

4.14.8 Bids submitted without the prescribed EMD shall be rejected.

4.14.9 The EMD of unsuccessful bidders shall be refunded after finalization of the tender.

4.14.10 The successful bidder shall receive the EMD refund after execution of the contract, as per terms and conditions.

4.15 Deadline for Submission

4.15.1 Bids received after the prescribed date and time shall not be considered.

4.15.2 The Institute shall not be responsible for postal delay or any other delay beyond its control.

4.16 Opening of Bids

4.16.1 The Technical Bids shall be opened first in the presence of bidders or their authorised representatives who choose to attend.

4.16.2 Financial Bids of only technically qualified bidders shall be opened on the same day.

4.17 Evaluation of Bids

4.17.1 The bids shall be evaluated in two stages, namely:

Stage I: Technical Evaluation (Qualify/Disqualify)

Stage II: Financial Evaluation.

4.17.2 The Technical Bid shall be examined to verify the bidder's eligibility, technical capability, experience, statutory compliance, financial capability and fulfilment of all mandatory requirements specified in the Tender Document.

4.17.3 Only bidders declared Technically Qualified shall be considered for opening and evaluation of the Financial Bid.

4.17.4 The Financial Bids of the technically qualified bidders shall be evaluated in accordance with the provisions and criteria specified under **Clause 11.5 (Financial Evaluation)** of this Standard Bidding Document. The detailed methodology for financial evaluation and selection of the successful bidder shall be governed by the provisions contained therein.

4.17.5 The Menu Rate Schedule shall not be considered for comparative evaluation or ranking of bidders. The rates quoted by the successful bidder shall be subject to the Institute's examination for reasonableness and acceptability and, once accepted, shall be binding during the contract period, as provided under **Clause 11.5.3** of this Standard Bidding Document.

4.18 Award of Contract

4.18.1 The Institute reserves the right to accept or reject any bid without assigning any reason.

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4.18.2 The successful bidder shall receive a Letter of Award (LoA) and shall execute the Agreement within the stipulated period after furnishing the prescribed Performance Security.

4.19 Confidentiality

Information relating to examination, evaluation and comparison of bids shall not be disclosed to bidders or any other person until the award of the contract.

4.20 Fraudulent and Corrupt Practices

Any attempt to influence the bidding process through fraudulent, collusive, coercive or corrupt practices shall lead to rejection of the bid and may result in blacklisting and initiation of legal proceedings in accordance with the applicable laws.

4.21 Right of the Institute

The Institute reserves the right to:

- Amend the bidding process.
- Accept or reject any or all bids.
- Cancel the tender without assigning any reason.
- Seek additional information or clarification from any bidder.
- Verify the authenticity of any document submitted.

The decision of the Principal, Barak Valley Engineering College, shall be final and binding on all bidders.

4.22 Governing Law and Jurisdiction

4.22.1 The bidding process and any contract arising therefrom shall be governed by the laws of India and the State of Assam.

4.22.2 All disputes shall be subject to the jurisdiction of the competent courts at Sribhumi, Assam.

5. ELIGIBILITY CRITERIA

The bidder shall fulfil all the following eligibility criteria as on the last date of submission of bids. Failure to satisfy any of the mandatory eligibility criteria or failure to submit the required documentary evidence shall render the bid liable for rejection.

Sl No.	Eligibility Criteria	Documentary Evidence to be Submitted
1	The bidder shall be a Proprietorship Firm, Partnership Firm, Company, LLP, Cooperative Society or any other legally registered entity engaged in canteen, catering, restaurant or hotel business	Copy of Registration Certificate/Certificate of Incorporation/Partnership Deed/Trade Licence, as applicable.
2	The bidder must have a local/registered office in Assam	Proof to be enclosed
3	The bidder shall possess a valid FSSAI Licence/Registration for carrying out food business.	Self-attested copy of valid FSSAI Licence/Registration.
4	The bidder shall possess a valid PAN issued by the Income Tax Department.	Self-attested copy of PAN Card.
5	The bidder shall possess GST Registration	Self-attested copy of GST Registration Certificate
6	The bidder shall have at least three (03) years of experience in operating canteens, cafeterias, restaurants, hotels or providing catering services, as on the last date of submission of bid.	Work Orders, Completion Certificates, Experience Certificates, Agreements or other documentary proof.

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7	Preference shall be given to bidders having experience in Government Departments, Educational Institutions, Universities, Colleges, Hostels, Hospitals, PSUs or Autonomous Bodies.	Copies of Work Orders/Completion Certificates from such organisations.
8	The bidder shall have an average annual turnover of not less than ₹10,00,000 during the last three completed financial years.	Copy of Income Tax Returns
9	Income Tax Return Copies of last three completed financial years	Copy of Income Tax Return
10	Financial Solvency of not less than ₹6,00,000	Solvency Certificate
11	GST Return Copies of last three completed financial years	Copy of GST Return
12	The bidder shall not have been blacklisted, debarred or banned by any Central Government, State Government, PSU, Autonomous Body or Educational Institution	Undertaking as per prescribed format
13	No criminal case involving moral turpitude, food adulteration, fraud or corruption shall be pending against the proprietor/partners/directors of the bidding entity	Undertaking as per prescribed format
14	The bidder shall comply with all applicable labour laws, food safety regulations and statutory requirements	Self-declaration in the prescribed format.
15	The bidder shall deploy a minimum of 01 personnel/staff to run the Institute Canteen efficiently.	List of proposed manpower with designation and experience.
16	Medical Fitness certificates of staff deployed	Fitness Certificate
17	Labour License, EPF and ESIC	All the copy of certificates are to be attached.
18	The bidder shall inspect the canteen premises before submission of the bid and shall be deemed to have understood the site conditions.	Site Visit Declaration in the prescribed format.

5.1 Mandatory Documents

The following self-attested documents shall invariably accompany the Technical Bid:

- Registration Certificate of the Firm/Entity.
- Valid FSSAI Licence/Registration.
- PAN Card.
- GST Registration Certificate
- Experience Certificates/Work Orders.
- Income Tax Return(s) for the last three completed financial year(s).
- GST Return(s) for the last three completed financial year(s).
- Turnover Certificate of last 3 completed financial years as per ITR.
- Solvency Certificate.
- Undertaking regarding non-blacklisting.
- Self-declaration regarding absence of criminal proceedings.
- List of proposed manpower.
- Labour License & Fitness Certificate of the staff.
- EPF and ESIC.
- Tender Cost and EMD payment receipt.

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5.2 Disqualification

The bid shall be rejected if:

- The bidder does not satisfy any mandatory eligibility criterion.
- Any document submitted is false, fabricated, misleading or materially incorrect.
- The bidder has been blacklisted or debarred by any Government Department, Public Sector Undertaking, Autonomous Body or Educational Institution.
- The bid is incomplete, unsigned, conditional or submitted after the prescribed deadline.
- The bidder attempts to influence the tender evaluation process directly or indirectly.
- The bidder fails to furnish the required Tender Fee, Earnest Money Deposit or any mandatory document.

5.3 Verification of Documents

5.3.1 The Institute reserves the right to verify the authenticity of any information or document submitted by the bidder from the issuing authority or through any other appropriate means.

5.3.2 If any information furnished is found to be false or misleading at any stage of the tender process or during the currency of the contract, the bid or contract shall be liable to cancellation without prejudice to any other action permissible under law.

6. SCOPE OF WORK

6.1 Objective

The selected bidder shall operate, manage and maintain the Institute Canteen at Barak Valley Engineering College (BVEC), Sribhumi, Assam, for providing hygienic, nutritious, wholesome and reasonably priced food and beverages to students, faculty members, staff, visitors and guests of the Institute in accordance with the terms and conditions of this Standard Bidding Document.

6.2 Scope of Services

The successful bidder shall be responsible for the following:

6.2.1 Operation of the Canteen

- Operate the Institute Canteen on all working days and on other days as directed by the Institute.
- Ensure uninterrupted canteen services throughout the contract period.
- Display the approved menu and price list prominently inside the canteen.
- Ensure courteous, prompt and efficient service to all customers.

6.2.2 Food Preparation and Supply

The bidder shall:

- Prepare and serve fresh, nutritious and hygienic food.
- Use only standard quality raw materials, edible oils, spices and ingredients.
- Ensure that all food items conform to the provisions of the Food Safety and Standards Act and applicable regulations.
- Avoid the use of stale, adulterated or expired food items.
- Prepare food in quantities sufficient to avoid shortages during peak hours.

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6.2.3 Operating Hours

1. The canteen shall remain operational as per requirement of the Institution.
2. The service provider shall ensure adequate staff availability during the prescribed operating hours for uninterrupted service.
3. The service provider shall comply with such directions without claiming any additional compensation unless specifically approved by the Institute

6.2.4 Hygiene and Sanitation

The bidder shall:

- a) Maintain the kitchen, dining area, serving counters and surrounding premises in a clean and hygienic condition at all times.
- b) Ensure daily cleaning of floors, tables, utensils, cooking equipment and waste bins.
- c) Under no circumstances shall dispose of plastic and food waste into the drains. Separate Dustbins for wet and dry waste materials must be arranged and maintained properly.
- e) Provide covered dustbins and ensure scientific disposal of waste.

6.2.5 Quality Standards

The bidder shall ensure that:

- a) Food is prepared fresh every day.
- b) Expired food products are never stocked or sold.
- c) Food is protected from dust, insects and contamination.
- d) Only AGMARK-certified food materials of approved quality shall be procured and used at all times
- e) Drinking water supplied is safe and purified.
- f) Cooking oil is not repeatedly reused beyond permissible limits.

6.2.6 Staffing

The bidder shall deploy adequate manpower for efficient operation of the canteen.

All personnel shall:

- a) wear clean uniforms, cooking caps & gloves;
- b) maintain personal hygiene;
- c) possess valid medical fitness certificates;
- d) display identity cards while on duty;
- e) behave courteously with students, staff and visitors.

The bidder shall be solely responsible for payment of wages and compliance with all applicable labour laws.

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6.2.7 Equipment and Utensils

The bidder shall provide, install and maintain all utensils, cooking appliances, storage containers and other operational equipment necessary for smooth functioning of the canteen unless otherwise specifically provided by the Institute.

6.2.8 Maintenance

The bidder shall:

- Maintain the canteen premises in neat, clean and serviceable condition.
- Carry out minor day-to-day repairs at his own cost.
- Promptly report any major maintenance requirement to the Institute.
- Be responsible for safeguarding the Institute's assets entrusted to him.

6.2.9 Utility Charges

The Electricity and water charges shall be borne by the Institute.

6.2.10 Digital Payment

The bidder shall provide digital payment facilities including UPI, QR Code and other cashless payment modes for the convenience of students and staff.

6.2.11 Catering for Institute Functions

The bidder shall, whenever required by the Institute, provide catering and refreshment services for:

- Meetings
- Workshops
- Seminars
- Conferences
- Training Programmes
- Convocation
- Admission Counselling
- Examination Duties
- Official Functions

The rates for such services shall be mutually agreed upon with the Institute.

6.2.12 Prohibited Activities

The bidder shall not:

- Sell tobacco products, cigarettes, gutkha, pan masala, alcohol or any intoxicating substance.
- Sell expired or adulterated food.
- Store hazardous materials within the canteen.
- Sublet or transfer the contract to any other person or agency.
- Use the canteen premises for any purpose other than the authorised canteen service.

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6.2.13 Safety

The bidder shall ensure:

- Safe food handling practices.
- Fire safety measures.
- Safe storage of LPG cylinders and cooking equipment, wherever permitted.
- Availability of appropriate fire extinguishers.
- Compliance with all safety instructions issued by the Institute.

6.2.14 Inspection

- The Institute or any committee authorized by the Principal may inspect the canteen, kitchen, food quality, storage facilities, records and hygiene standards at any time without prior notice.
- The bidder shall extend full cooperation during such inspections.

6.2.15 Service Standards

The bidder shall ensure:

- Reasonable waiting time for customers.
- Adequate quantity of food.
- Consistent quality.
- Uniform pricing.
- Availability of essential food items throughout operating hours.

6.2.16 Records

The bidder shall maintain records in the logbook relating to:

- Purchase of food materials;
- FSSAI compliance;
- Staff attendance;
- Medical fitness certificates of employees;
- Pest control;
- Customer complaints;
- Daily cleaning schedule;
- and shall produce such records whenever required by the Institute.

6.2.17 Additional Services

The Service Provider may provide online food ordering and delivery services to nearby Paying Guest (PG) accommodations, hostels and residential establishments in the vicinity of Barak Valley Engineering College, subject to prior approval of the Institute. Such services shall not adversely affect the quality or timely delivery of canteen services within the Institute and shall comply with the Institute's security and operational guidelines.

6.2.18 Other Responsibilities

The bidder shall comply with any additional instructions issued by the Principal or the Canteen Monitoring Committee from time to time in the interest of students and the Institute, provided such instructions are not inconsistent with the provisions of the Agreement.

7. TECHNICAL SPECIFICATIONS AND SERVICE REQUIREMENTS

7.1 General

The Service Provider shall provide safe, hygienic, nutritious and affordable canteen services conforming to the standards prescribed in this Section. The specifications prescribed herein are the minimum requirements, and the Service Provider shall maintain or exceed these standards throughout the contract period.

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7.2 Infrastructure Requirements

The Service Provider shall:

- Utilize the canteen premises only for the purpose of operating the Institute Canteen.
- Maintain the kitchen, dining hall, serving counters, wash area and storage rooms in a clean and serviceable condition.
- Keep all furniture, fixtures and equipment in good working condition.
- Ensure proper lighting and ventilation within the canteen.

7.3 Kitchen Equipment

7.3.1 The Service Provider shall arrange, install and maintain all necessary utensils, cooking appliances and equipment unless specifically provided by the Institute.

7.3.2 The equipment shall be safe, clean and suitable for commercial food preparation.

7.4 Raw Materials and Ingredients

7.4.1 Only fresh and standard quality food ingredients shall be used.

7.4.2 The Service Provider shall use reputed brands for essential commodities such as:

Sl. No.	Items	Permissible Brands
1	Salt	Tata, Annapurna, Nature fresh, Aashirvaad
2	Spices	M.D.H., Everest, Catch, Sunrise, Everyday
3	Ketchup	Nestle, Kissan, Heinz, Del Monte
4	Refined Oil	Saffola, Fortune, Mahakosh, King's, Patanjali
5	Mustard Oil	Engine, Fortune, Dhara, Patanjali
6	Pickle	Mother's Recipe, Bedekar, Nilon's, Priya
7	Wheat Flour	Aashirvaad, Ganesh, Fortune, Parle G
8	Instant Noodles	Nestle, Top Ramen, GSK
9	Butter	Amul, Mother dairy, Britannia
10	Bread	Biva, Borris, Modern, Taraknath
11	Jam	Kissan, Nestle, lion, Morton
12	Ghee	Amul, Annapurna, Manorama, Britannia, Gits
13	Milk	Amul, Nestle, Dairy
14	Paneer	Gopal, Sajal, Ajanta, Amul
15	Tea	Rosekandy, Lipton, Tata Gold, Taaza, Brookebond Red Label.
16	Cheese	Amul, Britannia
17	Rice	Sartaj, BPT, Sona, Laxmi Bhog
18	Washing material	Vim, Pril
19	Coffee	Nestle, Tata, Bru,
20	Rice flour	Swastik/ LG/ Gitz
21	Papad	Lijjat/Bhikharam Chandmal/mother's
22	Pasta	Nestle/ ITC/ Nissan/ Knorr
23	Maida	UFM/ Riya Flour Mill/ Joy Commercial
24	Mushroom	Morton/ Fresh Lite
25	Fish	Fresh fish Rahu/ Katla
26	Chicken/Mutton	Fresh Local Chicken/Mutton
27	Fruit Juice	Real/ Paper Boat/ Amul/ Tropicana/ Alo Fruit
28	Vermicelli	MTR/ Ruchi/ Rajdhani
29	Ice Cream	Amul/Kwality/Motherdairy/vadilal
30	Besan	Ganesh/ Rajdhani/ Shakti bhog/ Fortune
31	Basmati Rice	Daawat Lovely Gold/ India Gate/Fortune
32	Egg	Fresh Local Eggs
33	Lassi	Amul/ Mother Dairy

Sayon Das

Arindam Roy

Titu Ghosh

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Debasish Samajpati



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7.4.3 No expired, adulterated or sub-standard products shall be used.

7.4.4 The use of Hydrogenated (Vanaspati) oil is prohibited.

7.4.5 In the case of specific brands for any other items not mentioned in the contract (or) unavailability of the brands in the market mentioned in the above Table-VI, the caterer can use any other FSSAI approved brands (except 33) only if permitted by the Canteen Monitoring Committee, in writing.

7.5 Food Preparation

The Service Provider shall ensure that:

- a) Food is freshly prepared every day.
- b) Food is prepared in hygienic conditions.
- c) Cooked food is protected from dust, insects and contamination.
- d) Leftover food shall not be served on the following day.
- e) Cooking oil shall not be reused beyond permissible limits.

7.6 Drinking Water

7.6.1 Safe and purified drinking water shall be made available to customers at all times.

7.6.2 The Service Provider shall maintain water dispensing units in clean and hygienic condition.

7.7 Menu Requirements

The canteen shall ordinarily provide:

- Breakfast
- Lunch
- Evening snacks
- Tea
- Coffee
- Milk
- Vegetarian meals
- Egg dishes
- Rice meals
- Chapati/Roti
- Paratha
- Seasonal fruits (where available)
- Fresh fruit juice (optional)
- Bakery products
- Packaged drinking water
- Other items approved by the Institute

The Institute may revise the approved menu from time to time.

7.8 Service Standards

The Service Provider shall ensure:

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- a) Prompt service during peak hours.
- b) Adequate quantity of food.
- c) Uniform quality throughout the contract period.
- d) Polite behaviour by all staff.
- e) Proper queue management.
- f) Availability of sufficient seating and orderly service.

7.9 Hygiene Standards

The Service Provider shall:

- a) Clean kitchen floors daily.
- b) Clean dining tables after every use.
- c) Wash utensils using food-grade cleaning agents.
- d) Keep serving counters neat and hygienic.
- e) Maintain covered waste bins.
- f) Ensure regular sanitization of food preparation areas.

7.10 Personal Hygiene of Staff

All food handlers shall:

- Wear clean uniforms and aprons.
- Use head caps/hair nets while preparing food.
- Maintain trimmed nails and personal cleanliness.
- Wash hands before handling food.
- Avoid handling food while suffering from infectious diseases.
- Wear identity cards during duty hours.

7.11 Medical Fitness

All employees engaged in food preparation and serving shall be medically fit for their assigned duties and shall possess valid medical fitness certificates issued by a Registered Medical Practitioner.

7.12 Pest Control

The Service Provider shall undertake pest control measures at regular intervals through an authorised agency and maintain records of such activities.

7.13 Waste Management

The Service Provider shall:

- a) Segregate biodegradable and non-biodegradable waste.
- b) Dispose of waste in accordance with directions issued by the local authorities.
- c) Prevent littering within the campus.
- d) Ensure that wastewater and food waste do not create nuisance or health hazards.

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7.14 Fire and Safety

The Service Provider shall ensure the proper use, maintenance and accessibility of the fire safety equipment provided in the canteen premises and arrange any additional fire safety equipment required for the Service Provider's operations, subject to the approval of the Institute.

7.15 Record Maintenance

The Service Provider shall maintain the following records in a logbook:

- Daily cleaning register.
- Staff attendance register.
- Medical fitness records.
- Pest control records.
- Purchase records of raw materials.
- Complaint and Suggestion Register.
- Inspection Register.

These records shall be made available for inspection by the Institute whenever required.

7.16 Food Sampling and Inspection

The Institute or any authority authorised by it may collect food samples for quality testing whenever considered necessary. If any sample is found unsafe or sub-standard, appropriate action, including penalty or termination of the contract, may be initiated.

7.17 Service During Institute Activities

The Service Provider shall ensure the continued availability of regular canteen services during Institute activities, including admissions, examinations, workshops, seminars, conferences, training programmes, cultural and sports events and other official programmes, subject to the operating requirements and directions of the Institute.

7.18 Customer Satisfaction

The Service Provider shall maintain satisfactory standards of food quality, hygiene, pricing and customer service. The Canteen Monitoring Committee may periodically obtain feedback from students, faculty and staff to assess the quality of services and recommend necessary corrective measures.

7.19 Compliance

Failure to comply with any of the technical specifications or service requirements prescribed in this Section shall constitute a breach of contract and may attract penalties, suspension or termination of the contract in accordance with the provisions of this Standard Bidding Document.

8. INFRASTRUCTURE TO BE PROVIDED BY THE INSTITUTE:

- a) The Institute shall provide the designated kitchen and dining space for operating the Institute Canteen.
- b) Necessary furniture in the dining hall.
- c) Adequate dustbins for kitchen and waste management.
- d) Necessary water supply (for cooking and other purposes) and electricity connection (not for cooking).
- e) Standard Fire safety equipment as per statutory norms.
- f) Major structural repairs of the Kitchen and dining area shall be the responsibility of the Institute, while routine cleanliness and upkeep shall be maintained by the Service Provider.

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- g) Subject to availability and at the discretion of the Institute, limited accommodation may be provided to the staff engaged by the Service Provider. Such provision shall not constitute a right or entitlement of the Service Provider or its employees.
- h) The Service Provider shall use only commercial LPG cylinders for the operation of the Institute Canteen, in accordance with applicable safety regulations.
- i) In the event of a medical emergency, the Institute may extend such immediate assistance as may be reasonably available. Routine medical care and other medical expenses of the personnel engaged by the Service Provider shall remain the responsibility of the Service Provider.

Any additional infrastructure or equipment required beyond those specified above shall be arranged by the Service Provider at its own cost, with the prior approval of the Institute.

9. GENERAL CONDITIONS OF CONTRACT (GCC)

9.1 Definitions

Unless the context otherwise requires:

- a) Institute means Barak Valley Engineering College (BVEC), Sribhumi, Assam.
- b) Principal means the Principal of Barak Valley Engineering College or any officer authorized to act on his behalf.
- c) Service Provider means the successful bidder with whom the contract is executed.
- d) Contract means the Agreement executed between the Institute and the Service Provider together with all documents forming part thereof.
- e) Services means the operation and management of the Institute Canteen as specified in this Standard Bidding Document.

9.2 Performance Security (Security Deposit)

9.2.1 The successful bidder shall furnish the prescribed Performance Security (Security Deposit) within the period specified in the Letter of Award.

9.2.2 Failure to furnish the Performance Security (Security Deposit) within the stipulated period may result in cancellation of the award and forfeiture of the Earnest Money Deposit.

9.2.3 The Performance Security shall remain valid throughout the contract period and shall be released only after satisfactory completion of the contract, subject to adjustment of dues, if any.

9.3 Execution of Agreement

The successful bidder shall execute a formal Agreement with the Institute on the prescribed non-judicial stamp paper before commencement of the canteen services.

9.4 Commencement of Services

The Service Provider shall commence operation of the Institute Canteen within the period specified in the Letter of Award or as directed by the Institute.

9.5 Service Provider's Responsibilities

The Service Provider shall:

- a) Operate the canteen efficiently throughout the contract period.
- b) Maintain high standards of hygiene, cleanliness and food safety.

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- c) Plastic materials such as plastic mugs, glasses and other plastic utensils shall not be used for preparing or serving food.
- d) Comply with all statutory requirements.
- e) Maintain discipline among employees.
- f) Ensure uninterrupted service except with prior approval of the Institute.

9.6 Compliance with Laws

The Service Provider shall comply with all applicable Central and State laws, rules, regulations and statutory requirements including those relating to food safety, labour welfare, taxation, public health and environmental protection.

9.7 Employment of Personnel

9.7.1 The Service Provider shall employ competent and medically fit personnel.

9.7.2 The Service Provider shall ensure payment of wages to all employees in accordance with the applicable minimum wage laws and other statutory requirements.

9.7.3 No child labour shall be employed under any circumstances.

9.7.4 The Service Provider shall be solely responsible for wages, insurance, statutory benefits and welfare of his employees.

9.7.5 The personnel engaged by the Service Provider shall be paid by the Service Provider and shall not claim any employment, service or other benefits from the Institute. The Service Provider shall be responsible for all statutory obligations relating to such personnel and shall indemnify the Institute against any claim arising therefrom.

9.7.6 The Institute shall have no employer-employee relationship with the personnel engaged by the Service Provider.

9.8 Taxes and Statutory Dues

The Service Provider shall be responsible for payment of all applicable taxes, duties, monthly maintenance fees, statutory contributions and other government dues arising out of execution of the contract.

9.9 Institute Property

9.9.1 Any furniture, fixtures, equipment or infrastructure provided by the Institute shall remain the property of the Institute.

9.9.2 The Service Provider shall take reasonable care of such property and shall make good any loss or damage caused due to negligence or misuse.

9.10 Inspection and Monitoring

9.10.1 The Institute may inspect the canteen premises, food quality, records, equipment, manpower and overall performance at any time.

9.10.2 The Service Provider shall provide full cooperation during such inspections.

9.11 Performance Review

The performance of the Service Provider shall be reviewed periodically by the Institute or the Canteen Monitoring Committee. Persistent deficiencies may attract warning, penalty or termination of the contract.

9.12 Penalty

If the Service Provider fails to perform the obligations under the contract, the Institute may impose penalties including:

- a) Written warning.
- b) Monetary penalty & Recovery of Damages.

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- c) Suspension of services.
- d) Termination of the contract.

The nature and quantum of penalties for specific instances of non-compliance shall be as specified in **Section 12: Performance Standards and Penalty Matrix.**

9.13 Suspension of Services

The Institute may temporarily suspend the operation of the canteen for reasons such as emergencies, natural calamities, public health concerns, renovation works or any other administrative requirement. No compensation shall be payable unless specifically approved by the Institute.

9.14 Termination of Contract

The Institute may terminate the contract:

- a) For breach of contract.
- b) For persistent poor performance.
- c) For violation of statutory provisions.
- d) For submission of false information.
- e) For food safety violations.
- f) For engaging in illegal or unethical activities.

The Service Provider may also seek termination by giving prior written notice as specified in the Agreement, subject to acceptance by the Institute.

9.15 Force Majeure

Neither party shall be liable for failure to perform its obligations due to events beyond its reasonable control including natural disasters, war, epidemic, pandemic, civil disturbance or Government restrictions. The affected party shall promptly notify the other party in writing.

9.16 Indemnity

The Service Provider shall indemnify and keep indemnified the Institute against all claims, losses, damages, liabilities, penalties, costs and expenses arising from negligence, breach of contract or violation of statutory provisions by the Service Provider or his employees.

9.17 Insurance

The Service Provider shall obtain and maintain such insurance policies as may be required under applicable laws for the personnel engaged by him.

9.18 Assignment and Subletting

The Service Provider shall not assign, transfer or sublet the contract or any part thereof.

9.19 Confidentiality

The Service Provider shall maintain confidentiality of any information relating to the Institute obtained during execution of the contract and shall not disclose such information without prior written approval.

9.20 Dispute Resolution

9.20.1 Any dispute arising out of the contract shall, as far as possible, be resolved amicably through mutual discussion.

9.20.2 Failing such settlement, the matter shall be referred to the Principal, BVEC for administrative resolution. If the dispute still remains unresolved, either party may seek appropriate legal remedy before the competent court.

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9.21 Governing Law

The contract shall be governed by the laws of India and the applicable laws of the State of Assam.

9.22 Jurisdiction

The courts having territorial jurisdiction over Sribhumi District, Assam shall have exclusive jurisdiction over all disputes arising out of or relating to the contract.

9.23 Amendment of Contract

No amendment or modification of the contract shall be valid unless made in writing and duly signed by both parties.

9.24 Entire Agreement

The Agreement, together with the Standard Bidding Document, Letter of Award, accepted bid, corrigenda and any subsequent written amendments duly approved by the competent authority, shall constitute the entire contract between the Institute and the Service Provider.

9.25 Notices

All notices, communications and instructions under the contract shall be in writing and shall be delivered by hand, registered post, speed post or official email to the addresses specified in the Agreement.

9.26 Waiver

Failure of either party to enforce any provision of the contract at any time shall not be construed as a waiver of such provision or of the right to enforce it subsequently.

10. SPECIAL CONDITIONS OF CONTRACT (SCC)

The following Special Conditions of Contract shall supplement and, where necessary, the General Conditions of Contract (GCC) shall be modified. In the event of any inconsistency, the provisions of these Special Conditions shall prevail.

10.1 Place of Service

The Service Provider shall operate the Institute Canteen located within the campus of Barak Valley Engineering College (BVEC), Nirala, Sribhumi, Assam, only for the purpose of providing canteen services.

10.2 Nature of Contract

The contract is a service contract for operation and management of the Institute Canteen and shall not create any tenancy, leasehold right or ownership interest over the premises.

10.3 Contract Period

10.3.1 The Contract shall expire automatically upon completion of the Contract Period unless extended by the Institute in accordance with the provisions of this Tender Document.

10.3.2 The contract shall initially remain valid for one (01) year from the date of execution of the Agreement.

10.3.3 The Institute may extend the contract for further periods of one year at a time, subject to:

- Satisfactory performance;
- Continued requirement of the Institute;
- Mutual consent; and
- Approval of the Competent Authority.

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10.4 Monthly Maintenance Fee

The successful bidder shall pay the monthly maintenance fee quoted in the Financial Bid on or before the 15th day of every month. Delay in payment may attract appropriate action, including levy of late charges, suspension or other action as may be decided by the Institute in accordance with the terms of the Contract.

10.5 Electricity and Water Charges

The Institute shall bear the electricity and water charges for the operation of the Institute Canteen during the contract period. The Service Provider shall ensure economical and judicious use of electricity and water and shall not misuse or waste these utilities. The Institute reserves the right to recover the cost of any excessive consumption or misuse attributable to the Service Provider, if so determined after due assessment.

10.6 Operating Hours

10.6.1 Unless otherwise directed by the Institute, the canteen shall remain open during the hours notified by the Institute.

10.6.2 During admissions, examinations, workshops, training programmes, seminars, conferences or other special events, the Service Provider shall extend the service hours whenever directed by the Institute without interruption.

10.7 Approved Menu and Rates

10.7.1 Only the menu approved by the Institute shall be served.

10.7.2 No item shall be introduced, discontinued or repriced without prior written approval of the Institute.

10.7.3 The approved menu and price list shall be prominently displayed inside the canteen.

10.8 Food Quality

The Service Provider shall ensure that:

- Food is freshly prepared.
- Only branded and standard-quality ingredients are used.
- Expired or adulterated food items are never stocked or sold.
- Food shall be served in adequate quantity and shall meet the prescribed quality standard.
- Safe and purified drinking water is always available.

10.9 Cleanliness and Hygiene

The Service Provider shall maintain:

- Kitchen
- Dining area
- Wash area
- Food counters
- Store room
- Surrounding premises

in a clean, hygienic and sanitary condition at all times. Daily cleaning shall be mandatory.

10.10 Uniform and Identity Card

All employees engaged by the Service Provider shall comply with the requirements relating to uniform, identity cards, cooking caps, gloves, personal hygiene and medical fitness prescribed under the Technical Specifications of this Tender Document.

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10.11 Medical Examination

The Service Provider shall ensure periodic medical examination of all food handlers and maintain valid medical fitness certificates, which shall be produced whenever required by the Institute.

10.12 Prohibited Items

The Service Provider shall not manufacture, store or sell:

- Tobacco products;
- Cigarettes;
- Gutkha;
- Pan Masala;
- Alcoholic beverages;
- Narcotic substances;
- Expired food;
- Adulterated food;
- Any other item prohibited by law or by the Institute.

10.13 Plastic Waste Management

The Service Provider shall minimise the use of single-use plastic and comply with all applicable environmental regulations relating to waste management and plastic disposal.

10.14 Digital Payment

The Service Provider shall provide cashless payment facilities including UPI, QR Code and other digital payment methods throughout the contract period.

10.15 Catering Services

10.15.1 Whenever required by the Institute, the Service Provider shall provide refreshments and catering services for Governing Body Meetings, Academic Council Meetings, Workshops, Seminars, Conferences, Training Programmes, Admission Counselling, Examinations, Official Functions and any other Institute programme.

10.15.2 The rates for such additional catering services shall be mutually agreed upon in writing between the Institute and the Service Provider before the services are provided.

10.16 Canteen Monitoring Committee

10.16.1 The Institute shall constitute a Canteen Monitoring Committee to supervise the functioning of the canteen.

10.16.2 The Committee may:

- a) Inspect food quality.
- b) Inspect hygiene.
- c) Review customer feedback.
- d) Recommend corrective measures.
- e) Recommend penalties for deficiencies.

The Service Provider shall fully cooperate with the Committee.

10.17 Customer Complaint Register

10.17.1 The Service Provider shall maintain a Complaint and Suggestion Register at the canteen.

10.17.2 The Register shall be made available to the Canteen Monitoring Committee during inspection.

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10.18 Penalty for Deficiencies

Without prejudice to any other action under the contract, the Institute may impose penalties for deficiencies including:

- Poor hygiene;
- Sale of stale or substandard food;
- Overcharging beyond approved rates;
- Unauthorised closure of the canteen;
- Absence of essential food items during operating hours;
- Misconduct by employees;
- Damage to Institute property;
- Violation of statutory provisions.

Repeated violations may result in termination of the contract and forfeiture of the Performance Security.

The penalties for such deficiencies shall be imposed in accordance with **Section 12: Performance Standards and Penalty Matrix, wherever applicable.**

10.19 Institute Property

The Service Provider shall comply with the provisions relating to Institute property as stipulated under **Clause 9.9** of this Tender Document and shall ensure proper care, maintenance and safe custody of all furniture, fixtures, fittings, equipment and other assets provided by the Institute for the operation of the Institute Canteen.

10.20 Damage to Property

Any damage caused to Institute property due to negligence or misconduct of the Service Provider or his employees shall be repaired or compensated by the Service Provider at his own cost.

10.21 No Subletting

The Service Provider shall comply with the provisions relating to assignment and subletting under **Clause 9.18.**

10.22 Termination

Subject to verification of the facts and circumstances, and without prejudice to any other rights available under the Contract, the Institute may terminate the contract immediately in cases of serious violations, including:

- a) Food poisoning attributable to the Service Provider.
- b) Sale of prohibited or expired food items.
- c) Persistent poor hygiene.
- d) Overcharging.
- e) Submission of false documents.
- f) Blacklisting by any Government authority during the contract period.
- g) Repeated violation of contractual obligations.

10.23 Handover of Premises

Upon expiry or termination of the contract, the Service Provider shall vacate the premises and hand over the canteen along with all Institute assets in good condition, subject to normal wear and tear, within the period of 7 days.

Sayan Das Anil Kumar Titau Ghosh Anwar Debashish Samjpati



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10.24 Decision of the Principal

In matters relating to interpretation of these Special Conditions or day-to-day administration of the contract, the decision of the Principal, Barak Valley Engineering College shall be final and binding, subject to applicable laws.

11. EVALUATION AND AWARD CRITERIA

11.1 General

11.1.1 The bids shall be evaluated in two stages:

Stage I: Technical Evaluation (Qualify/Disqualify)

Stage II: Financial Evaluation

11.1.2 Only the bidders declared Technically Qualified shall be considered for opening of the Financial Bid.

11.1.3 The Financial Bid shall comprise:

(a) Monthly Maintenance Fee quoted by the bidder; and

(b) Quoted rates for the prescribed Menu Rate Schedule.

11.1.4 The bidder offering the highest Monthly Maintenance Fee (H1) among the technically qualified bidders, whose quoted menu rates are found acceptable by the Institute, shall normally be considered for award of the contract, subject to fulfilment of all tender conditions and approval of the Competent Authority.

11.2 Preliminary Scrutiny

Before detailed evaluation, the Institute shall examine whether:

- The bid has been submitted within the stipulated time.
- The bid is properly signed.
- The required Tender Fee and Earnest Money Deposit (where applicable) have been furnished.
- All mandatory documents have been submitted.
- The bid is substantially responsive to the requirements of the Tender Document. Non-responsive bids shall be rejected.

11.3 Things to consider in Technical Evaluation

11.3.1 The Technical Evaluation shall be carried out on the basis of the eligibility criteria and mandatory documents specified in this Tender Document.

11.3.2 Each criterion marked as "Qualify/Disqualify" shall be evaluated accordingly. Failure to satisfy any mandatory eligibility criterion shall result in disqualification of the bid.

11.3.3 Experience with Government/Educational Institutions/Universities/PSUs shall be treated as desirable and may be considered by the Institute for assessing the bidder's suitability; however, absence of such experience shall not result in disqualification.

11.3.4 Only those bidders who qualify in all the mandatory eligibility criteria shall be declared Technically Qualified.

11.3.5 No marks or weightage shall be assigned during the Technical Evaluation. The evaluation shall be based solely on compliance with the prescribed eligibility requirements and supporting documents submitted by the bidder.

11.3.6 Only the Financial Bids of the Technically Qualified bidders shall be opened for further evaluation.

11.3.7 The decision of the Technical Evaluation Committee regarding qualification or disqualification of bidders shall be final and binding.

Sayin Das Arundhan R. Titu Ghosh Anon Dadasish Samajti



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11.4 Technical Evaluation

The Technical Evaluation shall be carried out on a Qualify/Disqualify basis in accordance with the criteria specified below.

Stage-I : Technical Bid Evaluation			
Sl No.	Evaluation Criteria		
1	Mandatory Agency/Firm Registration & Document Compliance (Qualify/Disqualify)		Remarks
	Registration Certification of the Agency/Firm, PAN, GST, FSSAI, Labour License, EPF & ESIC		Qualify
	Non-submission of mandatory documents/invalid/unavailable documents		Disqualify
2	Mandatory Agency/Firm Financial Document Compliance (Qualify/Disqualify)		Remarks
	ITR of last 3 Financial years, GST Return of last 3 Financial Years & Financial Solvency Certificate (minimum Rs. 6 Lakh)		Qualify
	Incomplete document submission		Disqualify
3	Mandatory Declaration/Documents for Compliance (Qualify/Disqualify)		Remarks
	Bid Acceptance Declaration, Bidder Details, Non-Blacklisting, Undertakings, Tender Cost, EMD, etc		Qualify
	Incomplete submission		Disqualify
4	Financial Capacity of Bidder (Qualify/Disqualify)		Remarks
	Average Annual Turnover during last Three completed Financial Years as per ITR	Rs. 10 Lakhs and above	Qualify
		Below 10 Lakhs	Disqualify
5	Experience in operating canteens/cafeterias/restaurants/catering services (Qualify/Disqualify)		Remarks
	3 Years and above		Qualify
	Less than 3 Years		Disqualify
6	Experience of Agency/Firm with Government/Educational Institutes/Universities/PSU, etc (Qualify/Disqualify)		Remarks
	Experience with 1-3 or more such organizations		Preferred
	No such Experience		No Disqualification
7	Number of Staff Deployed (Qualify/Disqualify)		Remarks
	1-2 Nos. or more		Qualify
	No Staff		Disqualify

11.5 Financial Evaluation

11.5.1 Only the Financial Bids of the Technically Qualified bidders shall be opened for evaluation.

11.5.2 The Financial Bid shall comprise:

- the Monthly Maintenance Fee payable by the bidder to Barak Valley Engineering College for operation and management of the Institute Canteen; and
- the quoted rates of food and beverage items as specified in the prescribed Financial Bid format.

11.5.3 The Financial Bid shall be evaluated on the basis of the Monthly Maintenance Fee quoted by the technically qualified bidders. The bidder quoting the **highest Monthly Maintenance Fee (H1)** shall normally be considered for award of the contract, subject to fulfilment of all tender conditions.

11.5.4 The Menu Rates quoted by the bidders shall not be used as a comparative criterion for ranking or financial evaluation of bidders. However, the quoted menu rates of the bidder proposed for award shall be examined by the Institute.

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11.5.5 The quoted rates of food and beverage items shall be examined by the Institute to determine whether they are reasonable, competitive and in conformity with the specifications and conditions of the Tender Document. The Institute reserves the right to seek clarification regarding any quoted rate considered abnormally high or abnormally low.

11.5.6 In the event that two or more technically qualified bidders quote the **same highest Monthly Maintenance Fee (H1)**, the tie shall be resolved by considering the **Average Annual Turnover** of the tied bidders during the last three financial years, as established from the documents submitted in support of their Technical Bids. The bidder having the highest Average Annual Turnover shall be ranked higher.

11.5.7 The Institute reserves the right to accept or reject any or all Financial Bids without assigning any reason, in accordance with the applicable rules.

11.6 Clarification of Bids

11.6.1 The Institute may seek written clarification from any bidder regarding the Technical Bid.

11.6.2 Such clarification shall not permit any change in the substance of the bid.

11.7 Verification

11.7.1 The Institute reserves the right to verify any document, credential, experience certificate, turnover certificate or statutory registration submitted by the bidder.

11.7.2 Submission of false or misleading information shall result in rejection of the bid and may lead to blacklisting or other legal action.

11.8 Negotiation

The Institute reserves the right, if considered necessary and in accordance with applicable procurement rules, to negotiate with the **H-1 bidder** regarding operational aspects, menu, pricing, service standards or other contractual conditions before issuance of the Letter of Award.

11.9 Recommendation for Award

11.9.1 After completion of the evaluation process, the Institute Tender Committee shall prepare a comparative statement and recommend the successful bidder to the Competent Authority for approval.

11.9.2 The recommendation of the Institute Tender Committee shall not by itself confer any right upon the bidder until the Letter of Award is issued.

11.10 Letter of Award (LoA)

Upon approval by the Competent Authority, the successful bidder shall be issued a Letter of Award (LoA).

The successful bidder shall:

- Acknowledge acceptance of the LoA within the stipulated period.
- Furnish the prescribed Performance Security.
- Execute the Agreement.
- Commence operation of the canteen within the time specified by the Institute.

11.11 Right of the Institute

The Institute reserves the right to:

- Accept or reject any or all bids.
- Annul the bidding process at any stage.
- Reject any bid without assigning any reason.
- Verify the credentials of any bidder.
- Not award the contract if none of the bids is found suitable or in the best interest of the Institute.

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Debasish Samiyapati



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The decision of the Competent Authority of Barak Valley Engineering College shall be final and binding on all bidders.

12. PERFORMANCE STANDARD AND PENALTY MATRIX

The Service Provider shall comply with the following performance standards during the contract period.

Sl. No.	Performance Standard	Performance Requirement	Penalty for non-compliance
1	Quality of Food	Fresh, hygienic food using quality ingredients.	₹1,000 per instance. Repeated violations may lead to termination.
2	Food Safety & Hygiene	Maintain a clean and hygienic kitchen, dining area and utensils; keep food properly covered; maintain the food preparation area in a clean and tidy condition; ensure that employees use clean protective clothing, cooking caps and gloves, wherever required, while preparing and serving food; and maintain proper personal hygiene, including clean nails.	₹1,000 per instance.
3	Expired, Unsafe or Adulterated Food and Reused Cooking Oil	No expired, unsafe, adulterated or substandard food shall be stored, prepared or served. Cooking oil shall not be reused beyond permissible limits.	Immediate removal, ₹5,000 penalty; contract may be terminated.
4	Display of Menu & Rates	Display approved menu and rates.	₹500 per instance.
5	Overcharging	Do not charge above approved rates.	Refund of the excess amount charged, along with a penalty of ₹1,000 for each verified instance of overcharging.
6	Staff Behaviour	Courteous staff in clean uniforms.	₹500 per instance.
7	Waste Disposal	Proper waste segregation and disposal.	₹1,000 per instance.
8	Drinking Water	Provide safe drinking water.	₹500 per instance.
9	Digital Payments	Maintain UPI/QR payment facility.	₹500 per instance.
10	Statutory Compliance	Maintain valid FSSAI, GST and other registrations.	May lead to suspension/termination.

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Arindam Roy

Tista Ghosh

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Debashish Samajpati



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12.1 General Provisions for Penalties

12.1.1 Penalties shall be imposed only after verification by the Canteen Monitoring Committee.

12.1.2 The Service Provider shall be given an opportunity to explain before imposition of any penalty, except in serious food safety violations.

12.1.3 Penalties may be recovered from the Performance Security, any other amount payable or refundable to the Service Provider, or otherwise recovered in accordance with the terms of the Contract..

12.1.4 Repeated violations may result in suspension or termination of the contract, forfeiture of Performance Security/Security Deposit and debarment in accordance with applicable rules.

13. MINIMUM MENU TO BE SERVED

The Service Provider shall ensure that the following minimum food and beverage items are available during the operational hours of the Institute Canteen.

Sl. No.	Category	Food Item	Minimum Availability
1	Beverages	Tea	Daily
2	Beverages	Coffee	Daily
3	Beverages	Black Tea	Daily
4	Beverages	Milk	Daily
5	Beverages	Packaged Drinking Water	Daily
6	Breakfast & Snacks	Bread Butter	Daily
7	Breakfast & Snacks	Bread Omelette	Daily
8	Breakfast & Snacks	Boiled Egg	Daily
9	Breakfast & Snacks	Samosa/Singara	Daily
10	Breakfast & Day Snacks	Vegetable Chop	Daily
11	Breakfast & Day Snacks	Veg Sandwich	Daily
12	Breakfast & Day Snacks	Chicken Sandwich	Daily
13	Breakfast & Day Snacks	Normal Paratha	Daily
14	Breakfast & Day Snacks	Aloo Paratha	Daily
15	Breakfast & Day Snacks	Roti/Chapati with Sabji	Daily
16	Breakfast & Day Snacks	Chicken Roll	Daily
17	Main Course	Plain Rice	Daily (Lunch)
18	Main Course	Dal	Daily (Lunch)
19	Main Course	Seasonal Vegetable Curry	Daily (Lunch)
20	Main Course	Veg Thali	Daily
21	Main Course	Egg Thali	Daily
22	Main Course	Fish Thali	Daily
23	Main Course	Chicken Thali	Daily

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24	Main Course	Mutton Thali	Daily
25	Main Course	Paneer Thali	Daily
26	Fast Food	Veg Fried Rice	Daily
27	Fast Food	Egg Fried Rice	Daily
28	Fast Food	Chicken Fried Rice	Daily
29	Fast Food	Paneer Fried Rice	Daily
30	Fast Food	Veg Chowmein	Daily
31	Fast Food	Egg Chowmein	Daily
32	Fast Food	Chicken Chowmein	Daily
33	Fast Food	Paneer Chowmein	Daily
34	Fast Food	Chicken Biryani	As Available
35	Fast Food	Mutton Biryani	As Available
36	Fast Food	Chilli Chicken	As Available
37	Fast Food	Tandoori Chicken	As Available
38	Fast Food	Paneer Biryani	As Available
39	Packaged Items	Biscuits, Cakes, Chips, Soft Drinks, Lassi & Packaged Fruit Juice	Daily

13.1 Note

- 13.1.1 The above menu represents the minimum mandatory items to be made available by the Service Provider.
- 13.1.2 The Service Provider may introduce additional food and beverage items with the prior approval of the Institute.
- 13.1.3 All food items shall comply with applicable food safety, hygiene and quality standards.
- 13.1.4 The rates of all menu items shall be those accepted by the Institute through the Financial Bid and approved by the Competent Authority.

Sayon Das Anindam Ray Titon Ghosh Anon Debashish Samyapati



**Name of the Work: Tender for Operating and Managing the
Institute Canteen at Barak Valley Engineering College, Sribhumi**

Firm/Agency/Bidder Name:

Address:

Phn No: **Mobile:**

Email ID:

Submitted On (Date):

BID ACCEPTANCE DECLARATION

To,
The Principal,
Barak Valley Engineering College,
Nirala, Sribhumi, Assam-788701

Subject: Submission of Technical Bid for Operation and Management of the Institute Canteen

I/We, _____ (Name of Bidder/Firm), having registered office at _____,

Having examined the Tender Document, including all terms and conditions, specifications, corrigenda/addenda, if any, issued in connection with the tender for the Operation and Management of the Institute Canteen at Barak Valley Engineering College (BVEC), we, the undersigned, hereby submit our Technical Bid.

We hereby declare and undertake that:

1. We have carefully read and understood all the terms and conditions, eligibility criteria, technical specifications and other requirements contained in the Tender Document.
2. We agree to comply with all the terms and conditions of the Tender Document and undertake to operate and manage the Institute Canteen in accordance with the requirements prescribed by the Institute.
3. We confirm that all information and documents submitted by us in support of this Technical Bid are true, correct and genuine to the best of our knowledge and belief.
4. We understand that submission of any false information, forged document or misleading declaration may result in rejection of our bid and such other action as may be deemed appropriate by the Institute.
5. We have submitted all the mandatory documents and declarations required under the Tender Document.
6. We agree that the Institute reserves the right to verify the information and documents submitted by us from the concerned authorities or any other appropriate source.
7. We understand that this Technical Bid does not contain any financial quotation relating to the Menu Rate Schedule or Monthly Maintenance Fee, which are being submitted separately in the prescribed Financial Bid format.
8. We agree to abide by the decision of Barak Valley Engineering College (BVEC) in respect of the evaluation of our bid.

We hereby submit our Technical Bid for consideration.

Signature of the Authorized Person with Seal: _____

Designation: _____

Name of the Firm/Agency: _____

Date: _____

Place: _____

BIDDER DETAILS

Sl. No.	Particulars	Details to be Furnished
1	Name of the Bidder/Firm/Agency	
2	Name of Proprietor/Partner(s)/Authorized Representative	
3	Constitution of the Firm/Agency (Proprietorship/Partnership/Company/Other)	
4	Registered Office Address	
5	Correspondence Address	
6	Mobile Number	
7	E-mail ID	
8	PAN Number	
9	GST Registration Number	
10	FSSAI Licence/Registration Number	
11	Labour Licence Number, wherever applicable	
12	EPF Registration Number, wherever applicable	
13	ESIC Registration Number, wherever applicable	
14	Year of Establishment/Incorporation	
15	Number of Years of Experience in Operating Canteens/Cafeterias/Restaurants/Catering Services	
16	Details of Bank Account	Bank Name: _____ Branch: _____ Account No.: _____ IFSC Code: _____
17	Name and Contact Details of Authorized Signatory	

Declaration:

I/We hereby declare that the information furnished above is true, correct and complete to the best of my/our knowledge and belief. I/We understand that any false information or suppression of material facts may result in rejection of the bid and/or appropriate action by the Institute.

Date:

Place:

Signature of the Authorized Person with Seal.....

FINANCIAL CAPABILITY DETAILS

The bidder shall furnish the following details of its financial capacity for the last three Financial Years:

Sl. No.	Particulars	Financial Year	Annual Turnover (₹)	Supporting Document
1	Annual Turnover	Financial Year 1		ITR
2	Annual Turnover	Financial Year 2		ITR
3	Annual Turnover	Financial Year 3		ITR
Average Annual Turnover for the Last Three Financial Years				

Details of Financial Documents Submitted

Sl. No.	Document	Details / Reference
1	Income Tax Return (ITR) for the relevant Financial Years	
2	GST Returns	
3	Solvency Certificate	
4	Any Other Financial Documents	

Declaration

I/We hereby declare that the financial information furnished above is true, correct and complete to the best of my/our knowledge and belief. The supporting documents submitted in support of the above information are genuine and may be verified by the Institute. I/We understand that submission of any false or misleading information may result in rejection of the bid and/or appropriate action as per the provisions of the Tender Document.

Date:

Place:

Signature of the Authorized Person with Seal.....

EXPERIENCE DETAILS

The bidder shall furnish details of its experience in operating canteens, cafeterias, restaurants and/or providing catering services.

Sl. No.	Name of Client/Organisation	Nature of Service	Period of Service From – To	Duration	Location	Value of Contract (₹)	Supporting Document
1							
2							
3							
4							
5							

Details of Experience with Government/Educational Institutions/Universities/PSUs, etc. (if any)

Sl. No.	Name of Organisation	Nature of Service	Period of Service From – To	Duration	Status (Ongoing/Completed)	Supporting Document
1						
2						
3						
4						
5						

Note:

Relevant work orders, agreements, completion certificates, experience certificates or other supporting documents shall be attached in support of the experience details furnished above.

Declaration

I/We hereby declare that the experience details furnished above are true, correct and complete to the best of my/our knowledge and belief. The supporting documents submitted in support of the above information are genuine and may be verified by the Institute. I/We understand that submission of any false or misleading information may result in rejection of the bid and/or appropriate action under the provisions of the Tender Document.

Date:

Place:

Signature of the Authorized Person with Seal.....

LIST OF PROPOSED MANPOWER WITH EXPERIENCE

The bidder shall furnish the details of the manpower proposed to be deployed for the efficient operation and management of the Institute Canteen.

Sl. No.	Name of Personnel	Proposed Designation/Role	Age	Educational/Professional Qualification	Relevant Experience	Remarks
1						
2						
3						
4						
5						
6						
7						

The fitness certificate of every personnel/staff engaged is to be produced.

Note:

The bidder shall ensure that adequate and suitably experienced manpower is deployed for the efficient operation of the Institute Canteen. The manpower deployed shall comply with the applicable statutory requirements and the provisions of the Tender Document.

Declaration

I/We hereby declare that the manpower details furnished above are true and correct. The personnel proposed above shall be deployed for the operation of the Institute Canteen, subject to operational requirements and the approval/directions of the Institute. Any replacement or change in key personnel, wherever required, shall be made with suitably qualified and experienced personnel.

Date:

Place:

Signature of the Authorized Person with Seal.....

UNDERTAKING REGARDING SERVICE COMMITMENT AND COMPLIANCE

I/We, the undersigned, on behalf of _____ (Name of the Bidder/Firm/Agency), hereby solemnly undertake that, in the event of being awarded the contract for the operation and management of the Institute Canteen at Barak Valley Engineering College (BVEC), we shall:

1. operate and manage the Institute Canteen efficiently and in accordance with the terms and conditions of the Tender Document and the Agreement;
2. maintain the prescribed standards of food quality, hygiene, cleanliness, safety and customer service;
3. provide food items at the rates approved by the Institute and shall not charge any amount in excess of the approved rates;
4. deploy adequate and suitably qualified/experienced manpower for the efficient operation of the Institute Canteen;
5. comply with all applicable statutory requirements, licences, registrations and labour laws;
6. ensure that no prohibited, expired, unsafe or adulterated food items are stored, prepared or served in the Institute Canteen;
7. maintain the Institute premises, furniture, fixtures, fittings and other assets provided for canteen operations with due care and responsibility;
8. comply with the instructions and directions issued by the Institute and the Canteen Monitoring Committee from time to time in connection with the operation of the Institute Canteen; and
9. accept responsibility for any deficiency, non-compliance or violation attributable to us in accordance with the provisions of the Tender Document and the Agreement.

Declaration

I/We hereby declare that the above undertaking is given voluntarily and with full understanding of the obligations arising out of the Tender Document. I/We further undertake to abide by all the terms and conditions of the Tender Document and the Agreement, if awarded the contract.

Date:

Place: Signature of the Authorized Person with Seal.....

NON-BLACKLISTING DECLARATION

I/We, _____ hereby declare that our Agency/Firm has not been:

- Blacklisted,
- Debarred,
- Banned,
- Suspended from participation in tenders,

by any Government Department, PSU, Educational Institution or any other organisation as on the date of submission of this bid.

I/We further declare that if the above information is found false or incorrect, the Institute shall have the right to reject our bid and take appropriate action as per rules.

Signature of the Authorized Person with Seal: _____

Designation: _____

Name of the Firm/Agency: _____

Date: _____

Place: _____

DECLARATION REGARDING NO CRIMINAL PROCEEDINGS

I/We, the undersigned, on behalf of _____ (Name of the Bidder/Firm/Agency), hereby declare that:

1. no criminal case or criminal proceeding involving fraud, corruption, forgery, cheating, misappropriation or any other offence involving moral turpitude is presently pending against the Bidder/Firm/Agency, its Proprietor, Partners, Directors or Authorized Signatory in connection with its business activities;
2. the Bidder/Firm/Agency and its Proprietor/Partners/Directors have not been convicted by any court of law for offences relating to fraudulent or corrupt practices in connection with business or contractual activities; and
3. the information furnished in this declaration is true and correct to the best of my/our knowledge and belief.

Undertaking

I/We understand that if any information furnished in this declaration is found to be false, incorrect or misleading, the Institute may reject our bid or take appropriate action in accordance with the provisions of the Tender Document and applicable rules. If any relevant criminal proceeding arises or comes to our knowledge during the bidding process, we shall promptly inform the Institute in writing.

Signature of the Authorized Person with Seal: _____

Designation: _____

Name of the Firm/Agency: _____

Date: _____

Place: _____

SITE VISIT DECLARATION

I/We, the undersigned, on behalf of _____ (Name of the Bidder/Firm/Agency), hereby declare that:

1. I/We have visited the premises of Barak Valley Engineering College (BVEC) and inspected the location proposed for operation of the Institute Canteen;
2. I/We have familiarised ourselves with the site conditions, available infrastructure, facilities, access, operational requirements and other relevant circumstances relating to the operation and management of the Institute Canteen;
3. I/We have understood the nature and extent of the services required under the Tender Document;
4. I/We have considered all relevant site conditions and requirements while submitting our bid; and
5. I/We shall not raise any claim or demand on account of lack of knowledge of the site conditions or operational requirements that could reasonably have been ascertained through the site visit.

Declaration

I/We hereby certify that the above declaration is true and correct. I/We understand that this declaration forms part of our bid submitted in response to the Tender for the operation and management of the Institute Canteen at Barak Valley Engineering College (BVEC).

Signature of the Authorized Signatory: _____

Name: _____

Designation: _____

Name of the Bidder/Firm/Agency: _____

Date: _____

Place: _____

INSTITUTE-APPROVED MENU SPECIFICATIONS AND QUOTED RATE CHART*(For Operation and Management of the Institute Canteen)*

The following schedule prescribes the minimum specifications and maximum permissible rates for the mandatory food and beverage items to be made available by the Contractor. The Contractor shall ensure that the prescribed quality, quantity and specifications are maintained at all times.

Sl. No.	Category	Food Item	Unit / Minimum Specification	Quoted Rate (₹)
1	Beverages	Tea	One cup, approximately 100–120 ml	
2	Beverages	Coffee	One cup, approximately 100–120 ml	
3	Beverages	Black Tea	One cup, approximately 100–120 ml	
4	Beverages	Milk	One glass/cup, approximately 150–200 ml	
5	Beverages	Packaged Drinking Water	Standard sealed bottle, 1 litre	
6	Breakfast & Snacks	Bread Butter	Four slices of bread served with butter	
7	Breakfast & Snacks	Bread Omelette	Two slices of bread with omelette prepared from minimum one egg	
8	Breakfast & Snacks	Boiled Egg	One standard egg	
9	Breakfast & Snacks	Samosa/Singara	One standard-sized piece	
10	Breakfast & Day Snacks	Vegetable Chop	One standard-sized piece	
11	Breakfast & Day Snacks	Veg Sandwich	Two bread slices with vegetable filling	
12	Breakfast & Day Snacks	Chicken Sandwich	Two bread slices with adequate chicken filling	
13	Breakfast & Day Snacks	Normal Paratha	One standard-sized paratha	
14	Breakfast & Day Snacks	Aloo Paratha	One standard-sized paratha with potato filling	
15	Breakfast & Day Snacks	Roti/Chapati with Sabji	Four rotis/chapatis with one standard serving of seasonal vegetable curry	
16	Breakfast & Day Snacks	Chicken Roll	One standard-sized roll with adequate chicken filling	
17	Main Course	Plain Rice	One standard serving, approximately 250–300 g cooked rice	
18	Main Course	Dal	One bowl, approximately 150 ml	
19	Main Course	Seasonal Vegetable Curry	One standard serving, approximately 150 g	
20	Main Course	Veg Thali	Rice + Dal + Seasonal Vegetable Curry + Salad/Pickle	
21	Main Course	Egg Thali	Veg Thali + one egg curry	
22	Main Course	Fish Thali	Rice + Dal + Seasonal Vegetable Curry + one standard serving/piece of fish + Salad/Pickle	
23	Main Course	Chicken Thali	Rice + Dal + Seasonal Vegetable Curry + Chicken Curry (minimum two reasonably sized pieces) + Salad/Pickle	
24	Main Course	Mutton Thali	Rice + Dal + Seasonal Vegetable Curry + one standard serving of mutton curry + Salad/Pickle	
25	Main Course	Paneer Thali	Rice + Dal + Seasonal Vegetable Curry + Paneer Curry + Salad/Pickle	
26	Fast Food	Veg Fried Rice	One standard plate/serving	

27	Fast Food	Egg Fried Rice	One standard plate/serving containing minimum one egg	
28	Fast Food	Chicken Fried Rice	One standard plate/serving with adequate chicken	
29	Fast Food	Paneer Fried Rice	One standard plate/serving with adequate paneer	
30	Fast Food	Veg Chowmein	One standard plate/serving	
31	Fast Food	Egg Chowmein	One standard plate/serving containing minimum one egg	
32	Fast Food	Chicken Chowmein	One standard plate/serving with adequate chicken	
33	Fast Food	Paneer Chowmein	One standard plate/serving with adequate paneer	
34	Fast Food	Chicken Biryani	One standard plate containing adequately prepared biryani rice and chicken	
35	Fast Food	Mutton Biryani	One standard plate containing adequately prepared biryani rice and mutton	
36	Fast Food	Chilli Chicken	One standard plate/serving with adequate chicken	
37	Fast Food	Tandoori Chicken	Half portion (standard serving)	
38	Fast Food	Paneer Biryani	One standard plate/serving with adequate paneer	
39	Packaged Items	Biscuits, Chips, Soft Drinks, Lassi & Packaged Fruit Juice	Sealed and packaged products of approved/recognised brands	

IMPORTANT TERMS AND CONDITIONS

1. The bidder shall quote the item-wise selling rates for all the food and beverage items prescribed in the Minimum Menu to be Served.
2. The rates shall be quoted clearly in Indian Rupees (₹) against each respective item in the prescribed Menu Rate Schedule.
3. The bidder shall quote rates after carefully considering all costs and expenses involved in the procurement of raw materials, preparation, cooking, manpower, fuel, transportation, statutory obligations, overheads and all other expenses required for the operation and management of the Institute Canteen.
4. The quoted rates shall be inclusive of all applicable costs and charges, except taxes, if any, specifically applicable under law and separately required to be charged.
5. The quoted item-wise rates shall be examined by the Institute for reasonableness and acceptability, keeping in view the affordability of students, prevailing market conditions, prescribed quality, quantity and specifications of the food items.
6. The Institute reserves the right to seek clarification or justification from the bidder in respect of any quoted rate considered abnormally high or abnormally low.
7. A bidder shall ensure that the quoted rates are realistic and adequate for maintaining the prescribed quality, quantity, hygiene and food safety standards throughout the contract period.
8. The item-wise menu rates quoted by the successful bidder and accepted by the Institute shall form an integral part of the Contract/Agreement and shall be binding upon the successful bidder during the contract period.
9. The successful bidder/Contractor shall not charge any amount exceeding the respective accepted rates for the corresponding food or beverage items without prior written approval of the Institute.
10. The Contractor shall prominently display the approved Menu Rate Schedule at a conspicuous place in the Institute Canteen for the information of students, staff and other authorised users.

11. The bidder shall not leave any mandatory item blank. Non-quotation of rates for any mandatory menu item may render the Financial Bid liable to rejection, in accordance with the provisions of the Tender Document.
12. Any revision or modification of the accepted menu rates during the contract period shall be permitted only with the prior written approval of the Institute, in accordance with the relevant provisions of the Tender Document and Agreement.

ACKNOWLEDGEMENT BY THE BIDDER/CONTRACTOR

I/We hereby acknowledge that we have carefully examined and understood the above Institute-approved menu specifications and undertake to comply with the same during the period of operation and management of the Institute Canteen, if the contract is awarded to us.

Signature of the Authorized Signatory: _____

Name: _____

Designation: _____

Name of the Bidder/Firm/Agency: _____

Date: _____

Place: _____

FINANCIAL BID – MONTHLY MAINTENANCE FEE
FOR OPERATION AND MANAGEMENT OF THE INSTITUTE CANTEEN

Name of the Bidder/Firm/Agency: _____

Tender/NIT No.: _____

Date: _____

Having carefully examined and understood the Tender Document and all the terms and conditions thereof, I/We hereby submit the following Financial Bid for the operation and management of the Institute Canteen at Barak Valley Engineering College (BVEC):

Sl. No.	Particulars	Amount Quoted (₹)	Amount in Words
1	Monthly Maintenance Fee payable to Barak Valley Engineering College (BVEC) for operation and management of the Institute Canteen	₹ _____ per month	

TERMS AND CONDITIONS

1. The bidder shall quote the Monthly Maintenance Fee payable to Barak Valley Engineering College (BVEC) for the operation and management of the Institute Canteen.
2. The Monthly Maintenance Fee shall be quoted clearly in Indian Rupees (₹), both in figures and words, on a per-month basis.
3. The quoted Monthly Maintenance Fee shall represent the amount payable by the bidder to the Institute for operation and management of the Institute Canteen in accordance with the Tender Document and the Agreement.
4. The bidder shall quote the Monthly Maintenance Fee after carefully considering the Scope of Work, site conditions, operational requirements, statutory obligations, costs, expenses and all other liabilities associated with the operation and management of the Institute Canteen.
5. No condition, qualification, reservation or alternative proposal shall be attached to this Financial Bid.
6. This Financial Bid shall be considered only in respect of bidders found technically qualified/responsive in accordance with the provisions of the Tender Document.
7. The Monthly Maintenance Fee quoted under this Annexure shall be the primary financial criterion for evaluation. The technically qualified bidder quoting the highest Monthly Maintenance Fee (H1) shall normally be considered for award of the contract, subject to fulfilment of all other tender conditions.
8. The Menu Rate Schedule submitted under Annexure-X(A) shall be examined by the Institute for reasonableness and acceptability in accordance with the provisions of the Tender Document.
9. In the event that two or more technically qualified bidders quote the same highest Monthly Maintenance Fee, the tie shall be resolved in accordance with the tie-breaking procedure prescribed under the Evaluation Criteria of the Tender Document.
10. The successful bidder shall pay the accepted Monthly Maintenance Fee to the Institute in the manner and within the time prescribed in the Tender Document and/or the Agreement.
11. The Monthly Maintenance Fee quoted and accepted by the Institute shall form an integral part of the Contract/Agreement and shall be binding upon the successful bidder during the contract period, subject to the relevant provisions of the Tender Document and Agreement.
12. In case of any discrepancy between the amount quoted in figures and words, the provisions of the Tender Document regarding resolution of such discrepancy shall apply.
13. The bidder shall ensure that this Financial Bid is complete in all respects and submitted in the prescribed format.

DECLARATION

I/We hereby declare that the Monthly Maintenance Fee quoted above has been submitted after carefully considering all the terms and conditions of the Tender Document, Scope of Work, site conditions, operational requirements and financial implications associated with the operation and management of the Institute Canteen.

I/We further undertake that, if awarded the contract, we shall pay the accepted Monthly Licence Fee to Barak Valley Engineering College (BVEC) and comply with all the terms and conditions of the Tender Document and the Agreement.

Signature of the Authorized Signatory: _____

Name: _____

Designation: _____

Name of the Bidder/Firm/Agency: _____

Date: _____ Place: _____

TRANSACTION DETAILS OF TENDER FEE & EMD

Note: Amount to be deposited to the following bank account in two separate transactions for Tender Fees & EMD.

Account Number: 36755591372
Account Name: PRINCIPAL BVEC
IFSC: SBIN0009196
Bank Name: STATE BANK OF INDIA
Bank Branch: BOSLA
Account Type: Saving

Transaction Details of Tender Fee

Amount (In Rs.)	
Date	
Transaction ID/UTR	
Remarks (If any)	

Note: Print out of the transaction must be attached.

Transaction Details of EMD

Amount (In Rs.)	
Date	
Transaction ID/UTR	
Remarks (If any)	

Note: Print out of the transaction must be attached.

Signature of the Authorized Person with Seal:

Name of the Authorized Person:

Designation:

Name of the Firm:

Date:

Place:

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

Envelope I (Technical Bid Documents)		
Sl No.	Document	Submitted (Yes/No)
1	Cover Letter	
2	Annexure-I	
3	Annexure-II	
4	Copy of Certificate of Registration/ Trade License of the Firm/Agency/Proprietor	
5	Copy of FSSAI Certificate	
6	Copy of PAN in the name of Firm/Agency/proprietor	
7	Copy of GST in the name of Firm/Agency/proprietor	
8	Labour Licence Number, wherever applicable	
9	EPF Registration Number, wherever applicable	
10	ESIC Registration Number, wherever applicable	
11	Xerox copy of Bank Account Details	
12	Annexure-III	
13	Average Turnover proof (ITR)	
14	Copy of ITR(s)	
15	Copy of GST Return (s)	
16	Copy of Solvency Certificate	
17	Annexure-IV	
18	Work orders, agreements, completion certificates, experience certificates or other supporting documents related to Annexure-IV	
19	Annexure-V	
20	Fitness Certificate	
21	Annexure-VI	
22	Annexure-VII	
23	Annexure-VIII	
24	Annexure-IX	
25	Annexure-XI	
26	Payment Proof of Tender Fee & EMD	
Envelope II (Financial Bid Documents)		
1	Annexure-X A	
2	Annexure-X B	

Declaration:

I/We confirm that all documents mentioned above have been submitted and are complete in all respects.

Date:

Place:

Signature of the Authorized Person with Seal.....

LIST OF EQUIPMENT, FURNITURE AND INFRASTRUCTURE HANDED OVER BY THE INSTITUTE

The following equipment, furniture, fixtures, fittings and infrastructure shall be handed over by Barak Valley Engineering College (BVEC) to the Contractor for use in connection with the operation and management of the Institute Canteen.

Sl. No.	Description of Item/Facility	Make/Model (if applicable)	Quantity	Condition at the Time of Handover	Remarks	Signature of Contractor
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Handover Declaration

The above-mentioned equipment, furniture, fixtures, fittings and infrastructure have been handed over to the Contractor in the condition recorded above. The Contractor acknowledges receipt of the same and shall maintain them with due care during the Contract Period, subject to normal wear and tear. The Contractor shall return the items to the Institute upon expiry or termination of the Contract in accordance with the terms and conditions of the Tender Document and Agreement.

For Barak Valley Engineering College (BVEC)

Signature of Authorized Representative: _____

Name: _____

Designation: _____

Date: _____

Acknowledgement by the Contractor

Signature of Authorized Signatory: _____

Name: _____

Name of the Contractor/Firm/Agency: _____

Date: _____

AGREEMENT FORMAT

(To be executed by the successful bidder on a Rs. 100 Non-Judicial Stamp paper)

FOR OPERATION AND MANAGEMENT OF THE INSTITUTE CANTEN AT BARAK VALLEY ENGINEERING COLLEGE (BVEC)

This Agreement is made and executed on this ____ day of _____, 20__ at Barak Valley Engineering College, Nirala, Sribhumi, Assam.

BETWEEN

Barak Valley Engineering College (BVEC), Nirala, Sribhumi, Assam-788701, a Government of Assam Institution, represented by its Principal/authorized representative, hereinafter referred to as the "Institute", which expression shall, unless repugnant to the context, include its successors and authorized representatives;

AND

M/s _____, having its registered office/business address at _____, represented by Shri/Smt. _____, hereinafter referred to as the "Service Provider", which expression shall, unless repugnant to the context, include its successors, legal representatives and permitted assigns.

The Institute and the Service Provider are hereinafter collectively referred to as the "Parties."

1. BACKGROUND

Whereas the Institute invited bids for the Operation and Management of the Institute Canteen through a competitive bidding process and, upon completion of the prescribed evaluation process, the bid submitted by the Service Provider was accepted by the Institute.

Accordingly, the Parties hereby agree to enter into this Agreement for the operation and management of the Institute Canteen on the terms and conditions specified herein and in the Standard Bidding Document (SBD).

2. SCOPE OF THE AGREEMENT

The Service Provider shall operate and manage the Institute Canteen and shall be responsible for, inter alia:

- a) preparation and serving of hygienic, wholesome and good-quality food and beverages;
- b) maintaining cleanliness, hygiene and sanitation in and around the canteen premises;
- c) deployment of adequate and competent manpower;
- d) compliance with all applicable statutory, food safety and other regulatory requirements;
- e) proper operation and maintenance of the canteen facilities handed over by the Institute; and
- f) providing services in accordance with the terms and conditions of the Standard Bidding Document and directions issued by the Institute from time to time.

3. CONTRACT PERIOD

The Agreement shall remain valid for a period of _____ from the date of commencement of operations, unless terminated earlier in accordance with the provisions of this Agreement.

Any extension or renewal of the Agreement shall be subject to the terms and conditions prescribed by the Institute and satisfactory performance of the Service Provider.

4. MONTHLY LICENCE FEE

The Service Provider shall pay the Monthly Licence Fee of:

Rs. _____/- (Rupees _____ only)

to the Institute in accordance with the terms and conditions specified in the Tender Document and this Agreement.

The Monthly Licence Fee shall be paid within the prescribed period and in the manner directed by the Institute.

Failure to make payment within the stipulated period may attract applicable action, including penalties and other measures as provided in the Tender Document and this Agreement.

5. MENU RATE SCHEDULE

The rates quoted by the Service Provider for food and beverage items and subsequently accepted by the Institute shall form part of this Agreement.

The accepted Menu Rate Schedule shall be binding on the Service Provider during the contract period.

The Service Provider shall not charge rates higher than those accepted by the Institute without prior written approval of the Institute.

6. MINIMUM MENU AND QUALITY OF FOOD

The Service Provider shall ensure the availability of the minimum food and beverage items prescribed by the Institute in the Tender Document.

All food and beverage items shall:

- a) be hygienic and safe for consumption;
- b) be prepared using good-quality ingredients;
- c) comply with applicable food safety standards;
- d) be served in appropriate quantity and quality; and
- e) be made available at the rates accepted by the Institute.

The Service Provider may introduce additional food and beverage items only in accordance with the provisions and approval requirements specified by the Institute.

7. OPERATING HOURS

The Service Provider shall operate the canteen during the hours prescribed or required by the Institute.

The Service Provider shall ensure adequate staff availability for uninterrupted service during the prescribed operating hours.

The Institute may modify or extend the operating hours depending upon institutional requirements, and the Service Provider shall comply with such directions.

8. HYGIENE, CLEANLINESS AND SANITATION

The Service Provider shall maintain the canteen premises in a clean, hygienic and sanitary condition at all times.

The Service Provider shall, inter alia:

- a) maintain the kitchen, dining area, serving counters and surrounding premises in a clean and hygienic condition;
- b) ensure regular cleaning of floors, tables, utensils, cooking equipment and waste bins;
- c) ensure proper segregation and disposal of wet and dry waste;
- d) provide covered dustbins and ensure proper disposal of waste;
- e) maintain proper personal hygiene among all staff engaged in food preparation and service; and
- f) take appropriate measures to keep food preparation and storage areas free from pests, insects and rodents.

9. DEPLOYMENT OF MANPOWER

The Service Provider shall deploy adequate manpower for the efficient operation and management of the Institute Canteen.

The Service Provider shall be solely responsible for the employment, wages, statutory obligations, discipline and conduct of its personnel.

The Institute shall have no employer-employee relationship with any person deployed by the Service Provider.

10. STATUTORY AND REGULATORY COMPLIANCE

The Service Provider shall obtain and maintain all licences, registrations, permissions and approvals required under applicable laws for carrying out the services.

The Service Provider shall comply with all applicable provisions relating to food safety, hygiene and sanitation, labour laws, wages and statutory benefits, and other applicable regulatory requirements.

11. INSPECTION AND MONITORING

The Institute or its authorized representatives may inspect the canteen premises, food quality, hygiene standards, manpower deployment and overall service performance at any time.

The Service Provider shall comply with reasonable directions issued by the Institute for improvement of services, hygiene, cleanliness or operational standards.

12. INSTITUTE PROPERTY AND INFRASTRUCTURE

The Institute may provide certain infrastructure, equipment, furniture and other facilities for operation of the canteen, as detailed in the relevant inventory/list.

The Service Provider shall use such facilities carefully and solely for the intended purpose, maintain them in proper condition, not remove, alter or damage any Institute property without authorization, and hand over all such property upon expiry or termination of the Agreement, subject to normal wear and tear.

The Service Provider shall be responsible for any loss or damage caused due to negligence or misuse.

13. PERFORMANCE AND SERVICE STANDARDS

The Service Provider shall maintain satisfactory standards of service throughout the contract period.

Failure to maintain the prescribed standards relating to food quality, hygiene, cleanliness, service or other contractual obligations may result in appropriate action by the Institute, including issuance of directions, penalties or other measures as provided in the Tender Document.

14. PERFORMANCE SECURITY

The Service Provider shall furnish and maintain the Performance Security, wherever applicable, in accordance with the provisions of the Tender Document.

The Institute may take appropriate action against the Performance Security in case of default or breach of contractual obligations, subject to the applicable provisions of the Tender Document and Agreement.

15. PROHIBITION ON SUBLETTING OR ASSIGNMENT

The Service Provider shall not assign, transfer, sublet or otherwise delegate the whole or any part of the services to any other person or agency without prior written approval of the Institute.

16. PENALTIES AND CORRECTIVE ACTION

In case of deficiencies, violations or non-compliance with the terms of the Agreement, the Institute may take appropriate action in accordance with the provisions of the Tender Document.

Such action may include issuance of directions, recovery of applicable penalties and other contractual remedies.

Repeated or serious violations may result in suspension or termination of the Agreement, in accordance with applicable provisions.

17. TERMINATION OF AGREEMENT

The Institute may terminate this Agreement in accordance with the provisions of the Tender Document in the event of persistent failure to provide satisfactory services, serious breach of hygiene or food safety requirements, non-payment of the Monthly Licence Fee, submission of false information or documents, violation of statutory requirements, unauthorized subletting or transfer of the services, or any other material breach of the terms and conditions of the Agreement.

Upon termination or expiry of the Agreement, the Service Provider shall hand over peaceful possession of the canteen premises and all Institute property.

18. DISPUTE RESOLUTION

Any dispute arising out of or relating to this Agreement shall, in the first instance, be referred to the competent authority of the Institute for resolution.

The Parties shall make reasonable efforts to resolve disputes amicably in accordance with applicable rules and procedures.

19. DOCUMENTS FORMING PART OF THE AGREEMENT

The following documents shall form an integral part of this Agreement:

1. Standard Bidding Document (SBD);
2. Notice Inviting Tender;
3. Technical Bid submitted by the Service Provider;
4. Financial Bid submitted by the Service Provider;
5. Accepted Menu Rate Schedule;
6. Accepted Monthly Licence Fee;

7. Letter of Acceptance/Award, if issued;

8. relevant annexures, undertakings and declarations; and

9. any subsequent written instructions or amendments issued in accordance with the Tender conditions.

In case of any inconsistency, the provisions of the Tender Document and the accepted terms of the Agreement shall govern as applicable.

20. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the Parties regarding the operation and management of the Institute Canteen and shall be read together with the Tender Document and other documents forming part of the Agreement.

IN WITNESS WHEREOF

The Parties have executed this Agreement on the date and year first written above.

For Barak Valley Engineering College Signature: _____ Name: _____ Designation: _____ Date: _____ Seal: _____	For the Service Provider Signature: _____ Name: _____ Designation: _____ Name of Agency/Firm: _____ Date: _____ Seal: _____
Witness No. 1 Signature: _____ Name: _____ Address: _____	Witness No. 2 Signature: _____ Name: _____ Address: _____