

OFFICE OF THE PRINCIPAL,
FAKIR MOHAN AUTONOMOUS COLLEGE, BALASORE

P. O./DIST.-BALASORE - 756 001 (ODISHA) INDIA
PH. NO.06782-262018, FAX: 06782-278279, e-mail: fmcollegebalasore@yahoo.com
Website: www.fmcollege.nic.in

No. 2104 /

Dated 24.07.17

TENDER CALL NOTICE FOR RUNNING THE CANTEEN IN THE COLLEGE

Sealed tenders are invited for running the canteen in F. M. Autonomous College, Balasore premises. Interested parties are, therefore, required to submit their application in plain papers containing at least the following information. The tender application will be accompanied by a tender fee of Rs.300/- (Rupees Three hundred) only in shape of Demand Draft/Banker's Cheque drawn in favour of Principal, F. M. Autonomous College, Balasore. The application in a sealed cover should be marked 'TENDER FOR RUNNING THE CANTEEN'. The final decision regarding award of the contract will be on the basis of an interview of the applicants. The approved bidder will have to undertake to comply all terms and conditions mentioned in the contract to be signed after the award.

The College reserves all the rights to accept or reject any or all the offers without assigning any reason what so ever. For further terms and conditions, the applicant can contact the Office during Office hours.

Tenders will be accepted in the College Office on all working days between 10.30 A.M. and 4.30 P.M. up-to 3rd August, 2017. The tender fees of un-successful bidder will be returned to the applicants without any interest. Tenders will be opened at 03.30 PM on 8th August, 2017.

Minimum Information to be provided in the Tender Application:

1. Name of the Contractor:
2. Address:
3. Registration /Licence No. (if a Cooperative Society):
4. VAT/TIN No., if any:
5. Man Power resources available:
6. Name of your Banker with address:
7. Experience, if any in running a canteen in any other Institution/Office:
8. Please quote the rates to be charged per item to be served:

Sl. No.	Items / Brand	Quantity	Measures / Weight	Rates
1	Hot Tea	1 cup	150 ml disposable cup	
2	Hot Coffee	1 cup	150 ml disposable cup	
3	Samosa/Singada	1 pc		
4	Vada	01 piece		
5	Alu Chop	01 piece		
6	Vegetable Chop	01 piece		
7	Veg Pokada	01 Plate	50 gms	
8	Rasgola/Gulab Jamoon	01 piece		
9	Jalebi / Malpua	01 piece		
10	Veg Meal Thali	01 Plate		
11	Non-Veg Thali (Fish/Chicken/Mutton)	01 Plate		

SCOPE & TERMS AND CONDITIONS:

SCOPE:

The contractor is required to supply tea, coffee, lunch and snacks to all students and employees of F. M. Autonomous College, Balasore. In addition to the regular employee of the College, the Canteen will also cater to the needs of the authorized visitors as well as to the participants in academic and other programme as organized by the College from time to time. Tea, coffee, snacks, cold drinks, juice and lunch shall also be supplied for meetings or other purpose, whenever and wherever required in the premises.

Details of space provided for the College Canteen area:

A PUCCA ASBESTOSH SHEET ROOF HALL MEASURING 8' X 10' WITH PROVISION FOR SITTING, PANTRY AND CLEANING SPACE. THE SPACE IS HAVING NECESSARY WIRING AND PH FITTINGS

TERMS AND CONDITIONS:

9. *Tenure:*

- The contract will be for 02 (two) years to start with from the date of signing the agreement. The agreement may be renewed by the College authority after reviewing the performance of the contractor. However, in case of any breach of the contract, the same can be cancelled by either party with a prior one-month notice.

10. *Fees and other charges:*

- Accommodation as mentioned above will be provided for the canteen use. The contractor and the College will bear the following charges:
 - f) Room Rent: No room rent is to be paid by the Contractor.
 - g) Electricity Charges: To be borne by the College. However, use of electric heater is strictly prohibited.
 - h) Water Charges: Free for use by the Contractor for purpose of running the Canteen.
 - i) Security amount: The contractor has to deposit Rs.300/- (Rupees Three thousand) only. The said amount is refundable without any interest on termination of the agreement.
 - j) The contractor shall be responsible for payment of admissible amount of Sales Tax/VAT on eatable to the Sales Tax Department.

11. *Service:*

- The Contractor will be required to provide service in the Canteen premises and also in various rooms of the College such as the Principal's Office, Staff Common Room, Science Block, Commerce Block, East Campus and other departmental rooms. The service would be free of any charge.
- At least one sweet and three salty items (samosa, vada, pokara, chowmin etc.) will be prepared daily. But the menu would be prepared according to the list provided as far as practicable. However, this list is subject to modification by the College from time to time. The Contractor should change menu for lunch every week. The items and their size and weight including quality should be approved by the Canteen Committee.
- Materials used for cooking purpose tea, coffee, spice, food stuff, vegetable, oils etc. should of reputed brand and good quality.

- The rate list and menu as approved by the College should be displayed clearly daily. Any change in the rate list of items should duly approved by the Canteen Committee.
- NO ALCHOLIC DRINKS, DRUGS OR ANY OTHER INTOXICATED ITEMS CAN BE SOLD IN THE CANTEEN.
- No outsiders, other than students and staff of the College will be allowed to dine in the College Canteen
- A menu card should be provided to the staff during the time of order.
- The Contractor and the staff of the Canteen should be well behaved both in work and words and should not consume alcohol or any other kind of intoxication inside the College Canteen
- The Contractor must see that the waste of the Canteen is properly managed so that the environment of the campus is not affected.

12. Others:

f) Timings:

The Canteen will remain open from 07.00 A.M. to 05.00 P. M. on all working days only.

g) Meetings:

No meeting of any sort can be held inside the Canteen.

h) Minor repair and maintenance:

The Contractor has to undertake all minor repair and maintenance work of the Canteen immediately so that no inconvenience is cause of the users.


i) Loss or Damage:

In case of any loss or damage to the property of the Canteen, the cost has to be borne by the Contractor.

j) Periodical inspection:


The Canteen Committee of the College has the right to visit periodically or have surprise visit to check the quality of food, services, cleanliness of the Canteen and report to the Principal. If required, a feedback from the users could be obtained anytime.

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Officer in-charge, College Canteen
24/7/2017


Principal, (M) (M)
F. M. Autonomous College, Balasore

Memo No. 2105 / Dated 24.7.17
Copy to all Notice Boards/College Website.


Principal, (M) (M)
F. M. Autonomous College, Balasore