

**GOVERNMENT OF TRIPURA  
WOMEN'S COLLEGE,  
B.K. ROAD, AGARTALA, TRIPURA.**

**EOI DOCUMENT**

**For Selection of Contractor for Operating Canteen and  
Catering Services on lease basis at Women's College,  
Agartala, Tripura.**

**GOVERNMENT OF TRIPURAWOMEN'S COLLEGE**  
**B.K. ROAD, AGARTALA, TRIPURA.**

F. No. 3(39)-WC/2015/686

Date: 12/08/2022


**Notice inviting Expression of Interest (EOI)**

The Expression of Interest (EOI) is hereby invited on behalf of the Principal from the interested bidders for award of contract for running the canteen inside the College Campus. Interested bidders can download the documents and submit their offers in the format duly filled and signed with required enclosures and documents. The EOI is to be submitted in a sealed envelope superscripted "Eoi for leasing of Canteen at Women's College, Agartala".

The details of the EOI document may be viewed and downloaded from the college website [www.womenscollege.nic.in](http://www.womenscollege.nic.in)

**SCHEDULE OF EVENT**

Sl. No.	Activity	Date and time
1.	Start time for downloading EOI document from college website	13/08/2022
2.	Start date & time for submitting sealed EOI at Office of the Principal, Women's College, Agartala, Tripura.	16/08/2022
3.	Last date & time for submitting sealed EOI.	22/08/2022( in the office of the principal)
4.	Date, time and venue of pre bidding meeting	18/08/2022 at 2:00 p.m, Principal's Chamber
5.	Bid Opening date in presence of bidder/representative of bidder.	23/08/2022 at 2:00 p.m, Principal's Chamber
6.	Place of bid opening.	Women's College, Agartala.
7.	Cost of EOI documents	Rs. 500/- (need to be submitted at the time EOI submission)
8.	Earnest Money Deposit (EMD)	Rs. 2000/- (Rupees Two Thousand) only to be submitted in the form of DD. Any other form will not be accepted.
9.	Selection process	The bidder offering highest rates of lease per month for the canteen and offering the rate of items to be sold in the canteen within the ceiling limit prescribed at Annexure III will be selected as first successful bidder.
10.	Bid validity period.	90 days from the day of bid opening.
11.	Performance back Guarantee	Rs. 20000/- (Rupees Twenty Thousand) only to be deposited in the form of DD before AOC from the selected bidder.

  
12.8.2022  
Principal  
Women's College  
Agartala

# SECTION A

## INTRODUCTION

Women's College is located within the city on the B.K. Road, Agartala, Tripura. The number of students is about 3500 and about 80 teaching and non-teaching staff members attending the campus daily. The canteen is dedicatedly accommodated in a new building with sufficient space for kitchen and dining.

### Validity of EOI

1. The EOI shall remain valid for a period not less than 90 days after the deadline specified for submission of bids.

### Clarification regarding contents of the Bids

2. During evaluation and comparison of bids, the College may, at its discretion, ask the bidder for clarification of his bid. The request for clarification (if any) will have to be submitted in writing and no change in prices or substance will be permitted. No post- Bid clarification on the initiative of the bidder will be entertained.

### Finalization of Bid

3. The bidder offering highest rates of lease per month for the canteen and offering the rates of items to be sold in the canteen within the ceiling limit prescribed at **Annexure III** will be considered as first successful bidder. However the bidder should give a presentation. Final decision shall be taken after the bidder is interviewed and the assessment of his/her presentation by the committee with approval of the Principal.



## SECTION B

### GENERAL TERMS AND CONDITIONS FOR PROVIDING CANTEEN AND CATERING SERVICES

Interested bidder should note the following:

1. **This EOI invitation document is not a Tender or Request for Proposal** in any form and would not be binding on Women's College in any manner whatsoever.
2. **Eligibility Criteria:** The bidders should have valid trade license and at least two years of experience of running restaurant/canteen/catering services. Prior experience in the Govt. Sector/ educational institutions shall be preferred if the bidding amount is same.

While submitting the Expression of Interest (EOI) for the Canteen, the Bidder must submit the details along with all required supporting documents showing their experience, financial solvency, Trade license, PAN/GSTIN (on the letterhead of firm according to the format at Annexure-I) Undertaking (as per Annexure I-A) etc. without which the bid will not be considered.

3. Women's College, Agartala reserves the right to cancel the EOI invitation as a whole or in part without assigning any reason whatsoever.
4. The bidders may conduct their own independent survey, assessment, analysis and check the reliability, accuracy, feasibility and completeness before submission of their interest/proposal.
5. The canteen is meant for the exclusive use of the students and the staff of the college. It shall be the responsibility of the contractor not to entertain any outsider. However, any persistence by the outsiders shall be reported in writing to the principal.
6. (a) **Space:** Accommodation will be provided by the college for running the canteen and Catering services. Interested bidder may see the canteen space/accommodation in the college campus before submission of bid.  
  
(b) **Electricity:** The bidder has to pay the electricity bill.  
  
(c) Successful bidder should use commercial gas cylinder for cooking purpose.  
  
(d) Water shall be supplied free of cost. A water cooler with filter will be provided by the college.  
  
(e) Furniture items in the canteen will have to be arranged by the bidder at his own cost. However, some furniture like plastic chair and tables will be provided by the college.
7. The minimum lease amount (annexure II) is Rs. 5000/- (five thousand) only per month. The selected contractor will have to deposit the rent and electricity charge before 10<sup>th</sup> of every month only in the form of Demand Draft or to be deposited through challan to the cash section of college and beyond which fine of Rs. 200/per month will be charged. After depositing the same, acknowledgement copy should be deposited to the college. If contractor continuously fails to deposit the amount within time for 3(three) months consecutively, the agreement will be treated as cancelled.
8. The Contract will be awarded initially for a period of 1 (one) years which may be extended on satisfactory performance. On expiry of contract term, the bidder shall vacate the premises immediately.



9. The college reserves the right to terminate the contract at any time (on receiving complain) during the contract period by giving 30 days' notice to the contractor. If the contractor wants to terminate the contract from his own end during the contract period, he/she has to give notice before 30 days.
10. In any case if damage is caused to any item(s) due to mishandling, the item(s) should be replaced by the contractor.
11. The contractor will take all precautionary measures against fire hazards.
12. The contractor shall employ his own canteen staff, provide them clean uniform at his own cost and shall be responsible for timely payment of their wages/salary etc. as per statutory rules in force from time to time. College shall not be responsible in any manner.
13. The contractor will not employ anyone under the age of 18 in any condition.
14. Contractor shall provide the list of the workers along with their identification and residential proof and police verification for those who will be working in the canteen. Any change in the staff shall be reported immediately and relevant proof of identification shall have to be submitted again. The contractor shall solely be responsible for the conduct/behaviour of the staff employed by him in the college canteen and shall solely be responsible for any miss happening or undesirable incidents on account of the conduct /behaviour of the staff engaged by the contractor.
15. Contractor shall be solely responsible for any loss, theft etc. occurring in the canteen and no compensation of any kind shall be made by the college.
16. Bidders should submit their response as per formats provided at Annexure-III. **The EOI, not conforming to the instructions or prescribed formats will be rejected.**
17. Bidders should equip their self with all the permits, License etc. required if any for the operation of the canteen.
18. The Contractor shall provide the canteen/catering services normally on Government of Tripura working days within office hour and will also provide the said services on holidays or late hours, if required by the college.
19. The contractor will keep the rates and quality, as per the agreement and the same shall be displayed in the canteen on a board for the benefit of the customer.
20. The liability /responsibility in case of any accidents causing injury/death to canteen workers or any of his staff shall be of the contractor. The college shall not be responsible in any such cases.
21. Performance back guarantee have to deposit after the finalization of bid and before the AOC by the selected bidder.
22. The selected bidder on Award of Contract (AOC) will have to sign an agreement with the College on a nonjudicial stamp paper of Rs. 200/- at his own cost within 10 working days from the date of AOC.
23. EMD of all bidders will be returned without interest except the successful bidder after finalization of the bid. EMD of successful bidder will be released after submission of Security Deposit/ Performance Guarantee.
24. Performance Back Guarantee/ Security money will be returned without interest at the end of the contract (if not renewed).
25. Noncompliance of the above conditions or of any order issued by the principal would lead to cash fine up to Rs. 500/- and can also lead to the termination of the contract.

# **SECTION C**

## **INSTRUCTIONS TO BIDDER**

### **SPECIAL CONDITIONS OF SERVICE:**

1. The Contractor will not further sub-contract the contract to any other party. In case the contractor is found having sub-contracted this contract, the contract will be terminated without any notice and security deposit will be forfeited.
2. Sale of tobacco or alcohol or pan or any other toxic product is strictly prohibited. If found the contract will be terminated immediately and security deposit/performance guarantee will be forfeited. Consumption of alcohol, smoking and chewing of pan in the canteen is strictly prohibited.
3. Contractor should ensure that no tea cup/ carry bags/ water glass etc. made of plastic will be used in the canteen.
4. Ensure pest control administration periodically (rats/ mice/ flying insects/crawling insects), but not with aerosol based anti-pest sprays that could get in the food.
5. Stale and/or leftover food material should be used for manure composting within the campus.
6. No item will be prepared for sale purpose outside of college canteen.

### **CLEANLINESS**

1. Canteen including kitchen should be kept clean and safe.
2. All eatables should be kept in safe enclosures free from flies and insects.
3. Adequate number of dustbins with lid will be placed by the contractor in the canteen for proper disposal of garbage and the food waste.
4. Food should be served in clean plates and glasses.
5. The Contractor will ensure that their servicing and cooking staffs washes hands with soap before cooking/serving of food by using hand gloves.
6. Operation of canteen is subject to regular (every week) inspections by the Committee appointed by the college to ensure all points are adhered to. Periodic checking by a monitoring committee shall also be carried out to evaluate the performance of the



caterer on standards of hygiene, cleanliness and health. Committee will monitor/check the quality, quantity and hygienic condition of utensils and service persons and submit the report to Principal. New food items as required by users or by contractor will be added on the recommendations of the Committee.

## **QUALITY**

1. All purchase of food articles, oils and spices should be of ISI mark. The canteen committee will have the right to ask the contractor to change any brand of material used for cooking if the same is not found satisfactory.
2. Food should be cooked, stored and served under hygienic conditions. Only fresh cooked food should be served.
3. The Contractor should ensure that there is no re-use of leftover foods from the previous day.

**EXPRESSION OF INTEREST FOR RUNNING CANTEEN AND CATERING  
SERVICES AT WOMEN'S COLLEGE**

**TECHNICAL DETAIL OF BID**

Sl. No.	Description		Particulars
1.	Name of the bidder/firm/company		
2.	Address		
3.	Designation/Capacity (Proprietor/Official)		
4.	Contact number		
5.	Email Id		
6.	DD details of EMD paid		
7.	Details of statutory license obtained		
8.	Details of PAN & GSTIN		
9.	Details of experience		
	From	To	Organisation
a)			
b)			
c)			
d)			
e)			

Date:

Place:

(Seal)

Signature of bidder

Name:

Address:



## UNDERTAKING

To

The Principal  
Women's College  
Agartala, Tripura

Madam,

I/We the undersigned certify that I/We have gone through the terms and conditions along with price list of the items to be supplied in the canteen mentioned in the EOI documents and hereby undertake to agree and comply with them entirely. I/We understand that in case of breach of any of the terms and conditions committed on my/our part, the contract for running of Women's College Canteen and catering services will be liable to be terminated.

I/We do hereby also undertake that the whole EOI documents has been translated to me/us in my/our own language and made clear about all the doubts.

Date:

Place:

(Seal)

Signature of bidder

Name:

Address:

## FINANCIAL BID

To

The Principal  
Women's College  
Agartala, Tripura

Madam,

I/We the undersigned do hereby submit my/our "Expression of Interest (EOI)" for running of Women's College Canteen and catering services according to the terms and conditions mentioned in the EOI document. I/We quote lease fee of Rs.....per month.

Date:

Place:

(Seal)

Signature of bidder

Name:

Address:



# SECTION D

## ITEM DESCRIPTION

### ANNEXURE-III

Sl. No.	Description of Items	Quantity/unit	Ceiling rate including all taxes. (Rs.)
1.	Red tea/lemon tea/ginger tea	80 ml	5.00
2.	Milk tea	80 ml	5.00
3.	Black coffee	80 ml	8.00
4.	Rosogolla	60 g	10.00
5.	Samosa	60 g	7.00
6.	Puri sabji (standard size puri)	3 pc	20.00
7.	Parantha with Veg/dal	150 g	10.00
8.	Aloo parantha with veg.	150 g	15.00
9.	Veg chowmin	200 g	20.00
10.	Egg chowmin	200 g	30.00
11.	Egg omlete/egg boiled (1 egg)	1 pc	10.00
12.	Vegchop/Egg chop/Chicken chop	100 g	10.00
13.	Butter toast	2 pc	10.00
14.	Bread omelette (1 egg, 2 bread)	1 pc	20.00
15.	Roti(3pc) with mixed dal/veg.	300 g	20.00
16.	Roti(3pc) with egg curry	300 g	30.00
17.	Roti(3pc) with ½ plate chicken curry	300 g	40.00
18.	Vegetarian rice meal (Rice, fry, dal, sabji)	Meal	30.00
19.	Egg rice meal (Rice, dal, Sidal chatni, Egg)	Meal	40.00
20.	Chicken rice meal (Rice, dal, Sidal Chatni Chicken curry)	Meal	50.00
21.	Chicken handi Biryani	500g	140.00
22.	Lunch(veg) Per head ( the quantity of each item should be)	1. Basmati Rice 200-250 g 2. Fry (potato/brinjal) 3. Mixed dal 4. Mixed veg 5. Roti- 2 nos. 6. Paneer curry 25g 7. Salad 8. Chatni 9. Sweets	130.00
23.	Lunch(Non-veg) Per head ( the quantity of each item should be)	1. Basmati Rice 200-250 g 2. Fry (potato/brinjal) 3. Mixed dal 4. Mixed veg 5. Roti- 2 nos. 6. Chicken curry-4-5 Standard pc. 7. Salad 8. Sweet chatni 9. Sweets	160.00
24.	Biscuit, chips etc packaged and bottled items		As per MRP
25.	High Tea per head	1. 2 biscuits (Nutrichoice or similar) 2. Kaju- 6 to 7 nos. nuts. 3. 1 boiled cake 4. Tea 5. Drinking water	50.00