

OFFICE OF THE PRINCIPAL,
FAKIR MOHAN AUTONOMOUS COLLEGE, BALASORE

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No. 565 /

Dated 03/02/25 /

TENDER CALL NOTICE FOR RUNNING THE CANTEEN IN THE EAST CAMPUS OF THE COLLEGE

Sealed tenders are invited for running the canteen in F. M. Autonomous College, Balasore in the East campus of the college. Interested parties are, therefore, required to submit their application in plain papers as per the prescribed format. 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 sample food quality checking and subject to an interview of the applicant. 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 24th February, 2025. Tenders will be opened at 03.30 PM on 25th February, 2025.

Minimum Information to be provided in the Tender Application:

1. Name of the Contractor:
2. Address:
3. Registration /License No. (if a Cooperative Society):
 1. GST No., if any:
 2. Food license No. (if any) :
 3. Name of your Banker with address:
4. Experience, if any in running a canteen in any other Institution/Office:
5. Please quote the weight/measures of the items against the quantities and price.

Sl. No.	Items / Brand	Quantity	Price	Measures / Weight
1	Hot Tea	1 cup	5/-	
2	Hot Coffee	1 cup	10/-	
3	Samosa/Singada	1 pc	5/-	
4	Vada	01 piece	5/-	
5	Alu Chop	01 piece	5/-	
6	Vegetable Chop	01 piece	5/-	
7	Veg Pokada	01 Plate	20/-	
8	Rasgola/GulabJamoon	01 piece	5/-	
9	Jalebi / Malpua	01 piece	5/-	
10	Puri with curry	01 Plate	20/-	
11	Idil with curry	01 Plate	20/-	
12	Veg meal (Rice,Roti)	01 Plate	50/-	
13	Egg meal	01 plate	60/-	

Sl. No.	Items / Brand	Quantity	Price	Measures / Weight
14	Fish meal	01 plate	70/-	
15	Chicken meal	01 plate	100/-	
16	Mutton meal	01 plate	150/-	
17	Veg Biriani	01 plate	80/-	
18	Chicken Biriani	01 plate	100/-	
19	Additional Curry	01 plate	30/-	
20	Chat	01 Plate	20/-	
21	Chowmin	01 Plate	20/-	
22	Mancharian	01 Plate	20/-	

SCOPE & TERMS AND CONDITIONS:

SCOPE:

The contractor is required to supply tea, coffee, snacks and beverages 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 Tiffin packets 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:

Asbestos shed of the 50 Fit X 18 fit in the East Campus of the college having no wall and floor.

TERMS AND CONDITIONS:

6. *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.

1. *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:
 - Room Rent:** No room rent is to be paid by the Contractor. However, maintenance charges for Rs.12, 000/- (Rupees Twelve Thousand) per annum is to be paid by the selected contractor in a maximum of two installments.

- b) **Electricity Charges:** To be borne by the Contractor.
- c) **Water Charges:** Free for use by the Contractor for purpose of running the Canteen.
- d) **Security amount:** The contractor has to deposit Rs.10,000/- (Rupees Ten thousand) only. The said amount is refundable without any interest on termination of the agreement.
- e) The contractor shall be responsible for payment of admissible amount of GST on eatable to the Sales Tax Department.

2. 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 items and their size and weight including quality should be approved by the Canteen Committee.
- Materials used for cooking purpose of tea, coffee, spice, food stuff, oils etc. should of reputed brand and good quality.
- Items like biscuit, ice-cream, cake, bread, juice, cold drinks etc. are to be sold as per the discounted rate prevailing in the market.
- The rate list indicating its measures/weight 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.
- An electric weighing machine must be kept inside the canteen to check the weight of the items supplied.
- NO ALCOHOLIC 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
- 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.

3. Others:

a) Timings:

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

b) Meetings:

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

c) Minor repair and maintenance:

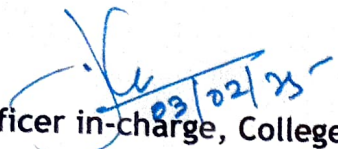
The Contractor has to undertake all minor repair and maintenance work of the Canteen immediately so that no inconvenience is cause of the users.

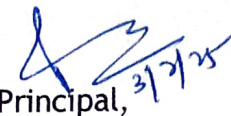
d) Loss or Damage:

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

e) 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 ^{Can} could be obtained anytime.


Officer in-charge, College Canteen


Principal,
F. M. Autonomous College, Balasore

Memo No. 566 / Dated 03/02/25

Copy to all Notice Boards/College Website / Members Canteen Committee for information and necessary action.


Principal,
F. M. Autonomous College, Balasore