

Tender for the College Canteen
Govt. Women's College, Sambalpur
Motijharan, Near Bhutapada Chowk, Sambalpur –
768001
Ph :0663 2910681, website : <http://gwcsbp.in>

OFFICE OF THE PRINCIPAL, GOVT. WOMEN'S COLLEGE: SAMBALPUR

Motijharan, Near Bhutapada Chowk

Sambalpur – 768001

Ph: 0663 2910681, website: <http://gwcsbp.in>

Letter No.424.....

18-06-2025

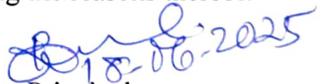
TENDER CALL NOTICE

Sealed Tenders are invited from reputed and experienced companies / firms to run the college canteen at Govt. Women's College, Sambalpur. The sealed tenders superscribed as "Tenders for Canteen" along with Technical and Financial bid envelopes must reach the office of the undersigned on or before 03.07.2025. The bidders form can be downloaded from the college website i.e. <http://gwcsbp.in>.

The sealed tenders should be marked as "Tenders for Canteen" having two separate envelopes. One for Technical Bid and second for financial bid containing following information.

Sl. No.	Technical Bid Envelope	Financial Bid Envelope
1.	Bidders form duly signed by the bidders along with firm / company profile	Rate list of food items (Annexure III) should be duly signed by the bidders on each page
2.	a) The Demand Draft of Rs. 2,000/- (non-refundable) as bidders fee. The Demand Draft should be drawn in favour of "Principal, Govt. Women's College, Sambalpur" payable at Sambalpur.	
3.	The terms and conditions form duly signed by the bidders on each page	
4.	Two or more years of experience in running the canteen / catering	
5.	Any other documents (Annexure I and II)	

The date of start of issue of bidders is 18th June 2025 and last date for submission of bidders is 03rd July 2025. The tender will be opened at 04:00 pm on **05th July 2025**. The undersigned reserves the right to accept or reject any or all the tenders submitted without assigning the reasons thereof.


Principal,
Govt. Women's College,
Sambalpur

Principal
Govt. Women's College
SAMBALPUR

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Sambalpur – 768001

Ph: 0663 2910681, website: <http://gwcsbp.in>

TENDER CALL NOTICE

Govt. Women's College, Sambalpur is inviting "Tenders for the College Canteen". It is necessary for the bidders to comply the following terms and conditions:

1. Tenders are invited on single stage two bid system for "**Bidders to run the College Canteen**".
2. **DOCUMENT DOWNLOAD:** Bidders document may be downloaded from Govt. Women's College, Sambalpur website <http://gwcsbp.in> or obtain from the college on working days from 10:00 a.m. to 4:00 p.m..
3. **BIDDERS FEE :** The bidder must provide a demand draft of Rs 2000/- (Rupees Two Thousand only) in favour of Principal, Govt. Women's College, Sambalpur payable at Sambalpur from any Nationalized / Scheduled Bank valid for three months with their application / downloaded bid as the cost of bidders form / document (non-refundable). The applicable bank charges shall be borne by the applicant and he shall not have any claim over it .In case of re- bid, the firms which has submitted the Demand Draft in earlier calls shall also be required to submit the same again along with their bid/application in subsequent calls. Bidders document not accompanied with the cost of bid is liable to be rejected. No exemption of any kind will be given in this regard.
4. **SECURITY DEPOSIT:** Security Deposit of Rs. 10,000/- (Rs Ten Thousand Only) is to be deposited by the successful bidder by way of Demand Draft of any nationalized / scheduled bank in favour of Principal, Govt. Women's College, Sambalpur, payable at Sambalpur. The security deposit shall be deposited prior to finalizing the contract/agreement.
5. **DEPOSITS:** The contractor is required to deposit the following fees / dues / payments per annum apart from the Bidders Fee, EMD and Security Deposit mentioned above.
 - a) An amount of Rs.10,000/- (Rs. Ten Thousand Only) per month towards rent/ maintenance shall be deposited monthly by the 10th of each month.
 - b) Water & Electricity charges to be borne by the concerned bidder.
6. **BID SUBMISSION:**
Bids will be submitted in the college on or before the last date of submission of bids along with


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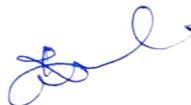
all the relevant papers.

7. Not more than one bid shall be submitted by one contactor or contractors having business relationship.
8. Bidders who have downloaded the bids from the Govt. Women's College, Sambalpur website <http://gwcsbp.in> shall not tamper/modify the bidders form including downloaded price bid template in any manner. In case, the same is found to be tempered/modified in any manner, bids will be completely rejected and bidders shall be liable to be banned from doing business with Govt. Women's College, Sambalpur.
9. Intending bidders are advised to visit the Govt. Women's College, Sambalpur website <http://gwcsbp.in> regularly till the last date of submission of bidders for any corrigendum / addendum / amendment. Further, they are required to fill up the details as mentioned in Annexure I, II and III and submit the same along with the relevant documents in the college on or before the last date.
10. **PERIOD:** - The Canteen Contract shall be accorded for a period of three years and the agreement to this effect will be signed between both the parties on a non-judicial stamp paper of Rs. 100/-. However, the contract can be extended for a further period of mutual agreement if the services / work is found suitable.
11. **EXTENSION OF CONTRACT:** - The contract may be extended by the competent authority on a mutual agreement between both the parties if the services / work is found satisfactory.
12. **CANCELLATION OF CONTRACT:** During the period of contract, if the conduct / services / work of the contractor are not found appropriate or the statutory compliances are not fulfilled, the contract shall be cancelled by giving a prior notice of one month. However, if it is observed / reported that there has been gross misconduct, negligence, non-compliance of orders requiring immediate action, the Principal shall have the right to revoke the contract immediately without any notice.
13. **FOOD LICENSE & SAFETY MEASURES:** The contractor shall abide by all the prevailing rules & laws for running the canteen and shall maintain all necessary formalities for obtaining food licenses / permission etc. on his own. Fire extinguishers must be installed as per requirement.
14. **LABOUR LAWS:** The Canteen Contractor shall ensure that the applicable labour laws and minimum wages act are complied with. The college shall not take any responsibility for any legal provision not met by the contractor and on account of this, the contractor shall solely be responsible.
15. **CANTEEN STAFF:** The contractor shall provide the list of workers along with their identification & residential proof who will be working in the canteen.

- a) A list of staff, who will be engaged in the canteen, shall be forwarded to college with their Police Verification Report from the concerned Police Station.
- b) The staff of the contractor shall abide by the instructions issued by the college authorities from time to time and their movement in the college shall be restricted.
- c) 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 any mishappening or undesirable incidence on account of the conduct / behavior of the staff engaged by the contractor.

16. **APPROVAL OF RATES:**

- A. The rates of food and beverages as accepted by the college in the bids shall not be increased by the contractor. Similarly, no other item shall be sold by the contractor outside the approved list of items without the written permission of the college.
 - B. The contractor shall display the menu with rates of items as approved by the college at prominent place of the canteen and staff room.
17. The contractor shall have to make his own arrangements to remove / dispose off of garbage and shall not use college premises for dumping the garbage. The contractor has to ensure that the garbage is not scattered here and there and shall have to arrange proper dustbins. The garbage of these dustbins shall be properly disposed off by the contractor outside the college.
 18. The contractor shall have to provide “**Complaint and Suggestion Book**” and the same shall be made available to anyone who desires to record any complaint and suggestion. The same shall be submitted to the Principal’s office for inspection every month.
 19. The canteen timings will be from 7:00 a.m. to 5:30 p.m. on all working days or as per the requirement of the college. The contractor shall not close the canteen without prior permission from the college.
 20. It shall be the duty of the contractor to get the approval on the rates of food and beverages from the college before introducing them to the canteen. Further, the contractor shall not be allowed to increase the rates without the approval of rates of the food items
 21. After the termination / expiry of the contract, all the belongings of the College should be handed over to the college, including those items for which the college has undergone an agreement.
 22. The contractor shall have to ensure that the agreement made by the college with any other party shall be enforceable upon him also. He shall have to ensure that no competitive product is being sold in the canteen for which the college has undertaken separate and exclusive tie up.
 23. The Members of the Canteen Committee / Administrative Officer / Section Officer or any other staff as deputed by the college authority can inspect the canteen at any time to check the quality of food preparation, hygiene conditions, staff conduct etc.



24. During the contract period if it is found that the contractor is not maintaining the hygienic standard in the canteen, the college shall impose the penalty as per the following rates.
- | | |
|---|-----------------|
| a) Workers without uniforms (including dress, gloves, caps etc) | Rs. 2000/- |
| b) Lack of cleaning in kitchen and sitting area | Upto Rs. 2000/- |
| c) Overflowing the canteen sewerage | Upto Rs. 2000/- |
25. Any loss to the property of the college caused by the contractor shall be borne by the contractor. In case of any dispute, the matter shall be resolved amicably. However, if the matter still remains unresolved, the same shall be resolved by an arbitrator appointed by the Advisory Committee of the College, the decision of which shall be final and binding to both the parties.


Principal,

Govt. Women's College, Sambalpur

**Principal
Govt. Women's College
SAMBALPUR**

FORMAT TO BE SUBMITTED BY THE CONTRACTOR ON LETTER HEAD
Bidders for providing the Canteen services in the Govt. Women's College, Sambalpur

PARTICULARS

1. Name of the Firm :
2. Address :
3. Phone No. (Mobile / Landline) :
4. Experience in catering (no of years) :
- (certificate to be enclosed)
5. Registration No. :
6. PAN No. :
7. Details of Bidders Fee :
- Amount, DD No, date and drawee bank
8. Details of Earnest money :
- Amount, DD No., date and drawee bank

DECLARATION

I hereby declare that:

1. The applicant / firm have not been blacklisted ever in the past and have not been penalized for not meeting the provisions of Food and Adulteration Act, 1954
2. All the particulars mentioned by me are true and to the best of my knowledge
3. All the terms and conditions of this bidders document are acceptable to me and I shall abide by the same in case the bidders is awarded to me.

Seal and Sign of Authorized Signature

Name of Authorized Signatory:

Company Name

Address



BIDDERS ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

The Principal,
Govt. Women's College, Sambalpur
Motijharan, Near Bhutapada Chowk,
Sambalpur – 768001

Sub: Acceptance in respect of “Bidders to run College Canteen”

Dear Madam,

- 1) I/We have downloaded the bidders document(s) on the subject cited above from the web site <http://gwcsbp.in> or obtained from the college as per your advertisement, given on the above mentioned website.
- 2) I/We hereby certify that I/We have read all the terms and conditions of bidders document (including all documents like annexure(s), schedule(s) etc.), which form part of the contract agreement and I/We shall abide hereby all terms and conditions / clauses contained therein.
- 3) I/We hereby certify that I/We have enclosed all the relevant fees/charges as mentioned in the Bidders Document.
- 4) The Corrigendum(s) issued from time to time by your institution has also been taken into consideration, while submitting this acceptance letter.
- 5) I/We hereby unconditionally accept all the terms and Conditions of above mentioned bidders document / corrigendum / addendum etc as applicable in its totality / entirely.
- 6) I/We do hereby declare that our firm has not been blacklisted / debarred by any Govt. Department / Public Sector Undertaking. Further, I/We do hereby declare that there is no criminal legal suit pending or contemplated against us.
- 7) In case of any documents in technical bid or any provisions of this bidders are found violated, then your Institution shall without prejudice to any other right or remedy be at liberty to reject my bid including the forfeiture of earnest money deposit.
- 8) I/We hereby certify that all documents have been submitted as mentioned in NIT.



9) I/We hereby certify that I/We am/are able to start contract within month from date of award of contract.

I/We certify that all the information furnished by our firm is true and correct to the best of our knowledge. In the event that the information is found to be incorrect / untrue or found violated, then your institution shall have the right to reject the bid or terminate the contract without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Seal and Sign of Authorized Signature

Name of Authorized Signatory:

Company Name

Address



TO BE GIVEN ON COMPANY / FIRM LETTER HEAD

FINANCIAL BID

S. No.	Items	Weight / Measure	Rate (Rs.)
	HOT & COLD BEVERAGES		
1.	Hot Coffee	Per cup (150 ML)	
2.	Ice Tea	Per cup (200 ML)	
3.	Cold Coffee	Per Cup (200 ML)	
4.	Tea	Per cup (100 ML)	
5.	Lemon Water Salt	Per Glass (200ML)	
6.	Lemon Water Sweet	Per Glass (200ML)	
7.	Cold Drink	As per College tie up	
8.	Mineral Water (1 Ltr)	Per Bottle	
9.	Flavored Milk (bottle)	Per Bottle	
10.	Juice (Tetra Packs only)	Per Pack	
	SNACKS		
11.	Samosa	Per Piece (100 gm)	
12.	Pastry	Per Piece (100 gm)	
13.	Veg Burger	Per Piece (125 gm)	
14.	Bread Roll	Per Piece (100 gm)	
15.	Bread Pakoda	Per Piece (100 gm)	
16.	Upma	Per Plate (150 gm)	
17.	Pakora Palak /Aloo / Pyaj	Per Plate (150 gm)	
18.	Veg. Cutlet (2 piece)	Per Plate (150 gm)	
19.	Macroni	Per Plate (150 gm)	
20.	Pattis	Per Piece (100 gm)	
21.	Veg. Sandwich	Per Piece (150 gm)	
22.	Pasta	Per Plate (150 gm)	



	SOUTH INDIAN		
23.	Masala Dosa with Samber and Coconut Cutni	Per Piece (150 gm)	
24.	Plain (sada) Dosa with samber and Coconut	Per Piece (100 gm)	
25.	Idli (2 piece) with samber and Coconut Cutni	Per Plate (150 gm)	
26.	Vada (2 piece) with samber and Coconut	Per Plate (150 gm)	
	NORTH INDIAN		
27.	Aloo Puri (4 pcs)	Per Plate (200 gm)	
28.	Chhole Bhature (2 Pcs)	Per Plate (250 gm)	
29.	Paav Bhajee 2 Paav	Per Plate (150 gm)	
	CHINESE		
30.	Veg. Chowmin (Full)	Per Plate (300 gm)	
31.	Veg. Chowmin (Half)	Per Plate (200 gm)	
32.	Chilly Potato	Per Plate (150 gms.)	
33.	Spring Roll	Per Piece (100 gm)	
	MINI MEALS (COMBO MEALS)		
34.	Rice + Kadi/dal/rajma	Per Plate (350 gms.)	
35.	Rice Plain	Per Plate (150 gms.)	
36.	Rice Pulav	Per Plate (150 gms.)	
37.	5 Puris/4 chapaties + Chhole/ Kadi/dal/rajma	Per Plate (400 gms.)	
38.	2 Stuffed Kulcha / Naan + Raita / Chole + Pickle	Per plate (300 gms)	
39.	Naan/ /Lachha Prantha	Per Plate (200gm)	
40.	2 Prantha Plain with subji	Per Plate(200 gms.)	
41.	Fried Rice+ Manchurian	Per Plate (200 gms.)	

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42.	2 Stuffed Parantha with Pickle	Per Plate (200 gm)	
	Chaat		
43.	Dahi Vada	2 pieces	
44.	Sabzi Kachori / Pyaz Kachori	2 pieces	
45.	Golgappe	5 pieces	
	PARTY LUNCH (THALI)		
46.	Deluxe Thali Seasonal Veg.+ Dal / Chole / Rajma + Paneer + Assorted Breads / Puri + Rice / Pulao + Sweets + Salad + Papad + Dahi / Raita	Per plate	
47.	Economy Thali Seasonal Veg.+ Dal / Chole / Rajma + Assorted Bread + Rice + Sweets + Salad	Per plate	
48.	High Tea Sandwitch + Bakery Biscuits + Waffers + One Sweet + Tea / Coffee	Per plate	

Signature

Name of the firm

Address

Company Seal



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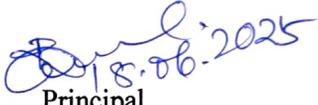
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Letter No.425.....

18-06-2025

TENDER CALL NOTICE

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Govt. Women's College,
Sambalpur

Principal
Govt. Women's College
SAMBALPUR