

অসম দক্ষতা বিশ্ববিদ্যালয়

# Assam Skill University

*(A State University established under Assam Act No. IX of 2020)*

**Mangaldai, District: Darrang, Assam - 784125**



## TENDER DOCUMENT

FOR

**ESTABLISHMENT OF FOOD STALL AT CONVENIENCE ARENA IN  
ASSAM SKILL UNIVERSITY AT MANGALDAI, DARRANG, ASSAM -  
784125**

June 2026

# SHORT TENDER NOTICE

**ASSAM SKILL UNIVERSITY**  
(A Government of Assam University)  
**MANGALDOI, DISTRICT: DARRANG, ASSAM**

**Tender No: ASU/CA-FS/2026/**

**Date: 03.06.2026**

Sealed Tenders affixing court fee stamp of Rs.8.25 (Rupees Eight and paise twenty five) only are invited from reputed service provider having adequate experience in operating Food Stall to undertake establish and operation of Food Stall at Assam Skill University at Mangaldai, Darrang District, Assam. The detailed tender documents may also be collected from the office of the Registrar, Assam Skill University, Mangaldai, Darrang, Assam, PIN – 784125 on all working days from 9:00 AM to 5:30 PM from 03 to 17 June 2026 upon payment of Rs.500/- (Rupees Five Hundred) only as non-refundable Tender Document Fees in the form of Demand Draft payable in favour of Assam Skill University payable at Mangaldai. The bids shall be submitted in original hard copy along with Earnest Money Deposit (EMD) of Rs.2,250/- (Rupees Two Thousand Two Hundred Fifty) only in the form of a Demand Draft/ Pay Order/ Bankers Cheque, in favour of Assam Skill University payable at Mangaldai, in the office of the Registrar, Assam Skill University, Mangaldai, Darrang, Assam, PIN – 784125.

The last date for submission of bids is **17 June 2026 till 12:30 PM** and bids will be opened on **the same day at 1:00 P.M.**

# CONTENTS

TENDER FOR ESTABLISHMENT OF FOOD STALL AT CONVENIENCE ARENA IN ASSAM  
SKILL UNIVERSITY AT MANGALDAI, DARRANG, ASSAM - 784125

## TENDER DOCUMENT

Tender No. ASU/CA-FS/2026/

Dated: 03 June 2026

### GENERAL TERMS & CONDITIONS

<b>LAST DATE FOR SUBMISSION:</b>	<b>12:30 PM ON 17 June, 2026</b>
<b>OPENING OF BID:</b>	<b>1:00 PM ON 17 June, 2026</b>
<b>VENUE:</b>	<b>Admin cum Multipurpose Block, Assam Skill University, Mangaldai, District: Darrang, Assam, Pin: 784125</b>
<b>TENDER DOCUMENT FEE:</b>	<b>Rs. 500.00</b>
<b>EARNEST MONEY DEPOSIT:</b>	<b>Rs. 2,250.00</b>
<b>VALIDITY OF TENDER:</b>	<b>90 days from the Date of Opening of Bids.</b>
<b>MODE OF TENDERING</b>	<b>Single stage two envelope bid system and NIT is also available at ASU website: <a href="http://www.asu.ac.in">www.asu.ac.in</a></b>

Clarification(s)/Corrigendum(s) if any shall be available on above referred websites only.

## 1. GENERAL INFORMATION

Assam Skill University (ASU), Mangaldai is the first of its kind Government Skill University of Assam and North East India established under the Assam Skill University Act, 2020, in accordance with University Grants Commission regulations. The Government of Assam envisages ASU to

(i) distinguish itself as a premium institution with its campus equipped with state-of-the-art facilities and technologies;

(ii) conduct skills education and training integrated with higher education, applied R&D, entrepreneurship education and support; and

(iii) raise skill levels to enhance the productivity and competitiveness of industries in Assam and the North Eastern Region.

The state government also expects ASU to cater for the needs of students; TVET and higher education institutions; and industries in neighbouring countries, which face similar challenges in skills education and training, and with which the state has long-standing relationships.

The University is endowed with modern state of the art facilities for conducting class room teaching, research, trainings, seminars and work for a large number of students/ trainees/ delegates.

## 2. ELIGIBILITY CRITERIA

The service provider shall meet the following eligibility criteria and submit the corresponding documents to testify eligibility as indicated below (**Mandatory documents in the Quotation**):

Sl. No.	Eligibility Criteria	Documentary Proof to be Submitted
I.	Date of establishment of the Service Provider: The Service Provider must be in the business for at least three (3) years as on 01.01.2026	Proof of incorporation/inception of the bidder/ Service Provider/Trade license registration Certificate.
II.	GST Registration in the name of the Service Provider submitting the bid	Self-attested Copy of GST Registration Certificate in the name of the Service Provider submitting the bid
III.	Pan Card in the name of the Service Provider submitting the bid	Self-attested copy of the Pan Card in the name of the Service Provider submitting the bid
IV.	Up-to-date Trade License (if applicable) in the name of the Service Provider submitting the bid for his principal place of business.	Self-attested copy of Trade License in the name of the Service Provider submitting the bid
V.	Audited Balance Sheet for the past three preceding financial years must be furnished.	Self-attested copy of Audited Balance Sheet for the past three preceding financial years in the name of the Service Provider submitting the bid

<b>VI.</b>	The bidder/ Service Provider shall have its own registered office/ branch in the state of Assam.	- Details of location to be provided - (rent agreement/ electricity bill etc.)
<b>VII.</b>	Average annual turnover of the last 3 Financial Years (2022-23, 2023-24 & 2024-25) should not be less than Rs. 5 Lakh.	- Attach Chartered Accountant certified financial statements for the last 3 Financial Years with valid UDIN number.
<b>VIII.</b>	The Service Provider should have prior experience in operating Fast Food Stall/ Restaurants for a continuous period of minimum of 3 years.	Duly filled up format furnished at <b>ANNEXURE-B</b> below along with Trade License covering the operating period of the said business. A Self-attested copy of list of restaurants/hotels/food stalls operated by the service provider shall also be furnished.
<b>IX.</b>	The Service Provider should not have ever been blacklisted by any State or Central Government Department /PSU / Agency in the past for breach of contract, fraudulent, unethical or corrupt business practices. There should be no case or charge under investigation/ enquiry/ trial against the Service Provider, nor conviction in a Court of law	Non- Black listed, declaration on this effect in the Letter Head of Firm. Duly filled up Non-Black listed, declaration on this effect in the Letter Head of Firm to be furnished as per <b>ANNEXURE-C</b>
<b>X.</b>	The Bidder should have a valid FSSAI Certificate.	Self-Attested Copy of FSSAI Certificated to be furnished
<ul style="list-style-type: none"> <li>• <b>Bidder who does not provide any of the above documents, such bid will be summarily rejected.</b></li> <li>• <b>The opinion/ decision of ASU regarding the bid shall be final and conclusive. ASU reserves the right to reject any or all the bids at any time without assigning any reason thereof.</b></li> </ul>		

Your bid/(s) should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the **Tender**.

### 3. PURCHASE OF BID

The interested bidders may obtain/purchase the tender document from the Office of the Registrar, Assam Skill University, Mangaldai, District: Darrang, Assam – 784125, upon payment of the prescribed non-refundable Tender Document Fee of Rs. 500.00 (Rupees Five Hundred only) on all working days from 9:00 AM to 5:30 PM from 03 to 17 June 2026.

### 4. PREPARATION OF BID

- a. Technical bid in original hard copy in a separate sealed envelope superscribed as “**Technical Bid for Establishment of Food Stall at Convenience Arena in Assam Skill University at Mangaldai, Darrang, Assam - 784125, DO NOT OPEN BEFORE 17 JUNE 2026, 1:00 P.M.**”

- b. The Technical Bid shall include all information, documents and forms mentioned in eligibility criteria.
- c. **Separate sealed envelope containing the original Demand Draft/Pay Order/Bankers Cheque** (and not in any other form) drawn in favour of the “**Assam Skill University**” payable at **Mangaldai** is to be deposited with the bid. EMD paid by cheque will be rejected. The envelope must be duly superscribed as “**Earnest Money Deposit for Establishment of Food Stall at Convenience Arena in Assam Skill University at Mangaldai, Darrang, Assam – 784125**”
- d. Financial Proposal as per the format prescribed in **ANNEXURE D** in a separate sealed envelope superscribed “**Financial Bid for Establishment of Food Stall at Convenience Arena in Assam Skill University at Mangaldai, Darrang, Assam - 784125, DO NOT OPEN BEFORE 17 JUNE 2026, 1:00 P.M.**”
- e. The Technical Bid, EMD and Financial Bid shall be put inside an outer envelope duly sealed and superscribed “**Technical and Financial Bid for Establishment of Food Stall at Convenience Arena in Assam Skill University at Mangaldai, Darrang, Assam - 784125, DO NOT OPEN BEFORE 17 JUNE 2026, 1:00 P.M.**”
- f. Prices should not be indicated in the Technical Proposal but should only be indicated in the Financial Proposal, failing which the bid submitted shall be summarily rejected.
- g. The prices should be quoted for Assam Skill University, Mangaldai and should be accompanied by adequate eligibility documentation.
- h. The bidder shall submit only one set of bids for the above item. Your bid must be typed or written in indelible ink and shall be signed by you or your authorized representative. **Without a signature in your Bid Form (Annexure E)**, your bid shall not be considered further.
- i. The Bidders shall quote rate not below the fixed minimum rent/charge/fee of **Rs. 9/- per sqft per month excluding GST**, electricity and water charges and other taxes as applicable time to time. The bid offering the highest rate (H1) above the prescribed minimum rate shall ordinarily be considered for award of the contract, subject to fulfilment of all eligibility criteria and other terms and conditions of the tender document.
- j. The rates quoted by the bidder shall be fixed for one year and shall not be subject on any account.
- k. The prices shall be quoted in Indian Rupees only.
- l. Bidder shall not contact other Bidders in matters relating to this bid. Bidder shall offer quote for all items as mentioned in the quotation.
- m. The bid shall be valid for a period of 90 days from the deadline for submission of the quotation/(s) as indicated below. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Suppliers for ASU for three years.
- n. Further information can be obtained from: **O/o the Registrar, Address: Assam Skill University, Mangaldai, District: Darrang, Assam, Pin:**

**784125.**

- o. Tender documents should be sent in a sealed outer cover superscribing “Tender for Establishment of Food Stall at Convenience arena in Assam Skill University at Mangaldai, Darrang, Assam - 784125” to The Registrar, Admin cum Multipurpose Block, Assam Skill University, Mangaldai, District: Darrang, Assam, Pin: 784125 so as to reach on or before 12:30 PM ON 17 June, 2026

## 5. PRE-BID SESSION

The interested bidder may visit Assam Skill University to inspect the area covered under the scope of work. In this regard, a briefing session has been arranged for the bidder at the Office of the Registrar to clarify any doubt or queries related to the services. The briefing session will be available as per the following schedule:

**Date: 5 days post date of publication of the tender**

**Time: 2:00 PM**

**Venue: Registrar Office, Admin Cum Multipurpose Block, ASU**

## 6. EVALUATION CRITERIA

Bids of Tenderers/Bidders/Service Providers will be evaluated based on the below mentioned eligibility criteria and after scrutinizing all the relevant documents as sought from them, the price bids of only those tenderers/bidders/service providers who meet the eligibility criteria will be considered.

### Evaluation of Bids (100 Marks):

#### a) Interior Layout and Design (Max. 20 Marks)

Marks shall be awarded based on the proposed layout, aesthetics, space utilization, seating arrangement, and overall design of the restaurant.

#### b) Annual turnover during the last three Financial Years (Max. 20 marks)

5 Lakh to 10 Lakh	10 marks
Above 10 Lakh to 20 Lakh	15 marks
Above 20 Lakh	20 marks

#### c) Number of items – Max. 10 Marks

Minimum 10 items	5 marks
10 to 15 items	7 marks
Above 15 items	10 marks

**Table 5.1**

Sl. No.	Name of the Item	Quantity/Size
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**Note: Menu along with rates shall be approved by the University Authority.**

**d) Cleanliness, Hygiene measures and waste disposal (Max. 10 Marks)** The relative marking scheme is followed amongst the quotations received.

**Standard operating procedure for maintenance of hygiene and waste disposal process is to be submitted along with the bid document.**

**e) Experience (Max. 30 Marks)**

i. No. of years in business (20 marks):

Upto 3 years	10 marks
Above 3 years up to 5 years	15 marks
Above 5 years	20 marks

ii. No. of outlets operated in the last 3 years (10 marks):

Upto 3 outlets	5 marks
Above 3 up to 5 outlets	7 marks
Above 5 outlets	10 marks

**f) Interview by the constituted committee: (Max. 10 Marks)**

Selected vendors based upon the above criteria (a-e) as a reference will be called for an interview as deemed appropriate by the Committee.

- Interview shall be based on various aspects such as authentication of the product, vendors, maintenance of proper decorum in similar organizations, etc.
- The committee would document the whole proceedings of the interview and award the marks accordingly.
- The decision of the University shall be final and binding for all the vendors.

## **7. EARNEST MONEY DEPOSIT (EMD):**

- The Technical Offer must be submitted together with the earnest money deposit of **Rs. 2,250.00** (Rupees two thousand two hundred fifty only) (refundable) by Demand Draft / Pay Order / Bankers' Cheque (and not in any other form) drawn in favour of the "**Assam Skill University**" payable at **Mangaldai** is to be deposited with the bid. EMD paid by cheque will be rejected.
- No Bank Guarantee will be allowed.
- EMD shall be refunded to the unsuccessful bidders after awarding the contract to the successful bidder and no interest is payable on EMD.

## 8. PERFORMANCE SECURITY:

- a) The successful bidder/service provider will be required to deposit a performance security of **5% of the contract value** in the form of demand draft/ irrevocable bank guarantee within 7 (seven) days after the award of the contract. Earnest Money deposited at the time of submission of the tender can be adjusted against the security deposit, by depositing the balance amount.
- b) The Performance Security shall be adjusted/refunded only after surrender of the allotted space to ASU in good condition. At the time of surrender, if any damage is found, the cost of rectification shall be recovered from the Performance Security by the Technical & Maintenance Cell of ASU.
- c) **No interest is payable on the Security Deposit.**

## 9. GENERAL CONDITIONS

### SCOPE OF WORK AND SERVICES

The Service Provider shall render all Food and Beverage services at high standards and in compliance with all applicable regulations and instructions issued by the University from time to time.

The scope of services shall include, but not be limited to, the following:

#### a. General Requirements

- i. The Service Provider shall arrange and install all necessary furniture at their own cost.
- ii. A feedback register shall be maintained at the outlet to collect customer feedback.
- iii. The Service Provider shall ensure provision for digital payments including debit/credit cards and online payment modes such as UPI, net banking, wallets, etc.
- iv. The outlet shall not remain closed without prior intimation of at least 24 hours to the ASU Authorities, failing which appropriate penalty may be imposed.
- v. The Service Provider shall strictly adhere to the service timings as fixed by ASU.
- vi. The outlet must be operational within **30 days** from the date of issuance of the Offer Letter, failing which ASU reserves the right to cancel the allotment or impose a penalty of **1% of the contract value per day** for delay.

#### b. Financial Obligations

- i. The Service Provider shall pay the monthly rent/license fee and electricity charges to ASU on a monthly basis **on or before the 7th day of each month**. Any delay in payment shall attract a penalty of **1%** per week of delay, subject to maximum of **10%**. In case of continuous default for a period of **15 weeks**, the allotment shall be liable to be cancelled without further notice.

#### c. Food Quality & Hygiene

- i. The Service Provider shall ensure that all food items are prepared under strict hygienic conditions and using first-quality raw materials.

- ii. Fresh vegetables, milk, and standard branded ingredients shall be used. The quality shall be subject to inspection by ASU officials.
- iii. Vegetarian and non-vegetarian food shall be prepared and served separately using clearly marked utensils (e.g., Green for Veg, Red for Non-Veg).
- iv. The use of plastic materials for serving food (such as plastic plates and spoons) is strictly prohibited.
- v. Cutlery shall be environment-friendly, preferably stainless steel or approved food-grade material, and any directions issued by the ASU authority shall be binding.
- vi. Food once prepared shall not be reused or carried forward to the next service.

**d. Operations & Service Standards**

- i. The Service Provider shall provide efficient and timely service to all customers.
- ii. The Service Provider shall appoint experienced cooks and maintain adequate manpower at their own cost. ASU shall not bear any manpower expenses. All staff shall maintain proper hygiene, wear clean uniforms, and be medically fit for duty.
- iii. The Service Provider shall be responsible for procurement, storage, and maintenance of sufficient stock of raw materials at their own risk.
- iv. The Service Provider shall arrange all cooking utensils and ensure proper maintenance of kitchen equipment.

**e. Pricing & Menu**

- i. The approved price list shall remain fixed for a period of **one (1) year** from the date of commencement of operations.
- ii. Any revision in prices may be proposed by the Service Provider but shall require prior approval of the ASU Authorities.
- iii. The Service Provider shall serve all items as per the approved menu submitted in the bid. Any modification shall require prior approval of the ASU Authorities.
- iv. The Service Provider shall not sell items exclusively allotted to other vendors, except where such items are used as ingredients, as decided by the FRC.

**f. Monitoring & Compliance**

- i. The University authorities reserve the right to inspect and monitor the performance of the service provider.
- ii. Any violation of hygiene, quality, or operational standards may attract monetary penalties as determined by the competent authority based on severity.
- iii. The Service Provider shall promptly rectify any deficiencies pointed out by University Authorities.

**g. Usage & Restrictions**

- i. Food shall be prepared and served only within the allotted premises.

Food prepared outside the premises shall not be served, except permitted items.

- ii. The allotted space shall not be sublet, assigned, or transferred to any third party under any circumstances.

#### **h. Safety & Continuity**

- i. The Service Provider shall ensure uninterrupted operations by maintaining adequate stock of LPG cylinders and other essentials at all times, including during emergencies or disruptions.

#### **i. Contract & Extension**

- i. Any extension of the contract shall be at the sole discretion of the competent authority, based on performance and satisfactory service.

### **10. OPERATION**

#### **a. Working Days & Timings**

The Food Stall at the Convenience Arena shall operate **throughout the year (365 days)** and shall serve customers from **10:00 AM to 10:00 PM**. Any change in operating hours shall be made only with prior approval of the University Authorities.

#### **b. Procurement Responsibilities**

The Service Provider shall be solely responsible for procurement of:  
a) First-quality vegetables, milk, edible items, and all other raw materials; and  
b) All consumables required for preparation of food and beverages.

#### **c. Service Mode**

The Food Stall shall operate on a **self-service basis**, unless otherwise directed by ASU.

#### **d. Drinking Water**

The Service Provider shall ensure provision of **safe and purified drinking water free of cost** for all customers.

#### **e. Transportation & Accommodation**

The Service Provider shall arrange transportation at their own cost for all operational requirements.

- a) No accommodation shall be provided within the campus for any labour/worker/staff, and ASU shall not be responsible for arranging accommodation elsewhere.
- b) ASU shall not bear any expenses related to transportation, lodging, food, or health of the Service Provider or their staff.

#### **f. Approved Brands**

The Service Provider shall strictly adhere to the **brands/quality specifications** declared during the tender submission. Any change shall require prior approval of the University authorities.

### **g. Agreement Execution**

The successful bidder shall execute a **formal agreement** with ASU prior to commencement of operations, covering all terms including operations, pricing, hygiene and service standards. The bidder shall submit **one non-judicial stamp papers of Rs. 100/- each** for execution of the agreement within the stipulated time.

### **h. Construction Cost**

The Service Provider shall bear the **entire cost of construction/setting up of the food stall**, which shall be **non-refundable and non-adjustable** against rent or any other dues.

### **i. Fixtures & Fittings**

Any cost incurred towards fitting, fixing, or installation of accessories shall be borne by the Service Provider with prior written approval of ASU. Such costs shall be **non-refundable and non-adjustable**.

**11. Raw material standards:** The Service Provider shall ensure that high quality ingredients and variety of quality/ fresh & organic vegetables are always procured for preparation of eatables. For all food preparation, double refined cholesterol-free and Agmark oil is to be used. As far as possible for all other preparations Agmark or any other standard products are to be used. The ASU authorized official has the right to test the quality of food, reject any ingredient that may be found to be substandard. All raw materials used should be free from adulteration or any foreign material. The Service Provider should also ensure that the used edible oil is not re-used for any other cooking purpose.

**12. Hygiene Standards:** The Service Provider should ensure the proper health and hygiene of the Workers employed by him and must ensure periodical medical checkup as per the norms of the Factories Act 1948 and OHSAS norms.

**13. FSSAI Regulation:** The Service Provider must maintain general hygienic and sanitary practices to ensure safe and healthy food as per the norms of Food Safety and Standards (General Hygiene and Sanitary Practices) Regulations, 2018.

### **14. FIRE SAFETY**

The Service Provider shall strictly comply with all applicable fire safety rules and regulations and shall install and maintain adequate fire safety equipment, including fire extinguishers and other necessary safety devices, at their own cost. Proper safety measures shall be ensured for handling LPG cylinders, electrical installations, and cooking appliances. Any loss, damage, or liability arising out of negligence or non-compliance with fire safety norms by the Service Provider or their employees shall be borne solely by the Service Provider. ASU reserves the right to inspect the premises at any time to ensure compliance with fire safety requirements.

### **15. PEST CONTROL**

The Service Provider shall ensure regular pest control measures within the restaurant premises, kitchen, storage areas, and surrounding areas at their own cost to maintain

proper hygiene and sanitation standards. The Service Provider shall take adequate preventive measures against rodents, insects, cockroaches, flies, mosquitoes, and other pests through approved pest control methods and agencies. Any deficiency observed in maintaining pest-free conditions shall be rectified immediately, failing which ASU may impose appropriate penalties.

#### **16. FACILITY PROVIDED BY ASU BROADLY INCLUDE**

- a) ASU shall arrange to provide Electric power supply to the Service Provider on a chargeable basis, at the prevailing rates in the University for the exclusive purpose of operating the Food Stall, and every effort must be exercised by the Service Provider to avoid any wastage of electricity.
- b) The Service Provider must cook food in the kitchen(s), and the food shall be served in the specified and allotted space. Prospective Tenderers may inspect the available facilities with prior appointment.

#### **17. PERSONNEL**

- a) The Service Provider shall be responsible for recruitment and deployment of staff for service and the staff so recruited and deployed by him shall be under his direct supervision. The Service Provider shall exercise total superintendence, control and supervision over the staff and their work as per appropriate statutory norms.
- b) The Service Provider, as per the **Abolition of Child Labour Act 2006**, shall not engage a person below the age of 18 years.
- c) The employees appointed by the service provider for the above job shall have no rights to claim for absorption in the services of ASU and shall also have no claim for continuation with the existing job if the Service Provider is replaced.
- d) The Service Provider shall **issue identity cards, duly approved by University Authority** to all staff engaged for the contract engaged by the service provider for deployment in ASU. The staff should not have any criminal or police cases and the service provider has to verify the same in writing and submit the same to the ASU Authority. The Service Provider shall deploy only those whose antecedents have been verified by the police authorities.
- e) The necessary staff strength in each category of cooks, helpers, cleaners, etc., their exact numbers, including shift details, shall be furnished to the ASU Authorities before commencing the services.
- f) The Service Provider must ensure that no staff stays on the premise after his/her assigned working hours.
- g) The Service Provider shall take all the necessary measures for fire safety.
- h) **The Service Provider shall be solely responsible to meet all the requirements of his labourers as per the provisions of the prevailing Rules/Acts of GOI/State Govt in this regard, including:**
  - i. **Payment of wages, minimum wages and all statutory allowances such as PF, ESI etc.**

- ii. **All taxes claimed and deposited with any Government Authority having jurisdiction.**
  - iii. Prompt replacement of any personnel whose performance is unsatisfactory or whose presence is considered as detrimental to University's interests.
  - iv. All insurance and safety aspects pertaining to Service Provider's employees are the Service Provider's liability.
  - v. The personnel employed by the Service Provider shall be healthy in all respects and shall produce medical certificates to substantiate the same as required by the ASU.
  - vi. It is mandatory for the Service Provider to get Police Verification of all employees engaged by him and has to submit with ASU.
- i) **UNIFORM:** The Service Provider shall ensure that all his employees turn out in clean, appropriate uniforms and shoes, at all times on duty. The personnel shall wear Bouffant Caps while serving food. The Service Provider shall provide the necessary uniforms, which shall be determined in consultation with ASU. However, ASU will be at liberty to change the colour scheme when the issue of uniform is next due.

## **18. SERVICE PROVIDER'S PERSONNEL**

The Service Provider shall maintain necessary Qualified/Trained competent personnel in each category of work, in accordance with the norms of Govt, authorities. They should meet all the requirements and fulfil all the activities mentioned in the schedule. The personnel should have pleasing personality, courteous, be good in communication with people. Hence, the Service Provider should engage personnel who are well versed in **Assamese, Hindi and English (preferable)**. The personal engaged by the Service Provider will not be provided with any accommodation in the ASU complex.

The University has no responsibility whatsoever on the Service Provider's employees and the Service Provider will be solely responsible for managing his employees. In the event of any dispute between the Service Provider and his employees, the Service Provider alone will be responsible for settlement of any claim and consequences that may arise out of any such dispute, whether statutory or otherwise. The operation of the Convenience arena will be monitored by a designated official of the University. The Service Provider will also ensure availability of a responsible person during the approved operational hours for contact by the designated officials of the University.

**The Service Provider shall engage sufficient number of competent employees for running the Food Stall at Convenience arena during approved operational hours. Expenses on account of payment of salary/wages/providing of food eatables for Service Provider's employees/Uniform/Personal Protective Equipments, and other benefits including statutory payments like PF, ESI, Holiday Wages, Gratuity, Bonus, etc., to the Service Provider's employees**

**shall be met by the Service Providers as per the norms of Govt. authorities.**

The Service Provider shall have full control over his employees including the right to appoint, determine service conditions, discharge, dismiss, or otherwise terminate their services at any time. The Service Provider shall be solely responsible for any claim arising out of employment or termination of his employees and for statutory payments. The Service Provider shall employ such personnel who are medically fit. The University has the right to direct the Service Provider to remove from the premises his personnel who are found to be unfit on physical, hygienic, clinical, medical or disciplinary grounds.

**The Service Provider shall comply with the provisions of the Factories Act 1948, Contract Labour (Regulation and Abolition Act 1970, Abolition of Child Labour Act 2006, ESI Act 1948, Workmen's Compensation Act 1923, Employees Provident Fund and Miscellaneous Provisions Act 1952, Minimum Wages Act 1948, Payment of Wages Act 1936, Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Catering Establishment Act, Industrial Establishment, (National & Festival Holidays) Act 1958 and the Rules where under or any other Laws and Rules as may be applicable to the contract workmen from time to time.** The Service Provider shall produce registers and records and comply with other directions issued by the University for compliance of the statutory provisions

The Service Provider shall fully indemnify ASU for any default or non-observance by the Service Provider or any of his representatives of any of the provisions of the above-mentioned enactments and the rules framed there under. Even though the Service Provider shall be solely liable for settlement of any claim made by any person due to the non-observance by the Service Provider of any of the provisions otherwise of the enactments cited. ASU reserves its rights to settle directly any amount due by the Service Provider as mentioned above and to recover such amounts from any of the amounts payable by ASU to the Service Provider or in the absence of the same as debt due to ASU by the Service Provider.

**The Service Provider shall, whenever required by the University or Govt. officials authorized under the statutes, produce for inspection, all forms, registers and other records required to be maintained under various statutes.**

The Service Provider shall produce documentary evidence in proof of effecting the said statutory payments. Non-observance of the provisions will be construed as default by the Service Provider to make such payment, and payment of his bill will be withheld. The University will not make any separate payment towards the expenses incurred by the Service Provider for complying with the above or any of the statutory provisions regarding their employees. The Service Provider shall comply with all operational rules and regulations, including security & disciplinary rules framed by the University and made applicable to the whole or part of the premises, wherein the Service Provider or his employees happen to be operating/working. In the event of any of the Service Provider's employees violating the said rules and regulations or in any way becoming objectionable to the University, the Service Provider shall remove forthwith such employees from

the University's premises and indemnify ASU for any loss on such violation of the rules and regulations.

#### **19. BANNED ITEMS:**

- a. Under no circumstances the Service Provider should sell any of the items banned in the educational Institutions. Tobacco products, alcoholic products and narcotics are some of the banned items.
- b. No worker should consume alcohol or smoke inside the ASU campus. They should not come to work in inebriated conditions. If they fail to abide by these rules, strict actions will be taken against the Service Provider.
- c. Service Provider shall not use any coloring agents and/or chemicals like Mono Sodium Glutamate (Ajinomoto) in any of the dishes, or store them in the food outlet premises.
- d. Reuse of oil is strictly prohibited.
- e. Regular cleaning of the facility shall be done.

#### **20. ARBITRATION:**

In case of any dispute or differences between the parties, the same shall be amicably resolved through mutual discussion and understanding. If the matter/dispute remains unresolved, the same shall be referred to the sole arbitrator for settlement of the same. The sole Arbitrator shall be appointed by the mutual consent of both the parties. The arbitration shall be conducted in accordance with the provision of Arbitration and Conciliation act 1996 or any statutory modification or re-enactment. The award of the arbitrator shall be binding upon the parties to the dispute. The jurisdiction of Arbitration shall be at Mangaldai.

#### **21. PERIOD OF CONTRACT**

The contract shall commence from the date of awarding the contract by ASU and shall be initially for a period of one year, extendable for another two years subject to satisfactory performance and mutual agreement which may be renewed with enhancement of monthly fee/charge @ **5% (five) percent** in every year interval, subject to performance record like payment of rent, conduct etc. It will be prime responsibility of the successful bidders/ Service provider to apply for renewal to the ASU authority. Either party shall be at liberty to terminate the agreement by giving one clear calendar month notice in writing. The prices / rates stipulated in this agreement shall hold good for a minimum period of one year from the date of mutual signing of this agreement. The revision of prices should be approved by University Authorities.

#### **22. FAILURE AND TERMINATION**

The performance of the Service Provider in respect of services and operations shall be evaluated periodically by the University Authority based on various parameters including service reliability, food quality, taste, hygiene, cleanliness, customer feedback, staff behaviour, and overall operational efficiency. In case of violation of any rules, standards, or instructions issued by ASU, warnings and/or penalties may

be imposed by the University depending upon the nature and severity of the violation. Certain instances of rules violations are as follows:

- a. Presence of unwanted items in food:
  - i. Harmful items (e.g. metal, plastic, glass, foreign materials, insects, etc.)
  - ii. Other items (e.g., cockroaches, cigarettes, etc.)
- b. Use of stale / spoilt / harmful ingredients, e.g. rotten vegetables, infected grains, use of FSSAI/Ministry of Health and Family Welfare prohibited Food coloring agents/products etc. (Fine will also be imposed regardless of their use in preparation).
- c. Reduction in the quality of the food due to:
  - i. Partially cooked (boiled / fried) items
  - ii. Spoiling the food by insufficient / excessive usage of ingredients like oil, salt, water, tamarind, flour etc., in dishes like curry, dal, sambar, roti/puri etc.
- d. Not using proper dish washing/cleaning detergents/solutions/gels.
- e. Improper waste / garbage disposal in kitchen area and its surroundings.
- f. Adulteration of food by prohibited colouring agents, mono sodium glutamate (ajinomoto) or by any other means / Use of expired products (expiry and best before date are treated same). (to be confirmed by FRC)
- g. Food poisoning by any means.

Repetitive violation of any rules, standards, or instructions issued by ASU may result in termination of the contract/allotment, in addition to imposition of penalties or any other action deemed appropriate by the University.

### **23. RISK CLAUSE**

Notwithstanding anything contained in any other clause of this tender/contract, Assam Skill University (ASU) reserves the right to terminate the contract, in whole or in part, in the event of failure on the part of the Service Provider to discharge their obligations under the contract, or in the event of the Service Provider becoming insolvent, bankrupt, or going into liquidation. The decision of ASU in this regard shall be final and binding on the Service Provider. In the event of any interruption or stoppage of services at the food stall for any reason attributable to the Service Provider, the Service Provider shall be liable for imposition of penalties as decided by ASU. Without prejudice to its other rights and remedies, ASU shall have the right to get the services/work executed through an alternative agency at the **risk and cost of the Service Provider**, in case of default, failure, or non-performance. Any

additional cost, loss, or damage incurred by ASU in this regard shall be recoverable from the Service Provider, including adjustment against pending dues, security deposit, or by any other legal means.

#### **24. SUBLETTING**

The Service Provider shall not sublet, transfer or assign the contract or any part thereof without the prior written approval of the University to any other person/Service Provider/organization.

#### **25. DAMAGE TO PROPERTY**

The Service Provider shall be fully responsible for making good or making necessary payment for any loss or damage caused to any structures, properties, painting etc. belonging to the University if such loss or damage is due to the faults and or negligence or willful commissions of the bidder / his or her employees / representatives, as per investigation report of the University and whose assessment shall be final and binding on the bidder.

Tenderer / bidder shall ensure that trees, flowers, plants and grassy lawns are not damaged by the staff deployed / employed.

#### **26. LICENSE FEE**

The Service Provider will have to pay the necessary monthly license fee as per University norms against the occupied area for their respective Restaurant. (as per layout).

#### **27. FORCE MAJEURE**

In the event of any force majeure causing the service provider for delay in the service, ASU authority shall not be liable for any legal obligation.

Force majeure shall mean and be limited to the following:

- a) War/Hostility
- b) Riot or Civil Commotion
- c) Earthquakes, fire tempest, lightning or other natural disaster, including outbreak of epidemic, which are beyond the control of human being.
- d) Restriction imposed by the GOVT (Central or State) or other statutory bodies which prevent or delay the execution of service.

#### **28. PENAL MEASURE**

For stoppage of service - The service must be restored within 24 hours. In case of delay:

- Post 24 hours penalty shall be imposed at 0.1% of the total contract value per day;
- Post 5 days penalty shall be imposed at 0.5% of the total contract value per day

#### **29. PAYMENT**

The Service Provider shall have to collect the payment from the customer(s) against the selling of food items / services. The University will not be responsible for collection of any dues from the customers for any selling on credit. The

Service Provider should strive for digital payment. Card payment along with an option for UPI payment and digital payment is mandated.

### **30. RATES AND TAXES FOR SELLING FOOD ITEMS / SERVICES**

The rates/amounts quoted in the bid for all food items and services shall be inclusive of all applicable taxes and charges. No item shall be sold at a price exceeding the **Maximum Retail Price (MRP)**, wherever applicable. The Service Provider shall strictly adhere to the MRP printed on packaged products and shall not levy any additional charge over and above the prescribed rate. The Service Provider shall issue proper bills/invoices/receipts against every sale transaction to customers and maintain records of such transactions for inspection by ASU, if required.

### **31. ACCOMMODATION**

The University will not provide any accommodation for the employees who are engaged in the Food Stall. It shall be the responsibility of the service provider/vendor to provide accommodation for the employees. After working hours, they should close the Restaurant and leave the campus. They are not permitted to stay on the campus.

### **32. GARBAGE DISPOSAL / CLEANING OF OCCUPIED AREA WITH SURROUNDINGS**

- a. The Service Provider will be responsible for disposal of waste & garbage generated in the food stall as per applicable environment norms.
- b. The occupied area / room and its surroundings are to be cleaned by the Service Provider. It is the sole responsibility of the Service Provider to keep the area clean & tidy. It is expected that regular cleaning & mopping with phenyl, detergent, bleaching powder etc. as required.
- c. For cleaning of such area, no cleaning materials are to be provided from the University.
- d. The University will supply only the dustbins in the required / designated places. Under no circumstances shall plastic and food waste be disposed of into the drainage. Non-compliance of proper waste disposal will invite penalty.

**33. VALIDITY OF RATES:**

The rates quoted should be valid for **90 days** initially from the date of opening of the price bid. The rates of successful bidder should be valid for one year from the date of commencement of the contract.

I/We have read the General Information, Scope of Work, Terms & Conditions explicitly mentioned and accept the same to execute the contract, if awarded.

*(Please sign at the bottom of all previous pages)*

.....

**Signature & Seal Of The Bidder:.....**

**Name of Bidder: .....**

**Address: .....**

.....

**E. Mail ID. ....**

**Ph.No.: .....**

**Tender No. ASU/CA-FS/2026/**

**Dated: 03 June 2026**

**ASSAM SKILL UNIVERSITY (ASU)**

Mangaldai, Darrang, Assam - 784125

**34. TENDER DETAILS:**

- i. Please read "**Scope and general terms & conditions**" before filling up this form.
- ii. The labour cost will include the wages payable to the employees by the Service Provider, and also statutory payments such as ESI, PF, Bonus, EL, Incidentals like cost of food supplied to the workmen, uniform and all other statutory and non-statutory benefits to the persons employed by him.
- iii. The rate quoted for catering charges should be as per the menu. The rate for each unit of food item shall include material and fuel cost only. **The labour cost for food preparation shall be covered under fixed service charges for providing manpower.**
- iv. The rates quoted should be valid for 90 days initially from the date of opening of the Price Bid. The rates of successful bidder should be valid for one year from the date of commencement of the contract.
- v. Attach documentary evidence wherever asked for.
- vi. Attach the complete set of Scope. Terms & Conditions, duly signed by you.
- vii. Complete the format in all respects with signature on each page
- viii. Sealed cover superscribing the envelope **Tender No. ASU/CA-FS/2026/** , **dated: 03 June 2026**, should be submitted before the due date.
- ix. If space provided in the format is not sufficient, please provide the information in a separate sheet.

.....

Dated: 03 June 2026

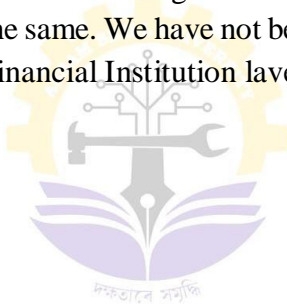
**35. BIDDER DETAILS-**

Name & Address of the Bidder	
Email & Contact No.	
Whether Individual or Company or Partnership Firm?	
Name & address of Directors and / or Partners (in case of Partnership firm) or name & address of the Proprietor (s) in the case of sole proprietorship firm. (Documentary evidence to be enclosed).	
Experience ( <i>as mentioned under Eligibility Criteria</i> )	
Details of Similar Establishments in other cities in India	
No. of employees proposed to be employed with break up details	
<ul style="list-style-type: none"> <li>• Provident Fund Code No.:</li> <li>• ESI Code No.</li> <li>• Income Tax PAN NO.:</li> <li>• GST Reg. No:</li> <li>• VAT TIN Reg. No.:</li> </ul> (Please enclose copies, as applicable)	
Whether the bidder has been issued with a license under the <b>Contract Labour Regulation &amp; Abolition Act</b> ? If so, furnish the details.	
Average annual turnover of <b>Rs 5,00,000.00</b> in the last 3 years (FY-2022-23, 2023-24, 2024-25, duly certified by a registered Chattered Accountant)	
EMD No, Date, Name of the Bank	

and amount	
Any other information the bidder may like to furnish.	
If the contract is awarded, by what means do you propose to furnish the Security Deposit as explained above in the General Information sheet	

### **36. DECLARATION**

I/We hereby declare that the information furnished above are true to the best of our knowledge. We have enclosed necessary documentary evidence in support of the same. We have not been banned and black listed by any Government Department Financial Institution have not been convicted by any Court of Law.



**Signature(s)**  
**(Name & Address of the Bidder(s)**  
**With Official Seal)**

**Place:**

**Date:**

**Tender No. ASU/CA-FS/2026/**

**Dated: 03 June 2026**

**ESTABLISHMENT OF FOOD STALL AT CONVENIENCE ARENA IN ASSAM SKILL  
UNIVERSITY**

**Mangaldai, Darrang, Assam - 784125**

**37. ANNEXURE - A**

**I. LOCATION AND DETAILS OF THE CONVENIENCE ARENA IN ASU.**

**The Service Provider may visit the Convenience arena before submitting his tender.**

<b>Type of Outlet</b>	<b>No of Outlet</b>	<b>Total Carpet Area Per Outlet (in Sqft)</b>	<b>Front Verandah Area (in Sqft)</b>	<b>Facilities Available</b>
<b>Fast Food Stall</b>	<b>1</b>	<b>418.07</b>	<b>205.38</b>	<b>Store room, scullery, cooking area, Washing Sink, Service Area</b>

Items:- (Please provide details of experience)

**38. ANNEXURE B**

**DETAILS OF EXPERIENCE**

**Last 3 (three) years (2022-23 to 2024-25) of experience in operating Restaurant/Hotel in Assam.**

*(Self-Attested and Sealed Copies to be attached)*

<b>Sl. No.</b>	<b>Period</b>	<b>Name of the Restaurant/Hotel</b>	<b>Nature of Service Provided</b>	<b>Turnover Per Year (In Rs)</b>
<i>(a)</i>	<i>(b)</i>	<i>(c)</i>	<i>(d)</i>	<i>(e)</i>
<b>1</b>				
<b>2</b>				
<b>3</b>				

*This is to certify that the information contained in the table above is true and correct. Self-attested copies of supporting documents are enclosed in support of the above details.*

**Name of the Bidder** :

**Signature of the Bidder** :

**Date** :

**Seal of the Bidder** :

**39. ANNEXURE C**

Non-Blacklisting declaration  
(To be given on Company Letter Head)

Date:

To,

The Registrar,  
Assam Skill University,  
Mangaldai,  
District: Darrang,  
Assam, Pin: 784125

Sub: Declaration for Non-Blacklisting

Tender Reference No: **ASU/CA-FS/2026/**

Name of Tender / Work: - Tender for Establishment of Food Stall at Convenience arena in Assam Skill University at Mangaldai, Darrang, Assam - 784125

Dear Sir,

We hereby declare that we are not blacklisted by any State or Central Government Department /PSU / Agency in the past for any kind of fraudulent activities.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

## 40. ANNEXURE D

### PRICE BID

Sl. No.	Particulars	Quoted Rate (Per Sqft Per Month)
1	Monthly Rent/License Fee per sq. ft. (excluding GST, electricity charges, water charges, and other applicable taxes)	Rs...

#### Important Notes

1. The quoted rate shall not be less than the minimum fixed rent of Rs.9/- per sq. ft. per month.
2. The quoted rate shall be exclusive of GST, electricity charges, water charges, and other applicable taxes/levies.
3. Bids quoting rates below the prescribed minimum rate shall be treated as non-responsive and shall be rejected.
4. The bidder quoting the **highest rate (H1)** shall be considered for award of contract, subject to fulfillment of all eligibility criteria and tender conditions.
5. The quoted rates shall remain valid for a period of 90 days from the date of submission of the bid.
6. Overwriting/corrections, if any, shall be duly authenticated by the bidder with signature and seal.

**41. ANNEXURE E**

**BID FORM**

**(Establishment of Food Stall)**

\_\_\_\_\_/\_\_\_\_\_/2026

To,

The Registrar,  
Assam Skill University,  
Mangaldai,  
District: Darrang,  
Assam, Pin: 784125

We offer to establish a Food Stall at ASU Convenience arena for the contract “**Establishment of Food Stall at Convenience arena in Assam Skill University At Mangaldai, Darrang, Assam - 784125**” in accordance with the **Contract Terms and Conditions** and the **Scope of Services** accompanying this Bid for the Contract Price not to exceed the price quoted in price bid in accordance with **Price Schedule** annexed to the **Scope of Services**

We propose to carry out the services as specified in the priced **Scope of Services**.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer condition imposed by the **Request for Quotation** document, i.e, 90 days from the date of opening.

We: (a) are a Indian national; (b) have not been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified; (c) are not owned by the Client; (d) are not currently sanctioned or temporarily suspended by the ASU; and (e) to the best of our knowledge, is not prohibited from being contracted.

Name of Bidder: \_\_\_\_\_

Authorized Signature : \_\_\_\_\_

Name of Signatory : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone Number : \_\_\_\_\_

Email address: \_\_\_\_\_

**NB: Service Provider/Bidder must submit the signed and filled copy of Bid Form. Bidders not submitting the form will be liable for rejection.**