

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 MISCELLANEOUS STORE 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-MS/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 Miscellaneous Store to undertake establish and operation of a Miscellaneous Store 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.1,000/- (Rupees One Thousand) 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 1:00 PM** and bids will be opened on **the same day at 1:30 P.M.**

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ARENA IN ASSAM SKILL UNIVERSITY AT MANGALDAI, DARRANG, ASSAM - 784125

TENDER DOCUMENT

Tender No. ASU/CA-MS/2026/

Dated: 03 June 2026

GENERAL TERMS & CONDITIONS

LAST DATE FOR SUBMISSION:	1:00 PM ON 17 June, 2026
OPENING OF BID:	1:30 PM ON 17 June, 2026
VENUE:	Admin cum Multipurpose Block, Assam Skill University, Mangaldai, District: Darrang, Assam, Pin: 784125
TENDER DOCUMENT FEE:	Rs. 500.00
EARNEST MONEY DEPOSIT:	Rs. 1,000.00
VALIDITY OF TENDER:	90 days from the Date of Opening of Bids.
MODE OF TENDERING	Single stage two envelope bid system and NIT is also available at ASU website: www.asu.ac.in

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 Tender/Bid**):

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

VI.	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.)
VII.	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.
VIII.	The Service Provider should have prior experience in operating Miscellaneous Shops for a continuous period of minimum of 3 years.	Duly filled up format furnished at ANNEXURE B below along with Trade License covering the operating period of the said business. A Self-attested copy of list of shops/store operated by the service provider shall also be furnished.
IX.	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 ANNEXURE C
<ul style="list-style-type: none"> • Bidder who does not provide any of the above documents, such bid will be summarily rejected. • 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. 		

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

- Technical bid in original hard copy in a separate sealed envelope superscribed as “**Technical Bid for Establishment of Miscellaneous Store at Convenience Arena in Assam Skill University at Mangaldai, Darrang, Assam - 784125, DO NOT OPEN BEFORE 17 JUNE 2026, 1:30 P.M.**”
- 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 Miscellaneous Store 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 Miscellaneous Store at Convenience Arena in Assam Skill University at Mangaldai, Darrang, Assam - 784125, DO NOT OPEN BEFORE 17 JUNE 2026, 1:30 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 Miscellaneous Store at Convenience Arena in Assam Skill University at Mangaldai, Darrang, Assam - 784125, DO NOT OPEN BEFORE 17 JUNE 2026, 1:30 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 rates/prices shall be quoted for Assam Skill University, Mangaldai Campus and shall be accompanied by all requisite eligibility and supporting documents as specified in the tender document.
- h. The bidder shall submit only one bid for the work. The bid must be typed or written in indelible ink and shall be duly signed by the bidder or by a person duly authorized to bind the bidder to the contract. The authorization shall be indicated by written power of attorney accompanying the bid. Bids not signed in the Bid Form (**ANNEXURE E**) shall be summarily rejected.
- i. The bid shall be complete in all respects and shall contain no alterations or overwriting except those authenticated by the signature of the authorized signatory.
- j. 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. Among the technically qualified bidders, 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.
- k. The rates quoted by the bidder shall remain fixed for a period of one year from the date of commencement of the agreement and shall not be subject to any variation on any account whatsoever.
- l. All rates/prices shall be quoted in Indian Rupees (INR) only.
- m. The bidder shall not contact or influence any other bidder in matters relating to this tender. The bidder shall quote for all items/components as mentioned in the tender document.

- n. The bid shall remain valid for a period of 90 (Ninety) days from the deadline prescribed for submission of bids. In case any bidder withdraws the bid during the validity period and/or refuses to accept the award of contract, if awarded, the bidder shall be liable to be debarred from participating in future tenders of Assam Skill University for a period of three years.
- o. Further information/clarification, if any, may be obtained from:

Office of the Registrar

Assam Skill University

Mangaldai, District: Darrang, Assam – 784125

- p. The tender documents shall be submitted in a sealed envelope superscribing:
“Tender for Establishment of Miscellaneous Store at Convenience Arena in Assam Skill University, Mangaldai, Darrang, Assam – 784125”
and addressed to:

The Registrar

Admin-cum-Multipurpose Block

Assam Skill University

Mangaldai, District: Darrang, Assam – 784125

The sealed bid must reach the office of the undersigned on or before 1:00 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 publication of the tender

Time: 1:30 PM

Venue: Registrar Office, Admin Cum Multipurpose Block, ASU

Note: Any clarifications/ amendment to the bid document arising out of pre bid queries shall be uploaded in the university website only and no individual responses shall be sent to the prospective bidders.

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 miscellaneous store.

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

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

d) Cleanliness, Hygiene measures and waste disposal (Max. 10 Marks) The relative marking scheme is followed amongst the bids/tenders 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):

- a) The Technical Offer must be submitted together with the earnest money deposit of **Rs. 1,000.00** (Rupees one thousand 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.
- b) No Bank Guarantee will be allowed.
- c) 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 selected bidder/service provider shall be responsible for establishment, operation and maintenance of the Miscellaneous Store at the Convenience Arena of Assam Skill University, Mangaldai Campus, for the benefit of students, faculty members, staff and visitors of the University.

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

a) General Requirements

- i. The successful bidder/vendor/service provider shall establish and operate a Miscellaneous Store within the space allotted by the University and shall ensure continuous availability of essential day-to-day utility items for the campus community.
- ii. The store may sell items such as stationery materials, photocopy/printing accessories, toiletries, packaged snacks, beverages, personal care products, daily-use consumables and other items as permitted by the University authorities.
- iii. Sale of prohibited items such as tobacco products, cigarettes, alcohol, narcotic substances, inflammable materials or any other

item prohibited by the Government or the University shall be strictly prohibited.

- iv. The service provider shall maintain the premises in a clean, hygienic and orderly condition at all times and shall ensure proper waste disposal in accordance with the directions issued by the University authorities.
- v. 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.
- vi. The store shall remain operational on all working days and during such timings as may be prescribed by the University from time to time.
- vii. The service provider shall obtain all necessary statutory licenses, registrations and permissions required for operation of the store and shall comply with all applicable laws, rules and regulations of the Central Government, State Government and local authorities.
- viii. The University shall provide only the allotted space. Electricity charges, water charges, maintenance charges and other applicable fees/taxes shall be borne by the service provider as per actuals or as determined by the University.
- ix. The service provider shall not sublet, transfer or assign the allotted premises or any part thereof to any other person, agency or third party without prior written permission from the University.
- x. The service provider shall maintain proper behaviour, discipline and decorum within the campus and shall ensure that no activity causing nuisance, inconvenience or disturbance to the academic environment is carried out.
- xi. The University reserves the right to inspect the store premises at any time and issue necessary instructions regarding quality, hygiene, pricing, operational standards and overall functioning of the store.
- xii. The service provider shall prominently display the price list of all items available for sale and shall not charge rates higher than the Maximum Retail Price (MRP), wherever applicable.
- xiii. The successful bidder shall execute an agreement with the University before commencement of services and shall abide by all terms and conditions of the agreement and tender document.
- xiv. Any loss or damage caused to university property by the service provider or his/her personnel shall be rectified or reimbursed by the service provider at his/her own cost.
- xv. In case of violation of any terms and conditions, misconduct, unsatisfactory services or complaints from stakeholders, the University reserves the right to impose penalty and/or terminate the agreement after issuing due notice.
- xvi. The outlet must be operational within **30 days** from the date of signing of contract, 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) Operations & Service Standards

- i. The service provider shall ensure efficient, courteous and professional service to students, faculty members, staff and visitors of the University at all times.
- ii. The miscellaneous store shall operate strictly during the timings prescribed by the University authorities and shall not remain closed during operational hours without prior permission.
- iii. The service provider shall ensure adequate stock availability of essential day-to-day items to avoid inconvenience to the campus community.
- iv. All items sold through the store shall be of standard quality, properly packed and within the valid expiry period, wherever applicable.
- v. The service provider shall prominently display the selling price/rate list of all items at the shop premises and shall not charge any amount in excess of the printed Maximum Retail Price (MRP), wherever applicable.
- vi. The store premises, shelves, counters and surrounding areas shall be maintained in a clean, hygienic and organized condition at all times.
- vii. Proper waste collection and disposal mechanisms shall be maintained by the service provider in compliance with the instructions issued by the University and local authorities.
- viii. The service provider shall ensure that no banned, illegal, hazardous or objectionable items are stored or sold within the shop premises.
- ix. The service provider shall provide digital payment facilities such as UPI, debit card, credit card or other cashless transaction methods for the convenience of users.
- x. The service provider shall ensure that electrical fittings, appliances and equipment used inside the store are maintained safely and responsibly so as to prevent fire hazards or damage to university property.
- xi. The service provider shall not use the allotted premises for any purpose other than the purpose specified in the agreement without prior written approval from the University.
- xii. Any complaint regarding overpricing, poor quality products, misconduct, unhygienic conditions or unsatisfactory service shall be

attended to immediately by the service provider.

- xiii. The University reserves the right to conduct inspection of the store premises and verify quality, hygiene, stock and service standards at any time during the contract period.
- xiv. Repeated complaints, non-compliance of instructions or failure to maintain the prescribed service standards may result in imposition of penalty and/or termination of the agreement by the University.

d) Pricing & Sale of Items

- i. The approved price list shall remain fixed for a period of **one (1) year** from the date of commencement of operations.
- ii. The service provider shall sell all items at reasonable and competitive rates for the benefit of students, faculty members, staff and visitors of the University.
- iii. The prices of packaged commodities and branded items shall not exceed the Maximum Retail Price (MRP) printed on the products.
- iv. The service provider shall prominently display the price list of all items available for sale at a conspicuous place within the shop premises at all times.
- v. No item shall be sold without proper labelling, packaging or expiry details wherever such requirements are applicable.
- vi. The University reserves the right to review and regulate the pricing of items being sold in the miscellaneous store in the interest of students and other stakeholders.
- vii. The service provider shall ensure availability of essential daily-use items including, but not limited to, stationery items, toiletries, packaged snacks, beverages, photocopy/printing accessories and other approved miscellaneous goods.
- viii. Addition of new product categories/items or discontinuation of essential items shall require prior approval of the University authorities.
- ix. The service provider shall ensure that all food and beverage items sold are fresh, hygienic and within the valid consumption period.
- x. Sale of tobacco products, cigarettes, alcohol, narcotic substances, expired products and any prohibited or objectionable items within the University campus shall be strictly prohibited.
- xi. Any complaint regarding overpricing, duplicate products, expired items or poor-quality goods shall be viewed seriously and may attract penalty and/or termination of the agreement.

e) Monitoring & Compliance

- i. The performance of the Service Provider shall be monitored periodically by the competent authority/authorised officials of Assam Skill University from time to time.
- 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 ASU officials.

f) Usage & Restrictions

- i. The premises allotted for operation of the miscellaneous store shall be used strictly for the purpose specified in the agreement and for no other purpose whatsoever without prior written approval of Assam Skill University.
- ii. The Service Provider shall not sublet, transfer, assign or share the allotted premises, either wholly or partly, with any individual, agency or third party without prior written permission from the University.

g) Safety & Continuity

- i. The Service Provider shall ensure safe operation of the miscellaneous store and shall comply with all applicable safety regulations, fire safety norms and public health guidelines issued by the competent authorities from time to time.
- ii. The Service Provider shall take adequate precautions to prevent fire hazards, electrical accidents and other safety risks within the allotted premises.
- iii. All electrical fittings, appliances, equipment and wiring used in the store shall be maintained in proper working condition and shall conform to prescribed safety standards.
- iv. The Service Provider shall ensure that inflammable, hazardous or prohibited materials are not stored or used within the premises.
- v. In the event of temporary closure or disruption of services due to emergency, maintenance work or unforeseen circumstances, the Service Provider shall immediately inform the authorities of Assam Skill University along with reasons and expected duration of disruption.
- vi. The Service Provider shall make all reasonable efforts to restore normal operations at the earliest possible time in the event of any interruption of services.
- vii. The University shall not be held responsible for any loss, theft, damage, accident or disruption arising out of operation of the store and the Service Provider shall be solely responsible for safeguarding his/her personnel, stock and equipment.

h) Pest Control

The Service Provider shall ensure regular pest control measures within the store premises, 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.

i) Fire Safety

The Service Provider shall strictly comply with all applicable fire safety laws, rules, regulations and guidelines issued by the competent authorities from time to time and shall, at its own cost, install, operate and maintain adequate fire safety equipment, including fire extinguishers and other necessary safety devices, within the allotted premises. Proper safety measures shall be ensured in handling electrical installations, wiring, appliances and other equipment used in the operation of the establishment. The Service Provider shall be solely responsible and liable for any loss, damage, accident, fire hazard, injury or liability arising out of negligence, unsafe practices or non-compliance with fire safety requirements by the Service Provider or its employees/personnel. Assam Skill University reserves the right to inspect the premises at any time to verify compliance with prescribed fire safety norms and to issue necessary directions for corrective measures, which shall be complied with immediately by the Service Provider.

j) Contract & Extension

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 Miscellaneous Store 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 Competent Authority of ASU.

b) Procurement Responsibilities

The Service Provider shall be solely responsible for procurement, transportation, storage and supply of all items/products required for operation of the miscellaneous store at Assam Skill University. All goods procured and sold shall be of standard quality, genuine, hygienic and sourced from authorized manufacturers or suppliers, wherever applicable. The Service Provider shall ensure adequate stock availability of essential items at all times and shall not procure, store or sell any counterfeit, expired, adulterated, damaged, prohibited or objectionable items within the University campus. Proper storage conditions shall be maintained to prevent damage or contamination of products. The Service Provider shall also maintain necessary procurement and stock records and comply with all applicable laws, food safety regulations, taxation requirements and statutory provisions related to procurement and sale of goods. The University shall not bear any responsibility for procurement, transportation, storage losses or damage to goods belonging to the Service Provider.

c) Service Mode

The miscellaneous store shall operate in a self-service and over-the-counter mode during the prescribed operational hours of Assam Skill University. The Service Provider shall ensure efficient, hygienic and customer-friendly service with availability of both cash and digital payment facilities.

d) 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.

e) Approved Brands

The Service Provider shall ensure that only reputed, genuine and quality-approved brands/products are stocked and sold in the miscellaneous store. Assam Skill University reserves the right to approve, restrict or prohibit any brand or product considered unsuitable for the University campus.

f) 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 (1) non-judicial stamp papers of Rs. 100/- each** for execution of the agreement within the stipulated time.

g) Construction Cost

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

h) 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. HYGIENE STANDARDS

The Service Provider shall maintain high standards of cleanliness, hygiene and sanitation within and around the miscellaneous store premises at all times. Proper waste disposal, regular cleaning of shelves/counters and hygienic storage of products shall be ensured in compliance with the instructions and standards prescribed by Assam Skill University and the competent authorities.

12. FACILITY PROVIDED BY ASU BROADLY INCLUDE

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 Miscellaneous Store, and every effort must be exercised by the Service Provider to avoid any wastage of electricity.

13. PERSONNEL

The miscellaneous store shall be operated directly by the successful bidder/proprietor at Assam Skill University. Engagement of separate staff/personnel for operation of the store shall not be permitted without prior approval of the University, and the Service Provider shall be solely responsible for discipline, hygiene and compliance with all applicable statutory requirements.

14. BANNED ITEMS AND CLEANLINESS:

- a. Under no circumstances shall the Service Provider sell, store or distribute any item prohibited within educational institutions. Tobacco products, cigarettes, alcoholic products, narcotic substances and any other banned or objectionable items are strictly prohibited within the premises of Assam Skill University.
- b. Regular cleaning of the facility shall be done.

15. 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.

16. 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.

17. FAILURE AND TERMINATION

- a. In the event of failure of the Service Provider to comply with any terms

and conditions of the agreement or directions issued by Assam Skill University, the University reserves the right to issue warning notices and/or impose penalties as deemed appropriate.

- b. Repeated violations relating to hygiene, overpricing, sale of prohibited items, misconduct, unsatisfactory services, unauthorized closure of the store or non-compliance with operational standards may result in suspension and/or termination of the agreement.
- c. In case the Service Provider fails to commence operation of the store within the stipulated time period, the University reserves the right to cancel the allotment without any further notice.
- d. The University may terminate the agreement at any time by giving written notice in the event of breach of contract, violation of statutory provisions or conduct detrimental to the interests of the University.
- e. The Service Provider may also surrender/terminate the agreement by giving prior written notice of at least 30 days to the University, subject to clearance of all dues and obligations.
- f. Upon termination or expiry of the agreement, the Service Provider shall peacefully vacate and hand over the allotted premises to the University in good condition, subject to normal wear and tear.
- g. In case of termination due to default or breach on the part of the Service Provider, the Security Deposit shall be liable to forfeiture, wholly or partly, as decided by the University authorities.
- h. The decision of the University regarding failure, breach, penalty and termination shall be final and binding upon the Service Provider.

18. 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 miscellaneous store 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.

19. 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.

20. 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, paintings 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.

21. 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 Miscellaneous Store. (as per layout).

22. FORCE MAJEURE

In the event of any force majeure causing delay in performance of services by the Service Provider, 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.

23. 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

24. PAYMENT

The Service Provider shall have to collect the payment from the customer(s) against the selling of any items. 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.

25. RATES AND TAXES FOR SELLING VARIOUS ITEMS

The rates/amounts quoted by the Service Provider for operation of the miscellaneous store shall be inclusive of all applicable taxes, duties and other charges. The Service Provider shall ensure compliance with all statutory requirements and applicable laws in force in India, including taxation laws, labour laws and other relevant regulations. Assam Skill University shall not be liable to

pay any additional taxes, charges or expenses not specifically mentioned in the tender/agreement. The prices displayed for customers shall be inclusive of all applicable charges, and no item shall be sold above the Maximum Retail Price (MRP), wherever applicable. It shall be the sole responsibility of the Service Provider to deposit/pay all taxes, duties and statutory dues to the concerned authorities within the prescribed time. The prices/rates of items sold in the miscellaneous store shall remain fixed for a period of one year from the date of commencement of operation of the store. Any revision in prices after completion of one year may be considered only with prior approval of the competent authority of ASU.

26. ACCOMMODATION

No accommodation or residential facility shall be provided by Assam Skill University to the Service Provider in connection with operation of the miscellaneous store. The Service Provider shall make his/her own arrangements for accommodation, transportation and related requirements at his/her own cost and responsibility.

27. GARBAGE DISPOSAL / CLEANING OF OCCUPIED AREA WITH SURROUNDINGS

- a. The Service Provider will be responsible for disposal of the waste & garbage generated in the miscellaneous store 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.

28. 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-MS/2026/

Dated: 03 June 2026

ASSAM SKILL UNIVERSITY (ASU)

Mangaldai, Darrang, Assam - 784125

29. TENDER DETAILS:

- a. Bidders are advised to carefully read the *Scope of Work* and *General Terms & Conditions* before filling up this form.
- b. The Service Provider shall be solely responsible for all expenses related to operation of the miscellaneous store, including statutory obligations, taxes, transportation, procurement, maintenance and any other incidental expenditure as applicable.
- c. The rates quoted for the miscellaneous store shall be inclusive of all applicable charges and shall conform to the approved price list/rates submitted by the bidder. No item shall be sold above the Maximum Retail Price (MRP), wherever applicable.
- d. The quoted rates shall remain valid for a period of 90 days from the date of opening of the Price Bid. The rates/prices of items sold in the miscellaneous store shall remain fixed for one year from the date of commencement of operation of the store.
- e. Documentary evidence, wherever required, must be attached with the bid.
- f. A complete set of the *Scope of Work* and *Terms & Conditions*, duly signed on each page, must be submitted along with the bid.
- g. The prescribed format must be completed in all respects and signed on each page.
- h. The bid shall be submitted in a sealed envelope superscribed with “**Tender No. ASU/CA-MS/2026/____, dated: 03 June 2026**” and must be submitted before the stipulated due date.
- i. In case the space provided in the format is insufficient, bidders may furnish the required information on a separate sheet, duly signed.

.....

Tender No. ASU/CA-MS/2026/

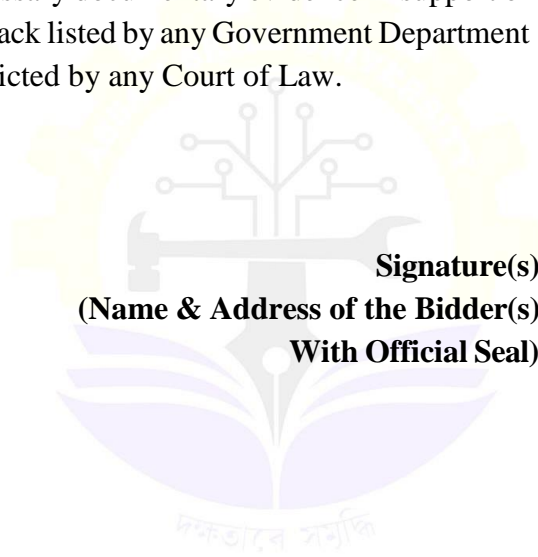
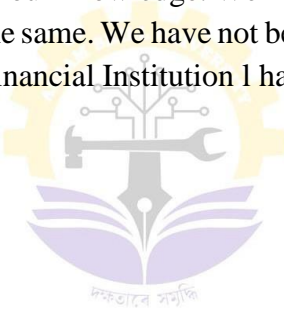
Dated: 03 June 2026

30. 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	
<ul style="list-style-type: none">• Income Tax PAN NO.:• GST Reg. No:• VAT TIN Reg. No.: (Please enclose copies, as applicable)	
Average annual turnover of Rs 5,00,000.00 in the last 3 years (FY-2022-23, 2023-24, 2024-25, duly certified by a registered Chartered 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	

31. 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 I 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-MS/2026/

Dated: 03 June 2026

**ESTABLISHMENT OF MISCELLANEOUS STORE AT CONVENIENCE ARENA IN ASSAM
SKILL UNIVERSITY**

Mangaldai, Darrang, Assam - 784125

32. ANNEXURE A

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

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

Type of Outlet	No of Outlet	Total Carpet Area Per Outlet (in Sqft)	Front Verandah Area (in Sqft)	Facilities Available
Miscellaneous Store	1	466.34	205.38	

Items:- (Please provide details of experience)

33. ANNEXURE B

DETAILS OF EXPERIENCE

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

(Self-Attested and Sealed Copies to be attached)

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

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 :

34. 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-MS/2026/**

Name of Tender / Work: - Tender for Establishment of Miscellaneous Store 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)

35. 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.

36. ANNEXURE E

BID FORM

(Establishment of Miscellaneous Store)

_____/_____/2026

To,

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

We offer to establish a Miscellaneous Store at ASU Convenience arena for the contract “**Establishment of Miscellaneous Store 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 Bid 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 **Tender** 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.