



# Office of the Principal Bahona College

P.O: Bahona, Jorhat- 785101 (Assam)  
Affiliated to Dibrugarh University  
(NAAC Accredited with A+ Grade)

Ref. *Bc/c/38/18/20957*

Date: 21/11/2024

## NOTICE INVITING APPLICATIONS

Sealed **separate applications** are invited from the eligible parties for running:

- College Canteen and,
- Tea Corner at Bahona College premises.

Submission Deadlines: 21.11.24 to 02.12.24.

The contract period will be from 17<sup>th</sup> January, 2025 for a period of three years, subject to satisfactory performance.

### **Application Submission Address:**

Office of the Principal  
Bahona College  
Jorhat, Assam, 785101

### **Eligibility Criteria for Applicants:**

- The applicant should be a registered entity or individual capable of operating a canteen/tea corner.
- The applicant must have experience in running a canteen or similar food service establishment.
- The applicant should possess all required licenses and approvals from relevant authorities.
- The applicant must adhere to all relevant health and safety standards in food preparation and service.

### **Terms and Conditions:**

- The party will be responsible for maintaining hygienic conditions in the canteen/tea corner and providing quality food and beverages to the stakeholders of the college.
- The selected party must arrange all necessary items such as furniture, utensils, etc. for running the same.
- The party must strictly comply with the food menu and pricing as approved by the college authorities.
- The canteen must be operational during college hours and on all working days including summer and winter vacations
- The party must follow all the safety protocols and guidelines issued by the government or college authorities.
- The college reserves the right to terminate the contract in case of non-compliance with the terms and conditions or unsatisfactory performance.
- The selected party will be required to submit a security deposit of Rs. 5,000/- (Rupees Five Thousand) only as a guarantee of good performance, which will be refundable at the end of the contract period, subject to fulfillment of all obligations.
- Party must fulfill the terms and conditions mentioned in the Application form.



## Submission of Application Forms:

Interested parties can submit the application form (enclosed with this notice). The completed forms along with all necessary supporting documents should be submitted in separate sealed envelopes marked "Applications for Running College Canteen" and "Applications for Running Tea Corner" at college address on or before 2<sup>nd</sup> December, 2024.

## Selection Method:

The selection will be based on the following method:

A. Monthly Rent (**Minimum 1500/- for canteen and 500/- for Tea Corner**): Highest rent bidder will get maximum score and others will get relative score

B. Food Item Price Menu: 1 mark for Standard Rate, 2 mark for lower than Standard Rate and 0 for more than standard rate.

C. Preference Condition Score: 5 points for each (only with valid documents).

There will be a final sitting with the eligible shortlisted parties with the selection committee for the final selection. **The decision of the committee will be final after approval by the Principal.**

### Standard Rate of Items for Canteen

Sl. No.	Food Item (s)	Price/Rate (Rs.)	Sl No	Food Item	Price/Rate (Rs.)
		Full Plate			Full Plate
1	Tea(Red)	5	14	Roll (Egg)	40
2	Tea(Milk)	10	15	Roll (Chicken)	50
3	Coffee(Milk)	10	16	Rice (Veg)	60
4	Roti Sabji	25	17	Rice(Meat-Broiler Chicken)	80
5	Puri Sabji	25	18	Rice (Fish-Local)	80
6	Paratha	25	19	Maggie	15
7	Omelet	15	20	Noodles (Veg)	30
8	Boil Egg	10	21	Noodles (Chicken)	50
9	Singara	5	22	Noodles (Egg)	30
10	Aloo Chop	10	23	Fried Rice (Chicken)	50
11	Egg Chop	15	24	Fried Rice (Egg)	40
12	Pakora	20	25	Fried Rice (Veg)	30
13	Roll (Veg)	30	26	Any other item (Specify)	-

### Standard Rate of Items for Tea Corner

Sl. No.	Food Item (s)	Price/Rate (Rs.)
1	Tea (Red)	5
2	Tea (Milk)	10
3	Coffee (Milk)	10
4	Sweets	-
5	Snacks	-

For any queries or clarifications, interested parties may contact the college office.

*SChaliha*  
[Dr. Sumbit Chaliha]  
Principal  
Bahona College

Principal  
Bahona College

To,  
The Principal  
Bahona College

**Sub.: Application Form for running College Canteen/ Tea Corner**

Sir,

In reference to the subject cited above, I/we would like to submit my application for running the College Canteen/Tea Corner at Bahona College along with all the necessary documents. I request you kindly to consider my application for the same.

**Details about the Party:**

**Name:**

**Permanent Address:**

**Contact No.:**

**Bank Details:**

Account Number:

Name of the Bank:

Branch:

IFSC:

AADHAR No.:

PAN:

GST Number (If Available):

FSSAI License Number (If Available):

Please paste your  
recent photograph  
here

*N.B. Please attach photocopies of the documents along with this form.*

## **Financial Bid:**

**A. Monthly Rent for Canteen (Minimum Rs. 1500/- and for Tea Corner Rs. 500/-)**

**: Rs. \_\_\_\_\_/- and \_\_\_\_\_/-**

**B. Food Item Price Menu:**

<b>Standard Rate of Items for Canteen</b>					
Sl. No.	Food Item (s)	Price/Rate (Rs.)	Sl No	Food Item	Price/Rate (Rs.)
		Full Plate			Full Plate
1	Tea(Red)		14	Roll (Egg)	
2	Tea(Milk)		15	Roll (Chicken)	
3	Coffee(Milk)		16	Rice (Veg)	
4	Roti Sabji		17	Rice(Meat-Broiler Chicken)	
5	Puri Sabji		18	Rice (Fish-Local)	
6	Paratha		19	Maggie	
7	Omelet		20	Noodles (Veg)	
8	Boil Egg		21	Noodles (Chicken)	
9	Singara		22	Noodles (Egg)	
10	Aloo Chop		23	Fried Rice (Chicken)	
11	Egg Chop		24	Fried Rice (Egg)	
12	Pakora		25	Fried Rice (Veg)	
13	Roll (Veg)		26	Any other item (Specify)	

<b>Standard Rate of Items for Tea Corner</b>		
Sl. No.	Food Item (s)	Price/Rate (Rs.)
1	Tea (Red)	
2	Tea (Milk)	
3	Coffee (Milk)	
4	Sweets	
5	Snacks	

**C. Preference condition: (If yes, Specify and enclose valid documents)**

<b>Condition</b>	<b>Yes/No</b>	<b>Specify</b>
Stakeholder of Bahona College		
Experience in running food stall/ canteen		
Certificates related to the service		
Utensils (If Yes, specify)		
Electrical appliances (If Yes, Specify)		
Support staff to run the same		
Any other (Please specify)		

**Terms and Conditions:**

1. The applicant must have a Food Menu (Approved by College, Refrigerator, Coffee vending machine, Oven/Microwave, Dinner Set and Crockery set.
2. They must have Online Transaction facilities (Paytm, Gpay, etc.
3. The party has to pay the electricity bill and rent on or before 10<sup>th</sup> of every month.
4. The party has to take responsibilities to maintain the cleanliness of the canteen/ tea corner and its surroundings (including toilets).
5. The party will be responsible for making arrangements for disposal of garbage produced by the same.
6. The party will be responsible for maintaining the reputation of the college and should not destroy any property of the college.
7. The party will not close the canteen without prior information and approval of the college authority. A fine of Rs. 100/- per day will be charged for keeping the canteen closed without prior approval.
8. The party has to supply food items as and when requested by the authority even for 2-3 persons during practical examinations, etc.
9. College will return the security deposit to the party if he/she runs the same for three years without any objection for the leased period.
10. The party will be responsible for any financial damage to the properties of the college.
11. The college reserves all the right to cancel the agreement with the party with a one month notice period, if the party fails to run the same with satisfaction.
12. The party will behave properly with stakeholders of the college.
13. The selection of the party will be based on the following points:
  - i. Monthly rent: Highest rent bidder will get the maximum score.
  - ii. Food item price menu: 1 point for standard rate; 2 for lower than the standard rate and 0 for less than standard rate.
  - iii. Preference condition score: 5 points for each valid document.

**List of documents enclosed:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Name and Signature of the Applicant