

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

OUTSOURCING OF UNIVERSITY BOYS AND GIRLS HOSTEL MESS FACILITY  
IN ASSAM SKILL UNIVERSITY AT MANGALDAI, DARRANG, ASSAM - 784125

October 2025

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TENDER FOR OUTSOURCING OF UNIVERSITY BOYS AND GIRLS HOSTEL MESS FACILITY IN ASSAM SKILL UNIVERSITY AT  
MANGALDAI, DARRANG, ASSAM - 784125

## TENDER DOCUMENT

Tender No. ASU/UH/2025/378

Dated: 22nd October 2025

## GENERAL TERMS & CONDITIONS

<b>LAST DATE FOR SUBMISSION:</b>	<b>2:30 PM ON 12th November, 2025</b>
<b>OPENING OF TECHNICAL BID:</b>	<b>3:00 PM ON 12th November, 2025</b>
<b>VENUE:</b>	<b>Conference Room, Assam Skill University, City Office-3rd Floor, DECT Office Complex, Rehabari, Guwahati, Assam – 781008</b>
<b>ESTIMATED COST:</b>	<b>Rs. 36,00,000.00</b>
<b>TENDER PAPER COST:</b>	<b>NIL</b>
<b>EARNEST MONEY DEPOSIT:</b>	<b>Rs. 50,000.00</b>
<b>VALIDITY OF TENDER:</b>	<b>90 days from the Date of Opening of Bids.</b>
<b>MODE OF TENDERING</b>	<b>Two stage bid system and NIT shall also be uploaded at ASU website: <a href="http://www.asu.ac.in">www.asu.ac.in</a> &amp; Assam Tenders Portal</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 has separate hostel facilities for boys and girls with a total accommodation capacity of approximately 1,200 students at a time. The hostels offer single, double, and triple-seater rooms. Each hostel is equipped with a mess and a spacious dining hall to cater to the residents.

The University is endowed with modern state of the art facilities for conducting class room teaching, research, trainings, seminars and workshops 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 five (5) years	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 in the name of the Service Provider submitting the bid.	Self-attested copy of Trade License in the name of the Service Provider submitting the bid

V.	Income Tax Clearance Certificate/Assessment Order and Audited Balance Sheet for the past three preceding financial years must be furnished.	Self-attested copy of Income Tax Clearance Certificate/Assessment Order and 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 Mangaldai from where regular services/correspondences can be provided.	<ul style="list-style-type: none"> <li>- Details of location to be provided (rent agreement/ electricity bill etc.)</li> <li>- Incase of unavailability of own registered office/ branch in Mangaldai – A declaration to setup a office upon selection as service provider shall be submitted.</li> </ul>
VII.	Average annual turnover of the last 3 Financial Years (2022-23, 2023-24 & 2024-25) should not be less than Rs. 10 Crore.	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 catering services in Guest Houses/ Canteens/ Hostels/ Hotels/ Resorts (Labour, Material, Service or similar nature of work) on round-the-clock basis for a continuous period of minimum of 3 years.	Duly filled up format furnished at <b>ANNEXURE-C</b> below along with Work Order(s)/ Completion Certificate(s) copies issued by Govt. Department/ PSU/ Reputed Private Organization.
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	<p>Non- Black listed, declaration on this effect in the Letter Head of Firm.</p> <p>Duly filled up Non-Black listed, declaration on this effect in the Letter Head of Firm to be furnished as per <b>ANNEXURE-D</b></p>
X.	Documentary evidence for experience in Catering in Guest House/ Canteens/ Hostels/ Hotels / Resorts for the value not less than <b>Rs. 10 crore per annum</b> under following breakup: <ul style="list-style-type: none"> <li>- Rs. 10 crore X 1 contract, or;</li> <li>- Rs. 5 crore X 2 contract, or;</li> <li>- Rs. 3.33 crore X 3 contract</li> </ul>	<p>Self-attested copies of experience certificate in catering for the value not less than Rs. 10 crore per annum in the name of the Service Provider submitting the bid.</p> <p>Duly filled up format to be furnished as per <b>ANNEXURE-E</b></p>
XI.	<b>The list of clients, present and past, should be enclosed.</b> Certificates from clients with respect to <b>performance of the Service Provider in the last 3 years</b> should be enclosed.	Self-attested copy of client list, present and past, certificate from clients with respect to performance of the Service Provider in the last 3 years shall be submitted by the service provider submitting the bid.

		Duly filled up format to be furnished as per <b>ANNEXURE-F</b>
XII.	<p>The total number of staff in your organization engaged in catering service and the total turnover per annum for the last three years needs to be furnished.</p>	<p>Self-attested copy of total staff list of your organization engaged in catering service and the total turnover per annum for the last three years shall be submitted by the service provider submitting the bid.</p> <p>Duly filled up format to be furnished as per <b>ANNEXURE-G</b></p> <ul style="list-style-type: none"> <li>• <b>Bidder who does not provide any of the above documents, such quotation will be summarily rejected.</b></li> <li>• <b>If the performance of the bidder is found to be unsatisfactory for any reason, in any organization, ASU reserves the right to reject the bid submitted by bidder.</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 **Contract**.

### 3. Preparation of Bid

- a) The prices should be quoted for Assam Skill University, Mangaldai and should be accompanied by adequate eligibility documentation.
- b) The rate offered should be mentioned separately in single unit basis as per the format attached in the Price schedule. **The rate offered should be inclusive of all taxes.**
- c) The bidder shall submit only one set of quotations for the above item. Your quotation 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 H)**, your bid shall not be considered further.
- d) The Bidder shall quote for the full quantity.
- e) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject on any account.
- f) The prices shall be quoted in Indian Rupees only.
- g) Each Bidder shall submit only one bid. Bidder shall not contact other Bidders in matters relating to this bid. Bidder shall offer quote for all items as mentioned in the quotation.
- h) 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.
- i) Further information can be obtained from: **O/o the Registrar, Address: Assam Skill University City Office- 3rd Floor, DECT Office Complex, Rehabari, Guwahati, Assam – 781008, E-mail: registrar@asu.ac.in.**
- j) Tender documents should be sent in a sealed outer cover superscribing “**Tender for**

**Outsourcing of University Boys and Girls Hostel Mess Facility in Assam Skill University at Mangaldai, Darrang, Assam - 784125" to The Registrar, Assam Skill University City Office- 3rd Floor, DECT Office Complex, Rehabari, Guwahati, Assam – 781008 so as to reach on or before 2:30 PM ON 12th November, 2025**

#### **4. 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) Previous experience in similar field (Max. 35 marks)-**

5 to 10 years	25 marks
Above 10 to 15 years	30 marks
Above 15 years	35 marks

**b) Annual turnover during the last three Financial Years under single contract (Max. 35 marks)**

10 crore to 20 crore	25 marks
Above 20 to 30 crore	30 marks
Above 30 crore	35 marks

**c) L1 for Boys and Girls Hostel Mess Services (Annexure B) – 30 marks**

The formula for determining the marks for point no. point no. 4(c)on the basis of their quoted prices is calculated as following: **Sf = 30 x Fm/ F**, in which “Sf” is the financial mark, “Fm” is the lowest price, and “F” the price of the bid under consideration

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

- a) The Technical Offer must be submitted together with the earnest money deposit of **Rs. 50,000.00** (Rupees fifty 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 **Guwahati** 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.

#### **6. PERFORMANCE SECURITY:**

- a) The successful bidder/service provider will be required to deposit a performance security of **Rs. 1,80,000.00** (Rupees one Lakh eighty thousand only) 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 will be refunded or released after expiry of Contract Agreement subject to satisfactory service of contract.
- c) **No interest is payable on the Security Deposit.**

## 7. GENERAL CONDITIONS

### SCOPE OF WORK AND SERVICES

#### 7.1. HOSTEL MESS

- a. To render all Food and Beverage services at high standards.
- b. To render additional services like Ala-Carte Items as may be required by ASU Hostel Inmates.

The Service Provider shall provide the following services:

- i. Preparation of Breakfast, Lunch, Evening Tea and Dinner etc., as per the menu at **Annexure - B**.
- ii. For any extra item, not covered in the Annexure - B the Service Provider may charge additionally on the mutually agreed rates.
- iii. All items of the menu along with rates needs to be displayed inside the dining room.
- iv. To provide healthy food to the hostel inmates as per the standard menu. However, in exceptional cases, he may have to prepare food as specified by the inmates on medical grounds.
- v. Responsible for procurement of raw materials and ingredients. First quality raw materials and ingredients shall be used in the preparation of food and beverages. Fresh vegetables and milk, standard beverages shall be used. The quality of the materials should be satisfactory to the officials of ASU, who shall carry out random inspection.
- vi. Store sufficient quantity of high-quality ingredients in the available place in the Boys and Girls Hostel Mess to ensure preparation of food items in time. The Service Provider at his own risk shall make the procurement and storage.
- vii. Vegetarian and non-vegetarian food must be cooked and served separately. Service provider must keep separate cooking utensils (properly labelled e.g., Green Tape –Veg / Red Tape –Non- Veg) for Veg and Non- Veg Items. If they are using eggs in preparation of any food items (including naan, bread, etc), then it should be mentioned on the menu with a red mark.
- viii. Arrange own Cooking Utensils for preparation of food in the hostel mess.
- ix. The timings for services fixed by the ASU shall be strictly followed by the Service Provider.

- x. Every food preparation shall be used for the specific service and the left-over food shall not be carried to next meal service.
- xi. Responsible for service of food and beverages in the Dining Hall of Hostel Mess only.
- xii. Provide efficient and timely service to all inmates.
- xiii. The food preparation is to be done in a strict hygienic environment and matching process without any compromise. The cooking & Service staff is also expected to be reporting for duty with good health and hygiene as well as in washed & pressed uniforms.
- xiv. Ensure total cleanliness and regular cleaning of facilities in the kitchen and ensure that the properties of ASU are well taken care of.
- xv. Perform the Service to the satisfaction of the ASU officials. If any shortcoming is found then on instruction from ASU officials, the Service Provider shall rectify the shortcoming immediately
- xvi. Appoint well experienced cooks capable in preparation of all types of foods. The kitchen staff shall be maintained directly by the service provider, whose payment shall be made directly by the service provider. **ASU shall not bear the manpower cost for hostel mess service.**
- xvii. Attend to any or all mess requirements whether covered contractually or otherwise, at a pre-determined price laid out in the contract or mutually agreed upon thereafter.
- xviii. The Service Provider may inspect the kitchen equipment, crockery and cutlery, etc. available at ASU Hostel. The Service Provider is free to use any of the available facility in the Hostel mess. For any additional requirement, the Service Provider may bring their own equipment.
- xix. Routine cleaning and proper handling of kitchen equipment required for food preparation will be the sole responsibility of Service Provider
- xx. **Ensure timely coordination for booking and procurement of gas cylinders so as to avoid any shortage. Adequate stock of cylinders must be maintained at all times to ensure uninterrupted cooking operations, including during strikes, lockouts, or any government-declared situations.**

### 7.3. OPERATION

- a. To ensure the entire operations of the Hostel and coordinate with General Administration of ASU for smooth running of the Hostel.
- b. To maintain records/bills as required by ASU.
  - i. The Service Provider shall properly organize the bills and submit the same to ASU Authority at the end of the month.
  - ii. The Service Provider shall perform Hostel mess services in a thorough, efficient,

professional manner with due diligence and care according to specified norms and standards, in conformity with applicable local laws and regulations and ASU's own procedures & instructions, shortcoming if any found, then on instruction, the Service Provider shall rectify the shortcoming immediately.

**8. 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.

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

**10. 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.

## **11. Facility provided by ASU broadly include**

- a) Kitchen with basic facilities like gas stoves, etc.
- b) Basic furniture in dining halls.

The Vendor shall maintain inventory of the stock of items handed over by ASU. An inventory statement giving clearly the break-up of stock, including usable items, items rendered unusable due to normal wear and tear and breakage / missing, if any, shall be submitted to ASU by 10th of every month, which shall be checked by the authorized official of ASU in comparison with the original inventory list.

**12. Crockery & cutlery:** The service provider shall provide the following items:

I. Crockeries	b) SS Tea spoons
a) SS Dinner plates with compartments	c) SS Forks
b) SS Quarter plates	III. Glassware
c) SS bowls	a) SS Water glasses
II. Cutlery	b) SS Water jugs
a) SS Table spoons	

**Breakage/ loss:** Breakage/ loss shall be kept to a reasonable level. Annual breakage/ loss to the tune of 10% is permissible **in case** of crockery supplied to the Service Provider. The breakage/ loss over and above 10% should be made good by the Service Provider. If breakage/ loss takes place on account of negligence or mishandling of the equipments, utensils, crockery and cutlery by the staff of the Vendor, the Vendor shall have to bear the entire cost in respect

of such breakage/ loss. Similarly, the cost of any item missing shall be recovered from the Vendor in full. All the losses will be made good by the Service Provider on quarterly basis.

- a) The Service Provider will have full responsibility of proper upkeep, maintenance (including spares replacement of equipments) and custody of the equipments/ vessels etc, handed over to the Service provider by the ASU.
- b) All the items supplied by the University at its expense for the purpose of running Hostel will be ASU's property for all intents and purposes.
- c) The losses due to breakage/theft/damage or loss of any such materials/ equipment fixtures/furniture or damage due to poor and reckless handling shall be recovered from the Service Provider at full cost. In regard to natural wear and tear of any such item, the decision of the ASU shall be final and binding on the Service Provider.

### **13. PERSONNEL**

- a) The Successful Service Provider shall make all appropriate arrangements for smooth running of mess of University Hostel. Hence, he should post a team of personnel under the leadership of one. well experienced **Supervisor**, who will be reporting to ASU Supervisor in the University Hostel.
- b) The Service Provider shall maintain Qualified/Trained competent hostel mess personnel on the job to ensure smooth operation of the services as set forth in the Scope of Work and Services.
- c) The Service Provider, as per the **Abolition of Child Labour Act 2006**, shall not engage a person below the age of 18 years.
- d) **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.
- e) **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.



## **14. 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 ASU Hostel will be monitored by a designated official of the University. The Service Provider will also ensure availability of a responsible person on round-the-clock basis for contact by the designated officials of the University.

**The Service Provider shall engage sufficient number of competent employees for running the Hostels on round-the-clock basis. 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.

#### **15. 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.

#### **16. 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.

## **17. PERIOD OF CONTRACT & TERMINATION**

**The contract shall commence from the date of awarding the contract by ASU and shall be initially for a period of one year which can be annually renewed upto a period of three years, subject to satisfactory performance.** The University reserves the right to extend the period of contract for a further period of up to one year on terms mutually agreed upon. Either party shall be at liberty to terminate the agreement by giving **three clear calendar months'** notice in writing.

## **18. RISK CLAUSE**

Notwithstanding anything contained in any other clause, ASU reserves the right to terminate the contract due to any failure on the part of the Service Provider in discharging his obligations under the contract or in the event of his becoming insolvent or going into liquidation. The decision of the ASU about the failure on the part of the Service Provider shall be final and binding on the Service Provider. If there is any stoppage of service in any area of the Hostel Mess services, for any reason, the Service Provider shall be liable for **penalty** action as decided by ASU, in the event of any failure on the part of the Service Provider, ASU shall have the right, without any prejudice, to get the work done through any other alternate Service Provider at the risk and cost of the Service Provider. The additional cost, loss, if any incurred by ASU will be recovered from the Service Provider.

## **19. ACCOUNTING AND PAYMENT TERMS:**

The Service Provider should properly account for the food items served which may be counter checked as per the systems enforced by ASU. Necessary records are to be maintained by the responsible person appointed by the Service Provider which is to be audited from time to time by the ASU officials or the auditor appointed by ASU. The payment will be admitted and cleared for the quantity of food items served only and not on the quantity prepared. The Service Provider is fully responsible for the wastages of food items prepared at the Hostel. So, any wastage of food items will have to be borne by the Service Provider.

## **20. PAYMENT TO THE SERVICE PROVIDER:**

The Service Provider shall raise the bill on completion of every month, which should be duly certified by the ASU's official and the payment shall be made through cheques or account transfer within 30 days from the date of submission of complete bill with supporting documents. The University shall not pay any amount in cash and no advance money shall be paid to Service Provider.

## **21. 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.

## **22. 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 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.

## **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 estimated cost per day;
- Post 5 days penalty shall be imposed at 0.5% of the estimated cost per day

## **24. 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 years 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.: .....**

**Dated: 22nd October 2025**

**ASSAM SKILL UNIVERSITY (ASU)**

Mangaldai, Darrang, Assam - 784125

**25. TENDER DETAILS:**

1. Please read "**Scope and general terms & conditions**" before filling up this form.
2. 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.
3. 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.**
4. 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 two years from the date of commencement of the contract.
5. Attach documentary evidence wherever asked for.
6. Attach the complete set of Scope. Terms & Conditions, duly signed by you.
7. Complete the format in all respects with signature on each page
8. Sealed cover superscribing the envelope **Tender No. ASU/UH/2025/378, dated: 22nd October 2025**, should be submitted before the due date.
9. If space provided in the format is not sufficient, please provide the information in a separate sheet.

.....

Dated: 22nd October 2025

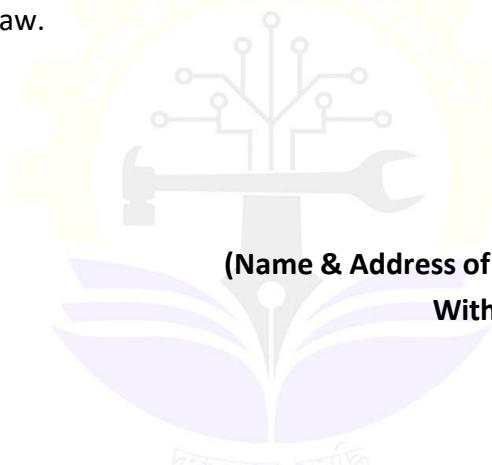
**26. BIDDER DETAILS-**

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> )	
No. of employees proposed to be employed with break up details	
Provident Fund Code No.: <ul style="list-style-type: none"> <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 of all above)	
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 10,00,00,000.00</b> in the last 3 years (FY- 2021-22, 2022-23, 2023-24, duly certified by a registered Chattered Accountant)	
DD No, Date, Name of the Bank and	

amount towards <b>Earnest Money Deposit</b>	
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	

## **27. 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 lave not been convicted by any Court of Law.



**Signature(s)**

**(Name & Address of the Bidder(s)**

**With Official Seal)**

**Place:**

**Date:**

**Tender No. ASU/UH/2025/378**

**Dated: 22nd October 2025**

**UNIVERSITY BOYS AND GIRLS HOSTEL ASU**

**Mangaldai, Darrang, Assam - 784125**

**28. ANNEXURE - A**

**I. LOCATION AND DETAILS OF THE ASU BOYS AND GIRLS HOSTEL**

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

**29. PRICE BID****HOSTEL MESS CHARGES, ASU BOYS AND GIRLS HOSTEL**

Items:- (Please provide cost for each package of items)

- ANNEXURE - B

**ANNEXURE OF RATES**

The menu for breakfast, lunch and dinner is as follows:

Day		Item	Rate (per person)
MONDAY	Breakfast	Milk Tea/Red Tea & Roti Sabji	
	Lunch	Plain Rice, Dal, Vegetable Dry, Papad/Salad	
	Evening Tea	Milk Tea/Red Tea & Biscuit	
	Dinner	Rice, Dal, Egg Curry (1pc)/Vegetable Dry	
TUESDAY	Breakfast	Milk Tea/Red Tea & Slice Toast with Butter/Jam	
	Lunch	Plain Rice, Dal, Vegetable Curry/Dum Aloo, Papad/Salad	
	Evening Tea	Milk Tea/Red Tea & Biscuit	
	Dinner	Rice, Dal, Vegetable Dry, Fish Curry/Paneer Curry	
WEDNESDAY	Breakfast	Milk Tea/Red Tea & Roti Sabji	
	Lunch	Plain Rice, Dal, Vegetable Dry, Papad/Salad	
	Evening Tea	Milk Tea/Red Tea & Biscuit	
	Dinner	Rice, Dal, Chicken Masala/Matar Paneer	
THURSDAY	Breakfast	Milk Tea/Red Tea & Puri Sabji	
	Lunch	Plain Rice, Dal, Aloo Matar, Salad/Papad	
	Evening Tea	Milk Tea/Red Tea & Biscuit	
	Dinner	Rice, Dal, Mixed Veg, Egg Curry (1pc)/Boiled Egg (1pc)	
FRIDAY	Breakfast	Milk Tea/Red Tea & Roti Sabji	
	Lunch	Plain Rice, Dal, Vegetable Dry, Salad/Papad	
	Evening Tea	Milk Tea/Red Tea & Biscuit	
	Dinner	Rice, Mix Dal, Fish Curry/Mixed Veg	
SATURDAY	Breakfast	Milk Tea/Red Tea & Fried Rice	
	Lunch	Plain Rice, Dal, Vegetable Curry/Soyabean Curry	
	Evening Tea	Milk Tea/Red Tea & Biscuit	
	Dinner	Rice, Dal, Mixed Veg	
SUNDAY	Breakfast	Milk Tea/Red Tea & Roti Sabji	
	Lunch	Plain Rice, Dal, Vegetable Dry/Brinjal Aloo	
	Evening Tea	Milk Tea/Red Tea & Biscuit	
	Dinner	Rice, Dal, Chicken Curry/Paneer Butter Masala	
<b>Grand Total</b>			

### ALA-CARTE ITEMS

Sl. No.	Name of Items	Price
1.	Boiled Egg (1pc)	Rs.
2.	Omelette (Single)	Rs.
3.	Omelette (Double)	Rs.
4.	Matar Paneer/Aloo Paneer/Paneer Curry	Rs.
5.	Chicken Dry Fry/ Curry/ Masala	Rs.
6.	Fish Fry/ Curry	Rs.
7.	Mutton Kosha/ Curry	Rs.
8.	Water Bottle/ Cold Drinks/ Juice (Tetra Packs)/ Curd / Ice Cream	ON MRP

**N.B:**

- i. All rates to be quoted for the food menu shall be for single unit and inclusive of GST.
- ii. Rates of the items in the menu shall be revised on mutual agreement term and conditions of both the parties only after completion of 1 year of satisfactory service.
- iii. The Service Provider shall provide the rates based on a minimum of 100 persons.

.....

Items:- (Please provide details of experience)

- ANNEXURE - C

#### DETAILS OF EXPERIENCE

**Last 3 (three) years (2022-23 to 2024-25) of service experience in Catering Services in Guest House/ Canteens/ Hostels/ Hotels / Resorts in Assam.**

*(Self-Attested and Sealed Copy of completion certificates & Work Order to be attached)*

Sl. No.	Period	Name of organisation	Nature of Service Provided	Value of Work (In Rs)	Work Order Date
(a)	(b)	(c)	(d)	(e)	(f)
1					
2					
3					

***This is to certify that the information contained in the table above is true and correct. Self-attested Work Order(s)/ completion certificate copies issued by Govt. Department/ PSU/ Semi-Govt./ Reputed Private Organization are attached***

**Name of the Bidder** :

**Signature of the Bidder** :

**Date** :

**Seal of the Bidder** :

- **ANNEXURE - D**

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

Date:

To,

The Registrar,  
Assam Skill University,  
3rd Floor, DECT Office Complex, Rehabari, Guwahati-781008

Sub: Declaration for Non-Blacklisting

Tender Reference No: **ASU/UH/2025/378**

Name of Tender / Work: - Tender for Outsourcing of University Boys and Girls Hostel Mess Facility 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)

Items:- (Please provide details of experience)

- ANNEXURE - E

**DETAILS OF EXPERIENCE (CONTRACT VALUE ≥ Rs. 10 CRORE PER ANNUM)**

***(Self-Attested and Sealed Copy of completion certificates & Work Order to be attached)***

Sl. No.	Name of organisation	Nature of Service Provided	Period of Contract	Annual Value of Work (Rs.)	Total Value of Work (In Rs.)	Work Order Date
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1						
2						
3						

***This is to certify that the information contained in the table above is true and correct. Self-attested Work Order(s)/ completion certificate copies issued by Govt. Department/ PSU/ Semi-Govt./ Reputed Private Organization are attached.***

**Name of the Bidder** :

**Signature of the Bidder** :

**Date** :

**Seal of the Bidder** :

Items:- (Please provide details of Clients)

- ANNEXURE – F

**CLIENT LIST – CATERING SERVICES (LAST 3 YEARS)**

*(Self-Attested and Sealed Copy of client list, certificate from clients to be attached)*

Sl. No.	Client Name	Nature of Service Provided	Location	Duration
1				
2				
3				
4				
5				
6				

***This is to certify that the information contained in the table above is true and correct. Self-attested Work Order(s)/ completion certificate copies issued by Govt. Department/ PSU/ Semi-Govt./ Reputed Private Organization are attached***

**Name of the Bidder** :

**Signature of the Bidder** :

**Date** :

**Seal of the Bidder** :

Items:- (Please provide details of Staffs)

- ANNEXURE – G

#### LIST OF STAFF ENGAGED IN CATERING

*(Self-Attested and Sealed Copy of client list, certificate from clients to be attached)*

Sl. No.	Name of the Staff	Role	Years of Experience	Responsibilities
1				
2				
3				
4				
5				

***This is to certify that the information contained in the table above is true and correct. Self-attested Work Order(s)/ completion certificate copies issued by Govt. Department/ PSU/ Semi-Govt./ Reputed Private Organization are attached***

**Name of the Bidder** :

**Signature of the Bidder** :

**Date** :

**Seal of the Bidder** :

Items:- (Bid Form)

**ANNEXURE – H**

**BID FORM**

**(Mess Facility)**

\_\_\_\_\_/\_\_\_\_\_/2025

To,

The Registrar,

Assam Skill University,

3rd Floor, DECT Office Complex, Rehabari, Guwahati-781008

We offer to provide Mess Facility for the contract "**Outsourcing of University Boys and Girls Hostel Mess Facility in Assam Skill University at Mangaldai, Darrang, Assam - 784125**" in accordance with the **Contract Terms and Conditions** and the **Scope of Services** accompanying this Quotation for the Contract Price not to exceed the below mentioned price in accordance with **Price Schedule** annexed to the **Scope of Services**

Sl. No.	Meal Type	Rate Per Person Per Meal	No. of Meals per Day	Monthly Estimate (Rs)
1.	<b>Breakfast</b>			
2.	<b>Lunch</b>			
3.	<b>Evening Tea</b>			
4.	<b>Dinner</b>			

We propose to carry out the performance of the services described within the **Contract** Completion Period indicated 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.**

## ANNEXURE- A

GIRLS HOSTEL -A					
GROUND FLOOR					
SL NO	ROOM SL NO	ROOM NAME	NOS OF ROOM	NOS OF BED IN ONE ROOM	TOTAL BED
1	4	WARDEN	4	1	4
2	3	BARIER FREE ROOM	2	1	2
3	2	ROOM TYPE-01	5	2	10
4	2	ROOM TYPE-01	15	3	45

1ST FLOOR					
SL NO	ROOM SL NO	ROOM NAME	NOS OF ROOM	NOS OF BED IN ONE ROOM	TOTAL BED
1	1003	ROOM TYPE -03	1	1	1
2	1004	ROOM TYPE -04,	6	1	6
3	1009 ,1010	ROOM TYPE-1,ROOM TYPE -2	9	2	18
4	1009 ,1010	ROOM TYPE-1,ROOM TYPE -2	13	3	39

2ND FLOOR					
SL NO	ROOM SL NO	ROOM NAME	NOS OF ROOM	NOS OF BED IN ONE ROOM	TOTAL BED
1	2006	ROOM TYPE -03	5	1	5
2	2005	ROOM TYPE -02,	8	2	16
3	2004 ,2005	ROOM TYPE -01, ROOM TYPE -02	13	3	39

3RD FLOOR					
SL NO	ROOM SL NO	ROOM NAME	NOS OF ROOM	NOS OF BED IN ONE ROOM	TOTAL BED
1	3006 , 3007	ROOM TYPE -03 ,ROOM TYPE -4	6	1	6
3	3004, 3005	ROOM TYPE-1,ROOM TYPE -2	8	2	16
4	3004, 3005	ROOM TYPE-1,ROOM TYPE -2	13	3	39

BOYS HOSTEL -A					
GROUND FLOOR					

SL NO	ROOM SL NO	ROOM NAME	NOS OF ROOM	NOS OF BED IN ONE ROOM	TOTAL BED
1	4	WARDEN	4	1	4
2	3	BARIER FREE ROOM	2	1	2
3	2	ROOM TYPE-01	5	2	10
4	2	ROOM TYPE-01	15	3	45

1ST FLOOR					
SL NO	ROOM SL NO	ROOM NAME	NOS OF ROOM	NOS OF BED IN ONE ROOM	TOTAL BED
1	1003	ROOM TYPE -03	1	1	1
2	1004	ROOM TYPE -04,	6	1	6
3	1009 ,1010	ROOM TYPE-1,ROOM TYPE -2	9	2	18
4	1009 ,1010	ROOM TYPE-1,ROOM TYPE -2	13	3	39
2ND FLOOR					
SL NO	ROOM SL NO	ROOM NAME	NOS OF ROOM	NOS OF BED IN ONE ROOM	TOTAL BED
1	2006	ROOM TYPE -03	5	1	5
2	2005	ROOM TYPE -02,	8	2	16
3	2004 ,2005	ROOM TYPE -01, ROOM TYPE -02	13	3	39

3RD FLOOR					
SL NO	ROOM SL NO	ROOM NAME	NOS OF ROOM	NOS OF BED IN ONE ROOM	TOTAL BED
1	3006 , 3007	ROOM TYPE -03 ,ROOM TYPE -4	6	1	6
3	3004, 3005	ROOM TYPE-1,ROOM TYPE -2	8	2	16
4	3004, 3005	ROOM TYPE-1,ROOM TYPE -2	13	3	39

GIRLS HOSTEL -B					
GROUND FLOOR					
SL NO	ROOM SL NO	ROOM NAME	NOS OF ROOM	NOS OF BED IN ONE ROOM	TOTAL BED
1	3	WARDEN	2	1	2
2	2	ROOM TYPE -1	16	6	96

1ST FLOOR

SL NO	ROOM SL NO	ROOM NAME	NOS OF ROOM	NOS OF BED IN ONE ROOM	TOTAL BED
1	1002	ROOM TYPE -01	18	6	108

2ND FLOOR					
SL NO	ROOM SL NO	ROOM NAME	NOS OF ROOM	NOS OF BED IN ONE ROOM	TOTAL BED
1	2002	ROOM TYPE -01	18	6	108

BOYS HOSTEL -B					
GROUND FLOOR					
SL NO	ROOM SL NO	ROOM NAME	NOS OF ROOM	NOS OF BED IN ONE ROOM	TOTAL BED
1	3	WARDEN	2	1	2
2	2	ROOM TYPE -1	16	6	96

1ST FLOOR					
SL NO	ROOM SL NO	ROOM NAME	NOS OF ROOM	NOS OF BED IN ONE ROOM	TOTAL BED
1	1002	ROOM TYPE -01	18	6	108

2ND FLOOR					
SL NO	ROOM SL NO	ROOM NAME	NOS OF ROOM	NOS OF BED IN ONE ROOM	TOTAL BED
1	2002	ROOM TYPE -01	18	6	108