

OFFICE OF THE PRINCIPAL,  
SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR

NOTICE NO. 508/SOWC

DATE: 08.07.24

The Principal of Sarbati Devi college, Rajgangpur hereby invites proposals from reputed vendors/firms/ Contractors located within Rajgangpur for running college Canteen for a period of ~~one year~~ <sup>11 months</sup> under the jurisdiction of Governing Body of the college .The interested vendors/firms/ Contractors visit college office for detail information and submit their sealed proposal to the Principal by speed post/Registered post/by hand as per the terms and conditions mentioned in Annex I and list of items with price in Annex II, on or before 15.7.24 The authority reserves the right to extend, accept or reject any or all the proposal without assigning any reason thereof.

*Shree*  
Principal 8.07.24  
Sarbati Devi Women's College  
Sarbati Devi Women's College  
Rajgangpur *Shree*

**TERMS AND CONDITIONS:**

1. The canteen contractor will have to deposit the security of Rs. 10,000/- [Rupees Ten thousand only) as refundable Security which will be payable after the successful completion of contract. No interest shall be paid on the security amount at the time of refund.
2. If contractor wants to leaves the canteen in the middle of the session, he/she has to give one month prior notice and the security will be forfeited.
3. The contractor will deposit the rent of Rs. 2000/- in the college advance by 7th of each month. The contractor shall get the electricity sub-meter installed in the college canteen at his/her own cost in the college for electricity charges. The contractor shall make payment for the actual electricity consumed as per rule.
4. The furniture for students will be provided by the college for which the contractor will be responsible for its safe custody. In case of any damage or breakage, the repair will be got done and its payment will have to be borne by the contractor
5. The rates of eatable items are required to be displayed in the canteen hall as approved by the "Contract Committee" at his/her own cost for information of students, staff & general public.
6. The contractor will be required to serve tea, etc. in the Staff Room Departmental Rooms and Office only with paper napkin along with cup and saucer. Nothing will be served to the students in the classrooms.
7. The selected Contractor will ensure the college of continuous availability of adequate quantity of milk of standard company.
8. The contractor will have to engage sufficient number of adult lady servants for better service. The servants should be neatly dressed.
9. He/She will employ the adult servants only and the servants employed by him/her must be got medically examined by the Authorized Medical Attendant for infectious diseases at his cost, and will also submit registration certificate as required under Shop Act.
10. He/She will also intimate to the local Police about his/her employees' details within one week of his/her employment for verifications and will also furnish a list of staff engaged by him/her along with passport size photographs. A copy after the police verification is submitted to the Care Taker before one week. No electric gadget will be provided by the college.
11. The contractor will be giving credit to the students at his/her own risk & responsibility and the college will not be responsible for the recovery of the credits from the students.
12. The contractor will maintain full cleanliness in the Canteen Kitchen, Canteen Hall and the adjoining park which will be checked by the Canteen Committee off and on.
13. The contractor will not serve anything to the outsiders in the college canteen without the prior permission of the principal.

*[Signature]*  
08.07.24  
Principal  
Garbadi Devi Women's College  
Phone: 770017  
18/7/24



14. Selling of Cigarettes/Narcotics/Alcoholic Drinks/Drugs/ Gutkas /pan/ in the college canteen is strictly prohibited. The contract can be cancelled for any lapse shown by the contractor in this regard.
15. The contractor will use only branded material.
16. Only those eatables will be allowed to be sold by the contractor in the canteen which are approved by the Contract Committee. The quality and quantity (weight) of these eatables will be checked by the Canteen Committee periodically. The sale of stale and unhygienic eatables is not allowed. The eatables must be kept covered to avoid infection/adulteration.
17. The contractor will make all catering arrangements (Tea, Tiffin packets, Lunch, Dinner, etc.) at various college functions.
18. The contractor is not allowed to assign, sublet, or transfer the possession of the canteen or part thereof to any other party.
19. The contractor shall be present personally for performing the job of contract allotted to him/her.
20. The contractor will be valid for one year from the date of award of contract and it may be extended up to another Year on the recommendations of the College Contract Committee provided that the services rendered by the contractor are satisfactory and he/she will be required to pay rent, etc. for the extended period as fixed by the College Contract Committee.
21. If the contractor leaves in the middle of the session, his /her security amount will be forfeited.
22. Insurance & accident risks of the workers shall be the responsibility of the contractor.
23. Night stay of workers is not allowed in the College Premises.
24. The agreement shall be executed by the contractor with the college within 15 days from the award of the contract.
25. The contractor will not be subletting to any other source, otherwise strict action will be taken as per Govt. Norms
26. The contractor will be allowed to add or delete any items with the prior approval of the college authorities.
27. The contractor will functionalize the canteen on all working days of the college with opening and closing time usually from 8.00 am to 6.00 pm. But in some occasions / functions He/she must carry the order (written/verbal) of the principal which is final and binding.
28. The Contractor cannot modify/break/ or do any changes to the permanent structure of the Canteen without prior permission of the Principal.
29. The contractor should sale the items as per rates mentioned below.
30. In addition to all above terms & conditions, the terms and conditions of GeM contract will also need to be abided by the contractor.
31. The Contractor will use only LPG as cooking fuel at his own cost.
32. The contractor will be fully responsible for the repair, maintenance, cleanliness, breakage and damage done to the building and sanitary, electrical and any other fittings and fixtures installed in the space provided to him by the college for the purpose of preparing lunch, tea and coffee. Furniture provided to the contractor will be maintained properly. Any loss/damage (including repairs) to the same will have to be made good by the Contractor, at his own cost.
33. Only Good quality materials will be used. The college reserves the right to inspect the materials at any time.

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08.07.24  
Principal  
Sarwati Devi Women's College  
Rajgangpur, 770016  
*SP/14*



34. The contractor will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by concerned local authorities and to the satisfaction of the college.
35. The size and weight including quality of the various items should be approved by the college. No new items would be introduced without prior approval of the college. Rates will not be revised without the prior approval of the college
36. The contractor will have to employ the required staff at his own cost and bear all the statutory and other liabilities for running the canteen. The contractor will have to pay the minimum wages as per Govt. of Odisha.
37. Under no circumstances any of the contractor's employees will stay in the College premises beyond canteen hours after closing the canteen. He will ensure that the canteen rooms are properly locked and secured during closed hours of the College. The access to the space allotted to the contractor will be as per the conditions and in the mode as prescribed and regulated by the College from time to time which will be binding on him and his employees. The College reserves the right to inspect the premises allotted to the contractor including the canteen store at any time.
38. The college will neither treat the contractor nor his employees, as the regular/contractual employees of the college. The relationship of contractor and his employees shall always be considered to be between the contractor and his persons only. While engaging his employees by the contractor, the contractor will make these conditions clear to them categorically and in writing, and their acceptance of these terms shall be communicated to the college also.

*(i) The relationship between the College and the Contractor is not of Master & Servant but that of two contracting parties. The workmen, employed by the contractor to carry on his business of running the Canteen, shall be the employees of the Contractor. The Contractor shall make it clear categorically in the appointment letters to the workmen that they are the employees of the Contractor and their acceptance and attested true copies of the same shall be submitted to the college.*

*(ii) The Contractor shall keep the college harmless and indemnified against any demand on account of Provident Fund, Bonus, Employees Insurance, Workmen Compensation, Employees Insurance, or any other demand under the rules/regulations for the time or the time being in force.*

In view of above, it has been individually and unanimously decided by the chairperson along with college canteen committee members to obtain / hiring the services of Canteen Vendor through open advertisement/wall Notice/website to meet our requirement of this college during the Academic Year 2024-2025 for approval/signature please.

*Sarbjit*  
Principal  
6.8.24  
Sarbjit  
Principal  
S. D. Women's College  
Rajgangpur  
770017  
*Sarbjit*

## List of Items to be sold in Canteen

Sl.No.	Item	Quantity with weight	Rate to be quoted By the Bidder
1	Hot/cold Coffee	70ml	
2	Milk Tea	70ml	
3	RedTea/Green Tea	70ml	
4	Vegetable Sandwich(1 pc)	80gm	
5	Veg Manchurian(1plate)	150gm(with chutney)	
6	Samosa	40gm	
7	Potato Chop	40gm	
8	BiriBada	35gm	
9	IdliSambhar(4pcs)	150 gm	
10	Masala Dosa with sambar chatni(1plate)	150 gm	
11	Plane Dosa(1 plate) sambar chatni(1plate)	150 gm	
12	Upama(1 plate)	125gm(withcurry)	
13	Besan Pakodi	100 gm	
14	Puri (4pcs)	100gm(with curry)	
15	Chapattis (4 pcs)	100gm(with curry)	
16	Tiffin pkt (2 khara, 1 sweet)	1 pkt	
17	Tiffin pkt (3 khara, 1 sweet)	1pkt	
18	Chowmin egg	1plate	
19	Chowmin veg	1plate	
20	Full Lunch(Thali system) Veg	Rice,dal,vegcurry,Veg bhujia,salad,papad &curd)	
21	Ful Lunch(Thali system)Non veg	Rice,dal,Chicken curry salad,papad &curd)	
22	Fish Curry(2pc)	1plate	
23	Chicken Curry	1plate	
24	Mutton Curry	1plate	
25	EggCurry (2pc)	1plate	
26	Seu bhujia (besan)	1kg	
27	Bundi fry	1kg	
28	Bundi ladu(1pc)	40gm	
29	Gulab Jamun(1pc)	35gm	
30	Zeelapi (1pc)	40gm	

The Bidder offering the lowest rate for the maximum number of listed items shall be awarded the Canteen contract with the condition that agrees with all terms and conditions of canteen which is framed by the College Canteen Committee.

Signature of the Bidder

Date:

*[Signature]*  
Principal  
Sarbatl Devi Women's College  
Rajgangpur, -770017  
*[Date]*