



EXPRESSION OF INTEREST

FOR

CANTEEN (JALPAN)

AT

IASST, GUWAHATI

“EXPRESSION OF INTEREST” FOR CANTEEN (JALPAN) AT IASST CAMPUS

EoI No. 561 dt. 21.08.2025

1. Offers are invited in a sealed envelope in two bid system i.e “technical bid” and “price bid”[sealed envelopes of technical bids and price bids must be submitted in a third cover envelope (as detailed in cl no 9) duly sealed and mentioning the reference no, name of the work, full address of the sender, indicating contact no and email id] from catering agencies and/or restaurant owners for awarding contract to provide canteen facilities to staff members, guest and visitors of IASST located primarily near the Engineering Cell (hereinafter termed as 'IASST').
2. The contract shall initially be for a period of one year, which is renewable for a further period of one year at a time on providing satisfactory service and the service can be extended upto 3 years at the discretion of the competent authority. Subsequent extension of service beyond three years is on mutual agreement on rent of accommodation and other criteria as determined and settled mutually.
3. The agency should be financially solvent.
4. The contract is to prepare and serve standard items of snacks, tea and other beverages for staff members of IASST. Necessary space shall be provided on a minimal rent, which includes, electricity (for non cooking purpose, however, using of refrigerator, toaster, mixer-grinder, microwave oven are permissible), water etc. However, garbage cleaning charges or any other charges may be levied extra at the discretion of IASST.
5. Based on the suitability of offers, price bids will be opened only from those parties who fulfil the pre-qualification criteria and eligibility conditions submitted by the bidder in the technical bid, and also as per the qualitative assessment by IASST officials (including visit to the business premises of the parties). IASST reserves the right to make a surprise visit to the premises of the agency/restaurant for ascertaining the cleanliness and other aesthetics as well as assessing the suitability for awarding the contract.
6. Merely quoting of lowest price does not entail the bidder for award of the contract. The price should be justified in accordance with the prevailing market rate, quality of service in question and as such the Evaluation Committee's decision shall be binding on the bidders.
7. The Caterer shall extend digital payment facility mandatorily to the customer in addition to cash payment facility. It is advisable to implement use of prepaid coupons by the vendors to ensure hassle free business.
8. Prescribed Application forms and Qualification Criteria could be obtained from IASST only through downloading from its website www.iasst.gov.in
9. Interested parties/agencies may submit their expression of interest on or before **10.09.2025 by 2:00 pm** in the prescribed format in a sealed cover superscripting thereon “APPLICATION FOR CANTEEN(JALPAN) AT IASST” to “The Registrar, IASST, Guwahati – 781 035”.
10. IASST reserves the right to accept or reject any/or all the offers without assigning any reason thereof.

Requirement of Contractor for Canteen (JALPAN) at IASST

1. The Caterer will manage and run the Canteen near the Engineering Cell at IASST (hereinafter referred to as "the said Premises").
2. The agency should be financially solvent so as to provide credit facility for the services rendered to IASST official programmes, if given the opportunity to the vendors by IASST.
3. The Catering Agency/restaurant having an establishment in Guwahati and running a canteen or catering services or restaurant may apply. Preference will be given to those who are already successfully running hotel/canteen/food plaza/restaurant in reputed organisation/public place.
4. The contract shall initially be for a period of one year, which would be renewable for a further period of one year at a time at the discretion of the competent authority and subject to satisfactory services up to 3 years. Subsequent extension of service beyond three years is on mutual agreement on rent and other criteria as determined and settled mutually.
5. The Catering organization must have experience in preparing and serving all types of dishes, i.e. South Indian, North Indian, Chinese and Continental etc.
6. The caterer must use only the FSAAI approved Oils for cooking of all food items.
7. Food served in the Canteen should be of high quality.
8. Each plate of meal must be substantial and should have standard options.
9. The caterer must provide the menu card indicating the prices of each food item/beverage to be served in the Canteen. Any revision in rates will be considered only at the time of renewal of the annual contract by mutual agreement taking into consideration the inflation rates.
10. IASST shall not give any subsidy to the caterer.
11. The Caterer shall arrange payment in digital mode in addition to cash payment.
12. The Caterer will have to cook in the kitchen unless otherwise approved.
13. The Canteen will require to be run on all days including holidays and Sundays.
14. The caterer shall provide standard uniform to the service people at his cost.
15. The Caterer should use only commercial LPG cylinders for cooking. Use of Kerosene and other flammable items is strictly prohibited. The fuel cost for preparation/cooking of food will be borne by the caterer.
16. The Caterer will be provided space, electricity, water and use of existing canteen infrastructure with minimal rent. Therefore, pricing of the food items should be fixed accordingly, considering the above mentioned facilities extended to them.
17. The Caterer shall at all times, maintain and keep the dining hall, kitchen, washing places in the said premises, in a clean and hygienic condition, to the satisfaction of the IASST authority.
18. The Caterer shall provide proper bins for throwing refuse from the kitchen, dining area, and shall arrange, at his own cost, for prompt removal of such refuse, from the area.
19. The Caterer shall provide cutlery items and shall also ensure that the cutlery, crockery, utensils, etc., in which food and beverages are served, are properly and hygienically cleaned.
20. IASST has the right to levy penalty and even terminate the contract if there is deterioration in any kind of services, quality of food stuff, material, hygiene, etc. In case of any dispute in this regard, the decision of the competent authority will be final and binding.
21. The Caterer is responsible to comply with the provisions of the Workmen Compensation Act, 1923 / Employees State Insurance Act, 1948, the Contract Labour (Regulation and Abolition) Act, 1970 and 1971, Payment of Wages Act, 1936, the Minimum Wages Act, 1948 and /or any other rules/regulations and /or statutes that may be applicable to them.
22. The catering contractor shall not engage any agent or enter into sub-contract with any other caterer(s) for running the said service.
23. The Catering Contractor shall not carry on in the said premises, any business other than running the said service. He shall not make any changes, additions or alternations in the said premises without the written permission of the IASST authority.

24. IASST shall not, in any way, be responsible, for any loss of crockery or any other goods or articles, kept in the said premises by the Caterer.

25. The Caterer undertakes that he shall make it clear to the staff employed by them that they are his employees and it is his responsibility to pay salary and other allowances to the staff employed by him and also to supervise them to comply with the obligations under this agreement.

26. It is the responsibility of the caterer to ensure that the staff engaged in the IASST premises do not have any criminal background and their character is exemplary.

27. An Officer authorized by the competent authority, shall have power to inspect the Canteen and direct the removal there from of any articles of food-stuff or beverage which may, in his/her opinion, be considered as unsuitable for consumption and the Caterer shall carry out such directions.

28. Either party shall terminate this contract by giving one month notice in advance to the other party.

29. The caterer shall furnish a Bank Guarantee equal to a sum of Rs. 20000 (Rupees twenty thousand only) towards security deposit for the period of contract.

30. The caterer/vendor shall provide to his cooking and serving staff appropriate dresses/uniforms, aprons, gloves, white chefs hat or equivalent to protect hairfall into the food items etc.

Declaration

I/We hereby declare that I/We have read/Understood the above instructions/conditions for the guidance of the contractors.

Signature with Official seal:

Name & Address of the Applicant:

Date:

Place:

Registrar, IASST

Instructions to Bidders

Eligible vendors may submit duly sealed applications superscribed as “APPLICATION FOR CANTEEN (JALPAN) AT IASST” by **2pm on 10.09.2025** accompanied by submission of self-certified following documents in the technical bid:

- i. The Company/ Firm/Agency profile as per Annex – I.
- ii. Copy of valid Company/ Firm/Agency Registration Certificate
- iii. A declaration as per the Annex – II.
- iv. Details of Organizations/Institutions/Public Place where the vendor has provided/providing the catering services
- v. GST registration certificate
- vi. PAN Card
- vii. Last IT Return Certificate
- viii. Financial Solvency Certificate from bank
- ix. Valid and applicable *FSSAI* license certificate
- x. Any other certificates as found relevant by the bidder

Price bid should essentially contain:

- a. Self-certified quoted rate of the food items mentioned later in the “SCHEDULE OF RATES TO PROVIDE FOOD SERVICES IN CANTEEN AT IASST”
- b. Any other self certified certificates as found relevant by the bidder.

Non-submission of documents would, without any further query, be treated as non-compliance of the particular criteria. Vendor will be responsible to ensure that the application reaches IASST on or before the due date and time. IASST is not responsible for nonreceipt of applications within the specified date and time due to any reasons including postal delays. Application received after due date and time or incomplete in any respect are liable to be rejected. IASST reserves the right to accept or reject any or all of the applications in full or part without assigning any reasons.

Further, In the event of vendor’s failure to satisfy the Bank regarding the eligibility, IASST reserves the right to reject the application forms outright without intimating the vendor. The vendors will be communicated about their eligibility or otherwise on the basis of applications submitted by them.

Annex - I
BID FOR CANTEEN (JALPAN) AT IASST

SI No.	Particulars	Details to be filled
1	Name and Address of the Applicant Firm/Company/Proprietary Concern (relevant documents to be produced)	
2	Whether Individual/Firm/Company/Proprietary concern	
3	Name & Address of the Proprietor/Person- in-Charge/ Partners/ Director, as the case may be. Telephone and Mobile number of the person to be contacted	
4	PAN number	
5	Registration number with ESIC	
6	Labour license number	
7	GST Registration Number	
8	Food License Number	
9	Bank details	
	a) Name in a/c	
	b) a/c no.	
	c) Name of the Bank	
	d) Name of the Branch	
	e) IFS Code of the Branch	
10	Details of experience	

Signature with Official Seal:

Name & Address of the Applicant:

Place:

Date:

DECLARATION

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

Signature with Official Seal:

Name and Address of the Applicant:

Place:

Date:

Annex – II

TO BE SUBMITTED ON THE LETTER HEAD OF THE FIRM

The Registrar
IASST
Guwahati 781 035

Dear Sir,

Contract for Maintenance and Running of the Canteen (JALPAN) at IASST

This bears reference to your captioned notice dated (To be filled in by vendor).
I/We, hereby, accept all the terms and conditions for submitting Expression of Interest as mentioned in the said notice.

I/We warrant that we will comply with the municipal and other regulations relating to preparation and sale of food stuffs, beverages and refreshment and will obtain the necessary licenses and permits in this regard. I/We agree that we shall indemnify and keep indemnified the Bank from any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of any breach or alleged breach of this warranty.

Yours faithfully,

Signature :

Name :

Designation :

Place :

**Section I
Form of Bid**

Place _____
Date _____

The Registrar
IASST
Guwahati 781 035

Dear Sir,

We have carefully examined the specifications laid down by IASST in connection with the rendering of catering services for Canteen at IASST premises and hereby offer to execute the aforesaid work. We offer to undertake the catering work in IASST as per the following memorandum.

MEMORANDUM

a)	Description of work	BID FOR CANTEEN (JALPAN) AT IASST
b)	Validity of contract	One year extendable further at the discretion of the authority as detailed in previous paragraphs

Should this Bid be accepted, I/we hereby agree to abide by and fulfil all the Terms and Conditions of the Contract.

I/We understand that you reserve the right to accept or reject any or all the Bid either in full or in part without assigning any reason thereof.

Dated this _____ day of _____ 2023.

For and on behalf of M/s _____

(Signature with seal)

Name:

Designation:

Place:

Date:

Telephone No.:

email:

The Bid shall be prepared and submitted in sealed envelope. The cover shall be superscribed "**BID FOR CANTEEN (JALPAN) AT IASST**" and addressed to The Registrar, IASST, Guwahati 781035. Telegraphic, Fax and E -mail Bids will not be accepted. The full name, postal address, e-mail address and fax / telephone number of the Bider shall be written on the bottom left corner of the sealed envelope. Insertions, post scripts, additions and alterations shall not be valid unless confirmed by the Biders signature. All copies of the Bids should be complete in all respects with all attachments / enclosures / annexure.

Bids superscribed "**BID FOR CANTEEN (JALPAN) AT IASST**" and addressed to The Registrar, IASST, Guwahati 781 035 should reach the office not later than **2:00 pm on 10.09.2025**.

The Bid application duly sealed may be deposited in the 'Quotation Box' kept in the Reception of IASST located at the ground floor in the Administrative Building within the time specified above.

Opening of Bid/ EOI

The Bids/EOIs will be opened on **11.09.2025 at 3:00 pm**.

Award of work

Merely quoting of lower price does not entail the bidder award of the work. The price bid should be justifiable in consideration of the prevailing market rate and quality etc.

The decision of the Evaluation Committee is binding to the bidders in respect of awarding of the work.

Signing of Contract Agreement

1. The General instructions to the bidders and special conditions hereinbefore referred to shall be the basis of the final contract to be entered into with the successful bidder
2. The Bid submitted on behalf of a firm shall be signed by all the partners of the firm or a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the Bid may be rejected.
3. On receipt of intimation from IASST regarding the acceptance of his/their Bid, the successful bidder shall be bound to execute the Contract within fourteen days thereof. The successful bidder shall sign an agreement in accordance with the extant provisions.
4. The contractor shall not assign the contract. He shall not sublet any portion of the contract except with the written consent of the University. In case of breach of these conditions, IASST may serve a notice in writing on the Contractor rescinding the contract whereupon the security deposit shall stand forfeited, without prejudice to remedies against the Contractor.

Evaluation of Bid

Bids / Expression of Interest will be evaluated on all the eligibility parameters and a short-list of eligible caterers will be drawn.

After evaluating the price-bids from the eligible short-listed caterers, IASST shall award the final Contract for carrying out the catering services at IASST. The contract will be in vogue for a period of one year from the date of awarding the contract by IASST, which can be renewed for a further period of one year at a time for two consecutive years at the discretion of the competent authority as detailed in previous paragraphs. No further correspondence on the matter will be entertained at a later date.

Security Deposit

A bank guarantee for an amount of Rs. 20,000/- (Rupees Twenty Thousand only) should be furnished by the successful bidder valid for one year upon award of contract. The bank guarantee will be renewed for a further period of one year upon renewal of the contract for this work, by IASST.

PRICE BID PROFORMA
RATES TO BE PROVIDED BY THE BIDDER FOR PROVIDING FOOD SERVICES IN
CANTEEN

Sl No.	Items	Price
1	Tea (Per cup) 120 ml	
2	Special Tea	
3	Coffee	
4	Omelette (2 eggs) with sauce and Bread	
5	Sealed mineral water	
6	Ice cream	
7	Soft drink	
8	Packaged fruit juice	
9	Gulab Jamun- 2 pieces (100 gm)	
10	Fruit Juice (250 ml)	
11	Lassi (250 ml)	
12	Veg Pakoda (100 gm)	
13	Bread Pakoda (2 pieces) with green chutney or tomato sauce	
14	Samosa (2 pieces) with green chutney or tomato sauce	
15	Bread with Butter & Jam (Full plate for adult)	
16	Idli, Vada with Sambar and coconut chutney (Full plate for adult)	
17	Poori, Sabji (Full plate for adult)	
18	Upma/Poha (Full plate for adult)	
19	Plain Dosa with Sambar and coconut chutney (Full plate for adult))- 2 pieces	
20	Masala Dosa with Sambar & coconut chutney (Full plate for adult))- 2 pieces	
21	Chole, Bhature (Full plate for adult)	
22	Plain Paratha Pickles and Curd (Full plate for adult)- 2 pieces	
23	Aaloo Paratha, Pickles and Curd (Full plate for adult) - 2 pieces	
24	Veg Choumin (Full plate for adult)	