



क्षेत्रीय परिसर अंग्रेजी एवं विदेशी भाषा विश्वविद्यालय

(संसद के अधिनियम द्वारा स्थापित केन्द्रीय विश्वविद्यालय)
वर्ष 2000 में नैक द्वारा पाँच सितारों से प्रत्यायित तथा वर्ष 2016 में 'ए' ग्रेड से पुनर्प्रत्यायित)
NEHU Permanent Complex, Umshing- Mawkynroh
शिलांग

REGIONAL CAMPUS

The English and Foreign Languages University

(A Central University)

(Accredited with 5 Stars in 2000 & Re- accredited with 'A' Grade in 2016 by NAAC)
NEHU Permanent Complex, Umshing- Mawkynroh
Shillong - 793022, Meghalaya

☎: 9436932667/9436932657

✉: eflurcshillong@efluniversity.ac.in

eflurcademicshillong@efluniversity.ac.in

No. EFLU/SHC/Adm/2025-2026/ 151

Dated: 20 May 2025

NOTICE INVITING TENDER

The office of the EFL University, Regional Campus, Shillong, invites Tender for its Guest House Kitchen-cum-Dining Hall and Canteen, for students, staff, guests, and visitors at the Campus, from approved and eligible Contractors for a period of one year which would be extendable in nature. The area of the Kitchen is 12.20x12.20 metres.

The Bidder shall, on or before the date given in this Notice Inviting Tender, submit his bid accompanied by all supporting documents in two separate scaled covers (one, the Technical Bid with the Earnest Money Deposit [EMD] and, second, the Financial Bid) marked as "Technical Bid" and "Financial Bid", and kept in a third envelope marked as "Tender for Engaging the Guest House Kitchen and Dining Hall", and sent to the Director, EFLU, Regional Campus, Shillong, Umshing-Mawkynroh, Shillong – 793022.

- | | | |
|--------------------------------------|---|--|
| 1. Name of the Department | : | The EFL University, Regional Campus, Shillong |
| 2. Minimum License Fee | : | Rs. 2000/- per month
(Rs. 24,000/- for twelve months) |
| 3. Earnest Money Deposit | : | Rs. 24,000/- |
| 4. Last date for receipt of Tender | : | 04 June 2025 |
| 5. Technical Bid Opening Date | : | 05 June 2025 |
| 6. Opening Date of the Financial Bid | : | 05 June 2025 |
| 7. Address for submission of Tenders | : | The EFL University, Regional Campus, Shillong |

Sd/-

(Prof. Mousumi Guha Banerjee)
Director

TENDER EVALUATION

The evaluation of the Tender involves a two-stage scrutiny:

- (a) Technical Bid
- (b) Financial Bid

(A) TECHNICAL BID

The Tenderer should submit the following:

PHYSICAL BID: An Earnest Money Deposit (EMD) of Rs. 24,000/- (Rupees Twenty Four Thousand) only in the form of Account Payee Demand Draft/Pay Order from any nationalized Bank in favour of the Director, EFLU, Regional Campus, Shillong

DOCUMENTS TO BE SUBMITTED BY THE BIDDERS:

- i. A copy of the EMD, as aforesaid
- ii. A copy of the Certificate regarding non-deposit of the EMD and registration status etc., if exemption is claimed
- iii. A copy of identity proof, i.e., the Voter's Identity Card/Passport/Driving License/Aadhaar Card
- iv. A copy of Sales Tax/Goods Service Tax/VAT/TIN No.
- v. A copy of proof of address, i.e., Ration Card/Passport/Electricity Bill/Telephone Bill (MTNL)
- vi. A copy of the PAN Card
- vii. A copy of the duly-filled Tender Form as Annexure-1
- viii. A copy of an affidavit on a Non-Judicial Stamp Paper of Rs. 10/- stating that the Bidder's Firm is not blacklisted or debarred by any Authority
- ix. A copy of an undertaking on a Non-Judicial Stamp Paper of Rs. 10/- stating that the Bidder has gone through the General Terms & Conditions of EFLU, Regional Campus, Shillong, as Annexures 2 & 3, and undertake to comply with the same
- x. A copy of quoting the License Fee as Annexure-4 (Financial Bid)
- xi. A copy of experience certificate of work done.
- xii. A copy of Agreements/Contracts of similar work done with details of total value and total period of work done along with a list of names, telephone numbers, etc. during the last 03 years.
- xiii. A copy of audited balance sheet(s), IT returns, as applicable.
- xiv. Details of bank account of agency, IFSC code, MICR no., Bank name, and Address.
- xv. Food safety and standards authority of India (FSSAi) LICENCE
- xvi. ESI and EPF no., as applicable

Note: Only those firms who fulfil the aforesaid conditions, as mentioned in Sl. Nos. (i) to (x), shall be eligible for consideration to the next stage.

(B) FINANCIAL BID

(I) The Financial Bid of only those Firms will be opened who qualify in the Technical Bid.

(II) The Bidder shall have to quote the Maximum License Fee for one year and rates for eatables on the format of the Rate List, as provided in Annexure-5. The rates should be quoted in the Indian currency.

Applicant Firms should follow the instructions strictly. Applications not found in order are liable to be rejected.



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Annexure-1

1. Name of the Applicant/Firm :
2. Full Postal Address of the Bidder :
3. Telephone No./Mobile No./Fax No. :
4. Name, Designation, Address, & Telephone No. of the authorized person of the Firm to deal with :
5. VAT/Goods Service Tax Regn. No. :
6. PAN No. :
7. Amount of Demand Draft/ Pay Order with No. and Name of the Issuing Bank :
8. Has the Tenderer ever been blacklisted by any Govt. Dept.? If yes, give details :
9. Are any cases pending in the court related to any supply of food item? :
10. Declaration by the Contractor :

This is to certify that I/we, before signing this Tender, have read and fully understood all the General Terms & Conditions, as well as instructions contained herein, and undertake myself/ourselves to abide by the said Terms & Conditions.

Signature of the Tenderer
With date and seal of the Firm

Annexure-2

GENERAL TERMS & CONDITIONS

1. The Guest House Kitchen-cum-Dining Hall and Canteen are at the **premises of the EFL University, Regional Campus, Shillong – 793022**, and its area is 12.20x12.20 metres.
2. The Guest House Kitchen-cum-Dining Hall shall remain open on all the days, including Saturdays and Sundays, to cater to the in-house guests and events organized by the University. The Canteen shall remain open on all working days from 10AM till 5PM.
3. Meal timings would be as follows: Breakfast 8-10 am, Lunch 1-2.30 pm, Dinner 7.30-9.30 pm, Snacks and Tea/Coffee 11-11.30 am and 4-4.30 pm.
4. The minimum License Fee for the Guest House Kitchen-cum-Dining Hall and Canteen is fixed as **Rs. 2000/- per month (Rs. 24000 for twelve months)**, exclusive of water, electricity, other taxes, etc.,
5. The Tender will be awarded based on the License Fee per year and the rates quoted for eatables.
6. The License will be for a period of twelve months only.
7. Any person who is in government service or an employee of the University under the same must not participate in the Tender, either directly or indirectly, in any manner whatsoever.
8. The Firm must have Sales Tax/Goods Service Tax or VAT/TIN No. and Income Tax/PAN No. and those who do not have the same need not apply. Also, the Firm must submit a proof of depositing Sales Tax/ VAT to the indenting Department.
9. The Account Payee Demand Draft/Pay Order for an amount of Rs. 5000/- (Rupees Five Thousand only) as EMD, in favour of **“The Director, EFLU, Regional Campus, Shillong”**, must be enclosed with the Technical Bid and submitted with the Tender Form to The Director, EFLU, Regional Campus, Shillong on or before the stipulated date and time.
10. The amount of this EMD, that is, Rs. 24,000/-, will be refunded as soon as possible to the unsuccessful Tenderers on written request.
11. The Firms that have been declared exempted from depositing the EMD shall be required to submit documentary evidence as proof to prove that they are exempted from depositing the EMD by the Govt. of India/Govt. of Meghalaya. In the absence of EMD/documentary evidence, the quotation shall not be considered.
12. The respective EMD/bid security submitted by the successful Firm would be returned to them with the condition to submit the Performance Security equivalent to thrice the amount of the bid in form of an Account Payee Demand Draft/FDR/Bank Guarantee. The said performance security would be valid for a period of 60 days beyond the date of completion of all contractual obligations of the Contractor.
13. The allotment of the Guest House Kitchen-cum-Dining Hall and Canteen in favour of the Licensee is purely temporary and the same shall be treated as a bare License, which can be revoked at any time without assigning any reason. In the event of revocation of the Licensee and on account of any breach of the Terms & Conditions of the License, the Licensee shall be bound to vacate the premises of the Guest House Kitchen-cum-Dining Hall and Canteen within one week of the notice of the revocation of the License by the Director, EFLU, Regional Campus, Shillong, and shall not claim any compensation for any resultant injury thereof.
14. The Licensee will be required to pay the License Fee in advance.
15. The Licensee shall arrange his own appliances, crockeries, and utensils in the Kitchen at his own cost.

16. The Bidders shall fill the prescribed format of the Rate List (Annexure-5), and the said Rate List will be subject to approval by the Director, EFLU, Regional Campus, Shillong.
17. The Licensor can revise the License Fee from time to time on expiry of the License period.
18. The Licensee must pay the electricity and water charges as per actual consumption. The electricity and water charges will be over and above the License Fee.
19. In case of default in payment of the License Fee, the Licensor will be entitled to charge interest at the rate of 18% per annum besides forthwith eviction from the premises.
20. The Licensee shall hand over the possession of the premises peacefully and in a good condition to the Director, EFLU, Regional Campus, Shillong, immediately on expiry/termination of the License. On failure to vacate the premises, the Licensee shall also be liable to compensate for the period of unauthorized occupation at the rate to be fixed by the Director, EFLU, Regional Campus, Shillong, in his sole and absolute direction.
21. The Licensee shall not sublet/assign or otherwise part with or transfer the possession of use of the premises or part/s thereof for any other purpose, including residence/stay of workers/employees.
22. The Licensee shall maintain proper hygiene and cleanliness and shall keep the premises neat and clean.
23. The Licensee shall not store any article of hazardous nature in the Guest House Kitchen-cum-Dining Hall and Canteen, except cooking materials and LPG.
24. The Licensee shall not damage the premises or allow anything to be done therein which may endanger the premises or adjacent buildings to be damaged by fire or otherwise.
25. The Licensee shall be liable to pay the taxes as imposed from time to time by the Govt. or any other authority, including VAT or Service Tax or as may be applicable.
26. The Licensee shall comply with the instructions, issued from time to time by the Director, EFLU, Regional Campus, Shillong, regarding matters concerning the Guest House Kitchen-cum-Dining Hall and Canteen.
27. The food items, sweets, etc., sold by the Licensee, shall be fresh, wholesome, and of good quality. The Director, EFL University, Regional Campus, Shillong, shall have the right to stop the sale of any articles exposed for sale in the premises which are not considered to be of requisite standard or are otherwise unfit for human consumption.
28. The Licensee shall not do anything in or outside the Guest House Kitchen-cum-Dining Hall and Canteen, which may be a nuisance or cause annoyance to the neighbouring office/s.
29. If, on examination, it is found to the satisfaction of the Director, EFLU, Regional Campus, Shillong, whose decision shall be final and conclusive on the Licensee, that any food stuff exposed for sale was not fresh or of good quality or was defective (the same applies for services as well), rendered by the Licensee, the License will be cancelled.
30. The Licensee shall keep a complaint book at a conspicuous place in the Guest House Kitchen-cum-Dining Hall and Canteen premises in which the complaint may be recorded and which shall be open to inspection by person/s duly authorized by the Director, EFLU, Regional Campus, Shillong,
31. The Licensee and his staff shall engage the necessary workers for the proper carrying out of the Terms of the Agreement at his own expense, and such workers shall:
 - a) be experienced, neatly dressed, well-behaved, and present during the working hours,
 - b) be very polite and courteous in their behaviour with the customers,
 - c) keep the Guest House Kitchen-cum-Dining Hall and Canteen neat and clean and in proper sanitary condition to the satisfaction of the Director, EFLU, Regional Campus, Shillong, who can also authorize inspection at any time,

- d) pay for the replacement of fused electric bulbs and fluorescent tubes for the said premises at his/her own cost and expenses,
 - e) be responsible for the day-to-day maintenance of the Kitchen and Dining Hall.
32. The Licensee shall not exhibit in the said premises any printed or written notice or advertisement of any kind whatsoever, except an approved Rate List of eatables and beverages.
33. The Director, EFLU, Regional Campus, Shillong, shall not be responsible for any loss or damage occurring to any goods, stores, or articles that are kept in the said premises and are intended for sale.
34. The Licensee shall be fully responsible for all damages or losses to the office of the Director, EFLU, Regional Campus, Shillong, property in the Guest House Kitchen-cum-Dining Hall and Canteen, including fixtures and fillings within the said premises, and shall be liable to replace such losses or damages, except those which occur due to reasonable use and wear-and-tear, or such as are caused by storms, earthquakes, or an act of God. He/She shall, in particular on demand, pay for all damages done to the panes and glass in/of the doors and windows of the said premises which are not due to normal wear-and-tear. Such damages shall be assessed by the PWD.
35. In the event of the Licensee violating any Terms & Conditions, the Licensor shall be at liberty to terminate the License forthwith by giving one month's notice without prejudice to any other right to remedy and shall be entailed to forfeit the EMD amount of Rs. 24,000/-, or any part thereof, which has not been appropriated by the Director, EFLU, Regional Campus, Shillong
36. In case the Licensee wants to leave the licensed premises of the Guest House Kitchen-cum-Dining Hall and Canteen before the completion of the contract period, the Licensee will have to give one month's clear notice in writing or pay one month's License Fee in lieu thereof and also clear all arrears and other dues, if any.
37. On the expiry of the period fixed for the License or in the event of revocation under the Terms & Conditions or non-use of the Guest House Kitchen-cum-Dining Hall and Canteen for a period of thirty (30) consecutive days, the Director, EFLU, Regional Campus, Shillong, shall be entitled to re-enter the premises and assume exclusive possession thereof and deal with it in such a manner, as may be deemed fit, and auction the belongings unless they are claimed within one month of the assumption of such possession by the Director, EFLU, Regional Campus, Shillong, who shall further be entailed to appropriate out of the proceeds of such sale the money due to the Director, EFLU, Regional Campus, Shillong, from the Licensee.
38. The License Fee shall be payable also for the period during which the Courts remain closed.
39. The Licensee shall engage the necessary workers for the proper carrying out of the Terms of the Agreement at his own expense, and such workers shall be experienced, neatly dressed, well-behaved, and present during the working hours.
40. The arrears of the License Deed can be treated as cancelled by both the parties by giving one month's notice to the owning party.
41. All disputes and differences arising out of this Agreement in any way or touching or concerning this Agreement in any way (except those which are superficially concerned herein) shall be referred to the Director, EFLU, Regional Campus, Shillong, whose decision shall be final.
42. The Licensee or his employees shall not vend any eatable outside the Guest House Kitchen-cum-Dining Hall and Canteen premises.
43. The License is renewable from one year to the next after the expiry of the period of the License, if the quality of food served and the service rendered are found satisfactory.
44. The Director, EFLU, Regional Campus, Shillong, on discretion, may reject or accept any or all the quotations/Tenders at any time without assigning any reason/s.

45. The Firm should not have been blacklisted by any Government/Semi-Government Department. If any proof of blacklisting is found against the Tenderer/Firm at any time during the period of contract/purchase, the whole claim or part thereof, as decided by the Director, EFLU, Regional Campus, Shillong, may be forfeited without assigning any reason.
46. If any working day is declared as a holiday, the Tender will be opened on the next working day.
47. In case of any dispute during the Tender proceedings, the decision of the Director, EFLU, Regional Campus, Shillong, shall be final and binding upon the Tenderer/Firm/Contractor/Supplier.
48. In case of disputes, the Courts in Meghalaya alone would have the jurisdiction.
49. The Tenderers who do not comply with the Terms & Conditions are likely to be rejected.
50. It will be at the discretion of the Director, EFLU, Regional Campus, Shillong, to make inquiries either himself or through any other officer/officials of this office to judge the suitability and capability of any Firm/Tenderer, and the decision of the Director, EFLU, Regional Campus, Shillong, to enter into a contract with any Tenderer would be final.
51. The Director, EFLU, Regional Campus, Shillong, reserves the right to waive or alter any of the Terms & Conditions if she/he finds sufficient reasons to accept a Tender with regard to the price, quality, reputation of the Tenderer in the market, and other relevant conditions.
52. After the Tenders are opened, no attempt shall be made to meet any member/Convener of the Committee concerned to influence their decision.
53. Each scanned copy of the Tender should be numbered, stamped, and signed by the Tenderer with the date and seal of the Firm.
54. The Contractor shall abide by all the necessary provisions of various Labour Laws/Acts and any other laws and rules that are applicable to him in this regard.
55. The Bid quoted by the Tenderer will be exclusive of electricity, water charges, and other taxes.
56. The contract of the Guest House Kitchen shall be given to the Firm who qualifies both the Technical and Financial Bids.
57. Any other condition, apart from all the above conditions, may be imposed on the successful Tenderer at the time of the placing of the order/contract.

Annexure-3

ACCEPTANCE OF THE AFORE-MENTIONED TERMS & CONDITIONS

1. The General Terms & Conditions mentioned above and attached with the proforma are acceptable to me/us. I/we bound myself/ourselves to abide by the same.
2. I/we hereby certify that I/we have gone through the Terms & Conditions mentioned above and undertake to comply with the same. The rates quoted by me/us are valid and binding on me/us for acceptance for the period for one year from the date of contract.

Signature of the Owner/Partner
With address & telephone no.

With the date and seal of the Firm

Annexure-4

FINANCIAL BID

**CONTRACT FOR ENGAGING THE GUEST HOUSE KITCHEN-CUM-DINING HALL
AND CANTEEN SERVICES AT EFLU, REGIONAL CAMPUS, SHILLONG,
SHILLONG – 793022**

[The Minimum License Fee of the Guest House Kitchen-cum-Dining Hall and Canteen is fixed as Rs. 2000/- per month (Rs. 24,000/- for twelve months)]

(Contract will be awarded to the Highest Bidder)

Bid Amount: Rs. (in figures)

(In words) Rs. (for twelve months)

Signature of the Tenderer

With the date and seal of the Firm

Annexure-5

RATE LIST

QUOTATION FOR SELLING OF THE FOLLOWING ITEMS AT THE GUEST HOUSE
KITCHEN-CUM-DINING HALL AND CANTEEN

Sl. No.	Names of the items	Rate per unit (in Rs.)
1.	Tea	
2.	Coffee	
3.	Bread Pakoda (per piece) with chutney/sauce	
4.	Samosa/Jingbam	
5.	Dal + 4 Rotis	
6.	Sabji + 4 Rotis	
7.	Dal + Rice	
8.	Matar Paneer	
11.	Gulab Jamun	
14.	Vegetable Sandwich	
15.	Thali (Two rotis + dal + sabji + rice)	
16.	Chhole Bhature (2 pieces)	
17.	Packaged fruit juice	
19.	Veg. Pakoda (100 gms.)	
20.	Poori, Sabji/Chhole (Full plate for an adult)	
21.	Upma/Poha (Full plate for an adult)	
22.	Chhole Bhature (Full plate for an adult)	

24.	Veg. Sandwich (One plate/two slices)	
25.	Non-Veg. Sandwich (One plate/2 slices)	
26.	Veg. Chow (Full plate)	
27.	Non-Veg. Chow (Full plate)	
28.	<p>Thali: Veg. Items</p> <ul style="list-style-type: none"> a. Mix Veg./Fried Veg. b. Dal/Sambar/Chhole/RajmaCurry/Pakoda c. Rice/Pulao/Chapati/Paratha d. Salad e. Any other add-on(s) 	
29.	<p>Thali: Non-Veg. Items</p> <ul style="list-style-type: none"> a. Mix Veg/Fried Veg. b. Chicken/Mutton/Fish/Pork/Egg Curry (a standard of 2 pieces) c. Rice/Pulao/Chapati/Paratha d. Dal e. Salad 	