

ASSAM ELECTRICITY GRID CORPORATION LIMITED
Regd. Office: 1st Floor, Bijulee Bhawan, Paltan Bazar, Guwahati – 781001
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Expression of Interest (EOI)

for

**“Catering Agencies for Providing Food Court Facility in Bijulee Bhawan,
the Office Premises of Assam Electricity Grid Corporation Limited,”
Paltanbazar, Ghy-781001**

**Chief General Manager (PP&D),
AEGCL, Bijulee Bhawan**

EOI Document Cost - ₹ 500/-

Ref No. AEGCL/MD/BBM/Canteen at Bijulee Bhawan/2024/044

Date:- 07.12.2024



ASSAM ELECTRICITY GRID CORPORATION LIMITED

Notice Inviting Expression of Interest (EOI) from Catering Agencies for Providing Food Court Facility in Bijulee Bhawan, the Office Premises of Assam Electricity Grid Corporation Limited, Paltanbazar, Guwahati-781001

Assam Electricity Grid Corporation Limited, Guwahati invites sealed tenders/applications from established and reputed catering agencies (with sufficient experience of running food court) to run the food court at Bijulee Bhawan building located at Paltan Bazar, Guwahati. The schedule of the tender is as mentioned below:

Mode of submission of EOI	Physical/ Offline
EOI Notice is available at AEGCL website	www.aegcl.co.in
EOI submission starts from	07/12/2024 at 11:00 Hrs
Last date for submission of EOI	27/12/2024 at 16:00 Hrs
Opening of EOI	30/12/2024 at 14:00 Hrs
EOI Document fees	Rs.500.00 (Non-Refundable) through DD

Interested parties/organizations may submit their EOI on or before 27/12/2024

In the prescribed format in a sealed cover super scribing thereon "APPLICATION FOR CATERING CONTRACT TO RUN FOOD COURT AT ASSAM ELECTRICITY GRID CORPORATION LIMITED, GUWAHATI". EOI received after the said date and time will not be accepted. The AEGCL reserves its right to accept or reject any or all of the offers without assigning any reason thereof.

**Chief General Manager (PP&D)
Assam Electricity Grid Corporation Limited
Bijulee Bhawan, Paltan Bazar, Guwahati**

Assam Electricity Grid Corporation Limited

**CATERING AGENCIES FOR PROVIDING FOOD COURT FACILITIES AT BIJULEE BHAWAN,
PALTANBAZAR, GUWAHATI-781001**

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Assam Electricity Grid Corporation Limited

CATERING AGENCIES FOR PROVIDING FOOD COURT FACILITIES AT BIJULEE BHAWAN, PALTANBAZAR, GUWAHATI-781001

The Assam Electricity Grid Corporation Limited invites applications from established and reputed catering agencies with sufficient experience of running food court of Public Sector Undertakings/ Big Corporates/Government/Semi-Govt. organization to run Food Court at its office in Guwahati. Agencies that fulfil the following Pre-Qualification Criteria will only be considered.

1. Prequalification Criteria:

SI No.	Criteria
a.	The Caterer should have a valid food license from the Municipal authorities and minimum Ten (10) years' experience of running food court with any Organization (Documentary proof to be enclosed).
b.	The track record of the catering agency should be clean and it should not have been involved in any illegal activity or financial frauds. Tenders should be accompanied by a declaration to this effect on the letter head of the bidder(s).
c.	Bidder(s) whose catering contract was terminated by the AEGCL on account of unsatisfactory performance or, refused to enter into agreement after award of contract are not eligible to apply.

2. Period of Contract

The tenure of the contract will be initially for one year (will be effective from the date of issue of work order) and extendable at the same rate or, mutually agreed rate at the sole discretion of the AEGCL.

3. Terms of Payment

There would be no fixed remuneration given by the office for food court. The revenue would be generated by the sale of food items in the food court for which the visiting staff would pay in cash or POS or UPI.

4. Venue

The Catering service for food court shall normally be provided at the Bijulee Building (Basement) of the Main Office building (MOB). The building has provision for pantry and dining halls.

5. Food Court Timings:

The food court has to be operative from 9.00 am to 10.30 am (for Breakfast), 12.30 p.m. to 3.00 p.m. (for Lunch) on all working days and Tea and Snacks from 9.00AM to 6.00PM in all working days.

6. Infrastructure to be provided by the AEGCL

a. Kitchen & Dining area only.

b. AEGCL will not grant any subsidy to the Caterer and the cost of fuel shall be borne by the Caterer. **The selected caterer will have to take a new Electricity Connection from the APDCL authority.** Timely payment/Recharge of electricity bill will be the responsibility of the caterer. However the caterer will have to pay Rs. 2,000.00 (Two Thousand) inclusive of GST as Rent & water charges per

month to AEGCL within 10th of the month on advance basis. The Caterer should factor/consider nominal rent and other facts while fixing the final price of items to be served in the Food Court".

c. The Caterer should use only commercial LPG cylinders in the Food Court. Use of kerosene and other flammable items are strictly prohibited.

d. Food to table services to be provided by the caterer.

7. Crockery/Cutlery

The Caterer will have to use / provide his own crockery, utensils and cooking articles. He may use steel crockery for breakfast/lunch/snacks. Use of polystyrene and non-recyclable plastic is strictly prohibited inside the AEGCL's premises.

8. Menu

a. Indicative menu for breakfast/lunch/snacks will be as per the [Annex-I](#).

b. Caterer is permitted to sell the food items in a-la-carte rate or in the combined form of breakfast/lunch/snacks.

9. Food Court – Cleanliness and Hygiene

a. The Caterer shall ensure that the food is cooked in the food court kitchen itself. Highest standard of hygiene are to be maintained which will be verified periodically by the AEGCL and the AEGCL's Medical consultant.

b. The cleanliness and maintenance of the utensils used for cooking is to be strictly ensured, in addition to proper maintenance of refrigerator, water cooler, etc. In case of unsatisfactory/unhygienic quality of food items or lapse in services rendered or any breakage/shortage, etc. penalty will be levied which will be solely decided by the AEGCL.

c. The kitchen will be under the constant supervision of the AEGCL and any lapse will be viewed seriously. The food should be hygienically cooked and portioned in properly covered stainless steel containers in the kitchen itself.

d. Good quality raw material and cooking medium with high PUFA (Polyunsaturated fatty acids) content is to be used for preparation of the food items. Recycling of cooking medium is not permitted. The Caterer should also maintain the cleanliness of Kitchen, Dining hall and Pantry area.

10. Catering staff

a. The kitchen as well as the service staff shall be employed/engaged by the Caterer and AEGCL shall not in any way, be responsible for their terms of Employment/engagement or violation of any labour law. The Caterer shall inform of the service staff so employed/engaged.

b. The staff shall be properly dressed in neat and tidy uniform including gloves and head gear besides being courteous, well-mannered and attentive. They should be conversant with the basics of the trade and must have necessary experience of table service.

c. One qualified manager with decision taking capability as well as authority over the service staff should be present in the AEGCL during the service hours on working days and as per requirement of the AEGCL on any other day.

d. AEGCL reserves the right to demand change of any employee/worker if warranted. In case of leave taken by any personnel, it will be the responsibility of the Caterer to ensure uninterrupted service/substitute arrangement in the food court. However, frequent change in the personnel has to

be avoided.

e. The Caterer should engage adequate number of cooks and supervisory staffs to handle the food court during the rush hour (1:00 PM to 3:00 PM).

f. The Caterer has to carry out, at own cost, periodic medical examination of catering staff engaged in the work of food court as prescribed by the AEGCL. **The Caterer has to arrange for, within a month of taking over the work, medical check-up (X-ray, stool, urine, blood) from any Government Hospital and police verification of the antecedents of employees engaged and submit the certificates to the AEGCL, failing which AEGCL has the right to terminate the contract.**

11. Adherence to Labour Laws

a. The Caterer will have to produce on demand, license/permit/approval etc. from the concerned statutory authority to the local office (AEGCL) or any other authority concerned for carrying out this type of work. They must also have necessary license to engage labour under the Labour laws. The Caterer will have to abide by all applicable statutory/regulatory laws/rules including minimum wages/PF etc. They should have requisite EPF and ESIC registration Number. The Caterer will be solely responsible for violation of any laws.

b. The Caterer should also have a license under Contract Labour (Regulation & Abolition) Act, 1970, if applicable. The Agency, as per the Abolition of Child Labour Act 2006, shall not engage a person below the age of 18 years.

c. The agency shall be solely responsible for providing all requirements of his staff, including:

i. Payment of wages and all allowances as per prevailing instructions under Minimum Wages Act (Central Rules), 1948 as applicable and as amended from time to time.

ii. Collection and payment of all taxes on behalf of his employees and any other statutory requirements such as PF, ESI etc., made by any Government Authority having jurisdiction.

12. Notice for Termination of Contract

The arrangement can be terminated by either party by giving two months' notice.

13. Upkeep and Maintenance of Kitchen/Dining areas

The Caterer must ensure that the Kitchen/Dining halls/peripheral area and all the crockery and cutlery are cleaned and kept in order every day. The Caterer has to ensure proper disposal of waste food by its staff and take care to see that the outlets/ducts provided in the kitchen are not blocked/damaged, etc. The above expenses would be borne by the Caterer and no cleaning material shall be provided by the AEGCL.

14. Security Deposit (SD)

The selected bidder will have to make a Security Deposit of Rs. **50,000/- (Rupees Fifty Thousand only)** in the form of Pay Order/ **Demand Draft drawn on a Scheduled AEGCL in favour of "Assam Electricity Grid Corporation Limited, Guwahati"** payable at Guwahati once the contract is awarded. No interest will be paid on the said deposit which is refundable upon successful completion of the contract period.

15. Evaluation of EOI

An indicative menu ([Annex-I](#)) for the items to be provided by the Caterer at food court has been worked out by the AEGCL to guide the Caterer in working out the costs involved. The same is mentioned in Part II of the EOI. The AEGCL does not bind itself to accept the lowest or any other quotation.

Note- The Caterers may visit the site if they so desire before quoting their rates to assess the quantum of work.

16. Prevention of Sexual Harassment Clause

The agency shall be:

- a. Solely responsible for full compliance with the provisions of “the SexualHarassment of women at Work Place (prevention, Prohibition and Redressed) Act, 2013”. In case of any complaint of sexual harassment against its employee within the premises of the AEGCL, the complaint will be filed before the Internal Complaints Committee constituted by the agency and the agency shall ensure appropriate action under the said Act in respect of the complaint.
- b. Any complaint of sexual harassment from any aggrieved employee of the agency against any employee of the AEGCL/APDCL/PGCL shall be taken cognizance of by the Internal Complaints Committee constituted by the AEGCL/PGCL/APDCL.
- c. The Caterer shall be responsible for any monetary compensation that may need to be paid in case the incidence involves the employees of the Caterer, for instance any monetary relief to AEGCL/APDCL/PGCL’s employee, if sexual violence by the employee of the Caterer is proved.
- d. The Caterer shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

17. Non-Disclosure Clause

The agency shall not disclose directly or indirectly any information or materials and details of the AEGCL’s structure/systems/equipment etc. which may come to possession or knowledge of the agency during the course of discharging its contractual obligations in connection with this agreement to any third party and shall at all times hold the same in the strictest confidence. The agency shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The agency shall not publish, permit to be published or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the AEGCL. The agency shall indemnify the AEGCL for any loss suffered by the employer as a result of the disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the agency the AEGCL shall be entitled to claim damages and pursue legal remedies. The agency shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The agency’s obligation with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.”

18. General Conditions

- a. The Caterer shall not engage any agent or enter into sub-contract with any other Caterer/s for running the said Food Court. In case of any violation in this regard, the AEGCL reserves the right to terminate the contract.
- b. The AEGCL 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 AEGCL will be final and binding.
- c. The AEGCL reserves the right to accept either in full or in part any tender and to reject any or all offers without assigning any reason thereof. AEGCL’s decision in this regard shall be final.
- d. The Caterer shall not carry on in the said premises any business other than running the said Food Court. He shall not make any changes, additions or alterations in the said premises without the permission of the AEGCL.

e. The rates quoted shall be binding without any escalation whatsoever till one year from the date of signing the contract.

f. Bureau of Indian Standards (BIS)/specifications of ISI/ AGMARK / FOA should be followed wherever applicable.

g. The agreement should not be construed by the Caterer to interpret as having received employment from the AEGCL or as any claim on the AEGCL's property. On completion of the contract or whenever the AEGCL decides, the Caterer and his staff will immediately vacate the premises and hand over the items earlier handed over to him by the AEGCL.

h. Quotation should be submitted duly signed with date in the enclosed blank space of the indicative menu ([Annex – I](#)).

i. Rates should be quoted both in words & figure. Violation in this regard may lead to rejection of the quotation. All rates will be inclusive of all taxes wherever applicable.

j. Incomplete forms or those without proper documentary evidence, etc. (as desired above) will be out rightly rejected by the AEGCL. No further correspondence shall be entertained by the AEGCL in this regard.

k. Insertions, post scripts, additions and alterations shall not be valid unless confirmed by the Caterer against proper signature with seal.

Tenders should be completed in all respects with all attachments/ enclosures/ annexure duly attested. The Caterer should sign each and every paper of the tender document along with seal.

l. All the pages of the tender documents should be signed by the person or person(s) submitting the tender in token of his/her/their having acquainted himself/herself/themselves. Any tender with any of the documents not signed will be rejected. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract, otherwise the tender may be rejected by the AEGCL.

m. Any dispute arising on account of the contract shall be subject to the jurisdiction of the courts at Guwahati.

19. Force Majeure

Normally, force majeure shall cover only act of God, fire, war, riots and act of Government etc. Any constraints other than those specified above, will not constitute a force majeure condition. In view of other constraints beyond the control of the contractor, primarily due to statutory compulsion, extension of time may be considered on merit of individual case. In case of a force majeure condition, the contractor shall notify the purchaser in writing of such condition within 10 days from the beginning of such delay in writing for consideration and acceptance.

Chief General Manager (PP&D)
Assam Electricity Grid Corporation Limited
Bijulee Bhawan, Paltan Bazar, Guwahati

PART - I - Technical bid

To,

Chief General Manager (PP&D)
Assam Electricity Grid Corporation Limited
Bijulee Bhawan, Paltan Bazar, Guwahati

Dear Sir,

Ref: Advertisement in

We wish to introduce ourselves as Catering Agency/Firm/Service provider and request you to consider our quotation for providing food court facility in your building located at Bijulee Bhawan Building (at Basement) Guwahati. We furnish hereby the required information about our Agency/Firm/Company and business.

Sl. 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.	Date of Establishment	
4.	Name & Address of the Proprietor/ Person-in-Charge/ Partners/ Director, as the case may be	
5.	Telephone No. and Mobile No. of the person to be contacted	Tel: Mob:
6.	PAN No.	*Mandatory Documents* Please enclose documentary evidences
7.	Registration No. with ESIC	
8.	Labour LicenseNo.	
9.	GST Regn. No.	
10.	Food License No by FSSAI	
11.	Registration No.with EPF	
12.	Income Tax Return (Last Three Years)	
13.	Average Annual Turnover (Last Three Years)	
14.	Bank Solvency (Latest)	
15.	Trade License	

16.	Bank Details (including type of account and IFSC Code)	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 :			
17.	Name and addresses of branches/associates of the agency/firm/company:a) b) c) (Separate list may be enclosed in case the space provided is not sufficient)				
18.	The details of contracts which the firm/Company had/has with other Organization.(Please provide name of the entity, period and turnover)				
	Sr. No	Establishment/s for which the caterer/agency has provided/has been providing food court services (including full details of clients)	No. of years of experience with that Establishment/s	Value of Work	No. of Staff catered to that Establishment/s
19.	Other information, if any: (Please attach sheets, if necessary) Note: In the event of dispute on any issue, the legal proceedings will be at Guwahati.				

DECLARATION OF THE APPLICANT

We hereby confirm that the information furnished herein above is true to the best of our knowledge and belief. You are free to call for confidential opinion from any one of our clients as also from our AEGCL as you deem fit. We also certify that, we have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Supporting documents in respect of qualification criteria as mentioned in the tender documents like copy of deed of partnership etc, copy of certificate issued in the name of the agency/firm under Shops and Establishment Act, copies of income tax clearance certificate(s) for last three years.

Terms and conditions duly signed on each page

Sealed Cover/s containing Part II - Price Bid.
Conduct Certificate from the client/organisation
Part-II (PRICE BID)

Annex - I

To

Chief General Manager (PP&D)
Assam Electricity Grid Corporation Limited
Bijulee Bhawan, Paltan Bazar, Guwahati

SUB: QUOTATION FOR FOOD COURT FACILITY AT BIJULEE BHAWAN

Dear Sir/Madam,

I/We have carefully read your advertisement on the above subject and agree to the terms and conditions stated therein and hereby quote my/our rates as under:

Name and address of the Catering Agency/Firm: -----

Sl. No	Name of the item	Standard Quantity	Rate (Rs.)
1	Basic Lunch (Veg Thali)		
2	Basic Lunch (Non – Veg Thali) Fish		
3	Basic Lunch (Non – Veg Thali) Egg		
4	Basic Lunch (Non – Veg Thali) Chicken		
5	Basic Lunch (Non – Veg Thali) Mutton		
6	Paneer Curry		
7	Tawa Roti with Sabji & Bhaji		
8	Plain Paratha with Sabji		
9	Aloo Paratha with curd		
10	Omelette		
11	Veg Fried Rice		
12	Chicken Fried Rice		
13	Veg Chowmein		
14	Chicken Chowmein		
15	Puri Sabji		

16	Veg Sandwich		
17	Cholle bature (02 pcs Bature)/		
18	Plain Dosa		
19	Masala Dosa		
20	Plain Tea		
21	Milk Tea (Standard)		
22	Coffee		
23	Samosa/Kachori		
24	Veg Cutlet		
25	Aloo Chop		
26	Slice Cake		
27	Cookies (per piece)		
28	Kalakand		
29	Gulab Jamun		
30	Beverages (Ice Cream/ Cold Drinks/Butter Milk/ Lassi/ Curd (Sweet/Plain) / Tetra Pack Juice)	As per MRP (No need to quote the rate)	

Note:

1. AEGCL will not give any minimum commitment on the indicative quantity.
2. Caterer is permitted to sell the food items in a-la-carte rate and in the combined form of breakfast/lunch/snacks.
3. The above rates are inclusive of all applicable charges and taxes.
4. Caterer is required to quote the price mandatorily for each item as mentioned in the price bid.
5. The good quality rice, flour, fresh vegetables/Non Veg items and oil (Sun Flower) should be used.

DATE:
PLACE:

SIGNATURE OF THE CATERER

SEAL OF THE CATERER

Table 1: Permissible Brands

Sl.No.	Items	Brands
1	Salt	Tata / Aashirvaad/ Nirma Shudh
2	Spices	Catch / MDH/ Everest/ Dzire
3	Ketchup	Maggie / Kissan/ Everest
4	Mustard Oil	Fortune / Dhara
5	Pickle	Priya / Sun Grow/ Nilons
6	Wheat flour	Aashirvaad / Laxmi Bhog/ Patanjali
7	Noodles	Nestle / Chings
8	Butter	Amul / Mother Dairy/ Nutralite
9	Bread	Britannia / Harvest Gold/ Bonn
10	Jam	Kissan / Tops/ Surabhi
11	Ghee	Amul / Mother Dairy/ Annapurna
12	Shrikhand	Amul / Milky Mist
13	Milk	Amul / Mother Dairy/ Purabi
14	Paneer	Amul / Sudha/ Nandini
15	Tea	Tata / Red Label/ Wagh Bakri
16	Coffee	Nescafe / Bru
17	Ice-Cream	Amul / Kwality Walls/ Wadilal
18	Soya	Fortune / Nutrella/ Saffola
19	Frozen-Peas	Fresho / Indine/ Patwa
20	Cheese	Amul / Mother Dairy/ Gowardhan
21	Rice	Fortune Rozzana Basmati / Laxmi Bhog/ Sona Masoori
22	Packet Curd	Amul / Mother Dairy
23	Washing material	Vim / Pril/ Presto/ Colin
24	Cornflakes	Kellogg's / Barry's
25	Jaggery	24 Mantra / Star 555
26	Honey	Saffola / Dabur/ Patanjali
27	Vermicelli	Bambino / Manna rice Sevai
28	Pasta	Bambino Penne / Colavita Fusilli
29	Vegetable Oil	Saffola / Oleev/ Rice Bran

*** Brands in Bold formatting are preferred. The caterers shall consult HMC for replacing the brand.**

The use of Hydrogenated (Vanaspati) oil is prohibited.

In the case of specific brands for any other items not mentioned in the contract (or) unavailability of the brands in the market mentioned in the above Table 1, the caterer can use any other **FSSAI** approved brands (except 23) only if permitted by the Hostel Affairs Board, in writing.

I/We agree to the above terms and conditions specified.

Date:
Place:

Signature of Caterer
along with official seal and address