Office of the Principal/Secretary

GOUR MAHAVIDYALAYA

ACCREDITED BY NAAC (3rd Cycle) B++

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Memo No. : 605/GM/2026 Date: 18/11/2026

GOUR MAHAVIDYALAYA

Mangalbari, Malda – 732142

NOTICE

INVITATION OF SEALED QUOTATIONS FOR OPERATING THE COLLEGE CANTEEN

Session 2026–2027

Sealed quotations are hereby invited by the undersigned, on behalf of Gour Mahavidyalaya, Mangalbari, Malda, from recognised, experienced and eligible vendors/firms/organisations for operating and managing the College Canteen on a contractual basis for the session 2026–2027. Interested parties are requested to submit their quotations in the prescribed formats, strictly in accordance with the terms and conditions stated below and the applicable financial and procurement norms of the Government of West Bengal.

Last date and time for submission: 08/12/2026 up to 5:00 p.m.

Date of opening of sealed quotations: 09/12/2026 at 3.00 p.m.

The quotations shall be opened at the College Office. Bidders or their authorised representatives may remain present at the time of opening.

Terms and Conditions

1. The selected contractor shall execute a formal agreement with the College Authority for operating the canteen for a period of one year. Subject to satisfactory performance, the agreement may be renewed for a further period at the discretion of the College Authority.

2. The canteen shall remain open from 9:00 a.m. to 6:00 p.m. on all working days. It shall not remain closed on any working day without prior written permission from the College Authority.

3. The canteen facility shall be exclusively available to the students, teaching and non-teaching staff, boarders and authorised visitors of the College. Entry of outsiders into the canteen premises shall not be permitted.

4. The contractor shall arrange all necessary materials, utensils, equipment and other accessories required for the smooth operation of the canteen at his/her own cost.

5. The College shall provide electricity and water supply facilities. The charges for such consumption shall, however, be borne by the contractor as per actual meter readings or as determined by the College Authority.

6. The selected contractor shall deposit a refundable security deposit of ₹15,000/- (Rupees Fifteen Thousand only) before signing the agreement.

7. The sale, storage or consumption of addictive or intoxicating substances, including paan, gutkha, tobacco, cigarettes, alcohol and similar prohibited items, is strictly prohibited within the canteen premises.

8. The contractor and his/her employees shall not be permitted to stay or reside within the canteen premises after closing hours.

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9. The functioning and maintenance of the canteen shall be reviewed periodically by the Canteen Committee. The contractor shall comply with the instructions issued by the Committee or the College Authority from time to time.

10. The contractor shall not use any other College property or premises for purposes other than those specifically permitted for operating the canteen.

11. The decision of the Canteen Committee and/or the College Authority regarding the operation and management of the canteen shall be final and binding upon the contractor.

12. In the event of any violation of the prescribed terms and conditions or unsatisfactory performance, the agreement shall be liable to be terminated by the College Authority by serving one month's notice. Serious violations may invite appropriate action as per the agreement.

13. The selection shall ordinarily be made in favour of the eligible bidder quoting the lowest total rate for the regular food items listed in Annexure-II, subject to fulfilment of all eligibility and credential requirements and acceptance of the terms and conditions by the College Authority.

14. The bidder shall submit the documents listed in Annexure-I, the duly filled Financial Bid in Annexure-II and Annexure-III, and the signed undertaking in Annexure-IV.

15. The College Authority reserves the right to accept or reject any or all quotations, without assigning any reason thereof.

(Dr. Ashim Kr. Sarkar)
Principal
Gour Mahavidyalaya
Mangalbari, Malda – 732142

Principal
GOUR MAHAVIDYALAYA
Mangalbari, Malda.

Copy forwarded to:

1. The Informatics Officer, for necessary action.
2. The Sub-Divisional Officer, Sadar, Malda, for information.
3. The Convenor/Members of the Canteen Committee.
4. The Accounts Section.
5. The College Website, for publication.
6. Notice Boards of the College, for wide publicity.

ANNEXURE–I
BIDDER'S DETAILS AND CREDENTIALS
For operation of the College Canteen, Session 2026–2027

To
The Principal
Gour Mahavidyalaya
Mangalbari, Malda – 732142

Sir,
I/We hereby submit my/our quotation for operating the College Canteen and furnish the following particulars:

Sl. No.	Particulars	Details to be filled in by bidder
1	Name of the bidder/firm/organisation	
2	Name of the proprietor/authorised representative	
3	Full postal address	
4	Contact number	
5	E-mail address	
6	PAN (if applicable)	
7	GSTIN (if applicable)	
8	FSSAI Registration/Licence No. (as applicable)	
9	Details of previous experience in canteen/food service operations	

Documents to be enclosed (tick as applicable):

☐ Identity proof of proprietor/authorised representative

☐ Address proof of bidder/firm/organisation

☐ PAN card copy, if applicable

☐ GST registration certificate, if applicable

☐ Valid FSSAI registration/licence, as applicable

☐ Documents supporting previous experience, if any

☐ Authorisation letter, where applicable

☐ Any other relevant credential/document

I/We certify that the information furnished above is true and correct.

Place: _____ Date: _____

Signature of bidder: _____
Name: _____
Seal (if any): _____

ANNEXURE–II
FINANCIAL BID – REGULAR FOOD ITEMS
List of Food Items and Rates

Name of bidder/firm: _____

Sl. No.	Name of Item	Ceiling Rate (₹) Not more than	Quoted Rate (₹) (To be filled by bidder)
1	Tea – Small Cup (Paper/Earthen/Ceramic), 65 ml	6.00	
2	Tea – Big Cup (Paper/Earthen/Ceramic), 100 ml	10.00	
3	Coffee – Big Cup	15.00	
4	Black Tea	5.00	
5	Sandwich (2 pcs) – Veg	20.00	
6	Sandwich (2 pcs) – Egg	30.00	
7	Sandwich (2 pcs) – Chicken	40.00	
8	Egg Toast, 2 pcs (with quarter-pound bread)	20.00	
9	Butter/Jam/Jelly Toast, 2 pcs (quarter-pound bread)	18.00	
10	Roti with Curry/Aloo Dum, 4 pcs (standard size)	25.00	
11	Luchi with Curry, 4 pcs (standard size)	30.00	
12	Parata with Curry, 2 pcs (standard size)	20.00	
13	Omelette	12.00	
14	Aloo Dum (4 pcs)	15.00	
15	Ghugni	12.00	
16	Boiled Egg	10.00	
17	Poached Egg	10.00	
18	Biscuit	Printed price	
19	Singara	10.00	
20	Gaja	10.00	
21	Cake (Bapuji/Amar Cake)	Printed price	
22	Veg Chowmein – Big Plate	50.00	
23	Veg Chowmein – Small Plate	25.00	
24	Egg Chowmein – Big Plate	60.00	
25	Egg Chowmein – Small Plate	30.00	
26	Egg Roll	35.00	
27	Dosa – Plain	30.00	
28	Dosa – Masala	45.00	
29	Drinking Water (Kinley/Aquafina/Bisleri/Tata Copper), 200 ml	7.00	
30	Drinking Water (Kinley/Aquafina/Bisleri/Tata Copper), 300 ml	8.00	
31	Drinking Water (Kinley/Aquafina/Bisleri/Tata Copper), 500 ml	10.00	
32	Drinking Water (Kinley/Aquafina/Bisleri/Tata Copper), 1 litre	20.00	
33	Drinking Water (Kinley/Aquafina/Bisleri/Tata Copper), 2 litre	30.00	

Note: The quoted rate shall not exceed the ceiling rate. For items marked "Printed price", the bidder shall follow the printed MRP.

Place: _____ Date: _____

Signature of bidder: _____ Seal: _____

ANNEXURE–III
FINANCIAL BID – ITEMS ON DEMAND
List of Food Items and Rates

Name of bidder/firm: _____

Sl. No.	Name of Item	Ceiling Rate (₹) Not more than	Quoted Rate (₹) (To be filled by bidder)
1	Dam Naan Puri with Curry, 2 pcs (big size)	30.00	
2	Egg-Chicken Chowmein – Big Plate	90.00	
3	Egg-Chicken Chowmein – Small Plate	50.00	
4	Chana Masala (big plate)	20.00	
5	Chicken Biryani with potato (100 g chicken)	100.00	
6	Mutton Kasha (4 pcs = 200 g)	250.00	
7	Egg Devil (standard size)	12.00	
8	Veg Chop (standard size)	10.00	
9	Veg Pakora (200 g)	20.00	
10	Chicken Pakora (4 pcs)	40.00	
11	Onion Pakora (200 g)	15.00	
12	Aloo'r Chop (standard size)	6.00	
13	Chicken Roll	40.00	
14	Egg-Chicken Roll	50.00	
15	Mixed Fried Rice (big plate)	100.00	
16	Veg Fried Rice (big plate)	80.00	
17	Tandoori Roti – Plain (1 pc)	15.00	
18	Tandoori Roti – Butter (1 pc)	20.00	
19	Khichuri (standard plate) with potato/carrot/beans/cauliflower (seasonal)	60.00	
20	Rice Thali – Veg	60.00	
21	Rice Thali – Egg	70.00	
22	Rice Thali – Fish	100.00	
23	Rice Thali – Chicken	120.00	
24	Mutton Biryani with potato (100 g mutton)	220.00	

Note: Items listed in this Annexure shall be prepared/supplied on demand, subject to availability. The quoted rate shall not exceed the ceiling rate.

Place: _____ Date: _____

Signature of bidder: _____ Seal: _____

ANNEXURE–IV
UNDERTAKING / ACCEPTANCE OF TERMS AND CONDITIONS

To
The Principal
Gour Mahavidyalaya
Mangalbari, Malda – 732142

Subject: Undertaking for operation of the College Canteen for the Session 2026–2027.

Sir,

I/We, _____, proprietor/authorised representative of _____, hereby submit my/our quotation for operating the College Canteen of Gour Mahavidyalaya for the session 2026–2027.

I/We hereby declare that I/we have carefully read and understood all the terms and conditions mentioned in the Notice Inviting Sealed Quotations and agree to abide by the same, without any reservation.

I/We further undertake that the information and documents submitted with the bid are true and genuine; that the canteen shall be operated in a hygienic and orderly manner; that all applicable food safety requirements shall be complied with; and that the security deposit of ₹15,000/- shall be deposited before execution of the agreement, if selected.

I/We understand that any misrepresentation, breach of the conditions or unsatisfactory performance may result in rejection of the bid or termination of the agreement in accordance with the terms of the agreement.

Place: _____ Date: _____

Signature of bidder: _____

Name of bidder: _____

Name of firm/organisation: _____

Full address: _____

Contact number: _____

Seal (if any): _____