



**CAPTAIN WILLIAMSON SANGMA STATE
UNIVERSITY,
TURA, JEWILGRE, P.O. DAMALGRE, SOUTH WEST GARO
HILLS, MEGHALAYA - 794105**

No.CWSSU/CANTEEN/01/2026/1

Date: 02/02/2026

NOTICE INVITING TENDER (NIT)

Sealed Tenders under Two-Bid System (Technical & Financial) are invited from reputed firms for providing catering services for office canteen in the Captain Williamson Sangma State University, Tura, Jewilgre, Meghalaya. Tender should reach the office of the Registrar Captain Williamson Sangma State University (CWSSU), Jewilgre, South West Garo Hills, Meghalaya, Pin-794105 on or before 13th February, 2026 up to 11:00 A.M. For details please visit Website: <https://cwssu.ac.in>.


Registrar

Captain Williamson Sangma State University,
Jewilgre, Meghalaya.



**CAPTAIN WILLIAMSON SANGMA STATE UNIVERSITY,
TURA, BALALGRE P.O. DAMALGRE, SOUTH WEST GARO HILLS,
MEGHALAYA - 794105**

NOTICE INVITING TENDER (NIT)

Tender Document for Providing Catering Services for Canteen in the Captain Williamson Sangma State University, Tura, Balalgre.

I. Submission of Bids:

- i. Sealed tenders are invited under two bid system, viz. Technical Bid and Financial Bid, from reputed firms for providing catering services for the office canteen in the Captain Williamson Sangma State University, Jewilgre. The Technical Bid and Financial Bid should be sealed by the bidders in separate covers duly super-scribed as “Technical Bid” and “Financial Bid” respectively. Both these sealed covers are to be put in a bigger cover which should be sealed and duly super-scribed as “TENDER FOR CATERING SERVICES.” All the three envelop covers should also bear the name, address and contact number of the firm/bidder.
- ii. Tenders submitted without following the “Two Bid System” procedure will be rejected.
- iii. The Tenders should reach the office of the **Registrar, Captain Williamson Sangma State University, Jewilgre, Dist. South West Garo Hills Meghalaya, Pin- 794105** on or before 13th February, 2025 up to 11:00 A.M.
- iv. Tenders received after due date and time will not be accepted. CWSSU will not be responsible for any postal delay or for any other reason beyond its control.
- v. Bidders may send their bids by speed post or may drop in the Tender Box placed in the Establishment Section, CWSSU, Jewilgre.

II. Opening of Bids:

- i) The Technical Bids will be opened on 13th February 2026 at 11:30 A.M. In case the Tender opening date happens to be holiday, the tender will be opened on the next working day at the same time. The Financial Bids will be opened for the firms who qualify the Technical Bids.
- ii) Bidders / authorized representative (s) of the bidder, if desire, may attend the Bid opening event. They shall have to produce authorization letter for attending the bidding process.

Initially, the Technical Bids shall be opened by the duly constituted Committee of CWSSU. The decision of the Committee on technical suitability shall be final and shall not be open for discussion. The Financial Bids of only those bidders shall be opened that are short-listed / found qualified in the Technical Bids.

- iii) The bidder (s) / authorized representative (s) who are present in the opening of Bid documents shall sign evidencing of their attendance.
- iv) The L1, L2, L3 etc. bidders will be arrived at on the basis of the cost of the items for Hostel Mess, Food Menu provided by the Contractor for the Academic Programs, Cost of General food items, etc. as provided in Annexure – B, C & D. The decision of the Committee constituted for this purpose will be final and binding.
- v) If desired, the bidders / authorized representative of bidders may be present at the time of Financial Bid opening event, the date of which will be informed subsequently. However, CWSSU reserves the right for not inviting the unqualified bidders while opening the Financial Bids.

III. Annual Turn Over: The annual turnover of the firm should be at least Rs.30 Lakhs per annum for the past three years i.e. 2022-23, 2023-24 and 2024-25.

IV. Income Tax Returns: Income Tax Returns for the past three years (2022-23, 2023-24 and 2024-25) should be filed in favour of the firm. In case of exemption from Income Tax, Exemption Certificate to that effect from the competent authority may be submitted.

V. Contents of Technical Bid:

- i) Duly filled-in Proforma for Technical Bid: Annexure – A.
- ii) Earnest Money Deposit of **Rs. 50,000/-** (Rupees Fifty Thousand only) in the form of Demand Draft in favour of the CAPT. WILLIAMSON SANGMA STATE UNIVERSITY payable at HDFC Bank, Araimile Branch, Tura.
- iii) Performance Bank Guarantee (PBG) of **Rs. 1,50,000/-** (Rupees One Lakh Fifty Thousand only) shall be deposited by the successful bidder as PBG on award of contract as provided in the Tender document, which will be valid for 62 months from the date of execution of the contract.
- iv) Attested copy of valid Trading License issued by respective Autonomous District Council : The requirement for the GHADC /KHADC/ JHADC Trade license is based from the District Councils (Trading by Non-tribal) regulation Act 1954 (Under 6th Schedule). So as per the above rule all the Non-tribal must possess

the Trading License before applying for the tender. In case of non-submission of the valid trading license, such bids will not be accepted. For grant of exemption from submission of trading license, bidder may submit exemption certificate or relevant Schedule Tribe certificate.

- v) Attested copy of valid Food Safety and Standards Authority of India (FSSAI) license.
- vi) Attested copy of valid License under the Contract Labor (Regulations and Abolition) Act, 1970.
- vii) Attested copy of valid Registration under Shop & Establishment Act.
- viii) Attested copy of documents/ certificate that the firm/ contractor having a functional office in the state of Meghalaya.
- ix) An Undertaking that the firm/ company has not been Blacklisted by any Government agencies/ PSU/ Autonomous body.
- x) Attested copy of valid PAN Card to be in the name of the firm / proprietor.
- xi) Attested copy of valid GST Certificate to be in the name of the firm.
- xii) Attested copy of Income Tax Returns for the past three years (2022-23, 2023-24 and 2024-25).
- xiii) Attested copy of annual turnover of the bidder for the past three years (2022-23, 2023-24 and 2024-25).
- xiv) Evidence of providing similar catering /canteen services for a minimum period of three years as on 31st March, 2025 in the form of contract / work order from the concerned institutions/ organizations.

VI. Contents of Financial Bid:

Duly filled-in Proforma for Financial Bid:

- a) Annexure – B (Quotation for Office Canteen)
- b) Annexure – C (Quotation for catering services for Academic programmes)
- c) Annexure- D (Quotation for general food items)

VII. The Technical Bid should be submitted strictly as per Annexure - A and Financial Bid as per Annexure – B, C & D as attached herewith. No column(s) should be left blank. Reasons for non-production of documents, certificates etc., or reasons for not filling up the columns should be mentioned in the bidding document itself.

VIII. The rates of food menu for the Catering services for Academic Programs to be quoted in Annexure-C of this Tender document is fixed at Rs.350/- per person for working lunch and Rs.100/- per person for tea and snacks (including Morning and Evening).

IX. The Tentative food menu for quoting rates for the mess services for the Catering canteen services for Academic Programs (Under Annexure-C) is enclosed herewith as Annexure-C.

- 2
- X. All the documents/certificates etc. furnished along with the Bids should be attested by the bidder / authorized representative with seal of the firm.
- XI. The complete set of bidding document (including attachments, certificates etc.) should bear serial page number.
- XII. The firm may, at any time, be required to produce the original documents for verification in support of eligibility criterion, etc. If even after award of contract, information/facts submitted by the bidders are found to be misleading/incorrect/false etc., CWSSU reserves the right to terminate the contract forthwith.
- XIII. The Bid shall contain no erasures or overwriting. In case corrections are made in the bidding document, the same shall be authenticated by the Bidder / Authorized Representative signing the Bid.
- XIV. **Tender Fee:** There is no Tender fee for this bid.
- XV. **Earnest Money Deposit (EMD):**
- i) The EMD of the unsuccessful Bidder(s) shall be refunded. In case the selected Bidder backs out, the EMD shall be forfeited.
 - ii) The EMD of the successful Bidder will be retained by the Institute as Performance Security Deposit. Performance Security Deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the successful bidder.
 - iii) No interest shall be payable to the Bidder (s) for the EMD or / and Performance Security Deposit.
 - iv) Bids received without EMD will be summarily rejected.
 - v) Firms registered under Micro, Small and Medium Enterprises (MSME) are exempted from submission of EMD. However, a copy of MSME certificate to be enclosed along with the Technical Bid.
- XVI. The tender document is available at CWSSU website <https://cwssu.ac.in>
- XVII. The rate of the items should not be indicated anywhere in the Technical Bid. This should be followed meticulously failing which the Bidder shall be rejected.
- XVIII. Conditional offers not conforming to this tender document are liable to be rejected.

- XIX.** Interested Bidders may visit CWSSU, Tura to have a first-hand view of the canteen before submission of Bids.
- XX.** Incomplete quotations are liable to be rejected. Moreover, the CWSSU reserves the right to reject any or all the quotations for any administrative or other valid reasons.
- XXI.** The CWSSU reserves the right to cancel the contract in whole or in part without any notice in case of failure on the part of the Bidder to meet the requirements or schedule as per this NIT.
- XXII.** CWSSU, Tura Jewilgre, reserves the right to visit the existing or the past customers of the Bidder to ascertain the quality of work performed by them and in case any negative report is received against the Bidder, their bids may be rejected. Also, in case any information provided by the bidder is found to be false, his/her bid can be rejected and part or whole of the Performance Security Deposited may be forfeited.
- XXIII.** The rates will be quoted both in figure and words in Indian Rupees only. In case of any discrepancies/difference between the rates quoted in figures and words, the later shall prevail.
- XXIV.** Work Order must be accepted by the successful bidder within 3 (three) working days of issuance of the work order and Canteen services shall be started within 7 (seven) days from the date of acceptance of Work Order. In case the Work Order is not accepted within 3 (three) days, the CWSSU may cancel the Work Order and the EMD of the firm will be forfeited.
- XXV.** The Bid is not transferable.
- XXVI.** No Gazetted servant employed in Government service is allowed to work as Caterer, or his representative, for a period of two years of his retirement. The contract is liable to be cancelled if either the Caterer or any of his employees is found at any time to be such a person who had not obtained the permission of the Government before submission of the quotation or engagement in the Caterer's service.
- XXVII. Exemption for MSE compliance:** No purchase preference will be given to Micro and Small Enterprises (MSE) keeping in view the nature of work with regard to providing reliable mess service in hostels of the Institute including catering service in various Academic programs by maintaining utmost quality in services offered to the Institute.
- XXVIII. Force Majeure:** Any delay or failure in the performance by the successful bidder (s) hereunder shall be excused if and to the extend caused by the occurrence of a Force Majeure. For purposes of this agreement, Force Majeure shall mean a cause or event that is not reasonably foreseeable or otherwise caused by or under the control of the Party

9

claiming Force Majeure, including fire, floods, explosion, riots, wars, hurricanes, vandalism, accident, injunctions, governmental acts, and other like events that are beyond the reasonable anticipation and control of the Party affected thereby, despite such Party's reasonable efforts to prevent, avoid, delay, or mitigate the effects of such acts, events or occurrences, and which events or the effects thereof are not attributable to a Party's failure to perform its obligations under the Agreement.

XXIX. Arbitration:

- i) All disputes arising out of this contract shall be settled amicably by CWSSU and the successful bidder. In the event of failure to reach amicable settlement, the same shall be settled by an Arbitrator to be appointed by the CWSSU, as per the provisions of "Arbitration and Conciliations Act 1956." The decision of the Arbitrator shall be final and binding.
- ii) The place of Arbitration and other legal issues shall be Tura Court for the purpose of this contract/agreement.

XXX. About CWSSU Office Canteen:

- (i) There is presently only one canteen in the CWSSU campus. The CWSSU currently accommodates about 400 students and staff. Moreover, the university has about 80 employees who may like to have tea, coffee, snacks and lunch etc. in the Canteen. The number of students/ guests / participant etc. is tentative only and may increase or decrease subsequently. The Institute organizes programmes/workshops of various durations on regular basis for which food is to be served in the Office Canteen during the day time.

XXXI. Service Line Requirements:

- i) The Canteen shall remain open for all days except on holidays, Saturdays and Sundays.
- ii) In case of VIPs and important dignitaries arrive in the university campus, the Caterer shall arrange to deliver food in their respective rooms, whenever requested for.
- iii) The Caterer shall ensure that the deployed staff should wear neat and clean clothes so as to put up a pleasing appearance.
- iv) The Caterer shall observe utmost cleanliness of the canteen premises including the kitchen, dining tables, chairs, wash basins, floor, serving counters, washing area etc. Cleaning of the kitchen and dining room/hall shall be done by the staff of the Caterer. The Caterer shall use proper detergent and cleaning solutions to keep the kitchen and dining area in a hygienic manner.

- v) The Caterer shall employ only people aged above 18 years as stipulated by GOI guidelines/Labour Laws in force from time to time.
- vi) The Caterer shall ensure polite and cordial behavior of its personnel with the students/staff/ guests etc. Any report of improper behavior shall warrant appropriate action by CWSSU.
- vii) The CWSSU authorities shall regularly supervise the catering services and will be giving appropriate instructions to the Caterer, wherever necessary, to maintain the quality of food and services.
- viii) The CWSSU authorities reserves the right to enter inside the kitchen at will, to inspect all food items, raw or cooked. In case it detects any items of sub-standard quality, the Caterer shall dispose of the said items immediately.
- ix) The CWSSU reserves the right to reject the prepared food items if the quality is not up to the mark or otherwise. The CWSSU will constitute a Committee immediately for dealing with such cases, and the decision of the Committee shall be final.
- x) Use of plastic and non-biodegradable materials shall be minimized in accordance with environmental regulations.
- xi) The Caterer must **dispose the garbage and food waste** on a daily basis only on a designated place allotted by the university
- xii) Electricity and water shall be provided by the University on a **metered or fixed-charge basis**, as decided. Furniture (dining tables and chairs) shall be provided by the Caterer himself.
- xiii) The Caterer shall have to make its own arrangement of all kitchen items including gas stove, gas cylinders, plates, tumblers, cups, spoons, pressure cookers, pan, mixes, water jugs (closed), spoon dispenser etc. Crockery items used in the kitchen shall be of branded quality.
- xiv) A monthly rent of ₹ 10,000/- is required to be paid by the Caterer for using the Canteen premises.
- xv) The Caterer shall make arrangements for accommodation outside the university campus for all the workers in the canteen.

XXXII. Quality of Food:

- i. The taste of all food items served should be good, fresh and palatable.

- 9
- ii. The dishes and curries should be changed every day for different taste. Constant supply of the same dishes shall be strictly avoided.
 - iii. Quality of all ingredients used should be of reputed grades and of standard quality, company packed and sealed.
 - iv. Surprise checks for inspection of the quality of food being served may be conducted by CWSSU as and when necessary.
 - v. It is the sole responsibility of the Caterer to ensure that the food items procured are not adulterated or of poor quality.
 - vi. CWSSU reserves the right to take appropriate action, including imposition of fine against the Caterer in case the food is served with adulterated items or substandard quality. AGMARK branded items shall be used, wherever available.
 - vii. Utmost hygiene, care and professional skill should be maintained while cooking.
 - viii. The Caterer is required to maintain a Suggestion-cum-Complaint Book at a prominent spot in the Canteen premises.
 - ix. The Caterer shall be available at all times for consultation with CWSSU for discussion and taking appropriate decisions accordingly, wherever required.

XXXIII. Other Conditions of Contract:

- i) The rates quoted shall be valid initially for a period of two years. The Contract is initially for a period of two years and may be extended up to five years on mutually agreed terms and conditions.
- ii) During meetings and special occasions, special lunch/dinner is to be prepared based on requirement.
- iii) The caterer shall be solely and exclusively responsible for engaging and employing the workers. The CWSSU shall have no liability whatsoever concerning Caterer's employees.
- iv) CWSSU shall not be responsible for any injury or loss of life occurring (during the performance of duties in the CWSSU premises) to the staff deployed by the Caterer. Any compensation or expenditure towards treatment for such injury or loss of life or otherwise shall be the sole responsibility of the Caterer.

The cook and other canteen staff will have to be regularly present in the Canteen. The Office Canteen may remain closed on Saturdays and Sundays being holidays; however, the canteen at the Girls hostel shall have to remain functional at all times. The Caterer shall deploy sufficient number of cooks and helpers to provide food in time. The time schedule shall be provided to the Caterer after the acceptance of the Contract.

- v) The Contract is terminable by giving one month's notice in writing from either side

and the Caterer shall have no claim for any kind of compensation thereof.

- vi) The Caterer **shall not sub-contract the services to other agency or individual**. The Caterer shall be fully responsible for conduct, service and discipline of the personnel deployed in CWSSU canteen.
- vii) **Caterers having experience of managing the canteen services of State/Industries will be preferred.**
- viii) The Caterer will be required to abide by the security instructions issued by the CWSSU from time to time.
- ix) No outside catering will be permitted from the university canteen.
- x) An Agreement on non-judicial stamp paper of Rs.100/- for the work will be executed between the Caterer and the CWSSU. The contractor will arrange for the Stamp Paper for entering into an agreement within 15 days from the date of receipt of work order.

XXXIV. MENU: The Caterer shall post the menu card in the Canteen after obtaining approval from the CWSSU.

XXXV. For further information,/ clarification, kindly E-mail at Institute
ID: info@cwssu.ac.in



**CAPTAIN WILLIAMSON SANGMA STATE UNIVERSITY,
TURA, BALALGRE P.O. DAMALGRE, SOUTH WEST GARO HILLS,
MEGHALAYA - 794105**

PROFORMA FOR FURNISHING TECHNICAL BID

1. Name of the Firm:.....
2. Address of the Firm:.....
.....
.....
3. Telephone / Contact No.:.....
4. Date of commencement of business of the Firm (Please furnish proof in support of your statement)(Page No.....)
5. Status of the organization (i.e. whether Proprietorship, Partnership, Private Limited / Public Limited Company, Registered under Societies Registration Act, etc.):..... (Page No.....)
6. Registration Number of the Organization: (Please attach Certificate of GST Registration):.....(Page No.....)
7. Name of the Proprietor/Owner :.....
8. Attested copy of Annual Turnover for last three years:
 - a. 2022-23: Rs..... (Page No.....)
 - b. 2023-24: Rs..... (Page No.....)
 - c. 2024-25: Rs..... (Page No.....)
9. Attested copy of Income Tax Return for last three years:
 - a. 2022-23: Rs..... (Page No.....)
 - b. 2023-24: Rs.....(Page No.....)
 - c. 2024-25: Rs..... (Page No.....)
10. Whether attested copy of PAN enclosed (Y/N)?: (Page No.....)
11. Whether attested copy of valid License under Contract Labor enclosed (Y/N)?:.....(Page No.....)
12. Whether attested copy of Trading License issued by District Council enclosed (Y/N)?-
..... (Page No.....) If no, reason
therefore:.....

-
13. Whether attested copy of valid Registration under Shop & Establishment Act enclosed (Y/N)?-
..... (Page No.....)
14. Whether attested copy of document/ certificate having functional office in Meghalaya enclosed (Y/N)?..... (Page No.....)
15. Whether attested copy of document that the firm have not been Blacklisted by any Government agencies/ PSU/ Autonomous body enclosed (Y/N)?..... (Page No.....)
16. Whether MSME certificate enclosed (Y/N)?..... (Page No.....)
17. Details of at least three prominent organizations served / being served with similar services.
Please attach copies of contract / work awarded from the customer organization:

Name & Address of the organizations	Name & Phone No. of Contact person	Annual cost of Contract (In Lakh)	Whether copies of award of contract / work enclosed	Page No.

18. Details of E.M.D.: D.D. No . _____ dated _____ enclosed for ₹ 50,000/- (Rupees Fifty Thousand only) drawn on _____ Bank in favour of Capt. Williamson Sangma State University, payable at HDFC, Araithaile Branch, Tura

Declaration:

- a. It is certified that the information furnished above is true and correct to the best of my belief and knowledge.
- b. We understand that the decision of the CWSSU to accept / reject would be final and binding.
- c. All the documents/certificates mentioned above are valid and up-to-date.
- d. All documents/certificates are duly attested, signed and sealed.
- e. No column has been left blank. Relevant documents/certificates have been enclosed.
- f. The signatory to this bid is authorized to sign such bid on behalf of the organization.

Date:.....

Place:.....

Authorized Signatory with Seal of the Firm



ANNEXURE - B

**CAPTAIN WILLIAMSON SANGMA STATE UNIVERSITY,
TURA, JEWILGRE, P.O. DAMALGRE, SOUTH WEST GARO HILLS,
MEGHALAYA - 794105**

QUOTATION FOR OFFICE CANTEEN

Sl. No.	Particulars	Menu (Detail list of items to be provided by the Bidder)		Rate (Rs.) Per Breakfast per person
1.	Breakfast	Mon		
		Tue		
		Wed		
		Thu		
		Fri		
		Sat		
		Sun		

Sl. No.	Particulars	Menu (Detail list of items to be provided by the Bidder)		Rate (Rs.) Per Lunch per person
2.	Lunch	Mon		
		Tue		
		Wed		
		Thu		
		Fri		
		Sat		
		Sun		

Sl. No.	Particulars	Menu (Detail list of items to be provided by the Bidder)		Rate (Rs.) Per Evening Tea per person
3.	Evening Tea	Mon		
		Tue		
		Wed		
		Thu		
		Fri		
		Sat		
		Sun		

Sl. No.	Particulars	Menu (Detail list of items to be provided by the Bidder)		Rate (Rs.) Per Dinner per person
4.	Dinner	Mon		
		Tue		
		Wed		
		Thu		
		Fri		
		Sat		
		Sun		

Important Note:

1. The Mess service will be utilized for the students, Faculty and Administrative staff.
2. CWSSU reserves the right to modify the list of items for the meals in the interest of the students, faculty and staff.

I, the undersigned, hereby agree to abide by all the service line requirements and all the terms and conditions delineated in the tender document.

Authorized Signatory with Seal of the Firm



**CAPTAIN WILLIAMSON SANGMA STATE UNIVERSITY,
TURA, JEWILGRE, P.O. DAMALGRE, SOUTH WEST GARO HILLS,
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QUOTATION FOR CATERING SERVICES DURING ACADEMIC PROGRAMMES

Sl. No.	Particulars	Menu (Detail list of items to be provided by the Bidder)
1.	Morning Tea	
2.	Working Lunch	
3.	Evening Tea	

Important Note:

1. CWSSU conducts wide range of academic programmes. Lunch and Tea/Snacks are to be provided during such programmes. The present fixed rate for Lunch is Rs. 350/- and for Tea/Snack is Rs.100/- (including morning and evening) for such programmes. Hence, the menu may be quoted accordingly.
2. CWSSU reserves the right to modify the list of items for the meals in the interest of the Institute.

I, the undersigned, hereby agree to abide by all the service line requirements and all the terms and conditions delineated in the tender document.

Authorized Signatory with Seal of the Firm



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QUOTATION FOR GENERAL FOOD ITEMS

1		As per requirement by the customers as these are all time items	Rate to be quoted by the Contractor/firm.
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Important Note:

1. The Mess service will be utilized for the students, Faculty and Administrative staff.
2. CWSSU reserves the right to modify the list of items for the meals in the interest of the students, faculty and staff.

I, the undersigned, hereby agree to abide by all the service line requirements and all the terms and conditions delineated in the tender document.

Authorized Signatory with Seal of the Firm