



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ**  
(Ministry of Rural Development, Govt. of India)  
**NORTH EASTERN REGIONAL CENTRE**  
**JAWAHARNAGAR, KHANAPARA, GUWAHATI-781022**

No. NIRDPR/NERC/Admn(E)/Staff Canteen/UDC-3/176/2022-23

Date: 23-02-2023

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**NOTICE INVITING QUOTATION  
FOR  
RUNNING THE STAFF CANTEEN OF NIRDPR-NERC, GUWAHATI**

The sealed quotations are invited from the registered Self-Help Group (SHG) for running the staff canteen of NIRDPR-NERC, Guwahati for an initial period of one year, which may be extended for further period. Interested SHGs may inspect/visit the staff canteen and discuss with the undersigned before submission of the quotation.

The bidding document can be obtained from the office of the undersigned or downloaded from the institute website [www.nirdnerc.nic.in](http://www.nirdnerc.nic.in) from 23<sup>rd</sup> February, 2023 and the last date of submission of tender is 27<sup>th</sup> February, 2023 up to 3.00 P.M.

Bidders are required to submit their bid to the Administrative Officer, NIRDPR-NERC, Jawaharnagar, Khanapara, Guwahati – 781022.

For any clarification, interested SHG may feel free to contact this office.

Administrative Officer



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The time schedule for the tendering activities shall be as under:

i.	Date of notification of quotation	23-02-2023
ii.	Last date of submission of the quotation by the intending SHGs	27-02-2023 by 3.00 PM
iii.	Amount of Earnest Money Deposit	Nil
iv.	Date of opening of quotations	27-02-2023 at 3.30 P.M.
v.	Tendering Authority	Administrative Officer, National Institute of Rural Development & Panchayati Raj, Jawaharnagar, Khanapara, Guwahati – 781022.



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**The following information are to be provided by the intending SHGs**

Sl. No.	Particulars	Information to be supplied by the intending bidder
1	Name of the Self-Help Group (SHG)	
2	Address of the SHG	
	Telephone/ Fax/ Mobile No.(s)	
	E-mail ID	
	Website address, if any	
3	Year of establishment of the SHG	
4	Details of Bank A/c	
	A/c No.	
	Name of bank and Branch	
	IFSC Code	
5	PAN, if any	

Date:

Signature of bidder with seal

The following documents are to be enclosed by the bidder along with the bid:

- i) Attested copy of valid registration certificate of SHG with relevant document.
- ii) Attested copy of PAN Card if any.
- iii) Attested copy of Bank A/c details.



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**Rate quotation to be submitted by the SHG**

Sl. No.	Description	Rate (per unit) (Rs.)	
		In figures	In words
1	Red Tea		
2	Milk Tea		
3	Red Tea with 2 pics of biscuit		
4	Milk Tea with 2 pics of biscuit		
5	Lunch per Thali (Items: Rice, dal, sabji, Fry sabji, papad)		
6	Roti per pc.		
7	Paratha per pc.		
8	Omlet (Single egg)		
9	Egg Curry (Single egg)		
10	Fish curry/ fry		
11	Chicken curry		
12	Curd (per bowl)		

Signature of bidder with seal





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**TERMS AND CONDITIONS**

1. The contract period for running the staff canteen of NIRDPR-NERC, Guwahati by the qualified SHG (contractor) is initially for one year, which may be extended for further period based on decision of the competent authority of the Institute.
2. The contractor will be provided canteen space with dining hall and kitchen. For the first time, the contractor will be provided the LPG Cylinders, stove, cookery, cutlery and other required items by the Institute at a one-time measure. The contractor shall return the items at the time end of the contract.
3. The contractor has to deposit security deposit of Rs.20,000/- (Twenty thousand only), which will not bear any interest and be refunded subject to the successful completion of the contract.
4. The water and electricity used in the Canteen will be free of cost.
5. The contractor shall arrange for cooking & services of food to the employees of the Institute. The details of daily schedule of the food serving timing will be normally as follows:
 

Tea	-	Between 10.30 am to 11.00 am (Morning) and Between 3.00 pm to 3.30 pm (Afternoon)
Lunch	-	Between 1.00 pm and 2.00 pm
6. The canteen will remain closed on Saturday, Sunday and other declared holidays. However on special occasion, contractor may be asked to make special arrangement as per requirement of the Institute.
7. The lunch is to be served in the respective dining hall of canteen. However, if possible, morning and afternoon tea is to be served in the rooms of the employees of the Institute.
8. The service of rice, dal, sabji in lunch should be unlimited as per the requirement of the consumer.

9. The quality of the ingredients used in the preparation of the food shall be of a good & standard quality and should be used prior to expiry date.
10. Normally the average number of consumer of lunch is 30 per day.
11. The workers employed by the contractor should possess decent manners.
12. The contractor shall ensure that the dining hall, kitchen, service area shall be kept neat and clean. The crockery, cutlery, furniture & utensils used in the preparation and service of food shall always be clean and hygienic.
13. Contractor shall charge/collect the cost of the food served from the consumers as per the prescribed rates.
14. Institute shall not be liable for recovery credit money from anyone against food served by the contractor.
15. The L-1 bidder will be considered for awarding the contract.
16. In the event of any question, dispute or difference arising under these conditions or any conditions contained in the order or in connection with this contract, the same shall be referred to the sole arbitration of the Director, NIRDPR-NERC or any other person authorized by him. The award of the arbitrator in such cases shall be final and binding on the parties to this contract.



Administrative Officer