



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
Maulana Azad College



NAAC 'A+' Grade (Cycle-3)

8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA

Phone: 033 2249-3737/2226-7814 e-mail: maulanaazadcollegekolkata@gmail.com

Web: <https://maulanaazadcollegekolkata.ac.in>

ISO Certified: 14001:2015, 50001:2018, 9001:2015

Memo No. MAC/TEN/CANTEEN/420/2026

Date: 27.06.2026

NOTICE INVITING SEALED TENDER FOR OPERATION OF STUDENT CANTEEN

Sealed tenders are hereby invited from experienced and financially sound individuals, proprietorship firms, partnerships, companies, Self Help Groups (SHGs), Cooperative Societies, or agencies having valid statutory registrations for granting the licence to operate and manage the **Student Canteen** of Maulana Azad College.

The College has a dedicated canteen space with constructed cooking area and serving counter. The selected bidder shall operate the canteen at his/her own cost, manpower, equipment and day-to-day maintenance subject to the terms and conditions mentioned in the subsequent pages of this Tender Notice document.

Interested bidders are required submit their proposals to the Office of the Principal, Maulana Azad College, 8, Rafi Ahmed Kidwai Road, Kolkata-700013, within the stipulated deadline.

Note:

- The Tenure of the Contract shall be during financial year 2026-27 and may be extended on satisfactory performance.
- Tender quotations submitted through any other mode will not be accepted.
- Late submissions will be summarily rejected.
- The Tender Inviting Authority (TIA) reserves the right to accept, reject, or cancel any or all bids and to amend or withdraw any part of this notice without assigning any reason.

Principal
Maulana Azad College, Kolkata

Principal
Maulana Azad College
Kolkata

TIME SCHEDULE

Sl. No.	Particulars	Details
1.	Bid Submission Start Date	27/06/2026
2.	Last Date for Submission of Written Queries (for clarifications)	01/07/2026
3.	Email for Queries	maulanaazadcollegekolkata@gmail.com
4.	Last Date for Submission of Bids	04/07/2026 up to 2:00 p.m.
5.	Date and time of opening of Bids	08/07/2026 at 2:00 p.m.



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1. Scope of Work

The successful bidder shall:

- Operate the Student Canteen in the designated space within the college premises.
- Supply fresh, hygienic and nutritious food items at reasonable rates.
- Supply packaged drinking water of BIS/FSSAI approved brands.
- Provide tea, coffee, cold drinks, snacks, packaged foods and other refreshments suitable for students, teachers and staff in consultation with the College authority.
- Ensure uninterrupted service during college working days.
- The contractor shall collect the payment directly from the students/staff/faculty for canteen services.

2. Working Hours

The canteen shall remain open:

- **Monday to Friday:** 10:30 A.M. to 4:00 P.M.
- **Saturday:** 10:30 A.M. to 1:30 P.M.
- Closed on Sundays, Government Holidays and other days as notified by the College Authority.

The Principal may revise the timings whenever necessary.

3. Eligibility Criteria

The bidder must submit self-attested copies of :

1. Valid Trade Licence.
2. Valid FSSAI Food Business Licence.
3. PAN Card.
4. GST Registration (if applicable).
5. Professional Tax Registration.
6. Income Tax Return for the last one assessment years.
7. Address Proof
8. Experience of operating a canteen/restaurant/cafeteria/institutional food service for at least **one year**. Documentary proof must be enclosed.
9. Undertaking declaring that the bidder has not been blacklisted by any Government Department, PSU, Educational Institution or Autonomous Body as per the attached format.

4. Food Quality

The successful bidder shall ensure:

- Freshly prepared food.
- Hygienic cooking conditions.
- Good quality edible oil, spices and ingredients.
- No stale food shall be sold and should be removed from the canteen premises as soon as possible.
- No adulterated or expired food item shall be kept.
- Use of safe drinking water.
- Proper food storage. Un-refrigerated cooked foods, not consumed within three hours in summer session and six hours in winter session shall deemed to be stale and unfit for consumption.
- Food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard.
- Regular pest control and sanitation.

The College reserves the right to inspect the kitchen and food quality at any time.



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5. Rate of Food Items

- The rates of food items shall be reasonable and student-friendly.
- The price of the branded packaged food should not exceed the printed price.
- The successful bidder shall submit a proposed menu with prices.
- The College Authority shall approve the final rate list before commencement of operation.
- No rate shall be revised without prior written approval of the College Authority.

6. Licence Period

- The licence shall initially be valid for the FY 2026-27 starting from the date of execution of the Agreement.
- Based on satisfactory performance, the College may extend the licence subject to mutual consent and approval of the College authority.
- **The licence shall not create any tenancy or permanent right over the premises.**

7. Utilities

The College shall provide the constructed canteen space, water and electricity as basic canteen infrastructure as subsidy.

The vendor shall bear charges relating to:

- LPG cylinder
- Cooking equipment
- Utensils
- Furniture (unless otherwise provided)
- Refrigerator
- Any consumables

8. Prohibited Items

The following are strictly prohibited: Tobacco products, Cigarettes, Gutkha, Pan Masala containing tobacco, Alcohol, Narcotic substances, Any banned food products

Violation shall lead to immediate termination.

9. Inspection

The College Authority may inspect the canteen at any time without prior notice. Food samples may be tested whenever required.

10. Termination

The College reserves the right to terminate the licence without compensation in case of:

- Violation of Agreement, Unsatisfactory service, Food safety violations, Misconduct, Submission of false information, Public complaints of serious nature.

11. Submission of Tender

The tender shall be submitted in a sealed envelope superscribed:

"Tender for Running Student Canteen at Maulana Azad College."

The envelope shall contain two sealed envelope:

Technical Bid

- Eligibility documents
- Statutory documents
- Experience documents

Financial Bid

- Proposed Menu with Rates



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12. Selection Procedure

- The selection shall be made by the Appropriate Committee of the College.
- Technical Bids shall be evaluated first.
- Financial Bids of only technically qualified bidders shall be opened.
- Selection shall not be based solely on the proposed menu rates. Quality of service, experience, financial capability and overall suitability shall also be considered by interviewing individual bidders.
- The decision of the College Authority shall be final and binding.

13. General Conditions

1. The Principal reserves the right to accept or reject any or all tenders without assigning any reason.
2. Canvassing in any form shall lead to rejection.
3. The selected bidder shall execute an Agreement before commencing operation.
4. The bidder shall comply with all applicable Central Government, Government of West Bengal, Municipal, Labour, Food Safety and Fire Safety regulations.
5. The employees engaged by the bidder shall remain employees of the bidder only.
6. The College shall not be responsible for wages, statutory dues or liabilities of the bidder's employees.

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ANNEXURE-I
TECHNICAL BID FORMAT

Tender No.: _____

Name of the Work: Selection of Licensee for Running the Student Canteen at Maulana Azad College

PART-A: PARTICULARS OF THE BIDDER

Sl. No.	Particulars	Details
1	Name of Proprietor/Partner/Authorized Signatory	
2	Address	
3	Mobile Number	
4	Email ID	
5	PAN Number	
6	GST Registration No. (if applicable)	
7	Trade Licence No.	
8	FSSAI Licence No.	
9	Professional Tax Registration No.	
10	Experience in running Canteen/Food Court (Years)	
11	Number of Employees proposed to be engaged	
12	Whether blacklisted by any Government Department (Yes/No)	

PART-B: CHECK LIST OF DOCUMENTS

Sl. Documents	Submitted (Yes/No)
1 Trade Licence	
2 FSSAI Licence	
3 PAN Card	
4 GST Registration (if applicable)	
5 Professional Tax Registration	
6 Income Tax Return (Last One Years)	
7 Experience Certificate(s)	
8 Address Proof	
11 Passport Size Photograph	
12 Declaration of Non-Blacklisting	

DECLARATION

I/We certify that all information furnished above is true and correct. I/We agree to abide by all terms and conditions contained in the Tender Document.

Signature of Bidder, Name:, Seal (if any), Date:, Place:



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**ANNEXURE-II
FINANCIAL BID**

Tender No.: _____

SUGGESTED MENU WITH MAXIMUM PERMISSIBLE RATES

Sl. Food Item	Selling Price (Rs.)
1 Tea (100 ml)	
2 Coffee (100 ml)	
3 Bread Butter (2 slices)	
4 Vegetable Sandwich	
5 Egg Sandwich	
6 Vegetable Roll	
7 Egg Roll	
8 Chicken Roll	
9 Vegetable Chowmein	
10 Egg Chowmein	
10 Chicken Chowmein	
11 Samosa	
12 Vegetable Chop	
13 Cake (Packed)	MRP
14 Biscuits (Packed)	MRP
15 Cold Drinks (Packed)	MRP
16 Fruit Juice (Packed)	MRP
17 Packaged Drinking Water (250 ml)	MRP
18 Packaged Drinking Water (500 ml)	MRP
19 Packaged Drinking Water (1 Litre)	MRP

Notes:

1. All packaged items shall be sold at or below the printed MRP.
2. The canteen shall maintain a display board showing approved rates.



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ANNEXURE-IV
DECLARATION OF NON-BLACKLISTING

(To be submitted on Non-Judicial Stamp Paper)

I/We, _____ Proprietor/Partner/Authorized Signatory of
having office at _____
do hereby solemnly affirm and declare that:

1. I/We have never been blacklisted, debarred or banned by any Central Government Department, State Government Department, Public Sector Undertaking, Autonomous Body, University or Educational Institution.
2. No criminal proceeding relating to food adulteration, fraud or corruption is pending against me/us.
3. All statutory licences submitted are genuine and valid.
4. If any information furnished is found false, the College shall be at liberty to reject my bid or terminate the licence without assigning any reason.

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

Date:
Place:
Signature
Name
Seal