



পঞ্জীয়কৰ কাৰ্যালয় :: নগাঁও বিশ্ববিদ্যালয়

Office of the Registrar :: NAGOAN UNIVERSITY

A public State University established by upgrading Nowgong College (Autonomous), Nagaon under

ASSAM ACT NO. LIX of 2023

NAGAON-782001, ASSAM

Estd :: 2023

Email- registrar@nagaonuniversity.ac.in

Website- www.nagaonuniversity.ac.in

Dhrubajyoti Baruah, M.A.

Registrar (I/c)

Phone: 70024-81571 (M)

Ref No.: NU/ESTB/Registrar/Q-N/2025/15

Date: 09/09/2025

Notice Inviting Quotation

University Staff and Student Canteen for “JALPAN”

Comparative quotations are invited from registered and experienced services contractors for the above work so as to reach Nagaon University on or before 20/09/2025 along with an EMD of Rs. 2,000/- (Rupees two thousand) in favour of Registrar i/c, Nagaon University, Nagaon. Contractors should have the manpower organizational infrastructure and statutory licenses and registered as per rules for such services. Details of previous work executed with client certificates shall be furnished. Lowest rate with conditions if any shall be quoted at the first instance itself to avoid delay in negotiations.

Nagaon University is seeking the services of a registered and professional Catering organization to operate the Canteen facilities on its premises for the day students, boarders' as well as faculty and visitors of the University.

Period of Contract- Three years from the date of acceptance but either party can terminate the contract by giving two months' notice in writing. The University authorities reserve the right to terminate the contract within 48 hours notice if the contractor misuse the facilities/ premises and even without specifying any reason.

Catering services: -

- Provide catering services -3 meals a day (Breakfast, Lunch & Dinner (Optional) + Morning tea/coffee/ Snacks on the hostel premises as per the rates fixed by the canteen committee from time to time.
- Operate a canteen offering snacks and beverages through the day.

Potential service providers are invited to bid accordingly.

Documents to be submitted at the time of Bidding

Technical Documents

1. Business License: Proof of business registration and license to operate a canteen.
2. Food Safety Certificate: Certificate from the relevant authorities ensuring compliance with food safety regulations.
3. GST Registration: Goods and Services Tax registration certificate.
4. PAN Card: Permanent Account Number card.

Continued.....



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Financial Documents

1. Financial Statements: Audited financial statements for the past few years.
2. Bank Statement: Recent bank statement to demonstrate financial stability.
3. Turnover Certificate: Certificate showing the bidder's annual turnover.

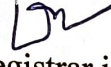
Experience and Capability Documents


1. Experience Certificate: Proof of experience in managing canteens or similar food services.
2. Client References: References from previous clients or contracts.
3. Menu and Pricing: Proposed menu and pricing structure.

Other Documents

1. Bid Security Deposit: Proof of bid security deposit or earnest money deposit.
2. Tender Document: Signed and stamped tender document.
3. Power of Attorney: If applicable, a power of attorney authorizing the person to sign the bid.

If you have any queries and require any clarifications, please do not hesitate to contact the undersigned earliest or visit our website www.nowgongcollege.edu.in


Registrar i/c
Nagaon University
Nagaon, Assam

 Date: 09/09/2025

Memo No- NU/ESTB/Registrar/Q-N/2025/15-A
Copy to –

1. P.S. i/c to Vice Chancellor, Nagaon University.
2. P.A. i/c to Registrar i/c, Nagaon, University.
3. Finance Officer i/c, Nagaon University.
4. Head Assistant i/c, Nagaon University.
5. Website, Nagaon University.
6. Notice Board, Nagaon University.

Registrar i/c,
Nagaon University