

**NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM**  
**HAJO ROAD, P.O: AMINGAON, DIST: KAMRUP**  
**GUWAHATI – 781031, ASSAM (INDIA)**  
**PH. NO: +91-361-2738891**  
**Website: [www.nluassam.ac.in](http://www.nluassam.ac.in)**

**No: NLUJAA/ADMIN/F/CATERING/2026/07/ 509**

**Date: 19-05-2026**

**Notice Inviting Tender**  
**from experienced Catering Service/ Restaurant/ Canteen**  
**owners for catering service at both Boys' and Girls' hostels of**  
**National Law University and Judicial Academy, Assam**

National Law University and Judicial Academy, Assam invites sealed bids (Two Bid System) affixed with non-refundable Court Fee Stamps of Rs. 8.25 (Rupees Eight and Twenty Five paise) only, from reputed and experienced restaurant, canteen and catering service operators, for providing catering service at Boys' and Girls' Hostels of the University.

Interested parties may download Tender Document from the University website: [www.nluassam.ac.in](http://www.nluassam.ac.in)

**Last date for submission of tender is on 08-06-2026 (01.30 p.m.)**  
**Date of opening of tender is on 08.06.2026 (02.00 p.m.)**

**Sd/-**  
**Registrar**  
**NLUJA, Assam**

For further details contact:-

Office of the Registrar  
National Law University and Judicial Academy, Assam  
Hajo Road, Amingaon, Guwahati-781031  
Phone: +91-361-2738891  
Email Id: [registrar@nluassam.ac.in](mailto:registrar@nluassam.ac.in)

# **TENDER DOCUMENT FOR HOSTAL CATERING SERVICE IN NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM**

## **TERMS AND CONDITIONS OF CONTRACT**

### **SCOPE OF WORK**

Providing Catering Service at both Boys' and Girls' Hostels of National Law University and Judicial Academy, Assam. The University has one boys Hostel and one Girls' Hostel consisting of 129 and 127 rooms respectively, with provision of separate Dining Hall, Kitchen, Recreation Room, Gym etc. with toilets & baths.

### **1. ELIGIBILITY CRITERIA**

- 1.1 The Bidder may be a Proprietary Firm, Partnership Firm, Limited Company, Corporate body having valid *fssai* licenses, registrations etc.
- 1.2 The tenderer shall have minimum 5 (Five) years' experience of providing catering services.
- 1.3 Having successfully completed or running minimum one similar catering service work of value not less than Rs. 50.00 lakhs, per annum.
- 1.4 Average financial turnover during the last 3 years, ending 31<sup>st</sup> March 2026 should be at least Rs. 1 crore per year. Documentary evidence to be provided, duly attested by Chartered Accountant.
- 1.5 There should be no case pending with the police against the Proprietor/ Firm/ Partner or the Company (Agency).
- 1.6 Preferably the tenderer should have experience of working in educational institutes or related business etc.
- 1.7 The Proprietor/Firm/Partner should have a local office at Kamrup/Kamrup (R).
- 1.8 The bidder shall have to submit the following documents along with the tender. The same must be self-attested by the Quotationer/Tenderer:
  - i) Valid *fssai* License
  - ii) GST Registration
  - iii) Latest income tax returns and Permanent Account Number allotted by Income tax Department
  - iv) Valid trade license or registration Certificate.

### **2. CATERING SERVICES**

- 2.1 The contractor shall have to provide all essential raw materials for cooking purposes which should be fresh and of good quality. Edible Oil shall be of Sunflower/ Ground Nut/Mustard Oil of any reputed brand. The contractor shall arrange to purchase and provide the fresh raw material for various items

including the controlled items of good quality for use in the NLUJA, Assam at her/his own cost and that the contractor shall abide by the rules & regulations enforced by the local government.

- 2.2 The contractor shall have to provide gas connection with two-burner stoves, four burner stoves, refrigerators, water coolers and all cooking appliances and utensils. The maintenance of this will be done by the Contractor. A list of such inventories shall form a part of the agreement.
- 2.3 The contractor shall have to provide standard lunch, dinner, breakfast, tea, coffee, snacks and other items etc., as applicable.
- 2.4 The contractor shall have to provide Indian, Western/ Continental and Chinese food as per the menu (**Annexure-A**) fixed and as per direction of the University Authority.
- 2.5 The mess for girls hostel to be preferably maintained by female cook staff/female workers.
- 2.6 The Tentative Timing for services will be as indicated below:

<b>Breakfast</b>	-	7.30 A.M. to 8:30 A.M.
<b>Lunch</b>	-	1.00 P.M. to 2.00 P.M.
<b>Evening Tea</b>	-	05.00 P.M. to 6.00 P.M.
<b>Dinner</b>	-	8 P.M. to 9.30. P.M.
- 2.7 All appliances and crockery etc. shall be provided by the contractor. Maintenance of cleanliness and appropriate standard of hygiene shall be the responsibility of the contractor.

### **3. HUMAN RESOURCE DEPLOYMENT AND OFFICE MANAGEMENT**

- 3.1 The Contractor shall deploy a minimum of 10 persons for cooking and catering. In case, the no. of workers engaged on any day is found to be less than the aforesaid requirement, proportionate deductions will be made from the monthly bill. In case of special events/official functions, the contractor shall arrange additional human resource so as to see that no inconvenience is caused during the special events/ official functions. Such additional deployment of the manpower shall be within the overall tariff quoted by the contractor and NLUJA, Assam will in no way be liable for any additional charge.
- 3.2 The Contractor or his authorized representative shall employ only **adult labourer / workers** for this work and such staff acceptable to NLUJA, Assam as per Govt. rules applicable from time to time. Before engagement, the Contractor shall at her/his cost get all the workers engaged by her/him, **medically examined** as directed by NLUJA, Assam and get their fitness certificates which will be handed over to the NLUJA, Assam for records. The Contractor shall also arrange **police verification** of all the employees to be deployed by her/him and submit such verification report to the NLUJA, Assam authority.
- 3.3 The catering contractor shall engage personal who are in her/his opinion competent, possess suitable experience and are honest and trustworthy. The

catering contractor will deploy personnel with good background at NLUJA, Assam. The contractor's staff shall not be treated as NLUJA, Assam staff for any purpose, whatsoever, and facility/benefits applicable to NLUJA, Assam staff will not be applicable to the contractor's employees. Any dispute connected with the contractor's staff shall be settled by the contractor at her/his own cost and risk.

- 3.4 On completion of the contract period or on termination of the catering contract the catering contractor will also ensure that all the persons engaged by her/him are removed/withdrawn from the premises forthwith and will settle their accounts by paying all the legal dues as required under the provision of various labour laws. In case of any disputes, arising out of or on account of any matter related to her/his employees, it will be the sole responsibility of the catering contractor to pay her/his employees all the legal dues.
- 3.5 Free accommodation will not be provided to the contractor or her/his employees.
- 3.6 The contractor shall be responsible for fulfilling the requirement of all the statutory provisions of Minimum Wages Act, Payment of Wages Act (including leave salary), Workmen Compensation Act Industrial Disputes Act, Contract Labour (Abolition & Regulation) Act, Employees Provident Fund Act, ESIC Act, Payment of Bonus Act and all other labour and industrial enactments at her/his own cost and risk in respect of all the staff employed by the same.
- 3.7 Wages for workers engaged by the contractor shall be paid at the minimum wages rate applicable to the category (skilled and unskilled) and shall be revised from time to time as applicable in accordance with the Govt. circular/notifications.
- 3.8 The Contractor shall be responsible for her/his employees to observe the security and safety regulations of this institute.

#### **4. OTHER TERMS AND CONDITIONS**

- 4.1 The rates to be quoted is to be inclusive of all taxes including GST, Income Tax etc. applicable at any point of time.
- 4.2 The interested parties are requested to submit the technical bid and financial bid for both boys' and girls' hostels. The bids in Sealed Envelope-I containing "**Technical Bid**" and Sealed Envelope-II containing "**Financial Bid**" should be placed in a third sealed Envelope, with the superscription "Tender for Catering Services" duly indicating "Tender number and date" should reach the office of the Registrar, NLUJA, Assam, by **1:30 P.M. on 08-06-2026**) along with demand draft of **Rs. 1,000/- (Rupees one thousand only)** as tender fee (non-refundable) and demand draft of **Rs. 2,00,000/- (Rupees Two Lakhs only)** EMD (refundable). The EMDs will be released after finalization of bid selection process. However, EMD in respect of the successful bidder will be retained as **Security Deposit** till completion of contract period. The Technical and Financial bid will be open on the same day at **2:00 P.M.**

- 4.3 The contract shall be valid for a period of one year subject to a mid-term review after six months. The period of contract can be extended for a further period of one year on mutual agreement and if the services provided found satisfactory. In case the Contractor wants to discontinue the contract for any reason, before completion of the contract period, the same shall give 3 months' advance notice to NLUJA, Assam. Similarly, if NLUJA, Assam wants to discontinue the Contractor for any reasons, it shall give one-month advance notice to the Contractor.
- 4.4 The rates quoted by the Contractor shall be inclusive of all and other services, consumables, labour, equipments, tools, appliances and any other expenses that the contractor may incur in executing the job and include all contractual obligations to carry out the above job. Further the rates would be inclusive of all taxes including GST, if any.
- 4.5 The rates for catering services shall remain fixed during the period of the contract.
- 4.6 The Contractor shall not appoint any sub-contractor for the work assigned to her/him.
- 4.7 In case the furniture/furnishing of the University are damaged due to misuse by the contractor or her/his employees, except normal wear and tear, she/he will be liable to get the same exchanged/repaired at her/his cost with immediate effect. The contractor shall be responsible for various items provided in the hostel including electrical and electronic items. In case, NLUJA, Assam suffers any loss of whatever nature on account of the contractor or her/his staff by not following the security/safety regulations/instructions, the contractor shall be liable to bear all such losses as may be determined by NLUJA, Assam at its sole discretion and NLUJA, Assam shall have the right to recover all such losses from the monthly bill/security deposits payable to the contractor.
- 4.8 The disposal of kitchen waste and dining waste should be carried out by the contractor. The disposal of waste should be outside the University campus without disturbing the neighborhood residents.
- 4.9 Cleaning and maintenance of kitchen hall and dining hall including attached toilet block shall be done by the contractor.
- 4.10 Sale or consumption of alcohol or tobacco in the premises of NLUJA, Assam by the catering contractor, or anyone acting under her/his authority, is strictly prohibited. For any violation of this clause, the contract shall be liable to be terminated forthwith and additionally penal action as per law would be initiated against the catering contractor and /or concerned person.
- 4.11 Any deviation from terms and conditions shall invite cancellation of Quotation/Tender/Bills etc. and forfeiture of security deposit.
- 4.12 The rate in totality for Breakfast, Lunch, Evening Tea and Dinner will be considered while awarding the work contract.

- 4.13 Any catering service provider indulging in any malpractice or adopting any unfair means will be barred from any work with the University.
- 4.14 The contract will be cancelled anytime if the quality of supplied materials is not as per standard or the order is not supplied on time, and the security deposit will be forfeited.
- 4.15 Past records and experience of the firms will be duly considered while awarding the work contract (including experience of the University with the contractor if any)
- 4.16 Sample of food has to be provided by the selected catering service provider when asked for.
- 4.17 And any other condition deemed to be just, fit and proper at any point of time.

## **5. PAYMENT TERMS:**

- 5.1 Payment of the catering bill will be made through RTGS/NEFT every month within 10 days of the receipt of the bills. The bank details, i.e., Name of Bank, IFSC code, address of bank, nature of account etc. are to be provided.
- 5.2 The Contractor will submit monthly bill on the 1<sup>st</sup> day of each month along with the following documents:
  - Documentary proof of having paid the wages to the employees.
- 5.3 Contractor shall ensure payment of wages at par with the existing Minimum Wages and disburse the salary/wages to her/his employees as per Minimum wages Act, latest by 8<sup>th</sup> of every months.
- 5.4 Income tax/GST will be deducted from catering bills as per Govt. rules applicable from time to time.
- 5.5 If the contractor fails to provide proper service as agreed upon or neglects to comply with any directions given to her/him, authority of NLUJA, Assam shall be liable to terminate the contract and security deposit paid by the contractor will be forfeited. Further, it may also be noted that, in case the work order is issued and the party does not turn up to take-up the work in the stipulated time, the work will be entrusted to any other party at the cost of the contractor.
- 5.6 The contractor shall be liable to pay for any expenses, loss or damage, which NLUJA, Assam may incur or sustain for reason attributable to contractor's lapses, if it exceeds the amount of security deposit.
- 5.7 The contractor is liable for payment of penalty for unsatisfactory services, inadequate deployment of staff, poor quality of food, use of substandard material on the discretion of Authority, NLUJA, Assam subject to a maximum of 10% of the monthly catering bill of the contractor.
- 5.8 The contractor's personnel will not engage themselves in any business activities in the Hostel premises/Campus.

- 5.9 The contractor's personnel will not carry out any transaction i.e. collection of food bill, issue of cash receipt etc. from the inmates of the NLUJA, Assam residential Hostels.
- 5.10 The Registrar, NLUJA, Assam or her/his authorized representative reserves the right to enter into a parallel contract with any other party as and when considered necessary during the currency of the contract. If the contractor fails at any time to render the services under this contract satisfactorily in the opinion of the Registrar, NLUJA, Assam, whose decision shall be final and binding on the contractor, she/he may at her/his option get the work done by other parties at contractor's risk and cost. In such an event the contractor is liable to reimburse the loss/extra expenditure incurred by the Registrar, NLUJA, Assam on this account.
- 5.11 The receptionist /waiters engaged by the contractor will wear uniform regularly. The uniforms of **Supervisor/Cook/Helper** should be of different colours. The worker shall have to wear appropriate gloves, cap, uniform etc. keeping hygiene into consideration.
- 5.12 Any personnel deputed, not having requisite experience will be summarily dismissed.

## **6. JURISDICTION**

The courts of law situated in Guwahati alone shall have jurisdiction to adjudicate on matters arising out of this contract.

## **7. GENERAL**

- 7.1 If the above conditions are satisfactory and acceptable, the contractor shall submit the technical bid and financial bid for catering services in the prescribed format.
- 7.2 It is essential that the bidders inspect the hostel mess premises in the presence of **Mr. Bhirgu Ram Nath, Warden (Boys Hostel)** for this purpose in the office hours on the week days and examine the facilities and infrastructure and take full responsibility for directly obtaining all necessary information for preparing the bid and entering into contract. The cost of any such visit shall be borne entirely by the bidder and no claim in this regard shall be entertained by NLUJA, Assam. A bidder shall be deemed to have full knowledge of the facilities and infrastructure in the building/ surroundings from where the successful bidder is required to operate.

## **BID FORMATS**

### **FORMAT – I**

<b>Sl.No.</b>	<b>Particulars</b>	
1.	Experience in assignments of similar nature	
2.	Organisation Type (Pvt. Ltd./Copr/Proprietor)	
3.	Experience in carrying out similar assignments in Educational Institute.	
4.	Experience in carrying out similar assignments in Government Organisation.	
5.	Experience in carrying out similar assignments in Public Sector.	
6.	Annual Turnover (In Rs.)	
7.	ITR filled for last three years	
8.	Valid GST, PAN, Trade License or Registration Certificate	
9.	Present Employees strength	
10.	Whether Police verification certificate of all staff kept on record	
11.	Food license/ <i>fssai</i> license	

Date:.....

Place:.....

Signature of the Applicant

**FORMAT – II**  
**EXPERIENCE DETAILS**

<b>Overview of past experience in related fields</b>					
<b>Sl. No.</b>	<b>Location of works</b>	<b>Name of Organisation</b>	<b>Contract Period</b>	<b>Name and Contact No. of Clients</b>	<b>Value of Contract</b>

Date:.....

Place:.....

Signature of the Applicant

## **BID EVALUATION**

1. First of all, Envelope No.1 (Technical Bid) of the bid will be opened in the presence of the representatives of the bidders who may choose to be present. If the EMD, Tender Fee & other documents do not meet the requirements, Envelope 2 (Financial Bid) will not be considered for further action.
2. The bid shall remain valid & open for acceptance for a period of 120 days after the due date of submission of bids. No bidder shall be allowed to withdraw during the interval, between the deadline for submission of bid and the expiry of the period of validity of bids specified in the bid document.
3. The bidders may be called upon whenever clarification is required on a pre-appointed date.
4. In the evaluation process, all the information sought from the bidder will be given due weightage, to the extent considered necessary by Registrar, NLUJA, Assam
5. Final evaluation will be done on the basis of total score of technical & financial evaluation. The bidder with the highest score shall be selected.
6. The University reserves the right to award the contract to one/many/none of the contractors, based on reasoned recommendation made by the University Purchase Committee.

## **STEPS TO BE FOLLOWED AFTER SELECTION**

1. Registrar, NLUJA, Assam will issue a Letter of Intent to the successful bidder in writing.
2. The EMD shall be retained as Security Deposit.
3. The bidder is required to start operation of the Catering Services and Cafeteria within 15 days from the date of Letter of Intent.
4. The EMD of unsuccessful bidders shall be returned as soon as possible, upon award of contract to selected bidder(s).
5. Within 10 days of receipt of Letter of Intent, the selected bidder shall enter into a Contract Agreement with Registrar, NLUJA, Assam.

**TENDER FORM**  
**(Technical Bid)**

(On the letter head of the concerned submitting the bid)

The Registrar  
National Law University and Judicial Academy, Assam  
Hajo Road, Amingaon, Guwahati - 781 031

Ref No.: NLUJAA/ADMIN/F/CATERING/2026/07/

Date: .....

Sir,

1. I/We hereby undertake to provide the catering services as specified in the Bid/tender document and agree to hold this offer open for a period of 120 days from the date of opening of the tender. I/We shall be bound by a communication of acceptance issued by you.
2. I/We have understood the instructions to Bidders and Terms and Conditions of Contract as enclosed with the invitation to the tender and have thoroughly examined the specifications of services to be rendered and my/our offer is to supply the services strictly in accordance with the requirement.
3. A crossed Bank Draft in favour of "National Law University and Judicial Academy, Assam", for **Rs. 2,00,000/- (Rupees Two lakhs only)** as Earnest Money Deposit is enclosed. The Draft is drawn on (Bank name) and Bank payable at SBI Amingaon Branch.
4. Certified that the bidder is:  
A sole proprietorship firm and the person signing the bid documents is the sole proprietor/constituted attorney of the sole proprietor.  
Or  
A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.  
Or  
A company and the person signing the document is the constituted attorney. (NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the bid document).
5. Certified that the bidder has the experience of more than ..... years in providing catering and related services. Certified copies at least one work-order pertaining to each of the last two years are enclosed with this bid.
6. Certified that the bidder has a turn-over of over Rs. 12 lakhs in this line of business in each of the last three years. Certified copies of the annual statements of accounts including the Profit & Loss Account and the Balance sheet are enclosed with this bid.
7. Details required to be submitted with this bid as per the bid document are enclosed as follows:

- (a) Full particulars of organizations where we have supplied such services in the current and four preceding financial years. (Self-attested copies of the relevant work orders to be enclosed).

Or

Experience Certificate for satisfactory performance of running mess services for minimum five years in Educational Institutions / Central / State / Undertaking / Government Offices / Institutes /Public Sector.

- (b) Copy of the audited balance sheet. Profit and Loss Account of the bidder for the previous three financial years (2023-24, 2024-25 and 2025-26).
  - (c) A copy of PAN card.
  - (d) Copy of GST Registration Certificate.
  - (e) Information regarding any litigation, current or during the last five years in which the bidder was/is involved, the opposite party(s) and the disputed amount.
  - (f) Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed).
  - (g) Information regarding the proceeding far bankruptcy, insolvency or winding up in which the bidder is / was involved.
  - (h) Earnest Money Deposit (EMD) of Rs . ..... by demand draft. drawn in favour of "National Law University and Judicial Academy, Assam"
  - (i) Valid food license/*fssai* license obtained from the appropriate authority.
8. I/We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding order between us.

Yours faithfully,

(Signature of bidder)

Dated this ..... day of ..... of 2026

Address .....

.....

Telephone/Mobile No. ....

E-mail : .....

Seal : .....

**TENDER FORM**  
**(Financial Bid)**

(On the letter head of the concerned submitting the bid document)

The Registrar  
National Law University and Judicial Academy, Assam  
Hajo Road, Amingaon, Guwahati - 781 031

Ref No.: NLUJAA/ADMIN/F/CATERING/2026/07

Date: .....

Sir,

1. Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the Financial Bid for providing services as per the invitation and in conformity with the said bidding document at the prices and rates mentioned in the enclosed offer.
  
2. The Price quoted by us for the services of the bid document is as below:  
Standard Rates (as per Menu structure) for Students staying in hostels / Employees of the NLUJA, Assam.

Sl. No.	Description	Price in Rs. (Including all taxes and charges)
1	Breakfast	Rs. .... (In words) .....
2	Lunch	Rs. .... (In words) .....
3	Evening Tea	Rs. .... (In words) .....
4	Dinner	Rs. .... (In words) .....
<b>Total amount in Rs. (Including GST)</b>		

3. I/We do hereby undertake that, in the event of acceptance of our bid, the supply of services shall be mode as stipulated in the tender document and that we shall perform all the incidental services.
4. The price quoted is the final net price of all the mess services to be provided by us, inclusive of any incidental services trot may need to be provided. We enclose herewith the complete Financial Bid as required by you. This includes:
  - (a) Price schedule as per the Menu illustrated in the bid document.
  - (b) Statement of deviation from financial terms and conditions.

5. We agree to abide by our offer for a period of 120 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.
6. We have carefully read and understood the terms and conditions of bid document and its implications. We do hereby undertake to supply all the specified items of service.
7. Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/ constituted attorney of sole proprietor.

Or

A partnership firm and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement / by virtue of general power of attorney.

Or

A company and the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/ deletions should invariably be duly attested by the person authorized to sign the bid document.)

8. I/We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding order between us.

Yours faithfully

(Signature of bidder)

Dated this ..... day of ..... 2026

Address: .....

Telephone: .....

Email: .....

Seal : .....