OFFICE OF THE PRINCIPAL, S.C.S. (AUTONOMOUS) COLLEGE, PURI
ସାମନ୍ତ ଚନ୍ଦ୍ର ଶେଖର ସ୍ୱୟଂଶାସିତ ମହାବିଦ୍ୟାଳୟ, ପୁରୀ
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***Letter No.* 3767** ***Date.* 28.10.2026**

INVITING QUOTATION FOR OPERATING CANTEEN OF S.C.S. (A) COLLEGE, PURI ON MONTHLY RENT BASIS

Sealed Quotations in Plain paper in the proforma given below are invited from the intending contractors for operating the S.C.S. (A) College Canteen, Puri on monthly rent basis under terms and conditions laid down herewith. The Quotation papers will be received through Regd. Post/ Speed Post/ Courier service **by 03.11.2026**.

Principal,
S.C.S. (A) College, Puri
PRINCIPAL 28/10/26
S.C.S. (A) COLLEGE, PURI

TERMS AND CONDITIONS

1. The envelope should be super scribed "**QUOTATION FOR S.C.S. (A) COLLEGE CANTEEN**, containing sealed Quotation" on top and addressed to the Principal, S.C.S. (A) College, Puri (by designation only).
2. The Quotation papers must be accompanied with a **non-refundable amount of Rs. 1,000/- (Rupees One thousand) only** in shape of Bank Draft/ Banker's cheque drawn in favour of the Principal, S.C.S. (A) College, Puri payable at Puri (any nationalized bank).
3. Incomplete Quotation papers and/or any discrepancies in submitting any of the documents detailed against each item of the Quotation proforma shall be liable for rejection.
4. The Contractor shall have to deposit of Rs. 10,000/- (Rupees Ten thousand) only as security money, if his Quotation is approved and selected by the Committee.
5. The Contractor shall have to execute an Agreement Bond for smooth management of the college canteen such as safety, security against any damage or loss or theft of Canteen. Any loss or damage of any parts of the Canteen shall be compensated by the Contractor.
6. The contractor shall have to provide Furnitures & Utensils etc. of his/her own for the Canteen.
7. The contract will be valid for **eleven months** from the date of the execution of agreement bond by the Contractor after finalization of the Quotation process.
8. The canteen shall function from 9.00 A.M. to 5.00 P.M. daily in all working days only. The canteen will remain closed from 7.00 P.M. to 7.00 A.M. and in all holidays.
9. The Contractor shall deposit the monthly rent on completion of every full month to the C.D.F/ A.D.F.
10. The minimum rent of the Canteen is Rs. 3000/- (Three thousand) per month. However, the highest bidder may be given preference.
11. The Contractor has to submit the Food License Certificate.

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12. The selected contractor has to pay the monthly electric & water dues as per monthly bill & a copy of the money receipt alongwith bills to be submitted to the undersigned.
13. The contractor should intimate the undersigned at least one month before the date of vacant.
14. The continuance of the Canteen is subject to the satisfactory certificate by the competent authority from time to time.
15. The quality of the food supplied will be examined by the canteen committee from time to time or at the end of contract.
16. The Canteen Committee shall ensure the modalities of the opening and working of the canteen.
17. The decision of the undersigned shall be final in all respects and the undersigned reserves the right to cancel any/all the Quotation paper(s) or the lowest Quotation without assigning any reason thereof.
18. No alternation/ addition/ renovation can be done without the permission of the Principal.
19. Violation of any terms and conditions leads to the forfeiture of the continuance of the college canteen without assigning any reason thereof.
20. The legal jurisdiction of any dispute shall be within the city of Puri.
21. The quotations will be finalized from among the short-listed quotations with an open interview.

Principal,
S.C.S. (A) College, Puri

PRINCIPAL
S.C.S. (A) COLLEGE, PURI

Memo No. 3768 / Date. 28.10.2026

Copy forwarded to the District Informatics Officer, NIC, Puri for information and necessary action with a request to publish the Quotation Call Notice alongwith the Quotation Proforma in your college website: https://scscollege.nic.in for the interest of the Public.

Principal,
S.C.S. (A) College, Puri

PRINCIPAL
S.C.S. (A) COLLEGE, PURI

Memo No. 3769 / Date. 28.10.2026

Copy to College Notice Boards/ the Principal, S.C.S. Higher Secondary School, Puri/ Members of the Canteen Committee/ Administrative Bursar/ Accounts Bursar/ Head Clerk/ Accountant/ Canteen File for information & necessary action.

Principal,
S.C.S. (A) College, Puri

PRINCIPAL
S.C.S. (A) COLLEGE, PURI

QUOTATION PROFORMA

1.	**Name of the Contractor/ Contact No./ Age** With full postal address both permanent & present. (Attested copy of the Residential Certificate from the competent Revenue Officer to be Attached along with the Xerox copy of the Voter ID/ Aadhaar Card)	:	
2.	**Educational qualifications:** (Attested copy of the certificate to be attached)	:	
3.	**Proof of Experience in supply of food/ canteen/ hostel/ rate chart of tiffin/ tea/ snacks/ meals**	:	
4.	**Three attested passport size photograph and Character Certificate from Gazetted Officer.**	:	
5.	**Past experience, if any** (Attested copy of certificate to be attached)	:	
6.	**Amount of monthly rent be quoted for operating the College Canteen** (minimum Rs. 3,000/-)	:	
7.	**Whether agreed to deposit the amount of Rs. 10,000/-** (Rupees ten thousand) only towards Security Money refundable at the time of vacating the canteen.	:	
8.	**Food License No.** (Attested copy of Food License from competent authority to be attached)		
9.	**Recommendation from two different eminent/ respectable persons of the locality with complete address** (attach separate copy)	:	
10.	**Bank Draft/ Banker's Cheque of Rs. 1,000/-** (Rupees one thousand) only to be attached with the Proforma (non-refundable)	:	(DD No. & Date to be mentioned)

Place :

Date :

Full signature of the Contractor