

RAIGANJ UNIVERSITY

P.O RAIGANJ, DIST. UTTAR DINAJPUR, WEST BENGAL

PIN – 733134, INDIA



NOTICE INVITING EXPRESSION OF INTERESTS FOR CANTEEN SERVICE AT RAIGANJ UNIVERSITY

Raiganj University having its permanent Canteen structure and students strength approx 10000 (ten thousand). Raiganj University is interested to have competent, cost effective Self Help Group (SHG) on its approved Vendor list for providing Canteen Service. Expression of Interests (EOIs) are invited from "Self Help Group" in the prescribed format along with a non-refundable empanelment fee of Rs.500/- in the cash counter of Raiganj University. Detail Registration Form along with terms & conditions can be obtained from our website www.raiganjuniversity.ac.in

DEADLINE FOR SUBMISSION OF APPLICATION

Last date & Time for receipt of EOI is 15th October 2024 up to 5:00 P.M.

INSTRUCTION TO APPLICANTS

1. Application for empanelment shall be submitted as per proforma attached to this document and sent to the office of the FINANCE OFFICER, RAIGANJ UNIVERSITY superscribing the following lines:

“EXPRESSION OF INTEREST FOR CANTEEN SERVICE AT RAIGANJ UNIVERSITY”

ADVT. No. *Fin-75/2A*

DATE *30/09/2024*

Security Deposit: The selected SHG will have to deposit a security money an amount of Rs. 10000/- in the form of Demand Draft, in favour of Raiganj University, Payable at Raiganj.

Scope of work & Eligibility Criteria:

The vendor applying for empanelment should have experience in providing Canteen Service for which this application is called for. The qualifying criteria for various items are as detailed below:

Category Scope of Work qualifying criteria

Providing Canteen Service at Raiganj University as per requirement.

1. "Self Help Group" (preferably run by women) having registration as per the guidelines of NRLM / NABARD / Department of Self Help Group and Self Employment, Government of India.
2. Registration Certificate / License must be submitted along with application.
3. Details Biodata of all members of Self Help Group and it should be signed.
4. Previous experience credentials to run a canteen.
5. Bank statement of the said group of last six month
6. A copy of the challan of empanelment fee must be attached with the application.
7. A rate chart with maximum rate of each item is attached and the "Self Help Group" have to keep the rate of all items / most of the items as per standard rate chart or lower.

8. The agency have to submit the proposal of various rates of different food items in variation of he attached list to place the University authority before taking any decision.

9. Vendor Evaluation:

The evaluation for empanelment of vendors will inter alia consists of past performance (previous experience, PO/WO) financial soundness of the organization, Quality & capability (QC/QAP). They should furnish sufficient documents to prove these capabilities.

10. Selection Procedure: At first documents will be verified for technical evaluation and after that technically qualified vendor will be selected for financial evaluation. Vendors are requested to quote the rent amount to be given to the University on monthly basis for providing the canteen service at Raiganj University, selection will be made of H1 vendor on the basis of highest quote (Minimum rent Rs. 7000/- per month)

11. PERIOD OF EMPANELMENT;

Shortlisted vendors shall be empanelled initially for three years. The contract should be extend another one year subject to satisfactory performance. Also the empanelled vendors can quote for various advertised items if they fulfill the eligibility criteria sought in such tenders.

12. Empanelled vendors shall be intimated individually regarding the validity of their empanelment period along with terms and conditions.

13. Empanelled vendor which is found to be fraudulent or whose performance is found unsatisfactory shall be put on holiday list or blacklisted as per performance evaluation of vendors.

14. Pre bid meeting: A pre bid meeting will be held on the basis of technical evaluation.

15. Quality: University will check the quality of food and hygienic condition as per the Government norms by making sudden visit without prior intimation and a fine of Rs. 2000/- will be charged for every occasion of noncompliance. Raiganj University reserves the right to send the food sample served at the canteen to relevant testing laboratories and take appropriate action on the SHG if required.

16. The SHG will be responsible for complying all trade and security laws.

17. The SHG shall be responsible for removal / disposal of garbage generated in the canteen.

18. Sale and use of tobacco is strictly prohibited in the canteen premises.

19. The SHG shall provide the bill to every customer. In case of excess charge found any occasion, a fine of Rs. 2000/- will be charged for every excess charge.

20. Security money of the SHG will be forfeited in case of breach of any condition stipulated herein.

21. Consideration of Applications:

RGU reserves the right to delete, modify procedures, evaluation methodology of this empanelment documents. Also RGU may withhold issue of application for empanelment or reject any or all the applications and also subsequently invite quotations from any Empanelled vendor without assigning any reason whatsoever.

Raiganj University decision shall be final and binding and no claims/representations in this regard shall be entertained. Mere submission of application by the vendor does not vest any right in them for being selected for empanelment.

22. Arbitration & Applicable laws:

All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Registrar, RGU or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of High Court, Kolkata.

23. The SHG is responsible to maintain the infrastructure facilities provided by the University such as sitting spaces, fans, electrical fittings, sanitary fittings, chairs, tables etc.

24. The successful SHG shall executes an agreement on Rs.100/- stamp paper with the Registrar, Raiganj University, Raiganj, Uttar Dinajpur, within one week from the date of intimation of the selection.

John
30/9/24
Finance Officer
Raiganj University

Finance Officer
Raiganj University
Uttar Dinajpur

REGISTRATION FORM FOR CANTEEN SERVICE AT RAIGANJ UNIVERSITY

To
The Finance Officer
Raiganj University
College para, Raiganj
Uttar Dinajpur

SUB: Application for Canteen Service at Raiganj University

Dear Sir,

We are pleased to submit our application for Canteen Service at Raiganj University. The categories of the items and services for which empanelment is sought are listed as below. All documents as required in your instructions are provided and enclosed herewith for your kind perusal.

LIST OF ITEMS FOR WHICH EMPANELMENT IS SOUGHT:

(Please mention here item list with quoted rate)

I/we have carefully perused the instructions to the applicants and understand that RGU reserves the right to withhold my application for empanelment, issue enquiry or ask quotations from empanelled vendors and annul the empanelment process without assigning any reason whatsoever.

I /we shall submit additional documents wherever necessary for by RGU. I also declare hereby that all documents and information furnished hereby are true to the best of my knowledge.

Thanking you
Your's faithfully

Signature of the Group Leader
(Name of the Self Help Group):
Registration Certificate / License:
Contact No.:
Email ID:

APPLICATION FORM

PART - A

Name of the SHG.....

Address

.....

.....

Phone No.

Experience in canteen service (in years)

Registration Certificate / License No.....
(Attached a copy of the same)

PART - B

Quotation for monthly rent:

Rs. (In figures).....

Rupees (In words)

We hereby declare that:

1. The SHG have not been penalized for non meeting the provisions of food and Adulteration Act 1954.
2. All the particulars subscribed by us are true to the best of my knowledge.
3. All the terms and conditions of this tender documents are acceptable to us and we shall abide by the same in case the tender awarded to us.

Date

Place

Signature of the Group head / leader

Full Name

RAIGANJ UNIVERSITY

P.O RAIGANJ, DIST. UTTAR DINAJPUR, WEST BENGAL
PIN - 733134, INDIA



SCHEDULE OF ITEMS AND PRICES

The SHG should serve the following items at the price mentioned against them.

Sl. No.	Name of items	Description / Quantity	Unit	Rate (Rs.)
1.	Singara	Standard size	Per piece	6/-
2.	Kachuri	Standard size	Per piece	6/-
3.	Do Pianji	Standard size	Per piece	6/-
4.	Nimki	Standard size	Per piece	6/-
5.	Beguni	Standard size	Per piece	5/-
6.	Potato Chop	Standard size	Per piece	5/-
7.	Vegetable chop	Standard size	Per piece	6/-
8.	Mutton Chop	50 gm with 20 gm meat	Per piece	20/-
9.	Omlet	One Egg	Per piece	15/-
10.	Egg pouch	One Egg	Per piece	12/-
11.	Boiled Egg	One Egg	Per piece	10/-
12.	Mughlai Paratha	Standard size	Per piece	35/-
13.	Masala Dosa	Standard size	Per piece	30/-
14.	Plain Dosa	Standard size	Per piece	25/-
15.	Ghugni	Standard size	Per plate	10/-
16.	Fish Curry	50 gm (Rohu / Katla)	Per piece	40/-
17.	Chicken Curry	150 gm	Per plate	60/-
18.	Mutton Curry	150 gm	Per plate	80/-
19.	Egg Curry	One Egg	Per plate	20/-
20.	Rasogolla	Big Size	Per piece	8/-
21.	Rajbhog	Big Size	Per piece	8/-
22.	Pantua	Big Size	Per piece	8/-
23.	Langcha	Big Size	Per piece	8/-
24.	Sandesh	Big Size	Per piece	8/-
25.	Jalebi	100 gm	Per plate	10/-
26.	Labanga Latika	50 gm	Per plate	10/-
27.	Goja	Big Size	Per piece	8/-
28.	Balusai	Big Size	Per piece	8/-
29.	Bondia	50 gm	Per plate	15/-
30.	Sweet Card	100 gm	Per plate	15/-
31.	Sour Card	100 gm	Per plate	12/-
32.	Black Tea	80 ml	Per cup	4/-
33.	Milk Tea	80 ml	Per cup	6/-
34.	Coffee	80 ml	Per cup	10/-
35.	Soft drink	200 ml / 300 ml / 500 ml	Per bottle	On MRP
36.	Lassi	250 ml	Per bottle / Pauch	On MRP
37.	Veg Roll	Standard size	Per piece	25/-
38.	Chicken Roll	Standard size	Per piece	50/-
39.	Mutton Roll	Standard size	Per piece	60/-

40.	Egg Roll	Standard size	Per piece	35/-
41.	Bread Toast	2 pcs with butter	Per plate	10/-
42.	Chilli Chicken	4 pcs	Per Plate	65/-
43.	Chicken Butter Masala	4 Pcs	Per Plate	70/-
44.	Roti + Sabji	2 pcs roti & sabji	Per Plate	10/-
45.	Puri Sabji	4 pcs puri & sabji	Per Plate	20/-
46.	Plain Paratha	Standard Size	Per Piece	7/-
47.	Alu Paratha	Standard Size	Per Piece	20/-
48.	Veg Chowmin	Full plate	Per Plate	40/-
49.	Egg Chowmin	Full plate	Per Plate	50/-
50.	Chicken Chowmin	Full plate	Per Plate	70/-
51.	Fried Rice (Veg)	125 gm (Basmati Rice)	Per Plate	40/-
52.	French Toast	One Pc	Per plate	8/-
53.	Sandwich (Veg)	4 pcs bread with tomato onion etc	Per plate	25/-
54.	Egg Toast	4 pcs bread with Egg	Per plate	20/-
55.	Alu Biryani	100 gm rice with alu	Per plate	60/-
56.	Chicken Biryani	100 gm rice with 1 pcs chicken (100gm)	Per plate	80/-
57.	Mutton Biryani	100 gm rice with 1 pcs Mutton (100gm)	Per plate	100/-
58.	Alu Egg Biryani	100 gm rice with alu & one Egg	Per plate	70/-
59.	Ice Cream	Amul / Kwality walls / Rollick etc.	Per piece	On MRP
60.	Packaged food	Chips / Biscuits / Chocolates etc.	Per packet / Piece	On MRP
61.	Veg meal (Thali)	Rice+dal+2 seasonal sabji+chatni	Per plate	40/-
62.	Egg meal (Thali)	Rice+dal+1 sabji+Egg curry+chatni	Per plate	50/-
63.	Fish meal (Thali)	Rice+dal+1 sabji+Fish curry+chatni	Per plate	60/-
64.	Chicken meal (Thali)	Rice+dal+1 sabji+chicken curry+chatni	Per plate	70/-
65.	Mutton meal (Thali)	Rice+dal+1 sabji+mutton curry+chatni	Per plate	90/-
66.	Muri Ghugni	Muri+Ghugni	Per plate	15/-
67.	Ban Ghugni	1 ban+ghugni	Per plate	15/-

EXPRESSION OF INTEREST FOR CATERER SERVICE AT RAIGANJ UNIVERSITY

ADVT. NO. RAIGANJ/2024

Security Deposit: The selected SUG will have to deposit a security amount of Rs. 10,00,000/- in favour of Raiganj University, Patna, Bihar.

Scope of work & Eligibility Criteria:

The vendor applying for a tender must have a valid registration in providing catering services. The application should be submitted to the following address:

Eligibility Criteria:

Providing Caterer Service at Raiganj University as per requirement.

- "Self Help Group" (preferably run by women) registered as per the guidelines of NRLM, NAYAM, Department of Self Help Group and Self Employment, Government of India.
- Registration Certificate / Proof should be submitted along with application.
- Details Brochure of all members of Self Help Group and it should be signed.
- Previous experience certificate to run a unit.
- Bank statement of the said group of last six month.
- A copy of the challan of company tax must be attached with the application.
- A rate chart with maximum rate of each item is attached and the "Self Help Group" have to keep a record of all items / cost of the items at per standard rate chart of their.

30/9/24
Finance Officer
Raiganj University
Finance Officer
Raiganj University
Uttar Dinajpur