

**OFFICE OF THE FINANCE OFFICER
RAIGANJ UNIVERSITY**

Finance Officer
Raiganj University



Phone : 03523-244055
Fax No. : 03523 242580

Ref. No. fin-122/25

Date 24/12/2025

NOTICE INVITING EXPRESSION OF INTERESTS FOR BIOLOGICAL WASTE DISPOSAL AT RAIGANJ UNIVERSITY

For Service Collection and Disposal of Biomedical Waste Management at Raiganj University invites EOI for the following work(s) from the eligible persons/agencies/companies, including consortium and partnership firms as detailed in the table below. [Collection (downloading) and Submission (uploading) of Tender can be made offline.

List of Works:

Sl. No.	Work Description	Category of Waste	Preffered pickup cycle	Annual Service Cost with Tax
1.	Collection of various laboratory waste generated from Department of Microbiology, Zoology, Botany, Sericulture and Chemistry	Yellow, Red, White, Blue (as per the Guidelines for Management of Healthcare Waste as per biomedical waste rules, 2016)	Weekly or Monthly	
Sl. No.	Work Description	Category of Plastic Waste	Price per unit with Tax	
2.	Supply of plastic waste bags	Yellow, Red, White, Blue		

In the event of filling, intending bidder may download the EOI documents from the website <https://raiganjuniversity.ac.in> directly.

Eligibility Criteria for participation in EOI:

All categories of intending Tenderers shall have satisfactorily completed as a prime agency during the last 5 (five) years prior to the date of issue of this Tender Notice.

Intending tenderer should produce credentials of similar nature of completed work (supply) of the minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of the EOI notice;

or,

Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of the EOI notice;

or,

Intending tenderers should produce credentials of 1(one) single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at above; In case of running works , only those tenderers who will submit the certificate of satisfactory running work from the Competent authority, or equivalent competent authority will be eligible for the EOI. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

Documents to be submit:

1. PAN
2. GST
3. Trade License
4. Credential: As mentioned in the eligibility criteria
5. Last three financial years audited annual accounts (UDIN mandatory for audited accounts) i.e. 2022-23, 2023-24, 2024-25

Both Technical Bid and Financial Bid are to be submitted as mentioned above.

EOI documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule.

The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID & sample of the items of the tenderer is found qualified by the 'Tender Committee'. The decision of the 'Tender Committee' will be final and absolute in this respect.

Joint Ventures/sub contract will not be allowed.

A prospective bidder shall be allowed to participate in the instant job either in the capacity of individual or as a partner of a firm.

No running payment for supply may be made to the executing agency .

No mobilization advance and secured advance will be allowed.

Bid shall remain valid for a period not less than 180 (one hundred eighty) days from the last date of submission of Financial Bid / Sealed Bid.

Date and Time Schedule:

Sl. No.	Particulars	Date
1	Published Date	24.12.2025
2	Bid Document Download / Sale Start Date	26.12.2025
3	Bid Submission Start Date	26.12.2025
4	Bid Submission End Date	16.01.2026
5	Bid Opening Date	TO BE NOTIFIED LATER

Description of Work/Service:

Bio-Medical waste disposal from Raiganj University, (Single point , 1 time a week/ every alternative day) and proper Disposal as the same as per Bio Medical Waste Management Rules 2016, (Amendment) Rules 2018, 2019, (Second Amendment) Rules, 2019 and supply of different disposable bags & items as per rules (Red, Yellow, White, Blue Puncture proof or leak proof Container , White Puncture Proof Container and bags) along with proper digital information system to the user.

Performance Security:

Successful bidder should deposit Performance Security Money Deposit equivalent to the Rs.5000/- in the form of DD/ suitable negotiable instruments as to be decided by the University immediately before issuing work order from the University. Such security will be refunded after completion of the work contract in normal case without any accrued interest. University may forfeit the Security Money in the event of the following circumstances:

- i) Selected bidder withdraws the bid before expiry of its validity but after receipt of the Work Order.
- ii) Selected bidder does not accept the order after issuing the same or fails to enter into a contract within validity period of offer.
- iii) Selected bidder fails to supply the items within the scheduled time as specified in the Work Order

iv) In case of any false submission /statement by the bidder

v) In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions

The Bidder, at his own responsibility and risk is encouraged to visit and examine the place and materials to be supplied and obtain all information's that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the EOI, before submitting offer with full satisfaction, the cost of visiting the place shall be at his own expense.

The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the authority. The tender accepting authority of Raiganj University right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

Conditional / Incomplete EOI will not be accepted under any circumstances.

The intending tenderers have to deposit sample of items (non-perishable) in office before opening of EOI.

During scrutiny, if it comes to the notice of the EOI inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

The authority of the University reserves the right to cancel the EOI due to unavoidable circumstances and no claim in this respect will be entertained. The volume of specific item may change based on actual requirement of the University.

If there be any objection regarding prequalifying the Agency that should be lodged on line to the Chairman of Tender Committee within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Committee.

Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances without any reference to the lowest tenderer.

Qualification criteria:

The tender inviting and Accepting Authority through a "Tender Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

a) Financial Capacity

b) Experience / Credential & others eligibilities mentioned above

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in above. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any notice.

Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

No. price preference and other concession will be allowed.

Mandatory engagement of Job Card holders:

Terms and Conditions

1. EOI should submit on or before the mentioned date published on the EOI notice.

2. The tenderers will have to produce original documents to prove their past experience, capabilities and financial resources to do such type of business and up to date all mentioned documents after opening of Technical Bids to the Tender Committee of the Raiganj University.
3. The tender must be written legibly in English and the rates are to be quoted in words as well as in figures. No conditional rate will be considered. Rates will be inclusive of Sales Tax and all other charges including delivery charges at Store Go down. Tenders must be irrevocable. Any typographical mistakes should be read in spirit of the letter
4. Tender is submitted in the approved system for the ingredients in the accompanying Group of the tender.
5. The tender will be opened by the tender committee of Raiganj University at the place and time to be notified in the office Notice Board and Websites.
6. The final acceptance of the tender is subject to the approval of the Vice Chancellor, Raiganj University.
7. The authority of Raiganj University is not bound to accept the lowest or any EOI.
8. The authority of Raiganj University can accept any EOI either wholly (as per group) or for one or more ingredients only.
9. The successful tenderer shall have to execute an Agreement of contract and deposit security money for the due performance of the work within a week from the date of receipt of the letter of acceptance. This security deposit will be refunded in accordance with terms of the contract upon certifying satisfactory completion/performance of the work by the competent authority.
10. The successful tenderer shall have to furnish up to date all documents soon after signing the contract but before any payment is received. In case of failure to do so the payment of the bills will be kept held up and if found necessary the contract will be terminated and security money is to be forfeited.
11. The contract shall begin from up to 12 (Twelve) month or for such further period not exceeding three months as the Vice Chancellor direct.
12. The contract shall not be assigned or subject to sold even in part. Sub contract now allowed.
13. The authority of Raiganj University reserves the right of accepting the EOI wither wholly or partly or rejecting any tender without assigning any reason.
14. The contractor will be required to supply increased or diminished quantities of all or any of the articles as may be found necessary to such alternations at the contract rate. Fluctuation in rates due to market variation will not be considered as a reason for non-supply.
15. With each consignment of food article the contractor should furnish a challan in duplicate showing the number of bags and total weight each kind of food articles supplied and should obtain one copy singed by the Store – Keeper or in his absence any other person duly authorized in his behalf.
16. The articles shall be weighed in the presence of the Store Keeper/ the officer/ animal superintendent, appointed for the purpose and the contractor shall have a representative present at the time of weighing as no complaint as to short weight can be entertained after the articles are received in the Store Go down.
17. Canvassing in any form whether direct or implied will be a disqualification.
18. Monthly bills with supporting signed challans and orders shall be presented to the office of the Finance Officer, Raiganj University within 1st week of the month next after the month of supply and payment will be made after proper checking.
19. Any other conditions appearing in the notice for the tenders will also be binding on the tenderers.

20. In case of exigencies/unavoidable circumstances the tenure of agreement may be extended upto the maximum period of 3 (three) months without any alteration in other terms & conditions & rate with sole discretion of the Director keeping in view that uninterrupted supply of the party.


Finance Officer
Raiganj University

Finance Officer
Raiganj University
Uttar Dinajpur