

**RAIGANJ UNIVERSITY
RAIGANJ, UTTAR-DINAJPUR**



No. R-065/2017

Date: 22/5/2017

Sealed Tender is invited by The Registrar, Raiganj University for the financial year 2017-18

- **Name of the Work:** NIT for running Canteen in Raiganj University Campus
- **Earnest Money Deposit (EMD):** Rs. 5,000/- (Five Thousand Rupees Only) by DD in favour of Raiganj University payable at Raiganj
- **Security Deposit:** The Successful Tenderer will have to deposit Rs. 20,000/- (Twenty thousand Rupees Only) as security money by DD in favour of Raiganj University payable at Raiganj
- **Cost of the Tender:** Amount of Rs. 500 /- (Non-refundable) in the form Demand Draft / Pay Order drawn in favour of Raiganj University, Payable at Raiganj has to be deposited at Finance Department for cost of Tender with Tender document.
- **Commencement Date of Tender:** 23/5/2017
- **Submission of Tender:** Tender has to be dropped in the earmarked box to be kept in front of the Finance Officer's Chamber up to 5pm on all working days.
- **Closing Date of Tender:** 31/5/2017 up to 2PM.
- **Date, Time and Venue for opening of bid:** 31/5/2017, 3PM at Registrar's Office Chamber, Raiganj University.

Registrar

Raiganj University

TENDER FORMS FOR RUNNING CANTEEN

RAIGANJ UNIVERSITY

COLLEGE PARA, RAIGANJ. UTTARDINAJPUR-733134

Tender Form No.....



To
The Registrar
Raiganj University, Raiganj
Uttardinajpur-733134

Sub: Tender for running Canteen in Raiganj University Campus

Sir,

I am submitting herewith the tender for providing catering service in the Raiganj University campus on Contract basis for two years as per the details given below :-

1. Name of the Tenderer :
2. Address:
3. Registration / License No. (Attested Photostat Copy of License issued by the appropriate authority):
4. VAT/Sales Tax No. (Attested Photocopy of Sales Tax Certificate should be attached):
5. Year of Establishment:
6. Details of Contract till Date (If any) :

Sl No.	Nature of Contracts	Period	Govt./Semi Govt./Private organizations
1			
2			
3			
4			

7. PAN Card No.: (Copy of the income Tax return filed in for the previous year may be enclosed)
8. Man Power/ Resources Available:
9. Earnest Money Deposit: DD No. Date.....for Rupees.....drawn from.....(Bank)

Certified that all the terms and conditions mentioned in the Tender form are true to the best of my knowledge.

Date:

Signature of the Tenderers with Stamp:

RAIGANJ UNIVERSITY

COLLEGE PARA, RAIGANJ. UTTARDINAJPUR-733134



INTRODUCTION

Staff Canteen exists in the premises of the Raiganj University Campus. This Tender is intended for the catering service to the students, officers, Staff and authorized visitors in the Raiganj University, Raiganj. Uttar Dinajpur-733134.

The day-to-day working of the canteen will be watched by an Advisory/Canteen Committee duly constituted by the University for this purpose.

SCOPE

The Tenderer is required to supply tea, coffee, lunch and snacks etc. to the employees of Raiganj University. In addition to the regular employees of Raiganj University as explained above, the canteen will also cater to the needs of the students, officers, authorized visitors to the institute coming for official work as well as to the participants in academic, technical, production programme, Guest / Part-time Teachers, University Officials, Departmental Seminar etc organized by the University from time to time. Tea, Coffee, Snacks, Cold Drinks, Lunch and Dinner shall also be supplied for meetings, Guest house or other purpose, whenever and wherever required in the premises.

Signature of the Tenderer with Date and Stamp:

TERMS and CONDITIONS

1. (A) **License Fee:** Accommodation as given in Annexure-I will be provided for the Canteen at charge of **Rs 2000/-** per Month which will be deposited to Finance Department at a time of a year.
(B) **Electricity:** A sub meter for electricity will be installed by Raiganj University and the entire Electricity Bill has to be borne by Tenderer or Owner of the Canteen. The total bill amount will have to be deposited at Finance Department by Cheque or Cash.
2. Existing furniture for use within the canteen premises will be provided by the University except Almirah/racks required for storage purpose etc.
3. The Tenderer will have to make arrangements for cleanliness of Canteen and its surroundings to the Satisfaction of the University. The Tenderer shall also be responsible for the safe and hygienic disposal of the Canteen waste.
4. The Tenderers shall arrange for items i.e. crockery, utensils, boilers, juice machine, cooking gas cylinder, cooking store etc. and items of similar nature of good quality as approved by the University at his own cost and maintain the said items in proper and hygienic conditions for due discharge of obligations in respect to running of Canteen.
5. The Tenderer will have to provide his canteen employees in proper uniforms during duty hours in the Canteen as also for the room service
6. The timing of the Canteen will be as prescribed by the University from time to time subject to change. Skeleton services will also be provided beyond office hours.
7. Snacks & Tea should be compulsory provided from University Canteen in any programme as per direction by the University Authorities.
8. The cost of the LPG consumed in University canteen will be borne by the Tenderer or the owner of Canteen and on expiry of the tenure of the contract NO DUES CERTIFICATE will have to be collected from the Finance Department, Raiganj University.
9. **Service:** The Tenderer will be required to provide Canteen services in the canteen premises and also in various rooms of the University Premises.
10. The Tenderer shall employ only such persons as are declared medically fit by a Medical Officer of any the Govt. Hospital in Delhi. No such employee will be under the age of 18 years and Documentary evidence in support will be provided by the Tenderer.
11. Cooking Gas will be used in the Canteen for preparing Cooking items only which is to be arranged by Tenderer including Gas Cylinder.
12. The Tenderer will be fully responsible for the repair/maintenance, cleanliness, breakage and damage done to the building and sanitary, electrical and any other fitting and fixtures installed in the space provided to him by the University for the purpose of preparing lunch, tea, coffee etc. Furniture provided to the Tenderer will be maintained properly. Any loss/damage (including repair) to the same will have to be made by the Tenderer, at his own cost.

Signature of the Tenderer with Date and Stamp:

- 13.** Atleast two sweets and two salty items (samosa, vada, pakora etc.) will be prepared daily. (List of Items to be provided enclosed at **Annexure-II**). However this list is subject to modification by the University from time to time.
- 14.** Material used for cooking, food stuffs, vegetable etc. should be of good quality only. The University reserves the right to inspect the materials at any time.
- 15.** The Tenderer will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by concerned local authorities to the satisfaction of the University.
- 16.** The rate list and menu as approved by the University should be displayed conspicuously everyday.
- 17.** Details of food items for sale are enclosed as **Annexure-III**
- 18.** No new items would be introduced without approval of the University. No rate will be revised without the approval of the University.
- 19.** The Tenderer will have to employ the required staff at his own cost and bear all the statutory and other liabilities for running the Canteen. The Tenderer will have to pay the minimum wages as per refreshment Act.
- 20.** Under no circumstances any of the Tenderer's employees will stay in the University premises beyond Canteen Hours and after closing the Canteen. He will ensure that the Canteen rooms are properly locked and secured during closing hours of the University. The access to the space allotted to the Tenderer will be as per the conditions and in the mode as prescribed and regulated by the University from time to time which will be binding on him and his employees. The Institute reserves the right to inspect the premises allotted to the contractor including the canteen store at any time.
- 21.** The Tenderer shall not entertain any orders or supply eatables outside, Raiganj University.
- 22.** The Tenderer will be for two years to start with from the date of signing the agreement and the agreement may be renewed by the University on such terms and conditions as many mutually be agreed upon between parties. The University reserves the right to repudiate the Tenderer at any time after giving one month's notice, if the University is not satisfied with the working of the said Tenderer. The Tenderer, if he so desires, may seek termination of the contract by giving writing notice of not less than three months duration during the agreement period.
- 23.** The Tenderer will, at all times, ensure discipline, decent and courteous behavior by his employees while they remain in premises of Raiganj University. In case of any of his employee indulges in any act of indiscipline, misbehavior or slogan shouting or indulges in violent act(s) or others in doing so and it is prima facie proved, the Tenderer shall remove the employee concerned from the premises immediately on receipt of written communication from the authorities which will be duly acknowledged by the Tenderer.
- 24.** Under exceptional circumstances the University reserves the right to change any term and conditions as and when warranted.

Signature of the Tenderer with Date and Stamp:

- 25.** Hard Drinks/Alcohol and Cigarettes are strictly prohibited to serve in the University Canteen.
- 26.** The Tenderer will be required to execute an agreement in the prescribed form in this behalf in case the contract is awarded.
- 27.** The successful Tenderer will have to deposit **Rs. 20000/- (Twenty Thousand Rupees Only)** as **Security** in the form of D.D drawn in favour of Raiganj University, Payable at Raiganj. No interest will be paid on this amount. The same will be refunded when contract is over and Canteen premises are handed over to the University and all dues from the Tenderer have been settled.
- 28.** The Tenderer to whom the above terms and conditions are acceptable, shall submit the completed tender forms to the tender box which will be kept at Finance Department, Raiganj University in sealed cover on or before **29/5/2017**. The Tenders will be opened on **30/5/2017 at 12:30pm** in **the office chamber of Raiganj University**.
- 29.** The Tenderer will not further sub-tender/ the sub-base canteen to any other party. In case of any deviation found having in the respect, the tender canteen will be terminated without Notice and Security Deposit will be forfeited.
- 30.** Every Tender should be accompanied by a Demand Draft for **Rs. 5000/- (Five Thousand Rupees Only)** as **Earnest money (EMD)** drawn in favour of **Raiganj University, Raiganj**. This amount will be refunded after the contract is finalized. No interest will be payable on this amount.
- 31.** In any case the Tender violates the terms & conditions of the tender, security deposit will be forfeited.

Signature of the Tenderer

THESE ANNEXURE ARE ALSO ENCLOSED HEREWITH

RAIGANJ UNIVERSITY
PRICE OF TEA/SNACKS TO BE SOLD FROM THE CANTEEN

Annexure-I

Sl. No.	Item List	Quantity	Rate (per piece)
1	Singara	Standard Size	Rs. 4.00 per piece (50gm each)
2	Kachuri	Standard Size	Rs. 4.00 per piece (30gm each)
3	Do Pianji	Standard Size	Rs. 4.00 per piece (30gm each)
4	Nimki	Standard Size	Rs. 4.00 per piece (30gm each)
5	Beguni	Standard Size	Rs. 3.00 per piece (30gm each)
6	Potato Chop	Standard Size	Rs. 3.00 per piece (30gm each)
7	Vegetable Chop	Standard Size	Rs. 6.00 per piece (35gm each)
8	Mutton Chop	50gm with 15gm Mutton	Rs. 15 per piece
9	Omlet	One Egg	Rs. 10 per piece
10	Egg Pouch	One Egg	Rs. 10 per piece
11	Boil Egg	One Egg	Rs. 5 per piece
12	Mughlai Paratha	Standard size	Rs. 25.00 per piece
13	Masala Dosa	Standard size	Rs. 25.00 per piece
14	Ghugni	Per plate	Rs. 7.00 per plate
16	Fish Curry	50gm. Fish	Rs. 15.00 per plate
17	Meat Curry (mutton)	100gm. Mutton	Rs. 50.00 per plate
18	Egg Curry	One Egg	Rs. 15.00 per plate
19	Rasogolla(Big)	Big Size	Rs. 6.00 per piece
20	Raj Bhog	Standard Size	Rs. 6.00 per piece
21	Pantua	Standard Size	Rs. 5.00 per piece
22	Langcha(Big)	Big Size	Rs. 5.00 per piece
23	Sandesh(Big)	Big Size	Rs. 5.00 per piece
24	Jelbi	20gm	Rs. 4.00 per piece
25	Labanga Latika	40gm	Rs. 4.00 per piece
26	Gaja	40gm	Rs. 4.00 per piece
27	Balusai	40gm	Rs. 4.00 per piece
28	Bonde/Bondia	50gm. (per plate)	Rs. 10.00 per plate
29	Sweet Card (Red)	100gm.	Rs. 15.00 per plate
30	Sour Card	100gm.	Rs. 12.00 per plate
31	Tea (with milk)	35ml. (per cup)	Rs. 3.00 per plate
32	Coffee	50ml	Rs. 6.00 per plate
33	Milk	250ml	Rs. 8.00 per glass
34	Soft drink	200ml/300ml	At MRP
35	Lassi	250ml	Rs. 15.00 per glass

36	Mutton Roll	Standard Size	Rs. 30.00 per piece
37	Egg Chop	55gm/ 1/2 egg	Rs. 6.00 per glass
38	Bread Modern / Paramount)	0.5lbs.	At MRP
39	Veg Roll	Standard Size	Rs. 15.00 per piece
40	Egg Roll	Standard Size	Rs. 20.00 per piece
41	Chicken Roll	Standard Size	Rs. 30.00 per piece
42	Bread Toast Roll	(2pcs with butter)	Rs. 6.00 per piece
43	Panner Butter Masala	(with 150gm panner)	Rs. 55.00 per piece
44	Chilli Chicken	(150gm chicken)	Rs. 55.00
45	Chicken Curry	(250gm chicken)	Rs. 60.00
46	Chicken Butter Masala	(250gm chicken, 30gm butter)	Rs. 80.00
47	Plain Roti	With sabji	Rs. 2.50 per piece
48	Paratha	Standard size(plain)	Rs. 4.00 per piece
49	Dhakai Paratha	Std. size and quality	Rs. 7.00 per piece
50	Potato Paratha	Std. size	Rs. 6.00 per piece
51	Chowmin(Veg)	Full Plate	Rs. 20.00 full
52	Chowmin(Egg)	Full Plate	Rs. 25.00 full
53	Chowmin(Chicken)	Full Plate	Rs. 30.00 full
54	Fried Rice(Veg)	Full Plate(125gm, India Gate Basmati)	Rs. 30.00 full
55	French Toast	One pc	Rs. 6.00 per piece
56	Veg Sandwich	With tomato, onion, cucumber etc. with 4 pcs breads	Rs. 15.00 per piece
57	Kashmiri Aloo Dum	150gms	Rs. 20.00 per piece
58	Squash (Sarbat) with Aquash	200ml	Rs. 10.00 per std. glass
59	Bread Butter Toast with sugar/ paper	2 pcs.	Rs. 10.00 per
60	Bread Egg Toast	Egg+4pc of breads	Rs. 15.00
61	Egg Mughlai Paratha	1pc	Rs. 30.00
62	Chicken Biriany	Full Plate with 150gm chicken	Rs. 60.00
63	Ice-Cream	(Amul), Cup / Vanilla etc.	As per company price list.
64	Ice-Cream	(Quality), Cup/Vanilla etc	As per company price list.
65	Ice-Cream	(Amul / Quality / Chocobar)	As per company price list.
66	Chicken Chop	Standard size	
67	Plain Dosa	Standard size	
68	Veg Momo	5 pieces	15
69	Chicken Momo	5 Pieces	20
70	Alu Biriany		40
71	Alu Egg Biriany		45

Signature of Tenderer with Date and Stamp:

Annexure-II**Tiffin for Evening:**

Sl No.	Item List	Quantity	Rate
1	Tea (without milk)	1 cup (140ml paper cup)	4
2	Biscuit (Standard)	Per piece	2
3	Bread with jelly	2 pieces	10
4	Bread with egg (one egg)	2 pieces	10
5	Luchi Trakari (4pcs with sabzi)	Per piece	10
6	Ghoogni or Chola Batura Batura	Per Plate(100gm)	6 or 10
7	Mughlai Paratha with Tarkari	Per piece	50
8	Aloo Paratha with Tarkari (1pc paratha with sabzi)	2 pieces	15
9	Chicken Chop	Per piece	10
10	Mutton Chop	Per piece	15
11	Veg Sandwich	Per piece	25
12	Chicken Sandwich	Per Piece	35

Signature of Tenderer with Date and Stamp:

Annexure-III

Item list for Lunch / Dinner

Sl No.	Item List	Quantity	Rate
1	Veg Meal (Rice,dal,tarkari,vaja)	Per plate	30
2	Egg Meal (Rice,dal,tarkari,vaja, Egg)	Per plate	35
2	Fish meal(Rice,dal,tarkari,vaja, 1pc fish(70gm) Ruhi / Katla	Per plate	40
3	Chicken meal (Rice,dal,tarkari,vaja,2pc chicken (50gm each)	Per plate	50
4	Mutton meal (Rice,dal,tarkari,vaja,2pc Mutton (50gm each)	Per plate	60

Signature of Tenderer with Date and Stamp:

We have read the above terms and conditions of the contract and undertake to abide by all the above terms and conditions in case of award off the contract for running the University canteen to me.

- ❖ **Signature :**
- ❖ **Name in Full:**
- ❖ **Address :**
- ❖ **Mobile No:**
- ❖ **Email Id:**



Memo No. R-065/1(10) /2017

Date: 22/5/2017

Copy forwarded to:

1. The District Magistrate & Collector, Uttar Dinajpur Zilla Parishad with the request to arrange for display of this NIT in her Office Notice Board.
2. The Superintendent of Police, Uttar Dinajpur with the request to arrange for display of this NIT in his Office Notice Board.
3. Additional Executive Officer, Uttar Dinajpur Zilla Parishad with the request to arrange for display of this NIT in his Office Notice Board.
4. SDO, Raiganj (Uttar Dinajpur) with the request to arrange for display of this NIT in his Office Notice Board.
5. The DICO, Karnajora, Uttar Dinajpur. He is requested to make necessary arrangement to publish the enclosed Brief referral advertisement in respect of this tender notice in 1 (one) daily *Bengali* newspaper and in 1(one) *English* newspaper.
6. Finance Officer, Raiganj University.
7. Deputy Registrar, Raiganj University.
8. PA to Hon'ble Vice Chancellor, Raiganj University.
9. Office Notice Board, Raiganj University.
10. University Website (www.raiganjuniversity.ac.in) .

Registrar

Raiganj University

REFERRAL ADVERTISEMENT

NIT

No. R-065/2017

Date: 22/5/2017

- Name of the Work: **NIT for running Canteen** in Raiganj University Campus
- Commencement Date of Tender: **23/5/2017**
- Submission of Tender: **Tender has to be dropped in the earmarked box to be kept in front of the Finance Officer's Chamber up to 5pm on all working days.**
- Closing Date of Tender: **31/5/2017 up to 2PM.**
- Date, Time and Venue for opening of bid: **31/5/2017, 3PM at Registrar's Office Chamber, Raiganj University.**
- For more details please visit **www.raiganjuniversity.ac.in**

Registrar
Raiganj University