



# UNIVERSITY OF GOUR BANGA

[Established under the West Bengal Act. XXVI of 2007 and Recognized U/S 2(f) & 12(B) of the UGC Act]

## Office of the Registrar

★ Phone: 03512-223664 ★ URL: www.ugb.ac.in

P.O.: Mokdumpur, Dist.: Malda, Pin – 732 103, West Bengal, India

Ref. No.: 073/UGB/DR-25

Date: 31.01.2025

## NOTICE INVITING QUOTATION

### N.I.Q. No. – 073/UGB/DR-25, Dated: 31.01.2025

**Sealed tenders are invited from reputed eligible contractors as specified in the details furnished below:--**

**Name of work:- Supply of Dinner at the Programme for inauguration of Language Building, University Canteen, Guest House, Beautification of Chatimtala, Laying-stone for Pond & Mukta Mancha and Publication of Annual Reports, News Letters, Faculty Publication at UGB**

Sealed Quotations addressed to 'The Convener, Tender & Purchase Committee, University of Gour Banga, Malda – 732103' are invited from reputed vendor(s)/supplier(s)/distributor(s)/dealer(s) having valid Trade License/Registration Certificate of incorporation/ Deed of partnership etc. for the above mentioned work and request to quote their rate in their official letterhead for the following item as per below given specification:

Sl. No.	Description of Items	Qty	Unit	Quoted Amount (Rs.)
1	<b>DINNER</b> <ul style="list-style-type: none"><li>• Drinking Water bottle (500 ml) – 1 piece</li><li>• Beguni</li><li>• Plain rice</li><li>• Veg Dal</li><li>• ChhanarDalna</li><li>• Chicken / Katla Fish (approximately of 80 gram per piece)</li><li>• Mango Chutney</li><li>• Fried papad</li><li>• GurerRossogolla (1 piece)</li><li>• Ajwaan</li></ul>	300	Heads	

**Earnest money-Rs. 1000.00 (Rupees Two thousand Only)** to be submit through a Demand Draft favoring 'University of Gour Banga' payable at Malda / Cash Deposit in the University Bank Account (A/C No.: 1622010000019; IFSC: PUNB0162220; Name of the Bank & Branch: Punjab National Bank (PNB) & University of Gour Banga Branch, Malda. Please mention the Draft Number and Date for Demand Draft and Transaction Number and Date for bank transactions.

### **Eligibility**

1. Photocopies of the credential document(s)/certificate(s) is required to be attached with the tender documents (self-attested), otherwise the tender will be treated as cancelled.
2. **Tender paper should be addressed to: The Convener, Tender and Purchase Committee, University of Gour Banga, Malda-732103, W.B, India.**

- **Date of issue of tender: 31.01.2025**
- **Last date and time of tender submission: 10.02.2025, 05:00 pm**
- **Date and time of tender opening: 11.02.2025, 03:00 pm (The date may be changed due unavoidable circumstances, if any.)**

## **SPECIAL TERMS & CONDITIONS:**

The following terms and conditions shall govern the tender process for the **Supply of Dinner at the Programme for inauguration of Language Building, University Canteen, Guest House, Beautification of Chatimtala, Laying-stone for Pond & Mukta Mancha and Publication of Annual Reports, News Letters, Faculty Publication** to be held at the University of Gour Banga. All bidders/tenderers must adhere strictly to these terms to ensure a smooth, lawful, and high-quality service

1. The bidder must be a registered entity engaged in the supply of food and catering services, having valid trade licenses, GST registration, and other necessary approvals as per prevailing laws.
2. The bidder must possess a valid FSSAI (Food Safety and Standards Authority of India) certificate for food safety compliance.
3. The bidder shall supply freshly prepared, hygienic, and high-quality food items as per the menu approved by the University.
4. The food should be prepared under strict hygiene conditions, following FSSAI norms and other applicable health and safety guidelines.
5. The bidder shall ensure adequate packaging, labeling, and transportation to maintain the freshness and quality of food.
6. The supply shall include necessary disposable plates, cutlery, napkins, and other accessories required for serving.
7. The bidder shall ensure that the delivery staff is well-groomed and adheres to hygiene protocols while handling the food.
8. The date, time, and venue for the delivery of food items will be communicated in advance by the competent authority of the University.
9. The successful bidder must ensure timely delivery of food items to the designated location, maintaining utmost safety, hygiene, and proper handling.
10. Any delay in delivery without prior notice and approval may lead to penalties or cancellation of the contract.
11. If any food item is found to be substandard, stale, or unfit for consumption, the bidder shall immediately replace it at their own cost.

## **Terms and Conditions:**

1. The University of Gour Banga (UGB) reserves the right to amend or cancel the scope of the job as well as to cancel or modify the terms and conditions of the quotation without showing any reason. In this regard, the decision of the Vice Chancellor, UGB is final.
2. Bidders have to submit the Quotation in sealed envelope.
3. The bidders are requested to quote their rate inclusive of all taxes as applicable in a lump sum mode. Further request regarding price will not be entertained. Taxes shall be deducted as per Govt. norms.
4. Payment will be made on account pay in cheque on the basis of actual work.
5. Documents like PAN, GST registration / enrollment certificate, Current GST return, Trade License, 3 years IT Returns etc. are to be submitted (on demand).
6. Earnest money will be forfeited if any problem found from the Agency/Firm/Company part. Moreover, University Authority can take action against Agency/Firm/Company if negligence, non-cooperation or any problems found in the entire process.
7. The Quotations received after the stipulated date and timing will not be considered.
8. The number of Items may increase or decrease by the demand/decision of the authority of UGB.
9. If any agency submits fraud or false documents, the university has all the rights to take action against the agency.
10. No Conditional/ Incomplete Quotation will be accepted under any circumstances.

11. During scrutiny, if it is come to the notice to quotation inviting authority that the credential or any other papers found incorrect/ manufactured/ fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
12. The work to be executed under the supervision of the Committee Concerned and also necessary certification will have to be obtained from the Competent Authority, UGB.
13. Interested bidders may visit the university before submission of the quotation to enquire the scope of the work.
14. At the time of opening the tender, the bidders may attend and for any further enquiry please contact at the Deputy Registrar (Addl. Charge), University of Gour Banga, Malda-732103, W.B, India.



**Deputy Registrar (Addl. Charge)  
& Convener, Tender and Purchase Committee  
University of Gour Banga**

Copy forwarded for information to:

1. The Hon'ble Vice-Chancellor, University of Gour Banga.
2. The Registrar (Addl. Charge), University of Gour Banga.
3. The Finance Officer, University of Gour Banga.
4. Members (all) of the Tender & Purchase Committee.
5. Notice Board.
6. The University Website ([www.ugb.ac.in](http://www.ugb.ac.in)).
7. Office File.