



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 Deputy Registrar

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

Ref. No.: 211/UGB/DR-24

Date: 25.06.2024

NOTICE INVITING QUOTATION

NIQ No.: 211/UGB/DR-24, Dated: 25.06.2024

Name of the Work: - 'Selection of External Agency and determination of rates for providing Canteen Services at the University Campus as well as House Keeping and Laundry Services for Boys' Hostel, Girls' Hostel and Guest House of the University'

Sealed Quotations are invited from bonafide, reputed External Agencies (vendor/ service provider) having valid Trade License/ Registration Certificate of incorporation/ Deed of partnership to quote their rate (in sealed envelope) for 'Selection of External Agency and determination of rates for providing Canteen Services at the University Campus as well as House Keeping and Laundry Services for Boys' Hostel, Girls' Hostel and Guest House of the University'.

The agency should submit their quotation as per the following specifications:

i. Canteen Services (Standard Meal for Lunch and Dinner):

| Meal Type | Details | Rates to be Quoted in Rupees (Inclusive of All Taxes and Service Charges) |
|-----------------|--|---|
| Vegetable Meal: | Vegetable Curry (2 Types) + Dal + Bhaja (Fries) + Rice/Rooti | |
| Egg Meal: | Egg Curry (2 Eggs) + Vegetable Curry (1Type) + Dal + Bhaja (Fries) + Rice/Rooti | |
| Egg Meal: | Egg Curry (1 Egg) + Vegetable Curry (1Type) + Dal + Bhaja (Fries) + Rice/Rooti | |
| Fish Meal: | Fish (75 gm) Curry + Vegetable Curry (1Type) + Dal + Bhaja (Fries) + Rice/Rooti | |
| Chicken Meal: | Chicken (150gms) Curry + Vegetable Curry (1Type) + Dal + Bhaja (Fries) + Rice/Rooti | |
| Mutton Meal: | Mutton (200 gms) Curry + Vegetable Curry (1Type) + Dal + Bhaja (Fries) + Rice/Rooti | |
| Tiffin | Puri or Luchi + Vegetables (4 pieces)/ Bread Toast (four slices of bread with butter or Jam spread)/ French Toast (two slices of bread with egg) | |

NB: The meals provided (Rice/Roti/Vegetable/Fries) in Lunch and Dinner shall be unlimited.

House Keeping:

| Sl. No | Description of Work | Location | Rate to be Quoted per Sq.ft. (Inclusive of All Taxes and Service Charges) |
|--------|--|---------------|---|
| 1 | Sweeping and Cleaning along with all materials of total open and carpet area of Boys' Hostel, Girls' Hostel and Guest House of the University: | Boys' Hostel | |
| 2 | | Girls' Hostel | |
| 3 | | Guest House | |

ii. Laundry services:

| Sl. No | Description of Work | Items | Rate to be invited per unit (Inclusive of All Taxes and Service Charges) |
|--------|---|------------------|--|
| 1 | Laundry Service at Boys' & Girls' Hostel and Guest House of the University: | Single Bed Sheet | |
| 2 | | Double Bed Sheet | |
| 3 | | Pillow Cover | |

Special Terms and Conditions:

- a. Before submission of quotations Interested bidders may visit the University Campus for any clarifications.
- b. The agency should have possess all the necessary valid documents to provide the Canteen Services, House Keeping and Laundry Services.
- c. Separate electricity sub-meter will be fitted for the purpose of electricity consumption at the canteen. The consumption charges will be paid by the service provider to the University of Gour Banga as per commercial rates.
- d. The potential Vendors/Suppliers are free to choose food menu (for Tiffin, Lunch and Dinner) of their own from the menu chart provided by the University of Gour Banga. However, care should be taken to serve at least three types of 'Thalis' each day on rotation basis.
- e. The initial agreement between the University of Gour Banga and potential Vendor/Supplier will be of 02 (Two) years which may be renewed afterwards. The renewal of agreement completely based upon their satisfactory performances and hospitality services. However, University Authority reserves the right to revoke the agreement giving 30 days prior notice without citing any reasons thereof.
- f. In case of cleaning and sweeping all the materials have to be provided by the agency at their own cost.

g. The agency has to pay an amount Rs. 1000.00 per month to the University of Gour Banga for carrying out the above mentioned services at the University Campus on monthly basis.

h. Wages and other statutory requirements should be in conformity with the latest minimum wages notified by Labour Department, Govt. of West Bengal. The University authority will not be responsible or liable for any dispute between the agency and the man power provided by the agency. The University will not accept any grievances of the man power provided by the agency and all the disputes have to be resolved by the agency itself. Liability/responsibility in case of any accident causing injury/death to worker/s or any of his staff shall solely be the liability of the service provider. The Hostel/ University Authorities shall not be responsible by any means in such cases.

i. **Canteen Service:**

- i. The agency has to provide Canteen services at the University of Gour Banga for providing on campus Food and Beverages to the students, hostellers, staff members and guests of the University.
- ii. The food served by the agency/service provider has to be prepared in clean and hygienic and safe conditions as per the menu and healthy sanitary methods.
- iii. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard.
- iv. The agency/service provider shall ensure that only hot food is served to the students/employees. Complaint, if any, in this regard shall be dealt with severely.
- v. Agency/service provider should wash and maintain dining hall, hand-wash area, dish wash area etc. in highly clean conditions.
- vi. The agency/service provider should collect the garbage from the kitchen, dining-hall, dish-wash area and dispose of the same every day.
- vii. The surrounding should be kept clean and hygienic by the agency/service provider. The agency/service provider should maintain high quality of hygiene, sanitation and safety in the kitchen and dining hall.
- viii. In case of any food poisoning, the contractor will be held solely responsible and will be penalized besides legal action.

j. **House-Keeping Service:**

- i. Sweeping & Cleaning of carpet area and open area (including open Terrace) should be done on daily basis.
- ii. Mopping of floors of the buildings should be carried out daily. Liquid Scented Phenyl of good quality should be used for Mopping Work.
- iii. Cleaning of Ceiling, Walls and Electrical Fittings: Removing of cob-webs on ceiling and walls should be done twice in a month.
- iv. Scavenging & Cleaning Toilets and urinals should be cleaned as frequently as necessary and not less than once daily, using necessary implements and Liquid Scented Phenyl of good quality.

k. **Laundry Services:**

- i. Laundry services should be provided at University Guest House as and when required. In case of Boys' and Girls' Hostels, Laundry services should be provided on weekly basis.
- ii. There should be no delay on the part of laundry in processing the linen received and in returning it to the concerned departments.
- iii. The linen items should be washed using good quality soaps/detergents.
- iv. The service provider will be solely responsible for any loss, damage, discoloration, fading of prints, wear and tear, etc., caused due to use of inappropriate washing steps /cycles / chemicals / detergents, etc., or poor quality chemicals & detergents or inappropriate handling, mixing of colored & white linen, etc., and the cost of the same will be recovered from the service provider.

General Terms and Conditions:

1. The quotation should be submitted by the Agencies in sealed envelope in their original letter head clearly indicating the aforesaid Item rates in details. Name of work and NIQ No. are to be mentioned on the top of the envelope.
2. No EMD to be deposited by the bidders.
3. For arriving lowest Bidder (L-1), quotation of each item will be considered and the decision of the University Authority will be final.
4. Taxes shall be deducted as per Govt. norms.
5. Price quoted should be inclusive of all taxes i.e., GST, & other charges.
6. Price quoted should not increase the Maximum Retail Price.
7. The Agency will be required to follow professional ethics and regulatory rules/ laws, if any, while dealing with UGB and ensure confidentiality in matters that may become detrimental/ cause loss or damage to the interest/ image of UGB in any manner.
8. The University of Gour Banga reserves the right to amend or cancel the scope of the work.
9. The sealed quotations are to be submitted along with valid Trade License/ Certificate of Registration of incorporation/ Deed of partnership, PAN, GST Registration Certificate, Income Tax Return, Balance sheet and P&L Accounts for last two years, credential etc. at the office of the Convener, Tender and Purchase Committee.
10. The date and time of submission of sealed quotation: **26.06.2024 – 03.07.2024** (Within 11:00 am to 05:00 PM). Date of opening of tender paper: **04.07.2024 at 03:00 PM**. Any quotation received after the prescribed deadline shall not be considered irrespective of rates.
11. The sealed quotations should be addressed to: The Deputy Registrar (Addl. Charge) & The Convener, Tender and Purchase Committee, University of Gour Banga, Malda-732103, W.B, India.
12. In all cases of disputes, the decision of the University Authority shall be final.
13. 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
DEPUTY REGISTRAR (A/c)
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).
7. Office File.