

**विकास विभाग**  
**पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ.ग.)**



**पं० रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ०ग०)**

**॥ निविदा सूचना ॥**

**क्र० 367/विकास/निसू./2022**

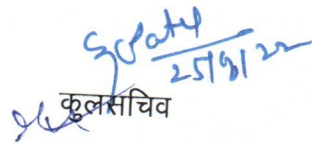
**रायपुर, दिनांक 25/08/2022**

Tender Notice for providing food services in Pt. Ravishankar Shukla University Campus,  
Raipur हेतु निविदा आमंत्रित किये जाते हैं।

Tender Notice for providing food services in Pt. Ravishankar Shukla University Campus, Raipur हेतु स्पीड पोस्ट/रजिस्टर्ड डाक के द्वारा मुहरबंद निविदाएं आमंत्रित की जाती हैं। विश्वविद्यालय के विकास विभाग में आवेदन प्रस्तुत कर राशि रु.5000=00 (पाँच हजार मात्र) का भुगतान कर कार्यालयीन दिवस में निविदा फार्म प्राप्त कर सकते हैं। वेबसाइट से प्राप्त निविदा प्रपत्र रु.5000=00 का बैंक ड्राफ्ट Registrar, Pt. Ravishankar Shukla University, Raipur के नाम से संलग्न करने पर ही मान्य होगा। भरे हुए निविदा के साथ अमानत राशि रु.1,00,000=00 (एक लाख मात्र) का बैंक ड्राफ्ट संलग्न करना अनिवार्य है। निविदा का विस्तृत विवरण विश्वविद्यालय के वेबसाइट [www.prsu.ac.in](http://www.prsu.ac.in) में उपलब्ध है।

निविदा को निविदा प्रपत्रों के शर्तों के अधीन निम्नांकित समय सारणी के अनुसार प्रस्तुत करना होगा।

1. निविदा विक्रय की अंतिम तिथि — 26/09/2022 सायं 05:00 बजे तक
2. निविदा स्पीड पोस्ट/रजिस्टर्ड डाक के माध्यम से प्राप्त होने की अंतिम तिथि — 29/09/2022 अपरान्ह 03:00 बजे तक
3. निविदा खोलने की तिथि — 29/09/2022 अपरान्ह 04:00 बजे
4. निविदा खुलने का स्थान — कुलपति सचिवालय सभागार, पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर

  
कुलसचिव

विकास विभाग  
पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ.ग.)  
**Pt. Ravishankar Shukla University,**  
**Raipur, CHHATTISGARH**



[www.prsu.ac.in](http://www.prsu.ac.in)

**Financial Year 2022-23**

**"TENDER NOTICE FOR PROVIDING FOOD SERVICES in  
Pt. Ravishankar Shukla University Campus, RAIPUR"**

Last date for Sale of the tender form :

26.09.2022 till 05.00 PM

Last date for submission of completed tender forms to University Office:

29.09.2022 till 3.00 pm

Tender Opening Date: 29.09.2022, 4.00 PM

Venue – VC Meeting Hall, Pt. RSU Raipur-492010

Tender Form Price - Rs.5000 / - (non-refundable)

(Total Page Number - 33 Page)

# विकास विभाग

डॉ. अनिशंकर शर्मा विश्वविद्यालय, रायपुर (छ.ग.)

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Ref : 367/विकास/निसू./2022 रायपुर, दिनांक 25/08/2022

PRSU Invites bids from reputed firms/contractors and experienced agencies under three bid system pre-bid eligibility criteria (Part-I), Presentation of the technically qualified bidders (Part-II) & Financial Bid (Part-III) for-food services in student mess, canteen, outdoor catering (**Category A/B/C**), and Hi-Tea on any designated place as desired by PRSU admin, for students, staffs, faculties, guests and visitors of PRSU at **Pt. Ravishankar Shukla University, Raipur.**, for a period of **3 years & further extendable for two more year on mutual acceptance.**

The schedule and other details of Tender are as under:

Notice Inviting Tender (NIT)No & date	367/विकास/निसू./2022 रायपुर, दिनांक 25/08/2022
Tender Name	"TENDER NOTICE FOR PROVIDING FOOD SERVICES in Pt. Ravishankar Shukla University Campus, RAIPUR"
Location of Service.	Pt. Ravishankar Shukla University Campus, Raipur (C.G.)
Publish Date	
Period of Contract	Period of contract will be initially for three year which may be extended up to two years (three years + two-year extension). The rate and terms & conditions depending upon performance of the vendor will be reviewed.
Last Date for Sale of Tender Form	26.09.2022 at 05:00 PM
Last Date of Submission of Tender	29.09.2022 at 03:00 PM
Date of Opening of Technical Bids	29.09.2022 at 04:00 PM
Tender Fee	Rs.5000/- (non-refundable)
EMD	Rs.1,00,000/-(refundable) In Favor of Registrar, PRSU, Raipur
Delivery of Service	Within 15 Days from date of LOI/LOA
Date of Presentation (Offline by Technically Qualified Bidders)	Will be intimated to technically qualified bidders only
Opening of Financial Bids and evaluation mode	Bids shall be opened offline. Quality and cost-based evaluation will be made based on a point system.
Contact Person	

In the event of any of the above-mentioned date being declared as a holiday/closed day, the bids will be opened on the next working day at the appointed time. Copy of bid document is available in University web site i.e. [www.prsu.ac.in](http://www.prsu.ac.in). Please keep visiting our website for any corrigendum/ amendments and submit the bid documents accordingly. Changes made in the tender documents due to reasons beyond the control of the University will be uploaded on the website only and no additional notification will be issued in Newspaper. Registrar (I/c)



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### ➤ Instructions to Bidders

- Bidder should take into account notifications, corrigendum published, if any on the tender document before submitting their bids. Any deviations from these may lead to rejection of the bid.
- The Bidder shall give an undertaking that he/ she will comply with all conditions in the tender documents. For this purpose, the tender documents shall be completed in all respects and duly signed, numbered and stamped on **each page by the Bidder**.
- The three-bid system will be followed for this tender. In this system, offer should be submitted under TWO-BID System in two separate Envelops i.e. "Technical Bid" and "Price Bid".**

#### ***Envelope 1: should contain technical bid consisting of***

- Tender/EMD fee details with receipt
- Documents in support of minimum qualification required for bidding as given in the eligibility criteria.
- Details of works of similar class completed as on the last date of submission
- Declaration letter

#### ***Envelope 2: should contain Price Bid consisting of BoQ in xls (excel format)***

- Each page of the bid should be numbered properly.
- The technically qualified bidders are required to make a presentation on certain parameters before the committee. These parameters carry marks based on which the final score of the tenderer for evaluation.
- The financial bids of only those Tenderers whose technical Tenders are recommended by Tender Committee will be opened at a later date after evaluation of the technical bids. The offer of the Tenderer shall be valid for 03 (Three) months from the last date of submission of Tender/revised offer (if any).
- In deciding upon the selection of contractors for the work, great emphasis will be put on the ability and competence of contractors to provide high quality services according to the time schedule, presentation, pragmatic cost and in close coordination with PRSU.
- Hypothetical / Conditional, Incomplete bid will not be entertained & will be summarily rejected. Please note that the bidder must quote for all the categories mentioned in the tender.
- The period of contract would be for **Three Years** from the date of award of the contract and it may be further extended for another two year on the satisfactory performance of service provider.
- The University reserves the right to modify the conditions of the tender, at any time, by not assigning any reasons to the agency for the same.
- PRSU, Raipur reserves the right to accept/reject any Tender in part or full, by not assigning any reasons to the agency for the same.

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**SCOPE OF WORK**

1. The Contractor is expected to provide the following services in student mess, canteen, outdoor catering and Hi-Tea on any designated place as desired by PRSU admin, for students, staffs, faculties, guests and visitors of PRSU Raipur at **Pt. Ravishankar Shukla University, Raipur**. Scope of Work also Include Upgrading Kitchen & Utensils, Food Area with Proper Sitting, Air Cooled Canteen at Vendor Cost.

**1.1 Cooking and Serving meals at PSRU Campus Canteen**

Sr. No	Type of meal	Remarks
1	Breakfast	Average 40-50 Students with Proper sitting, it may go up to 50 - 75 for Institute guests/visitors as per requirement.
2	Lunch	
3	Evening Tea with Snacks	
4	Fixed Cafeteria Menu	
5	Dinner	

- Proper Sitting Arrangement for 40-50 Persons in Canteen.
- Dedicated/Separate Sitting Arrangement for Faculty Members.
- Development of Eating Area outside canteen for at least 30-40 Persons.
- Detailed Plan may be shared by qualified bidders during Technical Presentation.

Note: No minimum assurance is being given by the PRSU Raipur for the Meals per sitting.

**1.2 Cooking and Serving meals at PSRU Mess**

Sr. No	Type of meal	Remarks
1	Breakfast	Average 200-300 Students Per Mess (7 Mess), which might be change from time to time.
2	Lunch	
3	Hi-Tea	
4	Dinner	

- Proper Sitting Arrangement for students in Mess Area.
- Development of Eating space in Mess area at least 200 students.
- Detailed Plan may be shared by qualified bidders during Technical Presentation.



1.3 Cooking and Serving meals for outdoor catering

Sr. No	Type of meal	Remarks
1	Breakfast	1. Prime Veg Menu (Category-A) 2. Silver Non-Veg ODC Menu (Category-B) 3. Gold Non-Veg ODC Menu (Category-C)
2	Lunch	
3	Hi-Tea with Snacks	
4	Dinner	

➤ Detailed Plan may be shared by qualified bidders during Technical Presentation.

1.4 Hi Tea Menu on any desired area at PRSU as specified by the Committee

Sr. No	Type of meal	Remarks
1.	Fixed Hi Tea	

• Detailed Plan may be shared by qualified bidders during Technical Presentation.

2. Terms & Conditions

- The contract for food service work will be for a period of 03 years from the date of execution. It can be dissolved by either of the parties on the prior notice of 03 months. In any case after the cancellation of contract, the existing agency will have to keep the canteen running till the new contract is made and it becomes functional, otherwise the security deposited by him will be partially/fully forfeited.
- The agency would provide breakfast, lunch, evening tea with snacks and Fixed menu on daily basis at the Canteen, as per menu decided by PRSU administration/Committee.
- The agency would provide breakfast, lunch, evening tea with snacks and Dinner on daily basis at the Mess, as per menu decided by PRSU administration/Committee for mess and outdoor catering.
- The agency must have the required and valid statutory registration for rendering the canteen, mess, catering and its allied services.
- The food has to be prepared in clean, hygienic and safe conditions as per the menu.
- The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and moped, after every meal (breakfast, lunch, evening tea, Etc). The agency will also provide liquid soap for the wash basins in the cooking and canteen area.
- After every meal (breakfast, lunch, evening tea) all the plates, cups, katoris, water glass, spoons, forks, knives etc., are to be cleaned in soap solution and dried to avoid foul smell. All

the vessels used for cooking also should be washed in soap solution and the cleaning material used should be from the approved brands.

- h) Efficiency, promptness, quality of food, quality service, good behaviour and politeness of the agency and his staff are the essence of the contract. The agency is required to ensure that this essence of the contract is maintained at all times. Quality of services, hygiene and preparation should be maintained as per industrial practices/compliances and to the entire satisfaction of the PRSU administration.
- i) Agency will always ensure that sufficient manpower to be present during breakfast, lunch, evening tea otherwise than during emergencies or other severe issues.
- j) Agency needs to provide breakfast, lunch, evening tea with snacks and Fixed menu to Institute guests and employees as and when required and Institute/employee will settle the bills directly.
- k) The quality of food will be inspected item wise by PRSU administration /committee frequently and the vendor shall not deny access for such inspections. The PRSU administration/Committee has right to take samples of all material used in cooking and check the same for quality at recognized laboratories/institution. Further, the store, kitchen can also be inspected by the institute so as to ensure that only the brands allowed for various articles are being used.
- l) Institute will provide to agency water free of cost at Canteen area.
- m) PRSU will not provide serving plates, tea spoons, table spoons serving spoon, forks, knives, stainless steel/glass tumbler, katories, any other item which may be required for serving of food. All this will have to be brought by the agency at his own cost.
- n) The agency will bring equipment's, machines, utensils, furniture & fixture etc. for Canteen, Mess, Outdoor Catering and Hi-Tea.
- o) The premises of the Canteen will be used for the purpose except for storing of raw material, cooking and serving food, for which the allotment is made and not for any other purpose without the written permission of the administration. The agency will not be permitted to franchise the Canteen to any other party.
- p) PRSU is not bound to provide any mode of transport in respect of men or material required by the agency.
- q) Use of plastic tea cups and plastic carry bags is discouraged and the Canteen vendor shall use environment friendly material only for serving coffee, tea and for packing & carrying of food items.
- r) For violating the terms and conditions laid down by the university, a fine of Rs.3.00 Lakh (Three Lakhs Rupees) will be payable to the agency and contract can also be terminated.

3. **(i) List of approved brands for Consumables & Tools**

Sr. No	Consumables & Tools	Brands
1	Mops	Taski, Unger, Roots, Cam, Gala, Scotch Brite
2	Garbage Cover	Plasto, Local
3	Paper Items	Pudumjee, Origami, Mystair, JK
4	Cleaning Pads	3M, Scrotch Bite
5	Cleaning Cloth	Taski, Unger, Gala, 3M, Scotch Brite



6	Tools	Taski, Unger, Roots, Gala, Cam, Scotch Brite
7	Wringer Trolley	Taski, Unger, Roots, Gala, Scotch Brite

*Note: Standard or other brands of similar quality may be considered.*

**(ii) List of approved brands and Quality of ingredients and other items**

The ingredients used must be of reputed brands. In case of non-availability of the reputed brand, any other brand will be approved by the Administration/ Committee before use.

	Item	Brand
1.	Salt	Tata, Annapurna, Nature fresh or *equivalent
2.	Spices	MDH, Badshah, Everest or *equivalent
3.	Ketchup	Maggi, Kissan or *equivalent
4.	Oil	Sunflower, Sundrop, Godrej, Saffola, Fortune, Dhara (Use of Hydrogenated (vanaspati) oil is prohibited)
5.	Pickle	Mother's or Priya or Nilon or *equivalent brand
6.	Atta/Besan	Ashirvad, Shaktibhog, Patanjali or *equivalent brand
7.	Dals	Patanjali, Tata, Fortune or *equivalent brand
8.	Papad	Lijjat/Bhikaji or *equivalent brand
9.	Butter	Amul, Britannia, Mother Dairy or *equivalent brand
10.	Bread	Star/Harvest or *equivalent brand
11.	Cornflakes	Kelloggs or *equivalent brand
12.	Jam	Kissan or Maggi or *equivalent brand
13.	Ghee	Amul, Mother Dairy, Patanjali or *equivalent brand
14.	Milk	Amul, Mother Dairy (Without Water) or *equivalent brand
15.	Paneer	Amul or *equivalent brand
16.	Tea	Brook bond, Lipton, Tata, Taaza or *equivalent brand
17.	Coffee	Nescafe or *equivalent brand
18.	Ice Cream	Amul, Mother Dairy, Kwality, Havmor

Note: \* equivalent product or made in India product of similar quality may be considered after approval by the Committee before use.

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**4. Scope of work by contractor**

- a) All items including gas refilling, raw materials for the preparation of food items, housekeeping materials, manpower, Canteen and mess maintenance and other jobs, miscellaneous works, etc., shall be under the scope of the Contractor. The rates quoted by the tenderers shall be inclusive of the above services.
- b) Material to provided: soap, cleaning material or anything which is required to run the services Maintenance and other jobs
- c) The contractor should keep a FIRST AID kit for employees in the Kitchen area.
- d) The service provider shall keep spoon/fork, crockery/cutlery of good quality, jugs of standard variety, salt/pepper container and any other items ordered from time to time in serving areas.

**5. Transportation:**

- a) The Contractor shall make his own arrangements for transportation of the prepared food stuff to the Canteen, Mess and to the various service points.
- b) The Contractor shall ensure adequate protection against seasonal weather conditions by transporting the food items by his own motorized conveyance/ closed cycle trolleys as may be necessary at his cost and for ensuring satisfactory and timely service.
- c) For transporting the food items from Kitchen to various service points, the Contractor shall press into service a vehicle (fully covered with weatherproof panels) in good condition.
- d) PSRU, RAIPUR will not provide any facility for transporting the food items to various service points within the University.
- e) The rate quoted shall be inclusive of these provisions.

**6. Other scope of work**

- a) The University will provide basic infrastructure such as dining area, kitchen area and storeroom. Additional thing which is required for providing services should be brought by the vendor like dining table, chairs, SS Table and other standard kitchen appliances.
- b) Water will be supplied by the University.
- c) Electricity charges as per the monthly consumption and the vendor has to pay the same on a monthly basis.
- d) The Contractor shall make available adequate manpower in appropriate attire for serving food items during the service. They shall bear a pleasing personality and pleasant disposition and maintain highest standards of discipline and hygiene.
- e) The Contractor shall ensure that the Canteen and Mess premises are not used for any purpose other than activities related to the maintenance and running of the Food Services for PRSU, RAIPUR.
- f) The contractor will not facilitate any illicit consumption (such as beedis/ cigars, alcoholic beverages or narcotic substances) or immoral activities in the Campus.
- g) The responsibility of cleaning the Food Service premises, daily/routine including fans, glass panes, walls, etc. will be the sole responsibility of the contractor.



- h) The caterer is solely responsible for the payment of minimum wages, ESI and EPF for their employees as per the Gol norms as applicable and should meet any other statutory and non-statutory benefits/obligations. The record of duty hours and pay structure should be maintained as per rules.
- i) Person less than 18 years of age shall not be deployed.
- j) No outside food allowed in the premises for any functions (Only by the contractor is allowed).
- k) Operation time is to be decided by committee as discussed with the contractor. Any change like timing of operation etc will require the permission of the Canteen committee/PRSU administration
- l) Maintenance Charge of the canteen area approx. 2400 sqft. will be minimum Rs. 25000/- per month paid to University.
- m) The university will provide area for the operation of mess at No cost.

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**Agency Details**

<b>I. Details of Tenderer</b>		
<u>Sr.</u>	<u>Particulars</u>	<u>Details</u>
1	Name of Tendering Agency	
2	Name of the Proprietor/ Director/ Partner	
3	Constitution of the agency (Individual/Partnership Firm/ Pvt. Ltd./ Ltd Company etc.) and Month & Year of the Establishment (attach self-attested copy)	
4	Full Address of registered office with pin code	
5	Mobile number of three top officials with name and designation	
6	E-mail ID of the three top officials with name	
7	Website of the agency, if any	
8	Name and designation of authorized person with mobile number (authorization letter to be enclosed)	
<b>II. Registration and Other Statutory document details:</b>		
1	Permanent Account Number	
2	GST Registration Number	
3	PF Registration No.	
4	ESI RegistrationNo.	
5	FSSAI Licence No.& date	
6	ISO Certificate (If Any)	

Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.

Place:

Date:

**(Signature of the bidder with seal)**



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**PART-I: ELIGIBILITY CRITERIA**

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➤ Minimum Eligibility Criteria cum Checklist

All bidding parties must meet following minimum eligibility criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting documents along with the technical bid.

S. No.	Eligibility Criteria	Details Required	Page No.#
1.	Average Annual financial Turnover for the last 03 (three) years i.e. 2018-19, 2019-20 and 2020-21 <b>(Annexure "I")</b> . Eligible Candidate should have minimum Average turnover of Rupees Fifty Lakhs per annum in Food services.	Certified by practicing CA. Certificate Copy to be Attached.	
2.	Minimum 03 years of experience in Catering/Mess/Canteen/Restaurant/Hotel activities of any government organization or other. <b>(Annexure "II")</b> .	Work Order copy to be attached	
3.	The annual billing/turnover of the contract at least amount of Rs.40 Lac PA of any contract in any organization in the last 3 years. (Supporting documents must be attached along with Technical documents).	Work Order copy to be attached.	
4.	Copy of last three years Income Tax Returns: a. FY 2018-2019: b. FY 2019-2020: c. FY 2020-2021	Copy to be uploaded	
5.	Annual Accounts/ Audited Financial Statements For: a. FY 2018-2019: b. FY 2019-2020: c. FY 2020-2021	Audited by Practicing CA. Copy to be attached	
6.	The firms should have a valid food license issued by the Food Safety and Standards Authority of India (FSSAI) for their existing business.	Copy to be attached	
7.	PF Registration Certificate	Copy to be attached	
8.	ESI Registration Certificate	Copy to be attached	
9.	PAN NO.	Copy to be Attached.	
10.	ISO certificate	Copy to be Attached.	
11.	Self-declaration of not black listed from any govt. organization	Copy to be Attached	
12.	Declaration Letter( <b>Annexure-"III"</b> )	As Per Enclosed Format	
13.	GST Registration Number	Copy to be Attached.	

Note : All the documents Shall be in the name of the Tenderer.



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\*The firm has to bid for all the items mentioned in the tender document. The tender document will not be considered valid in case of non-fulfillment of this criterion or a partial quotation

*\*The Tenderer signs and seals on each page of the Tender documents. Duly filled and signed Declaration letter is to be submitted along with all tender documents. Incomplete forms in any respect would summarily be rejected.*

**Annexure "I"**

Copy of Audited balance sheet of three financial years 2018-19, 2019-20 and 2020-21 in Food services along with CA Certified Turnover in the following prescribed format.

Turnover/Profit (Rs. In Lakh)						Average (Rs. In Lakh)	
Financial Year							
2018-19		2019-20		2020-21		Turnover	Profit
Turnover	Profit	Turnover	Profit	Turnover	Profit		

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Details of contract operations and experience of past and present in Food services.(Copy of letter / work order to be attached in support)

SN	Name of the institution and full address	Period from when	Period To when	Telephone No. with STD Code	Number of people (Breakfast and food system)
01					
02					
03					
04					
05					

Please attach:

- Work order copy
- Details of contact person Name, Designation, Mobile number
- For Completed work -Testimonial from Institution served

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**PART-II: TECHNICAL QUALIFICATION**

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**TECHNICAL PART-1**

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Technical Qualified Bidder will be evaluated on the following Parameters			
Sr No.	Particulars	Max Marks	Criteria
1	Past Experience	10	Upto 4 Years : 3 Marks
			4 to 8 Years : 6 Marks
			8 + Years : 10 Marks
2	Varied Experience in Food Industry	20	Catering Services : 4 Marks
			Mess Services : 4 Marks
			Canteen/Cafeteria Services : 4 Marks
			Hotel Industry : 5 Marks
			3 Star and above Hotel : 3 Marks
3	Financial Strength	10	50 Lac - 1.5 Cr : 3 Marks
	Average Turnover of last 3 Years		1.5 Cr - 3 Cr : 6 Marks
			3 Cr :- 10 Marks
4	Numbers of On Roll Manpower	10	Upto 10 Manpower : 5 Marks
			Above 10 Manpower : 10 Marks
5	Annual turnover in Last 3 Years Yearly Contract/Turnover from any Institute (Without Taxes )	10	50 Lac -75 Lac PA :- 3 Marks
			75 - 100 Lac PA :- 6 Marks
			1 Cr + :- 10 Marks
6	Feedback Form From institute worked in last 5 Years	10	1 - 2 Firms : 3 Marks
			3 - 5 Firms : 6 Marks

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			5 + Firms : 10 Marks
7	Existing Service Agreement in CG In Last 3 Years	10	1 Firm : 3 Marks 2 - 3 Firms : 6 Marks 4 + Firms : 10 Marks
8	ISO Certificate (If any)	10	ISO Certificate : 5 Marks 2 or more ISO Certificate : 10 Marks
9	Work Experiene in Educational Institute/ University in last 3 years	10	
<b>Total Points</b>		<b>100</b>	

After the technical evaluation (out of maximum 100 marks), the financial bids of only those bidders will be opened who will get at least 70 Marks in the Technical Bid **(Part-1)**.

### TECHNICAL PART-2

Presentation by Technically Qualified Bidders on the given below points		
Sr.	Description	Marks
1	Takeover Plan for Providing Food Service	
2	Resourcefulness of	
3	Trained Manpower of the organization	
4	Experience in the field & institutes worked	
5	Renovation/upgradation/Modernization Plan for Canteen	
6	Renovation/upgradation/Modernization Plan for Mess	
7	Best Practices/Achievements of Firm	
8	If Hotels having star category approved by Authority	
9	Food Testing	
	<b>Total Points</b>	



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**PART-III: FINANCIAL BID**

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➤ Financial Bid: Prices to be provided of following Services

1. Cafeteria/Canteen :-  
Fixed Menu as Per Annexure A
2. Student Mess  
Standard Category as Per Annexure B
3. Out Door Catering/ Workshop Menu  
Executive Category as Per Annexure C
4. Hi-Tea Menu for Conferences  
Executive Category as Per Annexure D
5. Annexure E  
Summary of All Annexure A+B+C+D



1. Annexure -A:

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➤ Financial Bid: Rates of items for Guests & Others Cafeteria/Canteen

Item	Quantity	Minimum Price	Rate(Rs.)
Tea	100ml	7	
Coffee (Nescafe)	100ml	12	
Patties with Sauce(Veg)	Each	10	
Sandwich	Each	20	
Burger	Each	25	
Cutlet	Each	20	
Bread Jam	4 Slices	20	
Bread Butter	4 Slices	20	
Boiled Egg	01 Pc	7	
Omlete	01 Egg	20	
Omlete	02 Egg	27	
Egg Burji	02 Egg	30	
Bread Omelete	2 Slices	35	
Chowmein/Maggie	Full plate	20	
Pizza	Full	50	
Moong bada	100 gm	25	
Dosa plain	1 pc	50	
Dosa Masala	1 pc	60	
Samosa	2 pc	30/	
Kachodi	2 pc	30/	
Aloo boonda	2 pc	30/	
Chicken Chilly	150 gm	175/	
Paneer Chilly	150 gm	130/	
Chilla	2 pc	25/	
Fara Roti	8 pc	25/	
Poha	1 plat	20/	
Gugula Bhajiya	8 pc	30/	
Arsa Roti	2 pc	25/	
Poori Bhaji	4 pc	40/	
Total			

The Contractor is free to add any items in the Students Canteen after taking prior approval of items and price from the concerned authority of PRSU, Raipur.

1. The final Menu will be fixed-up by University Administration/Committee.

Note Please attach extra sheet for the items that you can provide.

Rates quoted are expected to be below MRP wherever MRP is relevant. For other items prices may be as economical as possible.

2. Apart from fixed menu the caterer can also provide more Variety of foods, ready to eat items like Chips, Biscuits, Soft Drinks, Ice Creams, and other packed refreshments, which can be purchased by the students.
3. The price list of the items to be served in canteen/cafeteria is to be attached along with the maximum chargeable prices with price bid. Any changes to this list can be made only after consultation with and approval of the University.
4. In respect to packaged products (biscuits, soft drinks, chips, ice creams, sandwiches, precooked snacks etc.), the Caterer has to ensure –
  - i. The Availability of sufficient stock of all commonly consumed eatables and beverages.
  - ii. The quality of the available brand is as suggested by the Mess committee.
  - iii. A menu card
  - iv. They are sold on MRP or less.
  - v. Proper presentation and a decent display / refrigerated transparent shelves of good quality.

#### Services for Special Occasion

If at any time during the existence of the contract the University desires to utilize the services of the contractor for any special occasion or otherwise, the contractor will arrange the same at the rates mentioned in the tender or to be mutually agreed upon. Similarly, in case the University desires to include any new items in the contract for food the same will be negotiated with the contract.

2. Annexure B :

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➤ Financial Bid: Rates of items for Student Mess

Course of Meal	Suggested Menu For Mess	Rate
BREAKFAST	<ul style="list-style-type: none"> <li>* IDLI-SAMBAR// STUFFED PARATHA// CHHOLE BHATUREY// WADA SAMBAR// UPMA// PURI BHAJI//POHA-JALEBI// PARATHA WITH SABZI etc.</li> <li>* TEA/COFFEE.</li> </ul>	
LUNCH	<ul style="list-style-type: none"> <li>* ROTI - PLAIN TAWA/TANDOORI.</li> <li>* DAL FRY // DAL TADKA// DAL PUNCHMEL// KADI PAKODA.</li> <li>* TWO SEASONAL GREEN VEGETABLE OR ( CHHOLE , RAJMA, LOBIA, KOFTA, ALOO GOGHI MATAR , etc.</li> <li>* RICE PLAIN // JEERA// VEG BIYANI // POLAO// MASALA RICE.</li> <li>* PICKLES.</li> </ul>	
DINNER	<ul style="list-style-type: none"> <li>* ROTI - PLAIN TAWA/TANDOORI.</li> <li>* DAL FRY // DAL TADKA// DAL PUNCHMEL// KADI PAKODA.</li> <li>* TWO SEASONAL GREEN VEGETABLE OR ( CHHOLE , RAJMA, LOBIA, KOFTA, ALOO GOGHI MATAR , etc.</li> <li>* RICE PLAIN // JEERA// VEG BIYANI // POLAO// MASALA RICE.</li> <li>* PICKLES.</li> </ul>	



➤ Financial Bid: Rates of items for Out Door Catering/ Workshop Menu

It is categorised as below:

1. Prime Veg Menu (Category-A)
2. Silver Non-Veg ODC Menu (Category-B)
3. Gold Non-Veg ODC Menu (Category-C)

1. Prime Veg Menu		Rate
<u>WELCOME DRINKS:</u>	* ASSORTED SOFT DRINKS// * MOJITTO//	
<u>SOUP:</u>	* VEG MANCHOW// * HOT& SOUR SOUP//	
<u>STARTER:</u>	* PANEER TIKKA// * LOVELY CORN//	
<u>MAIN COURSE</u>	* PANEER LABABDAR// * VEG JHALFRAIZI// * YELLO DAL TADKA// BOONDI RAITA// * STEAMED RICE// * VEG DUM BIRYANI WITH SALAN (HYD. STYLE)// * ACHAR , PAPAD & CHUTNEY//.	
<u>INDIAN BREAD:</u>	* TANDOORI ROTI// * BUTTER NAAN//	
<u>DESSERT:</u>	* HOT GULAB JAMUN//	
Govt. Taxes as applicable		

<u>2. Gold Non Veg ODC Menu</u>		<u>Rate</u>
<u>Welcome Drinks:</u>	* ASSORTED SOFT DRINKS//	
	* FRESH JUICE //	
<u>Soup:</u>	* VEG MANCHOW//	
<u>Starter:</u>	* CHICKEN MANCHOW//	
<u>MAIN COURSE</u>	* PANEER 65//	
	* DAHI KE KEBAB//	
	* PUNJABI CHICKEN FRY//	
	* FISH AMRITSARI//	
	* PANEER RARA//	
	* Boondi Raita//	
	* Achar, Papad& Chutney//	
	* Steamed Rice//	
	* Jeera Rice//	
	* Veg Dum Biryani with Salan (Hyd. style)//	
	* Lemon Rice//	
<u>Indian Bread:</u>	* TANDOORI ROTI//	
	* BUTTER NAAN//	
	* STUFFED KULCHA//	
	* LACHHA PARATHA//	
<u>Dessert:</u>	* HOT GULAB JAMUN//	
	* VANILLA ICE CREAM//	
	* MOONGDAL HALWA//	
<u>Govt. Taxes as Applicable</u>		

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**य. रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ.ग.)**

<b>3. SILVER NON VEG ODC MENU</b>		<b>Rate</b>
<b><u>WELCOME DRINKS:</u></b>	* ASSORTED SOFT DRINKS//	
<b><u>SOUP:</u></b>	* VEG MANCHOW// * SWEET CORN SOUP//	
<b><u>STARTER:</u></b>	PANEER CHILLY CHICKEN TIKKA	
<b><u>MAIN COURSE</u></b>	* PANEER LABABDAR// * SUBJ PANCHMEL// * FISH LIPTA MASALA// * YELLOW DAL TADHKA// * AS PER CHEF CHOICE// * DAHI WADA// * ACHAR, PAPAD & CHUTNEY// * STEAMED RICE// * JEERA RICE// * ASSORTED BREADS// * PALAK PURI//	
<b><u>DESSERT:</u></b>	* HOTGULABJAMUN// * VANILA ICECREAM//	
<b>Govt. Taxes as applicable</b>		



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## 4. Annexure D:

### ➤ Financial Bid: Rates of items for Hi-Tea Menu for Conferences

HI-TEA ODC MENU (FACULTY)		Rate
<b>WELCOME DRINKS:</b>	ASSORTED SOFT DRINKS/ JUICE/ CHAAS.	
<b>STARTER:</b>	PANEER PAKODA/ MIX VEG PAKODA/ MANGODI GRILLED SANDWICH/ SPRING ROLL/ DHOKLA MINI CUTLET / KEBAB/ ALOO ADRIKI TIKKIPAN KHEER/ MAWABATI/ HALWA.	
<b>BEVERAGE</b>	TEA/ COFFEE/ GREEN TEA	
	COOKIES.	
<b>Note: - Any of the one Item from the choices.</b>		
	<b>Govt. Taxes as Applicable</b>	

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### 5. Annexure E :

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- Analysis of Financial Bid will be done as Per Annexure E on the basis of the weightage assigned to every Annexure as mentioned below.

Price Bid ( 40% Weightage)					
Category	Price of the vendor	Score on the basis of L1 as a base price for each category	weightage	Total Score= (Weightage* Score) 100	Scores out of
Annexure A			25%		25
Annexure B			25%		25
Annexure C {Avg. price of (Category 1+ Category 2+ Category 3)}			25%		25
Annexure D			25%		25
Total Annexure E			100%		100

The financial offers of only the qualified bidders (technically qualified bidders) will then be opened. **L1 Being the Lowest price & the score will be Calculated after taking L1 as a base price for each category. Each category weightage is 25%.** The lowest bid (i.e L1) shall be given a financial score (FS) of 100 points for each category. The financial score (FS) of other bidders will be determined using the formula:  $FS = 100 * FP / F$ , in which FP is the lowest financial bid, and F is the financial bid of the particular vendor.

The scores for financial bids will be computed for Canteen/Mess/Catering/ Hi- Tea as below.  
(Lowest Tender Price in the Category) \* 100

**Normalize Financial Bid Score** = Tender Price Quoted by respective tenderer.

The above formula can be explained as below.

Rate quoted for **Standard Category (Example)**

Name of the Party	Rate in Each Category (in Rs)
X	300
Y	460
Z	380

The normalized score for Standard Category would be as follows:

Party	Score
X	100
Y	65
Z	80

**Example-Normalization Calculation:**  $(300 * 100) / 380 = 80$

It may be noted that Lower the price, Higher the score.



Party	Score	Weightage	Total Score= (Weightage*Score) 100	Scores out of
X	100	25	25.00	25
Y	65	25	16.25	25
Z	80	25	20	25

\*Note: above formula will be the applicable for other categories according to their respective weightage.

## विकास विभाग

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### ➤ Bid Evaluation Scheme:

Tenderers meeting Eligibility Criteria will be only considered for further process offenders.

**Part A- Technical Evaluation:** The bidders have to submit the documents mentioned in Technical Bid Structure. Qualifying tenderers will be considered eligible for Financial Bid Processing.

**Part B- Presentation by Technically Qualified Bidders**

**Part C- Financial Bid Evaluation:** The Institute will open the financial bids of technically qualified bidder.

It may be noted that the tenderer will be selected on the basis of ranking and evaluation of Technical and Financial bids by a committee and the committee's decision would be final. The procedure for selection of the party /agency shall be based on **Quality & Cost base selection** system for evaluation by the committee

QCBS method with 60% weightage to technical (Part A & B) and 40 % (Part C) weightage to financial marking scheme will be followed for this tender.

Technical bids will be opened first and evaluated based on the documentary and evaluation criteria including minimum eligibility criteria stipulated in the tender document. **On the basis of submitted documents as per format enclosed in Annexures I-IV and other proofs**, evaluation will be based on a score of 100 Marks to be weighted out of 40 for Part A .of Bid Evaluation Scheme. (i.e TS<sub>1</sub>)

After the technical evaluation (out of maximum 100 marks), the financial bids of only those bidders will be opened who will get at least 70 Marks in the Technical Bid.

The technically qualified bidders are required to make the presentation on the parameters mentioned in the format mentioned above. The parameters will be used to evaluate the tenderer's credentials to serve the Institute as per the requirement. The score gained will be considered in the final score of the tenderer and evaluation will be based on a score of 100 Marks to be weighted out of 20 for Part B of Bid Evaluation Scheme. (i.e TS<sub>2</sub>)

After the technical evaluation,. Evaluation of Price Bid will be based on a score of 100 Marks to be weighted out of 40 for Part C of Bid Evaluation Scheme. (i.e. PS).

Scores obtained on financial offer and Technical offer will be added weighted according to the percentage given below to get a consolidated score (CS) according to the formula:  $CS = TS_1 + TS_2 + FS$ .



Bidder with the highest consolidated score will be selected. The composite score will be calculated as described.

**PART "D" Evaluation:**

	Evaluation Parameters	Total Marks out of 100	Total Weightage %	Score
A	Part A- Technical Evaluation (TS <sub>1</sub> )		40%	
B	Part B- Presentation by Technically Qualified Bidders (TS <sub>2</sub> )		20%	
C	Part C- Financial Bid as Per Annexure E (PS)		40%	
D	<b>Total/ Consolidated Score</b> (CS : TS <sub>1</sub> +TS <sub>2</sub> +PS)		100%	

Successful Tenderer will be the one who has maximum score in **Part D Evaluation**. Further, discussions related to the awarded scores by the committee will not be entertained.

(For & On behalf of the Principal) (For & On behalf of Bidder/Contractor)

Signature \_\_\_\_\_

Name \_\_\_\_\_

(Office Seal)

Place \_\_\_\_\_

Date \_\_\_\_\_

**Witness 1:**

Name & Address \_\_\_\_\_

Signature \_\_\_\_\_

**Witness 2:**

Name & Address \_\_\_\_\_

Signature \_\_\_\_\_

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पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ.ग.)

Annexure "III"

Declaration letter

To  
The Committee,  
Pt. Ravishankar Shukla University,  
Raipur

विकास विभाग  
पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ.ग.)

Sub: Acceptance of all conditions food services at Pt. Ravishankar Shukla University, Raipur  
Ref:

We hereby declare that we have gone through the complete Tender documents and Corrigendum (if any upload) published in "Food services in student mess, canteen, outdoor catering (**Category A/B/C**), and Hi-Tea on any designated place as desired by PRSU admin, for students, staffs, faculties, guests and visitors of PRSU at **Pt. Ravishankar Shukla University, Raipur**", for a period of 3 years & further extendable for two more year on mutual acceptance. We agree to abide by all Terms and conditions indicated in the Tender documents and Corrigendum (if any uploaded).

**Contractors**

Signature

Name

Seal

Note:

The above letter along with technical Bid and corresponding supporting documents required as per Mandatory qualification criteria to be attached in the technical bid section .

**विकास विभाग**  
सं. रविशंकर शर्मा विश्वविद्यालय, रायपुर (छ.ग.)

**Annexure "IV"**

**UNDERTAKING**

We hereby undertake that we have no legal suit/criminal case pending or contemplated against our firm on the ground of moral turpitude or for violation of any law in force from any govt. organization.

**Contractors**

Signature

Name

Seal

**Note:**

The above letter along with technical Bid and corresponding supporting documents required as per Mandatory qualification criteria to be attached in the technical bid section.