

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



PT. RAVISHANKAR SHUKLA UNIVERSITY, RAIPUR (C.G.)

Email: registrarprsu@gmail.com **Website:** www.prsu.ac.in **Phone:** 0771-2262818

Tender No. 678/Dev/2023

Raipur, Dated: 26/09/2023

Expression of Interest (EOI)

Pt. Ravishankar Shukla University, a leading State Government University, invites Expression of Interest (EOI) for **Providing Canteen Services in Pt. Ravishankar Shukla University Campus, Raipur**, from experienced organization or firms. The EOI documents with terms and conditions can be downloaded from web site www.prsu.ac.in. The last date of submission of sealed proposal through (Registered Post/Speed Post/Courier) will be **31/10/2023 (Date) at 03:00 PM (Time)** and will be opened on the **same day at 04:00 PM (Time)** in the office the undersigned.

Registrar
26/09/23
Registrar

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Ref: Tender No.678/Dev/2023 Raipur, Dated 26/09/2023

PRSU Invites EOIs from reputed firms/contractors and experienced agencies for foodservices in student canteen at **ground floor of utility building approximate 5000 sq. feet** or 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 **One years**.

The schedule and other details of EOI are as under:

EOI Name	EOI Notice for Providing Canteen Services in Pt. Ravishankar Shukla University Campus, Raipur (2023-24).
Location of Service	Pt. Ravishankar Shukla University Campus, Raipur (C.G.)
Period of Contract	The period of contract will be initially for one year and during first six months of the service, the performance shall be evaluated by the cafeteria Committee of PRSU. On the basis of satisfactory services/ performance during first six months, on recommendation of the cafeteria committee a letter of confirmation shall be issued to the firm to continue its services to another six months. The contract period is extendable maximum up to additional two years (in each instalment of six month or so) based on the performance of the vender in the preceding half of the financial year. The performance shall be evaluated by the cafeteria Committee of PRSU. The unsatisfactory performance may lead to cancellation/discontinuation of the contract.
Last Date of Submission of EOIs	31.10.2023 at 03:00pm
Date of Opening of Technical EOIs	31.10.2023 at 04:00 pm
EOI Fee	Rs.1000.00 (One Thousand Only)
Opening of Technical EOIs and evaluation mode	EOIs shall be opened offline.
Venue	VC Meeting Hall, PRSU, Raipur (C.G.)

In the event of any of the above-mentioned date being declared as a holiday/closed day, the EOIs will be opened on the next working day at the appointed time. Copy of EOI document is available in University website i.e. www.prsu.ac.in. Please keep visiting our website for any corrigendum/ amendments and submit the EOI documents accordingly. Changes made in the EOI 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 News paper.

Instructions to Firm

- Firm should take into account notifications, corrigendum published, if any on the EOI document before submitting their EOIs. Any deviations from these may lead to rejection of the EOI.
- The Firm shall give an undertaking that he/ she will comply with all conditions in the EOI documents. For this purpose, the EOI documents shall be completed in all respects and duly signed, numbered and stamped on **each page by the Firm**.

- c) The One-EOI system will be followed for this EOI. In this system, offer should be submitted in one separate Envelop.

Envelope: should contain technical EOI consisting of

- a. EOI fees receipt
- b. Documents in support of minimum qualification required for EOI as given in the eligibility criteria.
- c. Details of works of similar class completed as on the last date of submission.
- d. Declaration letter
- e. 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 in close coordination with PRSU.
- f. Hypothetical / Conditional, Incomplete EOI will not be entertained & will be summarily rejected. Please note that the EOI must quote for all the categories mentioned in the EOI.
- g. The period of contract would be for **One Years** from the date of award of the contract.
- h. The University reserves the right to modify the conditions of the EOI, at any time, by not assigning any reasons to the agency for the same.
- i. PRSU, Raipur reserves the right to accept/reject any EOI in part or full, by not assigning any reasons to the agency for the same.

"Financial Bid"

- a. Financial bid will be invited to those firm who qualified in technical bid.
- b. Separate letter will be sent to the qualified firm for financial bid from the university in prescribed format.
- c. L1 to be selected on the highest quoted maintenance charge of the canteen area.

SCOPE OF WORK

1. The Contractor is expected to provide the following services in student canteen 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.

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 to be submitted by qualified EOI to the committee.
- **All the investment for the refurbishment of the canteen by the selected vendors.**

which will include air conditioning of the seating area for the students and faculty, Modular kitchens, furniture & Gardening. (Maintenance of the same).

• The successful vendor will be required to provide Breakfast, Snacks, Beverage, Lunch and Dinner (only Vegetarian) in the canteen and cater similar services (on demand) during the meetings/conferences/seminars/symposia etc. In the campus, which may include High-Tea, Buffet/Packed Breakfast/Lunch/Dinner etc. Note: No minimum assurance is being given by the PRSU Raipur for the Meals per sitting.

2. **Terms & Conditions**

- a) 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.
- b) The agency must have the required and valid statutory registration for rendering the canteen, catering and its allied services.
- c) The food has to be prepared in clean, hygienic and safe conditions as per the menu.
- d) 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.
- e) 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.
- f) 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.

- g) Agency will always ensure that sufficient manpower to be present during breakfast, lunch, and evening tea otherwise than during emergencies or other severe issues.
- h) 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.
- i) 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.
- j) University will provide water as per rule/charges.**
- k) 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.
- l) The agency will bring equipment's, machines, utensils, furniture & fixture etc. for Canteen.**
- m) 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.
- n) PRSU is not bound to provide any mode of transport in respect of men or material required by the agency.
- o) 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.**
- p) The selected vendor will be called for the financial rates of the menu as mutually discussed by the university.

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, Scotch 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.

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(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, Shakti bhog, 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	Kellogg 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.

4. Scope of work by contractor

- All items including gas refilling, raw materials for the preparation of food items, housekeeping materials, manpower, Canteen and maintenance and other jobs, miscellaneous works, etc., shall be under the scope of the Contractor. The rates quoted by the firm shall be inclusive of the above services.
- 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, 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 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 Govt. 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).

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- 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

Agency Details

I. Details of Firm		
<u>Sr.</u>	<u>Particulars</u>	<u>Details</u>
1	Name of Agency	
2	Name of the Proprietor/ Director	
3	Constitution of the agency (proprietorship/ Pvt. Ltd etc.) and Month & Year of the Establishment (attach self-attested copy)	
4	Full Address of registered office with pin code in city	
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)	
II.Registration and Other Statutory document details:		
1	Permanent Account Number	
2	GST Registration Number	
3	PF Registration No.	
4	ESI Registration No.	
5	FSSAI License No. & date	
6	ISO Certificate	

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 Firm with seal)


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PART-I: ELIGIBILITY CRITERIA

➤ **Minimum Eligibility Criteria cum Checklist**

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

S. No.	Eligibility Criteria	Details Required	Page No.#
1.	Average Annual financial Turnover for the last 03 (three) years i.e. 2019-20, 2020-21 and 2021-22(Annexure "I"). Eligible Candidate should have average turnover of Rupees 1.00 Crore in last 03 Years.	Certified by Practicing CA Certificate Copy to be Attached.	
2.	Minimum 05 years of experience in Catering/Canteen/Restaurant/Hotel activities of any government organization or other. (Annexure "II").	Work Order and satisfactory performance certificate copy to be attached	
3.	Copy of last three years Income Tax Returns: a. FY 2019-2020: b. FY 2020-2021: c. FY 2021-2022:	Copy to be uploaded	
4.	Annual Accounts/ Audited Financial Statements For: a. FY 2019-2020: b. FY 2020-2021: c. FY 2021-2022:	Audited by Practicing CA. Copy to be attached	
5.	EPF Registration Certificate	Copy to be attached	
6.	ESIC Registration Certificate	Copy to be attached	
7.	PAN NO.	Copy to be Attached	
8.	ISO certificate live	Copy to be Attached.	
9.	Self-declaration of not black listed from any govt. organization	Copy to be Attached	
10.	GST Registration Certificate	Copy to be Attached	
11.	The firm 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	

Note: All the documents shall be in the name of the applicant firm.

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

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

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Annexure "I"

Copy of Audited balance sheet of three financial years 2019-20, 2020-21 and 2021-22 in Food services along with CA Certified Turnover in the following prescribed format.

Turnover/Profit (Rs. In Lakh)						Average (Rs. In Lakh)	
Financial Year							
2019-20		2020-21		2021-22			
Turnover	Profit	Turnover	Profit	Turnover	Profit	Turnover	Profit

Annexure "II"

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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Annexure "III"

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 EOI and corresponding supporting documents required as per Mandatory qualification criteria to be attached in the technical EOI section.

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