

COST OF TENDER- INR.300/- ONLY

# TENDER DOCUMENT

For Operating

Canteen

at

**DESHBANDHU COLLEGE  
(UNIVERSITY OF DELHI)  
KALKAJI, NEW DELHI – 110019  
DESHBANDHU COLLEGE  
(University of Delhi) Kalkaji,  
New Delhi – 110019**

Dated: 30/05/2019

## **TENDER NOTICE FOR THE AWARD OF CANTEEN CONTRACT**

Sealed tenders are invited from the experienced canteen contractors for operating/running canteen in the college premises on yearly basis. The prescribed tender form containing terms and conditions can be downloaded from the college website [www.deshbandhucollege.ac.in](http://www.deshbandhucollege.ac.in) and Delhi University website Technical bid and Financial bid) should reach to the Principal, Deshbandhu College, Kalkaji New Delhi latest by **17/06/2019** on or before 5.00 PM along with tender fee of Rs. 300/-. Tender application in a sealed envelope should be marked “TENDER APPLICATION FOR RUNNING DESHBANDHU COLLEGE CANTEEN”.

S.No	Activity	Date and Time
1	Start Date & Time for downloading of tender document	31/05/2019
2	Last Date & Time for submitting sealed tender at Deshbandhu college	17/06/2019

3	Opening of Technical Bids in presence of bidders at DESHBANDHU COLLEGE.	18/06/2019 at 01:30 PM
4	Opening of Financial Bids of eligible bidders	21/07/2019 at 12:00 NOON

Deshbandhu College reserves the right to accept or reject any or all the tenders or part of any tender without assigning any reason thereof.

Sd/-

Convener, Canteen Committee

Sd/-

Principal

**DESHBANDHU COLLEGE**  
**(University of Delhi)**  
**Kalkaji, New Delhi – 110019**

**Request for Proposal (RfP) for Operating DESHBANDHU COLLEGE Canteen**

A reputed contractor/company having experience of at least 5- years of running and operating canteen in government departments/PSUs/academic institutions/private organisations of repute and who can cater to the needs of students, staff and visitors are eligible to submit tender in two bid system i.e. Technical Bid & Financial Bid for operating college canteen in response to this notice. At present, approximately 5500 students are enrolled and about 400 teaching and non-teaching staff members are contributing their services to the college.

The period of proposed contract will be for one year which may be extended further on satisfactory performance of services.

The institute invites sealed tenders in “Two parts” i.e. (Technical and Financial Bid) for operating Canteen at Deshbandhu College campus for a period of one year. The tender document can be viewed and downloaded from our website [www.deshbandhucollege.ac.in](http://www.deshbandhucollege.ac.in). The applicant should attach a demand draft Rs. **300/-** (Non-Refundable) drawn in favors of "Principal, Deshbandhu College" payable at New Delhi as tender application fee along with Technical Bid. All the bidders/contractor should also enclose a demand draft of **Rs. 10,000/-** (Rupees Ten Thousand Only) drawn in favour of "Principal, Deshbandhu College" payable at New Delhi, as the Earnest Money Deposit (EMD) along with Technical Bid. EMD of tendering parties, whose tenders are not accepted shall be refunded (without interest) within 30 days of opening of the tenders.

The offers should be submitted in two sealed envelopes one superscribed with “Technical Bid and other with “Financial Bid”. Both envelopes shall be put in another sealed envelope, super scribing the envelope with “TENDER APPLICATION FOR RUNNING DESHBANDHU COLLEGE CANTEEN”. The filled in tender application form along with supporting documents should reach to the Principal, Deshbandhu College, Kalkaji, New Delhi 110019 latest by 25.06.2019.

### **How to apply**

The offers should be submitted in two sealed envelopes one super scribed with “Technical Bid and other with “Financial Bid” (as per annexure I & II respectively). Both envelopes shall be put in another sealed envelope, super scribing the envelope with “TENDER APPLICATION FOR RUNNING DESHBANDHU COLLEGE CANTEEN”. The filled in tender application form should reach to the Principal, Deshbandhu College, University of Delhi, Delhi – 110007 latest by 25.06.2019 on or before **05.00 PM**. Technical Bid (as per annexure II) should be supported with the following required documents:

1. **Certificates with respect to registration of the firm/organization under the relevant law, like (FSSAI)**
2. Valid PAN and GST Registration certificate.

3. Documents/certificate in support of running and operating canteen in Govt. Departments/Ministries, PSUs/academic institutions/private institutions of repute during the last 2 years duly signed by a responsible and authorized officer.
4. Demand drafts/ pay orders against application fee (**Rs.300/-**) and Earnest Money Deposit (**Rs. 10,000/-**) as detailed in terms and conditions of the tender notice.
5. Details with respect to PAN/GSTIN of the bidder.
6. ITR and Balance Sheet of last three years.
7. Statutory Licenses for running canteen.
8. Undertaking (as per prescribed proforma in Annexure-I-A)

## **FACILITIES TO BE PROVIDED BY DESHBANDHU COLLEGE**

The canteen premises comprises of one big dining halls for students and staff, purified drinking water, a big kitchen space, washing area.

### **REQUIREMENT FROM THE CONTRACTOR:**

#### **CLEANLINESS AND HYGIENE:**

- The contractor will ensure highest standards of cleanliness, hygiene and safety in the kitchen and canteen. The contractors will ensure that all eatables are kept in safe and clean enclosures free from flies and insects. Adequate number of dustbins will be placed by the contractor in the kitchen and dining hall for proper disposal of garbage and the food waste in an eco-friendly manner. There should not be any littering of unused food or vegetables within the canteen
- The contractor and its staff will ensure that no used utensils viz. cups, trays, trolleys etc. are lying in the campus and the same should be removed immediately.
- The contractor should have his/her own dedicated staff for washing and cleaning, which should be done at the interval of every 4 hours starting from 8 am. (8am, 12pm, 4pm and washing thereafter). The cleaning staff shall sign on a job card at different intervals of cleanings which should be countersigned by the canteen contractor; the canteen committee shall monitor it on daily basis.
- The food shall be cooked and served in clean stainless steel utensils and no laxity shall be permitted in this regard. The utensils will be required to maintain sparkling clean at all times. Separate set of utensils will be used for cooking and serving of items including eggs.
- The kitchen staff and serving staff shall use hand gloves, head cover and apron to maintain hygienic conditions of the eatables.
- The contractor shall ensure good personal hygiene of its staff.

#### **QUALITY**

- The contractor shall procure all food articles, vegetable oil, ingredients, spices etc. of the best quality/brand/make (ISI mark) to the satisfaction of the canteen committee of the college. The canteen committee will have the right to ask the

contractor to change any brand of material used for cooking if the same is not found satisfactory

- The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only fresh cooked food is served and stale food is not recycled. Stale and/or rest over food or food material shall be removed from the canteen premises in an eco-friendly manner as soon as possible.
- The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of students and staff members.
- The oil which remains from deep frying at the end of the day shall have to be *destroyed and shall not be allowed to be recycled for the purpose of cooking next day.*

**The canteen contractor will be required to use preferably the following brands of raw materials:**

Fortune/ Naturefresh, sunflower/soyabean refined oil

MDH/Everest/Catch brands of Spices

Rajdhani/Ashirwad/Shaktibhog brands of Atta, maida, besan,sooji

Brooke Bond/Taj Mahal/ Tata Gold/Red Label brands of tea

Nescafe/bru/ Tata Grand brands of coffee

Milk, Paneer, curd by Mother Dairy/Amul

Butter by Amul/Mother Dairy

Britannia/Harvest brands of bread

Fruit juices by real/Safal/frooty/slice/Chach/Coconut Water/Nimbu Pani/Green Tea

Sona/Lal Quila/India Gate brands of Basmati rice

Other items/brands strictly subject to written approval by the committee.

**SERVICE:**

The contractor will be required to provide service in the canteen premises and also in various rooms of the college such as the Principal's office, Administrative Office, Library, Staff Room, Science Block and other Departmental rooms. The service would be free of any charge.

The food served in the departments/out of the canteen should be well packed with Aluminum foil or saran wraps/cling films.

Crockery used should be of good quality like bone china/ good quality stainless steel etc. Special arrangements should be made for meetings of the Principal, Staff Councils, Associations or other such Departments/units etc.

**RATES:**

The contractor will be required to sale only approved food items at the rates mentioned in the rate list as per Annexure-I. The same list of items (Menu) along

with the price will required to be displayed prominently in the canteen dining hall, staff rooms, and various departments/units.

The canteen contractor shall not tamper with the rates once agreed to. If any such complaint is received the canteen committee may fine the contractor up to Rs. 1000/-upon due verification.

Introduction of new items in the Menu can also be done with prior approval of the canteen committee at the rates approved by it.

## **TERMS AND CONDITIONS GOVERNING THE CONTRACT FOR RUNNING AND OPERATING DESHBANDHU COLLEGE CANTEEN**

### **Terms and conditions for submitting the tenders for providing canteen services:**

1. The final decision shall be taken after the contractor is interviewed and the presentation is assessed by the committee and he is finally recommended. Contractors having experience of running the canteen in Delhi University colleges / Govt. Departments / PSU will be given weightage.
2. The contractor's firm must not have been blacklisted ever in the past and must not have been penalized for not meeting the provisions of Food Adulteration Act, 1954. A self- certification is required to be submitted by the contractor on letter head.
3. The contractor shall abide by all the prevailing laws for running of canteen/ cafeteria and shall do all the necessary formalities of obtaining licenses/permission etc. on his own. The college shall not take any responsibility for any legal provisions not met by the contractor & on account of this the contractor shall solely be responsible.
4. The contractor shall ensure that applicable labor laws and minimum wages act are complied with.
5. The contractor shall have to execute an appropriate agreement with the college on a non-judicial stamp of Rs. 100/- accepting all terms and conditions.
6. The contractor shall be required to pay:
  - i). Water charges Rs. 5000/- per month and electricity charges as per actual usage of every month. This amount shall be deposited by 07<sup>th</sup> of every month.
  - ii). Rs. 50,000/- as security deposit (as Performance Guarantee) that shall be refundable after the expiry of contract and no interest shall be payable on it. This may be adjusted in case any dues / damages are reported during the tenure of contract period.
  - iii). Monthly license fee of Rs. 5000/- shall be paid in advance by 07<sup>th</sup> of every month; and three-month license fee in advance shall be paid.
7. The contractor shall keep the canteen area (in and around) neat and tidy.
8. The kitchen of the canteen shall be maintained with best of hygiene standard.
9. The contractor shall take all the precautions to maintain quality of food. In no case, he shall sell stale/old stuff/preparations.
10. The contractor must not use / store any hazardous chemical / dangerous element/ banned or expired products in the canteen which may pose threat to the health and safety of the people.
11. The contractor shall use the good quality branded cooking medium and should ensure that only standard material / ingredients for cooking and serving are used. No local/ sub- standard material/ingredient shall be allowed.
12. **The contractor shall not use the canteen / college premises for residential purposes for self or his staff.**

13. The contractor shall not sublet the contract to any vendor further. Similarly, no part of the menu/ items agreed upon shall be sublet to any other party. Subletting in any form shall not be allowed.
14. The contractor shall provide the list of the workers along with their identification & residential proof and police verification, who are working in the canteen.
  - (a) Any change in the staff shall be reported immediately and relevant proof of identification shall have to be submitted again. The contractor shall solely be responsible for the conduct / *behavior* of the staff employed by him in the college canteen and shall solely be responsible for any miss happening or undesirable incidence on account of the conduct / *behavior* of the staff engaged by the contractor.
  - (b) A list of staff working in canteen shall be forwarded to the police station concerned.
  - (c) The staff of the contractor shall abide by the instructions issued by the college authorities from time to time and their movement in the college shall be restricted.
15. The contractor shall ensure to keep all his belongings under lock and key. The contractor shall be solely responsible for any loss, damage, theft etc. occurring in canteen and no compensation of any kind shall be made by the college.
16. The contractor shall have to ensure that the canteen staff employed by him wears full dress with proper gloves, head cover, apron etc. The contractor shall have to take all the measures to maintain good hygiene during the preparation and serving.
17. (a) The approved rates of food items as accepted by the college shall not be increased by the contractor. Similarly, no other item shall be sold by the contractor outside the approved list without the permission of the college.
  - (b) The contractor shall display the rates of items, as approved upon by the college at prominent places of canteen and staff room.
  - (c) The contractor shall display the menu everyday on the notice board of the canteen.
18. The contractor shall have to make his own arrangements to remove / dispose-of garbage and shall not use college premises for dumping of the garbage. The contractor has to ensure that the garbage is not scattered here and there and shall have to arrange proper dustbins. The garbage of these dustbins shall be properly disposed-off by the contractor outside the college.
19. The contractor shall have to provide "Complaint and Suggestion Book" and the same shall be made available to anyone who desires to record any complaint or suggestion. The same shall be submitted to the Principal's Office/ Convener, canteen committee for inspection every month.
20. The contractor shall not close the canteen without prior permission from the college. The canteen shall remain open on Saturdays / Sundays / vacations/ Holidays as per the requirement of the college.
21. The contract may be terminated by giving one month's notice by the college. However, if it has been found/ reported that there has been a gross misconduct, negligence, non-compliance of orders requiring immediate action, the Principal shall have the rights to revoke the contract immediately without any notice.
22. After the termination / expiry of the contract, all the belongings of the college should be handed over to the college, including those items for which the college has undergone a separate agreement.
23. The contractor shall have to ensure that the agreement made by the college with any other party shall be enforceable upon him also. He shall have to ensure that no competitive product is being sold in the canteen for which the college has undertaken separate & exclusive tie-up.
24. The convener and members of canteen committee / Administrative Officer/ SO or any other staff as deputed by the Principal can inspect the canteen any time to check the quality of food preparation, hygiene conditions, staff conduct etc.
25. Any loss to the property of the college caused by the contractor shall be borne by the contractor.

- 26 The Contractor will be required to arrange sufficient equipment, crockery, infrastructure like Tables, Chairs and Chimney in order to ensure proper and efficient services.
27. The contractor should ensure all safety measures while running and operating the DESHBANDHU COLLEGE Canteen .This includes necessary precautions against fire hazards. The contractor will have to arrange and periodically refill at least 5 numbers of fire-extinguishers.
28. DESHBANDHU COLLEGE will not undertake any responsibility for credit sales to students, visitors or any of its staff members or any losses caused to the contractor due to pilferage or whatsoever.
29. The contractor shall not engage the service of any sub- contractor or transfer the contract to any other person.
30. DESHBANDHU COLLEGE reserves the right to change any terms and conditions governing the operation of canteen as and when circumstances so warrant.
- 31 The contractor will have to arrange a separate landline telephone connection for canteen.
32. In the event of delay in deposit of monthly Licence Fee, Electricity and Water charges, interest will be charged @10% per month.
33. The contractor shall abide by the contract if any done in future by the college pertaining of the canteen.



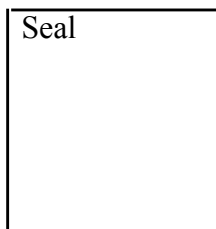
**Annexure-I****REQUEST FOR PROPOSAL (RFP) FOR OPERATING DESHBANDHU  
COLLEGE CANTEEN****TECHNICAL BID**

(To be kept separately in a sealed cover superscribing 'Technical Bid' on the top)

<b>S.No.</b>	<b>Description</b>	<b>Particulars</b>
1.	Name of the bidder/ firm/company	
2.	Address	
3.	Name of the authorized representative	
4.	Designation/Capacity(Proprietor/Director/ Official)	
5.	Contact Number	
6.	Email	
7.	Details of Application fee paid (DD no. Date/Drawee Bank)	
8.	Details of EMD paid (DD no. Date/Drawee Bank)	
9.	Details of statutory licences obtained(if any)	
10.	Details of PAN/GSTIN/Registration No.	
11.	Numbers of employees currently on rolls of the bidder(chefs/cook, Service staff etc. to be detailed separately)	
12.	Details of organization served/presently being served (certificates to be attached)	
		<b>Details of the organization served</b>
	<b>Period</b>	
	<b>From</b>	<b>To</b>
(a)		
(b)		
(c)		

Date: \_\_\_\_\_

Place: \_\_\_\_\_



Signature of the Bidder \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**UNDERTAKING**

The Principal  
Deshbandhu College  
(University of Delhi)  
Kalkaji, New Delhi  
Delhi-110007

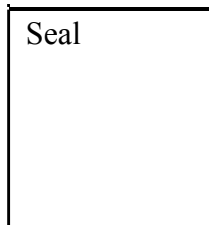
Sir,

I/We the undersigned certify that I/We have gone through the terms and conditions along with price list of the items to be supplied in the canteen mentioned in the tender documents and hereby undertake to agree and comply with them in entirety.

I/We understand that in case of breach of any of the terms and conditions committed on my/our part, the contract for operating and running of DESHBANDHU COLLEGE canteen will be liable to be terminated.

Date: \_\_\_\_\_

Place: \_\_\_\_\_



Signature of the Bidder \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**Financial BID****Annexure - II**

ITEM NO.	MENU LIST (ITEMS)	QUANTITY	RATE/-
<b>Tea and Beverages</b>			
1	Tea (ginger+ cardamom)	120ml	
2	Specail tea in full cream milk	120ml	
4	Coffee in full cream milk	120ml	
5	Cold drinks	200/600ml	
8	Dahi only	100/200ml	
11	Mineral water	MRP	
<b>Snacks</b>			
12	Samosa (1piece) throught the day	100gm	
13	Kachori (1 piece)	60gm	
14	1 kachori with sabzi	60gm	
15	Bread pakoda	120gm	
16	Paneer pakoda	60gm	
17	Veg. Spring roll	150gm	
18	Veg cutlet (per piece)	100gm	
19	Paneer cutlet (per piece)	100gm	
20	Veg Burger (per piece)	150gm	
21	Veg. Sandwich(per piece)	150gm	
22	Veg. Patties	150gm	
23	Veg. Chowmin	250gm	
24	Egg chowmin	250gm	
25	Noodles	200gm	
26	BROWN/white Bread butter toast	4 Pcs.	
27	Omelette (2 Bread Slice, Eggs)	250gm	
28	Pav Bhaji	Per Plate	
29	Masala dosa	300gm	
30	Paneer dosa	300gm	
31	Uttpam	200gm	
32	Sambhar Vada (2 pieces)	Per Plate	
33	Sambhar idli(2 pieces)	Per Plate	
34	Upma	150gm	
35	Puri chole	300gm	
36	Chhole Bhature	300gm	
37	Parantha Plain	150gm	

38	Parantha Stuffed (Aloo, Gobhi, Paneer)	150gm	
39	Rajma (Medium Bowl)	150gm	
40	Rajma with Rice	300gm	
41	Chhole (Medium Bowl)	150gm	
42	Chole with Rice	300gm	
43	Kadhi (Medium Bowl)	150gm	
44	kadhi with Rice	300gm	
45	Plain rice F	200gm	
46	Fried Rice	200gm	
47	Roti	Single	
48	4 Roti with Daal (150gm) (different varieties)	Per Plate	
49	4 Roti with sabzi (150gm) (different varieties)	Per Plate	
50	Egg curry (2 eggs) (250gm)		
51	Mini Thali (2 chapatis, daal, rice, 1 seasonal sabzi and salad)		
52	Regular Thali (4 chapatis, daal, rice, 1 seasonal sabzi, salad, raita, 1 papad and pickle)	Per Plate	
53	Special Thali (4 chapatis, Daal, Rice, 1 seasonal sabzi, 1 paneer sabzi, salad raita, 1 papad, 1 sweet)	Per Plate	
54	Special thali-with egg (4 chapati, dall, rice, 1 seasonal sabzi, egg curry, salad, raita, 1 papad, 1 sweet)	Per Plate	
55	Confectionery Item (Biscuits, chocolates, wafers, pastry etc)		
56	Daal Batti	2 Piece	
57	Macroni/pasta	Per Plate	
<b>Sweet Dish</b>			
58	Gulab jamun (Desi Ghee)	Per Plate	
59	Rasgulla	Per Plate	
60	Jalebi (Winters)	Per Plate	
61	Mung Dal Halwa (in Desi Ghee)	100gm	
62	Gajar Ka Halwa (During winters)	100gm	

**Note : Any Product mentioned above should not exceed its MRP.**

