



**DEPARTMENT OF SOCIAL WORK  
UNIVERSITY OF DELHI  
DELHI-110007**

**Dr. Neera Agnimitra**  
*Professor & Head*

**CANTEEN TENDER**

**DEPARTMENT OF SOCIAL WORK  
UNIVERSITY OF DELHI  
DELHI - 110007**

DSW/2017/3661  
Dated: 6<sup>th</sup> Dec., 2017

Scaled tenders are invited from the working contractor of Government Offices/Colleges/Delhi University etc. for running the Canteen in the Department of Social Work premises so as to reach to the undersigned **latest by 27/12/2017 by 5 p.m.**

The Canteen at Department of Social work, University of Delhi, North Campus is located in a beautifully designed building with a seating capacity of 20-25 persons (approx). The Department has 250 students, 25 teaching and 50 non teaching staff in addition to residential quarters for staff. It has an attached hostel for 80 students. The building of DSSW is located at crossing of Mall Road on Ring Road. The Department seeks to hire a canteen contractor for managing this small canteen which is run for the benefit of University students, faculty members and administrative staff. The interested contractors/catering service providers may also visit the canteen before submitting their proposal.

Prescribed tender form containing Terms & Conditions can be taken from S.O. (Admn), Department of Social work. The same can also be downloaded from the University website: [www.du.ac.in](http://www.du.ac.in). The desirous persons / firms shall require to submit a copy of work experience, bank account details and a copy of PAN Number. The Head reserves the right to accept/reject any or all tenders without assigning any reason thereof.

**Last date & time for submission of tender: 27.12.2017**

  
Convenor, Canteen Committee

  
Head of the Department

### Terms & Conditions:

1. The Vendor shall be for a period of three years effective from the date of taking over the possession.
2. The contract can be renewed for further period of duration of which would be determined mutual agreement and terms and conditions which may be agreed upon by the Head of the Department and Contractor.
3. The license shall pay to the licensor a sum of 1000/- per month as license fee to be paid in advance for each month and pay three month license fee in advance at the time of taking over the possession. The advance license fee will be returned back along with Security Money on the expiry of the contract or its earlier termination after adjusting the damages, if any, caused by carelessness or negligence.
4. The bidder should have minimum three years experience of running the canteen in Govt Institutions, University Deptt./College, Govt hospitals and reputed institutions. The relevant paper in regard of experience should be attached along with tender.
5. The electricity and water charges shall be paid as per actual consumption at the prevailing rates of the TPDDL & Delhi Jal Board or at such higher rates as may be decided by the authority from time to time.
6. The license shall pay Rs.1500/- (two thousand only) per month as maintenance.
7. The contractor will have to pay late payment charges @ Rs.25/- per day, max. Rs.750/- per month for late payment of license fee, electricity & water charges.
8. The contractor shall have no right to sub-let, assign or authorize any other person to run the canteen.
9. The license shall be responsible for the maintenance of canteen in an absolute clean and hygienic condition by the MCD or the Delhi Admn. or other civic body.
10. The contractor will obtain a certificate/license from the MCD/Delhi Govt/Delhi Police for running the canteen on behalf of college.
11. The Contractor shall have no right on the open space adjoining the canteen.
12. The contractor shall be deemed to be in the exclusive occupation of the licensed premises and licensor will have the right to enter upon the premises at any time during working hours to inspect the canteen premises.
13. The quality of raw material/vegetables to be used by the contractor should be good/fresh quality.
14. The quality of food/services provided will be checked from time to time and if found unsatisfactory the license may be cancelled at any time by the licensor without furnishing any notice. The college reserves the right to impose a fine if deemed necessary.
15. Contractor may please note operation of readymade/machine/dispenser tea/coffee and snack counter in the college.
16. The crockery and the cooking utensils etc. shall always be maintained in good condition and should also be of good quality.

17. All the engaged employees of contractor will wear proper uniform whether they work in kitchen or provide room service and the uniform will be provided by the contractor.
18. The canteen premises will not be used for residential purpose. No worker or person will be allowed to stay/work in the night in the canteen. No bathing and washing of cloths etc. will be allowed by the workers.
19. The conduct/characters/antecedents and proper bonafide of the workers in the canteen shall be solely responsibility of the Canteen contractor. However, the contractor should provide the necessary details of all its employees (permanent/temporary/casual) to the college.
20. The contractor shall provide photo I-Cards to its worker whether they work inside of canteen or provide room service.
21. The contractor shall not employ child labour will make statutory payments (as per govt. Est. etc.). It shall be sole responsibility of the contractor if he is served any legal notice or financial damages for infusing the part norms.
22. The contractor should maintain punctuality in providing the room service at any cost. The contractor will also have to make special arrangement for breakfast/lunch/dinner in the seminars and meetings as and when required.
23. The contractor shall maintain the licensed premises in good condition and shall not cause any damage thereto. If any damage is caused to the premises by the contractor or his workers, employees or suppliers the same shall be repaired by the contractor at your own cost of either by rectifying the damage or by paying cash compensation as may be determined by the licensor.
24. The licensed premises shall be used only for carrying on the business of canteen and form no other purpose.
25. The contractor shall not cause any nuisance, annoyance to the students and staff or store any hazardous goods in the premises.
26. The contractor shall not use electric heater or any other heavy duty electrical appliances without the permission of licensor.
27. The contractor has to arrange water tank at his/her own cost if water crises occurs.
28. The contractor will install firefighting equipment in the kitchen as per Fire Regulation and keep the premises harmless and indemnified against any damage arising on account of fire, theft or negligence on the part of the contractor or his staff to any property or staff such loss or damage shall be made good at the cost of contractor.
29. Any employee of the contractor will not be allowed to sell cigarettes, liquor and other related items made of tobacco/alcohol etc. in the canteen premises.
30. The contractor shall not carry out any addition or alteration or structural repairs in the said premises. Only such alteration of addition or repairs which are necessary and are not of permanent nature may be allowed to be carried out by the contractor but that also with the prior approval/permission of the licensor.
31. The canteen timing shall from 8:00 am to 8:00 pm on all working days.
32. The security earnest money, advance rent may be forfeited, adjusted in case the standard of cleanliness, quality of products and services are not maintained up to mark and in the case of non payment of office dues.

33. After opening the tenders the committee may visit the sites and may check the preparation of cooked items as specified by the tendered in support of working experience.
34. The decision of licensor/College Authorities in the matter relating to the canteen shall be final and binding on the contractor.
35. The licensor or canteen committee constituted by the staff council of the college will inspect the canteen at any time so as to verify the hygienic conditions being observed by the contractor.
36. That the contract and/or extended contract shall be terminated by the Principal by giving a notice of one month time if the work of the contractor is not satisfactory or he commits a breach of one or more of the terms of the agreement.
37. The contractor will not be allowed to add any item other than mentioned in the tender document. If Contractor desires to add any item in the list, he must have to seek the permission of the College including the items and their rates.
38. The contractor will have to give two months notice before leaving the contract.
39. On the expiry of the said term or period of license or earlier termination thereof, the contractor shall hand over peacefully the vacant possession of the licensed premises to the licensor in the same condition in which the premises now exist subject to normal wear and tear. The contractor's occupation of the premises after such termination will be deemed to be that of a trespasser and he shall further be liable to pay damages.

  
Convenor, Canteen Committee

  
Head / The Head  
समाज कार्य विभाग / Department of Social Work  
दिल्ली विश्वविद्यालय / University of Delhi

**TENDER FORM**

( also give proposed rate list)

Name of the Contractor/Firm : \_\_\_\_\_

Address. : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No. : \_\_\_\_\_

Email:

Working Experience ( Attach if you have any certificate)

Are you running any service in the University? Yes/ No  
If Yes, Please give details

The proposed price list of various items is enclosed which is also non negotiable/ negotiable.

Do you have a Licence with MCD/ University? If Yes , attach a copy and if No , I shall secure within a month.

AI certify that the above information is correct and I shall comply with terms and conditions given with this tender. Any term or condition which is not given in this document shall be applicable as per university rules. I shall abide the same.

**Signature of applicant**

## PROPOSED RATE LIST

S.No.	Description	Rate
1.	(a) Tea (per cup) (150 (b) Tea (dip) (150	
2.	(a) Coffee (per cup) (150 (b) Espresso coffee (150 (c) Soft Drink 200 ml/300 ml/500 ml	
3.	Butter Toast – 2 Slice (50gms.)	
4.	Biscuits (Britannia/Parle/Priya Gold/Bourbon)	
5.	Burger (100	
6.	Samosa (per piece) (100	
7.	Kachori (two piece) (50	
8.	Bread Pakora (big bread stuffed) (100	
9.	Vegetable Cutlets (per Pc.) (50	
10.	Mix Vegetable Pakora per plate (100	
11.	Paneer Pakora (per pc.) (50	
12.	Vegetable Petty (50	
13.	Paneer Petty (50	
14.	AlooBonda (50	
15.	SambarVada (per plate-2 pcs)	
16.	Idly Sambar (per plate -2 pcs) (150	
17.	PaoBhaji (2 pcs.) (150	
18.	Vegetables (per plate)	

- (a) Alu Tamatar (per Plate) (150 gms.)  
 (b) Alu matter (per plate) (150 gms.)  
 (c) Kadi (per Plate) (150 gms.) \_\_\_\_\_  
 (d) Vegetable Kofta (per Plate) (150 gms.) \_\_\_\_\_  
 (e) Rajma (per plate) (150 gms.) \_\_\_\_\_  
 (f) Dal (per plate) (150 gms.) \_\_\_\_\_  
 (g) Seasonal dry vegetable(per plate)(150 gms.) \_\_\_\_\_  
 (h) Chana dry (per plate) (150 gms.) \_\_\_\_\_
19. Two Bhatara (100 gms) \_\_\_\_\_
20. 4 poories with alu vegetable/Chana (100 gms.) \_\_\_\_\_
21. GulabJamun (50 gms.) \_\_\_\_\_
22. Rasgulla (50 gms.) \_\_\_\_\_
23. Masala Dosa with sambar&chutney(100 gms.)  
 \_\_\_\_\_
24. Uttipam withsambar& chutney (100 gms.) \_\_\_\_\_
25. Chowmine (full plate) (150 gms.) \_\_\_\_\_
26. Rice with cholley/rajma/dal (250 gms.) \_\_\_\_\_
27. Stuff Prantha (aloo/Gobhi/mulietc (50 gms.) \_\_\_\_\_
28. Lunch Thali available between 1p.m. to 2 p.m. \_\_\_\_\_
29. Wafers, Chocolates, toffees etc. \_\_\_\_\_
30. Mineral water (one ltr.) (Bisleri, Aquafina, Kinley) \_\_\_\_\_
34. Noodle (1 Plate) \_\_\_\_\_
35. Omlete(1 Plate) \_\_\_\_\_
36. Cold Coffee \_\_\_\_\_
39. Fruit Juice \_\_\_\_\_
40. Fruit Shake \_\_\_\_\_