

P/2693/18  
11/07/18

**NOTICE INVITING TENDERS**  
**(NATIONAL COMPETITIVE BIDDING)**  
**SHIVAJI COLLEGE, UNIVERSITY OF DELHI**  
**RING ROAD, RAJA GARDEN**  
**NEW DELHI -110027**

**“TENDER FOR CANTEEN SERVICES”**

1. Sealed bids are invited from experienced, resourceful and bonafide firms on single stage two bid system for **“Tender for Canteen Services”**. The sealed Tender superscribed as **“Tender for Canteen Services.”** along with technical and financial bid in separate envelope must reach the office in the name of the Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027
2. **Document Download:** Tender documents may be downloaded from Shivaji College, University of Delhi web site <http://www.shivajicollege.ac.in/tender.php> and **CRITICAL DATE SHEET** as under.

**CRITICAL DATE SHEET**

<b>Published Date</b>	12-07-2018
<b>Bid Document Download / Sale Start Date</b>	12-07-2018
<b>Bid Submission Start Date</b>	12-07-2018
<b>Bid Submission End Date</b>	02-08-2018 (03.00 PM)
<b>Financial Bid Opening Date</b>	06-08-2018 (10.00 AM)

3. **Bid Submission:** Separate envelopes should be used for **Technical and Financial Bids** and indication to that effect may please be superscribed on the envelopes.
4. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. Tenderer who has downloaded the tender from the Shivaji College, University of Delhi website <http://shivajicollege.ac.in/tender.php> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Shivaji College.
6. Intending tenderers are advised to visit again Shivaji College website <http://www.shivajicollege.ac.in/> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

7. Applicant contractor must provide demand draft for Rs. 1000/- (Rupees one thousand only ) in favour of **Principal, Shivaji College, payable at New Delhi** from any Nationalized/ scheduled Bank valid for six months with their application/downloaded tenders as the cost of tender forms/ documents. The all applicable bank charges shall be born by the applicant and he shall not have any claim what so ever on this account on Government. In case of re- tendering, the firms which has submitted the DD in earlier calls will require to submit DD along with their tender/application in subsequent calls also. Tender not accompanied with the cost of tender documents is liable to be rejected. However, public sectors undertaking / Govt undertaking firms are exempted from the payment towards cost of tender documents.

***EMD Payment:***

Earnest Money Deposit of Rs 50,000/- is to be deposited through Demand Draft in favour of Principal, Shivaji College, payable at New Delhi. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

8. **The Hard Copy of Complete** set of tender document, earnest money,-original copy of affidavits, and credit facility certificate must be delivered to the **Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027 on or before bid opening date/time as mentioned in critical date sheet.** Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD,etc., against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non-refundable.

9. The bidders should have the minimum turnover of **₹ 10 lakh** each in the last 3 financial years (2014-15, 2015-16 and 2016-17). Relevant proof for supporting the same shall be submitted

**OR**

The Bidder should have experience in the similar field of providing canteen/catering services in the **Government Departments** for the last 3 years. Relevant proof for supporting the same shall be submitted.

**OR**

The firm who has already completed one or more similar of nature canteen/catering services of **total value of ₹ 5 Lakh** in Govt., Semi Govt., Govt. Undertakings, and Govt. Autonomous Organizations / Institutes. Relevant proof for supporting the same shall be submitted

10. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet.** After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter.

11. **Panel:** - The College will be prepared panel for highest three bides for canteen contract. In case of unsatisfactory service, canteen contract will be award to next highest bidder. The panel will be valid for two years for award any part of contract.

12. **Security:** - Rs.1,00,000/- as security deposit(Performance Guarantee) to be deposited before singing of agreement and refundable after the expiry of contract and no interest shall be payable on it. This may be adjusted in case of any dues / damages/penalty are reported during the tenure of contract period

13. **Period:-** Initially, Canteen contract will be award for one month which may extended to one year after satisfactory report by the canteen committee. Further, canteen contract may be extended to another one year subject to satisfactory report.

14. **Penalty:-** In case of non-compliance of any terms & conditions mentioned in tender documents, penalty may be imposed from 20% to 100% of monthly license fee (quoted by bidder) by the canteen committee and decision of the committee will be final.

15. The minimum license Fee is Rs 8,000 per month for the college canteen.

## 16. **Other Terms and Conditions for submitting the tenders for providing Canteen Services**

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- (i) It may be noted that the lowest quoted rates of a tenderer do not entitle him to claim the said contract. The final decision shall be taken after the contractor is interviewed and the presentation is assessed by the committee and he is finally recommended.
- (ii) 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.
- (iii) 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.
- (iv) The contractor shall ensure that applicable labour laws and minimum wages act are complied with.
- (v) 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.
- (vi) Stamp of Rs.100/- accepting all terms and conditions.
- (vii) The contractor shall be required to pay
  - a. Water charges to be fixed for Rs. 5000/- per month.
  - b. Electricity charges of Rs 10 per unit as per actual usage.
  - c. Monthly License Fee shall be paid in advance by 10<sup>th</sup> of every month, if not paid he shall be given one month notice to vacate.
- (viii) The contractor shall keep the canteen area (in and around) neat and tidy.
- (ix) The kitchen of the canteen shall be maintained with best of hygiene standard
- (x) The contractor shall take all precautions to maintain quality of food. In no case he shall sell stale / old stuff / preparations.
- (xi) 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.
- (xii) The contractor shall use the good quality branded for cooking and should ensure that only standard material / ingredients for cooking and serving are used. No local / sub-standard material / ingredients shall be allowed.
- (xiii) The contractor shall not use the canteen/ college premises for residential purpose for self or his staff & none of the employees of the contractor shall be allowed to stay in the college premises during night/holidays etc.
- (xiv) 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. There should be a minimum of 5 Servers (Apart from the Cooks).
- (xv) The contractor shall provide the list of the workers alongwith their identification & residential proof, 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 mis-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.
- (xvi) 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.
- (xvii) 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 preparations and serving.
- (xviii) (a)  
) The approved rates of the 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 permission of the college.
- (xix) The contractor shall display the rates of items, as approved upon by the College at prominent places of canteen & staff room.
- (xx) The contractor shall display the menu every day on the notice board of the Canteen.
- (xxi) The contractor shall have to make his own arrangements to remove / dispose-off 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.
- (xxii) 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 for inspection every month.
- (xxiii) 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.
- (xxiv) The contract may be terminated by giving one month's notice from either side. 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.
- (xxv) 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.
- (xxvi) The contractor who is providing catering service to railway and aaganwadi excluded from tender process.
- (xxvii) The contractor shall have to ensure that the agreement made by the college with any other party shall be enforceable upon him also. **The contractor shall have to ensure that no competitive product is being sold in the canteen for which the college has undertaken separate & exclusive tie up.**
- (xxviii) The contractor shall maintain best quality of products served in the canteen and during the function of the college.
- (xxix) The members of Canteen Committee / AO / 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.
- (xxx) Any loss to the property of the College caused by the contractor shall be borne by the contractor.
- (xxxi) In case of any dispute, the matter shall be resolved amicably. However, if the matter still remain

- (xxxii) Unresolved, the same shall be resolved by an arbitrator appointed by the Governing Body of the College, the decision of which shall be final & binding to both the parties.
- (xxxiii) We require eco-friendly disposable plates/ Cutlery for serving to Teaching, Non-teaching, and students.
- (xxxiv) Contractor should strictly keep all items/drinks relating to coke ( Since coke is our official sponsor for the College till 2020.)
- (xxxv) Other terms & conditions shall be mutually decided with the bidder at the time of finalization of contract.
- (xxxvi) Any dispute is subject to the Jurisdiction of Courts situated in Delhi.

  
**PRINCIPAL**

## **SUBMISSION OF TENDER**

The tender shall be submitted in one envelope which should contain two envelope, viz., technical bid and Financial bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

**THE OFFERS SUBMITTED BY TELEGRAM/FAX/EMAIL SHALL NOT BE CONSIDERED. NO CORRESPONDENCE WILL BE ENTERTAINED IN THIS MATTER.**

### **TECHNICAL BID**

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document:

- A. Tender fee and EMD.
- B. Signed copy of current income-tax challan/Return, GST registration no., PAN No. and EPF Registration No, Power of Attorney, if any
- C. Signed copy of average annual financial turnover/receipts of the indenting bidder during the last three years as per indicating in point no. 9 mentioned above
- D. Signed copy of FSSAI license or undertaking for the same.
- E. Signed copy of Tender Acceptance Letter. **(Annexure -1)**
- F. Signed Copy of partnership deed in case of partnership firm, Memorandum and Article of Association in case of limited company, ownership certificate in case of sole of proprietary firm and Power of Attorney in favour of authorized signatory in case the firm is not a proprietary firm.
- G. Signed Copy of Technical data sheet **(Annexure -2)**

**Financial BID**

(a) Price bid undertaking

**(b)**

Sl. No.	DESCRIPTION	Minimum Bid	Firm Price( INR) (To be filled in by Bidder)	
			Price For One month	Total Price
1.	License fee as per Technical Specifications in the (Annexure 2) <b>Technical Bid Document</b>	₹ 8000/-	INR in figures.....  INR in Words .....	INR in figures.....  INR in Words .....

(c) The rates shall be quoted in Indian Rupee only.

(d) In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.

**PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,  
The Principal,  
Shivaji College, University of Delhi  
Raja Garden, Ring Road  
Delhi- 110027

Dear Sir/Madam,

1. I submit the Price Bid for \_\_\_\_\_ and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, Annexure III inclusive of all applicable taxes by whatever name called.

**Yours Faithfully,**

**Signature of authorized  
Representative:**



**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

Date:

To,  
The Principal,  
Shivaji College, University of Delhi  
Raja Garden, Ring Road  
New Delhi - 110027

Sub: Acceptance in respect of Terms & Conditions of Tender Document of  
“.....”

Ref: Tender NO- .....Dt. ....

Sir,

- i. I/We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the college web site
- ii. I/We hereby certify that I/We have read all the terms and conditions of tender document (including all annexure(s), schedule(s), drawing(s), etc.), which shall part of the contract and I/We shall abide hereby all terms & conditions contained therein.
- iii. The Corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
- iv. I/We hereby unconditionally **ACCEPT ALL THE TERMS AND CONDITIONS** mentioned in this tender document and corrigendum(s) as applicable.
- v. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject my bid including the forfeiture of earnest money deposit.
- vi. I/We confirm that our bid shall be valid up to 120 days upto days as mentioned in this tender document from the date of opening of cover-1, Techno-commercial Bid.
- vii. I/We hereby agreed that my name will be keep in panel for the period of two years from date of finalization of tender.
- viii. I/We hereby certify that rate approved by the college will not be change during the contract period and quote license fee more than Rs 8,000/- per month.
- ix. I/We understand that you are not bound to accept the highest or any bid you may receive.
- x. I/We certify that comply with the eligibility requirements as per Bid documents.
- xi. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking

Seal and Sign of Agency

Name:  
Address



शिवाजी कॉलेज  
(दिल्ली विश्वविद्यालय)  
Shivaji College  
(University of Delhi)  
NAAC ACCREDITED "A" GRADE COLLEGE



**TECHNICAL DATA SHEET**

**Annexure -2**

The college has fixed the minimum base bid of **Rs 8,000/- per month** for License fee of college canteen and fixed the rate of items to be served in canteen and Buffet plate system to be served during the college functions.

Bidders are required to be bid **ONLY** on License fee to be paid for the college canteen.

**APPROVED RATE FOR THE ITEMS TO BE SERVED IN CANTEEN**

S. No.	Items	Weight / Measure	Approved Rate (Rs. Including GST)
1.	Hot Coffee	Per cup (150 ML)	10.00
2.	Ice Tea	Per cup (200 ML)	12.00
3.	Cold Coffee	Per Cup (200 ML)	15.00
4.	Tea	Per cup (100 ML)	5.00
		Half Set (70 ML each) 3	12.00
		Full Set (70 ML each) 6	24.00
5.	Lemon Water Salt	Per Glass (200ML)	10.00
6.	Lemon Water Sweet	Per Glass (200ML)	12.00
7.	Cold Drink	As per College tie up	MRP
8.	Standard cold Drink	As per College tie up	MRP
9.	Mineral Water (Standard)	Per Bottle on MRP	MRP
10.	Samosa	Per Piece (100 gm)	8.00
11.	Pastry	Per Piece (100 gm)	10.00
12.	Burger	Per Piece (125 gm)	15.00
13.	Bread Roll	Per Piece (100 gm)	10.00
14.	Bread Pakoda	Per Piece (100 gm)	10.00
15.	Upma	Per Plate ( 150 gm)	15.00
16.	Pakora Palak /Aloo/ Pyaj	Per Plate ( 150 gm)	15.00
17.	Masala Dosa with Samber and Coconut Cutni	Per Piece (150 gm)	30.00
18.	Plain (sada) Dosa withsamber and Coconut	Per Piece (100 gm)	20.00
19.	Idli (2 piece) with samber and Coconut Cutni	Per Plate ( 150 gm)	15.00
20.	Vada (2 piece) withsamber and Coconut	Per Plate ( 150 gm)	15.00
21.	Veg. Cutlet (2piece)	Per Plate ( 150 gm)	15.00
22.	Mater Kulcha (2piece)	Per Plate (200 gm)	20.00
23.	Macroni	Per Plate (150 gm)	20.00
24.	Pasta	Per Plate (150 gm)	20.00
25.	Aloo Bonda	Per Piece (50 gm)	7.00
26.	Kachori 2 pcs with Aloo Subji	Per Plate (200 gm)	20.00
27.	Aloo Puri 4 pcs	Per Plate ( 200 gm)	20.00
28.	GulabJamun	Per Piece ( 50 gm)	10.00

29	Chhole Bhature	Per Plate (250 gm)	25.00
30	Chhole/Seasonal Vegetables	Per Plate (150 gm)	10.00
31	Veg. Sandwich	Per Piece (150 gm)	15.00
32	Toast with Butter (Brown Bread) 4 pcs	Per Plate	15.00
33.	Toast with Butter (White Bread) 4 pcs	Per Plate	10.00
34	Bread slice	4 Piece	5.00
35	Veg. Chowmin (Full)	Per Plate (300 gm)	30.00
36	Veg. Chowmin (Half)	Per Plate (200 gm)	20.00
37	Paav Bhajee 2 Paav	Per Plate (150 gm)	30.00
38	Patty	Per Piece (100 gm)	10.00
39	Spring Roll	Per Piece (100 gm)	20.00
40	Flavored Milk (bottle)	As per College tie up	On M.R.P
41	Juice(Tetra Packs only)	As per College tie up	On M.R.P
42	Confectionery Items (Biscuit,Chocolates, Wafers Rs 5 to 20) at least 2 brand each	As per College tie up	On M.R.P
43	Chilly Potato	Per Plate (150 gms.)	20.00
44	Fried Hot Dog	Per Piece (150 gms.)	20.00
<b>Lunch ( 1pm to 2 : 30 pm)</b>			
1.	Rice + Kadi/dal/rajma	Per Plate (300 gms.)	25:00
2.	Rice Plain	Per Plate (150 gms.)	10.00
3.	Rice Pulav	Per Plate (150 gms.)	15.00
4.	5 Puris/4 chapaties + Chhole/ Kaḍi/dal/rajma	Per Plate (300 gms.)	25.00
5.	Naan/ /Lachha Prantha	Per Plate (150gm)	15.00
6.	2 Prantha Plain with subji	Per Plate(150 gms.)	20.00
7.	Fried Rice+ Manchurian	Per Plate (200 gms.)	25.00
8.	Thali (2 Parath/1Naan+Rice+Seasonal veg.+Dal + Salad + pickles)	Per Plate	40.00
9.	Thali (Rice, Dal, Sabzi,2 Roti(Tandoori)	Per Plate	35.00
10.	Thali (Rice, Dal, Sabzi,4 Roti (Tawa)	Per Plate	35.00
11.	2 Stuffed Parantha with Pickle	Per Plate (200 gm)	25.00
12.	Brown Bread/ Butter Toast 2 slice		10.00
13.	Poha	Per Plate (150 gm)	20.00
14.	Vada Pav (2 Pieces) /1 Pcs	Per Plate (200 gm/100 gm)	20.00
15.	Shakes of seasonal fruits	250 ml	30.00
16.	Fresh lime soda	200 ml	12.00
17.	Dahi Vada	2 pieces	20.00
18.	Vermicelli Noodles	200 gm	25.00
19.	Sabzi Kachori/ Pyaz Kachori	2 pieces	20.00
20.	Stuffed Kulcha/Naan + Rayta + Pickle Or Kulcha/Naan + Cholle + Rayta + Pickle	2 pieces	25.00

**Note :- All prices are inclusive of GST rates.**

## Buffet Plate System

S.No.	Items	upto 150 plates	151-500 plates	501-800 plates	801 or above plates
1	Seasonal Veg.+ Dal/Chole/ Rajma + Paneer + Assorted Bread +puri+ Rice/ Pulao + Sweets + Salad + Papad + Dahi Bada	160	150	140	130
2	<b>Economy Lunch</b> Dal/Rajma/Chole+ Paneer + Rice/Pulao +Boondi Raita + Tandoori Roti/Tawa Roti+ Sweets + Salad	150	140	130	120
4	<b>Lunch</b> Dal/Rajma/Chole + Rice+ Salad	40	35	35	30
5	<b>Working Lunch</b> (Aloo Sabji + Puri )/Matar Kulcha+ Sweets + Salad + Pickles+ Raita	120	100	90	80
6	<b>Economy Lunch</b> Dosa/ Uttipam + idli + Sambar + Cocounut Chutney	125	115	105	95
7.	<b>High Tea</b> (Sandwitch+ Bakery Biscuits+Waffers+Snaks+ (3 Type Pakoda)+One Sweet+Tea/Coffee	80	70	65	60

### CONDITIONS:-

1. All prices are inclusive of GST rates.
2. The rates are inclusive of all the charges pertaining to arrangement of utensils, waiters, drinking water etc.
3. Table covers, Tables, Tents, Fans will be provided by the caterer for small functions i.e. upto 150 plates.