

कॉलेज ऑफ वोकेशनल स्टडीज
(दिल्ली विश्वविद्यालय)

त्रिवेणी शोख सराय फेस-II, नई दिल्ली-110017
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College of Vocational Studies
(University of Delhi)

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20.11.2018

संदर्भ संख्या

Ref. No. CVS / 2018 / 1296

दिनांक

Dated

TENDER DOCUMENT

FOR

RUNNING A CANTEEN IN COLLEGE

DATE & TIME OF ISSUE OF TENDER DOCUMENT	From 20.11.2018 at 6.00p.m.
LAST DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT	Up to 12.12.2018 till 11.00 a.m.
DATE & TIME FOR OPENING OF TENDER DOCUMENT - TECHNICAL/FINANCIAL BID	13.12.2018 at 11.00 a.m. through e-portal

- The e-Tender Form can be filled up from the e-procurement portal.

The tender shall be accepted under Two Bid System. The interested Service Providers are advised to submit Technical & Financial bids through e-portal of e-procurement website (<https://www.eprocure.gov.in>)


Principal


Anand Kumar

College of Vocational Studies
(University of Delhi)
Sheikh Sarai, Phase-II
New Delhi-110017

CONTENTS OF TENDER DOCUMENT

SL. NO.	DESCRIPTION OF CONTENTS
01	Tender Notice
02	General Terms & Conditions
03	Performa for Tenderer
04	Performa for Financial Bid

Note: 1. Tender document can be downloaded from the website: www.cvs.edu.in

2. Last date for submission of tenders through online : 12.12.2018 till 11.00 a.m.

3. Opening of bid : 13.12.2018 at 11.00 a.m.

4. Earnest Money Deposit : Rs. 10,000 in form of DD favoring "Principal, CVS".

PRINCIPAL





TERMS AND CONDITIONS OF CONTRACT-FOR RUNNING A CANTEEN IN COLLEGE:

1. The price list as attached herewith (Annexure-I) will be made an attachment to this agreement and will be valid for One Year. The contractor will supply only items specifically approved by the **PRINCIPAL, COLLEGE OF VOCATIONAL STUDIES**.
2. The contractor will be responsible for providing all food items mentioned in the LIST OF ITEMS.
3. The premises for running the canteen will be provided by the college on payment of a license fee. The contractor will be responsible for proper handling and safe custody. Repair and maintenance of all the equipments will be carried out by the contractor and he will not claim any reimbursement of expense on this account.
4. The contractor will employ adequate number of staff in order to maintain efficiency and good service.
5. All persons engaged by the contractor shall be the contractor's own employees and they will claim no privileges from **THE PRINCIPAL, COLLEGE OF VOCATIONAL STUDIES**. The contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behavior.
6. The contractor will get all his workers medically examined from an approved registered Medical Practitioner recognized by Indian Medical Council, to be free from communicable diseases in addition to general fitness.
7. The contractor will be responsible for cleanliness of crockery, cooking utensils, furniture, fixtures and fittings, etc. in the Kitchen as well as in the canteen hall. The College will not provide cleaning materials/dusters, etc. for the same.
8. High standard of hygiene and cleanliness must be observed in the running of the kitchens, the canteen, and supplementary services by the contractor including those responsible for the collection of used utensils and periodic disposal of waste and refuse.
9. The canteen shall be opened for catering during College hours on all working days.
10. The contractor shall at his own cost, effect, as required as per the Act, necessary insurance in respect of the staff and other personnel or persons to be employed or engaged by the contractor in connection with the rendering of the aforesaid services to the college and shall comply with the provisions of Regulations and Abolition Act, Employee Staff Insurance Act, Work men's Compensation Act, The Employees Provident Fund and Family Pension Fund Act 1952, the other rules regulations and or statues that may be applicable to them now or that may be introduced.
11. The contractor will have to furnish the details of the employees engaged for the College Canteen. Any addition/deletion must be communicated to the College.
12. The Police verification documents of the persons deployed should be deposited by the contractor within 3 months of deployment to the office of CVS otherwise the person will not be allowed to work in the College and the contractor will replace him immediately with a person whose verification is complete.
13. The College shall have the right to search the Contractor's employees at any time while going out of the office premises and there shall be no grievances expressed /felt on this account either by the contractor or his employees. The Contractor will issue ID card to the workers in the format approved by the College.
14. The College authority reserves the right to take samples of the food items/raw materials from the canteen for the purpose of inspection and testing with a view to maintain the quality. Such samples will however be drawn by authorized person/persons in the manner and as per procedure laid down in PF Act.

15. A Canteen Committee will be nominated by College to inspect and oversee the functioning of the Canteen with a view to ensure hygiene and efficient services in the canteen. In case, there are repeated failures or lacuna noticed by the committee due to failure of contractor, the Principal can impose a fine up to Rs. 5000, at one time.
16. Contractor will ensure that no hazardous, inflammable, pesticide or any intoxicating materials are allowed in the canteen premises.
17. The contractor will deposit with College a sum of Rs. 15,000 (Rupees Fifteen Thousand Only) as bid security. The bid security will be refunded to the contractor on completion of contract. The Security deposit will bear no interest.
18. The contractor shall not sublet or assign the license or use the space provided for running the canteen for purposes other than running the canteen and shall not allow anybody to reside in the licensed premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the canteen. The Contractor shall not be allowed to make any structural additions and alterations.
19. The contractor shall be responsible for all damages or losses to College property by the contractor himself or his staff and shall be liable to make good any such loss or damage except those due to reasonable use or wear and tear or such as caused by an act of God. College will not be in any way responsible for any loss or damages accruing to any goods stored articles that may be kept by the contractor in the canteen premises including kitchen and other rooms.
20. For termination of this agreement one month notice will be required from the either side in writing. The contractor shall vacate the licensed premises peacefully after the expiry of the license period and/or earlier if desired by **The Principal** and shall hand over the same to the authorized officer along with all furniture, fittings and other articles as may have been provided from time to time and the decision of **The Principal**, College of Vocational Studies shall be final and binding upon the contractor. The Contractor shall be free to remove without any damage to the College property like Furniture, fittings, crockery, cutlery, utensils and other articles that might have been brought by the contractor.
21. In case of any dispute the decision of Principal, College of Vocational Studies will be final and binding on the Contractor.
22. The contractor has the permission only to run a canteen in the College premises during the contract period and nothing contained in this document shall be construed as demise in law of the said College premises or any part therefore and shall not give any legal title or interest to the Contractor.
23. The contractor will bring all crockery/utensils for the purpose of making and serving including Gas Burners.
24. The contractor must ensure that the cooks wear caps to cover the head and service jacket for all staff.
25. Working experience in catering or running of canteen in various offices/institutions of at least 3 years or more.
26. List of Offices or Organizations where a canteen has been run or is presently running.
27. Last Three Year ITR filled by the Contractor.
28. In case of any food poisoning/contamination the contractor will be held fully responsible and he will be held accountable, fine may be levied and the contract may even be terminated in such case.
29. Disposable plastic and wax coated paper cups will not be allowed. Steel/Environment friendly materials should be used for all service.
30. Contractor should provide GST number issued by GST Council along with his quote. No payment will be released without submission of PAN/TAN Number. All taxes will be recovered from his payment as per tax provision in vogue.

COLLEGE OF VOCATIONAL STUDIES

Tender form to be submitted by the Tenderer.

1. Name of the Tendered _____
2. Address : -----
3. Contact No: -----
4. E-mail : -----

5. Registration/License/ GST No. _____

(Attested Photostate copy of license issued by the local authority should be attached or copy of the letter pad or bill book may be attached)

6. Sales Tax No.(Attested Photocopy of Sales Tax Certificate should be attached)/PAN/VAT/(WHICH EVER IS APPLICABLE)

7. Year of Establishment _____

8. Contracts executed till date

(Nature thereof): Govt. Semi Govt./Private

Please give details of contracts executed in a separate sheet, along with documentary proof if any thereof)

- i)
- ii)
- iii)
- iv)



9. Present assignment in hand: Govt./Semi./Private

i)

ii)

iii)

iv)

10. Amount of rent to be paid to the college every Month Rs. _____

11. All the items and conditions, as mentioned in the Tender Form are acceptable to me /us.

Date: _____

Signature of the Tenderer

With Stamp



FINANCIAL BID

1. License fee will be Rs.30, 000(Thirty Thousand) per year. Which may be split in two installments.
2. Electricity charges will be Rs. 1500 per month and water charges will be Rs. 1000 per month.
3. **LIST OF THE BEVERAGES/SNACKS TO BE SOLD IN THE CANTEEN**

S.NO.	P=PRIMARY ITEMS S=SECONDARY ITEMS	ITEMS	QTY WITH WEIGHT	RATE TO BE QUOTED BY THE TENDERER
1.	P	Hot Coffee	One cup (125ml)	
2.	P	Hot tea	One cup (125ml)	
3.	P	Bread & Butter	2pcs (2 Slices BIG +Butter)	
4.	P	Vegetable sandwich	Set of two pieces	
5.	P	Puri/Chapatti	4 Pcs with Chholley/Vegetable	
6.	p	Idly sambar with Chutney	Plate containing (02idlies, 60 grams each, sambar)	
7.	p	Masala dosa(200gm) with sambar and chutney		
8.	P	Uttappam	1 Pc (150gm)	
9.	P	UPMA	1 Plate(150gm)	
10.	P	SambarVada	1 Plate(2x70 gm)+ sambar	
11.	P	Samosa	Per Pc. (100 gm)	
12.	P	Chhole Bhature	Per Plate (chhole 100 gm) + 2 bhature	
13.	P	Bread Pakora	Per Plate	
14.	P	Veg. Burger	Per Pc. (150 gm)	
15.	P	Veg. chowmein	Half Plate	
16.	P	Veg. Chowmein	Full Plate	
17.	P	Puri Aloo	Per Plate (4 puri +aloo +achar+salad)	
18.	p	Rajma Chawal	Per Plate (150 gm rajma+ 100 gm rice + salad)	
19.	P	Omlette	One Egg + 2 slices of bread	
20.	P	Veg Momos	Per Plate (10 pieces)	
21.	P	Maggi	Per Plate (1 packet)	
22.	S	Hot milk	One cup (125ml)	
23.	S	Full Lunch	2 Puri/Chappati, rice-100 gm, vegetable-100 gm, ratia-50 gm, dal-100 gm and salad	
24.	S	Vegetable Pakora	1Plate (100 gm) with Chutney	
25.	S	Vada (dal)	2 Pc (70 gm)	
26.	S	Aloo Bonda	01 Pc(80 gm)	
27.	S	SadaDosa(50 gm) with Sambar and Chutney	1 Plate containing (1 dosa only)	
28.	S	DahiVada	1 Plate(2x70 gm)	
29.	S	Working lunch for official Meeting etc.	puri/ chapati/ rice, dal-100 gm,vegetables-100 gm, paneer sabji-	

			100 gm, Sweet and salad	
30.	S	Pastry	Per Pc. (100 gm)	
31.	S	Chhole	Per Plate (150 gm)	
32.	S	Patty	Per Pc.	
33.	S	Standard Cold Drink (All brand available in the market)	Best possible price/discount on MRP	
34.	S	Mineral Water	Best possible price/discount on MRP	
35.	S	Pauv Bhaji	Per Plate (2 pav + Bhaji)	
36.	S	Juice (Tetra Pack)	Best possible price/discount on MRP	
37.	S	Ice Cream	Best possible price/discount on MRP	
38.	S	Parantha Plain	Per Pc. +dahi 100 gm	
39.	S	Parantha Stuffed	Per Pc. (aloo,gobhi,seasonal mix)	
40.	S	Lemonade	Per Glass (200 ml)	
41.	S	Veg Sandwiches	(2slices)+tomato+cucumber+carrot	
42.	S	Cheese Sandwiches	Per Pc with butter+cheese grilled	
43.	S	Confectionery Items	Best possible price/discount on MRP	
44.	S	Any Packed Item	Best possible price/discount on MRP	

Signature of the contractor

With seal of firm and date

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