

Notice Inviting Tender

Sealed tenders are invited by Principal, SGTB Khalsa College University of Delhi North Campus during the year 2019-20

Name of the works	Operation of Canteen at SGTB Khalsa College, Delhi University
Earnest Money Deposit	Rs. 20,000/- (Rupees Twenty Thousand only)
Cost of the Tender	Rs. 500 /- (non-refundable) in the form of Cash / Demand Draft / Pay Order drawn in favour of Principal
Last Date of Sale of Tender	24th May 2019 upto 12.30 PM
Last Date of Receipt of Bid	28th May 2019 upto 3.00 PM
Date, Time and Venue for opening of bid	28th May 2019 (4 P.M) in Principal Office

1. Scope of work / location:

- a. Running and operation of Canteen/Cafeteria including indoor and outdoor Hospitality services as & when required for SGTB Khalsa College for 3500 students
- b. Hospitality arrangements, to order, like Tea / Coffee / Soft drink / Snacks / Lunch (packed) Catering to all the Offices (i.e. on all the floors) of the college and also provide the service and Buffet Lunch / Dinner / Tea for various academic and Cultural Activities, Festivals, Seminars, Symposiums, Conferences, Training Programs, Press Conferences, Statutory Bodies Meetings, Annual Day Convocation, Teachers Day, Gurburab, any other function. In addition to this arrangement are also required for examination and admission / counseling etc. as informed by the university from time to time.
- c. The tenderers are advised to visit the canteen before participating. The tenderer should assess the volume of business themselves. SGTB Khalsa College will not guarantee any minimum / maximum business.

2. The Canteen Space is available as per details below:

- a. Covered Area of the Canteen 250 Sqm near Sant Longowal Sports Complex, SGTB Khalsa College.

TERMS AND CONDITIONS

1. Tenure

- a. The contract will be for one year to start with from the date of signing the agreement. The agreement may be renewed by the college after reviewing the performance of the contractor for 2nd year

2. License fee and other Charges

- a. The licensee shall obtain a certificate from the MCD / Delhi Government / Delhi Police for running the canteen within the college premises.
- b. Accommodation as mentioned above will be provided for the canteen use. The contractor will pay the following charges to the college
 - i. License fee of Rs. 10,000 /- per month or Rs.30000/- (quarterly) . if the contractor is paying quarterly then he should handover four postdated cheques to the college immediately after signing the contract
 - ii. Electricity charges – actual basis as per sub-meter reading
 - iii. Water charges – Rs.2000 /- per month or as per actual meter reading whichever is higher
 - iv. Security amount (Refundable) – Rs. 25,000 /- (Rupees Fifteen Thousand only).
No interest on security deposit is payable.
- c. The licensee shall have to pay the payment charges @ Rs. 20 per day, or maximum of Rs. 1000/- per month for the late payment of the license fee, electricity and water charges.
- d. The licensee has to arrange water tank at his own expenses if water crisis occur.
- e. The contractor shall be responsible for the payment of GST/Sales Tax/VAT on eatables if applicable to the sales tax department. He should provide a duplicate copy of the sales tax receipt to the college.

3. Service

- a. 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, Staff Room, Science Block and other departmental rooms. The service would be free of any charge.
- b. At least one sweet and three salty items (samosa, vada, pakora, chowmeen etc.) will be prepared daily. But the menu would be prepared according to the college from time to time. The contractor should change menu for lunch every week. The items and their size and weight including quality should be approved by the canteen committee.
- c. Materials used for cooking purpose tea, coffee, spices, food stuffs, vegetable etc. should be of good quality and before expiry date. In case of violation, strict legal action will be taken
- d. The contractor will take all necessary precautions against fire hazards.
- e. The rate list and menu as approved by the college should be displayed clearly daily. Any change in the rate list or item should be duly approved by the canteen committee.
- f. A menu card should be provided to the staff during the time of order.
- g. The canteen committee of the college has the right to visit periodically, or have surprise visits to check the quality of food, services, cleanliness of the canteen and report to the principal. If required a feedback from the users could be obtained anytime.
- h. The contractor shall quote the rates and the same are to be approved by canteen committee. Rate list is to be displayed on notice board at canteen.
- i. The contractor shall not sub contract the running of canteen to any other party. No other commercial activity shall be undertaken in the college canteen premises.

Signature of the contractor
Name, address and ph/mob

4. Timings

- a. The canteen will function on all seven days of the week except gazetted Holidays.
- b. It will function from 8:30 AM to 6:00 PM and may change per additional requirement. Timing could be flexible but with prior permission from the college authority.
- c. Skeletal services would be provide by the canteen on Sundays with permission from the principal.

5. Hygiene and cleanliness:

- a. The contractor will have to make arrangement for cleanliness of canteen and its surroundings including sewerage to the satisfaction of the college. The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste. The garbage bins should be covered always and away from the eating place.
- b. The contractor shall arrange the items i.e. crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking stove etc. and maintained the said items and proper and hygienic conditions.
- c. The contractor has to ensure the cleanliness of the dress worn by the employee during the time of the serving in the canteen as well as in rooms/staff rooms. They should wear photo I-card and should carry clean duster with them always.
- d. Latest equipment has been provided in canteen kitchen & pantry. These shall be maintained in good running condition by contractors at his own cost. In case of any damaged cause to equipment, furniture, fitting & fixture, then it shall be got replaced at contractor's cost.

6. Canteen Employees:

- a. The contractor shall be subject to the regulation of labour laws of Delhi Government.
- b. The contractor shall be under the discipline of the college and shall in no case disturb the working of the college and follow the instructions issued from time to time in this connection. The employees would remain decent and courteous. Any of his employees indulging in any act of indiscipline, misbehavior or violent act(s) or abets others in doing so, and if it is prima facie proved, then contractor shall remove the employee concerned from the premises immediately on receipt of written communication from the authorities of the college.
- c. Requisite staff of canteen contractor will be allowed to stay in the canteen after working hours (under special circumstances) only with authorization of the Principal of SGTB Khalsa College and no unauthorized person shall be allowed to stay in the canteen.
- d. Proper Police verification of person deputed by Contractor shall be got done.
- e. All rules & Regulation is legal requirement for employment of labour and obtaining license for running of college canteen is responsibility of contractor.
- f. Any Dispute/Litigation is subject to Delhi Jurisdiction.

Signature of the contractor
Name, address and ph/mob

7. Utilization of canteen premises

- a. The possession of the premises will always be that of SGTB Khalsa College even when the premises would be in use of the contractor.
- b. The contractor shall have no right to sub-let, assign the license in any manner to any third party or authorize any other person to run the canteen once it has been formally awarded to him.
- c. The contractor is responsible to maintain the infrastructure facilities provided by the college such as sitting spaces, fans, electrical fittings, sanitary fittings, water cooler etc.
- d. No employee/student/outsideers will be allowed to smoke or consume alcohol/banned or abused drugs in the canteen. The contractor shall not keep or sell any tobacco products or any hard drinks, other health hazard articles.

8. Termination of the contract :

- a. In case of Termination of contract, contractor shall handover possession of canteen premises immediately and no claim of any type of contractor shall be entertained.
- b. The college reserves the right to terminate the contract at any time after getting recommendation of an independently appointed committee against any serious complaint(s) regarding the performance/maintenance of the canteen. The committee shall consist of at least one student and non-teaching staff representative along with other members appointed by the college. The decision of the college in this regard shall be final.
- c. The contracted can be terminated either by the college or the contractor by giving three months of notice. However, if the contractor seeks termination of the contract in between the contract period his security deposits would be forfeited and if the college does so then the security deposit would be refunded to the contractor.
- d. In case the contractor violates the terms & conditions of the contract his contract would be cancelled without any notice.
- e. In case of any violation of the provisions of contract, The Principal in consultation with canteen committee will impose damage compensation @ Rs. 500 /- per act of violation subject to maximum of Rs. 2,500 /- per day of violation. If violation continues for more than 3 days, Principal may determine the contract without any further notice.

9. The college reserves the right to reject any or all the tenders without assigning any reason whatsoever and is not bound to accept the lowest rates of items.

10. Successful tender shall execute the agreement on legal stamp paper of Rs. 100 /- for running & operation of canteen of SGTB Khalsa College and accepted tender along with terms & conditions shall form part of the agreement.

Signature of the contractor
Name, address and ph/mob

Undertaking

I / We have read the terms and conditions of the tender clearly and I / We agree to abide by them fully. On the acceptance of the offer I / We will run the canteen in compliance with the terms and conditions thereof.

Date

Signature of the Contractor

Name:

Address and Phone Number

Tender for Running Canteen in SGTB Khalsa College Premises

Sir,

I am submitting the tender for providing catering services for SGTB Khalsa College canteen on contract basis as per details given below:-

1. Name of the Contractor: _____
2. Address: _____
3. Registration/License No. (If a co-operative society) _____
(Attach attested Photostat copy of license issued by the competent authority)
4. Details of contracts executed till date (in a separate sheet with proof) in the following format

<u>S. No.</u>	<u>Nature of Contracts</u>	<u>Period</u>	<u>Government / Educational / Private Institutions</u>
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I)

II)

- 5.

<u>S. No.</u>	<u>Present Contracts in hand</u>	<u>Period</u>
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I)

II)

6. VAT (TIN) number, if any _____
7. Man Power / Resources available:
8. Name of your banker/s with address _____
9. Any other relevant information including information about conviction or pending cases under the Prevention of Food and Adulteration Act 1954

Signature of the contractor
Name, address and ph/mob

S. No.	ITEM (SNACKS)	Rate
1	VEG BURGER	
2	SAMOSA	
3	PATTIES	
4	CHOWMEIN (PER PLATE) VEGETARIAN	
5	MAGGI (150 G)	
6	SPRING ROLL	
7	MANCHURIAN DRY	
8	BREAD ROLL	
9	BREAD PAKODA	
10	PANEER BREAD PAKODA	
11	FRENCH FRIES (100 G)	
12	KATHI KABAB (PANEER)	
13	BUTTER SLICE (PLATE OF 4 PCS.)	
14	SANDWICH (VEG)	
15	SANDWICH (PIZZA)	
16	HOT DOG	
17	PANEER KULCHE	
18	PAO BHAJI	
19	VADA PAO	
20	KACHORI SABJI (2 PCS.)	
21	MIX PAKODA (PER PLATE)	
22	TEA	
23	TEA (BAG)	
24	SPL TEA	
25	COFFEE	

S. No.	ITEM (SNACKS)	RATE
26	CHHOLE BHATURE	
27	SINGA PURI CHOWMEIN	
28	CHOPSY	
29	PANEER ROLL	
30	VEG. ROLL	
31	MUSHROOM ROLL	
32	GULAB JAMUN 2 PCS.	
33	RASGULA 2 PCS.	
34	RAS MALAI 2 PCS.	
35	ICE CREAM	
36	JUICE REAL	
37	MILK SHAKE	
38	FRESH FRUIT JUICE	
39	LASSI	
40	COLD DRINK	
41	LIME JUICE	
	SOUTH INDIAN DISH (BREAK FAST)	
42	IDLI SAMBER	
43	SAMBER VADA	
44	DOSA PLANE	
45	MASALA DOSA	
46	PANEER DOSA	
47	ONION UTTAPAM	
48	SIMPLE UTTAPAM	
49	PANEER UTTAPAM	
50	UPAMA	

S. No.	ITEM (SNACKS)	
51	ALLU PARATHA (2 PCS.) WITH PICKLES & CURD	
52	GOBHI PARATHA (2 PCS.) WITH PICKLES & CURD	
53	MULI PARATHA (2 PCS.) WITH PICKLES & CURD	
54	ONION PARATHA	
55	POHAE	
56	BREAD KATLATE	
57	LUNCH THALI (VEG) WITH VEGETABLES, RICE, DAL, 4 ROTI, RAITA, SALAD	
58	DAL MAKHANI (per plate)	
59	MATAR PANEER (per plate)	
60	DAL FRY	
61	SHAHI PANEER (Per plate)	
62	ALU GOBHI (Per plate)	
63	MISSI ROTI	
64	PLANE CHAPATI	
	FOR OFFICAL EVENTS	
65	THALI 2 SABZI, DAL MAKHANI, SHAHI PANEER, ROTI, PURI, SALAD, PAPAD, RAITA, MIX PULAV, SWEET	
66	LUNCH + DINNER (PER MONTH) WITH 3 CHANGES	
	COMBO'S	
67	RAJMA CHAWAL	
68	KARI CHAWAL	
69	CHHOLE CHAWAL	
70	4 PURI SABJI	
	OTHERS	
71	DAHI VADA	
72	MIX RAITA	

S. No.		
73	CHICKEN TANDOORI (2 PCS.)	
74	CHICKEN TANDOORI (HALF)	
75	CHICKEN TANDOORI (FULL)	
76	CHICKEN CURRY	
77	BUTTER CHICKEN (HALF)	
78	BUTTER CHICKEN (FULL)	
79	CHILLI CHICKEN (HALF)	
80	CHILLI CHICKEN (FULL)	
81	CHILLI CHICKEN BONE LESS	

Signature of the contractor

Name

Address

Ph/Mobile No.