



KN4/2018/59

April 12, 2018

**TENDER INVITING NOTICE FOR RUNNING CANTEEN AT THE KAMALA NEHRU COLLEGE, UNIVERSITY OF DELHI, AUGUST KRANTI MARG NEW DELHI-110049.**

Sealed item rates Tenders are invited from the working contractors of Government Offices/ Colleges/ Delhi University etc. for running the Canteen in the College premises so as to reach to the undersigned latest by 2/05/2018.

The terms & conditions for this contract are as under:

1. The contract shall be for a period of 03 (Three) years with effect from the date of signing of contract. The contract may be terminated without assigning any reason by THE PRINCIPAL, KAMALA NEHRU COLLEGE (UNIVERSITY OF DELHI) AUGUST KRANTI MARG NEW DELHI-110049, in case of violation of terms & conditions of the contract.
2. The contract shall be renewable for a further period of one year provided the running of the canteen by the Canteen Contractor is found satisfactory by the THE PRINCIPAL, KAMALA NEHRU COLLEGE (UNIVERSITY OF DELHI) AUGUST KRANTI MARG NEW DELHI-110049, the decision of the college authority shall be final and binding on the Contractor.
3. The Canteen Contractor are required to quote the best competitive rates in respect of items/articles- mentioned in rates performa.
4. Contractor shall be permitted to sell only those items which are mentioned in the list. The approved list shall be revised from time to time making suitable additions and alterations, if any required. No un-approved articles shall be kept for sale. For Snack articles, the contractor shall have to seek written approval of the THE PRINCIPAL, KAMALA NEHRU COLLEGE (UNIVERSITY OF DELHI) AUGUST KRANTI MARG NEW DELHI-110049 with regard to the quality and rate.
5. The Contractor shall display the rate of all such items preferably near the counter. All articles sold in the canteen by the contractor shall be in accordance with the approved rates/MRP only.
6. The contractor is required to keep and maintain his own crockery/utensils for the operations of canteen those shall be of quality approved by the THE PRINCIPAL, KAMALA NEHRU COLLEGE (UNIVERSITY OF DELHI) AUGUST KRANTI MARG NEW DELHI-110049. The contractor shall be responsible for the breakage/damage/loss etc.

- 7. The contractor keeps all eatable in fly-proof and dust proof containers.**
- 8. The contractor shall keep the canteen premises clean and hygienic and shall make his own arrangements for clearance of canteen waste material/garbage on day to day basis including channelizing of all choked drainage system, blocked due to canteen's routine work& cleaning of all utensil used by them.**
- 9. The employee of the contractor shall take rounds twice in a day to all sections/staff/officers with tea during tea time.**
- 10. The contractor shall also provide room service facilities and articles should be served within reasonable time to the officers/staff at their work place/room as and when called for.**
- 11. The contractor shall operate the canteen during working days between 08:00 AM to 07:00 PM, except on Gazetted & National Holidays. In exceptional cases, contractor is also liable to provide the service on holidays, as per requirement of College.**
- 12. The contractor or any member of his establishment shall not use canteen for residential purposes.**
- 13. The canteen shall be put to in working condition within 3 days of acceptance of terms and conditions.**
- 14. The Contractor has to pay the following charges, as under:-**
  - a) License Fee @ Rs. 2500/- per month.**
  - b) Water Charges @ Rs. 5000/- annually.**
  - c) Maintenance Charges @ Rs. 75,000/- annually.**
  - d) Electricity charges in respect of Canteen Premises will be paid by the contractor on actual basis as shown in Sub meter of electricity installed in Canteen Premises. This amount shall be deposited by 7<sup>th</sup> day of every month.**
  - e) Contractor will liable for security deposit of Rs. 50,000/- and the same shall be refundable after the expiry of contract and interest shall not be payable on it. This may be adjusted in case of any dues/ damages are reported during the tenure of contract period.**
- 15. The contractor has to arrange all the concerned item/goods required for running the canteen, i.e. raw material, skilled manpower, utensils with equipment of commercial kitchen, gas connection at least with four Cylinders &refilling shall be done by contractor himself.**
- 16. The Contractor will not employ the minors as workers in the Canteen, as per rules of Government of India.**

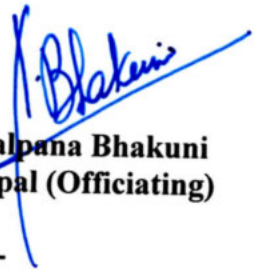


17. The Contractor will use steel crockery for lunch and good quality cups for serving tea.
18. Kerosene Oil will not be used in the Canteen under any circumstances and in case of violation or any damage caused, the cost will be recovered from contractor, as per decision of college authority.
19. The Contractor will dispose of all the waste/rubbish etc. in the bin provided by THE PRINCIPAL, KAMALA NEHRU COLLEGE (UNIVERSITY OF DELHI) AUGUST KRANTI MARG NEW DELHI-110049 on day to day basis and in case of any notice received from the Licensing/Competent Authorities, regarding levied of any penalty or cess imposed, the same will be recovered by the Contractor.
20. The Contractor will ensure proper cleanliness in the maintenance of Staff of Canteen and he will be held responsible for any lapse and disease, if any arising from such unhygienic conditions, in such conditions, the decision of THE PRINCIPAL, KAMALA NEHRU COLLEGE (UNIVERSITY OF DELHI) AUGUST KRANTI MARG NEW DELHI-110049 will be final & same would be adhered by the contractor.
21. The Contractor must ensure that his workers who are engaged by him in the canteen do not carry any infectious, communicable or contagious disease. The persons associated with preparation and distribution of food will be required to undergo periodical medical checkups to rule out the possibilities of communicable diseases / infection diseases and anybody found suffering from such has to be kept out of engagement till he / she is fully recovered.
22. The contractor shall use only good quality raw materials in preparation of eatables in the approved list. The Oil, Ghee, Cereals etc. must be of brands with ISI or Agmark Label Certified by Government.
23. The Contractor shall comply with and bear all statutory and legal expenses under all Labour Laws, the shop and commercial establishment Act and any other law in force and applicable to his establishment from time to time. The Contractor shall be wholly and solely responsible for any dispute on account of non-compliance with any such law.
24. The contractor shall not be entitled to use the accommodation allotted by the office for any other purpose or business other than staff canteen.
25. The list of personnel deployed for food preparation, handling and serving have to be intimated to the authority from time to time.
26. The contractor will be responsible for such conduct of the persons engaged by him in the office, which will be conducive for maintaining the harmonious atmosphere in the office and will be responsible for any act commission & omission of such persons. The police verification of all the engaged persons shall be mandatory.

27. The Office Campus is a "NO SMOKING ZONE", hence sale and use of tobacco is prohibited.
28. The departmental committee will call all the applicants to verify the genuineness of the proposals and the capability of the applicant in providing quality food and service at competitive prices.
29. The applicant should have experience of running the canteen in a Govt./Semi Govt./University/College reputed Private organization. Suitable documentary evidence to be submitted along with the application form.
30. Canteen shall be meant for serving refreshments, snacks, tea, meals etc. and such other items and at such prices, as may be settled between the contractor and the college authority. Besides, the contractor shall also provide tea/snacks/food arrangement for the various office meetings/ functions on mutually agreed rates.
31. The selected party/contractor will have entered into an agreement with the Kamala Nehru College, specimen of agreement copy available in establishment department of the college.
32. The college authority shall reserves the right to increase the article/item list at any stage and accordingly contractor has to abide the same.
33. In case of any maintenance at end of contractor/college authority, contractor has to inform in writing for its approval.
34. Staff of canteen will be allowed to stay in the canteen only with the authorization and no unauthorized person will be allowed to stay. The contractor shall provide the list of the worker with designation along with their identification & residential proof, who are working in the Canteen. Any changes in the staff shall be reported immediately and relevant proof of identification shall have to submitted again. A list of staff working in the canteen shall be forwarded to the Police Station concerned.
35. The sealed tender should reach to the Principal's Office before 1.00 pm on 2/05/2018. The purpose of tender stated on top of the envelope. Tender received after due date, will not be accepted.
36. It may be noted that the lowest quoted rates do not entitled to claim the said contract. The final decision shall be taken by competent authority.
37. The Contractor shall not sublet the contract to any 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.



38. The Contractor shall keep the canteen area (in and around) neat & tidy. Cleaning of dining space will be the responsibility of the Contractor.
39. The Contractor should follow the Food Safety and Standards Act, 2006 along with the Rules & Regulations made thereunder, provides the statutory framework for regulating, inter alia, the manufacture, storage, distribution and sale of food so as to ensure its safety, Regulation 2.1.2 of the Food Safety & Standards (Licensing & Registration of Food Businesses) Regulations, 2011 stipulates that "No person shall commence any food business unless he possesses a valid license".
40. The member of Canteen Committee/ S.O. (Admn.) or any other staff deputed by the authority can inspect the canteen any time to check the quality of food preparation, hygiene conditions and staff conducts etc.
41. the Contractor shall have to pay late payment charges @ Rs. 50/- per day or maximum of Rs. 10,000/- for late payment of said all charges vide term of para no. 14.
42. All legal disputes shall be subject to jurisdiction of Delhi Courts only.

  
Dr. Kalpana Bhakuni  
Principal (Officiating)

Encls:-

1. Specimen of Application Letter (Annexure1).
2. Rate Performa (Annexure2).
3. Experience details (Annexure3).

**Annexure 1****Application letter (Specimen)**

To

Date: .....

The Principal  
Kamala Nehru College  
August Kranti Marg  
New Delhi-110049

**Subject: Tender regarding running of canteen at Kamala Nehru College (University of Delhi) August Kranti Marg, New Delhi-110049, for period of three year.**

Dear Madam

In response to your tender notice for the above mentioned contract, I/We, a Private/Public Ltd. Company / Partnership / Sole Proprietor submit the tender/quotation with the following particulars:

SN	Description	Particular
1.	Name of the Firm	
2.	Year of establishment	
3.	Registration Number with a copy of registration certificate	
4.	Registered Postal Address	
5.	1) Telephone No. 2) Fax No. 3) Mobile No. 4) Website address 5) E-mail address	
6.	Address of Branches, if any.	
7.	Name and address of Directors, in case of Company b. Name and address of Sole Proprietor c. Name and address of partners, in case of partnership firm	
8.	Name and designation of authorized signatory b. Address for communication c. <b>Contact details:</b> 1) Phone: 2) Mobile: 3) Email 4) Fax:-	

Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, as affecting the tender invited by the Kamala Nehru College (University of Delhi) August Kranti Marg, New Delhi-110049, I/We, the undersigned hereby offer for **running of canteen at Kamala Nehru College (University of Delhi), August Kranti Marg, New Delhi-110049**, accordance with the terms and conditions as indicated by you in the said document.

I/We understand that the KAMALA NEHRU COLLEGE (UNIVERSITY OF DELHI) reserves the right to reject any or all the tenders or accept them in part or to reject the lowest tender without assigning any reasons. The KAMALA NEHRU COLLEGE further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

Thanking you,

Yours faithfully,

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name & Address of Firm's \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seal of the firm: \_\_\_\_\_

**Annexure 2****(Rates Perform)**

<b>S.N.</b>	<b>ITEMS</b>	<b>RATE (must be quoted) by the contractor</b>
1.	Tea/ Tea Bag Tea	
2.	Coffee	
3.	Cold Coffee	
4.	Samosa	
5.	Paneer Bread/ Bread Pakora	
6.	Paneer Cutlet	
7.	Bread Roll	
8.	Veg. Burger	
9.	Veg. Petty	
10.	Veg. Sandwich/ Butter Sandwich	
11.	Macroni	
12.	Chhole Bhatore	
13.	Chhole Rice	
14.	Vada, Idli, Sambher	
15.	Veg. Chowmein	
16.	Veg. Fried Rice	
17.	Noodles	
18.	Veg. Thali (Daal, Sabzi, Rice, Raita/ Curd, 2 Roti, Salad and Pickle).	
19.	Shahi Paneer Naan	
20.	Rajma Rice	
21.	Masala Dosa	
22.	Aloo Chaat	
23.	Juice/ Sahkes/ Lassi- 200ml	
24.	Fresh Lime Water 250 ml	
25.	Fresh Lime Soda 250 ml	
26.	Tropicana Juice on Mrp	
27.	Cold Drinks on Mrp	
28.	Ice Cream	
29.	Cheese Sandwich (Home Made) Big	



30.	Veg Cutlet	
31.	Paneer Pakora	
32.	Veg. Pakora	
33.	Bread Omlette (01 egg + 02 slice)	
34.	Stuff Parantha with curd pickle (02 Nos.)	
35.	Puri Sabzi/ Chhole (04 puri)	
36.	Chana Kulcha 02 pcs.	
37.	Spring Roll	
38.	Uttapam (Onion/ Tomato)	
39.	Veg. Momos one plate (06 pcs.)	
40.	Rice with Karhi Pakora	
41.	Lemon Rice & Curd	
42.	Veg. Biryani	
43.	Daal or Sabzi (Ragular)	
44.	Curd/ raita	
45.	Mix Raita	
46.	Dahi Bhalle with Chutni	
47.	Rice Daal/ Sambar	
48.	Daal Makhni with Naan/ Parantha	
49.	Special Thali (Vegetable- Paneer, Sabzi, Daal. Raita/ Curd, Rice, 2 Chapati/ Parantha, Salad, Papad & Pickle).	
50.	Vegeterian Lunch/ Dinner (Buffet)	
51.	Honey Chilly Potato	
52.	French Fries	
53.	Biscuits (on Mrp)	
54.	Chips (Lays) (on Mrp )	

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name & Address of Firm's \_\_\_\_\_

Seal of the firm: \_\_\_\_\_

**Experience & other details of firm**

<b>Name of the firm (with address &amp; phone numbers)</b>	
<b>Experience (in years) of catering indicating the types of institution and people. (certificate to be enclosed)</b>	
<b>Present location of canteen, if any, document to attached in the evidence for same</b>	
<b>Specialized fields of Catering, if any</b>	
<b>VAT (TIN) number, if any copy attached</b>	
<b>PAN Number of firm or individual</b>	
<b>Number of staff</b> (i)     Head Cook (ii)    Asstt. Cook (iii)   Steward (iv)    Others	

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name &amp; Address of Firm's \_\_\_\_\_

Seal of the firm: \_\_\_\_\_