

**DAULAT RAM COLLEGE, UNIVERSITY OF DELHI**  
**4, PATEL MARG, NEW DELHI-110007**

DRC/Canteen/

28.09.2016

**NOTICE**  
**TENDER FOR COLLEGE CANTEEN**

Sealed tenders addressed to “The Principal, Daulat Ram College, University of Delhi, 4, Patel Marg, Maurice Nagar, Delhi 110007” are invited from contractors for running the college canteen for the year 2016-17. Interested parties should submit prescribed tender form and the price list of each item separately on enclosed Performa alongwith Terms & Conditions enclosed latest by.... The prescribed tender form containing terms and conditions can be obtained from college website [www.dr.du.ac.in](http://www.dr.du.ac.in). The sealed envelope should be marked “TENDER FOR COLLEGE CANTEEN”. It may be noted that the lowest quoted rates of a tenderer do not entitle him to claim the said contract. The final decision regarding the award of the contract will be on the basis of an interview of the applicants. The approved bidder will have to undertake to comply with all the terms and conditions mentioned in the contract to be signed after the award.

The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason. For further terms and conditions, please contact college administration office during the working hours.

<b>Earnest Money/ Security Deposit</b>	Rs. 40,000 Through Demand Draft, drawn in favour of "Principal, Daulat Ram College"
<b>Cost of the Tender Form</b>	Rs. 500 /- (non-refundable) in the form of Cash/ Demand Draft / Pay Order, drawn in favour of "Principal, Daulat Ram College"
<b>Last Date and time for submission of Tender</b>	21 days for the date of tender
<b>Opening of Tender</b>	3 <sup>rd</sup> week of Oct 2016 (exact date will be mentioned)

Tender quotation received after the due date, will not be accepted.

Any non-compliance of the tender requirements may lead to rejection of tender quotations.

Sd/-

Sd/-

DR REKHA KATHAL  
CONVENOR  
CANTEEN COMMITTEE

DR SAVITA ROY  
PRINCIPAL

Tender Form No. ...

**DAULAT RAM COLLEGE**  
Tender for providing Canteen services  
Last date of submission:

1. Name of the tenderer : \_\_\_\_\_
2. Address : \_\_\_\_\_  
\_\_\_\_\_
3. Phone No. : \_\_\_\_\_
4. Registration/License no. : \_\_\_\_\_  
(Attach photocopy of licence issued by competent authority)
5. Experience (in years) of catering : \_\_\_\_\_  
(Certificate to be enclosed)

S.No.	Nature of Contract	Period	Type of institution (Govt/Educational/Pvt)

6. Present location of Canteen : \_\_\_\_\_
7. VAT(TIN) no, if any : \_\_\_\_\_
8. Name of bank/s with address : \_\_\_\_\_
9. Man power/Resources available : \_\_\_\_\_
10. Copy of Certificate from the Food Control Board : \_\_\_\_\_

**Declaration:**

I hereby declare that

- All the particulars are true to the best of my knowledge
- All the terms and conditions of this tender document are acceptable to me and I shall abide by the case in case the tender is awarded to me
- The tenderer has not been blacklisted or convicted under provisions of prevention of Food Adulteration Act, 1954

Date:

\_\_\_\_\_  
Signature of tenderer  
(With stamp)

## Terms & Conditions

### I. TENURE

1. The contract will be for one year to start with from the date of signing the agreement, which can be renewed depending upon the performance. There shall be an observation period of 03 months from the date of award of contract during which the work and conduct of the contractor shall be observed & assessed. Further, extensions shall depend on the satisfactory performance of the canteen contractor.
2. Delivery of the licensed property is made by College to Contractor on date of execution of the Contract.

### II. LICENSE FEE AND OTHER CHARGES

1. The licensee shall obtain a certificate from the MCD / Delhi Government / Delhi Police for running the canteen with in the college premises.
2. 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.
3. Accommodation as mentioned above will be provided for the canteen use. The contractor will pay the following charges to the college:
  - i. License fee Rs. 7000/- Year
  - ii. Monthly Maintenance Charges Rs. 7000 /- per month
  - iii. Electricity Charges Actual basis as per sub-meter reading
  - iv. Water Charges Rs. 3000/- Per Month or as per actual meter reading whichever is higher
  - v. Security Amount Rs. 40,000/- (Refundable). No interest on security deposit is payable.
  - vi. Other Charges Wherever Applicable
4. 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.
5. The licensee has to arrange water tank at his own expenses if water crisis occur.
6. The contractor shall be responsible for the payment of 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.

### III. GUIDELINES

1. 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.
2. In case of Breach of conditions by Contractor the College will be entitled for compensation and reserves the rights to enter the licensed premises and take the delivery of the same in case of breach of conditions.

3. College might communicate to contractor for additional terms and conditions in writing from time to time, which can be part of the agreement unless specifically declined by Contractor within ten (10) days from the date of communication.
4. The approved rates of the food items as accepted by the college shall not be increased by the contractor without prior permission of the college. Similarly, no other item shall be sold by the contractor outside the approved list, without permission of the college.
5. The contractor shall display the rates of items, as approved upon by the College at prominent places of canteen & staff room.
6. The contractor shall display the menu every day on the notice board of the Canteen.
7. The contractor shall have to ensure that the agreement made by the college with any other party shall be enforceable upon him also. He shall have to ensure that no competitive product is being sold in the canteen for which the college has undertaken separate & exclusive tie up.

#### IV. UTILISATION OF CANTEEN PREMISES

1. 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.
2. There should be at least one attendant in Principal's office, common staff room and at each floor.
3. 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.
4. Preparation of canteen bills, Collection of canteen bill amount / Collection of advance amount against canteen bills, recovery of dues, refund ( if any ) & any other matter related with canteen bills is the whole responsibility of Contractor only. College & any type of College authority will not be responsible for the same in any manner.
5. The Contractor will be responsible for getting the License and Clearance under the Food Adulteration Act, necessary for conducting the business of canteen.
6. The contractor will not hold parties meant for outsider, who are not connected in any way with the College.
7. The college will provide following facilities for smooth functioning of canteen:
  - A big hall with seating capacity of approximately 100 persons
  - Furniture, Electric Lights, fans, power points and water connection
  - Three sinks and a wash basin
  - Kitchen, pantry, store room and small utensil washing room etc.

#### V. SERVICE

1. 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 day. The items and their size and weight including quality should be approved by the canteen committee.
2. The contractor shall take all precautions to maintain quality of food. In no case, he shall sell stale / old stuff / preparations.
3. The contractor shall use the good quality branded cooking medium as prescribed by the FSSAI. He should ensure that only standard material / ingredients for cooking and

serving are used. No local / sub-standard material / ingredients shall be allowed. The contractor is advised to quote the rates of food items keeping in view the cost factor of the ingredients / material which shall be of good quality.

4. 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.
5. The contractor will provide 100 % pure and safe drinking water.
6. The contractor shall have to provide "Complaint and Suggestion Box" to anyone who desires to record any complaint or suggestion. The same shall be opened and submitted to the principal's office for inspection every month.

## VI. TIMINGS

1. 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.
2. The canteen timings should be from 8:30 a.m. to 5:00 p.m.

## VII. HYGIENE AND CLEANLINESS

1. 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.
2. The contractor shall keep the canteen area (in and around) neat and tidy.
3. The kitchen of the canteen shall be maintained with best of hygiene standard.
4. The contractor shall arrange the items i.e. crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking stove etc. and maintained the said items with proper hygienic conditions.
5. The contractor shall have to make his own arrangements to remove / dispose-of 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.
6. It is specifically stated by College that the Contractor must not involve in any illegal activity. It is specifically stated that if at any later date, it is noticed that the Contractor is involved in illegal activities; the contract will be immediately terminated without any notice to Contractor.

## VIII. SAFETY

1. The contractor will take all necessary precautions against fire hazards. 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.
2. Any loss to the property of the College caused by the contractor shall be borne by the contractor. In case of any dispute, the matter shall be resolved amicably. However, if the matter remains unresolved, the same shall be resolved by the principal, the decision of which shall be final & binding to both the parties.

## IX. CANTEEN EMPLOYEES

1. The contractor shall ensure that applicable labour laws and minimum wages act are **compiled with.**
2. The contractor shall provide the list of the workers alongwith their identification & residential proof, who are working in the canteen.
3. 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 / behaviour 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 / behaviour of the staff engaged by the contractor.
4. A list of staff working in canteen shall be forwarded to the police station concerned.
5. 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.
6. 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. They should wear photo I-card and should carry clean duster with them always.
7. The manpower engaged by the Contractor to run the Canteen shall be courteous and well behaved.
8. The contractor will not employ the child labour.
9. The contractor will submit the medical certificates of all the workers once in six months.

#### X. TERMINATION OF THE CONTRACT

1. 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.
2. 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.
3. In case of breach of any term and condition herein contained, the College authorities shall be at liberty to terminate the contract without assigning any reason and the caterer shall have to vacate the premises allotted to him within the time specified by the college authorities.
4. Any dispute is subject to the Jurisdiction of Courts situated in Delhi.

## **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:

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Signature of tenderer  
(With stamp)

## DAULAT RAM COLLEGE

### RATE LIST

S.No.	NAME OF THE ITEM	WEIGHT/ MEASURE	MINIMUM RATE OF THE ITEM (Rs.)
<b><i>Beverages</i></b>			
1.	Tea (w/o sugar)	Per Cup (100ml)	
2.	Tea with tea bag	Per Cup (100ml)	
3.	Special tea	Per Cup (100ml)	
4.	Hot Coffee	Per Cup (100ml)	
5.	Cold Coffee	Per Cup (100ml)	
<b><i>Drinks</i></b>			
6.	Fresh Fruit Juice	Per Glass (250ml)	
7.	Juice (Tropicana, Real, Minutemaid)		MRP
8.	Lime Juice()		MRP
9.	Cold Drink (Pepsi, Coke, Thumbs Up, Dew, Sprite, Limca, Mirinda, Diet Coke)		MRP
10.	Lassi (Amul, Mother Dairy)		MRP
11.	Chach (Amul, Mother Dairy)		MRP
12.	Flavoured Milk (Amul, Mother Dairy)		MRP
13.	Bottled Mineral Water (Bisleri, Aquafina, Kinley)		MRP
<b><i>Snacks &amp; Lunch</i></b>			
<b><i>* (Full Plate: Standard Dinner Size Plate; Half Plate: Quarter Size Plate)</i></b>			
14.	Samosa	Per Piece	
15.	Bread Pakora	Per Piece	
16.	Bread Roll	Per Piece	
17.	Paneer Bread Pakora	Per Piece	
18.	Veg Sandwich	Per Piece	
19.	Pizza Sandwich	Per Piece	
20.	Burger	Per Piece	
21.	Spring Roll	Per Plate	
22.	Veg Cutlet	Per Plate(2pieces)	
23.	Paneer Cutlet	Per Plate(2pieces)	
24.	Pao Bhaji	Per Plate	
25.	Poha	Per Plate	
26.	Macaroni	Per Plate	
27.	Veg Chowmein	Per Plate	
		Per Half Plate	
28.	Chilly Potato	Per Plate	
29.	Honey Chilly Potato	Per Plate	
30.	Veg Manchurian (Dry)	Per Plate(4 pieces)	
31.	Idli Sambhar	Per Plate(2 piece)	
32.	Sambhar Vada	Per Plate(2 piece)	
33.	Plain Dosa with Sambhar and chutney	Per Plate	
34.	Masala Dosa with sambhar and chutney	Per Plate	
35.	Plain Uttapam with sambhar and chutney	Per Plate	
36.	Onion Uttapam with sambhar and chutney	Per Plate	
37.	Veg Uttapam with sambhar and chutney	Per Plate	
38.	Upma	Per Plate	
39.	Rajma Chawal	Per Plate	
40.	Chole Chawal	Per Plate	
41.	Kadi Chawal	Per Plate	

42.	Dal Chawal	Per Plate	
43.	Chole Bhature	Per Plate	
44.	Puri Sabji	Per Plate	
45.	Parantha(Aloo/Onion/Mix) with curd and pickle	2 piece	
46.	Simple Thali (4 Roti, Rice, Dal, Sabji)	Per Plate	
47.	Special Thali (4 Roti, Rice, Dal, Sabji, Salad, Pickle, Raita)	Per Plate	
48.	Rice Plate	Per Plate	
49.	Plain Yogurt (Amul/Mother Dairy)		MRP
50.	Flavoured Yogurt (Amul/Mother Dairy)		MRP
51.	Biscuits (Parle/Sunfeast/ )		MRP
52.	Chips (Lays/Kurkure/Uncle Chips)		MRP
	<b>Sweets</b>		
53.	Muffin (Plain/ Chocolate)	Per Piece	
54.	Cream Roll	Per Piece	
55.	Pastry (Pineapple/ Strawberry/Chocolate)	Per Piece	
56.	Rusgulla	Per Piece	
57.	Gulab Jamun	Per Piece	
58.	Chocolate ( Dairy Milk/Kit kat/ )		MRP
59.	Ice Cream (Kwality Wall/Amul/Mother Dairy/ Crea bell)		MRP

Date:

\_\_\_\_\_  
Signature of tenderer  
(With stamp)