



SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

NAAC Accredited A

DEV NAGAR, NEW DELHI-110 005

Celebrating 50th Year

Ref. No.: SGND/ADMIN/23/18912

Dated: 18/01/2023

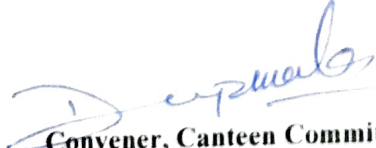
Tender Notice for running Canteen facility in the college

Sealed tenders in two bid system are invited from the experienced canteen contractors for operating/running canteen in the college premises on yearly basis. The tender (Technical bid and Financial bid) should reach to the Principal, Sri Guru Nanak Dev Khalsa College, Dev Nagar, New Delhi latest by 30.01.2023 on or before 5:00 PM. Tender application in a sealed envelope should be marked "**Tender application for running SGND Khalsa College canteen**".

Tender Schedule and important information

| | | |
|----|---|--|
| 1. | Name of work | Running Canteen facility in the college |
| 2. | Cost of Tender Document (Non-Refundable) | Rs 500/- (Rupees Five hundred only) |
| 3. | Security Deposit | Rs 30,000/- (Rupees thirty thousand only) <i>(To be submitted by successful bidder only)</i> |
| 4. | Bid download Start date and time | 18/01/2023 |
| 5. | Online bid submission last date and time | 31/01/2023 by 4:00 pm |
| 6. | Technical bid opening date and time | 01/02/2023 at 01:00 pm |
| 7. | Financial bid opening date and time | Will be notified later after technical bid qualification |
| 8. | Contact number and email, for any queries | 011-28729399 (Principal office) 9810488047 (Ms. Meera Dhiri, S.O. Administration) Email: principal@sgndkc.du.ac.in |

The prescribed tender form containing terms and conditions, which is part of this notice, can be downloaded from the college website www.sgndkc.org and Delhi University website www.du.ac.in.


Convener, Canteen Committee


Principal

A. TENDER INFORMATION

1. **Eligibility Criteria:** The following shall be the minimum eligibility criteria for selection of bidders at technical bid stage of the bidding process:
 - 1.1 The bidder should be registered with Food Safety and Standard Authority of India (FSSAI), and should be having valid PAN and GST registration number.
 - 1.2 The firm/ contractor should have its headquarter/registered office/residence in Delhi-NCR.
 - 1.3 The bidder should have experience of successfully running atleast one canteen (for a minimum period of two years) in any Govt. Higher Educational Institution in Delhi/ any college affiliated to University of Delhi during the last five years (2017 onwards). A certificate of satisfactory performance provided by the employer should be enclosed as documentary proof.
2. **Tender application fee:** The applicant should attach a demand draft of Rs.500/- (non-refundable) drawn in favour of "**Principal, Sri Guru Nanak Dev College**" payable at New Delhi as tender application fee along with Technical Bid.
3. **Performance Security/Security Deposit**

A Security Deposit of **Rs. 30000/- (Rupees Thirty thousand)** in the form of Demand Draft, drawn in favour of '**Principal, Sri Guru Nanak Dev Khalsa College**', issued from a nationalized/commercial bank payable at Delhi should be submitted within 15 days of start of contract. The Security Deposit shall remain valid for a period of ninety (90) days beyond the date of completion of all contractual obligations of the Agency. Failure to furnish Security Deposit shall be treated as breach of contract and shall entail cancellation of the contract. In case the contract is extended after one year, the security deposit should also be renewed within 15 days of award of renewal of contract.
4. **Period of Contract:** Initially the contract will be awarded for the period of 01 (One year) from the date of commencement of contract. Further extension may be considered by the Competent Authority of the college, subject to the satisfactory services.
5. **Documents to be submitted as part of technical bid**
 - a) Completed Proforma for Technical Bid (Annexure I)
 - b) Valid PAN and GST Registration certificate/ number
 - c) Copy of Registration/ License number issue by FSSAI
 - d) Income Tax Returns of last three years
 - e) Proof of registered office in Delhi/ NCR
 - f) Documentary proof (in the form of satisfactory performance certificate) for running canteen (minimum two years) in any Govt. Higher Educational Institution in Delhi/ any college affiliated to University of Delhi during the last five years (2017 onwards).
 - g) Declaration of Undertaking for blacklisting (as per Annexure II)
 - h) Demand draft for application fee (**Rs.500/-**).

B. SCOPE AND CONDITIONS OF WORK

1. WORKING HOURS

The canteen shall remain open from 8.30 A.M. to 4:30 P.M. every day except on Saturdays and Sundays. However, depending on the exigencies, the contractor may be required to keep the Canteen/Mess open or close as per requirement of college.

2. FACILITIES PROVIDED BY COLLEGE

There are about 2000 students and 130 staff (teaching and non-teaching) in the college. The following facilities will be provided by the college:

- a. Open space with a seating capacity of 80 persons.
- b. Electric lights, fans, power points and water connection.
- c. Canteen counter cum kitchen, store room and utensil washing space.

3. QUALITY PARAMETERS

- a. The contractor shall procure all food articles, vegetable oil, ingredients, spices, packaged products etc. of the best quality/brand/make with appropriate certification (**AGMARK / ISI / FPO**), to the satisfaction of the canteen committee of the college. The canteen committee will have the right to ask the contractor to change any brand of material used for cooking if the same is not found satisfactory.
- b. The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only fresh cooked food is served, and stale food is not recycled. Stale and/or left-over food or food material shall be removed from the canteen premises in an eco-friendly manner as soon as possible.
- c. The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of students and staff members. The required changes told by the staff members should be acknowledged.
- d. The remaining oil from deep frying at the end of the day shall have to be destroyed and shall not be allowed to be recycled for the purpose of cooking next day.
- e. The canteen committee will conduct periodic visits to inspect the hygiene conditions and quality of food material used/ food prepared in the canteen.

4. 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, Administrative office, Accounts office, Library and Staff room. The service would be free of any charge.
- b) Crockery used should be of good quality like bone China/ good quality stainless steel etc. Use of single use plastics, Styrofoam or any other environmentally harmful material should be strictly avoided. Plastic usage should also be minimal.
- c) Special arrangements should be made for meetings of the Principal, Staff Councils, Staff Associations or other such Departments/units etc.

- d) The food served in the departments/out of the canteen should be well packed with Aluminium foil or saran wraps/cling films.
- e) A menu card should be circulated for the staff in various departments and should be also available in the canteen for the students.
- f) A number of co-curricular and extra-curricular events like seminars, workshops, cultural events, sports events etc are regularly conducted in the college. The canteen should provide refreshments to the participants, as and when required, following the due process approved by the canteen committee.

5. RATES OF FOOD ITEMS

- a) The contractor will be required to sell only approved food items at the rates mentioned in the rate list as per **Annexure – III** and as approved by the canteen committee.
- b) The same list of items (Menu) along with the price will required to be displayed prominently in the canteen.
- c) All packaged items/ confectionary items should be sold at MRP only.
- d) The canteen contractor shall not tamper with the rates once agreed to. If any such complaint is received, the canteen committee may fine the contractor up to Rs. 2000/- upon due verification.
- e) Introduction of new items in the menu shall be done only with prior approval of the canteen committee at the rates approved by it.

6. CHARGES TO BE PAID TO COLLEGE

The contractor shall be required to pay:

- a) **Maintenance charges of Rs. 10000 /- per month.** To be paid in advance by 07th of every month.
- b) **Electricity charges as per actual usage of every month.** This amount shall also be deposited by 07th of every month for the electricity consumption of preceding month.

In event of delay in deposit of monthly maintenance charges or electricity charges, interest will be charged @10% per month.

Note: The bidder is advised to visit the college (between 10:00 am – 4:00 pm on all working days) and acquaint himself with the premises and scope of work. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the College and is aware of the operational conditions prior to the submission of the tender documents.

C. GENERAL TERMS AND CONDITIONS

Sealed bids for operating canteen facility are to be sent in two parts – one sealed enveloped superscribed as ‘**Technical Bid**’ giving details in the format as per Annexure – I and documents required as per list provided in point 5 of Tender information. The second sealed envelope superscribed as ‘**Financial Bid**’ should contain the rate list in the format at Annexure – III. The two sealed envelopes should be placed in another sealed envelope superscribed as ‘**BID FOR RUNNING CANTEEN FACILITY AT SGND KHALSA COLLEGE**’. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to:

The Principal
SRI GURU NANAK DEV KHALSA COLLEGE
(University of Delhi)
Dev Nagar, Karol Bagh
New Delhi-110005

1. Bid should be complete in all respects and incomplete bids will be summarily rejected. No clarification will be given by the College in this regard.
2. 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 (Annexure II).
3. 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.
4. The possession of the premises to be assigned by the college to contractor for providing canteen and mess service will always remain with college, even when the premises are in use or occupation of the contractor. The contractor shall vacate the premises immediately after termination of contract.
5. 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.
6. The contractor shall keep the kitchen and canteen area (in and around) neat and tidy and should properly manage the sitting arrangement. He shall take all the measures to maintain good hygiene during the preparation and serving.
7. The contractor shall take all the precautions to maintain quality of food. In no case should the contractor sell stale/old stuff/preparations.
8. 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.
9. The contractor shall use the good quality branded cooking medium and should ensure that only standard material / ingredients for cooking and serving are used. No local/ sub- standard material/ingredient shall be allowed.

10. The contractor shall not use the canteen / college premises for residential purposes for self or his staff.
11. 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.
12. The contractor shall provide the list of the workers along with their identification & residential proof and police verification, who are working in the canteen. 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 mishappening or undesirable incidence on account of the conduct / behaviour of the staff engaged by the contractor. The contractor shall have to ensure that the canteen staff employed by him are decently dressed / wear uniform with proper gloves, head cover, apron etc. The contractor would be solely responsible for the safety/ any medical issues/ related expenses of the deployed staff.
13. The contractor shall ensure that applicable labour laws and minimum wages act are complied with. Child labour in any form is strictly prohibited.
14. 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.
15. The approved rates of 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 the permission of the college. The contractor shall display the rates of items, as approved upon by the college at prominent places of canteen and staff room.
16. 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 with segregation of dry and wet garbage. The garbage of these dustbins shall be properly disposed-off by the contractor outside the college.
17. 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.
18. The contract may be terminated by either party by giving three months’ notice. 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.
19. 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.
20. The convener and members of canteen committee / Administrative Officer/ 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. If found unsatisfactory, the college reserves the right to cancel the contract without any prior notice.

21. Any loss to the property of the college caused by the contractor shall be borne by the contractor. The contractor should ensure all safety measures (including fire safety) while running and operating the canteen.
22. The Contractor will be required to arrange sufficient equipment and crockery in order to ensure proper and efficient services.
23. The college reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage. The College also reserves the right to reject/accept or withdraw any part or full tender(s) without assigning any reason whatsoever. The decision of the college will be final and binding.
24. The college will not undertake any responsibility for credit sales to students, visitors or any of its staff members or any losses caused to the contractor due to pilferage or whatsoever.
25. The college reserves the right to change any terms and conditions governing the operation of canteen as and when circumstances so warrant.
26. In case of tie in the Financial bid (Annexure III), the decision of the evaluation committee shall be final and binding.

27. Force Majeure

- i. If, at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge the obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations.
- ii. The performance of the obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist.

28. Settlement of disputes

- i. The College's decision in respect of any dispute arising out of the Cleaning & Sanitation Services shall be final.
- ii. Any dispute, difference or disagreement between Sri Guru Nanak Dev Khalsa College and the agency to whom this contract has been awarded, concerning the existence, validity, interpretation, performance, termination or breach under this Contract, shall be amicably resolved in good faith. Failing which, the matter shall be referred for settlement by arbitration in accordance with provisions of Indian Arbitration & Conciliation Act, 1996, as amended from time to time. The language of arbitration proceedings shall be English and the venue and jurisdiction of the arbitration shall be New Delhi. The arbitration award shall be final and binding on both the Parties.

PROFORMA FOR TECHNICAL BID

| | | |
|-------------|--|---|
| 1. | DETAILS of COMPANY/ FIRM/ ORGANISATION | |
| a. | Name | |
| c. | Registrered Address of Office at Delhi/NCR | |
| d. | Contact person/s | |
| i. | Name | |
| ii. | Designation | |
| iii. | Contact number (landline) | |
| iv. | Contact number (mobile) | |
| v. | Email ID | |
| 3. | PAN Number <i>(Please enclose attested photocopy)</i> | |
| 4. | GSTIN Number <i>(Please enclose attested photocopy)</i> | |
| 5. | Registration/ Licence number issued by FSSAI <i>(Please enclose attested photocopy)</i> | |
| 10. | Income Tax Returns of last three years | Mention enclosures <i>(Enclose copies of attested audited balance sheet and P&L A/c)</i> |
| 9. | Experience of running canteen in the last five years <i>(as mentioned in eligibility criteria)</i> | Mention enclosures <i>(Enclose copies of documentary evidence from clients specifying value and period of work order)</i> |
| 11. | Earnest Money Deposit (EMD) Details | |
| | D.D. No. | |
| | Date | |
| | Amount | |
| | Drawn on bank | |

Date:

Place:

Name and Signature of Authorized signatory
(along with official seal)

DECLARATION AND UNDERTAKING FOR BLACKLISTING

(To be given on company letterhead)

To
The Principal
Sri Guru Nanak Dev Khalsa College
University of Delhi
Dev Nagar, Karol Bagh. Delhi 110005

Sir,

I/We, the undersigned bidder, have carefully read and examined the entire tender document for running canteen facility at Sri Guru Nanak Dev Khalsa College. We accept all the terms & conditions mentioned in the tender document and also do hereby declare:

1. That we have not been blacklisted/debarred by CBI or any law enforcement agencies/Government organization/Department/Autonomous Bodies/Public Sector or no any case of blacklisting etc. is pending against the firm/contractor at the time of submission of tender.
2. That the tender submitted is properly prepared, signed and sealed so as to prevent any subsequent alteration and replacement.
3. That the information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law

Name of contractor/firm:

Designation:

Address:

Date:

Place:

(Signature of Authorized Signatory)

Annexure III**Menu/List of food items to be offered in College canteen**

| S. No | Food item with specifications | Approx. serving size | Rate (in Rs.) |
|--------------|--------------------------------------|-----------------------------|----------------------|
| 1. | Tea (without dip) | Per cup (150 ml) | |
| 2. | Coffee | Per cup (200 ml) | |
| 3. | Veg Sandwich (standard size) | Per piece | |
| 5. | Grilled Veg sandwich (standard size) | Per piece | |
| 7. | Bread pakora (standard size) | Per piece | |
| 8. | Aloo samosa | Per piece | |
| 9. | Aloo patty | Per piece | |
| 10. | Paneer patty | Per piece | |
| 11. | Veg burger | Per piece | |
| 12. | Kachori sabzi | Two piece per plate | |
| 13. | Idli sambhar | Two piece per plate | |
| 14. | Vada sambhar | Two piece per plate | |
| 15. | Hot Dog | Per piece | |
| 16. | Veg Maggi | One plate | |
| 16. | Rajma Rice | 200 gm per plate | |
| 17. | Chole Rice | 200 gm per plate | |
| 18. | Veg cutlet | Per piece | |
| 19. | Paav Bhaji | Two piece per plate | |
| 20. | Spring roll | Per piece | |
| 21. | Paneer Kulcha | Per piece | |

All packaged products like Cold drinks, mineral water, packaged juices, chips, biscuits, confectionary items etc. on MRP.

Rates to be quoted as part of the Financial bid. Should be enclosed in a separate sealed envelope.