



शिवाजी कॉलेज
(दिल्ली विश्वविद्यालय)
Shivaji College
(University of Delhi)
NAAC ACCREDITED "A" GRADE COLLEGE



Date: 22th July, 2016

NOTICE

TENDER FOR COLLEGE CANTEEN

Sealed tenders are invited by the Principal, Shivaji College from reputed and experienced companies/ firms for providing Canteen services in the College. The college authority has approved the rate list of items to be served in the canteen and tender is required to quote License Fee for the same. The sealed Tender superscribed as "Tender for Canteen " alongwith technical and financial bid envelope must reach the office in the name of the Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027 latest by 16.08.2016 upto 03:00 p.m

The sealed tender should be marked " Tender for Canteen " containing two separate envelope .

S.no	Technical Bid Envelope	Financial Bid Envelope
1.	Tender form duly signed by the tenderer along with firm/company profile.	License Fee to be offered by tenderer. (Minimum Rs 12,000 per annum)
2.	The Demand Draft of Rs 500/-(non-refundable), the DD should be drawn in favour of "The Principal, Shivaji College", payable at New Delhi.	
3.	Approved rate list of the items to be served should be duly signed by the tenderer on each page.	
4.	Earnest Money of Rs 25,000 in form of DD. the DD should be drawn in favour of "The Principal, Shivaji College", payable at New Delhi.	
5.	The terms and conditions form should be duly signed by the tenderer on each page.	
6.	Continue two years' experience in canteen/ catering	
7.	Any other documents	

The undersigned reserves the right to accept or reject any or all the tenders submitted without assigning the reasons thereof.

[Signature]
PRINCIPAL

TENDER FORM NO.....

FORMAT TO BE SUBMITTED BY THE CONTRACTOR ON LETTER HEAD

Tender for providing the Canteen services in the Shivaji College

Last Date for submission of tender : 16.08.2016(upto 03:00 pm)

PARTICULARS

- 1 Name of the Firm :
- 2 Address :
.....
.....
- 3 Phone No. (Mobile / Landline) :
- 4 Experience (in years) of Catering. (Certificate :
to be enclosed)
- 5 Registration No. :
- 6 PAN No. :
- 7 DD / Pay Order No., Date & Drawee Bank :

DECLARATION :

I hereby declare that :

1. The applicant / firm have not been blacklisted ever in the past and have not been penalized for not meeting the provisions of Food and Adulteration Act, 1954.
2. All the particulars subscribed by me are true to the best of my knowledge.
3. All the terms & conditions of this tender document are acceptable to me & I shall abide by the same in case the tender is awarded to me.

**Signature of Contractor
(with Stamp and Date)**

Terms and Conditions for submitting the tenders for providing Canteen Services

1. It may be noted that the lowest quoted rates of a tenderer do not entitle him to claim the said contract. The final decision shall be taken after the contractor is interviewed and the presentation is assessed by the committee and he is finally recommended.
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.
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 contractor shall ensure that applicable labour laws and minimum wages act are complied with.
5. The contractor shall have to execute an appropriate agreement with the college on a non-judicial stamp of Rs.10/- accepting all terms and conditions.
6. The contractor shall be required to pay
 - i. Water and electricity charges of Rs 15 per unit as per actual usage. every month. This amount shall be deposited by 10th of every month.
 - ii. Rs.50,000/- as security deposit(as *Performance Guarantee*) that shall be refundable after the expiry of contract and no interest shall be payable on it. This may be adjusted in case of any dues / damages are reported during the tenure of contract period.
 - iii. Monthly License Fee shall be paid in advance by 10th of every month.
7. The contractor shall keep the canteen area (in and around) neat and tidy.
8. The kitchen of the canteen shall be maintained with best of hygiene standard
9. The contractor shall take all precautions to maintain quality of food. In no case he shall sell stale / old stuff / preparations.
10. 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.
11. 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 / ingredients shall be allowed.
12. 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.
13. 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.

14. The contractor shall provide the list of the workers alongwith their identification & residential proof, who are working in the canteen.
 - (a) 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 / behavior 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 / behavior of the staff engaged by the contractor.
 - (b) A list of staff working in canteen shall be forwarded to the police station concerned.
 - (c) 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.
15. The contractor shall ensure to keep all his belongings under lock and key. 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.
16. 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.
17.
 - (a) The approved rates of the 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 permission of the college.
 - (b) The contractor shall display the rates of items, as approved upon by the College at prominent places of canteen & staff room.
 - (c) The contractor shall display the menu every day on the notice board of the Canteen.
18. The contractor shall have to make his own arrangements to remove / dispose-off 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.
19. 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. The same shall be submitted to the principal's office for inspection every month.
20. 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.
21. 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.
22. 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.
23. The contractor who is providing catering service to railway and aaganwadi excluded from tender process.
24. 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.
25. 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.
26. 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.

27. Any loss to the property of the College caused by the contractor shall be borne by the contractor.
28. In case of any dispute, the matter shall be resolved amicably. However, if the matter still remain Unresolved, the same shall be resolved by an arbitrator appointed by the Governing Body of the College, the decision of which shall be final & binding to both the parties.
29. Any dispute is subject to the Jurisdiction of Courts situated in Delhi.



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APPROVED RATE FOR THE ITEMS TO BE SERVED IN CANTEEN

S. No.	Items	Weight / Measure	Approved Rate (Rs.)
1.	Hot Coffee	Per cup (150 ML)	8.00
2.	Ice Tea	Per cup (200 ML)	10.00
3.	Cold Coffee	Per Cup (200 ML)	12.00
4.	Tea	Per cup (150 ML)	6.00
		Half Set (70 ML each) 3 Cup	10.00
		Full Set (70 ML each) 6 Cup	20.00
5.	Lemon Water Salt	Per Glass (200ML)	10.00
6.	Lemon Water Sweet	Per Glass (200ML)	12.00
7.	Cold Drink	As per College tie up	MRP
8.	Standard cold Drink	As per College tie up	MRP
9.	Mineral Water (Standard)	Per Bottle on MRP	MRP
10.	Samosa	Per Piece (100 gm)	6.00
11.	Pastry	Per Piece (100 gm)	10.00
12.	Burger	Per Piece (100 gm)	12.00
13.	Bread Roll	Per Piece (50 gm)	8.00
14.	Bread Pakoda	Per Piece (100 gm)	8.00
15.	Upma	Per Plate (150 gm)	15.00
16.	Pakora Palak / Paneer/ Pyaj	Per Plate (150 gm)	15.00
17.	Masala Dosa with Samber and Coconut Cutni	Per Piece (150 gm)	30.00
18.	Plain (sada) Dosa with samber and Coconut Cutni	Per Piece (100 gm)	20.00
19.	Idli (2 piece) with samber and Coconut Cutni	2 Piece)	15.00
20.	Vada (2 piece) with samber and Coconut Cutni	2 Piece)	15.00
21.	Veg. Cutlet (2 piece)	2 Piece)	15.00
22.	Mater Kulcha (2 piece)	Per Plate (150 gm)	20.00
23.	Macroni	Per Plate (100 gm)	20.00
24.	Pasta	Per Plate (100 gm)	20.00
25.	Aloo Bonda	Per Piece (50 gm)	7.00
26.	Kachori 2 pcs with Aloo Subji	Per Plate (100 gm)	15.00
27.	Aloo Puri 4 pcs	Per Plate (100 gm)	20.00
28.	Gulab Jamun	Per Piece (50 gm)	10.00
29.	Chhole Bhature	Per Plate (150 gm)	25.00
30.	Chhole	Per Plate (100 gm)	10.00
31.	Veg. Sandwiche	Per Piece (100 gm)	12.00
32.	Toast with Butter (Brown Bread) 4 pcs	Per Plate	15.00
33.	Toast with Butter (White Bread) 4 pcs	Per Plate	12.00
34.	Bread slice	4 Piece	5.00
35.	Veg. Chowmin (Full)	Per Plate (250 gm)	30.00
36.	Veg. Chowmin (Half)	Per Plate (150 gm)	20.00
37.	Paav Bhajee 2 Paav	Per Plate (100 gm)	30.00
38.	Patty	Per Piece (100 gm)	10.00

S. No.	Items	Weight / Measure	Approved Rate
39	Spring Roll	Per Piece (100 gm)	20.00
40	Flavored Milk (bottle)	As per College tie up	On M.R.P
41	Juice (Tetra Packs only)	As per College tie up	On M.R.P
42	Confectionery Items (Biscuit, Chocolates, Wafers Rs 5 to 20) at least 2 brand each	As per College tie up	On M.R.P
43	Chilly Potato	Per Plate (150 gms.)	20.00
44	Fried Hot Dog	Per Piece (150 gms.)	20.00
	Lunch (1pm to 2. : 30 pm)		
1.	Rice + Kadi/dal/rajma	Per Plate (200 gms.)	25.00
2.	Rice Plain	Per Plate (150 gms.)	10.00
3.	Rice Pulav	Per Plate (100 gms.)	15.00
4.	4 Puris/4 chapaties + Chhole/ Kadi/dal/rajma	Per Plate (200 gms.)	25.00
5.	Tandoori Naan/ /Lachha Prantha	Per Plate (100gm)	12.00
6.	2 Prantha Plain with subji /Tandoori	Per Plate(100 gms.)	20.00
7.	Fried Rice+ Manchurian	Per Plate (150 gms.)	25.00
8.	Thali (2 Parath+Rice+Seasonal veg.+Dal + Salad + pickles)	Per Plate (300 gm)	40.00
9.	Thali (Rice, Dal, Sabzi,4 Roti(Tandoori)	Per Plate (250 gms.)	35.00
10.	Thali (Rice, Dal, Sabzi,4 Roti (Tawa)	Per Plate (250 gms.)	35.00
11.	2 Stuffed Parantha with Pickle/Tandoori	Per Plate (150 gm)	25.00

Note :-

Name:

Signature:

Date:

Stamp of the Firm