



**जानकी देवी मेमोरियल कॉलेज**  
(दिल्ली विश्वविद्यालय)  
**JANKI DEVI MEMORIAL COLLEGE**  
(University Of Delhi)

सर गंगा राम अस्पताल मार्ग, नई दिल्ली-११००६०  
Sir Ganga Ram Hospital Marg, New Delhi-110060  
दूरभाष : २५७८७७५४ फ़ैक्स : २५७९०८३२  
Tel. : 25787754, Fax : 25710832  
E-mail : jdmcollege@hotmail.com, http://jdm.du.ac.in

संदर्भ संख्या/Ref. No.....

दिनांक/Dated.....

## Notice Inviting Tender

Sealed tenders are invited by the Principal, Janki Devi Memorial College, University of Delhi Sir Ganga Ram Hospital Marg, Old Rajinder Nagar, New Delhi -110060 as per following details:

Name of the works	Operation of JDMC Canteen of the College
Earnest Money Deposit	Rs. 20,000/- (Rupees Twenty Thousand only)
Last Date of Submission of Tender	25 <sup>th</sup> June, 2019 upto 3 p.m.
Date, Time and Venue for opening of bid	26 <sup>th</sup> June, 2019 at 3 p.m.

### 1. Scope of work / location:

- a. Running and operation of Canteen/Cafeteria including indoor and outdoor hospitality services as & when required for JDMC College for 3500 students and approx. 250 teaching and non-teaching staff.
- 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, festivals, any other function. In addition to this, arrangements 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. Janki Devi Memorial College will not guarantee of any minimum / maximum business.

**Signature of the contractor with rubber stamp**  
**Name, Address and Phone/Mobile Number**

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

- a. Covered Area of the Canteen 250 sq. mtrs approx.

## 3. 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 2<sup>nd</sup> year.

## 4. 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. Space as mentioned above will be provided for the canteen use. The contractor will pay the following charges to the college:
  - License fee of Rs. 15,000/- plus Canteen Development & Maintenance Fee Rs. 15,000 per month. If the contractor is paying quarterly than he should handover four postdated cheques to the college immediately after signing the contract. The fees shall be enhanced by 10% annually.
  - Electricity charges – actual basis as per sub-meter reading.
  - Water charges – Rs.5000/- per month or as per actual meter reading whichever is higher.
  - One month waiver as concession for lean period will be given for payment of Canteen Development and Maintenance Fee. However, Electricity, Water charges and License Fee have to be paid by the vendor throughout the contract period.
  - Security amount (Refundable) – Rs. 50,000 /- (Rupees Fifty Thousand only) in the form of DD/Banker's Cheque in favour of Principal, Janki Devi Memorial College. No interest on security deposit is payable.
- c. The licensee shall have to pay the payment charges @ Rs. 200 per day, or maximum of Rs. 5000/- per month for the late payment of the fees, 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. She/He should provide a duplicate copy of the sales tax receipt to the college.

**Signature of the contractor with rubber stamp**

**Name, Address and Phone/Mobile Number**

## 5. 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 of items and service is assessed by the committee and he is finally recommended.
2. The contractor's firm must have atleast three years of experience in running canteen in a College / University / Institution / Government Body. **The experience certificate needs to be attached.**
3. 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. **The registration certificate issued by FSSAI needs to be attached.**
4. The contractor's firm must have GST no. issued in its name. **The GST registration certificate needs to be attached.**
5. 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.
6. The contractor shall ensure that applicable labour laws and minimum wages act are complied with.
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 are 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.**
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.

**Signature of the contractor with rubber stamp**  
**Name, Address and Phone/Mobile Number**

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 is not 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-happenning or undesirable incidence on account of the conduct / behavior of the staff engaged by the contractor.
  - (b) A list of staff working in the 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.
  - (d) 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.
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 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.
  - (b) The contractor shall display the rates of items, as approved upon by the College at prominent places of canteen.
  - (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

**Signature of the contractor with rubber stamp**

**Name, Address and Phone/Mobile Number**

- 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 right 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 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 ups.
  24. 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.
  25. In case of any dispute, the matter shall be resolved amicably. However, if the matter still remains 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.
  26. Any dispute is subject to the Jurisdiction of Courts situated in Delhi.
  27. The minimum engagement of the staff shall be :-**Two Cooks, Four Helpers, Four Persons for serving and two for cleaning**. However, the contractor shall enhance the staff in case of higher demand.
  28. The entire staff associated with the canteen will observe a dress code, use head covers and gloves.
  29. There will be cleaning in the canteen at least three to four times on daily basis and dustbins should be cleared frequently in a day by using bin-bags.

**Signature of the contractor with rubber stamp**  
**Name, Address and Phone/Mobile Number**

30. Garbage bins should be washed regularly.
31. Readymade food items, packed food and beverage should be available in the canteen throughout the day, including Saturday & Sundays. All packed items should be from well-known brands.
32. Real, Tropicana & other branded packed juices should be available throughout the day. No cabbage and Ajino Moto should be used in the canteen.
33. The Rotten Vegetables should not be used in the canteen. Stale food should not be served to anyone in the college.
34. 200 ml soft drinks and 500 ml water bottles should also be available in the canteen.
35. Daily items to be served should include Dosa, Utpam, Idli, Vada, Samosa/Bread Pakora, (either of one) will be available from 8.30 AM - 11.30 AM and post lunch 3:00 PM-5:00 PM. CholeBathure, Chole-Rice, Rajma-Rice, Chowmin, Fried Rice, Thali, Kadhi-Chawal, Rice-Chapati will be available in the lunch time.
36. During 12.00 PM-1:00 PM at least four people from canteen should be there for serving keeping in view the high rush of students and staff.
37. At least two persons will be allocated to serving teaching and non-teaching staff.
38. Printed Board showing the price list of Menu items should be placed at proper location in the canteen. Daily Menu should be displayed on white board.
39. One day in a month should be observed as a cleaning day preferably Saturday. Quality of food should be uniform across all the consumers.
40. 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.

**Signature of the contractor with rubber stamp**  
**Name, Address and Phone/Mobile Number**

## **6. 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 as per additional requirement. Timing could be flexible but with prior permission from the college authority.

## **7. Utilization of canteen premises**

- a. The possession of the premises will always be that of JDMC 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.

**Signature of the contractor with rubber stamp**  
**Name, Address and Phone/Mobile Number**

- 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 terminate 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 and operation of canteen of JDMC and accepted tender along with terms & conditions shall form part of the agreement.**
- 11. The College also reserves the right to modify / alter the terms and conditions mentioned herein for smooth functioning of the canteen.**

**Signature of the contractor**  
**Name, Address and Phone/Mobile Number**

**Signature of the contractor with rubber stamp**  
**Name, Address and Phone/Mobile Number**



### **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/Mobile Number**

**Signature of the contractor with rubber stamp  
Name, Address and Phone/Mobile Number**

### **Tender for Running Canteen in JDMC Premises**

Sir,

I am submitting the tender for providing catering services for JDMC 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>
---------------	----------------------------	---------------	--

I)

II)

5.

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

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

10. DD/Pay order No, Date and Drawee Bank \_\_\_\_\_

**Signature of the contractor with rubber stamp**  
**Name, Address and Phone/Mobile Number**

### **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 Rubber Stamp and Date)**

**Signature of the contractor with rubber stamp  
Name, Address and Phone/Mobile Number**

**RATES TO BE CHARGED FOR THE ITEMS TO BE SERVED IN CANTEEN**

<b>S.No</b>	<b>Items</b>	<b>Rate</b>
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	CORN	
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	
26	CHHOLE BHATURE	
27	GARLIC BREAD	
28	PASTA	
29	PANEER ROLL	
30	VEG. ROLL	
31	CHILLY POTATO	
32	GULAB JAMUN 2 PCS.	
33	RASAGULLA 2 PCS.	
34	RAS MALAI 2 PCS.	
35	ICE CREAM	
36	JUICE REAL	
37	MILK SHAKE	
38	FRESH FRUIT JUICE	
39	LASSI	

**Signature of the contractor with rubber stamp  
Name, Address and Phone/Mobile Number**

40	COLD DRINK	
41	LIME JUICE	
	<b>SOUTH INDIAN DISH</b>	
42	IDLI SAMBER	
43	SAMBER VADA	
44	DOSA PLAIN	
45	MASALA DOSA	
46	ONION UTTHAPAM	
47	SIMPLE UTTHAPAM	
48	UPAMA	
	<b>ITEM (SNACKS)</b>	
49	ALLU PARATHA (2 PCS.) WITH PICKLES & CURD	
50	GOBHI PARATHA (2 PCS.) WITH PICKLES & CURD	
51	MULI PARATHA (2 PCS.) WITH PICKLES & CURD	
52	ONION PARATHA	
53	POHAE	
54	BREAD CUTLET	
55	LUNCH THALI (VEG) WITH VEGETABLES, RICE, DAL, 4 ROTI, RAITA, SALAD	
56	DAL MAKHANI (per plate)	
57	MATAR PANEER (per plate)	
58	DAL FRY	
59	SHAHI PANEER (Per plate)	
60	ALU GOBHI (Per plate)	
61	MISSI ROTI	
62	PLAIN CHAPATI	
	<b>FOR OFFICAL EVENTS</b>	
63	THALI: 2 SABZI, DAL MAKHANI, SHAHI PANEER, ROTI, PURI, SALAD, PAPAD, RAITA, MIX PULAV, SWEET	
64	LUNCH + DINNER (PER MONTH) WITH 3 CHANGES	
	<b>COMBOS</b>	
65	RAJMA CHAWAL	
66	KARI CHAWAL	
67	CHHOLE CHAWAL	
68	4 PURI SABJI	
	<b>OTHERS</b>	
69	DAHI VADA	
70	MIX RAITA	

**Signature of the contractor with rubber stamp**  
**Name, Address and Phone/Mobile Number**