

TENDER DOCUMENT

For Operating Canteen

at

RAMANUJAN COLLEGE
(Univeristy of Delhi)
Kalkaji, New Delhi -110019

Critical Date Sheet

S.No.	Description	Date & Time
1.	Start Date & Time for downloading of tender document	16.06.2025
2.	Last Date & Time for submitting sealed tender at Ramanujan college	30.06.2025 by 05.00 PM

Ramanujan College reserves the right to accept or reject any or all the tenders or part of any tender without assigning any reason thereof.



NOTICE INVITING TENDER

TENDER FOR CANTEEN SERVICES

1. The college is inviting sealed tenders in “two parts” i.e. (Technical and Financial bid) for the operation of the canteen at the Ramanujan college campus for a period of two year. Interested parties can view and download the tender document from our official website www.ramanujancollege.ac.in and University of Delhi website www.du.ac.in.

2. **Bid Submission for Ramanujan College Canteen:-**

A reputed contractor/company having experience of running and operating canteen in government departments/PSUs/academic institutions and who can cater to the needs of students, staff and visitors are eligible to submit tender in two bid system i.e. Technical Bid & Financial Bid for operating college canteen in response to this notice. At present, approximately 3500 students are enrolled in regular courses & 2000 students in open learning courses (weekends) & about 200 teaching, administrative staff member are contributing their services to the college.

3. **How to Apply:-**

The offers should be submitted in two sealed envelopes one superscribed with “Technical Bid and Other with “Financial bid”(as per annexure I & II respectively). Both envelopes shall be put in another sealed envelopes. Super scribing the envelope with “**TENDER APPLICATION FOR RUNNING RAMANUJAN COLLEGE CANTEEN**”. The filled in tender application form should reach to the Principal, Ramanujan College, (University of Delhi) Kalkaji, New Delhi - 110019 latest by 30.06.2025 on or before 05.00 PM.

4. **Terms & conditions governing the contract for running & operating the Ramanujan College Canteen.**

- 4.1 The contract will be awarded on following basis:-

- a.) Fixed license fee (Excluding electricity & water charges) offered by the bidder for operating & running the Ramanujan College canteen. License fee is Rs. 20000/- Per month fixed.(Excluding taxes)
- b.) Agreement with the rates stated & approved by Ramanujan College through tender documents as detailed in Annexure IV (Rate List.)

- 4.2 Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are

Common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection

- 4.3 Applicants/ Bidders must provide non-refundable demand draft of Rs. 1000/- (Rupees Two thousand only) as cost of tender forms/ documents in favor of Principal, Ramanujan College, payable at New Delhi, issued by any Nationalized/ Scheduled Bank having validity for three months. All applicable bank charges are to be borne by the applicant and the applicant shall not have any claim what so ever on this account on Government.

Micro and Small enterprises (MSEs) Units registered with NSIC under their Single Point Registration Scheme for the goods/services at NSIC are exempted from furnishing the EMD/Tender fee. They should attached a copy of the valid registration certificate issued by NSIC in their favors, for the goods/services covered under this Tender document. No other bidders are exempted from furnishing EMD as mentioned above.

4.4. EMD PAYMENT & SECURITY DEPOSIT :-Earnest Money Deposit of Rs 75000/- (Rupees seventy five thousand only) is to be deposited through Demand Draft in favour of Principal, Ramanujan College, payable at New Delhi.. The successful bidder have to submit security deposit of Rs. 100000/-(Rupees one lakh only) in the form of demand draft in favor of Principal , Ramanujan college , payable at New Delhi after the award of work contract within one month from date of agreement which is refundable after one month from the date of termination of agreement.

4.5. Selected contractor for operating Ramanujan College canteen will also have to pay following charges:-

- a) **Electricity Charges :- Actual BSES rates as per sub meter reading**
- b) **Water Charges :- Water charges Rs. 3000/- per month.**

In the event of delay in deposit of monthly license fee, electricity & water charges interest will be charged @ 10% per month.

4.6. The bidders should have the AVERAGE minimum turnover of (Rs.5.00 Lakhs) **Rupees Five lakh only from Canteen/catering Services** in last two financial years ending on 31.03.2024. The certificate from Chartered Accountant along with relevant proof for supporting the same shall be submitted.

4.7. The bidders shall at its own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to College and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act, Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965. The Minimum Wages Act, 1948, Employment of Children Act, 1938 and/or any other Rules/Regulations and/or Statutes that may be applicable to them and shall further keep the College indemnified from all acts of omission, fault, breaches and/or any demand; loss; injury/damage/theft/fire and expense arising out from the non-compliance of the aforesaid statutory provision.

4.8. Period: - Initially, canteen contract will be awarded for a period of two years. Agreement will be signed for one year after two months of satisfactory report of the Canteen Committee and approval by the Principal.

4.9. Extension: - The agreement may be extended on same terms and conditions maximum up to two years by Principal after satisfactory service report by Canteen Committee.

4.10. Penalty: - In case of non-compliances of any terms & conditions mentioned in tender documents, penalty may be imposed on the contractor as decided by the Principal on recommendation of Canteen Committee.

4.11. Revision of rate: The College reserves the right to revise the License fees @ 10 % after completion one year of contract.

4.12. Rates: - The Canteen contractor shall not tamper the rates once agreed to. If any such complaint is received, the canteen committee may fine the contractor upto Rs. 5000/- upon due verification for each such incidence and the services shall be terminated after 3 such incidences.

a) Introduction of new items in the menu can also be done with prior approval of the canteen committee at the rates approved by it.

4.13. Employment of minor is strictly prohibited under the Law.

4.14. The bidder, if he so desires, may visit the College to inspect the Canteen site before the last date of submission of tender between 2:00 pm to 4:00 pm from Monday to Friday with due intimation to the College Administration.

5. QUALITY:

1. The contractor shall keep the canteen area (in and around) neat and tidy.
2. The kitchen of the canteen shall be maintained with best of hygiene standard.
1. The contractor shall take all precautions to maintain quality of food. He shall not sell stale / old stuff / preparations. In such case, the Canteen Committee shall have the right to impose penalty of Rs.500/- for each time.
2. 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.
3. The canteen contractor will be required to use preferably the following brands or similar brand of raw materials.
 - a) Fortune/naturefresh,sunflower/soyabean refined oil
 - b) MDH/Everest/Catch brands of spices.
 - c) Rajdhani/Ashirwad/Shaktibhog brands of Atta, maida, besan, sooji
 - d) Brooke Bond/Taj Mahal/Tata Gold /Red Label brands of tea
 - e) Nescafe/bru/Tata Grand brands of coffee
 - f) Milk, Paneer, curd by Mother Dairy/Amul
 - g) Butter by Amul/ Mother Dairy
 - h) Britannia/Harvest brands of bread
 - i) Fruit Juices by real/safal/frooty/slice
 - j) Sona/Lal Quila/India Gate brands of Basmati rice
 - k) Other items/brands strictly subject to written approval by the committee.

6. 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 office, staff room, computer labs and other departmental rooms. The service would be free of any charge.
- b) The food served in the departments/out of the canteen should be well packed with aluminium foil or sran wraps/cling films.
- c) Crockery used should be of good quality like bone china borosil etc. Special arrangements should be made for meetings of the principal, staff councils, associations or other such deparments/units etc.

7. Other Terms and Conditions for submitting the tenders for providing Canteen Services

7.1 Screening Criteria (Total 100 points) for selection of contractor:

S.No.	Criteria	Criteria Points
01.	Experience (Minimum 01 year) 1. One year experience: - 05 points (extra 02 points for every year of experience) maximum 10 points for one operating canteen.	20
02.	Presentation/feedback	30
03.	On site visit (Existing clients) 1. Very Good :- 25 2. Good:- 20 3. Satisfactory :- 10 4. Average/Below Average :- Nil	25
04.	Technical Evaluation	25

Highest points awarded by the canteen committee would be considered for award of tender if it satisfy all technical /financial requirement.

- 7.2 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. An undertaking duly attested by notary on a Non-judicial stamp paper of value of Rs. 100/- (Rupees Hundred only) would be required to be submitted by the contractor.
- 7.3 The contractor shall abide by all the prevailing laws for running of canteen/cafeteria and shall complete all the necessary formalities of obtaining licenses / permission etc. from concerned statutory bodies at his own. The College shall not take any responsibility for any legal provisions not met by the contractor and on account of this, the contractor shall solely be responsible.
- 7.4 The contractor shall ensure that applicable labour laws and minimum wages act are complied with.
- 7.5 The firm shall be responsible for timely payment of wages to its worker as per minimum wages act of NCT of Delhi Government and fulfill all other statutory obligations such as provident fund, ESI, service tax etc. in force from time to time. Any lapse in this regard shall be viewed seriously.
- 7.6 The contractor will have to get his/her establishment inspected by SDMC Health Department and certificate has to be obtained from them within a period of 30 days from the award of the

- contract.
- 7.7 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.
 - 7.8 The contractor shall provide the list of the workers along with their identification and residential proof, who are working in the canteen with police verification.
 - 7.9 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. The contractor/supervisor and his staff must behave in a respectful manner with all the stake-holders
 - 7.10 A list of staff working in canteen shall be forwarded to the Police Station concerned.
 - 7.11 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.
 - 7.12 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.
 - 7.13 The contractor will display the menu each day with price list. The items displayed must be available throughout the day.
 - 7.14 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. The Supervisor and the Staff of the canteen should preferably be vaccinated.
 - 7.15 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.
 - 7.16 The contractor shall display the rates of items, as approved by the College at prominent places of canteen & staff room.
 - 7.17 The contractor shall have to make his own arrangements to remove / dispose-off garbage on daily basis 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.
 - 7.18 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 fortnight.
 - 7.19 The Contractor shall not close the canteen without prior permission of the college. The Canteen shall remain open on Saturdays/Sundays/ Vacations/Holidays as per the requirement of the College from 08:00 am to 06:00 pm the contractor shall maintain best quality of products to be served in the canteen and in the functions/fests/meetings of the College. The services of the canteen shall be available as and when required for such occasions beyond the College timings.
 - 7.20 The Contract may be terminated by giving one month’s notice from either side. However, if it is 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.
 - 7.21 If the contractors seeks termination of the contract in between, the contract period, the security deposit would be forfeited. And if college does so then the security deposited would be refunded to the contractor.
 - 7.22. The Contractor shall ensure that either he/she himself or his/her representative is available for proper administration and supervision of the Canteen services to the satisfaction of Ramanujan College.
 - 7.23 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.

- 7.24. The contractor shall have to ensure that the agreement made by the college with any other party shall be enforceable upon him also. **The contractor shall have to ensure that no competitive (like; Juice) product is being sold in the canteen for which the college has undertaken separate & exclusive tie up.**
- 7.25. The members of Canteen Committee can inspect the canteen any time to check the quality of food preparation, hygiene conditions, service staff conduct etc.
- 7.26. The contractor shall inform to the Principal before making any minor changes in the canteen like tiling work, sanitary work/repair/replacement of shelves etc. and at his own cost. The college will not bear any such expense.
- 7.27. Any loss to the property of the College caused by the contractor shall be borne by the Contractor.
- 7.28. 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.
- 7.29. The contractor shall provide eco-friendly disposable plates/ Cutlery for serving to Teaching, Non-teaching staff, and students.
- 7.30. The Contractor shall strictly keep all items/drinks relating to official sponsor(s) of the College as per agreement with such sponsor(s).
- 7.31. College will provide only immovable structure to the contractor (canteen spaces including seating area) other movable item like counter, table, chair needs to be arranged by the contractor.
- 7.32. Non-veg food item will **not be allowed** in the canteen, if found any complaint to canteen committee, committee will take strict action against contractor.
- 7.33. Other terms & conditions shall be mutually decided with the bidder at the time of finalization of contract.
- 7.34. The contractor shall have to execute an appropriate agreement with the college on a non-judicial Stamp paper of Rs. 100/- accepting all terms and conditions.
- 7.35. In case of any dispute, the same will be subject to the Jurisdiction of Courts situated in Delhi.
- 7.36. Any Change in taxation policy by government will be implemented from the date of its existence.


Principal

प्राध्यापक-प्रमुख / Professor-Principal
रामानुजन कॉलेज/Ramanujan College
दिल्ली विश्वविद्यालय/University of Delhi
कालकाजी, नई दिल्ली-110019/Kalkaji, New Delhi-110019



SUBMISSION OF TENDER

The tender shall be submitted manual in two parts, viz., Technical bid and financial bid.

- All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content.
- The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.
- Canvassing in any form will make the tender liable to rejection.

TECHNICAL BID

The following documents are to be furnished in sequence by the Contractor along with **Technical Bid** as per the tender document:

- 1) Demand Draft of Tender fee and EMD.
- 2) Signed copy of GST certificate, PAN No.
- 3) Signed Copy of Incorporation certificate.
- 4) Documents/certificate in support of running successfully and operating canteen in Govt. Department/Ministries, PSUs/academic institutions/private institutions of repute during the last 2 years duly signed by a responsible and authorized officer.
- 5) Signed copy of last two years ITR.
- 6) Signed copy of Tender Acceptance Letter. (**Annexure -III**) and Technical data sheet (**Annexure -IV**).
- 7) Signed copy of an Undertaking duly attested by Notary on a non-judicial stamp paper of value of Rs.100/- (Rupees One Hundred Only) regarding their non-blacklisting by any of the Govt. Departments, Public Sector Undertakings and/or by Central Vigilance Commission.
- 8) FSSAI registration number (signed copy to be attached)

Financial BID UNDERTAKING

From: (Full name and address of the Bidder)

To,
The Principal,
Ramanujan College,
University of Delhi,
Kalkaji, New Delhi-

Dear Madam,

I submit the Price Bid fixed 20000/- (Rupees Twenty thousand only) (Plus Taxes extra) for **Tender for Canteen Services** and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, Annexure II excluding of all applicable charges by whatever name called.

Yours Faithfully,

Signature of authorized Representative
with seal.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
The Principal,
Ramanujan College,
University of Delhi,
Kalkaji, New Delhi -
110019

Sub: Acceptance in respect of Terms & Conditions of Tender Document of "Tender for Canteen Service."Ref: NIT NO-Dt.

Madam,

- A. I/We have downloaded the tender document(s) for the above mentioned „Tender/Work“ from the web site. www.ramanujancollege.ac.in,
- B. I/We hereby certify that I/We have read all the terms and conditions of tender document (including all annexure(s), schedule(s), drawing(s), etc.), which shall part of the contract and I/We shall abide hereby all terms & conditions contained therein.
- C. The Corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
- D. I/We hereby unconditionally accept all the terms and Conditions of above mentioned tender document and corrigendum(s) as applicable.
- E. I/We confirm that our financial bid shall be valid up to 120 days as mentioned in this tender document from the date of opening of financial Bid.
- F. I/We hereby certify that all documents have been attached as mentioned in NIT.
- G. I/We hereby certify that all the statements made and information supplied in the enclosed Annexures and additional data etc. Furnished herewith are true and correct.
- H. I/We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information.
- I. I/We understand that you are not bound to accept the highest or any bid you may receive.

J. (1) * I/We have FSSAI license with registration no. _____ Dated _____.

(2) *I/We undertake that the FSSAI license will be obtained within one month after Award of Canteen Contract.

K. I/We certify that we will comply with the eligibility requirements as per Bid documents.

L. I / We do hereby declare that there is no criminal legal suit pending or contemplated against us.

Seal and Sign of

AgencyName:

Address:

(* Strike off whichever is not applicable.)

TECHNICAL DATA SHEET

The college has fixed the base bid of **Rs 20000/- per month (Excluding taxes)** for License fee of college canteen and fixed the rate of items to be served in canteen and Buffet plate system to be served during the college functions.

APPROVED RATE FOR THE ITEMS TO BE SERVED IN CANTEEN

S. No.	Items	Weight / Measure	Rates (Including GST) (Rs.)
<u>TEA & BEVERAGES</u>			
1.	Tea(adrak+ilaichi)	120 ml	10/-
2.	Coffee in full cream milk	120 ml	15/-
3.	Cold Drinks	200/600 ml	MRP
4.	Ice Creams	100gm	MRP
5.	Dahi(Mother Dairy Amul) only	100/200gm	MRP
6.	Lassi(Mother Dairy Amul) only	200ml	MRP
7.	Nimbu-panni (Nimbooj/7up)	200ml	MRP
8.	Juices tetra pack only	200ml	MRP
9.	Mineral water	200 ml 500ml 1 Ltr.	MRP
<u>SNACKS</u>			
10.	Samosa (1 piece) Throughout	100 gm	10
11.	Kachori(1 piece) Kachori with sabxi	60gm	10 15
12.	Bread pakoda	120 gm	15
13.	Paneer Pakoda	60gm	20
14.	Veg Spring Roll	150gm	25
15.	Veg Cutlet (Per Piece)	100 gm	20
16.	Paneer Cutlet (per piece)	100 gm	30
17.	Butter toast(2 slice)(Amul Butter)	Per plate	15
18.	Plani Maggi	Per Plate	20
19.	Veg Maggi	Per Plate	30
20.	Paav Bhaji	Per Plate	35

21.	Matar kulcha	Per Plate	30
South Indian Meals			
22	Plain Dosa	Per Plate	30
23	Masala Dosa	Per Plate	40
24	Rama Dosa	Per Plate	50
25	Panner Dosa	Per Plate	60
26	Veg.Poha	Per Plate	30
27	Uttapam	Per Plate	40
28	Paneer Uttapam	Per Plate	60
29	Sambhar Vada (2 pieces)	Per Plate	35
30	Sambhar Idli(2 pieces)	Per plate	35
31	Lemon Rice/Curd Rice	150 gm	30
32	Upma	Per Plate	30
33	Fried idli	Per Plate(8 piece)	50
34	Paniyaram	Per Plate(8 piece)	50
North Indian Meals			
35	Puri –Chhole(4 piece)	Per Plate	30
36	Chhole-Bhature(2 piece)	Per Plate	40
37	Paratha Plain	Single	15
38	Paratha stuffed (aaloo, gobhi, paneer) With curd & achar	single	30
39	Rajma (Medium Katori)	Per Plate	20
40	Rajma with Rice	Per Plate	40
41	Chhole (Medium katori)	Per Plate	20
42	Chhole with Rice	Per Plate	40
43	Kadhi (medium katori)		20
44	Kadhi with Rice	Per Plate	40
45	Plain Rice	Per Plate	15
46	Veg. Fried Rice	Per Plate	40

47	Roti	Single	5
48	4 Roti with Dal(different varieties)	Per Plate	30
49	4 Roti with sabzi (different varieties)	Per Plate	30
50	Regular Thali (4 chapatis, daal, rice, 1 seasonal sabzi, salad, raita , 1 papad)	Per Plate	50
51	Special Thali(with Paneer) (4 Chapatis, daal, rice, 1seasonal sabzi, 1 paneer, sabzi, salad, raita, 1 papad, sweet dish(Halwa, Kheer, Rasmalai)	Per Plate	80
52	Confectionery items (Biscuits, chocolates, wafers, pastry, etc.)		MRP
53	Chowmein/Macroni/Pasta/chilly potato/Hakka noodles	Per Plate	MRP

SWEET DISH

54	Gulab Jamun	Per Piece	15
55	Rasgulla	Per Piece	15
56	Jalebi	100 gm	20
57	Kheer/Halwa	150gm (bowl)	30