

Tender to Run the College Canteen

Shyama Prasad Mukherji College (For Women)
University of Delhi
Punjabi Bagh (West), Delhi – 110026
Ph : 011-25224499, website : <http://spm.du.ac.in>



श्यामा प्रसाद मुखर्जी महिला महाविद्यालय
SHYAMA PRASAD MUKHERJI COLLEGE FOR WOMEN
दिल्ली विश्वविद्यालय / University of Delhi
पंजाबी बाग (पश्चिम), नई दिल्ली / Punjabi Bagh (West), New Delhi – 110026
दूरभाष / Phone : 25224499, वेबसाइट / Website : <http://spm.du.ac.in>

REF : SPMC/2022/NIT/CANTEEN/1550

28-10-2022

NOTICE INVITING TENDER

Sealed tenders are invited by the Principal, Shyama Prasad Mukherji College (For Women) from reputed and experienced companies / firms to run the college canteen. The sealed Tender superscribed as “Tender for Canteen” alongwith Technical and Financial bid envelopes must reach the office of the Principal, Shyama Prasad Mukherji College, Road No. 57, Punjabi Bagh (West), New Delhi – 110026 on or before the last date. The tender form can be downloaded from the college website i.e. <http://spm.du.ac.in> or obtained from the college office on Monday to Friday from 10:00 a.m. to 4:00 p.m.

The sealed tender should be marked as “Tender for Canteen” having two separate envelopes. One for Technical Bid and second for Financial bid containing following information.

Sl. No.	Technical Bid Envelope	Financial Bid Envelope
1.	Tender form duly signed by the tenderer alongwith firm / company profile	Rate list of food items (Annexure III) should be duly signed by the tenderer on each page
2.	a) The Demand Draft of Rs. 2,000/- (non-refundable) as tender fee b). The Demand Draft of Rs. 10,000/- as EMD. The Demand Draft should be drawn in favour of “The Principal, Shyama Prasad Mukherji College” payable at New Delhi	
3.	The terms and conditions form duly signed by the tenderer on each page	
4.	Two or more years of experience in running the canteen / catering	
5.	Any other documents (Annexure I and II)	

The date of start of issue of tender is Friday, the 28th October 2022 and last date for submission of tender is Monday, 14-11-2022. The undersigned reserves the right to accept or reject any or all the tenders submitted without assigning the reasons thereof.

Principal (Officiating)



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NOTICE INVITING TENDER

Shyama Prasad Mukherji College (for Women) is inviting “Tender to run the College Canteen”. It is necessary to comply the following terms and conditions :

1. Tenders are invited on single stage two bid system for “**Tender to run the College Canteen**”..
2. **DOCUMENT DOWNLOAD:** Tender document may be downloaded from Shyama Prasad Mukherji College (For Women) website <http://spm.du.ac.in> or obtain from the college on working days from 10:00 a.m. to 4:00 p.m..
3. **TENDER FEE :** The Bidder must provide demand draft of Rs 2000/- (Rupees Two Thousand only) in favour of Principal, Shyama Prasad Mukherji College (For Women) payable at Delhi from any Nationalized / Scheduled Bank valid for three months with their application / downloaded tenders as the cost of tender form / document (non-refundable). The applicable bank charges shall be borne by the applicant and he shall not have any claim whatsoever on this account on College. In case of re- tendering, the firms which has submitted the Demand Draft in earlier calls will require to submit DD along with their tender/application in subsequent calls also. Tender document not accompanied with the cost of tender is liable to be rejected. No exemption of any kind will be given in this regard.
4. **EARNEST MONEY DEPOSIT :** Earnest Money Deposit (EMD) of Rs 10,000/- (Rupees Ten Thousand Only) is to be deposited through Demand Draft in favour of Principal, Shyama Prasad Mukherji College (For Women), payable at Delhi. Tender document not accompanied with the EMD is liable to be rejected. No exemption of any kind will be given in this regard.
5. **INTEREST FREE EMD :** The EMD amount will be refunded to the unsuccessful bidders after entering into a contract with the successful bidder. No interest will be paid on EMD to the bidders. The EMD will be returned to the successful bidder after finalizing the contract with him, depositing the security deposit and placing the work order with him.
6. **SECURITY DEPOSIT :** Security Deposit of Rs. 50,000/- (Rs Fifty Thousand Only) is to be deposited by the successful bidder by way of Demand Draft of any nationalized / scheduled bank in favour of Principal, Shyama Prasad Mukherji College (For Women), payable at Delhi.

The security deposit shall be deposited prior to finalizing the contract agreement.

7. **VALIDITY OF SECURITY** : The validity of the security deposit will be three months beyond the contract period which will be returned after the contract is over. No interest shall be payable on the Security Deposit. However, in the case of any dues / damages / penalty / non-compliance of norms stipulated for such service, reported during the tenure of contract period, the same shall be adjusted against the Security Deposit.
8. **DEPOSITS** : The contractor is required to deposit the following fees / dues / payments per annum apart from the Tender Fee, EMD and Security Deposit mentioned above.
- An amount of Rs.1,00,000/- (Rs. One Lakhs Only) per annum towards students fund / maintenance shall be deposited in the four equal installments on quarterly basis by the 10th of each quarter in advance. It is further to be noted that the amount of Earnest Money of Rs. 10,000/- of the successful bidder will be adjusted during the first quarter of payment.
 - The license fee will be charged at Rs. 500/- per month (Rs. Five Hundred Only). This amount shall be deposited in advance in two equal installments of Rs. 3000/- each on half yearly basis.
 - Water to be charged at Rs. 5000/- per month (Rs. Five Thousand Only) shall be deposited by 10th of every month.
 - Electricity Charges of Rs. 10 per unit (Rs. Ten Only) as per actual usage shall be deposited by 10th of every month.
 - The college will provide 6 LPG Cylinders to contractor. A sum of Rs. 12,000/- (Rs. Twelve Thousand Only) as security money (Rs. 2000/- each cylinder) will be deposited by the contractor for the use of 6 LPG cylinders which will be refunded after expiry of contract and no interest shall be payable thereon. This will be returned after the contract period is over or will be adjusted in case of any loss / damage to cylinders.
9. **BID SUBMISSION:**
- Bids will be submitted in the college on or before the last date of submission of bids alongwith all the relevant papers.
10. 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.
11. Tenderer who has downloaded the tender from the Shyama Prasad Mukherji College (For Women) website <http://spm.du.ac.in> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be

tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Shyama Prasad Mukherji College (For Women).

12. Intending bidders are advised to visit the Shyama Prasad Mukherji College (For Women) website <http://spm.du.ac.in> regularly till the last date of submission of tender for any corrigendum / addendum / amendment. Further, they are required to fill up the details as mentioned in Annexure I, II and III and submit the same alongwith the relevant documents in the college on or before the last date.
13. **PERIOD :-** The Canteen Contract shall be awarded for a period of two years and the agreement to this effect will be signed between both the parties on a non-judicial stamp paper of Rs. 100/-. However, the contract can be extended for a further period of mutual agreement if the services / work are found suitable.
14. **EXTENSION OF CONTRACT:-** The contract may be extended by the competent authority on a mutual agreement between both the parties if the services / work are found satisfactory.
15. **CANCELLATION OF CONTRACT :** During the period of contract, if the conduct / services / work of the contractor are not found appropriate or the statutory compliances are not fulfilled, the contract shall be cancelled by giving the notice of one month. However, if it is observed / reported that there has been gross misconduct, negligence, non-compliance of orders requiring immediate action, the Principal shall have the right to revoke the contract immediately without any notice.
16. **TRADE LICENSE :** The contractor shall abide by all the prevailing laws for running the canteen and shall do all necessary formalities for obtaining licenses / permission etc. on his own. The Canteen Contractor should have a valid license from Health Department / MCD to run the college canteen and will provide a copy of the same to the college.
17. **LABOUR LAWS :** The Canteen Contractor shall ensure that the applicable labour laws and minimum wages act are complied with. The college shall not take any responsibility for any legal provision not met by the contractor and on account of this, the contractor shall solely be responsible.
18. **CANTEEN STAFF :** The contractor will provide the list of workers alongwith their identification & residential proof who will be working in the canteen.
 - a) A list of staff, who will be engaged in the canteen, shall be forwarded to college with their Police Verification Report from the concerned Police Station.
 - b) 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.
 - c) Any change in the staff shall be reported immediately and relevant proof of identification shall have to be submitted again. The contractor shall solely by

responsible for any mishappening or undesirable incidence on account of the conduct / behavior of the staff engaged by the contractor.

19. **APPROVAL OF RATES :**

- A. The rates of food and beverages as accepted by the college in the tender shall not be increased by the contractor. Similarly, no other item shall be sold by the contractor outside the approved list of items without the written permission of the college.
- B. The contractor shall display the menu with rates of items as approved by the college at prominent place of the canteen and staff room.

- 20. The contractor shall have to make his own arrangements to remove / dispose off of garbage and shall not use college premises for dumping 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 by the contractor outside the college.
- 21. 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 and suggestion. The same shall be submitted to the Principal's office for inspection every month.
- 22. The canteen timings will be 8:30 a.m. to 5:30 p.m. on all seven days or as per the requirement of the college. The contractor shall not close the canteen without prior permission from the college.
- 23. It shall be the duty of the contractor to get the approval on the rates of food and beverages from the college before introducing them to the canteen. Further, the contractor shall not be allowed to increase the rates without the approval of rates of the food items
- 24. 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 an agreement.
- 25. 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 and exclusive tie up.
- 26. The Members of the Canteen Committee / Administrative Officer / Section Officer or any other staff as deputed by the Principal can inspect the canteen at any time to check the quality of food preparation, hygiene conditions, staff conduct etc.
- 27. During the contract period if it is found that the contractor is not maintaining the hygiene

standards in the canteen, the college shall impose the penalty as per the following rates.

- | | |
|---|-----------------|
| a) Workers without uniforms (including dress, gloves, caps etc) | Rs. 2000/- |
| b) Lack of cleaning in kitchen and sitting area | Upto Rs. 2000/- |
| c) Overflowing the canteen sewerage | Upto Rs. 2000/- |

28. Any loss to the property of the college caused by the contractor shall be borne by the contractor.
29. 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 and binding to both the parties.
30. Any dispute is subject to the jurisdiction of Courts situated in Delhi.

Prof. Sadhna Sharma
Principal (Officiating)

FORMAT TO BE SUBMITTED BY THE CONTRACTOR ON LETTER HEAD

Tender for providing the Canteen services in the Shyama Prasad Mukherji College

PARTICULARS

1. Name of the Firm :
2. Address :
3. Phone No. (Mobile / Landline) :
4. Experience in catering (no of years) :
- (certificate to be enclosed)
5. Registration No. :
6. PAN No. :
7. Details of Tender Fee :
- Amount, DD No, date and drawee bank
8. Details of Earnest money :
- Amount, DD No., date and 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 mentioned by me are true and to the best of my knowledge
3. All the terms and conditions of this tender document are acceptable to me and I shall abide by the same in case the tender is awarded to me.

Seal and Sign of Authorized Signature

Name of Authorized Signatory:

Company Name

Address

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

Date:

The Principal,
Shyama Prasad Mukherji College (For Women)
University of Delhi
Punjabi Bagh (West),
New Delhi – 110026

Sub: Acceptance in respect of “Tender to run College Canteen”

Dear Madam,

- 1) I/We have downloaded the tender document(s) on the subject cited above from the web site <http://spm.du.ac.in> or obtained from the college as per your advertisement, given on the above mentioned website.
- 2) I/We hereby certify that I/We have read all the terms and conditions of tender document (including all documents like annexure(s), schedule(s) etc.), which form part of the contract agreement and I/We shall abide hereby all terms and conditions / clauses contained therein.
- 3) I/We hereby certify that I/We have enclosed all the relevant fees/charges as mentioned in the Tender Document.
- 4) The Corrigendum(s) issued from time to time by your institution has also been taken into consideration, while submitting this acceptance letter.
- 5) I/We hereby unconditionally accept all the terms and Conditions of above mentioned tender document / corrigendum / addendum etc as applicable in its totality / entirely.
- 6) I/We do hereby declare that our firm has not been blacklisted / debarred by any Govt. Department / Public Sector Undertaking. Further, I/We do hereby declare that there is no criminal legal suit pending or contemplated against us.
- 7) In case of any documents in technical bid or any provisions of this tender are found violated, then your Institution shall without prejudice to any other right or remedy be at liberty to reject my bid including the forfeiture of earnest money deposit.
- 8) I/We hereby certify that all documents have been submitted as mentioned in NIT.

- 9) I/We hereby certify that I/We am/are able to start contract within month from date of award of contract.

I/We certify that all the information furnished by our firm is true and correct to the best of our knowledge. In the event that the information is found to be incorrect / untrue or found violated, then your institution shall have the right to reject the bid or terminate the contract without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Seal and Sign of Authorized Signature

Name of Authorized Signatory:

Company Name

Address

TO BE GIVEN ON COMPANY / FIRM LETTER HEAD

FINANCIAL BID

S. No.	Items	Weight / Measure	Rate (Rs.)
	HOT & COLD BEVERAGES		
1.	Hot Coffee	Per cup (150 ML)	
2.	Ice Tea	Per cup (200 ML)	
3.	Cold Coffee	Per Cup (200 ML)	
4.	Tea	Per cup (100 ML)	
5.	Lemon Water Salt	Per Glass (200ML)	
6.	Lemon Water Sweet	Per Glass (200ML)	
7.	Cold Drink	As per College tie up	
8.	Mineral Water (1 Ltr)	Per Bottle	
9.	Flavored Milk (bottle)	Per Bottle	
10.	Juice (Tetra Packs only)	Per Pack	
	SNACKS		
11.	Samosa	Per Piece (100 gm)	
12.	Pastry	Per Piece (100 gm)	
13.	Veg Burger	Per Piece (125 gm)	
14.	Bread Roll	Per Piece (100 gm)	
15.	Bread Pakoda	Per Piece (100 gm)	
16.	Upma	Per Plate (150 gm)	
17.	Pakora Palak /Aloo / Pyaj	Per Plate (150 gm)	
18.	Veg. Cutlet (2 piece)	Per Plate (150 gm)	
19.	Macroni	Per Plate (150 gm)	
20.	Patty	Per Piece (100 gm)	
21.	Veg. Sandwich	Per Piece (150 gm)	
22.	Pasta	Per Plate (150 gm)	

	SOUTH INDIAN		
23.	Masala Dosa with Samber and Coconut Cutni	Per Piece (150 gm)	
24.	Plain (sada) Dosa with samber and Coconut	Per Piece (100 gm)	
25.	Idli (2 piece) with samber and Coconut Cutni	Per Plate (150 gm)	
26.	Vada (2 piece) with samber and Coconut	Per Plate (150 gm)	
	NORTH INDIAN		
27.	Aloo Puri (4 pcs)	Per Plate (200 gm)	
28.	Chhole Bhature (2 Pcs)	Per Plate (250 gm)	
29.	Paav Bhajee 2 Paav	Per Plate (150 gm)	
	CHINESE		
30.	Veg. Chowmin (Full)	Per Plate (300 gm)	
31.	Veg. Chowmin (Half)	Per Plate (200 gm)	
32.	Chilly Potato	Per Plate (150 gms.)	
33.	Spring Roll	Per Piece (100 gm)	
	MINI MEALS (COMBO MEALS)		
34.	Rice + Kadi/dal/rajma	Per Plate (350 gms.)	
35.	Rice Plain	Per Plate (150 gms.)	
36.	Rice Pulav	Per Plate (150 gms.)	
37.	5 Puris/4 chapaties + Chhole/ Kadi/dal/rajma	Per Plate (400 gms.)	
38.	2 Stuffed Kulcha / Naan + Raita / Chole + Pickle	Per plate (300 gms)	
39.	Naan/ /Lachha Prantha	Per Plate (200gm)	
40.	2 Prantha Plain with subji	Per Plate(200 gms.)	
41.	Fried Rice+ Manchurian	Per Plate (200 gms.)	

42.	2 Stuffed Parantha with Pickle	Per Plate (200 gm)	
	Chaat		
43.	Dahi Vada	2 pieces	
44.	Sabzi Kachori / Pyaz Kachori	2 pieces	
45.	Golgappe	5 pieces	
	PARTY LUNCH (THALI)		
46.	Deluxe Thali Seasonal Veg.+ Dal / Chole / Rajma + Paneer + Assorted Breads / Puri + Rice / Pulao + Sweets + Salad + Papad + Dahi / Raita	Per plate	
47.	Economy Thali Seasonal Veg.+ Dal / Chole / Rajma + Assorted Bread + Rice + Sweets + Salad	Per plate	
48.	High Tea Sandwitch + Bakery Biscuits + Waffers + One Sweet + Tea / Coffee	Per plate	

Signature

Name of the firm

Address

Company Seal