



KC/Estb./C-9/2018/AO/

14.9.2018

LAST DATE: 09.10.18

Tender For Running College Canteen

Sealed tenders addressed to the Principal, Kalindi College, East Patel Nagar, New Delhi – 110008 are invited from eligible contractors for running the College Canteen. Prescribed tender form containing Terms & Conditions is available on the college website www.kalindi.du.ac.in

The cost of the Tender Form is Rs.1000/-. Blank tender form can be obtained from the Admin office up-to **09.10.18** till 4:00pm on payment of Rs.1000/- in the form of DD or can be downloaded from www.kalindi.du.ac.in and in case of downloaded tender form, a bank draft of Rs.1000/- must be enclosed. The last date of submission of tender form shall be **09.10.2018** till 4:00pm. No tender form shall be accepted after the last date and the scheduled time. The DD should be drawn in favour of "The Principal, Kalindi College", payable at New Delhi.

The contractor must submit:-

- Declaration form (Place below) on firm's letter head duly signed.
- A DD of Rs.1000/- drawn in favour of "The Principal, Kalindi College", payable at New Delhi
- The term and conditions form duly signed by the tenderer on each page.
- List of Quoted rates for the items to be served, duly signed on each page.

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

PRINCIPAL

TENDER FORM NO.....

FORMAT TO BE SUBMITTED BY THE CONTRACTOR ON LETTER HEAD

Tender for providing the Canteen services in the Kalindi College

Last Date for submission of tender: 09.10.2018 (upto 4:00pm)

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./TIN/GST 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 of items and service is assessed by the committee and he is finally recommended.
2. The contractor's firm must have at least 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.
4. 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.
5. The contractor shall ensure that applicable labour laws and minimum wages act are complied with.
6. The contractor shall have to execute an appropriate agreement with the college on a non-judicial stamp of Rs.50/- accepting all terms and conditions.
7. The contractor shall be required to pay
 - i. Electricity charges every month on actual basis (Sub-meter to be arranged by the contractor) and shall be charged @ Rs. 10/- per unit. This amount shall be deposited by **10th of every month.**
 - ii. Rs.50,000/- as security deposit 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. License Fee @ Rs.60,000/- (negotiable) per annum to be paid in advance in two six monthly installments. The license fee shall be enhanced @ 10 percent on the finally negotiated amount with the vendor.
 - iv. Rs. 1000/- as water charges per month to be deposited by the contractor by **10th of every month.**
8. The contractor shall keep the canteen area (in and around) neat and tidy.
9. The kitchen of the canteen shall be maintained with best of hygiene standard

10. The contractor shall take all precautions to maintain quality of food. In no case he shall sell stale / old stuff / preparations.
11. 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.
12. 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.**
13. 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.
14. 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.**
15. 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.
16. 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.
17. 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.
18. (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 out side 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.
19. 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.
 20. 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.
 21. 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.
 22. 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.
 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.
 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 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.
 29. Any dispute is subject to the Jurisdiction of Courts situated in Delhi.

Additional Requirement:

30. 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.
31. The entire staff associated with the canteen will observe a dress code, use head covers and gloves.
32. 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.
33. Garbage bins should be washed regularly.
34. 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.
35. Real, Tropicana & other branded packed juices should be available throughout the day. *No cabbage and Ajino Moto should be used in the canteen.*
36. The Rotten Vegetables should not be used in the canteen. Stale food should not be served to anyone in the college.
37. 200 ml soft drinks should be also available in the canteen.
38. 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. Chole Bathure, Chole-Rice, Rajma-Rice, Chowmin, Fried Rice, Thali, Kadhi-Chawal, Rice-Chapati will be available in the lunch time.
39. During 12.30 PM-1:00 PM (lunch break) at least four people from canteen should be there for serving keeping in view the high rush of students and staff.
40. At least two persons will be allocated to serving teaching and non-teaching staff.
41. 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.
42. One day in a month should be observed as a cleaning day preferably Saturday. On this day only packed food will be served. Quality of food should be uniform across all the consumers.



PRINCIPAL

KALINDI COLLEGE

TENDER FORM

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

S. No.	Items	Weight / Measure	Rate Offered
	Beverage		
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 (150 ML)	
5.	Lemon	Per Glass (200ML)	
	Machine Based (of Standard Size/Quantity)		
6.	Coffee	Per cup	
7.	Cold Drink	As per College tie up	
8.	Tea	Per cup	
9.	Standard cold Drink	As per College tie up	
10.	Mineral Water (Standard)	Per Bottle	
	Snacks (In Standard Size/Quantity)		
11.	Samosa	Per Piece	
12.	Pastry	Per Piece	
13.	Burger	Per Piece	
14.	Bread Roll	Per Piece	
15.	Bread Pakoda	Per Piece	
16.	Upma	Per Plate	
17.	Utpam	Per Plate	
18.	Masala Dosa with Samber	Per Plate	
19.	Plain (sada) Dosa with samber	Per Plate	
20.	Idli (2 piece) with samber	Per Plate	
21.	Vada (2 piece) with samber	Per Plate	
22.	Veg. Cutlet (2 piece)	Per Plate	
23.	Mater Kulcha	Per Plate	
24.	Macroni	Per Plate	
25.	Manchurian	Per Plate	
26.	Momos	Per Plate	
27.	Gol Gappe	Per Piece	
28.	Dahi Bhalla	Per Plate	
29.	Pasta	Per Plate	
30.	Aloo Bonda	Per Piece	
31.	Kachori	Per Plate	
32.	Aloo Puri	Per Plate	
33.	Gulab Jamun	Per Piece	
34.	Chhole Bhature	Per Plate	
35.	Chhole	Per Plate	
36.	Veg. Sandwiche	Per Piece	
37.	Aloo Tikki	Per Plate	
38.	Cheese Sandwiche	Per Piece	
39.	Toast with Butter	Per Plate	

S. No.	Items	Weight / Measure	Rate Offered
40.	Bread slice	Per Piece	
41.	Veg. Chowmin (Full)	Per Plate	
42.	Veg. Chowmin (Half)	Per Plate	
43.	Paav Bhajee	Per Plate	
44.	Patty	Per Piece	
45.	Seasonable Vegetable (Cooked)	Per Plate	
46.	Spring Roll	Per Piece	
47.	Veg Hot dog	Per Piece	
48.	Paneer Kulcha	Per Piece	
49.	Kathi Roll	Per Piece	
50.	Ice Cream	-	
51.	Yoghurt	-	
52.	Flavored Milk (bottle)	-	
53.	Juice (Tetra Packs only)	-	
54.	Confectionery Items (Biscuit, Chocolates, Wafers etc.)	-	
	Lunch (In Standard Size/ Quantity)	Per Plate	
1.	Rajma Chawal	Per Plate	
2.	Kadhi Chawal	Per Plate	
3.	Chhole Chawal	Per Plate	
4.	Veg. Pulao	Per Plate	
5.	Tomato Rice	Per Plate	
6.	Prantha Plain	Per Plate	
7.	Fried Rice + Manchurian	Per Plate	
8.	Thali (2 Parath+Rice+Seasonal veg.+Dal + Raita + Salad + pickles)	Per Plate	
9.	Thali (Rice, Dal, Sabzi, 4 Roti)	Per Plate	
10.	Dal	Per Plate	
11.	Stuffed Parantha	Per Plate	

*Competitive products for which college has undergone tie-ups/MoUs, shall be excluded from sale.

Name :

Signature :

Date :

Stamp of the Firm