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ACHARYA NARENDRA DEV COLLEGE
(UNIVERSITY OF DELHI)
Govindpuri, Kalkaji, New Delhi – 110 019

Ref. No. ANDC/2018/Canteens.....

Dated: 11/10/2018

Open Tender Enquiry

Subject: Request for Tender for “**Canteen Services**” at Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi-110019

Dear Madam/ Sir,

Open tenders are invited for running the college canteen for the academic session 2018-19. The college has about 2200 students and staff strength of about 250.

You are requested to submit your offer in Two Bid System- Technical and Commercial through e-procurement <https://eprocure.gov.in/eprocure/app> for Canteen Services as per the details attached in Appendix III of open tender by Acharya Narendra Dev College, University of Delhi, New Delhi-110019.

Details of Tender Enquiry are as under:

Tender Reference No and Date	ANDC/2018/Canteen
EMD Amount(Rs)	20,000/-
Bid Document Download Start Date and Time	11/10/2018 14:00 hrs
Bid Submission Start Date and Time	11/10/2018 14:00 hrs
Bid Submission End Date and Time	27/10/2018 17:00 hrs
Technical Bid Opening Date and Time	29/10/2018 13:30 hrs
Financial Bid Opening Date and Time	12/11/2018 13:30 hrs
Bid Validity	31.03.2019

It is requested that the following protocol shall be carefully observed in every detail while submitting the tender, otherwise tender may not be considered:

1. All details regarding the tender for “**Canteen Services**” are available on our college website <http://andcollege.du.ac.in> and CPP Portal <https://eprocure.gov.in/eprocure/app>. Any change/ modification in the Tender Enquiry/ Tender Document will be intimated through above websites only. Bidders are therefore, requested to visit the websites regularly to keep themselves updated.
2. For submission of e-bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.

3. Bidders are advised to follow the instructions provided in the 'Instructions to the Contractors/Bidder' for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.
4. Online tender will be two fold (a) one technical bid consisting of all technical details and supporting documents (b) another financial bid containing items wise price for the items mentioned in the technical bid. Bidders will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
5. Financial bids of only those bidders will be opened and considered who qualify in their technical bid.
6. Manual/hardcopy of bids shall not be accepted.
7. Bidder, however have to upload scanned and signed copies of EMD and documents mentioned in Appendix I along with the e-tender.
8. Earnest Money Deposit (EMD) amount of Rs.20,000/-(Twenty Thousand Only), should be submitted in the form of Pay Order/Demand Draft of a nationalized bank, payable in favour of **"The Principal, Acharya Narendra Dev College", payable at Delhi**, and should reach to "The Section Officer (Accounts), Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi-110019", before the end date and time of bid submission, failing which, the bid will be liable for rejection. Please write the name of the contact person (IN CAPITAL) and his/her Mobile Number at the backside of the Pay Order/Demand Draft and submit it in an envelope super scribed as **"EMD for Canteen Services"**. Our Tender No. & Date and name of the item/equipment should invariably be marked on the top of envelope.
9. Clarifications/queries, if any, can be addressed to Dr. Amit Garg, Bursar, Contact No. 011-26293224 and email: bursar@andc.du.ac.in till 24th October, 2018.

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General Terms and Conditions

1. The tender must be in the form as furnished by Procuring Entity and should be free from corrections/erasures. In case there is any unavoidable correction, it should be properly attested. If not, the tender will not be considered. Tender written in pencil will not be considered. The bidder 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.
2. Tender will be opened on due date at **29.10.2018 (13.30Hrs)** at the indicated venue in presence of the bidders or their representatives who may wish to be present.
3. **The Technical Bid and the Financial Bid shall be submitted through ONLINE only at CPP Portal as per the details mentioned in the E-Procurement Tender Notice. The Financial Bid of those bidders will be opened only whose bids are technically cleared by**

the Technical Committee of Acharya Narendra Dev College, University of Delhi on the basis of the terms and conditions and possible visit to evaluate food items.

4. Tenders which are not accompanied with the EMD in form of Demand Draft/Pay Order of Rs.20,000/- will not be considered.
5. In the event of furnishing false/incorrect/incomplete/forged information/documents by the bidder, the EMD in respect of such bidder shall be forfeited. Further during the performance of the contract, if it is detected that the contract has been obtained by furnishing the false/incorrect/incomplete information in the tender, the agreement is liable to be terminated and performance security and other payments due to the contractor shall be forfeited without prejudice to the contractor liable to be blacklisted accordingly and is liable to be banned from doing business with the Acharya Narendra Dev College.
6. The EMD of successful bidder will be retained as security till the end of the contract.
7. The EMD of the unsuccessful bidder(s) will be refunded after finalization of tender without any interest.
8. The EMD may be forfeited if a bidder withdraws his bid during period of validity specified by bidder in bid form or, in case of successful bidder, if the bidder fails to complete the contract.
9. The bidder shall have a minimum of 3 years' experience in this trade.(Documentary evidence shall be submitted)
10. Successful bidder is to submit an **Appendix VI** as tender acceptance letter.
11. **The Technical Bid opening, will be carried out in two stages, in the first stage technical committee will verify all the documents uploaded on CPP Portal Thereafter, in the second stage, the evaluation of food items will be done by the technical Committee. Then, in the third stage the Price Bids (financial bid) of only the technically eligible firm shall be opened by the Competent Committee of Acharya Narendra Dev College, University of Delhi.**
12. Cost of the food items shall include GST/all other taxes.
13. The College, does not bind it to accept the lowest tender for its execution and reserves the right to accept the tender in whole or in part i.e. with respect to all the articles mentioned in the attached statement or in respect of any one or more than one article specified in the attached statement.
14. In the event of any default, failure or negligence by the bidder/vender in complying with the terms and conditions of the work order to the complete satisfaction of the **Acharya Narendra Dev College**, University of Delhi the authorities shall be entitled to deduct/forfeit from EMD for the loss / damage.
15. The right to accept the tender will rest with Principal, Acharya Narendra Dev College, University of Delhi which reserves the right to reject any or all the bids without assigning any reason thereof.
16. Payment of taxes is primarily the responsibility of the seller. **If no indication regarding GST or other taxes is recorded in the tender, the GST or other taxes will be considered as included.**
17. Payments will be made through **RTGS/NEFT** transfer. For this purpose, the vendor will be required to provide his bank details along with the bill. **A Scan copy of the cancelled cheque can also be attached for verification of IFSC code and account details.**
18. Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Delhi only.
19. Incomplete tender is liable to be rejected. Apart from submitting the copies of other documents, the bidder must submit the duly filled in and completed in all respect Tender Acceptance Letter along with entire tender document. Each and every paper submitted as a part of technical bid should be signed and stamped by the bidder.

Other Terms and Conditions

1. The contractor shall sign an agreement with the college, accepting the stated terms and conditions of this document and other additional ones, if any, as part of contract.
2. The contract shall be initially for a period of one year from the date of signing of an agreement. The contract is extendable subject to satisfactory performance. The contractor will have to vacate the premises immediately on the expiry of the contract. College may take feedback from students and staff which can be the basis for continuation of the canteen contract.
3. The Contractor shall pay the following charges to the College:
 - (i) License Fee Rs. 2,000/- per month
 - (ii) Electricity Charges As per actual (sub-meter basis)
 - (iii) Water Charges Rs.1,800 per annum
 - (iv) Security deposit Rs. 20,000 (one time, Refundable)Water charges and security deposit is subject to change on the basis of facility provided by the college and the services offered by the contractor. Timing for the canteen will be from 8:30 a.m. to 6:00 p.m. and is subject to change. Contractor shall also provide services in extended hours during pre-intimated special occasions including exams, functions, student festivals etc.
4. The contractor shall display rate list/ menu on the Canteen Notice Board and the special items (from the approved list) to be served on the different week days on rotational basis and will also be notified thereon. Menu should mention both rate and quantity of each of the item and that of the subsidiary part thereof, wherever applicable.
5. Only approved items will be served at approved rates only, maintaining specified quantity and quality.
6. Contractor will use good quality raw material preferably FSSAI/ ISI/ Agmark and will maintain hygienic storage area for same.
7. Any use of Food Color/flavor should be according to the Government Regulatory authority.
8. The contractor shall maintain the quality of all the eatable items, which can be checked by the college authorities without any prior notice.
9. Minimum accepted/committed number of items should be available during the college hours as per contract terms.
10. Disposable crockery is strictly not allowed within college premises. Items should be served in stainless steel crockery or bio-degradable plates and bone-china cups or paper cups for beverages. Contractor will have to take pre-permission for any other make of crockery.
11. The Contractor shall not keep/sell any prohibited items like alcoholic drinks, cigarette, gutka, pan masala etc. and other health hazard articles.
12. Restricted items along with Non-Veg items cannot be brought, cooked or sold within the canteen premises. Residing staff also cannot bring or cook such items for their own use.
13. Any change in food items can be done on request/demand by the student and/or staff after taking proper approval from the canteen committee.
14. The contractor shall employ only such persons as are declared medically fit as certified by the Govt. hospital in Delhi. No such employee will be under the age of 18 years. Documentary evidence will be provided by the contractor.
15. The contractor will provide police verification of all employees along with self-attested photo identity and residence proof verified by the contractor.
16. The contractor shall provide Identity proof with proof of address of all his/her staff working in the college.
17. The contractor will have to provide employees in proper uniforms for service in the canteen as well as for the service in different departments within the college.
18. The limited canteen Staff will be allowed to stay within the college premises only with authorization and no unauthorized person can even enter within the college premises.

19. The contractor will have to employ the required staff at his own cost and bear all the statutory and other liabilities for running the canteen. The Institute shall not in any manner be treated as the employer of these employees or concerned with the terms of their employment or conditions of their services.
20. The contractor shall also be responsible for the overall conduct of his/her staff in the college. The contractor will, at all times, ensure discipline decent and courteous behavior by his employees while they remain in premises of Acharya Narendra Dev College (ANDC). In case any of his employee indulges in any act of indiscipline, misbehavior or slogan shouting or indulges in violent act(s) or abets others in doing so and it is prima facie proved, the contractor shall remove the employee concerned from the premises immediately. College can also debar such defaulters.
21. The upkeep maintenance & cleanliness of the allocated area/canteen and its surrounding area will be the responsibility of the contractor.
22. The contractor will dispose all the garbage produced on daily basis on his/her own.
23. Contractor will have to install exhaust fan(s)/chimney(s) etc, wherever needed for proper ventilation.
24. It will be sole responsibility of the contractor to guard their property/belongings and property/belongings/facility provided to him by the college including fans, furniture, electrical fittings, sanitary fittings, windows, doors etc.
25. Contractor should undertake pest control within the canteen premises at his/her own cost.
26. The contractor will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by concerned local Govt. Authorities.
27. The canteen contractor is required to produce GST authorization if applicable. The contractor shall also be responsible for payment of GST on eatables and services (as the case may be) to the concerned Govt. Department.
28. The Contractor must have necessary registration certificate/license from regulating and governing authority as applicable like FSSAI, MCD, Additional Commissioner of Police/Licensing/Delhi Police for running canteen under provisions of Delhi Eating House Registration Regulation 1980. The Contractor shall display a copy of these certificates at the canteen premises.
29. The Contractor shall have atleast one Food Safety Supervisor (FSS) who has successfully completed the Food Safety Training and Certification (FoSTaC) programme of FSSAI.
30. The Contractor shall be subject to the regulation of Labour Law and shall be solely responsible for its implementation.
31. The canteen premises/allocated vending area shall remain open for inspection by the Canteen Committee/ College authorities at any time to ensure quality/ quantity of eatables and good sanitary conditions in the Canteen premises.
32. The allocated area for canteen/vending services should not be used for any other commercial activity by the contractor.
33. The contractor shall not sub-contract the running of canteen to any other party.
34. The Canteen contract cannot be terminated by the contractor in the midst of the period of award. If it done, the security shall be forfeited.
35. A fine amounting INR 500/- may be imposed per event on deficiency of service or breach of any of the contract terms. Fine amount may double every time, from previous, on recurrence. College reserves the right to terminate the contract on immediate basis in case of serious or recurrent breach of accepted terms and conditions.
36. In case of breach of any term and condition contained herein or which may be imposed during the contract period, the college authorities shall be at liberty to terminate the contract without assigning any reason on single day notice and the contractor shall have to vacate the premises allotted to him within the time specified by the college authorities.
37. Any new item may be added with the mutual consent of both parties.

Appendix I
BIDDER PROFILE (ELIGIBILITY CRITERIA)

The following details/documents/certificates issued by the concerned Authorities in respect of the bidder are required to be submitted:

S.No	DESCRIPTION	DOCUMENTS TO BE UPLOADED(SCANNED COPIES)
1.	Name and Address of the bidder/tenderer along with Telephone No./Mobile No:	
2.	Registration certificate/legal status from Govt. of India/State Govt. for relevant field. Copy of relevant certificates shall be attached.	
3.	Copy of GST Registration(if any), PAN card, TIN No./VAT No.	
4.	Copies of ITR for last three preceding years (FY 2015-16, 2016-17 and 2017-18)	
5.	Proof of the firm towards its existence for last three years or more in the trade in Central/State Govt. /Autonomous bodies. Copies of work order shall be included as a proof.	
6.	National Electronic Fund Transfer (NEFT) Form as per Annexure VI (for the purpose of payment in Indian Rupee)	

Signature of the Bidder/Tenderer with Seal
Name of the Firm & Seal

Note: The documents to be uploaded should be legible, covered with index and have proper page no. In case the uploaded documents are not readable, the tender cannot be examined and the Technical Bids can be rejected, thereby rejecting the tender of that applicant.

Appendix II
DECLARATION

(To be given on Company Letter Head)

1. I,----- Son/ Daughter / Wife of Shri -----
----- Proprietor / Director /authorized signatory of the firm, mentioned
above, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/ are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. We agree to all the terms and conditions mentioned in the tender documents. We further understand that you are not bound to accept the lowest or any Bid you may receive against your above-referred Bid Reference.
5. We confirm that there is no case pending with the police or any other investigating agency (i.e.) against the proprietor/firm/partner or the company.
6. We confirm that no near relative of ours is an employee of the college who is connected with the award and execution of the contract.
7. We confirm that we are competent to contract and we do not stand deregistered/banned/blacklisted by any Govt. Department/Autonomous/Semi Govt. in the past.
8. We do not have any pending litigation with any Government Department on account of our services.
9. We confirm that we fully agree with the terms and conditions specified in above mentioned Bidding Document, including amendment/ corrigendum, if any.

Signature of the Bidder/Tenderer
with Seal

Name of the Firm & Seal

Date:

Place:

**Appendix-III
(On Company Letter Head)**

TECHNICAL Data sheet

Duly filled Technical Bid as per the details given below in the attached format shall be submitted.

List of Food Items

S. N.	Food Items	Item Weight (net weight)	Item Quantity	Compliance Yes/No
1	Tea	100 ml	1 Cup	
2	Coffee (Hot)	100 ml	1 Cup	
3	Samosa	70-90 gm	1 Pc.	
4	Bread Pakora	120-150 gm	1 Pc.	
5	Maggi	150 gm	1 Plate	
6	Idle (With Sambhar and Chutney)	80-100 gm per Pc.	1 Plate of 2 Pc.	
7	Dal Vada (With Sambhar and Chutney)	50-70 gm per Pc.	1 Plate of 2 Pc.	
8	Medu Vada (With Sambhar and Chutney)	70-90 gm per Pc.	1 Plate of 2 Pc.	
9	Bread Roll	120-150 gm	1 Pc.	
10	Chole Kulche	2 Kulche With 100 gm Chole	1 Plate	
11	Chowmein (Veg.)	200 gm	1 Plate	
12	Chole Bhature	2 Bhature of 50 gm each with 100 gm Chole	1 Plate	
13	Masala Dosa	200 gm	1 Plate	
14	Uttappam	200 gm	1 Plate	
15	Chole /Rajma/Fried/Lemon/Kadi Rice (With Salad and Pickle)	200 gm	1 Plate	
16	Aaloo Puri	200 gm	1 Plate of 5 Pc.	
17	Thali (With 2 Sabji, 1 Dal, Salad, Pickle, 2 Roti, Rice)	250-300 gm	1 Plate	

Signature and Seal of Authorized Signatory with Name

**Date
Place**

Appendix IV

Canteen Services at Acharya Narendra Dev College, New Delhi

PROFORMA FOR FINANCIAL BID

S.No	Name of the Item	Unit Price including taxes

Note: All Rates in Figures and in Words in Rupees

I/we agree to run canteen services at your office and comply the following:

1. The rates quoted are as per the technical specifications mentioned in Appendix III.
2. Tender schedule and Technical specification (Appendix III) indicated in tender document
3. Terms and conditions as specified in the tender document.
4. This offer is valid till 31.03.2019 from the date of opening of the tender.
5. Comply by the comprehensive warranty condition.

Signature and Seal of Authorized Signatory with Name

Date
Place

Appendix V

Bank Account Details for NEFT/RTGS Transfer
(TO BE SUBMITTED ALONG WITH THE FINANTIAL BID)

S.No	Information Heads	Bank Information
1.	Beneficiary Name	
2.	Beneficiary Address	
3.	Bank Name	
4.	Bank Address & Telephone No.	
5.	Bank Account Number	
6.	Bank Account Type	
7.	IFSC Code	
8.	MICR Code	

Signature and seal of the bidder

ANNEXURE-VI

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To,
The Principal
Acharya Narendra Dev College
Govindpuri, Kalkaji
New Delhi-110019

Sub: Acceptance of Tender Document

Tender Reference No: _____

Name of Tender / Work _____

Dear Madam,

I _____, on behalf of
M/s _____ certify
that all the statement made and information supplied with this tender to Acharya Narendra Dev
College, University of Delhi, are true and correct and is fulfilling the specifications as per the
tender document.

1. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
2. I undertake to supply the items as per specifications desired in your tender. Any deviations may lead to cancellation of award as per tender terms and conditions.
3. I offer to execute the work at the rates as indicated in the price Bid as per the award of contract, if applicable.
4. I offer to comply by the comprehensive warranty condition of the tender.

I/ We are liable to pay damages out of the security deposit/EMD in case of any discrepancy in this regard. Principal, Acharya Narendra Dev College, University of Delhi may impose penalty as deemed fit & will have the right to make recovery from security/EMD or make deduction from our bills due.

Signature of the Bidder/Tenderer with Seal

Name of the Firm & Seal