



## SRI AUROBINDO COLLEGE

(University of Delhi)  
MALVIYA NAGAR, NEW DELHI - 110017  
E-mail : principal@aurobindo.du.ac.in  
Website : www.aurobindo.du.ac.in

श्री अरविन्द महाविद्यालय

(दिल्ली विश्वविद्यालय)  
मालवीय नगर, नई दिल्ली-110017

Dated **18.04.2019**

Ref. No. SAC/2019/20

### NOTICE TENDER FOR COLLEGE CANTEEN

Sealed Quotations are invited from experienced parties for running the college canteen of Sri Aurobindo College (Morning and Evening), addressing to the principal must reach the college office latest by 02.05.2019, 1.00 p.m.

The college canteen shall cater to the requirements of more than 5000 students and teaching and on-teaching staff of the college (Morning and Evening). The college is also a study centre for School of open learning D.U., Non-Collegiate Women Education Board D.U. and IGNOU.

Prescribed tender form containing Terms and Conditions is available on the college website [www.aurobindo.du.ac.in](http://www.aurobindo.du.ac.in). It can be also collected personally from the college office on working days.

The last date for submission of tender form shall be 02.05.2019 till 1.00 p.m. No tender form shall be accepted after the last date and scheduled time.

The contractor must submit:-

- 1) Valid food license issued from the Competent Authority under provision of Delhi Eating House Registration Regulation.
- 2) The terms and conditions form should be duly signed by the tenderer on each page. (Annexure I of Tender Document)
- 3) List of quoted rates for the items to be served should be duly signed by the tenderer on each page. (Annexure – II of Tender Document)

The college reserved the right to accept or reject any or all the tenders submitted without assigning the reasons thereof.

  
PRINCIPAL (OFFG.)

# **TENDER DOCUMENT**

**FORMAT TO BE SUBMITTED BY THE CONTRACTOR ON LETTER HEAD**  
**Tender for providing the canteen services in Sri Aurobindo College**  
**Last date for submission of tender 02.05.2019 (1.00 p.m.)**

## **PARTICULARS**

1. Name of the firm : \_\_\_\_\_
2. Address : \_\_\_\_\_  
\_\_\_\_\_
3. Phone No. (Mobile/ Landline) : \_\_\_\_\_
4. Experience (in years) of catering (Please attach proof) : \_\_\_\_\_
5. Registration No. : \_\_\_\_\_
6. PAN No. : \_\_\_\_\_

## **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 Adulteration Act, 1954.
2. All the particulars subscribed by me are true to the best of 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.

*Subhijit*  
*18/4/19*

*Comenar, Canteen Committee*

## ANNEXURE - I

### Terms and conditions for submitting the tenders for providing canteen services:

1. It may be noted that 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 is assessed by the committee and he is finally recommended. Contractors having experience of running the canteen in Delhi University colleges / Govt. Departments / PSU will be given weightage.
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. A self- certification is required to be submitted by the contractor on letter head.
3. 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.
4. The contractor shall ensure that applicable labour laws and minimum wages act are complied with.
5. 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.
6. The contractor shall be required to pay:
  - i). Water charges Rs. 2000/- per month and electricity charges as per actual usage of every month. Rates charged will be as per the average Unit cost charged from the college by the electricity board i.e. BRPL/ Government agency. This amount shall be deposited by 10<sup>th</sup> of every month.
  - ii). Rs. 25000/- as security deposit (as Performance Guarantee) that shall be refundable after the expiry of contract and no interest shall be payable on it. This may be adjusted in case any dues / damages are reported during the tenure of contract period.
  - iii). Monthly license fee of Rs. 2000/- shall be paid in advance by 10<sup>th</sup> of every month.
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 the 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/ingredient shall be allowed.
12. The contractor shall not use the canteen / college premises for residential purposes for self or his staff.
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 shall not be allowed.
14. The college reserves the right to allot a small part (Corner) of canteen premises of approx 8 X 8 to any other vendor of its choice to sell food items.
15. The contractor shall provide the list of the workers along with 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 preparation and serving.
18. (a) The approved rates of 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 the permission of the college.
- (b) The contractor shall display the rates of items, as approved upon by the college at prominent places of canteen and staff room.
- (c) The contractor shall display the menu everyday on the notice board of the canteen.
19. The contractor shall have to make his own arrangements to remove / dispose-of 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 by the college. 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. 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.
26. Any loss to the property of the college caused by the contractor shall be borne by the contractor.

*Subhaji*  
18/4/19

## ANNEXURE - II

### RATE FOR THE ITEMS TO BE SERVED IN CANTEEN

S.NO.	ITEMS	WEIGHT/MEASURE	RATE (Rs.)
1.	Hot Coffee	Per cup (150 ml)	
2.	Cold Coffee	Per cup (200 ml)	
3.	Tea	Per cup (150 ml) One cup (70 ml each) 3 cup Full Set (70 ml each) 6 cup	
4.	Lemon Water Salt	Per Glass (200 ml)	
5.	Lemon Water Sweet	Per Glass (200 ml)	
6.	Cold Drink	As per college tie up	
7.	Standard Cold drink	As per college tie up	
8.	Mineral Water (Standard)	Per Bottle on MRP	
9.	Samosa	Per Piece (100 gm)	
10.	Pastry	Per Piece (100 gm)	
11.	Burgur	Per Piece (100 gm)	
12.	Bread Roll	Per Piece (50 gm)	
13.	Bread Pakoda	Per Piece (100 gm)	
14.	Upma	Per Plate (150 gm)	
15.	Pakora/Palak/Paneer/Pyaj	Per Plate (150 gm)	
16.	Masala Dosa With Samber And Coconut Chatni	Per Plate (150 gm)	
17.	Plain (Sada) Dosa with Samber And Coconut Chatni	Per Plate (100 gm)	
18.	Idli (2 piece) with Samber And Coconut Chatni	2 Piece	
19.	Vada (2 piece) with Samber And Coconut Chatni	2 Piece	
20.	Veg. Cutlet (2 piece)	2 Piece	
21.	Mater Kulcha (2 piece)	Per Plate (150 gm)	
22.	Macroni	Per Plate (100 gm)	
23.	Pasta	Per Plate (100 gm)	
24.	AlooBonda	Per Piece (50 gm)	
25.	Kachori 2 piece with AlooSabji	Per Plate (100 gm)	
26.	AlooPuri 4 piece	Per Plate (100 gm)	
27.	GulabJamun	Per Plate (50 gm)	
28.	ChholeBhature	Per Plate (150 gm)	
29.	Chhole	Per Plate (100 gm)	
30.	Veg. Sandwiche	Per Piece (100 gm)	
31.	Toast with Butter (Brown Bread) 4 pcs	Per Plate	
32.	Toast with Butter (White Bread) 4 pcs	Per Plate	
33.	Veg. Chowmin (Full)	Per Plate (250 gm)	
34.	Veg. Chowmin (Half)	Per Plate (150 gm)	
35.	PavBhajee 2 Pav	Per Plate (100 gm)	
36.	Patty	Per Piece (100 gm)	
37.	Spring Roll	Per Piece (100 gm)	

38.	Flavored Milk (Bottle)	As per college tie up	
39.	Juice (Tetra Packs Only)	As per college tie up	
40.	Confectionery items (Biscuits, Chocolates, Wafers Rs. 5 to 20) at Least 2 Brand Each	As per college tie up	
<b>Lunch ( 1 pm to 2:30 pm)</b>			
1.	Rice + Kadi/Dal/Rajma	Per Plate (200 gm)	
2.	Rice Plain	Per Plate (150 gm)	
3.	Rice Pulav	Per Plate (100 gm)	
4.	4 Puris/4 Chapati+Chhole/Kadi/Dal/Rajma	Per Plate (200 gm)	
5.	Tandoori Naan/LachhaPrantha	Per Plate (100 gm)	
6.	2 Prantha Plain with Sabji/Tandoori	Per Plate (100 gm)	
7.	Fried Rice+Manchurian	Per Plate (150 gm)	
8.	Thali (2 Prantha+Rice+Seasonal veg.+Dal+Salad+Pickels)	Per Plate (300 gm)	
9.	Thali (Rice,Dal,Sabji,4 Roti(Tandoori)	Per Plate (250 gm)	
10.	Thali (Rice,Dal,Sabji,4 Roti(Tawa)	Per Plate (250 gm)	
11.	2 Stuffed Parantha with Pickle/Tandoori	Per Plate (150 gm)	

Note:-

Name:-

Signature:-

Date:-

Stamp of the firm:-

*Sudhaji*  
18/4/19