



## TENDER DOCUMENT

For Operating

**LBC Smart Canteen**

at

**LAKSHMIBAI COLLEGE  
UNIVERSITY OF DELHI  
DELHI-110052**

**Date:- 27.9.2019.**

**Tender Fee**

**Earnest Money Deposit:**

**Last date of Submission of tender:**

**Rs. 1,000/-**

**Rs. 30,000/-**

**31<sup>st</sup> October, 2019**

**at 1.00 P.M.**

  
**PRINCIPAL**





# लक्ष्मीबाई महाविद्यालय LAKSHMIBAI COLLEGE

(दिल्ली विश्वविद्यालय University of Delhi)

अशोक विहार Ashok Vihar-III

दिल्ली Delhi-110052

कार्यालय Office : 011-27308598, 27304076 टेलीफैक्स Telefax : 27304076

Date :-27.9.2019

## TENDER NOTICE FOR SMART CANTEEN

Online tenders are invited in two bids system i.e. Technical bid and Financial bid on e-procurement portal from the eligible registered canteen contractors to run the Smart Canteen for the students, staff and visitors at Lakshmibai College, Ashok Vihar, Delhi-110052 on contractual basis for a period of one year which may be extended for further period/s subject to satisfactory services & as per discretion of Lakshmibai college.

### Technical Bid

The vendors are requested to attach the following documents along with the tender documents:

1. Copy of PAN.
2. GST Registration.
3. A working Caterer, companies or restaurant having experience of at least 2 years of running of providing catering service in government departments /PSUs/ Academic Institutions/Private Organizations/restaurant food joints of repute and who can cater to the needs of students, staff and visitors are eligible to submit bid in response to this notice. The tenderer shall provide complete address of the Canteen/ Mess/ Restaurants where they are providing catering services, so that the College committee can inspect/visit and assess the quality of foods being served along with cleanliness and maintenance of hygiene etc.
4. There will be a non-refundable tender fee of Rs. 1000/- (Rupees One Thousand only) in the form of DD in favour of Principal, Lakshmibai College, payable at New Delhi.
5. An earnest money of Rs. 30,000/- (Rupees Thirty Thousand only) in the form of DD in favour of Principal, Lakshmibai College, payable at New Delhi. The hard copy of the same shall be accepted only upto 31<sup>st</sup> Oct. 2019 at 01:00 pm at the address given above.
6. The vendor will provide a certificate/license from the MCD/Delhi Govt./Delhi police for running the canteen on behalf of college.

7. The vendor should have the requisite food licence. (attach documents proof).  
**The offer should be submitted on e-procurement portal in two bids separately "Technical and Financial bid, The vendor is required to attach two separate files for technical & financial bids, failing which their tender will be rejected.**

**FINANCIAL BID**

Canteen contractor is requested to pay the following amount as one time advance to the college:

1. Fixed Rent Min. Rs.3,500/- ( Rupees Three Thousand five hundred only) Per Month (A undertaking of acceptance).
2. Development Charges: \_\_\_\_\_ ( Minimum Rs. 1,00,000/- per annum and further to be quoted by vendors).

- Last date & time of accept of tender- 31<sup>st</sup>. October 2019 at 1.00 PM.
- The tender will be opened online 04 November 2019 at 12.00 Noon.
- The tenderer or representative are requested to be present at the time of opening the tender and make a PPT Presentation regarding the SMART Canteen Ecosystem.

  
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**Requirement from the Contractor:**

**1.CLEANLINESS AND HYGIENE:**

- a.The contractor shall maintain highest standards of cleanliness and hygiene in the canteen which can be checked by the college authorities without any prior notice.
- B . All the engaged employees of vendor will wear proper clean uniform whether they work in kitchen or provide room service.
- c.Any employee of the contractor will not be allowed to consume or sell cigarettes, gutka, drugs, tobacco, liquor and other related items in or outside the canteen.
- d. Vendor will be responsible for maintenance of hygiene and cleanliness inside and in the surrounding area outside canteen.
- e. At least 4 employees will be exclusively deputed for maintaining hygiene and cleanliness in the said area.
- f. The college office or canteen committee may inspect the canteen at any time so as to verify the hygienic conditions being observed by the vendor.

**Failure on the part of the contractor to ensure cleanliness and hygiene, will be treated as breach of the contract and can lead to immediate cancellation of the contract.**

**2. QUALITY:**

- a.The contractor shall maintain the quality of all the eatable items, which can be checked by the college authorities without any prior notice.
- b.The quality of raw material to be used by the contractor should be good/branded/AGMARK approved.
- c.The crockery and the cooking utensils etc. shall always be maintained in good condition and should also be of good quality.

**3.SERVICE:**

- a.Total strength of staff and students (including IGNOU/NCWEB on Sundays only)-4500 approximately.
- b.The contractor may be required to make catering arrangements for meetings, seminars, conferences, programmes and events etc. in the college which may include High Tea, Buffet Lunch/Dinner etc. as and when required on payment basis.
- d.At least 2 employees should be assigned to provide service to the Guests/Meetings in the Principal Office or at designated places.

**4.RATES :**


- a. The college has fixed the rates of eatables as per list attached. The vendors are required to quote the same rates accordingly with acceptance.
- b.The college reserves the right to change the eatable items and fix its price accordingly at any stage during the contract.
- c.Price list of items should be displayed in college canteen at prominent place at the cost of canteen contractor.

## GENERAL TERMS AND CONDITIONS

1. The canteen contractor shall arrange the following at his own.
  - a. Furniture, Utensils, Gas pipelines if required
  - b. One Water Cooler, R.O. System, Water Dispensers, Dustbins, etc.
2. The canteen contractor shall also pay the following charges to the college:
  - a) **Electricity Charges:** As per actual electrical consumption according to sub meter.
  - b) **Water Charges:** Rs. 1500/- P.M lump sum.
3. The contractor shall be required to furnish a performance security at the time of signing of the agreement for an amount of Rs. 1 Lac (Rupees One Lac only) in the form of an Account payee Demand Draft, Fixed Deposit or a Bank Guarantee in favour of Principal, Lakshmibai College. Failure to furnish Performance Security by the Contractor shall constitute sufficient grounds for the annulment of the agreement and forfeiture of security.
4. The tenderers are advised to visit the canteen area before participating. The tenderer should assess the volume of business themselves. Lakshmibai College will not guarantee any minimum/ maximum business.
5. The successful vendor will be responsible for the maintenance of canteen and its infrastructure at his own expenditure. He will also bear the charges of all other repairs relating to equipment's, electrical, plumbing, fixtures etc., if required.
6. The contractor shall execute an agreement with the College authorities comprising detailed terms and conditions.
7. The contractor shall be subject to the regulation of Labour Law & shall furnish the following documents in respect of the individuals who will be deployed by the contractor after the commencement of work.
  - a. List of manpower to be deployed by the contractor containing full details i.e. date of birth marital status, address etc. (b) Bio –data of manpower (c) Police Verification of manpower by local police authority.
8. The contractor will be required to ensure that all its employees/workers are paid wages as per the minimum Wages rates notification by the Government of Delhi.
9. The college canteen premises shall not be used for any other commercial activity by the contractor.
10. The contractor shall not subcontract the running of canteen to any third party.
11. The contractor shall be responsible for the good conduct and behavior of the persons employed by him during the course of his business.
12. The contractor shall not cater the need of the outsiders other than the visitors of the college.
13. The college will have the right to recover any sum or to forfeit the security deposit in case of any loss due to negligence or theft by the persons deployed by the contractor or breach of any terms and condition or this tender.
14. That the contract and/or extended contract shall be terminated by the principal by giving a notice of one month time if the work of the contractor is not satisfactory or he commits a breach of one or more of the terms of the agreement.
15. The vendor will have to give two months notice before leaving the contract.
16. If the contract is terminated by the contractor without giving stipulated period of notice or fails to observe the terms and conditions of the tender, the security deposit will be forfeited without

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- prejudice to the management's right to proceed against the contractor for any additional damages that the institute suffers as a result of the breach of the aforesaid terms and conditions.
17. The contractor should maintain punctuality in providing the service. The contractor will also make special arrangements for lunch/dinner in the seminars, meetings, functions, parties, picnics, fare wells etc. whenever he is asked to do so on payment basis.
  18. The contractor will install the fire extinguishers in the kitchen as per fire regulation and keep the premises harmless and indemnified against any damage arising on account of fire theft or negligence on the part of the contractor or his staff to any property, such loss or damage shall be made good at the cost of the contractor.
  19. The contractor will be required to arrange sufficient equipment and crockery in order to ensure proper and efficient services.
  20. On the expiry of the said term or period of the contract or earlier termination thereof, the contractor shall handover peacefully the vacant possession of the canteen premises to the college in the same condition in which the premises now exists. The contractor occupation of the premises after such termination will be deemed to be that of a trespasser and he shall further be liable to pay damages.
  21. All the engaged employees of vendor will wear proper uniform whether they work in kitchen or provide room service and the uniform will be provided by the vendor.
  22. The contractor shall not employ child labour as per statutory rules of Govt. of India.
  23. The vendor shall maintain the licensed premises in good condition and shall not cause any damage thereto. If any damage is caused to the premises by the vendor or his workers, employees or suppliers the same shall be repaired by the vendor at his cost of either by rectifying the damage or by paying cash compensation as may be determined by the college.
  24. The vendor shall not use electric heater or any other heavy duty electrical appliances without the permission of college.
  25. The canteen premises will be open on all working days from 8.00 am to 6.00 pm and for limited hours on Saturday & Sunday.
  26. After opening the tenders the committee may visit the working sites of the vendor where the vendor is presently working and may check the preparation of cooked items as specified in tender in support of working experience.
  27. All cashless payment options should be available with the canteen like campus pay, smart id card and others.
  28. It should be strictly noted that no prepared food item will be served/allowed outside canteen except for the guests in Principal office. The canteen owner will be fined Rs. 200/- per plate if plates are found anywhere in the premises.
  29. CCTV coverage of canteen kitchen will be displayed on screen for the satisfaction of the customers i.e. students, teachers and guests at the vendor's cost.
  30. Menu of the canteen will also be displayed and accessible through mobile app and other digital assets.
  31. Pre ordering facility through college mobile app should be provided by the vendor.
  32. Changes in menu, timings etc. to be intimated through college mobile app with push notifications.

33. Feedback provision on the canteen menu and services through mobile app to be made available to students/staff/guests. Rating/reviews to be viewed seriously.
34. Minimum three 40"-43" TV screens for digital display in canteen area to be made available by the tender.
35. Free Wi-Fi in the canteen area will be provided by the canteen vendor.
36. The contractor will not be allowed to add any item other than mentioned in the tender document. If vendor desires to add any item in the list, he must have to seek the permission of the college including the items and their rates.
37. Cups/glasses/plates made of Thermocol or plastic will not be used/supplied in the canteen.
38. Crockery for Principal Office to cater to the guests will be maintained separately by the vendor so as to make decent presentation each time.
39. In case of breach of any term and condition herein contained, the college authorities shall be at liberty to terminate the contract without assigning any reason and the caterer shall have to vacate ~~the~~ the premises allotted to him within the time specified by the college authorities.
40. Any dispute/litigation is subject to Delhi Jurisdiction.
41. The successful vendor has to complete all the documents within fifteen days from the award to provide the services without any delay.
42. The Principal, Lakshmbai College reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.
43. The contractor shall provide 4 Organic Composting Bins of 600 liters, 4 Blue Bins for recyclable waste of size 240 liters and 2 Black Bins for Domestic hazardous waste of size 240 liters at its cost and will be responsible to maintain these Bins. Penalties will be levied for first offence of Rs. 5000/-, second offence Rs. 25000/- and will be multiplied in the same ratio for further offence.
44. Not following any of these terms and conditions may lead to the cancellation of the contract.



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## Items and Price List

Sr. No.	Items	Qty	Rate (Rs.)
<b>Tea &amp; Beverages</b>			
1.	Tea Brooke Bond Red Lable Green Tea/Lemon Tea/Coffee	120 ml	7
2.	Fresh Juice	Small/Medium/Large	15/20/25
<b>Snacks</b>			
3.	Samosa 1 Pc.	Per Pc 100 gm	08
4.	Bread Pakora	Per Pc 120 gm	10
5.	Bread Roll	Per Pc 100 gm	10
6.	Veg Cutlet	Per Pc 100 gm	12
7.	Veg Sandwich	Per Pc 110 gm	15
8.	Butter Slice	2 Pcs 70 gm	10
9.	Pao Bhazi	200 gm	25
10.	Spring Roll	Per Plate 110 gm	20
11.	Kachori + aloo subzi	Per plate 120 gm	15
12.	Club Sandwich	Per pc 130 gm	20
13.	Paneer Pakora	1 Pc	20
14.	Veg Pakora (Per Plate)	5 Pc.	15
15.	Boiled Egg	Per Piece	8
16.	Dahi Bhalla/Papri Chat	Per Plate 180 gm	30
17.	Aloo Tikki	Per pc 80 gm	15
18.	Paneer Samosa	Per pc 110 gm	15
19.	Omlette (1 Egg)/(2 Egg) with bread		15.00/22.00
20.	Veg Manchurian	Full Plate	40
21.	Veg Manchurian	Half Plate	25
<b>South Indian Meals</b>			
22.	Plain Dosa	250 gm	25
23.	Masala Dosa	320 gm	30
24.	Uttapam	250 gm	25
25.	Sambhar Vada	2 Pcs 220 gm	25
26.	Sada Vada	2 Pcs 140 gm	20
27.	Idli Sambhar	2 Pcs 130 gm	15



North Indian Meals			
28.	Kulcha Chole	Per Plate 150 gm	20
29.	Rice with Rajma, Cholley, Sambhar	Per Plate 220 gm	20
30.	Puri Cholley	Per Plate 200 gm	25
31.	Regular working lunch for 2 subji, 1 Rice, 2 Roti, Raita Salad for Staff/ Students (Specify the details)	Per Plate 510 gm	45
32.	Mini Lunch (Specify the Detail) 1 sabji, rice, roti salad	Per plate 230 gm	30
33.	Cholley bhature	Per plate 250 gm	30
34.	Parantha (Veg/ Paneer Stuffed )	2 Pc.	30
35.	Poha/Upma	120 gm	20
36.	Fried Rice	Per Plate	30
37.	Karhi Chawal	Per Plate	20
38.	Gulab Jamun	Per Pc 70 gm	10
39.	Halwa Moong Dal/Suji/Gajar	120 gm	20

Branded items may also be ordered as per MRP, if required. Food items will not be served to staff and students outside canteen.

  
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