

**Shyam Lal Charitable Trust**  
**7361, Ram Nagar, Qutab Road, New Delhi-110055**

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No.F.1(15)SLC/Canteen/2018-19/001

dated 03.10.2018

**TENDER NOTICE FOR THE AWARD OF CANTEEN CONTRACT**

Sealed tenders are invited from the experienced Canteen Contractor for running the canteen for a period of ONE YEAR and likely to be extended subject to performance assessed by the Students & Staff Members of this institute.

| S.No. | Description                              | Approximate No. of Users            | Tentative Month of start of Contract           |
|-------|--|-------------------------------------|--|
| 1.    | <b>Canteen of SLC for all seven days</b> | <b>6000 + 8000 (IGNOU) (approx)</b> | <b><u>November 2018</u> students and staff</b> |

| S.No | Activity  | Date & Time                |
|------|---|----------------------------|
| 1.   | <b>Start date &amp; time for downloading of Tender document from the web site (<a href="http://www.shyamlal.du.ac.in/">http://www.shyamlal.du.ac.in/</a>). Click on Tenders Link.</b> | <b>03.10.2018</b>          |
| 2.   | <b>Last date &amp; time for submitting Sealed Tender in the Tender Box available at the Reception, Shyam Lal College.</b>   | <b>12.10.2018, 5:00 PM</b> |
| 3.   | <b>Date &amp; Time for Opening of Tender in the presence of bidders (if any) in the office of Principal, Shyam Lal College.</b>   | <b>15.10.2018, 3:00 PM</b> |
| 4.   | <b>Reserved Prize</b>   | <b>Rs. 8 lac Per Year</b>  |

The sealed tenders containing all necessary documents should reach the undersigned **latest by 05:00 PM on 12.10.2018** and will be opened on the next working day at **03:00 P.M.in the office of the Principal** by the Tender Opening committee constituted for the purpose. Tenders submitted after due date and time will not be accepted. The tenders must be submitted in seal cover with clear marking "**CANTEEN TENDER FOR Shyam Lal College, G.T. Road, Shahdara, Delhi – 110 032**" on the envelopes. The tenderer(s) or authorized representative of tender may be present at the time of opening of the tender.

While filling up the tenders, the following care should be taken.

- 1) All the details in the prescribed space must be filled.
- 2) The Tender must be enclosed with required E.M.D., otherwise tender shall be summarily rejected.
- 3) All the pages of this tender document must be signed by the tenderer.
- 4) The list of items to be provided compulsorily to this institution is available with the Tender Form.

**An undertaking that the terms and conditions are acceptable should be submitted with the tender.** The undersigned reserves the right to accept or reject any or all the tenders or part of any tender without assigning any reason.

**Shyam Lal Charitable Trust**  
**7361, Ram Nagar, Qutab Road, New Delhi-110055**

**TENDER FORM FOR CANTEEN CONTRACT, 2018**

**Tender Reference No:No.1(15)SLC/Canteen/2018-2019**

**Name of Work: To run the Canteen of Shyam Lal College for one year from Date of Engagement/Award**

**1. Name of Tenderer** \_\_\_\_\_

**2. Address of Tenderer** \_\_\_\_\_  
**(With Tel. No.)** \_\_\_\_\_

**3. Permanent Income Tax Account (PAN No.) Please**  
**enclose attested copy of**  
**PAN Number** \_\_\_\_\_

**4. Details of E.M.D. (Rs.5,000/-)** \_\_\_\_\_  
**(DD in favour of Shyamlal Charitable Trust)**

**5. Details of Experience in the similar field (Enclose documentary proof, if any)**

| Sr.No. | From | To | Name of Organization | Details of Canteen Services |
|--------|------|----|----------------------|-----------------------------|
|        |      |    |                      |                             |
|        |      |    |                      |                             |
|        |      |    |                      |                             |
|        |      |    |                      |                             |
|        |      |    |                      |                             |
|        |      |    |                      |                             |

**6. Quote the License Fees: Rs.** \_\_\_\_\_ **(In Words)** \_\_\_\_\_

\_\_\_\_\_ of 12 Months (one year).

**The Licence Fee will be received every year.**

**I have understood completely about this tender documents and the terms and conditions therein and I hereby offer myself to run the Canteen with the License Fee quoted by me and I also submit my acceptance to sell the eatable items on the rates mentioned in the tender. I have also understood that I have to maintain quality of eatables.**

**Signature of Tenderer** \_\_\_\_\_

**Name of Tenderer** \_\_\_\_\_

**Address & Tel. No. of the Tenderer** \_\_\_\_\_

**TERMS AND CONDITIONS FOR THE AWARD OF "CANTEEN CONTRACT" FOR  
CANTEEN OF SHYAM LAL COLLEGE, G. T. ROAD, SHAHDARA, DELHI – 110 032**

**FOR A PERIOD OF ONE YEAR**

The Following terms and conditions shall be in force for the canteen contract of Shyam Lal College, G.T. Road, Shahdara, Delhi – 110 032.

**TERMS AND CONDITIONS:**

- 1) The Tenderer must have an experience of production of food.
- 2) The contract will be awarded by the Principal/Chairman of canteen committee of this institute by means of highest bid offered on the approval of Principal and Canteen Committee who reserve the right to accept or reject any tender or all the tenders without assigning any reason. The contractor, who is awarded the contract, will have to deposit bid money and also Security Deposit & Water/Electricity charges as fixed by the institute in the form of separate Demand Drafts to this institute within 07 days of the date of issue of Contract award order. No extension in this regard is allowed. Failure to deposit Bid Money/Security Deposit/Electricity-Water Charges within 07 days of the issue of Contract award order will entail cancellation of contract & forfeiture of their E.M.D. without any notice.
- 3) The Contractor who is awarded the contract of Canteen will have to start the Canteen within 7 days of the deposit of Bid Money/Security Deposit/Water & Electricity Charges. The contract of the canteen (viz. Shyam Lal College canteen) will be operative for a period of twelve months from the date of award however the Principal may extend for two more years on the same terms and conditions if performance is found satisfactory and mutually agreed upon terms and conditions.
- 4) The Contract may be terminated at any time if services rendered by the contractor are found unsatisfactory.
- 5) The contractor shall keep the canteen open from 8:30 AM. To 8:00 P.M. both in summer and winter or during any period as directed by Principal or authorized representative.
- 6) On violation of any terms and conditions of contract the contract shall be terminated.
- 7) The contractor shall make the arrangements for keeping all eatables in glass cover show cases to protect from flies, insects, dust and other environmental factors.
- 8) No responsibility will be taken by the Principal / Canteen Committee for credit sale losses or pilferage.
- 9) The canteen shall not be closed on any working day of the institution without the written permission of the Principal/Canteen Committee.
- 10) The contractor shall sell & serve only such items as approved by the Principal/Canteen Committee.
- 11) The contractor/Tenderer will submit **Earnest Money Deposit amounting to Rs.5,000/-in the form of Demand Draft** in favour of Principal, Shyam Lal College, Delhi, **with Tender documents.**
- 12) Successful bidder **have to deposit Bid Money, Security Deposit amounting to Rs. 10000/- & Electricity/Water Charges will be charged on actual basis.** And later on he can claim refund of EMD amounting to Rs. 5,000/-.
- 13) In case the preparation of the canteen to be served by the contractor being found to be unsatisfactory or the contractor fails to fulfil his obligations of the contract at any time during the time of the contract, Principal/Canteen Committee shall have the power to reassign the contract & in that case the security deposit of Rs. 10,000 of the contractor can be forfeited.
- 14) In case of unsuccessful bidders, the Earnest Money Deposit of Rs. 5000/- submitted with the bid shall be returned/refunded.
- 15) The contractor shall display the painted approved list of rate at the delivery counter in the Canteen on a board.
- 16) The canteen committee or its authorized representative shall inspect the prepared samples of the food items at any time & reject such preparations which are not considered wholesome or Hygienic

without any compensation. The contractor shall supply the samples of food items to be inspected free of cost by the committee on demand.

**17)** The contractor will be bound to maintain good sanitary and hygiene conditions in and around the Canteen including kitchen and sitting hall. No staff member of the Institute will be engaged for the purpose and it will be the sole responsibility of the contractor.

**18)** In case of any dispute arising between the contractor and Principal /Canteen Committee or authorized representative, the decision of the Principal shall be final and binding on the contractor.

**19)** In no case Principal of the institute will be responsible for any license fee/ M.CD fitness requirements etc., if any. The contractor will bound to pay necessary license fee according to the rates prescribed by the M.C.D. for establishment of the canteen, if any and obtain health certificate.

**20)** Ordinarily except with the prior permission of the Principal/Canteen Committee, Persons other than the students, staff of the Institution, will not be served.

**21)** The contractor shall run the canteen himself/herself and shall in no case enter into the partnership or sublet the contract to any other individual or party.

**22)** The contractor will be provided electricity and water facilities by the college at the prescribed rates or on actual consumption.

**23)** The Canteen in the institute will function on all working days including Sundays and other holidays as per requirement of the institution.

**24)** The electricity and water charges shall be paid on the basis of the Sub-meter with the Shyam Lal College and produce the receipt in this regard to the Canteen Committee, Shyam Lal College.

**25)** The contractor will have to arrange his own kitchen equipments in Shyam Lal College.

**26)** In case the contractor is found selling items on unapproved rates, the contract shall be terminated immediately without any notice.

**27)** The contractor will provide his own crockery for the canteen, the quality & quantity of which will be approved by the Principal/Canteen committee. The contractor will make his own arrangements for the purchase of cooking gas at his own expenses.

**28)** The Government / Shyam Lal College shall in no case be responsible for any accident; loss or damage to the staff employed or articles equipment etc. used by the contractor.

**29)** The canteen should not be used as a manufacturing place for the other canteens, any shops or any other party etc.

**30)** The service from canteen to staff rooms, Principal room etc. will be managed by the contractor.

**31)** Canteen contractor must not employ any child labor.

**32)** There should be room service for staff members of Shyam Lal College.

**33)** Canteen contractor has to maintain hygienic/sanitary condition inside the kitchen and canteen. If any Govt. authority finds unhygienic condition etc., the contractor shall be solely responsible for the same and if any penalty imposed by the authority will be borne by the contractor.

**34)** Heater and Geyser etc. won't be allowed in the canteen. If at any stage such misuses are found by the Principal/ Canteen Committee or its authorized representative, a penalty of Rs.1000/- or more shall be imposed and to be deposited immediately. Further occurrence of such misuse may attract more penalty or termination of contract at the discretion of the Principal.

**35)** Contractor, in no case, will use unbranded/unhygienic eatable items, if found, contract shall be cancelled and all the penalties imposed by enforcing Govt. authorities will be borne by the contractor.

**36)** Contractor will be registered with appropriate Govt Agency / Civic Authorities mandated as per rules and nature of his business and tax liabilities, if any, will be borne entirely by the contractor.

**37)** Contractor will pay minimum wages as per minimum wages act 1948 revised from time by Govt. of NCT of Delhi vide their orders in terms of category of the workforce employed by him.

**38)** The awardees of the contract will have to get his/her establishment inspected by MCD Health dept and a certificate has to be obtained from them within a period of 30 days from the award of the contract.

**39)** The Principal / Canteen Committee may call for the advice of the medical officer on matters of hygiene in the canteen.

**40)** It is agreed between the parties that no interest whatsoever in the licensed premises has been assigned by the institute to the contractor and the possession of the premises will always be that of the institute, even when the premises are in use or occupation of the contractor.

41) The Canteen will remain operational throughout the year. Unless ordered otherwise by the competent authority. The contractor shall provide all other implements for running the canteen, things like crockery, cutlery, table linen, flower vases of good quality etc.

42) The Principal / Canteen Committee will have the right to review the working of the contract from time to time. If at any time it is found that the contractor has failed to fulfill any of the conditions of this contract or that his working is unsatisfactory, the Principal /canteen Committee may terminate the contract after giving the contractor one month's notice. No such notice will be necessary if the contract is terminated on the ground of service misconduct or any other act as the Principal / Canteen Committee may deem fit.

43) The Canteen Committee or any Member of Canteen Committee or its authorized representative shall have the rights to inspect the preparation from time to time and reject such items that are not considered wholesome or hygienic without any compensation to the contractor.

44) The contractor shall maintain a suggestion book for recording of suggestions for improvement by the students and staff. Such suggestions as have the approval of the committee should be forthwith acted upon. The suggestion book must be freely accessible to record suggestions/complaints etc. The suggestion book should be kept open for inspection of the canteen Committee.

45) Any servant or other person engaged by the contractor in the licensed premises shall be liable for suspension or dismissal by the Principal of the institute for disobedience or misconduct and the contractor shall accept the decision of the Principal of the institute in this respect as final and binding upon him. The Principal of the institute shall not in any way liable in respect of any claim made by any servant for wages or damages and the contractor shall keep the Principal of the institute indemnified.

46) It will be the responsibility of the contractor to get the police verification done of the employees engaged by him & will submit a copy to the Principal.

47) No worker will be allowed to stay overnight in the institute premises, and shall not engage any child labor.

48) The contractor shall obtain instructions from the authorized officer of the institute along with the type of menu that may be served in the official lunches, dinners & tea -parties to the participants or other college functions.

49) The contractor should also provide skeleton services for supplying tea, coffee, etc. after 7.00 pm on working days and also on Saturdays, Sundays and holidays when staff members are required to work for various training programs, admission works, examination works etc.

50) The successful tenderer (known as Contractor after awarding the tender) shall be fully responsible to protect Government property / premises of canteen handed over to the contractor. In case of any kind of damage, suitable recovery will be made from the contractor at the discretion of Principal / canteen committee.

51) The successful bidders have to submit an agreement on stamp paper of Rs.100/- for fulfilling all terms and Conditions within seven days of issue of Award letter.

**I have read and understood all the terms and conditions as mentioned above and I hereby submit my acceptance to follow all these terms & conditions in letter and spirit.**

**Signature of Tenderer** \_\_\_\_\_

**Name of Tenderer** \_\_\_\_\_

**Address &Tel.No. Of Tenderer** \_\_\_\_\_

Witnesses:

1. Name & Address

Signature:

2. Name & Address

Signature:

**LIST OF ITEMS TO BE COMPULSORY PROVIDED IN THE CANTEEN**

| <b><u>Items</u></b>   | <b><u>Rates (in Rupees)</u></b>       |
|---|---------------------------------------|
| 1) Tea, 100ml. (in disposable cup). -----   | _____                                 |
| 2) Tea with Tea bag / Special Tea 100ml. (in Thermocol cup) -----   | _____                                 |
| 3) Coffee 100ml. (in Thermocol cup) -----   | _____                                 |
| 4) Tomato soup 100ml. (in disposable cup) - -----   | _____                                 |
| 5) Samosa 70gm. with chutney/sauce -----  | _____                                 |
| 6) Bread Pakoda 75 gm. with chutney/sauce -----   | _____                                 |
| 7) Patty 75gm. With chutney/sauce -----   | _____                                 |
| 8) Burger (with cutlet& vegetable)std. Size - -----   | _____                                 |
| 9) Chowmein, 200gm. (half plate) -----  | _____                                 |
| 10) Chowmein, 400gm. (Full plate) -----   | _____                                 |
| 11) Bread Roll 100gms, with chutney/sauce -----   | _____                                 |
| 12) Chole /subji&puri (4 puri 120gm) -----  | _____                                 |
| 13) Veg. Sandwich -----   | _____                                 |
| 14) SamberVada (2 pieces 50gm .each) -----  | _____                                 |
| 15) Veg. Pakoda (100gm) --- -----   | _____                                 |
| 16) Masala Dosa 200gm with samber and chutney -----   | _____                                 |
| 17) Two Bhature (80gm. Each), with chole& pickles -----   | _____                                 |
| <b>18) Thali:</b>   |                                       |
| a. One dal +one subji + raita + 4 roti -----  | _____                                 |
| b. One dal + one subji + raita + 2 roti+ 125gm. Rice -----  | _____                                 |
| c. One dal +one subji + raita + 250gm rice -- -----   | _____                                 |
| <b>19) Executive lunch (with following items)</b>   |                                       |
| One PaneerDish+Dal or Dal Makhni+VegetablePulao/Vegetable Biryani+One Seasonal<br>Vegetable+Dahi/Raita+Papad+Pickle+2Roti/ 2Nan/2 Prantha+One piece GulabJamun/<br>Rasgulla+Fresh Vegetable Salad ----- | _____                                 |
| 20) Cold Drink & Packed Snack Items-----  | As per printed MRP on the packed item |
| <b>The rates of each item will be decided by Canteen Committee after interaction with the Canteen Contractor.</b>   |                                       |

**CONDITIONS:**

1. A good quality of chutney/sauce has to be provided and standard quality (approved by the Government Agency) of oil / ghee has to be used.
2. Any other item may be included later on with the approval of principal& canteen committee or authorized representative.
3. Complete List of items & rates has to be displayed in the canteen
4. Minimum six items has to be provided every day from the Menu excluding tea, coffee, Cold drinks &thali.
5. In respect of Tea, Coffee and Tomato soup, the department will reserve its right with respect to use of Vending Machine as per their discretion.
7. The canteen contractor shall produce the sample of disposable cups (to be used for serving tea and coffee) before the canteen committee for approval before using it in the canteen.

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**The terms and conditions enclosed and rate list of items are acceptable to me**

**Signature of Tenderer**

**Name of Tenderer:**

**Address of Tenderer:**

**Undertaking for payment of the contract bid money / tender money for running canteen for 12 months in Shyam Lal College, G.T.Road, Shahdara, Delhi – 110 032**

I, \_\_\_\_\_ Tenderer for running canteen at Shyam Lal College, Delhi for Twelve Months contract, undertake to pay the Principal, Shyam Lal College, Delhi ,Rs. \_\_\_\_\_ (In \_\_\_\_\_ words) \_\_\_\_\_ Rupees \_\_\_\_\_ Only) as contract bid money for the total period of 12 months within 07 days of the date of issue of Contract award. I also submit my undertaking that I will deposit Security Money of Rs.10,000/- and Water/Electricity charges as fixed by Institute within 07 days of the date of issue of Contract award. I also undertake that I will start the Canteen of the institute within 07 days of deposit of Bid Money, Security Deposit & Electricity/Water Charges. I also undertake that neither I nor any of my relative is/are employee/s in Shyam Lal College, G.T. Road, Shahdara, Delhi – 110 032.

Signature of the Tenderer \_\_\_\_\_

Name of the Tenderer \_\_\_\_\_

Address of the Tenderer \_\_\_\_\_

- Encls: (i) Conditions of the contract signed by me.  
(ii) Rate list is signed by me and is duly accepted.

Witnesses.

1. Name:

2. Name:

Signature:

Signature:

Address

Address

**(The portion, below the line shall be signed by the tenderer and Principal, Shyam Lal College after completion of all the formalities by successful bidder)**

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Date of acceptance of tender:

Signature of tenderer

Name of Tenderer

Address of Tenderer:

Principal

Shyam Lal College

**Terms and Conditions for Running SLC Canteen**

**General Instructions**

- a) Canteen Premises: The premises of Shyam Lal Canteen are on the Ground Floor of Shyam Lal College Complex building situated at G.T. Road, Shahdara, Delhi – 110 032
- b) General Information about the tender:
  - i) Tender No. F1(15) SLC/Canteen/2018-19.
  - ii) Bid should be in English language only.
  - iii) Last date and time for the receipt of Tender: \_\_\_\_\_
  - iv) Date and time of opening of Tender: \_\_\_\_\_
  - v) No responsibility will be taken for postal delay or non-delivery/non-receipt of Tender documents.