

## ZAKIR HUSAIN DELHI COLLEGE

(University of Delhi)

JLN Marg, New Delhi

### TENDER DOCUMENT FOR COLLEGE CANTEEN

Sealed item rates Quotations/Tender are invited from the contractor of Government Offices/Colleges/Universities/educational institutions, etc. for running the canteen in the College premises so as to reach the undersigned latest by 5<sup>th</sup> August 2024 (upto 5.00 p.m.)

Prescribed quotation form containing terms and conditions can be taken from S.O. Adm. Office on payment of Rs. 1000/- and/or can also be downloaded from the College website [www.zakirhusaindelhicollege.ac.in](http://www.zakirhusaindelhicollege.ac.in) and in case of downloaded form a bank draft for Rs. 1000/- must be enclosed along with tender in favour of "The Principal, Zakir Husain Delhi College". Along with tender, bidder must attach all experience certificate and a copy of the PAN Card etc.

Earnest Money	:	Rs. 20,000/-
Cost of Tender Form	:	Rs. 1000/-
Last Date & Time	:	05.08.2024 (upto 5.00 p.m.)
Opening of Tender	:	07.08.2024 at 02:30 p.m. in College Seminar Room

The Earnest Money/Security Deposit will have to be paid through Bank Draft, drawn in favour of "Principal, Zakir Husain Delhi College. The tenderer has to quote for all items given in Annexure-IV else it will be treated as incomplete bid and is liable to be rejected. The overall/total rates (cumulative total for rates quoted for each item) will be considered for awarding the contract. Signature of bidder on all pages of tender, price list and supporting documents is compulsory. Incomplete tender in any form will be rejected.

Incomplete tender will be rejected.

*N Singh*

(Prof. Narendra Singh)  
Principal



**COST OF TENDER- INR.1000/- ONLY**

**TENDER DOCUMENT**

**For Operating**

**Canteen**

**At**

**ZAKIR HUSAIN DELHI COLLEGE  
(UNIVERSITY OF DELHI)**

**JAWAHAR LAL NEHRU MARG**

**NEW DELHI – 110002**



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

Sealed tenders are invited from the contractors for operating/running the canteen on the college premises on the yearly basis. The prescribed tender form containing terms and conditions can be downloaded from the college website [www.zakirhusaindelhicollege.ac.in](http://www.zakirhusaindelhicollege.ac.in) and the Delhi University website [www.du.ac.in](http://www.du.ac.in). The tender (in two bid system, i.e. Technical bid and Financial bid) should reach the Principal, Zakir Husain Delhi College, Jawahar Lal Nehru Marg, New Delhi, latest by **05/08/2024** on or before 5:00 PM along with a tender fee of Rs. 1000/-The tender application in a sealed envelope should be marked "TENDER APPLICATION FOR RUNNING ZAKIR HUSAIN DELHI COLLEGE CANTEEN".

S. No.	Activity	Date and Time
1	Start Date & Time for downloading of tender document	<b>22/07/2024</b>
2	Last Date & Time for submitting sealed tender at Zakir Husain Delhi College	<b>05/08/2024 (05:00 p.m.)</b>
3	Opening of Technical Bids in the presence of bidders at ZAKIR HUSAIN DELHI COLLEGE.	<b>07/08/2024 at 02:30 p.m.</b>
4	Date and time for opening of Financial Bids of eligible bidders will be notified later	

Zakir Husain Delhi College reserves the right to accept or reject any or all the tenders without assigning any reason.

*NSingh*

Principal, Zakir Husain Delhi College  
(Stamp)



## **Request for Proposal (RFP) for Operating ZAKIR HUSAIN DELHI COLLEGE Canteen**

A reputed contractor/company interested in running and operating canteen in academic institutions and who can cater to the needs of students, staff, and visitors are eligible to submit a tender in two bid systems, i.e. Technical Bid & Financial Bid for operating college canteen in response to this notice. Currently, approximately 8000 (5500+2500) Zakir Husain Delhi College students are enrolled, and about 400 (300+100) teaching and non-teaching staff members are contributing their services to the college.

The proposed contract period will be for one year tentatively, which may be extended further on satisfactory performance of services and mutual agreement between college Principal and canteen Contractor.

The institute invites sealed tenders in "Two parts," i.e. (Technical and Financial Bid) for operating the Canteen on Zakir Husain Delhi College campus for one year. The tender document can be viewed and downloaded from [www.zakirhusaindelhicollege.ac.in](http://www.zakirhusaindelhicollege.ac.in) and the Delhi University website [www.du.ac.in](http://www.du.ac.in). The applicant should attach a demand draft of Rs.1000/- (Non-Refundable) drawn in favour of "Principal, Zakir Husain Delhi College" payable at New Delhi as tender application fee along with Technical Bid. All the bidders/contractors should also enclose a demand draft/pay order of Rs. 20,000/- (Rupees Twenty Thousand Only) drawn in favour of "Principal, Zakir Husain Delhi College" payable at New Delhi, as the Earnest Money Deposit (EMD) along with Technical Bid. EMD of tendering parties whose tenders are not accepted shall be refunded (without interest) within 30 days of the opening of the tenders.

The offers should be submitted in two sealed envelopes, one superscribed with "Technical Bid and the other with "Financial Bid". Both envelopes shall be put in another sealed envelope, superscribing the envelope with "TENDER APPLICATION FOR RUNNING ZAKIR HUSAIN DELHI COLLEGE CANTEEN". The filled-in tender application form, along with all supporting documents, should reach the Principal, Zakir Husain Delhi College, New Delhi 110002, latest by **05/08/2024** on or before 5.00 PM.

## **FACILITIES TO BE PROVIDED BY ZAKIR HUSAIN DELHI COLLEGE**

The canteen premises comprise one big dining hall for students and staff, DJB water supply, ample kitchen space, washing area & IGL connection.



## **REQUIREMENT FROM THE CONTRACTOR:**

### *CLEANLINESS AND HYGIENE:*

- The contractor will ensure the highest cleanliness, hygiene and safety standards in the kitchen and canteen. The contractors will ensure that all eatables are kept in safe and clean enclosures free from flies and insects. An adequate number of dustbins will be placed by the contractor in the kitchen and dining hall for proper disposal of garbage and food waste in an eco-friendly manner. There should not be any littering of unused food or vegetables within the canteen
- The contractor and its staff will ensure that no used utensils, viz. cups, trays, trolleys etc., are lying on the campus, and the same should be removed immediately.
- The contractor should have their dedicated staff for washing and cleaning, which should be done every 4 hours starting from 8 am. (8 am, 12 pm, 4 pm, 8 pm and washing after that). The cleaning staff shall sign on a job card at different intervals of cleanings which the canteen contractor should countersign; the canteen committee shall monitor it on a daily basis.
- The food shall be cooked and served in clean stainless steel utensils, and no laxity shall be permitted. The utensils will be required to maintain sparkling clean at all times. A separate set of utensils will be used to cook and serve items, including eggs.
- The kitchen staff and serving staff shall use hand gloves, head cover and apron to maintain hygienic conditions of the eatables.
- The contractor shall ensure the good personal hygiene of its staff.

### *QUALITY*

- The contractor shall procure all food articles, vegetable oil, ingredients, spices etc., of the best quality/brand/make (ISI mark) to the satisfaction of the canteen committee of the college. The canteen committee will have the right to ask the contractor to change any brand of material used for cooking if the same is not found satisfactory
- The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only fresh cooked food is served and stale food is not recycled. Stale and rest over food or food material shall be removed from the canteen premises in an eco-friendly manner as soon as possible.
- The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of students and staff members.
- The remaining oil from deep frying at the end of the day shall have to be destroyed and shall not be allowed to be recycled to cook the next day.

The canteen contractor will be required to use the following brands of raw materials preferably:

- o Fortune/ Naturefresh, sunflower/soybean refined oil
- o MDH/Everest/Catch brands of Spices
- o Rajdhani/Ashirwad/Shaktibhog brands of Atta, maida, besan,sooji
- o Brooke Bond/Taj Mahal/ Tata Gold/Red Label brands of tea



- o Nescafe/bru/ Tata Grand brands of coffee
- o Milk, Paneer, curd by Mother Dairy/Amul
- o Butter by Amul/Mother Dairy
- o Britannia/Harvest brands of bread
- o Fruit juices by authentic/Safal/fruity/slice
- o Sona/Lal Quila/India Gate brands of Basmati rice
- o Other items/brands are strictly subject to written approval by the committee.

*SERVICE:*

- The contractor will be required to provide service in the canteen premises and various college rooms such as the Principal's office, Administrative Office, Library, Staff Room, Science Block and other Departmental rooms. The service would be free of any charge.
- The food served in the departments/out of the canteen should be well packed with Aluminum foil or saran wraps/cling films.
- Crockery used should be of good quality like bone china/ good quality stainless steel etc.
- Special arrangements should be made for meetings of the Principal, Staff Councils, Associations or other departments/units etc.
- A menu card should be circulated for the staff in various departments and also available in the canteen for the students.

*RATES:*

- The contractor will be required to sell only approved food items at the rates mentioned in the rate list as per Annexure-I.
- The detailed list of items (Menu) and the price will be displayed prominently in the canteen dining hall, staff rooms, and various departments/units.
- The canteen contractor shall not tamper with the rates once agreed to. The canteen committee may fine the contractor up to Rs. 2000/-upon due verification if any such complaint is received.
- Introduction of new items in the Menu can also be done with prior approval of the canteen committee at the rates approved.

*TERMS AND CONDITIONS GOVERNING THE CONTRACT FOR RUNNING AND OPERATING ZAKIR HUSAIN DELHI COLLEGE CANTEEN*

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

1. The final decision shall be taken after the contractor is interviewed, the committee assesses the presentation, and he is finally recommended. Contractors have experience in running the canteen in Delhi University colleges / Govt. Departments / PSU will be given weightage.
2. The contractor's firm must not have been blacklisted in the past and must not have been penal penalized not meeting the Food Adulteration Act, 1954. A self-certification is required to be submitted by the contractor on letterhead.
3. The contractor shall abide by all the prevailing laws for running the canteen/ cafeteria



- and shall do all the necessary formalities of obtaining licenses/permission 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 comply with applicable labour laws and the minimum wages act.
  5. The contractor shall have to execute an appropriate agreement with the college on a non-judicial stamp of Rs. 100/- accepting all terms and conditions.
  6. The contractor shall be required to pay:
    - i). Water charges and electricity charges as per actual usage of every month. This amount shall be deposited by the 07th of every month.
    - ii) **Rs. 1,00,000/-** as a security deposit (as a Performance Guarantee) in the form of a bank guarantee that shall be refundable after the contract expiry, and no interest shall be payable. This may be adjusted in case any dues/damages are reported during the tenure of the contract period.
    - iii) A monthly license fee of **Rs. 70,000/-** (as per license fees shall be paid by the 7th of every month, and a three-month license fee in advance shall be paid.
  7. The contractor shall keep the canteen area (in and around) neat.
  8. The canteen's kitchen shall maintain the best hygiene standard.
  9. The contractor shall take all the precautions to maintain food quality. In no case shall he 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 threaten the people's health and safety.
  11. The contractor shall use the excellent quality branded cooking medium and 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 them 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 contractor shall provide the workers' list, identification & residential proof and police verification of who works in the canteen.
    - i) 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/behaviour of the staff employed by him in the college canteen and shall solely be liable for any mishappening or undesirable incidence on account of the conduct/behavior of the team engaged by the contractor.
    - ii) A list of staff working in the canteen shall be forwarded to the police station concerned.
    - iii) The contractor's staff shall abide by the instructions issued by the college authorities from time to time, and their movement in the college shall be restricted.



15. The contractor shall keep all his belongings under lock and key. The contractor shall be solely responsible for any loss, damage, theft etc. occurring in the canteen, and the college shall make no compensation.
16. The contractor shall have to ensure that the canteen staff he employs wears a 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.
17. The approved rates of food items as accepted by the college shall not be increased by the contractor. Similarly, no other thing shall be sold by the contractor outside the approved list without the college's permission. The contractor shall display the rates of items approved by the college at the main canteen and staff room. The contractor shall demonstrate the menu every day on the notice board of the canteen.
18. The contractor shall have to make arrangements to remove / dispose-of garbage and shall not use college premises to dump the waste. The contractor has to ensure that the trash is not scattered here and there and shall have to arrange proper dustbins. The garbage of these dustbins shall be properly disposed of by the contractor outside the college.
19. The contractor shall have to provide a "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/ Convener, canteen committee for monthly inspection.
20. 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 college's requirement.
21. The contract may be terminated by giving one month's notice by the college. However, suppose it has been found/ reported that there has been gross misconduct, negligence, and non-compliance with orders requiring immediate action. In that case, the Principal shall have the right to revoke the contract immediately without any notice.
22. 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.
23. 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 ensure that no competitive product is being sold in the canteen for which the college has undertaken separate & exclusive tie-up.
24. The convener and members of the canteen committee / Administrative Officer/ SO or any other staff deputed by the Principal can inspect the canteen at any time to check the quality of food preparation, hygiene conditions, staff conduct etc.
25. Any loss to the college's property caused by the contractor shall be borne by the contractor.
26. The Contractor will be required to arrange sufficient equipment and crockery to ensure proper and efficient services.
27. The contractor should ensure all safety measures while running and operating the ZAKIR HUSAIN DELHI COLLEGE Canteen. This includes necessary precautions against fire hazards. The contractor will have to arrange and periodically refill at least





- five numbers of fire-extinguishers.
28. ZAKIR HUSAIN DELHI COLLEGE will not undertake any responsibility for credit sales to students, visitors, staff members, or any losses caused to the contractor due to pilferage.
  29. The contractor shall not engage the service of any sub-contractor or transfer the contract to any other person.
  30. ZAKIR HUSAIN DELHI COLLEGE reserves the right to change any terms and conditions governing the canteen operation as and when circumstances warrant.
  31. The contractor will have to arrange a separate landline telephone connection for the canteen.
  32. In the event of delay in deposit of monthly Licence Fee, Electricity and Water charges, interest will be charged @10% per month.
  33. The contractor shall abide by the contract if any is done in future by the college about the canteen.
  34. The canteen is meant exclusively used of the students & the staff of the College. It shall be responsibility of the contractor not entertain any outsider without the permission of the Principal.
  35. Canteen contractor shall not sale any tobacco related products.

**Technical Bid:**

1. Certificates for registration of the firm/organisation under the relevant law, like (FSSAI)
2. Valid PAN and GST Registration certificate.
3. Demand draft against application fee (Rs.1000/-) and Earnest Money Deposit (Rs. 20,000/-) as detailed in terms and conditions of the tender notice.
4. Details concerning PAN/GSTIN of the bidder.
- \*5. ITR of last two years.
- \*6. Statutory Licenses for the running canteen.
7. Undertaking (as per prescribed proforma in Annexure-II-A)
8. Annexure I
- \*9. The bidders should have a minimum of one running canteen in DU Colleges/ Departments/ South Campus / Govt. Higher Educational institutions in Delhi cater to a minimum of 3000 students.
- \*10. Documents/certificate supporting running successfully and operating canteen in Govt. Departments/Ministries, PSUs/academic institutions/private institutions of repute during the last two years duly signed by a responsible and authorised officer.

**\*Desirable:**

**Financial Bid:**

1. Annexure III
2. Annexure IV



## Annexure-I

### REQUEST FOR PROPOSAL (RFP) FOR OPERATING ZAKIR HUSAIN DELHI COLLEGE CANTEEN

*(To be kept separately in a sealed cover super scribing 'Technical Bid' on the top)*

1. Name of the bidder/ firm/company
2. Address
3. Name of the authorized representative
4. Designation/Capacity (Proprietor/Director/Official)
5. Contact Number
6. Email
7. Details of the Application fee paid (DD no.Date/Drawee Bank)
8. Details of EMD paid (DD no. Date/Drawee Bank)
9. Details of statutory licenses obtained (if any)
10. Details of PAN/GSTIN/Registration No.
11. Numbers of employees currently on rolls of the bidder  
(chefs/cook, Service staff etc. to be detailed separately)
12. Details of the organisation served/presently being served (certificates to be attached)

Period	Details of the organisation served	From	To
(a)			
(b)			
(c)			

Date:

Place:

Signature of the Bidder

Name

Designation

Address



**Annexure-II**

**UNDERTAKING**

The Principal  
Zakir Husain Delhi College  
(University of Delhi)  
J.L. Nehru Marg, Delhi-110002.

Sir,

I/We, the undersigned, certify that I/We have gone through the terms and conditions along with the price list of the items to be supplied in the canteen mentioned in the tender documents and hereby undertake to agree and comply with them entirely.

I/We understand that in case of breach of any of the terms and conditions committed on my/our part, the contract for operating and running ZAKIR HUSAIN DELHI COLLEGE canteen will be liable to be terminated.

Date:

Place:

Signature of the Bidder

Name

Designation

Address



**Annexure-III**

**REQUEST FOR PROPOSAL (RFP) FOR OPERATING ZAKIR HUSAIN DELHI  
COLLEGE CANTEEN**

**FINANCIAL BID (Send along with Annexure V)**

*(To be kept separately in a sealed cover super scribing 'Financial Bid' on the top)*

1. Name of the bidder/ firm/company
2. Address:
3. Name of the authorised representative
4. Designation/Capacity (Proprietor/Director/ Official)
5. Permanent Income Tax Account (PAN No.)
6. Contact Number
7. Email Id

Date:

Place:

Signature of the Bidder

Name  
Designation  
Address



**Annexure IV**

**Proposed Rate List Zakir Husain Delhi College Canteen 2024-2025**

ITEM NO.	MENU LIST (ITEMS)	QUANTITY	RATE IN RS. <i>(to be filled by the bidder)</i>
<b>A. Tea and Beverages :</b>			
1	Tea (ginger+ cardamom)	150ml	
2	Special tea in full cream milk	150ml	
3	Coffee in full cream milk	150ml	
<b>B. Snacks:</b>			
1	Samosa (1 piece) throughout the day	100gm	
2	Kachori (1 piece)	60gm	
3	1 Kachori with sabzi	60gm	
4	Bread Pakoda	120gm	
5	Paneer Pakoda	60gm	
6	Veg Cutlet (per piece)	100gm	
7	Paneer Cutlet (per piece)	100gm	
8	Veg Burger (per piece)	150gm	
9	Veg. Sandwich (per piece)	150gm	
10	Veg. Chowmin	250gm	
11	Noodles	200gm	
12	BROWN/White Bread butter toast	4 Pcs.	
13	Omelet (2 Bread Slice, Eggs)	250gm	
14	PavBhaji	Per Plate	
15	Masala Dosa	300gm	
16	Paneer Dosa	300gm	
17	Uttipam	200gm	
18	Sambhar Vada (2 pieces)	Per Plate	
19	Sambhar Idli (2 pieces)	Per Plate	
20	Upma	150gm	
21	Puri Chole	300gm	
22	Chhole Bhature	300gm	
23	Parantha Plain	150gm	
24	Parantha Stuffed (Aloo, Gobhi, Paneer, Mix)	150gm	
25	Rajma (Medium Bowl)	150gm	
26	Rajma with Rice	300gm	
27	Chhole (Medium Bowl)	150gm	
28	Chole with Rice	300gm	
29	Kadhi (Medium Bowl)	150gm	
30	Kadhi with Rice	300gm	
31	Plain Rice	200gm	
32	Fried Rice	200gm	
33	Roti	Single	

*(Signature of the Bidder)*



34 4 Roti with Daal (150gm) (different varieties)	Per Plate
35 4 Roti with sabzi (150gm) (different varieties)	Per Plate
36 Egg Curry (2 eggs)	250gm
37 Mini Thali (2 chapatis, daal, rice, one seasonal sabzi and salad)	01
38 Regular Thali (4 chapatis, daal, rice, one seasonal sabzi, salad, raita, one papad, and pickle)	01
39 Special Thali (4 chapters, Daal, Rice, one seasonal sabzi, one paneer sabzi, salad raita, one papad, one sweet)	01
40 Special thali with egg (4 chapatis, dal, rice, one seasonal sabzi, egg curry, salad, raita, one papad, one sweet)	01
41 Daal Batti	2 Piece
42 Macroni/Pasta	Per Plate
<b>C. Sweet Dish:</b>	
1 Gulab Jamun	Per Piece
2 Rasgulla	Per Piece
3 Jalebi	100 gram

GRAND TOTAL OF ALL ABOVE ITEMS (A + B + C) =  
(Both in figures and words)

*All packed/branded items such as water bottles/biscuits/cakes/etc., will be sold on MRP rates*

**Please note that the filling up of rates of each item is compulsory. The tender will be rejected if bidder does not quote rate of any item. The tender will be awarded on the basis of lowest grand total quoted by the bidder.**

(Signature of the Bidder)

