

**SWAMI SHRADDHANAND COLLEGE  
UNIVERSITY OF DELHI  
ALIPUR, DELHI- 110036**

**NOTICE INVITING TENDER FOR CANTEEN SERVICE**

1. On behalf of SWAMI SHRADDHANAND COLLEGE, the undersigned invites bids/tenders for providing Canteen Service on the SWAMI SHRADDHANAND COLLEGE Campus.

**Date of Publishing:10.11.2024**

**Bid submission Last Date:30.11.2024**

2. The bids shall be opened in the Office of the undersigned. The undersigned reserves the right to reject any or all bids without assigning any reason and the decision of the authority of SWAMI SHRADDHANAND COLLEGE shall be final and binding.

**SCOPE OF THE WORK**

1. The contractor is required to set up a pantry at the College Canteen to serve breakfast, lunch, tea/ coffee, biscuits, snacks, etc. to staff and students.
2. The canteen service provider may also be required to serve Lunch/Tea/ coffee/ snacks/ biscuits etc during official meetings/ conferences/ trainings etc conducted in the premises of SWAMI SHRADDHANAND COLLEGE, as and when required

  
(Prof. Parveen Garg)  
Principal  
Swami Shradhanand College  
University of Delhi  
Alipur, Delhi-110036

**(ON NON-JUDICIAL STAMP PAPER OF RS.10/)**  
**AFFIDAVIT**

I/we.....Partner(s)/Proprietor(s) solemnly declare that:

1. I/we am/are submitting quotations/bids for providing Canteen Services at SWAMI SHRADDHANAND COLLEGE Canteen, and also to serve refreshments during official meetings/conferences (if required) held in SWAMI SHRADDHANAND COLLEGE vide Tender No .....
2. All information furnished by me/us in respect of fulfilment of eligibility criteria and information given in this tender is complete, correct and true. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
3. My/our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and may be accepted at any time before the expiry of the period.
4. If my/our quotation is accepted, we commit to submit a Security Deposit in accordance with the Bidding Documents.
5. The financial bid submitted by me/us is "WITHOUT ANY CONDITION".
6. If any information or document submitted is found false/incorrect, the college may cancel my/our Tender/quotations and can take any action as deemed fit including termination of the contract, forfeiture of all dues, and blacklisting of my/our firm and all partners of the firm, etc.
7. I/we also declare that the Government of India or any other Government body has not issued any show-cause notice or declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive, or coercive practices or any failure/lapses of serious nature.
8. We will deploy only well-trained and well-behaved, disease-free workers on the site.
9. We have sufficient well-trained manpower for the subject work.
10. We will use high-quality material only with quality up to the satisfaction of the SWAMI SHRADDHANAND COLLEGE.
11. I/we also accept all the terms and conditions of these bidding documents and undertake to abide by them; including the condition that SWAMI SHRADDHANAND COLLEGE is not bound to accept highest ranked bid / lowest bid or any other bid that SWAMI SHRADDHANAND COLLEGE may receive.

(Signature of bidder with Seal)

## Part- I

### TERMS AND CONDITIONS OF BID

#### Submission of Tender Document

1. The bid has to be submitted in the office of the Principal, SWAMI SHRADDHANAND COLLEGE within the last date & Time of the bidding process the working hours (10 A.M. to 5 P.M.).
2. The bid should consist of the technical and financial bid in separate sealed envelopes. The technical and financial bids envelopes should be submitted in one sealed envelope addressed to the Principal, SWAMI SHRADDHANAND COLLEGE.
3. The technical bid should consist of **ATTESTED COPIES** of all the relevant documents including
  - i. Valid trade license for rendering catering/ food serving/ Online kitchen from reputed authorities
  - ii. Experience Certificate
  - iii. Identity proof (Photocopy of AADHAR CARD/VOTER CARD/PAN CARD or DRIVING License etc.)
  - iv. Affidavit on Non –Judicial Stamp paper of Rs. 10/-  
\*(Format for affidavit is given in page no. 2 of tender document)

The financials should consist of a price bid as per the given format (Annexure-1). \*It is mandatory to quote the price for all the food items listed in annexure-1, failing which the price bid will be liable to rejection.

#### Minimum Eligibility Criteria

1. Valid trade license for rendering catering/ food serving/ Online kitchen from reputed authorities
2. The bidder should fulfil the rules and regulations of the labour welfare and any such relevant laws prevailing in the State of Delhi pertaining to the engagement of workers.
3. The Bidder should have at least one-year experience of catering business/ restaurant operation
4. The attested copy of all the relevant documents has to be attached along with the Bid document

#### Tender Fee, Security Deposit and Monthly Rent

1. Cost of Tender document: Nil
2. Security Deposit: The successful bidder will have to sign an agreement with SWAMI SHRADDHANAND COLLEGE after award of work contract in the prescribed format. A security deposit of Rs20,000.00 has to be deposited in the form of DD by the successful bidder in favor of The Principal, SWAMI SHRADDHANAND COLLEGE, payable in Indian Bank, SWAMI SHRADDHANAND COLLEGE, Alipur, Delhi-110036
3. The contractor will be charged a monthly rent for canteen and electricity/water charges will be extra.
4. Security Deposit (SD) should remain valid for a period of Sixty (60) days beyond the date of completion of all contractual obligations of the service provider. In case, the contract is further extended beyond the initial period, the SD will have to be accordingly renewed by the successful bidder. No interest shall be paid on SD.
5. The Security Deposit will be forfeited by order of the Competent Authority in the SWAMI SHRADDHANAND COLLEGE in the event of any breach or violation of any terms & conditions of the contract.
6. On due performance and completion of the contract in all respects, the SD will be returned to the contractor without any interest on presentation of an absolute “No Demand Certificate” by the contractor and upon return in good condition of any specifications, samples or other

property belonging to the SWAMI SHRADDHANAND COLLEGE, which may have been issued to the Contractor, for carrying out work stipulated in the contract.

7. If the contract is terminated by the contractor without giving a stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award of Contract and the Agreement, the Security deposit will be forfeited

#### **Bid Opening**

1. The extension of the last date for submission of the bid is at the discretion of the competent authority of SWAMI SHRADDHANAND COLLEGE and the extension if any will be binding on all the Bidders. Addendum/Corrigendum/Re-tendering, if any in this regard, will be published in SWAMI SHRADDHANAND COLLEGE Notice Board/ Website of SWAMI SHRADDHANAND COLLEGE( <https://ss.du.ac.in>)
2. Bids received will be opened as per the stipulated time and date indicated in the Notice Inviting Tender of the tender document in the presence of the bidder/authorized representative of the bidder, if available at SWAMI SHRADDHANAND COLLEGE.
3. A duly constituted committee will evaluate the bids and recommend the award of a work order to the successful bidder.

#### **Validity of Bids & Non-Transferability:**

1. Bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Bids.
2. This tender is non-transferable. Incomplete and conditional tenders will be summarily rejected.

#### **Right of Acceptance:**

1. The Competent Authority in SWAMI SHRADDHANAND COLLEGE reserves all rights to reject any bid, including bids of those bidders who fail to comply with the instructions, without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the Competent Authority in SWAMI SHRADDHANAND COLLEGE in this regard shall be final and binding.
2. Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.
3. The Competent Authority in SWAMI SHRADDHANAND COLLEGE reserves the right to award any or part or full contract to any successful agency (ies) at its discretion and this will be binding on the bidders.
4. In case of failure to comply with the provisions of the terms and conditions mentioned by the agency that has been awarded the contract, the Competent Authority in SWAMI SHRADDHANAND COLLEGE reserves the right to award the contract to the next higher bidder or any other outside agency and the difference of price shall be recovered from the defaulting agency, which has been awarded the initial contract and this will be binding on the bidders.
5. SWAMI SHRADDHANAND COLLEGE may terminate the contract if it is found that the Contractor is blacklisted on previous occasions by any of the Government Departments / Institutions /LocalBodies / Municipalities / Public Sector Undertakings, etc.

#### **Notification of Award by Issuance of "Letter Of Award"**

1. SWAMI SHRADDHANAND COLLEGE will issue a Letter of Award (LOA), in duplicate to the successful bidder who will return one copy to SWAMI SHRADDHANAND COLLEGE duly acknowledged, accepted and signed by the authorized signatory, within seven (07) days of receipt of the same by the successful bidders.

2. The issuance of the Letter of Award to the bidder will constitute an integral part of the Agreement and it will be binding on the Contractor.
3. **The successful bidder will have to enter into a contract agreement before taking charge of Canteen/Pantry in SWAMI SHRADDHANAND COLLEGE, as per draft agreement (Annexure-1), subject to minor amendment (if any) before signing.**

**Validity:**

1. Rates/prices shall remain fixed during the entire period of the contract i.e. one year and shall not be subject to variation on any account.
2. The contract awarded, shall be initially be valid for a period of ONE YEAR (01 year) from the date of award. The contract can be extended for further period of ONE more year on same terms and conditions
3. In the event of non-fulfilment of the minimum requirements/statutory requirements, college shall have the right at any time to terminate the contract forthwith in addition to forfeiting the Security amount deposited by the Contractor and initiating administrative actions for blacklisting, etc. solely at the discretion of the competent authority of the office of SWAMI SHRADDHANAND COLLEGE.

**Mode of Payment:**

1. The contractor has to provide bills against payment in canteen to the guests.
2. Contractor must ensure the payment of Counter Sales will be accepted by both Cash and E-Payment mode ( Paytm, Phone app, UPI, etc).
3. The payment in respect of official hospitality bills of SWAMI SHRADDHANAND COLLEGE submitted in duplicate by the contractor will be released on receipt basis subject to fulfilment of obligations by the contractor imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of authorization for supply at the prices offered by the contractor.

**Termination of The Contract:**

1. The Contract may be terminated by either party, i.e., SWAMI SHRADDHANAND COLLEGE or the Contractor, after giving **one-month notice**.
2. On termination of the contract, the Contractor will hand over all the equipment/furniture/articles etc., supplied by SWAMI SHRADDHANAND COLLEGE, back to designated official of SWAMI SHRADDHANAND COLLEGE in good working condition within one week of termination.

**General Terms and Conditions**

1. The contractor will arrange for disposal of the garbage collected from the kitchen, dining halls, dish wash area every day.
2. High quality of hygiene, sanitation and safety will be maintained at kitchen and dining halls. All the surroundings area of the canteen premises, dining hall and kitchen and surrounding area should be cleaned and washed daily. Cleaning of the dining area, kitchen canteen and surroundings is the full responsibility of the contractor.
3. In college canteen, basic equipment and furniture available for functioning of canteen will be provided. Other items required by the contractor will have to be arranged by him only.
4. **The contractor has to pay electricity charges in addition to the monthly rent as per Govt. of India rules.**
5. The caterer will be required to procure gas refills in sufficient quantity for cooking purposes at his own cost. The equipment, furniture/fixtures will be provided to the contractor in good working condition, all other necessary equipment will be

arranged by the contractor. The contractor will be responsible for any loss/theft and repair of the gas stoves and other equipments, furniture, utensils etc.

6. The agency shall not make any alterations or additions to the area provided inside the premises for cooking and catering purposes.
7. Sub-letting/Sub contracting the work is not permissible under any circumstances.
8. The canteen/pantry will remain open from **08:00 AM to 05:00 PM** on all working days. However, depending on the exigencies, the contractor may be required to keep the Canteen/pantry open or close as per the requirement of SWAMI SHRADDHANAND COLLEGE.
9. Employment of Child Labor is strictly prohibited under the law. The firm/ person will not employ any child laborer.
10. **Storing/ supply/ sale and consumption of drugs, alcoholic drinks, cigarettes or any other item of intoxication are strictly prohibited in the SWAMI SHRADDHANAND COLLEGE campus including the canteen.** Any breach of such restrictions by the canteen firm will attract termination of the contract and other action as per law.
11. Disputes if any, arising out of the Contract shall be settled by mutual discussion, alternatively by the legal recourse under the jurisdiction of SWAMI SHRADDHANAND COLLEGE only.
12. Compliance with all relevant laws and regulations as revised from time to time by the Central / State Govt. of Sikkim shall be the responsibility of the contractor. The contractor will be fully responsible for any compensation etc. in case of any injury/ causality or mishap to any worker of the canteen during canteen working hours.
13. The SWAMI SHRADDHANAND COLLEGE reserves the right to appoint officers/ officials to inspect the quality of raw material, food, and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/ officials during their visit shall be properly attended to by the contractor.
14. The SWAMI SHRADDHANAND COLLEGE reserves the right to appoint officers/officials to inspect the quality of raw material, food, and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Contractor.
15. While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
16. Over and above, SWAMI SHRADDHANAND COLLEGE reserves all rights about any other matter not covered above.

**APPLICATIONFORM**

1.Name of the Firm \_\_\_\_\_

2.Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3.Phone No.(Mobile/Landline) \_\_\_\_\_

4.Experience(in years)of Catering. \_\_\_\_\_

(Certificate to be enclosed)

5.Registration/license No.(If a co-operative society) \_\_\_\_\_

(Attach attested Photostat copy of license issued by the competent authority)

6.DD/Pay Order No., Date & Drawee Bank \_\_\_\_\_

7. PAN/TAN \_\_\_\_\_

Quotation for Monthly Rent

Amount of monthly rent/license fee	
In figures	Rs. .... /-
In words	Rupees..... only

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

Date:

Place:

Signature of the Bidder:

Full name:



**UNDERTAKING**

a. I, the undersigned, certify that I have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them in letter and spirit.

b. If selected, I shall pay the monthly rent/license fee within one week of intimation of selection.

c. The Earnest money of Rs...../- deposited by me has been enclosed herewith vide Demand Draft no.....Dt.....Drawn on Bank....., Branch.....

d. I / We give the rights to Principal, Swami Shraddhanand College to forfeit the Earnest money deposited by us in the event of my/our selection and failure on my/our part in starting the services of canteen as per the terms of this tender on the date specified by the Principal or an officer authorized by him.

e. I/We are duly authorized to sign the above undertaking.

Date:

Signature of the Bidder

Place:

Full name:

**Annexure-1**

**SCHEDULE OF ITEMS AND PRICES**

The contractor should serve the following items at the prices mentioned against them.

MENU				
Items code	Menu/Name of the items	Composition/ Description/ Quantity	Unit	Rates fixed (inRs.)
1	Standard Tea	Disposable cup(100ml)	Per Cup	
2	Coffee	Disposable cup (100ml)	Per cup	
3	Cold Coffee	250 ml	One glass	
4	Samosa	100gm+Sauce/Chutni	Per piece	
5	Bread Pakora	100gm+Sauce/Chutni	Per piece	
6	Onion Pakora	100gm+Sauce/Chutni	Per piece	
7	Paneer Pakora	100gm+Sauce/Chutni	Per piece	
8	Bread Butter/ToastButter	2slicesofbread+10gmbutter+ Sauce/Chutni	Per piece	
9	Sandwich bread/ Veg Burger	with slices of cucumber, onion and tomato +Sauce	Per piece	
10	Kachori	100gm+Sauce/Chautni	Per piece	
11	Fresh Fruit & Fruitjuice	Standard Varieties	Per piece	
12	Juice(Tetra Pack) all brands	Standard Varieties	Per piece	
13	Soft Drinks	Standard Varieties	Per piece	
14	Chips	Various size & Varieties	Per piece	
15	Biscuit Packets	Standard Varieties	Per piece	
16	Chocolates	All brands & flavors	Per piece	
17	Muffins & Cakes	All Varieties	Per piece	
18	Pastries	All Varieties	Per piece	
19	Pav Bhaji	2Buns+Subji	One Plate	
20	Veg Chowmin	200gm+Sauce	One Plate	
21	Sweets Like Laddu, Burfi, GulabJamun etc.	Standard Varieties	Per piece	
22	Aloo Petty	100gm+Sauce	Per piece	
23	Branded be-cream	Branded	Per piece	
24	Flavored Milk(bottle)	Standard Varieties	Per piece	
25	Stationary/General Store Items /Photostat Work	Standard Brands	Per Piece	
26	Lunch		Item wise/ Per Person	

Signature of the Contractor