Ref No .....

03.09.2025

Tender Notice

The college invites bids for canteen Tender

Dated: 03.09.2025
Bid Offer Validity (from end date): 120 days
Tender Cost: 18,00,000/-
EMD: 10,000

Subject: Invitation of Bids for Canteen Tender

Dear Bidder,

Bids are invited for the aforementioned tender. The bids are being invited in two-fold bid format, as per details attached.

IMPORTANT

- Any change/modification in the Tender Enquiry/Tender Document will be intimated through the Kirori Mal College website (www.kmc.du.ac.in). Bidders are, therefore, requested to visit the website regularly.
- Bids shall be submitted to the college office.
- All the required documents should be submitted in hard copy and in a sealed envelope.

(प्रो. दिनेश खट्टर)
Prof. Dinesh Khattar
प्राचार्य/Principal
किरोड़ी मल कॉलेज/Kirori Mal College
दिल्ली विश्वविद्यालय/University of Delhi
दिल्ली-110007/Delhi-110007

TENDER DOCUMENT

for operating

KMC Canteen

at

KIRORI MAL COLLEGE
UNIVERSITY OF DELHI
DELHI-110007

Reference no:.....

Earnest Money Deposit: Rs.10,000/-

Last date of Submission of Tender: 13.09.2025

Prof. Dinesh Khattar
Principal
(प्रो. दिनेश खट्टर)
Prof. Dinesh Khattar
प्राचार्य/Principal
किरोड़ी मल कॉलेज/Kirori Mal College
दिल्ली विश्वविद्यालय/University of Delhi
दिल्ली-110007/Delhi-110007

Sukanya Tikadar
Convener, Canteen Committee

KIRORI MAL COLLEGE
University of Delhi, North Campus
Delhi – 110007

Request for Proposal (RFP) For Operating KMC Canteen

Tenders in a two-bid system, i.e., Technical Bid and Financial Bid, are invited to operate the College Canteen at Kirori Mal College, University of Delhi, Delhi – 110007, for the students, staff, and visitors. The period of the proposed contract will be three (1+1+1) years, which may be extended further on satisfactory performance.

Kirori Mal College (KMC) is NAAC accredited **A++** grade educational institution. At present, approximately 5500 students are enrolled in the college and about 500 teaching and non-teaching staff are contributing their services to the college.

Eligibility criteria for submission of bid/proposal

A working caterer/company/entity providing catering services having experience of operating canteen/mess in University of Delhi (college/department/faculty), with a total experience of two years of operating canteen/mess in any institution(s) of higher education (i.e college or university) or any government institution of repute are eligible to submit bid in response to this notice.

The institute invites tenders in **two parts** (i.e. Technical Bid and Financial Bid) for running the Canteen at Kirori Mal College campus for a period of three years. All the bidders should also enclose a demand draft of Rs. 10,000/- (Rupees Ten Thousand Only) drawn in favour of "Principal, Kirori Mal College" payable at Delhi, as the Earnest Money Deposit (EMD) along with the Technical Bid. EMD of tendering parties, whose tenders are not accepted, shall be refunded (without interest).

The offer should be submitted to the college admin office only with “Technical Bid and “Financial Bid” clearly written on two separate envelops respectively. Both these envelops should be packed in another single envelop superscribed as “Canteen Tender, Kirori Mal College” which should be addressed to the principal. The last date for submission of bid is **13.09.2025**.

The Bids shall be evaluated through a two-stage evaluation process.

i. After evaluating the Technical Bid the eligible tenderers shall be shortlisted for the second stage i.e Financial Bid evaluation.
ii. In the second stage of evaluation, the Financial Bids of **only** qualified tenderers, after technical evaluation, shall be opened subsequently. The tender will be awarded to the tenderer who qualifies as ‘L1’ based on the amount (in rupees) quoted by the tenderer for the items listed in Annexure B.

Facilities to be provided by KMC:

The canteen premises comprise of two furnished dining halls each for students and staff, purified drinking water, sales counter, a big kitchen with a store room, a separate washing area and an open space.

Requirement from the Contractor:

1. **CLEANLINESS AND HYGIENE:**
   a. The contractor will ensure the highest standards of cleanliness, hygiene and safety in the kitchen and canteen. The contractors will ensure that all eatables are kept in safe and clean enclosures free from flies and insects. 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 in the campus and the same should be removed immediately. The garbage must be thrown in the MCD dustbin by their cleaning staff.
   b. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils will be required to maintain sparking clean at all times. A separate set of utensils will be used for cooking and serving items (including eggs).
   c. The kitchen staff and serving staff shall use hand gloves, head-cover and apron to maintain hygienic conditions of the eatables.
   d. The contractor shall ensure good personal hygiene of its staff.
   e. Every staff member will be required to wear name badges at all times.

2. **QUALITY:**
   a. The contractor shall procure all food articles, vegetable oil, ingredients, spices, etc., of the best quality/brand/make 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.
   b. The food shall be cooked, stored, and served under hygienic conditions. The contractor shall ensure that only fresh cooked food is served and that stale food is not recycled. Stale and/or leftover food or food material shall be removed from the Canteen premises in an eco-friendly manner as soon as possible.
   c. 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.
   d. The oil which remains from deep frying at the end of the day shall not be allowed to be recycled for the purpose of cooking next day.

The canteen contractor will be required to use the following brands or equivalent quality of raw materials:

(a) Fortune/Dhara/Pansari brand's refined oil
(b) MDH/ Everest/ Catch brand's spices
(c) Rajdhani /Ashirwad /Shaktibhog brand's atta, maida, besan, sooji
(d) Brooke Bond/Taj Mahal/ Tata brands of tea
(e) Nescafe/Bru brands of coffee
(f) Milk, Paneer, curd by Mother Dairy/Amul, milk should be toned/full cream
(g) Butter by Amul/Mother Dairy

(h) Britannia/Harvest brand's bread
(i) Fruit juices by real Juice/Safal/Tropicana
(j) Sona/Lal Quila/India Gate brands of rice
(k) Other items/brands are strictly subject to approval by the committee.

Crockery used should be of good quality (preferably non-plastic). Special arrangements should be made for meetings of the Principal, Staff Councils, Associations or other such Departments/units, etc. Also, the food served in the various departments of the college/outside the canteen premises should be well packed with Aluminium foil or cling wraps/cling films.

3. SERVICE: Kirori Mal College houses nearly 5500 students and over 500 staff members, distributed among more than 20 departments/units. Hence, there is a need for adequate serving staff for serving the following:

(a) Principal's Office, Library, and Examination/Evaluation Centre
(b) Main Block and Staffroom
(c) Science Block

Please Note:
The canteen contractor will not be allowed to use his/her existing service staff to fulfil the catering requirements of any event(s) which the college or any of its departments gives to the canteen contractor. In such cases, the canteen contractor will have to hire additional service staff, over and above its existing staff.

4. **RATES:**
   a. The rate list for different items to be sold in the canteen, as submitted by the bidder in the bidding document, may only be revised after a period of one year, with written approval from the Canteen Committee.
   b. The contractor will be required to sell only approved food items at the approved rates. The same list of items (Menu) along with the price will be required to be displayed prominently in the canteen dining hall, staff rooms, and various departments/units.
   c. The canteen contractor shall not tamper with the rates once agreed upon.

5. **ORIENTATION OF THE CANTEEN STAFF:**
   Consumption of liquor in college premises is strictly prohibited and amounts to a punishable offence.

   The committee will regularly undertake unannounced visits to the canteen for checking the cleanliness-hygiene, quality, service, rates and for other issues to maintain order in the canteen. Following the visits, the committee may make recommendations with regard to the improvement of the hygiene conditions, etc. These will be binding upon the contractor.

How to Apply

Online tenders along with the following required documents in two bid system i.e. Technical & Financial Bids, as per Annexure- A, B, and excel file.

1. Certificates with respect to registration of the firm/organisation under the relevant law.
2. Valid Sales Tax/ GST Registration certificate.
3. Documents/certificate in support of experience, duly signed by a responsible and authorised officer/person.
4. Earnest Money Deposit (EMD) as detailed in the terms and conditions of the tender notice.
5. Details with respect to PAN/ GSTN of the bidder.
6. FSSAI Licenses obtained.
7. Undertaking (as per prescribed proforma in Annexure-C)

Terms and Conditions Governing the Contract for Operating the Canteen of Kirori Mal College

1. Monthly Recoveries:
   i. Rent for Space: Rs 50,000 per month (GST additional as applicable).
   ii. Electricity Charge: As per actual consumption (the contractor will have to pay electricity charges on a pro-rata basis as per reading of the sub-meter provided by the College).
   iii. Water Charge: As per actual consumption.
   iv. Piped Gas Services Charge: As per actual consumption.
   All charges/recoveries (along with applicable GST) should be cleared by the contractor by the 10^{th} day of every month.
2. PNG connection is available in the canteen. The contractor would be required to convert the connection into stove-compatible mode at his/her own expense.
3. The rate list for different items, as submitted by the bidder in the bidding document, will be valid for the first year. It may only be revised after a period of one year, with written approval from the Canteen Committee.
4. If the canteen contractor wants to add new item(s) to the menu, then prior written approval for the same needs to be taken from the Canteen Committee.
5. Rates approved by the college will remain valid for the entire period of contract unless revised by the Canteen Committee.
6. The canteen contractor shall be on a probationary period of 3 months from the start date mentioned in the contract. During this period, the contractor's services can be terminated by the college after serving a notice of 7 days.
7. The canteen vendor shall be under contract for a duration of 3 years (to be renewed annually), including the time spent during the probationary period.
8. The contract, once awarded, can be terminated by either party after giving 30 days' notice to the other party. This clause is applicable only after the vendor successfully completes the probation period.
9. The college reserves the right to open food kiosks of companies/entities inside the campus, as well as to enter into contracts with brands/companies such as Coca Cola, Pepsi, etc. The contractor will not have any right to object with respect to the same.

10. The Canteen contractor will have to accept the terms and conditions as laid down in contracts entered by the college with companies/brands/entities as mentioned in the preceding point (no. 9). The contractor will have to sell/ display products or visual/promotional material etc. (as applicable) of such brand(s).
11. The contractor will not be allowed to sublet the canteen premises to any other agency/entity.
12. The Canteen Committee may ask the contractor to come for meetings from time to time. Attending these meetings will be compulsory for the contractor.
13. The contract will be operative initially for a period of 3 years (to be renewed annually), which may be extended on satisfactory performance of service.
14. However, the college reserves the right to terminate the contract without any notice in case the contractor commits a breach of any of the terms and conditions of the contract. The decision of the college that a breach has been committed will be final and has to be accepted by the contractor.

Regarding Bid:

1. An Earnest Money Deposit (EMD) of Rs.10,000/- is required to be deposited vide Demand Draft/Pay Order drawn in favour of the Principal, Kirori Mal College, payable at Delhi.
2. Bids not accompanied with the Earnest Money Deposit (EMD) and/ or required documents will be summarily rejected.
3. Technical bids should be properly signed and stamped by the Proprietor/Partners or an authorised official/representative of the bidder firm, and his /her capacity as the signatory should be specifically stated. Bids can also be submitted as per the schedule announced.
4. Bids will remain valid for a period of 3 months from the last date of submission of the tender.
5. The college reserves the right to accept or reject any or all of the bids, either fully or partially.
6. The contractor will be required to pay a security deposit of Rs. 60,000 to the college. No interest shall accrue on the refundable performance security deposit, and the same will be refunded on successful completion of the contract after adjustments of dues, if any.
7. The EMD of the unsuccessful bidders will be returned within one month after opening of the tender without any interest thereto.

Regarding Contract:

1. The successful bidder will be required to execute an agreement on a non-judicial stamp paper of prescribed value on the award of the contract.
2. The contract will be operative initially for a period of three years (to be renewed annually), which may be extended on satisfactory performance of service.
3. The contract once awarded can be terminated by either party after giving one month notice to the other party.
4. However, the college reserves the right to terminate the contract without any notice in case the contractor commits a breach of any of the terms and conditions of the contract. The decision of the college that a breach has been committed will be final and has to be accepted by the contractor.

Regarding Staff:

1. Adequate serving staff must be provided by the contractor for efficient serving of food.
2. The canteen contractor will not be allowed to use his/her existing service staff to fulfil the catering requirement of any event(s) which the college or any of its departments gives to the canteen contractor. In such cases, the canteen contractor will have to hire additional service staff, over and above its existing staff.
3. The canteen contractor will have to provide a full list of its staff members along with his/her responsibilities at the canteen. This list of staff and their responsibilities cannot be changed without the permission of the canteen committee.
4. The contractor will have to provide a list of all its workers and employees who will be working in the canteen premises, along with their:
   i. Identity Proof/Documentation
   ii. Police Verification Certificate
   iii. Medical Fitness Report

5. The contractor will be required to ensure that all its employees/workers are paid wages as per applicable laws of the government with regard to the minimum wage rates notification. Any complaint will be treated as a breach of contract.
6. The contractor will be solely and exclusively responsible for adhering to all statutory obligations and compliances under the relevant rules and regulations of the governments viz. Labour Laws, PF and ESI benefits, required licenses under the FSSAI norms etc.
7. The contractor will not deploy any minor to work in the canteen.
8. The contractor will ensure to arrange neat and clean uniforms for all its staff, head covers/caps and aprons, etc., for the cooking staff at its expense. The canteen staff will be required to wear the uniform at all times.
9. The contractor will ensure that its employees do not loiter around in the campus. In case any loss/damage to the college's property is caused by any of the canteen workers, the contractor will be held responsible.
10. The college reserves the right to ask the contractor to remove any of its workers/employees without assigning any reasons thereof.

Regarding Food

1. The food must be:
   i. Non-greasy
   ii. Non-Spicy/Mildly-Spicy

2. Usage of food colour is not allowed.
3. Only food items/raw material of reputed brands/standard quality are allowed.

Regarding Service:

1. The canteen shall remain open from 8:00 AM to 6:00 P.M on all working days (Monday to Saturday). The working hours and/or days may be changed at the discretion of the college.
2. The Contractor will be required to arrange sufficient equipment and crockery in order to ensure proper and efficient services.
3. The contractor will have to arrange for crockery, utensils, refrigerator or any other equipment at his/her own expense.
4. Usage of plastic or paper cups for serving tea/coffee is forbidden.

Regarding Legal Obligation:

1. The contractor should ensure all safety measures while running and operating the Canteen. This includes necessary precautions against fire hazards. The contractor will have to arrange for and annually refill at least five fire extinguishers, at his/her own expense.
2. The contractor shall not engage the service of any sub-contractor or transfer the contract to any other person. In case of breach of this condition, the college reserves the right to terminate the contract and to forfeit all security deposits without any prior notice.
3. All necessary documentation and certificates of experience etc. will have to be annexed to the bid.
4. Those convicted under provision of Prevention of Food Adulterations Act-1954 should refrain from applying.
5. The contractor shall have to conform to the Food Safety and Statures Act, Regulations/ page laws enacted under food safety and standards (Licensing & Registration of Food Business Regulation 2011 of Food Safety and Standard Authority of India (FSSAI), Ministry of Health & Family Welfare, Govt. of India.
6. All disputes shall be subject to Delhi Jurisdiction only.

Regarding Disclaimer:

1. The college will not undertake any responsibility for credit sales to students, visitors or any of its staff members or any losses caused to the contractor due to pilferage or otherwise.
2. No legal right shall vest in the contractor's workers to claim employment or otherwise absorption in Kirori Mal College or claim any benefit admissible to permanent employees of Kirori Mal College.
3. The college reserves the right to change any terms and conditions governing the operation of the canteen as and when circumstances so warrant.
4. The bidder will be deemed to have read and accepted all terms and conditions for award of the contract in its entirety, in case s/he signs the contract document.
5. The applicant must have a track record of fair conduct, and any unfair conduct in the past will lead to rejection of the application.

Annexure – A
TECHNICAL BID

REQUEST FOR PROPOSAL (RFP) FOR OPERATING KMC CANTEEN
(Please submit the Technical Bid in a separate sealed envelope clearly marked as 'Technical Bid')

No	Description	Particulars
1	Name of Bidding Firm/Company	
2	Address	
3	Name of Authorized Representative	
4	Designation/Capacity (Proprietor/Director/Official)	
5	Contact No	
6	Email	
7	Details of EMD paid (DD no. Date/Drawee Bank)	
8	Details of statutory licences obtained	
9	Details of PAN and GSTN	
10	Number of employees currently on rolls of the bidder (chefs/cook, service staff etc. to be detailed separately)	
11	Total experience in operating canteen/mess in University of Delhi (college/department/faculty)	
12	Total experience (including experience in University of Delhi) of operating canteen/mess in any government institution(s) or institution(s) of Higher Education	
13	Details of organization(s) served/presently serving (certificates to be attached)	

	From	To	Details of the Institution
a			
b			
c			

d			
e			
f			
g			

(Incase the above provided space is not sufficient, kindly make a separate attachment of Past Experiences, in the same format and enclose the same in the Technical Bid)

CHECKLIST

Sr	Item	Write 'YES' or 'NO'
1	Certificate of Registration of Organisation/Company	
2	Proof of Experience of operating canteen/mess in University of Delhi	
3	Proof of Overall Experience of at least two years in operating mess/canteen in any government institution(s) or any institution(s) of higher education.	
4	Copy of GST Registration Certificate	
5	Copy of FSSAI License	
6	Insolvency Certificate	
7	Copy of any other relevant Government license	
8	PF/ESI Registration Certificate	

Name…….……..

Designation…….……

Date…….

Place……

(Seal and Signature)

Annexure – B
FINANCIAL BID

(This Financial Bid should be filled by the tendering party, duly signed, stamped)
(Please submit the Financial Bid in a separate sealed envelope clearly marked as 'Financial Bid'. The Technical Bid and Financial Bid should be submitted in two separate sealed envelopes, both these sealed envelopes should further be submitted in a single envelope. This single envelope should be sealed)

The Financial Bid file has been uploaded separately on the college website along with the tender notice. It is mandatory to fill the Financial Bid file in excel file format only as provided on the website).

Annexure-C

UNDERTAKING

The Principal
Kirori Mal College
University Of Delhi
Delhi-110007

Sir,

I/We the undersigned certify that I/We have gone through the terms and conditions mentioned in the tender documents and hereby undertake to agree and comply with/to them in entirety.

I/We understand that in case of breach of any of the terms and conditions committed on our part, the contract for operating and running of KMC canteen will be liable to termination.

Name…….……..

Designation…….……

Date…….

Place……

(Seal and Signature)