

Date: 22.03.2022

**TENDER NOTICE FOR COLLEGE CANTEEN**

Tenders are invited by the Principal, Kirori Mal College, Delhi for running the College Canteen on the **Specific Format** available on the website [www.kmc.du.ac.in](http://www.kmc.du.ac.in) as well as on CPP portal <https://eprocure.gov.in/eprocure/app> and Delhi University <http://www.du.ac.in/> website. The tender should reach latest by 07.04.2022 on or before 05:00 PM. The interested bidders can download the same from the above sites mentioned. The technical documents related to the tender has to be directly uploaded on the CPP Portal as well as the completed BOQ sheet for financial evaluation of the tender submitted.

(Dr. Sanjukta Das)  
Convenor. Canteen Committee

**(Prof. Vibha Singh Chauhan)**  
**Principal**



# **TENDER DOCUMENT**

**For Operating**

**KMC Canteen**

**at**

**KIRORI MAL COLLEGE  
UNIVERSITY OF DELHI  
DELHI – 110007**

**Tender no.1 -/KMC/Admin/Canteen-2022**

Cost of Tender: Rs.200/-

Earnest Money Deposit: Rs.10,000/-

Last date of Submission of tender: 07.04.2022 upto 5:00PM

(Prof. Vibha Singh Chauhan)  
Principal



# KIRORI MAL COLLEGE

University of Delhi, North Campus

Delhi – 110007

## **Request for proposal (RFP) For Operating KMC Canteen**

Sealed tenders in two bid system i.e. Technical Bid & Financial Bid are invited to run College Canteen at Kirori Mal College, University of Delhi, Delhi – 110007 for the students, the staff and the visitors. The period of proposed contract will be two years, which may be extended further for one more year on satisfactory performance of services.

Kirori Mal College (KMC) is NAAC accredited A+ grade institution imparting education at undergraduate, postgraduate levels and doing research. At present, approximately 5500 students are enrolled and about 400 teaching, non-teaching staff are contributing their services to the college.

### **Eligibility criteria for submission of bid/proposal**

A working Caterer or companies providing Catering services having experience of at least 2 years of running and operating Canteen in government departments/PSUs/academic institutions/private organisations of repute and who can cater to the needs of students, staff and visitors are eligible to submit bid in response to this notice.

Institute invites Sealed tenders in “Two parts” i.e. (Technical and Financial Bid) for running Canteen at Kirori Mal College campus for a period of two years. The Tender Document can be viewed and downloaded from our website [www.kmc.du.ac.in](http://www.kmc.du.ac.in) as well as on CPP portal <https://eprocure.gov.in/eprocure/app> and Delhi University <http://www.du.ac.in/> website. The hard copy of the same shall be made available from **22.03.2022** between 10.00 a.m. to 4.00 p.m. on working days on payment of Rs.200/- (non-refundable) by demand draft in favour of "Principal, Kirori Mal College" payable at Delhi from the Administration department of Kirori Mal College, University of Delhi. The bids shall have to be submitted duly filled and signed to the College. The Bidders who have downloaded the document from website should attach, along with the bid document, a Demand Draft of Rs. 200/-(Non-Refundable) in favour of "Principal, Kirori Mal College" payable at Delhi. 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 Technical Bid. EMD of tendering parties, whose tenders are not accepted, shall be refunded (without interest).

The offer should be submitted online on CPP Portal or offline in two sealed envelopes one superscripted with “Technical Bid and other with “Financial Bid”. Both envelopes shall be put in another sealed envelope, super scribing the envelope with “Tender for Canteen”. The last date of submission of bid is **07.04.2022** Thursday on or before **05.00 PM**. The Technical bid shall be opened on **08.04.2022 Friday** at **11.00 AM** in the presence of attending tenderers or their authorized representatives.

The tenderer shall provide complete address of the Canteen/ Mess/ Restaurants where they are providing catering services, so that the College committee may inspect/visit and assess the quality of foods being served along with cleanliness and maintenance of hygiene etc.

The Bids shall be evaluated on two stage evaluation process. After evaluating the Technical Bids the eligible bidders shall be shortlisted for second stage Financial Bids evaluation. The Financial bids of only qualified tenderers after technical evaluation shall be opened subsequently at a notified date in presence of attending tenderers or their authorized representative.

## **Facilities to be provided by KMC**

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

### **Requirement from the Contractor:**

#### **1. CLEANLINESS AND HYGIENE:**

- a. The contractor will ensure highest standards of cleanliness, hygiene and safety in the kitchen and canteen. The contractor 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 the 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 to be thrown in the MCD dustbin by their cleaning staff.
- b. There should be dedicated staff for washing and cleaning, which should be done at the interval of every 2 hours starting from 8 am. (8am, 10am, 12pm, 2pm, 4pm and washing thereafter). The cleaning staff shall sign on a job card at different intervals of cleanings which should be countersigned by the canteen contractor; the canteen committee shall monitor it on daily basis.
- c. 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 sparkling clean at all times. Separate set of utensils will be used for cooking and serving of items including eggs.
- d. The kitchen staff and serving staff shall use hand gloves, head cover and apron to maintain hygienic conditions of the eatables.
- e. The contractor shall ensure good personal hygiene of its staff.
- f. **The contractor and its staff shall strictly follow Covid Appropriate Behaviour.**

**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 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 stale food is not recycled. Stale and/or rest over 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 have to be destroyed and shall not be allowed to be recycled for the purpose of cooking next day.

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

- (a) Fortune, sunflower/ soyabean/ ricebran/ refined oil
- (b) MDH/ Everest/ Catch brands of Spices
- (c) Rajdhani /Ashirwad /Shaktibhog brands of Atta, Maida, Besan, Sooji
- (d) Brooke Bond/Taj Mahal/ Tata Gold brands of tea
- (e) Nescafe/bro brands of coffee
- (f) Milk, Paneer, curd by Mother Dairy/Amul, milk should be toned/full cream
- (g) Butter by Amul
- (h) Britannia/Harvest brands of bread
- (i) Fruit juices by real Juice/Safal
- (j) Sona/Lal Quila/India Gate brands of Basmati rice
- (k) Other items/brands strictly subject to written approval by the committee.

Also the food served in the departments/out of the canteen should be well packed with Aluminium foil or saran wraps/cling films.

Crockery used should be of good quality (non-plastic). Special arrangements should be made for meetings of the Principal, Staff Councils, Associations or other such Departments/units etc.

**Usage of plastic cups for serving of tea/coffee is strictly forbidden.**

3. **SERVICE:** Kirori Mal College houses nearly 5500 students and over 400 staff members, distributed among more than 20 departments/units. Hence there is need for a minimum of 10 service staff, as under:

- (a) One for Principal's office and office
- (b) Two for Main Staff Room and GCR
- (c) Two for Science block (all floors)
- (d) One for Library and for any special meeting
- (e) One for Examination unit and top floor
- (f) Three for canteen itself for canteen goers.

No change in above number is permissible without the written sanction of the canteen Committee.

Additionally, there must be 2-3 cleaning staff for canteen premises (inside and outside). 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.

4. **RATES:**

- a. The contractor will be required to sale 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.
- b. The canteen contractor shall not tamper with the rates once agreed to. If any such complaint is received the canteen committee may fine the contractor up to Rs. 500/-upon due verification.

5. **ORIENTATION OF THE CANTEEN STAFF:** The Canteen Committee shall call all the canteen staff members to aware and sensitize them about the college needs, dress code with name plate and mobile, courteous behaviour, etiquettes, personal hygiene, answering the phone calls etc. They must abide all the 'does' and 'don'ts' decided by the Committee failing which action will be taken against them.

The Canteen contractor shall ensure that with prior approval not more than two canteen staff can stay back at night in College premises. Consumption of liquor in college premises is strictly prohibited and considered under punishable offence.

The committee will periodically do the uninformed visits to the canteen for checking the cleanliness-hygiene, quality, service, rates and for other issues to maintain order in the canteen.

The committee may also do the performance appraisal related to the canteen or the staff involved in it and may recommend suggestions which will be binding on the contractor.

## **How to apply**

Sealed tenders along with the following required documents in two bid system i.e. Technical & Financial Bids, as per Annexure-A&B, respectively in separate sealed covers superscripted with 'Request for Proposals (RFP) for Operating KMC Canteen' on top of the covering envelope are to be submitted to the Principal, Kirori Mal College, University of Delhi, Delhi – 110007 latest by on or before **05.00 PM on 07.04.2022 Thursday**.

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 running and operating canteen in Govt. Departments/Ministries, PSUs/academic institutions/private institutions of repute during the last 01 year duly signed by a responsible and authorized officer/person.
4. Earnest Money Deposit (EMD) as detailed in 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 Running and operating Canteen**

1. The contractor shall abide by the contract (if any) done by the college pertaining to the canteen e.g. Coca Cola etc. College may also allow opening of Kiosk of Nescafe/ Amul/ Mother Dairy etc. inside the campus.
2. The contract will be awarded on the following basis:
  - a) The maintenance charges (Excluding Electricity which will be as per actual) offered by the bidder for operating and running the KMC canteen (through the tender document as detailed in Annexure-B) for the period of a year excluding 03 moths i.e. May, June and December.
  - b) The list of Items and their rates stated and approved by KMC as detailed in Annexure-1.
3. Bids not accompanied with the Earnest Money Deposit (EMD) and/ or required documents will be summarily rejected.
4. The items and rate list must not be altered by the bidder .Any modification /alterations of items and /or rates will be done only after due approved from the college canteen committee.
5. Introduction of new items in the Menu can also be done with prior approval of the Canteen Committee at the rates approved by it.
6. Technical and financial bids should be properly signed and stamped by the Proprietor / Partners or an authorized 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. Bids received after the last date of submission will be summarily rejected.
7. 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.

8. Bids will remain valid for a period of 3 months from the last date of submission of tender. Rates stated and approved by the college will remain valid for the entire period of contract.
9. The college reserves the right to accept or reject any or all of the bids either fully or partially without assigning any reasons thereof.
10. The successful bidder will be required to deposit a total sum of Rs.50,000/- (Rupees Fifty Thousand only) (EMD of Rs. 10,000/- will be adjusted ) towards refundable performance Security deposits in the form of Demand Draft/Pay Order drawn in favour of the Principal, Kirori Mal College payable at Delhi. No interest shall accrue on the refundable performance security deposits and the same will be refunded on successful completion of the contract after adjustments of dues, if any. The EMD of the unsuccessful bidders will be returned within one month after opening of the tender without any interest thereto.
11. The committee may visit the existing running canteen for the assessment of the quality, hygiene, taste, quantity (weight, size, volume etc.) before the canteen committee. Any item which does not meet the criteria will have to be brought again before the committee. The final agreement will be made only after the satisfaction of the committee.
12. 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.
13. The contract will be operative initially for a period of two years which may be extended further for one year on satisfactory performance of service on the same terms and conditions.
14. The contract once awarded can be terminated by either party after giving one month notice to the other party. However KMC reserves the right of termination of contract without any notice in case the contractor commits a breach of any of the terms and conditions of the contract. KMC's decision that a breach has been committed will be final and has to be accepted by the contractor without demur.
15. The contractor will have to provide a list of its workers and employees who will be working in the canteen premises along with their identification proof. The contractor will also provide their police verification and medical fitness certificates of each and every staff.
16. The contractor will be required to ensure that all its employees/workers are paid wages as per the minimum Wages rates notification by the Governments of Delhi. Any complaint will be treated as breach of contract.
17. The contractor will be solely and exclusive responsible to adhere to meet 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.
18. The contractor will not deploy any minor to work in the canteen.
19. The contractor will ensure to arrange neat and clean uniform for all its staff, head covers/caps and aprons etc. for the cooking staff on its expenses. The canteen staff will be required to wear the uniform at all times.
20. 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 KMC. Non-opening of the canteen during the designated working hours/days will lead to breach of the agreement.
21. 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.
22. KMC reserves the right to ask the contractor to remove any of its workers/employees without assigning any reasons thereof.
23. The contractor will have to arrange for crockery, utensils, refrigerator or any other equipment on its own expenses as per the direction under 'Quality'
24. The canteen and kitchen can be inspected by the Canteen Committee or any officer authorized by the Principal at any time and, if any substandard materials or food are found, the contractor will be penalized at the discretion of Kirori Mal College.
25. The Contractor will be required to arrange sufficient equipment and crockery in order to ensure proper and efficient services.

26. The contractor should ensure all safety measures while running and operating the KMC Canteen. This includes necessary precautions against fire hazards. S/he will have to arrange and periodically refill at least 5 numbers of fire-extinguishers.
27. KMC 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 whatsoever.
28. No legal right shall vest in the contractor's workers to claim employment or otherwise absorption in KMC or claim any benefit admissible to permanent employees of KMC.
29. 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, KMC reserves the right to terminate the contract and to forfeit all security deposits without any prior notice.
30. The bidder will be deemed to have read and accepted all terms and conditions for award of the contract in entirety.
31. KMC reserves the right to change any terms and conditions governing the operation of canteen as and when circumstances so warrant.
32. All necessary documentation and certificates of experiences etc. will have to be annexed to the bid.
33. Those convicted under provision of prevention Food Adulterations Act-1954 need not apply.
34. The contractor shall have to conform to the food safety and statutes 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 & Faculty Welfare, Govt. of India.
35. All disputes shall be subject to Delhi Jurisdiction only.
36. The contractor will have to pay electricity charges on pro-rata basis as per reading of sub-meter provided by the College.
37. The maintenance charges along with GST at the rate applicable shall have to be deposited by the contractor in advance till 10<sup>th</sup> of every month, failing which interest will be charged at the rate of 4% per month.

**# The applicant must have track record of fair conduct and any unfair conduct in the past will lead to rejection of application.**

## REQUEST FOR PROPOSAL (RFP) FOR OPERATING KMC CANTEEN

**ITEMS AND PRICE LIST**

Sr. No.	Items	Quantity	Maximum Rates in Rs.
	<b>Tea &amp; Beverages</b>		
1	(a)Tea (toned milk+adrakh+ilaichi) (b) Normal Tea	120 ml 120 ml	10 8
2	Coffee in full cream milk	120 ml	12
3	Nescafe coffee through machine	120 ml	10
4	Cold drinks and flavored milk (as per agreement of College)	200/600 ml	MRP
5	Icecream	100 ml	MRP
6	Dahi (Mother Dairy/Amul) only	100/200 gm	MRP
7	Lassi (Mother Dairy/Amul) only	200 ml	MRP
8	Nimbu-Pani (Packaged)	200 ml	MRP
9	Juices (Packaged)	200 ml	MRP
10	Mineral Water		MRP
	<b>Snacks</b>		
11	Samosa (1 piece ) Throughout the day	100 gm	10
12	Kachori (1 piece)	60 gm	10
13	1 Kachori with sabzi		15
14	Bread Pakoda	120 gm	10
15	Veg Spring Roll	150 gm	20
16	Paneer cutlet(per piece)	100 gm	20
17	Veg burger(per piece)	150 gm	20
18	Veg Sandwich(per piece)	150 gm	15
19	Veg Patties	150 gm	15
20	Veg Chowmin	Full plate	30
21	Plain Maggi	Full plate	20
22	Butter Slice 2 pieces	Per plate	10
23	Omelette (2 Slice, 2 eggs)	Per plate	25
24	Paav Bhaji	Per plate	25
	<b>South Indian Meals</b>		
25	Plain Dosa	Per plate	30
26	Masala Dosa	Per plate	35
27	Uttapam	Per plate	35
28	Sambhar vada ( 2 pieces)	Per plate	30

29	Sambhar Idli (2 pieces)	Per plate	30
	<b>North Indian Meals</b>		
30	Puri-chhole (Standard size)	Per plate	30
31	Chhole-Bhature (Standard size)	Per plate	30
32	Paratha Plain (Standard size)	Single	30
33	Paratha Stuffed (Standard size) (aaloo,gobhi,paneer)	Double	35
34	Rajma (medium katori)		20
35	Rajma with Rice	Per plate	30
36	Chhole(medium katori)		20
37	Chhole with Rice	Per plate	30
38	Kadhi(medium katori)		20
39	Kadhi with Rice	Per plate	30
40	Plain Rice	Per plate	20
41	Fried Rice	Per plate	25
42	Roti	Single	5
43	4 Roti with Dal (different varieties)	Per plate	30
44	4 Roti with sabzi (different varieties)	Per plate	30
45	Regular Thali ( 4 chapatis, daal, rice, 1 seasonal sabzi, onion, raita/dahi)		50
46	Special Thali (with Paneer) (4 chapatis daal, rice, 1 seasonal sabzi, 1 paneer sabzi, onion, raita, 1 papad)		60
47	Confectionery items (Biscuits, chocolates, wafers etc.) branded		MRP
48	Gulab Jamun/ Rasgulla	50 gm Per piece	15
49	Pashta	Per plate	30
50	Macroni	Per plate	30

**\* Per Plate = one medium size plate.**

**Note: All the items should be available from 9:00 a.m. to 5:30 p.m. as per requirement.**

## REQUEST FOR PROPOSAL (RFP) FOR OPERATING KMC CANTEEN

**TECHNICAL BID**

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

S.No.	Description	Particulars
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 EMD paid (DD no. Date/Drawee Bank)	
8	Details of statutory licences obtained(if any)	
9	Details of PAN and GSTN	
10	Numbers of employees currently on rolls of the bidder(chefs/cook;Service staff etc. to be detailed separately)	
11	Details of organizations served/presently being served(certificates to be attached)	
	<b>Period</b>	<b>Details of the organization served/ Presently being served</b>
	<b>From</b>	<b>To</b>
(a)		
(b)		
(c)		

Signature of the Bidder\_\_\_\_\_

Date:\_\_\_\_\_

Name\_\_\_\_\_

Place:\_\_\_\_\_

Designation\_\_\_\_\_

Address\_\_\_\_\_

Seal

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## REQUEST FOR PROPOSAL (RFP) FOR OPERATING KMC CANTEEN

**FINANCIAL BID**

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

S.No	Description	Particulars
1	Name of the bidder firm/company	
2	Address	
3	Name of the authorized representative	
4	Designation/Capacity(Proprietor/ Director/Official)	
5	Permanent Income Tax Account (PAN No.)	
6	Goods & Services Tax Regn. No. (GSTN)	
7	Contact Number	
8	Email	

- i) Maintenance charges are inclusive of water charges but exclusive of electricity charges which shall be payable as per actual consumption on pro-rata basis. (Electric sub-meter is provided by college)

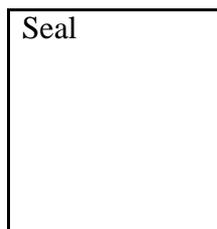
= Rs. \_\_\_\_\_ (per month + GST as applicable).

Note:- The base maintenance charges are Rs.20,000( INR Twenty Thousand) \_

**The Tender will be awarded on the basis of Highest Maintenance Charges.**

Date: \_\_\_\_\_

Place: \_\_\_\_\_



Signature of the Bidder \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

**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 them in entirety.

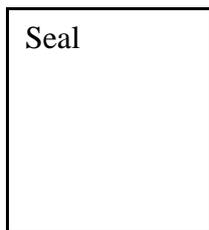
I/We understand that in case of breach of any of the terms and conditions committed on our part, the contract for operating and running of KMC canteen will be liable to be terminated.

Signature of the Bidder\_\_\_\_\_

Date:\_\_\_\_\_

Name\_\_\_\_\_

Place:\_\_\_\_\_



Designation\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_