

जानकी देवी मेमोरियल कॉलेज

(दिल्ली विश्वविद्यालय)

**JANKI DEVI MEMORIAL COLLEGE**

(University Of Delhi)

सर गंगा राम अस्पताल मार्ग, नई दिल्ली-११००६०

Sir Ganga Ram Hospital Marg, New Delhi-110060

दूरभाष : २५७८७७५४ फैक्स : २५७९०८३२

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संदर्भ संख्या/Ref. No. 738.....

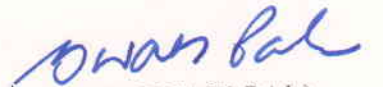
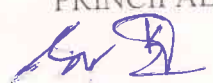
दिनांक/Dated 23/02/21

**Notice Inviting Tender (NIT)**

Sealed tenders are invited by the Principal, Janki Devi Memorial College (JDMC), University of Delhi, Sir Ganga Ram Hospital Marg New Delhi - 110060 from reputed personnel/contractors/vendors for running the canteen during the year 2021-22 for a period of one year from the date of award of contract.

Name of the work	Operation of Canteen at Janki Devi Memorial College, (JDMC) University of Delhi, Sir Ganga Ram Hospital Marg, New Delhi - 110060
Earnest Money Deposit	Rs. 30,000/- (Rupees Thirty Thousand only) (refundable without any interest to unsuccessful bidders after award of Contract)
Cost of the Tender	Rs. 500 /- (non-refundable) in the form of Demand Draft / Pay Order drawn in favour of Principal, Janki Devi Memorial College, Payable at Delhi
Last Date, Time & Venue of Receipt of Bid/Tender	DD for cost of the Tender to be enclosed with Tender documents 15.03.2021 up to 02:00 PM in the Principal Office, JDMC
Date, Time and Venue for opening of Bid/Tender	15.03.2021 at 03:00 P.M in the Principal Office, JDMC
Document to be attached	1. Company Profile 2. PAN No 3. GST No 4. Partnership deed copy in case of partnership firm 5. Experience Certificate

**NOTE:-** In view of Covid-19 Pandemic. The Canteen contract will be awarded as per the Covid-19 situation/situation normalising/opening of the College with student & Faculty i.e. working with full strength.

  
(PROF. SWATI PAL)  
PRINCIPAL  


Signature of Contractor  
Name, address and ph/mob

### Scope of work and location

Running and operation of Canteen/Cafeteria including indoor and outdoor Hospitality services as & when required for Janki Devi Memorial College for about 3500 students & Staff.

Hospitality arrangements, to order, like Tea / Coffee / Soft drink / Snacks / Lunch (packed) Catering to all the Offices (i.e. on all the floors) of the College and also provide the service and Buffet Lunch / Dinner / Tea for various academic and Cultural Activities, Festivals, Seminars, Symposiums, Conferences, Training Programs, Press Conferences, Statutory Bodies Meetings, Annual Day Convocation, Teachers Day, any other function etc. In addition to above, arrangements are also required for examination, admission, counseling etc. as informed by the University of Delhi from time to time.

The tenderers are advised to visit the Canteen before participating in the tendering process. The tenderer should assess the volume of business themselves. Janki Devi Memorial College will not guarantee any minimum / maximum business. College will not be responsible for any loss, damage, less sale etc.

The Canteen Space is available as per details given below:-

- (i) Covered Area of the Canteen 565 Sqm & a kiosk of 200sq fit in Parking area in the College Complex/Campus.
- (ii) Canteen Hall and Kitchen has been renovated. PNG facility is also available in the Canteen.
- (iii) Modern Kitchen, electrical, furniture and other equipments etc. has been provided, which will be operated and maintained in working condition by the contractor at its own cost. College will not pay any amount for day to day maintenance of any breakage, unserviceability etc. of any kitchen/Electrical/cutlery/furniture equipment etc.

### TERMS AND CONDITIONS

#### 1. Tenure & Eligibility

- a. The contract will be issued for a period of one year & will start with effect from the date of signing the agreement. The agreement may be renewed by the College after reviewing the performance of the contractor for 2<sup>nd</sup> year.
- b. The Contract can be renewed for further period which would be determined by mutual agreement and terms and conditions which may be agreed upon by the College Principal and Contractor.
- c. The bidder should have minimum Five years' experience of running the Canteen in Govt. Institutions, University Departments/College, Govt. Hospitals or any reputed

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Institutions. The relevant papers of experience should be attached along with tender.

- d. It may be noted that the lowest quoted rates of a tenderer do not entitle his/her to claim the said contract. The final decision shall be taken after the contractor is interviewed and the presentation of items and services are assessed by the committee and he is finally recommended.
- e. The contractor's firm must not have been blacklisted ever in the past and must not have been penalized for not meeting the provisions of Food Adulteration Act, 1954. A self-certification is required to be submitted by the contractor on letter head. **The registration certificate issued by FSSAI needs to be attached.**
- f. The contractor's firm must have GST no. issued in its name. **The GST registration certificate needs to be attached.**

## 2. License fee and other Charges

- a. The Contractor shall obtain requisite certificate from the MCD / Delhi Government / Delhi Police as applicable for running the Canteen within the College premises within 15 days from issue of work order..
- b. The contractor shall pay **License fee of Rs. 7,000/- Annually plus Canteen Development & Maintenance Fee Rs. 30,000 monthly.** If the contractor is paying quarterly then he should handover four postdated cheques in advance to the College immediately after signing the contract. The fees shall be enhanced by 10% annually if contract renewed. The rent, license fee and other charges will be applicable from date of award of work.
  - i. Electricity charges - actual basis as per sub-meter reading.
  - ii. Water charges - Rs.5000 /- per month or as per actual meter reading whichever is higher (In case of separate water meter is provided).
  - iii. Security amount (Refundable) - Rs. 60,000 /- (Rupees Sixty Thousand only). No interest on security deposit & EMD is payable. Security amount is in addition to EMD.
  - iv. One month waiver as concession for lean period will be given for payment of **Canteen Development and Maintenance Fee.** However, Electricity, Water charges and License Fee have to be paid by the vendor throughout the contract period.
- c. The Contractor shall have to pay the late payment charges @ Rs. 200 per day, or maximum of Rs. 5000/- per month for the late payment of the license fee, Canteen Development & Maintenance Fee, electricity and water charges.

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- d. The Contractor has to arrange water tank at his own expenses if water crisis occur.
- e. The contractor shall be responsible for the payment of GST & any other Tax on eatables if applicable to the GST department. He should provide a duplicate copy of the GST receipt of the same to the College.
- f. The Security deposit, earnest money, advance rent if any may be forfeited/adjusted in case the standard of cleanliness, quality of products, any penalty imposed and services are not maintained up to mark and in the case of non-payment of office dues, PNG, Water, Electricity bill etc.
- g. Latest equipment has been provided in the Canteen kitchen & pantry. These shall be maintained in good running condition by contractors at his own cost. In case of any loss, theft, burn, damage etc. caused to equipments, furniture, fitting & fixture, then it shall be replaced at contractor's cost.

### 3. Services

- a. The contractor will be required to provide service in the Canteen premises and also in various rooms of the College such as the Principal's office, Staff Room, College Library AO's Room and other departmental rooms. The service would be free of any service charge and on approved rates for item listed in Appendix 'A'
- b. At least one sweet and three salty items (samosa, vada, bread pakora, chowmin etc.) will be prepared daily. But the menu would be prepared according to the College from time to time. The contractor should change menu for lunch every week. The items, their size and weight including quality should be approved by the Canteen Committee.
- c. The contractor will take all necessary precautions against fire hazards.
- d. The rate list and menu as approved by the College should be displayed clearly daily. Any change in the rate list or item should be duly approved by the Canteen Committee.
- e. A menu card should be provided to the staff at the time of order.
- f. The Principal/AO/Caretaker/Canteen Committee of the College has the right to visit periodically, or have surprise visits to check the quality of food, services, cleanliness of the Canteen and report to the Principal. If required, a feedback from the users could be obtained anytime.
- g. The contractor shall display the rates and the same should be approved by the Canteen Committee. Printed Rate list and menu is to be displayed on white Notice Board at Canteen Every Day.
- h. The contractor shall not sub contract the running of Canteen to any other party. No other commercial activity shall be undertaken in the College Canteen premises.

**Signature of Contractor**  
**Name, address and ph/mob**



- i. The Contractor should maintain punctuality in providing the room service at any time. The Contractor will also have to make special arrangements for breakfast/lunch/dinner in the seminars and meetings as and when required.
- j. The Contractor shall not cause any nuisance, annoyance to the students and staff or store any hazardous goods in the premises.
- k. The Contractor shall not use electric heater or any other heavy duty electrical appliances without the permission of licensor.
- l. The Contractor will not be allowed to add any item other than mentioned in the tender document. If Contractor desires to add any item in the list, he/she must have to seek the permission of the College including the items and their rates.
- m. The contractor shall take all precautions to maintain quality of food. In no case he/she shall sell stale / old stuff / preparations.
- n. The contractor shall use the good quality branded cooking medium and should ensure that only standard material / ingredients for cooking and serving are used. No local / sub-standard material / ingredients are allowed. **The contractor is advised to quote the rates of food items keeping in view the cost factor of the ingredients / material which shall be of good quality.**
- o. The approved rates of the food items as accepted by the College **shall not be increased** by the contractor without prior permission of the College. **Similarly, no other item shall be sold** by the contractor outside the approved list, without permission of the College.
- p. The contractor shall have to provide “**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 for inspection every month.
- q. Readymade food items, packed food and beverage should be available in the canteen throughout the day, including Saturday & Sundays. All packed items should be from well-known brands.
- r. Real, Tropicana & other branded packed juices should be available throughout the day.
- s. The Rotten Vegetables should not be used in the canteen. Stale food should not be served to anyone in the College.
- t. 200 ml soft drinks and 500 ml water bottles should also be available in the canteen.
- u. Daily items to be served should include Dosa, Utpan, Idli, Vada, Samosa/Bread Pakora, (either of one)and same will be available during Canteen timing i.e. 7.00 am to 6.00 pm. Chole Bathure, Chole-Rice, Rajma-Rice, Chowmin, Fried Rice, Thali, Kadhi-Chawal, Rice-Chapati will be available in the lunch time/Canteen timing.

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- v. During 12.00 PM-1:00 PM at least four people from canteen should be there for serving keeping in view the high rush of students and staff.
- w. At least two persons will be allocated to serving teaching and non-teaching staff.

**4. Timings**

- a. The Canteen will function on all seven days of the week and if required on gazetted Holidays also.
- b. It will function from **7:00 AM** to **6:00 PM** and may change as per additional requirement. Timing could be flexible but with prior permission from the College authority.
- c. 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 requirement of the College.

**5. Hygiene and cleanliness:**

- a. The licensor or Canteen Committee of the College will inspect the Canteen at any time so as to verify the hygienic conditions being observed by the Contractor.
- b. The contractor will have to make arrangement for cleanliness of Canteen and its surroundings including sewerage to the satisfaction of the College. The contractor shall also be responsible for the safe and hygienic disposal of the Canteen waste. The garbage bins should be covered always and away from the eating place.
- c. The contractor shall arrange the items i.e. crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking stove etc. and maintain the said items in proper and hygienic conditions.
- d. The contractor has to ensure the cleanliness of the dress worn by the employee during the time of the serving in the Canteen as well as in rooms/staff rooms. They should wear photo I-card and should carry clean duster with them always.
- e. There will be cleaning in the canteen at least three to four times on daily basis and dustbins should be cleared frequently in a day by using bin-bags.
- f. Garbage bins should be washed regularly.
- g. One day in a month should be observed as a cleaning day preferably Saturday/Sunday. Quality of food should be uniform across all the consumers.

**6. Canteen Employees:**

- a. The contractor shall be subject to the regulation of labour laws of Delhi Government/GOI as applicable.

Signature of Contractor  
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- b. The contractor shall be under the discipline of the College, and follow the instructions issued from time to time. The Contractor shall in no case disturb the working of the College. The employees would remain decent and courteous. Any of his employees indulging in any act of indiscipline, misbehavior or violent act(s) or abets others in doing so, and if it is prima facie proved, then contractor shall remove the employee concerned from the premises immediately on receipt of verbal or written communication from the authorities of the College.
- c. Contractor/No workers or person will be allowed to stay/work in the night in the Canteen/College premises.
- d. Proper Police verification of person deputed by Contractor shall be done by the contractor at its own cost.
- e. All rules & regulations and other legal requirements for employment of labour and obtaining license for running of College Canteen are responsibilities of contractor at its own cost.
- f. Any Dispute/Litigation is subject to Delhi Jurisdiction only.
- g. Any Terms & Conditions not covered in the agreement will be decided by the Principal & decision on the same will be final & binding.
- h. The contractor shall abide by all the prevailing laws for running of canteen/cafeteria and shall do all the necessary formalities of obtaining licenses / permission etc. 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.
- 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 / behavior of the staff employed by him/her in the College canteen and shall solely be responsible for any mis-happening or undesirable incidence on account of the conduct / behavior of the staff engaged by the contractor.
- j. The staff of the contractor shall abide by the instructions issued by the College authorities from time to time and their movement in the College shall be restricted.
- k. The minimum engagement of the staff shall be :-**Two Cooks, Four Helpers, Four Persons for serving and two for cleaning.** However, the contractor shall enhance the staff in case of higher demand.
- l. The entire staff associated with the canteen will observe a dress code, use head covers, name plate, face mask, gloves etc.

Signature of Contractor  
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7. Utilization of Canteen premises

- a. The possession of the premises will always be with Janki Devi Memorial College even when the premises would be in use of the contractor.
- b. The contractor shall have no right to sub-let, assign the contract in any manner to any third party or authorize any other person to run the Canteen once it has been formally awarded to him/her.
- c. The contractor is responsible to maintain the infrastructure facilities provided by the College such as sitting spaces, fans, electrical fittings, sanitary fittings, water cooler etc. on Contractor's cost.
- d. No employee/student/outsideers will be allowed to smoke or consume alcohol/banned or abused drugs in the canteen. The contractor shall not keep or sell any tobacco products or any hard drinks, other health hazard articles etc.
- e. The Contractor shall have no right on the open space adjoining the canteen.
- f. The Contractor shall be deemed to be in the exclusive occupation of the Canteen premise and the licensor will have the right to enter upon the premise at any time to inspect the Canteen premises.
- g. The Canteen premises will not be used for residential purpose. Contractor/No worker or person will be allowed to stay/work in the night/during holiday in the Canteen/College premises. No bathing and washing of cloth etc. will be allowed by the workers.
- h. The Licensed premises shall be used only for carrying on the business of Canteen and for no other purpose.
- i. The Contractor shall not carry out any addition or alteration or structural repairs in the said premises. Only such alteration of addition or repairs which are necessary and are not of permanent nature may be allowed to be carried out by the Contractor but that also with the prior approval/permission of the licensor at its own cost.
- j. The contractor shall ensure to keep all his belongings under lock and key. The contractor shall be solely responsible for any loss, damage, theft etc. occurring in canteen and no compensation of any kind shall be made by the College.

8. Termination of the contract:

- a. The quality of food/services provided will be checked from time to time and if found unsatisfactory the license may be cancelled at any time by the licensor without furnishing any notice. The College reserves the right to impose a fine if deemed necessary.

Signature of Contractor  
Name, address and ph/mob





- b. The decision of licensor/College Authorities in the matter relating to the Canteen shall be final and binding on the Contractor.
- c. In case of termination of contract, contractor shall handover possession of Canteen premises in neat and clean position immediately and no claim of any type of contractor shall be entertained.
- d. The College reserves the right to terminate the contract at any time after getting recommendation of an independently appointed committee against any serious complaint(s) regarding the performance/maintenance of the canteen. The committee shall consist of at least one student and non-teaching staff representative along with other members appointed by the College. The decision of the College in this regard shall be final.
- e. The contract can be terminated either by the College or the contractor by giving one month notice. However, if the contractor seeks termination of the contract in between the contract period his security deposits would be forfeited and if the College does so then the security deposit would be refunded to the contractor.
- f. In case the contractor violates any terms & conditions of the contract, his contract would be cancelled without any notice.
- g. In case of any violation of the provisions of contract, the Principal in consultation with Canteen Committee will impose damage compensation @ Rs. 500 /- per act of violation subject to maximum of Rs. 2,500 /- per day of violation. If violation continues for more than 3 days, the Principal may terminate the contract without any further notice.
- h. The contractor shall have to ensure that the agreement made by the College with any other party shall be enforceable upon him/her also. He/She shall have to ensure that no competitive product is being sold in the canteen for which the College has undertaken separate & exclusive tie ups.
- i. In case of any dispute, the matter shall be resolved amicably. However, if the matter still remains unresolved, the same shall be resolved by an arbitrator appointed by the Governing Body of the College, the decision of which shall be final & binding to both the parties.
- j. Any dispute is subject to the Jurisdiction of Courts situated in Delhi only.

Signature of Contractor  
Name, address and ph/mob



9. The College reserves the right to reject any or all the tenders without assigning any reason thereof whatsoever and is not bound to accept the lowest rates of items.
10. After opening the tenders the committee may visit the sites and may check the preparation of cooked items as specified by the tenderer in support of working experience.
11. Successful tenderer shall execute the agreement on legal stamp paper of Rs. 100 /- for running & operation of Canteen of Janki Devi Memorial College. The accepted tender along with terms & conditions shall form part of the agreement.
12. The College also reserves the right to modify/alter the terms and conditions mentioned herein for smooth functioning of the Canteen.

Signature of Contractor  
Name, address and ph/mob



## UNDERTAKING

I / We have read the terms and conditions of the tender clearly and I / We agree to abide by them fully. On the acceptance of the offer I / We will run the Canteen in compliance with the terms and conditions thereof.

Date

Signature of the Contractor

Name:

Address and Phone Number

Signature of Contractor  
Name, address and ph/mob



## Tender for Running Canteen in Janki Devi Memorial College Premises

I am submitting the tender for providing catering services for Janki Devi Memorial College Canteen on contract basis as per details given below: -

1. Name of the Contractor: \_\_\_\_\_;
2. Address: \_\_\_\_\_
3. Registration/License No. (If a co-operative society) \_\_\_\_\_  
(Attach attested Photostat copy of license issued by the competent authority)
4. Details of contracts executed till date (in a separate sheet with proof) in the following format

<u>S.No.</u>	<u>Nature of Contracts</u>	<u>Period,</u>	<u>Govt. / Educational / Private Inst.</u>
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I)

I)

5.

<u>S. No.</u>	<u>Present Contracts in hand</u>	<u>Period</u>
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I)

II)

6. GST number, \_\_\_\_\_
7. Man Power / Resources available:
8. Name of your banker/s with address \_\_\_\_\_
9. Any other relevant information including information about conviction or pending cases under the Prevention of Food and Adulteration Act 1954.
10. DD/Pay order No, Date and Drawer Bank \_\_\_\_\_

Signature of Contractor  
Name, address and ph/mob



**APPROVED MENU**

**RATES TO BE QUOTED BY CONTRACTOR/VENDOR**

	<b>DISHES/ITEMS</b>	<b>RATE (INR)</b>
1	SAMOSA (150 GMS)	5/- Fixed
2	TEA (150 ML)	5/- Fixed
3	BREAD PAKORA (150GM)	
4	VEG CHOWMIN (200GM)	
5	VEG FRIED RICE (200GM)	
6	VEG MANCHURIAN (5 PC/ BALLS)	
7	DOSA (MASALA/PLAIN) (STANDARD SIZE)	
8	CHILLY POTATO (200GM)	
9	IDLI/VADA/UTTHAPAM (2PC ) WITH SAMBHAR/CHUTNEY (150 GM)	
10	ALOO/SADA PARATHA (2PC) WITH DAHI/CHHOLA (100GM), ACHAR	
11	2 KULCHE/2 BHATURE WITH CHHOLE (100GM)	
12	RAJMA/CHHOLE/KADHI (150GM) & CHAWAL (150GM)	
13	PACKED BISCUITS/SOFT DRINKS/ FROOTI/LIME JUICE ETC.	MRP/Printed Rate

**The aforesaid items will have to be served daily apart from other that the canteen may wish to sell. The following items will not be the exclusive right of the canteen**

1	Dip Tea/Coffee (150 ML)	
2	Momos (5 PCS)	
3	Burgers (150 GM)	
4	Veg Sandwiches	
5	Pizza	
6	Maggi (150 GM)	
7	French Fries/ Mix Pakoda (200gm)	
8	Pasta (150 GM)	
9	Corn (Per plate)	
10	Boiled Egg (per PC)	
11	Ice-Cream	
12	Milk Products with Dahi, Chhanch & Flavored Milk	

Note: - Any additional item in the menu may be added by the contractor subject to preapproval of item and it's rate by the Principal, JDMC.

Signature of Contractor  
Name, address and ph/mob

