



KIRORI MAL COLLEGE

(University of Delhi) Delhi-110007

किरोड़ीमल महाविद्यालय

(दिल्ली विश्वविद्यालय) दिल्ली-११०००७

Tel.: 27667861
दूरभाष : २७६६७८६१

30th November 2016

TENDER NOTICE FOR COLLEGE CANTEEN

Sealed tender is invited for running the College Canteen on the Specific Format available on the website www.kmcollege.ac.in and Delhi University website. The tender should reach latest by 21.12.2016 on or before 5:00 p.m.


(Shrawan Kumar)
Convenor, Canteen Committee


(Dr. Dinesh Khattar)
Offg Principal
(Dr. Dinesh Khattar)
Offg. Principal
Kirori Mal College
(University of Delhi)
Delhi - 110 007



TENDER DOCUMENT

For Operating

KMC Canteen

at

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

Tender no. -/KMC/2/Admin/Canteen-Tender/2016

Tender document sold to:

M/s. _____

I accept the above conditions
(Seal and Signature of Contractor)



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 one year tentatively w.e.f. January 1, 2017 which may be extended further 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 reputed contractor/company 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 one year. The Tender Document can be viewed and downloaded from our website www.kmcollege.ac.in. The hard copy of the same shall be made available from **30/11/2016** to **21/12/2016** 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) within 30 days of opening of the tenders.

The offers should be submitted in two sealed envelopes one superscribed 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 **21/12/2016** on or before **05.00 pm**. The Technical bid shall be opened on **22/12/2016** at **10.30 am** in the presence of attending tenderers or their authorized representatives.

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 comprises 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 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 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.

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 of raw materials:

- (a) Fortune, sunflower/soyabean refined oil
- (b) MDH/Everest 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/bru 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 like bone china etc. Special arrangements should be made for meetings of the Principal, Staff Councils, Associations or other such Departments/units etc.

Usage of plastic or paper 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 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 rates mentioned in the rate list as per Annexure-A. 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 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-B&C, respectively in separate sealed covers superscribed 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 **21/12/ 2016**.

1. Certificates with respect to registration of the firm/organisation under the relevant law.
2. Valid Sales Tax/VAT 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 2 years duly signed by a responsible and authorized officer.
4. Earnest Money Deposit (EMD) as detailed in terms and conditions of the tender notice.
5. Details with respect to PAN/TIN of the bidder.
6. Statutory Licenses obtained (if any).
7. Undertaking (as per prescribed proforma in Annexure-D)

Terms and Conditions governing the contract for Running and operating Canteen

*The contractor shall abide by the contract if any done by the college pertaining of the canteen (presently college has contract with coca cola)

1. The contract will be awarded on the following basis:
 - a) highest maintenance charges (Excluding Electricity and Water charges which will as per actual) offered by the bidder for operating and running the KMC canteen (the Minimum Maintenance charges is **Rs. 20,000/-**); and
 - b) agreement with the rates stated and approved by KMC through the tender documents as detailed in Annexure-A.
2. Bids not accompanied with the Earnest Money Deposit (EMD) and/ or required documents will be summarily rejected.
3. The items and rate list must not be altered by the bidder .Any modification /alterations of items and /or rates should be specifically stated in a separate covering letter.
4. Introduction of new items in the Menu can also be done with prior approval of the Canteen Committee at the rates approved by it.
5. 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.
6. 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.
7. 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.
8. The college reserves the right to accept or reject any or all of the bids either fully or partially without assigning any reasons thereof.

9. 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.
10. The successful bidder will be required to bring the sample of all the food items as per Annexure A, 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.
11. 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.
12. The contract will be operative initially for a period of one year which may be extended on satisfactory performance of service on the same terms and conditions.
13. 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.
14. 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.
15. 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.
16. 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.
17. The contractor will not deploy any minor to work in the canteen.
18. 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.
19. 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.
20. 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.
21. KMC reserves the right to ask the contractor to remove any of its workers/employees without assigning any reasons thereof.
22. The contractor will have to arrange for crockery, utensils, refrigerator or any other equipment on its own expenses as per the direction under 'Quality'
23. 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.
24. The Contractor will be required to arrange sufficient equipment and crockery in order to ensure proper and efficient services.

25. 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.
26. 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.
27. 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.
28. 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.
29. The bidder will be deemed to have read and accepted all terms and conditions for award of the contract in entirety.
30. KMC reserves the right to change any terms and conditions governing the operation of canteen as and when circumstances so warrant.
31. All necessary documentation and certificates of experiences etc. will have to be annexed to the bid.
32. Those convicted under provision of prevention Food Adulterations Act-1954 need not apply.
33. 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 & Faculty Welfare, Govt. of India.
34. All disputes shall be subject to Delhi Jurisdiction only.
- 35. The contractor will have to arrange a separate connection from NDPL for Canteen. He will be responsible of payment directly to NDPL. In the event of non-payment, the recovery of electricity bill/arrear will be made from the security deposit.**
36. In the event of delay in deposit of monthly maintenance charges, the interest will be charged @10% per month.
37. The contractor will have to maintain separate functioning surveillance system with at least 8 cameras.

REQUEST FOR PROPOSAL (RFP) FOR OPERATING KMC CANTEEN

ITEMS AND PRICE LIST

Sr. No.	Items	Quantity	Expected Rates	Quoted Rates (if any)
	Tea & Beverages			
1.	Tea (toned milk+adrakh+ilaichi)	120 ml	7	
2.	Special Tea in full cream milk	120 ml	10	
3.	Coffee in full cream milk	120 ml	10	
4.	Nescafe coffee through machine	120 ml	10	
5.	Cold drinks (as per agreement of College)	200/600 ml	MRP	
6.	Ice creams	100 ml	MRP	
7.	Dahi (Mother Dairy/Amul) only	100/200 gm	MRP	
8.	Lassi (Mother Dairy/Amul) only	200 ml	MRP	
9.	Nimbu-Pani	200 ml	MRP	
10.	Juices tetra pack only	200 ml	MRP	
11.	Mineral Water		MRP	
	Snacks			
12.	Samosa (1 piece) Throughout the day	100 gm	7	
13.	Kachori (1 piece) 1 Kachori with sabzi	60 gm	7 10	
14.	Bread Pakoda	120 gm	8	
15.	Veg Spring Roll	150 gm	20	
16.	Veg cutlet (per piece)	100 gm	10	
17.	Paneer cutlet(per piece)	100 gm	20	
18.	Veg burger(per piece)	150 gm	20	
19.	Veg Sandwich(per piece)	150 gm	20	
20.	Veg Patties	150 gm	10	
21.	Veg Chowmin	Full plate	30	
22.	Egg Chowmin	Full plate	40	
23.	Plain Maggi	Full plate	25	
24.	Egg Maggi	Per plate	30	
25.	Butter Slice 2 pieces	Per plate	10	
26.	Omelette (2 Slice, 2 eggs)	Per plate	25	
27.	Paav Bhaji	Per plate	25	
	South Indian Meals			
28.	Plain Dosa	Per plate	30	

29.	Masala Dosa	Per plate	40	
30.	Paneer Dosa	Per plate	50	
31.	Uttapam	Per plate	40	
32.	Sambhar vada (2 pieces)	Per plate	30	
33.	Sambhar Idli (2 pieces)	Per plate	30	
34.	Upma	Per plate	30	
	North Indian Meals			
35.	Puri-chhole	Per plate	30	
36.	Chhole-Bhature	Per plate	30	
37.	Paratha Plain	Single	10	
38.	Paratha Stuffed (aaloo,gobhi,paneer)	Single	15	
39.	Rajma (medium katori)		20	
40.	Rajma with Rice	Per plate	30	
41.	Chhole(medium katori)		20	
42.	Chhole with Rice	Per plate	30	
43.	Kadhi(medium katori)		20	
44.	Kadhi with Rice	Per plate	30	
45.	Plain Rice	Per plate	25	
46.	Fried Rice	Per plate	30	
47.	Roti	Single	5	
48.	4 Roti with Dal (different varieties)	Per plate	30	
49.	4 Roti with sabzi (different varieties)	Per plate	30	
50.	Egg curry (2 eggs)		30	
51.	Regular Thali (4 chapatis, daal, rice, 1 seasonal sabzi, salad, raita, papad)		50	
52.	Special Thali (with Paneer) (4 chapatis daal, rice, 1 seasonal sabzi, 1 paneer sabzi, salad, raita, 1 papad)		60	
53.	Special Thali (with Egg) (4 chapatis, daal, rice, 1seasonal sabzi, egg curry, salad, raita, 1 papad)		60	
54.	Confectionery items (Biscuits, chocolates, wafers, pastry etc.)		MRP	
55.	Gulab Jamun	Per piece	15	
56.	Rasgulla	Per piece	15	
57.	Pashta	Per plate	40	
58.	Macroni	Per plate	40	
59.	Any other item subject to the approval by the Canteen Committee			

REQUEST FOR PROPOSAL (RFP) FOR OPERATING KMC CANTEEN

TECHNICAL BID

(To be kept separately in a sealed cover superscribing '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/TIN/VAT Regn.	
10	Numbers of employees currently on rolls of the bidder(chefs/cook;Service staff etc. to be detailed separately)	
11	Details of organization served/presently being served(certificates to be attached)	
	Period	Details of the organization served
	From To	
(a)		
(b)		
(c)		

Signature of the Bidder _____

Date: _____

Name _____

Place: _____

Designation _____

Address _____

Seal

REQUEST FOR PROPOSAL (RFP) FOR OPERATING KMC CANTEEN

FINANCIAL BID

(To kept separately in a sealed cover superscribing '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	Contact Number	
7	Email	
8	Maintenance Charges for use of Kirori Mal College Premises. {Minimum Maintenance charges of Rs.20,000/- (Rupees Twenty Thousand only) per month. }	Willing to pay Rs..... Per Month (in words) towards Maintenance Charges.

Date: _____

Place: _____

Seal

Signature of the Bidder _____

Name _____

Designation _____

Address _____

UNDERTAKING

The Principal
Kirori Mal College
University Of Delhi
Delhi-110007

Sir,

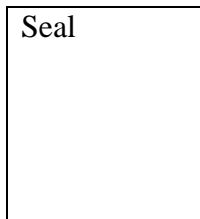
I/We the undersigned certify that I/We have gone through the terms and conditions mentioned in the tender documents and hereby undertake to agree and comply with them in entirety.

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:_____

Place:_____



Name_____

Designation_____

Address_____
