



रामलाल आनंद कॉलेज

दिल्ली विश्वविद्यालय

बेनिटो हुआरेज़ रोड, नई दिल्ली-110021 (इंडिया)

Ram Lal Anand College

University of Delhi

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23.11.2023

Calling of Tenders for Running the Canteen in the College

Sealed tenders are invited for running the Canteen in Ram Lal Anand College premises. Interested parties are, therefore, required to submit their application in prescribed tender form. The prescribed tender form containing terms & conditions can be obtained from college website rla.du.ac.in. Tender will be accepted in the college admin office between 9:30 AM to 5.00 PM on working days (except Saturday-Sunday) by Friday, the 15th December, 2023 in a sealed envelope addressed to the Principal, Ram Lal Anand College. The application in a sealed envelope should be marked 'TENDERS FOR RUNNING THE CANTEEN'. The final decision regarding the award of the contract will be based on an interview of the applicants. The approved bidder will have to undertake to comply with all the terms and conditions mentioned in the contract to be signed after the award. In addition, bidder will also have to pay Rs. 500/- (Non-Refundable in the shape of Demand Draft in favour of Principal Ram Lal Anand College) as a tender fee at the time of submitting the tender. The selected contractor will be required to deposit security of Rs. 50,000/-.

The college reserves all the rights to accept or reject any or all the offers without assigning any reason. For further terms and conditions please contact college administration office during the working hours.

The Tender will be opened on 20.12.2023 at 3:00 PM.


Principal

Tender for Running Canteen in Ram Lal Anand College Premises

Last Date and Time for Submission of Tender: _____ upto _____ PM

Opening of Tender: _____

Sir,

I am submitting the tender for providing catering services for Ram Lal Anand 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 (on a separate sheet with proof) in the following format

S. No. Nature of contract/ Period Government/Educational/Private Institution

(i)

(ii)

(iii)

5. S. No. Present Contracts in hand Period

(i)

(ii)

6. GST number. if any: _____

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.

Signature of the Contractor

Name of the Contractor/Firm, Address and Mobile No.:

Scope

The contractor is required to supply tea, coffee, breakfast, lunch, and snacks to the students (about 2700 students are enrolled in the college) and employees of Ram Lal Anand College. In addition to the regular employees of the college, the canteen will also cater to the needs of the authorized visitors as well as to the participants in academic and other programmes as organized by the college from time to time. Tea, coffee, snacks, cold drinks, juice, and Lunch/Dinner/ High-tea shall also be supplied for meetings/college functions or other purpose, whenever and wherever required in the premises.

Details of space provided for the college canteen area includes:

S. No. Accommodation Place

1. Cleaning Space
2. Pantry
3. Kitchen
4. Kitchen Store

Signature of the Contractor

Names of Contractor/ Firm, Address, and Mobile no.:

TERMS AND CONDITIONS

Tenure

The contract will be for two years to start with from the date of the agreement. The agreement may be renewed by the college after reviewing the performance of the contractor.

License fee and other charges:

- The licensee shall obtain a certificate from the MCD/Delhi Government/Delhi Police/FSSAI certification for running the canteen within the college premises.
- Accommodation as mentioned above will be provided for the canteen use. The contractor will pay the following charges to the college.
- License fee of Rs. 2000/- per annum upfront or Rs.500/- to be paid quarterly. If the contractor is paying quarterly, then he should hand over eight post-dated cheques to the college immediately after signing the contract. In addition, the contractor will also have to pay the rent of the premises Rs 10,706/- per month must be paid monthly on time.
- Electricity charges – on actual basis as per sub-meter reading. The sub-meter would be installed by the contractor at his/her own cost. The contractor will pay the electricity charges in accordance with electricity consumption shown in the meter reading and monthly bill. No expenses will be borne by college. (Must be paid every month)
- Water charges - Rs 1000/- per month. (Must be paid every month)
- Security amount (Refundable) is 50,000/-.
- The licensee shall have to pay late payment charges @ Rs 50/- per day, or maximum of rupees 10,000/- per month for late payment of the license fees, electricity and water' charges.
- The licensee must arrange water tank at his own expenses if water crises occur.

Services

- The contractor will be required to provide service in the canteen premises and in various rooms of the college such as the principal's office, Staff Room, Science Block and other departmental rooms, the service would be free of any charge.
- At least one sweet, three savory items (samosa, vada, pakora, chowmein, Lunch Thali etc.) will be prepared daily. But the menu would be prepared according to the list provided above as far as possible. However, this list is subject to modification by the college from time to time. The contractor should change menu for lunch every week. The items and their size/ weight including quality should be approved by the canteen committee.
- Materials used for cooking purpose tea, coffee, spices. food stuffs, vegetable, oil etc. should be of good quality.
- The contractor will take all necessary precautions against fire hazards.

- In accordance with Government of India's guidelines (Plastic Waste Management Amendment Rules, 2021) regarding the single use plastic, no single use plastic items shall be used in the canteen.
- CCTV Cameras installed in the canteen (Washing and Cooking areas) must be made functional.
- 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.
- A menu card should be provided to the staff during the time of order.
- The 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 feedback from the users, could be obtained anytime.
- The Contractor shall have to keep "Complaint and Suggestion Book" and shall be made available to anyone who desires to record any complaint or suggestion.

Timings

- The canteen will function on all six days (Monday to Saturday) except gazetted holidays.
- It will function from 8.00 AM to 8.00 PM and may change as per additional requirements. Timings could be flexible but with prior permission from the college authority.
- Services would also be provided by the canteen on Sundays to cater to the students attending IGNOU/SOL/NCC classes with permission from the principal.

Hygiene and Cleanliness

- 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 kept covered always and away from the eating place.
- The contractor shall arrange for items i.e., crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking stove etc. and maintain the said items in proper and hygienic conditions.
- The contractor must 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- cards and should carry clean duster with them always.

Canteen Employee

- The contractor shall be subject to the regulation of labour laws of Delhi Government.
- The contractor shall be under the discipline of the college and shall in no case disturb the working of the college and follow the instructions issued from time to time in this connection. 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 written communication from the authorities of the college.

- Requisite staff of canteen contractor will be allowed in stay in the canteen after working hours (under special circumstances) only with authorization of the Principal of Rani Lal Anand College and no unauthorized person shall be allowed to stay in the canteen.

Utilization of canteen premises

- The possession of the premises will always be that of Ram Lal Anand College even when the premises would be in use of the contractor.
- The contractor shall have no right to sublet, assign the license in any manner to the third party or authorize any other- person to run the canteen once it has been formally awarded to him/her.
- 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. 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 health hazard articles.

Termination of the contract

- 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 deposits would be refunded to the contractor.
- In case the contractor violates the terms & conditions of the contract his contract would be cancelled without any notice and security will be forfeited.

The college reserves the right to reject any or all the tenders without assigning any reason whatsoever and is not bound to accept the lowest rates of items.

Signature of the contractor

Names, Address and Mobile No.:

Rates to be charged per items served

S.No.	Item	Quantity	Weight/Measure	Rate to be quoted
1	Hot Coffee	One cup	150 ml in a disposable cup	
2	Hot Tea	One cup (150 ml in a disposable cup)	Normal milk tea	
			Special (Green tea leaf put in boiled water)	
			Tea bag	
3	1 set of coffee	Containing 6 cups	Six cups of concoction with separate milk and sugar	
		Containing 4 cups	Four cups of concoction with separate milk and sugar	
4	1 set of tea	Containing 6 cups	Six cups of concoction with separate milk and sugar	
		Containing 4 cups	Four cups of concoction with separate milk and sugar	
5	Cold Coffee	One glass	250 ml	
6	Ice Tea	One glass	250 ml	
Bread and Bytes				
7	Toast	1 plate	Two pieces of brown bread with butter/jam/stuffed	
			Two pieces of white bread with butter/jam/stuffed	
8	Vegetable Sandwich	1 plate	Two pieces of brown bread with slices of cucumber, onion and tomato	
			Two pieces of white bread with slices of cucumber, onion and tomato	
9	Sandwich	1 plate	Two pieces of brown bread with cheese	
			Two pieces of white bread with cheese	
10	Omelets	1 egg	Egg and onion	
		2 eggs	Egg and onion	
11	Egg Cheese Omelet	2 eggs	Cheese grated/sliced as per requirement	

12	Grilled Sandwich	1 plate	Two piece of brown bread stuffed with vegetable/paneer/potato/ onion mix	
			Two piece of white bread stuffed with vegetable/paneer/potato/ onion mix	
13	Omelets with bread slice	Brown bread	2 bread slices	
		White bread	2 bread slices	
14	Pav Bhaji	1 plate	2 buns and sabzi	
15	Patty	1 piece	Aloo patty	
			Paneer patty	
16	Veg Burger	1 piece	1 small size round pizza	
17	Veg Chowmin	1 plate	200 gms	
18	Maggi	1 plate	200 gms	
19	Stuffed Kulcha	Single		
Rice and Sabzi				
19	Rice and Dal	1 plate	250 gms (Standard Size)	
20	Rice Rajma	1 plate	250 gms (Standard size)	
21	Rice Chhole	1 plate	250 gms (Standard size)	
22	Vegetable	1 plate	75 gms	
Sweets				
23	Rasogola	1 piece	50 gms	
24	Bhalu Shahi	1 piece	60 gms	
25	Gulab Jamun	1 piece	50 gms	
26	Ice Cream	Branded		
Fried Items				
27	Kachori	2 pieces with aloo sabzi	35 gms each	
28	Samosa	1 piece with Chutney/ Sabji	80 gms	
39	Vegetable Pakora	50 gms single or 100 gms mixed		
30	Paneer Pakora	50 gms		
31	Veg. Cutlet	2 pcs	150 gms	
32	Bread Pakora	1 piece	100 gms	
33	Aloo Bonda	1 piece	50 gms	
South Indian				

34	Idli Sambar with chutney	2 pieces of Idli	80 gms	
35	Masala Dosa with Sambar and chutney	1 plate	Standard Size	
36	Plain Dosa with sambar and chutney	1 plate	Standard Size	
37	Masala onion dosa with sambar and chutney	1 plate	Standard Size	
38	Uttapam	1 plate	Standard Size	
39	Upma with sambar	1 plate	150 gms upma	
40	Vada sambar	1 plate	2 pieces	
41	Dahi vada	1 plate	2 pieces	
North Indian				
42	Parathe with vegetable	2 plain parathas	75 gms of sabzi	
43	Vegetable Patatha	2 parathas with curd	Curd sweet/salty according to requirement	
44	Chhole Bhature/ Kulcha	1 plate	2 pieces	
45	Puri Sabzi	1 plate	4 pieces of puri and aloo sabzi	
Thali				
46	Veg Thali	1 plate	100 gms Rajma/ chhole/ kadi + seasonal vegetable without gravy (100 gms) + four Roti (Tawa/Tandoori) + Rice + Raita + Salad	
47	Deluxe Thali	1 plate	100 gms of paneer + rajma/ chhole/ kadi + seasonal vegetable without gravy (100 gms) + four Roti (Tawa/Tandoori) + Raita+ Rice + Salad+ One Sweet	
Chillz (In Tetra Pack)				
48	Water Bottle	Standard Company		
50	Juice	All brands		

51	Lemon water	All brands	250 ml	
52	Lassi	Mother Dairy and Amul	250 ml	
53	Soft Drink	Standard varieties		
54	Chach	Mother Dairy and Amul		
Light Bytes				
55	Chips	Various sizes and variety		
56	Biscuit packets	Standard varieties		
57	Chocolates	All brands and varieties		
58	Muffins and Cakes	Varieties		
59	Pastries	Varieties		

Note: The contractor should ensure that branded refined oil is used for the cooking purpose.

Signature of the Contractor

Name, Address and Phone/Mobile Number