

**UNIVERSITY COLLEGE OF MEDICAL SCIENCES
(University of Delhi)
DILSHAD GARDEN, DELHI-110095**

No.MC/GEN/2017/

Dated : 21.11.2017

NOTICE INVITING TENDER

Sealed quotations are invited from reputed Agencies/Contractors for running the Mess-cum-Canteen at Boys Hostel of the College. The Tender document is available on the College website www.ucms.ac.in . The bidder shall have to submit the document fee of Rs.1500/- as D.D. in favour of Principal, University College of Medical Sciences, Dilshad Garden, Delhi at the time of submitting the tender, failing which the tender will not be accepted.

1. Name of the works : Operation/Running of Mess-cum-Canteen at Boys Hostel, UCMS, Dilshad Garden, Delhi
2. Earnest Money Deposit : Rs. 20,000/- (Rupees Twenty Thousand only) in the form Of Demand Draft/pay order in favour of the Principal, UCMS.
3. Last Date of Receipt of Bid :
4. Date, Time and Venue for Opening of Bid :.....
5. Document to be attached with the Technical bid :
 - a. Company Profile On Letter Head
 - b. Pan No.
 - c. Tin no.
 - d. GST No.
 - e. Partnership deed copy, if it is partnership firm
 - f. Experience Certificate
Certificate for running canteen in Govt./Private Institution issued by MCD/
Delhi Government/Central Govt.
 - g. Demand Draft/ pay Order of Rs. 20,000/-

PRINCIPAL

FINANCIAL BID :

Vender should quote the rates for each of the items in the attached list duly signed and stamped.

| S.No. | NAME OF THE ITEM | Rates |
|-------|--|-------|
| 1. | TEA READYMADE WITH MILK & SUGAR 100 ML | |
| 2. | COFFEE NESCAFE HOT 100 ML | |
| 3. | COFFEE NESCAFE COLD 200 ML | |
| 4. | SAMOSA (PER PIECE) | |
| 5. | LASSI (BRANDED TETRAPACK) 200 ML | |
| 6. | BREAD PAKORA | |
| 7. | BREAD BUTTER | |
| 8. | ALOO PRANTHA | |
| 9. | PATTIES (VEGETARIAN) 100 GMS. | |
| 10. | PATTIES (CHICKEN) 100 GMS. | |
| 11. | SANDWICH | |
| 12. | BURGER | |
| 13. | BREAD OMELET (TWO SLICE WITH ONE EGG) | |
| 14. | BREAD OMELET (TWO SLICE WITH ONE EGG) | |
| 15. | LUNCH/DINNER (VEG) (DAL+VEG+RICE+4 ROTI+SALAD) | |
| 16. | BISCUIT | |
| 17. | COLD DRINK | |
| 18. | MINERAL WATER | |
| 19. | JUICE | |
| 20. | CHIPS | |
| 21. | KURKURE | |
| 22. | BREAKFAST+TEA+LUNCH+DINNER MONTHLY CHARGE INCLUDING HOLIDAY | |
| 23. | BREAK FAST + LUNCH + DINNER MONTHLY CHARGE INCLUDING HOLIDAY | |
| 24. | EGG THALI | |
| | EGG CURRY 2 EGGS | |
| | RAITA/PLAIN CURD | |
| | PLAIN RICE/PULAO | |
| | ROTI-2/NAAN-1 | |
| | SALAD | |
| 25. | SPECIAL VEG THALI | |
| | PANEER 2 PIECES ONE SQUARE INCH (IN THE FORM OF SHAHI PANEER/KADAI PANEER/MATTER PANEER) | |
| | DAL MAKHNI/RAJMA/CHOLE-1 SMALL BOWL | |
| | SEASONAL VEGETABLE ON SMALL BOWL | |
| | RAITA/PLAIN CURD-1 SMALL BOWL | |
| | PLAIN RICE/PULAO | |
| | ROTI-2/NAAN-1 | |

| | | |
|-----|--|--|
| | SALAD | |
| 26. | CHICKEN THALI | |
| | CHICKEN CURRY 2 PIECES CHICKEN/CHICKEN MASALA/ SAHI CHICKEN | |
| | DAL MAKHNI/RAJMA/CHOLE-1 SMALL BOWL | |
| | SEASONAL VEGETABLE ON SMALL BOWL | |
| | RAITA/PLAIN CURD-1 SMALL BOWL | |
| | PLAIN RICE/PULAO | |
| | ROTI-2/NAAN-1 | |
| 27. | MUTTON THALI | |
| | MUTTON CURRY 2 PIECES MUTTON/KEEMA CURRY ONE SMALL BOWL/SEEK KABAB -2 | |
| | DAL MAKHNI/RAJMA/CHOLE-1 SMALL BOWL | |
| | SEASONAL VEGETABLE ON SMALL BOWL | |
| | RAITA/PLAIN CURD-1 SMALL BOWL | |
| | PLAIN RICE/PULAO | |
| | ROTI-2/NAAN-1 | |
| 28. | MUTTER PANEER/SAHI PANEER/ PALAK PANEER(HALF PLATE) | |
| 29. | CHHOLE RICE/KADAHI RICE/ RAJMA RICE | |
| 30. | HOT MILK | |
| 31. | FRENCH TOAST SWEET | |
| 32. | FRENCH TOAST SALTED | |
| 33. | EGG BHUJIA (ONE EGG) | |
| 34. | EGG BHUJIA (TWO EGGS) | |
| 35. | OMLETTE (ONE EGG) | |
| 36. | OMLETTE (TWO EGGS) | |
| 37. | MATTHI(1 PIECE) | |
| 38. | ALOO SANDWICH | |
| 39. | BUTTER ALOO SANDWICH | |
| 40. | EGG FRY (ONE EGG) | |
| 41. | EGG FRY (TWO EGG) | |
| 42. | VEGETABLE PAKORA 1 PIECE | |
| 43. | BOIL EGG (PER PIECE) | |
| 44. | ONION TOMATO SANDWICH | |
| 45. | TOMATO SANDWICH | |
| 46. | GOBHI PARANTHA EACH | |
| 47. | MOOLI PARANTHA | |
| 48. | ALOO PYAJ PARANTHA | |
| 49. | PANEER PARANTHA | |
| 50. | EGG PARANTHA | |
| 51. | PIYAJ PARANTHA | |
| 52. | MAGGI SADA | |
| 53. | MAGGI PIYAJ TOMATO | |
| 54. | CHOWMIN (HALF PLATE) | |
| 55. | CHOWMIN (FULL PLATE) | |
| 56. | CHHOLEY WITH 4 POORI | |
| 57. | PAKORA WITH CURRY (PER PLATE) | |

| | | |
|-----|--|--|
| 58. | SUBJI DAL (PER PLATE) | |
| 59. | RAITA (1 KATORI) | |
| 60. | 2 POORI WITH SUBJI | |
| 61. | 2 BHATURE WITH CHHOLE | |
| 62. | LADOO BESAN/BOONDI(1 PIECE) | |
| 63. | BURFI KHOYA (1 PIECE) | |
| 64. | RICE PLATE WITH SUBJI | |
| 65. | SAMBHAR VADA (2 PIECE) | |
| 66. | PLAIN DOSA WITH SAMBHAR | |
| 67. | DOSA MASALA WITH SAMBHAR | |
| 68. | ROTI | |
| 69. | BREAD ROLL | |
| 70. | CUTLETS | |
| 71. | MATAR KULCHA | |
| 72. | MASALA IDLI (PER PIECE) | |
| 73. | SAMBHAR IDLI (PER PIECE) | |
| 74. | PANEER DOSA | |
| 75. | VEG NOODLES | |
| 76. | CHIKEN NOODLES | |
| 77. | RAJMA RICE | |
| 78. | GUEST STUDENTS (TO BE PAID TO CASH (LUCH VEG) | |
| 79. | GUEST STUDENTS (TO BE PAID TO CASH LUCH & DINNER (NON-VEG) | |

The menu for items to be served during breakfast, lunch, dinner time on different days and the food items to be served at other times will be decided after consultation with the Provost/Warden of the Hostel and the contractor. The menu will have to be strictly adhered to. .

Any other item which can be sold by the Contractor, may also please be quoted, separately.

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 Mess-cum-Canteen at the Boys Hostel, University College of Medical Sciences, Dilshad Garden, Delhi in compliance with the terms and conditions thereof.

Signature of the Contractor

Name :

Address :.....

Phone/Mobile No. :.....

Email ID :.....

**Tender for Running Mess-cum-Canteen in the Boys Hostel at
University College of Medical Sciences**

Sir,

I am submitting the tender for running Mess-cum-Canteen in the Boys Hostel, University College of Medical Sciences, Dilshad Garden, Delhi 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

| S. No. | Name of Contracts Period | Government/Education/Private Institutions |
|--------|--------------------------|---|
| | | |
| | | |

5.

| S. No. | Present Contracts in hand | Period |
|--------|---------------------------|--------|
| | | |
| | | |

6. TIN/GST number, if any :

7. Man Power/ Resources available:.....

8. Name of your bankers/with address & IFSC Code:.....

.....

9. Any other relevant information including information about conviction or pending cases under the prevention of food and Adulteration Act 1954

.....

Signature of the Canteen Contractor

TERMS AND CONDITIONS FOR RUNNING THE MESS-CUM-CANTEEN AT BOYS HOSTEL OF THE UNIVERSITY COLLEGE OF MEDICAL SCIENCES, DILSHAD GARDEN, DELHI-110095

1. The bidder should have minimum five years experience of running a canteen in Govt. institutions/University/College/Government Hospital/reputed institutions. The relevant paper with regard to experience should be attached along with the tender. The experience certificate of last Three years will be attached with the Tender Documents for satisfactory running of the canteen and mentioning therein that "No Dues or amount" is due from the canteen contractor. In case the certificate is not enclosed, the Tender quotation will be summarily rejected.
2. The Establishment in the hostel is the facility for the hostlers who are the students of the UCMS. The whole purpose of the establishment is to facilitate the stay of the hostlers with amenities of high standards at lowest possible rates.
3. The application should be submitted in sealed envelopes. It should be legibly filled in ink or typed neatly giving full address of applicant. Any alteration/over writing etc. shall be duly attested by applicant.
4. Applications should be signed by applicants himself.
5. A non-refundable amount of Rs.1500/- through Demand Draft/Pay Order drawn in favour of the Principal, UCMS Hostel maintenance Delhi will be required along with the application form towards the cost of the form.
6. The successful bidder will pay security deposit (refundable)of the sum of Rs. 50,000/-. Any other Fee/ charges will be notified from time to time.
7. The contract shall be for a period of two years from date of signing contract deed and an agreement on a non – judiciary stamp paper of Rs.100/-. Thereafter the contract may be renewed with mutual consent of terms and conditions.
8. The canteen will serve items like South Indian, Chinese food and different Snacks, Soft drinks, juices etc. as per request of the Students.
9. Approved rate list should always be displayed prominently.
10. Contractors should maintain hygiene and cleanliness of mess.
11. The conduct, behaviour and cleanliness of all attendants will be the responsibility of the Contractor.
12. The contractor should employ workers after the necessary Police Verification and the Hostel will not bear any expenses running the mess.

13. All employees of the Mess-cum-Canteen must undergo regular Medical Check-up as and when decided by Hostel Committee.
14. If in the opinion of Committee there is any defect or deficiency in the performance of the contract, the Committee may terminate the contract or impose a suitable fine on the contractor on each occasion. Such fine will be deductible from Security deposit or any amount due to the contractor if not paid by the licensee in the time.
15. Complaint Book should be maintained and submitted every month to Hostel Office duly attested by a Committee of student and Warden Boy's Hostel. The work in the Mess will be supervised and checked by the person as authorized by the Principal as and when required.
16. Sudden closure of premises and stoppage of work without prior permission from Hostel Committed may result in cancellation of contract and forfeiture of security deposit.
17. The rates and quantity cannot be altered without permission by Hostel Committee. The applicants will provide package rates for morning tea, Breakfast, Lunch, Dinner on a monthly basis.
18. Security money is refundable only after successful completion of furniture and other equipment are handed over to Hostel Committee.
19. Hostel Committee has the right to reject any or all applications without assigning any reason.
20. After occupancy if mess is not started on time, the contract can be cancelled.
21. On acceptance of offer/tender the agreement of contract deed is to be signed by contractor within 10 days of acceptance of the offer.
22. Selection Criteria include Bio-data including education, financial capabilities, previous experience in last three years and a personal interview.
23. Any form of canvassing or influencing the decision of authorities will result in disqualification of an applicant.
24. Hostel Committee can alter any condition of the tender at any time after notification in the Hostel Office. This shall be binding to all applicants.
25. The premises can be used only for the purpose of Mess-cum Canteen and no other business.

26. Any damage caused to the infrastructure must be replaced or repaired by the contractor.
27. The contractor should ensure the maintenance and upkeep of furniture and equipment provided by the Hostel.
28. Agmark or equivalent quality of material must be used. He should not cook anything which may hurt religious feelings of any community.
29. The contractor or any employee should not cause any nuisance or annoyance to the licensor and if caused the decision of the licensor should be final.
30. This license does not create any demise or tenancy or any other right in the said premises in favour of the licensee.
31. The College will not provide free water and electricity for lighting, fans, for running room coolers and microwave purpose only. Maintenance of above rests with licensee. Sub meter will have to be installed by the Contractor who will pay the electricity charges as per the bill.
32. The contractor will have to make his own arrangements for gas connections and refilling. Adequate safety measures against fire and electricity hazards must be taken.
33. Collection of fees from students and ensuring of food supply will be sole responsibility of the contractor.
34. The applicant should assess the volume of the business himself. The College will not guarantee of giving minimum business.
35. The licensee will have to present himself before the Principal and when called for.
36. The Contract can be terminated by either side by giving one month notice.
37. Any other terms and conditions fixed from time to time will be conveyed.
38. The final authority for dispute will rest with the Principal, UCMS.
39. 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.
40. The Contractor shall be subject to the regulation of labour laws of Delhi/Central Government.
41. Water charges will be charged as per rule.

42. 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 other 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.
43. Only a few requisite staff of canteen contractor will be allowed to stay in the canteen after working hours (under special circumstances) with authorization of the Principal of UCMS and no unauthorized person shall be allowed to stay in the canteen.
44. Proper Police verification of person deputed by Contractor shall be done.
45. All rules & Regulation as part of legal requirement for employment of labour and obtaining licensee for running of College canteen is the responsibility of the Contractor.
46. Any dispute/Litigation is subject to Delhi Jurisdiction.
47. Any terms and conditions not covered in the agreement will be decided by the Principal and decision on the same will be final and binding.
