

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

No.MC/GEN/2017/

Dated : 14.09.2017

NOTICE INVITING TENDER

Sealed quotations are invited for running the Kiosk/Outlet (size 10”X10”) by Principal, UCMS (University of Delhi) for a period of two years.

1. Name of the works : Operation/Running of Kiosk/Outlet (size 10”X10”) at UCMS Premises, Dilshad Garden.
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

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 Kiosk/Outlet at the University College of Medical Sciences, University of Delhi in compliance with the terms and conditions thereof.

Signature of the Contractor

Name :

Address :.....

Phone/Mobile No. :.....

Email ID :.....

Tender for Running the Kiosk/Outlet in University College of Medical Sciences premises

Sir,

I am submitting the tender for running Canteen in University College of Medical Sciences Premises on contract basis as per details given below :

1. Name of the Contractor :.....

2. Address :.....

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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 Intuitions

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:.....

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

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Signature of the Contractor

Scope of work/location

- a. Running and operation of Kiosk/Outlet (approx) students and staff.
- b. Hospitality arrangement, to order, like tea/coffee/soft drinks/snacks and Lunch. In addition to this, arrangements of refreshment are also required for examination and admission/counseling etc. as informed by the College from time to time.
- c. The tenderers are advised to visit the Kiosk/Outlet before participating. The tenderers should assess the volume of business themselves; UCMS will not guarantee any minimum/maximum business.

TERMS AND CONDITIONS FOR RUNNING THE KOISK/OUTLET FOR STUDENTS/STAFF IN THE PREMISES OF UNIVERSITY COLLEGE OF MEDICAL SCIENCES, DILSHAD GARDEN, DELHI-110095

1. The contract shall be initially for a period of one year subject to the satisfactory performance of the contractor. In case of unsatisfactory performance the contract can be terminated without notice. The decision of Principal on the basis of the report of the Committee shall be final and binding on the licensee.
2. Electricity charge & License Fee/rent would be charged as per rule for the area used for dispensing food items in the canteen.
3. The rates of the items sold in the Koisk shall be displayed on the notice board of the outlet, and proper receipts will be issued for the items sold.
4. In case the licensee is found charging more than the approved rates, the authority, Principal, is fully empowered to terminate the contract with immediate effect with forfeiture of the Security Money.
5. The facility shall be available for and Student of UCMS & GTBH complex and accompanying guests. Entry will be by checking of identity cards of the above mentioned people. No outsider shall be allowed.
6. Items to be sold at the outlet have to be approved by the College authorities. No other item will be allowed to be sold.
7. No cooking facilities shall be allowed except tea and coffee in dispensers.
8. The Kiosk shall 'run round the clock'.
9. The applicant shall have to submit the certificate that he has got experience of running a 'round the clock' Kiosk from the place where he has attained the experience.
10. The contractor shall assess the quantum of business on his own.
11. College does not guarantee a minimum amount of business.
12. Any dues against a customer on the part of the licensee shall not be the responsibility of the College.
13. The licensee shall be held solely responsible if any food item is found adulterated. Any case of food –poisoning if reported will tentamount immediate termination of the contract.

14. The licensee will have to present himself before the Principal or his representative Member of the Canteen Committee as and when called for.
15. The work in the outlet will be supervised and checked by the persons as authorized by the Principal as and when required.
16. The outlet shall be used for running the Koisk only and in no case used for residential purpose, or as a warehouse.
17. For the breach of any terms and condition of the deed, the Principal, UCMS, will be fully empowered to impose penalty to the extent of Rs.5,000/- (Rupees Five Thousand Only) for each default and forfeit the Security Money besides termination of the contract.
18. If the licensee wants to discontinue the license, he shall have to give a one month's notice with enough justified reasons acceptable to the Principal, In case he quits without the required notice then his security will be forfeited. He will still have to return the items issued to him in good working order failing which he will be required to pay for the items.
19. The licensee shall abide by the rules and orders issued by the Principal of any other authorized authority under the law.
20. The security shall be released on furnishing usual "NO DUES CERTIFICATE" form the authority on completion of the contract.
21. Any damage to Govt. Property during the contract period will have to be borne by the licensee.
22. Licensee shall have to make arrangement to serve cold water at his own cost, if any water cooler breaks down or there is a power failure.
23. Addition or alteration/ modification of anything in physical structure of the space provided are not permissible in any manner without valid written order from the Principal.
24. Subletting of any kind in any form is not permissible. If found so action will be taken, as deemed fit and proper.
25. The licensee is not allowed to award, allot sell or mortgage the license to any other person in any manner whatsoever.
26. In case of non-compliance by the licensee, the Principal or any other authorized person will have the absolute power to terminate the license without assigning any reason whatsoever.
27. The Principal or any other authorized officer will have the power to inspect the foodstuff at any time at their discretion and can reject any foodstuff, if deemed fit and proper. No item will be served more than 24 hours after cooking.

28. The Principal shall be at the liberty to terminate this agreement and forfeit the security deposit in case the licensee commits any breach of any term or condition contained in the contract.
29. The stamp duty and expenses if any payable under the law in respect of this deed shall be borne by the licensee, on Non-judicial paper for Rs. 100/- for Agreement.
30. The licensee shall have to furnish the list of employees to be appointed by him for running the outlet. The employees shall carry identity cards duly countersigned by the authorized person affixed with photograph given by the licensee.
31. The I/Card so issued shall have to be produced on demand by the Principal or any other officer authorized by him. The expenditure on this accord shall be borne by the licensee.
32. In case a worker leaves the employment of the contractor or is removed by him, the contractor will inform the Principal or his representative in writing. The particulars of any new employee will also have to be intimated to the authorities as specified by the College.
33. All the power exercisable, function to be discharged above terms and conditions and contents of this deed relating to the Govt. shall be exercised and discharged by the Principal, UCMS or any other officer so especially authorized by him on this behalf.
34. The licensee shall abide by the municipal laws and other authorized bodies pertaining to sale of food, drink and other eatables and shall also obtain the necessary license from the competent authority as may be required under the law.
35. Disposal of waste material cleanliness of the outlet maintenance of the items issued to him will be done by the contractor himself.
36. The licensee shall not use the premises for any other purpose except running the Koisk.
37. The approximate area of the stall is 10'x10'. The estimated power load is 30 KW. The Contractor has to install a Sub-Meter and pay the charges on actual consumption to the authorities. The license Fee along with Electricity charges will be paid as per rule to the College on before 7th of each month.
38. The rates for the above mentioned items will be applicable as per the rates fixed by the College and shall remain valid for a period of one year.

39. Based on the performance of the contractor and upon satisfactory observations by the Canteen Committee, further extension/ renewable of the contract for a period of one year can be considered. However, the Contractor shall apply afresh and sign the Contract Agreement on Non-Judicial paper, as stated above.
40. Security Money amounting to Rs.25,000/- (Rupees Twenty Five Thousand only)in the form of F.D.R. in favour of the Principal, University College of Medical Sciences, will have to be deposited by the licensee in advance before taking possession of outlet.
41. Application for allotment of Kiosk/ outlet must be accompanied the following :-
 - i) PAN NO./Proof of last three years Income Tax Return filed.
 - ii) Security Money in the form of F.D.R. of Rs. 25,000/- (at the time of awarding the contract)
 - iii) Experience Certificate.
 - iv) Undertaking for strict compliance with the prescribed rates for different items and terms & condition of the tender duly agreed and accepted.
 - v) His complete Bio-Data with self attested copy of his Educational Certificates.
42. In case of dispute, the matter will be decided by the arbitrator appointed by the Principal.
43. Subject to acceptance of the terms and conditions laid down in the contract, the lowest rates quoted will be considered as suitable for awarding the contract based on the average rates quoted by the applicants. Items to be sold in the Kiosk have to be prepared in kitchen belonging to the contractor which will inspected by the College authorities. No item purchased from another vendor (Outsider) will be sold at the outlet.
