

**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 College Canteen by Principal, UCMS (University of Delhi) for a period of two years.

1. Name of the works : Operation/Running of College Canteen 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

FINANCIAL BID :

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

LIST OF ITEMS TO BE SOLD IN THE CANTEEN		
	Items	Rate (Each)
Beverages		
	Tea readymade with milk & sugar 100ml	
	Coffee Nescafe hot 100ml	
	Coffee Nescafe cold 200ml	
	Lime water sweet/ salty 200ml	
	Cold drinks aerated Limca/ coca cola/ etc.	
	Flavoured milk (Branded)	
	Seasonal Fruit juice 200ml.	
	Mineral water bottle	
	Lassi (Branded tetrapack) 200ml.	
	Maggi Soup 200ml Chicken	
	Maggi Soup 200ml tomato	
	Maggi Soup 200ml mixed vegetable	
	Maggi Soup 200ml chicken corn	
Snacks		
	Samosa , 1 No. (70 gms.)	
	Bread pakora 1 No. (80 gms.)	
	Butter Sandwich (two slice) (50 gms.)	
	Vegetable Sandwich (two slice) (50 gms.)	
	Jam Sandwich (two slice) (50 gms.)	
	Patties (vegetarian) (100 gms.)	
	Patties (chicken) (100 gms.)	
	Muffins, (30 gms.)	
	Parantha (allu) (50 gms.)	
	Parantha (Plain), (50 gms.)	
	Parantha (Gobhi), (50 gms.)	
	Parantha (Paneer), (50 gms.)	
	Potato cutlet, (50 gms.)	
	Bread (2 slice) and one egg omelet	
	Bread (2 slice) and one egg burji	
	French toast	
	One egg omelet	
	One egg burji	
	One boiled egg	
	Maggi masala from one packet, 100 gms.	
	Samosa Chaat, 1 No. (100 gms.)	
	Seekh kabab (mutton), (50 gms.)	
	Seekh kabab (chicken), (50 gms.)	
	Burger with one allo tikki filling, (100 gms.)	

	Mixed pakora 5 pieces in one plate, (100 gms.)	
	Aloo Bonda, (50 gms.)	
	Dahi vara, (50 gms.)	
	Paneer Bhujija(100 gms)	
Desserts		
	Ice cream (Mother diary or Amul)	
	Gulab Jamun 2 pieces	
	Kheer Rice 50ml	
	Seviya kheer 50ml	
	Ras malai 2 pieces	
Meals North Indian		
	Tawa roti, 2 Nos. (60 gms.)	
	Tandoori roti, 1 No. (30 gms.)	
	Naan, 1 No. (40 gms.)	
	Kulcha, 1 No. (30 gms.)	
	Rice Plain 200gm/plate	
	Rice jeera 200gm/plate	
	Rice fried 200 gm/plate	
	Biryani (Vegetarian) 200gm/plate	
	Biryani (Non vegetarian) 200gm/plate	
	Chole 50gm and 2 batuurae	
Vegetarian		
	Dal with jeera Tarka 50 gm	
	Chana 50gm/plate	
	Rajma 50gm/plate	
	Kaddi one bowl 100gm	
	Seasonal vegetables dry one bowl 100gm	
	Malai kofta 2/plate	
	Allo jeera (dry)	
	Allo (dum) 2/plate	
	Allo curry	
	Shahi Paneer 50gm/ plate	
	Matter Paneer 50gm/ plate	
	Kadai Paneer 50gm/ plate	
	Saag Paneer 50gm/ plate	
Non Vegetarian		
	Egg (2) curry (onion tomato)	
	Chicken curry 1/4 th /plate	
	Chicken tandoori 1/4 th /plate tandoori	
	Chicken butter 1/4 th /plate	
	Mutton curry 50 gm/plate	
	Mutton kofta curry 50gm/plate	
	Mutton keema matter 50gm /plate	
South Indian		
	Idli 2 medium size/plate	
	Sambar (Thick) Small bowl	

	Dosa plain, (60 gms.)	
	Dosa masala, (80 gms.)	
	Uttapum, (80 gms.)	
	Vada (2 medium size) with/without one small bowl sambar	
International		
	Chowmein Vegetable Large plate, (150 gms.)	
	Chowmein chicken Large plate, (150 gms.)	
	Manchurian vegetable medium bowl, (100 gms.)	
	Manchurian chicken medium bowl, (100 gms.)	
	Chilli paneer medium bowl, (100 gms.)	
	Chilli chicken (boneless) medium bowl, (100 gms.)	
	Fried rice vegetable and jeera, (150 gms.)	
	Chopsuey vegetable dinner plate	
	Sweet and sour vegetable medium size bowl	
	Sweet and sour chicken medium size bowl	
	Spring roll vegetable 2rolls	
	Spring roll chicken 2rolls	
	Momos Vegetable 4/plate	
	Momos chicken 4/plate	
	Macaroni vegetable small plate	
Thalis Lunch/Dinner		
Mutton Thali	Mutton curry 2 pieces mutton/keema curry One small bowl/seek kabab -2	
	Dal makhni /rajma/chole-1 small bowl	
	Raita/plain curd -1 small bowl	
	Plain rice/pulao	
	Roti -2/Naan -1	
	Salad	
Chicken Thali	Chicken curry 2 pieces chicken/Chicken masala/sahi chicken	
	Dal makhni /rajma/chole-1 small bowl	
	Raita/plain curd -1 small bowl	
	Plain rice/pulao	
	Roti -2/Naan -1	
	Salad	
Egg Thali	Egg curry 2 eggs	
	Dal makhni /rajma/chole-1 small bowl	
	Raita/plain curd -1 small bowl	
	Plain rice/pulao	
	Roti -2/Naan -1	
	Salad	
Vegetarian 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 one small bowl	
	Raita/plain curd -1 small bowl	
	Plain rice/pulao	

	Roti -2/Naan -1	
	Salad	
For Parties	To be served in Crockery(Melmoware or Bone china)	
Vegetarian Meal	Paneer (In the form of shahi paneer/ kadai paneer/ matter paneer)	
	Dal makhni /rajma/chole	
	Two seasonal vegetable	
	Raita/plain curd	
	Plain rice/pulao	
	Roti /Naan	
	Papar	
	Salad	
	Sweet Dish (Two)	
	Mineral Water (small bottle)	
Non Vegetarian	Shahi paneer/ kadai paneer/ matter paneer	
	Dal makhni /rajma/chhole	
	Two Seasonal vegetable one small bowl	
	Raita/plain curd -1 small bowl	
	Plain rice/pulao	
	Roti -2/Naan -1	
	Salad	
	Chicken(Butter chicken/Kadai chicken/roasted chicken) or Mutton preparation.	
	Sweet Dish (Two)	
	Mineral Water (small bottle)	

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 members of the canteen committee 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 canteen 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 Canteen 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 Canteen Contractor

Scope of work/location

- a. Running and operation of Canteen/Cafeteria including indoor and outdoor hospitality services as & when required for UCMS for about 2000 (approx) students and staff.
- b. Hospitality arrangement, to order, like tea/coffee/soft drinks/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 Programme, Statutory Bodies Meetings and any other functions. 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 Canteen before participating. The tenderers should assess the volume of business themselves; UCMS will not guarantee any minimum/maximum business.

TERMS AND CONDITIONS

1. Tenure & Eligibility :

- a. The contract will be valid for a period of two year w.e.f. signing the agreement.
- b. The Contract can be renewed for further period of another two year which would be determined by mutual agreement and terms and condition which may be agreed upon by the College and Contractor.
- c. 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.
- d. The contractor shall have to submit the certificate that he has got experience of running a 'round the clock' canteen. He will also have to produce a latest certificate of satisfactory running of the canteen from the Head of the concerned Institution/ Organization where the canteen was/is/has been running.

2. License fee and other charges :

- a. The licensee shall obtain a certificate from the MCD/ Delhi Government/Delhi police for running the canteen within the College premises.
- b. The approximate area of the canteen is 60 square meters. Two tap connections are provided. The estimated power load is 18 KW. The Contractor will have to install a Sub-Meter for consumption of electricity and pay the electricity charges "on actual consumption basis" to the authorities towards Electricity, and the rent for 60 Sq-Meter space. The rent for eating space will not be charged although it will be maintained by the Contractor. The rates for the above mentioned items will be applicable as per the rates fixed by the Government from time-to-time.
- c. The license fee has to be paid in advance for each month on or before 7th day of each month. The licensee has to pay three month license fee in advance at the time of taking over the possession.
 - i. Electricity charges-actual basic as per sub-meter reading.
 - ii. Security amount (Refundable)-Rs.1,00,000/- (Rupees one Lakh only) will be received at the time of signing of contract. No interest will be paid on security Deposit.

- d. The Licensee shall have to pay the late payment charges @ Rs. 100/- per day, or maximum of the Rs. 2000/- per month for the late payment of the license fee, electricity and water charges.
- e. The licensee has to arrange water tank at his own expenses if water crisis occurs.
- f. The contractor shall be responsible for the payment of Sale Tax/Vat/GST/Service Tax on eatables if applicable to the sales tax department. He should provide a duplicate copy of the sales tax receipt to the college.
- g. The security earnest money, advance rent may be forfeited, adjusted in case the standard of cleanliness, quality of products and services are not maintained up to mark and in the case of non-payments of office dues.

3. **Service :**

- a. The rates of the items to be sold in the canteen shall be displayed on the Notice Board of the canteen. The Contractor has to use Coupons of different denominations in different colors/billing machines for payment. Strict adherence to "first come first serve" basis will be followed.
- b. In case the Contractor is found charging more than the approved rates, the College is fully empowered to terminate the contract with immediate effect with forfeiture of the Security Deposit.
- c. The canteen facility shall be available for Senior Doctors, Resident Doctors, Staff and Students of UCMS & GTBH complex and accompanying guests only. No outsider shall be allowed/ extended this facility.
- d. 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, College Library, and other departmental rooms in both the buildings. The Contractor will not levy any extra service charge over and above the approved rates for item listed in **Annexure 'A'**.
- e. At least one sweet and three salty items (Samosa, Vada, Pakora, Chowmeen etc.) will be prepared daily. But the menu would be prepared accordingly to the College from time to time. The Contractor should change menu for lunch every week. The items and their size and weight including quality should be approved by the Canteen Committee.
- f. Materials used for cooking purpose: tea, coffee, spices, food stuffs, vegetable etc. should be of good quality and before expiry date. In case of violation, strict legal action will be taken and security will be frozen.
- g. The contractor will take all necessary precautions against fire hazards.

- h. 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.
- i. 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 can be obtained anytime.
- j. 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.
- k. The licensee will also have to make special arrangement for breakfast/lunch/dinner in the seminars and meeting as and when required.
- l. The licensee shall not cause any nuisance, annoyance to the students and staff or store any hazardous goods in the premises.
- m. The Licensee shall not use electric heater or any other heavy duty electrical appliances without the permission of licensor.
- n. Licensee desires to add any item in the list, he must have to seek the permission of the College to include the items and their rates.
- o. The contractor shall arrange the Gas/Kitchen equipment etc. for running the canteen.
- p. **Timings** : The canteen will function round the clock on all seven days of the week.
- q. **Hygiene and cleanliness** :
 - a. The licensor or Canteen Committee will inspect the canteen at any time with or without notice so as to verify the hygienic conditions being observed by the licensee.
 - 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 maintained 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 faculty lounge. They should wear photo I-card and should carry clean duster with them always.

r. Canteen Employees :

- a. The Contractor shall be subject to the regulation of labour laws of Delhi/Central Government.
- 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 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.
- c. 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.
- d. Proper Police verification of person deputed by Contractor shall be done.
- e. 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.
- f. Any dispute/Litigation is subject to Delhi Jurisdiction.
- g. 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.

s. Utilization of canteen premises :

- a. The possession of the premises will always be that of UCMS even when the premises will in use of the Contractor.
- b. The Contractor shall have no right to sub-let, assign the licensee 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, failing which legal action will be taken.
- c. The contractor is responsible to maintain the infrastructure facilities provided by the College such as sitting space, Air conditioners, fans, electrical fittings, sanitary fittings, water cooler etc.

- d. No employee/student/outsideers will be allowed to smoke or consume alcohol/banned drugs in the canteen. The contractor shall not keep or sell any tobacco products or any hard drinks, other health hazard articles in the canteen.
- e. The Licensee shall have no right on the open space adjoining the canteen.
- f. The Licensee shall be deemed to be in the exclusive occupation of the licensed premise and licensor will have the right to enter upon the premise any time to inspect the canteen premises.
- g. The Canteen premises will not be used for residential purpose. No worker or person will be allowed to stay/work in the night in the canteen. No bathing and washing of cloth etc. will be allowed by the workers in open area of College.
- h. The licensed premises shall be used only for carrying on the business of canteen and for no other purpose.
- i. The licensee 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 licensee but that also with the prior approval/permission of the licensor.

t. 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.
- b. The decision of licensor/College authorities in the matter relating to the canteen shall be final and binding on the licensee.
- c. In case of Termination of contract, contractor shall handover possession of canteen premises immediately and no claim of any type shall be entertained.
- d. The College reserves the right to terminate the contract any time after getting recommendation of an independently appointed committee against any serious complaint(s) regarding the performance/maintenance of the canteen. 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 two months of notice. However, if the contractor seeks termination of the contract in between the contract period his security deposits would be forfeited.

- f. In case the contractor violates the terms and conditions of the contract, his contract would be cancelled without any notice.
- u. 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.
- v. 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.
- w. Successful tender shall execute the agreement on legal stamp paper of Rs.100/- for running & operation of canteen in the premises of University College of Medical Sciences and accepted tender along with terms & conditions shall form a part of the agreement.
