



DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)

Govt. of NCT of Delhi

Shahbad Daultapur, Bawana Road, Delhi 110 042

Tel: +91-11-2729 4673, e-mail: ga@dtu.ac.in



TENDER DOCUMENT

NOTICE INVITING TENDERS FOR CANTEEN SERVICES IN DTU



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NOTICE FOR INVITING TENDER FOR ALLOTMENT OF CENTRAL CANTEEN

1. E-tenders are invited under two bid system from reputed agencies, either by themselves or as a joint venture having capacity to run Central Canteen with the suitable and uniformed trained manpower for the **Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi-110042** on contract basis/outsourcing basis for a period of two years and extendable for a further period of one year on the satisfactory performance and quality of services by the licensee/ contractor.
2. Last date for submission/receipt of tender(s) is **10/04/2023** at **03:00 PM** and will be opened by the Tender committee in the presence of tenderers or their authorized representatives who wish to be present on the same day at **03:30 PM** in the Office of Assistant Registrar (General Administration), DTU, Government of NCT of Delhi. In case, any holiday on the day of opening, the tenders will be opened on the next working day at the same time but the tender box will be sealed on same day and time, as scheduled above. The tenders received after the above said scheduled date and time will not be considered. Only the bids uploaded through e-procurement portal of Delhi Govt. NCT of Delhi at <http://govtprocurement.delhi.gov.in> will be considered for their evaluation.

3. Bid Schedule

Date of start and downloading tender	30/03/2023
Pre-Bid Meeting	03/04/2023 at 3:30 PM
Earnest Money Deposit (EMD)	Rs 50,000/- (Rupees Fifty Thousand only)
Last date and submission of tender	10/04/2023 at 3:00 PM
Date and Time of Opening Bid	10/04/2023 at 3:30 PM
Designation of the Authorized Officer and Address of Communication	Deputy Registrar (General Administration) Delhi Technological University Shahbad Daulatpur, Bawana Road, New Delhi - 110042

Deputy Registrar
(General Administration)



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Guidelines/Procedure to be followed in introduction of 'e'-procurement Solution:

1. **Payment of Cost of Tender Document.** The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of bidder participating in e-procurement solution. The bidders can view/download the tender documents from the <https://govtprocurement.delhi.gov.in>
2. **Submission of Bids.** The bidders who are desirous of participating in 'e'-procurement shall submit their price bids in the standard formats prescribed in the Tender documents, displayed at: <https://govtprocurement.delhi.gov.in> . The bidder should upload the scanned copies of all the relevant certificates, documents etc. in the <https://govtprocurement.delhi.gov.in> in support of their price bids. The bidder shall sign on all the pages of tender document, statements and certificates uploaded by him, owning responsibility for their correctness/authenticity and copies thereof may also be submitted in the office of the Assistant Registrar (General Administration), DTU along with original EMG. However, documents of the bidders downloaded online or requisitioned subsequently only will form the basis for deciding the tender.
3. **Payment of Bid Security (Earnest Money Deposit).** The EMD shall be in the form of the Demand Draft/Pay order/Insurance Surety Bonds/ Account Payee/ FDR/ Bankers Cheque of scheduled bank/Fixed Deposit Receipt of a scheduled bank issued in favor of **Registrar, Delhi Technological University, Delhi**. Xerox copy of the same is to be scanned and uploaded along with the bid, and the original shall be sent to DTU so as to reach before the date and time of closing of the bids. Failure to furnish the original before the closing of the bid, will entail rejection of bid.
4. **Price Bid Opening.** The Price Bids will be opened online by the concerned officer/officers at the specified date & time and the result will be displayed on the: <https://govtprocurement.delhi.gov.in> which can be seen by all the bidders who participated in the tenders.
5. **Processing of Tenders.** The concerned officer/officers will evaluate and process the tenders as done in the conventional tenders and will communicate the decision to the bidder online.
6. **Payment of Performance Guarantee:** The successful tenderers shall furnish a Bank Guarantee/FDR/Insurance Surety Bonds/Account Payee/Demand Draft for an amount equal to five times of monthly license fee for a period of sixty days beyond two years from a Nationalized/Commercial bank to ensure the satisfactory service performance. The performance guarantee is to be submitted at the time of award of work. In case the performance of the work is not found satisfactory, the amount of bank guarantee will be forfeited & credited in university account.
7. **Participation of Bidders at the time of opening of bids:** Bidders can visualize the process online.



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8. **Participation Financial Rules for e-procurement**: The e-procurement system would be applicable for purchase of goods, outsourcing of services and execution of work as prescribed in GFRs.

**DEPUTY REGISTRAR (GENERAL ADMINISTRATION)
DELHI TECHNOLOGICAL UNIVERSITY,
SHAHBAD DAULATPUR,
BAWANA ROAD, DELHI – 110042**



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ANNEXURE - A

TERMS AND CONDITIONS FOR CANTEEN TENDER

1. The tender should be accompanied with an Earnest Money amounting to Rs 50,000/- (Rupees Fifty thousand only) in the form of Demand Draft/Pay order/Insurance Surety Bonds/ Account Payee/ FDR/ Bankers Cheque of scheduled bank/Fixed Deposit Receipt drawn in favor of **“Registrar, Delhi Technological University”** and the same shall be sent to Delhi Technological University so as to reach before the date of closing of the bids. Failure to furnish the original DD/PO/FDR before the closing of the bid, will entail rejection of the bid.
2. The Licensee shall furnish a security deposit amounting to an amount equal to five times of monthly license fee in the form of Bank Guarantee/FDR/Insurance Surety Bonds/Account Payee/Demand Draft issued from a scheduled Bank drawn in favor of **“Registrar, Delhi Technological University”**, Shahbad Daulatpur, Bawana Road, Delhi 110042. The FDR shall only be accepted if it is valid for
3. 60 days over and above the period of contract to begin with and shall be extended along with the period of extension of contract.
The security Deposit shall only be released after three months of close of contract and submission of No Dues/Clearance from all concerned Authorities of University.
4. The Licensee shall sign a formal Agreement on a non-judicial stamp paper worth Rs 100/- (Rupees one hundred only) (at his cost) within seven days from award of the work.
5. The tenderers should go through the complete tender document including all terms and conditions and rates of various food items already fixed by the Delhi Technological University before tendering.
6. The bidder is advised to mention serial number of all the pages of NIT as per Index/list of documents, enclosures annexure and complete list of documents accordingly before uploading the same.
7. The License shall be absolutely ‘a bare license’ and anything contained therein shall not be deemed to give any right in law in respect of the said premises fittings, fixture and other university belongings to the Licensee in any manner.
 - (a) The Delhi Technological University has initially equipped the Canteen with electricity and water connections, electric bulbs, tube lights, fans, etc. as deemed appropriate by the Delhi Technological University. Any replacement later and repair during the course of operation shall be made by the Licensee at his own cost. The Licensee shall maintain the premises properly at his own cost and shall handover back all above equipment such as Oven, Refrigerators, etc. provided by the Delhi Technological University in good working condition. As soon as the term of agreement expires or the agreement is otherwise terminated, the Licensee shall, however, pay for



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the consumption of water and electricity to the University. In case of any shortage, breakage, the Licensee shall get it repaired to the satisfaction of Delhi Technological University authorities otherwise the loss thereof shall be recovered from the Licensee. The licensee shall pay AMC charges for maintenance of Solar water heating system and shall make good any loss/breakages, to the system or its accessories.

(b) The Licensee shall equip the Canteen with decent crockery sufficient for the use of 300 persons at a time to the satisfaction of Committee headed by Dean (SW), Delhi Technological University. Similarly, good stainless-steel utensils will be used for serving lunch and dinner etc.

(c) The LPG Cylinders/PNG shall be arranged by the Licensee at his own cost. The gas lines shall be maintained by the agency and repairs if required shall be got done by the Licensee at his own cost with superior quality materials under prior intimation to the Delhi Technological University.

8. The Licensee shall pay License fee for the occupation of said premises on monthly basis in advance before the 7th day of the month requisite. Electricity charges will be payable monthly by the licensee as per actual monthly consumption on actual bill. Water charges as per actual or @ Rs 2000/- per month whichever is higher shall be payable by the Licensee before 7th day of every month. In the event of the license being revoked or terminated, the Licensee shall pay a proportionate part of the license fee at the rate in force including proportionate charge of water consumption, electricity, etc. In case the Licensee fails to deposit the license fee, water charges, electricity bill, etc. within the specified period, an interest @ 10% per annum shall be charged for the same from the Licensee. However, it shall be the responsibility of the Licensee to get all dues clearance from the appropriate authority before handing over the vacant charge of the premises otherwise the same will be recovered by the Delhi Technological University. The licensee shall deposit the outstanding dues within 03 months from the due date failing which the Competent Authority reserves the right to terminate the license or to impose the suitable penalty as deemed fit.
9. In case, the Licensee fails to comply with the terms & conditions or commit breach of any of the terms and conditions, the Delhi Technological University will notify the Licensee about the said arrears of breach, as the case may be and in the event of the Licensee failing or omitting to remedy the breach or payment of the arrears within 15 days of the notice served in writing to the Licensee, the University can terminate license and thereafter the Delhi Technological University shall have the absolute right to enter upon the premises and take possession of the premises and can blacklist the firm.
10. That the Delhi Technological University shall have the lien on all the belongings of the property of the Licensee for the time being in or upon the premises of the Delhi Technological University and if the Licensee does not pay the arrears of license fee, water electricity charges or other dues payable to the Delhi Technological University, even after the termination of the license, the University will have the right to realize the amount due to the Delhi Technological University



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from EMD and Security Deposit and if the due amount is still more, than by putting the belongings of Licensee in public auction after notifying the said auction to the Licensee.

11. Where any belongings of the Licensee are sold, the sale proceeds thereof shall, after deduction of the expenses incurred by the Delhi Technological University in disposing of the belongings and after deducting the amount, if any due to the Delhi Technological University on account of arrears of rent including incidentals or damages or cost or any other charges be paid to him or a person or persons as may appear to the Delhi Technological University to be entitled to the same.
12. The prices to be charged by the Licensee shall not exceed those approved by the Delhi Technological University as per Annexure 'C' of Tender Document for the trade item of which he has been granted in the license and these shall be displayed by him prominently in the premises on a sign board to be provided by him. New items if introduced, later on the demand of staff/students (i.e., also on approval of DTU) may be used only after getting their rates approved from the Delhi Technological University. The rate fixed shall not be changed at least for one year and will be revised only with the approval of Delhi Technological University.
13. To ensure safe & potable drinking water, the licensee shall arrange Water coolers/RO filters for students and staff both in Summers and Winters.
14. The Licensee shall not carry out any permanent addition or alteration to the said premises and any construction thereon and electrical or sanitary installations in the said premises without prior permission of the Delhi Technological University. If any temporary additions or alterations are required by the Licensee, a request to this effect may be made in writing to the Delhi Technological University who may consider the same on such terms and conditions as may be deemed appropriate.
15. The Licensee shall repair/make any damage caused to the said premises except normal wear and tear. The decision of the Delhi Technological University on the question whether any damage is caused to the premises and what amount of compensation would make good such damage, shall be final and binding on the parties thereto.
16. The Licensee shall not sublet/permit the said premises or any part thereof to be used by any other person for any other purpose and in default thereof shall be liable for cancellation of license. The Licensee shall not introduce any partner nor shall transfer possession of the premises or part thereof or otherwise carry on the business in the premises with any other person or assign, transfer, charges or other alienate his interest in the premises shall not change the business for which the said premises are licensed to him.
17. The Licensee shall not allow any other persons/s to use the premises with or without consideration. He shall not use the premises or any other space in the Campus for residence of himself & his employees or for the purpose other than that provided in this license deed. He shall not make or permit to make, any structural additions and alterations to the premises, without the previous written sanction of the Delhi Technological University.



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18. The menu shall be strictly as per Annexure 'C' and no change shall be allowed except for any decision by the Delhi Technological University in this regard. The licensee shall display such list along with rates very prominently at a suitable visible place in the canteen at his own cost.
19. The Licensee shall on revocation or termination of this license, hand over the possession of the said premises to the Delhi Technological University in as good condition as they were on the date of occupation of the License, except normal wear and tear.
20. The Licensee shall give at least 90 days' notice in writing of vacating the said premises, pay the arrears of license fee, if any, before vacating the said premises, and in default render himself liable to be used for the recovery of arrears and necessary legal expenses. Similarly, the Delhi Technological University shall be entitled to give him 90 days' notice to vacate the said premises.
21. In the event of the death of the Licensee being any individual or the dissolution of the firm as the case may be, the Licensee being adjudged insolvent or any proceedings under the Insolvency Act being initiated against the Licensee, or any proceedings for the winding up of the Company, if the Licensee is company, the license shall stand automatically revoked. Provided that such determination shall not prejudice any right of action or remedy, which shall have accrued or shall accrue thereafter to the Delhi Technological University.
22. The Licensee shall abide by the law in force including the Municipal By-Laws relating to the sale of food, drinks, hygienic conditions etc, he shall himself obtain the required necessary license from the competent authority i.e., of Govt of Delhi /MCD etc. The Licensee shall comply with the instructions issued from time to time the Delhi Technological University or any an Officer/Committee nominated by the University on this behalf.
23. The cooking oil/refined/butter/ghee shall be a standard quality.
24. The food, sweets, snacks etc served by the Licensee shall be obtained by him from the approved sources and shall be fresh, hygienic wholesome of good quality of their respective kind and of reasonable quantity. The Delhi Technological University shall have the right to stop the sale or even destroy those articles which are not considered of the requisite standard or are found unfit for human consumption. A three members University Committee headed by DSW including medical Officer of the Delhi Technological University shall check the food items at any time. If on examination, it is found that food items/articles kept are exposed to dust, flies or the services rendered by the Licensee is unsatisfactory then the license shall be revoked, and the Licensee shall be even prosecuted under the provision of Prevention of Food Adulteration Act and shall also be liable to pay a fine of not less than Rs 5,000/- (Rupees five thousand only) to the Delhi Technological University and may also face prosecution under relevant Acts/Laws of land.
25. No non-vegetarian food shall be brought, cooked or served in the canteen except eggs. Any violation of this is liable to termination of the contract.



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26. The Licensee shall keep a 'Complaint-Cum-Suggestion Book' at a conspicuous place in the said premises in which suggestions may be recorded by the customers and which shall be opened to inspection by monitoring committee duly authorized by the Delhi Technological University. The Licensee shall implement these suggestions within a period of one week and where it is not possible to do so, he shall bring the matter to the notice of the Delhi Technological University. The Licensee shall also put up a signboard reading "Suggestion Book" available at the counter within a fortnight from the date of allotment of the premises. The Delhi Technological University may also prescribe, if need be, the number of employees to be engaged by the Licensee keeping in view of the size of his business. They shall be properly and neatly dressed. The Licensee shall also furnish to the Delhi Technological University information about the staff engaged by him in the prescribed form within a fortnight of the date of allotment of the premises (along with two pass-port size photographs of each worker). Similarly, information/photograph shall be supplied subsequently as and when changes are made by the Licensee in this respect.
27. The Licensee shall ensure that persons not below a prescribed age, and as may be permissible under the relevant law, are employed and shall also maintain an Attendance Register for his employees Labour Law regarding appointment/wages etc be followed.
28. The dealings of the Licensee and his workers with the Staff & the students shall be polite and courteous.
29. If any person employed by the Licensee in connection with the purpose of this license deed is found guilty of breach of rules/discipline/terms of this deed, the Delhi Technological University shall have the right to require the Licensee to terminate the services of such an employee who shall not afterwards be permitted by the Licensee to come to the premises/campus without the previous written permission of the Delhi Technological University.
30. The Licensee shall not be permitted to exhibit in the said premises any printed or written notice, advertisement, posters etc. of any kind and any company whatsoever.
31. The Licensee shall make good any damage caused to the said premises. The normal wear and tear, if any shall also be brought to the notice of the Delhi Technological University in writing at the end of each month, failing which any damage noticed later shall have to be made good by the Licensee. Further the decision of the Delhi Technological University on the question whether any damage is caused to the premises and what amount of compensation is payable shall be binding on the Licensee.
32. If the period for which the premises have been licensed has expired and has not been formally extended and the premises are not required to be vacated, then the Licensee may continue on the same terms & conditions till the license is renewed on mutual agreement.
33. The Licensee shall not do anything in or outside the premises, which may be nuisance or a cause of annoyance to the neighbors.



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34. On the expiry or earlier termination of this license, deed, the premises shall be vacated peacefully by the Licensee and he shall clear all dues before vacating them. It shall be the responsibility of the Licensee to hand over the possession personally to the Delhi Technological University in the same condition in which he had occupied then. However, if he fails to do so, the action stipulated in this license deed and any other action deemed appropriate by the Delhi Technological University shall be taken.
35. The Licensee shall make use of the said premises for his business purpose only shall keep the adequate area around the said premises clean and in hygienic condition and he shall not cause any obstruction or encroachment whatsoever under any circumstances.

If at any time it comes to the notice of the Delhi Technological University that the area around the said premises are being used by unauthorized persons with the connivance of the Licensee or that the Licensee has put up any hoardings, show-case etc. stacked any goods in such areas or is carrying on any activities which obstruct normal movement of public, Delhi Technological University personnel or other Licensee or which cause nuisance to other licensees, or that the Licensee is using the said premises for any purpose other than specified in the agreement, then, notwithstanding anything contained in the Agreement, the Delhi Technological University shall be entitled forth with to terminate the License without assigning any reason and without service of notice to the Licensee and to claim damages at such rate as may be decided by the Delhi Technological University along with minimum penalty of Rs 5,000/- (Rupees five thousand only).

36. Any notice to be given to the Licensee under the terms of this license shall be considered to be duly served & the same shall have been affixed on outer door any other conspicuous part of the said premises.
37. All payments to the University shall be made by a Bank Draft / NEFT / RTGS. No cheques will be accepted.
38. It is assumed that about 10,000 students/staff (enrolled) will be the consumers in the Canteen. However, this number may vary and the DTU or its authorities do not guarantee in this regard.
39. The Licensee shall strictly follow the Labour laws and all statutory obligations viz PF, ESI, Bonus, Gratuity as applicable and shall indemnify Delhi Technological University against any loss or damage, which Delhi Technological University may suffer as a consequence of non-compliance of these Laws by the Licensee. There will be no deployment of minor employees. The Licensee shall furnish an indemnity Bond on Non-Judicial Stamp paper of Rs 100/- only as per Performa enclosed.
40. The Licensee shall ensure proper cleaning in and around canteen. The Kitchen waste shall be disposed off through covered containers in the dustbin situated in the nearby area.
41. The monthly license fee offered by the bidders in Annexure 'E' (Financial Bid) shall be sealed in separate envelope. Before, this envelope is opened or financial bids are downloaded, technical



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evaluation shall be done the Delhi Technological University for all bidders on the basis of Technical bids which include checking of samples for various food products and inspection at various places of work of different bidders.

Annexure – E (Financial) shall be opened only for those agencies who qualify the quality standards and finally the tenders shall be decided on the basis of the highest monthly license fee offered in the financial bid.

42. The rates are inclusive of all taxes as applicable and nothing extra shall be payable on this account. The contractor shall himself be responsible for all such statutory obligations regarding payment of taxes to concerned authorities.
43. Checking as and when required or desired by the Delhi Technological University will be made by a Committee headed by DSW. The contractor shall obtain MCD license as applicable for running Canteen after award of work.
44. The contract will be awarded for a period of two years on contact basis and extendable for a further period of one year on the satisfactory performance and quality of service by the licensee/contractor. The Contract shall be extended on six monthly basis.
45. Any dispute arising out of this contract shall be subject to Delhi Jurisdiction only.
46. Licensee will deploy adequate number of manpower to serve the visitors.
47. Approved Rate will be valid for one year and will be revised nominally if required, by a committee only after one year of contract on the request of licensee.
48. Licensee should have annual turnover of Rs 40 lakhs during last three years (2021-22, 2020-21, and 2019-20).
49. Delhi Technological University is free to engage external catering agency for providing snacks/lunch/ dinner/high tea for events, such as meetings, seminar, conferences and workshop etc.
50. **Same vendor is not permitted to run more than one activity like in case of Canteen/Night Café of any food outlet or Kiosk in Delhi Technological University. In case the vendor is awarded the tender for any Group (A, B or C) of Mess then he shall not be eligible to participate in the subsequent NIT of Canteen or a food Kiosk / Night Café.**
51. The agency should take all precautions and observe all safety measures against fire etc. by providing fire extinguishers, sand buckets, etc. to avoid any untoward incident at the premises.
52. The Total Area of the Canteen is 1135.28 sq. mtr.



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53. Code of Integrity:

No official of a procuring entity or a bidder shall act in contravention of the codes which includes

- (i) prohibition of
 - (a) making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to other wise influence the procurement process.
 - (b) any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
 - (c) any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
 - (d) improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
 - (e) any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.
 - (f) any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
 - (g) obstruction of any investigation or auditing of a procurement process.
 - (h) making false declaration or providing false information for participation in a tender process or to secure a contract;
- (ii) disclosure of conflict of interest.
- (iii) Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause (i) with any entity in any country during the last three years or of being debarred by any other procuring entity

54. The licensee must obtain labour license within 60 days from the date of commencement of work, if necessary. Further if the license expires during the contract period the same may be renewed within 30 days and submit the same in the office of Deputy Registrar, General Administration failing which a penalty of Rs. 1000/- per day shall be imposed or as deemed fit by the Competent Authority of the University.



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ANNEXURE – B

Sanitation Conditions: - Food Sanitation, Water Sanitation and General sanitation.

Periodically checking for above or surprise check will be made by Estate Officer or his authorized representation.

1. **Food articles & Drinks:** -

- (a) Food articles should not have kept on floor subject to contamination by dust or by rodents/rates or flies etc. always kept in shelves or in height.
- (b) Prepared food articles are kept covered protected from flies & dust and should be stored above the ground floor level.
- (c) Milk & Milk products should be of superior quality taken from reliable & approved sources to avoid food adulteration/contamination.
- (d) No packed food items should be kept for sale after expiry date.
- (e) Cooked food supplied outside the mess/canteen should be covered properly (covered with a plate or paper or aluminum foil).
- (f) Used fresh food material free from any contamination (Vegetable, Milk, Fruit etc.).
- (g) Avoid strictly reuse of any cooked food material or drinks.
- (h) Market superior quality materials should be used for cooking purpose.

2. **Utensils:** -

- (a) Utensils should be easily washable & kept in good condition. There is no corrosion cracked or chipped utensils should not be used.
- (b) Cooking, eating & drinking utensils are thoroughly cleaned & washed (preferably with soap/detergent & hot water) after each use.
- (c) Use dough trough, tray should be cleaned with soap/detergent & hot water after day work.

3. **Equipments:** -

- (a) The equipment should be properly located to facilitate cleaning.



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- (b) Cases, counters, shelves, tables, chairs, refrigerators, slices, stoves (gas), hoods, hot case etc, should be kept neat and clean, stain free & safely operated.
 - (c) Juicer, Coffee, Tea, Soft drink etc. machine should be sterilized by the specialized agency periodically in a week or directed by the Estate Officer and should be maintained proper record.
4. **Washing:** -
- (a) Washing places should be well drained to avoid nuisance from flies, offensive smell etc. & drains should free from any blockage of traps etc.
 - (b) After use clean the place thoroughly with the use of disinfectants.
5. **Employer:** -
- (a) Behavior of shop etc. employees & employer should be cooperative.
 - (b) Worker must wear clean aprons & caps and hand gloves.
 - (c) They should not be allowed to smoke or chew pan, tobacco, drink alcohol etc. in & around the kitchen/dining hall of mess/canteen subsequently outside the campus of university.
 - (d) They (Employer & Employees) should clean their nails & hands with brush & soap before handling the dough & cooking & servicing food/meals.
 - (e) Workers should be healthy and free from any diseases. Periodically medical checkup of the workers should be made & maintained proper record.
6. **Other Conditions:** -
- (a) Kitchen should not be used for residence.
 - (b) The store should be properly cleaned by proper arranging of articles in racks & bags.
 - (c) Kitchen & dining hall should be clean day /wet thrice a day or as per requirement.
 - (d) Kitchen kneading tables tip, bottom, should properly cleaned/stain free by using of soap/detergent & hot water after day work.
 - (e) Floors should be impervious & easily cleaned & in good repair.



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- (f) Floor should be kept clean by moping with using of disinfectants such as approved phenyl & sanitizer etc.
 - (g) Walls & ceiling should be kept clean from cobweb & dust etc.
 - (h) Doors & windows glasses should be clean gently which will not affect ventilation & light.
 - (i) Serving table & chain should be kept clean.
 - (j) No smoking & no use of tobacco, alcohol etc. in the campus.
7. **Garbage Disposal:** -
- (a) Arrange proper capacity covered dustbins for disposal of garbage and should be cleaned timely.
 - (b) Approved insecticides should be used in dustbins.
 - (c) Entire area in & around the shop/mess/canteen/kiosk/fruit vendor should be cleaned every time.
8. (a) Setting up of a stall within outside the canteen of sale of item(s) not listed in the contract/selling of items without electronic billing machine/unhygienic condition on the kitchen & dining hall/poor quality of product shall attract penalty of Rs 5,000/- first time, Rs. 10,000/- in the second and cancellation of contract in the third occasion.
- (b) Staff being not properly dressed i.e. with serving staff in a particular color of shirt, trousers, shoes, gloves/apron head and globs etc. shall attract penalty of Rs. 2,000/- per occasion.
 - (c) Not maintain cleanliness and immediate disposal of garbage shall attract a penalty of Rs. 2,000/- per day.
 - (d) Overcharging/non availability of listed items and non-courteous of the working staff shall attract a penalty of Rs. 2,000/- per occasion.



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ANNEXURE - C

LIST OF ITEMS/SNACKS ETC AND PRICE THEROF

Sr. No.	Items	Quantity Weight	Rates(Rs.)
1.	Tea (One Cup)	100 ml.	5.00
2.	Coffee (Per Cup)	100 ml	10.00
3.	Tea (half set)	300 ml	12.00
4.	Tea (Full set)	600 ml	20.00
5.	Samosa	50 gm	6.00
6.	Bread Pakora (Potato filled)	75 gm	8.00
7.	Matthi	25 gm	3.00
8.	Vegetable pakora	100 gm	10.00
9.	Sabzi/Dal	Per plate	10.00
10.	Chhola + 4 puri	Per plate	20.00
11.	Pakora with curry	Per plate	10.00
12.	Raita (Katori Standard Size)	Per katori	10.00
13.	Two Puri with subzi	30 gm	10.00
14.	Two Bhatura with chhola	30 gm	20.00
15.	Laddu (Besan/Bundi)	30 gm	5.00
16.	Burfi (Khoya)	20 hm	8.00
17.	Rice plate with Rajma/Chole etc.	Per plate	30.00
18.	Sambharvada	2 pieces	20.00
19.	Plain Dosa with sambhar & chatni	1 pc	20.00
20.	Dosa (Masala) with sambhar	1 pc	25.00
21.	Idli (Per Plate) with sambhar & sauce	Per plate	20.00
22.	Rajma	Per plate	10.00
23.	Chowmin	Full plate	25.00
24.	Chowmin	Half plate	15.00
25.	Lunch (Rice Half plate, Dal, 4 Chapati, Sabji & Raita)	Per Thali	40.00
<u>COLD DRINKS</u>			
26.	Cold drinks	M.R.P.	-
27.	Cold coffee	250 ml	20
28.	Juice tetra packets	M.R.P.	
29.	Lassi sweet	200ml	20
30.	Lassi salt	200ml	15
31.	Fresh fruit juice	200ml	20
<u>SNACKS</u>			
32.	Veg Sandwich	-	15
33.	Veg. Grill Sandwich	-	25
34.	Paneer Grill Sandwich	-	25
35.	Dhokla (1pc)	-	10
36.	Pizza sandwich	-	20
37.	Paneer sandwich	-	25
38.	Rasgulla/gulabjamun (1pc)	Normal Size	10



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39.	Veg burger	-	15
40.	Veg hot dog	-	20
41.	Paneer hot dog	-	25
42.	Paneer kulcha	-	10
43.	Spring Roll (8pcs.)	-	25
44.	White Pasta	-	40
45.	Veg. Patties	-	10
46.	Paneer Patties	-	10
47.	Pineapple Pastry	Normal Size	15
48.	Red Sauce Pasta	-	35
49.	American Chupsy	-	35
50.	Blackforst Pstry	-	20
51.	Chocolate Pstry	-	20
52.	Fruit Cake	-	15
53.	Pizza (Mini)1	-	30
54.	Pizza (Big)	-	60
55.	2 Kachori+ AllooSbzi	200gm.	20
56.	Momos (5Pcs)		15
57.	PaavBhazi (2 PCS)	200gm.	30
CHOWMEIN			
58.	Veg. fried rice	300gm.	25
59.	Chillie potato	225gm	20
60.	Chillie paneer	225gm	35
61.	Veg. fried rice Manchuria	225gm	40
62.	Veg. Chowmein Manchuria	225gm	30
TAWA PRATHAT			
63.	Plain pratha	1 pc	7
64.	Aaloo paratha	1 pc	10
65.	Aaloo onion pratha	1 pc	15
66.	Onion pratha	1 pc	10
67.	Paneer pratha	1 pc	20
68.	Tawa roti	1 pc	3
TANDOORI ITEM			
69.	Naan plain	1 pc	5
70.	Aaloo naan	1 pc	10
71.	Butter naan	1 pc	10
72.	Tandoori roti	1 pc	5
SABZI RICE & DAL			
73.	Plain Dal	150 gm	20
74.	Dal Fry	150 gm	25
75.	Aaloo Palak	150 gm	15
76.	Aaloo Jeera	150 gm	20
77.	Aaloo Gobi	150 gm	20
78.	Mutter Paneer	150 gm	30
79.	Palak Paneer	150 gm	30
80.	Shahi Paneer	150 gm	35



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81.	Daal Makhani	150 gm	25
82.	Malai Kofta	150 gm	30
83.	Palin Rice	200 gm	15
84.	Jeera Rice	200 gm	20
85.	Veg Pulao	250 gm	30
86.	Veg Biryani	300 gm	30
SOUP, CARD & SALAD			
87.	Tomato soup	200 gm	15
88.	Sweet Corn Soup	200 gm	15
89.	Curd	150 gm	10
90.	Veg Thali – Dal+ Seasonal veg+ 4 roti or 2 nan half plain rice+raita & salad	-	50
91	Paneer Thali		
	(a) Khadai/Shahi/Masala/Palak Paneer	150 gm	60
	(b) Dal Fry/Dal Makhani/Choley /Rajma/ Seasonal veg/mixed veg	150 gm	
	(c) 4 Roti/2 nan	150 gm	
	(d) Plain Rice Raita + Salad	150 gm	
92.	Rajma Rice Plate	300 gm	20
93.	Kadhi Rice Plate	300 gm	20
94	Paneer Rice Plate	300 gm	30
95.	Shakes (butter scotch, chocolate etc)	250 ml	20

List of items of tea, High tea and lunch to be served during meetings, events, seminars, exam sessions etc.

Lunch		
S.No	Number of Persons	Rate per Person including taxes
1	Up to 50	200 /-
2	50-100	175 /-
3	100-500	160 /-
4	500-3000	150 /-



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<u>Standard Menu for the Lunch above will be as follow</u>		
<ul style="list-style-type: none"> ➤ Vegetable Soup ➤ Mix Vegetables/ Chhole/ any seasonal vegetable, ➤ Dal Makkhani / Yellow Dal, ➤ One Paneer Dish, ➤ Dahi Bhalle / Raita, ➤ Rice Pulao/ Jeera Rice, ➤ One Sweet Dish ➤ LachhaParantha/Roti/Poori, ➤ Papad/Salad/Achar, ➤ Water Glasses + Water dispensers 	or	<ul style="list-style-type: none"> ➤ Idli Dosa ➤ Sambar Vada ➤ Upma/ Uttapam ➤ Chowmein ➤ Veg Manchurian ➤ Veg Hakka Noodles ➤ Boiled Vegetable ➤ Rava kesari ➤ Water Glasses + Water dispensers
S.No	Type of High Tea	Rates per Person including taxes
1	Tea / Coffee /Chach + Chips, Biscuits + . Any one Snacks item (Samosa/ Aloo Bonda/Panner Pakoda/ Cutlet/ Spring Roll/ Mix Pakoda).	45/-
2	Tea / Coffee /Chach + Chips, Biscuits + Any one Snacks item (Panner-Pakoda / Cutlet / Spring Roll / Mix-Pakoda), + One Sweet item (Imarti / Jalebi / Gulab-Jamun / Rasgulla etc) OR Cut mix fruits.	55/-

NOTE: No Non-vegetarian food will be allowed in the Canteen. Cigarettes, Liquor items, Gutkas will also not be permitted. Selling of Tobacco product will invite the prosecution under relevant Rules Acts. Rates mentioned above include all applicable taxes. Contractor shall be responsible for depositing taxes with concerned authorities and for keeping records of sales. Contractor shall maintain an electronic register.



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ANNEXURE - D

TECHNICAL BID

CHECK LIST OF THE DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID

Please check whether the attested copies of the following documents have been attached or not.

S. No.	Description
1.	Name of the Agency
	Address of firm/Agency and Telephone No
	Name, Designation, Address and Telephone no. of authorized person of the firm/agency to deal with
	PAN No. of Income Tax Deptt.
2.	GST Registration No. issued by the Competent Authority along with return of last financial year.
3.	PF Registration No
4.	ESI Registration No
5.	FSSAI License No
6.	Fixed deposit receipt/DD towards earnest money Rs
7.	Satisfactory Certificates regarding running of Canteen in University/College/Reputed Organization issued during last 03 years.
8.	Income tax return for last three years
9.	Terms & conditions of the tender (duly signed)
10.	Proof of Annual turnover of Rs. 40 Lakh during last three years (2018-19, 2017-18, 2016-17)
11.	Undertaking on Non-Judicial Stamp paper of Rs. 100/- as per Annexure- G

*Separate copies for each document mentioned above is to be submitted.

Declaration: -

This is to certify that I/We before signing this tender have read and fully understand all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of the tenders: - _____

Name: - _____

Designation: - _____

Address: - _____

Phone No: - (O) _____

(R) _____



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ANNEXURE - G

NIT – CENTRAL CANTEEN

UNDERTAKING

(To be executed on Rs. 100/- Non judicial Stamp Paper)

1. I/ We the undersigned, certify that I/ We have gone through the terms and conditions mentioned in the tender documents and undertake to comply with all of them.
2. That no Civil / Criminal/ Income Tax/ Service tax/ blacklisting case is pending against my firm.
3. The rates quoted by me/ us are valid and binding on me/ us for acceptance for the entire period of contract.
4. I/ We undersigned hereby bind myself/ ourselves to the Registrar, Delhi Technological University, Delhi to run the Central Canteen in Delhi Technological University, Delhi during the period of contract.
5. The Performance Guarantee deposited by me shall remain in the custody of the Registrar, Delhi Technological University, Delhi till two months after the expiry of the contract.
6. I/ We shall abide by Minimum Wages Act, Contract Labour Act, PF, ESI, Bonus, Gratuity, as applicable from time to time for the workers employed for running the mess.
7. In case of any lapse occur on my part or on my staff while discharging the services the university authorities may cancel my/ our contract and award the work to another agency and the costs difference may be recovered from me/ us and can forfeit Performance Guarantee.
8. The food/ eatable items will be genuine, fresh, hygienic and good quality.
9. In the event of any breach/ violation of the terms and conditions, the Competent Authority shall be at liberty to terminate my contract and can forfeit the Performance Guarantee deposited by me/ us.
10. I/ we will be wholly responsible for providing running Central Canteen at Delhi Technological University, Delhi-110042 and will ensure deployment of adequate staff to provide, quick clean and efficient service and also responsible to pay all taxes as applicable to Tenderer. I shall also be responsible for behavior/ act of employees engaged by me for running of Central Canteen of the University.
11. I/we shall be responsible for health and injury caused to the worker while working in the Central Canteen.
12. I/we shall be responsible for any loss or damage to the university property by the employee engaged by me/ us.
13. The Vice Chancellor, Delhi Technological University, Delhi has the right to accept or reject any or all the tender without assigning any reason. The decision of the Vice Chancellor, Delhi Technological University, Delhi will be binding upon me.
14. I/ we shall conspicuously display the Rate List per unit of all available cooked items on the two separate boards' first at the entrance of the canteen and second at the cash counter of the canteen.
15. I/ we shall vacate the mess premises on completion of the contract period. In case of unauthorized retention of the mess premises beyond the contract period, a penalty of 50% over the above the pre-existing rate will be levied on me/us during the period of unauthorized retention.



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16. I/we shall also be responsible to pay all taxes as applicable to the government like Income Tax GST, and Service Tax etc.
17. I/we shall be responsible for any theft/ loss/ damage to university property/ fixtures and I will rectify/ replace the same.
18. I/we shall indemnify DTU from all losses/claims that may arise due to my action/inaction.
19. I/we undertake that I/We have not been blacklisted/debarred by an Central/State Govt./Deptt./Body & PSU's.

Signature of the Tenderer

Name of the firm/ Tenderer

Seal of Firm



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ANNEXURE – E

FINANCIAL BID FOR CANTEEN

Name of Tenderer/Firm _____

Full Address _____

Phone No. _____ Mobile No. _____

Financial Bid

Minimum License Fee is reserved at **Rs. 1,40,000/- + 18% GST per month**. The Minimum Reserved License fee of the Canteen for the total working and kitchen area @ Rs.1413/- + 18% GST per square mtr with @8% annual increment in license fee from 01st February as per Directorate of Estate's O.M. No. 18015(1)/80-Pol.IV dated 29.01.1982 or as per the directions of Govt. / DTU from Time to time. However, the contract will be awarded to the H1 bidder who will fulfill the technical criteria.

I/We accept all the Terms & conditions received with Tender Documents.

I/We have submitted Technical Bid separately.

I/We now offer to pay monthly license fee of Rs. _____ (Rupees _____ only) for Delhi Technological University Canteen for the period _____ to _____.

Signature: _____

Name: _____

Designation: _____

Seal/Rubber Stamp: _____

N.B.

1. Rates should be quoted on monthly basis inclusive of all taxes/levies. Nothing extra will be considered.
2. Rates should be mentioned both in words and figures.
3. Financial Bid will be considered only if Technical Bid is accepted by the Competent Authority.



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ANNEXURE - F

FORM OF AGREEMENT

THIS AGREEMENT is made on the ____ day _____ (Month) _____ (Year) Between the Board of Management, Delhi Technological University through the _____ (Name and address of the Department) hereinafter called “the Department” which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND _____ (Name and address of the contractor) through Shri _____, the authorized representative (hereinafter called “the contractor”) (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrator, representative and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavour’s to provide Canteen Services to Delhi Technological University, Delhi.

NOW THIS AGREEMENT WITNESSETH as follows: -

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz: -
 - (a) Letter of acceptance of award of contract;
 - (b) Terms and Conditions;
 - (c) Notice Inviting Tender;
 - (d) Bill of Quantities;
 - (e) Scope of work;
 - (f) Addendums, if any;
 - (h) Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Department to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute and the Canteen Services w.e.f. _____ as per the provisions of this Agreement and the tender documents.
4. The Department hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents, the contract price of Rs. _____ (Rupees _____ in words).



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5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor

For and on behalf of Board of
Management of University

Signature of the authorized official

Signature of the authorized officer

Name of the official
Stamp/Seal of the Contractor
By the said

Name of the Officer
Stamp/Seal of the Employer
By the said

_____ Name

_____ Name

on behalf of the Contractor in the
presence of:

on behalf of the Employer in the
the presence of:

Witness _____

Witness _____

Name _____

Name _____

Address _____

Address _____

Telephone No: _____

Telephone No: _____

INSTRUCTIONS

1. All columns shall be filled legibly.
2. Clear and precise information shall be given against each column in the space provided.



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3. If any column is left blank or not properly replied to or the application is not accompanied by the pay order/demand draft of the requisite value, the application is liable to be rejected summarily.
4. The License granted is liable to be cancelled forthwith, if it is found that the applicant had given wrong or false information in the application for the issue of authorization.

 Delhi Tenders		eTendering System Government of NCT of Delhi							
Tender Details									
					Date : 30-Mar-2023 01:55 PM				
 Print									
Basic Details									
Organisation Chain	Delhi Technological University								
Tender Reference Number	DTU/GA/118/2015-16/721								
Tender ID	2023_DTU_239119_1								
Tender Type	Open Tender	Form of contract	Works						
Tender Category	Services	No. of Covers	2						
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No						
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No						
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No						
Payment Instruments			Cover Details, No. Of Covers - 2						
Offline	S.No	Instrument Type	Cover No	Cover	Document Type	Description			
	1	Demand Draft	1	Fee/PreQual/Technical	.pdf	NIT			
	2	FDR	2	Finance	.xls	BOQ			
	3	Bankers Cheque							
	4	Bank Guarantee							
Tender Fee Details, [Total Fee in ₹ * - 0.00]			EMD Fee Details						
Tender Fee in ₹	0.00	Fee Payable To	Nil	Fee Payable At	Nil	EMD Amount in ₹	50,000	EMD through BG/ST or EMD Exemption Allowed	Yes
Tender Fee Exemption Allowed	No					EMD Fee Type	fixed	EMD Percentage	NA
						EMD Payable To	REGISTRAR, DELHI TECHNOLOGICAL UNIVERSITY	EMD Payable At	DELHI
Click to view modification history									
Work /Item(s)									
Title	DTU/GA/118/2015-16/721								
Work Description	NIT FOR ALLOTMENT OF CENTRAL CANTEEN IN DTU								
Pre Qualification Details	PLEASE REFER TENDER DOCUMENT								
Independent External Monitor/Remarks	NA								
Show Tender Value in Public Domain	No								
Tender Value in ₹	16,80,000	Product Category	Allotment of Space	Sub category	CANTEEN SERVICES				
Contract Type	Tender	Bid Validity(Days)	120	Period Of Work (Days)	365				
Location	DELHI TECHNOLOGICAL UNIVERSITY	Pincode	110042	Pre Bid Meeting Place	GENERAL ADMINISTRATION BRANCH, DTU				
		Pre Bid Meeting Date		Bid Opening Place					

Pre Bid Meeting Address	GENERAL ADMINISTRATION BRANCH, DTU		03-Apr-2023 03:00 PM		GENERAL ADMINISTRATION BRANCH, DTU
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	30-Mar-2023 02:00 PM	Bid Opening Date	10-Apr-2023 03:30 PM
Document Download / Sale Start Date	30-Mar-2023 02:00 PM	Document Download / Sale End Date	10-Apr-2023 03:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	30-Mar-2023 02:00 PM	Bid Submission End Date	10-Apr-2023 03:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	NIT	898.77

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_312342.xls	BOQ	274.50
	2	Tender Documents	NIT.pdf	NIT	886.43

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	aksrivastava@dce.ac.in	Amit Srivastava	AMIT KUMAR SHRIVASTAVA
2.	admin6@gmail.com	A K PANDEY	Ashok Kumar Pandey
3.	pradeepkteotia@yahoo.com	Pradeep Kumar Teotia	PRADEEP KUMAR TEOTIA
4.	aedtudelhi@gmail.com	Mohit Tyagi	Mohit Tyagi

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Show Bids Details	Yes
BoQ Comparative Chart model	Normal	BoQ Comparative chart decimal places	3
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

Tender Inviting Authority

Name	DEPUTY REGISTRAR
Address	GENERAL ADMINISTRATION BRANCH, DTU

Tender Creator Details

Created By	Amit Srivastava
Designation	Project Officer
Created Date	30-Mar-2023 01:30 PM