

Govt. of National Capital Territory of Delhi  
**Ch. Brahm Prakash**  
**Government Engineering College, Jaffarpur**  
**(An Institute specializing in Civil & Environmental Engineering)**  
New Delhi-110073 (www.gecdelhi.ac.in), 011-25318157,

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No.F.5 (53)/CBPGECJ/Canteen Tender/CT Br./2017/ 2401

Dated: - 14-09-2018

**NOTICE OF INVITATION LIMITED TENDER**

**Notice Inviting Limited Tender for Providing Canteen/Catering Services at Ch. Brahm Prakash Government Engineering College, Jaffarpur, and New Delhi-110073.**

Seal quotations are invited for awarding the contract of Canteen services at Ch. Brahm Prakash Government Engineering College, Jaffarpur New Delhi-1100073 for a period of Two (02) years by paying Annual License Fee.

- Date of Uploading of Notice Inviting Limited Tender: 14/09/2018
- Last Date & Time for Submitting the Tender: 05/10/2018 at 01:00 PM
- Date and Time of Opening of Technical Bid: 05/10/2018 at 03:00 PM
- Date & Time of Opening of Price/Financial Bid: 09/10/2018 at 03:00 PM
- EMD: Rs. 7500/- (Rs. Seven Thousand Five Hundred only).
- Download Notice Inviting Limited Tender documents (www.gecdelhi.ac.in) before Submitting the Tender Date: 04/10/2018.

Validity of Tender: (Two years)

(Sunder Bora)  
**Chairman Purchase Committee**

## **INSTRUCTIONS TO BIDDERS**

### **1. GENERAL:-**

- a. The present tender is being invited for providing Canteen/Catering services in **Ch.Brahm Prakash Government Engineering College, Jaffarpur, New Delhi-110073** as per the terms & conditions specified in the Tender document.
- b. The Canteen contractor shall provide the eatables as per the Annexure- IV of the Tender document at the specified rates which were duly approved by the Canteen Development Committee of the college.
- c. The decision of the Canteen Development Committee regarding Quality, Quantity and Rates shall be binding on the Canteen Contractor. However, the Contractor shall submit his request in writing within a gap of at least one (01) year to the Principal/HOD for review of rates of items sold through Canteen Contractor. The Principal/HOD shall reserves the right to review the rates in consultation with the Canteen Development Committee and keeping in view the interest of the College Staff/Students of the College. The proposal submitted by the Canteen Contractor is not binding on the Principal/Canteen Committee.

### **2. ELIGIBILITY OF THE BIDDERS:-**

Only those Canteen Contractors can participate who are providing similar kind of services in the Government Institutions/Public Sector/Private sector Institutes/Offices for **at least Six months**. The black listed firms are not eligible to participate in this tender.

### **3. ONE BID PER BIDDER:-**

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

### **4. COST OF BID:-**

The bidder shall bear all costs associated with the preparation and submission of his bid and the Department will not in any case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

### **5. VISIT TO DEPARTMENT:-**

The bidder is required to provide Catering services to the College through Canteen and is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the College at Jaffarpur where catering services are to be provided and is well aware of the operational conditions to the submission of the tender documents.

## **6.TENDER DOCUMENTS:**

The tender Invitation Document has been prepared for inviting tenders for providing catering Services. The Tender document shall comprise of:-

- (a) Notice of Invitation of Limited Tender.
- (b) Terms & Conditions and Instruction to Bidders.
- (c) Technical and Financial Bids.
- (d) Annexure I to VI.
- (e) Signing of Agreement.

## **7. PREPARATION OF BIDS:-**

### **a) Language:-**

The Bids with all accompanying documents shall be in English or in Hindi. In case any accompanying documents are in other languages, it shall be accompanied by in English translation. The English version shall prevail in matters of interpretation.

### **b) Documents Comprising the Bid:-**

- i. Tender document issued for the purposes of tendering as described in Clause 6 (a to d) and any amendments or corrigendum issued shall be deemed as incorporated in the Bid.
- ii. The bidder shall, on or before the date given in the Notice Inviting Tender, submit his both bids i.e. Technical Bid and Financial bid physically.
- iii. The EMD has to be submitted physically before the last date and time for submission of tender in **Store Branch R- 114** O/o Ch. Brahm Prakash Government Engineering College, Jaffarpur New Delhi-110073. However, the Annexure-V i.e. Price Bid is to be submitted only physically but the bidders must ensure that the Demand Draft of EMD must be submitted physically.

## **8. BID PRICES:-**

- a) The bidder shall quote the rates in Indian Rupee for one year on a 'single responsibility' basis such that the Tender prices covers contractor's all obligations mentioned in or to reasonably inferred from the Tender document in respect of the providing catering/canteen services at Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi-110073. This includes all the liabilities of the contractor.
- b) Conditional bids/ offers will be summarily rejected.

9. **FORM OF BID:-**

a) The Form of Bids (i.e. Technical/Financial) shall be completed in all respect and duly signed and stamped by the bidder.

b) **CURRENCIES OF BID AND PAYMENT:-**

The bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be recovered/ made in Indian Rupees or through Cash/Demand Draft as per the order of the College Administration.

c) **DURATION OF CONTRACT:-**

The contract may be valid for two (02) years and the Principal/HOD reserves the right to curtail or to extend the validity of contract on the same terms and conditions for such period as may be agreed to, but not beyond further one year or as decided by the Principal/HOD considering the necessity of the Services in the interest of the Staff/Students of the College.

d) **BID SECURITY/EMD:-**

The contractor shall deposit Bid Security/EMD (Earnest Money Deposit) for an amount of **Rs. 7500/- in the form of FDR from a commercial bank in favour of DDO, Ch. Brahm Prakash Government Engineering College, Jaffarpur, and New Delhi-110073**. The Bid Security/EMD will remain valid for a period of 180 days. The EMD has to be submitted physically before last date and time in the Tender Box kept in the Room No. 114 (Store Branch) of the College.

e) The Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract.

f) The Bid security of the successful bidder shall be returned on receipt of Performance Security in the Department and after signing the contract agreement.

g) The Bid Security/EMD shall be forfeited, if the bidder withdraws his bid during the period of Tender validity.

h) The Bid Security/EMD shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the College Administration.

10. **SIGNING & SUBMISSION OF BIDS:-**

a) The bidder shall bid submit physically along with Technical bid the original EMD & Annexure I & II in the Tender Box kept in **Room No. 114, Store Branch**, before the closing tender time in original & in scanned form respectively.

- b) The bidder is expected to examine all Instructions, Forms, Terms and Conditions, Annexure attached in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
- c) The bidder shall not make or cause to be made any alteration, erasure, or obliteration to the text of the Tender document.

11. **LATE AND DELAYED TENDERS:-**

- a) The Bids must be submitted physically and the EMD shall also submitted in time in the College/Department at the address specified above, not later than the date and time stipulated in the Tender document. Keeping in view circumstances, the Principal/HOD may, at its discretion, extend the deadline for submission of bids in such case all rights and obligations of the Department and the Bidder will be the same.
- b) Any bid/ EMD received by the Department after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned to the bidder and shall not be considered as part of the Tender process.

12. **BID OPENING AND EVALUTATION:-**

- a) The Canteen Development Committee constituted by the Principal/HOD will assess the eligibility and carry out the evaluation of the Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.
- b) The bid of any bidder who has not complied with one or more of the condition prescribed in the terms and conditions will be summarily rejected.
- c) Conditional bids will also be summarily rejected.
- d) The selected technical bids will be evaluated by the committee appointed by Principal/HOD of this College.
- e) The Financial bids will be opened in only whoever technically qualified bidders and bidders who have quoted the highest license fees will be informed later through post.

13. **RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

- a) The Principal/HOD, Ch. Brahm Prakash Government Engineering College, Government of NCT of Delhi, Jaffarpur, New Delhi-110073, is not bound to accept the Highest or any bid and may at any time by notice in writing to the bidders and have the right to terminate the tendering process.
- b) The Principal/HOD may terminate the contract and forfeit the amount of EMD/ BID Security, if it is found that the contractor is black listed on previous occasion by the any of the Departments/ Institutions/ Local Bodies/ Municipalities/ Public Sector Undertakings.
- c) The Principal/HOD may terminate the contract and forfeit the amount of EMD/ Bid Security in the event the successful bidder fails to furnish the performances security or fails to execute the agreement.

14. **AWARD OF CONTRACT AND EXTENSION OF CONTRACT:-**

- a) The Principal/HOD will award the Catering/ Canteen Services contract to the successfully evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- b) The College Administration will communicate the successful bidder by Registered Post that his bid has been accepted.
- c) The successful bidder will be required to accept the offer and execute an agreement within a period of 15 days from the date of issue of Letter of Offer.
- d) The successful bidder shall be required to furnish a **Performance Security within 15 days of receipt of ``Letter of Offer`` for an amount of equal to 10% of the bid amount for two years plus 10% yearly enhancement to be deposited along with Acceptance of Contract in the form of an Fixed Deposit Receipt (FDR) from a commercial bank drawn in favour of DDO, Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi-110073. The Performance Security shall remain valid for a period of valid for 26 months.** In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.
- e) Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security/ Performance Security.
- f) The contract will be awarded initially for a period of two year whereas the Canteen Tender is floated for two (02) years and after observing the satisfactory services of the Canteen Contractor, the tender/ work can be extended further. However, the Principal/HOD reserves the right to curtail/ extend the period of Canteen Tender after observing the quality of the catering services.
- g) The fee quoted by the bidder shall be increased by 10% annually.
- h) The Principal/ HOD shall reserves the right to curtail the Tender Period after observing the un-satisfactory provided by the Canteen Contractor and the Principal/ HOD shall reserve the right to cancel/ curtail the Contract period and terminate the contract with the existing contractor after serving a one (01) month notice and opt for re-tendering of Canteen Services.
- i) The Principal/HOD, Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi-110073, reserves the right to cancel one or all tenders, without assigning any reason at any stage.

15. **TECHNICAL BID:-**

The pre-qualification bid/ Technical Bid should consist of following documents failing which the tender of the firm shall be rejected:-

**(Copy of below mentioned documents duly signed with seal of the Tenderer must be attached with bids and also submit the Demand Draft of Rs. 7500/- (i.e. EMD Amount) physically in a sealed cover addressed to the DDO, Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi-110073 and in the following order)**

1. Copy of Bank Draft/Pay order of EMD to be submitted physically with the Tender and Original Demand Draft to be physically dropped in the Tender Box kept in Room No. 114, (Store Branch) with Annexure-I & II before closing of tender time.
2. Copy of at least Six months Experience & Satisfactory Performance Certificate issued by any Govt. Organization /Institution/ Department/ Govt. Undertaking/Public/ reputed Private sector offices duly self attested issued on or before 01/04/2016.
3. Copy of Undertaking on Rs. 10/- Non-Judicial Stamp paper (as given in Annexure-I).
4. Copy of PAN card duly self attested.
5. Copy of valid GST Registration Number of the Agency/ firm, duly self attested.
6. Pass port size photograph pasted on Tender form duly self-attested (Annexure-II).
7. Copy of Residential Proof of Tender/Bidder (with photo identity), duly self attested.
8. Copy of Address Proof of the firm duly self attested.
9. Copy of Canteen rate list of items duly signed and stamped by the Contractor/ Tenderer (Annexure-IV).
10. Copy of FSSAI registration certificate duly self attested.

**TERMS & CONDITIONS**

1. The tender form should be filled in prescribed format.
2. The license fee shall be quoted in Indian Rupees per annum.
3. The pre-Qualification/Technical Bids must be accompanied with copy of Earnest Money Deposit (EMD) in the form of Crossed Bank Draft/Pay Order of **Rs. 7500/-(Rupees Seven Thousand Five Hundred only)**, drawn in favour of **DDO, Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi-110073**. The tender without EMD in the pre-qualification/Technical Bid shall not be considered. Original EMD should be submitted in the box placed in **Room No. 114, Store Branch, Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi-110073**, on or before opening of technical bid. In case of failure to deposit EMD on or before the above mentioned date and time the bid will be rejected without further communication.

4. Copy of undertaking (Annexure-I) on Rs. 10/- Stamp Paper will be submitted by the contractor with the Pre-Qualification/Technical Bid for acceptance of terms & conditions of the tender/contract. The original undertaking shall be dropped in the tender box placed in **Room No. 114, Store Branch, Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi-110073**, on or before opening of technical bid.
5. The tenderer submitting tender would be deemed to have carefully considered and accepted all the terms and conditions of the tender document. **The bidder shall note down that the documents submitted physically shall be considered only for bidding. The Principal/HOD shall have the right to demand the self attested copy/ photocopy of any document which is submitted and the photocopy of any document which is not legible and readable. If any contractor fails to provide the requisite information within (03) days, the Principal/HOD reserves the right to disqualify the bid.**
6. Self attested copies of PAN card and certificate of Registration under Partnership Act, if any etc., of the firm should be submitted with pre-qualification/ Technical Bid.
7. A passport size photograph and proof of residence (with photo identity) along with copy of residential proof of tenderer duty self attested must be submitted in the Pre-Qualification/Technical Bid. The Tender Document shall consist of Pre-Qualification bid/technical bid and price bid. The pre-qualification/technical bid and Price bid both should be submitted in **Room No. No.114, Store Branch, Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi-110073**. The tenderer must submit duly filled check-list (Annexure-III) including EMD. All the documents must be signed by the tenderer. Tenders not supported by all the prescribed documents, as asked for, shall be rejected.
8. The Canteen Development Committee/ Tender Committee nominated by the Principal/HOD will assess the eligibility and carry out the evaluation of the bids.
9. Price Bid of only those tenderers, who are found successful in Pre-Qualification/Technical Bid, will be opened and the highest license fee will be informed later on through post.
10. Amount of fee quoted per month must be submitted in the Price Bid. The rates and amount should be written in words and figures.
11. The personnel of contractor have to be extremely courteous with very pleasant mannerism in dealing with the students/staff/visitors, especially with female students/staff and should project an image of utmost discipline.
12. The successful bidder shall be required to execute an agreement within 15 days from the date of issue of offer letter. The Agreement shall be made in Non-judicial Stamp Paper worth Rs. 100/-. All expenses with regard to the execution of the agreement shall be borne by the contractor.
13. Tender not supported by all the documents, as asked, will be rejected.
14. Tender will be awarded to the bidder quoting highest license fee.
15. The physical possession of the canteen shall be given to the contractor after completion of all formalities.



16. **The successful tenderer shall submit amount of Security Deposit of an amount of equal to 10% of the bid amount for two years plus 10% yearly enhancement, in the form of FDR of nationalized bank in favour of DDO, Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi – 110073, within 15 days from award of contract. The FDR must be valid for 26 months.**
17. The applicant should possess at least Six months experience in providing canteen services in any Govt. Organization/Institution/Department/Govt. Undertaking/ reputed Private Sector. The Experience and satisfactory performance certificate must be attached in the Pre-Qualification/ Technical Bid.
18. The contract shall abide by all the provisions under the Minimum Wages Act and Contract Labour Act., PF, ESI, Bonus, Gratuity, PF Act and other relevant laws as applicable from time to time. Further, the contractor shall not employ any child labour in the college canteen.
19. The contractor shall undertake that his/her firm is not blacklisted by the any government agency.
20. The Licensee will abide by the Municipal Laws and other laws pertaining to sale of food and other relevant laws. Necessary license, if required, will have to be obtained by the contractor under various Acts and Rules etc.
21. a) License fee shall be payable in advance on or before the 10<sup>th</sup> of every month by bank draft/ Payorder/ cheque in favour of DDO, Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi – 110073 or by cash in the Accounts Branch.  
b) Fee shall be chargeable from the date of taking physical possession of the canteen.  
c) If Fee is not paid within the stipulated time, the late payment @ Rs. 100/- (Rupees One Hundred) per day shall be charged up to 30 days and thereafter contract shall be terminated without any further notice/correspondence. Principal (the licensor), shall have the right to recover such arrears of revenue under the Public Premises Act.
22. The Security Deposit shall be refunded one twenty days after the date of completion of the contract and only on production of no dues certificate from concerned authorities.
23. The contractor shall indemnify and hold harmless, DDO, Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi – 110073, its management & employees as well as Govt. of NCT of Delhi against any claim/action/cost/damages made against them or suffered by them which arises due to reasons mentioned here or otherwise.
24. The sale price of packaged/readymade food items, soft drinks etc. should not exceed MRP printed on the packaged items. They should be sold on or below MRP.
25. The price list per unit of all available cooked items should be displayed on the two separate boards conspicuously placed, first at the entrance of the canteen and second at the cash counter.
26. The rates of the items to be prepared & sold shall remain fixed in the first year and reviewed at the beginning of every year of contract with the mutual consent of Tender Open Committee and contractor, if required. The decision of Principal/HOD will be final.
27. The canteen will provide services during the working days of the college.
28. Principal shall constitute a Canteen Development Committee which shall periodically inspect the quality, quantity and price of food stuffs sold in the canteen. The Committee can recommend sending any sample of such food stuff to Prevention of food Adulteration Department for testing. This committee shall periodically inspect/monitor quality of food, hygienic condition & ambience of cooking and eating areas, medical status of workers in canteen and the licensee/contractor will have to maintain standard up to the satisfaction of committee & prescribed norms.

29. Contractor shall fix a Complaint-cum-Suggestion Box near the cash counter and shall be responsible for the safety of such box. The above referred committee shall be authorized for opening the Complaint-cum-Suggestion Box and taking cognizance of such complaints/ suggestions.
30. Only commercial L.P.G. based cooking will be allowed and L.P.G. cylinder will have to be arranged by the contractor at his own cost. Use of electricity for cooking purpose shall not be allowed.
31. All furniture items, utensils and canteen equipments shall be arranged by the contractor himself/ herself.
32. The tenderer should assess himself/ herself the volume of business. The College will not guarantee the minimum business and shall not be liable to reduce the License Fee in view of decline/ loss of business due to any reasons.
33. The contractor shall be responsible for any dues/ liability whether legal or financial, against any customer or party and the College authorities will not be responsible in any manner.
34. Only sale of cooked food/readymade food and soft drinks will be allowed. Sale and service of alcoholic drinks and tobacco products will be strictly prohibited.
35. There shall be room service only for staff members of the college.
36. The principal may call for the advice of the Medical Officers on matters of hygiene in the Canteen, if required.
37. Any damage to college property/fixtures will have to be rectified /replaced by the contractor.
38. The licensee/contractor will have to be present himself before the Principal as and when required in connection with any matter relating to running of the canteen.
39. The number of persons employed should be adequate to provide quick, clean and efficient service. The contractor shall be responsible for ill health and injury caused to the workers while working in the canteen. The contractor will also be liable for good behavior and conduct of the workers. He shall also ensure that no employee deputed in the canteen has any criminal record or lodged in any jail previously. All liabilities arising out of accidents or death while on duty shall be borne by the contractor.
40. All the workers/employees will have to be medically fit initially at the time of engagement in the canteen. Only medically fit personnel shall be allowed to work in the canteen. The contractor shall not employ any person below the age of 18 years.
41. It is agreed between both parties that no interest whatsoever in the licensed premises has been assigned by the institute to the contractor and the possession of the premises will always be that of the institute, even when the premises are in use or occupied by the contractor.
42. The premises of the canteen shall not be used for any other purpose except canteen services. The College shall not be responsible for providing residential accommodation to any personnel of the contractor.
43. The tenderer while submitting a tender would be presumed to have considered and accepted all the term & conditions. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender. The tender must be unconditional.
44. Any violation of the terms & conditions mentioned above, on the part of the contractor, shall make the contractor liable to a penalty of Rs. 5000/- (Rupees Five Thousand) for each default and termination of contract and forfeiture of EMD/Security Deposit, without any further notice/correspondence. Decision of the Principal shall be final in this regard.
45. The licensee shall abide by the rules/regulations and orders issued by the Principal.

46. The contractor shall provide all other implements/things like crockery, cutlery, table cloth, flower vases of good quality, etc., for running the canteen. The Contractor shall also install the machine & equipments like one (01) Microwave Oven, one (01) Fridges, and One (01)Grinder for South Indian Dishes, one (01) Mixi, one (01) Hot Case and one (01) Coffee Machine at his/her own cost.
47. The Licensee shall not bring or cook anything which may incite the religious sentiments of any community.
48. Addition/alteration and modification in the existing canteen premises is not permissible without prior approval of the Principal.
49. **Sub-contracting of any kind, in any form or subletting of any portion in any form is not permissible and if found so, action will be taken by forfeiting the Security Deposit and termination of the contract.**
50. The Canteen will remain operational throughout the year and during the vacation period of the college also.
51. At all the times during the term of the contract, the Contract shall act as an independent Contractor and no employer-employee relationship shall be deemed to exist either between The Contractor and Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi – 110073/ Govt. of NCT of Delhi or between the contractor's employees and Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi – 110073/ Govt. of NCT of Delhi by virtue of this contract.
52. The Principal/HOD, reserves all the rights to accept or reject any or all the tenders, without assigning any reason at any stage.
53. The Principal/HOD reserves the right to terminate the contract without assigning any reason thereof and by giving **one month's notice** to the contractor of his intention to do so and on expiry of the said period of notice, the contract shall come to an end without prejudice to any right or remedy that may occur to the other party by reason of any incident.
54. The Tenderer/contractor shall be responsible for producing or submitting false certificate or concealing facts. In case any discrepancy is found, the contractor himself will be responsible for submitting the false certificates/documents and such act shall attract termination of the contract, forfeiture of security deposit and black-listing of the firm.
55. In case of any dispute or difference, the award of the Arbitrator appointed by Principal/HOD Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi – 110073 / Govt. of NCT of Delhi will be final and binding on both the parties. The court at Delhi/New Delhi shall only have the jurisdiction over the same.
56. Disposal of waste material, cleanliness of the canteen, maintenance of the item issued to him will be done by the contractor himself.
57. **The contractor will have to install a Sub – Meter and pay the electricity bill/charges on actual consumption to the authorities towards electricity.**
58. **10% of License fee of the canteen (as per the H-1 Bidder) will be levied during the vacation period (Summer & Winter Break) of the students as per the GGSIPU Academic Calendar on proportionate basis.**
59. **Executive Thali of Rs. 90/- comprising (Tawa Butter Roti -04, Jeera Rice, Paneer Sabji, Dal, Boondi Raita & Sweet) be included in Menu/ items list provided in the canteen (Rate list as already fixed by the Canteen Development Committee).**
60. Weekly menu of items should be displayed on every Monday by the vendor.
61. If at any stage policy is introduced by Central Govt. of India / Govt. of NCT of Delhi to stop/ ban the sale of Junk food in the canteen, the vendor shall be bound to follow the same.
62. Vendor has to ensure segregation of Biodegradable / non- biodegradable waste by placing color coded dustbin (**Green & Blue**) to maintain the hygienic environment in the college canteen.
63. Vendor has to ensure, no use of plastic items in the college canteen, especially polythene.

**FORMAT OF UNDERTAKING FOR RUNNING OF CANTEEN  
(To be submitted in a stamp Paper of RS. 10/-)**

To

The Principal,  
Ch. Brahm Prakash Government Engineering College,  
Jaffarpur, New Delhi-110073.

I, the undersigned certify that I have gone through all the terms and conditions mentioned in the tender document and undertake to comply with them.

1. The License fee quoted by me is valid and binding upon me for the entire period of contract.
2. I, hereby bind myself to Principal, Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi-110073 during the period of contract.
3. The Security Money deposited by me shall remain in the custody of the DDO, Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi-110073 till the expiry of the contract.
4. The conditions, herein contained, shall form part of agreement and shall be taken as included in the agreement itself.
5. I will be wholly responsible for providing Canteen Services at Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi-110073 and will ensure deployment of adequate staff to provide, quick clean and efficient service and also responsible to pay all taxes as applicable to contractor.
6. I 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 canteen. Further, I shall not employ any person below the age of 18 years.
7. I shall be responsible for health and injury caused to the worker while working in the canteen and also for the behaviour and conduct of workers in the College.
8. Damage to College property if any, due to lapse on my part/my staff may be recovered from me.
9. Should any lapse occur on my part or on my staff while discharging the services the College authorities may cancel my contract and award the work to another agency and the costs difference may be recovered from me and can forfeit my security money.
10. The food/eatable items will be genuine, fresh, hygienic and good quality.
11. 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 security money deposited by me.
12. My/Our firm has not been blacklisted in the past by any Govt. institution and no Civil/Criminal/Income tax/ Services tax case is pending against my/our firm.
13. I shall abide by all the terms and conditions of the contract.
14. The decision of Principal, Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi -110073 will be binding upon me.

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Signature of the Tenderer with seal

**TENDER FORM FOR PROVIDING CANTEEN SERVICES**

1. Name, address of Firm/ Agency and telephone number

Affix recent passport size photograph duly self attested.

\_\_\_\_\_

\_\_\_\_\_

2. Registration number of the firm/agency, if any: \_\_\_\_\_

3. Name, designation, Address and telephone number of authorized person of firm/agency to deal with \_\_\_\_\_

\_\_\_\_\_

4. Please specify as to whether Tenderer is a sole Proprietor/Partnership firm (i.e. status of the firm/agency):- \_\_\_\_\_

5. Name, address and telephone number of other Directors/Partners, if any, please specify:-

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i)	iii)
ii)	iv)

6. Permanent Account Number(PAN) \_\_\_\_\_

7. Details of Earnest Money Deposit:-

(i) Amount:- \_\_\_\_\_ (In Words) \_\_\_\_\_

(ii) FDR No. (Valid for at least 180 days) \_\_\_\_\_

**(Duly pledged in favour of DDO, Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi -110073)**

**Date of Issue of FDR** \_\_\_\_\_

**IV. Name & Branch of issuing Bank** \_\_\_\_\_

8. Details of Experience with regard to work (with full details of agency that awarded such contract. Copies of the satisfactory performance reports should be attached. In case number of agencies is more, then a separate sheet may be used for indicating experience etc.)

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9. Any other information:-

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Declaration by the contractor:-

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

Signature of the tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Status in the firm: \_\_\_\_\_

Name of the firm: \_\_\_\_\_

Address of the firm: \_\_\_\_\_

Phone No/Mobile No.: \_\_\_\_\_

**Signature of Tenderer  
Stamp/Seal of the firm:**

**Check List For Preparation Of Technical Bids**

<b>S.NO</b>	<b>PARTICULARS</b>	<b>REMARKS</b>
<b>1.</b>	Copy of Bank Draft/Pay Order of EMD (Original to be deposited in Room No. 114, Store Branch of Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi -110073 before closing of tender)	<b>Yes/ No</b>
<b>2.</b>	Copy of at least Six months Experience & Satisfactory performance certificate from Govt. Organization/ Institution/ Department/ Govt. Undertaking/ reputed Private organization duly self attested	<b>Yes/ No</b>
<b>3.</b>	Copy of undertaking on Rs. 10/- Non- Judicial Stamp Paper (Annexure-I)	<b>Yes/ No</b>
<b>4.</b>	Copy of PAN Card duly self attested	<b>Yes/ No</b>
<b>5.</b>	Pass port size photograph pasted on Tender form duly self attested (Annexure-II)	<b>Yes/ No</b>
<b>6.</b>	Copy of residential proof of tenderer (with photo identity)	<b>Yes/ No</b>
<b>7.</b>	Copy of address proof of firm duly self attested	<b>Yes/ No</b>
<b>8</b>	Copy of canteen rate list of items duly signed and stamped by the contractor (Annexure-IV)	<b>Yes/ No</b>
<b>9.</b>	Copy of valid GST Registration Number of the Agency/ firm, duly self attested.	<b>Yes/ No.</b>
<b>10.</b>	FSSAI registration Number Agency/ firm, duly self attested.	<b>Yes/ No</b>

S.No.	Items	Rates (In Rs.)
1	a)Tea one Cup of 100 ml (disposable cup/crockery cup) b)Tea with Tea bags 100 ml (disposable cup/crockery cup)	Rs. 7.00 Rs. 9.00
2	Coffee one cup 100 ml (disposable cup/crockery cup)	Rs. 11.00
3	Tomato Soup/ Veg soup 100 ml (in disposable cup)	Rs.17.00
4	Samosa 100 gm with chutney/sauce	Rs. 8.00
5	Bread Pakoda 125 gm with chutney/sauce	Rs.11.00
6	Patties with Chutney/sauce	Rs. 13.00
7	Burger filled with (aloo tikki/cutlet or vegetable tikki) standard size	Rs. 17.00
8	Veg. Chowmein 200 gm	Rs. 28.00
9	Veg. Fried Rice 200 gm	Rs. 22.00
10	Bread Roll 100 gm with chutney/sauce	Rs. 11.00
11	Chole/ subzi&Puri (6 Puri)	Rs. 22.00
12	Veg. Sandwich	Rs. 17.00
13	SambherVada (2pcs 50 gm. Each)	Rs. 22.00
14	Veg. Pkoda (100 gm)	Rs. 13.00
15	Masala Dosa (200 gm) with sambher and chutney	Rs. 28.00
16	Two Bhature (80 gm each) with chole& pickles	Rs. 22.00
17	Thali: One dal + One Subji + Pickle + Salad + 4 Roti (extra roti Rs.4/- per piece) or One dal + One Subji + Pickle + salad + 2roti + 125 gm cooked Rice or One dal + One Subji + Pickle + 275 gm cooked Rice + Salad	Rs. 44.00
18	Raita 150 ml (good quality)	Rs. 11.00
19	Cold Drinks, Water bottle & Packed Snacks Items like Cold Drinks, Frooti, Aloo chips, biscuits, Ice Cream (standard brand) etc.	On or below MRP
20	Sweet dish (Rasgulla or GulabJamun per piece)	Rs. 11.00
21	KadhiChawal/ Rajma Chawal/ CholaeChawal per plate	Rs. 28.00
22	Pastry per piece	Rs. 22.00
23	Aloo parantha with curd & Pickle (per piece)	Rs. 17.00
24	Paneer parantha with curd & Pickle(per piece)	Rs. 22.00
25	Only Dal/ Subji per plate (70gm)	Rs. 17.00
26.	Milk Shake, Sweet Lassi , Cold Coffee (200 ml)	Rs. 22/-
27.	Chilli Potato	Rs. 28/-
28.	Executive Thali ( Tawa Butter Roti -04, Jeera Rice, Paneer Sabji, Dal, Boondi Raita & sweet)	Rs. 90/-



<b>PERMISSIBLE BRANDS OF CONSUMABLES ITEM</b>	<b>BRAND</b>
Salt	Iodised salt such as Tata, Annapurna, Nature Fresh
Spices	MDH,MTR or equivalent quality brands
Ketchup	Magi,kissan, Heinz
Oil	Refined oil such as sun drop, Nature fresh, godrej
Pickle	Mother's or priyaor tops
Atta	Ashirvad, pillbury, nature fresh
Butter	Amul, britania make
Bread	Harvest/britania make
Jam	Kissan, nafed
Milk	Toned milk of mother dairy, Delhi milk scheme
Paneer	Amul/mother dairy
Tea	Brook bond, lipton, tata
Coffee	Nescafe, rich bru
Biscuits	Britania, parle, good day
Ice cream, lassi, curd	Mother dairy, amul, cream bell- all varieties
Mixtures/chips	Haldiram/Bikaner
Mineral water	ISI marked kinley/bisleri/ganga
Besan,dal	Rajdhani
Rice	Basmati
Juices	Real, coke etc.
Lemon water	Hello
Sweet	Bikaner, haldiram

1. Dairy products, bread, Ice cream, cold Drinks and mineral water should be available in original packing stored at proper temperature and rates should not be more than MRP.
2. Expired items must not be sold in the canteen.
3. Items prepared in the canteen shall only be served.
4. All packed and eatable items should be FPO/Agmark certified.
5. The tenders must use Dhara/Fortunes/Gemini/nature fresh refined oil for cooking.

Signature of the contractor: \_\_\_\_\_

Name & Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**PRICE BID FORM**

**Tender For Providing Canteen Services At**

**CH. Brahm Prakash Govt. Engineering College, Jaffarpur, New delhi-73**

To,

The Principal  
Ch. Brahm Prakash Govt. Engineering College,  
Jaffarpur, New Delhi-73.

Sir,

I, the undersigned have carefully gone through the terms and conditions of Canteen services in your college and thereby submits the rates as under:-

Bid amount \_\_\_\_\_per annum (in figures)

Rupees \_\_\_\_\_ per annum (in words).

(Signature of Tenderer)

Name & Designation

Address with Phone no.

Note:-

1. To facilitate the bidders above-mentioned price bid format has been given to easily estimate the cost and understand the bidding format.

Certificate No.....

Dated:.....

**AGREEMENT**

This agreement is made on the..... (Day)..... (Month)..... (Year).....  
Between President of India through Principal, Chaudhary Brahm Prakash Govt. Engineering College, Jaffarpur, New Delhi-110073. (hereinafter called "The Department" which expression shall, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns) of the one part.

AND

-----, authorized representative (Hereinafter called "The Contractor" which expression shall, unless excluded by or repugnant to the context be deemed to include his successors heirs, executors, administrators, representative and assigns) of the other part for providing Services of canteen to the Ch. Brahm Prakash Govt. Engineering College, Jaffarpur, New Delhi-110073.

**Now, this agreement witnessed as follows: -**

1. In this Agreement, works and expression shall have the same meanings as are respectively assigned to them in the Contract Terms & Conditions and service level of contract hereinafter referred to as bid documents.
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 & Conditions
  - c. Notice Inviting Limited Tender
  - d. Financial Bid
  - e. Scope of work
  - f. All Annexure
  - g. Any other documents for being part of the contract
3. This Agreement is for a normal contract period 02 years unless terminated earlier as per the contract conditions.
4. The Contractor agrees that in course of providing the requisite services, it will deploy adequate number of personnel required for providing Canteen services of desired standards and they will be employees of the Contractor for the purpose of this Agreement and not of the department.
5. In consideration of the payments (Canteen License Fee) to be made by the contractor to the Department as hereinafter mentioned, the contractor hereby covenants with the Departments to execute the canteen services w.e.f. -----as per the provisions of this agreement and the tender documents.

- 6. The contractor hereby covenants to pay the Department in consideration of the execution and completion of the canteen services as per this agreement and tender document, the contract price of Rs. -----.
  
- 7. The contractor will also agree all the Terms & Conditions as mentioned in the tender documents.

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 the President of India**

**Signature of the authorized capital**

**Signature of the authorized officer**

**Name of the Official: -**

**Name of the Officer**

**Stamp/Seal of the contractor**

**Stamp/Seal of the Employer**

**By the Said**

**By the Said**

.....Name on behalf of  
**Contractor in the Presence of**

.....Name on behalf of  
**Employer in the Presence of**

**Witness**

**Witness**

**Name.....**

**Name.....**

**Address.....**

**Address.....**

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