



SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi – 110007

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October 18, 2016

REQUEST FOR PROPOSAL (RfP) FOR OPERATING SRCC CANTEEN

Shri Ram College of Commerce (SRCC) is a premier institute of the country for education in Commerce and Economics at undergraduate and postgraduate levels. The college also imparts Postgraduate Diploma in Global Business Operations, a specialized and much in demand course in international business. At present, approximately 2800 students are studying and about 200 teaching and non-teaching staff are working in the college.

SRCC hereby invites proposal from reputed and experienced contractors/ companies for operating its canteen initially for a period of one year w.e.f. January 1, 2017 which may be extended further on satisfactory performance of services.

Eligibility criteria for submission of bid/ proposal

A reputed contractor/ company having experience of atleast 5 years of running and operating Canteen in government departments/ PSUs/ academic institutions/ private organizations of repute and who can cater to the needs of students, faculty, staff and visitors is eligible to submit bid in response to this notice.

Facilities to be provided by SRCC

The canteen premises comprise of a fully furnished and air-conditioned dining hall with the facility of washrooms, purified and cold drinking water, satellite television, sales counter, big kitchen with store room and separate washing area. Specifications of the canteen premises are given below:

S. No.	Utility	Area (in sq. ft. approx.)
1	Air-conditioned and fully furnished dining hall including washrooms and drinking water facility	2000
2	Kitchen including storage and washing facility	500

Requirements from the contractor

1. The contractor shall procure all food articles, vegetable oil, ingredients, spices etc. of the best quality/ brand/ make to the satisfaction of the Canteen Committee of the college. The Canteen Committee will have the right to ask the contractor to change any brand of material used for cooking if the same is not found satisfactory.
2. The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only fresh cooked food is served and stale food is not recycled. Stale and/ or rest over food or food materials shall be removed from the Canteen premises in an eco-



- friendly manner as soon as possible.
3. The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of students and staff members.
 4. The oil which remains from deep frying at the end of the day shall have to be destroyed and shall not be allowed to be recycled for the purpose of cooking next day.
 5. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils will be required to be maintained sparkling clean at all times. Separate set of utensils will be used for cooking and serving of items including eggs.
 6. The contractor shall pay special attention to maintain the canteen premises in a neat, tidy and hygienic condition at all times.
 7. The contractor and its staff shall ensure that only hot food is served to students and employees. Complaints, if any, in this regard shall be dealt with severely.
 8. The contractor shall ensure that sufficient manpower is deployed for preparation and service of food and cleaning, washing and overall upkeep of the canteen premises including all fixture and furniture.
 9. The contractor shall ensure prompt and efficient room service for employees of the college.
 10. The contractor will be required to sale only approved food items at the rates mentioned in the rate list as per *Annexure-A*. The same list of items (Menu) along with the price will be required to be displayed prominently in the canteen dining hall.
 11. The contractor may be required to make catering arrangements for meetings, seminars, conferences, programmes and events etc. in the college which may include High Tea, Buffet lunch/ dinner etc. as per requirement.

How to apply

Sealed tenders along with the following required documents in two bid system i.e. Technical & Financial Bids, as per *Annexures- B & C*, respectively, in separate sealed covers superscribed with 'Request for Proposals (RfP) for Operating SRCC Canteen' on top of the covering envelope are to be submitted to the Principal, Shri Ram College of Commerce, University of Delhi, Maurice Nagar, Delhi - 110 007 **latest by 1600 hrs on November 9, 2016.**

1. Certificate with respect to registration of the firm/ organization under the relevant law.
2. Valid Sales Tax/ VAT Registration certificate.
3. Documents in support of running and operating canteen in Govt. Departments/ Ministries, PSUs/academic institutions/ private institutions of repute during the last 5 years.
4. Certificates from the organizations where canteen operations have been handled during the last 5 years duly signed by a responsible and authorized officer.
5. Earnest Money Deposit (EMD) as detailed in terms and conditions of the tender notice.
6. Details with respect to PAN/ TIN of the bidder.
7. Statutory Licenses obtained (if any).
8. Undertaking (as per prescribed proforma in *Annexure-D*)


PRINCIPAL



Terms and Conditions governing the contract for running and operating Canteen

1. The contract will be awarded on the following basis:
 - (a) highest maintenance charges (including Licence Fee, electricity and water charges) offered by the bidder for operating and running the SRCC canteen; and
 - (b) agreement with the rates stated and approved by SRCC through the tender document, as detailed in *Annexure - A*.
2. Bids can only be submitted in the prescribed formats for Technical and Financial Bids.
3. Bids not accompanied with the Earnest Money Deposit (EMD) and/ or required documents will be summarily rejected.
4. The items and rate list must not be altered by the bidder. Any modifications/ alterations of items and/ or rates should be specifically stated in a covering letter.
5. Introduction of new items in the Menu can only be done with prior approval of the Canteen Committee at the rates approved by it.
6. Technical and Financial bids should be properly signed by the Proprietor/ Partner or any authorized official/ representative of the bidder firm and his/ her capacity as the signatory should be specifically stated. Bids should also bear stamp of the bidding organization/ firm.
7. Bids can only be submitted as per the schedule announced. Bids received after the last date of submission will be summarily rejected.
8. An Earnest Money Deposit (EMD) of Rs. 10,000/- is required to be deposited vide Demand Draft/ Pay Order drawn in favour of the Principal, Shri Ram College of Commerce payable at Delhi.
9. Bids will remain valid for a period of 3 months from the last date of submission. Rates stated and approved by the college will remain valid for the entire period of contract.
10. The college reserves the right to accept or reject any or all of the bids either fully or partially without assigning any reasons thereof.
11. The college will not be bound to accept the highest maintenance charges offered since due weightage has to be given to several factors besides the financial bid.
12. The successful bidder will be required to deposit a sum of Rs. 1,50,000/- (Rupees one lakh fifty thousand only) towards refundable Performance Security deposit in the form of Demand Draft/ Pay Order drawn in favour of the Principal, Shri Ram College of Commerce payable at Delhi. No interest shall accrue on the refundable performance security deposit and the same will be refunded on successful completion of the contract after adjustments of dues, if any.
13. The successful bidder will be required to execute an agreement on a non-judicial stamp paper of prescribed value on award of the contract.
14. The contract will be operative initially for a period of one year which may be extended further on satisfactory performance of services on the same terms and conditions.
15. The contract once awarded can be terminated by either party after giving one months' notice to the other party. However, SRCC reserves the right of termination of contract without any notice in case the contractor commits a breach of any of the terms and conditions of the contract. SRCC's decision that a breach has been committed will be final and has to be accepted by the contractor without demur.
16. The contractor will have to provide a list of its workers and employees who will be working in the canteen premises along with their identification proof. The contractor will also provide their police verification and medical fitness certificates of their not having any contagious disease whatsoever. Any change of employee will have to be properly intimated along with necessary documentation in the same manner.
17. The contractor will be required to ensure that all its employees/ workers are paid wages as per the Minimum Wages rates notified by the Government of Delhi.
18. The contractor will be solely and exclusively responsible to adhere to meet all statutory obligations and compliances under the relevant rules and regulations of the government



- viz. labour laws, PF and ESI benefits, required licences under the FSSAI norms etc.
19. The contractor will not deploy any minor to work in the canteen.
 20. The contractor will ensure to arrange neat and clean uniform for all its staff, head covers/ caps and aprons etc. for the cooking staff on its own expenses. The canteen staff will be required to wear the uniform at all times.
 21. The canteen shall remain open from 8:00 AM to 5:00 PM on all working days (Monday to Saturday). As per requirement, the working hours and/ or days may be changed at the discretion of SRCC.
 22. The contractor will occupy the earmarked canteen premises only and not anywhere in the campus.
 23. The contractor will ensure that its employees do not loiter around in the campus. In case of any loss/ damage to the college's property is caused by any of the canteen workers, the contractor will be held responsible.
 24. SRCC reserves the right to ask the contractor to remove any of its workers/ employees without assigning any reasons thereof.
 25. The contractor will ensure highest standards of cleanliness, hygiene and safety in the kitchen and canteen. The contractors will ensure that all eatables are kept in safe and clean enclosures free from flies and insects. Adequate number of dustbins will be placed by the contractor in the kitchen and dining hall for proper disposal of garbage and food waste in an eco-friendly manner. There should not be any littering of unused food or vegetables within the canteen. The contractor and its staff will ensure that no used utensils viz. cups, trays, thalies etc. are lying in the campus and the same should be removed immediately.
 26. The contractor will have to arrange for crockery, utensils, refrigerator or any other equipment on its own expense.
 27. The canteen and kitchen can be inspected by the Canteen Committee or any officer authorized by the Principal at any time and if any substandard materials or food are found, the contractor will be penalized at the discretion of SRCC.
 28. The contractor will be required to arrange sufficient equipment and crockery in order to ensure prompt and efficient services.
 29. The contractor should ensure all safety measures while running and operating the SRCC canteen. This includes necessary precautions against fire hazards.
 30. SRCC will not undertake any responsibility for credit sales to students, visitors or any of its staff members or any losses caused to the contractor due to pilferage or whatsoever.
 31. No legal right shall vest in the contractor's workers to claim employment or otherwise absorption in SRCC or claim any benefit admissible to permanent employees of SRCC.
 32. The contractor shall not engage the services of any sub-contractor or transfer the contract to any other person. In case of breach of this condition, SRCC reserves the right to terminate the contract and to forfeit all security deposits without any prior notice.
 33. The bidder will be deemed to have read and accepted all terms and conditions for award of the contract in entirety.
 34. SRCC reserves the right to change any terms and conditions governing the operation of canteen as and when circumstances so warrant.
 35. All necessary documentation and certificates of experience etc. will have to be annexed to the bid.
 36. All disputes shall be subject to Delhi jurisdiction only.



REQUEST FOR PROPOSAL (RfP) FOR OPERATING SRCC CANTEEN

ITEMS AND PRICE LIST

S. No.	Item	Proposed Rate (in Rs.)	Accepted (say YES)	If not accepted, quote your rate
	Tea & Beverages			
1	Tea	5		
2	Special Tea	8		
3	Coffee	10		
4	Lassi (Sweet) [Mother Dairy/ Amul]	As per MRP		
5	Lassi (Salted) [Mother Dairy/ Amul]	As per MRP		
6	Milk Shake	25		
7	Flavoured Milk [Mother Dairy/ Amul]	As per MRP		
8	Soft drinks (cold) [300/ 600 ml]	As per MRP		
9	Fresh Fruit Juice	25		
10	Tetra pack/ Pet bottled Juice	As per MRP		
11	Mineral Water	As per MRP		
	Snacks			
1	Veg. Grilled Sandwich	20		
2	Cheese Sandwich	25		
3	Butter Toast (4 slices)	15		
4	Veg. Cutlet	10		
5	Bread Pakora (Aloo filled)	10		
6	Samosa	7		
7	Bread Roll/ Aloo Bonda	7		
8	Aloo Patty	10		
9	Paneer Patty	20		
10	Veg. Burger	20		
11	Spring Roll	20		
12	Veg. Chowmein	30		
13	Veg. Momos	20		
14	Veg. Kathi Roll	20		
15	Paneer Kathi Roll	30		
	South Indian Meals			
1	Idli Sambhar (2 pcs.)	30		
2	Sambhar Vada (2 pcs.)	30		
3	Masala Dosa	30		



4	Paneer Dosa	40		
5	Upma	30		
	Breakfast Special Menu			
1	Stuffed Parantha (Potato) with curd	25		
2	Stuffed Parantha (Paneer) with curd	30		
3	Poha	30		
4	Puri Subzi (4 pcs.)	30		
5	Chhole Bhature	30		
6	Chana Kulcha	20		
7	Paneer Kulcha	25		
8	Instant Noodles (Maggi)	25		
	Lunch			
1	Rajma Rice	25		
2	Dal Rice	25		
3	Karhi Pakora with Rice	25		
4	Fried Rice	25		
5	Dal (1 plate)	15		
6	Paneer vegetable (1 plate)	25		
7	Seasonal vegetable (1 plate)	15		
8	Roti/ Chapati	4		
9	Veg. Thali (Dal, Rice, Subzi, 4 Chapati, Salad, pickle)	40		
10	Curd/ Raita	15		
	Egg Preparations			
1	Boiled Eggs (2 eggs)	15		
2	Bread Omlette	25		
3	Egg Curry with Rice	40		
4	Egg Bhurji	20		
	Desserts			
1	Ice Cream	As per MRP		
2	Gulab Jamun (per pc.)	12		
3	Fruit Custard	25		
4	Pastry (per pc.)	20		
	Packaged Foods			
1	Chips	As per MRP		
2	Biscuits/ Cookies	As per MRP		



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TECHNICAL BID

(To be kept in separate sealed cover superscribing 'Technical Bid' on the top)

S. No.	Description	Particulars													
1	Name of the bidder firm/ company														
2	Address														
3	Name of the authorized representative														
4	Designation/ capacity (Proprietor/ Director/ Official)														
5	Contact Number														
6	Email														
7	Details of EMD paid (DD No./ Date/ Drawee Bank)														
8	Details of statutory licences obtained (if any)														
9	Details of PAN/ TIN/ VAT Regn.														
10	Numbers of employees currently on rolls of the bidder (Chefs/ Cook; Service staff etc. to be detailed separately)														
11	Details of organizations served/ presently being served (<i>certificates to be attached</i>)														
	<table border="1"> <thead> <tr> <th colspan="2">Period</th> <th rowspan="2">Details of the organization served</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>(a)</td> <td></td> <td></td> </tr> <tr> <td>(b)</td> <td></td> <td></td> </tr> <tr> <td>(c)</td> <td></td> <td></td> </tr> </tbody> </table>	Period		Details of the organization served	From	To	(a)			(b)			(c)		
Period		Details of the organization served													
From	To														
(a)															
(b)															
(c)															

Date: _____

Place: _____

Seal

Signature of the Bidder _____

Name _____

Designation _____

Address _____



REQUEST FOR PROPOSAL (RfP) FOR OPERATING SRCC CANTEEN

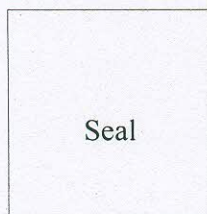
FINANCIAL BID

(To be kept in separate sealed cover superscribing 'Financial Bid' on the top)

S. No.	Description	Particulars
1	Name of the bidder firm/ company	
2	Address	
3	Name of the authorized representative	
4	Designation/ capacity (Proprietor/ Director/ Official)	
5	Contact Number	
6	Email	
7	Quote the monthly maintenance charges keeping in view of infrastructure and facilities provided by SRCC	

Date: _____

Place: _____



Signature of the Bidder _____

Name _____

Designation _____

Address _____



UNDERTAKING

The Principal
Shri Ram College of Commerce,
Maurice Nagar,
Delhi-110 007

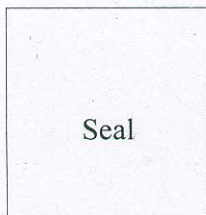
Sir,

I/We, the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender document and hereby undertake to agree and comply with them in entirety.

I/ We understand that in case of breach of any of the terms and conditions committed on our part, the contract for operating and running of SRCC canteen will be liable to be terminated.

Date: _____

Place: _____



Signature of the Bidder _____

Name _____

Designation _____

Address _____

