



SHRI RAM COLLEGE OF COMMERCE

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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
