



SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi – 110 007
Website: www.srcc.edu Phone: 27667905, 27666519

SRCC/AD-129/2022/

July 4, 2022

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 3000 students are studying and about 250 teaching and non-teaching staff are working in the college.

SRCC hereby invites proposal from Delhi and NCR region based reputed and experienced Contractors/ companies for operating its canteen **initially for a period of one year w.e.f. August 10, 2022** which may be extended further on satisfactory performance of services.

Eligibility criteria for submission of bid/ proposal

A reputed Contractor/ company having **experience of at least 3 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. Before quoting the rates, the interested Contractors/vendors may visit College Canteen at any working day between 10 a.m. to 4 p.m. to inspect the site of the College Canteen.

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 served. 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.

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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 disposed and shall not be allowed to be reused 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/fresh 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 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.
12. Before opening the bids, the Canteen Committee will visit the running site of the bidders for physical inspection to access the food quality supplied by the bidder. In case, where any negative report noted by the Committee, the quotation of the said bidder(s) will not be opened. **The decision of the Committee shall be final and binding to all.**

How to apply

Sealed tenders along with the following required documents in two bid system i.e. Technical & Financial Bids, as per *Annexures- A & B*, 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 July 22,2022.**

1. Certificate with respect to registration of the firm/ organization under the relevant law.
2. Valid GST 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 3 years.
4. Satisfactory Certificates from the organizations where canteen operations have been handled during the last 3 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-C*)

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 PRINCIPAL


Terms and Conditions governing the contract for running and operating Canteen

1. The contract will be awarded on the following basis:
highest maintenance charges (including Licence Fee and water charges) offered by the bidder for operating and running the SRCC Canteen; Electricity Bill will be paid by the Contractor as raised by TPDDL on the basis of actual consumption.
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 rates and items to be sold in the College Canteen will be decided by mutual consent of the Canteen Committee and the vendor.
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. 20,000/-** 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. 1,00,000/- (Rupees one lakh 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 Rs. 100/- on award of the contract.
14. The contract will be operative initially for a period of one year which includes probationary period of three months. In case, the performance and services of the Contractor is not found satisfactory during the probationary period, the College has reserved the right to cancel the contract and award the work to the L-2 bidder.
15. The period of the contract may be extended on yearly basis up to a maximum of three years on request of the Contractor at sole discretionary of the College on the performance of the Contractor. However, before awarding the contract to L-1 bidder, the Canteen Committee of the College will interact with the Contractor.
16. 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.
17. 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.

18. Proper uniform and identity cards shall be provided to all the canteen staff deployed by the Contractor at its own cost and it should be ensured that all the staff wear proper neat and clean uniform and are in possession of identity cards while on duty.
19. No payment shall be made in advance to the Contractor.
20. **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, required licences under the FSSAI norms etc.**
21. The Contractor will not deploy any minor to work in the canteen.
22. 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.
23. The canteen shall remain open from 8:00 AM to 6:00 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.
24. The Contractor will occupy the earmarked canteen premises only and not anywhere in the campus.
25. 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.
26. SRCC reserves the right to ask the Contractor to remove any of its workers/ employees without assigning any reasons thereof.
27. 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 wet waste and dry waste separately 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.
28. The Contractor will have to arrange for eco friendly crockery, utensils, refrigerator or any other equipment on its own expense.
29. 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.
30. The Contractor will be required to arrange sufficient equipment and crockery in order to ensure prompt and efficient services.
31. The Contractor should ensure all safety measures while running and operating the SRCC canteen. This includes necessary precautions against fire hazards.
32. 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.
33. 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.
34. 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.
35. The bidder will be deemed to have read and accepted all terms and conditions for award of the contract in entirety.
36. SRCC reserves the right to change any terms and conditions governing the operation of canteen as and when circumstances so warrant.
37. All necessary documentation and certificates of experience etc. will have to be annexed to the bid.
38. All disputes shall be subject to Delhi jurisdiction only.

REQUEST FOR PROPOSAL (RFP) FOR OPERATING SRCC CANTEEN

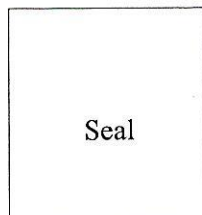
TECHNICAL BID

(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/ GST 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>)	
	Period	
	From	To
	Details of the organization served	
(a)		
(b)		
(c)		

Date: _____

Place: _____



Signature of the Bidder _____

Name _____

Designation _____

Address _____

REQUEST FOR PROPOSAL (RfP) FOR OPERATING SRCC CANTEEN

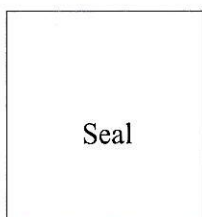
FINANCIAL BID

(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 License Fee & Water 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

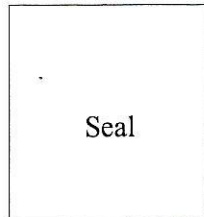
Sir,

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 _____
