



## **E-TENDER DOCUMENT**

**For Operating**

**LBC Smart Canteen**

**at**

**LAKSHMIBAI COLLEGE  
UNIVERSITY OF DELHI  
DELHI-110052**

LAKSHMIBAI COLLEGE

(UNIVERSITY OF DELHI)

ASHOK VIHAR – III

DELHI – 110052

E - PROCUREMENT TENDER NOTICE

LBC/Canteen/2022/02

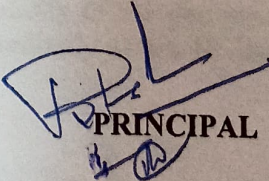
Date: 06/10/2022

E-Tenders are invited online by the Lakshmbai College in two bid system i.e. Technical bid and Financial bid from the eligible registered canteen contractors to run the Smart Canteen for the students, staff and visitors.

Item	Details/Date
EMD	Rs.30,000/-FDR/BG valid for a period of 08 months
Bid Document Download Starts Date	06/10/2022
Bid Submission Start Date	06/10/2022
Bid Submission End Date	20/10/2022
Bid Opening Date	21/10/2022

Notes:

- (i) All details regarding the subject tender are available on our website lakshmbaicollege.in Bidders are therefore, requested to visit our websites regularly to keep themselves updated.
- (ii) Manual bids shall not be accepted.**
- (iii) For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.
- (iv) EMD should reach the Principal, **Lakshmbai College, Ashok Vihar – III Delhi - 110052** before the end date and time of bid submission failing which the offer will be liable for rejection. Bidder, however have to attach scanned copies of EMD documents along with their e-tender.

  
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## **1. INTRODUCTION**

Lakshmibai College is a constituent college of the University of Delhi. It was established in 1965 and named in the honor of Rani Lakshmibai of Jhansi, the fearless warrior and patriot. It offers courses in the Humanities and Commerce at both the undergraduate and postgraduate levels. In addition to these regular courses, the College provides skill-based training to students through various add-on Certificate courses.

## **2. PERIOD OF CONTRACT**

The contract will be awarded initially for a period of one year which can be further extended for another period of two years, one year at a time subject to satisfactory service of the agency.

## **3. BID SECURITY/EARNESTMONEYDEPOSIT (EMD):**

- a) Earnest Money Deposit is not required to be submitted by those bidders who are registered with Central Purchase Organization e.g. DGS&D or National Small Industries Corporation (NSIC)/Micro Small Medium Enterprises (MSME). Relevant document would be required to be furnished along with the Technical Bid.
- b) The Earnest Money (EMD) of Rs. 30,000/- in the form of FDR/BG issued by a Nationalized/Commercial Bank in favor of "Principal, Lakshmibai College" must reach the Lakshmibai College, Ashok Vihar – III Delhi – 110052, on or before the closing date & time of bid submission. Bidders, however have to attach scanned copies of EMD documents along with the e-tender.
- c) Bids without Earnest Money Deposit (EMD) shall summarily rejected. In case of successful bidder, the earnest money deposit will be returned on submission of Performance Bank Guarantee.
- d) In the case of unsuccessful bidders, the Earnest Money Deposited will be refunded without any interest.

## **4. PERFORMANCE GUARANTEE:**

- a) The Performance Guarantee of Rs. 1,00,000/- (Rupees One lac only) shall be deposited by the successful bidder within 10 days after issuance of the Work Award letter. The Performance Guarantee shall be accepted in the following form and shall be in favor of "The Principal, Lakshmibai College", payable at Delhi with a validity of months as under:-
- b) Fixed Deposit Receipt (FDR)/BG of a nationalized bank (14 months validity)
- c) The Performance Guarantee will be returned without any interest after the completion of all formalities under the contract.
- d) In case of non-submission of Performance Guarantee within specified time, the earnest money will be forfeited and the College debarred him from doing business with College.
- e) In case the contract period is extended further, the validity of the performance security/guarantee shall be extended by the agency accordingly within 10 days of award of renewal contract.

## Technical Eligibility

The vendors are requested to enclose the following documents along with the tender documents:

1. Copy of PAN.
2. GST Registration
3. A working Caterer or companies providing Catering services having experience of at least 2 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, staff and visitors are eligible to submit bid in response to this notice. The tenderer shall provide complete address of the Canteen/ Mess/ Restaurants where they are providing catering services, so that the College committee can inspect/visit and assess the quality of foods being served along with cleanliness and maintenance of hygiene etc.
4. The vendor should have certificate/license from the MCD/Delhi Govt./Delhi Police for running the canteen.
5. The vendor should have the requisite license / registration no. of FSSAI.
6. The bidder must have declared that the firm/company/proprietorship is not blacklisted by any Govt. institutions, CPSUs and PSUs. The undertaking must also include their firm/agency has no criminal case pending under the court of law.
7. Bidder should have registered office in Delhi/NCR.

  
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## **5. INSTRUCTIONS TO BIDDERS FOR ONLINE BID SUBMISSION**

- a) The tender shall be submitted online in two parts viz., “Technical Bid” and “Financial Bid”. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.
- b) “Technical Bid” shall comprise of all documents as per **Annexure-I**. Cover -1 along with scanned copy of EMD & Tender document
- c) “Financial Bid” Cover-2 shall comprise of the price bids as mentioned in **Annexure - II**.
- d) Tender acceptance letter must be signed by the authorized signatory of the bidder with seal. (**Annexure-III**)
- e) Conditional bids will not be accepted.
- f) Bids shall be submitted online only at CPP portal :<https://eprocure.gov.in/eprocure/app>.
- g) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- h) Bidder who has downloaded the tender from the Lakshmibai College website [lakshmibaicollege.in](http://lakshmibaicollege.in) and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case the same is found to be tempered/modified in any manner, the bid shall summarily rejected without prejudice to any further consequential action by the College and EMD would be forfeited and bidder is liable to be debarred from doing business with College.

## **6. OPENING OF FINANCIAL BID AND EVALUATION**

After, the Technical Evaluation of the bids, the college will open the “Financial Bids” of all the technically qualified bidders at notified date and time. The highest bidder (H-1) shall be considered.

## **7. AMENDMENT OF TENDER DOCUMENT:**

- a) Before the closing date & time for submission of bid, the College may modify the tender document by issuing addendum/corrigendum.
- b) Any addendum/corrigendum thus issued shall be a part of the tender document and shall be uploaded on the College website ([lakshmibaicollege.in](http://lakshmibaicollege.in)) and CPPP <https://eprocure.gov.in/eprocure/app>. Prospective bidders must visit the website before filling and submission of Tender Document for such information.

## **8. TERMS OF PAYMENT:**

- a) Payment will be released through e-payment/online mode, subject to deduction of applicable taxes.

LAKSHMIBAI COLLEGE  
(UNIVERSITY OF DELHI)  
ASHOK VIHAR- III  
DELHI

(Technical Bid)  
Check List

Sr. No	Particulars	Details
1	Name of the Party	
2	Address: (With telephone no. and fax no.)	
3	Name & Address of the: proprietor/Partners/Directors (with mobile numbers)	
4	Contact person(s) (with mobile numbers)	
5	PAN No.	
6	GST	
7	Experience certificate	
8	Certificate/License from the MCD/Delhi Govt./Delhi Police	
9	License / registration no. of FSSAI	
10	Blacklisting certificate	
11	Registered office in Delhi/NCR	
12	EMD/ Security Money	

**Declaration**

I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case of any deviation is found in the above statement at any stage, the company will be black-listed.

The tenderer or representative are requested to be present at the time of opening the tender and make a PPT Presentation regarding the SMART Canteen Ecosystem.

**Authorized Signature with Seal of Company**

## **Requirement from the Contractor:**

### **1. CLEANLINESS AND HYGIENE:**

- a. The contractor shall maintain highest standards of cleanliness and hygiene in the canteen which can be checked by the college authorities without any prior notice.
- b. All the engaged employees of vendor will wear proper clean uniform whether they work in kitchen or provide room service.
- c. Any employee of the contractor will not be allowed to consume or sell cigarettes, gutka, drugs, tobacco, liquor and other related items in or outside the canteen.
- d. Vendor will be responsible for maintenance of hygiene and cleanliness inside and in the surrounding area outside canteen.
- e. At least 4 employees will be exclusively deputed for maintaining hygiene and cleanliness in the said area.
- f. The college office or canteen committee may inspect the canteen at any time so as to verify the hygienic conditions being observed by the vendor.

**Failure on the part of the contractor to ensure cleanliness and hygiene, will be treated as breach of the contract and can lead to immediate cancellation of the contract.**

### **2. QUALITY:**

- a. The contractor shall maintain the quality of all the eatable items, which can be checked by the college authorities without any prior notice.
- b. The quality of raw material to be used by the contractor should be good/branded/AGMARK approved.
- c. The crockery and the cooking utensils etc. shall always be maintained in good condition and should also be of good quality.

### **3. SERVICE:**

- a. Total strength of staff and students (including IGNOU/NCWEB on Sundays only)- 4500 approximately.
- b. 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 and when required.
- c. At least 2 employees should be assigned to provide service to the Guests/Meetings in the Principal Office or at designated places.

#### 4. RATES :

- a. The college has fixed the rates of eatables as per list attached. The vendors are required to quote the same rates accordingly with acceptance.
- b. The college reserves the right to change the eatable items and fix its price accordingly at any stage during the contract.
- c. Price list of items should be displayed in college canteen at prominent place at the cost of canteen contractor.

#### GENERAL TERMS AND CONDITIONS

1. The canteen contractor shall arrange the following at his own.
  - a. Furniture, Utensils, Gas pipelines if required
  - b. One Water Cooler, R.O. System, Water Dispensers, Dustbins, etc.
2. The tenderers are advised to visit the canteen area before participating. The tenderer should assess the volume of business themselves. Lakshmibai College will not guarantee any minimum/ maximum business.
3. The successful vendor will be responsible for the maintenance of canteen and its infrastructure at his own expenditure. He will also bear the charges of all other repairs relating to equipment's, electrical, plumbing, fixtures etc., if required.
4. The contractor shall execute an agreement with the College authorities comprising detailed terms and conditions.
5. The contractor shall be subject to the regulation of Labour Law & shall furnish the following documents in respect of the individuals who will be deployed by the contractor before the commencement of work.
  - (a) List of manpower to be deployed by the contractor containing full details i.e. date of birth marital status, address etc. (b) Bio -data of manpower (c) Police Verification of manpower by local police authority.
6. The contractor will be required to ensure that all its employees/workers are paid wages as per the minimum Wages rates notification by the Government of Delhi. Any complaint will be treated as breach of contract.
7. The college canteen premises shall not be used for any other commercial activity by the contractor.
8. The contractor shall not subcontract the running of canteen to any third party.
9. The contractor shall be responsible for the good conduct and behavior of the persons employed by him during the course of his business.
10. The contractor shall not cater the need of the outsiders other than the visitors of the college.
11. The college will have the right to recover any sum or to forfeit the performance security in case of any loss due to negligence or theft by the persons deployed by the contractor or breach of any terms and condition or this tender.



12. That the contract and/or extended contract shall be terminated by the principal by giving a notice of one month time if the work of the contractor is not satisfactory or he commits a breach of one or more of the terms of the agreement.
13. The vendor will have to give two months notice before leaving the contract.
14. If the contract is terminated by the contractor without giving stipulated period of notice or fails to observe the terms and conditions of the tender, the performance security will be forfeited without prejudice to the management's right to proceed against the contractor for any additional damages that the institute suffers as a result of the breach of the aforesaid terms and conditions.
15. The contractor should maintain punctuality in providing the service. The contractor will also make special arrangements for lunch/dinner in the seminars, meeting, functions, parties, picnics, fare wells etc. whenever he is asked to do so.
16. The contractor will install the fire extinguishers in the kitchen as per fire regulation and keep the premises harmless and indemnified against any damage arising on account of fire theft or negligence on the part of the contractor or his staff to any property or staff to any property of staff, such loss or damage shall be made good at the cost of the contractor.
17. The contractor will be required to arrange sufficient equipment and crockery in order to ensure proper and efficient services.
18. On the expiry of the said term or period of the contract or earlier termination thereof, the contractor shall handover peacefully the vacant possession of the canteen premises to the college in the same condition in which the premises now exists. The contractor occupation of the premises after such termination will be deemed to be that of a trespasser and he shall further be liable to pay damages.
19. All the engaged employees of vendor will wear proper uniform whether they work in kitchen or provide room service and the uniform will be provided by the vendor.
20. The contractor shall not employ child labour as per statutory rules of Govt. of India.
21. The vendor shall maintain the licensed premises in good condition and shall not cause any damage thereto. If any damage is caused to the premises by the vendor or his workers, employees or suppliers the same shall be repaired by the vendor at his cost of either by rectifying the damage or by paying cash compensation as may be determined by the college.
22. The vendor shall not use electric heater or any other heavy duty electrical appliances without the permission of college.
23. The canteen premises will be open on all working days from 8.00 am to 6.00 pm and for limited hours on Saturday & Sunday.
24. After opening the tenders the committee may visit the working sites of the vendor where the vendor is presently working and may check the preparation of cooked items as specified in tender in support of working experience.
25. All cashless payment options should be available with the canteen like campus pay, smart id card and others.
26. It should be strictly noted that no prepared food item will be served /allowed outside canteen except for the guests in Principal office. The canteen owner will be fined Rs. 200/- per plate if plates are found anywhere in the premises.
27. CCTV coverage of canteen kitchen will be displayed on screen for the satisfaction of the customers i.e. students, teachers and guests at the vendor's cost.

28. Menu of the canteen will also be displayed and accessible through mobile app and other digital assets.
29. Pre ordering facility through college mobile app should be provided by the vendor.
30. Changes in menu, timings etc. to be intimated through college mobile app with push notifications.
31. Feedback provision on the canteen menu and services through mobile app to be made available to students/staff/guests. Rating/reviews to be viewed seriously.
32. Minimum three 40"-43" TV screens for digital display to be made available by the vendor.
33. Free Wi-Fi in the canteen area will be provided by the canteen vendor.
34. The contractor will not be allowed to add any item other than mentioned in the tender document. If vendor desires to add any item in the list, he must have to seek the permission of the college including the items and their rates.
35. Cups/glasses/plates made of Thermocol or plastic will not be used/supplied in the canteen. Only paper cups/plates/glasses will be used in case of mass supply events.
36. Crockery for Principal Office to cater to the guests will be maintained separately by the vendor, so as to make decent presentation each time.
37. In case of breach of any term and condition herein contained, the college authorities shall be at liberty to terminate the contract without assigning any reason and the caterer shall have to vacate the premises allotted to him within the time specified by the college authorities.
38. Any dispute/litigation is subject to Delhi Jurisdiction.
39. The successful vendor has to complete all the documents within fifteen days from the award to provide the services without any delay.
40. The Principal Lakshmbai college reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.
41. The contractor shall provide 4 organic composting bins of 600 liters, 4 Blue bins for recyclable waste of size 240 liters and 2 black bins for Domestic hazardous waste of size 240 liters at its cost and will be responsible to maintain these Bins. Penalties will be levied for first offence of Rs. 5000/- second offence Rs. 25000/- and will be multiples in the same ratio for further offence.
42. Not following any of these terms and conditions may lead to the cancellation of the contract.

  
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**Financial Bid (Terms and Conditions)**

1. The college has fixed the rate of items to be served in the canteen as per list attached vide annexure – IV. The vendor is required to give undertaking for acceptance of the same.
2. Rent for full year @ of Rs. 7000/- per month to be paid in advance.
3. Water charges for full year @ of Rs. 3000/- per month to be paid in advance.
4. Electricity charges: as per actual electrical consumption according to sub meter.
5. The college has fixed the minimum base bid of Rs. 15000/- per month for development charges for college canteen. Bidders are required to **bid only on development charges** to be paid to college (BOQ attached- Annexure II(A)). The rates shall be quoted more than Rs. 15000/- per month
6. Rent, water charges and development charges for full year to be paid in advance within 15 days of acceptance of work order.
7. In case of any discrepancy/difference in the amounts indicated in figures and words, the amount in words will prevail and will be considered.
8. The quoted percentage shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

**Authorized Signature with Seal of Company**

Validate

Print

Help

Item Wise BoQ

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ANNEXURE-II(A)

Tender Inviting Authority: Principal, Lakshmi Bai College

Name of Work: Run the Smart Canteen

Contract No: LBC/CANTEEN/2022/02

Name of the Bidder/  
Bidding Firm /  
Company :PRICE SCHEDULE

(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Months	Units	Estimated Rate in Rs. P	Quoted Currency in INR / Other Currency	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST in %	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	3	4	5	6	12	7	9	13	14	15
1	Development charges										
1.01	Development charges	item1	12.00	Months	15000	INR			0.00	0.00	INR Zero Only
Total in Figures									0.00	0.00	INR Zero Only
Quoted Rate in Words									INR Zero Only		

TENDER ACCEPTANCE LETTER  
(to be given on company letter head)

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No:

Name of Tender/Work:-

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_  
\_\_\_\_\_

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. to (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in it's totality/entirely.
5. I/we do hereby declare that our firm has not been blacklisted / debarred by any Govt. Department/Public Sector undertaking.
6. I/we certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

## Items and Price List

Sr. No.	Items	Qty	Rate (Rs.)
<b>Tea &amp; Beverages</b>			
1	Tea Brooke Bond Red Lable Green Tea/Lemon Tea)	120 ml	7
2	Fresh Juice	Small/Medium/Large	15/20/25
<b>Snacks</b>			
3	Samosa 1 Pc.	Per Pc 100 gm	08
4	Bread Pakora	Per Pc 120 gm	10
5	Bread Roll	Per Pc 100 gm	10
6	Veg Cutlet	Per Pc 100 gm	12
7	Veg Sandvich	Per Pc 110 gm	15
8	Butter Slice	2 Pcs 70 gm	10
9	Pao Bhazi	200 gm	25
10	Spring Roll	Per Plate 110 gm	20
11	Dahi Bhalla/Papri Chat	Per Plate 180 gm	30
12	Aloo Tikki	Per pc 80 gm	15
13	Paneer Samosa	Per pc 110 gm	15
14	Kachori + aloo subzi	Per plate 120 gm	15
15	Club Sandwich	Per pc 130 gm	20
16	Paneer Pakora	1 Pc	20
17	Veg Pakora (Per Plate)	5 Pc.	15
18	Boiled Egg	Per Piece	8
19	Omlette (1 Egg)/ (2 Egg) with bread		15.00/22.00
20	Veg Manchurian	Full Plate	45
21	Veg Manchurian	Half Plate	25
<b>South Indian Meals</b>			
22	Plain Dosa	250 gm	25
23	Masala Dosa	320 gm	30
24	Uttapam	250 gm	25
25	Sambhar Vada	2 Pcs 220 gm	25
26	Sada Vada	2 Pcs 140 gm	20
27	Idli Sambhar	2 Pcs 130 gm	15

<b>North Indian Meals</b>			
28	Kulcha Chole	Per Plate 150 gm	20
29	Rice with Rajma, Cholley, Sambhar	Per Plate 220 gm	20
30	Puri Cholley	Per Plate 200 gm	25
31	Regular working lunch for 2 subji, 1 Rice, 2 Roti, Raita Salad for Staff/ Students (Specify the details)	Per Plate 510 gm	45
32	Mini Lunch (Specify the Detail)1 sabji, rice, roti salad	Per plate 230 gm	30
33	Cholley bhature	Per plate 250 gm	30
34	Parantha (Veg/ Paneer Stuffed )	2 Pc.	30
35	Poha/Upma	120 gm	20
36	Fried Rice	Per Plate	30
37	Karhi Chawal	Per Plate	20
38			
39	Ice Cream	MRP	MRP
40	Chocolates ( on demand)	MRP	MRP
41	Egg less Cakes (on demand)	Per Pc 1 Kg.	270
42	Gulab Jamun	Per Pc 70 gm	10
43	Halwa Moong Dal/Suji/Gajar	120 gm	20

  
**PRINCIPAL**  
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