

## **TENDER COST : Rs. 100/-**



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
**GOVT. INDUSTRIAL TRAINING INSTITUTE, MANGOLPURI**  
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION  
'S' BLOCK INDUSTRIAL AREA, MANGOLPURI DELHI-110 083  
Ph. 011-27918121-22 e-mail : govtitimgp@gmail.com



**F.No. 4(14)/ITIMGP/Pur/Canteen/2017-18/930**

**Dated : 27.10.17**

### **TENDER NOTICE FOR THE AWARD OF CANTEEN CONTRACT**

Sealed tenders are invited from the experienced Canteen Contractors for running the Canteen, on contract basis, in **Industrial Training Institute, Mangol Puri, Delhi-110083** premises for a period of ONE YEAR (from date of issue of contract letter) for providing catering services for the Students & Staff Members of this institute as per details given in Tender Form/documents.

Prescribed Tender form, Basic Eligibility Conditions, Other Terms & Conditions and list of the food items (to be provided compulsorily), with rates may be obtained from the office of the **PRINCIPAL, INDUSTRIAL TRAINING INSTITUTE , MANGOL PURI, DELHI-110083** on any of the working days or downloaded from website [www.tte.delhigovt.nic.in](http://www.tte.delhigovt.nic.in) from **30.10.2017 to 20.11.2017 between 10:00 a.m. to 01:00 p.m. on the payment of Rs. 100/- as Demand Draft in favour of DDO,ITI Mangol Puri, Delhi.**

The sealed tenders containing all necessary documents should reach the office of the **PRINCIPAL, INDUSTRIAL TRAINING INSTITUTE , MANGOL PURI, DELHI-110083** latest by **02:00 p.m. on 20.11.2017**. The Tenders will be opened on the same day i.e. on **20.11.2017 at 03:00 p.m. in the chamber of PRINCIPAL, INDUSTRIAL TRAINING INSTITUTE , MANGOL PURI, DELHI-110083** by the Tender Opening committee duly constituted for the purpose. Tenders submitted after due date and time will not be accepted. The tenders must be submitted in seal cover with clear marking "**CANTEEN TENDER ITI MANGOL PURI, DELHI**" on the envelopes. The tenderer(s) or his/their authorized representative may be present at the time of opening of the tender.

While filling up the tenders, the following care should be taken.

1. All the details in the prescribed space must be filled.
2. Tenderer must read all the required Terms & Conditions carefully before submitting the Tender Form
3. The Tender must be enclosed with required E.M.D. otherwise tender shall be summarily rejected.
4. All the pages of this tender document must be signed by the tenderer.
5. The list of items to be provided compulsorily on rates as fixed by this institute is available with the Tender Form.

**An undertaking that the terms and conditions are acceptable should be submitted with the tender.**

The undersigned reserves the right to accept or reject any or all the tenders or part of any tender without assigning any reason.

**-sd -  
(B.S.NEGI)  
PRINCIPAL**

Copy to :

*All ITI/Polytechnics/BTC/DTTE(HQ)/BTE etc. for information and with the request to give wider publicity to Canteen Tender of ITI Mangolpur, Delhi.*



**Tender Form for Canteen Tender 2017-18**

**F.No. 4(14)/ITIMGP/Pur/Canteen/2017-18/930**

**Dated : 27.10.17**

Last Date for submitting tender : **20.11.2017 upto 2.00 P.M.**

Sir,

I am submitting the Tender for running the canteen of Industrial Training Institute on contract basis as per details given below.

1. Name of Tenderer.....
2. Address of Tenderer.....  
(with Tel. No.)  
.....
3. PAN Number.....
4. Details of E.M.D.(Rs. 2,000/-).....  
(DD No., Name of Issuing etc.)
5. Details of Experience of running similar Canteen(Enclose documentary proof, in support)

Sr.No.	From	To	Name of Organization	Details of Canteen Services

6. License Fees (to be quoted) : Rs.....(In Words).....  
(Not Below than Rs. 10,000) Rupees Ten Thousand Only for one year.

**UNDERTAKING**

I have read & understood all the terms and conditions of Tender (Annexure I to III) clearly and I agree to abide by them. With acceptance of all the terms & conditions of Tender, I hereby offer myself to run the Canteen with the License Fee quoted by me and I also submit my acceptance to sell the eatable items on the rates mentioned in the tender (Annexure-III). I hereby also undertake that I will use standard branded quality of ingredients/consumables to make food items/dishes. I also give my undertaking that I will maintain the standard quality of eatables.

**Signature of Tenderer**\_\_\_\_\_

**Name of Tenderer** \_\_\_\_\_

**Address & Tel. No. of the Tenderer**\_\_\_\_\_

**BASIC ELIGIBILITY CONDITIONS & OTHER DETAILS OF CANTEEN TENDER  
OF ITI MANGOLPURI DELHI**

**BASIC ELIGIBILITY CONDITIONS :**

- (i) The Tenderer should be in the Catering Business for a minimum period of 3 (three) years as on 30.09.2017.
- (ii) Tenderer must have minimum 3 years' experience of running successfully at least 3 different Canteens of Govt. Institution/Govt. College/PSU Bank etc. Documentary evidence in support must be enclosed with Tender Form
- (iii) Tenderer must be a resident of Delhi and he must have valid I.D. issued by Govt.
- (iv) Tenderer must have valid PAN Card issued from Income Tax Department.
- (v) Tenderer must be registered with Food Safety Department, NCT of Delhi.

**BASE AMOUNT FOR BIDDING LICENSE FEE : Rs. 10,000/- For 1(One) Year**

**EARNEST MONEY DEPOSIT : Rs. 2,000/-**

**SECURITY DEPOSIT : Rs. 2,000/-**

**PROCEDURE FOR AWARD OF CANTEEN CONTRACT: The Contract of Canteen will be awarded to the highest bidder of License Fee subject to the condition that the Contract fulfills all the eligibility conditions.**

**I have read and understood all the basic eligibility conditions and other details as mentioned above and I hereby submit my acceptance for these conditions and details.**

**Signature of Tenderer** \_\_\_\_\_

**Name of Tenderer** \_\_\_\_\_

**Address & Tel.No. of Tenderer** \_\_\_\_\_

\_\_\_\_\_

**OTHER TERMS & CONDITIONS OF CANTEEN TENDER 2017-18**  
**OF ITI MANGOL PURI**

The following are other term and conditions which shall be in force for the canteen contract of ITI Mangol Puri.

**OTHER TERMS AND CONDITIONS:**

1. The tenderer must have an experience of production of food.
2. The tenderer registered from the Food Safety Department, NCT of Delhi.
3. The contract will be awarded by the Principal/ Chairman of canteen committee of this institute by means of highest bid offered on the approval of Principal and Canteen Committee who reserve the right to accept or reject any tender or all the tenders without assigning any reason. The contractor, who is awarded the contract will have to deposit bid money and also Security Deposit & Water/Electricity charges as fixed by the institute in the form of separate Demand Drafts to this institute within 02 days of the date of issue of contract award order. No extension in this regard is allowed. Failure to deposit Bid Money/Security Deposit/Electricity-Water Charges within 02 days of the issue of contract award order will entail cancellation of contract & forfeiture of their E.M.D. without any notice.
4. The contractor who is awarded the contract of Canteen will have to start the Canteen within 2 days of the deposit of Bid Money/Security Deposit/Water & Electricity Charges. The contract of the canteen (viz. ITI Manoglpuri canteen) will be operative for a period of one year from the date of award however the Principal may extend it for a period up to two years on the same terms and conditions if performance is found satisfactory. But with the condition of enhanced bid money by 10-15%.
5. The contract may be terminated at any time if services rendered by the contractor are found unsatisfactory.
6. The contractor shall keep the canteen open from 8:00 AM. to 5.30 P.M. both in summer and winter or during any period as directed by Principal or authorized representative. The canteen in the institute will function on all working days
7. On violation of any terms and conditions of contract the contract shall be terminated.
8. The contractor shall make the arrangements for keeping all eatables in glass cover show cases to protect from flies, insects, dust and other environmental factors.
9. No responsibility will be taken by the Principal / Canteen Committee for credit sale losses or pilferage.
10. The canteen shall not be closed on any working day of the institution without the written permission of the Principal/Canteen Committee.
11. The contractor shall sell & serve only such items as approved by the Principal/Canteen Committee.
12. The contractor/Tenderer will submit **Earnest Money Deposit** amounting to **Rs. 2,000/-** in the form of **Demand Draft** in favour of **D.D.O. ITI Mangol Puri, Delhi-110083, payable at Delhi** with tender documents.
13. Successful bidder have to deposit **Bid Money, Security Deposit** amounting to **Rs. 2,000/-** & Electricity/Water Charges (for Six Months) in the form of separate Demand Drafts from any of the scheduled bank in favour **D.D.O. ITI Mangol Puri, Delhi-110083 payable at Delhi** within 02 days of the date of issue of Contract award order and later on he/she can claim refund of EMD amounting to Rs. 2,000/-.

14. In case the preparation of the canteen to be served by the contractor being found to be unsatisfactory or the contractor fails to fulfill his obligations of the contract at any time during the time of the contract, Principal/ Canteen Committee shall have the power to reassign the contract & in that case the security deposit of Rs. 2,000 of the contractor can be forfeited.
15. In case of unsuccessful bidders, the Earnest Money Deposit of Rs. 2,000/- submitted with the bid shall be returned/refunded.
16. The contractor shall display the painted approved list of rate at the delivery counter in the Canteen on a board of minimum 2'x3' in size.
17. The canteen committee or its authorized representative shall inspect the prepared samples of the food items at any time & reject such preparations which are not considered wholesome or Hygienic without any compensation. The contractor shall supply the samples of food items to be inspected free of cost by the committee on demand.
18. The contractor will be bound to maintain good sanitary and hygiene conditions in and around the Canteen including kitchen and sitting hall. No staff member of the Institute will be engaged for the purpose and it will be the sole responsibility of the contractor.
19. In case of any dispute arising between the contractor and Principal /Canteen Committee or authorized representative, the decision of the Principal shall be final and binding on the contractor.
20. In no case Principal of the institute will be responsible for any license fee/ M.CD fitness requirements etc., if any. The contractor will bound to pay necessary license fee according to the rates prescribed by the M.C.D. for establishment of the canteen, if any and obtain health certificate.
21. Ordinarily except with the prior permission of the Principal/ Canteen Committee, Persons other than the students, staff of the Institution and DTTE HQ staff, will not be served.
22. The contractor shall run the canteen himself/herself and shall in no case enter into the partnership or sublet the contract to any other individual or party.
23. The contractor will be provided electric and water facilities by the institute at the prescribed rates as under in the kitchen area only.
  - a. Electric light @ Rs. 50/-per point per month.
  - b. Plug Point @ Rs. 75/- per point per month.
  - c. Water charges@ Rs. 40/- per tap per month.
24. The electricity and water charges shall be paid six monthly in advance on the basis of the points with the cashier ITI Mangolpuri and produce the receipt in this regard to the canteen committee.
25. The contractor will have to arrange his/her own kitchen equipment's in ITI.
26. In case the contractor is found selling items on unapproved rates, the contract shall be terminated immediately without any notice.
27. The contractor will provide his own crockery for the canteen, the quality & quantity of which will be approved by the Principal/Canteen committee. The contractor will make his own arrangements for the purchase of cooking gas at his own expenses.
28. The Government / ITI Mangolpuri shall in no case be responsible for any accident; loss or damage to the staff employed or articles equipment etc. used by the contractor.

29. The canteen should not be used as a manufacturing place for the other canteens, any shops or any other party etc.
30. The service from canteen to staff rooms, Principal room etc. will be managed by the contractor.
31. There should be room service for staff members of ITI Mangolpuri.
32. Canteen contractor has to maintain hygienic/sanitary condition inside the kitchen and canteen. If any Govt. authority finds unhygienic condition etc., the contractor shall be solely responsible for the same and if any penalty imposed by the authority will be borne by the contractor.
33. Heater and geyser etc. won't be allowed in the canteen. If at any stage such misuses are found by the Principal/ Canteen Committee or its authorized representative, a penalty of Rs.1000/- or more shall be imposed and to be deposited immediately. Further occurrence of such misuse may attract more penalty or termination of contract at the discretion of the Principal.
34. Contractor, in no case, will use unbranded/unhygienic eatable items, if found, contract shall be cancelled and all the penalties imposed by enforcing Govt. authorities will be borne by the contractor.
35. Contractor will be registered with appropriate Govt Agency / Civic Authorities mandated as per rules and nature of his business and tax liabilities, if any, will be borne entirely by the contractor.
36. Contractor will pay minimum wages as per minimum wages act 1948 revised from time by Govt. of NCT of Delhi vide their orders in terms of category of the workforce employed by him/her.
37. The awardees of the contract will have to get his/her establishment inspected by MCD Health dept and a certificate has to be obtained from them within a period of 30 days from the award of the contract.
38. The Principal / Canteen Committee may call for the advice of the medical officer on matters of hygiene in the canteen.
39. It is agreed between the 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 occupation of the contractor.
40. The Canteen will remain operational throughout the year. Unless ordered otherwise by the competent authority. The contractor shall provide all other implements for running the canteen, things like crockery, cutlery, table linen, flower vases of good quality etc.
41. The Principal / Canteen Committee will have the right to review the working of the contract from time to time. If at any time it is found that the contractor has failed to fulfill any of the conditions of this contract or that his working is unsatisfactory, the Principal /canteen Committee may terminate the contract after giving the contractor one months notice. No such notice will be necessary if the contract is terminated on the ground of service misconduct or any other act as the Principal / Canteen Committee may deem fit.
42. The Canteen Committee or any Member of Canteen Committee or its authorized representative shall have the rights to inspect the preparation from time to time and reject such items that are not considered wholesome or hygienic without any compensation to the contractor.
43. The contractor shall maintain a suggestion book for recording of suggestions for improvement by the students and staff. Such suggestions as have the approval of the committee should be forthwith acted upon. The suggestion book must be freely accessible to record suggestions/ complaints etc. The suggestion book should be kept open for inspection of the canteen Committee.

44. Any servant or other person engaged by the contractor in the licensed premises shall be liable for suspension or dismissal by the Principal of the institute for disobedience or misconduct and the contractor shall accept the decision of the Principal of the institute in this respect as final and binding upon him. The Principal of the institute shall not in any way liable in respect of any claim made by any servant for wages or damages and the contractor shall keep the Principal of the institute indemnified.
45. It will be utmost essential for the Contractor to use standard branded ingredients/consumables in order to make standard quality food items/dishes.
46. No worker will be allowed to stay overnight in the institute premises, and shall not engage any child labor.
47. The contractor shall obtain instructions from the authorized officer of the institute along with the type of menu that may be served in the official lunches, dinners & tea -parties to the participants of the training courses.
48. The contractor should also provide skeleton services for supplying tea, coffee, etc. after 7.00 pm on working days and also on Saturdays, Sundays and holidays when staff members are required to work for various training programs, admission works, examination works etc.
49. The successful tenderer (known as Contractor after awarding the tender) shall be fully responsible to protect Government property / premises of canteen handed over to the contractor. In case of any kind of damage, suitable recovery will be made from the contractor at the discretion of Principal / canteen committee.
50. The successful bidders have to submit an agreement on e-stamp paper of Rs.100/- for fulfilling all terms and Conditions with in seven days of issue of Award letter.

**I have read and understood all the terms and conditions as mentioned above and I hereby submit my acceptance to follow all these terms & conditions in letter and spirit.**

**Signature of Tenderer** \_\_\_\_\_

**Name of Tenderer** \_\_\_\_\_

**Address & Tel. No. of Tenderer** \_\_\_\_\_



### Annexure-III

#### List of items to be provided on the rates mentioned against each in the canteen compulsorily

Sr.No.	Name of Item	Quantity	Rate (Rs.)
1.	Tea Per Cup	100ml	6.00
2.	Coffee Per Cup	100ml.	8.00
3.	Samosa with Chutney/Sauce	75 gm.	8.00
4.	Bread Pakora (Potato filled) with Chutney/Sauce	100gm	10.00
5.	Matthi	25gm.	3.00
6.	Vegetable Pakoda with Chutney/Sauce	100gm.	20.00
7.	Bread Roll with Chutney/sauce	100gm.	15.00
8.	Veg Patties	Big size	10.00
9.	Burger(with cutlet & vegetables) with Sauce	Standard Size	15.00
10.	Chowmin with Sauce	Full Plate	30.00
11.	Chowmin with Sauce	Half Plate	18.00
12.	Sabzi/Dal	Per Plate	12.00
13.	Chhole/Subzi+4 Puri	120gm.	20.00
14.	Chhole+2 Bhature(of each 80gm.) with Pickle	180gm.	25.00
15.	Rice Plate with Subzi/Razma	150gm.	25.00
16.	Razma	Per Plate	15.00
17.	Masala Dosa with Sambhar	1 Piece	30.00
18.	Sambhar Vada	2 pieces	25.00
19.	Idli(Per Plate) with Sambhar & Sauce	2 Pieces	25.00
20.	Raita(Katori Standard size)	Per Katori	8.00
21.	Lunch(One Dal+One Subzi+4 Chapati+Rice 125 gm.)+Pickle	Per Plate	50.00
23.	Burfi (Khoya)	30gm.	18.00
24.	Laddo (Besan/Bundi)	30gm.	12.00
	Suzi Halwa	120gm.	18.00
26.	Cold Drink/Cold Products	Per Piece	As Per MRP
27.	Branded & Packed Biscuit Packet	Per Packet	As Per MRP

#### CONDITIONS:

1. Good/Standard quality of food items/dishes are to provide.
2. Any other item may be included later on with the approval of Principal & canteen committee or authorized representative.
3. Complete List of items & rates has to be displayed in the canteen
4. All the items are to be provided in the Canteen compulsorily
5. In respect of Tea, Coffee and Tomato soup, the department will reserve its right with respect to use of Vending Machine as per their discretion.
6. The canteen contractor shall produce the sample of disposable cups (to be used for serving tea and coffee) before the canteen committee for approval before using it in the canteen.

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**The terms and conditions enclosed and rate list of items are acceptable to me Signature of Tenderer**

**Name of Tenderer :**

**Address of Tenderer:**