

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
H.J. BHABHA INDUSTRIAL TRAINING INSTITUTE, MAYUR VIHAR**



**TENDER / BID DOCUMENT**

**FOR**

**AWARD OF “CANTEEN CONTRACT”**

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**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
HJ BHABHA INDUSTRIAL TRAINING INSTITUTE  
(DEPARTMRNT OF TRAINING & TECHNICAL EDUCATION)  
MAYUR VIHAR (NEAR SANJAY LAKE)  
DELHI-110091  
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**GOVERNMENT OF NCT OF DELHI**  
**HJ BHABHA INDUSTRIAL TRAINING INSTITUTE**  
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F.2 (82)/Canteen/Admin/HJBITI/2018-2019/479

Dated:04.07.2018

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

Sealed tenders are invited from the reputed person/contractors for running the canteen in the premises of **HJ BHABHA INDUSTRIAL TRAINING INSTITUTE** for a period of ONE YEAR for providing catering services to the staff members and students of this institute.

Tender form containing the Terms & Condition of the Contract may be obtained from the Care-Taking Branch of this Institute on any of the working days w.e.f. 12/7/2018 to 27/7/2018 between 10.00AM to 04.00PM on the payment of Rs. 100/- in cash. **Tender form may be downloaded from the web-site of this Institute i.e. [www.hjbhabhaiti.delhi.gov.in](http://www.hjbhabhaiti.delhi.gov.in).** However, Tender fee of Rs.100/- will be deposited in the form of D.D. / Bankers Cheque at the time of submission of Tender, if tender form is downloaded from the web-site.

The sealed Tenders should reach the office of Principal, HJ BHABHA ITI, MAYUR VIHAR, Delhi-110091 latest by 11.00AM on 27/7/2018. Tenders will be opened on the same day i.e. 27/7/2018 at 3.00PM in the chamber of Principal, HJ BHABHA ITI. Tenders submitted after due date and time will not be accepted under any circumstances. The tenders must be submitted in sealed envelope with clear marking "**CANTEEN TENDER FOR HJ BHABHA ITI**" on the envelope. The Tenderer(s) or their authorized representative may be present at the time of opening of the tenders.

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 the requisite EMD of Rs.5000/- in the form of Bank Demand Draft / FDR, otherwise tender shall be summarily rejected.**
4. If, Tender Form was downloaded from the web-site, Tender fee of Rs.100/-, in the form of D.D. / Bankers Cheque, must be enclosed in with the Tender, otherwise tender shall be summarily rejected.
5. The Tender must be enclosed with the copy of Voter ID Card / Aadhar Card otherwise tender shall be summarily rejected.
6. All the pages of tender document must be signed by the tenderer  
The undersigned reserves the right to accept or reject any tender/tenders without assigning any reason

.....sd.....  
**(S. AUGUSTHY)**  
**PRINCIPAL**

**To:**

1. The Principal of all Polytechnics/ITI'S/BPIBS/Dy. Apprentice Advisor/ DTTE (H.Q.)/ BTE with the request to give wider publicity to Canteen Tender of HJ BHABHA ITI.
2. Notice Board of HJ BHABHA I.T.I.

## **TERMS AND CONDITIONS:-**

1. 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 the any tender or all the tenders without assigning any reason. The contractor will have to deposit contract bid money which will be not refundable only on the acceptance of the offer immediately and start the canteen within next two days failing which the security deposited may be forfeited at the discretion of the Principal.
2. The contract will be operative for a period of one year from the date of award, but it can be extended for another period of two years by the Principal in the same terms and conditions, however bid money will be hiked by 10% every year/extension.
3. The contractor shall keep the canteen open from 8.30AM to 5.00PM, both in summer and winter for the students and staff of this institution only.
4. The contractor shall make the arrangements for keeping all eatables in glass cover showcase from protection from flies and insects.
5. No responsibility will be taken by the Principal/Canteen Committee for credit sale, loses or pilferage.
6. The canteen shall not be closed on any working day of the institution without the prior permission of the Principal/Canteen Committee.
7. The contractor shall sell & serve only such items as approved by the Principal/Canteen Committee.
8. **The contractor must submit the EMD / Security fee of Rs. 5,000/- (Five Thousand) in the form of Bank Demand Draft / FDR along with the tender in favour of the "D.D.O., HJ BHABHA , ITI, MAYUR VIHAR, Delhi-09". In case the preparation of the items in the canteen which are to be served by the contractor 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 re-assign the contract & in that case the EMD / Security of Rs. 5,000/- of the contractor can be forfeited.**
9. The contractor shall display the approved list of rates at the considered wholesome of hygienic without any compensation.
10. The Canteen Committee or its authorized representative shall inspect the preparation from time to time & reject such preparations which are not considered wholesome or hygienic without any compensation.
11. The contractor will be bound to maintain sanitary conditions in and around the canteen. No staff member of this institute will be engaged for the purpose and it will be entire responsibility of the contractor.
12. In case of any dispute arising between the contractor and Principal/Canteen Committee, the decision of the Principal shall be final and binding on the contractor. In no case Principal / Institute will be responsible for any license fee / M.C.D. fitness etc., if any.
13. 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.
14. Ordinarily except with the prior permission of the Principal, Canteen Committee, persons other than the students and staff of the Institution, will not be served.

15. The contractor shall run the canteen himself and shall in no case enter into the partnership or sublet the contract to any other individual or party.
16. The contractor will be provided electric and water facilities by the institute at the prescribed rates as under:-

S. No.	Description	Rate Per point P.M.INR	Qty.	Amount INR
a)	Electric Light	50.00	5	250.00
b)	Electric Fan	70.00	4	280.00
c)	Plug Point	50.00	3	150.00
d)	Water Charges	30.00	1	30.00
Gross amount of Electrical+ Water Charges Per Month Rs.				710.00
Electrical + Water Charges are to be deposited in advance at least for six month				4260.00

17. The Institute will function 5 days/ 6 days a week as per Government Directions.
18. The electricity and water charges shall be paid six monthly in advance on the basis of the points.
19. In case the contractor is found selling items on unapproved rates, the Principal will have the right to terminate the contract without notice.
20. 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 gas and coffee plant at his own expenses.
21. The Govt./ITI MAYUR VIHAR shall in no case be responsible for any accident, loss or damage to the staff employed or articles equipment furniture etc. used by the contractor.
22. The canteen should not be used as a manufacturing place for the other canteens or any shops etc.
23. The service from canteen to staff rooms, Principal Room and Office of the Institution will be managed by the contractor. No supply of eatable or drinks etc. is allowed in class rooms.
24. Canteen contractor must not employ any child Labour.
25. At least one table should be reserved for staff only.
26. There should be room service for staff members.
27. Canteen contractor has to maintain hygienic/sanitary condition inside the kitchen and canteen. If unhygienic condition etc. is found by any Govt. authority, the contractor shall be solely responsible for the same and if any penalty imposed by authority will be borne by the contractor.

28. Heater and Geysers etc. won't be allowed in the canteen. If at any stage such misused are found by the Principal/Canteen Committee or its authorized representative, a penalty of Rs.1,000/-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.
29. 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.
30. The Principal/ Canteen Committee may call for the advice of medical office/ food inspector on matters of hygiene in canteen/ quality of food being served.
31. Contractor will registered with appropriate govt. agency/ civic authority mandated as per rules and nature of his business and tax liabilities, if any, will be borne entirely by the contractor.
32. Contractor will pay minimum wages as per minimum wages act 1948 revised from time by govt. of Delhi vide their orders in terms of category of the workforce employed by him.
33. The awardees of the contract will have to get his/her establishment inspected by MCD health department and a certificate has to be obtained from them within a period of 3 months from the award of the contract.
34. 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 of occupation of the contractor.
35. The contractor shall use commercial LPG gas for cooking purpose at his own cost.
36. The contractor shall provide all the implements for running the canteen. Things like crockery, cutlery, table linen, flower vases of good quality.
37. Any servant or other person engaged by the contractor in the licensed premises shall 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 binding upon him. The principal of the institute shall not in any way liable in respect of any claim by any servant for wages or damage and the contractor shall keep the principal of the institute indemnified.
38. It will be the responsibility of the contractor to get the police verification done of the employees engaged by him & he will submit a copy to the principal.
39. No worker will be allowed to the stay overnight in the institute premises.
40. 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 damaged, suitable recovery will be made from the contractor at the discretion of principal/ canteen committee.
41. The successful bidder will signed the contract agreement on Non Judicial Stamp Paper of minimum amount, before start of canteen contract.

42. Forfeiture of EMD /Security Deposit:

- i. If the successful tender refuse to enter into an agreement of fails to remits the Contract Bid Money/ Tender Money within seven days of acceptance of Tender, EMD will be forfeited.
- ii. If the approved tender abandons the contract, security deposit will be forfeited.
- iii. If the contract is terminated by Principal/ Canteen Committee due to poor performance /variation of any clause of agreement or any bad act of tendrer, security deposit will be forfeited.

Signature of the Contractor,

Name:

Address:

**Witness:-**

1 Name:

2. Name:

Signature:

Signature:

Address:

Address:

## List of items to be provided in the canteen

<u>S. No.</u>	<u>Items</u>	<u>Rates (In Rupees)</u>
1.	Tea, 100ml (in disposable cup).	6.00
2.	Tea with Tea bag / Special Tea 100ml. (in disposable cup)	8.00
3.	Coffee 100 ml. (in disposable cup)	8.00
4.	Samosa 80 gm. With chutney/sauce	10.00
5.	Matthi (40gm)	5.00
6.	Bread Pakoda 80gm. With chutney/sauce	10.00
7.	Patty Chowmein, 200gm. ( Half Plate)	15.00
8.	Chowmein, 400gm. (Full Plate)	25.00
9.	Bread Roll 100gm , with chutney/sauce	10.00
10.	Chole /subzi & Puri (2 Puri 100gm)	20.00
11.	Veg. Sandwich	15.00
12.	Samber Vada (2 pieces 50 gm. Each)	20.00
13.	Veg. Pakoda (100gm)	12.00
14.	Masala Dosa 200gm with Samber and chutney	30.00
15.	Two Bhature (80gm. Each), with Cchole & pickles	25.00
16.	Thali:	
	(i) One dal + one subj + raita + 4 roti (Tawa)	40.00
	(ii) One dal + one subj + raita + 2 roti (Tawa) + 125gm. Rice	40.00
	(iii) One dal + one subj + raita +250gm rice	40.00
17.	Rice(200 gm) with Rajma/Chole/Curry	25.00
18.	Pastry (Medium)	20.00
19.	Gulab Jamun/ Rasgulla(40 gm)	10.00
20.	Cold Drink/ Mineral Water & Packed Snack Items: As per printed rate on the packed item	

### CONDITION:

1. A good quality of chutney /sauce, has to be provided. Standard quality (approved by the Government Agency) of oil / ghee and Tea Leafs of Standard Brand has to be used.
2. The canteen contractor shall produce the sample of disposable cups (to be used for serving tea and coffee), Tea leafs before the canteen committee for approval before using it in the canteen.
3. Any other item may be included later on with the approval of principal & canteen Committee or authorized representative.
4. List of items & rates has to be displayed in the canteen
5. Minimum Six items has to be provided every day from the menu excluding tea, coffee, cold drink & Thali.
6. At least one table has to be kept reserved for staff by putting a display "RESERVED FOR STAFF ONLY".
7. In respect of Tea, Coffee, the department will reserve its right with respect to use of vending machine as per their direction.
8. The terms and conditions enclosed and rate list of item are acceptable to me.

Signature of Tenderer

Name of Tenderer

An undertaking for payment of the contract bid money / tender money for running canteen for one year in HJ BHABHA Industrial Training Institute, MAYUR VIHAR, Delhi-110091

## UNDERTAKING

I \_\_\_\_\_ Tenderer for running canteen at HJ BHABHA Industrial Training Institute, MAYUR VIHAR, Delhi-110091 for Twelve Months contract, agree to pay to the Principal Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as contract bid money for the total period of one year. If contract is awarded to me / my firm, the contract bid money will be deposited immediately. The rate list duly accepted by me is also enclosed. The terms & conditions enclosed are acceptable. Water & Electricity charges will be paid six months in advance on flat rates as per terms & conditions.

Signature of the Tenderer :

Name of the Tenderer (in Block Letters) :

Address (photocopy of Voter ID Card / Aadhar Card must be attached) :

Encl.: Conditions of the contract signed by me.  
Rate list is signed by me and is duly accepted.

### Witnesses:

(1) Name

Signature:  
Address

Photography of  
Tenderer  
(Photography  
should be self  
attested)

(2) Name

Signature:  
Address