

GOVERNMENT OF DELHI
KASTURBA INSTITUTE OF TECHNOLOGY
PITAMPURA: DELHI -110088

No.F.5 (5)/Canteen/KIT/ 2018 /5242

Dated: 19/12/18

N.I.T. FOR THE AWARD OF CANTEEN CONTRACT

Sealed tenders are invited from the experienced person/ contractors for running the following canteen for a period of ONE YEAR for the staff members & students.

S. No.	Description	Approximate No. of Prospective Users	Tentative Date of start of Contract
1	Canteen	1100	21 st January, 2019

The sealed tenders to reach the undersigned up to **02:00 PM on 11th January, 2019** and will be opened on the same day at 02:30 PM in the **Central Store of Kasturba Institute of Technology** by the canteen committee. Tenders submitted after due date and time will not be accepted. The tenders must be submitted in seal cover with clear marking "TENDER FOR CANTEEN" on the envelope. The tenderer(s) or authorized representative of tenderer may be present at the time of opening of the tender.

1. All the details in the prescribed space given in tender document duly filled including contract bid money otherwise tender shall be rejected.
2. All the pages of this tender document must be signed by the tenderer.
3. An undertaking that the terms and conditions are acceptable should be submitted with the tender.

NIT / Tender Document (including Tender Form/Terms & Conditions/list of the items with rates) can be obtained from the office of the Principal, Kasturba Institute of Technology on any working day w.e.f. **22nd December, 2018 between 10:00 AM to 1:00 PM** or can be also downloaded from Delhi Govt. website.

The undersigned reserves the right to accept or reject any or all the tenders or part of any tender without assigning any reasons. The undersigned reserves the right to cancel the entire tender process any time without assigning any reason.

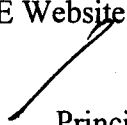

Principal
Kasturba Institute of Technology

No.F.5 (5)/Canteen/KIT/ 2018

Dated:

Copy forwarded for information and necessary action to:

1. PA to Director, Dte. of Trg. & Tech. Education, Pitampura, Delhi.
2. The Principal of all Institutes of Technology /ITI's/BPIBS / Dy. Apprentice Advisor with the request that due publicity to it may please be given in their institution/organization.
3. Registrar, Board of Technical Education, Pitampura, Delhi.
- ✓ 4. Programmer, DTTE (HQ), with the request to upload the Tender at DTTE Website.
5. Notice Board of KIT.


Principal,
Kasturba Institute of Technology

TERMS AND CONDITION FOR THE AWARD OF "CANTEEN CONTRACT" FOR KASTURBA INSTITUTE OF TECHNOLOGY, DELHI-88 FOR A PERIOD OF ONE YEAR.

The Following terms and conditions shall be in force for the canteen of Kasturba Institute of Technology.

TERMS AND CONDITIONS:

- 1) The tenderer must have an experience of at least one year in running similar mess/ canteen. The quotation will be summarily rejected in the absence of the experience certificates.
- 2) The contract will be awarded by the Principal, KIT 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 will have to deposit contract bid money on acceptance of the offer. The successful bidder shall start the canteen within next two days failing which the security deposited may be forfeited at the discretion of the Principal, KIT.
- 3) The contract of the canteen (viz. Kasturba Institute of Technology canteen) will be operative for a period of twelve months from the date of award however the Principal can extend it for a period up to two years on year to year basis on the same terms and conditions if performance is found satisfactory. But with the condition of enhanced bid money by 10% on year to year basis.
- 4) The Contract may be terminated at any time if services rendered by the contractor are found unsatisfactory.
- 5) 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 its authorized representative.
- 6) On violation of any terms and conditions of contract shall be terminated.
- 7) 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.
- 8) No responsibility will be taken by the Principal / Canteen Committee for credit sale losses or pilferage.
- 9) The canteen shall not be closed on any working day of the institution without the permission of the Principal/Canteen Committee.
- 10) The contractor shall sell and serve only such items as approved by the Principal/Canteen Committee.
- 11) The contractor will attach bank draft / FDR of Rs.15000/- as Earnest Money along with the tender in favour of the **DDO, Kasturba Institute of Technology.**
- 12) Successful bidder have to deposit Security Deposit in the form of FDR/ Demand Draft in favour of **DDO, Kasturba Institute of Technology** Amounting to Rs.20000/- and later on contractor can claim refund of EMD amounting to Rs. 15000/-.
- 13) 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. 20000/- of the contractor can be forfeited.
- 14) In case of unsuccessful bidders, the EMD of Rs. 15000/- submitted with the bid shall be refunded.
- 15) In case the work has been awarded to the successful bidder and he fails to commence the work in stipulated time OR the highest bidder fails to produce the original documents OR Bid Amount in stipulated period, as required by this institute OR fails to deposit security deposit of Rs. 20000/- the EMD of Rs. 15000/- will be forfeited immediately without assigning any reason.

- 16) The Contractor shall display the approved list of rate at the conspicuous place in the Canteen on a Board of minimum 4'X5' 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.**
- 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 entire 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. If any other dispute arises between the Institute and the contractor will be settled in Delhi Courts only.
- 20) In no case Principal of the institute will be responsible for any license fee/ M.CD fitness requirement etc., if any. The contractor will bound to pay necessary license fee according to the rates prescribed by the MCD for establishment of the canteen, if any.
- 21) Ordinarily except with the prior permission of the Principal/ Canteen Committee, Persons other than the students, staff of the Institution, 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.
 - a. Electric light @ Rs. 100/-Per Point P.M.
 - b. Electric Fan @ Rs. 100/- Per Fan P.M.
 - c. Plug Point @ Rs. 150/- Per Point P.M.
 - d. Water charges @ Rs. 100/- Per Tap P.M.
- 24) The canteen in the institute will function on all working days.
- 25) The electricity and water charges shall be paid six monthly in advance on the basis of the points with the cashier **Kasturba Institute of Technology** and produce the receipt in this regard to the canteen committee, **Kasturba Institute of Technology**.
- 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 and its quality & quantity 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.
- 28) The Government / **Kasturba Institute of Technology** 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.
- 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. No supply of eatables or drinks etc. is allowed in class rooms of this institute.
- 31) Canteen contractor must not employ any child labour.
- 32) At least one table should be reserved for staff only.
- 33) There should be room service for staff members of **Kasturba Institute of Technology**.
- 34) 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 it will be borne by the contractor. All the employees working in the canteen shall maintain personal hygiene & wear neat and clean cloths. All the employees including the canteen contractor working in the canteen should be free from any disease.

- 35) 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.
- 36) 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.
- 37) 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.
- 38) 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 .
- 39) The awardees of the contract will have to get his/her establishment inspected by MCD Health deptt. And a certificate has to be obtained from them within a period of 3 months from the award of the contract.
- 40) The principal/Canteen Committee may call for the advice of the medical officer on matters of hygiene in the canteen.
- 41) 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.
- 42) The canteen remains operational throughout the year. Unless ordered otherwise by the competent authority.
- 43) The contractor shall use Commercial LPG gas for cooking purpose at his own cost.
- 44) The contractor shall provide all the implements for running the canteen. Things like crockery, cutlery, table linen, flower vases of good quality.
- 45) 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 conditions of the contract or that his working is unsatisfactory, the Principal/ Canteen Committee may terminate the contractor 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.
- 46) The canteen committee or any member of the 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.
- 47) 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 the inspection of the canteen committee.
- 48) 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 made by any servant for wages or damages and the contractor shall keep the Principal of the institute indemnified.
- 49) 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.
- 50) No worker will be allowed to the stay overnight in the institute premises.

- 51) 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.
- 52) If the tenderer has appointed any of his representatives for running the canteen in his/her absence he should have an authority letter having a photograph attested by tenderer and inform the Institute in advance.
- 53) The contractor should also provide skeleton services for supplying tea, coffee, etc. after 7.00PM on working days and also on Saturday, Sundays and holidays when staff members are required to work for various training programs etc.
- 54) 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.
- 55) The successful bidder has to submit agreement on stamp paper for fulfilling all terms and conditions within seven days of issue of Award letter.
- 56) The Validity of Tender is 90 Days from the date of opening of Tender.
- 57) Principal reserves the right to review the rates of items provided in the canteen as and when required.
- 58) The canteen contractor is bound to open the canteen during summer vacation, winter vacation and Exam. period (The institute remains closed for students for approximately 50 days in summer vacation and approximately 25 day in winter vacation. During this period only non vacational staff is present in the institute). The semester examination are conducted twice a year approx. 20 days each in the month of December/January and May/June (During this period, the student strength remains poor.)**

Signature of Tenderer

Name:

Address:

Witnesses:

1. Name

Signature:

Address

2. Name

Signature:

Address:

LIST OF ITEMS TO BE COMPULSORY PROVIDED IN THE CANTEEN

S. No.	Items	Rates (In Rupees)
1	Tea, 100ml. (in disposable cup).	7.00
2	Tea with Tea bag / Special Tea 100ml. (in disposable cup)	8.00
3	Coffee 100ml. (in disposable cup)	8.00
4	Samosa 70gm. with chutney/sauce	7.00
5	Kachori with aloo sabji (2 pieces)	20.00
6	Bread Pakoda 75 gm. with chutney/sauce	10.00
7	Patty 75gm. With chutney/sauce	10.00
8	Bread Roll 100gms ,with chutney/sauce	10.00
9	Chole /subzi & puri(4 puri 120gm)	18.00
10	Veg. Sandwich	10.00
11	Samber Vada (2 pieces 50gm .each)	15.00
12	Veg. Pakoda(100gm)	10.00
13	Masala Dosa 200gm with samber and chutney	35.00
14	Chhole-Bhature (2 pieces of 80g each) with salad & pickles	25.00
	Rajma- Rice/Curry-Rice/Chhole-Rice/Dal-Rice (250g approx) with salad & pickles	25.00
15	Sweets (Boondi laddoo / Besan laddoo / Besan Barfi/ Coconut laddoo / Coconut Barfi/ Gulab Jamun/Rasgulla) 50 gm. each	15.00
16	Thali:	
	a) one dal +one subj + raita + 4 roti (Tawa)	32.00
	b) one dal + one subji + raita + 2 roti (Tawa)+ 125gm rice	32.00
	c) one dal +one subji + raita + 250gm rice	32.00
17	Executive Lunch (with following items) One paneer Dish+ Dal/Dal Makhni + Vegetable Pulao/ Vegetable Biryani + One seasonal Vegetable+ Dahi/ Raita+ papad+ Pickle+2 Roti/2Nan/2Prantha + one piece Gulab Jamun/Rasgulla + fresh vegetable salad	175.00
18	Cold Drink /Mineral Water & Packed Snack Items like biscuit/wafers/chips/Namkeen mixtures etc.	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 leaves 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 discretion.

The terms and conditions enclosed and rate list of items 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 12 months in KASTURBA INSTITUTE OF TECHNOLOGY PITAMPURA, DELHI-110088

I _____ Tenderer for running canteen at Kasturba Institute of Technology, Pitampura , Delhi -110088 for Twelve Months contract agrees to pay the Principal , Kasturba Institute of Technology , Pitampura Delhi , Rs. _____

(Rupees
Only)

as contract bid money for the total period of 12 months. If awarded 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.

I am also submitting EMD of Rs. 15000/- in favor of DDO, Kasturba Institute of Technology,

Vide Demand Draft No. / FDR No. _____ Dated _____

Signature of the tenderer

Name of the tenderer (in block letter)

Address (photocopy of ration card / Election Voter I Card be attached)

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

Witnesses:.

1. Name
Signature:
Address

2. Name
Signature:
Address :

Photograph of Tenderer (Photograph should be attested by Gazetted Officer / Notary Public

(The portion, below the line shall be signed by the tenderer and Principal, KIT after completion of all the formalities by successful bidder)

Date of acceptance of tender

Signature of tenderer

Principal, KIT.