

# **TENDER DOCUMENT**

## **NOTICE INVITING TENDERS**

### **FOR CANTEEN AND MESS SERVICES ON LEAVE AND LICENCE BASIS IN KARAMPURA AND LODHI ROAD CAMPUSES OF AMBEDKAR UNIVERSITY DELHI**

अम्बेडकर विश्वविद्यालय दिल्ली



Ambedkar University Delhi

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**NOTICE FOR INVITING TENDER FOR ALLOTMENT OF CANTEENS AND MESS AT  
KARAMPURA AND LODHI ROAD CAMPUSES**

1. E-tenders are invited under two bid (i) Technical bid (ii) Financial bid system from reputed agencies, either by themselves or as a joint venture having capacity to run Canteens with the suitable and uniformed trained manpower for two campuses of **AMBEDKAR UNIVERSITY DELHI** on contract basis/outsourcing basis for a period of two years and extendable for a further period of one year on the satisfactory performance and quality of services by the licensee/ contractor.

Location of canteens and mess

1. Karampura Campus, Satyadev Upadhyay Marg, Karampura Industrial Area Karampura, New Delhi-110015	Tentative no of students 1000	Staff 140
2. Lodhi Road Campus Aliganj, BK Dutt Colony, Lodhi Road, New Delhi-110003	150	40
3. Girls Hostel, Karampura Campus ( <b>likely to be operational by July August 2020</b> )	40	

Classes remain suspended for winter vacation for almost 25-30 days in December January and for summer vacation for 40 days in May –June every year. However, usual office staff attends office throughout the year.

2. Last date for submission/receipt of tender(s) is **05<sup>th</sup> March, 2020** at **03:00 PM** and will be opened by the Tender committee in the presence of tenderers or their authorized representatives who wish to be present on the same day at **03:30 PM** in the **Office of Dy. Registrar, Karampura Campus, AUD**. In case, any holiday on the day of opening, the tenders will be opened on the next working day at the same time as scheduled above. The tenders received after the above said scheduled date and time will not be considered. Only the bids uploaded through e-procurement portal of Delhi Govt. NCT of Delhi at <https://www.govtprocurement.delhi.gov.in> will be considered for evaluation.

**3.Bid Schedule**

**SCHEDULE**

<b>Date of start and downloading tender</b>	13 <sup>th</sup> February, 2020 at 9:00 AM
<b>Pre-Bid Meeting</b>	24 <sup>th</sup> February, 2020 at 2:30 PM <b>{Karampura Campus}</b>
<b>Earnest Money Deposit (EMD)</b>	Rs.50,000/- (Rupees Fifty Thousand only)
<b>Last date for downloading and submission of tender</b>	05 <sup>th</sup> March, 2020 at 3:00 PM
<b>Date and Time of Opening of Technical bid</b>	05 <sup>th</sup> March, 2020 at 3:30 PM
<b>Date and Time of Opening of Financial bid</b>	<b>Will be notified later</b>
<b>Designation of the Authorized Officer and Address for Communication</b>	<b>Dy. Registrar, Karampura Campus AMBEDKAR UNIVERSITY DELHI, Karampura Campus, Shivaji Marg, Karampura, New Delhi-110015. Phone No. 011-25102328 / 28160102</b>

**Registrar**

## **Guidelines for 'e'-procurement Solution:**

1. **Payment of Cost of Tender Document.** The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of bidder participating in e-procurement solution. The bidders can view/download the tender documents from the <https://govtprocurement.delhi.gov.in>
2. **Submission of Bids.** The registered bidders who are desirous of participating in 'e'-procurement shall submit their bids in the standard formats prescribed in the Tender documents, displayed at: <https://govtprocurement.delhi.gov.in> . The bidder should scan and upload the self-certified and stamped copies of all the relevant certificates, documents etc. on <https://govtprocurement.delhi.gov.in> in support of their bids. Documents of the bidders downloaded online or requisitioned subsequently only will form the basis for deciding the tender. Therefore, bidders need not submit any document physically except EMD.
3. **Payment of Bid Security (Earnest Money Deposit).** The EMD shall be in the form of the Demand Draft/Pay order of scheduled bank issued in favour of **Registrar, AMBEDKAR UNIVERSITY DELHI**. Xerox copy of the DD/PO/FDR is to be scanned and uploaded along with the bid, and the original DD/PO/FDR shall be sent or dropped in tender box to AUD so as to reach before the date and time of closing of the bids. Failure to furnish the original DD/PO before the closing of the bid, will entail rejection of bid. Bids of only those bidders whose EMD is deposited before scheduled time and date will be opened.
4. **Processing of Tenders.** The concerned **officer(s)** committee will evaluate and process the tenders as done in the conventional tenders and will communicate the decision to the bidder online.
5. **Price Bid Opening.** The Price Bids will be opened online by the concerned officer(s) committee at the specified date & time and the result will be displayed on the: <https://govtprocurement.delhi.gov.in> which can be seen by all the bidders who participated in the tenders. Price bids will be opened for only bidders who are found to be eligible in technical bids.
6. **Payment of Performance Guarantee:** The successful tenderers shall furnish a bank guarantee for an amount equal to 12 months of monthly license fee for a period of sixty days beyond two years. BG should be issued from a Nationalized/Commercial bank to ensure the satisfactory service performance. The performance guarantee is to be submitted at the time of award of work. In case the performance of the work is not found satisfactory, the amount of bank guarantee will be forfeited & credited in university account. Further PSD will be released after all contractual obligation by the contractor are over/fulfilled satisfactorily.
7. **Participation of Bidders at the time of opening of bids:**
  - (a) Bidders may come to attend opening of e-bids if they so desire.
8. **Participation Financial Rules for e-procurement:** The e-procurement system would be applicable for purchase of goods, outsourcing of services and execution of work as prescribed in GFRs.

**DY. REGISTRAR (KARAMPURA CAMPUS)  
AMBEDKAR UNIVERSITY DELHI,**

**TERMS AND CONDITIONS FOR CANTEEN TENDER**

1. The tender should be accompanied with an EMD amounting to Rs.50,000/- (Rupees Fifty thousand only) in the form of DD/PO drawn in favour of “**Registrar, AMBEDKAR UNIVERSITY DELHI**” and the same DD/PO shall be sent to AMBEDKAR UNIVERSITY DELHI, Room No.109, Karampura Campus, Admin Block, Karampura Industrial Area, Karampura, Delhi-110015 so as to reach before the date and time of closing of the bids. Failure to furnish the original DD/PO before the closing of the bid, will entail rejection of the bid.
2. The Licensee shall furnish a PSD amounting to an amount **equal to One year’s license fee** in the form of DD issued from a scheduled Bank drawn in favour of “**Registrar, AMBEDKAR UNIVERSITY DELHI**”. The bank guarantee issued by a scheduled bank shall only be accepted if it is valid for 60 days over and above the period of contract to begin with and shall be extended along with the period of extension of contract.  
The security Deposit shall only be released after three months of close of contract and submission of No Dues/Clearance from all concerned Authorities of University and on satisfactory completion of the contract.
3. The Licensee shall sign a formal Agreement on a non-judicial stamp paper worth Rs 100/- (Rupees one hundred only) (at his cost) within seven days from award of the work.
4. The tenderers should go through the complete tender document including all terms and conditions and rates of various food items already fixed by the AMBEDKAR UNIVERSITY DELHI before tendering.
5. The bidder is advised to mention serial number of all the pages of NIT as per Index/ list of documents, enclosures **Annexure** and complete list of documents accordingly before uploading the same. The work shall be awarded on leave and licence basis.
6. The License shall be absolutely ‘a bare license’ and anything contained therein shall not be deemed to give any right in law in respect of the said premises fittings, fixture and other university belongings to the Licensee in any manner.
  - (a) The AMBEDKAR UNIVERSITY DELHI shall initially equip the Canteen with electricity and water connections, electric bulbs. Tube lights, fans, etc. as deemed appropriate by the AMBEDKAR UNIVERSITY DELHI. Any replacement later and repair during the course of operation shall be made by the Licensee at his own cost. The Licensee shall maintain the premises properly at his own cost. As soon as the term of agreement expires or the agreement is otherwise terminated, the Licensee shall, make full and final payment for the consumption of water and electricity to the University. In case of any shortage, breakage, the Licensee shall get it repaired to the satisfaction of AMBEDKAR UNIVERSITY DELHI authorities otherwise the loss thereof shall be recovered from the Licensee.
  - (b) The Licensee shall equip the Canteen with decent crockery sufficient for the use of 300 persons at a time to the satisfaction of the nominated Officer/Committee of AMBEDKAR UNIVERSITY DELHI. Similarly, good stainless-steel utensils will be used for serving lunch and dinner etc.
  - (c) The LPG Cylinders/PNG shall be arranged by the Licensee at his own cost. The gas lines shall be maintained by the agency and repairs if required shall be got done by the Licensee at his own cost with superior quality materials under prior intimation to the AMBEDKAR UNIVERSITY DELHI.

7. The Licensee shall pay License fee for the occupation of said premises on half yearly basis (for six months) on accrual basis in advance before the 7<sup>th</sup> day of the month requisite. Electricity charges will be payable monthly by the licensee as per actual monthly consumption for which a separate sub – meter is installed. Water charges as per actual or @ Rs 200/- per month whichever is higher shall be payable by the Licensee before 7<sup>th</sup> day of every month. In the event of the license being revoked or terminated, the Licensee shall pay a proportionate apart of the license fee at the rate in force including proportionate charge of water consumption, electricity, etc. In case the Licensee fails to deposit the license fee, water charges, electricity bill, etc. within the specified period, otherwise an interest @ 18% per annum shall be charged for the same from the Licensee on due amount. However, it shall be the responsibility of the Licensee to get all dues clearance from the appropriate authority before handing over the vacant charge of the premises otherwise the same will be recovered by the AMBEDKAR UNIVERSITY DELHI.
8. In case, the Licensee fails to comply with the terms & conditions or commit breach of any of the terms and conditions, the AMBEDKAR UNIVERSITY DELHI will notify the Licensee about the said arrears of breach, as the case may be and in the event of the Licensee failing or omitting to remedy the breach or payment of the arrears within 15 days of the notice served in writing to the Licensee, the University can terminate license and thereafter the AMBEDKAR UNIVERSITY DELHI shall have the absolute right to enter upon the premises and take possession of the premises and can blacklist the firm.
9. That the AMBEDKAR UNIVERSITY DELHI shall have the lien on all the belongings of the property of the Licensee for the time being in or upon the premises of the AMBEDKAR UNIVERSITY DELHI and if the Licensee does not pay the arrears of license fee, water electricity charges or other dues payable to the AMBEDKAR UNIVERSITY DELHI, even after the termination of the license, the University will have the right to realize the amount due to the AMBEDKAR UNIVERSITY DELHI from **Performance** Security Deposit and if the due amount is still more, than by putting the belongings of Licensee in public auction after notifying the said auction to the Licensee.
10. Where any belongings of the Licensee are sold, the sale proceeds thereof shall, after deduction of the expenses incurred by the AMBEDKAR UNIVERSITY DELHI in disposing of the belongings and after deducting the amount, if any due to the AMBEDKAR UNIVERSITY DELHI on account of arrears of license fee including incidentals or damages or cost or any other charges be paid to him or a person or persons as may appear to the AMBEDKAR UNIVERSITY DELHI to be entitled to the same.
11. The prices to be charged by the Licensee shall not exceed those approved by the AMBEDKAR UNIVERSITY DELHI as per **Annexure 'C'** of Tender Document for the trade item of which he has been granted in the license and these shall be displayed by him prominently in the premises on a sign board to be provided by him. New items if introduced, later on the demand of staff/students (i.e., also on approval of AUD) may be used only after getting their rates approved from the AMBEDKAR UNIVERSITY DELHI. The rate fixed shall not be changed at least for one year and will be revised only with the approval of AMBEDKAR UNIVERSITY DELHI.
12. To ensure safe & potable drinking water, the licensee shall arrange RO filter.
13. The Licensee shall not carry out any permanent addition or alteration to the said premises and any construction thereon and electrical or sanitary installations in the said premises without prior permission of the AMBEDKAR UNIVERSITY DELHI in writing. If any temporary additions or alterations are required by the Licensee, a request to this effect may be made in writing to the AMBEDKAR UNIVERSITY DELHI who may consider the same on such terms and conditions as may be deemed appropriate.
14. The Licensee shall repair/make any damage caused to the said premises except normal wear and tear. The decision of the AMBEDKAR UNIVERSITY DELHI on the question whether any

damage is caused to the premises and what amount of compensation would make good such damage, shall be final and binding on the parties thereto.

15. The Licensee shall not sublet/permit the said premises or any part thereof to be used by any other person for any other purpose and in default thereof shall be liable for cancellation of license. The Licensee shall not introduce any partner nor shall transfer possession of the premises or part thereof or otherwise carry on the business in the premises with any other person or assign, transfer, charges or other alienate his interest in the premises shall not change the business for which the said premises are being licensed to him.
16. The Licensee shall not allow any other persons(s) to use the premises with or without consideration. He shall not use the premises or any other space in the Campus for residence of himself & his employees or for the purpose other than that provided in this Tender/Agreement. He shall not make or permit to make, any structural additions and alterations to the premises, without the previous written sanction of the AMBEDKAR UNIVERSITY DELHI.
17. The menu shall be strictly as per **Annexure 'C'** and no change shall be allowed except for any decision by the AMBEDKAR UNIVERSITY DELHI in this regard. The licensee shall display such list along with rates very prominently at a suitable visible place in the canteen at his own cost.
18. The Licensee shall on revocation or termination of this license, hand over the possession of the said premises to the AMBEDKAR UNIVERSITY DELHI in as good condition in peaceful manner as they were on the date of occupation of the License, except normal wear and tear.
19. The Licensee shall give at least 90 days' notice in writing of vacating the said premises, pay the arrears of license fee, if any, before vacating the said premises, and in default **render himself liable to be used for the recovery of arrears and necessary legal expenses.** Similarly, the AMBEDKAR UNIVERSITY DELHI shall be entitled to give him 90 days' notice to vacate the said premises.
20. In the event of the death of the Licensee being any individual or the dissolution of the firm as the case may be, the Licensee being adjudged insolvent or any proceedings under the Insolvency Act being initiated against the Licensee, or any proceedings for the winding up of the Company, if the Licensee is company, the license shall stand automatically revoked. Provided that such determination shall not prejudice any right of action or remedy, which shall have accrued or shall accrue thereafter to the AMBEDKAR UNIVERSITY DELHI.
21. The Licensee shall abide by the law in force including the Municipal By-Laws relating to the sale of food, drinks, hygienic conditions etc., he shall himself obtain the required necessary license from the competent authority i.e., of Govt. of Delhi /MCD etc. The Licensee shall comply with the instructions issued from time to time by the AMBEDKAR UNIVERSITY DELHI or any an Officer/Committee nominated by the University on this behalf.
22. The cooking oil/butter/ghee shall be a standard quality and brand.
23. The food, sweets, snacks etc. served by the Licensee shall be obtained by him from the approved sources and shall be fresh, hygienic wholesome of good quality of their respective kind and of reasonable quantity. The AMBEDKAR UNIVERSITY DELHI shall have the right to stop the sale or even destroy those articles which are not considered of the requisite standard or are found unfit for human consumption. A Committee including Officer/ faculty of the AMBEDKAR UNIVERSITY DELHI shall check the food items at any time. If on examination, it is found that food items/articles kept are exposed to dust, flies or the services rendered by the Licensee is unsatisfactory then the license shall be revoked, and the Licensee shall be even prosecuted under the provision of Prevention of Food Adulteration Act and shall also be liable to pay a fine of not less than Rs.5,000/- (Rupees five thousand) only at first instance and double that amount in

subsequent instances to the AMBEDKAR UNIVERSITY DELHI and may also face prosecution under relevant Acts/Laws of land.

24. No non-vegetarian food shall be brought, cooked or served in the canteen except eggs. Any violation of this is liable to termination of the contract.
25. The Licensee shall keep a 'Complaint-Cum-Suggestion Book' at a conspicuous place in the said premises in which suggestions may be recorded by the customers and which shall be opened to inspection by monitoring committee duly authorized by the AMBEDKAR UNIVERSITY DELHI. The Licensee shall implement these suggestions within a period of one week and where it is not possible to do so, he shall bring the matter to the notice of the AMBEDKAR UNIVERSITY DELHI. The Licensee shall also put up a signboard reading "Suggestion Book" available at the counter within a fortnight from the date of allotment of the premises. The AMBEDKAR UNIVERSITY DELHI may also prescribe, if need be, the number of employees to be engaged by the Licensee keeping in view of the size of his business. They shall be properly and neatly dressed. The Licensee shall also furnish to the AMBEDKAR UNIVERSITY DELHI information about the staff engaged by him in the prescribed form within a fortnight of the date of allotment of the premises (along with two pass-port size photographs of each worker). Similarly, information/photograph shall be supplied subsequently as and when changes are made by the Licensee in this respect. Identity card should be issued to staff engaged for the canteen work along with full address, photograph and phone number.
26. The Licensee shall ensure that persons not below a prescribed age, and as may be permissible under the relevant law, are employed and shall also maintain an Attendance Register for his employees. Labour Law and all the other relevant laws (Minimum wages Act etc.) be followed by the Contractor.
27. The dealings of the Licensee and his workers with the Staff & the students shall be polite and courteous.
28. If any person employed by the Licensee in connection with the purpose of this license deed is found guilty of breach of rules/discipline/terms of this deed, the AMBEDKAR UNIVERSITY DELHI shall have the right to require the Licensee to terminate the services of such an employee who shall not afterwards be permitted by the Licensee to come to the premises/campus without the previous written permission of the AMBEDKAR UNIVERSITY DELHI.
29. The Licensee shall not be permitted to exhibit in the said premises any printed or written notice, advertisement, posters etc. of any kind and any company whatsoever.
30. The Licensee shall make good any damage caused to the said premises. The normal wear and tear, if any shall also be brought to the notice of the AMBEDKAR UNIVERSITY DELHI in writing at the end of each month, failing which any damage noticed later shall have to be made good by the Licensee. Further the decision of the AMBEDKAR UNIVERSITY DELHI on the question whether any damage is caused to the premises and what amount of compensation is payable shall be binding on the Licensee.
31. If the period for which the premises have been licensed has expired and has not been formally extended and the premises are not required to be vacated, then the Licensee may continue on the same terms & conditions till the license is renewed on mutual agreement.
32. The Licensee shall not do anything in or outside the premises, which may be nuisance or a cause of annoyance to the neighbours.
33. On the expiry or earlier termination of this license, deed, the premises shall be vacated peacefully by the Licensee and he shall clear all dues before vacating the premise. It shall be the responsibility of the Licensee to hand over the possession personally to the AMBEDKAR UNIVERSITY DELHI in the same condition in which he had occupied then. However, if he fails to



do so, the action stipulated in this license deed and any other action deemed appropriate by the AMBEDKAR UNIVERSITY DELHI shall be taken.

34. The Licensee shall make use of the said premises for his business purpose only shall keep the adequate area around the said premises clean and in hygienic condition and he shall not cause any obstruction or encroachment whatsoever under any circumstances.

If at any time it comes to the notice of the AMBEDKAR UNIVERSITY DELHI that the area around the said premises are being used by unauthorized persons with the connivance of the Licensee or that the Licensee has put up any hoardings, show-case etc. stacked any goods in such areas or is carrying on any activities which obstruct normal movement of public, AMBEDKAR UNIVERSITY DELHI personnel or other Licensee or which cause nuisance to other licensees, or that the Licensee is using the said premises for any purpose other than specified in the agreement, then, notwithstanding anything contained in the Agreement, the AMBEDKAR UNIVERSITY DELHI shall be entitled forth with to terminate the License without assigning any reason and without service of notice to the Licensee and to claim damages at such rate as may be decided by the AMBEDKAR UNIVERSITY DELHI along with minimum penalty of Rs.5,000/- (Rupees five thousand only).

35. Any notice to be given to the Licensee under the terms of this license shall be considered to be duly served & the same shall have been affixed on outer door or any other conspicuous part of the said premises.

36. All payments to the University shall be made by a Bank Draft / NEFT / RTGS. No cheques will be accepted.

- 36A. EMD shall be returned to the unsuccessful tenders within 30 days without interest after the award of the work is issued to the contractor.

37. It is assumed that about 1300-1400 students/staff will be the consumers in the both Canteens. However, this number may vary and the AUD or its authorities do not guarantee in this regard.

38. The Licensee shall strictly follow the Labour laws and all statutory obligations as per PF, ESI, Bonus, Gratuity, minimum wages Act as applicable and shall indemnify AMBEDKAR UNIVERSITY DELHI against any loss or damage, which AMBEDKAR UNIVERSITY DELHI may suffer as a consequence of non-compliance of these Laws by the Licensee. There will be no deployment of minor employees. The Licensee shall furnish an indemnity Bond on Non-Judicial Stamp paper of Rs.100/- only as per Performa enclosed.

39. The Licensee shall ensure proper cleaning in and around canteen. The Kitchen waste shall be disposed off through covered containers in the dustbin situated in the nearby area. Licensee may explore possibility to convert waste to bio-fertilizer. The minimum wages will be as per norms of GNCTD or Labour Dept., whichever is beneficial to the workers.

40. The monthly license fee offered by the bidders in **Annexure 'G'** (Financial Bid) shall be uploaded on e-procurement site. Before, financial bids are downloaded, technical evaluation shall be done the AMBEDKAR UNIVERSITY DELHI for all bidders on the basis of Technical bids which include checking of samples for various food products and inspection at various places of work of different bidders.

Financial bids shall be opened only for those agencies who qualify the technical eligibility criteria as per the technical bid and also meet the quality standards as per inspection report. Finally, the tenders shall be decided on the basis of the highest monthly license fee offered in the financial bid.

41. The rates are inclusive of all taxes as applicable and nothing extra shall be payable on this account. The contractor shall himself be responsible for all such statutory obligations regarding payment of taxes to concerned authorities.

- 41A. All the dues amount such as Licence fee / Electricity / Water Charges etc. should be paid on due date, otherwise penalty and / or penal interest shall be payable on the overdue amount.
42. Checking as and when required or desired by the AMBEDKAR UNIVERSITY DELHI will be made by a Committee. The contractor shall obtain MCD license as applicable for running Canteen after award of work.
43. The contract will be awarded for a period of two years on contract basis/outsourcing basis and extendable for a further period of one year on the satisfactory performance and quality of service by the licensee/contractor.
44. If dispute or difference of any kind arises between AUD and service provider in connection with or relating to the contract, the party shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve the disputes, the same shall be referred to the Vice Chancellor of the University, decision of whom will be final. In case the contractor is not satisfied with the decision, the matter may be referred to sole arbitrator to be appointed by the Vice Chancellor of AUD. Decision of the Arbitrator will be final and binding on both the parties.
45. Any dispute arising out of this contract shall be subject to Delhi Jurisdiction only.
46. Licensee will deploy adequate number of manpower to serve the visitors.
47. Approved Rate will be valid for one year and will be revised nominally if required, by a committee only after one year of contract on the request of licensee.
48. Licensee should have annual turnover of Rs.40 lakhs during last three years (2018-19, 2017-18, 2016-17).
49. AMBEDKAR UNIVERSITY DELHI is free to engage external catering agency for providing snacks/lunch/dinner/high tea for events, such as meetings, seminar, conferences and workshop etc.
50. The agency should take all precautions and observe all safety measures against fire etc. by providing fire extinguishers, sand buckets, etc. to avoid any untoward incident at the premises.
51. The contractor shall ensure the police verification of all the persons deploying by him at the allotted premises.
52. The workers employed by the contractor shall be directly under the supervision, control of the contractor. Such workers shall also not have any claim against AUD for employment –regular or contractual or outsource what so ever, pension or any other stability claim or regularization of the services at AUD. The contractor will be responsible to remove its all employees from the campus on completion or termination of the contract.
53. Storing/Sale/Supply/ sale and consumption of drugs, /Alcoholic drink/cigarettes/Tobacco/Pan/ Pan Masala / tobacco products will be strictly prohibited. The contractor will abide by all other laws and acts of the Govt. of Delhi and Govt. of India in this regard as and when amended and /or notified at later date.
54. AUD reserve the right to cancel the tender process without assigning any reason whatsoever at any stage.
55. No accommodation will be provided in the campus and inside the canteen /mess for the worker and the agency shall make its own arrangements.
56. The bidder may visit both campuses of Ambedkar University at any time during working hours and make themselves conversant to the space available for running canteen and mess. It will be presumed that the bidder has make him aware about this, when the bidder submits its bid online.
- 56A. All the instructions issued by the Ambedkar University Delhi and / or authorized official(s) shall be followed by the contractor.

**SCOPE OF WORK**

To provide wholesome, hygienic cooked and packaged food and food items to students, hostellers and staff of Karampura and Lodhi Road Campuses of Ambedkar University Delhi as per terms and conditions of the tender, offer letter and agreement of contract and at the prescribed rates.

**LIST OF ITEMS/SNACKS ETC AND PRICE THEROF FOR CANTEEN/ MESS**

Sr. No.	Items	Quantity Weight	Rates(Rs.)
1.	Tea (One Cup)	100 ml.	8.00
2.	Coffee (Per Cup)	100 ml	10.00
3.	Tea Special	100 ml	10.00
4.	Samosa	50 gm	8.00
5.	Bread Pakora (Potato filled)	75 gm	10.00
6.	Two Puri/ bhatura with subzi/ chole	30 gm	20.00
7.	4 Idli (Per Plate) with sambhar & sauce/ chatni	Per plate	20.00
8.	Sambhar/ vada	2 pieces	20.00
9.	Plain Dosa with sambhar & chatni	1 pc	25.00
10.	Dosa (Masala) with sambhar	1 pc	30.00
11.	Chowmin	Full plate	40.00
12.	Chowmin	Half plate	20.00
13.	Maggi	1 pkt 70GM	20.00
14.	Veg Sandwich standard jumbo bread size	1	15
15.	Veg. Grill Sandwich	-	20
16.	Paneer sandwich	-	22
17.	Paneer Grill Sandwich	-	25
18.	Dhokla (1pc)	Standard size	10
19.	Veg burger		15
20.	Spring Roll 4 pcs.(1.5 inch app.)	-	25
21.	Veg. Patties	-	10
22.	Chilly potato	250gm	25
23.	Aaloo parantha	1 pc	25
24.	Paneer prantha	1 pc	30
25.	Tawa roti	1 pc	3
26.	Plain Dal	150 gm	20
27.	Dal Fry	150 gm	25
28.	Daal Makhani	150 gm	25
29.	Rajma	150 gm	25
30.	Kadhi	150 gm	20
31.	Veg Seasonal	150 gm	15
32.	Aaloo Jeera	150 gm	20
33.	Aaloo Gobi/ or other seasonal vegetable	150 gm	20
34.	Mutter Paneer	150 gm	30
35.	Boondi Raita	100 ml	10
36.	Plain Rice	200 gm	15
37.	Jeera Rice	200 gm	20
38.	Veg. fried rice	300gm.	25
39.	Veg Pulao	250 gm	30
40.	Rajma Rice Plate	300 gm	25
41.	Paneer Rice Plate	300 gm	30

42.	Laddu (Besan/ Bundi)	30 gm	8
43.	Burfi (Khoya)	20 gm	8
44.	Rasgulla/ gulabjamun (1pc)	Normal Size	10
45.	Mini Thali- 3 Roti + Sabzi		22
46.	<b>Veg Thali</b> – Dal + Seasonal veg + 2 roti + plain rice + salad + <b>Pickle</b>	-	35
47.	<b>Paneer Thali</b>		
	(a) Kadhai/Shahi/Masala/Palak Paneer	150 gm	
	(b) Dal Fry/Dal Makhani/Choley /Rajma/ Seasonal veg/mixed veg	150 gm	60
	© 4 Roti	150 gm	
	(d) Plain Rice+ Raita + Salad+ <b>Pickle</b>	150 gm	
<b>Packaged food/ drink items (GOOD REPUTED BRANDS)</b>			
48.	Cold drinks		M.R.P.-
49.	Cold coffee		M.R.P.
50.	Juice tetra packets/ bottles		M.R.P.
51.	Lassi sweet		M.R.P.
52.	Lassi salt		M.R.P.
53.	Curd Branded		M.R.P.
54.	Shakes (butter scotch, chocolate etc)		MRP
55.	Cup noodles		MRP
56.	Cup soup		MRP
57.	Packaged Tea/ Coffe		MRP
58.	Other branded packaged food items		MRP

For any packaged item only MRP price can be charged.

**NOTE:** No Non-vegetarian food will be allowed in the Canteen. Cigarettes, Liquor items, Gutkas will also not be permitted. Selling of Tobacco product will invite the prosecution under relevant Rules Acts. Rates mentioned above include all applicable taxes. Contractor shall be responsible for depositing taxes with concerned authorities and for keeping records of sales. Contractor shall maintain an electronic register.

As far as possible the contractor will avoid selling junk food to make students live better and learn better and also reduce the obesity levels thus preventing life style diseases which have a direct link with excessive weight in terms of UGC circular dated 10.11.2016.

Contractor will observe use of plastics and plastic waste management policies and guidelines as and when announced by the Govt. All the relevant laws applicable on the canteen business shall be followed by Contractor.

### **FOR MESS**

Nature of the work : - To provide the good quality meal to the students of the Girls hostels of Ambedkar University, Karampura Campus, New Delhi-110015

Items to be provided in : - Mess per month per student.(Total Hostlers=40)

**Meal for a day shall consist of:-**

1. Breakfast - 7:30 A.M -9.30 A.M
2. Lunch - 12:00 noon - 2:30 P.M
3. Tea and snacks - 4:30 P.M to 5:30 P.M
4. Dinner - 7:30 P.M to 9:30 P.M

**Breakfast:- The breakfast will include:- (Rate Rs. 25.00)**

**Note:** Ajinomoto and / or baking powder shall not be used for preparation of food items.

1. -Two number of boiled eggs or omelette of two eggs with two bread slices with sauce / chatni  
or  
two vegetable cutlets/ Vada/ Idli with two bread slices with sauce / chatni  
or  
one Utpam/Prantha with seasonal stuffing with sauce / chatni
2. - Poha
3. - Tea/Coffee/Milk (200ml)

**Lunch: - (Rate Rs.50.00)**

1. -Non-Veg. Dish (Mutton/chicken/fish 150 gms.) for non-veg  
Or  
paneer/malai kofta for vegetarians  
twice a week
2. Rice whole (Good quality Basmati)
3. Chappatis (as required)/ Puri/ Bhatura
4. Dal/Sambhar/Rajma/Lobia/White Channa/Kala Channa
5. Two seasonal vegetables
6. Sweet Dish or Fruit
7. Curd with sugar/salt
8. Salad
9. Papad
10. Achar/ Chutney

**Tea –Snacks:- (Rate Rs.12.00)**

- Tea/Coffee Once
- Samosa/ paneer pakora/ veg.pakora/ bread roll/ burger/ patties/ dhokla

**Dinner :- (Rate Rs. 50.00) dishes served in Lunch will not be repeated on same day dinner**

1. Twice a week : Non-Veg Dish (Mutton/Chicken/fish 150gms.) FOR NON-VEG  
OR  
paneer dish/ malai Kofta for vegetarians.
2. Rice whole (good quality Basmati)
3. Chappatis (as required) Puri/Bhatura
4. Dal/Sambhar/Rajma/Lobia/White Channa/ Kala Channa
5. Two Seasonal Vegetables
6. Salad
7. Papad
8. Achar/Chutney
9. Curd with sugar/salt
10. Sweet Dish or Fruit

\*The rates mentioned are inclusive of all taxes.

**Notes:-**

1. Students may opt for mess rebate of 10 days (maximum) in a month as per rules.
2. Brands of consumable items permissible in mess.

Item	Brand
Salt	Tata, Annapurna, nature fresh
Species	MDH Masala, Satyam, Badshah, Everest
Chicken	Venky's Chicken, Godrej Real good

Ketchup	Maggi, Kissan, Heinz, Tops
Oil (Sunflower)	Sundrop, Godrej, Saffola, Fortune
Pickle	Mother's or Pravin or Priya or Bedekar or Nilon's or Pachranga
Atta	Ashirvad, Pillsbury, Annapurnna
Instant Noodles	Maggi, Top Ramen
Flavoured fruit drinks	Rasna, Nestle
Papad	Lijjat, Hansraj
Butter	Amul, Britannia, mother dairy
Bread	Modern, Kwality, Harvest, Britannia
Jam	Kisan or Maggi, Tops
Ghee	Amul, Mother Dairy, Britannia, Gifts, Everyday
Milk	Mahananda, Amul, Mother Dairy, DMS
Paneer	Amul, Mother Dairy
Tea	Brook bond, Lipton, Tata
Coffee	Nescafe, Bru, Tata

\*The contractor shall use other ingredients such as vegetables/pulses/fruits of high quality and fit for human consumption and should be stored and cooked in hygienic conditions.

\*Only filter/RO water shall be used for cooking purpose.

\* The contractor may use any other brands only if permitted by the AUD. Other brands have to be of equivalent or higher quality and of reputed brands only, for which contractor shall seek prior approval of AUD.

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## ANNEXURE – D

### **Sanitation Conditions: - Food Sanitation, Water Sanitation and General sanitation.**

**Periodically checking for above or surprise check will be made by authorized representative of AUD**

(a) **Food articles & Drinks:** -

- (a) Food articles should not have kept on floor subject to contamination by dust or by rodents/rates or flies etc. always kept in shelves or in height.
- (b) Prepared food articles are kept covered protected from flies & dust and should be stored above the ground floor level.
- (c) Milk & Milk products should be of superior quality taken from reliable & approved sources to avoid food adulteration/contamination.
- (d) No packed food items should be kept for sale after expiry date.
- (e) Cooked food supplied outside the mess/canteen should be covered properly (covered with a plate or paper or Aluminium foil).
- (f) Used fresh food material free from any contamination (Vegetable, Milk, Fruit etc.).
- (g) Avoid strictly reuse of any cooked food material or drinks.
- (h) Market superior quality materials should be used for cooking purpose.

(b) **Utensils:** -

- (a) Utensils should be easily washable & kept in good condition. There is no corrosion cracked or chipped utensils should not be used.
- (b) Cooking, eating & drinking utensils are thoroughly cleaned & washed (preferably with soap/detergent & hot water) after each use.
- (c) Use dough trough, tray should be cleaned with soap/detergent & hot water after day work.

(c) **Equipment:** -

- (a) The equipment should be properly located to facilitate cleaning.

- (b) Cases, counters, shelves, tables, chairs, refrigerators, slices, stoves (gas), hoods, hot case etc, should be kept neat and clean, stain free & safely operated.
- (c) Juicer, Coffee, Tea, Soft drink etc. machine should be sterilized by the specialized agency periodically in a week or directed by the Estate Officer and should be maintained proper record.

(d) **Washing:** -

- (a) Washing places should be well drained to avoid nuisance from flies, offensive smell etc.& drains should free from any blockage of traps etc.
- (b) After use clean the place thoroughly with the use of disinfectants.

(e) **Employer:** -

- (a) Behaviour of shop etc. employees & employer should be cooperative.
- (b) Worker must wear clean aprons & caps and hand gloves.
- (c) They should not be allowed to smoke or chew pan, tobacco, drink alcohol etc. in & around the kitchen/dining hall of mess/canteen subsequently outside the campus of university.
- (d) They (Employer & Employees) should clean their nails & hands with brush & soap before handling the dough & cooking & servicing food/meals.
- (e) Workers should be healthy and free from any diseases. Periodically medical checkup of the workers should be made & maintained proper record.

(f) **Other Conditions:** -

- (a) Kitchen should not be used for residence.
- (b) The store should be properly cleaned by proper arranging of articles in racks & bags.
- (c) Kitchen & dining hall should be clean day /wet thrice a day or as per requirement.
- (d) Kitchen kneading tables tip, bottom, should properly cleaned/stain free by using of soap/detergent & hot water after day work.
- (e) Floors should be impervious & easily cleaned & in good repair.
- (f) Floor should be kept clean by moping with using of disinfectants such as approved phenyl & sanitizer etc.
- (g) Walls & ceiling should be kept clean from cobweb & dust etc.
- (h) Doors & windows glasses should be clean gently which will not affect ventilation & light.
- (i) Serving table & chain should be kept clean.
- (j) No smoking & no use of tobacco, alcohol etc. in the campus.

7. **Garbage Disposal:** -

- (g) Arrange proper capacity covered dustbins for disposal of garbage and should be cleaned timely.
- (h) Approved insecticides should be used in dustbins.
- (i) Entire area in & around the shop/mess/canteen/kiosk/fruit vendor should be cleaned every time.

8. **Penalty:**

- (a) Setting up of a stall within outside the canteen of sale of item(s) not listed in the contract/selling of items without electronic billing machine/unhygienic condition on the kitchen & dining hall/poor quality of product shall attract penalty of Rs 5,000/- first time, Rs. 10,000/- in the second and cancellation of contract in the third occasion.
- (b) Staff being not properly dressed i.e. with serving staff in a particular colour of shirt, trousers, shoes, gloves/apron head and globs etc. shall attract penalty of Rs. 2,000/- per occasion.
- © Not maintain cleanliness and immediate disposal of garbage shall attract a penalty of Rs. 2,000/- per day.
- (d) Overcharging/non availability of listed items and non-courteous of the working staff shall attract a penalty of Rs. 2,000/- per occasion.

**TECHNICAL BID****Essential eligibility criteria****Please upload scanned copies of following self-attested and stamped documents**

Make sure that each and every page of the documents are signed and stamped before scanning the same for uploading. Make sure that the uploaded documents are readable. Documents which are not readable will be summarily rejected and bid will be considered as unresponsive.

<b>S. No.</b>	<b>Description</b>	<b>Details</b>
1.	Name of the Agency	
	Address of firm/Agency	
	Telephone No	
	Name, Designation, Address and Telephone no. of authorized person of the firm/agency to deal with	
	Ownership firm or partnership firm. In case of partnership firm mention names and contact details of all partners	
2.	PAN No.	
3.	GST Registration No. issued by the Competent Authority along with return of last financial year.	
4.	PF Registration No	
5.	ESI Registration No	
6.	Proof of average Annual turnover of Rs. 20 Lakh during last three years (2018-19, 2017-18, 2016-17)	
7.	Copies of award letters/ work orders issued within last three financial years	
8.	At least 10 Satisfactory Certificates regarding running of Canteen in University/College/Reputed Organization issued during last 03 years. (should be issued not before June 2019)	
9.	Income tax return for last three years	
10.	Self-certification that the bidder has not been blacklisted anywhere by any agency	
11.	Self - certification in effect that the bidder has no relative employed in AUD	
12.	DD towards earnest money Rs.50,000/- TO BE DEPOSITED PHYDICALLY BEFORE CLOSING HOURS OF THE BIDDING	
13.	Upload load duly signed and stamped technical bid	
14.	Undertaking on Rs.100/- non-judicial stamp paper as per Performa enclosed	

**Declaration: -**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of the tenders: - \_\_\_\_\_

Name: - \_\_\_\_\_

Designation: - \_\_\_\_\_

Date: - \_\_\_\_\_

Place: - \_\_\_\_\_



**Undertaking**

(To be executed on Rs. 100/- Non judicial Stamp Paper)

1. I / we the undersigned, certify that I/We have gone through the terms and conditions mentioned in the tender documents and undertake to comply with all of them.
2. That no Civil/ Criminal/ Income Tax/ Service Tax/ blacklisting case is pending against me / us / firm.
3. The rates quoted by me/ us are valid and binding on me/ us for acceptance for the entire period of contract.
4. I/we undersigned hereby bind myself/ourselves to the Registrar, Ambedkar University, Karampura Campus, New Delhi-110015, to provide mess services in Ambedkar University, Karampura Campus, Delhi-110015 during the period of contract..
5. The security money deposited by me shall remain in the custody of the Registrar, Ambedkar University, Delhi till two months after the expiry of the contract.
6. I/we shall abide by Minimum Wages Act, Contract Labour Act, PF, ESI, Bonus, Gratuity, etc. as applicable from time to time for the workers employed for running the mess.
7. In case of any lapse occur on my part or on my staff while discharging the services the university authorities may cancel my/our contract and award the work to another agency and the costs difference may be recovered from me/us and can forfeit the security.
8. The food /eatable items will be genuine, fresh, hygienic and good quality.
9. In the event of any breach/violation of the terms and conditions, the Competent Authority shall be at liberty to terminate my contract and con forfeit the security money deposited by me/us.
10. I/we will be wholly responsible for providing canteen and Hostel Mess Services at Ambedkar University, Karampura Campus, Delhi-110015 and / or Lodhi Rod, New Delhi-110003 and will ensure deployment of adequate staff to provide, quick clean and efficient service and also responsible to pay all taxes as applicable to Tenderer. I shall also be responsible for behaviour/ act of employees engaged by me for running of Hostel Mess of the University.
11. I/we shall be responsible for health and injury caused to the worker while working in the mess.
12. I/we shall be responsible for any loss or damage to the University property by the employee engaged by me/us.
13. The Vice Chancellor, Ambedkar University, Delhi has the right to accept or reject any or all the tender without assigning any reason. The decision of the Vice Chancellor, Ambedkar University, Delhi will be binding upon me.
14. I/we shall conspicuously display the Rate list per unit of all available cooked items on the two separate boards' first at the entrance of the mess and the second at the cash counter of the mess.
15. I/we shall vacate the canteen/ mess premises on completion of the contract period. In case of unauthorized retention of the mess premises beyond the contract period, a penalty of 50% over the above the pre-existing rate will be levied on me/us during the period of unauthorized retention.
16. I/we shall also be responsible to pay all taxes as applicable to the government like Income Tax GST, and Service Tax etc.
17. I/we shall be responsible to any theft/loss/damage to university property/fixtures and I will rectify/ replace the same.
18. I / We abide by the all the local Laws applicable on the Canteen business.
19. I We indemnity Ambedkar University Delhi against any loss or damage which AUD may suffer as a consequence of non-compliance of these Laws by the Licensee.

Signature of the Tenderer

Name of the firm/Tenderer  
Seal of Firm

**e-FINANCIAL BID (to be filled up in ONLINE financial bid only)**

**Do not send physical copy or upload copy online**

Name of Tenderer/Firm \_\_\_\_\_

Full Address \_\_\_\_\_  
\_\_\_\_\_

Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

**Financial Bid**

I/We now offer to pay monthly license fee of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ only) for AMBEDKAR UNIVERSITY DELHI  
Canteen for the period \_\_\_\_\_ to \_\_\_\_\_.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal/Rubber Stamp: \_\_\_\_\_

**N.B.**

1. Rates should be quoted on **monthly basis** inclusive of all taxes/levies. Nothing extra will be considered.
2. Rates should be mentioned both in words and figures.
3. Financial Bid will be considered and opened only if Technical Bid is accepted by the Competent Authority.

**AMBEDKAR UNIVERSITY DELHI**  
LOTHIAN ROAD, KASHMERE GATE, DELHI 11006.  
E-mail: [drkpc@AUD.ac.in](mailto:drkpc@AUD.ac.in) Phone 91-11-25102328

**FORM OF AGREEMENT**

THIS AGREEMENT is made on the \_\_\_\_\_ day \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) Between the Board of Management, AMBEDKAR UNIVERSITY DELHI through the \_\_\_\_\_ (Name and address of the Registrar) hereinafter called "the Department" which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND \_\_\_\_\_ (Name and address of the contractor) through Shri \_\_\_\_\_, the authorized representative (hereinafter called "the contractor") (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrator, representative and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavour's to provide Canteen Services to AMBEDKAR UNIVERSITY DELHI, Delhi.

**NOW THIS AGREEMENT WITNESSETH as follows: -**

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz: -
  - (a) Letter of acceptance of award of contract;
  - (b) Terms and Conditions;
  - (c) Notice Inviting Tender;
  - (d) Bill of Quantities;
  - (e) Scope of work;
  - (f) Addendums, if any;
  - (h) Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Department to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute and the Canteen Services w.e.f. \_\_\_\_\_ as per the provisions of this Agreement and the tender documents.
4. The Department hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents, the contract price of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ in words).

5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor

For and on behalf of Board of Management of University

Signature of the authorized official

Signature of the authorized officer

Name of the official  
Stamp/Seal of the Contractor  
By the said

Name of the Officer  
Stamp/Seal of the Employer  
By the said

\_\_\_\_\_ Name

\_\_\_\_\_ Name

on behalf of the Contractor in the presence of:

on behalf of the Employer in the presence of:

Witness \_\_\_\_\_

Witness \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

Telephone No: \_\_\_\_\_

**INSTRUCTIONS**

1. All columns shall be filled legibly.
2. Clear and precise information shall be given against each column in the space provided.
3. If any column is left blank or not properly replied to or the application is not accompanied by the pay order/demand draft of the requisite value, the application is liable to be rejected summarily.
4. The License granted is liable to be cancelled forthwith, if it is found that the applicant had given wrong or false information in the application for the issue of authorization.