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**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING,  
VARUN MARG, DEFENCE COLONY, NEW DELHI-24**

**CANTEEN TENDER**

SCERT is desirous of having a functional canteen in its premises, for a period of one year, for the staff members & students.

Sealed tenders technical bids (in Annexure I) and financial bids (in Annexure II) have to reach R&I Branch latest 10 January 2018 upto 14.00 hours. Technical tender will be opened on the same day at 14:30 hours in the multipurpose hall of SCERT by the tender opening committee constituted for the purpose. The envelopes must have the heading "Technical Bid" and "Financial Bid" on the respective envelope. Tenders submitted after due date and time will not be accepted. The tenders must be submitted in seal cover with clear marking "TENDER FOR SCERT CANTEEN - TECHNICAL BID" and "TENDER FOR SCERT CANTEEN - FINANCIAL BID" on the respective envelopes. The tenderer(s) or authorized representative of tenderer may be present at the time of opening of the tender.

**Terms and conditions**

1. Bidder must be willing to provide items mentioned in Annexure II. The rates for each item (per unit) mentioned in Annexure II will be totalled and the totalled amount is the bidding amount and the lowest bidder will be awarded the contract to run SCERT canteen. The technical bid is given in Annexure-I.
2. All the pages of this tender document must be signed by the bidder.
3. An undertaking that the terms and conditions are acceptable should be submitted with the tender.
- 3(a) The items in Annexure II must be of good quality as it has to cater to government employees and students.

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Tender Document (Annexure I and Annexure II) can be also downloaded from SCERT website [scert.delhigovt.nic.in](http://scert.delhigovt.nic.in) or on Directorate of Education, GNCTD website [edudel.nic.in](http://edudel.nic.in)

- 4) SCERT reserves the right to accept or reject any or all the tenders or part of any tender without assigning any reasons.
- 5) 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.
- 6) The contract of the canteen (viz. SCERT) will be operative for a period of one year from the date of award. However the Director can extend further for a period up to one more year on year to year basis on the same terms and conditions if performance is found satisfactory. Any enhancement of rates of items served by the Contractor will be subject to approval of Director, SCERT.
- 7) The Contract may be terminated at any time if services rendered by the contractor are found unsatisfactory or for any violations of terms and conditions of the tender.
- 8) The contractor shall keep the canteen open from 9:00 AM. to 6.00 P.M. both in summer and winter on all working days or during any period as directed by Director or its authorized representative.
- 9) 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.
- 10) No responsibility will be taken by the Director / Canteen Committee for credit sales, losses or pilferage.
- 11) The canteen shall not be closed on any working day of the institution without the permission of the Director/Canteen Committee.
- 12) The Contractor shall sell and serve only such items as approved by the Director SCERT.

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- 13) The bidder will attach bank draft / FDR of **Rs.10,000/-** as Earnest Money along with the tender in favour of the Director, SCERT.
- 14) Successful bidder have to deposit Security Deposit in the form of FDR/ Demand Draft in favour of Director, SCERT amounting to **Rs.10000/-** and later on, can claim refund of EMD amounting to **Rs. 10000/-**.
- 15) All the materials used in the preparation of food items will be FSSAI compliant. 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, Director shall have the power to reassign the contract & in that case the security deposit of **Rs. 10000/-** of the contractor or part thereof can be forfeited.
- 16) In case of unsuccessful bidders, the EMD of **Rs. 10000/-** submitted with the bid shall be refunded.
- 17) In case the work has been awarded to the successful bidder and he will be required to start the canteen within 5 working days and if he fails to commence the work in stipulated time or fails to deposit security deposit of **Rs. 10000/-** the EMD of Rs. 10000/- will be forfeited immediately without assigning any reason.
- 18) 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.
- 19) The authorized representative shall be allowed to inspect the samples of the raw materials, prepared food items, the hygienic condition of the canteen etc. at any time and based on the recommendations, the Director can reject such preparations which are not considered wholesome or Hygienic without any compensation. A penalty of Rs. 500/- shall be imposed for each such breach upto a maximum of 3 occasions. After that the Director can terminate the contract with immediate effect.

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- 20) 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 SCERT will be engaged for the purpose and it will be entire responsibility of the contractor.
- 21) In case of any dispute arising between the contractor and SCERT, the decision of the Director shall be final and binding on the contractor. If any other dispute arises between the SCERT and the contractor, will be settled in Delhi Courts only.
- 22) The contractor will solely be responsible for compliance of any statutory provision of any appropriate statutory body like MCD etc. for running of canteen and SCERT will have no role in it.
- 23) Ordinarily except with the prior permission of the Director, persons other than the students and staff, and other SCERT programmes, will not be served.
- 24) 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.
- 25) Electric and water facilities will be provided to the Contractor by SCERT are as under:- The contractor will have to install separate Electric meter within one month of operating in SCERT and will deposit Rs.1400/- per month in advance for Electric charges till the time of installation of meter ( for use only one refrigerator one hot case, four fans and 4 lights and Rs.200/- will be charged for use of water per tap per month). The charges will be paid in advance (within 5<sup>th</sup> of every month) with Accounts Branch.
- 26) In case contractor wants to add/delete any items mentioned in Annexure II, approval of Director must be obtained. In case the contractor is found selling items on unapproved items, 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 Director/Canteen committee. The contractor will make his own arrangements for the purchase of gas and coffee plant at his own expenses.
- 28) Contractor will be responsible to dispose off his garbage on his own.
- 29) The Government / SCERT 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.

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- 30) The canteen should not be used as a manufacturing place for the other canteens, any shops or any other party etc.
- 31) The service from canteen to staff rooms will be managed by the contractor. No supply of eatables or soft drinks etc. is allowed in class rooms of this institute/Organization.
- 32) Canteen contractor must not employ any child labour.
- 33) At least one table should be reserved for staff only.
- 34) There should be room service for staff members of SCERT.
- 35) 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.
- 36) Electrical cooking devices (i.e. Heater, oven etc.) and Geysers will not be allowed in till a separate electronic meter is installed the canteen. If at any stage such misuses are found by the Director/ Canteen Committee or its authorized representative, a penalty of Rs. 1000/- shall be imposed and to be deposited immediately.
- 37) Further occurrence of such misuse may attract more penalty or termination of contract at the discretion of the Director, SCERT.
- 38) 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.
- 39) Contractor will pay minimum wages as per government rules revised from time to time for workforce employed by him .
- 40) The canteen premises will be owned by SCERT even when the premises are in use or occupation of the contractor.
- 41) The canteen remains operational throughout the year. Unless ordered otherwise by the Director, SCERT.

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42) The contractor shall use Commercial LPG gas for cooking purpose at his own cost.

43) The contractor shall provide all the implements for running the canteen, like crockery, cutlery, table linen, flower vases of good quality.

44) The Director, SCERT 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 Director may terminate the contractor after giving the contractor one month notice. No such notice will be necessary if the contract is terminated on the ground of service misconduct or any other act as the Director/Canteen committee may deem fit.

45) 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.

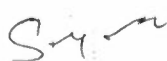
46) Any damage by contractor/employee will be indemnified by the contractor.

47) 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 Director.

48) No worker will be allowed to the stay overnight in the institute premises.

49) 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.

50) The contractor should also provide skeleton services for supplying tea, coffee, etc. after 6.00 PM on working days and also on Saturday, Sundays and holidays when staff members are required to work for various training programs etc.









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51) The successful bidder has to submit agreement on stamp paper for fulfilling all terms and conditions within seven days of issue of Award letter.

52) The Validity of Tender is 120 Days from the date of opening of Tender.

53) Director, SCERT reserves the right to review the rates of items provided in the canteen as and when required.

Signature of Tenderer.



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Annexure-I

**Form of Technical Bid**

Affix duly Attested  
P.P. Size recent  
photograph of the  
prospective bidder

1. Name of firm/company.
2. Address and Tel. No.
3. If firm/company, registration with Registrar of firms/ROC, if any.
4. Attested copy of PAN Card.
5. Attested copy of GST Registration No.
6. PF No. , if any
7. ESI No. if any.
8. Detail of EMD
9. Any other registration with any other Govt. authority.
10. Minimum two years experience running canteen (certificate to be attached)

Signature and stamp of bidder

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ANNEXURE 'II'

LIST OF ITEMS TO BE COMPULSORY PROVIDED IN THE CANTEEN

S.No.	Items	Rates in (Rs.) Per unit
1	Tea	
2	Tea with Tea bag/ Special Tea	
3	Coffee	
4	Samosa	
5	Bread Pakora	
6	Chole/ Sabzi	
7	Veg. Sandwich	
8	Masala Dosa	
9	Chole Bhature	
10	Thali	
11	Executive Lunch	
Total of 1 to 11(The L-1 bidder of this amount will be awarded Contract)		
Total		

In addition to the above, the bidder can have packaged snacks and bottled water on sale on MRP.

Signature and stamp of bidder

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On 16/01/20

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