



**DELHI INSTITUTE OF TOOL ENGINEERING  
(Govt. of NCT of Delhi)**

Campus-I: Wazirpur Ind. Area, Delhi-110052  
Campus-II: Maa Anandmayee Marg, Okhla Ind. Area  
Phase-II, New Delhi-110020  
E-mail: [ditepurchase@yahoo.co.in](mailto:ditepurchase@yahoo.co.in) ; [www.dite.delhigovt.nic.in](http://www.dite.delhigovt.nic.in)

**TENDER DOCUMENT**  
**Tender for Providing Canteen Services**

**Ref: Tender No. F14 (127)/Admn/DITE**

**Due Date:- 13/10/2014 at 11.00AM**

**1. NOTICE INVITING TENDER (NIT)**

**1.1. Sealed Tenders under single bid system** are invited by the Director cum Principal, Delhi Institute of Tool Engineering (DITE), Wazirpur Ind. Area, Delhi-110052, from Eligible/Competent Suppliers for **Providing Canteen Services** at both Wazirpur & Okhla Campuses of Delhi Institute of Tool Engineering (DITE), as per the Terms & Conditions laid down in this tender.

**1.2. Cost Information**

**1.2.1. Earnest Money Deposit: Rs.1,000 /- (Only Demand Draft)**

**1.3. Schedule of Tenders**

**1.3.1. Start date of tender bid : 19/09/2014**

**1.3.2. Last date & time of submission of the tender bids / Due Date: 13/10/2014 at 11:00 AM**

**1.3.3. Time & date of opening of bids: 13/10/2014 at 1.00 PM**

**1.4. Requisite Documents To Be Submitted In Sealed Envelope**

**1.4.1. Original EMD (Earnest Money Deposit) as Payment of Bid security.**

**1.4.2. Self attested copy of latest ITR.**

**1.4.3. Self attested copy of Registration of Service Tax/VAT /TIN.**

**1.4.4. Self attested copies of experience certificate needs to be attached. The contractor's firm must have at least three years of experience in running canteen in a College /University / Institution / Government Body.**

**1.4.5. Self attested copies of Annexure 1, 2 & 3 duly filled and signed.**

**1.4.6. Price bid (Annexure-3 to be duly filled **strictly on the format only** and signed.**

**1.5. Super scribe** the Sealed Envelope as follows & **submit** in the office of Director cum Principal, Delhi Institute of Tool Engineering, Wazirpur Ind. Area, Delhi-110052.

ENVELOPE	SUPERSCRIPTION
Sealed Envelope	Technical bid -Tender for <b>Providing Canteen Services</b> & due date.....ø

Tender details can also be obtained from websites [www.delhi.gov.in](http://www.delhi.gov.in) (Go to Tender notice information System & then Scroll Industry deptt.) & [www.dite.delhigovt.nic.in](http://www.dite.delhigovt.nic.in).

C.C-Notice board

Delhi Institute of Tool Engineering

## 2. TERMS & CONDITIONS

- 2.1 The Contract shall be for one year & shall be renewable every year subject to satisfactory performance for **Providing Canteen Services** at two places- one at campus-I, Wazirpur & one at campus-II, Okhla of Delhi Institute of Tool Engineering (DITE).
- 2.2 It may be noted that the lowest quoted rates of a tenderer do not entitle him to claim the said contract. The final decision shall be taken after the contractor is interviewed and the presentation is assessed by the committee and he is finally recommended.
- 2.3 The contractor's firm must have at least three years of experience in running canteen in a College / University / Institution / Government body. The experience certificate needs to be attached.
- 2.4 The contractor's firm must not have been blacklisted ever in the past and must not have been penalized for not meeting the provisions of Food Adulteration Act, 1954.
- 2.5 The contractor shall abide by all the prevailing laws for running of canteen/cafeteria and shall do all the necessary formalities of obtaining licenses / permission etc. on his own. The college shall not take any responsibility for any legal provisions not met by the contractor & on account of this the contractor shall solely be responsible.
- 2.6 The contractor shall ensure that applicable labour laws and minimum wages act are complied with.
- 2.7 The contractor shall have to execute an appropriate agreement with the college on a non-judicial stamp of Rs.100/- accepting all terms and conditions.
- 2.8 Tender document must not be altered/ edited/ modified. Cutting/ overwriting should be attested.
- 2.9 The bidder may assess the work prior to bidding by visiting the Institute on any working days between 10 AM & 3 PM..
- 2.10 **Bid Security:** The Bidder shall deposit EMD (Earnest Money Deposit) for an amount of **Rs.1000 (Rupees One Thousand only)** in the form of DD from a commercial bank in favour of Delhi Institute of Tool Engineering, Delhi in the office of Director cum Principal, Delhi Institute of Tool Engineering, Wazirpur Ind. Area, Delhi. The tenderer having valid EMD exemption certificate for the service required in this tender shall be exempted from submitting EMD but only with due approval by Competent Authority of DITE. To support this, the **self attested copy of such Exemption certificate** is to be submitted.
- 2.11 **The price** quoted should be inclusive of all charges & applicable taxes/ VAT/Service tax/ Govt. levies etc. All applicable Govt. deductions like ESI, TDS etc. shall be applied at prevailing rates, if applied.
- 2.12 **Conditional bids** / bids without original EMD will be summarily rejected. Extra document other than the documents asked for should not be submitted.
- 2.13 **Performance Security:** Bid security of the successful bidder shall be returned only after furnishing Security Deposit of Rs. 5000/-(Rupees Five Thousand only) that shall be refundable after the expiry of contract and no interest shall be payable on it. This may be adjusted in case of any dues / damages are reported during the tenure of contract period.
- 2.14 In case of any dispute related to this tender, the final decision shall rest on the Competent Authority of DITE.
- 2.15 Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
- 2.16 The validity of bid & EMD should be 90 days and 135 days from the last date of submission of tender respectively.

- 2.17** The Electricity, Water and Space for Canteen (Kitchen and Dining Hall) will be provided by DITE without levying any Extra Charges. However, in the event of non-availability of Electricity / Water, the contractor shall manage the Canteen by making his own alternate arrangements.
- 2.18** The Crockery & Utensils shall be arranged by the Contractor and he will be responsible for its cleanliness and he shall keep all eatables in Glass Cover Show Cases to protect from Flies, Insects, Dust and other Environmental Factors, Utensils for Cooking Egg, Etc. should be maintained separately to keep the sanctity of the employees choice of Veg./Non Veg. Food.
- 2.19** The Canteen Committee nominated by Director-cum-Principal or its Authorized Representative shall inspect the prepared samples of the Goods / Items at any time and reject such preparations, which are not considered wholesome or hygienic without any compensation. The contractor shall supply of food items to be inspected free of cost.
- 2.20** The Canteen Contractor shall be held responsible towards any incidence of food poisonings by Consumables from Canteen.
- 2.21** The Canteen Contractor shall be required to maintain the furniture provided by DITE in proper manner and the behaviour of canteen staff towards employees & trainees of the Institute should be polite and courteous. He shall maintain the Inventory of Furniture & Kitchen appliances as provided by DITE.
- 2.22** The use of Electric Heater in the kitchen or Chullah Tandoor is strictly prohibited and a penalty up to Rs. 500/- per instance shall be impose if the canteen contractor is found using any of these items.
- 2.23** The Canteen Contractor, at his own responsibility, shall engage suitable number of persons for operating the canteen and he shall be exclusively / wholly responsible for the compliance of Rules & Regulations and statutory requirements for such employees. The details of the persons employed by the contractor will be furnished to DITE from time to time for record purpose.
- 2.24** The statutory contribution like CPF, ESI etc. in respect of the Canteen Employees, as applicable shall be paid / Deposited by the contractor at his own level and copy of details will be submitted to DITE.
- 2.25** The Canteen Contractor shall ensure the procurement of Ration, Milk and other Raw Materials as required of appropriate quality. Vanaspati / Refind Oil / Tealeaves / Bread / Butter and likewise consumables etc. should be of reputed Brand.
- 2.26** The Quantity, Quality and Rates as agreed upon shall be maintained by the Contractor and will be displayed on Menu-Board also.
- 2.27** The Contractor shall arrange for the food and other facilities in any shift on working days/ holidays when ten or more works are working in the Institute. However, Tea and Mathis shall be made available round the clock.
- 2.28** A penalty up to Rs. 100/- per incidence can be imposed for breach of conditions regarding the Quality or Quantity of Food, Non-Adherence of timing for the operations, failure to supply commodities on demand at the schedules timings and the cleanliness when at least three members of the DITE, (Canteen) Committee agree to it.
- 2.29** The Canteen Contractor shall serve Tea, Snacks, Meals and other items at the Approved Rates as per Annexure-3 and fixed timings as per schedule to be given by the Canteen Committee. The Contractor shall be allowed to make other eatables at reasonable rates to be approved by the Management of DITE on the recommendations of the Canteen Committee.
- 2.30** DITE shall in no case be responsible for any Accident; Loss or Damage to the Staff Employed or Articles Equipments Furniture etc, used by the Contractor.

- 2.31 DITE Canteen should not be used as a manufacturing place for the other canteens, any shops or any other party etc. A Penalty of Rs. 500/- per incidence of default will be imposed for breach of this condition.
- 2.32 The Canteen Contractor will not employ any Child Labour or violate any Statutory Rules Acts.
- 2.33 The Canteen Contractor will be Registered with appropriate Govt. Agency / Civic Authorities mandated as per Rules and nature of his business and Tax liabilities, if any, will be borne entirely by him.
- 2.34 The Canteen Contractor will pay minimum wages as per minimum wages Act 1948 revised from time to time by the Govt of NCT of Delhi vide their Orders in Terms of Category of workforce employed by him and as amended from time to time.
- 2.35 The Canteen Contractor will get his/ her establishment inspected by MCD's Health Deptt. and a Certificate has to be obtained from them within a period of three months from the award of the contract.
- 2.36 It is agreed between the parties that no interest whatsoever in the licensed premises has been assigned by DITE to the Canteen Contractor and the constructive possession of the premises will always be that of DITE notwithstanding that the premises are in use or occupations of the canteen contractor.
- 2.37 In no case DITE is responsible for any License Fee / MCD Fitness requirements etc. if any. The contractor will be bound to pay necessary License Fee according to the rates prescribed by the MCD for establishment of the Canteen, if any.
- 2.38 The Canteen Contractor will be bound to maintain good sanitary and hygienic condition in and around the Canteen including Kitchen and Sitting Hall.
- 2.39 The Agreement can be terminated by giving one month's Notice in writing by either Party or against payment of Rs. 5000/- (Five Thousand only) in lieu thereof. If the Canteen Contractor leaves / resigns within six months from this award of the contract the security deposit will be forfeited.
- 2.40 The Canteen Contractor shall display the Rates of Eatables on the Board in the Canteen.
- 2.41 The Canteen Contractor is required to deposit security money of Rs. 5000/- (Five Thousand only) with the Institute which shall be refunded after expiry/ Termination of the Contract.
- 2.42 The employees of the Contractor should not stay in the DITE premises after working hours and during holidays unless permitted by the Competent Authority in writing.
- 2.43 The Canteen Contractor shall not make any structural changes / modification of Civil and Electrical Nature in the Canteen Premises.
- 2.44 **Bid Opening and Evaluation:** The Bids will be opened in the presence of the Bidders or their representatives in the office of Asstt. Manager (Purchase), Wazirpur Ind. Area, Delhi -110052 by authorised committee.
- 2.45 The bid of any bidder who has not complied with one or more of the conditions will be liable to be summarily rejected by the Institute.
- 2.46 **Right to Accept any Bid and to Reject any Or All Bids:** The Institute , is not bound to accept the lowest or any bid and may at any time terminate the tendering process & take action as per Govt. rules. Any clarification can be sought only in writing to the tender Inviting authority.

Delhi Institute of Tool Engineering

**Annexure-1**

**Undertaking**

(To be submitted on letter head)

Name of Work: Providing Canteen Services at both Wazirpur & Okhla Campuses of DITE.

**Tender Enquiry No.** \_\_\_\_\_

**Due date** \_\_\_\_\_

To,  
Director cum Principal  
Delhi Institute of Tool Engineering  
Wazirpur Ind. Area  
Delhi 6 110052

We the undersigned here by undertake & declare that:

1. we have gone through and agree to the Terms & Conditions as laid down in this Tender. All the terms & conditions of this tender document are acceptable to me & I shall abide by the same in case the tender is awarded to me.
2. The applicant / firm have not been blacklisted ever in the past and have not been penalized for not meeting the provisions of Food and Adulteration Act, 1954.
3. We hereby offer to execute the work as per specification against which we have quoted our rates and for which this tender may be accepted at the rates stated there in and subject to the terms & conditions set forth for such work as may be ordered by the Director cum Principal, Delhi Institute of Tool Engineering, Wazirpur Ind. Area, Delhi 6110052.
4. All the particulars subscribed by me are true to the best of my knowledge.

Name of the firm : \_\_\_\_\_

Address : \_\_\_\_\_

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\_\_\_\_\_

Phone No. : \_\_\_\_\_

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[Signature with date, name and designation]

For and on behalf of M/sí í í í í í í í í í í í í í í í í .

[Name, Address & Telephone No. & seal of the Tenderer]

**Annexure-2**

**Checklist for Bid Evaluation**

(To be submitted in sealed Envelope)

Name of Work: Providing Canteen Services at both Wazirpur & Okhla Campuses of DITE.

**Tender Enquiry No.** \_\_\_\_\_ **Due date** \_\_\_\_\_

**(Note: Please Ensure that the following requirements are complied with)**

S.N.	Information to be provided	To be filled by the Bidder		For office use
		Fill particulars	Reason for not filling	
1	Original instrument of EMD No. _____ Dated. _____ of Amount Rs..... is submitted	Yes / No		
2	Self attested copy of latest ITR is submitted	Yes / No		
3	Self attested copy of Registration of Service Tax/VAT /TIN is submitted	Yes / No		
4	Self attested copies of experience certificate needs to be attached. The contractor's firm must have at least three years of experience in running canteen in a College /University / Institution / Government Body.	Yes / No		
5	Self attested copies of Annexure 1 & 2 & 3 duly filled and signed are submitted	Yes / No		

Note: Original copies of all requisite documents must be produced for verification of the information provided whenever called for.

\_\_\_\_\_  
\_\_\_\_\_

[Signature with date, name and designation]

For and on behalf of M/s \_\_\_\_\_ .

[Name, Address & Telephone No. & seal of the Tenderer]

### Annexure-3

#### Price bid

(To be submitted in sealed Envelope)

Name of Work: Providing Canteen Services at both Wazirpur & Okhla Campuses of DITE.

Tender Enquiry No. \_\_\_\_\_

Due date \_\_\_\_\_

S.N	Item Description	Required Qty.	RATE, RS.
1	Tea	1cup-130 ml	
2	Bread Pakora	1pc. (1 slice with sauce or chholay)	
3	Samosa	1 pc.(50 gm.)	
4	Mathi	1 pc.(25 gm.)	
5	Stuffed Parantha	1 pc.	
6	Lunch	4 chapatti or 2 chapatti with ½ plate rice or full plate rice, 1 Dal, 1 veg, 1 curd or raita	
7	Dal	100 gm.	
8	Vegetable	100 gm.	
9	Raita/Curd	50 gm.	
10	Rice	100 gm.	
11		200 gm or 4 chapatti	
12	Bread Butter	4 slice, 25 gm. butter	
13	Omletes	2 eggs, 4 slice	
14	Cold drink	Market rate	
15	Coffee	1 cup(100 ml.)	
16	Chowmeins	400 gm(full plate)	

Note:

1. Other items not mentioned above ie. Cold drinks, mineral water etc. will not be charged more than MRP.
2. The Contractor shall be allowed to make other eatables at reasonable rates to be approved by the Management of DITE on the recommendations of the Canteen Committee.

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[Signature with date, name and designation]

For and on behalf of M/sí .

[Name, Address & Telephone No. & seal of the Tenderer]