TENDER DOCUMENT

For Operating

Canteen

at

DESHBANDHU COLLEGE
(UNIVERSITY OF DELHI)
KALKAJI, NEW DELHI – 110019

DESHBANDHU COLLEGE

(University of Delhi) Kalkaji,
New Delhi – 110019

TENDER NOTICE FOR THE AWARD OF CANTEEN CONTRACT

Sealed tenders are invited from the experienced canteen contractors for operating/running canteen in the college premises on yearly basis. Technical bid and Financial bid) should reach to the Principal, Deshbandhu College, Kalkaji New Delhi along with tender fee of Rs. **500/-**. Tender application in a sealed envelope should be marked

"TENDER APPLICATION FOR RUNNING DESHBANDHU COLLEGE CANTEEN".

S.No	Activity	Date and Time
1	Start Date & Time for downloading of tender document	21.08.2026
2	Last Date & Time for submitting sealed tender at Deshbandhu college	07.09.2026
3	Opening of Technical Bids in presence of bidders at DESHBANDHU COLLEGE.	09.09.2026
4	Opening of Financial Bids of eligible bidders	11.09.2026

Deshbandhu College reserves the right to accept or reject any or all the tenders or part of any tender without assigning any reason thereof.

Convener, Canteen Committee

Principal

DESHBANDHU COLLEGE
(University of Delhi)
Kalkaji, New Delhi – 110019

Request for Proposal (RfP) for Operating DESHBANDHU COLLEGE Canteen

A reputed contractor/company having experience of running and operating canteen in government departments / PSUs / academic institutions and who can cater to the needs of students, staff and visitors are eligible to submit tender in two bid system i.e. Technical Bid & Financial Bid for operating college canteen in response to this notice. At present, approximately 5500 students are enrolled and about 400 teaching and non-teaching staff members are contributing their services to the college.
The period of proposed contract will be for one year tentatively which may be extended further on satisfactory performance of services.

The institute invites sealed tenders in "Two parts" i.e. (**Technical and Financial Bid**) for operating Canteen in Deshbandhu College campus for a period of one year. The tender document can be viewed and downloaded from our website www.deshbandhucollege.ac.in and Delhi University website www.du.ac.in . The applicant should attach a demand draft of Rs.**500/-** (Non-Refundable) drawn in favors of **"Principal, Deshbandhu College"** payable at New Delhi as tender application fee along with Technical Bid. All the bidders/contractor should also enclose a demand draft/pay order of **Rs. 10,000/-** (Rupees Ten Thousand Only) drawn in favour of **"Principal, Deshbandhu College"** payable at New Delhi, as the Earnest Money Deposit (EMD) along with Technical Bid. EMD of tendering parties, whose tenders are not accepted shall be refunded (without interest) within 30 days of opening of the tenders.
The offers should be submitted in two sealed envelopes one superscribed with "**Technical Bid and other with "Financial Bid**". Both envelops shall be put in another sealed envelope, super scribing the envelope with **"TENDER APPLICATION FOR RUNNING DESHBANDHU COLLEGE CANTEEN"**. The filled in tender application form along with supporting documents should reach to the Principal, Deshbandhu College, Kalkaji, New Delhi 110019.

How to apply

The offers should be submitted in two sealed envelopes one super scribed with **"Technical Bid and other with "Financial Bid"** (as per annexure II & III respectively). Both envelops shall be put in another sealed envelope, super scribing the envelope with **"TENDER APPLICATION FOR RUNNING DESHBANDHU COLLEGE CANTEEN"**. The filled in tender application form should reach to the Principal, Deshbandhu College, University of Delhi, Delhi – 110019**.** Technical Bid (as per annexure II) should be supported with the following required documents:

Eligiblity Conditions :-

1. **Certificates with respect to registration of the firm/organization under the relevant law, like (FSSAI)**
2. Valid PAN and GST Registration certificate.
3. Documents/certificate in support of running successfully and operating canteen in Govt. Departments/Ministries, PSUs/academic institutions/private institutions of repute during the last 2 years duly signed by a responsible and authorized officer.
4. Demand draft against application fee (**Rs.500/-**) and Earnest Money Deposit (**Rs. 10,000/-**) as detailed in terms and conditions of the tender notice.
5. Details with respect to PAN/GSTIN of the bidder.
6. ITR of last two years.
7. Statutory Licenses for running canteen.

8. Undertaking (as per prescribed proforma in Annexure-I-A)
9. The bidders should have minimum one running canteen in DU Colleges/ Departments/ South Campus / Govt. Higher Educational Institution in Delhi catering to minimum 3000 students.
10. The bidder running two to three canteens will be given preference.

FACILITIES TO BE PROVIDED BY DESHBANDHU COLLEGE

The canteen premises comprise of one big dining halls for students and staff, DJB water supply, big kitchen space, washing area & IGL connection.

REQUIREMENT FROM THE CONTRACTOR:

CLEANLINESS AND HYGIENE:

- The contractor will ensure highest standards of cleanliness, hygiene and safety in the kitchen and canteen. The contractors will ensue that all eatables are kept in safe and clean enclosures free from flies and insects. Adequate number of dustbins will be placed by the contractor in the kitchen and dining hall for proper disposal of garbage and the food waste in an eco-friendly manner. There should not be any littering of unused food or vegetables within the canteen
- The contractor and its staff will ensure that no used utensils viz. cups, trays, trolleys etc. are lying in the campus and the same should be removed immediately.
- The contractor should have his/her own dedicated staff for washing and cleaning, which should be done at the interval of every 4 hours starting from 8 am. (8am, 12pm, 4pm and washing thereafter). The cleaning staff shall sign on a job card at different intervals of cleanings which should be countersigned by the canteen contractor; the canteen committee shall monitor it on daily basis.
- The food shall be cooked and served in clean stainless steel utensils and no laxity shall be permitted in this regard. The utensils will be required to maintain sparking clean at all times. Separate set of utensils will be used for cooking and serving of items including eggs.
- The kitchen staff and serving staff shall use hand gloves, head cover and apron to maintain hygienic conditions of the eatables.
- The contractor shall ensure good personal hygiene of its staff.

QUALITY

- The contractor shall procure all food articles, vegetable oil, ingredients, spices etc. of the best quality/brand/make **(ISI mark)** to the satisfaction of the canteen committee of the college. The canteen committee will have the right to ask

the contractor to change any brand of material used for cooking if the same is not found satisfactory

- The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only fresh cooked food is served and stale food is not recycled. Stale and/or rest over food or food material shall be removed from the canteen premises in an eco-friendly manner as soon as possible.
- The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of students and staff members.
- The remaining oil from deep frying at the end of the day shall have to be *destroyed and shall not be allowed to be recycled for the purpose of cooking next day.*

The canteen contractor will be required to use preferably the following brands of raw materials:

- Fortune/ Nature Fresh, Sunflower/Soyabean refined oil
- MDH/Everest/Catch brands of Spices
- Rajdhani/Ashirwad/Shaktibhog brands of Atta, Maida, Besan, Sooji
- Brooke Bond/Taj Mahal/ Tata Gold/Red Label brands of tea
- Nescafe/bru/ Tata Grand brands of coffee
- Milk, Paneer, curd by Mother Dairy/Amul
- Butter by Amul/Mother Dairy
- Britannia/Harvest brands of bread
- Fruit juices by real/Safal/frooty/slice
- Sona/Lal Quila/India Gate brands of Basmati rice
- Other items/brands strictly subject to written approval by the committee.

SERVICE:

- The contractor will be required to provide service in the canteen premises and also in various rooms of the college such as the Principal's office, Administrative Office, Library, Staff Room, Science Block and other Departmental rooms. The service would be free of any charge.
- The food served in the departments/out of the canteen should be well packed with Aluminum foil or saran wraps/cling films.
- Crockery used should be of good quality like bone china/ good quality stainless steel etc.
- Special arrangements should be made for meetings of the Principal, Staff Councils, Associations or other such Departments/units etc.

- A menu card should be circulated for the staff in various departments and should be also available in the canteen for the students.

RATES:

- The contractor will be required to sale only approved food items at the rates mentioned in the rate list as per Annexure-I.

- The same list of items (Menu) along with the price will required to be displayed prominently in the canteen dining hall, staff rooms, and various departments/units.
- The canteen contractor shall not tamper with the rates once agreed to. If any such complaint is received the canteen committee may fine the contractor up to Rs. 2000/-upon due verification.
- Introduction of new items in the Menu can also be done with prior approval of the canteen committee at the rates approved by it.

TERMS AND CONDITIONS GOVERNING THE CONTRACT FOR RUNNING AND OPERATING DESHBANDHU COLLEGE CANTEEN

Terms and conditions for submitting the tenders for providing canteen services:

1. The final decision shall be taken after the contractor is interviewed and the presentation is assessed by the committee and he is finally recommended. Contractors having experience of running the canteen in Delhi University colleges / Govt. Departments / PSU will be given weightage.
2. 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. A self- certification is required to be submitted by the contractor on letter head.
3. 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.
4. The contractor shall ensure that applicable labor laws and minimum wages act are complied with.
5. 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.
6. The contractor shall be required to pay:
   i). Water charges Rs. 5000/- per month and electricity charges as @Rs. 12/-per unit usage of every month. This amount shall be deposited by 07th of every month.
   ii). Rs. 75,000/- as security deposit (as Performance Guarantee) in form of bank guarantee that shall be refundable after the expiry of contract and no interest shall be payable on it. This may be adjusted in case any dues / damages are reported during the tenure of contract period.
   iii). Monthly license fee of Rs. 940/- sq. mtr. shall be paid in advance by 07th of every month; and three-month license fee in advance shall be paid.
7. The contractor shall keep the canteen area (in and around) neat and tidy.
8. The kitchen of the canteen shall be maintained with best of hygiene standard.
9. The contractor shall take all the precautions to maintain quality of food. In no case, he shall sell stale/old stuff/preparations.
10. The contractor must not use / store any hazardous chemical / dangerous element/ banned or expired products in the canteen which may pose threat to the health and safety of the people.
11. The contractor shall use the good quality branded cooking medium and should ensure that only standard material / ingredients for cooking and serving are used. No local/ sub- standard material/ingredient shall be allowed.
12. **The contractor shall not use the canteen / college premises for residential purposes for self or his staff.**

13. **The contractor shall not sublet the contract to any vendor further. Similarly, no part of the menu/ items agreed upon shall be sublet to any other party. Subletting in any form shall not be allowed.**
14. The contractor shall provide the list of the workers along with their identification & residential proof and police verification, who are working in the canteen.

(a) Any change in the staff shall be reported immediately and relevant proof of identification shall have to be submitted again. The contractor shall solely be responsible for the conduct / *behavior* of the staff employed by him in the college canteen and shall solely be responsible for any miss happening or undesirable incidence on account of the conduct / behavior of the staff engaged by the contractor.

(b) A list of staff working in canteen shall be forwarded to the police station concerned.

(c) The staff of the contractor shall abide by the instructions issued by the college authorities from time to time and their movement in the college shall be restricted.

15. The contractor shall ensure to keep all his belongings under lock and key. The contractor shall be solely responsible for any loss, damage, theft etc. occurring in canteen and no compensation of any kind shall be made by the college.

16. The contractor shall have to ensure that the canteen staff employed by him wears full dress with proper gloves, head cover, apron etc. The contractor shall have to take all the measures to maintain good hygiene during the preparation and serving.

17. The approved rates of food items as accepted by the college shall not be increased by the contractor. Similarly, no other item shall be sold by the contractor outside the approved list without the permission of the college. The contractor shall display the rates of items, as approved upon by the college at prominent places of canteen and staff room. The contractor shall display the menu everyday on the notice board of the canteen.

18. The contractor shall have to make his own arrangements to remove / dispose-of garbage and shall not use college premises for dumping of the garbage. The contractor has to ensure that the garbage is not scattered here and there and shall have to arrange proper dustbins. The garbage of these dustbins shall be properly disposed-off by the contractor outside the college.

19. The contractor shall have to provide “Complaint and Suggestion Book” and the same shall be made available to anyone who desires to record any complaint or suggestion. The same shall be submitted to the Principal’s Office/ Convener, canteen committee for inspection every month.

20. The contractor shall not close the canteen without prior permission from the college. The canteen shall remain open on Saturdays / Sundays / vacations/ Holidays as per the requirement of the college.

21. The contract may be terminated by giving one month’s notice by the college. However, if it has been found/ reported that there has been a gross misconduct, negligence, non-compliance of orders requiring immediate action, the Principal shall have the rights to revoke the contract immediately without any notice.

22. After the termination / expiry of the contract, all the belongings of the college should be handed over to the college, including those items for which the college has undergone a separate agreement.

23. The contractor shall have to ensure that the agreement made by the college with any other party shall be enforceable upon him also. He shall have to ensure that no competitive product is being sold in the canteen for which the college has undertaken separate & exclusive tie-up.

24. The convener and members of canteen committee / Administrative Officer/ Section Officer or any other staff as deputed by the Principal can inspect the canteen any time to check the quality of food preparation, hygiene conditions, staff conduct etc.

25. Any loss to the property of the college caused by the contractor shall be borne by the contractor.

26. The Contractor will be required to arrange sufficient equipment and crockery in order to ensure proper and efficient services.

27. The contractor should ensure all safety measures while running and operating the DESHBANDHU COLLEGE Canteen. This includes necessary precautions against fire hazards. The contractor will have to arrange and periodically refill at least 5 numbers of fire-extinguishers.

28. DESHBANDHU COLLEGE will not undertake any responsibility for credit sales to students, visitors or any of its staff members or any losses caused to the contractor due to pilferage or whatsoever.

29. The contractor shall not engage the service of any sub- contractor or transfer the contract to any other person.

30. DESHBANDHU COLLEGE reserves the right to change any terms and conditions governing the operation of canteen as and when circumstances so warrant.

31. The contractor will have to arrange a separate landline telephone connection for canteen.

32. In event of delay in deposit of monthly Licence Fee, Electricity and Water charges, interest will be charged @10% per month.

33. The contractor shall abide by the contract if any done in future by the college pertaining of the canteen.

Process of Award of canteen : The work of running canteen will be on the basis of Screening criteria and would be at the discretion of the college authority only.

Note* upkeep of the chimney electrical items or any other item required should be procured and maintained by the vendor only.

Annexure-II

REQUEST FOR PROPOSAL (RFP) FOR OPERATING DESHBANDHU COLLEGE CANTEEN

TECHNICAL BID

(To be kept separately in a sealed cover superscribing 'Technical Bid' on the top)

S.No.	Description		Particulars
1.	Name of the bidder/ firm/company		
2.	Address		
3.	Name of the authorized representative		
4.	Designation/Capacity(Proprietor/Director/ Official)		
5.	Contact Number		
6.	Email		
7.	Details of Application fee paid (DD no. Date/Drawee Bank)		
8.	Details of EMD paid (DD no. Date/Drawee Bank)		
9.	Details of statutory licences obtained(if any)		
10.	Details of PAN/GSTIN/Registration No.		
11.	Numbers of employees currently on rolls of the bidder(chefs/cook, Service staff etc. to be detailed separately)		
12.	Details of organization served/presently being served (certificates to be attached)		
	Period		**Details of the organization served**
	From	**To**	
(a)			
(b)			
(c)			

Signature of the Bidder _____

Date:_____

Place:_____

Seal

Name_____

Designation_____

Address_____

_____

Annexure-III

REQUEST FOR PROPOSAL (RFP) FOR OPERATING DESHBANDHU COLLEGE CANTEEN

FINANCIAL BID

(To be kept separately in a sealed cover superscribing 'Financial Bid' on the top)

S.No.	**Description**	**Particulars**
1.	Name of the bidder/ firm/company	
2.	Address	
3.	Name of the authorized representative	
4.	Designation/Capacity(Proprietor/Director/ Official)	
5.	Permanent Income Tax Account (PAN No.)	
6.	Contact Number	
7.	Email Id	

Signature of the Bidder_

Date:_____

Place:_____

Seal

Name_____

Designation_____

Address_____

_____

Annexure-IV

UNDERTAKING

The Principal
Deshbandhu College
(University of Delhi)
Kalkaji, New Delhi
Delhi-110019

Sir,

I/We the undersigned certify that I/We have gone through the terms and conditions along with price list of the items to be supplied in the canteen mentioned in the tender documents and hereby undertake to agree and comply with them in entirely.

I/We understand that in case of breach of any of the terms and conditions committed on my/our part, the contract for operating and running of DESHBANDHU COLLEGE canteen will be liable to be terminated.

Signature of the Bidder _____

Date:_____

Place:_____

Seal

Name_____

Designation _____

Address_____

_____

Approved Rate List Deshbandhu College Canteen				
ITEM NO.	**MENU LIST (ITEMS)**	**QUANTITY**	**Preferred Rate/-**	**Rates provided by the Bidder**
	Tea and Beverages			
1	Tea (ginger+ cardamom)	120ml	10	
2	Special tea in full cream milk	120ml	15	
3	Coffee in full cream milk	120ml	15	
4	Cold drinks	200/600ml	MRP	
5	Dahi packed only	100/200ml	MRP	
6	Mineral water	MRP	MRP	
7	**Snacks**			
8	Samosa (1piece) throught the day	100gm	12	
9	Kachori (1 piece)	60gm	12	
10	1 kachori with sabzi	60gm	20	
11	Bread pakoda	120gm	15	
12	Paneer pakoda	60gm	25	
13	Veg. Spring roll -	(6pcs.)	40	
14	Veg cutlet	(piece)-100gm	12	
15	Paneer cutlet	(piece)-100gm	20	
16	Veg Burger (per piece)	150gm	25	
17	Veg. Sandwich(per piece)	150gm	25	
18	Veg. Patties	150gm	20	
19	Veg. Chowmin	250gm	40	
20	Noodles	200gm	40	
21	BROWN/white Bread butter toast	4 Pcs.	20	
22	Pav Bhaji	Per Plate	40	
23	Masala dosa	300gm	60	
24	Paneer dosa	300gm	80	
25	Uttpam	200gm	60	
26	Sambhar Vada (2 pieces)	Per Plate	40	
27	Sambhar idli(2 pieces)	Per Plate	40	
28	Upma	150gm	40	
29	Puri chole	300gm	40	
30	Chhole Bhature	300gm	50	
31	Parantha Plain	150gm	15	
32	Parantha Stuffed (Aloo, Gobhi, Paneer)	150gm	20	
33	Rajma (Medium Bowl)	150gm	20	
34	Rajma with Rice	300gm	30	
35	Chhole (Medium Bowl)	150gm	20	
36	Chole with Rice	300gm	30	
37	Kadhi (Medi7um Bowl)	150gm	20	
38	kadhi with Rice	300gm	30	
39	Plain rice F	200gm	20	
40	Fried Rice	200gm	30	

41	Roti	Single	6	
42	4 Roti with Daal (150gm) (different varities)	Per Plate	40	
43	4 Roti with sabzi (150gm) (different varieties)	Per Plate	40	
44	Mini Thali (2 chapatis, daal, rice, 1 seasonal sabzi and salad)		50	
45	Regular Thali (4 chapatis, daal, rice, 1 seasonal sabzi,salad,raita,1 papad and picked	Per Plate	60	
46	Special Thali (4 chaptis, Daal, Rice,1 seasonal sabzi, 1 paneer sabzi, salad raita, 1 papad, 1 sweet	Per Plate	70	
	Confectionery Item (Biscuits, chocolates, vwafers, pastry etc		MRP	
1	Daal Batti	2 Piece	60	
2	Macroni/pasta	Per Plate (250 gm.)	40	
	Sweet Dish			
1	Gulab jamun(Desi Ghee)	Per Plate	20	
2	Rasgulla	Per Plate	20	
3	Jalebi(Winters)- 100 gm	Per Plate	30	
4	Mung Dal Halwa(in Desi Ghee)	100gm	40	
5	Gajar Ka Halwa(During winters)	100gm	40	

Convener, Canteen Committee Principal