



RAM LAL ANAND COLLEGE
राम लाल आनंद महाविद्यालय
(UNIVERSITY OF DELHI) (दिल्ली विश्वविद्यालय)
Benito Juarez Road, New Delhi-110021
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Calling of Tenders for Running the Canteen in the College

RLAC/Tender/Canteen/2025/1196

Dated: 26.03.2025

The Ram Lal Anand College (RLAC) invites online tenders under the Two Bids System (Technical and Financial) from reputed agencies for running Canteen (24 x 7) and having minimum three years continuous experience (January 2022 to till date) in Govt. College/Central Govt./State Govt./Central Universities or State Govt. Universities/Institutions of National Importance/ Autonomous Bodies/Central Government Public Sector Undertaking/Central Government Public Sector Enterprises through e-procurement at Ram Lal Anand College campus.

Item	Details
Tender Fee	TENDER FEE OF RS. 1000 IN THE FORM OF A DEMAND DRAFT IN THE NAME OF PRINCIPAL, RAM LAL ANAND COLLEGE. ORIGINAL DEMAND DRAFT TO BE SUBMITTED WITH THE TECHNICAL BID TO THE OFFICE OF THE PRINCIPAL AND SCANNED COPY TO BE UPLOADED ALONG WITH THE TENDER. separate D.D.
Earnest Money Deposit (EMD)	EMD RS. 50,000/- IN THE FORM OF A DEMAND DRAFT IN THE NAME OF PRINCIPAL, RAM LAL ANAND COLLEGE. ORIGINAL DEMAND DRAFT TO BE SUBMITTED WITH THE TECHNICAL BID TO THE OFFICE OF THE PRINCIPAL AND SCANNED COPY TO BE UPLOADED ALONG WITH THE TENDER. EMD of unsuccessful bidders will be returned. separate D.D.
Bid Document Download Starts Date and time	26.03.2025
Pre Bid Meeting Date and Time	01.04.2025 at 11:00 AM
Online Bid Submission Start Date and time	02.04.2025 at 10:00 AM
Online Bid Submission End Date and time	17.04.2025 at 03:00 PM
Technical Bid Opening Date and time	18.04.2025 at 03:30 PM

Notes:

- (i) All details regarding the subject tender are available on our websites: <https://rlacollege.edu.in/>, www.du.ac.in & Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>. The Bidders are, therefore, requested to visit our websites regularly to keep themselves updated. Any Addendum/Corrigendum will be displayed on the aforesaid websites only.
- (ii) The college reserves all the rights to accept or reject any or all the offers without assigning any reason. For further terms and conditions please contact college administration office during the working hours.
- (iii) Manual bids shall not be accepted.
- (iv) For submission of E-Bids, bidders are required to get themselves registered with <https://eprocure.gov.in/eprocure/app>
- (v) Clarifications/ queries/ representation, if any, can be addressed to the Principal, Ram Lal Anand College, 5, Benito Juarez Road, New Delhi-110021 and email: rlaoffice11@gmail.com
- (vi) All the bidders are requested to read the entire tender document carefully and check their eligibility as per the tender document. The bidders are also requested to upload only relevant documents to claim their eligibility and participate in the tender.

Sd/-
PRINCIPAL



1. TERMS AND CONDITIONS
(MANDATORY FOR ALL BIDDERS)

1. **Minimum Eligibility Criteria:**
STATUTORY CERTIFICATES/REGISTRATIONS:
 - a. Licensed bidders having valid Food Safety License from FSSAI as per the Food Safety and Standards (Licensing and Registration of Food Businesses) Regulation 2011.
 - b. The bidder should have minimum three Years' continuous canteen running experience i.e., from January 2022 to till date in College's under University of Delhi / Central Universities or State Govt. Universities/ /Central Government Public Sector Undertaking/Central Government Public Sector Enterprises. The relevant document with regard to experience should be attached along with the tender as per **Annexure-A**. The certificate should also mention that he/she is having experience of running a Canteen - 24 hours for 7 days of the week.
 - c. **The Bidder must be based in Delhi.**
 - d. The Bidder will have to produce a latest certificate of satisfactory running of the canteen from the Head of the concerned Institution/ Organization or Govt. Competent Authority, where the canteen is being running along with his / her functional mobile number and email ID address. In case the certificate is not enclosed, the Tender will be summarily rejected. **Annexure-B**
 - e. Company Profile on Letter Head should be attached along with the following as per **Annexure-A**:
 - i) Valid FSSAI License
 - ii) PAN of the firm/company.
 - iii) GST No. of the firm/company.
 - iv) Partnership deed copy, if it is partnership firm
2. **Earnest Money Deposit (EMD):**
₹50,000/- (Rupees Fifty Thousand Only) in the form of a DD/Bank Guarantee/FDR in favour of "The Principal, Ram Lal Anand College, University of Delhi" from any commercial bank with validity for a period of 180 days beyond the final bid validity period.
3. **License Fee and Other Charges:**
 - a. The rates for the License fee is Rs 2000/- per annum and water charges is Rs 1000/- per month. The charges will have to be paid in advance for each month on or before 7th day of each month. **The Contractor has to pay three-month license fee in advance at the time of taking over the possession.**
 - b. The Bidder will have to install a Sub-Meter for consumption of electricity and pay the electricity charges "on actual consumption basis as per reading of the Sub-Meter" to the authorities towards electricity. Electric load of all electrical appliances like refrigerator, Coffee Machine, Juicer-Mixer, Hot Plate etc. will be on sub-meter of the bidder.
 - c. The eating space will be maintained by the Bidder.
 - d. **Security amount ₹1,00,000/- (Rupees One Lakh only) in the form of Bank Guarantee Only in favour of "The Principal, RLAC" have to be deposited at the time of signing of contract.**
 - e. The Contractor shall be charged the late payment charges @ ₹50/- per day, for the late payment of the license fee, electricity and water charges.
 - f. The Contractor shall be responsible for the payment of GST/Service Tax on eatables, if applicable to the concern department. The College will not be responsible for any non-compliance.
 - g. The security money, advance rent will be forfeited, adjusted in case the standard of cleanliness, quality of products & services is not maintained up to mark and in the case of non-payments of office dues.
4. **Service & Period:**
 - a. The contract for running Canteen Services for 24 hrs. and 7 days of the week will be awarded for two years. However, the quality of food/services provided will be checked from time to time and reviewed after every three months, if found unsatisfactory, the agreement may be terminated by the College. The College reserves the right to impose a fine, if deemed necessary.



- b. The rates of the items to be sold in the canteen shall be displayed on the Notice Board of the canteen. Strict adherence to "FIRST COME FIRST SERVE" basis will be followed. Rate-list and menus as approved by the College must be displayed clearly in the Canteen. Change in the approved rate list or item will not be allowed.
- c. In case the Contractor is found charging more than the approved rates, the College is fully empowered to terminate the contract with immediate effect with forfeiture of the Security Deposit.
- d. 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, College Library, and other Departmental rooms/Offices in both the buildings. The Contractor will not levy any extra service charge over and above the approved rates for item listed in **Annexure-C**. Functional Telephone / WhatsApp No. for canteen service support shall be provided/mentioned by the Agency/Service Provider.
- e. The items and their quality & quantity should be as per **Annexure-C** approved by the Canteen Committee.
- f. Materials used for cooking purpose: tea, coffee, spices, food stuffs, vegetable etc. which should be of standard quality (FSSAI approved) and before the expiration date. In case of violation, strict legal action will be taken and security deposit will be forfeited.
- g. The Contractor will take all necessary precautions against fire hazards.
- h. The Canteen Contractor is required to pack any sort of food as requested by staff and students, without charging any extra cost, and ensuring that the food is wrapped properly.
- i. The Canteen Committee of the College has the right to visit periodically, or have surprise visits to check the quality and quantity of food, services, cleanliness of the canteen. If required feedback from the users/stakeholder can be obtained anytime.
- j. The Contractor shall not sublet the running of canteen to any other party.
- k. No other commercial activity shall be undertaken in the College canteen premises.
- l. The Contractor will also have to make arrangement for breakfast/lunch/dinner for the seminars, examinations and meetings, as and when required in the College premises.
- m. The Contractor shall not cause any nuisance, annoyance to the students and staff or store any hazardous goods in the premises.
- n. Contractor desires to add any item in the list, he/she must have to seek the permission of the Canteen Committee of the College to include the items and their rates.
- o. The Contractor will bear the cost of Gas/Kitchen equipment etc. for running the canteen.
- p. The contractor shall be solely responsible either for any injury, damage, accident to the workmen employed by the agency or for any loss or damage to the equipment/property in the areas of work as a result of negligence/carelessness of its workers.
- q. The agency/service provider shall not make any alteration or additions to the accommodation provided in the College for cooking and catering purposes.
- r. Timings: The canteen will function round the clock on all 07 days of the week.
5. **Hygiene and cleanliness:**
 - a. The Competent Authority or Canteen Committee can inspect the canteen at any time with or without notice so as to verify the hygienic conditions being observed by the Contractor.
 - b. The Contractor will have to make arrangement for cleanliness of canteen and its surroundings including sewerage to the satisfaction of the College. The Contractor shall also be responsible for the safe and hygienic disposal of the canteen waste. The garbage bins should be covered always and away from the eating place.
 - c. The Contractor shall arrange the items i.e. crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking stove etc. and maintained the said items in proper and hygienic conditions.
 - d. The Contractor shall responsible for cleanliness of the College Canteen, Kitchen area, food serving area and area around Canteen.
 - e. All the foods items should be kept covered before and after processing and during sale.



- f. Only the certified food commodities (AGMARK) should be used in cooking. No loose items like oil, spices etc. should be used. Non-permitted additives (Colour, Flavours, preservatives etc.) in the food items should not be used in the canteen.
 - g. Food must be cooked fresh every day in order to safeguard the health of both the faculty, non-teaching staff, and the students. The committee can impose a fine if leftovers are found the next day.
 - h. In order to prevent health problems, the Canteen Contractor is responsible for ensuring that canteen personnel undergo a health examination every six months. A report of this examination must be submitted to the Admin department.
 - i. The canteen contractor is responsible for performing daily maintenance to ensure that all electrical appliances, including the air conditioner, fan, water cooler, and other components, as well as the wash basin, restroom, and dustbin, are kept clean and organized.
- 6. Canteen Employees:**
- a. The Contractor shall be subject to the regulation of labour laws of Delhi/Central Government.
 - b. The bidder shall at its own cost, if required take necessary insurance cover in respect of the aforesaid services rendered to College and shall comply with the statutory provision of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act, Workman's Compensation Act, 1923, payment of Wages Act, 1936, The Employees Provident Fund Act, 1952, Payment of Bonus Act, 1965. The Minimum wages Act, 1948, Employment of Children Act, 1938 and/or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the College indemnified from all acts of omission, fault, breaches and/or any demand; loss; injury/damage/theft/fire and expense arising out from the non-compliance of the aforesaid statutory provision.
 - c. The Contractor has to ensure the cleanliness of the Uniform with Head Cap, worn by the employee during the time of the serving in the canteen as well as in the college premises. They should wear photo I-card and should carry a clean duster with them always.
 - d. The Contractor shall be under the discipline of the College and follow the instructions issued from time to time. The Contractor shall in no case disturb the working of the College. The employees of the contractor would remain decent and courteous. Any of the employees indulging in any act of indiscipline, misbehaviour or violent act(s) or abets other in doing so, and if it is prima facie proved, then Agency/ Service Provider shall remove the employee concerned from the premises immediately on receipt of verbal or written communication from the authorities of the College.
 - e. Only a few requisite staff of Canteen Contractor will be allowed to stay in the canteen after working hours (under special circumstances) with the authorization of the Principal of the College and no unauthorized person shall be allowed to stay in the canteen.
 - f. Proper Police verification of person deputed by Canteen Contractor shall be done.
 - g. All rules & Regulation as part of legal requirement for employment of labour and obtaining Contractor for running of College canteen is the responsibility of the Contractor.
 - h. Any dispute/Litigation is subject to Delhi Jurisdiction.
 - i. Any terms and conditions not covered in the agreement will be decided by the Principal of the College and his decision will be final and binding.
- 7. Utilization of canteen premises:**
- a. The possession of the premises will always be that of RLAC even when the premises will in use of the Contractor.
 - b. The Contractor shall have no right to sub-let, assign the Contract in any manner to any third party or authorize any other person to run the Canteen once it has been formally awarded to him/her, failing which legal action will be taken.
 - c. The Contractor is responsible to maintain the infrastructure facilities provided by the College such as sitting space, Air conditioners, fans, electrical fittings, sanitary fittings, water cooler etc.
 - d. No employee/student/outsideers will be allowed to smoke or consume alcohol/banned drugs in the canteen. The Contractor shall not keep or sell any tobacco products or any hard drinks, other health hazard articles in the canteen.



- e. The Contractor shall have no right to use on the open space adjoining the canteen.
- f. The Contractor shall be deemed to be in the exclusive occupation of the licensed premise and licensor will have the right to enter upon the premise any time to inspect the canteen premises.
- g. The Canteen premises will not be used for residential purpose
- h. The licensed premises shall be used only for carrying on the business of canteen and not for any other purpose.
- i. The Contractor shall not carry out any addition or alteration or structural repairs in the said premises. Only such alteration of addition or repairs which are necessary and are not of permanent nature may be allowed to be carried out by the Contractor but that also with the prior approval/permission of the College authority.
8. **Revision of Rates:** The College reserves the right to revise the rates of items considering the market rate/inflation subject to maximum of 10% of finalized rate increase per year on written request of the contractor after successful completion of 02 years of contract.
9. **Extension:** The agreement may be extending up to 01 years after successful completion of 02 years by the Principal after satisfactory service report by canteen committee on same terms and condition.
10. **Penalty:** During the contract period if it is found that the contractor is not maintaining the standards in the canteen, the College shall impose the penalty as per the following rates:
 - a) Workers without uniforms (including dress, gloves, caps etc.) ₹ 2,000/-
 - b) Lack of cleanliness in kitchen and sitting area ₹ 2,000/-
 - c) Overflowing the canteen sewerage ₹ 5,000/-
 - d) Overcharging or unhygienic food ₹ 10,000/-
 - e) Breach of any term and conditions ₹ 10,000/-
11. **Termination of the contract:**
 - a. The quality of food/services provided will be checked from time to time and reviewed after every three months, if found unsatisfactory, the agreement may be terminated by the College. The College reserves the right to impose a fine, if deemed necessary.
 - b. The decision of college authorities in the matter relating to the canteen shall be final and binding on the Contractor.
 - c. In case of Termination of contract, Bidder shall handover possession of canteen premises immediately and no claim of any type shall be entertained.
 - d. The College reserves the right to terminate the contract any time after getting recommendation of Canteen Committee against any serious complaint(s) regarding the performance/maintenance of the canteen. The decision of the College in this regard shall be final.
 - e. The contract can be terminated by the College by giving three months of notice. However, if the Contractor seeks termination of the contract in between the contract period, three months prior notice is required by the College, failing which the security money will be forfeited.
 - f. In case the Contractor violates the terms and conditions of the contract, his contract would be cancelled without any notice.
12. Maximum Retail Price (MRP) will not be considered for evaluation.
13. The College reserves the right to reject any or all the tenders without assigning any reason whatsoever and is not bound to accept the lowest rates of items.
14. After opening the tender, the Committee may visit the existing sites running by the bidder to check/taste the quality of food items, as specified by the bidder in support of working experience.
15. Successful bidder shall execute the agreement on legal stamp paper of Rs.100/- for running & operation of canteen in the premises of Ram Lal Anand College and accepted tender along with terms & conditions shall form a part of the agreement.



2. GUIDELINES FOR SUBMISSION OF E-Tender

- 2.1 Manual bids shall not be accepted.
- 2.2 Conditional bid will not be accepted.
- 2.3 "Technical Bid" shall comprise of all tender clauses and tender document as per **Annexure-A**.
- 2.4 "Financial Bid" shall comprise the price bids of the items included in Financial Bid **Annexure-C**.
- 2.5 Tender acceptance letter must be signed by the authorized signatory of the bidder, duly stamped as per **Annexure-D**.
- 2.6 Bids shall be submitted online only at the CPP portal in time: <https://eprocure.gov.in/eprocure/app>. Bidder will be solely responsible for any delay due to other issues.
- 2.7 Bidders are advised to follow the instructions provided in the Instructions to the bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.
- 2.8 The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
- 2.9 After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
- 2.10 The Financial Bid template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
- 2.11 If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
- 2.12 Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
- 2.13 Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
- 2.14 The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.
- 2.15 The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
- 2.16 There is no limit on the size of the file uploaded at the server end. In order to reduce the file size, bidders are suggested to scan the documents in 200 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds. The scanned document must be legible. Blurred documents will not be accepted.
- 2.17 It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
- 2.18 In case of Offline payments, the details of the Earnest Money Deposit (EMD) documents submitted physically to the Dispatch Section, Admin Department, RLAC, and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.
- 2.19 The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
- 2.20 The bidder may submit the bid documents online mode only, through CPP portal. Offline documents will not be accepted.
- 2.21 At the time of freezing the bid, the eProcurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.



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- 2.22 After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
- 2.23 Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
- 2.24 The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
- 2.25 The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e- Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
- 2.26 The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).
- 2.27 Bidder who has downloaded the tender from the RLAC website <https://rlacollege.edu.in/>, www.du.ac.in & Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case the same is found to be tempered/modified in any manner, the tender will be completely rejected and earnest money deposit (herein after referred to as 'EMD') would be forfeited and the tenderer is liable to be banned from doing business with Ram Lal Anand College.
- 2.28 Intending bidders are advised to visit the RLAC website www.RLAC.ac.in; www.du.ac.in and CPP Portal <https://eprocure.gov.in/eprocure/app> on regular basis and at least 3 days prior to the closing date of submission of tender for any corrigendum/addendum/ amendment at any stage.
- 2.29 The bidder should upload a PDF file of only relevant documents duly indexed and signed by the authorized signatory as mentioned in the Tender document. The PDF document should be compiled and indexed in the manner of Technical Bid and other documents/information requisite in the tender document should be page numbered. Otherwise, the bid will be rejected
- 2.30 Bidders shall submit their bids through the online e-tendering system well before the bid submission end date & time (as per Server System Clock). The RLAC will not be responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 2.31 After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the bidders shall take a printout of the system-generated acknowledgment number, and keep it as a record of evidence for the online submission of the bid, which will also act as an entry pass to participate in the bid opening.



6 OPENING OF BID AND EVALUATION

- 6.1 **Opening of Technical Bid**
- 6.1.1 Evaluation of “Technical Bid” shall comprise of all documents and will be evaluated in view of all Tender Clause.
- 6.1.2 **Bidder can send their representations, addressed to the RLAC designated email address at rlaoffice11@gmail.com only within 48 hours after the update of evaluation status i.e. reject/accept bids on CPP Portal through email and the committee decision on representation will be final.** Representations beyond the stipulated time period will not be entertained. The representation sent to any other email address or received from another mode/source will not be entertained/considered.
- 6.2 **REJECTION OF THE TECHNICAL BID:** The technical bid submitted shall become invalid/reject: -
- 6.2.1 Manual Bids.
- 6.2.2 The bidder does not fulfil the Minimum Eligibility Criteria as per the tender document.
- 6.2.3 The bidder has not uploaded and submitted requisite documents, certificates, annexures in tender format and Earnest Money Deposit, etc.
- 6.2.4 The uploaded documents are not in consonance with the tender document.
- 6.2.5 The uploaded documents are found not legible.
- 6.2.6 The documents / Certificates / Registrations are found not valid at the last date of submission.
- 6.2.7 If contradiction is found in the uploaded documents.
- 6.2.8 If, the Technical Committee recommends after antecedent verification.
- 6.2.9 Unresponsive Bids.
- 6.2.10 Non-availability or submission (upload/enclosed).
- 6.2.11 Non-submission of valid registrations and certificates
- 6.2.12 Non-submission of Complete Tender Documents and requisite Annexures duly filled and signed on agency letterhead.
- 6.2.13 Experience Certificate not as per tender documents.
- 6.2.14 Non-submission of EMD.
- 6.2.15 Non-submission of other documents required as per tender. (Annexure- A to E)
- 6.2.16 Non-submission/ upload Annexures not in the given format.
- 6.3 If, the bidder is found ineligible.
- 6.4 If, the Financial Bid document/rate quotation document uploaded with Technical Bid Document.
- 6.5 If uploaded soft copies are found illegible.
- 6.6 If, Ram Lal Anand College has a running dispute or had gone to court/arbitration with the bidder.



7 OPENING OF FINANCIAL BID

After the Technical evaluation of the bids, the RLAC will open the Financial Bid of all those bidders, who qualified in the technical bid.

- 7.1 The Quotation must be submitted giving complete details as sought in the uploaded Financial Bid.
- 7.2 The Financial Bid Quotation must be submitted in the uploaded Excel file.
- 7.3 The total amount quoted should be written both in figures and in words. In case of any discrepancy between the two, the amount mentioned in the words will prevail.
- 7.4 Bids, which do not comply with the conditions laid down in the tender document, or are unrealistic, are liable to be rejected.
- 7.5 The Ram Lal Anand College is under no obligation to accept the lowest tender and shall be entitled to reject any tender without assigning any reason whatsoever.
- 7.6 The currency of all quoted rates shall be in Indian Rupees. All the payment shall be made in Indian Rupees.
- 7.7 Offer quoted should be valid for a minimum period of 180 days from the date of opening of the Technical Bid. The rates should be quoted in words as well as in figures and in INR only and will be valid for next two years i.e. during the period of agreement.
- 7.8 Bidders are requested to study the terms and conditions of the tender document carefully and submit their bid accordingly. Any tender/quotation received against this tender and any contract resulting from this tender shall be governed by the terms and conditions indicated in the tender document and all the tenderers quoting against this tender shall be deemed to have read, understood, and accepted the same. No clarification shall be entertained after receiving the bids.
- 7.9 **Modification / Substitution/ Withdrawal of bids:**
- 7.9.1 No Bid shall be modified, substituted or withdrawn by the Bidder after the Bid's due Date.
- 7.9.2 Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid's due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.
- 7.10 **Rejection of the Financial Bid:** The Financial bid submitted shall become invalid: -
- 7.10.1 Non-responsive financial bid.
- 7.10.2 Non-submission of the Financial Bid.
- 7.10.3 If, items rate mentioned Zero "0" or below Zero "0".
- 7.10.4 If Rates Charges quoted in decimal places.
- 7.10.5 If found non-realistic.
- 7.10.6 If items rates mentioned MRP instead of quoted price/value in INR.
- 7.10.7 Bidder's offer is liable to be rejected if they don't upload any of the certificates/documents sought in the tender Document, ATC and Corrigendum, if any. **Annexures (A to E)**
- 7.10.8 As per the recommendation of the Committee after evaluation of the Financial bid.



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8 FINANCIAL EVALUATION

- 8.1 **Evaluation of Financial Bid:** Financial bid evaluation will be conducted, keeping in view the tender documents. The financial bids will be opened at the stipulated time only for those Agencies, who qualified in the technical bid. The Lowest One (L1) will be decided/considered on the total calculated value of all items. The work may be awarded to the lowest financial bid, subject to fulfilling tender conditions. **However, the RLAC does not bind itself to accept the lowest bid.**
- 8.2 **The final decision regarding the award of the contract will not be based solely on the lowest bid.** The Site visit by the college to the bidders location will be conducted to assess the quality of the food and other parameters, along with interview of the applicant.
- 8.3 **In case, more than one agency has L1 cost as per rate quoted in Financial Bid then L1 will be decided in chronological order as below:**
- 8.3.1 **The bidder has the longest experience to provide Canteen Services in the Central Govt./State Govt/ Central Universities or State Govt. Universities/ Institutions of National Importance/ Autonomous Bodies/ Government Public Sector Undertaking/Government Public Sector Enterprises.** The longest experience will be decided on the sum of the total number of months of experience in Central Govt./State Govt/ Central Universities or State Govt. Universities/ Institutions of National Importance/Autonomous Bodies/ Government Public Sector Undertaking/ Government Public Sector Enterprises In case of more than 1 bidder has equal longest experiences then, L1 will be decided as per Clause 8.2.2.
- 8.3.2 The decision of the competent authority shall be final.



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Technical Bid

Annexure -A

Tender for Running Canteen in Ram Lal Anand College premises

Sir,

I am submitting the tender for running Canteen in Ram Lal Anand College Premises on contract basis as per details given below:

1. Name of the Bidder:.....
2. Address:.....
3. Registration/License No. (If a co-operative society):
4. Valid FSSAI License No.....
5. PAN of the firm/company.....
6. GST no. of the firm/company.....
7. Partnership deed copy, if it is partnership firm

8.

S. No.	Present Contracts in hand	Period

09. Number of Man Power/ Resources to be provided:
10. Name of your bankers/with address & IFSC Code:.....
11. Any other relevant information including information about conviction or pending cases under the prevention of food and Adulteration Act 1954
.....

Signature of the Bidder



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Annexure-B

Experience Certificate(s)

(To be issued by the Head of the concerned Institution/ Organization or Govt. Competent Authority, where the canteen is being running along with his / her functional mobile number and email ID address.)

Sr. No.	Name of the Institution served/serving	Types of Institution (Medical College/ Hospital/ Government/ Central Universitates/ Institutions of National Importance/Autonomous Bodies/Central Govt. Public Sector Undertaking/Private	Period		Working Hours	
			From	To	From	To

Head of the concerned Institution/
Organization or Govt. Competent Authority
(with Seal)

Mobile No.....
Email. I.D.....



Annexure - C

FINANCIAL BID:

Bidder should quote the rates for each of the items in the attached list duly signed and stamped.

list duly signed and stamped.

Name of the Bidder/ Bidding Firm / Company :		
FINANCIAL BID, LIST OF ITEMS TO BE SOLD IN THE CANTEEN (FRESHLY PREPARED) (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)		
S. No.	Item Name	Quoted Price
1	Hot Coffee - One cup - 150 ml in a disposable cup	
2	Hot Tea - One cup (150 ml in a disposable cup) - Normal milk tea	
3	Hot Tea - One cup (150 ml in a disposable cup) - Special (Green tea leaf put in boiled water)	
4	Hot Tea - One cup (150 ml in a disposable cup) - Tea bag	
5	1 set of coffee - Containing 6 cups - Six cups of concoction with separate milk and sugar	
6	1 set of coffee - Containing 4 cups - Four cups of concoction with separate milk and sugar	
7	1 set of coffee - Containing 6 cups - Six cups of concoction with separate milk and sugar	
8	1 set of coffee - Containing 4 cups - Four cups of concoction with separate milk and sugar	
9	Cold Coffee - One glass - 250 ml	
10	Ice Tea - One glass - 250 ml	
11	Toast - 1 plate - Two pieces of brown bread with butter/jam/stuffed	
12	Toast - 1 plate - Two pieces of white bread with butter/jam/stuffed	
13	Vegetable Sandwich - 1 plate - Two pieces of brown bread with slices of cucumber, onion and tomato	
14	Vegetable Sandwich - 1 plate - Two pieces of white bread with slices of cucumber, onion and tomato	
15	Sandwich - 1 plate - Two pieces of brown bread with chesse	
16	Sandwich - 1 plate - Two pieces of white bread with cheese	
17	Omelette - 1 egg - Egg and onion	
18	Omelettes - 2 eggs - Egg and onion	
19	Egg Cheese Omelette - 2 eggs - Cheese grated/sliced as per requirement	
20	Grilled Sandwich - 1 plate - Two pieces of brown bread stuffed with vegetable/paneer/ potato/ onion mix	
21	Grilled Sandwich - 1 plate - Two pieces of white bread stuffed with vegetable/paneer/ potato/ onion mix	



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22	Omelettes with bread slice - Brown bread - 2 bread slices	
23	Omelettes with bread slice - White bread - 2 bread slices	
24	Pav Bhaji - 1 plate - 2 buns and sabzi	
25	Patty - 1 piece - Aloo patty	
26	Patty - 1 piece - Paneer patty	
27	Veg Burger - 1 piece - 1 small size round pizza	
28	Veg Chowmin - 1 plate - 200 gms	
29	Maggi - 1 plate - 200 gms	
30	Stuffed Kulcha - Single -	
31	Rice and Dal - 1 plate - 250 gms (Standard Size)	
32	Rice Rajma - 1 plate - 250 gms (Standard size)	
33	Rice Chhole - 1 plate - 250 gms (Standard size)	
34	Vegetable - 1 plate - 75 gms	
35	Rasogola - 1 piece - 50 gms	
36	Bhalu Shahi - 1 piece - 60 gms	
37	Gulab Jamun - 1 piece - 50 gms	
38	Ice Cream - Branded -	
39	Kachori - 2 pieces with aloo sabzi - 35 gms each	
40	Samosa - 1 piece with Chutney/ Sabji - 80 gms	
41	Vegetable Pakora - 50 gms single or 100 gms mixed -	
42	Paneer Pakora - 50 gms -	
43	Veg. Cutlet - 2 pcs - 150 gms	
44	Bread Pakora - 1 piece - 100 gms	
45	Aloo Bonda - 1 piece - 50 gms	
46	Idli Sambar with chutney - 2 pieces of Idli - 80 gms	
47	Masala Dosa with Sambar and chutney - 1 plate - Standard Size	
48	Plain Dosa with sambar and chutney - 1 plate - Standard Size	
49	Masala onion dosa with sambar and chutney - 1 plate- Standard Size	
50	Uttapam - 1 plate - Standard Size	
51	Upma with sambar - 1 plate - 150 gms upma	
52	Vada sambar - 1 plate - 2 pieces	
53	Dahi vada - 1 plate - 2 pieces	
54	Parathe with vegetable - 2 plain parathas - 75 gms of sabzi	
55	Vegetable Patatha - 2 parathas with curd - Curd sweet/salty according to requirement	
56	Chhole Bhatore/ Kulcha - 1 plate - 2 pieces	
57	Puri Sabzi - 1 plate - 4 pieces of puri and aloo sabzi	
58	Veg Thali - 1 plate - 100 gms Rajma/ chhole/ kadi + seasonal vegetable without gravy (100 gms) + four Roti (Tawa/Tandoori) + Rice + Raita + Salad	
59	Deluxe Thali - 1 plate - 100 gms of paneer + rajma/ chhole/ kadi + seasonal vegetable without gravy (100 gms) + four Roti (Tawa/Tandoori) + Raita+ Rice + Salad+ One Sweet	



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60	Water Bottle - Standard Company -	
61	Juice - All brands -	
62	Lemon Water - All brands - 250 ml	
63	Lassi - Mother Dairy and Amul - 250 ml	
64	Soft Drink - Standard varieties -	
65	Chach - Mother Dairy and Amul -	
66	Chips - Various sizes and variety -	
67	Biscuit packets - Standard varieties -	
68	Chocolates - All brands and varieties -	
69	Muffins and Cakes - Varieties -	
70	Pastries - Varieties -	
71	Parantha (Mixed) (100 gms.)	
72	Parantha (Allu) (100 gms.)	
73	Parantha (Paneer), (100 gms.)	
74	Besan Chilla 100 gm	
75	Besan Paneer Chilla 100 gm	
76	Roll Stuffed with Paneer	
77	Roll Stuffed with Vegetables	
Total in Figures (Rs)		
Quoted Price in Words (Rs)		

The menu will have to be strictly adhered too.



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Annexure – D

UNDERTAKING

I/we have read the terms and conditions of the tender clearly and I/we agree to abide by them fully. On the acceptance of the offer, I/we will run the canteen at the Ram Lal Anand College (University of Delhi) in compliance with the terms and conditions thereof.

Signature of the Bidder

Name:

Address.....

Phone/Mobile No.

Email ID

UNDERTAKING FOR BLACKLISTING

The Principal,
Ram Lal Anand College
Delhi-110095

Sir,

I/We, the undersigned bidder/s, have carefully read and examined in detail the Terms and Conditions and all tender documents of each page regarding running the College Canteen Services at the Ram Lal Anand College. I/We accept all the Terms & Conditions mentioned in the tender document and do hereby declare:

That I/we have not been blacklisted/debarred by CBI or any law enforcement agencies/ Government organization/Department/Autonomous Bodies/Public Sector or no any case of blacklisting etc. in pending against the firm at the time of submission of Tender.

That the tender submitted by us is properly prepared, signed, and sealed so as to prevent any subsequent alteration and replacement.

That the Ram Lal Anand College is not bound to accept the lowest or any bid that it may receive.

If I/We fail to commence the specified service or fail to furnish the Bank Guarantee within two weeks from the date of issue of award to contract offer, if selected, I/We agree that RLAC, without prejudice to any other right or remedy available to the RLAC, be at liberty to forfeit the said earnest money absolutely and reject the tender as per the terms and conditions contained or referred in the Tender Document.

For and on behalf of the firm (Firm's Name & Address)

(Signature of Authorized Signatory with Seal)

Name:

Date:

Place:

Designation:.....

Phone no.:.....

E-Mail:.....
