

TENDER NOTICE

Date of Invitation: 09-07-2024

Closing Date: 12-07-2024 (10:00 AM)

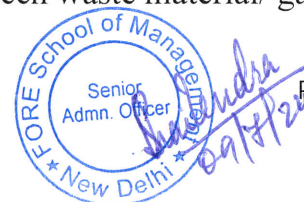
FORE School of Management, New Delhi

Invitation Tender for Running Canteen at FORE School of Management, Adhitam Kendra, B-18, Qutub Institutional Area, New Delhi- 110016

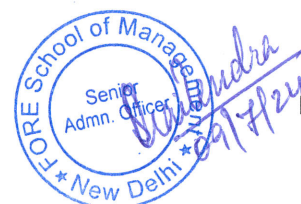
Dear Sir/ Madam,

The terms & conditions for the contract are as under:

1. The contract shall be for a period of 01 years with effect from the date of signing of contract. The contract may be terminated without assigning any reason by the Director, FORE School of Management, Adhitam Kendra, B-18 Qutub Institutional Area, New Delhi-110016, in case of violation of terms & conditions of the contract.
2. The contract shall be renewable for a further period of one year provided the running of the canteen by the Canteen Contractor is found satisfactory by the Director, FORE School of Management, Adhitam Kendra, B-18 Qutub Institutional Area, New Delhi-110016 the decision of the college authority shall be final and binding on the Contractor.
3. Contractor shall be permitted to sell only those items which are mentioned in the list. The approved list shall be revised from time to time making suitable additions and alterations, if any required. No un-approved articles shall be kept for sale. For Snack articles, the contractor shall have to seek written approval of the Director, FORE School of Management, Adhitam Kendra, B-18 Qutub Institutional Area, New Delhi-110016 with regard to the quality and rate.
4. Canteen shall be meant for serving refreshments, snacks, tea, meals etc. and such other items and at such prices, as may be settled between the contractor and the college authority. Besides, the contractor shall also provide tea/snacks/food arrangement for the various office meetings/ functions on mutually agreed rates.
5. The Canteen Contractor are required to quote the best competitive rates in respect of items/articles- mentioned in rates Performa (Annexure-I).
6. The Contractor shall display the rate of all such items preferably near the counter. All articles sold in the canteen by the contractor shall be in accordance with the approved rates/MRP only.
7. The Contractor shall keep the canteen area (in and around) neat & tidy. Cleaning of dining space will be the responsibility of the Contractor.
8. The contractor shall keep the canteen premises clean and hygienic and shall make his own arrangements for clearance of canteen waste material/ garbage on



- day to day basis including channelizing of all choked drainage system, blocked due to canteen's routine work& cleaning of all utensil used by them.
9. The contractor is required to keep and maintain his own crockery/utensils for the operations of canteen those shall be of quality approved by the Director, FORE School of Management, Adhitam Kendra, B-18 Qutub Institutional Area, New Delhi-110016. The contractor shall be responsible for the breakage/ damage/ loss etc.
 10. The Contractor will ensure proper cleanliness in the maintenance of Staff of Canteen and he will be held responsible for any lapse and disease, if any arising from such unhygienic conditions, in such conditions, the decision of The Director, FORE School of Management, Adhitam Kendra, B-18 Qutub Institutional Area, New Delhi-110016, will be final & same would be adhered by the contractor.
 11. The Contractor will dispose of all the waste/rubbish etc. in the bin provided by the Institute on day to day basis and in case of any notice received from the Licensing/Competent Authorities, regarding levied of any penalty or cess imposed, the same will be recovered by the Contractor.
 12. The contractor keeps all eatable in fly-proof and dust proof containers.
 13. The contractor shall also provide room service facilities and articles should be served within reasonable time to the officers/staff at their work place/room as and when called for.
 14. The contractor shall operate the canteen during working days between 7:00 AM to 07:00 PM, except on Gazetted & National Holidays. In exceptional cases, contractor is also liable to provide the service on holidays, as per requirement of the Institute.
 15. The contractor or any member of his establishment shall not use canteen for residential Purposes.
 16. The Contractor must ensure that his workers who are engaged by him in the canteen do not carry any infectious, communicable or contagious disease. The persons associated with preparation and distribution of food will be required to undergo periodical medical check-up to rule out the possibilities of communicable diseases/infection diseases and anybody found suffering from such has to be kept out of engagement till he / she is fully recovered.
 17. The contractor has to arrange all the concerned item/goods required for running the canteen, i.e. raw material, skilled manpower, utensils with equipment of commercial kitchen shall be done by contractor himself.
 18. The Contractor will use steel crockery for lunch for the students, bonechina crockery for MDP, Placements admissions and buffet Lunch area and good quality cups for serving tea.
 19. The contractor shall use only good quality raw materials in preparation of eatables in the approved list. The Oil, Ghee, Cereals etc. must be of brands with ISI or Agmark Label Certified by Government.



20. The canteen shall be put to in working condition within 3 days of acceptance of terms and conditions.
21. The Contractor has to pay the following charges, as under: -
 - a) Electricity charges in respect of Canteen Premises will be paid by the contractor on actual basis as shown in Sub meter of electricity installed in Canteen Premises. This amount shall be deposited by 7th day of every month.
 - b) Contractor will liable for security deposit of Rs. 50,000/- and the same shall be refundable after the expiry of contract and interest shall not be payable on it. This may be adjusted in case of any dues/ damages are reported during the tenure of contract period.
 - c) IGL charges.
 - d) Taps, Gas Nozzle, Shink, Washbasin, Geyser, Exhaust Fan etc. if these are unserviceable.
22. The Contractor will not employ the minors as workers in the Canteen, as per rules of Government of India.
23. The employee of the contractor shall take rounds twice in a day to all sections/staff/officers with tea during tea time.
24. The list of personnel deployed for food preparation, handling and serving have to be intimated to the authority from time to time.
25. The Contractor shall comply with and bear all statutory and legal expenses under all Labour Laws, the shop and commercial establishment Act and any other law in force and applicable to his establishment from time to time. The Contractor shall be wholly and solely responsible for any dispute on account of non-compliance with any such law.
26. The contractor will be responsible for such conduct of the persons engaged by him in the office, which will be conducive for maintaining the harmonious atmosphere in the office and will be responsible for any act commission & omission of such persons. The police verification of all the engaged persons shall be mandatory.
27. The contractor shall provide the list of the worker with designation along with their identification & residential proof, who are working in the Canteen. Any changes in the staff shall be reported immediately and relevant proof of identification shall have to submitted again. A list of staff working in the canteen shall be forwarded to the Police Station concerned.
28. The departmental committee will call all the applicants to verify the genuineness of the proposals and the capability of the applicant in providing quality food and service at competitive prices.
29. The applicant should have experience of running the canteen in a Govt/Semi Govt./University/College reputed Private organization. Suitable documentary evidence to be submitted along with the application form.
30. The Office Campus is a "NO SMOKING ZONE", hence sale and use of tobacco is prohibited.



31. The selected party/contractor will have entered into an agreement with the FORE School of Management, specimen of agreement copy available in establishment department of the college.
32. The college authority shall reserve the right to increase the article/item list at any stage and accordingly contractor has to abide the same.
33. In case of any maintenance at end of contractor/college authority, contractor has to inform in writing for its approval.
34. The sealed tender should reach to the Sr. Administrative Officer before 10:00 AM on 12-07-2024 at FORE School of Management, Adhitam Kendra, B-18 Qutub Institutional Area, New Delhi-110016. The purpose of tender stated on top of the envelope. Tender received after due date, will not be accepted.
35. FORE reserves the right to accept/reject any/all tenders submitted.
36. The Contractor shall not sublet the contract to any 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.
37. The Contractor should follow the Food Safety and Standards Act, 2006 along with the Rules & Regulations made thereunder, provides the statutory framework for regulating, inter alia the manufacture, storage, distribution and sale of food so as to ensure its safety, Regulation 2.1.2 of the Food Safety & Standards licensing & Registration of Food Businesses) Regulations, 2011 stipulates that "No person shall commence any food business unless he possesses a valid license".
38. The member of Canteen Committee/ S.O. (Admin.) or any other staff deputed by the authority can inspect the canteen any time to check the quality of food preparation, hygiene conditions and staff conducts etc.
39. All legal disputes shall be subject to jurisdiction of Delhi Courts only.
40. Available of drinking water will disposable glasses.

For any query/clarification, we are holding online meeting on 10th July 2024 from 3:00 PM to 3:30 PM. The Microsoft Teams link is as below:

Join the meeting now

Meeting ID: 461 802 232 469

Passcode: XtSztj



Annexure-I

**REQUEST FOR PROPOSAL (RFP) FOR OPERATING COLLEGE CANTEEN at
FORE SCHOOL OF MANAGEMENT, NEW DELHI-110016**

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 the Application
8. Details of statutory licenses obtained (if any)
9. Details of PAN/GSTIN/Registration No.
10. Numbers of employees currently on rolls of the bidder
(chefs/cook, Service staff etc. to be detailed separately)
11. Details of the organisation served/presently being served (certificates to be attached)

Period	Details of the organisation served	From	To
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(a)

(b)

(c)

Date:

Place:

Signature of the Bidder

Name

Address

Financial BID			
Sr. No.	Menu List (Items)	Quantity	Rate (Rs.)
	Tea and Beverages		
1.	Tea (ginger+ cardamom)	120ml	
2.	Special tea in full cream milk	120ml	
3.	Coffee in full cream milk	120ml	
4.	Cold drinks	200/600ml	
5.	Dahi only	100/200ml	
6.	Mineral water	MRP	
	Snacks/ Meals		
7.	Samosa (1piece)	100gm	
8.	Kachori (1 piece)	60gm	
9.	1 kachori with sabzi	60gm	
10.	Bread pakoda	120gm	
11.	Paneer pakoda	60gm	
12.	Veg. Spring roll	150gm	
13.	Veg cutlet (per piece)	100gm	
14.	Paneer cutlet (per piece)	100gm	
15.	Veg Burger (per piece)	150gm	
16.	Veg. Sandwich(per piece)	150gm	
17.	Veg. Patties	150gm	
18.	Veg. Chowmin	250gm	
19.	Egg chowmin	250gm	
20.	Noodles	200gm	
21.	Brown/ White Bread butter toast	4 Pcs.	
22.	Omelette (2 Bread Slice, Eggs)	250gm	
23.	Cheese Toast		
24.	Garlic Bread		
25.	Bread Roll		
26.	Vada Pav		
27.	Pav Bhaji	Per Plate	

28.	Masala dosa	300gm	
29.	Paneer dosa	300gm	
30.	Uttpam	200gm	
31.	Sambhar Vada (2 pieces)	Per Plate	
32.	Sambhar idli(2 pieces)	Per Plate	
33.	Upma	150gm	
34.	Puri chole	300gm	
35.	Chhole Bhature	300gm	
36.	Parantha Plain	150gm	
37.	Parantha Stuffed (Aloo, Gobhi, Paneer)	150gm	
38.	Rajma (Medium Bowl)	150gm	
39.	Rajma with Rice	300gm	
40.	Chhole (Medium Bowl)	150gm	
41.	Chole with Rice	300gm	
42.	Kadhi (Medium Bowl)	150gm	
43.	Kadhi with Rice	300gm	
44.	Plain Rice	200gm	
45.	Fried Rice	200gm	
46.	Egg Fried Rice	200gm	
47.	Roti	Single	
48.	4 Roti with Daal (150gm) (different varieties)	Per Plate	
49.	4 Roti with sabzi (150gm) (different varieties)	Per Plate	
50.	Egg curry (2 eggs)	Per Plate	
51.	Mini Thali (2 chapatis, daal, rice, 1 seasonal sabzi and salad)	Per Plate	
52.	Regular Thali (4 chapatis, daal, rice, 1 seasonal sabzi, salad, raita, 1 papad and pickled)	Per Plate	
53.	Special Thali (4 chapatis, Daal, Rice, 1 seasonal sabzi, 1 paneer sabzi, salad, raita, 1 papad, 1 sweet)	Per Plate	
54.	Special thali-with egg (4 chapati, daal, rice, 1 seasonal sabzi, egg, curry, salad, raita, 1 papad, 1 sweet)	Per Plate	
55.	Confectionery Item (Biscuits, Chocolates, Wafers, Pastry, Icecream etc)	MRP	

56.	Daal Batti	2 Piece	
57.	Macroni/pasta	Per Plate	
58.	Pizza (Occasionally)		
59.	Veg. Briyani		
60.	Lassi/Milk Shake/ Cold Coffee/Aam Panna		
Occasional complimentary sweets on Religious Day/ Once in a week.			
61.	Gulab Jamun (Desi Ghee)	Per Plate	
62.	Rasgulla	Per Plate	
63.	Jalebi (Winters)	Per Plate	
64.	Mung Dal Halwa (in Desi Ghee)	100gm	
65.	Gajar Ka Halwa (During winters)	100gm	
	Non-Veg Items		
66.	Butter Chicken	Per Plate	
67.	Tandoori Chicken	Per Plate	
68.	Chilli Chicken	Per Plate	
69.	Kadhai Chicken	Per Plate	
70.	Hyderabadi Chicken Fry	Per Plate	
71.	Chicken Tikka	Per Plate	
72.	Fish Fry	Per Plate	
73.	Mutton Curry	Per Plate	
74.	Mutton Korma	Per Plate	
75.	Dhaniya Adarki Chicken	Per Plate	
76.	Mutton Rogan Josh	Per Plate	
77.	Chicken Biryani	Per Plate	
78.	Mutton Biryani	Per Plate	
79.	Fish Biryani	Per Plate	
80.	Murg Makhani	Per Plate	
81.	Chicken Lababdar	Per Plate	
82.	Mutton Do-Pyaja	Per Plate	

Other Terms & Conditions

- Availability of drinking water with disposable glasses.
- Vendor has to arrange the required items viz., Mixture/ Juicer/ Grinder/Blender, Microwave, Deep-fridge, Refrigerator etc.
- Vendor has to provide small meal for dinner, if required.