

Tender Sr. No. ILI/Canteen/03/2018

TENDER DOCUMENT FOR CANTEEN

In



THE INDIAN LAW INSTITUTE
Bhagwan Das Road, New Delhi – 110 001

This Tender Document Contains **14**

Note: Draft of `1,000/- be attached if Tender Document is downloaded from the website in addition to the Earnest Money Deposit (EMD).

SCHEDULE

- | | | |
|----|--|---|
| 1. | Date of Issue of Tender Document | 02.02.2018 |
| 2. | Last Date & Time of Issue of Tender Document | 28.02.2018 upto 1300 hrs. |
| 3. | Last Date & Time of Receipt of Tender Document | 28.02.2018 upto 1500 hrs. |
| 4. | Place of Submitting the Tender Document | To be dropped in the Tender Box in Room No. 1 (Ground Floor), Indian Law Institute, Bhagwan Das Road, New Delhi – 110 001 |
| 5. | Date & Time of Opening the Tender Document | 07.03.2018 at 1530 hrs. |
| 6. | Place of Opening of the Tender Document | To be dropped in the Tender Box in Room No. 1 (Ground Floor), Indian Law Institute, Bhagwan Das Road, New Delhi – 110 001 |

THE INDIAN LAW INSTITUTE
Bhagwan Das Road, New Delhi – 110 001

TECHNICAL BID

(The Tenderers are required to keep the Technical Bid & Financial Bid in separate sealed covers and these two sealed envelopes should be kept in third sealed cover along with the tender documents super-scribing on the envelope “Tender for Running Canteen”)

Name of Work: Running Canteen in the Indian Law Institute (ILI), New Delhi

1. Name of the Tenderer
2. Address
3. EMD: DD No. _____ dt. _____ for ₹ 5,000/- drawn from _____ (Bank)
4. Please give details of contracts executed previously in a separate sheet along with documentary proof thereof.

S.No.	Nature of Contracts	Period	Govt./Semi Govt./Private Organizations
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5. Please give details of Contracts in hand in a separate sheet along with documentary proof thereof.

S.No.	Nature of Contracts	Period	Govt./Semi Govt./Private Organizations
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6. Infrastructure available with the Agency:
 - i) Crockery
 - ii) Refrigerators, Cutlery, Napkins etc.
 - iii) Deep Freezer
 - iv) Hot Cases
 - v) Dispensing Machines
 - vi) Furniture
 - vii) Cooking Infrastructure
 - viii) Window/ Split ACs
 - ix) Any other information (*if required enclosed separate sheet*)
7. Annual Turnover
8. Manpower working
9. Details of Cooks and their expertise
10. Qualification of the Tenderer

**Signature of the
Tenderer with Stamp**

Dated:

THE INDIAN LAW INSTITUTE
Bhagwan Das Road, New Delhi – 110 001

FINANCIAL BID

(The Tenderers are required to keep the Technical Bid & Financial Bid in separate sealed covers and these two sealed envelopes should be kept in third sealed cover along with the tender documents super-scribing on the envelope “Tender for Running Canteen”)

Name of Work: Running Canteen in the Indian Law Institute (ILI), New Delhi

1. Name of the Tenderer :
2. Address :
3. Registration/ License No. :
(Attested photocopy should be attached)
4. Goods & Service Tax (GST) No. :
(Attested photocopy should be attached)
5. Year of Establishment :
6. PAN Card No. _____ :
(Copy of the ITR filed in for the previous year may be enclosed)
7. Please specify :
(Whether Tenderer is Sole Proprietor/ Partnership Firm (Name of the partners may be specified))
8. **Quote License Fee (per month)** : ` _____
: **In words** (_____).

I/We have understood the tender document and the Terms and Conditions contained therein. I/We agree to sell the eatables and packaged (Snacks/ Lunch) on the rates mentioned in the tender. I/We will be fully responsible for the food items supplied by me under the Food Safety and Standards Act, 2006.

I/ We hereby also declare that the information furnished above is true to the best of my/our knowledge. I/We have enclosed necessary documentary evidence in support of the same. I/ We have not been banned and de-listed by any Government Department/ Financial Institution / have not been convicted by any Court of Law.

**Signature of the
Tenderer with Stamp**

Dated:

THE INDIAN LAW INSTITUTE

(Deemed University)

Bhagwan Das Road, New Delhi – 110 001

TENDER FOR RUNNING CANTEEN IN THE INDIAN LAW INSTITUTE (ILI), NEW DELHI

INTRODUCTION

Staff canteen exists in the premises of the Indian Law Institute, Bhagwan Das Road, New Delhi-110 001. This tender is intended for the catering services for the staff and authorized visitors in the Indian Law Institute, Bhagwan Das Road, New Delhi-110 001.

The term "Institute" shall mean the Indian Law Institute. "Director" shall mean the Director, Indian Law Institute: "Registrar" shall mean Registrar, Indian Law Institute, "Contractor" shall mean the person who is awarded this contract by Indian Law Institute, New Delhi, to run the canteen in the Institute on contract, as per the prescribed Terms and Conditions of the contract.

The day-to-day working of the canteen will be watched by an Advisory Committee duly constituted by the Institute for this purpose.

SCOPE

The Contractor is required to supply Tea, Coffee, Lunch and Snacks etc. to nearly 75 employees of the Institute and about 100 employees of the Ministry of Law & Justice (VSP and Central Agency) shall use this canteen. In addition to the regular employees of the Institute and MoL&J as explained above, the canteen will also cater to the needs of the authorized visitors to the Institute for official work as well as to the participants in academic, technical and production programmes organized by the Institute from time to time. Tea, Coffee, Snacks, Cold Drinks and Lunch shall also be supplied for meetings, seminars and conferences or other purpose, whenever and wherever required in the premises.

**Signature of the
Tenderer with Stamp**

TERMS AND CONDITIONS

1. **(a) License Fee:** The contract will be awarded on the basis of highest License fee offered, but the Competent Authority reserves the right to accept or reject any tender or all tenders without assigning any reason. The Contractor has to deposit earnest money (EMD) along with the tender, which will be refunded if tenders are rejected.

(b) Water: The Contractor shall be liable to pay water consumption charges at the flat rate of `1,000/- (**One Thousand only**) per month.

(c) Electricity: The Contractor shall be liable to pay electricity charges as per the sub-electricity meter installed separately for power and light reading @ `8.75 per unit (at present), subject to revision.
2. The canteen shall be started within 15 days of acceptance of the tender failing which the earnest money will be forfeited and next eligible tender will be offered the contract.
3. The contract will be operative for initial period of **One Year** from the date of award but it can be renewed for further period subject to satisfactory performance.
4. The Contractor shall keep the canteen operations from 9.00 a.m. to 8.30 p.m. in summer and winter for staff, students and visitors of the Institute.
5. The Contractor shall take precautions for keeping all eatables in covered showcases, free from flies and insects.
6. The Institute will not be responsible for any credit sales, losses or pilferage of any item of the canteen.
7. The canteen shall not be closed on a working day of the Institute without prior written permission from the Institute.
8. The Contractor shall sell and serve only such items as approved by the Institute, as per list enclosed.
9. The rates for different items shall be quoted as per list enclosed. Any enhancement of the rates shall be with prior approval of the Institute. If any item is not specified in the enclosed list the rates of the same must be approved by the Institute.
10. The Contractor will attach Bank Draft of `5,000/- (Rupees Five Thousand only) as Earnest Money Deposit (EMD) along with the tender in favour of the Indian Law Institute, payable at New Delhi. On acceptance of the tender the Contractor shall deposit a security amount of `25,000/- (Rupees Twenty Five Thousand only) in favour of the Indian Law Institute refundable at the termination of contract. No interest is payable on the security deposit. The EMD will be adjusted towards security deposit. The same will be refunded when the contract

is over and canteen premises are handed over to the Institute and all dues from the Contractor have been settled.

11. In case the preparation for the eatables to be served in the canteen are found to be unsatisfactory or the Contractor fails to fulfill his obligations of the contract at any time during the contract period, Institute shall have the power to terminate the contract and in that case the security deposit of `25,000/- (Rupees Twenty Five Thousand Only) of the Contractor shall be forfeited at the discretion of the Institute.
12. The rate list and menu as approved by the Institute should be displayed conspicuously daily. The Contractor may sell other food items at prevailing market rates only.
13. Materials used for cooking purpose tea, coffee, spices, food stuffs, vegetable etc. should be of good quality only will be used. The Institute reserves the right to inspect the materials at any time and may reject such preparations, which are considered unhygienic without any compensation.
14. The Contractor will have to maintain hygienic in and around the canteen. No staff member of Institute will be engaged for the purpose and it shall be the responsibility of the Contractor.
15. The Contractor will be bound to pay necessary fee, taxes as applicable, according to the rates prescribed by the NDMC or any other authority for running the canteen, directly to concerned authorities.
16. Ordinarily except with the prior permission of the Registrar, person other than the students and staff of the institutions will not be served.
17. The Contractor shall be liable to pay electricity charges at commercial rates as charged by NDMC from the Institute as per the meter reading. A sub-meter shall be installed in the canteen premises for the purpose.
18. The Contractor shall be liable to execute a written agreement on a non-judicial stamp paper of `100/- (Rupees One Hundred only) duly notarized before taking over charge of the Canteen premises.
19. In case of dispute arising between the Contractor and the Institute the decision of the Director shall be final and binding on the Contractor.
20. The Contractor shall have to arrange food for the meeting as well as for Institute functions on mutually agreed rates.
21. The Contractor should have sufficient equipment and other items normally required for running the Canteen smoothly.
22. The Institute reserves the right not to allow the Contractor for the sale of a specific brand/ make of an item.

23. The Contractor should take all safety measure required while running Canteen including for man power.
24. The Contractor shall keep a First Aid Box for the persons deployed to work in Canteen.
25. The Contractor must maintain verification report of all the persons employed by him.
26. The items, which are not included in the List, will have to be sold on mutually agreed rates by the Institute and the Contractor.
27. The Contractor is prohibited to sale or serves or allows anyone to consume liquor within the canteen premises.
28. The Contractor shall pay the agreed monthly license fees to the Institute within 10th day of the subsequent month else has to pay interest on the overdue amount @2% p.m.
29. The Contractor will have to employ the required staff at his own cost and bear all the statutory and other liabilities for running the canteen. The Contractor will have to pay the minimum wages as per Delhi Admn. Notifications issued from time to time, EPF and Bonus etc. as per Employees Provident Fund Act and Bonus Act amended from time to time.
30. The Contractor will have to make arrangement for cleanliness of canteen and its surroundings to the satisfaction of the Institute. The Contractor shall also be responsible for the safe and hygienic disposal of the canteen waste.
31. The Contractor shall arrange for items i.e. crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking store etc. and items of similar nature of good quality as approved by the Institute at his own cost and maintain the said items in proper and hygienic conditions for due discharge of obligations in respect of running of canteen.
32. The Contractor will have to provide employees in proper uniforms for service in the canteen as also for the service in rooms.
33. The Contractor shall employ only such persons as are declared medically fit as certified by the Govt. hospital in Delhi. No such employee will be under the age of 18 years. Documentary evidence will be provided by the Contractor.
34. The Institute shall not in any manner be treated as the employer of these employees or concerned with the terms of their employment or conditions of their services since the relationship of employer and employees shall always be considered to be between the Contractor and such persons as will be employed by him. While engaging his employees the Contractor will make these conditions clear to them categorically and in writing, and their acceptance of these terms shall be communicated to the Institute also.

35. The Contractor shall obtain license under the Contractor Labour (Abolition and Regulation) Act 1970 (hereinafter referred as the Contractor Labour Act) and all other requisite licenses at his own cost from the Appropriate Authorities and comply with the Terms and Conditions of the license (s) and all other relevant and necessary provisions of the Contractor Labour Act and the Rules framed there under all such other provisions of laws in any enactment or otherwise laid down by any authority from time to time, it being clearly understood and agreed upon that the entire responsibility for compliance thereof shall always be of the Contractor. The Contractor shall be fully responsible for any compensation etc. in case of any injury/casualty or mishap to any employees of the canteen during canteen working hours.
36. Under no circumstances any of the Contractor's employees will stay in the Institute premises beyond canteen hours after closing the canteen. He will ensure that the canteen rooms are properly locked and secured during closed hours of the Institute. The access to the space allotted to the Contractor will be as per the conditions and in the mode as prescribed and regulated by the Institute from time to time which will be binding on him and his employees. The Institute reserves the right to inspect the premises allotted to the Contractor including the canteen store at any time.
37. Only cooking gas is to be used in the canteen for preparing hot drinks & cooking which is to be arranged by the Contractor including gas cylinders.
38. The Contractor will be fully responsible for the repair/ maintenance, cleanliness, breakage and damage done to the building and sanitary, electrical and any other fittings and fixtures installed in the space provided to him by the Institute for the purpose of preparing lunch, tea and coffee.
39. At least two sweets and three salty items (Samosa, Vada, Pakora etc.) will be prepared daily. (List of items to be provided is enclosed as **Annexure-I and Annexure-II**). However this list is subject to modification by the Institute from time to time.
40. The Contractor will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by concerned local authorities and to the satisfaction of the Institute.
41. The size and weight including quality of the various items should be approved by the Institute. No new items would be introduced without approval of the Institute. No rate will be revised without the approval of the Institute.
42. The contract will be initially for **One Year** to start with from the date of signing the agreement and the agreement may be renewed by the Institute on such Terms and Conditions as may mutually be agreed upon between the parties. The Institute reserves the right to repudiate the contract at any time after giving one month's notice, if the Institute is not satisfied with the working of the said Contractor. The decision of the Institute in this regard shall be final will be binding on the Contractor. The Contractor, if he so desires, may seek termination of the contract by giving written notice of not less than three months duration during the agreement period.

43. The Contractor will, at all times, ensure discipline decent and courteous behavior by his employees while they remain in premises of Institute. In case any of his employees indulges in any act of indiscipline, misbehavior or slogan shouting or indulges in violent act(s) or abets others in doing so and it is prima facie proved, the Contractor shall remove the employee concerned from the premises immediately on receipt of written communication from the authorities which will be duly acknowledged by the Contractor.
44. Under exceptional circumstances the Institute reserves the right to change any Term and Condition as and when warranted.
45. In case of any dispute arising out of the interpretation of the Terms and Conditions of the contract, the decision of the “**Director**” will be final and binding.
46. The Contractor, whom the above Terms and Conditions are acceptable, shall submit the completed tender forms to this office by **3.00 P.M** in sealed cover on or before **28.02.2018**. The tenders will be opened on **07.03.2018** at **03:30P.M** in the Meeting Room, Indian Law Institute, New Delhi.
47. The Contractor will not further sub-contract the contract to any other party. In case the Contractor is found having sub-contracted this contract, the contract will be terminated without any notice and security deposit will be forfeited.

THREE ANNEXURES ARE ALSO ENLCOSED HEREWITH.

**Signature of the
Tenderer with Stamp**

Annexure I**RATE FOR STAFF AND OFFICE**

S. No.	Item (Quantity with weight etc.)	Rate to be quoted by the Tenderer
1.	Alloo Bonda 40gm	
2.	Assorted Biscuits (10 pcs) <i>per plate</i>	
3.	Bread Pakora 75gm	
4.	Butter Toast 4 slice	
5.	Chhole Bhature <i>per plate</i>	
6.	Chicken Curry (2 pcs) <i>per plate</i>	
7.	Chow Mein <i>Full plate</i>	
8.	Chow Mein <i>Half plate</i>	
9.	Coffee (One cup) 100ml	
10.	Curd (One bowl) 100 gm.	
11.	Cutlet (Non-Veg) 2pcs	
12.	Cutlet (Veg) 2pcs	
13.	Dahi Vada (2 pcs) <i>per plate</i>	
14.	Dosa (<i>Masala</i>) with sambar & chutney	
15.	Dosa (<i>Plain</i>) with sambar & chutney	
16.	Egg Curry (1 egg) <i>per plate</i>	
17.	Fish Curry <i>per plate</i>	
18.	Fish Fried <i>per plate</i>	
19.	Fried Rice <i>Full plate</i>	
20.	Fried Rice <i>Half plate</i>	
21.	Green/ Black Tea 100ml	
22.	Idli with sambar and chutney <i>per plate</i>	
23.	Mutter Paneer <i>per plate</i>	
24.	Mutton Curry (2 pcs) <i>per plate</i>	
25.	Omelet with slice (2 eggs)	
26.	Paneer Pakora (75gm) <i>per plate</i>	
27.	Parantha with curd and pickle <i>per plate</i>	
28.	Patty (Paneer) <i>per piece</i>	
29.	Patty (Veg) <i>per piece</i>	
30.	Pauv Bhaji (2 piece) <i>per plate</i>	
31.	Rice with dal <i>per plate</i>	

32.	Samosa 50gm	
33.	Sandwich (Veg) 1pc	
34.	Soft drinks (standard varieties)	
35.	Standard Lunch (Thali) – 2 Chapati/ Puri, Rice, Dal, Subzi, Dahi/ Raita, Salad, One piece sweet	
36.	Subzi/dal <i>Per plate</i>	
37.	Sweets (Gulab Jamun) 1 pc	
38.	Tawa Roti 1pc	
39.	Tea (One Cup) 100ml	
40.	Tomato Soup	
41.	Uttapam 1pcs	
42.	Vada sambar with chutney (2pcs) <i>per plate</i>	
43.	Veg. Burger 1pc	
44.	Veg. Pakora 100gm	

**Signature of the
Tenderer with Stamp**

SNACKS/ LUNCH FOR OFFICIAL MEETINGS/ SEMINARS ETC.

Office Tea	Meeting Tea	High Tea	Veg Lunch	Non-Veg Lunch
<ul style="list-style-type: none"> ➤ Tea/ Coffee ➤ Two pieces of Biscuits (Sweet/ Salt) 	<ul style="list-style-type: none"> ➤ Tea/ Coffee ➤ Two pieces of Biscuits (Sweet/ Salt) ➤ One piece of (Samosa/ Sandwich/ Paneer pakoda/ Cutlet) 	<ul style="list-style-type: none"> ➤ Juice (200 ml.) ➤ Tea/ Coffee ➤ Two pieces of Biscuits (Sweet/ Salt) ➤ One piece of (Samosa/ Sandwich/ Paneer pakoda/ Cutlet) ➤ One piece of Sweet (Burfi/ Gulab Jamun) 	<ul style="list-style-type: none"> ➤ One dish of paneer ➤ One seasonal vegetable (mix) ➤ Makhani Daal/ Dal/ Chhoole ➤ Pullao/ Rice ➤ Salad and Papad ➤ One piece of Sweet (Burfi/ Gulab Jamun/ Ice cream) 	<ul style="list-style-type: none"> ➤ One dish of paneer ➤ One seasonal vegetable (mix) ➤ Fish Fried/ Chicken/ Mutton Curry ➤ Makhani Dal/ Daal/ Chhoole ➤ Pullao/ Rice ➤ Salad and Papad ➤ One piece of Sweet (Burfi/ Gulab Jamun/ Ice cream)
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Packaging charges (if required) _____

**Signature of the
Tenderer with Stamp**

SELF DECLARATION – NO BLACKLISTING

To
THE REGISTRAR
Indian Law Institute,
Bhagwan Das Road,
New Delhi – 110 001

Ref.: Tender for Running Canteen in the Indian Law Institute (ILI), New Delhi

Dear Sir,

Apropos to the Tender for Selection of Canteen Service Provider for ILI, we hereby declare that presently our Company/ Firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/ Autonomous Body.

We further declare that presently our Company/ Firm _____ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Yours faithfully,

Place:

Signature _____

Date:

Name _____

Seal of the Organization _____