

TENDER DOCUMENT

For Operating Juice Corner Shop

at

RAMANUJAN COLLEGE
(Univeristy of Delhi)
Kalkaji, New Delhi -110019

Critical Date Sheet

S.No.	Description	Date & Time
1.	Start Date & Time for downloading of tender document	11.12.2024
2.	Last Date & Time for submitting sealed tender at Ramanujan college	02.01.2025 by 05.00 PM
3.	Opening of Technical bids in presence of bidders at Ramanujan College	Will be notified later
4.	Opening of Financial Bids of eligible bidders	Will be notified later

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

रामानुजन महाविद्यालय

नैक मान्यता: ग्रेड ए ++ (३.७१)

दिल्ली विश्वविद्यालय

सी. आर. पार्क मुख्य सड़क, ब्लॉक एच.

कालकाजी, नई दिल्ली-११००१९, भारत

आई. एस. ओ. ९००१:२००८ प्रमाणित संगठन



RAMANUJAN COLLEGE

Accredited Grade 'A++(3.71)' by NAAC

University of Delhi

C.R. Park Main Road, Block H

Kalkaji, New Delhi- 110019, India

ISO 9001:2008 Certified Organisation

Ref.No. RC/2024-2025/12/803

Dated:-11.12.2024

NOTICE INVITING TENDER

TENDER FOR JUICE CORNER SHOP

1. The college is inviting sealed tenders in "two parts" i.e. (Technical and Financial bid) for the operation of the Juice Corner Shop at the Ramanaujan college campus for a period of two year. Interested parties can view and download the tender document from our official website www.ramanujancollege.ac.in and University of Delhi website www.du.ac.in.

2. Bid Submission for Ramanaujan College Juice Corner Shop:-

A reputed contractor/company having experience of running and operating Juice Corner shop 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 Juice Corner in response to this notice. At present, approximately 3500 students are enrolled in regular courses & 2000 students in open learning courses (weekends) & about 200 teaching, administrative staff member are contributing their services to the college.

3. How to Apply:-

The offers should be submitted in two sealed envelopes one superscribed with "Technical Bid and Other with "Financial bid"(as per annexure I & II respectively). Both envelopes shall be put in another sealed envelopes. Super scribing the envelope with "TENDER APPLICATION FOR RUNNING RAMANUJAN COLLEGE JUICE CORNER SHOP". The filled in tender application form should reach to the Principal, Ramanaujan College, (University of Delhi) Kalkaji, New Delhi -110019 latest by 02.01.2025 on or before 05.00 PM.

4. Terms & conditions governing the contract for running & operating the Ramanaujan College Juice Corner shop.

4.1 The contract will be awarded on following basis:-

- Highest license fee(Excluding electricity & water charges) offered by the bidder for operating & running the Ramanaujan College Juice Corner shop.(Minimum License fee is Rs. 6000/- Per month(Excluding taxes)
- Agreement with the rates stated & approved by Ramanaujan College through tender documents as detailed in Annexure IV (Rate List.)

4.2 Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are Common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection

4.3 Applicants/ Bidders must provide non-refundable demand draft of Rs. 1000/- (Rupees One thousand only) as cost of tender forms/ documents in favor of Principal, Ramanujan College, payable at New Delhi, issued by any Nationalized/ Scheduled Bank having validity for three months. All applicable bank charges are to be borne by the applicant and the applicant shall not have any claim what so ever on this account on Government.

Micro and Small enterprises (MSEs) Units registered with NSIC under their Single Point Registration Scheme for the goods/services at NSIC are exempted from furnishing the EMD/Tender fee. They should attached a copy of the valid registration certificate issued by NSIC in their favors, for the goods/services covered under this Tender document. No other bidders are exempted from furnishing EMD as mentioned above.

4.4. EMD PAYMENT & SECURITY DEPOSIT :-Earnest Money Deposit of Rs 20000/- (Rupees Twenty thousand only) is to be deposited through Demand Draft in favour of Principal, Ramanujan College, payable at New Delhi. The Successful bidder also have to submit security deposit of Rs. 20000/-(Rupees twenty thousand only)in the form of demand draft in favour of Principal, Ramanujan College , payable at New Delhi after the award of work contract within one month from date of agreement which is refundable after one month from the date of termination of agreement.

4.5. Selected contractor for operating Ramanujan College Juice Corner shop will also have to pay following charges:-

a) **Electricity Charges :- Actual BSES rates as per sub meter reading**

b) **Water Charges:** - Water charges Rs. 1000/- per month.

In the event of delay in deposit of monthly license fee, electricity & water charges interest will be charged @ 10% per month.

4.6. The bidders should have the AVERAGE minimum turnover of (Rs. 2.5 Lakhs) **Rupees Two lakh fifty thousand only from relevant services** in last two financial years ending on 31.03.2024. The certificate from Chartered Accountant along with relevant proof for supporting the same shall be submitted.

4.7. The bidders 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 provisions 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 (and Miscellaneous Provisions) 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.

4.8. Panel validity: - The College will prepare panel for highest three bidders for running juice

corner. In case of unsatisfactory service of the first successful bidder in the panel, juice corner contract will be awarded to next bidder. The panel will be valid for two years for award any part of contract. In case of tie between two or more bidders, the decision of Principal will be final on recommendations of Canteen Committee after recording reasons in writing.

4.9. Period: - Initially, the contract will be awarded for a period of two years. Agreement will be signed for one year after two months on satisfactory report of the Canteen Committee and approval by the Principal.

4.10. Extension: - The agreement may be extended on same terms and conditions maximum up to two years by Principal after satisfactory service report by Canteen Committee.

4.11. Penalty: - In case of non-compliances of any terms & conditions mentioned in tender documents, penalty may be imposed on the contractor as decided by the Principal on recommendation of Canteen Committee.

4.12. Revision of rate: The College reserves the right to revise the License fees @ 10 % after completion one year of contract.

4.13. Rates: - The contractor shall not tamper the rates once agreed to . If any such complaint is received, the canteen committee may fine the contractor upto Rs. 5000/- upon due verification for each such incidence and the services shall be terminated after 3 such incidences.

a) Introduction of new items in the menu can also be done with prior approval of the canteen committee at the rates approved by it.

4.14. Employment of minor is strictly prohibited under the Law. Therefore, the firm will not employ any child.

4.15.The bidder, if he so desires, may visit the College to inspect the Juice corner site before the last date of submission of tender between 2:00 pm to 4:00 pm from Monday to Friday under intimation to the College Administration.

5. QUALITY:

1. The contractor shall keep the Juice corner area (in and around) neat and tidy.

2. The Juice corner area shall be maintained with best of hygiene standard.

1. The contractor shall take all precautions to maintain quality of Juice. He shall not sell stale / old stuff /preparations. In such case, the Canteen Committee shall have the right to impose penalty of Rs.500/- for each time.

2. The contractor must not use / store any hazardous chemical / dangerous element / banned or expired products in the Juice corner shop which may pose threat to the health and safety of the people.

6. Other Terms and Conditions for submitting the tenders for providing Juice Corner Services

- 6.1 Highest bidder would be considered for award of tender if it satisfy all technical /financial requirement. In case of multiple bidder who qualify for award, they may be called for interview/presentation for further decision.
- 6.2 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. An undertaking duly attested by notary on a Non-judicial stamp paper of value of Rs. 100/- (Rupees Hundred only) would be required to be submitted by the contractor.
- 6.3 The contractor shall abide by all the prevailing laws for running of Juice corner shop and shall complete all the necessary formalities of obtaining licenses / permission etc. from concerned statutory bodies at his own. The College shall not take any responsibility for any legal provisions not met by the contractor and on account of this, the contractor shall solely be responsible.
- 6.4 The contractor shall ensure that applicable labour laws and minimum wages act are complied with.
- 6.5 The firm shall be responsible for timely payment of wages to its worker as per minimum wages act of NCT of Delhi Government and fulfill all other statutory obligations such as provident fund, ESI, service tax etc. in force from time to time. Any lapse in this regard shall be viewed seriously.
- 6.6 The contractor will have to get his/her establishment inspected by SDMC Health Department and certificate has to be obtained from them within a period of 30 days from the award of the contract.
- 6.7 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.
- 6.8 The contractor shall provide the list of the workers along with their identification and residential proof, who are working in the Juice corner shop with police verification.
- 6.9 The contractor shall solely be responsible for the conduct / behavior of the staff employed by him in the College juice corner shop and shall solely be responsible for any mis- happening or undesirable incidence on account of the conduct / behavior of the staff engaged by the contractor. The contractor/supervisor and his staff must behave in a respectful manner with all the stakeholders
- 6.10 A list of staff working in Juice corner shop shall be forwarded to the Police Station concerned.
- 6.11 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.
- 6.12 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 Juice corner shop and no compensation of any kind shall be made by the College.
- 6.13 The contractor will display the menu each day with price list. The items displayed must be available throughout the day.
- 6.14 The contractor shall have to ensure that the Juice corner shop 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 preparations and serving. The Supervisor and the Staff of the Juice corner shop should preferably be vaccinated.
- 6.15 The approved rates of the Juices 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 permission of the college.
- 6.16 The contractor shall display the rates of items, as approved by the College at prominent places of Juice corner shop & staff room.
- 6.17 The contractor shall have to make his own arrangements to remove / dispose-off garbage on daily basis 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.

- 6.18 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 for inspection every fortnight.
- 6.19 The Contractor shall not close the Juice Corner shop without prior permission of the college. The Juice corner shall remain open on Saturdays/Sundays/ Vacations/Holidays as per the requirement of the College from 08:00 am to 06:00 pm the contractor shall maintain best quality of fruits to be served in the Juice corner shop and in the functions/fests/meetings of the College. The services of the Juice corner shop shall be available as and when required for such occasions beyond the College timings.
- 6.20 The Contract may be terminated by giving one month's notice from either side. However, if it is found/reported that there has been a gross misconduct, negligence, non-compliance of orders requiring immediate action, the Principal shall have the right to revoke the contract immediately without any notice.
- 6.21 If the contractors seeks termination of the contract in between, the contract period, the security depositor would be forfeited. And if college does so then the security deposited would be refunded to the contractor.
- 6.22 The Contractor shall ensure that either he/she himself or his/her representative is available for proper administration and supervision of the Juice corner shop services to the satisfaction of Ramanujan College.
- 6.23 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.
- 6.24 The contractor shall have to ensure that the agreement made by the college with any other party shall be enforceable upon him also. **The contractor shall have to ensure that no competitive product is being sold in the Juice corner shop for which the college has undertaken separate & exclusive tie up.**
- 6.25 The members of Canteen Committee can inspect the Juice corner any time to check the quality of Juices Preparation, hygiene conditions, service staff conduct etc
- 6.26 The contractor shall inform to the Principal before making any minor changes in the Juice corner shop like tiling work, sanitary work/repair/replacement of shelves etc. and at his own cost. The college will not bear any such expenses.
- 6.27 Any loss to the property of the College caused by the contractor shall be borne by the contractor.
- 6.28 In case of any dispute, the matter shall be resolved amicably. However, if the matter still remains unresolved, the same shall be resolved by an Arbitrator appointed by the Governing Body of the College, the decision of which shall be final & binding to both the parties.
- 6.29 The contractor shall provide eco-friendly disposable glasses for serving to Teaching, Non-teaching staff, and students.
- 6.30 The Contractor shall strictly keep all items/drinks relating to official sponsor(s) of the College as per agreement with such sponsor(s).
- 6.31 College will provide only immovable structure to the contractor other movable structures like: Table, chair, counter need to be arranged by the contractor.
- 6.32 Contractor will arrange movable structure (like: Table, Chair etc.)
- 6.33 Other terms & conditions shall be mutually decided with the bidder at the time of finalization of contract.
- 6.34 The contractor shall have to execute an appropriate agreement with the college on a non-judicial Stamp paper of Rs.100/- accepting all terms and conditions.
- 6.35 In case of any dispute, the same will be subject to the Jurisdiction of Courts situated in Delhi.
- 6.36 Any Change in taxation policy by government will be implemented from the date of its existence.

Principal

SUBMISSION OF TENDER

The tender shall be submitted manual in two parts, viz., Technical bid and financial bid.

- All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content.
- The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.
- Canvassing in any form will make the tender liable to rejection.

TECHNICAL BID

The following documents are to be furnished in sequence by the Contractor along with **Technical Bid** as per the tender document:

- 1) Demand Draft of Tender fee and EMD.
- 2) Signed copy of GST certificate, PAN No.
- 3) Signed Copy of Incorporation certificate. (Like partnership deed in case of partnership firm, Memorandum and Article of Association in case of limited company, ownership certificate in case of sole of proprietary firm and Power of Attorney in favour of authorized signatory in case the firm is not a proprietary firm.)
- 4) Registration certificate /Trade license certificate/ Enlistment certificate / Incorporation certificate in any Govt. deptt. / Statutory body / PSU).
- 5) Signed copy of last two years ITR.
- 6) Signed copy of Tender Acceptance Letter. (**Annexure -III**) and Technical data sheet (**Annexure -IV**).
- 7) Signed copy of an Undertaking duly attested by Notary on a non-judicial stamp paper of value of Rs.100/- (Rupees One Hundred Only) regarding their non-blacklisting by any of the Govt. Departments, Public Sector Undertakings and/or by Central Vigilance Commission.
- 8) FSSAI registration number (signed copy to be attached)

Financial BID UNDERTAKING

From: (Full name and address of the Bidder)

To,
The Principal,
Ramanujan College,
University of Delhi,
Kalkaji, New Delhi-

Dear Madam,

I submit the Price Bid..... (Excluding Taxes) for **Tender for Juice corner shop and** related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid, Annexure II excluding of all applicable charges by whatever name called.

Yours Faithfully,

Signature of authorized Representative
with seal.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
The Principal,
Ramanujan College,
University of Delhi,
Kalkaji, New Delhi -
110019

Sub: Acceptance in respect of Terms & Conditions of Tender Document of "Tender for Juice corner shop ."Ref: NIT NO-Dt.

Madam,

- A. I/We have downloaded the tender document(s) for the above mentioned "Tender/Work" from the web site. www.ramanujancollege.ac.in.
- B. I/We hereby certify that I/We have read all the terms and conditions of tender document (including all annexure(s), schedule(s), drawing(s), etc.), which shall part of the contract and I/We shall abide hereby all terms & conditions contained therein.
- C. The Corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
- D. I/We hereby unconditionally accept all the terms and Conditions of above mentioned tender document and corrigendum(s) as applicable.
- E. I/We confirm that our financial bid shall be valid up to 120 days as mentioned in this tender document from the date of opening of financial Bid.
- F. I/We hereby certify that all documents have been attached as mentioned in NIT.
- G. I/We hereby certify that all the statements made and information supplied in the enclosed Annexures and additional data etc. Furnished herewith are true and correct.
- H. I/We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information.
- I. I/We understand that you are not bound to accept the highest or any bid you may receive.

J. (1) * I/We have FSSAI license with registration no. _____ Dated _____.

(2) *I/We undertake that the FSSAI license will be obtained within one month after Award of Juice corner Contract.

K. I/We certify that we will comply with the eligibility requirements as per Bid documents.

L. I / We do hereby declare that there is no criminal legal suit pending or contemplated against us.

Seal and Sign of

AgencyName:

Address:

(* Strike off whichever is not applicable.)

TECHNICAL DATA SHEET

The college has fixed the minimum base bid of **Rs 6000/- per month (Excluding taxes)** for License fee of Running of Juice corner shop and fixed the rate of Juices to be served in counter

Bidders are required to be bid **ONLY** on License fee to be paid for the college Juice corner.

APPROVED RATE FOR THE ITEMS TO BE SERVED IN JUICE CORNER SHOP.

S. No.	Items	Small/Medium/Large 250ml/300ml/450ml	Rates (Including GST) (Rs.)
<u>Juices</u>			
1.	Orange Juice	Small/Medium/Large	30/40/50
2.	Mix Fruit Juice	Small/Medium/Large	30/40/50
3.	Mausami Juice	Small/Medium/Large	30/40/50
4.	Pine Apple Juice	Small/Medium/Large	30/40/50
5.	Apple Juice	Small/Medium/Large	30/40/50
6.	Anar Juice	Small/Medium/Large	60/80/100
7.	Vegetables Juice	Small/Medium/Large	30/40/50
<u>Shakes</u>			
8.	Mango Shake	Small/Medium/Large	30/40/50
9.	Banana Shake	Small/Medium/Large	30/40/50
10.	Papaya Shake	Small/Medium/Large	30/40/50
11.	Butter Scotch Shake	Small/Medium/Large	30/40/50
12.	Vanilla Shake	Small/Medium/Large	40/60/70
13.	Chocolate Shake	Small/Medium/Large	40/60/70
14.	Brownie Shake	Small/Medium/Large	50/70/90
15.	Oreo Shake	Small/Medium/Large	40/60/70
16.	Chiku Shake	Small/Medium/Large	40/60/70
17.	Cold Coffee	Small/Medium/Large	30/40/50
18.	Lime Soda	Small/Medium/Large	30/40/50
19.	Nariyal Paani	-	50

Any other juice/shakes not mentioned in the above list contractor may display after prior approval with the canteen committee.