



**Auction Start Date & Time** : 13/03/2026 14:05

**Auto Extension** : Applicable

**Bidding Template** : Land/Building

**Auction End Date & Time** : 03/04/2026 17:00

**Auto Extension Mode** : Limited

**College of Vocational Studies**  
**(University of Delhi)**  
Triveni, Sheikh Sarai, Phase-II  
New Delhi – 110017

1. Online bids are invited on single stage two bid system for "Canteen Services" in the college premises.
2. Document Download: Tender documents may be downloaded from College of Vocational Studies, University of Delhi web site [cvs.edu@cvs.du.ac.in](mailto:cvs.edu@cvs.du.ac.in) and <https://gem.gov.in/> as per the schedule as given in CRITICAL DATE SHEET as under.

**CRITICAL DATE SHEET**

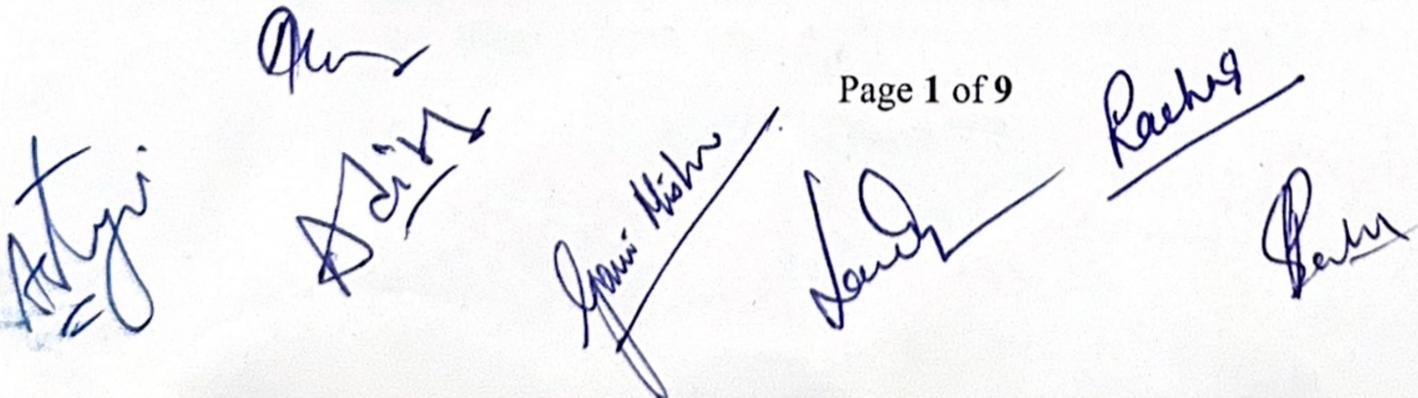
Published Date	As per GeM portal
Bid Document Download / Sale Start Date	
Bid Submission Start Date	
Bid Submission End Date	
Bid Opening Date	

3. Bid Submission: Bids shall be submitted online only at GeM Portal <https://gem.gov.in/>

Tenderer/Contractor are advised to follow "Instructions to Bidder for Online Bid Submission" provided in the Annexure "Tender for Canteen Services" for online submission of bids.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstances 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 competitor. A breach of this condition will render the tenders of both parties liable to rejection. Not more than one tender shall be submitted by any licensee / trust or societies / trusts having kinship relationships.
5. The College has discretion to relax any of the condition(s) mentioned in tender document and/or increase any criteria to short list the bidders during scrutiny of tender.
6. Tenderer who has downloaded the tender/Bid from the College of Vocational Studies, University of Delhi website [cvs.edu@cvs.du.ac.in](mailto:cvs.edu@cvs.du.ac.in) and GeM Portal <https://gem.gov.in/>, shall not tamper/modify the tender form including downloaded financial Bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with the college.
7. Intending tenderers are advised to visit website [cvs.edu@cvs.du.ac.in](mailto:cvs.edu@cvs.du.ac.in) and <https://gem.gov.in/> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.



<https://gem.gov.in/> regularly till closing date of submission of tender for any corrigendum / addendum / amendment.

Applicant bidder must provide non-refundable demand draft of rs. 2000/- (Rupee two thousand only) with their application downloaded tenders as the cost of tender forms/documents in favour of Principal, College of Vocational Studies, payable at New Delhi, issued by any nationalised bank having validity of 3 months. Tender not accompanied with the cost of tender documents is liable to be rejected. However, public sector undertaking.

Micro and small enterprises (MSEs) unit registered with NSIC under their single registration scheme for the goods/services at NSIC are exempted from furnishing the bid security deposit/EMD/ tender fee. They should furnish with the bid a notarized copy of the valid registration certificate issued by NSIC in their favours, for the goods/services covered under their tender document. No other bidders are exempted from furnishing bid security/EMD as mentioned above.

8. **Earnest Money Deposit of Rs. 25,000/-** is to be deposited through Demand Draft in favour of Principal, College of Vocational Studies, payable at New Delhi. Bidders are required to submit the details of EMD (**bearing no interest**) payment at the time of Bid Preparation.
9. The **Hard Copy of original instruments** in respect of cost of tender document, earnest money, Audited Balance Sheet, Income Tax returns for the last three years and undertaking must be delivered to the **Principal, College of Vocational Studies on or before bid opening date/time as mentioned in critical date sheet**. Tender will be rejected at the initial stage itself in case of non-submission of original payment instrument like DD etc., against the submitted bid. The Demand Draft attached/submitted for tender fee (Rs 2000/-) shall be non-refundable.
10. The bidders should have the **AVERAGE TURNOVER (Similar Work)** of at least Rs. 10 Lakhs from canteen/catering services in previous three financial years ending on 31.03.2025. The Certificate from Chartered Accountant along with relevant proof should be furnished.

**OR**

The Bidder should have **EXPERIENCE** in the Canteen / Catering services in the Government Departments/Corporate/Societies / Institutions/ Colleges/University for last three years. Relevant proof for supporting the same shall be submitted.

**OR**

The bidder who has already completed similar nature of Canteen/Catering contract value of Rs.5 lakh in a single contract or Rs.3 lakh each of two contract or not less than Rs.1.5 lakhs of each of three contracts in previous 3 financial years ending on 31.03.2025 in the Govt., Semi Govt., Govt. Undertaking, and Govt. Autonomous Organization / Institutes will be selected. Relevant proof for the same will be submitted.

**AND**

**The bidder should submit three years Audit Report and ITR.**

11. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated later.
12. The Bidder shall at its own cost, if required take necessary insurance cover in respect of the aforesaid services rendered to the College and shall comply with the statutory provisions of Contract Labour (Regulations and Abolition) Act 1970. Employees State Insurance Act,

Workman's Compensation Act 1923, Payment of Wages Act 1936, The EPF Act 1952, the minimum Wage Act, Employment of Children Act, and any other relevant Act.

13. The College will prepare panel for highest three bidders for canteen services and panel will be valid for two years for the date of the finalization of bid. In case of unsatisfactory service, canteen contract will be awarded to the next bidder on the same terms and condition. In case of the tie between two or more bidders, then decision of principal will be final on recommendation of the Canteen Committee after recording reasons in writing.

14. **Security (Performance Guarantee)** - Rs.1,00,000/- or six months advance rent quoted by the bidder whichever is less, as security deposit to be deposited before signing of agreement and is refundable after the expiry of the contract and no interest shall be paid. This may be adjusted in case of any due's/damages/ penalty are reported during the tenure.

15. **Period** - Initially, canteen contract will be awarded for two months, agreement will be signed for one year after two months on satisfactory report of the Canteen committee and approved by the principal.

16. **Penalty** - In case of non-compliance of any terms & conditions of the agreement, the College reserves the right to impose penalty as per the decision of the Canteen Committee.

17. **Extension** - The agreement may be extended up to three years by Principal after satisfactory service report by canteen committee on same terms and conditions. This will be Renewable every year up to 3 years.

18. **Revision of Rate** - The College will review/revise rates of items considering the market rate/inflation and finalize the changed rate on written request of the contractor. The contractor will provide the service on the revised rate in the college. The college reserves the right to fix the price of any item.

**19. Other Terms and Conditions for submitting the tenders for providing Canteen Services**

a. It may be noted that the highest quoted rate (whichever is applicable) of a tenderer do not entitle him to claim the said contract. The final decision shall be taken after the contractor is interviewed and the presentation is assessed by the Canteen committee. The first three bidders will be interviewed for this purpose. If none is found satisfactory, then the next three will be interviewed.

b. The contractor's firm must not have been blacklisted ever in the past and must not have been penalized for not meeting the provisions of Food Adulteration Act, 1954. A self-certification is required to be submitted by the contractor on a letter head.

c. The contractor shall abide by all the prevailing laws for running of canteen/cafeteria and shall do all the necessary formalities of obtaining licenses / permission etc. on its own. The college shall not take any responsibility for any legal provisions not met by the contractor & on account of this the contractor shall solely be responsible.

d. The contractor shall ensure that applicable labour laws and minimum wages act are complied with.

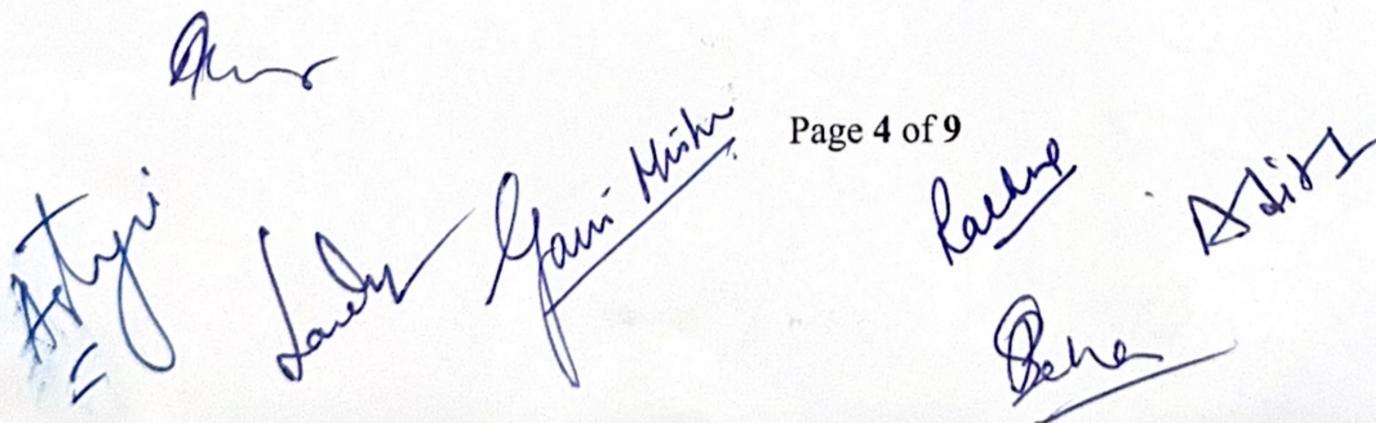
e. The contractor shall have to execute an appropriate agreement with the college on a non-judicial Stamp of Rs. 100/- accepting all terms and conditions.

f. The contractor shall be required to pay: -

- Water and electricity charges of Rs. 5,000/- per month.

Atyji  
Jandhu  
Gauri Mishra  
Rakesh  
Babu  
Aditya

- k. The contractor shall use the good quality branded products for cooking (mustard oil and refined oil) Agmark +FSSAI product and should ensure that only standard material / ingredients for cooking and serving are used. No local / sub-standard material/ingredients shall be allowed.
- l. The contractor shall not use/permit canteen college premises for residential purpose for self or his staff & none of the employees of the contractor shall stay in the college premises during night/holidays etc., unless it is particularly allowed.
- m. The contractor shall not sublet the contract to any vendor. No part of the Menu/items agreed upon shall be sublet to any other party in any form shall not be allowed. The contractor will employ adequate no. of staff in order to maintain efficiency and quality of service.
- n. The contractor shall provide the list of the workers along with their identification & residential proof, who are working in the canteen.
- o. Any change in the staff shall be reported immediately and relevant proof of identification shall have to be submitted again. The contractor shall solely be responsible for the conduct / behavior of the staff employed by him in the college canteen and shall solely be responsible for any mis-happening or undesirable incidence on account of the conduct / behavior of the staff engaged by the contractor.
- p. A list of staff working in canteen shall be forwarded to the police station concerned for police verification within one month of award of the tender.
- q. 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.
- r. The contractor shall ensure to keep all his belongings under lock and key. The contractor shall be solely responsible for any loss, damage, theft etc. occurring in canteen and no compensation of any kind shall be made by the College.
- s. The contractor will display the menu each day.
- t. The contractor shall have to ensure that the canteen staff employed by him wear 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.
- u. The approved rates/ quantity/quality of the food items as accepted by the college shall not be changed by the contractor. Similarly, no other item shall be sold by the contractor outside the approved list, without permission of the college.
- v. The contractor will be responsible for providing all food items mentioned in list of items.
- w. The canteen committee reserves the right to take samples of the food items etc. from the canteen for the purpose of inspection to maintain the quality.
- x. In case of any food poisoning/contamination the contractor will be held fully responsible and he will be held accountable. Penalty/ fine may be levied and the contract may even be terminated in such case.
- y. The contractor shall display the rates / quantity/quality of items, as approved upon by the College at prominent places of canteen.
- z. The contractor shall have to make his own arrangements to remove / dispose-off garbage and shall not use college premises for dumping of the garbage. The contractor has to ensure that the garbage is not scattered here and there and shall have to arrange proper dustbins. The garbage of these dustbins shall be properly disposed-off by the contractor outside the college. The canteen shall be opened for catering during college hours on all working days.


 A collection of handwritten signatures in blue ink, including names like 'Atyji', 'Sachin', 'Gauri Mishra', 'Ramesh', 'Deha', and 'Aditi'.

- aa. The contractor shall not close the canteen without prior permission from the college. The canteen shall be opened for catering services during college hours on all working days. The canteen shall remain open on Saturdays/Sundays/Vacations/Holidays as per the requirement of the college.
- ab. The contract may be terminated by giving one month's notice from either side. However, if it has been found/reported that there has been a gross misconduct, negligence, noncompliance of orders requiring immediate action, the Principal shall have the rights to revoke the contract immediately without prior notice.
- ac. After the termination / expiry of the contract, all the belongings of the college must be handed over to the college, including those items for which the college has undergone a separate agreement.
- ad. The contractor shall have to ensure that the agreement made by the college with any other party shall be enforceable upon him also.
- ae. Any loss to any of the property of the College caused by the contractor or by any of his staff shall be borne by the contractor.
- af. In case of any dispute, the matter shall be resolved amicably. However, if the matter still remain 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.
- ag. Eco-friendly disposable plates / Cutlery will be promoted by the contractor for serving to Teachers, Non-teaching staff and students.
- ah. Other terms & conditions (if any) shall be mutually decided with the bidder at the time of finalization of contract.
- ai. Any dispute is subject to the Jurisdiction of Courts situated in Delhi.

Principal

*[Handwritten signature]*

## SUBMISSION OF TENDER

The tender shall be submitted online in two part, viz., technical bid and price bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature or content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

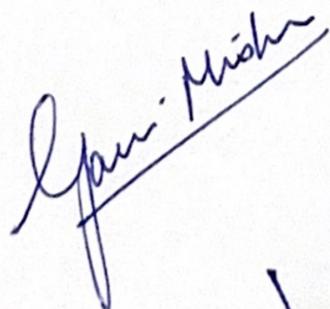
### TECHNICAL BID

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

1. Signed and Scanned Copy of Tender fee and EMD.
2. Signed and Scanned copy of GST certificate, PAN No. etc.
3. Signed and Scanned Copy of Incorporation certificate shall be submitted. (Like partnership deed in case of partnership firm, Memorandum and Article of Association in case of limited company, ownership certificate in case of sole proprietary firm and Power of Attorney in favour of authorized signatory in case the firm is not a proprietary firm, Registration certificate / Trade license certificate / Enlistment certificate / Incorporation certificate in any Govt. deptt. / Statutory body / PSU).
4. Signed and Scanned copy of supporting documents of the point 10 as per index in NIT (Notice Inviting Tender).
5. Signed and Scanned copy of Tender Acceptance Letter. (**Annexure -I**)
6. The rate list for items is attached as **Annexure – II**.
7. Signed and Scanned 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/ College/ University and Central Vigilance Commission in the past.
8. Signed and Scanned Copy of An Undertaking duly attested by Notary on a non-judicial stamp paper of value of Rs.100/- (Rupees One Hundred Only) regarding obtaining FSSAI license within one month after award of canteen contract.















**PRICE BID**

- a. Price bid undertaking
- b. Schedule of price bid in the form of BOQ\_XXXX.xls

**PRICE BID UNDERTAKING**

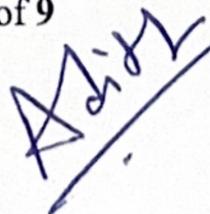
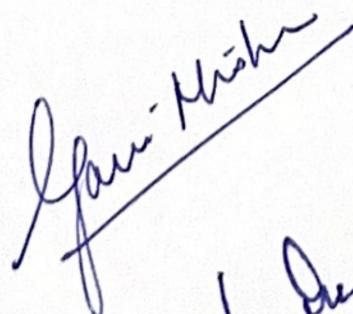
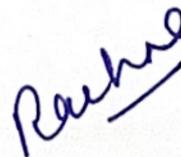
From: (Full name and address of the Bidder)  
To,  
The Principal  
College of Vocational Studies  
Triveni, Sheikh Sarai, Phase II, New Delhi-110017

Dear Sir/Madam,

1. I submit the Price Bid for **Tender for canteen service** 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 as the rates as indicated in the Bid, Annexure III inclusive of all applicable charges.

**Yours Faithfully,**

**Signature of Authorized Representative**



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

Date:

To,  
The Principal,  
College of Vocational Studies  
Triveni, Sheikh Sarai, Phase II,  
New Delhi-110017

**Sub: Acceptance in respect of Terms & Conditions of Tender Document of "Tender for Canteen Service."**

Ref. Gem Bid Id - \_\_\_\_\_ Dt. \_\_\_\_\_

Sir,

- I. I/We have downloaded the tender document(s) for the above mentioned "Tender/Work" from the web site cvs.edu@cvs.du.ac.in.
- II. I/We hereby certify that I/We have read all the terms & Conditions of tender document (including all annexures(s), schedule(s), drawing(s), etc.), which shall be part of the contract and I/We shall abide hereby all terms & Conditions contained therein.
- III. The Corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.
- IV. I/We hereby unconditionally accept all the terms & conditions of above mentioned tender document and Corrigendum(s) as applicable.
- V. In case of failing to upload any documents in technical bid or any provisions of this tender are found violated, then your department/ organization shall whiteout prejudice to any other right or remedy be at liberty to reject my bid including the forfeiture of earnest money deposit.
- VI. I/We confirm that our bid shall be valid up to 120 days as mentioned in this tender document from the date of opening of cover -1, Techno – commercial Bid.
- VII. I/We hereby certify that all the documents have been uploaded as mentioned in NIT ( Notice Inviting Tender).
- VIII. 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.
- IX. I/We have furnished all the information and details necessary for demonstrating our qualification and have no further prominent information.
- X. I/We understand that you are not bound to accept the highest rent quoted or any bid you may receive.
- XI. I/We hereby undertake that license fee will quote more than of Rs. 8000/- p.m. after considering items rate mentioned in technical data (Annexure – II) and obtain FSSAI license within one month after award of canteen contract,
- XII. I/We certify that comply with the eligibility requirements as per Bid documents.
- XIII. **I/We do hereby declare that there is no criminal legal suit pending or contemplated against us.**

Seal and Sign of Agency

*[Handwritten signatures and marks]*

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PERFORMA FOR FINANCIAL BID

Sr. No.	Name of the Firm	Amount of Rent (Per Month)

Seal and Sign of Agency

*Amir*  
*faehne*

*Aty*

*Gan Mishu*  
*Baku*

*faeh*  
*Aty*

## ANNEXURE - II

**LIST OF THE ITEMS/BEVERAGES/SNACKS TO BE SOLD IN THE CANTEEN#**

S.NO.	ITEMS	QTY WITH WEIGHT	RATE TO BE QUOTED BY TENDERER
1	Hot Coffee	One cup 150ml*	15
2	Cold Cofee	250 ml*	20
3	Hot tea	One cup (125ml)*	10
4	Green Tea	One cup (125ml)	10
5	Bread & Butter	2pcs (2 BIG Slices + Butter Amul)	15
6	Vegetable sandwich	Set of two pieces	20
7	Grilled Vegetable sandwich	Set of two pieces	25
8	Puri/Chapatti with Chholley/Vegetable	4 Pcs with Chholley/Vegetable*	25
9	Idly sambar with Chutney	Plate containing (02 Idlies, 60 grams each, Sambar)	25
10	Masala dosa (200gm) with sambar and chutney	Sambar 100 gm , Chutney 50 gm	30
11	Veg Uttappam	1 Pc (250 gm)	30
12	Upma Moongfali etc.	1 Plate(150gm)	20
13	SambarVada	1 Plate(2x70 gm )+ sambar 100 gm	30
14	Samosa	Per Pc. (100 gm)	10
15	Chhole Bhature	Per Plate (chhole 100 gm) + 2 bhature Std. size	30
16	Bread Pakora	Per Piece (150 gm)	15
17	Veg. Burger Alloo tikki	Per Pc. (150 gm)	20
18	Veg. chowmein Onion, Tomato etc.	Full Plate (250 gm)	30
19	Veg. chowmein	150 gm	20
20	Rajma\Chholey Chawal	Per Plate (150 gm rajma+ 150 gm rice + salad)	25
21	Omlette	Two Eggs + 2 slices of bread	30
22	Omlette	One Egg + 2 slices of bread	20
23	Maggi	Per Plate (1 packet)	20
24	Full Lunch	2 Puri/Chappati, rice-100 gm, vegetable-100 gm, ratia-50 gm, dal/rajma -100 gm and salad	50
25	Parantha Stuffed	Per Pc. (Aloo,Gobhi,seasonal mix) + Dahi/Achar	30
26	Nimbu Pani	Per Glass (200 ml)	10
27	Veg Fried rice/ poha	200 gm Basmati Rice/ 150 gm Poha	30
28	Standard Soft Drinks		Best Possible price\$
29	Miniral Water		Best Possible price\$
30	special lunch for various functions		Best Possible price\$

# Any Items can be added or deleted with the permission of the competent authority.

\* Standard Quality - This Standard quality of milk etc. will be decided by the Canteen Committee (if required)

\$ best price may be decided after discussing with the canteen committee/competent authority.

*[Handwritten signatures and initials]*