

दूरभाष : 25751361

टेलिफैक्स : 25861139

मण्डलीय शिक्षा एवम् प्रशिक्षण संस्थान  
(रा. शै. अनु. एवम् प्र. प, दिल्ली सरकार)  
बाबा फूला सिंह मार्ग, नजदीक सिंधी पार्क,  
पुराना राजेन्द्र नगर, नई दिल्ली-60



Phone : 25751361

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DISTRICT INSTITUTE OF  
EDUCATION & TRAINING,  
(SCERT, GOVT. OF DELHI)

Baba Phoola Singh Marg, Near Sindhi Park,  
Old Rajender Nagar, New Delhi-60.

F.No. F2(12)/CN./DIET/RN/2345-48

Dated : 20/2/24

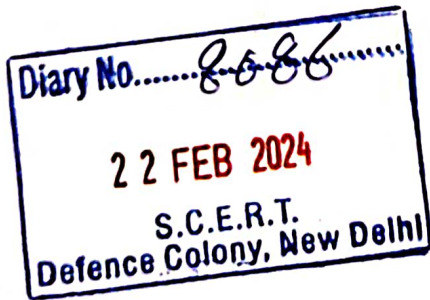
To,

✓ The Web Information Manager,  
SCERT Portal, SCERT  
Defence Colony, New Delhi.

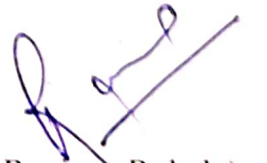
Subject : Issue / Uploading the Canteen Tender on SCERT website [www.scert.delhi.gov.in](http://www.scert.delhi.gov.in).

Sir/ Madam,

Kindly upload the enclosed Canteen Tender on SCERT website so as to give it wider publicity. Hard copies of the tender document are enclosed herewith. The last date of receipt of the bids is 05.03.2024 upto 5.00 P.M.



Yours faithfully,

  
(Dr. Ranjana Ruhela)  
Principal

Copy to :

1. P.S to Director, SCERT
2. Notice Board of All DIET's
3. S.O. (Admn/CT) DIET RN

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### TERMS & CONDITIONS FOR PROVIDING CANTEEN SERVICE

DIET Rajinder Nagar is desirous of having a functional canteen in its premises for a period of one year for the staff members, students and programmes/workshops.

Completed tender forms along with the documents as mentioned in the technical bid and financial bid are invited, to be submitted in the drop box placed in Admn. Branch of the DIET, in sealed cover envelop marked "Tender for Canteen Services" on the top and addressed to Principal, **DISTRICT INSTITUTE OF EDUCATION AND TRAINING, RAJINDER NAGAR** by 05<sup>th</sup> March 2024 up to 5.00 P.M. Financial bid will be opened on next working day (06<sup>th</sup> March 2024) at 12.00 Noon in the presence of the bidders found qualified in the Technical Bid, in the Chamber of Principal, **DISTRICT INSTITUTE OF EDUCATION AND TRAINING, RAJINDER NAGAR**. Technical Bid may be submitted in separate envelope. Tender will be awarded to the bidder who will quote highest rent for Canteen Accommodation. The successful tendered will have to deposit advance rent of two months to the **DISTRICT INSTITUTE OF EDUCATION AND TRAINING, RAJINDER NAGAR, NEW DELHI** before taking the Canteen contract.

Tender forms can also be downloaded from the website of the Council i.e. [www.scert.delhi.govt.in](http://www.scert.delhi.govt.in)

**Advance Rent :** Accommodation will be provide for canteen on payment of advance rent of two months in the form of DD/Account Payee Cheque in favour of Principal , DIET and will continue to pay rent in advance by 5<sup>th</sup> every month.

1. **Electricity :** Electricity will be provided by the Council for one month only which shall not be used for cooking purpose. The agency would use power consumption only for refrigerator, hot-case etc.
2. **Electric and water facilities** will be provided to the contractor by DIET as under :-  
The contractor will have to install separate Electric meter within one month of operation in DIET failing which electricity will be disconnected. Vender will deposit Rs. 2000/- per month in advance for Electric charges till the time of installation of meter for use of only one refrigerator , one hot case, four fans and 4 lights and Rs. 500/- will be charged for use of water per month). The charge will be paid in advance (by 5<sup>th</sup> every month) with Accounts Branch, DIET.
3. **The contract** will be initially for a period of one year. However, after the expiry of three months. The DIET will evaluate the performance of services provided by the contractor, if the services are not found satisfactory, the DIET reserve the right to cancel the contract immediately without any notice. The DIET reserve the right to terminate the contract, at any time during the currency of contract by giving 7 days' notice to the Contractor.
4. **The Contractor** has to ensure that Canteen Premises are used for only the purpose of running the Canteen services and not for other purpose in any manner. The contractor himself and /or his worker should not use the premises of any other business purpose, the Contractor shall not be authorized for any kind of sub-letting the premises in any manner.
5. **The contractor** shall arrange utensils, cutlery and crockery and other equipment / items required to run the canteen.



6. The Contractor shall be responsible for running the canteen as per the rules applicable including Municipal /DDMA Rules and Regulations, relating to the canteen in force from time to time, during the existence of the contract responsibility to obtain necessary license to run the canteen from competent authority shall lie with the contractor.

7. The Contractor shall employ his own canteen staff, provide them clean uniform at his own cost and to ensure their hygiene.

8. The contractor shall procure and use all fresh and of standard / good quality raw material, eatables, oils etc. necessary for running for the canteen at this own costs.

9. The Contractor will be required to strictly observe timing of the office and also rules framed by the DIET as amended / provided from time to time.

10. The contractor shall have to provide the canteen/catering services normally on five days a week and if required, he may be asked to provide the said services on holidays or late hours in the office.

11. The Contractor shall also undertake and ensure the availability food items tea, coffee, lunch, dinner etc. even beyond the working hours and / or on holiday, if required by the authorities at the same rate.

12. The contractor or their authorized representative must be available in the canteen at all times to attend the complaint, if any.

13. The oil/ghee to be used shall be with FSSAI mark of approved quality.

14. The contractor will be responsible for maintaining cleanliness inside and around the canteen.

15. The contractor shall provide a portal weighing machine in order to check the weight of item supplied, as per approved rate list.

16. The contractor will settle and pay all Municipal and other statutory taxes, if any, to the concerned authorities.

17. It will be obligatory on the part of the contractor to sign the offer. After the work is awarded, he will have to enter into an agreement for work awarded on a non-judicial stamp paper of required value at his own cost within ten working days from the date of receipt of acceptance order or before the work is undertaken.

18. The contractor should verify the character antecedents of all the persons employed, through local police and shall submit a certificate to this effect.

19. The courts of Delhi/New Delhi shall have the exclusive jurisdictions to try all disputes if any arising out of this contract.

20. Termination : In case the service are not found satisfactory, the agreement will be terminated by DIET without any notice and without assigning any reasons whatsoever.

21. In case the eatables of the canteen to be served by the contractor being found to be unsatisfactory or the contractor fails to fulfill his obligations of the contract at any time during the time of the contract, Principal, shall have the power to reassign the contract & in that case the Advance rent of 2 months of the contractor or part hereof can be forfeited.

22. The contractor shall keep the canteen open from 9.00 AM to 6.00 PM both in summer and winter on all working days or during any period as directed by Principal or its authorized representative.
23. The contractor shall make the arrangements for keeping all eatables in glass cover show cases to protect from flies, insects, dust and other environmental factors.
24. No responsibility will be taken by the Principal/Canteen Committee for credit sales, loss or pilferage.
25. The canteen shall not be closed on any working day of the institution without the permission of the Principal / Canteen Committee.
26. The contractor shall sell and serve only such items at the rates as approved by the Principal.
27. The Contractor shall display the approved list of rate at the conspicuous place in the canteen on a Board of minimum 4'x5' in size.
28. Contractor will be responsible to dispose off his garbage on his own.
29. Canteen contractor must not employ any child labour.
30. No supply of eatables or soft drinks etc. is allowed in class room of this Institute/Organisation.
31. Contractor, in no case, will use unbranded / unhygienic eatable items, if found contract shall be cancelled and all the penalties imposed by enforcing Govt. authorities will be borne by the contractor.
32. No employees of any communicable disease shall be appointed in the canteen and the contractor shall ensure this.
33. Successful Bidder would be required to deposit a Performance Guarantee equal to six months' rent or Rs. 25000/- whichever is higher, within seven days of award and this amount will be forfeited if the Successful bidder closes/shut down the Canteen before the expiry of one year time period from the date of award the contract.
34. EMD : Bidder would be required to deposit and EMD of Rs. 5000/- in form of DD/Bankers Cheque in favour of Principal, DIET along with bid, failing which bid would be cancelled.
35. The bidder of intended to visit the proposed space of Canteen premises may visit during working hours of the DIET.
36. All rules & regulations is legal requirement for employment of labor and obtaining licence for running the canteen is the responsibility of the contractor.



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### Part – I (Technical bid)

Sealed tenders are invited from parties / contractors having sound financial credentials in providing canteen services to different Govt. and / or other reputed organizations. The contractor is required to supply tea / snacks, meals etc. to the employees of the DIET and to the officers attending the office for various meeting of the DIET.

**The bidders shall submit the following documents:-**

1. Copy of Valid PAN Number of the Proprietor.
2. A complete Menu Items form duly signed and stamped as per Annexure II.
3. Copy of Aadhar Card of proprietor.
4. Copy of Voter Card of the proprietor.



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ANNEXURE –II

## LIST OF ITMES\* TO BE COMPULSORY PROVIDED IN THE CANTEEN

S.No.	Items	Price
1	Tea	
2	Tea with Tea Bag / Special Tea	
3	Coffee	
4	Samosa	
5	Bread Pakoda	
6	Veg. Sandwich	
7	Packed snacks	
8	Packed Water Bottle / Glass	
9	Soft Drinks	

\*The above list is indicative only and not exhaustive, Vendor may be asked to provide more items as per requirement.

Signature and stamp of bidder