



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

E-TENDER FOR PROVIDING CANTEEN AND MESS SERVICES AT MAHARAJA AGRASEN COLLEGE, VASUNDHARA ENCLAVE, DELHI-110096

TABLE OF CONTENTS

Section	Content	Page No.
Section I	Notice Inviting Tender	3
Section II	Terms & Conditions	5-14
Section III	Technical Bid & Financial Bid	16-17
Section IV	Annexures and Checklists	19-29
Section V	Instructions to Bidders for online bid submission	31-33



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

No. MAC/2025-26/ADMN/CANTEEN & MESS

**Maharaja Agrasen College
Vasundhara Enclave
Delhi-110096**

SECTION – I

(NOTICE INVITING E-TENDER)



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

No. MAC/2025-26/ADMN/CANTEEN & MESS

Dated: -

NOTICE INVITING E-TENDER

E-TENDER FOR PROVIDING CANTEEN AND MESS SERVICES AT MAHARAJA AGRASEN COLLEGE, VASUNDHARA ENCLAVE, DELHI-110096

Maharaja Agrasen College invites online bids for providing Canteen and Hostel Mess Services at Maharaja Agrasen College, Vasundhara Enclave, Delhi-110096 from registered and authorized firms/agencies/contractors as per details given in the tender document. Maharaja Agrasen College has total strength of approx. 2700 students, 200 teaching & administrative staff. It also has a hostel for girl students with 58 students approx. The college is also center of IGNOU & NCWEB therefore classes of these centers are held on Saturdays and Sundays as well. Further the college canteen usually provides food for various events conducted in the college throughout an academic year.

Tender No. MAC/2025-26/ADMN/CANTEEN & MESS

Important Dates

Date of Publishing	-	29.07.2025
Bid Document Download Start Date	-	29.07.2025
Bid Submission Start Date (online)	-	29.07.2025
Bid Submission End Date (online)	-	19.08.2025
Date of Technical Bid Opening (online)	-	20.08.2025

EMD Amount of Rs. 20,000/- to be submitted in the form of NEFT/RTGS. The details of Account are as under: -

- Account No. 481701213
- IFSC: - IDIB000M102
- Bank Name: - INDIAN BANK
- Beneficiary: - Principal, Maharaja Agrasen College
- Manual bids shall not be accepted. The bid shall be submitted online only at Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>
- The Competent Authority reserves the right to reject any or all the bids without assigning any reason thereof. The decision of the Competent Authority of the College shall be final and binding.
- In case of any query, the bidders may send their email to the college via info@mac.du.ac.in.

Principal



MAHARAJA AGRASEN COLLEGE

University of Delhi

VASUNDHARA ENCLAVE, DELHI-110096

No. MAC/2025-26/CANTEEN & MESS

**Maharaja Agrasen College
Vasundhara Enclave
Delhi-110096**

SECTION – II

(TERMS & CONDITIONS)



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

Terms & Conditions

1. The bidder should submit an affidavit indicating truthful submission of information pertaining to fulfilment of all the terms and condition, as per the given format (**Annexure 1**)
2. The following shall be the minimum eligibility criteria for selection of bidders at technical bid stage of the bidding process: -

2.1 Basic Eligibility:

- 2.1.1 The bidder should currently be in catering business (excluding beverage and snacks services) and have experience of running Canteen & Mess of a "HIGHER EDUCATION INSTITUTION VIZ. COLLEGE/UNIVERSITY/IIT/NIT etc.". The caterer must have its headquarter/registered office in **Delhi**. (GST Registration - Delhi).
- 2.1.2 Bidders who have experience to run canteen, but not having experience to run mess of a Higher Educational Institution i.e. College/University/IIT/NIT etc., shall be considered "Disqualified".
- 2.1.3 Performance Certification: The bidder should submit a certificate its satisfactory performance from one of its recent clients (As per the format given in **Annexure-V**).
3. The applicants will be evaluated in the following manner.

Evaluation Matrix

A: Technical Bid (The Technical Evaluation shall have 40% weightage out of total 100 marks)			
I: Overall Experience (40 Marks)			
I	(i) Experience of Years 1-3 Years (20 Marks) (ii) Above 3 but < 5 Years (30 Marks) (iii) Above 5 Years (40 Marks)	To be calculated from the date of registration of the company. Exempted for bidders having MSME Registration (Full 40 Marks).	Annexure-VI
II: Average Annual Turnover (40 Marks).			
II	(i) Average Turnover between INR 10 Lakhs to INR 15 Lakhs (20 marks) (ii) Average Turnover above INR 15 Lakhs to INR 20 Lakhs (30 marks) (iii) Average Turnover Above 20 Lakhs (40 marks)	Assessment of average annual turnover for the preceding financial years from 2022-23, 2023-24 & 2024-25 on the basis of certificate by Chartered Accountant. Exempted for bidders having MSME Registration (Full 40 Marks).	Annexure-IV



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

III: Experience of Running Hostel Mess of a “HIGHER EDUCATION INSTITUTION VIZ. COLLEGE/UNIVERSITY/IIT/NIT etc. (20 Marks)			
III	Experience (i) Less than 01 Year (10 Marks) (ii) Above 1 to 3 Years (15 Marks) (iii) Above 3 (20 Marks)	To be assessed from annexure II & III. No exemption shall be given towards experience in running a Hostel Mess.	Annexure-II & III
Technical Bid Marks scaled down to 40 (I+II+III): Qualifying Marks = 24			
B: The Financial Bids (The financial bids will have 20% weightage out of total 100 marks)			
Criteria for Evaluation of Financial Bids: (Max 20 Marks) 20*(LOWEST EFFECTIVE PRICE (L1)/EFFECTIVE PRICE OF THE BIDDER) <i>See Annexure VII for placing Financial Bids and calculation of Effective Price</i>			
C: On Site Visit (The onsite visit will have 40% weightage out of total 100 marks)			
On Site Visit (Max. 40 Marks) Marks will be awarded on the basis of size of the mess/canteen, cleanliness, hygiene, quality and variety. (On site visit to the location declared by the bidder in Annexure-V)			

The score/points given by the committee shall be final and binding to the participating bidder/vendor. Bidders having MSME Registration are eligible for turnover and experience exemption and will be awarded maximum marks for each category.

4. SUBMISSION OF ONLINE BIDS

4.1 Both technical and financial bid are to be submitted concurrently duly digitally signed on the Central Public Procurement Portal.

4.2 As far as the **Financial Bids** are concerned, the college has already mentioned the items with specifications and minimum price (inclusive of all tax and duties) to be charged by the selected vendor in the canteen and mess. The bidder has to quote its price for the items given in the **Annexure VII**. Importantly, if the price quoted by the selected bidder is found to be unreasonable for the students and staff, the college will set the final selling price on the basis of negotiation. However, the revision of quoted price, will be considered on mutual consent. Finally, the bidder who quotes price below the minimum price will be disqualified.

4.3 The bidders shall have a valid digital signature certificate for participation in the online tender. The cost of digital signatures, if any, will be borne by respective bidders.

4.4 All the documentation in the tender should be in English.

4.5 The online bids (complete in all respect) must be uploaded online in Two Covers (Cover-I: Technical (Annexure-II, III, IV & VI) and Cover-II: Financial bid (as per Annexure-II)



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

respectively in PDF Format. Each page of the documents submitted by the bidder shall be duly signed with seal.

5. EARNEST MONEY DEPOSIT (EMD) : Exemption is allowed to bidders having MSME Registration.

- 5.1 Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand Only) through NEFT/RTGS. Bank details as per details given above. **Bidders having MSME Registration are exempted to pay EMD.**
- 5.2 The EMD shall be returned to the bidder(s) whose offer is not accepted by the college within 30 days from the date of signing the agreement with the successful bidder. The EMD shall not carry any interest. However, if the return of EMD is delayed for any reason, no interest/penalty shall be payable to the bidder.
- 5.3 The EMD of a tenderer will be forfeited, if the tenderer withdraws or amend its tender or impairs or derogates from the tender in any respect within the period of validity of its tender.
- 5.4 The EMD of the successful bidder(s) will be returned on receipt of Performance security Deposit.
- 5.5 The EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfil of the following conditions;
 - (a) An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract;
 - (b) The Contractor does not commence canteen and mess services within seven days of the award of contract.
6. EXTENSION OF LAST DATE IS THE DISCRETION OF THE COLLEGE: The COLLEGE, may in its discretion extend the last date for e-submission of the online bids and such extension shall be binding on all the Bidders. Addendum/Corrigendum/Re-tendering, if any in this regard, will be published on the CPP Portal: <http://eprocure.gov.in/eprocure/app> college website: www.mac.du.ac.in.

7. Selection of contractor/ The Successful Bidder

A duly constituted Technical Committee will first evaluate the technical bids. Only Qualifying bidders (who score 24 marks in technical bids after scale down) will be considered. In case more than 10 bidders are qualified by the Technical Committee then only Top 10 bidders based on Technical Score will be shortlisted for “on Site Visit” and opening of financial bids.



MAHARAJA AGRASEN COLLEGE

University of Delhi

VASUNDHARA ENCLAVE, DELHI-110096

8. NON-TRANSFERABILITY: This tender is non-transferable. The incomplete and conditional tenders will be summarily rejected.

9. NON-WITHDRAWAL OF BIDS: No bidders will be allowed to withdraw after e-submission of bids/ opening of the tender; otherwise the EMD submitted by the firm will be forfeited.

10. VALIDITY OF BIDS

Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids.

11. RIGHT OF ACCEPTANCE:

- 11.1 The Competent Authority reserves all rights to reject any bid including bids of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the Competent Authority in the college in this regard shall be final and binding.
- 11.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.
- 11.3 The Competent Authority reserves the right to award any or part or full contract to any successful bidders at its discretion and this will be binding on the bidders. In case of failure to comply with the provisions of the terms and conditions mentioned by the college that has been awarded the contract, the Competent Authority in the college reserves the right to award the contract to the next lowest bidder or any other outside agency and the difference of price shall be recovered from the defaulting agency/contractor, which has been awarded the initial contract and this will be binding on the bidders.
- 11.4 The college may terminate the contract if it is found that the Contractor is blacklisted on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertakings etc.

12. NOTIFICATION OF AWARD BY ISSUANCE OF 'LETTER OF ACCEPTANCE'

- 12.1 After determining the successful bidder, the college will award the contract and the contractor shall give a Letter of Acceptance (LoA) in duplicate within 7 days along with other documents as mentioned in the tender document.
- 12.2 The issuance of the Letter of Acceptance to the bidder shall constitute an integral part of the Agreement and it will be binding to the Contractor.
- 12.3 The successful bidder will be required to execute two separate agreements (For canteen & Mess) on non-judicial stamp paper of Rs. 100 each.

13. PERIOD OF CONTRACT

- 13.1 The contract for Canteen & Mess Services shall remain valid initially for a period of one year (extendable). However, in order to evaluate the performance and services of the Contractor, the contract will have probationary period of three months. The contract for the remaining 9 months will be confirmed only if the services and quality of items served by the contractor are found satisfactory during the probationary period.



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

- 13.2 The one-year contract period is subject to renewal by the college on satisfactory performance on mutually agreed terms and conditions for a further period of one year each or till such time mutually agreed to.

14. PERFORMANCE GUARANTEE/SECURITY DEPOSIT

- 14.1 The successful bidder will be required to submit Performance Guarantee with college in the form of Bank Guarantee or Demand Draft or Fixed Deposit Receipt (in original) made in favour of Principal, Maharaja Agrasen College for a sum of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) as Deposit on account of Performance Guarantee.
- 14.2 Bank Guarantee or Demand Draft or Fixed Deposit Receipt (in original), renewed from time to time, will be retained by the college for the entire period of the contract and on termination of the contract, the college will refund to the contractor the sum of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) without interest.
- 14.3 If the Contract is terminated by the Contractor without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award for the Contract and the agreement signed by the Contractor with the college, the Performance Security will be forfeited without prejudice to the college right to proceed against the contractor for any additional damages that the college suffers as a result of the breach of the aforesaid terms and conditions.

15. College Premises

- 15.1 The canteen shall remain open from 8.30 A.M. to 7:00 P.M. and Mess from 7.00 A.M. to 10.30 P.M. every day. However, depending on the exigencies, the contractor may be required to keep the Canteen/Mess open or close as per requirement of college.
- 15.2 The possession of the premises to be assigned by the college to contractor for providing canteen and mess service will always remain with college, even when the premises are in use or occupation of the contractor. The contractor shall vacate the premises immediately after termination of contract.

16. ELECTRICITY, WATER & GAS CHARGES

The canteen and mess contractor shall pay the following charges to the college:

- 16.1 Electricity Charges for canteen/mess: **Rs. 6,000/- per month (Fixed)**
- 16.2 Water Charges: **Rs. 3,000/- per month (Fixed)**
- 16.3 PNG Charges: - **As per actual/billing of IGL.**
- 16.4 License Fee for Canteen - **Rs. 6,000/- per month (Fixed).**
- 16.5 **The above charges are payable on monthly basis in advance.**



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

17. PAYMENT

- 17.1 No payment shall be made in advance to the contractor.
- 17.2 The payment in respect of official hospitality bills of the college submitted in duplicate by the Contractor shall be released on receipt basis subject to fulfilment of obligations by the Contractor imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of authorization for supply at the prices as per the contract. Any supply of food items without proper authorization by the designated authority of college will not be paid. The payment will be subject to TDS as per Income Tax and TDS as per GST, as per the applicable prevailing rates.
- 17.3 In the event there is any query, objection, delay or dispute with regard to any bill or a part thereof, the Contractor shall not be entitled to any interest to be paid by the college for late payment.
- 17.4 Preparation of Mess Bills, recovery of dues, & any other matter related with the Mess Bills is the whole responsibility of the Contractor only.

18. TERMINATION OF THE CONTRACT

- 18.1 The Contract can be terminated by either party, i.e., college or the Contractor, after giving three months of notice to the other party. It may be extendable by mutual agreement till alternate arrangements are made. However, college reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. The college decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.
- 18.2 On termination of the contract, the Contractor will hand over all the equipment/furniture/articles etc., supplied by college, in good working condition, back to college.
- 18.3 If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge of the canteen services, college reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

19. PENALTY

- 19.1 The college reserves the right to impose a penalty upto Rs. 1000 per day for each deficiency or part thereof on the Contractor for delay in supplies and unsatisfactory performance or for any serious lapse in maintaining the quality, cleanliness and the services wilfully or otherwise by the Contractor or his staff or for any adulteration.
- 19.2 There will be time to time inspection by the college. If the college is not satisfied with the quality of eatables served, services provided, maintenance of required health and



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

hygiene standard, neatness and cleanliness, behaviour of the contractor or his/her employees, adherence of any terms and conditions, the Contractor will be served with 24-hour notice to improve or rectify the defect(s), failing which the college will be at liberty to take appropriate necessary steps as deemed fit, including immediate termination of contract.

20. OTHER GENERAL TERMS AND CONDITIONS

- 20.1 The contractor will be solely and exclusively responsible for adhering to all the provisions of statutory labour codes/laws/Acts/rules and compliances etc. as laid down by national, state or local authorities from time to time.
- 20.2 The Agency shall be solely responsible either for any injury, damage, accident to the workman employed by the agency or for any loss or damage to the equipment/property in the areas of work as a result of negligence/ carelessness of its workers.
- 20.3 The contractor must possess Food license for catering/canteen services in Delhi, issued by appropriate authority of Delhi State, i.e. License under FSSI Act, 2006.
- 20.4 The tenderer should have **GST (Delhi Registration Only)** and PAN.
- 20.5 Before submitting the filled-in Tender Document to the college, the bidders may seek clarification(s) at the Pre-Bid meeting only. No separate queries will be entertained.
- 20.6 The food for canteen and hostel mess will be prepared in the college premises.
- 20.7 The workers employed by the Agency shall wear uniform and name badge, which is provided by the Agency, and the agency, shall be responsible for the discipline of his workers. The workers are not employees of the college and shall not have any claim whatsoever on the college and shall not act detrimental to the interest of the college. The workers shall have to follow the rules and regulation of the college administration.
- 20.8 In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. As a result of the acts of the Contractor or its workers, if the college suffers any damage or required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the college or the college reserves the right to recover such amount from the payment(s) due to Contractor while settling his/her bills or from the amount of Performance Guarantee of the Contractor lying with the college.
- 20.9 No accommodation will be provided in the campus for the workers and the Agency shall make its own arrangements. They shall be liable to leave the college premises 45 minutes after closing of canteen/mess.



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

- 20.10 The available equipment will be provided by the college. All other furniture and equipment, if any, required for satisfactory performance of the contract will be provided by the college. The maintenance (excluding repairs, etc. due to normal wear and tear) and upkeep of the above equipment, installations, shall be responsibility of the Agency.
- 20.11 The Agency shall have to arrange for all cooking equipment, utensils, crockery services, table linen, flower and other necessary equipment etc. on his own for smooth running of the canteen and mess. However, the canteen and mess are already equipped with water cooler, exhaust fan, etc.
- 20.12 The Contractor should have sufficient equipment & crockery and other items normally required to cater to at least 200 - 300 persons at a given time. He should have sufficient utensils, crockery and other infrastructure to provide the service and also for Buffet Lunch/High Tea, as and when required. The Contractor will provide good quality tablecloth/table linen approved by college and flower in case of Sit Down Lunch/Dinner at his own cost. The Contractor shall replace table cloth/table linen flower every day.
- 20.13 **Any change, alternation, addition and deletion in approved MENU is required prior permission from the college authorities.**
- 20.14 The agency/contractor or its representative is compulsory required to attend the meeting as and when called.
- 20.15 The Agency shall not make any alterations or additions to the accommodation provided in the college for cooking and catering purposes.
- 20.16 Sub-letting/Sub contracting the work is not permissible under any circumstances.
- 20.17 The contractor shall procure all food articles, vegetable oil, ingredients; spices etc. of the best quality/brand/made to the satisfaction of the college canteen committee.
- 20.18 The material shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only fresh cooked food is served and stale food is not served. Stale and or rest over food or food materials shall be removed from the canteen premises in an eco-friendly manner as soon as possible.
- 20.19 The food shall be neither be too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of the students and staff members.
- 20.20 The oil which remains from deep frying at the end of the day shall have to be disposed and shall not be allowed to be reused for the purpose of cooking next day.
- 20.21 The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils will be required to be maintained sparkling clean all times.
- 20.22 The contractor shall pay attention to maintain the canteen premises in a neat, tidy and hygienic conditions at all times.
- 20.23 The contractor and its staff shall ensure that only hot/fresh food is served to students and employees. Complaints, if any, in this regard will be dealt with severely.



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

- 20.24 The contractor should ensure that sufficient manpower is deployed for preparation and service of food and cleaning, washing and overall upkeep of the canteen premises including all fixture and furniture.
- 20.25 The contractor will ensure prompt and efficient room service for employees of the college.
- 20.26 The list of items (Menu) along with the price will be required to be displayed prominently in the canteen dining hall.
- 20.27 The employees of the vendor should behave appropriately with the staffs and students of the college, failing which will be considered as misconduct and the contract may be terminated without any notice.
- 20.28 The college reserves the right to ask the contractor to remove any of the workers/employees without assigning any reason thereof. The Contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of college.
- 20.29 The Contractor will have to supply breakfast/lunch in the canteen and breakfast/lunch/dinner in mess premises as per requirement and schedule drawn for the purpose by the concerned authorities of the college.
- 20.30 The Contractor shall ensure that either he/she himself/herself or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the college.
- 20.31 The Contractor will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain the canteen services in addition to what is provided for by college.
- 20.32 The Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
- 20.33 The contractor should ensure highest standard of cleanliness, hygiene and safety in the kitchen and the canteen. The contractors should ensure that all the eatables are kept in safe in clean and closed enclosures free from flies and insects. Adequate number of dustbins should be placed by the contractor in the kitchen and dining hall for proper disposal of wet waste and dry waste separately and food waste in an eco-friendly manner. There should not be any littering of any unused food or vegetables within the canteen. The contractor and staff will ensure that no used utensils viz. cups, trays-thalies etc are laying in the campus.

21. Force Majeure

- 21.1 The college may consider relaxing the penalty and delivery requirements, as specified in this Tender Document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of a Force Majeure.
- 21.2 Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as natural disasters, act of states, the direct and indirect consequences of wars (declared or



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidders premise, etc.

22.SETTLEMENT OF DISPUTES AND ARBITRATION:

All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the COLLEGE or any person nominated by her/him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings. The decision of the sole arbitrator shall be final and binding on the parties.

23.GOVERNING LAWS AND DISPUTES:

This shall be construed and governed by the laws of Republic of India and the parties hereby submit to the exclusive jurisdiction of the Delhi Courts of Law.



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

No. MAC/2025-26/CANTEEN & MESS

Maharaja Agrasen College Vasundhara Enclave Delhi-110096

SECTION – III

(TECHNICAL & FINANCIAL BID)



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

TECHNICAL BID

No. MAC/2025-26/CANTEEN & MESS

Dated:-

Cover-I (Technical Bid) (following documents to be uploaded online in .pdf format)

S.No.	Document	File Type
1	Scanned Copy of Affidavit (Annexure -I)	.pdf
1	Proof regarding experience in catering business (scanned copy of agreement/ contract letters) (Annexure -II)	.pdf
2	Details of previous contracts/similar work (Attach Details as per Annexure -III)	.pdf
4	Financial Turnover (Certificate from CA) (Annexure-IV)	.pdf
3	Performance Certification (Attach Details as per Form-V)	.pdf
5	Contact Details/ Company Profile (Attach Details as per Form-VI)	.pdf
6	EMD of Rs. 20,000/- (Rs. Twenty Thousand Only) (scanned copy)	.pdf
8	Certified copies of Valid (i) PAN, (ii) GST (iii) Labour Registration, (iv) FSSAI Registration etc.	.pdf

**Signature of the
authorized signatory of the
Tenderer with seal of the
firm/company with Name, Mob
No & date**



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

FINANCIAL BID

No. MAC/2025-26/CANTEEN & MESS

Dated:-

Cover-2 (financial Bid) (following documents to be uploaded online in BOQ format)

As per Annexure - VII



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

No. MAC/2025-26/CANTEEN & MESS

**Maharaja Agrasen College
Vasundhara Enclave
Delhi-110096**

SECTION – IV

(ANNEXURES AND CHECK LIST)



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

Annexure I

ON NON-JUDICIAL STAMP PAPER OF RS 100/-

AFFIDAVIT

I /we Partner(s)/Legal
Attorney/Proprietor(s)/Accredited Representative(s) of
solemnly declare that:

I/we are submitting tender for providing Canteen and Mess Services at Maharaja Agrasen College
Tender Notice No. _____ dated _____

All information furnished by me/us in fulfilment of eligibility criteria and information given in this
tender is complete, correct and true. All documents/credentials submitted along with this tender
are genuine, authentic, true and valid.

My/our bid shall be valid for a period of 120 days from the date fixed for the bid submission
deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe
accepted at any time before the expiry of the period.

If my/our bid is accepted, we commit to submit a Performance Security Deposit in accordance with
the Bidding Documents. The Price Bid submitted by me/us is "WITHOUT ANY CONDITION".

If any information or document submitted is found to be false/incorrect, the college may cancel
my/our Tender and can take any action as deemed fit including termination of the contract,
forfeiture of all dues including Earnest Money (EMD)/Performance Security Deposit and
blacklisting of my/our firm and all partners of the firm etc.

I/we declare that the Government of India or any other Government body/PSU/Autonomous
bodies has not issued any show cause notice or declared us ineligible or blacklisted us on charges of
engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious
nature.

I/we also accept all the terms and conditions of this bidding document and undertake to abide by
them, including the condition that Maharaja Agrasen College is not bound to accept highest ranked
bid/lowest bid or any other bid that may receive.

(Signature of the Tenderer with Seal)

Seal of Notary & Date



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

Annexure - II

Self-Attested copies of Contract/Agreement Letters **of canteen/mess service**



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

Annexure - III

DETAILS OF PREVIOUS CONTRACTS

Period of Contract From To		Name and Address of the Organization	Name of the contact person & Phone No.	Nature of Contract* Canteen or Mess	Remarks

* Write A if the contract was only for Canteen, Write B if the contract was only for Mess and Write C if the contract was for both Canteen and Mess.

*Supporting documents – Proof of claims made above to be provided without which the claims will not be entertained.

SEAL AND SIGNATURE OF THE BIDDER

Place:-

Date:-



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

Annexure – IV

**Certificate from CA mentioning Average annual
financial turnover (gross) in catering services
during the last three financial years,
Duly signed with Seal**



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

Annexure – V

FORMAT FOR PERFORMANCE CERTIFICATION

(Furnish this information from one of your recent employers)

1. Name of the contact and location -
2. Agreement No.
 - a. Scope of Contract
 - b. Contract Cost
 - c. Date of start
 - d. Period
 - e. Amount of compensation levied, if any
 - f. Performance Report
 - (i) Quality of Food – Excellent/Very Good/Good/Fair
 - (ii) Resourcefulness - Excellent/Very Good/Good/Fair
 - g. Compliance of all statutory requirements – Yes/No

(Seal of the Organization)

(Signature of the Responsible Authority)



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

Annexure -VI

CONTACT DETAILS FORM/COMPANY PROFILE

GENERAL DETAILS OF BIDDERS

1. NAME OF THE COMPANY -
2. Date of Incorporation/Registration¹ -
3. Whether Proprietary Firm/Partnership Firm, Partnership with limited liability/Private Ltd/Ltd. Company/Corp -
4. PAN and GST No.¹ -
5. Labour Registration¹ -
6. EPFO and ESIC Registration¹ -
7. FSSAI Registration¹ -
8. NAME AND DESIGNATION
OF AUTHORIZED REPRESENTATIVE -
9. COMMUNICATION ADDRESS -
10. TELEPHONE AND MOBILE NO. -
11. FAX NO. -
12. E-MAIL ID

13. Details of the EMD paid:

DD No. _____

Date: _____

Drawee Bank: _____

Drawee Branch: _____

¹ Attach copy of the registration certificate



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

Cover - 2

Annexure - VII

FINANCIAL BID for Canteen & Mess Service

S. No.	Items	Weight / Measure	Minimum Rate (in Rs.) <i>Inclusive of GST/All Taxes</i>	Bid Price* (in Rs.) <i>Inclusive of GST/All Taxes</i>
1	Masala Dosa with sambhar ² & Chutny (Coconut, Groundnut, etc)	Dosa: 200 gms Sambhar: 150 ml	40	
2	Vada with Sambhar & Chutny	2 pcs.(75gmX2)=150 gms Sambhar:150 ml	30	
3	Idli with Sambhar & Chutny	2 pcs. (75X2 = 150 gms Sambhar: 150 ml	30	
4	Samosa	1 pc (80 gm)	10	
5	Tea (ginger & Cadamom)	Per Cup(150ML)	10	
6	Upma with Sambhar & Chutny	Upma: 250 gms Sambar: 100 ml	30	
7	Mix veg Uttapam with Sambhar & Chutny	Uttapam:200 gms Sambhar: 150 ml	40	
8	Veg. Sandwiches	4 pcs.	20	
9	Veg. Chowmein	Full Plate (300gms)	30	
10	Veg Fried rice/Veg Biryani	Full Plate (300 gms)	30	
11	Veg patty	Per pc	12	
12	Paneer Patty	Per pc	15	
13	Paneer Pakoda	80 gms	15	
14	Bread Pokada	80 gms	10	
15	Chholey Bhature	Per plate Chole: 150gms	30	
16	Rajma Chawal	Per Plate Rajma; 250gms Rice; 150 gms	30	
17	Kadhi Chawal	Per Plate kadi; 250 ml Rice; 150 gms	30	
18	Stuffed Parantha (Patato/Onion/Cabage) with curd/Pickle	2 Nos.	30	
19	Plain Paratha/Roti with Sabji	3 Nos	30	
20	Puri Aloo	4 pcs	30	

² Main ingredients should be lentils, vegetables, pumpkin, carrot, Drumstick, Potatoes, Brinjals (eggplant), Green beans (French beans), onion, tomato, etc.



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

21	Chole Kulchhe	3 pcs Chhole: 200 gms	30	
22	Hot Coffee	Per Cup(150ML)	15	
23	Budget Lunch (both Buffet & fixed) -Seasonal Vegetable -Rice/Pullao -Dal/Chholey/Rajma -2 Roti/4 Puri (To be served in fiber/disposable plates)	1 Plate	60	
24	Working Lunch (both Buffet & fixed) North Indian/South Indian Thali -1Seasonal Vegetable -One Paneer Dish (Paneer not less than 50gms) -Dal/Chholey/Rajma -Rice/Pullao -Roti / Parantha/Puri -Raita/Salad - Pappad -Sweet (To be served in Good quality plates)	1 Thali	150	
25	Deluxe/ Executive Lunch (both Buffet & fixed) -2 Seasonal Vegetables -One Paneer Dish (Paneer not less than 50gms) -Dal/Chholey/Rajma -Rice/Pullao -Roti / Parantha/Puri -Raita -Salad - Pappad		250	



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

	-Dahi Vada/Dahi Bhalla -Any one South Indian Item -Any one Chinese item -Sweet -Ice cream - Mineral Water (To be served in proper cutlery)			
26	Refreshment Box Any two from a <ol style="list-style-type: none"> (Samosa/Sandwich/Veg Patty/Bread Pakoda) Chips – on MRP Juice – on MRP Sweet 		70	
27	Mess Charge per Student per Month	See Attached Menu of Mess (Annexure VIII)	4600	
Effective Total Price: (Sum of Bid Price of All the above Items)				

** Finally, the bidder who quotes price below the minimum price will be disqualified.*

I/we declare that the above-mentioned quoted rates will remain valid for one (01) year from the commencement of contract agreement and in no case shall I/we demand any increase of rates on any ground whatsoever. The terms and conditions as indicated in the instructions to Tenderer are acceptable to us.

(Seal and Signature of the Tenderer)



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

Annexure VIII

WEEKLY MENU FOR THE MESS

Day	Breakfast	Lunch	Evening Tea	Dinner
Monday	Poha ,Tea/ coffee, Bread+ butter/ jam +milk	Arhar daal Aloo gobhi/ methi Dahi, Chapati, rice Green salad	Samosa Tea/coffee, nimbu paani	Paalak paneer/ corn/ sarson saag Urad chana daal Rice, chapatti
Tuesday	Aloo Parantha, Tea,Brown bread+ butter/ Jam +milk	Kali Masoor daal Bhindi/Seasonal Veg, Raita Chapati, rice, Green salad	Pakora Tea/coffee, nimbu paani	Kala chana Bhartha/ aloo baingan, Rice, chapatti
Wednesday	Vada Chutney Milk+ cereal/ Tea/ coffee, bread+ butter/ jam +milk	Moong daal paalak Matar bandgobhi Dahi, Chapati, rice Green salad	Bread pakora Tea/ coffee, nimbu paani	Lobia Mix veg Rice, chapatti Dessert
Thursday	Paav bhaaji ,Tea,bread+ butter/ jam +milk	Ghia chana daal Veg kofta Dahi Chapati, rice Green salad	Chowmein, Tea/coffee, nimbu paani	Tori chana daal Zeera aloo Rice, chapatti
Friday	Seasonal veg sandwich Tea, bread+ butter/ jam+milk	Rajma Tori/ sitaphal Dahi Chapati, rice Green salad	Bread roll Tea/ coffee, nimbu paani	Dal makhni Aloo matar/ matar nutri-nuggets Rice, chapatti Dessert
Saturday	Seasonal veg parantha ,Tea+milk bread+ butter/ jam	Kadhi Aloo beans/ simla mirch Dahi Chapati, rice Green salad	patties Tea/ coffee, nimbu paani	Paav bhaji/ matar kulcha Veg Pulao chapatti
Sunday	DOSA/IDLI/ Boiled eggs + bread+ butter/ jam , Fruit, + milk	Brunch: Aloo puri/ chhole bhature, Fruit, Peas pulao,	Dhokla Tea,/ coffee,/nimbu paani	Aloo vadi, Paneer, Non Veg, Rice, chapatti Dessert

The above contents are only indicative there may be slight variation in the content based on the feedback of students & staff.



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

CHECK LIST

Sr.No.	Particulars	YES/NO
1	Have you filled and submitted all annexures (I-VII)	
2	Have you read and understood various conditions of the Contract and shall abide by them?	
	<u>TECHNICAL BID</u>	
3	Have you enclosed scanned copy of the draft for EMD of Rs. 20,000/- and uploaded with the Technical Bid?	
4	Have you submitted the original EMD draft of Rs. 20,000/- to college on or before submission of online bid? If yes upload the receipt.	
5	Legal Valid Entity: Have you uploaded the attested Certificate issued by the Registrar of firms/Companies?	
6	Financial Capacity: Have you uploaded certificate from CA as required?	
7	Registration with Government Bodies like Labour Laws, PAN, GST, FSSAI: Have you uploaded a copy of each of the Registration certificate?	
8	Experience: Have you uploaded the attested experience certificates issued by the organizations/Government Departments of the last five years?	
9	Have your Technical Bid been prepared and uploaded as per the requirements of the Tender?	
	<u>FINANCIAL BID</u>	
10	Have your financial bid proposal duly filled and uploaded as per instructions?	
11	Have you quoted prices against each of the category/item?	

**Signature of the authorized
signatory of the Tenderer with
seal of the firm/company with
Name, Mob No & date**



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

No. MAC/2025-26/CANTEEN & MESS

**Maharaja Agrasen College
Vasundhara Enclave
Delhi-110096**

SECTION – V

(INSTRUCTIONS TO BIDDER FOR ONLINE BID SUBMISSION)



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

Instruction to bidders for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

10.6. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

10.7. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

10.8. The bidder should make a note of the unique Tender 10 assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document I schedule and generally, they can be in PDF I XLS I RAR I DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or „Other Important Documents"" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 8.1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 8.2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 8.3. Bidder has to select the payment option as "offline" to pay the tender fee/ EMD as applicable and enter details of the instrument.
- 8.4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/ couriered given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DDI any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 8.5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

8.6. The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

8.7. All the documents being submitted by the bidders would be encrypted using PK encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to a symmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8.8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8.9. Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

8.10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Foreign bidder can get help at +91-7878007972, +91-7878007973.