



Hansraj College, University of Delhi

Date: 06.05.2026

हंसराज कॉलेज, दिल्ली विश्वविद्यालय कैंटीन के संचालन हेतु निविदा
Tender for Operating Canteen of Hansraj College, University of Delhi

Quotations are invited in two bid system (Technical and Financial bid) from a working vendor/caterer or companies providing Catering services for award of the work of operating Hansraj College Canteen for a period of one year extendable on satisfactory performance, with mutual consent for further period up to three year (extension on yearly basis) on same terms and conditions. Last date of submission of documents is 21.05.2026

Caterers or companies providing catering services having experience of not less than 01 years in Govt. Registered (CPWD / PWD / MES / DDA / MCD / State Govt./ Contractor working in Delhi University and in total of 3 years

Caterers/companies providing catering services shall attach their company profile mentioning list of works executed and in hand, financial capacity, License under FSS Act, 2006, Food Safety and Standards Authority of India, Department of Food Safety, Government of Delhi and availability of regular manpower, and copies of registration certificate, GST, P.F., E.S.I and Income Tax, PAN/TAN number shall also be submitted.

-Sd-
Convener
Development Committee
Hansraj College

-Sd-
Principal
Hansraj College

**University of Delhi, North Campus
Delhi — 110007**

**Tender For Operating Canteen of Hansraj College,
University of Delhi**

Sealed tenders in two bid system i.e. Technical Bid & Financial Bid are invited to run College Canteen at Hansraj College, University of Delhi, Delhi 110007 for the students, the staff and the visitors. The period of proposed contract will be one year, which may be extended further for three year (extension on yearly basis) on satisfactory performance of services.

Hansraj College is NAAC accredited A++ with CGPA 3.71 grade institution imparting education at undergraduate, postgraduate levels and doing research. At present, approximately 7000 students are enrolled and about 500 teaching, non-teaching staff is contributing their services to the college. Kitchen equipment shall be provided by the vendor at its own cost as per approved layout plan

Facilities to be provided by Hansraj College

The canteen premises comprise one fully furnished dining hall for students and staff, clean water, sales counter, kitchen counter, a big kitchen with store room, separate washing area and an open space.

Eligibility criteria for submission of bid:

1.1. The tenderer should have the following qualifications for bidding:

- a. Caterers or companies providing catering services having experience of not less than 05 years in Govt. Registered (CPWD / PWD / MES / DDA / MCD / State Govt./Contractor working in Delhi University/ Any Institution and NCR region are eligible for issue of tenders
- b. The tenderer shall have minimum average annual turnover of Rs. 12,00,000.00 (Rupees Twelve Lakh Only) per annum for the preceding three financial years ending 31st March, 2025 for providing canteen services and/or allied services.
- c. The tenderer is registered with the competent authority and should have PAN/TAN/GST tax registration.
- d. The tenderer shall have a well-established office in Delhi.
- e. The tenderer has worked in at least one educational Institution of Delhi-NCR. The tenderer should not be blacklisted by any Department of any Government/ Local Authority, PSU or educational institution or any other organization.

The tenderer should possess a valid license under Food Safety and Standards Act (FSSAI) Act, 2006, Food Safety and Standards Authority of India, Department of Food Safety, Government of Delhi.

- a. Bidders must submit a copy of board resolution or the power of attorney of authorized signatory along with the bid, in case of Pvt limited

companies/partnership firms related documents, constitution, registration certificate deed etc be submitted

- b. The tenderer shall provide complete address of the Canteen/Mess where they are providing catering services, so that the College committee may inspect/visit and assess the quality of foods being served along with cleanliness and maintenance of hygiene etc.
- c. Electricity, water and IGL bills have to be paid separately by the tenderer as per actual consumption. The tenderer will be given a separate electric meter and a connection of Delhi Jal Board water. EMD of unsuccessful bidders shall be returned without interest and for successful bidders EMD shall be returned when security deposit of Rs. 3,00,000.00 (Rupees Three Lakh) is submitted
- d. Security deposit shall be returned to canteen vendor after deducting the repaired damages of cost/penalties if any, without interest after vendor handover the possession of building, fitting & fixtures and college furniture/equipment etc. in perfect running /usable condition on end of contract period
- e. The tenderer will have to sell only approved food items at the approved rates following are the approved menu with rates at present valid for initial period of one year.

MENU (In INR)

i. Beverages:

TEA – 12.00
HOT COFFEE – 22.00
TOMATO SOUP – 22.00
COLD COFFEE – 45.00
ICED TEA – 30.00
FRESH JUICE – 45.00
SHAKES – 45.00
MOCKTAILS – 60.00
LASSI – 45.00
FLAVOURED MILK – MRP
PACKED JUICE – MRP
BOTTLED WATER – MRP

ii. SNACKS:

SAMOSAS – 12.00
BREAD PAKODA – 18.00
PANEER BREAD PAKODA – 30.00
VEG CUTLET (4PC) – 30.00
PANEER CUTLET (2PC) – 30.00
VEG PATTIES – 20.00
PANEER PATTIES – 30.00
BREAD ROLL 1pc– 18.00
VEG BURGER – 45.00
MAGGI -35.00

iii. NORTH INDIAN

CHHOLE BHATURE – 50.00
RAJMA CHAWAL – 50.00
ALOO PARANTHA (1 PCS with sabzi) – 55.00
PANEER PARANTHA (1 PCS with sabzi) – 75.00
PAV BHAJI – 55.00

iv. SOUTH INDIAN

VADA SAMBHAR (2 PCS) – 50.00
IDLI SAMBHAR (2 PCS) – 50.00
MASALA DOSA – 60.00
ONION UTTAPAM – 70.00

v. SANDWICH

VEG SANDWICH – 35.00
GRILL SANDWICH – 45.00

vi. CHINESE

FRIED RICE – 50.00
CHOWMEIN – 50.00
SPRING ROLLS – 55.00
FRENCH FRIES – 45.00

vii. ITALIAN

PASTA – 65.00

viii. THALI

RICE + 2 ROTI + DAL + SABZI + RAITA – 60.00

ix. DESSERT

GULAB JAMUN 1pc– 17.00
MUFFIN – 25.00

1.2. The technical bid tender form shall be accompanied by the documents mentioned in checklist specified in Annexure-A of this document and the tenderer should make the paging of the documents and fill up the appropriate page in Annexure-B of this document.

1.3. A tenderer without the qualifications as mentioned at 1.1. above shall be rejected. Tenders incomplete in any form are liable to be rejected outright.

1.4. Further, a tender is liable to be rejected if the tender is not accompanied by the EMD of Rs. 50000/- in the manner as stated above and if the demand draft is

found to be drawn not in favour of Principal, Hansraj College, and University of Delhi. MSME vendors are exempt to submit the earnest money

- 1.5. All terms and conditions stipulated for award of the contract will be considered as accepted for selection of the tenderer.
- 1.6. Selection of a tenderer for award of the contract will be made amongst others on the basis of highest rates license fee quoted by a tenderer. However, the tenderer will be required to comply, inter-alia, with all statutory obligations including payment of minimum wages prescribed for NCT of Delhi from time to time as well as selling only approved items at approved rates mentioned above.
- 1.7. Every paper of the tender should be signed by the tenderer with seal of Agency/ Firm/ Company.
- 1.8. The tenderer shall abide by the contract (if any) done by the college pertaining other kiosks e.g. Coca Cola etc. College also has Kiosk of Nescafe/ Meal Station etc. inside the campus and shall have no objection or interference in other contractor business

2. SUBMISSION AND OPENING OF TENDERS:

The Bids shall be evaluated on two stage evaluation process. After evaluating the Technical Bids the eligible bidders shall be shortlisted for second stage Financial Bids evaluation. The Financial bids of only qualified tenderers after technical evaluation shall be opened subsequently at a notified date in presence of attending tenderers or their authorized representative.

Other Requirements from the Tenderer/Contractor:

1. CLEANLINESS AND HYGIENE:

- a. It is necessary for the contractor to ensure highest standards of cleanliness, hygiene and safety in the kitchen and canteen. The contractor will ensure that all eatables are kept in safe and clean enclosures free from flies and insects. Adequate number of dustbins will be placed by the contractor in the kitchen and dining hall for proper disposal of garbage and the food waste in an eco-friendly manner. There should not be any littering of unused food or vegetables within the canteen. The contractor and its staff will ensure that no used utensils viz. cups, trays, trolleys etc. are lying in the campus and the same should be removed immediately. The garbage has to be thrown in the MCD dustbin by their cleaning staff.
- b. There should be dedicated staff for washing and cleaning, which should be done at the interval of every 2 hours starting from 8 am. (8am, 10am, 12pm, 2pm, 4pm and washing thereafter).
- c. 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 maintain sparkling clean at all times.
- d. The kitchen staff and serving staff shall use hand gloves, head cover and apron to maintain hygienic conditions of the eatables.

- e. The contractor shall ensure good personal hygiene of its staff.
- f. The contractor and its staff shall strictly follow Covid Appropriate Behaviour guidelines as issued by the college administration from time to time.
- g. Failure on the part of the contractor to ensure cleanliness and hygiene will be treated as breach of the contract and can lead to immediate cancellation of the contract, beside penalty of Rs.5000/- for each breach of contract condition and 1% per day of quoted amount for delay of License Fee/Maintenance Charges.

2. QUALITY:

- a. The contractor shall procure all food articles, vegetable oil, ingredients, spices etc. of the best quality/brand/make to the satisfaction of the Canteen Committee of the college. The Canteen Committee will have the right to ask the contractor to change any brand of material used for cooking if the same is not found satisfactory.
- b. The food 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 recycled. Stale and/or rest over food or food material shall be removed from the Canteen premises in an eco-friendly manner as soon as possible.
- c. The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of students and staff members.
- d. The oil which remains from deep frying at the end of the day shall have to be destroyed and shall not be allowed to be recycled for the purpose of cooking next day.

The canteen contractor will be required to use preferably the following brands or equivalent quality of raw materials:

- (a) Fortune, sunflower! soyabean/ ricebran/ refined oil
- (b) MDH/ Everest! Catch brands of Spices
- (c) Rajdhani/Ashirwad/Shaktibhog brands of Atta, Maida, Besan, Sooji
- (d) Brooke Bond/Taj Mahal/Tata Gold brands of tea
- (e) Nescafe/bru brands of coffee
- (1) Milk, Paneer, curd by Mother Dairy/Amul, milk should be toned/full cream
- (g) Butter by Amul
- (h) Britannia/Harvest brands of bread
- (i) Fruit juices by real Juice/Safal
- (j) Sona/Lal Quila/India Gate brands of Basmati rice
- (k) Other items/brands strictly subject to written approval by the committee.

Also the food served in the departments/out of the canteen should be well packed with Aluminum foil or saran wraps/cling films.

Crockery used should be of good quality (non-plastic). Special arrangements should be made for meetings of the Principal, Staff Councils, Associations or

other such Departments units etc.

Usage of plastic cups for serving of tea/coffee is strictly prohibited.

3. **SERVICE:** Hansraj College houses nearly 6000 students and over 400 staff members (teaching and non-teaching). Hence there is need for a minimum of 10 service staff, as under:

- (a) One for Principal's office and administrative office
- (b) Two for two Staff Rooms
- (c) One for Science department rooms
- (d) One for Arts and Commerce department rooms
- (e) One for Library and for any special meeting
- (f) Three for canteen itself for canteen goers.

No change in above number is permissible without the written sanction of the canteen Committee.

Additionally, there must be 2-3 cleaning staff for canteen premises (inside and outside). The contractor may be required to make catering arrangements for meetings, seminars, conferences, programmers and events etc. in the college which may include High Tea, Buffet lunch/dinner etc. as and when required.

4. RATES:

- a. The contractor will be required to sale only approved food items at the approved rates. The same list of items (Menu) along with the price will be required to be displayed prominently in the canteen dining hall, staff rooms, and various departments/units.
- b. The canteen contractor shall not tamper with the rates once agreed to. If any such complaint is received the canteen committee may fine the contractor up to Rs. 500/-upon due verification.

5. ORIENTATION OF THE CANTEEN STAFF:

- 1. The Canteen Committee shall call all the canteen staff members to aware and sensitize them about the college needs, dress code with name plate and mobile, courteous behavior, etiquettes, personal hygiene, answering the phone calls etc. They must abide all the 'does' and 'don'ts' decided by the Committee failing which action will be taken against them, contractor shall follow all govt. rules and regarding health, environment, labour laws etc.
- 2. Consumption of liquor and smoking in college premises is strictly prohibited and considered under punishable offence and penalty as per clause no. 5(g) shall be imposed.
- 3. The committee will periodically do the uninformed visits to the canteen for checking the cleanliness-hygiene, quality, service, rates and for other issues to maintain order in the canteen.
- 4. The committee may also do the performance appraisal related to the canteen or the staff involved in it and may recommend suggestions which will be binding on the

contractor.

5. The contract once awarded can be terminated by either party after giving one month notice to the other party. However Hansraj College reserves the right of termination of contract without any notice in case the contractor commits a breach of any of the terms and conditions of the contract. Hansraj College's decision that a breach has been committed will be final and has to be accepted by the contractor.
6. The contractor will have to provide a list of its workers and employees who will contractor will also provide their police verification and medical fitness certificates of each and every staff.
7. The contractor will be required to ensure that all its employees/workers are paid wages as per the minimum Wages rates notification by the Government of Delhi. Any complaint will be treated as breach of contract.
8. The contractor will be solely and exclusive responsible to adhere to meet all statutory obligations and compliances under the relevant rules and regulations of the governments viz. labour laws, EPF and ESI benefits, required licenses under the FSSAI norms etc.
9. The contractor will not employ any minor to work in the canteen.
10. The contractor will ensure to arrange neat and clean uniform for all its staff, head covers/caps and aprons etc. for the cooking staff on its expenses. The canteen staff will be required to wear the uniform at all times.
11. The canteen shall remain open from 8:00 Am to 5:00 P.M on all working days (Monday to Saturday). The working hours and/or days may be changed at the discretion of Hansraj College. Non-opening of the canteen during the designated working hours/days will lead to breach of the agreement.
12. HRC reserves the right to ask the contractor to remove any of its workers/employees without assigning any reasons thereof.
13. The contractor must ensure that none of its employees engage in any activities that cause harm to animals on campus.
14. The contractor will have to arrange for crockery, utensils, refrigerator or any other equipment on its own expenses as per the direction under 'Quality'
15. The canteen and kitchen can be inspected by the Canteen Committee or any officer authorized by the Principal at any time and, if any substandard materials or food are found, the contractor will be penalized at the discretion of Hansraj College.
16. The Contractor will be required to arrange sufficient equipment and crockery in order to ensure proper and efficient services.
17. The contractor should ensure all safety measures while running and operating the Hansraj College Canteen. This includes necessary precautions against fire hazards. She/he will have to arrange and periodically refill all numbers of fire-extinguishers at his/her own cost.
18. Hansraj College will not undertake any responsibility for credit sales to students, visitors or any of its staff members or any losses caused to the contractor due to pilferage or whatsoever.

19. No legal right shall vest in the contractor's workers to claim employment or otherwise absorption in Hansraj College or claim any benefit admissible to permanent employees of Hansraj College.
20. The contractor shall not engage the service of any sub- contractor or transfer the contract to any other person. In case of breach of this condition, Hansraj College reserves the right to terminate the contract and to forfeit all security deposits without any prior notice.
21. The bidder will be deemed to have read and accepted all terms and conditions for award of the contract in entirety.
22. Hansraj College reserves the right to change any terms and conditions governing the operation of canteen as and when circumstances so warrant.
23. All necessary documentation and certificates of experiences etc. will have to be annexed to the bid.
24. Those convicted under provision of prevention Food Adulterations Act-1954 need not apply.
25. The Contractor shall have to conform to the food safety and statutes Act, Regulations/ page laws enacted under food safety and standards (Licensing and Registration of Food Business Regulation 2011 of Food Safety and Standard Authority of India (FSSAI), Ministry of Health and Faculty Welfare, Govt. of India.
26. All disputes shall be subject to Delhi Jurisdiction only.
27. The contractor will have to pay electricity charges on pro-rata basis as per reading of meter separately provided by the College.
28. The License Fee/maintenance charges along with taxes shall have to be deposited by the contractor on or before of 07th of every month, failing which interest will be charged at the rate of 1% per day of quoted License Fee/maintenance charges from the contractor.
29. In case of revocation/termination of the work order/contract if the premises are not vacated with in the notice period, penalty of Rs. 10000.00/day shall be levied on the contractor. If the premise is vacated after a delay of 15 days, security deposit shall also be forfeited along with levy of penalty.
29. The applicant must have track record of fair conduct and any unfair conduct in the past will lead to rejection of application.

How to apply

1. Certificates with respect to registration of the firm/organization under the relevant law.
2. Valid GST Registration certificate.
3. Caterers or companies providing catering services having experience of not less than 01 years in Govt. Registered (CPWD / PWD / MES / DDA / MCD / State Govt./ Contractor working in Delhi University and in total of 3 years
4. Details with respect to PAN/ GSTN of the bidder.
5. FSSAI Licenses obtained.
6. Last three year ITR
7. Annual Turnover shall not less than 12lac on an average of last three years

**REQUEST FOR PROPOSAL (RFP) FOR OPERATING HANSRAJ COLLEGE
CANTEEN FINANCIAL BID**

S.No.	Description	Particulars
1.	Name of the bidder/ firm/company	
2.	Address	
3.	Name of the authorized representative	
4.	Designation/Capacity (Proprietor/Director/Official)	
5.	Permanent Income Tax Account (PAN No.)	
6.	Contact Number	
7.	Email	
8.	Licence Fee for using Hansraj College Canteen Premises (Minimum License fee is Rs.70,000/- Month)	Willing to pay Rs..... Per Month i/c taxes (in words) towards Licence Fee.

Date: _____

Place: _____

Signature of the Bidder _____

Name _____

Designation _____

Address _____