SRI GURU GOBIND SINGH COLLEGE OF COMMERCE

(University of Delhi)

Pitampura, Delhi – 110034

REQUEST FOR QUOTATION (RFQ)

Invitation of Sealed Quotations for Operating the College Cafeteria at Sri Guru Gobind Singh College of Commerce, Pitampura

Subject: Invitation of Sealed Quotations for Operating the College Cafeteria at Sri Guru Gobind Singh College of Commerce, Pitampura

Sri Guru Gobind Singh College of Commerce, University of Delhi, invites sealed quotations from reputed and experienced firms/agencies for operating the College Cafeteria situated within the College premises on a licence fee basis.

The College has approximately more than 2,200 students, faculty members and non-teaching staff. In addition, classes of the School of Open Learning (SOL), NCWEB and IGNOU are conducted on weekends, resulting in increased demand for cafeteria services.

The successful bidder shall operate the cafeteria, supply quality food and beverages at rates approved by the College, and pay a monthly licence fee to the College.

1. Schedule of Approved Menu Items

The successful bidder shall make available the following food and beverage items. The rates of these items shall be fixed during the contract period.

S. No.	Name & Item	Quantity	Price (Rs.) inclusive taxes
1	Nescafe coffee	150 ml	20.00
2	Cappuccino	150 ml	30.00
3	Cold Coffee	250 ml	40.00
4	Ice Tea	250 ml	25.00
5	Tea (Cardamom)	150 ml	15.00
6	All Tetra Pack Juices		MRP
7	Maggi Noodles (Tadka)	01 single Pkt	25.00
8	Maggi Atta Noodles (Tadka)	01 single Pkt	35.00
9	Veg Sandwich (02 layer)		25.00
10	Veg Sandwich (03 layer)		35.00
11	Grilled Veg Sandwich (02 slices)		40.00
12	Hot Dog		30.00
13	Veg Burger		40.00
14	Mix Juice	300ml	40.00
15	Mosumi Juice	300ml	40.00
16	Banana Shake	300ml	30.00
17	Mango Shake	300ml	40.00
18	Lemonade	250 ml	30.00
19	Aam Panna	250 ml	30.00
20	Nimbu Pani (with soda)	250 ml	25.00
21	Mojito	250 ml	40.00
22	Muffin		20.00
23	Brownie		30.00
24	Water Bottle		MRP
25	Soft Drink		MRP
26	Ice Cream		MRP

The College reserves the right to add, modify or delete menu items and approve selling prices whenever considered necessary.

2. Eligibility Criteria

The bidder shall:

- Have a minimum three (03) years' experience in operating cafeterias/canteens in educational institutions, Government organizations, PSUs or similar establishments.
- Possess valid central FSSAI Licence, GST Registration and PAN.
- Have a minimum annual average turnover of Rs.8,00,000/-(Rupees eight lakh only) during the financial years 2023–24, 2024–25 and 2025–26 duly certified by the Charted Accountant.
- Submit satisfactory work orders and performance certificates from previous clients.

3. Documents to be Submitted

The quotation shall be accompanied by:

- GST Registration Certificate.
- PAN Card.
- Valid central FSSAI Licence.
- Experience & Performance certificates and work orders.
- CA-certified turnover certificates for the last three financial years.
- Self-declaration regarding non-blacklisting on firms letter head in last three years as per below:
  "We hereby certify that in last three years our firm has not been blacklisted, debarred or banned by any Central Government Department, State Government Department, PSU, Autonomous Body or any other Government Organization as on the date of submission of this quotation."
- Financial Bid as per the format (Annexure –I), duly sealed in another envelope.
- Signed and stamp RFQ documents.

4. **Evaluation and Selection Criteria**

1. Quotations shall be evaluated in two stages:
   Stage-I: Verification of eligibility criteria and supporting documents.
   Stage-II: Opening of Financial Bids of only those bidders who qualify in Stage-I.
2. The bidder shall quote the monthly licence fee payable to the College.
3. The **minimum monthly licence fee shall be Rs.15,000/- (Rupees Fifteen Thousand only), exclusive of applicable taxes.** Quotations below this amount shall be summarily rejected.
4. The contract shall be awarded to the **technically qualified bidder offering the highest monthly licence fee (H-1)** to the College.
5. In case two or more bidders quote the same highest licence fee, the College may invite the tied bidders to submit a revised sealed financial offer or adopt any other transparent method deemed appropriate by the Competent Authority.
6. The successful bidder shall commence cafeteria operations within the period specified in the Work Order issued by the College.
7. The monthly licence fee shall be paid in quarterly advance on or before the 5th day of each quarter.
8. Delay in payment of the licence fee may attract penalty and repeated default may result in termination of the contract.
9. The College reserves the right to cancel the quotation process or reject any or all quotations without assigning any reason.
10. The quality of the food and raw material that is going to be used will be checked/inspected any time by the college authorities.

11. Before awarding the work, the selection committee reserves the right to request that the successful H1 bidder provide sample menu items to verify the quality of the food to be served in the cafeteria.

5. Terms & Conditions

1. Quotations shall be submitted in a sealed envelope superscribed "**Quotation for Operating the College Cafeteria**", duly signed and stamped by the authorized signatory and submit at Accounts Department.
2. **Last Date & Time for Submission:** 30th October 2026 up to 12:00 PM
3. The available cafeteria space is approximately **143 Square Feet** interested bidders may inspect the site during working hours before submission of quotation.
4. The contract shall initially be for **one (01) year**, extendable (up to maximum 03 years) subject to on satisfactory performance, mutual consent, on same rate, terms and approval of the Competent Authority of the College.
5. The contractor shall maintain cleanliness, hygiene and sanitation in accordance with the Food Safety and Standards Act, 2006 and FSSAI guidelines.
6. Only food items and selling prices approved by the College shall be displayed and sold. No revision in menu or rates shall be made without prior written approval of the College.
7. The contractor shall deploy adequate manpower and maintain courteous and efficient service during College working hours (08:00 AM to 06:00 PM).
8. Sale of tobacco products, cigarettes, gutka, pan masala, alcoholic beverages or any prohibited items within the College premises shall be strictly prohibited.
9. The contractor shall comply with all applicable statutory provisions relating to GST, FSSAI, labour laws and other applicable regulations time to time.
10. The successful bidder shall execute an agreement on a Rs.100/- Non-Judicial Stamp Paper with Notarize & attestation before commencement of operations.
11. The College reserves the right to accept or reject any or all quotations without assigning any reason.
12. The decision of the Principal/Competent Authority shall be final and binding.
13. **Performance Security:** Successful bidder has to submit performance security Rs. 50,000/- (Rupees Fifty thousand only) valid during the contract period.
14. The contractor shall maintain the highest standard of cleanliness hygiene and safety and shall ensure that all eatable are kept in safe, clean enclosures free from flies & insects.
15. **Penalty Clause:**
    1. A penalty of Rs.500/- per instance may be imposed for minor deficiencies such as delayed service, shortage of approved menu items, overcharging, unhygienic conditions, improper waste disposal or non-maintenance of cleanliness.
    2. A penalty of Rs.2,000/- per instance may be imposed for serving stale, spoiled or sub-standard food, repeated complaints, or violation of food safety norms.
    3. Repeated violations (three or more occasions) may lead to suspension of cafeteria operations, forfeiture of security deposit, and/or termination of the contract without any compensation.
    4. The College reserves the right to recover any penalty from the contractor's pending bills or security deposit.
16. **Utilities:** Electricity charges payable by the Successful bidder as per sub-meter reading, there will be no water charges. However, any misuse, wastage or unauthorized use shall attract recovery of charges, penalty and other action deemed appropriate by the College.
17. **Health and Hygiene of Staff:** All personnel deployed by the contractor shall be medically fit, properly groomed, wear clean uniforms, head covers and identity cards while on duty. Periodic medical fitness records shall be maintained.

18. **Safety and Security:** The contractor shall ensure safe handling of LPG cylinders, electrical appliances and kitchen equipment. Fire extinguishers and other necessary safety measures shall be maintained at the contractor's cost.
19. **Inspection:** The College or any committee authorized by the Principal may inspect the cafeteria, food quality, hygiene standards, records and kitchen at any time without prior notice. The contractor shall comply with all observations within the stipulated period.
20. **Damage to College Property:** Any damage caused to College property due to negligence of the contractor or his employees shall be recovered from the contractor.
21. **Subletting:** The contractor shall not assign, transfer or sublet the cafeteria contract or any part thereof to any other agency or individual.
22. **Termination:** The College may terminate the contract at any time by giving written notice in case of unsatisfactory performance, breach of contract, repeated complaints, violation of statutory provisions or any act prejudicial to the interest of the College.
23. **Dispute Resolution:** Any dispute arising out of the contract shall be subject to the jurisdiction of the Courts at Delhi only. The decision of the Principal/Competent Authority shall be binding in matters relating to day-to-day administration of the contract.
24. **Right to Modify:** The College reserves the right to modify the menu, operating hours, cafeteria location, terms and conditions or any other operational requirement during the contract period in the interest of students and the institution.
25. **Performance Review:** The contractor's performance shall be reviewed periodically by the College. Continuation or extension of the contract (maximum upto 03 years) shall be subject to satisfactory performance and compliance with all terms and conditions.

26. Sealed quotations must be submitted to the Accounts Department on or before 30th October 2026 (Friday) by 12:00 noon.

Principal

Annexure-I

Financial Bid (format)

Name of the Firm: _____
Address: _____
Contact No.: _____

The bidder shall quote the **monthly licence fee** payable to the College for operating the cafeteria.

Particulars	Amount Quoted (excluding GST)
Monthly Licence Fee offered (in Figures)	
Monthly Licence Fee offered (in Words)	

Minimum Monthly Licence Fee: Rs.15,000/- (Rupees Fifteen Thousand only) per month, exclusive of applicable taxes.

Declaration

I/We certify that:

- the above licence fee is unconditional;
- the quoted licence fee shall remain valid during the contract period;
- I/We have read and accepted all terms and conditions of this RFQ.

Date: _____
Place: _____

Signature of Authorized Signatory
(Name & Seal)