

श्री अरविन्द महाविद्यालय

(दिल्ली विश्वविद्यालय)

मालवीय नगर, नई दिल्ली - 110017

दूरभाष : 011-41751306

ई-मेल : principal@aubindo.du.ac.in

वेबसाइट : https://www.aubindo.du.ac.in



SRI AUROBINDO COLLEGE

(UNIVERSITY OF DELHI)

MALVIYA NAGAR, NEW DELHI-110017

Phone: 011-41751306

Email: principal@aubindo.du.ac.in

Website: https://www.aubindo.du.ac.in

Ref. No. SAC/2026/7672

Dated: 11.02.2026

TENDER NOTICE FOR THE AWARD OF CANTEEN CONTRACT

Sealed tenders are invited from experienced and eligible canteen contractors for operating and running the College Canteen within the college premises on a yearly contract basis.

The prescribed Tender Form along with detailed Terms & Conditions may be downloaded from the College website: www.aubindo.du.ac.in and the University of Delhi website: www.du.ac.in.

The tender shall be submitted in a **Two-Bid System**, consisting of:

1. Technical Bid
2. Financial Bid

The completed tender documents must reach the undersigned on or before: **01.03.2026 (5:00 PM)** along with a non-refundable Tender Fee of **Rs. 1000/-**.

The tender should be submitted in a sealed envelope superscribed as: **"TENDER APPLICATION FOR RUNNING SRI AUROBINDO COLLEGE CANTEEN"**

Address for submission: **The Principal, Sri Aurobindo College, University of Delhi, Malviya Nagar, New Delhi - 110017.**

Tender Schedule

S. No.	Activity	Date & Time
1	Start Date for Downloading of Tender Document	12.02.2026
2	Last Date & Time for Submission of Sealed Tender	01.03.2026 by 05:00 PM
3	Opening of Technical Bids (in presence of bidders)	To be notified later
4	Opening of Financial Bids of Eligible Bidders	To be notified later

Sri Aurobindo College reserves the right to accept or reject any or all tenders, wholly or partly, without assigning any reason whatsoever.

Dr. Sakshi Malik
Convenor
Canteen Committee

Prof. Arun Chaudhary
Principal

Sri Aurobindo College

(University of Delhi)
Malviya Nagar, New Delhi – 110017

Request for Proposal (RfP)

For Operating Sri Aurobindo College Canteen

A reputed and experienced contractor/company having prior experience in operating and managing canteens in Government Departments / PSUs / Academic Institutions, and capable of catering to the requirements of students, staff and visitors, is invited to submit a tender under the Two-Bid System, i.e., Technical Bid and Financial Bid, for operating the College Canteen at Sri Aurobindo College (University of Delhi).

At present, the College has approximately 5,500 students and around 400 teaching and non-teaching staff members.

The proposed contract shall initially be for a period of one year, which may be extended further on the basis of satisfactory performance of services, at the discretion of the College.

Submission of Tenders: The Institute invites sealed tenders in two parts, namely:

- Technical Bid, and
- Financial Bid,

for operating the Canteen in the Sri Aurobindo College campus for a period of one year.

The tender document may be viewed and downloaded from the College website:

🌐 <https://www.aurobindo.du.ac.in>

Each bidder shall submit:

- a Demand Draft of ₹1,000/- (Rupees One Thousand only) towards Tender Application Fee (non-refundable), and
- a Demand Draft/Pay Order of ₹10,000/- (Rupees Ten Thousand only) towards Earnest Money Deposit (EMD).

Both Demand Drafts must be drawn in favour of “Principal, Sri Aurobindo College”, payable at New Delhi, and enclosed along with the Technical Bid.

The EMD of unsuccessful bidders shall be refunded without interest within 30 days from the date of opening of the tenders.

Mode of Submission

The tender shall be submitted in the following manner:

- Envelope–I: Superscribed “Technical Bid”
- Envelope–II: Superscribed “Financial Bid”

Both envelopes shall be placed in a single outer sealed envelope, superscribed as:





Sri Aurobindo College
(University of Delhi)
Malviya Nagar, New Delhi – 110017

“TENDER APPLICATION FOR RUNNING SRI AUROBINDO COLLEGE CANTEEN”

The duly filled tender application form along with all supporting documents must reach:

The Principal
Sri Aurobindo College
Malviya Nagar, New Delhi – 110017

on or before 01 March 2026, up to 05:00 PM.
Late submissions shall not be accepted.

How to Apply

The offers should be submitted in two sealed envelopes, clearly superscribed as “Technical Bid” and “Financial Bid” respectively, as per Annexure–II and Annexure–III. Both envelopes shall be placed in one outer sealed envelope superscribed “TENDER APPLICATION FOR RUNNING SRI AUROBINDO COLLEGE CANTEEN”.

The Technical Bid (Annexure–II) must be supported with the following documents:

Eligibility Conditions

1. The bidder shall submit valid registration certificates of the firm/organization under the relevant applicable law.
2. The bidder must possess a valid PAN Card and GST Registration Certificate and submit self-attested copies thereof.
3. The bidder shall submit the following financial and identity documents:
 - a) Self-attested copy of Aadhaar Card of the proprietor/authorized signatory
 - b) GST Returns of the last three (03) months
 - c) Audited Balance Sheet duly certified with UDIN number
 - d) Turnover certificate for the last financial year, duly certified by a Chartered Accountant with UDIN
 - I. *The minimum annual turnover of the firm should be ₹1.00 Crore (Rupees One Crore only) in the last financial year.*
4. A valid Character Certificate issued by Delhi Police shall be submitted.
5. The bidder shall submit documentary evidence/certificates in support of having successfully run and operated a canteen in Government Departments/Ministries, PSUs, Academic Institutions, or reputed Private Institutions during the last two (02) years, duly signed by a responsible and authorized officer of the concerned organization.
6. The bidder shall submit a Demand Draft towards:
 - a) Application Fee of ₹1,000/- (non-refundable), and
 - b) Earnest Money Deposit (EMD) of ₹10,000/- as detailed in the Terms and Conditions of the Tender Notice.
7. Details of PAN and GSTIN of the bidder must be clearly mentioned and supported with documentary proof.
8. Copies of Income Tax Returns (ITR) for the last two (02) financial years shall be submitted.
9. The bidder must possess all statutory licenses/permissions required for running a canteen, issued by the competent authority, and submit valid copies of the same.
10. The bidder shall submit a duly signed Undertaking as per the prescribed proforma provided in Annexure-IV.
11. Preference shall be given to bidders who are currently running two (02) to three (03) canteens.
12. The Lowest Bidder (L-1) shall be determined based on the aggregate calculation of prices quoted for at least 80% of the total items proposed in the financial bid.

FACILITIES TO BE PROVIDED BY SRI AUROBINDO COLLEGE

The College shall provide the following facilities to the selected canteen contractor:

- One large dining hall for students and staff
- Water supply
- A spacious kitchen area
- Washing area
- IGL (Piped Gas) connection
- Electronic Connection

REQUIREMENTS FROM THE CONTRACTOR

A. CLEANLINESS AND HYGIENE

1. The contractor shall ensure the highest standards of cleanliness, hygiene and safety in the kitchen and canteen premises at all times. All eatables shall be kept in clean and covered enclosures, free from flies, insects and other contaminants.
2. Adequate numbers of covered dustbins shall be provided by the contractor in the kitchen and dining hall for proper disposal of garbage and food waste in an eco-friendly manner. Littering of unused food, vegetables or waste inside or around the canteen shall not be permitted.
3. The contractor and its staff shall ensure that used utensils such as cups, trays, trolleys, etc., are not left unattended anywhere in the campus and are removed immediately after use.
4. The contractor shall deploy dedicated cleaning and washing staff. Cleaning and washing activities shall be carried out at intervals of every four hours, starting from 8:00 AM (i.e., at 8:00 AM, 12:00 Noon, 4:00 PM and thereafter).
5. The cleaning staff shall maintain a job card/register, signing at each cleaning interval. The same shall be countersigned by the canteen contractor and monitored daily by the Canteen Committee.
6. Food shall be cooked and served only in clean stainless-steel utensils, which shall be maintained in a spotless condition at all times. Separate sets of utensils shall be used for cooking and serving of food items, including eggs.
7. All kitchen and serving staff shall wear hand gloves, head covers and aprons while handling and serving food.
8. The contractor shall ensure proper personal hygiene of all staff deployed in the canteen.

B. QUALITY

1. The contractor shall procure all food items, edible oils, ingredients, vegetables and spices of the best quality, standard brand and ISI-marked, to the satisfaction of the Canteen Committee.
2. The Canteen Committee shall have the right to direct the contractor to change any brand or material used for cooking if the same is found unsatisfactory.
3. Food shall be cooked, stored and served under strictly hygienic conditions. Only freshly cooked food shall be served and stale or leftover food shall not be reused or recycled.
4. Any stale, leftover or excess food or food material shall be removed from the canteen premises immediately and disposed of in an eco-friendly manner.
5. Food shall be neither excessively spicy nor oily and shall be wholesome, nutritious and generally suited to the taste of students and staff members.
6. Used oil remaining after deep frying at the end of the day shall be destroyed and shall not be reused for cooking on the following day.



C. PREFERRED BRANDS OF RAW MATERIALS

The contractor shall preferably use the following brands of raw materials:

- Edible Oil: Fortune / Nature Fresh (Sunflower or Soyabean refined oil)
- Spices: MDH / Everest / Catch
- Atta, Maida, Besan, Sooji: Rajdhani / Aashirvaad / Shaktibhog
- Tea: Brooke Bond / Taj Mahal / Tata Gold / Red Label
- Coffee: Nescafé / Bru / Tata Grand
- Milk, Paneer, Curd: Mother Dairy / Amul
- Butter: Amul / Mother Dairy
- Bread: Britannia / Harvest
- Fruit Juices: Real / Safal / Frooti / Slice
- Basmati Rice: Sona / Lal Quila / India Gate

Use of any other brand shall be strictly subject to prior written approval of the Canteen Committee.

D. SERVICE

1. The contractor shall provide food and beverage services not only in the canteen but also, free of service charges, in various areas of the College including the Principal's Office, Administrative Office, Library, Staff Rooms, Science Block and other Departmental Rooms, as and when required.
2. Food served outside the canteen shall be properly packed using aluminium foil, food-grade saran wrap or cling film.
3. Crockery used shall be of good quality, such as bone china or high-quality stainless steel.
4. Special catering arrangements shall be made for meetings of the Principal, Staff Council, Associations and other College Departments/Units, whenever required.
5. A menu card shall be circulated to staff in various departments and shall also be displayed prominently in the canteen for students.

E. RATES

1. The contractor shall sell only approved food items at the rates specified in the Rate List (Annexure-I).
2. The approved menu along with the price list shall be displayed prominently in the canteen dining hall, staff rooms and other designated areas of the College.
3. The contractor shall not alter or tamper with the approved rates under any circumstances. In case of any verified complaint, the Canteen Committee may impose a penalty up to ₹5,000/-.
4. Introduction of any new item in the menu shall be permitted only with prior approval of the Canteen Committee and at rates approved by it.



**TERMS AND CONDITIONS GOVERNING THE CONTRACT FOR RUNNING AND OPERATING
SRI AUROBINDO COLLEGE CANTEEN**

Terms and conditions for submitting the tenders for providing canteen services:

1. The final decision shall be taken after the contractor is interviewed and the presentation is assessed by the Committee, following which the contractor is recommended. Contractors having prior experience of running similar facilities in Delhi University Colleges, Government Departments, or Public Sector Undertakings (PSUs) shall be given due weightage.
2. The contractor's firm must not have been blacklisted by any Central/State Government Department, Autonomous Body, PSU, or any other organization and must not have been penalized for violation of the provisions of the Food Adulteration Act, 1954. A self-certification to this effect, duly signed and stamped on the firm's letterhead, shall be submitted along with the application. The successful bidder shall be required to execute an agreement with the College on a non-judicial stamp paper of ₹100/-, agreeing to abide by all the terms and conditions of the contract.
3. 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 his 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.
4. The contractor shall ensure that applicable labor laws and minimum wages act are complied with.
5. The contractor shall be required to pay:
 - i). Water charges Rs. 5000/- per month and electricity charges as per actual usage of every month. This amount shall be deposited by 07th of every month.
 - ii). Rs. 75,000/- as security deposit (as Performance Guarantee) in form of bank guarantee that shall be refundable after the expiry of contract and no interest shall be payable on it. This may be adjusted in case any dues / damages are reported during the tenure of contract period.
 - iii). Monthly license fee of Rs. 10,000/- shall be paid in advance by 07th of every month; and three-month license fee in advance shall be paid.
6. The contractor shall keep the canteen area (in and around) neat and tidy.
7. The kitchen of the canteen shall be maintained with best of hygiene standard.
8. The contractor shall take all the precautions to maintain quality of food. In no case, he shall sell stale/old stuff/preparations.
9. The contractor must not use / store any hazardous chemical / dangerous element/ banned or expired products in the canteen which may pose threat to the health and safety of the people.
10. The contractor shall use the good quality branded cooking medium and should ensure that only standard material / ingredients for cooking and serving are used. No local/ sub- standard material/ingredient shall be allowed.
11. The contractor shall not use the canteen / college premises for residential purposes for self or his staff.
12. The contractor shall not sublet the contract to any vendor further. Similarly, no part of the menu/ items agreed upon shall be sublet to any other party. Subletting in any form shall not be allowed.
13. The contractor shall provide the list of the workers along with their identification & residential proof and police verification, who are working in the canteen.





- (a) 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 miss happening or undesirable incidence on account of the conduct / *behavior* of the staff engaged by the contractor.
- (b) A list of staff working in canteen shall be forwarded to the police station concerned.
- (c) 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.

14. 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.

15. The contractor shall have to ensure that the canteen staff employed by him wears full dress with proper gloves, head cover, apron etc. The contractor shall have to take all the measures to maintain good hygiene during the preparation and serving.

16. The approved rates of food items as accepted by the college shall not be increased by the contractor. Similarly, no other item shall be sold by the contractor outside the approved list without the permission of the college. The contractor shall display the rates of items, as approved upon by the college at prominent places of canteen and staff room. The contractor shall display the menu everyday on the notice board of the canteen.

17. The contractor shall have to make his own arrangements to remove / dispose-of 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.

18. The contractor shall have to provide "Complaint and Suggestion Book" and the same shall be made available to anyone who desires to record any complaint or suggestion. The same shall be submitted to the Principal's Office/ Convener, canteen committee for inspection every month.

19. The contractor shall not close the canteen without prior permission from the college. The canteen shall remain open on Saturdays / Sundays / vacations/ Holidays as per the requirement of the college.

20. The contract may be terminated by giving one month's notice by the college. However, if it has been found/ reported that there has been a gross misconduct, negligence, non-compliance of orders requiring immediate action, the Principal shall have the rights to revoke the contract immediately without any notice.

21. After the termination / expiry of the contract, all the belongings of the college should be handed over to the college, including those items for which the college has undergone a separate agreement.

22. The contractor shall have to ensure that the agreement made by the college with any other party shall be enforceable upon him also. He shall have to ensure that no competitive product is being sold in the canteen for which the college has undertaken separate & exclusive tie-up.

23. The convener and members of canteen committee / Administrative Officer/ SO or any other staff as deputed by the Principal can inspect the canteen any time to check the quality of food preparation, hygiene conditions, staff conduct etc.

24. Any loss to the property of the college caused by the contractor shall be borne by the contractor.
25. The Contractor will be required to arrange sufficient equipment and crockery in order to ensure proper and efficient services.
26. The contractor should ensure all safety measures while running and operating the Sri Aurobindo College Canteen. This includes necessary precautions against fire hazards. The contractor will have to arrange and periodically refill at least 5 numbers of fire-extinguishers.
27. Sri Aurobindo 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.
28. The contractor shall not engage the service of any sub- contractor or transfer the contract to any other person.
29. Sri Aurobindo College reserves the right to change any terms and conditions governing the operation of canteen as and when circumstances so warrant.
30. The contractor will have to arrange a separate landline telephone connection for canteen.
31. In event of delay in deposit of monthly Licence Fee, Electricity and Water charges, interest will be charged @10% per month.
32. The contractor shall abide by the contract if any done in future by the college pertaining of the canteen.

Screening Criteria (Total 100 points)

S.No.	Criteria	Criteria Points
1.	Experience <ul style="list-style-type: none">Running One canteenAdditional point for each canteen	20 10
2.	Technical Evaluation	50 (Maximum)

Process of Award of canteen: The award for running canteen will be on the basis of Screening criteria and interaction with college canteen committee. The decision of the college authority shall be final and binding



Annexure-II**REQUEST FOR PROPOSAL (RFP) FOR OPERATING SRI AUROBINDO COLLEGE CANTEEN****TECHNICAL BID**

(To be kept separately in a sealed cover superscribing 'Technical Bid' on the top)

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.	Contact Number	
6.	Email	
7.	Details of Application fee paid (DD no. Date/Drawee Bank)	
8.	Details of EMD paid (DD no. Date/Drawee Bank)	
9.	Details of statutory licences obtained(if any)	
10.	Details of PAN/GSTIN/Registration No.	
11.	Numbers of employees currently on rolls of the bidder (chefs/cook, Service staff etc. to be detailed separately)	
12.	Details of organization served/presently being served (certificates to be attached)	
	Period	Details of the organization served
	From To	
(a)		
(b)		
(c)		

Date:_____

Place:_____

Seal

Signature of the Bidder _____

Name_____

Designation_____

Address_____

REQUEST FOR PROPOSAL (RFP) FOR OPERATING SRI AUROBINDO COLLEGE CANTEEN

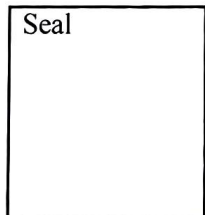
FINANCIAL BID

(To be kept separately in a sealed cover superscribing 'Financial Bid' on the top)

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 Id	

Date:_____

Place:_____



Signature of the Bidder_

Name_____

Designation_____

Address_____

UNDERTAKING

The Principal
Sri Aurobindo College
(University of Delhi)
Malviya Nagar, New Delhi
Delhi-110017

Sir,

I/We the undersigned certify that I/We have gone through the terms and conditions along with price list of the items to be supplied in the canteen mentioned in the tender documents and hereby undertake to agree and comply with them in entirety.

I/We understand that in case of breach of any of the terms and conditions committed on my/our part, the contract for operating and running of Sri Aurobindo College canteen will be liable to be terminated.

Date: _____

Place: _____

Seal

Signature of the Bidder _____

Name _____

Designation _____

Address _____