

F.No. IEG/Admin/CO/Estab.-I/194

1st May 2025

NOTICE INVITING TENDER
FOR OPERATING CANTEEN AT THE INSTITUTE OF ECONOMIC GROWTH (IEG)

Sealed tenders are invited from experienced or start-up canteen contractors for operating the canteen at the Institute of Economic Growth (IEG) on an annual basis.

The tender document, containing detailed terms and conditions, can be downloaded from the Institute's website: www.iegindia.org.

Completed tender applications, in sealed envelopes clearly marked "**TENDER APPLICATION FOR RUNNING I.E.G. CANTEEN**", must be submitted to:

The Administrative Officer
Institute of Economic Growth
University of Delhi Enclave
Delhi – 110007

The last date for submission is **May 30, 2025**

Date & Time of Publication of Tender	1 st May 2025
Date & Time of Ending Bid Submission	30 th May 2025, 5:00 PM
Bid Validity Period	90 Days
Earnest Money Deposit (EMD)	<p>An Earnest Money Deposit (EMD) of ₹5,000/- must accompany each quotation, submitted in the form of a Demand Draft or Pay Order drawn on any Nationalized or Scheduled Bank, in favour of <i>Institute of Economic Growth</i>, payable at <i>University Enclave, University of Delhi, North Campus, Delhi</i>.</p> <p>Cheques, Money Orders, or Cash will not be accepted. The EMD will not carry any interest under any circumstances.</p>

I.E.G. reserves the right to accept or reject any or all the tenders or part of any tender without assigning any reason thereof.

Administrative Officer

Request for Proposal (RFP) for Operating the Institute of Economic Growth (IEG) Canteen

The Institute of Economic Growth (IEG) invites sealed tenders along with **Financial Bid** for operating the canteen at the IEG campus for a period of **one year**, which may be extended further based on satisfactory performance.

The tender document containing detailed terms and conditions can be viewed and downloaded from the Institute's website: www.iegindia.org.

All bidders must submit a non-interest-bearing **Earnest Money Deposit (EMD) of ₹5,000/- (Rupees Five Thousand only)** in the form of a **Demand Draft or Pay Order** drawn in favour of "**Institute of Economic Growth, University Enclave, University of Delhi, North Campus, Delhi**", to be enclosed with the **Technical Bid**.

The EMD of unsuccessful bidders will be refunded (without interest) within **30 days** from the date of opening of the tenders.

The bids must be submitted as follows:

- **Financial Bid** should be placed in a sealed envelope clearly superscribed with "**Financial Bid**".
- **Financial Bid** envelopes should then be placed in a **single larger sealed envelope**, superscribed with: "**TENDER APPLICATION FOR RUNNING I.E.G. CANTEEN**"

The completed tender application form along with all supporting documents should be submitted in the **Tender Box at the IEG Reception**, addressed to:

The Administrative Officer
Institute of Economic Growth
University of Delhi Enclave
North Campus, Delhi – 110007

The last date for submission is **30th May 2025, by 5:00 PM**.

FACILITIES TO BE PROVIDED BY I.E.G.

The canteen premises include:

- A large dining hall for visitors and staff
- Purified drinking water (R.O. system)
- A kitchen area with designated washing, cooking, and storage sections
- Refrigerator and deep freezer in operational condition

Note: In case of malfunctioning of any electronic items, the contractor shall be responsible for carrying out necessary repairs at their own cost.

RESPONSIBILITIES OF THE CONTRACTOR

1. Cleanliness and Hygiene

- The contractor shall maintain **the highest standards of cleanliness, hygiene, and safety** in the kitchen and canteen premises.
 - All food items must be stored and displayed in **clean, covered containers**, free from flies, insects, and other contaminants.
 - The contractor shall place an adequate number of **dustbins** in the kitchen and dining areas for proper disposal of waste in an **eco-friendly manner**. There should be **no littering** of unused food, vegetables, or other materials in or around the canteen.
 - The contractor and staff must ensure that **used utensils** (cups, trays, trolleys, etc.) are **not left lying around** the campus and are removed immediately after use.
 - A **dedicated cleaning staff** must be deployed for washing and cleaning duties. Cleaning should be done **every 4 hours**, starting from 8:00 AM (i.e., at 8:00 AM, 12:00 PM, 4:00 PM, and thereafter as needed). A **cleaning log (job card)** shall be maintained and signed by the cleaning staff and **countersigned by the contractor**. The Canteen/Staff Welfare Committee will monitor cleanliness **on a daily basis**.
 - Food must be cooked and served only in **clean stainless steel utensils**. Utensils are to be **sparkling clean at all times**, and separate sets must be used for cooking and serving items containing eggs.
 - **Kitchen and service staff** must wear **head covers, aprons, and hand gloves** at all times during food preparation and service.
 - The contractor is responsible for ensuring **personal hygiene and cleanliness** of all staff employed in the canteen.
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2. Food Quality and Standards

- All ingredients, including food articles, oils, vegetables, spices, etc., must be **of premium quality**, preferably **branded or ISI-marked**, and must meet the satisfaction of the Canteen/Staff Welfare Committee. The Committee reserves the right to ask for replacement of any brand or item found unsuitable.
- Food must be **cooked, stored, and served under hygienic conditions**. Only **freshly prepared food** shall be served; **recycling or re-serving of stale food** is strictly prohibited. All leftover or stale food must be disposed of **promptly and in an eco-friendly manner**.
- Food preparation should be **moderately spiced and low in oil**, keeping in mind the general taste preferences of the Institute's staff and visitors.
- **Used cooking oil**, especially oil used for deep frying, must be **discarded daily** and **shall not be reused** under any circumstances.
- The contractor shall also provide **room service** for staff and visitors within the institute premises **free of any extra charge**.
- All food served outside the canteen (e.g., to rooms, units, or halls) should be **neatly packed** using **aluminium foil, saran wrap, or cling film** to maintain hygiene and freshness.
- **Crockery and serving ware** should be of **good quality** (e.g., bone china or premium stainless steel). Special arrangements, including superior quality utensils and service, must be made for **official meetings and events**.

RATES:

The contractor will be required to sale only approved food items at the rates mentioned in the **rate list as per Annexure-I**. The same list of items (Menu) along with the price will required to be displayed prominently in the canteen dining hall, staff rooms, and various departments/units.

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.1000/-upon due verification.

Introduction of new items in the Menu can also be done with prior approval of the Canteen/Staff Welfare Committee at the rates approved by it.

TERMS AND CONDITIONS GOVERNING THE CONTRACT

For Operating the I.E.G. Canteen

The following terms and conditions shall apply to all bidders submitting tenders for providing canteen services at the Institute of Economic Growth (IEG):

1. Selection Criteria

The final decision will be based on an interview and presentation before the Canteen Committee. Preference will be given to contractors with prior experience operating canteens in **Delhi University colleges, Government Departments, PSUs, or other reputed institutions.**

2. Blacklisting and Legal Compliance

The contractor must certify on company letterhead that:

- Their firm has **never been blacklisted** by any organization.
- They have **never been penalized under the Food Adulteration Act, 1954.**

3. Statutory and Legal Requirements

The contractor shall:

- Comply with all applicable laws and obtain all necessary **licenses and permissions** at their own cost.
- Be solely responsible for any legal liabilities arising from non-compliance with statutory requirements. The Institute will bear **no responsibility** in this regard.

4. Labour Law Compliance

The contractor must ensure adherence to **labour laws** and payment of **minimum wages** to all workers.

5. Agreement Execution

The successful bidder must sign a formal agreement with IEG on a **non-judicial stamp paper of ₹100/-**, accepting all terms and conditions of the contract.

6. Security Deposit

- A **refundable Security Deposit of ₹10,000/-** shall be submitted as a **Performance Guarantee.**
- No interest shall be payable on this amount.
- The deposit may be adjusted to recover any damages or dues during the contract period.

7–9. Cleanliness and Hygiene

- The canteen and surrounding areas must be **kept clean and tidy** at all times.
- The **kitchen must be maintained in a hygienic condition.**
- **Stale or old food/expired items** must not be sold under any circumstances. Only fresh and good quality food should be prepared and served.

10–11. Prohibited Items and Quality of Ingredients

- **Hazardous, expired, banned, or unsafe items** must not be used or stored.
- Only **branded and quality cooking materials** should be used. **Local or substandard products** are strictly prohibited.

12–13. Use of Premises

- The canteen premises shall **not be used for residential purposes**.
- The contractor **shall not sublet** the contract or delegate parts of it to others.

14. Staff Identification and Conduct

The contractor must:

- Provide a **list of staff** with valid **ID and residential proof**, along with **police verification**.
- Inform the Institute of any staff changes immediately.
- Ensure staff behavior is appropriate at all times.
- Submit the staff list to the **local police station**.
- Ensure all staff follow instructions issued by the Institute and restrict their movement to designated areas.

15. Contractor's Responsibility

- The contractor is solely responsible for the **safety and security of personal belongings** in the canteen. IEG shall not be liable for any loss, theft, or damage.

16. Staff Uniform and Hygiene

All staff must:

- Wear **complete uniforms** including **aprons, gloves, and head covers**.
- Maintain **high standards of personal hygiene**.

17. Rates and Display

- (a) The contractor must not **increase the approved rates** or sell unauthorized items.
- (b) **Approved rate lists** must be **prominently displayed** in the canteen and staff areas.
- (c) The **daily menu** must be displayed on the canteen notice board.

18. Waste Disposal

- The contractor must **arrange proper garbage disposal** outside the Institute premises.
- Waste must not be scattered and proper **dustbins** must be used.

19. Complaint and Suggestion Book

A **Complaint and Suggestion Book** must be maintained and made available to anyone wishing to provide feedback. It should be submitted monthly to the Canteen/Staff Welfare Committee or Central Office for review.

20. Canteen Operation Schedule

- The canteen shall **not be closed without prior permission** from the Institute.
- It must remain operational on **Saturdays, Sundays, holidays, and during vacations**, as per institutional requirements.

21. Termination of Contract

- The contract may be terminated by the Institute with **one month's prior notice**.
- In case of gross misconduct or non-compliance, the **Director may terminate the contract immediately** without notice.

22. Handover of Institute Property

Upon termination or expiry of the contract, the contractor must return all Institute property in good condition, including items covered under any separate agreement.

23. Compliance with Other Agreements

The contractor must honour any **exclusive agreements** the Institute may have with third parties and **avoid selling competing products** in the canteen.

24. Inspections

The **Canteen Committee, Staff Welfare Committee, Administrative Officer, or any authorized personnel** may conduct surprise inspections at any time to check food quality, hygiene, and staff conduct.

25. Liability for Damages

Any damage to Institute property caused by the contractor or their staff shall be **recovered from the contractor**.

26. Infrastructure Requirements

The contractor must **arrange all necessary infrastructure**, including:

- Cooking equipment
- Crockery
- Gas Top

27. Safety Measures

The contractor must take all **necessary fire and safety precautions** while operating the canteen.

28. Credit and Losses

IEG shall not be held responsible for:

- **Credit sales** to visitors or staff
- **Losses due to theft, pilferage, or any other reason**

29. Prohibition on Subcontracting

The contractor **shall not appoint any sub-contractor** or **transfer the contract** to another person or entity.

30. Amendments to Terms

IEG reserves the right to **modify or add to the terms and conditions** as required at any time.

31. Monthly Dues

In case of delay in depositing monthly IGPL charges, interest @10% per month will be levied.

32. Future Compliance

The contractor shall comply with any future agreements made by the Institute related to the operation of the canteen.

Documents required to be submitted by the bidder

Sl. 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 statutory licences obtained(if any)	
8.	Details of PAN/GSTIN/Registration No.	
9.	Numbers of employees currently on rolls of the bidder (chefs/cook, Service staff etc. to be	

Date: _____

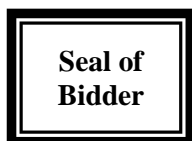
Place: _____

Signature of the Bidder: _____

Name: _____

Designation: _____

Address: _____



UNDERTAKING

The Administrative Officer,
Institute of Economic Growth,
University of Delhi Enclave, North Campus,
Delhi-110007

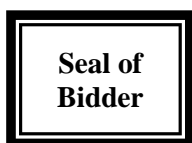
Sir,

I/We, the undersigned, hereby certify that I/We have thoroughly read and understood the terms and conditions, along with the price list of items to be supplied in the canteen, as specified in the tender document. I/We agree to abide by and comply with all the provisions stated therein in their entirety.

I/We further understand that any breach or violation of the stated terms and conditions on my/our part shall render the contract for operating and managing the Institute of Economic Growth (I.E.G.) Canteen **liable to immediate termination** by the Institute.

Date:_____

Place:_____



Signature of the Bidder:_____

Name:_____

Designation:_____

Address:_____

Financial Bid

Sl. No.	Menu List of Items	Quantity	Rate/-
	Tea and Beverages		
1	Tea (ginger+ cardamom)	120ml	
2	Special tea in full cream milk	120ml	
4	Coffee in full cream milk	120ml	
5	Cold drinks	200/600ml	
8	Dahi only	100/200ml	
11	Mineral water	MRP	
12	Nimbu Pani	1 glass	
	Snacks		
13	Samosa (1piece)	100gm	
14	Kachori (1 piece)	60gm	
15	1 kachori with sabzi	60gm	
16	Bread pakoda	120gm	
17	Paneer pakoda	60gm	
18	Veg. Spring roll	150gm	
19	Veg cutlet (per piece)	100gm	
20	Paneer cutlet (per piece)	100gm	
21	Veg Burger (per piece)	150gm	
22	Veg. Sandwich(per piece)	150gm	
23	Veg. Patties	150gm	
24	Veg. Chowmin	250gm	
25	Egg chowmin	250gm	
26	Noodles	200gm	
27	BROWN/white Bread butter toast	4 Pcs.	
28	Omelette (2 Bread Slice, Eggs)	250gm	
29	Pav Bhaji	Per Plate	

Sl. No.	Menu List of Items	Quantity	Rate/-
30	Masala dosa	300gm	
31	Paneer dosa	300gm	
32	Uttipam	200gm	
33	Sambhar Vada (2 pieces)	Per Plate	
34	Sambhar idli (2 pieces)	Per Plate	
35	Upma	150gm	
36	Puri chole	300gm	
37	Chhole Bhature	300gm	
38	Parantha Plain	150gm	
39	Parantha Stuffed (Aloo, Gobhi, Paneer)	150gm	
40	Rajma (Medium Bowl)	150gm	
41	Rajma with Rice	300gm	
42	Chhole (Medium Bowl)	150gm	
43	Chole with Rice	300gm	
44	Kadhi (Medium Bowl)	150gm	
45	kadhi with Rice	300gm	
46	Plain rice	200gm	
47	Fried Rice	200gm	
48	Roti	Single	
49	4 Roti with Daal (150gm) (different varieties)	Per Plate	
50	4 Roti with sabzi (150gm) (different varieties)	Per Plate	
51	Egg curry (2 eggs) (250gm)		
52	Mini Thali (2 chapatis, daal, rice, 1 seasonal sabzi and salad)		
53	Regular Thali (4 chapatis, daal, rice, 1 seasonal sabzi, salad, raita, 1 papad and picked	Per Plate	
54	Special Thali (4 chapatis, Dall, Rice, 1 seasonal sabzi, 1 paneer sabzi, salad raita, 1 papad, 1 sweet	Per Plate	
55	Special thali-with egg (4 chapati, Dall, rice, 1 seasonal sabzi, egg curry, salad, raita, 1 papad, 1 sweet)	Per Plate	
56	Confectionery Item (Biscuits, chocolates, wafers, pastry, matthi etc)		
58	Marconi/pasta	Per Plate	
	Note: Any Product mentioned above should not exceed its MRP.		