



श्री राम कॉलेज ऑफ़ कॉमर्स  
**SHRI RAM COLLEGE OF COMMERCE**  
दिल्ली विश्वविद्यालय, मौरिस नगर, दिल्ली ११०००७  
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February 3, 2026

**NOTICE INVITING PROPOSALS CUM BIDS  
FOR ALLOTMENT OF TEA & SNACKS VENDING KIOSK  
ON LICENSE FEE BASIS**

Shri Ram College of Commerce (SRCC) hereby invites proposals cum bids from established and experienced contractors/ agencies for allotment of Tea & Snacks vending Kiosk near the SRCC Boys' Hostel on License Fee basis **initially for a period of one year w.e.f. March 15, 2026** which may be extended further subject to satisfactory performance of services and mutual consent of both the parties.

The allotment of Kiosk shall be governed by the following **basic conditions**:

1. **Area of Kiosk** – The Kiosk is admeasuring 70 square feet (approx.) which can be safely closed under lock and key when not in operation.
2. **License Fee** – The agreement shall be initially for a period of one year on **minimum Reserved License Fee of Rs. 5,000/- per month**. The License Fee shall be increased by 10% every time in case the agreement is extended.
3. **FSSAI License** – The Bidder **MUST** be in possession of a valid FSSAI License.
4. **Timings of operation of the Kiosk** – The Kiosk shall be allowed to be operated during 4 PM to 9 PM from Monday to Saturday. The Kiosk shall not be operational on Sundays or Holidays.
5. **Sanitation charges** – Licensee shall be liable to pay **Rs. 500/- per month** towards sanitation charges around the Kiosk.
6. **Water Charges** – Licensee shall be liable to pay **Rs. 500/- per month** towards water charges around the Kiosk.
7. **Electricity charges** – Licensee shall be liable to pay charges towards consumption of electricity **on actual basis as per sub-meter installed at the Kiosk**.
8. **Extension of the Agreement** - The allotment and agreement with the Licensee may be extended further subject to satisfactory performance of services and mutual consent of both the parties. There can be a maximum of two extensions of one year each to the contract.

**Eligibility criteria for Bidder**

1. **Experience**: The bidder must be a reputed contractor with a **minimum of 5 years' experience** of running and operating Canteen/ Food Kiosk in Government Departments/ PSUs/ Academic Institutions/ Private organizations of repute and has the ability to cater to the needs of Students, Faculty, Staff and Visitors.
2. **Annual Turnover**: The bidder should have an Average Annual Gross Turnover of **Rs. 8,00,000/-** pertaining to the immediately preceding 3 Financial Years.
3. **FSSAI License**: The bidder must have a valid License issued by the FSSAI for Food and Catering business as per applicable norms in this regard.

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4. **Location in Delhi:** The bidder must be located in the city of Delhi. Bidders from outside Delhi will not be considered.

**Documents to be submitted along with the Technical Bid:**

1. **Documents in support of experience** of running and operating Canteen/ Food Kiosk in Govt. Departments/ Ministries, PSUs/academic institutions/ private institutions of repute during the last 5 years as per proforma in *Annexure-B* along with **Client Satisfaction Certificates**.
2. **Certificate with details of Average Annual Turnover** from a Chartered Accountant along with **audited financial statements** pertaining to the immediately preceding 3 Financial Years.
3. Certified copy of the **FSSAI License**.
4. Certified copy of **proof of office/ workplace in Delhi**.
5. **Earnest Money Deposit (EMD)** as detailed in terms and conditions of the Bid Document.
6. **Undertaking** in respect of compliance of Terms and Conditions (as per prescribed proforma in *Annexure-D*)
7. **Undertaking** in respect of non-black-listing (as per prescribed proforma in *Annexure-E*)

**Bid Evaluation Methodology**

The technical evaluation of submitted bids shall be carried out with evaluation and assessment on the following parameters:

1. **Technical Bid** (*which shall have 30% weightage*); and
2. **Financial Bid** (*which shall have 70% weightage*).

**Technical Bid Evaluation Scoring Scheme [30% weightage]**

Sr. No.	Attributes	Evaluation
1	<b>Experience of running and operating Canteen/ Food Kiosk in Govt. Departments/ Ministries, PSUs/academic institutions/ private institutions of repute during the last 5 years.</b> i. <i>Minimum Experience of 5 years</i> ii. <i>Experience more than 5 years but less than 10 years</i> iii. <i>Experience more than 10 years</i>	<b>Max. 40 marks</b>  25 35 40
2	<b>Average Annual Turnover</b> pertaining to the immediately preceding 3 Financial Years. i. <i>Average Annual Turnover of more than Rs. 10 lacs</i> ii. <i>Average Annual Turnover of Rs. 8-10 lacs</i>	<b>Max. 40 marks</b>  40 20
3	<b>Experience of operations in an educational institution</b>	<b>10 marks</b>
4	<b>Agreement with Total Price Menu*</b>	<b>10 marks</b>
	<b>Total</b>	<b>100 marks</b>

*\*Agreement with the Rates and/ or Total Price Menu, as detailed in Annexure - A, shall also be part of the evaluation of the Technical Bid and L-1 Total Price Menu shall be awarded the maximum 10 marks. Marks to other bidders (L-2; L-3...) shall be awarded in proportion to the L-1 offer accordingly. Bids below the proposed 'Total Price Menu' will be disqualified.*

*Minimum Qualifying Marks for opening of Financial Bid shall be 60 marks.*

### Financial Bid Evaluation [70% weightage]

The Financial Bid will be evaluated on the following basis:

License Fee [70 marks] - *Minimum Reserved at Rs. 5,000/- per month*

Highest [H-1] Licence Fee offered by the bidder for running and operating Canteen/ Food Kiosk shall be awarded the maximum 70 marks. Marks to other bidders (H-2; H-3...) shall be awarded in proportion to the H-1 offer accordingly.

### Final Evaluation and Selection of Successful Bidder

Final evaluation and selection of the Successful Bidder shall be done on the basis of total of 30% of the score secured in Technical Evaluation and full score (out of 70 marks) secured in the Financial Evaluation. *Bidder securing the Highest (H-1) score out of total 100 marks shall be selected as Successful Bidder for award of the contract.*

The score/ marks given by the Evaluation Committee shall be final and binding on the participating bidders.

### Submission of Bids - Two Bid System: Technical & Financial Bids

#### How to apply

Sealed proposal containing Technical and Financial Bids, as per prescribed proformas, in separate sealed covers along with the required documents, superscribed with 'Notice Inviting Proposals cum Bids for Allotment of Tea & Snacks Vending Kiosk on License Fee Basis' on top of the covering envelope is to be submitted to the Principal, Shri Ram College of Commerce, University of Delhi, Maurice Nagar, Delhi - 110 007 latest by 1600 hrs on February 25, 2026.

*3/2/26*  
PRINCIPAL  


## TERMS AND CONDITIONS

### A. TECHNICAL BID

1. Technical Bid is to be submitted duly filled and signed as per prescribed proforma in **Annexure - B**.
2. Bid can only be submitted in the prescribed format.
3. Bids not accompanied with the Earnest Money Deposit (EMD) and/ or required documents will be summarily rejected.
4. Technical Bid should be properly signed by the Proprietor/ Partner or any authorized official/ representative of the bidder firm and his/ her capacity as the signatory should be specifically stated. Bids should also bear stamp of the bidding organization/ firm.
5. During the examination, evaluation, comparison of the bids and qualification of the bidders, the college may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder which is not in response to the request by the college shall not be considered.
6. If a bidder does not provide clarification sought in respect of its bid, the bid is liable to be rejected by the college.
7. Conditional bids with deviations from the conditions laid down by the college, bids not meeting minimum eligibility criteria, technical bids not accompanied with EMD of the requisite amount or any other requirements, stipulated in the bid document are liable to be rejected.
8. The bidder(s) which qualifies the technical evaluation stage as per the Technical Bid Evaluation Scoring Scheme shall only be eligible for opening of financial bids.

### B. FINANCIAL BID

1. Financial Bid is to be submitted duly filled and signed as per prescribed proforma in **Annexure - C**.
2. Financial Bid shall be evaluated as per criteria detailed in the Bid Document.
3. Financial bids of only technically qualified bidders as per Technical Bid Evaluation Scoring Scheme shall be opened.

### C. EMD

1. **EMD of Rs. 5,000/- (Rupees Five Thousand only)** in the form of Demand Draft drawn in favour of *Principal, Shri Ram College of Commerce*, payable at Delhi shall be required to be **mandatorily submitted in physical form** in the College.
2. Bidders should mention the agency's name and contact number of the authority representative on back of the Demand Draft.

### D. RESPONSIBILITIES & OBLIGATIONS OF THE CONTRACTOR

1. The contractor will be required to **sale only approved food items** at the rates mentioned/ quoted in the rate list as per *Annexure-A*. The same list of items (Menu) along with the price will be required to be displayed prominently at the Kiosk at all times.
2. The Contractor shall procure all food articles, vegetables, 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.
3. The Contractor shall be required to remain present at the Kiosk during the hours of

- operation.
4. All cooking and heating of the food items shall be only through use of Induction Plate/ Electrical Appliances. Cooking through Stove/ Fire will not be permissible at the Kiosk.
  5. The entire SRCC campus is a No-Smoking Zone and the Contractor shall be liable to ensure that the College Campus is not used for smoking or consumption of liquor by any visitor or its staff at the Kiosk. Smoking Pan Masala or tobacco etc. is also prohibited in the SRCC Campus.
  6. Employment of child labour is strictly prohibited and the Contractor is liable to ensure strict compliance of the same.
  7. 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 materials shall be removed from the Kiosk premises in an eco-friendly manner as soon as possible.
  8. 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.
  9. 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.
  10. 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 at all times. Separate set of utensils will be used for cooking and serving of items including eggs.
  11. The utensils shall be required to be cleaned with hot water using detergent power/ liquid soap after every meal.
  12. The contractor shall pay special attention to maintain the Kiosk and surrounding areas in a neat, tidy and hygienic condition at all times.
  13. The *contractor shall be liable to pay charges for consumption of electricity* on actual basis as per sub-meter installed for the Kiosk.
  14. The contractor shall be liable to pay charges towards sanitation and consumption of water @ Rs. 500/- each per month.
  15. The contractor and its staff shall ensure that only hot food is served to students and employees. Complaints, if any, in this regard shall be dealt with severely.
  16. Staff engaged by the contractor at the Kiosk shall behave politely with Students, Faculty, and Staff.
  17. The contractor shall ensure that all staff engaged at the Kiosk are medically fit and in good health at all times.
  18. In case any theft or pilferage is detected and the same is due to negligence or carelessness or connivance of the staff deployed by the contractor, then the cost of loss thereby caused will be fully made good by the contractor to the College or concerned third party.
  19. The contractor will be required to ensure that all its employees/ workers are paid wages as per the Minimum Wages rates notified by the Government of Delhi.
  20. The contractor will be solely and exclusively responsible to adhere to meet all statutory obligations and compliances under the relevant rules and regulations of the government viz. Labour laws, PF and ESI benefits, required licences under the FSSAI norms etc.
  21. The contractor will not deploy any minor to work at the Kiosk.
  22. The contractor shall not make or permit any constructions or structural alteration of the Kiosk without prior written approval of the competent authority of SRCC.
  23. The Kiosk shall be allowed to be operated **only during 4 PM to 9 PM** from Monday to Saturday. The Kiosk shall not be operational on Sundays or Holidays.
  24. The contractor will occupy the Kiosk only for cooking and vending food and no other space anywhere in the campus.
  25. In case of any loss/ damage to the college's property is caused by the Contractor or its staff, the contractor will be liable to indemnify the College for the amount of such loss or damage.

26. The contractor will ensure highest standards of cleanliness, hygiene and safety at the Kiosk. The contractors will ensure that all eatables are kept in safe and clean enclosures free from flies and insects.
27. Adequate number of dustbins will be placed by the contractor near the Kiosk for proper disposal of garbage and food waste in an eco-friendly manner. There should not be any littering of unused food or vegetables in the Kiosk or surrounding areas.
28. The contractor and its staff will ensure that no used utensils viz. cups, trays, thalis etc. are lying in the areas surrounding the Kiosk.
29. The contractor will be required to arrange sufficient equipment and crockery in order to ensure prompt and efficient services.
30. The contractor should ensure all safety measures while running and operating the Kiosk. This includes necessary precautions against fire hazards and making provision for adequate fire extinguishers.
31. The contractor shall not engage the services of any sub-contractor or transfer the contract to any other person. In case of breach of this condition, SRCC reserves the right to terminate the contract and to forfeit all security deposits without any prior notice.
32. On expiry/ termination of the contract, the Contractor shall hand over vacant physical possession of the Kiosk to SRCC in original condition in which it was given.

#### E. GENERAL

1. Introduction of new items in the Menu can only be done with prior approval of the Canteen Committee at the rates approved by it.
2. Consequent to award of the contract, rates quoted in respect of Total Price for whole Menu shall remain valid throughout the period of contract and there shall be no revision thereto.
3. Bids will remain valid for a period of 3 months from the last date of submission. Rates stated and approved by the college will remain valid for the entire period of contract.
4. The college reserves the right to accept or reject any or all of the bids either fully or partially without assigning any reasons thereof.
5. The successful bidder will be required to deposit a *sum equivalent to 3 (three) times of the quoted Monthly License Fee towards refundable Performance Security deposit* in the form of Bank Guarantee/ Demand Draft/ Pay Order drawn in favour of the Principal, Shri Ram College of Commerce payable at Delhi.
6. No interest shall accrue on the refundable performance security deposit and the same will be refunded after two months' consequent to successful completion of the contract after adjustments of dues, if any.
7. The successful bidder will be required to execute an agreement with terms and conditions governing the contract on a non-judicial stamp paper of prescribed value on award of the contract.
9. The contract will be operative initially for a period of one year which may be extended further on satisfactory performance of services and mutual consent of both the parties on the same terms and conditions. There can be a maximum of two extensions of one year each to the contract.
10. The License Fee shall be increased by 10% on each extension of the contract.
8. The contract once awarded can be terminated by either party after giving one months' notice to the other party. However, SRCC reserves the right of termination of the contract without any notice in case the contractor commits a breach of any of the terms and conditions of the contract. SRCC's decision that a breach has been committed will be final and has to be accepted by the contractor without demur.
9. SRCC reserves the right to ask the contractor to remove any of its workers/ employees without assigning any reasons thereof.
10. The Canteen Committee of the College will monitor and evaluate the performance of the

contractor through regular physical inspection of the canteen premises, feedback from Students; Faculty and Staff of the College.

11. The College reserves the right to impose fine/ penalty on the Contractor for default in delivery of service or adherence to fulfil its obligations or responsibilities. Repeated defaults may result in termination of the contract and/ or forfeiture of the performance security.
12. The Kiosk can be inspected by the Canteen Committee of SRCC 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 SRCC.
13. SRCC 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.
14. No legal right shall vest in the contractor's workers to claim employment or otherwise absorption in SRCC or claim any benefit admissible to permanent employees of SRCC.
15. The bidder will be deemed to have read and accepted all terms and conditions for award of the contract in entirety.
16. SRCC reserves the right to change any terms and conditions governing the operation of Kiosk as and when circumstances so warrant.
17. All disputes shall be subject to Delhi jurisdiction only.

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**NOTICE INVITING PROPOSALS CUM BIDS  
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**ITEMS AND PRICE LIST**

S. No.	Item	Proposed Rate* (in Rs.)	Accepted (say YES)	If not accepted, quote your rate
	<b>Tea &amp; Beverages</b>			
1	Tea	10		
2	Coffee	15		
3	Fresh Fruit Juice [250 ml]	40		
4	Soft drinks (cold) [200/300/600 ml]	As per MRP		
5	Packaged Tetra pack/ Pet bottled Juice/ Beverages	As per MRP		
6	Packaged Drinking Water	As per MRP		
	<b>Snacks</b>			
1	Veg. Grilled Sandwich [1 pc]	25		
2	Cheese Sandwich [1 pc]	35		
3	Butter Toast (4 slices)	25		
4	Bread Pakora (Aloo filled) [1 pc]	15		
5	Aloo Patty [1 pc]	20		
6	Instant Noodles	40		
7	Veg. Chowmein	50		
8	Paneer Cheela	50		
9	Idli/ Vada (2 pcs) with Sambhar	40		
	<b>Egg Preparations</b>			
1	Boiled Eggs (2 eggs)	20		
2	Bread Omlette	40		
	<b>Packaged Foods</b>			
1	Chips	As per MRP		
2	Biscuits/ Cookies	As per MRP		
	<b>TOTAL PRICE for Whole Menu [in Rs.]</b>	<b>Rs. 425/-</b>		

*Note: Bids below the proposed rate will be disqualified.*

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## LIST OF PERMISSIBLE BRANDS FOR INGREDIENTS/ PACKAGED FOOD ITEMS

Item/ Ingredient	Brand/ Make
Salt	Iodized Salt - TATA/ Saffola/ Nature Fresh
Spices	MHD/ Everest/ Catch/ TATA Sampann or equivalent
Ketchup	Maggi/ Kissan/ Heinz
Oil	Refined Oil - Saffola/ Sundrop/ Nature Fresh/ Fortune or equivalent Mustard Oil - Dhara/ Mahakosh/ Fortune/ Kanodia or equivalent
Maida/ Besan	Rajdhani/ Nature Fresh/ Annapurna/ Aashirvaad or equivalent
Butter	Amul/ Mother Dairy
Bread	Harvest Gold/ Britannia/ English Oven or equivalent
Milk	Amul/ Mother Dairy
Paneer	Amul/ Mother Dairy
Tea Leaf	Brook Bond/ Red Label/ TATA Tea/ Taj Mahal or equivalent
Coffee	Nescafe/ Bru
Biscuits	Britannia/ Parle/ Sunfeast/ Cremica or any other established brand
Namkeen or Chips	Lays/ Haldirams/ Bikano or equivalent
Packaged Drinking Water	Kinley/ Aquafina/ Bisleri

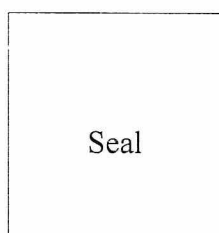
**NOTICE INVITING PROPOSALS CUM BIDS  
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**TECHNICAL BID**

S. No.	Description	Particulars
1	Name of the Bidder Firm	
2	Address	
3	Name of the authorized representative	
4	Designation/ capacity (Proprietor/ Director/ Official)	
5	Contact Number	
6	Email	
7	Details of EMD paid (DD No./ Date/ Drawee Bank)	
8	Details of FSSAI License	
9	Details of PAN/ GST, <i>as applicable</i>	
10	Details of organizations served during last 5 years	
	<b>Period</b>	
	<b>From</b>	<b>To</b>
	<b>Name &amp; Address of the organization served</b>	
(a)		
(b)		
(c)		

Date: \_\_\_\_\_

Place: \_\_\_\_\_



Signature of the Bidder \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

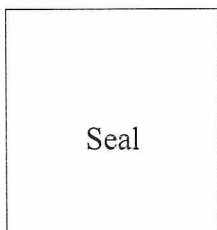
**NOTICE INVITING PROPOSALS CUM BIDS  
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**FINANCIAL BID**

S. No.	Description	Particulars
1	Name of the Bidder Firm	
2	Address	
3	Name of the authorized representative	
4	Designation/ capacity (Proprietor/ Director/ Official)	
5	Contact Number	
6	Email	
7	Agreement with the Total Price Menu as per Annexure- A.	Yes [ ] No [ ] In case of No, proposed Total Price Menu is Rs. _____ (in figures) In words _____ _____
8	Reserved License Fee per month	Rs. _____ (in figures) In words _____ _____

Date: \_\_\_\_\_

Place: \_\_\_\_\_



Signature of the Bidder \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**NOTICE INVITING PROPOSALS CUM BIDS  
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**UNDERTAKING**

The Principal  
Shri Ram College of Commerce,  
Maurice Nagar,  
Delhi-110 007

Madam,

I/We, the undersigned, certify that I/we have gone through the terms and conditions mentioned in the Notice inviting Proposals cum Bids for Allotment of Tea & Snacks Vending Kiosk on License Fee basis and hereby undertake to agree and comply with them in entirety.

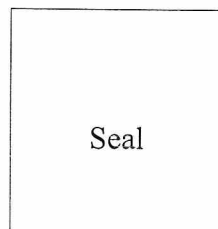
The information/ documents furnished along with the Bid are true and correct to the best of my knowledge and belief.

I/ We understand that in case of furnishing false information or any forged/ fabricated document would render the bid liable to be rejected at any stage besides liabilities towards prosecution under appropriate law.

I/ We also understand that for breach of any of the terms and conditions committed on our part, the contract for Operating Kiosk near the SRCC Boys' Hostel, if awarded to us, will be liable to be terminated along with imposition of appropriate penalties.

Date: \_\_\_\_\_

Place: \_\_\_\_\_



Signature of the Bidder \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

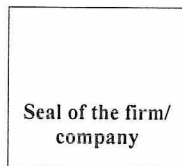


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**UNDERTAKING OF NON-BLACKLISTING**

This is to undertake that M/s \_\_\_\_\_ (name and full address of the firm/ company) is neither blacklisted by GeM/ Government Department/ Ministry/ PSU/ Institution nor any criminal case is registered or pending or contemplated against the firm/ company till date.

Date \_\_\_\_\_



Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_

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