



Basic Details

Organisation Chain	University of Delhi Sri Guru Tegh Bahadur Khalsa College - DU		
Tender Reference Number	sgtb-2026-khalsa-01		
Tender ID	2026_UoD_838482_2		
Tender Type	Open Tender	Form of contract	Works
Tender Category	Services	No. of Covers	2
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	SEE COMPLETE TENDER DOCUMENTS
2	Finance	.xls	SEE COMPLETE TENDER DOCUMENTS

Tender Fee Details, [Total Fee in ₹ * - 1,000]

Tender Fee in ₹	1,000	Fee Payable To	Principal SGTB Khalsa College	Fee Payable At	Delhi
Tender Fee Exemption Allowed	No				

EMD Fee Details

EMD Amount in ₹	25,000	EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Principal SGTB Khalsa College	EMD Payable At	Delhi

Work /Item(s)

Title	E- TENDER FOR CANTEEN SERVICES AT SGTB KHALSA COLLEGE DU				
Work Description	Operating canteen at SGTB Khalsa College, UNIVERSITY OF DELHI, DELHI 110007				
Pre Qualification Details	SEE COMPLETE TENDER DOCUMENTS				
Tender Value in ₹	10,00,000	Product Category	Hotel/ Catering	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	60	Period Of Work(Days)	30
Location	sri guru tegh bahadur khalsa college university of	Pincode	110007	Pre Bid Meeting Place	PRINCIPAL OFFICE SGTB KHALSA COLLEGE
Pre Bid Meeting Address	PRINCIPAL OFFICE SGTB KHALSA COLLEGE DU	Pre Bid Meeting Date	27-May- 2026 09:00 AM	Bid Opening Place	sri guru tegh bahadur khalsa college university of

Critical Dates

Publish Date	18-May-2026 06:30 PM	Bid Opening Date	01-Jun-2026 09:00 AM
Document Download / Sale Start Date	19-May-2026 09:00 AM	Document Download / Sale End Date	28-May-2026 09:00 AM
Clarification Start Date	19-May-2026 09:00 AM	Clarification End Date	27-May-2026 09:00 AM
Bid Submission Start Date	19-May-2026 09:00 AM	Bid Submission End Date	28-May-2026 09:00 AM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	SEE COMPLETE TENDER DOCUMENTS	675.08

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	canteen tender 2026.Final.pdf	SEE TENDER DOCUMENTS	675.08

Tender Inviting Authority

Name	Principal SGTB Khalsa College
Address	SGTB KHALSA COLLEGE DU

Tender Creator Details

Created By	sukhvir singh
Designation	professor
Created Date	18-May-2026 05:52 PM

TENDER DOCUMENT

For Operating canteen at SGTB Khalsa College, UNIVERSITY OF DELHI, DELHI – 110007

Tender Ref no. SGTBKC/Canteen/2026|01

Cost of Tender: Rs. 1000/-
(to be paid in DD in favour of Principal, SGTB Khalsa College if document is downloaded from website)

Earnest Money Deposit: Rs. 25000/-

Last date of Submission of Offline Bid: 10 days from uploading on CPPP or 28/05/2026, 3.00 pm whichever is later

Date of opening of Tender bid 1st June 2026, 12.30 pm

Contact Number of Canteen Convener for further Query:

Dr. Guntasha Kaur, Convener of Canteen Committee and Professor Sukhvir Singh

Mobile Number: 9871843873, 9354100561

Sri Guru Tegh Bahadur Khalsa College University of Delhi

Date: 18.05.2026

Tender For Operating Canteen of Shri Guru Tegh Bahadur (SGTB) Khalsa College University of Delhi

Tenders are invited in a two-envelope bid system (Technical and Financial bid) from a working vendor/caterer or food companies providing Catering services for the award of the work of operating SGTB Khalsa College Canteen for a period of two years, extendable on satisfactory performance, with mutual consent, for a further period of two years on the same terms and conditions.

Caterers or companies providing catering services having experience of not less than 05 years in the Government. Registered State Govt./ Contractor working in Delhi University/ Reputed Malls/ Any Institution in Delhi is eligible for the issue of tenders. Forms can be downloaded by interested bidders from

<http://sgtbkhalssadu.ac.in>, and also the C.P.P. portal

<https://eprocure.gov.in/epublish/app>

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 uploaded. E.M.D. of Rs. 25000/- (Rupees Twenty-Five Thousand Only) shall be deposited in the form of a demand draft in favour of the Principal, SGTB Khalsa College. **EMD Exemption is not allowed under any circumstances.**

The same may be cancelled with a two-week's notice if performance or food quality is found to be below par.

Professor Gurmohinder Singh
Principal
SGTB Khalsa College
University of De

Tender For Operating Canteen of SGTB Khalsa College, University of Delhi

Sealed tenders in a two-envelope bid system, i.e. Technical Bid & Financial Bid, are invited to run the College Canteen at SGTB KHALSA College, University of Delhi, Delhi 110007 for the students, the staff and the visitors. The period of the proposed contract will be two years, which may be extended further for two more years on satisfactory performance of services. The same may be cancelled without notice if performance or food quality is found below par.

SGTB KHALSA College is a NAAC-accredited institution (A grade) that imparts education at undergraduate and postgraduate levels and conducts research. At present, approximately 4,000 students are enrolled, and about 300 teaching and non-teaching staff are serving the college. Kitchen equipment shall be provided by the vendor at its own cost as per the approved layout plan

Facilities to be provided by SGTB KHALSA College

The canteen premises comprise one fully furnished dining hall for students and staff, a sales counter, a kitchen counter, a big kitchen with a store room, a separate washing area and an open space. Kitchen equipment as per list Annexure A. Whitewash, minor repairs of Canteen premises shall remain the responsibility of the vendor, once the premises are transferred to the vendor.

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 the Government. Registered State Govt./Contractor working in Delhi University/ Any Institution in Delhi are eligible for the issue of tenders
- b. The tenderer shall have a minimum average annual turnover of Rs. 6,00,000/- per annum for the preceding three financial years ending 31st March, 2026, 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/ Mall in Delhi NCR/Local Authority, PSU, educational institution or any other organization.

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

- a. Bidders must submit a copy of the board resolution or the power of attorney of the 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 the 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 food being served, along with cleanliness and maintenance of hygiene, etc.
 - c. The tenderer will have to pay the license fee charges of Rs. 15,000/- per month to the college. Electricity and water bills must be paid separately by the tenderer, based on actual consumption. **The tenderer will be provided with a separate electric meter, a connection to Delhi Jal Board water, and an IGL meter.** EMD of unsuccessful bidders shall be returned without interest, and for successful bidders, EMD shall be returned when a security deposit of Rs. 1,00,000.00 (Rupees One Lakh Only) is submitted.
 - d. Security deposit shall be returned to the canteen vendor after deducting the repaired damages of cost/penalties, if any, without interest after the vendor hands over the possession of building, fitting & fixtures and college furniture/equipment, etc., in perfect running /usable condition at the end of the contract period
 - e. The tenderer will have to sell only approved food items at the approved rates for the initial period of one year **as per Annexure B rate scheme. Rate revision can only be made with the approval of the College Canteen Committee.**
- 1.2. The technical bid tender form shall be accompanied by the documents mentioned in the checklist specified in Annexure-A of this document, and the tenderer should make the paging accordingly. **Annexure-B** (bid document should be filled completely).
 - 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. 25000/- in the manner as stated above and if the demand draft is found to be drawn not in favor of **Principal, SGTB Khalsa College**
 - 1.5. All terms and conditions stipulated for the award of the contract will be considered as accepted for the selection of the tenderer.
 - 1.6. Selection of a tenderer for award of the contract will be made amongst others on the basis of the highest rate maintenance fee quoted by a tenderer. However, the tenderer will be required to comply, inter alia, with all statutory obligations,

including the payment of the minimum wages prescribed for the NCT of Delhi from time to time, as well as selling only approved items at the approved rates mentioned above.

- 1.7. Every paper of the tender should be signed by the tenderer with the seal of the Agency/ Firm/ Company.
- 1.8. The tenderer shall abide by the contract (if any) done by the college pertaining to other kiosks, e.g. Coca Cola, etc. College also has a Kiosk of Nescafé/ Amul etc. inside the campus and shall have no objection or interference in other contractors' business. The College reserves its right to allow other vendors to operate on the college premises.

2. SUBMISSION AND OPENING OF TENDERS:

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

Other Requirements from the Tenderer/Contractor: (Annexure A)

1. CLEANLINESS AND HYGIENE:

- a) It is necessary for the contractor to ensure the highest standards of cleanliness, hygiene and safety in the kitchen and canteen. The contractor will ensure that all eatables are kept in safe, clean enclosures free of flies and insects. The contractor will place an adequate number of dustbins in the kitchen and dining hall for proper disposal of garbage and 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 left lying on the campus, and that they are 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 an interval of every 2 hours starting from 8 am. (8 am, 10am, 12 pm, 2 pm, 4 pm 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. A separate set of utensils will be used for cooking and serving of items, including eggs.
- d) The kitchen staff and serving staff shall use hand gloves, a head cover and an apron to maintain hygienic conditions of the eatables.
- e) The contractor shall ensure good personal hygiene of its staff.

Failure on the part of the contractor to ensure cleanliness and hygiene will be treated as a breach of the contract and can lead to immediate cancellation of the contract, besides a penalty of Rs. 500/- per day for each breach of contract condition

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 administration of the college. The Canteen administration will have the right to ask the contractor to change any brand of cooking material if it is not found satisfactory.
- b) The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served and that 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 shall be wholesome and generally cater to the tastes 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 the next day.

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

- (a) Fortune/ sunflower/ soya bean/ rice bran/ 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
- (f) 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 are 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 Wrap/cling film.

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 tea/coffee is strictly prohibited.

3. **SERVICE:** SGTB Khalsa College houses nearly 3000 students and over 300 staff members (teaching and non-teaching). Hence, there is a need for a minimum of 10 service staff, as follows:

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

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

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

3. RATES:

- a. The contractor will be required to sell only approved food items at the approved rates. The same list of items (Menu) along with prices must 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 college administration may fine the contractor up to Rs. 500/-upon due verification.

4. ORIENTATION OF THE CANTEEN STAFF:

1. The college administration shall call all the canteen staff members to make them aware and sensitize them about the college needs, dress code with name plate and mobile, courteous behaviour, etiquette, personal hygiene, answering the phone calls, etc. They must abide by all the 'dos' and 'don'ts' decided by the Committee, failing which action will be taken against them. The contractor shall follow all the government. rules and regarding health, environment, labour laws, etc.
2. Consumption of liquor in college premises is strictly prohibited and considered a punishable offence.
3. The committee will make surprise visits to the canteen for checking the cleanliness-hygiene, quality, service, rates and for other issues to maintain order in the canteen. Smoking is strictly banned in the canteen, kitchen and college
4. The committee may 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's notice to the other party. However, SGTB Khalsa College reserves the right to terminate the contract without notice if the contractor breaches any of the terms and conditions of the contract. SGTB Khalsa 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 be working in the canteen premises, along with their identification proof. The contractor will also provide their police verification and medical fitness certificates 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, with no underage workers. Any complaint will be treated as a breach of contract.
8. The contractor will be solely and exclusively responsible for adhering to all statutory obligations and compliances under the relevant rules and regulations of the governments, viz., labour laws, PF and EST 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 uniforms for all its staff, head covers/caps and aprons, etc., for the cooking staff at its expense. The canteen staff will be required to wear the uniform at all times.
11. The canteen shall remain open from 8:00 AM to 6:00 P.M on all working days (Monday to Saturday). The working hours and/or days may be changed at the discretion of SGTB KHALSA College. Failure to open the canteen during the designated working hours/days will constitute a breach of the agreement.
12. SGTB 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, a refrigerator or any other equipment at its own expense as per the direction under 'Quality.'
15. The canteen and kitchen can be inspected by the College administration 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 SGTB Khalsa 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 are followed while running and operating the SGTB Khalsa College Canteen. This includes necessary precautions against fire hazards. She/he will have to arrange and periodically refill a number of fire extinguishers at his/her own cost.
18. SGTB Khalsa 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 otherwise.
19. No legal right shall vest in the contractor's workers to claim employment or otherwise absorption in SGTB Khalsa College or claim any benefit admissible to permanent employees of SGTB Khalsa College.
20. The contractor shall not engage the service of any subcontractor or transfer the contract to any other person. In the event of a breach of this condition, SGTB Khalsa College reserves the right to terminate the contract and to forfeit all security deposits without prior notice.
21. The bidder will be deemed to have read and accepted all terms and conditions for

award of the contract in its entirety.

22. SGTB Khalsa College reserves the right to change any terms and conditions

governing the operation of the canteen as and when circumstances so warrant.

23. All necessary documentation and certificates of experience, etc., will have to be annexed to the bid.

24. Those convicted under the provisions of the Prevention of Food Adulteration Act, 1954, need not apply.

25. The Contractor shall have to conform to the Food Safety and Standards Act, Regulations/ page laws enacted under the Food Safety and Standards (Licensing and Registration of Food Business Regulation 2011 of the Food Safety and Standard Authority of India (FSSAI), Ministry of Health and Family Welfare, Govt. of India.

25. All disputes shall be subject to the Delhi Jurisdiction only.

26. The contractor will have to pay electricity charges on a pro-rata basis as per the reading of the meter separately provided by the College.

27. The maintenance charges, along with GST at the rate applicable, shall have to be deposited by the contractor by the 5th of every month, failing which interest will be charged at the rate of 4% per month.

The applicant must have a track record of fair conduct, and any unfair conduct in the past will lead to rejection of the application.

How to apply:

1. Certificates with respect to registration of the firm/organization under the relevant law.
2. Valid Sales Tax/ GST Registration certificate.
3. Documents/certificate in support of running and operating a canteen in the Government. Registered State Govt./ Contractor working in Delhi University/ Any Institution in Delhi during the last 05 years, duly signed by a responsible and authorized officer/person.
4. Earnest Money Deposit (EMD) as detailed in the terms and conditions of the tender notice.
5. Details with respect to PAN/ GSTN of the bidder.
6. FSSAI Licenses obtained.
7. Last three years' ITR
8. Annual Turnover shall not be less than Rs Six lakhs on an average of the last three years

BOQ (Financial Bid) (Annexure B)

The list provided below comprises Part A and Part B, where 'Part A' comprises of 'Essential Items' which should be available, without fail, on an everyday basis and 'Part B', which can comprise select/luxury/non-essential items available on select days and as per Menu preferences:

PART A (Essential Items):

S No.	Name of Item	Rate(in Rs)	quantity offered*
1	Tea		
2	Samosa		
3	Bread Pakora		
4	Bread roll		
5	Chow Mein		
6	chole bathure		
7	Rajma Rice		
8	Veg Sandwich		
9	Thali		
10	Special Thali		
11	Cholle Rice		
12	Fried Rice		
13	Scrambled Eggs/Bread-Omelette		
14	Spring Roll		
15	Aloo Parantha with curd		
16	Aloo Pyaj Mix Parantha with curd		
17	paneer parantha with curd		
18	kadhi chawal		
19	Hot Coffee		
20	Packed Juice and Mineral Water	As per MRP	
21	Fresh Lime(Sweet/Salted)		
22	Matar-Kulcha		
23	Poha		
24	Upma		

Quantity offered* mention the quantity that will be offered ml for tea and grams for other items

- 'PART-B' to be furnished as per the discretion of the vendor and in consultation and through the approval of the Canteen Committee.