



**SCHOOL OF OPEN LEARNING
CAMPUS OF OPEN LEARNING
5 CAVALARY LANE
DELHI – 110 007
27667166, 27008349, 27008350**

No. SOL/Gen./2015/

Date

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**Sub: Quotation for running a Kiosk (for sale of food items)
cum photocopier machine on hire basis at
South Study Centre South Moti Bagh, SOL**

Executive Director, School of Open Learning (SOL) Delhi invites sealed quotations for running a Kiosk (for sale of food items) cum photocopier machine on hire basis (at South Study Centre South Moti Bagh) at SOL North Campus, 5 Cavalry Lane, Delhi on the terms and conditions mentioned in the Annexure-I.

Sealed quotations duly filled in addressed to the Assistant Registrar (General), SOL Room No. 206, 5 Cavalry Lane Delhi-110007 must reach latest by 3.00 pm on 02/09/2015. The sealed quotations should be delivered in the tender box placed in General Section of this office by the stipulated date and time. The bid/quotation received after due date and time will not be accepted. Prescribed quotations along with all terms and conditions may be collected from Assistant Registrar (General), SOL Delhi free of cost on any working day between 4.00 pm to 5.00 pm and can also be downloaded from the website <http://sol.ac.in> or www.du.ac.in. The Bids shall be opened in Committee Room in the Ist floor of the SOL Delhi on 02/09/2015 at 4.00 pm by the Committee authorized by this office and in the presence of such bidders who may wish to be present. The Executive Director, SOL reserves the rights to reject any or all the quotations without assigning any reason.

Assistant Registrar(General)

ANNEXURE-I

GENERAL TERMS AND CONDITIONS

1. The bidder should be in the field of running Canteen as well as photocopier machine on hire basis in Central/ State Govt., PSU, Autonomous bodies, Colleges, Schools, etc. Self attested copies are to be produced as documentary evidence.
2. Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on each page.
3. The bid should be accompanied with the Earnest Money Deposit (EMD) of **Rs.2,000/-** (Rupees two thousand only) in the form of Demand Draft from any commercial bank drawn in favour of Executive Director, SOL payable at Delhi. The bids without EMD will be rejected. The EMD of unsuccessful bidder will be refunded within one month of the award of the work. The EMD of the successful bidder will be forfeited, if it fails to accept the contract or if the contract is cancelled due to irregularities like quality, service & behavior.
4. EMD of successful bidder will be retained as security deposit for 60 days beyond the terms of contract.
5. To shortlist the bidder for consideration of award of work, SOL committee will visit at the canteen presently being run by vendors and evaluate the bid in accordance with following criteria:

S.No.	Attribute	Score
1.	Hygiene	15
2.	Cleanliness	20
3.	Storage facility	15
4.	Quality of raw material being used	25
5.	Output of the product	<u>25</u>
		100

The vendor scoring 70 out of 100 with lowest rate of each item will be awarded the work of running the canteen.

6. The bidder shall quote the rates in the prescribed proforma (Annexure-II). The rates quoted by firm will remain firm during the period of contract as well as during the extended period, if any.
7. The contract is initially for one year which can be extended for one more year by the SOL authority subject to satisfactory performance.

8. The licence fee to be paid by the contractor for the space provided to him to run the photocopy machine & Kiosk shall be Rs.750/- per month.
9. The licensee will have to pay electricity charges as per actual consumption and water charges Rs.250/- per month.
10. The licensee is required to pay three months licence fee in advance at the time of taking over the possession. The advance licence fee will be returned back along with Security Money subject to furnishing of "No dues certificate" in respect of licence fee, water charges, electricity charges from A.R. (General), SOL.
11. In case of photocopier, the machine, operator, paper, ink etc. and all other maintenance shall be of the licensee
12. The quality of work, paper and food items should be excellent.
13. The licensee will have to prominently display the approved rate of photocopy and food items near the counter/ Kiosk.
14. The licensee will charge same rate from the Students and SOL Staff for photocopy work and food items.
15. The contractor will have to enter a written agreement with SOL within 3 days of intimation of acceptance of approved rates.
16. The licensee shall have no right to sub-let, assign or authorize any other person to run the photocopier machine and Kiosk on his behalf.
17. The timing for running the canteen and operating the machine shall be from 9.00 a.m. to 5.30 p.m. on all working day. If SOL authority desires at South Study centre the Licensee will have to work on Saturday/ Sunday/ Holiday also.
18. The licensee will not keep the counter closed without prior permission of the competent authority at any condition. If it is necessary to take leave, the licensee has to make alternative arrangement with the permission of the competent authority of SOL- South Study Centre.
19. The decision of the Licensor/ School authority relating to the premises, quality of photocopier work & food items shall be final and binding on the Licensee.
20. The Licensee shall be responsible for neatness, cleanliness, hygienic condition of the licensed premises and he will be responsible for any/all the challans etc. imposed by the appropriate authority.

21. The Security money and advance rent deposited by the contractor may be forfeited, if the contract is terminated/cancelled due to irregularities like quality, service, behaviour, not adhering the specified timing & not giving preference to office etc.
22. The licensor will have the right to enter upon the premises at any time during working hours to inspect the premises, quality of food items.
23. The allotted premises will not be used for residential purpose. No worker/ person will be allowed to stay overnight in the premises.
24. The licensee shall not carry out any additions or alterations or structural repairs in the said premise except with the written prior approval/ permission of the licensor.
25. The licensee shall use gas at his own expenses and risk for cooking purpose and shall not use any other kind of fuel or electric heater.
26. The licensee shall keep suggestion/ complaint book to enable the staff/ students to lodge their complaint/ suggestion and shall abide by the decision of SOL authority in respect of complaint/ suggestion and shall be bound to follow the same.
27. On the expiry of the said term or period of license or earlier termination thereof, the licensee shall peacefully vacate and handover the possession of the licensed premises immediately to the licensor in the same condition in which the premises now exist subject to normal wear and tear. The licensee's occupation of the premises after such termination will be deemed to be that of a trespasser and he shall further be liable to pay damage.
28. The licensee shall be allowed to remove his/her utensils & equipments from the premises after he/she obtains "No dues certificate from Assistant Registrar (General), SOL.
29. The Executive Director, SOL reserves the right to terminate the contract at any time without assigning any reason by giving one month's notice to the contractor.

Asstt. Registrar offtg. (Gen.)

ANNEXURE – II

S.No.	Description	Rate
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A) Running of photocopier machine on hire basis

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|----|--|------|
| 1. | Charges for photocopy of A4 size paper | @Rs. |
| 2. | Number of free copies per month to SOL and any other facility to be provided if any. | |

B) Kiosk (for sale of food items)

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|-----|--|-------|
| 1. | Tea (per cup) (150 ml.) | ----- |
| 2. | Coffee (per cup) (150 ml.) | ----- |
| 3. | Soft Drink- 200ml./300ml./500ml. | ----- |
| 4. | Biscuits (Britania/ Parle/ Priya Gold) | ----- |
| 6. | Burger (60 gms.) | ----- |
| 7. | Samosa (per piece) (50 gms.) | ----- |
| 8. | Bread Pakora (Big bread stuffed) (70 gms.) | ----- |
| 10. | Vegetable Petty (50 gms.) | ----- |
| 11 | Wafers, Choclates, Toffees etc. (only branded items) | ----- |
| 12. | Mineral water (Bisleri, Aquafina, Kinley | ----- |
| 13. | Rice with chhole/kari/rajma/dal – Half plate | ----- |
| | - Full plate | ----- |
| 14. | Two bhatura (80 gms.) with Chholey (per plate) (2 pc.) | |

Signature with Seal

Address

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Phone No.

Mobile No.

Bank A/c No.

Name of Bank & Branch Address.....

IFSC Code

PAN No. E-mail ID