



South Asian University (SAU)

an International University Established by
the Governments of SAARC Nations, New Delhi

TENDER FOR RUNNING CANTEENS AT VARIOUS POINTS AT THE SOUTH ASIAN UNIVERSITY, NEW DELHI

Tender No- SAU/S&P/2026/Canteen/01 dated 8th June 2026

Notice Inviting Tenders for running Canteens at various points

The South Asian University (SAU) is an International University Established by the SAARC Member Countries, functioning under the administrative control of the Ministry of External Affairs, Government of India, and SAARC Nations. Presently, the University is operating on about 50 acres of land, with the remaining 50 acres under development. The University has a multicultural and diversified environment with a presence of students, faculty, and staff from SAARC Countries. SAU campus has a community consisting of approximately **1700 students, 250 employees and their dependents, 200 housekeeping & security personnel, and visitors.**

SAU, New Delhi invites an open tender in two bid system for running of Canteens from the branded, reputed and experienced agencies/contractors having similar type of operations in Government/ University/educational institutions of eminence for a period of one year extendable up to a maximum of three (03) years depending on the performance which will be evaluated based on the **feedback from customers/stakeholders (Faculty/ Staff/ Students, etc.) The outcome of the feedback will be final and not subject to any challenge by the selected agency.** The bids will be evaluated on QCBS defined in subsequent pages.

I. BID SCHEDULE

Name of Work:	Tender for running Canteen at South Asian University, New Delhi.
Tender No	SAU/S&P/2026/Canteen/01
Bid document download start date	8th June 2026 at 5 PM onwards (Tender document available on the university's https://tenders.sau.ac.in)
Pre-bid meeting date	22nd June 2026 at 3 PM. Venue: Ground Floor, Meeting Room, Admin Block, South Asian University, Gaushala Road, Maidan Garhi, New Delhi- 110068. Any doubts or queries of the prospective bidders will be addressed during the meeting.
Bids submission end date	29th June 2026 at 3 PM. Deputy Registrar (SG) – S&P Division 4 th Floor, Admin Block, South Asian University, Rajpur Road, Maidan Garhi, New Delhi-110068
Clarification/Queries, if any, related to tender only.	email at procurement@sau.int Phone No. +91(11)-35656572
Date and time of opening of Technical Bids	30th June, 2026 at 4 PM.

Date and time of opening of Financial Bids	The date, time & venue shall be intimated at later stage to all qualified bidders in the Technical Bids only.
Bank A/c details of the University for NEFT Transfer:	Account Name : SOUTH ASIAN UNIVERSITY Account Number: 30796569318 Bank Name: State Bank of India IFS Code: SBIN0001624 Branch: NIHFW, Munirka, New Delhi - 110 067, India Branch Code: 01624
Earnest Money Deposit:	Earnest Money Deposit (EMD) of Rs. 1 lakh/- (INR One lakh only) by way of Online Transfer/Bank Draft /Pay Order in favour of SOUTH ASIAN UNIVERSITY payable at Delhi. NOTE: No exemption shall be applicable for the payment of EMD, to any category of bidder, including the MSME, Start-ups, etc.
Performance Guarantee & Security deposit	Finally selected bidder will be required to furnish/submit a Performance Guarantee for the amount of Rs. 2 lakh (INR Two lakhs only) in the form of Online Transfer/DD/ PO, in favour of "SOUTH ASIAN UNIVERSITY Payable at New Delhi-110068. Bank Guarantee of any scheduled bank drawn in favour of SOUTH ASIAN UNIVERSITY should be valid for complete period of contract plus two months beyond contract period or as specified in letter of acceptance issued by the University.
Date for start of services	Within one month from the date of acceptance of work by the bidder or two months from award of work by the university, whichever is earlier.
Presentation to the Committee	Will be communicated to bidders by email.

Note :

The interested bidders may submit their Bids along with the required documents, duly authenticated and stamped by the proprietor or authorized signatory.

If there is any addendum/corrigendum related to tender, it shall be published on the SAU website only i.e. <https://www.tenders.sau.ac.in> The bidders are advised to check the SAU website regularly. No other mode of notice will be given.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

It is mandatory for the bidders to submit complete tender document duly signed and stamped along with bid. Page numbers of every document should be clearly indexed.

PART

A

Technical Bid

II. SCOPE OF WORK

Description	Running of Canteens at various points	
Locations	Area in Sq. m.	License fee
1. Ground Floor Terrace in Law & Humanities Building	111.27	License fees Fifty thousand rupees (50,000/-) Per month
2. Ground Floor Terrace in FET (PCM& IT) Building	112.71	
3. 1 st Floor Terrace covered area in LSES Building	89.66	
4. Open Area in LSES Building	273.02	
5. ES-004 in LSES Building	138.75	
6. Convention Centre	720.00	
Total Area	1445.41 Sq.m	
(It may vary depending on a need basis)		
Performance Guarantee & Security Deposit	2,00,000/- (two lakh) only	
Timings	8:30 AM to 10:00 PM (Monday to Sunday)	

This Scope of Work is subject to all conditions and requirements as stated in this section of this document as well as any other accompanying documents in this package and shall be undertaken in the manner stated herein as well as the Service Level Agreement.

1. This is an all-inclusive Canteens services providing basic meals like breakfast, lunch, dinner and snacks (cooked and fast foods), non-alcoholic beverages, refreshments and other items on a daily basis to the university, staff, students, residents, visitors, etc.
2. This facility will be operated and managed on totality (no subsidy or management fee payable by the University) basis. An admissible License fee of Rs 50,000/-Per Month. will be payable by the Service Provider as per the applicable rates as prescribed by the competent authorities.
3. The contract will make provision for:
 - a) Canteens Services
 - b) Catering Services
 - c) Maintenance of the said premise, infrastructure including equipment of the university by the Service Provider.
4. The Canteens services should offer the following:
 - a) All fast food, ready-to-eat items (multi-cuisine type) with duration **(8:30 AM to 10:00 PM, Monday to Sunday)**. The business hours may be changed as decided by the competent authority.
 - b) Ensure availability of tea and coffee to the Client's staff in the earmarked Canteens area.
 - c) A small menu, varied on a regular basis, consisting of stylish light lunches.
 - d) Pastries/light snacks for tea time/meetings on request.
 - e) Convenience food available during the day.
 - f) Quality and variety of hot and cold beverages (excluding alcoholic beverages).
 - g) Required Vegetarian and Non-Vegetarian alternatives should always be accommodated on the menu on request.
 - h) The food should be processed as per FSSAI/ FPO/AGMARK guidelines.

- i) Provide a catering service for internal meetings and ad-hoc functions on request. However, this will not prohibit service receivers from making use of external service providers for catering services relating to internal meetings and ad-hoc functions, although such practice shall not be promoted.

III. ELIGIBILITY FOR THE BIDDER:

Provide catering services for meetings and functions in line with university requirements will be done on a pre-order only. The rates for the same will be decided mutually with the university authorities.

- a) Be prepared to cater for all dietary preferences with valid certification from respective bodies where applicable;
- b) Ensure that the quality of food prepared adheres to acceptable food industry standards and is prepared in a clean and hygienic manner in accordance with all health and safety regulations;
- c) Ensure food-grade cleaning materials are supplied and used.
- d) Provide adequate catering equipment, cutlery and crockery as required;
- e) Serve takeaway meals in packaging appropriate for a microwave.
- f) Price each category and indicate the price per category from the meal table as defined in **ANNEXURE-A**.
- g) The proposed rates must be valid for 12 months after the date of award of contract, to be approved annually.
- h) Provide a variety of menu options as per agreed menu cycles;
- i) Shortlisted bidders may be subjected to hosting and food tasting as part of the selection criteria.

Bidder's eligibility summary		
Sl No.	Criteria	Remarks YES / NO
1.	The minimum average turnover for last 3 financial years should not be less than Rs. 1 crore	
2.	The bidder must be in catering/restaurant business for at least 10 years	
3.	Have worked at least in 1 educational institutions/Universities/PSUs	
4.	The bidder must have a valid FSSAI certification for at least last one year	
5.	The bidder should not have incurred losses (balance sheet) in last three years	
6.	Bids without EMD shall be rejected straight way	
7.	The bidder should not have been blacklisted by any Agency/University/Institutions/PSUs etc.	
8.	The bidder must have operated a similar Food Court/Restaurant/Catering of a sitting capacity of not less than 150 seats for a period of at least 1 year	

IV. SPECIFIC TERMS AND CONDITIONS:

A. The Contractor is required to:

- a) Appoint a key person who will be responsible for the implementation, management and coordination of the agreement between the University and the service provider.
- b) Conduct business in a courteous and professional manner.
- c) Provide the necessary documentation as requested prior to the service contract being awarded
- d) Comply with all relevant employment legislations, as well as Occupational Health and Safety Regulations Act and applicable standards and requirements.
- e) Comply with the requirements of "Food safety and standards Act, 2006 and obtain FSSAI/ FPO/AGMARK certification prior to operations.
- f) Ensure that all personnel working under this contract are in good health and pose no risk to any of the university's employees, visitors, contractors and students (documentary evidence of conformance –e.g. periodic medical surveillance records, etc. - to be availed as and when required by the university or any other authority acting on its instruction).
- g) Ensure operational risk assessment is conducted and appropriate mitigating actions are put in place prior to the commencement of operations.
- h) Ensure that all personnel working under this contract are adequately trained prior to the commencement of operations (competency training, firefighting, and first aid training). Documentary evidence of competence to be made available as and when required by the University's or any other authority acting on its instructions.
- i) Comply with the University's security and emergency policies, procedures and regulations (The staff shall be subjected to a security audit performed by the University).
- j) Ensure that all work performed and all vehicles, plant and equipment brought onto or used on site will be in compliance with The Occupational Safety, Health and Working Conditions Code, 2020 and any other applicable standards, bye-laws and regulations promulgated in terms of this Act and the standard instructions of the University.
- k) Maintain its equipment in good order.
- l) Provide all personnel working under this contract with uniforms, which state the name of the Service Provider and that can be clearly identified from other Service Providers, University's personnel, etc.
- m) The University reserves the right to order the immediate removal of a staff member who does not adhere to the University's regulations or an act of indiscipline.
- n) Provide all personnel working under this contract with mask, head gear and gloves along with neat and clean/hygienic clothing and to ensure these items are in an acceptable condition for the type of environment being used in and worn at all times. Any government instructions have to be followed by the service provider as a compliance.

- o) Ensure that the University is informed of any removal and replacement of personnel. For security reasons, the University reserves the right to vet all personnel working under this contract.
- p) Take reasonable care of the University's owned equipment and facilities.
- q) Provide an on-site manager, available at all times.
- r) Issue and circulate weekly and/or daily menus to employees.
- s) Pay for any telephone/mobile/internet costs incurred in the delivery of this service.
- t) The kitchen equipment not provided by the university would be arranged and listed by the service provider. The said list should be submitted to the university authorities

B. The University shall:

- a) Conduct business in a courteous and professional manner with the Service Provider.
- b) Provide appropriate information as and when required and only in situations where it is required by the Service Provider to fulfil their duties; by means of raising a Purchase Order (PO).
- c) Not accept responsibility for any damages suffered by the Service Provider or their personnel for the duration of the contract.
- d) Not accept any responsibility of accounts/expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- e) Provide a kitchen area along with a storage facility for equipment and materials.
- f) Shall provide or make available to the service provider:
 - a. Central air conditioning, general lighting and exhaust system or as been charged by BSES from time to time.
 - b. Electricity on chargeable basis (will be separately metered) @ INR 12/unit for kitchen equipment.
 - c. Water points
 - d. Geysers
 - e. Refrigeration
 - f. Equipment list and signed schedules as per University requirements.

V. GUIDELINES FOR SUBMISSION OF TENDER

The bids are to be submitted in two parts:

- i Sealed Technical Bid, along with technical documents in one sealed envelope superscribed "**TECHNICAL BID**".
- ii Sealed Financial Bid, placed in a separate envelope super-scribed "**FINANCIAL BID**".
- iii The above-mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a third bigger envelope superscribed with the name of the **Tender for Canteens and also name of the agency**. This bigger envelope

should reach the University, as detailed above. The tenders received after the due date and time shall not be accepted.

VI. OPENING OF BIDS:

The Technical bids will be opened at the designated time and place in the presence of the bidders or their authorised representatives (duly supported with an authorisation letter).

The Financial Bids of only technically qualified/ acceptable tenders as per QCBS Criteria will be opened for further consideration. The decision of the University in this regard will be final and no requests etc. will be entertained from the bidders.

The date and time of opening of financial bid(s) will be intimated only to such bidders who are found eligible as per the evaluation criteria prescribed by the University.

VII. AWARD OF WORK:

Work will be awarded to the bidder scoring (H-1) Highest Scorer according to QCBS evaluation (60:40 basis), subject to agreeing to catering services strictly in accordance with the prices quoted in Annexure-A.

The process includes a personal visit to the working site of the bidders by the nominated committee. The final selection shall be based on the submitted bid documents and inspection reports, and the rates quoted/ services /feedback of the party. Various factors, namely, availability of items, quality of service, and reliability of services, apart from the quote, shall be considered during the finalisation process.

The Tender Committee reserves the right to negotiate the price(s) quoted by the bidder(s). The University also reserves the right to reject any or all the bids without assigning any reason thereof.

The University will take feedback from customers (Faculty/ Staff/ Students) regularly/quarterly as the case may be. Further renewal will depend mainly on customers' feedback. The extension of the contract will be on a yearly basis. Further, the university may adopt any other means to assess the performance, not limited to feedback from customers.

VIII. DETAILS OF TENDERER/BIDDER

- a. Name of the Tenderer/Agency
- b. Address:
- c. Registration/License No.
(Attested Photocopy of license issued by the competent authority may be attached)

- d. GST No.
(Attested photocopy of GST certificate should be attached)
- e. Year of Establishment
(Attested photocopy)
- f. Details of contracts executed till date- Details of experience in the running catering/canteen/cafeteria/food court Services in University/Ministry/Public Sector Undertaking/MNC/Corporate Sector/College/ University.
(Please give details of contracts executed previously in a separate sheet, along with documentary proof thereof)

S.No.	Name of Contracts	Period	Govt./Educational University's/Semi Govt./Private

- g. Details of present contracts in hand: - Details of experience in the running canteen/cafeteria/food court Services in University/Ministry/Public Sector Undertaking/MNC/Corporate Sector/College/ University.
(Please give details of contracts executed previously in a separate sheet, along with documentary proof thereof)

S. No.	Name of Work	Period of Contract	Govt./Educational University's/Semi Govt./Private	Name of Client and Address	Contact person name with designation and telephone no.

- h. Pan Card No.
(Copy of the Income Tax Return filed in the previous three years may be enclosed)
- i. Manpower/Resources available: (Details should be attached)
- j. Details of Earnest Money Deposit: UTR No. _____ DD No. dt. For Rs. /- drawn on / Online transfer details.

Certified that all the terms and conditions mentioned in the tender document are acceptable to me/us.

Signature of the Tenderer with stamp
Dated:

IX. FORFEITURE OF EMD:

The EMD amount of a bidder shall be forfeited in the following events:

- (i.) If the bidder withdraws or amends its bid or breach of the conditions of the bid document or impairs or derogates from the tender in any respect within the period of validity of the bid.
- (ii.) If the successful bidder fails to enter into a contract with SAU, New Delhi, within 15 days (or an extended period as approved by the Accepting Authority in the University) from the issue of the purchase order / work order.
- (iii.) If the successful bidder fails to submit the contract Performance Bank Guarantee (PBG) as stipulated in the Terms and Conditions within 30 days (or an extended period as approved by the Accepting Authority in) from the issue of the purchase order / work order.
- (iv.) If the bidder knowingly and wilfully supplied incorrect information in the bid.
- (v.) In the event of not accepting the conditions of the contract even after agreeing to do so and submitting the letter of Un-conditional acceptance of terms and conditions of this bid document.

X. TERMS & CONDITIONS FOR PROVIDING SERVICES:

- (i.) The Contractor should have a valid Health Trade License and valid Food License for operating/running of Canteen/cafeteria/food court/ Food court Services.
- (ii.) Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Document will be rejected.
- (iii.) Tenders shall be submitted in official tender form only. If submitted in any other form the same shall summarily be rejected.
- (iv.) **No paper shall be detached from the prescribed tender document except the Financial Bid.**
- (v.) **All pages of the tender document are to be signed by the authorized signatory/signatories.**
- (vi.) The name and address of the bidder with rubber stamp shall be clearly written in the space provided, and no overwriting, corrections, or insertion shall be permitted in any part of the tender unless duly countersigned by the Contractor. The tender should be filled in and submitted strictly in accordance with the instructions laid down herein; otherwise, the tender is liable to be rejected.
- (vii.) The tender is liable to be rejected if complete information is not given there-in or if the particulars and data (if any) asked for in the schedule to the tender are not filled in.
- (viii.) **Visit** -The bidder is advised to visit the university campus and acquaint himself with the operational system. The cost of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken visit to the canteens and is aware of the operational conditions prior to the submission of the tender documents.
- (ix.) **Monthly Recoveries:** The following recoveries shall be made from the agency on monthly basis:
 - a. Electricity: To be paid for equipment as per actual consumption

- b. Water: To be paid as per actual consumption
- c. Piped Gas: On a paid basis as per actual consumption- IGL bill to be paid by the bidder directly to IGL.
- d. License Fee: Rs. 50,000/- Per Month, as applicable in SAU designated account.

Recoveries specified above shall be subject to revision based on the actual cost of maintenance to the University, rate revision affected by the authorities concerned.

All bills should be cleared by the 10th of every month; failing which, a penalty for late payment will be charged.

- (x.) **Performance Security deposit** – The selected bidder has to deposit Security Deposit of **Rs. 2 lakhs only** in the form of a Demand Draft/PO/Online NEFT in favour of South Asian University towards utility payments and performance guarantee shall have to be deposited in the form of a Demand draft/Bank Guarantee/PO in favour of South Asian University, payable at Delhi after award of the work contract. The above shall be a non-interest-bearing deposit and shall be valid during the period of contract and plus two months beyond contract period and adjustment of balance dues if any.

(xi.) **Payments of Bills: -**

- a. For all bills of the Contractor, including for special arrangements such as parties/outdoor catering etc., payment will be made by the University within 4 weeks from the date of submission of the proper/satisfactory bill. The bills shall be submitted in triplicate along with a copy of a duly signed work order issued by the University.
 - b. Final payment of the Contractor i.e. the last payment before expiring of contract will be cleared only after ascertaining clearance of any liability pending with the Contractor.
 - c. The University is an International Organization having UIN for GST, it needs to be quoted on all tax invoices.
- (xii) The Contractor will be provided with the Canteens premises and amenities as available in the existing Canteens. The maintenance and upkeep of premises, furniture and fixtures will be the sole responsibility of the Contractor. In case of any loss, theft, burn damage etc. beyond normal wear and tear caused to equipment, furniture, fittings & fixtures, then it shall be replaced at the Contractor's cost in case the same has been provided by the University.
 - (xiii) Contractor has to ensure that Canteens premises are used only for the purpose of running the services and not for other purposes in any manner. The Contractor himself and/or his worker should not use the premises of any other business purposes. The Contractor shall not be authorised for any kind of sub-letting of the premises in any manner.
 - (xiv) The workers of the Caterer shall be of good character and of sound health and should be above 18 years. Underage manpower is strictly prohibited in SAU. Necessary vaccination certificates, as required from time to time against pandemics, etc will have to be submitted by the agency.
 - (xv) The Contractor should verify the character antecedents of all the persons employed through the local police and shall submit a certificate to this effect.
 - (xvi) The contractor shall not keep/sell items like Cigarettes/drugs etc. and other health-hazardous/ banned articles.

- (xviii.) The Contractor shall advise its workforce, etc., to strictly refrain from smoking or using any kind of tobacco products or pan chewing, consumption/sale of alcohol and playing of cards within or around the premises of the University.
- (xix.) The canteen workers will bear the Identity Card issued by the Agency during working hours.
- (xx.) The contractor will ensure that the cooks have properly shaved and clipped nails while cooking food, and should wear an apron and headgear, maintain all hygienic conditions while cooking and servicing. The contractor's employees handling and serving food items should wear plastic/rubber gloves.
- (xxi.) The contractor will ensure that his/her employees do not loiter around on the campus. In the event of any loss of SAU caused by the contractor's employees, the contractor will be responsible for making good the loss so sustained.
- (xxii.) The Contractor shall be provided with the necessary and requisite infrastructure for cooking and serving. In case any damage is caused to any of the items that are provided, due to mishandling, the item of the same quality shall be replaced by the Contractor. The amount of compensation payable for such damage shall be assessed by the University on a replacement cost basis.
- (xxiii.) The Contractor shall be responsible for running the Canteens as per the rules applicable and ensure compliance with the provisions of the Employees Provident Fund Act and ESI Act and rules framed thereunder and other relevant statutes, including Municipal Rules and Regulations relating to the Canteens in force from time to time, during the subsistence of the contract. The Contractor shall obtain the necessary license to run the Canteens from the applicable authorities.
- (xxiv.) The Contractor shall employ his own Canteens staff, provide them with clean uniforms at his own cost, and shall be responsible for the timely payment of their wages/salary directly into their bank accounts. The Contractor will also be responsible for deducting and paying EPF as per rules and also extending medical facilities, etc., as per statutory rules in force from time to time. SAU shall not be responsible in any manner.
- (xxv.) The Contractor shall not cause, to the security of the University, in any manner. The payment to Canteens staff employed by the Contractor must be released and credited directly into their bank accounts as per applicable laws.
- (xxvi.) The Contractor shall procure and use all fresh and standard/good quality raw materials, eatables, fuels etc., necessary for running the Canteens at his own cost. The quality of food shall be maintained in consultation with the management and the decision of the management in respect of quantity and quality shall be final.
- (xxvii.) The Contractor shall provide the Canteens services normally on all seven days a week and will also provide the said services on holidays or late hours in the University.
- (xxviii.) The Contractor will be required to strictly observe the timings and also the rules framed by the University as amended/provided from time to time.
- (xxix.) The Performance Guarantee/Security deposited by the successful bidder will be kept with SAU without carrying any interest, and it shall be refundable upon termination of the contract, provided the Contractor discharges his services according to the terms and conditions and satisfaction of the management of SAU, failing which the security deposit shall be forfeited. It is also provided that, if during the currency of the contract if the Contractor withdraws his services and/or fails to discharge his services upto the satisfaction of the management, the said security shall be forfeited.

- (xxx.) EMD of unsuccessful bidders will be returned without interest after the completion of the tender process and award of the contract.
- (xxx.i.) The Contractor shall also undertake and ensure that all the raw materials, including milk etc. shall be available during the course of the working hours of the University.
- (xxxii.) The Contractor or his manager, who should be qualified and professionally experienced, must be available in the canteen/cafeteria/Canteens at all times to attend to the complaints if any.
- (xxxiii.) The oil/ghee and all other ingredients to be used shall be from amongst the brands as suggested by the committee. If no suggestion is made, it should have FSSAI/ FPO/AGMARK marking and shall be opened to the inspection of the authorised representatives of the University.
- (xxxiv.) The Contractor will be responsible for maintaining cleanliness inside and around the Canteens.
- (xxxv.) The Contractor shall provide and maintain in good condition sufficient sanitary dust bins of approved patterns with lids. These dustbins should be daily used for the storage of waste food and sweepings of the floor, dust, etc., and the contents/garbage should be disposed of regularly, outside at directed locations without fail at his/her own cost. Excess /wastage should be treated as per norms and/ or supplied to authorized agencies for benefit of the needy community.
- (xxxvi.) The Contractor shall provide a portable weighing machine in order to check the weight of the items provided as per the approved rates/weight list and the food disposed.
- (xxxvii.) Use of baking soda/MSG or any other preservative in the Canteens shall be strictly prohibited. Any violation shall attract a serious penalty, including termination of the contract.
- (xxxviii.) The Contractor will settle and pay all Municipal and other statutory taxes, if any, to the concerned authorities.
- (xxxix.) It will be obligatory on the part of the Contractor to sign the offer and other documents for all the components & parts. After the work is awarded, the Contractor has to enter into an agreement for work awarded on a non-judicial stamp paper of Rs. 100/- at his own cost within fifteen working days from the date of receipt of the acceptance order or before the work is undertaken.
- (xl.) The contractor shall inform the University Administration, any changes of the workers/staff. SAU reserves the right to ask & require the contractor to remove any person deployed by the contractor without assigning any reasons or notice.
- (xli.) No responsibility will be taken by the SAU for credit sales to students and others, losses or pilferage.
- (xlii.) All liabilities arising from accident or death in respect of any employee of the contractor while on duty shall be borne by the contractor. The Contractor shall indemnify SAU against any claims arising out of the works /workers/food by the Agency.
- (xliii.) The contractor will ensure a high standard of cleanliness, hygiene and sanitation in the kitchen and Canteens at their own cost. The contractor will make the arrangements for keeping all eatables in a covered showcase, free from flies, insects and rodents.
- (xliv.) Adequate numbers of dustbins will be provided by the contractor to ensure proper disposal of garbage. There should not be any littering of unused food or any other articles within the Canteens. The Contractor will also ensure that no used utensils viz Cups, Thalis, are lying in the SAU and these should be removed immediately. The Committee of SAU may visit the Canteens for inspection & further instructions from time to time.

- (xlv.) The contractor will ensure that the cooked and uncooked food is stored properly and that no stale food is served. In case of any food poisoning, the contractor will be held solely responsible and will be penalised besides legal action.
- (xlvi.) The food shall neither be too spicy nor oily. The food preparation shall be wholesome and shall generally cater to the taste of the students/employees.
- (xlvii.) The oil that 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 again.
- (xlviii.) The food shall be cooked and served in clean utensils, and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all times.
- (xlix.) The contractor will be required to display the approved rate list of all the food articles, soft drinks, tea, coffee and juice etc. sold in the Canteens prominently, including taxes. Any increase or overcharging if found to be true, shall make the Contractor liable to pay fine as decided by the University or termination of the contract or both.
- (l.) The rates for different items shall be as per the list attached at **ANNEXURE-A**. The contractor, if intends to serve eatables not specified in the enclosed list; the same must obtain approval of rates by the university.
- (li.) Due to any unforeseen circumstances, if the Canteens is closed for some time, it shall be the responsibility of the Contractor to provide food to the employees and the students at the same cost as has been agreed in the tender terms.
- (lii.) The University Committee, along with the manager, will decide the menu (as per **ANNEXURE 'A'**) periodically. Any changes in the menu without the university committee's consent will lead to a penalty.
- (liii.) In case any compromise in the quality of food is observed, the Canteens Contractor will be asked to provide fines (as per the fine list) and some incentive for the students, which will be negotiated with the university committee.
- (liv.) The COVID/any communicable/contagious epidemic/pandemic. Appropriate Behaviour and protocols as required/stipulated from time to time by the Government. must be observed by all staff/workers of the vendor. Vaccination certificates of the agency staff are mandatory.
- (lv.) Use plastic-free material in all operations as per the zero-plastic policy of the University.
- (lvi.) The University reserves the right to engage the same Contractor at multiple locations or to engage more than one Contractor at the same location, as per its requirements, to maintain services for the occupants of the University.
- (lvii) **The University will take feedback (thru feedback form) from customers (Faculty/ Staff/ Students) regularly (at least once every quarter). Further renewal of work will depend mainly on customer feedback.**
- (lviii) **Contractor/Agency's responsibility: -**
 - 1) **SPACE ON HIRE(SoH):** The contractor will not allow other brands (food or non-food) for placing any kind of their promotional campaigns inside the allotted premise. Any such request from the associating brand to the agency has to be placed with the university committee for any commercial agreement separately.
 - 2) To pay the maintenance, electricity, gas and water charges as applicable against the bills. Within days from the date of bill of each month failing which penalty @ Rs 50/- per day of delay may be levied subject to max of 10%.
 - 3) To keep the nearby premises neat and clean.
 - 4) Providing hygiene and good quality food items.

- 5) The dustbin should be kept clean every time.
- 6) Timing should be strictly followed.
- 7) To dispose of the waste properly.
- 8) To ensure timely cleaning and upkeep of bins
- 9) To submit and display the FSSAI and other required clearances to the University
- 10) To submit ID proof, Residence proof & Police Verification Certificate of all its workers and the contractor will be held responsible for any misconduct of the staff.

XI. SPECIAL CONDITIONS OF SERVICE:

- (i.) The Contractor should provide an automated billing service with the facility of the swipe cards as well as cash payments.
- (ii.) Headgear and gloves (at caterer's own cost) to be worn by all cooks and servers at all times while preparing and serving food.
- (iii.) It is mandatory to wash hands with soap after using the restrooms & before cooking of food.
- (iv.) Ensure no re-use of oil used once for deep-frying. Used oil shall be disposed of appropriately, immediately after usage. Storage of used oil will be viewed seriously, and a serious penalty, as decided by the centre, shall be invoked.
- (v.) Ensure no re-use of leftover foods from the previous day. Leftover food should be disposed of appropriately, within one hour from the completion of the relevant service hours.
- (vi.) Items such as sandwiches, burgers, and french fries, which can be consumed outside the canteens premises, shall be served in appropriate and convenient packaging.
- (vii.) Ensure all worker/staff are free of any contagious diseases or ailments.
- (viii.) Ensure all worker/staff are well-mannered and display courteous behaviour.
- (ix.) Ensure pest control administration periodically (rats/ mice/ flying insects/crawling insects), but not with aerosol-based anti-pest sprays that could get in the food.
- (x.) Ensure doors to the Canteen are self-closing to prevent the entry of flies.
- (xi.) Affixing wire mesh, nets, etc. for prohibiting monkeys in Canteen area.
- (xii.) Operation of the Canteen is subject to periodically inspections by the management team appointed by the University to ensure all points are adhered to. Further periodic checking/ performance audit by a professional catering monitoring agency (engaged by the University) may also be carried out to evaluate the performance of the caterer on international standards of hygiene, cleanliness and health.
- (xiii.) Any violation of the terms and conditions of the contract shall attract a penalty on the Contractor, which shall be decided by the University Authorities, and the same shall be binding on the Contractor.

XII. FINE LIST:**Maximum Penalty for Canteen (Non- Compliance /Default)**

S.no	Penalty/issue	Fine/Penalty on each default
1	Veg and non veg Items prepared on the same utensils	5,000/-
2	False claims by vendors (example: taking some action under the name of any authority without their permission)	1000/-
3	Feedback register not available	500/-
4	Denying from previous commitment	5000/-
5	Not reporting the issue on time	500/-
6	Unhygienic food with foreign material (insect/housefly, plastic, Hair (exceptional case only- clause), etc.)	5000/-
7	Non Use of disposable headgear and gloves by staff/worker	500/- per staff
8	Kitchen area not clean	500/-
9	Use of unbranded items	1000/-
10	Not displaying the price list	500/-
11	Handling food items with bare hands	500/-
12	Tables not clean	1000/-
13	Plates, spoon, glass not clean	1000/-
14	Food not served in time	500/-
15	Store not properly arranged	500/-
16	Cooking utensils not clean	500/-
17	Selling items not approved by the University Committee	500/-
18	Selling items at higher rates	1000/-
19	Selling items at rates higher than MRP	1000/-
20	Misbehaviour of the staff (includes biased attitude towards University committee members, if observed, the vendor will be fined and the member will be removed from the group)	Enquiry will be done (fine will be decided post the enquiry)
21	Selling expired items	5000/-
22	Adulteration in milk and other food items	5000/-
23	Items not available as per menu (not informed to any University committee member or authority)	1000/-
24	Cutting vegetables in open areas	500/-
25	Number of monthly complaints submitted to the University Committee a. 10 complaints in a month b. More than 15 complaints in a month	5000/- Change of Chef

XIII. FORCE MAJEURE:

Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as natural disasters, act of states, direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidder premise, etc.

The University may consider relaxing the penalty and delivery requirements, as specified in this Tender Document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of Force Majeure.

XIV. TERMINATION OF THE CONTRACT:

- (i) The contract can be terminated by either party, i.e. SAU or the Contractor, after giving three months' notice to the other party extendable by mutual agreement till alternate arrangements are made. However, University reserves the right to terminate the contract without giving any notice in case the Contractor breach of any of the terms of the contract. The University's decision in such a situation shall be final and shall be accepted by the Contractor without any objections or resistance.
- (ii) On termination of the contract, the Contractor will hand over all the equipment/furniture/articles etc. supplied by the University, back to the University in good working conditions.
- (iii) If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory during the probation period of three months from the date of taking over charge of the services, the University reserves the right to terminate the contract without giving any notice and intimate appropriate necessary action in the matter for making alternate arrangement.

XV. ARBITRATION AND SETTLEMENT OF DISPUTES

The matter regarding any dispute shall be referred for arbitration of any Officer appointed by the President SAU, whose decision shall be binding and final.

XVI. REQUIRED DOCUMENTS UNDER CRITERIA FOR EVALUATION OF THE TECHNICAL BID WILL COMPRISE OF THE FOLLOWING:

The interested bidders may submit their proposals along with the following documents, duly authenticated and stamped by an authorized representative: -

- (i.) Company Profile, enclosing a copy of its constitution.
- (ii.)** Duly signed and stamped copy of rates as per **Annexure-A**.
- (iii.) Submission of EMD.
- (iv.) The Bidder/Company/Firm/ Service Provider shall have an average annual turnover of Rs. 4 Crore or more (catering services only) in the last three financial years. The annual turnover should be certified by a registered, established chartered accountant/ firm/company. (**ANNEXURE-B**)

- (v.) The Bidder/Company/Firm/Service Provider will have to provide details of Income Tax return of their firm for the last three financial years (2022-23, 2023-24 & 2024-25), duly signed by a Chartered Accountant (CA).
- (vi.) (a) The Bidder/ Company / Firm / Service Provider should submit Certified Copies of Work orders/ Experience certificates from their customers for running canteen/cafeteria/food court services in University/Academic University/Public Sector Undertaking/ MNC/ Corporate Sector/reputed private organisation during the last Seven (07) years. Tenderer should enclose their list of clients/ list of catering services/hotel/restaurant etc., run by him (with details of periods). **(ANNEXURE- C)**
- (b) The bidder should have at least one similar work in the last 7 years' experience in running a canteen/cafeteria/food court/food court in a University (Central/State)/ Autonomous Institutions. Documentary evidence, such as an experience certificate, issued from the concerned educational University/University, should be furnished. **(ANNEXURE-C)**
- (vii.) The Bidder/ Company / Firm / Service Provider should be registered with the appropriate registration authority (labour commissioner etc.), and Certification from the food departments (FSSAI/ FPO/AGMARK) of the States and the Central Government is a must. Bids of the bidder/Company/Firm/ Service Provider non-complying with labour laws will be rightly rejected. A self-declaration (as per **ANNEXURE-D**) has to be submitted along.
- (viii.) Certified copies of PAN, GST/ ESI/PF Registration and other statutory requirements (FSSAI/ FPO/AGMARK etc.),
- (ix.) The Bidder /Company / Firm / Service Provider shall submit an affidavit duly notarized on a Rs.100/- non-judicial stamp paper stating that the Service Provider has not been blacklisted by the Central Government/ State Government/ any PSU /Reputed hotel as on the date of submission of the bid. **(ANNEXURE-E)**
- (x.) Details about no. of employees on roll (Pan India).
- (xi.) Copy of ISO or any other certification.
- (xii.) A minimum of manpower should be deployed at all times during the working hours as mentioned above & to deploy the staff on Saturdays and Sundays also- shall submit on the official letterhead of the firm, duly signed.
- (xiii.) Policy for maintaining hygiene and safety & Waste disposal mechanism- shall submit on the official letterhead of the firm, duly signed.
- (xiv.) Nos. of manpower proposed to be deployed for serving, cleaning etc.- shall submit on the official letterhead of the firm, duly signed.
- (xv.) Proposal for maintaining the quality of the food, including the brand of material to be used & the delivery mechanism (Serving food to students), including- shall be submitted on the official letterhead of the firm, duly signed.
- (xvi.) EMD/Security in full or part may be forfeited in case of deviation from any of the conditions.

XVII. BID EVALUATION CRITERIA:

- (i.) Evaluation of the bidders will be based on QCBS (60:40) evaluation:
- (ii.) Envelope 1: The service provider has to fulfil the University requirements basis the technical scrutiny mentioned on the scoring sheet/table below.
- (iii.) Bidders successful in Technical Evaluation and scoring overall 70 or more out of 100 and satisfy all the qualifying requirements would be considered eligible for opening of Financial Bid.
- (iv.) The qualified service providers will be called for the Opening of the Financial Bid in front of the Committee and will be evaluated and scored (40% weightage of Financial Bid).
- (v.) Final Score will be calculated on the basis of Technical Bid Evaluation (60% weightage and Financial Bid Evaluation (40% weightage).
- (vi.) **Work will be awarded to the bidder scoring (H-1) Highest Scorer** subject to agreeing to catering services strictly in accordance with the prices quoted in Annexure-A.

Criteria for evaluation of the technical bid/performance of tenderer for eligibility:

Evaluation Criteria for the Canteen Tender –				
S.NO	Item	Max. Points	Criteria	Points
1	An average annual turnover of Rs.1 Crore or more (catering services only) (average of last 3 consecutive years- 2022-23, 2023-24 and 2024-25). Please attach CA CA-certified copy of the turnover.	10	1-2 Crore	5
			2-4 Crore	7.5
			4 Crore & more	10
2	Nos of years of providing canteen/ cafeteria/ food court Service in canteen/cafeteria/food court/food court in a University (Central/State)/ Autonomous Institutions/ PSU	10	10 years	5
			10 -20 Years	7.5
			20 Years & more	10
3	Experience in operating similar in canteen/cafeteria/food court/food court for at least 150 sitting capacity.		150	5
			150-300	7.5
			More than 300	10
4	Experience in similar organizations, the nature of past and current customers, recommendations from clients.	10	1	5
			2-4	7.5
			More than 4	10
5	Presentation to committee with the policy for maintaining hygiene and waste disposal including quantification etc." The vendor must be capable of handling and working with ERP-based solutions for order collection and fund management systems deployed by the University from time to time. No premise for lack of experience in this regard will be accepted" This shall also be demonstrated by the vendor.	20	As per committee recommendations	

6	Visit to canteen/cafeteria/food court locations of the vendor	20	As per committee recommendations	
7	Does the vendor has a running food outlet in the Delhi NCR region ?	5	1 outlet	5
8	Does the vendor has its head office/branch office in the Delhi NCR region ?	5	If yes	5
9	FSSAI Certification for at least last 1 year	5		
10	Valid ISO 22000:2018, ISO/TS 22000-2:2013, FSSC 22000 Certifications, any one for at least last 1 year	5		
	Total	100		
<i>Bidder obtaining 70 % marks will only be qualified for opening of Financial Bid</i>				

XVIII. CHECKLIST OF DOCUMENTS TO BE SUBMITTED BY THE BIDDER

- | (i.) | Details | Details
(Whether attached) | Specify
the Page No. |
|---------|--------------------------------------------------------------------------|-------------------------------|-------------------------|
| (ii.) | Name of Company &
Complete Address &
Telephone No. | | |
| (iii.) | Registration No. | | |
| (iv.) | PAN No.
(enclose the attested copy of PAN Card). | | |
| (v.) | GST No.
(enclose the attested copy of GST Certificate). | | |
| (vi.) | Details of EMD submitted (UTR No./DD No. | | |
| (vii.) | FSSAI/ FPO/AGMARK Registration | | |
| (viii.) | Labour Registration | | |
| (ix.) | EPF registration | | |
| (x.) | ESI Registration | | |
| (xi.) | Detail of Similar nature of contract
carried out during last 5 years | | |
| (xii.) | Contract Completion Certificates | | |
| (xiii.) | Annual Turnover Certificates of last three
years duly certified by CA | | |
| (xiv.) | List of Outlet in Delhi NCR | | |
| (xv.) | ISO Certifications | | |
| (xvi.) | No Black listing/Debarment Undertaking | | |
| (xvii.) | Any Other documents | | |

Note: All the documents being furnished must be self-attested as “True Copy”, with official seal and signatures of the Authorised person.

Date:
Signatory
Place:

Signature with Seal of Authorized

XIX. ANNEXURES

ANNEXURE- B

TURNOVER CERTIFICATE

(TO BE ISSUED BY PRACTISING CHARTERED ACCOUNTANT ON THEIR LETTER HEAD)

This is to certify that M/s _____ (Name & Address of Bidder) are in the business of _____ for _____ completed years (considered upto 31st March of the last Financial Year). Their turnover and net profit in each Financial Year during the preceding 03 (three) years are as given below:

S.NO.	FINANCIAL YEAR	TOTAL TURNOVER (IN INR)	NET PROFIT (IN INR)
	2022-23		
	2023-24		
	2024-25		
	Average for three years		[indicate sum of above divided by 3]

It is further certified that:

(a) the above Turnover is in line with the Turnover declared by the Bidder in their Income Tax Returns filed under PAN No: _____ which are verified by us; and

(b) the computation of net profit is based on my/our scrutiny of the books of accounts, records and documents, is true and correct to the best of my/our knowledge and as per information provided to my/our satisfaction.

Place :

Name:

Date :

Signature:

SEAL

M No.:

ANNEXURE-C

LIST OF PRESENT AND PAST CLIENTS DURING LAST SEVEN YEARS.

Please give complete details as per the following format along with the Experience Certificate issued by clients/organizations. This information provided will facilitate evaluation of Technical Bid).

Sl. No	Name of the Organisation with complete postal address mentioning Pvt.Sector/ Govt Body / PSU / Public Limited Company.	Name and Designation of the Contract Person with Telephone No. / Mobile No. / Email ID.	Nature of Work	Completion Work Done Amount- if any	Completed or Not

Signature of the Authorized Signatory with Seal of the Agency/ Firm

(on the official letterhead of the firm) Declaration by the Bidder/Tenderer)

I/We hereby declare that all the terms and conditions of the tender document has/have been read by me/us and I/we accept all the terms and conditions mentioned in the tender document and shall comply with them strictly.

Further, I/We hereby declare the following:

1. I/We have never been blacklisted by any institution/department due to any reason.
2. I/We are ready to get our capabilities inspected by the Officer/Committee of the University, to judge the level of competency for undertaking the work.

If our bid is accepted, we undertake to:

1. Not to object to our disqualification on the basis of the above declaration, if found wrong and misrepresented at any point during the contract.
2. The workers deployed will be more than 18 years and shall comply with all the statutory requirements

Signature of the Authorized Signatory with Seal of the Agency/ Firm

NON-BLACK LISTING DECLARATION

Non-Judicial stamp paper of Rs.100/-

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD
WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,

Registrar
South Asian University
Gaushala Road, Maidan Garhi
New Delhi-110068

We hereby confirm and declare that we, M/s -----, are not
blacklisted/ De-registered/ debarred by any Government department/ Public Sector
Undertaking/ Private Sector/ or any other agency for which we have executed/undertaken the
works/ Services during the last 5 years. Signature of the Authorised Signatory with Seal of the
Agency/ Firm

Signature of the Authorised Signatory with Seal of the Agency/ Firm

PART

B

Financial Bid

ANNEXURE-A

Financial/Price Bid Format

Please fill the following table which gives the ‘Common Desirable Menu’ with estimated prices for your quote. Please choose the appropriate column at the end of table and fill the rates which you would like to quote.

Details	Items	Grammage	Rate in ₹	Rates to be Proposed by Canteen Operator	Any Remarks
(a)	(b)	(c)	(d)	(e)	(f)
A-Beverages					
Juices	Watermelon	250ml	50		
	Orange	250ml	40		
	Sweet lime	250ml	40		
	Muskmelon	250ml	50		
	Carrot and Chia	250ml	60		
	Beet and Celery	250ml	50		
Shakes	Chocolate	250ml	60		
	Irish Coffee	250ml	60		
	Crunch Butterscotch	250ml	60		
	Seasonal fruit Shake	250ml	60		
	Seasonal Smoothie	250ml	60		
Tea/Coffee	Karak Chai	80ml	20		
	Lemon tea	80ml	20		
	Honey Lemon mint Tea	80ml	35		
	Kahwa	80ml	25		
	Camomile	80ml	25		
	Brewed Coffee	100ml	50		
	Filter coffee	80ml	25		
	Cold Press Coffee	80ml	50		
Ice-creams	Flavours of the Month	1 scoop	60		
	TOTAL OF COLUMN (e) [A]				
B-Street Food					
(a)	(b)	(c)	(d)	(e)	(f)
	Plain Sandwiches (size....)	2 triangles	90		Sandwich bread- Multigrain bread
	Burgers with Cole slaw and fries	4” bun	130		Sandwich bread- Multigrain bread

	Grilled Sandwiches with Cole slaw and fries	2 triangles	140		Sandwich bread- Multigrain bread
	Pizzas	10"	140		
	Momos	4pc	60		
	Plain Maggi	100 gram	35		
	Chaat (min. Rate not to exceed (₹ 50)		50		
	Vada Pav		20		
	Misal Pav		70		
	Calcutta Roll (min. Rate not to exceed (₹ 120)		80		
	Indori Poha		40		
	TOTAL OF COLUMN (e) [B]				
	C- South Indian				
(a)	(b)	(c)	(d)	(e)	(f)
	4 types of Dosas (min. Rate not to exceed (₹ 90)	150 grams	80		Sambar & chutney
	4 types of Uttappam. (min. Rate not to exceed (₹ 100)	150 grams	100		Sambar & chutney
	4 types of Idli (min. Rate not to exceed ₹ 80)	150 grams	80		Sambar & chutney
	Upma	100 grams	60		Sambar & chutney
	Sheera	100 grams	60		
	Medu Wada	2pcs	70		Sambar & chutney
	Dahi Bhaat	200 grams	80		Papad pickle
	Bissi Belle Bhaat	200 grams	130		Papad pickle
	Meal Box	450 grams	140		Sweet included
	Special Meal Box	650 grams	150		Sweet and Snack included
	Mini Meal Box	350 grams	120		Staple meal box
	TOTAL OF COLUMN (e) [C]				
	D- North Indian				
(a)	(b)	(c)	(d)	(e)	(f)
	Paranthe Chhole	1 paratha	80		Dahi, Pickle
	Chhole Bhaturo	1 bhatura	70		Dahi, Pickle
	Rajma Chawal	200 grams	130		Dahi, Pickle
	Meal Box	450 grams	140		Sweet included

	Special Meal Box	650 grams	170		Sweet and Snack included
	Mini Meal Box	350 grams	120		Staple meal box
	TOTAL OF COLUMN (e) [D]				
Packing material for take away			10		
	TOTAL OF (A + B + C + D)				
	(In words)				
				Stamp & Signature	

ANNEXURE-B

(i) Details	(ii) Items	(iii) Rate in ₹	(iv) Rates to be Proposed by Canteen Operator	Remarks (if any)
(a) Normal Breakfast	2 Paratha with curd and tea /coffee, Pickle Or 4 full Butter toast with tea/coffee, Pickle Or Poha with tea/coffee, Pickle	Rs.60.00		
(b) Premium Breakfast	Paratha & curd with Omelette/ fruits and tea /coffee, Pickle Or Butter toast with Omelette/ fruits and tea/coffee, Pickle Or Poha with Omelette / fruits and tea/coffee, Pickle	Rs.80.00		
(c) Normal Lunch	Rice, Chapati, yellow dal, green salad, seasonal veg / mix veg, Paneer, curd/ raita, kheer/ ice cream, papad, Pickle	Rs. 120.00		
(d) Premium Lunch with non-veg	Rice, Chapati, yellow dal, green salad, seasonal veg / mix veg, Paneer, fish / chicken, curd/ raita, kheer/ ice cream, fruits, papad, Pickle	Rs. 200.00		
(e) Normal Dinner	Rice, Chapati, yellow dal, seasonal veg / mix veg, Paneer, curd/ raita, kheer/ ice cream, papad, Pickle	Rs. 120.00		
(f) Premium Dinner with non veg	Rice, Chapati, yellow dal, green salad, seasonal veg / mix veg, Paneer, fish / chicken, curd/ raita, kheer/ ice cream, fruits, papad, Pickle	Rs.200.00		
(g) Normal High Tea	Samosa/pakora, 2 biscuits, Chai / coffee	Rs. 30.00		
(h) Premium High Tea	Samosa/pakora, Khandvi/Dhokla, 2 biscuits, 1 sweet, i.e Gulab jamun/Ras Malai/ White Rasgula, Chai / coffee/Green Tea/Black Tea	Rs. 100.00		
		Total of (iv)		
		Total of (a)+(c)+(e)		
		Total of (b)+(d)+(f)		

Signature of the Authorized Signatory with Seal of the Agency/ Firm