

Canteen Contract

STEP 1: Constitution of Canteen Committee

1. Canteen committee should include a convener and members.
2. Convenor and members are to be selected through the staff council.

STEP 2: Floating of Tenders

1. Before floating the tender, frame guidelines for floating tender which should include specifications such as list of food items to be served in the canteen.
2. Prepare a probable list of vendors for the tender.
3. Take consent of principal for inviting the tenders.
4. Invite both technical bid as well as financial bid.
5. Give the advertisement for the invitation of tender on the websites of Ramjas College, University of Delhi and CPP portal.

STEP 3: Opening of Tenders

1. Tell all the vendors who have applied for the tender to be present on the day of the opening of the technical bids.
2. Convener will call a meeting to open the technical bid of the tender
3. Frame a comparative chart from the technical bids so obtained and inform the competent vendors to appear personally on the day of the opening of the financial bid.
4. Again prepare a comparative chart of the financial bids and opt for the vendor asserting maximum number of items with lowest quotation.

STEP 4: Signing of Contract

Invite the successful vendor and sign the contract clearly stating the various terms and conditions.

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