



DELHI TRANSPORT CORPORATION
(Govt. of GNCT of Delhi)
I.P. Estate, New Delhi-110002



No. IRD/Canteen-HQ/2024/238

Dated:- 21/05/2024

To,

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Sir/Madam,

DTC intends to provide good/hygienic quality of food/snacks items to DTC staff at I.P. Estate H.Qrs. Therefore, it is looking for a good canteen contractor for DTC, H.Qrs canteen who will provide good/hygienic quality of food on DTC prescribed rates. The DTC HQrs canteen is situated in I.P. Estate near Indraprastha Metro station. It is relevant to mention here that approximately 375 to 400 employees are working in DTC H.Qrs. The canteen contractor will be provided with furniture & fixture, electricity & water free of cost. The rent of the canteen will be charged Rs.1/- per month. The Terms & Conditions of DTC as well as prescribed canteen rate list of food items are enclosed for ready reference.

The application/quotation along with copy of valid food license, Adhaar Card, residential proof, experience certificate may be sent in sealed cover to Dy. Manager, (Tender Cell), Room No.-207, DTC-H.Qrs, I.P.Estate, New Delhi-110002.

The last date for submission of application/quotation is 07.06.2024 by 12:00 noon

Encl.:- As above

Thanking you,

Yours faithfully,

Labour Welfare Officer

Copy to:-

✓ Manager(IT) :- with the request to upload the same on DTC website please.

Terms and Conditions of the Canteen Contract

Eligibility Criteria

- i) The Contractor must possess a valid license/registration from the respective Government agency for running canteens/restaurants (copy to be enclosed).
- ii) The experience in running the canteens of any Govt./PSU/Autonomous bodies/Pvt. Companies/educational institutes etc. shall not be less than three years.
- iii) The Contractor should not have been blacklisted by any Govt./PSU/Autonomous bodies/Pvt. Companies/educational institutes etc.
- iv) The Contractor should have at least one current work in hand in any Govt./PSU/autonomous bodies/Pvt. Companies/educational institutes etc.

Period of Contract :- The contract shall be only for Eleven months and extendable to further Eleven months on the same rates and terms, based on the satisfactory performance of the contractor for running the canteen.

Forfeiture of Security Amount :- The selected party will have to deposit security amounting to Rs. 3,000/- (Rupees Three Thousand Only) which is refundable but no interest will be paid on this amount. In case 3 written complaints regarding poor quality of eatable items, misbehave with the staff, overcharge in eatable items etc. received from the staff during the period of contract the security amount shall be forfeited.

Furniture and utensils :- DTC shall provide furniture & Fixture the quantity of furniture & other items will be handed over to the Canteen Contractor in writing at the time of awarding the canteen contract of DTC, HQrs. However, all the utensils, crockery and other supporting equipments etc. shall be arranged by the contractor himself at his own cost.

Subsidy :- The canteen contractor will be paid subsidy in two category A & B , Rs 14/- per employee per month for 'A' Category & Rs11/- per employee per month for 'B' category and in terms will have to serve the eatables in accordance with the rates prescribed by the Corporation and the quality and quantity of the eatables must be maintained at the desired extent.

Penalties :- During inspection if canteen is found unhygienic, the place of cooking and serving and utensils etc. being dirty a fine of Rs. 500/- (Rs. Five Hundred) per occasion shall be imposed. If it is observed that the quality of the eatable items are not of the desired standard as well as and there is instance of poor cleanliness of canteen, the penalty of Rs. 500/- (Rs. Five Hundred) per occasion shall be imposed.

Termination of Contract :- In case using of electric heater found in the cooking area of the canteen or in case of breach of any of the terms and conditions, DTC shall be at liberty to terminate the contract without any notice to him and the Contractor shall have no claim for compensation for any loss that it may incur on this account. The other terms and condition in respect of Contract will be enumerated in the Agreement.

Dated:- 10-8-2020

No. IRD/Canteen/2020/83

Sub:- Rates of eatable items in DTC canteen & enhancement of subsidy

In supersession of all the previous circulars issued by this office on the subject cited above, the revised schedule of rates of the eatable items to be supplied by the canteen contractors/cooperative canteen societies in the canteen of Depots/Units of this corporation is appended below :-

S.No.	Name of items	Quantity	Qty. Serving Plate	Present rate(Rs.)	Revised rates (Rs.)
1.	Tea	• One cup	100 ml	5/-	6/-
2.	Samosa(with chatni/sauce)	• One No.	50 gms	7/-	8/-
3.	Bread Pakora(with chatni/sauce)	• One No.	75 gms	7/-	8/-
4.	Lunch Thali (One vegetable, Dal, Rice and 4 Chappati.	• Per Thali	100 gms vegetable, 100 gms Dal, 50 gms Rice, 50 gms per Chapati(4 No.) Dal fried & sweets added	Rs.30/-	Rs.40/-
	Special Thali			Rs.40/-	Rs.50/-
5.	Dal	• One Plate	150 gms	15/-	20/-
6.	Veg Sabzi with gravy)	• one Plate	150 gms	10/-	15/-
7.	Tava Roti	• One	50 gms per Roti	3/-	4/-
8.	Plain Rice	• One Plate	100 gms	10/-	15/-
• Other eatable items which has been added in rate list.					
9.	Coffee	• One cup	100 ml	10/-	15/-
10.	Cold drink	• -	-	-	As per market rates.
11.	Matthi	• One Pc	25 grams	5/-	5/-
12.	Kachori with sabzi	• One pc • Two Pcs	75 grms 150 grms	10/- 15/-	10/- 15/-
13.	Thick Raita	• One Plate	100 grms	10/-	10/-
14.	Khoya Sweets	• One pc	50 grms	15/-	15/-
15.	Basin/Maida Sweets	• One pc	50 grms	10/-	10/-
16.	Balushahi	• One pc	50 grms	10/-	15/-
17.	Butter Slice	• Two	Slice	10/-	15/-
18.	Biscuits	• One Pkt.	-	As per market rate	As per market rate
19.	Curd/Dahi (Amul/Mother Dairy)	• One cup	Small	-	As per Market rate

412

20.	Masala Dosa One plate	•	-	Rs.35/-	Rs.35/-
21.	Sambhar Bada One plate	• Two pcs	-	Rs.30/-	Rs.30/-
22.	Idli One plate	• Two pcs	-	Rs.20/-	Rs.20/-
23.	Cholle Bhature One plate	• Two pcs	-	Rs.30/-	Rs.30/-

Further it is added that the canteen has been segregated in two categories naming as A & B based on the facilities maintained by the canteens.

The canteen which have facility of seating of 20 or more than 20 employees at a time and provides /serves eatable items from S.No.1 to 19 will be kept in (A) category and the amount of subsidy for such canteens is enhanced from Rs. 8/- to /Rs. 14/-.

The canteen which have facility of seating less than 20 employees at a time and provide/serves less than S.No.1 to 19 eatable items will be kept in (B) category and the amount of subsidy from Rs. 8/- is enhanced to Rs. 11/-.

The concerned RMs/Dy.CGM of Region/Unit will decide applicability of category wise subsidy for their Depot/Unit in accordance to the facility provided by the canteens under their administrative control.

The revised rates will come into force with immediate effect and Depot Managers/Unit Officers will ensure that the revised rate list is displayed in the canteens of their respective Depots/Units.

All RMs/Dy.CGM will ensure that canteens in their Regions/Units should be hygienic and provide good quality of food items by the canteen contractor/cooperative society. Any complaint in this regard should be dealt strictly.

This has the approval of the competent authority.


 Dy. Manager (PLD/IR) 10/8/2020

All Depot Manager's/Unit Officers

Copy to:-

- i) CGM(Tech)/Tr. : For information please.
- ii) CGM (SBU) : For information please.
- iii) CGM(IR) : For information please.
- iv) OSD to MD Sectt. for kind information of MD.
- v) Addl. C.A.O.- II : for information please.
- vi) All RMs/Dy.CGMs : For information & necessary action please.
- vii) All Notice Board of the Depot/Units.