

COLLEGE OF VOCATIONAL STUDIES
(UNIVERSITY OF DELHI)

EXPRESSION OF INTEREST FOR AWARD OF CONTRACT FOR RUNNING CAFETERIA IN THE COLLEGE CAMPUS

The Expression of Interest (Eol) is hereby invited from the interested bidders/canteen contractor for award of contract for running the Cafeteria inside the College Campus.

Interested bidders can download the documents and submit their offers in the format dully filled and signed with required enclosures and documents. The Eol is to be submitted in a sealed envelope superscribed "Eol for leasing of Cafeteria, College of Vocational Studies. The said format is available on the College website.

INSTRUCTIONS TO BIDDERS /TERMS & CONDITIONS/ ELIGIBILITY CONDITIONS:

Interested bidder should note the following:

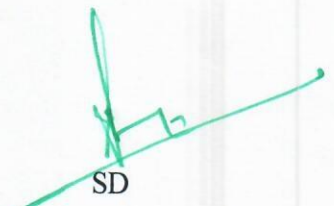
1. This Eol invitation document is not a Tender or Request for Proposal in any form and would not be binding on College of Vocational Studies in any manner whatsoever.
2. The bidders will have to make a presentation before a duly constituted committee of the College, showcasing their experience in running cafeterias, range of foods/products/items sold and existing facilities at other educational institutions, etc (Delhi & NCR only). The Committee will inspect the existing contract/cafeteria. Based on the presentation and visit of the Committee, the committee will decide award of contract.
3. College of Vocational Studies prefers to run the Cafeteria with all facilities including food items. coffee. soft drinks, etc. from reputed national and international brands and stake holders/ authorized agencies/franchises
4. College of Vocational Studies reserves the right to cancel the Eol invitation as a whole or in part without assigning any reason whatsoever.
5. The Bidders are encouraged to conduct their own independent survey, assessment, analysis and check the reliability, accuracy, feasibility and completeness before submission.



6. College of Vocational Studies reserves the right to update, amend and supplement the information given in this document at its sole discretion before the last date and time of submission of the interest/proposal
7. Bidders should submit their response as per formats provided at Annexure-I. The EOI, not conforming to the instructions or prescribed formats will be rejected.
8. Bidders should equip their self with all the permits, License etc. granted by Competent Authority, required for the operation of the Cafeteria.
9. Bidder should adhere to all the safety & hygiene guidelines and norms in running the cafeteria.
10. Bidder will be responsible for cleaning and regular upkeep of the premises.
11. The contract term will be initially for 02 (two years and same may be extended on satisfactory performance. On expiry of contract term, the bidder shall vacate the premises immediately. However, the existing operator may also bid if not prohibited otherwise due to unsatisfactory performance.
12. No liquor/smoking or any unauthorized item shall be provided/ served in the Cafeteria.
13. The selected bidder will have to sign an Agreement with the College of Vocational Studies before operation of the Cafeteria.
14. Principal, College of Vocational Studies reserves the right to call limited/short listed or all parties for making a presentation, based on their experience and technical submission made in the EOI. Mere fulfillment of EOI criteria does not entail the parties to be called for making a presentation.
15. In support of the credential submitted by the parties, College of Vocational Studies reserves the right to solicit information from the organizations by telephonic verification/personal visits/ in writing
16. Date and time of making presentation (only for the qualified/short listed parties based on the EOI) will be announced/communicated later to qualified/shortlisted parties.
17. SCOPE OF WORK: The different facilities and services intended by the authority and to be provided by the bidder are mentioned below. (i). Preparation of List of Food Items/Menu and approval of rates from the College of Vocational Studies before introducing it. (ii) Deployment of adequate manpower, materials, consumables etc. to run the Cafeteria smoothly. (iii) Procure necessary permits, licenses from the concerned authorities required for running a Cafeteria.
18. Sub-leasing of the Cafeteria after award of contract/Agreement will not be permitted.



19. The Bidder/Contractor will be required to consult College of Vocational Studies authorities before advertising anything related to the Cafeteria in the print media.
20. Eligibility Criteria : (i) The bidder should have been operating in the Hospitality sector for a minimum of 10 years (Hospitality would include experience in the service industry that includes lodging, dining/ Restaurant, event management, hotel management and catering). Prior experience in the Govt. Sector/ higher educational institutions in hospitality shall be preferred. (ii) The bidder should have an average annual turnover of Rs.10.00 lakhs each in past two financial years.
21. The College will charge Rs. 20000/- per month as license fee, water charges Rs. 1000/- per month and electricity charges on actual basis from the Contractor who would be awarded the contract. .
22. While submitting the Expression of Interest for the Cafeteria (on the letterhead of firm according to the format as Annexure-I), the Bidder must submit the details along with all required supporting documents showing their experience, turnover, etc. without which the bid will not be considered
23. The EOI must be submitted/reach to Section Officer (Admin), College of Vocational Studies latest by 03.12.2024 up to 5.00 p.m. The EOI received after last date will not be entertained.


SD
Principal (OSD)

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Proforma for Expression of Interest for Cafeteria.

I. Details about the Bidder •

(a) Name of the Bidder/ Company/Organization:

(b) Present address with contact number:

(c) Key Contact Person (name, designation, address, contact no., email id) I. Type of the Organization/

Entity (with supporting documents).

Registration details of the organization/entity (with supporting documents, registration certificate,

etc.)

PAN No. and Tin No. (Also attach self-attested photocopies):

Service Tax Number:(Also attach self-attested photocopies):

Proof of two 5, 7 or 10 years* experience (Also attach self-attested photocopies):

FINANCIAL INFORMATION: Please provide with details of Annual Turn Over for the last two years, along with necessary supporting documents such as Form 16, Copy of Balance Sheet, duly signed by the authorized signatory, along with the Eol.

Brief description about the organization/ entity, organization structure and type of business:

I/We hereby submit the Expression of Interest for running the Cafeteria at the College of Vocational Studies, University of Delhi. We undertake to agree to all terms and conditions of the Expression of Interest.

It is certified that our firm fulfils the eligibility criteria mentioned by the College in EOI. The undersigned is authorized to submit the Expression of Interest on behalf of the firm/company. Supporting documents of all the above information are also attached.

Signature

Name of the authorised signatory

Seal of the firm