



**Guru Gobind Singh Indraprastha University**  
**Sector-16 C, Dwarka, New Delhi-78**  
**(General Administration Branch)**

**REQUEST FOR PROPOSAL (RFP)**

The University intends to invite proposals by way of sealed quotation in two bid system from the experienced vendors for setting-up and operating 02 (Two) Kiosks in Dwarka Campus of the University for selling food items, snacks, beverages, etc.

**A) Scope of Work**

The tentative strength of students and staff/faculty/outsource employees in Dwarka Campus is approx 6000 nos. and 1000 nos. respectively. Besides, a large no. of visitors also visit the University daily for various issues related to Academic, Examination etc.

The successful bidder will be required to operate the Kiosks for University students, employees & visitors at Dwarka Campus of the GGSIP University.

It shall be allowed to sell food items, snacks, beverages, etc., as per Annexure – I.

**B) Duration of the Contract**

The contract will be valid initially for a period of one year, extendable for another one year on satisfactory performance and mutual consent.

**C) Technical Criteria**

- i) Bidders are required to submit valid copy of GST certificate, PAN card and Registration Number of the Firm (Sole Proprietorship / Partnership / Public Limited / Private Limited Company).
- ii) The bidders should submit an undertaking in connection with Blacklisting / Debarment as per Annexure – II.
- iii) No Dues from the General Administration Branch in respect of eateries who are / had been running their business in Dwarka Campus of the University (in case they wish to apply).

**D) Selection Criteria**

- i) The bidders fulfilling all parameters specified under the Technical Criteria at Clause “C” shall be eligible for opening of financial bid.
- ii) In order to ascertain the reasonability of rates, the rates for food items have been fixed by the University, as per the prevailing market rates (Annexure I).
- iii) Thus the Financial Bids of the technically qualified bidders will be evaluated on the basis of Highest License Fee (i.e. H1 basis), as quoted for 02 Kiosks taken together.

  
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- iv) The minimum per month reserve price of license fee for each kiosk has been fixed at Rs.15,000/- (Excluding GST).
- v) The financial bid of those bidders, who quote license fee less than the minimum reserve price of Rs.15,000/- (Excluding GST), for each kiosk, shall be summarily rejected and not considered for further processing of their bid.
- vi) In the event of a situation where two or more bidders qualify for H-1, it shall be the discretion of the University to select the successful bidder in the way as deemed fit/justified.

**E) Other Terms & Conditions:**

1. Two kiosks of size 10" x 15" each shall be designed and constructed by the H1 bidder at its own cost. The sitting arrangement i.e. furniture/canopy etc shall also be provided by them at their own cost. However, the design shall be got vetted from the University Works Division before execution.
2. Space for the Kiosks shall be allotted by the University.
3. The University reserves the right to re-locate the kiosks at any other place in the premises.
4. The allotment of space / kiosks does not bestow any ownership rights, whatsoever, to H1 bidder. It may dismantle the construction upon completion / discontinuation / termination of the contract.
5. The electricity charges shall be borne by the H-1 bidder, who shall install a rechargeable electric meter. In addition, monthly License Fees, as decided on H-1 basis, shall be payable to the University in advance by 7<sup>th</sup> of each month. However, water and drainage connection shall be provided by the University free of cost.
6. A penalty of Rs.100/- per day shall be charged for non-payment of the license fee within the stipulated period.
7. The Kiosks shall be opened from 8.00 a.m. to 7.00 p.m. on all working days.
8. The Staff deployed in the Kiosks should be medically fit and have proven antecedent records (with Police Verification).
9. The successful bidder shall maintain all the standard hygiene while preparation, storage and serving the food / other items.
10. **The successful bidder shall be required to obtain MCD Licenses for running the Kiosks within 02 months from the grant of possession and submit a copy of the same to the General Administration Branch.**
11. The rate of license fee may be increased @ 10% per month for the second year of the contract (in case of extension).
12. The University reserves the right to amend / withdraw / add the item in the Menu List as per the requirement / demand of stakeholders.
13. The University may consider request for revision of rates of food items (upto a maximum of 10%) in the approved rates, in the second year of the contract (if extended).
14. If the contractor fails to fulfill its obligations of the contract at any time during

  
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the contract period and/or on persistent complaints of users, related to works and/or services, University shall have the power to terminate the contract, serving a notice of one month and in that case the Security deposited by the contractor shall be liable to be forfeited and / or debar / blacklist the Canteen Contractor from participating in any Bid / tender of the University. The decision of Hon'ble Vice Chancellor, Guru Gobind Singh Indraprastha University in this regards would be final and binding.

15. In the case of dispute or differences arising out of or in a way concerning the agreement, it shall be referred to the Arbitration by sole Arbitrator as per the provision of Arbitration & Conciliation Act, 1996. The Arbitrator shall be nominated by the Vice Chancellor, Guru Gobind Singh Indraprastha University, Delhi. The award of the arbitrator shall be final and binding on the parties.
16. The Canteen Contractor shall not engage in any sub-contractor or transfer the contract to any other person/firm/agency in any manner. The contractor shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise. In case the contract is sub-contracted, the same will be breach of the contract and the University will be at liberty to cancel/terminate the contract and / or debar / blacklist the canteen contractor.
17. Any dispute shall be subject to the Delhi jurisdiction. Any dispute shall be subject to the jurisdiction of Courts at Delhi. The seat and place of arbitration shall be at Delhi.
18. The University reserves the right to reject any or all the Bids without assigning any reason thereof.
19. The University reserves the right to cancel / discontinue the contract, at any time without assigning any reasons, whatsoever.
20. **Sealed quotation containing two separate envelops i.e. Technical Bid (containing valid copies of all the requisite documents self-attested) and Financial Bid in Annexure III, shall be required to be submitted physically in the O/o the Assistant Registrar (GA), Room No. 36, GGS IP University, Sector 16/C, Dwarka, New Delhi – 110078, latest by 15<sup>th</sup> December 2025 till 4:00 PM.**

**F) Security Deposit**

The successful bidder will have to submit a Security Deposit of Rs.50,000/- (Fifty Thousand Only) within **07 days** of the award of Contract in the form of Demand Draft favoring "Registrar, GGSIP University" / through online mode in the University Account, as per details given below:

1.	Accounts Holder Name	Registrar, Guru Gobind Singh Indraprastha University
2.	Account No.	927860555
3.	IFSC Code	IDIB000G082
4.	Bank Name	Indian Bank



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5.	Micro Code	110019071
6.	Accounts Type	SB (Saving)
7.	CBS Code/Branch Code	02029
8.	Branch Name & Address	GGSIPIU, Sector-16C, Dwarka, New Delhi - 110078
9.	Banker's Phone No.	011-28035244

No interest shall be payable on this amount. The Security Deposit shall be refundable after the successful completion of the Contract.

**G) Award of Contract:**

The selected H1 bidder shall enter into a Contract with the University on non-judicial Stamp Paper of Rs.100/-, expenses incurred on the same shall be borne by the selected bidder.

  
(Prabhat Mishra)  
Assistant Registrar, GA

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**ANNEXURE – I**

**APPROVED LIST OF ITEMS TO BE SOLD AT KIOSKS No. 1**

Name of items	Amount (in Rs.) (Excluding GST, wherever applicable)
Special Tea (110 ml)	15
Nescafe (110 ml)	15
Nescafe Cappuccino (110 ml)	20
Nescafe Espresso (110 ml)	20
Ice Tea (Reputed Brands)	MRP
Tomato Soup	20
Cold Coffee	40
Butter Milk (Plain) (Amul / Mother Dairy / other reputed brands)	MRP
Butter Milk (Tadka) (Amul / Mother Dairy / other reputed brands)	MRP
Lassi Sweet (Amul / Mother Dairy / other reputed brands)	MRP
Flavored Milk (Amul / Mother Dairy / other reputed brands)	MRP
Plain Dahi (Amul / Mother Dairy / other reputed brands)	MRP
Mishti Dahi Plain Dahi (Amul / Mother Dairy / other reputed brands)	MRP
Ice Cream (Mother Dairy / Amul / Quality Walls / Other Reputed Brands)	MRP
Banana Shake (250 ml)	40
Chocolate Shake (250 ml)	50
Orio Shake (250 ml)	40
Orange Juice (250 ml)	40
Mix Fruit Juice (250 ml)	40
Mausmi Juice (250 ml)	40
Pomegranate Juice (250 ml)	60
Pineapple Juice (250 ml)	40
Mango Shake (250 ml)	40
Packed Juices (All Reputed Brands)	MRP
Mineral Water (All Reputed Brands)	MRP
Mojito (All flavors) (250 ML.)	50
Soft Drinks (All Brands)	MRP

(Signature of the Owner/ Authorized Person)  
(with stamp)

  
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**ANNEXURE – I**

**APPROVED LIST OF ITEMS TO BE SOLD AT KIOSKS No. 2**

Snacks	Amount (in Rs.) (Excluding GST, wherever applicable)
Maggi Noodles Masala	30
Maggi Noodles- Veg atta	40
Cuppa Noodles (All Reputed Brands)	MRP
Vegetable Pasta (Red / White Sauce)	50
Veg. Momos (Steamed) (Full – 12 pcs. / Half – 06 pcs.)	50 / 30
Paneer Momos (Steamed) (Full – 12 pcs. / Half – 06 pcs.)	70 / 40
Veg. Momos (Fried) (Full – 12 pcs. / Half – 06 pcs.)	55 / 35
Paneer Momos (Fried) (Full – 12 pcs. / Half – 06 pcs.)	75 / 45
Veg. Roll	35
Veg. Burger	35
Veg. Cheese Burger	50
Aloo Patty	15
Paneer Patty	25
Veg. Grilled Sandwich	50
Paneer Grilled Sandwich	60
Paneer Kulcha	50
Sweet corn	20
Chocolate Brownie	50
Chocolate Chip Muffins	40
Pineapple Pastry (Eggless)	30
Choco Truffle (Eggless)	45
Red Velvet Pastry (Eggless)	60
Black Forest (Eggless)	40
All Types of Chocolates / Chips / Biscuits / Candy / Cakes	MRP

**(Signature of the Owner/ Authorized Person)**  
**(with stamp)**

  
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**ANNEXURE-II**

**Undertaking regarding Blacklisting / Debarment**

This is to undertake that I / we have not been blacklisted / debarred by any of the Government / Public Sector Agency in last three years.

(Signature of the Owner/ Authorized Person)  
(with stamp)

  
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**ANNEXURE-III**

**FINANCIAL BID PROFORMA FOR QUOTING PER MONTH RATES OF**  
**LICENSE FEE**

Kiosk	Total Area (in Sq. Ft.)	Minimum rate of per month License Fee (in Rs.) (Excluding GST)	Per month Rate of License fee to be quoted (In Rupees) (Excluding GST)
Kiosk - 1	10" x 15"	15,000/-	
Kiosk - 2	10" x 15"	15,000/-	
Total Quote of License Fee			

Note: The minimum license fee to be quoted is reserved at Rs. 15,000/- for each kiosk. Thus, the Financial Bid of those bidders, who will quote license fee less than the minimum reserve license fee, as state above shall be summarily rejected.

(Signature of the Bidder with seal of the Firm \_\_\_\_\_  
 Name of Bidder \_\_\_\_\_

Place.....

Date.....

  
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