



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, DWARKA,
NEW DELHI-110 078

Expression of Interest

GGSIU/GA/Kiosk-EOI/2014-15/

Dated: 24/03/2015

Sealed EOI are invited for and on behalf of Guru Gobind Singh Indraprastha University from experienced and financially sound Food Chain Vendors having experience in supply and selling of prepared food and beverages items at Kiosks in Govt. Organisation/PSUs/Institutions/Schools/Universities/Reputed Public Organization/Reputed Private Organization for the works as detailed below:-

Name of Work	Total Student	EMD (Refundable)	Last date of submission of Bid	Date of Opening of Bid
Supply and selling of prepared food and beverages items by Food Chain Vendor at Kiosks in Guru Gobind Singh Indraprastha University.	4000 approx.	Rs.1,00,000/-	15/04/2015 (3:00 p.m.)	15/04/2015 (4:00 p.m.)

EOI document alongwith terms & conditions may be downloaded from University website www.ipu.ac.in or obtained from the office of Deputy Registrar, General Administration Branch, Room No. 36, B-Wing, Administrative Block, GGSIPU, Sector 16C, Dwarka, New Delhi free of cost during office hours on or before due date and time.

Sd/-
Deputy Registrar
General Administration

Expression of Interest

Name of Work: Supply and selling of prepared food and beverages items by food chain vendors at kiosks in Guru Gobind Singh Indraprastha University

Guru Gobind Singh Indraprastha University is in the process of selection of Food Chain Vendors/Contractors/Caterers for supply and selling of prepared food and beverages items by food chain vendors at kiosks in Guru Gobind Singh Indraprastha University.

Interested Food Chain Vendors may submit their bids alongwith EMD of **Rs. 1,00,000/-** in the form of Demand Draft/Banker Cheque/FDR in favour of Registrar, GGSIP University in the office of Deputy Registrar, General Administration Branch, Room No.-36, Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi-110078 on or before **03:00 p.m. on 15/04/2015**. A pre-bid meeting shall be held at **11:30 a.m. on 07/04/2015** in the office of the Deputy Registrar, General Administration, Room No. 36, Administrative Block, GSS IP University, Sector-16C, Dwarka, New Delhi.

Definitions

1. The University means Guru Gobind Singh Indraprastha University, Delhi.
2. Employer means the Registrar, GGSIPU and his successor.
3. Food Chain Vendor means the agencies such as Mc Donald, Fast Track, Pepper's, Bake Buns, Johny Rocketrs, Sub Ways, Dominos, Golden Dragon, Burgerman, Tejaswi, Vanky's Xpress, Burger Xpress, Nestle, Hindustan Uni-lever, Amul, Café Coffee Day, Coffee Day Xpress, Red Mango, Mr & Mrs Idly, KFC & Barista.
4. "Year" means "Financial Year" unless stated otherwise.

1. Scope of work/location:

- i. Design and Construction of Kiosk of size approx. 8ft.x8ft. at the following locations : -
 - a. One Kiosk, Near Library Block (Opp. Estate Office) in the University Campus.
 - b. One Kiosk, Near USMC/Pharmacy Parking in the University Campus.

Kiosk shall be fully equipped & customized. No payment shall be made by the University for design & construction of Kiosk including equipments. Only space shall be provided.

- ii. Running, operation & maintenance of Kiosk for supply and selling of prepared food and beverages items.

2. Time Period :

The contract will be operative for a period of three years from the date of award which may be extended at discretion of the University for a further period of one/two years.

However, the University reserves the right to terminate the contract any time. The

decision of the University in this regard will be final & binding on the Food Chain Vendor.

3. Eligibility Criteria:

- i. The Food Chain Vendor should have at least three years experience of supplying and selling prepared food and beverages items in Govt. Organization/PSUs/Institutions/Schools/Universities/Reputed Public Organization/Reputed Private Organization (ending March 2014)
- ii. Food Chain Vendor should have minimum Average Annual Turnover of Rs. 50.00 lacs (Rs. Fifty Lacs Only) in the last three years (2011-12, 2012-13 & 2013-2014).
- iii. Food Chain Vendor should not have incurred losses in more than two years consecutively in the last three financial years.
- iv. The Food Chain Vendor should not have been blacklisted by any organization during last three years (2011-12, 2012-13 & 2013-2014).
- v. Food Chain Vendor should have valid PAN
- vi. Food Chain Vendor should have Service Tax Registration No.
- vii. Food Chain Vendor should have valid DVAT Registration No.

4. Documents to be enclosed for eligibility:

i.	Declaration by Food Chain Vendor	Annexure – A
ii.	Organizational Structure: - Legal status of the Food Chain Vendor with legal proof along with copies of the original documents	Annexure - B
iii.	Income Tax Registration (PAN No.)	Attach copies of the original documents
iv.	Service Tax Registration	
v.	DVAT Registration/ TIN Number	
vi.	Minimum Average financial turnover of Rs. 50.00 lacs (Rs. Fifty Lacs Only) during the last five financial years ending March, 2014, duly audited, signed & stamped by a Chartered Accountant.	
vii.	The Food Chain Vendor should not have incurred losses in more than two years consecutively in the last five financial years, duly certified by Chartered Accountant, along with copies of audited profit and loss account of last five years.	Annexure C
viii.	The Food Chain Vendor will have to furnish the information regarding the Client Satisfaction Report/Performance Report of the works of works of similar nature, completed during the last five years ending last day of the month of March 2014.	Annexure D
ix.	An affidavit on Rs. 10/- (non-judicial stamp paper) declaring that the Food Chain Vendor has not been blacklisted/debarred by any of the government/ public sector agency in the last 3 years. A declaration of fair business practice by the Food Chain Vendor.	Annexure –E
x.	Proposed rates for food items mentioned in the EOI must be quoted by the Food Chain Vendor. Incomplete proposed quote shall be summarily rejected (Refer para 6 of terms & conditions).	Annexure-F
xi.	The offer submitted by the firm should be alongwith the brochure/catalogues of contractor, If any	
xii.	Valid ISO 9001 certificate.	Attach valid copies of the original documents.

5. Criteria for Evaluation and Selection: Vendors qualifying above eligibility criteria shall only be evaluated as per the parameters given below:-

Sr. No.	Attribute	Evaluation
1.	Financial Strength (Maximum 15 Marks)	
	Average Annual Turnover in last three years	(i) 60% marks for minimum eligibility criteria. (ii) 100% marks for twice the minimum eligibility criteria. (iii) In between (i) & (ii) on pro-rata basis.
2.	Experience in Similar Class of Works (Maximum 20 Marks)	
	Should have at least three years (Ending March 2014) experience of supply and selling of prepared food and beverages items at Kiosks in Govt. Organization/PSUs/Institutions/Schools/Universities/Reputed Public Organization/Reputed Private Organization (ending March, 2014)	(i) 60% marks for minimum eligibility criteria of 5 years. (ii) 100% marks for twice the minimum eligibility criteria. (iii) In between (i) & (ii) on pro-rata basis.
3.	Performance on Works (Maximum 10 Marks)	On the work of 2 above
	Excellent / Outstanding	10
	Very Good	8
	Good	6
	Fair/Satisfactory	3
	Poor	0
4.	ISO Certificate in the name of the contractor (Maximum 5 Marks)	100% marks for having valid ISO 9001:2008 Certificate.
5.	Presentation & Visit (Maximum 40 Marks)	The Food Chain Vendor will have to make presentation in the University before the committee at a date and time to be notified later. The Food Chain Vendor is expected to present their methodology, approach and operating procedures for successful performance of the scope of work. The University may also visit the working sites of the Food Chain Vendor. The marks shall be awarded by the Committee based on the presentation & visit which will be final & binding.

The agency who secure maximum marks in the above evaluation shall be declared as successful bidder and shall be selected for award of work.

6. Kiosk for selling prepared food and beverages items Contract: Terms and Conditions

1. Earnest Money Deposit (Bid Security):

The Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rs. One Lac only) must be attached. The Earnest money shall be accepted with a minimum validity of three months in the following forms and shall be in favour of “the Registrar, GGSIPU”, payable at Delhi:-

- i. Demand draft / Bankers cheque
- ii. Fixed deposit receipt (FDR)

EOI without Earnest Money Deposit will be summarily rejected. In case of unsuccessful bidders, the Earnest Money Deposit will be returned without any interest. The Earnest money of the successful bidder i.e. Rs. 1,00,000/- (Rs. One Lac Only) shall be retained as a part of performance guarantee.

2. Performance Guarantee :

Successful Food Chain Vendor will have to deposit Rs. 3,00,000/- (Rs. Three Lacs Only) as performance guarantee in the form of demand draft or FDR in favour of the Registrar, GGSIPU within fifteen days of issue of the award letter. The performance guarantee shall be released after successful completion of the contract.

3. Starting of work:

The successful Food Chain Vendor shall submit design of the Kiosk within 10 (Ten) days of issue of award letter and the construction of Kiosk shall be completed & operation shall be started within 45 (Forty Five) days of approval of design by the University. If the Food Chain Vendor fails to deliver as per above time lines, the EMD/Performance Guarantee may be forfeited.

The Food Chain Vendor will have to take the approval of design and all other fitments from the University before starting the construction & operation of kiosk.

4. Agreement:

The Food Chain Vendor shall sign an agreement with the University within 15 (Fifteen) days of the acceptance of offer on a stamp paper of Rs. 100/- to be furnished by the Food Chain Vendor alongwith bid document.

5. Payment of License Fee, Water, Electricity & other Charges:

- i. The Food Chain Vendor shall pay Electricity charges by BSES Yamuna Power Ltd. Delhi from the University as per the meter reading/sub meter installed by University or to BSES Yamuna Power Ltd/BSES Rajdhani Power Ltd as the case may be including fixed charges, taxes as.
- ii. The Food Chain Vendor shall pay water consumption charges at the flat rate of Rs. 100/- per month.
- iii. The Food Chain Vendor will pay necessary fee/charges/taxes etc. as applicable, according to the rates prescribed by the MCD or any other Authority for running the Kiosk (if any), directly to the Concerned Authorities.

6. Rates for different items and packages:

- i. The rates for different items and packages proposed by the successful Food Chain Vendor shall be evaluated, decided & fixed by the University with the mutual consent of Food Chain Vendor.
- ii. Items approved by the University shall only be served. No other items will be served without prior approval of the University.
- iii. The rate(s) once fixed would remain applicable for at least six months and may be revised on request of the Food Chain Vendor subject to approval by the University. The University reserves the right to disallow/amend the request of Food Chain Vendor in this regard.
- iv. The Food Chain Vendor shall display the approved list and rates of approved eatable items at the identified/designated place in the Kiosk.
- v. The Food Chain Vendors are advised to inspect and examine the Kiosk space at locations and its surrounding and safety measures required for the operation of Kiosk services as per local bye-laws.
- vi. The University will not guarantee any minimum/maximum business.

7. Responsibilities/Liabilities of Food Chain Vendor

7a Maintaining cleanliness in and around the kiosk:

- i. The Food Chain Vendor will take necessary statutory approvals from the local authorities.
- ii. The Food Chain Vendor is bound to maintain cleanliness of the Kiosk and will dispose off the waste material outside the University Campus.
- iii. All waste food should be removed from Kiosk on a daily basis.
- iv. The cleanliness & maintenance of dining area will be under the control of the University.
- v. Construction of Kiosk on the provided space to customize with all equipments like refrigerator, oven, dispensers, display/showcases etc is the sole responsibility of the Food Chain Vendor.
- vi. Arrangement and provisions as well as maintenance of ovens/fridge/or any other appliances installed by Food Chain Vendor for Kiosk for selling prepared food and beverages items purpose etc. will be the sole responsibility of the Food Chain Vendor.
- vii. The Food Chain Vendor has to ensure the cleanliness of the floor & platform in kitchen, store, service and utensil washing area. They have also to ensure that the area under their control is free from flies.

7b Hygiene and Precautionary measures :

- i. The staff deployed by the Food Chain Vendor for kiosk should be medically fit and the Food Chain Vendor should immediately withdraw staff with any contagious disease from deployment.
- ii. The Food Chain Vendor and his employees shall maintain proper decorum and decency befitting a higher educational institution. Any complaint in this regard will be viewed seriously and may amount to disqualification of the Food Chain Vendor.
- iii. Fire Precautions: All areas of the University are provided with fire-fighting equipments suitable for the hazards normally found in these areas. If the work of a Food Chain Vendor introduces unusual fire hazards into an area, Food Chain Vendor will be responsible for providing the appropriate type of fire-fighting equipments.
- iv. The prepared food and beverages items will be served in the good quality

disposable material like plates, glasses, cups etc. by the Food Chain Vendor at his own cost.

8. Staff deployment in the Kiosk:

- i. The Food Chain Vendor shall deploy the employees only after due police verification and provide identity cards to its employees at their own cost duly authenticated by the University. No employee shall be allowed without identity card authenticated by the University.
- ii. The Food Chain Vendor shall not deploy any minor employees to work in the kiosk, proclaimed offender, persons involved in criminal cases or with criminal back ground, and with debt burden.
- iii. The University will be under no obligation to provide employment to any personnel of the Food Chain Vendor after expiry of agreement/contract period and the University recognizes no employer-employee relationship between University and the personnel deployed by the Food Chain Vendor.
- iv. In every case, in which by virtue of the provisions of the Workman's Compensation Act, the Government of India/Government of Delhi if obliged to pay compensation to such person employed by the Food Chain Vendor in execution of the work; the University will be entitled to recover from the Food Chain Vendor the amount of compensation so paid.

9. Payment of bills against supply of food items to the different office of the University:

- i. Payment will be made by University within 30 days from the date of submission of the proper/satisfactory bills. The bills shall be submitted in triplicate along with duly signed work order issued by the University.
- ii. University reserves the right to carry out post payment audit and/or technical examination of the final bills including all supporting vouchers, abstract etc. University further reserves the right to enforce recovery of any overpayment whenever detected.
- iii. Last payment of the agency will be cleared only after ascertaining clearance of any liability pending with the Food Chain Vendor.
- iv. Income Tax will be deducted at source where ever applicable. PAN No. should be quoted on each bill.
- v. No responsibility will be taken by the University for Credit Sales Losses or pilferage.
- vi. The University shall not provide any residential accommodation to the personnel employed by the agency at Kiosk.

10. Timings:

The Food Chain Vendor shall keep the Kiosk open from 9.00 a.m. to 8.00 p.m. (all days including Saturday/Sunday). The Kiosk shall not be closed on any working day of the University without the prior written permission of the University Administration. Penalty of Rs. 2000/- (Rs. Two Thousand Only) per day shall be levied for each day when Kiosk is found unauthorized close. In case the Kiosk is required to be opened beyond 06.00 p.m. the Food Chain Vendor shall obtain permission from the University.

11. Restrictions to the Food Chain Vendor:

- i. Any person who is in Government Service or an employee of the University should not be made a partner to the contract by the Food Chain Vendor

- directly or indirectly.
- ii. The Food Chain Vendor shall not indulge himself in carrying out activities other than the purpose stipulated in the scope of work.
- iii. The University reserves the right not to allow the Food Chain Vendor for the sale of any brand/make item/ food item including cold drink. University will decide and finalize the brand/make/company for beverages /soft drinks.
- v. No LPG/cooking gas is allowed in Kiosk.
- vi. No cooking/deep fry/preparation of any food item is allowed in the Kiosk without prior permission of the University.
- vii. The Food Chain Vendor shall not sell the items banned by Central Govt./State Govt./Universities/Any other Regulatory Authority.

12. Facilities provided by the University:

- i. Sub-meter for electricity connection will be borne by the University.
- ii. Water connection in the Kiosk area.
- iii. Adequate mosquito killer machines in working condition.
- iv. Dust bin (stainless steel with covered lids).
- v. Open standing tables.

13. Following shall be strictly prohibited:

- i. Serving of alcoholic drinks, selling of narcotics, tobacco items and other items not normally covered in such business.
- ii. Use of plastic etc. and recycled colored plastic bags.

14. Food Hygiene Inspections:

The Canteen/Kiosk Committee of GGSIP University or any other officer designated by the University may check/inspect the quality/quantity, standards of food, health, hygiene etc. from time to time. They may take appropriate action as deemed fit which shall be binding on the Food Chain Vendor and reject such preparations, which are not considered wholesome or hygienic without any compensation.

15. Penalties:

- i. If the Food Chain Vendor fails to fulfill his obligations of the contract at any time during the contract period, the University shall have the power to terminate the contract and in that case the performance guarantee deposited by the Food Chain Vendor shall be forfeited at the discretion of the University.
- ii. The Food Chain Vendor shall not sublet a part or whole of the premises to any other agency for any purpose what so-ever. This may result immediate termination of the contract by the University and forfeiture of performance guarantee.
- iii. In case, eatables are sold by the Food Chain Vendor after the expiry date as mentioned by the manufacturer penalty of Rs.1000/- will be imposed for each default and all the repercussions will be the liability of the Food Chain Vendor.
- iv. Use of unclean utensils, penalty of Rs.100/- will be imposed for each default.
- v. Changes in menu without permission of Canteen/Kiosk Committee, penalty of Rs.500/- will be imposed for each default.
- vi. The University reserves the right to terminate the contract and forfeit the

- performance guarantee on persistent complaints related to unhygienic food, use of adulterated food articles, oil, utensils etc.
- vii. Any penalty levied by the local authorities like MCD, PF, ESI, food adulteration, FDA, DPCC etc. on account of non compliance of local laws, the Food Chain Vendor will bear the cost.
 - viii. A penalty of Rs. 1000/- shall be imposed if persistent complaints are received regarding flies and unclean of area under the control of the contract.
 - ix. A penalty of Rs. 3000/- per day shall be imposed on unauthorized closure of kiosk.
 - x. Sale of unapproved items and encroachment beyond allocated area, Rs. 1000/- as penalty will be imposed for each default.

DECLARATION BY THE FOOD CHAIN VENDOR

I/We _____ (Name of the Food Chain Vendor) hereby represent that we have gone through and understood the EOI document and in compliance with the requirement stipulated, in the said documents we are submitting a copy of bidding document marked “original” as part of our interest duly signed and stamped on each page in token of our acceptance. We undertake that document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of the contract agreement. Further, we shall sign and stamp each page of this document as a token of acceptance and as a part of the contract in the event of award of contract to us.

I/We further confirm that we have indicated prices in list of items provided in the EOI.

I/We also abide with all rules and regulations and decision of the University for running the Kiosk/penalty, if any/termination of contract against violation of terms & conditions etc.

SIGNATURE OF FOOD CHAIN VENDOR : _____

NAME AND ADDRESS OF FOOD CHAIN VENDOR : _____

COMPANY SEAL

Note : This declaration should be signed by the Food Chain Vendor representative who is signing the bid.

ORGANISATION STRUCTURE

1. Name & Address of the Food Chain Vendor (attach photograph) :
2. Telephone No./Fax No./ e-mail :
3. Legal status of the Food Chain Vendor (attach copies of original document defining the legal status)
 - a) An Individual
 - b) A proprietary firm
 - c) A firm in partnership
 - d) A limited company or Corporation
 - e) A Public Sector Undertaking
4. Particulars of registration with various Government Bodies (attach attested Photo Copy)

Organization/Place of registration	Registration No.
------------------------------------	------------------
5.
 - a) Service Tax Registration Number (attach copy)
 - b) Permanent Account Number (attach copy)
 - c) VAT Registration Number (attach copy)
 - d) Sales Tax Registration Number (attach copy)
6. Names and titles of Directors & Officers with designation :
to be concerned with this work.
7. Name & Designation of individuals authorized to act for the organization :
(Please attach power of attorney in favour of authorized representative duly signed by authorized signatory)
8. Was the Contractor ever required to suspend work for :
a period of more than six months continuously after you commenced the construction? If so, give the name of the project and reasons of suspension of work.
9. Has the contractor or any constituent partner in case of :
partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.
10. Has the contractor or any constituent partner in case of :
partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details.
11. Has the Contractor/ caterers, or any constituent partner in case of
partnership firm, ever been convicted by a court of law?
If so, give details. :
12. Any other information considered necessary but not included above. :

(Stamp, Name & Signature of Contractor/caterers)

DETAILS OF ANNUAL TURNOVER

A. FINANCIAL DETAILS

Financial Years	Gross Annual Turnover of Kiosk for selling prepared food and beverages items services in Govt. Organisation/PSUs/Institutions/Schools/Universities Reputed Public Organization/Reputed Private Organization	Profit/Loss (In Lacs)
2013-2014		
2012-2013		
2011-2012		
2010-2011		
2009-2010		

(Stamp, Name & Signature of Contractor/ caterers)

Certificate by the Chartered Accountant

Certified that the above details of Annual turnover and profit and loss has been checked and verified from the annual accounts of M/s

Name (Of the Chartered Accountant) :

Address :

Phone No. :

Seal :

**DECLARATION FOR FAIR BUSINESS BY THE FOOD CHAIN
VENDOR/CATERER/CONTRACTOR**

(Affidavit on Non-Judicial Stamp Paper of Rs.10/- duly attested by Notary / Magistrate)

This is to certify that We, M/s_____ in submission of this offer confirm that:-

- i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has not been banned with us by any Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.
- vi) We understand that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be fortified and business dealings will be banned.
- vii) We have not been punished / penalized by way of imprisonment in last three years.
- viii) We have not been blacklisted/debarred by any of the Government/Public Sector Agency in last three years.

SEAL, SIGNATURE & NAME OF THE FOOD CHAIN VENDOR / CATERER / CONTRACTOR
(Signing this document)

Annexure-F**MENU LIST**

PARTICULARS	QUANTITY	AMOUNT (In Rs.)
SNACKS		
<i>Vegetarian</i>		
Veg Sandwich		
Veg Cheese Sandwich		
Veg Cutlet		
Veg Pakora (Mix)		
Veg Samosa with Chutni		
Bread Pakora / Roll (Potato)		
Allo Bonda		
Dal Vada / Pakora		
Paneer Pakora		
Veg Spring Roll		
Veg Patty		
Dhokla		
Onion Kachori with subzi		
French Fries		
Veg. Muffin		
Any other items		
<i>Non- Vegetarian</i>		
Egg Kathi Roll in 02 Eggs		
Egg Kathi Roll in 01 Egg		
Egg spring roll in 02 Eggs		
Egg spring roll in 01 egg		
Chicken kathi roll		
Vanila/Butter scotch		
Any other items		
BEVERAGES		
Hot Tea		
Hot Coffee		
Cold Coffee		
Ice Tea		
Lassi (Sweet / Salted)		
Softy Tea		
Fresh Lime soda		
Soft drink (Fountain)		
Soft drink (Can/ bottle) MRP		
Mineral Water MRP		
Any other items will be decided by the committee		
Packed reputed / Standard / Bakery items on MRP		

* Items may be added or deleted from time to time on the recommendation of the Canteen Committee.

* Service Charges will be decided separately.

SEAL, SIGNATURE & NAME OF THE FOOD CHAIN VENDOR
(Signing this document)