



जानकी देवी मेमोरियल कॉलेज JANKI DEVI MEMORIAL COLLEGE

(दिल्ली विश्वविद्यालय)/(University Of Delhi)

सर गंगा राम अस्पताल मार्ग, नई दिल्ली-110060
Sir Ganga Ram Hospital Marg, New Delhi-110060

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आइ एस ओ 21001 : 2018 व आइ एस ओ 9001 : 2015 प्रमाणित एवं NAAC प्रत्यायित A+ महाविद्यालय
An ISO 21001 : 2018 and ISO 9001 : 2015 Certified and NAAC Accredited 'A+' College

Ref. No. JDMC/Canteen/2024-25/347

Dated: 11.06.2024

EXPRESSION OF INTEREST (EOI) FOR AWARD OF CONTRACT FOR RUNNING CAFETERIA/CANTEEN AT JANKI DEVI MEMORIAL COLLEGE

The Expression of Interest (EoI) is hereby invited from the interested bidders/canteen contractors for award of contract for running the Cafeteria/Canteen 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 EoI is to be submitted in a sealed envelope superscribed "EoI for running the Cafeteria/Canteen, Janki Devi Memorial College". The format is enclosed with this Notice.

INSTRUCTIONS TO BIDDERS/TERMS & CONDITIONS/ELIGIBILITY CONDITIONS:

Interested bidders should note the following:

1. This EoI invitation document is not a tender or request or proposal in any form and would not be binding on Janki Devi Memorial College 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 Cafeteria/Canteens, range of foods/products/items sold and existing facilities at other institutions etc (Delhi & NCR only). The committee will inspect the existing contract of Cafeteria/Canteen. Based on the presentation and visit of the committee, the committee will decide the award of contract.
3. Janki Devi Memorial College prefers to run the Cafeteria/Canteen with all facilities including food items, tea, coffee, soft drinks etc. from reputed national and international brands and stake holders/authorized agencies/franchises. In addition, the bidder/contractor will be required to provide catering services, small and large as per order, at the college campus for various meetings, programmes and events.
4. The standard timings of the Cafeteria/Canteen will be 8:30 am to 6:00 pm. On demand the contractor / bidder will be required to render services beyond 8:30 am to 6:00 pm.
5. The services of the Cafeteria/Canteen shall be meant only for the JDMC students, staff and guests. The bidder / contractor will not supply items / food preparations outside the college.
6. The Bidders are encouraged to conduct their own independent survey, assessment, analysis and check the reliability, accuracy, feasibility and completeness before submission of their interest/proposal.
7. Janki Devi Memorial College 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.
8. Bidders should submit their response in the format provided at Annexure-1: The EOI, not conforming to the instructions or prescribed format will be rejected.
9. Bidders should equip their-self with all the permits, License etc. granted by Competent Authority, required for the operation of the Cafeteria/Canteen.
10. Bidder should adhere to all the safety & hygiene guidelines and norms in running the Cafeteria/Canteen.
11. Bidder will be responsible for cleaning and regular upkeep of the premises.



12. The contract term will be initially for one year and same may be extended on satisfactory performance. On expiry of contract term, the bidder shall vacate the premises immediately. However, the existing bidder may also bid if not prohibited otherwise due to unsatisfactory performance.
13. No liquor or smoking or any unauthorized item shall be provided or served in the Cafeteria/ Canteen.
14. The selected bidder will have to sign an Agreement with Janki Devi Memorial College before operation of the Cafeteria/Canteen (Draft copy of the agreement can be obtained from the office of Janki Devi Memorial College)
15. Principal, Janki Devi Memorial College 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.
16. In support of the credential submitted by the parties, Janki Devi Memorial College reserves the right to solicit information from the organizations by telephonic verification or personal visits or in writing.
17. Date and time of making presentation (only for the qualified/short listed parties based on the EoI) will be announced/communicated to qualified/shortlisted bidders/contractors only.
18. **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 Janki Devi Memorial College before introducing it. (ii) Deployment of adequate manpower, material, consumables etc. (iii) Procure necessary permits, licenses from the concerned authorities required for running a Cafeteria/Canteen.
19. Sub-leasing of the Cafeteria/Canteen after award of contract/Agreement will not be permitted.
20. The bidder/contractor will not enter into any contract with any party with respect to any subject matter related to the JDMC Cafeteria/Canteen.
21. The Bidder/Contractor will be required to consult Janki Devi Memorial College authorities before advertising anything related to the Cafeteria/Canteen in the print media or inside the Cafeteria/Canteen.
22. **ELIGIBILITY CRITERIA:** (i) The bidder should have been operating in the hospitality sector for a minimum period of 02 years (hospitality would include experience in the service industry that includes lodging, dining/restaurant, event management, hotel management and catering). (ii) The bidder should have an average annual turnover of Rs. 30,00,000/- (Rs. Thirty Lakhs only) each in past two financial years.
23. The College will charge Rs.20,000/- (Rs. Twenty Thousand only) per month as Canteen Maintenance Fee, Rs.7000/- (Rs. Seven Thousand only) annually as license fee, water charges & electricity charges on actual basis from the contractor who would be awarded the contract.
24. While submitting the Expression of Interest for the Cafeteria/Canteen (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.
25. Bidder/Contractor shall submit an Earnest Money Deposit (EMD) of Rs.25,000/- (Rs. Twenty Five Thousand only) in the form of a DD/PO in favour of Principal, Janki Devi Memorial College alongwith the EoI.
26. Bidder is also required to submit a performance guarantee of Rs 25,000/- (Rs. Twenty Five Thousand only) upon allotment of Cafeteria/Canteen contract which will remain valid till the completion of the contractual obligation. No interest will be paid to the bidder.
27. Janki Devi Memorial College reserves the right to cancel the EoI invitation as a whole or in part without assigning any reason whatsoever.
28. The EOI must be submitted/reach in a sealed envelope to the **Administrative Officer (Admin)**, Janki Devi Memorial College latest by **25th June, 2024 up to 5.00 p.m.** The EOI received after the last date will not be entertained.



Onkar Pal
PRINCIPAL

**PROFORMA FOR EXPRESSION OF INTEREST
FOR RUNNING THE CAFETERIA/CANTEEN**

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) :

II. Type of the Organization/Entity (with supporting documents):

Registration details of the organization/entity (with supporting documents, registration certificate. etc.) :

PAN No. :
(Attach self-attested photocopies)

GST No. :
(Attach self-attested photocopies)

Proof of two years' experience (attach self-attested photocopies) :

III. If the contract awarded, how many days you require to start the canteen :

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

V. **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.)

I/We hereby submit the Expression of Interest for running the Cafeteria/Canteen at Janki Devi Memorial College, Sir Ganga Ram Hospital Marg, New Delhi-110060. We undertake to agree to all terms and conditions of the Expression of Interest.

It is certified that our firm fulfills 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 mentioned information are also attached.

Signature
Name of the authorized signatory
Seal of the firm

New Delhi
Date: