

INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY-DELHI

IIIT-DELHI
Okhla Industrial Estate, Phase-III
New Delhi 110020
(Tel No 011-2690400, Website: www.iiitd.ac.in)

Request for Proposal (RFP) for Cafeteria Services

IIIT-Delhi invites proposals from reputed agencies having centralized system of supply of items for running and operation of Cafeteria for Institute's Campus at Okhla, New Delhi for a period of one year extendable up to a maximum of five (03) years depending on the performance which will be evaluated based on the feedback from customers (Faculty/ Staff/ Students).

Bid Schedule

Date of Start and downloading of the tender	10 th , Jan, 2018
Earnest Money Deposit (EMD)	Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft in favor of the" IIITD Collection Account" payable at New Delhi
Last date and time for submission of tender	09 th Feb., 2018 at 1430 Hrs
Date and time of technical bid opening	09 th Feb., 2018 at 1500 hrs
Address for communication & submission of tender documents and opening of technical bid	IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020

The interested agencies may submit their proposals along with the following documents, duly authenticated and stamped by the authorized representative of the agency:

Technical Bid will comprise of following:

1. Company Profile, enclosing copy of its constitution.
2. Technical offer with specifications as given in **Annexure –“A”**
3. Duly signed stamped copy of rates as per **Annexure- “B”**
4. CA certified copy of the certificate mentioning annual audited turnover of the agency in the financial years 2014-15 to 2015-16 and 2016-17
5. Certified Copies of Work orders/ Experience certificate for running Cafeteria in Institute/Academic Institute/Public Sector Undertaking/MNC/ Corporate Sector during last five (05) years.
6. Certified copies of PAN, GST/ ESI/PF Registration and other statutory requirements.
7. Details of number of employees on roll.

8. ISO or any other recognized certification.
9. Waste disposal mechanism (Please provide the brief write-up)

Basis of Award of Work:

Rates as mentioned in **Annexure-B** are fixed; work will be awarded on the basis of Technical BID and personal visit to site by the nominated committee. No. of items can be increased / decreased as mutually agreed.

The Institute will take feedback (thru feedback form) from customers (Faculty/ Staff/ Students) regularly (at least once every quarter). Renewal of contract will depend heavily on customer feedback.

The extension of contract will be on yearly basis. Further, the Institute may adopt any other means to assess the performance not limited to feedback from customers,

The Institute also reserves the right to reject any or all the bids without assigning any reason thereof.

Infrastructure/ operating hours:

Size of Kitchen	: 56 SQM
Seating capacity	: 125
Operative days and hours	: 7 days and 24 Hours.

Monthly Recoveries:

For running the Cafeteria, the following recoveries shall be made from the agency on monthly basis:

1. Water : As per actual consumption
2. Electricity : As per actual consumption
3. Piped gas : As per actual consumption
4. Maintenance : Rs 3000/- per month plus GST @ 18%

Recoveries specified above shall be subject to revision based on the actual cost of maintenance to the Institute, rate revision effected by authorities concerned etc.

Performance Guarantee:

The Performance Guarantee will be Rs 100,000/- (Rupees one lakh only) which shall be in the form of DD/FDR/Bank Guarantee in favor of the Institute. The Performa will be provided at the time of award of work.

Other conditions:

As mass cooking of items is not permissible at site, the Institute may, however, allow for cooking of limited items.

The other detailed terms and conditions for running the cafeteria will be provided at the time of award of work. These may be based on the proposals also.

How to submit:

The interested agencies may submit their proposal along with the above mentioned documents by subscribing "Proposal for Running the Cafeteria" so as to reach the Registrar, IIT-Delhi, **Okhla Industrial Estate, Phase III, New Delhi 110020**

(Registrar)

Annexure- A
 Technical Bid

The contractor willing to participate in the bid may visit canteen for understanding our requirements and furnish a conceptual plan of the strategy in providing the services which may inter-alia include scope of the work, requirements of manpower etc. This is a technical evaluation and should not include the financial quote.

Conceptual plan for provision of Cafeteria services:

Name of the BIDDER: _____

Subject	Conceptual Plan
Scope of Work	
Manpower Proposed	
Any other details/Plan	

The Menu Items decided to be provided in cafeteria:

Sr. No	Items/Brand	Quantity	Weight/ Measure
1.	Hot Coffee	One cup	150 ml disposable cup
2.	Hot Tea	One cup (150 ml disposable cup)	Normal milk tea
3.	Cold Coffee	One glass	300 ml
4.	Ice Tea	One glass	250 ml
5.	Toast	1 plate	Two pieces of Normal Bread with butter/jam/stuffed
			Two pieces of Jumbo Bread with butter/jam/stuffed
6.	Vegetable/ Cheese Sandwich	1 plate	Two pieces of Normal Bread with slices of cucumber, onion, tomato/ Cheese
			Two pieces of Jumbo Bread with slices of cucumber, onion, tomato/ Cheese
7.	Egg Bhujji	1 Egg	Egg and onion with Bread
		2 Eggs	Egg and onion with Bread
8.	Omelets with bread slice	1 Egg	With Bread
		2 Eggs	With Bread
9.	Grilled Sandwich	1 plate	Two pieces of Normal Bread with stuffed Vegetables/ Paneer /Potato/ Onion mix
			Two pieces of Jumbo Bread with stuffed Vegetables/ Paneer /Potato/ Onion mix
10.	Pav Bhajji	1 plate	2 Buns and Subji

11.	Petty	1 piece	Aloo Paneer
12.	Veg Burger	1 piece	
13.	Pizza	1 piece	Full 12 Inches Half 7.5 Inches
14.	Veg Chowmin	1 plate	200 gms
15.	Stuffed Kulcha	1 Plate	2 Piece With Matar/ Chhole & Paneer
16.	Chhole Kulche	1 Plate	2 Kulcha with Chholle
17.	Kachauri	1 Plate	2 pieces with Aloo Subji
18.	Samosa	1 Pc	80gms
19.	Bread Pakora	1 Pc (100 gms)	Normal With Paneer
20.	Aloo Bonda	1 Piece	50 gms
21.	Idli with Sambar with chutney	Two pieces of Idli	80 gms each
22.	Masala Dosa With Sambar and Chutney	1 Plate	Standard Size
23.	Sada Dosa with Sambar and Chutney	1 Plate	Standard size
24.	Rava Onion Dosa with sambar and chutney	1 Plate	Standard size
25.	Uttapam	1 Plate	Standard size
26.	Maggi	1 Plate	200 gm
27.	Butter Milk	300 ml	Sweet Salted
28.	Pastries		Pineapple Truffle
29.	Brownie		150 gm
30.	Water Bottle, Juice (Tetrapack), Soft Drinks, Chips, Biscuits, Choclates etc.		Standard Company

- i) Snacks should be available throughout the day
- ii) Burger and Sandwiches are to be provided in packets

I hereby provide all the above Items

Signature

Name and Designation

Annexure-B

FIXED RATES

Rate List- Cafeteria: Sr. No.	Items/Brand	Quantity	Weight/ Measure	MRP in Rs.
1	Hot Coffee	One cup	150 ml disposable cup	10.00
2	Hot Tea	One cup (150 ml disposable cup)	Normal milk tea	6.00
3	Milk Shake (strawberry Vanila)	One glass	300 ml	25.00
4	Ice Tea	One glass	250 ml	20.00
5	Toast	1 plate	Two pieces of Normal Bread with butter/jam/stuffed	10.00
			Two pieces of Jumbo Bread with butter/jam/stuffed	20.00
6	Vegetable/ Cheese Sandwich	1 plate	Two pieces of Normal Bread with slices of cucumber, onion, tomato/ Cheese	20.00
			Two pieces of Jumbo Bread with slices of cucumber, onion, tomato/ Cheese	25.00
7	Egg Bhujia	1 Egg	Egg and onion with Bread	10.00
		2 Eggs	Egg and onion with Bread	20.00
8	Omelets with bread slice	1 Egg	With Bread	20.00
		2 Eggs	With Bread	30.00
9	Grilled Sandwich	1 plate	Two pieces	30.00
10	Pav Bhajji	1 plate	2 Buns and Subji	30.00
11	Veg. Patty	1 piece		20.00
12	Veg Burger	1 piece		35.00
13	Veg Chowmin	1 plate	200 gms	35.00
14	Stuffed Kulcha	1 Plate	2 Piece With Matar/ Chhole & Paneer	20.00
15	Chhole Kulche/poori/Bhature	1 Plate	2 Kulcha with Chholle	30.00
16	Kachauri	1 Plate	2 pieces with Aloo Subji	15.00

17	Samosa	1 Pc	80gms	10.00
18	Bread Pakora	1 Pc (100 gms)	Normal	15.00
			With Paneer	20.00
19	Aloo Bonda	1 Piece	50 gms	10.00
20	Idli with Sambar with chutney	Two pieces of Idli	80 gms each	35.00
21	Masala Dosa With Sambar and Chutney	1 Plate	Standard Size	50.00
22	Sada Dosa with Sambar and Chutney	1 Plate	Standard size	40.00
23	Sambar , Vada and Chutney		2 Pcs	35.00
24	Paneer Dosa		1 Plate	50.00
25	Rava Onion Dosa with sambar and chutney	1 Plate	Standard size	35.00
26	Uttapam	1 Plate	Standard size	40.00
27	Chilli Potato	1 plate		40.00
28	Chilli Paneer	1 plate		45.00
29	Fried Rice	1 plate		40.00
30	Manchurian Fried Rice	1 plate		40.00
31	Chilli Paneer Fried Rice	1 plate		50.00
32	Momos	1 plate		40.00
33	Momo Non Veg	1 plate		50.00
34	Pastries			35.00
35	Spring Role		1 Pc	30.00
36	Brownie		150 gm	40.00
37	Water Bottle, Juice (Tetrapack), Soft Drinks, Chips, Biscuits, Choclates etc.		Standard Company	Not More than MRP.

- i) Snacks should be available throughout the day
 - ii) Burger and Sandwiches are to be provided in packets
 - iii) Menu can only be allowed for sale after the approval of café committee.
- I hereby provide all the above Items

Signature
Name and Designation