

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY,
DELHI
IIIT-DELHI**

3rd Floor, Library Building, NSIT Campus
Sector-3, Dwarka, New Delhi-110078
Phone No.: 91-11-25099177
Fax No.91-11-25099176

Request for Proposal 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 (05) years depending on the performance which will be evaluated based on the feedback from customers (Faculty/ Staff/ Students).

The interested agencies may submit their proposals along with the following documents, duly authenticated and stamped:

1. Company Profile, enclosing copy of its constitution.
2. List of Items proposed for sale with standard rates and discounts. (Tentative list of items required is attached herewith as **Annexure –“A”**)
3. Details of Coffee(café day, Nescafe etc)/ Soups/ Juices of different makes thru vending machines along with rate list proposed to be provided.
4. Certified copies of annual audited turnover for the financial years 2008-09 to 2010-11.
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, Service tax/VAT/ Sales tax/ ESI/PF Registration and other statutory requirements.
7. Details of number of employees on roll.
8. ISO or any other recognized certification.
9. Policy for maintaining hygiene.
10. Method of delivery of items at site.
11. Waste disposal mechanism
12. Delivery mechanism in offices (Faculty/ Staff)

Award of work:

Based on the above documents/ policies/ rates, the work will awarded to the agency on the recommendation of the Committee However, the rates (lowest/ highest) will not be the only criteria for award of work. The institute reserves the right to award the work to more than one vendor now and in future also.

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

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 Sq. mtrs
Seating capacity : 125 (approx.)
Operative days and hours : 7 days from 6:00 am to 2:00 am.

Monthly Recoveries :

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

1. Maintenance : Rs. 5,000/- per month.
2. Water : Rs. 2,000/- per month.
3. Electricity : As per actual consumption
4. Piped gas : As per actual consumption

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

Performance Guarantee:

The Performance Guarantee will be Rs 1,00,000/- (Rupees ONE lacs only) which shall be in the form of DD/FDR/Bank Guarantee in favor of the Institute. The proforma 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, IIIT-Delhi, 3rd Floor Library Building, NSIT Campus, Sector-3, Dwarka, New Delhi-110078 latest by June 20, 2012 by 3:00 pm.

Annexure- A**Tentative list of items for cafeteria:**

Sr. No.	ITEM
1	Tea / Coffee/ Juice
2	Fresh Lemon Water
3	Samosa/ Kachori/ Bread Pakora/Patties/Cutlet/Sandwiches/ Slices/ Pakora etc.
4	Fruit Chat (100gm)
5	Dosa/ Vada/ Utpam etc.
6	Sweets
7	Matar/Chhole Kulcha/ Chowmin/ French Fy/ Maggi
8	Cakes/ Pastries etc.
9	Soft Drinks etc.
10	Veg/ Paneer/ Spring Rolls etc.
11	Chilli Paneer/ Potato etc.
12	Muffins etc.
13	Paranthas/ Omelets etc.
14	Packed Beverage Products: Only National & International brands will be allowed on MRP or below MRP)

Note:

1. Please provide the rates for multiple brands of coffee (such as café day, Nescafe) and similarly for other items).
2. All tender related queries may be addressed to tender@iiitd.ac.in