



# **Regional Centre for Biotechnology**

## **Notice Inviting**

### **Expression of Interest (EOI)**

**for**

**“for running Canteen Services at NCR  
Biotech Science Cluster (NCR-BSC),  
Faridabad”**

**Regional Centre for Biotechnology  
NCR Biotech Science Cluster  
3<sup>rd</sup> Milestone, Faridabad-Gurugram Expressway  
Faridabad - 121 001  
Phone: 91 129 2848800**

# REGIONAL CENTRE FOR BIOTECHNOLOGY

An institution of education, training & research  
(Established by the Dept .of Biotechnology, Govt .of India  
under the auspices of UNESCO)

NCR Biotech Science Cluster, 3rd Milestone, Faridabad-Gurugram Expressway,  
Faridabad - 121 001,

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No.- RCB/EOI/02/21-22/Admin

Date: 12.07.2021

## **Invitation for Expression of Interest (EoI) for Canteen Services at NCR-BSC Campus**

Online Expressions of Interest (EoI) are hereby invited from well known food chain proprietors/Firms with multiple outlets in India for short-listing of agencies for running of Canteen Services on operational contract basis at different locations inside NCR-BSC Campus, for 5 (five) years and renewable on yearly basis. The interested parties may be sole Proprietor/Firm/Partnership Firm/Indian Company registered under the Companies Act, 2013 or erstwhile Companies Act/Registered NGO/Trust/PSU or Statutory Body or Cooperative Society registered with appropriate authority having a running business dealing with food item.

The EoI document along with detailed guidelines can be viewed on/downloaded from the website [www.rcb.res.in/tender](http://www.rcb.res.in/tender) & at the eWizard portal <https://dbt.euniwizarde.com>.

The interested parties are requested to submit the complete EoI with copies of valid GST Registration Certificate, PAN card, FSSAI Certificate, Trade License, Food & Beverage License from the appropriate authority.

Salient features of EoI are as under:

1.	Name of work	:	Running of Canteen Services at designated places in NCR-BSC Campus, Faridabad on operational contract basis.
2.	Nature of work	:	Sale of prepared food items
3.	Period of operation	:	5 (five) years renewable on yearly basis on satisfactory performance.

4.	No. and the area at the designated place in the NCR-BSC Campus	:	Auditorium Block, NCR-BSC campus Total earmarked area space will be around 6522 sq.ft. approx. (including kitchen and Toilet)
5.	Minimum eligibility criteria	:	Sole Proprietorship Firm/Partnership Firm/Indian Company with valid experience in the field.
6.	Last date of submission of EoI	:	17-08-2021 upto 3:00 P.M.
7.	Date of opening of EoI	:	17-08-2021 at 3:30 P.M.
8.	For site visit & clarification, if any.  * <u>Note</u> : Site Visits shall be allowed with prior intimation and with proper permissions.	:	Upto 10-08-2021 on any working day during official hours i.e. between 9.00 A.M. and 5.00 P.M. *  Registrar, Regional Centre for Biotechnology, NCR-BSC Campus, Faridabad-Gurgaon Expressway, Faridabad-121001 (Contact Nos.0129-2848800, 900) Email IDs:- <a href="mailto:admin@rcb.res.in">admin@rcb.res.in</a> , <a href="mailto:registrar@rcb.res.in">registrar@rcb.res.in</a> Contact Person : Mr.R.K.Rathore, E.E.

**Expression of Interest (EoI) for running the Canteen Services at NCR-BSC Campus, Faridabad on operational contract basis.**

**I. Eligibility of Applicant**

- a. Acceptable ownership pattern of the interested parties are sole Proprietorship Firm/Partnership Firm/Indian Company registered under the Companies Act, 2013 or erstwhile Companies Act/Registered NGO/Trust/PSU or Statutory Body or Cooperative Society registered with appropriate authority.
- b. The interested parties must submit an undertaking in the form of an affidavit declaring that the agency in the last three years have neither failed to perform on any contract nor has been expelled from any project or contract by any public authority nor have had any contract terminated by any public entity for breach of contract.
- c. If any agency fails to fulfill the eligibility criteria as described above, the EoI is liable to be cancelled.

- d. The minimum rent (licence fee) will be fixed by the competent authority, RCB. However, the bidder quoting highest rent per square feet would be the deciding factor for the acceptance of financial bid.

## **II. Mode of application:**

The interested parties will have to submit **"EXPRESSION OF INTEREST (EoI) FOR SELECTION OF AGENCY FOR RUNNING THE CANTEEN SERVICES AT NCR-BSC CAMPUS ON OPERATIONAL CONTRACT BASIS"**, online at the eWizard portal <https://dbt.euniwizarde.com>

All documents and papers submitted in the EoI have to be online and signed by a competent official on behalf of the agency.

## **III. General Terms & Conditions**

### **Terms & conditions for providing canteen/catering services:**

1. The contractors should have valid Trade License and valid Food License for operation/running of the canteen. The contractor should have 5 years experience in the catering business, out of which at least 3 years experience should be in running the canteen of a reputed Govt. organizations, Educational/Research institutions.
2. (a) Space: Accommodation will be provided for running the canteen, however license fee per month shall be payable by the contractor as quoted in the Financial bid.  
(b) Electricity: Electricity will be separately metered and will be charged on monthly basis at actuals.  
(c) Water shall be provided to the contractor free of cost
3. The Contractor will be provided with the canteen premises and furniture as available in existing canteen. The maintenance and upkeep of premises, furniture and fixtures will be the sole responsibility of the contractor. License fee as per rules of Govt. of India/centre shall be payable by the contractor for providing the accommodation.
4. The Contract will be initially for a period of one year extendable for a further period of four years. Further, after the expiry of the first twelve months, the Centre will evaluate the performance of services provided by the contractor. If the services are found satisfactory, the Centre reserves the right to extend the contract for four more spells of twelve monthly periods on the same terms & conditions. The Centre also reserves the right to terminate the contract, at any time during the currency of contract by giving 30 days notice to the Contractor.
5. The contractor has to ensure that canteen premises are used only for the purpose of running the canteen services and not for other purpose in any manner. The Contractor himself and/or his worker should not use the premises of any other business purpose. The Contractor shall not be authorized for any kind of sub-letting the premises in any manner.
6. The contractor shall be provided with the entire infrastructure for cooking and serving. In case any damage is caused to any of the item which is provided due to mishandling, the item of the same quality shall be replaced by the contractor.

7. The Contractor shall be responsible for running the canteen as per the rules applicable and ensure the compliance of the provisions of Employees' Provident Fund Act and ESI Act and rules framed thereunder and other relevant statutes including Municipal Rules and Regulations, relating to the canteen in force from time to time, during the subsistence of the Contract. The contractor shall obtain necessary license to run the canteen from the Municipal Corporation of Faridabad.
8. The Contractor shall employ his own canteen staff, provide them clean uniform at his own cost and shall be responsible for timely payment of their wages/salary directly in their bank accounts. The contractor will also be responsible to deduct and pay EPF as per rules and also extend medical facilities etc. as per statutory rules in force from time to time. RCB shall not be responsible in any manner.
9. The contractor shall not be a cause, to the security of the Centre, in any manner. Payment to canteen staff employed by contractor must be released by 10th of every month directly in their bank accounts by the contractor.
10. The Contractor shall procure and use all fresh and of standard/good quality raw material, eatables, fuels etc. necessary for running the canteen at his own costs. The quality of food shall be maintained in consultation with the management and the decision of the management in respect of quantity and quality of food shall be final.
11. The Contractor will be required to strictly observe timing of the office and also rules framed by Centre as amended/provided from time to time.
12. The contractor shall provide the canteen/catering services normally on all seven days a week and will also provide the said services on holidays or late hours in the office. The operation timings of the Canteen Services shall be 8 am to 10 pm.
15. The Contractor shall also undertake and ensure that all the raw material including milk etc. shall be available during the course of the working hours of the centre and he shall also arrange to supply the food items tea, coffee, lunch, dinner etc. even beyond the working hours and/or on holiday, if required by the management at the same rate.
16. The Contractor or his Manager who should be qualified and professionally experienced must be available in the canteen at all times to attend the complaint, if any.
17. The oil/ghee and other ingredients to be used shall be from amongst the brands as suggested by the committee. If no suggestions are made, it should have FPO/AGMARK marking and shall be open to inspection of the authorized representative of the Management of both the institutions i.e., RCB and THSTI.
18. The contractor will be responsible for maintaining cleanliness inside and around the canteen.
19. The contractor shall provide a portable weighing machine in order to check the weight of item supplied, as per approved rate/weight list.
20. Use of baking soda, MSG or any other preservatives in the canteen shall be strictly prohibited. Any violation shall attract serious penalty including termination of contract.
21. All books of accounts, registers and any other documents used in connection with running of the canteen shall be maintained by contractor at his own cost and the same shall be produced for inspection either on demand by the MCI / ESIC / Provident Fund Authorities/Municipal Authorities or any other official Agency/ officer authorized by the Competent Authority in this connection.
22. The contractor will settle and pay all Municipal and other statutory taxes, if any, to the concerned authorities.
23. It will be obligatory on the part of the contractor to sign the offer and other documents for all the component's & parts. After the work is awarded, the Contractor has to enter into an agreement for work awarded on a non-judicial stamp paper of required value at his own cost within ten working days from the date of receipt of acceptance order or before the work is undertaken.

24. The contractor should verify the character antecedents of all the persons employed, through local police and shall submit a certificate to this effect.
25. Due to any unforeseen reason, if the canteen is closed for some times, it shall be the responsibility of the contractor to provide food to the employees and students on the same cost as has been agreed in the tender terms.
26. The courts of Delhi /NCR shall have the exclusive jurisdictions to try all disputes if any arising out of this contract.

**Special Conditions of Service:**

- a) The contractor should provide an automated billing service with facility of the swipe cards as well as cash payments.
- b) Headgear and gloves (at caterer's own cost) to be worn by all cooks and servers at all times while preparing and serving food.
- c) It is mandatory to wash hands with soap after use of the rest rooms & before cooking of food.
- d) Ensure no re-use of oil used once for deep-frying. Used oil shall be disposed-off appropriately, immediately after the usage. Storage of used oil will be viewed seriously and serious penalty as decided by the centre shall be invoked.
- e) Ensure no re-use of leftover foods from the previous day. Left-over food should be disposed-off appropriately, within one hour from the completion of the relevant service hours.
- f) Items such as sandwiches, burgers, French fry which can be consumed outside the cafeteria premises shall be served in appropriate and convenient packing.
- g) Ensure all employees are free of any contagious diseases or ailments.
- h) Ensure all employees are well mannered and display courteous behavior.
- i) Ensure pest control administration periodically (rats/ mice/ flying insects. Crawling insects), but not with aerosol based anti-pest sprays that could get in the food.
- j) Ensure doors to the canteen are self-closing to prevent entry of flies.
- k) Operation of canteen is subject to regular (every week) inspections by the management team appointed by RCB-THSTI to ensure all points are adhered to. Further **periodic checking/ performance audit by a professional catering monitoring agency (engaged by RCB-THSTI) shall also be carried out to evaluate the performance of the caterer on international standards of hygiene, cleanliness and health.**
- l) *Any violation to the terms and conditions of the contract shall attract penalty on the contractor which shall be decided by the management of the centre and the same shall be acceptable to the contractor.*

**CRITERIA FOR ELIGIBILITY**

1. Bidder should have minimum 5 years experience, on the date of submitting the tender, in providing catering services for full day meals for at least 500 persons to the Academic/Research institutions of repute /a training centre/ Canteens/ Hostel Mess in central govt. department/ State govt. Department/ Public Sector undertaking including public sector banks.
2. Turnover of the applicant from catering Services (as mentioned in 1 above) during each of the last three years should not be less than Rs. 75 lakhs.
3. Bidder should be involved in catering assignments with annual billing of at least Rs. 60 lakhs in one assignment or two assignments of 37.5 lakhs each or three assignments of 30 lakhs each during any of the last three financial years.
4. Manager deployed by the bidder at the Client's site should possess a degree/ diploma in Hotel Management, Catering and Nutrition from a reputed institute in India. Attested copy of degree/ diploma should be enclosed.

5. Tenderer should have the valid GST Registration No.
6. Should have ESIC and EPF Registration No.
7. Should submit a Bank solvency certificate of Rs.35 Lakhs
8. Should have a license of FSSAI and should be registered with Shops and Establishment Act
9. Bidder should have well-established office in Delhi/NCR region.
10. The selected vendor should be able to provide professional, architectural and logistic inputs towards designing and commissioning of in-house state-of-art kitchen facility.
11. RCB reserves the right to invite limited tenders from the shortlisted agencies or invite open tenders.
12. Evaluation criteria at RFP stage will be on QCBS system giving Technical and Financial weightage at 70 : 30 ratio respectively.
13. The applicant shall bear all costs associated with the preparation and submission of its EoI. RCB shall in no case be responsible or liable for these costs, regardless of the conduct or outcome of the EoI process.
14. All supporting documents enclosed with EoI should be duly signed on each page by the authorized person of the agency.

**V. Synopsis of offer from RCB:**

<b>Location within campus</b>	<b>Description</b>	<b>Activities Allowed</b>	<b>Facilities available from the NCR-BSC Campus</b>	<b>Timings</b>
Auditorium Block, NCR-BSC campus Faridabad	Auditorium Block, NCR-BSC campus  Total earmarked area space will be around 6522 sq.ft. approx. (including kitchen and Toilet)	Running of Canteen Services on operational contract basis	Covered kitchen and dining area with fixtures	As decided by RCB.

<To be submitted on the letter head of the bidder>

To

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Sub: Expression of Interest (EoI) for selection of agency for running the Canteen Services at NCR-BSC Campus on operational contract basis.

Sir,

1. Being duly authorized to represent and act for and on behalf of .....(herein the Applicant), I, ,.....the undersigned hereby submit the Expression of Interest (EoI) for selection of agency for running the Canteen Services at NCR-BSC Campus on operational contract basis in response to notice inviting EoI vide No. .... dated.....

Name of the bidder:

Address of Office :

Contact person :

Name :

Designation:

Mobile No.

E-mail Id :

Address:



2. The copy of relevant documents as detailed below are furnished herewith.
  - a)
  - b)
  - c)
  - d)

(Add additional pages, if necessary. Each page to be signed and online by the Authorized Signatory).

3. RCB is hereby authorized to conduct any inquiry/investigation to verify the statements, documents and information submitted in connection with the bid.
4. RCB and its authorized representatives may contact the following persons for any clarification:

Name of the contact person/s with designation:

Address : Phone No./Fax No. E-mail:

5. I/We affirm that we have read & understood the terms and conditions of the offer detailed in the notice inviting EoI vide No..... dated .....and hereby unequivocally and unconditionally accept the same & we will abide by all the terms and conditions as laid down in the said notice.
6. I/We have submitted the documents as above in Para 2.
7. I/We hereby declare that the statements made & information provided in the duly completed Bid forms enclosed, are complete, true and correct in every aspect and any error or omission therein, accidental or otherwise will be sufficient justification for RCB to reject our bid and / or to cancel the award of the assignment.
8. The decision of RCB concerning this transaction shall be final and binding on us.

Signature.....

Name.....

In the capacity of .....

Duly authorized to sign Proposal for and on behalf of ..... (Enclose copy of Power of Attorney, original to be submitted with technical proposal).

**FORMAT FOR POWER OF ATTORNEY FOR SIGNING THE LETTER OF INTENT**

(On a non-judicial Stamp Paper of Rs.100/- value).

**POWER OF ATTORNEY**

Know all men by these presents, that I/We..... (Name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms..... (Name and address of residence) who is presently employed with us and holding the position of .....as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Bid for operating the Canteen Services in NCR-BSC Campus, Faridabad on monthly rent basis, including signing and submission of all documents and providing information / responses to RCB, representing us in all matters before RCB, and generally dealing with RCB in all matters in connection with our offer and Intent.

I/We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

(Signature)

I/We Accept

..... (Signature)

(Name, Title and Address of the Attorney)

<To be submitted on the letter head of the bidder>

**PROFORMA FOR SITE VISIT CERTIFICATE**

This is to certify that I/We have visited the site and obtained clarifications on technical and commercial aspects, inspected the site and surroundings of facilities etc. I have considered all other matters, conditions, probable contingencies, delays hindrances and interferences and generally all matters incidental thereto and ancillary thereof, affecting the execution and completion of the work Signature of tenderer With seal of firm

Name of the bidder:

Address of Office :

Contact person :

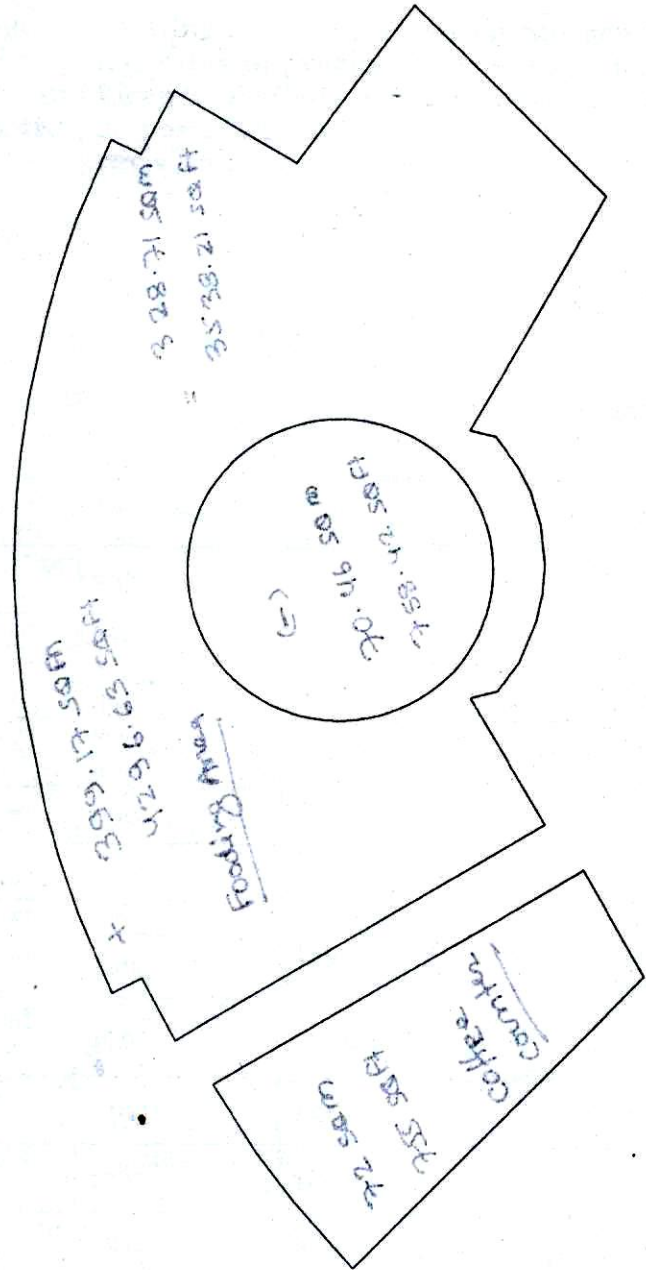
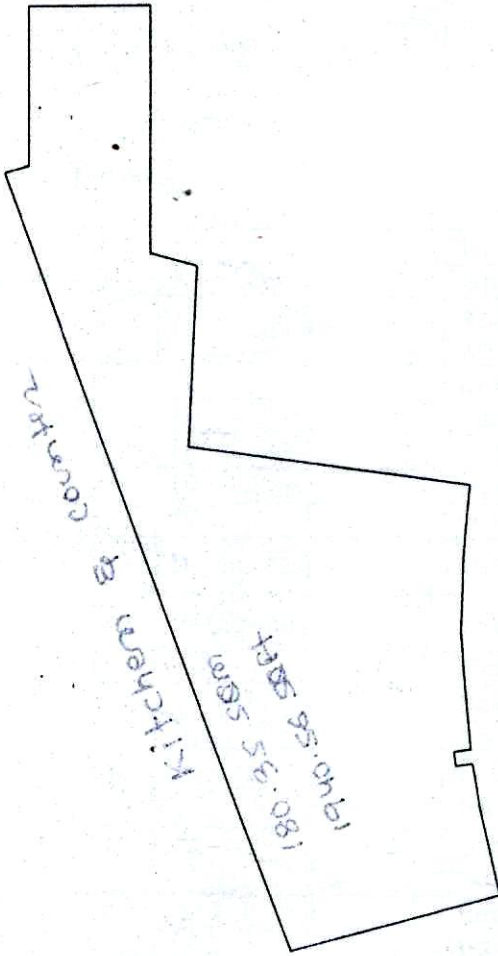
Name :

Designation:

Mobile No.

E-mail Id :

Address:



Handwritten calculations and notes:

Handwritten Handwritten Handwritten Handwritten  
 = 180.35 sqm  
 328.71  
 509.06 sqm

Special coffee  
 72 sqm