

SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL
(An Institution of National Importance under Ministry of HRD, Govt. of India
Neelbad Road, Bhauri, Bhopal – 462 030 (M.P.)
Phone nos: 0755-2526800, 2526803
Website: www.spabhopal.ac.in

No: SPAB/RO/Advt./2017-18/06

Date: 24.04.2017

EXPRESSION OF INTEREST
For
Running of a canteen at SPA, Bhopal

Preamble: School of Planning and Architecture, Bhopal is established by Government of India as an Institution of National importance, under Ministry of HRD, Govt. of India in the year 2008. The School is running in its own residential campus at Bhauri, Bhopal with approx 800 plus campus population including students, faculty & staff.

Scope of work: SPA, Bhopal invites Expression of Interest (Eoi) from eligible, reliable, bonafide, experienced and financially sound canteen operators/ vendors to run the canteen in Institute campus at Bhauri, Bhopal for Ice-cream parlour, bakery products and fast food items etc. The last date for receipt of proposal is 17:00 hrs of 08.05.2017. For more details please visit institute website i.e., www.spabhopal.ac.in

REGISTRAR

ATTENTION CANTEEN CONTRACTORS- Notice

1. Sealed Expression of Interest (Eoi) proposals are invited from eligible Canteen Contractors for starting a Canteen for the Institute, having around 150 Employees (Regular & contractual) and 700 Students & Employees in the above premises. The Canteen will function on SELF SERVICE basis..
2. Document can be downloaded from <http://www.spabhopal.ac.in>. The duly filled Eoi (s) accompanied by a DD of Rs. 1,000/- as processing fees (non-refundable) from any Nationalized Bank favouring Director, SPA, Bhopal and payable at Bhopal should be sent to the Asst. Registrar (Stores & Purchase) on the above address latest by **17:00 hrs of 08.05.2017**.
3. Institute reserves right to reject any or all proposals or cancel entire process without assigning any reason thereof or to cancel the entire process at any stage.
4. Kindly note that the selection of canteen vendor will be based on following:
 - (a) Gross turnover of last three years (2013-14, 2014-15 & 2015-16), should not be less than Rs. 30.00 lacs (aggregate for 03 years)
 - (b) Proven track record and experience of running canteen/ cafeteria in reputed organization and must have at least one running contract of canteen in a reputed organization.
 - (c) Should have PAN No., VAT registration No., Service Tax Registration No., Food License No., Registration & License as Canteen contractor /operator & Labour License.
 - (d) The contractor has to make a personal presentation / interaction with institute authorities & Student Council with their tentative menu & rate card.

Registrar

5. **Schedule:**

Name of work	Expression of Interest for Running of a canteen at SPA, Bhopal Bhauri Campus
Processing fees	Demand draft of Rs. 1,000/- (non-refundable) in the name of Director, SPA-Bhopal
Last date & time for receipt of EOI proposal	17:00 hrs of 08.05.2017
Eoi (s) can be submitted to	The Registrar, SPA, Bhopal, Neelbad Road, Bhauri – 462 030, Bhopal (M.P.)by speed post/ by-hand

6. The EOI proposal along with DD and other documents in the prescribed forms duly completed and signed should be submitted in a sealed cover super scribing **“Expression of Interest for running of a canteen at SPA, Bhopal”** should be submitted to Asst. Registrar (Stores & Purchase), SPA Bhopal, Neelbad Road, Bhauri, Bhopal - 462030 , Madhya Pradesh, India through speed post/by-hand to the so as to reach him on or before the due date and time i.e., 17:00 hrs of 08.05.2017.

You may also visit the Institute during any working day (Monday to Friday) from 9:00 am to 5:30 pm to see the canteen premises and for any other queries in this regard.

7. Terms and Conditions are given at Annexure – I. Technical details are given at Annexure – II.

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Terms and Conditions:

1. Institute shall provide the necessary space. Location of canteen area is approx 359 sq. ft (carpet area) including kitchen area and open space in front of canteen. The Rent/ License fee for the same is Rs. 4,308/- per month, to be reviewed periodically. The Electricity and water charges are to be paid by the contractor on actual basis. Rent, Water and Energy charges to be paid by 10th of every month.
2. The canteen contractor should ensure the cleanliness in and around canteen area and area to be cleaned up on regular basis. Satisfactory performance will be measured besides other things by the cleanliness in and around the canteen area.
3. Contract will be for a period of one year and, may be renewed; subject to satisfactory performance otherwise contract will stand terminated at the end of the tenure/extended tenure. However, this contract can be terminated by offering 02 months notice period in writing by either side.
4. The contractor has to bring his own cooking utensils, furniture, cutlery, crockery, refrigerator etc. as may be considered necessary for running and maintaining the Canteen.
5. The Contractor and his manpower will maintain a high standard of cleanliness in the kitchen area. Smoking, chewing of Pan or Tobacco is strictly prohibited in the Kitchen and dining area. The Contractor shall keep adequate manpower (No child labour is allowed) for running the canteen with appropriate training and experience, at his own expense, for the proper discharge of the responsibilities entrusted to him, such persons shall be properly and neatly dressed in uniforms and well behaved. They should also be medically fit for employment in the canteen.
6. The canteen contractor should adhere to the provisions of the Provident Fund Act, the Minimum Wages Act and other such acts which are applicable. No payment will be released without submission of PAN number. All taxes will be recovered from his payment as per tax provisions in force.
7. Price should not be more than the listed price anywhere around Bhopal city and service provider may give some discount on their items, mutually decided with Student Council of SPA Bhopal from time to time. The timings, menu and price of extra items would be determined mutually with Student Council. The packaged items should contain the MRP and Date of packing and Expiry and selling price of such packaged items should not exceed MRP.
8. The contractor shall, at his cost, maintain adequate stocks of food grain, grocery, and adhere to the standards practices.
9. Security of licensed premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the canteen contractor.

10. Cleaning of Kitchen will be the sole responsibility of the contractor. All solid waste are to be taken out of the campus and disposed by the contractor at his own cost and disposed suitably.
11. Cleaning of utensils, cutlery, crockery, kitchen equipment, furniture is also the responsibility of the contractor.
12. Student Council would reserve the right to check on cleanliness and upkeep of premises and quality of provisions, and quality of the food.
13. No accommodation will be provided to the workmen of contractor.

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TECHNICAL Requirements

1.	Name & Address of bidder /Firm	
2.	Processing fee details	DD No.
3.	List of present and past clients/ employer : (please attaché separate sheet)	
4.	Volume of Business done in last three Financial Years. Details of Gross Turnover for the F.Y. 2013-2014, 2014-2015 & 2015-2016 (please attach documentary proof)	
5.	The firm should neither be blacklisted by any Govt. department nor is any criminal case registered against the firm or its owner / partners anywhere in India. The firm should submit an affidavit regarding this.	
6.	Submitted copies of following documents: 1. PAN no. 2. VAT registration no. 3. Service Tax Registration no. 4. Food License no. 5. Registration & License as Canteen contractor /operator. (please attach documentary proof)	
7.	Any other document / profile in support of your application.	

I/we hereby undertake that the above submitted information is correct

SIGNATURE AND SEAL OF THE CONTRACTOR