

**Expression of Interest for award of contract for running Cafeteria in the Campus of National Law University Delhi.**

The Expression of Interest (EoI) are hereby invited on behalf of the Registrar National Law University Delhi from the interested bidders for award of contract for running the Cafeteria inside the University 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 leasing of Cafeteria at National Law University Delhi"

**INSTRUCTIONS TO BIDDERS /TERMS & CONDITIONS/ ELIGIBILITY CONDITIONS:**

Interested bidder should note the following:

1. This EoI invitation document is not a Tender or Request for Proposal in any form and would not be binding National Law University Delhi in any manner whatsoever.
2. The bidders will have to make a presentation before a duly constituted committee, showcasing their experience in running cafeterias, range of foods/products/items sold and existing facilities at other educational institutions, residential campus, etc. Based on the presentation, the committee will decide award of contract.
3. National Law University Delhi prefers to run the Cafeteria with all facilities including food items, coffee, soft drinks, etc. from reputed national and international brands and stake holders/ authorized agencies/franchises
4. National Law University Delhi reserves the right to cancel the EoI invitation as a whole or in part without assigning any reason whatsoever.
5. 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.
6. National Law University Delhi 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.
7. Bidders should submit their response as per formats provided at Annexure-I. The EOI, not conforming to the instructions or prescribed formats will be rejected.
8. Bidders should equip their self with all the permits, License etc. required for the operation of the Cafeteria.
9. Bidder should adhere to all the safety guidelines and norms in running the cafeteria.
10. Bidder will be responsible for cleaning and regular upkeep of the premises.
11. The contract term will be initially for 2 (two) years and same may be extended on satisfactory performance. On expiry of contract term, the bidder shall vacate the premises immediately.

However, the existing operator may bid fresh if not prohibited otherwise due to unsatisfactory performance.

12. No liquor/smoking items shall be provided/ served in the Cafeteria.
13. The selected bidder will have to sign an Agreement with the National Law University Delhi before operation of the Cafeteria.
14. Registrar, National Law University Delhi 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.
15. In support of the credential submitted by the parties, National Law University reserves the right to solicit information from the organizations by telephonic verification/personal visits/ in writing.
16. Date and time of making presentation (only for the qualified/short listed parties based on the EoI) will be announced/communicated later to qualified/shortlisted parties.
17. 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/Recipe/Menu and approval of rates from the National Law University Delhi before introducing it. (ii) Deployment of adequate manpower, materials, consumables etc. to run the Cafeteria smoothly. (iii) Procure necessary permits, licenses from the concerned authorities required for running a Cafeteria.
18. Sub-leasing of the Cafeteria after award of contract/Agreement will not be permitted.
19. The Bidder/Contractor will be required to consult National Law University Delhi authorities before advertising anything related to the Cafeteria in the print media.
20. Eligibility Criteria : (i) The bidder should have been operating in the Hospitality sector for a minimum of 2 years (Hospitality would include experience in the service industry that includes lodging, dining/ Restaurant, event management, theme parks, hotel management and catering). Prior experience in the Govt. Sector/ educational institutions of national and international repute in hospitality shall be preferred. (ii) The bidder should have an average annual turnover of Rs.10.00 lakhs each in past two financial years.
21. While submitting the Expression of Interest for the Cafeteria (on the letterhead of firm according to the format at Annexure-I), the Bidder must submit the details along with all required supporting documents showing their experience, financial solvency, etc. without which the bid will not be considered.
22. The EOI must be submitted/reach in the office of the Registrar, National Law University Delhi latest by 16.06.2017 up to 5.00 P.M. The EOI received after last date will not be entertained.

REGISTRAR

**NATIONAL LAW UNIVERSITY DELHI**  
Sector-14, Dwarka, New Delhi

Proforma for Expression of Interest for Cafeteria.

**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., mail id) II. Type of the Organization/ Entity (with supporting documents) III.

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

PAN No. and Tin No.(Also attach photocopies):

Service Tax Number.(Also attach photocopies):

Proof of two years experience (Also attach photocopies):

**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, as per the following format, duly signed by the authorized signatory, along with the EoI.

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

I/We hereby submit the Expression of interest for running the Cafeteria at National Law University Delhi. 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 University in EOI. The undersigned is authorized to submit the expression of interest on behalf of the firm/company. Supporting documents of all the above information are also attached.

Date

Signature\_\_\_\_\_

Name of authorized signatory\_\_\_\_\_

Seal of the firm/company\_\_\_\_\_