

**Expression of Interest for Leasing of Canteen/Milk Booth,
Central University of Haryana, Mahendragarh-123031 (Haryana)**

Date: 18-03-2020

The Expression of Interest (EOI) is hereby invited on behalf of the Central University of Haryana (CUH), Mahendragarh-123031 (Haryana), from the interested Applicants/Firms/Bidders for leasing of the following for two years as per details given below:

Sr. No.	Description of outlets (Canteen/Booth/Shop)	Rental Charges per month (in Rupees) excluding Electricity Charges, License Fee & Water Charges
1.	Canteen in the basement of Mini-Auditorium between Academic Blocks-III & IV	7,500
2.	Canteen at Administrative Block	4,500
3.	Vita Booth (Milk & Milk Products only)	4,000

Interested Applicants/Firms/Bidders can download the documents from the university website (www.cuh.ac.in) and submit their offers in the format duly filled and signed along with the required documents. The EOI is to be submitted in a sealed envelope, superscribed as “EOI for Leasing of Canteen/Booth/Outlets at CUH Mahendragarh,” addressed to the **Estate and General Administration Branch, Room no. 123, First Floor, Administrative Block, Central University of Haryana, Mahendragarh, Haryana**

Note: Applicants/Firms/Bidders who have already applied/submitted their application need to apply afresh but they need not to deposit the DD of Rs. 500 as EMD again. However, the details of DD already submitted may be attached.

The lease term will be initially for 2 (two) years year and the same may be extended up to 2 (two) years based upon the satisfactory performance. On the expiry of lease term, the applicant/firm/bidder shall vacate the premises immediately. However, the existing operator may bid fresh if not prohibited otherwise due to unsatisfactory performance.

INSTRUCTIONS TO APPLICANT/FIRM/BIDDER AND TERMS & CONDITIONS

1.	This EOI invitation document is not a Tender or 'Request for Proposal' in any form and would not be binding on CUH in any manner whatsoever.
2.	Earnest Money Deposit (EMD): Rs. 500/- (Rupees Five Hundred only) by crossed Demand Draft issued by any scheduled bank in favour of Registrar, Central University of Haryana and payable at Mahendragarh . EMD amount deposited will be refunded (without any interest) to the unsuccessful Applicant/Bidder after the award of the contract.
3.	Security Deposit (SD): The successful Applicant/Firm/Bidder will be required to deposit Rs.50,000/- (Fifty Thousand only) as interest free security deposit in the form of a crossed Demand Draft drawn in favour of Registrar, Central University of Haryana and payable at Mahendragarh , within 15 days of the award of the services contract. EMD deposited at the time of submission of the EOI documents can be adjusted against the Security Deposit. The Security Deposit (SD) will remain at the disposal of Central University of Haryana, Mahendragarh. The authority reserves the right to recover the arrear of rent/losses/damages caused to the instruments/ articles/ building/ fittings etc. by the contractors or their employees and realization of damages arising out of any deficient services over and above any other punitive step/ civil action as the authority deems fit.
4	The Applicants/Firms/Bidders will have to make a presentation before a duly constituted committee, showcasing their experience in running Canteen/food outlets range of food/products/items sold and existing facilities at other educational institutions, residential campus etc. Based on the presentation, the committee will decide the bidder to whom the order may be placed. The decision of the Committee shall be final and binding on the approval of the Competent Authority.
5.	CUH reserves the right to cancel the EOI invitation as a whole or in part without assigning any reason whatsoever.
6.	The Applicants/Firms/Bidders are encouraged to conduct their own independent survey, assessment, analysis and check the reliability, accuracy, feasibility and their suitability before submission of their interest/ proposal.
7.	The CUH 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.
8.	The Applicants/Firms/Bidders should submit their response as per formats provided. The submissions not conforming to the instructions or prescribed formats will be rejected.
9.	The applicant/firm/bidder should equip himself /herself/itself with all the permits, license etc., required for the operation of the Canteen/food outlets.
10.	The applicants/firms/bidders should adhere to the safety guidelines and norms in running the Canteen/ food outlets.
11.	The applicant/firm/bidder will be responsible for cleaning and regular upkeep of the premises.
12.	No liquor items shall be provided/ served in the Canteen.

13.	The selected applicant/firm/bidder will have to sign an Agreement with the CUH before operation of the Canteen/ food outlets.
14.	The applicant/firm/bidder should submit the bid with supporting documents about their experience, qualification, annual turnover, etc.
15.	Termination of Contract: The contract can be terminated by applicant/firm/bidder by giving 30 days clear notice. However, the authority reserves the right to terminate the contract without assigning any reason, if it appears to the authority at any point of time that the utilities/services, quality of food, maintenance of hygiene/cleanliness of any of the canteen services are deteriorated to such an extent that it is detrimental to the interests of the University.
16.	Agreement: The successful applicant/firm/bidder has to sign an agreement on non-judicial stamp paper of Rs. 100/- (to be borne by the successful applicant/firm/bidder).
17.	The successful applicant/firm/bidder will have to pay License Fee, Water Charges and monthly rent as intimated on the basis of extent rules every month to CUH. Apart from this, the applicant/firm/bidder has also to pay electricity charges of the shop area every month on the basis of actual units consumed.
18.	Legal dispute: Any dispute, which may necessitate legal redress will be restricted to the jurisdiction of the Civil Court at Mahendragarh and District Court at Narnaul, Haryana and High Court of Punjab & Haryana, Chandigarh.
19.	Inspection authority: Authorized representatives of the CUH will carry- out periodic inspection and surprise checks to ensure quality of food, services, hygiene, and cleanliness.
20.	Canvassing: Any attempt to canvass for the candidature of any applicant/firm/bidder directly or indirectly will lead to disqualification of such bidder/firm from the whole process.
21.	Rejection clause: Applicant/firm/bidder who does not fulfil any of the above conditions or submits incomplete documents in any respect is liable to be rejected summarily.
22.	Modifications: CUH reserves the right to modify/add any clause to the agreement, during the period of the contract, for any essential item, services etc.
23.	Medical fitness: The staff including cooks, serving member, and cleaners have to be medically reviewed. The fitness certificate should be obtained from a registered medical practitioner once in a month to the satisfaction of the University Authorities, failing which suitable action may be initiated. Drinking and Smoking is prohibited in the University Campus so if any of the staff is found involved in smoking and drinking in the Campus, then, the contract of the firm/bidder can be terminated at any time in the University.
24.	Applicant/authorized person of the firm/bidder should sign on each and every page of the EOI documents.
25.	Applicant/firm/bidder should be financially sound to operate the Canteen/ food outlets.
26.	CUH reserves the right to call limited 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.

27.	In support of the credentials submitted by the parties, CUH reserves the right to solicit information from the organizations, issuing such credential certificates.
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Key dates and information are as below:

Procuring of EOI/ Application Form	Available on CUH website www.cuh.ac.in from 18-03-2020
Address for submission of EOI	Estate and General Administration Branch, Room no. 123, First Floor, Administrative Block, Central University of Haryana, Jant-Pali, Mahendragarh, Haryana
Last date & time for receipt of EOI	26-03-2020, 11.00 A.M.
Date & time of opening of EOI	27-03-2020 at 1100 A.M.
Date and time of making presentation (only for the qualified parties based on the EOI)	31-03-2020 at 02.00 PM or to be announced later to successful parties.

SCOPE OF WORK

The different facilities and services intended by the authority and to be provided by Applicant/Firm/Bidder are mentioned below.

1.	Preparation of List of the Food Items/Recipe/Menu and approval before introducing it.
2.	Deployment of adequate manpower, materials, consumables etc. to run the Canteen/outlets smoothly.
3.	Procure necessary permits, licenses from the FSSAI/Govt.of Haryana, required for running a Canteen/food outlets (if applicable).
4.	Arrangement of adequate furniture, equipments, crockeries, consumables etc. required for smooth functioning of the Canteen/ food outlets.
5.	Applicant/firm/bidder will ensure the safety and proper custody of the property/structure/equipments of CUH and will pay any loss or damage caused by him/her to CUH.
6.	Menu/Recipe will have an equal mix of food brands (Local, National & International) but no Liquor item will be included. Applicant/Firm/Bidder will also establish the facilities for serving different variety of Vegetarian food, Coffee, Confectionary, Snacks etc.
7.	Design the interior /exterior of the Canteen/Utilities with minimum facilities without any structural change to the built up area.
8.	Sub-Leasing of the Canteen/Utilities after award of Work/Agreement will not be permitted.

9.	Applicant/Firm/Bidder will be required to consult CUH authorities before advertising anything related to the Canteen/food outlets in the print media.
10.	One Applicant/Firm/Bidder will be allotted only one Shop/Canteen/Food Outlets/Booth.

CENTRAL UNIVERSITY OF HARYANA
MAHENDRAGARH

Tentative rates of food items for University Canteen and Canteen at Administrative Block

Sr. No.	Items Description	Maximum Rates including taxes (in Rs.)
1	Sandwich	20
2	Samosa	10
3	Bread Pakora	15
4	Paneer Pakora	20
5	Veg Aaloo Patty	10
6	Veg Spring Roll	20
7	Grilled Sandwich	35
8	Aaloo Tikki Veg Burger	20
9	Veg Paneer Patty	15
10	Biscuit, Waffers, Chocolate, Muffin, Cake	MRP
11	Instant Noodles	30
12	Butter Kulcha (2 Pc) plate with Chhole	30
13	Veg Pasta	30
14	Kachori with Sabji	25
15	Omlet 2 eggs	25
16	Chhole Bhature	30
17	Pav Bhaji	25
18	Karhi /Rajma/Chhole with Rice	30
19	Veg Noodles	30
20	Veg Manchurian	30
21	Chilli Potato	30
22	Egg Noodles	30
23	Plain Dosa With Sambhar	30
24	Masala Dosa With Sambhar	30
25	Sambhar Vada 2 PC	20
26	Sambhar Idli 2PC	20
27	Uttapam/Vegetables	30
28	Fried Rice with Manchurian	30
29	Burger With Cheese And Butter	40

30	Paneer kulcha with Paneer and Butter	40
31	Dal/Channa Masala/Rajma	20
32	Seasonal vegetable	20
33	Veg/Boondi Raita	20
34	Butter Naan/Lacha/Paratha/ Stuffed Paratha	15
35	Plain Roti	5
36	Plain Rice	20
37	Jeera Rice	25
38	Veg Thali, 01 dal, 01 Seasonal, 01 Paneer Sabji, Rice, Roti(2), Salad, Achaar, Gulab Jamun/Rasgula	50
39	Paneer Sabji	30
40	Normal Tea	10
41	Special Masala Tea	15
42	Hot Coffee	10
43	Soft Drink/Packed Juices	MRP
44	Veg Assorted Soup	20
45	Packed Ice Cream	MRP
46	Fresh Juice/Shake-Seasonal Fruit	As per prevailing market rates
47	Flavoured Milk Shake	MRP
48	Gulab Jamun/Rasgula (2pc)	20
49	Gajjar Halwa seasonal	25
50	Ras Malai 1 pc	25
51	Hot Dog	30

Vita Booth: Only Milk and Milk products of Vita Brand can be sold.

REQUIRED EXPERIENCE

1.	The Applicant/Firm/Bidder should have been operating in the any chosen area of the proposed EOI.
2.	The Applicant/Firm/Bidder should have been operating and managing a project of similar size and scale for the last 3 years.
3.	The Applicant/Firm/Bidder should have demonstrable marketing abilities.
4.	Prior experience in the Govt. Sector/Educational Institutions of national and international repute in hospitality shall be preferred.

EOI Application Form

While submitting the Expression of Interest for the Canteen/Food Outlets/Milk Booth (on a plain paper according to the following format), Applicants/Firms/Bidders must submit the following details along with all required/ documents showing their experience, without which the EOI application will not be considered.

1. Details about Applicant/Firm/Bidder

Name of the Applicant/Firm/Bidder / Company/Organization:

Present address with contact number:

Key Contact Person (name, designation, address, contact no., e-mail id):

2. Registration details of the Bidder/Firm/Company/Organization/Entity (with supporting documents, registration certificate, etc.)

3. Brief description about the Bidder/Firm/Company/Organization/Entity, organization structure and type of business.

4. Do you have any relative who is an employee of Central University of Haryana? If yes, then attach the details.

Signature of Applicant/Authorized Person
