

शहीद भगत सिंह महाविद्यालय

(दिल्ली विश्वविद्यालय)

शेख सराय (त्रिवेणी) फेज़-II, नई दिल्ली - 110017

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दूरभाष : 011-29250306, 011-29257472

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SHAHEED BHAGAT SINGH COLLEGE

(UNIVERSITY OF DELHI)

SHEIKH SARAI (TRIVENI) PHASE-II, NEW DELHI - 110017

NAAC Accredited 'A' Grade

PHONE : 011-29250306, 011-29257472

Email : principal@sbs.du.ac.in, Website : www.sbsc.in

No. SBSC/ 649

Date:18-07-2025

EXPRESSION OF INTEREST FOR AWARD OF CONTRACT FOR RUNNING THE COLLEGE CANTEN IN SHAHEED BHAGAT SINGH COLLEGE

The **Expression of Interest (EoI)** is hereby invited from interested and eligible bidders/canteen contractors for the award of contract for running the **College Canteen** at Shaheed Bhagat Singh College.

The interested and eligible bidders are required to submit their **EoI** along with all relevant documents, experience certificates, duly filled application (Annexure-I), proposed menu with rate list, and other enclosures in a sealed envelope clearly superscribed as "**EoI for Running the College Canteen**" to the **Section Officer (Admn.)** by **Thursday, 24th July, 2025 upto 5:00 p.m.** No request for consideration of **EoI** shall be accepted after the said date and time.

The **Competent Authority of the College** reserves the right to accept or reject any or all the EoIs submitted without assigning any reasons whatsoever.


(Prof. Arun Kumar Attree)
Principal

EXPRESSION OF INTEREST (EoI) FOR AWARD OF CONTRACT FOR RUNNING THE COLLEGE CANTEEN

Shaheed Bhagat Singh College invites sealed **“Expressions of Interest”** from experienced and reputed canteen/food service contractors for award of contract to run the College Canteen inside the College Campus.

Interested and eligible bidders may submit their proposals in the prescribed format along with all necessary supporting documents, in a sealed envelope **super-scribed as: “EoI for Running the College Canteen – Shaheed Bhagat Singh College.”**

The prescribed format (Annexure-I) and detailed terms and conditions are available on the College website.

All interested bidders are advised to carefully read the following terms and conditions before submitting their EoI:

General Guidelines

1. This EoI is an invitation for interest and not a tender or Request for Proposal. The College reserves the right to accept or reject any or all applications without assigning reasons.
2. Shortlisted bidders will be invited to present before the College Committee, showcasing their experience, menu offerings, hygiene protocols and facility management at other institutions in Delhi/NCR.
3. The College Committee may visit existing canteens run by the bidders to inspect operations before making a final decision.
4. The canteen operator must serve only vegetarian food items with a clearly displayed menu and rate list, subject to prior College approval.
5. All operations must adhere to food safety standards, including cleanliness, regular pest control and proper waste management.
6. A separate counter for healthy food items like juices, fruit salads and coconut water is desirable. If not feasible by the contractor, the College may allot it separately.
7. Compliance with fire equipment's, a ready-to-use first aid kit and adherence to all statutory regulations are mandatory.
8. The use of liquor, tobacco, or smoking products is strictly prohibited and all single-use plastics (e.g., plastic bags, disposable cutlery, thermocol, water bottles ≤ 1 litre) are banned.
9. The College may conduct random inspections and any failure in hygiene or quality standards will attract penalties in addition to the rent.

Eligibility Criteria

10. Bidders must have at least five years' experience in operating canteens at educational institutions, preferably at University of Delhi or its constituent colleges or in any other Central University.
11. Applicants should submit documentary proof of experience (work orders/experience certificates).
12. Bidders must have a minimum average annual turnover of ₹10.00 lakhs during the past two financial years.

Financial Terms

13. The College will charge a monthly rent of ₹25,000/-, water charges of ₹1,000/- per month, and electricity charges on an actual consumption basis (including the dining area).
14. The contractor shall deposit a refundable security amount of ₹50,000/- at the time of signing the agreement.

Operational Conditions

15. The initial contract will be valid for one year, extendable upon satisfactory performance.
16. The College reserves the right to relocate the canteen within campus with 15 days' notice. Shifting costs will be borne by the contractor.
17. Sub-leasing, sub-contracting or transferring operations to a third party is strictly prohibited.
18. The selected contractor must sign a formal agreement before initiating services and strictly adhere to all terms.
19. The contractor shall bear full responsibility for any penalties imposed by statutory bodies such as MCD, Health Department, FSSAI etc.
20. Only prominent brands and quality ingredients must be used. Menu items and pricing must be pre-approved by the College Canteen Committee at reasonable rates keeping student affordability in mind.

Documentation Requirements

21. The EoI application must include:
 - Firm's profile on official letterhead (as per Annexure I)
 - Proof of experience and turnover
 - Licenses and registrations
 - Proposed vegetarian menu with item-wise pricing

- Hygiene and operations plan
- Any additional relevant documents

22. Incomplete applications or those not following the prescribed format will be **rejected**.

Service Standards & Compliance

23. Staff employed must wear proper uniforms.
24. The contractor must adhere to approved menu, pricing and timings; regular cleanliness in kitchen, dining and service areas and proper disposal of waste in line with municipal and sustainability norms
25. During inspections (internal or by external agencies), if food quality or hygiene is found substandard, the contractor will bear all resulting penalties and costs.
26. Sufficient stock of food and beverages must be maintained at all times. Stale or expired items must never be served.

Operational Timings & Restrictions

27. Canteen services must function on all working days and during special College events/exams as directed by the Competent Authority of the College.
28. The premises shall be used only for canteen services. No other activities or storage of unauthorised items will be permitted.
29. No promotional activity or advertisement is allowed in the canteen or college campus without written permission.

Other Conditions

30. The College reserves the right to modify or update this EoI document before the last date of submission. Any such changes will be uploaded on the official College website.
31. **Mere fulfilment of eligibility does not guarantee contract award.** The final decision rests solely with the College and shall be binding on all applicants.
32. The sealed EoI, along with enclosures, must reach:

The Section Officer (Admin)

Shaheed Bhagat Singh College,

Sheikh Sarai, Phase-II, New Delhi – 110017

By **Thursday, 24th July, 2025 till 5:00 p.m.**

Late submissions will not be accepted.


(Prof. Arun Kumar Attree)
Principal

**SHAHEED BHAGAT SINGH COLLEGE
(UNIVERSITY OF 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., email id)

II. Type of the Organization/ Entity (with supporting documents).

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

III. PAN No. and Tin No. (Also attach self-attested photocopies):

IV. Service Tax Number.(Also attach self-attested photocopies):

V. Proof of experience (Also attach self-attested photocopies):

VI. 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, duly signed by the authorized signatory, along with the EoI.

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

DECLARATION

I/We hereby submit this Expression of Interest for running the Cafeteria at **Shaheed Bhagat Singh College, University of Delhi**. I/We undertake to abide by all the terms and conditions as specified in the Expression of Interest document.

It is hereby certified that our firm/organization fulfills all eligibility criteria prescribed and that the information provided herein is true and correct to the best of our knowledge. All supporting documents as required are enclosed herewith.

Signature

Name of the authorised signatory

Seal of the firm.