

'Expression of Interest' Document

For

Annual Contract for providing Catering Services

Tenders are invited from reputed Vendors / Contractors / Firms / Proprietorships /

Cooperative Societies / Companies / Individuals

For EOI for leasing of Catering services at

National Law University Delhi, Sector- 14, Dwarka, New Delhi-78

For details please visit: www.nludelhi.ac.in or e-procurement Portal of Delhi Govt.

Last date to apply: 18th September, 2024 on or before 2:00 PM

NATIONAL LAW UNIVERSITY DELHI

Sector-14, Dwarka, New Delhi

Expression of Interest for award of contract for catering services on the campus of National Law University, Delhi, Sector-14, Dwarka, New Delhi-110078

The Expression of Interest (EOI) is hereby invited on behalf of the Registrar National Law University Delhi from the interested bidders for award of contract for catering inside the University campus.

Interested bidders can download the documents and submit their offers in the format duly filled and signed with required enclosures and documents. The EOI is to be submitted in a sealed envelope super scribed "EOI for leasing of Catering services 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 catering 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 reserve the right to cancel the EOI invitation as a whole or in part without assigning any reason whatsoever.
4. 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.
5. 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.
6. Bidders should submit their response as per the formats provided at **Annexure-I**. The EOI, not conforming to the instructions or prescribed formats will be rejected.
7. Bidders should equip themselves with all the permits, license etc. required for the operation of catering at the University.
8. Bidder should adhere to all the safety guidelines and norms required for catering.
9. Bidder will be responsible for cleaning and regular upkeep of the premises.
10. The contract term will be initially for 1 (One) year and same may be extended upto 2 years on yearly basis on satisfactory performance. On expiry of contract term, the bidder shall vacate the premises immediately not later than 15 days; however, the existing operator may bid fresh if not prohibited otherwise due to unsatisfactory performance.
11. No liquor/smoking items shall be provided / Served in the catering.
12. The selected bidder will have to sign an Agreement with the National Law University Delhi before operation of the catering.
13. Registrar, National Law University Delhi reserve 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.

14. The University shall reserve the right to cancel the tendering process at any stage in the interest of quality and fairness. The reason in such cases shall be recorded.
 15. In support of the credential submitted by the parties, National Law University Delhi reserves the right to solicit information from the organizations by telephonic verification/personal visit 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:
 - 1.) **Function & Role:-**
 - i) Preparation of hygienic food in the kitchen area provided by the competent authorities.
 - ii) Proper washing and all procedures associated with washing of the utensils.
 - iii) Timely distribution of hygienically cooked food within the campus of NLU Delhi.
 - 2.) **MONITORING:** - Monitoring and evaluation of the quality of services being provided will be undertaken by the University as under-
 - A committee will be constituted by the Registrar, National Law University Delhi for supervision of services on following aspects.
A. Time schedule **B.** Diet scales **C.** Types of diets **D.** Storage facilities **E.** Cleanliness of the premises **F.** Taste of Food **G.** any other aspect as deemed fitAction as per terms and conditions will be initiated if there are deficiencies pointed out by the authorized persons or the committee.
18. Sub-leasing of the catering after award of Contract/Agreement will not be permitted.
19. **ELIGIBILITY CRITERIA:**
 - i) *The bidder should have been operating in the Hospitality sector for a minimum of 5 years (Hospitality would include experience in the service industry that includes lodging, dining/Restaurant, event management, theme parks, hotel management and catering).*
 - ii) *The bidder should have an average annual turnover of Rs. 2 Crores each in past two financial years i.e. 2022-23, 2023-24 (Annexure-II).*
 - iii) The bidder should possess FSSAI license for running Restaurants/ Catering / Similar Establishments (for last two years).
 - iv) The bidder should have all regulatory approvals from all concerned agencies for providing Catering Services including due compliance of labour laws.
 - v) *The bidder is required to have the following licenses/ registration and other mandatory licenses (as applicable), for running of the catering services.*
 - a) *Valid labour license number*
 - b) *EPF code number*
 - c) *GST registration*
20. While submitting the Expression of Interest for the Catering Services (on the letterhead of firm according to the format at **Annexure-I & II**), 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.
21. Only short listed firms/vendors after presentation will be asked to quote their rates for Catering Services.
22. The EOI must be submitted/reach in the Office of the Registrar, National Law University Delhi latest by 18th September, 2024 up to 2:00 P.M. The EOI received after that will not be entertained.

REGISTRAR

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

Checklist Perform for Expression of Interest for Catering Services

1.	Name of the Bidder/Company/ Organization	
2.	Present address with contact number:	
3.	Key contact person (Name, Designation, Address, Contact No., Email ID (for correspondence).	
4.	Type of the Organization/ Entity (with supporting documents)	
5.	Registration details of the organization/ entity (with supporting documents, registration certificate, etc.)	
6.	PAN No. (Also attach photocopy)	
7.	GST Number (Also attach photocopy)	
8.	Proof of Five Years' Experience. (Also attach photocopy)	
9.	FSSAI licence no. (Also attach photocopy)	
10.	Valid Labour License number (Also attach photocopy)	
11.	EPF code number (Also attach photocopy)	
12.	Turnover of last two years (In form of Annexure-II)	(In form of Annexure-II)

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

I/ We hereby submit the Expression of interest for Catering Services 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.....

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

FINANCIAL INFORMATION

Please provide 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.

Item	Turnover(2022-23)	Turnover (2023-24)	Average
Gross Annual Turnover* on works			

*Turnover shall be exclusively for other type of services

Signature of Chartered Accountant with seal

Signature of Bidder(s) with seal