

REQUEST FOR PROPOSAL DOCUMENT

FOR

Hiring of Catering Services at

Research & Innovation Park

Foundation for Innovation and Technology Transfer (FIIT)

IIT DELHI

Notice Inviting RFP

Two Bid Tender

Dated: - 22.03.2023

Notice No. RFP/FITT/R&I/Café/02

Name of the firm: - _____

Address :- _____

Phone Number: - _____

Email ID :- _____

REQUEST FOR PROPOSAL

1. Foundation for Innovation & Technology Transfer (FITT), IIT-Delhi, invites sealed quotations from registered Café service providers for providing Café/Catering services at IIT-Delhi's Research & Innovation (R&I) Park. The bidding agency/promoter should be having at least three-year experience before the date of RFP notification, from a competent authority of any PSU/Central/State Government or prestigious private limited companies/ firms /Travel-agencies, for having executed similar contract.
2. *FITT is seeking proposals for the provision and management of full-service cafeteria services. Our goal is to partner with a vendor that can help us increase food service participation.*

The successful vendor will be expected to provide breakfast, lunch, High tea & dinner daily and catering services as needed with offerings that include a variety of cuisines made and served fresh.

3. Indicative Foot Fall

- a) Captive Foot Fall is approximately 400+ occupants along with the staff. In addition, 20 Guest rooms are co-located for which the occupants would need to be provided meals/services
- b) Expected foot fall for occupants will be approximately 2000 occupants considering full occupancy in the premises.
- c) Captive strength of the campus is up to 30,000 peoples within the radius of 1 KM of R&I Park

Note: The building was inaugurated in Sept 2022 by President of India

4. **Event Catering:** in addition to the regular footfall, we have a large number of events which are held in the building which requires catering of meals and tea arrangements. Events foot fall varies; however, in the past 6 months the number of events held averages 20 per month (Details of events catered & attendees at attached as **Annex "A"**).
5. **Facilities Available:** The R&I building has the following facilities which are available: -
 - a) **Cafeteria Kitchen and Serving area:**
 - i) Facilities for light cooking i.e., making Indian bread, Dosa, Maggi, tea etc.
 - ii) Washing Facility
 - iii) List of Equipment/facilities will be provided to the vendor is given in **Annex "E"**.
 - b) **Event management:** Container based kitchen for handling event related activities like tandoor, heating appliances, washing utensils etc. (The vendor would need to get the food prepared from cloud kitchen and brought to event premises)

6. Period of Contract: 3 years from the date of commencement of contract for cafeteria.

7. Event Catering: - Vendor will have the first right of refusal i.e., vendor can give his quote for the event catering and the same would be processed if it meets the organizers requirement of budget and quality.

8. Important Dates: -

Events	Date
Date of Issue	22 nd March' 2023
Pre-bid Query submission (Email Only-ripark.iitd@gmail.com)	27 th March' 2023
Pre-bid Clarification/Café site visit	29 th March' 2023
Last date of Submission	1 st April' 2023
Date & Time of opening (Tentative)	3 rd April' 2023

Note: It is strongly advised that the applicants should attend the pre-bid clarification/Café site visit. This would help them to align with expectations of the technical evaluation committee. Vendors having the required capability and possessing relevant experience of having served with government agencies or reputed private companies may respond to the RFP and should submit supporting documents in respect of eligibility criteria as per the defined timeline. Registered Start-up with a promoter having relevant prior experience is also invited to apply.

9. Pre-qualification requirements

Criterion	Details	Documents/Evidence
Profile of Company	Average turnover of Rs 40 lacs per year for last 3 FYs. (Exempted for MSMEs)	Attach copy of audited B/S & P&L Statement of last 3 years. (MSME certificate, wherever applicable) Company registration certificate as per Companies Act 1956
Kitchen	Should have a running kitchen/ (cloud kitchen)/Canteen service,	Copy of occupancy (Lease deed/ownership certificate/Purchase order (if running for a 3 rd party)
Distance from R&I Park café	Cloud kitchen preferably within 5 KM radius of IITD campus (We provide kitchen in cafeteria for light cooking such as baking roti, preparing dosa, making Chinese food, preparing omelet, Maggie, pasta cooking baking, roasting etc.)	If already existing, submit documentary proof of same, if not, submit affidavit to establish one within 30 days of the award of contract.
Experience	Should have minimum 3 years of Experience in Govt. Department/PSU/MNC/Public Ltd Company / Autonomous Bodies/ 3 Star or above hotels, reckoned from the cut-off date for submission of RFP documents.	MOU/Agreement/Work order copy or any other documentary proof. Copy of respective contracts, along with documentary evidence in respect of satisfactory execution of each of those contracts, in the form of copies of any of the documents(indicating respective contract number and type of services), such as - (i) Satisfactory completion / performance report (OR) (ii) proof of release of Security after completion of the contract (OR) (iii) proof of settlement / release of final payment against the contract (OR) (iv) any other documentary evidence that can substantiate the satisfactory execution (continued or terminated) of each of the contracts cited above

Note: -

- I. The bidder should not have been blacklisted or debarred by any Central/ State Government/ agency of Central/ State Government/ Public Sector Undertaking/ Regulatory Authority of India or any other agency in last five years at the time of submission of this bid.
 - II. While reckoning the experience, concurrent experience on more than one contract during same period with same agency will be accounted only once. Three-year experience requirement refers to length of experience either continuously or cumulatively.
10. Details of experience and past performance of the bidder on works/ jobs done of similar nature in the past and details of current work in hand and other contractual commitments, indicating areas and clients are to be submitted along with the PQC documents, in support of the experience laid down at para (i) & (ii).
11. Since process is a **two-bid** evaluation process, the technical and financial bids to be sealed in separate envelopes at time of submission. The documents to be submitted in the technical and financial bid are as under:
- a) Technical Bid:
 - i) Technical bid format as per **Annex B**.
 - ii) Signed copy (All pages) of the RFP
 - iii) Documents for pre-qualification bid as mentioned in Para 5
 - iv) Undertaking, to be furnished on company letter head with regard to blacklisting/ non- debarment, by organisation (**As per Annex C**)
 - v) Any other documents which relevant to the bid. (Applicant can attach additional documents to showcase his technical expertise in the field.)
 - b) Financial Bid: As per **Annex D**
12. The bidder must
- a) Submit their offer in two separate sealed envelopes marked clearly as Technical Bid and Financial Bid on cover page of the envelop.
 - b) The sealed envelopes should be placed in a third larger envelop.
 - c) The third envelope which will contain both the bids should be super scribed with RFP enquiry no. RFP/FITT/R&I/Café/01 and name of the item quoted for (**Request for Proposal (RFP)** Hiring of Catering Services at Research & Innovation Park.).
 - d) The details as per **Annex F** should be pasted on the main envelope which contains the Financial and Technical bids

13. The bid (Including Technical and Financial) of the RFP should reach by mail/delivered by hand to:

**R&I Secretariat
Research & Innovation Park
Indian Institute of Technology Delhi
Hauz Khas
New Delhi -110016**

The financial Bid has to be submitted by hand only (Not by email) in the sealed box kept at R&I Park.

14. Last date: end of day. Interested bidders to note that there will be no extension of due date. Queries can be e-mailed to following address.

Email: - ripark.iitd@gmail.com

Contact Number: - 9911954868

15. It may be noted that this request for RFP is tentative and it is well within rights of issuing authority to annul the whole process without giving notice or reason to any of the participating agencies.

16. The bid will be evaluated on the basis of capability, financials and experience of the firm. The offer shall be negotiable and shall only be given to the agency which is most suitable to the tasks defined in this RFP and quotes unambiguously towards all the asked categories.

17. RFP can also be downloaded from our website: <https://fitt-iitd.in/>

18. Terms & Conditions

The following Terms & Conditions are broadly applicable:

a) Rentals/payments: For the operations the contractor will have the following payments to be done: -

Monthly Net Revenue for Cafeteria & Events Organized	Amount
<10 Lakh Per month	Electricity charges and INR. 20000 Monthly rental
>10 Lakhs and <25 Lakhs	Electricity charges and INR. 40000/- Monthly rental and 1 % of revenue
>25 Lakhs and <50 Lakhs	Electricity charges and INR. 60000/- Monthly rental and 3% of revenue
>50 Lakhs	Electricity charges and INR. 80000/- Monthly rental and 5% of revenue

Note: -

- i) **Definition of Net Revenue:** - Revenue will be consider net of tax i.e., before GST.
- ii) **Payment Mode:** - All sales will be through electronic medium which will be provisioned by R&I Park & deposit will be done in R&I account. Settlement will be done on a regular basis.
- ii) **Electricity charge:** - Reading consumption distribution will be done on the following mechanism.
 - Electricity reading distribution will be done on the basis of area allotted.
 - Common Area reading distribution will be calculated on the pro-rata basis.

b) In addition to this we (R&I) will charge space utilization charges/Management Charges in the event of catering executed within the premises as follow: -

Catering Management Charges						
Sr. No.	Particular	Pax Range				
		0-30	31-70	71-120	121-150	>151
1	High Tea	1000	1500	2500	3000	3500
2	Lunch	2700	4000	6500	8000	9000
3	Dinner	2700	4000	6500	8000	9000

- c) The menu for entire week days to be followed in the Food Court/ Guest Rooms and the timings for services are to be indicated by the Contractor/ Vendor. The menu may be reviewed by officials from FITT from time to time and changes if any are to be followed by the contractor.
- d) As very high standards of services are expected from the Contractor, the minimum man days of different categories with qualifications and experience are required to be provided by the Contractor in this tender document.
- e) The contractor has to maintain the hygiene in & around the building. FITT may conduct surprise inspection through the qualified doctor or / and agency. In case of any abnormality, the action may be taken on the contractor for appropriate penalty or / and termination of contract.
- f) FITT grants the right to the contractor to use the facilities like using equipment in the cafeteria i.e., Bain Marie, Burners, chimney, counters, chairs, table's, refrigerators, stoves, sinks and many more.
- g) Broad Scope of Work for providing Food / Cafe Services is as under:
 - i) Rates quoted for food items will be fixed for a period of 1 years.

- ii) Prior approval of R&I park Secretariat shall be necessary for introduction or deletion of any new item on the Menu.
- iii) Each item shall be of the approved quality. The Contractor shall also stock branded and / or proprietary food items and beverages for sale at the Cafe.
- iv) Pre-packed products i.e., dry fruits, biscuits, wafers, etc. shall be available at all times in sufficient quantities.
- v) The Cafe is on self-service basis. However, the Contractor shall arrange to serve the food at the counters, party locations and also provide staff to clean counters, vessels and to carry out other miscellaneous tasks.
- vi) Events management services will be given to the vendor subject to continued positive feedback from end users
- vii) R&I Park Secretariat shall have the right to inspect the quality of the food being served at the café/food serving stations, on the basis of hygiene, taste, nutrition, contents and as per contract terms. R&I Park shall provide required space and equipment for running the Food Court at R&I Park. The upkeep of equipment shall be the responsibility of the operator and shall have to be returned in good working condition at the expiry of the contract period.
- viii) The Contractor shall provide sufficient quantity and high quality (best brand) utensils, crockery, cutlery and other consumables at his own cost. The quality and quantity of the cutleries, utensils, crockery, etc. shall have to be approved by R&I Park secretariat.
- ix) The Contractor shall ensure due legal compliance in respect of all relevant acts in vogue including but not limited to minimum Wages Act, PF Act, Gratuity Act, Bonus Act, Professional Tax Act and workmen compensation Act, ESIC, child labour, inter-state migrant acts, any other act, as and where applicable, as per central / state govt. statutes and also as announced by R&I Park.
- x) Contractor shall obtain necessary license/permission/registration that is statutorily required prior to the commencement of work for operating Canteens. Contractor shall submit the copy of the license / permission and registration certificate to R&I secretariat
- xi) Failure to comply with necessary License / permission / registration requirements shall be considered as breach of Contract.
- xii) All cleaning materials that are required to maintain hygiene in the café, cleaning zones, stores, including but not limited to cleaning liquid, mops, brushes, detergent and cleaning agent, brooms to be procured by Contractor at their own expense.
- xiii) Contractor shall keep the Canteen counters open as per the schedules specified by R&I Secretariat, from time to time.
- xiv) Contractor shall arrange for the necessary groceries, vegetables, oil and other raw materials and consumables of reputed brand wherever applicable, at its own cost and expenses.

- xv) Contractor shall ensure that the food materials and consumables used shall be with necessary certification from *fssai*, Agmark, FPO and ISI where ever applicable. In other words, the raw material should meet highest quality standards.
- xvi) The cooking oil shall not be reused for any purpose.
- xvii) Use of any chemical enhancers, preservatives or artificial color in any of the food preparation is strictly prohibited.
- xviii) Electrical Supply in Cafeteria for cooking purpose shall be supplied by R&I Park.
- xix) Contractor shall not take out any material from the premises unless accompanied with proper delivery challan, duly signed by R&I Park officials.
- xx) Contractor shall undertake that no part of the R&I Park premises shall be used for residential purpose for its employee.
- xxi) The Contractor shall maintain all the equipment and accessories provided by R&I park in good working condition. The Contractor shall bear all expenses incurred for upkeep & maintenance of these items / equipment. If in case the equipment is beyond repair, Contractor shall make full failure report of the same equipment and get it approved from R&I Secretariat. However, the decision of the R&I Park Secretariat, in such matters, shall be final and binding to the Contractor.
- xxii) The financial bid has to be inclusive of this charge.
- xxiii) Contractor shall submit Daily Report to R&I park officials. The format of this report will be mutually agreed upon separately after awarding the contract.
- xxiv) In the event of any strike/ bandh or any such untoward incidents beyond the control of R&I Park team, the Contractor shall not claim for any compensation from R&I Park for the unused food items and / or for loss of earning. In such situation, the R&I park management shall not be held responsible for its inability to conduct normal operations.
- xxv) In the event of R&I park officials rejecting the raw material procured by the contractor including meals, snacks, drinks etc., the Contractor will not supply the rejected prepared food, drinks, other eatables etc. In case of violation, contractor will be liable for penalty or / and other appropriate action including termination of work.
- xxvi) Left-over cooked vegetables, meals or wet snacks shall not be served in next service.
- xxvii) In case of food poisoning, all expenses shall be borne by Contractor for medical treatment and related claims by the effected persons, apart from adhering to other appropriate penalties.
- xxviii) Guest record to be maintained by the Contractor. It will be the duty of the Contractor to maintain record of café usage by the guests accommodated in the

guest rooms & suites of R&I Park. R&I Park officials shall guide the contractor regarding process to supply food to these occupants and invoicing of the same.

- xxix) Contractor will provide ISI mark, standard drinking water bottles (20 Ltr, 1 Ltr, ½ Ltr, 200 ml etc.) if ordered by R&I park teams, as and when required on callout basis. The actual cost of same shall be reimbursed.
- xxx) Contractor shall ensure to hire & maintain space at his own cost, for proper rest of their staff during all operations. It shall not seek space at R&I park for the same.
- xxxi) Contractor shall ensure adherence to provisions of Minimum Wages Act, Child Labour Act and other such laws of the land.
- xxxii) Contractor, in consultation with R&I park officials shall provide decorations and other auxiliaries at their cost on festivals, special occasions and organized events etc.
- xxxiii) All monthly invoices to be submitted to R&I Park for authorization/certification.
- xxxiv) INDICATIVE TIMINGS** The Contractor shall provide services at the Food Court as per the following timings:
- Breakfast 7:00 to 09:30 Hrs.
 - Lunch 12:00 to 14:30 Hrs.
 - Snacks 16.00 to 18.00 Hrs.
 - Dinner 20:00 to 22:00 Hrs.
 - Midnight Snacks 23.00 to 01.00 Hrs.
- xxxv)** The contractor shall have to establish cloud kitchen out of Campus; however, we provide kitchen in cafeteria for light cooking such as baking roti, preparing dosa, making Chinese food, preparing omelet, Maggie, pasta cooking baking, roasting etc.
- xxxvi)** Sample food shall be kept for inspection by Contractor at all times. However, it can be picked up from the prepared food items as decided by the inspector designated by R&I park.
- xxxvii)** Contractor should also submit monthly Safety, Operation and other audit carried out by their internal team to R&I park
- xxxviii)** Unwillingness/delay in implementation of the directions / suggestions /instructions / orders given by the R&I Park officer, will lead to a fine of Rs 1000/- at per instance.
- h) **MATERIALS TO BE USED:** Should be of acceptable standards and the management reserves the right to instruct the material/supply to be replaced if found to be of poor quality.

i) **GARBAGE DISPOSAL** The garbage, duly segregated into dry and wet categories, shall be collected in bags during cleaning and shall be disposed of, by the contractor, outside the premises, at designated spaces. Nothing shall be paid extra by R&I park management towards this end, to the contractor. The bin shall be supplied by the contractor according to site and work requirement and on direction of R&I Park Secretariat.

j) **BID EVALUATION Weightage:** - 70 percent weightage will be given to the technical bid and 30 percent to financial bid.

k) **Bid Evaluation Criteria:** - SCORE SHEET TO EVALUATE FUNCTIONALITY: The evaluation of the functional / technical details of the proposal will be based on the following criteria:

Criteria for evaluation of the technical bid/performance of contractors for technical eligibility (70% weightage) To qualify for opening of financial bid min of 60% have to be scored in technical evaluation Note: - All the timelines will be as per our RFP publication.		
	Attributes	Evaluation
(I)	Experience (last three years) One similar works contract or Two similar works contracts or Three similar works contracts Note: - A contract should be of Rs 10 lac or more p.a. and daily clientele served should be >100) Experience of current set-up or of a previous work/job/business is acceptable	(35 marks) (i) 60% marks for minimum eligibility (ii) 75% marks for two similar works contracts. (iii) 100% marks for three and more similar work.
(II)	Event Management	10
	(a) Successfully executed 12 to 15 events in last One year	5
	(b) In between 16 to 24 events in last one year	7.5
	(c) More than 24 in last one year	10
(III)	Brand Recognition	10
(IV)	Performance of works (Quality) based on report/assessment by the visiting committee/ presentation (Quality of food, Hygiene, cleanliness, feedback from the client, service quality, efficiency in handling cash transactions.	(40 marks)
	(a) Excellent	40
	(b) Very Good	30

	(c) Good	20
	(d) Fair	10
	(e) Poor	0
(V)	Statutory compliance FSSAI/ ESI/PF/Labor Regulations	(Max. 5 marks) (Based on the inspection)

- l) Financial Bid Evaluation (30% Weightage)** The financial proposal will be opened after the vendor has scored >60% in technical proposal. The lowest-priced financial proposal will be awarded the full weighted score as given below to arrive at the Total Cost of Ownership (TCO) quoted by the bidder.

Financial Bid Evaluation Weightage: -

Attributes	Evaluation
Breakfast	25%
Lunch/Dinner	35%
Event Menu	40%

- m) The Bid having the Lowest TCO shall be termed as the Lowest Evaluated Bid and will be awarded 100 marks. Financial score of other bidders will be calculated on the basis of the following formula: **Financial score will be denoted as Fs,**

$$\text{Whereas } Fs = 100 \times \frac{\text{TCO of Lowest bidder}}{\text{TCO of the bidder}}$$

- n) Final Selection:** Marking Methodology:

- Technical Functional Score should be denoted as “Ts” and shall be used to compute the final score in combination with Financial Score “Fs”. The final selection of the bidder will be based on QUALITY AND COST BASED SELECTION (QCBS). There will be 70% weightage for Technical Evaluation and 30% weightage for Financial Evaluation.
- Final Score shall be calculated as: = Ts x 0.7+ Fs x0.3**

The bidder(s) whose bid has secured the highest “Final Score” will be considered as successful bidder(s).

A sample calculation is shown as part of Ann

Annex A

Month	Number Of Events	Occupancy	Breakfast	Lunch	High Tea	Dinner
Sep	47	1220	39	39	39	25
Oct	32	988	12	14	7	
Nov	43	1279	16	23	24	
Dec	59	1637	25	33	26	5
Jan	43	872	6	14	8	5
Feb	55	1500	17	21	19	
Grand Total	279	7496	115	144	123	35

Annex B

Sr. No.	Check List	Submitted (Yes/ No)
1	Copy of Registration Certificate (attach the self-attested copies)	
2	Copy of PAN No. (attach the self-attested copies)	
3	Copy of ESIC/PF/GST Registration Certificate and statement of ESIC/PF highlighting current employees' contribution (Attach the self-attested copies)	
4	Copy of Shop & Establishment Registration/License (attach the self-attested copies)	
5	Copy of Audited Income tax returns of last three financial years i.e. (Attach the self-attested copies)	
6	Copy of Balance sheet and Profit & Loss account of last Three years i.e. (Attach the self-attested copies)	
7	List of Manpower proposed to be deployed as per roles. (e.g., Manager-1, Cook-1 etc.....) engaged for Cafe management, counter handling and catering at R&I park, on 24x7 basis	
8	Declaration that sub-contracting of part of services, if any, upon allocation of tender, shall be duly notified in writing, to FITT, as well as to other statutory authorities, as per legal obligations, at the time of agreement signing, and to indemnify FITT from any labour issues arising from such arrangement, during or after the contract	
9	Undertaking regarding blacklisting/non-debarment any of the entity (Govt. departments / PSU/MNC/Public Ltd Company / Autonomous Bodies and any other agency) in last five years from the cut-off date of RFP on company's letter head with sealed and stamp. (As per Annexure "C")	
10	Copy of Proof of Experience. (Work Order/ Agreement/MOU Or any other documentary Proof) Repeat of contracts will be preferred.	

Annex - C

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD
WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION**

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,

Foundation for Innovation and Technology Transfer (FITT)
IIT Campus, Indian Institute of Technology Delhi,
Hauz Khas,
New Delhi, Delhi 110016

We hereby confirm and declare that we, M/s _____ ,
is not blacklisted/ De-registered/ debarred by any Government department/
Public Sector Undertaking/ Private Sector/ or any other agency for which we
have Executed/ Undertaken the works/ Services during the last 5 years.

For

Authorized Signatory Date:

FINANCIAL BID

Please provide the cost as per the menu given below

Description	Type	Rate Per customer in INR	Taxes % if Any	Final Cost Inclusive of Taxes and Proposed Rental in INR
Breakfast	Normal			
Breakfast	Special			
Lunch	Normal			
Lunch	Special			
Dinner	Normal			
Dinner	Special			

Note: - Final Cost will be inclusive of all taxes and other charges proposed in clause 18 (a).

Menu Details for which Price is to be quoted

Breakfast Menu			
Normal	Remarks	Special	Remarks
Tea/coffee	Any One	Tea/coffee	Any One
Cookies/butter/Jam and Pickle	Mandatory	Cookies /butter/Jam and Pickle	Mandatory
Veg Poori sabzi/chole Bhature/Dosa/Idli Sambhar/Upma/ Idli Sambhar/ Paranthas with Yogurt/Burger Veg	Any one	Veg Poori sabzi/chole Bhature/Dosa/Idli Sambhar/Upma/ Idli Sambhar/ Paranthas with Yogurt/Burger Veg	Any two
Non-Veg Eggs/French Toast/ Burger Non-Veg	Any one	Non-Veg Eggs /French Toast/ Burger Non-Veg	Any one

Annex D (Contd...)

Lunch/Dinner			
Normal	Remarks	Special	Remarks
Welcome Drink: - Water/Assorted Soft drink/mineral Water	Any One	Welcome Drink: - Water/Assorted Soft drink/mineral Water	Any two
Navrattan Rice/peas & Paneer pulao/Jeera Pulao/Vegetable Dum Biryani/Steamed Rice/Kashmiri Pulao	Any One	Navrattan Rice/peas & Paneer pulao/Jeera Pulao/Vegetable Dum Biryani/Steamed Rice/Kashmiri Pulao	Any One
Dal Makhni/Rajma	Any One	Dal Makhni/Dal Tadka/Rajma	Any One
Tawa Roti/Naan /Tandoori Roti	Mandatory	/Naan/Missi Roti/Lachcha Paratha/Stuffed Naan/Tandoori Roti	Any Two
Chole	Mandatory	Kadi Pakoda/Malai Kofta/Dum Aloo Kashmiri/Muttur Mushroom/Navrattan Korma	Any Two
Paneer curry	Mandatory	Amritsari Chole/Pindi Chole	
Dahi/Raita	Any One	Paneer achari/Shahi Paneer/Palak Paneer, Paneer Lababdar/Muter Paneer	
Sweet	Mandatory	Dahi/Raita	Any One
Papad	Mandatory	Sweet (Any 2) Gulab Zamun/Maalpua rabri/gajar halwa/Badam kesar Kheer/ Jalebi rabi/Imarti Rabri	Any One
Pickle	Mandatory	Papad	Mandatory
Green Salad	Mandatory	Pickle	Mandatory
		Non-Veg (Chicken, Mutton etc.)	Any one
		Green Salad	Mandatory

Event Menu			
Normal	Remarks	Special	Remarks
Welcome Drink: - Assorted Water/Assorted Soft drink/mineral Water	Any Two	Welcome Drink: - Assorted Water/Assorted Soft drink/mineral Water	Any two
Navrattan Rice/peas & Paneer pulao/Jeera Pulao/Vegetable Dum Biryani/Steamed Rice/Kashmiri Pulao	Any One	Navrattan Rice/peas & Paneer pulao/Jeera Pulao/Vegetable Dum Biryani/Steamed Rice/Kashmiri Pulao	Any One
Dal Makhni/Dal Tadka/Rajma	Any One	Dal Makhni/Dal Tadka/Rajma	Any One
Tawa Roti/Naan/Missi Roti/Lachcha Paratha/Stuffed Naan	Any Two	Tawa Roti/Naan/Missi Roti/Lachcha Paratha/Stuffed Naan/Stuffed Kulcha	Any Two
Kadi Pakoda/Malai Kofta/Dum Aloo Kashmiri/Muttor Mushroom/Navrattan Korma	Any One	Kadi Pakoda/Malai Kofta/Dum Aloo Kashmiri/Muttor Mushroom/Navrattan Korma	Any Two
Amritsari Chole/Pindi Chole	Any One	Amritsari Chole/Pindi Chole/	Any One
Paneer achari/Shahi Paneer/Palak Paneer, Paneer Lababdar/Muter Paneer	Any One	Paneer achari/Shahi Paneer/Palak Paneer, Paneer Lababdar/Muter Paneer	Any Two
Dahi/Raita	Any One	Dahi/Raita	Any One
Sweet: - Gulab Zamun/Maalpua rabri/gajar halwa/Badam kesar Kheer/ Jalebi rabi/Imarti Rabri	Any One	Sweet: - Gulab Zamun/Maalpua rabri/gajar halwa/Badam kesar Kheer/ Jalebi rabi/Imarti Rabri	Any Two
Papad	Mandatory	Papad	Mandatory
Pickle	Mandatory	Pickle	Mandatory
Green Salad	Mandatory	Green Salad/Italian Salad/Russian Salad/Lacha Onion/Aachar Papad counter/Sirka Onion/Sprout Salad	Mandatory
Soup: - Tomato/Veg Hot and sour soup/sweet corn/Veg Manchow	Any One	Soup: - Tomato/Veg Hot and sour soup/sweet corn/Veg Manchow	Any Two
Fresh Fruit Counter: - 5 Indian fruits	Mandatory	Achari Paneer Tikka/Chapp Tikka/Mushroom Tikka/Malai Paneer Tikka/Tandoori Aloo Tikka/Haryali Paneer Tikka	Any Two
Masala Dosa/vada/Idli	Any One	Indian Snacks: - French Fries/Moong Dal Pakodi/Corn Kabab/Cocktail Stick/Cheese Ball/Potli Samosa/Hara bhara kabab/Veg Cutlet	Any Two
Non-Veg (Chicken, Mutton etc.)	Any one	Chinese Snacks: - Chilli Paneer/Chilli Mushroom/veg Spring Roll/ Crispy Honey chilli Potato/Veg Manchurian/ Fried Momos/Steamed Momos	Any Two

		Mocktail: - Bule Engine/virgin Pinacolada/Oriented Surprise/Night queen/pink Lady/litchi sling/blue heaven/purple rain	Any Three
		Juice & Shakes: - Butter Scotch/banana shakes/Vanilla shake/Strawberry/mango/pineapple/badam Shakes/fruit punch Juice/Paan shake	Any two
		Fresh Fruit: - 3 Indian+ 2 Imported Fruits	Mandatory
		Masala Dosa/vada/Idli/Plain Dosa	Any Two
		Non-Veg (Chicken, Mutton etc.)	Any Two

Annex D (Contd...)

SAMPLE CALCULATION FOR METHOD OF EVALUATION

Financial Bid Evaluation									
Particulars	Company A			Company B			Company C		
Category	Normal	Special	Total	Normal	Special	Total	Normal	Special	Total
Breakfast	100	200	300	200	400	600	300	500	800
Lunch/dinner	400	600	1000	600	800	1400	200	300	500
Event	1500	3000	4500	1100	2200	3300	1000	2000	3000
Total									
Category	A	B	C						
	(Sum of Special+Normal)* Weightage for each								
Breakfast (25%)	75	210	200						
Lunch/Dinner(35%)	350	490	175						
Event(40%)	1800	1320	1200						
Total Marks Obtained	2225	2020	1575						
		Min of Total Cost based on weightage	1575						
Bid Evaluation									
Particulars	Company A	Company B	Company C						
Technical Bid Marks Ts	70	80	60						
Financial Bid Marks Fs =100*0.3(Min Cost of bidder/Cost by Bidder)	21.2	23.4	30.0						
Final Scoring Sum of Ts+Fs									
A	B	C							
91.2	103.4	90.0							

ITEMS
Cold Display Counter
Cash Counter
Dress Up Refrigerator
Deep Freezer 300 Litres
Visi Cooler
Coffee Machine - Double Group
Coffee Grinder -MARFIL GRINDER
Sandwich Griller
OTG Oven
Pizza Oven -Stone Base
Milk Boiler
Hot Display Counter -table Top -Deluxe
Induction Plate - Commercial
Storage Counter
Four Door Vertical Refrigerator
Deep Freezer
Two Sink Unit
Dish Landing Table
SS Clean Dish Rack
Wall Shelf
Hot Bain Marie of size 1125x750x850 with 3 compartments including Pan with 3 no GI Pan
Stainless Steel Work table with undershelf
Stainless Steel Storage rack with five shelves
Steel Table(Café Table with granite Top)
Stainless Steel Work table with undershelf
Convection Microwave Oven

RFP DOCUMENT

As per RFP conditions updated on 22-03-2023

Submitted to

FOUNDATION FOR INNOVATION AND TECHNOLOGY TRANSFER

for

**Providing Café/Catering services at the Research and Innovation Park of IIT
Delhi.**

Name of the Bidder:

Address:

Signature:

Website: [www.**.com](http://www.****.com)**