

SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL

An Institution of National Importance, Ministry of Education, Govt. of India
Neelbad Road, Bhauri, Bhopal - 462030, Madhya Pradesh (M.P.), INDIA



EOI No.: SPAB/EOI/RGO/2024-25/32

Dated: 25.09.2024

Name of work:

Expression of Interest in Operation of Canteen Service near Student Hostels at SPA Bhopal, Bhauri campus.

(To be submitted by 5:00 PM on or before 07.10.2024)

Assistant Registrar (Stores & Purchase Section)
School of Planning and Architecture Bhopal,
Neelbad Road, Bhauri, Bhopal-462030 (M.P.)
by Speed Post (India Post)/by-hand

SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL

Stores & Purchase Section

EOI No: SPAB/EOI/RGO/2024-25/32

Dated: 25/09/2024

EXPRESSION OF INTEREST

SPA Bhopal invites Expression of Interest from eligible agencies for operation of Canteen Service in front of Old Academic Block at SPA Bhopal, to reach the Stores & Purchase Section at Bhauri campus, up to 5.00 PM on or before 07.10.2024.

Processing Fee:

The Firm/ Agency/ Company/Proprietor shall pay the Rs. 1000/- (nonrefundable) through NEFT/RTGS in favour of Director SPA Bhopal in the Institute A/c No. 2073201002565, SPA BHOPAL- Internal Receipts (CANARA Bank SPA Bhopal branch) and submitted the receipt of payment with EOI Documents.

I. Details & Eligibility criteria of canteen service:

Name of the shop	Area (in Sq. Mt.)	Location
Canteen Service	10.60Sqm	in front of Old Academic Block at SPA Bhopal

The institute has premises and intends to give it on license basis, to the willing party having experience to operate such outlet under its ownership/ proprietorship, to cater to the need of campus community.

The institute will provide assigned space, water & electricity for running canteen service on monthly chargeable basic. Vender has to made temporary construction/ teen shed/ movable vehicle with knop on its own cost. Any temporary arrangement/ design as above should be approved by the Institute authority.

➤ Eligibility Criteria for "Canteen Service":-

1) Agency/firm/company/proprietor should have a minimum of 02 (Two) years' experience in the field of activity of similar nature i.e. restaurant/Coffee shop/ food courts & Canteens etc. with details of clients/ outlets/branches, if any preferably in educational Institutional of repute.

2) A firm/agency/company/proprietor should have a valid Firm Registration certificate, PAN/GST certificate and other relevant certificates which are needed for operational activity i.e. restaurant/Coffee shop/ food courts & Canteens etc.

3) A firm/agency/company/proprietor must have food license certificate issued from FSSAI (Food Safety & Standards Authority of India) and State Government, if any.

4) The firm should have a valid GST No.

6) Preference will be given to those firm/agency/company/proprietor who have an experience in running activity of similar nature i.e. Canteen Service etc. in educational institutions like IIT's, IISER's, NIT's, SPA's or other educational institutions of repute.

II. General Terms and Conditions for running of Shops/establishments at SPA Bhopal-

1. The SPA Bhopal will give the schedule properties on Leave & License agreement for 11 months. The License agreement will be prepared & executed for 11 months only, commencing from the date of agreement and it may be extended for another period of 01 year and thereafter for another period of 01 year based on the satisfactory performance of the service provider on the same terms & conditions (The overall contract would be of maximum upto 03 years (01+01+01)) depending on the performance and the favorable recommendations of the competent committee/ authority, SPA Bhopal.
2. The timing of the operation of Ideation Hut would be 08:30 AM to 10.00 PM (all days), which may be changed as per requirement of Institute.
3. The Firm/ Agency/Company/Proprietor will pay initially /license fees @Rs. 5500/Per Month for the allotted space at the SPA Bhopal, which will be revised from time to time by the Institute.
4. The Firm/ Agency/Company/Proprietor shall pay monthly water charges @ Rs. 500/- p.m fixed for allotted shop at SPA Bhopal campus which are as follows;
*The Monthly Water charges shall be revised from time to time by the Institute as and when required.
5. The monthly Electricity charges shall be charged on the basis of actual meter reading and their charges will be as per the actual as levied to SPA Bhopal for that month from M.P. Madhya Kshetra Vidyut veteran Company Ltd.
6. The Firm/ Agency/ Company/Proprietor shall pay the agreed monthly charges within 10 days after issuance of monthly bill statement per month through NEFT/RTGS in favour of Director SPA Bhopal in the Institute A/c No. 2073201002565 SPA BHOPAL- Internal Receipts (CANARA Bank SPA Bhopal branch) and submitted the receipt of payment in Estate Office.
7. The successful Firm/Agency/Company/Proprietor shall be required to furnish S.D @ Rs. 20,000/- in the institute A/c No. 2073201002565 SPA BHOPAL- Internal Receipts (CANARA Bank SPA Bhopal branch) from Nationalized bank located in Bhopal as security deposit for a particular Shop and shall be returned to the Firm/ Agency/ Company/Proprietor after the expiry/ termination of the license agreement period or extended license period.
8. If there is any damage to any property of SPA Bhopal or any payment dues to SPA Bhopal or any demand from any authority of SPA Bhopal regarding dues payable by the Firm/ Agency/Company/Proprietor, the SPA Bhopal shall be empowered to recover the dues from the security deposit.
9. The Firm/ Agency shall obtain prior permission of SPA Bhopal before carrying out any modifications of structures like installing counters and fixtures in the outlet.

10. *Inspection of the outlet/shop and place shall be conducted by a team of experts/ officials appointed by SPA Bhopal every month. All damages/ breakages etc. noticed by this team/official will be set right by Firm/ Agency/Company/Proprietor within ten days of inspection report failing which SPA Bhopal will carry out repairs/ renovation works and debit the cost to Firm/ Agency/Company/ proprietor and in case of non-payment the same shall be adjusted from the Security deposit of the agency.*
11. Housekeeping of the allotted space will be done by the Firm/Agency/ Company/Proprietor at their own cost.
12. If the Firm/ Agency/ Company/Proprietor do not vacate the allotted space after the expiry of the License agreement period or after one month of notice period of termination of License, the agency shall be liable to pay a daily penal rent as decided by the institute, in addition to the other charges as applicable.
13. The Firm/ Agency/Company/Proprietor shall hand over the allotted space along with infrastructure if any in original condition to the SPA Bhopal.
14. The Firm/ Agency/Company/Proprietor shall carry out only the specified/approved activities in their allotted shop/space and shall not do any unspecified activities in contravention with the License conditions.
15. If the Firm/ Agency/Company/Proprietor indulge in carrying out any unapproved activities, the SPA Bhopal is at liberty to cancel the License agreement by giving one month written notice to them.
16. The Firm/ Agency/ Company/Proprietor shall maintain and develop their allotted space or shop without causing any damage to its surroundings during the period of License agreement.
17. The SPA Bhopal reserves the right to cancel the License after giving one month written notice to the Firm / Agency/Company/Proprietor and also the right to inspect the operational work undertaken by the Firm/ Agency/ Company/proprietor at all times and the Firm/ Agency/Company/proprietor shall obey the orders and directions issued by the SPA Bhopal.
18. Sub leasing of the Canteen Service after award of work/ agreement will not be permitted.

SELECTION METHOD:-

19. The applicant/ firm/ bidder will have to make a presentation before a duly constituted committee, showcasing their experience on running canteen utilities, range of foods/ products/ items/ utility sold and existing facilities at other educational institution. Based on the presentation the committee will decide on the list of qualified applicant/ firm/ bidders and will ask by the committee to submit rate list / for items to be sold.
20. Selection criteria based on presentation, experience, quality, facilities and vision of establishment of Canteen Service.

Expression of Interest should be submitted at the above address up to 05:00 PM on dated 07.10.2024 and the date of meeting will be informed by call or Email to the agencies later. The EOI received after the last date and time shall not be entertained. SPA Bhopal shall not be responsible for any postal delay or loss.

For clarification, if any please contact Stores & Purchase Section, SPA Bhopal on any working day (Monday to Friday) between 09.30 AM to 5.00 PM over Phone No. 0755-2526800, 2526803, 2526814.

SPA Bhopal reserves the right to inspect the Firm/ Agency/Company/Proprietor worksites by the nominated officer of SPA Bhopal, if required.

The EOI does not constitute a solicitation. SPA Bhopal reserves the right to change or cancel the requirements at any time during the Scrutiny cum selection process of Expression of Interest.

SPA Bhopal reserves the right to accept or reject any Expression of Interest (EOI) without assigning any reason and any liability or any obligation to inform the effected firm's ground for action is not binding of SPA Bhopal.

**Registrar
SPA Bhopal**

Authorized Signatory
Authorized person Signature with Seal
(On behalf of the Agency/firm/Company/proprietor)

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PROFORMA FOR APPLICATION

S. No.	Description	Information	
1a	Name of the agency/ firm/ company/ proprietor		
	Complete Address at Bhopal (If not, EOI will not be considered)		
	Phone No.		E-mail ID
1b	Contact Person/ Representative Name Designation		
	Contact No.		E-mail ID
2a	Registration No/ License No. If any		
	PAN:	GST:	
	ESI: (If applicable)	EPF: (If applicable)	
	(Enclose copies of above)		
2b	Proof for payment of income tax and service tax (last three years), if applicable. (Copy of income tax and service tax payments to be enclosed)		
3	Experience certificate of running particular shops as mentioned		

4	References/ clients/ customers list (Enclosed list of work handled from last 3 years with all the relevant documents), if applicable.	
5	Any other information, the firm/ agency/ company/ proprietor wishes to provide in support of their credentials	
7	Remarks (if any)	

Date:

Authorized person signature with seal

Note: i) Authenticated certificates, testimonials & proof of experience to be produced in support of Sl. nos. 2, 3, 4 and 5.

Proposed items for sale in the canteen

S. No.	Name of items
1	Poha Jalebi
2	Chaat
3	Dahi Papdi
4	Bhel Puri
5	Aloo Tikki
6	Momos
7	Pav Bhaji
8	Dahi Vada
9	Pakode
10	Samosa
11	Kachori/ Kachori chaat
12	Vada Pav
13	Veg. Cutlets
14	Veg. Burger
15	Sweet items Jalebi/ Gulab Jamun
16	Idli Sambhar
17	Dosa (Sada Dosa/Masala Dosa)
18	Vada Sambhar
19	Upma
20	Uttapam
21	Aloo Paratha
22	Stuffed Paratha
23	Wheat Maggi
24	Atta Noodles

Note: Please bring this menu at the time of the presentation.

Signature of the Bidder