



**Expression of Interest
for
Leasing of Cafeteria inside the
NISER Bhubaneswar Campus
at Jatni**

Issued by:

**NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH,
BHUBANESWAR**

AT/PO- JATANI, KHURDA, PIN-752050, ODISHA, INDIA

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राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान संस्थान, भुवनेश्वर
(परमाणु उर्जा विभाग, भारत सरकार का एक स्वयं शासित संस्थान)
NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH, BHUBANESWAR
(AN AUTONOMOUS INSTITUTE UNDER DEPT. OF ATOMIC ENERGY, GOVT. OF INDIA)

At/Po- Jatni, Dist. Khurda, Pin- 752050, Odisha

NO.NISER/EM/Cafeteria/2017

Dt.15th March' 2017

Invitation for Expression of Interest

The Expression of Interest (EoI) is here by invited on behalf of the Director, National Institute of Science Education and Research, Bhubaneswar from the interested bidders for leasing of Cafeteria inside the Auditorium Building at Academic & Residential Township of NISER Bhubaneswar at Jatni Campus. Interested bidders can download the documents from the website www.niser.ac.in and submit their offers in the format dully filled and signed with required enclosures and documents. The EoI is to be submitted in a sealed envelope superscribed "EoI for leasing of Cafeteria at NISER Bhubaneswar, Jatni Campus" addressed to the Administrative Officer-III, Estate Management, NISER, At/Po- Jatni, Pin-752050, Odisha, India.

1. INSTRUCTION TO BIDDERS /TERMS & 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 on NISER in any manner whatsoever.
2. **The bidders will have to make a presentation before a duly constituted committee, showcasing their experience in running cafeterias, range of foods/products/items sold and existing facilities at other educational institutions, residential campus, etc. Based on the presentation, the committee will decide for issuing Tender documents to successful presenters. Tender documents will be issued to successful presenters only, on payment of tender fees to be communicated later.**
3. **NISER prefers to open a Cafeteria with all facilities including food, coffee, soft drinks, etc. from reputed national and international brands and stake holders/ authorized agencies/franchises** drawn from Cafe-Coffee Day, Barista, Indian Coffee House, Dominos, Pizza Hut, KFC, etc.
4. NISER reserves the right to cancel the EoI invitation as a whole or in part without assigning any reason whatsoever.
5. 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.

6. NISER 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.
7. Bidders should submit their response as per formats provided in submission, not conforming to the instructions or prescribed formats will be rejected.
8. Bidders should equip himself /herself with all the permits, License etc. required for the operation of the Cafeteria.
9. Bidder should adhere to all the safety guidelines and norms in running the cafeteria.
10. Bidder should/will be responsible for cleaning and regular upkeep of the premises.
- 11. The lease term will be initially for 3 (three) years and same may be extended on satisfactory performance. On expiry of lease term, the bidder shall vacate the premises immediately. However, the existing operator may Bid fresh if not prohibited otherwise due to unsatisfactory performance.**
12. No liquor items will be provided/ served in the Cafeteria.
13. The selected bidder will have to sign an Agreement with the NISER before operation of the Cafeteria.
14. The Bidder should submit the bid with supporting documents about their experience, qualification, Annual turnover etc .
15. The bidder should be financially sound to operate the Cafeteria, a Solvency Certificate for an amount Rs.20.00 lakhs should be submitted with the bid.
16. Director, NISER 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.
17. In support of the credential submitted by the parties, NISER reserves the right to solicit information from the organizations, issuing such credential certificates.
18. The key dates and information are as below:

Procuring of EoI	Available on NISER website www.niser.ac.in from 16/03/2017.
Address for submission of EoI	Administrative Officer-III Estate Management At/Po- Jatani, Dist. Khurda Pin: 752050, Odisha, India
Last date & time for receipt of EoI	Latest by 12.00 noon of 17/04/2017.
Date & time of opening of EoI	3.00 pm, Dt.21/04/2017.
Date and time of making presentation (only for the qualified parties based on the EoI)	4.00 pm, Dt. 28/04/2017 or to be announced later to successful parties.

2. SCOPE OF WORK:

The different facilities and services intended by the authority and to be provided by the bidder are mentioned below.

1. Preparation of List of Food Items/Recipe/Menu and approval from the NISER before introducing it.
2. Deployment of adequate manpower, materials, consumables etc. to run the Cafeteria smoothly.
3. Procure necessary permits, licenses from the Govt.of Odisha required for running a Cafetria/ Restaurant etc.
4. Arrangement of adequate furniture, equipments, crockeries, consumables etc. required for smooth functioning of the Cafeteria.
5. The bidder will ensure the safety and proper custody of the property/structure/equipments of NISER and will pay any loss or damage caused by him/her to NISER.
6. **Menu/Recipe will have an equal mix of food brands (local, national & International) but no Liquor item will be included.** Bidder will also establish the facilities for serving different variety of Vegetarian, Non-vegetarian foods, Coffee Shop, confectionary, snacks etc.
7. Design the interior /exterior of the Cafeteria with minimum facilities without out any structural change to the built up area.
8. Sub Leasing of the Cafeteria after award of work/Agreement will not be permitted.
9. The Bidder/Contractor will be required to consult NISER authorities before advertising anything related to the Cafeteria in the print media.

3. REQUIRED EXPERIENCE :

1. The bidder should have been operating in the Hospitality sector for a minimum of 3 years (Hospitality would include experience in the service industry that includes lodging, dining/ Restaurant, event management, theme parks, hotel management and catering).
2. The bidder should have past experience of catering and maintaining a cafeteria.
3. The bidder should have been operating and managing a project of similar size and scale for the last 3 years.
4. The bidder should have an average annual turnover of Rs.20.00 lakhs each in past three financial years.
5. The bidder should have demonstrable marketing abilities.

6. Prior experience in the Govt. Sector/ educational institutions of national and international repute in hospitality shall be preferred.

4. INFORMATION ABOUT THE BIDDER:

While submitting the Expression of Interest for the Cafeteria (in a plain form according to the following format), the Bidder must submit the following details along with all required/documents showing their experience, financial solvency, etc. without which the bid will not be considered.

- I. Details about the Bidder
 - (a) Name of the Bidder/ Company/Organisation:
 - (b) Present address with contact number:
 - (c) Key Contact Person (name, designation, address, contact no., mail id)
- II. Type of the Organization/ Entity (with supporting documents)
- III. Registration details of the organization/entity (with supporting documents, registration certificate, etc.)
- IV. Brief description about the organization/ entity, organization structure and type of business.

4. FINANCIAL INFORMATION:

Please provide with details of Annual Turn Over for the last three 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.

Year	Annual Turnover
2013-14	
2014-15	
2015-16	

Administrative Officer-III
Estate Management