



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

Autonomous institution under MHRD, Govt. of India

&

Department of Information Technology & Electronics, Govt. of West Bengal

14 No. Adivasi Para, WEBEL IT Park, Kalyani -741235,

West Bengal, website : www.iiitkalyani.ac.in

EXPRESSION OF INTEREST FOR LEASING OF CAFETERIA INSIDE IIIT KALYANI CAMPUS.

EOI NO. IIITK/EOI/2019/102 Dated 31.08.19

Invitation for Expression of Interest

The Expression of Interest (Eoi) is here by invited on behalf of the Registrar, Indian Institute of Information Technology Kalyani, from interested bidders for leasing of Cafeteria inside the Institute Building at Webel IT Park, Kalyani. Interested bidders can download the documents from the website www.iiitkalyani.ac.in and submit their offers in the prescribed 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 IIIT Kalyani Campus" addressed to the Registrar, Indian Institute of Information Technology Kalyani, Webel IT Park, 14 No. Adivasi Para, Kalyani - 741235. West Bengal , India.

1. INSTRUCTION TO BIDDERS /TERMS & CONDITIONS:

IIITK prefers to open a Cafeteria with all facilities including food, beverages, etc.

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 IIITK 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 Rs. 500/- for EMD and Rs. 300/- as tender fees .

Payment has to be made by DD in favour of "Registrar, Indian Institute of Information Technology Kalyani"

A security deposit of Rs. 10,000/- will have to be paid by the successful bidder.

Basic Information

The Cafeteria is located in the ground floor of the institute. Adequate floor area is available which includes dining space, kitchen , store and a hand wash room. Total number of students/staff member is around 300 nos.

The furniture's, lights, fans, air conditioners , water connection will be provided by the institute.

The institute operates from Tuesday to Saturday , the cafeteria will also operate from Tuesday to Saturday. The core hours of business are 8.30 am to 5.00 pm.



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In case the cafeteria should run on other days prior information will be provided by the authorities.

MENU

The successful operator will offer a healthy, nutritious and contemporary approach to their menu design with all aspects to offer a healthy environment. This should include the following.

- healthy snacks
- nutritious cafe meals
- nutritious kiosk snacks
- coffee and tea
- cold beverages

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 with cost and approval from the IIITK before introducing it. The list of food items/snacks etc will be given by the institute to the selected bidders.
2. Deployment of adequate manpower, materials, consumables etc. to run the Cafeteria smoothly.
3. Procure necessary permits, licenses from the Govt. of West Bengal required for running a Cafeteria/ Restaurant etc.
4. The bidder will ensure the safety and proper custody of the property/structure/equipments of IIITK and will pay for any loss or damage caused by him/her to IIITK.
5. Menu/Recipe will have an equal mix of food brands (local, national & International). Bidder will also establish the facilities for serving different variety of Vegetarian, Non-vegetarian foods, Coffee Shop, confectionary, snacks etc.
6. Sub Leasing of the Cafeteria after award of work/Agreement will not be permitted.

3. CRITERIA TO ADDRESSED BY THE BIDDER.

For any submission to be considered in the initial screening process for IIITK, the following criteria are to be responded to in writing.

(a) Name of the Bidder/ Company/Organisation:

(b) Present address with contact number:

(c) Key Contact Person (name, designation, address, contact no., mail id)

(d) Type of the Organization/ Entity (with supporting documents)



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

(f) Brief description about the organization/ entity, organization structure and type of business.

4. LEASE TERMS:

Some of the proposed essential terms are noted below :

1. Term	2 years initially, can be extended further based on performance.
2. Rent	Base rent plus percentage of turnover .
3. Electricity charges	To be paid at actuals
4. Security Deposit/Bank Guarantee	Rs.10,000/-
5. Commencement Date	October 2018.

The successful bidder will be required to enter into a sub-lease agreement with IIITK.

5. SELECTION PROCESS :

1. Initial screening process from advertised Expression of Interest, of which a short list of parties will be invited to formally submit the financial bid.
2. Short-listed parties will be required to submit a comprehensive proposal addressing the selection criteria.
3. Review by the selection panel.
4. Interview and discussion
5. Negotiation of commercial arrangements

6. EXPRESSION OF INTEREST PROCESS :

Call for Interested parties to submit the proposals	31/08/19
Closing date for submission	20/09/19 (3.00 pm)
Presentation and discussion with shortlisted parties	By 20/09/19
Finalization of parties	24/09/19
Tender Interviews	Starting from 24.09.19
Tender awarded and lease process commences	01.10.19

7. CRITERIA FOR SHORTLISTED PARTIES:

The following information is to be addressed so that the suitability of each submission can be assessed.

I). Capital Investment



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Sufficient capital investment is required to run the cafeteria . It is a requirement that the bidder addresses how they will fund for the same.

II). Food and Beverage Range.

The Cafeteria will offer a healthy , nutritious and contemporary menu. the menu will be given by the institute and will be restricted to healthy snacks, nutritious cafe meals, speciality coffee and tea, cold beverages and meal boxes. Other food items may be permitted at the consultation and approval of IIITK authorities.

III). Pricing Structure

A full list of service offering is required including price per service/item as per the item list given by IIITK.

IV). Business Experience and Profile

It is a requirement that the candidate have suitable experience in the industry and the demonstrated ability to successfully deliver on the submitted proposal.

v). Staffing

Details of the proposed staffing structure and rewards/agreements used in employment.

VI). Other

Any additional documents which may assist this proposal.

8. SUBMISSION

The documents as mentioned in the selection criteria should be sent in a sealed envelope mentioning the EOI number and the content. The sealed documents should be sent to THE BELOW ADDRESS BY 21.09.19 (3.00 pm) :-

Registrar
Indian Institute of Information Technology
14 no. , Adivasi Para, WEBEL IT PARK
Kalyani - 741235