

Presidents Secretariat
(EBA Section)

RashtrapatiBhavan
New Delhi 110004.

No. D-11012/2/2021-EBA

04 August, 2023.

REQUEST FOR PROPOSAL (RFP) NOTICE

President's Secretariat, Rashtrapati Bhavan, New Delhi invites Request for Proposal (RFP) from interested and eligible firms/ vendors "To run an outlet for the purpose of selling sweets, snacks and other food and beverages items" in President's Estate, New Delhi – 110004 during Udyan-Utsav-II, 2023 from 16th August 2023 to 17 September 2023. The RFP Document can be downloaded from website of President's Secretariat (<https://rashtrapatisachivalaya.gov.in/>). The last date for submission of RFP in physical form/ through speed post to Under Secretary (EBA), President's Secretariat, Rashtrapati Bhavan, New Delhi - 110004 is **09.08.2023**.

Pankaj
04/08/2023

(Pankaj Saurabh)
Under Secretary (EBA)

PRESIDENT'S SECRETARIAT
(EBA Section)

EXPRESSION OF INTEREST

No. D-11012/2/2021-EBA

August, 2023

President's Secretariat, Rashtrapati Bhavan, New Delhi on behalf of President of India invites Request for Proposal (RFP) from interested and eligible firms/ vendors **"To run an outlet for the purpose of selling sweets, snacks and other food items"** in President's Estate, New Delhi – 110004.

The RFP documents can be downloaded from the Rashtrapati Bhavan website <https://rashtrapatisachivalaya.gov.in>. The critical date sheet is as under:

Sl. No.	Description of Activities	Date (Tentative)	Time
1.	Publishing Date	04.08.2023	1530 hrs
2.	Publishing Date RFP Documents available for Download	04.08.2023	1530 hrs
3.	Bid submission start date	05.08.2023	0900 hrs
4.	Bid submission end date	09.08.2023	1400 hrs
5.	Bid Opening Date	09.08.2023	1500 hrs

Pankaj
04/08/2023

(Pankaj Saurabh)
Under Secretary (EBA)

1. Background:

The President's Secretariat, Rashtrapati Bhavan, New Delhi is responsible for making arrangements of various outlets including that for sweets, snacks and other food and beverages items in President's Estate, New Delhi for service to the visitors visiting Amrit Udyan during Udyan Utsav-II from 16 August 2023 to 17 September 2023. Therefore, proposal is being called for from interested and eligible individuals/ firms to run an outlet for the purpose of selling sweets, snacks and other food and beverages items in President's Estate, New Delhi - 110004".

2. Submission of Bid

- (a) Bid document, duly filled in prescribed proforma, should be submitted physically through CR Section of Rashtrapati Bhavan or through Registered Post/ Speed Post to Under Secretary (EBA), President's Secretariat, Rashtrapati Bhavan, New Delhi- 110004 on or before last date of submission of the same. Any document received after due date will not be considered for evaluation.
- (b) All the pages of documents to be submitted must be countersigned by the authorized signatory.
- (c) The intending firms are advised to visit Rashtrapati Bhavan website <http://rashtrapatisachivalaya.gov.in>. (for reference only).
- (d) There is no cost of the RFP document.
- (e) The proposal will be opened as per the date/time as mentioned in the RFP critical date sheet.

3. Eligibility Criteria:

Bids are invited in the prescribed proforma from interested and eligible vendors/ firms or any other agency meeting the following eligibility criteria:

A. Essential

- a. The bidders should have 5 years of experience to run an outlet for the purpose of selling sweets, snacks and other food items. Document proof in support of establishment of shops and/ or grant of license to run an outlet selling food items should be enclosed with the bid.
- b. The bidder should be FSSAI certified and should comply all the bye-laws of the New Delhi Municipal Corporation (NDMC) in force.
- c. The bidder should be GST and Income Tax assess. A copy of the PAN card and GST registration certificate should be enclosed with the bid.

- d. The bidder should meet all the statutory.
- e. The Firm must have a separate kitchen for preparation of items. The successful bidder will not be allowed to use the space for kitchen.

4. Documents to be enclosed with the Bid

- (i) Registration certificate under extant rules/ Act in support of experience in the same trade for more than 5 years.
- (ii) A copy of valid Health/ trade license from the concerned department, if available.
- (iii) A copy of terms and conditions, duly signed by the authorized signatory as a token of their acceptance to the bidder.
- (iv) Proforma at **Annexure I** duly filled in.
- (v) Copy of GST Registration Certificate.
- (vi) Copy of PAN Card.

5. Detailed Scope of work

Broad Scope of Work: Empanelment of experienced agency/ firm "To run an outlet for the purpose of selling sweets, snacks and other food and beverages items" at food court President's Estate, New Delhi during Udyan Utsav-II-2023 during 16th August 2023 to 17th September 2023.

6. How to apply

1. The bid form completed in all respect along with all the supporting documents as mentioned above in Para 4 should be submitted on or before the last date of submission of the Bid. For any clarification/ enquiry EBA Section, President's Secretariat may be contacted on telephone No. 011-23015321, Extn. 4762, 4324 between 1000 hrs to 1700 hrs on any working day.
2. President's Secretariat reserve the right of allotment or rejection of any/ all proposal without assigning any reason whatsoever.

Terms and Conditions

1. President's Secretariat reserves the right to allot an outlet in Food Court, New Delhi to any Vendor/Firm. It may be deemed proper to reject any or all the application without assigning any reason.
2. The timing of sweet shop will be from 1000 hrs to 1730 hrs between 16 August 2023 to 17 September 2023 except all Mondays.
3. The entry of vehicles/workers/supply of materials into the President's Estate is through temporary entry passes to be made by the Security Office of the Rashtrapati Bhavan for which the Firm shall submit the details in advance. Workers with good conduct records only would be allowed to work and the Officer-in-Charge has full powers to refuse entry of any worker on ground of misbehavior, misconduct or security issues.

4. The Department shall not be responsible for any injury to worker at site due to accident or malfunctioning of the equipment or by negligence of the staff such costs shall be borne by the vendors.
5. No compensation shall be payable to the Firm for any damage caused by natural calamity (Rain, storm, earthquake and other calamity) during the execution of work.
6. The Firm shall be entitled to use the space to run an outlet for selling sweets, snacks and other food and beverages items in the President's Estate, New Delhi. It shall not be used for any other purpose.
7. The licensee shall not use any neon signboard or advertisement board etc. without prior permission of the licensor.
8. The equipments like table, chairs, weighing scales, freezers, visicooler, rate list etc. to operate the outlet shall be arranged by the licensee at its own cost as per norms of Delhi government.
9. All receptacles for food items in the shop and the area in the neighborhood will at all times be kept in clean and sanitized conditions.
10. No noxious articles, or material considered unfit for human consumption will be kept or exposed for services/sale in the premises;
11. The Firm will furnish list of items alongwith their rates proposed to be sold at the stall. Any addition/deletion of the items for sale in the outlet will be done only with prior intimation/permission of President's Secretariat.
12. The Firm shall not close the outlet on account of public hartals or for any other reason without the permission of the licensor.
13. President's Secretariat may inspect the sweet shops in the premises. If anything is found to be unsatisfactory by the Firm, fine will be charged to the Firm at the discretion of the President's Secretariat.
14. The Firm shall comply with the bye-laws of the New Delhi Municipal Council (NDMC) in force. The requisite license to carry the business of the outlet will be obtained by the Firm from NDMC. The Firm shall pay for all taxes and impositions on account of running the outlet.
15. The Firm shall abide by the instructions/orders issued by the President's Secretariat regarding any security arrangements in the President's Estate, and that failure on the part of the Firm to comply with these instructions/orders will render them liable to closure of the outlet.
16. The Firm shall have no objections to the security checks at the entry gates as and when required of the items/products being transported to the outlet for sale/services.

17. The Firm shall not transfer or sublet the premises provided or transfer the business of the outlet to any other person/establishment or any other person deputed by it.
18. The licensee is bound to maintain highest standard, both for the functioning and services, at the Outlet.

(Signature of the Vendor)

**EXPRESSION OF INTEREST / APPLICATION FORM FOR GRANT OF LICENSING
FOR UDYAN UTSAV – II 2023, PRESIDENT’S ESTATE, NEW DELHI – 04 TO RUN
AN OUTLET FOR SELLING SWEETS, SNACKS AND OTHER FOOD ITEMS**

Sl. No	Item/ Description	Details	Remarks
(i)	Name of the Firm/ vendor (in Block letters)		
(ii)	Year of establishment		
(iii)	Name of the Owner/ Director		
(iv)	Complete Address(attach copy of proof)		
(v)	PAN Number		
(vi)	GST Registration No		
(vii)	Contact Details: (a) Telephone No. (b) email ID		

CHECK LIST FOR DOCUMENTS TO BE ENCLOSED WITH THE BID

Sl. No.	Item/ Description	Details	Remarks, if any
(i)	Bid security Declaration		
(ii)	Registration certificate under extant rules/ Act in support of experience in the same trade for more than 5 years.		
(iii)	A copy of valid Health/ trade license from the concerned department.		
(iv)	A copy of terms and conditions, duly signed by the authorized signatory as a token of their acceptance to the bidder.		
(v)	ITR for the year 2019-20, 2020-21 and 2021-22		
(vi)	A certificate, duly certified by the chartered accountant, in support of annual turnover for more than Rs. 15 Lakh for last three years ending with 31.03.2020.		
(vii)	Copy of GST Registration Certificate.		

(viii)	Copy of PAN Card.		
(x)	An authority letter in favour of the authorized signatory.		
(xi)	Has the bidder any outlet for selling sweets, snacks and other food items in 10 KM radius of Rashtrapati Bhavan. If yes, please enclose health/ trade license for the same		
(xii)	Does the bidder possess EPF and ESI Registration Certificate, if yes, Copy of the same may be enclosed.		
(xiii)	Does the bidder possess valid labour license. If yes copy of the same may be enclosed.		

Date:

I/ We have gone through the contents of the bid/ application form carefully and the information furnished by me/ us is true to the best of my knowledge and belief and nothing has been concealed therefrom. I/ We have also read carefully the terms and conditions to run an outlet for the purpose of selling sweets, snacks and other food and beverages items” in President’s Estate, New Delhi – 110004 during Udyan-Utsav-II, 2023 from 16th August 2023 to 17 September 2023.

Signature of Bidder/ Applicant_____