

**Presidents Secretariat
(EBA Section)**

**Rashtrapati Bhavan
New Delhi 110004.**

No. D-11012/2/2021-EBA

22 November, 2023.

REQUEST FOR PROPOSAL (RFP) NOTICE

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 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 12th December 2023 upto 1100 hrs.



**(Bharat Bhushan)
Under Secretary (EBA)**

PRESIDENT'S SECRETARIAT
(EBA Section)

EXPRESSION OF INTEREST

No. D-11012/2/2021-EBA

22 November, 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 CPP Portal (e-publishing) and also downloaded from Rashtrapati Bhavan website <https://rashtrapatisachivalaya.gov.in>. The critical date sheet as as under:

Sl. No.	Description of Activities	Date (Tentative)
1.	Publishing Date	22.11.2023
2.	Publishing Date RFP Documents available for Download	22.11.2023
3.	Bid submission start date	22.11.2023
4.	Bid submission end date	12.12.2023 upto 1100 hrs
5.	Technical Bid Opening Date	12.12.2023 at 1130 hrs



(Bharat Bhushan)
Under Secretary (EBA)

1. Background:

The President's Secretariat, Rashtrapati Bhavan, New Delhi is responsible for making arrangements of various shops including that for sweets, snacks and other food items in President's Estate, New Delhi for day-to-day requirement of the employees of Rashtrapati Bhavan as well as that of residents of President's Estate. 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 items in President's Estate, New Delhi - 110004".

2. Submission of Technical 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, corporate houses/ Government Department 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. Documentary 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's annual turn-over should be minimum Rs. 1 Crore. A certificate, duly certified by the chartered accountant, may be enclosed with the bid in this regard.
- 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 be a profit earning entity for last three years. Income tax return acknowledgement for last three years ending with 31.03.2022 (FY-2019-20, 2020-21 & 2021-22) may be enclosed with the bid.

- 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 purpose except for kitchennette supply of ready snacks items.

B. Desirable:

- a. Preference will be given to those who will have an outlet within 10 km of the radius of the Rashtrapati Bhavan, New Delhi. A copy of valid Health/ trade license should be enclosed with the bid in this regard.
- b. The vendor should possess ESI registration and EPF Registration Certificate. Copy of ESI and EPF registration may be enclosed with the Bid.
- c. The vendor should have valid labour license. A copy of the same may be enclosed with the Bid.

Note: The bidder must fulfill the above mentioned Essential eligibility criteria mentioned in **A** above. Bid of bidders not fulfilling those conditions will be liable to be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.

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. A certificate, duly certified by the chartered accountant, in support of annual turn over for more than Rs. 1 Crore for the last three financial years ending with 31.03.2022 (FY 2019-20, 2020-21 & 2021-22).
- vi. Copy of GST Registration Certificate.
- vii. Copy of PAN Card.
- viii. ITR for the year 2019-20, 2020-21 and 2021-22.
- ix. A copy of valid labour license, if available.
- x. Copy of EPF and ESI registration certificate, if available.
- xi. An authority letter in favour of the authorized signatory.

Financial Bid

The Financial bid may be submitted in the Proforma enclosed at **Annexure-II** in sealed cover separately (Technical Bid one sealed cover envelope, Financial Bid one sealed cover envelope and both Bids are in one sealer cover envelope). The technical bid in one envelope and the financial bid in another envelope should be put together in separate envelope and submitted.

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 items" at Shop No. 6, Market Complex and a Canteen Block near Museum in Sch. 'B', President's Estate, New Delhi – 110004 is initially for a Period of 03 years which may be extended further subject to satisfactory services.

6. How to apply

1. The bid form along with terms and conditions "To run an outlet for the purpose of selling sweets, snacks and other food items" at Shop No. 6, Market Complex and a Canteen Block near Museum in Sch. 'B', President's Estate, New Delhi – 110004" will be available on Rashtrapati Sachivalaya website <http://rashtrapatisachivalaya.gov.in>.

2. 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. 4324 between 1000 hrs to 1700 hrs on any working day.

3. President's Secretariat reserve the right of allotment or rejection of any/ all bids without assigning any reason whatsoever.

Evaluation of Bid

The Financial of Bids of only technically qualified bidders will be opened and L-1 will be decided based out the overall rate.

Terms and Conditions

1. President's Secretariat reserves the right to allot the Shop No. 6, Market Complex and Canteen Block near Museum in Sch. 'B', President's Estate, New Delhi to any Vendor/Firm. It may be deemed proper to reject any or all the bids/ application without assigning any reason.

2. A license deed will be executed between the President's Secretariat and the successful bidder. The deed/ agreement shall be valid initially for a period of 3 years, which may be extended depending upon satisfactory services.

3. A covered space of 2760 sq. ft including (924.50 sq. ft at Shop No. 6 at Shopping Complex + 1836 sq. ft of Canteen Block near Museum) in Sch. 'B', President's Estate will be provided to the licensee, on a monthly licence fee of Rs. 27.55/- per sq. ft. p.m. applicable for the financial year 2023-24 for using the shop which will be deposited through Bharatkosh.gov.in and receipt will be

deposited to EE, PED (CPWD) as well as EBA Section of President's Secretariat by the licensee.

4. The rental charges will be increased @5% every financial year irrespective of execution of license deed.

5. The timing of sweet shop will be from 08.00 A.M. to 09.00 P.M.

6. 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 licensee 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.

7. 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.

8. No compensation shall be payable to the licensee for any damage caused by natural calamity (Rain, storm, earthquake and other calamity) during the execution of work.

9. If any Force majeure circumstances arise each of the contracting party shall be excused for non-fulfilling or for delayed fulfillment of its contractual obligation if affected party informs within two days of its concurrence and inform the other party in writing. Force majeure shall mean, fire, flood, natural calamities, or any act of war, turmoil, sabotage explosion and quarantine restrictions beyond control of either parties

10. The vendor/ licensee shall be entitled to use the space to run an outlet for selling sweets, snacks and other food items in the President's Estate, New Delhi. It shall not be used for any other purpose.

11. The licensee shall not use any neon signboard or advertisement board etc. without prior permission of the licensor.

12. The licensee shall obtain information regarding fire fighting arrangements and shall make any/ all arrangements/ provisions for the fire detection safety/ fighting arrangement as may be prescribed by the Chief Fire Officer of President's Secretariat/ licensor.

13. That the Court of Estate Officer, President's Secretariat only shall have the jurisdiction to entertain any application in respect of any proceedings under this agreement.

14. No change of trade will be permitted.

15. No encroachment outside the premises will be permissible.

16. The licensee shall pay applicable monthly rent charges, electricity and water consumed by the licensee through **Bharatkosh.gov.in**.

17. 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.

18. The Licensee shall not claim ownership right or perpetual lease in respect of space provided and that the licensee is fully aware that the space provided cannot be transferred in the name of any individual/organization(s).

19. The cost of repairs/renovation/replacement to the building will be borne by the Licensee with due permission/ intimation of President's Secretariat.

20. All receptacles for food items in the shop and the area in the neighbourhood will at all times be kept in clean and sanitized conditions.

21. No noxious articles, or material considered unfit for human consumption will be kept or exposed for services/sale in the premises;

22. The licensee may add other items for sale in the premises with prior intimation/permission of President's Secretariat.

23. The licensee shall display the price list in a prominent place in the outlet, printed in English and Hindi. The prices charged for various items available at the sweet shop by the licensee will not be higher than that in the prevailing local market.

24. Sales on credit will be entirely at the risk of the Licensee. The Licensee will not give loan of any kind to the residents of the President's Estate and that money lending business of any kind will not be conducted on the premises provided under this deed.

25. The Licensee shall not close the outlet on account of public hartals or for any other reason without the permission of the licensor.

26. The licensor or any other person(s) deputed by the licensor shall inspect the sweet shops in the premises. If anything is found to be unsatisfactory by the licensor, the licensee agrees to pay fine to be levied at the discretion of the licensor.

27. The licensee 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 licensee from NDMC. The licensee shall pay for all taxes and impositions on account of running the outlet.

28. The licensee shall abide by the instructions/orders issued by the licensor regarding any security arrangements in the President's Estate, and that failure on the part of the licensee to comply with these instructions/orders will render them liable to terminate the Licence Deed.

29. The licensee 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.

30. The licensee 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.

31. The licensee shall not carry out any structural addition or alteration to the premises provided without the written permission of the licensor or any other person deputed by it.

32. Disconnection of electricity and water supply provided to the premises in the event of its failure to pay statutory dues for more than two months.

33. In the event of complaints being made against the licensee by the residents of the President's Estate, the nature of such complaints being of overcharging, dishonest dealing of services/selling articles of inferior quality or by the duly authorized representative of the President's Secretariat regarding the outlet or contents and surroundings not being kept clean and of insanitary conditions prevailing and in the event of these complaints being found to be correct, or for a breach of any or all the terms and conditions set forth herein or for any reasons considered by the licensor or any other officer so authorised by it, to be justifiable, which need not necessarily be disclosed, this agreement may be terminated by the assigned at its discretion according to the circumstances of the case or it can be terminated without ascribing any reason. Further, the licensee accept that the orders of the licensor will be final in the case of dispute arising out this agreement and that no appeal shall lie with any court of law or other authority against its decision.

34. The licensee shall on expiry of license period or its earlier revocation by the Licensor surrenders the property and delivers the same to the Licensor.

35. This license deed shall never be construed as any tenancy agreement or lease nor otherwise creating any other right or interest in the property in favour of the licensee which is not at all the intention of the parties.

36. In the event of this agreement/deed not being renewed on its expiry, the licensor will not be called upon to pay compensation for any improvement, etc. made to the building by the licensee at its own cost, either before or after this agreement was entered into.

37. The licensee will be responsible for timely renewal of the license deed and they will not be allowed to carry out commercial activity after expiry of the license deed. Compliance to the terms and condition mentioned in the deed must be ensured.

38. The Secretary to the President will have the right to terminate the lease at short notice in the case of building being required for government use.

39. 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 SHOP NO. 6, MARKET COMPLEX, SCH. 'B', 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 turn over 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 RashtrapatiBhavan. 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 of allotment of Shop No. 6, Market Complex, Sch. 'B', President's Estate, New Delhi in question being made on 'As is where is basis'.

Signature of Bidder/ Applicant _____

Annexure II

SL. No.	Sweet items		
	Descriptions of items.	Specification	Rate.
1.	Boondi Laddu	Per Kg	
2.	Besan Laddu	Per Kg	
3.	Kaju Barfi	Per Kg	
4.	Milk Cake	Per Kg	
5.	Kalakand	Per Kg	
6.	Plain Barfi	Per Kg	
7.	Doda Barfi	Per Kg	
8.	Gulab Jamun	Per Kg	
9.	Rabri Rasmalai	Per Piece	
10.	Rasgulla	Per Piece	
Foods items/plate			
1.	Rajma Rice	150g Rajma/200g Rice	
2.	Kadi Rice	150g Kadi/200g Rice	
3.	Choley Rice	150g Chole/200g Rice	
4.	Dal Makhani Rice	150g Makhni/200g Rice	
5.	Shahi Paneer Rice	150g Paneer/200g Rice	
6.	Pack Thali	As per standard.	
7.	Pav Bhaji	2 Pav (30g each)+100 gm Bhaji.	
8.	Choley Bhature	2 Bhature +100g Chhole.	
Snacks items/piece			
1.	Samosa	90 gm	
2.	Paneer Pakora	70 gm	
3.	Bread Pakora	110 gm	
4.	Kachori	90 gm	
5.	Paneer Roll	55 gm	
6.	Veg Cutlet	80 gm	
7.	Namakpare	Per Kg	
Cold/ hot Drinks			
1.	Tea	Per cup (150 ml)	
2.	Coffee	Per Cup (150 ml)	