



UMA CHARAN PATNAIK ENGINEERING SCHOOL

BERHAMPUR – 760010, DIST: GANJAM (ODISHA)

(Under Govt. of Odisha, Skill Development & Technical Education Department)

Affiliated to AICTE & Admn. control of Directorate of Technical Education & Training, Odisha, Cuttack

E-Mail: principalucpes@gmail.com Phone/FAX No. 0680-2291826(O)



Order No. 54 / Date 09-01-2025

Expression of Interest for running Cafeteria in the Campus of Uma Charan Patnaik Engineering School (UCPES), Berhampur.

The Expression of Interest (EoI) are hereby invited on behalf of the Principal, UCPES, Berhampur from the interested bidders for award of contract for running the Cafeteria/Canteen inside the institution Campus.

Interested bidders can download the documents 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 Canteen at UCPES, Berhampur"

INSTRUCTIONS TO BIDDERS /TERMS & CONDITIONS/ ELIGIBILITY 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 UCPES, Berhampur 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 along with rates sold and existing facilities at other educational institutions, residential campus, etc. Based on the presentation, the committee will decide the award of the contract.
3. UCPES, Berhampur prefers to run the Canteen with all facilities including food items, coffee, soft drinks, etc. from reputed national and international brands and stakeholders/ authorized agencies/franchises
4. UCPES, Berhampur 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. UCPES, Berhampur 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 at Annexure-I. The EOI, not conforming to the instructions or prescribed formats will be rejected.
8. Bidders should equip themselves with all the permits, License etc. required for the operation of the Cafeteria/ Canteen.
9. Bidder should adhere to all the safety guidelines and norms in running the cafeteria.
10. Bidder will be responsible for cleaning and regular upkeep of the premises and surrounding of cafeteria building.
11. The contract term will be initially for 6 months and the same may be extended on satisfactory performance. On expiry of contract term, the bidder shall vacate the premises immediately if contract is not extended.

However, the existing operator may bid fresh if not prohibited otherwise due to unsatisfactory performance.

12. No liquor/smoking items shall be provided/ served in the Cafeteria.



UMA CHARAN PATNAIK ENGINEERING SCHOOL

BERHAMPUR – 760010, DIST: GANJAM (ODISHA)


(Under Govt. of Odisha, Skill Development & Technical Education Department)

Affiliated to AICTE & Admn. control of Directorate of Technical Education & Training, Odisha, Cuttack

E-Mail: principalucpes@gmail.com Phone/FAX No. 0680-2291826(O)




13. The selected bidder will have to sign an Agreement with the UCPES, Berhampur before operation of the Cafeteria.
14. Date and time of making a presentation (only for the qualified/short listed parties based on the EoI) will be announced/communicated later to qualified/shortlisted parties.
15. SCOPE OF WORK: The different facilities and services intended by the authority and to be provided by the bidder are mentioned below. (i). Preparation of List of Food Items/Recipe/Menu and approval of rates from the UCPES, Berhampur before introducing it. (ii) Deployment of adequate manpower, materials, consumables etc. to run the Cafeteria smoothly. (iii) Procure necessary permits, licenses from the concerned authorities required for running a Cafeteria.
16. Sub-leasing of the Cafeteria after award of contract/Agreement will not be permitted.
17. The Bidder/Contractor will be required to consult UCPES, Berhampur authorities before advertising anything related to the Cafeteria in the print media.
18. Eligibility Criteria: (i) The bidder should have been operating in the Hospitality sector for a minimum of 2 years (Hospitality would include experience in the service industry that includes lodging, dining/ Restaurant, event management, theme parks, hotel management and catering). Prior experience in the Govt. Sector/ educational institutions of national and international repute in hospitality shall be preferred.
19. While submitting the Expression of Interest for the Cafeteria (on the letterhead of the firm according to the format at Annexure-I), the Bidder must submit the details along with all required supporting documents showing their experience, financial solvency, etc. without which the bid will not be considered.
20. The EOI must be submitted/reach in the office of the UCPES, Berhampur latest by 20th January 2025 up to 5.00 P.M. The EOI received after the last date will not be entertained.


Principal
U.C.P. Engineering School,
Berhampur

Memo No. 55(7)/Date 09.01.2025

Copy to Sub-Collector, Berhampur/ Tahsildar, Berhampur/ Register, Berhampur University/ Principal, Government ITI, Berhampur/ Commissioner, Berhampur Municipality/ Establishment Officer, BDA, Berhampur/ General Manager, DIC, Berhampur with a request to display EoI notice in the office notice board.


Principal
U.C.P. Engineering School,
Berhampur

UMA CHARAN PATNAIK ENGINEERING SCHOOL, BERHAMPUR (GANJAM)

Proforma for Expression of Interest for Cafeteria.

I. Details about the Bidder

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

(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.)

PAN No. and Tin No.(Also attach photocopies):

Food License from Competent Authority (Also attach photocopies):

Proof of two years experience (Also attach photocopies):

Brief description about the organization/ entity, organization structure and type of business:

I/We hereby submit the Expression of interest for running the Canteen at UCPEs, Berhampur. We undertake to agree to all terms and conditions of the Expression of Interest. It is certified that our firm fulfills the eligibility criteria mentioned by the institute in EOI. The undersigned is authorized to submit the expression of interest on behalf of the firm/company. Supporting documents of all the above information are also attached.

Date :

Signature _____

Name of authorized signatory_____

Seal of the firm/company_____