

Government of India,  
Archaeological Survey of India  
Delhi Circle, Puratatva Bhawan,  
GPO Complex, D-Block, 3<sup>rd</sup> Floor, INA  
New Delhi-110023

Dated: .....

**Invitation for Request For Proposal (RFP) for running a Cafeteria for providing refreshment facilities to the visitors at Humayun's Tomb complex a Centrally Protected Monument and World Heritage Site in Two Bid System.**

**Preamble:** Humayun's Tomb, a Centrally Protected Monument located in Delhi, has been inscribed as a World Heritage site and is managed by Delhi Circle, Archaeological Survey of India under the Ministry of Culture. This Monument is visited by 3200 (approx) visitors daily, including both Indian and Foreign tourists. The monument, identified as a plastic free zone, remains open from sunrise to sunset every day as per direction of Ministry of Culture. It is a major place of tourist interest in the country. Considering the footfall and location of the monument, visitors need to have a glass of water or a bottle of soft drink before or after visiting the monument. It has been decided by the ASI to open a Cafeteria, at a location most approachable to the visitors.

**Scope of Work:** The Cafeteria would only be providing packed food, packed soft drinks and packaged drinking water, tea/coffee through vending machine. No cooking would be allowed at the site. The area identified for running Cafeteria is behind of parking area as marked in the layout plan (**Annexure-I**) and specification given below:

<b>Location of the Proposed Cafeteria (behind of parking area)</b>	<b>Measurement in meters (approximately)</b>
Covered area at ground floor consisting room	15.54Sq. meter
Open Courtyard	14.96 Sq. meter
Total Area	30.5 Sq. meter

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Superintending Archaeologist

### **Notice of Attention**

Delhi Circle of Archaeological Survey of India, on the behalf of President of India, invites Request For Proposal (RFP) from reputed firms/companies dealing with eateries, cafeteria and snack stalls to run Cafeteria at location cited above initially for a period of one year which is further extendable, year wise, up to three years with mutual consent on the same terms, condition and rates after approval of DG, ASI.

The applicant should have a proven track record of running and maintaining similar type of services for executive Cafeteria/staff canteens/modern day cafeteria dealing with packed food and packaged soft drinks, etc. The experience of running snacks counter, cafeteria in the Heritage buildings would be preferred.

Interested applicants may also visit Humayun's Tomb from 09:00 am to 5:30 pm to inspect site with prior information to Sh. Suman Dogra, Conservation Assistant, Humayun's Tomb, Sub-Circle at contact No. 011-24355275. They may, in reference to terms and conditions (**Annexure-II**), submit their **Request For Proposal in two parts namely, "Technical Bid" and 'Financial Bid' in separate sealed covers.**

Both the sealed covers i.e. Technical Bid (superscribed as Technical Bid) and Financial Bid (superscribed as Financial Bid) (**Annexure-III & IV**) should be enclosed in one envelope, which should be superscribed as **'RFP for running a Cafeteria for providing refreshment facilities to the visitors at Humayun's Tomb Complex a Centrally Protected Monument and World Heritage Site'**. The sealed envelope should be addressed to the Superintending Archaeologist, Archaeological Survey of India, Delhi Circle, 3<sup>rd</sup> Floor, D-Block, GPO Complex, INA, New Delhi-110023. The successful bidder has to deposit security amounting to three months license fee quoted by the successful bidder, which would be refundable within two weeks of completion of the tenure of the contract.

Superintending Archaeologist, Archaeological Survey of India reserves all rights to reject any RFP/tender without assigning any reason whatsoever and does not bind itself to accept the highest or any specific bid. The decision of Superintending Archaeologist in this regard will be final and binding. Any failure on the part of the contractor to observe the prescribed procedure or any attempt to canvass will prejudice the contractor's bid.

If the date of issue/receipt of the bid happens to be a holiday the RFP will be opened on the next working day.

The last date for submission of RFP is on or before 3.30pm on 07/06/2017

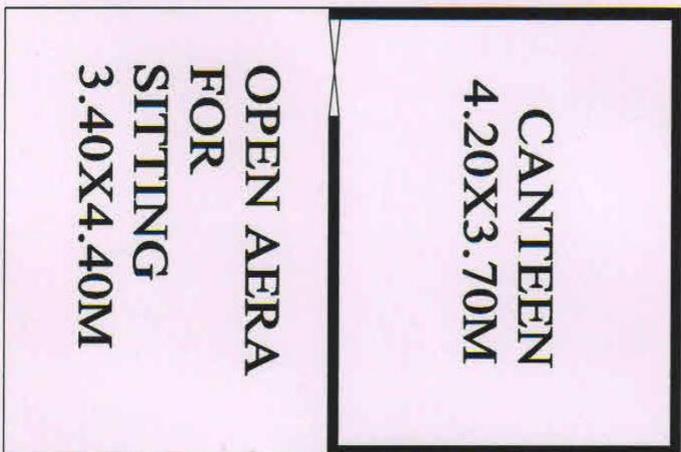
The RFP/bid documents containing Preamble, Scope of Work, Terms and Conditions, eligibility, evaluation criteria for Technical and Financial Bid may be downloaded from the ASI's official website [www.asi.nic.in](http://www.asi.nic.in), [www.asidelhicircle.co.in](http://www.asidelhicircle.co.in) and CPP Portal.

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**ANNEXURE-I**

**CAFETERIA AT HUMA YUN'S TOMB  
PARKING AREA**



**HUMA YUN'S TOMB**

**COVERED AREA - 15.54Sqm(approx)  
OPEN AREA - 14.96sqm(approx)**

*Annex*

**Terms and Conditions**

1. The department will provide space as per **Annexure-I**. Power supply and water will be chargeable, for which separate meters will have to be installed by the successful bidder and paying electricity and water charges by the first week of every month as per actual.
2. Electrical fixtures and fittings, plumbing jobs, furniture, refrigerators and civil works (flooring, plastering, etc.) and recurring repairs may be undertaken by the successful bidder as per his convenience and at his own expenses, but, strictly as per approval of the ASI and under the supervision of Sub-Circle officer.
3. Temporary sitting arrangement in the open courtyard would be allowed as per approval of the ASI to ensure that it should not cause any impact on the visual integrity of the monument and is only to facilitate the visitors.
4. The successful bidder has to ensure the cleanliness in and around Cafeteria which is to be cleaned up on regular basis. All waste is to be disposed and taken out from the complex on daily basis by the successful bidder.
5. The successful bidder and his manpower will maintain a high standard of cleanliness in the Cafeteria. Smoking, chewing of Pan or Tabacoo is strictly prohibited. The successful bidder shall keep adequate manpower (No child labour is allowed) for running the Cafeteria with appropriate training and experience, at his own expense, for the proper discharge of the responsibilities entrusted to him. Such persons shall be properly and neatly dressed in uniforms and well behaved. They should also be medically fit for employment in the Cafeteria.
6. The successful bidder should adhere to the provisions of the Provident Fund Act, ESI, Service Tax,, the Minimum Wages Act and other such acts which are applicable. The successful bidder has to ensure the payment of all applicable taxes related to providing service and employing manpower at Cafeteria apart from monthly license fee.
7. The timings, menu and cost of all items would be displayed at appropriate location. The packaged items should contain the MRP and Date of packing and Expiry and selling price of such packaged items should not exceed MRP.
8. The successful bidder shall, at his cost, maintain adequate stocks of all items, arrangements of service, etc. and adhere to the standard practices.
9. Security of licensed premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the successful bidder.
10. Any officer authorized by Superintending Archaeologist, Delhi Circle and Sub-Circle In-charge, Humayun's Tomb would reserve the right to check on cleanliness and upkeep of premises and quality of provisions and quality of the items.
11. No accommodation will be provided to the workmen of successful bidder.
12. The bidder is at liberty to attend the tender opening himself or authorize only one representative. The representative attending the opening of the tender on behalf of the bidder shall bring with him a letter of authority from the bidder and proof of identification.

13. The monthly license fee is to be paid in form of DD/digital payment as applicable, in favour of "Superintending Archaeologist, Archaeological Survey of India, Delhi Circle, New Delhi" payable at New Delhi by the first day of every month as advance.
14. The Technical Bids will be opened by a committee on 07/06/2017 at 03:45 in the office of the Superintending Archaeologist, Archaeological Survey of India. The Technical Bids will be evaluated as per details at **Annexure-III & IV** by a committee and the bids found to be responsive, eligible and qualified only would be considered for evaluation.
15. ASI reserves the rights to call bidders for presentation and document verification after opening of Technical Bid.
16. Financial Bids of only those bidders whose technical bids found technically qualified would be opened by a committee with prior intimation to the bidders.
17. Work order would be issued by the Superintending Archaeologist, Delhi Circle within one week after obtaining the approval of Competent Authority and successful bidder would submit his acceptance within three days of receipt of work order along with security amounting to three months license fee quoted by the successful bidder by way of DD/digital payment as applicable, in favour of "Superintending Archaeologist, Archaeological Survey of India, Delhi Circle, New Delhi" payable at New Delhi.
18. The physical possession of the site (as per **Annexure-I**) would be given within two days on receipt of acceptance letter and security deposit. The successful bidder has to carry out all the electrical, civil/plumbing jobs, as per approval of the ASI, to ensure operation of Cafeteria maximum within one week after taking possession of the site.
19. Memorandum of Agreement approved by the DG, Archaeological Survey of India shall be signed between Superintending Archaeologist, Delhi Circle and the successful bidder maximum within two weeks after receiving acceptance letter from the successful bidder.
20. **Earnest Money amounting to Rs. 15000/- (Fifteen thousand only) to be deposited in the form of DD** (Nationalized Bank) pledged in favour of **Superintending Archaeologist, Archaeological Survey of India, Delhi Circle**, Puratatva Bhawan, GPO Complex, D-Block, I.N.A., New Delhi-110023 along with the duly filled documents, EMD of all the bidders except successful bidder would be returned as per the establish procedure.

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### TECHNICAL BID SHEET

#### Details of the Firm/Company

1.	Name of Company/Firm	
2.	Name of the authorized signatory	
3.	Position of the authorized signatory in the company/firm	
4.	Full Address of Registered office Telephone No. FAX No. E-Mail ID	
5.	Full address of operating Branch office at Delhi/New Delhi, if any	
6.	Whether each page of RFP and its Annexures have been signed and stamped by the authorized signatory	

#### DOCUMENTS/ENCLOSURE/CHECK LIST

Please mention (Enclosed/Not enclosed)

Page No.

1.	Financial capabilities of the firm/company. Audited Balance Sheet for the last three financial years.		
2.	Self attested copies of agreement/work order received in the last three financial years and work completion/continuation certificate.		
3.	Certificate of registration of company/firm.		
4.	PAN No.		
5.	VAT registration No. (TIN NO.)		
6.	Food License No.		
7.	Labour License / Registration No.		
8.	Certificate from Food Department/concerned center or state Govt. Department authorizing to run Cafeteria/canteen (if any mandatory as per prevailing act & rules).		
9.	ID Proof of authorized signatory		

It is certified that:-

- (a) That I/we have carefully studied all the terms & conditions of RFP and we shall abide by it.
- (b) That I/We undertake that the information given in this RFP are true and correct in all respect and I/We hold the responsibility for the same.
- (c) That I/We undertake that sample of items will be kept ready for inspection by the Competent Authority of Archaeological Survey of India, Delhi Circle.
- (d) That all copies/enclosures are self attested, true and legible copies of the originals.
- (e) That we are not related to many official of ASI nor do we have any conflict of interest in participating in this RFP.
- (f) That we have not been blacklisted since last three years as on date of opening of Bid by any Government Department /PSO or autonomous Body as on date.

(Signature of authorized Signatory)  
For and on behalf of M/s\_\_\_\_\_

Date:  
Place

### **Eligibility & Evaluation Criteria for Technical and Financial Bid**

**1. Technical Bid:**

In order to be eligible to offer the bid the firm/company must submit and meet the following requirement:-

- a. Detailed firm/company profile indicating its inception, organizations setup, staff strength, services and facilities, etc.
  - i) Certificate of registration as a company/firm.
  - ii) PAN No.
  - iii) VAT registration No. (TIN NO.)
  - iv) Food License No.
  - v) Labour License / Registration No.
  - vi) Certificate from Food Department/concerned center or state Govt. Department authorizing to run Cafeteria/canteen (if mandatory as per prevailing act & rules).
- b. Minimum three years experience to run Cafeteria/Canteen/Snacks counter in Government/Semi-Government/Public sector undertaking. Experience to run Cafeteria/Canteen/Snacks Counter, etc. in Heritage buildings will be preferred. Self certified copies of agreement/work order received in the last three financial years and work completion/continuation certificate shall be enclosed with Technical Bid. The said agreement must be in the name of the bidder.
- c. The firm should have an annual turnover of 1,00,00,000/- (Rupees one crore only) or more for each of the last three consecutive financial years i.e. 2014-2015, 2015-2016 & 2016-2017. Copies of audited balance sheet attested by Auditor clearly highlighting the annual turnover must be enclosed along with 'Technical Bid'.
- d. Facilities and services to be offered to the visitors shall be mentioned in the Technical Bid.
- e. The firm should self certified they have not been blacklisted since last three years as on date of opening of Bid by any Government Department/PSO or Autonomous Body.

**2. Financial Bid** should include the following information.

- a. The monthly license fee proposed to be paid to Archaeological Survey of India.
- b. Proposed rates/brand of different items of packaged drinking water/soft drinks/tea/coffee/package food.

**3. Selection Criteria:** The technical bids will be evaluated in reference to the above-mentioned criteria of Technical bid (Page No. 7). The technical bids which would be found to be responsive, eligible and qualified in reference to the criteria laid down under Technical Bid would be considered for opening of financial bids. The technically qualified bidders would be informed in advance to attend the opening of their financial bids by a committee. The highest financial bid would then be considered as the successful bidder and recommended to DG, Archaeological Survey of India for approval and awarding work.