

APPLICATION FORM

**FOR APPOINTMENT OF CAFETERIA OPERATOR AT SHREE AMEYA PUBLIC
CHARITABLE TRUST'S ADITYA EDUCATIONAL CAMPUS R. M. Bhattad Road,
Ram Nagar, Borivali (West), Mumbai – 400092**

A. APPLICANT DETAILS

1. Name of Firm/Company/Individual:

2. Constitution of Applicant:

☐ Proprietorship

☐ Partnership

☐ LLP

☐ Private Limited Company

☐ Public Limited Company

☐ Other (Specify) _____

3. Registered Office Address:

4. Correspondence Address:

5. Name of Authorized Representative:

6. Designation:

7. Mobile Number:

8. Email ID:

9. Website (if any):

10. Year of Establishment:

B. REGISTRATION DETAILS

FSSAI Registration / License

License Number:

Validity up to:

GST Registration

GST Number:

PAN Number

MSME Registration (if applicable)

C. EXPERIENCE DETAILS

Cafeteria/Canteen/Food Service Operations Undertaken During Last 5 Years

Sr. No.	Name of Institution/Organization	Location	Period	Average Daily Footfall
1				
2				
3				
4				
5				

References

Name of Institution	Contact Person	Designation	Mobile No.

D. INFRASTRUCTURE & MANPOWER

1. Total Number of Employees:

2. Number of Kitchen Staff:

3. Number of Service Staff:

4. Number of Supervisors:

5. Do you possess your own kitchen equipment?

☐ Yes ☐ No

6. Details of Existing Infrastructure:

E. PROPOSED MENU & PRICING

Please attach a detailed menu with proposed selling prices including:

- Breakfast Items
- Snacks
- Lunch Meals
- Tea/Coffee
- Fresh Juices
- Healthy Food Options
- Special Student Value Meals

Attached:

☐ Yes ☐ No

F. FINANCIAL OFFER

Monthly License Fee / Revenue Share Offered to the Trust

(Please specify clearly)

G. DECLARATION OF COMPLIANCE

Please confirm the following:

Particulars	Yes	No
Valid FSSAI License Available	☐	☐
GST Registration Available	☐	☐
Will comply with all Food Safety Regulations	☐	☐
Will maintain hygienic food preparation standards	☐	☐
Will provide affordable pricing for students	☐	☐
Will maintain cleanliness of cafeteria premises	☐	☐
Will deploy uniformed staff	☐	☐
Will comply with labour laws and statutory requirements	☐	☐

H. DOCUMENT CHECKLIST

Please attach self-attested copies of the following:

- ☐ FSSAI License
- ☐ GST Registration Certificate
- ☐ PAN Card
- ☐ Company/Firm Registration Certificate
- ☐ MSME Certificate (if applicable)
- ☐ Experience Certificates / Work Orders
- ☐ Client References
- ☐ Proposed Menu & Price List
- ☐ Financial Proposal
- ☐ Any Other Supporting Documents

I. DECLARATION

I/We hereby certify that the information furnished in this application is true and correct to the best of my/our knowledge. I/We understand that any false information may result in rejection of the application. I/We agree to abide by the terms and conditions prescribed by Shree Ameya Public Charitable Trust and Aditya Educational Campus.

I/We further confirm that our organization has not been blacklisted by any Government Department, Educational Institution, PSU, or Statutory Authority.

Place: _____

Date: _____

Signature of Authorized Signatory

Name: _____

Designation: _____

Seal of Firm/Company

COMMERCIAL BID FORM

APPOINTMENT OF CAFETERIA OPERATOR

Name of Applicant:

Address:

Contact Number:

Financial Offer

I/We hereby offer the following financial proposal for operation and management of the cafeteria at Aditya Educational Campus:

Option A – Monthly License Fee

Monthly License Fee payable to the Trust:

₹ _____ per month

(In Words)

Option B – Revenue Share

Percentage of Gross Monthly Revenue payable to the Trust:

_____ % of Gross Revenue

Minimum Guaranteed Monthly Amount:

₹ _____

Security Deposit Offered

₹ _____

(In Words)

Lock-in Period Offered

_____ Years

Additional Value Additions Proposed

☐ Cashless Payments

☐ Student Meal Plans

☐ Healthy Food Counter

☐ Fresh Juice Counter

☐ Tea/Coffee Kiosk

☐ Extended Operating Hours

☐ Other: _____

Declaration

I/We confirm that this financial offer shall remain valid for a period of 90 days from the date of submission and agree to execute the agreement if selected.

Place: _____

Date: _____

Signature of Authorized Signatory

Name: _____

Designation: _____

Seal of Firm/Company

KEY TERMS & CONDITIONS

APPOINTMENT OF CAFETERIA OPERATOR

ADITYA EDUCATIONAL CAMPUS, BORIVALI (WEST), MUMBAI

1. CONTRACT PERIOD

The initial contract shall be for a period of **Three (3) Years** from the date of commencement and may be extended for a further period of **Two (2) Years** subject to satisfactory performance and mutual agreement. The first 12 months will be lock in period.

2. SECURITY DEPOSIT

The selected operator shall deposit an **Interest-Free Refundable Security Deposit** of Rs. 200 000 (Two Lacs Rupees only) to the Trust prior to commencement of operations.

3. LICENSE FEE

The operator shall pay the agreed monthly license fee/revenue share to the Trust on or before the 5th day of every month.

4. PERMITTED USE

The premises shall be used solely for operating a cafeteria/canteen and for no other purpose without prior written approval of the Trust.

5. OPERATING HOURS

The cafeteria shall remain operational during campus working hours and such extended hours as may be approved by the Management from time to time.

6. FOOD QUALITY AND HYGIENE

The operator shall:

- Maintain the highest standards of food quality and hygiene.
- Ensure compliance with FSSAI regulations and applicable laws.
- Use fresh ingredients and safe drinking water.
- Maintain pest control records and cleaning schedules.
- Permit inspection by authorized representatives of the Trust at any time.

7. HEALTHY FOOD POLICY

The operator shall:

- Promote healthy eating habits among students and staff.

- Provide nutritious meal options.
- Display calorie and nutritional information wherever feasible.
- Avoid sale of food items prohibited by Government/FDA guidelines issued from time to time.

8. PROHIBITED ITEMS

The following shall not be sold within the campus:

- Tobacco products in any form.
- Cigarettes, bidis, e-cigarettes, vaping products.
- Alcoholic beverages.
- Narcotic or prohibited substances.
- Expired food products.
- Any item prohibited by Government authorities.

9. PRICING POLICY

- Rates shall be reasonable and student friendly.
- Menu and price list shall be approved by the Management.
- No revision in prices shall be made without prior written approval.
- Approved price lists shall be prominently displayed.

10. STAFF REQUIREMENTS

The operator shall:

- Employ adequately trained staff.
- Ensure staff wear uniforms and identity cards.
- Conduct periodic health check-ups of food handlers.
- Comply with labour laws, minimum wage regulations, EPF, ESIC and other statutory requirements.

11. UTILITIES

The Trust may provide available infrastructure facilities. Charges towards electricity, water, gas, internet or other utilities shall be borne by the operator unless otherwise agreed in writing.

12. CLEANLINESS & MAINTENANCE

The operator shall:

- Maintain cleanliness of kitchen, dining area and surrounding premises.
- Segregate waste and dispose of it in accordance with municipal regulations.
- Maintain proper housekeeping throughout operating hours.

13. INSPECTION

The Trust reserves the right to conduct inspections and quality audits at any time without prior notice.

14. PENALTIES

The Trust may impose penalties for:

- Poor hygiene standards.
- Sale of unauthorized items.
- Overcharging.
- Repeated complaints.
- Violation of statutory requirements.
- Failure to maintain service standards.

15. TERMINATION

The Trust may terminate the agreement by giving 30 days' notice or immediately in cases involving:

- Food safety violations.
- Fraud or misrepresentation.
- Illegal activities.
- Repeated breach of contractual obligations.
- Conduct detrimental to the reputation of the Institution.

16. INDEMNITY

The operator shall indemnify and keep indemnified the Trust, its Trustees, Officers, Employees and Institutions against all claims, liabilities, damages, penalties and legal proceedings arising out of the cafeteria operations.

17. DISPUTE RESOLUTION

Any dispute arising from the agreement shall be subject to the jurisdiction of Courts at Mumbai only.

18. RIGHTS OF THE TRUST

The Trust reserves the absolute right to:

- Accept or reject any proposal.
- Cancel or modify the selection process.
- Negotiate with shortlisted applicants.
- Award the contract to the applicant considered most suitable in the interest of students and the institution.

SCHEDULE – I

INDICATIVE PRICE CEILING FOR CAFETERIA ITEMS

ADITYA EDUCATIONAL CAMPUS

(To be reviewed annually by the Management)

Sr. No.	Item	Maximum Selling Price (₹)
1	Tea (100 ml)	15
2	Coffee (100 ml)	20
3	Lemon Water	20
4	Bottled Drinking Water (MRP only)	As per MRP
5	Poha / Upma	30
6	Idli (2 Nos.)	35
7	Medu Vada (2 Nos.)	40
8	Samosa	20
9	Vada Pav	20
10	Sandwich (Veg.)	40
11	Sandwich (Grilled Veg.)	60
12	Veg Puff	25
13	Fruit Bowl	40
14	Fresh Fruit Juice	50
15	Veg Thali	80
16	Student Meal Combo	60
17	South Indian Meal	80
18	Fried Rice	80

Sr. No.	Item	Maximum Selling Price (₹)
19	Noodles	80
20	Healthy Salad Bowl	60

Mandatory Student Meal Combo

The operator shall provide at least one subsidized student meal consisting of:

- One main dish
- One accompaniment
- Drinking water

Maximum Selling Price: ₹60/- or such revised amount as approved by the Trust.

SCHEDULE – II

SERVICE LEVEL AGREEMENT (SLA)

Parameter	Standard
Food Quality Complaints	Less than 3 substantiated complaints per month
Hygiene Rating	Minimum 90% in internal inspections
Food Safety Compliance	100%
Operational Availability	Minimum 95% of working days
Customer Service	Average waiting time not exceeding 10 minutes
Staff Uniform Compliance	100%
Waste Disposal Compliance	100%
Menu Availability	Minimum 90% of approved menu items available

PERFORMANCE REVIEW MECHANISM

Monthly Review

The Management may review:

- Food quality
- Hygiene standards
- Pricing compliance
- Student feedback
- Service efficiency

Quarterly Review

The operator shall be evaluated based on:

Criteria	Weightage
Food Quality	30%
Hygiene & Cleanliness	25%
Student Satisfaction	20%
Service Efficiency	10%
Menu Variety	5%
Regulatory Compliance	10%

Minimum acceptable performance score: **75%**

PENALTY MATRIX

Violation	Penalty
Overcharging	₹5,000 per occurrence
Sale of unauthorized items	₹10,000 per occurrence
Hygiene deficiency	₹5,000 to ₹25,000
Non-uniformed staff	₹1,000 per occurrence
Repeated student complaints	As determined by Management
Food safety violation	Immediate suspension/termination

UNDERTAKING BY OPERATOR

I/We have read and understood all conditions contained in the Notice Inviting EOI, Application Form, Technical Evaluation Criteria, Commercial Bid Form, and Schedules. We agree to abide by all requirements prescribed by Shree Ameya Public Charitable Trust and Aditya Educational Campus.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

Seal of Firm/Company

TECHNICAL EVALUATION SHEET

APPOINTMENT OF CAFETERIA OPERATOR

Name of Applicant: _____

Date of Evaluation: _____

Sr. No.	Evaluation Criteria	Maximum Marks
1	Experience in operating cafeteria/canteen/food court (minimum 3 years)	20
2	Experience in Educational Institutions, Universities, Colleges or Schools	15
3	Quality of Proposed Menu and Variety of Food Items	15
4	Affordability and Student-Friendly Pricing	10
5	Hygiene, Food Safety and Quality Assurance Systems	10
6	Infrastructure, Equipment and Operational Capability	10
7	Financial Strength and Business Stability	5
8	Client References and Past Performance	5
9	Presentation / Interview before Selection Committee	10
Total		100

Evaluation Committee Remarks

Marks Awarded

Criteria	Marks Awarded
Experience	
Institutional Experience	
Menu Quality	
Pricing	
Hygiene Standards	
Infrastructure	
Financial Capability	
References	
Presentation	
Total Marks	

Recommendation

- ☐ Recommended
- ☐ Recommended with Conditions
- ☐ Not Recommended

Signatures of Evaluation Committee Members

1. _____
2. _____
3. _____