

Expression of Interest (EOI)

Selection of Food Vendors for Operation of Temporary Food Stalls on National Science Day 2026



Date: 28 February 2026

Organised by: Regional Centre for Biotechnology (RCB), Faridabad, Haryana

Important Dates

Submission of EOI – 11/02/2026

Confirmation of selected Vendors- 18/02/2026

Meeting with selected vendors – 20/02/2026- 10.00AM

Event on 28/02/2026

1. Background & Objective

The **Regional Centre for Biotechnology (RCB)** is organizing an **National Science Day** on **28 February 2026** at its campus. The event will witness participation from students and visitors from various **schools and colleges** with an expected footfall of approximately **1200 to 1500 persons**.

To facilitate quality, hygienic, and efficient food services during the event, RCB invites **Expressions of Interest (EOI)** from experienced and eligible food vendors for setting up **One day-temporary food stalls** within the campus premises for the duration of the event.

2. Scope of Work

The selected vendors shall be required to undertake the following responsibilities:

2.1 Food Stall Operations

- Operate temporary food stalls for **Only one day** on **28th** at locations designated by RCB.
- Prepare, display, and sell approved food and beverage items during the event hours.

- Ensure uninterrupted service throughout the event duration.

2.2 Menu, Pricing & Coupon System

- Offer a well-balanced and varied menu suitable for everyone.
- Menu may include snacks, meals, beverages, and child-friendly items.
- **Prices must correspond to coupon denominations** to ensure smooth redemption.

Permitted Coupon Denominations: ₹10 to ₹120

- Item-wise menu and rates must be submitted in advance and approved by RCB.
- Prices once approved should not be changed during the event.

2.3 Coupon Acceptance & Direct Sales

- Vendors must accept **RCB-issued food coupons** as a mode of payment.
- Proper records of coupons collected must be maintained and submitted for settlement.
- Vendors may also accept **cash/UPI payments** from visitors.

2.4 Stock & Capacity Requirement

- Vendors must prepare adequate food stock to cater to an estimated **1200–1500 persons**.
- **Stock-out of food items during the event will not be permitted** under any circumstances.
- Vendors shall be solely responsible for replenishment and continuity of food supply.
- **If the vendor is unable to continue food supply at any circumstances, the caution deposit will not be returned.**
- The security deposit amount shall be communicated to the selected vendors separately.

2.5 Infrastructure & Stall Setup

- Vendors shall **arrange their own**:
 - Cooking equipment, display counters, and utensils
 - LPG/electric cooking arrangements (as permitted)
 - Water, and serving materials
 - Waste bins and sanitation materials
- RCB will provide canopies to selected vendors against a refundable security deposit.

2.6 Hygiene, Safety & Compliance

- Vendors must strictly adhere to **FSSAI norms** and local food safety regulations.
- All food handlers must be medically fit and wear clean uniforms, gloves, and hair caps.
- Cleanliness must be maintained in and around the stall area at all times.
- Use of prohibited plastic items is strictly not allowed.

2.7 Manpower & Service Quality

- Adequate manpower must be deployed to avoid congestion and long queues.
- Staff must maintain polite and professional behaviour with visitors.

2.8 Waste Management

- Vendors shall ensure proper collection and disposal of waste in designated bins.
- The stall area must be left clean after the closure of the event.

2.9 Restrictions

- Sale of alcohol, tobacco, or any prohibited items is strictly forbidden.
- Unsafe cooking practices, open flames (without approval), or loud music are not permitted.

3. Payment Terms & Security Deposit

3.1 Coupon Redemption & Payment Schedule

- **50% of the total coupon redemption amount** shall be released **on the next working day after the event**, after verification of coupons.
- The **remaining 50% amount** shall be paid **within 15 days of the event**, subject to final verification and compliance.

3.2 Security Deposit & Canopy Return

- Canopies provided by RCB shall be returned in good condition after the event.
- The **refundable security deposit** shall be returned along with the **final coupon redemption payment**, subject to satisfactory performance and return of infrastructure.

4. Eligibility & Experience

- The vendor must possess a **valid FSSAI licence**.
- Prior experience in handling **large public events / institutional catering** is desirable.
- RCB reserves the right to verify credentials and past performance.

5. Selection & Evaluation Criteria

The Expressions of Interest (EOIs) received shall be evaluated by a duly organizing committee of the **Regional Centre for Biotechnology (RCB)**. Based on the following parameters:

5.1 Eligibility Compliance (Mandatory)

- Possession of a **valid FSSAI Licence**.
- Submission of complete EOI in the prescribed format along with all required details.
- Acceptance of RCB's coupon-based payment system and payment terms.
- If too many participants, RCB reserves the right to choose based on the vendor's previous performances elsewhere.

EOIs not meeting the above mandatory requirements shall be summarily rejected.

5.2 Technical Evaluation Criteria

The technically eligible EOIs shall be evaluated on the basis of: - Relevant experience in operating food stalls for **institutional events / large public gatherings**. - Adequacy of proposed **menu variety**, suitability for the target group, and alignment with approved coupon denominations. - Capability to cater to a **footfall of 1200–1500 persons** without stock-outs. - Availability of adequate manpower, infrastructure, and compliance with food safety and hygiene norms.

5.3 Price Reasonableness

- Prices must strictly conform to the prescribed coupon denominations.
- RCB reserves the right to seek clarification, negotiate, or rationalise prices in the public interest.

5.4 Right of Acceptance / Rejection

- RCB reserves the absolute right to **accept or reject any or all EOIs**, wholly or partly, without assigning any reason thereof.
- Mere submission of EOI shall not confer any right upon the vendor for allotment of a stall.

6. Submission of EOI – Vendor Details

5.1 Applicant Information

Particulars	Details
Name of Firm / Vendor	
Contact Person	
Mobile Number	
Email ID	
Office Address	
Years of Experience	
FSSAI Licence No. & Validity	

5.2 Type of Stall Proposed

- Vegetarian
- Non-Vegetarian
- Snacks & Fast Food
- Beverages
- Combo / Meal Items

5.3 Proposed Menu & Rates

Sl. No.	Item Name	Veg / Non-Veg	Price (₹)
1			
2			
3			
4			
5			

(Additional sheets may be attached)

5.4 Infrastructure, Manpower & Stock Capacity

Particulars	Details
Approx. stall size required	
Cooking method (Gas / Electric)	
Number of staff proposed	
Estimated serving capacity	
Experience in similar events	

7. Declaration

I/We hereby declare that the information furnished above is true and correct. I/We have read and understood the terms, conditions, and scope of work of this EOI and agree to abide by the same. I/We understand that submission of this EOI does not guarantee allotment of a stall and that the decision of the **Regional Centre for Biotechnology (RCB)** shall be final and binding.

For Submission of applications, queries or any information vendors may contact Mr. Kartik Chitranshi at +91-7524977883 or write at kartik.chitranshi@rcb.res.in