

## 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

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#### 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.

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#### 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 **28<sup>th</sup>** 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.

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## 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.

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## 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.

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## 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.

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## 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](mailto:kartik.chitranshi@rcb.res.in)**