

GITARATTAN INTERNATIONAL BUSINESS SCHOOL

Sector-14, Rohini, Delhi – 110085

NOTICE INVITING APPLICATIONS (NIA)

APPOINTMENT OF CAFETERIA / CANTEEN OPERATOR

Gitarattan International Business School (GIBS), affiliated to GGSIP University, invites applications from experienced, reputed and financially sound Canteen Operators/Food Service Providers for operating and managing the Institute Cafeteria catering to approximately 2,500+ students, faculty members, staff and visitors.

The Institute intends to appoint a professional operator capable of providing hygienic, nutritious and affordable food while maintaining the highest standards of food safety, cleanliness, customer service and statutory compliance.

1. Facilities Provided by the Institute

The Institute shall provide:

- Kitchen area.
 - Covered dining area with seating capacity of approximately 200 persons.
 - PNG/IGL Gas Connection.
 - Drinking water connection.
 - Washing area.
 - Electricity connection, lighting, ceiling fans and air coolers.
 - Existing civil infrastructure for cafeteria operations.
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2. Financial Terms

Annual Licence Fee : ₹2,50,000/- (Payable Quarterly in Advance)

Refundable Security Deposit (Premises) : ₹1,00,000/- (inclusive of IGL/PNG Security)

3. Contract Period

- Initial Contract : Five (05) Years
 - Extendable up to another Five (05) Years (Maximum Ten Years) subject to satisfactory performance, statutory compliance and approval of the Institute.
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4. Minimum Eligibility

The Applicant must:

- Have at least Five (05) years' experience in running institutional/school/college/university/hospital/corporate cafeterias.
 - Possess a valid FSSAI Licence.
 - Possess all statutory registrations applicable under law.
 - Have adequate financial capability and trained manpower.
 - Not have been blacklisted by any Government Department, University, Educational Institution or PSU.
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5. Statutory Compliance

The successful Vendor shall obtain and maintain throughout the contract period all licences, approvals, registrations and permissions required under applicable Central Government, Government of NCT of Delhi and local authority laws relating to food safety, hygiene, labour, fire safety, municipal requirements, taxation and any other applicable laws.

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6. Scope of Services

The Vendor shall:

- Serve fresh, hygienic and nutritious 100% vegetarian food.
 - Maintain affordable and student-friendly prices approved by the Institute.
 - Provide breakfast, snacks, lunch, beverages and other approved food items.
 - Maintain excellent housekeeping and sanitation.
 - Ensure courteous and professional service.
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7. Operating Hours

08:00 AM to 06:00 PM on all working days and on additional days/events as directed by the Institute.

8. Pricing Policy

The cafeteria is primarily intended for students.

Accordingly:

- Prices shall remain reasonable and affordable.
 - Menu and rates shall require prior approval of the Institute.
 - No item shall be sold above approved rates.
 - Price revisions shall require prior written approval.
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9. Institute Events

The selected Vendor shall have the first right and responsibility to provide catering services for seminars, conferences, workshops, admissions, examinations, orientation programmes, placement activities, cultural festivals, annual functions, convocation and other official Institute events, subject to mutually agreed rates and quality standards.

10. Vendor Responsibilities

The Vendor shall:

- Maintain excellent hygiene.
 - Use only fresh and quality ingredients.
 - Not serve stale or expired food.
 - Use branded cooking oil and raw materials.
 - Ensure proper waste disposal.
 - Keep the cafeteria clean at all times.
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11. Employees

The Vendor shall ensure that:

- Every employee undergoes Police Verification before deployment.
 - Every food handler possesses medical fitness.
 - Uniform, apron, cap/hairnet, gloves and Identity Card are compulsory.
 - Employees maintain courteous behaviour and discipline.
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12. Restrictions

The Vendor shall not:

- Sell tobacco, cigarettes, alcohol, gutka, pan masala or any prohibited item.

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- Permit outsiders to use the cafeteria without prior approval of the Institute.
 - Sublet or transfer the cafeteria is Strictly Prohibited.
 - Use the premises for any purpose other than cafeteria operations.
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13. Inspection & Quality Control

The Institute may conduct surprise inspections at any time.

Unsatisfactory quality, unhygienic conditions, overpricing or repeated complaints may result in penalties, suspension or termination of the contract.

14. Institute's Rights

The Institute reserves the absolute right to:

- Approve the menu and selling prices.
- Modify operational requirements.
- Accept or reject any application without assigning any reason.
- Cancel the selection process at any stage.
- Terminate the agreement in case of breach of contract or statutory violations.

The decision of the Institute shall be final and binding.

15. Documents to be Submitted

Applicants shall submit:

- Completed Application Form.
 - Company/Firm Profile.
 - Experience Details.
 - FSSAI Licence.
 - GST Registration (where applicable).
 - PAN.
 - Firm Registration Certificate.
 - List of Institutional Clients.
 - Details of Key Personnel.
 - Undertaking regarding Non-Blacklisting.
 - Any other statutory registrations applicable.
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16. Submission of Application :

Complete the application form alongwith all documents attached as **Annexure-1** & mailed to: accounts@gitarattan.edu.in

Subject: Application for Appointment of Cafeteria Operator

Incomplete applications or applications without supporting documents are liable to be rejected.

Last Date: 15th July 2026.

Gitarattan International Business School reserves the right to accept or reject any or all applications without assigning any reason whatsoever. Mere submission of an application shall not confer any right for appointment. Application Fee does not have any cost.

DIRECTOR

GITARATTAN INTERNATIONAL BUSINESS SCHOOL

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ANNEXURE – I

APPLICATION FORM APPOINTMENT OF CAFETERIA / CANTEEN OPERATOR

PART – A : APPLICANT DETAILS

1. Name of Firm / Company : _____

2. Constitution : ☐ Proprietorship ☐ Partnership ☐ LLP ☐ Private Limited Company ☐ Society
☐ Other _____

3. Year of Establishment : _____

4. Registered Office Address :

5. Correspondence Address :

6. Name of Proprietor / Partner / Director :

7. Mobile No. : _____

8. Alternate Mobile : _____

9. E-mail : _____

10. Website : _____

PART – B : EXPERIENCE

11. Total Experience in Institutional Catering : _____ Years

12. Number of Cafeterias presently being operated : _____

13. Major Clients (Attach Separate Sheet if Required)
Name of Institution | Period Approx. | Strength

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PART – C : STATUTORY DETAILS

FSSAI Licence No. _____

Valid upto _____

GST No. _____

PAN _____

Firm Registration No. _____

Any other Registration _____

PART – D : MANPOWER

Number of Employees _____

Number of Supervisors _____

Number of Chefs/Cooks _____

Number of Helpers _____

Do you provide Uniforms? Yes / No

Do you provide ID Cards? Yes / No

Do you conduct Police Verification? Yes / No

Do you maintain Medical Fitness Records? Yes / No

PART – E : FINANCIAL DETAILS

Annual Turnover

FY 2025-26 ₹ _____

FY 2024-25 ₹ _____

FY 2023-24 ₹ _____

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PART – F : DECLARATION

I/We hereby declare that:

1. All information furnished by us is true and correct.
2. We possess all statutory licences required under applicable laws.
3. We have carefully read and understood all Terms & Conditions issued by Gitarattan International Business School and agree to abide by them.
4. Our firm has **not been blacklisted** by any Government Department, University, Educational Institution, PSU or Court of Law.
5. We shall maintain the highest standards of hygiene, food quality and customer service.
6. We shall provide wholesome, hygienic and reasonably priced food to students.
7. We shall comply with all statutory requirements including FSSAI, Labour Laws, GST, Fire Safety and other applicable laws.
8. We understand that submission of this application does not confer any right for selection and that the decision of Gitarattan International Business School shall be final and binding.

Date : _____

Place : _____

Signature of Authorised Signatory

Name _____

Designation _____

Company Seal

List of Documents Attached

- Completed Application Form.
- Company/Firm Profile.
- Experience Details.
- FSSAI Licence.
- ST Registration (where applicable).
- PAN.
- Firm Registration Certificate.
- List of Institutional Clients.
- Details of Key Personnel.
- Undertaking regarding Non-Blacklisting.
- Any other statutory registrations applicable.
- Cancelled Cheque