



अखिल भारतीय आयुर्विज्ञान संस्थान, नागपुर
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Expression of Interest

Expression of Interest for **Selection of Firm/Agency for Setting Up and Managing Food Stalls During Annual Cultural cum Sports Fest "HALLUCIA 2025" (5th Edition)**

Base Price : ₹ 12, 00,000.00/-
Security Deposit : 2, 00,000.00/-
Duration of Event : 05 Days
Publish Date : 06/09/2025 at 12:00 Hrs.

Activity	Date
Last date to submit EOI	20/09/2025
Vendor Finalization on or before	23/09/2025
Security Deposit Submission end date	26/09/2025
Issuance of Award letter by	27/09/2025
Advance Payment by	04/10/2025
Final Payment by	10/10/2025
Setup Commencement by	13/11/2025
Event Dates	15/11/2025 to 19/11/2025
Site Clearance by	20/11/2025

Certified that this Expression of Interest Contains 01 to 12 Pages including cover page

[Signature]
SUPERINTENDING ENGINEER
AIIMS NAGPUR

06 SEP 2025
अधीक्षक अभियंता
Superintending Engineer
अखिल भारतीय आयुर्विज्ञान संस्थान
All India Institute of Medical Sciences
नागपुर - 441108
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Expression of Interest for Selection of Firm/Agency for Setting Up and Managing Food Stalls During Annual Cultural cum Sports Fest “HALLUCIA 2025” (5th Edition)

INDEX

S/N	CONTENTS	PAGE NO.
1.	Cover Page	01
2.	INDEX	02
3.	Introduction	03-04
4.	Scope of services	05-07
5.	Eligibility Criteria	08
6.	Financial Terms	08
7.	Evaluation of Proposals	09
8.	General Terms and Conditions	09
9.	Submission of Eoi details	09
10.	Timeline / Important dates	10
11.	Contact for Queries	10
12.	Annexure I	11
13.	Annexure II	12



ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS), NAGPUR EXPRESSION OF INTEREST (EOI)

For Selection of Firm/Agency for Setting Up and Managing Food Stalls During Annual Cultural cum Sports Fest "HALLUCIA 2025" (5th Edition)

1. Introduction

AIIMS Nagpur is organizing its Annual Student Council Cultural cum Sports Fest "HALLUCIA 2025" from 15th November to 19th November 2025. The festival is the flagship student event of AIIMS Nagpur and includes multiple sports events, professional dance night, DJ nights, cultural programs (dance, drama, singing, and drama), as well as a fashion competition. The event is a vibrant amalgamation of over 50 events spanning multiple domains.

To facilitate the participants and audience, AIIMS Nagpur proposes to engage a single experienced professional firm/vendor/agency for setting up and managing 20 food stalls during the event. This Expression of Interest (EOI) is floated to identify and finalize a suitable agency.

EVENT DETAILS & VENUE

- **Name of the Event:** HALLUCIA - Annual Cultural Cum Sports Fest
- **Organizer:** AIIMS Nagpur Student Council
- **Event Dates:** 15th November (Saturday) to 19th November (Wednesday), 2025
- **Expected Footfall:** 3000+ average participants and attendees per day
- **Target Audience:** Students, Faculty, Staff, and Guests from AIIMS Nagpur and participating institutes.
- **Venue:** AIIMS Nagpur Campus, Plot No. 2, Sector-20, MIHAN, Nagpur, Maharashtra – 441108.
- **Food Court Location:** Designated open areas within the campus, as finalized by the Student Council. The Agency will be given access to these areas for setup. The exact layout and positioning will be decided in mutual agreement with the Council's organizing committee. Basic site maps will be provided to shortlisted agencies.
- **Earlier Concert /Celebrities** - Mohit Chauhan, Sunidhi Chauhan, Aakash Gupta, Dino James, Kullu, DJ nights and other famous artists

Last date to submit EOI	20/09/2025
Vendor Finalization on or before	23/09/2025
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ABOUT
HALLUCIA



FOOTFALL AND PARTICIPATION



2. Scope of Work/ Services

- Setting up and managing **20 food stalls** in the designated open areas provided by AIIMS Nagpur (Timing up to midnight).
- Ensuring proper stall infrastructure, branding, cleanliness, and operational readiness.
- Strict adherence to Food Safety and Standards Authority of India (FSSAI) norms.
- Maintaining hygiene standards, use of safe ingredients, and clean serving practices.
- Obtaining necessary permissions/licenses from local authorities, if required.
- Ensuring compliance with applicable laws, including food safety, labor, and fire safety regulations.
- Ensuring acceptance of payments through cash, UPI, and digital methods.
- Deploying adequate manpower for stall operations, crowd control, and queue management.
- Maintaining waste management practices in line with environmental safety norms.
- Offering a diverse mix of cuisines (vegetarian, non-vegetarian, snacks, beverages, desserts, etc.).
- Ensuring reasonable pricing and quality control across stalls.

Pre-Event Responsibilities

- Submit a detailed plan for the layout and design of the 20-stall food court.
- Finalize a diverse and appealing menu offering a variety of cuisines (e.g., Indian, Chinese, Continental, Fast Food, Beverages, and Desserts) for Council approval.
- Identify and finalize sub-vendors/stall operators, ensuring their quality and compliance.
- Obtain all necessary licenses and permissions from the Nagpur Municipal Corporation, Health Department, Fire Department, and any other local statutory authorities required for operating temporary food stalls.
- Provide a comprehensive list of all personnel involved, with necessary health certificates for food handlers.
- Arrange for all necessary infrastructure: stalls/tents, cooking equipment, generators/power backup, water supply, storage facilities, furniture, point-of-sale systems, etc.

During-Event Responsibilities

- Manage all day-to-day operations of the food court from 8:00 AM until the end of the day's events (00:00 hrs).
- Ensure all food is prepared, stored, and served under the highest standards of hygiene and food safety as per FSSAI guidelines.
- Maintain impeccable cleanliness and sanitation in and around the food court area.
- Implement a robust waste management system with sufficient dustbins (wet and dry waste segregation), regular cleaning, and safe disposal of waste after the event each day.

- Ensure crowd management and queue systems at stalls to prevent chaos.
- Adhere to all safety norms, including fire safety and electrical safety.
- Be solely responsible for the quality of food and resolution of any customer complaints.

Post-Event Responsibilities

- Dismantle all stalls, equipment, and structures.
- Leave the venue in a pristine condition, ensuring complete waste clearance from the site and proper disposal.
- Settle all payments to sub-vendors/staff and resolve any liabilities

Reference for food stall types and cuisine:

Sr.no.	Stall Type (Cuisine)	Menu Items
1	Tandoor	Tandoori/Barbeque/Grill Chicken, Paneer (all varieties)
2	Burgers, Pizzas	Pizzas, Veg Burgers (all varieties), Non-Veg Burgers (all varieties),
3	South Indian	Dosa (all varieties), Idli (all varieties), Poori, Vada (all varieties), Pongal, Variety rice, Meals
4	Soft drinks , Juices, Milkshakes	Thick Shakes, Smoothies, Fruit Juices,etc (shall not include liquor)
5	Ice-Creams	Cone ice creams, Rolled ice creams (all varieties), Kulfis,etc
6	Chinese	All Chinese food items
7	Tibetan	Momos, Tibetan Soups, Thukpas,etc (shall not include other Chinese items)
8	North Indian	Veg Gravy (all varieties), Non-veg gravies (all varieties),Indian breads (all varieties)
9	Wraps/Rolls/Frankies/Shawarmas	-
10	American	Sandwiches, Fries, Popcorn, Subway, Hotdogs etc
11	Cakes and Pastries	Cakes, pastries, doughnuts, other dessert items not covered under other stalls
12	Indian Street Food	All varieties of chaats and Indian street foods
13	Coffee and others	All varieties of coffees, cold coffees, tea,
14	Waffles	All varieties
15	Biryani and Rice specialties	All varieties (Shall not overlap with other stalls)

Following may please be noted

- Cuisine Flexibility** – The cuisines listed above are for reference only. Additional cuisines adjusting to 20 stalls may be permitted at the discretion of the organizers.

- ii. **Sub-Renting / Sub-Contracting** – The appointed vendor/agency may sub-rent or sub-contract stalls to individual vendors, provided all such vendors comply with the event's terms and conditions.
- iii. **Responsibility for Stall Management** – The vendor/agency shall be solely responsible for finalizing cuisines, allocating stalls, and resolving any operational issues, including but not limited to menu overlaps and price disputes between individual vendors.
- iv. **Fire Safety & NOC Requirements** – Vendors using open flames, barbeque setups, or any heat-generating equipment must comply with all applicable fire safety norms and obtain the necessary Fire Safety No-Objection Certificates (NOCs) from the competent authority prior to the event. Fire extinguishers must be kept at each such stall at all times, and staff should be trained in their use.
- v. **Operational Timings** – Stalls must remain operational during the designated event hours and shall not close or dismantle before the official closing time without prior permission.
- vi. **Waste Management** – Vendors shall be responsible for maintaining cleanliness at and around their stalls and for disposing of waste in designated collection points.
- vii. **Equipment & Utilities** – Any special requirements such as additional electricity, water supply, or gas connections must be communicated to the agency in advance. Costs for extra utilities, if any, will be borne by the vendor.
- viii. **Prohibited Items** – Sale of prohibited, unsafe, or counterfeit food items, as well as alcohol, tobacco, weed is strictly forbidden. Certain beverage or food brands may be restricted to sell by organizers based on demand of sponsors from beverage companies.
- ix. **No Guarantee of Sales / Business Loss** – The organizers shall not be held responsible for any business loss, low sales, or reduced footfall during the event. The statistics of previous edition of the festival has been provided for reference. Participation does not guarantee a minimum sales volume or profit, and all financial risks shall be borne solely by the vendor/agency. (Approximate and based on statistics of previous years. The daily footfall shall vary over 5 days. The organizer shall not be responsible variations in footfall over 5 days).
- x. AIIMS Nagpur will provide one Central Point for water and electricity connection at designated locations, distribution of electrical points and cable will be under the purview of the firm/vendors.
- xi. A full menu with MRP for each stall must be submitted at least 5 days prior to the start of the event. Overpricing, unauthorized substitution, or deviations from approved menu without prior intimation will attract penalties and possible cancellation. All price changes must be approved by the organizers.

[Additional Food Stalls will be kept reserved for the organizers to accommodate demand of event sponsors, if any.](#)

3. Eligibility Criteria

Interested agencies must meet the following minimum eligibility criteria to be considered technically qualified:

1. **Experience:** The firm must have a minimum of **5 (Five) years** of experience in large-scale event management, specifically in organizing and managing food courts/catering for large public gatherings, college fests, or similar events with a daily footfall of 2000+ people.
2. **Financial Standing:** The firm must be financially sound and stable to make the necessary investments and pay the advance amount. Audited financial statements for the last two years may be requested.
3. **Past Performance:** The firm must provide details of at least **3 (Three)** similar events managed in the last 3 years, including client name, event name, scale, and contact details for reference checks.
4. **Legal Compliance:** The firm must be a registered legal entity (Pvt. Ltd., Partnership, LLP, etc.) and possess all necessary business operation licenses (GST registration, etc.).
5. **Team:** The firm must have a dedicated and experienced team with expertise in F&B operations, logistics, and safety compliance.

4. Financial Terms

- **Base Price - ₹ 12,00,000.00 (Twelve Lakhs Only)**
- **The financial evaluation shall be based on H1 criteria — i.e., the highest license fee quoted by the firm to be paid to AIIMS Nagpur for the rights to set up and operate food stalls. (subject to approval)**
- Security Deposit: ₹ 2, 00,000/-, refundable after successful completion. Refund will be made in 7 business days following the completion of event (to be paid before issuing of the contract).
- **Advance Payment:** The selected Agency must pay **50% of the final quoted H1 amount** as a non-refundable advance to secure the rights. This must be paid within 7 days of within issuing Letter of Award.
- **Balance Payment:** The remaining **50% balance** must be paid by **10th October 2025** (i.e., 40 days before the event start date of 15th November 2025). Failure to do so may result in cancellation of the contract.
- **Mode of Payment:** Payment shall be made via Bank Transfer/NEFT/RTGS to the official account of the AIIMS Nagpur Student Council, details of which will be provided upon selection.
- The firm will bear all costs of setup, manpower, logistics, waste management, and statutory compliance.
- The organizers reserve the right to terminate the license without refund in case of: Breach of hygiene, safety, or pricing regulations, Misconduct or unauthorized subletting
Legal or festival rule violations,

5. Evaluation of Proposals

1. Technical Evaluation

- Experience in managing similar events (documentary proof required).
- Infrastructure and manpower availability.
- Food safety compliance and certifications.

Only technically qualified bidders will be considered for financial evaluation.

2. Financial Evaluation

- H1 bidder (highest license fee quoted) shall be awarded the contract.

6. General Terms & Conditions

- AIIMS Nagpur will provide open designated areas for setting up food stalls. No additional infrastructure will be provided.
- The selected firm shall work under the guidance of the Organizing Committee of HALLUCIA 2025.
- The selected Agency will be solely responsible for all aspects of the food stalls, including but not limited to setup, staffing, menu curation, compliance with statutory regulations, health & safety, waste management, and overall operations.
- Prices of food items shall be kept reasonable, subject to approval by the organizing committee.
- The firm shall maintain zero-tolerance towards unhygienic practices, overpricing, or safety violations.
- AIIMS Nagpur reserves the right to cancel/reject any or all EOIs without assigning any reason.
- Non-compliance with terms and conditions may lead to termination of engagement, forfeiture of license fee, and blacklisting of the agency.

7. Submission of EOI

Interested firms/agencies must submit their EOI containing the following:

The EOI should be submitted in a single sealed envelope document, neatly bound and paginated, containing the following information in the given order:

- **Covering Letter:** A formal letter expressing interest, signed by an authorized signatory.
- **Company Profile:** Detailed history, organizational structure, and core strengths.
- Certificate of Incorporation/Partnership Deed.
- GST Registration Certificate.
- **Experience Portfolio:** Details of at least 3 similar events executed (Client Name, Event Name & Dates, Scope of Work, and Approximate Footfall). Include photographs and work orders/contract copies as proof.
- **List of Key Team Members** with their profiles who will be deployed for this project.
- **Concept Note:** A brief preliminary concept/plan for the food court layout and menu at Hallucia.
- **Declaration:** A declaration stating that the firm meets all eligibility criteria and that the information provided is true and correct.

8. Important Dates / Timeline

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Site Clearance by	20/11/2025

Mode of submission: Hard copy/Sealed envelope to be submitted at the Office of the Organizing Committee, AIIMS Nagpur.

09. Contact for Queries

Office of Superintending Engineer, Engineering Department @AIIMS Nagpur

Email ID - se@aiimsnagpur.edu.in , eecivil@aiimsnagpur.edu.in

Phone Number – 0712-2352041

Organizing Committee

Hallucia-2025, AIIMS Nagpur

Email – connect2halluciaaiimsnagpur@gmail.com

WhatsApp – 9964128375

ANNEXURE I – Application Form

S. No.	Particulars	Details
1.	Name of Agency/Firm	
2.	Address	
3.	Contact Person	
4.	Mobile & Email	
5.	PAN No.	
6.	GST Registration No.	
7.	Experience in similar events (with references)	
8.	Financial Quote	

ANNEXURE II – UNDERTAKING

(On Firm's letterhead)

To,

_____,
AIIMS Nagpur.

Subject: UNDERTAKING FOR EXPRESSION OF INTEREST – HALLUCIA 2025

We, the undersigned, hereby declare that:

1. We have read and understood all terms and conditions of this EOI.
2. We agree to abide by all rules mentioned in above document and decisions of officials of AIIMS Nagpur.
3. We certify that we have not been blacklisted by any Government or Educational Institute.
4. We confirm our ability to run 20 food stalls.

Date:

Place:

Authorized Signatory:

Name:

Designation:

Seal: