

**GOVERNMENT OF ANDHRA PRADESH**  
**THE AP SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY**  
Road No. 2, Loyola College Road, Central Excise Colony, Gunadala, Vijayawada – 520 008  
Tel: 0866-2391840 | Email: shilparamam.ap@gmail.com

**REQUEST FOR PROPOSAL**

**OPERATION AND MAINTENANCE OF ARAKU COFFEE STALL**  
Shilparamam, Tirupati, Andhra Pradesh

<b>Document Reference</b>	APSACCS/RFP/SHILP-TTP/2026-27
<b>Stall Location</b>	After Entry Gate Area, Shilparamam, Tirupati
<b>Lease Period</b>	Two (2) Years, (extendable)
<b>Upset Monthly Rental</b>	Rs. 6,000/- (Rupees Six Thousand Only)
<b>Security Deposit</b>	3 Months Rent = Rs. 18,000/-
<b>Tender Registration Fee</b>	Rs. 1,000/- (Non-refundable)
<b>Tender issuing date</b>	10-06-2026
<b>Last date for Bid submission</b>	24-06-2026 before 3.00 p.m.
<b>Date and Time of Opening Bids(Technical)</b>	24-06-2026 4.00 p.m.
<b>Opening of financial bid</b>	24-06-2026 4.30 p.m.
<b>Website &amp; Contact details</b>	<a href="https://shilparamam.ap.gov.in/tenders">https://shilparamam.ap.gov.in/tenders</a> 8886652023

**Any addendum/ corrigendum to the RFP Document will be notified in AP Shilparamam website <https://shilparamam.ap.gov.in/tenders>**

Issued by:  
**Chief Executive Officer**  
AP Shilparamam Arts, Crafts & Cultural Society  
Vijayawada, Andhra Pradesh



## 1. BACKGROUND & INTRODUCTION

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Andhra Pradesh State Araku Coffee Cooperative Society (APSACCS) has proposed for promotion, branding, and marketing of Araku Coffee — a premium GI-tagged (Geographical Indication Certified) coffee grown in the Araku Valley, Visakhapatnam District, Andhra Pradesh. APSACCS invites sealed competitive bids from eligible operators **for the operation and maintenance of an Araku Coffee Stall at Shilparamam, Tirupati.**

Shilparamam is a renowned open-air crafts village and cultural centre in Tirupati attracting a large footfall of tourists, pilgrims, and visitors. The stall presents a significant commercial opportunity to an experienced operator while simultaneously promoting the Araku brand.

## 2. STALL DETAILS & INFRASTRUCTURE

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### 2.1 Location

- Shilparamam Crafts Village, Tirupati, Andhra Pradesh.
- The stall is situated after the entry gate area of Shilparamam, ensuring maximum visibility and footfall.

### 2.2 Infrastructure Provided

- Existing stall/kiosk structure after the entry gate will be allocated to the selected operator.
- A coffee-making machine in working condition will be provided within the stall.
- The operator is permitted to undertake renovation or refurbishment of the stall at their own cost, without expanding the existing stall and disturbing the ambiance of the Shilparamam.
- Electrical and water connections, if already available, will be handed over; any additional connection charges shall be borne by the operator.

## 3. SCOPE OF WORK

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The selected operator shall be responsible for the following:

1. Day-to-day operation of the Araku Coffee Stall including preparation, serving, and sale of beverages and products.
  2. Prominently displaying and selling Araku Coffee, Tea, and GCC (Girijan Cooperative Corporation) promoted products.
  3. Sale of water bottles and any other permitted brand of beverages in addition to Araku products.
  4. Promotion and branding of Araku Coffee and allied products in alignment with APSACCS guidelines.
  5. Maintenance of the stall in a clean, hygienic, and presentable condition at all times.
  6. Upkeep and routine maintenance of the coffee-making machine and other equipment provided; any major repair/replacement shall be reported to APSACCS immediately.
  7. Compliance with all applicable food safety regulations, FSSAI licensing requirements, and local authority permissions.
  8. Displaying APSACCS-approved signage and branding material at the stall.
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## 4. PRODUCTS PERMITTED FOR SALE

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The following products are authorised for sale at the stall:

S.No	Product / Category	Remarks
1	Araku Coffee (hot/cold beverages)	Mandatory product line
2	Tea	Mandatory product line
3	Water Bottles (any brand)	Packaged drinking water
4	Araku / GCC Packaged & Retail Products	Coffee powder, merchandise etc.

Note: Sale of products not listed above requires prior written approval from APSACCS. Sale of tobacco, alcohol, or any prohibited substance is strictly not permitted.

## 5. FINANCIAL TERMS

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### 5.1 Monthly Rental

- Upset (minimum) monthly rental: Rs. 6,000/- (Rupees Six Thousand Only) + GST+ Power charges.
- Bidders are free to quote a monthly rental equal to or above the upset price. The bid quoting the highest monthly rental above the upset price shall be considered most competitive.
- Rental shall be payable on or before the 5th of each calendar month by way of Demand Draft in favour of APSACCS.

### 5.2 Security Deposit

- An interest-free refundable security deposit equivalent to 3 (three) months' rent is payable prior to commencement of the lease.
- Security Deposit = Rs. 18,000/- (calculated at the upset price; if higher rental is quoted, the deposit shall be 3x the quoted monthly rental).
- The security deposit shall be refunded within 30 days of vacating the stall, after deducting any outstanding dues or damages, if any.

### 5.3 Tender Registration Fee

- Non-refundable Tender Registration Fee: Rs. 1,000/- (Rupees One Thousand Only).
- Payable by Demand Draft / RTGS in favour of APSACCS at the time of submission of bid documents.

## 6. ELIGIBILITY & TECHNICAL CRITERIA

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Applicants must satisfy the following eligibility criteria to qualify for this tender:

### 6.1 Technical Eligibility

1. The applicant (individual, firm, or company) must have prior experience in operation of a food & beverage stall, café, canteen, restaurant, or similar commercial catering /hospitality activity.

2. Documentary evidence of such experience (work orders, lease agreements, certificates, or photographs) or self-declaration must be furnished along with the bid.
3. The applicant should have or be willing to obtain a valid FSSAI Food Business Operator (FBO) licence before commencement of operations.
4. The applicant must not have been blacklisted by any government department, public sector undertaking, or cooperative society.

## **7. LEASE TERMS & CONDITIONS**

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The lease period shall be Two (2) Years from the date of commencement of operations.

1. The lease is extendable for a further period mutually agreed upon by APSACCS and the operator, subject to satisfactory performance and compliance.
2. APSACCS reserves the right to terminate the lease with 30 days' written notice in case of breach of any condition, non-payment of rent, or misconduct.
3. The operator shall not sub-let, assign, or transfer the stall or the lease to any third party.
4. The operator shall comply with all instructions, guidelines, and branding standards issued by APSACCS from time to time.
5. APSACCS or its authorised officers shall have the right to inspect the stall at any time.
6. On expiry or termination of the lease, the operator shall hand over the stall and all APSACCS-provided equipment in good condition.

## **8. SINGLE BID POLICY**

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In the event that only a single bid is received in response to this RFP:

- The single bid received shall be retained and kept in safe custody by APSACCS without opening.
- A second call for bids shall be issued simultaneously with a fresh tender notice.
- If no further bids are received in response to the second call, APSACCS reserves the right to proceed with the evaluation of the single retained bid, provided it is otherwise eligible and meets all technical and financial requirements stipulated in this RFP.
- The decision of APSACCS in this regard shall be final and binding.

## **9. BID SUBMISSION PROCEDURE**

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### **9.1 Bid Documents**

The bid shall be submitted in a sealed envelope superscribed: "RFP for Araku Coffee Stall – Shilparamam, Tirupati" and shall contain:

1. Duly filled and signed Bid Submission Form (as per Annexure-A).
2. Demand Draft for Tender Registration Fee of Rs. 1,000/-.
3. Demand Draft proof for Security Deposit (if submitted along with bid).
4. Self-attested copies of documents evidencing technical eligibility (experience certificates, work orders, photographs of prior operations, etc.) or self-declaration.
5. Self-attested copy of PAN Card / Aadhaar Card / GST Registration (as applicable).
6. Self-declaration of non-blacklisting (as per Annexure-B).

## 9.2 Financial Bid

The Financial Bid shall indicate the offered Monthly Rental (equal to or above Rs. 6,000/-) clearly in both figures and words. The Financial Bid shall be submitted in a separate sealed envelope within the main bid envelope.

## 9.3 Submission Address

Bids shall be submitted in person or by registered post/courier to:

### Chief Executive Officer

The AP Shilparamam Arts, Crafts & Cultural Society, Road No. 2, Loyola College Road, Central Excise Colony, Gunadala, Vijayawada – 520 008. Tel: 0866-2391840 | Email: shilparamam.ap@gmail.com

## 10. EVALUATION CRITERIA

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Bids shall be evaluated as follows:

- Technical Eligibility: Compliance with Section 6 (Pass/Fail basis).
- Financial Bid: Highest monthly rental offered above the upset price of Rs. 6,000/- shall be ranked first.
- In case of a tie in financial bids, APSACCS may call for revised financial bids or conduct a draw of lots.

## 11. GENERAL TERMS & CONDITIONS

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1. APSACCS reserves the right to accept or reject any or all bids without assigning any reason whatsoever.
2. APSACCS reserves the right to cancel or modify the RFP at any stage.
3. All disputes shall be subject to the jurisdiction of courts at Tirupati, Andhra Pradesh.
4. The operator shall be solely responsible for obtaining all required licences, permits, and approvals from local authorities for operating the stall.
5. Incomplete bids or bids not conforming to the requirements of this RFP are liable to be summarily rejected.
6. Canvassing or bringing influence to bear upon APSACCS officials in any manner shall lead to disqualification.
7. The operator shall indemnify APSACCS against any claims, losses, or liabilities arising from the operations at the stall.

## 12. CONTACT & QUERIES

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For clarifications regarding this RFP, prospective bidders may contact:

**Name/Designation:** Administrative Officer

**Phone:** [+91 8886652023 ]

**Email:** [shilparamam.ap@gmail.com](mailto:shilparamam.ap@gmail.com)

**Office Address:** Road No. 2, Loyola College Road, Central Excise Colony, Gunadala, Vijayawada – 520 008, Tel: 0866-2391840 | Email: [shilparamam.ap@gmail.com](mailto:shilparamam.ap@gmail.com)

Chief Executive Officer

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**ANNEXURE – A: BID SUBMISSION FORM**

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To,  
The Chief Executive Officer,  
AP Shilparamam, Society.  
Vijayawada.

Subject: Bid for Operation & Maintenance of Araku Coffee Stall at Shilparamam, Tirupati

Sir/Madam,

Having examined the Request for Proposal document, I/We hereby submit my/our bid for the above-mentioned stall.

1. **Name of Applicant (Individual/Firm/Company):**

\_\_\_\_\_

2. **Type of Entity:** Individual / Partnership / Proprietorship / Company (circle as applicable)

3. **Address:** \_\_\_\_\_

4. **Phone / Mobile:** \_\_\_\_\_

5. **Email:** \_\_\_\_\_

6. **PAN Number:** \_\_\_\_\_

7. **GST Number (Optional):** \_\_\_\_\_

8. **FSSAI Licence No. (if already held):** \_\_\_\_\_

Brief Description of Prior Experience in F&B / Similar Operations:

\_\_\_\_\_  
\_\_\_\_\_

9. **Tender Registration Fee DD Details:** DD No. \_\_\_\_\_, Date \_\_\_\_\_, Bank \_\_\_\_\_

I/We confirm that:

- All information furnished above is true and correct.
- I/We have read and understood all terms and conditions of this RFP and agree to be bound by them.
- I/We have not been blacklisted by any government/public body.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

Signature of Applicant with Seal: \_\_\_\_\_

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**ANNEXURE – B: SELF-DECLARATION OF NON-BLACKLISTING**

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I/We, \_\_\_\_\_, hereby solemnly declare that:

1. I/We have not been blacklisted, debarred, or disqualified by any Government Department, Public Sector Undertaking, Cooperative Society, or any other public authority in India.
2. No criminal case or fraud is pending against me/us before any court of law.
3. The information provided in the Bid Submission Form is true, complete, and accurate.
4. I/We understand that any misrepresentation or concealment of facts may result in immediate disqualification and forfeiture of the security deposit.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

(Notarised, if required by APSACCS)

**ANNEXURE-C: FINANCIAL BID FORMAT (To be submitted separately)**

To,  
The Chief Executive Officer,  
The Andhra Pradesh Shilparamam Arts, Crafts & Cultural Society,  
Vijayawada – 520 008.

Sub: Financial Bid for OPERATION AND MAINTENANCE OF ARAKU COFFEE STALL  
Shilparamam, Tirupati, Andhra Pradesh.

We, hereby quote our monthly lease rental as under:

Amount in words: Rs. \_\_\_\_\_ per  
month excluding GST.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_