

(e-Procurement Tender Notice)

Tender for providing of Catering Services to
PUC-1 & PUC2 Students (2000 approx.)
DINING HALL - I



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE
TECHNOLOGIES**

BASAR,

Nirmal District, Telangana- 504107

Website: www.rgukt.ac.in

Contact: 8919908978/9441186881

e-mail: procurement@rgukt.ac.in

CONTENTS

| Description | Page No. |
|--|----------|
| Newspaper advertisement | 3 |
| Time Schedule | 4 |
| Statement of important limits and values of bid | 6 |
| Tender Schedule | 7-15 |
| Menu | 16 |
| Financial Bid Statement | 17 |
| Quantities to be supplied | 18 |
| Bid Security (EMD) Form | 19 |
| Performance Security Form | 20 |
| Supply Agreement Form | 21-24 |
| Bid letter form | 25 |
| Bidder Information Sheet | 26 |
| Turnover details, Major clientele details and specifications | 27 |
| Perishable and Non-Perishable items | 28-29 |
| Check List | 30 |

News paper advertisement

Tender Notice



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE
TECHNOLOGIES, BASAR,
NIRMAL DISTRICT, TELANGANA-504107
Phone: 8919908978/9441186881**

Online tenders are hereby invited from interested and eligible bidders for providing of Catering Services to 6000 students approx. (3 separate tenders of 2000 students each) at RGUKT-Basar.

Interested bidders can download and submit the bids online from 12.05.2017 to 27.05.2017 up to 05:00PM through www.eprocurement.gov.in. For further details please visit our website: www.rgukt.ac.in

Date:11.05.2017

**Sd/-
Director**

TENDER SCHEDULE

Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, is a fully residential University having 6000 students on rolls. RGUKT invites sealed tenders comprising Pre-qualification, technical bid and price bid from the eligible bidders for providing of Catering Services to PUC-1 and PUC-2 Students (2000 students approx.), in its premises located in the Nirmal District of Telangana State.

SECTION - A

Time schedule of various tender related events

| | |
|--|--|
| Bid calling date | 11.05.2017 |
| Bid Document fee (Non refundable) | Rs. 5,000/- (By way of DD from any Scheduled Bank in favour of Director, RGUKT, Basar, payable at Basar) |
| Bid Documents Downloading Start date | 12 .05.2017 |
| Bid Document Downloading End Date | 27 .05.2017 till 05.00 PM |
| Last date for uploading of online documents | 27 .05.2017 at 05:30 PM. |
| Last date for submission of Hard copies of documents uploaded online | 29.05.2017 at 05:00 PM |
| Pre-qualification & Technical Bid opening date/time | 30.05.2017 at 03:00 PM. |
| Price Bid opening date/time | 30.05.2017 at 04:00 PM |
| Contact person | Director, RGUKT, Basar. |
| Reference No | RGUKT-B/ Proc/Catering/T01/2017 |

Director
RGUKT-Basar

CLARIFICATIONS:

- i. Queries if any can be made through e-mail only on **procurement@rgukt.ac.in** on or before **19.05.2017**. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

ii.

| S.No. | Page No. (Tender Ref.) | Clause (Tender Ref.) | Description (Tender Ref.) | Query |
|-------|---------------------------|-------------------------|------------------------------|-------|
| | | | | |

- iii. The addendum/corrigendum if any shall be published on RUGKT's website i.e. www.rgukt.ac.in as well as on e-procurement platform www.eprocurement.gov.in.
- iv. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued if any during pre bid meeting in their bid.

Director,
RGUKT-Basar.

SECTION-B

STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

| Item | Description |
|---|--|
| EMD (separately per each campus/schedule) | Rs.3,00,000/- (Rupees Three Lakh only) (by way of Demand Draft or Irrevocable Bank Guarantee from any Nationalized/Scheduled Bank) |
| Bid Validity Period | 90 days from the date of opening of commercial bid |
| EMD Validity Period | 90 days from the date of opening of commercial bid |
| Variation in quantities/number of residents | $\pm 30 \%$ |
| Period for furnishing performance Security | Within 10 days from date of receipt of award |
| Delivery Schedule | Bidder must be prepared to deliver the services as per the schedule of the concerned campus. |
| Performance security value | 10 % of Annual contract value |
| Performance security validity period | 30 months from date of commencement of services. |
| Period for signing the order Acceptance | Within 7 days from date of receipt of notification of award |
| Payment terms | |
| Payment of bill | Every fortnight (15 days) Within 7 days from the date of submission of the bill. |
| Placing work order | <ul style="list-style-type: none"> ➤ RGUKT, Basar, will place order on identified successful bidder. ➤ All the payments shall be made directly by RGUKT, Basar to the successful bidder as per the tender terms and conditions. ➤ If decided RGUKT can split the order basing on the quoted price and service track record. The decision of RGUKT is final in this regard. |
| Transaction Fee | Transaction fee: All the participating bidders who submit the bids have to pay an amount @ 0.04% of their final bid value online with a cap of Rs. 10,000/- for quoted value of purchase up to Rs.50 crores and Rs.25000/- if the purchase value is above Rs.50 crores & service tax applicable @ 14% as levied by Govt. of India on transaction fee through online in favour of MD, APTS. The amount payable to APTS is non refundable. |

SECTION - C

1. PREAMBLE:

The Director, Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, invites sealed tenders from registered suppliers/contractors to provide Catering and Housekeeping Services to PUC-1 & PUC-2 Students (2000 approx.).

2. SCOPE OF WORK:

Providing catering services with House Keeping (for kitchen and dining halls) to PUC-1 & PUC-2 students (2000 approx.) of RGUKT - Basar located in Nirmal District of Telangana State .

Rajiv Gandhi University of Knowledge Technologies provides residential accommodation with boarding and lodging for the students, Mentors and Administrative Staff of Basara campus, who come for learning. The Caterer should prepare the food items at RGUKT premises.

The Caterer should provide supervisory and other staff in the Dining Halls and kitchen.

- i. There are three kitchens attached to the Dining halls available in the campus. The caterer shall carry out regular cleaning and maintenance of dining halls, Kitchen, Kitchen equipment and Utensils. The caterer should also maintain proper pest control mechanism. LPG connection is provided in the kitchen, but actual cost of the gas consumed will be borne by the caterer.
- ii. Cost of procuring and utilizing cleaning material for dining halls, Kitchen, Kitchen equipment and Utensils, is the responsibility of the caterer.
- iii. Electricity consumed in the kitchen will be chargeable as per tariff of Telangana Trans Co., which is being supplied.
- iv. Water consumed in Kitchen & Dining will be chargeable as per the rates of the municipalities/Municipal corporation/Panchayats.

RGUKT will provide available kitchen equipment like utensils, furniture, serving equipment to be used in the dining halls and kitchen. In case of any additional requirement in the kitchen i.e. cutlery, utensils, etc., the service provider has to arrange for the same. The total maintenance/repairs if any for the existing equipment is to be borne by the bidder.

3. PERIOD OF CONTRACT:

The contract period will be for Two Years (2 years) from the date of commencement of services.

4. EARNEST MONEY DEPOSIT / SECURITY DEPOSIT:

4.1 The tender should be accompanied by required Earnest Money Deposit (EMD) (as mentioned in Section-B) by way of crossed Demand Draft / Bank Guarantee drawn from any Nationalized/Scheduled Bank in favor of "Director, RGUKT" payable at Basar. Tenders received without EMDs (which should be in Cover 'A') will be summarily rejected.

4.2 Forfeiture of the EMD will be made in the following events:

4.2.1 Withdrawal of bid during the bid validity period.

4.2.2 In case of successful bidder, if the bidder fails to sign the contract in time or fails to submit performance guarantee.

5. PERFORMANCE SECURITY:

5.1 The successful bidder has to deposit **10%** of the Annual contract value as performance security deposit in the form of Bank Guarantee from any nationalized bank.

5.2 The Performance Security Deposit / Bank Guarantee of successful Bidder will be retained for the period of contract in force and will be returned after expiry of the contract period, after deducting outstanding liabilities if any.

5.3 The Performance Security Deposit / Bank Guarantee shall not carry any interest.

6. ELIGIBILITY CRITERIA:

6.1 This bid is open to all firms within India who are eligible to do business under relevant Indian laws as in force at the time of bidding, subject to meeting the pre-qualification criterion.

6.2 The bidder should have adequate experience in providing of such Catering Services and Housekeeping as required in the tender. Bidder should furnish proof of having provided such services as required in the tender in the last 3 financial years i.e. 2014-15, 2015-16 & 2016-17 to the amount of at least **Rs.2.00 Crore per each financial year**. A Certificate of the Bidders turnover in Rupees must be enclosed and be duly certified by firm of Chartered Accountants, along with audited balance sheets.

6.3 The experience in educational institutional catering is desirable.

6.4 Bidder should furnish satisfactory performance certificate from the parties concerned to whom bulk supplies were catered, in case such supplies were made. RGUKT may contact any such parties to elicit details.

- 6.5 Bidder should be registered under VAT Act/CST Act with the relevant State Sales Tax Authorities. He should furnish along with the bid document, the relevant VAT/CST Registration Document and PAN/TAN Card copies.

All bidders shall also include the following information and documents with their tenders.

- 6.5.1 Copies of original documents defining the constitution or legal status, place of registration, and principal place of business of the bidding firm/entity, written power of attorney of the signatory of the Bid to commit the Bidder.
- 6.5.2 Number of employees owned by the bidder, labour license and PF/ESI registration Proof.
- 6.5.3 Latest Income Tax Saral form / Returns filed
 - 6.5.4 List of Present Clientele with contact address & telephone numbers.
 - 6.5.5 Food License Certificate.
- 6.6 The certificates furnished by the bidder along with technical bid should be attested by a Gazetted Officer along with bidder's signature.
- 6.7 The bidders must submit all relevant documentary evidence to demonstrate their eligibility for considering their bid. **The tenders received without the above documents will be rejected.**
- 6.8 Experience in serving Telangana food at least for one year is mandatory.
- 6.9 The bidder should have not been blacklisted by any State/Central Govt./PSU/UT/Autonomous Bodies [Bidder should submit an undertaking on their company letter head].

Note:

- a. Eligibility Criteria will be relaxable in respect of Government organizations/nodal agencies and Co-operative Societies.
- b. To encourage healthy atmosphere in marketing competition, RGUKT likes to have 3 different caterers operating at any time.

7. INSTRUCTIONS TO BIDDERS

- 7.1 Tenders with over writings, alterations etc., will not be admitted unless they are attested by the bidder. Where there is a discrepancy between the amount (Rupees) in figures and words, the price, which is least of the two, will prevail.
- 7.2 Bid should be strictly in conformity with the Terms and Conditions mentioned in the tender schedule.
- 7.3 Bidders are expected to examine all the terms and instructions mentioned in the tender schedule and prepare their proposals accordingly. Failure to

provide all requisite information will be at the bidders' own risk and may result in the rejection of the tender.

- 7.4 All assertions made in connection with the tender are to be supported/ substantiated by relevant documents. The Director, RGUKT, Basar reserves the right to verify the credentials of the bidder as per the eligibility criteria.
- 7.5 The Director, RGUKT, Basar will notify the bidder whose tender has been accepted.
- 7.6 The successful bidder shall execute an agreement with RGUKT on Non-judicial stamp paper worth Rs.100/- agreeing to all the conditions of the contract within one week upon intimation of acceptance of Tender. The successful bidder has to submit performance security guarantee after taking Letter of Intent but before having contract agreement. Failure to enter into an agreement within the stipulated time will result in forfeiture of the EMD. The Director, RGUKT, Basar reserves the right to issue instructions / modifications at any point of time before award of contract.

8. METHOD OF SUBMISSION:

Bids shall be submitted online on www.eprocurement.gov.in Platform.

- 8.1. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website www.eprocurement.gov.in.
- 8.2. Bidders can log-in to e-procurement platform in Secure mode only by signing with the Digital certificates.
- 8.3. The bidders who are desirous of participating in e-procurement shall submit their technical bids, price bids as per the standard formats available at the e-market place.
- 8.4. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity.
- 8.5. The bidders should scan and upload the respective documents in Technical Documentation as per the check list.
- 8.6. After uploading the documents, the copies of the uploaded technical bid documents and original Demand Drafts in respect of Bid Security and Bid document fee are to be submitted by the bidder to the "The Director, RGUKT, Basar, Nirmal District-504107", by **04:00PM on 29.05.2017.**

- 8.7. Failure to furnish any of the uploaded documents, certificates, will entitled in rejection of the bid. The RGUKT shall not hold any risk on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.
- 8.8. RGUKT will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.
- 8.9. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.
- 8.10. The rates should be quoted online only.

In case of consortium either the prime bidder or the consortium partner can purchase the bid document. The bid can be filed either with user ID of prime bidder or consortium partner.

9. EVALUATION PROCEDURE:

- 9.1 The Technical Bids will be opened as per the schedule by the Director, RGUKT, Basar or his authorized representative in the presence of the bidders or their authorized representative who may be present at that time.
- 9.2 The tenders will be evaluated so as to ascertain the capability of the bidders to provide the material within the period mentioned above and also to assess whether the bidder satisfies the eligibility criteria as detailed in Clause 6 above.
- 9.3 The rejection of the bidder on technical grounds will be based on the failure to meet eligibility requirements.
- 9.4 Price Bids of only those bidders, who have fulfilled the eligibility criteria specified in Clause '6' & 9.2 above, will be opened as per the schedule. The Price Bid of the bidder who does not fulfill the eligibility criteria will not be opened and their tender stands rejected.
- 9.5 Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the RGUKT. No further correspondence will be entertained regarding the disqualification.
- 9.6 The Director, RGUKT, Basar, reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The Director, RGUKT, Basar, also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Director, RGUKT, Basar is final and binding.

10. PENALTY CONDITIONS :

- 10.1. The vendor should ensure (a) Timeliness of service, (b) Tidiness of the surroundings, (c) Wearing of Uniform by Catering Contractor Employees while on Duty, (d) Quality of food to all dinning members, (e) Quantity of food as per menu i.e., no. of grams/actual consumption whichever is higher, and (f) Behavior and Courtesy of contractor employees towards dinning members.
- 10.2. The performance of the Vendor in the above catering services will be assessed every fortnight by a 'Food Committee' constituted for the purpose with students and staff, and payment of bills by RGUKT will be in accordance with the performance index on a 10-point scale.
- 10.3. The Vendor will abide by the ratings given by the 'Food committee' and the schedule of payment for different ratings are as under:
- | | |
|------------|--|
| ≥8 | - 100 % |
| < 8 and ≥7 | - 95 % |
| < 7 | - 90 % |
| < 6 | - the contract is liable to be terminated. |
- 10.4. Students' feed-back will also be obtained directly on a 5-point scale as part of a food survey report. And the schedule of payment for different ratings are as under:
- | | |
|----------------|---------|
| ≥ 3.5 | - 100 % |
| < 3.5 and ≥3.0 | - 95 % |
| <3 | - 90 % |
- Students non-response on exercising their option for PI may be considered as "satisfactory to good to very good" and may be given default 4 out of 5 weight-age.
 - Both 10.3 & 10.4 should be satisfied.
- 10.5. If a service provider earning 06(six) 5% penalties or equivalent in a year during the contract period, the contract is liable for cancellation.
- 10.6. If the contract is terminated for the above reason(s) mentioned, the performance security will be forfeited.

11. GENERAL TERMS & CONDITIONS

- 11.1. The Service Provider will cover all the jobs specified in the "Scope of Work".
- 11.2. The word 'Services' wherever used, means the services indicated in the Scope of Work.
- 11.3. The Service Provider should ensure their strict supervision round the clock and also ensure to coordinate with the Officer deputed by RGUKT.

- 11.4. The Service Provider shall have adequate communication facilities to communicate with RGUKT officials and materials to be used shall be as listed out in the Scope of Work.
- 11.5. The Service Provider shall properly deploy their personnel for various kinds of work enumerated in Scope of Work.
- 11.6. The Service Provider shall furnish to the representative of RGUKT, the statements related to deployment of personnel as and when called for.
- 11.7. The service provider shall provide at his own cost proper uniforms (to be approved by RGUKT) for their personnel.
- 11.8. The personnel so deployed will be issued with photo-identity cards provided by the service provider under his signature, company's name and seal, which shall be displayed by them while on duty.
- 11.9. The Service Provider shall ensure that all the security regulations of RGUKT, are strictly adhered to and complied with by the persons engaged by him to provide the service. Any violation of security regulations will be at the cost and risk of service provider.
- 11.10. **The Service Provider shall not engage any Sub-Contractor or transfer the contract to any other person in any manner.**
- 11.11. The Service provider shall be liable to comply with all Labour laws including Employee's State Insurance Act 1948 and Employees' Provident Fund and Miscellaneous Provisions Act 1952, applicable from time to time in respect of persons so employed/engaged by him and he solely responsible for breach or violation of any or all of the provisions of the labour laws applicable from time to time. The Service provider shall also be responsible for violation, if any, of the provisions of the Food Adulteration Act.
- 11.12. The Vendor will be solely responsible for any damage to property / premises of RGUKT campuses due to negligence or otherwise.
- 11.13. The service provider shall be personally responsible for any theft, dishonesty, and/or, disobedience on the part of personnel employed by him for this service.
- 11.14. The service provider should execute the work as per the scope of work under his own supervision or should have his own supervisor(s) who should be accessible over Mobile Phone.

- 11.15. The Supervisor so provided shall maintain and furnish records of related to such deployment of personnel to representative of RGUKT.
- 11.16. The service provider/caterer will have to observe the rules and regulations as laid down by the Municipal Corporation/Panchayat's of Respective locations for preservation of health and hygiene and also meet the statutory requirements of the State/Central Government regulations regarding Payment of minimum wages, Provident fund, Contract Labour Act, ESI Act, etc., as applicable from time to time.
- 11.17. The persons employed by the service provider/caterer for the above said purpose will be solely the employees of the caterer. RGUKT, will have no privity of contract with them nor will they be entitled to any access/dealing with RGUKT and at the time of accidents for any reason compensations have to be payable by the contractor.
- 11.18. The bidder has to insure the staff working with him at his own cost.
- 11.19. The Service provider/caterer will ensure that equipment provided by RGUKT and furniture and fixtures are not in any way damaged, misused or mishandled. Any equipment/items provided by RGUKT to the service provider/caterer, which is damaged will be replaced/repared by the party at their own cost.
- 11.20. In the event of any breach and / or failure on the part of the Caterer / Service provider to comply with the said terms & conditions of the contract, the contract will be terminated forthwith. RGUKT also reserves the right to cancel/suspend the contractual period for any reason whatsoever without assigning any reason and no liability shall be incurred by RGUKT in the event of the aforesaid cancellation/suspension. However, under the normal circumstances the RGUKT will give 30 days' notice before the said cancellation/suspension.
- 11.21. The providing of Catering Services and Housekeeping shall be done for at RGUKT-Basar.

13. DISPUTES:

All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during or after completion of contract will be settled amicably (by negotiations) and the RGUKT's decision shall be final on all such matters and shall be binding on the Bidder.

14. DISCLAIMER:

- 14.1. Neither RGUKT nor its employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this tender schedule and it is not possible for the RGUKT to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tender Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his or her own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender schedule and obtain independent advice from appropriate sources.
- 14.2. Director, RGUKT, Basar, reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.
- 14.3. Director, RGUKT, Basar, reserves the right to change any or all of the provisions of this Request for Proposal.

15. REJECTION OF TENDERS:

- 15.1. The Director, RGUKT, Basar, reserves the right to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any liability as against the affected bidder or any obligations to inform the affected bidder of the grounds of acceptance or rejection.
 - 15.2. No bidder is entitled to withdraw his or her offer after submission. In case of such withdrawal, the EMD deposited along with the tender schedule shall stand forfeited.
- 16.** For breach of any of the conditions prescribed in the tender or as specified by the RGUKT from time to time, the EMD is liable to be forfeited. Decision of the Director, RGUKT, Basar in this regard is final and binding on bidder.

REQUIREMENT:

Catering Services are required as per the menu mentioned hereunder at RGUKT-Basar located in Nirmal District of Telangana.

| DAY | BREAKFAST | LUNCH | SNACKS | DINNER |
|----------------------------|---|---|-------------------------------|--|
| Common for all days | Coffee & Milk | Rice, rasam, curd, Boiled egg*, pickle | Tea | Rice, sambar, curd, Banana |
| Monday | Idly, Palli Chutney, Sambar | Cauliflower/mulakkaya tomato curry, thotakura pappu | Biscuits (4 No's) | Aludum fry/Raw Banana Dhu fry, Banana, Roti Chutney (cabbage) |
| Tuesday | Vada, putnalalu coconut chutney, allam chutney | Dondakaya kobbari iguru, palakura pappu | Boiled senagalu/batani | Vankaya batani curry, Tomato pickle |
| Wednesday | Upma with chutney & sugar or tomato rice/pudina rice with katta | Bendakaya curry/dosakaya Meal maker curry, tomato pappu | Biscuits (marie - 4 pcs) | Alu-675/cabbage-65, roti chugney (dosakaya + vankaya) |
| Thursday | Dosa/uthappam, palliputnalalu chutney | Cabbage green peas fry/capsicum tomato, dosakaya pappu | Boiled sanagalu/batani | Guttivankaya curry, Chikkudukaya tomato curry, lemon-pickle |
| Friday | Idly, Pallichutney, karampodu | Beerakaya sanagapapu/beetroot fry, tomato pappu | Good day biscuits (4 pcs) | Mixed veg fry (beens, carrot, alu equal), roti chutney (dondakaya) |
| Saturday | Chapathi, alu kurma | Muddapappu, pulusu, Avakaya pickle | Fried Atukulu | Vegetable kurma, biryaniraitha, sweet |
| Sunday | Pulihora with pickle | Biryani rice, chicken curry(non-veg), pannier capsicum/pannier mutter masala (veg), Raitha, Sambar, sweet | Biscuits (salt/butter) -4 pcs | Goruchikkudu fry, Roti chutney (gongura) |

* Those who do not take boiled egg they should be provided with Banana(2 No's)/Santhra(1 No's)/Grapes(75 gr) * on Sunday boiled egg is to be provided along with dinner instead of lunch. **Note:** RGUKT has the right to revise the menu as and when required.

(On the official letterhead of the firm)

Financial Bid

Providing of Catering Services for **2000 students of RGUKT at Basar (Nirmal Dist).**

Please quote amounts in numerals and words per head per day for the menu mentioned in the document

| Schedule | Description | Price per head per day (Rs.) (inclusive of all taxes etc.) |
|-------------|---|---|
| 1 | 2 | 3 |
| DH-I | Providing of Catering Services for PUC-1 & PUC-2 students (2000 approx.) | Rs. _____ (Rupees _____ _____) |

- Note:**
- 1) The rates quoted by the bidders shall be inclusive of all taxes, duties etc.
 - 2) The bidders have to strictly follow the formats available without any change in *Particulars & Format Nos.*
 - 3) Please quote amounts in numerals and words per head per day at each Campus for the menu mentioned in the document

(Signature of Bidder along with seal)

Quantities to be supplied

| Item Description | | QUANTITY SUGGESTED | WEIGHT OF ITEM | Minimum Number | Remarks |
|-------------------|-------------------|--------------------|--------------------------------|----------------|---------|
| Break fast | Idly | 250-300 gr. | | 4 to 5 | |
| | Chapathi | 250-300 gr. | 70-80 gr.each | 4 | |
| | Dosa/Uthappam | 250-300 gr. | | 4 to 6 | |
| | Upma | 250-300 gr. | | | |
| | Pulihora | 250-300 gr. | | | |
| | Vada | 250- 300 gr. | 70-80 gr.each | 4 | |
| | Chutney | Actual consumption | | | |
| | Sambar | | | | |
| | Coffee | 1 cup | 150 ml 6% FAT | 150 ml | |
| | Milk | 1 cup | | | |
| | | | | | |
| Lunch | White Rice | Actual consumption | | | |
| | Pappu-Akukura | | | | |
| | Rasam | | | | |
| | Curry | | | | |
| | Curd(Solid) | one cup | 150 ml | 1 cup | |
| Snacks | Biscuits | 4 Number any item | | 4 | |
| | Boiled Chana | 50 gr. | | | |
| | Tea | 1 Cup | | | |
| | | | | | |
| Dinner | White Rice | Actual consumption | | | |
| | Curry | | | | |
| | Sambar | | | | |
| | Pickle | | | | |
| | Fresh veg chutney | | | | |
| | Curd (Solid) | 100 gr. | | | |
| | | | | | |
| Non Veg | Chicken Curry | 170 gr. | 120 gr. Chicken + 50 gr. Gravy | 170 gr. | |
| Veg | Spl -Veg Curry | 150 gr. | | 150 gr. | |
| | Sweet | 100 gr. | | | |
| | Biryani | Actual consumption | | | |

(Signature of Bidder along with seal)

Bid Security(EMD) form

(To be issued by any Nationalized Bank in India and having at least one branch in Basar)

Whereas.....(here in after called “ the Bidder”) has submitted its bid Dated.....(Date). For the execution of(here in after called “the Bid”)

KNOW ALL MEN By these present that WE.....ofhaving our Registered office at(hereinafter called the “Bank”) are bound unto the Rajiv Gandhi University of Knowledge Technologies,. (hereinafter called “The RGUKT”) in the sum offor which payment well and truly to be made to the said RGUKT itself, its successors and assignees by these presents.

The conditions of these obligations are:

1. If the bidder withdraws its bid during the period of bid validity or
2. If the bidder, having been notified of the acceptance of its bid by the RGUKT during the period of bid validity
 - 1) Fails or refuses to execute the contract form if required; or
 - 2) Fails or refuses to furnish the performance security, in accordance with the bid requirement;

We undertake to pay the RGUKT up to the above amount upon receipt of its first written demand, without the RGUKT having to substantiate its demand, provided that in its demand the RGUKT will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 90 days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

Place:

Signature of the Bank

Date:

and seal.

PERFORMANCE SECURITY FORM

(To be issued by any Nationalized/Scheduled Bank in India and having at least one branch in Basar)

To :.....(Address of RGUKT)

WHEREAS..... (Name of Vendor) hereinafter called “the Vendor” has undertaken, in pursuance of

Contract No.....Dated,.....(Date), to supply.....called “the Contract” AND WHEREAS it has been stipulated by you in the said Contract, that the Vendor shall furnish you with a Bank guarantee by a recognized bank for the sum specified therein as security for compliance with the supplier’s performance Obligations in accordance with the Contract.

WHEREAS we have agreed to give the Vendor a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Vendor, up to a total of Rs.....and we undertake to pay you, upon your first written demand declaring the Vendor to be in default under Rs..... (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of (Date)

Place:

Signature of Guarantors

Date:

and Seal.

(to be executed by the successful bidder on Rs.100/- Non Judicial Stamped Paper)

Supply Agreement form

THIS AGREEMENT made the day of..... (Month) (Year). Between the Rajiv Gandhi University of Knowledge Technologies, Basar (hereinafter "the RGUKT") the first party

AND

..... (Name of Vendor) of..... (City and Country of Vendor) (Hereinafter "the Vendor") of the second party:

This agreement of the two parties read as follows:

Contract No : RGUKT-B/Proc/Catering/T01/2017, dated.11.05.2017

Contract Title: Providing Catering & Housekeeping services (in the mess area) to PUC-1 & PUC-2 Students (2000 approx.) at RGUKT-Basar.

1.0 RGUKT, Basar called for OBC tender for providing Catering Services to PUC-1 & PUC-2 (2000 approx.) residents of RGUKT-Basar located in Nirmal District of Telangana State, _____(Name of the Vendor), is the L1 vendor for catering services to _____, and the vendor has agreed to provide the said services @ Rs _____ per head per day (including all taxes) as per the menu scheduled in this agreement. The vendor has submitted Bank Guarantee vide BG No: _____ Dt._____, issued by _____(Name of the Bank & Branch), , which is valid up to _____. The vendor was issued the **work order No RGUKT-B/Proc/Catering/T01/2017, Dt. _____**, subject to the following terms and conditions and the schedules I, II and III appended.

2.0. TERMS AND CONDITIONS:

- 2.1. The Vendor shall provide Catering Service (Breakfast, Lunch , Tea & Snacks and Dinner) to about 2000 residents (approx.) at RGUKT-Basar, as per the menu listed in the appended schedule-1 for a consideration of Rs. _____ per head per day inclusive of all taxes.
- 2.2. The Vendor should not change the menu listed in schedule-I&II without the explicit permission from the concerned RGUKT authorities. The vendor should oblige any minor changes to the menu suggested from time to time by the concerned RGUKT authorities within the approved rates per head.
- 2.3. The vendor will ensure that the cooked and uncooked food is stored properly and no stale food is served. In case of any food poisoning, the contractor will be held solely responsible and will be penalized besides legal action.
- 2.4. The Vendor should execute the work as per the 'Scope of Work' under his own supervision. No sub-contracting is permissible.

- 2.5. The Vendor should employ sufficient number of supervisory and other staff in the dining halls and kitchen, and deploy them for various kinds of work enumerated in 'Scope of Work' in an efficient manner. The personnel so deployed will be issued with proper uniform (as approved by RGUKT) by the Vendor, and photo-identity cards under his signature, company's name and seal, which shall be displayed by them while on duty. The Vendor shall furnish such of the statements related to deployment of personnel to the representative of RGUKT as and when called for.
- 2.6. The persons so employed by the Vendor/caterer for the said purpose will be solely the employees of the caterer. RGUKT, will have no privity of contract with them nor will they be entitled to any access/dealing with RGUKT, and at the time of accidents for any reason compensations have to be payable by the contractor.
- 2.7. The Service provider shall be liable to comply with all Labour laws including Employee's State Insurance Act 1948 and Employees' Provident Fund and Miscellaneous Provisions Act 1952, applicable from time to time in respect of persons so employed/engaged by him and he solely responsible for breach or violation of any or all of the provisions of the labour laws applicable from time to time. The Service provider shall also be responsible for violation, if any, of the provisions of the Food Adulteration Act.
- 2.8. The Vendor will have to observe the rules and regulations as laid down by the Municipal Corporation/Panchayat of respective locations for preservation of health and hygiene, and also meet the statutory requirements of the State/Central Government regulations regarding Payment of minimum wages, Provident fund, Contract Labour Act, ESI Act, etc., as applicable from time to time.
- 2.9. The Vendor has to insure the staff working with him at his own cost.
- 2.10. The Vendor shall ensure that all the security regulations of RGUKT, are strictly adhered to and complied with by the persons engaged by him to provide the service. Any violation of security regulations will be at the cost and risk of the Vendor.
- 2.11. The Vendor should ensure their strict supervision round the clock and also ensure to coordinate with the Officer deputed by RGUKT at the respective campus.
- 2.12. The Vendor shall be personally responsible for any theft, dishonesty, and/or, disobedience on the part of personnel provided by him for this service.
- 2.13. The vendor will carry out regular cleaning and maintenance of dining halls, Kitchen, Kitchen equipment and Utensils. Procurement and utilization of cleaning material (Schedule-III) for dining halls, Kitchen, Kitchen equipment and Utensils,

is the responsibility of the caterer and the cost is included in the rate quoted. The Vendor should also carry out proper pest control mechanism.

2.14. The Vendor shall not engage any sub-contractor or transfer the contract to any other person/firm in any manner.

2.15. The Vendor will ensure that equipment provided by RGUKT and furniture and fixtures are not in any way damaged, misused or mishandled. Any equipment /items provided by RGUKT to the Vendor/caterer, which is damaged will be replaced/repaired by the party at their own cost.

2.16. The Vendor shall be solely responsible either for any injury, damage, accident to the workman employed by the agency or for any loss or damage to the equipment/property in the areas of work as a result of negligence/carelessness of its workers.

2.17. The Vendor will pay for the cost of LPG, Electricity, and Water consumed in the kitchen and messes, as per the approved rates of Telangana TransCo, Municipalities / Municipal corporation / Panchayats etc.

3.0. DISPUTES:

3.1. In case of any disputes or differences arising at any time between the parties in respect of this Catering and Housekeeping, they shall be resolved in accordance with and subject to the provisions of Indian Arbitration Act 1940, and courts at Hyderabad shall have jurisdiction in all matters arising out of or connected with this agreement. Further, this agreement is subject to laws of India alone.

4.0. PENALTY CONDITIONS :

4.1. The vendor should ensure (a) Timeliness of service, (b) Tidiness of the surroundings, (c) Wearing of Uniform by Catering Contractor Employees while on Duty, (d) Quality of food to all dinning members, (e) Quantity of food as per menu i.e., no. of grams/actual consumption whichever is higher, and (f) Behavior and Courtesy of contractor employees towards dinning members.

4.2. The performance of the Vendor in the above catering services will be assessed every fortnight by a 'Food Committee' constituted for the purpose with students and staff, and payment of bills by RGUKT will be in accordance with the performance index on a 10-point scale.

4.3. The Vendor will abide by the ratings given by the 'Food committee' and the schedule of payment for different ratings are as under:

| | |
|------------|---------|
| ≥8 | - 100 % |
| < 8 and ≥7 | - 95 % |

- | | |
|-----|--|
| < 7 | - 90 % |
| < 6 | - the contract is liable to be terminated. |
- 4.4. Students' feed-back will also be obtained directly on a 5-point scale as part of a food survey report. and the schedule of payment for different ratings are as under:
- | | |
|----------------|---------|
| ≥ 3.5 | - 100 % |
| < 3.5 and ≥3.0 | - 95 % |
| <3 | - 90 % |
- Students non-response on exercising their option for PI may be considered as "satisfactory to good to very good" and may be given default 4 out of 5 weight-age.
 - Both 4.3 & 4.4 should be satisfied.
- 4.5. If a service provider earning 6(Six) 5% penalties or equivalent in a year during the contract period, the contract is liable for cancellation.
- 4.6. If the contract is terminated for the above reason(s) mentioned, the performance security will be forfeited.
- 5.0. **Termination of Contract:**
- 5.1. In the event of any breach and / or failure on the part of the Vendor/Caterer to comply with the said terms & conditions of the contract, the contract will be terminated forthwith. RGUKT also reserves the right to cancel/suspend the contractual period for any reason whatsoever without assigning any reason and no liability shall be incurred by RGUKT in the event of the aforesaid cancellation/suspension. However, under the normal circumstances the RGUKT will give 30 days' notice before the said cancellation/suspension. In addition if the contract is cancelled, the performance security will be en-cashed and forfeited.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year above written.

Signed, and delivered by

Signed, and delivered by

Second Party

First Party

for _____

For Rajiv Gandhi University of Knowledge
Technologies, Basar

(Name of the Vendor)

Vendor's common seal:

RGUKT common seal:

Place: Basar

Place: Basar

Date: _____

Date: _____

IN THE PRESENCE OF

IN THE PRESENCE OF

1) _____

1) _____

2) _____

2) _____

Bid letter form

From:

(Registered name and address of the bidder)

To

Rajiv Gandhi University of Knowledge Technologies,
Basar, Nirmal District, Telangana-504107.

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer to provide Catering Services and Housekeeping services as the case may be, in conformity with the terms and conditions of the bidding document and amendments thereon in response to your tender call dated.....

We undertake to provide the above mentioned services, as assigned to us in conformity with the said bidding documents, for an estimated sum of Rs (Total bid amount in words and figures) which may vary in accordance with the schedule of prices attached herewith and coverage options made by RGUKT or its user organization.

If our bid is accepted, we undertake to:

- a. Provide Catering Services and Housekeeping Services according to the time schedule specified in the bid document,
- b. Obtain the performance guarantee from a Nationalized bank in accordance with bid requirements for the due performance of the contract,
- c. Agree to abide by the bid conditions, which remain binding upon us during the entire bid validity period and bid, may be accepted any time before the expiration of that period.
- d. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid, and that you will not defray any expenses incurred by us in bidding.

Place:

Bidder's Signature

Date:

Seal.

Bidder Information

IN COVER 'A'

| | | | | | |
|----|--|--|----------------|-------------------|------------|
| 1 | Name of the organization | | | | |
| 2 | Year of establishment | | | | |
| 3 | Complete postal address | | | | |
| 4 | Name & Designation of Authorized person | | | | |
| 5 | Phone No. | | | | |
| 6 | Fax No. | | | | |
| 7 | Email | | | | |
| 8 | Nature of the firm (Proprietary/partnership/etc...) | | | | |
| 9 | Bank Details of the Agency: | | | | |
| | Bank Name | | | | |
| | Bank Address | | | | |
| | Bank Account Number | | | | |
| | IFSC Code | | | | |
| 10 | PAN No. | | | | |
| 11 | TIN No. | | | | |
| 12 | Total No. of branch offices in Telangana | | | | |
| 13 | Bid Document Fee (Non refundable) | Amount Rs. : DD No. : DD Date : Issuing Bank & Branch : | | | |
| 14 | Experience Details (if any): | | | | |
| | S.No. | Name of the Organization (along with contact details) | Year of supply | Items Supplied | Item value |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 15 | Details of certificates enclosed. | | | | |

Turn over details of item/product - 2016-17

| S.No | Name of the Organization from which purchase order is obtained | Catering Service to the No. of people | Amount (Rs in Lakhs) |
|-------------|---|--|-----------------------------|
| | | | |
| | | | |

List of Major Customers - 2016-17

| S. No | Customer Full Address | Year of supply | Catering Service to the No. of people | Turn Over (Rs.) |
|--------------|------------------------------|-----------------------|--|------------------------|
| | | | | |
| | | | | |

PERISHABLE AND NON-PERISHABLE ITEMS

| S.No. | Item | Brand |
|-------|--------------------------|----------------------------|
| 1 | Rice | One year old sona masuri |
| 2 | Oil (Refined Sun Flower) | Crystal, Gold Drop, Aadhar |
| 3 | Dal Arhar | Grade One |
| 4 | Dal Chana | Grade One |
| 5 | Dal Moong (Pesarpappu) | Grade One |
| 6 | Dal Urad (Gundu) | Grade One |
| 7 | Rajma | Grade One |
| 8 | Kabuli Chana | Grade One |
| 9 | Idly Ravva | Grade One |
| 10 | Suji | Grade One |
| 11 | Wheat Ravva | Grade One |
| 12 | Salt (Crystal) | Annapurna/Tata |
| 13 | Salt (Table) | Annapurna/Tata |
| 14 | Mirchi Powder | Standard Grade |
| 15 | Haldi (Turmeric Powder) | Standard Grade |
| 16 | Dhaniya Powder | Standard Grade |
| 17 | Mustard | Standard Grade |
| 18 | Zeera | Standard Grade |
| 19 | Red Chilly | Standard Grade |
| 20 | Hing/100 gms | Standard Grade |
| 21 | Lavanga/100 gms | Standard Grade |
| 22 | Elachi/100 gms | Standard Grade |
| 23 | Patta/100 gms | Standard Grade |
| 24 | Sugar | Grade One |
| 25 | Jagri | Standard Grade |
| 26 | Tea Powder | Red Label/Taj Mahal |
| 27 | Coffee Powder | Brook Bond Green Label |
| 28 | Cooking Commercial Gas | HP Gas/19 Kg. |
| 29 | Soya Chunks | Standard Grade |
| 30 | Maida | Standard Grade |
| 31 | Basin | Standard Grade |
| 32 | Corn Flour | Standard Grade |
| 33 | Tamarind | Standard Grade |
| 34 | Ground Nut | Standard Grade |
| 35 | Putana Dal | Standard Grade |
| 36 | Dry Coconut | Standard Grade |
| 37 | Azinamoto | Standard Grade |
| 38 | Rasam Powder (100 gms) | Standard Grade |
| 39 | Sambar Powder (100 gms) | Standard Grade |
| 40 | Dalda | Standard Grade |
| 41 | Cashew | Standard Grade |
| 42 | Vermicelli | Standard Grade |
| 43 | Saboodana | Standard Grade |
| 44 | Pure Ghee (Durga) | Standard Grade |
| 45 | Pickles | Standard Grade |
| 46 | Chole Masala | Standard Grade |
| 47 | Chat Masala (100 gms) | Standard Grade |

| | | |
|----|-------------------|--------------------|
| 48 | Namkin (100 gms) | Haldiram's/Everest |
| 49 | Biscuits Pkt | Standard Grade |
| 50 | Noodles | Standard Grade |
| 51 | Chekki Atta | Standard Grade |
| 52 | Kasuri Menthi/pkt | Standard Grade |
| 53 | Fresh Mutter | Standard Grade |
| 54 | Chilly Sauce | Standard Grade |
| 55 | Tomato Sauce | Standard Grade |
| 56 | Soya Sauce | Standard Grade |
| 57 | Black Paper | Standard Grade |
| 58 | Eating Soda | Standard Grade |
| 59 | Rice Flakes | Standard Grade |

| S.No. | Item | Brand |
|-------|-------------------------|---------------|
| 1 | Bread | Modern |
| 2 | Butter | Amul |
| 3 | Jam | Kissan/Frutop |
| 4 | Eggs Each | Grade A |
| 5 | Chicken -Skinless | Standard |
| 6 | Vegetables | |
| 7 | Onion | |
| 8 | Garlic | |
| 9 | Ginger | |
| 10 | Milk (Toned) | |
| 11 | Panner | |
| 12 | Curry Leaves | |
| 13 | Coriander | |
| 14 | Green Leafy Vegetables | |
| 15 | Potatoes | |
| 16 | Pepper | |
| 17 | Coconut Full | |
| 18 | Green Chillies | |
| 19 | Butter Chiplet (10 gms) | |
| 20 | Curd | |
| 21 | Carrot | |

CHECK LIST

IMPORTANT:

The Bidder must ensure that the following details in the check list are furnished along with the bid document. The bidder must also carefully go through all the contents of the BID Document and any additional information/documents, required more than the items listed in the check list below, also shall have to be furnished. Non-furnishing of any required information/document as per the Tender Document will lead to rejection of the bid.

| S.No | Particulars | Name of the file uploaded | Page Number |
|------|---|---------------------------|-------------|
| 1 | Bidder Information | | |
| 2 | Tender Processing Fee of Rs.5,000/- by way of DD from any nationalized/ Scheduled Bank | | |
| 3 | EMD (DD/BG) from a Nationalized or Scheduled Bank. | | |
| 4 | Constitution/Legal status of the firm | | |
| 5 | Copy of Registration Certificate | | |
| 6 | VAT/CST Registration | | |
| 7 | Latest VAT/CST Returns | | |
| 8 | PAN/TAN Card copy | | |
| 9 | Latest Income Tax Returns filed | | |
| 10 | Food Licence Certificate | | |
| 11 | Proof of having provided such services in the last 3 Financial Years i.e. 2014-15, 2015-16 & 2016-17. | | |
| 12 | Certificates issued by the firm of CAs regarding turnover of the subject material | | |
| 13 | Experience in Institutional Catering (desirable) | | |
| 14 | Experience in serving Telangana Food for 1 year | | |
| 15 | Satisfactory Performance Certificate from parties | | |
| 16 | Power of Attorney, wherever applicable | | |
| 17 | Number of Employees | | |
| 18 | List of Present clientele with addresses & Phone numbers | | |
| 19 | Bidders undertaking for Non-Black List of firm | | |
| 20 | All other information/documents that are required in the bid document | | |

NOTE: All pages of the bid documents must be serially numbered and signed.