

# **GMR VARALAKSHMI FOUNDATION**

**RAJAM -- 5321279 (AP)**

**Tender Notice No. GMRIT/01/14; Dated 21<sup>st</sup> April 2014**

**For operating & maintaining Hostel Mess at GMRIT Campus - RAJAM**

## **TENDER DETAILS AND GENERAL INFORMATION**

### **Tender Item**

Sealed quotations are invited from reputed caterers for operating and maintenance of Boys\Girls Hostel Mess at GMRIT campus -Rajam

### **Period of Contract**

One year from the date of awarding the contract and signing of the agreement. The contract may be extended further based on the performance which will be assessed by the management.

### **Tender Cost**

Rs.1000/- in the form of DD, In favor of GMRVF,- RAJAM, payable at Rajam. This has to be separately sent along with the quotation. Quotations without the DD towards tender cost will not be accepted.

### **Tender forms**

Tender forms can be collected online from 22<sup>nd</sup> April to 30<sup>th</sup> April 2014.

### **Tender Submission**

**A last date for submission of tenders is 15<sup>th</sup> May 2014.**

### **Award of Contract**

**The contract of operating the Boys\Girls Hostel Mess shall be awarded to the firm subject to signing of agreement on acceptance of sale prices of the items that can be sold.**

### **Agreement**

The successful bidders will have to execute an Agreement of License on a non-judicial stamp paper of value Rs 100/-.

## **Security Deposit**

**Interest free Security Deposit of Rs 2,00,000/- to be paid in the form of Demand Draft valid for one year in favor of GMRIT, RAJAM, at the time of signing the agreement**

## **Right to reject offers**

The management reserves right to accept or reject any or all offers without assigning any reason.

## **Preparation of items**

All items are to be cooked by using commercial gas. Oil to be used should be certified ISI Standard double refined oil (GOLDROP, PRIYA OR VIJAYA BRANDS)

## **Food Control**

Once the contract is awarded, the contractor will automatically be within the preview of the Food & Adulteration Act and the food supplied in the Hostel Mess should strictly adhere to the stipulated regulation of the Food and Adulteration Act. Any deviation from this will be viewed seriously and is liable to attract legal penalties and punishments.

## **Hygiene**

The contractor has to maintain the premises of the hostel dining area Neat, Clean and Hygienic including kitchen and surrounding areas

## **Sub - Lease**

Any sub-lease or other assignment without approvals to or in favor of a third party or person of the above contract shall render the contract void and the contract can be terminated without any notice and the tenderer loses all his deposits.

## **Quotation**

Tenderer has to submit food license and VAT Registration Certificate and has to fulfill other statutory norms as per the regulations.

## **Previous Experience**

Previous experience in maintaining a Hostel mess or a restaurant for a minimum number of 1000 to 1500 students for at least Three to Five years is mandatory. Preferably in corporate sector or educational institute will be an added advantage.. Necessary certificates and agreement forms to be enclosed along with the quotation. All quotations without experience certificates are liable to be rejected.

## Compliance of General Conditions

Each Tenderer should submit along with the tender, a declaration to the effect that they will strictly adhere to the terms and conditions of the contract and any deviation on their part will lead to the cancellation of the contract and are liable to forfeit all the deposits

## VENDOR SCOPE

### SCOPE OF WORK

The contract may, at the sole discretion of GMRIT - RAJAM represented by Management, be extended for another academic year in case the performance of the contractor is satisfactory. The 'satisfaction' shall be a matter to be decided by the sole discretion of the Management. The contractor shall have no say in the matter of determination of 'satisfaction'.

**Same contractor will not be awarded more than one Mess. However, the decision of the Management will be the final.**

**The Management reserves the right to reject any/all the tenders without assigning any reason thereof.**

**The minimum BASE RATE for Mess services per student per day shall be decided by the Management of the institute and shall be kept confidential till the time of opening of the price bid. Format in which price quoted to be and possible scope of business is mentioned in financial bid:**

The following conditions apply for the menus given below:

The daily rate quoted must include fuel cost, procurement of rice & provisions and vegetables of good quality, and other items. Further, the cost of these raw materials shall be inclusive of loading and unloading, transportation, storage at dining hall premises for which no additional cost is payable or reimbursable by the Hostel management.

Raw materials for cooking and cleaning supplies for housekeeping to be borne by the Vendor.

Hostel Management reserves the right to assign any one of the dining facility to the contractor based on availability/requirement. The contractor shall visit these facilities and ascertain the available infrastructure. Any additional requirements, as deemed necessary by the contractor shall be taken care by the management.

The management will provide necessary facilities such as crockery (serving plates, glasses, spoons etc.). Other items viz. working tables, racks, shelf, vegetable cutting machine, wet grinder, cooking burners, mixer grinder, cold storage etc. shall only be provided. These facilities will be in the charge of the Contractor and he / she will be responsible for any damage other than usual wear and tear. In case of any loss or

damage, the Contractor will have to replace the lost items / carry out necessary repair, subjected to approval and instructions of the Management. Other utensils, Gas refills and their safety, which are required to run the mess, will have to arrange by the contractor. The regular maintenance of the facilities provided is to be borne by the contractor.

The maintenance of safety, health and hygienic conditions in and around the mess /kitchen will be the responsibility of the contractor. Management's suggestions / instructions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the contractor.

The successful contractor has to maintain the premises including kitchen and surrounding areas of the Institute Mess in clean and hygienic conditions.

Format for Financial Bid (to be typed on the letterhead of firm)

## **GMRIT SCOPE**

1. All kitchen and service equipment's will be provided by the management but maintenance of those equipment's cost to be borne by the contractor.
2. Tables for students dining will be from management's end but cleaning of the tables will be by the contractor.
3. Lightings and fans at the dining area and kitchen area will be provided by the management but maintenance of the same will be taken care by vendor
4. Sufficient kitchen place for cooking, separate room for cleaning of utensils and store room for storage is being provided by the management.
5. Cold storage is also being provided by the management.
6. Staff room with capacity of 30 persons being provided by the management but upkeep of the same is the responsibility of the vendor.
7. 19 Kg capacity Gas cylinders for non-domestic use are provided by the institute. It is the sole responsibility of the contractor to get the refills from the Gas Company to run the mess. Any fluctuations in the Gas price must be absorbed by the Contractor only.

## Terms and Conditions:

1. Hostel Mess will run for 12 months with a lean period of 3 months in a year. The menu for the normal days is enclosed. **Special menus (comprising of veg & non-veg) to be given at the time of festivals and special occasions with no extra cost.** The menu for these special meals will be decided with mutual discussion of Management, students and the contractor.
2. Breakfast, Lunch, Tea \Snacks and Dinner need to be served as per the basic menu agreed upon with the Management. A copy of the menu is enclosed.
3. Breakfast, Lunch and Dinner are unlimited, except for the following items like, Sweet, Fruit, Curd-2 cups (max) each 50 gms, Fried Vegetable items(150gms).
4. Snacks served will be limited and quantity will be as per given sample menu (gms\pcs mentioned in the menu).
5. Any special veg/non-vegetarian items are considered as “EXTRAS” and will not form part of the basic menu.
6. Billing will be done on actual plate count.
7. Every day indent will be given by management a day in advance and food need to be prepared based on the indent given.
8. 10% extra food (buffer) needs to be kept apart from the indent given.
9. Plate count to be given to the management representative before the start of any session.
10. If extra plates need to be added, it should be put to the notice of the supervisor or else it will not be considered for billing
11. Electricity and water will be provided by the management but rent to be paid on actuals. Separate meters will be provided for the same
12. Hostel management shall retain the right to assign operation of any one or two menus simultaneously by a contractor depending on requirement/Student's interest.
13. The contractor shall vacate the leased premises with all features, furniture etc., which are institute properties in good and tenable conditions at the termination of the contract.
14. The work of providing catering and kitchen maintenance services at Institute Hostel mess shall have to be undertaken without causing any damage to the

Institute properties. In case any damage is caused by the workers deployed by the Contractor, the same shall be made good by the Contractor.

15. The contractor shall not make or permit any construction or structural alteration of additional fitting inside the premises of the work place without prior written approval of the management.
16. Three (3) month notice in writing is required from either side for the termination of the contract service if such a condition arises during the contract period.
17. If the contractor and/or his team and also functioning of the mess is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then Management is empowered to terminate the contract with a short notice of one week. Management decision is final in this case.
18. Hygiene, overall cleanliness of surrounding, kitchen and the food, raw materials, ingredients etc. are to be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of COOKED FOOD shall not be stored / preserved / re-served after meals. Not following Managements suggestions / instructions in above matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same (up to 10% of monthly bill as decided by management).
19. The mess utensils are to be cleaned with hot water using branded detergent powder/soap oil after every meal.
20. Dining hall to be cleaned thoroughly after every session with perfumed liquid.
21. Contractor shall be solely responsible in case of incidence/s of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the contractor as decided by the Management for such incidence/s.
22. The Contractor shall use only branded raw materials and best quality for preparing the food. Brands of certain mess items are given below. A quality control Supervisor will check all materials brought to the mess as well as cooking practices. In the event of the quality of the food served being poor or not adhering to contractual conditions, the management will be free to impose monetary fine as deemed fit on the contractor. Such fines imposed will be adjusted against the payments due to the contractor. The Institute shall pay only the approved daily rate per student for the entire contract period.

<b>MESS ITEM</b>	<b>BRAND</b>
Salt	Tata, Annapurna, Nature fresh
Ketchup	Branded
Oil (Sunflower)	Sundrop, Goldrop, Priya, Vijaya (use of Hydrogenated (vanaspati) oil is prohibited)
Atta	Ashirvad, Pillsbury, Annapurna
Ghee	Good quality
Tea	Lipton, Tata, 3 roses,
Coffee	Nescafe \Bru
Rice	Samba or Sona masuri
Bread	Fresh from Bakery
Milk	Visakha Dairy
Pickles	Priya

The contractor may use any other approved brands only if permitted by the Mess representative, in writing. In such case the contractor will submit two or three brands for each grocery item and the Management will select the brands for cooking.

23. **All inclusive daily rate (inclusive of fuel, cost of procurement of rice, wheat and all other provisions, vegetables, fruits, mineral water, unloading and loading, transportation, storage, labour, all statutory taxes including service tax, duties and levies etc and fluctuations in the rates of the commodities) per student should be quoted in the tender. The Management will not pay any other charges for the catering services provided.**
24. **When circumstances warrant, contractor should cater for large number of students/staff members at very short notice. Similarly, fluctuations in strength during vacation periods shall have to be accommodated.**
25. The contractor and his workers must behave politely with hostel inmates. The contractor and his team, under any circumstances should not involve in arguments with the boarders of the mess. In case of such situations/ under emergency, the Contractor should intimate immediately to the Management.
26. Every month there will be meeting with the food committee members consisting of representation from Students, Management and the contractor.
27. Any changes in the menu to be informed to the F&B Dept. and prior permission need to be taken.
28. Minutes of meeting to be presented to the F&B Manager within 2 days of the meeting. Also action taken report to be presented to the F&B Manager after completion of 15 days of the meeting. Approved signature to be taken from students and F&B Manager on the same.
29. Feedback registers to be maintained at the dining and feedback to be taken from the students on daily session wise in presence of our dining Supervisors. All the complaint need to be carrying

30. **All the staff of the contractor working at the men site must go through medical checkup every 6 months at their cost.**
31. Mess Contractor or his representative manager is required to remain present in the mess when the food is served in the mess.
32. Smoking / drinking liquor/ consuming gutkhas and usage of mobiles on duty etc. is strictly prohibited in the Institute premises. Anyone found guilty to be terminated on the spot.
33. The employees of the contractor should wear caps, gloves, shoes and uniform (along with a name tag).
34. All expenses related to the functioning of the employees engaged by the Contractor shall be in the scope of the Contractor.
35. Contractor shall provide light food to the sick student/s during his/their sickness period and no extra charge will be paid for the same.
36. Hostel management will monitor and evaluate the performance of the caterer. Grading of the caterer is done by the students based on quality, quantity, hygiene etc. Continuous bad performance will result in termination of contract.
37. Caterer must make his own arrangements for housekeeping of the dining and kitchen area allotted and disposal of the kitchen and dining waste material.
38. In case of failure to comply with the above statutory Rules, Acts, the authorities shall have the right to impose the penalty or cancel the contract.
39. Employment of child labour (below the age of 18) is totally prohibited. It is the responsibility of the Contractor to comply with all formalities of labour office including obtaining necessary labour license.



## **PENALTY**

Failure to supply food in terms of quality, quantity and as per the menu indicated in will attract penalty. For not adhering to contractual conditions, the Management shall be free to impose monetary fine as deemed fit on the contractor. Fines imposed shall be adjusted against payment due to the contractor.

- a) Vegetables used should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, then a fine of Rs. **5,000/-** for each occasion will be imposed.
- b) Items like Aji-no-motto, Baking soda, colouring items etc are banned and they should not be used. If they are found in the kitchen premises penalty of Rs. **10,000/-** for each occasion will be imposed.
- c) Kitchen should be kept clean. If it is not kept clean, a fine of Rs. **5000/-** for each occasion will be imposed.
- d) For damages caused by the contractor to the kitchen equipment's, vessels and other items supplied by the licensor, **twice** the cost of the equipment will be recovered.
- e) Any complaint of insects cooked along with food found in any food item would invite a fine of Rs. **10,000/-** on the contractor.
- f) Any complaint of soft objects like rope, soft plastic, cloth etc in food will attract a fine of Rs **2,000/-** per complaint.
- g) Any complaint of stones / pebbles of diameter more than 2 mm will attract a penalty on the contractor which can range between Rs **5000/-** to Rs **10,000/-** depending on the size of the stone/ pebble per complaint.
- h) 5 or more complaints of unclean utensils in a day would lead to a fine of Rs. **2,000/-** on the contractor.
- i) If mess committee agrees that certain item of a meal was not cooked properly then a fine of Rs. **10,000/-** would be imposed on the contractor.
- j) Changes in approved menu of any meal without permission of warden/mess committee would result in a fine of Rs. **10,000/-** on the contractor.
- k) Fine on any discrepancy (personal hygiene of workers, misbehaviour by workers etc.) will lead to fine of Rs. **5,000/-** on contractor for every instance.
- l) Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the mess committee with consent with the wardens. Severity of hygiene failure shall be assessed and decided by the mess committee and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.

## **FINANCIAL BID**

To  
The Management  
GMRIT Hostels  
GMRIT - RAJAM – 532127

Sir,

### **Sub: Selection of Contractors for Boys hostel dining facility**

Ref:

In response to your Advertisement for “Selection of Catering Contractors for students dining facility” we submit herewith our financial bid.

#### **PRICE QUOTED FOR BOYS HOSTEL MESS**

S. NO	ITEMS	QUOTED PRICE PAYABLE IN RS,
1	BREAKFAST	
2	LUNCH	
3	TEA & SNACKS	
4	DINNER	
	TOTAL	
	VAT AS APPLICABLE	
	TOTAL	

The above price includes: raw material, cooking, man power, service & gas. Food served will be unlimited (except snacks)

#### **SCOPE OF SERVICES: BOYS HOSTEL**

Boys Hostel Avg. Indent in a year varies from 800 to 1000 students.

#### **FINANCIAL TERMS**

- 1) Billing will be done on actual plate count.**
- 2) Mess Bills to be produced before 5th of every month for payment and all other bills before 15th of every month.**
- 3) The contractor needs to furnish his bank account details with RTGS NO. for money transfer for all payments.**
- 4) Water supply and electricity with fittings will be provided by the institute but payment shall be made on actual consumption per month. Separate meter will be provided for the same.**
- 5) Any dispute arises will be settled in Rajam Jurisdiction only.**

**Note :**

Rates quoted should be inclusive of all taxes and should be valid for ONE year from the date of tender.

1. Bidders must quote for all the menus given above.
2. Financial bid should be kept in separate sealed cover.
3. Price comparison shall be done on the basis of common menu only.
4. In case of Tie, the sum of prices quoted for extra items will be taken for consideration. In case of further Tie, the Director's decision is Final.

**DECLARATION**

- We hereby accept to cater to any minor modifications in the menu as requested by the students and approved by the Management after discussion during the period of the contract, without any additional cost.
- We hereby agree to abide by the decision of the Hostel management and terms and conditions mentioned in the schedules.
- We have enclosed the duly signed copy of all the schedules with the required annexure.
- We hereby certify that the above rates are inclusive of service tax and any other statutory Central/State Govt. taxes and fluctuations in all items.

sincerely

Authorized signatory of  
the bidders with seal

## **FINANCIAL BID**

To  
The Management  
GMRIT Hostels  
GMRIT - RAJAM – 532127

Sir,

**Sub: Selection of Contractors for Girls hostel dining facility**

Ref:

In response to your Advertisement for “Selection of Catering Contractors for students dining facility” we submit herewith our financial bid.

### **PRICE QUOTED FOR GIRLS HOSTEL MESS**

<b>S. NO</b>	<b>ITEMS</b>	<b>QUOTED PRICE PAYABLE IN RS,</b>
<b>1</b>	<b>BREAKFAST</b>	
<b>2</b>	<b>LUNCH</b>	
<b>3</b>	<b>TEA &amp; SNACKS</b>	
<b>4</b>	<b>DINNER</b>	
	<b>TOTAL</b>	
	<b>VAT 5%</b>	
	<b>TOTAL</b>	

The above price includes: raw material, cooking, man power, service & gas. Food served will be unlimited (except snacks)

### **SCOPE OF SERVICES: GIRLS HOSTEL**

Girls Hostel Avg. Indent in a year varies from 325 to 350 students.

### **FINANCIAL TERMS**

- 1) Billing will be done on actual plate count.**
- 2) Mess Bills to be produced before 5th of every month for payment and all other bills before 15th of every month.**
- 3) The contractor needs to furnish his bank account details with RTGS NO. for money transfer for all payments.**
- 4) Water supply and electricity with fittings will be provided by the institute but payment shall be made on actual consumption per month. Separate meter will be provided for the same.**
- 5) Any dispute arises will be settled in Rajam Jurisdiction only.**

**Note :**

Rates quoted should be inclusive of all taxes and should be valid for ONE year from the date of tender.

5. Bidders must quote for all the menus given above.
6. Financial bid should be kept in separate sealed cover.
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- We hereby accept to cater to any minor modifications in the menu as requested by the students and approved by the Management after discussion during the period of the contract, without any additional cost.
- We hereby agree to abide by the decision of the Hostel management and terms and conditions mentioned in the schedules.
- We have enclosed the duly signed copy of all the schedules with the required annexure.
- We hereby certify that the above rates are inclusive of service tax and any other statutory Central/State Govt. taxes and fluctuations in all items.

Sincerely

Authorized signatory of  
the bidders with seal

**Sample mess menu is given below:**

	MONDAY -	TUESDAY	WED	Thursday	FRIDAY	SAT	SUNDAY
	S. INDIAN B\F	S. INDIAN B\F	S. INDIAN B\F	S. INDIAN B\F	S. INDIAN B\F	S. INDIAN B\F	S. INDIAN B\F
B\F	WITH CHUTNEY	WITH CHUTNEY	WITH CHUTNEY	WITH CHUTNEY	WITH CHUTNEY	WITH CHUTNEY	WITH CHUTNEY
	SAMBAR	SAMBAR	SAMBAR	SAMBAR	SAMBAR	SAMBAR	SAMBAR
	Milk/Coffee	Milk/Coffee	Milk/Coffee	Milk/Coffee	Milk/Coffee	Milk/Coffee	Milk/Coffee
LUNCH	1 GRAVY CURRY	1 GRAVY CURRY	1 GRAVY CURRY	FLAVOURED RICE	1 GRAVY CURRY	1 GRAVY CURRY	VEG\EGG FRIED RICE
	1 DRY CURRY	1 DRY CURRY	1 DRY CURRY	GRAVY CURRY	1 DRY CURRY	1 DRY CURRY	MANCHURIA WET
	DAL	DAL	DAL	Plain Rice	DAL	DAL	
	RASAM	RASAM	RASAM	Curd	RASAM	RASAM	SAMBAR
	PAPAD	PAPAD	PAPAD	dal	PAPAD	PAPAD	Plain Rice
	RICE	RICE	RICE	Rasam	RICE	RICE	curd
	CHUTNEY	CHUTNEY	CHUTNEY	PAPAD	CHUTNEY	CHUTNEY	Sweet:
	CURD	CURD	CURD		CURD	CURD	
SNACKS	SNACKS	SNACKS	SNACKS	SNACKS	SNACKS	SNACKS	SNACKS
	Tea	Tea	Tea	Tea	Tea	Tea	Tea
DINNER	1 GRAVY CURRY	1 GRAVY CURRY	MUDDA PAPPU	CHAPATI	1 GRAVY CURRY	CHAPATI	ALOO FRY\65
	1 FRY CURRY	1 FRY CURRY	TADKA DAL EVERY ALTERNATE WEEK	SPL. CURRY	1 FRY CURRY	SPL. CURRY	PLAIN RICE
	SAMBAR	SAMBAR	SPL. CURRY	SAMBAR	SAMBAR	CURD RICE	DAL
	RICE PLAIN	RICE PLAIN	RICE PLAIN	PLAIN RICE	RICE PLAIN	LEMON PICKLE	RASAM
	PICKLE\CURD	PICKLE\CURD	MANGO PICKLE	PICKLE\CURD	PICKLE\CURD		PICKLE
	FRYMES\GOLD FINGERS	FRYMES\GOLD FINGERS	RASAM\CURD	SAMBAR	FRYMES\GOLD FINGERS	SALAD	CURD\FRYMES
	GENERAL SWEET	EGG MASALA FOR N\VEG	GOLD FINGERS	FRYMS	EGG MASALA FOR N\VEG	FRUIT	EGG FOR NON VEG
		SWEET FOR VEG	FRUIT	FRUIT	SWEET FOR VEG		SWEET FOR VEG

NOTE: THIS IS ONLY SAMPLE MENU FORMAT FOR UNDERSTANDING. PANEER AND CHICKEN TO BE PROVIDED FREE OF COST TWICE IN A MONTH

## SAMPLE SNACKS MENU

S. NO	ITEM WITH TEA	QUANTITY IN NO'S
1	ASSORTED BAJJI ( EACH 60 GM)	2
2	ANY BAJJI WITH STUFFING ( EACH 50 GM)	2
2	MYSORE BONDA WITH CHUTNEY	2
3	DAHI WADA(WITH LEMON WATER)	2
4	SEMIYA BHAAT WITH CHUTNEY	150 GMS
5	ALOO BONDA WITH CHUTNEY	2
6	PUNUGULU ( 10-15 GMS EACH)	10
7	SAMOSA (120 GMS) WITH SAUCE	2
8	RAGADA SAMOSA ( RAGADA 100 GMS)	1
9	HOT CHAAT WITH FILLINGS	150 GMS
10	MASALA WADA WITH CHUTNEY (60 GM EACH)	2
11	VEG MANCHURIA (15 GM EACH)	8
12	CRISPY PAKODA WITH SAUCE	120 GMS
13	SOFT PAKODA WITH SAUCE	150 GMS
14	PALAK PAKODA WITH SAUCE	120 GMS
15	VEG NOODLES WITH ONIONS	150 GMS
16	MASALA PEANUTS	150 GMS
17	VEG CUTLET WITH SAUCE ( 60 GM EACH)	2
18	VEG ROLL WITH SAUCE(	100 GM
19	BREAD BAJJI WITH SAUCE (50 GM EACH)	3
20	MIRCHI BAJJI WITH SAUCE	2
21	PAANI POORI WITH CURRY & ONIONS	8
22	CREAM CAKE WITH CORN FLAKES( CAKE 50 GMS & CORN FLAKES 60 GM)	
23	PLUM CAKE WITH CORN FLAKES ( CAKE 50 GMS & CORN FLAKES 60 GM)	
24	VEG PUFF WITH SAUCE	80 GMS
25	PAV BHAJI WITH ONIONS( 2 PC PAV, BHAJI 100 GMS)	
26	MOORI MIXTURE WITH CUT BAJJI(MIXTURE 100 GMS)	1

**NOTE: Extra Special Items Like -- Milk, Paneer Curry or any other special curries(as asked by the students food committee meeting), Bread Omelette, Live Omelette's Etc can be served but prior written approval need to be taken for rates. It can be negotiated separately.**

## **Basic Technical Details**

1. Name of the contractor  
  
Complete Address  
  
Phone No. and E-mail ID:
2. Name of the owner(s)/Partners:  
(Attach Bio-data of all Partners) :
3. Name of the Contact Person/ Representative of firm  
  
Telephone numbers of the Contact Person/Representative of firm :  
Office.....  
  
Residence.....  
  
Mobile.....  
Email
4. a) License No/Registration No PAN/TAN, ESI, EPF, PF, Bank Account  
Numbers (Copies should enclose as annexure A)  
  
b) Proof for payment of income tax, local sales tax and service tax (last  
Three years) (copy of income tax and service tax payments to be  
Enclosed as Annexure-B, C and D)
5. List of Higher education Institutions/organisations where the firm is presently  
providing similar services (enclose copies of work order up to 2013 and on-going  
work separately for those where there are more than 700 boarders. List with  
name of the institution, duration, number of students catered, type of service  
provided etc., to be included as Annexure E.
6. Whether Quality Certification obtained for any of the Food Courts/Dining  
facilities/Catering services provided, If Yes, list to be enclosed as Annexure F.
7. Details of Earnest Money:
  - i. Draft/Pay Order No.
  - ii. Date & Name of the Bank
  - iii. Amount (in Words)
  - iv. Due Date of Draft/Pay Order
9. Turnover for the last three years. Authenticated copy of audited Statement of  
Accounts for the last three years should be enclosed as HI, H2 & H3. (In case  
the work was executed for private firm/persons, TDS certificate should be  
submitted as Annexure H4)



10. Total No. of Persons to be deployed (Permanent/Temporary) as per the operational requirement- Unit Head, Kitchen supervisor and as below:

Chief Cook:	Service Manager:	House Keeping
Cooks:	Supervisor:	Supervisor
Helpers:	Servers	cleaners

11. Litigations, if any, connected with Catering Work -- Yes/No  
(If yes, details to be furnished as Annexure- I)

12. Any other information, bidder wishes to provide in support of their credentials, details, if any, to be furnished as Annexure J.

### **DECLARATION BY THE CONTRACTOR**

I/We have carefully read the terms and conditions of contract as contained in **Tender Notification No. \_\_\_\_\_ Dated: \_\_\_\_\_** and agree to abide by these terms. If, I/We fail to fulfill any of the terms and conditions of the contract, then the Management has the right to cancel the contract without any further correspondence and GMRIT - RAJAM, has no financial liability. I/We promise to pay the compensation or fine in case of such default.

(Signature of Bidder)

Name & Designation

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

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

### **Seal of the firm**

Note: i) Authenticated certificates, testimonials & proof of experience to be Produced in support of SI. No.2,3,4 &5  
ii) Annexure A to J should be included along with this. Mark the Annexure number at top right corner

## **CHECK LIST**

Ensure that you have enclosed the following before submitting the Tender

1. Separate envelope consisting of Tender Document Fee Receipt / DD and Demand Draft for EMD (as specified).
2. Technical Bid Documents in a separate sealed envelope (as per Schedule C).
3. Financial Bid in a separate sealed envelope.
4. Please study the important conditions of the Tender, Terms and Conditions and Scope of Work and Details of Menus and submit the Tender in accordance with those.