



Tender No: IIITKL/19-20/S&P/HOSTEL/CATERING/10

Tender Document

For

**Providing of catering services at IIITDM Kurnool Hostel**

भारतीय सूचना प्रौद्योगिकी अभिकल्पना एवं विनिर्माण संस्थान, कर्नूल  
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY**  
**DESIGN AND MANUFACTURING, KURNOOL**  
Jagannathagattu, Dinnedavarapadu Village, Kurnool, Andhra Pradesh - 518 007

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NOTICE INVITING QUOTATION

Tender No. IIITKL/19-20/S&P/HOSTEL/CATERING/10

Date: 06.06.2019

**Catering Services at IIITDM Kurnool hostel.**

Scope of the work: The catering service contract will be awarded to the successful bidder. There are three different slabs indicating the number of students. The caterer has to produce a commercial bid for all the three slabs mentioned in the below table.

	150-200	200-250	>250
Catering charges per day per head inclusive of all applicable taxes	Rs.	Rs.	Rs.

Initially IIITDM Kurnool will award the contract for any one of the above slabs based on the admissions.

IIITDM Kurnool has right to change the slab anytime based on the number of students staying in the hostel.

The terms and conditions on which the contract is to be awarded are given in the following pages and are divided under the following headings:

- A. General Conditions of the contract
- B. Special Conditions of the Contract.
- C. Penalties for violation of mess rules.
- D. Day wise menu details:
- E. Proforma for Technical and Commercial Bids

The deadline for submission of technical and commercial bids, containing documents stated in page number 13, 14, 15 and 16, along with an Earnest Money Deposit of Rs. 1,20,000/(Rs. One Lakh twenty thousand Only), is 1100 Hrs on Thursday, 27 June 2019. Demand draft of this amount should be made in favor of "IIIT Kurnool" Payable at "Kurnool"

The EMD amount will be refunded to unsuccessful bidders before the 30<sup>th</sup> day after the award of the contract.

Submission of offer:

**Two Bid System:**

Two bid system will be followed in this tender. In this system the bidder must submit his offer in **two separate sealed envelopes**. Both the technical bid and commercial bid envelopes should be securely sealed and stamped separately and clearly marked as **“Envelope No: 1 – Technical Bid”** and **“Envelope No: 2 – Commercial Bid”** respectively. **EMD should be placed in the Technical Bid. This two separate sealed envelopes should be placed in single envelope super scribing the tender No and description of the item.**

**Place of Submission Bid:**

**The Registrar I/c**

Indian Institute of Information Technology, Design and Manufacturing Kurnool  
Jagnathagattu, Dinnidevarapadu,  
Kurnool,  
Andhrapradesh-518007.

Schedule of activities are given below:

<b>Activity</b>	<b>Date / time</b>
<b>Last date for submission of Bids</b>	<b>1100 Hrs on 27 June 2019</b>
<b>Opening of Technical Bid</b>	<b>1200 Hrs on Thursday, 27 June 2019</b>
<b>Opening of the commercial bids (parties shortlisted on the basis of technical bids will be invited to attend)</b>	<b>1500 Hrs on 01 July 2019</b>
<b>Handing over of Mess premises</b>	<b>Wednesday 10<sup>th</sup> July 2019</b>
<b>Date of Commencement of full scale operation of mess</b>	<b>22 July 2019</b>

**A. General Conditions of the Contract**

The mess consists of a kitchen and a dining hall. The important terms and Conditions are listed below:

1. The Contract Agreement would be for a period of one year and subsequently, may be renewed every year for an additional period of one year or part thereof, subject to satisfactory performance.
2. After two months of operation the caterers will be evaluated on the basis of the guidelines and rules detailed in this document and in the leave and license agreement to be drawn. If the caterer fails to meet the expectation and promises made, then the leave and license agreement can be cancelled at that time.

3. At the time of handing over the possession of kitchen and mess, the caterer will be required to provide a refundable interest free Bank Guarantee of **10 percent of Total contract value** for which agreement is entered into. This Bank Guarantee should be from a scheduled nationalized bank, and will be held against in default in performance and violations of terms and conditions. This Bank Guarantee shall be effective for a period of 13 months.
4. The catering contractor has to pay license fee of Rs. 1000/per month for the first year and at such rate as may be fixed by the Institute for the subsequent years.
5. Contractor must submit all necessary statutory documents, as stated on page 11 , 12, 13 and 14.
6. In the event of award of the contract, the contractor should register themselves with the Regional Labour Commissioner (Local Corporation in Kurnool) as a contractor under the Contract Labour Regulation Act and obtain a Labour License and complete all required formalities.
7. The caterer should adhere to the provisions of the Provident Fund Act, the Minimum Wages Act and other such acts which are applicable.
8. The caterer should ensure that the payment is made to the labourers as per Minimum wages act to the satisfaction of the licensee. The payment is to be made into the bank accounts of the employees and the statement of the accounts is to be deposited with the hall managers every month/ every week. EPF and ESI facilities must be provided to the workers and proof of doing so must be submitted to the hostel on a regular basis.
9. **The Caterer shall not employ child labour. Upon violation of this requirement, legal action would be taken.**
10. Engagement of required staff, providing uniforms etc. shall be by the caterer with approval of the mess council of the concerned hostel. The workers should always use hand gloves and caps while working (hair found in food is not acceptable). Caterer should provide a minimum of two pairs of uniform to the workers and ensure that workers report for duty in clean uniforms.
11. It is mandatory to have 1 helper per 25 residents and 1 cook per 100 residents. This workforce should be divided into two teams, so as to operate in two shifts of duration of eight hours each. The supervisor must be present in each shift and ensure quality control and hygiene.
12. The approximate strength of the students during summer and winter vacations is 20.
13. The timings, menu and price of extra items would be determined by the Committee and the Student Council of the respective hostel in consultation with the caterer.
14. The caterer shall, at their cost, maintain adequate stock of food grain, grocery, and adhere to the standards of the institute. The caterer shall be responsible for proper hygienic

storage of all raw materials.

15. No food cooked in the mess may be taken out of the premises without prior permission of the Mess Council of concerned hostel.

16. Vegetarian and Non Vegetarian food will be cooked and served separately.

17. Major civil and electrical works will be attended to by IIITDM Kurnool. Minor maintenance jobs such as replacement of light bulbs, tube lights etc. are the responsibility of the catering contractor.

18. The dining hall furniture and serving utensils including plates, glasses, cups spoons, forks etc. will be provided by IIITDM Kurnool. The caterer has to arrange all cooking needs and required serving utensils. Upkeep of all items provided by the IIITDM Kurnool will be the sole responsibility of the caterer.

19. Procurement of good quality provisions and other consumables is the responsibility of the caterer.

20. Security of licensed premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the catering contractor.

21. The caterer shall attend a monthly meeting of the mess committee, failing which a penalty will be imposed. This meeting shall be attended by the caterer himself or a senior representative, who is authorized to take policy decisions.

22. A maximum of 5 workers will be allowed night stay for preparation of breakfast.

23. The caterer should preferably have experience of catering in an establishment of a minimum of 150 customers.

24. In case, the workers employed by the successful agency / firm / company commits any act of omission / commission that amounts to misconduct / indiscipline /incompetence, the agency/firm/company shall be liable to take appropriate disciplinary action against such workers, including their removal from site of work, if required by the IIITDM Kurnool.

25. It shall be the responsibility of the service providing Company / Firm / Agency to transport provision and other materials at their own cost.

26. The successful agency / firm / company shall depute a coordinator/supervisor who shall be responsible for immediate interaction with IIITDM Kurnool so that optimal services could be availed without any disruption

27. The Company / Firm / Agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to workers engaged by them. IIITDM Kurnool shall, in no way, be responsible for settlement of such issues whatsoever.

28. IIITDM Kurnool shall not be responsible for any damages, losses, theft, claims, financial or other injury to any workers deployed by Company / Firm / Agency in the course of their performing the functions/ duties, or for payment towards any compensation.

29. In case of termination of this contract on its expiry or otherwise, the mess workers engaged by the service providing Company / Firm / Agency shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in IIITDM Kurnool

30. The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or **Sub contract** its rights and liabilities under this contract to any other agency without prior written consent of IIITDM Kurnool.

31. The catering contractor has to pay electricity and water charges of Rs. 5000/per month for the first year and at such rate as may be fixed by the Institute for the subsequent years.

32. Dispute: In case of any dispute between the warden/faculty In-charge and the service provider, the matter will be referred to an arbitration committee to be approved by the Director and the decision of the committee will be binding on the contractor.

33. one month notice is required from the contractor for the termination of the contract service if such a condition arises during the contract period.

34. 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 In-charge is empowered to terminate the contract with a short notice of one week.

35. Contractor shall be solely responsible in case of incidents of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the boarders of the mess. In addition, penalty may be imposed on the contractor as decided by the hostel committee of wardens and In-charges for such incidents. Further, legal action may also be taken as per the provisions of law.

36. When circumstances warrant, contractor should cater for large number of students/staff members at very short notice. Similarly, fluctuations in strength during vacation periods or holidays shall have to be accommodated.

37. Contractor must make his own arrangements for housekeeping of the dining and kitchen area allotted and disposal of the kitchen and dining waste material.

38. The institute reserves right to reject any bid at any stage of tender evaluation without assigning any reason. Mere participation in the tender process by any tenderer will not confer any right, what so ever, on him/it.

### **Issues related to Hygiene in the Mess and the Kitchen**

- (a) Cleaning and Housekeeping of Kitchen and dining area will be the sole responsibility of the caterer. In addition, cleaning of utensils, cutlery, crockery, kitchen equipment, furniture, and mess water cooler is also the responsibility of the caterer. The highest possible standards are expected in this responsibility regard.
- (b) Hygiene in the kitchen, mess area is mandatory. These include the provision of ample Liquid soap for hand wash at basin, clean towels to clean hand, hand gloves for mess workers who handle items like salad, panipuri etc., head caps for mess workers and other measures as advised by the council.
- (c) Highest levels of hygiene must be maintained in the mess workers' toilet, with provisions for soap, towels etc.
- (d) Training of mess workers is mandatory in order to maintain the highest possible standard of hygiene.
- (e) IIITDM Kurnool team would reserve the right to check on cleanliness and upkeep of premises and quality of provisions and quality of the food.
- (f) Mess contractor or his representative/manager is required to remain present in the mess when food is being served in the mess.
- (g) The institute administration reserves the right to depute persons to act as supervisors to check the overall maintenance of the premises and proper use of the materials.
- (h) Smoking/drinking liquor etc. is strictly prohibited in the Institute premises.

## B. Special Conditions of the Contract

### 1. Timings for the mess:

	<b>Weekdays</b>	<b>Weekends and Institute holidays</b>
<b>Breakfast</b>	7:00 AM to 8:45 AM	7:30 AM to 09:30 AM
<b>Lunch</b>	12:15 noon to 2:15 PM	12:00 noon to 2:00 PM
<b>Tiffin</b>	4:30 PM to 6: 15 PM	4:30 PM to 6:15 PM
<b>Dinner</b>	7:30 PM to 09:30 PM	7:30 PM to 09:30 PM

2. Unlimited salad will be provided during lunch and dinner. It will comprise of lemon, green chilies (both raw and fried) and any three of the following in every meal: Tomatoes, cucumbers, onions, beetroots, carrots and radish except when Groundnut, Corn, Sprouts, Minced or Cabbage Salad is being served (to be served 7 times a week).

3. Mouth freshener (Fennel seeds and sugar) and Pickle to be provided with every meal.

4. Paneer is to be served twice a week as decided in the menu.

5. (a) Rasna, KhusSherbat, Lemon water, Roohafza, Jalzeera, Aampanna must be served in unlimited quantity during lunch for 5 days of the week from February to July (24 weeks). Instead of drinks soups can be replaced twice a week

(b) Seasonal drinks must be served in the mess as per requirement given by the mess committee.

6. Banana is to be served in breakfast 5 days in a week. It should be replaced by some other fruit on the remaining 2 days of the week. Along with it, Bread, Butter and Jam must be served in tiffin on all 7 days.

7. Unlimited Chaas, Lassi, must be served during lunch on two days of the week.

8. Raita to be served minimum 5 times a week. Plain curd will also be served in addition to the Raita on these days. Plain rice has to be served in addition when there is biryani or pulav

9. Coconut chutney will be served with all south Indian dishes (like idli, dosa, uttappam etc.)

10. Ketchup, Butter, Jam, Curd and Chutney has to be provided along with all dishes which need them and as decided in the menu.

11. Jain Food and Boiled Food should be served as per requirement, which is to be decided by the mess council.

12. **Menu as decided by the mess council will be strictly followed.**

13. The use of monosodium glutamate (ajinomoto) is strictly prohibited.



14. (a) Extra items e.g. non veg. items over and above the decided by mess menu can be sold at prices decided in by the Mess Council in consultation with the caterer.

(b) Twice a month, chicken biryani (unlimited rice and a reasonable amount of meat per person, 2 standard pieces or equivalent amount) along with raita should be served instead of the regular vegetarian meal, if the council requests, to the nonvegetarian members at a decided cost. For these meals only, nonvegetarians should not be charged for the vegetarian meal.

15. One glass of milk (200ml), is to be served, as per the choice of student, in breakfast, tiffin or dinner every day. Both hot and cold milk should be served at all times. Student can be charged extra for second and successive glasses of milk.

16. (a) Caterer should provide special Dinner or Lunch (extra items one sweet, Veg Biryani, one fruit, ice cream along with daily menu) on occasions like festivals for ten days in a year, as decided by the mess council, at no extra cost,. Tea parties and regional food festivals should be organized occasionally at no extra cost, as decided by the mess council.

(b). In case a special event is organized in the hostel for which food is arranged from another caterer/restaurant, the students will get a discount corresponding to food charges for that meal (Lunch/Dinner- 35 Rs). This is expected to happen not more than thrice a semester.

17. Special food on days of fasting should be served, as decided by the mess council, at no extra cost.

18. Food should be served and maintained warm at all times.

19. Extra charges for gala dinner should be decided in negotiation with mess council.

20. A sufficient number of counters, as decided by the Mess Council, should be operational.

21. Caterer should maintain a complaint and suggestion register and every complaint should be responded by taking corrective measures in consultation with hostel council.

22. Paper napkin should be provided when fried food is served.

23. Catering services for institute events held within the premises of the hostel may be undertaken only after obtaining a written permission from the mess council at least three days prior to the event.

24. Coupons for guest meals and extra items will be sold to the customer either on the basis of the requisition of a resident of the hostel or against cash payment for the same to the caterers. The price of the same shall be decided by the mess council in consultation with the Caterer.

25. Full rebate will be given to students for a minimum period of two days with prior notification to caterer of at least ONE DAY before. Student in this case would get a rebate for each day applied for rebate.

26. Hostel will get 20% on any surplus amount paid for the guest meals.
27. Pest control should be carried out through licensed agencies at least once a month.
28. In case the mess is closed on any occasion or for pest control then special dinner / lunch shall be provided, in lieu of the missed meals, at no extra cost. For every two pest control there would be one special Dinner/lunch.
29. In case special Dinner/lunch cannot be provided as per the clause number 28, full refund for the missed meals has to be given to all students.
30. Waste should be segregated prior to disposal, as directed by Mess Council / Public Health Office.
31. Basic menu is unlimited (rice, curry, roti, curd, tiffin items). Special items, vegetable fried items, chips, fruits etc, are limited.

### **C. PENALTIES FOR VIOLATION OR RULES, TERMS AND CONDITIONS**

The caterer will be fined in case of violation of the following rules

1. Non-availability of complaint register on the counter/discouraging students from registering complaints would lead to a fine of Rs. 2500/
2. Insects cooked along with food would invite a fine of at least Rs. 10,000/
3. Any complaint of soft objects like hair, rope, plastic, cloth etc in food will attract a fine of Rs 2,500/per complaint.
4. Any complaint of stones / pebbles of diameter more than 2 mm will attract a penalty on the caterer which can range between Rs 300/to Rs 3,000/depending on the size of the stone/ pebble.
5. Hard and/or sharp objects like glass pieces, nails, hard plastic etc. will attract a penalty of at least Rs 5000/per incident.
6. Three or more complaints of unclean utensils in a day would lead to a fine of Rs. 3,000/- on the caterer.
7. If mess council agrees that certain item of a meal was not cooked properly then a fine of Rs. 5000/would be imposed on the caterer.
8. Food poisoning, shall invoke a hefty fine beyond the limit of any fine mentioned above, along with cancellation of contract and possible blacklisting of the caterer.
9. If food for any meal gets over within timings of mess and waiting time are more than 15 minutes for lunch and dinner, and 10 minutes for breakfast and Tiffin, then a fine of Rs. 3,000/would be imposed on the caterer. The timing for that meal will be extended equivalent to delay time.

10. Changes in menu (including fruit/juice/milkshake) of any meal without permission of mess committee would result in a fine of Rs. 3,000/on the caterer.
11. If the quality of milk is not found up to be appropriate, or it is diluted, a fine of 8,000/- would be imposed.
12. Inappropriate personal hygiene of workers including their dress and / or misbehavior by workers etc. will lead to fine of Rs. 3,500/on caterer for every instance.
13. Failure to maintain a proper health check up of the workers will attract a fine of Rs. 4,000 /per instance.
14. For any rule stated in the agreement first violation of the rule implies fine as per the rule. Second and subsequent violations of the same rule on a different day within 30 days of previous fine will attract triple the initial amount of fine on the caterer.
15. Absence of proprietor or his representative empowered to take decision from mess council meetings (which will be held once every month) on due invitation will attract a fine of Rs. 20,000/on caterer.
16. As and when mess council proposes a fine it will inform the representative of the caterer or mess manager and fine will be imposed with consent of the wardens.
17. Using 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 council with consent with the wardens.
18. Severity of hygiene failure shall be assessed and decided by the mess council and fined appropriately.
19. 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.

The caterer may use any other FPO approved brands only if permitted by the Mess Council, in writing.

BRANDS OF CONSUMABLES PERMISSIBLE	
Mess Item	Brand
Salt	Tata, Annapurna, Nature fresh
Spices	M.D.H. Masala, Satyam, Badshah, Kepra, Everest
Chicken	Venky's Chicken, Godrej Real good, Zorabian, Suguna, Al Kabeer
Ketchup	Maggi, Kissan, Heinz
Oil (Sunflower)	Sundrop, Godrej, Saffola, Fortune, Dhara use of Hydrogenated (vanaspati) oil is prohibited )
Pickle	Mother's, Pravin, Priya, Bedekar, Nilon's
Atta	Ashirvad, Pillsbury, Annapurna
Instant Noodles	Maggi
Flavoured drinks	Rasna, Roohafza, Mapro
Papad	Lijjat
Butter	Amul, Mother dairy
Bread	Modern, Kwalitiy, Wibs
Cornflakes	Kellogg's
Jam	Kisan, Mapro, Druk, Maggi
Ghee	Amul, Mother Dairy, Britannia, Gits, Everyday
Shrikhand	Amul
Frozen yogurt	Mother dairy
Milk	Vijaya, Tirumala, Heritage, Hatsun, Arokya
Paneer	Amul
Tea	Brooke bond, Lipton, Tata, 3 Roses
Coffee	Nescafe, Bru
Ice Cream	Amul, Mother Dairy, Kwalitiy. Natural's
Soya	Nutrella
Frozen Peas	Safal (offseason), Al kabeer
Cheese	Amul, Mother Dairy, Brittannia

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

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, duties, and levies etc. and fluctuations in the rates of commodities) per student should be quoted in the tender. The institute will not pay any other charges for the catering services provided except the daily rate.

D. Day wise menu details:

	DAY1	DAY2	DAY3	DAY4	DAY5	DAY6	DAY7
<b>BREAK FAST</b>	Rava Dosa	Aloo Parata	Uthappam	Rava Idli	Pesarattu & Upma	Veg. Noodles	Poori
	Onion tomato chutney	Curd	Mint chutney	Vada (2 nos)	Groundnut Chutney	Tomato Sauce	Aloo Sabzi
	Sambar	Chana Subji, Pickle	Rava Kesari	Groundnut Chutney	Pickle	Payasam	
		Boiled Egg	Sambar	Sambar			Boiled Egg
	Bread	Bread	Bread	Bread	Bread	Bread	Bread
	Butter	Butter	Butter	Butter	Butter	Butter	Butter
	Jam	Jam	Jam	Jam	Jam	Jam	Jam
	Tea	Tea	Tea	Tea	Tea	Tea	Tea
	Milk (200 ml)	Milk (200 ml)	Milk (200 ml)	Milk (200 ml)	Milk (200 ml)	Milk (200 ml)	Milk (200 ml)
<b>LUNCH</b>	Chapati	Roti	Poori	Pudina/Coriander Leaf chapathi	Roti	Chapati	Phulka
	Dal fry	Cholar Dal	Dal Bukhara	Dal Makhani	Rajma Dal	Palak Dal	Moong Dal
	Mixed Veg Curry	Drumstick Tomato curry	Beans & Carrot	Drumstick Brinjal Curry	Aloo Tomato Curry	Carrot curry	Beetroot Curry
	Aloo Fry	Cabbage Fry	Bendi Fry	Aloo Fry	Ivy gourd Fry	Beans Fry	Banana Fry
	Rice	Rice	Rice	Rice	Rice	Rice	Rice
	Rasam	Sambar	Rasam	Sambar	Rasam	Sambar	Sambar
	Pickle	Pickle	Pickle	Pickle	Pickle	Pickle	Pickle
	Curd	Curd	Curd	Curd	Curd	Curd	Curd
	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar
	Veg salad	Veg salad	Veg salad	Veg salad	Veg salad	Veg salad	Veg salad
	Papad	Papad	Papad	Papad	Papad	Papad	Papad
<b>SNACKS</b>	Onion Pakoda	Mirchi/Banana Bajji	Alasandalu fry	Bread Pakoda	Bonda (punugulu)	Ground Nut Sundal	Samosa
	Tea	Tea	Tea	Tea	Tea	Tea	Tea
	Milk (200 ml)	Milk (200 ml)	Milk (200 ml)	Milk (200 ml)	Milk (200 ml)	Milk (200 ml)	Milk (200 ml)
<b>DINNER</b>	Hyderabad Veg Biryani & White Rice	Tamarind rice & White Rice	Tomato Rice & White Rice	Kaju Panner Pulav & White rice	Veg Fried Rice & White Rice	Pudhina Rice & White Rice	Veg Pulav & White Rice
	Kadai Panner Chicken curry	Gobi Manchurian	Mixed Veg Curry	Bendi Masala	Palak Panner	Kadai Veg	Beans & Carrot curry
	Rasam, Raita	Sambar	Rasam	Sambar	Sambar	Rasam	Sambar, Raita
	Chapati	Roti	Roti	Chapati	Roti	Chapati	Roti
	Curd	Curd	Boost(200 ml)	Curd	Curd	Curd	Boost(200 ml)
	Seasonal Fruit	Gulab Jamun (2 piece)	Cut fruits	Seasonal Fruit	Carrot Halwa One cup	Seasonal Fruit	Hot Jilebi(2 piece)

**Extras (with additional charge decided in consultation with institute) during lunch / dinner**  
: Daily one egg variety / one chicken variety / one veg curry / fruit salad / Bournvita during dinner and any other item.

Place : Signature of the Contractor with seal  
Date : Name & Address

**PROFORMA FOR THE TECHNICAL BID**

1. Name(s) of the Proprietor(s)/Partner(s): \_\_\_\_\_
2. Contact Address: \_\_\_\_\_
3. Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ email  
address: \_\_\_\_\_ Cell phone: \_\_\_\_\_
4. Major establishments in/ around Kurnool: (i) \_\_\_\_\_ (ii)  
iii) \_\_\_\_\_ (iv)

Signature of the Proprietor(s)/Partner(s) or Authorized Representative

Date: \_\_\_\_\_ Name of the Signatory: \_\_\_\_\_

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

Stamp:

**Information to be provided with the Technical Bid**

1. Details of Experience of handling large institutional/corporate cafeteria/food outlet: Current and Earlier (during last 3 years).The Bidder should have experience in providing catering services with one work values of Rs. 24 lakhs (excluding taxes) or Two works value of Rs 20 Lakhs(excluding taxes) and above for contract periods of one year after January 2017. Relevant references to this scope of work over last two year period.
2. The copies of purchase orders received from Industry / Educational / Research Institution etc.

3. Bids should have a validity of **90 days**.
4. The technical offer **should not contain any price information**.
5. The tenders not meeting the eligibility criteria will be similarly rejected. Hence the tenderers are advised to attach relevant documents in support of their eligibility
6. The firms registered and having valid NSIC / MSME Certificate are exempt from submission of EMD.

**Documents to be provided with the Technical Bid**

1. Two References establishment where caterer has provided service in the past or present
2. Photocopy of the following documents:
  - a) Bank solvency certificate
  - b) Income tax clearance certificate last three years
  - c) Catering (from FDA), food outlet & labor license
  - d) Municipal license by Public Health Officer
  - e) Registration Certificate
  - f) Details about PF/ESIC registration
  - g) Balance Sheet last 3 years
  - h) Partnership deed
  - i) GST Certificate
  - j) Shop & Establishment Registration
  - k) Municipal Certificate

Please note that bids without the information and documents mentioned above will be rejected without further consideration.

**Sd/-  
Registrar I/c**

**PROFORMA OF COMMERCIAL BID**

**Sub: Mess Catering Contract for IIITDM Kurnool**

Name of the party: \_\_\_\_\_

	150-200	200-250	>250
Catering charges per day per head inclusive of all applicable taxes	Rs.	Rs.	Rs.

Our quotation for the mess of IIITDM Kurnool is:

1) Rs. \_\_\_\_\_ (in words \_\_\_\_\_) per day per student for slab1 (150-200 students).

2) Rs. \_\_\_\_\_ (in words \_\_\_\_\_) per day per student for slab2 (200-250 students).

3) Rs. \_\_\_\_\_ (in words \_\_\_\_\_) per day per student for slab3 (>250 students).

The above quotation includes all applicable taxes as detailed below:

1. We have read and agree to 1.Terms and conditions of Mess Catering contract
2. Rules pertaining to the daily functioning of the mess
3. Penalties for violation or rules, terms and conditions

Signature of the Proprietor(s)/Partner(s) or Authorized Representative

Date: \_\_\_\_\_ Name of the signatory: \_\_\_\_\_

Place: \_\_\_\_\_ Designation: \_\_\_\_\_ Stamp:

**Sd/-  
Registrar I/c**