

## NOTICE INVITING TENDER (NIT)



Rajiv Gandhi University of Knowledge Technologies,  
AP IIIT, RK Valley, Idupulapaya, Vempalli,  
Kadapa Dist., A.P-516330  
☎:08588-283687

**Name of the Work:** Providing of Catering Services to the Students of  
RK Valley Campus of Rajiv Gandhi University of  
Knowledge Technologies.

Name and Address of the \_\_\_\_\_  
Contractor who downloaded \_\_\_\_\_  
the BID documents. \_\_\_\_\_

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**Time Schedule of various Tender related events**

**(Catering)**

<b>Bid Calling date</b>	<b>11-07-2015</b>
<b>Last date for downloading of Tender documents</b>	<b>30-07-2015 at 04:00PM</b>
<b>Pre Bid Meeting Date/ Time</b>	<b>20-07-2015 at 10:00AM</b>
<b>Bid Submission Closing Date / Time</b>	<b>31-07-2015 at 04:00PM</b>
<b>Bid Submission</b>	<b>ONLINE</b>
<b>Technical Bid Opening Date /Time</b>	<b>01-08-2015 at 12:00 noon</b>
<b>Price Bid Opening Date / Time</b>	<b>01-08-2015 at 04:00PM</b>
<b>Bid Document Fee</b>	<b>Rs. 5000/-(Five thousand rupees) by way of DD form from any Nationalized bank</b>
<b>Contact person</b>	<b>Administrative Officer, RGUKT,AP IIT, RK Valley, Idupulapaya.</b>
<b>Reference No:</b>	<b>RGUKT/APIIT/RKV/Proc/CS/T01/2015</b>

**Director  
RGUKT, RKV**

## **TENDER FORM**

**Not transferable**

**Ref.No.RGUKT/APIIT/RKV/Proc/CS/T01/2015**

**dated: 11-07-2015**

**Subject: Tender for providing of Catering Services for students of RGUKT, AP IIT RK Valley campus located at Idupulapaya, Vempalli, Kadapa Dist.**

**Last date for submission of the tender is on 31-07-2015 up to 04:00 pm**

**Dear Sir/ Madam,**

- A. RGUKT, RK Valley invites Tenders comprising technical bid and price bid from reputed registered firms and experience premises and Catering service contractors to provide Catering Service for total No. of 850 students (R15-batch) for Catering maintenance of RGUKT, AP IIT campus located at RK Valley (Kadapa district).
- B. All the interested bidders may visit [www.eprocurement.gov.in](http://www.eprocurement.gov.in) and [www.rgukt.in](http://www.rgukt.in) to view and download tender documents.  
Those who are interested to submit bids will have to register in the [www.eprocurement.gov.in](http://www.eprocurement.gov.in) and also have to obtain Digital Certificates. The details and procedure for obtaining digital certificates are mentioned in the website or contact the helpdesk of the site.
- C. The Last date for bid submission: 31-07-2015 up to 4:00 PM.

RGUKT, AP IIT, RK Valley reserves the right to award the contract to one or more than one tenderer.

For any clarification and further details on the above tender please contact Telephone No: 08588-283687 or Contact person during office hours.

Thanking you,

Yours faithfully,

Director,  
RGUKT, AP IIT, RK Valley

## STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

Item	Description
Name of Work	Providing Catering Services for the students of RGUKT, AP IIIT located at RK Valley (Kadapa District)
EMD	Rs 1,30,000/-(One lakh thirty thousand rupees) (by way of Demand Draft from any National Bank or by way of Irrevocable Bank Guarantee form any National Bank. DD/BG from other than National Banks will not be accepted)
Bid Validity Period	90 days from the date of opening of bid
EMD Validity Period	90 days from the date of opening of bid
Contract Agreement	Two Years from the date of giving work contract.
Period for furnishing performance Security Deposit	Within 7 days from date of receipt of award
Variation in quantities/number of residents	± 10%
Performance Security Deposit value	10% of Contract value
Performance Security Deposit Period	25 months from date of commencement of services
Performance Catering validity period	24 months from date of commencement of Services.
Period for the signing the order of acceptance	Within 7 days from date of receipt of notification of award
<b>Payment Terms:</b> After Commencement of work	15 days basis payment after receiving the attendance particulars and performance certified by the Director, RGUKT, APIIT, RK Valley.
<b>Penalty detection based on the performance scale 1-10</b>	<p>The vendor should ensure (a) Timelines of service, (b) Hygienic and cleaning of the surroundings, (c) Wearing of Uniform by Catering Contract Employees while on Duty, and (d) Polite Behaviour and Courtesy should be maintained by the catering contract employees towards students and university Authorities, (e) Quality of food to all dining members, (f) Quantity of food as per menu i.e., no of grams per actual consumption which is higher.</p> <p>i) The performance of the vendor in the above Catering services will be assessed every 15 days by a committee constituted for the purpose with University Staff &amp; Students for payment of bills by RGUKT RK Valley in accordance with the performance index on a 7-10 point scale.</p> <p>ii) The vendor will abide by the ratings given by the 'committee' and the schedule of payment for different ratings are as under:</p> <p>≥9 : 100%</p> <p>≥8 and &lt; 9 : 97%</p> <p>≥7and&lt;8 : 94%</p> <p>&lt;7 : 91%</p> <p>&lt;6 : After issuing three notices, the contract is liable to be Terminated.</p>

## **TENDER SCHEDULE**

### **1. PREAMBLE:**

- a. The Director, Rajiv Gandhi University of Knowledge Technologies (RGUKT), AP IIIT, RK Valley invites Tenders through online as mentioned here under from interested Firms/ Agencies should upload the Eligibility Criteria and Financial Bid documents for the services of “Providing Catering Services to students of AP IIIT, RK Valley.
- b. Tenders will be submitted as per the procedure upto 04:00 PM on 31-07-2015 and will be opened as per e-Procurement.
- c. After uploading the documents the copies of the uploaded documents, related certificates, original Demand Drafts in respect of Bid document fee and EMD (except the Price bid/offer/break-up of taxes) are to be submitted by the bidder to the Director, RGUKT, APIIT, RK VALLEY-516330 so as to reach on or before the date and time of opening of the technical bid.
  1. On 01-08-2015 at 12:00 noon, eligibility criteria (Technical Bid) will be opened.
  2. On 01-08-2015 at 04:00 PM, Price Bid of only those bidders who fulfilled eligibility criteria will be opened.

### **2. SCOPE OF WORK:**

The Tenderers should provide **Catering services** throughout contract period RGUKT, AP IIIT, RK Valley.

1. The Caterer should Maintain Timeline.
2. Hygiene and cleanliness of the surroundings should be maintained.
3. The Catering Employees should wear the Uniform while on Duty.
4. Polite behaviour and Courtesy to be maintained towards the students and the university Authorities by the Catering Employees.
5. Quality & Quantity regarding food items should be maintained as per the tender agreement.

### **3. Place of Work and Visit to Site:**

Intending tenderer shall visit the RGUKT, AP IIIT, RK Valley to acquaint with local site conditions, nature and requirement of work, present conditions of premises etc., and make assessment of the area of the rooms etc. required before quoting the tender.

### **4. Rates, Taxes and Duties:**

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.

### **5. Income Tax:**

During the course of the contract period, deduction of income tax at 14.28% + surcharge as in force at source shall be made at the prevailing rate of income tax department issued from time to time of the gross amount of each bill.

### **6. Service Tax:**

During the course of the contract period, the agency shall deposit service tax at prevailing rates as per Government of India during contract period to the concerned department regularly once in quarter proof of payment made to the department shall be produced to RGUKT, AP IIIT, RK Valley for verification.

**7. Period of Contract:**

The contract period will be for Twenty Four months (24 months) from the date of giving work order.

**8. Earnest Money Deposit /Security Deposit:**

- 8.1 The tender should accompany with Earnest Money Deposit (EMD) for Rs.1,30,000/- (One Lakh Thirty thousand rupees) by way of Bank Guarantee/ Crossed Demand Draft Obtained from any Nationalized Bank in favour of the Director, Rajiv Gandhi University of Knowledge Technologies (RGUKT),AP IIIT, RK Valley payable at Idupulapaya.
- 8.2 The EMD will be returned to unsuccessful tenderer, whereas in the case of successful tenderers, it will be retained.
- 8.3 The successful tenderer will have to deposit a Security Deposit /Bank Guarantee on any nationalized bank for 10 % of contract value of concluding agreement.
- 8.4 The Security Deposit /Bank Guarantee of successful tenderer will be retained for the period of contract inforce and will be returned after expiry of the contract period, after deducting the outstanding liabilities if any. The Security Deposit/Bank Guarantee shall not carry any interest.

**9. Eligibility Criteria: (Clause-9)**

- 9.1. Should have minimum of adequate experience in providing Catering Services and must have ISO certification.
- 9.2. Bidder should furnish the proof of having provided such services as required in the tender in the last financial years i.e., 2012-13, 2013-14 and 2014-15 to the amount of at least Rs.1.00 Crore per each financial year (*Annexure-II*).
- 9.3. Should have possessed valid registration with the Labour Department.
- 9.4. Should have possessed PAN card.
- 9.5. Should have possessed valid registration for Service Tax on the head of Catering services valid EPF, ESI, and Professional tax Registration.
- 9.6. All the bidders shall include the following information and documents with their tenders.
- 9.7. Should have enough employees to maintain the Catering Services in a decent manner and evidence should be enclosed and valid contract labour licenses should be produced.
- 9.8. Should have enough employees under its role in 2014-15. Evidence of PF returns should be enclosed and employees contribution computerized slips copies should be produced.
- 9.9. Copies of original documents defining the constitution or legal status, place of registration and principal place of business; written power of attorney of the signatory of the Bid to be submitted at the time of entering into the Bid by the Bidder.
- 9.10. Latest Income Tax Saral form>Returns filed (for 2012-13, 2013-14 and 2014-15) any false information with regards to the submission of the document will lead to forfeit of the EMD.

The bidders must upload all relevant documentary evidence to demonstrate their eligibility for considering their bid. **The tenders submitted without the above documents will be rejected.**

## 10. Catering Services:-

The contract should arrange cooking and serving of food on daily basis for about 850 students (Boys & Girls). He can draw his cooking plan as per the monthly schedule. No advance payments should be permissible. However, payment will be made normally at 15 days intervals as against claims preferred.

### Schedule-1

The Following Catering Services are required in the specifications mentioned here under for 850 students (Boys & Girls). In RGUKT, RK Valley Campus located in Kadapa District.

The details of the Dining Hall timings will be normally as follows

- |              |   |                         |
|--------------|---|-------------------------|
| 1. Breakfast | - | from 07:00AM to 08:00AM |
| 2. Lunch     | - | from 12:00PM to 01:00PM |
| 3. Snacks    | - | from 04:45PM to 05:45PM |
| 4. Dinner    | - | from 07:00PM to 08:00PM |

### Composition of Menu Schedule (Daily)

Day	Breakfast		Lunch		Snacks		Dinner			
	Common for all days	One of the following on each day (but should not be repeated)	Common for all days	One of the following on each day (but should not be repeated)	Common for all days	One of the following on each day (but should not be repeated)	Common for all days	One of the following on each day (but should not be repeated)		
Monday	Coffee, Tea, Milk	1.Idly, Palli Chutney, Sambar,	Rice,  Rasam (Tamota, Garlic, Green chilly, Miriyalu),  Pickle (Lemon, Mango, Usiri, Tomato ),  Boiled egg & Curd	1.Cauliflower/ Mulakkaya Tomato curry, Thotakura pappu.	Coffee, Tea, Milk	One of the following on each day (but should not be repeated)	Common for all days	One of the following on each day (but should not be repeated)		
Tuesday		2.Pulihora		2.Dondakaya dum Palakura pappu, Fry.					1.Biscuits (4 pieces per Head)	1.Alu dum fry
Wednesday		3.Vada,Putnalu Coconut chutney, Allam chutney		3.Vankaya curry, Tomato pappu.					2.Batani Guggulu	2.Bendakaya curry
Thursday		4.Upma(Rava)/ Tomato bath, Palli putnala Chutney		4.Cabbageattani, Dosakaya Pappu.					3.Fried Atukulu	3.Alu -65
Friday		5.Dosa(Uthappam), Palli putnalu chutney		5.Egg portu & Sengapappu kobbbari, Tomato pappu.					4.Fried Alasendalu	4.Gutti vankaya curry
		6.Chapathi , Alu kurma		6.Muddapappu, Pulusu curry.					5.Fried Pesaru	5.Beans carrot curry
Saturday		7.Punugulu with chutney		7.Beatroot fry., Gongur Pappu, Beeraka curry.					6. One Samosa with Tomato Sauce	6.Goruchikkudu fry (Motikaya curry)
Sunday		8.Fried / Coconut Rice		Biryani Rice, Chicken Curry, Alu Kurma , White Rice Raitha , Majjiga(Butter Milk), Sweet & Banana					7. Two Bajji (Aalu/Mirchi/ Banana) with Tomato Sauce	7. Alasandalun curry
	9. Pongal with Sambar		8.White Senagalu curry							
				10. Puri with Aalu curry						



**Note:** The Menu should be followed strictly without fail. Menu changes will not be permitted without the permission of the management.

- 10.1. The service of the food is normally done in the dining hall
- 10.2. Sufficient safe Drinking water using jugs and thimbles should be provided in the dining hall during Breakfast, Lunch and Dinner
- 10.3. The service of all food items should be supplied as per the requirement of the students.
- 10.4. The Contractor should get his own material and Equipment.
- 10.5. The Contractor has to get his own complete chaffing dish set, table clothes, frills, cloth napkins and etc.
- 10.6. Care should be taken to avoid all kinds of insects and other living creature such as cockroaches, frogs, rats and etc., entering into the mess, kitchen and consequences of the food items.
- 10.7. Soaps and detergents should be made available at wash places for use by students and staff.
- 10.8. Emergency lights/ solar lights should be installed at all dining halls, kitchen and other important places during power failure.
- 10.9. All places within dining halls, kitchen, stores, etc. should be kept clean and hygienic.
- 10.10. Surroundings of the mess that is outside the mess & kitchen building, should be maintained hygienic and clean, greenery where ever is suitable near the surroundings this should be made and maintained.
- 10.11. Biometrics and CC TV-web cams at the entrances and at other suitable places should be installed and maintained not only for attendance but also to track of the unwanted incidents etc if happened.
- 10.12. Suppliers and workers in kitchen should mandatorily use uniforms designed for them.
- 10.13. Cooked items must be maintained always in hot condition by use of 'Hot water baths'(Bain Marie).

## **NOTE**

A complete set of bidding documents may be downloaded by interested bidders from [www.eprocurement.gov.in](http://www.eprocurement.gov.in) or [www.rgukt.in](http://www.rgukt.in) and after uploading the documents the copies of the uploaded statement, certificates, documents, original Demand Drafts in respect of Bid document fee which is non-refundable and DD/BG towards EMD (except the Price bid/offer/break-up of taxes) are to be submitted by the bidder to the Director, RGUKT, APIIIT, RK VALLEY-516330 so as to reach on or before the date and time of opening of the technical bid. Payment of bid document price & EMD should be drawn in favour of “ The Director, Rajiv Gandhi University of Knowledge Technologies, RK Valley” issued by any Nationalized bank and payable at Idupulapaya, SBH Idupulapaya Branch, Vempalli, Kadapa Dist-516330.

## **11. Instructions to the Bidders:**

- 11.1. Tenders with over writings, alterations etc., will not be admitted unless they are attested by the bidder. Where there is a discrepancy between the rupees in figures and words, the words will prevail.
- 11.2. BID should be strictly in conformity with the Terms and Conditions mentioned in the tender schedule.
- 11.3. 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 bidder's own risk and may result in the rejection of the tender.
- 11.4. All assertions made in connection with the tender is to be supported / substantiated by relevant documents. The Director, RGUKT, AP IIT, RK Valley reserves the right to verify the credentials of the bidder as per the eligibility criteria.
- 11.5. The Director, RGUKT, AP IIT, RK Valley will notify the bidder whose tender has been accepted.
- 11.6. The successful bidder shall execute an agreement with RGUKT on Non-judicial stamp paper worth Rs. 100/-(Hundred rupees) agreeing to all the conditions of the contract within one week up on intimation of acceptance of tender. Failure on enter into an agreement with in the stipulated time will result in for forfeiture of the EMD.
- 11.7. The Director, RGUKT, IIT, RK Valley deserves the right to issue instructions/ Modifications at any point of time before award of contract.
- 11.8. Contracts are entertained with equipment and manpower for 850 students i.e. Boys & Girls.

## **12. Instructions for submission:**

### **1. Procedure for Bid Submission:**

The bidder shall submit his response through Bid submission to the tender on e-Procurement platform at [www.eprocurement.gov.in](http://www.eprocurement.gov.in) by following the procedure given below:

The bidder would be required to register on the e-Procurement market place [www.eprocurement.gov.in](http://www.eprocurement.gov.in) or <https://tender.eprocurement.gov.in> and submit their bids online. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-Procurement platform. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats displayed in e-Procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids and other certificates/documents with clear readability, in the e-Procurement web site. The bidder shall sign on the statements, documents, certificates, uploaded by the agency, owning responsibility for their correctness/authenticity.

a) **Registration with e-Procurement platform:** For registration and online bid submission bidders may contact HELP DESK on <https://tender.eprocurement.gov.in> or [www.eprocurement.gov.in](http://www.eprocurement.gov.in).

b) **Digital Certificate authentication:** The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-Procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-Procurement platform.

For obtaining Digital Signature Certificate, you may please contact:

Andhra Pradesh Technology Services Limited

BRKR Bhavan, B-Block

Tankbund Road , Hyderabad-500022

Phone: +91-40-23220305

Fax: +91-40-23228057

(OR)

You may please contact Registration Authorities of any Certifying Authorities in India. The list of CAs are available by clicking the link <https://tender.eprocurement.gov.in/DigitalCertificate/signature.html>

c) **Hard copies:**

- i) Vide ref. G.O.Ms.No.174, I&CAD dept dated:1-9-2008, submission of original hard copies of the uploaded scanned copies of DD/BG towards EMD by participating bidders to the tender inviting authority on or before the opening of the price bid is dispensed forthwith.
- ii) All the bidders shall invariably upload the scanned copies of DD/BG in e-Procurement system and this will be the primary requirement to consider the bid responsive.
- iii)The Tender Inviting Authority shall carry out the technical evaluation solely based on the uploaded certificates/documents, DD/BG towards EMD in the e-Procurement system and open the price bids of the responsive bidders.
- iv)The Tender Inviting Authority will notify the successful bidder for submission of original hardcopies of all the uploaded documents and DD/BG towards EMD prior to entering into agreement.
- v)The successful bidder shall invariably furnish the original DD/BG towards EMD, Certificates/Documents of the uploaded scanned copies to the Tender Inviting Authority before entering into agreement, either personally or through courier or post and the receipt of the same within the stipulated date shall be the responsibility of the successful bidder. The Tender Inviting Authority will not take any responsibility for any delay in receipt/non-receipt of original DD/BG towards EMD, Certificates/Documents from the successful bidder before the stipulated time.

On receipt of documents, the Tender inviting authority shall ensure the genuineness of the DD/BG towards EMD and all other certificates/documents uploaded by the bidder in e-Procurement system in support of the qualification criteria before concluding the agreement.

**d) Deactivation of Bidders:**

(Ref: The GO. Ms. No. 174 -I&CAD dated: 1-9-2008):

If any successful bidder fails to submit the original hard copies of uploaded certificates/documents, DD/BG towards EMD within stipulated time or if any variation is noticed between the uploaded documents and the hardcopies submitted by the bidder, the successful bidder will be suspended from participating in the tenders on e-Procurement platform for a period of 3 years. The e-Procurement system would deactivate the user ID of such defaulting bidder based on the trigger/recommendation by the Tender Inviting Authority in the system. Besides this, the department shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the tender process for execution of the development schemes taken up by the government. Other conditions as per tender document are applicable. The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority a proof of Hardcopies submission to avoid any discrepancy.

**e) Payment of Transaction Fee:**

It is mandatory for all the participant bidders from 1st January 2006 to electronically pay a prescribed nonrefundable Transaction fee to M/s.APTS, the service provider through "Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking of ICICI Bank, HDFC, Axis Bank to facilitate the transaction.

This is in compliance as per G.O.Ms. 13 dated 07.05.2006.

**f) Corpus Fund:**

As per GO MS No.4, user departments shall collect 0.04% of ECV (estimated contract value) with a cap of Rs.10,000/- (Rupees ten thousand only) for all works with ECV upto Rs.50.00 Crores, and Rs.25,000/- (Rupees twenty five thousand only) for works with ECV above Rs.50.00 Crores, from successful bidders on e-Procurement platform before entering into agreement/issue of purchase orders, towards e-Procurement fund in favour of Managing Director, APTS. There shall not be any charge towards e-Procurement fund in case of works, goods and services with ECV less than and upto Rs.10.00 Lakhs

**g) Tender Document:**

The bidder is requested to download the tender document and read all the terms and conditions mentioned in the tender Document and seek clarification if any from the Tender Inviting Authority. Any offline bid submission clause in the tender document could be neglected.

The bidder has to keep track of any changes by viewing the Addendum/Corrigenda issued by the Tender Inviting Authority from time-to-time in the e-Procurement platform. The Tender Inviting Authority calling for tenders shall not be responsible for any claims/issues arising out of this.

#### **h) Bid Submission Acknowledgement:**

The bidder shall complete all the processes and steps required for Bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the bidder. Users may also note that the bids for which an acknowledgement is not generated by the e-procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for processing the bids. The DIRECTOR, RGUKT, APIIIT, RK Valley is not responsible for incomplete bid submission by users.

2. The bidders may contact the ADMINISTRATIVE OFFICER, RGUKT, APIIIT, RK Valley for any further information/clarifications on e-procurement.
3. The bidders need to register on the electronic procurement market place of Government of Andhra Pradesh i.e., [www.eprocurement.gov.in](http://www.eprocurement.gov.in). On registration in the e-procurement market place they will be provided with a user ID and password by the system using which they can submit their bids on line.
4. While registering on the e-procurement market place, bidders need to scan and upload the required documents as per the tender requirements on to their profile. The e-procurement market place provides an online self service registration facility to such of the Contractors who are already registered with respective participating departments for supply of specified goods and services.
5. All the bidders shall invariably upload the scanned copies of DD/BG in e-Procurement system and this will be the primary requirement to consider the bid as responsive. The Department shall carry out the Technical bid evaluation solely based on the uploaded certificates/documents, DD/BG towards EMD in the e-procurement system and open the price bids of the eligible and responsive bidders. The Tender Inviting Authority will notify the successful bidder for submission of original hard copies of all uploaded documents and DD/BG towards EMD prior to entering into agreement.
6. The bidders shall furnish a declaration in online stating that the soft copies uploaded by them are genuine. Any incorrectness/deviation noticed will be viewed seriously and apart from cancelling the work duly forfeiting the EMD, criminal action will be initiated including suspension of business.
7. After uploading the documents the copies of the uploaded statement, certificates, documents, original Demand Drafts in respect of Bid document fee and EMD (*except the Price bid/offer/break-up of taxes*) are to be submitted by the bidder to the DIRECTOR, RGUKT, APIIIT, RK VALLEY, Kadapa-516330 so as to reach on or before the date and time of opening of the technical bid.
8. Failure to furnish any of the uploaded documents, certificates, before the date and time of opening of technical bid will entail in rejection of the bid.

**13. EVALUATION PROCEDURE:**

13.1. The submitted documents related to Eligibility criteria will be opened by the DIRECTOR, RGUKT, RK Valley or his authorized representative on 01-08-2015 at 12:00 noon. The tenders will be evaluated so as to ascertain the capability of the bidders to provide the Catering services for the period mentioned above and also assess whether the bidder satisfies the eligibility criteria as detailed in Clause 9 above.

The following aspects will be considered for evaluation.

- a. Background and track record of the bidder.
  - b. Total turnover of last three years in providing Catering services for the year ending 31<sup>st</sup> March 2015.
  - c. Experience of the bidder in providing such services
  - d. The capacity of the bidder to mobilize required manpower and cooking machinery.
  - e. Documents related to registration certificate of Income Tax, Service tax, Valid License issued by Labour Department Registration with Regional Provident Fund Commissioner and Registration with ESI.
- 13.2. Price Bid of only those bidders, who have fulfilled the eligibility criteria specified in Clause '9' above, will be opened and the Price Bid of the bidder who do not fulfill the eligibility criteria will not be opened and their Tender Stands rejected.
- 13.3. 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, AP IIIT, RK Valley. No further correspondence will be entertained regarding the disqualification.
- 13.4. The DIRECTOR, RGUKT, AP IIIT, RK Valley reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever. The DIRECTOR, RGUKT, AP IIIT, RK Valley also reserves the right to cancel the selection process for award of the contract at any time. The decision of the DIRECTOR, RGUKT, AP IIIT, RK Valley is final and binding.

**14. DUE DATES:**

The important due dates are mentioned below:

Issue of tender Schedule	From 11-07-2015 to 30-07-2015
Last date of submission of Tenders	Up to 31-07-2015 04:00 PM on
Technical Bid Opening Date /Time	01-08-2015 at 12:00 noon
Price Bid Opening for Qualified Bidders (Date / Time)	01-08-2015 at 04:00PM

If the date mentioned above happens to be holiday, the process will be correspondingly postponed to next working day at the same time.

**15. VALIDITY OF THE TENDER:**

The Tender shall remain valid for a period of 24 months from the date of opening of commercial bid.

**16. RATES:**

All the rates shall be fixed as per the tender agreement and as per the amendments made from time to time if any and including all charges of material, machinery and man power used for catering services and other purpose, duties service tax, Work Contract Tax(WCT) or any other taxes or local charges, if applicable. No extra claim on this account will in any case be entertained.

## **17. RESPONSIBILITES OF THE TENDERER/ SERVICE PROVIDER**

- 17.1. The Catering personnel engaged by the Tenderer/ Service Provider at the Employer's premises shall be the employees of the Tenderer/ Service Provider for all legal purposes and consequences and not of the Employer.
- 17.2. The Tenderer / Service Provider shall be solely responsible for all acts of commission and omission on the part of their Catering personnel posted at the Employer's premises.
- 17.3. The Tenderer/ Service Provider shall arrange to change the Catering personnel at such intervals and in such a manner as may be directed by the employer from time to time.
- 17.4. The Tenderer/ Service Provider shall provide at their cost proper uniforms, and other items as are necessary for smart turnout of the Catering personnel.
- 17.5. The Tenderer/ Service Provider shall arrange to conduct surprise checks to supervise the performance and the turnout of the Catering personnel posted at the Employer's premises atleast twice (more visits if required) during a month by a Senior Executive of the Tenderer/ Service Provider and hold discussions on all matters relating to Catering with the authorized representatives of the Employer.
- 17.6. The employer shall be at liberty to oversee and inspect the operations of the tenderer/ service provider as deemed by the employer, but such inspection shall not absolve the responsibilities and obligations of the tenderer/ service provider enumerated under his/ her presence.
- 17.7. The tenderer/service provider ensure that no Catering personnel shall be deployed at the premises of the Employer who are undesirable.
- 17.8. Antecedents of the personnel to be provided shall be thoroughly checked by the tenderer/service provider to the satisfaction of the employer.
- 17.9. The tenderer/service provider shall be solely responsible for all expenses, employment benefits, safety norms and statutory liabilities and obligations as per government norms in respect of the personnel employed by them hereinafter referred to as "the employees". The employer shall not be liable in any manner whatsoever with regard to these personnel.
- 17.10. The tenderer/service provider shall not supply of provide any services of the staff/employees provided by the tenderer/service provider to the employer at the Estate of any other company/client, who are not connected with the Employer.
- 17.11. The tenderer/service provider shall not sublet of sub contract any of the job to other parties under any circumstances.
- 17.12. Acknowledgement should be given by the tenderer/service provider for having received from the employer and maintain them in good working condition and handing over them to employer in good working condition at the time of expiry/termination of the contract shall be responsibility of the tenderer/service provider.
- 17.13. The Tenderer/Service provider shall be solely responsible for any accidents/injuries/death to their personnel to second or third parties arising out of or in the course of employment of such personnel with them. The tenderer/service provider shall adhere to all the formalities/regulations/obligations, such as reporting to appropriate authorities, compensation to the death, treatment of the injured and meeting the expenses incidental thereto, payment of compensation, etc.



- 17.14. The Tenderer/ Service provider shall be solely responsible for the payment of wages, allowances and other benefits to their Catering personnel posted at the Employer's premises. The Employer shall in no way be responsible for the welfare of the tenderer/ service provider's Catering personnel and the tenderer/service Provider shall be solely responsible for the welfare of their personnel posted at the Employer's premises under the various Acts, Ordinance, Rules and Regulations, whether Central or State.
- 17.15. The Tenderer/Service Provider shall alone be responsible for the conduct, discipline and polite behaviour to be maintained at the work place. In case of any misconduct, which may or may not involve financial loss or burden to the employer, the Tenderer/ Service provider alone shall take the responsibility.
- 17.16. The Tenderer/Service Provider shall have no authority to make statements, representation or commitments of any kind or take any action binding on the employer. It is expressly agreed that it is not the purpose or intention of this agreement to create, nor shall the same be construed as creating any partnership or joint operation between the employer and Tenderer / Service Provider.
- 17.17. The Tenderer/service Provider shall exercise all responsibilities care and diligence to prevent any actions or conditions, which could result in a conflict with the best interest of the Employer.

**18. STATUTORY LIABILITIES OF THE TENDERER/ SERVICE PROVIDER:**

- 18.1. All statutory obligations as per the Labour Laws(e.g. Minimum wages Act), Contract Labour (Regulation of Abolition) Act , ESI, PF, Bonus etc., as amended from time to time will be met by the Tenderer/ service Provider. The Tenderer/ Service Provider will have to submit necessary proof and certificate for the compliance of all statutory obligation/ labour laws or any other applicable Indian Law, which is entirely his duty, failing which necessary deductions would be made by the Employer from all running bills and payments of the Tenderer/ Service Provider. The Tenderer/ Service Provider will have to be necessarily registered with the ESI and PF Authorities and other necessary authorities as required under the Applicable Office/ Shops & Establishment Act.
- 18.2. The Tenderer/Service Provider shall obtain at their cost all permits, licence as may be required under various laws/ regulations for carrying out their obligations.
- 18.3. In case of material loss etc., the Tenderer/ Service Provider will keep the Employer indemnified against all such risks.
- 18.4. The tenderer / Services provider shall maintain proper records, registers etc., as applicable and required under various enactments including, but not limited to, Contract labour(Regulation &Abolition) Act, and Miscellaneous Provisions Act 1952 and the schemes framed there under, ESI act 1948 and Rules, the payment of bonus act 1965 and rules and all other applicable acts and Regulations and further shall comply with all statutory provisions thereof in obtaining registrations licenses, filing returns, submitting information etc.,
- 18.5. The Tender/ Service Provider shall submit copies of remittance Challan along with details in respect of payment/ contributions paid ESI, PF etc., on month to month basis to the employer.
- 18.6. The Tender /Service Provider shall, at all times, make available to the Employer authorized official records/ registers required to be maintained under various laws in force and necessary certificates and licenses for reference/ inspection and shall provide copy (so of any returns, statements etc., to the employer as may be required from time to time.

- 18.7. The Tenderer/ Service Provider shall maintain all records at site regarding duty schedules, leave, salary disbursement etc., pertaining to the personnel deployed by them in the said premises.
- 18.8. Notice of Non-compliance: The Employer shall promptly notify the Tenderer/ Service Provider upon discovering any instance where the Tenderer/ Service Provider has failed to comply with the provisions as given in above paragraphs. On receipt of such notice, the Tenderer/ Service Provider has to attend within 3 days, failing which Clause (24) will be evoked.
- 18.9. The staff for kitchen and stores, dining halls & washing/cleaning places shall consist of the following and they should be available round the Clock:  
The materials and manpower required for 850 students (Boys & Girls) contracts are entertained in this regard.

Catering Manager	...	1
Dining Hall Supervisor	...	As per Requirement
Cook	...	1 Head
Assistant Cook	...	As per Requirement
Helper	...	-do-
Washers (Dish)	...	-do-
Store Keeper	...	-do-
Store Assistant	...	-do-
Waiters	...	-do-

- Note:** The Head Cook and Assistant Cook should be proficient in South Indian Cuisine.  
Appointed Head Cook will have to undergo a trade test to be arranged by the DIRECTOR, RGUKT, APIIT, RK Valley or authorized officer of the University.
- 18.10. The workers employed by the contractor should possess decent manners and be in proper uniform while on duty. The contractor will bear the cost of uniforms and also the washing charges. The workers should invariably wear the identity cards issued by the Institute
- 18.11. The contractor shall ensure that the raw materials ie. Perishables, dry goods, etc. purchased are of best quality / reputed brands and also are best within the expiry date.
- 18.12. The contractor shall store sufficient stocks of the raw materials, perishable items etc. for at least two days requirements and non - perishable items for at least one week in the premises of the hostel. Rice should be Sona masuri for white rice preparation and basmati rice for preparation of Biryani / Pulao / Fried rice. Cooking oil should be of double refined sunflower of reputed brand company, and substandard item should not be used
- 18.13. The University shall provide the contractor with the following facilities for the purpose of providing the catering services. Electricity & Water on payment basis and dining hall furniture
- 18.14. The required equipments like Kitchen equipments, cooking gas range, refrigerator, deep freezer, wet grinders, cooking utensils and etc., have to be arranged by the contractor on his own risk.
- 18.15. The Contractor should keep the usage of the water and electricity to a reasonable level. The Academy reserves the right / option to levy penalty on the contractor in case if it is found that the water and electricity is misused.
- 18.16. The contractor shall be solely and wholly responsible for the procurement of all articles of raw materials, food products, etc. at his own expense.

- 18.17. It shall be the entire responsibility of the contractor to store the material purchased by him in a neat, tidy and hygienic manner in the space provided by the institute at his own risk.
- 18.18. The dustbins kept at the area behind the kitchen should be cleared on day to day basis and the area should be kept clean and dry in hygienic manner. The contractor shall make his own arrangements to ensure that the leftover food and garbage is taken out of the institute and dumped at a distant place.
- 18.19. No advance payment is permissible. However, payment will normally be made to the contractor at 15 days intervals, as against claims preferred.
- 18.20. The rates may please be offered in the enclosed annexure after going through the complete schedule.
- 18.21. The quoted rates shall be valid for a period of two years from the date of acceptance of the tender.
- 18.22. The tender shall be valid, for acceptance, for 90 days from the last date of receipt of tenders.
- 18.23. The DIRECTOR, RGUKT, AP IIIT, RK Valley reserves the right to accept or reject any of the offers either in part or in full without assigning any reason thereof.
- 18.24. The decision of the DIRECTOR, RGUKT, AP IIIT, RK Valley on any dispute in the matter will be final.

**19. INDEMNIFICATION BY TENDERER/ SERVICE PROVIDER**

In case of any theft loss, Pilferage or damage to property if caused due to the negligence or carelessness attributable to the services provided by the contractor, the RGUKT, AP IIIT, RK VALLEY shall deduct such loss initially from the Security Deposit, at source pending investigation and the report thereof. Such loss or damage specified by DIRECTOR, RGUKT, AP IIIT, RK VALLEY shall be conclusive and binding as regards quantum. In addition the DIRECTOR, RGUKT, AP IIIT, RK VALLEY reserves the right to IMPOSE PENALTY at its DISCRETION.

**20. EMPLOYEES**

The charges to be quoted shall include payment of wages to the Personnel employed by Tenderer including ESI, EPF, Bonus, and Expenditure on all other incidentals. In other words, the charges quoted shall include everything provided as per the rules by Central / State / Appropriate Government and no additional payment on whatsoever account shall be entertained. Thus the Tenderer should take care of all liabilities, commitments arising out of the salaries / statutory benefits to the personnel etc. The Tenderer should observe statutory rules as applicable regarding wages, weekly-off etc., and he shall directly be responsible to the Labour Commissioner and other concerned authorities with regard to labour problems between the Tenderer and the persons employed by the Tenderer.

20.1. The food items will be got checked periodically by the Government Authorities i.e. Food Inspector etc.

20.2. The caterer will be liable for action under various Government Rules / Orders and Statutes / Acts for supply of adulterated / substandard food items.

**21. PAYMENT TERMS**

21.1. Payment will be made on 15 days basis. Payment shall be made on the basis of performance of services. The Employer has authority to alter/ reduce the bill as per the performance of the Tenderer/ Service Provider.

- 21.2. The tenderer / service Provider shall raise an invoice in an acceptable proforma and in accordance with the rates quoted in Price bid.
- 21.3. The invoice shall be raised every 15 days for the services provided during the last 15 days. Payment will be made by account payee cheque.
- 21.4. Income tax will be deducted by the RGUKT from all payment made to the tenderer/ Services Provider. This will be as per the rules and regulations in force and in accordance with the Income tax Act prevailing from time to time.
- 21.5. At the time of signing of the agreement, the Tenderer /Service Provider shall submit to the DIRECTOR, RGUKT, RK VALLEY, a photocopy of his PAN identity for record.
- 21.6. Service Tax, EPF, ESI, other statutory duties / levies, as applicable shall be paid by the tenderer/ Service Provider to the concerned departments and proof of such payments shall be made available along with the bill of the next month of the Employer. Failure on Submission of proof of payments, employer with holds the payment till its production.

**21.7. Penalty Conditions**

The vendor should ensure (a) Timelines of Services, (b) Hygiene and cleaning of the surroundings, (c) Wearing of Uniform by Catering personnel Employees while on Duty, (d) Polite Behavior and Courtesy of Catering personnel towards the students and the University Authorities, (e) Quality of food to all dining members, and (f) Quantity of food as per menu i.e., no of grams per actual consumption which is higher.

The performance of the vendor in the above Catering Service will be assessed every 15 days by a committee constituted for the purpose with the students and university staff, and payment of bills by RGUKT will be in accordance with the performance index on a 0-10 points scale. The vendor will abide by the ratings given by the ‘Committee’ and the schedule of payment for different ratings are as under:

≥9	: 100%
≥8 and < 9	: 97%
≥7and<8	: 94%
<7	: 91%
<6	: After issuing three notices, the contract is liable to be terminated.

**22. PAYMENTS TO BE MADE TO THE WORKERS/ SUPERVISORS BY THE TENDERER/ SERVICE PROVIDER**

The tenderer/ service Provider shall make payments of wages to Workers/ Supervisors employed by him before 5<sup>th</sup> of succeeding month without waiting for the payment from the Employer. The service provider should submit the invoices along with the performance index.

**23. FORCE MAJEURE**

23.1.No liability shall be attached to the Tenderer / service Provider for non-operation or execution of his obligation under this contract as a result of Force Majeure or any other factor beyond the control of the Tenderer / Service Provider.

23.2.No liability shall be attached to the Tenderer/ Service provider for any damage due to natural calamities such as earthquake, war, civil commotion and willful damage.

**24. TERMINATION( Clause -24)**

24.1.The contract can be terminated

- i. By either without cause, after giving to the other party at least two calendar months written thereof

- ii. By the Employer, if the Tenderer/Service Provider fails to fulfill their tasks to the satisfaction of the Employer. Such failures constitute a breach of the Tenderer/ Service Provider's obligations under contract, which are not remedied within 30 days from the date of giving of written notice requiring such breach to be remedied.

## **25. DISPUTES**

All disputes and differences of any kind whatsoever arising out or in connection with contract, whether during or after completion of contract will be settled amicably in a spirit of co-operation and the Employer's decision shall be final on all such matters and shall be binding on the Tenderer/ Service Provider.

## **26. DISCLAIMER**

- 26.1. Even though adequate care has been taken in the preparation of this Tender Schedule, the Bidder should satisfy himself that the Schedule is complete in all respects.
- 26.2. The Tenderer / Service Provider nor their 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, IIT, RK Valley to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tenders Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender Schedule and obtain independence advice from appropriate sources.
- 26.3. The DIRECTOR, RGUKT, AP IIT, RK Valley 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.
- 26.4. The DIRECTOR, RGUKT, AP IIT, RK Valley reserves the right to change any or all of the provisions of this Request for Proposal. Such changes would be intimated to all parties procuring this Request for Proposal.

## **27. REJECTION OF TENDERS**

- 27.1. The DIRECTOR, RGUKT, AP IIT, RK Valley 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 to the affected bidder or any obligations to inform the affected bidder of the grounds of acceptance or rejection.
- 27.2. No bidder is entitled to withdraw his offer after submission. In case such withdrawal, EMD deposited along with the tender schedule will stand forfeited.
- 27.3. For breach of any of the conditions prescribed in the tender as specified by the organization from time to time, the security Deposit is liable to be forfeited. Decision of the Director, RGUKT, AP IIT, RK Valley in this regard is final and binding on the contractor.

## FINANCIAL BID

The Bidders have to strictly follow the format available without any change in particular: In case any changes made in particulars or formats then the same will not be considered for evaluation.

### Composition of Menu Schedule (Daily):-

Day	Breakfast		Lunch		Snacks		Dinner	
	Common for all days	One of the following on each day (but should not be repeated)	Common for all days	One of the following on each day (but should not be repeated)	Common for all days	One of the following on each day (but should not be repeated)	Common for all days	One of the following on each day (but should not be repeated)
Monday	<b>Coffee, Tea, Milk</b>	1.Idly, Palli Chutney, Sambar,	<b>Rice,</b>  <b>Rasam</b> (Tamota, Garlic, Green chilly, Miriyalu),  <b>Pickle</b> (Lemon, Mango, Usiri, Tomato ),  <b>Boiled egg &amp; Curd</b>	1.Cauliflower/ Mulakkaya Tomato curry, Thotakura pappu.	<b>Coffee, Tea, Milk</b>	<b>One of the following on each day (but should not be repeated)</b>  1.Biscuits (4 pieces per Head)  2.Batani Guggulu  3.Fried Atukulu  4.Fried Alasendalu  5.Fried Pesaru  6. One Samosa with Tomato Sauce  7. Two Bajji (Aalu/Mirchi/ Banana) with Tomato Sauce	<b>Common for all days</b>	<b>One of the following on each day (but should not be repeated)</b>  1.Alu dum fry  2.Bendakaya curry  3.Alu -65  4.Gutti vankaya curry  5.Beans carrot curry  6.Goruchikkudu fry (Motikaya curry)  7. Alasandalun curry  8.White Senagalu curry
Tuesday		2.Pulihora		2.Dondakaya dum Palakura pappu, Fry.				
Wednesday		3.Vada,Putnal Coconut chutney, Allam chutney		3. Carrot curry, Tomato pappu.				
Thursday		4.Upma(Rava)/ Tomato bath, Palli putnala Chutney		4.Cabbageattani, Dosakaya Pappu.				
Friday		5.Dosa(Uthappam), Palli putnal chutney		5.Egg portu & Sengapappu kobbari, Tomato pappu.				
		6.Chapathi , Alu kurma		6.Muddapappu, Pulusu curry.				
Saturday		7.Punugulu with Chutney		7.Beatroot fry., Gongur Pappu, <b>Beeraka curry.</b>				
Sunday		8.Fried / Coconut Rice	<b>Biryani Rice, Chicken Curry, Alu Kurma , White Rice Raitha , Majjiga(Butter Milk), Sweet &amp; Banana</b>					
		9. Pongal with Sambar						
		10. Puri with Aalu curry						

**Per Head Per Day in Rs.**

#### Note:

- The Contractor shall arrange to serve safe drinking water of good quality to the Students & Staff during breakfast, lunch and dinner.
- The safe drinking water is also available at RGUKT, APIIT, RK Valley campus with R.O. Plant. The water will be supplied at nominal cost fixed by RGUKT, APIIT, RK Valley. The contractor should use the safe drinking water only for drinking and cooking purpose.

Date:  
Place:

Signature of the Tenderer  
With Seal

### **PERISHABLE AND NON-PERISHABLE ITEMS**

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

48	Namkin (100gms)	Haldiram's/Everest
49	Biscuits Pkt	Good Day/Krackzack/Sun fest/Cream Biscuits
50	Noodles	Standard One
51	Atta	Annapurna/Pillsberry/Aashervad
52	Kasuri menthi/pkt	Standard One
53	Fresh Mutter	Standard One
54	Chilly Sauce	Standard One
55	Tomato Sauce	Standard One
56	Soya Sauce	Standard One
57	Black Paper	Standard One
58	Eating Soda	Standard One
59	Rice Flakes	Standard One
60	Ghee (for sweet only)	Standard One
61	Basmati Rice	Standard one for Biryani/Pulao/Fried Rice

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 Chippet (10gms)	
20	Curd	
21	Carrot	



UNDERTAKING

(To be enclosed to Financial Bid)

1. It is to certify that the rates mentioned above include service charges and other statutory expenditure and Minimum wages to workers like ESI, Bonus, License Fee, Leave Cum Salary, Administrative charges, etc. The charges also include the expenditure towards uniform. This also includes expenses incidental to administration of Catering Services Agency.
2. I / We further undertake that I / we will follow all the statutory rules like Minimum Wages Act. Etc. applicable to contract labour and we will be responsible for any labour problems arising out of Rules, Acts that are specified by the appropriate Government, due to any deviation from them.
3. I / We undertake to furnish a Security Deposit of 10% Contract value, Security Deposit shall be refunded only after the satisfactory expiry of the Catering Services provided.
4. I / We further undertake that all statutory levies, compensations, payments etc. relating to this contract shall be borne by us and if such payments required to be paid by the DIRECTOR, RGUKT,APIIIT,RK VALLEY as per law, the same will be made good / reimbursed to RGUKT,APIIIT,RK VALLEY.
5. I / We further undertake that I / We will not indulge in any unhealthy practices in preparing and serving food.

Place :  
Date :

Signature of the Tenderer  
with Seal

**PERFORMANCE SECURITY FORM**

(To be issued by a scheduled bank, payable at a branch in Idupulapaya RK Valley, Kadapa District)

To:.....(Address: THE DIRECTOR, RGUKT,AP IIT, RK Valley)

WHEREAS.....(Name of Vendor) here in after 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 the.....day of..... (Date)

Place:

Signature of Guarantors

Date:

and Seal.

**BID SECURITY (EMD) FORM**

(To be issued by any National Bank in India and having at least one branch in RK Valley, Idupulapaya, Kadapa District)

Whereas..... (herein after called “the Bidder”) has submitted its bid Dated.....(Date) for the execution of..... (herein after called “the Bid”) KNOW ALL MEN By these present that WE..... of.....Having our Registered Office at .....(herein after called the “Bank”) are bound unto the Rajiv Gandhi University of Knowledge technologies, AP IIT, RK Valley,(herein after called “THE RGUKT, AP IIT”) in the sum of.....for which payment well and truly to be made to the said RGUKT,AP IIT, RK Valley 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.
  - i) Fails or refuses to execute the contract form if required; or
  - ii) Fails or refuses to furnish the performance security, in accordance with the bid requirement;

We undertake to pay the RGUKT, AP IIT, RK Valley up to the above amount upon receipt of its first written demand, without the RGUKT, AP IIT, RK Valley having to substantiate its demand, provided that in its demand the RGUKT, AP IIT, RK Valley 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:

Date:

Signature of the Bank:

and seal.

## **AGREEMENT**

This agreement made on the.....day of.....2015 between Rajiv Gandhi University of Knowledge Technologies, AP IIIT, RK Valley registered under..... and having its registered office at RK Valley, Kadapa Dist, Andhra Pradesh(hereinafter referred to as “RGUKT”AP IIIT RK Valley which expression shall unless repugnant to the context or meaning thereof include its administrators, successors and assigns)

And M/s.....incorporated under the provision of ..... And having its registered office at”..... (Herein after, context or meaning thereof include its administrators, successors and assigns).

Now this agreement witness as follows:

1. In this agreement word and expression shall have the same meaning as are respectively assigned to the terms and conditions of contract herein after referred to.
2. The following documents shall be deemed to form, be read and construed as part of this agreement viz.
  - a. Invitation of tender, information and instructions for tender’s.
  - b. Details of the agency and fulfillment of eligibility criteria.
  - c. General conditions of contract.
  - d. Submission of tender, Acceptance of offer, this contract agreement
  - f. Qualification and Experience required
  - g. Schedule A regarding Scope of Services
3. In consideration of such rate quoted by the contractor for category.....and accepted by RGUKT, AP IIIT, RK Valley the agency hereby covenants to complete the services in all respects in conformity with the provisions of the contract.

The bidder further noted accepts that:-

<u><b>Payment terms</b></u>	
After Commencement of work	15 days payment by the University
Penalty for failure to maintain quality of services during the contract period	As per the Performance certified by the Director, RGUKT, RK Valley.

In addition if the contract is cancelled, the performance Security will be en-cashed and forfeited.

- All disputes and differences of any kind whatsoever arising out or in connection with contract, whether during or after completion of contract will be settled amicably in a spirit of co-operation and the DIRECTOR, RGUKT, AP IIIT, RK Valley decision shall be final on all such matters and shall be binding on the bidder.

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  
For the Vendor,  
Contractor's common seal:

Signed and delivered by  
for RGUKT, AP IIIT, RK Valley

Place:

Common Seal:

Date:

Place:

Date:

In the presence of.....

1.

1.

2.

2.

## PRICE BID LETTER FORM

From:

(Registered name and address of the bidder)

To

THE DIRECTOR,  
RGUKT, AP IIIT, RK Valley  
Idupulapaya,  
Vempalli, Kadapa. -516330.

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offered to provide services/ execute the Catering Services in conformity with the terms and conditions of the bidding document and amendments thereon in response to your tender call dated 11-07-2015.

we undertake Catering 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 DIRECTOR, RGUKT, AP IIIT, RK Valley or its user organization.

If our bid is accepted, we undertake to:

- a. Provide services/ execute the work according to the time schedule specified in the bid document.
- b. Obtain the performance guarantee from a scheduled 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 at 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 SHEET

1	Name of the organization	
2	Year of establishment	
3	Registered Office Address	
4	Phone No:	
5	Fax No:	
6	Email	
7	Details of EMD furnished	
8	Details of certificates enclosed	

# **Annexure-I**

## **(CHECK LIST)**

S.No	Particulars	Yes	No
1	Crossed Demand Draft from National Bank towards EMD		
2	Experience Certificates & ISO Certificate		
3	Copy of Registration with labour department		
4	Copy of PAN card and latest Income Tax Saral form>Returns		
5	Copy of Registration with central Excise Department (for service tax)		
6	Copy of Labour License for enough employees from Labour Department		
7	Copy of PF returns for enough employees from PF Dept.		
8	Copy of registration for service tax, EPF and ESI		
9	Financial turnover Certificates issued by the firm of CA's regarding turnover of the subject material		
10	Constitution /legal status of the firm		
11	Power of Attorney where applicable		
12	List of present Clients with address & Phone Numbers		

### **Notes:-**

- 1) The information shall be filled-in by the Tenderer in the checklist and shall be enclosed to the Technical bid for the purposes of verification as well as evaluation of the tenderer's Compliance to the qualification criteria as provided in the Tender document. All the Certificates, documents, statements as per check-list shall be submitted by the tenderer.
- 2) The bidder shall sign all the statements/documents/certificates uploaded by him owing responsibility for their correctness/authenticity.
- 3) The tenderer shall invariably furnish the hard copy of original DD towards EMD to the tender inviting authority at the time of concluding agreement either personally or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of the bidder. Tender Inviting Authority will not take any responsibility for any delay or non receipt



- 4) The participating bidders shall electronically pay the transaction fee (i.e., 0.03% of E.C.V plus 12.36% service tax) in favour of M.D., A.P.T.S Hyderabad through payment gateway of ICICI Bank, HDFC bank and UTI bank for providing online payment service through e-procurement.  
The payment of transaction fee by the participating Bidders through the electronic payment Gateway to the service provider is made mandatory as per GO Ms No 13 information technology & communication department, e-procurement dated 05-07-2006 & GO Ms No 11 IT & C department dated 5-5-2007.
- 5) If any successful bidder fails to submit the original DD towards EMD within the stipulated time, the tenderer will be suspended/disqualified from participating in the tenders on “e-procurement platform for a period of 3 years from the date of bid submission. The suspension of tenderer shall be automatically enforced by the e-procurement system.” as per the GO Ms No 174 I&CAD (PW. Reforms) Department dated 1.09.2008.
- 6) The successful (L1) tenderer shall furnish the original hard copies of all the documents / certificates / statements uploaded by them before concluding the Agreement.

### **DECLARATION**

I / We ..... have gone through carefully all the Tender conditions and solemnly declare that the certificates or the documents uploaded by me/us are genuine and I/We will abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by, the Department against us, if it is found that the statements, documents, certificates produced by me/us are false/fabricated.

I / We hereby declare that, I / We have not been blacklisted / debarred / Suspended / demoted in any department in Andhra Pradesh or in any State due to any reasons.

**Signature of the Tenderer**

# **Annexure-II**

## **(Last Three Years Turn over Details)**

### **Turn over details of item/product:**

S.No	Financial Year	Name of the Organization from which purchase order is obtained	Catering Service to the No. of people	Amount (Rupees in Lakhs)
1				
2				
3				

### **List of Major Customers:**

S.No	Financial Year	Name of the Organization from which purchase order is obtained	Catering Service to the No. of people	Amount (Rupees in Lakhs)
1				
2				
3				

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