



Ref No: RGUKT-AP/E-Proc/Food and Refreshments/CNVC/2018/01 Dated: 07.07.2018

## **SHORT TENDER NOTICE**

*For*

**Selection of Caterer for supply & distribution of Food &  
Refreshments during 4th Convocation**

**at**

**IIIT RK Valley Campus of RGUKT-AP**

**Rajiv Gandhi University of Knowledge Technologies  
Andhra Pradesh**

**Proprietary & Confidential**



**Rajiv Gandhi University of Knowledge Technologies - AP**

**Kunchanapalli (V), Tadepalli (M), Guntur (Dist.),**

**A.P – 522501.**

**Proprietary & Confidential**

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**News paper advertisement**

**E-Procurement Short Tender Notice**



**Rajiv Gandhi University of Knowledge Technologies  
Andhra Pradesh**

Kunchanapalli, Guntur District, Andhra Pradesh-522501

***Ref No: RGUKT-AP/E-Proc/Food and Refreshments/CNVC/2018/01***

***Dated: 07.07.2018***

**E-Procurement Short Tender Notice**

E-Tenders are hereby invited for selection of Caterer for supply & distribution of Food & Refreshments during 4th Convocation at the premises of IIIT RK Valley located at Idupulapaya (V), Vempalli (M), Kadapa District, AP.

Interested bidders can download and submit the bids online from 07.07.2018 to 17.07.2018 up to 5:00 PM through <https://tender.apecurement.gov.in> (AP Portal). For further details please visit our website: [www.rgukt.in](http://www.rgukt.in), or <https://tender.apecurement.gov.in> (Andhra Pradesh Portal).

Date: 07.07.2018

Sd/-

**Coordinator Academic Administration (i/c),  
RGUKT-AP**

### **Time schedule of Tender related events**

|   |  |
|---|--|
| Bid calling date                                    | 07.07.2018   |
| Bid Documents Downloading Start date                | 07.07.2018 from 10:00AM                                |
| Bid Document Downloading End Date                   | 17.07.2018 till 04:00PM                                |
| Last date for uploading documents online            | 17.07.2018 at 05:00 PM                                 |
| Last date for Submission of documents (hard copies) | 18.07.2018 at 05:00 PM.                                |
| Technical Bid opening date/time                     | 19.07.2018 at 10:00 AM.                                |
| Price Bid opening date/time                         | 19.07.2018 at 12.00 PM                                 |
| Contact person                                      | Coordinator Academic Administration (i/c),<br>RGUKT-AP |

**Note:** The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s.VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: [contact@vupadhi.com](mailto:contact@vupadhi.com), Phone: +91 40-39999700, 39999701

**Sd/-**

Coordinator Academic Administration (i/c),  
RGUKT-AP

#### **CLARIFICATIONS:**

- i. Queries if any can be made through e-mail only on [procurement@rgukt.in](mailto:procurement@rgukt.in) on or before 11.07.2018. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

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

- ii. The addendum/corrigendum if any shall be published on RGUKT-AP website i.e. [www.rgukt.in](http://www.rgukt.in) as well as on e-procurement platform <https://tender.apecurement.gov.in>.
- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued if any.

## SECTION - I

### INVITATION FOR BIDS

**Ref No: RGUKT-AP/E-Proc/Food and Refreshments/CNVC/2018/01**

**Dated: 07.07.2018**

**Subject:** Tender for selection of Caterer for supply & distribution of Food & Refreshments during 4<sup>th</sup> Convocation at the premises of IIIT RK Valley, RGUKT-AP, YSR Kadapa District – Reg

Coordinator Academic Administration (i/c), RGUKT-AP Campus invites tenders from the reputed Outdoor Food Suppliers/ Catering Service Providers for supply and distribution of food & refreshment items for the 4<sup>th</sup> Convocation to be held on 4<sup>th</sup> August 2018 (tentative schedule) at RGUKT-RKV, Kadapa as per the specifications along with terms and conditions details given here under.

|   |   |
|---|---|
| Limited Tender Ref No:                            | RGUKT-AP/E-Proc/Food and Refreshments/CNVC/2018/01  |
| Name of the Work:                                 | Supply and Distribution of Food & Refreshments for 4 <sup>th</sup> Convocation                                      |
| Items requirements and specifications:            | Given in ANNEXURE - B   |
| Tender Processing Fee ( <b>Non-refundable</b> )   | Rs 5000/-   |
| Earnest Money Deposit ( <b>Refundable</b> )       | 2% of quoted amount   |
| Address for submission of Technical bid documents | The Registrar (i/c), RGUKT-AP, V.R Mansions, Kunchanapalli (V), Tadepalli (M), Guntur District – 51633022501 (A.P.) |

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.

**Sd-**

Coordinator Academic Administration (i/c),  
RGUKT-AP

## **INSTRUCTIONS TO BIDDERS**

### **Eligibility Criteria**

1. Firm should be reputed Outdoor Food Suppliers/ Catering Service Providers.
2. Firm should be registered under any prevailing law in India.
3. Firm is required to have GST Registration.
4. Firm should not have been barred by any organization in doing business with them. (Please submit self-declaration).
5. Firm should have minimum 3(three) years' experience of providing out-door catering services, especially academic catering for a minimum of 2000 persons. Preference will be given to the firms already having experience of large catering. It may include the services provided during student's festival or conference/ seminar meals in an educational institution.
6. Firm should have at-least minimum turnover Rs 15,00,000/- (Fifteen lakhs) in any one year of the last three assessment years.

### **Terms and Conditions**

1. Firm should be in a position to supply and distribute the indented food & refreshment items on the date and at the locations as required by RGUKT-RKV.
2. The work order will be given to a single party for execution of works.
3. Food items which are deemed to be prepared at site for efficient service should be discussed with the undersigned.
4. Firm will be responsible for bringing all kitchen equipment's necessary for the preparation of food items and refreshments. Institute shall not provide any equipment/ machinery or any other item for the preparation or service of any item.
5. Firm will be responsible for safe keeping of their kitchen equipments. Institute is not responsible for any damage and lost of the equipments that brought by firm.
6. Firm should deploy adequate number of staff for the preparation and service of Food & refreshment items on the date and at the locations as required by RGUKT-RKV.
7. The cooks, staff, waiters, serving personnel should be medically fit and free from infectious diseases, with good personal hygiene.
8. The cooking utensils should be in good & clean conditions.
9. Quality of cooking ingredients should be specially taken care of. Only branded spices/ Condiments/ ingredients should be used. Only branded (Naturefresh, Dhara, Fortune, Sweekar etc.) Vegetable Oil/ Sunflower Oil should be used. Only branded (Pillsbury, Shaktibhog, Aashirwad etc.) wheat flour, cereals and vegetables used should be fresh. Reputed brand of refined sugar and milk should be used/served.
10. All preventive measures should be taken against food poisoning. Any such incident will be viewed very seriously by the institute and appropriate legal action will be taken. Liabilities arising out of such events shall have to be borne by the Firm.
11. Firm will be responsible for the total arrangement for the supply and distribution of the food items during all the meals at the mentioned locations and time.

12. Good quality, bone-china crockery, steel cutlery (spoon & fork both) and paper napkins should be used.
13. The waiters should wear clean uniform; the discipline of the waiters and serving staff is the responsibility of the Firm.
14. Food provided will be tasted/checked by Committee members randomly half an hour before the distribution starts.
15. Any deficiency in service will be viewed seriously. Penalty, as deemed fit by the institute authorized committee will be charged in the event of sloppy/ unsatisfactory or sub-standard quality of food and/or service.
16. Firm will be fully responsible to hand over the cooking and adjoining area in good & clean condition to the satisfaction of the Food Committee In-charge. Damages to property (if any) will be recovered on actual.
17. Bids would be rejected for award if it determines that Firm recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
18. Food must be served hot with good taste till the last meal.
19. The premises should be handed over in neat and clean after the event.

**Tender Fee and EMD Cost, Security Deposit:**

1. Tender Cost: A Demand draft of Rs. 5000/- (Rupees Five Thousand only) towards non-refundable tender fee, drawn in favour of “The Registrar, RGUKT-AP” payable at Tadepalli, should accompany the technical bid documents. In the absence of tender cost, the tender will not be accepted.
2. Earnest Money Deposit (EMD): A refundable amount of 2% of quoted amount as earnest money deposit (EMD) in the shape of DD from any nationalized bank in India (valid for a minimum period of 3 months from the date of opening of tender) should accompany the bid documents. The DD should be drawn in favour of “The Registrar, RGUKT-AP” payable at Tadepalli. Firm should enclose a pre-receipted bill for the EMD to enable us to return the EMD of unsuccessful bidders. Failure to deposit Earnest Money in each case will lead to rejection of tender.No interest will be payable by the purchaser on the Earnest Money Deposit.
3. **Deposition of Security Money**:- The Successful bidder must deposit the requisite amount of Security Money (5% of the tender value) within the stipulated date specified in the acceptance letter. The approved firm shall deposit the Security Money in the form of Demand Draft payable at Tadepalli duly pledged in favour of “The Registrar, RGUKT-AP”.
4. **Forfeiture of Security Money** :-
  - a. In the event of failure to supply or maintain the goods/articles/perform services as per Work Order within the stipulated period, the security deposit may be forfeited.
  - b. In that event, supply of the said equipment may be taken from the next lowest bidder vide the same Work Order at contractors risk and cost without any further reference, so that the loss incurred would be recoverable from the Security Deposit of the said contractor or from any sum due of which may become due to the contractors.

- c. If any equipment/ instrument is damaged by the approved firm, cost of the same will be deducted from the deposited Security money of the contractor.

**5. Refund of Security Deposit** - After successful completion of entire supply and period of service, Security Deposit will be refunded within one month.

**Submission of Bids:**

1. **Submission of Technid Bids:** The documents that are uploaded online on eprocurement place will only be considered for bid evaluation. After uploading the document the copies of the uploaded technical bid documents along with original demand drafts in respect of EMD and Bid document fee have to be submitted by the bidder to address given below by 5 PM, 18.07.2018.

Address:

The Registrar (i/c),  
RGUKT-AP, V.R Mansions,  
Kunchanapalli, Tadepalli,  
Guntur District- 522501.

The Technical bid should contains the followingself-attested photocopies

- a) Valid GST Registration certificate
  - b) Valid PAN card & Income Tax Return for the last three financial years
  - c) Valid Food License issued by appropriate authority of the Government
  - d) Document/Papers supporting previous experience minimum for last three years.
  - e) Audited Statement of Accounts (Balance Sheet, Profit and loss account etc) showing turnover of Rs.15,00,000 lakhs or more per year duly certified by CA(Chartered Accountant)firm for the last three financial years.
  - f) Self-declaration stating that "Firm has not been barred/blacklisted by any organization in doing business with them"
  - g) Bidders information sheet (as given in Annexure-A)
  - h) Any additional information, which Firm thinks is necessary in regard to its capabilities to establish that Firm is capable in all respects to successfully complete the envisaged work.
2. RGUKT-AP will not be responsible regarding non visibility of the scanned and uploaded documents and the same shall stand liable for rejection.
  3. RGUKT-AP shall not be responsible on account of postal delay.
  4. Failure to furnish any of the uploaded documents, certificates will be entitled in rejection of the bid. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false/fabricated /bogus, the bidder will be disqualified, blacklisted and action will be initiated as deemed fit and the Bid Security (EMD) will be forfeited.
  5. **Financial Bid: The Financial Bid should be submit through eprocurement platform only.**
  6. RGUKT-AP reserves the right to reject the tender without assigning any reasons whatsoever.



## **Evaluation Process**

1. The Technical bid will be opened and evaluated by a duly constituted committee.
2. In the process of evaluation, comparison of bids, RGUKT-AP reserves the right to reject any or all bids.
3. The financial bids will be opened only those bidders who have fulfilled the eligibility criteria as per the tender document.

### **Return of EMD:**

The earnest money of unsuccessful bidders will be returned to them without any interest after completion of contract. The earnest money of the successful bidder will be returned to them without any interest within one month after completion of the convocation.

### **Agreement:**

The successful bidder should sign on the agreement of RGUKT-AP which will be provided at the time of award of work order.

### **Terms of Payment:**

Payment will generally be made only after successful completion of the work.

### **Clarifications:**

In case the bidder requires any clarification regarding the tender documents, they are requested to contact our office (e-mail: [procurement@rgukt.in](mailto:procurement@rgukt.in)) on or before 11.07.2018 up to 05:00PM.

In case the bidder requires any clarification regarding the Menu, they are requested to contact Coordinator, Food committee, 4<sup>th</sup> convocation (Ph. No. \_\_\_\_\_).

## Annexure-A

### Bidders information sheet

|     |  |   |  |
|-----|--|---|--|
| 1.  | Name and address of the Supplier with Phone No. and E-Mail ID, if any  | : |  |
| 2.  | Registration Number and date of registration of company/cooperative/ agency, if any                                | : |  |
| 3.  | Year of Establishment  | : |  |
| 4.  | PAN Number (photocopy to be enclosed)  | : |  |
| 5.  | GST Regn. No.<br>(Number & photocopy of certificates to be given)  | : |  |
| 6.  | Tender cost enclosed Yes/No if Yes   |   |  |
|     | D.D. No.   | : |  |
|     | Bank   | : |  |
|     | Amount   | : |  |
| 7.  | EMD enclosed Yes / No if Yes   | : |  |
|     | D.D. No.   | : |  |
|     | Bank   | : |  |
|     | Amount   | : |  |
| 8.  | Length of Experience in the field  | : |  |
| 9.  | Additional information, if any<br>(Attach separate sheet, if required)   | : |  |
| 10. | Name and address of the Officer/contact person to whom all references shall be made regarding this tender enquiry. |   |  |
|     | Name :   |   |  |
|     | Address :  |   |  |
|     | Telephone No. :  |   |  |
|     | Fax No. :  |   |  |
|     | Mobile No :  |   |  |
|     | e-Mail :   |   |  |

## Annexure -B

### (4<sup>th</sup> Convocation Menu Details)

**Note: Kindly quote the price separately for section-1 & section -2**

#### Section-1

1. For Passing out students/parents/police/ House Keeping/ other security personnel

Number of Packs -2000 (Approximately) - Venue : Old Campus Hostel

2. Faculty/Staff and Family members/VIPS

Number of Packs – 1000 (Approximately – Venue : Library Building)

| <b>Non-Vegetarian</b>                    | <b>Vegetarian</b>                  |
|--|------------------------------------|
| 1. Vegetable salad salsa with groundnuts | 1. Vegetable salad                 |
| 2. Tomato soup                           | 2. Tomato soup                     |
| 3. Chicken 65                            | 3. Paneer tikka                    |
| 4. Mutton Curry Gravy                    | 4. Daal tadka                      |
| 5. Mixed Veg                             | 5. Mixed Veg                       |
| 6. Poori                                 | 6. Poori                           |
| 7. Vegetable Pulao, Raita                | 7. Vegetable Pulao, Raita          |
| 8. White Rice, Sambar, Rasam, curd       | 8. White Rice, Sambar, Rasam, curd |
| 9. Bread halwa, Papad, Pickle            | 9. Bread halwa, Papad, Pickle      |
| 10. Ice cream                            | 10. Ice cream                      |

#### Section-2

**Section 2A : For VVIPs/GC Members/EC Members**

**Day before dinner Menu**

**Number of Packs-60 (Approximately)**

**Venue: Guest House RKV**

|                                |                                  |
|--------------------------------|----------------------------------|
| 1. Vegetable salad, Sprouts    | 7. Bendi Fry                     |
| 2. Chicken Boneless Crispy Fry | 8. Jeera Rice, White Rice, Rasam |
| 3. Mutton Gongura              | 9. Curd Rice with Mixed fruit    |
| 4. Pulka                       | 10. Fruit Drink, Papad, Pickle   |
| 5. Daal Pesalu                 | 11. Veg Soup                     |
| 6. Muttar paneer               | 12. Dry Fruit Halwa              |

**Section 2B: Breakfast Menu on Convocation day**

**Number of Packs-100(Approximately)**

**Venue: Guest House RKV**

|   |                           |
|---|---------------------------|
| 1. Plane Dosa with Potato masala                        | 5. Coffee, Tea, Green Tea |
| 2. Idly, Vada, Sambar, Groundnut chutney, Allam Chutney | 6. Sprouts Salad          |
| 3. Veg Sandwich   | 7. Orange Juice           |
| 4. Corn flakes with Milk                                |                           |

**Section 2C: Convocation Lunch Menu**

**Number of Packs-125 (Approximately)**

|   |                                       |
|---|---------------------------------------|
| 1. Veg Salad, Sprouts, Fruit Salad, salsa | 8. Pees Pulao                         |
| 2. Apollo Fish                            | 9. Cashew Gravy                       |
| 3. Mutton Chukka Varuval                  | 10. Pulka, White Rice, Munakkai Rasam |
| 4. Butter Chicken                         | 11. Curd Rice with Fruit mix          |
| 5. Veg Kabab with Pudina chutney          | 12. Jelebhi, Raita                    |
| 6. Onion Pakora                           | 13. Tomato Soup                       |
| 7. Alugobi, Been Poriyal                  |                                       |

**Annexure-C**

**FINANCIAL BID FOR ANNEXURE B**

| <b>Item. No.</b> | <b>ITEMS WITH SPECIFICATION</b> | <b>Approximate No of Packs</b> | <b>Cost per Head (Exclusive of Taxes)</b> | <b>Total Amount (INR) (exclusive all Taxes)</b> |
|------------------|---------------------------------|--------------------------------|---|---|
| 1                | SECTION -1                      | 3000                           |   |   |
| 2                | SECTION – 2 A                   | 60                             |   |   |
| 3                | SECTION – 2 B                   | 100                            |   |   |
| 4.               | SECTION – 2 C                   | 125                            |   |   |
|                  | <b>GRAND TOTAL</b>              |                                |   |   |
|                  | <b>GRAND TOTAL IN WORDS</b>     |                                |   |   |

(Signature of Authorised Person)

(Name)

(Designation)

Name of Firm/Company/Agency

Contact Details

**Annexure-‘D’**

**Technical Check List**

| <b>S.NO</b> | <b>Particulars</b>   | <b>Name of the file uploaded</b> | <b>Page Name</b> |
|-------------|--|----------------------------------|------------------|
| 1.          | Bid Processing Fee by way of DD from any nationalized Bank   |                                  |                  |
| 2.          | EMD (DD) from a Nationalized bank  |                                  |                  |
| 3.          | Bidder Information sheet (Annexure- A)   |                                  |                  |
| 4.          | Valid Registration certification of the Agency/Firm  |                                  |                  |
| 5.          | Valid GST Registration certificate   |                                  |                  |
| 6.          | Valid PAN card   |                                  |                  |
| 7.          | The bidder should have the minimum average turnover of Rs. 15.0 Lakhs during last three years certified by the chartered account. (form 26AS must be submitted)  |                                  |                  |
| 8.          | Annual returns of previous Three years supported by audited balance sheet (form 26AS must be submitted)  |                                  |                  |
| 9.          | Firm should have minimum 3(three) years’ experience of providing out-door catering services, especially academic catering for a minimum of 2000 persons. Preference will be given to the firms already having experience of large catering. It may include the services provided during student’s festival or conference/ seminar meals in an educational institution. |                                  |                  |
| 10.         | List of major customer whom which the similar service executed   |                                  |                  |
| 11.         | Firm should not have been barred by any organization in doing business with them. (Please submit self-declaration).  |                                  |                  |
| 12.         | Acceptance of all the instructions, terms and conditions mentioned in this bid documents and conforming no deviation. As a token, tenderer should sign and affix his firm’s stamp at each page of the bid document and all its annexure.   |                                  |                  |

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

Place & Date: Bidder’s Signature with Seal