

Tender Ref No: RGUKT-Basar/Proc/Catering/T06/2015, dt.10.09.2015

**BID DOCUMENT**  
**e-Procurement**  
**Open Competitive Bid (OCB)**  
**For**  
**Providing Catering Services**  
**to 900 (approx.) students**  
**of**  
**Rajiv Gandhi University of Knowledge**  
**Technologies**

**Proprietary & Confidential**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE**  
**TECHNOLOGIES**  
**BASAR**  
**MUDHOLE MANDAL, ADILABAD DISTRICT**  
**TELANGANA-504107**  
Phone: 08752-243344/7382626381

## **Proprietary & Confidential**

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**News paper advertisement**

**Tender Notice**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE  
TECHNOLOGIES, BASAR,  
MUDHOLE MANDAL, ADILABAD DISTRICT,  
TELANGANA-504107**

**Phone: 08752-243344/7382626381**

Online tenders are hereby invited from reputed Registered Suppliers/Contractors for providing of Catering Services at RGUKT -Basar.

1. For 1800 students (Boys & Girls)
2. For 900 students (Boys & Girls)

Interested bidders can download and submit the bids online from 10.09.2015 to 01.10.2015 up to 05:00PM through [www.eprocurement.gov.in](http://www.eprocurement.gov.in). For further details please visit our website: [www.rgukt.in](http://www.rgukt.in)

**Date: 10 .09.2015**

**Sd/-  
Director**

## Time schedule of various tender related events

### Catering Services for 900 (approx.) students

Bid calling date	10.09.2015
Bid Document fee	Rs. 5,000/- (By way of DD from any Nationalized Bank)
Bid Documents Downloading Start date	10.09.2015 from 10.00AM
Bid Document Downloading End Date	01.10.2015 till 04:00PM
Pre Bid Meeting	19.09.2015 at 03:00PM
Last date for uploading documents online	01.10.2015 at 05:00 PM.
Last date for Submission of documents (hard copies)	03.10.2015 at 04:00 PM.
Technical Bid opening date/time	05.10.2015 at 03:00 PM.
Price Bid opening date/time	06.10.2015 at 03.00 PM
Contact person	Administrative Officer, RGUKT, Basar.
Reference No.	RGUKT-Basar/Proc/Catering/T06 /2015

**Note:** The dates stipulated above are firm and under no circumstances they will be relaxed unless otherwise 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.Vayam Technologies (e-procurement) at their e-mail address: [helpdesk.eproc@vayamtech.com](mailto:helpdesk.eproc@vayamtech.com)

Director,  
RGUKT-Basar.

## TENDER FORM

### Not transferable

*Reference No:* RGUKT-Basar/Proc/Catering/T06/2015 Dated: 10.09.2015

**Subject:** Tender for providing Catering Services and Housekeeping (for kitchen & dining halls) to approx. 900 students of RGUKT Basar located in Adilabad District – Reg..

Sir/Madam,

- 1) Bids are invited on the e-procurement platform from the Registered Suppliers/contractors for providing of Catering Services to 900 students at RGUKT-Basar. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform of Government of Telangana i.e. [www.eprocurement.gov.in](http://www.eprocurement.gov.in)
- 2) Bidders would be required to register on the e-Procurement market place “[www.eprocurement.gov.in](http://www.eprocurement.gov.in)” and submit their bids online. On registration with the e-Procurement market place they will be provided with a user id and password by the system through which they can submit their bids online.
- 3) The bidders need to scan and upload the required documents as per the Check list given. Such uploaded documents pertaining to technical bid need to be attached to the tender while submitting the bids on line. The attested copies of all these uploaded documents of technical bid, signed undertaking of tenderer should be submitted off line to Director, RGUKT, Basar by 04.00PM of 03.10.2015. The RGUKT will consider only the bids submitted through on-line over the copies of the paper based bids.
- 4)
  - a) The participating bidder/s will have to pay non-refundable tender processing fee Rs.5000/- in the form of Demand Draft drawn from any Nationalized Bank, in favour of The Director, RGUKT, Basar.
  - b) Further the bidder/s shall furnish, as part of it bid, the Bid security for the amounts specified in the Section-II of Tender Document be paid in the form of an unconditional and irrevocable Bank Guarantee issued by any Nationalized bank in the standard format as shown in the Tender Schedule or a crossed Demand Draft drawn in favour of The Director, RGUKT, Basar along with bids.
  - c) Further all the participating bidders have to electronically pay a non-refundable transaction fee to M/s. APTS, the service provider through

"Payment Gateway Service on E-Procurement platform", as per the Government Orders placed on the e-procurement website.

- d) RGUKT will not accept the tenders from blacklisted companies or undependable Suppliers whose past performance with RGUKT was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of Sub-Standard Quality / Poor Service of Equipment supplies, as defined in the other parts of the Bidding document.

For any clarification and further details on the above tender please contact Telephone No: 08752-243344/7382626381/8332818106 or Contact Person during office hours.

**SECTION-II**

**STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID**

<b>Item</b>	<b>Description</b>
EMD (separately per each campus/schedule)	Rs.1,00,000/- (Rupees One Lakh only) <b>(by way of Demand Draft from any Nationalized Bank or by way of Irrevocable Bank Guarantee from any Nationalized Bank. DD/BG from other than Nationalized Banks will not be accepted)</b>
Bid Validity Period	90 days from the date of opening of commercial bid
EMD Validity Period	90 days from the date of opening of commercial bid
Variation in quantities/ number of residents	± 30 %
Period for furnishing performance Security	Within 10 days from date of receipt of award
Delivery Schedule	Bidder must be prepared to deliver the services as per the schedule of the concerned campus.
Performance security value	10 % of contract value
Performance security validity period	14 months from date of commencement of services.
Period for signing the order Acceptance	Within 7 days from date of receipt of notification of award
<b>Payment terms</b>	
Payment of bill	Every fortnight (15 days) Within 7 days from the date of submission of the bill.
Penalty detection based on the performance scale 1-10	The vendor should ensure (a) Timeliness of service, (b) Tidiness of the surroundings, (c) Wearing of Uniform by Catering Contractor Employees while on Duty, (d) Quality of food to all dinning members, (e) Quantity of food as per menu i.e., no. of grams/actual consumption whichever is higher, and (f) Behavior and Courtesy of contractor employees towards dinning members. i. The performance of the Vendor in the above catering services will be assessed every fortnight by a 'Food Committee' constituted



	<p>for the purpose with students and staff, and payment of bills by RGUKT will be in accordance with the performance index on a 10-point scale.</p> <p>ii. The Vendor will abide by the ratings given by the 'Food committee' and the schedule of payment for different ratings are as under:</p> <p>≥ 8 - 100 %  &lt; 8 and ≥7 - 95 %  &lt; 7 - 90 %  &lt; 6 - the contract is liable to be terminated.</p> <p>iii. Students' feed-back will also be obtained directly on a 5-point scale as part of a food survey report. and the schedule of payment for different ratings are as under:</p> <p>≥ 3.5 - 100 %  &lt; 3.5 and ≥3.0 - 95 %  &lt;3 - 90 %</p> <ul style="list-style-type: none"> <li>• Students non-response on exercising their option for Performance Index may be considered as "satisfactory to good to very good" and may be given default 4 out of 5 weight-age.</li> <li>• Both (ii) &amp; (iii) should be satisfied.</li> </ul> <p>iv. If a service provider earning 06(six) 5% penalties or equivalent in a year during the contract period, the contract is liable for cancellation.</p> <p>v. If the contract is terminated for the above reason(s) mentioned, the performance security will be forfeited.</p>
Placing work order	<ul style="list-style-type: none"> <li>➤ RGUKT, Basar, will place order on identified successful bidder.</li> <li>➤ All the payments shall be made directly by RGUKT, Basar to the successful bidder as per the tender terms and conditions.</li> <li>➤ If decided RGUKT can split the order basing on the quoted price and service track record. The decision of RGUKT is final in this regard.</li> </ul>
Transaction Fee	<p>Transaction fee: All the participating bidders who submit the bids have to pay an amount @ 0.03% of their final bid value online with a cap of Rs.</p>

	10,000/- for quoted value of purchase up to Rs.50 crores and Rs.25000/- if the purchase value is above Rs.50 crores & service tax applicable @ 14% as levied by Govt. of India on transaction fee through online in favour of MD, APTS. The amount payable to APTS is non refundable.
Transaction Fee Payable to	The Managing Director, A.P. Technology Services Ltd., Hyderabad
Bid submission	OnLine. Bidders are requested to submit the bids after issue of minutes of the pre-bid meeting duly considering the changes made if any, during the pre bid meeting. Bidders are totally responsible for incorporating/complying the changes/amendments issued if any during pre bid meeting in their bid.
Procedure for Bid Submission	Bids shall be submitted online on <a href="http://www.eprocurement.gov.in">www.eprocurement.gov.in</a> platform  <ol style="list-style-type: none"> <li>1. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website <a href="http://www.eprocurement.gov.in">www.eprocurement.gov.in</a></li> <li>2. Bidders can log-in to e-procurement platform in Secure mode only by signing with the Digital certificates.</li> <li>3. The bidders who are desirous of participating in e- procurement shall submit their technical bids, price bids as per the standard formats available at the e-market place.</li> <li>4. The bidders should scan and upload the respective documents in Pre-Qualification and Technical bid documentation including EMD. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity.</li> <li>5. The hard copies of all the uploaded Technical documents to be attested by a Gazetted Officer or properly notarized.</li> <li>6. The rates should be quoted in online only</li> </ol>
Other conditions	<ol style="list-style-type: none"> <li>1. After uploading the documents, the copies of the uploaded technical bid documents,</li> </ol>

original Demand Drafts in respect of Bid Security and Bid document fee are to be submitted by the bidder to the "The Director, RGUKT, Basar, Mudhole (Mdl), Adilabad District-504107", by **04:00PM on 03.10.2015.**

Failure to furnish any of the uploaded documents, certificates, will entitled in rejection of the bid. The RGUKT shall not hold any risk on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.

2. RGUKT will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.
3. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.
4. Important Notice to Contractors, Suppliers and Department users (i) In the endeavor to bring total automation of processes in e-Procurement, the Govt. has issued orders vide G.O.Ms.No. 13 dated. 5.7.2006 permitting integration of electronic Payment Gateway of ICICI/HDFC/Axis Banks with e-Procurement platform, which provides a facility to participating suppliers / contractors to electronically pay the transaction fee online using their credit cards.

## **TENDER SCHEDULE**

### **1. PREAMBLE:**

The Director, Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, invites sealed tenders from registered suppliers/contractors to provide Catering and Housekeeping Services to approx. 900 students.

(Note: In case of postponement of any of the above dates, the bidders will be intimated.)

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

Providing catering services with House Keeping (for kitchen and dining halls) to the 900 students of RGUKT at its Basar campus located in Adilabad District of Telangana State .

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

The Caterer should provide supervisory and other staff in the Dining Halls and kitchen as given below:

- i. There are two kitchens attached to the Dining halls. The caterer will carry out regular cleaning and maintenance of dining halls, Kitchen, Kitchen equipment and Utensils. LPG connection is provided in the kitchen, but actual cost of the gas consumed will be borne by the caterer.
- ii. Cost of procuring and utilizing cleaning material for dining halls, Kitchen, Kitchen equipment and Utensils, is the responsibility of the caterer.
- iii. Electricity consumed in the kitchen will be chargeable as per tariff of Telangana Trans Co., which is being supplied to each campus.

- iv. Water consumed in Kitchen & Dining will be chargeable as per the rates of the municipalities/Municipal corporation/Panchayats.

RGUKT will provide required and sufficient good quality equipment's like Utensils crockery, cutlery, table linen, serving equipment etc., to be used in the dining halls and kitchen.

### **3. PERIOD OF CONTRACT:**

The contract period will be for One Year (1 year) from the date of commencement of services. However, the period of contract may be extended under unavoidable circumstances.

### **4. EARNEST MONEY DEPOSIT / SECURITY DEPOSIT:**

- 4.1 The tender should be accompanied by Earnest Money Deposit (EMD) of **Rs.1,00,000/-** by way of crossed Demand Draft /Bank Guarantee drawn from any Nationalized Bank in favor of "Director, RGUKT" payable at Basar.

Tenders received without EMDs (which should be in Cover 'A') will be summarily rejected.

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

- 4.1.1 Withdrawal of bid during the bid validity period.
- 4.1.2 In case of successful bidder, if the bidder fails to sign the contract in time or fails to submit performance guarantee.

### **5 PERFORMANCE SECURITY:**

- 5.1 The successful bidder has to deposit 10% of the total contract value as performance security deposit in the form of Bank Guarantee from any nationalized bank.
- 5.2 The Performance Security Deposit / Bank Guarantee of successful Bidder will be retained for the period of contract in force and will be returned

after expiry of the contract period, after deducting the outstanding liabilities if any.

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

## **6. ELIGIBILITY CRITERIA:**

- 6.1 This bid is open to all firms within India who are eligible to do business under relevant Indian laws as in force at the time of bidding, subject to meeting the pre-qualification criterion.
- 6.2 The bidder should have adequate experience in providing of such Catering Services and Housekeeping as required in the tender. Bidder should furnish proof of having provided such services as required in the tender in the last 3 financial years i.e. 2012-13, 2013-14 and 2014-15 to the amount of at least Rs.1.00 crore per each financial year. A Certificate of the Bidders turnover in Rupees must be enclosed and be duly certified by firm of Chartered Accountants.
- 6.3 The experience in institutional catering is required.
- 6.4 Bidder should furnish satisfactory performance certificate from the parties concerned to whom bulk supplies were catered, in case such supplies were made. RGUKT may contact any such parties to elicit details.
- 6.5 Bidder should be registered under VAT Act/CST Act with the relevant State Sales Tax Authorities. He should furnish along with the bid document, the relevant VAT/CST Registration Document and PAN/TAN Card copies.

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

- 6.5.1** Copies of original documents defining the constitution or legal statutes, place of registration, and principal place of business of the

bidding firm/entity, written power of attorney of the signatory of the Bid to commit the Bidder.

6.5.2 Number of employees owned by the bidder, labour license and PF/ESI Proof.

6.5.3 Latest Income Tax Saral form / Returns filed

6.5.4 List of Present Clientele with contact address & telephone numbers.

6.5.5 Food License Certificate.

6.6 The certificates furnished by the bidder along with technical bid should be attested by a Gazetted Officer along with his signature.

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

6.8 Experience in serving Telangana food at least for one year is mandatory.

6.9 To encourage healthy atmosphere in marketing competition, RGUKT likes to have 4 different providers (at least three) operating at any time and preference will be given to bidders other than those who are presently operating in the other messes of the campuses, provided they fulfill all the tender conditions and their bid is competitive.

## 7. INSTRUCTIONS TO BIDDERS

7.1 Tenders with over writings, alterations etc., will not be admitted unless they are attested by the bidder. Where there is a discrepancy between the amount (Rupees) in figures and words, the price, which is least of the two, will prevail.

7.2 Bid should be strictly in conformity with the Terms and Conditions mentioned in the tender schedule.

7.3 Bidders are expected to examine all the terms and instructions mentioned in the tender schedule and prepare their proposals accordingly. Failure

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

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

The Director, RGUKT, Basar reserves the right to issue instructions / modifications at any point of time before award of contract.

## **8. METHOD OF SUBMISSION:**

Bids shall be submitted online on [www.eprocurement.gov.in](http://www.eprocurement.gov.in) Platform.

- 8.1. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website [www.eprocurement.gov.in](http://www.eprocurement.gov.in)
- 8.2. Bidders can log-in to e-procurement platform in Secure mode only by signing with the Digital certificates.
- 8.3. The bidders who are desirous of participating in e-procurement shall submit their technical bids, price bids as per the standard formats available at the e-market place.
- 8.4. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity.
- 8.5. The bidders should scan and upload the respective documents in



Technical Documentation as per the check list.

- 8.6. After uploading the documents, the copies of the uploaded technical bid documents and original Demand Drafts in respect of Bid Security and Bid document fee are to be submitted by the bidder to the "The Director, RGUKT, Basar, Mudhole(Mdl), Adilabad District-504107", by **04:00PM on 03.10.2015**.
- 8.7. Failure to furnish any of the uploaded documents, certificates, will entitled in rejection of the bid. The RGUKT shall not hold any risk on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.
- 8.8. RGUKT will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.
- 8.9. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.
- 8.10. Important Notice to Contractors, Suppliers and Department users (i) In the endeavor to bring total automation of processes in e-Procurement, the Govt.has issued orders vide G.O.Ms.No. 13 dated. 5.7.2006 permitting integration of electronic Payment Gateway of ICICI/HDFC/Axis Banks with e-Procurement platform, which provides a facility to participating suppliers / contractors to electronically pay the transaction fee online using their credit cards.  
  
**In case of consortium either the prime bidder or the consortium partner can purchase the bid document. The bid can be filed either with user ID of prime bidder or consortium partner.**
- 8.11. The rates should be quoted online only.

## 9. EVALUATION PROCEDURE:

- 9.1 The Technical Bids will be opened on 05.10.2015 at 03:00PM by the Director, RGUKT, Basar or his authorized representative in the presence of the bidders or their authorized representative who may be present at that time.
- 9.2 The tenders will be evaluated so as to ascertain the capability of the bidders to provide the material with in the period mentioned above and

also to assess whether the bidder satisfies the eligibility criteria as detailed in Clause 6 above.

- 9.3 The rejection of the bidder on technical grounds will be based on the failure to meet eligibility requirements.
- 9.4 Price Bids of only those bidders, who have fulfilled the eligibility criteria specified in Clause '6', 9.2 above, will be opened on 06.10.2015 at 03:00 PM. The Price Bid of the bidder who does not fulfill the eligibility criteria will not be opened and their tender stands rejected.
- 9.5 Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the RGUKT. No further correspondence will be entertained regarding the disqualification.
- 9.6 The Director, RGUKT, Basar, reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The Director, RGUKT, Basar, also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Director, RGUKT, Basar is final and binding.

## **10. PENALTY CONDITIONS :**

- 10.1. The vendor should ensure (a) Timeliness of service, (b) Tidiness of the surroundings, (c) Wearing of Uniform by Catering Contractor Employees while on Duty, (d) Quality of food to all dinning members, (e) Quantity of food as per menu i.e., no. of grams/actual consumption whichever is higher, and (f) Behavior and Courtesy of contractor employees towards dinning members.
- 10.2. The performance of the Vendor in the above catering services will be assessed every fortnight by a 'Food Committee' constituted for the purpose with students and staff, and payment of bills by RGUKT will be in accordance with the performance index on a 10-point scale.
- 10.3. The Vendor will abide by the ratings given by the 'Food committee' and the schedule of payment for different ratings are as under:

≥8	-	100 %
< 8 and ≥7	-	95 %
< 7	-	90 %
< 6	-	the contract is liable to be terminated.

10.4. Students' feed-back will also be obtained directly on a 5-point scale as part of a food survey report. and the schedule of payment for different ratings are as under:

≥ 3.5	-	100 %
< 3.5 and ≥3.0	-	95 %
<3	-	90 %

- Students non-response on exercising their option for PI may be considered as "satisfactory to good to very good" and may be given default 4 out of 5 weight-age.
- Both 10.3 & 10.4 should be satisfied.

10.5. If a service provider earning 06(six) 5% penalties or equivalent in a year during the contract period, the contract is liable for cancellation.

10.6. If the contract is terminated for the above reason(s) mentioned, the performance security will be forfeited.

## 11. GENERAL TERMS & CONDITIONS

11.1. The Service Provider will cover all the jobs specified in the "Scope of Work".

11.2. The word 'Services' wherever used, means the services indicated in the Scope of Work.

11.3. The Service Provider should ensure their strict supervision round the clock and also ensure to coordinate with the Officer deputed by RGUKT IIIT at the respective place.

11.4. The Service Provider shall have adequate communication facilities to communicate with RGUKT officials and materials to be used shall be as listed out in the Scope of Work.

11.5. The Service Provider shall properly deploy their personnel for various kinds of work enumerated in Scope of Work.

11.6. The Service Provider shall furnish such of the statements related to deployment of personnel to the representative of RGUKT as and when called for.

11.7. The service provider shall provide at his own cost proper uniforms (to be approved by RGUKT) for their personnel.

- 11.8. The personnel so deployed will be issued with photo-identity cards provided by the service provider under his signature, company's name and seal, which shall be displayed by them while on duty.
- 11.9. The Service Provider shall ensure that all the security regulations of RGUKT, are strictly adhered to and complied with by the persons engaged by him to provide the service. Any violation of security regulations will be at the cost and risk of service provider.
- 11.10. **The Service Provider shall not engage any Sub-Contractor or transfer the contract to any other person in any manner.**
- 11.11. The service provider will be solely responsible for complying with various labour laws as applicable from time to time in respect of persons so employed/engaged by him and he shall be solely responsible for any breach or violation of any or all of the provisions of the labour laws as applicable from time to time.
- 11.12. The Vendor will be solely responsible for any damage to property / premises of RGUKT campuses due to negligence or otherwise.
- 11.13. The service provider shall be personally responsible for any theft, dishonesty, and/or, disobedience on the part of personnel provided by him for this service.
- 11.14. The service provider should execute the work as per the scope of work under his own supervision or should have his own supervisor(s) who should be accessible over Mobile Phone.
- 11.15. The Supervisor so provided shall maintain and furnish records of related to such deployment of personnel to representative of RGUKT campuses.
- 11.16. The service provider/caterer will have to observe the rules and regulations as laid down by the Municipal Corporation of Respective locations for preservation of health and hygiene and also meet the statutory requirements of the State/Central Government regulations regarding Payment of minimum wages, Provident fund, Contract Labour Act, ESI Act, etc., as applicable from time to time.
- 11.17. The persons employed by the service provider/caterer for the above said purpose will be solely the employees of the caterer. RGUKT, will have no privity of contract with them nor will they be entitled to any access/dealing with RGUKT and at the time of accidents for any reason compensations have to be payable by the contractor.
- 11.18. The bidder has to insure the staff working with him at his own cost.

- 11.19. The Service provider/caterer will ensure that equipment provided by RGUKT and furniture and fixtures are not in any way damaged, misused or mishandled. Any equipment/items provided by RGUKT to the service provider/caterer, which is damaged will be replaced/repaired by the party at their own cost.
- 11.20. In the event of any breach and / or failure on the part of the Caterer / Service provider to comply with the said terms & conditions of the contract, the contract will be terminated forthwith. RGUKT also reserves the right to cancel/suspend the contractual period for any reason whatsoever without assigning any reason and no liability shall be incurred by RGUKT in the event of the aforesaid cancellation/suspension. However, under the normal circumstances the RGUKT will give 30 days' notice before the said cancellation/suspension.
- 11.21. The service provider will be solely responsible for complying with various labour laws as applicable from time to time in respect of persons so employed/engaged by him and he shall be solely responsible for any breach or violation of any or all of the provisions of the labour laws as applicable from time to time.
- 11.22. The providing of Catering Services and Housekeeping shall be done for at RGUKT-Basar.

**13. DISPUTES:**

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

**14. DISCLAIMER:**

14.1. Neither RGUKT nor its employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this tender schedule and it is not possible for the RGUKT to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tender Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his or her own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender schedule and obtain independent advice from appropriate sources.

14.2. Director, RGUKT, Basar, reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.

14.3. Director, RGUKT, Basar, reserves the right to change any or all of the provisions of this Request for Proposal.

**15. REJECTION OF TENDERS:**

15.1. The Director, RGUKT, Basar, reserves the right to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any liability as against the affected bidder or any obligations to inform the affected bidder of the grounds of acceptance or rejection.

15.2. No bidder is entitled to withdraw his or her offer after submission. In case of such withdrawal, the EMD deposited along with the tender schedule shall stand forfeited.

**16.** For breach of any of the conditions prescribed in the tender or as specified by the RGUKT from time to time, the EMD is liable to be forfeited. Decision of the Director, RGUKT, Basar in this regard is final and binding on bidder.

**REQUIREMENT:**

The following Catering Services are required in the menu mentioned here under for approx. 900 students at RGUKT-Basar located in Adilabad District of Telangana State.

Weeks	Break Fast		Lunch		Snacks	Dinner	
	Common for all days	One on each day without repentance	Common for all days	One on each day without repentance		Common for all days	One on each day without repentance
Monday	Tea , Milk & Coffee	1. Idly with chutney & Sambar	1. Plain Rice, 2. Rasam (tamota/miriyalu /garlic/greenchilli),	1. Aloo Curry, 2. Califlower 3. Munakkaya Tamota 4. Egg Fry 5. Beerakaya curry 6. Bendakaya fry 7. Cabbage curry with beans	Tea/Coffee/ Milk, Biscuites Biscuits	1. Plain Rice, 2. Sambar 3. Pickle (Mango/usiri /gongura/tamota), 4. Curd, 5. Banana	1. Alu fry 2. Bendakaya Curry 3. Gutti Vankaya curry 4. Goruchikkudu curry 5. Cabbage & Green Piece Curry 6. Beerakaya curry 7. Tamota with Beans
Tuesday		2. Rice Pongal/Coconut Rice with Chutney	3. Pappu (Palakura/tamota/dosakaya/thotakura/Gongura),				
Wednesday		3. Upma with Chutney	4. Pickle (Mango/usiri/gongura/tamota),				
Thursday		4. Bombino Upma with chutney	5. Curd				
Friday		5. Dosa with chutney	6. Boiled Egg				
Saturday		6. Uthappa with chutney					
Sunday		7. Chapathi with Alu Kurma					
		8. Mysoor bajji with chutney					
	9. Puri with Alu curry	Biryani Rice, Chicken Curry, Alu Kurma, One veg fry, Majjiga, white rice, Sweet (fruit salad/semya Kheer/ravva kesari/gulab jamoon).					

**Note:** RGUKT has the right to revise the menu as and when required.

## Financial Bid

IN COVER 'B'

Catering Services for **900 students of RGUKT at Basar (Adilabad Dist)**. The bidder may quote for one or more schedule. However, the bidder has to quote separately for each schedule.

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

Schedule	Description	Price per head per day (Rs.) (inclusive of all taxes etc.)
1	2	3
Schedule - I	900 Students (approx.)	

**Note:**

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

(Signature of Bidder along with stamp)



### Quantities to be supplied

S.No.	Description for Week
1	PLAIN RICE (actual consumption)
	TAMARIND RICE (actual consumption)
	VEGETABLE PULAV (actual consumption)
	TOMATO RICE (actual consumption)
2	DAL WITH VEG. - thick Consistency
	DAL WITH LEAFY GREEN VEG. - Thick Consistency
3	VEG FRY
4	VEG CURRY
5	EGG CURRY
6	CHUTNEY - FRESH
7	PICKLE
8	RASAM ( actual consumption)
9	SAMBAR (actual consumption)
10	VEG PULUSU
11	CURD (actual consumption)
	RAITA (actual consumption)
12	CHICKEN (weekly once preferably Sunday)

(Signature of Bidder)

**RGUKT. Ref. No: RGUKT-Basar/Proc/Catering/T06/2015, dated. 10.09.2015**

**Bid Security(EMD) form**

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

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

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

The conditions of these obligations are:

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

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

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

Place:

Signature of the Bank

Date:

and seal.

RGUKT Ref. No. RGUKT-Basar/Proc/Catering/T06/2015, dated.10.09.2015

**PERFORMANCE SECURITY FORM**

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

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

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

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

WHEREAS we have agreed to give the Vendor a Guarantee:

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

This guarantee is valid until the .....day of ..... (Date)

Place:

Signature of Guarantors

Date:

and Seal.

## Supply Agreement form

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

**AND**

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

This agreement of the two parties read as follows:

**Project No : RGUKT-Basar/Proc/Catering/T06/2015, dated.10.09.2015**

**Project Title:** Providing Catering & Housekeeping services (in the mess area) to about 900 students at Basar campus of RGUKT..

1.0 RGUKT, Basar called for OBC tender for providing Catering Services for about 900 residents at Basar campus of RGUKT located in Adilabad District of Telangana State, \_\_\_\_\_(Name of the Vendor), is the L1 vendor for catering services to \_\_\_\_\_ Campus, and the vendor has agreed to provide the said services @ Rs \_\_\_\_\_ per head per day ( including all taxes) as per the menu scheduled in this agreement. The vendor has submitted Bank Guarantee vide BG No: \_\_\_\_\_ Dt.\_\_\_\_\_, issued by \_\_\_\_\_(Name of the Bank & Branch), , which is valid up to \_\_\_\_\_. The vendor was issued the **work order No RGUKT-Basar/Proc/Catering/T06/2015, Dt. \_\_\_\_\_**, subject to the following terms and conditions and the schedules I, II and III appended.

### 2.0. TERMS AND CONDITIONS:

- 2.1. The Vendor shall provide Catering Service (Breakfast, Lunch , Tea & Snacks and Dinner) to about 900 residents (approx.) at RGUKT-Basar, as per the menu listed in the appended schedule-1 for a consideration of Rs. \_\_\_\_\_ per head per day inclusive of all taxes.
- 2.2. The Vendor should not change the menu listed in schedule-I&II without the explicit permission from the concerned RGUKT authorities. The vendor should oblige any minor changes to the menu suggested from time to time by the concerned RGUKT authorities within the approved rates per head.
- 2.3. The vendor will ensure that the cooked and uncooked food is stored properly and no stale food is served. In case of any food poisoning, the contractor will be held solely responsible and will be penalized besides legal action.

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

- 2.14. **The Vendor shall not engage any sub-contractor or transfer the contract to any other person/firm in any manner.**
- 2.15. The Vendor will ensure that equipment provided by RGUKT and furniture and fixtures are not in any way damaged, misused or mishandled. Any equipment /items provided by RGUKT to the Vendor/caterer, which is damaged will be replaced/repared by the party at their own cost.
- 2.16. The Vendor shall be solely responsible either for any injury, damage, accident to the workman employed by the agency or for any loss or damage to the equipment/property in the areas of work as a result of negligence/carelessness of its workers.
- 2.17. The Vendor will pay for the cost of LPG, Electricity, and Water consumed in the kitchen and messes, as per the approved rates of Telangana TransCo, Municipalities / Municipal corporation / Panchayats etc.

**3.0. DISPUTES:**

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

**4.0. PENALTY CONDITIONS :**

- 4.1. The vendor should ensure (a) Timeliness of service, (b) Tidiness of the surroundings, (c) Wearing of Uniform by Catering Contractor Employees while on Duty, (d) Quality of food to all dinning members, (e) Quantity of food as per menu i.e., no. of grams/actual consumption whichever is higher, and (f) Behavior and Courtesy of contractor employees towards dinning members.
- 4.2. The performance of the Vendor in the above catering services will be assessed every fortnight by a 'Food Committee' constituted for the purpose with students and staff, and payment of bills by RGUKT will be in accordance with the performance index on a 10-point scale.
- 4.3. The Vendor will abide by the ratings given by the 'Food committee' and the schedule of payment for different ratings are as under:

≥8	- 100 %
< 8 and ≥7	- 95 %
< 7	- 90 %
< 6	- the contract is liable to be terminated.

4.4. Students' feed-back will also be obtained directly on a 5-point scale as part of a food survey report. and the schedule of payment for different ratings are as under:

- ≥ 3.5 - 100 %
- < 3.5 and ≥3.0 - 95 %
- <3 - 90 %

- Students non-response on exercising their option for PI may be considered as "satisfactory to good to very good" and may be given default 4 out of 5 weight-age.
- Both 4.3 & 4.4 should be satisfied.

4.5. If a service provider earning 6 (Six) 5% penalties or equivalent in a year during the contract period, the contract is liable for cancellation.

4.6. If the contract is terminated for the above reason(s) mentioned, the performance security will be forfeited.

**5.0. Termination of Contract:**

5.1. In the event of any breach and / or failure on the part of the Vendor/Caterer to comply with the said terms & conditions of the contract, the contract will be terminated forthwith. RGUKT also reserves the right to cancel/suspend the contractual period for any reason whatsoever without assigning any reason and no liability shall be incurred by RGUKT in the event of the aforesaid cancellation/suspension. However, under the normal circumstances the RGUKT will give 30 days' notice before the said cancellation/suspension. In addition if the contract is cancelled, the performance security will be en-cashed and forfeited.

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

Signed, and delivered by

Signed, and delivered by

Second Party

First Party

for \_\_\_\_\_  
(Name of the Vendor)

For Rajiv Gandhi University of Knowledge  
Technologies, Basar

Vendor's common seal:  
Place: Basar

RGUKT common seal:  
Place: Basar

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

IN THE PRESENCE OF

1) \_\_\_\_\_

2) \_\_\_\_\_

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

IN THE PRESENCE OF

1) \_\_\_\_\_

2) \_\_\_\_\_



## **Bid letter form**

IN COVER 'B'

From:

(Registered name and address of the bidder)

To

Rajiv Gandhi University of Knowledge Technologies,  
Basar, Mudhole Mandal,  
Adilabad District, Telangana-504107.

Sir,

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

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

If our bid is accepted, we undertake to:

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

Place:

Bidder's Signature

Date:

Seal.

## Bidder Information

IN COVER 'A'

1	Name of the organization	
2	Year of establishment	
3	Registered Office Address	
4	Phone No.	
5	Fax No.	
6	Email	
7	Total No. of branch offices in AP	
8	Whether Suppliers	Yes/No
9	Details of EMD furnished	
10	Details of certificates enclosed.	

IN COVER 'A'

Turn over details of item/product - 2014-15

<b>S.No</b>	<b>Name of the Organization from which purchase order is obtained</b>	<b>Catering Service to the No. of people</b>	<b>Amount (Rs in Lakhs)</b>

List of Major Customers - 2014-15

<b>S. No</b>	<b>Customer Full Address</b>	<b>Year of supply</b>	<b>Catering Service to the No. of people</b>	<b>Turn Over Under form P-2(Nos.)</b>

**PERISHABLE AND NON-PERISHABLE ITEMS**

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

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

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

## CHECK LIST

### IMPORTANT:

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

S.No	Particulars	Name of the file uploaded	Page Number
1	Bidder Information		
2	Tender Processing Fee of Rs.5000/- by way of DD from any nationalized Bank (per campus, to which they have applied).		
3	EMD (DD/BG) from a Nationalized Bank.		
4	Proof of having provided such services in the last 3 Financial Years i.e. 2012-13, 2013-14 and 2014-15. The experience in institutional Catering.		
5	Certificates issued by the firm of CAs regarding turnover of the subject material		
6	Satisfactory Performance Certificate from parties		
7	Constitution/Legal status of the firm		
8	Copy of Registration Certificate		
9	Latest Income Tax Returns filed		
10	VAT/CST Registration		
11	Latest VAT/CST Returns		
12	Power of Attorney, wherever applicable		
13	Food Licence Certificate		
14	Number of Employees		
15	List of Present clientele with addresses & Phone numbers		
16	Experience in serving Telangana Food for 1 year		
17	All other information/documents that are required in the bid document		

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