



**KAMLA NEHRU INSTITUTE OF TECHNOLOGY,
SULTANPUR (U.P)- 228118**

Phone & Fax - 05362-240454

Advt. No.: TEQIP-III/2019/Services/Catering-1

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Invitation of Quotation for Catering Services

1. Quotations are invited from reputed service providers, for providing Hospitality (Lunch, Dinner, Breakfast and Refreshment) during Faculty Development Programs/Staff Development Programs/Conferences/Workshops/Seminars/Meetings/Student Placement Activities etc. organized by the Institute through TEQIP-III.
2. Quotation documents are to be submitted at the office of 'TEQIP-III, Kamla Nehru Institute of Technology, Sultanpur-228118 on or before the closing 13.11.2019 at 3:00 PM and opening on the same day at 3:30 PM.
3. Estimated Cost of Work: Rs.20,00,000/- (Per Year). EMD to be deposited by Firm: Rs.40,000/-. EMD of shortlisted firm shall be kept as security money and shall be refunded after the successful completion of contract.

Eligibility Criteria:

1. The Bidder should have minimum three years of experience in providing catering service to Department / Ministries of Government of India / PSUs / State Government / Reputed organizations (copies of work orders during each of the last three years of past clients should be enclosed).
2. The Bidder may be a proprietor firm, partnership firm, Limited company, Corporate Body legally constituted engaged in catering services, who should have valid food license issued by the Government.
3. There should be no case pending with the police against the Proprietor / Firm / Partner of the company (Agency), pending complaints, if any, shall also be included.
4. Service Tax Registration certificate/GST Registration.
5. PAN No. of the organization / Firm.

6. The Firm Should not have been blacklisted by the Depts/Ministries of the Govt. Of India/State Govt/PSUs.

Instructions:

(A) General Instructions

1. The quotations submitted will be evaluated on the basis of Contractor's experience, executed contracts, contracts in hand, capacity to prepare food/snacks, managerial abilities and other relevant factors as considered appropriate by the Committee nominated by the Director of the Institute as per details provided in Annexure I.
2. If required, the Committee nominated by the Director of the Institute may also check up the quality of food served etc. by the contractor at the place of his/her/their current contract of catering / mess / canteen services / restaurant.
3. The following terms and conditions which shall be binding on the contractor:

Tenure of Contract

- a) The contract period shall be initially valid for one year from the date of the award however it will be reviewed after six months and may be extended further for six months on satisfactory Performance Report given by the Committee.
- b) If the Institute is not satisfied with the food quality and service, the Contract may be terminated any time during the period of the award.
- c) The Institute shall provide following basic infrastructure to run the kitchen such as:
 - I. Water and electricity connection.
 - II. Dining tables with chairs and tent.
4. **All other items viz. working tables, racks, shelf, vegetable cutting machine, wet grinder, chapatti puffer, cooking burners, fridge's etc. Other utensils including crockery and refilling of cylinders, which are required shall be arranged by the Contractor. The facilities provided by the Institute will be in the charge of the Contractor and he / she shall be responsible for any damage other than usual wear and tear. In case of any loss or damage, the Contractor will have to replace the lost items / carry out necessary repair, subject to approval and instructions of the Institute Authorities.**
4. The contractor shall have to provide the trained staff, crockery, cutlery and LPG/fuel. The Contractor shall be provided with the necessary electrical fittings and fixtures at the time of contract only. During the contract period the Contractor shall replace the necessary consumables like tube light, CFL and water taps being used.

5. Maintaining safety, health and hygienic conditions in and around the kitchen shall be the responsibility of the Contractor. The suggestions/instructions of Institute Authorities regarding cleanliness have to be followed and the expenditure towards this is to be borne by the Contractor.
6. The Contractor is required to maintain adequate number of workers. All the workers must be between 18 to 60 years.
7. The Contractor and his/her workers must behave politely with Institute Officials, Faculty, Staff, Students and Guests.
8. Smoking and consuming liquor etc. is strictly prohibited in the Institute premises.
9. Cooking medium should be of branded items as Annexure I. Substandard material must not be used.
10. Non Vegetarian food should be cooked in a separate kitchen with separate utensils. Non Vegetarian food should be served on separate serving tables.
11. Overall cleanliness of surrounding, kitchen shall be the responsibility of the Contractor. The food, raw materials, ingredients etc. are to be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of COOKED FOOD shall not be stored / preserved / re-served.
12. Workers and cook should be healthy and medically fit. If any worker is found medically unfit, he may not be given permission to continue his duties and Contractor shall replace him immediately.
13. The Contractor should provide uniform with head cap and serving gloves to the workers. The Contractor will ensure that whenever the workers are on duty they should be in clean and proper uniform.
14. Menu is attached with this document (Annexure-II), however this menu is subject to changes in consultation with the Contractor. Menu can be changed, to suit the availability of seasonal vegetables and their market supply with the permission of Institute authorities.
15. The utensils are to be cleaned with hot water using branded cleaning agent powder/soap after every meal.
16. The Contractor or his representative should be present when the food is being served.

17. All the items to be served including curd shall be prepared preferably in the kitchen.
18. Liability/responsibility in case of any accident causing injury/death to worker/s or any of his staff shall solely be the liability of the Contractor. The Institute shall not be responsible by any means in such cases.
19. The Contractor shall not employ any worker whose track record is not good or was involved in any crime/offence/police case.
20. Storage / consumption of any alcoholic drink / liquor is strictly prohibited. The Contractor shall not serve any of such substance.
21. The Contractor has to follow all rules and regulations of the Government (including labour laws) towards employing the workers. The Contractor shall be solely responsible for any dispute / violation arising out of wages and service conditions of his/her workers of any rules and regulations of the Government.
22. Decision of the Institute Authorities will be final and binding to the contractor in case of any dispute arising out with respect to the terms and conditions of this contract.
23. The Institute will not provide any kind of residential facility to any worker or other concerned persons. This shall remain the sole responsibility of the contractor.
24. The bidder shall quote rates exclusive of all taxes. Taxes as applicable which are fixed at the time by the Central/ State Government. The rates have to be for Kamla Nehru Institute of Technology, Sultanpur. Incomplete/ Conditional tenders are liable to be summarily rejected. However, the undersigned reserves the right to decide on such a matter in the interest of the Institute, if felt necessary.
25. The Authorities of Kamla Nehru Institute of Technology, Sultanpur reserve the right to accept or reject any or all the offers or a portion of the work amongst the different Contractors in any manner as they may choose without assigning any reason whatsoever and their decision shall be final and binding on all concerned.

Legal Aspects

1. After award of the contract, the Contractor will enter into an agreement with the Institute for execution of this contract as per the prevalent rules and regulation of the Govt. This agreement will be executed on non-judicial stamp paper of appropriate value and the cost of stamp paper will be borne by the Contractor.

2. The Contractor shall indemnify and keep indemnified the Institute against all losses and claim for injuries or damages to any person or property whatsoever which may arise out of or in consequent of the execution of the contract against all claims, demands, proceedings, damages cost, charges and expenses whatsoever in this respect and also on account of acts of omission or/ and commission of the personnel deployed by the Contractor.
3. Any property/ fitting or fixture, if damaged by the supervisor or the worker engaged by the Contractor, the cost fixed by the Administration of the Institute shall be recovered from the Contractor.
4. In case of violation of any of the above condition, the Contract is liable to be terminated with immediate effect and the Contractor shall be barred from future assignments.
5. The Contractor shall be solely responsible in case of incidence/s of food poisoning etc. A penalty may be imposed on the contractor as decided by the Institute Authorities for such incidences.

Minimum Desired Experience

The contractor must have executed work of similar nature at least for three years in Govt./Semi Govt. /Govt. undertaking/ Educational Institutions/ catering services.

Terms of Payment

Complete payment shall be made only after successful completion of the order placed.

Annexure-I**Quality Standards**

The caterer may use only Agmark, ISI mark or FPO approved brands

Milk	Amul/Parag or other brand
Butter	Parag/Amul Brands, Mother Dairy or other reputed brands
Bread Loaf	Modern/Britania/Bakeman Brands/Other reputed
Tomato Sauce	Maggi, Kissan, Cross & Black well (Nestle)
Cooking Oils or Ghee	Sundrop, Godrej, Saffola, Fortune
Salt Iodized	Tata/Captain Cook/Anapurana/Patanjali
Tea Leaves	Tata, Brookbond, CTC
Coffee	Nescafe, Bru, Tata Coffee
Atta, Pulses, Dry Beans	"A" Grade free from admixture
Rice	Clean & free from admixture
Vegetables Fresh	Alternate day procurement from main market 'A' grade good quality open to inspection by Institute authority
Spices and Condiments	Dry grounded as far as possible be procured and fresh grinding done or if packed it should be from reputed brand
Pickle	Nilons, Morton
Papad	Lijjat or other Agmark
Ghee	Amul, Mother Dairy, Britannia,Parag
Paneer	From authorized vendor
Ice Cream	Vadilal, Amul, Mother Dairy, Kwalitiy

Menu

Sr. No.	Item	Description
1	Tea/Coffee	Tea/Coffee, Britannia Biscuit, Chips, Water (250 ml.).
2	High Tea	<ol style="list-style-type: none"> 1. Tea/Coffee 2. Chaat: Paneer Bhari Tikki/Hari Matar Tikki/Papadi Chaat (Any 1). 3. Sweet Snack: Mini Kaaju Barfi/Mini Chhena Rasgulla/Mini Pista Roll (Any 1). 4. Namkeen Snack: Dry Chilli Paneer/Dry Manchurian/Mushroom Chilli/Baby corn Chilli/Spring Roll/Paneer Tikka/Roasted Mushroom Tikka (Any 1)
3	Lunch/Dinner	<ol style="list-style-type: none"> 1. Tawa Roti/Tanduri Roti/Nan Roti/Missi Roti (Any 2). 2. Sada Chawal/Jeera Rice/Matar Pulaw (Any 1). 3. Kadhai Paneer/Palak Paneer/Matar Paneer (Any 1). 4. Gobhi Musallam/Aloo Achari/Mix Veg. (Any 1). 5. Mix Rayta/Kheera Rayta/Pudina Rayta (Any 1). 6. Arhar Dall Tadka/Daal Panchmeli/Daal Makhani (Any 1). 7. Salad/Papad. 8. Gulabjamun/Kheer/White Rashgulla/Gajar Ka Halwa/Mung Ka Halwa (Any 1).
4	VIP Lunch/Dinner	<ol style="list-style-type: none"> 1. Tawa Roti/Tanduri Roti/Stuff Nan/Plain Nan/Baby Nan/Missi Roti/Lachchha Paratha/Palak Puri/Plain Puri (Any 3). 2. Kaju Matar Pulaw/Shahi Pulaw/Veg Pulaw (Any 1). 3. Malayi Methi Paneer/Makhmali Paneer/Maharaja Paneer/Handi Paneer/Paneer Pasanda/Paneer Kalimirch/Navratna Paneer/Kadhai Paneer/Shahi Paneer (Any 1). 4. Matar Mushroom/Mushroom Kaleji/Baby corn Mushroom/Dry Matar Keema (Any 1). 5. Fruit Rayta/Dahi Bada/Pine Apple Rayta (Any 1). 6. Arhar Daal Tadka/Daal Arhar Fry/Daal Panchmeli/Daal Makhani (Any 1). 7. Malayi Kofta/Kathal Kofta/Tiranga Kofta/Methi Palak Kofta/Veg Nargishi Kofta (Any 1). 8. Salad /Papad. 9. Mung Ka Halwa/Chhena Jalebi/Gajar Ka Halwa/Keshariya Gulabjamun/Mewa Kheer/Rasmalai (Any 2).

Financial Bid

Name of Service Provider:

S.No.	Item Name	Rate (Rs.)
01	Tea/Coffee	
02	High Tea	
03	Lunch/Dinner	
04	VIP Lunch/Dinner	

Note: For details of Item refer Annexure-II.

Signature and stamp of bidder