



**TATA INSTITUTE OF SOCIAL SCIENCES**  
**V. N. Purav Marg, Deonar, Mumbai 400 088**  
(A Deemed University under Section 3 of the UGC Act, 1956)

**Invitation to Tender**

Ref. No. TISS/Hyd/Canteen/2018-19/01 dated 22<sup>nd</sup> June, 2018

Date:

To,

**Sub: Limited Tender for Providing Canteen services for TISS, Hyderabad Campus.**

Dear Sir/ Madam,

Sealed Quotations are invited for and on behalf of Tata Institute of Social Sciences, Hyderabad for **canteen services for students and staff** from Catering Services Contractors as detailed below:-

Tender No.	TISS/Hyd/Canteen/2018-19/01 dated 22 <sup>nd</sup> June, 2018
Name of the Work,	<b><u>Canteen services for TISS Hyderabad Campus.</u></b>
Place of Work	1) Catering Services at TISS, Hyderabad Campus
EMD	Rs.10,000/=
Security Deposit	Rs.20,000/=
Period of Work	One Year (Extendable by One More Year)
Date and time for Closing of Tender	29 <sup>th</sup> June 2018 at 1400 hrs
Date and time for Opening of Tender	29 <sup>th</sup> June 2018 at 1500 hrs
Tender Documents	Attached

Thanking you,

Yours faithfully,

Prof. Siva Raju  
Dy Director  
Tata Institute of Social Sciences  
Hyderabad



## Section - A

### Instructions to the Bidders.

- 1) The Tender shall be submitted before the due date and time.
- 2) The Tender shall include the original tender document. The price quotation at Section – E shall be submitted in the same format and should be filled up and submitted along with the tender. In case any bidder quotes any price other than in Section – E their bid shall be rejected.
- 3) The Bid shall be sealed in a cover super-scribing the tender no., name of the work etc. The name and address of the bidder shall also be mentioned on the Cover.
- 4) The Section – E i.e. the Price Quotation shall contain the prices. The bidder shall quote the prices as per the format given in the Tender Document.
- 5) **The Tender shall be dropped in the Tender box which will be available in the Reception, 2<sup>nd</sup> Floor, SR Sankaran Building, Rajendra Nagar, Hyderabad on or before 29<sup>th</sup> June 2018 upto 1400 hrs. Tenders submitted in any other box will not be considered.**
- 6) Tenders received after the closing time will be rejected.
- 7) The bidders are advised to inspect and survey the sites and its surroundings and satisfy themselves before submitting their tenders as to the form and nature of the site. A bidder shall be deemed to have full knowledge of the site, whether he inspects it or not and no extra claims due to any misunderstanding or otherwise shall be allowed.
- 8) Tender shall be opened on 29<sup>th</sup> June 2018 at 1500 Hours on in the presence of those bidders who may be present (in case that day becomes a non- working day tenders shall be opened on next working day) at the above address.
- 9) The Evaluation will be done on the basis of the percentage of the rates indicated in the tender.

(Prof. Siva Raju)  
Dy. Director

## Section –B

### General Conditions of the Contract.

**1) Name of Work – Canteen Services for TISS, Hyderabad Campus**

To provide the Catering Services for students and staff of the TISS, Hyderabad Campus.

**2) Definition**

The following words and phrases shall have the meaning as herein set out wherever they appear in this document unless the context otherwise requires:

- a) 'Owner' or TISS HYDERABAD CAMPUS or 'Management' shall mean the Tata Institute of Social Sciences., and shall include its nominated officer(s), legal representative and successors.
- b) 'Officer-in-Charge' shall mean an Officer so appointed by TISS HYDERABAD CAMPUS responsible to direct, supervise and be in charge of the work.
- c) 'Specification'/'Tender Document' shall mean the technical specifications and the Conditions of contract forming part of the contract and such other schedules and drawings as may be mutually agreed upon.
- d) 'Letter of Intent' shall mean and include, the official communication(s) issued by TISS Hyderabad Campus notifying the Contractor that the Contractor's offer has been accepted by TISS.
- e) 'Contractor' means a person to whom the contract of providing the Hospitality Services for TISS Hyderabad Campus has been awarded by TISS.
- f) 'Date of Contract' shall mean, the date on which the Contractor has been issued the order or the date mentioned in the LOI as the effective date of Contract, whichever is earlier.
- g) The words imparting singular shall also include the plural and vice-versa where the context so requires.

**3) Validity of Bids:**

The bidder shall keep the bid(s) valid for acceptance by TISS for a minimum period of 90 days from the date of opening of the bid(s). However the parties shall be free to extend this period by mutual agreement.

**4) Earnest Money Deposit (EMD):**

- 1) The bidder(s) shall be required to pay "Earnest Money Deposit" of Rs. 10,000/= (Rupees Ten Thousand Only), in the form of Demand Draft/Pay Order drawn in favour of TISS HYDERABAD CAMPUS and payable at Mumbai.
- 2) The bids received without Earnest Money Deposit shall be summarily rejected without any further correspondence.

**5) Acceptance of Bid(s)**

- 1) Acceptance of bid by TISS HYDERABAD CAMPUS shall be communicated to the bidder through a 'Letter of Intent', followed by detailed work order, which shall form part of the Contract. Failure and negligence to accept the 'Letter of Intent' on the part of the bidder shall entitle TISS HYDERABAD CAMPUS to forfeit the Earnest Money Deposit (EMD) submitted by the bidder. The decision of 'Officer-in-Charge', in this regard shall be final and binding.
- 2) No intimation shall be sent to the unsuccessful bidders. However, the EMD shall be refunded to the unsuccessful bidders within 30 days from the date of issue of 'Work Order' without interest.

**6) Security Deposit (SD)**

- 1) The EMD of the successful bidder, on acceptance of letter of intent, be retained as security deposit. In case of non-compliance of the contract, the security deposit will be forfeited.
- 2) The Security Deposit may be paid or deposited by the contractor (successful bidder) either in the form of Demand Draft drawn in favour of Tata Institute of Social Sciences payable at Hyderabad drawn by any nationalized bank located at Hyderabad or in the form of Bank Guarantee.
- 3) The EMD, deposited at the time of the submission of bid shall be converted into Security Deposit at the request of the contractor or shall be adjusted against the amount of Security Deposit.
- 4) The Security Deposit kept with TISS HYDERABAD CAMPUS shall not bear any interest. The Security Deposit shall be refunded to the contractor after satisfactory completion of the contract based on certification done by Officer-in-charge.

**7) Performance of the Work:**

The work shall be performed or the services shall be rendered by the Contractor in accordance with the specification(s) described in the letter of intent/contract. However, changes/modifications if any, required during the execution of contract may be carried out as per the mutual discussions between the parties and such changes/modification shall form part of this contract.

**8) Completion Time, Extension for Delays and forfeiture of SD.**

- 1) The Contractor shall render and provide services within the specified time in accordance with the terms contained in this contract. Time mentioned in this contract therefore, shall be the "essence of the contract".
- 2) If the contractor delays, neglects or refuses to render and provide services in accordance with the terms of this agreement, the TISS HYDERABAD CAMPUS shall be within its legal right to determine the contract and forfeit the Security Deposit as mentioned in Para 6 above. The decision of the officer-in-charge in forfeiture of Security Deposit shall be final and conclusive.

**9) Escalation**

No escalation shall be payable by TISS HYDERABAD CAMPUS to the Contractor, during the period of Contract.

**10) Duties and Responsibilities of the Contractor:**

- 1) It shall be the responsibility of the Contractor to complete the execution of the Contract, render the services specified by TISS HYDERABAD CAMPUS in the contract or specified from time to time.

- 2) It shall also be the responsibility of the Contractor to engage and utilize the services of **competent, qualified and experienced personnel and supervisor** having appropriate skill level as required for the purpose of performing the work, supervision and rendering services so entrusted under the Contract.
- 3) The Contractor shall provide full particulars and other details of the person(s) to be deployed for the execution of the work, to TISS HYDERABAD CAMPUS on regular basis.
- 4) The Contractor shall exercise all reasonable skill, care and diligence in discharge of his duties in the contract.
- 5) The Contractor shall be fully responsible for all risks arising from negligence, errors, omission, willful or otherwise, by him or his personnel, which occur in connection with rendering services as laid out in the Contract. The Contractor shall be liable to compensate TISS HYDERABAD CAMPUS for losses arising out of such negligence, errors and omissions.
- 6) The Contractor shall provide at own cost and risk the personal accident insurance for the contractor's staff to cover any risk arising out of and from the work and services performed under this contract. The Contractor will keep TISS HYDERABAD CAMPUS fully indemnified from and against all claims, costs and charges arising out of personal injury to their employees and the Contractor will be solely responsible to meet such claims and shall keep TISS HYDERABAD CAMPUS indemnified at all times against all such claims Costs, Charges and Expenses arising out of such claims.
- 7) The Contractor shall be further liable for the consequence of errors and omissions arising from the gross negligence on its part or on the part of its employees, to make good the financial losses to TISS HYDERABAD CAMPUS to the extent of the total value of this contract.
- 8) The Contractor shall comply with all Labour Legislations as may be applicable, such as Minimum Wages Act, Contract Labour (Regulation and Abolition) Act 1970 etc.
- 9) The Contractor will maintain all registers under the said Act. The said Registers, records shall be made available to us for inspection as and when required.
- 10) The employees deployed by the Contractor for the above work shall be subject to Security regulations of TISS HYDERABAD CAMPUS. Before employing, the Contractor should have character and antecedents of the employees verified by Police. Any change in the employment of workers should be with prior permission from the authorized representative of management and after verification as above.
- 11) Only Medically fit personnel of contractor will be allowed to work. Before deploying the workers the contractor should furnish medical fitness certificate of their workers. The workers of the contractor shall also be subject to periodical medical checks (every six months).

**11) Levy of Liquidated Damages:**

- 1) TISS HYDERABAD CAMPUS shall be within its right to levy on the contractor the compensation as Liquidated Damages, to cover the total cost incurred by it for making alternative arrangements for the delays attributable to the Contractor, sub-standard quality of services, non-deployment of adequate and sufficient number of labourer(s) and supervisor(s).
- 2) In assessing the compensation as Liquidated Damages the decision of the officer-in-charge shall be final and binding.
- 3) The amount of the Liquidated Damages shall be adjusted and set against the sum of money payable to the contractor under this contract or any other contract with TISS HYDERABAD CAMPUS at one or more of its units.
- 4) In case Work is not carried out as specified in the Scope of Work, penalty of Rs.1,000 will be levied for each default. This is without prejudice to any other action to be taken in terms of the Contract.

- 5) In case the staff is not deployed on the locations as specified in the Scope of Work by the Contractor, a penalty of Rs.500 per day will be levied. This is without prejudice to any other action to be taken in terms of the Contract.
- 6) TISS HYDERABAD CAMPUS may either Levy Liquidated Damages or impose Penalty or both as decided by the Officer-in-Charge.

**12) Termination:**

- 1) TISS shall have the right, any time during the duration of the contract to suspend, terminate or cancel the services of the Contractor by giving written notice of not less than 30 days to the Contractor. Termination of Contract can be on any of the following:
  - 1) default by Contractor.
  - 2) failure to deliver any or all of the services/complete the work within the specified timings specified in the contract.
  - 3) failure to perform any other obligation(s) under the contract.
  - 4) failure to take remedial action for its failure within the period given by TISS HYDERABAD CAMPUS for remedial action.
- 2) In the event, the contract is terminated due to reasons of unsatisfactory performance, negligence or inordinate delay in providing of services, TISS shall be free to forfeit the Security Deposit fully or partially as may be decided by TISS HYDERABAD CAMPUS.
- 3) The right to terminate the contract shall be vested with TISS without prejudice to any other remedy for breach of contract either available under the contract or the law of the land.

**13) Foreclosure of the Contract**

- 1) It shall be within the authority of TISS, at any time after acceptance of the bid or during the execution of the work, to foreclose or reduce the scope of the work, for any reason whatsoever, either partly or wholly by giving the written notice of not less than thirty days to the Contractor. In such an event, the Contractor shall have no claim whatsoever on account of any profit(s) or advantage(s) which the Contractor might have derived from the execution of work in full but for the reasons of the foreclosure of the whole or part of the Contract.
- 2) The decision of Officer-in-Charge with regard to the foreclosure of the contract and/or reduction of scope of work shall be final and binding for which no disputes what so ever, shall be raised by either of the party to this contract.

**14) Abandonment of Work**

In case, the work is abandoned by the Contractor and consequent loss suffered by TISS HYDERABAD CAMPUS in getting the left out job completed from another agency, the Contractor shall be liable to compensate TISS HYDERABAD CAMPUS adequately by paying the difference(s) in the amount of the actual contract value awarded to the new Contractor for completing the left out balance services and the amount which would have been paid to the Contractor had the Contractor not abandoned the work.

**15) Defect Liability**

Should any defect or inadequacy occurs in the services provided by the Contractor, the decision of the Officer-in-Charge regarding 'Defect or Inadequacy' in the work so carried out and service rendered shall be final and binding. In case, despite the specific request by TISS to the Contractor to rectify or

remedy the defect or inadequacy so pointed out and brought to the notice of the Contractor, the Contractor fails and neglects to rectify the same, within the time frame given by TISS HYDERABAD CAMPUS for such rectification then TISS shall be within its right to correct such defects or the inadequacy(s) rectified from a third party at the costs and risks of the Contractor. It shall be within the right of TISS to adjust/recover such additional costs, so incurred by from the payments due and payable to the Contractor.

**16) Payment of Taxes, Other Levies & Travel Expenses**

- 1) TISS will provide space for running the canteen in the S.R. Sankaran building. The actual electricity and water charges shall be paid to the Institute every month. License fee of Rs.2000/- per month will be payable in addition to the above. In case of any water shortage same will be arranged by contractor.
- 2) The rates shall be inclusive of all taxes. The taxes shall be remitted to the government by the agency directly.
- 3) The bidder should be registered under GST and certificate should be furnished alongwith the bid. In case the bidder is not already registered, he shall undertake to register and furnish the Registration Number along with documentary evidence or produce evidence for having submitted necessary application for registration after commencement of work.
- 4) The rates for all the items are indicated in the tender document. Only one percentage rate above or below i.e + / - percentage rate shall be indicated in the tender. The tenderer who quotes the lowest % rate will be accepted. The tenderer should be in a position to commence services 1<sup>st</sup> July, 2018.
- 5) The quantity required shall be assessed by the tenderer and sufficient quantity of food shall be maintained by him. The rates charged from the staff and students shall be the quoted rate only. The prices shall be displayed on the board.
- 6) Use of Plastic is prohibited in campus.

**17) Payment for Extras and/additions:**

Any extra or additional item of work, if any, beyond the scope of work originally included in this contract, shall be paid on the basis of rates as may be mutually agreed between the parties.

**18) Sub-letting or Assignment of Contract**

No sub-letting or assignment of the contract is permitted. However, under special circumstances, request, if any, may be considered by the TISS HYDERABAD CAMPUS and decision shall be taken accordingly.

**19) Settlement of Dispute**

- 1) Except where otherwise provided in the contract, all questions and disputes relating to the meaning and interpretation of the terms of the contract and instructions herein before mentioned or as to the quality and adequacy of the work done arising out of these conditions, whether during the progress of the work or after completion or abandonment or cancellations thereof, shall be referred to the Sole Arbitration of the person to be appointed by the Director, Tata Institute of Social Sciences.

- 2) It is a term of the contract that the party who initiates arbitration proceedings shall specify the dispute to be referred to the arbitration under this clause together with the amount or amounts claimed in respect of each such dispute(s).
- 3) Arbitration proceedings shall be conducted in accordance with the provisions contained in the Conciliations and Arbitration Act, 1996 or any statutory modifications or re-enactment thereof and the rules and regulations so framed thereunder and for the time being in force.

**20) Completion of Contract.**

- 1) Unless otherwise provided or agreed between the parties, the Contract shall be deemed to have been completed after issuance of completion certificate by Officer-in-Charge. Officer-in-Charge while issuing completion certificate shall certify that there is no demand/liability outstanding against the Contractor and that all the obligations under the contract have been satisfactorily fulfilled by the Contractor.
- 2) The final acceptance of the work carried out by the Contractor under the scope will be given by TISS HYDERABAD CAMPUS one month after successful completion of the Work done upon certification by the Officer-in-Charge.

**21) TISS Rights**

TISS reserves the right for the following:

- 1) Rejection of the offer without assigning any reason whatsoever.
- 2) Rejection of offer if found incomplete with regard to the required information regarding scope of work.
- 3) Review of the services performed by the contractor and ask for any clarification and changes/modifications to the services performed by the contractor. Such changes shall be mutually discussed and agreed upon between TISS Hyderabad Campus and contractor and the same shall be incorporated by the contractor in the work without any dilution of the responsibility of the contractor.
- 4) The Contract shall be initially for One Year. TISS HYDERABAD CAMPUS reserves the right to extend the Contract for a further period of 1(One) year subject to satisfactory performance of the Contractor on the same terms and conditions.
- 5) TISS HYDERABAD CAMPUS reserves the right for extension and the contractor has to accept as per the same terms & conditions.

**22) Serving of notices:**

Any notice(s) by the parties, shall be deemed to have been given if served personally or by registered letter. The Address of TISS Hyderabad campus for serving of notice is Tata Institute of Social Sciences, SR Sankaran Building, Rajendra Nagar, Hyderabad.

- 23)** Bidders are also required to sign each page of Tender Document of Bid along with the Price Quotation.

(Prof. Siva Raju)  
Dy Director



**Section - C**  
**Scope of Work**

**TISS Hyderabad Campus,**  
**Catering ( 9.00 AM to 7.00 PM)**

The party has to quote for the manpower to run the canteen service at the Hyderabad Campus Office. The Tea Pantry is Catering to the executives' offices and Board Room at the Hyderabad campus

**1) Break fast and snacks Requirements:**

- a) The Snacks etc will be served by the Contractor's staff.
- b) TISS HYDERABAD CAMPUS shall provide all raw materials required for preparation of Tea/Coffee etc.
- c) High levels of hygiene should be maintained.

**2) Dining Hall**

- a) The dining tables, chairs and floor etc should always be kept cleaned and arranged properly.
- b) Special cleaning of the pantry equipment and utensils etc., including the pantry area may be done every week or as and when needed/directed by Officer-in-Charge.
- c) The cleaning of the Stores should be done to ensure that pests and rodents are not there & items like pickles, jams, sauces etc., should not be stored beyond the expiry dates.

**3) Uniforms-**

All the staff should be in uniform & Shoes and remain neat and clean with hair, nails etc., kept trimmed.

**4) Staff-**

The Contractor shall deploy staff as under:-

- I) Pantry Services – Stewards – Two
- II) Utility (Washing etc.) – Utility Boy – One

**5) General**

- I) The staff should be well disciplined and they should remain at their area of work. They should not loiter in the building.
- II) The staff should be briefed to conserve the electricity, water and other precious resources.
- III) The staff available should be well trained to provide services to the Top Executives and foreign delegates/visitors. The staff should be presentable & courteous.
- IV) The garbage should be disposed off at the designated area as directed.
- V) Plastic and other non-biodegradable materials should not be used in the canteen.

(Prof. Siva Raju)  
Dy Director  
For and on behalf of  
Tata Institute of Social Sciences



**SECTION - D**

**Profile of Caterer**

Sl No	Particulars	
1	Name of the agency	
2	Address	
3	Telephone /Mobile No. & Fax, Email	
4	Month and year of establishment	
5	Name of Proprietor /Partner (enclose certificate)	
6	Annual turnover during the last 3 years 2014-15 2015-16 2016-17 Accounts enclosed.	
7	Whether the firm is income-tax assessee ? If Yes please give the details of PAN NO. and copy of the latest assessment order.	
8	GST Registration No. Attach registration certificate	
9	Details of Infrastructure, persons employed, no. of Offices /branches available with the Agency	
10	FSSAI Certificate details and validity Enclose certificate	
11	Name at least 2 References of repute with address and tel. nos. (enclose their certificates)	

**Previous Contracts**

Period of Contract		Name & address of organization	Type of contract undertaken	Number of persons serviced	Value of contract (annual) and other details
From	To				

**CERTIFICATE OF ETHICAL PRACTICES**

- I. I / We assure the Institute that neither I/We nor any of my / our workers will do any act/s, which are improper/Illegal during the execution of the contract awarded to us.
- II. Neither I/We nor anybody on my / our behalf will indulge in any corrupt activities /practices in my / our dealing with the Institute.
- III. I / We will have no conflict of interest in any of our works / contracts at the Institute.

SIGNATURE

Place:

Signature of the Bidder

Date:

List of documents enclosed

- 1.
- 2.
- 3.
- 4.

## Section - E

Fixed Price List for the Various Items  
(To be Served at TISS Hyderabad Campus)

### I. Items for Break Fast & Snacks

Sl. No.	Description of items	Quantity	Rate Per Item
	Sheera	150 gms.	<b>Rs.20/-</b>
	Pav Bhaji	2 Nos. Pav and 100 gms. Bhaji	
	Mysore Bonda 2 No.s and Pav With Chutney	80 gms and Two Pavs	
	Onion Uttappa with Sambhar & Chutney	80 gms	
	Masala Dosa with Sambhar & Chutney	80 gms	
	Sada Dosa with Sambhar & Chutney	80 gms	
	Upma with Chutney	120 gms.	
	Idly 2 Nos. with Sambhar & Chutney	75 gms each	
	Medu Vada 2 Nos. with Sambhar & Chutney	75 gms each	
10.	Sabudana Khichadi	100 gms.	
11.	Sabudana Vada 2 Nos. with Beaten Sweet Curd	75 gms each plus Beaten Sweet Curd	
12.	Potato Vada 2 Nos. with Gatty Masala and Pav	50 gms each and 2 Pav	
13.	Poha (Onion/Potato) with Chutney	100 gms.	
14.	Uttappa (plain) 1 No. with Sambhar & Chutney	80 gms.	
15.	Onion Uttappa with Sambhar & Chutney	80 gms.	
16.	Tomato Uttappa with Sambhar & Chutney	80 gms.	
17.	Dalwada & Chutney (2 Nos.)	80 gms.	
18.	Mix Bhajia & Chutney	80 gms.	
19.	Chivda	50 gms.	
Sl. No.	Description of items	Quantity	Rate Per Item
20.	Veg. Samosa & Chutney ( 2 Nos.)	80 gms.	<b>Rs.20/-</b>
21.	Usal Pav	2 Nos. Pav and 100 gms. Usal	
22.	Punjabi Samosa 2 Nos. with Chutney	80 gms.	

23.	Misal Pav	120 Usal + 30 gms Farsan Plus Two Pav	
24.	Chole Bhature	3 Bhature (40 gms each)+100gms Chole	
25.	Chole with Stuffed Paratha (Aloo Paratha/Methi Paratha etc.)	2 Parathas(60gms each)+100gms Chole	
26.	Sp. Aloo Bhaji and Puri	4 Puri (30 gms each)+ 100 gms. Bhaji	
27.	Veg. Sandwich	Two slices of Bread with Boiled Potatoes, Beet Root, Cucumber, Chutney and Butter.	
28.	Toast Sandwich	Two Toasted Slices plus above.	
29.	Bread Butter	Four Slices	
30.	Bread Jam	Four Slices	
31.	Tomato Omlette	120 gms with Sauce, green chutney and Two Slices of Bread or two pav	
32.	Egg Omlette	Omlette of One Egg with Sauce and Two Slices of Bread or Two Pav	
33.	Sev Puri	6 Number of Sevपुरी's with Toppings	
34.	Dahi Puri	6 Number of Dahi Puris	
35.	Bhel Puri	One Plate	
36.	Ragda Pattis	Two Pattis and Ragda with Chutney etc.	
37.	Boiled Egg with Bread	One Boiled Egg with two slices of Bread with Butter.	
38.	Any Other Similar Items with the approval of Officer-in-Charge		
39.	Oats/millet upma		
40.	Millet Kichdi		
41.	Rice Pongal		

## II. Tea/Coffee

Sl. No.	Description of items	Quantity	Rate per Item
1.	Tea	100 ml	5.00
2.	Coffee	100 ml	5.00

## II. Tea/Coffee etc.

(To be Served in Meetings)

Sl. No.	Description of items	Quantity	Rate per Item
1.	<b>Tray Tea /Coffee</b> (Tea with lemon / Green Tea /Coffee with milk & Sugar separate)	120 ml per cup	7.00
2.	<b>Biscuits (One Good Day, One Bourbon, Four Krack-Jack/50-50, Four Monaco etc.) to be served for Meetings etc.</b>	50-60 gms per plate	7.00
3.	<b>Wafers – Standard(Lays/Garden) to be served for Meetings etc.</b>	50-60 gms per plate	10.00

## III. Lunch

Sl. No.	Description of items	Quantity	Rate Per Lunch
1.	<b>Lunch Thali</b>	<ul style="list-style-type: none"> <li>• Rice/Sangati – Two Bowls of 100 gms each</li> <li>• 3 Chapatis –50 gms each or Puri 5 Nos. (30 gms each)</li> <li>• Dal Fry/Dal/ Dal Tadka/Sambhar 125gms</li> <li>• Bhaji - Green/Dry – 125 gms</li> <li>• Bhaji - Gravy – 125 gms</li> <li>• Curd –75 gms</li> <li>• Papad – Medium</li> <li>• Pickle – 1 Table Spoon.</li> </ul>	<b>Rs.40/-</b>

## IV. A la Carte Items and Additional Items

Sl. No.	Description of items	Quantity	Rate
1.	Rice	100 gms	5.00
2.	Soup	150 ml	10.00
3.	Chapati	1 No.	5.00
4.	Plain Paratha	1 No.	5.00
5.	Poori	1 No.	3.00
6.	Dal/Sambhar	125 gms.	5.00

7.	Curd	75 gms.	7.00
8.	Bhaji	125 gms.	7.00
9.	Special Bhaji	125 gms	8.50
10.	Papad	Medium size	3.00
11.	Veg. Pulav (Basmati) with Raita & Papad	200 + 80 gms. + 1/2 Papad	20.00
12.	Slice Bread	1 No.	2.00
13.	Milk (Skimmed)	160ml	10.00
14.	Veg. Biryani	200 gm plus 80 gm raita	25.00
15.	Butter Milk	150ml	6.00
16.	Fruit Salad	150 gms	15.00
17.	Veg/Green Salad	150 gms	10.00
18.	Sangati	200 gms	15.00
19.	Any other items on demand may be included in the Menu as and when required		

	<b>FINAL OFFERED PRICE</b>	(+) / (-) _____ %	
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Note : Pl indicate clearly (+) / (-) and % rate  
Rates are inclusive of all taxes.

(Signature & Seal of the Bidder)

Place:  
Date:

V. Items to be served at MRP  
**Drinks, Ice Creams, Biscuits etc.**

Sl. No.	Description of items	Rate
1.	Cold Drinks	MRP
2.	Mineral Water	
3.	Flavoured Milk/Energy etc.	
5.	Ice Creams	
6.	Biscuits	
7.	Any Other Item with the approval of Officer In Charge	

(Signature & Seal of the Bidder)

Place:

Date:

## Section – F

### Catering Ingredients, Housekeeping Consumables and Other Terms and Conditions

#### I. Catering Ingredients

1. The Contractor shall provide all raw materials like groceries, vegetables, edible oils, masalas etc. required for preparation of food. The Contractor shall get the samples approved by Officer-in-Charge before procurement.
2. The lentils, rice should be hand picked and washed thoroughly before cooking.
3. The vegetables should be soaked in salted water to ensure that the traces of pesticides are removed and then it should be washed thoroughly.
4. The food preparation should be done under hygienic conditions.
5. The food should not have excessive oil, spices, chillies and salt.
6. The sweet etc., being provided should not be artificially coloured and should be free of silver foil.
7. Special care should be taken in the preparation of Chappatis/Poories. The chappatis should be properly puffed. It should be prepared immediately prior to the lunchtime to ensure that it is hot.
8. The food material etc should be of reputed brand and approved by Officer-in-Charge.

Sl.No.	Name of Items	Brand Name
1	Basmati Rice	Kohinoor/Charminar/Trophy/Golden Chaap/Nurjahan/Dawat
2	Kolam Rice	(Premium Kolam Rice), Ellora, Surti, Diamond, HMT
3	Wheat Flour	Samrat/Ashirwad/Annapurna/Shaktibhog
4	Oil	Saffola Sunflower/ Gemini Sunflower/Sweekar Sunflower/ Godrej Sunflower / Sunrich Sunflower/ Dhara Refined Ground Nut oil/ Sundrop Rice Bran and Sunflower Oil Combination etc.
5	Tea	Society/Tata/Hasmukhrai/Girnar/Kohinoor
6	Coffee	Nescafe/Bru/Sunrise/Tata Kafe
7	Salt	Tata/Captain Cook/Annapurna
8	Maida	Trishul/Kohinoor
9	Dal	Premium Quality)
10	Sugar	Sugar –M / Sugar-S
11	Chilly Powder/Haldi/Dhaniya Powder/Garam Masala/Channa Masala/Meat Masala etc.	Ramdev/Everest/Badshah/MDH/ Lijjat

12	Ghee	Sagar/Amul/Aarey/Gowardhan/Vijaya
13	Red Chana/Green-White Watana/	Prabhat/More/ Ananya etc.
14	Rajma	(Premium Quality) /Mehak
15	Red Chilly	Super Bedgi
16	Butter	Amul/Brittania
17	Jam	Kissan/Mapro/Sil
18	Sauce/Ketchup	Heinz/Kissan/Maggi/Smith and Jones/Nestle

If the contractor is providing any equivalent quality material other than the above branded items, the Contractor can provide the same with the approval of Officer-in-Charge.

Vanaspati Ghee/Dalda shouldn't be used for preparing food items. Only Refined Oil/Ghee shall be used for cooking.

Incase of non-branded (non-Agmark) items procured, the food materials will not be allowed to be used. **Further a penalty of Rs. 2000/-** will be imposed for such willful manipulation on each occasion. This is apart from the penalty mentioned in the contract for poor services etc. Hence the contractor on his own ensure full compliance of the conditions of this contract

9. **Vegetables should be fresh and in case Potato, Onion, Tomato, Green Chilli, Green Dhaniya, Cucumber, Carrot etc. are found of inferior quality, same will not be allowed to be used. Despite repeated warnings, if the Contractor doesn't comply, a penalty of Rs. 2,000/= shall be imposed from 3<sup>rd</sup> warning onwards.**
10. **Storage of Materials** : Storage of materials should be done in professional manner. In no case any other things ( like cobweb, dust, clothes, papers, mop, broom etc.) should be found in store along with other grocery items on surprise check, **Rs.2000/- as penalty on surprise check shall be imposed.**