

# **BID DOCUMENT**

**Open Competitive Bid (OCB)**

**For**

**Providing Catering Services & House Keeping**

**for 2000 students**

**For each Campus at Constituent Institutes of  
Rajiv Gandhi University of Knowledge  
Technologies**

**Proprietary & Confidential**

**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE  
TECHNOLOGIES**

**Ground Floor, Vindhya C4 Building,**

**IIIT-H Campus, Gachibowli**

**HYDERABAD- 500 032**

**Phone: 040-23001830**

## Proprietary & Confidential

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News paper advertisement

**Tender Notice**

**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**



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Sealed Tenders are invited from reputed registered suppliers/contractors for Providing of Catering Services for (boys & girls) as follows.

1. To cater 6000 students i.e., 2000 for each campus
2. To cater 3000 students i.e., 1000 for each campus  
at RGUIITs located at Nuzvid (Krishna District),  
Basar(Adilabad District) and R.K. Valley (YSR District)  
under RGUKT, Hyderabad.

**The last date of submission of Tender document along with EMD as specified in the bid document is on 21 -07-2011 at 04:00 PM.**

Interested parties can collect the Tender documents from the office of the RGUKT from 8 -07-2011 to 20-07-2011 against payment of Rs. 5,000/- for item no 1 & 2 separately for each campus ( i.e., 2000 and 1000 students) towards the cost of Tender document fee (non-refundable) through D.D. payable to REGISTRAR, RGUKT at Hyderabad. For further details visit our website [www.rgukt.in](http://www.rgukt.in)

**Date: 8 -07-2011**

**Sd/-  
Registrar,  
RGUKT**

## Time schedule of various tender related events

(Catering Services)

Bid calling date	08-07-2011
Pre bid meeting date/time	13-07-2011 at 03:30 P.M
Last date for sale of document	20-07-2011 at 05:00 P.M.
Bid closing date/time	21-07-2011at 04:00 P.M.
Technical Bid Opening date/time	21-07-2011at 04:30 P.M.
Price Bid opening date/time	23-07-2011 at 04:30 P.M.
Bid Document fee	Rs.5,000/-
Contact person	Registrar, RGUKT
Reference No	RGUKT/Tender/Catering/P1/015/2011

Registrar,  
RGUKT

## TENDER FORM

### Not transferable

*Reference:* No: RGUKT/Tender/P1/Catering/015/2010

Dated: 08-07-2011

*Subject:* Tender for providing Catering Services and Housekeeping for kitchen & dining halls for three RGUIITs located at Basara (Adilabad Dist), Nuzvid (Krishna Dist) and RK Valley (Kadapa Dist) under RGUKT, Hyderabad.

Last date for submission of the TENDER AT HYDERABAD is 21-07-2011 up to 04:00 P.M.

Dear Sir/Madam,

- A. RGUKT invites sealed tenders comprising technical bid and price bid separately from registered suppliers/contractors to provide Catering Services and Housekeeping for three IITs under the RGUKT located at Basara (Adilabad Dist), Nuzvid (Krishna Dist) and R K Valley (Kadapa Dist).
- B. The Tender form consists of 29 pages of which pages from 5 to 18 are instructions and page No.19 is financial bid. The duly completed Technical Bid together with a copy of the bid document (this tender) signed on all pages and the Price Bid should be kept in separate sealed covers and these sealed covers may be submitted in a sealed master envelope superscripted with "Tender for providing Catering Services and Housekeeping to the students of IITs under the RGUKT. The last date for submission of TENDER is 21-07-2011 before 04:00 P.M.
- C. The Sealed Tenders shall be deposited in the Tender box kept in the office of Registrar, RGUKT up to 04:00 P.M. on 21-07-2011.

RGUKT reserves the right to award the contract to one or more than one tenderer.

For any clarification and further details on the above tender please contact Telephone No: 040-23001830 or Contact Person during office hours.

Thanking you

Yours faithfully,

Registrar,  
RGUKT

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

<b>Item</b>	<b>Description</b>
EMD	Rs.3,00,000/-
Bid Validity Period	60 days from the date of opening of commercial bid
EMD Validity Period	60 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	25 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	<p>Penalty points refers to the following ratings:</p> <ul style="list-style-type: none"> <li>❖ Timeliness of service</li> <li>❖ Tidiness of the surroundings</li> <li>❖ Wearing of Uniform by Catering Contractor Employees while on Duty.</li> <li>❖ Quality of food to all dinning members</li> <li>❖ Quantity of food as per menu i.e., no. of grams/actual consumption whichever is higher.</li> <li>❖ Behavior and Courtesy of contractor employees towards dinning members.</li> </ul> <p>i. The above points will be given weightage and score</p>

	<p>will be based on the performance on ground. The report of a committee consisting of students and staff will decide the performance index on 1 to 10 scale based on the feedback taken every Fortnight. <b>Penalty deductions based on the performance scale 1-10</b></p> <p><b>a. For rating of 9 and above payment will be 100%</b></p> <p><b>b. For a rating of 8 payment will be 95%</b></p> <p><b>c. For a rating of 7 payment will be 90%</b></p> <p><b>1. For a rating of below 7 the contract is liable to be terminated.</b></p> <p><b>ii. Basing on the Food survey report of the students 5% penalty will be imposed to the rating below 2.3%.</b></p>
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**ELIGIBILITY CRITERIA:**

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.
  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. **2008-09, 2009-10 and 2010-11** to the amount of at least **Rs.02.00 crore** per each financial year. The experience in institutional catering is required.
  3. He 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.
  4. 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.



- 4.1 Copies of original documents defining the constitution or legal statues, 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.
- 4.2 Number of employees owned by the bidder and produce labour license and submit PF/ESI Proofs.
- 4.3 Latest Income Tax Saral form / Returns filed
- 4.4 List of Present Clientele with contact address & telephone numbers. The certificates furnished by the bidder along with technical bid should be attested by a Gazetted Officer and along with his signature.\
- 4.5 Top priority will be accorded to new tender bidders to encourage healthy atmosphere in marketing competition.
- 4.6 Experience in serving Andhra food is mandatory at least for one year.
- 4.7 Furnish food license certificate.

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.**

**Requirement:**

The following Catering Services are required in the specifications mentioned here under for 6000 (2000 at each campus) students (Boys & Girls) of all the three APIITs under RGUKT located at Basar (Adilabad District), Nuzvid ( Krishna District), Idupulapaya (Kadapa District).

<b>Weeks</b>	<b>Break Fast</b>	<b>Lunch</b>	<b>Snacks</b>	<b>Dinner</b>
Monday	Idly, Sambar, Chutney, Tea & Coffee	Plain Rice, Aloo Curry, Palakura Pappu, Curd, Egg	Tea/Coffee/Milk, Biscuits	Plain Rice Mixed Veg Curry, Tomato Rasam, Pickle, Curd, Banana.
Tuesday	Rice Pongal, Chutney, Tea & Coffee	Plain Rice, Brinjal Curry, Dosakaya Pappu, Curd, Egg	Tea/Coffee/Milk, Biscuits	Plain Rice, Tomato Drumstick Curry, Miriyala Rasam, Pickle, Curd, Banana.
Wednesday	Wada, Sambar, Chutney, Tea & Coffee	Plain Rice, Thotakura Pappu, Cauliflower Tomato Curry, Curd, Egg	Tea/Coffee/Milk, Biscuits	Plain Rice, Bendi Masala, Sambar, Pickle, Curd, Banana
Thursday	Tomato Bath, Chutney, Pickle, Tea & Coffee	Plain Rice, Beans Carrot Curry, Gongura Pappu, Garlic Rasam, Curd, Egg	Tea/Coffee/Milk, Biscuits	Plain Rice, Cabbage & Green Piece Curry, Pappucharu, Pickle, Curd, Banana
Friday	Bambino Upma, Tomato Sauce, Chutney, Tea & Coffee	Plain Rice, Beerakaya Tomato Curry, Tomato Rasam, Curd, Egg	Tea/Coffee/Milk, Biscuits	Plain Rice, Gutti Vankaya Curry, Rasam, Pickle, Curd, Banana
Saturday	Dosa, Chutney, Tea & Coffee	Plain Rice, Dosakaya Tomato Curry, Sambar, Curd, Egg	Tea/Coffee/Milk, Biscuits	Plain Rice, Bagara Baigian, Garlic Rasam, Pickle, Curd, Banana
Sunday	Chapathi, Aloo Kurma, Tea & Coffee	Chicken Curry, Veg Biryani, Aloo Kurma, Raitha, Sweet	Tea/Coffee/Milk, Biscuits	Plain Rice, Beans, Carrot Curry, Sambar, Pickle, Curd, Banana

## **NOTE**

A complete set of bidding documents may be purchased by interested bidders from the RGUKT contact person upon payment of the bid document price which is non-refundable. Payment of bid document price should be by demand draft / cashier's cheque or certified cheque drawn in favor of "Registrar , Rajiv Gandhi University of Knowledge Technologies " and payable at Hyderabad (India).