

BID DOCUMENT

Open Competitive Bid (OCB)

For

Providing Catering Services & House Keeping

**For Campuses 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



Ground Floor, Vindhya C4 building,

IIIT- H Campus, Gachibowli,

HYDERABAD- 500 032

Phone: 040-23001830

Sealed Tenders are invited for Providing of catering services to cater 4000 students (boys & girls) that is 2000 students at each RGUIIT located at Nuzvid (Krishna 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 15-02-2011 at 04:00 PM.

Interested parties can collect the Tender documents from the office of the RGUKT from 29-01-2011 to 14-02-2011 against payment of Rs. 5,000/- for each campus separately 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

Date: 28-01-2011

**Sd/-
Registrar,
RGUKT**

Time schedule of various tender related events

(Catering Services)

Bid calling date	28-01-2011
Pre bid meeting date/time	10-02-2011 at 04:30 P.M
Last date for sale of document	14-02-2011at 05:00 P.M.
Bid closing date/time	15-02-2011 at 04:00 P.M.
Technical Bid Opening date/time	15-02-2011 at 04:30 P.M.
Price Bid opening date/time	18-02-2011 at 04:30 P.M.
Bid Document fee	Rs.5,000/- for each center separately
Contact person	Registrar, RGUKT
Reference No	RGUKT/Tender/Catering/P1/028/2010

Registrar,
RGUKT

TENDER FORM

Not transferable

Reference: No: RGUKT/Tender/P1/Catering/028/2010

Dated: 28-01-2011

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

Last date for submission of the TENDER Document AT HYDERABAD is **15-02-2011**
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 two IITs under the RGUKT located at Nuzvid (Krishna Dist) and R K Valley (YSR Dist).
- B.** The Tender form consists of 30 pages of which pages from 5 to 19 are instructions and page No.20 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 Document is **15 -02-2011**
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 15-02-2011**

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: 23001830 or Contact Person during the office hours.

Thanking you

Yours faithfully,

Registrar,
RGUKT

STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

Item	Description
EMD	Rs. 2,00,000/-
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 above mentioned services within 30 days from the date of award of the contract.
Performance security value	10% of contract value
Performance security validity period	13 months from date of commencement of services.
Period for signing the order Acceptance	Within 7 days from date of receipt of notification of award
Payment terms	
Payment of monthly bill	Within 7 days from the date of submission of the bill

a. Insurance Clause	The Catering Contractor is to be covered under the employees insurance for accidents
b. Imposing Penalty	<p>Penalty points refers to the following ratings:</p> <ol style="list-style-type: none"> 1. <ul style="list-style-type: none"> ❖ Timeliness of service ❖ Tidiness of the surroundings ❖ Wearing of Uniform by Catering Contractor Employees while on Duty. ❖ Quality of food to all dinning members ❖ Quantity of food as per menu i.e., no. of grams/actual consumption whichever is higher. ❖ Behavior and Courtesy of contractor employees towards dinning members. 2. Basing on the Food survey report of the students, 5% penalty will be imposed to the rating below 2.3 on 5 scale, rating below 2.0 , 10% penalty; for rating below 1.5 the contract is liable to be terminated 3. In addition a committee will be constituted consisting of Director, faculty and small no of students. The performance index should be above 9.0 on 10.0 scale.
c. Cleanliness of Environment	Kitchen, dining halls and miscellaneous area as given in tender document should be maintained spic and span by sweeping and swapping, always at all times.
d. Terminate Clause	If catering contractor do not fulfill the terms and conditions, the contractor is liable to be terminated by serving 30 day's advance notice.
e. Resolution of disputes	The RGUKT and the Bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract. This mechanism may include, but not restricted to, conciliation mediated by a third party.

ELIGIBILITY CRITERIA:

- 1.1 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.
 - 1.2 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 as required in the tender in the last 3 financial years i.e. 07-08, 08-09 & 09-10 to the amount of at least **Rs. 1.5 Crores turnover** per each financial year. The experience in institutional catering is required. Furnish work orders from concerned earlier depts/firms.
 - 1.3 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.
 - 1.4 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.
- 1.4.1 Copies of original documents defining the constitution or legal status, 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.
 - 1.4.2 Number of employees owned by the bidder and produce labour license and submit PF/ESI proof .
 - 1.4.3 Latest Income Tax Saral form / Returns filed
 - 1.4.4 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.
 - 1.4.5 Top priority will be accorded to new tender bidders to encourage healthy atmosphere in marketing competition.
 - 1.4.6 Experience in serving Andhra food is mandatory at least for one year.
 - 1.4.7 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 MENU mentioned here under for 4000 (2000 at each campus) students (Boys & Girls) of all the two APIITs under RGUKT located at Nuzvid (Krishna District), Idupulapaya (YSR District).

Weeks	Break Fast	Lunch	Snacks	Dinner
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).