

CATERING



“Jeevan Vidya”, Zonal Training Centre,
Near Indira Park, Gandhi Nagar, Hyderabad - 500 080
Phone No. 27672616, 27673362/63, Fax: 27672618, E-mail : scz_ztc@licindia.com

Invitation of Tenders for Catering Services

Life Insurance Corporation of India Zonal Training Centre “Jeevan Vidya”, Near Indira Park, Gandhi Nagar, Hyderabad - 500 080 intends to invite tenders for Catering Services at ZTC, Hyderabad in sealed envelopes from reputed licensed Organizations/individuals having sound financial capacity and proven track record of at least 3 years in the field with an annual turnover of Rs.20 lakhs and above to large training institutions/colleges etc., for providing multi cuisine Vegetarian/Non-vegetarian food to about 80 or more executives/residential trainees per day.

The tenderers meeting the criteria specified in the tender format shall only be considered for further evaluation.

Tender format containing Terms & Conditions for Catering Services is available in our website <www.licindia.com> from 14.10.2011 to 04.11.2011. Last date for submission of filled in tenders to our office will be on 04.11.2011 before 11.00 hrs. Tenderers, will have to send a DD for Rs.200/- (Rupees two hundred only) towards tender fee along with the completed tender.

The Principal, ZTC, LIC of India, Hyderabad, reserves the right to reject/issue the tender to any agency at his sole discretion without assigning any reason whatsoever.

Date: 14.10.2011

PRINCIPAL



Zonal Training Centre
Near Indira Park
Gandhi Nagar
Hyderabad-500 080

Ref:ZTC/OS/

Date:14.10.2011

Re: TENDER FOR CATERING SERVICES AT Z.T.C., HYDERABAD.

Sealed quotations are invited (separately for Technical Bid and Price Bid) for providing Catering Services at our Zonal Training Centre, Near Indira Park, Gandhi Nagar, Hyderabad as per the enclosed formats.

1. The tender forms can be downloaded from our Website:www.licindia.com. The tenderer needs to pay an amount of Rs.200/- towards tender fee for submission of tender for Catering Services by way of DD payable at Hyderabad along with the tender forms.
2. Tenders should be submitted in the form of two bid system viz. 1 sealed cover superscribed as 'Technical Bid' in 'Annexure-A' and another sealed cover superscribed as 'Price Bid' in 'Schedule-2'. These two individual sealed covers are to be kept in a single big sealed cover superscribed as Tender for Catering Services at ZTC, Hyderabad - Last Date to reach us is 04.11.2011 before 11.00 hrs.
3. The sealed quotation should be accompanied with a refundable EMD of Rs.25,000/- in the form of DD drawn favoring "LIC of India" on any nationalized bank payable at Hyderabad, without which the Bid will not be considered. The EMD will not carry any interest and it will be refunded to the unsuccessful bidders soon after the finalization of the tender. The EMD deposited by the successful bidder will be converted into Security Deposit and it will not carry any interest.
4. The Terms and Conditions governing the tender are given herewith. The tender for Catering Services contains 14 pages numbered serially. All pages of the tender forms will have to be signed by the tenderer as proof of its acceptance.

The sealed envelopes should be superscribed as "Tender for Catering Services" addressed to and submitted to The Principal, LIC of India, Zonal Training Centre, Near Indira Park, Gandhi Nagar, Hyderabad – 500080. The tenders should reach the above address or to be dropped into the tender box meant for it on or before 11.00 hrs on 04.11.2011. The tenders received after the due date and time will not be considered.

The schedule for processing of tender is as under:

1. **Availability of tender forms in Website** : **From 14.10.2011 to 04.11.2011**
2. **Last Date for Submission of tender forms** : **04.11.2011 up to 11.00 hrs**
3. **Opening of Tenders** : **11.30 hrs. on 04.11.2011 in the chamber of the Principal.**

The concerned service providers may send their representatives at the time of opening the Tender. Only the sealed price bids of those who have qualified under technical bids, will be opened. The price bids must have break up figures for the items mentioned in the format.

Yours faithfully,

PRINCIPAL.

Eligibility Criteria & Requirements

1. The applicant must be a Registered/Licensed Organization / Partnership firm / Sole proprietorship/ Individual.
2. The applicant must have a proven track record of minimum 3 years with reputed clients in rendering catering service.
3. The applicant must have sound financial capacity / credit worthiness acceptable to LIC of India.
4. The applicant must have average annual turnover of Rs.20 lakhs during the last three financial years.
5.
 - a. The applicant must produce relevant documentary evidence along with the tender application form.
 - b. Non disclosure of relevant information or furnishing of incorrect information / documents will suffer disqualification.
6. The applicant must not have been at any time declared as insolvent or convicted for any offence.
7. The applicant shall comply with all the requirements of labor laws; obtain all licences / approvals / permissions to carry on the business of catering services.
8. The applicant must not have been prosecuted or suffered any penalty for violation of any labor laws by any Authority.
9. The applicant should not have rescinded/abandoned any Catering contract awarded by any of his clients before the expiry of prescribed period of contract.
10. The applicant should neither be a sub-contractor to any other entity/ person nor has at any time sub-let the contract awarded to the applicant to any other person.
11. The applicant has not suffered any disqualification to render the catering services at any time in respect of matters not enumerated herein.
12. The contractors, who have already rendered services at ZTC will be allowed to participate if their work records are impeccable.
13. The applicant should not be a party to any cartel at any time for processing any contract including the present Tender.
14. The tenderers are advised to inspect the facilities, premises etc. where the services are required to be offered and assess for requirements themselves before submission of the tender.
15. LIC of India is not responsible in any manner for the postal delay/loss/ non receipt of the tender.
16. The validity of the tender shall be for 3 months.
17. The rates to be quoted shall be inclusive of all i.e., providing catering services and inclusive of all taxes, charges, levies etc., if any.
18. The tender should be submitted so as to reach ZTC on or before the date and time specified in the covering letter.
19. Corrections, if any, in the quotation should be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.
20. The quotation should be either typewritten or neatly and legibly hand written in dot-pen.

21. The successful tenderer will be required to deposit an amount of Rs.2,50,000/- (Rupees two lakhs and fifty thousand only) by way of a crossed A/c payee demand draft favouring LIC of India, drawn upon any nationalized bank at Hyderabad, towards security deposit. This deposit will be refunded only on successful completion of the agreement period. No interest will be payable on this security deposit. The EMD of the successful tenderer will be adjusted to such Security Deposit, allowing the tenderer to deposit the balance amount.
22. If the successful tenderer fails, in course of the agreement period, to comply with the terms and conditions of the Agreement, the security deposit may be forfeited in full or in part as decided by the Competent Authority.
23. The Competent Authority reserves the right to change the relevant dates; to accept or reject all or any of the applications; to accept any higher bid; or cancel all tenders without assigning any reasons whatsoever.
24. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Hyderabad and shall be subject to adjudication of a competent court in Hyderabad.
25. The applicant must furnish an appropriate declaration in respect of the terms and conditions mentioned herein along with the application form.
26. Any tender not complying with eligibility criteria and requirements either wholly or partially shall be liable for rejection.

Documents to be enclosed along with Technical Bid (copies to be self attested):

1. Certificate of Registration with Labour Department, Government of Andhra Pradesh.
2. Certificate of Registration with Professional Tax Officer, Government of Andhra Pradesh.
3. Certificate of Registration under Andhra Pradesh, General Sales Tax Act, 1957.
4. Certificate of Registration with office of the Regional Provident Fund Commissioner.
5. Certificate of Registration with employees State Insurance Corporation.
6. Certificate of registration for Service Tax.
7. Audited financial statements (Profit and Loss and Balance Sheet) for the last three financial years.
8. Income tax assessment copies for the last three financial years.
9. Certificate of Income Tax PAN/TAN Number.
10. DD for Rs.200/- towards tender fee
11. DD for Rs.25,000/- towards EMD



Zonal Training Centre
Near Indira Park
Gandhinagar
Hyderabad – 500 080

TENDER FOR CATERING SERVICES OF ZTC, HYDERABAD

TERMS AND CONDITIONS:

1. The contract for Catering Services shall be valid for a period of One year w.e.f.22.11.2011, which if found satisfactory, after further review and evaluation, can be renewed successively for two more years each time annually, on the same terms and conditions subject to three months advance consent of both the parties prior to the termination of the Contract. However, in case of non-performance or bad performance, the agreement may be terminated by the Competent Authority (CA) at anytime before completion of one year, by giving one month notice to the contractor.
2. During the period of agreement the Contractor shall be fully responsible for the entire catering arrangements to the trainees at the Zonal Training Centre and for such number of other persons as may be decided by the CA. The contractor shall be permitted to use the dining hall, the kitchen and the adjoining store rooms in the hostel block to provide catering arrangements/ services to the participants and others as permitted by the CA.
3. **Menu, Quantity & Quality of Service:**
 - 3.1. At the time of submitting the tender, the Contractor shall mention what all varieties of items he can prepare and submit a detailed General Menu List of the same by specifying the rate and quantity against each item in Schedule-2, on the basis of which Weekly Menu will be drawn. The approved Menu Chart should be displayed prominently on a board near the dining hall.
 - 3.2. No change or alteration in menu, quantity and quality is permissible.
 - 3.3. The contractor shall purchase all the food stuff, vegetables, groceries and articles used for the catering purposes and shall always have on hand, sufficient stock, at least for a fortnight.
 - 3.4. All provisions should be fresh and of reputed brands with ISI or Agmark certification and should be stored in hygienic containers. Oil should be branded like Saffola, Vijaya, Aadhar, Sundrop and Atta should be branded like Aashirvad, Annapurna, Pillsbury.
 - 3.5. Vegetables, fruits, bread, milk, fish, meat, chicken, eggs, etc. should be fresh and of good quality and should be stored hygienically. Veg. & Non Veg. items should be stored separately.
 - 3.6. Use of vegetable oils, artificial colors is strictly prohibited.
 - 3.7. Reuse of burnt oil is strictly prohibited. Oil, once used will not be reused. Adulteration or use of sub-standard items will be penalized and the items will be confiscated.

- 3.8. Good quality papads will be roasted in oven and not to be oil fried.
- 3.9. All uncooked items must be handled with utmost hygiene using hand gloves and proper dresses. Stewards must wear gloves to cut salads and to serve items. The grinders must be cleaned spotlessly in hot water before and after use.
- 3.10. All salads and fruits should be washed first and then cut.
- 3.11. Mineral water/Aqua Guard water shall be served for drinking purpose in clean glasses.
- 3.12. Stewards shall have to serve Second and subsequent Servings on tables in 'Gutti'-(Four pot holders).
- 3.13. For participants who fall ill during training period, bread/milk or any other item, as per the choice of the participants, shall be supplied to their rooms.
- 3.14. Food items will be inspected, tested and tasted by CA. One time non-veg will be served either in lunch or dinner as decided by CA
- 3.15. The catering contractor will issue canteen pass to the participants checking in at the Reception to ensure authenticity of diners.

4. Premises, Utensils & Equipments provided by ZTC:

- 4.1. For kitchen, refilling of LPG shall be done by the contractor at his own cost only. The ZTC had already deposited Rs.18,804/- under Receipt No.29, dt.05.11.2005 with M/s. Hind Electronics (BP Gas Distributors) for 10 cylinders of 19 KG capacity for the said purpose which arrangement must continue undisturbed even after the contract ends.
- 4.2. The Contractor may be allowed some specified space in the Hostel with/without any furniture/s for use as changing room / rest room / night stay room for his workers.
- 4.3. If any person other than the workers are found using ZTC facilities, it will be viewed seriously and penalized. Smoking, consumption of alcoholic drinks, indulgence in any obnoxious activities by the workers is strictly prohibited.
- 4.4. No outside catering services shall be undertaken from ZTC campus.
- 4.5. Appliances, furniture, fixtures, infrastructure available at ZTC as per Schedule-1, will be provided to the Contractor in good working condition for his use in the course of his service to ZTC. However, he shall ensure its clean maintenance in good working condition throughout his tenure by carrying out the repairs forthwith. Any defect found during inspection will attract penalty (vide chart below).
- 4.6. The contractor shall hand over all these items back to ZTC in perfect working condition at the end of the contractual period failing which adequate amount will be deducted from his Security Deposit.

5. Utensils & Equipments provided by Caterer:

- 5.1. The contractor shall provide at his own cost, all other equipments including a refrigerator of 400 ltr. and always maintain it in good working condition.
- 5.2. The contractor shall provide crockery, cutlery, cooking utensils, glassware, juicer / mixer, table clothes, saucer papers, tissue papers, cloth napkins and other articles in adequate

quantity / number which are necessary for running the canteen. Cracked or broken ones should be replaced forthwith.

- 5.3 Separate cooking arrangement and use of separate utensils / plates / bowls etc. shall be strictly ensured for VEGETARIAN AND NON-VEGETARIAN ITEMS. The non vegetarian utensils are to be painted indicating "non vegetarian" and same should not be used for cooking or serving vegetarian items.
 - 5.4 Utensils, cups, saucers, flasks (especially the rims), crockery, etc. should be scrubbed and cleaned thoroughly with Vim and hot water.
 - 5.5 A thorough master cleaning ought to take place every weekend for all equipments, fixtures, utensils by removing the grime, grease, stains, oil etc. wiped well by clean cloth and dried.
 - 5.6 Cups, Saucers, Utensils of good brand pre-approved by CA, are to be used.
 - 5.7 The contractor shall provide and maintain necessary modern equipments for keeping the food warm at the service counters. For ex. Bunsen burners, spirit lamps below specified containers will be kept lit all through the dining period.
 - 5.8 Dough maker, Roti maker for 100 people will have to be produced to CA, before getting the work order and have to be used regularly in perfect working order.
 - 5.9 Failing to show storage of all items 7 days before the date of starting will enable the CA to switch over to the next eligible bidder.
6. Maintenance of gas burners, stoves, gas lines, rubber pipe in perfect condition, etc. with their regular servicing shall be the responsibility of the contractor.
 7. The electricity and water consumption charges will be borne by ZTC provided the contractor exercises utmost economy.
 8. In times of scarcity of water, the contractor shall at his own cost ensure availability of water from modern, safe alternative sources so that the operations/ programs run without adverse effects.
 9. ZTC does not guarantee any minimum number of participants during any period. Notwithstanding this, the contractor's catering service shall be available throughout the year without any break. However, if there are no sessions during a week and if the food bill is less than Rs.3000/- in any week, ZTC undertakes to guarantee an amount of Rs.3000/- per week by paying the balance amount to bring it to Rs.3000/- per week.
 10. ZTC Staff, Faculty members, guests accompanying them and support staff provided by the Maintenance Contractor to Admn can avail paid catering services at 50% concessional rate. The contractor will keep their accounts and collect the dues from them. However such charges only for the support staff-deployed by the Maintenance Contractor to Admn will be settled by ZTC along with the Bills.
 11. For official guests, the approval of the CA will have to be taken within 24 hours.
 12. The contractor shall keep the canteen open and arrange for catering services one day prior to the commencement of a session and one day after the closing of a session, for the participants present in the hostel. The bill for such actual attendance will be paid by ZTC.

13. These attendance sheets will be filled up and maintained at Reception by the Maintenance Contractor. The Caterer, for submission of his bills, will have to collect a copy of each such attendance sheets from ZTC Administration.

14. Workers, Duties & Uniform:

- 14.1. The contractor shall provide adequate number of competent and well-trained staff for rendering flawless services. Appointment of minors is strictly prohibited. Therefore the age proofs of all workers along with their Photo, Bio-data will have to be submitted upfront by the Contractor to the CA. All workers should wear dress & photo identity cards.
- 14.2. In case of absence for a day or more, substitute workers will have to be deployed under intimation to CA. Change of persons as and when effected have to be intimated before hand to the CA along with photos, bio-data and Age Proof.
- 14.3. The contractor shall forthwith replace any person deployed by him, with a suitable substitute, if found unsuitable by the CA.
- 14.4. Whenever the number of participants is more than 100 the contractor shall provide additional stewards and helpers.
- 14.5. At any point of time the number of persons should not fall below the following:

S.No.	Designation	Number
i.	Manager-Stores & Purchase In-charge	1
ii.	Head Cook	1
iii.	Cook	1
vi.	Kitchen Helpers	2
v.	Stewards	4
vi.	Table Cleaning Boys	2
vii.	Kitchen/dining Cleaning /Pot Washers	3
	Total	14

- 14.6. Canteen staff and stewards ought to wear apron, gloves, headgear etc. during all working hours. All workers shall wear their uniforms neat and clean with badges throughout, while they remain in ZTC campus. The uniform supplied to the catering workers has to be washed at least twice a week.
- 14.7. The Catering Contractor will have to deposit two sets of dresses for each worker before he starts the work. Each 6 months, a new set of dress should be added for taking care of the wear and tear. Any worker found in improper/shabby dress will attract penalty on the caterer. The dress colors should be different from those of the maintenance workers.
- 14.8. The Head Cook and Cook should be proficient in cooking different cuisine (South Indian/North Indian / Multi-cuisine/ Chinese/ Continental etc.
- 14.9. One of the Cooks should be available till completion of the dinner. Allocation of duties/ shifts etc. shall be the responsibility of the Contractor/ his Manager.

- 14.10. Daily attendance of the persons in an Attendance Register to be maintained & submitted to CA.
- 14.11. Workers of the previous Contractor will not be permitted under the new contract except those with proven work record, with prior approval of CA.
- 14.12. All workers shall maintain perfect cleanliness and hygiene. They should be devoid of any ailment.
- 14.13. Stewards will have to attend to the VIPs, Guest Faculty & Faculty Members on the VIP Dining Table or at designated places as decided by CA with proper dress, hygiene and render prompt and courteous service.
- 14.14. All workers will have to follow the code of conduct i.e. maintaining courtesy, decency and decorum at all times as prescribed by the CA. The Contractor shall be fully responsible for behavior of his workers. Complaints from participants / guests regarding discourteous behavior will be viewed very seriously and shall attract heavy penalty, as decided by CA.
- 14.15. If any worker is injured or rendered partially/ permanently disabled / indisposed due to any reason such as accidents, fire, ill health etc. during the period of their service, it would be the sole responsibility of the contractor to take care of them and to pay necessary compensation in respect of such persons as per the relevant labor laws including all medical expenses, legal expenses etc. ZTC does not hold any responsibility in this regard whatsoever.

15. Kitchen & Dining Maintenance:

- 15.1 The kitchen, dining hall, wash areas, wash basins, water coolers and surrounding areas in the dining hall, should be maintained neat and clean round the clock by using good quality disinfectants.
- 15.2 The contractor should arrange for cleaning tables immediately after the dining and dispose off kitchen garbage/ leftover food without causing any environmental hazards. He should liaise with the local Municipal/ Civic Authorities for disposal of garbage of all types daily.
- 15.3 Failure to dispose garbage as stated above shall attract penalty.
- 15.4 The internal walls, floors, windows, ceilings, woodwork, furniture should be kept free of dust and cob-webs. The premises must be kept free from snakes, rats, insects, pests, birds, cats, dogs etc. No water must be deposited or allowed to accumulate on floors anywhere. Any violation shall attract penalty as decided by CA.
- 15.5 Fly Catchers must be kept operating in perfect working order. Insecticides, rodenticides, pest control should be applied periodically. Flies, Cockroaches etc. should not be seen in Kitchen or Dining Hall.

16. Taxes & Other Statutory Obligations:

- 16.1 The contractor shall obtain at his own expenses all licenses, permissions etc. as may be required by law and shall pay service tax and all other taxes imposed by any Governmental / Municipal Authority / Agency. He shall produce proof of such payment to the CA, if called upon to do so.
- 16.2 TDS and such other taxes as per the prevailing rules shall be deducted from his bills while making the payments.
- 16.3 The Contractor shall ensure that he fully complies and observes all provisions of Contract Labor Act (Regulation and Abolition Act 1970), Minimum Wages Act, 1950, Payment of Wages Act 1935, ESI Act, Employees Provident Fund and Misc. Provisions Act and such other statutory enactments, amended from time to time. ZTC shall not be responsible for violation of any of the laws / rules / regulations to be followed by the contractor in this regard.
- 16.4 The contractor will be liable for all consequences in case of any food poisoning. Severe and stringent action will be taken by the CA, including imposition of penalty. The contractor shall bear all medical expenses, compensation and legal expenses including all fines / punishment imposed by the Government authorities.
17. The contractor shall not assign or transfer the rights and responsibilities assigned to him, to any other person or entity and shall not sub contract his services partially or wholly in any manner what so ever to others.
18. The CA shall issue instructions to the Contractor on any matter covered by this contract and also for matters not specifically covered herein, yet found necessary for proper functioning of ZTC. The decision of the CA shall be final and binding on the contractor.
19. The contractor shall maintain a complaint/suggestion register supplied by Competent Authority to be submitted for checking by the administrative office any day, which can be inspected by them at any time.
20. The contractor shall rectify/comply with all complaints / suggestions made by the CA/ committee members/ participants/ faculty members/ staff.
21. The contractor shall meet the CA/Canteen Committee at least once in a fortnight or whenever called for to review the position and shall rectify the lapses and abide by the advices given by the CA/Canteen Committee.
22. Timings prescribed by the CA for each service shall be strictly adhered to by the contractor. ZTC, at its discretion, may change the timings or prescribe different timings for different groups of participants.
23. The contractor shall submit neat and accurate bills weekly, with details along with all requirements in the manner and format prescribed by ZTC. Bills, not in order are liable to be returned for orderly re-submission. The bills will be settled once in a fortnight.
24. Any omission on the part of the ZTC, at any time, to exercise any of its rights under the terms & conditions of the agreement shall in no way impair or affect the validity of the terms & conditions and rights of the ZTC to enforce its rights at any time subsequently.

25. The contractor shall not have any tenancy rights by virtue of entering into an agreement with ZTC. The premises and its facilities will be utilized by the contractor only for the purposes as described in the agreement during the currency of the Contract. On expiry / termination of the contract, he shall hand over the peaceful vacant possession of the premises in the same condition as provided in the beginning.
26. For matters not specifically covered herein, yet found necessary for proper functioning of ZTC, instructions shall be issued by the CA to the Contractor, on any matter covered by this agreement. The decision of the CA shall be final and binding on the contractor.
27. **Recovery of Penalties from the proceeds of the contractor.**

Nature of Lapse	Penalty
Use of substandard ingredients	Standard cost of that ingredient will not be paid.
Insufficient quantity	Cost of breakfast/ lunch/ dinner of those persons for whom food was insufficient will not be paid.
Complaints plus Below Average/Fair rating (from participants, staff, faculty, guests etc. taking food)	Upto 10% - NIL Above 10% - Percentage of deduction will be equal to the percentage of complaints + rating above 10%
Insufficient number of stewards or workers on any day	@Rs.200/- per person per day
Not wearing Uniform, head gear, gloves	@Rs.20/- per person per day
Not serving on tables (2 nd and subsequent serving)	Rs.200/- per each failure
Omission of items of Menu	Standard cost of these items will be deducted from the bill.
Change of Menu (per item)	Cost of that item is not payable
Failure to provide catering service	4 times the cost of alternative arrangement
Failure for Room Service	Cost of the items will be deducted.
Lack of cleanliness, Delay in Service	Rs.100/- per each item
Usage of premises by persons other than allowed workers	Rs.1000/- per day/per person
Failure to dispose off garbage	Rs.500/- for each failure
Non maintenance of appliances in good working condition	Double the cost of repairs

Standard cost means the cost that would be incurred for getting same item retail from market.

DECLARATION

I hereby agree to all the Terms & Conditions mentioned above without any condition whatsoever. I also further agree that all the deficiencies will attract penalty and the recovery will be effected without any notice to me.

In case of my premature withdrawal from the catering services for any reason, whatsoever, during the period of the agreement or in case of my failure in course of the agreement period to comply with these terms and conditions, the CA is at liberty to forfeit my security deposit of Rs.2,50,000/- (Rupees two lakhs fifty thousand only).

Date:
Place:
Witness:
Signature
Name
Address

SIGNATURE OF THE CONTRACTOR
Seal of the Contractor



Zonal Training Centre
Near Indira Park,
Gandhinagar
Hyderabad – 500 080.

ANNEXURE "A"

Tender for Catering Services
(Last Date for Submission: 04.11.2011 before 11.00 hrs.)

1. Name of the Individual/Firm/ Organization and Address (with telephone number/contact Mobile No.)
2. Details of Registration with Labor Department (Central/State)/ GHMC
3. Name of the Proprietor / Partners / Directors together with technical qualifications
4. Past experience in the field (Enclose testimonials for the purpose)

4.1. Catering services (In past):

Period of Contract		Name of the Firm / Person/ Organization for whom Catering contracts were undertaken	Annual Turn over	No. of persons employed
From	To			

4.2. Catering services (At present) – Continuing

4.3. Mention with reasons, details of any Catering annulled/broken before the end of contractual period :

(1. Submit proof & Certificates. 2. Use additional sheet, if required)

5. Annual turnover during the last 3yrs.
(Enclose copies of latest Financial statement preferably audited)

Turnover (Rs. In lacs)	As at 31.03.2009	As at 31.03.2010	As at 31.03.2011

6. a. PAN & TAN Nos. and copy of latest
Income Tax Assessment order :
- b. Service Tax Registration No. :
7. Proof of Sales Tax / ESI registrations,
if any and the registration numbers
thereof. Copy of latest assessment
order. :
8. Name and Address of Bankers and
type of facility enjoyed. :
9. Name, Address, Tel. /Mobile Nos. of
two referee institutions : a)
- : b)

(Copies of the credentials & Certificates issued by any other institution may be enclosed)

Signature of Tenderer
Name & Address
Seal

Date:

Note: Documentary evidence wherever applicable should be enclosed.

SCHEDULE - 1**SCHEDULE OF THE KITCHEN EQUIPMENT PROVIDED BY ZTC**

1	Single Burner Cooking Range 24" X 24" X 30" Heat output 70,000 BTU/Hr.	2 Nos.
2	Double Burner Cooking Range 24" X 24" X 30" Heat output 70,000 BTU/Hr.	2 Nos.
3	Dosa/Chapati Plate – 51" X 30" X 34" with 2 Burners Heat output 70,000 BTU/Hr.	1 No.
4	Steel Idly Plant 120 idlies/batch	1 No.
5	Baby Boiler for Idly Plant	1 No.
6	Steam Rice Cooking Vessel – 100 Lit. capacity	1 No.
7	Dal / Vegetable Cooking Vessel - 40-50 Lit. capacity	2 Nos.
8	Milk Boilers 50 Lit. capacity	1 No.
9	LPG operated Non – 1 BR Steam	1 No.
10	Wet Grinder 5 Lit. capacity 10 Lit. capacity	1 No. 1 No.
11	Pot Rack 60" X 24" X 60" with 3 shelves	1 No.
12	Dish Landing Table 72" X 24" X 34"	1 No.
13	Clean Dish Rack 36" X 18" X 72"	3 Nos.
14	Stainless Steel Work Table 72" X 24" X 34"	3 Nos.
15	Stainless Steel Single Sink Unit	2 Nos.
16	Stainless Steel 3 Sink Wash Unit	1 No.
17	Stainless Steel Bussing Trolley	2 Nos.
18	LPG 2 X 10 Cylinder Manifold	1 Set
19	DCP Type Fire Extinguishers 10 Kg. capacity	1 No.
20	Tables in Dining Halls	25
21	Chairs in Dining Halls	100
22	Trolley for serving dishes on tables	2 Nos.

SCHEDULE -2**SCHEDULE OF FOOD ITEMS (ITEM WISE RATE SHOULD BE QUOTED)**

Sl.No.	Time	Menu Details		(Rate/ Person)
		ITEM	RATE	
1	6.00 am	Morning Tea (with branded tea bag)/ Coffee/ Milk (200 ML.)		
2	8.30 am	Breakfast :		
		(1) Toast + Butter & Jam		
		(2) Cornflakes + Milk + Banana		
		(3) 1 Egg		
		(4) 1Tiffin item as per menu in Schedule 3		
3	11.30 am	Forenoon Tea (with branded tea bag)/ Coffee (150 ML.)		
4	1.15 pm	Lunch :		
		(1) Soup		
		(2) Salad		
		(3) Plain Rice		
		(4) Fried Rice		
		(5) Pulka/Roti		
		(6) 2 Veg. Curries (1 Fry) as per menu in Schedule 3		
		(7) Avial		
		(8) Dal as per menu in Schedule 3		
		(9) Sambar or Rasam		
		(10) 1 Sweet out of the menu in schedule-3		
(11) Papad, Pickle, Chutney, Curd				
5	3.30 pm	Afternoon Tea (with branded tea bag)/ Coffee (150 ML.)		
6	5.00 pm	Snack as per menu + tea (with branded tea bag)/ Coffee(150ML.)		
7	8.00 pm	(1) Soup		
		(2) Salad		
		(3) Plain Rice		
		(4) Fried Rice		
		(5) Pulka/Roti		
		(6) 2 Veg. Curries (1 Fry) as per menu in Schedule 3		
		(7) 1 Non-veg. item out of the menu in schedule-3		
		(8) Dal as per menu in Schedule 3		
		(9) Sambar or Rasam		
		(10) 1 Sweet as per menu in Schedule 3		
		(11) Papad, Pickle, Chutney, Curd		
TOTAL COST PER PERSON PER DAY				

N.B.:

1. Adequate quantities to be served on buffet basis without any limit.
2. Fried Sonf, Candy Sugar, Toothpicks to be served at the end of breakfast, lunch and dinner
3. Each serving should contain minimum of :
Corn Flakes – 50 gms., Milk – 150 ml., Sweet – 100 gms., Non-veg. – 150 gms., Snacks – 75 gms. And all other food items/ beverages will be on an “Unlimited” and buffet basis as per the requirement of the participants/ guests. No proportioning is allowed.
4. Chutney for breakfast will be with coconut/coriander/ginger/tomato/groundnut.
5. The pots for side curries shall be of at least 150 ml size.
6. The caterer shall furnish a menu list of Special Items, specifying the competitive rate against each item which he can serve on extra indent basis in a separate sheet.

Current prevailing contractual rate: Rs.145/- per person per day

**SCHEDULE-3
REGULAR MENU LIST**

Break fast/Snacks	Lunch/Dinner
<p>Breakfast:</p> <p>Idli & Vada + Sambar & Chutney Masala Dosa + -do- Upma+Pesarattu + -do- Utappam + -do- Pongal + -do- Kichidi + Kurma Idiyappam + -do- Puri + Kurma/Channa Masala Alu Parota + curd Appam + Stew</p> <p>Snacks:</p> <p>Veg./Onion/Capsicum/Palak Pakoda, Samosa, Dal Wada, Veg. Sandwich, Veg. Puff, Alu Bonda, Veg. Cutlet, Punugulu, Mirchi/Alu/Banana Bajji, Chuduva, Boiled and sauted germinated moong, Boiled and sauted soaked ground nut.</p>	<p>Veg. Wet Curries: Rajma, Panneer Butter, Mixed Vegetable , Palak Panneer, Chole, Bangan, Veg. Malai Kofta, Any other Masala Curry</p> <p>Dry Curries: Donda, Karela, Banana, Bhendi, Kanda , Arabi, Alu, Cabbage, Capsicum, Carrot, Beans, Veg. Manchuria, any other veg. dry curry</p> <p>Dal: Palak, Methi, Dosakai, Gongura, Tomato, Moong, Dal Fry, Urad Dal, Masoor dal</p> <p>Sweets: Gulab Jamoon, Laddu, Double-ka-Mitha, Sabudhana Kheer, Payasam, Chakrapongal, Jilebi, Badusha, Rava Laddu, Semiya Kheer, Gajjar Halwa, Pineapple Rawa Kesari, Rasgulla, Cutfruits</p> <p>Non-Veg. Kadai Chicken, Chicken fry, Chicken masala, Chilly Chicken, Chicken 65, Mangalore Fish curry, Goan Fish curry, Fish fry, Fish curry, Egg curry, Chicken Biryani, Egg Biryani</p>

N.B.:

1. The list above is only indicative and not exhaustive. It would be to the credit of the Caterer to add any number of items under their respective heads to make the list more versatile.
2. Any special sweet purchased from outside due to special order have to be at actual cost for which cash bill will have to be produced.
3. If any item is ordered over and above the regular menu, cost of that as mentioned above will be paid additionally.