

TENDER NOTIFICATION – CATERING CONTRACT/MESS CONTRACT - 2019 - 20

The AP HRD Institute, Bapatla is planning to obtain catering services at its training institute, for a period of One Year from firms/establishments with relevant experience. There would be 150 to 200 trainees in AP HRDI, Bapatla training centre at any point of time. The details of the services required are as follows.

1. Provision of Early morning Tea & Coffee, Breakfast, Lunch, Tea, Coffee and Snacks (two times during the day) and Dinner. Evening tea - as per requirements. The Bidder should indicate the cost per day per person separately for the same. The indicative list is placed at the end of this notification.

AP HRDI also reserves to itself right to indicate the cost of breakfast, lunch, and dinner separately in the agreement.

2. Catering services include preparation and serving of food, cleaning of vessels, maintenance of hygiene, sanitation in and around the kitchen(s) dining and serving areas. This also includes procurement of quality provisions for preparing the food items of the branded ones wherever necessary or as stipulated by the Institute from time to time.

3. Caterers should bring their own kitchen furniture and equipment raw material containers, appliances, utensils, cleaning /washing materials/tools at their own cost.

4. Payments will be made only through online transactions of nationalised banks.

5. Payments will be released once in every 15 days. Deductions will be made on the basis of participants & Staff feedback about quality, quantity and hygiene level.

6. 10 % of the amount shall be recovered from every bill will be retained as performance guarantee till the accumulated amount reaches to Rs. 5 Lakh. This will be released at the end of the year on satisfactory performance and adhering to agreement conditions.

7. An EMD of **Rs. 50,000/-** will have to be furnished by every bidder through NEFT (accounts transfer) to AP HRDI. The A/c no. of AP HRDI is **36101324232** & IFSC code is **SBIN0000815** This amount will be refunded to all the unsuccessful bidders within 3 days of the finalization of the bid.

Eligibility Criteria: The following is the minimum eligibility criteria for the caterer:

1. Should be based with necessary registration of his/her being caterer under the relevant statutory /Act, either as a sole proprietor or a registered firm or a company to run food catering services
2. Should be free from all encumbrances, liabilities, disputes and litigation's with respect to its ownership and shall have all required approvals/permissions from the competent authorities to participate in the bidding process
3. Valid Food license
4. Firm registration certificate
5. Trade & Labor License
6. GST registration Certificate
7. ESI & PF Registration Certificate
8. PAN card in firm's name
9. Past experience of his/her serving to any educational institute / any Corporates / any PSU bodies during previous years (FY 2011-12 to till date) – testimonials to be submitted
10. The food Caterer should have executed Single / Multiple contracts totaling to a minimum of Rs.20 Lakh in a single financial year in any of the last five years (FY 2012-13 to 2017-18) – latest audited financial statements for a period of 3 years to be submitted. In case the total turnover is below 20 lakh in the three years for which the audited financial statement are submitted but the turnover is more than 20 lakh in any other financial years within the five years specified, audited certificate to this effect for the turnover should also be submitted.
11. A declaration to the effect that the Caterer has not been blacklisted by any of the Organization at any point of time and no criminal/civil case is pending against the said Caterer.
12. Modern Kitchen equipment in the food preparation area.
13. You are expected to arrange a stove with big pan in the two dining halls, so as to facilitate breakfast(dosa & puri) to serve hot & crispy.
14. You are expected to use hot burners to keep sambar & other edibles warm & fresh.

Menu: Day wise sample menu is given in Annexure – I. The same is subject to change once in a month in consultation with the DG/Directors of regional centres, to bring in variety of food.

The Caterer shall comply with all the terms and conditions and ensure supply of the prescribed quantity and quality of food items during the service timings and in the event of any failure or breach of any of the conditions by the Caterer and in case of deterioration in the quality of the food items or reduction in the quantity thereof, DG shall be at liberty to levy penalty for such breach.

Statutory Requirements:

a. The Caterer shall be solely responsible to comply with all Acts, Laws, Rules and Regulations, as may be applicable from time to time in respect of running of the Canteen and shall pay all taxes, debts and levies as may be levied by the appropriate Government / Local Bodies and other authorities in this regard, and the Caterer shall indemnify the Institute against all claims, loss, damage and costs thereof in case of any breach of any of these Acts, Laws, Rules and Regulations.

b. The Caterer shall fully indemnify the Institute for any default or non-observance by the vendor or any of their representatives of any of the provisions of the above mentioned enactment and the rules framed thereunder. Even though the catering vendor shall be solely liable for the settlement of any claim made by any person due to the non-observance by the vendor of any of the provisions or otherwise of the enactments cited, the Institute reserves its right to settle directly any amount due by the vendor as mentioned above and to recover such amounts from any of the amounts payable by the Institute to the catering vendor or in the absence of the same as debt due to the Institute by the vendor

c. The Caterer shall have separate ESI / PF code number on their own name and ensure prompt payment and submission of related returns on time to the authorities concerned and produce documentary evidence to that effect. The vendor should ensure that all workers have separate EPF and ESI Code number. The vendor should ensure remittance of EPF and ESI, to the respective accounts of the individual workers.

d. None of the workmen engaged by the Caterer shall have any claims against the Institute in respect of the execution of the contract and the vendor undertakes to indemnify the Institute against loss suffered on account of any such claims.

Interested parties/agencies are requested to submit their proposals before "5.00PM" on 24th January 2019"
totenders.aphrdi@gmail.com

The bid will be evaluated after the confirmation of the receipt of EMD only. Bid finalization will be made known before **5.00 pm on 28th January 2019.**

The AP HRDI, Bapatla reserves itself the right to withdraw or cancel the entire tender without assigning any reason thereof. This institute reserves the right to shortlist such number of bidders as may be required.

PROGRAMME OFFICER,

AP HRDI BAPATLA

Menu :-Annexure I

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURADAY	SUNDAY
Break	1.Idly,	1.Idly	1.Idly,	1.Idly	1.Idly,	1.Idly,	1.Idly,
fast	2.Puri with Alu, batani Kurma 3. Boiled egg	2.Uttappam with onion 3. Veg salad	2.Vada 3. Boiled egg	2.Masala Dosa 3. Veg salad	2.Hot Pongal 3. Boiled egg	2.Onion Dosa 3. Veg salad	2 Upma-Pesaratu 3. Boiled egg
Snacks	Tea, Coffee Biscuits(Goodday, rusk & 50-50)	Tea, Coffee Biscuits(Osmania, rusk & 50-50)	Tea, Coffee Biscuits(Goodday, rusk & 50-50)	Tea, Coffee Biscuits(Osmania, rusk & 50-50)	Tea, Coffee Biscuits(Goodday, rusk & 50-50)	Tea, Coffee Biscuits(Osmania, rusk & 50-50)	Tea, Coffee Biscuits(Goodday, rusk & 50-50)

Lunch	1.Paalakur apappu 2.Cabbage curry 3.Chikkudukay curry /Ladys finger 4. Kobbari kaya pachchadi /Red chilly pickle 5.Perugu chutney 6.Zeera rice 7.Sweet 8.Fruit	1.Dosakaypappu 2.Kakarakaya fry 3.Kurma (alu) 4.Egg curry, 5.Tomato chutney 6. Biryani 7.Perugu chutney 8.Fruit	1.Gongurapappu 2.Dondakay fry (with fried pally) 3.Cauliflower curry 4.Dosavakaya chutney 5.Perugu chutney 6.Bagara rice 7. Chicken curry	1. Muddapappu, 2.Stuffed Kakarakay , 3.Beerakay curry 4. Gongura Pulusu 5.Veg fried rice 6.Perugu chutney 7.Avakaya & Magai 8.Fruit	1. Totakurapappu 2.Capsicum stuffed 3.Egg fry(egg bujji), 4.Bendakay fry 5.Alu 65 rice 6.Gongura with red chillies chutney 7.Perugu chutney 8.Fruit	1. Beerakaya Pappu 2.Alu fry (with pieces) 3.Beans curry, 4. Dondakaya chutney 5.Pulihora 6. Perugu chutney 7.Fruit	1.Tomoto pappu 2.sanna vankaya & kobbari curry 3.Chemadumpa fry 4. Chutney 5. Podina Rice 6.Perugu chutney 7.Fruit
Snacks	Tea, Coffee Onion Pakodi	Tea, Coffee & Sana Pusa	Tea, Coffee Mirchi bajji with lemon & onion	Tea, Coffee Boiled Ground nuts	Tea, Coffee & Punugulu	Tea, Coffee & Potato chips	Tea, Coffee Biscuits(Goodday, rusk & 50-50)
Dinner	1.Pulka, 2.Cauliflower curry 3.Dondakay curry	1Pulka, 2.Guttivankaya 3.Beetrrot curry	1.Pulka , 2.Aratikaya with allm & mirchi or ava or onio	1.Pulka, 2.Cabeji curry 3. Vankaya batani	1.Pulka, 2.Chikudukay curry 3. Dosakay curry	1.Pulka, 2Beetroot curry with sanagapappu	1.Pulka, 2.Goruchikkudu pulusu/ 3. Tomato & Green peas curry

	4. Dosakaya pickle	4. Maggiga pulusu	3.Cabbage & Carrot curry	4. Beerakaya chutney	4.Vankay chutney	3. Carrot curry	4.maggigapulusu
	5.Sambar	5. Brinjal pickle	4. Pulihora Gongura	5.Sambar	5.Sambar	4.Chinthakay	5.Rasam
	6.Rasam	6.Rasam	5.Sambar	6.Rasam	6.Vankaya Pachi pulusu	5. Sambar	6.Kothimeera chutney
	7.Fruit	7.Fruit	6.Rasam	7.Fruit	7.Fruit	6.Rasam	7.Fruit
			7.Fruit			7.Fruit	

Roti/Chapathi , Paapad/vadiyam , curd, rasam (evening) sambar are common in every meal

Egg Curry Twice a Week, Chicken/Fish Once a Week

Powders on all days in the evening : Kammapodi,Kandi podi, Nuvvu Podi, Putnala Podi, Kobbari Podi (Pickles: Avakaya & Mixed Veg)

All days Karappodi,

Allam chutney& idly chutney

*In case the institute ask for Non vegetarian dish like chicken, Fish,Prawn, Mutton dish over and above the regular menu of Non vegetarian, the bidder has to quote price these items separately

*Fruit: Seasonal fruits like Banana/Apple/Orange /Guava

*Please quote the total cost including taxes

