

**BID DOCUMENT**

**Open Competitive Bid (OCB)**

**For**

**Providing Catering & House Keeping Services**

**to 2000 students**

**at each campus 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**


**No part of this document can be reproduced in any form or by any means, disclosed or distributed to any person without the prior consent of RGUKT except to the extent required for submitting bid and no more.**

**Contents**

<b>Description</b>	<b>Page No.</b>
Newspaper advertisement	4
Time Schedule	5
Tender Form	6
Statement of important limits and values of bid	7 - 8
Eligibility Criteria	9 - 10
Requirement	11
Note	12

**News paper advertisement**

**Tender Notice**

	<p><b>RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES</b> <b>Ground Floor, Vindhya C4 building,</b> <b>IIIT- H Campus, Gachibowli,</b> <b>HYDERABAD- 500 032</b> <b>Phone: 040-23001830</b></p>
<p>Sealed Tenders are invited from reputed registered suppliers/contractors for Providing of Catering Services to 6000 students (boys &amp; girls), (i.e.2000 at each campus) at the three campuses of RGUKT located at Basar (Adilabad District), Nuzvid (Krishna District) and R.K. Valley (YSR District).</p>	
<p><b>The last date for submission of Tender document along with EMD as specified in the bid document is on 18.01.2013 at 04:00 PM.</b></p>	
<p>Interested parties can collect the Tender documents in person from the office of the RGUKT from 31.12.2012 to 17.01.2013 against payment of Rs.5,000/- separately for each campus ( i.e. 2000 students) towards the cost of Tender document fee (non-refundable) through D.D. drawn from any nationalized bank, in favour of REGISTRAR, RGUKT payable at Hyderabad. For further details visit our website <a href="http://www.rgukt.in">www.rgukt.in</a></p>	
<p><b>Date: 29.12.2012</b></p> <p style="text-align: right;"><b>Registrar</b></p>	

Time schedule of various tender related events

(Catering Services)

Bid calling date	29.12.2012
Pre bid meeting date/time	10.01.2013 at 04.00 P.M
sale of Tender documents	31 .012.2012 to 17.01.2013 during the working hours
Bid closing date/time	18.01.2013 at 04:00 P.M.
Technical Bid Opening date/time	18.01.2013 at 04:30 P.M.
Price Bid opening date/time	21.01.2013 at 04:00 P.M.
Bid Document fee	Rs.5,000/- (By way of DD from any Nationalized Bank)
Contact person	Registrar, RGUKT
Reference No	<b>RGUKT/Proc/CS &amp; HS/T 31/2012</b>

**Note:** The bidders, who have purchased the tender documents, are only allowed to participate in the pre-bid meeting.

Registrar,  
RGUKT

**TENDER FORM**

**Not transferable**

**Reference:** No: RGUKT/Proc/CS & HS/T 31 /2012      Dated: 29.12.2012

**Subject:** Tender for providing Catering Services and Housekeeping (for kitchen & dining halls) to the 6000 students of RGUKT i.e.2000 students at each campus located at Basara (Adilabad Dist), Nuzvid (Krishna Dist) and RK Valley (YSR Dist).

Last date for submission of the TENDER AT HYDERABAD is 18.01.2013 up to 04:00 PM.

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 campuses of RGUKT located at Basara (Adilabad Dist), Nuzvid (Krishna Dist) and R K Valley (YSR Dist).
- B. The Tender form consists of 35 pages of which pages from 5 to 19 are instructions, Pg.No.20 is menu and Pg.No.21 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 IIITs under the RGUKT". The last date for submission of TENDER is 18.01.2013 before 04:00 PM.
- C. The Sealed Tenders shall be deposited in the Tender box kept in the office of Registrar, RGUKT up to 04:00 PM. on 18.01.2013.

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

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

Item	Description
EMD	Rs.3,00,000 /- (by way of Demand Draft from any Nationalized Bank or by way of Irrevocable Bank Guarantee from any Nationalized Bank. DD/BG from other than Nationalized Banks will not be accepted)
Bid Validity Period	90 days from the date of opening of commercial bid
EMD Validity Period	90 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 provide the services as per the schedule of the concerned campus.
Performance security value	10% of contract value
Performance security validity period	25 months from the 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>The vendor should ensure (a) Timeliness of service, (b) Tidiness of the surroundings, (c) Wearing of Uniform by Catering Contractor Employees while on Duty, (d) Quality of food to all dinning members, (e) Quantity of food as per menu i.e., no. of grams/actual consumption whichever is higher, and (f) Behavior and Courtesy of contractor employees towards dinning members.</p> <p>i. The performance of the Vendor in the above catering services will be assessed every fortnight by a 'Food Committee' constituted</p>

	<p>for the purpose with students and staff, and payment of bills by RGUKT will be in accordance with the performance index on a 10-point scale.</p> <p>ii. The Vendor will abide by the ratings given by the 'Food committee' and the schedule of payment for different ratings are as under:</p> <ul style="list-style-type: none"><li>≥ 8 - 100 %</li><li>&lt; 8 and ≥7 - 95 %</li><li>&lt; 7 - 90 %</li><li>&lt; 6 - the contract is liable to be terminated.</li></ul> <p>iii. Students' feed-back will also be obtained directly on a 5-point scale as part of a food survey report. and the schedule of payment for different ratings are as under:</p> <ul style="list-style-type: none"><li>≥ 3.5 - 100 %</li><li>&lt; 3.5 and ≥3.0- 95 %</li><li>&lt;3 - 90 %</li></ul> <ul style="list-style-type: none"><li>• Students non-response on exercising their option for Performance Index may be considered as "satisfactory to good to very good" and may be given default 4 out of 5 weight-age.</li><li>• Both (ii) &amp; (iii) should be satisfied.</li></ul> <p>iv. If a service provider earning 06(six) 5% penalties or equivalent in a year during the contract period, the contract is liable for cancellation.</p> <p>v. If the contract is terminated for the above reason(s) mentioned, the performance security will be forfeited.</p>
--	---



## **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. Bidder should possess a minimum of three years (3 years) of experience in the catering services in an educational institution/ organization for at least half of the number of persons. Associating or outsourcing with other firms etc. to the contract may not be permitted.
3. Bidder should furnish proof of having provided such services as required in the tender in the last 3 financial years i.e. 2009-10, 2010-11 and 2011-12 to the amount of at least **Rs.2.00 crore** per each financial year. A Certificate of the Bidders turnover in Rupees must be enclosed and be duly certified by firm of Chartered Accountants.
4. The experience in an Educational institutional catering is required.
5. 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.
6. 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.

- 6.1. Copies of original documents defining the constitution or legal statutes, 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.
- 6.2. Number of employees owned by the bidder, labour license and PF/ESI Proof.
- 6.3. Latest Income Tax Saral form / Returns filed
- 6.4. List of Present Clientele with contact address & telephone numbers.
- 6.5. Food License Certificate.
7. The certificates furnished by the bidder along with technical bid should be attested by a Gazetted Officer along with his signature.

*WTD31 – Catering 2000*

8. 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.**
9. Experience in serving Andhra food at least for one year is mandatory.
10. To encourage healthy atmosphere in marketing competition, RGUKT likes to have 4 different providers (at least three) operating at any time in each campus and preference will be given to bidders other than those who are presently operating in the other messes of the campuses, provided they fulfill all the tender conditions and their bid is competitive.

**REQUIREMENT**

The following Catering Services are required in the specifications mentioned here under for 6000 (2000 at each campus) students of all the three campuses of RGUKT located at Basar (Adilabad District), Nuzvid ( Krishna District), RK Valley (YSR District).

<b>Weekdays</b>	<b>Break Fast</b>	<b>Lunch</b>	<b>Snacks</b>	<b>Dinner</b>
Monday	Idly, Sambar, Chutney, Tea, Milk & 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, Milk & Coffee	Plain Rice, Brinjal Curry, Dosakaya Pappu, Curd, Egg	Tea/Coffee/ Milk, Biscuits	Plain Rice, Tomato Drumstick Curry, Miryala Rasam, Pickle, Curd, Banana.
Wednesday	Wada, Sambar, Chutney, Tea, Milk & 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, Milk & 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, Milk & 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, Milk & 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, Milk & 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).