



भाकअनुप - राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी
राजेन्द्रनगर, हैदराबाद-५०००३०, तेलंगाणा, भारत
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F. No. 5-578/2025-26/Hostel-Catering
24th November 2025

NOTICE INVITING TENDER FOR WORK CONTRACT FOR PROVIDING FOOD AND CATERING SERVICES AT ICAR-NAARM, HYDERABAD

[Haritha International Guest House-I, Sagarika International Guest House II, Siddhartha Halls of Residence, Swetha Scientist Home, Farmers' Hostel, Pratibha Girls Hostel & during various Sponsored as well as Internally funded programmes, Meetings etc.]

On behalf of the Director, ICAR-NAARM, Tenders are invited for **Providing Food and Catering Services at ICAR-NAARM, Hyderabad** *[Haritha International Guest House-I, Sagarika International Guest House II, Siddhartha Halls of Residence, Swetha Scientist Home, Farmers' Hostel, Pratibha Girls Hostel & during various Sponsored as well as Internally funded programmes, Meetings etc.]* under two bid system.

The tender must be submitted online through GeM Portal only.

The Technical Bid must contain the scanned copy of documents called for in the Tender. Both bids (technical and financial) are to be uploaded on GeM Portal of the Government of India.

The Tender has following 7 Schedules & 5 Annexures

- Schedule – I** : Contains the SCOPE OF WORK
- Schedule – II** : Contains the General Terms and Conditions
- Schedule – III** : Contains the Specific Terms and Conditions
- Schedule – IV** : Contains Menu Item Details for which rates are being asked in Financial Bid.
- Schedule – V** : Approximate Manpower to be deployed on an average
- Schedule – VI** : Contains format of Financial Bid
- Schedule – VII** : L1 Selection Procedure

Annexure – A to Annexure – E

SCOPE OF WORK

Mess Services for Hostel Student	In these hostels, currently there is an arrangement for the stay of about 120 students of PGDM-ABM throughout the year. Their Morning Tea, Breakfast, Lunch, Evening Tea with Snacks, Dinner, and Sessional Tea (Twice) is to be provided by the caterer along with appropriate number of servers at designated place and at Siddhartha Halls of Residence.
Mess Services for Trainees	Morning Tea, Breakfast, Lunch, Evening Tea with Snacks, Dinner, and Sessional Tea (Twice), High -Tea (as and when needed) is to be provided by caterer along with appropriate number of servers to the Trainees of the various programs going on in the academy for which the requirement will be notified to the vendor on need basis at least one day prior to the program. The quantity required and place where the same is to be served will be notified by the Hostel In-charge to the vendor. The payment for same will be made by NAARM or Guest as the case may be. The vendor must issue bill on demand of guests for taking payment from them.
Food and Refreshment Services for Official Meetings/Conferences	Tea with or without refreshments, Hi-Tea, Lunch or Dinners is to be provided during official Meetings and conferences at designated place along with appropriate number of servers by the vendor. The quantity required and place where the same is to be served will be notified by the Hostel In-charge to the vendor. *At times the Dinner or Lunch must be provided in open lawns for which the arrangement for tent, chairs and other things have to made by the Vendor.
Upkeep & Maintenance of kitchen Equipment	List of various Kitchen equipment and gadgets to be already available in ICAR-NAARM for use of vendor should be seen before the start of the contract and the day to- day maintenance and cleaning should be done by the vendor such that there is no damage done to such equipment. This kitchen equipment and gadgets shall be returned by the agency at the time of termination of the contract. Upkeep and maintenance of kitchen equipment is the whole responsibility of the agency, and no extra cost shall be payable on account of this.
The Contractor must keep a supervisor to monitor the work on daily basis and report to Hostel In-Charge, ICAR-NAARM Hostels on day-to-day work details.	

IMPORTANT:

- All food and items supplied should be clean and hygienic and should adhere to the standards of food safety.
- The Contractor is liable to show the food items prepared for test to ensure quality by authorized officer(s) of ICAR-NAARM as and when demanded

GENERAL TERMS AND CONDITIONS

1.	Online bids on GeM are invited contract for Food and Catering services at Haritha International Guest House-I, Sagarika International Guest House - II, Siddhartha Halls of Residence, Swetha Scientist Home, Farmers' Hostel, Girls Hostel & during various sponsored as well as Internally Funded Programs, Meetings etc. at ICAR-National Academy of Agricultural Research Management.
2.	All communications must be addressed to the Director, ICAR-NAARM, Rajendranagar, Hyderabad
3.	Schedule of the work: The detailed specification of the scope of work is provided in Schedule – II of this tender document.
4.	<p><u>Eligibility Criteria:</u></p> <ol style="list-style-type: none"> a. Complete tender document duly sealed and signed b. Duly filled Annexure-A c. Proof of two Contracts of Rs. 80lakhs or above in last three financial years (i.e. 2022-23,2023-24,2024-25) along with duly filled Annexure-B. d. Annual Turnover of at least Rs. 80 lakh/annum for last three years i.e 2022-23,2023-24,2024-25 to be provided in format as per Annexure – C duly certified by Chartered Accountant on his letterhead. e. Scanned copy of Bid Security Declaration Form to be submitted on Company Letter head. Annexure-D f. The firm should be a Registered Firm under the Shops & Establishment Act. g. Scanned copy PAN & GSTIN Registration. (all scanned and combined in one pdf) h. The firm should enclose copies of income tax returns for the last 3 years (Financial Year 2022-23, 2023-24, 2024-25) i. The firm should have a valid EPF, ESI, PAN and GSTIN Registration. j. Filled Annexure E-COMMERCIAL DETAILS <p>*It is advisable to mention the page numbers of all documents attached/submitted as per Annexure-A (Checklist), as this facilitates easy verification and minimizes the possibility of any document being overlooked during scrutiny.</p>
5.	Period of contract: The period of contract is for 3 years. One year at a time which can be extended on year-to-year basis for two (02) more years based on satisfactory performance.
6.	<p>Selection of L1 & Financial Evaluation: L1 will be selected on the basis of lowest weighted score as per Schedule VII and may or may not be the L1 chosen by GEM automatically as GeM BoQ does not take into account the weighted formula as provided in Schedule VII.</p> <p>Only the Basic rate of Item will be used for calculation of weighted score & the quantities provided in the BoQ and the Schedule VI are tentative in nature.</p> <p>Financial evaluation will be done outside of GeM by calculating the weighted score of financial bids of technically qualified bidders which they have uploaded in GeM.</p>

7.	Tender documents indicating full details of the tender are available on GeM portal address https://gem.gov.in/ and shall be submitted through GeM portal only. The bid will not be accepted in any other form. Bidders are advised to get acquainted with the requirement for e-tendering at GeM portal mentioned above.
8.	The Director, ICAR-NAARM is not responsible for any link failure/internet problem etc. in respect of submission/receipt for the submission of GeM bid. It is the responsibility of the Bidder to make sure that the required documents/bid is submitted in time.
9.	SECURITY MONEY DEPOSIT: Successful bidder shall have to deposit an amount of Rs 20,00,000/- (Rupees Twenty Lakhs only) in the form of TDR/FDR/Bank Guarantee valid for 40 months in favour of NAARM Main Account to ICAR-NAARM before the start of the contract.
10.	The tender is liable to be rejected if complete information as required is not given therein or if the particulars asked for in the schedules to the tender are not fulfilled. Individual signing the tender or other documents connected with the contract may specify whether he/she signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor of (ii) a partner of the firm if it is a partnership in which case he/she must have authority to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
11.	No interest will be paid by the Academy on Performance / Security money.
12.	Bidders may visit the ICAR-NAARM, Hyderabad Campus before participating in the bid for proper understanding about the work.
13.	The Director, ICAR-NAARM, Hyderabad reserves the right to cancel any or all the bid without assigning any reason thereof
14.	If after finalization of the tender, the selected firm expresses its inability to take the contract at the quoted rate, thus failing in fulfilling the stipulated terms and conditions for award of the contract, then the Security Deposit amount is liable to be forfeited in total.
15.	Payment: The firm is required to submit the GST Bill in Triplicate every month. The bill will be processed for payment only after it has been certified by the concerned incharge stating that the service has been done satisfactorily. Along with the bills the firm has to submit the proof of payment done to the workers of firm deputed at NAARM during the month and copy of daily attendance sheet of the such workers.
16.	Acceptance of tender: Director, ICAR-NAARM reserves the right to accept or reject any of the tenders either in part or in full without assigning any reason thereof.
17.	Jurisdiction: All disputes including court proceedings shall be settled within the Hyderabad jurisdiction only.
18.	In case of any disputes between contractor & workers, it is the responsibility of the contractor to settle them amicably and the Institute will not be a party to them and will not be responsible for any lapses etc., on the part of the contractor vis-à-vis his workers. If under any circumstances a court awards decree

	against the Institute in cases relating to the workers employed by the contractor at the Institute, the contractor shall himself make all necessary action in fulfillment of the decree and the Institute as such shall not be liable to take any action. The workers engaged by the contractor will not have any type of claim against ICAR- NAARM and the contractor shall be liable and responsible for compliance of all Labour/statutory laws.
19.	The Contractor shall not sub-let the Contract.
20.	The GST, TDS or any other tax which is as per the rules of the Government shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government
21.	VALIDITY OF THE TENDER BID: A minimum of 180 days Bid validity must be provided from the date of receipt of the Tender. Director, ICAR-NAARM reserves the right to extend the validity period of the Tender Bid.
22.	Eligible bidders may submit the tender to provide the requisite services in accordance with the requirements stated in the attached schedules.
23.	No Exemption to startups and MSE has been given as it involves Providing Catering Services at the Academy.
24.	Rates quoted should be inclusive of applicable Taxes.

SPECIAL TERMS AND CONDITIONS

1.	SECURITY MONEY DEPOSIT: Contractor must Deposit and amount of Rs 20,00,000/- (Rupees Twenty Lakhs only) in the form of TDR/FDR/Bank Guarantee to ICAR-NAARM before the start of the contract.
2.	PERIOD OF CONTRACT: The rates finalized will remain valid throughout the contract period 03 (three years). However, the contract will be awarded for 1 year and based on the review of performance of contractor at the end of each year and if the same is found satisfactory then only the contract will be extended for next year on the same terms, conditions and rates.
3.	The contractor shall arrange for preparation and service of quality items of snacks, beverages as decided by ICAR-NAARM using standard/branded ingredients at the dining hall as well as services to the guests, visitors of all the programs organized in the ICAR-NAARM premises.
4.	Agency shall ensure to keep available the required specialized and trained staff for cooking as well as Supervisory jobs. The cooks should be proficient and trained in different cooking specialties like North Indian, South India, Continental Dishes, and special dishes. The personnel should be adequate to provide highest standards of quality and services.
5.	<p>The selected agency shall deploy the necessary personnel for providing Cooking and Catering at all the residential guest houses of the Academy. The agency shall deploy good and reliable people with robust health. In case any of the personnel so deployed is not found suitable, the Academy shall have the right to ask for its replacement and the agency shall, on receipt of a written communication, will have to replace such person/s immediately.</p> <p>a) The people deployed by the agency under this contract will not be the employees of the ICAR- NAARM and there will be no employer-employee relationship between the Academy and the person so engaged by the contractor in the aforesaid services.</p> <p>b) The agency shall be wholly responsible for paying monthly salaries to the people deployed and ICAR-NAARM shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these people. The agency shall be fully responsible for providing leave benefits, weekly offs, national and festival holidays etc. to the people deployed as may be required as per labour laws. Proof of disbursement of monthly wages adhering to minimum wage Act (payable as per Minimum Wages Act like EPF, EDLI, ESI, etc.) via Bank transfer to the deployed persons must be provided by the agency to the academy on demand.</p> <p>c) The payment of salaries of the catering staff deployed should be paid before 10th of every month and a proof (duly signed statement) to be submitted along with the bill for payment.</p> <p>d) All the people deployed will perform their duty in proper uniforms and will maintain a smart turnout.</p> <p>e) The successful bidder has to maintain an attendance register of staff deployed in hostel for catering services</p> <p>f) In case of any loss or damage to the property of the ICAR-NAARM Guest Houses which is attributable to the contractor, the full damages will be recovered from the agency.</p> <p>g) In case of any accident / loss of life of the workers during discharging duties at ICAR-NAARM Campus, applicable compensation to the workers or their legal heirs as per law, shall be borne by the agency / contractor</p>
6.	Bills: The contractor must submit separate bills alongwith Indents / approvals / sanctions for each training, meeting, conference etc and one consolidated monthly bill for food provided to Hostel Students. The bills to be submitted latest by 10 th of every month.

7.	The proprietor/ Owner/ MD or his representative of the contracting firm to be present at Hyderabad to participate in the monitoring and review meeting of the Hostel Management Committee of ICAR – NAARM, failing which a penalty of Rs.10,000/- shall be levied and a record of such non- compliance would be made for further action.
8.	The staff of vendor deployed at ICAR-NAARM must always be in neat and clean uniform. The servers should always wear gloves & caps to cover hair while serving the food. Kitchen staff should wear white/checked pants and white CHEF COAT with white aprons.
9.	Compensation, if any trainee, student, guest falls sick due to food poisoning owing to food supplied by the vendor, the liability as per applicable law of the land has to be borne by the Vendor.
10.	The Contractor shall nominate his Two personnel as point of contacts to coordinate with the representatives of students. The students committee will submit a bi-weekly (Once in 14 days) report on satisfactory provision of food to the vendor. Two Bi-weekly reports should be submitted to office along with the consolidated monthly bill by the vendor.
11.	<p>The contractor must maintain an inventory of the following items for Food and Catering Services at ICAR – NAARM at all the time during the contract period and should be shown to the committee formed for the purpose of inspection 7 days before the start of the contract without fail:</p> <ul style="list-style-type: none"> i. 500 Steel full plates & 500 melamine full plates ii. 250 Steel quarter plates & 250 melamine quarter plates iii. 500 bone China cups iv. 500 bone China saucers v. 1000 good quality dinner spoons vi. 500 good quality dinner forks vii. 1000 Teaspoons viii. 1000 good quality katoris ix. Tea Urns (5 / 10 ltrs.) – 15 Nos. x. Airport Flask – 25 Nos. xi. 1-liter Flasks – 25 Nos. xii. Serving Trays – 25 Nos
12.	The Contractor will not provide food/catering services to any private person or third party or other government offices in the mess of NAARM without approval of the Competent Authority. In case the services are provided to outsiders/visitors after obtaining the approval of the competent authority then 10% of the amount of the total bill charged shall be paid to the Academy by the Vendor. Hostel In-charge shall be given instruction for monitoring the same.
13.	The agency shall in no case charge any higher rate in the guest house for food and catering services than what are finalized in the tender. Taking food at guest house is optional. Only the prescribed categories of guest and participants as approved shall be authorized to avail of all types of services by the agency in the guest house. The agency shall abide by all such decisions of ICAR-NAARM and under no conditions shall it allow any services at the guest houses premises to the unauthorized persons. Water bottles shall be supplied as per MRP
14.	No request for alteration in the rates once quoted will be entertained within one year.
15.	The contractor shall ensure pest control in dining hall, stores, kitchen, and other areas of the kitchen surroundings once in 15 days at his own cost.

16.	Provisions like vegetables, non-veg. and other materials and ingredients of good quality and standard brands will be purchased by the agency/contractor. A sufficient stock of materials shall be stocked to undertake any preparation at short notice. Perishable items may be stored for a maximum period of TWO days requirement and non-perishable for at least one week in the premises allotted for the purpose by ICAR-NAARM. Rice Shall be of premium and branded quality, oil of standard quality and reputed brand. No substandard food materials will be allowed to be used.										
17.	Central air conditioning and water will be provided by ICAR-NAARM for dining area. The electricity provided shall not be used for cooking purposes on the premises. The contractor/agency shall be responsible for ensuring that is no undue wastage of power & water by his staff or even by others. The contractor should use Gas cylinders to be used for commercial establishments (Blue Colour) only for cooking in NAARM premises which must be brought by vendor only.										
18.	The furniture and fixtures for mess and guest houses will be provided by ICAR-NAARM, the agency shall be responsible for proper maintenance & upkeep of the ICAR-NAARM property entrusted to it. This must be handed over back on termination of contract in good condition, while allowing for normal wear & tear.										
19.	All sewerage lines in kitchen in general in guest house shall be kept in good working conditions and choked manholes etc., shall be cleaned frequently by the agency at its own cost.										
20.	Food prepared in the NAARM kitchen/ premises will not be transported & served outside NAARM campus premises without approval from Competent Authority										
21.	<p>Penalty Clause:</p> <ol style="list-style-type: none"> i. The contractor will be liable <u>for penalty up to 100% of the amount of the bill for the day on which there is non-compliance to the terms and conditions of the tender, or the food and services provided by him are found to be un-satisfactory based on the recommendations of an authorized committee of ICAR- NAARM.</u> ii. Non-satisfactory services provided by the agency/contractor shall invite the imposition of penalty as deemed fit on the recommendation of the authorized committee of ICAR-NAARM whose decision shall be final and binding. iii. Director, ICAR-NAARM, reserves the right to terminate the contract by giving THREE months' notice to the Agency in case services provided by the agency are not found satisfactory. iv. Feedback from trainees is being taken at the end of each program, in case of more than 25% participants provide below average feedback the % penalty of total food charges for the program will be imposed as per the rates shown below: <table border="1" data-bbox="279 1563 1449 1897"> <thead> <tr> <th>Percentage of participants indicating food below average</th> <th>Penalty on percentage of total food charges</th> </tr> </thead> <tbody> <tr> <td>Less than 25%</td> <td>-Nil-</td> </tr> <tr> <td>25 to less than 35%</td> <td>10%</td> </tr> <tr> <td>35 to less than 45%</td> <td>20%</td> </tr> <tr> <td>45% and above</td> <td>30%</td> </tr> </tbody> </table>	Percentage of participants indicating food below average	Penalty on percentage of total food charges	Less than 25%	-Nil-	25 to less than 35%	10%	35 to less than 45%	20%	45% and above	30%
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Agency shall be wholly responsible for daily basis seasonal flower arrangement at reception counter, lobby and VIP Dining Hall. Cost on this account shall be borne by the agency.

MENU ITEM DETAILS

Following are the items for which prices are being asked in the financial Bid:

Item No. 1: Regular Daily Menu for students of PGDM-ABM, FOCARS (Trainees) and other trainees.

Bed Tea (06:00 AM to 06:30 AM)	Tea / Coffee / Lemon Tea / Green Tea / dip tea, etc., (all 100 ml) to be served at 6:00AM at dining hall. # To be served in standard quality cups.
Breakfast (08:00 AM to 09:00 AM)	<ol style="list-style-type: none"> 1. Poha/ Pooori Sabzi / Stuffed (Potato/Paneer/Gobhi) Parantha and Curd / Idly, Vada & Sambar with 2 chutneys (Tomato or Coconut or Peanut etc) / Masala Dosa / Uttapam with 2 chutneys (Tomato or Coconut or Peanut etc.) 2. Bread Toast with Boiled Eggs or Omelet, Butter (small individual packet) & Jam (small individual Packet). 3. Any One item among Cornflakes / oats 4. Choice of fresh cut fruits like papaya / watermelon / musk melon / apple / orange/ guava/ pineapple/ dragon fruit etc., (one sole fruit should not be repeated more than twice in a week) 5. Tea / Coffee / Milk / Lemon Tea / Black Tea / Black Coffee / dip tea, # To be served in standard quality plates and cups. # Sugar sachets with disposable wooden stirrers should be kept separate and all beverage to be prepared sugar less
Tea and Biscuits (11:00 AM to 11:15 AM) and (03:00 PM to 03:15 PM)	<ol style="list-style-type: none"> 1. Any two pieces of Biscuits (Osmania, Fruit, Salted, etc.,) / Cookies / Millet biscuits etc., 2. Tea / Coffee / Milk / Lemon Tea / Green Tea (all 150 ml) / dip tea to be served nearby classrooms. # Should be served in standard cups # Sugar sachets with disposable wooden stirrers should be kept separate and all beverage to be prepared sugar less
Lunch (01:00 PM to 02:00 PM)	<ol style="list-style-type: none"> 1. Seasonal Salad with at least three items with cut Lemon pieces (Onions, Carrot, Cucumber, Beetroot etc.,) 2. Plain rice with one variety rice item like (Lemon, Jeera, Tomato, Tamarind, Pudina, Pulav etc.,) 3. Any One item like Chapatti / Puri / Nan-Roti / Plain Paratha/ Pulka etc., 4. Any Two Seasonal vegetable like (Bhendi / Turai / Cauliflower / Cabbage / Carrot/ Beans etc.,) preferably one fried and another in gravy. Egg Curry / Boiled Egg / Omelet (can be added in place of one vegetable any two days) 5. Any One Dal item like (Dal Tadaka / Tomato Dal / Rajma / Cholle etc.,) 6. Papad or fryums, Pickle, sambar/ rasam, Curd, sounf (should accompany always with lunch). # Should be served in good quality standard plates and curry bowls.

<p>Dinner Menu-1 (08:00 PM to 09:00 PM) (Non-Veg.)</p> <p>Wednesday Friday Sunday</p>	<ol style="list-style-type: none"> 1. Seasonal Salad with at least three items with cut Lemon pieces (Onions, Carrot, Cucumber, Beetroot etc.,) 2. Plain rice with one variety rice item like (Lemon, Jeera, Tomato, Tamarind, Pudina, Pulav etc.,) 3. Any One item like Chapatti / Puri / Nan-Roti / Plain Paratha etc.,) 4. Any One Non-Veg item like (2 days chicken biryani and veg biriyani for vegetarians; 1 day mutton) 5. Any One Special Vegetable preparation like curry/ Manchurian/ tikka etc. with Paneer/ Mushroom / Baby Corn / mixed vegetables etc., 6. Any One Seasonal vegetable like (Bhendi / Turai / Cauliflower / Cabbage / Carrot, Beans etc.,) preferably fried. 7. Any One Dal item like (Dal Tadaka / Tomato Dal / Sambar / Rajma / Chole etc.,) 8. Papad, Pickle, Rasam, Curd (should accompany always with special lunch dinner. <p># Should be served in good quality standard plates and curry bowls. # 1 mutton dish can be replaced with 2 days chicken/fish dishes</p>
<p>Dinner Menu-2 (08:00 PM to 09:00 PM)</p> <p>Monday Tuesday Thursday Saturday</p>	<ol style="list-style-type: none"> 1. Seasonal Salad with at least three items with cut Lemon pieces (Onions, Carrot, Cucumber, Beetroot etc.,) 9. Plain rice with one variety rice item like (Lemon, Jeera, Tomato, Tamarind, Pudina, Pulav etc.) 2. Any One item like Chapatti / Puri / Nan-Roti / Plain Paratha etc.,) 3. Any Two Seasonal vegetable like Bhendi / Turai / Cauliflower / Cabbage / Carrot, Beans etc., preferably one fried and another in gravy. Egg Curry / Boiled Egg / Omelet (can be added in place of one vegetable on any one day) 4. Any One Dal item like (Dal Tadaka / Tomato Dal / Rajma / Cholle etc.,) 5. Papad, Pickle, Rasam/ Sambar, Curd (should accompany always with dinner. 6. Any dessert like Moong Dal Halwa / Double ka Meetha / Khubani ka Meetha / Ice Cream / Rasmalai / Rasgulla (2 pieces) / Gulab Jamun (2 pieces) / Rice Kheer / Semiya Kheer / Lauki Sabudana Kheer etc. <p># Should be served in good quality standard plates and curry bowls.</p>
<p>Evening Tea and Snacks (05:30 PM to 06:00 PM)</p>	<ol style="list-style-type: none"> 1. Any two pieces of Veg Sandwich packed in food grade film / Samosa / Veg. Pakodas /nuggets/ Vegetable Cutlet / Bondas/ Wadas / Mirchi Bhaji / Pav Bhaji/ Vada Pav, etc. (should not be repeated within the week) 2. Tea / Coffee / Milk / Lemon Tea / Green Tea/dip tea, etc. <p># Should be served in standard quarter plates and cups. # Sugar sachets with disposable wooden stirrers should be kept separate and all beverage to be prepared sugar less</p>

*Day-wise menu shall be decided once a month in consultation with Hostel Staff, PGDMA students and caterers.

Item No. 2: Hot Beverage

Hot Beverage	<p>Tea / Coffee / Milk / Lemon Tea / Green Tea (all 150 ml)/ dip tea etc to be served as per the meeting timings.</p> <p># Should be served in cup and saucer mandatorily # Sugar sachets with disposable wooden stirrers should be kept separate and all beverage to be prepared sugar less</p>
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Item No. 3: Regular Breakfast

Regular Breakfast	<ol style="list-style-type: none"> 1. Poori Sabzi / Stuffed (Potato or Paneer or Gobhi or Onion) Paratha and Curd / Idly, Vada & Sambar with 2 chutneys (Tomato or Coconut or Peanut etc) / Masala Dosa and Uttapam with 2 chutneys (Tomato or Coconut or Peanut etc.) / Bread Toast with Boiled Eggs or Omelet, Butter (small individual packet) & Jam (small individual Packet). (Any South Indian or North Indian Breakfast along with Bread, Butter, Jam and Omelet / Boiled Egg) 2. Cornflakes with milk 3. Tea / Coffee / Milk / Lemon Tea / Black Tea / Black Coffee / dip tea, etc. <p># Sugar sachets with disposable wooden stirrers should be kept separate and all beverage to be prepared sugar less # To be served in standard quality plates and cups.</p>
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Item No. 4: Special Breakfast

Special Breakfast	<ol style="list-style-type: none"> 1. Choice of juices like fresh sweet lime / orange / pineapple / canned juices etc., (To be served in juice glasses) 2. Poori Sabzi / Stuffed (Potato or Paneer or Gobhi or Onion) Prantha and Curd / Idly, Vada & Sambar with 2 chutneys (Tomato or Coconut or Peanut etc) / Masala Dosa and Uttapam with 2 chutneys (Tomato or Coconut or Peanut etc.,) 3. Bread Toast with Boiled Eggs or Omelet, Butter (small individual packet) & Jam (small individual Packet). 4. Cornflakes / oatmeal with milk 5. Choice of fresh cut fruits like papaya / watermelon / musk melon / apple / orange etc., 6. Tea / Coffee / Milk / Lemon Tea / Black Tea / Black Coffee. <p># Good quality bone China dinner plates / quarter plates should be used for serving # Tea should be served in bone China cup and saucer mandatorily # Sugar sachets with disposable wooden stirrers should be kept separate and all beverage to be prepared sugar less</p>
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Item No. 5: Sessional Tea

Sessional Tea	<ol style="list-style-type: none"> 1. Any two pieces of Biscuits (Osmania, Fruit, Salted, etc.) / Cookies / Millet biscuits etc., 2. Tea / Coffee / Milk / Lemon Tea / Green Tea (all 150 ml)/ dip tea etc to be served at classrooms. <p># Should be served in bone china cup and saucer mandatorily # Sugar sachets with disposable wooden stirrers should be kept separate and all beverage to be prepared sugar less</p>
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Item No. 6: Hi-Tea

Hi-Tea	<ol style="list-style-type: none"> 1. Good quality Khoa Sweet / Cakes / Kaju Katli / Badam Barfi etc., 2. Fried salted cashew / almond / pista /other nuts (20 gms) 3. Veg Sandwich packed in food grade film / Samosa / Veg. Pakodas / Vegetable Cutlet / Aloo Bonda etc., 4. Any two pieces of Biscuits (Osmania, Fruit, Salted, etc.) / Cookies / Millet biscuits etc., 5. Ready Prepared Tea with ginger, elachi / Black Tea / Coffee / Lemon Tea (all 150 ml) / Dip Tea / Milk / Coconut Water / Butter Milk / Lassi / Fruit Juice (all 200 ml packs of reputed brand) etc. <p># Good quality standard quarter plates should be used for serving snacks or good quality packing material should be used if ordered to be given in packets. # Should be served in cup and saucer mandatorily # Sugar sachets with disposable wooden stirrers should be kept separate and all beverage to be prepared sugar less.</p>
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Item No. 7: Regular Lunch

Regular Lunch	<ol style="list-style-type: none"> 1. Seasonal Salad with at least three items with cut Lemon pieces (Onions, Carrot, Cucumber, Beetroot etc.,) 2. Any one Rice item like (Lemon, Jeera, Tomato, Tamarind, Pudina, Pulav etc.,) (Plain Rice compulsory to be accompanied with above rice item) 3. Any One item like Chapatti / Puri / Nan-Roti / Plain Paratha etc.,) 4. Any Two Seasonal vegetable like (Bhendi / Turai / Cauliflower / Cabbage / Carrot, Beans etc.,) preferably one fried and another in gravy. Egg Curry / Boiled Egg / Omelet (can be added in place of one vegetable any two days) 5. Any One Dal item like (Dal Tadaka / Tomato Dal / Sambar / Rajma / Cholle etc.,) 6. Papad, Pickle, Rasam, Curd (should accompany always with lunch). <p># Should be served in good quality standard plates and curry bowls.</p>
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Item No. 8: Special Lunch

Special Lunch	<ol style="list-style-type: none"> 1. Soup (Tomato / Sweetcorn / Cream of mushroom / Manchow / Hot and Sour / Lemon coriander etc.,) 2. Seasonal Salad with at least three items with cut Lemon pieces (Onions, Carrot, Cucumber, Beetroot etc.,) 3. Any one Rice item like (Lemon, Jeera, Tomato, Tamarind, Pudina, Pulav etc.,) (Plain Rice compulsory to be accompanied with above rice item) 4. Any One item like Chapatti / Puri / Nan-Roti / Plain Paratha etc.,) 5. Any One Non-Veg item like (Chicken / Mutton / Fish / Prawns etc.,) 6. Any One Special Vegetable preparation like (Panner / Mushroom / Baby Corn etc.,) 7. Any One Seasonal vegetable like (Bhendi / Turai / Cauliflower / Cabbage / Carrot, Beans etc.,) 8. Any One Dal item like (Dal Tadaka / Tomato Dal / Samber / Rajma / Cholle etc.,) 9. Papad, Pickle, Rasam, Curd (should accompany always with special lunch dinner. 10. Any dessert like Moong Dal Halwa / Double ka Meetha / Khubani ka Meetha / Ice Cream / Rasmalai / Rasgulla (2 pieces) / Gulab Jamun (2 pieces) / Rice Kheer / Semiya Kheer / Lauki Sabudana Kheer etc., 11. Mouth Freshener (small individual packets) <p>#Should be served in good bone china crockery and good quality cutlery and curry bowls mandatorily</p>
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Item No. 9: Evening Tea with Snacks

Evening Tea with Snacks	<ol style="list-style-type: none"> 1. Any two pieces of Veg Sandwich packed in food grade film / Samosas / Veg. Pakodas / Vegetable Cutlet / Aloo Bonda / Mirchi Bhaji / Pav Bhaji etc., 2. Tea / Coffee / Milk / Lemon Tea / Green Tea etc., <p># Should be served in bone china cup and saucer mandatorily # Sugar sachets with disposable wooden stirrers should be kept separate and all beverage to be prepared sugar less #Should be served in good bone china crockery and good quality cutlery and curry bowls mandatorily</p>
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Item No. 10: Regular Dinner

Regular Dinner	<ol style="list-style-type: none"> 1. Seasonal Salad with at least three items with cut Lemon pieces (Onions, Carrot, Cucumber, Beetroot etc.,) 2. Any one Rice item like (Lemon, Jeera, Tomato, Tamarind, Pudina, Pulav etc.,) (Plain Rice compulsory to be accompanied with above rice item) 3. Any One item like Chapatti / Puri / Nan-Roti / Plain Paratha etc.,) 4. Any Two Seasonal vegetable like (Bhendi / Turai / Cauliflower / Cabbage / Carrot, Beans etc.,) preferably one fried and another in gravy. Egg Curry / Boiled Egg / Omelet (can be added in place of one vegetable any two days) 5. Any One Dal item like (Dal Tadaka / Tomato Dal / Samber / Rajma / Cholle etc.,) 6. Papad, Pickle, Rasam, Curd (should accompany always with lunch). <p># Should be served in good quality standard plates and curry bowls.</p>
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Item No. 11: Special Dinner

Special Dinner	<ol style="list-style-type: none"> 1. Soup (Tomato / Sweetcorn / Cream of mushroom / Manchow / Hot and Sour / Lemon coriander etc.,) 2. Seasonal Salad with at least three items with cut Lemon pieces (Onions, Carrot, Cucumber, Beetroot etc.,) 3. Any one Rice item like (Lemon, Jeera, Tomato, Tamarind, Pudina, Pulav etc.,) (Plain Rice compulsory to be accompanied with above rice item) 4. Any One item like Chapatti / Puri / Nan-Roti / Plain Paratha etc.,) 5. Any One Non-Veg item like (Chicken / Mutton / Fish / Prawns etc.,) 6. Any One Special Vegetable preparation like (Panner / Mushroom / Baby Corn etc.,) 7. Any One Seasonal vegetable like (Bhendi / Turai / Cauliflower / Cabbage / Carrot, Beans etc.,) 8. Any One Dal item like (Dal Tadaka / Tomato Dal / Samber / Rajma / Cholle etc.,) 9. Papad, Pickle, Rasam, Curd (should accompany always with special lunch dinner. 10. Any dessert like Moong Dal Halwa / Double ka Meetha / Khubani ka Meetha / Ice Cream / Rasmalai / Rasgulla (2 pieces) / Gulab Jamun (2 pieces) / Rice Kheer / Semiya Kheer / Lauki Sabudana Kheer etc., 11. Mouth Freshener (small individual packets) <p>#Should be served in good bone china crockery and good quality cutlery and curry bowls mandatorily</p>
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Item No. 12: Snacks for Official Meetings

Snacks for Official Meetings	<ol style="list-style-type: none"> 1. Pack of Cookies (atleast 30 grams) / Veg Sandwich packed in food grade film / Samosas (standard size 2 pieces) / Veg. Pakodas / Vegetable Cutlet (2 pieces) / Aloo Bonda (2 pieces) etc., 2. Readily Prepared Tea with ginger, elachi / Black Tea / Coffee / Lemon Tea (all 100 ml) / Milk / Coconut Water / Butter Milk / Lassi / Fruit Juice (all 200 ml packs of reputed brand) etc., <p># Good quality standard quarter plates should be used for serving snacks or good quality packing material should be used if ordered to be given in packets. # Should be served in cup and saucer mandatorily # Sugar sachets with disposable wooden stirrers should be kept separate and all beverage to be prepared sugar less</p>
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Item No. 13: Fruit Basket

Fruit Basket	Packed fruit basket (Net weight 600-800 gms) consisting of 3-4 seasonal fruits to be served to VIPs on request in their rooms.
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Item No. 14: Dry Fruit Basket

Dry Fruit Basket	Packed Dry Fruit Basket (Net weight 200 gms) consisting of 4 different Dry fruits (50gm- Cashew, 50gm- Almonds, 50gm- Pista/ Walnuts. 50gm- Raisins) to be served to VIPs on request in their rooms.
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Item No. 15:

Arrangement for 50 persons in open lawns along with arrangements for floral decorations, good quality tent, good quality chairs, clean and sturdy serving tables covered with cloth, servers etc

Item No. 16:

Arrangement for 100 persons in open lawns along with arrangements for floral decorations, good quality tent, good quality chairs, clean and sturdy serving tables covered with cloth, servers etc

Item No. 17:

Arrangement for 200 persons in open lawns along with arrangements for floral decorations, good quality tent, good quality chairs, clean and sturdy serving tables covered with cloth, servers etc.

Schedule V

Approximate Manpower to be deployed on an average

S.N.	Services	No.of Persons proposed to be deployed
1.	Waiters (For food and catering services) in Hostel (for two shifts)	08 (4 + 4) Nos
2.	Waiters for catering services in Office buildings (for two shifts) – Classrooms, Lecture Halls, etc.	04 (2 + 2) Nos
3.	Head Cooks	02 Nos
4.	Assistant Cooks	04 Nos
5.	Kitchen Utility Workers / Helpers	04 Nos
6.	Kitchen Sink Attendants	04 Nos
7.	Kitchen Supervisor	03 Nos
8.	Dining Hall Supervisor *	01 No
9.	Resident Manager **	01 No
10.	Annapurna Canteen	02 Nos

- **For every additional 20 Pax, 1 additional waiter and 1 additional helper in the kitchen to be provided.**
- Trained manpower to be engaged for taking care of VIPs / Important Guests

FINANCIAL BID FORMAT

Below is the format of Financial Bid*:

Item No	Details	Basic Rate of one item Including GST (In Rs.)	Tentative Quantity in a Year
1	Students' food (full day menu) which includes, bed tea, break-fast, lunch, dinner, sessional tea (2 times) & Evening Tea with Snacks. (Rate for one Full Day for one person to be quoted)		45000
2.	Hot Beverage (135 ml) (Rate for one quantity to be quoted)		5000
3.	Regular Breakfast (Rate for one quantity to be quoted)		250
4.	Special Breakfast (Rate for one quantity to be quoted)		250
5.	Sessional Tea (Rate for one quantity to be quoted)		5000
6.	Hi-Tea (Rate for one quantity to be quoted)		150
7.	Regular Lunch (Rate for one quantity to be quoted)		250
8.	Special Lunch (Rate for one quantity to be quoted)		250
9	Evening Tea with Snacks (Rate for one quantity to be quoted)		1000
10.	Regular Dinner (Rate for one quantity to be quoted)		250
11.	Special Dinner (Rate for one quantity to be quoted)		250
12.	Snacks for Official meetings (Rate for one quantity to be quoted)		600
13	Fruit Basket (Rate for one quantity to be quoted)		50
14	Dry Fruit Basket (Rate for one quantity to be quoted)		50
15	Arrangement for 50 persons in open lawns along with arrangements for floral decorations, good quality tent, good quality chairs, clean and sturdy serving tables covered with cloth, servers etc		5
16	Arrangement for 100 persons in open lawns along with arrangements for floral decorations, good quality tent, good quality chairs, clean and sturdy serving tables covered with cloth, servers etc		5
17	Arrangement for 200 persons in open lawns along with arrangements for floral decorations, good quality tent, good quality chairs, clean and sturdy serving tables covered with cloth, servers etc		5

*This may be filled and uploaded as PDF alongwith financial bid and the actual BoQ uploaded in GeM may be downloaded, filled and uploaded on GeM Financial Bid.

Schedule VII

L1 SELECTION PROCEDURE

The following is the weightage given to different items in the Financial Bid. The Weightage is out of 100 for each item:

Item No	Details	Weightage Out of 100	Index
1	Students' food (full day menu) which includes, bed tea, break-fast, lunch, dinner, sessional tea (2 times) & Evening Tea with Snacks.	18	A.
2.	Hot Beverage (135 ml)	09	B.
3.	Regular Breakfast	09	C.
4.	Special Breakfast	02	D.
5.	Sessional Tea	08	E.
6.	Hi-Tea	06	F.
7.	Regular Lunch	09	G.
8.	Special Lunch	02	H.
9	Evening Tea with Snacks	09	I.
10.	Regular Dinner	09	J.
11.	Special Dinner	05	K.
12.	Snacks for Official meetings	10	L.
13	Fruit Basket	02	M.
14	Dry Fruit Basket	02	N.
15	Item 15	00	O.
16	Item 16	00	P.
17	Item 17	00	Q.

Weighted Score Calculation for Vendor =

$$[(A \times 18) + (B \times 9) + (C \times 9) + (D \times 2) + (E \times 8) + (F \times 6) + (G \times 9) + (H \times 2) + (I \times 9) + (J \times 9) + (K \times 5) + (L \times 10) + (M \times 2) + (N \times 2)]$$

Only the Basic rate of Item will be used for calculation of weighted score & the quantities provided in the BoQ and the Schedule VI are tentative in nature.

Financial evaluation will be done outside of GeM by calculating the weighted score of financial bids of technically qualified bidders which they have uploaded in GeM.

CHECKLIST (To be uploaded with Technical Bid)

S.no	Document to be uploaded in Technical bid	Whether Uploaded (Yes/No)	Page No
1.	Complete tender document duly sealed and signed		
2.	Proof of 3 (Three) contracts related to Catering in Government/Public/Private Sector Undertakings of value Rs 80 lakh or above during the last 3 financial years (i.e.2022-23,2023-24,2024-25) along with duly filled Annexure-B .		
3.	Annual Turnover of at least Rs. 80 lakh/annum for last three years i.e 2022-23,2023-24,2024-25 to be provided in format as per Annexure – C duly certified by Chartered Accountant on his letterhead.		
4.	Scanned copy of Bid Security Declaration Form to be submitted on Company Letter head. Annexure-D		
5.	Scanned copy of Registration Certificate of Firm/Establishment		
6.	Copy of EPF, ESI, PAN and GSTIN Registration, Bank Details. Annexure E		
7.	The firm should enclose copies of income tax returns for the last 3 years (Financial Year 2022-23, 2023-24, 2024-25)		

Annexure - B

RELEVANT WORK EXPERIENCE DETAILS

(To be submitted on Firm's Letter head)

S. No.	Financial Year	Name of the Department, Organization where catering service was provided	Amount	Contact Details of the Departments / Organizations where catering service was provided	Period	
					From	To
1.	2022-2023					
2.	2023-2024					
3.	2024-2025					

AUTHORISED SIGNATORY OF THE FIRM WITH SEAL

Place:

Dated:

Note: While uploading this annexure bidder should make sure that work experience certificates are also uploaded along with this in one single pdf

Annexure – C**TO WHOM IT MAY CONCERN**

I have personally gone through the accounts of the following:

M/s _____

Address _____

Below is the turnover of the firm for last 3 completed Financial Years:

Financial Year	Turnover in Rupees
2022-23	
2023-24	
2024-25	

NAME, SIGNATURE AND SEAL OF CHARTERED
ACCOUNTANT

- To be uploaded online in technical bids.
- The same should be filled on letter head of the Chartered Accountant.

Annexure-D

Bid-Security Declaration Form
(To be given on Company Letter Head)

Date: _____

Bid No.: _____

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three years from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn / modified / amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
 - (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to Bidders,

I/We understand this Bid Security Declaration shall cease to be valid if I am / We are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my / our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Security Declaration).

Name: (insert complete name of person signing the Bid Security Declaration)

Duly authorized to sign the bid for and on behalf of: (insert complete name of Bidder) Dated on _____day of _(insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid)

COMMERCIAL DETAILS

(To be submitted on Firm's Letter head)

1.	Name and Address of Bidder	
2.	Telephone No. / Mobile No. / FAX No.	
3.	Email ID	
4.	Month and Year of Establishment	
5.	PAN and GSTIN Number	
6.	Bank Details	
	i. Name of the Bank	
	ii. Branch Name	
	iii. Type of Account	
	iv. Account Number	
	v. MICR No.	
	vi. IFSC Code	

SIGNATURE OF THE BIDDER & STAMP

Date:

Place:

Sample BOQ

Item	Item Title	Item Description	Item Quantity	Unit of Me	Consignee	Delivery Period (In number of days)
1	Students food full day menu which includes bed tea breakfast lunch dinner sessional tea 2 times Evening Tea with Snacks Rate for one Full Day for one person to be quoted	As per Schedule IV of the Tei	45000	Nos	ao.stores	365
2	Hot Beverage 135 ml Rate for one quantity to be quoted	As per Schedule IV of the Tei	5000	Nos	ao.stores	365
3	Regular Breakfast Rate for one quantity to be quoted	As per Schedule IV of the Tei	250	Nos	ao.stores	365
4	Special Breakfast Rate for one quantity to be quoted	As per Schedule IV of the Tei	250	Nos	ao.stores	365
5	Sessional Tea Rate for one quantity to be quoted	As per Schedule IV of the Tei	5000	Nos	ao.stores	365
6	HiTea Rate for one quantity to be quoted	As per Schedule IV of the Tei	150	Nos	ao.stores	365
7	Regular Lunch Rate for one quantity to be quoted	As per Schedule IV of the Tei	250	Nos	ao.stores	365
8	Special Lunch Rate for one quantity to be quoted	As per Schedule IV of the Tei	250	Nos	ao.stores	365
9	Evening Tea with Snacks Rate for one quantity to be quoted	As per Schedule IV of the Tei	1000	Nos	ao.stores	365
10	Regular Dinner Rate for one quantity to be quoted	As per Schedule IV of the Tei	250	Nos	ao.stores	365
11	Special Dinner Rate for one quantity to be quoted	As per Schedule IV of the Tei	250	Nos	ao.stores	365
12	Snacks for Official meetings Rate for one quantity to be quoted	As per Schedule IV of the Tei	600	Nos	ao.stores	365
13	Fruit Basket Rate for one quantity to be quoted	As per Schedule IV of the Tei	50	Nos	ao.stores	365
14	Dry Fruit Basket Rate for one quantity to be quoted	As per Schedule IV of the Tei	50	Nos	ao.stores	365
15	Arrangement for 50 persons in open lawns along with arrangements for floral decorations good quality tent good quality chairs clean and sturdy serving tables covered with cloth servers etc	As per Schedule IV of the Tei	5	Nos	ao.stores	365
16	Arrangement for 100 persons in open lawns along with arrangements for floral decorations good quality tent good quality chairs clean and sturdy serving tables covered with cloth servers etc	As per Schedule IV of the Tei	5	Nos	ao.stores	365
17	Arrangement for 200 persons in open lawns along with arrangements for floral decorations good quality tent good quality chairs clean and sturdy serving tables covered with cloth servers etc	As per Schedule IV of the Tei	5	Nos	ao.stores	365