

**पंचायती राज प्रशिक्षण संस्थान (प्रिट) में कैटरिंग सर्विसेज प्रदान
करने हेतु निविदा सूचना**

ई-बिड पत्रांक:- प्रिट / 19 / 2019-3 / 08 / 2017,

लखनऊ:: दिनांक 22 जनवरी, 2021

ई-टेंडर वेबसाईट- <https://etender.up.nic.in>

तालिका

क्र.सं.	विवरण	दिनांक	समय
1.	ई-निविदा प्रकाशन की तिथि	28.01.2021	12:00 AM
2.	ई-निविदा प्रस्तुत करने की तिथि	28.01.2021	12:30 PM
3.	प्री-बिड मीटिंग की तिथि	11.02.2021	03:00 PM
4.	ई-निविदा जमा करने की अंतिम तिथि	18.02.2021	02:30 PM
5.	तकनीकी ई-निविदा खुलने की तिथि	18.02.2021	03:00 PM
6.	वित्तीय ई-निविदा खुलने की तिथि	बाद में सूचित किया जाना है।	

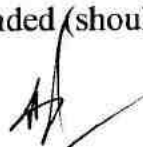
नोट:- ई-निविदा खुलने का स्थान:- कक्ष संख्या-106, ई-6, लोहिया भवन,
अलीगंज, लखनऊ-226024।



TERMS AND CONDITIONS

1. Requirement

- 1.1. PRIT requires the Vendor / Service Provider to provide all kinds of catering services to the Officers'/official visitors at PRIT, Uttar Pradesh located in its Premises at E-6, Sector-E, Aliganj, Lucknow- 226024. The required services include Morning & Evening Snacks and Tea, Lunch services and provision of tea/coffee to the officers of PRIT. Conference Catering for the meetings and Conferences hosted by PRIT will also be done by the Vendor / Service Providers.
- 1.2 For this purpose, PRIT will provide required space for kitchens / dining and furniture in the dining areas, PRIT will also provide water and electricity free of cost.
- 1.3 The interested vendors are advised to inspect the site/nature of service required in this regard and satisfy themselves before submitting their bids. A vendor shall be deemed to have full knowledge of the site/nature of services to be provided, whether he inspects it or not and no extra claims due to any misunderstanding or otherwise shall be allowed.
- 1.4 The relationship between Vendor / Service Provider and PRIT shall be of vendor and vendee and the catering services (supply of food) shall be on sale and purchase basis.
- 1.5 The Vendor / Service Provider will have to cook in the kitchen attached to the Dining Areas in PRIT premises for serving food to the Officers.
- 1.6 The Vendor / Service Provider will source food ingredients, labour etc., at their cost, prepare the prescribed type of food items and in quantities as approved by PRIT, in PRIT specified space in its premises and serve the same in designated dining area / cabins/ conference halls in a hygienic manner for which he will realise sale price from the respective purchasing officer at fixed prices as approved by PRIT (exclusive of taxes). The Vendor / Service Provider shall not prepare or serve any other item without prior approval of PRIT.
- 1.7. The Vendor / Service Provider shall ensure that the food shall be good, wholesome and of high quality and the ingredients like cooking oil, masalas and other spices etc., shall be branded (should have FPO registration and /or



Agmark and / or ISI mark as approved by PRIT). Moreover, before using the raw materials and other ingredients for cooking, the Vendor / Service Provider shall ensure their quality and wholesomeness. PRIT through its authorised representatives shall have the authority to carry out tests and checks at their convenience of the raw materials, ingredients used for cooking, cooking arrangements and the finished eatables and will have absolute right to reject the cooked or raw items if they do not meet the required standard at its sole discretion and the same would be destroyed at the cost of the Vendor / Service Provider.

- 1.8. Vegetarian and non – vegetarian cooking shall be done separately.
- 1.9. It is the duty of the Vendor / Service Provider to provide accommodation to the staff employed by the Vendor / Service Provider. PRIT would not entertain any claim either for accommodation at its premises or for reimbursement of expenses in this regard.
- 1.10. Menu: Illustrative menu is indicated in the Annexure A, Annexure B and Annexure C. Weekly menu will be submitted to PRITs' Officer in charge of supervision of Catering services in PRIT and the approved menu will be served in PRIT Officers' Lounge & Dining Room.
- 1.11. As regards the Tea Service across the Office Building, the billing method used will be for the Total number of officers in the Office Building for 20 days per month. The number of officers will be reviewed monthly and intimated to the vendor/ service provider.
- 1.12. The vendor / Service Provider will serve snacks / tea / Lunch etc., at the rate and quantities approved by PRIT. The rates would remain constant and unchanged for the entire period of the contract. The rates would be exclusive of taxes. Officers who will be taking breakfast / snacks/ lunch will directly make the payment to the vendor.
- 1.13. Over and above the menu fixed in the Annexure, the successful Vendor / Service Provider will also be permitted to serve special items as snacks / lunch / Juices / Ice creams etc., on sale basis.
- 1.14. The Vendor / Service Provider should have a floor boy for serving tea and attending to the various departmental catering requirement.



- 1.15. The Vendor / Service Provider will have to depute sufficient number of service staff to ensure service of Tea/Coffee to senior Officers in cabins during office time as and when required by them during the day.
- 1.16. PRIT regularly holds various meetings / conferences / seminars etc. in its premises. In some occasions, the attendees are State level/national & international dignitaries of high stature. The rate for serving special lunch / dinner on these occasions/ high level meetings will be negotiated with the successful Vendor / Service Provider and rate will be fixed.
- 1.17. The Vendor / Service Provider will be responsible for removal of the garbage and keep the assigned premises clean.
- 1.18. The Vendor / Service Provider must have necessary license to engage labour under the Labour Laws and more particularly with the Contract Labour (Regulation and Abolition) Act, 1970, wherever applicable. They have to produce, on demand the relevant documents. The Vendor / Service Provider shall observe and comply with all Government Laws and Labour legislations concerning employment of staff like ESI Act, PF Act, Payment of Gratuity Act 1972, Payment of Bonus Act 1965, Payment of Wages Act., 1936, Minimum Wages Act, 1948, Workmen's Compensation Act 1923, Factories Act, Uttar Pradesh Shop and Establishment Act., etc., and shall duly and promptly pay all sums of money to such staff as may be required to be paid under such laws. The Vendor / Service Provider must ensure that his staff are paid their salary and allowance, if any, latest by 5th of the following month. PRIT will not be responsible for violation of any law which is required to be observed by the Vendor / Service Provider. The Vendor / Service Provider will be solely responsible for violation of any laws.
- 1.19. The Vendor / Service Provider shall give advance intimation to the Officer – in – Charge indicating the time, date and venue about payment of wages. The Officer – in – Charge or his authorised representatives will witness the payment of wages and shall record the following certification in the wage register.
“Certified that salary for the month of _____ has been distributed on _____ to the canteen Vendor / Service Providers’ workers by the Vendor / Service Provider in accordance with the wages specified in Minimum Wages Act”.
- 1.20. The Vendor / Service Provider shall be liable to pay P.F. Contribution, leave, salary etc., and shall be liable to observe statutory working hours.



1.21. Proper records shall be maintained by the Vendor / Service Provider with respect to the above Acts, and such other Acts as may be applicable to the Vendor / Service Provider's working and his workmen which would be subject to check from time to time, by the Officer – in – Charge.

1.22. The Vendor / Service Provider will have to abide by all Labour Laws and Regulations laid down by the Central / State Government from time to time. All expenses in this regard will be the liability of the Vendor / Service Provider. The Vendor / Service Provider should have Income Tax /GSTN Number. At the time of submitting the tender, the applicant should enclose notarised copies of the Contract Labour License, the income tax return / GSTN return / PF registration etc.

2. Tea / Snacks /Breakfast / Lunch and Dinner Timings

2.1.1. Officers would be served tea / snacks / Breakfast / Lunch / Dinner as per the following timings.

2.1.2. Timing for tea Service for Trainee's - 11:00 Hrs to 11:15 Hrs and 16:00 Hrs to 16:15 Hrs.

2.1.3. Timing for serving Breakfast in Dining Room – 08:00 Hrs to 09:30 Hrs.

2.1.4. Timing for serving Lunch in Dining Room - 13:00 Hrs to 14:00 Hrs.

2.1.5 Timing for serving Dinner in Dining Room – 20:00 Hrs to 21:00 Hrs.

2.1.4. Timing for service of Snacks in the Staff Room – 11:00 Hrs to 11:30 Hrs and 16:00 Hrs to 16:30 Hrs, Vendor / Service Provider will have to ensure that the timings indicated by PRIT are maintained.

3. The Officials and staff of PRIT are required to work at times on weekends and Public Holidays. The Vendor / Service Provider will have to provide catering services to these Officials .

4. Infrastructure and facilities to be provided by PRIT.

4.1. Kitchen area for cooking purpose.

4.2. Dining area with the necessary infrastructure and Furniture.



- 4.3. The Vendor / Service Provider will have to submit a quarterly statement to PRIT indicating the position of the various items handed over to them for efficient service.
- 4.4. It shall be the duty of the Vendor / Service Provider to properly handle the various equipment's / furniture, provided by PRIT. The Vendor / Service Provider shall keep a proper inventory of the items placed at his disposal by PRIT and the same shall be verified by the Vendor / Service Provider along with the representatives of PRIT. The decision of PRIT will be final in this regard.
- 4.5. PRIT shall ordinarily take care of the routine and normal wear and tear maintenance of the Lounge equipment. However, in case of any wilful damage or damage caused out of negligence to the repairs and / replacement. PRIT shall also adjust security deposits against such damages.
- 4.6. When material supplied by PRIT become unserviceable and if these are to be replaced by PRIT, the same would be replaced against the return of the unserviceable materials by the Vendor / Service Provider. Otherwise the cost of such materials shall be recovered from Vendor / Service Provider.

5. Kitchen - Cleanliness & Hygiene

- 5.1. The Vendor / Service Provider shall ensure that the food is cooked in the prescribed kitchens. Highest standard of hygiene is to be maintained. The cleanliness and maintenance of the utensils used for cooking is to be strictly ensured besides proper maintenance of fridge, water cooler etc. The Vendor / Service Provider will have to bear the cost of cleaning materials. The Vendor / Service Provider is to ensure use of quality cleaning materials.
- 5.2. The vendor shall take full responsibility of cleaning and upkeep of entire lounge and dining area.

6. Catering Staff

- 6.1. The kitchen as well as the service staff shall be employed / engaged by the Vendor / Service Provider and PRIT shall not in any way be responsible for their terms of employment.



- 6.2. The Vendor / Service Provider shall maintain a register showing names and addresses of persons engaged along with photographs and KYC documents of each person and shall produce the same for inspection on demand by Officer-In – Charge or such other persons so authorised by PRIT.
- 6.3. The Vendor / Service Provider shall arrange through PRIT's Security Department , on advice of the Officer – In- Charge to issue identity cards bearing photographs of canteen employees for gate entry. All the personnel engaged by the Vendor / Service Provider entering PRIT's premises shall be identified by badges that should be worn by them at all times while in PRIT premises. The identity cards shall have to be exhibited prominently by Lounge Staff while they are present in the PRIT. The Lounge staff also be liable for search on entry/ exit. The Vendor / Service Provider will ensure that its employees do not remain in the premises beyond their normal working hours unless otherwise authorised. Any unauthorized presence will ensure that its employees do not remain in the premises beyond their normal working hours unless otherwise authorized. Any unauthorized presence in the premises beyond normal working hours will not be acceptable and Vendor / Service Provider upon receipt of complaint will have to immediately withdraw such employees from working in PRIT's premises
- 6.4 One supervisor along with service staff should be present in the dining areas during the service hours on working days and as per requirement of PRIT on weekends/ public holidays and also as and when required by PRIT due to administrative exigencies.
- 6.5. The Vendor / Service Provider has to ensure that proper number of staff are engaged for discharge of various responsibilities entrusted to Vendor / Service Provider such as food preparation and service. For any increases in manpower for efficient running of the Lounge services, the Vendor / Service Provider shall not be entitled to additional remuneration.
- 6.6. The Vendor / Service Provider has to carry out annual medical examination at their cost of its staff members engaged in the catering work in PRIT. The Vendor / Service Provider shall ensure that his staff members deployed at PRIT are free from all communicable, contagious infections and other diseases. In the event of any employee of Vendor / Service Provider being found medically unfit, the Vendor / Service Provider shall arrange to replacement for him/her. PRIT may require the Vendor / Service Provider to submit a medical certificate for any of his staff members deployed at PRIT. The Vendor / Service Provider at commencement of his tenure at PRIT has to provide for the medical



certificate of the employees within a month and for new staff member joining the workforce has to produce similar certificate within 15 days of joining.

6.7. The Vendor / Service Provider will have to provide PRIT with a list of employees engaged in the Lounge and also their enrolments for the purpose of verification.

6.8. The Vendor / Service Provider shall not engage minors for catering service.

6.9. All the personnel engaged by the Vendor / Service Provider shall wholly and purely be in the employment of the Vendor / Service Provider and no claim of individual/collective nature on PRIT's employment by any of the employees or claim of any nature on PRIT shall be tenable. The Vendor / Service Provider shall at all times keep PRIT fully and effectively indemnified against all actions, suits, proceedings, losses, cost, damages, charges, claims and demand in anyway arising out of or during the course of anything done or committed/omitted to be done by the Vendor / Service Provider including the demand which the Vendor / Service Provider's employees individually/ through the Unions may have raised against PRIT arising out of this tender or as a result of the termination thereof or earlier determination of the contract.

6.10. The Vendor / Service Provider will ensure compliance of labour laws or any other law applicable / rules including minimum wages / PF etc., for extension of catering service to PRIT. PRIT will not be responsible for violation of any law which is required to be observed by the Vendor / Service Provider. The Vendor / Service Provider will be solely responsible for violation of any laws.

6.11. The staff shall be properly dressed in neat and tidy uniform with proper head gear and hand gloves. They shall be courteous, well-mannered and attentive. They should be conversant with the tenets of the trade. The Manager with decision taking capability along with adequate service staff should be present in the dining areas during the service hours on working days as also on weekends / public holidays if services are required during such days.

7. Quality Assurance

7.1. The Vendor / Service Provider will ensure supply of quality items of food / sweets etc. In case of unsatisfactory/unhygienic quality of food item(s) or lapses in service or any breakage, / shortage, deductions will be made as penalty which will be solely decided by PRIT.



7.2. The Vendor / Service Provider shall purchase and keep the raw materials stock of minimum 15 days required for the preparation of various items, including the controlled items of good quality at his own cost. The Vendor / Service Provider shall abide by the local Government laws relating to stocking of food grains, sale of food etc. and shall obtain the necessary licences from the competent authority, where applicable. PRIT at its discretion through its authorised representative may check the stock position of all the items to see that the above is being complied by the Vendor / Service Provider. In case of unsatisfactory / unhygienic quality of food items or lapses in service or any breakage / shortage, deductions will be made as penalty which will be solely decided by PRIT authorities. The amount of penalty would be decided by PRIT authorities on each occasion and will be final, conclusive and binding. The kitchen will be under the constant supervision of PRIT any lapse will be taken seriously. Good quality branded raw material is to be used for the preparation of food.

7.3. The brand and quality of the material to be used is being mentioned in Annexure I.

8. Payments

8.1. The Vendor / Service Provider will have to serve tea for which PRIT will make payment. Similarly, the Vendor / Service Provider will have to serve lunch / dinner / snacks / tea / coffee etc. in the Lounge / in the meetings / workshops / seminars etc. on select occasions for which PRIT will make payment. The Vendor / Service Provider will be required to submit the claim for the services on fortnightly basis and PRIT will settle the bill within a fortnight.

8.2. Payment for the purchase of meals / snacks and beverages consumed by the Officers in the designated dining areas on a day-to-day basis will be done by the individual.

9. Upkeep and Maintenance of pantry / dining areas

9.1 The Vendor / Service Provider has to ensure that every day before and after operations, the pantry / dining halls / chafing dishes and all the crockery and cutlery are cleaned and kept in order before closing for the day.

9.2 The Vendor / Service Provider has to ensure proper disposal of waste and take care to see that the outlets / ducts provided in the kitchen are not blocked / damaged etc.



10. No sub-letting of Contract

10.1. The Vendor / Service Provider shall not sub-let the contract. If it is violated, PRIT reserves the right to terminate the contract without any notice.

10.2. In case of dispute regarding the quality of food / other eatables / unsatisfactory service etc., the final authority will rest with The Director of Panchayati Raj Institute of Training and the same will be binding on the Vendor / Service Provider.

11. The Vendor / Service Provider shall not use kerosene in DoPR premises under any circumstances.

12. The contract shall not be construed to have given employment to the Vendor / Service Provider in PRIT nor any right to the Vendor / Service Provider on PRIT's property. On completion of the contract or whenever PRIT decides the Vendor / Service Provider and his staff will immediately vacate the premises and handover all the dead stock items that were given by PRIT. The Vendor / Service Provider is only allowed to use PRIT's premises as a licensee for the limited purposes of preparing and serving of food stuff to the officers of PRIT.

13. Any other incidental services required by PRIT and not covered in the terms and conditions will be negotiated separately each time.

14. The Vendor / Service Provider who will offer the bids will have to deposit EMD of Rs 1,50,000.00 (One Lakh Fifty Thousand Only) only through electronic mode by way of fund transfer through NEFT/RTGS and remit the amount to PRIT's Saving Account No. 4962132000008 with Canara Bank Ltd., Aliganj, Lucknow. IFS Code: CNRB0004962 along with the quotation. The Vendor / Service provider must quote the UTR number in the response document submitted to PRIT. The Vendor / Service Provider selected through the tendering process will be required to give security deposit of Rs 1,50,000/- (One Lakh Fifty Thousand Only) in the same manner as mentioned above (i.e through NEFT/RTGS) refundable on expiry of contract after adjustment of any dues receivable from the Vendor / Service Provider. The EMD and / or Security Deposit shall not bear any interest and such amount shall be forfeited in the event of any refusal or delay on part of the successful bidder to sign and execute the agreement for commencement of contract in case their bid is accepted and any sort of non-compliance with the terms of



services agreed upon. The unsuccessful Vendor / Service Providers will be returned the E.M.D. within 20 days from the date of final decision of Bank regarding the contract except for exigencies beyond Bank's control. The EMD of the successful bidder will be retained as Security Deposit.

15. Tenders without EMD will not be considered.

16. Pre-bid Meeting

A pre-bid briefing meeting of the intending vendors/Vendor / Service Providers will be held at 15.00 hrs on 11 January 2021 at the Meeting Room, First floor, Plot No- 6, Lohiya Bhawan, PRIT, Aliganj, Lucknow -226024, to clarify any point/doubts raised by them in respect of the terms and conditions of the tenders. No separate Communication will be sent for the meeting. The intending vendors/Vendor / Service Providers will have to send their queries by mail to departmental mail (prutup2016@gmail.com) by 9 January 2021 which will be clarified in the Pre-bid meeting. No request for change in date of pre-bid meeting will be entertained. No fresh queries will be entertained after pre – bid meeting.

17. Quotation and Process of Selection:

17.1. Interested Vendor / Service Providers will be required to submit their offer in 2 bids viz., " Technical bid" and " Price bid" in the format indicated in Annexure II & Annexure III.

17.2. Technical bid will have to be accompanied by document / UTR No in support of the payment of Rs 1,50,000/- (One Lakh Fifty Thousand Only) towards Earnest Money Deposit (EMD). This EMD is refundable to unsuccessful Vendor / Service Providers. Tenders without EMD would not be considered The EMD and /or Security Deposit shall not bear any interest and such amount shall be forfeited in the event of any refusal or delay on the part of the successful bidder to sign and execute the agreement for commencement of contract in case their bid is accepted and any sort of noncompliance with the terms of services agreed upon. The EMD of the successful bidder will be retained as Security Deposit.

17.3. The quotation (Technical Bid only) will be opened at 15:00 hours on 18 January 2021 in the presence of the Vendor / Service Providers, who wish to remain present.

17.4. The bid so opened will be subjected to desk scrutiny by a committee of officials.



17.5. Any deviations in the quotation is liable for rejection.

17.6. A Committee of officials of PRIT will be visiting the locations where the Vendor / Service Provider is providing its services to evaluate its capability and verify the claims stated in the technical bid document.

17.7. The Vendor / Service Provider will have to ensure that the team gets an access to the cooking area and dining area for inspection. The Vendor / Service Providers who are recommended by the committee will only be considered for further tendering process and their price bid will be opened.

17.8. The price bid of those successful Vendor / Service Providers will be opened only after they qualify technical bid.

17.9. The Committee will examine the aggregate of likely annual payment so worked out and based on the same give its recommendations on the acceptance of the bid.

17.10. The resulting qualifying price bids will be used to determine the L1 quote.

18. Rates

18.1. The rates accepted would remain valid for the entire period of contract. The rates will be exclusive of all taxes. (The payment shall be subject to TDS wherever applicable at the time of payment.)

18.2. There will not be any upward revision in the rates during the contract period. PRIT will provide water and electricity for running of the catering services.

19. Notice for Termination of Contract

19.1 The contract can be terminated by the Vendor / Service Provider by giving three months' notice while PRIT can terminate the contract by giving 15 days' notice.

19.2 If it is found that the quality of items supplied by the Vendor / Service Provider and/or the services rendered are unsatisfactory or that the Vendor / Service Provider has violated any terms and conditions of the contract and agreement, then in that event, PRIT will be entitled to terminate this contract.

19.3 If at any stage during the period of the contract any case involving moral turpitude, the Vendor / Service Provider or his employees, PRIT reserves the



exclusive and special right for the termination of the contract and the Vendor / Service Provider shall not be entitled to any compensation from PRIT whatsoever.

20. Dispute Resolution

20.1 All disputes and differences of any kind whatsoever, arising out of or in connection with this RFP, or in the discharge of any obligation arising out of this RFP, shall be resolved amicably.

20.2 If no agreement is arrived at, within 30 days from the date of notice as to who shall be the sole arbitrator, PRIT shall send to the vendor/ service provider a list of 3 names of persons who shall be presently unconnected with PRIT. Vendor/Service Provider shall on receipt of the names as aforesaid, select any one of persons so named to be appointed as sole arbitrator, and communicate his name to PRIT within 30 days of receipt of the names. PRIT shall thereupon without delay appoint the said person as the sole arbitrator.

20.3 If Vendor / Service Provider fails to select the person as sole arbitrator within 30 days of receipt of the panel and inform PRIT accordingly, PRIT shall be entitled to appoint one of the persons from the panel as sole arbitrator and communicate his name to the vendor/ service provider.

20.4 If the person so appointed is unable or unwilling to act or refuses his appointment or vacates his office due to any reason whatsoever, another person shall be appointed by PRIT from the above list of persons.

20.5 The venue of the arbitration shall be Lucknow under the exclusive jurisdiction of the courts at Lucknow only

20.6 The awards shall be final and binding on both the parties.

21. Indemnity

21.1 The Vendor / Service Provider shall indemnify and keep indemnified, defend and hold good PRIT, its staff and agents against loss, damages or claims arising out of any violations of applicable laws, regulations, guidelines during the contract period and for the breach committed by the Vendor / Service Provider or their personnel on account of misconduct, omission and negligence by the Vendor / Service Provider or his staff.



22. Agreement

22.1 The successful Vendor / Service Provider has to enter into an agreement with Panchayati Raj Institute of Training (PRIT), for providing the catering services on sale – purchase basis. Format of agreement will be provided by Panchayati Raj Institute of Training, to the successful Vendor / Service Provider.


(अरविन्द कुमार सिंह)
संयुक्त निदेशक / सचिव
पंचायती राज प्रशिक्षण संस्थान (प्रिट)

Annexure – II

From:

To,

The Director

Panchayati Raj Institute of Training

E-6, Sector - E, Lohia Bhawan Lucknow- 226024

Uttar Pradesh

Sl. No.	Particulars	Details to be filled in by the Agency
1	Name of the Agency	
2	Regd. Office/Business address of the Agency	
3	Date of Incorporation/Constitution	
4	PAN/TAN Nos. of the Agency	
5	Service Tax Registration No.	
6	Whether registered with Registrar of Firms/ Companies? Date of Registration (Attach copy of registration)	
7	Whether registered with Sales Tax Department? Date of Registration.	
8	Whether registered with Health Department /or any other authority? Date of Registration.	
9	Whether registered with Labour Department? Date of Registration.	
10	Whether registered for GST? Date of Registration.	
11	Turnover in the last 3 years. (year-wise) 2017-2018 Please attach a copy of CA certified 2018-2019 Balance Sheet and P & L Statement. 2019-20 A provisional Balance Sheet & Profit & Loss Statement for FY 2019-20 has to be furnished in case audited	

	document is not ready.	
12	Bank Details 1) Name of Bank 2) Branch 3) Type of Account 4) Account Number 5) IFSC Code	
13	*Years of experience of in providing catering services.	
14	** Name of the Organizations / Corporations / Departments where the experience has been gained and number of persons the agency was serving (each location wise)	
15	Annual Turnover at each of the Catering location/s.	
16	Name, Designation & Contact details of the key person at the above indicated location/s from the Contracting Establishment.	1. 2. 3.
17	Please indicate the particulars of the personnel with relevant professional qualifications (viz., Degree / Diploma in Catering Technology / Hotel Management) at the Supervisory level?	
18	Particulars of Payment towards EMD of Rs 1,50,000=00 (One Lakh Fifty Thousand Only)	UTR No.----- Dated ----- on- ----- Bank, --- ----- Branch for Rs. 1,50,000 (One Lakh Fifty Thousand Only).

* DoPR reserves right to decide the cut off duration of experience.

** DoPR reserves right to call for proof / documents for verifications.

DECLARATION

1. The above information is true to the best of my knowledge and if any information is found untrue or false, I may be debarred from the tender process/being given the contract.

2. I/We agree to abide by the terms and conditions stipulated by DoPR.

SIGNATURE
Name and Seal of firm

Date:

Enclosure

Please Note: -

Annexure-I

Brand/Quality of Materials To Be Used

Sr. No	Item	Brand
1	Rice	Basmati (India Gate/Kohinoor) or equivalent
2	Dal/Pluses	Brand as approved be PRIT
3	Cooking Oil	Rice Barn/Sunflower Oil (Safola, Fortune)
4	Atta	Ashirvad/Pilsburry/Annapurna/Farm Fresh/Patanjali/Golden Harvest
5	Pickles	Brand as approved by PRIT
6	Bread	Modern/Brittania/Mr. Brown
7	Butter/Cheese	Amul/Brittania/Mother Dairy
8	Jam	Kissan/Tops
9	Sauce	Kissan/Maggi
10	Milk	Branded Pasteurised Milk (Amul/Namstey India/Parag/Mother Dairy)
11	Curd	Freshly Prepared
12	Tea Bags	Tajmahal/Lipton/Tetley
13	Biscuits	Brittania/Parle/Sunfeast
14	Cookies	Form reputed bakers
15	Vegetables	1 st Quality fresh from market
16	Fruits	1 st quality fresh from market
17	Ice cream	Amul/TopNTown/Mother Dairy
18	Corn/Wheat Flakes	Kellogs/Nestle
19	Oats	Quaker
20	Chicken/Mutton/Fish	1 st Quality fresh meat
21	Masala	MDH/MTR/Everest/Golden harvest/Patanjali

Note :- The Contractor should at all-time ensure that he uses the specified brand only and having the latest validity.

Annexure-A

Indicative Schedule of items - Normal Training Programmes

I. Bed Tea in Tray (Tea Bags/Coffee Sachets, Sugar Cubes/Sachets, Dairy Whitener/Milk Powder) – 2 cups tea in thermos

II. Breakfast (08.00 to 09.30 AM)

Sr. no	Item	Remarks
Vegetarian		
1	Bread Toast with Jam, Butter	
2	Milk with corn flakes	
3	Idli/Vada/Veg Cutlet/Masala Dosa with chutney and sambhar (Any two items)	
4	One Fruit (Banana/Orange/Apple)	
5	Tea/Coffee	
Non Vegetarian		
1	Bread Toast with Jam, Butter	
2	Milk with corn flakes	
3	Idli/Vada/Veg Cutlet/Masala Dosa with chutney and sambhar (Any two items)	
4	Two eggs preparation according to the choice of the trainee	
5	One Fruit (Banana/Orange/Apple)	
6	Tea/Coffee	

III. Class Room Tea (Morning 11.30 AM to 11.45 AM)
(Tea Bags/Coffee Sachets, Sugar Cubes/Sachets, Dairy Whitener/Milk Powder)

IV. Lunch (01.00 to 02.00 PM)

Sr. no.	Item	Remarks
1	Soup	
2	One Dry Vegetable	
3	One Vegetable curry	
4	Dal or Sambhar	
5	Rice or Pulao	
6	Root/Poori/paratha	
7	Salad, pickle, Papad ,curd	
8	Sweet or Ice Cream or fruits	

IV. Class Room Tea (Post lunch 03.30 PM to 03.45 PM)

(Tea Bags/Coffee Sachets, Sugar Cubes/Sachets, Dairy Whitener/Milk Powder)

V. Evening Tea with Snacks (5.15 PM)

(Tea/Coffee/Butter Milk with anyone of below items with sauce)

(a) Onion/Aloo/Palak Pakoda – 75 gms

(b) Allo Bada – 2 nos.

(c) Veg Cutlet – 2 nos.

(d) Veg Samosa – 2 nos.

(e) Kachodi – 2 nos.

(f) Aloo Tikki – 2 nos.

VI. Dinner (08.00 to 09.30 PM)

Sr. no.	Item	Remarks
Vegetarian		
1	Soup	
2	One Vegetable Curry	
3	Special dish	
4	One dry vegetable	
5	Dal or Sambhar	
6	Roti/Poori/paratha	
7	Salad, pickle papad, curd	
8	Sweet or Ice Cream or fruits	
Non Vegetarian		
1	Soup	
2	One Vegetable Curry	
3	One dry vegetable	
4	Dal or Sambhar	
5	Roti/Poori/paratha	
6	Salad, pickle papad, curd	
7	Sweet or Ice Cream or fruits	
8	100 grams of cooked chicken or equal quantity of mutton or fish	

Annexure B

Indicative Schedule of items - Special Training Programmes

- I. Bed Tea in Tray**
As per Annexure A
- II. Breakfast (08.00 to 9.30 AM)**
All items mentioned in Annexure-A (Unlimited quantity) and Juice
- III. Toffees**
A pack of toffees/candies 8 nos. (Cost Rs. 1/- each)
- IV. Class Room Tea (Morning 11.30 AM to 11.45 AM)**
As per Annexure A with biscuits
- V. Lunch (01.00 PM to 2.00 PM)**
All items as in Annexure-A, paneer based curry, one extra salad and non-veg item (unlimited quantity)
- VI. Class Room Tea (Post lunch 03.30 PM to 03.45 PM)**
As per Annexure A with biscuits
- VII. Evening Tea with Snacks (5.15 PM)**
As per Annexure A
- VIII. Dinner (08.00 to 09.30 PM)**
All items as in Annexure-A, paneer based curry, one extra salad and non-veg item (unlimited quantity)
- IX. Mineral Water**
2 nos. of 500 ml. Packaged Drinking Water Bottles in Classrooms. (One in pre-lunch session, one in post-lunch session)

Note : Payment to the caterer for arranging special lunch or dinner to be hosted by Director, if any, shall be done, based upon the menu to be decided by the Director or his representative.

Annexure C

Indicative Schedule of items - International Training Programmes

I. Bed Tea in Tray

As per Annexure A

II. Breakfast (08.00 to 9.30 AM)

All items as in Annexure-B (with egg based non-veg continental preparation)

III. Toffees

A pack of toffees/candies -8 nos. (Cost Rs. 1/- each)

IV. Class Room Tea (Morning 11.30 AM to 11.45 AM)

As per Annexure B

V. Lunch (01.00 to 02.00 PM)

Sr. no	Item	Remarks
1	Dinner roll/soup stick with butter	
2	Continental curry (2 types)	
3	Dal or Sambhar	
4	Rice/pulao/noodles	
5	Rot/poori/paratha/bread	
6	Salad (two types)	
7	Continental non-veg curry (3types)	
8	Sweets = 2 types (Continental)	

VI. Class Room Tea (Post lunch 03.30 PM to 03.45 PM)

As per Annexure B

VII. Evening Tea (5.15 PM)

Coffee/tea with heavy snacks (Sandwich/Patties/Veg. puffs/Cheese Roll etc.)

VIII. Dinner (08 PM to 9.30 PM)

All items as in lunch plus coffee.

IX. Mineral Water

One litre bottle per participant/per day to be served in class room & also another one litre bottle in hostel rooms per day.

Note : Payment to the caterer for arranging special lunch or dinner to be hosted by Director, if any, shall be done, based upon the menu to be decided by the Director or his representative.

Above mentioned Menu in ANNEXURE A, ANNEXURE B & ANNEXURE C may be modified/changed by changing/including/excluding any item with mutual consent of BIRD and the Contractor.

Annexure D
Brand/Quality of Materials To Be Used

Sl.	Item	Brand
1	Rice	Basmati (India Gate/Kohinoor) or equivalent
2	Dal/Pulses	Brand as approved by BIRD
3	Cooking Oil	Rice Barn/Sunflower Oil (Safola, Fortune)
4	Atta	Ashirvad/Pilsburry/Annapurna/Farm Fresh/Patanjali/Golden Harvest
5	Pickles	Brand as approved by BIRD
6	Bread	Modern/Brittania/Mr. Brown
7	Butter/Cheese	Amul/Brittania/Mother Dairy
8	Jam	Kissan/Tops
9	Sauce	Kissan/Maggi
10	Milk	Branded pasteurised Milk (Amul/Namastey India/Parag/Mother Dairy)
11	Curd	Freshly prepared
12	Tea Bags	Tajmahal/Lipton/Tetley
13	Biscuits	Brittania/Parle/Sunfeast
14	Cookies	From reputed bakers
15	Vegetables	1 st Quality fresh from market
16	Fruits	1 st Quality fresh from market
17	Ice cream	Amul/TopNTown/Mother Dairy
18	Corn/Wheat Flakes	Kellogs/Nestle
19	Oats	Quaker
20	Chicken/Mutton/Fish	1 st Quality fresh meat
21	Masala	MDH/MTR/Everest/Golden harvest/Patanjali

The above mentioned brand list is indicative and caterer must get the brand approved from BIRD before using.