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CATERING SERVICES AT DR YSR SPORTS SCHOOL, KADAPA,

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IMPORTANT INFORMATION OF TENDER SCHEDULE FOR PROVIDING OF DIET TO THE TRAINEES OF SPORTS SCHOOL

1. EMD an Amount of Rs. 3,00,000/-
2. an Amount of Rs. 25,000/- Caution Deposit for use of Vessels to be deposited by the successful bidder after awarding the tender.

Rate per piece to be noted in the Tender Schedule _____ :

- a) The Cost of Tender Schedule : **Rs. 1,000/- (Rupees One Thousand only)** payable by D.D. in favour of Special Officer, Dr. YSR Sports School, Kadapa.
- b) Date of publication of Tender Notice : Dt: **25.07.2019**
- c) Last date and time for sale of Tender Schedule: Dt: **30.07.2019** at Time: 01:00 PM
- d) Last date and time for receipt of tender : Dt: **30.07.2019** at 03:00 PM
- e) Date of opening of tender : Dt: **30.07.2019** at 05:00 PM at Joint Collector-I Chambers, New Collectorate, Kadapa.

FOR OFFICE USE ONLY

Application No.....Date.....Issued in favour

Special officer
Dr. YSR Sports School
Kadapa

PART – A – TECHNICAL BID

I. NOTICE INVITING TENDER

1. DR YSR SPORTS SCHOOL, KADAPA invites sealed tenders from experienced, competent and reputed contractors for providing catering services at Dr YSR Sports School, Kadapa - 516002.
2. The tender documents can be downloaded from the website of Dr YSR Sports School at www.apysrsportsschool.in Each tender set comprises (i) **Part A** - Technical Bid and (ii) **Part B** - Commercial Bid.
3. Sealed tenders addressed to **The Special Officer, Dr YSR Sports School, Putlampalli, Kadapa - 516002** may be submitted in the form of two bid system as per the procedure prescribed in the tender document by dropping in the tender box kept for the purpose in DR YSR SPORTS SCHOOL, KADAPA **not later than hrs in afternoon on**
4. The tenders shall be submitted in the following manner and shall contain details / documents as listed below:
 - i. One sealed envelope superscribed "**Technical Bid (Part-A) - Tender for catering services at DR YSR SPORTS SCHOOL, KADAPA** " shall contain the following:
 1. Forwarding letter (as per proforma given in Annexure-I) on the letter head of the bidder.
 2. Demand Draft towards the EMD in the name of **Special officer, Dr YSR Sports School payable at KADAPA.**
 3. Demand Draft towards the Cost of Tender Document in the name of **Special officer, Dr YSR Sports School payable at KADAPA** in case of Document downloaded from website.
 4. Profile of the bidder (as per proforma given in Annexure-II) duly filled.
 5. A complete set of tender document (**Part A -Technical Bid**) as issued, duly filled and signed by the bidder.
 6. Other related documents mentioned in **Technical Bid (Part-A).**
 - ii. One sealed envelope superscribed "**Commercial Bid (Part-B) - Tender for catering services at Dr YSR Sports School, KADAPA**" shall contain the following:
 1. A complete set of the tender document (**Part B – Commercial Bid**) as issued, duly filled and signed by the bidder.
 - iii. Both the envelopes (technical bid as well as commercial bid) shall be submitted by the bidder in a **single sealed envelope** superscribing "**Tender for catering services at DR YSR SPORTS SCHOOL, KADAPA** ".

- iv. The full name and postal address of the bidder shall be written on the bottom left hand corner of the sealed covers.
 - v. Bidder/authorized signatory shall sign on each page of the tender.
 - vi. If the space in the proforma (Annexure-II) is insufficient for furnishing full details, such information may be supplemented on the separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part.
5. In the first stage of evaluation process, only **Technical Bid (Part-A)** of the bids will be opened on at pm at **DR YSR SPORTS SCHOOL, KADAPA**. The Technical Bids will be evaluated for credentials, experience, capability based on documents submitted in technical bid, physical inspection of their establishment, physical inspection of their clients' site, obtain feedback on their past performance from their clients. Those bidders satisfying the technical requirements as determined by DR YSR SPORTS SCHOOL, KADAPA and accepting the terms and conditions of these documents shall be short-listed. The decision in this regard will be at the sole discretion of the authority of DR YSR SPORTS SCHOOL, KADAPA.
 6. Under the second stage of evaluation process, only the **Commercial Bid (Part-B)** of only those bidders, who have been short-listed earlier in first stage will opened. **The bidders who have been short-listed will be intimated regarding date and time of the opening of the commercial bid.**
 7. Before submitting the bid, the intending bidder shall visit the site and familiarize himself /herself thoroughly with the site conditions, scope of work, terms and conditions of the tender. Non-familiarity with the site conditions will not be considered a reason for not carrying out the work in strict conformity with specifications.
 8. Tenders not submitted as per the guidelines stated above, are liable for rejection. DR YSR SPORTS SCHOOL, KADAPA 's decision in this regard will be final.
 9. Corrections, if any, in the quotation should be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.
 10. Tenders received after the prescribed time and date will not be considered.
 11. No deviations / conditions will be stipulated by the contractor in both technical and commercial bids. **Conditional tenders will not be accepted and will be summarily rejected.**
 12. Tender would remain open for acceptance for 60 days from the date of opening of Technical Bid (Part-A) of the tender or till the date of finalization of tender, whichever is earlier.
 13. Falsification/suppression of information shall lead to disqualification of the bidder / cancellation of contract even after award of work during the currency of the contract.

14. Bidder shall ensure submission of complete information / documents at the first instance itself. DR YSR SPORTS SCHOOL, KADAPA reserves the right to complete the evaluation based on the details furnished by the bidders without seeking any subsequent additional information. Bids not in compliance with tender conditions or with incomplete information / documents are liable for rejection.
15. DR YSR SPORTS SCHOOL, KADAPA reserves the right to reject any or all of the tenders received without assigning any reason thereof.
16. For any clarifications please contact to the Special Officer, Dr YSR Sports School, Kadapa

II. ELIGIBILITY CRITERIA

1. Bidder should be a reputed professional and registered organization/firm/individual in catering Service.
2. Bidder should have Registration for GST.
3. Bidder should have Registration for Income Tax
4. Bidder should have Registration for Labour License
5. Bidder should have Registration for issue of Safety & Food License by Dept of Food and Safety by Competent Authority of Govt. of Andhra Pradesh.
6. Bidder should have successfully completed similar job/ services (in catering services) with a minimum of 3 years experience in providing in catering (i.e.,Veg, Non-Veg, South Indian, etc.) to Govt Departments, Govt Educational institutions, banks, etc for last 5 consecutive years. Incase bidder has not provided government experience / public sector experience, then the bidders with experience in Private reputed organizations may be considered by the competent authority.
7. The bidder should be in business of providing Catering Services with annual turnover of Rs.50 lakhs each during last three financial years (i.e. 2018-19, 2017-18 & 2016-17) supported by documentary proof (profit & Loss)/audited or CA certified statement of accounts.
8. Bidder must not have been prosecuted or suffered any penalty for violation of any statutory laws by any Authority.
9. Bidder must not have been suspended / delisted / blacklisted by any organization on any grounds.
10. The bidder should not have rescinded/abandoned any contract awarded by any of his clients before the expiry of prescribed period of contract. The bidder shall give details of all disputes he/she had with his/her clients and furnish the status of arbitration, if any.
11. If the performance of the bidder is / has been found to be unsatisfactory for any reasons, whatsoever, in any organization including DR YSR SPORTS SCHOOL, KADAPA , then DR YSR SPORTS SCHOOL, KADAPA reserves the right to reject the bids submitted by such bidders.
12. Bidder should have applicable registrations with statutory authorities such as Labour Commissioner, ESI, PF, PAN, TIN, GST, etc. The copies of certificates of registration should be enclosed.

13. The bidders shall submit documentary evidence in support of the above eligibility criteria.
14. Bidder should deposit **Rs300000/-** by means of a Demand Draft from scheduled bank drawn in favour of **"The Special Officer, Dr YSR Sports School"** payable at Kadapa as Earnest Money Deposit (EMD).
15. Tenders without the EMD prescribed will not be considered.
16. Complete tender document is also available on Sports School's website, address given below:

<http://www.apysrsportsschool.in>

The documents downloadable by the parties from the website shall be valid for Participation in the tender process. Those making use of the tender document downloaded from the website shall have to pay the requisite fee of **Rs. 1000/-** for the document, in the form of a demand draft in favour of **"The Special Officer, Dr YSR Sports School"** payable at Kadapa, in separate envelope along with the tender. Tenders received without the requisite fee of Rs1000/- towards bid document shall be considered as invalid ab-initio.

III. TERMS AND CONDITIONS

1. The tenure of the Contract will be for 1 year. Initially, the contract will be awarded for 3 months and if services are found satisfactory, the contract will be continued on Quarterly basis for a total period of 1 year.
2. DR YSR SPORTS SCHOOL, KADAPA will have option to terminate the contract if the contractor commits the breach of any of the conditions confined in this contract and fails to render the services to the satisfaction of DR YSR SPORTS SCHOOL, KADAPA after giving notice of one month expressing its intention to terminate the contract.
 - a. Bidder shall deposit **Rs.300000/-** (Rupees Three Lakhs only) by means of a Demand Draft from scheduled bank drawn in favour of **"the Special Officer, Dr YSR Sports School"** payable at Kadapaas Earnest Money Deposit (EMD).
 - b. EMD of the unsuccessful bidder will be returned after finalization of the tender. The EMD of successful bidder shall be retained and adjusted towards security deposit. The EMD shall not bear any interest.
 - c. The offer of contract issued to the successful bidder would need to be accepted within 7 days from the date of issue of the offer. Failure to accept the offer within this period will result in forfeiture of the EMD.
 - d. On payment of the security deposit, the contracting firm will be required to enter into an Agreement/Contract on stamp paper of appropriate value in the form to be approved by DR YSR SPORTS SCHOOL, KADAPA containing inter-alia all the terms and conditions of the contract.
 - e. If the successful bidder fails, in course of the contract period, to comply with the terms and conditions of the Agreement/contract, the security deposit may be forfeited in full or in part as decided by the Competent Authority.

- f. The contractor shall provide Catering services as specified in “**Scope of work and specific conditions for catering**”.
- g. The Catering services for the trainees shall be provided on all days during the contract period. **Tea, Snacks, Breakfast, lunch & Dinner shall also be provided to the members of the staff/ guest.**
- h. Due to schedule of sports tournaments to be conducted in various places, the number of trainees may vary from time to time.
- i. The contractor shall provide adequate number of competent and well-trained staff for cooking, cleaning and dining services.
- j. Minimum number of staff including expert Chef, shall be maintained at all times. The contractor should have full control of such employees and shall give necessary guidance and direction to carry out the jobs assigned to them by the contractor. The catering staff is to be identified separately and not allotted sundry duties elsewhere in the premises.
- k. No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.
- l. No advance shall be paid. Bills for catering services may be raised by the contractor in order on a fortnightly basis for settlement of bill.
- m. Applicable taxes will be deducted at source at the time of settlement of bills.
- n. The contractor shall comply with the municipal and other regulations relating to preparation of food, refreshment and shall obtain the necessary licenses and permits at his/her own cost.
- o. In case of any labour problems related to the workmen staff of the Contractor, the same will be settled at the contractor's end only.
- p. The contractor should maintain the registers for his employees viz., Muster Roll, Register of Wages, Register of Fines, Register of Deductions for Damage or Loss, Register of Overtime, Wage Slips etc. as required by Labour Laws.
- q. It will be the contractor's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed.
- r. Residential accommodation shall not be provided by DR YSR SPORTS SCHOOL, KADAPA to the workmen of the contractor. However, DR YSR SPORTS SCHOOL, KADAPA will allow a few workmen of the contractor to stay in the kitchen premises for early hour duties such as fetching milk, serving of Ragi Java etc. Their presence, however, should not cause any disturbance to normal functioning of the DR YSR SPORTS SCHOOL, KADAPA .
- s. The contractor or his staff shall not use the premises, properties, fixtures, fittings, etc., of DR YSR SPORTS SCHOOL, KADAPA for any purpose other than those expressly provided in the contract. It shall be open to officials of DR YSR SPORTS SCHOOL, KADAPA to inspect the hostel and kitchen.
- t. The contractor shall be responsible for taking adequate care of all equipment, utensils, etc. He should bring to the notice of DR YSR SPORTS SCHOOL, KADAPA ,

the repairs and maintenance work that are required to be undertaken from time to time. If any repairs of the equipment are to be made on account of mishandling/negligence of the workmen, except normal wear and tear, the said items will be repaired by the contractor at his/her cost.

- u. The contractor or his authorized representative has to attend review meeting every month or as and when required, for discussion, evaluation of performance of the contract, and compliance to statutory issues, etc.
- v. In the event, any damage is caused to the movable or immovable property of the DR YSR SPORTS SCHOOL, KADAPA or its client or to the property of the employees of DR YSR SPORTS SCHOOL, KADAPA , the DR YSR SPORTS SCHOOL, KADAPA reserves the right to compute the damage in terms of money and to deduct the money from the bill of the contractor or from the amount payable to the contractor by the institute and the remaining amount, if any, by way of civil damages.
- w. The contractor agrees not to use the letterhead of DR YSR SPORTS SCHOOL, KADAPA nor will the contractor hold himself as an agent of DR YSR SPORTS SCHOOL, KADAPA , the relationship between the contractor and DR YSR SPORTS SCHOOL, KADAPA being a principal-to-principal basis.
- x. The contractor shall not use the DR YSR SPORTS SCHOOL, KADAPA 's address on his letterhead/stationery for purposes of Registration with any Government/Local Body or any other organization or person and no tenancy shall be created by the presence of his workmen/employee on DR YSR SPORTS SCHOOL, KADAPA 's premises.
- y. To ensure effective implementation of this contract, the authorized official of DR YSR SPORTS SCHOOL, KADAPA shall issue instructions, either orally or in writing to the contractor and such instructions shall be deemed to be a part and parcel of this contract and shall be binding on the contractor. In all matters relating to or incidental to this contract, if there arises any doubt or dispute or disagreement the decision of the Authority of DR YSR SPORTS SCHOOL, KADAPA shall be final and binding on the contractor.

A. Contractor's Employees

- I. The employees engaged by the contractor shall be of trained and experienced people having good health, character, well behaved; obedient and skilful in their tasks.
- II. The contractor shall furnish list of his/her employees to be deployed along with qualifications, experience, address, photos, etc.
- III. The Contractor shall ensure that they observe cleanliness and are properly dressed in clean uniform with identity cards during their hours of service.
- IV. The Contractor should take all precautionary measures to ensure the safety of the workmen employed by the contractor and DR YSR SPORTS SCHOOL, KADAPA shall not be responsible in case of any eventuality.

- V. The contractor shall take prior permission from the authorized official before deploying the employee at DR YSR SPORTS SCHOOL, KADAPA . However, DR YSR SPORTS SCHOOL, KADAPA reserves the right to reject any particular workmen/staff placed/employed by Contractor under the contract with DR YSR SPORTS SCHOOL, KADAPA without assigning any reason.
- VI. The Contractor shall furnish a detailed duty chart of the employees employed by him at the beginning of every month and keep informed DR YSR SPORTS SCHOOL, KADAPA of any changes made in them from time to time. The duty chart for the month should give the specific names of the employees and respective duties they are required to attend to. Also, Contractor should submit the list of employees with the changes effected if any on first day of every month.
- VII. The Contractor shall remove any employee who in the opinion of DR YSR SPORTS SCHOOL, KADAPA is guilty of misconduct, or is in any manner unfit or unsuitable for service. The Contractor shall at all times indemnify DR YSR SPORTS SCHOOL, KADAPA against all claims which may be made under the Workmen's Compensation Act, or rules there under or under any law or rules of compensation payable in consequence of any accident or injury sustained by any person in its employment for the purpose of this agreement. The Contractor shall be solely responsible for the remuneration and other dues of its employees as also for omissions / commissions done by them.
- VIII. The workmen/employees engaged by the Contractor shall not have any right/claim over the facilities enjoyed by DR YSR SPORTS SCHOOL, KADAPA staff, trainees, etc.
- IX. DR YSR SPORTS SCHOOL, KADAPA shall arrange for medical check-up of the canteen personnel if considered necessary by DR YSR SPORTS SCHOOL, KADAPA and the Contractor shall withdraw any person who is found medically not fit for the job and arrange for an appropriate substitute. The cost if any incurred by DR YSR SPORTS SCHOOL, KADAPA in this regard would need to be borne by the Contractor.
- X. It is clearly understood that the contractor's employees shall not have any employee-employer or master-servant relationship with DR YSR SPORTS SCHOOL, KADAPA.
- XI. The Contractor shall ensure that none of his personnel on duty is inebriated state or consume drugs, prohibited substances, smoke, etc., while on duty/DR YSR SPORTS SCHOOL, KADAPA premises.
- XII. In case of theft of any material/cash takes place from the occupants room on account of the negligence on the part of the employees employed by the Contractor, the Contractor would be liable for such lapse and the amount, if any, would be recovered from the Contractor while settling the bill.

B. Failure to Exercise DR YSR SPORTS SCHOOL, KADAPA 's rights

- Any omission on the part of DR YSR SPORTS SCHOOL, KADAPA at any time to exercise any of its rights under the terms of the catering arrangements

shall in no way impair or affect the validity of the terms and the rights of DR YSR SPORTS SCHOOL, KADAPA to enforce its rights at any time subsequently.

C. Tenancy Rights

- Nothing herein contained shall be construed to create any tenancy in Contractor's favour of the Canteen block and premises and DR YSR SPORTS SCHOOL, KADAPA may of its mere motion effect the termination of this catering arrangement, re-enter and retake and absolutely retain possession of the canteen block. .

D. Licenses and Registrations

- (i) The Contractor should obtain the requisite license under Contract Labour Act (Regulation and Abolition Act 1970) and amended from time to time issued by the concerned Labour Department for running the establishment. DR YSR SPORTS SCHOOL, KADAPA shall not be responsible in any way for any breach by the Contractor of the rules and regulations governing the running of such establishments by the Contractor.
- (ii) The Contractor shall register with the Registrar of concerned State Body and shall abide by State Labour/Government of India (ministry of Labour) rules and regulations and all other Statutory Acts/Regulations and rules relevant to this contract including Works Contract Act, Minimum Wages Act 1950 and amended from time to time, Payment of Wages Act 1935 and amended from time to time Provident Fund Act, ESI Act, etc. and such other Statutory Enactment, Rules and Regulations laid by the Government and local body in force, coming into force which may apply to this agreement. The Contractor shall indemnify the principal employer (DR YSR SPORTS SCHOOL, KADAPA) against risks and damages arising out of the default on the part of Contractor due to negligence or non-compliance of any of the aforesaid rules, regulations etc. laid down by the Government and other statutory authorities from time to time.
- (iii) After awarding the contract, the contractor should comply with statutory requirement like PF, ESIC, Minimum Wages as amended by Govt from time to time. Central Minimum Wages wef Oct 2018 Unskilled – Rs. 558/- per day, Semi Skilled – Rs. 617 per day , Skilled – Rs. 679/- per day and highly skilled Rs.738 per day or as revised by Govt from time to time, which needs to be paid to the labor engaged by the contractor.
- (iv) The Contractor shall comply with all requirements of law with regard to the provision of labour and ensure that an appropriate license from concerned labour department is obtained. It shall be the responsibility of the Contractor for furnishing necessary statutory information / documents in proof of the above whenever called for by DR YSR SPORTS SCHOOL, KADAPA.
- (v) In case of any labour problems related to the workmen staff of the Contractor, the same will be settled at the Contractor's end only.

E. Disputes Resolution

- All questions, disputes and / or difference arising under or in connection with this agreement or in any way touching or relating to or concerning the construction, meaning or effect or the terms herein, shall be referred to the sole arbitration of DR YSR SPORTS SCHOOL, KADAPA or to the sole arbitration of the Officer who for the time being is entrusted whether or not in addition to other functions, with the functions of DR YSR SPORTS SCHOOL, KADAPA by whatever designation shall offer may be called hereinafter referred to as the said Officer and if DR YSR SPORTS SCHOOL, KADAPA or the said Officer is unable or unwilling to act, the sole arbitration of some other person appointed by DR YSR SPORTS SCHOOL, KADAPA or the said Officer and willing to act as such arbitrator. The Contractor has no objection to any such appointment to the effect that the arbitrator so appointed is DR YSR SPORTS SCHOOL, KADAPA 's own Officer or that he was a part to the contract or that he had to deal with matters which relate to this arrangement or that in the course of this duties as such Officer he had expressed views on all or any of the matters in dispute or difference. The award of the arbitrator so appointed shall be final and binding.

I/We have read the above terms and conditions and are acceptable to me/us.

Signature of the authorized person:.....

Name of the signatory (.....)
(in block capital letters) :

Status of the signatory i.e. proprietor/partner:

Date: _____

IV. CATERING - SCOPE OF WORK AND SPECIFIC CONDITIONS

1. Scope of Work

During the contract period, the contractor shall be responsible for the following:

- (i) Complete catering services to the trainees of DR YSR SPORTS SCHOOL, KADAPA as per **Annexure – A & B**
- (ii) Providing snacks and tea/coffee to office staff, guests during office hours at all times and outside office hours and on holidays, if so required.
- (iii) Providing special catering services within the premises / campus of DR YSR SPORTS SCHOOL, KADAPA on special occasions as per the rates agreed upon or any rates agreed upon after mutual discussions.
- (iv) DR YSR SPORTS SCHOOL, KADAPA may decide to have additional vegetarian / non-vegetarian buffet lunch, or dinner or high tea during the Programme days, the additional charges leviable by the Contractor for such special buffet (either lunch or dinner or high tea) will be agreed to by mutual discussions / agreed rates / quoted rates in the contract.
- (v) A single rate shall be quoted for catering services on per head per day basis.
- (vi) For the above purpose the Contractor will be permitted to use and occupy as under:

The Canteen Block consists of main dining hall, kitchen, the store rooms attached to the kitchen, the receiving area, etc.

2. Gas

- Contractor shall arrange for regular supply of commercial LPG gas refills at his own cost. The Contractor must ensure prompt and uninterrupted supply of gas by placing order with the dealer sufficiently in advance and arrange for alternative sources when there is any short supply of gas.

3. Electrical Lights and Fans

- The Canteen Block is fitted with various types of kitchen equipments, lights, fans, exhaust system, etc. These electrical fittings and equipments should be handled in a proper manner and should be cleaned regularly by the contractor.

4. Furniture and Fixtures

- All the furniture, fixtures, equipment and articles as mentioned in **Annexure-C** as per inventory separately prepared and all other furniture, fixtures, equipment and articles bought or made available by DR YSR SPORTS SCHOOL, KADAPA in or to the kitchen and dining block shall remain to be the exclusive property of Institute and shall on

termination/expiry of this contract be handed over by the Contractor to DR YSR SPORTS SCHOOL, KADAPA in the same order and condition in which they are at the beginning of the contract, except reasonable wear and tear.

5. Damage to other articles in the premises

- The Contractor shall be responsible for any damage to the canteen block of the building under the Contractor's occupation and to the fittings, fixtures, furniture, equipment entrusted to the contractor when such damage is in the opinion of DR YSR SPORTS SCHOOL, KADAPA, caused due to negligence or carelessness or any fault on Contractor's part or that of its Manager/Supervisor or Workmen or Agent and the Contractor shall be liable to pay to DR YSR SPORTS SCHOOL, KADAPA such amount in respect of such damage as may be assessed by DR YSR SPORTS SCHOOL, KADAPA officials.

6. Crockery, Cutlery and Cooking utensils etc.

- (i) The Contractor shall be provided with crockery, cutlery, table linen & frills, cooking utensils and other articles that are necessary and required for providing catering services.
- (ii) The successful bidder has to deposit an amount of **Rs. 25,000/- (Rupees Twenty Five Thousand only) as caution deposit for use of vessels** of the school within 3 days of the finalization of the tenders.
- (iii) The Contractor shall at all times keep and maintain all the articles in a clean, neat, hygienic and tidy order and condition. The Contractor shall maintain inventory of the stock of items given to him. An inventory statement giving clearly the break-up of the stock including usable items, unusable items due to normal wear and tear and breakage / missing, if any, should be submitted to DR YSR SPORTS SCHOOL, KADAPA by 10th of every month, which shall be checked by the authorized official of DR YSR SPORTS SCHOOL, KADAPA.
- (iv) The contractor shall return the vessels so taken in good condition after completion of contract. Damages if any will be recovered from caution deposit and also additional amount as applicable.

7. Kitchen Equipment

- Adequate care to be taken to keep the kitchen equipment in good condition. The list of kitchen equipment items will be provided at the time of awarding the contract. The cooking range, oven and other kitchen equipment should be cleaned on a daily basis and kept clear of any spillage of food and oil. Any repairs, if required for, should be brought to the notice of the authorized official of the DR YSR SPORTS SCHOOL, KADAPA immediately.

8. Electricity

- The charges for electricity consumed for lights, fans and other electrical appliances in the Hostel Block will be borne by DR YSR SPORTS SCHOOL, KADAPA but proper steps shall be taken by Contractor to ensure that the fans, lights and other electrical appliances are used with due economy and are switched off when not required or are used only to minimum extent necessary so as to avoid wasteful consumption of electricity. DR YSR SPORTS SCHOOL, KADAPA reserves the right/option to levy penalty on the contractor in case of wastage of electricity.

9. Water Supply

- The water required for running the Canteen and maintaining the Canteen Block shall be supplied by DR YSR SPORTS SCHOOL, KADAPA. The Contractor shall ensure utmost economy in the consumption of water and shall ensure that there is no wastage of water in the canteen. Leaking taps shall be brought to the notice of DR YSR SPORTS SCHOOL, KADAPA well in time to repair the same. In case of water shortage, the Contractor shall co-operate with DR YSR SPORTS SCHOOL, KADAPA for regulated supply by DR YSR SPORTS SCHOOL, KADAPA. The Contractor shall abide by such instructions, as may be imposed or as may be issued by the appropriate Government, Civic authorities and officials of DR YSR SPORTS SCHOOL, KADAPA or any other person authorized by DR YSR SPORTS SCHOOL, KADAPA in consumption of water. DR YSR SPORTS SCHOOL, KADAPA reserves the right/option to levy penalty on the contractor in case of wastage of water.

10. Maintenance of Canteen Block

- The Contractor shall keep the 'Canteen Block' as well as the adjoining space around the canteen block in a clean and tidy condition and use branded detergent to clean and mop the canteen block. The dining tables and the service tables have to be maintained in a clean and neat manner. The Contractor shall not permit the canteen block or any portion thereof to be used for residential purposes by any of its employees. It shall be open to any official of DR YSR SPORTS SCHOOL, KADAPA authorized in this behalf to inspect the canteen block or any portion thereof at any time.

11. Personal Supervision

- It will be the Contractor's responsibility to ensure that the obligations under the terms of this agreement are duly performed and observed and a competent and qualified person shall be appointed as Supervisor/Manager whose name should be informed to DR YSR SPORTS SCHOOL, KADAPA and who shall remain in person on the campus to manage and supervise the catering services properly.

12. Standard of Catering

- (i) The quality of articles of food and provisions should be of good standard as specified in Annexure-C. DR YSR SPORTS SCHOOL, KADAPA 's officials will have authority to inspect such articles of food and provisions and will have full powers to order discontinuance of use of such articles of food and provision, which are found to be of unsatisfactory standard and on grounds of hygiene.
- (ii) A high standard of catering shall be maintained at all times with due regard to quantity, quality and purity of foodstuffs. High standard of cleanliness in preparation and handling of food items, cooked and cut food servings should be maintained. The workmen handling the cooking and cutting directly should maintain a high level of personal hygiene and cleanliness. Courtesy should be observed while servicing the trainees and staff members. Rating of the service should be maintained at very good and above at all times.
- (iii) In case the food served by the contractor rated below "very good" by 50 % of the trainees, DR YSR SPORTS SCHOOL, KADAPA shall levy penalty charges from the contractor. The amount of penalty would be 1 - 3 % of the food bill of the programme on each occasion and shall be final and binding on the contractor.
- (iv) The Contractor shall ensure that the food items supplied are as per the standards of fitness prescribed by the Government authorities and if at any time any fine is imposed by the Government authorities (for Eg. by the food inspectors/ food dept.) the same shall be borne by the contractor and DR YSR SPORTS SCHOOL, KADAPA will not pay any fine or penalty that may arise/or that may be imposed on account of the fault of the Contractor. The Contractor shall be personally and solely responsible for any consequences due to food poisoning. Besides refusal of the entire payment for the sessions, during which such food poisoning has occurred, DR YSR SPORTS SCHOOL, KADAPA may initiate further stringent action, as he may deem fit.
- (v) The standard of cleanliness of kitchen utensils, crockery, glassware, cutlery; linen etc. shall be of very high order and any laxity in this regard will attract severe penalties of the amount to be determined by DR YSR SPORTS SCHOOL, KADAPA. The Contractor shall be bound by the decision of DR YSR SPORTS SCHOOL, KADAPA.
- (vi) Utensils, cups, saucers, flasks, crockery, etc. should be scrubbed and cleaned thoroughly with soap water and hot water.
- (vii) The Caterer should ensure that the entire catering premises are kept hygienic and clean. A thorough master cleaning ought to take place every weekend for all equipments, fixtures, utensils by removing the grime, grease, stains, oil etc. wiped well by clean cloth and dried.

13. Provisions, fruits and vegetables etc.

- (i) The Contractor shall be solely and wholly responsible for the procurement of all articles of food and provisions at his own cost. The Contractor shall bear complete financial responsibility for all purchases and financial commitments he may enter into for fulfilling the contract.
- (ii) It shall be the responsibility of the Contractor to store the materials purchased by him in a neat, tidy and hygienic manner in the space provided by DR YSR SPORTS SCHOOL, KADAPA. The security of such material shall be the sole responsibility of the Contractor.
- (iii) The quality of food and provisions shall be of good standard as specified in **Annexure-C**. DR YSR SPORTS SCHOOL, KADAPA shall have authority to inspect such articles of food and provisions and shall have full powers to order discontinuance of use of such articles of food and provision which are found to be not meeting the standard set out in the contract and on grounds of hygiene. It shall be the responsibility of the Contractor to store the material in an appropriate and hygienic manner.
- (iv) Raw food stuffs such as vegetable, milk, fish, mutton, chicken, eggs, fruit etc. shall be fresh and of good quality as per DR YSR SPORTS SCHOOL, KADAPA 's approval and if found not to be fresh, it shall be rejected and the Contractor shall replace the same with fresh products from the source approved by.
- (v) There shall be no re-chauffing i.e. **leftover food of one meal shall not be served at the next meal.**
- (vi) Reuse of burnt oil is strictly prohibited. Oil, once used will not be reused.

14. Complaints and improvements

- The Contractor shall carry out such improvements as may be necessary for ensuring satisfactory service and shall take due notice of complaints made by the trainees and staff either directly to him or through its Manager.

15. Utensils for cooking Non-vegetarian food

- The Contractor shall ensure that cooking vessels and other utensils used for preparing non-vegetarian dishes are not used for cooking and serving vegetarian food. A separate cooking arrangement and use of separate utensils etc. shall be ensured for Vegetarian and Non Vegetarian dishes.

16. Service Timings

The timings for serving shall be as under:

05:30 AM to 05:45 AM	:	Early Diet (Ragi Java)
08:45 AM to 09:30 AM	:	Break Fast
12:50 PM to 01:40 PM	:	Lunch
03:00 PM to 04:00 PM	:	Rest, Tea, Biscuits & Dry Fruits
06:45 PM to 07:00 PM	:	Fruit Juice/Coconut Water
07:00 PM to 07:45 PM	:	Dinner
09:00 PM	:	Bed Time Milk

- The above timings could be generally observed. However, there could be exceptional circumstances warranting catering service before or beyond the above timing to which the Contractor should provide.
- The Contractor shall supply and serve wholesome and hygienic meals and snack in accordance with the menu as stated in **Annexure-A** and **Annexure-B** and at the rates as agreed in the contract.

17. Sick trainees

- If a Inmates falls ill, they shall be provided with special diet up to the cost of the normal menu, as and so long as, needed by him, without any extra charge in lieu of the normal food supplied in the Canteen. The same shall be served in the room if so required, also without any extra charge.

18. Miscellaneous

- i. Food should be cooked only in the kitchen of the canteen. Contractor should not bring or serve any food prepared or cooked outside. No outsider should be permitted inside hostel and canteen block. Food should not be served to any outsider, either on payment or free of cost.
- ii. The Contractor shall not be allowed to carry away any material/item out of the campus. Accommodation shall not be provided by Dr YSRSS to the staff of the Contractor. However, DR YSR SPORTS SCHOOL, KADAPA shall allow a few workmen of the Contractor to stay in the kitchen premises for early hour duties such as fetching milk, serving of bed tea/coffee etc. Their presence, however, shall not cause any disturbance to normal functioning of DR YSR SPORTS SCHOOL, KADAPA .
- iii. The Contractor shall co-operate with the other Contractors working in the campus.
- iv. The disposal of leftover foods and other garbage will have to done on a daily basis. Disposal/transportation of waste/garbage from the school to municipal garbage bin located anywhere outside DR YSR SPORTS SCHOOL, KADAPA campus area on daily basis. Leftover food should not be sold or sent out of the campus.
- v. The authorized representatives of DR YSR SPORTS SCHOOL, KADAPA shall check the quality and quantity of the items supplied and served.
- vi. For rendering efficient services to the trainees at the time of breakfast, lunch, evening snack and dinner, the Contractor shall always keep and make available sufficient number of staff, which shall also include Chef, Assistant Chefs, Waiters, Dining Hall Helpers, Kitchen Helpers, etc.
- vii. In addition, the Contractor shall keep and make available workmen for providing water and tea to faculty, guests and office staff during office hours at all times and outside office hours and on holidays, if so, required.

- viii. Persons working in the canteen shall be provided with apron, gloves, headgear, etc., besides uniform.
- ix. The contractor shall prepare and serve the breakfast/lunch/dinner as per Menu, in a pleasing and presentable manner. White clothes and coloured frill clothes required for covering the serving table and dining tables shall be provided by DR YSR SPORTS SCHOOL, KADAPA . However, the contractor shall arrange for washing and cleaning of these clothes at least once in a month.
- x. The contractor shall deploy adequate staff having relevant experience for the catering to ensure consistent quality of service. Such staff shall include Chef/Cook, Assistant Chefs/Cooks, Kitchen Helpers, Waiters, Dining Hall helpers, Kitchen/dining cleaning/utensil/crockery washers, etc. The contractor shall provide additional manpower whenever necessary.
- xi. One of the Cook should be available from breakfast till completion of the dinner. Allocation of duties/shifts etc. shall be the responsibility of the Contractor.

ANNEXURE - A

MENU TO BE SERVED

**WEEKLY DIET MENU FOR TRAINEES (AGE GROUP OF 08-12 YEARS) IV CLASS TO VIII CLASS
OF DR YSR SPORTS SCHOOL, KADAPA**

Days	Before Training	Breakfast	Lunch	Evening Snacks	After Training	Dinner	Bed Time
Monday	Ragi porridge 150gm	2 Banana, Milk 300 ml, 30 gm cornflakes, whole wheat Bread (3-5 slices) with butter(20gm)and jam(20gm), Boiled egg (2 nos),	Rice 200 gm, Chapati 2-3, Mix daal fry 200 gm, Bhindi sabji 150gm , Curd 250gm, Salad 50gm Papad, Seasonal fruit (1 nos)	Tea/coffee, 3 Soya Biscuits, Mixed dry fruits 30gm,	Fresh coconut water 200 ml	Rice 150 gm, Chapati 2-3, Dal with methi 200gm, Potato brinjal sabji 150gm, Fish curry 200gm, Rasam 200ml, Salad 50gm, Rice kheer 150gm	Milk 250 ml,
Tuesday	Ragi porridge 150gm	2 Banana, Milk 300 ml, Methi/Palak parantha (2 nos), Aloo mutter curry, Boiled egg (2 nos),	Rice 200 gm, Chapati 2-3, Sambar 250 gm, Green beans sabji, 150gm , Curd 200gm, Salad 50gm Papad, Seasonal fruit (1 nos)	Tea/coffee 3 Soya biscuits, Soya Nackets 30gm,	Fresh coconut water 200 ml	Rice 150 gm, Chapati 2-3, Moong dal 200gm, Pumpkin sabji 150gm, Chicken curry 200gm, Rasam 200ml, Salad 50gm, Kesar 150gm	Milk 250 ml,
Wednesday	Ragi porridge 150gm	2 Banana, Milk 300 ml, Idli (2- 4 nos)with chatny and sambar Boiled egg (2 nos),	Rice 200 gm, Chapati 2-3, Urad dal fry 250 gm, Cauliflower sabji 150gm , Curd 200gm, Salad 50gm Papad, Seasonal fruit (1 nos)	Tea/coffee 3 Soya biscuits, Mixed dry fruits 30gm,	Fresh coconut water 200 ml	Rice 150 gm, Chapati 2-3, Masoor daal 200gm , Aloo mutter sabji 150gm, Roasted chicken 200gm, Rasam 200ml, Salad 50gm, Mix fruit custard 150gm	Milk 250 ml,
Thursday	Ragi porridge 150gm	2 Banana, Milk 300 ml, Mix veg sandwich (1-2 nos) with ketchup, 30gm Cornflakes Boiled egg (2 nos),	Rice 200 gm, Chapati 2-3, Dal with spinach 200 gm, Mixed sabji 150gm, Curd 250gm, Salad 50gm Papad, Seasonal fruit (1 nos)	Tea/coffee 3 Soya biscuits, Soya Nackets 30gm,	Fresh coconut water 200 ml	Rice 150 gm, Chapati 2-3, Mix daal fry 200gm, Aloo methi sabji150gm, Fish curry 200gm, Rasam 200ml, Salad 50gm, Vermicelli kheer 150gm	Milk 250 ml,
Friday	Ragi porridge 150gm	2 Banana, Milk 300 ml, Utthapam (4-6 nos) with chatny Boiled egg (2 nos),	Rice 200 gm, Chapati 2-3, Masoor dal fry 200 gm, Cabbage and peas sabji 150gm , Curd 250gm, Salad 50gm Papad, Seasonal fruit (1 nos)	Tea/coffee 3 Soya biscuits, Mixed dry fruits 30gm,	Fresh coconut water 200 ml	Rice 150 gm, Chapati 2-3, Sambar 200gm, Aloo green beans sabji 150gm, Chicken curry 200gm, Rasam 200ml, Salad 50gm, Maysore paak 150gm	Milk 250 ml,
Saturday	Ragi porridge 150gm	2 Banana, Milk 300 ml, Poori (4-6 nos)with aloo mutter curry Boiled egg (2 nos),	Rice 200 gm, Chapati 2-3, Dal with methi 200 gm, Bhindi sabji 150gm , Curd 250gm, Salad 50gm Papad, Seasonal fruit (1 nos)	Tea/coffee 3 Soya biscuits, Soya Nackets 30gm,	Fresh coconut water 200 ml	Rice 150 gm, Chapati 2-3, Rajma 200gm, Mix sabji 150gm, Egg curry (2 eggs), Rasam 200ml, Salad 50gm, Barfi 150gm.	Milk 250 ml,
Sunday	-	2 Banana, Milk 300 ml, Pongal with chatny (300gm), Boiled egg (1 nos),	Chicken biryani/Veg biryani 350gm , mix veg raita 250 gm, Papad, Salad 50 gm, Seasonal fruit	Tea/coffee 3 Soya biscuits, Mixed dry fruits 30gm,	-	Rice 150 gm, Chapati 2-3, Aloo palak sabji 150gm, Mutton curry 200gm, Salad 50gm, Ice cream 150gm	Milk 250 ml,

ANNEXURE – B

MENU TO BE SERVED

**WEEKLY DIET MENU FOR TRAINEES (AGE GROUP OF 13-17 YEARS) IX CLASS TO INTERMEDIATE
OF DR YSR SPORTS SCHOOL, KADAPA**

Days	Before Training	Breakfast	Lunch	Evening Snacks	After Training	Dinner	Bed Time
Monday	Ragi porridge 150gm	2 Banana, Milk 300 ml, 30 gm cornflakes, whole wheat Bread (4-6 slices) with butter(20gm)and jam(20gm), Boiled egg (3 nos),	Rice 250 gm, Chapati 3-4, Mix daal fry 200 gm, Bhindi sabji 200gm , Curd 250gm, Salad 50gm Papad Seasonal fruit (1 nos)	Tea/coffee, 4 Soya Biscuits, Mixed dry fruits 30gm	Fresh coconut water 200 ml	Rice 200 gm, Chapati 3-4, Dal with methi 200gm, Potato brinjal sabji 150gm, Fish curry 250gm, Rasam 200ml, Salad 50gm, Rice kheer 150gm	Milk 250 ml
Tuesday	Ragi porridge 150gm	2 Banana, Milk 300 ml, Methi/Palak parantha (2-3 nos), Aloo mutter curry, Boiled egg (3 nos),	Rice 250 gm, Chapati 3-4, Sambar 200 gm, Green beans sabji 200gm, Curd 250gm, Salad 50gm Papad, Seasonal fruit (1 nos)	Tea/coffee 4 Soya biscuits, Soya Nackets 30gm,	Fresh coconut water 200 ml	Rice 200 gm, Chapati 3-4, Moong dal 200gm, Pumpkin sabji 150gm, Chicken curry 250gm, Rasam 200ml, Salad 50gm, Kesar 150gm	Milk 250 ml,
Wednesday	Ragi porridge 150gm	2 Banana, Milk 300 ml, Idli (3- 5 nos)with chatny and sambar Boiled egg (3 nos),	Rice 250 gm, Chapati 3-4, Urad dal fry 200 gm, Cauliflower sabji 200gm , Curd 250gm, Salad 50gm, Papad, Seasonal fruit (1 nos)	Tea/coffee 4 Soya biscuits, Mixed dry fruits 30gm,	Fresh coconut water 200 ml	Rice 200 gm, Chapati 3-4, Masoor daal 200gm , Aloo mutter sabji 150gm, Roasted chicken 250gm, Rasam 200ml, Salad 50gm, Mix fruit custard 150gm	Milk 250 ml,
Thursday	Ragi porridge 150gm	2 Banana, Milk 300 ml, Mix veg sandwich (2-3 nos) with ketchup, 30gm Cornflakes Boiled egg (3 nos),	Rice 250 gm, Chapati 3-4, Dal with spinach 200 gm, Mixed sabji 200gm, Curd 250gm, Salad 50gm Papad, Seasonal fruit (1 nos)	Tea/coffee 4 Soya biscuits, Soya Nackets 30gm,	Fresh coconut water 200 ml	Rice 200 gm, Chapati 3-4, Mix daal fry 200gm, Aloo methi sabji150gm, Fish curry 250gm, Rasam 200ml, Salad 50gm, Vermicelli kheer 150gm	Milk 250 ml,
Friday	Ragi porridge 150gm	2 Banana, Milk 300 ml, Utthapam (4-6 nos) with chatny Boiled egg (3 nos),	Rice 250 gm, Chapati 3-4, Masoor dal fry 200 gm, Cabbage and peas sabji 200gm , Curd 250gm, Salad 50gm Seasonal fruit (1 nos)	Tea/coffee 4 Soya biscuits, Mixed dry fruits 30gm,	Fresh coconut water 200 ml	Rice 200 gm, Chapati 3-4, Sambar 200gm, Aloo green beans sabji 150gm, Chicken curry 250gm, Rasam 200ml, Salad 50gm, Maysore paak 150gm	Milk 250 ml,
Saturday	Ragi porridge 150gm	2 Banana, Milk 300 ml, Poori (4-6 nos)with aloo mutter curry Boiled egg (3 nos),	Rice 250 gm, Chapati 3-4, Dal with methi 200 gm, Bhindi sabji 200gm , Curd 250gm, Salad 50gm Papad, Seasonal fruit (1 nos)	Tea/coffee 4 Soya biscuits, Soya Nackets 30gm,	Fresh coconut water 200 ml	Rice 200 gm, Chapati 3-4, Rajma 200gm, Mix sabji 150gm, Egg curry (3 eggs), Rasam 200ml, Salad 50gm, Barfi 150gm.	Milk 250 ml,
Sunday	–	2 Banana, Milk 300 ml, Pongal with chatny (300-400gm), Boiled egg (2 nos),	Chicken biryani/Veg biryani 450gm , mix veg raita 250gm, Papad, Salad 50 gm, Seasonal fruit	Tea/coffee 4 Soya biscuits,	–	Rice 200 gm, Chapati 3-4, Aloo palak sabji 150gm, Mutton curry 250gm, Rasam 200ml, Salad 50gm, Ice cream 150gm	Milk 250 ml,

QUALITY OF THE MATERIALS TO BE USED

S.No	Item	Brand
1	Rice	Basmati (Branded), Sona Mussorie (Kurnool) one year old
2	Oil (Refined Sun Flower)	Refined Ground / Sunflower Postman / Dhara / Godrej / Sundrop/Equivalent Brand
3	Dal Arhar	Grade One
4	Dal Chana	Grade One
5	Dal Moong (Pesarpapu)	Grade One
6	Dal Urad (Gundu)	Grade One
7	Rajma	Grade One
8	Kabuli Chana	Grade One
9	Idly Ravva	Grade One
10	Suji	Grade One
11	Wheat Ravva	Grade One
12	Salt (Crystal)	Annapurna/Tata
13	Salt (Table)	Annapurna/Tata
14	Mirchi Powder	Standard Grade
15	Haldi (Turmeric Powder)	Standard Grade
16	Dhaniya Powder	Standard Grade
17	Mustard	Standard Grade
18	Zeera	Standard Grade
19	Red Chilly	Standard Grade
20	Hing/100 gms	Standard Grade
21	Lavanga/100 gms	Standard Grade
22	Elachi/100 gms	Standard Grade
23	Patta/100 gms	Standard Grade
24	Sugar	Grade One
25	Jagri	Standard Grade
26	Tea Powder	Red Label/Taj Mahal/Lipton
27	Coffee Powder	Filter, Nescafe, Rich Cafe, Bru
28	Cooking Commercial Gas	HP/Indane Gas/19 Kg
29	Soya Chunks	Standard Grade
30	Maida	Standard Grade
31	Basin	Standard Grade

S.No	Item	Brand
32	Corn Flour	Standard Grade
33	Tamarind	Standard Grade
34	Ground Nut	Standard Grade
35	Putana Dal	Standard Grade
36	Dry Coconut	Standard Grade
37	Azinamoto	Standard Grade
38	Rasam Powder (100 gms)	Standard Grade
39	Sambar Powder (100 gms)	Standard Grade
40	Dalda	Standard Grade
41	Cashew	Standard Grade
42	Vermicelli	Standard Grade
43	Saboodana	Standard Grade
44	Pure Ghee (Durga)	Standard Grade
45	Pickles	Standard Grade
46	Chole Masala	Standard Grade
47	Chat Masala (100 gms)	Standard Grade
48	Namkin (100 gms)	Haldiram's/Everest
49	Biscuits Pkt	Standard Grade
50	Noodles	Standard Grade
51	Chekki Atta	Standard Grade
52	Kasuri Menthi/Pkt	Standard Grade
53	Fresh Mutter	Standard Grade
54	Chilly Sauce	Standard Grade
55	Tomato Sauce	Standard Grade
56	Soya Sauce	Standard Grade
57	Black Paper	Standard Grade
58	Eating Soda	Standard Grade
59	Rice Flakes	Standard Grade
60	Corn Flakes	"Champion"/"Heritage"/Horlicks
61	Papad	Lijjat / Ambika equivalent grade
62	Soya biscuits	Standard Grade
63	Ragi Flour	Standard grade

S.No	Item	Brand
1	Wheat/Milk Bread	Modern / Britannia / Spencer
2	Butter	Amul / Vijaya / Britannia/Heritage
3	Jam	Kissan/Lion
4	Eggs Each	Grade A
5	Chicken-Skinless	Standard

S.No	Item	Brand
6	Vegetables	Standard
7	Onion	Standard
8	Garlic	Standard
9	Ginger	Standard
10	Milk	Pasteurised Dairy Whole Milk Like Heritage/vijaya/Hutsan
11	Panner	Standard
12	Curry Leaves	Standard
13	Coriander	Standard
14	Green Leafy Vegetables	Standard
15	Potatoes	Standard
16	Pepper	Standard
17	Coconut	Standard
18	Green Chillies	Standard
19	Butter Chippet (10 gms)	Standard
20	Curd	Standard
21	Carrot	Standard
22	Ice Cream	Amul / Kwality walls / Vadilal / Scoop - Cup size
23	Chicken*	Best Quality (Suguna / Vencob)
24	Mutton*	Best Quality
25	Fish*	Best Quality
26	Masala	Sona/Everest/Bedekar/Badshah/any other popular brand but to be got approved by the competent authority
27	Fruits	Banana, Papaya, Grapes, Mango, Chickoo, Orange, Apple, Water Melon, Pomegranate, Custard Apple
28	Coconut Water/Juice	Fresh/(Naturo
29	Ladies finger	Standard
30	Beans	Standard
31	Cauliflower/Cabbage	Standard
32	Peas	Standard

(*) First quality as approved by concerned authority shall be provided.

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

Forwarding Letter

(To be submitted on bidder's letterhead)

No.:

Date:

To

The Special Officer

Dr YSR Sports School, Kadapa - 516002

Dear Sir,

Sub: Tender for Catering Services

1. This has reference to your tender notice for catering services at DR YSR SPORTS SCHOOL, KADAPA. We have examined the tender document and thoroughly understood its nature/scope of work and terms & conditions.
2. I/we undertake to offer my/our services in conformity with scope/nature of work and the terms and conditions set out in the tender document. I/We confirm that the tender submitted by me/us is confirming to all the terms and conditions mentioned in the tender document.
3. I/We are enclosing application along with required documents in the prescribed proforma as mentioned in tender document.
4. I/We are enclosing following Demand Draft for Rs...../- in favour of "THE SPECIAL OFFICER, DR YSR SPORTS SCHOOL, " payable at KADAPA towards EMD.
5. I/We agree that our tender remain valid for acceptance by DR YSR SPORTS SCHOOL, KADAPA for a period of 60 days from the date of opening of Part-A of the tender or till the date of finalization of tender, whichever is earlier.
6. I / We, do hereby declare that there is no case with the Police/Court/Regulatory authorities against me/us. Also I/We have not been suspended / delisted / blacklisted by any organization for any reason. I/We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.
7. I/We certify that all the information furnished by me/us is true to the best of my/our knowledge. I have no objection to DR YSR SPORTS SCHOOL, KADAPA verifying any or all the information furnished in this document with the concerned authorities, if necessary.
8. I/We understand that DR YSR SPORTS SCHOOL, KADAPA reserves the right to accept or reject any or all the tenders in full or in part without assigning any reason there for.

Yours faithfully,

(Signature and Name of the authorized person
of the firm/bidder with office seal)

Name:

TECHNICAL BID (PART-A) -PROFILE OF THE BIDDER– BASIC INFORMATION-

Sl.No.	Particulars	To be filled by the bidder
--------	-------------	----------------------------

1	Name of the firm	:
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Registering Authority:

Date:

Number:

2	Address:	
---	----------	--

Contact Person:

Mobile No:

Email.ID:

Aadhar No:

3	Name of the person authorized to sign this: tender document. [Please enclose Power of Attorney of authorized signatory]	
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4	PAN of the Firm	:
---	-----------------	---

5	Details of GST	: GST No.
---	----------------	-----------

6	Details of Labour License for engaging: minimum 10-20 Labours in a day issued by Labour Department of AP/Gol:	
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Validity Date upto:

7	Details of food safety License issued by: competitive authority of GoAP/Gol:	
---	---	--

Validity Date upto:

8	Whether the firm has been in experience of : catering for at least 3 years (Yes / No)	
---	--	--

9	Annual Financial Turnover for three years in : last 5 consecutive years	
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10					
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Year	2018-19	2017-18	2016-17		
Annual Turn over					

Sl.No.	Particulars	To be filled by the bidder
11	Details of Tender Fee furnished:	:
	i. DD/Banker's Cheque No. & Date	
	ii. Value in Rupees	
	iii. Banker's Name	
12	Details of EMD furnished:	:
	iv. DD/Banker's Cheque No. & Date	
	v. Value in Rupees	
	vi. Banker's Name	
13	Whether delisted/ black listed by any Govt./ PSU/Cooperative etc in last 5 years. If Yes, details to be attached.	:

Documents to be Enclosed

Sl.No.	Particulars	Enclosed at Page No.
1	Tender Form Fee of Rs. 1000/- (Rupees One thousand Only)	
2	EMD of Rs.30,0000/- (Rs Three Lakhs only).	
3	Bidder should sign in each page of tender document as in token of accepting the terms and conditions mentioned therein	
4	Photocopy of the ownership certificate issued by Govt	
5	Photocopy of the Aadhar of concerned.	
6	Photocopy of PAN or Income Tax Registration Certificate in the name of registered owner	
7	Photocopy of G.S.T. Registration certificate in the name of registered owner.	
8	Photocopy of the certificate of Labour License from the Department of Labour in AP in the name of registered owner.	
9	Photocopy of the certificate of Food License from the Department of Food & Safety in AP in the name of registered owner.	
10	Experience certificate of providing catering services for at least three years for last 5 consecutive years	
11	Annual Turn Over of Rs. 50 Lakhs each during last 3 Financial Years years (i.e. 2018-19, 2017-18 & 2016-17) supported by documentary proof (Balance sheet, profit & Loss)/audited or CA certified statement of accounts	

(Signature and Name of the authorized person of the firm/bidder with office seal)
Name:

Profile of the bidder – Experience

List of similar works being executed presently by the Bidder

Details of contracts (01-4-2014 to 31-3-2019) being rendered by you and which will be available for inspection by our officials

Period of Contract From To	Name and Address of the organization with reference letters/ PO/ work order Copies	Name of the Contact Person & Phone No.	Value of Contract and other Details	Remarks

Note: Copies of the work orders should be enclosed

Signature and Name of the authorized person
of the firm/bidder with office seal)
Name:

LETTER OF AUTHORIZATION

Dated: .07.2019

To,
The Special Officer,
Dr. YSR Sports School,
Kadapa

Sir,

I, Sri/Smt/Kum.Proprietor/Partner of firm
M/s.....located at.....do hereby
authorize Sri./Smt.....working as in
this firm to attend to the District Purchase Committee meeting and / or to receive on
behalf of the firm drafts/Cheques payable to the firm, if any, in respect of the present
tender only.

The Specimen Signatures of the individual are hereby attested.

Specimen Signature

1.

2.

3.

Your faithfully,

**Signature of the
Owner/Partner** :

**Name of the
Owner/Partner** :

Signature of the Owner/Partner

PART – B - COMMERCIAL BID**L PRICE BID FOR CATERING SERVICES**

The contractor shall arrange for cooking & services of food on daily basis for any number of trainees depending upon the attendance/occasion as decided by DR YSR SPORTS SCHOOL, KADAPA from time to time.

The number of trainees may vary from time to time, Due to schedule of sports tournaments to be conducted in various places. The charges for catering services shall be on per head per day basis for an entire day.

The bidder shall quote the rates for each item separately as under. Details of items are given in **Annexure-A** and **Annexure-B** of Technical Bid.

SCHEDULE OF RATES TO BE QUOTED FOR CATERING SERVICES

NOTE: Tenders quoting rate less than Rs. 200/- (Rupees Two Hundreds Only) per student per day for diet will summarily be rejected

Sl.No.	Name of Items	Per day Per Head	Rate per day per head including all admissible taxes / levies	Remarks
1	2	3	4	5
1.	For supply of diet to IV to VIII Class (Age 8-12yrs) students as per menu enclosed at Annexure-A	3600 calories		
2.	For supply of diet to IX to Intermediate (Age 13-18 yrs) students as per menu enclosed at Annexure-B.	4600 calories		

- We accept to all the Terms & Conditions, Specifications, and Guidelines as indicated in the Tender Document including the penalty clause.**
- We hereby declare the rates filled in this form as above. I/We undertake to execute the supply as per terms and conditions read and understood by me / us as per proforma enclosed.
- In the event of my/our failure to undertake the supply when called upon to do so by the Institute authorities or violation of terms and conditions, I / We agree for forfeiture of my / our earnest / security money deposited with the Institute and will be liable to make up the loss / damages caused to the Institute, if any

(Signature and Name of the authorized person
of the firm/bidder with office seal)

Name: _____