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AERONAUTICAL DEVELOPMENT AGENCY

(An Autonomous Body under
Ministry of Defence, Govt. of India)

P.B. No. 1718, Vimanapura Post,
Bangalore – 560 017, India

Date:15/12/2017

ADA requires Caterer with Professional background/Experience for providing canteen services at ADA premises.

For details visit our website www.ada.gov.in or contract Sri Balasubramanyam HS, Senior Admin Officer-II, Telephone No. 25087211, 25087011, 9448571751 with in 15 days from the date of this advertisement.

Sd/-

Additional Director (A&L)



ಏರೋನಾಟಿಕಲ್ ಡೆವಲಪ್‌ಮೆಂಟ್ ಏಜೆನ್ಸಿ

(ಭಾರತ ಸರ್ಕಾರದ ರಕ್ಷಣಾ ಸಚಿವಾಲಯದ

ಅಧೀನದಲ್ಲಿರುವ ಸ್ವಾಯತ್ತ ಸಂಸ್ಥೆ)

ಅಂಚೆ ಪೆಟ್ಟಿಗೆ ಸಂಖ್ಯೆ.1718, ವಿಮಾನಪುರ ಅಂಚೆ, ಬೆಂಗಳೂರು-560 017

ದಿನಾಂಕ : 15 / 12 / 2017

ವೃತ್ತಿಪರ ಹಿನ್ನೆಲೆ/ಅನುಭವ ಹೊಂದಿರುವ ಕ್ಯಾಟರರ್ ಬೇಕಾಗಿದ್ದಾರೆ. ವಿವರಗಳಿಗೆ ಈ ಜಾಲತಾಣವನ್ನು ಪ್ರವೇಶಿಸಿ 15 ದಿನಗಳೊಳಗೆ www.ada.gov.in ಜಾಲತಾಣವನ್ನು

ಬೇಟಿ ಮಾಡಿ, ಅಥವಾ ಶ್ರೀ ಬಾಲಸುಬ್ರಮಣ್ಯಂ ಹೆಚ್.ಎಸ್. ಹಿರಿಯ ಆಡಳಿತ

ಅಧಿಕಾರಿ-II ರವರನ್ನು ಸಂಪರ್ಕಿಸಿ, ಫೋನ್ ಸಂಖ್ಯೆ 25087211 / 25087011 /

9448571751

ಸಹಿ / -

ಹೆಚ್ಚುವರಿ ನಿರ್ದೇಶಕರು - (ಆಡಳಿತ ಮತ್ತು ಕಾನೂನು)

Catering services at ADA Canteen – Vendor Appraisal

1.0 Aeronautical Development Agency (ADA) is an autonomous body under the Government of India, Ministry of Defence, located at Vibhuthipura, Bangalore, having its postal address as under :-

**AERONAUTICAL DEVELOPMENT AGENCY
P.B NO. 1718 VIBHUTHIPURA, VIMANAPURA (PO)
BANGALORE – 560017**

2. ADA requires a reputed, able and experienced Canteen Caterer to run its Vegetarian Canteen at the above premise. Following are the terms and conditions:

2.1. Period of Contract: The contract will be awarded initially for a period of one year from the date of award of contract and is renewable at the discretion of ADA Management up to a maximum period of three years subject to fulfilment of quality performance.

2.2. Renewal of Contract: In case of extension of contract after completion of one year from the date contract, 5% (Five percent) increase in service charges only are payable. Please also note the changes in unit rates for the second and third year mentioned in the table at 2.8.2

2.3 Security Deposit: The successful bidder has to deposit a Security Deposit of 5% of the annual service charge amount as a caution deposit in the form of Bank Guarantee from a scheduled bank to ensure due performance of the contract. The bank guarantee shall be valid for 60 days beyond the contract period and in case of renewal of the contract, the bank guarantee should be extended similarly.

2.4 Monthly Rent: ADA will charge the Caterer, a nominal monthly rent of Rs. 2000/- (Rupees Two Thousand Only) for the building provided by ADA purely for functioning of the canteen. This amount of Rs. 2000/- will be deducted from the service charges payable to the contractor every month.

2.5 Service Charges:

Selected Caterer will be paid Monthly Service Charges by ADA + GST (excluding Income Tax) based on their quotes and after negotiations. **Please note that the negotiated prices are final and there is no provision to increase the monthly service charges and coupon rates during the one year tenure of the contract. The Caterer shall retain the sale proceeds of the coupons.** The cost of Coffee, Tea and other items served in the offices will be reimbursed on monthly basis at the cost indicated.

2.6 Statutory Requirement: The Caterer should meet all statutory requirements to run a canteen in Employer's premises as per enclosure, Documentary proof of the same is required to be provided as per Enclosure – I.

2.7 Taxes & Duties: All statutory taxes & duties, fee levies, Octroi or any other charges will be borne by the Caterer (Except GST). Income Tax as applicable will be deducted at source by ADA and paid to the government. TDS certificate will be issued to the Caterer accordingly.

2.8 Canteen Services Requirement:

2.8.1 Menu will be decided by the Canteen Advisory Committee and Caterer shall follow the same. The ADA canteen will normally function six days a week (Monday – Saturday). Services on Sundays and Holidays must be provided on need basis. Advance information will be given for canteen services on Holidays and Sundays.

2.8.2 Approximate requirement of regular services at various campuses/locations of ADA (ADA HQ, ADA Campus-II, and P63 at ADE premises and NFTC at HAL) and the rates fixed for these services by ADA are as under.

Sl. No	Routine Services	Approximate No per day (location wise)				Total	Unit Rate (Rs)		
		ADA HQ	ADA II	NFTC	P-63 (ADE)		1 st Year	2 nd Year	3 rd Year
A	Breakfast	350	90	30	30	500	16.00	17.00	18.00
B	Morning Tea/Coffee	100	15	10	15	140	9.00	10.00	11.00
C	Tea/Coffee (room Service)	1500	400	300	300	2500	9.00	10.00	11.00
D	General Lunch	650	150	20	40	860	26.00	28.00	30.00
E	Evening Snacks	200+75 Room Service	50	25	25	375	16.00	17.00	18.00
F	Standard Mini Meal	100 – 150	50-75				15.00	16.00	17.00
G	Executive Lunch*	Against pre-booking Minimum 20 Orders		AT Actual Cost (to be decided by the caterer in consultation with CAC)					

- *As experimental basis. If the response is not adequate, the service shall be discontinued.

2.8.3 Special Service (on official requests)

Sl. No	Routine Services	Approximate Number per day	Time	Unit rate (Rs)		
				1 st Year	2 nd Year	3 rd year
1	Special Coffee / Tea	100 to 150 Nos. To be served to senior officer / guests in their offices	09.00 am to 05.00 pm	9	10	11
2	Special Lunch	50-75 Nos.	12.30 to 14.00 Hrs	90	100	110
3	Mini Special Lunch	25-75 Nos.	12.30 to 14.00 Hrs	50	60	70
4	High Tea	75-100 and up to 1200 on special occasions		50	60	70

Note: The number of special/mini lunch and high tea will depend upon the meetings and visitors to ADA and as such, is subject to variations.

3. Man Power Requirement: The Caterer has to provide canteen services, including procurement, transporting, cooking, serving, cleaning, etc. Lunch and breakfast is prepared at the central kitchen at ADA HQ and is shifted to other campuses/locations (transport shall be provided by ADA for the same). Breakfast be prepared at Campus-II also for requirements of Campus-II. Man power must be provisioned at each of the above locations for preparing and serving Tea/Coffee during office hours. The caterer is required to serve general lunch at two counters with a separate counter each for general lunch. A separate counter for General Mini Meals also must be maintained. The present caterer has deployed about 65 staffs for services at above campuses/locations.

3.1. Caterer has to fulfil all statutory requirements such as payment of Minimum Wages, ESI and EPF to its Man Power. He should maintain required registers for payment of wages, details of personnel employed etc.,

3.2 The caterer shall get the character and conducts of its personnel verified through Commissioner of Police every year and submit the report to ADA Administration along with KYC documents.

Note: Smart and trained boys should manage room service and special lunch service.

3.3 Unit prices mentioned above are final and there is no provision to increase the unit price during the tenure of the Contract, irrespective of market rates/inflation.

4 ADA shall provide the following:

4.1 ADA shall provide free electricity, furniture and water. However, the electricity will not be used for cooking by the Caterer. Cost of LPG has to be borne by the Caterer. The Canteen has a Gas Bank system with provision for 18 LPG gas cylinders connected to the gas bank. Presently M/s Ananth gas Agency, Indiranagar regularly supplies the cylinders.

ADA shall provide the following facilities.

- A) Kitchen space
- B) Dining space with furniture
- C) Full fledged kitchen equipments
- D) Refrigerator
- E) Water Cooler
- F) Microwave oven
- G) Utensils
- H) Cutlery
- I) Crockery
- J) Electricity
- K) Water
- L) Gas bank system
- M) Commercial LPG cylinders (Empty)

4.2 The Caterer shall liaise with the Gas Agency for regular gas supply and the payment shall be borne by the Caterer.

4.3 A modern kitchen fully equipped is made available. The contractor shall not use or allow to use any facility, appliances, equipment provided by ADA to him for any purpose other than providing canteen services as per ADA's requirement.

4.3.1 Prospective vendor can visit the canteen for their appreciation on working days between 9.30 am to 4 pm with prior appointment.

4.4 Accommodation to the Caterer to house a maximum of 5 (five canteen staff (men only) who are essentially required to stay in the ADA Canteen premises to take care of following day's requirement. The remaining staffs have to be housed in the near vicinity of ADA at Caterer's own arrangement and cost. The Caterer shall not allow any outsiders to loiter in and around the campus without valid authority.

5 Service requirements from the Caterer

5.1 The Caterer is fully responsible for procurement of all provisions, vegetables; oil and other items of good quality duly approved by the canteen advisory committee at his own cost and store them properly after cleaning at the storage accommodation provided in the kitchen area. The following brands are to be strictly used for cooking during the tenure of the contract

Atta: Ashirvad/Annapoorna/Pilsbury/Shaktibhog

Oil: Safal, (KOF), Saffola, Sundrop, Sweekar

Milk: Nandini

Tea powder: Tajmahal, Brook Bond (Red Label), TATA

Coffee (80:20) : Cothas, Coffee Day

5.2 The necessary inputs / ingredients in respect of preparing the items as mentioned in Para 2.8.2 & 2.8.3 above shall be high standard quality items and acceptable to ADA. Quantity of the item to be used for cooking shall be decided by the caterer in consultation with the CAC. The raw materials / vegetables shall be checked by CAC members. Brands specifically mentioned above will only be allowed. Regular/Surprise check of the stock shall be carried out by the CAC members.

5.3 The Caterer is required to print his own bills, vouchers, coupons, etc., at his own cost and issue them to staff on cash payment for various items like coffee / tea, breakfast, lunch, evening snacks, soft drinks, etc. **Caterer shall use smart card/prepaid cards for food coupons.**

5.4 The caterer will take charge of all kitchen equipment, furniture, crockery, cutlery, etc., provided by ADA at the canteen and would be responsible for proper upkeep and safety of the same. Any damages beyond normal wear and tear or loss of items will have to be made good by the Caterer. The proposed allowance towards loss / breakage is indicated at Annexure-3.

The caterer shall also maintain the kitchen equipment through a qualified kitchen equipment manufacturer/service centre under the supervision of CAC members.

5.5 The caterer will employ an efficient Manager qualified in catering, adequate number of cooks, waiters and cleaners for smooth functioning of the canteen and to cater to the entire needs of ADA. The caterer is responsible for the good conduct of the canteen staff employed by him.

Personnel employed by the caterer should be physically and medically fit to handle the kitchen and canteen services. The caterer will at his own cost carryout medical examination every six months in respect of these personnel to ensure their fitness to handle food items being served to ADA officials and maintain a record of these medical examination and reports thereon. Compensation for his employees if any, due to whatsoever reason remains the responsibility of the Caterer.

5.6.1 All persons employed by the contractor shall be engaged by him as his own employees in all respects. The contractor will ensure to adhere and comply following laws/acts or any other guidelines / laws / acts related to the contract or as amended by the concerned authority from time to time:-

- a) Contract labour (Regulation & Abolition) Act 1970
- b) Employees Provident Fund & Miscellaneous Provisions Act, 1952
- c) Employees State Insurance Act 1948
- d) The minimum wages Act, 1948
- e) The workmen's compensation Act, 1923
- f) Payment of bonus Act, 1965
- g) Any other relevant to the service / contract.

5.6.2 The contractor, being the employer in relation to persons engaged/employed by him for providing the services under this agreement, shall alone be responsible and liable to pay wages/salaries to such persons which in any case will not be less than the minimum wages as fixed/revised for the category of workers employed by him from time to time, by the central government and/or any authority constituted by or under any law.

5.6.3 The contractor shall adhere to and comply with all the laws that may be applicable to him and will extend all the benefits/privileges as applicable to persons engaged/employed by him including that of provident fund, ESI, workmen's compensation Act, Bonus, Gratuity, Minimum wages Act Leave etc. In case of any breach of any law, rules, notifications applicable to the employees/workers of the contractor, the contractor alone shall be responsible and liable for any act(s) of omission and /or commission committed by any employee/worker, agent, representative, attorney, person(s) engaged/employed by him for discharging the obligations under the agreement.

5.6.4 The contractor shall obtain appropriate licence under the contract Labour (R &A) Act, 1970 and rules as amended up to date and shall comply with all terms and conditions thereof strictly, and shall keep such licence duly validated and/or renewed from time to time throughout the currency of this Agreement.

5.6.5 In case ADA is required to meet any liability in respect of any person(s) engaged/employed by the contractor by virtue of their working at the premises of the ADA, it would be open and lawful for the ADA to deduct the amount of any such liability from and of the dues payable to the contractor.

5.6.6 The contractor shall maintain all registers required under various Act, which may be inspected by Canteen Advisory Committee.

5.6.7 The contractor shall produce copy of ECR, Challans every month regarding deposit of contribution as required under the EPF & Misc. Act, ESI Act and other contribution etc.

5.6.8 The contractor shall comply with the provisions as regards provisions of first aid facilities, weekly off, attendance allowance etc., as contained in the contract labour (R&A) Act – 1970 and other applicable laws as amended from time to time.

5.6.9 The contractor shall be solely responsible for the redressal of grievances / resolutions of disputes relating to persons deployed by him. ADA shall, in no way be responsible for settlement of such issues whatsoever. ADA shall not be responsible for any damages, losses, claims, financials or other injury to any person deployed by contractor in the course of their performing the functions/duties or payment towards any compensation.

5.6.10 for all intents and purposes, the contractor shall be the employer within the meaning of different Labour Legislations in respect of personnel so employed and deployed by him in the canteen of ADA. The persons so deployed by the contractor in ADA shall not have claims for any master and servant relationship nor have any principal and Agent relationship with or against ADA.

5.6.11 In case of termination of this contract on its expiry or otherwise, the persons so deployed by the contractor shall not be entitled to and will have no claim for any absorption in the regular or otherwise capacity in ADA.

5.6.12 any liability arising out of accident or death of any personnel, employed by the contractor, while on duty shall be borne by the contractor.

5.6.13 WAGE BOOK AND WAGE SLIPS ETC : The contractor shall maintain a Wage Book of each worker in such form as may be convenient at the place of work, but the same shall include the following particulars. A copy of the wage book for previous month should be provided with monthly bill for payment. The payment to the employees should be through e-payment and proof of same should be submitted with bills.

a) Name of the Worker;

b) Rate of daily or monthly wages.

c) Nature of work on which employed.

d) Total number of days worked during each wage period.

e) Dates and periods for which worked overtime.

f) Gross wages payable for the work during each wage period.

g) All deductions made from the wage with an indication in each case of the ground for which the deduction is made.

h) Wages actually paid for each wage period.

i) Signature or thumb impression of the worker.

5.6.14 The Contractor shall also issue a wage slip containing the aforesaid particulars to each worker employed by him on the work at least a day prior to the day of disbursement of wages.

5.6.15 The contractor shall issue an employment Card/ID Card in the prescribed form to each worker on the day of work or entry into his employment.

5.6.16 REGISTER OF UNPAID WAGES:

The contractor shall maintain a Register of unpaid wages in such form as may be convenient at the place of work but the same shall include the following particulars :-

- (a) Full particulars of the workers whose wages have not been paid.
- (b) Reference number of the Muster Roll whose wage Register.
- (c) Rate of wages.
- (d) Wage period.
- (e) Total amount not paid.
- (f) Reasons for not making payment.
- (g) How the amount of unpaid wages was utilised.
- (h) Acquaintance with dates.

5.6.17 FINES AND DEDUCTIONS WHICH MAY BE MADE FROM WAGES:

The wages of a worker shall be paid to him without any deductions of any kind except the following:-

- a) Fines
- b) Deductions for absence from duty i.e., from the place or the places where by the perms of his employment, he is required to work. The amount of deduction shall be in proportion to the period for which he was absent.
- c) Deduction for damage to or loss of money or loss of goods expressly entrusted to the employed person for custody, or for loss of money or any other deduction which he is required to account, where such damage or loss is directly attributable to his neglect or default.
- d) Deduction for recovery of advances or for adjustment of over payment of wages, advances granted shall be entered in a register.
- e) Any other deduction which the Central Govt., may from time to time allow.

5.6.18 PRESERVATIONS OF REGISTERS:

The wage book, wage slips, the register of unpaid wages, the register of accidents, the register of fines, deductions required to be maintained under these regulations shall be preserved for 12 months after the date of last entry made in these books and shall be made available for inspection by ADA or Labour Welfare Officer of any Welfare Officer or any other Officer authorized by the Ministry in its behalf.

5.7 **Employment of Child Labour is strictly prohibited.** Employment of Persons above the age of 65 years are to be avoided.

5.8 Cleaning of kitchen equipment, utensils, tables, chairs and places exclusively under Caterer's control shall be the responsibility of the caterer. Maintenance of premises shall be the responsibility of the ADA.

5.9 The caterer is responsible for disposal of waste and leftovers on daily basis from the Campus.

5.10 The Caterer will provide adequate number of uniforms (minimum three pairs) to his employees. A minimum of four bearers who are well versed with VIP service should be identified and provided white shirt, black pant, white socks and cap for any service at ADA Conference Hall/Seminar Hall / VIP dining Hall.

5.11 Caterer shall bear the cost of the breakages and losses beyond what is indicated in Annexure – IV.

5.12 The contractor shall not sublet, transfer or assign the contract or any part thereof to third party.

6 Other requirements:

6.1 Penalty: Any deviation from the terms of contract will attract penalty by way of deduction in service charges as recommended by the canteen Advisory Committee and decided by ADA. 3 warnings followed by 3 penalties by way of deduction of 2% to 5% of monthly service charges on recommendation of CAC and approval by competent authority due to defaults committed by the Caterer in any 6 months period starting from the first warning, can form the basis for termination of contract by management. PGD (CA) & Director-ADA shall be the appellate authority for waiver of any penalties on due representation by the caterer.

6.2 In case of any dispute in interpretation of tender / Contract terms and conditions, ADA's decision is final.

6.3 A list of employees to be employed for the catering service and Police Verification Report in respect of the Caterer and all his / her staff must be made available to the Security Department of ADA by the Caterer at his cost before commencement of the contract.

6.4 The rules as per "Official Secrets Act" should be strictly adhered to.

7 Termination

7.1 This contract shall get terminated if any one of the following events takes place:-

(a) On successful completion of the tenure of the contract.

(b) On termination by ADA, pursuant to Clause 6.1, by giving one month's notice in writing in the event of the failure of the Caterer to specifically perform his obligations under the terms and conditions of the contract.

(c) On termination by either party by giving three months notice in writing without assigning any reason whatsoever.

(d) Termination pursuant to violation of the Security Instructions / regulations.

7.2 On termination of this agreement the contractor shall discontinue to use and handover the canteen premises along with equipments and furniture peacefully and in good condition to ADA.

8. CORRUPT PRACTICE : An Act of bribe, gift or advantage, given, promised or offered, by or on behalf of the bidder/contractor, or any one of their Partners / Directors / Agents or officials, or any person on his or her behalf to any officer, officials, representative or agent of ADA, or any person on his or their behalf, for showing any favour or for bearing to show any disfavour to any person in relation to the contract, shall make the Contractor liable for termination of this contract or any other contract with ADA and the contractor shall be liable to reimburse ADA any loss or damage resulting from such cancellation.

9.1 Those who meet the requirements and conditions as per the enclosed format and terms as mentioned above, are required to apply and fill in the form placed at Enclosure – 1 and send the same to the below mentioned address, superscripting the top cover with "OFFER FOR CANTEEN SERVICES" by Speed Post / courier or deposit in the tender box in person on or before 02 January 2018. It may be noted that you are required to forward Commercial bid duly completed and signed as per Annexure II and technical bid duly completed and signed as per Enclosure I in a separate envelopes and both the covers should be put in another envelop duly superscripted the name of the service and the due date of receipt . You are also required to submit the documents as per Enclosure I along with the Technical Bid. Tenders are required to be deposited in the tender box kept at the Reception at ADA HQ up to 3PM on 02 January 2018.

Attn : Sermati Pandian, AD (A&L)
Aeronautical Development Agency
P.B. No.1718, Vibhuthipura, Vimanapura Post
Bangalore – 560017

9.2 This tender enquiry in original has to be submitted duly signed on all pages along with the technical bid.

INFORMATION REQUIRED FROM THE CATERER

Name of the Caterer/Firm	
Registered Address & Contract person Telephone / Fax no.	
Registration No (Under Contract labour Act)	
ESI & PF Regn. No.	
Service Tax Registration No	
Bankers Name & Details	
PAN No. & I.T. Assessment Details	
Local Body Licence No.	
Name of the Proprietor /Partners (If it is a partnership firm, the registered partnership deed must be enclosed)	
Yearly turnover (past 3 Years)	
Details of previous Experience in Catering Line (past 3 years) with necessary certificates enclosed	
Details of Establishment being currently served	
No. Of employees presently held	
Names of the person(s) who will run the Canteen, if awarded	
References	1.
	2.
Any other information a) No of persons that will be engaged: 1. Manager 2. Cooks 3. Waiters 4. Washers 5. Cleaning/sweeping 6. Others Total	

Authorized Signatory

Name

Date

DETAILS OF MENU

This document provides details of the menu items likely to be prepared by the caterer. The quality and quantity of ingredients to be used for preparations is also included here.

GENERAL SERVICES**1 Scheduled of General Lunch:****Rs. 26 per plate**

Each plate of general Lunch consists of the following items:

Sl No	Particulars	Schedule volume / Weight
1	Cooked Rice	250 gms
2	Chapattis	2 soft chapattis : 5"-6"dia each to be served in warm condition with or without oil
3	Veg Curry dry	100 gms
4	Gravy curry (Kootu)	100 gms
5	Sambar	100ml
6	Rasam	100ml
7	Pappad	1 pappad of 4"- 5"dia
8	Pickles	1 – 2 pickles (Standard pieces) – Lemon or mango to be prepared at the canteen or MTR / PRIYA brand can be used
9	Salad	¼" Thick slices of onion and tender Cucumber of 2" – 3"dia
10	Curds (thick) made out of Nandini / Nilgiris milk	100 ml

2 Mini Standard Meal**Rs. 15 Per Plate**

Sl No	Particulars	Schedule volume / Weight
1	Cooked Rice	250 gms or Two soft Chappatis (5"- 6"dia each to be served in warm condition with or without oil)
2	Veg Curry dry	150 gms
3	Sambar	100 ml
4	Rasam	100 ml
5	Pappad	1 Pappad of 4' - 5'dia
6	Pickles	1 – 2 pickles (Standard pieces) – Lemon of Mango to be prepared at the canteen or MTR / PRIYA brand Can be used

3. Executive Lunch (Self Service against firm order only Minimum 20 orders)

Sl No	Particulars	Schedule volume / Weight
1	Poori/Roti/Nan/Ku lcha	Unlimited
2	North Indian Curry	Unlimited
3	Veg Palao/Ghee Rice/Veg Biryani	Unlimited
4	Curd Rice	Unlimited
5	Pappad	Unlimited
6	Pickles	Unlimited
7.	Salads	Unlimited
8	Fruit Salad	Unlimited

4 Schedule of Breakfast**Rs. 16 per plate**

Sl No	Particulars	Schedule Volume / weight
1	2 Rice Idly + 1Vada with sambar & Chutney	Idly = 60gms.each Uddina Vada = 50 grms Sambar & Chutney as required
2	2 Rava Idly with veg Sagu & Chutney/Pongal	Rava Idly = 75gms Veg.sagu & chutney as required
3	1 Masala Dosa with Red Chutney	Masala Dosa = 8"- 9" inches dia (without maida) Onion with potato masala and thick chutney as required
4	Set Dosa (2 Nos) with Thick Chutney & chutney	Set Dosa =5'- 6' dia (60gms each) without maida with thick chutney Required.
5	3 Pooris with sagu & Chutney	Poori – 4 inches dia (50gms)
6	Chow Chow Bath	75 gms each of vegetable Upama and Kesari Bath with chutney as required.
7	Bisibele Bath	150 gms of Bisibele Bath with boondi as required.

5.0 Schedule of Evening snacks:**Rs. 16 per plate**

Sl No	Particulars	Schedule volume / Weight
1	2 Rave Idly with veg sagu/chutney	Rava Idly = 75gms.each Veg sagu(80 gms) & chutney as required.
2	Masala Dosa with Red Chutney	Masala Dosa =8"-9" inches dia(60 gms) Onion with potato masala(60 gms) and thick chutney as required.
3	Set Dosa (2 Nos) with Thick Chutney & sagu & playa	Set Dosa =5'-6' dia (60 gms each) with thick Chutney as required.
4	Onion Dosa with thick Chutney & sagu & playa	Onion Dosa =6' dia of 125 gms. Thick Chutney & sagu / playa as required
5	Samosa (2 Nos) with sauce or pudina Chutney	Samosa= 75 gms Sauce =25 gms Pudina Chutney = 25ml
6	Avalakki Bath With chutney	150 gms with chutney as required
7	Maddur Vada (2 Nos) with thick Chutney	Maddur Vada 40 gms each with Chutney as required
8	Aloo Bonda	3 nos 50-60 gms each with chutney
9	Bonda with Soup	3 Bondas of 50-60 gms each with soup as required.
10	Banana Bajji / Mangalore Bajji with Chutney	3 nos 40 gms each with chutney as required.
11	Poories with sagu & Chutney	3 Nos with 4" dia 50 gms each,veg sagu (80 gms) as required
12	Onion pakoda with chutney	150 gms and chutney as required.
13.	Bread Jam/Butter	6 Slices of Bread
14.	Sandwich with sauce	2 NOs.

Special Services**6 Schedule of official Tea / Coffee – 120ml****Rs. 9 per cup****7 Schedule of special Lunch:****Rs. 90 per plate**

Special Buffet Lunch consists of the following item:

SI No	Particulars
01	Soup- 150 ml (sweet corn / Mixed vegetable / Tomato soup) – any one
02	Poori / chapathis / Nan / Parathas / Tandoori Roti – any one
03	Pulav / Noodles / (different varieties) / fried rice / ghee rice – any one
04	One veg curry with gravy & pannier
05	Two veg curry Dry
06	White rice
07	Sambar / Dhal / Kurma –any one
08	Rasam
09	Curd rice with seed less grapes or pomegranate
10	Papad
11	Vegetable salad including onions
12	Pickles
13	Ice Creams with mixed fruit salad
14	One Sweet (if included in the menu, this will be charged separately by the caterer as per the market rate)
15	Pan supari of various Mix

8 Mini Special lunch

Rs. 50 per plate

(Items served are from regular lunch + Soup + Dessert served as Buffet)

SI No	Description
1	Soup – 150 ml
2	Chapathis
3	1 Curry semi solid for chapathis
4	1 veg curry dry
5	Rice
6	Sambar
7	Rasam
8	Pappad
9	Curd
10	Salad
11	Ice Creams with mixed fruit salad

9 Official Snacks:

Rs. 12 per plate

2 Vada / Samosa / Veg bonda / spring rolls with thick Chutney / sauce

10 Soft drinks:

Cost +10% service Charges

Soft drinks shall be of 200 ml bottle (Pepsi / Coco-cola / Thumbs Up / Miranda / Fanta) for official Meeting.

11 Drinking Water:**At MRP**

The drinking Water for meeting shall be Bisleri / Aquafina / Kinley 500/250 ml bottle or smaller bottle (on request) for the meetings based on the request.

12 Schedule of High tea:**Rs.50 per plate**

To be served in good variety paper plate with paper napkins

One sweet / Pastry = 50gms.

One Samosa / veg bonda / cutlet / Spring roll with pudina Chutney = 60 gms

Or any other items as mutually agreed

Fried Cashew nuts 25 Gms

Wafers with sauce as required

Tea / Coffee / Badam milk = 120 ml

Note: High tea/Snacks shall be served only on special occasions on specific request. The cost of high tea is inclusive of disposable plates & glasses.

11.0 Special Requirements: Such as cool Drinks, Tender coconut Water, Special Sweets, Biscuits, Fruit Juices, Ice Creams, Cashew nuts and any other items as requested shall be bought from reputed shops. ADA shall reimburse the cost plus 10% (service charges) over and above actual.

Note:

1. The caterer should not use Baking Soda / Cooking Soda / Maida/Dalda/Ajnamotto/Artificial Colour for any preparations.
2. The left out pan oil should not be used for any purpose in canteen.
3. All the leftover food and other items should be disposed off on the same evening at Caterer's cost. All such items shall not be stored anywhere in the Canteen or at ADA premises.
4. Payments towards special services are on a monthly basis, against the invoice raised by the Caterer.
5. Food samples shall be preserved in refrigerator for 24 hours.

Details of Provisions to be used

Sl.No	Particulars	Approved brands / Source of procurement (Take prior approval for brands)
1	Raw Rice	Fine grade sona Masoori 12-24 months old. Steamed rice / broken rice shall not be used for preparing rice.
2	Steamed Rice	Fine grade sona Masoori Steamed rice to be used for preparation of Idli's only.
3	Toor Dal	Fine grade 'Shivalinga' brand only to be used
4	Wheat flour	Whole wheat atta: Fine quality ITC Ashirvad, Annapoorna brand
5	Double Refined Oil	Double refined cholesterol free like Sunflower oil of Safal, Saffola, Sundrop & Sweekar brands.
6	Pappadam	MTR Brand / Lijjat brand of 4 to 5 inch diameter
7	BG Flour	Freshly ground using high grade BG dal
8	Coffee Powder	Fine Quality freshly ground filter coffee from India coffee Board / coffee day / Kothas of 80:20 blend (stock maximum for one week only)
9	Tea Powder	Brooke Brand red label / Tajmahal Tea /TATA Tea (fresh stock)
10	Sugar	Clean fine Quality large crystal sugarcane sugar
11	Sambar / Rasam Masala	Freshly made /MTR / Everest / Annapoorna Brand when required
13	Vegetables	Fresh and tender vegetables only to be used on daily bases: Beans, carrot, Knol-Knol, Cauliflower, Sponge Gourd, Beet-root, Green Avarekai, Green Thogarikai, Clustered beans (Gourikai), Ladies finger, Cabbage, Chow-chow (seeme-badanekai), drum sticks, Capsicum, ripe Tomato, Green chilies, Curry leaves, Coriander leaves, Green ginger, Onions, Green spinach (greens) to be used regularly. The following vegetable should be used only once in a week : Mangalore cucumber, Ash gourd, radish, sweet pumpkin, bottle gourd, Brinjal (long and round), yam, Snake gourd, Bitter gourd, raw plantains, Thondekai etc.,
14	Milk / Curds	Bangalore Dairy Nandini milk only shall be used for all purposes. Curds should be prepared in-house using the same milk.
15	All other provisions	Superior quality, cleaned items to be procured from reputed sources

COMMERCIAL BID

I. Monthly Service Charges Rs. _____

In words (Rupeesonly)

II. Any Other Charges

(1)..... Rs.....(Rs.....)

(2)..... Rs.....(Rs.....)

III. GST Rs. A) Applicable Rate

B) Amount Rs. In Words (Rs.....)

IV. Total Amount (I+II+III) Rs. ----- In Words (Rs.....)

Note: 1. Successful Bidder (L1) will be determined with reference to the total amount including GST (item IV above)

2. Any Other Charges included in the bid should be specifically mentioned uner item II (1) & (2)

Authorised Signatory
of the Contractor

1. Allowance for breakage of porcelain / ceramic crockery per Year up to Maximum of:

- Porcelain / ceramic cups and saucers : 50 Nos.
- Porcelain / ceramic plates : 3 Nos.
- Soup Bowls : 1 No.
- Water Glasses : 3 Nos.
- Other Ceramic and porcelain crockery as mutually agreed.

For the breakages, the broken items need to be shown as evidence for replacement.

2. Loss of small utensils per year up to maximum of:

- Steel coffee glasses : 5 Nos.
- Steel water glasses : 5 Nos.
- Steel plate : 1 No.
- Steels spoons : 15 Nos.
- Curd serving cups : 3 Nos.
- Rasam serving cups : 3 Nos.

3. Loss of Porcelain / Ceramic Crockery per year up to maximum of :

- Porcelain / ceramic cups and Saucers : 20 Nos.
- Porcelain /Ceramic Plates : 03 Nos.
- Soup Bowl : 01 No.
- Water Glasses : 03 Nos.
- Other Ceramic and Porcelain crockery as mutually agreed.