

QUOTATION NOTICE

Quotation No.B/308/21-22

Dated: 26.10.2021

Kerala Institute for Entrepreneurship Development (KIED), an Autonomous Body of Government of Kerala, Rockwell Road, HMT Colony P.O, Kalamassery, Pin 683503 invites open quotation in sealed cover from eligible bidders for providing food service at KIED Campus.

Last date of submission of offers is 05.11.2021, 03.00PM and further details of the requirements and the conditions governing their supply are detailed below:

Copy To

1. Office Notice Board
2. Website of KIED
3. Prospective caterers in and around Kalamassery

Chief Executive Officer & Executive Director

TERMS AND CONDITIONS OF QUOTATION

The acceptance of the quotations will be subject to the following conditions: -

Acceptance of the quotations constitutes a concluded contract. Nevertheless, the successful quotationer must within a week after the acceptance of his quotation furnish 5 percent of the amount of the contract as security deposit and execute an agreement worth Rs.200/- at his own cost for the satisfactory fulfillment of the contract, if so required.

1. Eligibility Criteria & Documentation Submission: The following are the minimum eligibility criteria for the caterer to participate in the quotation “for providing Food service to KIED, Kalamassery”.

- Should be based in proximity of 10 Kms from KIED, Kalamassery and with the registration of Food Services under the relevant statutory/Act, either as a sole proprietor or a registered firm or a company to run food catering services.
- Should be free from all encumbrances, liabilities, disputes and litigations with respect to its ownership and shall have all required approvals/permissions from the competent authorities to participate in the building process.
- Having Valid Food license under FSSAI
- Having Firm registration certificate
- Having GST Registration Certificate
- Having PAN
- Should have experience of serving to any educational institute / any Corporates / any PSU bodies for not less than 30 paxes per meal during minimum one years (from 2018-till date) Copy of work orders/ Experience certificate should be submitted
- A declaration to the effect that the Caterer has not been blacklisted by any of the organization at any point of time and no criminal/civil case is pending against the said caterer. Food preparation area should be within radius of 10 kms from KIED, Kalamassery Campus

2. Other requirements:

- a. Menu: Day wise sample menu is required to be changed once in a month in consultation with the Officers of KIED and the student representatives to bring in variety of food.
- b. Food Serving locations: Dining hall of Hostel Block, KIED Campus
- c. Food Serving Timings:
 - I. Bed Coffee : From 6.00am to 7.00am

- II. Breakfast : From 7.30am to 9.30am
- III. Tea break : From 11.00am to 11.30am
- IV. Lunch : From 1.00pm to 2.00pm
- V. Tea break : From 3.00am to 3.30am
- VI. Dinner : From 8.00pm to 9.00pm

- Timings may vary based on the Class/ Training schedule which will be informed in advance.
 - d. The food should reach the venue at least 15 minutes before the scheduled time. No Delay will be entertained under any circumstances, However, the request for delay may be considered in unavoidable circumstances with prior information or approval from the competent authority of KIED.
 - e. The count of students for serving the food will be provided by KIED representative on daily basis.
3. **Manpower Deployment:** The caterer is required to deploy 2 persons for serving the food and for cleaning (removing the plates, used tumblers, cleaning the tables, used crockery etc) at all timings when the food is served. The basic cleaning should be taken care by the Caterer only.
 4. **Sanitation Items:** The caterer should provide the sanitation items like soap oil/hand wash liquids for washing the hands & tissue papers where the food is served. Replenishing of the items is the responsibility of the caterer only.
 5. **Cutlery/ Crockery for serving food:** The caterer should provide proper and required number of cutlery/crockery items like glasses, serving bowls, plates etc for serving the food. Replenishing of the items due to breakage/damage is the responsibility of the caterer only.
 6. **Grooming:** The caterer should ensure that the team follows the uniform with shoe polished, wear the head caps and hand gloves. The caterer should present themselves with groomed well and compulsorily wearing mask.

7. **Dustbins with Garbage covers:** The Caterer should provide required dustbins and garbage covers at all the locations at food serving area and the disposal of garbage on daily basis is the responsibility of the caterer only.
8. **Medical tests & Insurance:** persons who prepare/ serve food should maintain high degree of cleanliness and personal hygiene. They should be medically fit and suitable to cook and serve. They should be comprehensively insured by the Caterer for any accidents and injuries. No REIMBURSEMENT will be made.
9. **Inspection of Kitchen:** The Caterer should allow KIED representatives to inspect / check the kitchen at periodical intervals.
10. **Food Test Reports:** The Caterer should, at his own cost, get the food tested at the laboratory specified by us and furnish a report of suitability at least once in SIX months or as and when demanded by us.
11. **Statutory Requirements:**
 - i. The Carter shall be solely responsible to comply with all Acts, Laws, Rules and Regulations, as may be applicable from time to time in respect of providing catering services and shall pay all taxes, debts and / or levies as may be levied by the appropriate Government / Local Bodies and other authorities in this regard, and the Carter shall indemnify the KIED, Kalamassery against all claims, loss damage and costs thereof in case of any breach of any of these Acts, Laws, Rules and Regulations.
 - ii. The vendor shall not sublet, transfer or assign the contract or any part thereof without the prior written approval of the KIED, Kalamassery. The Contract / Agreement is NON-TRANSFERABLE.
 - iii. The vendor shall comply with all the terms and conditions and ensure supply of the prescribed quantity of food items during the service timings and in the event of any failure or breach of any of the conditions by the Service Provider and in case of deterioration in the quality of the food items or reduction in the quantity thereof, KIED shall be at liberty to levy penalty of Rs. 5,000/- per instance or the total food cost of that meal, as deemed appropriate, in case of hygiene Issues like Worms/ Insects or any other harmful particles found in food served.

12. Security Deposit.

- i. Interested bidders are required to pay a refundable amount of Rs. 10,000/- (Rupees Ten Thousand only) at the time of execution of agreement towards security deposit.
- ii. Security Deposit of bidder will be forfeited if the bidder withdraws or amends contract conditions or impairs or derogates from the contract in any respect within the period of validity of the contract.

13. Bill Payments.

- a. The Caterer is required to maintain all records with regard to the supply of food and should get it verified by KIED representative on regular basis.
- b. Payments shall be made after completing the training programmes through online mode within 30 working days on receiving the bills/invoices with all supporting documents from the caterer. TDS and other taxes will be applicable as per government rules.
- c. The caterer shall not be entitled to any increase on the quoted rates or any other rights or claim whatsoever by reason of any representation, explanation or statement or alleged representation, promise or guarantee given or alleged to have been given to him by any person.

14. Contract Period.

- a. The contract will be for a period of 6 months initially from the date of supply of food and may be extended with same terms and conditions for one more year based upon the satisfactory feedback from all the stakeholders of the KIED, Kalamassery.
- b. During the contract period, KIED, Kalamassery will not entertain any request for revision of rates.

15. Terms of Termination of Contract: The food catering contract can be terminated by either side by giving a notice of not less than 30 days in advance without showing any reason for the termination of the contract.

16. Arbitration: In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be referred to the Sole Arbitrator to be appointed by the CEO & Executive Director, KIED, Kalamassery as per the relevant Act and the award of the Sole Arbitrator will be binding on both the parties. The cost of such arbitration shall be shared by both the parties equally.

Further, any legal dispute arising shall be settled in the court of competent jurisdiction located within the local limits of Ernakulam.

17. Security Deposit: KIED, Kalamassery will not pay any deposits (Security, advance etc.) to the Food catering contractor.

General Conditions.

1. No representation for enhancement of price once accepted will be considered during the currency of the contract.
2. Any attempt on the part of quotations or their agents to influence the Officers concerned in their favour by personal canvassing will disqualify the quotations.
3. If any license or permit is required, quotations must specify in their quotation and also state the authority to whom application is to be made.\
4. The Quotation must be for the project including supplies.
5. The prices quoted should be inclusive of all taxes, duties, cess etc which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.
6. Any sum of money due and payable to the successful contractor from Government shall be adjusted against any sum of money due to Government from him under any other contracts.
7. The CEO & ED reserves all the rights to reject any or all Quotation without assigning any reason thereof.

Superscription: Quotation No B/308/18-19 dated

Last date and time for receipt of Quotation 05.11.2021, 03.00PM

Date and time for opening of Quotation 05.11.2021, 04.00PM

Designation and address of the officer to whom the Quotation is to be addressed.

**The Chief Executive Officer & Executive Director,
Kerala Institute for Entrepreneurship Development,
Rockwell Road, HMT Colony P .O,
Kalamassery, PIN 683503.**

PROFORMA OF TECHNICAL BID

(To be submitted on letter head of the firm in a separate sealed cover)

1	Name of Quotating Company/Firm/Agency	
2	Name of Owner/Partners/Directors	
3	Full particulars of office	
4	Address	
5	Telephone No	
6	Fax No	
7	Email address	
8	Registration details	
9	License No. for doing the business	
10	PAN No	
11	Registration No	
12	Work experience certificate along with list of clintage where catering services have been/are being provided	

Please note that bids without the information and documents mentioned above will be rejected without further consideration

Signature

Name:

Firm's Seal

Address & Ph no

Date:

Place:

PROFORMA OF FINANCIAL BID

(To be submitted on letter head of the firm in a separate sealed cover)

Total Pax :30

ITEMS		RATE QUOTED per pax
BEDCOFEE		
	Black Cofee	
	Black Tea	
	Milk Cofee	
DISHES		
	Pathiri	
	Puttu	
	Chappathi	
	Uppumavu	
	idli	
	Appam	
	Dosa	
	Masala Dosa	
	Idiyappam	
CURRY		
	Chicken Curry	
	Chilly Chicken	
	Chicken Fry	
	Egg Curry	
	Mutton Curry	
	Chicken 65	
	Gopi Manchurian	
	Chlly Gopi	
	Dry Gopi	
	Paneer Masala	
	Kadala Curry	
	Veg Kuruma	
	Mixed vegetable curry	
	Payar Pappadam	

MEALS		
	Veg Meals	
	Fish Curry Meals	
	Fish Fry Meals	
	Chicken Biryani	
	Veg Biryani	
	Kanji, thoran, Chammanthi, Pickles	
	Fried Rice	
	Chicken Fried Rice	
SNACKS		
	Uzhunuvada	
	Ullivada	
	Parippuvada	
	Pazhampori	
	Samossa	
	VazhaykkaBaji	
	Rice Ada	
	Veg Cutlet	
	Chicken Cutlet	
	Veg Puffs	
	Chicken Puffs	
	Cookies	
SWEETS		
	Ice cream	
	Fruit Salad	
	Desert	
	SemiyaPayasam	
	Ada Payasam	

Signature

Name:

Firm's Seal & Address
&Contact No

Date:

Place: