



OSMANIA UNIVERSITY
HYDERABAD – 500007, INDIA

Ten. Not. No.297/DIS-PR/2017/OUCC-Catering

Date: 30-03-2017

SHORT TENDER NOTICE

On behalf of Osmania University sealed tenders are invited from firms/ companies/ organizations for “providing catering services for the students, staff and guests (13,000 nos.) for Inaugural ceremony of Osmania University Centenary Celebrations” to be held on 26-04-2017 at Osmania University Campus, Hyderabad. Tender bids are accepted up to 3.00 P.M. on 07-04-2017. For further details, please visit the website www.osmania.ac.in.

Sd/-
REGISTRAR



Osmania University
University with Potential for Excellence (UPE)



TENDER DOCUMENT

Tender Reference No: 297/DIS-PR/2017/OUCC-Catering

Date: 30-03-2017

“For Providing Catering Services for the Students, Staff and Guests (13,000 Nos) for Inaugural ceremony of Osmania University Centenary Celebrations” to be held on 26th April 2017”

AT
OSMANIA UNIVERSITY CAMPUS
HYDERABAD, TELANGANA.

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TENDER NOTICE

The Osmania University approaches 100th anniversary and has evolved from a path breaking institution into an institution of high repute with global presence. The centenary is an important milestone which provides an occasion to celebrate our past achievements and deliberate on its future plan. The University being the oldest, multi-disciplinary, multi-faculty and largest affiliating University proposes to initiate several programs under the centenary celebration commencing from 26-04-2017.

As part of the centenary celebrations, Osmania University, Hyderabad invites, sealed tenders from established and reputed professional Firms/Organizations/Institutions, who are engaged and having experience in Catering Services to express their interest for the work of "Providing Catering Services for the students, staff and guests (13,000 Nos) of "Osmania University Centenary Celebrations" to be held on 26-04-2017 at Osmania University campus, Hyderabad.

The scope of work broadly covers preparation, supply and serving of lunch, including necessary manpower, furniture, tent at 30 (Thirty) identified food courts etc., for about 13,000 persons.

The details of the works/services to be provided by the catering agency/contractor and other terms and conditions of the award of contract are given in Annexure-I to VII of the tender document.

Interested established and reputed professional firms/ individuals / organizations / Institutions, who are engaged and having experience in Catering Services may submit their offers in the prescribed form keeping in view the details given in Annexure-I to VII in a QCBS (Quality and Cost Base Selection) system i.e., based on the evaluation process carried by the Committee.

Cost of the Application Form: Rs 10,000/- (Non Refundable)

EMD : Rs 2,00,000/-; DD drawn from any nationalized bank in favour of Registrar, Osmania University payable at Hyderabad.

Period of contract:

The supplies/services are to be provided for One Day on 26-04-2017 along with procurement of all necessary pre-requisites such as furniture tents and utensils etc., well in advance.

Details of the works/services to be carried out/items to be supplied in connection with "providing catering services for the students, staff and guests (13,000 Nos) for Inaugural ceremony of Osmania University Centenary Celebrations to be held on 26-04 -2017."

BRIEF DESCRIPTION OF THE PROGRAMME:

OSMANIA UNIVERSITY, Hyderabad, Telangana has decided to conduct the Osmania University Centenary Celebrations at Osmania University Campus, Hyderabad, from 26-04-2017 to 28-04-2017. The inaugural program is scheduled to be held on 26th April 2017 and for this purpose, Students, Professors teachers, Guests and Government officials etc., numbering about 13,000 participants are expected to participate in this program.

CATERING SERVICES:

It is proposed to engage catering agency, who would be over all responsible for creation of 30 food courts (Tents and Furniture), preparation and serving of lunch etc., for about 13,000 persons on 26-04-2017.

The tenders included in the total rate quoted for entire package.

All the bidders/their authorized representatives must invariably attend opening of Technical tenders on the date and time specified along with all the original certificates (as enclosed to the tender) for scrutiny by the tender evaluation committee.

Registrar
Osmania University
Hyderabad – 500 007
Telangana, India

TENDER SCHEDULE

| PARAMETER | DESCRIPTION |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tender Reference No. | 297/DIS-PR/2017/OUCC-Catering |
| Name of the Work | Providing Catering Services for The Students, Staff And Guests for the inaugural ceremony of "Osmania University Centenary Celebrations" to be held on 26-04 -2017 at Osmania University Campus, Hyderabad. |
| Date of Tender Available on website | 30-03-2017 |
| LAST Date & time for submission of Bids | 07-04-2017 by 3.00PM |
| Opening of Pre-Qualifications | 08-04-2017 at 11.00 AM |
| Opening of Technical Qualifications | 08-04-2017 |
| Start Date of Technical Demo | 08-04-2017 |
| Opening of Financial Bid | 08-04-2017 |
| Evaluation of Bid | 08-04-2017 |
| Final Bidder Selection | Will be announced later |
| LOI for Selected Bidder | Will be intimated later |
| Contract signed by selected Bidder | Within 1 working day from the date of Selected Applicants Announcement |
| Method Of Selection | Quality & Cost Base Selection (QCBS) The weights given to Technical and Financial as 70% and 30% respectively |
| Bid submission Address | Registrar Office, Administrative Building, Osmania University Campus, OU, Hyd -7 Telangana, India |
| Place of Opening for Pre-Qualification, Technical & Commercial Bids | Registrar office, Administrative Building, Osmania University Campus, OU, Hyd -7 Telangana State, India |
| E-mail ID for communication And Contact Details | registrar@osmania.ac.in'; director_is@osmania.ac.in The Registrar, Administrative Buildings, Osmania University, Hyderabad-7, Telangana, India |

COMPANY PROFILE

| No | DESCRIPTION | DETAILS |
|-----|----------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1. | Name of the firm/ company/organization | |
| 2. | Brief description of the company/organization/firm including its structure and the Number of employees. | |
| 3. | Status of the organization: Proprietor/Partnership/Regd. Company | |
| 4. | Name and complete address of the organization including branches if any | |
| 5. | Name, Designation and Address of the contact person to whom all references shall be made regarding the project | |
| 6. | Company Landline Phone No. & Email Address | |
| 7. | Details of National or Global Events Executed/Sub-Contract in last 6 months. | |
| 8. | Details of Events executed in which Hon'ble PM/ Hon'ble Presidents were chief guest in last 6 months | |
| 9. | Reference list of major clients with the contact details performed during the last year. | |
| 10. | Registration Date & Details of the firm / company Registration | |
| 11. | The Attested copies of the experience certificates of FIVE major clients to whom the firm has provided such services during last year. | |
| 12. | Service Tax Registration No. | |
| 13. | Permanent Account Number (PAN) | |
| 14. | Details of Ownership of the Firm (Name and Address of the Board of Directors, Partners etc.) | |
| 15. | Average Turnover in last 3 years | |

FINANCIAL DETAILS – ANNUAL TURNOVER DETAIL

(To be submitted duly signed by Statutory Auditor of the Applicant on its letter head)

| # | FINANCIAL YEAR | ANNUAL TURNOVER (Cr) | ANNUAL NET-WORTH |
|---|----------------|----------------------|------------------|
| 1 | 2014 – 2015 | | |
| 2 | 2015 – 2016 | | |
| 3 | 2016 – 2017 | | |



TECHNICAL BID

Tender Reference No: 297/DIS-PR/2017/OUCC-Catering, Date: 30-03-2017

Name of the Work: Providing Catering Services for the Students, Staff And Guests (13,000 Nos) for the Inaugural Ceremony of Osmania University Centenary Celebrations" to be held on 26-04 -2017.

ANNEXURE – I, II & III

Note: Audited Balance Sheets & Profit and Loss Statements for each financial year should be submitted by the Applicant duly certified by the Chartered Accountant.



Osmania University

UNIVERSITY OF EXCELLENCE (UPE)
UNIVERSITY OF EXCELLENCE (UPE)

(TO BE ENCLOSED ALONG WITH ENVELOPE-I)

To
The Osmania University,
Hyderabad, Telangana.

Dear Sir,

Sub: "Tender For Providing Catering Services for the Students, Staff and Guests (13,000 Nos) for the Inaugural Ceremony of Osmania University Centenary Celebrations" to be held on 26-04-2017.

Ref: Your Short Tender Notice No: 297/DIS-PR/2017/OUCC-Catering, Date: 30.03.2017, published in newspapers.

With reference to your Tender Notice inviting offers for Providing Catering Services for the Students, Staff and Guests (13,000 Nos) for the Inaugural Ceremony of Osmania University Centenary Celebrations" to be held on 26-04-2017 I / we hereby submit my / our offer as follows:

- a) Technical Bid – Annexure I,II and III (in separate sealed cover along with Earnest Money Deposit of Rs.2,00,000/-, with Application fee Rs.10,000/- (non refundable)& other documents in Envelope-1).
- b) Financial Bid – Annexure -IV (in separate sealed cover) (Envelope-2). The two sealed covers containing technical bids and financial bids referred to above have been put in main cover (Envelope-3).

I hereby undertake to abide by all the terms and conditions contained in your TR No.....dated calling for offers. I also accept to keep my offer valid for your acceptance up to 3 months of the tender opening date (Technical Bid).I also certify that the details furnished in the bids, various enclosures and other documents are true and correct to the best of my knowledge. If successful, I also express my willingness to sign the Agreement as per terms and conditions mentioned in the tender document. I also confirm having enclosed all essential documents and declarations, as required, along with the Technical Bid.

Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s). (Also indicate the capacity in which signing, whether on his own behalf or Authorized Signatory of the owner

IMPORTANT INFORMATION
QUALIFICATION/ ELIGIBILITY CRITERIA FOR TENDERING:

1. Minimum 2 years continuous experience in the field of providing similar catering services.
2. The firm should have a minimum yearly turnover of Rs.1.00 Crores (Rupees One Crores Only) in the business of Catering, hotels, Event Services covered under this tender. They should submit attested copies of relevant account statements/audited accounts/CA report to establish this fact.
3. The firm should have Executed/Experience of having successfully provided the catering services in any reputed National or Global Event in last 6 months.
4. The firm should have Executed/Experience of having successfully provided the catering services in any reputed Event in which Hon'ble PM/ Hon'ble President was the Chief Guest in last 6 months.
5. The firm should be from Hyderabad/ Telangana as it should have the knowledge of south Indian food.
6. The firm should have completed such similar works each having not less than 10,000 persons on its dining strength.
7. The company should have complete a similar event of value of not less than 30 Lakhs.
8. The firm should submit a list of major clients (Government and / or private) to whom they have provided such services during the year along with attested copy of the experience certificates issued by the client.

The copy of relevant certificate issued by the client shall be produced.

The attested copy of certificate issued by the client (preferably in proforma as per ANNEXURE-V) shall be produced for five similar completed works each having not less than 10,000 persons on its dining strength.

Note: University would be free to make enquiries from such clients about the work, conduct, performance, quality of service and such other related general enquiries about such bidders (except the confidential commercial details like tender rates etc.). The bidder would have no objection to University making such enquiries from his existing / past clients.

9. The firm should not have been 'blacklisted' by any of his existing / past clients, especially any Government University / organizations, for defective / deficient service or any such reason related to services provided / works executed by them. They shall submit a declaration to this effect along with Technical Bid.
10. The firm should give a declaration along with financial tender that Rates quoted in the Financial Bid are firm / valid for a minimum of 3 months from the date of opening of tenders.

ANNEXURE-II

BID SUBMISSION PROCEDURE

- A. Tenders would be received in Two Bids:
 - 1. Technical Bid
 - 2. Financial Bid
- B. Method of selection will be Quality and Cost Base Selection (QCBS)
- C. The weights given to technical and Financial are 70% and 30% respectively
- D. The Offer/Tender should be dropped in the locked sealed Tender Box kept at the O/o Registrar, Adm. Building, Osmania University, Hyderabad – 500 007.
- E. Tender document must be submitted in original duly completed along-with copies of other required documents on or before 08/03/2017 at 3.00PM.
- F. The tenders must be submitted in an envelope or paper bag of appropriate size properly sealed. The sealed package must be super scribed as “Tender document for providing Catering Services for the Students, Staff And Guests (13,000 Nos) for the Inaugural Ceremony of Osmania University Centenary Celebrations” to be held on 26-04 -2017, at Osmania University Campus, Hyderabad.”
- G. Tender document shall be submitted in person or through authorized representatives only. Tender documents sent by Post /Courier will not be accepted. Telegraphic tenders shall not been entertained. All the pages of the tender document should be signed by the owner of the firm or his Authorized signatory supported with a copy of the power of attorney.

Tender document shall be submitted in 3 Envelopes as detailed below and properly sealed

- I. Envelope-1: The envelope shall be super- scribed on the top of cover as “Technical bid”. Complete set of Tender documents (Technical Bid only), duly filled in and signed by the bidder on all pages (including Schedules and Annexure) along with Earnest Money Deposit Rs. 2,00,000/- and tender document fee Rs.10,000/-(Non refundable) as stated here under by Demand Draft (DD) obtained from any /Nationalized Banks drawn in favour of the REGISTRAR, OSMANIA UNIVERSITY.
- II. Envelope-2: The envelope should be super scribed as “Financial Bid)”, complete set of Financial Bid of the tender document duly signed by the bidders on all pages.
- III. Envelope-3: The envelope shall contain the entire above two sealed envelopes super-scribing the name of work on the cover.

E.M.D.: Rs. 2, 00,000/- (VALID FOR 3MONTHS)

The complete set of documents of Bidders with all supporting documents duly filled in and signed by the bidders on all pages. The documents such as experience certificates, copies of Agreement, financial turnover, copies of PAN, Service tax registration, etc., shall be submitted along with proper attestations by Gazetted officer or Notary.

Important Note:

- A. The original EMD (Rs. 2,00,000) demand draft shall be in variably enclosed in Envelope-1 only.
- B. Any deviation from this procedure, or putting together of Technical and Financial bids in same cover or non- submission of complete documents in Envelope-1 and /or submission of Financial Bid in an un sealed manner would lead to rejection of Offer/Tender/Bid.
- C. Care shall be taken to place the technical bid in the cover super-scribed as "Technicalbid" only and Financial bid in the cover super-scribed as "Financial bid" only. If financial bid is kept in the Technical bid or otherwise, such tenders are liable for rejection.

REJECTION CRITERIA

The Bids may be rejected under the following criteria:

- If they are conditional Bids.
- If the information provided by the Applicant is found to be incorrect / misleading / Fraudulent at any stage / time during the process of tender.
- If any influence on the Authority or otherwise by the Applicant that impacts the decision making process.
- If the Bids received beyond the prescribed date & time for receipt of Bids.
- Bids without signature of the person(s) duly authorized on required pages of the Bid .
- Failure to furnish all information requirement by the Tender document or submission of a bid not substantially response to the tender requirement.
- Applicant not quoting the complete scope of work as indicated in the tender documents, addendum and any subsequent information given to the Applicant.
- If the Technical Bid contains the financial details.
- If the Financial Bid is incomplete and that do not conform to the Tender price bid format.
- Total price quoted by the Applicant does not include all statutory taxes and levies applicable.
- If there is an arithmetic discrepancy in the commercial bid calculations, the technical committee shall rectify the same. If the Applicant does not accept the correction of the errors, its Bid may be rejected.

SCOPE OF THE WORK

1. The Catering contractor shall prepare 30 food courts the lunch for about 13,000 delegates/ VIPs in each dining session as per the menu enclosed.
2. The Catering Contractor is required to prepare and serve the food in buffet system for the above program on 24-04-2017 subject to the terms and conditions mentioned in the document. The contractor shall have to provide delicious hygienic vegetarian food as per the menu in hot condition.
3. The Catering contractor shall procure all the provisions, other items of required quantity and prepare food at the specified location at site including necessary gas, fuel etc., with all necessary tools, machinery, vessels for cooking, storing, conveyance of cooked food to the buffet stalls with all necessary men, materials etc., completely including establishing serving stalls, serving the food with necessary, serving plates, glasses, vessels, serving men etc., completely.
4. Food shall be prepared at the specified location in the venue premises only under the observation of the authorized officials of University. The University will provide an open space of 200 ft. X 200 ft. at the venue to the Catering Contractor for establishing the kitchen. A temporary shed/ shelter of suitable size kitchen, store for provisions and cooked food etc., is to be erected at the cost of the catering contractor with M.S structure frames and roof & sides covered with zinc / galvalume / AC sheets. The Catering Contractor shall provide shelter for rain proofing etc., by himself as per his requirement.
5. The catering Contractor shall bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain the Catering services. The catering contractor shall prepare the food and convey to the dining halls with required men and trolleys from kitchen.
6. The catering Contractor shall use only branded raw material for preparation of items. The permitted brands of various items are given in Annexure-VI. Suggestive menu for THE EVENT/ PROGRAM is given at Annexure-VII. The menu proposed shall be strictly followed without any deviation.
7. The catering Contractor should arrange his own staff for cooking, service and cleaning work of the buffet halls/kitchen. The caterer must employ skilled chefs for cooking all kinds of items – vegetarian.
8. The catering contractor shall erect 30 water proof shamiyana food courts, 30 food service counters of 20ft x 20 ft X 10ft each at which food shall be served in buffet mode. The counters shall be covered by a good quality decorative white cloth on the three sides. The counters shall be decorated uniformly with frills etc., to enhance the look & feel. The Catering Contractor is required to provide adequate men dressed in proper attire at every counter.
9. The Catering Contractor shall decorate the central portion of the food court with vegetable carving etc., to enhance look and feel of the food court

10. The catering contractor shall use only safe and purified drinking water for cooking purposes.
11. Water for hand wash will not be provided by the university.
12. Electricity required for kitchen will be made available at convenient points in the kitchen / store etc., shall be arranged by the catering contractor.
13. The catering contractor is required to provide 100 chairs at a suitable in each of the food counter.
14. The catering contractor is required to provide 10 hand wash basin per each food court with liquid soap.
15. The catering contractor is required to provide required dust bins of good size in each counter for collection and disposal of used plates/garbage at frequent intervals.
16. The catering contractor is required to serve the food in banana leaf design imprinted plastic plates having 30cm diameter with required stiffness so as to carry buffet lunch in hand, and paper napkins with the brand name of OUCC, water bottles 250ml (20000) 500 ml (30000) with the brand name of OUCC and should provide sufficient steel spoons.
17. The catering contractor is required to provide two dining tables having a size of 6ft x 4ft with table cloth in VVIP and VIP food court. VVIP food court shall be erected and shall make available by the caterers.
18. The catering contractor shall be responsible for transporting all the food items to the designated food courts which are spread in the OU Campus
19. All other miscellaneous and contingency works, which are required for satisfactory food supply/ servicing are inclusive and will not be paid extra.
20. The necessary skilled & trained man power shall be employed for all the related works. Necessary maintenance crew, operating staff for different items shall be made available by the catering contractor at the site during the program. Agency shall engage responsible person /In-charge to coordinate/interact with the university.
21. The Catering Contractor shall be responsible for engaging adequate number of trained/semi-trained manpower required for providing good Catering services at the site. The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
22. All works shall be carried out under the overall supervision of and monitoring of the University. The orders of the concerned authority shall be strictly observed.
23. The Catering Contractor will have to supply lunch in the food court premises as per the time schedule drawn for the purpose by the concerned authorities of the university

24. The Catering Contractor shall install his electronic fly kill insect repellent equipment, gas and fuel supply at his own cost.
25. The Catering Contractor shall ensure that either he/she himself/herself or his/ her representative is available all the time for proper administration and supervision at the works to the entire satisfaction of the University.
26. The Catering contractor is required to make his own arrangements for cooking material, crockery, cutlery material or any other material required for preparation / cooking / service / storage of food items.
27. The Catering Contractor shall engage sufficient security personnel to safe guard their materials in the kitchen/ food court till completion of the program.
28. The Catering Contractor shall keep the FOOD COURT and its surrounding areas clean and shall clean the premises every day. The university shall inspect the canteen from time to time for ensuring the cleanliness and hygienic conditions of the canteen and mess kitchen and dining hall premises.
29. The Catering contractor shall dismantle all the temporary structures/ shelters/ ovens etc., after completion of the event and convey the debris outside the premises.
30. The Catering contractor shall use best quality non-perishable materials (food grains, vegetables etc.,). He shall take all precautions while cutting/ processing of raw materials, cooking, storing the cooked food, conveyance of food to stalls and in during serving so as to avoid food contamination in any manner. Necessary lids/covers shall be used to cover where ever necessary. However, the Caterer shall be solely responsible for any consequences due to food contamination. Besides refusal of the entire payment for the sessions, during which such food poisoning has occurred, the University may initiate further stringent action, as it may deem fit.

SPECIAL TERMS AND CONDITIONS

STATUTORY OBLIGATIONS OF THE BIDDER (CONTRACTOR)

31. The Catering Contractor will, prior to the commencement of the operation of contract, make available to the University the particulars of all the employees who will be deployed at the conference premises for running the Food court / Canteen. Such particulars, interlaid, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.
32. The Catering Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act and fulfill all other statutory obligations, such as, Provident Fund, ESI, Service Tax etc. in force from time to time.
33. The Catering Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.

34. Employment of child labour is strictly prohibited under the law. Therefore, the Contractor shall not employ any child.
35. In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the University by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/ compensate such claims for damages to the University. As a result of the acts of the Contractor, if the University is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the University or the University reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the University.
36. The Catering Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.
37. The Catering Contractor shall at all times keep indemnified the principal employer, namely, Registrar, Osmania University and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Contractor shall at his/her own cost and initiative at all times, maintain all liabilities under. Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.
38. The Catering Contractor should appoint minimum 10 for each food court. Total 300 Catering staff shall be issued Identity Cards bearing photographs. The Catering contractor shall provide sufficient sets of Uniforms with Brand name of OUCC and pair of shoes to his employees and shall ensure that they wear them all times and maintain them properly.
39. The Catering Contractor shall be personally responsible for conduct and behavior of his staff and any loss or damage to the University moveable or immoveable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person. The decision of the University designated officer in this regard shall be final and binding on the Contractor.
40. The Catering Contractor shall not appoint any sub-contractor to carry out his obligations under the contract. The University reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and served/ sold in the canteen and mess. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Contractor and if not complied with suitable penalty will be imposed and recovered from his bills.

OTHER OBLIGATIONS OF THE CONTRACTOR

1. Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings provided by the University are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the Catering Contractor, failing which the same will be got done by University at the contractor's risk and cost. In this regard, the decision of the designated officer of University shall be final and binding on the Catering Contractor.
2. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the campus, including food court. Any breach of such restrictions by the Catering Contractor will attract deterrent action against the Catering Contractor as per statutory norms. He/she is advised to maintain the highest quality of food at the Catering services.
3. The workers employed by the Catering Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with University.
4. The Catering Contractor shall ensure that either he/she himself/herself or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the University.
5. The Catering Contractor shall not use the food court for any other activity except for the purpose for which it has been provided for.
6. The payment bills submitted in duplicate by the Catering Contractor shall be released on receipt basis subject to fulfillment of obligations by the Contractor imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of authorization for supply at the prices offered by the contractor. Any supply of food items without proper authorization by the designated authority of firms will not be paid for. Income Tax, as applicable at the prevailing rates, will be deducted at source.
7. In the event there is any query, objection, delay or dispute with regard to any bill or a part thereof, the Catering Contractor shall not be entitled to any interest to be paid by the University for Late Payment.
8. All payments and receipts would be rounded off, i.e., paisa 5 or above will be rounded off to the nearest higher rupee and paisa less than 50 shall be ignored

AUTHENTICATION OF BID

The hard copy of Bid document shall be signed by a person or persons duly authorized to bind the organization to the Contract. A duly stamped Power-of-Attorney accompanying the Bid Document shall support the letter of authorization. The person or persons signing the Bid Document shall sign all pages of the Bid Document and each page of the Bid document should be properly numbered. Corrections/findings in the Bid shall be authenticated by signature of the authorized signatory. The Applicants have to abide by all the terms and conditions mentioned in tender.

AMENDMENT TO TENDER DOCUMENT

- a) The Authority also reserves the right to change any bid condition including technical specifications even after inviting the proposals with/without prior notification.
- b) All amendments shall be communicated to the Applicant through their email ID/ Contact No as provided by the Applicant.
- c) The Authority may terminate the Tender process and without assigning any reason. The Tender document does not constitute an offer by the Authority.

SCOPE OF WORK VARIATION

The Authority reserves the right to make changes to the scope of work at the time of execution of the resultant Agreement. If any such change causes an increase or decrease in the cost of, or the time required for the successful Applicant's performance of any part of the work under the Agreement, whether changed or not changed by the order, an equitable adjustment (if required) shall be made in the Contract Value or time schedule, or both, and the Agreement shall accordingly be amended. Any claims by the successful Applicant for adjustment under this Clause must be asserted within thirty (30) days from the date of receipt of the Authority changed order.

SUBMISSION OF BIDS

All communications including the submission of Proposal should be addressed to:
The Registrar,
Administrative Building,
Osmania University,
Hyderabad – 500 007.
Email ID: registrar@osmania.ac.in

OFFICIAL WEBISTE: The Official Website of the Authority is: <http://www.osmania.ac.in>

CONFLICT OF INTEREST

The Applicant shall not have a conflict of interest that may affect the Selection Process. Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Acceptance Authority shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to the

Authority for the time, cost and effort of the Authority including consideration of such Applicant's proposal.

LATE BIDS

Any Bid received by the Authority after the deadline for submission of Bids prescribed in this document, will be summarily rejected and returned unopened to the Applicant. The EMD amount will be forfeited by the Applicant for the late bids. The Authority shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.

OPENING OF TECHNICAL BIDS

The Authority will open technical Bid as per schedule. The Applicant may depute their representative for the event. The Applicant's representatives who are present shall sign the attendance roll evidencing their attendance. Even if no representative of the Applicant is available, the Bids would be opened as per schedule. In the event of the specified date of Bid opening/presentation being declared a holiday for the Authority, the Bids shall be opened at the appointed time and location on the next working day.

BIDS NOT CONSIDERED FOR EVALUATION

Bids which are rejected during any stage of the Bid evaluation process shall not be considered for further evaluation, under any circumstances.

CLARIFICATION OF BIDS

To assist in the examination, evaluations and comparison of bids, the Authority may, at its sole discretion, ask the Applicant for clarification on the Bid submitted. If the response to the clarification is not received in a proper way, the Bid shall be rejected. No representation in this regard would be entertained after rejection of the bid.

OPENING OF FINANCIAL BIDS

Financial Bids will be opened and compared after the technical evaluation. The financial bids of only technically qualified Applicants will be opened. The name of Applicant, Bid prices, total amount of each Bid, etc. shall be announced by the Authority during opening of financial Bid.

COMPLETENESS OF BIDS

the Authority will examine the Bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the Bid Documents are substantially responsive to the requirements of the Tender Document. Information must be furnished in comprehensive manner against each column of Bid Document.

RECITIFICATION OF ERRORS

Applicants are advised to exercise greatest care in entering the pricing figures. No requests regarding correction of mistakes in the financial bids will be entertained after the bids are opened. The decision of the Evaluation Committee shall be final and binding in such cases.

REJECTION OF BIDS

The Bid shall be submitted duly filled by downloading application form from the Authority website. Bids submitted by Telex, fax or email would not be entertained. Bid may be rejected at any stage of the evaluation if it is found that the company has provided misleading information or has been black-listed by a central or any state government or has indulged in any malpractice/ unethical practice and has not honored contractual obligation elsewhere. A bid that does not meet all qualification criteria or is not responsive shall be rejected by the Authority and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or Reservation by the Applicant. The Applicant may seek reason/clarification for rejection of its bid.

VALIDITY OF BIDS

Bids shall be valid for acceptance for a period of at least 30 days from the last date for submission till signing of the agreement. The Bid with any lesser validity period is liable to be rejected.

UNDERTAKING FOR REASONABLENESS

The Applicant will give an undertaking with financial Bid that to the best of their knowledge and belief:

- a) Tendered rates are at par with the prevailing market rates and not more than the price usually charged for secure code of same nature/class or description from any private purchaser either foreign or as well as Government purchaser.
- b) In respect of indigenous items for which there is a controlled price fixed by law, the price quoted are not higher than the controlled price.
- c) Services/Products/Goods supplied, will be of requisite specification and quality.

RIGHT TO TERMINATE

The Authority may terminate the Tender process at any time and without assigning any reason. The Tender document does not constitute an offer by the Authority.

INSPECTION OF SUPPLY

The Authority or its representative shall have the right to inspect or to test the items to confirm their conformity to the ordered specifications. The supplier shall provide all reasonable facilities and assistance at no charge to the Authority. In case any inspected or tested items fail to conform to the specifications, the Authority may reject them and supplier shall either replace the rejected goods or make all alterations necessary to meet specification required free of cost to the Authority.

EARNEST MONEY DEPOSIT

Bidders have to deposit EMD of Rs. 2,00,000/- by way of Demand Draft (valid for 3 months) obtained preferably from any / Nationalized Banks drawn in favour of REGISTRAR, OSMANIA UNIVERSITY along with the tender.

- a) No Cheque will be accepted. The EMD does not bear any interest.
- b) The Bidder must write their name & complete postal address of the bidding firm on the reverse side of the Demand Draft(s).
- c) If University cancels the tender on any administrative reasons the EMDs of all the bidders will be refunded.
- d) EMD will be forfeited in the event of any refusal or delay on the part of the successful bidder to accept the offer for award of work or sign and execute the contract on acceptance of his tender. EMD shall also be liable for forfeiture in case the contractor delays the commencement of work immediately after issue of work order.
- e) EMD of unsuccessful bidders will be refunded within 30 days from the date of opening of bids or after finalization of tenders whichever is earlier. EMD of successful bidder will be retained as EMD for the work and will be refunded within 3 months after the successful completion of contract.
- F) On completion of the whole Work and after fulfilling the tender obligations and clearing the temporary structures from the site, the EMD amount shall be released.

ARBITRATION

Any Dispute which is not resolved amicably by conciliation between the Parties shall be finally decided by reference to arbitration by an Arbitral Tribunal appointed in accordance with Clause 6.36 (ii). Such arbitration shall be held in accordance with the Rules of Arbitration of the International Centre of Alternative Dispute Resolution, New Delhi (the "Rules"), or such other rules as may be mutually agreed by the Parties, and shall be subjected to the provisions of the Arbitration and Conciliation Act, 1996. The venue of such arbitration shall be at Hyderabad and the language of arbitration proceedings shall be English. There shall be an Arbitral Tribunal of the three arbitrators, of whom each Party shall select one, and the third arbitrator shall be appointed by the two arbitrators so selected; and in the event of disagreement between the two arbitrators, the appointment shall be made in accordance with the Rules. The arbitrators shall make a reasoned award (the "Award"). Any Award made in any arbitration held pursuant to the clause shall be final and binding on the Parties as from the date it is made, and the Applicant and the Authority agree and undertake to carry out such Award without delay. The Applicant and the Authority agree that an Award may be enforced against the Applicant and/or the Authority, as the case may be, and their respective assets wherever situated. This Agreement and the rights and obligations of the Parties shall remain in full force and effect, pending the Award in any arbitration proceedings as Signed, Sealed and Delivered in the presence of witnesses.

COMMERCIAL TERMS AND CONDITIONS

PAYMENT TERMS

The following are the payment terms:

- a) 40% of the contract value will be paid against the 100% material delivery and invoices submitted as per the contract scope.
- b) Balance 60% shall be paid on successful completion of contract on submission of respective bills to the concerned authorities of the University to arrange payment under rules.

TAXES

The bid shall be inclusive of all taxes & levies including Service Tax. The rates quoted should include VAT, Sales Tax, Service Tax etc., duties and any other levy attracted to the item applicable as of the last date of submission of the tender. No extra taxes & duties will be paid apart from the amount quoted. University shall be authorized to deduct any tax as applicable from the bidder. Deduction of all statutory and necessary Tax from each bill will be made as per Government Orders prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the bidder.

ACCEPTANCE OF TENDER

The authority for acceptance/rejection of the tender documents and tendered rates will rest with the Competent Authority, who does not bind himself to accept the lowest or any other tender.

- 1) Acceptance of tendered rates will be communicated by E-mail or a formal letter of acceptance of tender will be forwarded to the successful Applicant as soon as possible, but the acceptance of lowest bid by the Competent Authority will be deemed to conclude the contract and noncompliance of any terms of agreement, including signing of the agreement, will amount to breach of contract with all attendant legal consequences.
- 2) The tender documents submitted by the Applicant shall become the property of the Authority and Authority shall have no obligation to return the same to the Applicants.
- 3) On acceptance of the tender, the name of accredited representative(s) of the Applicant who would be responsible for taking instructions from the Authority shall be communicated to the Authority within three working days.
- 4) The Authority shall not give any intimation to the unsuccessful Applicants about the fact of the rejection of their tender both in the case of technical qualification and financial aspects. The Authority is also not bound to give the reasons for such disqualification.
- 5) The Authority also reserves the right to:
 - Award the work partially, if deemed fit by the Competent Authority, in the financial/business interest of the Authority.
 - Bypass any Applicant blacklisted by any Government/Semi Government body or PSU.
 - Seek clarifications from the Applicants regarding any information and documents submitted, during Pre – bid meeting. Failure to submit the same may render the bid liable for rejection. However the clarifications sought should not change the basic bid

submitted by the Applicant.

- Accept or reject any or all of the qualification / financial bids in part or full.
 - Relax the tender condition at any stage and considered necessary for the purpose of finalizing the contract in the overall interest of the Authority.
 - All ordered equipment should be supplied with relevant test certificates and any other statutory documents required.
- 7) Firms which are black listed by any of the Government organizations, Banks or PSU, their offers will be summarily rejected and their EMD will be forfeited.

The Applicant should score minimum of 60% (60 points) to qualify for the Financial Bid Opening in the Technical Evaluation. The Applicant shall be rejected and disqualified if it does not meet the minimum points of 60% (60 points) for eligibility.

FINANCIAL BID EVALUATION

The Financial Bid will be considered only when all the item prices were quoted; otherwise, the Bid is liable for Rejection.

The Financial Bid will be opened to those Applicants who obtain minimum of 60% in the Technical Evaluation. The methodology of the Financial Bid calculation of scoring will be as follows:

Normalized Financial Bid Score of the Applicant = (Lowest Quote / Applicant quote) * 100 points (Adjusted to 2 decimals)

TOTAL BID CALCULATION

The Technical Bid evaluation shall have a weightage of 70% in the overall evaluation of the Bid and the Commercial Bid shall have a weightage of 30% in the overall evaluation. The total score is calculated as:

Total Score = (0.7 * Applicant's Technical Points) + (0.3 * Applicant's Commercial points)

If there is any discrepancy in the Commercial Bid, it will be dealt as per the following:

- If, in the price structure quoted for the required goods/services/works, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly.
- If there is an error in a total corresponding to the addition or subtraction of

subtotals, the subtotals shall prevail and the total shall be corrected.

- If there is a discrepancy between words and figures, the amount in words shall prevail.

If there is any such discrepancy in an offer, the same shall be conveyed to the Applicant on the same day up to which the Applicant has to accept on the above lines and if the Applicant does not agree to the decision of the Authority, the Bid is liable to be ignored.

BID EVALUATION

- i) The Technical Bid evaluation would be done by the Authority through their internal Evaluation Committee on the basis of having experience in global events where Hon'ble PM/ President were the chief guests, Organizational Financial strengths, past similar project experiences, technical demos, quality of demo, team of quality, Planning and organization skills of the contractor, organizing skills and the Technical Efficiency of employees.
- ii) The Authority reserves the right not to disclose any evaluation results as it is an internal process and no communication is entertained in this regard.
- iii) The Authority also reserves the right to negotiate on the scope of the project, terms and conditions, pricing and other aspects that is important for the project with finalized Applicant(s).
- iv) The Authority's decision shall be final and binding and shall not be required to give any reasons in writing or otherwise at any time for the selection of successful Applicant.

ANNEXURE-III

Ten. Not. No.297/DIS-PR/2017/OUCC-Catering

Date: 30-03-2017

Name of the work: "Providing Catering Services for the Students, Staff and Guests (13,000 Nos) for the Inaugural Ceremony of Osmania University Centenary Celebrations to be held on 26-04-2017 at Osmania University Campus, Hyderabad"

TECHNICAL BID

(Attach extra sheets duly signed, wherever required)

| S. No. | Particulars | Details (Please tick/ fill up with relevant answers wherever required) |
|--------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 1 | Name of the Agency submitting the bid (hereinafter referred to as the bidder) | |
| 2 | Name of the firm, if applicable | |
| 3 | Status of the bidder (Partner Firm/Company/Society/Any other (Specify) | |
| 4 | Are you Submitting bid in your own behalf or as Power of Attorney/Authorized signatory (Specify clearly) | |
| | Contact Details of the Bidder | |
| A | Name | |
| B | Complete Postal Address (With Pin Code) | |
| C | Telephone with STD Code, including Mobile Number | |
| D | Fax with STD Code | |
| E | E-Mail Address | |

If the bidder is Authorized signatory, contact details of the owner on whose behalf bid is submitted.

| | | |
|---|--------------------------------------------------|--|
| | Contact Details of the Bidder | |
| A | Name | |
| B | Complete Postal Address (With Pin Code) | |
| C | Telephone with STD Code, including Mobile Number | |
| D | Fax with STD Code | |
| E | E-Mail Address | |

Details of previous reputed clients

| Sl. No | List of 5 major clients with address & contact details | Work Details |
|--------|--------------------------------------------------------|--------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

CHECK LIST

| S.No | Have you enclosed copies of following documents along with this Technical Bid (please note that non-submission of copies of these documents will lead to rejection of your tender / technical bid). | Yes/ No |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1 | Copies of relevant account statements audited accounts / other documents to establish that your annual turnover | |
| 2 | Copies of relevant proofs of execution of PM/ President event earlier | |
| 3 | List of major clients (preferably five clients) whom you are providing / have provided, in last 3 years, | |
| 4 | Copy of partnership deed (if a partnership firm) or Copy of MoA, Bylaws, Registration Certificate, etc. (if a company) or Any such document depending upon the constitution of the bidders (e.g. society etc.) | |
| 5 | Copy of Power of Attorney (if submitting tender as Power of Attorney of somebody) | |
| 7 | Have you been blacklisted by any of your existing / past clients, in the last 5 years for defecting / deficient service or any such reason related to such works/services provided by you (if yes, give details) | |
| 8 | Are your rates quoted in your financial bid firm / valid for a minimum of 3 months from the date of opening of tenders | |
| 9 | Have you enclosed EMD of Rs.2.00 lakh with the Technical Bid | |
| 10 | Have you enclosed DD of payment of Tender Fee of Rs. 10000/- | |
| 11 | Do you fulfill all other essential conditions / requirements mentioned in the Tender document | |
| 12 | Any other additional details / information you may like to submit - | |

ANNEXURE-V

FORMAT FOR PERFORMANCE CERTIFICATION

(Furnish this information for each individual work from the concerned organization for whom the work was executed)

1. Name of the contract and location

2. Agreement no.

1. Scope of Contract
2. Contract Cost
3. Date of start
4. Period
5. Amount of compensation levied, if any
6. Performance Report
7. Quality of Food – Excellent/Very Good/Good/Fair
8. Resourcefulness – Excellent/Very Good/Good/Fair
9. Compliance of all statutory requirements- Yes / No

(Seal of the Organization) (Signature of the Responsible Authority)
Date:

ANNEXURE – VI

| S.No. | ITEM | PARTICULAR | REMARKS |
|-------|-------------------|------------------------------------------------|--------------|
| 1 | ROTI | RUMALI ROTI | 4 pcs |
| 2 | | PURI | 4 pcs |
| 3 | SWEET | KHAJU KATTLI | 1 pc |
| 4 | | MIRCHI | 1 pc |
| | | Telagana sweet (Bhakshem) | 1 pc |
| 5 | RICE | VEG BIRYANI | BASMATI RICE |
| 6 | | PULIHORA | JAI SRIRAM |
| 7 | | WHITE RICE | JAI SRIRAM |
| 8 | FRY CURRY | BENDI KHAJU PALLI | SUFFICIENT |
| 9 | | GOBI 65/VANKAYA FRY | SUFFICIENT |
| 10 | WET CURRY | MASALA VANKAYA | SUFFICIENT |
| 11 | | MANGO DAL | SUFFICIENT |
| 12 | | PLAIN DAL | SUFFICIENT |
| 13 | | ALU TOMATO/CORN PALAK/PULUSU | SUFFICIENT |
| 14 | CHUTNEY | BUDUMKAYA/TOMATO | 2 spoons |
| 15 | | GONGURA | 2 spoons |
| 16 | SAMBAR | SAMBAR | SUFFICIENT |
| 17 | | PACHIPULUSU | SUFFICIENT |
| 18 | CURD | CURD | SUFFICIENT |
| 19 | | RAITHA/CURD CHUTNEY | SUFFICIENT |
| 20 | | PAPADVADIYALU/ENDUMIRAPAKAYA | SUFFICIENT |
| 21 | FRUITS & ICECREAM | FRUIT STALL (BOX WITH 10 FRUIT PIECE) | 1 BOX |
| 22 | | ICECREAM (BUTTER SCOTCH) | 1 CUP |
| 23 | GREEN SALAD | KHEERA, CARROT, BEETROOT, LEMON, TOMATO, ONION | SUFFICIENT |
| 24 | WATER | 250 ml | 20000 |
| | | 500 ml | 30000 |

PERMITTED BRANDS OF CONSUMABLES

| ITEM | BRAND |
|---------------|--------------------------------------------------|
| Salt | Iodized salt such as Tata or Annapurna |
| Spices | MTR |
| Oil | Refined sun flower oil such as Sundrop or Vijaya |
| Atta | Aashirvad or Pillsbury |
| Rice | Basmati (India Gate) |
| Rice | Jai Sriram (Top Quality) |
| Mineral Water | Bisleri or Kinley or Aquafina |
| Besan, Dal | high Quality |
| PAPAD | Lichad or Maniganteswara |

ANNEXURE – VII

DECLARATION

I / WE

.....

.....

.....have gone through carefully all the Tender conditions and solemnly declare that I / we will abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by, the University against us, if it is found that the statements, documents, certificates produced by us are false / fabricated.

I / WE hereby declare that, I / WE have not been blacklisted / debarred / Suspended / demoted in any University in Andhra Pradesh or in any State due to any reasons.

Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s). (also indicate the capacity in which signing, whether on his own behalf or as Power of Attorney /Authorized Signatory of the owner.)



Osmania University
University with Potential for Excellence (UPE)



FINANCIAL BID

Tender Reference No: 297/DIS-PR/2017/OUCC-Catering, Date: 30-03-2017

"Providing Catering Services for the Students, Staff and Guests (13,000 Nos) for the Inaugural Ceremony of Osmania University Centenary Celebrations to be held on 26-04-2017 at Osmania University Campus, Hyderabad "

ANNEXURE – IV

ANNEXURE – IV

Tender Reference No: 297/DIS-PR/2017/OUCC-Catering

Date: 30-03-2017

Subject: "Providing Catering Services for the Students, Staff and Guests (13,000 Nos) for the Inaugural Ceremony of Osmania University Centenary Celebrations to be held on 26-04-2017 at Osmania University Campus, Hyderabad"

FINANCIAL BID

| NO | DESCRIPTION | RATE QUOTED (TOTAL AMOUNT IN RUPEES) | |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------|
| | | In Figures | In words |
| 1 | "Providing catering services for the students, staff and guests (13,000 nos.) for Inaugural ceremony of Osmania University Centenary Celebrations" to be held on 26-04-2017 at Osmania University Campus, Hyderabad including Food Preparation, Food courts, Catering boys, Wash Area, Pandals, etc. as instructed in Annexure I to III. | | |

*2000 food packets with minimum food items for the distribution for Volunteers

- A) The tender will be decided based on the total rate quoted for the lunch.
- B) All the Bidders invariably attend the opening of quotation on 08-04-2017.
- C) The quantities shown are approximate. However, the requirement will be furnished 1 week in advance based on which the contractor shall make necessary arrangements by procuring required food grains and other materials required as per the menu given.
- D) The requirement furnished may increase or decrease likely by 10% to 25% and the contractor shall procure required food grains and other provision required as per the menu given and maintain stock at site, so as to meet the additional requirement of food. However payment for the additional food supply will be made based on the actual no of consumers and as per the rate quoted upon orders only.

Date:

Signature of the Owner/ Bidder/ Authorized Signature
With Complete Name, Address, Contact No. with seal