



**Dr. PANJABRAO DESHMUKH KRISHI VIDYAPEETH  
PO: KRISHI NAGAR, AKOLA -444 104 (MAHARASHTRA)**

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**TENDER FOR PROVIDING CATERING SERVICES (LUNCH & DINNER) DURING  
RESEDENTIAL TRAINING COURSE ON “CITRUS PRODUCTION TECHNOLOGY” AND  
“SHETKARI MELAWA” 2015 - 16 AT Dr. PDKV., AKOLA.**

Tender Sr. No. \_\_\_\_\_

Price: Rs. 1000.00

M/s. \_\_\_\_\_

DD No. \_\_\_\_\_ Date \_\_\_\_\_

Name of Bank \_\_\_\_\_ Issuing branch \_\_\_\_\_

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**Tender FORM FOR PROVIDING CATERING SERVICES (TEA, BREAKFAST, HI-TEA,  
LUNCH & DINNER)**

**During residential training course “Citrus Production Technology” and “Shetkari Melawa” 2015 –  
16  
at Dr. PDKV, Akola.**

**To,**

**Associate Dean,  
Vasandrao Naik College of Agricultural Biotechnology,(Dr. PDKV, Akola)  
Waghapur Road, Yavatmal – 445 001**

**Dear Sir,**

1. In response to the tender notice published in newspaper \_\_\_\_\_ and on University website **www.pdkv.ac.in** on dated \_\_\_\_\_, I/We submit herewith the tender form for providing catering services for **TEA, BREAKFAST, HI-TEA, LUNCH & DINNER.**
2. I/We have thoroughly examined and understood the terms and conditions of the tender mentioned in Appendix-I and I/We agreed to abide by them in full.
3. I/We offer to undertake to provide catering services and quoted the rates inclusive of all taxes, freight etc. for the menu given in **Appendix-II** on **per head per day basis** (inclusive of lunch and dinner). It is agreed that no additional charges other than those quoted on per head per day basis would be payable to me/us.
4. I/We accept that the rates offered shall remain valid for a period up to 31<sup>st</sup> July 2016 only from the date of execution of agreement. I/We further agreed that if the date up to which the offer would remain open be declared as holiday for office, then offer will remain open for acceptance till next working day.
5. I/We shall be bound by communication of acceptance of the offer, dispatched within prescribed time.
6. I/We accept that the right to accept or reject whole or part of the tender without assigning any reason is reserved with the University. The decision of the University will be final and shall be binding on me/us.

7. As required by the terms and conditions of tender an amount of **Rs. 1000/- (Rupees one thousand only) as tender cost and Rs. 10,000 /- (Rupees ten thousand only)** as Earnest Money Deposit (E.M.D) is paid by me / us as demand draft in the name of Assistant Registrar, Vasantnao Naik College of Agricultural Biotechnology, Yavatmal bearing no. \_\_\_\_\_ on dated \_\_\_\_\_.
8. I/We also agreed that University has full rights to open/consider the second envelop if and only if University satisfied with information contains in envelop No. 1. The decision of the University regarding this will be final and will be binding on me/us.

I/We hereby declare that the entries made in this tender form, i.e. in part-II of Appendix-I and Appendix-II are binding on me/us. I/We shall be bound by the Act to my/our authorized representative duly constituted Attorney Shri. \_\_\_\_\_ whose signature is appended hereto in the place specified for the purpose and of any other person who in future may be appointed hereto in the place specified for the catering services. The intimation of such change will be given to The Chairman Tender Committee & Associate Dean, Vasantnao Naik College of Agricultural Biotechnology.

9. The following documents duly filled in and signed are enclosed along with the tender.

Place:

Date:

Yours Faithfully,

Signature of the caterer

Capacity in which signing: \_\_\_\_\_

Name and Address of the caterer: \_\_\_\_\_

Registration No. of caterer: \_\_\_\_\_

#### **List of Documents (Checklist)**

1. Tender Form
2. VAT Registration
3. License from Food and Drug department
4. Shop act documents
5. Tender fee of Rs. 1000/- towards downloaded tender form from University website [www.pdkv.ac.in](http://www.pdkv.ac.in)
6. Demand Draft of Rs. 10,000/- as EMD
7. PAN Card.
8. Documentary proof of providing catering services to 100 (One hundred persons at a time).
9. List of existing staff required for catering of one hundred and fifty persons at a time.
10. The caterer shall submit medical certificates from registered medical practitioner (physician) regarding sound health of each and every staff deployed for catering.

11. List of available crockery's, utensils and other essentials required for catering of one hundred persons at a time.
12. Documents as proof of showing financial capacity of tenderer.
13. Child labors should not be employed
14. Part – II of Appendix – I duly filled

**We have accepted above terms and conditions and agreed to abide by them.**

Signature with seal of tenderer: \_\_\_\_\_

Capacity in which signing: \_\_\_\_\_

Name and address of the firm/caterer/tenderer: \_\_\_\_\_

Registration no. of firm/tenderer: \_\_\_\_\_

## APPENDIX-I

### TERMS AND CONDITIONS GOVERNING CATERING SERVICES

#### PART – I

**TENDER Sr.No :**

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#### TERMS AND CONDITIONS

Dr. PDKV, Akola invites tenders from reputed caterers for carrying out catering services for the Indian participants, delegates, resource persons, speakers and for the staff involved in the event during the during residential training course on “Citrus Production Technology” at Dr. PDKV., Akola and “Shetkari Melawa” at Warud, Dist Amravati/ Yavatmal 2015 – 16 as per the specifications (day to day menu) mentioned in Appendix-II and Annexure A

1. The tenderer should possess requisite licenses, permits, registrations, etc., from appropriate statutory authorities for carrying out catering services.
2. The tenders will be **opened on** \_\_\_\_\_ at **15.30** hrs in the presence of the intending caterers/representatives who may desire to attend.
3. In case the date of opening of the tender happened to be on a day which is subsequently declared as holiday, then the same will be opened on the next working day at the same time and venue. The caterer agrees and undertakes to bear all taxes, rates, charges, fees, levies or claims, whatsoever, as may be imposed by the State, Central Government or any local body or authority. The caterer agrees to furnish such proof of payment of compliance or the obligations including registration certificates, receipts, licenses, clearance certificates etc. as may be required by the University from time to time.
4. The caterer shall keep the University in dignified against all the claims and liabilities, if any mentioned in clause 5 as aforesaid.
5. The tenderer must enclose adequate documents to prove their authorization claim, the authority letter should include the details of caterer regarding their full address, contact person, e-mail address, fax No. and address of the website and if not enclosed this, University reserves the rights to accept or reject tenders of these agencies. The decision of the University regarding this will be final and shall be binding on tenderer.
6. Dr. PDKV, Akola reserves the right to reject /accept any or all the tender(s) without assigning any reason whatsoever.
7. Dr. PDKV, Akola reserves the right to award the contract to deserving parties either in full or in parts. The decision of Dr. PDKV, Akola shall be final and binding.
8. Dr. PDKV, Akola reserves the right to change the specifications, terms & conditions of the tender at any stage before commencement of contract.
9. Dr. PDKV, Akola reserves the right to terminate the contract in unavoidable circumstances beyond control of University, without stating any reason, whatsoever, and without any notice.

10. Bids should be complete in all respects and incomplete bids shall be summarily rejected.
11. Any falsification/suppression of information could lead to the disqualification of the tenderer.
12. Any tenderer found influencing, canvassing in any form or intimidating is liable for disqualification.
13. It may be noted that Dr PDKV, Akola will not be giving any concessional forms.
14. The successful tenderer will commence the catering services from the date indicated in University work order.
15. In case of additional servings of similar in nature required during the contract period, the same has to be provided at the contract rates only. Similarly Dr PDKV, Akola reserves the right to curtail the requirement, if necessary.
16. The payments to the successful caterers are subject to all statutory deduction, e.g. deduction of Income-Tax at source etc., as are applicable at the time of payment.
17. The tenderer should submit his offer in two separate envelopes i.e. in first envelope technical information and in second envelope price bid.

**ENVELOPE No. 1 (TECHNICAL INFORMATION)**  
**TENDER FOR PROVIDING CATERING SERVICES (LUNCH & DINER) DURING**  
**TRAINING COURSE ON “CITRUS PRODUCTION TECHNOLOGY” AND “SHETKARI**  
**MELAWA” 2015-16**

**Envelop No. 1 should contain**

- I. Duly filled tender Form
- II. VAT registration
- III. License from food and Drug department
- IV. Shop act documents.
- V. Tender fee of Rs. 1000/- towards downloaded tender form from University website [www.pdkv.ac.in](http://www.pdkv.ac.in)
- VI. Demand Draft of Rs. 10,000/- as EMD.
- VII. PAN Card copy.
- VIII. Documentary proof of providing catering services to 100 (One hundred) and more persons at a time.
- IX. List of existing staff required for catering of One hundred persons at a time (Male and female).
- X. Child labors should not be employed.
- XI. Medical certificates from registered medical practitioner (physician) regarding sound health of each and every staff deployed for catering.
- XII. List of available crockery's, utensils and other essentials required for catering of One hundred persons at a time.
- XIII. Documents as proof of showing financial capacity of tenderer.
- XIV. Part – II of Appendix – I duly filled

**ENVELOPE No. 2 (PRICE BID)**  
**TENDER FOR PROVIDING CATERING SERVICES (LUNCH & DINER) DURING**  
**TRAINING COURSE ON “CITRUS PRODUCTION TECHNOLOGY” AND “SHETKARI**  
**MELAWA” 2015-16**

Envelope no.2 (Price Bid) should contain the Appendix II dully filled in format provided.

**18. Eligibility criteria:**

Eligibility of tender shall be decided on the basis of document provided by the tenderer in the envelop no.1

**19. INSTRUCTIONS TO THE TENDERERS:**

- i. The rates should be written both in figures and in words and if there is any discrepancy between the two, the lowest amount will only be taken into account. The rates must be valid up to 31<sup>st</sup> July 2016 only.
- ii. Bids, which do not comply with the above conditions, are liable to be rejected.
- iii. Dr. PDKV shall be under no obligation to accept the lowest quoted tender and shall be entitled to reject any tender without assigning any reason whatsoever.
- iv. The rates are to be quoted on the basis of per head per day basis and item wise for the items listed. In case of consumption varying number of servings on first and last day, the billing shall be made as mutually agreed upon.

**20. EARNEST MONEY DEPOSIT**

**Earnest money deposit for tender is Rs 10,000/- (Rs. Ten thousand only)** to be deposited by Demand Draft. The EMD is refundable to bidder and will be returned interest free to the tenderer after one month from the closing date of the tender or one month after the award of the contract whichever is later.

**21. RESPONSIBILITIES OF CATERER**

- i. In case it is found by Dr. PDKV, Akola that any property material or asset of Dr. PDKV Akola is lost or put to loss/ damage due to the negligence of the caterer or any damage or loss due to lapse or failure to carry out pre-scheduled work or contractual obligation the caterer will be held fully responsible to reimburse the cost of the loss damage so incurred. The decision of Dr. PDKV Akola as to loss caused by negligence of the caterer shall be final and binding on the caterer.
- ii. Sufficient manpower should be provided by the caterer on during the catering events and boarding and lodging arrangement for the said manpower shall be the responsibility of the caterer.
- iii. The caterer should not entertain any intruder who is not the relevant authority to deal with.
- iv. In case any of workmen suffers any injuries /damages or meets with an accident during the course of event, the entire cost of medical expenses and compensation under workmen's Compensation Act etc., should be borne by the caterer.
- v. The caterer shall strictly adhere to all the statutory regulations, as applicable.
- vi. The caterer will strictly observe and follow the statutory regulations like the Contract Labour (Abolition & Regulation) Act, Payment of Wages Act, Provident Fund Act, Employees State Insurance Scheme, Minimum Wages, Act Workmen's Compensation Act and all other relevant Statutory regulations during the period of the Contract, cover its personnel with appropriate insurance, etc. The caterer shall be solely responsible for its failure to fulfill these statutory obligations and shall indemnify Dr. PDKV, Akola against all such liabilities, which arise or likely to arise out of failure to fulfill such statutory obligations.

- vii. Any fraudulent or fictitious bills raised by the caterer shall result in termination of the contract resulting in encashment of security deposit and debarring the caterer from participating in any of Dr. PDKV, Akola tenders across all its locations, apart from its liability to pay compensation for the loss suffered by Dr. PDKV, Akola. If any term and condition of the contract is violated, by caterer Dr. PDKV, Akola reserves the right to terminate the contract at risk and cost of the caterer.
- viii. The staff deployed shall be trained in catering / nutrition technique, bear good conduct and physically fit for the work.
- ix. The Caterer shall provide Catering services as per the day to day menu and timings as per the appendix –II of the tender form which is pre-decided by the authority.
- x. In case of littering the premises with kitchen wastes, the caterer should make arrangements to clean / remove such waste immediately. The kitchen waste should be well managed in pits by sprinkling bleaching powder.
- xi. Caterer shall use hot water for cleaning the plates and utensils for the purpose of sterilization.
- xii. The Caterer will be responsible for providing safe **RO drinking water (suitable number of dispenser along with RO water jar with disposable glasses)** to the users at lunch and dinner site as well as during training
- xiii. When circumstances warrants the caterer should cater for large number of students / staff members at very short notice. Similarly, fluctuations in strength shall have to be accommodated.
- xiv. Employment of Child labour (below the age 18 yrs) is totally prohibited.
- xv. The caterer shall be responsible for the proper conduct and behavior of the employees engaged. In the event of any complaint of commission of misconduct by the employee of the caterer, the caterer shall take prompt action, including removing the said employee from the Programme site. The caterer shall deal with all disputes relating to his employees. The University authority will not take any responsibility about the workers.
- xvi. **The caterer shall provide:**
- Sufficient minimum manpower as required at all times.
  - Uniform, Caps, Shoes, hand gloves, face mask, Identity Cards, hair net to all personnel deployed in University Campus.
  - Caterer shall maintain hygienic condition in kitchens and serving locations identified by the University.
  - Provide **RO drinking water (suitable number of dispenser along with RO water jar with good quality disposable plastic glasses)** to the users at lunch and dinner site.
28. Any last minute changes in the menu should be carried out only on approval from the Dr. PDKV, Akola Authority.

29. The procurement of raw materials / vegetables, etc. is the responsibility of the caterer which is to be procured well in advance. Unauthorized brands and poor quality of vegetables bought in are liable to be rejected.
30. Caterer shall be responsible for safety of gas cylinders from fire safety angle.
31. Caterer shall entirely be responsible for proper trouble free catering during the period of contract.
32. Contaminated/adulterated/unhygienic food being served and any complications and consequences thereafter will be the sole responsibility of the caterer. If any unfortunate incidence occurred. Dr. PDKV, Akola will initiate suitable legal action.
33. If any person falls ill on consumption of food, the reimbursement of medical expenses shall be borne by the caterer alone.
34. The bills will be cleared on satisfactory compliance of the same.
35. The scope of catering services include Lunch and dinner.
36. The Supervisors deployed shall have thorough knowledge and experience of catering service. He has to ensure the medical checkup, uniforms, shoes and general cleanliness and hygiene of the service staff.

**37. RESPONSIBILITY OF Dr. PDKV, AKOLA**

- i. Dr. PDKV, Akola shall only provide water for cleaning and electricity for lightening free of cost.
- ii. Storage space to keep raw materials in safe custody.
- iii. Sitting and serving space at the site of programme.

**38. RATES / ITEMS**

- i. Price quoted for the food items along with services should be inclusive of all statutory levies and duties, taxes and for free delivery at Dr. PDKV, Akola premises.
- ii. The rates should be clear and specific inclusive of all applicable statutory levies.
- iii. No hidden cost will be allowed.
- iv. Any other charges the caterer expects to be paid should be clearly indicated with the explanation. Above prices inclusive of All Taxes & Levies.

**39. METHODOLOGY OF PAYMENT**

The request for advance payment has to be made.

**40. PENALTY CLAUSES**

**Suitable fine or legal action will be taken in the case of following incidences.**

- i. On account of any insect/foreign particle found in the food.
- ii. Consequences arising due to supply of adulterated/contaminated/unhygienic food
- iii. Complaints on account of unclean utensils /not adhering to personal hygiene of workers, unsatisfactory conditions at dining area, serving area, etc.



- iv. Serving non-branded items or expiry dated food items.
  - v. Poor quality of food being served.
  - vi. On account of substandard performance/non-performance of contractual obligation.
  - vii. Any inadequacy/deficiency of services.
- 41. The menu items should be of the approved quality of standards prescribed by quality food and Drugs department or the specifications given by the University in the supply order. The food items which do not confirm to approved specifications and consequently rejected will have to be replaced.
  - 42. The food items should be ready before one hour before the start of Lunch / Dinner or Breakfast.
  - 43. The rates should be quoted in the space provided in the tender form only.
  - 44. The University will not pay any taxes of the Municipal Council etc. and the caterer will be responsible for these payments, if any.
  - 45. Disputes, if any arising out of the above contract will be referred to courts having jurisdiction over Akola city only.

Encl: 1) Appendix-I, 2) Appendix-II (Price bid)

**Date :**

**Place :**

**Associate Dean,  
Vasantnao Naik College of  
Agricultural Biotechnology,  
Yavatmal**

**Part – II**  
**UNDERTAKING**

**Undertaking to be given by the tenderer for “Providing Catering Services (lunch & diner) During training course on “Citrus Production Technology” at Dr. PDKV., Akola and “Shetkari Melawa” at Warud, Dist Amravati/ Yavatmal 2015 – 16”**

Whereas, Associate Dean, Vasantrya Naik College of Agriculture Biotechnology, Yavatmal has called the tender for Providing “Catering Services during training course on “Citrus Production Technology” at Dr. PDKV., Akola and “Shetkari Melawa” at Warud, Dist Amravati/ Yavatmal 2015 – 16” as per the enclosed Appendix –II.

I/We hereby offer our tender at the rates given in the enclosed Appendix – II duly filled in and signed by me/us and hereby also affix my/our signature(s) below this tender voluntary in fully acceptance of all the terms and conditions of this tender, which shall be the agreement between the above tender calling authority and myself/us.

**Enclosed: - Appendix – II (Price Bid)**

**Signature of the caterer:** \_\_\_\_\_

**Name of the caterer:** \_\_\_\_\_

**Capacity in which signing:** \_\_\_\_\_

**Full address of the caterer with seal/Stamps:** \_\_\_\_\_

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**Place: -**

**Date: -**

**Appendix II**  
**PRICE BID FOR CATERING SERVICES (LUNCH & DINER) DURING TRAINING COURSE ON**  
**“CITRUS PRODUCTION TECHNOLOGY” AT DR. PDKV., AKOLA AND “SHETKARI MELAWA” AT WARUD,**  
**DIST AMRAVATI/MARTAND TQ.DIST. YAVATMAL 2015 – 16**

- i. Prices quoted should be inclusive of all statutory levies and duties for free delivery/services at DR. PDKV, Akola premises at locations as decided by the competent authority of the University.
- ii. The tender submitted should be valid for acceptance by Dr. PDKV, Akola for the training course on “Citrus Production Technology” at Dr. PDKV., Akola and “Shetkari Melawa” at Warud, Dist Amravati/ Martand Tq. Dist. Yavatmal 2015 – 16” up to March 2016 only.

Sr. No.	Item	Rate per thali/plate
1	Veg lunch/dinner	
A)	1 Sabji + Dal + Rice + Chapati/Paratha/Bhakri + Papad + Dahi + Soup + salad including pickle, chatani, thecha and along with Mineral/RO water	
B)	1 Sabji + Dal + Rice + Chapati/Paratha/Bhakri + Papad + Dahi + Soup + salad including pickle, chatani, thecha and along with Mineral/RO water + Sweet*	
C)	2 Sabji + Dal + Rice + Chapati/Paratha/Bhakri + Papad + Dahi + Soup + salad including pickle, chatani, thecha and along with Mineral/RO water (One sabji of any vegetable & one of paneer)	
D)	2 Sabji + Dal + Rice + Chapati/Paratha/Bhakri + Papad + Dahi + Soup + Salad including pickle, chatani, thecha and along with Mineral/RO water (One sabji of any vegetable & one of paneer) + Sweet*	
2	Non-Veg lunch/dinner	
A)	Chicken/Mutton/Fish curry + Rice + Chapati/Paratha/Bhakri + Papad + Salad including pickle, chatani, and along with Mineral/RO water	
B)	Egg curry + Rice + Chapati/Paratha/Bhakri + Papad + Salad including pickle, chatani, and along with Mineral/RO water	
3	Working Lunch	
A)	AT Warud, Dist – Amravati Dry or Semi liquid sabji + Puri + one fruit (Orange/Banana/Chiku) + one motichur laddu	
B)	AT Martand, Tq. Dist – Yavatmal Dry or Semi liquid sabji + Puri + one fruit (Orange/Banana/Chiku) + one motichur laddu	
4	Breakfast Poha/Upma/Samosa/Kachori/Idali/Upma/Sambar wada/Bread Omlet	
5	Tea/Coffee with Biscuits/Cookies	

Sweets: Gulab jamun / Kala jamun / Jalebi / Motichur laddu/ Rasgulla/ Rasmalai

**Note:**

1. The serving per day means menu as listed in Appendix –II.
2. The rate per head means serving per day per person as per menu.
3. Above prices inclusive of All Taxes & Levies.
4. Caterer shall arrange LPG 19 kg commercial cylinders on his own.
5. Salt, pepper, sugar, pickle, saunf, mishri separately.
6. Adequate stock of high quality raw materials (brands as specified in the contract) for cooking as per standards given in **Annexure-A**.
7. Sufficient number of utensils and crockery are to be used during breakfast / lunch /dinner etc

Place :

Date :

Signature of Owner/Caterer / Authorized Signatory  
OFFICIAL SEAL / STAMP

## Annexure –A

### BRANDS OF CONSUMABLES PERMISSIBLE

Sr.No	Food item	Commercial Brand
01	Ground nut Oil	Sundrop, Nature Fresh, Godrej, Dhara, Sarda, Gemini, Fourtune, Parampara, Ambuja, AGMARK
02	Desi Ghee	AGMARK, Warna, Amul, Vikas,
03	Roti Aata	Annapurna, AGMARK, Aashirvad, Pillsbury, Nature fresh, Ahaar, Shakti bhog, Samrat
04	Rice	HMT, India Gate, Lal Mahal, AGMARK
05	Besan	Dal Rajdhani, AGMARK, Rani besan
06	Spices (Chilli Powder, Curry powder, turmeric powder, Corriander powder)	MDH, MTR, Everest, AGMARK
07	Salt	Tata, Annapurna, Nature fresh, AGMARK, Nirma
08	Pickle	Mother's or Priya or Tops or Pravin, Bedekar, AGMARK
09	Bread/Pav	Harvest, Britannia , Anand, Swad
10	Milk	Mahananda, Amar, Vikas, Aarey
10	Tea	Society, Red label, Brookbond, Super dust, Lipton, Tata, Taj, Wagh bakari
11	Coffee	Nescafe, Bru
12	Paneer	Amul , Mother Diary, Britannia
13	Biscuits	Britania / Parle / Haldiram
14	Non-veg	Fresh broiler chicken/mutton /fish

If caterer faces any difficulty in obtaining any above branded consumables, he may report to the authority in writing.