

GVK Emergency Management and Research Institute

Devar Yamzel, Medchal Road, Secunderabad-500014

Andhra Pradesh, India

T +91 40 2346 2222 / 2600 F + 91 40 2346 2178

www.emri.in

Request for Sealed Quotation

Name of work: Providing Breakfast, lunch & Dinner for the trainees, special Breakfast/lunch/Dinner for Guests & GVK EMRI Associates as per our requirement at GVK EMRI Campus Secunderabad, Andhra Pradesh

Owner GVK Emergency Management and Research Institute
Devar Yamzel, Medchal Road, Secunderabad-500014
Andhra Pradesh, India
T +91 40 2346 2222 / 2600 F + 91 40 2346 2178
Website: www.emri.in

Last date & time for receipt of sealed quotations: 03.12. 2014 at 10:00 Hrs

Sealed quotations opening date and time: 03.12.2014 at 10.30 Hrs

Pre-bid Meeting: 25.11.2014 at 10.00 Hrs.

Address for Pre-bid Meeting & Bid Opening : GVK EMRI, Devar Yamzel,
Medchel Road,
Secunderabad – 500078

Tender Fee for Rs.5000 (**Non-Refundable**) to be submitted in the form of Demand Draft drawn in favor of 'GVK EMRI, Secunderabad' payable in any Nationalized Bank in Secunderabad/Hyderabad.

General brief about 1-0-8 Operations of GVK EMRI:

GVK Emergency Management and Research Institute (GVK EMRI) was established as a not-for-profit Society, registered under Societies Registration Act, 2001, in February 2005 and it provides Integrated Emergency Medical Response services free of cost through a toll free number '108' to every citizen of our country under Public Private Partnership (PPP) frame work. Vision of GVK EMRI is to support and build capabilities to save one million lives per annum nationally and establish GVK EMRI as a premier Research and Training Institute.

GVK EMRI, under the Public-Private-Partnership, has made substantial progress over the last six years in providing Emergency Response Services across the country and presently operate over 7000 state-of-the-art ambulances in 14 States and 2 Union Territories viz Andhra Pradesh, Telangana, Tamil Nadu, Karnataka, Goa, Gujarat, Dadra Nagar Haveli Daman & Diu, Madhya Pradesh, Chhattisgarh, Assam, Meghalaya, Uttarkhand, Himachal Pradesh, Uttar Pradesh, Rajasthan and Kerala to provide pre-hospital care covering a population of 750 million. Everyday GVK EMRI is serving on an average 15,000 emergencies (26 million emergencies attended since inception) and saving over 500 lives every day and cumulatively have saved more than 10 lakh lives since the launch of the services and provide direct employment to over 32,000 associates while continuing to be a not-for-profit organization.

RFQ for Catering Facilities

- 1. The contractor should prepare the food at their own premises and bring ready to serve food (breakfast/lunch/dinner) at our campus. Organization will not be providing the kitchen*
- 2. The contractor should maintain their kitchen with fly mesh and underground drainage system.*
- 3. The Contractor should use only quality ingredients for preparation of all food items.*
- 4. The contractor shall be in a position to supply the food outside the premises also if the trainees are accommodated in outside hostels as per the requirement.*
- 5. The contractor should supply the food as per required quantity informed by the GVK EMRI concerned person and any further requirement will be intimated by the same person.*
- 6. Organization reserve the right to visit your kitchen and washing area at any time and check the quality*

7. *The contractor will be responsible for providing all the food items listed in annexure-1 to the employees/Trainees.*
8. *In case of any food poisoning/Contamination the contractor will be held fully responsible for the consequences and he has to bear all the expenses and ex gratia amounts for the victims.*
9. *The contractor will employ adequate number of staff in order to maintain efficiency up to the standard desired by Organization.*
10. *All persons engaged by the contractor shall be the contractor's own employees and they are not eligible for any privileges from Organization. The contractor will be directly responsible for the administration of his employees their salaries /wages, their statutory obligations etc and also for their general discipline and courteous behavior.*
11. *The contractor should get all his workers medically examined from approved registered Medical practitioner recognized by Indian medical council and submit the certificates for the same so as to be free from communicable diseases in addition to general fitness.*
12. *The contractor shall also be responsible for providing proper uniform to his waiters on duty and ensure that their uniform is maintained always neat and clean.*
13. *The contractor will be responsible for cleanliness of crockery, cooking utensils, etc in the Dinning Hall. The organization will not provide any cleaning materials/dusters, etc. for the same.*
14. *Very high standards of hygiene and cleanliness shall be observed in the running of the kitchen, the Dinning Hall and connected services by the contractor as well as by the workers engaged by contractor including those responsible for collection of used utensils and periodic disposal of waste after breakfast, lunch and dinner.*
15. *The contractor has to bring all the approved items without fail daily. In case of failure to do so, suitable action will be taken against him without any notice.*
16. *The Contractor will issue ID Cards to the Contractors workers in the format approved by Organization. All the employees of the contractors are liable for security-check during their presence in the premises as well as while entering or going out.*
17. *GVK EMRI reserves the right to inspect and oversee functioning of the Dinning Hall by a authorized person with a view to ensure hygiene and efficient service in the Dinning Hall. In case of repeated failures, the Food committee can deduct up to 5 % his total monthly bill.*

18. *The Contactor shall be responsible for all damages or losses to Organization Property inflicted by the contractor himself or his staff and shall be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by means beyond his control or an act of God.*
19. *Organization will not be in any way responsible for any loss or damages towards any goods, stores or articles that may be kept by the contractor in the Dinning Hall premises.*
20. *No assignment, transfer or sub-contract by the contractor is permissible.*
21. *The agreement may be terminated at the request of the contractor, provided the contractor gives a written notice of not less than 02 months.*
22. *The contractor is also responsible for upkeep of Dinning area, furniture provided by the Institute including repair/replacement due to damage made by the Contractor's personnel.*
23. *The contractor should keep his kitchen in hygiene conditions by keeping mesh doors, exhaust fans and under ground drainage system etc.*
24. *The contractor should use the dress code and hand gloves at the time of serving.*
25. *Any person less than 18 years shall not be deployed for any job under this contract as per child labor policy.*
26. *The vendor should supply the food for supporting staff at dining hall and call center staff all the 365 days.*
27. *The Contractor should provide the plates to GVK EMRI associates who have lunch in dining hall.*
28. *The contractor is responsible for cleaning plates at EMT canteen, staff dining hall in campus and any outside hostels on all 365 days .Cleaning persons and material should provided by the contractor.*
29. *The contractor should supply the food for the trainees and call center as per the below timings, breakfast by 7 Am to 10 Am, lunch by 12.15 PM to 3 PM and dinner by 7PM to 10 PM in normal days.*
30. *When ever the trainees go for duties they should provide food as per below timings, breakfast by 6 Am and 7.30 to 10.30 Am, lunch by 12 PM to 3 PM and dinner by 6 PM to 10.30 PM.*

PRE-BID MEETING

A Pre-bid meeting will be held with all the intending bidders on the date and time specified above to clarify on the requirements. Not more than 2 persons will be allowed from one Bidder. No mutual discussions between vendors will be entertained.

EARNEST MONEY DEPOSIT

A Demand Draft for a value equivalent to 3% of the Average Annual Turn-over of the bidder for the preceding three years drawn in favour of 'GVK EMRI, SECUNDERABAD' payable in any Nationalized Bank in Hyderabad/Secunderabad, to be submitted along with the Bid.

PERFORMANCE BANK GUARANTEE

A Performance Bank Guarantee for a value equivalent to 10% of the Average Annual Turn-over of the bidder for the preceding three years to be provided by the successful L-1 bidder on receipt of which the Demand Draft for EMD will be refunded.

BID SUBMISSION:

1. *The completed sealed quotation must be received at the office of GVK Emergency Management & Research Institute, Secunderabad, India, on or before time and date given. It will be the sole responsibility of the vendor to ensure that their sealed quotation is received at the address specified above on or before the specified date & time mentioned.*
2. *Sealed quotations will be opened in the presence of vendors/authorized representative(s) who choose to attend the sealed quotations opening on the specified date and time at the office of GVK EMRI at the address given above. Maximum two persons will be allowed from each vendor.*
3. *In the event of the last date specified for receiving and opening the sealed quotations being declared as a closed holiday for GVK EMRI's office, the last date for submission of sealed quotations and opening of sealed quotations will be the following working day at the same venue and time.*
4. *Sealed quotation should be in a sealed cover super-scribed "Sealed quotation for Providing Catering services for GVK EMRI office, Secunderabad," containing two sealed covers inside viz.*
 - a. *Pre-qualification Cover*
 - b. *Price Bid*

Prequalification cover shall contain – (in addition to the Demand Drafts for Tender Fee & EMD)

- a. IT returns and Audited financial statements for last three years with annual average turnover of Rs. 50 lacs for the preceding three years.
- b. Copy of PAN, Service Tax Registration Certificate and Food License Certificate
- c. Declaration certificate as per Annexure to be signed by authorized signatory
- d. RFQ Document duly stamped and signed on all pages by an authorized signatory

Price shall be quoted as per the format given hereunder.

Sr.No	Item Name	Plate	Taxes	Total Price in Rs Per Plate
1	Break Fast	One		
2	Veg.Lunch/Dinner	One		
3	Veg.Special Lunch/Dinner	One		
4	Veg. Executive Special Lunch/Dinner	One		

The Sealed quotation should be dropped in the box provided for this purpose at main reception of GVK Emergency Management and Research Institute, Devar Yamzal, Medchal Road, Secunderabad – 500 078, India. Sealed quotation documents submitted after the above specified date and time shall be rejected.

Validity of Sealed quotation will be for 60 working days from the date of opening of sealed quotations.

GVK EMRI reserves the right to accept or reject any sealed quotation without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific quotation. The decision of the GVK EMRI in this regard shall be final and binding.

If more than one vendor quality as Lowest (L-1), GVK EMRI reserves the right to negotiate the rates with any one or all the vendors and also by considering previous work experience of the vendors.

Commercial Evaluation

Price quote of the those vendors who qualify in the pre-qualification evaluation only will be opened in the presence of Vendors / representatives of vendors.

- a) In the event of unsatisfactory service despite being formally warned, the GVK EMRI reserves the right to terminate the contract at any time with one day notice. In this case GVK EMRI will pay the dues as on that date less recoveries as applicable.
- b) The concerned Officer of GVK EMRI shall, in the event of breach of any of the terms and conditions of this sealed quotations or if the services provided by the vendor is generally

considered to be unsatisfactory by the concerned Officer of GVK EMRI or for any other reason considered by concerned Officer of GVK EMRI sufficient to terminate this agreement, may terminate the agreement by giving one month's notice in writing.

Contract period

The contract will be one year from the date of its execution. GVK EMRI, may extend the rate contract, subject to the same terms and conditions. If found necessary to do so for a period not exceeding six months to which the contractor will have to abide. However, the extension for a period more than six months can be granted on mutual agreed terms and conditions by both the parties.

Payment terms

- a. Payments will be made within 15 days of the submission of monthly bills.
- b. No payment shall be made in advance.
- c. All payments shall be made by the cheque/on line (Bank details to be provided by the vendor).
- d. GVK EMRI shall be at liberty to withhold any of the payment in full or in part subject to recovery of losses incurred due to deficiency in service.

Details of Menu with specification:

BREAK FAST

Day	S.No	Item	Weight	Quantity	Remarks
Mon	1	Idly	200 grms	4	Sambar & chutney (150 grms)
Tue	2	Poori	200 grms	4	Aloo Curry (200 grms)
Wed	3	Dosa	200 grms	2	Chutney (150 grms)
Thu	4	Set Dosa	200 grms	2	Chutney (150 grms)
Fri	5	Upma and Alwa	200 grms	Plate	Chutney (100 grms)
Sat	6	Mysore Bajji	200 grms	4	Chutney (150 grms)
sun	7	Puaaha	200 grms	Plate	Chutney (100 grms)

Limited Veg.Normal Lunch/ Dinner

Lunch			
Sr.No	Item	Weight	Qty
1	Chapatti / Pulka	50 grms each	3
2	Wet curry	100 grms	
3	Dum fry curry	100 grms	
4	Rice	750 grms	
5	Dal	200 grms	
6	Sambar/Rasam	Unlimited	
7	Chutney	30 grms	
8	Curd	100 grms	
9	Frimes/Papad		

Unlimited Veg.Normal Lunch/ Dinner

Sr.No	Item	Weight	Qty
1	Chapatti / Pulka	50 grms each	3
2	Dum fry curry	Unlimited	
3	Wet curry	Unlimited	
4	Rice	Unlimited	
5	Dal	Unlimited	
6	Sambar/Rasam	Unlimited	
7	Chutney	50 grms	
8	Curd	100 grms	
9	Frimes/Papad	limited	

North Indian Curries

Rajma Dal
Moong Ki Dal
Allu Mutter
Allu Brinjal
Allu Gobi Mutter
Kaddu Curry
Karila Curry
Cabbage Mutter
Gobi Mutter
Allu Mutter Masala
Cholai Masala
Channa Masala

As mentioned above, one of the north Indian curries should be provided at lunch as well as Dinner.

Unlimited Veg.Special Lunch/ Dinner

Sr.No	Items	Quantity
1	Chapatti / Pulka/Poori's	3 No's
2	Dum fry curry	Unlimited
3	Wet curry	Unlimited
4	Oil fry	Unlimited
5	Rice	Unlimited
6	Dal	Unlimited
7	Sambar/Rasam	Unlimited
8	Chutney	50 grms
9	Curd	100 grms
10	Frimes/Papad	limited
11	Sweet	1 No

Unlimited Executive Veg.Special Lunch/ Dinner

Sr.No	Items	Quantity
1	Chapatti / Pulka/Poori's	3 No's
2	Dum fry curry 2 no's	Unlimited
3	Wet curry	Unlimited
4	Oil fry	Unlimited
5	Flavored Rice	Unlimited
6	Rice	Unlimited
7	Dal	Unlimited
8	Sambar/Rasam	Unlimited
9	Chutney	50 grms
10	Curd	100 grms
11	Frimes/Papad	limited
12	Sweet	1 No
13	Ice cream	1 Cup
14	Pickle	
15	Veg salad/Green salad	

1. *Packed Drinking water of BIS certification should be provided by contractor along with food in campus and outside hostels as per the requirement.*
2. *Disposable lunch plates, water glasses, table spoons, ice cream cups, sweet cups, plastic spoons and serving bowls (steel) should be provided by the vendor.*
3. *A separate electrical meter will be placed for the washing of plates and general usage for the canteen purpose, the same amount can be deducted from the monthly bill.*

Man Power requirement

<u>Food Vendor Timings & Man power Requirement below said counters</u>						
<u>In GVK EMRI campus</u>						
<u>Location</u>	<u>Description</u>	<u>Timing</u>	-	<u>Man power requirement</u>		
-	-	-	<u>Counters</u>	<u>Supervisor</u>	<u>Serving Staff</u>	<u>Cleaning staff</u>
<u>Staff D/H</u>	<u>Lunch</u>	<u>12.00 Pm to 3.00 Pm</u>	<u>Counter 1</u>	<u>1</u>	<u>2</u>	<u>1</u>
<u>Trainees Canteen</u>	<u>Break Fast</u>	<u>6.00 Am to 10.30 Am</u>	<u>Counter 2,3 & 4 at EMT canteen</u>		<u>2</u>	<u>2</u>
<u>Trainees Canteen</u>	<u>Lunch</u>	<u>12.00 Pm to 3.00 Pm</u>			<u>4</u>	<u>2</u>
<u>Trainees Canteen</u>	<u>Dinner</u>	<u>6.00 Pm to 10.30 Pm</u>			<u>4</u>	<u>2</u>
<u>Man Power at GVK EMRI Campus, Supervisor-1, Serving Staff-9, Cleaning Staff-3 & Driver-1. Sub total 14 Members</u>						
<u>Note: The vendor should provide the counter at the outside hostels as informed by the organization authorities when ever they required as per the trainees strength, the vendor should deploy man power at the hostels as per the requirement.</u>						

Annexure
Declaration Certificate

Date:

To
Head – Supply Chain Management
GVKEMRI, Secunderabad
Andhra Pradesh

Subject: sealed quotation to provide catering services

Dear Sir,

We here by certify and declare that we have read and understood all the terms and conditions of the sealed quotation and all the terms and conditions are acceptable to us.

We further confirm that we accept to provide all the services quoted by us as per the guide lines of GVKEMRI and there are not deviations from the guide lines specified by GVKEMRI.

Thanking you,
Yours Sincerely,

(Authorized Signatory)
Name and Designation with company seal