



*“Progress through Education”*

Vidya Academy of Science and Technology

Malackal P.O. Kilimanoor- 695 602

Phone: 0470 2649574/2649234

[www.vidyatcklmr.ac.in](http://www.vidyatcklmr.ac.in)

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## **QUOTATION NOTICE**

### **CANTEEN SERVICE**

Sealed competitive quotations super scribing the name of works are invited from registered & experienced services contractors for the above work at Vidya Academy of Science and Technology Technical Campus (VAST TC) Malakkal P.o, Kilimanoor.

Last date of submission – **26 May 2022, 2 PM.**

EMD to be furnished along with Tender- **Rs 5000.** (Cash/DD/BG)

The quotations shall be submitted by registered post/Courier/in person to  
The Principal, Vidya Academy of Science & Technology Technical Campus,  
Malakkal P.O, Kilimanoor, TVM – 695602.

**For further details**, please visit our web site or contact College Office (**Office Superintendent Mob: 9995755892**) between 10.00 hrs to 17.00 hrs in any working days.

Date, Time and venue of opening of Quotations - **26 May 2022, 3 PM at  
VAST TC, Kilimanoor**

**PRINCIPAL**

## **Terms and conditions.**

1. Contractors shall have the manpower, organizational and infrastructure capabilities and statutory licenses for carrying out the services. They shall be registered as per rules applicable for such services.
2. Details of previous works of similar nature, executed, shall be submitted supported by certificates from concerned authorities shall be attached. Lowest rate with conditions if any shall be quoted at the first instance itself to avoid delay in negotiations.
3. Period of contract – Shall be two years from the date of agreement with provision for extension for a further period of one year on mutually agreeable terms and conditions. However, either party can terminate the contract by giving two months' notice in writing. VAST TC reserve the right to terminate the contract with 48 hours' notice if the contractor misuses the facilities / premises as viewed by VAST TC /serious violation to any terms and conditions stipulated in the contract.
4. Commencement of contract – within 7 days of issue of notice / order.
5. The contractor shall be responsible for the payment of wages, and other benefits to his employees.
6. VAST TC reserves the right to accept or reject any or all offers without assigning any reason thereof. Any quotation received after last date of receipt is liable to be rejected.
7. Successful tenderer shall provide security deposit of Rs. 50000/- by means of FDR/ bank guarantee inclusive of EMD for one year in favour of the Principal, VAST TC, Kilimanoor along with an agreement (as per format attached) in Non-Judicial stamp paper worth Rs 200/- within seven days of issue of order/notice.

### **Scope of Service:**

Vidya Academy of Science & Technology Technical Campus (VAST TC) intends the services of registered & professional Catering Organizations to operate the mess/canteen facilities in its premises for the students, boarders' /hostellers as well as faculty and visitors to the college.

### **Catering Services:**

- Provide Catering Services - 3 meals a day (Breakfast, Lunch & Dinner) + morning and afternoon tea/ coffee / snacks as per the rates prevailing in the contract.
- Operate a Canteen services offering snacks and beverages from 7.00 hrs to 21.00hrs.
- The provision of catering services shall be flexible, upholding the highest levels of health, safety and be at competitive market rates. Contractors who convince these capabilities only will be selected.

PRINCIPAL CONTRACTOR  
**STRUCTURE OF THE BID DOCUMENT: COLLEGE CANTEEN SERVICE**

1. **Introduction.**
2. **Scope of services.**
3. **General Terms & conditions.**
4. **Submittals.**

**Envelop**

- A. Similar Service Experience
- B. Sample Menu.
- C. Licenses & Testimonials.
- D. Price Bid

**VIDYA ACADEMY OF SCIENCE & TECHNOLOGY**  
**(A UNIT OF VIDYA INTERNATIONAL CHARITABLE TRUST)**

1. **INTRODUCTION**

Vidya International Charitable Trust (VICT) is a non-profit Charitable Trust formed by a group of philanthropic non-resident Indians (NRI) from all over the world, registered at Thiruvananthapuram in December 2000. The trustees are NRIs from different countries, from USA to Singapore. The vision of the trust is to serve and contribute to society through the pursuit of higher education.

Vidya Academy of Science and Technology Technical Campus (VAST TC), Malackal P.O, Kilimanoor, Thiruvananthapuram is the second Engineering College managed by Vidya International Charitable Trust (VICT) aiming to achieve International Standards. Present student strength is 800, staff strength is 130. Hostel facility is for 135 students and present there are 60 students & 10 staff are using hostel facility.

The contractor will be responsible for providing catering and support services to the above facilities.

## 2. SCOPE OF SERVICES

### 2.1 Catering:

- a. The contractor will be responsible for providing the resident students 3 meals a day (breakfast, lunch and dinner) + morning and afternoon tea / coffee and light snacks at agreed price and menu composition. The service will be cafeteria style of services.
- b. The contractor will be responsible for conducting the canteen and providing the day students, faculty and visitors with meals, snacks and beverages between 7.00 am to 9.00 pm.
- c. The Contractor shall ensure that wholesome tasty, fresh and well-prepared meals are served in a hygienic and timely manner to all residents and visitors as per the requirement.
- d. The Contractor shall provide all raw materials, ingredients etc. for food preparation. Contractor shall arrange to procure and store quality materials in adequate quantity.
- e. The Contractor will make available a variety of freshly prepared snacks / bakery items in accordance with the requirements of the canteen.
- f. VAST TC will provide to the Contractor, water and electricity which will be charged at prevailing rates on a monthly basis, to provide meals / snacks for the college. No outside catering will be permitted from the college kitchen.
- g. Contractor will bear the cost of cooking gas or any other fuel required to prepare the meals. Wood cannot be used as fuel for cooking in the premises.
- h. VAST TC will provide kitchen equipments as listed under point 7 and any additional equipments, if required, have to be procured by the contractor under intimation to the management. Contractor will be responsible for the maintenance of all kitchen equipments to ensure that the same is in working condition and complies with the safety norms in the kitchen. The Contractor will also be responsible for the

maintenance of the Canteen building.

- i. Contractor will serve meals as per the timing instructed by VAST TC. Dinner for Ladies hostel students shall be served at LH dining hall.
- j. The Contractor will pay a fixed monthly rent to the college for the utilization of the premises and to cover other related costs. (Please refer Cl. 3.f – General Terms & Conditions )
- k. The Contractor will not make any changes or alteration in the premises /buildings under his occupation without prior written permission of VAST TC.
- l. The Contractor will follow the daily menu as stated in the agreement. Any deviation from the pre-set menu will have to be brought to the notice of the VAST TC and sanction obtained at least 24 hours prior to the service.
- m. The Contractor will ensure that all sizes and weights of menu items are adhered to as specified in the sample menu, which is an integral part of the agreement.
- n. All the catering staff working for the Contractor should be of good health and not suffering from any illness / diseases etc. The list of employees to be posted is to be got approved by VAST TC prior to appointment. Statutory requirements applicable to canteen staff shall be ensured by the contractor.
- o. All Contractors' staff involved in the production and service of meals will be in full uniform during their duty hours. Separate female staff will be required to provide meal services to the girls in the girls' hostel.
- p. All meals will be prepared in the main kitchen and transported to the girls' hostel in a proper safe manner, ensuring adequate protection especially during rainy season.

3. **GENERAL TERMS & CONDITIONS**

- a. Health Registration and license from local bodies shall be arranged by the contractor at his own cost within one month of the commencement of the

contract.

- b. **Applicability of Rates:** Held firm for a period for twenty-four months, and is likely to be continued for a further period of 12 months on mutually agreed terms and conditions.
- c. **Validity of Offer:** 06 months from the date of submission of tender.
- d. **Sales & Service Tax:** All rates should be inclusive of all taxes, levies etc.
- e. **Change of Orders/Rate Revision:** All change in orders, rate revisions pertaining to this bid document can only be authorized and implemented with written permission of VAST TC.
- f. **Rental charges:** The contractor will pay a monthly flat rent to the college for the conducting of his business in the campus using the facilities provided by the college. This rental fee will be flat and fixed payable at the beginning of every month. This rental charge will not be dependent on the quantum of sales per month.

(Indicate in the following format the monthly rental, you, as a Catering/Canteen Services provider is willing to offer VAST TC. Please note that should you be awarded the Contract, your company will be required to pay six months' rental in advance.)

**Monthly Rent offered to VAST TC for utilizing kitchen, kitchen equipments and canteen premises is Rs. \_\_\_\_\_**

(Rupees -----)

**Water & Electricity charges is Rs. \_\_\_\_\_**

(Rupees -----)

- b. **Termination of Contract:** Either party can terminate the contract by giving two months' notice in writing. VAST TC reserve the right to terminate the contract with 48 hours' notice if the contractor misuses the facilities / premises as viewed by VAST TC/ serious violation to any terms and conditions stipulated in the contract.
- g. **Health, Safety & Environment:** The Contractor will uphold the industry norm in maintaining health, safety and environment during the course of providing various services to VAST TC and its residents.
- h. **Insurance:** The Contractor will submit a Public Liability Policy to

ensure adequate coverage against incidents like food poisoning, explosions in the kitchen, damage to life and property etc. The policy will cover all members of VAST including students, faculty and visitors. The minimum value of the public liability coverage should be Rs. 10 lakhs for any single incident throughout the contract period.

The Contractor will also provide insurance in the form of Workmen's Compensation for all staff working under his direction and on his payroll.

- i. **Security Deposit** - On award of the Contract the selected tenderer will provide VAST TC with a Performance Bank Guarantee or Fixed Deposit in favour the Principal, Vidya Academy of Science & Technology Technical Campus towards security deposit which will be decided by VAST TC. This Guarantee/Fixed Deposit will be furnished by a reputed bank and will be released at the end of the contract period should there be no liabilities that forces the VAST authorities to encash the same.

#### 4. **SUBMITTALS**

The contractor is required to furnish the following information in the form of "Submittals" in an effort to qualify technically for the short-listing of Potential contractors, eligible for providing such services to VAST TC.

##### **Sample Menus:**

- i. A weekly cyclic menu in the format of table C1 detailing breakfast/lunch/tea and light snacks and dinner services for resident students, faculty and day students. The menu shall comprise of local "Kerala meals" as per the sample menu attached and should consist mainly of vegetarian items. Quotation should be based on sample menu provided. (see annexure I) and contractor's two week cyclic menu should be in line with sample menu. special items can be sold at price accepted by VAST TC; separately direct to students in the mess hall. The price list of such items shall be displayed. The proposed charges shall be indicated in table C3.
- ii. In addition snacks and beverage menu as well as list of prepacked proprietary snacks, chocolates etc shall be available and displayed.

- iii. Special party menus for special occasions such as VIP Breakfast, lunch, Dinner, High tea and snacks shall be quoted.

**Priced Bid (Rates & Units of Measure):**

This section deals with the commercial aspects of the contract and reflects the unit prices and lump sum rates applicable for the services rendered.

Except as otherwise stated herein, the lump sum and unit prices set forth in this "Priced Bid" should include all taxes, duties and cost of whatever nature, and shall be firm for the duration of the contract period. Payment in accordance with the rates set forth herein shall constitute full compensation for the work performed by the contractor.

The contractor shall provide all labour, technical staff, supervision, management, materials, food stuff, equipment, work tools, transportation, consumables, and all other incidental / items required and necessary to provide, deliver and perform the catering services as defined under Section 2.0 - Scope of Services.

The prices set forth in this section should include the cost of all mobilization and demobilization of all personnel, materials, consumables, and all other items required to commence catering and any other associated services / operation, the obtaining of all permissions, insurances and performance security, if applicable.

Your quotation for the Catering service shall be as detailed below:

**H1. CATERING:**

**C.1 - Per Man Per Day Catering Rates for Resident & Day Students, Faculty & Visitors: (add morning coffee/tea also) (approx. 300 nos/day)**

Category	Breakfast	Lunch	Afternoon Tea/ Snacks	Dinner	Total	Remarks
Student / Faculty Meals						Please attach weekly



(Veg)						menu

Contractor has to indicate (1) monthly rate for residents and (2) Daily rate exemption offered for continuous absence of resident students (with prior permission) of 3 days and 5 days. Extra quantity of breakfast or other items may be provided at extra cost if required by residents and item wise cost is to be exhibited in advance. Egg curry or egg omelet or Boiled Bananas available every day for breakfast at extra cost and is optional for residents.

### **C.2 - Catering Rates for Special Functions (Per Head)**

Category	Breakfast	Lunch	Dinner	Total	Remarks
Special Function (Non-Veg)					Please attach menus
Special Function (Veg)					Please attach menus

### **C.3 - Catering Rates for Non-Veg items per portion Treated as Specials:**

Name of Item	Portion Size & Specification	Price	Remarks
Kerala Fish Curry	1 Pc - 60 Gms with bones and 100-125 ml curry.		Mackerel, pomfret, Sardine, King Fish etc.
Kerala Fried Fish	2 Pcs - 60 Gms with bones, garnished with onion and tomato slices.		Mackeral, Sardine, King Fish, Pomfret etc.

Mutton Masala	100 Gms of Mutton (bone-in) with 150 Gms of Masala.		Only Goat Meat to be used.
Mutton Sukka	100 Gms of Mutton (bone-in) with 100 Gms onion masala.		Only Goat Meat to be used.
Mutton Mughlai	100 Gms of Mutton (bone-in) with 150 Gms Mughlai Curry.		Only Goat Meat to be used.
Mutton Biryani	100 Gms of Mutton (bone-in) with 200 Gms. of Biryani Rice.		Only Goat Meat to be used.
Chicken Masala	100 Gms of Chicken (bone-in) with 150 Gms Curry.		Minimum 1 Kg. bird to be used.

Chicken Sukka	100 Gms. of Chicken (bone-in) with 100 Gms of onion masala.		Minimum 1 Kg. bird to be used.
Chicken Mughlai	100 Gms of Chicken (bone-in) with 150 Gms of Mughlai Curry.		Minimum 1 Kg. bird to be used.
Chicken Biryani	100 Gms of Chicken (bone-in) with 200 Gms of Biryani Rice.		Minimum 1 Kg. bird to be used.

Beef Curry	100 Gms boneless beef with 125 ml of curry.		Boneless
Beef Chilly Fry	100 Gms of boneless beef with 100 Gms of chilly Fry masala.		Boneless
Egg Curry Egg Omelet	2 eggs 1 & 2 100 gm onion masala		Only chicken egg to be used

- Note:**
- (1) All weights mentioned above are cooked weight.
  - (2) Eggs should be medium size with 50-55 gms weight
  - (3) For all non-veg items with bone, the bone weight should not exceed 20 gms except for Chicken.
  - (4) At least 2 varieties of Non-Veg. items should be available each day during lunch and dinner.

**C.4 -Rates for Snacks and Beverages / short eats in the Canteen on cash basis**

**Canteen Services (Snacks and Beverages)**

Item	Brand	Unit	Nos/Gms

Please note - Contractor should list the items to be purchased as extras in addition to the regular supply during breakfast, lunch and dinner as in annexure 1 and the cost at approved rate for each such item should be mentioned against the item in advance. This can be supplied on cash payment. He may also offer branded pre-packed snack/food items and beverages on cash payment. For items prepared within campus kitchen, please mark as "in-house" in the brand column.

5. **TIME FRAME**

Interested tenderers shall submit their bid to:

**The Administrator.**

**Vidya Academy of Science and Technology  
Malakkal Post, Kilimanoor 695602.**

**Tel: 0470 2649574/2649234, e-mail: [os.vasttc@vidyatchlms.ac.in](mailto:os.vasttc@vidyatchlms.ac.in)**

All quotations should be submitted in sealed A4 sized envelopes and superscribed "Tender for Catering Services in VAST TC" latest by 25 May 2022, at 2 PM. **prequalification bid and price bid should be enclosed in separate sealed envelopes with superscription.**

Prequalification bids will be opened first and thereafter the price bids of those contractors who satisfy the requirements in Prequalification bid.

The selected tenderer will be given seven days' notice to mobilize his services and conduct the operations. He has to execute an agreement in stamp paper worth Rs. 200/- with security deposit for the satisfactory fulfillment of the service.

6. **AVAILABLE SPACE**

- a. Lounge area.
- b. Furnished dining hall.
- c. Pantry area and counter.
- d. Kitchen.
- e. Wash area.
- f. Dry storage area.
- g. Lean to area.
- h. Separate toilet for ladies.

**Required Kitchen Equipments.**

<b>KITCHEN EQUIPMENTS</b>		
<b>PARTICULARS</b>	<b>DETAILS</b>	<b>QTY</b>


### **General Rules**

1. VAST TC reserves the right to enter inside the kitchen at will, to inspect all food items, raw or cooked, and items found sub-standard should be destroyed by the contractor in the presence VAST TC.
2. VAST TC will have the right to weigh and check the quantity of portion for all items and if found below the specified weight, appropriate penalty will be imposed.
3. All food items, raw, cooked or pre-packed, should be received by the kitchen only during the daytime.
4. Before serving any meals to any students / guests, one of the catering supervisor / representative must taste and check the quality and taste of the food.
5. Food samples should be kept in the chiller room for a minimum period of 48 hours.
6. All pre-packed items like, Biscuits, soft drinks in tetra packs, chocolates etc., should have manufacturing and expiry date and should have sufficient usage time.
7. Employees with contagious diseases and skin diseases shall not be allowed to work in the Canteen.
8. Periodical food and safety training should be provided to all staff and records pertaining to the training activities should be maintained at the Canteen and should be produced for inspection on demand.
9. All staff should wear clean and properly laundered uniforms and proper personal hygiene should be maintained.
10. Preparation / handling of raw food should be segregated from preparation / handling of cooked and processed food.
11. Periodical student satisfaction survey will be conducted and a minimum of 90% satisfaction should be achieved.

12. The staff employed by the contractor should not be transferred / relieved from duties without the prior permission and approval of the VAST TC authority.
13. VAST TC reserve the right to order for immediate removal of any canteen staff, without assigning any specific reason.
14. Contractor will not permit his employees to work in the Canteen or enter the college premises after intoxication or while smoking. Contractor should ensure that his staffs maintain proper and adequate discipline and decorum at the College premises. Any violation of this will cancellation of contract at the risk and cost of the contractor.

### Annexure 1.1

#### Sample Menu for Breakfast Lunch and Dinner - Vidya Academy of Science & Technology

<b>Meals</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>
<b>Breakfast</b>	1 Masala Dosa 100 gms each with sambar + chutney	4 steamed idli of 60 gms each + 1 Uzhunnu Vada of 60 gms with sambar and chutney	4 Pcs. Medium Size Poori with 125 gms. Potato Bhaji	4 Dosa 80 gms each and sambar + chutney
<b>Hot Beverage</b>	<b>Tea or Coffee 1 cup (150 ml)</b>			

<b><u>LUNCH</u></b>					
<b>Minimum Cooked Portion</b> ↓					
	125 gms	Vegetable Koottu curry (Dry or Gravy Preparation)	Vegetable Koottu curry (Dry or Gravy Preparation)	Vegetable Koottu curry (Dry or Gravy Preparation)	Vegetable Koottu curry (Dry or Gravy Preparation)
<b>L</b>	150 gms	Sambar	Sambar	Sambar	Sambar
<b>U</b>	125 gms	Thoran	Thoran	Thoran	Thoran
<b>N</b>	15 gms -AnyType	Pickle	Pickle	Pickle	Pickle
<b>C</b>	1 No Medium Size	Papad	Papad	Papad	Papad
<b>H</b>	Unlimited (Daily Change)	Rasam/butt er milk	Rasam/butter milk	Rasam/butt er milk	Rasam/butter milk
	Unlimited	Matta Rice	Matta Rice	Matta Rice	Matta Rice
<b><u>AFTERNOON TEA</u></b>					
	125 gms	Bread roast/ 2 pcs onion (potato) Bonda 60 gms each	2 pcs Parippuvada 60 gms each	2 pcs Pazhampori 60 gms each	2 pcs Uzhunnu vada 60 gms each
	150 ml	Coffee/tea	Coffee/tea	Coffee/tea	Coffee/tea

	<b><u>Dinner</u></b> <b>Minimum Cooked Portion Size</b>				
	6 Pcs (50 gms each)	4 pcs of Chappathi with veg curry		Chicken biriyani	4 pcs of Chappathi with green peas curry
<b>D</b> <b>I</b> <b>N</b> <b>N</b> <b>E</b> <b>R</b>	125 gms			Salad	
	Unlimited		Matta Rice		
	150 gms.		Fish fry		
	250 ml		Sambar		
	125 gms		Thorán		
	15 gms (Any type)		Pickle	Pickle	
	1 No Medium Size		Papad	Papad	
150 ml		Anyone-Payasam			

### **Annexure 1.2**

#### **Sample Menu for Breakfast Lunch and Dinner** **For Vidya Academy of Science & Technology**

<b>Meals</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>Breakfast</b>	2 Pcs Puttu 100 gms each with sufficient Kadala Curry	4 Pcs. Medium Size Poori with 125 gms. Channa Masala	4 steamed idli of 60 gms each + 1 Uzhunnu Vada of 60 gms with sambar and chutney
<b>Hot Beverage</b>	<b>Tea or Coffee 1 cup (150 ml)</b>		



<b>LUNCH - Minimum Cooked Portion</b>				
<b>L U N C H</b>	125 gms	Vegetable Koottu curry (Dry or Gravy Preparation)	Vegetable Koottu curry (Dry or Gravy Preparation)	Vegetable Koottu curry (Dry or Gravy Preparation)
	150 gms	Sambar	Sambar	Sambar
	125 gms	Thoran	Thoran	Thoran
	15 gms (Any Type)	Pickle	Pickle	Pickle
	1 No Medium Size	Papad	Papad	Papad
	Unlimited (Daily Change)	Rasam/butter milk	Rasam/buttermil k	Rasam/butterm ilk
	Unlimited	Matta Rice	Matta Rice	Matta Rice
<b><u>AFTERNOON TEA</u></b>				
	125 gms	2 pcs Pazhampori 60 gms each	2 pcs Uzhunnu vada 60 gms each	2 pcs Pazhampori 60 gms each
	150 ml	Coffee/tea	Coffee/tea	Coffee/tea
<b><u>DINNER</u></b>				
<b>Minimum Cooked Portion</b>				

<b>D I N N E R</b>		4 nos parotha 75 gms each with chicken curry		4 nos parotha 75 gms each with egg curry
	Unlimited		Matta Rice	
	150 gms.			
	250 ml		Sambar	
	125 gms		Thoran	
	15 gms (Any type)		Pickle	
	1 No Medium Size		Papad	
	150 ml		Sweet	

- Note:**
1. All weights mentioned above are cooked weight.
  2. Eggs should be of medium size with 50 – 55 gms weight
  3. Chicken Curry having chicken weight of 125 gm.
  4. For all non-veg items with bone, the bone weight should not exceed 20 gms except for chicken
  5. At least 2 varieties of Non-veg items on extra payment should be made available every day during lunch and dinner.
  6. Boiled water should be provided for drinking purpose.

**PRINCIPAL**

**CONTRACTOR**