

**TENDER NOTIFICATION NO.(i) T1/122(02)/24-LDS, DT.19.06.2024**

<b>SI No</b>	<b>DETAILS OF TENDER SCHEDULE</b>	
1	Purpose of Tender	Appointment of contractor to run staff canteen at APSRTC Bus Depot at BHEL, Ramachandrapuram, Hyderabad.
2	Date of Sale of tender application forms	On all working days from 19.06.2024 to 07.07.2024 between 10:30 hrs and 17:00 hrs.
3.	Place of sale of tender application forms	1. Office of the Dy. Chief Traffic Manager, LDS Unit, A-Block, Ground Floor, APSRTC, Bus Bhavan, Hyderabad. 2. Can be downloaded from <a href="http://apsrtc.ap.gov.in/tenders">http://apsrtc.ap.gov.in/tenders</a>
4	Cost of Application form	Rs.1770/- (including GST). DD should be drawn in favour of FA & CAO, APSRTC from any nationalized/scheduled Bank, payable at Vijayawada. In case of downloading of application form from website, the DD should be enclosed to the tender form at the time of submission of tender on 08.07.2024.
5	EMD	Rs.10,000/- DD should be drawn in favour of FA&CAO, APSRTC from any nationalized/scheduled Bank, payable at Vijayawada. The DD should be enclosed to the tender application form at the time of submission of tender form on 08.07.2024.
6	Tender date	08.07.2024 from 10:30 hrs to 14:00 hrs
7	Place of submission of tenders	Office of Dy.Chief Traffic Manager, LDS Unit, A-Block, Ground Floor, APSRTC, Bus Bhavan, Hyderabad
8	Dt. of opening tenders	08.07.2024. at 15:00 hrs
9	Contact Nos for clarification on tenders	ATM(LDS) - 9100948191 Dy.CTM(LDS)- 9959224747

**TENDER FORM FOR APPOINTMENT OF CONTRACTOR  
TO RUN A CANTEEN FOR THE CREW  
IN THE DEPOT PREMISES OF APSRTC LOCATED AT  
BHEL, RAMACHANDRAPURAM, HYDERABAD**

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**TENDER NOTIFICATION NO. (i) T1/122(02)/24-LDS, DT.19.06.24**  
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**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

**O/o THE Dy.CHIEF TRAFFIC MANAGER, LDS  
APSRTC, BUS BHAVAN,  
RTC X ROADS, MUSHEERABAD,  
HYDERABAD-500624**

**Website: <http://www.apsrtc.ap.gov.in>**

## **DISCLAIMER**

The information contained in this Tender document or subsequently provided to Tenderers, whether in document or verbal or any other form by or on behalf of Andhra Pradesh State Road Transport Corporation (APSRTC) by any of its employees or advisors, is provided to Tenderers on the terms and conditions set out in this Tender document and such other terms and conditions subject to which such information is provided.

The purpose of this Tender document is to provide interested parties with information that may be useful to them in eliciting their proposals pursuant to this Tender document. This Tender document may not be appropriate for all persons, and it is not possible for APSRTC, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this Tender document.

This Tender document includes statements, which reflect various assumptions and assessments made by APSRTC in relation to the Contract. Such assumptions, assessments and statements do not purport to contain all the information that each Tenderer may require.

The assumptions, assessments, statements and information contained in this Tender document, may not be complete, accurate, adequate or correct. Each Tenderer should, therefore, conduct his/its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tender document and obtain independent advice from appropriate sources.

Information provided in this document to the Tenderer(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. APSRTC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

APSRTC, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Tenderer under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender document and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender document or arising in any way in this Tender Stage.

Signature of the tenderer.

**DETAILS OF TENDER NOTIFICATION NO: (i) T1/122(02)/24-LDS,  
DT.19.06.24**

- a) The tender is for appointment of Contractor to run a Canteen in the premises of APSRTC Depot located at Ramachandrapuram, BHEL, Hyderabad for providing Breakfast, Tea/Coffee, Lunch, Evening snacks and Dinner to approximately 300 members (crew of buses) every day for a period of two (2) years initially and extendable for one more year on mutually agreed terms, subject to the performance of the Contractor such as quality, quantity of the food items, hygiene and services. The canteen is exclusively for APSRTC staff. Outsiders are not permitted to avail canteen facility.
- b) Corporation will provide the following facilities without collecting rent i.e. on free of cost basis to the contractor :
- (i) Cooking shed, Kitchen room with storage place, dining hall (ii) tables and chairs (iii) Electricity (iv) Water
- c) The contractor has to arrange the following items at his own cost:
- (i) All cooking and serving equipment, appliances required by the Contractor such as LPG stoves, gas cylinders, cooking vessels, Mixies/ Grinders, refrigerator, plates, glasses etc.
- (ii) the contractor shall arrange Bain Marie (Food warmer) in the kitchen at his own cost for supplying the food items in hot condition at any point of time during the prescribed food serving timings. The contractor can take away the Bain Marie (Food warmer) on completion /pre closure /termination of contract.
- (iii) The contractor shall procure grains, cooking oil, vegetables and all other items required for cooking at his own cost.
- d) The Contractor shall use LPG stoves only and shall not be allowed to use fire wood, coal, kerosene etc., under any circumstances.
- e) Sealed Tenders in single bid system are invited from experienced individuals / agencies / firms quoting the food prices.
- f) The bidder who quoted the lowest total price may be selected for contract as recommended by the tender committee after negotiations on fulfilling all the tender conditions.
- g) Tender documents can be obtained from the office of the Dy.Chief Traffic Manager, LDS Unit, A-Block, Ground Floor, APSRTC, Bus Bhavan, Hyderabad from 19.06.24 to 07.07.24 between 10.30 hrs and 17.00 hrs on all working days on submission of DD for Rs 1500/- + GST @ 18% i.e. for Rs. 1770/- obtained in favor of FA&CAO, APSRTC, payable at Vijayawada, drawn at any nationalized/scheduled bank.
- h) Tender documents can also be downloaded from the website <http://apsrtc.ap.gov.in/tenders>. A Demand Draft for Rs 1500/- + GST @ 18% i.e. for Rs..1770/- (One thousand seven hundred and seventy only) obtained in favor of FA&CAO, APSRTC, payable at Vijayawada, shall be enclosed with each Tender form (downloaded), at the time of submission of tender.
- i) Earnest Money Deposit for an amount of Rs. 10,000/- (Rs. Ten thousands only) shall be obtained in favour of FA&CAO, APSRTC, payable at Vijayawada, drawn at any nationalized / scheduled bank and to be submitted along with tender form.

Signature of the tenderer.

- j) Completed tender forms shall be submitted through sealed covers in the sealed tender box provided at the **office of the Dy.Chief Traffic Manager (LDS)**, A-Block, Ground Floor, APSRTC, Bus Bhavan, RTC X roads, HYD from 10.30 hrs to 14.00 hrs on 08.07.24. The tenders will be opened on the same day at 15.00 hrs. Tenderers or their authorized representatives will be permitted to be present at the time of opening of tenders.
- k) In the event of the date, specified for receipt and opening of tender, being declared as a holiday for APSRTC's office, the due date for submission of tenders and opening of tenders will be on the following working day.
- l) Before submission of the tender, tenderers are required to make themselves fully conversant with the terms and conditions, so that no ambiguity arises at a later date in this respect.
- m) APSRTC reserves the right to **accept any tender or reject/cancel any tender or all the tenders** received in response to this tender notification at any stage without assigning any reasons whatsoever.

Signature of the tenderer.

## TERMS AND CONDITIONS OF THE TENDER

### General

1. All the tenderers including those who have downloaded the Tender Document are requested to get in touch with Dy.Chief Traffic Manager (LDS), A-Block, Ground Floor, APSRTC, HYD for all updates on the tender such as addendums, replies to queries, postponement of tender schedules etc., or monitor the website for the same. No claims or compensation will be entertained on account of the Tenderer having not read/noticed the updates, etc.
2. Tenderer is required to read carefully the contents of this document and is expected to examine all instructions, forms, terms and conditions in the tender documents. Failure to furnish all the information required as per the tender document or submission of a tender not substantially responsive to the tender documents in every respect will be at the Tenderer's risk and may result in rejection of the tender.
3. The Tender must be submitted in the prescribed Tender Form along with requisite EMD.
4. The Tender once submitted shall not be permitted to be withdrawn. The Corporation shall not be responsible for the delay in finalizing the tenders - for administrative reasons or for the reasons beyond its control viz., Court directive etc.
5. Incomplete Tender form or Tender form received after the stipulated time and date, Tender form not accompanied by Demand Draft for requisite EMD and DD for Tender document fee **(if downloaded)** will be rejected. Cheques in lieu of Demand Drafts will not be accepted.

### Earnest Money Deposit

6. The EMD is Rs.10,000/- (Rupees Ten thousand only). Tender Form shall be accompanied by a Demand Draft obtained from any Nationalized Bank/Scheduled Bank for the stipulated amount towards EMD. No exemption of EMD is allowed to any Government Organization/SSIs etc. The Demand Draft should be obtained in favour of FA&CAO, APSRTC, payable at Vijayawada. Payment of EMD in any other form other than Demand draft will not be accepted.
7. The EMD will not carry any interest. The EMD of the unsuccessful tenderers will be refunded only after finalization of Tenders. The Corporation shall not be responsible for any delay in refund of EMD due to any reason in finalizing Tenders i.e. Administrative reasons / Court directive etc. The EMD of the successful tenderer will be adjusted towards security deposit payable to the Corporation.

Signature of the tenderer.

8. The EMD of the tenderer will be forfeited under the following circumstances.

(i) When the tender form submitted by the tenderer is invalid.

**The Tender form is liable to be treated as invalid...**

(a) When the EMD is not paid or less than what is stipulated in the tender document.

(b) When the EMD is paid through other means i.e., in a manner other than what is stipulated in the Tender Notification.

(c) When Tender form with pre-conditions or additional conditions is submitted.

(d) When the tender is submitted in an unconcerned tender form.

(e) When the tender is submitted for the business other than that notified in the tender Notification.

(f) When the tender form is submitted by minor. However, in case the tender is submitted on behalf of a minor, necessary proof of guardianship shall be submitted, failing which tender will be rejected.

(ii) When the successful tenderer fails to pay the Security deposit within 15 days from the date of issue of allotment letter for the contract.

(iii) When the successful tenderer fails to enter into an agreement with the Corporation within 15 days from the date of issue of allotment letter for the contract.

**Submission of Tender:**

9. Before submission of the tender, tenderers are required to make themselves fully conversant with terms and conditions, so that no ambiguity arises at a later date in this respect.

10. If the tenderer finds discrepancies in tender document and its conditions or if he is in doubt as to their meaning he should at once intimate and obtain clarification prior to submission of the tender.

11. If the tender is submitted on behalf of a firm, name of the person representing the firm along with designation shall be mentioned in the tender form below the firm name. Also proof of authorization shall be enclosed.

Signature of the tenderer

12. The tender shall be filled in all respects and shall be signed by the Tenderer on all pages of the document. The Tenderers should ensure that their offer is submitted on the **due date and time**. Offers received after due date and time shall not be accepted.

Incomplete tenders or tenders not fulfilling any of the conditions specified above are liable to be rejected without assigning any reason.

13. The Tender Documents completely filled in all respects must be dropped in the tender box kept in the Office of the Dy.Chief Traffic Manager (LDS), A-Block, Ground Floor, APSRTC, Bus Bhavan, RTC X roads, Hyderabad -500 020, between 10.30 hrs to 14.00 hrs on 08.07.24, or any Amendments issued thereon.
14. Tenderer shall submit the tender in sealed **envelope** as below:

The **Envelope** marked on top as "**TENDER FORM FOR APPOINTMENT OF CONTRACTOR TO RUN A CANTEEN FOR THE CREW AT NEW DEPOT PREMISES OF APSRTC LOCATED AT RAMACHANDRAPURAM, BHEL, HYDERABAD**", duly furnishing the name of the Tenderer along with Telephone Number on the left hand bottom side and shall contain

- (a) A demand draft for Rs.1500/- + GST @ 18% ie Rs. 1770/- towards tender document fee (if downloaded from internet)
- (b) Requisite DD for Rs. 10,000/- towards the EMD
- (c) Application-form duly filled & signed as indicated at **Annexure - II**.
- (d) All the papers of tender document with terms and conditions duly signed by the Tenderer on each page as a token of acceptance of all the terms and conditions.**
- (e) Self Attested copies of Tenderer's partnership deed/ proprietorship deed /Registration Documents, as applicable.
- (f) Self Attested copy of PAN/TAN card of the Tenderer.
- (g) Self attested copy of Adhar card
- (h) Power of Attorney/Authority letter to sign the Tender Document as applicable in case of firms and companies
- (i) Copy of registration certificate should enclose in case of Partnership firm/company
- (j) Any other document required as per the tender conditions

Signature of the tenderer.



15. Corporation has fixed the minimum and maximum range for the prices of food items at which the Contractor shall sell the food items to the Crew as detailed below:

i.	Breakfast	Rs 20/- to Rs 30/-
ii.	Lunch	Rs 55/- to Rs 65/-
iii.	Evening snacks	Rs 15/- to Rs 25/-
iv.	Tea/Coffee	Rs 5/- to Rs 10/-
v.	Dinner	Rs 50/- to Rs 60/-
vi.	Egg curry/Omlet	Rs.15/- to Rs.20/- (minimum one egg)
vii.	Chicken curry	Rs.35/- to Rs.45/-(100 gms in a cup)
<b>viii.</b>	<b>Total</b>	<b>Rs 195/- to Rs 255/-</b>

Non vegetable food items i.e., egg curry and chicken curry shall also be made available by the contractor daily. The crew who prefer the non vegetable food will purchase them by paying additionally over and above the lunch/dinner price.

16. The tenderer

- (i) shall quote for each item i.e. for Breakfast, Lunch, Evening snacks, Tea/Coffee, Dinner, egg curry/omlet and chicken curry compulsorily, failing to submit offer price even for any one of the items will render rejection of tender along with forfeiture of EMD.
- (ii) **shall quote price for each item within the range only as prescribed above.** The tender will be rejected if the prices quoted for each item are not within the above range. Tender submitted with offered price out of range prescribed (i.e., less than minimum price and more than maximum price) even for any single item, will be rejected duly forfeiting EMD.

17. The contract amount shall be quoted in figures as well as in words. There shall not be any alterations in the amount quoted by the tenderer. In case of difference in the amount recorded in figures and words, the amount recorded in words will be taken into consideration.
18. The tender must be unconditional. Conditional offers will be summarily rejected. The tender shall be quoted by the Tenderer entirely in Indian Rupees.
19. Tenderers are advised to visit to acquaint themselves with the premises/area where catering services are required and the cost of such visit shall be borne by the Tenderer. It shall be deemed that the Tenderer undertaken a visit to the APSRTC premises at BHEL, HYD and is aware of its operational conditions before submission of his tender.

Signature of the tenderer.

### **Opening and Evaluation of Tenders:**

20. The Tenders will be opened in the Office of the Dy.Chief Traffic Manager, LDS, APSRTC, A Block, Bus Bhavan, RTC X roads, Mushirabad, Hyderabad, at 15.00 hrs on 08.07.2024. The Tenderer or any of his/her authorized representative holding authorization letter as at **Annexure III**, who wish to be present at the time of opening of tenders, shall attend the tenders.
21. In the event of the date specified for receipt and opening of tender being declared as a holiday for APSRTC's office, the due date for submission of tenders and opening of tenders will be the following working day.
22. The following procedure will be adopted for opening and evaluation of the tenders:

**Sealed envelope** will be opened to verify its contents and if the documents are incomplete or not in the prescribed formats or substantially insufficient to evaluate the Tenderer on the basis of the information contained in it may render the tender invalid. The offers of the Tenderers shall be read out to all the Tenderers or their representatives present at the time of opening.

### **Tender Evaluation Committee**

23. **The total amount arrived at after adding the quoted prices of all the items i.e. for Breakfast, Lunch, Evening snacks, Tea/Coffee, Dinner, egg curry/omlet and chicken curry put together will be the criteria for evaluating tenders.** The tenderer whose total amount quoted is the lowest and within the prescribed range will be allotted the contract after negotiations and recommendations made by Tender Committee. If more than one tenderer quotes the same lowest total amount, contract will be allotted on lottery basis.
24. The Tender Evaluation Committee constituted by APSRTC shall evaluate the tenders. The decision of the Tender Evaluation Committee in the evaluation of the Tenders shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee.
25. Any approach from the tender representative or his agent, trying to influence the decision on the tender, officially or otherwise, shall render the tender liable to be summarily rejected. The tender committee has been empowered to take the final decision regarding the tender.

### **Amendment of Tender Document:**

26. (i) At any time prior to the deadline for submission of proposals, APSRTC may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer modify the Tender Document by issuing an addendum.  
  
(ii) Any Addendum thus issued shall become a part of the Tender Document and will be communicated in writing through Post / Fax / Email to all purchasers of the Tender Document and will also be posted on the website of the Corporation.

Signature of the tenderer.

(iii) To provide reasonable time to the prospective Tenderers to take an addendum into account while preparing their proposals, the deadline for submission of proposals may be extended, at the discretion of the tendering authority, if required.

(iv) The tenderer shall attach the signed copy of addendum, to the tender document as the addendum becomes part of tender document.

### **Allotment of contract**

27. The tender committee will evaluate the tenders and will negotiate with the lowest quoted bidder if needed. On satisfying with the final quote after negotiations and on fulfillment of terms and conditions, the committee will submit recommendations. Based on the recommendations of the Committee, the contract will be allotted to the successful tenderer. The successful tenderer shall enter into agreement and **commence business within 15 days** from the date of issue of allotment letter for the contract duly paying **Rs.50,000 (Fifty thousand Rupees only)** towards **security deposit** through DD drawn at any Nationalized / scheduled bank, in favor of FA&CAO, APSRTC payable at Vijayawada.
28. Representation for extension of period for payment of SD and entering into agreement beyond the date mentioned in the allotment order will not be entertained.
29. Security Deposit will be returned within one month after conclusion of contract duly deducting dues if any payable by the licensee to the Corporation. Security Deposit will not carry any interest.
30. Failure to enter into agreement duly paying security deposit within stipulated period of 15 days from the date of issue of allotment letter, will render cancellation of allotment order automatically and the EMD amount will be forfeited into Corporation Account without giving any notice. Corporation can engage any other persons/agency/firm for carrying out its work without intimating to the successful bidder.
31. If the successful tenderer fails to enter into contract within the stipulated period, the security deposit will be forfeited into the account of APSRTC duly cancelling the allotment order.
32. If the successful tenderer fails to commence business immediately after entering into agreement, the security deposit will be forfeited into the account of APSRTC duly cancelling the allotment order.

### **Termination of tender process**

33. APSRTC may terminate the tender process at any point of time during the tender process without assigning any reason. APSRTC makes no commitments, express or implied, that this process will result in a business transaction with anyone.
34. For any further clarifications regarding submission of tenders, please contact **Asst. Traffic Manager, LDS, HYD. Contact no: 9100948191**

Signature of the tenderer.

## **GENERAL CONDITIONS OF THE CONTRACT**

1. The contract is for running a Canteen at the APSRTC Depot premises situated at Ramachandrapuram, BHEL, Hyderabad and providing Breakfast, Tea/Coffee, Lunch, Evening snacks and Dinner to the bus services crew as per the agreed rates during the tender process by the contractor.

### **2. Period of Contract:**

The period of the contract is for Two (2) Years and extendable by one more year based on mutually agreed terms, subject to the performance of the Contractor such as quality, quantity of the food items, hygiene and services.

### **3. Free infrastructure facilities:**

Corporation will provide the following infrastructure facilities to the contractor without collecting rent

(i) Cooking shed, Kitchen room with storage place, dining hall (ii) tables and chairs (iii) Electricity without any charges (iv) Water without any charges.

The Corporation will have right to adjust/reduce the space at its discretion during the tenure of contract if the premises are required for any other purpose related to Corporation activities.

### **4. Contractor's responsibilities:**

The contractor has to arrange the following items at his own cost:

- (i) All cooking and serving equipment, appliances required by the Contractor such as LPG stoves, gas cylinders, cooking vessels, Mixies/ Grinders, refrigerator, Plates, glasses etc shall have to be arranged by the Contractor himself
- (ii) the contractor shall arrange Bain Marie (Food warmer) in the kitchen at his own cost for supplying the food items in hot condition at any point of time during the prescribed food serving timings. The contractor can take away the Bain Marie (Food warmer) on completion /pre closure /termination of contract.
- (iii) The contractor shall procure grains, cooking oil, vegetables and any other items required for cooking at his own cost.

### **5. Brief Scope of work:**

- a) The catering service is purely "cook on the premises and serve hot" basis and only under exceptional rare circumstances food may be prepared at the base kitchen of the Contractor and brought to APSRTC premises with prior permission of Dy.CTM(LDS).
- b) The Contractor shall serve the food (Breakfast, Lunch, Evening snacks and Dinner) at the prescribed timings daily approximately up to a maximum of 300 employees on all weekdays (without any holidays). However, the number may vary depending upon preference of the crew as there is no compulsion on the crew to have the food in this canteen only.

Signature of the tenderer.

- c) The dining tables, chairs and the dining area shall be neatly cleaned before and after the service.
- d) During festivals and other special occasions, additional buses may be operated to BHEL, Hyderabad from different Depots and there will be additional crew for availing canteen facilities. In such occasions the contractor shall arrange food facility to the additional crew also during the days of such special operations at the prescribed prices only.
- e) The Contractor shall give utmost importance to hygiene in all his services i.e., in cooking, serving, cleaning and maintaining the Canteen etc. The expenditure related to cleaning activity as above shall be borne by the contractor himself.
- f) In case of blockage of drainage outlets the contractor has to make arrangement to clear the drainage flow at his own cost in addition to penalty imposed by Dy.CTM(LDS), Hyderabad.
- g) The workmen handling the cooking, serving and cleaning should maintain personal hygiene and cleanliness and shall wear uniform.
- h) The solid waste generated from the breakfast, lunch, tea and evening snacks etc shall be disposed off by the Contractor as per the municipal procedure and shall not be allowed to litter in any area of the Depot premises. Drainage lines shall be cleaned regularly to prevent chocking of lines and emitting of bad odour.
- i) Hand wash shall be provided by liquid soap/soap bar by the Contractor at his expense.
- j) The Contractor shall ensure that he himself or one person among their team will always be available in the Canteen during business hours to take responsibility to ensure smooth conducting of catering and servicing on time and in a proper manner and readily responds to all types of issues regarding Canteen functions.
- k) In addition to the food items, Contractor is allowed to sell very basic essential packed items such as Soaps, shampoos, Tooth paste, Tooth brush, Tongue cleaner, Coconut oil etc to the Crew at MRP prices only and at any point of time, APSRTC has got the right to direct the Contractor to stop selling these items other than regular food items. (The Contractor is strictly not allowed to sell Betel nut powder, tobacco items and any other item other than the above essential items).
- l) The Contractor shall follow the guide lines of FSSAI (Food Safety and Standards Authority of India) with regard to quality and hygiene of food items and premises.
- m) The Contractor shall use LPG stoves only and shall not be allowed to use fire wood, coal, kerosene etc., under any circumstances.

Signature of the tenderer.

**6. Food items to be served:**

**a) Breakfast items: (one item per day and to be rotated in 7 days)**

- I. Idli 2 no.s (9 cm Dia) + vada 1 no. (9 cm Dia) with sambar (100-150 gms) and chutney (100-150 gms)
- II. Dosa 2 no.s (25cm dia) with sambar (100-150 gms) and chutney (100-150 gms)
- III. Upma – 300 gms with chutney (100-150 gms)
- IV. Rice baths/Pongal – 300 gms with sambar (100-150 gms ) and chutney (100-150gms)
- V. Puri 4 no.s (12 cm Dia)with curry (100-150 gms)and chutney (100-150 gms)

**b) Lunch Items: (on all days i.e., Monday to Sunday)**

The following items to be served in sufficient quantities

- I. Rice,
- II. Curry Dal,
- III. Fry item,
- IV. Sambar or Rasam,
- V. Chutney or pickle
- VI. Curd – 1 cup
- VII. Papad- 1 number.

Note: Sambar shall contain at least 3 or 4 types of fresh vegetables.

**c) Evening snack items: (with suitable chutney)**

- I. Pakoda – 75 gms
- II.Samosa – 2 Nos (75 gms)
- III.Masala vada – 2 no.s (75 gms)
- IV.Mirchi Bajji- 2 Nos and Small Punugu – 4 No.s with Chutney

**d) Dinner items:**

2 Chapathi OR 4 Pulkas with kurma/curry plus Curd rice

OR

Dinner items similar to Lunch items

**e) Tea and Coffee:**

Tea: 100 ml with fresh milk and branded tea powder

Coffee: 100 ml with fresh milk and branded coffee powder.

**f) Non-veg items:**

- (1) Egg curry/omlet (Minimum one egg)
- (2) Chicken curry (100 gms in a cup)

Signature of the tenderer.

**7) Food serving timings:**

Breakfast & Tea timings	: 7:00 AM to 10:00 AM
Lunch timings	: 12:00 PM to 02:30 PM
Evening snacks	: 4:00 PM to 6:00 PM
Dinner	: 7:30 PM to 10:30 PM

**8) Specifications for food items:**

- i. Rice shall be of Sona masoori (at least 6 months old) and Cooking oil shall be branded Sunflower oil and all other provisions (raw materials) used for cooking shall be of 1<sup>st</sup> quality as per food grading. Only fresh vegetables shall be used for cooking.
- ii. APSRTC official(s) will have authority to inspect such articles of food and provisions and will have full powers to order discontinuance of use of such articles of food and provision, which are found to be of unsatisfactory Standard / Brand and on grounds of hygiene.
- iii. In case of chicken curry (a) the contractor shall procure only dressed chicken (but not birds) from reputed local chicken stall. (b) The raw chicken shall be of good quality and the contractor shall not cook any uneatable parts of the bird. (c) He should not resort to storage of unserved cooked chicken (d) The contractor shall provide dust bins for dropping the wastage by the staff and the wastage shall be disposed properly from the depot premises daily by 15.00 hrs (f) The chicken curry shall be cooked in separate utensil earmarked for cooking chicken curry
- (iv) APSRTC can with draw permission of selling non-veg items at any point of time during the contract period without assigning any reason and in such case the contractor shall continue the contract by serving only vegetarian food.

**(9) Security deposit:**

1. Security deposit for an amount of **Rs. 50,000/- (Rupees fifty thousand only)** shall be paid by the successful bidder to the Corporation.
2. No interest will be paid on the Security deposit and all penalties, fines imposed will be deducted from the Security deposit and will be settled accordingly at the end of the Contract period.
3. Security deposit will be refunded to the agent after one month from the date of completion of contract period, after adjusting the dues, if any payable by the advertising agent to the Corporation

Signature of the tenderer

**(10) Payment terms:**

- a. Payment to all the food items will be made by the employees on the spot strictly as per the prices fixed in the agreement/contract.
- b. Under no circumstances, the Contractor is allowed to collect or demand for more amount than the prices fixed in the agreement.
- c. It is the responsibility of the Contractor to collect the payment from the employees before serving the food. However, Corporation will give strict instructions to the employees to pay the amount before taking food in the Canteen.
- d. Contractor can adopt a token system or any other system for proper collection of payment from the employees for the food items being served. Corporation is not liable for any default by any employee.

**(11) Complaints & Penalties:**

- a. The contractor shall make available 'Suggestions/complaints' book for employees for recording any suggestions/Complaints. The suggestion book shall be produced to the inspecting officials by the contractor.
- b. The Contractor shall carry out such improvements as may be necessary for ensuring satisfactory service and shall take due notice of complaints made by APSRTC staff members and any other guests.
- c. The Contractor shall co-operate with the other Contractors working in the Depot premises and shall not give any scope for complaints on each other.
- d. Complaints of insects and /or foreign object cooked along with food found in any food item would invite a fine of INR.1000/- per instance on the Contractor. The liability of the damages to the aggrieved parties will be fully, personally and solely borne by the Contractor including medical/hospitalization expenses and compensation claims.
- e. For complaints on (a) non-maintenance of premises in clean condition, (b) non-serving of prescribed items, (c) usage of sub-standard items of Cooking oil, Rice, provisions, vegetables etc, (d) sub-standard cooking as complained by 3 or more crew on any day, and (e) sale of un-authorized items (f) Blockage of drainage a fine of Rs. 500 per complaint may be imposed by the authorities.
- f. The contractor shall make payment of penalty amount within in 30 days of issue of order with 18% GST. In case of non payment of the same within stipulated time, penal interest @ 36% will be charged on the amount till payment. Else the amount along with interest will be deducted from Security Deposit at the time of final settlement of the contract.
- g. In case of payment of penalty with penal interest, GST @ 18% will be charged on the interest part also.

**(12) Pre closure of contract:**

The contract can be terminated by giving 3 months advance notice on either side. The contractor shall operate the canteen until completion of the 3 months notice period on such advance notice to avoid inconvenience to the staff of APSRTC.

Signature of the tenderer



In such circumstances, the security deposit will be refunded duly deducting all the dues payable to the corporation. Corporation shall not be liable to pay any damages that the Contractor may suffer on account of such termination.

**(13) Termination of the Contract:**

The contract is liable for termination with one month notice duly forfeiting security deposit on the following grounds:

- (i) In case of violation of any term of the deed of contract,
- (ii) If the contractor fails to serve the food items for 3 occasions in one year
- (iii) If the contractor performs any other business on the premises
- (iv) If the contractor is found doing or resorting to any unethical activity
- (v) In case of misbehaviour/assault committed by the contractor or his employees against the staff of Corporation

**(14) Other conditions:**

- i. The contractor has to take up the repairs to damages caused if any to walls, flooring, shed, furniture, fans, water cooler, electrical fittings, electrical wiring and any other item provided by Corporation and utilized by the contractor, during the tenure of contract.
- ii. The contractor has to replace the burnt off lights, taps and any consumable items utilized by him during the tenure of contract.
- iii. The premises, furniture, fixtures & fittings, consumable items as above provided by APSRTC shall be returned to APSRTC at the time of conclusion/pre closure / termination of the contract in as is where is condition.
- iv. In case of handing over of premises and other property of Corporation in damaged condition, the cost of damages/repairs shall be recovered from Security deposit by APSRTC and also by any other legal means.
- v. The Contractor should obtain all the requisite licenses to run the Canteen and the related works from the concerned government authorities for carrying out the business smoothly and shall pay all Taxes, fees or other sums payable to the local or any authorities for the purpose of carrying out the business.
- vi. The Contractor shall ensure proper ventilation and lighting, fans etc in the dining hall for the convenience of the crew.

Signature of the tenderer

- (vii) The contractor shall display a board indicating the prices of the items and the timings of supply of items.
- (viii) The Contractor shall indemnify APSRTC against risks and damages arising out of the default on the part of Contractor due to negligence or non - compliance of any of the aforesaid rules, regulations etc. laid down by the Government and other statutory authorities from time to time
- (ix) The contractor shall take all safety precautions in operating the contract. The Corporation is not liable to pay any compensation what so ever either to the workmen or to the contractor for any loss or damage to the property of the contractor or loss of life or injuries to his personnel for whatever reason.
- (x) Under any circumstances, by virtue of this contract, the contractor or contractor's employees cannot claim nor assume any kind of employment of service in APSRTC.
- (xi) All the taxes, duties, if any, chargeable on the services and legally payable in respect of the contract, shall be payable by the contractor and APSRTC will not entertain any claim whatsoever.
- (xii) The Contractor strictly not allowed to sell Pan, Betel nut powder, Cigarettes etc in the Canteen.
- (xiii) The contractor shall himself perform the contract and shall not in turn sub-lease the contract to anybody for what so ever reason.
- (xiv) No. of crew that may avail canteen facility may vary depending upon operations from time to time during the tenure of contract. The contractor shall not have any objections on the same and has to provide the food facility to required crew.
- (xv) In case of death of contractor the contract comes to an end. However Corporation can allow the legal heir (on submission of legal heir certificate) to continue the contract for the balance period of the contract duly entering into supplementary agreement on Rs. 100 Bond paper with same terms and conditions.

Signature of the tenderer

The contractor shall comply with the provisions of all the Acts of Government relating to Labour and the Rules and Regulations made there under, from time to time like payment of P.F., ESI, Minimum wages as prescribed by the Govt., and submit the proof of compliance. The contractor shall indemnify the Corporation all claims, damages for compensation under the provisions of all Laws and Acts pertaining to the Labour engaged by them.

- (xvi) The contractor shall not engage child labour/minors and persons with chronic deceases in any activity related to the contract. He shall not also engage persons above the age of 60 years.
- (xvii) The Contractor shall indemnify the Corporation for any claims made by any authority and reimburse the same in case any payments are made by the Corporation.
- (xviii) The Managing Director of APSRTC reserves the right to modify any condition/conditions of the agreement, and add any other condition/conditions during the contract period. The Contractor has to abide by the conditions modified/incorporated and has to enter into a fresh agreement with the corporation at his/her/its cost.
- (xix) In case of any dispute or differences arising on the terms and conditions of the tender or contract as the case may be, the decision of the Managing Director, APSRTC, shall be final and binding on both the parties.
- (xx) The employees of the Contractor shall behave properly with the Crew of APSRTC while cooking, serving and carrying out other catering services.
- (xxi) If any dispute arises between the licensee and APSRTC, the High Court of Judicature at Amaravathi for the state of Andhra Pradesh and the courts in Vijayawada will only have jurisdiction.

Signature of the tenderer

To  
The Dy.Chief Traffic Manager,  
APSRTC, Bus Bhavan, RTC X roads,  
Musheerabad, Hyderabad.

Sir,

Sub :- **TENDERS** - Submission of Tender for appointment as contractor for running a Canteen at APSRTC Depot premises situated at Ramachandrapuram, BHEL Hyderabad and providing Breakfast, Tea/Cofee, Lunch, Evening snacks,Dinner, egg curry/omlet and chicken curry to the bus services crew – Reg.

Ref: Tender Notification No.(i) T1/122(02)/24-LDS, DT:19.06.24

I/We hereby submit Tender for appointment as contractor for running a Canteen at the APSRTC Depot premises situated at Ramachandrapuram, BHEL, Hyderabad and providing Breakfast, Lunch, Evening snacks, Dinner, egg curry/omlet and chicken curry to the bus services crew, after carefully going through the Terms and Conditions and other rules stipulated by the corporation, which are made available to me/us, along with the Tender Form.

Encl: Tender form

Place:

Yours faithfully,

Date:

(SIGNATURE OF THE TENDERER)  
along with seal(in case of firms)

Address:

## Tender application form

<p>Affix latest passport size <b>colour</b> photo with self</p>
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To  
The Dy.Chief Traffic Manager,  
Ground Floor, A- Block,APSRTC,  
Bus Bhavan, RTC X roads,  
Musheerabad, Hyderabad.  
PIN: 500020

Sir,

Sub:- Submission of Tender Application form for evaluation of the  
offer/quote submitted – Reg.

- |   |   |              |
|---|---|--------------|
| 1) Name of the Tenderer<br>(In capital letters)   | : |              |
| 2) Status (Individual/Partnership<br>Firm/Company/Others) with<br>details and proof thereof | : |              |
| 3) Address for correspondence   | : |              |
| Telephone No  | : |              |
| 4) Permanent residential<br>address   | : |              |
| Telephone No  | : |              |
| 5) Email/Website address  | : |              |
| 6) PAN and TAN details  | : |              |
| 7) Adhar Card Details   | : |              |
| 8) Tender document fee <b>(if downloaded)</b>   | : |              |
| a) Demand Draft No. & Date  | : |              |
| b) Amount in Rs.  | : | 1770/-       |
| c) Bank particulars<br>(Cheques will not be accepted)                                       | : |              |
| 9) Earnest Money Deposit particulars  | : |              |
| a) Demand Draft No. & Date  | : |              |
| b) Amount in Rs.  | : | Rs. 10,000/- |
| c) Bank particulars<br>(Cheques will not be accepted)                                       | : |              |

Signature of the tenderer

10) I/We have carefully read the terms and conditions of the tender document and I/We hereby submit our offer as detailed below:

Food Item	AMOUNT QUOTED	
	<u>In figures</u>	<u>In Words</u>
<b>Breakfast</b>	<b>Rs.</b>	
<b>Tea/Coffee</b>	<b>Rs.</b>	
<b>Lunch</b>	<b>Rs.</b>	
<b>Evening snacks</b>	<b>Rs.</b>	
<b>Dinner</b>	<b>Rs.</b>	
<b>Egg curry /Omlet (Minimum one egg)</b>	<b>Rs.</b>	
<b>Chicken curry (100gms in cup)</b>	<b>Rs.</b>	

11) It is hereby confirm that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

12) I/We have perused the terms and conditions of the tender for appointment of Contractor to run a Canteen at APSRTC Depot premises at BHEL, HYD and hereby agree to abide by the said conditions.

13) I/we have carefully read and understood the terms and conditions of the tender and of the contract and hereby confirm my/our acceptance to the Terms and Conditions stipulated. In the event of my/our failure to abide by any of the Terms and Conditions, the EMD amount paid by me/us is liable for forfeiture.

Date:

(Signature of the tenderer)

along with seal/stamp(in case of firms)

**ANNEXURE - III**

**LETTER OF AUTHORIZATION FOR ATTENDING TENDERS**

Subject: Authorization for attending Tender opening on ..... (Date) in the tender of .....

Following persons are here by authorized to attend the opening of the tender mentioned above on behalf of ..... (Tenderer) in order of preference given below.

Order of preference	Name	Specimen signature
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I

II

Signature of Tenderer

Or

Officer authorized to sign the tender

Note:

1. Maximum of two representatives will be permitted to attend Tender opening. In case where it is restricted to one, first preference will be allowed.
2. Permission for entry to the hall where Tenders are opened may be refused in case authorization as prescribed above is not produced.
3. The persons authorized by the tenderer above shall have decision making power.

