



Indian Academy of Sciences

Bangalore

NOTICE INVITING QUOTATIONS FROM CATERING SERVICES

1. **Indian Academy of Sciences (Academy)**, invites quotations for catering services for its guest house (Fellows Residency) at Jalahalli campus.
2. The Academy will provide the kitchen premises and the following items free of cost: Water and Electricity, fully equipped kitchen with all necessary utensils, gas stoves (12 Indane refill connections). List of utensils, plates, glasses, etc will be made available to the contractor separately.
3. **Description of items**
Bed-Tea/Breakfast/Lunch/Dinner/Tea-snacks etc to our guests in the Jalahalli campus. The services are required mostly during May-August.
The number of residents will vary from time to time and it is possible that the contractor may have to serve a few residents at times. It is necessary of maintain a register for supply of food.
4. Standard Menu and quantity to be supplied are as under:

FOR RESIDENTS AT JALAHALLI

- I. **Bed Tea:** (6:00 am to 6:30 am)
- II. **Breakfast:** (7:30 am to 9:30 am)

Monday: Idly (3 nos) Vada (1 no), Sambar and Chutney
Tuesday: Alu Parata, (3 nos) curd and pickle, sabji
Wednesday: Chow Chow Bath (one bowl each) with Chutney
Thursday: Masala Dosa (2 nos) with Chutney and Sambar
Friday: Semiya Bath (2 bowls) with Chutney
Saturday: Poori (4 nos) with Chutney and Sagu or Alu Pallya
Sunday: Onion Dosa (2 nos) or Set Dosa (3 nos) with Chutney and Sagu
Coffee/Tea also to be served along with breakfast on all days.

III. Lunch: (1:00PM to 2:00 PM) on Saturdays, Sundays and General Holidays only

Dinner: (7:30 -10:00 PM)on all days except Wednesdays and Sundays)

Chapathi, (3 nos) Mix Veg Curry, Dal fry, White Rice (1 bowl), Sambar, Rasam, Mixed Veg Dry! Curd, Papad, Pickles, Veg Salad with Banana, (payasam, kesari bath etc)

Special Dinner (Wednesdays and Sundays only)

Special Bengali Sweet (1no) on Sundays.

For Vegetarians

Soup, Chapathi/Roti/Nan/Kerala Parota (anyone item, 3 nos), Pulav!Ghee Rice(1 small bowl), Dal Magini Gravy, Green peas masala/Channa masala, White rice (1 bowl), Rasam, Raitha, Salad, Papad, Pickle, Payasam/Bengali Sweet (1 no.)

For Non-Vegetarians

All the above items plus one chicken / fish item.

Additional quantity of items may have to be provided if demanded by residents and charges for the same to be collected directly from them. The charges for extra items will be finalized on mutually agreed rates by the Academy and the Contractor before finalization of the contract.

TERMS AND CONDITIONS

1. The contractor shall arrange hygienic cooking, proper handling by Cooking/catering staff and efficient and clean service. Kitchen and Dining areas are to be cleaned twice/thrice very day without fail and garbage to be disposed off by contractor's staff at a BBMP dustbin.
2. Service bearers engaged by the contractor should wear neat & clean uniform while on duty and shall have adequate experience in serving with etiquette and courtesy.
3. The staff engaged by contractor shall be solely under his employment, control and discipline and in case of termination of the contract, the Academy shall not be liable for loss or damage if any, caused to the contractor or his employees. The Academy shall not also be liable in case of services of any of the employee dispensed with. The Contractor must not employ any person below the age of 18 years. Further the contractor shall be responsible for

acts of omission, commission, and misbehaviour on the part of his employees. The employees will be of contractor's own choice and shall in no way be connected with the Academy.

4. The contractor shall use vegetables, meat and groceries of good quality available in the market and in case it is found that any service or any item in any service is sub-standard, the Academy will be at liberty not to make payment and further initiate appropriate action.
5. The Academy will have the right to decide and to prescribe varieties and brands of various materials used in cooking and other preparations.
6. The Contractor shall provide the catering services as per the menu quoted above.
7. Billing should be made strictly on actual basis. An account should be maintained by the contractor or his staff. One of the Academy's staff or representative shall countersign such statements daily. Items supplied over and above the quantity specified against each item may be collected by the Contractor or his staff directly from the residents.
8. The Contractor may submit his bills every month and payment will generally be made within 10 working days.
9. The contract can be terminated by serving 1 month's notice by the Academy.
10. The menu List mentioned above is subject to change at the Academy's direction within the overall rates.
11. The Contractor shall engage staff to wash and clean utensils, clean dining area etc. The Contractor agrees to maintain strict hygiene in the premises.
12. The Contractor should procure gas cylinders at his own cost.
13. The Contractor shall maintain the kitchen and all the equipments in good condition except for the normal wear and tear. Any damage caused to the property of the Academy other than normal wear and tear will be made good by the Contractor.
14. The Academy guarantees a minimum of 15 breakfasts/dinner on all days during May – August.
15. The Contractor is required to supply food to hired Apartments by the Academy apart from catering and serving in the Jalahalli campus. Transport will be provided by the Academy at its own cost.

PLEASE NOTE:

- ❖ The Academy reserves the right to reject/not to accept any quotation without assigning any reason thereof.
- ❖ Only those firms/persons already engaged in providing catering to reputed institutions in Bangalore for at least two years need apply.
- ❖ Those interested may submit their application on a plain sheet attaching copies of certificates etc before 10 March 2015 4:00 pm. There is no prescribed form.
- ❖ The sealed covers must be superscribed "TENDER FOR CATERING - 2015" and submitted to:

**The Assistant Executive Secretary
Indian Academy of Sciences
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