

Notice inviting quotations for catering services

Indian Academy of Sciences (Academy), invites quotations for Catering Services for its guest house (Fellows Residency) at Jalahalli campus.

Catering services:

Description of items

Bed-Tea/Breakfast/Lunch/Dinner/Tea-snacks etc to our guests in the Jalahalli campus. The services are required during May-August.

There will be no fixed number of participants available and, if necessary the contractor must cater to a very few participants also necessary supply of food etc to be maintained.

Standard Menu and quantity to be supplied are as under:

FOR RESIDENTS AT JALAHALLI AND HIRED APARTMENTS

1) **Bed Tea:** (6 A.M. to 6.30 A.M.)

2) **Breakfast:** (8 A.M. to 9 A.M.)

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) Set Dosa (3 nos) with Chutney and Sagu

Coffee/Tea also to be served along with breakfast on all days.

3) **Lunch:** (1 PM to 2 PM) on Saturdays, Sundays and General Holidays only
Dinner: (7.30 -10.00 PM) (on all days)

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 Bengali sweet (1 no) on Sundays.

Special Dinner (Wednesday s and Sundays only)

For Vegetarians

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

For Non-Vegetarians

All the above items plus one bowl of chicken / fish curry.

Extra items can be charged to the residents directly and money collected by the Contractor. The charges for extra items will be arrived at by both 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 area are to be cleaned by staff every day without fail and garbage to be disposed by contractor's staff.
- 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 on 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 misbehavior on the part of his employees. The employees will be of contractors own choice and shall in no way be connected with the Academy.

- 4- The contractor shall use all vegetable, meat and groceries of first 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 any payment for that entire service or make appropriate deduction from the bills at its discretion.
- 5- Academy will have the right to decide and to prescribe varieties and brands of various materials used in cooking and other preparations.
- 6- The Academy will provide the following items free of cost:
Water and Electricity, fully equipped kitchen with utensils, gas stoves (12 Indane gas connections) List of utensils, plates etc are attached separately)
- 7- The Contractor shall provide the catering services as per the menu quoted above.
- 8- Billing should be made strictly on actual basis. An account should be maintained by the contractor or his staff. One of 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.
- 9- The Contractor may submit his bills every month and payment will generally be made within 10 working days.
- 10- The contract can be terminated by serving 1 month's notice by the Academy.
- 11- The menu List mentioned above is subject to change at Academy's direction within the overall rates.
- 12- The Contractor shall engage staff to wash and clean utensils, clean dining area etc. The Contract agrees to maintain strict hygiene in the premises
- 13- The Contractor should procure gas cylinders at his own cost

14-The Contractor shall maintain the kitchen and all the equipments clean and 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.

15-The Academy guarantees a minimum of 15 breakfasts/dinner on all days during this period.

16-The Contractor is required to supply food to hired Apartments by 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 and housekeeping services 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 22 March 2011, 4 pm. There is no prescribed form.
- ❖ The sealed covers must be superscribed "TENDER FOR CATERING" and submitted to:

**The Executive Secretary
Indian Academy of Sciences
P.B. 8005, C V Raman Avenue
Sadashivanagar
Bangalore 560 080**