

VIDYA INTERNATIONAL CHARITABLE TRUST
VAST Campus, Thalakkottukara, Thrissur - 680 501

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QUOTATION NOTICE AND

31-08-2017

TENDER FORM

Nature of services: Providing Catering / Canteen Services in Vidya Academy of Science and Technology (VAST) Thalakkottukara, Thrissur - 680 501

VIDYA is seeking services of a registered, experienced & professional Catering Organization to operate the mess / canteen facilities separately for Lady's and boy's hostels on its premises for the day scholars, boarders'/hostellers as well as faculty and visitors to the college. Veg & Non-Veg items are to be cooked in two separate kitchens available in the campus of **Vidya Academy of Science and Technology (VAST) Thalakkottukara, Thrissur - 680 501**.

1.Competitive quotations are invited from registered & experienced contractors for Mess/Canteen services so as to reach the undersigned on or before 16th September 2017 up to 3.00 PM along with an **EMD of Rs. 25000/-** by DD/bank guarantee from any Nationalized/Scheduled Bank favouring the Executive Director, Vidya International Charitable Trust, Thalakkottukara payable at Thrissur. Contractors should have the manpower, organizational infrastructure and statutory licenses and registration as per rules for such services. Details of previous works executed with client certificates should be furnished along with the quotes. Lowest rate with conditions if any should be quoted at the first instance itself to avoid delay in further negotiations.

Period of contract – Two years from the date of acceptance; but either party can terminate the contract by giving two months notice in writing. The College authorities reserve the right to terminate the contract within 48 hours of service of a notice if the contractor/his staff misuse the facilities / premises and even without specifying any reason.

The successful organization will require providing:

Catering Services:

- Provide Catering Services separately for Lady's and Boy's hostel. There shall be two kitchens in the campus viz 1) at common canteen for boy's hostellers, day scholars, Faculty & Staff and Visitors and 2) at Lady's Mess hall exclusively for inmates of the lady's hostel. Lady staff only is permitted in the kitchen at Lady's mess. Non Vegetarians food items shall be prepared in the common canteen

only and can be lifted to the Lady's mess as per requirement.- There shall be 3 meals a day (Breakfast, Lunch & Dinner) + bed coffee/Tea, and afternoon tea/ coffee / and snacks in the respective dining Halls at the rates fixed by the Management from time to time on mutually agreed terms.

- Operate a Canteen offering snacks and beverages throughout the day.
- The rate quoted shall include all levies and taxes including GSTs.
- Cost of tender form: - Rs. 500/-(Rupees Five hundred only)

The provision of catering services should be flexible, uphold the highest levels of health, hygiene, safety and be at competitive market rates. Only the contractors who demonstrate that they have both the ability and the desire to assist in attaining this high standard will be awarded with the work.

This Tender Document is made up of Two Sections for the Catering Services / Canteen Services - viz.

1. Prequalification bid
2. Price bid

Potential service providers are invited to bid accordingly. If they have any queries or require any clarifications, do not hesitate to contact the undersigned at the earliest.

The Management reserves the right to accept or reject any or all offers without assigning any reason therefore. Any quotation received after the last date fixed by VICT for receipt of bids will be summarily rejected and /or returned unopened.

Selected Contractor shall have to remit security deposit, by DD/bank guarantee from any Nationalized/Scheduled Bank favouring the Executive Director, payable at Thrissur, of 5% of the contract amount for one year or any amount as fixed by the Management and execute an agreement in Non Judicial stamp paper worth Rs 200/- .

Yours sincerely,

Executive Director



ACCEPTED

Contractor

STRUCTURE OF THE BID DOCUMENT : COLLEGE CANTEEN SERVICES

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

Envelop I

- A. Executive Summary (Company Information)
- B. Similar Service Experience / Track Record.
- C. Corporate Support
- D. Management and Organization Chart.
- E. Approach Paper/Operational Plan:
Catering Services / Canteen Services
- F. Menu
- G. Licenses & Testimonials.

Envelop II

- H. Priced Bid
5. Time Frame
 6. Available space
 7. Available kitchen equipments

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

1. INTRODUCTION

Vidya International Charitable Trust (Vidya) 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 (VAST) is a new "state of the art" Engineering College conforming to International Standards, which has started functioning from the academic year 2003-04 at Thrissur, the cultural capital of God's own country. Present student strength is 2900. Present staff strength is about 350. Present Hostel facility is for 500 students and present strength in the hostel is around 300 Nos.

Proposed Facilities:

VAST Campus has all the facilities that a world-class engineering college would enjoy. The areas that would be covered under the "scope of work" of the catering contractor are as follows:

- a. Canteen and Mess halls.
- b. Separate Hostels for boys and girls

- c. Administrative Complex / Decennial Block
- d. Engineering blocks
- e. Workshops / Classrooms and laboratories.

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

The tenders should contain two parts viz; prequalification bid and price bid.

i) Prequalification bid:

The contractor should have minimum **5 years experience** in providing catering service in similar institution like VAST. Client details with certificates from the organizations are to be attached.

Financial status (preferably Income Tax statements for the last three years) of the contractor must be attached

Organization chart and managing capacity

(Please go through item 4 'submittals' of the tender document carefully before preparing the prequalification bid)

ii) Price bid: Please see section 4.8 submittal 'H'

2. SCOPE OF SERVICES

2.1 Catering:

- a. The contractor will be responsible for providing separate mess for Lady's and Boy's hostellers 3 meals a day (breakfast, lunch and dinner) + morning and afternoon tea / coffee and light snacks at a fixed pre-determined price and menu composition. Non vegetable items shall be prepared in the common kitchen and can be lifted to the Lady's mess as per the requirement. The service will be cafeteria style of services.
- b. The contractor will be responsible for conducting the common canteen and providing the boy hostellers, day scholars, faculty and visitors with meals, snacks and beverages (Veg & Non-Veg items prepared in common kitchen) and providing catering services for lady hostellers at Lady's mess hall by preparing vegetable food items including rice at separate kitchen at Lady's mess hall between 7.00 am to 9.00 pm at competitive rates.
- 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. The Contractor should also obtain a Clearance Certificate from Municipal/Panchayat Health Officer or Sanitary Officer giving clearance from sanitary/ hygienic point of view.
- 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 will provide to the Contractor Biogas as per availability and water free of cost and electricity, which will be charged at actuals 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 ordinarily be used as fuel for cooking on the premises.
- h. VAST 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 /mess hall etc.
- i. Contractor will prepare and serve meals separately for Vegetarians & Non Vegetarians as per the timing requested by the College Authorities.
- 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 on page 11)
- k. The Contractor will not make any changes or alteration in the premises under his occupation without any express prior permission of the college authorities.
- l. The Contractor will follow the daily menu both Vegetarian & Non Vegetarian as stated in the agreement. Any deviation from the pre-set menu will have to be brought to the notice of the VAST catering representative and sanction obtained at least 24 hours prior to the service.
- m. The Contractor will ensure that all sizes and weights of menu items, Vegetarian & Non Vegetarian, are adhered to as specified in the menu, which is an integral part of the agreement.
- n. All the catering staff working for the Contractor should be of good health and should not be suffering from any illness / diseases etc. The list of employees to be posted is to be got approved by the College Council.
- o. All Contractors' staff involved in the preparation and service of meals will be in full uniform during their duty hours. Separate female staff will be required to prepare and serve food/meals to the girls in the girls' hostel.
- p. All meals for Vegetarians & Non Vegetarians will be prepared in separate kitchens, one attached to Mess Hall for Ladies Hostel and the other in the Canteen building in a proper safe manner, ensuring adequate protection especially during rainy season.
- q. Vegetarian items are to be cooked in the kitchen attached to the mess hall and required quantity can be conveyed to the common canteen for serving there. Likewise non vegetarian food shall be prepared in the common canteen and can be conveyed to Lady's mess as per requirement. Only Female cooks/assistants will be permitted in the Lady's mess and kitchen. **(Addl. Clause)**

3. GENERAL TERMS & CONDITIONS

- a. **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 if recommended by the College Council.
- b. **Validity of Offer:** 06 months from the date of submission of tender.
- c. **Sales & Service Tax:** All rates should be inclusive of all taxes, levies etc.
- d. **Invoices:** Invoices for a calendar month shall be raised by the 2nd of the next month. It will be the responsibility of the client to reimburse the same within a credit period of 30 days. Supporting documents must be got certified by the VAST representative.
- e. **Change of Orders / Rate Revision:** All changes in the orders, rate revisions pertaining to this bid document can only be authorized and implemented after the expressed permission and validation of the Director and the Principal of VAST and the TRUST
- f. **Rental charges:** The contractor shall pay a **monthly flat rent Rs. 15000/- (Rupees Fifteen thousand only)** to the college for the conduct 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.
- g. **Termination of Contract:** Either party can terminate the contract by giving two months notice in writing. The College authorities reserve the right to terminate the contract within 48 hours of service of a notice if the contractor misuses the facilities / premises and even without specifying any reason.
- h. **Health, Safety & Environment:** The Contractor will uphold the industry norms in maintaining health, safety and environment during the course of providing various services to VAST and its residents.
- i. **Insurance:** The Contractor will submit a Public Liability Policy to ensure adequate coverage against incidents like food poisoning, explosions in the kitchens, damages 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.
- j. **Security Deposit** - On award of the Contract the selected Contractor will provide VAST with a Performance Bank Guarantee or Fixed Deposit in favour of the Executive Director, Vidya International Charitable Trust towards security deposit which will be equivalent to 5% of the total contract value for one year or any amount as fixed by the Management. This Guarantee/Fixed Deposit will be furnished by a Nationalized/Scheduled Bank and will be released at the end of the contract period should there be no incidents 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.

Each of these "Submittals" attached should be explanatory, describing the structure and approach of the company.

Envelop I

- 4.1 **Submittal-A: Executive Summary:** Please provide a one page summary about your company, the highlights of your proposal, and the financial capability of your company.
- 4.2 **Submittal -B: Service Experience:** Please furnish a detailed list mentioning the various past and present contracts your company is servicing / has serviced with details such as client name, type of service, duration of contract, number of people served, value of contract per day etc.
- 4.3 **Submittal-C: Corporate Support:** Please detail in this section relevant information about the support your company will extend to this project in terms of customer service training, on-going staff training, menu development, programmes relating to health, diet and continuous quality improvement.
- 4.4 **Submittal- D: Management & Organization Chart:** Please furnish details of your "proposed organization chart" on site and enclose detailed C Vs of key personnel you will be proposing for this project, including experience, work history, education and training. Also detail a methodology for periodic communication and interaction between the contractor and the college.
- 4.5 **Submittal -E: Approach Paper / Operational Plan:** In this section, please detail your company's approach to this project by describing your operational plan for conducting the following services:

A.-Catering services for students / boarder's mess in separate kitchens for Vegetarian & Non Vegetarian foods

B.-Canteen Services for providing snacks and beverages for Vegetarians & Non Vegetarians.

4.6 **Submittal- F: Menu:**

Please include the following:

- i. A weekly cyclic menu in the format of table C1 detailing breakfast/lunch/tea and light snacks and dinner services for Vegetarian & Non Vegetarian resident students, faculty and day students. Please note that menus should comprise of local "Kerala Meals" as per the menu attached and should consist mainly of vegetarian items. Quotation should be based on the menu provided (see annexure I).
Special items can be sold at a reasonable price separately on a portion-wise basis directly to the students in the mess hall at each meal, and the price should be indicated in the table C3.

- ii. A snacks and beverages menu that will be made available at the canteen throughout the day, as well as list of pre-packed proprietary snacks, chocolates etc.
- iii. Special party menus for special occasions such as VIP Breakfast, Lunch, Dinner, high tea and snacks.

4.7 **Submittal -G: Licenses and testimonials:**

In this section, please enclose the following documents, if available:

Licenses & Permits:

- a. Shops and Establishment.
- b. Municipality/Grama Panchayat License.
- c. FDA Approval.
- d. GST Details.
- e. Provident Fund Details
- f. Insurance Details (Public Liability Policy)
- g. Workmen's Compensation Details.
- h. Bankers Details.
- i. Auditor's Details.
- j. First Aid Training (Certificate).

Testimonials:

- a. Certificates from past projects / clients confirming the services provided were in line with contract obligations.

Envelop II

4.8 **Submittal- H: 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, for obtaining all permissions, insurances and performance security, if applicable.

You may quote for the Catering service as detailed below:

H1. CATERING:

C.1 – Per Person Per Day Catering Rates for Resident & Day Students, Faculty & Visitors:

Approximate No. of Hostellers-300

| Category | Bed Coffee/ | Break-fast | Lunch | Afternoon tea with Snacks | Dinner | Total | Remarks |
|------------------------------|-------------|------------|-------|---------------------------|--------|-------|---------|
| Students / Faculty/Visitors) | | | | | | | |

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 Banana should be made available everyday 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:

| 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. | | Mackerel, 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 | | Only Goat Meat |

| | | | |
|-------------------------|---|--|--------------------------------|
| | (bone-in) with 200 Gms. of Biryani Rice. | | 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) separately for Vegetarian & Non Vegetarian items

| Item | Brand | Unit | Nos/Gms | Rate |
|------|-------|------|---------|------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
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| | | | | |
| | | | | |
| | | | | |

Please note – Contractor should list the items to be purchased as extras in addition to the regular supply during break fast, lunch and dinner as in annexure 1 and the cost at reasonable 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 parties should submit their bid to:

The Executive Director
Vidya International Charitable Trust
VAST Campus, Thalakkottukara Post, Thrissur - 680 501.
Tel: 04885 287751/287752, e-mail: vidyaict@vidyaacademy.ac.in

All quotations should be submitted in sealed A4 sized envelopes and super-scribed "Tender for Catering Services in VAST" latest by 16 September, 2017 3PM. 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 potential contractors will be called in to clarify their bids and re-confirm their rates.

The selected contractor will be given 15 days notice period 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) IN CANTEEN

| | |
|-------------------------------|--------------|
| a. Lobby | 37.96 sq.m. |
| b. Furnished dining hall | 221.24 sq.m. |
| c. Store rooms | 34.54sq.m. |
| d. Kitchen | 88.57 sq.m. |
| e. Work area | 17.10 sq.m. |
| f. Staff restroom | 18.45 sq.m. |
| g. Dish wash area | 10.83 sq.m |
| h. Separate toilet for ladies | 13.49 sq.m |
| i. Seperate toilet for boys | 13.49 sq.m |
| j. Pantry Area | 23.92 sq.m |
| k. Potwash Area | 10.83 sq.m |
| l. Verandah | 47.70 sq.m |
| m. common toilet outside | 02.40 sq.m |

b) MESS HALL

| | |
|-------------------|-------------|
| a. Verandah | 18.36 sq.m. |
| b. Staff restroom | 11.22 sq.m. |

| | |
|-------------------------------|-------------|
| c. Work area | 15.18 sq.m. |
| d. Kitchen | 33.66 sq.m. |
| e. Potwash Area | 3.96 sq.m |
| f. Potwash Area | 12.54 sq.m |
| g. Pantry Area | 19.80 sq.m |
| h. Separate toilet for ladies | 1.80 sq.m |

7. Available Kitchen Equipments.

| KITCHEN EQUIPMENTS | | | |
|--|--|------------------|-----|
| Sl. No | PARTICULARS | DETAILS | QTY |
| 1 | M.S Steam Boiler | 180 lts | 1 |
| 2 | SS: Steam cooking vessel {Rice} | 100 lts | 1 |
| 3 | Steam vessel | 60 lts | 2 |
| 4 | SS: Steam vessel Jacket {Milk} | 50 lts | 1 |
| 5 | SS: Steam lddly cooking plant | 120 nos | 1 |
| 6 | SS: Bain Marie 4 vessels Hot case | 10 lts/each | 1 |
| 7 | MS: Dosai / Chappathy Hot plate/ | 52" x 30" | 1 |
| 8 | SS Top Burner (Single bay) | Sp model | 2 |
| 9 | SS. Top Big two Bay Burner | Dp model | 2 |
| 10 | Dough Kneader {SS kneading bat} | 10 KG | 1 |
| 11 | Wet Grinder Tilting type | 10 lts | 1 |
| 12 | Wet Grinder Tilting type | 5 lts | 1 |
| 13 | Collection Trolley | | 2 |
| 14 | Glass Rack with shelves | | 1 |
| 15 | SS. Dish landing with garbage chute | 44"x24"x34" | 1 |
| 16 | SS: Triple sink washing unit | | 1 |
| 17 | Vegetable cutting unit & extra cutters (2 blades) | | 1 |
| 18 | Deep Freezer | | 1 |
| 19 | Coconut scraper | | 1 |
| | Furniture Items | | |
| 26 | Dining table stainless steel top | | 51 |
| 27 | Venus chair molded | | 181 |
| 28 | Table one side 3 drawer | 30*48*24 | 1 |
| 29 | Steel perforated chair without arms | | 9 |
| Supplied & installed on 23-06-2014 (WO No.008/2014-15/22-05-2014) | | | |
| 1 | Drain Table DW 03 | 950x630x890+150 | 1 |
| 2 | Plate storage rack 4 Tier DW04 | 1200x450x150 | 1 |
| 3 | Batter with 2 round container CK 02 | 600x820x800+150 | 1 |
| 4 | Granite top table CK 04 | 1800x700x800+150 | 2 |
| 5 | Work Table with sink CK 06 | 1600x820x800+150 | 1 |

| | | | |
|----|--|------------------|---|
| 6 | Work Table with sink CK 07 | 1650x670x800+150 | 1 |
| 7 | Storage Rack 4 Tier CK 09 | 1500x500x1500 | 1 |
| 8 | Mobile table BK 03 | 1200x700x800 | 1 |
| 9 | Work Table with undershelf CS 02 | 1800x700x800+150 | 1 |
| 10 | Pot Rack 3 Tier PW 01 | 2200x700x1500 | 1 |
| 11 | Work Table with sink VP 01 | 1500x600x850+150 | 1 |
| 12 | Nylon chopping board VP 02 | 500x500x50 | 1 |
| 13 | Work Table with undershelf VP 03 | 1500x600x850+150 | 1 |
| 14 | Work Table with sink BU 01 | 1500x600x850+150 | 1 |
| 15 | Nylon chopping board with stand BU 02 | 600x600x850+150 | 1 |
| 16 | Work Table with two undershelf ST 06 | 1350x600x850+150 | 1 |
| 17 | Wall type exhaust hood with accessories & duct | 2400x1000x500 | 2 |
| 18 | Wall type exhaust hood with accessories & duct | 1500x1000x500 | 2 |
| 19 | Axial flow fans for duct | | 3 |

Mess Hall

| | | | |
|---|--|------------------|----|
| 1 | Dining table stainless steel top | | 42 |
| 2 | Steel perforated chair with and without out arms | | 86 |
| 3 | SS: Triple sink washing unit | 1650x625x850+150 | 1 |
| 4 | Bio Gas single burner | | 1 |

General Rules

1. VAST Authorized representative 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 of the Representative.
2. VAST Authorized representative 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. The Contractor should also obtain a Clearance Certificate from Municipal or Panchayat Health Officer/ Sanitary Officer giving clearance from sanitary/ hygienic point of view. The Contractor should conduct periodical checks in every 6 months.
11. The Contractor should abide by the rules of the government and pay their employees referring to the Min: Wages act, 1948. The contractor shall be responsible for providing benefits under various statutes namely E.P.F, leave etc. The contractor shall be responsible to comply with all other enactments and shall keep VICT indemnified. EPF of the entire employees should be remitted by the contractor and all relevant documents to be produced monthly along with the bill for next month.
12. The Contractor should ensure and monitor that their employees undergo health-checkups at least once in every 3 months.
13. Preparation / handling of raw food should be segregated from preparation / handling of cooked and processed food.
14. Periodical student satisfaction survey should be conducted and a minimum of 90% satisfaction should be achieved.
15. The staff employed by the contractor should not be transferred / relieved from duties without the prior permission and approval of the VAST authority.
16. VAST representative reserve the right to recommend for immediate removal of any canteen staff, without assigning any specific reason.
17. 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 entail serious disciplinary action.

Annexure 1.1

Menu for Breakfast, Lunch and Dinner - (Main food shall be served unlimited)

| BREAK FAST | | | | | | | |
|---|---|--|---|---|---|--|--|
| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| Curry-125gm Tea-150ml | Upma, Pazham-2Nos Pappad-1Nos Tea/Coffee | Puttu & Kadalacurry Pappad-1No Tea/Coffee | Masala dosa Sambar Coconut Chutney Tea/Coffee | Idly, Uzhunu vada-1No Sambar Chutney Tea/Coffee | Thattu dosa Sambar Chutney Tea/Coffee | Chappathy Kadala/ Green peas curry Tea/Coffee | Puttu Cherupayar Curry Pappad-1No, Tea/Co |
| LUNCH | | | | | | | |
| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| Items for Veg & Non veg dishes | Rice Sambar Fish Gravy Pachady, Thoran, Pickle, Moru, Payasam, Pappad-1 | Rice, Sambar Fish Gravy Aviyal, Thoran, Pickle, Moru, Pappad-1 | Rice, Sambar, Fish Gravy, Koottu curry, Thoran, Chammanthy Rasam, Pappad-1 | Rice, Sambar, Fish Gravy, Pachady, PayaruThoran Pickle, Moru, Pappad-1 | Rice, Morucurry, Fish Gravy, Thoran, Chammanthy Rasam, Pappad-1 | Rice Sambar Fish Gravy Aviyal, Thoran, Pickle, Moru, Pappad-1 | Rice, Sambar, Fish Gravy, Koottucurry, Thoran, Chammanthy Rasam, Payasam, Pappad-1 |
| Curd & Mulaku kondattam shall be served daily to Vegetarians with lunch | | | | | | | |
| AFTERNOON TEA | | | | | | | |
| Wt/Vol | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| Snacks 40-60g Tea-150ml | Sukiyan-2 Tea/Coffee | Tea Cake/ Masala Biscut-2 Tea/Coffee | Bread Roast 2Nos Tea/Coffee | Pazham Pori-2 Tea/Coffee | Uzhunnu Vada-2 Tea/Coffee | Onion Vada-2 Tea/Coffee | Kaya Bajji-2 Tea/Coffee |
| DINNER-VEGETERIAN | | | | | | | |
| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | Vegetable Fried Rice Raitha Pickle Cheru-pazham | Chapathy Vegetable Kuruma Cheru-pazham | Rice Sambar Tomatto koottu Pappad-1 Curd Mulakukondattam | Veg. Biriyan Gopi masala Raitha Pickle Cheru-pazham | Puttu Chana masala Cheru-pazham | Vellappam Green-peas curry Cheru-pazham | Rice Sambar Pachadi Payar thoran PickleCurd Kondattam Pappad-1 |
| DINNER-NON VEGETERIAN | | | | | | | |
| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | Egg fried rice Raitha Pickl (2eggs) | Chapathy Chicken curry (2piece x 60gm) | Rice Sambar Fish fry(2x40gm) Pappad-1 | Chicken Biriyan Raitha Pickle (1p x125gm) | Puttu Chicken curry (2 x 60 gm) | Vellappam Egg roast (1 egg & 125gm gravy) | Rice Sambar Fish curry Pachadi Payar thoran Pickle,Moru Pappad-1 |

- Note:**
1. All weights mentioned above are cooked weight.
 2. Eggs should be of 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 on extra payment should be made available everyday during lunch and dinner.
 5. Special food as per requirement is to be served to Muslim student inmates who would be observing Ramdan lent.


EXECUTIVE DIRECTOR



CONTRACTOR