

205/QF/AIN

09 May 2019

**CALL FOR QUOTATION TO PROVIDE IN HOUSE CATERING SERVICE TO
ARMY INSTITUTE OF NURSING HOSTEL AT NARANGI MILITARY STATION
TERMS AND CONDITIONS FOR SUBMITTING THE QUOTATION**

1. Army Institute of Nursing, Guwahati wants to employ a contractor for catering food to the students at AIN Hostel located at Narangi Cantt.
2. The various terms and conditions to be adhered to/ ensured during the provision of catering services is att as Appx. While submitting your quotation you are requested to put in writing that you have taken these aspects into consideration before arriving at your quotation. Kindly enclose experience certificate, PAN, GST, Trade and FSSAI licence, updated GST payment proof, Annual Turn over certificate of last three years from Chartered Accountant, of your esablishment along with your quotation.
3. For further correspondance as regards intimating date for opening of quotation kindly provide your mobile / Tele No and email ID to this office by e-mail by 24 May 2019.
4. This call for quotation does not necessarily guarantee that lowest quotation (L1) will be offered the contract. Further, this call for quotation also does not guarantee that this institute will employ a contractor for providing catering services for its hostel. Management of this institute reserves the right to cancel this call for quotation at its own discretion without assigning any reason.



Col UK Sarma (Retd)
Registrar & HOA

1. Terms and Conditions

- (a) The total number of students is 200.
- (b) The contract will be for one year. However, AIN can terminate the contract at any point of time with a notice of one month.
- (c) The contractor has to give 60 day notice period to AIN in case he wants to terminate his services.
- (d) An earnest amount of Rs 1,00,000/- will be deposited prior to beginning of contract. In case contractor fails to provide 60 day notice for termination, this amount will be forfeited. No interest will be paid on this amount.
- (e) The renewal of contract at the end of one year will depend totally on the feedback from the students.
- (f) Institute will provide the following:-
 - (i) Furnished dining Hall
 - (ii) A cook house room with water supply
 - (iii) A store room
 - (iv) Open area for washing and drying of utensils
 - (v) Dormitory for stay of three male staff
 - (vi) A room for storing vegetables
 - (vii) Plates, glasses, spoon and forks.
 - (viii) A refrigerator.
 - (ix) Aqua Guard and water Cooler
 - (x) Eight empty domestic cooking gas cylinders with two gas regulators
- (g) However, maintenance and serviceability of above items will be the responsibility



- (h) The contractor will be responsible to arrange the following :
- (i) All equipment and accessories required for cooking to include gas stoves, utensils and cooking gas. At least four cooking points must be established. Contractor will arrange for refills of domestic cooking gas from Rhino Gas Agency. The timely placement of order, collection and payment will be done by the contractor.
 - (ii) Cooks & helpers sufficient to ensure timely provision of hot meals to students. Caterer will keep the food in food warmer to be provided by the caterer so that food remains hot.
 - (iii) Staff to clean utensils including plates, tiffin boxes, glasses, fork spoon etc
 - (iv) Proper food grade storage containers for storing rice, atta, dals, condiments etc.
 - (v) Slotted plastic crates for storing vegetables. Vegetables will not be dumped on floor/ jute bag but kept in an airy environment.
 - (vi) Staff to clean and maintain the dinning hall, Serving point, table layout, cook house, store room and utensil cleaning area.
 - (vii) Staff for proper layout and distribution of food.
 - (viii) Delivery and serving of hot lunch at college on working days including cleaning of Dining room and utensils in college. To ensure that food remains hot, food be kept in the food warmer to be provisioned by the caterer. Layout of the tables will be the responsibility of the caterer
 - (ix) Monthly medical check up of cooks and helper staff and ensure that they are free from communicable diseases, worms, skin diseases, fungus growth etc.
 - (viii) Furniture for stay of contractor staff.
 - (ix) Meals and salary the staff employed by him.
 - (x) Cooks will have proper hair cut and keep their hair covered while cooking.
 - (xi) Impeccable behaviour of his staff with warden and students.
 - (xii) Hygiene and sanitation of premises, cooking medium, ingredients.
 - (xiii) Proper disposal of vegetable wastes and left over food etc.



2. Contractor's Responsibility with Respect to Meals Provided:-

- (a) Bimonthly menu will be prepared by students Messing Committee in consultation with the contractor/ his representative based on availability of fresh vegetables.
- (b) Wholesome and nutrition food will be provided.
- (c) The food will be hygienic and of high standard.
- (d) Maintain sufficient quantity of all items. In case of any shortage, fresh food will be prepared and served as per menu.
- (e) Adulterated food item will not be used.
- (f) Contractor will use branded grocery items to ensure quality.

3. The contractor will ensure the following while preparation of meals :

- (a) Only refined cooking oil will be used. Dalda, ground nut based oil & mustered oil will not be used. Refined mustered oil may be used for fish preparation if cleared by Students Messing Committee.
- (b) Boiled rice not be served during lunch and dinner. Parimal Rice will not be served.
- (c) Channa, Saboot Moong and Urad dal will not be served during lunch and dinner. However they can form part of mixed dal item. A variety of dal once served in a meal will not be served for next three meals.
- (d) Only fresh milk will be used for tea and paneer preparation. Powder milk will not be brought into hostel premises.
- (e) Chicken and fish will be cooked properly. Rs 2,500/- will be deducted from total charges for each time the non veg items are undercooked.
- (f) Leftover food will be disposed off immediately and will not be mixed with fresh food cooked for the next meal.

4. Cooking of Non Veg Items:-

- (a) Chicken and fish will be served for four days every week during Dinner on Mon, Wed, Fri and Sunday.
- (b) Following variety of fish will not be prepared:
 - (i) *Kosh* Fish.
 - (ii) Thailand breed *Magur*.



- (c) Rohu/Katla will be the preferred choice of fish.
- (d) Paneer/ Good vegetable item will be served in lieu to vegetarians.
- (e) The type of chicken, Paneer, Fish dish prepared will not be repeated for two weeks.

5. Special Meal During Festivals/ National Holidays. Special menu will be served on festival and national holidays. The menu will be decided by student messing committee on following festivals/ holidays:-

- (a) Republic Day
- (b) Holi
- (c) Saraswati puja
- (d) Graduation Day
- (e) AIN Day on 07 Aug
- (k) Annual sports day
- (f) Diwali
- (g) Id & Christmas
- (h) Baisakhi & Bihu
- (i) Independence Day
- (j) Dussehra

6. Apart from above, Contactor will also prepare additional meal as decided by the college during conduct of any workshops, examination etc for external examiners , participants and external guest etc.

7. Contractor will also prepare/provide tea/coffee/Nimbu pani/juice and snacks on special occasions on demand .

8. Contractor will have to provide early lunch (at 0700 hrs) to batch of students going for clinical practices to GMCH or any other places . However for other students, fresh lunch will be separately prepared as per normal timings

9. Vacation Period The hostel will be closed for summer and winter vacation (approx fifty days) and therefore no meals will be prepared or paid for during the vacation period as under :-

- (a) Summer Vacation - 01 July 2019 to 28 July 2019
- (b) Winter Vacation - Dec 2019 to Jan 2019 (22 days)

10. Morning Tea Tea made with milk will be served at nominated tea points between 5 AM and 5.30 AM on all working days and between 6 AM and 6.30 AM on Sundays & holidays. 250 ml of tea with 25 gms of biscuit will be provided. The biscuit will be branded FPO approved preferably manufactured by Britannia, Parle, Sunfeast and Bisk Farm. Local Assam manufactured biscuits will not be served. The biscuits will be handed over to each student and not left unattended/ unaccounted at the tea point.

11. Breakfast Menu The menu will have following preparations in addition to 200 ml tea :-

- (a) 3 idli+ Sambar+ coconut ground nut chutney
- (b) 6 Puri + Sabji + Achhar



- (c) 6 Veg Sandwich + Sauce
- (d) 2 Veg Cutlets + 4 slices of bread, butter + Jam
- (e) 2 boiled Eggs + 4 slices of bread, butter + Jam
- (f) 2 Veg Roll + Channa
- (g) 3 plain Paratha + Sabj
- (h) 2 Aloo Paratha + Curd + Achhar on Sunday
- (j) 6 Masala Puri + Sabji

Note :- The bread slice will be at least of size 4" x 4" and 1 cm thick. Stale bread will not be served. Warden will be the final authority to approve the size and quality of bread served.

Breakfast to be ready by 0645 hrs.

10. **Lunch** Lunch will consist of the followings:-

- (a) Rice
- (b) Roti - 4 rotis of 6" diameters
- (c) Dal
- (d) Vegetables
- (e) Salad
- (f) Pickle/ Papad/ Pudina Chutney

Note : Except on Sundays/holidays and sometimes on Saturdays, lunch on balance days will be made available to students at AIN located at Basistha (Guwahati - 29) sharp at 1245 Hrs. On Sundays , holidays and on some Saturdays, students will be provided lunch at dining hall of hostel from 1330 hrs onwards.

11. **Evening Tea** 250 ml of hot tea with snacks will be served within 20 minutes from the time the students return from Institute to Hostel. The snacks can be pakora, mathri, bread pakora, samosa, cake, biscuits etc and must be sufficient in quantity.

12. **Dinner** Dinner will be served between 8 pm and 9.30 pm on all days. The menu will be as under :-

- (a) Rice
- (b) Roti
- (c) Dal



- (d) One vegetables
- (e) One Special Vegetable Sabji/Paneer for vegetarian on non – veg days
- (f) Curd
- (g) Pickle/ Papad/ (Papad on non-veg days)/ Pudina Chutney

Note: Kheer to be served on Tuesday and Thursday

13. Chinese Dinner will be served during Sunday every month

14. **Rules with Respect to Sabji**

(a) Hard variety sabji such as Tinda, Pumpkin, Lauki, Squash etc will not be served more than once a day.

(b) Seasonal vegetables will be served regularly

(c) Following preparation are popular with students:-

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|-------------------------------------|------------------------------------|
| (i) Aloo Gobi (Phool Gobi) | (ix) Baigan Fry |
| (ii) Beans + aloo+ Carrot mixed veg | (x) Banana flower veg |
| (iii) Bhindi Fry | (xi) Arbi |
| (iv) Karela Fry | (xii) Jack Fruit |
| (v) Aloo + Simla mirch | (xiii) Kachha Banana for veg kofta |
| (vi) Aloo Palak | (xiv) Aloo Methi |
| (vii) Kundru | (xv) Sambhar |
| (viii) Kadi Pakora | (xvi) Palak Paneer |
| (xvii) Navaratan Korma | |

15. Following types of Rice also should be provided :-

- (a) Ginger Rice
- (b) Pulao
- (c) Lemon Rice
- (d) Jeera Rice



16. Quantity/ Weight of non Veg and Veg Preparation. The quantity/ weight of non veg and veg preparations will be as under:-

(a) Non Veg

(i) Fish The dry weight of cleaned and descaled fish pieces should not be less than 80 gms per non veg student and dish with gravy should not be less than 150 gms.

(ii) Chicken The dry weight of chicken piece should not be less than 100 gms per non veg student and the dish with gravy should not be less than 200 gms

(b) Veg

(i) Dal The total weight of cooked dal should not be less than 120 gms in each serving per student..

(ii) Rice The total weight of cooked rice should not be less than 150 gms in each serving per student.

(iii) Lunch Veg Sabji The total weight of cooked sabji should be more than 180 gms per serving per student. The quantity of Potato and Onion together not exceed 50% of the sabji.

(iv) When two vegetables sabji are being provided at dinner, the quantity of common vegetable should not be less then 100 gms per student and special paneer veg sabji for vegetarian will not be less than 120 gms per student.

(v) Weight of dry paneer will be 60 gms in paneer sabji per student.

Important Information:

1. Warden AIN Hostel will be the final authority to decide on changes to menu, quality of cooking and maintenance of proper hygiene and sanitation standards. Complaints written or verbal received from warden be taken seriously and acted upon immediately.
2. Non preparation of non veg items/ under preparation will result in deduction of Rs 5,000/- per every instance of infringement from the total bill for the month.
3. Non preparation of veg item/ under preparation will result in deduction of Rs 3,000/- per every instance of infringement from the total bill for the month.
4. All dry rations and fresh vegetable being brought into hostel premises will be checked for quality by Warden or her representative. Sub standard items/ spoilt vegetables will be confiscated and destroyed by warden after intimation to you/ your representative.
5. AIN will carry out random sample checks of dry ration and condiments by Army's Food Inspection Unit for adulteration / quality. Contractor will be liable for damage if any food item is found to be adulterated and services will be terminated after second infringement.