



राष्ट्रीय ग्रामीण विकास एवं पंचायती राज संस्थान

(ग्रामीण विकास मंत्रालय, भारत सरकार का एक स्वायत्त संस्थान)

राजेन्द्रनगर, हैदराबाद - 500 030, तेलंगाना, भारत

Manoj Kumar

Assistant Registrar (E) i/c

NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

(An Autonomous Institution under the

Ministry of Rural Development, Govt of India)

Rajendranagar, Hyderabad - 500 030, Telangana State, India.

Phone : 91-40-24008526 Website: www.nirdpr.org.in

File No. NIRDPR/Admin-C/2022/CateringTender

October 03, 2022

WORK ORDER: 11 / 2022-23

To.

M/s. Prism Hospitality Services Pvt Ltd

22/A, Mini Industrial Estate

Hafeezpet, Miyapur, Hyderabad

Telangana- 500049

(Info@prismhospitality.in)

Sir,

Sub: Award of Contract of Catering Services at NIRDPR, Hyderabad -Reg.

1. This has reference to the following

- i) NIRDPR e-Tender ID No.2022_NIRD_696220_1 floated on CPP Portal for Catering, Housekeeping and Maintenance of Guest Houses of NIRDPR, Hyderabad
- ii) Your technical and financial bids uploaded in eprocure.gov.in in reference to the above tender

2. In reference to the above, based on the recommendation of the Technical and financial Committee, the Competent Authority of NIRDPR has approved to offer the award of contract for providing Catering Services at National Institute of Rural Development & Panchayati Raj (NIRDPR), Rajendranagar, Hyderabad, Telangana for a period of one year extendable for one more year based on satisfactory performance. The Statement showing the rates (exclusive of GST) for catering services and other details i.e., menu for lunch, dinner etc., are given at Annexure-A.

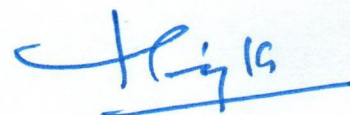
3. M/s. Prism Hospitality Services Pvt Ltd is required to pay performance **security deposit i.e. 3% of value of the contract** which will not carry any interest.

4. The contract will be valid for a period of one year and further extendable for one more year based on the satisfactory performance.

5. The agreement is terminable by NIRDPR with one month notice.

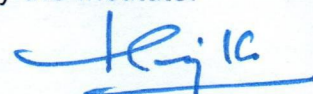
6. The contractor shall not transfer or sub lease his rights under the contract to any other agency.

7. The contractor or his workers/staff shall not use the premises allotted to him for any purpose other than the purpose for which the contract is awarded.
8. The contractor shall devote his attention in the work of purchases, preparation and service and discharge his obligations under the contract most diligently and honestly.
9. The contractor shall at all times during the existence of contract abide by all directions and instructions which may be given by the institute concerning any aspect of the catering services.
10. The contractor shall be responsible for allotting duties and timings to the workers engaged in the catering services.
11. The remuneration payable to the workers engaged in the catering shall be borne by the contractor who shall comply with all statutory and mandatory obligations like labour law or other provisions under law for engagement of such workers by his firm. The Institute will not have any liability, whatsoever for any injury caused to any of his worker/workers in course of discharge of duties under contract. The contractor will indemnify the Institute from any loss caused to any third party due to acts of his firm or workers in execution of the contract.
12. The contractor should be registered with the Registrar of concerned state body and furnish the details of registration number. He shall abide by the Government of India (Ministry of Labour & Employment) rules and regulations and all other statutory acts and regulations and rules relevant to this contract.
13. It will be the sole responsibility of the contractor to pay minimum wages and variable DA inclusive of EPF and ESI to their workers as per prevalent rates.
14. The contractor shall indemnify the principal employer (NIRDPR) against any risks and damages arising out of the default on the part of contractor due to his negligence or that of his employee or noncompliance of any of statutory rules, regulations etc., as laid down by the government and other statutory authorities from time to time.
15. It is the duty and responsibility of the contractor to obtain the requisite license for running the establishment. The Institute shall not be responsible in any way for any breach by the agency of any rules and regulations governing the running of such establishment.
16. The contractor should take all precautionary measures to ensure the safety of the workers employed by him and NIRDPR will not be responsible in case of any eventuality.



17. The contractor should engage only those workers whose police verification for character and antecedents was strictly done.
18. In case of any disputes between contractor & workers, it is the responsibility of the contractor to settle them amicably and the Institute will not be a party to them and will not be responsible for any lapses, etc., on the part of the contractor vis-à-vis his workers. If under any circumstances a court awards decree against the Institute in cases relating to the workers employed by the contractor at the Institute, the contractor shall himself make all necessary action in fulfilment of the decree and the Institute as such shall not be liable to take any action. The workers engaged by the contractor will not have any type of claim against NIRDPR and the contractor shall be liable and responsible for compliance of all Labour/statutory laws.
19. The contractor should deploy medically/physically fit workers. The workers can be subjected to periodical medical check-ups by the Institute's Medical Officer. The contractor will withdraw any person who is not found medically fit by the Institute's Medical Officer for the job and provide an appropriate substitute. **The contractor shall also compulsorily arrange for health check of their workers once in six months at his own cost.**
20. A list of workers engaged by the contractor for the Institute's work should be provided giving their names, addresses. The contractor should submit photographs of all workers and supervisors to the Institute within a week from the date of acceptance of the offer and issue an identity card under the signature of authorized representative of contractor. Any changes from time to time should be informed to the Institute, immediately.
21. The workers will be issued identity cards by the contractor and only those workers for whom identity cards are issued will be allowed into the premises of the Institute. A copy of the identity card along with name, photograph and address will be made available to the institute for record.
22. The contractor will be liable for penalty for deficiency in quality of service, e.g., failing to maintain hygiene and sanitation in the kitchen area, and for shortcomings in catering service, e.g., poor quality of the food prepared, supply of insufficient food to the participants, or loss/theft of any article due to negligence of his staff/workers, etc. The monthly catering, bill raised by the contractor will be proportionately restricted. In case of deficiency or delay in providing the service by the contractor and in case the Institute on its own provides material or manpower to run the catering, and maintenance service satisfactorily, the cost of such material/manpower will be recovered from the contractor.
23. The contractor will not provide food/catering services to any private person without approval of the competent authority and the same shall be subject to payment of charges at the rate as prescribed in this contract.

24. A floating minimum balance of Rs.2,00,000/- (Rupees two Lakhs only) should be made available in the savings bank account at State Bank of India, NIRDPR Branch and should be operated by the Manager of the Unit. It should not be a joint account. Payments of NIRDPR will be transferred to the above said account. A cash imprest of Rs.50,000/- (Rupees fifty thousand only) should also be maintained with the unit manager or in his absence, any representative of the contractor.
25. The contractor has to submit performance guarantee of Rs. 5,18,250/- (i.e. 3% of value of contract) in the form of a Demand Draft or equivalent bank guarantee drawn on any commercial bank in favour of "NIRDPR", Rajendranagar, Hyderabad. No interest whatsoever will be payable on the security deposit during the period of contract including any extended period. The contractor shall not be allowed to withdraw its services before completion of the contract period, failing which Performance Security Deposit will be forfeited by the Institute at the discretion of the Director General, NIRDPR. It will be refunded after completion / termination of contract subject to condition that there is no amount due / pending against the contractor due to loss caused to the Institute's property or otherwise.
26. The Director General, NIRDPR reserves the right to oversee the quality of food and maintenance services being provided by the contractor. He also reserves the right to ask the contractor to remove and replace any of the workers engaged by him to ensure quality service and the contractor shall have to replace workers concerned within a week from the date of such communication.
27. In the event of any absenteeism of the workers engaged by the contractor, a penalty of Rs.500/- (Rupees five hundred only) per worker per day so absented will be imposed and the same will be recovered out of the monthly catering bill raised by the contractor for payment. The Institute reserves the right to check the muster rolls as well as the wages sheets maintained by the contractor at any point of time.
28. The contractor shall be provided a suitable place during the validity of the contract period to maintain his office as well as to store the material received to provide the catering services to the Institute. The contractor shall, however, not use the allotted place for any other purpose than the purpose indicated above.
29. The Unit Managers and Supervisors and the staff of the contractor who have to stay in the campus/quarters will be provided modest and unfurnished accommodation for which the contractor shall pay rent as fixed by the Institute on monthly basis. Electricity and water charges as per actual consumption shall be payable by the contractor.
30. The contractor shall not have any kind of tenancy rights on the place so provided to him in the Institute. He shall have to vacate the place allotted immediately on expiry/termination of the contract or when requisitioned by the Institute.



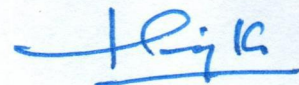
31. If there is any variation in the quality of material used as against the branded items specified in the contract, suitable penalty as may be decided and determined by NIRDPR will be levied while settling the monthly bills.
32. In case it is found that the kitchen/dining halls and surrounding areas are not kept in clean and hygienic condition, suitable penalty as deemed fit by NIRDPR will be levied while settling the monthly bill.
33. In the event of any incident of food poisoning, the charges incurred on account of hospitalization of participants/guests/staff members will have to be borne by the contractor.
34. In the event of expired food items used for cooking purpose, a penalty of Rs.2000/- on each occasion will be levied and recovered from the bills of the contractor.
35. The contractor shall submit the bill for the catering provided by him on the first working day of following month, duly signed by him or his authorized signatory and countersigned by the authorized representative of NIRDPR. NIRDPR will pay the charges on submission of the bill. However, the Institute shall recover Income Tax and other taxes if any defined by Government as per prevailing rules from time to time.
36. The Institute shall take the feedback through a Register kept for the purpose, from the participants/guests/dignitaries regarding catering and other services with a view to offer prompt and efficient services. The Institute will conduct periodical reviews of the complaints/suggestions given by the participants/guests/ dignitaries both in the registers kept in the Guest Houses and the Evaluation Reports and the contractor will be informed about the shortcomings, if any, for remedial action.
37. Any other aspect/point arising out of the catering services to be provided by the contractor, the same has to be resolved through mutual discussions by both the parties.
38. Where a doubt arises as regards the applicability of the contractual terms and conditions so as to the interpretation or application of any of the provisions of this agreement during the validity of the contract period, the decision of the Director General, NIRDPR thereon shall be final and binding on the contractor.
39. **The Hostel Committee of NIRDPR will make surprise visit at least once in a month to check the food quality and the general hygiene in the kitchen and adjacent surroundings. For non-compliance of cleanliness and quality of food, the quantum of penalty levied would be as below:-**

1 st Occasion	-	Penalty of Rs. 2000/-
2 nd Occasion	-	Penalty of Rs. 5000/-
3 rd Occasion	-	Penalty of Rs. 10,000/-

Any further dereliction will lead to termination of contract.

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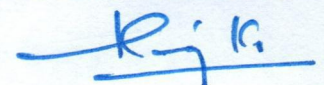
40. The contractor shall arrange for cooking & services of food on daily basis for any number of participants depending upon the attendance/occasion as decided by the Institute's representative from time to time. There may be variation in number depending upon the programs conducted in the institute. The charges for catering services by the caterer shall be on per head per day basis for the participants and guests staying for an entire day. Where a guest stays for only a part of the day or only avails catering services, the catering charges shall be on per head per meal basis.
41. The service of the food is normally done in the respective dining halls of **Himachal, Aravali, Nilgiri and Vindhyachal Guest Houses** at NIRDPR or in any designated place in NIRDPR as per instructions of Institute's authorized representative.
42. The contractor shall have to arrange for service of forenoon and afternoon tea/coffee/milk in the tea lounge of the conference hall or at any other place specified as per the instructions given to him. For this purpose, the contractor has to use his own crockery/cutlery/cheffen dish (hot dish), tea/coffee /drums and flasks at his own cost.
43. The contractor shall arrange for service of tea/coffee/milk with snacks to be served in thermos flask in the meeting rooms and office chambers of the Director General, Dy. Director General, FA, and the office chambers of the Registrar and Director (Admn.), Heads of Centres and also the Controlling Officers in the Institute, with good quality of tea bags/Nescafe classic powder/milk/sugar separately.
44. The contractor shall arrange special food, fruits etc., as per requirement during fasting or any other reasons like indisposition etc to participants, if requested by the authorized representative of the Institute, cost of which will be borne by the Institute.
45. Service of the meals, breakfast, tea etc., to VIP's/senior officers, sick persons, differently disabled persons, health centre etc., should be done in the rooms.
46. Service of special lunch/dinner, special tea, tea or coffee with snacks etc., is to be organized in the lawns, RTP or any other place specified in the campus or as directed by the authorized representative of the Institute from time to time. **The contractor shall arrange for shamiyana, pipepandal etc. as per requirement, the cost for which will be borne by the Institute. However, crockery and cutlery, cheffen dish (hot dish) is to be provided by the contractor.**
47. Normally the service is a buffet service, however at times on instructions service as per specifications are to be provided i.e. sit-down service, banquet or any other form.



48. There shall be no Réchauffé i.e. leftover food of one meal shall not be served at the next meal. No cooked food should be kept in walk in cooler/freezer. In case the same is found, Rs.5000/- shall be levied on each occasion/ as decided by the competent authority.
49. If there is any complaint from participants regarding quality of food or deficiency in services on any particular day during the contract period, on an inquiry, if it found to be correct the Institute reserves the right to deduct full order value of breakfast/lunch/dinner will be deducted from that particular day's bill amount.
50. The service of all food items/beverages should be "UNLIMITED" as per the requirement of the participants/guests from the spread available. NO PRE-PORTIONING of any food/beverages including sweet, ice-cream etc. is permitted.
51. The ingredients used for cooking should be branded i.e. ISI marked, Agmarked and FSSAI marked. The expiry date of the products used should be checked before usage. Similarly, the rice, dal etc., should be good quality and insect free. All food grains should be kept inside air tight steel containers. Atta should be of good quality i.e. Shakthi Bhog/ Ashirvad/ Pillsbury/ Patanjali/ Annapurna. Cooking oil should be double refined from reputed companies viz Gold Drop/ Fortune/Nature Fresh/Vijaya/Healthy Heart, reputed company only. Similarly, vegetables should be of good quality and fresh
52. If expired products or unbranded ingredients or rotten vegetables/meat/fish are found in the kitchen or store during inspection, the contract is liable to be terminated and Security Deposit can be forfeited.
53. The menu for participants shall consist of south Indian/north Indian/ Continental cuisine /Chinese/Continental or any other cuisine as **may be prescribed by the competent authority from time to time has to be provided at no extra cost.** Meat and chicken certified by the municipal or other authorities concerned should only be used. The sizing of meat and chicken should be appropriate (too big size to be avoided). Scrupulous care should be taken to avoid usage of stinking meat, chicken and fish. The authorized officer will decide the menu schedule in advance on weekly basis and the same will be intimated to the contractor well in time for service accordingly. The authorized officer has the right to stipulate for any specific occasion any particular variant of the cuisine to meet the requirement of any guest or guests, at no extra cost. The non-vegetarian and vegetarian items should be stored in separate freezes. **In case of any complaint received the authorized representative shall verify from the shops from which meat/chicken/Fish are resources.**



54. The contractor has to get his own crockery, cutlery, glassware, thermos flasks for service of tea/coffee and to keep water in the rooms, juicer/mixer, linen (table cloth, frills, cloth napkins), cruet sets, flower-vase, refrigerator, bottle coolers, deep freezers, wet grinders, casseroles (Hot Case), etc. Tandoori bhatti/romali roti trolley/ microwave oven/kitchen utensils used for cooking purposes. Special crockery (bone china)/cutlery/cheffan dish (hot dish) should be used for serving the VVIPs/VIPs, etc., on special occasions. The material should be of standard quality and should be approved by NIRDPR's Officer in charge. In case the quality of above materials is not up to mark of NIRDPR, the Institute will purchase the same and will be deducted from the bill amount of the contractor.
55. The contractor has to keep one tea bag of standard make i.e. Tajmahal/Lipton tea bags , Nescafe classic coffee powder sachet, sugar cubes, milk powder sachets of standard make i.e. Amul etc., daily in VIP Suites/rooms. No separate charges will be paid.
56. Packed lunch will be provided on demand. No extra charges will be paid for packing. No disposal cups shall be used in the Guest Houses / Campus.
57. Normally boarding/catering arrangements are to be made for any number of participants depending upon the attendance/occasion as decided by the Officer In-charge from time to time. The number of participants may be less than 40 or may exceed 300 on certain days, depending upon the programs/participants. The contractor should provide prompt and efficient service to meet actual requirement on such occasions without any delay or inconvenience. In case of huge requirement than the normal requirement, NIRDPR will inform the contractor in such events/ programmes in advance. Accordingly the contractor should plan and provide the services effectively.
58. The workers employed by the contractor should possess decent manners and be in proper uniform while on duty. The contractor will bear the cost of uniform and also the washing charges. The workers should invariably display the identity cards issued by the contractor without fail.
59. The workers shall be paid minimum wage as per the applicable Central Labour law. The minimum wage shall be revised and paid by the contractor, whenever the revision of minimum wage becomes applicable. The workers shall be paid on or before 7th of every month. Proof of credit of wages to each worker shall be submitted to Officer In-charge of the institute by 10th day of every month. Failure to credit the salary on or before 7th day of each month will lead to penalty of Rs. 500 for each day per unpaid worker. Delay of more than 15 days of payment to any worker, without the fault of the worker, may result into termination of contract. The contractor shall pay the EPF and ESI as per rules to the concerned authorities. The amount of EPF and ESI so paid by the agency with respect of NIRDPR will be reimbursed to the agency by NIRDPR on production of proof of payment of EPF/ESI.



60. The Contractor shall give sample of the food items prepared to the authorized officers of the Institute for test and taste, to check and ensure quality.
61. Extra special items on any special occasion are also to be supplied at short notices.
62. The contractor shall strictly comply with the recommended menu.
63. The quality of the ingredients used in the preparation of the food & beverages shall be of a good & standard and should be used prior to expiry date.
64. The Institute's authorised officer has the right to inspect such articles of food & provisions and also can order discontinuation of usage of such articles of food & provisions which are found to be sub-standard.
65. The contractor shall ensure that the dining hall, kitchen, stores, service area shall be kept neat orderly and free from malodorous at all times. The crockery, cutlery, furniture & utensils used in the preparation and service of food shall always be clean and hygienic.
66. Pest control in the kitchen, dining hall, stores and service area should be done once in a week by the contractor at his own cost. If not done, a penalty of Rs.5000/- on each occasion shall be levied **(It should be done by certified agency)**.
67. The contractor shall store sufficient stocks of the raw materials, perishable items, etc., for at least two days requirements and non-perishable items for at least one week in the premises of the guest house. **Rice should be Kurnool sonamasuri for white rice preparation and reputed brand of basmati rice for preparation of biryani/pulao/fried rice for regular / special lunch/dinner.** Cooking oil should be of double refined/mustard oil/groundnut oil of reputed brand/company. No substandard item should be used.
68. The Institute shall provide the contractor with the following facilities for the purpose of providing the catering services:
- a) Water, cooking ranges, service counter (Bain Marie), dining hall furniture;
 - b) The contractor will bear the cost of fuel/gas/charcoal for cooking purpose.
69. The contractor shall be responsible for regular maintenance and upkeep of cooking ranges, gas bank, tinning of brass vessels, service counter (Bain Marie), etc. Any loss, repair or replacement of these items shall be done at the cost of the contractor.



70. The contractor shall have to hand over all the items provided to him, as indicated elsewhere, to the Institute at the time of termination of the contract. Any shortage noticed at the time of handing / taking over, the cost of missing/broken items will be recovered from the security deposit amount.
71. The contractor is accountable to the Director General or any officer of the institute nominated by him on his behalf for any lapse regarding the quality of food served, catering service, etc.
72. The contractor shall be solely & wholly responsible for the procurement of all articles of raw material, food products, etc. at his own expense.
73. It shall be entirely the responsibility of the contractor to store the material purchased by him in a neat, tidy and hygienic manner in the space provided by the institute at his own risk.
74. The dustbins kept at the area behind the kitchen should be cleared on day-to-day basis and the area should always be kept clean, dry and hygienic. The contractor shall make his own arrangements to ensure that the leftover food and garbage is segregated in-situ into bio-degradable (wet waste) and non-degradable (dry waste i.e paper, plastic etc) and the wet waste will be put in the bio-gas plant after grinding in the grinding plant attached to the bio-gas plant. The dry waste will be dumped at a place designated by the sanitary supervisor from time to time, at the end of each day. In case the Institute's garbage disposal system is used after specific permission of the Institute, the contractor is liable to pay the rate as prescribed by the Institute.
75. The caterer has to provide ISI and FSSAI marked mineral water (20 liters can) which shall be to the satisfaction of the Institute and also extend any other services to the participants/guests as and when required. No small water bottles will be allowed. To provide water in guest house rooms, water jugs and glass bottles will be provided by the Institute.
76. The contractor shall provide other services not quoted in the tender like supply of tea bags, sugar, Nescafe powder, milk powder or milk, ISI branded half liter mineral water bottles, soft drinks, biscuits, tender coconut water, fruit bowls, flowers etc. **The charges for these items will be paid not higher than the printed maximum retail prices.**
77. The caterer shall not be paid catering charges in respect of participants who are absent from any meal on a particular day provided notice is given 12 hours before the meal in the register to be maintained with the Hostel Manager.
78. **The contractor is liable to provide services till settlement of next tender or end of the contract period whichever is later. In case of variation in rates (upward/downward) the rates of such variation will be allowed as mentioned below:**

- a. **No change will be allowed during the currency of 1st year, irrespective of change in rates;**
- b. **During 2nd year, the variation in rates (upward/downward) will be considered and changes (increase/decrease) will be made in the rates payable to the contractor, at an appropriate rate; and**
- c. **In respect of the extended periods, till the date of finalization of new tender will be based on increase/decrease in All India Consumer Price Index – Industrial Workers in the preceding year will be allowed, compared to the Index Rates of preceding month of the date on which contract was considered.**

79. PENALTY CLAUSES: Deduction on account of unsatisfactory catering and other services, commonplaces/facilities etc., will be made from the monthly bill. The recovery will be decided by the authorized representative of the Institute. The methodology for deduction will be as under:

- a. In case of shortage of manpower, an amount proportionate to the shortage of manpower, taking into account number of employees as well as duration shall be deducted from the monthly bill of the contractor.
- b. In case of non-maintenance of cleanliness in kitchen area or lapse of services/carelessness, deduction shall be made @ Rs1500/-per room/per day or per event/per location etc., from the bill of the contractor, taking into account the loss of goodwill and inconvenience caused to the guest/institute.
- c. **In case on non-performance and poor service by the contractor, NIRDPR may, at its discretion, recover Liquidated Damages upon recommendation of In-charge of Guest Houses. In the event of appeal, the decision of Director General, NIRDPR shall be final and binding up on the contractor. The quantum of penalty shall be as follows:**
 - i. Noncompliance of environment friendly waste Disposal methods. Rs.100/- day;
 - ii. Non wearing of uniforms by contractor's Employees/ untidy uniform Rs.100/- day/Person;
 - iii. Supply of food not as per approved Menu and insufficient quantity Rs.1,000/- meal /day; and
 - iv. The penalty for unsatisfactory and substandard Catering service: Rs.500/- per complaint.

80. Force Majeure: In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts. The term "Force

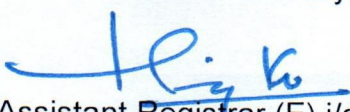


Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the contract, Flood and Acts and Regulations of respective government of the two parties, namely NIRDPR and the contractor. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 48 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, NIRDPR shall have the option of cancelling this contract in whole or part at his discretion without any liability at his part. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

81. **Arbitration:** In the event of any question, dispute or difference arising under these conditions or any conditions contained in the order or in connection with this contract, the same shall be referred to the sole arbitration of the Director General or any other person authorized by him. The award of the arbitrator in such cases shall be final and binding on the parties to this contract.
82. **Applicable Law:** The contract shall be interpreted in accordance with Laws applicable in India and subject to jurisdiction of the court in Hyderabad only.
83. The above arrangements are subject to the detailed terms and conditions indicated in our tender document (para 1 (i) referes). A copy of the this work order may be signed and returned to this office by your firm as a token of acceptance of all the terms and conditions mentioned in this work order and tender document under reference.
84. M/s. Prism Hospitality Services Pvt convey its acceptance by 6.10.2022 and commence catering services from 11.10.2022 without fail. The deposit of PG Money through demand draft/Pay Order/Bank Cheque Guarantee and the execution of agreement process may be completed within weeks' time

This issues with the approval of Competent Authority.

Yours faithfully,


Assistant Registrar (E) i/c

Copy to:
AFA & PAO i/c

Statement showing the rates for Catering Services at NIRDPR

Sl. No.	Description	Approved Rate (Rs.)	
		In figures	In words
1. CATERING SERVICES Menu for the participants			
i.	Bed tea/coffee	16.00	Sixteen
ii.	Breakfast	75.00	Seventy Five
iii.	Forenoon Tea/ coffee/milk along with two millet cookies or two biscuits (salted/ cookies/ cream/ chocolate/ butter) or namkeen	21.00	Twenty One
iv.	Lunch	150.00	One Fifty
v.	Afternoon Tea/ coffee/ milk along with two millet cookies or two Biscuits (salted/ cookies/ cream/ chocolate/ butter) or namkeen.	21.00	Twenty One
vi.	Evening Tea	16.00	Sixteen
vii.	Dinner	150.00	One Fifty
	Total	449.00	Four Hundred and Forty Nine
2.	Special tea (Rs.)	85.00	Eighty Five
3.	Additional items for special lunch or dinner (quote separately for each item)		
i.	Assorted fresh fruit juice (100 ml)	20.00	Twenty
ii.	Popular grain sprouts	15.00	Fifteen
iii.	Soup (Veg./non-veg.) with bread rolls or bread sticks and butter	30.00	Thirty
iv.	Mutton/chicken/prawns/Boneless fish	120.00	One Twenty
v.	Special vegetable items (paneer or stuffed vegetable or kofta with gravy)	45.00	Forty Five
vi.	Idli/dosa/vada with sambar and chutney /Dahivada or snack items like vegetable cutlet/Mirchibajji/veg. Spring roll, etc.	45.00	Forty Five
vii.	Kwality/Amul Ice Cream (cassata/matkakulfi / Butterscotch)	60.00	Sixty
viii.	Fresh seasonal fruits (assorted)	25.00	Twenty Five
	Total (Rs.)	360	Three hundred and sixty



The details of daily schedule of the Dining Hall timing will be normally as follows, however they may be changed as per requirement and during important meetings and programs contractor may be asked to make special arrangements as per the requirement of NIRDPR.

Food Time Schedule

Bed tea/coffee	Between 6.00 am and 7.00 am
Breakfast	Between 7.45 am and 9.00 am
Forenoon tea/coffee/milk	Between 10.45 am and 11.30 am
<i>(Along with two millet cookies or two biscuits (salted/ cookies/ cream/ chocolate/ butter) or namkeen).</i>	
Lunch	Between 1.00 pm and 2.00 pm
Afternoon tea/coffee/milk	Between 3.00 pm and 3.45 pm
<i>Along with two millet cookies or two biscuits (salted/ cookies/ cream /chocolate/ butter) or namkeen).</i>	
Evening tea	Between 5.15 pm and 6.15 pm
Dinner	Between 8.00 pm and 10.00 pm
<p>Note: The contractor should keep open the dining hall round the clock. In case the participants arrived in Guest House beyond the above timings, due to delay in trains/Flights/field visits, the contractor should provide breakfast/lunch/dinner.</p>	

Composition of Menu Schedule (Daily)

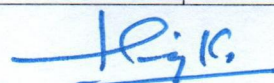
Bed Tea/Coffee:

1. Bed tea/coffee is to be served by the waiters concerned in thermos flasks in the respective rooms of the participants/guests, using good quality Tajmahal/Lipton tea bags/, Nescafe classic coffee powder, milk, Sugar cubes and should provide good quality paper napkins.

Breakfast:

2. The Contractor is required to serve any of the following items of breakfast either on single occasion or daily as may be decided by the competent authority. He shall have to serve any type of breakfast (including other than the menu schedule) as prescribed by the competent authority from time to time:

Sno.	Menu Items for Breakfast	Quantity (in grams)
i.	Fresh Fruit juice / Fresh fruits	125 ml /125 gm
ii.	Cornflakes/wheat flakes with 200 ml of hot milk (kellogs /Mohun's/ Bagrrys/ Patanjali/ Quaker) (daily)	50 gms



iii.	Slices of Toast (Brown/white) with butter (10gm), jam (10gm) and marmalade(gm)	4 no.
iv.	Eggs to order Omelette / Fried Egg / Boiled Egg	2 no.
v.	<p>Only one of the items mentioned below on rotational basis preferably South Indian Food:-</p> <ul style="list-style-type: none"> • Two Nos. of Parathas with Alooabji (100gm) and curd (50gm)/pickle • 4 Nos. of Puris with Alooabji (100gm) or chole (100gm) • Two Nos. of Utthappam with sambar (50ml) and chutney (50gm) • One No. of Masala Dosa with sambar (50ml) and chutney (50gm) • Three Nos. of Idly and two No's of Wada with sambar (50ml) and chutney(50gm) • One No. of Pesarattu with sambar (50ml) and chutney (50gm) • 125 gm of Upma or Vegetable Pongal with sambar(50ml) and chutney(50gm) • 2 Nos. of Vegetable Cutlet with Tomato Sauce. 	
vi.	Tea, Green Tea, Lemon Tea, Coffee, Milk in the respective dining halls by using good quality Tajmahal/Lipton tea bags, Nescafe classic coffee powder, milk and Sugar cubes and good quality of paper napkin should be provided.	150 ml

Lunch & Dinner:

3. The manner of preparation and choice of items of lunch/dinner items should be such as to satisfy the roti-consumers as well as rice consumers:

S.No.	Menu Items (for Lunch and Dinner)	Quantity (in grams)
i.	Salad item (Green, Tossed, Sprouted, Russian, Alooचना chat, Waldroff, Cucumber, etc.)	50gm
ii.	Wheat Product Item (Tandoori items like roti/Naan/Butter Naan or poorie/pulka/romali roti/ chapathi, or Jowar Roti or Ragi Roti or lachaParathas or any other millet products)	150gm
iii.	White Rice, Flavoured Rice with South/North Indian style (Jeera Rice/Lemon Rice/Pudina Rice/Tomato Rice/Tamarind Rice etc.)	150gm
iv.	Curd	50 gm
v.	Rasam / Soup	60 ml
vi.	Noodles (Soft or crisp) or spaghetti/macaroni with bread	150gm

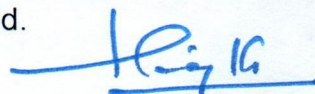
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	rolls/brown bread or Special rice preparation viz Vegetable pulao or biryani by using good quality Basmati Rice with raita, etc.	
vii.	Non-Vegetarian item 5 times a week from Monday to Friday (Chicken - 2 times , Mutton – 2 times and Fish (boneless) 1 time) on rotational basis for participants either in Lunch or in Dinner. However, the days may be changed as per the requirement. The Officer In Charge may decide the days as per the requirement. (Chicken Biryani/ Dry or Gravy /Roast chicken/mutton, mutton stew/ chicken/fried fish with tartare sauce, grilled chicken)	200 gm
viii.	Special Vegetarian (Item made from paneer and vegetables)	100 gm
ix.	Common dry vegetable item	80 gm
x.	Lentils (Dal / Sambar / Chole / Rajmah/Dahikadi, etc.,)	80 gm
xi.	Pappad (Fried/roasted)	02 no.
xii.	Pickles or fresh chutney	10gm
xiii.	Sweet (Indian/continental) (Rasmalai/ Rasgulla/ Gulabjamun/ gajjarka halwa/Jelabi/ Double ka Meetha/Khubani ka Meetha/ fruit custard/fruit salad/Carmel custard/trifle pudding etc.,) OR	50 gm / 5 times a week
xiv.	Ice cream (Vanilla/Strawberry/Butter scotch) From reputed brands viz Baskin Robbins/Kwality/Amul/Masquati/Scoops/Heritage	125 ml / 5 times a week
xv.	Seasonal Fruits (papaya/orange/apple/pineapple/ banana/ seedless grapes/ water or musk melon/mango/custard apple/chikko, etc.) (No similar fruit shall be served twice on the same day)	125 gm / 5 times a week
xvi.	Special Item (Noodles etc..)	

Note: (1) There shall be variation in Seasonal fresh fruits served. No fruit can be served twice on the same day. Seasonal fresh fruits are (papaya/ orange/apple/ pineapple/banana/seedless grapes/ water or musk melon/mango/custard apple/Sapota (Chiko), etc.).

Training/Class room (Forenoon & Afternoon):

4. **150 ml** of Tea/coffee along with two millet cookies or two biscuits (salted/cookies/cream/chocolate/butter) or namkeen is to be served by the neatly dressed waiters in the respective conference halls by using good quality Tajmahal/Lipton tea bags / Nescafe classic coffee powder, milk, Sugar cubes and good quality paper napkin should be provided.



Evening (Guest House):

5. **150 ml** of Tea/coffee/Milk is to be served by the waiters in the respective hostels by using good quality Tajmahal/Lipton tea bags / Nescafe classic coffee powder, milk and Sugar cubes and good quality of paper napkin should be provided.
6. Saunf, nut powder, misri, lavang, elaichi and toothpicks of good quality to be supplied after Breakfast, Lunch and Dinner in the respective dining halls.

Special Occasions:

a. **Hi- tea:**

Sno.	Menu Items for Hi Tea	Quantity (in grams)
1	75 gm of Plum cake or Pastry or Milk cake (from Karachi Bakery) or 50 gm of Indian sweets (from reputed sweet shops viz (Almond House / Pulla Reddy / Dadu's Mithai Vatika / Bikaner Wala /Balaji Mahesh) or any other similar high-quality product in case of non-availability from such establishments to the satisfaction of the Institute.	50 / 75 gm
2	Savoury item (any one of the following) a. (One No of Samosa/vegetable cutlet/urad dal vada/channa dal vada/ vegetable curry puff/Kachori/Vegetable Patties/ Poha/ two slices of vegetable or cheese sandwich/of Onion or palak pakoda etc) with appropriate sauce or chutney or b. 3 No's of Millet Cookies or Karachi Biscuits or c. 50 grams of roasted chana along with 10 grams of jaggery.	100 gm Any one item
3	Coffee/tea/milk is to be served by the neatly dressed in the respective conference halls by using good quality Tajmahal/Lipton tea bags/ Nescafe classic coffee powder, milk, Sugar cubes and good quality paper napkin should be provided.	150 ml

b. **Special Lunch / Dinner:**

During the visit of VVIPs/VIPs/dignitaries, farewells, important meetings or special requirement of the course directors, etc., the contractor has to provide all or any of the following items mentioned below for special lunch or dinner in addition to normal lunch or dinner items.



Sno.	Optional Items	Quantity (in grams)
1	Assorted Fresh Juices	125 ml
2	Popular Grain Sprouts	50 gm
3	Soup (vegetarian or Non-vegetarian) with bread rolls or bread sticks and butter)	150 ml/ 100gm
4	Non-vegetarian item (Mutton/chicken/fish) / for vegetarians – 150 gm of special vegetable items like stuffed vegetable or vegetable kofta or malaikofta etc.	150 gm
5	Ice cream like Cassata or MatkaKulfi or Butter scotch from reputed brands viz Baskin Robbins/ Kwaliti/Amul/ Masquati /Scoops/Heritage	125 ml
6	Seasonal fresh fruits (assorted)	125 ml
7	Pure ghee sweets / milk-based sweets from reputed sweet shops viz Almond House/Pulla Reddy/Dadu's Mithai Vatika /Bikaner wala/ Balaji Mahesh) viz Rasmalai / Rasgulla /Gulabjamun /Gajjarkahalwa /Jelabi etc.,)	50 gm

* The menu should be provided as per the directions of Officer In-charge/Manager and not as per the wish of the Contractor.

Note: (1) The contractor shall make special arrangements, as per the instructions of the Officer In-charge, at his own cost, during the visits of VVIPs/VIPs/dignitaries, farewells, important meetings, etc.

(2) The quantity of food items mentioned above are indicative/minimum. The contractor has to provide food quantity on "unlimited" basis.

