

## ANDHRA PRADESH INNOVATION SOCIETY, VIJAYAWADA

Date: 02/05/2018

Applications are invited from the Mess Contractors/Caterers of repute to run the **mess at Incubation Centre, Visakhapatnam** for a period of one year. Society will provide necessary space free of cost. Utensils and other necessary infrastructure required for running the mess have to be brought in by the Prospective Applicant. Applications are solicited for selection of Contractors.

Scope of Work and important Terms and Conditions are enclosed as Annexure II. Interested Contractors who fulfill the minimum eligibility criteria as mentioned in Annexure I may apply in prescribed format enclosed as Annexure III within 7 days to the Chief Executive Officer, Andhra Pradesh Innovation Society, New Government Offices Building, Room No. 317, 3<sup>rd</sup> Floor, M.G Road, Opp Indira Gandhi Municipal Complex, Vijayawada- 520 010, Andhra Pradesh. Interested Contractors to send their profiles mentioning their fee for plate within 7 days to mail id: [ceo\\_innov@ap.gov.in](mailto:ceo_innov@ap.gov.in). For any further clarifications, please contact +91-9121219610.

CHIEF EXECUTIVE OFFICER

## **Annexure I**

### **Minimum Eligibility Criteria for application for Mess Services**

- 1.** The Applicant should be registered under the Companies Act, or it should be a partnership firm, a proprietorship duly evidenced by any statutory documents evidencing of proprietorship such as Registration Certificate/ GST / Local authority certificate/professional tax registration/Registration under Labour commissioner, etc.
- 2.** Preference will be given to the Applicant who will be having a place of business in Visakhapatnam. The prospective applicant should have completed 3 years as on the date of application. The prospective applicant having experience only in the Cafeteria (snacks & beverage services) will not be considered.

## **Annexure II**

### **Scope of Work**

The Contractor is expected to provide the following services:

- i. Cooking and serving meals (lunch).
- ii. Cleaning of utensils, kitchen and serving items.
- iii. Cleaning of cooking, dining and auxiliary areas.
- iv. Security of the equipment, utensils and other items in the mess.
- v. Maintenance of the equipment in the kitchen and dining area including the infrastructure if any provided by the Society.
- vi. Deployment and supervision of required man power.
- vii. The premises given to the Caterer shall be handed over back by the Caterer to the Society in good condition on the expiry of the contract period.

### **Important Terms and Conditions:**

1. The Contractor has to pay security deposit of Rs. 1,00,000/- (Rupees One Lakh only) at the time of signing of agreement with the Society.
2. Menu for the lunch:
  - i) Salad (Kheera+Onion+Tomato),
  - ii) Plain Rice,
  - iii) Chapati/ Puri – 2 nos,
  - iv) 1 Dal + 1 Curry
  - v) 1 pickle
  - vi) 1 fry
  - vii) Sambar/ Rasam
  - viii) curd
  - ix) 1 sweet
  - x) Fryms

**Annexure III**

**APPLICATION FORM FOR MESS SERVICES**

<b><u>S.no.</u></b>	<b><u>Description</u></b>	<b><u>Information</u></b>
1	Name of the firm	
	Complete Address:	
2.	Contact person/Representative of firm :	
3.	Registration no.	
	PAN no.	
	(enclose copies of above)	
4.	Proof of payment of income tax (last three years) copies to be enclosed	

5.	<b>No. of Mess/Dinning facilities run in the other establishment/organization (List be included with name of the organisation, duration etc.)</b>	
6.	<b>Whether Quality Certification obtained for any of the Mess/Dinning facilities provided (copies to be enclosed)</b>	
7.	<b>Annual Turnover Per annum (In. lacs.)</b>	
8.	<b>No. of employees: Regular/temporary (details to be enclosed)</b>	
9.	<b>Litigations , if any, connected with Mess/ Food work</b>  Yes/No, (if yes, details to be furnished)	
10.	<b>Price per plate (in Rs.)</b>	
11.	<b>Any other information applicant wishes to provide in support of their credentials</b>  If yes, details to be furnished	

**Date:**

**Signature with seal**