

15th April, 2019

Hyderabad Race Club
16-10-1.A/1, Malakpet,
Hyderabad - 500036
State of Telangana
Tele: 04024549491/2
Mobile No: **94903-01654**
www.hydraces.com

**Bid document for undertaking the activity of providing Catering Services
at HRC Off Course Tote Center, Vijayawada.**

1. Preamble

Hyderabad Race Club, a company limited by guarantee and registered under Section 8 of the Companies Act 2013, located at the above registered office at Malakpet, Hyderabad, State of Telangana, invites Price bids from reputed catering contractors for undertaking the activity of providing Catering Services at **HRC Off Course Tote Center Building Complex, located at Sy. No: 161/2 B & 161/2 C, Opposite Union Bank of India, Erikepadu, Vijayawada**, where patrons enter the building for wagering on Horse Racing conducted at various Racing Centers in the Country.

Note: In this document the words bidder, service provider, caterer, vendor and contractor mean the same and are used to indicate the status of person who wants to bid.

2. Scope of Work

The Catering services required to be provided at the above building complex are:

- a) Food items and Tea/Coffee/Juice/Fruit platter and Snacks, to public on all Hyderabad Race Days and on Inter Venue Betting (IVB) days.
- b) Tea/Coffee for employees on all working days and Snacks for staff on Hyderabad Race Days and IVBs.

3. Service Area

- a) The Services would have to be provided in designated areas earmarked for this purpose in the three floors of the Complex.
- b) The Items should be Pre-Cooked and should be ready for being served at the designated areas demarcated for catering services.
- c) The designated areas will have limited cleaning & cooking facilities.

4. BID CONDITIONS

- a) The selling price of various food items offered by the vendors shall not exceed the Maximum Retail Prices (MRP) as fixed by the Hyderabad Race Club, separately indicated in Clause 11 of the bid document.

- b) The highest bidder would be selected subject to meeting all other conditions laid out by Hyderabad Race Club.
- c) The successful bidder will be awarded a contract for two years and the contract will be terminable with three months' notice from either side, subject however to the condition that Hyderabad Race Club reserves the right to terminate the contract without notice in case where it is proved that the bidder has willfully or negligently not adhered to the provisions of Food Safety and Standards Act, 2006 in spite of repeated oral and written warnings to maintain hygienic conditions.
- d) The Hygiene Standards include adherence to Cleanliness & Tidiness of the kitchen, dining area, storage space, deep freezers, refrigerators, wearing of uniform by food handlers, regular medical inspections of all food handlers and conform to Schedule 4 of the Food Safety and Standards (Licensing and Registration of Food Businesses) Regulations 2011.
- e) The financial bids must be submitted in sealed covers on or before 5:00 p.m. on Monday, 29th April 2019 along with a refundable deposit for Rs.10,000/- in the form of DD drawn on any reputed bank favoring Hyderabad Race Club, payable at Hyderabad and no interest will be paid on the security deposit.
- f) The bids will be opened on the same day at 5:30 p.m. on Monday, 29th April 2019 at the Totalizator Department, Hyderabad Race Club, Malakpet, Hyderabad.
- g) The deposit will be refunded only after successful completion of the agreement.
- h) The financial bids shall be typewritten and duly authenticated with signature and the bids shall be in both figures and in wordings and in case of any discrepancy, the wordings will apply.
- i) The bids will be valid up-till the end of 30th May 2019.
- j) The data pertaining to the average footfalls at the Old Off Course Tote Center located at Yelamanchili Complex, Vijayawada during the year 2018-19 is provided in Clause 13. The data is indicative only and is provided to help the bidders to come up with informed quotes.
- k) **Hyderabad Race Club does not guarantee any footfalls and will not be responsible for any quotes based on this information.**
- l) **Bidders are required in their own interest to make all suitable enquiries about the new location at Enikepadu, Vijayawada and assess the requirements in person before submitting their bids.**

5. ELIGIBILITY CRITERIA

- a) This bid is open to all firms within India who are eligible to do business under relevant Indian laws as in force at the time of bidding, subject to meeting the pre-qualification criterion.
- b) The bidder should have adequate experience in running large canteens or providing Catering Services to large organizations or organizing food at large functions or experience in institutional catering.

- c) The Bidder should furnish proof of having provided such services as required in the tender in the last 3 financial years i.e., 2015-16, 2016-17 and 2017-18 to the amount of at least **Rupees Fifty Lakhs** per each financial year and a Certificate of the Bidder's turnover in Rupees must be enclosed and be duly certified by firm of Chartered Accountants.
- d) The bidder shall provide a list of present clientele with contact address & telephone numbers. The bidder shall also furnish satisfactory performance certificate from at least two of his clients to whom he has catered during 2017-18 and Hyderabad Race Club reserves the right to contact any such parties to elicit details.
- e) Bidder should be registered under GST Act and he should furnish along with the bid document, the relevant Registration Document and PAN/TAN Card copies.
- f) The bidder should submit copies of original documents defining the constitution or legal status, place of registration, and principal place of business of the bidding firm/entity, written power of attorney of the signatory of the Bid to commit the Bidder.
- g) The bidder should submit category wise the number of employees he proposed to engage and also submit proof of existing labour license and PF/ESI documents.
- h) The bidder shall submit the acknowledgement of the latest Income Tax returns filed.
- i) The bidder should possess a valid Food License Certificate.
- j) The bidders must submit all relevant documentary evidence to demonstrate their eligibility for considering their bid.
- k) The tenders received without the above documents will be liable for rejection.

6. SPECIAL CONDITIONS

- a) The caterer will carry out regular cleaning and maintenance of serving area, Kitchen equipment and Utensils. Hyderabad Race Club will provide limited basic infrastructure such as space (limited dining, kitchen and washing area). Provision of utensils, cooking equipment including cooking gas, crockery/cutlery, cleaning material and cleaning staff, qualified and well trained cooks would be within the scope of the Contractor.
- b) Cost of procuring and utilizing cleaning material for dining halls, Kitchen, Kitchen equipment and Utensils, is the responsibility of the caterer.
- c) The vendor shall ensure that separate arrangements for use of utensils, plates, bowls, etc., will be made for preparation of Vegetarian and Non Vegetarian items and supply of Vegetarian and Non Vegetarian items.
- d) The Electricity consumed in the kitchen area/Service area/Dining area will be chargeable as per tariff of APTRANSCO, and separate sub-meters will be provided to record the units consumed. Hyderabad Race Club will provide Municipal water on non-chargeable basis but the caterer will be responsible for ensuring that the water used for cooking and drinking is pure and hygienic.
- e) The successful bidder has to deposit share of income equivalent to 3 months of the accepted bid amount as security deposit. The Security Deposit of successful tenderer

will be retained for the period of contract in force and will be returned after expiry of the contract period, after deducting the outstanding liabilities if any. The Security Deposit shall not carry any interest.

- f) The successful bidder shall execute an agreement with Hyderabad Race Club on Non-judicial stamp paper worth Rs.100/- agreeing to all the conditions of the contract within one week upon intimation of acceptance of Tender.
- g) The failure to enter into an agreement within the stipulated time will result in forfeiture of the security deposit or encashment of the guarantee as the case may be.
- h) Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of contract will have no legal validity and will not be enforceable against Hyderabad Race Club. No further correspondence will be entertained regarding the disqualification.
- i) The Hyderabad Race Club reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. Hyderabad Race Club also reserves the right to cancel the selection process for award of the contract at any time. The decision of HRC is final and binding.
- j) The vendor should ensure (a) Timeliness of service, (b) Tidiness of the surroundings, (c) Wearing of Uniform by Catering Contractor Employees while on Duty, (d) Quality of food (e) Quantity of food as per menu (f) Behavior and Courtesy of contractor employees.
- k) The Hyderabad Race Club reserves the right to reject the usage of any ingredients in preparation if the same were found to be inferior in quality.
- l) The Employee of the vendor shall not indulge in smoking, consumption of alcoholic drinks and indulgence in any obnoxious activity in the Off Course Betting Center.
- m) The performance of the Vendor in the above catering services will be assessed every month by the Additional C.V.S.O based at Vijayawada and designated for this purpose.

7. GENERAL CONDITIONS

- a) The Service Provider should ensure their strict supervision round the clock and also ensure to coordinate with the concerned Officials at Hyderabad Race Club and should have adequate communication facilities to communicate with Hyderabad Race Club officials.
- b) The service provider should execute the work as per the scope of work under his own supervision or should have his own supervisor(s) who should be accessible over Mobile Phone.
- c) The Service Provider shall deploy proper personnel for various kinds of work and shall furnish such of the statements related to deployment of personnel to the officials of Hyderabad Race Club as and when called for by the Additional Chief Vigilance and Security Officer, Vijayawada.

- d) The personnel handling the food items, be it cooks or bearers serving the items must undergo medical examination for communicable diseases once every quarter and the same should be provided to Hyderabad Race Club for their record.
- e) No employee of the caterer will be allowed to work if he is found medically unfit and he can be redeployed only after proper certification by a registered medical practitioner.
- f) The caterer will ensure strict compliance of the licensing regulations as laid out in Schedule IV of The Food Safety and Standards Act, 2006.
- g) The service provider shall provide at his own cost proper uniforms for their personnel.
- h) The personnel so deployed will be issued with photo-identity cards provided by the service provider under his signature, company's name and seal, which shall be displayed by them while on duty.
- i) The Service Provider shall ensure that all the security regulations of Hyderabad Race Club are strictly adhered to and complied with by the persons engaged by him to provide the service. Any violation of security regulations will be at the cost and risk of service provider.
- j) The Service Provider shall not engage any Sub-Contractor or transfer the contract to any other person in any manner without the prior approval of Hyderabad Race Club.**
- k) The service provider will be solely responsible for complying with various labour laws as applicable from time to time in respect of persons so employed/engaged by him and he shall be solely responsible for any breach or violation of any or all of the provisions of the labour laws as applicable from time to time.
- l) The Contractor/Service provider/Caterer shall ensure that he fully complies and observes all provisions of Contract Labour Act (Regulation and Abolition Act 1970), Minimum Wages Act, 1950, Payment of Wages Act 1935, ESI Act, Employees Provident Fund and Misc., Provisions Act and such other statutory enactments, amended from time to time. The Hyderabad Race Club shall not be responsible for violation of any of the laws/rules/regulations to be followed by the Contractor/Service provider in this regard.
- m) The service provider will be solely responsible for any damage to property belonging to Hyderabad Race Club caused due to negligence or otherwise of his employees. The service provider shall be personally responsible for any theft, dishonesty, and/or, disobedience on the part of personnel provided by him for this service.
- n) The service provider/caterer will have to observe the rules and regulations as laid down by the Municipal Corporation for preservation of health and hygiene and also meet the statutory requirements of the State/Central Government regulations as applicable from time to time.
- o) The persons employed by the service provider/caterer for the above said purpose will be solely the employees of the caterer. Hyderabad Race Club will have no privity of contract with them nor will they be entitled to any access/dealing with Hyderabad Race Club.

- p) If any worker is injured or rendered partially/permanently disabled/indisposed due to any reason such as accidents, fire, ill health, etc., during the period of their service, it would be the sole responsibility of the contractor to take care of them and to pay necessary compensation in respect of such persons as per the relevant labour laws including all medical expenses, legal expenses, etc., and the Hyderabad Race Club does not hold any responsibility in this regard whatsoever.
- q) The bidder has to insure the staff working with him at his own cost.
- r) The caterer will ensure that equipment if any provided by Hyderabad Race Club and furniture and fixtures are not in any way damaged, misused or mishandled. Any equipment/items provided by Hyderabad Race Club to the caterer, which is damaged will be replaced/repared by the party at their own cost.
- s) The Manager of the bidder shall be available at the Off Course Tote Center at all times.
- t) The contractor should arrange for cleaning the service area immediately after completion of the service and arrange for disposing off garbage/leftover food without causing any environmental hazards. He should liaise with the local Municipal/Civic Authorities for disposal of garbage on daily basis.
- u) The internal walls, floors, windows, ceilings, woodwork, furniture, etc., should be kept free of dust and cob-webs. The premises must be kept free from rats, insects, pests, birds, cats, dogs, etc. No water must be deposited or allowed to accumulate on floors anywhere.
- v) Fly catchers must be kept operating in perfect working order. Insecticides, rodenticides, pest control should be applied periodically. Flies, Cockroaches, etc., should not be seen in Service Area.
- w) In the event of any breach and/or failure on the part of the Caterer to comply with the said terms & conditions of the contract, the contract will be terminated forthwith. Hyderabad Race Club also reserves the right to cancel/suspend the contractual period for any reason whatsoever without assigning any reason and no liability shall be incurred by Hyderabad Race Club in the event of the aforesaid cancellation/suspension. However, under the normal circumstances the Hyderabad Race Club will give 30 days' notice before the said cancellation/suspension.
- x) The caterer will be solely responsible for complying with various labour laws as applicable from time to time in respect of persons so employed/engaged by him and he shall be solely responsible for any breach or violation of any or all of the provisions of the labour laws as applicable from time to time.

8. MINIMUM PRICE BID

The minimum bid price is Rs.20,000/- per month, plus applicable taxes and monthly bids below this amount shall not be accepted and shall be liable for rejection.

9. PRICE BID

- a) The bidder shall state the amount payable to the Hyderabad Race Club on a monthly basis in respect of undertaking the activity of providing Canteen Services in the above

building, housing the Off Course Tote Center at Enikepadu, Vijayawada, belonging to Hyderabad Race Club, excluding the area demarcated for commercial complex.

- b) The bid amount shall be quoted in Rupees payable on a monthly basis to the Hyderabad Race Club on or before 10th day of the succeeding month.

10. INSPECTION AND PRE BID MEETING.

- a) The bidders may visit the HRC Off Course Tote center Building complex located at Sy. No: 161/2 B & 161/2 C, opposite Union Bank of India, Enikepadu, Vijayawada, on any working day.
- b) There will be a Pre Bid Meeting on Sunday, 21st April 2019 at 11:30 a.m. at the above office at Vijayawada for any clarifications.
- c) The bidders are advised to seek clarifications from Additional C.V.S.O [Ph.no: 94903-01654], whose office is situated in the above office at Enikepadu, Vijayawada.

11. SCHEDULE OF RATES

The Schedule of rates (Maximum Retail Price at which items can be sold to public in HRC premises) is detailed below:

| SR.NO | ITEMS | H.R.C |
|-------|-------------------------------|----------------------------|
| | SNACKS NON-VEG | |
| 1 | PEPPER CHICKEN-(b/l)150 g | 100 |
| 2 | CHICKEN LOLLIPOPS(6pcs) | 100 |
| 3 | CHICKEN 65-(b/l)150 g | 100 |
| 4 | SCHEZWAN CHICKEN-(b/l)150 g | 100 |
| 5 | CHILLY CHICKEN-(b/l)150 g | 100 |
| 6 | CHICKEN MANCHURIAN-(b/l)150 g | 100 |
| 7 | CHICKEN PUFF | 25 |
| 8 | CHICKEN SANDWITCH | 30 |
| 9 | MUTTON SAMOSA(2pcs) | 25 |
| 10 | FISH FRY | 150.00 _(MURRAL) |
| 11 | OMLETTE | 20 |
| 12 | EGG SANDWITCH | 20 |
| 13 | EGG PUFF | 20 |
| | VEGETARIAN | |
| 1 | VEG CUTLET (2PCS) | 30 |
| 2 | VEG MANCHURIAN DRY(100g) | 30 |
| 3 | CORN SAMOSA(3 PCS) | 20 |
| 4 | ONION SAMOSA(3 PCS) | 20 |
| 5 | ALOO SAMOSA(1 PC) | 10 |
| 6 | KACHORI(1 PCS) | 10 |
| 7 | MIRCHI BHAJJI(3pcs) | 30 |
| 8 | MYSORE BHAJJI(3pcs) | 30 |

| | | |
|--------------------------------------|---------------------------------------|-----|
| 9 | ONION PAKODA(100g) | 30 |
| 10 | VEG PUFFS | 15 |
| 11 | VEG SANDWITCH | 15 |
| 12 | IDLI(3pcs) | 30 |
| 13 | VADA(2 PCS) | 30 |
| 14 | MASALA VADA(2pcs) | 30 |
| 15 | POORI KURMA (3 PCS) | 30 |
| 16 | MASALA DOSA | 30 |
| 17 | UPMA | 30 |
| 18 | PONGAL | 30 |
| 19 | TOMATO BATH | 30 |
| CHAATS | | |
| 1 | PAAV BHAJI | 40 |
| 2 | RAGADA SAMOSA | 30 |
| 3 | RAGADA CUTLET | 30 |
| 4 | BHEL PURI | 40 |
| 5 | SWEET CORN CHAAT | 30 |
| LUNCH MENU | | |
| 1 | NON-VEG THALI | 140 |
| 2 | VEG THALI | 100 |
| 3 | PLAIN RICE | 20 |
| 4 | MUTTON BIRYANI(200G MEAT+300 G RICE) | 170 |
| 5 | CHICKEN BIRYANI(200G MEAT+300 G RICE) | 140 |
| 6 | VEG BIRYANI(500 G) | 80 |
| 7 | BAGARA RICE | 60 |
| 8 | TOMATO RICE | 30 |
| 9 | PULIHORA | 30 |
| 10 | BISIBELLA BATH | 30 |
| 11 | CURD RICE | 30 |
| 12 | CHICKEN CURRY(200 G) | 80 |
| 13 | MUTTON CURRRY(150 G) | 140 |
| 14 | EGG CURRY 2EGGS | 40 |
| 15 | VEG CURRY | 30 |
| 16 | PANNER BUTTER MASALA-250 G | 60 |
| 17 | KADAI VEG-250 G | 30 |
| 18 | PALAK PANNER-250 G | 60 |
| 19 | DUM ALOO-250 G | 30 |
| 20 | DAL FRY-100 G | 20 |
| 21 | PARATHA | 10 |
| 22 | PULKA/CHAPATI | 10 |
| BEVERAGES & DESSERTS MENU | | |
| BEVERAGES | | |
| 1 | TEA | 10 |

| | | |
|----|----------------------|-----|
| 2 | GREEN TEA | 15 |
| 3 | MASALA TEA | 15 |
| 4 | COFFEE | 10 |
| 5 | BUTTER MILK | 15 |
| 6 | LASSI SWEET | 20 |
| 7 | LASSI SALT | 20 |
| 8 | ASSORTED SOFT DRINKS | MRP |
| 9 | MINERAL WATER | MRP |
| | DESSERTS | |
| 1 | FRUIT TRIFLE | 35 |
| 2 | CARAMEL CUSTURD | 35 |
| 3 | FRUIT CUSTURD | 35 |
| 4 | KADDU KA KHEER | 35 |
| 5 | QUBANI KA MEETHA | 35 |
| 6 | DOUBLE KA MEETHA | 35 |
| 7 | RAVVA KESAR | 35 |
| 8 | GULAB JAMOON | 35 |
| 9 | CARROT HALWA | 35 |
| 10 | BELLAM PONGAL | 35 |
| 11 | ICECREAMS | MRP |

12. Rules and Regulations for all preparations made and/or supplied in the premises of Hyderabad Race Club:

- a) The approved MRP rates will be prominently displayed at all dispensing places.
- b) The above rates will be firm upto 31st May 2021, and no items other than the above items will be allowed to be sold during the tenure of the contract, except with prior written permission of the Management.
- c) The material used in the preparation of the above items should of A grade.
- d) The oil used in the preparation must be branded refined sun-flower oil and must be fresh (not used elsewhere). It should be ensured that the same oil is not used more than two times for deep frying.
- e) Rice used must be one year old sona masoori.
- f) For biryani only standard quality basmati rice must be used.
- g) Mutton must be procured only from abbotairs licensed by the municipal authorities.
- h) All the ingredients that go into masala preparations must be of standard grade.
- i) Tea / Coffee powder should be of Standard Quality.
- j) Milk will be procured only from standard milk producers like heritage, jersey, tirumala etc.,

- k) Fresh Chicken will be procured from Vencobb or Suguna or any other standard poultry farms. Chicken should not be stored in the freezers at the end of the day.
- l) Bread will be Modern or Britannia make; butter and cheese will be from Amul; Jam will be from Kisan or equivalent brand.
- m) Eggs must be chicken eggs and must be fresh (not more than one week old).
- n) All cooked food unsold at the end of the day must be destroyed or taken out. It must not be put in the freezers and sold the next day. HRC officials will be authorized to make necessary checks in this regard and necessary action will be initiated in case of default.
- o) All vegetables used must be fresh and it must be ensured that there is no fungus or worms in any of the vegetables.
- p) All food items must be stored properly in clean containers and no item must be left in the open.

13. Average Attendance.

The details of average attendance as recorded at the Off Course Tote Center located at Yelamanchili Complex, Vijayawada for the past one year is reproduced hereunder, which Center has now been relocated at Enikepadu Village, Vijayawada:

| Venue | Days | Total |
|--------------------|------|-------|
| MUMBAI | 19 | 613 |
| MUMBAI/CALCUTTA | 2 | 629 |
| MUMBAI/DELHI | 1 | 720 |
| MUMBAI/HYDERABAD | 12 | 673 |
| MUMBAI/MADRAS | 5 | 629 |
| BANGALORE | 47 | 756 |
| BANGALORE/CALCUTTA | 3 | 890 |
| BANGALORE/MADRAS | 2 | 792 |
| CALCUTTA | 27 | 712 |
| CALCUTTA/DELHI | 2 | 651 |
| CALCUTTA/HYDERABAD | 3 | 566 |
| CALCUTTA/MADRAS | 5 | 800 |
| CALCUTTA/PUNE | 2 | 916 |
| DELHI | 36 | 527 |
| DELHI/HYDERABAD | 5 | 725 |
| DELHI/MADRAS | 4 | 631 |
| DELHI/MYSORE | 1 | 658 |
| DELHI/OOTY | 6 | 454 |
| HYDERABAD | 38 | 649 |
| HYDERABAD/MADRAS | 1 | 686 |
| HYDERABAD/MYSORE | 1 | 671 |
| HYDERABAD/PUNE | 1 | 929 |
| MADRAS | 8 | 617 |
| MADRAS/MYSORE | 6 | 640 |
| MYSORE | 35 | 660 |
| MYSORE/OOTY | 1 | 693 |
| OOTY | 2 | 459 |
| PUNE | 22 | 724 |

NOTES:

- a. The above average figures are for the year 2018-19 at the existing OCTC Vijayawada situated at Yelamanchili Complex and are only indicative.
- b. The footfalls data is sensitive to the events and days on which the races are conducted. For example there would be more footfalls on festival days, public holidays and special race days like Derby and Invitation cup.

DECLARATION

I hereby agree to all the Terms & Conditions mentioned above from page number one to page number eleven in the bid document, without any condition whatsoever. I also further agree that all the deficiencies will attract penalty and the recovery will be affected without any notice to me. In terms of the above conditions, I am enclosing herewith my financial bid, duly signed by me for consideration of the Club.

Date:

Name of the bidder:

Name of the Representative of the bidder.

Signature of the representative