



**THE A.P.STATE COOPERATIVE BANK LTD**  
**COOPERATIVE TRAINING INSTITUTE**

(C-PEC CERTIFIED INSTITUTE)

Sahakara Bhavan, H No:3-4-447/448, Barkathpura, Hyderabad-27

Phone No: 040-27566575, Email: [cti@apcob.org](mailto:cti@apcob.org), Website:

[www.apcob.org](http://www.apcob.org)

**NOTICE CALLING QUOTATIONS FOR PROVIDING**  
**CATERING SERVICES IN APCOB-CTI , HYDERABAD**

Sub: APCOB-CTI - Sealed Quotations are called for providing Catering services for the participants of APCOB - Cooperative Training Institute at Hyderabad - Reg.

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It is to inform that APCOB-CTI intends to call quotations for providing Catering Services for the participants of training programmes for the year 2024-2025 (1<sup>st</sup> June 2024 to 31<sup>st</sup> May 2025).

Sealed Quotation in the prescribed format may be submitted on or before **15.05.2024 by 5.00 pm.** All the pages of the format should be signed by the authorized person of the catering services provider.

The sealed Quotation may be addressed to **THE DIRECTOR, APCOB-CTI, # 3-4-447 / 448, OPP: YMCA, NARAYANAGUDA, HYDERABAD - 500 027.**

Date: 30.04.2024

*30/04*

*P. S. Mani*  
DIRECTOR



From  
M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:

To  
The Director,  
The A.P. State Coop.Bank Ltd., -Coop. Training Institute (APCOB-CTI)  
Barkatpura, HYDERABAD – 500 027.

Sir,

Sub: APCOB-CTI – Sealed Quotation for Catering services for Training  
Participants of the Institute – Reg.

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Sealed Quotations are invited for providing Catering services to the participants of the Training Institute for one year from 1<sup>st</sup> June 2022 to 31<sup>st</sup> May 2023.

The Menu of Breakfast, Snacks, Lunch and dinner should be as per the enclosed **Annexure**.

**The timings of the catering service will be as follows:**

1	6 AM to 7 AM	Tea / Coffee
2	8 AM to 9 AM	Breakfast with Tea, Coffee and Hot Milk
3	11.30 AM to 11.45 AM	Tea with Biscuits
4	1.15 PM to 2.00 PM	Lunch
5	3.45 PM to 4.00 PM	Tea with Biscuits
6	5.15 PM	Tea & Snacks ( Bajji, Pakoda, Masala Vada etc.,)
7	8.00 PM to 9.00 PM	Dinner

The service provider is requested to quote their lowest price per participant depending on the number of participants per programme as detailed below:

**Price for:**

1-10 participants	11-20 participants	Above 20 participants
Rs.	Rs.	Rs.

Signature of Caterer:

Name \_\_\_\_\_

Mobile No \_\_\_\_\_

## MENU

Sl. No	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	<b>Every day Morning 6.00 AM Coffee / Tea</b>					
<b>BREAKFAST (8.00 AM to 9.00 AM)</b>						
1	Poori	Uttapam	Idly	Poori	Dosa	Idly
2	Upma	Pongal	Wada	Veg Upma	Tomato bath	Wada
3	Boiled Egg	Boiled Egg	Boiled Egg	Boiled Egg	Boiled Egg	Boiled Egg
5	Potato with Besan curry	Sambar	Sambar	Potato with Besan curry	Sambar	Sambar
5	Chutney	Chutney	Chutney	Chutney	Chutney	Chutney
6	Cornflakes	Cornflakes	Cornflakes	Cornflakes	Cornflakes	Cornflakes
7	Tea & Coffee & Hot Milk	Tea, Coffee & Hot Milk	Tea, Coffee & Hot Milk	Tea, Coffee & Hot Milk	Tea, Coffee & Hot Milk	Tea, Coffee & Hot Milk
<b>Mid-Day Tea with Biscuits (two types) (Every day from 11.30 AM to 11.45 AM)</b>						
<b>LUNCH (1.15 PM to 2.00 PM)</b>						
1	Green Salad	Green Salad	Green Salad	Green Salad	Green Salad	Green Salad
2	Potato fry	Donda Chana Dry	Carrot and coconut fry	Cabbage Pakoda	Bhendi Pally Dry	Alu Gobi Dry
3	Veg Khurma	Guttivankay a curry	Gobi Capsicum Masala	Alu Drumstick Curry	Dosakari Tamato Curry	Potato and drumstrik curry
4	Veg biriyani	Veg fried rice	Veg Biriyani	Jeera Rice	Biriyani	Veg.Pulav
5	Plain Rice	Plain rice	Plain rice	Plain Rice	Plain Rice	Plain Rice
6	Totakura Dal	Gongura Dal	Palak Rice	Methi Dal	Tamato Dal	Dosakaya / Mango Dal
7	Sambar	Sambar	Sambar	Sambar	Sambar	Sambar
8	Fresh Chutney	Fresh Chutney	Fresh Chutney	Fresh Chutney	Fresh Chutney	Fresh Chutney
9	Curd	Curd	Curd	Curd	Curd	Curd
10	Papad	Papad	Papad	Papad	Papad	Papad
11	Chicken Curry	Chicken Curry	Chicken Curry	Chicken Curry	Chicken Curry	_____
12	Gulab Jamun	Sweet	Kaja	Jilebi	Sweet	Ice Cream & Fruit Custard
<b>Afternoon Tea with Biscuits (two types) (Every day from 3.45 PM to 4.00 PM)</b>						
<b>SNACKS (5.15 PM to 5.45 PM)</b>						
1	Mirchi Bhajji	Kochori	Samosa	Onion Pakoda	Punugulu	Palak Pakoda
<b>DINNER (8.00 PM to 9.00 PM)</b>						
1	Green Salad	Green Salad	Green Salad	Green Salad	Green Salad	Green Salad
2	Chapati / Phulka	Chapati / Phulka	Chapati / Phulka	Chapati / Phulka	Chapati / Phulka	Chapati / Phulka
3	Bhendi Fry	Kaddu Chenna Dry	Veg. Porial	Baigan Tamato Dry	Alu Dry	Dondakai Dry
4	Bagara Baigan	Paneer Masala	Capsicum Masala	Donda Masala	Veg Khurma	Alu Capsicum Masala
5	Plain Rice	Plain Rice	Plain Rice	Plain Rice	Plain Rice	Plain Rice
6	Dal Tadka	Tamato Dal	Totakura Dal	Dosakaya Pappu	Gongura Dal	Tamato Dal
7	Rasam	Rasam	Rasam	Rasam	Rasam	Rasam
8	Pickle	Pickle	Pickle	Pickle	Pickle	Pickle
9	Curd	Curd	Curd	Curd	Curd	Curd
10	Papad	Papad	Papad	Papad	Papad	Papad
11	Banana	banana	banana	banana	banana	banana

**15. The last date for tender is 15.05.2024. The tender should be kept in sealed cover clearly subscribing on the cover "Tender / Quotation for Catering" addressed to the Director, APCOB-CTI, 3-4-447/448, Barkathpura, Hyderabad-500027.**

16. The tenure of the agreement initially for one year and shall be renewed and mutual satisfaction of terms and conditions.

17. The Caterer shall not do anything in or outside the CTI premises which may create nuisance or any cause of annoyance to the neighbours, to the CTI and or to the visitors and Trainees visiting the premises.

18. That the overall control and supervision of the premises shall remain vested in the CTI and the CTI through its authorized representative will have the right to inspect the whole or part of the Catering premises as and when considered necessary with respect to its bonafide use and in connection with fulfilment of the other terms and conditions of the contract.

19. The Caterer shall arrange for removal of the garbage, the kitchen waste or any other type of refuse or waste material every day at his own cost.

20. The Caterer shall maintain environmental hygiene and proper sanitation of the CTI premises during all working hours. The Caterer shall be bound to abide by all the provisions of the prevention of Food Adulteration Act as applicable in Telangana and such other Central and local laws and rules and regulation existing therein or to be enacted or introduced hereafter.

21. The Caterer will ensure compliance with all labour laws as applicable to caterer and caterer's employees including any additional obligations that may arise on account of the canteens being located within the CTI premises.

22. That the washing of utensils etc. including dishwashing shall not be permitted at any place other than the space in the kitchen provided for this purpose.

23. The Caterer shall not display any neon sign board or advertisement board etc. without prior written permission of the CTI, but the Caterer shall be responsible to pay the advertisement tax or any charges liveable by the CTI, if any neon sign board or advertisement board etc. is installed without the prior written permission of the CTI.

24. The cooks & bearers should be medically fit and should not be below 18 years of age. It may also ensure that they are not suffering from infectious / contagious diseases.

25. The staff suggested by the caterer must act decently without involving in drinking of alcoholic beverages or picking up quarrel with fellow employees or trainees in the hostel and in the premises.

**The terms and conditions for submitting quotation are as follows:**

01. The price quoted in words shall only be taken into consideration.
02. Minimum three years' experience in the catering field.
03. The Firm / Proprietor should have PAN, TIN & GST registration as applicable.
04. The payment will be made monthly after deducting all Taxes and levies if any, from time to time.
05. The quoted price should include all taxes such as Income Tax, Service Tax, GST etc.,
06. The caterer will be responsible for maintaining the furniture, electrical, sanitary, water connections and other fitting in proper working condition and in case of any fault, will be repaired at his own cost.
07. The caterer will be responsible for the cleanliness of the dining hall, Kitchen and the surrounding areas.
08. The caterer will not be allowed to use hard coal/ wood.
09. The caterer has to bring his own kitchen equipment, crockery and cutlery utensils and other items required for preparing food. All the items should be of good and standard quality and same are subject to checking by CTI.
10. ISI Brand Mineral water should be used for cooking and drinking purposes.
11. Should use only pure refined oil having Trademark/Agmark recognition. The Use of palm oil / Coconut oil is strictly prohibited.
12. The caterer should adhere to the timings prescribed by CTI.
13. The caterer should shall furnish SECURITY DEPOSIT of Rs.25,000/- within 7 days of the receipt of the award of contract in the form of Bank deposit duly discharged in favour of CTI and execute lien and setoff in favour of CTI towards penalties, if any, for the supply of inferior quality food and damages to the amenities provided.
14. In case of food, if found less in quantity or quality is not of standard quality or in unhygienic condition or not served in time, the penalty will be deduction of 10% of the monthly bill or as decided by the In charge. Repeated fault may result in forfeiture of part or whole of security and even termination of the contract. The CTI reserves the right to visit the existing or the past customers of the Caterer to ascertain the quality of work performed by them and in case any negative report is received against the caterer, his tender may be rejected. Also, in case any information provided by the caterer is found to be false, his tender will be rejected.

26. These are only proposed draft terms and conditions and can be modified, changed or added to the time of finally concluding and signing the agreement.

27. The decision of the CTI is final and no correspondence in the matter shall be entertained.

28. The CTI reserves its right to terminate the tender without assigning any reasons whatsoever

29. The successful Caterer should execute an agreement with CTI accepting the terms and conditions laid there upon within SEVEN days from the date of communication.

I have read all the terms and conditions and understood and agreed there upon to participate in the tender.

**Name & address of the  
Authorized Signatory**

**SIGNATURE :  
DATE :**