

EXPRESSION OF INTEREST

The O/o Director, Extension Education Institute, Rajendranagar, Hyderabad hereby calls for quotations from reputed catering service providers towards providing catering service to EEI Hostel (Hostel-A & Golden Jubilee Hostel) trainee boarders for the year 2025-26 effective from **April 2025** to **March 2026**.

The quotations must be submitted in the prescribed format (Format Attached) on or before **09/04/2025** to the O/o Director, Extension Education Institute, Rajendranagar, Hyderabad (EEI) either in person or by speed post.

The envelope containing the quotation should be superscripted as "**Quotation for Providing Catering Services towards the supply of food items during conferences, training programmes or any other mandatory programs at EEI Campus, Rajendranagar, Hyderabad.**"

General Conditions:

1. The Service provider must have the valid food license issued by FSSAI.
2. No money will be given by the O/o Director, Extension Education Institute, Rajendranagar, Hyderabad as advance; payment will be made after submission of the bill.
3. Tax invoice should be issued in favour of O/o Director, Extension Education Institute, Rajendranagar, Hyderabad or the specific department that make order.
4. Bills will be settled within one month from the date of submission of bills by the caterer
5. All the payments will be made in online or Account Payee Cheque only in favour of the service provider.
6. Initially the contract will be given for one year. The respective committee will judge the performance of the establishment after each year. After reviewing the performance, the empanelment may be considered for renewal for a period as deemed suitable by the committee.
7. The caterer shall not subcontract to another person/business.
8. The caterer should provide quality food and service on time
9. The caterer should keep in mind the unit cost/ per head as instructed by the O/o Director, Extension Education Institute, Rajendranagar, Hyderabad while providing foods to the guests/ staff/ students, in case any deviation beyond the per head cost the agency should seek the consent from the responsible official at EEI
10. The service should be provided smoothly and hygienically in a professional manner within the prescribed time and place as communicated by the O/o Director, Extension Education Institute, Rajendranagar, Hyderabad. The agency is not supposed to claim/demand any money from the faculty/ guest/ students/ participants for providing the service.
11. The cost towards providing Breakfast, Lunch & Dinner, two times snacks and tea duly mentioning the rates for each should not exceed Rs. 600/- (Rupees Six Hundred only) including GST
12. EEI shall reserve the right to empanel the service provider at its discretion.

Other Conditions:

The scope of catering related proposal shall include the conditions listed below, but will not be limited to the following:

- Preparation and supply of breakfast, lunch, dinner, snacks, beverages or any other food item as instructed by EEI Committee members to hostel boarders

- Menu planning and customization as per requirements of hostel boarders
- Ensuring food quality, hygiene and timely service to hostel boarders
- Provision of necessary cutlery, crockery and serving equipment to hostel boarders
- Ensure cleanliness and maintenance of the catering area as prescribed by Food Safety and Standards Association of India, Government of Telangana (FSSAI)
- Possession of valid FSSAI license, GST registration, EPF & ESI registration, GHMC Trade License, PAN Card, UDYAM registration certificate
- At least two recommendation letters preferably from Government based organizations based in Hyderabad
- The caterer must have a minimum five years of experience in providing catering services.
- The caterer must have a proven track record of providing catering services to similar organizations/events

Tender\Registration Fee:

A non-refundable tender\registration fee of ₹ 500/- [Rupees Five Hundred only] is payable in the form of [Cash/Demand Draft/Banker's Cheque] drawn in favour of Director, EEI (Southern Region), Rajendranagar, Hyderabad payable at Hyderabad

Important Dates:

Date of Issue of notification of qualification\Registration Fee	02/04/2025 10:00 AM
Last Date for Submission of Tender\quotations:	09/04/2025 4:00PM
Date of Opening of Technical Bids:	14/04/2025 12:00PM
Date of finalization of Bids:	24/04/2025 12:00PM

In continuation to expression of interest dt.02.4.2025, the Extension Education Institute, Hyderabad extended the expression of interest w.r.t submission of quotations pertaining to offering catering services to EEI trainees till **24.04.2025 10.00 A.M.**

Submission of Quotations\Tender\Registration:

The tender\quotations along with the required documents, should be submitted in a sealed envelope, clearly super-scribed "Tender\Registration for Catering Services," and addressed to:

The Director, EEI (Southern Region),
Professor Jayashankar Telangana Agricultural University
Rajendranagar, Hyderabad-500 030

Note:

The Director, EEI (Southern Region), Rajendranagar, Hyderabad reserves the right to accept or reject any or all tenders\quotations without assigning any reason thereof. Further, incomplete tenders\ quotation fee received after the stipulated time will not be considered. In case of any queries, please contact

Contact Person: Dr.P.Vijaya Lakshmi, Professor
Contact Number:8121668586

or

Contact Person: Dr.S.Chandrashekar, Professor
Contact Number:6301117139

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DIRECTOR
Extension Education Institute
(Southern Region)
Ministry of Agriculture, Govt. of India
PJTSAI Rajendranagar, Hyderabad-30
23/04/25 23/4/25