

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 **November 2025 to March 2026**.

The quotations must be submitted in the prescribed format (Format Attached) on or before **29/10/2025** 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 after a span of one month from the date of submission of bills by the caterer*
5. All the payments will be made online or Account Payee Cheque only in favour of the service provider.
6. *Initially the contract will be given for six months. The performance of the catering service will be judged by the constituted committee on an monthly basis and further renewal or discontinuation of the service will be decided.*
7. The caterer shall not subcontract to another person/business.
8. *The caterer should ensure 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 bed tea should be given duly mentioning the rates for each and the total 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.

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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
- Xerox copies of the above essential documents should be enclosed with the tender/quotation

Tender\Registration Fee:

A non-refundable tender\registration fee of ₹ 1000/- [Rupees One Thousand 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 tender\quotation	23/10/2025
Last Date for Submission of Tender\quotation	29/10/2025 4:00PM
Date of Opening of Technical Bids	30/10/2025 12:00PM
Date of finalization of Bids	30/10/2025 4:00PM

Submission of Quotations\Tender\Registration:

The tender\quotations along with the required documents, should be submitted in a sealed envelope (as per menu enclosed) , clearly super-scribed as "Tender\quotation 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. _____, Professor
Contact Number: _____

monika 23/10/25
DIRECTOR

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APPLICATION FORM FOR EXPRESSION OF INTEREST FOR
HIRING OF CATERING SERVICE PROVIDER

To,
The Director,
EEI (Southern Region),
Rajendranagar, Hyderabad

Dear Sir,

I/ We express interest to engage my/ our agency on hire with O/o-Director, Extension Education Institute,Rajendranagar,Hyderabad for providing quality catering service . I/We agree to abide by all the terms and conditions laid down in the General Terms and Conditions.

1.	Name of the individual /Partnership Firm/company	
2.	Full postal address	
3.	Phone No.	
4.	Name of the Contact Person	
5.	Mobile No of the contact Person	
6.	Copy of registered partnership deed/power of Attorney/Certificate of incorporation / memorandum of Association:	
7.	PAN No of the Agency.	
8.	GST Registration No.	
9.	FSSAI License No:	

DECLARATION

I/We certify that all the information furnished are true and I /We confirm that in case of any of this information is found to be false/ wrong, the application/work order (if awarded) shall be liable for rejection at any stage / time without any reference to me/us by O/o Director, Extension Education Institute,Rajendranagar,Hyderabad

Dated: ____/____/2025

Signature of the Applicant
with Seal

Extension Education Institute, Rajendranagar, Hyderabad.

In continuation to the Extension Education Institute circular dated:23.10.2025 it is further informed that the following catering services have to submit item wise price quotations to the attached menu for finalization of the caterer for the year 2025-26 at Extension Education Institute, Hyderabad.

QUOTATION

S.No.	Description of item	Cost
1.	Bed Tea with A2 Milk + Green Tea + Coffee (Qty.100ml served in Porcelain cups @ 6.00 A.M	
2.	Break Fast @ 8.00 A.M	
a.	Bread + Butter + Jam + Boiled Egg/Omelet	All days
b.	Corn flakes with milk	
c.	Ragi Java	
d.	Fresh fruit juice (Mango/Guava/Watermelon /Grapes/Banana/ Musk Melon) (Daily any one)	
e.	Sprouts (50gms / per participant) (Daily any one)	
f.	Idly + Wada (3 Idly + 2 Wada Minimum + Chutney + Sambar)	Daily one item
g.	Puri with Aloo curry (4 Minimum)	
h.	Upma + Pesarattu (2 Minimum + Allam chutney + Coconut chutney) (Daily any one)	
i.	Semia upma + Aloo Parata + Pickle (Daily any one)	
j.	Dosa (3 Minimum + Chutney + Sambar)	
k.	Tea + Coffee + Green Tea	
	Total cost for Breakfast Rs:	
3.	Forenoon Tea / Coffee + Green Tea + Snacks at 11.00 A.M	
a	Boiled Peanut / Black chana / Sweet corn / Kabuli Chana / Green gram each one day with onion, green chilly & Tadka	
4.	Lunch @ 12.30 P.M	
a.	Green salad	
b.	Veg soup	
c.	Roti Types: Pulka / Missi Roti / Millet Roti/ Methi Roti / Gobi roti / Daily one item	
d.	1 Vegetable curry (Dry)	
e.	1 Vegetable curry (Wet)	
f.	Dal with green leafy veg or Tomato with ghee (daily one)	
g.	Sambar / Rasam (Daily one)	
h.	Fresh chutney /Pickle (Daily one)	
i.	Plain Rice	

S.No.	Description of item	Cost
j.	Flavored rice (Tamarind, Lemon, Tomato, Veg biryani, Veg fried rice, (Daily one)	
k.	Non-veg curry (Chicken, Mutton Fish daily on for 3 days)	
l.	Chicken Biryani & Mutton Biryani with Raita (Daily one for 2 days with Basmati Rice)	
m.	Indian sweet (Gulab Jamun, Double Ka Meetha, Kaddu ka Kheer, (Fruit salad, Khurbani Ka Meetha+Ice cream, Bobbattu, Korra Payasam) (Daily one sweet)	
n.	Sweet pan	
o.	Curd	
p.	Pappad, Fryems	
	Total cost for Lunch Rs:	
5.	Tea + Coffee + Green Tea @ 3.00 P.M	
6.	Tea + Coffee + Green Tea along with snacks (Onion Pakodi / Aloo Bonda / Mirchi Bajji, Samosa + Tomato Ketchup) Punugulu with chutney (Daily one item) @ 4.30 P.M	
7.	Dinner @ 7.30 P.M	
a.	Green Salad	
b.	Roti / Pulka (Daily one) Millet based roti (Jowar, Ragi, Bajra)	
c.	Flavoured rice	
d.	Plain Rice	
e.	Veg curry (Dry)	
f.	Veg curry (Wet)	
g.	1 Non-Veg curry (Chicken / Mutton / Fish / Egg / Chicken) Daily one	
h.	Dal / Rasam (Daily one)	
i.	Seasonal fruit (Daily one specify) or Cut fruits	
j.	Pappad / Fryums	
k.	Curd	
	Total cost for Dinner Rs:	

Conditions:

- Basmati Rice for Biryani.
- Sona Masoori for Plan Rice.
- Cold pressed oil to be used for cooking, (Safflower / Groundnut).
- Good quality milk (A2) to be used for Tea + Coffee and Curd.
- Fresh fruits to be used for dinner and fruit juice by avoiding stale & spoiled ones.
- Fresh Groceries to be purchased for every batch of trainees.
- Tea / Coffee / Green Tea to be served in Porcelain cups only.
- Plates and glasses used should be clean, new without scratches.

(Seal with Signature of caterer)