



Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)
(IMS Certified, AICTE & CEA Recognized Institution)

Old Bombay Road, Gachi Bowli, Hyderabad – 500032



Tender notification

Tender No: ESCI/A & P/Catering/2026-27/30

24.09.2026

Sub: Engagement of Catering Contractor for Providing Catering Services to Training Participants, Employees and Guests at ESCI – Invitation of Sealed Quotations – Reg.

1. Background

Engineering Staff College of India (ESCI) conducts various residential and non-residential training programmes throughout the year. Catering services are required on a regular basis for providing food and beverages to training participants, faculty, staff and guests associated with the programmes.

The average monthly expenditure on catering services is expected to be in the range of Rs.3.00 Lakh to Rs.8.00 Lakh, depending upon the number of training programmes and participants attending the programmes during a particular month.

In view of the above, it is proposed to invite sealed quotations from reputed, established and professionally experienced corporate catering contractors for providing catering services at ESCI, Gachibowli, Hyderabad.

2. Scope of Catering Services

The catering services shall generally be provided in the following sequence:

1. Bed Tea/Coffee.
2. Breakfast – South Indian / North Indian / Continental items on rotation basis, on unlimited basis.
3. Morning Classroom Service – Tea/Coffee with Biscuits(Various types of Biscuits).
4. Lunch for training participants and working lunch for employees.
5. Afternoon Classroom Service – Tea/Coffee with Snacks.
6. Evening Tea/Coffee at Hostel Blocks.
7. Dinner for training participants.



On special occasions such as Inaugural and Valedictory functions of training programs, High-Tea arrangements may be required in lieu of the morning or afternoon classroom tea/coffee service, as decided by ESCI.

The caterer shall also provide one Non-Vegetarian dish – Chicken/Egg Curry/Fish – daily at dinner. Wednesday shall be observed as Chicken Biryani Day. **All food items and servings shall be provided on an unlimited basis**, as specified in the tender documents/menu.

3. Facilities to be Provided by ESCI

ESCI shall provide the following infrastructure and facilities to the successful contractor, free of cost:

- Well-equipped kitchen and storeroom;
- Electricity and water supply;
- Refrigerator;
- Food warmers;
- Cooking utensils available with ESCI;
- Plates, katories, spoons and crockery/cutlery available with ESCI;
- Dining tables and chairs; and
- Other available infrastructure required for catering operations.

Any additional equipment, utensils or infrastructure required by the contractor, including cooking vessels, mixer/grinder, refrigerator, plates, glasses, cups, saucers, quarter plates, serving dishes, spoons, katories, etc., shall be arranged by the contractor at his own cost.

Use of Paper/ Plastic Plates and Cups shall not be permitted.

4. Quality and Service Standards

The contractor shall provide catering of excellent quality, using fresh and good-quality ingredients and maintaining high standards of hygiene, taste and presentation.

Adequate quantities of all food items shall be maintained so that there is no shortage of vegetarian/non-vegetarian dishes, rice, roti, sweets, fruits, curries, snacks, biscuits or any other food items.

Normally, food shall be served in the Dining Hall. However, whenever any event is organized by ESCI, the contractor shall arrange supply and service of food and beverages at any location within the ESCI campus without any additional serving or transportation charges.



The contractor shall arrange plates, glasses, cutlery and water service at such locations and shall also undertake cleaning and removal of used plates, glasses and other serving material after completion of the service.

5. Estimated Number of Participants

The actual number of persons availing catering services will vary depending upon the number of training programmes conducted during each month.

For the purpose of inviting quotations, it may reasonably be assumed that the average number of participants in each training program is approximately 30. Depending on the situation there may be 100-200 participants in a week. However, ESCI does not guarantee any minimum number of participants or minimum business to the contractor.

The number of ESCI faculty and staff requiring lunch is expected to be approximately 10-15 persons.

Working lunch for employees/students shall be quoted separately by the caterer. Such working lunch/lunch provided to ESCI employees shall not be considered for evaluation of the tendered catering rates.

Employees/students who wish to avail full meals may be provided the same at concessional rates, as may be decided by ESCI at the time of award of the contract.

6. Catering Staff and Hygiene

The contractor shall deploy adequate manpower for smooth operation of the catering services, including:

- Sufficient supervisory staff;
- Minimum 5 serving staff;
- Chief Cook;
- Assistant Cook;
- Supervisor;
- Personnel for cleaning utensils;
- Personnel for cleaning and maintenance of Dining Hall and Washrooms; and
- Such additional manpower as may be required depending upon the workload.

All catering and serving staff shall be provided proper uniforms and shall maintain a high standard of personal hygiene and cleanliness.

All personnel engaged by the contractor shall be in good health, free from contagious diseases and shall behave courteously with ESCI officials, faculty, staff, participants and guests.



ESCI shall have the right to direct the contractor to discontinue the services of any of the catering staff member whose conduct, hospitality or service is found unsatisfactory.

The contractor shall, as far as possible, arrange accommodation for catering staff within the ESCI campus. Sheds for accommodating catering staff are available. If additional sheds are required, to be erected for this purpose shall be arranged by the contractor at his own cost at the location specifically allotted by ESCI.

7. Flexibility in Service Timings

The prescribed timings for breakfast, lunch and dinner shall be as indicated in **Annexure-III**.

However, the contractor should be prepared to serve meals beyond the stipulated timings whenever required due to:

- Delayed arrival or departure of participants;
- Early departure of participants;
- Late arrival after outstation visits;
- Social visits during weekends/holidays; or
- Other program-related requirements.

ESCI shall endeavour to provide advance information regarding the number of persons requiring food at such times. However, the contractor shall not deny food to any authorized official, participant or accompanying family member whenever catering service are required and charges are to be borne by the training participants..

The contractor will collect applicable mess charges from participants who arrive early, overstay or from family members accompanying them, at rates approved by ESCI.

The successful contractor may also provide catering services to other customers conducting independent events in the ESCI campus, at mutually negotiated rates. However, in such cases, applicable charges towards use of kitchen/infrastructure, electricity and water shall be paid to ESCI.

8. Menu and Changes

The detailed menu for breakfast, lunch, dinner and High-Tea shall form part of the tender documents.

ESCI shall have the right to modify/change the menu or individual food items depending upon the feedback received from training participants and based on the requirements of the training programmes.



9. Billing and Payment

The contractor shall submit monthly bills along with relevant supporting records in the prescribed format.

The bills shall be duly verified/signed by the respective Department Heads/authorized officials and submitted to ESCI on or before the 5th of every month for settlement.

Payment shall be made on a monthly basis after verification of the bills and supporting records.

10. Contract Period and Termination

The contract shall initially be for a period of one year.

ESCI reserves the right to extend the contract on expiry of the contract period, subject to satisfactory performance and the terms decided by ESCI.

ESCI shall also have the right to terminate the contract, without notice or with three months notice, depending upon the quality and satisfactory performance of the catering services, subject to the terms and conditions of the agreement.

The contractor, if he wishes to discontinue the contract, shall give three months' prior notice to ESCI.

The successful bidder shall execute the contract agreement with ESCI within three days from the date of receipt of the Work Order, subject to fulfilment of all prescribed conditions.

11. Security Deposit

The successful contractor shall furnish a **Security Deposit** equivalent to **10%** of the Annual Contract Value of the previous year at the time of execution of the contract agreement, as stipulated in the tender conditions.

12. Firmness of Rates

The rates quoted by the contractor shall remain firm and valid throughout the one-year contract period.

No revision/escalation of rates shall be permitted during the currency of the contract under any circumstances.



13. Evaluation of Financial Bid

The contractor shall quote:

- Item-wise rates for each catering service/food item;
- The overall consolidated amount per day covering the complete catering services from Bed Tea/Coffee to Dinner, including the daily unlimited Non-Vegetarian dish.

For the purpose of evaluation, **the lowest overall amount per day** shall be considered, subject to compliance with all other tender terms and conditions.

The item-wise rates shall also be submitted as prescribed in **Annexure IV**.

14. Submission of Quotations

The bidding contractor shall take a printout of the complete tender document and:

- Sign on every page, including the covering page;
- Duly fill and sign Annexures I and II;
- Attach all required documents;
- Place the signed general documents in a **separate sealed envelope superscribed "General Documents"**;
- Fill and sign Annexure IV – Financial Bid and place it in a **separate sealed envelope superscribed "Financial Bid"**.

Both sealed envelopes shall then be placed inside one larger sealed envelope addressed to:

The Chief (A&P)
Engineering Staff College of India
Gachibowli, Hyderabad – 500 032

The larger envelope shall be superscribed:

"QUOTATION FOR CATERING SERVICES"

The quotation shall reach ESCI on or before 15:00 hrs. on 01.10. 2026.

15. Visit to ESCI Premises

Prospective bidders may visit the ESCI premises before submission of their quotations for obtaining necessary clarifications and for physically inspecting the kitchen, dining hall and other infrastructure/facilities available for catering operations.



16. Proposal

In view of the regular requirement of catering services for training programmes, employees and guests, and considering the estimated monthly expenditure of approximately Rs.3.00 Lakh to Rs.8.00 Lakh, it is proposed to invite sealed quotations from reputed and professionally experienced corporate catering contractors for providing catering services at ESCI for a period of one year. Accordingly, the Draft Invitation for Sealed Quotations/Tender Document, along with the prescribed menu, terms and conditions and Annexures I to IV, is placed for approval.

Submitted for kind consideration and approval to invite sealed quotations from eligible/reputed catering contractors.



Chief (A&P)

Engineering Staff College of India
Old Bombay Road, Gachibowli
Hyderabad – 500 032
Ph: 040-66304155



Quotation for Providing Catering Services
(To be filled by the Catering Contractor)

1	Name & Address of the Contractor (Including Telephone Nos. of Office or Mobile and email address)	
2	Date of Establishment / Incorporation (Copy to be enclosed)	
3	PAN No. & GST Registration No. (Copies to be enclosed)	
4	Total experience in catering field (No. of Years) with Clientele List to whom the catering services are being rendered for the last 3 years including current year.	(Please enclose a write-up and provide two existing corporate clientele references in the enclosed format - Annexure II)
5	Rates for each item of Services:	Please quote the rates as per sequence of catering services and Menu furnished at Annexure III in the enclosed Financial Bid format – Annexure IV.
Please note that Menu for preparation of Breakfast / Special Lunch & Dinner for the forthcoming week will be given on last working day of every week		



Experience Details of the Caterer

(Details may be furnished for each contract being handled by the caterer at present)

Sl. No.	Description	Client No.1	Client No.2
1.	Name & Address of the Office / Place where the caterer is presently rendering service		
2.	Name & Designation of the Contact Person (with Contact No.)		
3.	Period of Contract: Date of Commencement: Date of expiry:		
4.	Details of catering services provided per day (Tick the appropriate services with No. of pax per day)		
a	Bed Tea / Coffee		
b	Breakfast		
c	Morning Tea/ coffee and biscuits		
d	High Tea		
e	Afternoon Tea/Coffee/Milk with snacks		
f	Lunch / Dinner		
h	Evening Tea / Coffee (Nescafe / Bru) 150 ml		
i	Non-Veg Dish –Chicken / Egg Curry / Fish (Dry / Gravy)		
5.	Monthly Billing:	Rs.	Rs.
6.	Details & No. of Kitchen Staff & Service Staff in the location		



Daily Schedule of Mess Timings: -

Sl. No.	Particulars	Serving Location	Timings
1	Bed - Tea / Coffee / Milk	Central Place in each Hostel Block	06.00 – 06.30 am
2	Breakfast with Tea / Coffee / Milk	Dining Hall	08.00 – 09.30 am
3	Morning Classroom Tea / Coffee / Milk	Classrooms Corridor	11.30 – 11.45 am
4	Lunch for Participants	Dining Hall	01.00 – 02.00 pm
5	Working Lunch for Employees / Students	Dining Hall	01.00 – 02.00 pm
6	Afternoon Classroom Tea / Coffee / Milk	Classrooms Corridor	03.30 – 04.00 pm
7	High-Tea (Inaugural / Valedictory) in place of Morning or Afternoon Classroom Tea / Coffee / Milk	Classrooms Corridor	11.00 – 11.30 am or 03.30 – 04.00 pm
8	Evening Tea	Hostel Blocks	05.30 – 06.00 pm
9	Dinner for Participants with Non Veg item	Dining Hall	08.00 – 09.30 pm

The above timings are subject to change depending upon the need and requirement of the training programs.

Menu for Each Catering Item (Un-limited)

Sl. No.	Catering Item	Menu
1	Bed Tea / Coffee (Good Quality)	Tea, Milk, Coffee
2	Break-Fast – South Indian / North Indian/ Continental types on rotational basis - unlimited	- Any two (2) of the following ten (10) items with Chutney & Sambar 1. Idly 2. Vada 3. Pesarattu 4. Upma 5. Uthapam 6. Pongal 7. Puri with Chole/ Alu Curry 8. Dosa (Plain/Masala/Onion) 9. Tomato Bath 10. Paratha(Alu/Muli/Plain) - and - Corn Flakes - Bread Toast with Butter and Jam and also Omelets or Boiled Eggs or Egg Burji - Tea / Coffee / Milk
3	Morning Classroom – Tea / Coffee with Biscuits	Tea, Milk, Coffee + Biscuits - Osmania and Fruit Biscuits or Good Day Biscuits on alternate days



Sl. No.	Catering Item	Menu
4	Lunch for Participants -Unlimited	• White Rice • Flavored Rice • Dry/ Fry Curry • Gravy Curry (Paneer to be added at least three days in a week) • Dal • Sambar • Rasam • Paratha/Puri/Chapati/Pulka (anyone) • Chutney • Curd • Papad or Fryums • Any one Desert (Sweet)/Fruits / Ice cream (any one)
5	Working Lunch for employees and students of PGDM Courses	Limited to : • Plain Rice 200 gms • Phulka – 2 Nos. • Dal / Sambar Gravy Curry • Curd Chutney
6	Afternoon: Class Room – Tea / Coffee with Snacks	Any one of the following Snack items with Tea, Milk, Coffee • Pakora / Samosa / Kachori/ Sandwich / Cut Mirchi/ Punugulu / Masala Vada
7	High-Tea (Inaugural / Valedictory) in place of Morning or Afternoon Classroom Tea / Coffee / Milk	Sweet item and Mixture item, one each with Tea / Coffee / Milk
8	Evening Tea	Tea, Milk, Coffee
9	Dinner for Participants-Unlimited	• White Rice • Flavored Rice • Dry Curry • Gravy Curry or Paneer Curry (Alternate days) • Dal / Sambar • Paratha/ Puri/Chapati /Phulka – any • Chutney • Curd • Papad • Cut fruit (3 Seasonal Varieties) • Sweet Dish (Ravva Kesari / Gulab Jamun / Payasam - Any other sweet item or Ice cream (any one)
	Non-Veg dish in Dinner	• Any one dish - Chicken/ Fish / Egg (every day except on Wednesday)
	Every Wednesday – (Hyderabad Special Biryani)	• Salad / Lachha Pyaz • Veg. Dum Biryani • Chicken Dum Biryani • Mirchi Ka Salan • White Rice



		• Raitha • Pulka • Veg. Curry • With Sweet: Double-ka-Meetha or Khaddu-ka-Kheer
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Curd should be freshly fermented and settled in katories to be served in Lunch and Dinner on daily basis.

Lunch is to be served generally in Dining hall only. However, in special cases the caterer shall serve the food anywhere in the campus either in Convention Centre or in other building as per the requirement of the ESCI. The caterer shall not charge any extra amount for such servings.



Annexure IV**Financial Bid**

Financial Bid to be placed for the following items only

Sl. No.	Item-wise as per Menu Specified in Annexure-III	Serving Location	Timings	Rate per head (Incl. of GST)
1	Bed tea / coffee	Hostel Rooms	06.00 – 06.30 am	
2	Breakfast - Any Two varieties of items as mentioned in Annexure III along with Bread, Jam Butter and Boiled Eggs or Omlettee or Egg Bhurjee, Corn Flakes, Tea, Coffee and Milk	Dining Hall	08.00 – 09.30 am	
3	Morning Classroom Tea/ Coffee / Milk with Biscuits	Classrooms Corridor	11.30 – 11.45 am	
4	Lunch	Dining Hall	01.00 – 02.00 pm	
5	Afternoon Classroom Tea/ Coffee with Snacks	Classrooms Corridor	03.30 – 04.00 pm	
6	Evening Tea / Coffee	Hostel Rooms	05.30 - 06.00 pm	
7	Dinner	Dining Hall	08.00 – 09.30 pm	
7A	Non Veg Dish on every day except on Wednesday			
7B	Wednesday Biryani Night Dinner			
8	Total of 1-7 items			



Annexure V

Bidder has to quote for the following items also but these items are not considered as Financial Bid Item. Quotes for items below is out of scope of Financial Bid and these rates are indicative for other services the successful bidder has to provide. These items are for special occasions only and order will be placed separately

Sl. No.	Item-wise as mentioned below	Serving Location	Rate per head (Incl. of GST)
1	High Tea	In classrooms or anywhere in the ESCI Campus	
2	Working lunch to Staff comprising of 2 rotis, 200 grams rice one fry Curry, one normal Curry, Sambar, Curd and Chutney	Dining Hall	
3	Lunch at Concessional Rates to Staff	Dining Hall	
4	Special Veg Lunch (Bagara Rice, Aloo Kurma and Curd Chutney)	Either in Dining Hall or any where in the campus	
5	Special lunch with one Non Veg Curry (preferably Chicken) one Veg Curry, Bagara Rice and Curd Chutney	Either in Dining Hall or any where in the campus	

