

## **EXPRESSION OF INTEREST (EOI)**

For Providing Catering Services at Executive Hostels, Cafeteria and PGDM Hostel

EOI No.: NIA/ADM/CATERING/EOI/2025

**Date: 18th August 2025**

### **1. Introduction**

National Insurance Academy (NIA), Pune, an autonomous institution established by LIC, GIC, and Public Sector General Insurance Companies, invites Expression of Interest (EOI) from reputed and experienced catering institutions/vendors for providing catering services at the Executive Hostels, Cafeteria, and Students' PGDM Hostel located within the NIA campus.

### **2. Objective of the EOI**

The objective of this EOI is to identify and shortlist eligible and capable service providers with sound technical and financial backgrounds for participation in the upcoming tender process. This is a preliminary step and does not constitute an offer or award of contract.

### **3. Scope of Work**

The selected agency shall be responsible for providing comprehensive catering services, including but not limited to:

- Preparation and service of hygienic and nutritious meals (Breakfast, Lunch, Dinner, Snacks, Tea/Coffee/Juices) as per indicative menus.
- Catering for Executive Hostels, PGDM Hostel, and Cafeteria, with variable occupancy and Participants, Students and NIA Staff strength.
- Special meal provisions (e.g., Jain food, festival meals, high-tea arrangements) as required by NIA.
- Maintaining quality standards using specified branded consumables.

#### **1. Detailed operational responsibilities include:**

- a) Cooking and serving meals (breakfast, lunch, evening snacks, and dinner).
- b) Procurement of raw materials for preparing food.
- c) Stock and inventory management.
- d) Cleaning of utensils, kitchen equipment, and serving items.
- e) Cleaning of cooking, dining, and auxiliary areas.
- f) Security of equipment, utensils, and other assets in the mess.
- g) Maintenance of kitchen and dining equipment.
- h) Proper record-keeping (books, ledgers, other documents).
- i) Deployment and supervision of adequate manpower.

Note: Menu planning and policy decisions will remain under the authority of the Faculty-Staff Catering Committee.

### **4. Important Notes**

1. The Faculty-Staff Catering Committee reserves the right to:
  - Amend the scope or value of the contract.
  - Award the contract to any empanelled agency.
2. The Institute will not be liable for any damages or be obligated to inform applicants of reasons for such decisions.
3. Shortlisted applicants may be required to participate in a "cook-off" as part of the evaluation process.
4. Any attempt to influence or pressurize NIA will result in immediate rejection of the application. Canvassing in any form is prohibited.

## 5. Eligibility Criteria

- Minimum five years of experience in providing similar services as of 31.03.2025, including at least three years with PSUs, Government organizations, or similar educational institutions.
- Minimum cumulative turnover of ₹8.00 Crore over the last three financial years (2022–23, 2023–24, 2024–25).
- Valid FSSAI License.
- The agency must not have been blacklisted/debarred by any Government/PSU/Educational Institution.
- Compliance with all applicable statutory and labour laws (ESI, PF, Bonus, Minimum Wages Acts).

## 6. Submission Details

Interested parties must submit by Email their EOI with the following:

- Agency profile and experience summary.
- List of clients served with documentary proof.
- Turnover certificates (audited financials).
- Copy of valid FSSAI license.
- GST registration, PAN, Labour License, and other statutory compliance documents.

### Additional Points:

- The menu shall include North Indian, South Indian, Maharashtrian, Continental, Thai, African cuisines, Chinese, Gujarati, Bengali, and Jain food.
- NIA reserves the right to verify credentials through site visits.
- Submission of EOI does not guarantee award of work.

## 7. Submission Deadline

The duly signed EOI application with all required documents should reach the undersigned by **31<sup>st</sup> August 2025** by email [sridharjayashree@niapune.org.in](mailto:sridharjayashree@niapune.org.in)

## 8. General Terms

- This is not a tender document.
- NIA reserves the right to cancel or modify the EOI process without assigning any reason.
- Only shortlisted parties will be invited for the detailed tender/RFP process.
- No contractual obligation arises from this EOI.

**Annexure-I: Application Form for Technical Information**

*(Scanned copy with supporting readable documents to be sent via email before deadline)*

1. Name of the Registered Company/Cooperative/Agency:
  2. Address of Registered Office:
  3. a. Registration Number & date of registration  
b. Shops & Establishment Act Registration No.  
c. EPF Registration No. & date  
d. ESI Registration No. & date
  4. PAN Number:
  5. Type of Organization (Proprietorship, Partnership, Pvt. Ltd., Cooperative, etc.):
  6. Name of Proprietor/Partners/Directors with contact details:
  7. a. ITRs filed for FY 2022–23, 2023–24, 2024–25 (Yes/No) – attach copies  
b. Service Tax / GST / VAT Registration – attach copies
  8. Police verification certificate of all staff engaged (Yes/No)
  9. Performance certificates for catering services from clients (attach copies)
  10. Yearly turnover (attach audited balance sheets)
  11. Years of relevant experience:
  12. List of similar works executed in last 12 months:
- No. Location Organization Contract Amount (₹) Contract Period Contact Person & No.

**Note:** Lunch and dinner shall consist of items from given menu. Apart from these, both lunch and dinner will have fully baked Chapattis/ Poories/ Parathas/ Rolls Bread Slices, Dals (variety to be changed), Sambar, Basmati Rice, Rasam, Salad, Papad, Pickle, **Pulav in addition to Plain Rice. Each Lunch/ Dinner must have plain curds / plain rice / Sambar.** {Kindly note -Menu will be changed at the time of E-tendering process.

NORTH INDIAN MENU		SOUTH INDIAN MENU	
Veg	Non-veg	Veg	Non-veg
Tomato / Cream of Tomato Soup	Butter Chicken	Rassam	Chicken/ Mutton Hydrabadi
Palak Soup	Roast Chicken	Raw Banana dry	Fish Hydrabadi Style
Tomato Shorba	Chicken Kadai	Veg Hydrabadi	Chicken Malbary
Mutter Paneer	Chicken Do Pyaza	Carrot beat toran	Chicken Chetnad
Palak Paneer	Chicken Saagwala	Aviyal	Chicken Masala
Navratan Korma	Mutton Korma	Poriyal	Kundapura Chicken
Kadhi Pakoda	Kheema Mutton	Paruppu (dal) usili	Kundapura Fish
Malai Kofta	Barbeque (once a month)	Beans Toran	Mangalore Style Fish
Veg Korma	Bhuna Gosht	Veg Pachdi	Mangalore style chicken
Veg Jaipuri	Mutton Palak	Veg Kalan	Fish Molley
Chole Masala	Mutton Kofta Curry	Bisybelabhat	Chicken Molley
Veg Bhuna			
Paneer Butter Masala	Shammi Kabab & Mint Chutney	Errussery	Kheema Hyderabad
Paneer Kurma	Chicken Tikka Masala	Appam with stew	Meen Pollichath
Veg Makahnwala	Chicken tangdi / seekh/ reshmi/ pahadi/ alishan kabab	Sambar Sadam	Pomphret fry
Paneer Tikka Masala	Chicken/ Mutton Biryani	Mirchi ka Salan	Pomphret Masala
Nargisi Kofta	Chicken/ Mutton Dum Biryani	Curd rice	
Aloo Gobi	Golden Fried Chicken	Sweet Pongal	
Rajma	Chicken/ Mutton Cutlet		
Jeera Alu		Plain curd	
Methi Malai Mutter		Boondi Raita	
Alu Mutter		Mix veg Raita	
Mutter Paneer		Tomato Onion Raita	
		Sambar	
		Kootu	

NORTH INDIAN MENU		SOUTH INDIAN MENU	
Veg	Non-veg	Veg	Non-veg
Chole Bhature			
Palak Mutter			
Hariyali kabab			
Dal Makhni			
Dal fry/ Tadka			
Veg Pulav/ Biryani			

MAHARASHTRIAN MENU		RAJASTHANI/GUJARATI / BENGALI MENU	
Veg	Non-veg	Veg	Non-veg
Sol kadhi	Chicken/ Mutton Masala	Dal Bati Churma	Fish Kalia
Koshimbir – Kakdi, Beatroot, Gajar	Chicken/ Mutton Kolhapuri	Masala Bhindi	Fish Zhal
Kadhi Pakoda	Dry Chicken/ Mutton	Guwar Dhokli Sabji	
Usal - all types	Fish Koliwada	Sev Tamatar	
Dal Malwani	Fish Fry	Luchi Alo Dum	
Amti	Fish Curry	Mutter Kachori	
Pithale Bhakri	Crab Masala	Radha ballavi	
Baingan bharta	Prawns fry/ Masala	Gatte Ki Sabji	
Bharli Vangi / Bhendi	Prawns Pulao	Litti Chokha	
Yellow potato sabji			
Kadhi Khichdi			
Masalebhat			
Puran poli			
Shrikhand			
Amras			
Karela Masala			
Beans Foogath			
Padval Toran			
Dahi Wada			
Sprout Salad			
Green Salad			

CONTINENTAL MENU		THAI MENU	
Veg	Non-veg	Veg	Non-veg
Ceaser Salad	Pomfret meuniere	Thai pumpkin soup	Thai style steamed fish
Potao salad	Chicken escalope	Noodle soup	Minced chicken salad
Cream of mushroom soup	Pomfret orly	Burnt garlic noodles	Soy chicken with cashew nuts

CONTINENTAL MENU		THAI MENU	
Veg	Non-veg	Veg	Non-veg
Minestrone	Roast chicken	Vegetables in schezwan sauce	Crunchy Thai fried bananas
Herb bread	Baked fish	Pad Thai Noodles	Chicken and mushroom broth
Vienna rolls	Fish only	Thai vegetable green curry	Thai prawn ginger and spring onion stir fry
Penne in white sauce	Grilled Fish	Coconut and rice pudding	Thai Green Chicken Curry
Bataille potatoes	Grilled Chicken	Thai noodles with spicy peanut sauce	Cilantro chicken noodles
Glazed carrots	Chicken sausages	Crunchy Thai fried bananas	
Buttered broccoli	Chicken cutlet	Coconut and Rice pudding	
Vegetable lasagna		Bananas in coconut cream	
Roast potatoes			
Duchesse potato			
Sautéed mushrooms			
Parsley potato			
Sauteed mushrooms			
Cheese balls			
Potato balls			
Baked veg. Princesses			
Veg cutlet			

CHINESE MENU	
Veg	Non-veg
Veg Manchow Soup	Chicken Manchow Soup
Veg Hot & Sour Soup	Chicken Hot & Sour Soup
Veg Clear Soup	Chicken Clear Soup
Veg Noodle Soup	Chicken Noodle Soup
Veg Sweet Corn Soup	Chicken Sweet Corn Soup
Mushroom Clear Soup	Chicken Lung Fung Soup
Mushroom Manchow Soup	Cream of Chicken soup
Veg Spring Roll	Chicken chilly dry/ gravy
Veg chilly dry	Chicken Manchurian dry/ gravy
Veg / Gobi Manchurian dry/ Gravy	Chicken spring roll
Mushroom Chilly Dry/ Gravy	Chicken crispy
Paneer Chilly Dry/ Gravy	Chicken 65 dry/ gravy
Paneer Manchurian Dry/ Gravy	Chicken schezwan dry/ gravy
Paneer Schezwan Dry / Gravy	Chicken salt N Pepper
Paneer/ veg 65 Dry/ Gravy	Chicken lollypop

CHINESE MENU	
Veg	Non-veg
Veg Lollypop	Chicken lollypop schezwan dry/ gravy
Veg crispy	Chicken Chinese bhel
Veg Chinese bhel	Shredded Lamb
Mushroom manchurian dry/ gravy	
Fried / Schezwan / Singapori Rice	
Schezwan / Singapori / Hakka Noodles	

**LIST – I****DESSERT (seasonal fruits & any one of the items for Lunch and also for Dinner)**

Gulab Jamun	Baked Coconut Pudding
Kheer	Basundi
Rasmalai	Malai Kulfi
Seasonal fruit	Fruit Jelly Custard
Pineapple Souffle	Malpua
Jalebi	Khajoor Pal
Shrikhand	Ice cream (all types)
Fruit salad	Laddu different types
Gajar Halwa	Kesari Shira
Moong Dal Halwa	Sandesh
Dudhi Halwa	Khandwi
Rasgulla	Chamcham
Semiya Payasam	Gulab Jamun
Churma Ladoo	Or any other equivalent

**LIST II****BREAKFAST / SNACK ITEMS**

Idli Chutney & Sambar	Idiy Appam
Dosa – Sada, Masala, Mysore - Chutney & Sambar	All types of Paratha (Aloo, Methi, Gobi, Muli, Paneer etc.)
Medu Wada, Batata Wada, Dahi wada, Wada Pav, Dal Wada	Chana Bhatura
Uttappa – Sada, Onion	Kachi Dabeli
Sabudana Wada	Tomato Omelette
Pattice	Upma, Vermicil Upma
Kachori	Bhajia – different types
Cutlets – Different types - Veg & Non-Veg	Poha – Sada, Batata
Samosa	Misal
Potato/Cheese Balls	Boiled egg
Dhokla	Dudhi/ Methi Muthiya
Kothimbir Vadi	Undhiya Puri Green Peas Kachori
Patra (Alu Vadi)	Pongal

\* All the above-referred items are indicative of type of coverage.

**Permissible Brands of Consumables**

ITEM	BRAND
Salt	Iodised salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR or equivalent quality brands
Ketchup	Maggi, Kissan, Heinz
Oil	Refined oil such as Sundrop, Nature Fresh, Godrej
Pickle	Mother's, Priya
Atta	Aashirvaad, Pillsbury, Nature Fresh
Butter	Amul, Britannia, Mother Dairy
Bread	Harvest/Britania make
Jam	Kissan, Mapro
Milk	Chitale / Amul/Govardhan
Paneer	Amul/Mother Dairy or Fresh paneer
Tea	Brook Bond, Lipton, Tata
Coffee	Nescafe, Bru
Biscuits	Britania, Parle, Good Day, Marie Gold
Ice Cream, Lassi, Curd	Mother Dairy, Amul
Mixtures/Chips	Haldiram/Bikaner
Mineral Water	ISI marked Kinley/Bisleri/Ganga
Besan, Dal	Rajdhani
Rice	Sona Masuri, Basmati
Cold Drinks	Pepsi, Coke etc.
Juices	Real, Tropicana, B natural
<b>Sachet</b>	
Tea	Taj Mahal / Lipton / Tetly
Coffee	Bru / Nescafe
Milk	Nestle Everyday
Sugar	MB Refind sugar
Sugar free	Natura
Green Tea	Tetly

- **Note: The above brands are only indicative for maintaining quality standards.**