

North American Telugu Association  
NATA Convention Dallas 2016  
Kay Bailey Hutchison Convention Center Dallas (DCC), Dallas, TX  
Terms and Conditions for the Food Supply Bids

North American Telugu Association requests proposals to provide meal or meals for the NATA Convention Dallas 2016 at KBHCCD Convention Center, Dallas, TX on May 28<sup>th</sup>, May 29<sup>th</sup> 2016. Proposals to include price per meal per person basis with the combination of one or more meals as specified in this document. The cost shall include, all the ingredients required and the labor to prepare, preserve and warm the meals to be ready to serve on time for each meal as specified below. For quality control there may be representatives from NATA during the preparation of the meals. Following general terms apply for all the meals except as noted.

**Conduct of business and general terms & conditions:**

1. The vendor shall comply with the rules and regulations of DCC Convention Center/Centerplate Catering service, applicable laws of state and local governments.
2. The vendor shall comply with the stipulations outlined under the contract between North American Telugu Association (NATA) and Centerplate Catering Service / KBHCCD Convention Center.
3. The vendor shall comply with the local health department standards and regulations.
4. The vendor will be authorized to use the designated kitchen at KBHCCD Convention Center, beginning early morning (08:00AM) of May 27<sup>th</sup>, 2016 and ending May 29<sup>th</sup>, 2016 at mid-night. Because of kitchen facility not getting it earlier enough, some prep work may have to be done out side the premises before move in.
5. The vendor shall operate within the assigned space, only during the specific days and move-in and move-out promptly.
6. The vendors areas (kitchen) are to be kept clean at all times during the food preparations and left clean at the end of the shift/day and on the last day of operations.
7. Refuse (garbage), grease and all other waste by products must be properly disposed off in proper containers.
8. Vendor shall not operate any kitchen equipment without prior permission from the Centerplate Catering Service. Only personnel authorized by the Centerplate catering Service shall aid to operate the kitchen equipment. Any damages with the result of unauthorized operation of kitchen equipment will be the responsibility of the vendor.

9. The vendor shall maintain absolute cleanliness during the process of food preparations, storage and warming. All food handling personnel shall practice good hygienic rules at all times (such as washing hands thoroughly after the use of toilets etc).
10. The meaning of meal (“supply of food”) include, purchase of goods, processing, preparation, storage, warming and delivery to the buffet stations for ready to be served or to the warmers for the subsequent replenishments. The vendor shall order and procure the required supplies well in advance so that all the materials for the food preparations are available on the day of cooking. Vendor shall report the procurement progress to the NATA food committee chairperson on a regular basis. Vendor agrees to use high-grade tender meats, farm fresh vegetables and super quality miscellaneous ingredients in preparation of food items. In addition to this, vendor also agrees that Goat meat will be used wherever goat meat is specified and lamb is not a substitute for goat meat.
11. Vendor shall provide in sufficient quantities of low fat buttermilk, India made pickles and bottled water (gallon bottles) to be placed on the dining tables for the consumption.
12. Vendors are required to provide the NATA and Centerplate KBHCCD with a certificate of insurance for general liability coverage, in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate. The North American Telugu Association (NATA) and Centerplate shall be listed as “additional insured.”

**The break down of the meals for the bidding purposes is as follows (Items 1 thru 6):**

1. Lunch on Saturday, May 28<sup>th</sup> for 4000 to 6000 persons – NATA guarantee for 4000 people, approximate number will be given two weeks before and a better number will be given a week before the event. However vendor shall be in a position to prepare the food for at least 1000 more than the guaranteed on a very short notice (meaning less than two days notice). Following is the suggested menu; the details will be worked out later.
  - 1 snack item like masala vada, mirchi bujji etc. served with the meal
  - 1 meat item (Chicken, Fish, Goat)
  - 3 vegetables (Indian vegetables)
  - 1 Chutney
  - Daal or Sambar
  - Pulihora (Lemon or Tamarind)
  - White rice
  - Naan or Chapathi
  - 1 Sweet
  - Papad and trimmings.

Provide India Tea/Coffee stations and Snack stations (Biscuits, Indian snack) during break time (around 3pm)

2. Dinner on Saturday, May 28<sup>th</sup> for 4000 to 6000 people as described in item 2. Following is the suggested menu.
- 1 Snack item like masala vada, mirchi bujji etc. served with the meal
  - 1 meat item (Goat, Chicken or Fish)
  - Chicken or Lamb or Goat Biryani
  - 3 Vegetables (Indian vegetables, eggs)
  - Polov Rice (For vegetarian line)
  - White Rice
  - Daal or Sambar
  - Chutney
  - Naan or Chapathi
  - 1 Sweet
  - Papad and Trimmings

3. Lunch on Sunday, May 30<sup>th</sup> for 4000 to 6000 people as described in Item 2. Following is the suggested menu.
- 1 snack item like masala vada, mirchi bujji etc. served with the meal
  - 1 meat item (Chicken, goat or fish)
  - 3 vegetables (Indian vegetables, eggs)
  - 1 Chutney
  - Daal or Sambar
  - Pulihora (Lemon or Tamarind)
  - White rice
  - Naan or Chapathi
  - 1 Sweet
  - Papad and trimmings.

Provide India Tea/Coffee stations and Snack stations (Biscuits, Indian snack) during break time (around 3pm)

4. Dinner on Sunday, May 30<sup>th</sup> for 4000 to 6000 people as described in Item 2. Following is the suggested menu.
- 1 Snack item like masala vada, mirchi bujji etc. served with the meal
  - 1 meat item (Goat, Fish or Chicken)
  - Chicken or Lamb or Goat Biryani
  - 3 Vegetables (Indian vegetables, eggs)
  - Polov Rice (For vegetarian line)
  - White Rice
  - Daal or Sambar
  - Chutney
  - Naan or Chapathi
  - 1 Sweet
  - Papad and Trimmings
5. Breakfast on Saturday, May 28<sup>th</sup> for 1500 to 2000 people with a minimum Guarantee of 1500. Following is the suggested menu. Vendor has an option of preparing this meal on site or off the site.
- Upma
  - Vada

- Chutney and Sambar
- Indian Tea/Coffee

6. Breakfast on Sunday, May 30<sup>th</sup> for 1500 to 2000 people with a minimum Guarantee of 1500. Following is the suggested menu. Vendor has an option of preparing this meal on site or off the site.

- Tomato Bath
- Idly
- Chutney and Sambar
- Indian Tea/Coffee

Give your proposals per meal per person in the following combinations.

- Items 1, 2, 3 and 4
- Items 5 and 6
- Items 5 only
- Items 6 only
- Items 1, 2, 3, 4, 5, and 6

Your proposals shall be submitted to [natabids@nata2016.org](mailto:natabids@nata2016.org) by Feb 29<sup>th</sup>, 2016. For any clarifications, contact Dr. Ramana Reddy Guduru at 817-675-2236 or Ramasurya Reddy at 201-70-9-5346 or Food Committee Chair Shyamala Rumalla at 817-637-8593. Once the contract or contracts are awarded, the vendor will work closely with the food committee. Proposal shall be complete, giving the price as required above, detailed planning of staffing, preparations before, during and after, cooking plans, storage plans and total execution plans. Vendor shall include the prior similar experience of preparing food at the large conventions. Vendor shall indicate the required place to do the prep work before move-in. If the contract is awarded for item 5 or item 6 or both 5 and 6 without getting items 1 thru 4, the vendor has to prepare food out side of the convention center.