

North American Telugu Association
NATA Convention Dallas 2016
OMNI Dallas Hotel, Dallas, TX
OMNI Ballroom

Terms and Conditions for the Food Supply Bids for Banquet Dinner

North American Telugu Association requests proposals to provide meals for the NATA Convention Dallas 2016 Banquet dinner at OMNI Ballroom, connected to DCC Convention Center, Dallas, TX on May 27th 2016. The proposal should include the price per person for banquet meal. 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 ONNI Dallas Hotel 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 OMNI Dallas Hotel Catering Service.
3. The vendor shall comply with the local health department standards and regulations.
4. The vendor will be authorized to use the designated kitchen area at OMNI Hotel Dallas couple of hours prior to event on May 27th, 2016 for food warm up and prepare to serve. Because the kitchen facility is not available to prepare the food at onsite, caterer needs to prepare the food outside and delivered to the hotel and ready to serve.
5. 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.
6. Refuse (garbage), grease and all other waste by products must be properly disposed off in proper containers.
7. Vendor shall not operate any kitchen equipment without prior permission from the OMNI Dallas Hotel Catering Service. Only personnel authorized by the OMNI Dallas Hotel 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.
8. 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).

9. The meaning of meal (“supply of food”) includes, 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.
10. Vendor must be in approved OMNI Dallas Hotel caterer list.
11. Vendors are required to provide NATA and OMNI Dallas Hotel with a certificate of insurance for general liability coverage, in the amount of \$1,000,000.00. The North American Telugu Association (NATA) and OMNI Dallas Hotel shall be listed as “additional insured.”

The break down of the meals for the bidding purposes is as follows

1. Banquet Dinner on Friday, May 27th for 1800 persons – NATA guarantee for 1600 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 200 to 300 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.
 - 2 Veg snacks item like masala vada, mirchi bujji etc.
 - 2 Non-veg snacks (Chicken, Fish, Goat, shrimp)
 - 3 vegetables curries(Indian vegetables, one must be fry)
 - 2 non-veg (Fish Pulusu/Chicken/Goat/Shrimp)
 - Dum Biryani(non-veg)
 - Veg biryani
 - Daal or Sambar
 - White rice
 - Naan or Chapathi
 - 3 or 4 Desserts
 - Papad and trimmings.
 - Chutneys, Avakaya and some pickles, Podilu

Give your proposals per meal per person. Your proposals shall be submitted to natabids@nata2016.org by Feb 29th, 2016.

For any clarifications, contact Dr. Ramana Reddy Guduru at 817-675-2236 or Ramasurya Reddy at 201-709-5346. Once the contract or contracts are awarded, the vendor will work closely with the Banquet/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 must prepare food

outside of the OMNI Dallas Hotel and move-in to Hotel Kitchen area prior to banquet dinner.