



*The Fifteenth TANA Conference*  
(Cobo Center, Detroit, MI, July 1<sup>st</sup> to 3<sup>rd</sup>, 2005)  
P. O. Box 1290, Novi, MI 48376-1290  
(Tax ID: 36-3060732) <http://www.tana.org>



**Request for Proposal**  
**Food Management Contract**  
**March 31, 2005**

The Operations Committee (OC) of the 15<sup>th</sup> TANA conference invites proposals from interested parties for a food management service contract for the 15<sup>th</sup> TANA conference to be held from July 1<sup>st</sup> thru July 3<sup>rd</sup>, 2005 in Detroit, Michigan. The interested party must be a licensed caterer in US, and meets the following conditions to be considered.

**1. Number of Attendees:**

**Project Scope:** OC expects 6,000 attendees for the conference over 2 days and the attendees will be provided four meals. The conference will have a banquet on Friday night, July 1<sup>st</sup> where the attendance will be 1,500. The menu for the banquet and menu for the four meals are attached in the appendix.

**2. Place of Service:**

The meals will be cooked at COBO hall, Detroit, Michigan

**3. Hours of Service:**

The hours of service will be from 8:00 AM to 12:00 Midnight

**4. Times Meals Served:**

The meals will be provided to Aramark serving staff two hours before lunch and dinner times:

Lunch	-	11:30 AM to 1:30 PM
Dinner	-	5:30 PM to 7:30 PM

Banquet Time:	
Dinner -	7:00 PM to 9:30 PM

**5. Independent Contractor:**

The Contractor is an independent contractor as per rules of Internal Revenue Service. The contractor is responsible for federal, state and local taxes in connection with this contract. The contractor must provide legal documents from both the state and Internal Revenue Service to TANA conference before contract is awarded. The contractor license must be valid for Michigan. This contract is not an employee and employer relationship.

**6. Manpower provided by Contractor:**

It is estimated to have a need for 6-8 cooks for 16 hours everyday from June 27<sup>th</sup> thru July 3<sup>rd</sup>, 2005. The cooks must have prior experience ranging from 2 to 5 years in catering and managing like conference, and preparing south Indian food. The key staff (Head Chef and Project Manager) must be on site during these seven days. The



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chef and the project manager will work with ARAMARK company assigned personnel for this contract. No substitutions will be accepted during this job. The manpower provided by the contractor must be legally eligible to work (Visa) and must provide documentation to TANA conference before the contract is awarded.

### **ARAMARK:**

These employees will be on ARAMARK employment for the days covered by the contract which ARAMARK will pay directly the employees at hourly wage determined by the Contractor and TANA conference. The Contractor will work with ARAMARK to complete the pre employment screening and paper work process for its personnel within ten days from signing of the contract.

### **7. Equipment provided by Contractor:**

The contractor must provide their own **Grinders** for this project.

### **8. Insurance provided by Contractor:**

The contractor must provide liability insurance of \$1 million and cover TANA and City of Detroit. Conference and City Of Detroit is not liable for any damages. A copy of current valid insurance policy must be submitted provided to the TANA conference Secretary within seven days of signing the contract.

### **9. Manpower, facilities, equipment provided by Conference:**

The conference will provide groceries and facilities with equipment to cook the food. The following items on the menu will be bought by the conference i.e. Samosa, Dry Sweet (except poornalu), and podis will be provided by the conference.

Also the conference will provide kitchen staff (4 to 10 cooks' morning and evening) from Tuesday thru Sunday, June 28<sup>th</sup> – July 3, 2005. The kitchen staff is not experienced in Indian cooking.

### **10. Lodging and Boarding:**

The contractors will be provided lodging and boarding by the conference for the number of cooks included in the contract for seven days.

No transportation expenses will be paid.

### **11. Price structure:**

The proposal should be quoted per meal cost basis for 6,000 attendees.

If additional meals are required to be prepared, same cost as 6,000 attendees will be paid per each additional meal.

Children (under 10) meals will not be counted as meals for the compensation.

### **12. Penalty Clause:**



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If the food is not prepared based on agreed upon standards or the food is not provided prior to 2 hours meal time will be assessed a penalty.

### 13. **Sealed Proposals:**

The sealed proposals must be received prior to April 21, 2005 via US postal service (certified Mail) or overnight mail couriers to be considered.

Prasad Boppana  
Secretary, The 15<sup>th</sup> TANA Conference  
1934 Knoll Ct.  
Troy, Michigan 48098

### 14. **Contact Persons:**

Please call if you need clarification or need more details about this RFP.

Saranya Mandava - 248-646-7363  
Vani Gutta - 248-852-6471

### 15. **Decision Date:**

The proposals will be evaluated by a committee based on criteria approved by OC, and a short list will be created before May 15<sup>th</sup>, 2005. The negotiations for the final contract will be concluded by May 31st, 2005.

### 16. **Payment terms:**

The contractor will be paid within ten days from the invoice received. Conference will not make any advances prior to performing the job.

### 17. **Other:**

The contractor will not be paid for costs incurred for preparing and submitting the proposal.

The contractor will be working under the guidance of Conference food committee.

The number of attendees may substantially increase from the stated number on the days of the conference (experience shows 30% late registrations). The contractor must be willing to work additional time to manage or prepare the meals.

Menus are subject to change and will be communicated to the contractor by the food committee as and when they are made. The pricing may not affect for such changes. The changes will not be significant.

### 18. **The proposal must contain in detail:**

- Name of the company
- Type of company or organization and legal status



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- Address
- Prior experience
- Federal Identification number
- Owner's name
- Caterer License number and State where issued
- Expiry Date
- Telephone
- Fax Number
- E mail address
- Cooks names and number of years experience (prior experience), Social Security numbers and Type of Visa, Visa number and expiry date.
- Manager's experience
- Estimates of quantities of groceries based on provided menus (Exhibit A and B)

### 19. Appendix

#### Banquet Menu:

- Appetizers
  - Badam milk fountain in the appetizers area.
  - Bobbattu
  - Masala Bonda
  - Baby corn Manchuria
  - Vegetable Cutlet
  - Mint Sauce/Spicy tomato sauce
  - Chilli Chicken
  - Keema Balls
- White Rice
- Chicken Biryani + cheruva + Raita
- Podina Rice



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- Chapati
- Pachchadi
  - Dosakai Pacchibaddalu Pacchadi
- Vegetarian Curries
  - Gutti Vankaya
  - Tomato Pappu
  - Dondakaya Fry (Baru mukkalu)
  - Stuffed Okra Masala
- Non Vegetarian Curries
  - Chinta Chiguru Goat curry
  - Southern style Fish Fry
- Ulava Charu + Sour Cream
- Andhra Style Pappu Charu
- Karivepaku Karam
- Ooramirapa Kayalu + Papad
- Salad – Tomato, Cucumber, lettuce, baby carrots Salad + veg dip
- Desserts
  - Chakra Pongali
  - Fruit Salad
  - Mango Kulfi
  - Pineapple Soufflé

## Conference Menu:

Item	Meal One	Meal Two	Meal Three	Meal Four
Rice 1	Pulihora	Vegetable Biryani	Spinach Rice	Tomato Rice
Rice 2	White rice	White Rice	White Rice	White Rice
Roti Variety	Naan	Chapati	Naan	Chapati
Pappu Kooru	Mamidikai pappu	Tomato Pappu	Dosakai Pappu	Spinach Pappu
Pachchadi	Vankai with Dosakai mukkalu	Sorakai Pachchadi	Tomato pachchadi with Dondakai Mukkalu	Bell Pepper + Tomato



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Gujju Kooru	Kaddu Ka Salan	Bagara Baigan	Mirchi ka Salan	Potato Kurma
Fry	Vankaya Pakodi	Dondakai Fry	Bendakai Vepudu	Beans/Cabbage/Beet Root fry
Pulusu	Sambar	Dappalum	Sorakai Pulusu with Drumsticks.	Pickle Cucumbers with Yams
Non Vegetarian1	Ginger Chicken	Chicken Tikka Masala	Chicken Kurma/Andhra Style Chicken	Chicken 65
Non vegetarian 2	Lamb Kurma	Goat Fry	Lamb Keema	Egg Kurma/Egg Pulusu
Snack	Masala Vada	Samosa	Mixed Pakoda	Punugulu or Mysore Bhonda
Dry Sweet	Poornalu	Kaza	Jilebi	Laddu
Wet Sweet	Chakra Pongali	Carrot Halwa	Payasam	Double Roti Ka Meeta
Fruits	Fresh Fruit	Fruit Salad with Custard	Fresh Fruit	Fruit Salad with Custard
Pickle	Pickle	Pickle	Pickle	Pickle
Butter Milk	Butter Milk	Butter Milk	Butter Milk	Butter Milk
Podis	Kandi Podi	Nallkaram	Sanaga Karam	Karvepaku Karam
Water Bottles				
Children's Menu				