

TENDER DOCUMENT

Open Tender

Sub: Awarding of Canteen Contract for the period of 1 Year from the date of contract.

Sir/Madam,

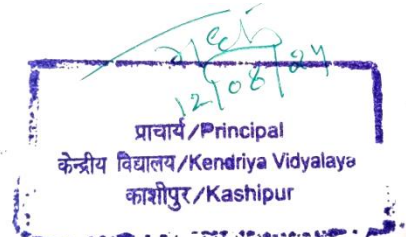
Please find enclosed herewith the tender documents for running of Canteen at PM SHRI KENDRIYA VIDYALAYA KASHIPUR. Tender duly filled, signed and stamped in sealed cover super scribed "Tender for Canteen contract " addressed to the Principal , Kendriya Vidyalaya ,Kashipur, industrial estate ,Bazpur road , Kashipur-244713 , can be submitted through speed post/registered post/or by hand in the tender box, placed near the principal office latest by 05.09.2024 till 9.00 a.m. Tenders will be opened on 05.09.2024 at 10:00 a.m. in KV kashipur Library. Canteen contract start date is 1 October, 2024.

In case of any query or clarification related to location, space etc., please feel free to visit the Vidyalaya in working days between 1.00 pm -2.00 pm.

(PLEASE SUBMIT ALL THE PAGES CONTAINED IN THIS DOCUMENT ANNEXURE I, II & III DULY SIGNED AND STAMPED

Earnest Money: Rs. 10000/- (Rupees Ten Thousand Only) to be paid in the form of Demand Draft in favour of Kendriya Vidyalaya Kashipur, payable at Kashipur:

Please attach the original D.D with Tender documents



Annexure-I

Tender form to be submitted by the Tenderer

1. Name of the Firm

2. Address .

3. Contact No:

4. Registration/Licence No.

(Copy of license issued by the local authority should be attached or copy of the letter pad or bill book may be attached)

5. PAN No (Copy to be Enclosed)

6. GST No: (Copy to be Enclosed)

7. Year of Establishment

8. Contracts executed till date (Experience)

(Nature thereof): Govt. Semi Govt./Private

Please give details of contracts executed in a separate sheet, along with documentary proof if any thereof)

- i)
- ii)
- iii)
- iv)

9. Present assignment in hand: Govt./Semi./Private

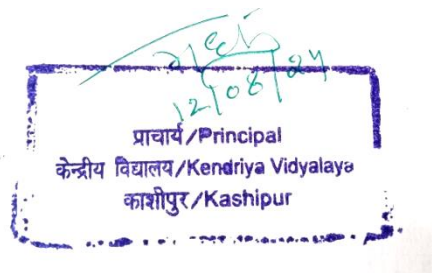
- i)
- i)

10. Earnest Money: D.D No-----Dated-----Rs. 10000/=

11.. All the items and conditions, as mentioned in the Tender Form
are acceptable to Me /us.

Date:

Signature of the Tenderer With stamp



**TERMS & CONDITIONS OF CONTACT -FOR RUNNING
CANTEEN IN PM SHRI KENDRIYA VIDYALAYA,
KASHIPUR**

**(Please enclose this document along with tender papers and
submit)**

1. The agreement shall be valid initially for a period of 1 Year from the date of agreement and thereafter it may be extended for a further period as may be necessary on mutual agreement and at the discretion of the Vidyalaya authority.
2. The contractor should have a valid food/catering or any necessary license or permission required for running a school canteen. A FSSAI Certificate obtained valid upto at least 6 months after the date of submission of tender is essential,
3. The contractor will supply only such items specifically approved by the committee members, PM SHRI KV KASHIPUR and as directed by the CBSE for the school canteen vide letter no . CBSE/JD (AHA)/Cir/2016 dt January 06,2016
4. The contractor will be responsible for providing all food items mentioned in Annexure-III.
5. The building for canteen will be provided on rent by the school. The contractor will be responsible for proper handling and safe custody of the room. Repair and maintenance of the equipment will be carried out by the contractor and he will not claim any reimbursement of expenses on this account.
6. In case of any food poisoning/contamination the contractor will be held fully responsible and he will bear all the expenses caused due to food poisoning/Contamination along with legal action as deemed fit.
7. The Contractor will employ adequate number of staff in order to maintain efficiency.
8. All persons engaged by the contractor shall be the contractor's own employees and they will claim no privileges from PRINCIPAL, Pm shri KV KASHIPUR. The contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behavior.
9. The contractor will get all his workers medically examined from approved Registered Medical Practitioner recognized by Indian Medical Council, to be free from communicable diseases in addition to general fitness.
10. The Contractor will be responsible for cleanliness of crockery, cooking utensils, furniture, fixtures and fittings, hand gloves, mouth mask, head

cover etc. in the kitchen as well as the canteen hall. The organization will not provide any cleaning materials/dusters, etc. for the same.

11. Very high standards of hygiene and cleanliness shall be observed in the running of the kitchen, the canteen hall and connected services by the contractor and workers engaged by contractor including those responsible for collection of used utensils and periodic disposal of waste and refuse.
12. The Canteen shall be opened for catering during School hours on all working days and will be closed maximum after one hour after the school is over.
13. The contractor will not take out any articles or stores of the K.V. Premises without a Gate-Pass to be issued by the Canteen in-charge/ Principal. In the event of failure, to supply, the approved items without notice by the contractor, the same will be arranged by the Organization at the Contractor's risk and cost.
14. The Contractor shall at his own cost, effect, as required as per the Act, necessary insurance in respect of the staff and other personnel or persons to be employed or engaged by the Contractor in connection with the rendering of the aforesaid services to Pm Shri Kendriya Vidyalaya kashipur and shall comply with the provisions of (Regulation and Abolition) Act, Employees Staff Insurance Act, Workmen's Compensation Act, Payment of wage Act, The Employees Provident Fund and Family Pension Fund Act 1952, the other rules regulations and/ or statues that may be applicable to them now or that may be introduced.
15. As per Govt. of India and labour department notification No child labour should be engaged in canteen premises. And at least one out of the all employee should be female.
16. The police verification documents of the persons deployed should be deposited by the contractor within 15 days of deployment to the office of PM SHRI KENDRIYA VIDYALAYA KASHIPUR_ otherwise the person will not be allowed to work in the Vidyalaya and the contractor will replace him immediately with the person whose verification is completed.
17. PM SHRI KV KASHIPUR Shall have the right to search the Contractor's employees at any time while going out of the office premises and there shall be no grievances expressed/felt on this account either by contractor or his employees. The Contractor will issue ID Cards to the contractor's workers in the format approved by PM SHRI KV KASHIPUR
18. PM SHRI KV KASHIPUR representatives reserve the right to take samples of the edibles/raw material from the canteen for the purpose of inspection and testing with a view to maintain the quality. Such samples will however be drawn by authorized person/persons in the manner and as per procedure laid down in Govt. norms.
19. A canteen Management Committee will be nominated by PM SHRI KV KASHIPUR to inspect and oversee functioning of Canteen with a view to ensure hygiene and sufficient service in the canteen. In case there are repeated failures or lacuna noticed by the committee due to failure of

contractor, the In-charge of the Canteen Committee with the approval of the chair can impose a fine up to Rs. 5000/-at one time to be recoverable from bills due to the contractor.

20. Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the canteen premises.
Earnest Money (Refundable): : Rs. 10000/- (Rupees Ten Thousand Only) to be paid in the form of demand draft in favour of Kendriya Vidyalaya Kashipur payable at Kashipur.
Please Attach the Original demand draft
21. **Security Deposit.: The successful Contractor will deposit with PM SHRI KV KASHIPUR a sum of Rs. 20,000/-(Rupees Twenty thousand only) as bid security in the form of FDR. The bid security will be refunded to the contractor on completion of contract.**
22. (a) The contractor shall not sublet or assign the license or use the space provided for running the canteen for purposes other than running canteen and shall not allow anybody or reside in the licensed premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the canteen nor shall be made or permit to be made any structural additions and alterations to the same without written sanction of the Management.
b) The contractor shall be responsible for all damages or losses to PM SHRI KV KASHIPUR, property by the contractor himself or his staff and shall be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by an act of God.
c) PM SHRI KV KASHIPUR will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the contractor in the canteen premises including kitchen and other rooms.
23. (The contractor shall vacate the licensed premises peacefully after the expiry of the licensed period and/or earlier if desired by PM SHRI KV KASHIPUR and shall hand over the same to the authorized officer along with all furniture, fittings and other articles as may have been provide, from time to time and the decision of Principal, PM SHRI KV KASHIPUR shall be final and binding upon the contractor. The Contractor shall be free to remove without any damage to the PM SHRI KV KASHIPUR property like furniture, fittings, crockery, cutlery, utensils and other articles that might have been brought by the Contractor.
24. In case of any dispute the decision of Committee Members, PM SHRI KV KASHIPUR will be final and binding on the Contractor.
25. The Contractor has a bare permission only to run a canteen in the PM SHRI KV KASHIPUR premises during the contract period and nothing contained in this document shall be construed as demise in law of the said PM SHRI KV KASHIPUR premises or any part thereof and shall not give any legal title or interest to the Contractor.

26. **The vendor preferably should have working experience in catering or running of canteen in various offices at least of 6 months.**
27. **The Canteen Contractor will arrange all crockeries /utensils, Gas connection, oven, Microwave, Fridge, Mixer grinder, dustbins or any other gadgets/ equipment for the purpose of making, serving food items.**
28. **The Contractor shall make all standard seating arrangements at own cost if required.**
29. **Vidyalaya shall provide the basic amenities like water and electrical fittings, Basin and the room for canteen. All other fixtures and fittings shall have to be arranged by the contractor.**
30. **The Contractor shall have to pay the Room Rent including charge of electricity as decided by the Vidyalaya authority.**
31. **The contractor shall have to arrange a proper and scientific method for smoke outlet and garbage disposal. No garbage will be disposed at other than the specified place of the Vidyalaya campus. It will be sole and prime responsibility on the part of the contractor to keep the surrounding of the canteen clean and hygienic. Water logging at the outlets shall have to be cleared immediately.**
32. **No liability for any compensation.**
33. **All oils, butter, spices and other edible items must be ISI / Agmark approved.**
34. **All packed food like biscuits/ cakes etc. to be sold at not more than MRP.**
35. **No such packed food like chips, kurkure etc. as desired & forbidden by the authority of the Vidyalaya shall be allowed to sell in the canteen.**
36. **Contractor should provide firms PAN & GST Number issued by Income Tax Department along with his quote. No payment will be released without submission of PAN Number. All taxes will be recovered from his payment as per tax provision in vogue.**
37. **The vidyalaya (indenter) will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest price of the food items and highest rent but mere lowest price of the food items and highest rent will not confer any right for awarding to contract. Awarding of contract to any firm/agency will be the sole discretion of the committee members/principal.**
38. **The contract may be terminated by the 1st party (K.V.Kashipur) at any time without assigning any reason. The 2nd party (contractor), if so desires , may terminate the contract by giving one month's notice.**
39. **Goods will be delivered at the quoted rates at KV Kashipur.**
40. **After opening of bid, no firm can cancel/withdraw its bid, in this situation , its earnest money will be forfeited.**
41. **If successful bidder is unable to supply the canteen services, his tender will be cancelled. His earnest money/ performance security will be forfeited as well as firm will be blacklisted.**

Documents to be submitted---

1. Copy of PAN Card and GST Registration
2. Copy of FSSAI Certificate
3. Firm Registration Certificate

4. Experience Certificate etc.

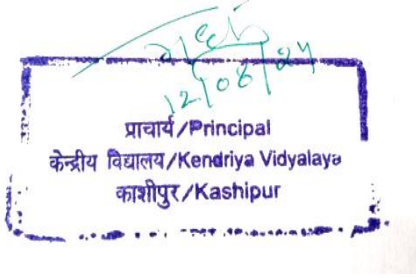
Vidyalaya Committee is empowered to relax any of the Conditions stated above.

Terms and conditions mentioned above are accepted to me.

Witness

**(Signature of Contractor)
with stamp**

- 1.
- 2.



PM SHRI KV KASHIPUR

ANNEXURE-III

RATE OFFERED BY THE CONTRACTOR

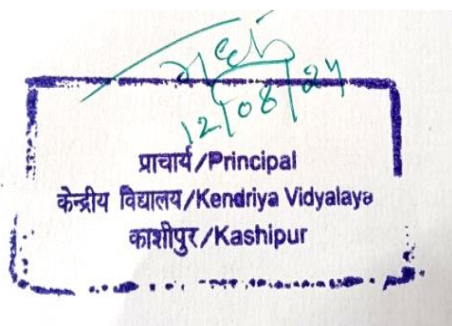
Contractor Quotation No: _____

Date: _____

LIST OF BEVERAGES/SNACKS TO BE SOLD IN THE CANTEEN

S.NO	PARTICULARS	Tender rate	Minimum rate
1	Tea Standard,150 ml		₹. 10/-
2	Coffee standard,150 ml		₹. 15/-
3	Patties cutlet/somsa with chatani/sauce with filling potato, peas,75 gm		₹. 10/-
4	Somasa with chola with filling potato,peas,150gm		₹. 15/-
5	Paneer pakora per 100 gm		₹. 20/-
6	Mix pakora per 100 gm		₹. 15/-
7	Bread pakora with filling paneer, potatoes and onion 150 gm		₹. 15/-
8	Bread pakora with filling potatoes and onion 150 gm		₹. 10/-
9	Idli 2 pieces with samber 150 gm		₹. 30/-
10	Bada 2 pieces with samber 150 gm		₹. 30/-
11	Masala dosa with filling potato, onion 12"roll(300gm)		₹. 40/-
12	Dosa Plain 12" roll		₹. 25/-
13	Non- carbonated soft drink/juice		Not More Than MRP
14	Rice and Rajma per platesd,200 gm		₹. 25/-
15	Rice and chola per platesd,200 gm		₹. 25/-
16	Breakfast -6 Puri,sabji, pickle and tea		₹. 35/-
17	Breakfast -2 stuff parantha ,curd packed pickle and tea		₹. 40/-
18	Bolied sweet milk full cream 200 ml		₹. 15/-
19	Omlate 2 egg with four slices with butter		₹. 40/-
20	Parantha(allu/onion) with butter		₹. 15/-

21	Fresh Lunch/Dinner- VEG THALI 4 chappatis, Basmati Rice, 2 veg/Dal, Raita, Salad, Pickles, 1 sweet		रु. 150/-
22	Chhole, Kulcha (3 pcs)		रु. 30/-
23	Chhole bhatura, Pickle, tea		रु. 30/-
24	For Interview workshop (items as specified/ordered for breakfast, lunch, tea & refreshment)		रु. 300/- As per KVS norms
25	Complete meal for a day for KVS Games & Sports Meet ie Breakfast (200 ml Milk, 04 pcs bread with butter and 04 pcs bread with jam or 06 to 08 pcs of idli, sambhar, chatni or 04 pcs. Aaloo parantha. 02 pcs of banana or 01 pcs of apple and 02 boiled eggs), Lunch (Chapati, Rice. Sweet, any Dal or Rajama or Chana, Seasonal mixed vegetable, paneer or vegetarians, salad papad, pickles and chicken/fish for non- vegetarians). Evening Snacks(Juice-200 ml with snacks i.e. 02 sandwich/02 samosa/02 bread pakora/08 paneer pakora etc.). Dinner (Chapati, Rice, Sweet, any Dal or Rajama or Chana, Seasonal mixed vegetable, Paneer for vegetarians, salad papad, pickles and chicken/fish for non-vegetarians), Night (Milk-200 ml, for sleeping time- any mosquito repellent)Note-Main meal will be served in buffet style.All goods must have quality assurance. As per the modalities of KVS (HQ) for games and sports meet. As per kvs letter no 110355/01/24- 25/KVSHQ/SPORTS/ENH of DA/3102- 3114 dated 27.05.24		रु. 400/- As per KVS norms
26	Poha/Upma/Chilla/One item of any millet sprouts 100 gms		रु. 30/-
27	Jalebi 100gm		रु. 10/-
29	Canteen Rent (Should be filled by the bidder)		रु. 5000/-



Signature of the contractor with seal