

KENDRIYA VIDYALAYA MATHANA

Tender invitation form for CATERING/CANTEEN SERVICE

Ref.No .11/CANTEEN/KVP /2022-23/

Dated 22/10/2022

M/s _____,

_____.

Subject : Quotation for Providing CATERING /CANTEEN services at K.V. Mathana

Dear Madam/Sir

Sealed quotations for providing **Catering/CANTEEN SERVICES** at **KV MATHANA** as per terms and conditions enclosed are invited by the undersigned on behalf of the **Kendriya Vidyalaya, Mathana up to 12.30 pm. Latest by 22.10.2022** . Quotations should be sent by Speed post under strong sealed cover marked as **'Quotation for providing Catering and Canteen services at KV Mathana** and not by name. The quotations will be opened in the office of the undersigned on 22.10.2022 at 1:30 PM.

The quotations shall be submitted according to the enclosed terms and conditions and unless specified otherwise in the quotation it shall be assumed that the terms and conditions stipulated herewith have been agreed to.

The rates should be F.O.R. **Mathana** and should include all taxes. The Vidyalaya will not be liable to pay any tax, freight etc. which has not been expressly stipulated in the quotation in the event of acceptance of the quotation.

There should not be any overwriting, correction in the quotation, If a figure is to be amended, it should be scored out and the revised figure written above, and the same attested with full signatures and date. In the absence of the attested signatures, the quotation is liable to be rejected.

The undersigned does not bind himself to accept the lowest quotation and will consider the tender as a whole and not in parts.

On acceptance of the quotation, it will become a contract and the contractor shall be bound by the terms and conditions of the quotation.

The person/persons whose quotation/s is accepted, hereinafter called the contractor, shall deposit an earnest money of **Rs.** through Demand Draft in favor of **Vidyalaya Vikas Nidhi ,Kendriya Vidyalaya Mathana** along with the quotation which shall be refunded in the event of rejection of the quotation. The earnest money will be forfeited in the event of failure to comply with the contract. In the event of acceptance of the quotation, the earnest money will be adjusted towards Security Deposit.

If contractor fails to provide the said services within the time stipulated in the letter of acceptance by the undersigned, the undersigned shall be at liberty to engage any other firm for providing the said services.

The rates quoted by the contractor shall hold good up to 1 year no amendment in the rate will be accepted.

Initially the services will be provided on trial basis for a period of three months and only after ensuring that the services provided by the contractor are satisfactory it will be extended up to one year.

The undersigned reserves the right to cancel the tenders if it is felt that the interest of the school is in jeopardy and the firm not completing the hygiene norms bounded by Vidyalaya without assigning any reasons.

Deduction of the TDS or any other tax as imposed by the Govt. from time to time will be made from the bills, if any.

PRINCIPAL

Encl.:-Terms and conditions for providing Catering/Canteen services.

Kendriya Vidyalaya Mathana

Format of Quotation Rates

S.No.	Name of articles	Unit/ quantity	Rates Including All Taxes
1	Fried Rice	Per Plate-200 gm	
2	Rajma Rice	Per Plate-200 gm	
3	Chhole Rice	Per Plate-200 gm	
4	Stuffed Parantha	each	
5	Poha	Per Plate-200 gm	
6	Upma	Per Plate-200 gm	
7	Idli	each	
8	Boilded Sweet corns	Per Plate-100 gm	
9	Boiled Black Grams	Per Plate-100 gm	
10	Curd	Per Pkt-100 gm	
11	Flavoured Milk	Per Pkt-180ml	
12	Lemon Drink	Per Pkt-180ml	
13	Juices	Per Pkt	
14	Juices	Per Pkt-180ml	
15	Juices	Per Pkt- 1 ltr.	
16	Biscuits (Leading Brands)	Per Pkt	
17	Pop Corn	Per Pkt-150gm	
18	Tea standard	Per cup-150 ml	
19	Hot Coffee	Per cup-150 ml	
20	Hot Milk	Per cup-150 ml	
21	Plain Dosa (50 gm) with sambar	Per Plate- 01 Dosa	
22	Masala dosa (200 gm) with sambar	Per Plate- 01 Dosa	
23	Uttappam	Per Plate- 150 gm	
24	Sambar Vada	Per Plate- 02 Pc	
25	Dahi Vada	Per Plate- 02 Pc	
26	Frooti (cold drink)	One-150ml	
27	Frooti (cold drink)	One-200ml	
28	Mineral Water	One-500 ml	
29	Mineral Water	One-1000 ml	
30	Ice cream (Leading Brands)	each	
31	Vegetable Sandwich	Set of two piece	
32	Butter Sandwich	Set of two piece	
33	Puri/Chapatti with Sabji	04 pcs	
34	Breakfast: Tea and Snacks with Plate(2 pc Bread Pakora /Samosa/Cutlet)	Per head	
35	Lunch:Veg.subji, Dal, Rice, Chapathi, Salad,Raita, Sweet	Per head	
36	Evening Snacks:Tea and Snacks(1 pc Bread Pakora /Samosa/Cutlet)	Per head	
37	Dinner:Veg.subji, Dal, Rice, Chapatti, Salad,Raita,Sweet	Per head	

38	Breakfast:250ml Sweet Milk With Bornvita, 2 Pcs Boiled Egg or 2 Pcs Banana, 4 Slices	Per head	
39	Lunch:Veg.subji, Dal, Rice, Chapathi, Salad,Raita Fish /Chicken	Per head	
40	Evening Snacks:Tea/Coffee, Biscuits/Bread Pakora/Samosa	Per head	
41	Dinner:Veg.subji, Dal, Rice, Chapatti, Salad,Raita,Sweet,Fish /Chicken	Per head	
42	Ceiling	15X15'	
43	Pardas	15X10'	
44	Kanat	15X5'	
45	Chair with Cover	Each	
46	Chair Without Cover	Each	
47	Sofa Set Ordinary	Each	
48	Sofa set VIP	Each	
49	Green / Red Mat	15X5'	
50	Green / Red Mat	30X5'	
51	Green / Red Mat	45X5'	
52	Carpet	15X5'	
53	Carpet	Medium Size	
54	carpet	Big Size	
55	Table with frill & Paper	Each	
56	Halogen Light	1000 W	
57	LED Light	1000 W	
58	LED Light	1500 W	
59	Bedding full set (Gadda/pillow/2 bed sheet or 1 Bed sheet/Rajai/blanket)	Each Set	

Monthly Rent Other Charges

1	Monthly Canteen Rent	Per Month	
2	Electricity Charges will Charged on the basis of Sub-meter reading	Per Month	
3	Water Charges per month	Per Month	

We agree to supply the above goods in accordance with the specifications for the above mention unit price shown against the item(s) for which quotations have been submitted, within the period specified in the Invitation for Quotations, We also confirm that the normal commercial warranty/guarantee of Months shall apply to the offered goods.

Bid Security of Rs. _____ (Rupees _____) is furnished herewith vide Bank

Draft No. _____ dated _____ drawn on _____.

For M/S

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Bidder Signature with Seal _____

Address: _____

Date: _____

Mobile No. _____

GST No. _____

KENDRIYA VIDYALAYA MATHANA Kurukshetra Haryana

TERMS & CONDITION OF RUNNING CATERING SERVICES IN VIDYALAYA

1. About the Vidyalaya and Canteen

The Vidyalaya has single shift with a strength of about 750 students and 50 staff members.

Scope of Service As per Quotation

Service Line Requirements:-

- I. All the items shall be provided to the students & employees on all working days and holidays also as and when required.
- II The contractor shall not offer/supply any article to people other than the students, employees and official visitors of Vidyalaya. The Contractor shall provide uniforms and gloves for all persons deployed in Vidyalaya canteen. Wherever required Apron shall also be provided. The contractor shall ensure washing and wearing of these by canteen personnel so as to put up a pleasing appearance. The personnel deployed should observe utmost cleanliness.
- III The Vidyalaya campus is a tobacco-free zone. The contractor and the personnel employed by him should not use any tobacco products in any forms, chew beetle leaves or smoke cigarettes.
- IV The contractor shall employ only people aged more than 18 years or as stipulated by GOI guidelines/ Labour Laws. The Contractor should indicate the total number of staff deployed for running the Canteen. Unauthorized person should not be engaged by the contractor in operating the canteen. Person deployed has to be verified by state police.
- V The canteen contractor shall ensure polite and cordial behavior of personnel with the employees and visitors at the Canteen. Any report of improper behavior shall warrant appropriate action.
- VI The Canteen Management Committee regularly supervised the canteen services including cooking and will be giving appropriate instructions to the contractor/workers to improve the quality.

Quality

- a) The taste of all foods served should be good, fresh, and palatable and without any foul or bitter feeling.
- b) Quality of all ingredients used to prepare all food items should be of reputed grades and of standard brand quality, company packed and sealed, and procured from genuine suppliers with prior approval from the Canteen Management Committee (CMC).
- c) Strict action including termination of contract, as may be decided by CMC, will be imposed against the contractor if food served with adulterated items or substandard quality is noticed, at any stage of the Canteen service.
- d) The contractor shall stop the sale of any articles if objected by Principal/ Canteen Management Committee.
- e) The contractor will not do anything that is objectionable or will cause indiscipline in school campus.

CLEANLINESS:

- a) The contractor shall make his own arrangement for immediate disposal of wastes materials including unused / waste food.
- b) Food items ready to serve should be kept covered and not be exposed to dust, and flies.
- c) The contractor will make arrangement of pure drinking water.
- d) The area in and around the canteen should be kept clean and the utensils and serving counter should be cleaned daily with soap solution etc.
- e) The cobwebs should be removed every week.
- f) The contractor should dispose kitchen waste, unused food, paper cups in the place specifically provided.
- i) Serving food items in plastic materials is strictly prohibited

General Terms and Conditions:

The rates quoted shall be valid for a period of ONE Year..

The prices charges by the contractor should not exceed MRP/ Market rates

Any other food requirements for meetings, Workshops, in-service courses, seminars etc. shall be on mutually agreed rates.

The contractor shall not Sub contract the services to other agency or individual. The contractor shall be fully responsible for Conduct, Service and Discipline of the personnel deployed in the canteen.

In all matters of interpretation or dispute relating to the Contract, the decision of the Principal/ Canteen Management Committee shall be final and binding.

The Vidyalaya reserves the right to accept/reject any or all the offers without assigning any reason thereof.

The contractor shall make his own arrangements for furniture, utensils fuel etc.

The contractor shall not use electricity for cooking food items

The vidyalaya or any staff member shall not be responsible for any loss of things belonging to and used by the contractor in operating the canteen.

The Contractor will be required to abide by the operating /security instructions issued by the vidyalaya from time to time.

Any repairs/ modification to the canteen will be made by the contractor only with the approval of the Principal / CMC. Any damage to the canteen building or fixtures will be repaired by the contractor at his own cost.

Failure to abide by any of the terms and conditions stipulated will result in the forfeiture of the security deposit and termination of the contract without any notice notwithstanding anything said or contained in this contract or any other provisions of law.

16 Suggestion-Cum-Complaint Book the Contractor is required to maintain a Suggestion-cum- Complaint Book at the designated prominent spot in the canteen. In the event of any complaint the canteen personnel shall politely request the users to record the complaint in the Book.

The Contractor shall be available at the canteen at all the time to take decisions, for consultation with CMC and to deliver the services. (The Contract is terminable in case if he/she is irregular)

The contractor shall post a price list at a prominent place in the canteen

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I agree for all the service line requirements and Terms and Conditions as per tender document

SIGNATURE –

NAME –

Name of Firm and Address :

License No.

GST No.

Phone No.

Email :

SEAL –

TERMS & CONDITIONS:

1. The contract/license will remain in force up to 31.10.2022. It may be renewed after its expiry if the parties, viz.the contractor and Principal agree to do so. The Principal can terminate the contract even in between without assigning any reason.
- 2.The Principal shall provide the contractor a room for housing the canteen purely on license basis, the validity of which will be till the date up to which this agreement is valid, thereafter the contractor will vacate the room of canteen/premises of the Vidyalaya immediately, failing which the contractor /or his any person's presence in the school will be treated as un authorized and illegal and in such an event the matter will be subject to applicable laws and/or local police getting the premises vacated.
3. The contractor shall not be authorized, under this agreement to use any other premises or room except as stated above.
4. The rent of the Canteen room must be minimum @ **Rs. 3000/-** P M shall be charged monthly in advance per month excluding water charges and electricity charges. The last date of payment of the rent will be 5th of every months.
5. The contractor shall not construct any permanent structure on the ground or make any addition or alteration in the premises even at his own cost except with the written approval of the Principal.
6. The premises let out to the contractor will not be allowed to be used for any other purpose including residence by the contractor or his men.
7. The contractor cannot sublet the premises to any other contractor or person, Nor the contract is transferable to other person or agency.
8. The contractor will keep the premises neat and clean. The sanitary arrangement made by the contractor will be subject to supervision or check by the Principal or any other person authorized by him.
9. Canteen services are meant exclusively for Vidyalaya students and staff. No out sider will be allowed to utilize its services except when the Vidyalaya itself becomes the center of some public examination.
10. The contractor will be authorized to sell the things like tea, milk, biscuits etc as quoted and agreed upon by the canteen committee.
11. The items for sale will be prepared and stored in hygienic condition. The rates will be as approved list approved and accepted by the committee.
12. The realization of sales cash or credit will be the sole responsibility of the contractor. The principal does not hold responsibility of any loses/damages incurred by the contractor because of business in the premises or theft or for any other reason.
13. The contractor shall make his own arrangement for preparing the articles for sale. Seating arrangement if any shall be the contractor's responsibility and his own cost.
14. The Principal shall fix the timings of the canteen.
15. You will have to make your services available through your workers to the staff in the staff room/departments.
16. The contractor shall deposit Rs 20000/-as security deposit for fulfillment of the contract. This amount of Rs 20000/- is refundable after deducting dues to the contractor on the expiry of the contract. This will be forfeited in case of breach of any of the conditions laid down above.
17. The decision of the Principal will be final in any dispute arising out of this contract