

TENDER FORM FOR RUNNING CANTEEN

The Principal

Kendriya Vidyalaya Datia(M.P.)

Sub: Tender for running Canteen in KV Datia

Sir/mam,

I am submitting herewith the tender for providing catering services in the canteen of Kendriya Vidyalaya Datia. The brief details of firm is as under:-

01. Name of the Tenderer :
02. Address :
03. Registration /License no :
04. GST No. :
05. PAN Card No. :
06. Year of Establishment :
07. Details of contracts executed till date (Please give details of contract executed previously in a separate sheet, alongwith documentary proof thereof)

Sl. No.	Name of Organization	Name of works	Govt./Semi-Govt./Pvt.	Period of contract	Remarks
1					
2					
3					
4					

08. Details of present contracts in hand(please attach documentary proof and terms & condition of contract in hand)

Sl. No.	Name of Organization	Name of works	Govt./Semi-Govt./Pvt.	Period of contract	Remarks
1					
2					
3					
4					

09. Man Power/Resource available:

10. Earnest Money Deposit: D.D. No. datedfor **Rs. 5000/-** (Rs. Five Thousand only) drawn in favour of **VVN A/C Kendriya Vidyalaya Datia** payable at **Datia**.

(THE SELF ATTESTED COPIES OF TIN No./LICENCE No./ SERVICE TAX No./PAM CARD. CONTRACT EXECUTED AND IN HAND SHOULD BE ATTACHED ALONGWITH TENDER FORM).
Certified that all the terms and conditions mentioned in the Tender form are accepted to me/us.

SIGNATURE OF TENDERER



भारत सरकार

मानव संसाधन विकास मंत्रालय
केन्द्रीय विद्यालय दतिया (म.प्र.)

दूरभाष : 07522-237361

ई-मेल : kvdatia@gmail.com

पता : झाँसी रोड दतिया (म.प्र.) 475661

वेबसाइट : www.datia.kvs.ac.in

“हमेशा हिन्दी में पत्र व्यवहार करके देश का गौरव बढ़ाएँ”

फा०सं०-99 /केवि दतिया/2020-21/

दिनांक :- 28/01/2020

**TENDER
FOR CANTEEN SERVICES AT
KENDRIYA VIDYALAYA DATIA MP 475661**

LAST DATE OF SUBMISSION: 17-02-2020 BY 2:00 PM
DATE OF OPENING TENDER: 17-02-2020 AT 3:00 PM

INTRODUCTION

A Canteen exists in the premises of Kendriya Vidyalaya, Datia, MP. This tender is intended for the catering services for the students, staff and authorized visitors/ students in Kendriya Vidyalaya, Datia, MP.

The terms - 'KV' shall mean the Kendriya Vidyalaya, Datia, MP, the Principal shall mean the Principal of Kendriya Vidyalaya, Datia, MP. "Contractor"/"Tenderer" shall mean the person/ firm who is awarded this contract by KV to run the canteen in the KV on contract, as per prescribed terms and conditions of the contract.

The day-to-day working of the canteen will be watched by a Committee of the Vidyalaya.

SCOPE

The Contractor is required to supply tea, coffee, lunch, dinner and snacks etc, as and when required, to students, staff and visitors. The Canteen shall remain open on all working days including vacations and breaks. In addition to above, the canteen will also cater to the needs of participants in various training/meetings/ Meets/ Camps organized in the KV from time to time during the specified period including holidays, if any. *There shall be no restriction on number of students/ staff at any occasion as the Contractor shall be bound to serve meals, etc to any number of students.*

TERMS AND CONDITIONS

1. **Rent and Licence Fee:** Existing infrastructure within the canteen premises will be provided by the KV at a nominal Licence Fee of **Rs.500/-** per month and Rent **1500/-** per month. There shall be no relaxation on Licence Fee due to holidays/ breaks *minimum* except the period of Summer vacations during May & June. License fee shall be charged on proportionate rates during May & June. The License Fee and Rent shall have to be paid by the Contractor **in advance**.
2. The Contractor will have to make arrangement for cleanliness of canteen and its surroundings to the satisfaction of the KV. The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste.
3. The Contractor shall arrange for items i.e crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking store etc and items of similar nature of goods quality as approved by the KV at his own cost and maintain the said items in proper and hygienic conditions for due discharge of obligations in respect of running of canteen.
4. The timings of the canteen will be as prescribed by the KV from time to time subject to change. Skeleton services should also be provided beyond office hours.
5. Meals, Snacks & tea should be compulsory provided from Canteen in the meetings, Meets, Camps, etc, as and when required *on approved rates of KV*.
6. **There shall be no restriction on number of students/ staff at any occasion. It may be for 01 student or for any number of students at any occasion and the Contractor shall have to be provided with meals at approved rates during the currency of contract.**
7. The Contractor shall employ only such persons as are declared medically fit. No employee will be under the age of 14 years. **There should be a lady, at the sales counter of the Canteen to deal with the students and, girls in particular.**
8. Only cooking gas is to be used in the Canteen which is to be arranged by the contractor, himself.
9. The contractor shall not use any such electric appliance for the purpose of boiling or cooking in the canteen.
10. The contractor will be fully responsible for the repair/maintenance, cleanliness, breakage and damage done to the building and sanitary, electrical and any other fittings and fixtures installed in the space provided to him by the KV for the purpose of preparing lunch, tea and coffee. Furniture, if any provided to the contractor will be maintained properly. Any loss/damages (including repairs) to the same will have to be made good by the Contractor at his cost.

12. Materials used for cooking purpose- tea, coffee, spices, food stuffs, vegetable, etc. should be of good quality.

The KV reserves the right to inspect the materials at any time.

13. The contractor will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by concerned local authorities and to the satisfaction of the KV.

14. The **rate list and menu** as approved by the KV should be displayed conspicuously, daily. The contractor may sell other food items *only after approval of the Vidyalyaya* at or below the prevailing market rates.

15. The size and weight including quality of the various items should be approved by the KV. No new items would be introduced without approval of the KV. No rate will be revised without the approval of the KV.

16. The material being used in the Canteen should be of approved quality (Agmark, etc).

17. The contractor will have to employ the required staff at his own cost and bear all the statutory and other liabilities for running the canteen. The KV shall not bear any expenditure, whatsoever, on the staff employed by the Contractor.

18. The KV shall not in any manner be treated as the employer of these employees or concerned with the terms of their employment or conditions of their services since the relationship of employer and employees shall always be considered to be between the contractor and such persons as will be employed by him. While engaging his employees the contractor will make these conditions clear to them categorically and in writing, and their acceptance of these terms shall be communicated to the KV also.

19. The contractor shall be fully responsible for any compensation etc. in case of any injury/casualty or mishap to any employees of the Canteen during canteen working hours.

20. Under no circumstances any of the contractor's employees will stay in the KV premises beyond canteen hours after closing the canteen. The Contractor will ensure that the canteen is properly locked and secured during closed hours of the KV. The access to the space allotted to the contractor will be as per the conditions and in the mode as prescribed and regulated by the KV from time to time which will be binding on him and his employees. The KV reserves the right to inspect the premises allotted to the contractor at any time.

21. The contractor shall not entertain any orders, or supply from outside KV.

22. The Contract will be for one year to start with from the date of signing the agreement and agreement may be renewed by the KV on such terms and conditions as may mutually be agreed upon between the parties. The KV reserves the right to terminate the contract at any time after giving **one months'** notice, if the KV is not satisfied with the working of the said contractor. The Contractor, if so desires, may seek termination of the contract by giving written notice of not less than **three months** duration during the agreement period. The Contractor shall have to vacate the canteen on the day of termination of contract.

23. The Contractor will, at all times, ensure disciplined, decent and courteous behavior by him/his employees while they remain in premises of KV. In case, any of his employees indulges in any act of indiscipline, misbehavior or slogan shouting or indulges in violent act(s) or abets others in doing so and if it is pro Upper Camp facie proved, the contractor shall remove the employee concerned from the premises immediately on receipt of written communication from the authorities which will be duly acknowledged by the Contractor.

24. Under exceptional circumstances, the KV reserve the right to change any term and condition, as and when warranted.

25. In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the Principal, Kendriya Vidyalaya, Datia, MP will be final and binding.

26. The Contractor will be required to execute an agreement in the prescribed form in this behalf in case the contract is awarded.

28. Priority will be given to contractor with experience of running a Canteen of School/ educational institute for at least 02 years. The Contractor shall have to submit the latest experience and Performance certificates of last 02 years of latest contracts issued by the concerned departments in the prescribed proforma along with the tender.

29. Every tender should be accompanied by a demand draft of Rs **5,000/- (Rupees five thousand only)** as **Earnest money** drawn in favour of VVN A/C Kendriya Vidyalaya, Datia, MP. This amount will be refunded without interest to unsuccessful bidder, after finalization of contract or within one month of closing date of Tender. In case of award of contract to the successful bidder, the amount shall be adjusted towards the amount of Security Deposit which shall be payable at the rate mentioned below will be refunded without interest, when the contract is over and canteen premises are handed over to the KV and all dues from the contractor are settled.

30. The Contractor to whom the above terms and conditions are acceptable shall submit the complete tender forms to this KV through **SPEED POST/ REGISTERED POST/ PER BEARER** in sealed cover so as to reach in the KV on or before **17-02-2020 BY 2:00 PM** The tenders will be opened on the same day at **3.00 PM** in the chamber of Principal, Kendriya Vidyalaya, Datia, MP in the presence of representatives of the Tenderers, if any.

31. The Contractor will not further sub-contract the contract to any other party. In case the contractor is found having sub-contracted this contract, the contract will be terminated without any notice and security deposit will be forfeited.

32. If any case the contractor violates the terms and conditions of the contract the Bid Security/ Earnest money will be forfeited.

33. The contractor should follow the instructions on Maintenance of hygiene in Canteen as per OM No 10/1/2010-Dir (C) dated 10.08.2010 issued by Govt. of India, Ministry of Personnel, P G & Pensions, Department of Personnel & Training .

34. The Principal reserves the right to reject any or all the tenders without assigning any reason.

ANNEXURES ARE ALSO ENCLOSED HEREWITH FOR GIVING RATES OF EATABLE ITMES.

(PRINCIPAL)

FINANCIAL PACKAGE

The Tenderers are requested to quote their rates of standard lunch and snacks items in the following Performa against the base rates.

SI. No	Items	Quantity with Weight etc.	Tenderer Rate (Rs.)
1.	Hot Tea	One Cup (125ml)	
2.	Hot Tea (Dip)	One Cup (125ml)	
3.	Hot Coffee	One Cup (150ml)	
4.	Samosa / Aloo Bonda	50 gms	
5.	Bread Pakoda	50 gms	
6.	Paneer Pakoda	80 gms	
7.	Kachori Without sabzi	02 pcs	
8.	Kachori With sabzi	02 pcs	
9.	Band Samosa	01 pcs	
10.	Pakori (patato, Onion & mix Veg.)	1 Kg	
11.	Gulab Jamun	50 gms	
12.	Balu Shahi	50 gms	
13.	Besan Ladoo	50 gms	
14.	Burfi Kaju Katli	250 gms	
15.	Sambar Vada (01 piece)	100 gms with sambhar	
16.	Idli (01 piece)	100 gms with sambhar	
17.	Masala Dosa with sambhar and chatni	01 piece	
18.	Plain Dosa with sambhar	01 piece	
19.	Ordinary Lunch	4 Tawa roti, ½ plate Rice, 01 Vegetable, 01 dal, Salad	
20.	Special Lunch	4 Tawa roti, ½ plate Pulao, 01 Paneer Vegetable, 01 dal, Salad, Papad, sweet	
21.	Canteen Rent	Per month (Rs. 1500/- minimum)	
22.	Electricity Charge	Charged separately as per meter reading consumed during the month	