

F.Tender/2023-24/KV 3 ASR /kv No 3 Amritsar

Dated:-_____

**TENDER
FOR CANTEEN SERVICES AT
KENDRIYA VIDYALAYA, NO 3 AMRITSAR CANTT**

LAST DATE OF SUBMISSION: 20-03-2023 BEFORE 12.00 NOON
DATE OF OPENING TENDER: 20.03.2023 AT 2.00pm

INTRODUCTION

A Canteen exists in the premises of Kendriya Vidyalaya, No 3 Amritsar Cantt. This tender is intended for the catering services for the students, staff and authorized visitors/ students in Kendriya Vidyalaya, No 3 Amritsar Cantt.

The terms - 'KV' shall mean the Kendriya Vidyalaya, No 3 Amritsar Cantt, the Principal shall mean the Principal of Kendriya Vidyalaya, No 3 Amritsar Cantt. "**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. The Building for canteen will be provided on rent by the School. The contractor will be responsible for proper handling and safe custody. Repair and maintenance of the equipment's will be carried out by the contractor and he will not claim any reimbursement of expenses on this account. There shall be no relaxation on License Fee due to holidays/ breaks except the period of Summer vacations during May & June. License fee shall be charged on proportionate rates during May & June as per bill issued by MES authorities. The License Fee 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 contractor will have to provide employees in proper uniforms for service in the canteen as also for the service in Principals chamber and dining hall of the KV, as and when required.
5. 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.
6. Meals, Snacks & tea should be compulsory provided from Canteen in the meetings, Meets, Camps, etc, as and when required *on approved rates of KV*.
7. **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.**
8. 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.

9. Only cooking gas is to be used in the Canteen which is to be arranged by the contractor, himself.

10. The contractor shall not use any such electric appliance for the purpose of boiling or cooking in the canteen.

11. 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. **List of items** to be provided in the Canteen is enclosed as **Annexure-III**. However, this list is subject to modification by the KV, from time to time.

13. 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.

14. 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.

15. 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 Vidyalaya* at or below the prevailing market rates.

16. 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.

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

18. 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.

19. 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.

20. 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.

21. 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.

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

23. 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 **one months** duration during the agreement period. The Contractor shall have to vacate the canteen on the day of termination of contract.

24. 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 Cantt 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.

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

26. In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the Principal, KV, No 3 Amritsar will be final and binding.

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

28. The Contractor should have 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 alongwith the tender.

29. Every tender should be accompanied by a demand draft of **Rs5,000/- (Rupees five thousand only)** as **Earnest money** drawn in favour of **Kendriya Vidyalaya, No 3 Amritsar**. 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 and additional amount of **Rs.15,000/-** shall be remitted by the concerned firm total being **Rs 20,000/- (Rupees Twenty thousand only) as Security Deposits**. This amount of Security Deposit i.e. **Rs.20,000/-** 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 **20.03.2023 BY 12.00 NOON** The tenders will be opened on the same day at **2.00 PM** in the chamber of Principal, Kendriya Vidyalaya, No 3 Amritsar 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 & KVS Guidelines .

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)

ON THE LETTER PAD OF THE FIRM/ CONTRACTOR

ANNEXURE-I

TENDER FORM FOR RUNNING VIDYALAYA CANTEEN

SPEED POST/ REGD. POST/ BY HAND

Dated:.....

The Principal
Kendriya Vidyalaya,
No 3 Amritsar Cantt.

Sub :- Tender for running Vidyalaya Canteen in KV, No 3 Amritsar

Sir/ Madam,

I am submitting herewith the tender for providing canteen services in the canteen of KV, No 3 Amritsar. The brief details of the firm are as under:-

1. Name of Proprietor: Shri/ Smt/ Km.
2. Name of firm/ agency:
3. Address (Photocopy of proof enclosed):
-
-
-PIN.....
-
4. Registration No. / Licence No. (Photocopy enclosed).....
5. Sales Tax No. (Photocopy enclosed)
6. PAN Card No. (Photocopy enclosed).....
7. FSSAI certificate No (Photocopy enclosed).....
8. Year of establishment :

9. Details of contracts executed **during last 02 years: 2020-21 & 2021-22**
(Please give details of contract executed alongwith documentary proof of **experience and Performance of last 02 yrs**, thereof)

Sl. No.	Name of Organization/ firm	Nature of work	Govt/ Semi Govt/ Private	Period of contract (Date from – Date to)
i.				
ii				

10. **Man power/ Resources** available:

11. Bid Security / Earnest Money Deposit: DD No..... Date.....
For **Rs 5,000/-** only in favour of ‘Kendriya Vidyalaya, No 3 Amritsar is enclosed.

12. Details of **Tender Form fee** deposited : Receipt No..... dated..... /
DD No..... dated.....for **Rs. 100/- (in case tender form downloaded from website)**.

13. ATTESTED COPIES OF REGISTRATION CERTIFICATE/ LICENCE, SALES TAX, PAN CARD, EXPERIENCE AND CONDUCT CERTIFICATES OF CONTRACTS EXECUTED ARE ATTACHED ALONGWITH TENDER FORM.

I / We have gone through the tender documents carefully and understood the same and the list of items to be served in canteen. I also undertake that all the terms and conditions mentioned in the Tender are acceptable to me/us.

SIGNATURE OF TENDERER.....

Name.....

Name of firm:

Address:

Mob.No.Tele No.....

NAME OF THE FIRM.....

SEAL OF THE FIRM.....

ANNEXURE-II

NAME OF FIRM/ CONTRACTOR:

ADDRESS:

I have read the terms & conditions of the Tender and have understood the same and agreed. Details of items to be served in the Canteen have also been understood and agreed.

The latest experience and conduct certificate from the concerned office/ institute have been attached with the tender.

I/We undertake that performance & conduct of our firm/ agency has been satisfactory to the concerned institutions/schools of latest contracts.

Date:

SIGNATURE OF THE TENDERER

SEAL.....

KENDRIYA VIDYALAYA NO 3 AMRITSAR CANTT

1. Name of the Tenderer : _____
2. Address : _____
3. Registration/Licence No : _____
(attested Photostate copies of license issued by the local authority should be attached or copy of the letter pad)
4. Sales Tax No >(Attested Photocopy of Sales tax Certificate should be attached : _____
5. Year of establishment : _____
6. Contracts executed till date ☺Name thereof) : Govt/Semi Govt/Pvt) :
(a) _____
(b) _____
(c) _____
(d) _____
7. Present assignment in hand : Govt/Semi Govt/Private :
(a) _____
(b) _____
(c) _____
(d) _____
8. Amount of rent to be paid to the school every month :
Rs. _____ (Rupees _____)
9. All items and conditions, as mentioned in the tender form are acceptable to me/us.

Date :

(Signature with stamp of tenderer)

Annexure-III

Name of firm/ contractor:.....

Address:

RATE LIST OF ITEMS

(ITEMS TO BE SERVED IN CUPS, BOTTLES, GLASSES, THALI, as the case may be)

Note: 1. All grocery items being used in Canteen should be of approved grade (Agmark, etc).

S. No	Item	Quantity with weight etc.	Rate to be quoted by the Tenderer
1	Hot Coffee	One cup (125 ml.)	Rs.per cup
2	Hot Tea	One cup (125 ml.)	Rs. Per cup
3	Samosa	60gms	Rs..... per Pc
4	Bread Pakora	100gms	Rs..... per Pc.
5	Cutlets	60gms	Rs..... per Pc.
6	VadaSambhar and Chutney	1 plate	Rs..... per Pc.
7	Parantha with Vegetables (Seasonal)	02 Plate + vegetables	Rs..... per Pc.
8	Vegetable parantha/ AlooParantha,Gobhi,Muli etc.	Plate containing one parantha with chutney/ tomatoketchup/pickle	Rs..... per Pc.
9	Puri with AalookiSabji	6 Puri with dry aloosabji	Rs..... per Plate/ Pack
10	Chhole - Bhature	2 bature+01 plate chole	Rs..... per Plate
11	Working Lunch	One dish of paneer,Oneveg,Channa/ Dal,curdRaitaPullao/Rice(Basmatiaa),chapatai	AS PER KVS GUIDELINE
12	Rajma/Chole/Kadhi with Rice	01 full Plate	Rs..... per Plate

13	Packed Juices	Per Bottle	At MRP or Less.
14	Morning Tea	01 Cup for escort only.	
15	Break Fast(For students and escort teachers)	- Milk full cream(Branded) - Fresh Prepared Breakfast like Idli ,Sambhar,Aloo-Poori,Paratha,Upma etc. - (As per required)	
16	LUNCH (for students& escort teachers) (any number)	CHAPATI, RICE, SWEET#, ANY DAL/ RAJAMA / CHANA, SEASONAL MIXED VEGETABLE, SALAD PAPAD, PICKLES AND, PANEER (Min.100 gmPaneer) FOR VEGETARIANS ,CHICKEN/MUTTON/ FISH (Min 200 gm Non-Veg)FOR NON-VEGETARIANS #Sweet (GulabJamun/ Rasgulla: Ice Cream,Kheer	Only consolidated amount for the meals: for s. no 15-19) has to be mentioned by the firm.
17	EVENING SNACKS (for students& escort teachers) (any number)	JUICE: 200 ml WITH SNACKS (Sandwich/ Samosa/ Bread -Pakora / Paneer-Pakora, etc.)	
18	DINNER (for students& escort teachers) (any number)	CHAPATI, RICE BASMATI, SWEET#, ANY DAL/ RAJAMA / CHANA, SEASONAL MIXED VEGETABLE, SALAD PAPAD, PICKLES AND PANEERFOR VEGETARIANS/ CHICKEN/ MUTTON/ FISH OR NON-VEGETARIANS #Sweet (GulabJamun/ Rasgulla: Min.45gms) Kheer etc.	
19	Milk Full Cream –Branded (for students& escort teachers) Bed time.	200 ml	

Date:

Signature of tenderer.....

Name:.....

SEAL OF THE FIRM/ CONTRACTOR.....

(TO BE FURNISHED ON THE LETTER PAD OF CONCERNED DEPARTMENT)

Annexure-IV

TO WHOM SO EVER IT MAY CONCERN

Certified that M/S.....
have run the Canteen in this office/ institution
w.e.f..... to and that during
this period of contract, the **WORK** and
PERFORMANCE of the contractor and his staff was
..... (**POOR/ GOOD/ VERY
GOOD/ OUTSTANDING**).

SIGNATURE OF THE AUTHORISED SIGNATORY.....

Name of officer:

Telephone/ Mobile No

SEAL OF THE FIRM.....

CHECK LIST

1. The Tender document contains **total 13 Pages** in all and also contains Annexure –I to IV.
2. Annexure-I should be necessarily written on the letter pad of concerned firm/ contractor.
3. Page No. 7 to 13 duly signed in and completed in all respect should be submitted by the contractor/ firm as tender document.
4. All the Pages of Tender are **signed at the bottom of each page** by the Contractor/ Authorized signatory of the Agency/firm and Seal of the Agency/firm/ contractor has been put under the signatures.
5. The Contractor/ Agency/firm is registered with the concerned State Authorities/ Central Authorities. Copies of **Registration Certificate/ Licence Certificate/FSSAI CERTIFICATE**, duly attested, are to be submitted with the tender.
6. The Contractor/ Agency/ firm has a valid **PAN** number. Copy of the PAN Card has been submitted alongwith the tender.
7. Attested Copy of latest **Work& Performance Certificates with grading** issued by Educational Institute related to contracts of last 02 years, in prescribed proforma, duly signed and issued by the concerned departments should be enclosed.
8. A Demand Draft of **Rs. 500/-** in favour of ‘*VVN ACCOUNT Kendriya Vidyalaya, No 3 Amritsar*’ has been submitted with the Tender documents towards cost of tender if the tender documents have been downloaded from the KV website.
9. A Demand Draft of **Rs. 5000/-** in favour of ‘*VVN ACCOUNT Kendriya Vidyalaya, No 3 Amritsar*’ has been submitted with the Tender documents towards Earnest Money.
10. Annexure-I to Annexure-IV are submitted in a **Sealed Cover** to the Principal, Kendriya Vidyalaya, Kendriya Vidyalaya No. 3 Amritsar before the closing date & time.
11. “**Tender for Vidyalaya Canteen**” is written on the top of the sealed cover/ envelop.