

PM SHRI KENDRIYA VIDYALAYA OCF

Sector-29B, Chandigarh

TENDER NOTICE

F. No.: 19/KV OCF/2024-25

Date: 18.12.2025

1. INTRODUCTION

A Canteen exists in the premises of **PM SHRI Kendriya Vidyalaya OCF, Sector-29, Chandigarh**. This tender is invited for providing **canteen and catering services** to the students, staff and authorised visitors of the Vidyalaya.

The term “**KV**” shall mean *PM SHRI Kendriya Vidyalaya OCF, Sector-29, Chandigarh*.

The term “**Contractor / Tenderer**” shall mean the person or firm awarded the contract to run the canteen on contract basis.

The day-to-day functioning of the canteen shall be supervised by a **Canteen Committee** of the Vidyalaya.

2. SCOPE OF WORK

The Contractor shall supply **tea, coffee, snacks, lunch, dinner 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, the canteen shall cater to the requirements of participants in **meetings, training programmes, camps, sports meets, etc.**, organised by the Vidyalaya from time to time, including holidays, if required.

Note:

The successful bidder shall deposit the canteen rent on selection.

Payment for items shall be made directly by students and staff as per requirement.

There shall be **no restriction on the number of students/staff**, and the contractor shall be bound to serve meals to any number.

3. TERMS AND CONDITIONS

3.1 License / Rent Fee

- a) Existing canteen infrastructure shall be provided by the Vidyalaya on monthly license fee (rent) basis.
- b) The minimum reserve rent shall be ₹3,500/- (Rupees Three Thousand Five Hundred only) per month.
- c) The contract shall be awarded to the bidder quoting the maximum monthly rent, subject to fulfillment of all eligibility conditions, terms and satisfactory evaluation by the Vidyalaya.

- d) The monthly rent shall be paid in advance.

No relaxation in rent shall be admissible except during summer vacation (May–June), during which rent shall be charged on a proportionate basis.

3.2 Cleanliness & Waste Disposal

- 2. The contractor shall make arrangements for **cleanliness of the canteen and surroundings** to the satisfaction of the KV.

Safe and hygienic disposal of canteen waste shall be the contractor's responsibility.

3.3 Equipment & Materials

- 3. The contractor shall arrange crockery, utensils, boilers, juice machines, cooking gas cylinders, cooking stores, etc. at his/her own cost and maintain them in hygienic condition.

3.4 Uniform & Service Staff

- 4. The contractor shall provide employees in **proper uniform** for canteen services and for service in the **principal's chamber and dining hall**, as and when required.

3.5 Timings

- 5. The timings of the canteen shall be prescribed by the KV from time to time and are subject to change.

3.6 Mandatory Supply During Events

- 6. Meals, snacks and tea shall be **compulsorily provided** during meetings, camps, training programmes, etc. at **approved rates**.

3.7 No Restriction on Quantity

- 7. There shall be no restriction on the number of students/staff to be served at any time during the contract period.

3.8 Labour & Medical Fitness

- 8. The contractor shall employ only **medically fit persons**.

No employee shall be **below 14 years of age**.

There shall be a **lady staff member at the sales counter**.

3.9 Cooking Gas

- 9. Only **LPG cooking gas** shall be used, to be arranged by the contractor.

3.10 Electric Appliances

- 10. Use of **electric appliances for cooking or boiling** is strictly prohibited.

3.11 Maintenance of Premises

- 11. The contractor shall be fully responsible for **repair, maintenance, cleanliness, breakage and damage** to the building, sanitary, electrical fittings and furniture.

Any loss/damage shall be made good at contractor's cost.

3.12 Items List

- 12. List of eatables to be provided is enclosed as **Annexure-I**, subject to modification by KV.

3.13 Quality of Food

13. Raw materials used shall be of **good quality**.

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

3.14 Fire Safety

14. The contractor shall take all precautions against fire hazards and comply with local authority rules.

3.15 Rate List & Menu

15. Approved **menu and rate list** shall be displayed prominently.

Sale of other items shall require prior approval and must be at or below market rates.

3.16 Size, Weight & Rates

16. Size, weight and quality of items shall be approved by KV.

No new item or rate revision without approval.

3.17 Approved Quality Standards

17. Materials used shall be of **approved quality (Agmark, etc.)**.

3.18 Staff Liability

18. The contractor shall employ staff at his/her own cost and bear all statutory liabilities.

KV shall not bear any expenditure on staff.

3.19 Employer–Employee Relationship

19. KV shall not be treated as employer of canteen staff.

3.20 Compensation

20. The contractor shall be responsible for any compensation in case of injury or mishap to staff.

3.21 Security of Premises

21. Contractor's staff shall not stay beyond canteen hours.

The canteen shall be properly locked after working hours.

3.22 Outside Supply

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

3.23 Contract Period & Termination

23. Contract shall be for **one year**, extendable.

KV may terminate with **one month's notice**.

Contractor may terminate with **three months' notice**.

3.24 Discipline

24. Contractor shall ensure disciplined behaviour of staff.

Indiscipline may lead to removal of staff.

3.25 Modification Clause

25. KV reserves the right to modify any term and condition.

3.26 Dispute Resolution

26. Decision of the **Principal** shall be final and binding.

3.27 Agreement

27. The contractor shall execute an agreement in prescribed form.

3.28 Sub-Contracting

28. Sub-letting is strictly prohibited. Violation shall lead to termination and forfeiture.

3.29 Forfeiture

29. Violation of conditions shall result in forfeiture of Bid Security/EMD.

3.30 Hygiene Guidelines

30. Contractor shall follow Govt. of India hygiene instructions (DoPT OM dated 10.08.2010).

3.31 Right to Reject

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

3.32 KVS HQ Guidelines

32. KVS HQ guidelines on providing wholesome and nutritious food shall be strictly followed.

TENDER NOTICE

(For Canteen Service)

Sealed tenders are invited from **eligible and experienced contractors/agencies** for running the **School Canteen Service at PM SHRI Kendriya Vidyalaya OCF, Sector-29, Chandigarh** for a period of **one year**, as per the terms and conditions of **Kendriya Vidyalaya Sangathan (KVS)**.

Eligibility Conditions:

1. Minimum **02 years' experience** in running canteen/catering services in Government / Semi-Government / PSU / Educational Institutions.
2. Possession of valid **FSSAI Registration/License, GST Registration and PAN Card**.
3. The tenderer should **not be blacklisted** by any Government / Autonomous organisation.
4. Must comply with all **health, hygiene and safety norms** prescribed by KVS and local authorities.

Tender Document:

The detailed tender document can be **downloaded from the Vidyalaya website**.

Completed tenders in sealed cover, superscribed

"Tender for Canteen Service – PM SHRI KV OCF, Sector-29, Chandigarh",

must reach the Vidyalaya **latest by 31.12.2025**.

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

Principal

PM SHRI Kendriya Vidyalaya OCF

Sector-29, Chandigarh

निविदा सूचना

(कैंटीन सेवा हेतु)

पीएम श्री केंद्रीय विद्यालय ओ.सी.एफ., सेक्टर-29, चंडीगढ़ में विद्यालय कैंटीन सेवा के संचालन हेतु योग्य एवं अनुभवी ठेकेदारों/एजेंसियों से एक वर्ष की अवधि के लिए, केंद्रीय विद्यालय संगठन (KVS) की शर्तों के अनुसार सीलबंद निविदाएँ आमंत्रित की जाती हैं।

पात्रता शर्तेः

- सरकारी / अर्द्ध-सरकारी / सार्वजनिक उपक्रम (PSU) / शैक्षणिक संस्थानों में कैंटीन/कैटरिंग सेवा संचालन का न्यूनतम 02 वर्ष का अनुभव।
- वैध FSSAI पंजीकरण/लाइसेंस, GST पंजीकरण एवं PAN कार्ड होना अनिवार्य।
- निविदाकर्ता किसी भी सरकारी / स्वायत्त संस्था द्वारा ब्लैकलिस्टेड नहीं होना चाहिए।
- KVS एवं स्थानीय प्राधिकरणों द्वारा निर्धारित सभी स्वास्थ्य, स्वच्छता एवं सुरक्षा मानकों का पालन अनिवार्य।

निविदा दस्तावेज़ः

विस्तृत निविदा दस्तावेज विद्यालय की वेबसाइट से डाउनलोड किया जा सकता है।

पूर्णतः भरी हुई निविदा सीलबंद लिफाफे में, जिस पर स्पष्ट रूप से “कैंटीन सेवा हेतु निविदा - पीएम श्री के.वि. ओसीएफ, सेक्टर-29, चंडीगढ़” अंकित हो, दिनांक 31.12.2025 तक विद्यालय कार्यालय में पहुँचा दी जानी चाहिए।

विद्यालय के प्रधानाचार्य को बिना कोई कारण बताए किसी भी अथवा सभी निविदाओं को स्वीकार अथवा अस्वीकार करने का अधिकार सुरक्षित है।

प्रधानाचार्य

पीएम श्री केंद्रीय विद्यालय ओसीएफ
सेक्टर-29, चंडीगढ़

RATE LIST OF ITEMS

(Items to be served in cups / glasses / bottle / thali, as applicable)

Note: All grocery items used in the canteen should be of **approved grade (Agmark, etc.)**

A. Tea / Snacks / Breakfast Items

S. No.	Item	Quantity / Specification	Rate to be quoted by Tenderer
1	Hot Coffee	One cup (125 ml)	Rs. _____ per cup
2	Hot Tea	One cup (125 ml)	Rs. _____ per cup
3	Samosa	Per piece (Approx. 60 gms)	Rs. _____ per piece
4	Bread Pakora	Per piece (Approx. 100 gms)	Rs. _____ per piece
5	Cutlets	60 gms	Rs. _____ per piece
6	Vada Sambhar with Chutney	1 plate	Rs. _____ per plate
7	Plain Paratha with Vegetables (Seasonal)	2 plain parathas + vegetables	Rs. _____ per plate
8	Vegetable Paratha (Aloo/Gobhi/Muli etc.)	1 paratha with chutney/ketchup/pickle	Rs. _____ per plate
9	Puri with Aloo ki Sabji	4 puris (small size) + dry aloo sabji	Rs. _____ per plate
10	Chhole-Bhature	2 bhature + 1 plate chhole	Rs. _____ per plate

B. Meals / Lunch Items

S. No.	Item	Quantity / Specification	Rate
11	Working Lunch	Paneer dish (1), Veg dish (1), Channa/Dal, Curd/Raita, Pulao/Rice (Basmati), Chapati	Rs. _____
12	Rajma / Chhole / Kadhi with Rice	1 full plate	Rs. _____ per plate

C. Beverages & Milk Products

S. No.	Item	Quantity	Rate
13	Packed Juices	Per bottle	Rs. _____
14	Morning Tea	1 cup per person	Rs. _____

19	Milk Full Cream (Branded) – Bed Time	200 ml	Rs. _____
27	Packed Lassi	180 ml	Rs. _____
28	Packed Buttermilk	180 ml	Rs. _____
29	Flavoured Milk	200 ml	Rs. _____

D. Students / Escort Teachers – Meal Packages

S. No.	Category	Details	Rate
15	Breakfast	Milk full cream (Branded), Idli/Sambhar/Aloo-poori/Paratha/Upma etc. (as required)	Rs. _____
16	Lunch	Chapati, Rice, Dal/Rajma/Chana, Seasonal vegetables, Salad, Papad, Pickles, Paneer (Min. 100 gms), Sweet	Rs. _____
17	Evening Snacks	Juice (200 ml) + snacks (Sandwich/Samosa/Bread-Pakora/Paneer-Pakora etc.)	Rs. _____
18	Dinner (Veg)	Chapati, Basmati Rice, Dal/Rajma/Chana, Mixed veg, Salad, Papad, Pickles, Paneer	Rs. _____
18(a)	Dinner (Non-Veg)	Chicken/Mutton/Fish + Sweet (Min. 45 gms) / Kheer	Rs. _____

E. Bakery / Ice-Cream / Other Items

S. No.	Item	Quantity	Rate
20	Biscuits	100 gms per packet	Rs. _____
21	Ice Cream Cup	120 ml	Rs. _____
22	Ice Cream Cone	1 piece	Rs. _____
23	Patty	Per piece	Rs. _____
24	Pastry (Pineapple / Strawberry / Chocolate etc.)	Per piece	Rs. _____
25	Paneer Pakoda (with Sauce/Chutney)	Per piece	Rs. _____
26	Mix Pakoda (with Sauce/Chutney)	Per 100 gms	Rs. _____

Signatures