

# **TENDER DOCUMENT**

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

Sir/Madam,

Please find enclosed herewith the tender documents for providing catering services at PM SHRI PM SHRI PM SHRI Kendriya Vidyalaya KNN Ghaziabad. Tender duly filled, signed and stamped in sealed cover addressed to the Principal, PM SHRI Kendriya Vidyalaya Kamla Nehru Nagar Ghaziabad, 201002, Uttar Pradesh should reach latest by 12:00 hrs. on 10.03.2025. The tender will be opened on 02.30 Hrs on 10.03.2025

In case of any query or clarification related to location, space etc., please feel free to visit the Vidyalaya.

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

**Earnest Money:** Demand draft of Rs 2000/- (Rupees Two Thousand Only) to be paid towards Principal, Kendriya Vidyalaya KNN Ghaziabad.

PRINCIPAL

Encl: Tender Document.

**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)
  - ii)
  - iii)
  - iv)

Earnest Money: Rs 2000 in the form of Demand Draft in favour of Principal KV KNN Ghaziabad

10. Account Number
11. Account IFSC Code
12. Account name
13. Bank name (For Returning EMD)

14. 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 CONTRACT – FOR providing catering services**

**in Kendriya Vidyalaya Kamla Nehru Nagar Ghaziabad 201002**

**(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 providing catering services. A FSSAI Certificate obtained at least 6 months before the date of submission of tender is essential to establish the fact that the bidder has a minimum experience of 6 months.
3. The contractor will be responsible for providing all food items mentioned in Annexure-III.
4. 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.
5. The Contractor will employ adequate number of staff in order to maintain efficiency.
6. All persons engaged by the contractor shall be the contractor's own employees and they will claim no privileges from PRINCIPAL, KV KNN GHAZIABAD. The contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behaviour.
7. 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.
8. 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 hall. The organization will not provide any cleaning materials/dusters, etc. for the same.
9. **Earnest Money (Refundable)**: Rs. 2000/- (Rupees Two Thousand Only) to be paid through demand draft
10. In case of any dispute the decision of Principal, PM SHRI PM SHRI Kendriya Vidyalaya KNN Ghaziabad will be final and binding on the Contractor.
11. All oils, butter, spices and other edible items must be ISI / Agmark approved.
12. 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.
13. The Purchaser will evaluate and compare the quotations determined to be substantially responsive, i.e., which are:
  - a) properly signed, and
  - b) conform to the terms and conditions and specifications.
14. The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. Purchaser will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.

**Award of contract:**
15. The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5 above;

16. The bidder whose bid is accepted will be notified of the award of the contract by the Office prior to expiration of the quotation validity period;
17. The Notification of Award to clearly specify any change in the unit price or any other terms and conditions accepted.
18. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
19. **The successful bidder for rate contract has to deposit performance security of the amount of Rs. 5000/- (Rs Five thousand) in favour of Principal KV KNN Ghaziabad in the form of DD. The performance security will be returned after 30 days of the contract will get expired**

Documents to submit:

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

**Terms and conditions mentioned above are accepted to me.**

Signature of Contractor)

**Witnesses**

1.

2.

**PM SHRI KV Kamla Nehru Nagar Ghaziabad**

**ANNEXURE-III**

A	<p align="center"><b>For Food Items for Occasions/Sports Camp</b></p> <p align="center">Tender will be given on the basis of Gross value of all items not to be compared separately</p>	Amount
1.	<p>Break Fast</p> <p>1. Milk-200 ml or more</p> <p>2. Breads with butter / Jam and Sprouts (Moong/Chana/Moongfali/Rajma/Soyaseed)</p> <p>3. Idli &amp; Vada with Sambhar &amp; Chatni/Dalia/Poha (any one)</p> <p>OR</p> <p>Aloo Parantha, Curd &amp; Pickle</p> <p>OR</p> <p>Puri &amp; Sabji</p> <p>4. Bananas(2 Pcs) or Apple-1 Pcs (Qtn. 100-150 Gm.) OR Seasonal Fruits</p> <p>OR</p> <p>02 Pcs of Eggs (Boiled)</p>	
2.	<p>1- Fruits Juice Packed (100-150 ml.)</p> <p>OR-</p> <p>2- Tea &amp; Biscuits</p> <p>For Official Only</p>	
3.	<p>Lunch</p> <p>1. Chapati (Tawa / Tandoor etc.)</p> <p>2. Rice Pulao (Veg.)</p> <p>3. Daal/Razma/Chhole (Any one)</p> <p>4. Mixed Veg (Seasonal)/Kofta/Beson curry</p> <p>5. Paneer for Vegetarian and Eggs/Fish/Chicken/Mutton curry for non-vegetarian.</p> <p>(ITEMS ARE MANDATORY IN LUNCH &amp; DINNER)</p> <p>6. Soup(Tomato/Vegetable)</p> <p>7. Salad &amp; Pickle mixed</p> <p>8. Papad (Branded) fried/Roasted.</p> <p>9. Curd/Raita (Vegetable) or Boondi</p> <p>10. Sweet dish (Dinner) and Fruits Custard / Kheer (Fruits Apple/Orange/Kinnow in lunch)</p>	
4.	<p>Refreshment (At 5.00 to 5.30 PM)</p> <p>1. Juice (Packed 100-150 ml.)</p> <p>2. Snacks-Sandwich/Samosa/Aaloo Bonda/Paneer Pakora/Patties</p> <p>02 Pcs or more (100-150 Gm.)</p>	

	<p>Dinner</p> <ol style="list-style-type: none"> <li>1. Chapati (Tawa / Tandoor etc.)</li> <li>2. Rice Pulao (Veg.)</li> <li>3. Daal/Razma/Chhole (Any one)</li> <li>4. Mixed Veg (Seasonal)/Kofta/Beson curry</li> <li>5. Paneer for Vegetarian and Eggs/Fish/Chicken/Mutton curry for non-vegetarian.</li> </ol> <p>(ITEMS ARE MANDATORY IN LUNCH &amp; DINNER)</p> <ol style="list-style-type: none"> <li>6. Soup (Tomato/Vegetable)</li> <li>7. Salad &amp; Pickle mixed</li> <li>8. Papad (Branded) fried/Roasted.</li> <li>9. Curd/Raita (Vegetable) or Boondi</li> <li>10. Sweet dish (Dinner) and Fruits Custard / Kheer</li> </ol> <p>(Fruits/Apple/Orange/Kinnow in Lunch)</p>	
5	<p>Sleep Time (Bed Time)</p> <ol style="list-style-type: none"> <li>1. Milk (200-250 ml.)</li> </ol> <p>Or</p> <p>Ice Cream (40-50 ml.) as per feasibilities/Weather to all</p>	
	Gross Value of all the above after adding individually. The Rates will be applicable for Sports meet/ scouts and Guide activities and for teachers also.	

<b>B</b>	<b>Working lunch for staff member/Teachers</b>	
	<ol style="list-style-type: none"> <li><b>1. Two Time Tea with Snacks</b></li> <li><b>2. Lunch</b></li> </ol> <ol style="list-style-type: none"> <li>1. Chapati (Tawa / Tandoor etc.)</li> <li>2. Rice Pulao (Veg.)</li> <li>3. Daal/Razma/Chhole (Any one)</li> <li>4. Mixed Veg (Seasonal)/Kofta/Beson curry</li> <li>5. Paneer for Vegetarian and Eggs/Fish/Chicken/Mutton curry for non-vegetarian.</li> <li>6. Soup(Tomato/Vegetable)</li> <li>7. Green Salad &amp; Pickle mixed</li> <li>8. Papad (Branded) fried/Roasted.</li> <li>9. Curd/Raita (Vegetable/Pineapple or Boondi)</li> <li>10. Sweet dish (Dinner) and Fruits Custard / Kheer (Fruits Apple/Orange/Kinnow in lunch)</li> </ol> <p>The Serving to be made in crockery Bone china plates.</p>	

Signature of the contractor  
Office Seal  
Date: