

# **TENDER DOCUMENT**

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

Sir/Madam,

Please find enclosed herewith the tender documents for providing Canteen 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 30.03.2026. The tender will be opened on 02.30 Hrs on 30.03.2026

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 deposited towards Principal, Kendriya Vidyalaya KNN Ghaziabad and submit the receipt along with the tender.

**A/C Name** -: KENDRIYA VIDYALAYA KNN GZB VIDYALAYA VIKAS NIDHI

**A/C Number** -:588102010002594

**IFSC Code** -: UBIN0558818

**Bank Name** -: UNION BANK OF INDIA

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)

(For Returning EMD)

10. Account Number
11. Account IFSC Code
12. Account name
13. Bank name

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 RUNNING A CANTEEN 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 running a school canteen. 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 supply only such items specifically approved by the PRINCIPAL, KV KNN Ghaziabad and as directed by the CBSE for the school canteen vide letter no . **CBSE/JD (AHA)/Cir/2016 dt January 06, 2016 (enclosed)**
4. The contractor will be responsible for providing all food items mentioned in Annexure-III.
5. The building for canteen will be provided on rent by the school. The contractor will be responsible for proper handling and safe custody of the room. Repair and maintenance of the equipment will be carried out by the contractor and he will not claim any reimbursement of expenses on this account.
6. 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.
7. The Contractor will employ adequate number of staff in order to maintain efficiency.
8. 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.
9. 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.
10. 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 canteen hall. The organization will not provide any cleaning materials/dusters, etc. for the same.
11. Very high standards of hygiene and cleanliness shall be observed in the running of the kitchen, the canteen hall and connected services by the contractor and workers engaged by contractor including those responsible for collection of used utensils and periodic disposal of waste and refuse.
12. The Canteen shall be opened for catering during School hours on all working days and will be closed maximum after one hour after the school is over.
13. The contractor will not take out any articles or stores of the K.V. Premises without a Gate-Pass to be issued by the Canteen in-charge/ Principal. In the event of failure, to supply the

approved items without notice by the contractor, the same will be arranged by the Organization at the Contractor's risk and cost.

14. The Contractor shall at his own cost, effect, as required as per the Act, necessary insurance in respect of the staff and other personnel or persons to be employed or engaged by the Contractor in connection with the rendering of the aforesaid services to Kendriya Vidyalaya KNN Ghaziabad shall comply with the provisions of (Regulation and Abolition) Act, Employees Staff Insurance Act, Workmen's Compensation Act, Payment of wage Act, The Employees Provident Fund and Family Pension Fund Act 1952, the other rules regulations and / or statues that may be applicable to them now or that may be introduced.
15. The contractor will have to furnish the statement showing the names and wages of all the employees to be engaged for Kendriya Vidyalaya KNN Ghaziabad Canteen. Any addition/deletion must be communicated to the Principal, Kendriya Vidyalaya KNN Ghaziabad. At least one out of the all employees should be female.
16. The police verification documents of the persons deployed should be deposited by the contractor within 15 days of deployment to the office of Kendriya Vidyalaya KNN Ghaziabad, otherwise the person will not be allowed to work in the Vidyalaya and the contractor will replace him immediately with the person whose verification is completed.
17. Kendriya Vidyalaya KNN Ghaziabad Shall have the right to search the Contractor's employees at any time while going out of the office premises and there shall be no grievances expressed/felt on this account either by contractor or his employees. The Contractor will issue ID Cards to the contractor's workers in the format approved by Kendriya Vidyalaya KNN Ghaziabad.
18. Kendriya Vidyalaya KNN Ghaziabad representatives reserve the right to take samples of the edibles/raw material from the canteen for the purpose of inspection and testing with a view to maintain the quality. Such samples will however be drawn by authorized person/persons in the manner and as per procedure laid down in Govt. norms.
19. A canteen Management Committee will be nominated by Principal Kendriya Vidyalaya KNN Ghaziabad to inspect and oversee functioning of Canteen with a view to ensure hygiene and sufficient service in the canteen. In case there are repeated failures or lacuna noticed by the committee due to failure of contractor, the In-charge of the Canteen Committee with the approval of the chair can impose a fine up to Rs. 5000/-at one time to be recoverable from bills due to the contractor.
20. Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the canteen premises.
21. **Earnest Money (Refundable)**: Rs. 2000/- (Rupees Two Thousand Only) to be deposited.

22. **Security Deposit:** The successful Contractor will deposit with Kendriya Vidyalaya KNN Ghaziabad a sum of Rs. 10,000/- (Rupees Ten thousand only) as Performance security. The Performance security will be refunded to the contractor on completion of contract. The security deposit will bear no interest.
23. a) The contractor shall not sublet or assign the license or use the space provided for running the canteen for purposes other than running canteen and shall not allow anybody or reside in the licensed premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the canteen nor shall be made or permit to be made any structural additions and alterations to the same without written sanction of the Management.
- b) The contractor shall be responsible for all damages or losses to Kendriya Vidyalaya KNN Ghaziabad property by the contractor himself or his staff and shall be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by an act of God.
- c) Kendriya Vidyalaya KNN Ghaziabad will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the contractor in the canteen premises including kitchen and other rooms.
24. The contractor shall vacate the licensed premises peacefully after the expiry of the licensed period and/or earlier if desired by Kendriya Vidyalaya KNN Ghaziabad and shall hand over the same to the authorized officer along with all furniture, fittings and other articles as may have been provide, from time to time and the decision of **Principal**, Kendriya Vidyalaya KNN Ghaziabad shall be final and binding upon the contractor. The Contractor shall be free to remove without any damage to the Kendriya Vidyalaya KNN Ghaziabad property like furniture, fittings, crockery, cutlery, utensils and other articles that might have been brought by the Contractor.
25. In case of any dispute the decision of Principal, Kendriya Vidyalaya KNN Ghaziabad will be final and binding on the Contractor.
26. The Contractor has a bare permission only to run a canteen in the Kendriya Vidyalaya KNN Ghaziabad premises during the contract period and nothing contained in this document shall be construed as demise in law of the said Kendriya Vidyalaya KNN Ghaziabad premises or any part thereof and shall not give any legal title or interest to the Contractor.
27. The vendor preferably should have working experience in catering or running of canteen in various offices at least of 6 months.
28. The Canteen Contractor will arrange all crockeries /utensils, Gas connection, oven, Microwave, Fridge, Mixer grinder, dustbins or any other gadgets/ equipment for the purpose of making serving food items.
29. The Contractor shall make all standard seating arrangements at own cost if required.

30. Vidyalaya shall provide the basic amenities like water and electrical fittings, Basin and the room for canteen. All other fixtures and fittings shall have to be arranged by the contractor.
31. The Contractor shall have to pay the Room Rent including charge of Electricity and Water as decided by the Vidyalaya authority
32. The contractor shall have to arrange a proper and scientific method for smoke outlet and garbage disposal. No garbage will be disposed at other than the specified place of the Vidyalaya campus. It will be sole and prime responsibility on the part of the contractor to keep the surrounding of the canteen clean and hygienic. No water logging at the outlets shall have to be cleared immediately.
33. All oils, butter, spices and other edible items must be ISI / Agmark approved.
34. All packed food like biscuits/ cakes etc. to be sold as per MRP only.
35. No such packed food like chips, kurkure etc. as desired & forbidden by the authority of the Vidyalaya shall be allowed to sell in the canteen.
36. 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.

**Evaluation of quotations:**

37. 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.
38. 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:**

39. 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;
40. 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;
41. The Notification of Award to clearly specify any change in the unit price or any other terms and conditions accepted.

42. 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.
43. **The contractor shall be required to pay a monthly rent as per quoted amount and electricity and water bill as per meter reading throughout a period of contract except for Vacation.**
44. (h) **The successful bidder has to deposit performance security of Rs 10000/- (Rs Ten Thousand) in favour of Principal in the form of Demand draft. In the event of Noncompliance and non-payment of Rent for two consecutive months the Performance security will be confiscated and will not be refunded and the contract will be terminated.**

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.

S.NO	Name of the Article with full description to be provided at the vidyalaya	Rate
1	Tea Special, 150 ml	10.00
2	Coffee Espresso, 150 ml	15.00
3	Samosa with chatani/sauce with filling potato, peas, 75gm	10.00
4	Paneer pakora per 100gm	15.00
5	Mix pakora per 100gm	15.00
6	Bread pakoda with filling potatoes and onion 150 gm	15.00
7	Idli 2 pieces with sambhar 250 gm	30.00
8	Vada 2 pieces with sambhar 250 gm	40.00
9	Biscuits as per market rate	MRP
10	Rice and Rajma/Chhole per plate, 250 gm	40.00
11	Breakfast 6 Puri, sabji and Pickle	30.00
12	Breakfast 2 parantha, sabji/Curd & Pickle	40.00
13	Boiled sweet milk full cream 200 ml	15.00
14	Potato patties Per pc	10.00
15	Chhole, 2 Bhature with pickle	40.00
16	Sandwich Veg. per Pc	20.00
17	Masala Dosa with Samber & Chatni Per Pc	40.00
18	Dhokla 100 gm	30.00
19	Mineral water 500 ml	MRP
20	Mineral water 1000 ml	MRP
21	Gulab Jamun 01 pc 75 gm	15.00
22	Sprouts 100 gm	20.00
23	Pastry per pc	15.00
24	Poha/Upma 100 gm	20.00
25	Pav Bhaji 2 Pc	25.00
26	Bread Roll 75 gm	15.00
27	Electricity Charges	Per Unit as per state govt
28	<p>Working Lunch Whenever Required</p> <p><b>1. Two Time Tea &amp; Biscuit with Snacks(Samosa/Pakoda/ Bonda)</b></p> <p><b>2. Lunch</b></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>6. Soup (Tomato/Vegetable)</p> <p>7. Green Salad &amp; Pickle mixed</p>	300

	8. Papad (Branded) fried/Roasted. 9. Curd/Raita (Vegetable/Pineapple or Boondi) 10. Sweet dish or Fruits Custard / Kheer (Fruits Apple/Orange/Kinnow in lunch) The Serving to be made in crockery Bone china plates.	
29	<p style="text-align: center;"><b>Whenever Required for Sports and Scout &amp; Guide Events</b></p> <p style="text-align: center;">A. Break Fast</p> <p>1. Milk-200 ml or more        2. Breads with butter / Jam and Sprouts        (Moong/Chana/Moongfali/Rajma/Soyaseed)        3. Idli &amp; Vada with Sambhar &amp; Chatni/Dalia/Poha (any one)        OR        Aloo Parantha, Curd &amp; Pickle        OR        Puri &amp; Sabji</p> <p>4. Bananas(2 Pcs) or Apple-1 Pcs (Qtn. 100-150 Gm.) OR Seasonal Fruits        OR        02 Pcs of Eggs (Boiled)</p> <p style="text-align: center;">A. 1- Fruits Juice Packed (100-150 ml.)</p> <p>OR-</p> <p>2- Tea &amp; Biscuits(For Official Only)</p> <p>C. Lunch</p> <p>1. Chapati (Tawa / Tandoor etc.)        2. Rice Pulao (Veg.)        3. Daal/Razma/Chhole (Any one)        4. Mixed Veg (Seasonal)/Kofta/Beson curry        5. Paneer for Vegetarian and Eggs/Fish/Chicken/Mutton curry for non-vegeterian.</p> <p>(ITEMS ARE MANDATORY IN LUNCH &amp; DINNER)</p> <p>6. Soup(Tomato/Vegetable)        7. Salad &amp; Pickle mixed        8. Papad (Branded) fried/Roasted.        9. Curd/Raita (Vegetable) or Boondi        10. Sweet dish (Dinner) and Fruits Custard / Kheer (Fruits Apple/Orange/Kinnow in lunch)</p> <p>D. Refreshment (At 5.00 to 5.30 PM)</p> <p>1. Juice (Packed 100-150 ml.)        2. Snacks-Sandwich/Samosa/Aaloo Bonda/Paneer Pakora/Patties        02 Pcs or more (100-150 Gm.)</p> <p>E. Dinner</p> <p>1. Chapati (Tawa / Tandoor etc.)</p>	400

	<p>2. Rice Pulao (Veg.)  3. Daal/Razma/Chhole (Any one)  4. Mixed Veg (Seasonal)/Kofta/Beson curry  5. Paneer for Vegetarian and Eggs/Fish/Chicken/Mutton curry for non-vegetarian.  (ITEMS ARE MANDATORY IN LUNCH &amp; DINNER)  6. Soup (Tomato/Vegetable)  7. Salad &amp; Pickle mixed  8. Papad (Branded) fried/Roasted.  9. Curd/Raita (Vegetable) or Boondi  10. Sweet dish (Dinner) and Fruits Custard / Kheer</p> <p>F. Sleep Time (Bed Time)  1. Milk (200-250 ml.)  Or  Ice Cream (40-50 ml.) as per feasibilities/Weather to all</p>	
	<p><b>Canteen Rent per month (to be filled by the vendor)</b></p>	