



പി എം. ശ്രീ കേന്ദ്രീയ വിദ്യാലയം, പട്ടം, തിരുവനന്തപുരം  
पी एम श्री केन्द्रीय विद्यालय, पट्टम, तिरुवनन्तपुरम, केरलम - 695004  
PM SHRI KENDRIYA VIDYALAYA PATTOM, THIRUVANANTHAPURAM, 695004

UNDER MINISTRY OF EDUCATION, GOVT OF INDIA

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फ़.के.वी./पट्टम /प्रपा/2-21/2024-25/

दिनांक: 26/05/2025

## TENDER NOTICE

### SUB: INVITATION FOR TENDER FOR SUPPLY OF FOOD (CATERING SERVICES) IN PM SHRI KENDRIYA VIDYALAYA PATTOM THIRUVANANTHAPURAM DURING THE NATIONAL SCHEDULED PROGRAMS

1. PM Shri Kendriya Vidyalaya Pattom, Thiruvananthapuram, an Autonomous Body under Government of India, is an Educational Institution under Kendriya Vidyalaya Sangathan a Society registered under Societies Registration Act 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya set up for imparting education to the children of transferable Central Govt. Employees among others.

This Vidyalaya is inviting tenders for the supply of food items as per menu and conditions prescribed in the succeeding chapters to cater the requirement of this Vidyalaya for the next one year (from the date of award of contract)

## **Chapter-1: Instruction to Bidders**

Eligible, qualified and reputed firms are requested to participate in the bid.

The bid short notice is published in the Leading newspapers. Clarification required on any part of the bid may contact the Vidyalaya during working hours. The Bid is scheduled in 02 steps Technical and Financial. Those who qualify the Technical Bid only will be considered for Financial Bid. Two separate cover should be used for the Technical Bid and Financial Bid. On the face of the cover clearly mention as "Technical Bid- for Catering services 2025-26" and in second cover as "Financial Bid for Catering Services 2025-26. Both sealed Enveloped must be inserted in another Cover addressed to Principal, PM Shri KV Pattom, Thulsi Hills, Pattom Palace PO, Thiruvanthapuram, Kerala -695004. Sealed tenders are to be reached to this office through registered post/courier/speed post by **08 Jun 2025** other details are placed in the succeeding chapters and are self-explanatory.

## **Chapter-2: Conditions of Contract**

1. The materials used for cooking should be of high standard and good quality. The rice grains should be of small size and of premium/best quality available in the market. The oil should be branded; the vegetables should be fresh and be purchased on daily basis; the Atta Powder, the masala powders- haldi powder, chilly powder, black pepper powder, dhanial powder etc. should be of good quality
2. Buffet system will be followed.
3. Catering timings should be observed strictly. Breakfast – 07.00 hours to 08.30 hours; Morning Tea – 11.00 hours; Lunch 13.00 to 13.45 hours; Evening Tea 15.45 hours; and Dinner 20.00 hours to 21.00 hours approximately (or as directed by Principal KV Pattom as per the program schedule).

  
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4. The firm will arrange for the required material and men for the preparation and serving of food and washing of used vessels etc. and all of them should be given Identity cards. At least 3 bearers with proper uniform should be engaged for serving food.
5. The preparation and cooking of the food will be monitored by a Committee nominated by the Principal whose report will be final.
6. Requisite number of clean plates, and other serving bowls, spoons, tumblers, glasses, napkins and white sheet for the serving table etc. are to be brought by the caterer.
7. Brief instructions for washing the used vessels and other cleaning work are as under:
  - a. The leftover food from the plates should be removed from the Vidyalaya site/place where it is being serviced and should not be dumped inside the campus.
  - b. The plates and all the other utensils should be wiped dry with a clean towel. If any portion of articles of crockery has got chipped off or there is a crack, it should be replaced immediately.
  - c. Tea/ Coffee should be prepared as and when required in the Vidyalaya. All cooking equipment, utensils, LPG, Gas Stove etc. is required for this purpose should be provided by the caterer without extra cost.
  - d. The bearers should maintain proper discipline and decorum when on duty in the Vidyalaya.
  - e. No electrical heating equipment will be allowed to be used.
  - f. Sufficient Pure Water for drinking purpose should be provided by the caterer.
  - g. Payment will be done in the form of Cheque only within 15 working days after the satisfactory completion of each contract, after deducting TDS/GST as applicable. In case the services rendered are found to be unsatisfactory by a committee nominated by the Principal a penalty of 2 to 5 % of the contract value will be imposed at the discretion of the Principal, which shall be binding and final. In case of poor quality of food not suitable for consumption by the participants, the food will be rejected and the extra cost incurred for procuring food from outside will be recovered from the subsequent payment due to the contract. Besides this the firm can also be blacklisted and for hidden in submitting their tender in future.
  - h. Rate should be quoted for per head (for supply of food items mentioned in the tentative menu) for one full day starting from morning Breakfast to night dinner and meal wise
  - i. In the case of participants reaching the Vidyalaya early by a day or leaving the course for a day after the completion of the Scheduled programs owing to train reservation, the caterer should provide packed food at the approved rates only. The list of such Participants would be intimated well in advance.
  - j. Under no circumstances the caterer will charge extra or collect money from the participants for the food served during the Scheduled programs days as food charges are borne by the Vidyalaya only.

  
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The Vidyalaya reserves the right to terminate the contract at any time without assigning any reasons thereof, if the services are found unsatisfactory and award the contract to the next successful bidder. In that case, the Contractor will lose his Performance guarantee amount.

8. **Validity of quotations**

The quotation shall remain valid for a period not less than 360 days after the deadline specified for submission of quotations.

9. **Evaluation of quotations:**

The Purchases will evaluate and compare the quotations determined to be substantially responsive, i.e., which are:

- a. Properly signed
- b. Confirm to the terms and conditions and specifications.

The evaluation would be done for all the items/services put together as per the two packet format- Technical and Financial. The items/services 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. The purchaser shall keep in mind that the rates quoted shall be competitive and do not in any manner whatsoever compromise with the quality of item and services to be provided by him as per the terms and conditions. KV Pattom will award the contract to the responsive bidder whose total cost for all the items put together is the lowest. However, this does not restrict the purchaser from imposing any further conditions before awarding the contract.

10. **Award of contract:**

- a) The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive, qualified in Technical Bid and who has offered the lowest price as per para 3(b) and 5 above.
- b) The bidder whose bid is accepted will be notified of the award of the contract by the office prior to expirations accepted.
- c) The Notification of Award shall be clearly specifying any change in the unit price or any other terms and conditions accepted.
- d) Normal commercial warranty /guarantee shall be applicable to the supplied Goods/Services.
- e) Payment shall be made within 15 days after the supply is completed.
- f) 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.
- g) The successful bidder has to deposit performance security with the KV Pattom an amount of 5% of the contract value through RTGS or DD in favour of "Principal PM Shri Kendriya Vidyalaya Pattom VVN A/C" payable at Thiruvananthapuram at the time of award of contract. The EMD of Rs. 5000/- will be adjusted against the security Deposit amount, paid through DD.

11. **Last date and time of receipt of quotations:**

You are requested to drop the sealed quotations in the Tender Box kept at Vidyalaya Office with super scribed on the envelop as "Quotations for the supply of food (Catering Services)" on or before **07-Jun 25 05:00 Pm**. The representatives who choose to be present at the time of opening of quotations are invited to the institute to attend the proceedings.

  
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## Chapter 3: Schedule of Requirements.

1. Sealed competitive quotations from catering service providers who are having **valid food & safety certificates** are invited by the Principal PM Shri Kendriya Vidyalaya Pattom on behalf of Kendriya Vidyalaya Sangathan for the supply food items for **10 to 600 participants** on each occasion in various spells. The number of participants and days may vary according to the event/program scheduled.

## Chapter 4: Specification of and allied Technical Details

| BRIEF DESCRIPTION OF SERVICE -MENU                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provision of food to the Participants participating in the KVS various programme as per tentative menu (Enclosed) are to be provided to the participants of the different programme for Participants and Staff at PM Shri KV Pattom or the place intimated by the Authorities in advance. |                                                                                                                                                                                                                                                                                                             |
| Sl No                                                                                                                                                                                                                                                                                     | Item/Descriptions                                                                                                                                                                                                                                                                                           |
| 1                                                                                                                                                                                                                                                                                         | <b>Breakfast:</b> 200 ml or more Milk plus 04 pcs Bread with butte/jam or 06 to 08 pcs of idli/dosa, Sambar, Chatni or 04 pcs Aaloo paratha with curd & Pickle Plus 02 banana or 01 Apple and 02 boiled eggs. (Fruits & egg compulsory in every plate ).                                                    |
| 2                                                                                                                                                                                                                                                                                         | <b>Lunch:</b> Chapati (Tawa/Tandoor), Rice, Sweet, any Dal or Rajama or chana, Seasonal mixed vegetables, salad, papad, pickles and Chicken/Mutton/fish/eggs for Non-Vegetables and paneer for Vegetarians.<br>Mandatory : Soup, Salad, Papad, Curd/Raita, Fruits                                           |
| 3                                                                                                                                                                                                                                                                                         | <b>Evening:</b> Tea /Fruit Juice 200ml (Grapes /pomegranate/orange mango) with snacks(i.e. 02 Sandwich/02 samosa /02 bread pakoda/08 paneer pakora etc./02 Pc banana fry /02 Pc dal vada /02 Pc Meduvada/2 Pc veg puffs) 100-150 gm                                                                         |
| 4                                                                                                                                                                                                                                                                                         | <b>Dinner:</b> Chapati (Tawa/Tandoor), Rice, Sweet, any Dal or Rajama or chana, Seasonal mixed vegetables, salad, papad, pickles and Chicken/Mutton/fish/eggs for Non-Vegetables and paneer for Vegetarians.<br>Mandatory : Soup, Salad, Papad, Curd/Raita, Fruits Paneer for Vegetarians PLUS 200 ml milk. |
| 5                                                                                                                                                                                                                                                                                         | <b>NCC Refreshment :</b> 03 pcs idli /03 pcs Idiyappam and Sambar or any Dal & 01 banana & Fruit Juice 200 ml (Grapes /pomegranate/ orange/mango)                                                                                                                                                           |
| 6                                                                                                                                                                                                                                                                                         | <b>Working Lunch :</b><br>Tea/Coffee with snacks<br>Standard meals (Rice, Dal, Sambar, Avial, Thoran, Seasonal mixed vegetables, salad, papad, pickles, Payasam) with Chicken/Mutton/fish/eggs for Non-Vegetables and paneer for Vegetarians.<br>Tea/Coffee with snacks (evening – 1530 to 1630)            |

- ❖ Quantity of food as per the requirement of Participants / individuals be supplied without any restriction or limit mentioned above.
- ❖ Table salt, sugar & Pickle should be served with all the meals. The vegetables used for cooking should be fresh.
- ❖ No compromise with the Quantity of Food. The rice served should be of premium quality & the oil used should be branded double refined oil.

**No change in Menu without Principal's approval**

  
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## Chapter 5: Price Schedule

### 1. Bid Price

- a. The contract shall be for the supply of the above mentioned items / services to the PM Shri KV Pattom. The bidder shall quote the item / services in the format of quotation (Enclosed). Corrections, if any, shall be made by crossing out, initialing with date and rewriting.
- b. All duties, taxes and other levies payable by the bidder shall be included in the total price. However, the tax and duties livable should be quoted separately.
- c. The rates quoted by the bidder shall be fixed for the duration of the contract i.e. for one year from the date of award of the contract.
- d. The prices should be quoted in Indian Rupees only.
- e. Each bidder shall submit only one quotation.
- f. Quotations are **not** acceptable if submitted through e-mail/Fax etc.
- g. The bid should be submitted along with EMD for Rs. 5000/- through RTGS or bank draft in favour of "Principal PM Shri Kendriya Vidyalaya Pattom VVN" payable at Thiruvananthapuram. The EMD paid will be refunded in the case of unsuccessful bidders within 90 days from the date of opening of Quotations. Quotation without EMD of Rs. 5000/- shall be rejected.
- h. The firm should enclose supporting documents regarding registration of GST/IT – PAN /TAN /Food Safety Certificates/ without fail.
- i. The bid form is free to download from the website <https://trivendrapattom.kvs.ac.in> . Printed forms may be availed from the Vidyalaya free of cost. No fees to be deposited.
- j. The bidder shall attach the duly signed Pre-Contract Integrity Pact as Annexure to the Tender Document.

## Chapter 6: Contract Form.

1. The bid has to be placed in two packets.

### Technical Bid – Envelope-1

The forms are attached as Annexure to this document. All necessary documents such as License to operate catering service at Thiruvananthapuram, FSSAI/ Food Safety Certificate/GST Document, EMD – DD for Rs.5000 etc mentioned in the Envelope Annexures are to be attached in Envelope-1

### Financial Bid – Envelope-2

Two sheets marked as Envelop-II only to be inserted in this cover. All other information should be inserted in the Technical Bid. Signature and stamp of the firm is must on these two pages.

  
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## Chapter 7: Other Standard Forms

The price of the item is per Head per Day basis in the following manner as per tentative menu provided in the above paras. The detailed rate should be quoted in the Financial Bid under separate cover. Any other charges to be levied other than the columns to be specified in the financial bid clearly and no hidden cost is permitted at any part of the bid.

| PART | SL NO | PARTICULARS (AS PER MENU MENTIONED IN THE REQUISITION FOR QUOTATION)               | AMOUNT WITHOUT GST | GST/ ANY TAX | SERVICE CHARGE/ TAX IF ANY |
|------|-------|------------------------------------------------------------------------------------|--------------------|--------------|----------------------------|
| A    | 1     | Morning Breakfast                                                                  |                    |              |                            |
|      | 2     | Lunch                                                                              |                    |              |                            |
|      | 3     | Evening Tea/Fruit Juice with snacks                                                |                    |              |                            |
|      | 4     | Dinner                                                                             |                    |              |                            |
| B    | 1     | Tea/Coffee with snacks (02 Vada / Pazhampori / Biscuits)                           |                    |              |                            |
|      | 2     | Lunch                                                                              |                    |              |                            |
|      | 3     | Evening Tea/Fruit Juice with snacks                                                |                    |              |                            |
|      | 4     | Dinner                                                                             |                    |              |                            |
| C    | 1     | Morning Breakfast                                                                  |                    |              |                            |
|      | 2     | Lunch                                                                              |                    |              |                            |
|      | 3     | Evening Tea/Coffee with snacks                                                     |                    |              |                            |
|      | 4     | Dinner                                                                             |                    |              |                            |
| D    | 1     | Tea/Coffee with snacks                                                             |                    |              |                            |
|      | 2     | Lunch                                                                              |                    |              |                            |
|      | 3     | Evening Tea/Coffee with snacks                                                     |                    |              |                            |
|      | 4     | Dinner                                                                             |                    |              |                            |
| E    | 1     | 03 Nos Idli/ 03 Nos Idiyappam with Sambar or any other Dal with 200 ml Fruit juice |                    |              |                            |
| F    | 1     | Tea/Coffee with snacks                                                             |                    |              |                            |
|      | 2     | Working Lunch                                                                      |                    |              |                            |
|      | 3     | Evening Tea/Coffee with snacks                                                     |                    |              |                            |

  
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**PERFORMA FOR REQUIREMENT OF ITEMS**

**CATERING SERVICES**

1. Name of the Firm / catering service : .....
2. Name of the Proprietor : .....
3. Address ; .....
4. Telephone / MOB Number : .....
5. License Number/ : .....
- Food safety certificate :  
(Valid up to ) ; .....
6. PAN, TIN, GST Nos. (Attach Proof) : .....

**Declaration**

I have gone through the Tender proforma of PM Shri Kendriya Vidyalaya Pattom Thiruvananthapuram carefully and agree to offer my services to the Vidyalaya as per the terms and conditions mentioned in the tender **without any deviation**, whatsoever at the rates quoted in the column No. 5 of above.

I have deposited Rs. **5000/-** towards EMD through Demand Draft No ..... dated ..... drawn in favour of "PM Shri Kendriya Vidyalaya Pattom Shift 1 VVN Account".

I am having all **Licence** , mandatorily **FSSAI license** and **permission to provide catering service** from the Government of Kerala. (In Thiruvananthapuram it is issued by the Food Safety and Standards Authority). Self-attested copies are attached along with this bid documents.

Mandatory **health checkups** has been conducted for the person involved in the preparation and serving of the food.

I am having ..... Years of experience in this field. I am having ..... Lakhs annual turnover in the previous financial year. (Attached the proof for experience and turnover).

**Attachments :**

1. Copy of Registration Certificate
2. Copy of Food Safety certificate valid for the period of supply.
3. DD of Rs.5000 as EMD in the name of Principal KV Pattom.
4. Proof for Experience of 03 years in the same field of catering
5. Proof of Annual turnover (Copy of Audited Balance sheet) for the last 03 years.
6. Envelope-2 Finance Bid in separate sealed cover.

Date .....

Signature with Stamp

  
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**ENVELOPE-II(Financial Bid)**

(Clearly marked with name of firm in the front of sealed cover)

**CATERING SERVICES : FINANCIAL BID**

Name of the Firm / catering service : ..... License Number/Food safety certificate  
(Valid up to ) ; ..... GST No : .....

Rate quoted **per Head per Day** (as per tentative menu given)**PART A**

| SL NO. | PARTICULARS (AS PER MENU MENTIONED IN THE REQUISITION FOR QUOTATION) | AMOUNT WITHOUT GST | GST/ANY TAX | SERVICE CHARGE/ TAX IF ANY | TOTAL AMOUNT |
|--------|----------------------------------------------------------------------|--------------------|-------------|----------------------------|--------------|
| 1      | Morning Breakfast                                                    |                    |             |                            |              |
| 2      | Lunch                                                                |                    |             |                            |              |
| 3      | Evening Tea/Fruit Juice with snacks                                  |                    |             |                            |              |
| 4      | Dinner                                                               |                    |             |                            |              |
|        | <b>Total</b>                                                         |                    |             |                            |              |

Rate quoted per Head per day (as per tentative menu given) **PART B**

| SL NO. | PARTICULARS (AS PER MENU MENTIONED IN THE REQUISITION FOR QUOTATION) | AMOUNT WITHOUT GST | GST/ANY TAX | SERVICE CHARGE/ TAX IF ANY | TOTAL AMOUNT |
|--------|----------------------------------------------------------------------|--------------------|-------------|----------------------------|--------------|
| 1      | Tea/Coffee with snacks (02 Vada / Pazhampori / Biscuits)             |                    |             |                            |              |
| 2      | Lunch                                                                |                    |             |                            |              |
| 3      | Evening Tea/Fruit Juice with snacks                                  |                    |             |                            |              |
| 4      | Dinner                                                               |                    |             |                            |              |
|        | <b>Total</b>                                                         |                    |             |                            |              |

Rate quoted per Head per day (as per tentative menu given) **PART C**

| SL NO. | PARTICULARS (AS PER MENU MENTIONED IN THE REQUISITION FOR QUOTATION) | AMOUNT WITHOUT GST | GST/ANY TAX | SERVICE CHARGE/T AX IF ANY | TOTAL AMOUNT |
|--------|----------------------------------------------------------------------|--------------------|-------------|----------------------------|--------------|
| 1      | Morning Breakfast                                                    |                    |             |                            |              |
| 2      | Lunch                                                                |                    |             |                            |              |
| 3      | Evening Tea/Coffee with snacks                                       |                    |             |                            |              |
| 4      | Dinner                                                               |                    |             |                            |              |
|        | <b>Total</b>                                                         |                    |             |                            |              |

Rate quoted per Head per day (as per tentative menu given) **PART D**

| SL NO. | PARTICULARS (AS PER MENU MENTIONED IN THE REQUISITION FOR QUOTATION) | AMOUNT WITHOUT GST | GST/ANY TAX | SERVICE CHARGE/T AX IF ANY | TOTAL AMOUNT |
|--------|----------------------------------------------------------------------|--------------------|-------------|----------------------------|--------------|
| 1      | Tea/Coffee with snacks                                               |                    |             |                            |              |
| 2      | Lunch                                                                |                    |             |                            |              |
| 3      | Evening Tea/Coffee with snacks                                       |                    |             |                            |              |
| 4      | Dinner                                                               |                    |             |                            |              |
|        | <b>Total</b>                                                         |                    |             |                            |              |

Signature with Stamp



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**Rate quoted per Head per day (as per tentative menu given) PART E**

| SL NO. | PARTICULARS (AS PER MENU MENTIONED IN THE REQUISITION FOR QUOTATION)               | AMOUNT WITHOUT GST | GST/ANY TAX | SERVICE CHARGE/TAX IF ANY | TOTAL AMOUNT |
|--------|------------------------------------------------------------------------------------|--------------------|-------------|---------------------------|--------------|
| 1      | 03 Nos Idli/ 03 Nos Idiyappam with Sambar or any other Dal with 200 ml Fruit juice |                    |             |                           |              |
|        | <b>Total</b>                                                                       |                    |             |                           |              |

**Rate quoted per Head per day (as per tentative menu given) PART F**

| SL NO. | PARTICULARS (AS PER MENU MENTIONED IN THE REQUISITION FOR QUOTATION) | AMOUNT WITHOUT GST | GST/ANY TAX | SERVICE CHARGE/TAX IF ANY | TOTAL AMOUNT |
|--------|----------------------------------------------------------------------|--------------------|-------------|---------------------------|--------------|
| 1      | Tea/Coffee with snacks                                               |                    |             |                           |              |
| 2      | Working Lunch (As per the Menu)                                      |                    |             |                           |              |
| 3      | Evening Tea/Coffee with snacks                                       |                    |             |                           |              |
|        | <b>Total</b>                                                         |                    |             |                           |              |

**Declaration**

I do hereby state that the details furnished in the financial documents and technical bids are of from the same registered firm. I know that any discrepancy/false information found later in information provided by me will result debarring from the process and face legal proceedings.

Date .....

Signature with Stamp

  
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