

TENDER NOTICE

SUB: INVITATION FOR TENDER FOR SUPPLY OF FOOD (CATERING SERVICES) IN PM SHRI KENDRIYA VIDYALAYA NAD ALUVA

Sir/Madam,

1. Kendriya Vidyalaya NAD ALUVA, 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.

2. Sealed competitive quotations from catering service providers who are having valid food & safety certificates are invited by the Principal PM Shri Kendriya Vidyalaya NAD Aluvan behalf of Kendriya Vidyalaya Sangathan for the supply of the following items:

BRIEF DESCRIPTION OF SERVICE

Provision of food to the students participating in the KVS various programme as per tentative menu (Enclosed) are to be provided to the participants of the different programme for students and Staff at PM Shri KV NAD aluva or the place intimated by the Authorities in advance.

Sl No.	Description	Rate
1	Morning Tea 100 ml	
2	Breakfast Any one of the item by rotation 1. Idly/Dosa (5 Nos) with chutney and sambar 2. Appam (5 Nos), Vegetable Stew 3. Idiappam (5 Nos.) with Veg Korma 4. Tea or Milk	
3	Boiled egg (2 No),	
4	Fruits(seasonal)	
5	Lunch Vegetarian without Chappathy Rice, Sambar, Rasam, Avial, Thoran, Buttermilk, Pickle, Pappad (1No.)/pappad (broken) & Sweet	
6	Dinner Vegetarian – Rice, Veg. Curry (Soya chunks, Gobhi Manchurian ...), Fryums, Fruits, Chappathi.	
7	Lunch & Dinner Non-Vegetarian without Chappathy Rice, Sambar, Rasam, Avial, Thoran, Buttermilk, Pickle, Papad (1No.)/ papad broken, Sweet with Chicken Curry /Fish Curry & Paneer for Vegetarian	
8	Tea & Snacks	
9	Juice & Snacks	
10	Dinner & Lunch Vegetarian with Chappathy Chappathy (2 Nos) + Veg curry , Rice, Sambar, Rasam, Avial, Thoran, Buttermilk, Pickle, Salad Pappad (1No.) & Sweet	
11	Lunch/Dinner Non -Vegetarian with Chappathy Chappathy(2 Nos),+ Veg curry , Rice, Sambar, Rasam, Avial, Thoran, Buttermilk, Pickle, Salad, Pappad(1No.) & Sweet with Chicken Curry /Fish Curry & Paneer for Vegetarian	

12	IVNR 20011	
13	Grand Dinner(Bada Khana) in Scout/Guide camp Chappathy, Vegetable Korma, Veg. Pulav, Chilly Gobi, Raitha, Pickle, Pappad & ice cream/ Fruit salad	

- ❖ Quantity of food as per the requirement of Students / 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

3. Bid Price

- a. The contract shall be for the supply of the above mentioned items / services to the PM Shri KV NAD ALUVA The bidder shall quote the item / services in the format of quotation (Enclosed). Corrections, if any, shall be made by crossing out, and rewriting with initialing and date.
- b. All duties, taxes and other levies payable by the bidder shall be included in the total price. However, the tax and duties to be levied 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 firm should enclose supporting documents regarding registration of GST/IT – PAN /TAN /Food Safety Certificates/ without fail. The bid form is free to download from the website <https://nadalwaye.kvs.ac.in>
- h. Printed forms will not be supplied from the Vidyalaya. No fees to be deposited.
- i. The bidder shall attach the duly signed Pre-Contract Integrity Pact as Annexure to the Tender Document.

4. Validity of quotations

The quotation shall remain valid for a period of one year

5. 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. 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 NAD Aluva 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.

6. Award of contract:

- a) 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 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.

7. 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 26.05.2026. The representatives who choose to be present at the time of opening of quotations are invited to the institute to attend the proceedings.

Yours faithfully,




Principal

प्राचार्य / PRINCIPAL
पो एम श्री केन्द्रीय विद्यालय/PM SHRIKENDRIYA VIDYALAYA
एन ए डी आलुवा/NAD ALUVA
एच एम टी कॉलोनी पोस्ट/HMT COLONY POST
कलमशेरी 683503/KALAMASSERY-683503

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, dhania 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.
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.**
5. 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.
6. 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. The bearers should maintain proper discipline and decorum when on duty in the Vidyalaya.
 - d. No electrical heating equipment will be allowed to be used.
 - e. Sufficient Pure Water for drinking purpose should be provided by the caterer.
 - f. Payment will be done through RTGS 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.**
 - g. 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
7. All mandatory License including FSSAI license and permission to provide catering service from the Government of Kerala and Govt of India wherever required . (copy enclosed)

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

Principal


PRINCIPAL
एच एम श्री केंद्र विद्यालय/PM SHRI KENDRIYA VIDYALAYA
एन ए डी आलुवा/NAD ALUVA
एच एम टी कॉलोनी पोस्ट/HMT COLONY POST
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PROFORMA 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
Attach Proof (Valid up to) ;
6. PAN, TIN, GST Nos. (Attach Proof) :
7. **Rate quoted per Head per day (as per tentative menu given)**

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5	Lunch Vegetarian without Chappathy Rice, Sambar, Rasam, Avial, Thoran, Buttermilk, Pickle, Pappad (1No.)/pappad (broken) & Sweet	
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12	Milk 200ml	
13	Grand Dinner(Bada Khana) in Scout/Guide camp Chappathy, Vegetable Korma, Veg. Pulav, Chilly Gobi, Raitha, Pickle, Pappad & ice cream/ Fruit salad	

(Do not change the Description & format)

Signature & Seal

Declaration

I have gone through the Tender proforma of PM Shri Kendriya Vidyalaya NAD Aluva 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 am having all **Licence** , mandatorily **FSSAI license (copy enclosed)** and **permission to provide catering service** from the Government of Kerala. (In Xxxxxx 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).

Date

Signature with Stamp