केन्द्रीय विद्यालय संगठन

पीएम श्री केंद्रीय विद्यालय चेन्नीरकरा
PM SHRI KENDRIYA VIDYALAYA CHENNEERKARA
(Run by Kendriya Vidyalaya Sangathan,
an Autonomous Body under MoE, Govt. of India)
पत्तनंतिट्टा, मात्तूर पोस्ट, केरल -689647
Pathanamthitta, Mathoor P.O, Kerala-689647
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http://chenneerkara.kvs.ac.in

F.NO. 3189/KVC/26-27/

दिनांक: 14.05.2026

QUOTATION NOTICE

INVITATION FOR TENDER FOR SUPPLY OF FOOD (CATERING SERVICES) IN PM SHRI KENDRIYA VIDYALAYA CHENNEERKARA

Sir/Madam,

1. Kendriya Vidyalaya, Chenneerkara, Pathanamthitta 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.

2. 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 Chenneerkara, Mathoor P O, Pathanamthitta, Kerala -689647. Sealed tenders are to be reached to this office through registered post/courier/speed post by 30.05.2026 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, chili 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 (or as directed by Principal KV Chenneerkara as per the program schedule).

PRINCIPAL
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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 potion 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/NEFT 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 un satisfactory by a committee nominated by the Principal a penalty of 2 to 5% of the contract value will be imposes 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 owning 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.

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 submission of quotations.

9. Evaluation of quotations:

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

प्रधान PRINCIPAL
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a. Properly signed

b. Confirm to the terms and conditions and specifications.

The evaluation would be done for all the items/services put together asper 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 Chenneerkara 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 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 Chenneerkara an amount of 5% of the contract value through RTGS or DD in favour of "Principal PM Shri Kendriya Vidyalaya Chenneerkara VVN A/C" payable at Pathanamthitta 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 30.05.2026 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.

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 Chenneerkara 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.

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Chapter 4: Specification of and allied Technical Details

BRIEF DESCRIPTION OF SERVICE	
Provision of Food to be provided to students, participants, and staff attending various events, as per the tentative menu (enclosed). Delivery should be at PM SHRI Kendriya Vidyalaya Chenneerkara or any other venue intimated in advance by the authorities.	
Sl No	**Item/Descriptions**
1	**Breakfast:** Appam, Kadala Curry, Milk 200 ml, One banana, One boiled egg./ Idly, Chutney, Sambar, Milk 200 ml, One banana, One boiled egg./ Dosa, Chutney, Sambar, Milk 200 ml, One banana, One boiled egg./ Uthappam, Chutney, Sambar, Milk 200 ml, One banana, One boiled egg.
2	**Lunch:** Rice, Chappathi 2 Nos, Sambar, Thoran, Koottu curry, Rasam, Curd, Pickle, Pappadam, Payasam./ Rice, Chappathi 2 Nos, Sambar, Thoran, Koottu curry,Curd, Pickle, Pappadam, Payasam, Fish curry/ Rice, Chappathi 2 Nos, Sambar, Thoran, Koottu curry, Rasam, Curd, Pickle, Pappadam, Payasam,/ Rice, Chappathi 2 Nos, Sambar, Thoran, Koottu curry, Rasam, Curd, Pickle, Pappadam, Chicken curry, Banana
3	**Morning/Evening:** Tea & Vada/ Tea &Samosa/ Tea & Bajji/ Tea & Pazhampori/ Tea & veg Cutlet/ Juice & Puffs/ Tea & Vada/ Tea & Samosa
4	**Dinner:** Chicken & Veg- Biriyani, Mix Veg-kuruma, Salad, Pickle, Apple/ Ghee rice, Chappathi 2 nos, Paneer butter Masala, Salad, Pickle, Sweet/ Chicken & Veg fried rice, Tomato Sauce, Salad, Pickle, Orange, Veg Kurma,Orange/ Ghee rice, Chicken curry (200gm per head) Salad, Pickle, Ice cream

- 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

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 Chenneerkara. The bidder shall quote the item / services in the format of quotation (Enclosed). Corrections, if any, shall be made by crossing out, initialling 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 leviable 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.

प्रधानाचार्य PRINCIPAL
पि. चेनीरकरा K V Chen

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 Chenneerkara VVN "payable at Pathanamthitta. 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://chenneerkara.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 Pathanamthitta, 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.

प्रचार्य PRINCIPAL
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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 1	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	Breakfast			
	2	Lunch			
	3	Evening Tea/Cofee with snacks			
	4	Dinner			
B	1	Breakfast			
	2	Lunch			
	3	Evening Tea/Cofee with snacks			
	4	Dinner			
C	1	Breakfast			
	2	Lunch			
	3	Evening Tea/Cofee with snacks			
	4	Dinner			
D	1	Breakfast			
	2	Lunch			
	3	Evening Tea/Cofee with snacks			
	4	Dinner			

15.05.2026

Signature

Name: Bindu Lekshmy P L

Designation: Principal

PM SHRI Kendriya Vidyalaya Chenneerkara

प्रभारी प्रधानाचार्य PRINCIPAL

पीएम श्री केन्द्रीय विद्यालय चेन्नीरकरा

P M SHRI Kendriya Vidyalaya Chenneerkara

मातुर पोस्ट, पत्तनमतिट्ट, केरल 689 647

Mathoor P.O, Pathanamthitta, Kerala

केन्द्रीय विद्यालय चेन्नीरकरा * P M SHRI Kendriya Vidyalaya Channeerkara * Pathanamthitta पत्तनमतिट्ट

Envelope-I (For Technical Bid)

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 (Valid up to):
6. PAN, TIN, GST Nos. (Attach Proof) :

Declaration

I have gone through the Tender proforma of PM Shri Kendriya Vidyalaya Chenneerkara 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 Chenneerkara 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 Chenneerkara.
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

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

PART 1	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	Breakfast			
	2	Lunch			
	3	Evening Tea/Cofee with snacks			
	4	Dinner			

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

PART 1	SL.NO	PARTICULARS (AS PER MENU MENTIONED IN THE REQUISITION FOR QUOTATION)	AMOUNT WITHOUT GST	GST/ANY TAX	SERVICE CHARGE/ TAX IF ANY
B	1	Breakfast			
	2	Lunch			
	3	Evening Tea/Cofee with snacks			
	4	Dinner			

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

PART 1	SL.NO	PARTICULARS (AS PER MENU MENTIONED IN THE REQUISITION FOR QUOTATION)	AMOUNT WITHOUT GST	GST/ANY TAX	SERVICE CHARGE/ TAX IF ANY
C	1	Breakfast			
	2	Lunch			
	3	Evening Tea/Cofee with snacks			
	4	Dinner			

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

PART 1	SL.NO	PARTICULARS (AS PER MENU MENTIONED IN THE REQUISITION FOR QUOTATION)	AMOUNT WITHOUT GST	GST/ANY TAX	SERVICE CHARGE/ TAX IF ANY
D	1	Breakfast			
	2	Lunch			
	3	Evening Tea/Cofee with snacks			
	4	Dinner			

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.

Signature with Stamp

Date