പി.എം.ശ്രീ കേന്ദ്രീയ വിദ്യാലയം, എസ്.എ.പി., തിരുവനന്തപുരം
पी एम श्री केन्द्रीय विद्यालय, एस.ए.पी, तिरुवनन्तपुरम
PM SHRI KENDRIYA VIDYALAYA S.A.P., THIRUVANANTHAPURAM
(KVS IS AN AUTONOMOUS BODY UNDER MINISTRY OF EDUCATION, GOVT OF INDIA)
PEROORKADA. P.O-695005,
CBSE Affin. No. 900029 School code - 79049 UDISE code - 32141000624
Website: https://trivandrumsap.kvs.ac.in Email: pmshrikvsaptvpm@gmail.com Ph.0471-2439697 / 2439798

फ.सं 31089/A-17/के वि एस ए पी/2025-26/27 दिनांक: 01.07.2025

SUB: **INVITATION FOR TENDER FOR SUPPLY OF FOOD (CATERING SERVICES) IN PM SHRI KENDRIYA VIDYALAYA SAP THIRUVANANTHAPURAM**

महोदया/महोदय,

1. PM Shri Kendriya Vidyalaya SAP, Thiruvananthapuram, An Autonomous Body under Ministry of Education, 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. Sealed competitive quotations from catering service providers who are having valid food & safety certificates are invited by the Principal PM SHRI Kendriya Vidyalaya SAP Thiruvananthapuram 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 SAP Thiruvananthapuram or the place intimated by the Authorities in advance	
Sl No	**Item/Descriptions**
1	**Breakfast:** 200 ml Milk plus 04 pcs Bread with butter and 04 pcs Bread with jam or 06 to 08 pcs of idli/dosa, Sambar, Chatni or Puttu +Chana Curry or Upma +Chutney + Banana or 04 pcs Aalooparatha with curd & Pickle Plus 02 banana or 01 Apple and 02 eggs.(Fruits & egg compulsory in every plate).
2	**Lunch:** Chapati, Rice, Sweet any Dal or Rajama or chana, Seasonal mixed vegetables, salad, Papad, pickles and chicken /fish for Non-Vegetables and Paneer for Vegetarians.
3	**Morning/ Evening:** Tea/Coffee/Fruit Juice 200 ml (Grapes /pomegranate/orange mango) with snacks (i.e. 02 Sandwich/02 Samosa /02 bread Pakoda/08 Paneerpakora etc./02 Pc banana fry /02 Pc Dal vada /02 Pc Meduvada/2 Pc veg pugs)
4	**Dinner:** Chapati (Sukha Roti/Tandoori Roti), Rice, Sweet any Dal or Rajama or Chana, Seasonal mixed vegetable, salad, pickles &chicken/fish for non-vegetarians. Paneer for Vegetarians PLUS 200 ml milk.
5	Vegetable high lunch / with payasam/ Small desi banana / Ice cream /rice+Sambar, rasam. karakozhampu/ poriyal, Pickles pappad/ salad/ Curd
6	North Indian Thali: Tawa Roti 4 nos / Tandoori Roti 2 pieces + Kurma Sabji + 1 seasonal Sabji (Baingan / Bindi/ Beans/+ Dal fry/ Rajma Curry/ + 1 Paneer sabji (Panner Masala/ Paneer Veg Kadai/ Mushroom Paneer mixed Veg. etc+ Curd + Raita+ Veg .Onion Salad + Rice (White Rice/ Basmati Rice (I Bowl)) + Papad + Pickle + One piece sweet
7	Mini lunch / with payasam/ Ponni Rice+Sampar,rasam.Karakozhampu, Curd Pickles Pappad
8	Vegetable Biriyani with pappad/ salad pickles+ Veg Kuruma+ Ice Cream
9	Fish Fry (seasonally available)
10	Desi Chicken Kadai/ Chicken Chilly (200 gm plate)
11	Tea (200 ml)
12	Bru Coffee (200 ml)
13	Laddu 1 Kg (Approx 30 to 35 pieces)
14	Paal Payasam 1 Ltr Ada Payasam 1 Ltr Prathaman 1 Ltr

Contd....P/2

- ❖ 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 SAP Thiruvananthapuram. 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. **No GST is applicable for Educational Institutes for Catering Services as per Govt of India Ministry of Finance vide notification No. 12/17- Central Tax (Rate) dated: 28.06.2017 heading 9992**

d. 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.

e. The prices should be quoted in Indian Rupees only.

f. Each bidder shall submit only one quotation.

g. Quotations are not acceptable if submitted through e-mail/Fax etc.

h. The bid should be submitted along with EMD for Rs. 5000/- through RTGS or bank draft in favour of "Principal Kendriya Vidyalaya SAP Thiruvananthapuram VVN A/c "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.

i. The firm should enclose supporting documents regarding registration of GST/IT – PAN /TAN /Food Safety Certificates/ without fail.

j. The bid form is free to download from the website https://trivandrumsap.kvs.ac.in . Printed forms will not be supplied from the Vidyalaya. No fees to be deposited.

k. 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 not less than 90 days after the deadline specified for submission of quotations.

Contd....P/3

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. PM SHRI KV SAP Thiruvananthapuram 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 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/generate ePBG for an amount of Rs. 25000/- (Rupees Twenty Five Thousand Only)in favour of **"Principal PM SHRI Kendriya Vidyalaya SAP Thiruvananthapuram VVN A/c" payable at Peroorkada, Thiruvananthapuram** at the time of award of contract. The EMD of Rs. 5000/- will be adjusted against the security Deposit amount, if paid through DD.

7. Last date and time of receipt of quotations:

The quotations and/or documents should be in sealed cover with super scribed on the envelop as "Quotations for the supply of food (Catering Services)" and should reach in this Vidyalaya on or **before 25 July 2025 (1400 Hrs). The quotation shall be opened on the same day (25.07.2025) at 1500 Hrs**. The representatives who choose to be present at the time of opening of quotations are invited to the institute to attend the proceedings.

सधन्यवाद

भवदीय

प्राचार्य

प्राचार्य / PRINCIPAL
पीएम श्री केन्द्रीय विद्यालय, एसएपी तिरुवनन्तपुरम
PM SHRI KENDRIYA VIDYALAYA SAP
THIRUVANANTHAPURAM
पेरुरकडा पी ओ तिरुवनन्तपुरम-695005
PEROORKADA P.O, THIRUVANANTHAPURAM - 695005

TERMS AND CONDITIONS

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 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 manpower 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. All food items must be served hot and fresh. During the time of serving, it should ensure that proper covering to be done to avoid contamination.

8. 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 (Can 20 Ltrs+Dispenser) on various venues as per requirement which should not be charged separately.

    g. It will be sole responsibility of the bidder to ensure proper removal of food waste after every meals from the campus. Disposal of the waste to be done as per Govt Norms

Contd....P/2

9 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 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.**

10. 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

11. In the case of participants reaching the Vidyalaya early by a day or leaving the course for a day after the completion of the meet owning to train reservation, the caterer should provide packed food at the approved rates only. The list of such students would be intimated well in advance.

12. Under no circumstances the caterer will charge extra or collect money from the participants for the food served during the meet 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

प्राचार्य
प्रधानाचार्य / PRINCIPAL
पीएम श्री केन्द्रीय विद्यालय, एसएपी तिरुवनन्तपुरम
PM SHRI KENDRIYA VIDYALAYA SAP
THIRUVANANTHAPURAM
पेरुरकडा पी ओ तिरुवनन्तपुरम - 695005
PEROORKADA P.O, THIRUVANANTHAPURAM - 695005

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

   FSSAI Attach Proof (Valid up to) :.....
6. PAN, TIN, GST Nos. (Attach Proof) :.....
7. E-Mail id :.....
8. **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/Coffee/Fruit Juice with snacks				
4	Dinner				
	Total				

9. **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	Morning Tea/Coffee/Fruit Juice with snacks				
2	Lunch				
3	Evening Tea/Coffee/Fruit Juice with Snacks				
	Total				

10. **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/TAX IF ANY	TOTAL AMOUNT
1	Morning Breakfast				
2	Lunch				
3	Evening Tea/Coffee/Fruit Juice with snacks				
	Total				

Seal

Authorized Signature

11. 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/ TAX IF ANY	TOTAL AMOUNT
1	Morning Tea/Coffee/Fruit Juice with snacks				
2	Lunch				
3	Evening Tea/Coffee/Fruit Juice with snacks				
4	Dinner				
	Total				

12. Rate quoted per Head : 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	Vegetable high lunch / with payasam/ Small desi banana / Ice cream /rice+Sampar, rasam.kara kozhampu/ poriyal, Pickles pappad/ salad/ Curd				
2	North Indian Thali: Tawa Roti 4 nos / Tandoori Roti 2 pieces + KurmaSabji + 1 seasonal Sabji (Baingan / Bindi/ Beans/+ Dal fry/ Rajma Curry/ + I paneer sabji (Panner Masala/ Paneer Veg Kadai/ Mushroom Paneer mixed Veg. etc+ Curd + Raita+ Veg .Onion Salad + Rice (White Rice/ Basmati Rice (I Bowl)) + Papad + Pickle + One piece sweet				
3	Mini lunch / with payasam/ Ponni Rice+Sampar,rasam.Karakozhampu, Curd Pickles Pappad				
4	Vegetable Biriyani with pappad/ salad pickles+ Veg Kuruma+ Ice Cream				
5	Fish Fry (Seasonally available)				
6	Desi chicken kadai/ Chicken Chilly (200 gm plate)				
7	Tea (200 ml)				
8	Bru Coffee (200 ml)				
9	Laddu 1 Kg (Approx 30 to 35 pieces)				
9	Paal Payasam 1 Ltr				
	Ada Payasam 1 Ltr				
	Prathaman 1 Ltr				

*Catering Service Menu : Individual items or clubbed (combo/Set) Menu as per requirement of different events/programmes/sports meet etc.

Declaration

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

Seal

Authorized Signature

I have deposited Rs. **5000**/- towards EMD through Demand Draft No ..... dated ..... drawn in favour of "PM SHRI Kendriya Vidyalaya SAP Thiruvananthapuram VVN Account". (EMD exemption applicable for MSEs/MSMEs as per the GFR 2017)

I am having all **License**, 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 check-ups** 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 ..... Lakh annual turnover in the previous financial year. (Attached the proof for experience and turnover).

Date .....

Signature with Stamp