

TENDER DOCUMENT
FOR
VIDYALAYA CANTEEN
2025-2026

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 running of Canteen at Kendriya Vidyalaya No.1 AFS Pathankot. Tender duly filled, signed and stamped in sealed cover addressed to the Principal, Kendriya Vidyalaya No.1 AFS Pathankot, Punjab, 145001, should reach latest by 12:00 Hrs on 15.02.2025

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: Rs. 10000/- (Rupees Ten Thousand Only) to be paid digitally to the following Account at the time of Contract:

Name: Kendriya Vidyalaya No 1 AFS Pathankot School Fund Account

SF A/C No: 387902010013748

IFSC Code: UBIN0538795

Branch: DALHOUSIE ROAD, PATHANKOT


31/01/2025
PRINCIPAL

Enclosure: 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 Appropriate Authority should be attached)
5. PAN No of Individual/Firm: (Copy to be Enclosed)
6. GST No of Individual/Firm: (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)
9. Present assignment in hand: Govt./Semi Govt. /Private.
10. All the items and conditions, as mentioned in the Tender Form are acceptable to me / us.

Date: _____

Signature of the Tenderer With stamp

Annexure-II

KENDRIYA VIDYALAYA, NO.1 AFS PATHANKOT 145001

TERMS & CONDITIONS OF CONTRACT – FOR RUNNING A CANTEEN

(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 FSSAI Certificate obtained before the date of submission of tender is essential
- 3) The contractor will supply only such items specifically approved by the PRINCIPAL, KV NO.1 AFS Pathankot.
- 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. The contractor will carry out repair and maintenance of the equipment 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 NO.1 AFS PATHANKOT. 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, face mask, head cover etc. in the kitchen as well in the canteen hall. The organization will not provide any cleaning material/dusters, etc. for the same.
- 11) Very high standards of hygiene and cleanliness shall be observed for 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 reuse.
- 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 hours are over.
 - 13) The contractor will not take out any articles from K.V. Premises without a Gate-Pass to be issued by the Principal.
 - 14) The contractor will have to furnish the statement showing the names of all the employees to be engaged for KV NO.1 AFS PATHANKOT Canteen. Any addition/deletion must be communicated to the Principal, KV NO.1 AFS PATHANKOT.
 - 15) The police verification of documents of the persons deployed should be deposited by the contractor within 15 days of deployment to the office of Kendriya Vidyalaya NO.1 AFS PATHANKOT, otherwise the person will not be allowed to work in the Vidyalaya and the contractor will have to replace him immediately with the person whose verification is completed.
 - 16) KV NO.1 AFS PATHANKOT 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 by his employees. The Contractor will issue ID Cards to the contractor's workers in the format approved by KV NO.1 AFS PATHANKOT.
 - 17) KV NO.1 AFS PATHANKOT 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.
 - 18) A canteen Management Committee will be nominated by KV NO.1 AFS PATHANKOT 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.
 - 19) Contractor will ensure that hazardous, inflammable, or any intoxicating material is not stored in the canteen premises.

20) Earnest Money (Refundable)/ Security Deposit: Rs. 10000/- (Rupees Ten Thousand Only) to be paid digitally to the Following Account. The bid security will be refunded to the contractor on completion of contract. The security deposit will bear no interest.

Name: Kendriya Vidyalaya No 1 AFS Pathankot School Fund Account

SF A/C No: 387902010013748

IFSC Code: UBIN0538795

Branch: DALHOUSIE ROAD, PATHANKOT

Please Attach the Transaction slip with Tender document

21) Registration fees of Rs. 100/- as Demand Draft in favour of Principal Kendriya Vidyalaya No. 1, AFS, Pathankot along with the tender documents is submitted. A registration fee is non-refundable.

22) 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 KV NO 1 AFS PATHANKOT property by the contractor himself or his staff and shall be liable to pay for such losses or damages excepting those due to reasonable use or wear and tear or such as caused by an act of God.

c) KV NO.1 AFS PATHANKOT 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.

23) The contractor shall vacate the licensed premises peacefully after the expiry of the licensed period and/or earlier if desired by KV NO.1 AFS PATHANKOT 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, KV NO.1 AFS PATHANKOT shall be final and binding upon the contractor. The Contractor shall be free to remove without any damage to the KV NO.1 AFS PATHANKOT property like furniture, fittings, crockery, cutlery, utensils and other articles that might have been brought by the Contractor.

24) In case of any dispute, the decision of Principal, KV NO.1 AFS PATHANKOT will be final and binding on the Contractor.

25) The Contractor has a bare permission only to run a canteen in the KV NO.1 AFS PATHANKOT premises during the contract period and nothing contained in this document shall be construed as demise in law of the said KV NO.1 AFS PATHANKOT premises or any part thereof and shall not give any legal title or interest to the Contractor.

26) The Contractor preferably should have working experience in catering or running of canteen in various offices at least of 6 months.

27) 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.

28) The Contractor shall make all standard sitting arrangements at own cost, if required.

29) 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.

30) The Contractor shall have to pay the Room Rent including charge of Electricity and Water as decided by the Vidyalaya authority

31) 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.

32) All oils, butter, spices and other edible items must be ISI / AGmark approved.

33) All packed food like biscuits/ cakes etc. to be sold as per MRP only.

34) 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.

35) Documents to submitted along with the Quotation :

1. Copy of PAN Card and GST Registration
2. Copy of FSSAI Certificate
3. Firm Registration Certificate
4. Experience Certificate (If any) of at least 1 year of working in a reputed organization (Certificate from the organization to be attached with the documents) etc.

36) THE PRINCIPAL, KV NO.1 AFS PATHANKOT IS NOT BOUND TO OFFER THE BID TO THE LOWEST BIDDER.

37) The Tender will go to the Party whose documents are complete in all respect as the per the tender documents and whose quotation is highest.

Terms and conditions mentioned above are accepted to me.

(Signature of Contractor with seal)

**ANNEXURE-III
FINANCIAL PACKAGE**

The tenderers are requested to quote their rates of Standard lunch and snacks items in the following Performa against concerned items in column of tenderer's rate:

Sl. No.	Item	Quantity with weight etc.	Tender's Rate
1.	Tea	One cup (125 ML)	
2.	Coffee	One cup (125 ML)	
3.	Tea (Dip)	One cup (125 ML)	
4.	Coffee (Dip)	One cup (125 ML)	
5.	Samosa/Aloo Bonda	Potato with peas	
6.	Bread Pakora	Potato with peas	
7.	Paneer Pakora	30 gram	
8.	Mix Pakore	50 gram	
		100 gram	
9.	Kachori	Without sabzi	
10.	Kachori	With sabzi	
11.	Spring Roll	Full Plate	
12.	Burger	With Aloo Tikki	
13.	Patties	30 gram	
14.	Pastry	50 gram	
15.	Sandwich	50 gram	
16.	Ordinary Lunch	4 Roti, Rice, One Vegetable, Dal, Salad	
17.	Special Lunch	4 Roti, Pulao, Paneer Vegetable, Dal, Salad, Papad, Sweet	
18.	One plate Rice with Dal/Vegetable	Half plate	
19.	One plate Rice with Dal/Vegetable	Full plate	
20.	Vegetable/Dal	Half plate	
21.	Paneer Vegetable	Half plate	
22.	Roti	Per Piece	
23.	Vegetable Pulao	Half plate	
24.	Biscuit/Cold Drink/Frooti	Not more than MRP	

The rates quoted may be inclusive of all statutory taxes including Service Tax/Sales Tax and GST etc. The canteen contractor will be free to provide additional items (i.e. biscuits, mixture, ice-creams, sweets, cold drinks etc.) at M.R.P./Market rates and the stock may be maintained as per demand.

Signature of the Contractor with stamp/seal & date



पी एम श्री केन्द्रीय विद्यालय क्रमांक-1, वायुसेना स्थल, पठानकोट
P.M. Shri Kendriya Vidyalaya No. 1 (AFS) Pathankot
(an autonomous body under the Ministry of Education, Govt. of India)



केन्द्रीय विद्यालय संगठन

CBSE Affiliation no. 1600006

Phone no.0186-2340234, 2340579

Website: www.no.1 pathankot.kvs.ac.in

Email: kv1pathankot@gmail.com



F.1690/A-34/KV1/PTK/2024-25/

Date- 15.01.2025

INTRODUCTION FOR PROVIDING CANTEEN SERVICES

KV No.1 Pathankot building is having a designated canteen at ground floor with kitchen area equipped with facilities like water and electricity alongwith latest equipment's and gadgets. It is having large area with quite sufficient seating arrangements. Apart from the cafeteria, KV NO.1 Pathankot has one meeting room and Phoenix Hall at ground floor.

The detailed particulars and tender forms can be downloaded from our website <https://no1pathankot.kvs.ac.in> from the date of its publish and bid document duly completed in all respect alongwith a tender fee of Rs. 100/- (One Hundred Only Non-refundable per tender set) through open DEMAND DRAFT, drawn in favour of Principal, Kendriya Vidyalaya No.1 Pathankot will be submitted to PM SHRI Kendriya Vidyalaya No.1 Pathankot on all working days latest by 15.02.2025 up to 12.00 O'clock.

The bid without the requisite tender fee will be rejected. The Bidder may adhere to the time schedule of submission of bids in conformity of the instructions given in bid document, PM SHRI Kendriya Vidyalaya No.1 Pathankot shall not be responsible in any way for any postal delay, and no correspondence in this regard will be entertained.


15/01/2025



पी एम श्री केन्द्रीय विद्यालय क्रमांक-1, वायुसेना स्थल, पठानकोट
P.M. Shri Kendriya Vidyalaya No. 1 (AFS) Pathankot
(an autonomous body under the Ministry of Education, Govt. of India)



केन्द्रीय विद्यालय संगठन



CBSE Affiliation no. 1600006

Phone no.0186-2340234, 2340579

Website: www.no.1 pathankot.kvs.ac.in

Email: kv1pathankot@gmail.com

F.1690/A-34/KV1/PTK/2024-25/

Date- 15.01.2025

NOTICE INVITING TENDER

Sealed quotations are invited from bonafide, competent and experienced agencies of good repute, credentials and sound financial standing to render professional Catering services for the meeting/seminar etc. And a canteen of PM SHRI Kendriya Vidyalaya No.1 Pathankot for meals/snacks (Preparation and supply of meals, snacks, tea, coffee and other beverages for about 80 employees and 2000 students.

Technical requirements

- The Contractor should have minimum 1 years' experience successfully running office canteens/ hostel canteens/institutional catering services for about 80 stakeholders.
- The contractor should have to submit the following documents alongwith quotation:
 - Service Tax/GST registration certificate duly self-attested.
 - A list of similar works executed including works in hand.
 - FSSAI License from statutory authority to run canteen services.
- KV No.1 Pathankot invites sealed tenders from working or eligible tenderers for the above-mentioned work:-

1.	The approximate cost of Work--	Rupees 02 Lakhs per annum
2.	Tender Bid Security [EMD]	Rupees 10,000/ [Ten Thousand Only]
3.	The tenure of contract	01 [One Year].
4.	Cost of Tender document [Nonrefundable]	Rs.100/- [Rupees only].
5.	Sale of Tender document	From the date of publishing till last date and time.
6.	Last date & time of submission of tender	12.00 PM of 15.02.2025
7.	Date & time of opening of tender	17.02.2025 at 2:00 PM

ender documents describing the eligibility criteria, scope of work/services and the terms & conditions for the contract will be available at website of PM SHRI Kendriya Vidyalaya No.1 Pathankot i.e. <https://no1pathankot.kvs.ac.in> can be downloaded from the KV NO.1 PATHANKOT site links [Tenders].

The Agency should have adequate financial and technical competence to carry out the work.

1. The Experience & Financial Competence and resources is to be submitted in a sealed Envelope Marked Envelope No.1.
2. The rate to be quoted is enclosed as **Annexure-2**.
3. Quotations can be submitted to the office of the undersigned in Sealed Cover upto to 12 PM on **15.02.2025**. The submission must be made in one Large 'sealed cover packet' having two separate small sealed cover packets inside it. 1st small Sealed Cover should bear mark "Envelope No.1-**(TECHNICAL BID)**". It should contain all details regarding Annexure-1 (Experience & Technical Competence). Second Small Sealed Cover packet should have mark "Envelope No.II **(QUOTATION)**", which should contain only, **Annexure-II (Financial Package duly filled up on prescribed format)**.The submissions received after the stipulated time and date shall not be entertained.
4. KV No.1 Pathankot takes no responsibility for delay, loss or non-receipt of the quotation document sent by post/courier.
5. KV No.1 Pathankot reserves the right to reject any or all quotations without assigning any reason whatsoever.
6. In case of failure to comply with the provisions of the terms and conditions mentioned by the agency that has been awarded the contract, the Principal, KV No.1 Pathankot reserves the right to award the contract to the next higher bidder and the difference of price shall be recovered from the defaulting agency.
7. Telex/FAX/E-Mail offers will not be accepted.