

TENDER DOCUMENT
FOR
VIDYALAYA CANTEEN
2026-27

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 PM SHRI Kendriya Vidyalaya No.1 AFS Pathankot. Tender duly filled, signed and stamped in sealed cover addressed to the Principal, PM SHRI Kendriya Vidyalaya No.1 AFS Pathankot, Punjab, 145001, should reach latest by 01:00 pm Hrs on 25.02.2026

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: PM SHRI Kendriya Vidyalaya No 1 AFS Pathankot School Fund Account

SF A/C No: 387902010013748

IFSC Code: UBIN0538795

Branch: DALHOUSIE ROAD, PATHANKOT

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

PM SHRI 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, PM SHRI KENDRIYA VIDYALAYA 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, PM SHRI KENDRIYA VIDYALAYA 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 PM SHRI KENDRIYA VIDYALAYA NO.1 AFS PATHANKOT Canteen. Any addition/deletion must be communicated to the Principal, PM SHRI KENDRIYA VIDYALAYA 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 PM SHRI 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) PM SHRI KENDRIYA VIDYALAYA 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 PM SHRI KENDRIYA VIDYALAYA NO.1 AFS PATHANKOT.
- 17) PM SHRI KENDRIYA VIDYALAYA 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 PM SHRI KENDRIYA VIDYALAYA 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 at time of Contract/Agreement. The bid security will be refunded to the contractor on completion of contract. The security deposit will bear no interest.

Name: PM SHRI Kendriya Vidyalaya No 1 AFS Pathankot School Fund Account

SF A/C No : 387902010013748

IFSC Code : UBIN0538795

Branch : DALHOUSIE ROAD, PATHANKOT

21) Registration fees of Rs. 100/- as Demand Draft in favour of Principal PM SHRI 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 PM SHRI KENDRIYA VIDYALAYA 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) PM SHRI KENDRIYA VIDYALAYA 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 PM SHRI KENDRIYA VIDYALAYA 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, PM SHRI

KENDRIYA VIDYALAYA NO.1 AFS PATHANKOT shall be final and binding upon the contractor.

The Contractor shall be free to remove without any damage to the PM SHRI KENDRIYA VIDYALAYA 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, PM SHRI KENDRIYA VIDYALAYA 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 PM SHRI KENDRIYA VIDYALAYA 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 PM SHRI KENDRIYA VIDYALAYA 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 running of School/Vidyalaya canteen at least of 01 Year.

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 of at least 1 year of Running School/Vidyalaya Canteen. (Must)

36) THE PRINCIPAL, PM SHRI KENDRIYA VIDYALAYA 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)