पीएम श्री केन्द्रीय विद्यालय ग्रेटर नोएडा (उत्तर प्रदेश) - 201306
PM SHRI KENDRIYA VIDYALAYA SSG CISF SURAJPUR
GREATER NOIDA (UTTAR PRADESH) - 201306
(शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त निकाय)
Phone: 0120-2353300 Website: www. surajpur.kvs.ac.in E.Mail:kvcisfgnoida@gmail.com
K.V. Code: 2389 Station Code: 240 CBSE Affiliation. No. 2100251 UDISE Code: 09100103931

F.No. KVSSG/2025-26/CANTEEN

Date: 11.12.2025

विद्यालय कैंटीन हेतु टेन्डर सूचना

स्थान :- पीएम श्री केन्द्रीय विद्यालय सूरजपुर

विद्यालय परिसर में स्थित **कैंटीन संचालन** हेतु सील बंद लिफ़ाफ़े मे टेन्डर आमंत्रित किए जाते हैं टेन्ड्डर फॉर्म विस्तृत जानकारी के साथ विद्याऱय की वेबसाईट https://surajpur.kvs.ac.in/ से प्राप्त किए जा सकती है।

टेन्ड्डर फॉर्म जमा करने की अंतिम तारीख :- 26.12.2025 (2 .00 **pm** तक)
:टेन्ड्डर खोलने की तिथि 26 .12 .2025(2.30 **pm**)

[redacted]

नोट:- टेन्डर फॉर्म विद्यालय की वेबसाईट https://surajpur.kvs.ac.in/ से प्राप्त की जा सकती है।

1. कैन्टीन हेतु हेतु FSSAI का वैध licence होना अनिवार्य है।
2. टेन्डर फॉर्म विद्यालय की वेबसाईट से ही प्राप्त करें।
3. टेन्डर फॉर्म तीनों माध्यमों (SPEED POST/ COURIER/Register post) सील बंद लिफ़ाफ़े के साथ विद्यालय मे जमा किया जाएगा
4. ANNEXURE-I & II ARE TO BE FILLED
5. Selection of the vendor will be based on the highest room rent quoted in Annex II .

प्राचार्य
प्राचार्य
पीएम श्री के.वि.सूरजपुर

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Annexure-I

F.No. KVSSG/2025-26/CANTEEN Date: 11.12.2025

TENDER FORM TO BE SUBMITTED BY THE TENDERER FOR CANTEEN

1. Name of the Firm _____
2. Address _____
3. Contact No: _____
4. Registration/**FSSAI** Licence No._____
   (Copy of license issued by the local authority should be attached or copy of the letter pad or bill book may be attached)
5. PAN No ..... (Copy to be Enclosed)
6. GST No.....(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)
   iv)
9. Present assignment in hand: Govt./Semi./Private
   i)
   ii)
   iii)
   iv)
10. All the items and conditions, as mentioned in the Tender Form are acceptable to Me /us.

Date:_____ Signature of the Tenderer With stamp

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Annexure-II

ROOM RENT TENDER FORM

The tenderers have to provide the rate of room rent in below mentioned columns. The tenderer who will quote the highest rate will be considered for canteen allottment.
In addition to the room rent, the seller have to provide the items on the rates provided by the vidyalaya in Annexure III & IV

ROOM RENT BY VENDER (to be quoted by vendor)	

SIGN AND SIGNATURE WITH FIRM SEAL

ANNEXURE III

The CANTEEN tenderers have to provide below mentioned items at the price fixed by the vidyalaya

Sl.No.	Item	Quantity with weight etc.	Base Price in rupees
1	Hot Tea (milk)*	One cup(125ML)	10
2	Hot Coffee (milk)*	One cup(125ML)	20
3	Samosa/Kachori	Per pc (60grm)	15
4	Bread Pakora	Per pc	15
5	Paneer Pakora	30gram	20
6	Mix Pakora	50gram/100gram	20
7	Gulab Zamun	50 gram	20
8	Idli	100 gram single piece with Samber two piece with Shambar	20/30
9	Ordinary Lunch	4Roti,rice,onevegetable, dal, salad	60
10	Special Lunch	4 Roti, pulao, panner vegetable, dal, salad, pappad sweet	80
11	Biscuit/Cold Drink/Frooti	Not more than MRP	MRP
12	Whole/Sliced fruits	Not more than market price	MRP

ANNEXURE IV

The CANTEEN tenderers have to provide below mentioned items at the base price fixed by the vidyalaya

Refreshment/High quality tea/ Lunch for meeting/seminar

Sl.No.	Item	Package	Base Price
1	REFRESHMENT FOR TRAINING	High quality tea, biscuit and one out of (Samosa /Bread Pakora/ Aloo bonda)	15.00
2	WORKING LUNCH	➢ **Breakfast-** 4 slices of bread with butter/jam or 04 pieces of idli with sambhar and chutney or 04 pieces aaloo paratha With 01 pieces of banana / 1apple and 01boil egg. ➢ **Lunch:-** Chapatti, Rice any dal or rajma or chana with seasonal mixed vegetable, salad, papad, pickles with chicken/ Fish/ Paneer with one sweet. ▪ **Refreshment (Two times):-** 100ml tea with two biscuits or 01 samosa/ aalu bada/ vegetable choap	300
3	MENU ESPECIALLY FOR SPORTS MEET AND OTHER OCCASIONS	➢ **Breakfast-** 100 mil milk with 4 slices of bread with butter/jam or 04 pieces of idli with sambhar and chatnai or 04 pieces aaloo paratha with 01 pieces of banana / 1apple and 01boil eggs. ➢ **Lunch:-** Chapatti, Rice any dal or rajma or chana with seasonal mixed vegetable, salad, papad, pickles with chicken/ Fish/ Paneer with one sweet. ▪ **Evening snacks):-** 100ml tea with two biscuits or 01 samosa/ aalu bada/ vegetable choap Or Juice with samosa/ aalu bada/ vegetable choap ➢ **Dinner:** Chapati, Rice any dal or rajma or chana with seasonalmixedvegetable, salad, papad, pickles with Chicken/Fish/Paneer and one sweet	400

1. Given base price is the maximum price,
2. Selection of the party will be based on the highest room rent.
3. The canteen contractor will be free to provide additional item (i.e. biscuit, mixture, ice-cream, sweets, and cold drink) at MRP/market rates and the stock may be maintained as per demand.

Signature of the contractor with stamp/ seal &date

TERMS & CONDITIONS OF CONTRACT – FOR RUNNING A CANTEEN IN PM SHRI KENDRIYA VIDYALAYA, SURAJPUR, GREATER NOIDA

(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 valid food/catering FSSAI Certificate required for running a school canteen.

3. The contractor will be responsible for providing all food items mentioned in Annexure-III.

4. 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. Repair and maintenance of the equipment will be carried out by the contractor and he will not claim any reimbursement of expenses on this account.

5. 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.
6. The Contractor will employ adequate number of staff in order to maintain efficiency.
7. All persons engaged by the contractor shall be the contractor's own employees and they will claim no privileges from PM SHRI KENDRIYA VIDYALAYA,Surajpur, Greater noida. The contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behavior.

8. 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.
9. The Contractor will be responsible for cleanliness of crockery, cooking utensils, furniture, fixtures and fittings, hand gloves, mouth mask, head cover etc. in the kitchen as well as the canteen hall. The organization will not provide any cleaning materials/dusters, etc. for the same.
10. Very high standards of hygiene and cleanliness shall be observed in 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 refuse.

11. The Canteen shall be opened for catering during School hours on all working days and will be closed after the school is over. During in any program of KVS, canteen will be opened as per the requirement of the Vidyalaya.
12. The contractor will not take out any articles or stores of the K.V. Premises without a Gate-Pass to be issued by the Canteen in-charge/ Principal. In the event of failure, to supply the approved items without notice by the contractor, the same will be arranged by the Organization at the Contractor's risk and cost.
13. The Contractor shall at his own cost, effect, as required as per the Act, necessary insurance in respect of the staff and other personnel or persons to be employed or engaged by the Contractor in connection with the rendering of the aforesaid services to PM SHRI Kendriya Vidyalaya Surajpur and shall comply with the provisions of (Regulation and Abolition) Act, Employees Staff Insurance Act, Workmen's Compensation Act, Payment of wage Act, The Employees Provident Fund and Family Pension Fund Act 1952, the other rules regulations and
/ or statues that may be applicable to them now or that may be introduced.

14. The police verification documents of the persons deployed should be deposited by the contractor within 15 days of deployment to the office of PM SHRI Kendriya Vidyalaya Surajpur, otherwise the person will not be allowed to work in the Vidyalaya and the contractor will replace him immediately with the person whose verification is completed.

15. PM SHRI Kendriya Vidyalaya Surajpur,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 his employees. The Contractor will issue ID Cards to the contractor's workers in the format approved by PM SHRI Kendriya Vidyalaya Surajpur,

16. PM SHRI Kendriya Vidyalaya Surajpur,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.

17. A canteen Management Committee will be nominated by PM SHRI Kendriya Vidyalaya Surajpur, 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.

18. Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the canteen premises.

19. 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 Surajpur,property by the contractor himself or his staff and shall be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by an act of God.

c) PM SHRI Kendriya Vidyalaya Surajpur,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.

20. 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 Surajpur,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 PM SHRI Kendriya Vidyalaya Surajpur, shall be final and binding upon the contractor. The Contractor shall be free to remove without any damage to the PM SHRI Kendriya Vidyalaya Surajpur , property like furniture, fittings, crockery, cutlery, utensils and other articles that might have been brought by the Contractor.

21. In case of any dispute the decision of Principal, PM SHRI Kendriya Vidyalaya Surajpur, will be final and binding on the Contractor.

22. The Contractor has a bare permission only to run a canteen in the PM SHRI Kendriya Vidyalaya Surajpur, 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 Surajpur premises or any part thereof and shall not give any legal title or interest to the Contractor.

23. The vendor preferably should have working experience in catering or running of canteen in various offices at least of 6 months.

24. 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.

25. The Contractor shall make all standard seating arrangements at own cost if required.

26. 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.

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

28. 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.

29. All oils, butter, spices and other edible items must be ISI / Agmark approved.

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

31. 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.

32. Contractor should provide firms PAN & GST Number issued by Income Tax Department along with his quote. No payment will be released without submission of PAN Number. All taxes will be recovered from his payment as per tax provision in vogue.

Documents to submit:

1. Copy of PAN Card and GST Registration
2. Copy of FSSAI Certificate
3. Firm Registration Certificate
4. Experience Certificate etc.

33. Contractor and his workmen will be subject to police verification regarding their antecedents.

34. The Canteen premises will be in possession of the PM SHRI Kendriya Vidyalaya Surajpur,and the contractor is permitted to enter the premises to run the canteen only. If at any time contract is terminated or the contract comes to an end or if the PM SHRI Kendriya Vidyalaya Surajpur, decide that the contractor should not be allowed to run the canteen in that event the PM SHRI Kendriya Vidyalaya Surajpur, will be entitled to restrain the contractor from entering the building premises as well as the canteen premises. The contractor is only permitted to make use of the canteen premises which is in possession of the PM SHRI Kendriya Vidyalaya Surajpur ,and the contractor will have no right or interest in the canteen premises and other items given by the PM SHRI Kendriya Vidyalaya Surajpur,because of the permission being granted to the contractor to supply articles as per the terms of the contract.

35. Credit sales if any, affected by the contractor will be on his own risk and responsibility and that the PM SHRI Kendriya Vidyalaya Surajpur,will not in any way be responsible for the recovery of such arrears in these transactions.

36. Normal Electricity supply for lighting. In case of installation of any heavy electrical appliances the party must take prior permission from the Principal and additional charges may be applied for the same.

37. Canteen premises with dining hall, kitchen pantry on a token license fee as per quoted in tender per month for the Canteen. The token money must be submitted in the school fund account before 10th day of the month. However the parts pay the same in advance also. Performance security of Rs. 10,000/- should be submitted at the time of agreement, which will be returned after the completion of the agreement without any interest.

(Signature of Contractor)