पीएम श्री केंद्रीय विद्यालय उदालगुड़ी

PM SHRI KENDRIYA VIDYALAYA UDALGURI

TENDER DOCUMENT FOR

VIDYALAYA CANTEEN

पीएम श्री केन्द्रीय विद्यालय उदालगुड़ी

शिक्षा मंत्रालय, भारत सरकार के अधीन
गोलोंडी हाबी, गाँव-सापखैती
सपखैती चौक के पास
जिला – उदालगुड़ी, असम – 784509
ई मेल : kvudalguri2165@gmail.com
वेबसाइट: http://udalguri.kvs.ac.in
दूरभाष :- 03711-295102
विद्यालय कोड : 2165

PM SHRI KENDRIYA VIDYALAYA UDALGURI

Under Ministry of Education, Govt of India
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संदर्भ संख्या/2165 :के.वि./उदालगुड़ी/2025-26 / दिनांक : 04.02.2026

विद्यालय कैंटीन हेतु टेंडर सूचना

स्थान :- पीएम श्री केंद्रीय विद्यालय उदालगुड़ी, बीटीआर उदालगुड़ी, असम-784509

विद्यालय परिसर में स्थित कैंटीन संचालन हेतु पात्र एवं इच्छुक ठेकेदारों / फर्म से सीलबंद टेंडर आमंत्रित किए जाते है | टेंडर फॉर्म व विस्तृत जानकारी विद्यालय की वेबसाइट http://udalguri.kvs.ac.in/ से प्राप्त की जा सकती है |

- टेंडर फॉर्म जमा करने की अंतिम तिथि : 19.02.2026 और समय 03.00PM
- टेंडर खोलने की तिथि : 21.02.2026 और समय 02.30PM

- Note: - खाना –पान तथा कैंटीन सेवा हेतु FSSAI का पंजीकरण होना अनिवार्य है |

(प्राचार्य)

Tender Document

Sub: Awarding of canteen contract for the period of 01 year from the date of contract.

Sir/Madam,

Please find enclosed herewith the tender documents for running of canteen at PMSHRI Kendriya Vidyalaya Udalguri. Tender duly filled, signed and stamped in sealed cover addressed to the Principal, PMSHRI, Kendriya Vidyalaya, Udalguri, PO- Udalguri, Near Sapkhaiti, BTR Udalguri, Assam-784509 should reach latest by 03.00 PM on 19.02.2026.

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 DOCUMENTS A-I TO III DULY SIGNED AND SEALED)

(PRINCIPAL)

Encl: Tender Document

Annexure-I

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 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).

9. Present assignment in hand : Govt/Semi Govt./ Private

i).

ii).

iii).

10. All the terms and conditions as mentioned in the Tender form are acceptable to me/us.

Date:_____ Signature of tenderer with stamp

Annexure-II

TERMS & CONDITIONS OF CONTRACT- FOR RUNNING A CANTEEN AT PMSHRI KENDRIYA VIDYALAYA UDALGURI

(please enclosed 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 PMSHRI KENDRIYA VIDYALAYA UDALGURI. The contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behaviour.

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 maximum after one hour after the school is over.
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 Udalguri 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 15days of deployment to the office of PM SHRI Kendriya Vidyalaya Udalguri, 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 Udalguri 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 Udalguri

16. PM SHRI Kendriya Vidyalaya Udalguri 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 Udalguri 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 upto 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 any body 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 Udalguri 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) PMSHRI Kendriya Vidyalaya Udalguri will not be in anyway responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the contract or 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 Udalguri and shall hand over the same to the authorized officer along with all furniture, fittings and other articles as may have been providing, from time to time and the decision of **Principal,** PM SHRI Kendriya Vidyalaya Udalguri shall be final and binding upon the contractor. The Contractors hall be free to remove without any damage to the PM SHRI Kendriya Vidyalaya Udalguri 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 Udalguri 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 Udalguri 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 Udalguri 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. TheContractorshallhavetopaytheRoomRentincludingchargeofElectricityandWater as decided by the Vidyalaya authority

28. The contractor shall have to arrange a proper and scientific method for 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 work men will be subject to police verification regarding their antecedents.

34. Credit sales if any, affected by the contractor will be on his own risk and responsibility and that the KV Udalguri will not in any way be responsible for the recovery of such arrears in these transactions.

36. Normal Electricity supply for lighting only will be supplied by Vidyalaya. In case of installation of any electrical appliances the party must take prior permission from the Principal and additional charges may be applied for the same as per the meter reading.

37. Canteen premises with dining hall, kitchen pantry on a token license fee of Rs. 1500-per month for the Canteen. The token money must be submitted in the Vidyalaya VVN account the beginning of month before 10 day of the month. However, the part may pay the same in advance also.

(Signature of Contractor with seal)

PM SHRI Kendriya Vidyalaya Udalguri

Annexure-III

FINANCIAL PACKAGE

- The tenderers are requested to quote their rates of Standard lunch and snacks items in the following Performa against the base rates:

Sl.No.	Item	Quantity with weight etc	Base Price	Tenderer rate
1	Hot Tea	One cup(100ML)	4.00	
2	Hot Coffee	One cup(100ML)	5.00	
3	Hot Tea(Dip)	One cup(100ML)	5.00	
4	Hot Coffee(Dip)	One cup(100ML)	6.00	
5	Samosa/ Aloo Bonda	Patato with peas	4.00	
6	Bread Pakora	Patato with peas	5.00	
7	Paneer Pakora	30gram	7.00	
8	Mix Pakora	100gram	7.00	
9	Kachori	Without sabzi	7.00	
10	Kachori	With sabzi	10.00	
11	Omlette (one egg)	With two slice	10.00	
12	Omlette (two egg)	With four slice	15.00	
13	Gulab Zamun	50gram	7.00	
14	Balu Shahi	50gram	7.00	
15	Besan Ladoo	50gram	7.00	
16	Burfi	35gram	8.00	
17	Spunge Rasogulla	50gram	8.00	
18	Sambar Vada	100gram single piece	10.00	
19	Idli	100gram two piece with Samber	15.00	
20	Masala Dosa	One piece with sambar And chutney	20.00	
21	Plain Dosa	One piece with sambar And chutney	15.00	
22	Ordinary Lunch	2 Roti, rice, one vegetable, dal, Salad	20.00	
23	Special Lunch	2 Roti, pulao, paneer vegetable, dal, slad, papad sweet	35.00	
24	Rice with Dal and vegetable	Half plate	10.00	
25	Rice with dal and vegetable	Full plate	15.00	
26	Vegetable/ dal	Half plate	7.00	
27	Paneer Vegetable	Half Plate	12.00	
28	Roti	Per piece	2.00	
29	Vegetable pulao	Half plate	10.00	
30	Vegetable pulao	Full plate	15.00	
31	Biscuit/ Cold Drink/ Frooti	Not more than MRP		

Refreshment/High quality tea/ Lunch for meeting/seminar

S. No.	Item	Package	Base Price	Tenderer rate
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 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. ▪ **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**	350	

1. Every participant must quote their price against every items.

2. Given base price is the standard price below which no one should quote the price to maintain the quality of the items.

3. selection of the party will be based on the lowest gross amount of all items quoted price of the parties.

4. The rates below this base rate will be considered un-workable and offer will be rejected. The rates quoted may be inclusive of all statutory taxes **including Goods and service tax.**

The canteen contractor will be free to provide additional item (i.e. biscuit, mixure, icecream, sweets, cold drink) at MRP/market rates and the stock may be maintained as per demand.

Signature of the contractor with stamp/ seal &date