

KENDRIYA VIDYALAYA, ZEERA BASTI BALLIA

Ref: F. KVB/Canteen/2017-18

Dt: 21.03.2018

TENDER DOCUMENT

INSTRUCTIONS FOR TENDER NOTICE FOR OPERATION OF CANTEEN AT KENDRIYA VIDYALAYA BALLIA

1. Tender form for operating of Canteen at KV BALLIA will be available in the office of KV BALLIA on the working days from **21.03.2018** onwards.
2. Tender form can be obtained on payment of Rs.100/-(One hundred only) by means of crossed Demand Draft drawn in favour of 'The Principal KV Ballia' payable at **BALLIA** which is non-refundable.
3. The last date for submission of the Sealed tender form is **30/03/2018, upto 1.30 PM.**
4. The sealed tender will be opened in the Vidyalaya on **31/03/2018 at 2.00 PM.**
5. Interested Bidders can also download the tender form the Website: www.kvballia.edu.in . In such cases the bidders have to submit two separate Demand Draft (i.e Rs. **100** for cost of tender Form & Rs. **5000** for Security Deposit)
6. Incomplete forms will be rejected by the Vidyalaya.
7. All pages of offer shall be signed by the Bidder.
8. The Vidyalaya reserves the right to accept/ reject the offer or suspend the tender without assigning any reasons.
9. The decision of the Vidyalaya Canteen management will be Final and binding on the part of the bidder.
10. **Tender form without security deposit of Rs.5000/and Rs. 100(in case of downloaded from School website)-will be rejected.**

Principal

TENDER DOCUMENT

REQUIREMENTS FOR OPERATING SCHOOL CANTEEN AT KENDRIYA
VIDYALAYA BALLIA(UP)

1. About the Vidyalaya and Canteen

The Vidyalaya has a strength of about 1200 students and 50 staff members.

2. Scope of Service

- a) To serve Tea/Coffee and soft drinks.
- b) To serve light snacks, Breakfast, Lunch etc
- c) To provide minor stationery and other articles required for students

3. Service Line Requirements:-

- i. The Coffee/Tea/Soft Drinks, stationery articles etc. shall be provided to the students & employees on all working days.
- ii. Whenever required they shall be provided on Sundays and closed Holidays.
- iii. The canteen shall function from 8:30 AM to 3:00 PM
- iv. The contractor shall not offer/supply any article to people other than the students, employees and official visitors of Vidyalaya
- v. The Contractor shall provide uniforms and gloves for all persons deployed in Vidyalaya canteen. Wherever required Apron shall also be provided. The contractor shall ensure washing and wearing of these by canteen personnel so as to put up a pleasing appearance. The personnel deployed should observe utmost cleanliness.
- vi. The Vidyalaya campus is a tobacco-free zone. The contractor and the personnel employed by him should not use any tobacco products in any forms, chew beetle leaves or smoke cigarettes.
- vii. The contractor shall employ only people aged more than 18 years or as stipulated by GOI guidelines/ Labour Laws. The Contractor should indicate the total number of staff deployed for running the Canteen. Unauthorized person should not be engaged by the contractor in operating the canteen.
- viii. The canteen contractor shall ensure polite and cordial behavior of personnel with the employees and visitors at the Canteen. Any report of improper behavior shall warrant appropriate action.
- ix. The Canteen Management Committee (CMC) members will be regularly supervising the canteen services including cooking and will be giving

appropriate instructions to the contractor/workers to improve the quality. They have the right to reject the prepared food if the quality is not to their satisfaction.

- x. The canteen vendor should possess a valid license from Food Standard Authority of India (FSSAI).
- xi. The Quality of Food supplied by the contractor may be checked any time by Food inspector or any official Food Standard Authority of India (FSSAI) without prior information.
- xii. Adverse report made by any food inspecting committee may lead to termination of contract with immediate effect.
- xiii. The contractor have to boost cashless transaction by means of swipe machine or any e-wallet ID.

4. Quality

- a) The stationery material supplied should be of high quality of good make
- b) The contractor shall supply of minor stationary etc at reasonable price.
- c) The taste of all foods served should be good, fresh, and palatable and without any foul or bitter feeling.
- d) The snacks / dishes should be changed every day for different tastes with different vegetables and other ingredients.
- e) The food stuffs should be properly covered, stored and served hot.
- f) The Quality of articles provided /food stuff served will be monitored by CMC. If CMC finds shortfall in quality, a penalty of 5 % of monthly bill may be levied.
- g) Quality of all ingredients used to prepare all food items should be of reputed grades and of standard brand quality, company packed and sealed, and procured from genuine suppliers with prior approval from the Canteen Management Committee (CMC).
- h) All food items, after procurement, should be produced for verification of quality by the concerned members of the Canteen Management Committee before cooking.
- i) It is the sole responsibility of the contractor to ensure that the food items procured are not adulterated or of poor quality.
- j) AGMARK items shall also be used. All other items used shall be approved by Canteen Management Committee (CMC).
- k) Strict action including termination of contract, as may be decided by CMC, will be imposed against the contractor if food served with adulterated items or substandard quality is noticed, at any stage of the Canteen service.
- l) The items with good brand quality should only be used for cooking. Utmost hygiene, care and professional skill should be maintained while cooking. The Canteen should be open to inspection by the authorities of the Institute at any time without notice.

- m) The contractor shall stop the sale of any articles if objected by Principal/ Canteen Management Committee.
- n) The contractor will not do anything that is objectionable or will cause indiscipline in school campus.

5. CLEANLINESS:

- a) The contractor shall make his own arrangement for immediate disposal of wastes materials including unused / waste food.
- b) Food items ready to serve should be kept covered and not be exposed to dust, and flies.
- c) The contractor will make arrangement of pure drinking water.
- d) Dining tables, wash basins, kitchen, washing areas, serving counters etc. should be kept clean and should not produce nauseating/rotten smell
- e) The area in and around the canteen should be kept clean and the utensils and serving counter should be cleaned daily with soap solution.
- f) The cobwebs should be removed every week.
- g) The personnel deployed should observe utmost cleanliness both at Canteen and at distribution points.
- h) The contractor should dispose kitchen waste, unused food, paper cups in the place specifically provided.
- i) Serving food items in plastic materials is strictly prohibited
- j) The ABOVE LISTED CLEANLINESS ASPECTS SHALL BE STRICTLY FOLLOWED. If CMC finds any shortfall in CLEANLINESS a penalty of 5 % will be levied.

General Terms and Conditions:

1. The rates of monthly rent quoted shall be valid for a period of ONE Year. The Contract is initially for a period of ONE YEAR and extendable on mutually agreed Terms & Conditions.
2. The monthly rent quoted and agreed upon should be remitted to the Vidyalaya office on or before 10th of every month and receipt obtained. The rent should be paid to vidyalaya account by using e-payment only. Cash payment will be not entertained at any cost.
3. The prices charged by the contractor should not exceed MRP/ Market rates
4. The Contract is terminable by giving one month's notice in writing from either side without assigning any reason thereof and the Contractor shall have no claim for any kind of compensation thereof.
5. Any other food requirements for meetings, Workshops, in-service courses, seminars etc. shall be on mutually agreed rates.
6. The contractor shall not Sub contract the services to other agency or individual. The contractor shall be fully responsible for Conduct, Service and Discipline of the personnel deployed in the canteen.
7. In all matters of interpretation or dispute relating to the Contract, the decision of the Principal/ Canteen Management Committee shall be final and binding.
8. The Vidyalaya reserves the right to accept/reject any or all the offers without assigning any reason thereof.

9. The contractor shall make his own arrangements for furniture, utensils fuel etc.
10. The contractor shall not use electricity for cooking food items.
11. The vidyalaya or any staff member shall not be responsible for any loss of things belonging to and used by the contractor in operating the canteen.
12. The Contractor will be required to abide by the operating / security instructions issued by the vidyalaya from time to time.
13. Any repairs/ modification to the canteen will be made by the contractor only with the approval of the Principal / CMC. Any damage to the canteen building or fixtures will be repaired by the contractor at his own cost.
14. Failure to abide by any of the terms and conditions stipulated will result in the forfeiture of the security deposit and termination of the contract without any notice notwithstanding anything said or contained in this contract or any other provisions of law.
15. Suggestion-Cum-Complaint Book: he Contractor is required to maintain a Suggestion-cum-Complaint Book at the designated prominent spot in the canteen. In the event of any complaint the canteen personnel shall politely request the users to record the complaint in the Book.
16. The Contractor shall be available at the canteen at all the time to take decisions, for consultation with CMC and to deliver the services. (The Contract is terminable in case if he/she is irregular)
17. The contractor shall post a price list at a prominent place in the canteen
18. SECURITY DEPOSIT:- The Contractor is required to deposit to the Vidyalaya an interest free Security Deposit of a sum of Rs. 5000/- (Rupees five thousand only) for the due performance of the terms and conditions of the Contract. The Security Deposit shall be remitted by way of Demand Draft along with tender form, drawn in favor of "VVN KV BALLIA", payable at BALLIA. The Security Deposit amount will not carry any interest and is liable to be forfeited in the event of breach of any of the terms and conditions of the Contract by the Contractor. Tender form without security deposit will be rejected.
19. The Canteen Management Committee may seek any additional information required for the purpose of evaluation of quotations/ offer.
20. The bidder is advised to visit the Vidyalaya and ascertain facilities before submitting the offer.
21. Security deposit of unsuccessful bidder will be refunded by the Vidyalaya.
22. All the pages of this tender should be duly signed by the Bidder.

[PRINCIPAL]

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S.No	List of details	Information to be provided by the Bidder.
1	Name of the Firm/ Individual: Full Postal Address Telephone No./ Mobile No.	
2	PAN No. (Compulsory)	
3	AADHAR NO.	
4	FSSAI LICENCE NO.	
5	Tender Fee Rs.100/-	DD No.....Date:..... Issuing Bank
6	Security deposit Rs.5000/-	DD No.....Date:..... Issuing Bank
7	Offer Monthly Rent to the Vidyalaya(500/-(Five Hundred per month)	Rs..... (In words.....)

I agree for all the service line requirements and Terms and Conditions as per tender document

I have attached duly filled check list, DD for tender fee.

Signature of the Bidder

SCHEDULE OF ITEMS TO BE PROVIDED/SERVED IN CANTEEN**(Rates are fixed by the Vidyalaya)**

SL NO	NAME OF ITEM	UNIT	RATE TO BE CHARGED NOT ABOVE (INCLUSIVE OF ALL CHARGES/TAXES)
1.	<u>BREAKFAST</u>		
	Aloo ki Sabzi & 4-6 Puri with Pickle & 100 ml Milk/Tea OR	01	
	Bread Jam butter Boiled Egg & 100 ml Milk/Tea OR		
	Stuffed Parantha, Butter, Curd, Milk/tea OR		
	Idli, Sambar, chatni, seasonal Fruit. Tea/Coffee/Milk OR		
2.	<u>LUNCH</u>		
	(a) Green Veg dry, (b) (b) Rajma/Channa/Kadi pakoda/Curry Veg (c) Dahi Raita/Dahi Vada (d) Puri/roti (e) Papad (f) Salad (g) Pickle (h) Rice Pulao	01	
3.	<u>DINNER</u>		
	(a) Green Veg dry, (b) Dal (c) Puri/roti (d) Papad (e) Salad (f) Pickle (g) Rice (h) Sweet	01	
4.	SMOSA (150 gm)	01	
5.	MIXED PAKODA(250 gm)	Grams	
6.	Bread Pakoda(100 gm)	01	
7.	Channa Bhatura Plate(2medium size 8" Bhatura with 100 gm	Per Plate	
8.	Rajma chawal(250gm)	Per Plate	
9.	Kadi Chawal(250 gm)	Per Plate	
10.	Chole Chawal(250 gm)	Per Plate	
11.	Idli sambar(2medium size idli with 100 gm sambhar and chutni)	Per Plate	

12.	Branded Soft Drink(Cold)	Per Bottle	Not Above MRP
13.	Petty (veg)(75 gm)	Per Piece	
14.	Tea(150 ml)	Per Cup	
15.	Coffee(150 ml)	Per Cup	
16.	Poha(200 gm)	Per Plate	
17.	Tikky Chole(2medium size Tikki with 100 gm chole and chutni)	Per Plate	
18.	Aloo tikki Burger (Veg)(150 gm)	Per Piece	
19.	Aloo Bonda(100 gm)	Per Plate	
20.	Paneer Pakoda (200 gm /4 medium size pieces)	Per Plate	
21.	Branded Biscuits, Toffees, Chocolates etc	Per Packet/per piece	As per MRP
22.	Seasonal Fruits	Per piece	As per Fruit Market Rates
23.	Boondi Ladoo 40 gm Freshly Prepared	Per Piece	
25.	Namkeen Mathi 30 gm	Per Piece	
26.	Stationary Items		Not Above MRP
27.	Any other item as per rates decided by canteen committee with mutual consent of contractor		

Note: Electricity Bill & Water charges will be levied as per govt. rates on metered consumption or assessed flat rates in the event of un-serviceability/ non-availability of meter.

Date

Signature of the contractor/ Bidder