TENDER NOTICE

Sub: "Invitation for Tender for supply of Food (Catering services) in KV, OEF, Hazratpur - reg"

Sir/Madam,

Sealed competitive quotations from the Valid Firms are invited by the undersigned on behalf of Kendriya Vidyalaya Sangathan for the supply of the following items:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Brief description of goods</th>
<th>Specifications</th>
<th>Quantity (approx)</th>
<th>Delivery period</th>
<th>Place of delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Provision of food to participants of various activities in the Institute as per tentative menu (Enclosed). The tentative number of participants is around 400 approx. at one occasion for maximum 3 to 5 days. Number of occasions may increase on need basis.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. **Bid Price**

a. The contract shall be for the supply of the above mentioned items/services to the KVS. The bidder shall quote the item / services in the format of quotation (Enclosed). Corrections, if any, shall be made by crossing out, initialing with date and rewriting:

b. All duties, taxes and other levies payable by the bidder shall be included in the total price. However, the tax and duties leviable should be quoted separately.

c. The rates quoted by the bidder shall be fixed for the duration of the contract i.e for one year from the date of award of the contract.

d. The prices should be quoted in Indian Rupees only.

e. Each bidder shall submit only one quotation;

f. Quotations are not acceptable if submitted through e-mail/Fax etc.

g. The bid should be submitted along with registration fee of **NIL**.

h. The firm should enclose supporting documents regarding registration of VAT/ST/IT-PAN /TAN without fail.
4. **Validity of quotations**

The quotation shall remain valid for a period not less than 90 days after the deadline specified for submission of quotations.

5. **Evaluation of quotations:**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive, i.e., which are:

a) Properly signed, and

b) Conform to the terms and conditions and specifications.

The evaluation would be done for all the items/services put together. The items/services for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. The purchaser shall keep in mind that the rates quoted shall be competitive and do not in any manner whatsoever compromise with the quality of items and services to be provided by him as per the terms and conditions. Purchaser will award the contract to the responsive bidder whose total cost for all the items put together is the lowest. However, this does not restrict the purchaser from imposing any further conditions before awarding the contract.

6. **Award of contract:**

(a) The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 3(b) and 5 above;

(b) The bidder whose bid is accepted will be notified of the award of the contract by the Office prior to expiration of the quotation validity period;

(c) The Notification of Award shall clearly specify any change in the unit price or any other terms and conditions accepted.

(d) Normal commercial warranty/guarantee shall be applicable to the supplied goods/services.

(e) Payment shall be made within 15 days after the course is completed on each occasion, provided the bills are submitted within a day or two after the completion of the course.

(f) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

(g) The successful bidder has to deposit **performance security** with the Sangathan an amount of **NIL.**
7. Last date and time of receipt of quotations:

You are requested to drop the sealed quotations in the Tender Box kept at KV, OEF, Hazratpur office with super scribed on the envelope as "Quotations for the supply of food(catering services)" on or before 10.10.2016. The quotations shall be opened on 13.10.2014 at 11.30 hrs. The bidders or their representatives who choose to be present at the time of opening of quotations are invited to the institute to attend the proceedings.

Yours faithfully,

Sd

Signature_________________

Name: (Ramesh Chandra)
Designation: Principal
KV, OEF, Hazratpur
<table>
<thead>
<tr>
<th>Day</th>
<th>Bed Tea</th>
<th>Break fast</th>
<th>Tea Break*</th>
<th>Lunch</th>
<th>Tea Break*</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>Tea/Coffee</td>
<td>Aloo Parantha, Curd, Pickle, Fruit &amp; Tea/Coffee</td>
<td>Medu Vada Tea/Coffee</td>
<td>Dal Fry, Matar Paneer, Beans Palia, White Rice, Onion Raita, Roti, Salad, Curd, Papad, Fruit Salad.</td>
<td>Veg Cutlet Tea/Coffee</td>
<td>Rajma dal fry, Capsicum, Potato, Veg Curry, White Rice, Roti, Salad, Curd, Papad, Jalabi</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Tea/Coffee</td>
<td>Masala Dosa, Chatni, sambar Fruit &amp; Tea/Coffee</td>
<td>Aaloo Bonda Tea/Coffee</td>
<td>Dal fry, Kabuli Channa, Bhindi Sabji, Poori, White Rice, Roti, Salad, Curd, Papad, Rasagulla</td>
<td>Matri Tea/Coffee</td>
<td>Dal Fry, Matar Paneer, Mixed vegetable fry, Onion Raita, White Rice, Roti, Salad, Curd, Papad, Ice Cream</td>
</tr>
</tbody>
</table>

- Quantity of food as per the requirement of individuals be supplied without any restriction or limit.
- Table Salt, Pickle & sugar should be served with all the meals. The vegetables used for cooking should be fresh.
- No compromise with the Quality of Food the rice served should be premium quality and the oil used should be branded double refined oil.
- No change in Menu without Principal’s approval.

Signature of Buyer

Signature of Bidder
<table>
<thead>
<tr>
<th>Date &amp; Day</th>
<th>Bed Tea</th>
<th>Breakfast</th>
<th>Tea Break</th>
<th>Lunch</th>
<th>Tea Break</th>
<th>Dinner</th>
</tr>
</thead>
</table>

- Quantity of food as per the requirement of individuals be supplied without any restriction or limit.
- Table salt, sugar & Pickle should be served with all the meals. The vegetables used for cooking should be fresh.
- No compromise with the Quality of Food. The rice served should be of premium quality & the oil used should be branded double refined oil.
- No change in Menu without Principal’s approval.

Signature of Buyer

Signature of Bidder
TERMS AND CONDITIONS

1. The materials used for cooking should be of high standard and good quality. The rice grains should be of small size and of premium/best quality available in the market; the oil should be S branded; the vegetables should be fresh and be purchased on daily basis; the Atta Powder, the masala powders – haldi powder, chilly powder, black pepper powder, dhania powder etc should be of good quality

2. Buffet system will be followed.

3. Catering timings should be observed strictly. Viz. Bed Tea – 0600 hours; Breakfast – 0800 hours to 0845 hours; Morning Tea – 1100 hours; Lunch 1300 to 1345 hours; Evening Tea 1545 hours; and Dinner 2000 hours to 2100 hours approximately.

4. The firm will arrange for the required material and men for the preparation and serving of food and washing of used vessels etc. and all of them should be given Identity cards. At least 3 bearers with proper uniform should be engaged for serving food.

5. Requisite number of clean plates, bowls, spoons, tumblers, glasses, napkins and white sheet for the serving table etc. are to be brought by the caterer.

6. Brief instructions for washing the used vessels and other cleaning work is as under:
   
   i. Necessary materials like soap powder, sabeena etc. for the purpose of washing and cleaning shall be supplied by the caterer.

   ii. The left over food from the plates should be removed into a container before they are washed.

   iii. The washed articles should be sterilized by using light solution of potassium permanganate or equivalent to be changed frequently.

   iv. The plates and all the other utensils should be wiped dry with a clean towel. If any portion of articles of crockery has got chipped off or there is a crack, it should be replaced immediately.

   v. The last one hour i.e. before closing hours of the canteen should be utilized for cleaning of all the utensils and washing of the kitchen and dining hall. In no case, it should be carried over to the next day.

Signature of Buyer                                           Signature of Bidder
vi. All waste materials should be disposed off – **taken out of the KV, OEF, Hazratpur** – and should not be dumped inside the campus.

vii. Tea / Coffee should be prepared as and when required in the kitchen of the Institute during the Training Programme. All cooking equipment, utensils, LPG, Gas Stove etc. required for this purpose should be provided by the caterer.

viii. The bearers should maintain proper discipline and decorum when on duty in the Institute.

ix. The caterers shall cook the food as per the menu given in the Institute’s Kitchen only (a spacious kitchen is available). The cost of Gas ovens, LPG, Fuel etc. has to be borne by the caterer. A Nominal rent of Rs NIL per day will be payable by the caterer towards Rent, Water and Electricity charges. However, No electrical heating equipment will be allowed to be used.

x. The materials used for cooking shall be clean and of good quality and the food items prepared shall be tasty and palatable. Items such as Coriander leaves (Dhaniya), curry leaves, podhina and other spices of good quality be used every day to make the food tasty.

xi. Payment will be done in the form of cheque only within 15 working days after the satisfactory completion of each contract, after deducting TDS/ST as applicable. **In case the services rendered are found to be unsatisfactory by a committee nominated by the Principal, a penalty of 2 to 5 % of the contract value will be imposed at the discretion of the Principal, which shall be binding and final. In case of poor quality of food not suitable for consumption by the participants, the food will be rejected and the extra cost incurred for procuring food from outside will be recovered from the subsequent payment due to the contract. Besides this the firm can also be blacklisted and forbidden in submitting their tender in future.**

xii. The number of Trainees in each program will vary and will be informed in advance by the Institute and the caterer should be prepared to supply food items accordingly.

xiii. The caterer should supply food to the participants and officials without any shortage.

xiv. Rate should be quoted for per head (for supply of food items mentioned in the tentative menu) for one full day starting from morning bed tea / coffee to night dinner and also meal – wise.

xv. In the case of participants reaching the course early by a day or leaving the course for a day after the completion of the course owning to train reservation, the caterer should provided packed food at the approved rates only.

_Signature of Buyer_  
_Signature of Bidder_  

7
xvi. Under no circumstances the caterer will charge extra or collect money from the participants for the food served during the course days as food charges are collected by the Institute only.

xvii. The Rate should be inclusive of all taxes.

xviii. The caterer or his / her workers shall not stay in ZIET premises at night. They will have to make their own arrangement for their night stay outside. In the event of their stay, they have to make a payment of Rs. 100/ per day for stay in the Hostel hall itself.

xix. EMD of Rs. NIL should be submitted along with the tender document by Demand Draft or Bankers Cheque drawn in favour of “KV, OEF, Hazratpur” payable at Gwalior. The EMD will be retained in the case of successful bidder. In the place of EMD, bank guarantee for NIL in favour of KV, OEF, Hazratpur account may be submitted. The EMD paid will be refunded in the case of unsuccessful bidders within 90 days from the date of opening of Quotation. Quotation without EMD of RsNIL shall be rejected.

xx. The successful bidder shall deposit performance guarantee of Rs. NIL as DD / Bank Guarantee the day of signing of the contract. In case of Bank Guarantee, it should be for a period of 2 months beyond the contract period i.e it should be for a period of 14 months. On its receipt, the EMD deposited initially will be refunded.

xxi. Proof of remittance of tax applicable to the authorities concerned should be submitted within 15 days of payment of Bill.

xxii. The institute reserves the right to terminate the contract at any time without assigning any reasons thereof, if the services are found unsatisfactory and award the contract to the next successful bidder. In that case, the Contractor will lose his Performance guarantee amount.

xxiii. There should not by any overwriting or corrections in the quotation. If a figure is to be amended, it should be neatly scored out, the revised figure written above and the same attested with full signature and date. In the absence of attested signature the quotation is liable to be rejected.

xxiv. The undersigned does not bind himself to accept the lowest quotation and reserves the right to accept the quotation in whole or in part i.e. with respect of all articles mentioned in the attached statement or in respect of any one or more than one articles specified in the attached statement as he may decide.

Signature of Buyer

Signature of Bidder
xxv. In case the contract is to be terminated, it can be done only after issue of notice by either side at least 30 days in advance.

xxvi. The Tenders will be opened on 13.10.2016 at 11.30 am hours in KV, OEF, Hazratpur. Quotation should be dropped in sealed quotation superscripted “Quotation for Catering Service” and dropped in the tender box kept in the Institute for the purpose within the stipulated date and time i.e. 10.10.2016 by 14.30 hours. Tenders will not be accepted by hand / post.

xxvii. The decision of the Principal is final, in all matter related to the contract.

xxviii. On acceptance of the quotation, it will become a contract and the contractor shall be bound by the terms and conditions of the quotation.

xxix. The rate quoted by the contractor shall hold good up to one year from the date of award of contract.

xxx. Maintenance of Personal hygiene of canteen workers:
   a. Canteen workers should have regular and proper hair cuts, keep their nails trimmed and clean and should not have any sign of skin disease or symptom of ailments of alimentary canal throughout the period of contract.
   b. Apron or Coat, Gloves and Head caps should be provided to the canteen workers engaged in cooking etc.
   c. They should be in clean dress / uniform and serve the food items in hygienic manner following the high traditions of Indian Hospitality.
   d. An Identity card with particulars such as the name, date of birth, qualification, residential address with phone number etc should be given along with a recent passport size photo to each Canteen Worker duly attested by the contractor soon after the award of the contract is given to the contractor by KV, OEF, Hazratpur.

Signature of Buyer

Signature of Bidder
**APPLICATION PROFORMA**

**Catering Services**

1. Name of the firm / catering service
   : ___________________________
2. Name of the Proprietor
   : ___________________________
3. Address
   : ___________________________
   ___________________________
4. Telephone No.
   : ___________________________
5. License No.
   : ___________________________
6. PAN, TIN, ST Nos.
   : ___________________________
   (Attach Proof)

7. **Rate quoted per Head per day (as per tentative menu given)**

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Total amount without Tax</th>
<th>Service Tax if any</th>
<th>Sales Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NORMA</strong>L MENU</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bed Tea/Coffee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morning Breakfast with</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tea/coffee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morning Tea /Coffee with Snacks (11.00 AM)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Afternoon Tea /Coffee with Snacks (03.45 PM)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SPECIAL MENU</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bed Tea/Coffee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morning Breakfast with</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tea/coffee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morning Tea /Coffee with Snacks (11.00 AM)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Afternoon Tea /Coffee with Snacks (03.45 PM)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8. Declaration:
I have gone through the Tender proforma of KV, OEF, Hazratpur carefully and agree to offer my services to the Institute as per the terms and conditions mentioned in the tender without any deviation, whatsoever at the rates quoted in the column No. 5 of above.
I have deposited NIL towards EMD by Demand Draft / Bankers Cheque No. __________ dt. __________ drawn in favour of “KV, OEF, Hazratpur”.

Hazratpur, Firozabad.
Date: __________

Signature with date and stamp

Signature of Buyer

Signature of Bidder