



# केन्द्रीय विद्यालय KENDRIYA VIDYALAYA

## TENDER INVITATION FORM

Ref. No.

Dated. 12/07/2023

To,

M/s. ....

Subject : Quotation for the supply of school canteen facilities  
as per list.

1. Sealed quotation for the supply of the articles shown in the attached statement are invited by the undersigned up to 28.7.2023 P.M. 2 P.M. (date). Quotations should be sent under strong sealed cover marked as Quotation for the supply of school canteen facilities and not by name. The quotation will be opened in the office of the undersigned at 28.7.2023 P.M. on 2:30 P.M. (date.)
2. The quotation shall be submitted accordingly to the terms & conditions specified in paragraphs 3 to 15 Unless specified otherwise in the quotation it shall be construed that the terms & conditions stipulated hereunder have been agreed to.
3. The rate should be F.O.R. and should include excise duty, sales tax, freight charges, any other taxes rates or imposition whatever liable in respect of the supply. The Vidyalaya shall not be liable to pay any tax, freight etc. which has been expressly stipulated in the quotation in the event of acceptance of the quotation.
4. There should not be 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.
5. The undersigned does not bind himself to accept the lowest quotation and are reserves the right to accept the quotation in whole or in part i.e. with respect to 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.
6. On acceptance of the quotation it will become a contract and shall be bound by the terms and condition of the quotation.
7. The person/persons whose quotation is accepted, hereinafter, called the contractor, shall deposit an earnest money of Rs. 10% alongwith the quotation which shall be refunds in the event of rejection of the quotation. The earnest money will be forfeited in the event of failure to comply with the contract. In the event of the quotation the earnest money will be adjusted towards Security Deposit which shall be payable at the rate mentioned below :

Security Deposit at 10%

If the contract is not agreeable to pay Security Deposit, The reasons there of should be specified and the undersigned will reserve the right to accept or reject the request.

P.T.O.

8. If the contractor fails to supply the article, within the time stipulated in the later or acceptance by the undersigned, the undersigned shall be at liberty to purchase the article from the market to get the rest of the contract completed by any other person or firm and the difference of price, if any shall be deducted from the earnest money/Security deposit & in case any amount in excess of the security deposit is paid by the undersigned, the contractor shall be liable to pay this amount.
9. The quantity articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason. In case and order for any articles is placed for quantity 100 or more one sample shall be retained by the school and no cost will be paid for the same.
10. Prior to acceptance of the quotation, the undersigned reserves the right to call for sample or demonstration and the contractor shall be liable to supply the sample or give the demonstration free of cost.
11. In the event of acceptance of the quotation and placing of the order for purchase the articles ordered for would be subjected to an inspection by the undersigned or his representative and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specifications prescribed.
12. The rates quoted by the contractor shall hold up to..... No amendment in the rate excepted increase in the rate of Sales Tax during the period of execution of the contract, will be accepted.
13. The contractor shall be required to fix a tin liable on the furniture supplied by him, giving his name and year of manufacture.
14. The amount of security deposit shall be retained by the Vidyalaya for a period of six months from the date of completion of supplies as a safeguard against any defect appearing in the articles supplied within this period.
15. Quotation which do not comply with the above conditions are liable to be rejected.
16. These instruction to tenders are to be signed by the contractors and returned with the tender.

① A warding of school canteen contract for the period of 1 year from the date of contract (List of food items attached)

S. Braj Kumar  
12/7/23  
PRINCIPAL

All the above condition are accepted by me/us

Station :

Date :

Witness -I Name -

Address -

Occupation -

Witness-II Name--

Address--

Occupation--

Signature of the Tenderer  
with seal of the firm

Principal  
संस्कृत विद्यालय कोचबिहार  
SANSKRITI VIDYALAYA, COCH  
ने. संसकृत, P.O. - NH KUTHI  
कोचबिहार, COOCH BEHAR



एक कदम स्वच्छता की ओर

केन्द्रीय विद्यालय कोचबिहार

शिक्षा मंत्रालय, भारत सरकार

पो:- निलकुठी (बाबुरहाट)

कोचबिहार- 736156

☎ (03582) 299935

E-mail: princob7@gmail.com

Web: coochbehar.kvs.ac.in



एक लक्ष्य एक कदम  
केन्द्रीय विद्यालय संगठन



KENDRIYA VIDYALAYA COOCHBEHAR

Min. of Education, Govt of India

P.O. Nilkuthi (Baburhat)

Coochbehar - 736156

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E-mail: princob7@gmail.com

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Ref. No. F.385/0251247/2023-24/

Dated :12.07.2023

**TENDER DOCUMENT**

**FOR VIDYALAYA**

**CANTEEN 2023-24**



केन्द्रीय विद्यालय कोचबिहार

शिक्षा मंत्रालय, भारत सरकार

पो:- निलकुठी (बाबुरहाट)

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केन्द्रीय विद्यालय संगठन

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Ref. No. F.385/0251247/2023-24/

Dated :12.07.2023

## 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 Kendriya Vidyalaya Coochbehar. Tender duly filled, signed and stamped in sealed cover addressed to the Principal, Kendriya Vidyalaya, Coochbehar, should reach latest by 14.00 hrs. On 28.07.2023

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. 1000/- (Rupees One Thousand Only) to be paid digitally to the Following Account:

|                                 |   |
|---------------------------------|---|
| Details of Account              | 548102050000027                         |
| School Bank Account No.         | KENDRIYA VIDYALAYA, COOCHBEHAR VVN A/C  |
| School Bank Account/Holder Name | UNION BANK OF INDIA, COOCHBEHAR, 736101 |
| IFSC code of the Bank           | UBIN0554812                             |
| Type of Account                 | SAVING                                  |

**Please Attach the Transaction slip with Tender documents**

PRINCIPAL

Encl: Tender Document.

प्राचार्य / Principal  
केन्द्रीय विद्यालय कोचबिहार  
KENDRIYA VIDYALAYA, COB  
पो:- निलकुठी, P.O - NILKUTHI  
कोचबिहार, COOCH BEHAR



केन्द्रीय विद्यालय कोचबिहार  
शिक्षा मंत्रालय, भारत सरकार  
पो:- निलकुठी (बाबुरहाट)  
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KENDRIYA VIDYALAYA COOCHBEHAR  
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Ref. No. F. /0251247/2023-24/

Dated :12.07.2023

### 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 pador bill book may be attached)
5. PAN No.....(Copy to be Enclosed)
6. Year of Establishment \_\_\_\_\_
7. Contracts executed till date (Experience)  
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)
8. Present assignment in hand: Govt./Semi./Private
  - i)
  - ii)
  - iii)
  - iv)

**Earnest Money:** Transaction ID .....Dt ..... Rs. 3000/-

10. All the items and conditions, as mentioned in the Tender Form are acceptable to Me /us.

Date: \_\_\_\_\_

Signature of the Tenderer With stamp

**TERMS & CONDITIONS OF CONTRACT – FOR RUNNING A CANTEEN IN  
KENDRIYA VIDYALAYA, COOCHBEHAR**

**(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 or any necessary license or permission required for running a school canteen. A FSSAI Certificate obtained at least 6 months before the date of submission of tender is essential to establish the fact that the bidder has a minimum experience of 6 months.
3. The contractor will supply only such items specifically approved by the PRINCIPAL, CoochBehar and as directed by the CBSE for the school canteen vide letter no . **CBSE/JD (AHA)/Cir/2016 dt January 06, 2016 (enclosed)**
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. 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.
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, Cooch Behar. 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, 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.
11. 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.
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 is over.
13. 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.

14. 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 Kendriya Vidyalaya Coochbehar and shall comply with the provisions of (Regulation and Abolitions) 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.
15. The contractor will have to furnish the statement showing the names and wages of all the employees to be engaged for CoochBehar Canteen. Any addition/deletion must be communicated to the Principal, KV Cooch Behar. At least one out of the all employees should be female.
16. The police verification documents of the persons deployed should be deposited by the contractor within 15 days of deployment to the office of Kendriya Vidyalaya Cooch Behar, 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.
17. KV COOCHBEHAR 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 KV COOCHBEHAR.
18. KV COOCHBEHAR 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.
19. A canteen Management Committee will be nominated by KV COOCHBEHAR 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.
20. Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the canteen premises.
21. **Earnest Money (Refundable)**: Rs. 1000/- (Rupees One Thousand Only) to be paid digitally to the Following Account:

22. **Security Deposit:** The successful Contractor will deposit with KV COOCHBEHAR a sum of Rs. 5,000/- (Rupees Five thousand only) as bid security. The bid security will be refunded to the contractor on completion of contract. The security deposit will bear no interest.
23. 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 KV COOCHBEHAR 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) KV COOCHBEHAR 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.
24. The contractor shall vacate the licensed premises peacefully after the expiry of the licensed period and/or earlier if desired by KV COOCHBEHAR 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, KV COOCHBEHAR** shall be final and binding upon the contractor. The Contractor shall be free to remove without any damage to the KV COOCHBEHAR property like furniture, fittings, crockery, cutlery, utensils and other articles that might have been brought by the Contractor.
25. In case of any dispute the decision of Principal, KV COOCHBEHAR will be final and binding on the Contractor.
26. The Contractor has a bare permission only to run a canteen in the KV COOCHBEHAR premises during the contract period and nothing contained in this document shall be construed as demise in law of the said KV COOCHBEHAR premises or any part thereof and shall not give any legal title or interest to the Contractor.
27. The vendor preferably should have working experience in catering or running of canteen in various offices at least of 6 months.
28. 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.
29. The Contractor shall make all standard seating arrangements at own cost if required.



30. 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.
31. The Contractor shall have to pay the Room Rent including charge of Electricity and Water as decided by the Vidyalaya authority
32. 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.
33. All oils, butter, spices and other edible items must be ISI / Agmark approved.
34. All packed food like biscuits/ cakes etc. to be sold as per MRP only.
35. 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.
36. 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
  2. Copy of FSSAI Certificate
  3. Firm Registration Certificate
  4. Experience Certificate etc.
37. **THE PRINCIPAL, KV COOCHBEHAR IS NOT BOUND TO OFFER THE BID TO THE LOWEST BIDDER.**

**Terms and conditions mentioned above are accepted to me.**

(Signature of Contractor)

**Witnesses**

KV COOCHBEHAR

ANNEXURE-III

RATE OFFERED BY THE CONTRACTOR

Contractor Quotation No : ..... Date : .....

**LIST OF BEVERAGES / SNACKS TO BE SOLD IN THE CANTEEN**

| S.No.  | Items   | Base Price | Rate(inclusive of all taxes and levies) |
|--------|---|------------|---|
| 1(i)   | Canteen Rent (8 X 8)=64 Sqft Base Price – Rs 18 X 64 = 1152 (Including Electricity and Water)           | Rs.1152/-  |   |
| 1 (ii) | Standard Milk tea (100 ml) in disposable paper cups of 120 ml capacity                                  | Rs.5/-     |   |
| 1(iii) | Standard Black tea with lemon (100 ml) in disposable paper cups of 120 ml capacity                      | Rs. 5/-    |   |
| 2      | Milk Tea (with tea bag) (150 ml) in disposable paper cups of 170 ml capacity                            | Rs.10/-    |   |
| 3      | Coffee using instant coffee powder (Nascafe / Bru) (170 ml) in disposable paper cups of 150 ml capacity | Rs. 15/-   |   |
| 4      | Bislary / Baily / equivalent ISI marked Packaged drinking water 500 ml                                  | Rs.10/-    |   |
| 5      | Normal Meal: ( Rice + Chapati + Dry fry + Vegetable curry+ Dal + Papad+ Salad + Pickles)                | Rs.60/-    |   |
| 6      | Special Meal : S. No.7 +Matar Paneer / Shahi paneer+ raita  | Rs.130/-   |   |
| 7      | Motor Ghugni 1 plate  | Rs. 10/-   |   |
| 8      | Samosa 80 Gm  | Rs.10/-    |   |
| 9      | Paratha (2 nos.) or Chapati (4 nos.) or Poories (5 nos.) 100 gms. With Vegetables and Chatney           | Rs. 40/-   |   |
| 10     | Idli & Vada Sambar 1 pc   | Rs.15/-    |   |

|    |   |                   |  |
|----|---|-------------------|--|
| 11 | Curd – 100 gms.   | Rs.15/-           |  |
| 12 | a) Rasgulla 30 gms  | Rs.10/-           |  |
|    | b) Kaju Barfi 30 gms  | Rs.10/-           |  |
|    | c) Kalakand 30 gms  | Rs.10/-           |  |
| 13 | Alu Paratha 150 gm 1 No with Curd 100gm and Pickle                    | Rs.15/-           |  |
| 14 | Veg Pakora 100 gram 1 plate with chatney                              | Rs.30/-           |  |
| 15 | Paneer Pakoda 100 gram 1 plate with chatney                           | Rs.50/-           |  |
| 16 | Veg momo with sauce 5 pc 1 plate 100 gram                             | Rs.30/-           |  |
| 17 | Packed food as per approved type and brand by the Vidyalaya authority | Not more than MRP |  |
|    |   |                   |  |

Signature of the contractor

Office Seal

Date: