**TENDER DOCUMENT FOR CATERING SERVICES**

# OFFICE OF THE PRINCIPAL

# PM SHRI KENDRIYA VIDYALAYA NAMKUM, RANCHI

**TEL – 0651-2910429/WEBSITE: https://namkum.kvs.ac.in**

## Cost of Tender Form: Rupees 100/- (In Cash) (Those who download the Tender

**Document form from website should enclosed a DD for Rs.100/- towards cost of tender form OR through RTGS/NEFT Account No.530502010142280 IFSC UBIN0553051 Name VIDYALAYA VIKAS NIDHI KV NAM)**

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| --- | --- | --- |
| C:\Users\Reena\Desktop\kvs-logo.jpg |  **पीएम श्री केन्‍द्रीय विद्यालय, नामकुम, राँची PM SHRI KENDRIYA VIDYALAYA ,NAMKUM, RANCHI** **(An Autonomous Body under Ministry of Education, Govt. of India)** **आर्मी एरिया नामकुम, राँची, झारखंड-834010** Army Area, Namkum Ranchi, Jharkhand-834010 **फोन**: 0651-2910429, 2910432, CBSE Affil. No. 3400020 E-mail: kvnranchii@gmail.comWebsite: https://namkum.kvs.ac.in |  |

फा. सं.40021/के॰वि॰ना॰/2024-25/ दिनांक: 08.07.2024

# TENDER DOCUMENT

## Sub: Inviting quotation by speed post/registered post for providing Catering Services for students and Escorts for participation in Regional/National Sports Meet or Any Other Event- 2024-25.

Sir/Madam,

Please find enclosed herewith the tender documents for catering services. Tender duly filled, signed and stamped in sealed cover addressed to the Principal, PM SHRI Kendriya Vidyalaya Namkum, Ranchi, Army Area Namkum, Ranchi- 834010 should be reached latest by 15.00 hrs. on 18.07.2027. A Cheque/Draft of Rs.10000/-(Rupees Ten thousand only) as bid security in favour of **VIDYALAYA VIKAS NIDHI KV NAMKUM, RANCHI** should be deposited**.**

In case of any queries or clarifications, please feel free to contact in the office of KV NAMKUM, RANCHI. The tender will be opened in the office of the undersigned on 19.07.2023 at 11:00 AM.

(SOMIT KUMAR)

PRINCIPAL

Encl: Tender Document.

**TERMS & CONDITIONS OF CONTRACT – FOR PROVIDING SERVICES OF CATERING DURING REGIONAL/NATIONAL SPORTS MEET OR ANY OTHER EVENT – 2023-24 in Kendriya Vidyalaya KV NAMKUM RANCHI - 834010**

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 of one year as may be necessary on mutual agreement.

1. The contractor should have/arrange a valid food/catering or any necessary license or permission required for working in this field.
2. The price list as attached herewith **(Annexure – I)** will be made an attachment to this agreement and will be valid for 01 Year. The contractor will provide only such items as per Menu **(Annexure**

**– II)** specifically approved by the KVS or as directed by the Principal, PM SHRI KV NAMKUM RANCHI for the Participants.

1. The contractor will be responsible for providing all Meal/Food items mentioned in Menu.
2. The place for preparing meal will be provided by the Vidyalaya. The contractor will be responsible for proper handling and safe custody. Repair and maintenance of the equipment’s will be carried out by the contractor and he will not claim any reimbursement of expenses on this account.
3. 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.
4. The Contractor will employ adequate number of staff in order to maintain efficiency.
5. All persons engaged by the contractor shall be the contractor’s own employees and they will claim no privileges from PRINCIPAL, PM SHRI KV NAMKUM RANCHI. The contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behaviour.
6. 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.
7. The Contractor will be responsible for cleanliness of crockery, cooking utensils, furniture, fixtures and fittings, etc. in the kitchen as well as the dining hall. The organization will not provide any cleaning materials/dusters, etc. for the same.
8. Very high standards of hygiene and cleanliness shall be observed in the running of the kitchen, the dining 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.
9. The contractor will not take out of the K.V. Premises any articles or stores without a Gate-Pass to be issued by the In-charge as decided by KV**.** 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.
10. The contractor will have to furnish the statement showing the names of all the employees engaged for PM SHRI KV NAMKUM RANCHI for providing the services. Any addition/deletion must be communicated to PM SHRI KV NAMKUM RANCHI.
11. PM SHRI KV NAMKUM RANCHI KV NAMKUM RANCHI nominees reserve the right to take samples of the edibles/raw material from the Kitchen 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 Act.
12. A Management Committee will be nominated by PM SHRI KV NAMKUM RANCHI KV NAMKUM RANCHI to inspect and oversee functioning of Services with a view to ensure hygiene and sufficient service in the Vidyalaya. In case there are repeated failures or lacuna noticed by the committee due to failure of contractor, the EMD deposited by the Contractor will be forfeited.
13. The Contractor will deposit with PM SHRI KV NAMKUM RANCHI KV NAMKUM RANCHI a sum of Rs. 10000/-(Rupees Ten 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.

17.

1. The contractor shall be responsible for all damages or losses to PM SHRI KV NAMKUM RANCHI KV NAMKUM RANCHI 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.
2. PM SHRI KV NAMKUM RANCHI KV NAMKUM RANCHI 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 Vidyalaya premises.
3. In case of any dispute the decision of Principal, PM SHRI KV NAMKUM RANCHI KV NAMKUM RANCHI will be final and binding on the Contractor**.**
4. The Contractor will bring all crockery/utensils/materials for the purpose of Making /serving including Gas Burners etc. as required for the purpose.
5. The Clean Drinking Purified water should be provided by the contractor.
6. There should not be any overwriting or corrections in the quotation. If a figure is to be amended, it should be neatly stroke out the revised figure written above and the same should be attested with signature and date. In the absence of attestation and signature quotation is liable to be rejected.
7. The quantity of articles/items indicated in attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
8. GST is not applicable as per terms and conditions issued by Govt. Of India.
9. Contractor should provide firms GSTIN Number, FSSAI Licence & PAN Number issued by Income Tax Department along with his quote. No payment will be released without submission of the said documents. All taxes will be recovered from his payment as per tax provision in vogue.

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

(Signature of Contractor)

**PM SHRI KENDRIYA VIDYALAYA NAMKUM, RANCHI-834010**

**Tender form is to the submitted by the Contractor**

1. Name of the Firm : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Registration/Licence No :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Attested Photocopy of license issued by the local authority should be attached)

1. GST No. (Attested Photocopy of GST Certificate should be attached) and PAN (WHICH EVER IS APPLICABLE) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Year of Establishment : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Contracts executed in last three years (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)

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

i)

ii)

iii)

iv)

1. All the items and conditions, as mentioned in the Tender Form are acceptable to me

/Us.

Date:

 Signature of the Contractor

 With Stamp

**PM SHRI KENDRIYA VIDYALAYA NAMKUM, RANCHI**

**Annexure-I Rates for Catering Services for 2024-25**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Items** | **Items/Material & Quantity** | **Rates for Per Day/Per Head** |
| 01 | Breakfast | **As per Menu attached as Annexure - II** |  |
| 02 | Refreshment  |  Do |  |
| 03 | Lunch | Do |  |
| 04 | Evening Snacks | Do |  |
| 05 | Dinner | Do |  |
| 06 | Night (Before Sleep) | Do |  |
| 07 | Mattress, Pillow, & Bedsheet | Do |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **01** |  Cot  | Do |  |
| **02** | Blanket | Do |  |

## (Signature of Contractor with stamp)

**PM SHRI KENDRIYA VIDYALAYA NAMKUM RANCHI Annexure II**

**FORMAT OF QUOTATION FOR THE PURPOSE OF FOOD CHART FOR CLUSTER / REGIONAL /NATIONAL MEET AND OTHER PROGRAMME – 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **SL NO.** | **ITEMS** | **ITEMS / MATERIAL & QUANTITY** | RATE IN RS. PER PLATE/PER HEAD**(INCLUSIVE GST)** |
| 1 | Break- Fast | 1. Milk – 200 ml or more2. Breads with butter/Jam and Sprouts  (Moong/Chana/Moongfani/Rajma/Soyaseed3. Idli & Bada with Sambhar / Chatni/ Dalia / Poha (any one) **Or** Aloo Paratha, Curd & Pickle **Or** Puri + Sabji4. Bananas (2 Psc) or Apple – 1 Psc (Qtn 100-150 gm.) / Seasonal fruits **Or**Eggs Boiled – 02 Pcs. | Rs. |
| 2 | Refreshment(At 11:00 to 11:30 AM) | 1 Fruit Juice Packed (100-150 ml)Or2 Tea and Biscuit  | Rs.  |
| 3 | Lunch & Dinner | 1. Chapati (Tawa / Tandoori etc.)2. Plane Rice / Rice Pulab (Veg)3. Daal/Razma/Chhole (any one)4. Mixed Veg (Seasonal Veg) / Kofta / Beson Curry **And**5. Paneer for vegetarian and Egg / Fish / Chicken/ Mutton Curry (Once in a day for non – vegetarian) **Following items are mandatory in Lunch & Dinner**6. Soup (Tomato/Vegetable) 7. Salad & Pickle (Mixed)8. Papad (Branded) fried/Roasted9. Curd / Raita (Vegetable or Boondi)9. Sweet Dish (Dinner) and Fruits Custard / Kheer / Fruits -Apple/Orange/Kinnow in Lunch | Lunch: - Rs.Dinner: - Rs. |
| 4 | Evening (Snacks & Juice) | 1. Juice 150 – 200 Ml. (Packed)2. Snack – Sandwich / Samosa / Aaloo Bonda / Paneer Pakora/Patties = 02 or more (100 – 150 Gram) | Rs. |
| 5 | Night (before sleep) | Milk (200 – 250 Ml)ORIce-Cream – 50-60 Ml. (As per feasibilities / weather) | Rs. |
| 6 |  | Mattress, Pillow & Bedsheets – Per Head Per Night | Rs. |
| **TOTAL (1+2+3+4+5+6)** |  |
| **01** |  | **Folding Cot per head per night**  | Rs.  |
| **02** |  | **and Mink Blanket per head per night** | Rs.  |

Note:- 1. Rate to be quoted per plate / per head

2. Separate rate to be mentioned against breakfast/ lunch/ dinner/snacks

3. Rate should be neatly typed on the letter head of the Firm. Overwriting or using whitener is not allowed

4. Signature with Rubber Stamp / Seal is mandatory on each and every page of the said tender

5. If any query the Firm / proprietor may contact the undersigned.

(Somit Kumar)

Principal

PM KV Namkum