

TENDER DOCUMENT FOR CATERING SERVICES

OFFICE OF THE PRINCIPAL

KENDRIYA VIDYALAYA

HINOO

RANCHI-834002

TEL – 0651-2482242/WEBSITE: <https://hinoo.kvs.ac.in>

Cost of Tender Form: Rupees 100/-

(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.380302010164791 IFSC-UBIN0538035 Name VIDYALAYA VIDYALAYA HINOO 2ND SHIFT RANCHI VVN ACCOUNT



केन्द्रीय विद्यालय संगठन

Website:



भारत 2023

834 002

केन्द्रीय विद्यालय हिनू, राँची
KENDRIYA VIDYALAYA, HINOO, RANCHI
पो.-डोरंडा / PO: Doranda
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School No. 69508 Affiliation No. 3400002

Ref.No.F.40225/2/KVS-2023/KVHR/1184/

Date : 10.10.2023

TENDER DOCUMENT


Sub: Awarding of Catering Contract for Students and Escorts/Officials to be participated in National Sports Meet or Any Other Event- 2023-24.

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, Kendriya Vidyalaya, Hinoo, Ranchi should be reached latest by 14.00 hrs. on 21.10.2023, a Draft of Rs.30000/--(Rupees Thirty thousand only) as bid security in favour of **KENDRIYA VIDYALAYA HINOO 2ND SHIFT RANCHI VVN ACCOUNT** should be deposited.

In case of any queries or clarifications, please feel free to contact in the office of KV HINOO, RANCHI. The tender will be opened in the office of the undersigned on 25.10.2023 at 02:00 PM.

Encl: Tender Document.


(SALOMI TOPPO)

PRINCIPAL

प्राचार्य / Principal

केन्द्रीय विद्यालय हिनू (प्रथम पाली)
Kendriya Vidyalaya Hinoo (1st Shift)

TERMS & CONDITIONS OF CONTRACT – FOR PROVIDING SERVICES OF CATERING DURING NATIONAL SPORTS MEET OR ANY OTHER EVENT – 2023-24 in Kendriya Vidyalaya, Hinoo, RANCHI and KHUNTI

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. Sealed tenders are invited from eligible caterers for providing catering services (breakfast, lunch, dinner, tea & snacks etc) for the participants and/or officials of Kendriya Vidyalaya Sangathan for various sports and cultural events at KV HINOO, KV Khunti or any other place within Jharkhand.
2. The contractor should have/arrange a valid food/catering or any necessary license or permission required for working in this field and should have minimum of 3 years of experience in the field of catering business.
3. The technical bid as attached herewith (**Annexure – I**) will be made an attachment to this agreement and the financial bid as attached herewith(**Annexure– II**).
4. The contractor will be responsible for providing all Meal/Food items mentioned in Menu.
5. The Meal/Food items/ingredients provided by the contractor will be good quality and maintain high standards of hygienic in all respect.
6. The building for preparing meal will be provided by the school. 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.
7. 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.
8. No bidder is entitled to withdraw his offer after filing. In case of such withdrawal, the EMD deposited along with the tender document will stand forfeited.
9. The Contractor will employ adequate number of staff in order to maintain efficiency.
10. No joint venture shall be allowed.
11. All persons engaged by the contractor shall be the contractor's own employees and they will claim no privileges from PRINCIPAL, KV HINOO, RANCHI. The contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behaviour.
12. 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, etc. in the kitchen as well as the dining 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 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.
12. The contractor will not take out of the KV/Venue 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.
13. The contractor will have to furnish the statement showing the names of all the employees engaged for providing the services. Any addition/deletion must be communicated to KV HINOO, RANCHI/KHUNTI.
14. KV HINOO, 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.
15. A Management Committee will be nominated by KV HINOO, RANCHI/KHUNTI 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.
16. The Contractor will deposit a sum of Rs. 30,000/- (Rupees Thirty thousand only) in the form of DD only to KV HINOO, RANCHI as bid security. The bid security will be refunded to the contractor on completion of contract. The security deposit will bear no interest.
17. Method of Submission
The technical bid and financial bid are to be submitted in two separate envelopes which should be transcript in the following manner.
 - a) **Technical Bid (Annexure-I)**

"Bidder's Name"

"Technical Bid for catering services"
 - b) **Financial Bid(Annexure-II)**

"Bidder's Name"

"Financial Bid for Catering services"

Both the envelopes should be put in one outer envelope and the same should be transcript as below.


"Bidder's Name"

"Technical Bid & Financial Bid for catering services"
18.
 - a) The contractor shall be responsible for all damages or losses to KV HINOO,RANCHI/KHUNTI 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.
 - b) KV 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.

19. In case of any dispute the decision of Principal, KV HINOO, RANCHI will be final and binding on the Contractor.
20. The Contractor will bring all crockery/utensils/materials for the purpose of making/serving including Gas Burners etc as required for the purpose.
21. The delivery of Packed Lunches to event place is also the responsible of the caterer and the cost of the delivery shall be borne by the caterer.
22. The Clean Drinking Purified water should be provided by the contractor.
23. GST is not applicable as per terms and conditions issued by Govt. Of India.
24. Contractor should provide firms GSTIN Number, FSSAI/Food License & 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.
25. After the financial bid, the Indentor (Principal, KV Hinoo) may negotiate rate with L1 Firm before finalizing / awarding the contract of catering services.

Terms and conditions mentioned above are accepted to me.

(Signature of Contractor)
With Seal


Signature of Principal

प्रधान/Principal
केन्द्रीय विद्यालय हिनू (प्रथम पाली)
Kendriya Vidyalaya Hinoo (1st Shift)

Kendriya Vidyalaya, Hinoo, Ranchi- 834002

Tender form is to be submitted by the Contractor

(Technical Bid)

1. Name of the Firm _____
2. Name of Proprietor _____
3. Address _____
4. Contact Number: _____
5. Registration/License No. _____
(Attested Photo copy of license issued by the local authority should be attached, copy of the letter pad or bill book may be attached)
6. GST No. (Attested Photocopy of GST Certificate should be attached)/PAN (WHICH EVER IS APPLICABLE) _____
7. Year of Establishment _____
8. Contracts executed till date
(Nature there of): 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)
Present assignment in hand: Govt./Semi. Govt./Private
 - i)
 - ii)
 - iii)
 - iv)
9. All the items and conditions, as mentioned in the Tender document are acceptable to me/us.

Date:

Signature of the Contractor
With Stamp

KENDRIYA VIDYALAYA, HINOO, RANCHI-834002(JHARKHAND)**MENU / FOOD CHART FOR REGIONAL /NATIONAL MEET /SGFI CAMP
(Financial Bid)**

S. NO.	ITEMS	ITEMS/MATERIALS & QUANTITY	Rate
1	Break-fast	1. Milk-200 ml or more 2. Breads with Butter & Jam 3. Idli - Bada with Sambhar & Chatni Or Aloo Parantha & Curd 4. 02 Bananas or Apple-01) or Eggs Boiled-02pcs. Or Sprouts or dryfruits	
2	Lunch & Dinner	1. Chapati (Tawa /Tandoor Roti) 2. Rice simple 3. Daal or Razma/Chhole(Anyone) 4. Mixed Veg (Seasonal veg) 5. Paneer (for Vegetarian) Or Egg curry/Fish/Chicken (once in a day for non-vegetarian) <u>For lunch and Dinner it is Mandatory</u> 6. Salad & Pickle 7. Papad (Branded) 8. Curd / Rayta 9. Sweet dish /Fruits Custard / Fruits (any one)	
3	Evening (Snacks & Juice)	1. Juice-80-100 ml. (Pkd) 2. Snacks-Sandwich/Samosa/Aaloo Bonda=02 or more	
5	Night(before sleep)	Milk with flavor & Sugar - 200ml. minimum or more/Ice-Cream - 40-60 MI.	
6	Lodging	Bedding(Tosak, Chadar, Pillow with cover, Blanket	

Note:-

- a) Non -Veg. may be provided either in lunch or in Dinner
- b) Main meal should be served in buffet system. The Menu is for all Players, Escorts, Coaches and Officials etc.
- c) Day wise Menu must be display in the dining Place.
- d) Rate quoted inclusive of all taxes. KVS is an educational institution and exempted from paying GST or any other taxes on services.

(Signature of Contractor with stamp)