



**KENDRIYA VIDYALAYA I.N.S. MANDОВI, VEREM,
PANJIM, GOA, Pin: - 403109**

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Website: www.kvmandovi.org, Email:-kvinsmandovi@rediffmail.com

Station Code: 035, KV Code: 1067

F.27350/KVM/2017-18/

Date:-.....

INSTRUCTIONS

- i. The bidders can collect the tender document from the school during the office hours on all working days on payment of Rs. 100/- .
- ii. The bidder shall read carefully the tender document and a copy duly signed will be returned along with the quotation.
- iii. The bidder shall submit their bid in **on or before 20/12/2018**.
- iv. All pages of offer shall be signed by the bidder.
- v. Incomplete offers will not be considered.
- vi. The Principal reserves the right to accept / reject offers or suspend the tender without assigning any reason.
- vii. The decision of Vidyalaya will be final and binding on the part of bidders.
- viii. The tender will be opened at 3:30 PM on 20/12/2018.

PRINCIPAL
KV INS MANDОВI

Offer for Running School Canteen

S.No	List of Details	Information to be Provided by Bidder
1	Name of the Firm/ Individual : Full postal Address : Telephone No./Mobile No.	
2	Registration Number./ GST no.etc	
3	Pan No. :	
4	TENDER FEE - Rs. 100/-	
5	OFFER Monthly Rent	
5	Experience	
6	Any Other Details	
7	EMD of Rs.1000/-	
8	<i>SIGNATURE WITH DATE NAME –</i>	
9	<i>Endorsement/ Reference</i>	

NAME OF PROPRIETOR:-

ADDRESS:-

S.No	Items	Rate (IN Rs.) for per piece/ plate
1	<i>Tea</i>	
2	<i>Coffee</i>	
3	<i>Samosa</i>	
4	<i>Vada</i>	
5	<i>Paties (Veg)</i>	
6	<i>Paties (Non-Veg)</i>	
7	<i>Pav</i>	
8	<i>Pav bhaji</i>	
9	<i>Mini Lunch (Roti-2, Rice, Daal, Veg (Green)), Curd, Salaad, Papad, pickle etc.</i>	
10	<i>Bread (per piece)</i>	
11	<i>ROTI (per piece)</i>	
12	<i>PARATHA</i>	
13	<i>DAAL (FULL PLATE)</i>	
14	<i>RICE (FULL PLATE)</i>	
15	<i>PANEER VEG (FULL PLATE)</i>	
16	<i>EGG OMLET</i>	
17	<i>EGG BOILED (per piece)</i>	
18	<i>CHICKEN (FULL PLATE)</i>	
19	<i>Lassi (Sweet) 200 gm</i>	
20	<i>Lassi (Salty) 200 gm</i>	
21	<i>Nudles/ Maggie</i>	
22	<i>Fruit Salaad (Full plate)</i>	
23	<i>Hot milk (per glass- 200 gm)</i>	
24	<i>Cold milk (per glass- 200 gm)</i>	

SIGNATURE OF PROPRIETOR

TENDER DOCUMENT
REQUIREMENTS FOR OPERATING SCHOOL CANTEEN AT KENDRIYA VIDYALYA
INS MANDOVI, VEREM, BARDEZ, GOA.

1. About the Vidyalaya and Canteen

The Vidyalaya has a strength of over 950 students and 50 staff members.

2. Scope of Service

- a) To serve Milk/Tea/Coffee
- b) To serve light snacks
- c) To serve breakfast and Lunch for the staff.

3. Service Line Requirements:-

- i. The Coffee/Tea 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 8:00 AM to 4:00 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. **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 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 contractor should ensure the police verification of the employees within one month of signing the contract.

4. Quality

- a) The taste of all foods served should be good, fresh, and palatable and without any foul or bitter feeling.
- b) The snacks / dishes should be changed every day for different tastes with different vegetables and other ingredients.
- c) The food stuffs should be properly covered, stored and served hot.
- d) 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.**
- e) 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).
- f) All food items, after procurement, should be produced for verification of quality by the concerned members of the Canteen Management Committee before cooking.

It is the sole responsibility of the contractor to ensure that the food items procured are not adulterated or of poor quality

- g) **AGMARK** items shall also be used. All other items used shall be approved by Canteen Management Committee (CMC).
- h) 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.
- i) The items with following 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.
- j) The contractor shall stop the sale of any food items if objected by Principal/ Canteen Management Committee.
- k) 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.**
- k) 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.**
- l) The monthly rent quoted and agreed upon should be remitted to the Vidyalaya office on or before 10th of every month and receipt obtained.**
- m) The prices charges by the contractor should not exceed MRP/ Market rates
- n) **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.
- o) Any other food requirements for meetings, Workshops, in-service courses, seminars etc. shall be on mutually agreed rates.
- p) 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.**
- q) In all matters of interpretation or dispute relating to the Contract, the decision of the Principal/ Canteen Management Committee shall be final and binding.
- r) The Vidyalaya reserves the right to accept/reject any or all the offers without assigning any reason thereof.
- s) The contractor shall make his own arrangements for furniture, utensils fuel etc.

- t) The contractor shall not use electricity for cooking food items
 - u) **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.**
 - v) The Contractor will be required to abide by the operating / security instructions issued by the vidyalaya from time to time.
 - w) 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.
 - x) 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.
 - y) Suggestion-Cum-Complaint Book The 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.
 - z) 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)
 - aa) The contractor shall post a price list at a prominent place in the canteen
6. **SECURITY DEPOSIT**:- The Contractor is required to deposit with 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 within ten days from the date of award of Contract. 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.
7. The Canteen Management Committee may seek any additional information required for the purpose of evaluation of quotations/ offer.
8. The bidder is advised to visit the vidyalaya and ascertain facilities before submitting the offer.

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

I have attached duly filled check list.

SIGNATURE –

NAME –

ADDRESS –

Phone No.-

SEAL –