



**पी.एम.श्री. केन्द्रीय विद्यालय न्यू बंगाईगाँव**  
**PM SHRI KENDRIYA VIDYALAYA NEW BONGAIGAON**  
**ASSAM-783381**

**CBSE Affiliation No.200038 CBSE School No.39275**  
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NO. F. 10-1462/ 048 /PMSKVNBO/23-24/

DATE : 06.03.2024

**TENDER DOCUMENT FOR**  
**VIDYALAYA CANTEEN**  
**2024-25**

**Cost of Tender Form: Rupees 500/- (Through demand draft in favour VVN KV New Bongaigoan)**

# **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 PM Shri Kendriya Vidyalaya New Bongaigaon. Tender duly filled, signed and stamped in sealed cover addressed to the Principal, PM Shri Kendriya Vidyalaya, New Bongaigaon, Dist : Bongaigaon, 783381 should reach latest by **3 PM. On 21.03.2024.**

A Draft/ cheque of Rs. 500/- (Rupees two hundred fifty only) as cost of Tender documents in favour of **VVN, KENDRIYA VIDYALAYA, NEW BONGAIGAON** should be deposited.

PRINCIPAL

Encl: Tender Document.

**TERMS & CONDITIONS OF CONTRACT – FOR RUNNING A CANTEEN IN**  
**PM SHRI KENDRIYA VIDYALAYA, NEW BONGAIGAON- 783381**  
**ASSAM**

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.

The price list as attached herewith (Annexure –I) will be made an attachment to this agreement and will be valid for 1 Year. The contractor will supply only such items specifically approved by the PRINCIPAL, PM SHRI KV NEW BONGAIGAON and as directed by the CBSE for the school canteen vide letter no . **CBSE/JD (AHA)/Cir/2016 dt January 06, 2016**

3. The contractor will be responsible for providing all food items mentioned in Annexure-I.
4. The room for canteen will be provided on rent by the school. The contractor will be responsible for proper handling and safe custody. 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.
5. 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.
6. The Contractor will employ adequate number of staff in order to maintain efficiency.
7. All persons engaged by the contractor shall be the contractor's own employees and they will claim no privileges from PRINCIPAL, PM SHRI KV NEW BONGAIGAON. The contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behaviour.
8. 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 two 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 PM Shri Kendriya Vidyalaya New Bongaigaon and shall comply with the provisions of (Regulation and Abolition) 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 PM SHRI KV NEW BONGAIGAON Canteen. Any addition/deletion must be communicated to PM SHRI KV NEW BONGAIGAON. 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 PM Shri Kendriya Vidyalaya New Bongaigaon, 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. PM SHRI KV NEW BONGAIGAON 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 PM SHRI KV NEW BONGAIGAON.
18. PM SHRI KV NEW BONGAIGAON nominees 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 PM SHRI KV NEW BONGAIGAON 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. The successful Contractor will deposit with PM SHRI KV NEW BONGAIGAON a sum of Rs. 10,000/-(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.

22. 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 PM SHRI KV NEW BONGAIGAON's 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) **PM SHRI KV NEW BONGAIGAON** 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.

23. The contractor shall vacate the licensed premises peacefully after the expiry of the licensed period and/or earlier if desired by PM SHRI KV NEW BONGAIGAON 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, PM SHRI KV NEW BONGAIGAON** shall be final and binding upon the contractor. The Contractor shall be free to remove without any damage to the PM SHRI KV NEW BONGAIGAON, property like furniture, fittings, crockery, cutlery, utensils and other articles that might have been brought by the Contractor.
24. In case of any dispute the decision of Principal, PM SHRI KV NEW BONGAIGAON will be final and binding on the Contractor.
25. The Contractor has a bare permission only to run a canteen in the PM SHRI KV NEW BONGAIGAON premises during the contract period and nothing contained in this document shall be construed as demise in law of the said PM SHRI KV NEW BONGAIGAON premises or any part thereof and shall not give any legal title or interest to the Contractor.
26. The vendor should have working experience in catering or running of canteen in various offices at least of 1 year.
27. 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.
28. The Contractor shall make all standard seating arrangements at own cost.

29. 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.
30. The Contractor shall have to pay the Electricity Bill as per the Meter reading and at the rate charged by NF Railway to the Vidyalaya.
31. The contractor shall have to arrange a proper and scientific method for smoke outlet and garbage disposal. No garbage will be disposed at 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.
32. All oils, butter, spices and other edible items must be ISI / Agmark approved.
33. All packed food like biscuits/ cakes etc. to be sold as per MRP only.
34. 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.
35. If canteen is closed in any working days, the canteen owner should be informed about it minimum one day before to the office of the undersigned otherwise Rs.5,000/- will be imposed as fine.
36. Contractor should provide firm's PAN 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.
5. GST NUMBER:

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

(Signature of Contractor)

**Witnesses**

1.

2.

**Tender form to be submitted by the Tenderer.**

1. Name of the Tenderer \_\_\_\_\_
2. Address \_\_\_\_\_
3. Registration/Licence No. \_\_\_\_\_  
(Attested Photostate copy of license issued by the local authority should be attached or copy of the letter pad or bill book may be attached)
4. Sales Tax No.(Attested Photocopy of Sales Tax Certificate should be attached)/PAN/VAT/GST (WHICH EVER IS APPLICABLE)
5. Year of Establishment \_\_\_\_\_
6. 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)
7. Present assignment in hand: Govt./Semi./Private
  - i)
  - ii)
  - iii)
  - iv)
8. All the items and conditions, as mentioned in the Tender Form are acceptable to Me /us.

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

Signature of the Tenderer With stamp

**PM SHRI KV NEW BONGAIGAON**

**ANNEXURE-I**

**RATE OFFERED BY THE CONTRACTOR**

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

**Part –A**

1. **Amount of Room rent to be paid to the school every Month(Minimum Rs.4,000/-)**  
Rs. \_\_\_\_\_
2. **Electricity Charge** : As per meter reading and at the rate fixed by NF Railway
3. **Water Charge** : As per rate fixed by Vidyalaya Executive Committee

**Part – B**

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

<b>S.No.</b>	<b>Items</b>	<b>Rate(inclusive of all taxes and levies)</b>
1	Standard tea (100 ml) in ceramic cups	
2	Special tea 100 ml in ceramic cups	
3	Coffee using instant coffee powder (150 ml) in ceramic cups of 170 ml capacity	
6	Bislary / Baily / equivalent ISI marked Packaged drinking water	
6(i)	1 litre bottle/1000 ml ( normal Temperature)	
6(ii)	500 ml bottle ( Normal Temperature)	
7	Normal Meal: ( Rice + Chapati + Vegetable Dry fry + Vegetable curry+ Dal + Papad+ Salad + Pickles)	
8	Special Meal + S. No.7 + Matar Paneer/ Shahi paneer+ raita	
9	Vegetarian Breakfast	
	a) Brown Bread (4"X 4") 4 pc, Butter & cutlet	
	b) Idli or Vada with Sambar (100gm pc )(2 pc)	
	c) Plain Dosa with chamber (250 gm)	
10	Samosa 120 Gm with Chatney	
11	Paratha (2 nos.) or Chapati (4 nos.) or Poories (5 nos.) 100 gms. With Vegetables and Chatney	



12	Rice Pulao or Jira Rice 250 gms. or Veg Biryani ( All made of Basmati Rice) 250 gms 1 Plate	
13	Curd – 100 gms.	
14	Alu Paratha 150 gm 1 No with Curd 100gm and Pickle	
15	Veg Pakora 100 gram 1 plate with chatney	
16	Paneer Pakoda 100 gram 1 plate with chatney	
17	Veg Cutlet 2 pc, each of 50 gram & total 100 gram	
18	Bread Pakora 100 gm 1 plate with chatney	
19	Veg momo with sauce 5 pc 1 plate 100 gram	
20	Ata / Rice noodles with sauce 100 grams 1 plate	
21	Packed food as per FSSAI ,BIS approved	Not more than MRP
	<b><u>FOOD items for Regional sports meet or coaching camp/Scouts &amp; Guides Programme</u></b>	
22	<b>Breakfast:</b> 1.Milk- 200 ml or more 2.Breads with butter & Jam 3. Idli & Bada with Sambhar/Chatni/Dalia/Poha(any one) Or Aloo Paratha & Curd Or Puri + Sabji 4.Two pcs of Bananas or one Pcs of Apple (100 gm.)/Seasonal fruits Or Egg Bolied-02 Pcs	
23	<b>Lunch &amp; Dinner</b> 1. Chapati (Tawa/Tandoor etc) 2. Plane Rice/Jeera Rice/Rice Pulao 3. Daal or Razma or Chhole(any one) 4. Mixed Veg(Seasonal Veg)/Kofta/Beson Curry 5. Paneer Veg for Vegetarian or Egg/Fish/Chicken/Mutton curry 6. Salad & Pickle 7. Papad(Branded) 8. Curd/Rayta 9. Sweet dish/Fruits	
24	<b>Evening (Snacks &amp; Juice)</b> 1.Juice 150 ml-200ml(Packt) 2.Snack:Sandwich dish/Samosa/Aaloo Bonda/Patties =02 Pc	
25	<b>Night (Before sleep)</b> 1.Milk with flavour & sugar 200-250 ml 2.Ice Cream- 50-60 ml	

Signature of the contractor

Office Seal