



DAV PUBLIC SCHOOL, SECTOR-6, CDA, CUTTACK

PHONE NO: 0671-2503443, e-mail: davcda2018@gmail.com
Website: www.davcda.org

320/2020

04.03.2020

INVITING TENDER NOTICE

1..Sealed tenders are invited on behalf of The Principal, DAV Public School, Sector-6, CDA, Cuttack-14 for the following works:-

- | | | |
|---|---|---|
| a) Name of the work | - | Canteen Service. |
| b) Location of work | - | DAV Public School, Sector-6, CDA, Cuttack, Odisha |
| c) Earnest Money (Non-Interest Bearing) | - | Rs.10, 000.00(Rupees Ten Thousand Only) |
| d) Cost of Tender document | - | Rs. 100.00(Rupees One Hundred) only per set in Bank Draft in favor of Principal, DAV Public School, Sector-6, CDA, Cuttack-14, obtain from DAV Public School, CDA, Cuttack in between, which is non-refundable. |
2. Tender addressed to
- | | |
|--|---|
| - | Principal,
DAV Public School, Sec-6, CDA, Cuttack-14 |
| Tenders are to be submitted at the office of | - Principal, DAV Public School, Sec-6, CDA, Cuttack-14 |
3. Time, date and place of submission of tender
- | | |
|---|--|
| - | On or before 11.00 am on 12 th Mar 2020 at the office of Principal, DAV Public School, Sec-6, CDA, Cuttack-14 |
|---|--|
4. Time, date and place of opening of tender
- | | |
|---|---|
| - | Tender will be opened first at 12.00 hrs on 17 th Mar 2020 at the office of :- Principal, DAV Public School, Sec-6, CDA, Cuttack-14. |
|---|---|
5. The earnest money shall be deposited in the form of bank draft from any schedule bank drawn in Favor of Principal, DAV Public School, sector-6, CDA, Cuttack-14. Tender without earnest money or Improper form will be rejected.



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ELIGIBILITY CRITERIA FOR CATERERS:

1. Must have provided Canteen Services to reputed Government/Autonomous educational Institute/Public Sector Undertaking/Hospitals for **at least Three years or more** as on closing date of this Tender. Reputed canteen/catering Caterer may be considered as per the recommendation of the Authority.
2. Must have contract labor license and Food License from FSSAI/Govt. of Odisha/ Govt. of India.
3. Must be registered with EPF, ESI and such other Tax Authorities as Income Tax and Service Tax for which the caterer has to submit necessary documents such as PAN, GST, EPF and ESI Registration etc. The caterer will pay salary, P.F, ESI, etc. to the employees engaged for the canteen as per the provisions of minimum wages act and maintain their attendance & salary register regularly.
4. The caterer must submit an undertaking that the caterer has not been blacklisted in any organization and no case is pending with the police or in court of law against his/her name.
5. Must have an annual turnover of **Rs. 15 lakh (Fifteen Lakh)** or more for each financial year **only** from **Canteen Services** during the last three financial Years [2016-17, 2017-18 & 2018-19] in the books of Account.
6. Caterer must have successfully carried out the canteen services (preferably in Government/ Autonomous educational Institute/ Public Sector Undertaking/Hospitals). In this regard, Caterer must submit the **work orders and Performance Certificate** from the serving Institutions / Organizations relating to **last 03 years**.

PERFORMANCE SECURITY (PS) (Non- Interest Bearing):

The successful Caterer shall be required to deposit Security Money of Rupees **One Lakh** in the form of DD **in favor of " The Principal, DAV Public School, CDA, Sector-6, Cuttack"** payable at **Cuttack** within **7 days** of receipt of 'Letter of Intent'. The security money shall remain with the school authority till the date of completion of all contractual obligations. In case the contract period is extended further, the validity of the security money shall also be extended accordingly. The security money is refundable on expiry of contract without any interest.



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GENERAL INSTRUCTIONS

1. The school will provide the space for running the canteen with facilities like store & kitchen. The staff of the canteen should wear uniform (apron & serving gloves) to be provided by the caterer during duty.
2. The caterer is required to arrange the kitchen equipments, cooking gas cylinders, cooking utensils, crockery, cutlery etc. at his/her own cost.
3. The school will provide water and electricity. Electricity charges will be payable by the bidder as per actual consumption which will be calculated on the basis of sub meter reading.
4. The workmen who will work in canteen, they will have to provide their bio-data, Aadhar card & police verification certificate before starting the canteen.
5. The caterer will engage adequate employees for prompt and quality service to the students. He should not engage any child laborer (i.e; age below 14) as per the Contract labor (Regulation and Abolition) Act, 1970.
6. Consumption of alcohol or alcoholic beverages and smoking is not permitted in the school premises. Any violation will attract legal action and the license will be terminated.
7. The caterer will only sell the list of items mentioned in the (**Quotation Form**), failing which the school authority will be compelled to terminate the contract immediately. If any addition or seasonal items need to be added or changed, the caterer must take written approval from the school authority.
8. The caterer should not outsource third party contract. If found the contract would be terminated immediately and the caterer will be blacklisted for any dealings with the school in future.
9. The caterer is solely responsible for disposal of waste and cleaning the periphery of the canteen. The waste materials must be thrown outside the campus as designated by the CMC or local authority at their own cost and risk. Also maintain highest level of cleaning of utensils, cutlery, crockery, kitchen equipments, furniture, etc.
10. All the edibles should be checked by the Security personnel before entry into the school premises. The record of the same has to be countersigned by the canteen Committee and also be maintained in the register.



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11. A tender submitted shall remain **valid for acceptance for a period of 03(three) months** from the date of opening. The validity of the tender may be extended beyond the stipulated period with the concurrence of the tendered. All prices shall be firm during this period and also the delivery period of contract. No escalation shall be entertained.
12. Tenders are to be submitted on the printed forms uploaded in the website (**ANNEXURE**). The parties should quote the rates in figures as well as in words. The amount of each item shall be worked out and the requisite total shall be given. All corrections shall be attested by the initials of the tenderer. In case of any discrepancy/difference, the rate quoted in words in the original copy of tender and the amount derived there from shall prevail and shall be binding. The notes quoted by the agency shall be including GST.
13. Major Civil & Electrical works will be attended by the school. Minor maintenance jobs such as replacement of light bulbs; tube lights etc. are the responsibility of the caterer.
14. The caterer must follow the rules & regulations of the school and maintain discipline within the school campus.
15. Tender, duly filled, will have to be submitted in two parts, PART- A and PART- B separately superscribed sealed and both contained in another sealed envelope, superscribed with the name of the work.
PART- A shall contain all technical, financial and general stipulations proposed by the contractor along with covering letter and EMD.
PART- B shall contain the offered price along with the tendered documents duly filled.
16. The acceptance of the tender will be made by the owner who does not bind himself to accept the lowest or any other tender or part thereof. No reason will be furnished for acceptance and rejection of the tenderer whatsoever.
17. The Caterer will open the canteen for the students and staff from 7.00 am to 6.00 pm

TERMS & CONDITIONS:-

- 1) The rates quoted shall be inclusive all taxes but exclusive GST.
- 2) Payment will be made after verification of bills (Produce by the contractor) by empowered technical person of the school authority.
- 3) All disputes are subject to Cuttack jurisdictions only.
- 4) date of commencement:- Date of issue of 'Letter of Intent':-

Thank you.

Yours faithfully

Sd/-

PRINCIPAL



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ANNEXURE

CATERERS PROFILE FOR PROVIDING CANTEEN SERVICES

Due Date of Tender

Opening Date & Time

Sl.No	Description	Information
1	Name of the Caterer	
	Complete Address	
	Phone No :	Email Id :
2	Contact Person/ Representative of firm Name Designation	
	Phone No :	Mobile no:
3	Name of the Proprietor, Partners/Directors of the applicant with addresses and phone numbers.	
4	Food License No :	Registration No & Date :
	PAN:	G.S.T :
	ESI :	EPF:
	(Enclosed copies of above)	
5	Whether Quality Certification obtained for any of the Food Courts/ Dining facilities/ Canteen services provided (If yes, copy to be enclosed)	
6	Litigations, If any, connected with Canteen Work	Yes/No (If yes, details to be furnished)
7	Any other information, the bidder wishes to provide in support of his/her credentials	Details, if any, to be furnished
8	List of similar work executed/ in hand during the last 3 years for institutional/commercial complexes.	



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QUOTATION FORM FOR SCHOOL CANTEEN

AT- DAV PUBLIC SCHOOL, SECTOR-6, CDA, CUTTACK

Name of the Dealers : _____

Complete Address : _____

Mobile No: : _____ Email _____

GST No.. _____ PAN No. : _____

Sl. No.	Menu	Quantity	Rate (in Rs.)
1	TEA	One Cup / 150 ml.	
2	NESCAFE COFFEE	One Cup / 200 ml.	
3	APPY	As per MRP	
4	FROOTI	As per MRP	
5	BISCUITS	One packet	
6	LASSI	One glass / 300 ml.	
7	SWEET CURD	200 ml.	
8	CHOCOLATES	As per MRP	
9	KACHORI	1 Pcs.	
10	PATIS	Per Piece	
11	SAMOSAS	1 Pcs.	
12	VADA	1 Pcs.	
13	ALUCHOP	1 Pcs.	
14	VEG. CUTLET	1 Pcs.	
15	DOSA	Per Plate	
16	IDDLI	Per Piece	
17	UPMA / POHA	Per Plate	
18	VEG. MOMOS	One plate (6 pc.)	
19	VEG. SANDWITCH	1 Pcs.	



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Sl. No.	Menu	Quantity	Rate (in Rs.)
20	PURI WITH VEGETABLE	One plate (4 pc Puri + Vegetable)	
21	CHOLLEY BATURE	One plate (2 pc bhature + cholley)	
22	LITTI CHOKHA	One plate (2 pc litti + chokha)	
23	STUFFED PARATHA (Allo/Gobhi/ Muli)	Per Paratha	
24	PANEER PAKODA	1 Pcs.	
25	PLAIN PAKODA	Half Palte	
26	PLAIN PAKODA	Full Plate	
27	BREAD PAKODA	2 Pcs.	
28	VEG. CHOWMIN	Half Palte	
29	VEG. CHOWMIN	Full Plate	
30	BUTTER TOAST	2 Pcs.	
31	BREAD PLAIN	2 Pcs.	
32	GULAB JAMUN	1 pc.	
33	MINERAL WATER	As per MRP	
34	ICE CREAMS	As per MRP	
35	LAUNCH THALI (12.00 noon to 03.00 p.m.)	Rice, Dal, Sabji, Bhaji, Salad / Pickel, Papad)	

Any other items to be included by the contractor with the prior approval by the school authority in written.

Signature of the Quotationer
with Address, Phone No and Seal



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BRANDS OF CONSUMABLES PERMISSIBLE

Item	Brand
Salt	Tata, Annapurna, Nature Fresh, Captain Cook, Ashirwad
Spices	M.D.H, Everest, Ruchi
Ketchup	Maggie, Kissan, Tops, Weikfield
Oil (Sunflower)	Sundrop, Saffola, Fortune, Dhara, Nature Fresh, (use of Vanaspati ghee is prohibited)
Pickel	Mother's, Pravin, Priya, Tops, Nikon
Atta	Ashirbad, Pillsbury, Annapurna, Ristha
Flavored Drinks	Rasna, Roohafza, Mapro
Papad	Lijjat, SriRam
Butter	Amul, Mother Dairy
Bread	Tazza, Morden, Paris Bakery, Britannia, Moreish
Cornflakes	Kellogg's
Jam	Kissan, Mapro, Druk, Maggie
Ghee	Amul, Mother Dairy, Britannai, Everyday, Omfed
Frozen Yogurt	Mother Dairy, Nestle
Cow Milk	Omfed, Milkmoor, Mother Dairy, Pragati
Paneer	Amul, Mother Dairy, Omfed, Milk Moo
Tea	Brooke Bond, Lipton, Tata, Taaza, Red label
Coffee	Nescafe, Bru
Ice-cream	Amul, Mother Dairy, Qwality, Naturals, Vadilal
Soya	Nutrella
Frozen Peas	Safal(Off Season), Mother Dairy Reliance
Cheese	Amul, Mother Dairy, Britannia
Sauce (Chilli, Garlic, Soya, Machurian, Tomato)	Chings, Heinz, Maggie, Kissan
<i>Caterer may use any other FPO approved brands only if permitted by the Authority.</i>	

Sd/-

PRINCIPAL

Copy to:

1. The Notice Board & Website of the school for information of all concerned.
2. The Principal, DAV Public School, Cuttack & Bhubaneswar with request to kindly take necessary steps to display the notice on the School Notice Board for information of all concerned
3. The concerned file for record.