

For English Paper



KENDRIYA VIDYALAYA SANGATHAN  
18 INSTITUTIONAL AREA  
SHAHEED JEET SING MARG  
NEW DELHI-110016

**TENDER NOTICE**

Sealed tenders are invited from Contractors having experience in providing catering services to National/State level Educational Institution/organization.. The contractor is required to provide tea/coffee, snacks, lunch etc in KVS (HQ) canteen.

Interested contractors may submit their tenders in the prescribed form available in S & S Section at Room No 213 Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi, which can be obtained on any working days on payment of Rs 500/- (Rupees five hundred only) in cash or demand draft in favour of KVS Fund A/c New Delhi and submit their tenders in the prescribed format or on before 1 PM on 28.11.2011.

The tender document can also be down loaded from KVS website [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in), in which case cost of tender should also be remitted together with the tender document, failing which tender <sup>may</sup> ~~will~~ be rejected.

( S S Rawat )

Assistant Commissioner (S&S)

14/11

Hindi Daily

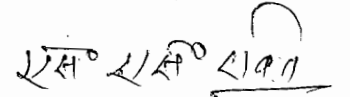


## निविदा सूचना

केन्द्रीय विद्यालय संगठन (मुख्यालय)  
सेवा एवं आपूर्ति

केन्द्रीय विद्यालय संगठन (मुख्यालय) के लिए खानपान सेवाएँ उपलब्ध करवाने में अनुभवी ठेकेदारों से निविदा आमंत्रित है। ठेकेदार को केवीएस कैंटीन में चाय/कॉफी, नाश्ता(हल्का)/भोजन उपलब्ध करवाना होगा।

इच्छुक ठेकेदार अपनी निविदाएँ, निर्धारित फॉर्म में कमरा संख्या 213 केन्द्रीय विद्यालय संगठन (मुख्यालय) 18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली -110016 में लगे टेंडर बॉक्स में 1 बजे दिनांक 28.11.2011 तक जमा करा सकते हैं, निविदा फॉर्म 500/- रुपये के भुगतान, रोकड़ अथवा केवीएस मुख्यलाया, नई दिल्ली के नाम डीडी दे, किसी भी कार्य दिवस को कमरा संख्या 213 से प्राप्त कर सकते हैं। फॉर्म हमारी वेबसाइट [www.kvsangathan.nic](http://www.kvsangathan.nic) से भी download किया जा सकता है, उस स्थिति में रुपये 500/- का डीडी केवीएस मुख्यलाया, नई दिल्ली के नाम निविदा के साथ जमा कराये अन्यथा निविदा निरस्त की जा सकती है। पूर्ण विवरण के लिए हमारी वेबसाइट [www.kvsangathan.nic](http://www.kvsangathan.nic) पर visit करें।

  
( एस एस रावत )

सहायक आयुक्त (सेवा एवं आपूर्ति)

**TENDER DOCUMENT  
FOR PROVIDING**

CANTEEN SERVICES AT KVS (HQ)  
NEW DELHI

TO BE DROPPED IN THE TENDER BOX  
KEPT IN ROOM NO 213

COST OF TENDER DOCUMENT RS 500/-

KENDRIYA VIDYALAYA SANGATHAN  
18 INSTITUTIONAL AREA  
SHAHEED JEET SINGH MARG  
NEW DELHI -110016.

*KENDRIYA VIDYALAYA SANGATHAN*

**TENDER FOR CATERING SERVICES IN THE  
KVS (HQ) AT NEW DELHI**

**INTRODUCTION**

Staff canteen exists in the premises of the KVS (HQ), 18 Institutional Area, Shaheed Jeet Singh Marg, Opp Katwaria Sarai New Delhi 110016. This tender is intended for the catering services for the staff and authorized visitors in the KVS (HQ), New Delhi -110016.

The terms KVS shall mean the Kendriya Vidyalaya Sangathan, Commissioner shall mean the Commissioner of KVS. "Contractor"/Tenderer shall mean the person who is awarded this contract by KVS to run the canteen in the KVS on contract, as per prescribed terms and conditions of the contract.

The day-to-day working of the canteen will be watched by Service & Supply Section on behalf of Assistant Commissioner , KVS.

**SCOPE**

The Contractor is required to supply tea, coffee, lunch and snacks etc to nearly 300 employees of the KVS(HQ) and visitors. In addition to above the canteen will also cater to the needs of participants in various training/meetings organized by the KVS from time to time.

## **TERMS AND CONDITIONS**

1. Licence Fee: Accommodation will be provided for the canteen at a nominal licence fee of Rs .....  
The contract/tenderer shall mention the licence fee, he is ready to pay per month -----  
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2. Electricity charges: Will be charged according to reading of a separate electric meter for electricity used for cooking purpose.
3. Existing furniture for use within the canteen premises will be provided by the KVS except almirah/racks required for storage purpose etc.
4. The contractor will have to make arrangement for cleanliness of canteen and its surroundings to the satisfaction of the KVS. The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste.
5. The contractor shall arrange for items i.e crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking store etc and items of similar nature of goods quality as approved by the KVS at his own cost and maintain the said items in proper and hygienic conditions for due discharge of obligations in respect of running of canteen.
6. The contractor will have to provide employees in proper uniforms for service in the canteen as also for the service in rooms.
7. The timings of the canteen will be as prescribed by the KVS from time to time subject to change. Skeleton services should also be provided beyond office hours.
8. Snacks & tea should be compulsory provided from Canteen in the meetings as and when required.
9. "Service" The contractor will be required to provide canteen service in the canteen premises and also in various rooms of the KVS (HQ)
10. The contractor shall employ only such persons as are declared medically fit as certified by the Govt Hospital in Delhi. No employee will be under the age of 18 years, the documentary evidence will be provided by the contractor.
11. Only cooking gas is to be used in the Canteen for preparing hot drinks & cooking which is to be arranged by the contractor including gas cylinders.
12. The contractor will be fully responsible for the repair/maintenance, cleanliness, breakage and damage done to the building and sanitary, electrical and any other fittings and fixtures installed in the space provided to him by the KVS for the purpose of preparing lunch, tea and coffee. Furniture provided to the contractor will be maintained properly. Any loss/damages(including repairs) to the same will have to be made good by the Contractor at his cost.

13. Atleast two sweets and three salty items (samosa, vada, pakora etc.) will be prepared daily. (List of items to be provided is enclosed as Annexure-II). However this list is subject to modification by the KVS from time to time.
14. Materials used for cooking purpose tea, coffee, spices, food stuffs, vegetable etc. should be of good quality only will be used. The KVS reserves the right to inspect the materials at any time.
15. The contractor will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by concerned local authorities and to the satisfaction of the KVS.
16. The rate list and menu as approved by the KVS should be displayed conspicuously daily. The contractor may sell other food items at prevailing market rates only.
17. Details of working lunch are enclosed as Annexure-III
18. The size and weight including quality of the various items should be approved by the KVS. No new items would be introduced without approval of the KVS. No rate will be revised without the approval of the KVS.
19. The contractor will have to employ the required staff at his own cost and bear all the statutory and other liabilities for running the canteen. The contractor will have to pay the minimum wages as per Delhi Admn. Notifications issued from time to time, EPF, and Bonus etc. as per Employees Provident Fund Act and Bonus Act amended from time to time.
20. The KVS shall not in any manner be treated as the employer of these employees or concerned with the terms of their employment or conditions of their services since the relationship of employer and employees shall always be considered to be between the contractor and such persons as will be employed by him. While engaging his employees the contractor will make these conditions clear to them categorically and in writing, and their acceptance of these terms shall be communicated to the KVS also.
21. The contractor shall obtain licence under the Contractor Labour (Abolition and Regulation) Act 1970 (hereinafter referred as the contractor labour Act) and all other requisite licences at his own cost from the Appropriate Authorities and comply with the terms and conditions of the licence(s) and all other relevant and necessary provisions of the contractor labour Act and the Rules framed thereunder all such other provisions of laws in any enactment or otherwise laid down by any authority from time to time, it being clearly understood and agreed upon that the entire responsibility for compliance thereof shall always be of the contractor. The contractor shall be fully responsible for any compensation etc. in case of any injury/casualty or mishap to any employees of the canteen during canteen working hours.
22. Under no circumstances any of the contractor's employees will stay in the KVS premises beyond canteen hours after closing the canteen. He will ensure that the canteen rooms are properly locked and secured during closed hours of the KVS. The access to the space allotted to the contractor will be as per the conditions and in the mode as prescribed and regulated by the KVS from time to time which will be binding on him and his employees. The KVS reserves the right to inspect the premises allotted to the contractor including the canteen store at any time.

23. The contractor shall not entertain any orders, or supply from outside KVS.
24. The contract will be for one year to start with from the date of signing the agreement and agreement may be renewed by the KVS on such terms and conditions as may mutually be agreed upon between the parties. The KVS reserves the right to repudiate the contract at any time after giving one months notice, if the KVS is not satisfied with the working of the said contractor. The contractor, if so desires, may seek termination of the contract by giving written notice of not less than three months duration during the agreement period.
25. The contractor will, at all times, ensure discipline decent and courteous behavior by his employees while they remain in premises of KVS. In case any of his employees indulges in any act of indiscipline, misbehaviour or slogan shouting or indulges in violent act(s) or abets others in doing so and it is prima facie proved, the contractor shall remove the employee concerned from the premises immediately on receipt of written communication from the authorities which will be duly acknowledged by the contractor.
26. Under exceptional circumstances the KVS reserve the right to change any term and condition as and when warranted.
27. In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the Commissioner, KVS will be final and binding.
28. The contractor will be required to execute an agreement in the prescribed form in this behalf in case the contract is awarded.
29. The contractor will have to deposit Rs 20000/- (Rupees twenty thousand only) as performance security in the form of DD, drawn in favour of Kendriya Vidyalaya Sangathan, Head Quarter, New Delhi. The same will be refunded without interest when the contract is over and canteen premises are handed over to the KVS and all dues from the contractor have been settled.
30. The contractor whom the above terms and conditions are acceptable shall submit the completed tender forms to this office by 1 P M in sealed cover on or before 28<sup>th</sup> Nov. 2011. The tenders will be opened on the same day at 3 PM in the chamber of Assistant Commissioner (S & S) Room No 304, KVS (HQ) New Delhi.
31. The contractor will not further sub-contract the contract to any other party. In case the contractor is found having sub-contracted this contract, the contract will be terminated without any notice and security deposit will be forfeited.
32. Every tender should be accompanied by a demand draft for Rs 10000/-(Rupees ten thousand only) as Bid security drawn in favour of Kendriya Vidyalaya Sangathan, Head Quarter, New Delhi. This amount will be refunded without interest to unsuccessful bidder, after finalization of contract or within three months of closing date.
33. If any case the contractor violates the terms and conditions of the contract the Security Deposit will be forfeited.
34. The contractor should follow the instructions on Maintenance of hygiene in Canteen as per O M No 10/1/2010-Dir© dated 10.08.2010 issued by Govt. of India, Ministry of Personnel, P G & Pensions, Department of Personnel & Training (copy enclosed)

THREE ANNEXURES ARE ALSO ENCLOSED HEREWITH FOR GIVING RATES OF EATABLE ITEMS.

SIGNATURE OF THE TENDERER

TENDER FORM NO. -----  
**TENDER FORMS FOR RUNNING CANTEEN**

**The Assistant Commissioner (S&S)  
Kendriya Vidyalaya Sangathan  
18 Institutional Area  
Shaheed Jeet Singh Marg  
New Delhi -110016.**

Sub: Tender for running Canteen in KVS, HQ, New Delhi-110016.

Sir,

I am submitting herewith the tender for providing catering service in the canteen of KVS (HQ). The brief details of firms are as under:-

1. Name of the Tenderer : \_\_\_\_\_
2. Address \_\_\_\_\_  
\_\_\_\_\_
3. Registration/licence No \_\_\_\_\_  
\_\_\_\_\_
4. Sales Tax No \_\_\_\_\_
5. PAN Card No \_\_\_\_\_
6. Year of Establishment \_\_\_\_\_
7. Details of contracts executed till date (Please give details of contract executed previously in a separate sheet, along with documentary proof thereof. )

Sl No	Name of organization	Nature of works	Govt/Seni-Govt/Pvt	Period of contract
1				
2				
3				
4				
5				



8. Details of present contracts in hand (Please attached documentary proof and terms of condition of contract in hand )

Sl No	Name of organization	Nature of works	Govt/Seni-Govt/Pvt	Period of contract
1				
2				
3				
4				
5				

9. Man Power/Resources available \_\_\_\_\_

10. Earnet Money Deposit : DD No \_\_\_\_\_  
Date-----for Rs .....drawn from  
.....

11. Details of Tender form fees deposited: Receipt NO/DD No  
.....date .....Rs.....

(THE SELF ATTESTED COPIES OF REGISTRATION/LICENCE, SALES TAX, PAN CARD, CONTRACT EXECUTED AND IN HAND SHOULD BE ATTACHED ALONGWITH TENDER FORM)

Certified that all the terms and conditions mentioned in the Tender Form are acceptable to me/us

SIGNATURE OF TENDERER