

केंद्रीय विद्यालय क्र. 4 भुवनेश्वर / KENDRIYA VIDYALAYA NO.4 BHUBANESWAR

केन्द्रीय विद्यालय संगठन

नीलाद्रि विहार, पोस्ट शैलश्री विहार
At: -NEELADRI VIHAR, Po: - SAILASHREE VIHAR,
भुवनेश्वर/BHUBANESWAR-751021,

E-MAIL: kv4bbsr@gmail.com WEBSITE: no4bhubaneswar.kvs.ac.in

CBSE Affiliation No: 1500032 (Ph.No.0674-2721298)

पत्रांक : 150225/के.वि. 4 भुवनेश्वर /1148/2022-23/

दिनांक : 18-10-2022

निविदा प्रपत्र की विषय सूची /Index of Tender Document

केंद्रीय विद्यालय नं. 4 भुवनेश्वर में भोजन (खाने-पीने) और रहने-ठहरने की व्यवस्था हेतु निविदा

Quotation for supply of Food (Catering services) & lodging & Boarding materials in KV No 4 Bhubaneswar

Sl.No	विषय/Subject	Page No	टिप्पणी
1.	निविदा सूचना /Tender Notice	2	
2.	निविदा प्रपत्र/Tender Document	3-8	
3.	Declaration	9	
4.	चेकलिस्ट/Checklist	10	
5.	फर्म पंजीकरण प्रपत्र/Proforma for Firm-Registration	11	Annexure-I
6.	मूल्य शिड्यूल प्रपत्र /Format for Price-Schedule	12	Annexure-II
7.	मूल्य शिड्यूल प्रपत्र /Format for Price-Schedule	13	Annexure-III

एक नजर में महत्वपूर्ण सूचनाएं /Important Informations at a Glance

1.	निविदा आरम्भ की तिथि /Start Date	20-10-2022 (10:00AM)
2.	अंतिम तिथि/Last Date	05-11-2022 (02:00PM)
3.	निविदा के खुलने की तिथि/Date of openng	07-11-2022 (02:30PM)
4.	निविदा प्रपत्र का मूल्य/ Cost of Tender paper	NIL (To be downloaded from the website)
5.	उद्देश्य/ Purpose	SUPPLY OF MEAL/DINNER/BREAKFAST ETC. DURING REGIONAL SPORTS MEET AND OTHER SUCH OCCASION
6.	वायदा राशि/EMD	NIL
7.	वायदा राशि जमा करने का माध्यम <i>Mode of deposit of EMD</i>	N/A
8.	निविदा वैधता अवधि/Bid Validity Period	90 days from last date.
9.	दर वैधता अवधि/Rate validity period	1-year from the date of opening with same terms & conditions.
10.	निविदा का प्रकार /Type of tender	Open- Rate Quotation
11.	परफॉरमेंस सिक्योरिटी/ Performance Security	3% of total estimated order value. To be deposited before starting the work and will be return back without interest after successful completion of the work.
12.	बिड जमा करने का पता Address for submission of bids	The Principal Kendriya Vidyalaya No. 4 Bhubaneswar, Neeladri Vihar, Sailshree Vihar KV Marg, Bhubaneswar PIN:751021
13.	बिड जमा करने का माध्यम Mode of deposit of bids	Registered Post Speed Post, Drop Box Kept at School

केंद्रीय विद्यालय क्र. 4 भुवनेश्वर / KENDRIYA VIDYALAYA NO.4 BHUBANESWAR



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CBSE Affiliation No: 1500032 (Ph.No.0674-2721298)

पत्रांक:150225//के.वि. 4 भुवनेश्वर /1148/2022-23/

दिनांक:18-10-2022

भोजन (खाने-पीने) और रहने-ठहरने की व्यवस्था हेतु निविदा सूचना

TENDER NOTICE FOR supply of Food (Catering services) & lodging & Boarding materials

पंजीकृत फर्म /आपूर्तिकर्ताओं (जिनके पास FSSAI अथवा समकक्ष संस्था द्वारा जारी किया गया फूड लाइसेंस हो) से भोजन (खाने-पीने) और रहने-ठहरने की व्यवस्था की आपूर्ति हेतु मुहरबंद निविदायें आमंत्रित की जाती हैं। निविदा प्रपत्र इस कार्यालय की वेबसाइट [www. https://no4bhubaneswar.kvs.ac.in/](http://www.https://no4bhubaneswar.kvs.ac.in/) पर उपलब्ध हैं जिसे डाउनलोड किया जा सकता है और दिनांक **05-11-2022** अपराहन 1400 बजे तक उपरोक्त पते पर जमा किया जा सकता है। निविदायें दिनांक **07-11-2022** को अधोहस्ताक्षरी के कार्यालय में 1400 बजे खोली जायेंगी। पंजीकृत डाक अथवा स्पीड-पोस्ट से भेजे गए या इस आशय हेतु विद्यालय में रखे गए बॉक्स में जमा किए गए कोटेशन ही केवल स्वीकार्य होंगे। Sealed quotations are invited from the registered firms/suppliers/Caterer for **Supply of Food (Catering services) & lodging & Boarding materials**. The tender form is available on the website of this office [www. no4bhubaneswar.kvs.ac.in](http://www.no4bhubaneswar.kvs.ac.in) and the same may be downloaded from the website. The last date of the receipt of the bids at the above mentioned address is **05-11-2022** latest by 1400 hrs. The tenders will be opened in the office of the undersigned on **07-11-2022** at **1400 hrs**. Only the quotations received through registered post or Speed Post or drop box meant for will be accepted.

प्राचार्य/PRINCIPAL
केन्द्रीय विद्यालय नं. 4 भुवनेश्वर

केंद्रीय विद्यालय क्र. 4 भुवनेश्वर / KENDRIYA VIDYALAYA NO.4 BHUBANESWAR



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सेवा में/ TO,

**विषय: भोजन (खाने-पीने) और रहने-ठहरने की व्यवस्था हेतु निविदा आमंत्रण/INVITATION OF TENDER
FOR supply of Food (Catering services) & lodging & Boarding materials.**

महोदय/महोदया /Sir/Madam,

केन्द्रीय विद्यालय संगठन, केंद्र द्वारा वित्त पोषित एक स्वायत्तशासी संस्था है जो सोसायटी पंजीकरण अधिनियम 1860 के तहत पंजीकृत एक है। संगठन केन्द्रीय सरकार के स्थानांतरणीय कर्मचारियों के बच्चों को शिक्षा प्रदान करने के लिए स्थापित केन्द्रीय विद्यालयों को संचालित करता है। केन्द्रीय विद्यालय नं. 4, भुवनेश्वर, नीलाद्रि विहार, भुवनेश्वर 751021 भी उन में से एक है। Kendriya Vidyalaya Sangathan is a centrally funded Autonomous Body which is registered under Societies Registration Act 1860. The Sangathan administers the scheme of Kendriya Vidyalaya set up for imparting education to the children of transferable central Govt. Employees. K V No. 4 Bhubaneswar, Neeladri Vihar, Sailshree Vihar, Distt-Bhubaneswar, Odisha 751021 is one among them.

1. अधोहस्ताक्षरी द्वारा बतौर प्राचार्य, केन्द्रीय विद्यालय नं. 4, भुवनेश्वर, नीलाद्रि विहार, शैलश्री विहार, जिला भुवनेश्वर 751021, ओडिशा दिनांक 05-11-2022 अपराह्न 02.00 बजे तक पंजीकृत फर्म से मुहरबंद निविदाएँ आमंत्रित की जाती हैं। सीलबंद लिफाफे के ऊपर **“Quotation for Supply of Food (Catering services) & lodging & Boarding materials”** अंकित होना चाहिए। निविदाएँ दिनांक 07-11-2022 को अपराह्न 02:00 बजे अधोहस्ताक्षरी के कार्यालय में खोली जायेंगी। हालाँकि यदि निविदा खोलने की तिथि को कोई सरकारी छुट्टी घोषित होती है तो निविदाएँ अगले कार्यदिवस को नियत समय अपराह्न 02:00 बजे खोली जायेंगी। Sealed quotations for the catering services are invited from registered firms by the undersigned in the capacity of The Principal, Kendriya Vidyalaya No. 4 Bhubaneswar, Neeladri Vihar, Sailshree Vihar, Distt-Bhubaneswar, Odisha 751021, up to 1400 hrs on 05-11-2022 in the sealed cover marked as **“Quotation for Supply of Food (Catering services) & lodging & Boarding materials”**. The quotations will be opened in the office of the undersigned at 1400 hrs on 07-11-2022. However, in case the date of opening is declared a Government Holiday, the tenders will be opened on following working day at scheduled time 1400 hrs.
2. जबतक निविदा में अन्यथा विनिर्दिष्ट न किया जाय निविदाएँ पैराग्राफ 1 से 23 के अंतर्गत विनिर्दिष्ट शर्तों के अनुसार ही जमा की जानी चाहिए जिससे यह अर्थ लगाया जायेगा कि यहाँ दी गयीं शर्तें मान्य हैं। The quotations shall be submitted according to the terms and conditions specified in paragraphs 1 to 23 unless specified otherwise in the

quotation, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.

3. दर F.O.R. होना चाहिए और ट्रांसपोर्टेशन कॉस्ट, एक्साइज ड्यूटी, फ्रेट अथवा अन्य कोई भी कर जो मॉल की सप्लाई पर देय हो मसलन मूल्य संवर्धित कर (VAT)/ बिक्री कर (Sales Tax)/ GST इत्यादि तय दर पर स्पष्ट रूप से निविदा में विनिर्दिष्ट किया जाय। केवल निविदा के स्वीकृत होने की स्थिति में ही किसी फर्म को सप्लाई आर्डर देय होगा। सही दर अंकित करना फर्म/टेंडरर की ज़िम्मेवारी होगी। The rates should be F.O.R. (FREIGHT ON RECEIPT) and should include transportation cost, excise duty, freight any other rates or imposition whatever liable in respect of the supplies freight etc. VAT/ Sale Tax/GST at specified rates must be expressly stipulated in the quotation. Only in the event of acceptance of the quotation supply order will be issued to the firm. The responsibility of mentioning correct rate lies with the firm/ Tenderer.
4. निविदा में कोई ओवर राइटिंग अथवा करेक्शन नहीं होना चाहिए। यदि किसी अंक में सुधार करना हो तो इसे सफाई से काट दें, सही अंक/फिगर को इसके ऊपर लिखा होना चाहिए और इसे अधिकृत हस्ताक्षरी जिसके द्वारा निविदा हस्ताक्षरित की जायेगी द्वारा अपने पूर्ण हस्ताक्षर से सत्यापित किया जाय। सत्यापित सुधार नहीं होने की स्थिति में ऐसी निविदायें निरस्त कर दी जायेंगी। There should not be any overwriting or corrections in the quotation. If a figure is to be amended, it should be neatly scored out, the revised figure should be written above and the same should be attested with full signature by the same signatory, who signed the quotations, in the absence of the attested corrections the quotations is liable to be rejected.
5. अधोहस्ताक्षरी निम्नतम निविदा मूल्य स्वीकार करने हेतु बाध्य नहीं है और किसी निविदा को पूर्णतः अथवा अंशतः स्वीकार करने का अधिकार रखता है अर्थात् संलग्न विवरण के सापेक्ष अंकित सभी वस्तुओं अथवा कोई एक वस्तु या एक से अधिक वस्तुएं। अधोहस्ताक्षरी किसी एक अथवा सभी निविदाओं को बिना कारण बताये पूर्णतया या अंशतः निरस्त करने का अधिकार रखता है। The undersigned does not bind himself to accept the lowest quotation and reserves the right to accept the quotation in whole or in part i.e., with respect to all the articles mentioned in the attached statement or in respect of any one or more than one article specified in the attached statement. Accordingly, **the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof, either in full or in part.**
6. वैसे व्यक्ति/यों जिनकी निविदाएँ जमा/ स्वीकृत की जाएगी, इसके बाद ठेकेदार कहलायेंगे। The person/s whose quotations is submitted/accepted, herein after called the contractor.
7. जिन निविदाकर्ता की निविदा स्वीकृत होगी उसे कुल अनुमानित मूल्य का 3% बतौर परफार्मेंस सिक्योरिटी कार्य-आदेश के बाद और कार्य-शुरु करने के पूर्व विद्यालय के अकाउंट में चेक/डिमांड ड्राफ्ट इत्यादि के माध्यम से जमा करना होगा। इस राशि को कार्य की संतोषजनक समाप्ति के उपरांत बिना किसी ब्याज के लौटा दिया जाएगा। कार्य में लापरवाही या संतोषप्रद न पाए जाने की स्थिति में, यह राशि जब्त कर ली जाएगी। The successful bidder shall deposit an amount equal to 5% of the estimated cost into Vidyalaya Account through Cheque/ DD after issue of supply order. The same will be refunded without interest after successful completion of the work. This money will be forfeited in the event of failures to comply with the contract.
8. निविदा स्वीकृत होने पर यह एक निविदा बन जाएगी और ठेकेदार निविदा के सभी नियमों एवं शर्तों को मानने हेतु बाध्य होगा। अधोहस्ताक्षरी द्वारा जारी स्वीकृत पत्र में निर्धारित नियत समयान्तर्गत यदि ठेकेदार वस्तुओं/सेवाओं की आपूर्ति करने में असफल होता है तो अधोहस्ताक्षरी वस्तुओं को बाज़ार से खरीदने के लिए स्वतंत्र है अथवा बाकी का करार किसी अन्य व्यक्ति/व्यक्तियों अथवा फर्म से कर सकता है और इस प्रकार से मूल्य में आये अंतर को ठेकेदार द्वारा जमा की गई अर्नेस्ट मनी/सुरक्षा राशि में से काट लिया जायेगा और यदि अधोहस्ताक्षरी द्वारा सुरक्षा राशि से भी ज्यादा मूल्य अंतर का भुगतान किया जाता है तो ठेकेदार इस राशि के भुगतान के लिए दायी होगा। On acceptance of the quotation, it will become a contract and the contractor shall be bound by the terms and conditions of the quotation. If the contractor fails to supply the article/ provide services within the time stipulated in the letter of

acceptance by the undersigned, the undersigned shall be at liberty to purchase the article from the market or get the rest of the contract completed by any other person(s) or firm and the difference of price, if any shall be deducted from the earnest money/ security deposit and in case any amount in excess of the security deposit is paid by the undersigned, the contractor shall be liable to pay this amount.

9. अधोहस्ताक्षरी बिना कोई कारण बताए संलग्नक में इंगित वस्तुओं की संख्या को अपने विवेकाधिकार से बढ़ा अथवा घटा सकता है। The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
10. निविदा की स्वीकृति से पूर्व अधोहस्ताक्षरी नमूने/स्पस्टीकरण अथवा प्रदर्शन हेतु बुलाने का अधिकार आरक्षित रखता है और ठेकेदार मुफ्त में नमूने की आपूर्ति अथवा प्रदर्शन देने के लिए दायी होगा। अधोहस्ताक्षरी इस संबंध में समस्त अधिकारों को आरक्षित करता है. Prior to the acceptance of the quotation, the undersigned reserves the right to call for samples or demonstrations, and the contractor shall be liable to supply the samples or give the demonstration **free of cost. The undersigned reserves all the rights in this regard.**
11. निविदा फॉर्म के साथ निर्धारित ब्राण्ड के मूल उपकरण निर्माणकर्ता/ अधिकृत विक्रेता होने के प्रमाण की प्रतिलिपि अवश्य संलग्न किया जाय। The copy of OEM (Original Equipment Manufacturers) / Authorised Dealership of the brand must be enclosed with tender form.
12. निविदा स्वीकृत एवं खरीद आदेश जारी होने की स्थिति में आपूर्ति की गई वस्तुओं का अधोहस्ताक्षरी अथवा उसके अधिकृत प्रतिनिधि द्वारा निरीक्षण किया जा सकता है और अनुशंसित नमूने अथवा निर्धारित विनिर्देशों के अनुरूप यदि वस्तुओं की आपूर्ति नहीं पाई जाती है तो इस प्रकार की आपूर्ति को निरस्त किया जा सकता है। In the event of acceptance of the quotation and placing of the order for purchase, the articles would be subjected to an inspection by the undersigned or his representatives and are liable to be rejected if the articles supplied are not according to the approved samples or do not confirm to the specification prescribed.
13. ठेकेदार द्वारा उद्धृत दर एक साल के लिए अनुमान्य होगी। करार अवधि के दौरान बिक्री कर/सेवा कर /मूल्य संवर्धित कर/GST इत्यादि के दर में बढ़ोतरी के अतिरिक्त अन्य दरों में कोई संशोधन स्वीकार्य नहीं होगा। The rates quoted by the contractor shall hold good **up to One Year**. No amendment in the rate except increase in the rates of Sales Tax/ VAT/GST during the period of execution of the contract will be accepted.
14. निविदा के साथ VAT/TIN प्रमाण-पत्र और आयकर /सेवा कर निर्बाधन तथा अनुलग्नक-1 पर दिए गए प्रपत्र में पंजीकरण फॉर्म भी जमा किया जाय। अपंजीकृत फर्म की निविदा स्वीकार्य नहीं होगी। Along with the quotation a copy of **VAT/ TIN Certificate and Income Tax clearance Certificate / Service Tax /GST etc.** and registration form in the format attached at Annexure-1 are required to be submitted. The Quotation of unregistered firms will not be accepted.
15. निविदाकर्ताओं को जारी ये अनुदेश ठेकेदार द्वारा हस्ताक्षरित कर निविदा के साथ लौटाया जाय। These instructions to tenderers are to be signed by the contractors and returned with the tender.
16. सीलबंद लिफ़ाफे दिनांक 07-11-2022 को अप. 02:00 बजे निविदाकर्ताओं की उपस्थिति में, यदि कोई होगा तो, अधोहस्ताक्षरी के कार्यालय में खोले जायेंगे। तदुपरांत आपूर्ति आदेश का निर्णय समिति द्वारा वस्तुओं के विनिर्देशन, गुणवत्ता इत्यादि के निरीक्षण के बाद लिया जायेगा और समिति का निर्णय अंतिम होगा। यदि निविदा स्वीकृत की जाती है तो बिल का भुगतान अनुमोदित दर पर केवल एकाउंट पेयी चेक द्वारा किया जायेगा। Sealed envelope will be opened **on 07-11-2022 at 1400 hrs** in the office of the undersigned in the presence of tenderers, if any. Further, decision regarding supply will be taken up the committee after inspection of the articles specification; quality etc. and decision of the committee shall be final. If the tender is accepted, the payment of the Bill as per the approved rates of the articles will be made by A/C payee cheque only.

17. आयकर अधिनियम एवं नियमों के अनुसार आयकर काटा जायेगा। Income Tax will be deducted as per Income Tax Act & Rules.
18. **सहिष्णुता खंड/ TOLERANCE CLAUSE:** यह पुनः साफ किया जाता है कि वस्तुओं की मात्रा घट-बढ़ सकती हैं क्योंकि उद्धृत दर अनुमानित मात्रा के लिए है। It is further clarified that the quantities for the said materials may get varied as the rates to be quoted are for the estimated quantities only.
19. **अनुत्तरदायी निविदाएँ/ UNRESPONSIVE TENDERS:** निम्न प्रकार की निविदाएँ अनुत्तरदायी निविदा मानी जायेंगी
The following kind of tenders will be treated as unresponsive tenders” –
- अर्हकारी प्रक्रिया से मेल न खाने वाली और अंतिम तिथि के बाद प्राप्त / Not meeting the qualifying criteria and received after last date.
 - अहस्ताक्षरित निविदा कागजात /नियम एवं शर्तें / मूल्य निर्धारण बोली दस्तावेज। Unsigned tender document/terms & conditions / pricing bid document.
 - निविदा के साथ मांगे गए संलग्न कागजात विनिर्देशित गुणवत्ता के नहीं पाए जाने पर। The specification of the paper attached with the tender document not found of the quality asked for.
 - निविदाकर्ता किसी भी अधिसूचित नियम या शर्तों को मानने के लिए तैयार न हो। The tenderer not agreeing to any of the terms & conditions so listed.
20. **अनुबंध देना AWARD OF CONTRACT**
- क्रेता उस बिडर को अनुबंध देगा जिसके द्वारा उद्धृत दर वास्तव में उत्तरदायी पायी जाएगी और जिसने न्यूनतम मूल्य की पेशकश की है। The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price.
 - जिस बिडर की बिड स्वीकृत की जाएगी उसे निविदा वैधता अवधि की समाप्ति से पूर्व अनुबंध देने की सूचना दी जाएगी। The bidder whose bid is accepted will be notified of the award of the contract by the office prior to expiration of the quotation validity period.
 - इकाई मूल्य में या किसी अन्य नियम एवं शर्तों में कोई स्पष्ट बदलाव को निर्दिष्ट करने के लिए अनुबंध की अधिसूचना स्वीकार्य है। The Notification of award to clearly specify any change in the unit price or any other terms conditions accepted.
 - आपूर्ति की गई वस्तुओं के लिए सामान्य व्यावसायिक वारंटी / गारंटी लागू होगा। Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
 - भुगतान माल की डिलीवरी और उनकी स्वीकृति के 20 दिनों के भीतर किया जायेगा। Payment will be made within 20 days after the delivery of goods and their acceptance.
 - उपरोक्त सभी के बावजूद भी क्रेता को किसी भी कोटेशन को स्वीकार अथवा अस्वीकार करने और अनुबंध होने के पूर्व तक किसी भी समय बिडिंग की प्रक्रिया निरस्त करने का अधिकार सुरक्षित है। Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the contract.
21. बोलीदाता ने जिस आइटम के लिए दर उद्धृत किया है उसके लिए विनिर्माण कंपनी द्वारा जारी विवरणिका की प्रतिलिपि जिसमें अपेक्षित विनिर्देश शामिल हो अवश्य संलग्न करें। The Bidders must have to attach the copy of manufacturing company brochure comprising the required specification of the item for which the rate is quoted.
22. इस निविदा आमंत्रण के हिंदी संस्करण के किसी भी खंड की व्याख्या में उत्पन्न विवाद की स्थिति अंग्रेजी संस्करण मान्य होगा। In case of any dispute arises on account of interpretation of any clauses in hindi version of this tender invitation the english version shall prevail.

23. Special Instructions

- i. *Valid food licence issued by FSSAI or equivalent body must be enclosed with the quotation.*
- ii. Kendriya Vidyalaya No 4 Bhubaneswar is in need of catering services for various occasions (like Sports meet, Scout & Guide camp, Workshop in the Vidyalaya Premises). Contractor means successful bidder for providing catering services.
- iii. The Contractor shall prepare and serve fresh and wholesome meals/snacks/beverages to the students/ employees of the KV 4 Bhubaneswar and such other as approved by the KV 4 BHUBANESWAR
- iv. The food shall be **hygienic, good, and wholesome and of best quality as approved** by the KV 4 BHUBANESWAR. Before using the raw materials and other ingredients for cooking, the Contractor shall ensure their quality and wholesomeness. The authorized representatives of KV 4 BHUBANESWAR, shall have the authority to carry out test checks at their convenience of the raw materials, ingredients, for cooking, cooking arrangements and the finished eatables and will have absolute right to have the cooked or raw items as do not meet, in his/ their Sole discretion, the standard of wholesomeness, destroyed at the cost of the Contractor.
- v. All items cooked and served should be of good quality. The quantity and quality of meals snacks and other items shall be as approved by the KV 4 BHUBANESWAR. The quantity and quality of the ingredients to be used for preparation of meals /snacks shall be strictly in accordance with the norms laid down in Annexure-I.
- vi. The KV 4 BHUBANESWAR reserves the right of free access through its authorized Official/officers (s) to inspect the canteen, stores, equipment and food for ensuring their wholesomeness, cleanliness, quality and quantity at all times without any prior notice.
- vii. The contractor shall be required to provide catering services in the Vidyalaya premises and at timings as may be intimated in advance from time to time as per requirement of the KV 4 BHUBANESWAR.
- viii. Catering timings should be observed strictly.
- ix. The caterer should supply food to the participants and officials without any shortage.
- x. The Contractor shall be responsible for the proper upkeep and maintenance of the KITCHEN area, furniture and fixtures, cooking and serving utensils and cutlery.
- xi. The Contractor shall keep the entire premises, utensils; crockery, etc. clean, neat and hygienic. He shall use and provide at his own expenses prescribed detergents and other requisites for this purpose. He will ensure that furniture of the DINING AREA, crockery and cutlery. Utensils, kitchen pantry, wash basins, drainage system washed and cleaned in hygienic way as directed by Principal or any other authorized staff/teacher.
- xii. Requisite number of clean plates, bowls, spoons, tumblers, glasses, napkins and white sheet for the serving table etc. are to be brought by the caterer.
- xiii. Brief instructions for washing the used vessels and other cleaning work is as under:
 - a. Necessary materials like soap powder, sabeena etc. for the purpose of washing and cleaning shall be supplied by the caterer.
 - b. The leftover food from the plates should be removed into a container before they are washed.
 - c. The plates and all the other utensils should be wiped dry with a clean towel. If any portion of articles of crockery has got chipped off or there is a crack, it should be replaced immediately.
 - d. The last one hour i.e. before closing hours of the canteen should be utilized for cleaning of all the utensils and washing of the kitchen and dining hall. In no case, it should be carried over to the next day.
 - e. All waste materials should be disposed off – taken out of the school campus – and should not be dumped inside the campus.

- xiv.** In the event of lack of cleanliness and hygienic conditions in the canteen, a penalty of Rs 500 (Rupees five hundred only) per day may be imposed on the contractor till remedial action is taken. All the existing rules and future regulations regarding hygiene, health etc. issued by the competent authority including the contractor.
- xv.** All cooking equipment, utensils, LPG, Gas Stove etc. required for this purpose should be provided by the caterer.
- xvi.** Contractor shall maintain adequate man Power as per requirement.
- xvii.** Contractor shall on Award of the contract, furnish the list containing names and address of his staff.
- xviii.** Contractor shall engage such reasonable number of employees in different categories as may be necessary to meet the obligations under the contract. In case The KV 4 BHUBANESWAR finds that the required number of employees are not engaged by the contractor, the VIDYALAYA shall be of liberty to ask the Contractor to engage more number of employees in one or more categories and the Contractor shall forthwith engage extra employees as asked for the KV 4 BHUBANESWAR (at Contractor's cost).
- xix.** Contractor shall maintain proper discipline and decorum when on duty in the Institute.
- xx.** The Contractor shall ensure that an—canteen employees, during their working hours, wear neat and tidy uniforms and use hygiene globes supplied by the Contractor. No canteen employee shall be allowed to continue his duty without uniform.
- xxi.** Rate should be quoted for per head (for supply of food items mentioned in the tentative menu) for one full day starting from morning bed tea / coffee to night dinner and also meal – wise.
- xxii.** Under no circumstances the caterer will charge extra or collect money from the participants for the food served during the course days as food charges are collected by the Institute only.
- xxiii.** The KV 4 BHUBANESWAR shall provide following facilities and / or equipment free of charge to the Contractor for the sole purpose of providing canteen services.
- i. Canteen premises with dining space, kitchen pantry
 - ii. Electricity
 - iii. Water (drinking and for washing)
 - iv. Proper light in Kitchen and dining area
- xxiv.** All the equipment etc provided by KV 4 BHUBANESWAR will be maintained by contractors in good condition at their cost.
- xxv.** For any damage, breakage or loss of arty equipment of property of the KV 4 BHUBANESWAR the Contractor shall have to make good the same at his own cost.
- xxvi.** The Contractor shall not allow any outsiders to loiter in and around the KITCHEN AREA without valid authority.
- xxvii.** The Contractor shall-not-sub-let the-contract or part-of-ten Contract to other contractor, in that cast, the contract is liable to be cancelled without giving any notice and performance security will be forfeited.
- xxviii.** Contractor shall not exhibit or cause to be exhibited in the canteen premises any printed or written notices or advertisements of any kind, whatsoever except notices related to the working of the canteen, without the prior permission of the KV 4 BHUBANESWAR.
- xxix.** Contractor shall adhere to safety practices and avoid hazardous and unsafe working conditions and shall comply with the safety rules/ norms defined by State/ Central government from time to time. Vidyalaya will not be responsible for any accident/ damage of material, manpower, equipment etc.

प्राचार्य/PRINCIPAL
केन्द्रीय विद्यालय नं. 4 भुवनेश्वर

Declaration

Ithe tenderer, have read and understood the terms and conditions laid down by KV No.4, Bhubaneswar to this tender and I understand to supply the products as per the said terms and conditions.

Station_____

Tenderer seal & Signature_____

Date_____

CHECK LIST OF ENCLOSURES WITH TENDER DOCUMENT

<u>Sl No</u>	<u>Document</u>	<u>Page No.</u>	<u>Yes/No</u>
<u>1.</u>	Terms & Conditions form 1 to 23 above duly signed in token of accepting them all unconditionally.		
<u>2.</u>	<i>Duly signed & filled in firm registration proforma</i>		
<u>3.</u>	Price Bidding document in Annex-II duly filled in with the rates and duly signed with full name and seal of the firm.		
<u>5.</u>	List of similar type of works executed by the firm so far, especially with KVS. Enclose copies of supply orders, if any.		
<u>6.</u>	An <i>self declaration</i> duly signed will have to be submitted by the firm declaring that the firm has never been blacklisted by any Govt./ Pvt. Organization/ institution or department.		
<u>7.</u>	Latest IT Returns of the firm/ VAT Clearance Certificate for the year <i>AY</i> : 2020-21. Alongwith the quotations, a copy of <i>GST</i> Registration / TIN Certificate etc. be enclosed <i>along with application for registration in annexure- I</i>		
<u>8.</u>	Concerned OEM/ Dealership Certificate for applied Article.		
<u>9</u>	Any other document required by the text inside the document.		

Strike out whichever is not applicable.

Signature of the Bidder with date & Seal of the Firm

केंद्रीय विद्यालय क्र. 4 भुवनेश्वर / KENDRIYA VIDYALAYA NO.4 BHUBANESWAR



नीलाद्रि विहार, पोस्ट शैलश्री विहार
At: -NEELADRI VIHAR, Po: - SAILASHREE VIHAR,
भुवनेश्वर/BHUBANESWAR-751021,

E-MAIL: kv4bbsr@gmail.com WEBSITE: no4bhubaneswar.kvs.ac.in

CBSE Affiliation No: 1500032 (Ph.No.0674-2721298)

Annexure-I

Format for Registration of Firm

(FOR SUPPLIERS OF CATERING SERVICES)

Name of the firm	
Address of Correspondence	
Nature of business	
Year of establishment	
Details of specific goods/Service dealt with	
AADHAR NO of authorized signatory/proprietor	
Whether registered or not if reg. pl. produce proof of reg. i.e .IT/TAN/VAT/GST No. Copy of the same me be enclosed/forwarded	
Whether your firm has paid Income Tax up to date, if so, please produce a latest Income Tax clearance certificate.	
Contact Detail	Email Id: Mobile No: Telephone No:
Bank A/C detail	

I, Sri/Smt/Kum....., proprietor/partner of M/s.....
do hereby certify that the above particulars and documents furnished by me are correct. I also undertake that if any information /document found incorrect, my enlistment is liable to be cancelled.

Date

Full Signature of the Proprietor/Partner with Seal

केंद्रीय विद्यालय क्र. 4 भुवनेश्वर / KENDRIYA VIDYALAYA NO.4 BHUBANESWAR



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Annexure –II MENU/FOOD CHART FOR REGIONAL/NATIONAL SPORTS & PRICE SCHEDULE

Sl. No.	Item	Items/Material & Quantity	Quote the rate per unit
	Break-Fast (07:00AM-08:00AM)	1. Milk-200ml or more (common & everyday) 2. Bread with butter & Jam. 3. Idli-Bada with Sambhar/Chatni/ Dalia/Poha (anyone). or Aloo Paratha, pickle & curd with sugar Or Puri + Sabji 4. Two pcs. of Banana or one pcs. Of Apple (100 gm)/ Seasonal fruits or Boiled Eggs-02pcs. Or Sprouts or dry fruits	
2.	Lunch & Dinner <i>Lunch:</i> 12:30PM-13:30PM <i>Dinner:</i> 20:30PM-21:30PM	1. Chapati (Tawa Roti/ Tandoor) 2. Plain Rice/ Jeera Rice/ Rice Pulab 3. Daal (Arhar/Chana/Mix) or Rajama or Chhole(Anyone) 4. Mixed Veg.(Seasonal veg.)/ Kofta/ Besan Curry 5. Paneer For Vegetarian) or 6. Egg /Fish/Chicken/ Mutton Curry (once in a day for non-vegetarian) For lunch and Dinner it is Mandatory 7. Salad & Pickle 8. Papad (Branded) 9. Curd/Rayata. 10. Sweet dish/Fruits Custard/ Kheer/ Fruits(any one)	
3.	Evening (Snacks & Juice)	1. Juice-150-200 ml (Packed.) 2. Snacks-Sandwich/Samosa/Aaloo Bonda/ patties =02 or more.(100-150 gram)	
4.	Night (before sleep)	Milk with flavour & Sugar-200-250 ml minimum or more/ Ice-Cream-50-60 ml.(as per feasibilities/weather)	
5.	LODGING	Cot (1) Mattress (1) Bedsheet (2) Pillow with Pillow cover (1) Dari or Carpet for all Living rooms	
Total of the Day(in INR)			
Total of the day (in words)			

Note: 1. Main meal should be served in buffet system. The menu is for all players, escorts, coaches and official etc.

2. Along with other technical conditions L1 bidder will be decided on the basis of total of the day.

Name and Signature of the proprietor/Authorized Signatory:

Place:.....Date:.....

Seal of the firm

Bidder's Signature with seal

केंद्रीय विद्यालय क्र. 4 भुवनेश्वर / KENDRIYA VIDYALAYA NO.4 BHUBANESWAR

नीलाद्रि विहार, पोस्ट शैलश्री विहार
At: -NEELADRI VIHAR, Po: - SAILASHREE VIHAR,
भुवनेश्वर/BHUBANESWAR-751021,

E-MAIL: kv4bbsr@gmail.com WEBSITE: no4bhubaneswar.kvs.ac.in

CBSE Affiliation No: 1500032 (Ph.No.0674-2721298)

Annexure –III MENU/FOOD CHART FOR WORKSHOP PRICE SCHEDULE

Sl No.	ITEMS	RATE
1	Tea & Biscuit in the Morning around 10.am (minimum two biscuit good day/ Marie or any other	
2	Lunch	
	Roti	
	Dal/ Dalma	
	Two vegetables(One Paneer another mix veg or any other seasonal)	
	Non-Veg (Fish/ Chicken/ Mutton)	
	Curd	
	Rice	
	Papad	
	Salad	
	Pickle	
One Sweet/ Desert/ Ice cream		
3	Evening tea with snacks (Samosa/ Vada/ pakoda/ Allo Chop/ Bread Roll-2 pc)	

Note: Main meal should be served in buffet system. The menu is for all players, escorts, coaches and official etc.

Signature of the proprietor/Authorized Signatory:

Name of the proprietor/Authorized Signatory:

Seal of the firm

Place:.....Date:.....