



കേന്ദ്രീയവിദ്യാലയം, എസ്.എ.പി., തിരുവനന്തപുരം-5
केन्द्रीय विद्यालय, एस ए पी, तिरुवनन्तपुरम, केरल- ६९५००५
KENDRIYA VIDYALAYA SAP, THIRUVANANTHAPURAM-695005
(KVS IS AN AUTONOMOUS BODY UNDER MINISTRY OF HRD, GOVT OF INDIA)
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F 31089/2019-20/KV SAP/376-379

Dated : 18/01/2020

TENDER NOTICE

Sub: "Invitation for Tender for supply of Food (Catering services) in Kendriya Vidyalaya SAP Thiruvananthapuram - reg"

Sir/Madam,

Kendriya Vidyalaya SAP Thiruvananthapuram , an Autonomous Body under Government of India ,is an Educational Institution under Kendriya Vidyalaya Sangathan a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive quotations from the service providers are invited by the Principal Kendriya Vidyalaya SAP on behalf of Kendriya Vidyalaya Sangathan for the supply of the following items:

Brief description of service
Provision of food to the students participating in the different sports and games in the Vidyalaya as per tentative menu (Enclosed ANNEXURE). Food as per the menu , are to be provided to the participants at the KV SAP or the place intimated by the Authorities in advance.

- Quantity of food as per the requirement of Students/ individuals be supplied without any restriction or limit.
- Table salt, sugar & Pickle should be served with all the meals. The vegetables used for cooking should be fresh.
- No compromise with the Quality of Food. The rice served should be of premium quality & the oil used should be branded double refined oil.

3. Bid Price

- a. The contract shall be for the supply of the above mentioned items/services to the KV SAP. The bidder shall quote the item / services in the format of quotation (Enclosed). Corrections, if any, shall be made by crossing out, initialling with date and rewriting;
- b. All duties, taxes and other levies payable by the bidder shall be included in the total price. However, the tax and duties liveable should be quoted separately.
- c. The rates quoted by the bidder shall be fixed for the duration of the contract i.e for one year from the date of award of the contract.
- d. The prices should be quoted in Indian Rupees only.
- e. Each bidder shall submit only one quotation;
- f. Quotations are not acceptable if submitted through e-mail/Fax etc.
- g. The bid should be submitted along with EMD for Rs.2000/- by bank draft or Bank guarantee in favour of "**Principal Kendriya Vidyalaya SAP Pattom VVN**" payable at Thiruvananthapuram . The EMD paid will be refunded in the case of unsuccessful bidders within 90 days from the date of opening of Quotation. Quotation without EMD of Rs. 2000/- shall be rejected

- h. The firm should enclose supporting documents regarding registration of VAT/ST/IT- PAN /TAN / Food Safety Certificate /without fail.

4. Validity of quotations

The quotation shall remain valid for a period not less than 90 days after the deadline specified for submission of quotations.

5. Evaluation of quotations:

The Purchaser will evaluate and compare the quotations determined to be substantially responsive, i.e., which are:

- a) Properly signed, and
- b) Conform to the terms and conditions and specifications.

The evaluation would be done for the items/services separately. The items/services for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. **The purchaser shall keep in mind that the rates quoted shall be competitive and do not in any manner whatsoever compromise with the quality of items and services to be provided by him as per the terms and conditions.** KV SAP will award the contract to the responsive bidder whose rate is the lowest. However, this does not restrict the purchaser from imposing any further conditions before awarding the contract.

6. Award of contract:


- (a) 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 as per para 3(b) and 5 above;
- (b) 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;
- (c) The Notification of Award shall clearly specify any change in the unit price or any other terms and conditions accepted.
- (d) Normal commercial warranty/guarantee shall be applicable to the supplied goods/services.
- (e) Payment shall be made within 15 days after the supply is completed.
- (f) 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 award of the contract

7. Last date and time of receipt of quotations:

You are requested to drop the sealed quotations in the Tender Box kept at Vidyalaya office with super scribed on the envelope as "**Quotations for the supply of food (catering services)**" on or before **10.02.2020 (14.00 hours)**. The quotations shall be opened on the same day at 15.00 hrs. The bidders or their representatives who choose to be present at the time of opening of quotations are invited to the institute to attend the proceedings.

Yours faithfully,

Signature


PRINCIPAL
केंद्रीय विद्यालय / KENDRIYA VIDYALAYA
एस.ए.पी.कैंपस / SAP CAMPUS
तिरुवनन्तपुरम-695 005 / TRIVANDRUM-695 005

TERMS AND CONDITIONS

1. The materials used for cooking should be of high standard and good quality. The rice grains should be of small size and of premium/best quality available in the market; the oil should be S branded; the vegetables should be fresh and be purchased on daily basis; the Atta Powder, the masala powders – haldi powder, chilly powder, black pepper powder, dhania powder etc should be of good quality
2. Buffet system will be followed.
3. Catering timings intimated at the time of supply order.
4. The firm will arrange for the required material and men for the preparation and serving of food and washing of used vessels etc. and all of them should be given Identity cards.
5. Requisite number of clean plates, and other serving bowls, spoons, tumblers, glasses, napkins and white sheet for the serving table etc. are to be brought by the caterer.
6. Brief instructions for washing the used vessels and other cleaning work is as under:
 - i. The leftover food from the plates should be removed from the Vidyalaya site/place where it is being serviced and should not be dumped inside the campus.
 - ii. 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.
 - iii. Tea / Coffee should be prepared as and when required in the Vidyalaya. All cooking equipment, utensils, LPG, Gas Stove etc. required for this purpose should be provided by the caterer without extra cost.
 - iv. The bearers should maintain proper discipline and decorum when on duty in the Vidyalaya.
 - v. No electrical heating equipment will be allowed to be used.
 - vi. Sufficient Pure Water for drinking purpose should be provided by the caterer
 - vii. Payment will be done in the form of cheque only within 15 working days after the satisfactory completion of each contract, after deducting TDS/ST as applicable.
In case the services rendered are found to be unsatisfactory by a committee nominated by the Principal, a penalty of 2 to 5 % of the contract value will be imposed at the discretion of the Principal, which shall be binding and final. In case of poor quality of food not suitable for consumption by the participants, the food will be rejected and the extra cost incurred for procuring food from outside will be recovered from the subsequent payment due to the contract. Besides this the firm can also be blacklisted and forbidden in submitting their tender in future.
 - viii. Rate should be quoted for per head (for supply of food items mentioned in the tentative menu).
 - ix. In the case of participants reaching the Vidyalaya early by a day or leaving the course for a day after the completion of the meet owing to train reservation, the caterer should provided packed food at the approved rates only. The list of such students would be intimated well in advance.
 - x. Under no circumstances the caterer will charge extra or collect money from the participants for the food served during the meet days as food charges are borne by the Vidyalaya only.
 - xi. The Vidyalaya reserves the right to terminate the contract at any time without assigning any reasons thereof, if the services are found unsatisfactory and award the contract to the next successful bidder. In that case, the Contractor will lose his Performance guarantee amount

(SIGNATURE)
SUPPLIER


(JYOTHIMOHAN N V)
PRINCIPAL
केन्द्रीय विद्यालय / KENDRIYA VIDYALAYA
एस.ए.पी.कैंपस / SAP CAMPUS
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APPLICATION PROFORMA

Catering Services

1. Name of the firm / catering service : _____
2. Name of the Proprietor : _____
3. Address : _____

4. Telephone No. : _____
5. License No. : _____
6. PAN, TIN, ST Nos. (Attach Proof) : _____

7. **Rate quoted per Head per day (as per tentative menu given) PART A**

Sr. No	Particulars /Menu	Total amount without Tax	Sales Tax if any	Total
1	Morning Breakfast (Idli/dosa (4 to 6 pieces) , sambar, chutni, vada, banana, Tea			
2	Lunch-Vegetarian with sweets & banana			
	Lunch-Non Vegetarian with chicken curry, sweets and banana			
3	Dinner-Vegetarian with sweets & banana			
	Dinner-Non Vegetarian with sweets & banana			
4	Tea with snacks (vada,chutni)			
5	Breakfast, One time Tea with snacks and Lunch-veg			
6	Two times tea with snacks and Lunch -Veg.			
7	Breakfast, Two times tea with snacks, Lunch and Dinner Veg.(full day meals)			
8	Breakfast, Two times tea with snacks, Lunch and Dinner Non Veg.(full day meals)			
9	Breakfast, two times tea with snacks & Lunch-Non veg			
10	Two times tea with snacks and Lunch -Non veg.			

Breakfast: Idli/dosa (4 to 6 pieces) , sambar, chutni, vada, banana, Tea
Lunch/Dinner-Non Vegetarian: with chicken curry, sweets and Banana

(SEAL)

SIGNATURE