



F.24029/2023-24/KV1 Jammu/Bid

Dated: 17/10/2023

Subject : "Invitation for Quotations for Catering services along with bed roll for use in the KVS - reg"

Sir/Madam,

The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is 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.

2. Kendriya Vidyalaya Sangathan HQ New Delhi is assigned the task to organize National Sport Meet at Jammu at different Venues. Approximate 1300 participants and 200 officials will be attending the same for which catering services for 6 to 7 days is required. Strength may be increased or decreased but not less than or more than 25 percent.

2. Offline competitive sealed tender invited from the Firms by the Principal KV NO 1 Gandhi Nagar Jammu on behalf of the Kendriya Vidyalaya Sangathan Regional office Jammu for supply of catering services (Breakfast ,tea,lunch,Dinner ,Evening tea) as per items mentioned in **Annexure A**.

3. **Bid Price**

- a. The contract shall be for the supply of the mentioned items to the KVS.
- b. All duties, taxes and other levies payable by the bidder, shall be included in the total price. However, the tax and duties leviable should be quoted separately.
- c. The rates quoted by the bidder shall be fixed for the duration of the contract (and shall be quoted in Indian Rupees only);
- d. The prices should be quoted in Indian Rupees only,
- e. Each bidder shall submit only one quotation;
- f. The bid should be submitted along with EMD for 3% of the total contract in favour of **Kendriya Vidyalaya No1 Gandhinagar Jammu VVN Account**.

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) Conform to the terms and conditions and specifications.
- b) The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly.
- c) The bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive.
- d) Purchaser will award the contract to the responsive bidder whose total cost for all the items put together is the lowest. (Mentioned in Financial Bid)
- e) GST is not applicable as per Notification NO. 12/2017-Central Tax (Rate) Govt. of India. Ministry of Finance New Delhi Dated 28-06-2017.
- d) Bidder has to submit the bid in TENDER BOX to office of the principal KV NO 1 Gandhi Nagar Jammu with in stipulated time during all the days i.e. Notice publication.**

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 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 to 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;
- (e) Payment shall be made within 30 days after the delivery of goods and their acceptance;
- (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.
- (g) The successful bidder has to deposit performance security with the Vidyalaya of **the amount of 3 % of total contract** in favour of **Kendriya Vidyalaya No1 Gandhinagar Jammu VVN Account** through RTGS/NEFT.
- (h) The estimated value of the tender is Approximate 35 lakhs (thirty-five lakhs)
- (i) Bidders are required to submit bid in two separate envelopes (One Technical Bid and another Financial Bid). Each bid dully sealed to be kept in one single envelope. Technical bid and Financial Bid to be written on the top of the envelop for clear identification. An outer envelope "Quotation for supply of catering services for KVS National Games 2023" to be mentioned. Technical Bid will be opened first and financial Bid of Successful bidder will be opened subsequently.
- (j) Schedule of tender/bid publisher:
 - i) Last date of bid receiving 24/10/2023 at 4pm.
 - ii) Technical evaluation and financial bid opening 25/10/2023.
- (k) Successful bidder has to establish at the earmarked location/ Venues on 31/10/2023 and upto 08/11/2023.

SERVICE STC

7. SPECIAL TERMS AND CONDITIONS FOR CATERING SERVICES

The buyer of this service will have the option to choose from the following:

1. Type of Preparation which includes vegetarian, non-vegetarian and Jain preparation.
2. Packet, Thali or Buffet: Buyers of this service will have the option to choose from regular/ special packet, mini/ regular/ special thali and regular/ special buffet

(A) Service Details and Standards

1. The Service includes all serving staff, utensils, crockery, packaging, dispensers, hot/ cold buffet chafers, tablecloth, mats, glass wear and all other equipment required for serving the desired quality of food.
2. Service Provider shall possess a valid license issued by Food Safety & Standard Authority of India (FSSAI), State Govt./Central Govt., PAN, and copy of GST registration certificate from appropriate authority
3. All persons employed by the Service Provider shall be medically fit for handling food and certified for fitness before engagement by the Service Provider.
4. The food items supplied should be as per Government standards as mentioned in Annexure A.
5. The meal packets thalis/ buffet provided by the service provider should include the requirement of food and drink items as per the meal package mentioned in the service scope. Menu & the service provider shall serve the food in healthy, ecofriendly packaging, also label all serving/ menu items with their name and/ or corresponding dietary restrictions (vegetarian, non-vegetarian, Jain preparation etc.).
6. The crockery used shall be clean, not old, faulty (cracked, scratched) the packaged food packets should not leak, and the cloth and paper napkins provided should be clean.
7. The eatables served by the Service Provider to the participants shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc.
8. Vegetarian and Non-Vegetarian dishes shall be prepared and served separately.
9. All vegetables, fruits etc. used shall be fresh and not rotten or overripe. Milk and milk products such as curd, yoghurt, cheese etc. shall be of good quality and must be prepared and served fresh. All the items being used shall be stored properly and served before their expiry date.
10. Non-vegetarian dishes shall be prepared from fresh and good quality egg, chicken, mutton, fish or other sea foods as desired by the buyer and the same shall be purchased from the standard authorized shop.
11. The non-vegetarian items shall be washed and marinated properly before cooking. The pieces of non-vegetarian items shall not be too small or too big, un-necessary shreds and small bone pieces shall be removed.

12. The deployed catering staff, shall be adequate as per requirements, trained, presentable, well dressed, well-mannered and well experienced to ensure timely, efficient and prompt service for both dining and buffet services.

13. The deployed catering staff shall serve potable drinking water from the source to the dispensers and water coolers placed at all locations at the Buyer premise/ designated premises.

14 In case of any Food poisoning/ contamination the contractor will be held fully responsibility and he will bear all the expenses caused due to Food poisoning/ contamination

15 A management committee will be nominated on the behalf of buyer to inspect and oversee the functioning of the catering services at all Venues and to ensure the quantity and quality of the services.

16. In case of short supply, sub-standard supply, immediate purchase will be made from open market at the risk and expenses of the bid/supplier.

(B) Service Assumptions

1.The Service Provider shall not sublet any part of the Contract. The Service Provider shall be responsible and liable to deliver the services as per the contract.

2. Food preparation shall be based on availability of the seasonal vegetables/fruits.

3. The staff provided by the service provider shall not be deemed employees of the user department hence the compliance of the applicable acts/ laws will be the sole responsibility of the service provider.

4. The Buyer Mess Committee shall be the sole authority to decide and judge the quality of the service rendered by the Service Provider and all other matters and his decision shall be final and binding

5.Any damages/ losses caused by Buyer shall be borne by the Buyer.

Limitations of Service Delivery (if any)

1.The Service Provider will provide catering services as per the package and add-ons (if any) selected by the Buyer.

2. The Buyer will have option to replace the item/ dishes, however replacement of the dishes will be in same category (veg dish to veg dish, dessert to dessert) and so on.

(C) Service Provider's Obligation

Service Provider's obligations will include the following-

1. Service Provider shall ensure the timely delivery with the agreed standards and quantity of required services to the Buyer.

2. The Service Provider shall be well equipped to undertake Hygiene audit and reports shall be submitted to the Buyer bi-annually.
3. Service Provider shall inform about the non-availability/ shortage of any item/ dish in advance in appropriate time along with the alternate options for non-available items.
4. The Service Provider shall follow the service delivery instructions from the Buyer's Mess Committee, Service Provider shall get all the details of service i.e. packet catering arrangement, quality, quantity of the eatables, other arrangements etc. in advance from mess Committee to avoid last minute issues. The Service Provider shall also provide varieties in Menu/Cuisine in consultation with Buyer Department within the selected meal package.
5. Taking protective measures to protect the property and persons and prevent accidents shall be the Service Provider's responsibility during the contract period.
6. The Service Provider shall not deploy or shall discontinue deploying the person(s), if desired by the Buyer and must ensure prompt replacement of the personnel without any additional cost to the Buyer. The personnel being deployed shall ordinarily be continued and should not be changed without written intimation and consultation with Buyer.
7. The Service Provider shall arrange for any special type of equipment and machines if required for during catering service at his own cost.
8. The Service Provider shall be responsible for maintaining hygiene and safety of cooking/ serving area and the catering staff deployed at the premise where food is being prepared/ served.

(D) Penalties and Fine.

Penalties and fine can be imposed in case they have caused loss to the property of the buyer, loss can be financial as well as reputational. These losses may occur due to breach of contract/ agreement, faulty services. Amount of penalties/ fine shall be settled/ recovered during the payments/ final settlements of the service provider amount of EMD will be seized and contract will be terminated as sole right of buyer.

In case of insufficient quantity, purchase will be made from the market and difference will be charged from the Bidder.

(E) Payment Condition

1. The cost of services quoted by the Service Provider shall include staff, utensils and food items, however Service Provider shall be paid for the add-ons as per the actual requirement (if any).
2. The payment shall be made as per the financial quotes submitted by the Service Provider and accepted by the Buyer
3. No advance payment shall be made to the Service Provider.
4. The price quoted shall cover all aspects of service delivery, it shall be inclusive of all consumables required to provide the service.

(F) Payment Cycle

1. Payment shall be made once the services are delivered, and the Service Provider submits the invoice for the same.
2. The Buyer shall make the payment within prescribed timelines as per the payment process flow upon submission of invoice, logbook and service feedback.

(G) Payment Process

All the penalties/fine/interest will be settled before making the payments. Service Provider shall not have any objection on the same.

(H) Termination of Contract

The Agreement shall be come to an end either on completion of the Contract Period or shall be terminated for the following reasons:

1. Mutual consent. The contract may be terminated based on mutual consent in case the services are no longer required Termination based on mutual consent will not attract any penalties or shall not be liable for any extra payments other than payment of invoices raised till the time of termination including notice period.

2 Breach of contractual obligations: Any incidents considered as the breach of contract will result in immediate termination of services. The Buyer shall have the right to terminate the Contract effective immediately by giving written notice to the Service Provider if, the Service Provider breaches a material provision of this Contract where that breach is not capable of remedy; or if the Service Provider breaches any provision of this Contract and fails to remedy the breach within 14 days after receiving notice requiring it to do so.

3 Breach of Service level agreement: The contract may also be terminated if the cumulative penalties rise to 10% of the contract value or, (ii) repeated breach of any Service level agreement beyond 3 instances as per buyer discretion.

DISPUTE SETTLEMENT

It is mutually agreed that all difference and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations and if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the Kendriya Vidyalaya No.1 Gandhi Nagar Jammu, whose decision shall be final and binding on both the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, the contractor shall not be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration

proceedings will be held at Jammu only.

The Courts at Jammu shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Required ATC (1)

- a) Bidder firm must have an experience of not less than 03 years of supplying catering service mentioned in the tender (Annexure A) specification Document to the Govt Departments.
 - b) Bidder must have a turnover 30% of estimated value of the tender on an average of the last three financial years will submit related documents.
 - c) All duties, taxes and other levies payable by the bidder, shall be included in the total price.
 - d) The rates quoted by the bidder shall be fixed for the duration of the contract (and shall be quoted in Indian Rupees only)
 - e) The prices should be quoted in Indian Rupees only.
 - f) Brief profile of the compound with the registered addon.
 - g) Copies of Income Tax Return for the last 3 financial years
 - h) Copies of balance sheets for the last three financial years duly signed by the registered Chartered Accountant.
 - i) Bid Security declarations.
 - j) 50% past performances of the firm documents related articles.
 - k) EMD of 3% of the estimated value is required to be deposited in the school during bidding scan copy of Demand draft or Bank guarantee need to be uploaded by the Bidder. EMD of the successful bidder as per terms & conditions to be retained by the buyer, EMD of rest of the bidder will be repaid within 30 days of finalisation of the Bid.
 - l) If any Firm fail to supply the material than his earnest money will be forfeited.
4. No Subletting of article allowed.
5. It is sole responsibility of the committee to take decision regarding evaluation of the Bid.
6. Service Provider shall possess a valid license issued by Food Safety & Standard Authority of India (FSSAI), State Govt./Central Govt
7. Form "C" [See rule 3(3)] Jammu and Kashmir Shops and Establishments Act, 1966 Registration Certificate.
8. If bidder fulfill all the terms and conditions of the tender, average annual turnover may be relaxed.
9. The firm should enclose supporting documents regarding registration of VAT/ST/ITPAN.
10. Rates should be FOR at KV No.1 Gandhi Nagar, Jammu 180004.
11. Successful bidder has to deliver the Food Items at different Stay venues/Play venues at Jammu(J&K) KV NO 1 Gandhi Nagar Jammu ,KV Bantalab, KV Miran Sahib,KV Sunjawan, KV NO 2 Jammu Cantt, and No additional charges will be given.
12. In all the Venues a supervisor to be nominated by the Bidder who will present at the Venues round the clock and will be solely responsible for quantity and quality of the catering services on behalf of Contractor.

(To be submitted with technical bid)

DECLARATION

1. I, _____ Soul Daughter /wife of Shri _____ Proprietor/ Director, authorized signatory of the Agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them from S.No.1 to 8 terms and conditions of the tender document and Annexure I to V , Annexure A, Annexure B.

3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

4. Company/Firm has done in past satisfactorily/disciplined work and not blacklisted in past by any client.

Signature of authorized person with date

Full Name:

Place:

Seal:

ANNEXURE — II
(To be submitted with Financial bid)

PROFILE OF THE CONTRACTOR / TENDERER AND TECHNICAL REQUIREMENT

Sl.No.	Particulars	To be filled by the tenderer
1	Name of the Agency / organization /Firm with complete address , telephone number, Mobile number and the name of the contact person(s) and email ID	
2	Whether the organization/ agency is private /PSU/ sole proprietor / Partnership/ Co-operative society etc. In the case of the firms other than the sole proprietor, an abstract copy of such resolution passed by the executive body authorizing the specific officer/ partner for signing the documents for this tender to be attached.	
3	Form "C" [See rule 3(3)] Jammu and Kashmir Shops and Establishments Act, 1966 Registration Certificate	
4	Bid security declaration	
5	PAN Number (Copy to be enclosed)	
6	GST Number (Copy to be enclosed)	
7	Whether the firm is blacklisted by any Govt. Department or any criminal case is registered against the firm or its owner / partner anywhere in India.	
8	Bank account details of the contractor/ Firm / Agency	
9	Proof regarding local office at Jammu as per point no 3 of the table of the Annexure II	

Signature of the Tenderer or Authorized signatory Of
the Tenderer with seal of the Firm/Agency

EMD DECLARATION

I/We hereby accept that if I/We withdraw or modify the bids during the period of validity, or if I/We are awarded the contract and I/We fail to sign the contract or to submit a performance security before the deadline defined in the request for proposals (RFP) document, I/We will be suspended for a period of six months from being eligible to submit Bids/Proposals for contracts with the Office of the Principal Kendriya Vidyalaya No.1 Gandhi Nagar Jammu.

Signature: (Authorized Signatory)

Designation:

Stamp:

Place:

Date:

ANNEXURE —IV
(To be submitted with technical bid)

**DETAILS OF FINANCIAL STATEMENT, PROFIT AND LOSS STATEMENT
DURING LAST THREE YEARS**

Sl.No	Financial Year	Income in Rs.	Expenditure in Rs	Net Profit/Loss in Rs.
1	2020-21			
2	2021-22			
3	2022-23			

Signature:

(Authorized Signatory)

Designation:

Stamp:

Place

Date:

ANNEXURE — V
(To be submitted with technical bid)

Details of the existing/previous contracts during the Previous Three Years only

Sl.No	Name and Address of the organization.	In Government/ Private Sector	Details regarding the contract including manpower deployed	Value of Contract (Rs.)	Duration of the Contract	
					From	To

Signature:

(Authorized Signatory)

Designation

Place & date:

Annexure A

LIST OF ITEMS REQUIRED FOR CATERING SERVICES (MENU) ALONG WITH BED ROLL

S No	Particular	Items for Food and Quantity
1	BREAK FAST	1. Milk 200ml or More 2. Bread with Butter and Jam 3. Idli and Vada with Sambar/ Chatni/ Dalia/Poha (Any One) Or Alloo Parantha and Curd Or Puri Sabzi 4. Two Pieces of Banana Or One Piece of Apple(100gm)/ Seasonal Fruits Or Boiled Egg 2 Pc Or Sprouts or Dry Fruits
2	LUNCH & DINNER	1. Chappati (Tawa/ Tandoor Etc) 2. Plain Rice/ Zeera Rice/ Rice Pulaw 3. Dal/Razma/Chholley (Any One) 4. Mix Veg (Seasonal Veg)/ Kofta/Besan Curry 5. Paneer Vegetable for Vegetarian And Egg/Fish/Chicken/Mutton Curry (Once in a day for Non Vegetarian) For Lunch and Dinner, it is mandatory 1. Salad & Pickle 2. Papad (Branded) 3. Curd/Raita 4. Sweet Dish/ Fruits Custard/ Kheer/ Fruits (Any One)
3	Evening (Snacks & Juice/ Dip Tea)	1. Juice 150-200 ml(Packaged)/ Dip Tea (Branded) with Sugar cubes separate 2. Snacks- Sandwich/Samosa/ Aaloo Bonda/ Patties (2 Pc)
4	Night (Before Sleep)	Milk with flavor and Sugar- 200-250 ml minimum or more/ Ice Cream 50-60 ml (As per Feasibility or weather)
5	Lodging/Bed Roll	Mattres, Bed sheet, Bed Cover, Pillow & Pillow cover
6	Blanket	3x6 (Feet)

We agree to supply the above goods in accordance with the specifications for the above mention unit price shown against the item(s) for which quotations have been submitted, within the period specified in the Invitation for Quotations,

(Bidder)

Signature:

Name:

Date:

**LIST OF ITEMS REQUIRED FOR CATERING SERVICES (MENU) ALONG WITH
BED ROLL
(Financial Bid)
Annexure B**

S No	Particular	Items for Food and Quantity	Rate
1	BREAK FAST	1. Milk 200ml or More 2. Bread with Butter and Jam 3. Idli and Vada with Sambar/ Chatni/ Dallia/Poha (Any One) Or Alloo Parantha and Curd Or Puri Sabzi 4. Two Pieces of Banana Or One Piece of Apple(100gm)/ Seasonal Fruits Or Boiled Egg 2 Pc Or Sprouts or Dry Fruits	
2	LUNCH & DINNER	1. Chappati (Tawa/ Tandoor Etc) 2. Plain Rice/ Zeera Rice/ Rice Pulaw 3. Dal/Razma/Chholley (Any One) 4. Mix Veg (Seasonal Veg)/ Kofta/Besan Curry 5. Paneer Vegetable for Vegetarian And Egg/Fish/Chicken/Mutton Curry (Once in a day for Non Vegetarian) For Lunch and Dinner, it is mandatory 5. Salad & Pickle 6. Papad (Branded) 7. Curd/Raita 8. Sweet Dish/ Fruits Custard/ Kheer/ Fruits (Any One)	
3	Evening (Snacks & Juice/ Dip Tea)	1. Juice 150-200 ml(Packaged)/ Dip Tea (Branded) with Sugar cubes separate 2. Snacks- Sandwich/Samosa/ Aaloo Bonda/ Patties (2 Pc)	
4	Night (Before Sleep)	Milk with flavor and Sugar- 200-250 ml minimum or more/ Ice Cream 50-60 ml (As per Feasibility or weather)	
5	Lodging/Bed Roll	Mattres, Bed sheet, Bed Cover, Pillow & Pillow cover	
		TOTAL(Item No. 1 to 5)	
6	Blanket	3x6 (Feet)	
		TOTAL (Item No.6)	

We agree to supply the above goods in accordance with the specifications for the above mention unit price shown against the item(s) for which quotations have been submitted, within the period specified in the Invitation for Quotations,

(Bidder)

Signature:

Name:

Date:

