ARMY PUBLIC SCHOOL
RIDGE ROAD , DHAULA
KUAN,DELHI CANTT – 110 010

APS/107/Canteen/24-25

24 Sep 2024

Tender Cost : Rs 500/- (Non-Refundable)

Total No of Pages : 10

To

The Principal
Army Public School,
Dhaula Kuan,
New Delhi – 110010

TENDER FOR CANTEEN CAFETERIA, ARMY PUBLIC SCHOOL, DHAULA KUAN

Sir,

1. I/We the undersigned (here-in-after styled 'The Contractor') hereby offer to run the Canteen for the items enumerated in the schedule for which we have fixed rates & for which this tender may be accepted, at the rates therein stated, subject to the terms & conditions, herein set forth, at such times as may be ordered by the Principal or Officer acting on behalf.

(a) Name of the agency :

(b) Name of the proprietor :

(c) Registration No, if any :

(d) EPF Code No (Photo copy to be attached) :

(e) ESI Code No (Photo copy to be attached) :

(f) Address & Telephone No :

(g) Experience in previous 5 years (Attach separate sheet if required. :
Also attach certificates & testimonials, if any)

(h) Technical Bid as Appendix 'A'

2. I undertake to spend Rs _____/-(Rupees _____ Per annum for running the Canteen at the Army Public School, Dhaula Kuan, New Delhi for maintenance and , upkeep of canteen & surrounding premises. The quality of items, services and rates will form the criteria for the selection of the contractor by the board of officers.

3. The prices/charges for the Canteen services to be sold/services to be rendered by me are indicated separately in Appendix 'B'. I/we also undertake to charge for the services & to sell items at fair prices not more than MRP or as fixed by the Principal from time to time. The rates to be indicated item wise in the list.

4. I shri _____ S/o, W/o, Shri_____
R/o (Local Address) _____

ARMY PUBLIC SCHOOL RIDGE ROAD DHAULA KUAN NEW DELHI

Principal
Army Public School
Dhaula Kuan, New Delhi

Solemnly state that I have not so far been black-listed by any of the Institution/School in which I have worked/run Canteen/Cafeteria.

5. I have experience of 04 years for running the Canteen/Cafeteria/ at the following schools/ institutions :-

(a) _____

(b) _____

(c) _____

(d) _____

6. Bank Draft No _____ dated _____ for Rs 1,00,000/- issued in favour of the Army Public School, Dhaula Kuan towards Tender Money is enclosed.

7. If my work is found to be of sub-standard or the price quoted by me is more than the price quoted by any other vendor (who need not have applied for tendering) then the school at liberty to get the job done by him or her. I shall have no objection to it.

8. I, Shri _____ Son of Shri _____

Resident of _____ herby solemnly agree to abide the terms and conditions of the school as given to me alongwith Tender Form. A copy of the same duly signed and stamped by me is attached with this Tender Form. A copy of the same has also been retained by me. I undertake that I shall abide all terms and conditions. Any break of the clause/clauses during the contract period may render my contractor as null and void and cancelled.

9. I understand that my rates will only be considered/accepted if the board of officers detailed by the school/HQ Delhi Area for opening of tenders finds me/my firm suitable for operation of the school canteen and also accept that the decision taken by the board of officers will be final.

_____
(Signature of Tenderer)

Name :_____

Designation :_____

Address : _____

_____

Telephone No (Office)_____

Telephone No (Residence)_____

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Principal
Army Public School
Dhaula Kuan, New Delhi

Terms and conditions for Canteen Contracts

1. The contractor shall be required to sell the eatables to the students and staff as per list of items approved by the Principal, Army Public School, Dhaula Kuan. The list of items for sale with their prices duly signed & approved by the Principal will be suitably displayed at a prominent place in the Canteen.

2. Items will be produced on a daily menu basis to be approved by School authorities every month.

3. A security deposit of Rs 1,00,000/- to be deposited in the form of DD with the school within 48 hours of the contract being awarded which will be refunded without interest on after 90 days from expiry of contract.

4. Tender should be put in the Tender Box at Army Public School, Dhaula Kuan, New Delhi latest by 07 Oct **2024.**

5. Tender Form should clearly be filled in ink legible or typed free from Erasing/cutting. Alteration unless attested by the tenderer shall disqualify the tender.

6. Each page of tender form and terms and conditions must be signed with seal of the agency.

7. Attested copies of Registration Number of firm, Licence Number under contract Labour Act, Employees Provident Fund Account Number, ESI Number shall be enclosed.

8. Copy of PAN Number and latest Income Tax Clearance Certificate should be attached.

9. The sealed envelope must have name of the participating agency and tender for Canteen mentioned overleaf.

10. The antecedents of the agency and the staff deployed will be verified from the police by the contractor. The contractor to ensure that the employees employed by him are of good character, physically and medically fit, they are sincere, honest and well mannered.

11. Tenderer should take care that rates and amount are written in such a way that interpolation is not possible. No blanks the should be left which would otherwise make the tender rejected.

12. Tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions. No inquiry verbal or written shall be entertained in respect of acceptance/ rejection of the tender.

13. The school reserves the right to cancel/reject full or any part of the tender in which the tender do not fulfill the conditions stipulated in the matter. The school also reserves the right to reject the tender of the agency whose past performance has not been satisfactory.

14. The contractor shall provide a non-judicial stamp paper of Rs 100/- for preparing a contract agreement.

15. The contract is extendable after one year completion of period on the basis of performance during the contractual period. The final decision will be school management on the same. The contract would be renewed for the extended period on termination of present

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contract, if approved else the contractor will vacate the premises on termination of the contractual period and obtain No dues for School management.

16. In the event of any breach/ violation of conditions of the contract, the said security money of Rs 1,00,000/- would be forfeited by the school.

17. The bidder shall be required to supply on payment the canteen items when asked for by the school authorities even during the odd hours for function/ meetings in school premises, even on holidays as per instructions from time to time as school requirements.

18. There will be no change in prices during the period of the contract.

19. The contractor shall use only LPG (Gas) for cooking purposes. Kerosene oil will not be used in the Canteen premises.

20. Cooking oil high quality medically approved only will be used as cooking medium.

21. The contractor shall provide deep freezer for storing cold drinks, etc.

22. The contractor shall abide by the rules and conditions laid down by the Delhi Administration and school authorities regarding hygiene and general cleanliness of the Canteen, its surroundings and the employees.

23. The contractor shall maintain a suggestion/complaint book and suggestion box to be placed at the prominent place in the canteen and shall make it available to any customer who wishes to record a suggestion/complaint. He shall present the same for inspection by the principal or any other person detailed on his behalf the same day and at least once in a week (i.e. Every Monday) even if there are no complaints for remedial action.

24. (a) The contractor will give an undertaking that "If my work on the item supplied by me are of sub-standard quality or the price quoted by me is in any way more than any other vender/dealer (who need not have applied for the tender) the school is at liberty to get the job/procure the items from him/her, I shall have no objection to it."

(b) "The school is at liberty to terminate the contract if I do not meet the aspiration of the school in providing the items at the hole sale rates/items supplied are of inferior quality."

25. The school Administration is authorized to supervise the day-to day running of the Canteen and suggest improvement.

26. In the event of a complaint by the customers, or if it, otherwise, comes to the notice of the school authorities, that `the contractor has violated any of the instructions, regarding stocks or, sale of goods, the Principal shall have the right to inspect contractor's accounts and stock books and terminate the contract with 15 days notice if required.

27. Payment of sales tax or other tax on materials in respect of the contract shall be payable by the contractor and Army Public school, Dhaula Kuan will not entertain any claim on this score.

Principal
Army Public School
Dhaula Kuan, New Delhi

28. No aerated sugary drinks be served by the contractor.

29. The school will not be responsible for sale on credit to any one, made by the contractor.

30. This agreement can be terminated and security amount will be forfeited by the Principal without giving any notice to the other party and business closed with the firm on any one of the following grounds :-

(a) After issue of three warnings by the school authorities.

(b) Within five days on a charge for an offence by the civil authorities.

(c) Immediately on security grounds.

(d) If inadequate hygiene & sanitation conditions persist.

(e) If there is any breach of any of the terms and conditions laid down herein on the part of the contractor.

(f) If the contractor dies or become insolvent.

(g) If the school is closed down or moved out of present premises.

(h) If the services provide by the contractor are not satisfactory in the opinion of the school authorities.

(j) If it is found that the contractor has sublet his contract to some other person.

(k) If management is of the opinion that immediate termination of contract is required in the interest of the school.

31. The contractor shall strictly observe the opening/closing timings as laid down by the school authorities.

32. In case any dispute regarding interpretation of the contents of the agreement between the school and contractor, the Chairman of Army Public School, Dhaula Kuan shall be the sole arbitrator and his decision will be binding on both parties.

33. The contractor is liable for penalty upto a maximum of Rs 5000/- by school management in the following events :-

(a) Violation of any instructions issued by the school authorities.

(b) Not maintaining the quality/quantity of the items as per the instructions.

(c) Any complaint by the SHO (Station Health Organization) with regard to inadequate quantity / quality / hygiene and sanitation.

34. The above limit of fine i.e Rs 5000/- can be increased progressively by the school in case of constant default.

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Army Public School
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35. The contractor shall arrange for cleaning all the waste materials arose due to sale of ice creams within half an hour after the break is over. Similarly by 2.30 PM, once the school is over, sale of the Ice creams and eatable items will be made from the canteen premises only

36. In case of any school function event the bidder will supply items to the school on no profit / no loss. However, the discretion to place order for the same is with the school authorities.

37. The contractor will be solely responsible for any food poisoning or any problems resulting after eating ice-cream / eatables. He is liable to be prosecuted.

38. The contractor shall submit a list of his employees with their names, father's name, EPF Acct No & ESI Acct No with local and permanent addresses to the principal, Army Public School, Dhaula Kuan. He will also arrange for their police verification. He will get the medical and immunization of all his staff done. The same will be checked by the School authorities.

39. The contractor shall have security passes made for himself and employees from the school authorities. Minimum persons shall be employed. Passes will be returned to Principal on termination of service of his employees.

40. The contractor shall be responsible for security of his property. The Army Public School, Dhaula Kuan shall not accept responsibility for any damage / loss to his property or the staff employed by the canteen contractor.

41. The contractor will not make any alteration to the premises given to him. On expiry of his contract he shall be liable to make good any damage / loss caused to the premises / property of the school by his employees / self for due to operation of the canteen.

42. The contractor will pay for his consumption of electricity to the school on the basis of any electricity meter installed in the canteen and cooking area at prevailing rates.

43. The contractor shall be responsible to make good the damage caused to the premises of the shop, its fitments and fixtures.

44. The proprietor of the Firm/ Agency shall be responsible to comply with all statutory and mandatory, Rules and regulations including Minimum Wages Act, Payment of Wages Act ESI Act, Employees Provident Fund & Miscellaneous Provisions Act and Workmen's Compensation Act. A certificate to this effect with photocopier of EPF & ESI Challan will be submitted every month to the Principal by the contractor.

Principal
Army Public School
Dhaula Kuan, New Delhi

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RIDGE ROAD
DHAULA KUAN
NEW DELHI

45. Items prepared in canteen will not be sold outside school premises to a third agency.

46. Declaration by the contractor :-

"This is to certify that I/We before signing the tender have read and fully understood all the terms and conditions mentioned above and undertake myself / ourselves abide by them."

_____

(Signature of Tenderer)

Name :_____

Designation :_____

Address : _____

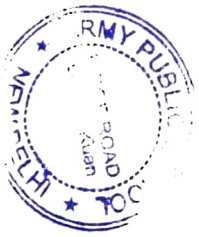
_____

_____

Telephone No (Office)_____

Telephone No (Residence)_____

Principal
Army Public School
Dhaula Kuan, New Delhi



Appendix 'A'

TECHNICAL BID (CHECK LIST)

S No	Pre-Qualification Documents to be submitted along with offer	Remarks
1.	Copy of PAN Card	Self attested
2.	Copy of Registration certificate of the Firm	
3.	GST of firm.	
4.	EMD payment	
5.	Minimum 04 years' experience in running a Canteen outlet at a reputed firm.	
6.	Copies of Income Tax Returns submitted for the last 3 years.	
7.	Proof of current valid running Canteen	
8.	A declaration to the effect that applicant was not blacklisted by any CPSU or by Government of India in the past shall be submitted by the Applicant on letter Head of the company along with the application.	
9.	Details of civil suits/ Litigations/ arbitrations, if any, involving the Firm/Company or any of its Partners/Director with respect to attain of Firm/Company.	
10.	Proof of functional working office and area of operation in National Capital Region for last three years	
11.	Certificate duly stamped and signed by the bidder in format as per Para 17 Part I of this RFP	
12.	Food business operator certificate issued by FSSAI	
13.	Proof of previous work contract (5 years)	

Note: - All the supporting documents to be enclosed.

Principal Vidhya
Army Public School
Dhaula Kuan, New Delhi

ARMY PUBLIC SCHOOL ROAD NEW DELHI

Name of the Firm
Full Address
Date
stamp of the firm
and contact number.

Appendix 'B'

PRICE LIST OF FOOD ITEMS

(to be submitted on letterhead of the Bidder)

COMMERCIAL BID

Dear Sir,

I/we have read the RFP document, general terms and conditions for operating the canteen. I/we hereby quote the following rate (s) for the below mentioned description of the items for one year duration :-

S.No	Items	Quantity	Rate
Snacks (Normal medium sizesnacks)			
1	Samosa	1 Pc	
2	Veg Cold Sandwich	1 Pc	
3	Vada Pav	1 Pc	
4	Cream Roll	1 Pc	
5	Patty (Vegetable/Paneer)	1 Pc	
6	Bread Pakora	1 Pc	
7	Paneer Pakora	1 Pc	
8	Idli	2 Pc	
9	Vada	2Pc	
10	Spring Roll	1 Pc	
11	Burger	1 Pc	
12	Pizza Slices	1 Pc	
13	Dhokla	150 gm	
14	Bhalla Papdi	1 Plate	
15	Dahi Bhalla	1 Plate	
16	Momos	1 Plate (6 No)	
17	Suji Toast	1 Pc	
18	French Fries	1 Plate	
19	Chips	1 Pkt	
Bakery Items			
1	Cookies	1 Pkt	
2	Pastries (Different flavours)	1 Pc	
3	Fruit Cakes	1 Pc	
4	Muffins	1 Pc	
5	Brownie	1 Pc	
6	Jaggery Cake	1 Pc	
7	Swiss Rolls	1 Pc	
8	Lamington	1 Pc	
Sweets			
1	Ice Cream Vanilla	1 Pc	
2	Rasgulla	1 Pc	
3	Gulab Jamun	1 Pc	
4	Rasmalai	1 Pc	
5	Laddoo	1 Pc	

S.No	Items	Quantity	Rate
Meals (Mini)			
1	Chana Bhatura (1 Pc)	1 Plate	
2	Masala Dosa	1 Plate	
3	Pav Bhaji	1 Plate	
4	Chowmin	1 Plate	
5	Rajma Chawal	1 Plate	
6	Kadi Chawal	1 Plate	
7	Stuffed Paratha (2 No)with Raita	1 Plate	
8	Pizza	1 Med	
9	Aaloo Kulcha (2 Nos)	1 Plate	
10	Fried Rice	1 Plate	
11	Uttapum	1 Plate	
13	Thali (Rice, 1 Dal, 1Veg, 2 Chapati, Raitaand Salad)	1 Plate	
13	Kathi Roll	1 Pc	
Salad			
1	Fruit Salad	1 Plate	
2	Sprouted Beens Salad	1 Plate	
3	Seasonal Veg Salad	1 Plate	
4	Green Salad	1 Plate	
Beverages			
1	Water (AWWA Jal)	200 ml	
2	Juices (Packed)	100 ml	
3	Lemonade	150 ml	
4	Coconut Water	150 ml	
5	Tea (150 ml)	1 cup	
6	Coffee (150 ml)	1 cup	
7	Lassi (Sweet)	150 ml	
8	Lassi (Salted)	150 ml	
9	Fresh Juices	150 ml	
10	Soup	1 bowl	
11	Ice Tea	150 ml	
12	Milk Shakes	150 ml	
13	Green Tea (150 ml)	1 cup	

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Principal
Army Public School
Dhaula Kuan, New Delhi

Note :-

1. Only medically approved food grade healthy cooking oil will be used for cooking.

2. Snacks and Veg mini meals will be cooked and served fresh every day in the school premises.

3. The above items can be deleted / increased at the discretion of the school management.

Cooking oil high quality medically approved only will be used as cooking medium

_____

(Signature of Tenderer)

Name :_____

Designation :_____

Address : _____

_____

_____

Telephone No (Office)_____

Telephone No (Residence)_____

ARMY PUBLIC SCHOOL NEW DELHI

Principal

School