



केन्द्रीय विद्यालय प. को. क्षे. चंद्रपुर (म.रा.)

दुर्गापुर, चंद्रपुर (म.रा.)-442404

Kendriya Vidyalaya, W.C.L. Chandrapur (M.S.)

Durgapur, Chandrapur (M.S.)-442404

No.F.1-1/KV-CHD/2023-24/

Date: 08.12.2023

TENDER DOCUMENT

To,

M/S _____

Sub : "Inviting Bids for providing Catering/ bedding/transportation services".

1. 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 Vidyalaya set up for imparting education to the children of transferable Central Govt. Employees among others.
2. 'Sealed competitive Bids' are invited by KV WCL Chandrapur, from the reputed / registered consultant / Service Provider Firm for providing services, as indicated below.

S. No	Category of Service	Quantity	Details of Services
1	Catering	As per requirement	Breakfast, Lunch, Snacks, Dinner
2	Bedding	As per requirement	Matrices, Pillow, Bed sheet, Blanket
3	Transportation	As per requirement	par day/per hour / per km

An outline of tasks to be carried out by different category of services provided is detailed as under:-

S. No.	Category of Manpower	Responsibilities
1.	Catering	As mentioned in Annexure-I-A
2.	Bedding	As mentioned in Annexure-II-A
3.	Transportation	As mentioned in Annexure-III-A

GENERAL TERMS & CONDITIONS

1. Quoted Price:

- a) The service tax is exempted vide Circular No.172/7/2013 – ST by Govt. of India for education institutions.
- b) Each Bidder must submit only one quotation for each service separately.

2. The tender shall be accepted under Bid System. The interested Service Providers are advised to submit Technical & Financial bids in sealed envelopes super-scribing “**TECHNICAL/FINANCIAL BID FOR PROVIDING CAERING / BEDDING/ TRANPOTATION SERVICES**” to **Kendriya Vidyalaya WCL Chandrapur**.
3. Conditional bids shall not be considered and will be rejected.
4. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the **Financial Bid Form**. In no case should there be any change in the format of the financial bid. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the **Technical Bid Application**, the same must be attested by the person authorized to sign the tender bids.
5. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the **CERTIFICATE OF REGISTRATION** of firm should also be enclosed along with the tender along with the name of authorized partner to interact with **Kendriya Vidyalaya WCL Chandrapur**.
6. Each page of the tender document as well as annexure/appendix should be signed by the tenderer or by authorized signatories with seal of the firm.
7. The TECHNICAL & FINANCIAL BID (details in Appendix-IA,II-A and III-A) shall be opened on the scheduled date and time in the Vidyalaya in the presence of the representatives of the Agency / firm if any, who wish to be present at the time of opening the tender.
8. The TECHNICAL BID if not qualified will be summarily rejected.
9. The bidding firm has to give a self-certificate that it has not been blacklisted by any Central Government Department/ State Govt./ Autonomous Body/ PSUs/ Banks, etc. If it is subsequently found out that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents, the bid/contract will be rejected/ cancelled.
10. No bidding firm will be allowed to withdraw its bids. If any firm intends to withdraw opening of technical bids, its Earnest Money (EMD) will be forfeited.
11. Telex, Email or Facsimile Bids are not acceptable.
12. The lowest bidder will be selected on the basis of rates for Catering, Bedding and Transpiration separately.
13. The Bid shall remain valid for a period not less than 120 days after the deadline fixed for submission of Bids.
14. Notwithstanding the above, the Indenter reserves the right to accept or reject all Bids and to cancel the biding process and reject all Bids at any time prior to the award of the contract.
15. The contract can be short closed without any prior notice on account of unsatisfactory services upon performance review by the Authority of **Kendriya Vidyalaya WCL Chandrapur**. The unsatisfactory service shall mean and include non-compliance and non-fulfilment of any of the contractual obligations by the Service Provider and or poor performance and violation of any of the terms and conditions of the tender/contract and failure on its part to correct the discrepancies/shortcomings brought to its notice in

writing by the authority of **Kendriya Vidyalaya WCL Chandrapur**.

18. By virtue of this agreement, no relationship will be created between the Workers and **Kendriya Vidyalaya WCL Chandrapur**. It will be the sole responsibility of the Service Provider to pay salary and other perks to its workers, meeting all statutory obligations and no complaints by any of its worker in this regard will be entertained by the **Kendriya Vidyalaya WCL Chandrapur**.
19. The workers should be physically and mentally fit.
20. The Service Provider shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its worker.
21. Losses caused to the Vidyalaya due to negligence on the part of staff will be recovered from the Agency/Contractor.
22. The staff provided by the Service Provider should be well mannered, courteous and polite. workers should not smoke or consume liquor while on duty and should not play cards, etc. in the Vidyalaya. The Vidyalaya shall not provide any accommodation or living facilities to the worker.
23. The Contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contract.
24. It will be the responsibility of the Service provider to comply with all statutory obligations on his part arising out of this contract. Minor variations as per actual calculation will be borne by the contracting agency.
25. The quoted rates will be all inclusive of all charges, *no Service Tax as KV WCL Chandrapur is an educational institution*, and no other charges will be paid extra.
26. The Service Provider shall authorize a person to supervise the services who will report to the designated officer/ Principal of Kendriya Vidyalaya WCL Chandrapur. The Service Provider/ Supervisor shall report to the Vidyalaya as and when he is required by the Vidyalaya authority in connection with the Contract.
27. **The payment to the Agency / Service Provider will be made against running bills on completion of work subject to services being satisfactory.**
 - i) No payment shall be made in advance. Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice along with all the proofs for payments as quoted above. All payments shall be made by RTGS / NEFT only.
28. The Vidyalaya shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties, if any.
29. The Kendriya Vidyalaya WCL Chandrapur reserves the right to order any worker of the Service Provider to leave the premises of the Kendriya Vidyalaya WCL Chandrapur if his/her presence at any time if felt undesirable.
30. In case of dispute of any kind, the firm shall abide by the decision of the Kendriya Vidyalaya

WCL Chandrapur. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under Arbitration and Conciliation Act- 1996. The place of settlement of dispute shall be Chandrapur. In the case of settlements of dispute is in the court, it will be in the jurisdiction of courts at Chandrapur.

31. Any other provision may be incorporated by the Vidyalaya authority. The same shall also be binding on the Service Provider/ Agency.
32. Requirement from staff of the Agency, their duties and behavior etc.
 - i) The contractor shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
 - ii) The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya WCL Chandrapur or make any sort of noise in the school premises.
 - iii) The contractor's workers shall be polite, courteous, well behaved and honest.
 - iv) The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.
 - v) The antecedents of all the workers will be got verified from police by the agency before deployment for work.
 - vi) The contractor's workers shall not enter into any unlawful activity within the KV premises and shall have a good moral character.
 - vii) The Kendriya Vidyalaya WCL Chandrapur shall have the right to impose cash penalty on the contractor or deduct such amounts from its security deposit in case the Kendriya Vidyalaya WCL Chandrapur is put to any financial loss directly or indirectly by any act of omission or commission on the part of the contractor's workers.
 - viii) The contractor shall be directly responsible for the payment of wages which should not be less than the minimum wages prescribed by the state Govt. and will include such other benefits as may be available to its employees under the relevant Acts and Regulations applicable in the State. The Kendriya Vidyalaya WCL Chanrapur shall not entertain any such claim of the person employed by the Contractor and shall not be liable for it.
 - ix) Insurance and accident risks of the workers will be the responsibility of the contractor.
 - x) All the workers of the contractor shall be free from infectious diseases.
 - xi) The contractor will ensure that proper license/permission from the concerned authorities, wherever applicable, are obtained promptly.
 - xii) The contractor shall in no case transfer the service it is required to perform under this agreement to any other contractor or person without prior permission from the Kendriya Vidyalaya in writing.
 - xiii) The Contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of the Kendriya Vidyalaya. Sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work.
33. Bid Qualification criteria:
 - a) **Last date and time of receipt of bids:- 13.12.2023 (3.00 PM). The tenders will be opened on 13.12.2023 at 3.30 PM at the chamber of The Principal of this Vidyalaya in presence of bidders.**
 - b) The Office of the Applicant/ Service Provider should be located in

- Chandrapur(Maharashtra). (Proof of address to be provided)
- c) If it is found that the information/ certificates furnished by the participating firm is incorrect / wrong or bogus, the firm shall be deemed blacklisted and its bids will be ignored and Bid Security/ Performance Security will be forfeited.
 - d) The evaluation of technical bid will be done by the committee. The decision of the committee will be final and binding on all the bidders.
 - e) If there is tie in the L1 Vendor the evaluation will be done on the basis of technical bid qualification

34. Evaluation of Bid :

The bid will be treated as non-responsive if following documents are not attached:-

- Registration Certificate of the firm.
- Self attested copy PAN/TAN No.
- Self attested copy of Valid License issued by concerned department.
- Earnest Money Deposit as applicable Rs.10,000/- in a form of DD (Exempted where applicable.)

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

UNDERTAKING

I / We have gone through the contents of the general terms and conditions (point no.1 to 34) of tender documents received from Kendriya Vidyalaya WCL Chandrapur for providing services of i) Catering ii) Bedding, iii) Transportation. I / We am/are fully aware of the facts stated in the tender documents.

Signature of the proprietor / authorized signatory
Name.....
Seal.....

**TERMS AND CONDITION FOR CATERING, BEDDING AND
TRANSPORTATION FOR KENDRIYA VIDYALAYA**

Scope of work for catering and bedding

BEDDING FOR STUDENTS AND ESCORTS

S NO	ITEMS	ITEMS/MATERIALS & QUANTITY /	RATE (all combined) (Per day charges for 24 hours)
1	Gaddi / Mattress with White bed sheet Blanket Pillow with pillow cover	1 (fresh) 1 (Neat and Clean) 1 (with cover)	

Note –

- a) The vendor will provide the same scale/standard of bedding material to all the participants/Escorts
- b) Time Schedule for the delivery to be strictly followed. Delivery of items to be up to fixed rooms and delivery charges to be beared by vendor.
- c) All bedding items should be neat and clean. Every day the fresh bedsheet and pillow cover to be given to participants.
- d) Old/ worn out/ teared material will directly be rejected and it should be replaced by new one by vendor.
- e) Vendor should have proper license/ government authority letter (FIRM SHOULD BE REGISTERED) to provide bedding to consumers. Vendor should have proper GST number.

MENU/FOOD CHART FOR STUDENTS AND ESCORTS

S NO	ITEMS	ITEMS/MATERIALS & QUANTITY	RATE
1	Break fast	1.Milk-200ml, 2.Bread with butter & jam. 3. Idli/ Vada with sambhar/chatni/ dalia/ poha/(anyone) or Alloo paratha & curd or Puri & sabji 4. Two piece of bananas or one piece of apple(100gm)/seasonal fruits. or Eggs boiled-02 pcs. or sprouts or dry fruits.	
2	Lunch/Dinner For Lunch or dinner, it is mandatory	1.Chapati (Tawa/Tandoor/etc.) 2.Plane rice/jeera rice/rice pulav 3.Daal or rajama or chhole(any one) 4.Mixed veg (seasonal veg)/kofta/beson curry 5.Paneer (for vegetarians) and Egg/fish/chicken/mutton curry(once in a day for non-vegetarian) 6.Salad and pickle 7.Papad 8.Curd/raita 9.Sweet dish/fruits/fruit custard (any one)	
3	Evening snacks & juices	1.Juice -150-200ml (packed) 2.Snacks- Sandwich /Samosa/Bread Pakoda (2 or more) Aloo bonda / Patties (100-150 grams)/ Paneer Pakoda (100-150 gms)	
4	At Night (before sleeping)	Milk with flavor & sugar-200-250 ml or more. Ice-cream-50-60 ml (as per feasibilities/weather)	

Note –

- The vendor will provide the same scale/standard of food/meal to all the participants/Escorts
- Time Schedule for the food item to be strictly followed.
- As per as possible meals should be served in buffet system.

- d) Proper sitting arrangements (table & chair) should be made by vendor for students and staff in dining area.
- e) Day wise menu must be displayed on Notice board/ dining area and kitchen. The copy of the same should be given to every escort teacher.
- f) All food material should be of standards regulated by FSSAI- Food Safety and Standards Authority of India) for preparation of breakfast/lunch/ dinner .
- g) Vendor should have proper License/ authority letter (provided by government/ FSSAI) to provide catering/ food services and should have GST Number.

Annexure-III-A

SCOPE OF WORK FOR TRANSPORTATION

Sl. No.	Item	Description	Rate (per day with maximum hour and km) Extra hour / Extra km/ night charges should be mentioned separately.
1	4 seater Vehicle	Comfortable, Clean, hygienic and safe for students	
2	7- 10 seater Vehicle	Comfortable, Clean, hygienic and safe for students	
3	11- 17 seater Vehicle	Comfortable, Clean, hygienic and safe for students	
4	18- 27 seater Vehicle	Comfortable, Clean, hygienic and safe for students	
5	28 to 37 seater	Comfortable, Clean, hygienic and safe for students	
6	38 to 47 seater Vehicle	Comfortable, Clean, hygienic and safe for students	
7	48- 57 seater Vehicle	Comfortable, Clean, hygienic and safe for students	

- a) All vehicles should have valid Fitness certificate, PUC, Insurance.
- b) Driver with valid license and one supportive staff (for 18 and above seating vehicle) should be deputed.
- c) Vehicle should be well equipped with fire extinguisher and first aid kit.

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

Ref: F. No......**Date:**.....

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/S.....

.....

..... (name & address of Agency/firm) is neither blacklisted by any Government Department/ Autonomous Body/ PSU nor any criminal case is registered against the firm.

Date:

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

DECLARATION BY THE TENDERERS:

I / We, hereby undertake that payment to the workers deployed by the Agency are being paid as per existing approved wages of **CENTRAL / STATE GOVERNMENT** and the Agency has been complying with all the statutory provisions in respect of the workers deployed.

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal