



केंद्रीय विद्यालय हजारीबाग

KENDRIYA VIDYALAYA HAZARIBAG

सीमा सुरक्षा बल, मेरु कैम्प ८२५३१७ - झारखण्ड, हजारीबाग,

B.S.F., Meru Camp, Hazaribag Jharkhand - 825317

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CBSE Affiliation No.: 3400008, KV Code: 1168



Annexure-1

A. Instructions to be the Tenders

- Tender to be should be submitted in sealed envelopes super scribing Tender for Catering Services in Kendriya Vidyalaya Hazaribagh as per the procedure mentioned in **Annexure-2**.
- Incomplete and condition tenders shall be summarily rejected.
- Rates are to be quoted in words and figures without any cutting/overwriting. Analysis of rates must be attached with the tenders.
- Any additional information required by Vidyalaya in respect of the work experience shall be submitted by the tenderers within three days failing which the offer shall not be entertained.
- Bids received for the Catering services, without Tender Form Fees of Rs. - 500/- in the form of DD shall be rejected immediately.
- Bids received from the Catering services, without EMD of Rs. 10,000/- in the form of Demand draft shall be summarily rejected.
- L1 will be decided based on the Grand total (per person per day) of the Bid quoted. Selected Firm has to deposit Security Deposit of Rs. 10,000/- for one year.

B. Terms and Conditions

- Computerized Bills should be submitted by the Contractor for process of payments.
- Potable water shall only be used at site/work and arranged own self by the contractor. Nothing extra shall be paid on this account.
- Agreement, if any, shall be executed by the agency at its own cost.
- In case of any dispute, the Arbitrator, who is the Chairman of Vidyalaya management committee, KV Hazaribagh, shall be binding as per Arbitration and Conciliation Act.
- No escalation in rates would be given.

6. **GST is exempted in this regard under rule 66/heading 9992 of GST Notification No. 12/2017 Central Tax (Rate). The bill must have GST printed on it**
7. The Contractor comply with all the provisions of the minimum Wages Act-1948 and other labour laws that may be in force.
8. The contractor shall be responsible for the safety of workmen and their gate pass.
9. The contractor shall be ensuring the hygiene of the food court and the food serving area where the food is served.
10. The contractor will be held responsible for the quality of food.
11. The food should be fresh and free from any sort of contamination.
12. The contractor will supply the fresh drinking water in the serving area at his own cost.
13. The Vidyalaya will appoint the monitoring committee to ensure the proper functioning of the preparation and distribution of the food.
14. Keeping in mind the food safety and standard act 2006, the contractors should possess a valid licence/certificate from Food Safety and Standard Authority of India.

Declaration

I have read and understood the instructions and terms and conditions mentioned above for the work and are acceptable to me/us and I am/we are willing to undertake the work if assigned.

(Signature of the Agency)

With complete address and seal
Add.

Mobile No. -

Annexure-2

A. Process of Submitting Tenders-

The tenders should be submitted in **One Sealed Packets** inside which two sealed envelopes should be there as indicated below:

(A) The first sealed envelope should be super scribed "Technical Bid" and should contain.

- a) The Performa of Technical Bid at Annexure-3 duly filled in and attaching all related documents mentioned in the technical Bid.
- b) **Acceptance of terms and conditions there under.**
- c) **Demand Draft/Bank Guarantee/ Pay Order of Rs.10,000/- for Earnest Money Deposit, in favour of Principal Kendriya Vidyalaya Hazaribagh payable at Union Bank of India, Annada College Branch, Hazaribagh.**
- d) **Demand Draft towards the cost of Tender document (Rs-500- Non-Refundable) in the form of Demand draft in favour of Principal Kendriya Vidyalaya Hazaribagh payable at Bank of India, Annada College Branch Hazaribagh.**
- e) Any other required relevant documents as per Annexure 2 and 3.

B. The second sealed envelope super scribed "Financial Bid" should contain only PRICE BID (Annexure-4).

C. Both the sealed cover should be placed in the main sealed envelope super scribed " Tender of Catering Service in Kendriya Vidyalaya Hazaribagh" and sent by post or courier by hand which is to be delivered latest by 2:00 P.M of **28.07.2023 in the office of The Principal, Kendriya Vidyalaya Hazaribagh.**

D. The technical Bids shall be opened on 31.07.2023 at 12:00 PM. Financial Bids of those bidders who qualify he technical Bids shall be opened on 31.07.2023 at 01:00 PM. In the event of office being closed on the last date of receipt or opening of bid as specified, the bid will be received/open on the next working day at the same time and venue.

B. Evaluation of technical bids:-

The technical Bids will be evaluated based on the track record and past experience of the firm in providing similar manpower to Government/Semi-Government Agencies. The weightage for the technical evaluation shall be assigned as under.

Sl. No.	Details	Maximum marks
01.	Previous experience in providing similar services to any KVs/Government/Semi-Government Agencies (5 marks to be assigned per year of previous experience)	20 marks
02.	Clean track record of the firm during the last two years (5 marks per year if no show-cause notice/ debarment notice received (no marks will be assigned for the year during which show-cause notice was received.	10 marks
03.	Financial status (Profit or loss of the firm during the previous two financial years) (10 marks for each year if there was profit as per the audited accounts).	20 marks

Note:- the financial bids will be opened only for those bidders whose technical bids would be complete in all respects as per tender document such bidders score a minimum of 25 marks in the technical evaluation. Further, in the lowest rate as quoted by more than one eligible firm, the selection will be based on the marks obtained by them at the time of Technical Bids analysis.

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

- (a) Attested copy of valid Trade licence obtained from concerned agencies, (to be produced in original whenever called for).
- (b) PAN No. GST No. and Current IT clearance certificate.
- (c) Attested copy of Valid FSSAI Licence, (to be produced in original whenever called for)
- (d) List of clientele during last 4 years along with cost of assignment.
- (e) DD of Rs. 10,000/- and Rs.500/- in favour of Principal Kendriya Vidyalaya Hazaribagh payable at **Union Bank of India, Annada College Branch, Hazaribagh** as earnest money and Tenders fees respectively along with the Bid.
- (f) Annexure 1.

ANNEXURE-3

PROFORMA FOR TECHNICAL BID

Name of Work: Open Tender for Catering Service in Kendriya Vidyalaya Hazaribagh

Sl.No.	Particulars	To be filled by the tenderer
1	Name of the Agency	
2	Date of establishment of the agency	
3	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
4	Trade License Details (copy to be enclosed)	
5	PAN and GST Number (copy to be enclosed)	PAN- GST-
6	FSSAI Registration Number (copy to be enclosed)	
7	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to be attached in this regard)	
8	Length of experience in the field	
9	Experience in dealing with KVs/ Govt. Departments (indicate the names of the Departments and years of dealing with those Departments and attach copies of contract orders placed on the agency of last 4 years)	
10	Whether the undertaking regarding acceptance of the terms and conditions have been duly signed, in token of acceptance of the same, is attached.	
11	IT Return documents of last 2 years	
12	Bank details (With Documentary evidence, for payment of bills)-	Account Number..... Name of Bank Branch..... IFSC Code.....

I have read and understood the instructions and terms and conditions mentioned above for the work and are acceptable to me/ us and I am/we are willing to undertake the work if assigned.

(Signature of the Agency)

With complete address and seal

Add. _____

Annexure- 4**PRICE BID**

Name of Work: Open Tender for Catering Service in Kendriya Vidyalaya Hazaribagh

SI No.	Items	Items/Materials & Quantity	Amount (Per day per person)
01	Break fast *	1. Milk – 200ML. & More	
		2. Bread with Butter & jam	
		3. Idli –Bada with Sambhar & Chatni Or Aloo Paratha & Curd	
		4. 02 Bananas Or Apple = 01 Or Egg Boiled - 02 pcs OR Dry-fruits	
02	Lunch + Dinner *	1. Chapati (Tawa Roti)	
		2. Rice simple	
		3. Dal OR rajma / Chhole (Any one)	
		4. Mixed veg (Seasonal Veg)	
		5. Paneer (for vegetarian) Or Egg Curry/Fish / Chicken (Once in a day for non – vegetarian)	
		6. Salad & pickle	
		7. Papad (Branded)	
		8. Curd/ Rayta	
		9. Sweet dish/fruits custard/fruits (Any one)	
03	EVENING (SNACKS & JUICE)*	1. Juice – 100ml.	
		2. Snacks-sandwich/samosa/Aloo-Bonda – 02 or more	
04.	NIGHT (before sleep) *	Milk with flavor and sugar: 200ml minimum or more./ Ice Cream- 40-60 ml	
* Includes pure / bottled drinking water			

Grand Total (Per day Per Person)=

(Total in Rupees-)

(Signature of the Agency)

With complete address and seal

Address:.....

.....

Tel. No.:.....

Mobile No.:.....