

TENDER FORMS FOR RUNNING CANTEEN

TENDER FORM NO. _____

**The Principal
Delhi Public School,
Near 11th KM. Milestone,
Kamptee Road,
Nagpur – 440026**

Sub: Tender for running Canteen in Delhi Public School, Kamptee Road, Nagpur.

Sir,

I am submitting herewith the Tender for providing catering services in the Delhi Public School, Nagpur in Canteen Block on Contract basis as per details given below:-

1. Name of the Tenderer _____
2. Address _____
3. Registration/License No. _____
(Attested Photostat copy
of license issued by the attached) _____

4. Details of Contracts executed till date

(Please give details of contracts executed previously in a separate sheet, along with documentary proof thereof.)

S.No.	Nature of contracts	Period	Govt./Semi Govt./Private Organizations
I)			
II)			
III)			
IV)			

- 5.

S.No.	Present Contracts in hand	Period	Govt./Semi Govt./Private Organizations
I)			
II)			
III)			
IV)			

PAN Card No. _____ (Copy of the Income Tax Return filed in for the previous year may be enclosed)

7. Man Power/Resources available:

Certified that all the terms and conditions mentioned in the Tender Form are acceptable to me/us.

**Signature of the Tenders
with stamp**

Dated:

Delhi Public School, Near 11th KM. Milestone,
Village – Khairy, Kamptee Road, Nagpur – 440026.

TENDER FOR CATERING SERVICES IN THE
CANTEEN BLOCK LOCATED AT DPS CAMPUS

INTRODUCTION

Student and Staff canteen exists in the premises of the Canteen Building DPS Campus, Kamptee Road, Nagpur-440026. This tender is intended for the catering services for the staff and Students in the Delhi Public School.

The term "School" shall mean the Delhi Public School, Kamptee Road, Nagpur.
"Principal" shall mean the Principal, DPS: "Contractor" shall mean the person who is awarded this contract by DPS to run the canteen in the School on contract, as per the prescribed terms and conditions of the contract.

The day-to-day working of the canteen will be watched by an Canteen Committee duly constituted by the School for this purpose.

SCOPE

The Contractor is required to supply tea, coffee, bakery products and snacks etc. to students, parents and employees of the DPS shall use this canteen. The canteen to be run as an emergency basis as whenever students or staff/ teachers of school not able to bring tiffin. Sometime canteen contractor has to give material to students or staff on credit basis if they have not money. Tea, Coffee, Snacks, Cold Drinks and snacks shall also be supplied for meetings or other purpose, whenever and wherever required in the premises.

Signature of the Tenderer

TERMS AND CONDITIONS

- 1) (a) **Licence Fee:** Accommodation as given in Annexure-I will be provided for the canteen at a nominal license fee of Rs.5000/- per month for electricity etc. supply.
(b) **Water supply:** Drinking R. O. water Free. But it should not be used for washing purposes. For washing purpose there is separate arrangement.
The agency would use power consumption only for refrigerator, hot-case, Grinding of dal etc. Not for cooking purpose.
- 2) Existing furniture for use within the canteen premises will be provided by the School except almirah/racks required for storage purpose etc.
- 3) The contractor will have to make arrangement for cleanliness of canteen and its surroundings to the satisfaction of the School. The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste.
- 4) The contractor shall arrange for items i.e crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking store etc. and items of similar nature of good quality as approved by the School at his own cost and maintain the said items in proper and hygienic conditions for due discharge of obligations in respect of running of canteen.
- 5) The contractor will have to provide employees in proper uniforms for service in the canteen as also for the service in rooms.
- 6) The timings of the canteen will be as prescribed by the School from time to time subject to change. Skeleton services will also be provided beyond office hours.
- 7) Service? The contractor will be required to provide canteen service in the canteen premises.
- 8) The contractor shall employ only such persons as are declared medically fit, No such employee will be under the age of 18 years. Documentary evidence will be provided by the contractor.
- 9) Only commercial cooking gas is to be used in the canteen for preparing hot drinks & cooking which is to be arranged by the contractor including gas cylinders.
- 9) The contractor will be fully responsible for the repair/maintenance, cleanliness, breakage and damage done to the building and sanitary, electrical and any other fittings and fixtures installed in the space provided to him by the Institute for the purpose of preparing Snacks, tea and coffee. Furniture provided to the contractor will be maintained properly. Any loss/damage (including repairs) to the same will have to be made good by the Contractor, at his cost.

Signature of the Tenderer

- 10) Materials used for cooking purpose tea, coffee, spices, food stuffs, vegetable etc. should be of good quality only will be used. The School reserves the right to inspect the materials at any time.
- 11) The contractor will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by concerned local authorities and to the satisfaction of the Institute.
- 12) The rate list and menu as approved by the School should be displayed conspicuously daily. The contractor may sell other food items at prevailing market rates only.
- 13) The size and weight including quality of the various items should be approved by the School. No new items would be introduced without approval of the School. No rate will be revised without the approval of the Institute.
- 14) The contractor will have to employ the required staff at his own cost and bear all the statutory and other liabilities for running the canteen.
- 15) The School shall not in any manner be treated as the employer of these employees or concerned with the terms of their employment or conditions of their services since the relationship of employer and employees shall always be considered to be between the contractor and such persons as will be employed by him. While engaging his employees the contractor will make these conditions clear to them categorically and in writing, and their acceptance of these terms shall be communicated to the Institute also.
- 16) Under no circumstances any of the contractor's employees will stay in the School premises beyond canteen hours after closing the canteen. He will ensure that the canteen rooms are properly locked and secured during closed hours of the School. The access to the space allotted to the contractor will be as per the conditions and in the mode as prescribed and regulated by the School from time to time which will be binding on him and his employees. The School shall have the right to inspect the premises allotted to the contractor including the canteen store at any time.

Signature of the Tenderer

- 17) The contractor has to arrange small canopy etc. outside the canteen block on special occasion such on sports days, annual days, fete etc. program for better facility to the students, parents and staff of the school.
- 18) The contract will be for **one year** to start with from the date of signing the agreement and the agreement may be renewed by the School on such terms and conditions as may mutually be agreed upon between the parties. The Committee reserves the right to repudiate the contract at any time after giving one month's notice, if the Committee is not satisfied with the working of the said contractor. The decision of the Committee in this regard shall be final will be binding on the contractor. The contractor, if he so desires, may seek termination of the contract by giving written notice of not less than three months duration during the agreement period.
- 19) The contractor will, at all times, ensure discipline decent and courteous behavior by his employees while they remain in premises of Delhi Public School, Nagpur. In case any of his employee indulges in any act of indiscipline, misbehavior or slogan shouting or indulges in violent act(s) or abets others in doing so and it is prima facie proved, the contractor shall remove the employee concerned from the premises immediately on receipt of written communication from the authorities which will be duly acknowledged by the contractor.
- 20) Under exceptional circumstances the School reserves the right to change any term and condition as and when warranted.
- 21) In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the Principal & DPS canteen committee, will be final and binding.
- 22) The contractor will be required to execute an agreement in the prescribed form in this behalf in case the contract is awarded.
- 23) The contractor whom the above terms and conditions are acceptable, shall submit the completed tender forms to this office by **4.00 P.M** in sealed cover on or before **06.09.2017** The tenders will be opened on **09.09.2018** at **11:00A.M** in Admin Block of DPS.
- 24) The contractor will not further sub-contract the contract to any other party. In case the contractor is found having sub-contracted this contract, the contract will be terminated without any notice.
- 25) The school reserves the right to reject the tender and the contract without mentioning any reason to the party.
- 26) The school is away from the city limits. In order to provide safe and quality food for those students and staff who leave their home early, the canteen facility is proposed by the school and is of no commercial interest from the school's side.

TWO ANNEXURES ARE ALSO ENLCOSSED HEREWITH.

Signature of the Tenderer

Annexure I

Details of space provided for the canteen of Canteen block, Ground Floor in the center of all school buildings at DPS Campus.

- 1) Canteen Space in Canteen Block ;- 600 sq. ft.
- 2) Sale/ Serving counters; - 3 nos.
- 3) Kitchen;- Modular kitchen built inside canteen with proper storage furniture.

Annexure II

List of Beverages and snacks

S.No.	Item	Quantity with weight etc.	Material, per Unit Gram/ML	Rate to be quoted by the Tenderer
1	Hot Coffee	One cup (100 ML.)	By Vending machine or manual	
2	Hot Tea	One cup (100 ML.)	By vending machine of manual made.	
3	Frooty, Appy, Lemonade	200 ml tetra pack (MRP 15/-)		
4	Frooty, Appy,	250 ml tetra or bottle pack. (MRP 20/-)		
5,	Milkshake – Cavin’s, Amul	200 ml Tetra pack (MRP 25/-)		
6	Cold Coffee, Chilled latte	200 ml Tetra pack (nestle make) (MRP 30/-)		
7	Bun Pao with Cheese, Butter	1 Pc (Cut+ filled with cheese slice +Butter thereon) and baked in Oven		
8	Vegetable sandwich	2 pcs. Bread filled with Vegetables etc. ketchup	Set of two piece	
9	Vegetable Grilled Sandwich	2 pcs. Bread filled with Vegetables etc. Grilled + ketchup	Set of two pc.	
10	Vegetable Puff	Filled with Veg., Potato in triangle shape, baked + Ketchup	1 Number	
11	Vegetable Paneer Puff	Filled with Veg., Paneer in rectangle shape, baked + Ketchup	1 Number	
12	Vegetable Footlong	Special rectangle shape bread topped with Paneer, Cheese etc. and baked+ ketchup	1 Number	
13	Bun Tikki	Big Size Bun Pao stuffed with Veg.tikki+ cheese, butter and baked+ ketchup	1 Number	
14	Tikki Roll	Roll type Pao filled with Veg. Tikki, topped with Cheese etc., Baked + ketchup	1 Number	
15	Kathi Roll	Big Roti filled with Paneer, Veg., rolled and beked+ ketchup	1 Number	
16	Diff. flavored Pastries	Choco, Pineapple, Black Forest etc. in triangle or s. shape	1 Number	

17	Chholley/Pathure	2 pcs in a plate		
18	Poha	Cooked with onion, potato etc.		
19	Upma	Cooked with Onion etc.		
20	Chocolate, confectionary	Cadbury, Nestle, Mars make	MRP Rs. 5,10, 20, 30, 40, 45, 50/- etc.	
21	Namkeen packets	Ajit bakery, Haldirams make	MRP Rs. 10, 20/- etc.	
22	Ice Cream	Amul, Quality Walls, Dinshaw, Top & Town etc. make	MRP Rs. 20,25,30,35,40, 50, 60/- etc.	