

REQUEST FOR PROPOSAL

INVITATION OF TECHNICAL AND COMMERCIAL BIDS FOR OUTSOURCING OF CATERING SERVICES IN SAINIK SCHOOL KUNJPURA, KARNAL(HARYANA) FOR THE PERIOD FROM 15 JUL 17 TO 30 APR 18 DURING FY 2017-18 RFP NO. SSK/1200/RR/2017-18 DATED 19 JUN 17

Principal, Sainik School Kunjpura, Karnal (Haryana), invites bids for **OUTSOURCING OF CATERING SERVICES SERVICES** from sincere contractors/ firms with a minimum annual turnover of Rs. 1.5 Crore or those contractors/ firms who have a minimum experience of three years in Central/ State Government offices/ Organisations/ Public Sector Undertakings of providing catering services.

1. Sainik School Kunjpura, Karnal (Haryana) as buyer is interested in Outsourcing of Catering Services for the period from 15 Jul 17 to 30 Apr 18. The bids in sealed cover are invited for outsourcing of catering services listed in Part-II of the RFP. Please super-scribe the above mentioned title, RFP number and date of opening bids on the sealed cover to avoid the bid being declared invalid being delayed or misplaced.

2. The address and contact numbers for sending bids or seeking clarifications regarding this RFP are as given below: -

Bid/queries to be addressed to : **Sainik School Kunjpura
Dist-Karnal(Haryana)**

Postal Address for sending the Bids : **Sainik School Kunjpura
Dist-Karnal(Haryana)**

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Name/Designation of the contact person : **Principal
Sainik School Kunjpura
Dist-Karnal(Haryana)**

Telephone numbers of the contact person 0184 2384551

3. This RFP is divided into five parts as follows:-
4. (a) **Part I** – Contains General information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.

(b) **Part II** – Contains essential details of the items/ services required, such as the Schedule of Requirement (SOR), Technical Details, Period of Contract.

(c) **Part III** – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.

(d) **Part IV** - Contains Special Conditions, applicable to this RFP and which will also form part of the contract with the successful Bidder.

(e) **Part V** - Contains Format for Commercial Bids.
5. This RFP is being issued with no financial commitment and the Buyer reserve the right to change or vary any part thereof at any stage. The Buyer also reserves the right to withdraw the RFP, should it becomes necessary at any stage.

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PART I : GENERAL INFORMATION

1. **Last Date and Time of Submission of Bids.** Tender documents for Outsourcing of Catering Services in Sainik School Kunjpura, Karnal (Haryana) duly completed are to be deposited in the **Tender Box kept at Main Building of Sainik School Kunjpura, Karnal (Haryana) at or before 1700 hrs on 28 Jun 2017.** The responsibility to ensure this lies with the Bidder. Late tenders shall not be considered. Sainik School Kunjpura, Karnal (Haryana) undertakes no responsibility for postal delays or non-deliverance/ non receipt of Bid documents within due date and time. Bids sent by FAX/ e-mail will not be considered.
2. **Submission of Bids.** Bidders are to submit **Technical Bid, Commercial Bid and Earnest Money Deposit (EMD)** in three separate sealed envelopes, duly superscripted, wherein they should also superscribe the respective firm's name. **All these three envelopes should be sealed in a single large envelope duly super scribed with the RFP Title, RFP No and date of opening of bids and the name of firm.** Envelopes without proper superscription may be rejected.
3. **Time and Date for Opening of Technical Bids.** Technical Bid will be opened **on 29 Jun 17 at 1530 hrs at Sainik School Kunjpura, Karnal (Haryana).** The opening of tenders shall not be postponed or rescheduled due to non-presence of any bidder. If due to any exigency, the due date for opening of bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or any other day/ time, as intimated by the Buyer. One representative of each firm bidding for Tender shall be permitted to witness the opening of tender by the BOO. The representative of the firm should be in possession of a letter duly authorizing him/ her to represent the firm for the tender opening.

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4. **Time and Date for opening of Commercial Bids.** Commercial Bids will be **30 Jun 17 at 1530 hrs.** Commercial Bids of only those firms will be opened, whose Technical Bids are found complete/ suitable by the BOO.

5. **Clarification Regarding Contents of the RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 5 (five) days prior to the date of opening of the Bid. Copies of the query and clarification by the Buyer will be sent to all prospective bidders who have received the bidding documents.

6. **Modification and Withdrawal of Bid.** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of the bid. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the Buyer not later than the deadline for submission of the bid. No bid may be withdrawn in the interval between the deadline for submission of bid and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

7. **Clarification Regarding Contents of the Bids.** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

8. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

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9. **Unwillingness to Quote.** Bidders unwilling to quote should ensure that intimation to this fact reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be de-listed for the given range of items as mentioned in this RFP.

10. **Validity of Bid.** The Bids should remain valid till **120 days** from the last date of submission of Bid.

11. **Earnest Money Deposit.** An amount of Rs 2,00,000/- (Two Lakh only) is to be paid as Earnest Money Deposit (EMD) by way of Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee issued in favour of **Principal, Sainik School Kunjpura, Karnal (Haryana)** drawn on any Nationalised Bank. The EMD should be payable at Karnal. The EMD is to be valid up to 45 days beyond the final bid validity period. The EMD is not required to be submitted by those firms who are registered for the same items/range of products/goods or services with the Central Purchase Organisation (DGS&D), National Small Industries Corporation (NSIC) or concerned Department of Ministry of the Government of India like NCCFI and Kendriya Bhandar. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30 days after the award of the contract. The Bid Security of the successful bidders would be released, without any interest whatsoever after the receipt of Performance Bank Guarantee (PBG) from them as called for in the contract. The EMD will be forfeited if the bidder withdraws, amends, impairs or derogates from the tender in any respect within the validity period of the tender. EMD is mandatory for all bidders. Non submission of the same along with quotation would lead to rejection of the quotation. Any vendor exempted under the Govt. rules for paying EMD and is declared L-1 vendor and fails to execute the tender, the process for blacklisting will be started by the school.

12. Bidders in agreement with above terms and conditions only need to submit their tenders.

13. **Instructions to Bidders for Filling Up The Bids/ Quotations.** The bidders shall be at liberty to visit, survey, and study the area/ site

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and assess/ understand the quantum of work before placing his bid for the contract.

14. Tender forms can be downloaded from School website. www.sskunjpora.org along with respective Appendix (list of items). **Downloaded form to be deposited with a DD of Rs.500/-** as cost of Tender Form along with Earnest Money as applicable.

15. Lowest rates do not guarantee the Tender acceptance; rather the quality, Reputation of vendor after sales service, guarantee/ warranty amongst others will be taken into consideration during finalization of Tenders. Brand name should invariably be quoted for all the items. Items of poor quality will not be considered for procurement.

16. All vendors will provide a satisfactory certificate from all the existing employers (current year & last year). If this certificate is not found attached, the technical bid of the firm will be treated as cancelled and their Financial Bid will not be opened.

17. Terms and Conditions for up gradation in future, if required, are to be mentioned in the offer.

18. Maximum Educational Discount admissible is to be mentioned in the offer.

19. If required, negotiation date will be intimated later.

20. Each firm has to submit a copy of Registration Certificate/Registration Number from the concerned authority wherever applicable.

21. It is hereby brought to the notice of all prospective bidders' that if any change/additions/alterations are found to be made by them and the same is subsequently detected/noticed at any stage even after award of the supply order, all necessary actions including stoppage of the supply order would be taken. In addition the bidders are liable to be prosecuted under law.

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22. The Principal, Sainik School reserves the right to itself not to issue the document and/or to accept or reject any or all the offers at any stage of the process and or modify the process without assigning any reasons whatsoever, and his decision in this matter is deemed as final and binding. The firm will not be entitled for any compensation for rejection of his application. However, demand draft of earnest money will be returned to the bidder in case tender is not accepted.

23. Alteration in Terms and conditions suiting to the School need can be inserted/modified with consent of both parties, even after finalisation of the contract.

24. All Legal jurisdictions will be at Karnal only.

25. Principal's decision will be final and binding, on all matters pertaining to annual tendering.

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PART II
ESSENTIAL DETAILS OF ITEMS/ SERVICES REQUIRED

1. **Schedule of Requirements. SAMPLE MENU** attached
 - (a) The contractor will provide normal daily food as per the menu decided by the Mess Committee, during the contract period.
 - (b) School reserves the right to change the menu from time to time depending upon seasonal factor and requirement of the Cadets. The same will be communicated in writing to the contractor, well in advance.
 - (c) Daily Food Tasting is to be presented to Administrative Officer/Vice Principal, as per menu.
 - (d) On special occasions, food will be served as per **Strength and Menu** communicated in advance, on finalized rates as a buffet.
 - (I) **Main events are**
 - (a) Founder's Day
 - (b) Old Boys Meet
 - (c) VIP Visits
 - (d) Break-off Party
 - (e) Republic Day and Independence Day
 - (f) Cock House Party
 - (g) Birth Day Celebration with Cake
 - (II) **High Tea menu**
 - (a) Samosa
 - (b) Plum Cake
 - (c) Gulab Jamun
 - (d) Veg Cheese Sandwich(3 lair)
 - (e) Tea/Coffee

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(III) Staff Tea:

- (a) Tea & Biscuits(02 Pcs of branded biscuits)

IV Nimbu Pani (sweet lime) (200 ML each)

2. **Technical Details.** The contractor shall be required to provide Catering Services from 15 Jul 2017 to 30 Apr 2018. The contractor shall be at liberty to visit, survey and study the area/ site and understand the quantum of work before placing his bid for the contract.

3. **Period of Contract.** The contract for Catering Services will be for **9 ½ months** i.e. from **15 Jul 17 to 30 Apr 18**. Please note that contract can be cancelled unilaterally by the buyer in case services are not up to the satisfactory level at any time/ any stage within the contractual period. **Extension of contractual services will be at the sole discretion of the Principal.**

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Part III – STANDARD CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law.** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

2. **Effective Date of the Contract.** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

3. **Arbitration.** All disputes or differences arising out of or in connection with the contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitrator Shri TPS Bedi, Advocate at Karnal.

4. **Penalty for Use of Undue Influence.** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the

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present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offence by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1988 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

5. **Agents / Agency Commission.** The Seller confirms and declares to the Buyer that the Seller is the original service provider of the catering services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Seller; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Seller has engaged any such individual/ firm, and paid or intended to pay any amount, gift, reward, fees, commission or

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consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Seller will be liable to refund that amount to the Buyer. The Seller will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Seller who shall in such an event be liable to refund all payments made by the Buyer in terms of the Contract along with interest at the rate of 2% per annum above LIBOR rate. The Buyer will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

6. **Access to Books of Accounts.** In case it is found to the satisfaction of the Buyer that the Seller has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Seller, on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant financial documents/information.

7. **Non-disclosure of Contract documents.** Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

8. **Termination of Contract.** The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases:-

- (a) The services provided by the contractor is not satisfactory.
- (b) The Seller is declared bankrupt or becomes insolvent.
- (c) The Buyer has noticed that the Seller has utilised the services of any Indian agent in getting this contract and paid any commission to such individual/company etc.

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(d) As per decision of the Arbitration Tribunal.

9. **Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered mail, addressed to the last known address of the party to whom it is sent.

10. **Transfer and Sub-Letting.** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

11. **Amendments.** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

12. **VAT & Service Tax.** VAT and all other Service Tax will be inclusive of the quoted rate.

Note. TDS and all taxes related to tender imposed by Central/State Govt will be borne by the contractor.

13. **The Principal, Sainik School Kunjpura, Karnal reserves the right to reject or accept any or all the tenders or accept them in parts or reject the lowest tender without assigning any reasons. Awarding of part tenders will be discouraged for administrative conveniences and EMD will be refunded in due time. Also Principal Sainik School Kunjpura, Karnal reserves the right to extend the tender by 1-2 years subject to satisfactory services provided by the vendor & various other factors.**

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PART IV – SPECIAL CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Performance Bank Guarantee (PBG).** Approved Bidder/ Contractor shall deposit a PBG by way of an Account Payee Demand Draft, Fixed Deposit Receipt and Bank Guarantee through Public sector Bank. PBG will be 10% of Annual Bid amount and should be deposited within 15 days of receipt of confirmed order. PBG shall be made in favour of **Principal, Sainik School Kunjpura, Karnal**. PBG should be valid upto 60 days beyond the date of contract. If for any reason, the Contractor commits breach of the conditions of this agreement or the Buyer is not satisfied with the work, the Buyer shall be entitled to terminate the contract immediately and the Performance Bank Guarantee (PBG) shall be forfeited by the Buyer.

2. **Tolerance Clause.** To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, Buyer reserves the right to 50% plus/minus increase or decrease the quantity of the required services up to that limit without any change in the terms and conditions and price quoted by the seller. While awarding the contract, the Catering services can be increased or decreased by the buyer within this tolerance limit.

3. **Payment Terms.** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant payment details so that payments could be made through RTGS/NEFT mechanism, wherever feasible. Payment shall be made through cheque or RTGS/NEFT on fortnightly (15 days) basis on satisfactory service certificate issued by Mess Manager. Amount of penalty/ Risk expense etc, if any, will be deducted from the billing amount.

4. **Advance Payments.** No advance payment(s) will be made.

5. **Paying Authority.** The payment of bills will be made on submission of bills by the seller to the Paying Authority, **Principal, Sainik School Kunjpura, Karnal (Haryana).**

6. **Penalty & Hygiene Clause.**

Penalty.

(a) If a single item is found sub-standard in a meal then minimum penalty will be 50% of one meal. In case if the item is not consumable then the penalty will be 80% of the meal.

(b) If more than two items are found sub-standard, then the penalty will be 80%. In case the items are completely non-consumable then the penalty will be 100% of the meal.

(c) If 50% of any meal i.e. Breakfast, Lunch, Refreshments or dinner is found sub-standard then the penalty will be 100% i.e. nothing to be paid for that particular meals.

(d) If there is any shortfall in food then it will be compensated by the contractor and also fine will be imposed @ 50% of the meal.

(e) No deviation from Quality, Qty, Brand, Sizes are permitted without the concurrence of Admin Officer and approval of Principal. If there is any deviation in quality and brand of items (items used by the contractor which are not as per tender agreement) then it will be compensated by the contractor and also fine will be imposed @ 100% of the meal.

Hygiene.

(a) Warning letter accordingly to the fault will to be issued.

(b) If no improvement observed then penalty will be charges @ 50% per day.

(c) If then also, there is no improvement then penalty will be charged @ 80% per day.

(d) If utensils are not cleaned then penalty @ 50% of the meal will be imposed.

(e) While on duty all staff members must wear the uniform provided by the contractor, failing which 70% per day will be deducted from the contractors bill.

7. **Food Related.**

(a) Food will be prepared for 620 Cadets and Appx. 35 Staff Member, as per school routine.

(b) The scale of Ration are as below:

Pulses - 60 gms, Sugar - 50 gms, Refined Oil- 60 ml, Atta-250 gms, Rice- 150 gms, Milk-650 ml, Chicken – 150 gms, Egg – 02, Table butter- 10 gms, curd-150 gms, Veg-150 gms including onion and garlic(Root & Tubes-50 gms, Green leafy veg-50 gms and other veg-50 gms). Jam – 10 gms, pickle 8-10 gms (sachet will be preferred), Bread slices 3-4 (as per actual requirement), cornflakes – 20 gms, Ice cream Amul – twice a week in summer (substitute Gazar Halwa, Fruit Cream and Moong Dal Halwa in winter).

(c) Rice, Puri, Chapati and Dal is to be kept at a common place without any restrictions on quantity / numbers during Lunch/Dinner. Puri to be given @ 4 -5 to the junior houses and @ 6-7 to the senior houses. Parantha to be given @ 2-3 to the junior houses and @ 3-4 to the senior houses.

(d) Milk & Dahi should be of Vita/Mother Dairy/Amul Brand (Full Cream). (Recommended for consumption for teenagers age group of 10-16 years by qualified authorities). Kadhi & Lassi should be of full cream milk of Vita/Mother Dairy/Amul.

(e) Butter- Amul, Jam – Kissan, Pickle – Pachranga / Nilon Brand will be used. Bakery items of Britannia / Cremica / Bonn etc. and Ice cream of Amul / Mother dairy / Cream bell brand as per sequence will be used.

(f) Quantity of fruit at lunch will be @ one per head >130 gms of good quality only. Alternate variety of fruits to be provided every day.

(g) Chicken to be provided for Non-vegetarian and Paneer will be given to vegetarian only, on specified days as per menu.

(h) The quality of meat, chicken and Paneer should be fresh. Contractor will ensure the meat/chicken should be of healthy bird/animal and will be subjected to inspection by the Mess Manager & Medical Assistant / School Authority.

(j) Edible oil for cooking should be AGMARK/FPO of Saffola/Sundrop Brand. Desi Ghee should be of Amul/Vita/NDRI.

(k) The following substitute is to be provided by the contractor, in case of non availability of Meat/Chicken and Eggs, owing to unavoidable circumstances.

- (i) In-lieu of meat/chicken - Paneer-100 gms
- (ii) In-lieu of two eggs - Paneer-50gm

(l) Milk and snacks to the Cadets/Staff during the break in Academic Block (Tea – Red Label/Tata)

(m) The Contractor will provide Rice and Flour of Branded/reputed Company (Atta-Annapurana / Shakti Bhog / Ashirwad / Nature Fresh. Rice - Sela Basmati & Sona Masoorie of good quality. India Gate / Rajdhani / Sella Basmati etc. on special occasion to be given).

(n) Condiments should be AGMARK / FPO of MDH. TATA Salt will be used in the Mess.

(o) At times, services for additional number of students are to be catered by the contractor on payment, on receipt of prior information from school authority.

(p) The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served to the cadets. **No residual food of one meal is to be served in the subsequent meal.**

(q) Any food poisoning occurring owing to the contractor's failure in taking adequate precaution, if proved, then it will be the responsibility of the contractor to pay requisite compensation and the Administration is empowered to take appropriate action, as feasible.

(r) Changes in seasonal Vegetable/Menu can be made with the recommendation of Mess Committee and approval of the Principal.

(s) **Alteration in Terms and Conditions suiting to the School need can be inserted / modified with the consent of both parties, even after finalization of the contract.**

8. **Staff.**

(a) Cooks, Waiters and other Mess Staffs should be Free from Infection (FFI). All mess staff will undergo monthly Medical Check-up and record to be maintained. Dress/Uniform code for the catering staff will be defined by the school authorities.

(b) The contractor will provide at least 6xCooks, 14xWaiters, 3xMasalchi and, 2xSafaiwala for the Mess. Strength of Mess Staff to be increased on special occasions.

(c) He will be personally responsible for cleanliness of his employees and ensure that they take regular hair cut, nails cut, baths and wear clean / smart uniform. He will provide uniforms including Apron and Headgear to cooks, waiters and those who work in the mess. While on duty all staff members must wear the uniform provided by the contractor, failing which 70% per day will be deducted from the contractors bill. He will carry out the police verification of his employees and forward the same to school.

9. **Equipment & Facility.**

(a) The school will provide the following available items to the contractor in serviceable state:

(i) Mess space with requisite Utensils/Equipments.

- (ii) LPG connection with fittings and cylinder.
- (iii) All Dining related furniture.
- (iv) All electrical fixtures and fittings.
- (v) **02 Heavy duty dishwashers.**
- (vi) **01 Chapati making machine.**
- (vii) Ante room and 03 wash rooms.
- (viii) Water supply as per the school timings on payment.
- (ix) Electricity (including DG supply) on payment as per the school timings.
- (x) Any addition requirements of Inventory thereafter will be met by the contractor through his own resources.

(b) Accommodation for man and material can be considered by the authority, on receipt of request from contractor at prevailing rate.

10. **Maintenance of Inventory.**

(a) The inventory of items will be handed over to the contractor in good and working condition at the commencement of the contract period. The contractor will be responsible for all loss /breakages /theft etc. at his own cost. He will ensure **serviceability of all items held in the inventory, at all times.**

(b) Kitchen equipments, cooking utensils, crockery, and cutlery, dining hall furniture and service counters will be provided by the school. Upkeep of all items will be responsibility of the contractor during the contract period.

(c) The contractor will be responsible for safe custody and security of utensils, cooking equipment, furniture, LPG appliances, cylinders held on his charge and the mess complex as a whole.

(d) The cost on account of LPG fuel Consumption will be borne by the Supplier/contractor. The contractor will procure the LPG under his own arrangement. In case of any short supply etc., School will not be responsible for the same.

(e) The contractor will borne the expenditure of AMC including repair/servicing of all appliances/equipments provided to him.

(f) The contractor shall arrange for removal of the garbage, kitchen waste or any other type of refused or waste material every day. He shall maintain environmental hygiene and proper sanitation of the mess and its surrounding area during all working hours.

(g) The contractor will be responsible for cleaning the Sewage Line of the mess area.

(h) The contractor will be responsible for lifting garbage of Mess, hygiene & sanitation and cleanliness of Mess cooking area, dining halls and surrounding area of mess i.e lawns etc.

(j) The contractor shall be responsible for upkeep/maintenance of the building and equipment's entrusted to him/her and damage caused to them shall be made good by the contractor, failing which the same will be deducted from the Security Deposit/Mess Bill.

11. **Contractor's Liability.**

(a) The contractor and/or his representative must be present in the Mess during Breakfast/Lunch/Dinner timings as well as during morning/evening tea and snacks served to Cadets. He will make available himself during the inspection of Mess by School Authorities as well as VIP visit to School/Hostel complex.

(b) The Contractor will also arrange special lunch/other Admin arrangement to organize tea/snacks outside the School/Hostel as and when school authorities order for the same.

(c) Messing contractor to ensure that the **Meals/Food/Snacks** are served to the cadets as per the timings prescribed by the school time table in sufficient quantity.

(d) The contractor is to ensure that the Vegetable use in the Mess for cooking is fresh & of good quality.

(e) The cooking process, Stores, Dining Hall, sanitation & hygiene in the Mess is subjected to inspection by the School Authorities or anyone detailed by them at any point of time, without disturbing the schedule of the Mess.

(f) The contractor will pay Electricity rent as per UHBVN tariff plus Departmental Expenses on actual meter reading.

(g) Under no circumstances, the contractor who has been awarded contract shall **sublet** the Contract to other party. Else, his/her security deposit will be forfeited and will be blacklisted for ten years.

(h) The contract is terminable by a notice of one month on the side of the Contractor and fifteen days on the side of the School Authority.

(j) The contractor will be provided with a store room and rent for the same will be charged @ Rs 3000/- per month.

12. **Miscellaneous Point.**

(a) Any point of common interest if left out inadvertently, can be discussed and resolved mutually by both the parties, during Tender opening process.

13. **Inspection Authority.** The inspection will be carried out by Mess Manager or by any person as detailed by Principal, Sainik School Kunjpura, Karnal (Haryana).

UNDERTAKING

I have read and understood all Terms and Conditions of the Catering Services for Cadets' Mess. I hereby undertake that I shall abide by the Terms and Conditions. I also abide by the decision of the Principal, Sainik School Kunjpura in all the matters including the award of Mess contract.

Date:

Signature of the Contractor
(With seal if available)

Certified that I have read and understood the terms and conditions specified on this page
Signature and Stamp of the vendor

To

The Principal

Sainik School Kunjpura

Karnal

Haryana-132023

Subject: Non-blacklisting certificate

Dear Sir,

This is to certify that M/s _____ has not been blacklisted and no criminal case is pending in any Government Organization. Non-Government or Public Sector organization in India before submission of this bid document.

Yours faithfully,

(Signature)

(Name & Designation)

(Company Seal)

Date:

Place:

Certified that I have read and understood the terms and conditions specified on this page
Signature and Stamp of the vendor

INVITATION OF TENDERS FOR PROVIDING SERVICES OF CATERING SERVICES
AT SAINIK SCHOOL KUNJPURA KARNAL, HARYANA

Date: 2017

UNDERTAKING BY THE BIDDER

It is hereby undertaken that:

1. There is no arbitration cases" pending against our firm or Arbitration cases are pending as per details given (enclose details separately).

Please, Strike-off whichever is not applicable.

2. It is confirmed that the availability of adequate manpower of requisite qualification and experience shall be deployed at Sainik School Kunjpura. We further undertake that we shall submit, within 10 days of award of contract, the attested photocopies of qualifications/experience, wherever applicable, of all the required personnel whom we shall deploy at Sainik School Kunjpura, failing which the EMD and Security Deposit may be forfeited by Sainik School Kunjpura.

3. We accept all the terms and conditions of the agreement. We have signed each page of terms and conditions as token of acceptance and submitted as part of tender document.

4. We undertake that there is no police case pending against the proprietor of the firm/firm/parties relating to previous service contracts.

5. We also undertake that the personnel to be deployed at Sainik School Kunjpura shall be deployed after due police screening/verification.

6. We also undertake the sufficient "Leave Reserve" shall be maintained.

7. We undertake that we are having an office address in Karnal / adjoining area of Karnal.

8. It is also undertaken that the cleaning & sweeping staff to be deputed in Sainik School Kunjpura shall be trained in related work.

9. Tenderer will give an undertaking in the form of signing the tender form that no representation in view of rejection of their tenders by the Board of Officers will be represented in any department or Court of Law of this country. The decision of the Board of Officers will be considered as full and final and the tenderer will agree to that.

Signature of the authorized signatory of the firm

Date: -----.

Seal of the firm

Name & Address:

Phone No

Certified that I have read and understood the terms and conditions specified on this page
Signature and Stamp of the vendor

FORMAT OF TECHNICAL BID (CATERING SERVICES) 2017-18

1. Vendor should submit the copies of all the documents mentioned below as documentary evidence duly signed by not below the rank of Assistant Engineer/Assistant General Manager or Equivalent. Vendor may please note that incase all/some documents so furnished is/are not clear and /or evasive and / or incomplete, the tender shall be liable to be cancelled.

1.	Due date of Opening			29 Jun 2017 at 1530 hrs	
2.	Name of the firm & Address, Phone No				
3.	a.	EPF No.			
	b.	PAN No.			
	c.	Service Tax No., if applicable			
	d.	ESI No.			
	e.	Labour license No. & Authority			
4.	Experience in the field of Catering Services				
5.	Major works during last 3 years (Similar work worth Rs 50 lakh to 1.5 crore)				
Ser No	Name / Nature of work	Name of client	Value of work	Completion time as per tender	Remarks

Certified that I have read and understood the terms and conditions specified on this page
Signature and Stamp of the vendor

6.	Contractor should submit their financial status for the following years. Annual turnover of the Company for previous three years.	
	i. 2014-2015	
	ii. 2015-2016	
	iii. 2016-2017	
7.	Offer is open for acceptance till (period)	
8.	Indicate whether you are LSU/SS/Co-Op society.	
10.	Name & Full address of your Banker.	
11.	Please furnish your performance statement with the other Govt, Departments/PSUs or other reputed private concerns.	
12.	Business name and constitution of the firm. Is the firm registered under: (a) The Indian Companies Act, 1965 (b) The Indian Partnership Act 1932. (Partner name) (c) Any Act: If not, who are the owners Full Name & Address?	
13.	State Specifically: Whether the price tendered by you is to the best of your knowledge and belief, not more than the price usually charged by you for similar services to any or as well as Govt. Deptt/PSUs. Also indicate the margin of difference.	
14.	Particulars of Earnest Money.	

Certified that I have read and understood the terms and conditions specified on this page
Signature and Stamp of the vendor

15.	Technical qualification of manpower supplied: (a) Whether Cook/ waiter/masalchi have enough years of experience to undertake such tasks.	Yes/No
16.	Details of Previous experience in catering (Necessary proof should be enclosed along with the application)	Yes/No
17.	Any other information wishes to furnish.	
18.	Experience of Supply/Services to Govt/ Pvt Deptt.	Yes/No
19.	PAN No.	Yes/No
20.	Supplier/Firm Registration No.	Yes/No
21.	Copy of IT Return for last 3 years	Yes/No
22.	Satisfactory Certificate from all the existing employers (current year & last year)	Yes/No

Date:

Signature of the Contractor
(With seal if available)

Certified that I have read and understood the terms and conditions specified on this page
Signature and Stamp of the vendor

PART V- FORMAT FOR COMMERCIAL BID

1.	Name of the Applicant		
2.	Postal Address and Phone		
3.	PAN		
4.	Rate quoted per day per student as per menu attached to the form	Menu	Quoted Rate
		(a) Breakfast	
		(b) Morning Refreshment	
		(c) Lunch	
		(d) Evening Refreshment	
		(e) Dinner	
		Total amount in Numbers & in words	
		Per day Lump-sum Cost for all above (5) Menu	
		Menu for Main Event	
		High Tea Menu	
		Staff Tea	
		Nimbu Pani (Sweet lime)	
		Sponge Cake (Chocolate- 2 pound)	
Pastry – (50-60 gms)			

- Note:**
1. **Sample Menu (As attached)**
 2. **Likely events are:**
 Founder’s Day, Old Boys Meet, VIP Visits and Break-off Party, Republic Day and Independence Day, Cock House Party (As attached)
 3. Birth Day Celebration with Cake
 4. **Tenderer are to quote the best competitive rates taking into account all facilities, provided by the School.**

Certified that I have read and understood the terms and conditions specified on this page
Signature and Stamp of the vendor

MENU FOR THE MAIN EVENTS

BUFFET

Starter Course

1. Real juice/fresh juice
2. Mix Veg Pakora, Ground Nuts, Potato chips, Paneer Tikka
3. Tomato soup/ Sweet corn soup

Main Course

1. Butter Chicken
2. Shahi Paneer/Kadahi Paneer
3. Mix Vegetable/ Navrattan Korma
4. Dal Makhni
5. Dahi Bada Chutney
6. Green Salad, Pickle, Papad
7. Basmati Pulau
8. Tandoori, Stuff Naan, Missi Roti
9. **Hot Sweet:** Gulab Jamun/Gajar Halwa/Jalabi Rabadi
10. **Cold Sweet:** Ice Cream/Fruit Cream/Rasmalai
11. Sonf, Mishri, Elaichi

Note: The menu can be altered in concurrence with Mess Committee and approval of school authority.

BIRTHDAY CELEBRATION

1. Sponge Cake (Chocolate- 2 pound) from reputed Bakery of Karnal.
2. Pastry- 50-60 Gms (Number will vary from 100-120).

SAINIK SCHOOL KUNJPURA, KARNAL

SAMPLE MENU

Morning/Evening Refreshment

- | | | | | |
|----|--|----------|---|----------|
| 1. | Full Cream Milk with Bournvita/Roohafza/Horlicks- | 200 ML | } | One Item |
| | Or | | | |
| | Flavoured Bottle Milk(of Brand as per Tender) - | 200 ML | | |
| | Or | | | |
| | Real Juice Tetra Pack all Flavoured | - 200 ML | } | One Item |
| | Or | | | |
| | NDRI flavoured Milk or Lassi Sweet/Salted | - 200 ML | | |
| 2. | Muffine, Plume Cake, Fruit Cake, Veg Sandwich 3 lair, | | } | One Item |
| | Or | | | |
| | Veg Patty, Samosa, Bread Pakora, hot Dogs, Burger(Veg) | | | |
| | Or | | | |
| | Biscuit Pkt- Salted/Sweet, Sweet Bun | | } | One Item |
| | Or | | | |
| | Seasonal Fruits- 120-130 gm Appx | | | |
| | Separate Rate for Sweet Lime Water-250 ML each | | | |

BREAKFAST

Indian Breakfast	-	Puri/Parontha Stuff (Aloo, Meethi, Soya Gronules, Gobhi, Mooli), Missi Roti, Butter Parontha (One Item) Aloo Curry, Pumpkin Allo, Channa Veg (One Item) Milk Bourn Vita, Dahi Zeera, Lassi(Salted/Sweet) (One Item)
Continental Breakfast	-	Bread, Butter, Jam, Sauce (All Items) Veg Cutlet/Besan Pura (One Item) Omlettee/Boileg Egg (One Item) Cornflakes/Dalia (One Item) Milk Bounvitas, Horlicks, Roohafza, Coffee (One Item)
South Indian	-	Idli, Vada, Dosa, Upma, Poha(Any two) Samber Masala, coconut Chutney (All items) Coffee, Milk Bournvita (One Item)
Fruit Breakfast	-	Seasonal Fruits(200 gms-whole Fruit) Suji Halwa-Desi Ghee (60 gm) Sprouted(Kala Channa, Moong Sabut, Lobia Appx 50 gm, Milk Bournvita/Horlicks

} All items

LUNCH

Indian Menu

1. Rice Plain, Pullao, Fried Rice - 1 item daily
2. Chapati Desi Ghee, Missi Roti Desi Ghee - 1 item daily
3. Seasonal Vegetable - 1 veg daily
4. Dal – Dal Malka, Masoor, Urad Sabut, Moong Chilka, Arhar, Dal Mix, Rajmah, white channa, Kadhi Pakora (1 item daily)
5. Dahi – Raita Bondi, Raita Kheera, Raita Poodina, Plain Dahi, Lassi (Salt/Sweet) (1 item daily)
6. Salad – Mix with- Kheera, onion, Cabbage, Raddish, Carrots, Turnips, Lemon, Beetroot, Green Chilli (Daily)
7. Fruits – All seasonal Fruits – 01 in number of Appx 120/130 gm (Daily)
Or
Ice Cream 90 gm Cup (Twice a week in Summer) as per Brand given
Or
Gajjar Halwa/Moong Halwa (Winter)

Certified that I have read and understood the terms and conditions specified on this page
Signature and Stamp of the vendor

DINNER

Indian Menu

1. Rice Plain, Pullao, Veg Pullao, Soya Chunk - (1 Item Daily)
2. Chapati Ghee, Missi Desi Ghee - (1 Item Daily)
3. **Veg** : Shahi Paneer, Mattar Paneer, Malai Kofta, Palak Paneer, Paneer Bhujia
(4 times a week – 1 item)
4. **Non Veg** : Chicken Curry, Butter chicken, Boneless Chicken, Egg Curry
(2 times a week-1 Item, 2 time a week- 1 egg)
5. Dal : Rajmah, Dal Makhani, Dal Masoor, Dal Mix, Uradwash (1 Dal daily)
6. **Sweet** : Kheer Rice Nuts, Kheer Sewain, Fruit Custard, Fruit Cream
(1 item 100 gm Daily)
Jalebi, Gulab Jamun, Rasgulla, Milk Cake NDRI, Imerti (1 item 50 gm daily)

CERTIFICATE

I have familiarised myself with the Area, Points where the Catering Services are to be provided and the type of Services required and submit my rates for the complete required services including the equipment/ manpower component required to carry out these services for the full period of the contract from 15 Jul 2017 to 30 Apr 2018 as per the rates quoted by me in the commercial bid.

Place :

Signature of the Contractor
(With Rubber Stamp of Firm)

Date :