



കേന്ദ്രീയ വിദ്യാലയം കൊല്ലം
केंद्रीय विद्यालय कोल्लम
KENDRIYA VIDYALAYA KOLLAM

रामन्कुलंगरा कावनाड (पोस्ट) कोल्लम ६९१००३ Ramankulangara, Kavanad P.O. Kollam 691003
0474 2799494, 2799696, E-Mail: kvkollam@yahoo.co.in Web : https://kollam.kvs.ac.in
Reg. Code: 27, Stn. code: 628, Scl Code: 2098 CBSE School No: 79048: CBSE Affiliation No: 900030
(भारत सरकार मानव संसाधन विकास मंत्रालय के अधीन स्वायत्त संस्था)
(Autonomous Body under the Ministry of HRD, Govt. of India)

F.310313/1-3/2023-24/KVK/

Dated: 18.07.2023

TENDER NOTICE

Sub: “Inviting for tender for supply of Food(Catering services) in Kendriya Vidyalaya Kollam – reg”

Sir/Madam,

Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive quotations from the service providers are invited by the Principal Kendriya Vidyalaya KV Kollam on behalf of Kendriya Vidyalaya Sangathan for the supply of the following items:

Brief description of service
Provision of food to the students participating in the different sports and games / Scouts & Guides in the Vidyalaya as per tentative menu (Enclosed ANNEXURE). Food as per the menu, are to be provided to the participants at the KV Kollam or the place intimated by the Authorities in advance.

- Nutritious, healthy & tasty food in hygienic environment should be supplied to the students.
- To ensure neat and hygienic cooking environment the food will be tasted before serve by the committee as well as any official at the venue.
- All food items must be served hot and fresh.
- Quantity of food as per the requirement of Students /Individuals be supplied without any restriction or limit.
- During the time of serving it should be ensured that proper covering to be done to avoid contamination.
- Table salt, sugar & Pickle should be served with all the meals. The vegetables used for cooking should be fresh.
- No compromise with the Quality of Food. The rice served should be of premium quality & the oil used should be branded double refined oil.
- The water used should be tested one and must comply the required standard as notified as the appropriate government.
- The rates should be F.O.R. and should include excise duty, GST, freight charges, any other taxes rates or imposition whatever liable in respect of the supplies. The Vidyalaya shall not be liable to pay any tax, freight etc. which has been expressly stipulated in the quotation in the event of acceptance of the quotation. **(Kendriya Vidyalaya Kollam being an educational institution, exempted from the payment of GST vide Government of India, Ministry of Finance (Department of Revenue) Notification No. 12/2017- Central Tax (Rate) dated 28.06.2017 (Heading 9992 listed at Sl. No.66).**

3. Bid Price

- a. The contract shall be for the supply of the above-mentioned items/services to the KV Kollam. The bidder shall quote the item/services in the format of quotation (Enclosed). Corrections, if any, shall be made by crossing out, initialing with date and rewriting:
- b. All duties, taxes and other levies payable by the bidder shall be included in the total price. However, the tax and duties liveable should be quoted separately.

- c. The rates quoted by the bidder shall be fixed for the duration of the contract.i.e, for one year from the date of award of the contract.
- d. The prices should be quoted in Indian rupees only.
- e. Each Bidder must submit only one quotation;
- f. Quotations are not acceptable if submitted through e-mail/Fax etc.
- g. The bid should be submitted along with EMD for Rs. 1000/- by bank draft or Bank guarantee in favour of "**Kendriya Vidyalaya Kollam VVN A/C (Account No. 545002010012040, IFSC CODE : UBIN0554502, Union Bank of India, Civil Station Branch**" payable at Kollam. The EMD paid will be refunded in the case of unsuccessful bidders within 90 days from the date of opening of Quotation. Quotation without EMD of Rs.1000/- shall be rejected.
- h. The firm should enclose supporting documents regarding registration VAT/ST/IT PAN/TAN/Food Safety Certificate / without fail.

4. Validity of quotations

The quotation shall remain valid for a period of one year from the date of finalization of quotation.

5. Evaluation of quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive, i.e., which are:

- a) Properly signed and
- b) Conform to the terms and conditions and specifications,

The evaluation would be done for the all items/ services together. The items/ services for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The bidder who has quoted for partial quantity of anyone or more item(s) would be treated as non-responsive. **The purchaser shall keep in mind that the rates quoted shall be competitive and do not in any manner whatsoever compromise with the quality of items and services to be provided by him as per the terms and conditions.** KV Kollam will award the contract to the responsive bidder whose rate is the lowest. However, this does not restrict the purchaser from imposing any further conditions before awarding the contract.

6. Award of contract:

- (a) The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 3(b) and 5 above;
- (b) The bidder whose bid is accepted will be notified of the award of the contract by the Office prior to expiration of the quotation validity period:
- (c) The Notification of Award shall clearly specify any change in the unit price or any other terms and conditions accepted.
- (d) Normal commercial warranty/guarantee shall be applicable to the supplied goods/services.
- (e) Payment shall be made within 15 days after the supply is completed.
- (f) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

7. Last date and time of receipt of quotations:

You are requested to send the sealed quotations by Registered post/ Speed post/Courier or can be dropped into the Tender Box kept at Vidyalaya office with super scribed on the envelope as "Quotations for the supply of food(catering services)" on or before 29.07.2023(14.00 hours). The quotations shall be opened on the same day at 15.00 hrs. The bidders or their representatives who choose to be present at the time of opening of quotations are invited to the institute to attend the proceedings.

TERMS AND CONDITIONS

1. The materials used for cooking should be of high standard and good quality. The rice grains should be of small size and of premium / best quality available in the market; the oil should be branded; the vegetables should be fresh and be purchased on daily basis ; the Atta Powder, the masala powders- haldi powder, chilly powder, black pepper powder, dhania powder etc should be of good quality.
2. Buffet system will be followed.
3. Catering timings intimated at the time of supply order.
4. The firm will arrange for the required material and men for the preparation and serving of food and washing of used vessels etc. and all of them should be given identity cards.
5. Requisite number of clean plates, and other serving bowls, spoons, tumblers, glasses ,napkins and white sheet for the serving table etc. are to be brought by the caterer.
6. The persons involved in cooking/serving etc should bare valid medical certificate. They should have proper hygiene & should wear cap/mask/gloves etc as required. Person who is having symptoms of fever, cough or any other contagious / infectious disease should not be allowed.
7. Brief instructions for washing the used vessels and other cleaning work is as under:
 - i. The leftover food from the plates should be removed from the Vidyalaya site/ place where it is being serviced and should not be dumped inside the campus.
 - ii. The plates and all the other utensils should be wiped dry with a clean towel. If any portion of articles of crockery has got chipped off or there is a crack, it should be replaced immediately.
 - iii. Tea/Coffee should be prepared as and when required in the Vidyalaya. All cooking equipment, utensils, LPG, Gas Stove etc. required for this purpose should be provided by the caterer without extra cost.
 - iv. The bearers should maintain proper discipline and decorum when on duty in the Vidyalaya.
 - v. No electrical heating equipment will be allowed to be used.
 - vi. Sufficient Pure Water for drinking purpose should be provided by the caterer.
- vii. Payment will be directly credited to their bank account within 15 working days after the satisfactory completion of each contract , after deducting TDS/ST on submission of bills as applicable. **In case the services rendered are found to be unsatisfactory by a committee nominated by the Principal, a penalty of 2 to 5% of the contract value will be imposed at the discretion of the Principal, which shall be binding and final. In case of poor quality of food not suitable for consumption by the participants, the food will be rejected and the extra cost incurred for procuring food from outside will be recovered from the subsequent payment due to the contract. Besides this the firm can also be blacklisted and forbidden in submitting their tender in future.**
- viii. Rate should be quoted for per head (for supply of food items mentioned in the tentative menu).
- ix. In the case of participants reaching the Vidyalaya early by a day or leaving the course for a day after the completion of the meet owing to train reservation, the caterer should provided packed food at the approved rates only. The list of such students would be intimated well in advance.
- x. Under no circumstances the caterer will charge extra or collect money from the participants for the food served during the meet days as food charges are borne by the Vidyalaya only.
- xi. The Vidyalaya reserves the right to terminate the contract at any time without assigning any reasons thereof , if the services are found unsatisfactory and award the contract to the next successful bidder. In that case, the Contractor will lose his Performance guarantee amount.


(G SASIKUMAR)
PRINCIPAL

प्रचार्य
केन्द्रीय विद्यालय
रामनकुलंगरा
कावनाड पी.ओ., कोल्लम
केरल - 691003

Principal
Kendriya Vidyalaya
Ramankulangara
Kavanad P.O., Kollam
Kerala - 691003

ANNEXURE -I
Catering Services

1. Name of the firm/Catering service:
 2. Name of the Proprietor:
 3. Address:
 4. Telephone No. :
 5. License No :
 6. FSSAI Registraion No. :
 7. FOSTAC Details :
 8. PAN,TIN,ST Nos: (Attach Proof):
- Rate quoted per Head per day(as per tentative menu given)

**DETAILS OF FOOD SUPPLY FOR PARTICIPANTS IN KENDRIYA VIDYALAYA
KOLLAM DURING SPORTS & OTHER CAMPS**

SI No.	ITEMS	ITEMS/ MATERIALS & QUANTITY	Amount without GST per head per day			
			Up to 50 Nos	51 - 100 Nos	101- 200 Nos	Above 201 Nos
1	Break-fast	<ol style="list-style-type: none"> 1. Milk-200 ml or more 2. Breads (min. 04 pieces) with butter & Jam 3. Idli / Dosa (min. 04 Nos.) & Vada with Sambhar & Chatni Or Puri (min. 04 Nos) + Sabji 4. Banana / Apple / Seasonal Fruits Or Eggs Boiled-02pcs. 				
2	2(a) Lunch	<ol style="list-style-type: none"> 1. Chapati - min. 2 Nos 2. Plane Rice / Jeera Rice / Rice Pulav 3. Daal / Sambar and Rasam/ Puliserry 4. Mixed Veg (Aviyal) and Thoran 5. Paneer Veg (for vegetarians) & Egg/ Fish/ Chicken (for non vegetarian) 				
	2(b) Dinner	<p><u>For lunch & Dinner it is Mandatory</u></p> <ol style="list-style-type: none"> 6. Salad & Pickle 7. Papad (Branded) 8. Curd / Rayta 9. Sweet dish / Fruit Custard/ Kheer/ Fruits (any one) 				
3	Evening (Snacks & Juice)	<ol style="list-style-type: none"> 1. Juice – 100 ml (pkd) / Tea or Coffee (150 ml) 2. Snack – Sandwich / Samosa / Fried Banana, etc.(min. 02 No.s) 				
4	Night (Before sleep)	Milk (with flavour & Sugar) 200 ml or Fruit - 200 gm. (min.)				
Total						

- Each firm has to quote separately for Breakfast, Lunch, Dinner, Evening Snacks and Night refreshment separately along with the total amount per day per head. Supply order will be issued on need basis (Full day or Item wise). But the contract will be awarded by arriving lowest quoted prize on total amount i.e only on the basis of full day (Total Amount per head per day). Food items supplied for educational institutions are exempted from GST.

[SEAL OF THE FIRM]

NAME & SIGNATURE OF THE AUTHORIZED PERSON