



D.A.V. PUBLIC
SCHOOL CHANDRASEKHARPUR, SAILASHREE
VIHAR BHUBANESWAR-751021.
Phone No.: 0674-2740651, E-mail: davcspur@gmail.com,
Website: www.davcsp.org

Tender Document
For
Empanelment of Caterer
For Providing
Canteen Services

Tender Notice No.: DAV(CSP)/CANTEEN/ 1401 /2024, Date: 02.04.2024

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Signature with Agency Seal





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NOTICE INVITING TENDER

No.: DAV(CSP)/CANTEEN/ 1401 /2024

Date: 02.04.2024

Sealed Tenders are invited under Two Bid systems (Part- I: Technical Bid and Part –II: Price Bid) from approved and eligible agencies having an average annual turnover of **Rs.15 (Fifteen) Lakh or more** from Canteen Services during the last three financial years for providing Canteen Services in the campus of DAV Public School, Chandrasekharpur in different locations i.e. **Girls' Hostel & General students in Campus-I and Boys' Hostel in Campus-II.** The Agencies intending to apply must be holding valid licenses under Contract Labour (Regulation & Abolition) Act, 1970, Food Licence and must be registered with EPF, ESI, GST and PAN.

Tender document can be downloaded from the school website www.davcsp.org. Tender shall be accompanied by a non-refundable tender fee of Rs. 100/- (Rupees One Hundred only) to be paid through a Demand Draft drawn on any Nationalised/Scheduled Bank in India in favour of "Principal, DAV Public School, Chandrasekharpur" payable at Bhubaneswar.

Publication of Tender	02.04.2024
Cost of Tender document:	Rs. 100/- in the form of DD (Non Refundable)
Last Date of Issue:	12.04.2024 (at 1.00 p.m.)
Last date and time for submission of Tenders:	12.04.2024 (at 2.00 p.m.)
Date & Time of Tender Opening (Technical bids):	15.04.2024 (at 4.00 p.m.)
Opening of Financial Bid:	Date and Time will be intimated in due course of time.
Earnest Money Deposit (EMD) (Non-Interest Bearing)	Rs.10,000/- (Rupees Ten Thousand only) to be submitted along with the Technical Bid in the form of a Demand Draft drawn on any Nationalized/Scheduled Bank of India in favour of "Principal, DAV Public School, Chandrasekharpur" payable at Bhubaneswar
Bids shall be addressed and sent to:	Principal, DAV Public School, Chandrasekharpur, Bhubaneswar-751021.


PRINCIPAL

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SECTION-I

ELIGIBILITY CRITERIA FOR CATERERS

Sealed tenders are invited under **Two Bid System** (Part-I: Technical Bid and Part-II: Financial Bid) from approved and registered agencies meeting the following criteria:-

1. Must have provided Canteen Services to reputed Government/Autonomous educational institute/Public Sector Undertaking/Hospitals for **at least Three years or more** as on closing date of this Tender. Reputed canteen/catering Caterer may be considered as per the recommendation of the community.
2. Must have Contract Labour License and Food Licence from FSSAI.
3. The Caterer must be a Proprietary/Partnership firm/Limited Company/Caterer/ Society legally constituted or registered under the relevant Act.
4. Must be registered with EPF, ESI, and such other Tax Authorities as Income Tax and Service Tax for which the Caterer has to submit necessary documents such as PAN, GST, EPF and ESI Registration etc.
5. Must have an annual turnover of **Rs. 15.00(Fifteen) Lakh** or more for each financial year **only** from **Canteen Services** during the last three financial Years [2020-21, 2021-22 & 2022-23] in the books of Account.
6. Caterer must have successfully carried out the canteen services (preferably in Government/ Autonomous educational institute/Public Sector Undertaking/Hospitals). In this regard, Caterer must submit the **work orders and Performance Certificate** from the serving Institutions / Organizations relating to **last 03 years**.
7. Complete details of clients of the Caterer must be enclosed with the Technical bid; Client(s) address, name of contact person with phone numbers must be listed in the enclosure. Inspection committees will carry out surprise visits to establishments/ mess/dining facilities run currently by the Caterers and their reports will form valuable input for the short-listing process.
8. The Caterer must submit an undertaking that the Caterer has not been blacklisted in any organisation and no case is pending with the police or in court of law against his/her name.

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SECTION II

SCOPE OF WORK OF THE CATERER

1. The Caterer is required to provide the foods and snacks as per the enclosed list in the tender paper to approximately 100 students of Girls' Hostel on Campus-I and approximately 160 students of Boys' Hostel on Campus-II. In addition, the Caterer is required to provide foods & snacks to the intending students of classes VI to XII & staff of the school during the recess/lunch break on Campus-I.
2. The school will provide the space free of rent for running the canteen with facilities like store, kitchen and furnished dining hall.
3. The Caterers required to arrange the Kitchen equipment, cooking gas cylinders, cooking utensils, crockery, cutlery etc. at his/her own cost.
4. The school will provide water and electricity. Electricity charges will be payable by the bidder as per actual consumption, which will be calculated on the basis of Sub-Meter reading. The Caterer/Contractor will fix all required electrical fittings except internal wirings, Switches and Switch Boards. However, the Caterer/Contractor will fix an Aqua Guard machine in the water tap in a suitable place to provide safe drinking water to the students in the Canteen. All repair works and modifications required, if any, in respect of Water supply & Electricity in the Canteen will be done by the Caterer/Contractor without any damage to the present structure.
5. The Caterer will arrange accommodation, changing/resting room for their workmen at their own cost outside the campus. No workmen will be allowed to stay in the canteen at night time without the permission of the school authority. In case any staff will remain inside the canteen, name, address & ID proof of such staff must be submitted to the school office in writing & he should obey the rules & regulations of the school.
6. The Caterer will not allow the outsiders in the canteen except the visitors and campus residents.
7. The Caterer will cook & serve separately for Vegetarian and Non Vegetarian food.
8. The Caterer will maintain all the equipment's at his own cost and risk.
9. The Caterer is required to provide Bank Solvency for an amount of Rs. 15 lakhs.
10. The Caterer will open the canteen from 6.00 AM to 10.00 PM at night.

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