



Kalinga Institute of Social Sciences Delhi Govt. Senior Secondary Residential School

(A joint venture between Govt. of NCT of Delhi & Kalinga Institute of Social Sciences, Bhubaneswar, Odisha)
A Fully Free Co-Educational Residential School for Underprivileged Children belonging to SC/ST/OBC/Minorities of Delhi
Village Issapur, Najafgarh, Delhi – 110073

No. KISSDEL/TENDERS/T&C/2020/08

Dated: 29.02.2020

NOTICE: TENDER - KISS DELHI 2020-21

SEALED TENDERS ARE INVITED FOR STUDENTS CANTEEN CATERING SERVICES To K.I.S.S. Delhi Govt. Sr. Sec. Residential School, Village Issapur, Najafgarh, Delhi - 73 FOR THE SESSION YEAR 2020-21.

- The tender documents containing requirement, specifications and terms & conditions can be obtained from the school website www.kissdelhi.ac.in/tender and submitted to this office by accompanying a **demand draft of Rs. 500/-**.
- The cost of each tender form is **Rs.500/- (non-refundable)**.
- The last date for submission of sealed tenders is **14.03.2020 by 10.00 AM**.
- Tenders will be opened on **14.03.2020 from 11:00 AM** onwards in the presence of K.I.S.S. Delhi Govt. Sr. Sec. Residential School 's Purchase Advisory Committee at the address mentioned above.
- Interested vendors or their authorized representatives may remain present at the time of opening of tenders.
- All the DD to be made in favour of of **KISS Delhi Govt. Sr. Sec. Resi. School** payable at any Nationalised Bank branch at Delhi.

The sealed bid in envelop shall contain

1. **DD/Receipt of purchase** of Tender Document.
2. **DD for EMD**. Amount mentioned below.
3. **FILLED, SIGNED (all pages), STAMPED** Tender Document
4. **All necessary documents** as mentioned.
5. **Quotation/Rate** of the Items mentioned **Inclusive of All Taxes**.

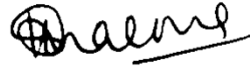
Important Information		
1	Tender Cost	Rs. 500
2	Tender Opening Date	29-02-2020
3	Tender Closing Date	14-Mar-2020
4	DD in favour of	KISS Delhi Govt. Sr. Sec. Resi. School
5	Tender Submission	Vill : Issapur, Najafgarh, Delhi-110073
6	Tender Opening	14-Mar-2020
7	Work Awarding On	16-Mar-2020

Details of Items

Earnest Money (EMD): Rs. 2,37,500/- (To be deposited at the time of submission of tender)

Security Deposit (SD) : Rs. 4,75,000/- (To be deposited by the successful vendor)

Sl. No.	Name of Work / Items	Estimated Cost (Rs.)	EMD (Rs.)	Security Deposit(Rs.)
1	Student Canteen Catering Services	95 Lacs	2,37,500	4,75,000



Date: 29- Feb-2020

**CEO, K.I.S.S. Delhi Govt. Sr. Sec. Residential School
Vill: Issapur, Najafgarh, Delhi - 110073**

Date: 29.02.2020

To,

Sub: Tenders for the Student Canteen Catering Services

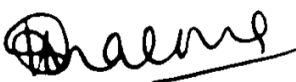
Sir,

1. Sealed tenders are invited from reputed firms for provide catering service of articles shown in the attached statement, by the undersigned for the **session 2020-21**. Tenders should be sent by the firms under **Registered Post/ By Hand** in a **strong sealed cover marked as Quotation for the supply of subject cited items**. The tender should reach the office address **Vill: Issapur, Najafgarh, Delhi – 110073** by **14.03.2020** by **10.00AM**. Tenders will be opened by the K.I.S.S. Delhi Govt. Sr. Sec. Residential School 's Purchase Advisory Committee (KISS Delhi - PAC) on 14.03.2020 i.e. **from 11.00 AM onwards in K.I.S.S. Delhi Govt. Sr. Sec. Residential School , Vill: Issapur, Najafgarh, Delhi – 110073**
2. The tenderer may quote rates for all the menu(s) mentioned in Annexure –'A' or any part thereof.
3. The quotation shall be submitted according to the **terms and conditions specified in paragraph 3 to 34** & these conditions will not be changed in any case.
4. The Charges should be F.O.R. and **should include GST, Freight Charges and all other taxes** as per Govt. rules whatever liable to in respect of the supply. The K.I.S.S. Delhi Govt. Sr. Sec. Residential School shall not be liable to pay any tax, transportation etc., which may have been expressly stipulated in the quotation in the event of acceptance of the quotation.
5. The Charge are required to be filled in figures as well as in words. The K.I.S.S. Delhi Govt. Sr. Sec. Residential School will not be liable to release the payment beyond Charge in case the rates are increased of raw materials and other products during the contract of period.
6. There should not be any overwriting or cutting in the quotation. If a figure/ word is to be amended it should be neatly scored out & the revised figure should be written above and the same should be attested with full signature and date. In the absence of attested signature the quotation is liable to be rejected. The undersigned does not bind himself to accept the lowest quotation and reserves the right to accept the quotation in whole or in part i.e. with respect to all articles mentioned in the attached statement or in respect of any one or more than one items specified in the attached statement as he may decide.

7. The Purchase Advisory Committee nominated by the CEO, K.I.S.S. Delhi Govt. Sr. Sec. Residential School to assess eligibility will carry out evaluation of the Bids. Decision of Purchase Advisory Committee which will not solely be based on the cheapest bid but also on other factors like experienced in food preparation along with cleanliness and sanitation. Service Providers who can provide the catering service at a cheaper cost will be given preference.
8. On acceptance of the quotation it will become a contract and shall be bound by terms and conditions of the quotation.
9. The quotation should be accompanied with EMD mentioned in the tender notice in the shape of demand draft only in favour of of **KISS Delhi Govt. Sr. Sec. Resi. School**, Village Issapur, Najafgarh, Delhi, payable at Delhi. **Quotations attached with DCR, FDR , MCC/ Cheque will be treated as cancelled.**
10. Successful Bidders will have to deposit **Security Deposit** Amount as mentioned in the Notice. The Earnest Money will be refunded in the event of rejection of the quotation. The security will be forfeited in the event of failure to comply with the contract.
11. For Micro & Small Enterprises registered with NSIC are exempted from depositing cost of Tender Document and Earnest Money. If the Micro & Small Enterprises are not registered with NSIC then they will have to deposit cost of Tender Document, full amount of Earnest Money as per K.I.S.S. Delhi Govt. Sr. Sec. Residential School. Otherwise their offer will not be considered. Copy of valid NSIC certificate has to be submitted along with bid.
12. If the Successful Bidder to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, K.I.S.S. Delhi Govt. Sr. Sec. Residential School reserves the right to impose the penalty as :- 20% of cost of order/agreement per week, up to four weeks delays. After four weeks delay the K.I.S.S. Delhi Govt. Sr. Sec. Residential School may cancel the agreement and get this job to be carried out preferably from other agency from open market. The difference, if any, will be recovered from the defaulter service provider and also shall be black listed for a period of four years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted
13. In the event of acceptance of the quotation and placing of the order to provide the service for the same would be subject to an inspection by the undersigned or his representative and are liable to be rejected if the Catering Services are not according to approved menu or do not conform to the specification prescribed.
14. The rates are required to be quoted by the contractor **both in fig. and words** valid upto **13.03.2021**. No amendment in the rate will be accepted.

15. The Contracting Company/Firm/Agencies will be required to pay minimum wages for their staff as prescribed under the minimum wages act of the Delhi State Govt.
16. The Contracting Company/Firm/Agencies must comply with the statutory requirement, such as registration with ESIC, EPF, PAN /TAN & GST etc.
17. The Contracting Company/Firm/Agencies should be approved/recognised/registered by MSME, Govt. of India for providing Catering Services.
18. The Contracting Company/Firm/Agencies must have more than 3 Years' experience in providing Catering Services to Educational Institutes especially in Hostels.
19. The Contracting Company/Firm/Agencies must have implemented / implementing at least 5 contracts of Catering Services to Central / State Government and Private Educational Institutes during the last three years.
20. The Contracting Company/Firm/Agencies should not have been blacklisted by any Govt., Semi Govt. Dept or any other Organization. (An affidavit in original on non-judicial stamp paper duly notarized to this effect shall be given by the Company/Firm/Agencies)
21. Any adulteration found in the catering services will be the sole responsibility of the Service Provider and action will be initiated against the Service Provider and not against the K.I.S.S. Delhi Govt. Sr. Sec. Residential School in any case.
22. As per Income Tax rules, TDS will be deducted out of the total payment to be made by the K.I.S.S. Delhi Govt. Sr. Sec. Residential School for where ever applicable as per government guidelines.
23. The exact number of students will be intimated after the tenders are accepted and approved but before the commencement of the Catering Services.
24. The **Catering Services shall be provide at the K.I.S.S. Delhi Govt. Sr. Sec. Residential School, Issapur, Najafgarh, Delhi – 110073 on all working days.**
25. A date wise account of the Catering Service by the service provider shall be kept by him and **bill shall be submitted in triplicate at the end of every month** to The Principal, K.I.S.S. Delhi Govt. Sr. Sec. Residential School, Issapur, Najafgarh, Delhi – 110073.
26. The bills so submitted by the Service Provider in the office of The Principal, K.I.S.S. Delhi Govt. Sr. Sec. Residential School, Issapur, Najafgarh, Delhi – 110073 will be then verified and thereafter bills will be submitted to the concerned Pay & Accounts Officer for payment. However, if any amount of the bills is found by the Audit Office to have been over paid, the amount found over paid shall be refundable by the Service Provider.

27. It will be the discretion of CEO, K.I.S.S. Delhi Govt. Sr. Sec. Residential School or his representative to make enquiries in order to judge the suitability and the capacity of any particular firm / contractor and decision to enter into a contract or otherwise would rest with CEO, K.I.S.S. Delhi Govt. Sr. Sec. Residential School. It will also be the discretion of CEO, K.I.S.S. Delhi Govt. Sr. Sec. Residential School to award contract of any services to more than one firm in case of necessity in the school.
28. The amount of security deposited shall be retained by the K.I.S.S. Delhi Govt. Sr. Sec. Residential School for a period till complete service period as per orders issued or till the services are provided or one month after the expiry of tender period, whichever is later as a safeguard against any complain or misconduct of services appearing within this period. The service provider shall not be entitled to any interest from the K.I.S.S. Delhi Govt. Sr. Sec. Residential School for security deposit.
29. The Contracting Company/Firm/Agencies shall submit only one Tender for entire scope of work. Company/Firm/Agencies who submits more than one tender or part tender will be treated as non-responsive & summarily rejected.
30. In case of similarity of charges, preference will be given to those who provide the services. Point-by-point compliance statements of the detailed specifications of the scope of provide services of the tender document and the terms & conditions of the tender document should be enclosed.
31. Printed conditions mentioned in the Pre-qualification Bid by the service provider shall not be binding on us unless and until these are fully in conformity with the terms and conditions of tender.
32. Canvassing in any form in connection with this tender is strictly prohibited and the tender submitted by the service provider who resorts to canvassing are liable for rejection.
33. The Contracting Company/Firm/Agencies must submit copies of all documents required duly self-attested along with tender. which do not comply with the above conditions, are liable to be rejected
34. The service provider should abide all the terms and conditions as specified in the Annexure "B".



CEO
K.I.S.S. Delhi Govt. Sr. Sec. Residential School
Vill :Issapur, Najafgarh, Delhi- 110073

Date 29– Feb– 2020

(To be signed by tenderers /vendors only)

CERTIFICATE OF ACCEPTANCE OF TERMS & CONDITIONS OF TENDERS

It is certified that the terms & conditions as laid down in the tender forms are acceptable to me/ us and I/We fully agree with the same failing which CEO, K.I.S.S. Delhi Govt. Sr. Sec. Residential School on behalf of K.I.S.S. Delhi Govt. Sr. Sec. Residential School may take action as per rules.

Signature(s) of the Tenderer(s) _____ Date : _____

Name & full address of the firm _____

Contact Numbers : : Landline : _____

Contact Numbers: Mobile: _____

Note:-

(Tenderers are requested to submit their application along with requisite documents duly signed, as per above format on their firm's letter head/pad).

APPLICATION FOR SUBMITTING TENDER FORM

Dated: _____

The CEO,

K.I.S.S. Delhi Govt. Sr. Sec. Residential School

Village: Issapur, Najafgarh

Delhi - 110073

Sub: Submission of Tender Form for Student Canteen Catering Services

Madam,

I have read the terms & conditions of the Tender Form and agree with the same. I am submitting the tender form for the provide Catering Service of subject cited menu for the session **2020-21 (valid up to 13.03.2021)** along with the required documents as mentioned below:

1. Signed and stamped Terms & Conditions
2. Copy of self-attested Registration Certificate by MSME, Govt of India for providing manpower services /Registration of Agencies/Company PAN /TAN /Valid Labour License /ESIC&EPF Registration & GST Registration.
3. Bank Draft/FDR/BG as applicable from case to case in favor of of **KISS Delhi Govt. Sr. Sec. Resi. School**, Payable at Delhi as Cost of Tender & Earnest Money Deposit (EMD).
4. An affidavit in original (on non-judicial stamp paper duly notarized) that their Firm/Agency is not declared black listed by any Govt. / Semi Govt./ Department or any other organization.
5. List of Services, quoted for mentioning the name clearly.
6. Copy of Last Three Years ITR & Balance Sheet. (FY 2016-17, 2017-18 & 2018-19)
7. Copy of self-attested relevant Certificates/ Registration for Proof of Existence from the last three Years.
8. Copy of Incorporation Certificate / Partnership Deed in case of partnership firm / an undertaking on firm's letter head that the firm is a proprietary firm.
9. Past Track Record, if any.
10. Contact Detail of the firm viz. Tel. No., Fax No., E-mail etc.

Full Signature of the Tenderer _____

Name of the Tenderer _____

Annexure – 'A'.

To provide uninterrupted catering services in student canteen at K.I.S.S. Delhi Govt. Sr. Sec. Residential School , Village: Issapur, Najafgarh, Delhi - 110073.

Sl. No.	Description	No. of Approx. Students	Charge per month
1	Student Canteen Catering Services: 1. It includes the following meals: a. Breakfast b. Fruit Break during school hours c. Lunch d. Evening Snacks e. Dinner 2. Cooking & other support staff for canteen 3. Utensils, Crockery & Appliance which may be required to provide the above service satisfactorily 4. Arranging cooking gas and raw material for cooking meals and other dairy products	900	

➤ **Menu Enclosed**

Signature of the Tenderer :

Stamp of the Firm :.....

**Menu For Student Canteen at K.I.S.S. Delhi Govt. Sr. Sec. Resi. School,
Vill: Issapur, Najafgarh, Delhi - 110073**

Day	Breakfast	Fruit Break	Lunch	Evening Snacks	Dinner
Time	06.30-7.55AM	10.50-11.10 AM	01.00-2.30PM	05.00-5.30PM	06.30-7.50PM
Monday	Daliya with Milk	Banana/ Milk	Matar Panner, Dal, Rice, Roti & Salad	Bournvita Milk with Biscuits	Gajar Aloo Subzi, Dal, Rice & Roti
Tuesday	Methi/Palak/Aloo Paratha with Achar	Banana/ Milk	Black Chana Dal, Roti, Rice,	Bournvita Milk with Biscuits	Lobhia Dal, Aloo Subzi, Rice, Roti & kheer
Wednesday	Poha with Curd	Banana/ Milk	Palak Paneer Subzi, Dal, Rice, Roti, & salad	Bournvita Milk with Biscuits	Soyabean Allo, Dal, Rice, Roti
Thursday	Pav Bhaji / Chowmein	Banana/ Milk	Chhole Allo, Rice, Roti & Salad	Bournvita Milk with Biscuits	Sitafal Aloo, Dal, Rice & Roti
Friday	Bread Jam, Boiled Eggs and Milk	Banana/ Milk	Matar Panner, Dal, Rice, Roti & Salad	Bournvita Milk with Biscuits	Lauki-Chana, Rice, Roti & Sooji Halwa
Saturday	Khichdi	Banana/ Milk	Rajma Aloo, Rice, Roti & Salad	Bournvita Milk with Biscuits	Gobhi Aloo Subzi, Dal, Rice & Roti
Sunday	Aloo Poori / Chhole Bhatore	Banana/ Milk	Kadhi, Soyabean Subzi, Rice, Roti & Salad	Bournvita Milk with Biscuits	Alloo Matar, Mix Dal, Rice, Roti & Fruit Custard

N.B.

1. Every effort has to be made to provide the items mentioned in the menu, but because of seasonal nature if certain vegetables are not available, then alternative vegetables or substitute has to be provided which should be informed in advance to the canteen supervisor and approval to change has to be taken.
2. On all national holidays and on festivals lunch should have one sweet item.