

केन्द्रीय विद्यालय संगठन
शिक्षा एवं प्रशिक्षण का आंचलिक संस्थान, भुवनेश्वर
(मानव संसाधन विकास मंत्रालय के अधीन, भारत सरकार)
केन्द्रीय विद्यालय क्रमांक परिसर 4
निलाद्री विहार, पोस्ट-शैलेश्री विहार
भुवनेश्वर) ओड़ीशा (- 751021



KENDRIYA VIDYALAYA SANGATHAN
Zonal Institute of Education & Training,
Bhubaneswar
(Under the Ministry of Human Resource Development,
Government of India)
Kendriya Vidyalaya No. – 4 Campus
At: - Neeladri Vihar, Post: - Sailashree Vihar
BHUBANESWAR (Odisha)-
751021 टेलीफोन/Phone: (0674) 2721290

वेबसाइट /Website : www.zietbbsr.org E-mail Address : dirzietbhubaneswar@kvsedu.org, zietbbsr@yahoo.com

No.F.150029/10/2018-KVS ZIET BBSR/

Dated: 04.11.2018

निविदा सूचना

खान पान सेवा के लिए, 05.11.2018 से 22.11.2018 सभी कार्य दिवसों पर (10.00 बजे से शाम 5.00 बजे तक) वैध जीएसटी नं० धारक, आयकर निकास प्रमाण पत्र धारक, पैन कार्ड धारक और कैटरिंग सेवा के लिए अधिकृत प्रमाण पत्र धारक, खान पान के लिए पंजीकृत फर्म / सेवा प्रदाताओं से इस कार्यालय में मुहरबंद कोटेशन आमंत्रित किया जा रहा है (दो बोलियों के रूप में)। निविदा फॉर्म www.zietbbsr.org वेबसाइट से मुफ्त में डाउनलोड किया जा सकता है और ईएमडी के साथ इस कार्यालय में पोस्ट द्वारा 26.11.2018 को या उससे पहले सायं 5 बजे तक तक जमा किया जा सकता है।

निदेशक

TENDER NOTICE

Sealed quotations from the registered firms / service providers having valid GSTN, IT clearance, PAN card and authorized certificate for Catering Service to this office are invited (in two bids form) from 05.11.2018 to 22.11.2018 (10.00 am to 5.00 pm) on all working days to be submitted on or before 26.11.2018 by 5PM by post only to this office. The form may be downloaded free of cost from the website www.zietbbsr.org and to be submitted by post along with EMD.

Director

TENDER SCHEDULE:

- a) Issuing of Tender : From 05.11.2018 to 22.11.2018 (up to 5.00 pm)
- b) Cost of Tender Documents : free of cost
- c) Last Date of Receiving of Tender : On or before 26.11.2018 (Monday) (up to 5:00 pm)

(In two bids i.e (Technical & Financial)

(On all working days- from Monday to Friday)

d) Date and Timing of Opening of Tenders:

- i) For Catering Services : At 11:15 a.m. on 27.11.2018 (TUESDAY)

Note: Late bid shall be outrightly rejected.

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**KENDRIYA VIDYALAYA SANGATHAN
ZONAL INSTITUTE OF EDUCATION & TRAINING, BHUBANESWAR**

FORM FOR DETAILS OF FIRM FOR THE SESSION 2018-19

ANNEXURE-I

SUBJECT: Empanelment for Catering Service

1. **Name & Address of the Firm (in Block letters)** _____

2. **Telephone Nos.** land Line: STD code _____ Ph. No. _____

Mobile Phone: _____

3. **Name of the Owner of the firm with address and contact No.(s)** _____

4. **PAN No. of the firm/owner** _____

5. **Registration Certificates (attach photocopies) as applicable**

a) **GSTIN No.** _____

b) **TIN No.** _____

c) **TAN No.** _____

d) **FOOD LicenseNo** _____

(FSSAI is compulsory for Catering service)

(Please attach copies of return of last 2 years for all the above)

e) **Any other additional relevant document**

6. **Bank details**

a) **Name of the Bank.**

b) **Account No.**

c) **IFSC Code**

(Note: Payment will be made through A/c payee NEFT/RTGS to the firm. (e payment mode only).

7. **Details of working experience (last 3 years only) if any.** _____

Declaration

I Shri /Smt. _____ proprietor / Partner of M/s. _____ do hereby certify that the above particulars and documents furnished by me are correct. I also undertake that if any information / document found incorrect at any point of time, my enlistment is liable to be cancelled without assigning any reason thereof.

Date:



**Signature of the Proprietor/ Partner
Contd... to Page (3)**

KENDRIYA VIDYALAYA SANGATHAN
ZONAL INSTITUTE OF EDUCATION & TRAINING BHUBANESWAR

ANNEXURE: II

AGREEMENT FOR CATERING SERVICES IN KVS, ZIET, BHUBANESWAR DURING THE TRAINING PROGRAMMES

INTRODUCTION:

The Kendriya Vidyalaya Sangathan, ZIET, is situated in Kendriya Vidyalaya No. 4 Campus, Niladri Vihar, PO- Saileshree Vihar, Bhubaneswar. The Director means The Deputy Commissioner of the Kendriya Vidyalaya Sangathan, ZIET Bhubaneswar. The term contractor means the firm who is awarded this contract by the Director for providing catering facilities to the participants of the Training programs to be held in this institute. The day to day working of the caterer during the course will be monitored by the Director or nominated person (s).

SCOPE:

The contractor is required to provide working Lunch with two times tea with snacks as per the Menu provided by the Director during the workshops/ In-service Courses/ Training Programmes.

TERMS & CONDITIONS

1. **No compromise with the quality and quantity of food.**
2. The contractor shall be responsible for supplying clean and hygienic food. All eatables should be of highest quality. High quality Refined Cooking oil should be used. **The firm should provide safe and hygienic food to all the participants and posses a valid licence from Food Safety Standards Authority of India (FSSAI)**
3. In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the Dy. Commissioner/ Director will be final and binding.
4. The vegetables, flour and spices should be fresh. The vegetables will be washed in running water under the water tap before cooking.
5. Payment will be done through NEFT/ RTGS (e transfer) through bank only within 15 working days after the satisfactory completion of each contract, **after deducting TDS as applicable.**
6. The number of trainees in each program will vary and the caterer will be informed in advance by the Institute and the caterer should be prepared to supply food to the participants accordingly.
7. Actual number of participants would be informed on the first day of the training Programme. Accordingly, the number of plates will be ordered from the 2nd day of the Programme.
8. The caterer should supply food to the participants and officials without any shortage.
9. **No change in Menu should be made without the Director's approval.**
10. **Rates should be quoted per head per day** (for supply of food items mentioned in the tentative menu). **The rates should be inclusive of all taxes.**
11. **ZIET Bhubaneswar reserves the right to terminate the contract at any time without assigning any reasons thereof. If the services are found unsatisfactory, the Director will award the contract to the next successful bidder.**
12. The decision of the Director, KVS-ZIET Bhubaneswar is final, in all matters related to the contract.
13. On acceptance of the quotation it will become a contract and the contractor shall be bound by the terms and conditions of the contract.
14. The rates quoted by the contractor shall hold good up to one year from the date of award, which may be extendable for one more year with the consent of both parties, based on the outstanding performance of the work done in the first year of contract by the contractor.
15. The courses will run in KVS ZIET, Kendriya Vidyalaya No. 4 Campus, Niladri Vihar, PO- Saileshree Vihar, Bhubaneswar or any of the KV situated at Bhubaneswar (venue place) and the supplier has to provide the working lunch on said venue.
16. The left over wastage materials/garbage are to be disposed by the firm immediately from the venue of supply.

Director,
ZIET Bhubaneswar

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PROFORMA FOR BIDDING FOR CATERING SERVICES AT KVS, ZIET, BHUBANESWAR

ANNEXURE-III

1. Name of the Firm/Catering Service : _____
2. Name of the Proprietor : _____
3. Address : _____

4. Telephone No. : _____
5. License No. of Firm : _____
6. License No. of Catering : _____
7. TIN No./GST No. : _____
8. Service Tax No., if any : _____
9. **Rate Quoted per head per day(As per Tentative Menu)**

Particulars		Total Amount (inclusive of all taxes)
NORMAL MENU (As per Schedule-1)		
Tea with Snacks (Morning 10:30 hrs.)	1. Tea/Juice : (i)Standard quality with milk and sugar – 01 cup (served in disposable bio degradable cups). Arrangement for sugar free tea and tea without milk also to be made. (ii) Juice should be provided from the fresh seasonal fruits/branded beverage available in the market (only for those not taking tea). 2. Sandwich / Samosa* / Vada*/ Veg Chops*/ Kachori*/ (medium size) – 02 piece / Idli-Sambhar/ Utpam/ Dhokla/ Paratha or Poori with Subji/ Aaloo Parata with tomato Sauce (served in disposable quarter plates / bowl) (*with tomato sauce)	Rate to be quoted per head per day (MAXIMUM Rs.300 per day per person). ₹ <input style="width: 80px; height: 30px;" type="text"/> In words
Working Lunch (13:00 to 13:45 Hrs.)	1. Rice 2. Roti 3. Dal Arhar /Moong/Chana/Rajma 4. Veg curry (seasonal) 5. Bhaji (seasonal vegetables) 6. Paneer/Mushroom for Vegetarian 7. Chicken / Fish/ Egg for non vegetarian/ 8. Chutney 9. Dahi / Raita 10. Papad 11. Salad 12. Saunf/ Mouth Freshener 13. Dessert: Kheer in cup / Indian sweet (Rosogolla/ Gulabjamun – Large 01 piece)/ Ice Cream (Standard Cup) – (Items not to be repeated on consecutive days). 14. Mineral Water of standard quality. Note: Special menu (fruits, etc.) to be arranged for the participants keeping fast on specific days in lieu of above menu (to be arranged on demand)	
Tea with Biscuits (15:30 to 16:00 Hrs.)	Tea/ Juice : (i) Standard quality milk and sugar – 01 cup (served in disposable bio degradable cups). Arrangement for sugar free tea and tea without milk also to be made. (ii) Juice should be provided from the fresh seasonal fruits/branded beverage available in the market (only for those not taking tea) (iii) Biscuits 04 Pcs/ Cakes 01 Pc.	

Note:

- Quantity of food as per the requirement of individuals be supplied without any restriction or limit.
- Table Salt, Pickle & Sugar should be served with the meals.
- No compromise with the Quality and quantity of Food.
- Timings may change as per Director’s decision.
- No change in Menu without Director’s approval.
- The service person of the food must be in proper clean and appropriate dress code / uniform. The items are to be served with gloves in hands.
- **Timing once informed must be adhered to strictly.**

Please enclose the followings along with this duly-filled Proforma: also tick the option Yes/ No

with serial number of document

- i. Xerox Copy of Registration of the Firm YES NO
- ii. Xerox Copy of PAN Card of the Firm YES NO
- iii. Xerox Copy of PAN Card of the owner YES NO
- iv. Xerox Copy of License of Catering YES NO
- v. **Earnest Money Deposit (EMD refundable)** of Rs. 20000/- (Rupees Twenty Thousand only) in the form of Demand Draft drawn in favour of 'KVS ZIET Fund' account payable at Bhubaneswar.
- vi. **Details of EMD Rs. 20000/-** : DD No. Date Bank

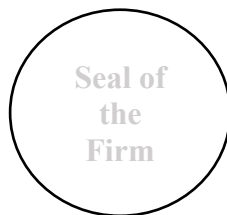
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10. **Declaration:** I have gone through the **tender Proforma including Schedule-1, terms & conditions of KVS, ZIET Bhubaneswar carefully** and agree to offer my services to the Institute as per the terms and conditions mentioned in the tender without any deviation, whatsoever, at the rates quoted in the table in Serial Number No. 9 of above.

Date: _____

Signature with date and stamp

Date:



Signature of Contractor / Supplier