

KENDRIYA VIDYALAYA NO.1,AFS,GURGAON

TENDER NOTICE

NOTICE INVITING TENDER CATERING SERVICES AT K.V.NO.1,AFS,GURUGRAM.

Interested bidders may download the Tender Documents from the website <https://afsno1gurgaon.kvs.ac.in> of KV No.1, AFS, Gurugram completed in all respect along with the requisite documents tender fee and bid security may be submitted to this Vidyalaya latest by 07.10.2022 up to 4.00 PM. Late submission of bids will not be considered.

Tender fee of Rs. 1000/- (Rupees One Thousand only) and EMD Rs. 50,000/-(Rupees Fifty Thousand only) are separately required to be deposited through DD/Cheque in favour of "Vidyalaya Vikas Nidhi, Kendriya Vidyalaya AFS, Gurugraon, shift-1. The bids will be opened in Vidyalaya on 08.10.2022 At 1.00PM in the presence of the bidders/their authorized representatives by a duly constituted committee, approved by the competent authority.

Instruction to bidders:- .

1. Each page of the tender document should be signed and stamped by the bidder.
2. Documents of annual turnover/similar work experience during the last 5 years (FY2017-18, 2018-19, 2019-20 ,2020-21 & 2021-22) should be attached and no additional documents should be attached to make the bid bulky.
3. Only the eligible bidders can submit their bid in compliance with the instructions as per the eligibility criteria.
4. The tenders without the requisite tender fee and security deposit will be rejected summarily and no further claim in this regard will be entertained.
5. Bidders or their representatives are allowed to attend the opening of bids at specified time and date.

PRINCIPAL

KENDRIYA VIDYALAYA NO1 AFS GURGAON

Subject: Notice Inviting tender for catering for the session 2022-23.

Sir/Madam,

The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body of Ministry of Education “Shiksha Mantralaya” fully funded by Govt of India. The Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees.

2. Sealed competitive quotations are invited from the reputed/registered consultant/service providers for providing “Catering service “. Initially, the contract is for the session 2022-23, which is likely to be extended for next one year. The bidders are required to quote rates as per specification indicated in Annexure V along-with the covering letter of financial bid as indicating in annexure IV. The format for Techno-commercial bid is placed at Annexure I (i,ii & iii)& annexure II & III. The bids are to be sent in two parts one sealed envelope super scribed as “Techno Commercial Bid’ giving detail as indicated at Annexure I (i,ii & iii) & annexure II & III and the second sealed envelope super scribed as Financial Bid in the format at Annexure IV & V. The two sealed envelopes as above will be placed in another sealed envelope super scribed as BID FOR CATERING SERVICE” NOT TO BE OPENED BEFORE 08.10.2022 .The bids shall be signed by a person duly authorized on behalf of the bidder/firm and should reach on or before 07.10.2022 by 4 PM in Vidyalaya.
3. Any bid received after the prescribed deadline shall not be considered irrespective of rates and delay due to postal or any other reasons. The techno-commercial bids will be opened 08.10.2022 at 1 PM in the presence of representatives of the bidders through a duly constituted committee by the competent authority. Date of opening of financial bid of the firms fulfilling the prescribed techno-commercial criteria will be notified separately
4. Earnest money (EMD) of Rs. 50,000/- (Rupees Fifty Thousand) should accompany the TECHNO-COMMERCIAL BID DOCUMENTS. The EMD shall be paid in the form of DD/cheque in favour of Vidyalaya Vikas Nidhi Kendriya Vidyalaya AFS,Gurugraon (1ST SHIFT) PAYABLE AT Gurugram. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD Shall deemed to be invalid and will be rejected by vidyalaya.

5. The EMD shall be forfeited

- a) If the bidder withdraws his bid during the period of bid validity
- b) in the case of successful bidder, fails to furnish the required performance Guarantee within the specified time limit

6. Rates and Prices

- 6.1 Bidders should quote the rates in the format given at **Annexure V**. Price quoted shall be firm and any variation in rates, prices, or terms during validity of the offer shall require forfeiture of the EMD.
- 6.2 Incomplete bids will summarily be rejected.
- 6.3 In case of rates quoted by two or more firms found equal then the L-1 firm may be decided by the duly constituted committee (Tech) approved by the Competent Authority on the basis of turnover and experience(of rendering services in any Kendriya Vidyalayas) .

7. Terms of Payment - The payment for catering work shall only be made after due Verification from the concerned committee.

8. The quality of the services is to be maintained thoroughly

9. The EMD of the successful bidder will be retained by the Vidyalaya in the form of performance security

10. CANCELLATION/ARBITRATION

- 10.1 if any dispute(s) or difference of any kind whatsoever arise between the parties, the parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by tender evaluation committee constituted by the competent authority.
- 10.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or difference as detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by Vidyalaya.
- 10.3 Notwithstanding the existence or any dispute or difference and/or reference for the arbitration, the contractor shall proceed with and continue his services without hindrance, the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to contractor shall be withheld on account of such difference of arbitration proceedings unless such payment is subject matter of the arbitration.

- 10.4 The arbitration proceedings shall be in accordance with prevailing arbitration and conciliation act, 1996 and laws of India as amended or enacted from time to time.
- 10.5 the venue of the arbitration shall be Gurugram .
- 11 The arbitrator will give the speaking and reasoned award. The parties will not be entitled to any pendent-lite interest during arbitration proceedings.
- 12 KV reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder on the ground of KV's action.
13. KV reserves the right to accept/reject any bid and to cancel the bidding process at any Time and reject all bids, at any time prior to placement of order, without thereby incurring and liability.
14. After award of LOA, the contractor is required to enter into a contract with KV on the terms and conditions as detailed in the tender documents.
15. The contract may be valid for the session 2022-23 in any case on same rates, terms & conditions mutually by both the parties as per the requirement of the Vidyalaya on the basis of satisfactory performance of the firm

PRINCIPAL

COVERING LETTER OF TECHNICAL TENDER FORM

Date _____

Ref. Your Tender Document No.

Dated

The Principal
Kendriya Vidyalaya No 1,
Air Force Station, Sector 14 Old Delhi Road,
Gurugram -122001

Sir,

I/We, the undersigned have examined the above mentioned Tender document. We now offer to serve Catering as mentioned in tender document and at the rates as mentioned in our financial bid.

If our tender is accepted, we undertake to perform the services in accordance with the terms and conditions in the Tender document.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of the Tender Document for due performance of the contract.

We agree to keep our tender valid for acceptance as required in the Tender Document, or for subsequently extended period, if any, agreed to by us.

We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period.

We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities

We confirm that we fully agree to the terms and conditions specified in above mentioned Tender Document, including amendment/ corrigendum if any.

(Signature with date)

(Name and designation)

Duly authorized to sign tender for and on behalf of Name of Tenderer

: The above tender form, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Tender.

Declaration

1. I, son/daughter of Shri....., proprietor/partner/director/authorized signatory of M/s am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above applicable are true and authentic to the best of my knowledge and belief. I/we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage liabilities towards prosecution under appropriate law.

**Signature of
Authorized Person
(Name, designation
and seal)**

Date

Place:

N.B: The above declaration, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender.

PROFORMA FOR TECHNICAL SPECIFICATIONS

Sl.No.	Particulars	To be filled by the tenderer
1.	Name of the Agency	
2.	Date of establishment of the agency	
3.	Establishment ID	
4.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5.	Whether registered with and holding license from all concerned Government Authorities. (Copies of all certificates of registration to be enclosed)	
6.	PAN/TAN Number (copy to be enclosed)	
7.	Food License Number (copy to be enclosed)	
8.	Service Tax/GST Registration Number (copy to be enclosed)	
9.	Whether the firm is blacklisted by any Government Department/autonomous body or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a notarized court affidavit is to be attached in this regard)	
10.	Whether all the pages of tender document are duly signed by authorized signatory, in token of acceptance of the same, is Attached.	
11.	Whether agency profile is attached?	
12.	Length of experience in the field.	
13.	Details of other clients/ establishment/ organization where the bidder has supplied similar services during the period of 2017-22 in Annexure-III along with documentary proof.	

Signature of Bidder Seal of

Establishment

Full Name of Bidder with

address and date

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

Sl. No.	Documents to be submitted	Submitted / Not Submitted	Remarks	Part of Technical Bid (TB)/ Financial id. (FB)
1)	Covering letter for Technical Bid: Annexure: I [Part-(i)]			TB
2)	Declaration by the firm: Annexure: I [Part-(ii)]			TB
3)	Copy of proforma for Technical Specification: Annexure: I [Part-(iii)]			TB
4)	Duly signed (signature of authorized signatory on each page) tender documents as a token of acceptance of all T& C of Tender.			TB
5)	Copy of Registration certificate			TB
6)	Copy of Income Tax Return for last 5 years			TB
7)	Copy of Service Tax Registration & GST Registration			TB
8)	Copy of ISO-9001-2008 Certificate			TB
9)	Copy of PAN/TAN Card			TB
10)	Rs.50,000/- in the form of DD/Cheque valid for 135 days after the date of submission of bids or DD/Pay Order drawn in favour of VVN A/C KV No 1 AFS , SECTOR 14 GURGAON payable at Gurugram			TB
11)	Notarized affidavit of the effect that the firm was not Blacklisted/debarred by any government agency.			TB
12)	List of clients indicating quantum of work executed with Them [Last 5 Years] — attach Annexure-III and documentary proof.			TB
13)	Covering letter for submission of Financial Bid. Annexure-IV			FB
14)	Format for quoting rates for catering services Annexure V			FB

Important Note- The required documents as mentioned in the checklist should be attached as annexure in same serial number, otherwise the tender will be summarily rejected.

Signature of Bidder,

Seal of Establishment

Full Name of Bidder

with address and Date.

N.B: The above annexure, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Tender along with documentary proof. In no case the documents related to financial bid i.e. Annexure-IV & V should be placed into envelop for technical bid.

ANNEXURE-III

Year wise List of clients & annual turn over the firm: -

<u>S. No</u>	<u>Yr</u>	Name of the Govt/Semi Govt agency /PSU	Period of contract (<u>From.....</u> <u>To.....</u>)	<u>Over all Annual turn over of the firm</u>
<u>1</u>	<u>2017-18</u>			
<u>2</u>	<u>2018-19</u>			
<u>3</u>	<u>2019-20</u>			
<u>4</u>	<u>2020-21</u>			
<u>5</u>	<u>2021-22</u>			

If there are more columns needed , separate sheet can be attached by the bidder.

(Signature with date)

(Name and designation)

Duly authorized to sign tender for and on behalf of **Name of Tenderer**)

N.B: The above annexure, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Tender along with certified & reliable documentary proof.

Covering letter for submission of Financial Bid

LetterNo:

Date:

The Principal
Kendriya Vidyalaya No ,1
Air Force Station, Sector 14 Old
Delhi Road,Gurgaon Pin-122001

Dear Sir,

I/We, the undersigned, offer to provide Catering services in accordance with your tender notice dated 25.09.2022

The items wise catering services has been mentioned by my/our firm in annexure V. My/ our financial proposal for the whole day catering service is Rs.....per head which includes breakfast, lunch, evening snacks dinner &night milk.

I/we also understand that GST charges are not applicable to catering services

Yours sincerely,

Authorized Signature [In full and initials] :

Name and Title of Signatory :

Name of Firm :

Address :

ANNEXURE-V

NAME OF THE FIRM:

FORMAT FOR QUOTING RATES FOR CATERING SERVICES			
S.No.	ITEMS	ITEMS / MATERIALS & QUANTITY	RATE PER HEAD (In Rupees)
1	BREAK-FAST	1. Milk - 200 ml or more 2. Breads with Butter & Jam 3. Idli & Bada with Sambhar / Chatni / Dalia / Poha (any one) Or Aloo Parantha & Curd Or Puri + Sabji 4. Two pcs. of Bananas or one pcs. of Apple (100 gm) / Seasonal fruits Or Eggs Boiled - 02 pcs. Or Sprouts or Dry Fruits	
2	LUNCH & DINNER	1. Chapati (Tawa / Tandoor etc.) 2. Plain Rice / Jeera Rice / Rice Pulab 3. Daal Or Razma Or Chhole (any one) 4. Mixed Veg (Seasonal Veg) / Kofta / Beson Curry 5. Paneer Veg for Vegetarian and Egg / Fish / Chicken / Mutton Curry (once in a day for Non - Vegetarian) <u>For Lunch & Dinner it is Mandatory</u> 6. Salad & Pickle 7. Papad (Branded) 8. Curd / Rayta 9. Sweet Dish / Fruit Custard / Kheer / Fruits (any one)	
3	EVENING (SNACKS & JUICE)	1. Juice - 150 - 200 ml (Packed) 2. Snacks - Sandwich / Samosa / Aloo Bonda / Patties = 02 or more (100 - 150 Gram)	
4	NIGHT (BEFORE SLEEP)	Milk with Flavor & Sugar - 200 - 250 ml minimum or more / Ice-Cream – 50ml– 60 ml (as per feasibilities / weather)	
Total Rate for the whole day catering services (per head)			

SEAL & Signature with date Address & Phone: