



**DAV PUBLIC SCHOOL**  
**POKHARIPUT, BHUBANESWAR, ODISHA**  
**(AFFILIATED TO CBSE, NEW DELHI, AFFILIATION NO.- 1530065,**  
**SCHOOL NO.-15337, U-DISE CODE-21171303272)**

Ref. No. DAV(PKT)/ 2352 /2023

Dt. 22.11.2023

**QUOTATION CALL NOTICE**

Sealed quotations are invited in the prescribed application form from reputed caterers/food contractors having experience in catering service to provide fresh and good quality food stuff to the day scholars, boarders and staff members of the school. Interested caterers/contractors may apply for the purpose in the Tender Form available in the school office on payment of **Rs.100/-** from **01/12/2023 to 28/12/2023** in between 10.30 a.m. to 2.00 p.m. The sealed tenders should be submitted in the prescribed Tender Form by 04.00 p.m. on **03/01/2024**.

The envelope containing the quotation must be sealed and superscribed as **“Tender for School Canteen at DAV Public School, Pokhariput”** on the top of the envelop. The Tenders received after the stipulated date and time, without using the prescribed format or incomplete Tenders shall not be considered.

The Tenders will be opened by the Canteen Committee on **03/01/2024 at 4.30** p.m. in presence of the bidders. The School authorities reserve the right to cancel any/all the tenders without assigning any reason thereof. The school authorities also reserve the right to award the license to more than one party.

  
**PRINCIPAL**

Memo No. DAV(PKT)/ 2353 /2023

Dt.22/11/2023.

Copy to :-

1. The Principals, DAV Public School(s), Cuttack and Bhubaneswar with a request to take necessary steps for its wide publicity in their respective websites and Notice Boards.
2. In-charge, School Website, DAV,PKT with a request to take necessary steps to hoist the above notice in School Web site for the information of public.
3. School Notice Board, for information of Public.
4. The Canteen Committee, with an instruction to collect the quotations and finalise the bids as per the above date schedule.

  
**PRINCIPAL**

**MANAGED BY : DAV COLLEGE MANAGING COMMITTEE, NEW DELHI**

Address : Pokhariput, P.O. : Aerodrome Area, Bhubaneswar - 751020, Phone : 0674-2352392  
Fax : 0674-2352428, Email : davpokhariput@gmail.com, website : www.davpkt.org.in

**PARTICULARS OF TENDER FOR CANTEEN**  
**IN**  
**DAV PUBLIC SCHOOL, POKHARIPUT, BHUBANESWAR-20**

1. Name of the Caterer/Contractor :
2. Present Address with Phone No :
3. Permanent Address :
4. Photo Identity Card No./Residence Proof  
(If available please enclose photocopy)
5. Food License No. with date of issue & :  
Expiry date.(Please enclose copy of food license)
6. Name & address of two persons of the city  
who know the applicant very well :
7. Past Experience, if any :  
(Separate sheet may be used with proper evidence)
8. Whether agreed with the terms and conditions as  
Per the annexures. (Please furnish one copy of each  
Annexure duly filled in and signed)

I declare that the above particulars are true to the best of my knowledge and I will abide by the terms and conditions given by the school authorities. The requisite certificate/documents in support of aforesaid information along with the Annexure(s) as have been supplied with the tender form are enclosed herewith duly filled in.

**Full Signature of the Bidder**  
**(with date)**



## TERMS AND CONDITIONS OF CONTRACT

1. **ACCOMMODATION:** The School authorities will provide 3 rooms and two Dining Hall without any rent.
2. The Caterer/Contractor will deposit a sum of **Rs.30,000/-** as Security money in advance in shape of Bank Draft drawn in favour of “ Principal, DAV Public School, Pokhariput”(Refundable on expiry contract without any interest) within seven days of finalization of the tender or prior to signing the Contract Agreement which ever earlier.
3. **FURNITURE AND UTENSILS:** The Caterer/Contractor will arrange requisite Kitchen equipments, Gas, ovens, Furniture, Fridge and Utensils himself/herself. He/She will use only Gas Stove for cooking purpose. The Furniture (Dining Table & Chair) in the Dining Hall has been provided by the school.
4. **WATER & ELECTRICITY:** The school will supply the water free of cost and electricity on payment 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 adequate Water purifier machines(preferably Aqua Guard) in the water tap in a suitable place to provide safe drinking water to the students in the canteen. All repair works in respect of water supply & electricity in the canteen will be done by the Caterer/ Contractor without any damage to the present structure.
5. **QUALITY OF FOODS :**
  - (a) The foods shall be best quality and hygienic. The preparation of the eatables shall be in vegetable oils only. The preparation will be strictly in accordance with the provisions of the Preventions of Food Adulteration Act.
  - (b) The contractor/caterer will not use local brands of packed dry food, cold drinks, namkeen, etc.  
Compulsory Brands of some important consumables to be used are:-
    - (i) Salt : Tata, Annapurna & Nature fresh.
    - (ii) Ketchup : Maggie, Kissan, Heinz, Tops
    - (iii) Oil(Sunflower): Fortune, Sweekar, Nature Fresh, Sundrop.
    - (iv) Pickle : Mother's Recipe, Priya, Bēdekr, Nilon's.
    - (v) Atta : Ashirvad, Pilsbury, Annapurna
    - (vi) Instant Noodle: Maggie or Top Raman.
    - (vii) Flavoured Fruit drinks: Fruity, Appy, Jumpin, Real, Tropicana.
    - (viii) Papad : Lijat, Sreeram.
    - (ix) Butter : Amul, Omfed, Verka.
    - (x) Bread : Kwality, Britannia, Boon, Kitty, Paris.
    - (xi) Biscuits : Britannia, Bisk Farm, Cookies.

- (c) All the edibles should be checked by the Security personnel before entry into the school premises. The record of the same has to be countersigned by the Canteen Committee.
- (d) The prepared food/tiffin should fulfill the minimum satisfaction of a student and within the price of Rs.50/-. However, the Biscuits/Dry foods may not be more than the MRP. (Please mention the menu/items & quantity within cost of Rs.50/- in **Annexure-I**)
- (e) The contractor/caterer will supply the meals to the staff and students on order and on pre-paid basis. (Please mention the cost of meals as per the menu in **Annexure-II**) and also mention the rate of other special items to be provided with extra amount.
- (f) He/She will supply the Breakfast, Lunch, Snacks, Dinner and Milk to the Hostel students as per the specified menu in **Annexure-III**. However, if any student goes on leave, the charges will be reduced proportionately. The payment of Hostel students will be made at the end of the month as per their attendance.

The bidders are required to present samples of lunch and tiffin of any one day as specified in Annexure-III during opening of the tender.

- (g) A machine for tea/coffee will be installed by the caterer/contractor.
- (h) The caterer/contractor will fix a Microwave oven and glass box for safe preservation of food. He should take appropriate steps to get rid of lizards, cockroaches, rats, insects, etc.
- (i) The Caterer/Contractor will also keep sweets, sufficient dry food of branded companies and soft drinks/ fruit juice.
- (j) The Caterer/Contractor will serve the food to the students in paper plates. Lunch & dinner should be served in clean & dry trays/plates. He will sterilise by boiling the utensils & plates used by the boarders, students & staff in presence of the Hostel warden as witness on every Sunday. He should maintain a register to that effect which will be countersigned by the Hostel Warden.
- (k) The caterer/contractor will not be permitted to allow public inside the school campus. He/She is also not allowed to sell his/her items to public inside the school premises. However, he/she may supply foods to outsider/public on order basis beyond the school hours.
- (l) He/she will open the canteen for both the shifts of the school and the boarder i.e. from 6.00 a.m. to 10.30 p.m. and he/she will be permitted to remain in the school premises from from 5.00 a.m to 10.30 p.m, only.
- (m) He/She will supply food to the students and staff on working days and to the boarders all week days. He/She will serve food to the boarders in the Dining room of the Hostel. He/She may be asked to prepare food for students/staff on holidays in advance intimation.
- (n) The licensee will maintain a stock register of the cookable items for inspection, if required.



- (o) The licensee will display copies of the food license, labour license and license to run the canteen prominently near the counter.
- (p) The licensee will provide a suggestion register to the students to write their suggestions about the quality of food every day.
- (q) The members of the Canteen committee may inspect the quality and quantity/size of the food items and the cleanliness of the Canteen at any time.
- (r) On special days like Janmastami, Ganesh Puja, Diwali, Kartik Purnima & Saraswati Puja all students will be served Veg. food without onion & garlic.
- (s) The Contractor shall keep minimum one week stock of all the eatables/raw materials like flour, sugar, tea powder, besan, oil, potatoes, etc. Vegetables and milk shall be purchased every day. The contractor shall also keep a ready stock of condensed milk powder to meet any emergency.

#### **6. STAFF :**

- (i) The licensee will engage the required no. of employees himself for good service to the students.
- (ii) The employees engaged for the purpose shall be well behaved and should understand Odia, English & Hindi and should be able to speak at least Odia and Hindi.
- (iii) The staff of the canteen will wear uniform (aprons & serving gloves) to be provided by the licensee during duty/providing service to the students and staff.
- (iv) The contractor shall pay all undisputed claims, salary, P.F., ESI, etc. to the employees engaged for the canteen and maintain their attendance & salary register regularly as per statutory norms.
- (v) The licensee will not employ any child labour and shall adhere the Government rules and regulations. He will register himself with Regional Labour Commissioner, as a contractor under the Contract labour Regulations Act and obtain Labour License and complete all required formalities.
- (vi) The licensee should comply with the provisions of the GST, Provident Fund Act, the minimum wages Act and other such acts which are applicable.
- (vii) The GST, Income Tax, or any such tax or the fine/penalty levied by the Government will be the sole responsibility of the contractor.
- (viii) The contractor will adhere to all laws of the land at his/her own responsibility and costs. The school will not be responsible for life and safety of the staff at work place. The staff of the licensee should be insured.
- (ix) Consumption of alcohol beverages and smoking is not permitted in the school premises. Violation of the same will attract legal action and the license will be terminated.

#### **7. CLEANLINESS OF THE CANTEEN AND ITS SURROUNDINGS :**

- (i) That the licensee shall maintain proper hygiene cleanliness and shall keep the premises neat and clean. A very high standard of hygiene must be maintained in all respects. Quick and day to day disposal of waste material and refuse shall be maintained. Failure to maintain a high

standard of hygiene will make the contractor liable to pay fine which may extend to `500 per occurrence.

- (ii) The contractor shall not use polythene, plastic bottles, plastic carry bags of any shape and size(excluding compostable). In case of compostable plastic required certificate to be obtained from the Central Pollution Control before marketing or selling.
- (iii) In case of check of sanitation and hygiene by the Health Department, the contractor will have to satisfy the provision of law. If found guilty, he/she will have to bear the penalty as decided by the Govt.

#### **8. CONTRACT AND AGREEMENT :**

- (i) The selected Caterer/Contractor will be given the license to run the canteen for one year and sign a written agreement containing the terms & conditions stipulated above from Sl. No.1 to 7 along with some other statutory provisions. It may be renewed on mutual understanding.
- (ii) The agreement can be cancelled by giving 24 hours notice without giving any cause/reason at the sole discretion of the School and the decision of the School shall be final in this respect.
- (iii) The contractor shall not appoint any sub-contractor to carry out the contractual obligation of the canteen.
- (iv) The contractor will attend the meeting as and when called for by the competent authority/Canteen committee.
- (v) The contractor will be given a warning in writing initially for any violation, thereafter a fine of **Rs.2000/-** for 2<sup>nd</sup> time violation will be imposed. If again found to be a defaulter or violating any provision of the contract, the fine can be increased to Rs.5000/- and if again found defaulter, the fine will be Rs.10,000/- and after all these impositions, if again any complaint comes, it will lead to the termination of the contract and security will be forfeited.
- (vi) The Caterer/contractor will hand over the house/premises within two days to the school authorities on expiry/termination of the contract without any damage/loss to the present structure of the house. In case any damage/loss to the house is detected at the time of handing over of the house, cost of the same will be reimbursed/adjusted from the security money.
- (vii) The contractor shall indemnify the school authorities against any claims, damages, loss or penalties including the costs thereof in case of liability arising out of any accident/incident involving manpower deployed by him.

Certified that I have gone through the terms and conditions as envisaged in the tender form and accept the same for providing the canteen service to the students and staff of DAV Public School, Pokhariput, Bhubaneswar-20

**Full Signature of the Bidder with date**



**Annexure-I**

**TIFFIN TO BE SUPPLIED TO THE STUDENTS & STAFF ON STIPULATED PRICE  
ITEMS TO BE SUPPLIED AT A COST FROM Rs.5 to Rs.50/-**

<b>ITEMS</b>	<b>PRICE</b>	<b>ITEMS</b>	<b>PRICE</b>

**PRICE OF OTHER ITEMS**

<b>ITEMS</b>	<b>PRICE</b>	<b>ITEMS</b>	<b>PRICE</b>

I certify that the above food items shall be at par with the food available in market in respect of size/quantity. Further, I certify that the aforesaid items will be better in quality than the food available in open market. The above said rate, quantity and quality will be in force till the expiry of the contract.

**Full Signature of Bidder with date**

**Annexure-II**

**MEALS TO TBE SUPPLIED TO THE STUDENTS & STAFF ON STIPULATED PRICE**

**ITEMS TO BE SUPPLIED AT A COST FROM Rs.50/-**

<b>ITEMS</b>	<b>PRICE</b>		<b>ITEMS</b>	<b>PRICE</b>

I certify that the above food items shall be at par with the food available in market in respect of size/quantity. Further, I certify that the aforesaid items will be better in quality than the food available in open market. The above said rate, quantity and quality will be in force till the expiry of the contract.

**Full Signature of the Bidder with date**



**NAME OF THE STANDARD FOOD ITEMS TO BE SUPPLIED WITHIN THE COST  
WEEKLY MENU OF HOSTEL CANTEEN**

**There will be no limit for any students in any item except Paneer/Chicken/Fish**

<b>DAY</b>	<b>BREAKFAST</b> TIME-9.00AM TO 10.00AM	<b>LUNCH</b> TIME-1.00PM TO 02.00PM	<b>SNACKS</b> TIME-5.30PM TO5.6.00PM	<b>DINNER</b> TIME-9.00PM TO 10.00PM
SUNDAY	CHAKULI(5PCS) & BUTA ALLU CURRY	RICE, DAL , FISH/PANNER BUTTER CURRY, SALAD, PAMPADA(1PC)	VEG. ROLL(1PC)	ROTI (5PCS) & TADAKA
MONDAY	BADA (5PCS) & MOTOR GHUGUNI	RICE, DALMA KHATA, CHIPS,SALAD , PAMPAD-1 PC	SUJI HALUWA	ROTI(5PCS),CHEESE BALL (7PCS) / MUSHROOM (CURRY/CHILLY)
TUESDAY	PURI AND MOTOR GHUGUNI	RICE,DAL, EGG CURRY/SEASONAL CURRY, SALAD & VEG. BHAJI &PAMPADA	SPROUT SALAD	ROTI (5PCS), ALLU KASA, SIMEI KHEER
WEDNESDAY	YELLOW UPMA & MOTOR GHUGUNI	RICE, DAL, MIX-VEG, SALAD & PAMPADA-1 PC	SANDWITCH (VEG)	BIRIYANI VEG. & CHICKEN(4PCS) & RAITA
THURSDAY	IDDLIE-5PCS, SAMBER & CHATANI	RICE, DAL FRY, SEASONAL CURRY, PAMPAD-1 PC, CHIPS	PAKUDI (100GM) EACH	ROTI(5 PCS) AND MIX VEG CURRY.
FRIDAY	POHA UPAMA & MOTOR GHUGUNI	RICE,DAL, EGG CURRY/SEASONAL CURRY, SALAD & VEG. BHAJI &PAMPADA	CHAWMIN	ROTI(5PCS) & CHIKEN(5PCS)/PAN EER(7PCS)(CHILLY/C URRY)
SATURDAY	DAHI BARA + ALUDAM	RICE,DAL, EGG/POTAL CURRY, DAHI BUNDI, PAMPADA & VEG FRY.	BREAD, JAM & BANANA	ROTI(5PCS), ALU+SOYABIN KASA/VEG- MUCHURIYAN & SWEET

N.B :- Hot milk of 200 ml will be provided after dinner daily.

The Price Quoted per student per day (inclusive all taxes) : Rs \_\_\_\_\_

(Rupees \_\_\_\_\_ ) only

I certify that the above food items shall be at par with the food available in market in respect of size/quantity. Further, I certify that the aforesaid items will be better in quality than the food available in open market. The aforesaid rate, quantity will be in force till the expiry of the contract.

Full Signature of the Bidder with date