

PROFORMA FOR INVITING QUOTATION FOR RUNNING CANTEEN

The Principal
Suraj Bhan D.A.V. Public School
Vasant Vihar
New Delhi – 110 057.

**Sub. : Quotation for running Canteen in SBDAV Public School, Vasant Vihar,
New Delhi – 110 057.**

Madam,

Kindly refer to your advertisement appeared in 'The Hindustan Times' on _____, I/ We hereby submit the quotation for providing catering services in the School Canteen, on contract basis as per details given below :-

1. Name of the Tenderer : _____
2. Address : _____
3. Mob. No.: _____
4. Year of Establishment: _____
5. Details of previous Contracts executed till date : _____
(Please give details of contracts executed previously in a separate sheet, along with documentary proof thereof)
6. PAN Card No. : _____
7. Manpower / Resources available : _____
8. Earnest Money Deposit (Rs.5000/-) : D.D. No. _____ dated _____ for Rs. _____
drawn on _____ in favour of 'Suraj Bhan D.A.V. Public School U/O
DAVCTMS'.
9. I/We am/are ready to pay Rs. _____ as Annual License Fee.
10. I/WE am/are ready to pay Electricity Charges as per reading of the sub meter.

Certified that all the terms and conditions mentioned in the Quotation Form are acceptable to me / us.

Dated : _____

Signature of the Tenderer with Stamp

Quotation for catering services in the Canteen in Suraj Bhan D.A.V. Public School, Vasant Vihar, New Delhi – 110 057.

INTRODUCTION

Staff Canteen exists in the premises of Suraj Bhan D.A.V. Public School, Vasant Vihar, New Delhi – 110057. This tender is intended for the catering services for the staff, authorized visitors and around 2300 students in the school.

The day-to day working of the canteen will be watched by an Advisory Committee duly constituted by the school for this purpose.

SCOPE

The Contractor is required to supply tea, coffee and snacks etc. to nearly 150 employees and 2300 students of the school in rotation of order of junior, middle and senior wings.

TERMS AND CONDITIONS

1. **Electricity** : As per consumption (A sub meter has been provided).
2. The contractor will have to make arrangement for cleanliness of canteen and its surroundings to the satisfaction of the school. The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste.
3. The contractor shall arrange for items i.e. crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking store etc. and items of similar nature of good quality at his own cost and maintain the said items in proper and hygienic conditions for due discharge of obligations in respect of running of canteen.
4. The Contractor will have to provide employees in proper uniforms for service in the canteen as also for the school premises.
5. PNG gas is to be used in the canteen for preparing hot drinks and Cooking.
6. The contractor will be fully responsible for the maintenance, cleanliness and breakage. The furniture provided to the contractor will be maintained properly.

7. Materials used for cooking purposes viz. tea, coffee, spices, food stuffs, vegetable etc. should be of good quality only to be used. The school reserves the right to inspect the materials at any time.
8. The rate list and menu as approved by the school should be displayed conspicuously daily. The contractor may sell other food items at prevailing market rates only.
9. Under no circumstances, any of the contractor's employees will stay in the school premises beyond canteen hours after closing the canteen. The school reserves the right to inspect the premises allotted to the contractor including the canteen store at any time.
10. The contract will be for **one year** to start with from the date of signing the agreement and the agreement may be renewed by the school on such terms and conditions as may mutually be agreed upon between the parties. The school reserves the right to repudiate the contract at any time after giving one month's notice, if the school is not satisfied with the working of the said contractor. The decision of the school in this regard shall be final and will be binding on the contractor.
11. The contractor will be required to execute an agreement in the prescribed form in this behalf in case the contract is awarded.
12. The contractor, to whom the above terms and conditions are acceptable, shall submit the duly completed Quotation Form to this office by 1.00 PM in sealed cover on or before **17.05.2019**.
13. The contractor will not further sub-contract the contract to any other party. In case the contractor is found having sub-contracted this contract, the contract will be terminated without any notice and security deposit will be forfeited.
14. The successful bidder shall have to deposit Rs.70,000/- as security deposit at the time of signing contract. Successful bidder shall have to pay 3 months' License Fee at the time of signing the agreement. License fee will be payable quarterly in advance.
15. Every tender should be accompanied by a Demand Draft for Rs. 5000/- as Earnest Money drawn in favour of '**Suraj Bhan D.A.V. Public School U/O DAVCTMS**'. No interest will be payable on this amount.

ANNEXURE CONTAINING ITEMS OF EATABLES IS ENCLOSED

ANITA AHUJA
PRINCIPAL

Annexure – I

List of Beverages and Snacks

<u>S. No.</u>	<u>Item Quantity with weight etc.</u>	<u>Rate to be quoted by the Tenderer</u>
1.	Hot Coffee One cup (125 ML) / Soup	
2.	Hot Tea One cup (125 ML) / Soup	
3.	Vegetable sandwich (Atta Bread)	
4.	Bread Pakora / Bread Roll / Aaloo Bonda	
5.	Chips Potatoes Wafer 30.00gm	
6.	Samosa	
7.	Paneer Kulcha	
8.	Vegetable Petty	
9.	Real Juice	
10.	Flavoured Milk / Lassi	
11.	Vegetable Kathi / Paneer Roll (Wheat)	
12.	Rajma / Chole / Kadhi + Rice	
13.	Matar Kulcha	
14.	Boiled Sweet Corn cups	
15.	Idli Sambhar with Chutney	
16.	Vegetable Poha	
17.	Pav Bhaji	
18.	Puri Aaloo	
19.	Veg. Cutlet	
20.	Mix Pakoras	
21.	Yogurt (flavoured / plain)	
22.	Biscuits – Marie / Nutri – choice / Parle- G / Monacco / Good Day / Bourbon / Jim Jam / Oreo	
23.	Any other	