



DAV S.C.B. MEDICAL PUBLIC SCHOOL

OMP SQUARE, CHAULIAGANJ, CUTTACK- 753003

Phone No.: 0671-2414245, E-mail: davscbmps@gmail.com

Web site: www.davscbmps.org

Tender Document
For
Empanelment of Caterer
For Providing
Canteen Services

Tender Notice No.: DAVSCB/CTC/CANTEEN/ 4.4.1.. /2024, Date: 16.07.2024

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Signature with Agency Seal



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NOTICE INVITING TENDER


No.: DAVSCB/CTC/CANTEEN/ 441... /2024

Date: 16.07.2024..

Sealed Tenders are invited under Two Bid systems (Part- I: Technical Bid and Part –II: Price Bid) from approved and eligible agencies having an average annual turnover of **Rs.15/10 (Fifteen/Ten) Lakh or more** from Canteen Services during the last three financial years for providing Canteen Services in the campus of any DAV Public Schools, Odisha. The Agencies intending to apply must be holding valid licenses under Contract Labour (Regulation & Abolition) Act, 1970, Food Licence and must be registered with EPF, ESI, GST and PAN.

Tender document can be downloaded from the school website www.davscbmps.org. Tender shall be accompanied by a non-refundable tender fee of Rs. 100/- (Rupees One Hundred only) to be paid through a Demand Draft drawn on any Nationalised/Scheduled Bank in India in favour of "Principal, DAV S.C.B. Medical Public School" payable at Cuttack.

Publication of Tender	16.07.2024.
Cost of Tender document:	Rs. 100/- in the form of DD (Non-Refundable)
Last Date of Issue:	29.07.2024.... (at 1.00 p.m.)
Last date and time for submission of Tenders:	29.07.2024 (at 2.00 p.m.)
Date & Time of Tender Opening (Technical bids):	29.07.2024. (at 4.00 p.m.)
Opening of Financial Bid:	Date and Time will be intimated in due course of time.
Earnest Money Deposit (EMD) (Non-Interest Bearing)	Rs.10,000/- (Rupees Ten Thousand only) to be submitted along with the Technical Bid in the form of a Demand Draft drawn on any Nationalized/ Scheduled Bank of India in favour of "Principal, DAV S.C.B. Medical Public School" payable at Cuttack.
Bids shall be addressed and sent to:	Principal, DAV S.C.B. Medical Public School, OMP Square, Cuttack-753003.


PRINCIPAL
PRINCIPAL
DAV S.C.B. Medical Public School
Cuttack

SECTION-I

ELIGIBILITY CRITERIA FOR CATERERS

Sealed tenders are invited under **Two Bid System** (Part-I: Technical Bid and Part-II: Financial Bid) from approved and registered agencies meeting the following criteria: -

1. Must have provided Canteen Services to reputed Government/Autonomous educational institute/Public Sector Undertaking/Hospitals/DAV Public Schools for **at least Three years or more** as on closing date of this Tender. Reputed canteen/catering Caterer may be considered as per the recommendation of the community.
2. Must have Contract Labour License and Food Licence from FSSAI.
3. The Caterer must be a Proprietary/Partnership firm/Limited Company/Caterer/ Society, legally constituted or registered under the relevant Act.
4. Must be registered with EPF, ESI, and such other Tax Authorities as Income Tax and Service Tax for which the Caterer has to submit necessary documents such as PAN, GST, EPF and ESI Registration etc.
5. Must have an annual turnover of **Rs.10.00 (Ten) Lakh** or more for each financial year **only** from **Canteen Services** during the last three financial Years [2021-22, 2022-23 & 2023-24] in the books of Account.
6. Caterer must have successfully carried out the canteen services (preferably in Government/ Autonomous educational institute/Public Sector Undertaking/Hospitals). In this regard, Caterer must submit the **work orders and Performance Certificate** from the serving Institutions / Organizations' relating to **last 03 years**.
7. Complete details of clients of the Caterer must be enclosed with the Technical Bid; Client(s) address, name of contact person with phone numbers must be listed in the enclosure. Inspection committee will carry out surprise visits to establishments run currently by the Caterers and their reports will form valuable input for the short-listing process.
8. The Caterer must submit an undertaking that the Caterer has not been blacklisted in any organisation and no case is pending with the police or in court of law against his/her name.

SECTION II

SCOPE OF WORK OF THE CATERER

1. The Caterer is required to provide the foods and snacks as per the enclosed list in the tender paper to the intending students of classes VI to XII & staff of the school during the recess/lunch break/any other specific occasion.
2. The school will provide the space, free of rent, for running the canteen with facilities like store, kitchen and furnished dining hall.
3. The Caterer is required to arrange the Kitchen equipment, cooking gas cylinders, cooking utensils, crockery, cutlery etc. at his/her own cost.
4. The school will provide water and electricity. Electricity charges will be payable by the bidder 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 an Aqua Guard machine in the water tap in a suitable place to provide safe drinking water to the students in the Canteen. All repair works and modifications required, if any, in respect of Water supply & Electricity in the Canteen will be done by the Caterer/Contractor without any damage to the present structure.
5. The Caterer will arrange accommodation, changing/resting room for their workmen at their own cost outside the campus. No workmen will be allowed to stay in the canteen at night time without the permission of the school authority. In case any staff will remain inside the canteen, name, address & ID proof of such staff must be submitted to the school office in writing & he should obey the rules & regulations of the school.
6. The Caterer will not allow any outsiders in the canteen except the permitted visitors and campus residents.
7. The Caterer will cook & serve only Vegetarian food.
8. The Caterer will maintain all the equipment's at their own cost and risk.
9. The Caterer is required to provide Bank Solvency for an amount of Rs.10 lakhs.
10. The Caterer will open the canteen from 6.00 AM to 06.00 PM at night.

GENERAL INSTRUCTIONS

1. **Tender fee (Non-refundable) of Rs.100/- (One hundred Only) in favor of “The Principal, DAV S.C.B. Medical Public School” to be submitted in the form of Demand Draft (DD) only. Bids received without, tender fee, EMD and other essential documents will be rejected.**

2. **PREPARATION OF BIDS:**

- i. The Caterer shall submit his/her bid on or before the date given in the Tender Notice, in sealed envelopes clearly marked with the name of the Bidder.
- ii. One copy of the Tender document and Addenda, if any, thereto with each page signed and stamped shall be annexed to acknowledge the acceptance of the same.
- iii. The Caterers are required to submit **quotes of rates** in their Financial Bid for providing Canteen services at all the places mentioned under section-II.

5. **SUBMISSION OF BIDS:**

The Caterer shall submit its offer in three separate envelopes i.e.:

- a. Envelope-1 : EMD & Tender Fees
- b. Envelope-2 : Technical Bid
- c. Envelope-3 : Financial Bid
- d. All the above three envelopes must be sealed, stamped and put in a bigger envelop duly sealed and super-scribed as “**Tender for School Canteen at DAV S.C.B. Medical Public School**” and must be sent to the following address:

**The Principal
DAV S.C.B. Medical Public School
Cuttack-753003.**

4. **EVALUATION CRITERIA FOR TECHNICAL BID:**

- (i) Institute shall evaluate the technical bids to determine, whether the concerned bidders qualify the essential eligibility criteria from **SI. No. 1 to 8**, whether the Caterer(s) have submitted the EMD & tender fee, whether all the required documents have been properly signed & stamped, whether all the documents as mentioned / or required to be submitted with technical bid are submitted and whether bids are complete and are generally in order.
- (ii) After evaluation of technical bids, a list of the qualifying Caterers shall be made. Technically qualified Caterer(s) shall be informed for the date, time and place of opening of financial bids and they may depute their representative/s to attend the opening of financial bids on the scheduled date & time.

5. **EVALUATION CRITERIA FOR FINANCIAL BID:**

- The Tender will be evaluated with total weightage of 100 in pre-qualification cum Technical part. Technical bids of the persons/firms, which meet the pre-qualification criteria, would be taken up for detailed evaluation each firm meeting the pre-qualification criteria would be evaluated and given score out

of 100 marks as mentioned in the **Table-I and Table II**, in case of non-fulfillment of minimum pre-qualification criteria mentioned in each **category** of the technical bid, the bid of the respective bidder shall be rejected. The empanelment for Canteen / Catering and allied service will be made for those firms which secure at least 60 marks out of 100 marks in the Technical Bids. However, the empanelment does not automatically confer any right on the bidder for getting the contract for Canteen/ Catering and allied services. The contract shall initially be for period of 2 (two) years subject to quarterly review of the performance basis. The period of Canteen contract may be extended by the authority for subsequent years on yearly basis based on satisfactory performance.

- **The school also reserves the right to empanel one or more agencies based on the requirement from among those who agree to the lowest quoted price along with the terms and conditions.**

TIE-BREAKING CLAUSE:

- In case two or more bidders score equal marks in their total technical score then empanelment will be made based on their total marks (Sl. No. 1+4 of Table- II). If the tie remains further, then the tie-breaking will be done by considering marks obtained (Sl. No. 4 of Table II). Subsequently, solvency marks/Value (Sl. No. 3 of Table -II) will be considered, if still required of tie-breaking.

(Table – I)

MANDATORY Submitted (YES / NO)

I	Trade License (Up to date)	
II	License under food safety and standards 2006/2011	Submitted/ to be submitted later

(Table – II)

Credentials:

I	Past experience in food business/ Catering	20
II	Past experience in Canteen Services to reputed Government/Autonomous educational institute/Public Sector Undertaking/Hospitals supported with recommendation by the Institute.	20
III	Financial standing in term of bank solvency	20
IV	Price Based Evaluation*	40
	Total Marks	100

* Section IV Marks will be evaluated based on the price quoted by the bidders for the items mentioned in various sections. All the food items have been divided into 8 sections (Section A - Section H). Each Section Carries 5 Marks out of the total of 40 marks. The summation of the price offered in each section will take into consideration and the L1 will be awarded with 5 marks, L2 will be awarded 4 Marks, L3 with 3 Marks, L4 with 2 Marks, L5with 1 Mark and others with 0 Mark. The same procedure will be carried out for all the sections and the performance will be evaluated for 40 Marks.

Example: For section A

S.No.	Items	Qty.	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5
1.	Milk Tea	150 ml	7	6	8	10	6
2.	Milk Coffee	150 ml	12	10	12	14	8
3.	Hot Chocolate Milk	200 ml	20	22	20	20	20
4.	Lemon Tea	150 ml	10	8	10	10	8
Total			49	46	50	54	42
Status			L3	L2	L4	L5	L1
Marks Awarded for Section A			3	4	2	1	5

- The Caterer is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to do so on the part of the Caterer and failing to furnish all information required by the Tender document or submission of a tender not substantially responsive to the requirements detailed in the Tender document in every respect will be at the Caterer's risk and may result in rejection of his/her bid.
 - The Caterer shall not make or cause to be made any alteration, over-writing, erasure or obliteration to the text of the Tender document.
6. **Conditional bids/offers will be summarily rejected.**
 7. **VALIDITY OF BID: 180 days** from the date of opening of Technical Bid.
 8. **LATE AND DELAYED TENDERS:** Bids complete in all respect must be received in the school at the address specified above not later than the date and time of receipt stipulated in the Tender Notice. However, the school reserves the right to extend the last date of submission of bids.
 9. **RIGHT TO ACCEPT AND TO REJECT ANY OR ALL BIDS**
The school authority reserves the right to cancel the tender fully or partially without assigning any reason there for. The school authority is not bound to accept the lowest bid or any bid and may at any time by giving notice in writing to the Caterers terminate the tendering process.

The Institute may terminate the contract, if it is found that the Caterer is black-listed on previous occasions by any of the Institutes/Local Bodies/Municipalities/Public Sector Undertakings, etc.

The school may also terminate the contract in the event the successful Caterer fails to furnish the Performance Security or fails to execute the work-order.

10. **PERFORMNACE SECURITY (PS) (Non-Interest Bearing):**

The successful Caterer shall be required to deposit Security Money of Rupees **Fifty thousand** in the form of **DD in favour of "DAV S.C.B. Medical Public School"** payable at **Cuttack** within **7 days** of receipt of 'Letter of Intent'. The Security Money shall remain with the school authority for a period of **thirty days beyond** the date of completion of all contractual obligations. In case the contract period is extended further, the validity of the Security Money shall also be extended accordingly. The Security Money is refundable on expiry of contract without any interest.

11. Failure of the successful Caterer to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security.

TERMS AND CONDITIONS OF THE CONTRACT

1. The contract shall be awarded initially for **Two Years** subject to review of quarterly performance. It can be extended further subject to satisfactory performance.
2. Electricity shall be provided by the school and the Bill has to be paid by the Caterer as per the actual consumption to be recorded/calculated through a **sub-meter**.
3. The Caterer should submit all the necessary statutory documents, as stated in the Eligibility Criteria.
4. Major civil and electrical works will be attended to by the school. **Minor maintenance jobs such as replacement of light bulbs, tube lights etc. are the responsibility of the Caterer.**
5. The Caterer must follow the rules & regulations of the school and maintain discipline within the school campus.
6. **The Caterer will open the canteen for the students and staff from 06.00 a.m. to 06.00 p.m. and he will be permitted to remain in the school premises along with the workers from 5.00 a.m. to 06.30 p.m. only. The Caterer must have taken permission for workers and submit the police verification certificate for the workers who are engaged in the canteen. The Caterer will issue proper Identity Card to their workmen.**
7. The Caterer will engage adequate employees for prompt and quality service to the students/staff. He should not engage any child labourer as per the Contract Labour (Regulation and Abolition) Act, 1970.
8. The Caterer must follow the minimum safety measures and sole responsibility be taken care from their end.
9. The Institute shall not be the party in case any dispute takes place between the Caterer and his workmen. The Caterer shall be fully responsible for their employees.
10. The Caterer will be solely responsible for their engaged workmen, if any incident / accident occurred in the premises of the campus.
11. The employees engaged for the purpose should be well behaved and should understand Odia, English and Hindi and should be able to speak at least Odia and Hindi.
12. The staff of the canteen will wear uniform (aprons & serving gloves) to be provided by the Caterer during duty/providing service to the students and staff.

13. The Caterer will pay salary, P.F., ESI etc. to the employees engaged for the canteen as per the provisions of Minimum Wages act and maintain their attendance & salary register regularly.
14. The Caterer should comply with the provisions of the GST, Provident Fund Act, the Minimum Wages Act and other such Acts which are applicable.
15. The GST, Income Tax, or any such tax or the fine/penalty levied by the Government, if any, will be the sole responsibility of the Caterer.
16. The Caterer 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 Caterer should be insured.
17. Consumption of alcohol or alcoholic beverages and smoking is not permitted in the school premises. Any violation will attract legal action and the license will be terminated.
18. The Caterer will only sell the list of items mentioned in the Annexure, failing which the school authority will be compelled to terminate the contract immediately. If any addition or seasonal items need to be added or changed, the Caterer must take written approval from the school authority.
19. The Caterer should not outsource third party contract. If found the contract would be terminated immediately and the Caterer will be blacklisted for any dealings with the school in future.
20. The Caterer is solely responsible for disposal of waste and cleaning the periphery of the canteen. The waste materials must be thrown outside the campus as designated by the CMC or local authority at their own cost and risk.
21. 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.
22. The Head or a member (in his/her absence) of Canteen Committee will test the food before it is served to the students and he/she should certify in the prescribed proforma that the food is palatable and ready for consumption of the students.
23. **The Caterer will open the canteen from 6.00 a.m. to 6.00 p.m. and he will be permitted to remain in the school premises from 5.00 a.m. to 6.30 p.m. only. In case any staff will remain inside the canteen, name, address & ID proof of such staff must be submitted to the school office in writing & he should obey the rules & regulations of the school.**

24. The Caterer will supply food to the students & staff on working days.
25. The Caterer may be asked to prepare food for students/staff on advance intimation. The staff/day scholars may take lunch on prior intimation/order and make payment themselves.
26. The Caterer may be asked by the school authority to prepare snacks/tiffin at the time of meetings or exigencies which must be supplied within an affordable time of 30 minutes. He should not procure such items from other caterers/hotels outside the school premises.
27. The Caterer will maintain a stock register of the cookable items, if any, for inspections of the school authority.
28. The Caterer will display copies of the food license, labour license and license to run the canteen prominently near the counter.
29. The Caterer will provide a suggestion register to the students to write their suggestions about the quality of food every day.
30. 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.
31. On Janmastami, Ganesh Puja, Diwali, Kartik Purnima & Saraswati Puja all students will be served food without Onion & Garlic.
32. During illness of any student, the Caterer will provide Khichdi, Dalia, Oat, Corn Flakes or any food prescribed by the physician in lieu of the normal food.

33. **MAINTAIN HYGIENE IN THE CANTEEN:**

- a) The Caterer should maintain high standard of Cleaning and Housekeeping of kitchen area at their own cost and sole responsibility for the same.
- b) The Caterer should maintain high standard cleaning of utensils, cutlery, crockery, kitchen equipment, furniture, etc.
- c) Workers should be provided the necessary training for maintaining the highest possible standard of hygiene, as is expected.
- d) The school reserves the right to check on cleanliness and upkeep of premises and quality of provisions, and quality of the food.

34. **LIQUIDATED DAMAGE (LD):**

The caterer will be charged LD in case of violation of the following rules:

- a) Proper taste and quality of food, food servicing time, cleanliness, ambience of the place will be verified by the school authority and duly constituted Canteen

Committee separately. According to the average feedback received a LD will be imposed from Rs. 1,000/- to Rs. 10,000/- per month as per the decision of the monitoring committee.

- b) Any complaint of soft/hard objects like hair, rope, plastic, cloth, stones / pebbles, glass pieces, nails, hard plastic, cooked Insects etc. in food will attract LD which can be imposed from Rs. 1000/- to Rs. 5,000/- per incident depending on the nature of the dereliction.
 - c) Food poisoning shall invoke a hefty LD beyond the limit of any fine mentioned above, along with cancellation of contract and possible blacklisting of the caterer.
 - d) Inappropriate personal hygiene of workers including their maintaining a proper health check-up, dress and / or misbehaviour by workers etc. will lead to imposition of LD of Rs. 1000/- on caterer for every instance.
 - e) For any rule stated in the agreement first violation of the rule implies LD as per the rule. Second and subsequent violations of the same rule on a different day within 30 days of previous LD will attract triple the initial amount of fine on the caterer.
35. **DISPUTE**: All disputes that may arise shall be referred to the Chairman, **DAV S.C.B. Medical Public School**, Cuttack whose decision shall be final.
36. **JURISDICTION**: The courts at Cuttack shall have the exclusive jurisdiction to try all disputes, if any, arising out of the agreement between the parties.

TECHNICAL BID**CATERERS PROFILE FOR PROVIDING CANTEEN SERVICES**

Due Date for Tender:

Opening Date & Time:

Sl. No.	Description	Information		
1	Name of the Caterer/Caterer			
	Complete Address			
	Phone No.		E-mail ID	
2	Contact Person / Representative of firm Name			
	Designation			
	Phone	Mobile Phone:		
3	Name of the Proprietor, Partners/ Directors of the applicant with addresses and phone numbers			
4	Food License No:	Registration No & Date:		
	PAN:	G.S.T:		
	ESI:	EPF:		
	(Enclose copies of above)			
5	Whether Quality Certification obtained for any of the Food courts/ Dining facilities/Canteen services provided (If yes, copy to be enclosed)			
6	Litigations, if any, connected with Canteen Work	Yes/ No (if yes, details to be furnished)		
7	Any other information, the bidder wishes to provide in support of his/her credentials	Details, if any, to be furnished		
8	List of similar work executed / in hand during the last 3 years for institutional/commercial complexes.			
Sl. No	Location of the work & Name of Organization	Contract Amount (Rs.)	Contract Period	Name & Contact No. of the client

Date:

Signature with Seal

LIST OF ITEMS

As decided by the committee the following items will be allowed to be sold in canteen on order basis

Sl. No.	ITEMS	Unit	Rate offered inclusive of admissible taxes
Tea/Coffee (Section A)			
1.	Milk Tea	150 ml	
2.	Lemon Tea	150 ml	
3.	Milk Coffee	150 ml	
4.	Hot Milk	200 ml	
Tiffin Items (Section B)			
5.	Sada/onion dosa	14-inch diameter	
6.	Onion masala dosa	14-inch diameter	
7.	Idly/Sambar/Chutney	2 pc, 100gm	
8.	Puri	2 pc, 80gm	
9.	Poha/Upma	200 gm	
10.	Aloo paratha	1 pc, 50gm	
11.	Veg roll	1 pc, 100gm	
12.	Veg Patties	1pc, 100gm	
13.	Veg Sandwich	2pc, 100gm	
14.	Pizza	8-inch diameter	
15.	Swiss Roll	1pc	
16.	Black Forest	1pc	
17.	Doughnut	1pc	
18.	Chocolate Truffle	1pc	
19.	Banana Cake	1pc	
20.	Honey Cake	1pc	
21.	Ghee Cookies	1pc	
22.	Gulab Jamun	1pc	
Lunch (Section C) (Buffy)			
23.	(Rice + Roti + Dal + 1 Gravy Curry + 1 Fried Curry + Papad + Salad)	Normal Thali	
24.	(Rice + Roti + Dal + 2 Gravy Curries + 1 Fried Curry + Curd + Papad + Salad + Sweet)	Special Thali	
MRP Based Items (Section D)			
25.	All Packed Food items (Biscuits, Nuts, etc.)		MRP
26.	Cool Drinks		MRP

- Note:** 1. Committee can add more items at any time with prior intimation to the Caterer.
2. Students/staff may consume the lunch as per the price at Sl.No.23/24.

BRANDS OF CONSUMABLES PERMISSIBLE

<u>Item</u>	<u>Brand</u>
Salt	Tata, Annapurna, Nature Fresh, Captain Cook, Ashirwad
Spices	M.D.H, Everest, Ruchi,
Ketchup	Maggie, Kissan , Tops, Weikfield
Oil (Sunflower)	Sundrop, Saffola, Fortune, Dhara, nature fresh, (use of Vanaspati ghee is prohibited)
Pickle	Mother's, Pravin, Priya, Tops
Atta	Ashirvad, Pillsbury, Annapurna, Ristha
Instant Noodles	Maggie, Top Ramen,
Flavoured Drinks	Rasna, Rooh afza, Mapro
Papad	Lijjat, Madhuri
Butter	Amul, Mother Dairy
Bread	Diamond, Modern, Paris Bakery, Britannia
Cornflakes	Kellogg's
Jam	Kissan, Mapro, Druk, Maggie
Ghee	Amul, Mother Dairy, Britannia, Everyday, Omfed
Frozen Yogurt	Mother Dairy, Nestle
Cow Milk	Omfed, Milkymoo, Mother Dairy
Paneer	Amul, Mother Dairy, Omfed, Milkymoo
Tea	Brooke Bond, Lipton, Tata, Taaza
Coffee	Nescafe, Bru
Ice-Cream	Amul, Mother Dairy, Kwaliti, Naturals, Vadilal
Soya	Nutrella
Frozen Peas	Safal (Off-season) , Al Kabeer, Mother Dairy, Reliance
Cheese	Amul, Mother Dairy, Britannia
Sauce (Chilli , Garlic , Soya, Manchurian, Tomato)	Chings, Heinz, Maggi, Kissan

Caterer may use any other FPO approved brands only if permitted by the Canteen Committee in writing.

Ajinomoto is strictly prohibited. As per CBSE circular No.02/2016 dated 06.01.2016, HFSS foods like chips, Kurkure, carbonated beverages, ready-to-eat noodles, pizzas, burgers, confectionery items, chocolates, candies etc, are prohibited in the school canteen.