

केन्द्रीय विद्यालय,  
हि का निलि, जागीरोद,  
पो- कागजनागर, जिला-मोरिगांव,  
(असम), पिन- ७८२४१३  
फोन न ०३६७८ २४५२६५



**KENDRIYA VIDYALAYA,**  
HPCL JAGIROAD, PO- KAGAJ NAGAR,  
DIST- MORIGAON, (ASSAM), PIN- 782413  
Phone No. 03678 245265 (O),  
Email- kvjagiroad@gmail.com  
Website : kvjagiroad.org

Region Code- 10	Station Code- 253	KV Code- 1474	CBSE Aff. No. : 200026
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F.No. 14/KV Jagiroad/2018-19/488

Dated - 29.06.2018

**Terms And Condition For Vidyalaya Canteen in Addition**

**To General Terms & Condition.**

**Awarding of Canteen Contract for the period of 1 Year from the date of contract.**

Please find enclosed herewith the tender documents for running of Canteen at Kendriya Vidyalaya HPCL, JAGIROAD. Tender duly filled, signed and stamped in sealed cover addressed to the Principal, KENDRIYA VIDYALAYA, HPCL JAGIROAD, Dist : Morigaon, 782413 should reach latest by 05:00 PM on or before 21/07 /2018 by hand or by post and will be opened on 23/07/2018 at 3pm.

The Tender documents may be downloaded from the website of **KENDRIYA VIDYALAYA, HPCL, JAGIROAD** ([www.kvjagiroad.org](http://www.kvjagiroad.org)) or can be collected by hand from the office without any cost.

**The strength of students and staff in the vidyalaya is about 700 (Seven Hundred)**

**TERMS & CONDITIONS OF CONTRACT – FOR RUNNING A CANTEEN IN**

**KENDRIYA VIDYALAYA HPCL, JAGIROAD- 782413 ASSAM**

1. The agreement shall be valid initially for a period of 1 Year from the date of agreement and thereafter it may be extended for a further period as may be necessary on mutual agreement and at the discretion of the Vidyalaya authority.
2. The contractor should have a valid food/catering or any necessary license or permission required for running a school canteen. A FSSAI Certificate obtained at least 6 months before the date of submission of tender is essential to establish the fact that the bidder has a minimum experience of 6 months.
3. The price list as attached herewith (Annexure –I) will be made an attachment to this agreement and will be valid for 1 Year. The contractor will supply only such items specifically approved by the PRINCIPAL, KV HPCL, JAGIROAD and as directed by the CBSE for the school canteen vide letter no .CBSE/JD (AHA)/Cir/2016 dt January 06, 2016.

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4. The building for canteen will be provided on rent by the school. The contractor will be responsible for proper handling and safe custody. Repair and maintenance of the equipment will be carried out by the contractor and he will not claim any reimbursement of expenses on this account.
5. **In case of any food poisoning/contamination the contractor will be held fully responsible and he will bear all the expenses caused due to food poisoning/Contamination.**
6. The Contractor will employ adequate number of staff in order to maintain efficiency.
7. All persons engaged by the contractor shall be the contractor's own employees and they will claim no privileges from PRINCIPAL, KV HPCL JAGIROAD. The contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behaviour.
8. The contractor will get all his workers medically examined from approved Registered Medical Practitioner recognized by Indian Medical Council, to be free from communicable diseases in addition to general fitness. A copy of same may be submitted to U/S.
9. The Contractor will be responsible for cleanliness of crockery, cooking utensils, furniture, fixtures and fittings, etc. in the kitchen as well as the canteen hall. The organization will not provide any cleaning materials/dusters, etc. for the same.
10. Very high standards of hygiene and cleanliness is to be maintained in the running of the kitchen, the canteen hall and connected services by the contractor and workers engaged by contractor including those responsible for collection of used utensils and periodic disposal of waste and reuse.
11. The Canteen shall be opened for catering during School hours on all working days and will be closed maximum after one hour after the school hours and as directed by the principal Time to time.
12. The contractor will not take out any articles from vidyalaya premises without a Gate-Pass issued by the Principal.
13. The Contractor shall at his own cost, effect, as required as per the Act, necessary insurance in respect of the staff and other personnel or persons to be employed or engaged by the Contractor in connection with the rendering of the aforesaid services to Kendriya Vidyalaya HPCL JAGIROAD and shall comply with the provisions of (Regulation and Abolition) Act-1986, Employees Staff Insurance Act, Workmen's Compensation Act, Payment of wage Act, The Employees Provident Fund and Family Pension Fund Act 1952, the other rules regulations and / or statues that may be applicable to them now or that may be introduced.

14. The contractor will have to furnish the statement showing the names and wages of all the employees to be engaged for KV HPCL JAGIROAD Canteen. Any addition/deletion must be communicated to KV HPCL JAGIROAD. At least one out of the all employees should be female.
15. The police verification documents of the persons deployed should be deposited by the contractor within 15 days of deployment to the office of Kendriya Vidyalaya JAGIROAD, otherwise the person will not be allowed to work in the Vidyalaya and the contractor will replace him immediately with the person whose verification is completed.
16. KV HPCL JAGIROAD Shall have the right to search the Contractor's employees at any time while going out of the Vidyalaya premises and there shall be no grievances expressed/felt on this account either by contractor or his employees. The Contractor will issue ID Cards to the contractor's workers in the format approved by KV HPCL JAGIROAD.
17. KV HPCL JAGIROAD nominees reserve the right to take samples of the edibles/raw material from the canteen for the purpose of inspection and testing with a view to maintain the quality. Such samples will however be drawn by authorized person/persons in the manner and as per procedure laid down in Govt. norms.
18. A canteen Management Committee will be nominated by KV HPCL JAGIROAD to inspect and oversee functioning of Canteen with a view to ensure hygiene and sufficient service in the canteen. In case there are repeated failures or lacuna noticed by the committee due to failure of contractor, the In-charge of the Canteen Committee with the approval of the chair can impose a fine as decided by Canteen Committee at one time to be recoverable from bills due to the contractor on paid in cash / by cheque.
19. Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the canteen premises. Electric heater, fire wood, coal are strictly prohibited.
20. The successful Contractor will deposit with KV HPCL JAGIROAD a sum of Rs. 5000/- (Rupees Five Thousand only) as bid security. The bid security will be refunded to the contractor on completion of contract tenure. The security deposit will bear no interest.
  - a) The contractor shall not sublet or assign the license or use the space provided for running the canteen for purposes other than running canteen and shall not allow anybody or reside in the licensed premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the canteen nor shall be made or permit to be made any structural additions and alterations to the same without written sanction of the Management.

- b) **The contractor shall be responsible for all damages or losses to KV HPCL JAGIROAD's** property by the contractor himself or his staff and shall be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by disaster of Nature.
- c) **KV HPCL JAGIROAD** will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the contractor in the canteen premises including kitchen and other rooms.
- d) Only Commercial gas Cylinder are to be used.
21. The contractor shall vacate the allotted premises peacefully after the expiry of the licensed period and/or earlier if desired by KV HPCL JAGIROAD and shall hand over the same to the authorized officer along with all furniture, fittings and other articles as may have been provide, from time to time and the decision of **Principal**, KV JHPCLAGIROAD shall be final and binding upon the contractor. The Contractor shall be free to remove without any damage to the KV HPCL JAGIROAD, property like furniture, fittings, crockery, cutlery, utensils and other articles that might have been brought by the Contractor.
22. In case of any dispute the decision of Principal, KV HPCLJAGIROAD will be final and binding on the Contractor.
23. The Contractor has a bare permission only to run a canteen in the KV HPCL JAGIROAD premises during the contract period and nothing contained in this document shall be construed as demise in law of the said KV HPCL JAGIROAD premises or any part thereof and shall not give any legal title or interest to the Contractor.
24. The vendor should have working experience in catering or running of canteen in various offices at least of 6 months.
25. The Canteen Contractor will arrange all crockeries /utensils, Commercial Gas connection / Cylinder, oven, Microwave, Fridge, Mixer grinder, dustbins or any other gadgets/ equipment for the purpose of making serving food items. Cooking food by coal is not permitted.
26. The Contractor shall make all standard seating arrangements at own cost.
27. Vidyalaya shall provide the basic amenities like water and electrical fittings, Basin and the room for canteen. All other fixtures and fittings shall have to be arranged by the contractor.
28. The Contractor shall have to pay the Electricity Bill as per the Meter reading and at the rate charged by ASEB/ HPCL to the Vidyalaya.





29. The contractor shall have to arrange a proper and scientific method for smoke outlet and garbage disposal. No garbage will be disposed at Vidyalaya campus. It will be sole and prime responsibility on the part of the contractor to keep the surrounding of the canteen clean and hygienic. No water logging at the outlets shall have to be cleared immediately.
30. All oils, butter, spices and other edible items must be FSSAI / Agmark approved.
31. All packed food like biscuits/ cakes etc. to be sold not more than MRP/ Market Rate.
32. The Water bill for water supply is to be borne by the contractor as per the rates charged by HPCL.
33. No items of expiry date should be sold or found in canteen at any time. Legal action may be initiated as per rules.
34. No supply / selling is to be provided to any outsiders except Guests of KV HPCL Jagiroad.
35. Contractor should provide firms PAN Number issued by Income Tax Department along with his quote. No payment will be released without submission of PAN Number. All taxes will be recovered from his payment as per tax provision in vogue.
36. The contractor will make arrangement for cleanliness of kitchen area, dining area and its surrounding to the satisfaction of KV HPCL Jagiroad.
37. The contractor will ensure that his employees will be in proper uniform at the time of providing services to the vidyalaya.
38. Keep stock of following of readymade/packed food items in case of urgency. The payment will be made for used items only as per the market Rates: a) Amul milk, b) Fresh Bread, c) Butter, d) Biscuits (Britania), e) Cake, etc.
39. **Penalty Clause:**
  - i) If quality of food is not maintained as per terms and conditions or food is not cooked properly, entire meal cost will be forfeited and contract may be terminated.
40. Best and Fresh Quality of food materials including Vegetables, Milk, etc available in market are to be used. AGMARK and FSSAI approved materials should only be used.
41. The caterer should make proper kitchen arrangement for preparing nutritious and healthy food in hygienic environment. To ensure neat and hygienic environment the food will be tested by the Principal and Staff as well as any official visiting the venue.
42. Purified Drinking Water.
43. Fire Extinguisher must be installed in canteen by Contractor at his own cost (sufficient No. Of Extinguisher).



## KV HPCL, JAGIROAD

### ANNEXURE-I

#### RATE OFFERED BY THE CONTRACTOR

##### Part - A

1. Amount of rent to be paid to the school every Month:Rs: 500/pm (Advance)
2. Security Deposite: Rupees: 5000/- (Rupees FiveThousand Only)
3. Electricity Charge: As per meter reading and at the rate fixed by ASEB/ HPCL.
4. Water Charge: As per actual rate.

##### Part - B

#### LIST OF BEVERAGES / SNACKS TO BE SOLD IN THE CANTEEN

(Base rate should not exceed the rate fixed by IRCTC)

S.No.	Items	Rate
1	Standard tea (150 ml) in disposable paper cups of 170 ml capacity	
2	Tea (with tea bag) (150 ml) in disposable paper cups of 170 ml capacity	
3	Coffee using instant coffee powder (Nasafe / Bru) (150 ml) in disposable paper cups of 170 ml capacity	
4	Tea in Pots (285 ml) +2 tea bags + 2 sugar pouches + 2 milk powder pouches	
5	Coffee in Pots (285 ml) + 2 instant Coffee sachets + 2 sugar pouches+ 2 milk powder pouches	



6	Bislery / Bailey / equivalent ISI marked Packaged drinking water	
6(i)	1 litre bottle/1000 ml ( normal Temperature)	
6(ii)	500 ml bottle ( Normal Temperature)	
7	Normal Meal: ( Rice gm + Chapati + Dal fry + Vegetable curry+ Dal + Papad+ Salad + Pickles)	
8	Special Meal : S. No.7 + Paneer patar/ Shahi paneer+ raita	
	Vegetarian Breakfast	
9	a) Brown Bread (4"X 4") 4 pc, Butter & cutlet	
	b) Idli& Vada with Sambhar	
	c) Upma& Vada Sambar	
10	Jalebi Per 100 gm	
11	Samosa 80 Gm	
12	Paratha (2 nos.) or Chapati (4 nos.) or Poories (5 nos.) 100 gms. With Vegetables and Chatney	
13	Rice Pulao or Jira Rice 150 gms. or Veg Biryani ( All made of Basmati Rice) 250 gms 1 Plate	
14	Curd – 100 gms.	
15	a) Rasgulla 30 gms	
	b) Kaju Barfi 30 gms	
	c) Kalakand 30 gms	
16	Alu Paratha 200 gm 1 No with Curd 100gm and Pickle	
17	Veg Pakora 100 gram 1 plate with chatney	

18	Paneer Pakoda 100 gram 1 plate with chatney	
19	Veg Cutlet - 2 pc, each of 50 gram & total 100 gram	
20	Khichdi with moong daal 125 gram 1 plate	
21	Veg momo with sauce 5 pc 1 plate 100 gram	
22	Atta / Rice noodles with sauce 100 grams 1 plate	
23	Packed food as per approved type and brand by the Vidyalaya authority	Not more than MRP

**Documents to submit:**

1. Copy of PAN Card
2. Copy of FSSAI Certificate
3. Firm Registration Certificate
4. Experience Certificate etc.

44. Any other terms and condition agreed upon at the time of agreement.

**Terms and conditions mentioned above are acceptable to me.**

(Signature of Contractor)

**Witnesses**

- 1.
- 2.

*(Handwritten signature)*

*(Handwritten signature)*