

TENDER FORM

**CAFETERIA SERVICES IN PRIMARY AND SENIOR WING
OF ARMY PUBLIC SCHOOL, MEERUT CANTT.**

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1. Name of the Firm/Agency : _____
2. Name of the Contractor/Prop : _____
3. Address of the Firm/Agency : _____
: _____
: _____
4. Email Address of Firm/Agency/Contractor: _____
5. Residential address of proprietor : _____
: _____
Tel No.: Office _____ Residence _____ Mobile _____
6. Business Experience Agency (attach copy) : _____
7. Name and contact No. of organization/institution where service is being provided currently (Please attach certificate/proof) (i) : _____
(ii) : _____
(iii) : _____
8. GST Registration No. : _____
9. Photocopy of Pan Card (as applicable) (a) Firm _____
(b) Proprietor _____
10. Payment details: (a) Amount : _____
(b) DD No. : _____
(c) Bank Br : _____
11. I understand the earnest money will be adjusted against security deposit, if I am awarded the contract.

Date :

(Signature of Contractor)

Last date for submission of Tender Form: 13 May 2023 (1100 hrs)

Tender will be opened on 15 May 2023 (1100 hrs).

TERMS AND CONDITIONS

TERMS & CONDITIONS

1. The contract period would be for one year. Extension beyond one year will be at the discretion of the Management.
2. The firm should have not been black listed by any department. The relevant documents should be attached in the Technical Bid.
3. You are requested to give your **TECHNICAL BIDS** and **COMMERCIAL BIDS** separately in two different sealed envelopes. The format for **Technical bid** is attached as **Appendix 'A'** and for **Commercial Bid** is attached as **Appendix 'B'** to this letter.
4. **Technical Bid:** Please ensure that all documents as per **Appx 'A'** are placed inside the envelope (Technical Bid) else the Bid would be rejected.
5. The envelopes should be clearly marked TECHNICAL/ COMMERCIAL BIDS. The Technical Bid will be opened first and only if found valid & suitable then the commercial Bid would be opened. During the intervening period the Board of Officers is at liberty to visit the shop/establishment of the bidder and select the firms /dealers for opening of Commercial Bids. The decision of the Board shall be final & binding on all and no representations in this regard will be entertained.
6. The duly compiled Technical Bid and Commercial Bid for your firm/agency, in sealed Envelopes will be dropped in respective Tender Box at School main Gate. No other mode is accepted.
7. **Opening of Tenders:** Date and Time for opening of technical and financial Bids shall be communicated separately. It is advised that one of your representatives is present accordingly. Commercial bid will be opened after opening of valid Technical Bids.
8. Cafeteria will be run only in the allotted premises within the school.
9. Hygienic conditions will be maintained at all times and medical certificate of all food handlers will be submitted on quarterly basis.
10. Following facilities will be provided by the school and contractor will be responsible for proper handling and safe custody: -
 - (i) Kitchen and stores.
 - (ii) Furniture (Tables and Chairs)
 - (iii) RO Systems
 - (iv) Drinking water cooler
 - (v) Dish Stand
11. Repairs and maintenance of the above equipment will be carried out by School Administration. Contractor will not claim any reimbursement of expenses on this account.
12. Only those items will be sold where prior approval has been obtained from the school authorities.

13. The list of eatables and price of each will be prominently displayed in the cafeteria.
14. No unauthorized item will be sold in the cafeteria.
15. Quality of Oil, Sauce, and Bread to be used will be specified and approval of school authorities will be taken.
16. 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.
17. A sum of Rs. 20,000/- will be paid as security deposit and shall be refunded on completion/termination of the contract. No interest will be paid against security deposit.
18. The contractor will employ adequate number of staff in order to maintain efficiency to standard desired.
19. A list of staff working in the cafeteria will have to be given and they will not be changed without permission of the Principal.
20. The character and antecedents of the cafeteria staff will be verified from the Police by the contractor.
21. Rent and allied charges for the premises in occupation will have to be paid as fixed by the MES. Any damages to the school building/property will be made good by the contractor. Rent and allied charges like electricity, water bill and licence fee bill etc will be paid by 06th of each month.
22. No coal/firewood will be allowed for use in cafeteria.
23. Electric gadgets/heaters are not permitted except Refrigerator and Microwave.
24. The Contractor will not use the School premises for any commercial activity for outsiders.
25. Smoking is strictly prohibited. No item of Tobacco/Pan Masala will be sold.
26. The school management reserves the right to pass additional instructions for the efficient working of the canteen and whenever these are issued, it will be binding on the contractor.
27. In case of violation of provisions of agreement, the contractor will be terminated and security money will be forfeited.
28. All personnel working in cafeteria will have their medical checkup done every quarter and submit medical report to Administrative Officer.
29. Total strength of students is 5000 (approx.) of both wings and staff 250.
30. You are requested to submit your quotation in a sealed envelope and drop in the tender box placed at the main gate for above contract.

31. You are requested to attach Rs. 20,000/- Demand draft in favor of "Army Public School, Meerut Cantt" as earnest money.

UNDERTAKING BY TENDERER

1. I hereby undertake that I shall accept the contract, if awarded to me, for which I have submitted the tender.
2. I also accept that if I DO NOT accept the contract awarded to me, my earnest money will be forfeited.

Date :

(Signature of Contractor)

Name : _____

Address: _____

TECHNICAL BID

**CAFETERIA SERVICES IN PRIMARY WING AND SENIOR WING
OF ARMY PUBLIC SCHOOL, MEERUT CANTT**

The following documents and specification will also be submitted with Technical Bid: -

| S. No | Documents | Document Produced by Vendor Yes/ No | Document/ Certificate No. | Ser No. of Pages attached |
|--------------|---|--|----------------------------------|----------------------------------|
| (a) | Registration of GST of Firm/ Agency | | | |
| (b) | Nos of years of experience in providing AMC Services to schools (attach copy of different years) | | | |
| (c) | Aadhar Card of Proprietor (both side) optional | | | |
| (d) | PAN Card of Firm/Agency /Proprietor | | | |
| (e) | Last Two-Year Income Tax Return | | | |
| (f) | DD of Rs 20,000/- (refundable) | | | |
| (g) | Previous month of Electricity bill or Landline bill of Registered Office | | | |
| (h) | Terms and conditions accepted or not (Should be on company/firm letter pad duly stamped and signed) | | | |

Note: Please refer to Terms and conditions attached to this letter as Appx 'A' The same are required to be duly signed by authorized and competent representative of the firm/ agency/ company and attached with other relevant documents for the Technical Bid.

Date:

Signature of Contractor

**CAFETERIA SERVICES IN PRIMARY WING AND SENIOR WING
OF ARMY PUBLIC SCHOOL, MEERUT CANTT**

QUOTATIONS/RATE LIST

| Ser No | Items | Rate | Remarks |
|--------|---|------|---------|
| 1. | Samosa (medium) with potato & pea filling (One Pcs) | | |
| 2. | Idli Sambher (Two Pcs) | | |
| 3. | Wada Sambher (Two Pcs) | | |
| 4. | Dhokla (50 gms) | | |
| 5. | Veg Sandwich (One Pcs) | | |
| 6. | Gulab Jamun (One pcs) | | |
| 7. | Muffins (One pcs) | | |
| 8. | Veg Cutlet (One Pcs) | | |
| 9. | Chana Bhatura (with 2 Bhaturas) | | |
| 10. | Bread Pakora (One pcs) | | |
| 11. | Veg Pakora (50gms) | | |
| 12. | Tea (120 ml) | | |
| 13. | Coffee (120 ml) | | |
| 14. | Chowmein (per plate) | | |
| 15. | Black grams/sprouts | | |
| 16. | Juices (Standard brand like Fruity, Real etc.) | | |
| 17. | Namkeen Pkts (Branded like Haldiram, Bikano and lay etc) | | |
| 18. | Black grams/sprouts | | |
| 19. | Any other items contractor intends to keep in canteen only after approval of School authorities | | |
| | | | |
| | | | |
| | | | |
| | | | |

Note: - All the baking items will be procured from reputed bakery. Brand Name of Drinking/Juices and Bakery name will be given. Cooking oil used and ketchup will be of good brand bearing the brand name.

I agree to abide by the above instructions in case I am awarded the contract for running of the cafeteria.

I will employ _____ number of staff members to run the cafeteria.

I shall pay an amount of Rs. _____ (in figures) (Rupees _____ only) as rebate every month in advance to Army Public School, Meerut Cantt for Cafeteria.

Date : May 2023

Signature of contractor
Name : _____
Address _____

