



केन्द्रीय विद्यालय लखनपुर/Kendriya Vidyalaya Lakhanpur
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CBSE School Code : 24922 Affiliation No : 700011



No.F.1-5/KVL/2023-24/

Date: 14-06-2023

To

Sub : "Invitation for Quotations for running Vidyalaya Canteen w.e.f 01-07-2023 to 30-06-2024 - reg"

Sir/Madam,

1. Sealed competitive quotations from the Registered Firms are invited by the undersigned on behalf of the Kendriya Vidyalaya Sangathan for running Kendriya Vidyalaya Lakhanpur's Canteen for w.e.f 01-07-2023 to 30-06-2024- reg"
2. **Bid Price**
 - a. The contract shall be for the supply of the mentioned items to the KVS. The bidder shall quote for items in the format of quotation attached. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting;
 - b. All duties, taxes and other levies payable by the bidder, shall be included in the total price. However, the tax and duties leviable should be quoted separately.
 - c. The rates quoted by the bidder shall be fixed for the duration of the contract (and shall be quoted in Indian Rupees only);
 - d. The prices should be quoted in Indian Rupees only,
 - e. Each bidder shall submit only one quotation;
 - f. Telex or Facsimile quotations are not acceptable
 - g. The firm should enclose supporting documents regarding registration of VAT/ST/IncomeTax/PAN number.
3. **Validity of quotations**

The quotation shall remain valid for a period not less than 90 days after the deadline specified for submission of quotations.
4. **Evaluation of quotations:**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive, i.e., which are:

 - a) properly signed, and b) conform to the terms and conditions and specifications. The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. Purchaser will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.
5. **Award of contract:**
 - (a) The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the **lowest price of food items and higher price for Canteen Rent (monthly)** as per para 5 above;
 - (b) The bidder whose bid is accepted will be notified of the award of the contract by the Office prior to expiration of the quotation validity period;
 - (c) The Notification of Award to clearly specify any change in the unit price or any other terms and conditions accepted.
 - (d) Normal commercial warranty/guarantee shall be applicable to the supplied goods;

- (e) Payment shall be made within 30 days after the delivery of goods and their acceptance;
- (f) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- (g) The successful bidder has to deposit performance security with the Kendriya Vidyalaya Lakhanpur (J&K) an amount of 10% of the cost.

6. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations in the office of the Kendriya Vidyalaya Lakhanpur superscribed on the envelope as "**Quotations for Running Vidyalay Canteen**" by **26-06-2023** The quotations shall be opened at **10.30 a.m** on **27-06-2023** in the Principal's office. The bidders or their representatives who choose to be present at the time of opening of quotation are invited to do so.

The purchaser looks forward to receiving the quotation and appreciate the interest of the bidders in the KVS.

Yours faithfully,
Signature
For and on behalf of the
Kendriya Vidyalaya Sangathan

ON THE LETTER PAD OF THE FIRM/ CONTRACTOR

ANNEXURE-I

TENDER FORM FOR RUNNING VIDYALAYA CANTEEN

SPEED POST/ REGD. POST/ BY HAND

Dated:.....

The Principal

Kendriya Vidyalaya Lakhanpur - 184152.

Sub :- Tender for running Vidyalaya Canteen in , Kendriya Vidyalaya Lakhanpur

Sir/ Madam,

I am submitting herewith the tender for providing canteen services in the canteen of Kendriya Vidyalaya Lakhanpur . The brief details of the firm are as under:-

1. Name of Proprietor: Shri/ Smt/ Km.

2. Name of firm/ agency:

3. Address (Photocopy of proof enclosed):

.....

.....

.....

.....PIN.....

.....

4. Registration No. / Licence No. (Photocopy enclosed).....

5. Sales Tax No. (Photocopy enclosed)

6. PAN Card No. (Photocopy enclosed).....

7. Year of establishment :

8. **Man power/ Resources** available:

9. Bid Security / Earnest Money Deposit: DD No.....

Date.....

For **Rs 5,000/-** only in favour of ‘ Kendriya Vidyalaya Lakhanpur is enclosed.

10. ATTESTED COPIES OF REGISTRATION CERTIFICATE/ LICENCE, SALES TAX, PAN CARD, EXPERIENCE AND CONDUCT CERTIFICATES OF CONTRACTS EXECUTED ARE ATTACHED ALONG WITH TENDER FORM.

I / We have gone through the tender documents carefully and understood the same and the list of items to be served in canteen. I also undertake that all the terms and conditions mentioned in the Tender are acceptable to me/us.

SIGNATURE OF TENDERER.....

Name of firm:

Address:

Phone No. _____

ANNEXURE-II

NAME OF FIRM/ CONTRACTOR:.....

ADDRESS:

I have read the terms & conditions of the Tender and have understood the same and agreed. Details of items to be served in the Canteen have also been understood and agreed.

The latest experience and conduct certificate from the concerned office/institute have been attached with the tender.

I/We undertake that performance & conduct of our firm/ agency has been satisfactory to the concerned institutions/schools of latest contracts.

Date:

SIGNATURE OF THE TENDERER

SEAL.....

Annexure-III

Name of firm/ contractor:.....

Address:

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RATE LIST OF ITEMS

(ITEMS TO BE SERVED IN CUPS, BOTTLES, GLASSES, THALI, as the case may be)

Note: 1. All grocery items being used in Canteen should be of approved grade (Agmark, etc).

S. No	Item	Quantity with weight etc.	Rate to be quoted by the Tenderer
1	Hot Coffee	One cup (125 ml.)	Rs.per cup
2	Hot Tea	One cup (125 ml.)	Rs. Per cup
3	Samosa	60gms	Rs..... per Pc
4	Bread Pakora	100gms	Rs..... per Pc.
5	Cutlets	60gms	Rs..... per Pc.
6	Vada Sambhar and Chutney	1 plate	Rs..... per Pc.
7	Parantha with Vegetables (Seasonal)	02 Plate + vegetables	Rs..... per Pc.
8	Vegetable parantha/ Aloo Parantha,Gobhi,Muli etc.	Plate containing one parantha with chutney/ tomatoketchup/pickle	Rs..... per Pc.
9	Puri with Aaloo k iSabji	6 Puri with dry aloo sabji	Rs..... per Plate/ Pack
10	Chhole - Bhature	2 bhature+01 plate chole	Rs..... per Plate
11	Working Lunch	One dish of paneer,One veg,Channa/ Dal,curd Raita Pullao/Rice(Basmatiaa),chapatai	AS PER KVS GUIDELINE
12	Rajma/Chole/Kadhi with Rice	01 full Plate	Rs..... per Plate
13	Packed Juices	Per Bottle	At MRP or Less.
14	Morning Tea	01 Cup for escort only.	Only consolidated amount for the meals: for s. no 18-23) has to be mentioned by the firm.
15	Break Fast(For students and escort teachers)	- Milk full cream(Branded) - Fresh Prepared Breakfast like Idli ,Sambhar,Aloo-Poori,Paratha,Upma etc. - (As per required)	
16	LUNCH (for students & escort teachers) (any number)	CHAPATI, RICE, SWEET#, ANY DAL/ RAJAMA / CHANA, SEASONAL MIXED VEGETABLE, SALAD PAPAD, PICKLES AND, PANEER (Min.100 gm Paneer) FOR VEGETARIANS,CHICKEN/MUTTON/ FISH (Min 200 gm Non-Veg)FOR NON-VEGETARIANS #Sweet (GulabJamun/ Rasgulla: Ice Cream,Kheer	

17	EVENING SNACKS (for students & escort teachers) (any number)	JUICE: 200 ml WITH SNACKS (Sandwich/ Samosa/ Bread -Pakora / Paneer-Pakora, etc.)	
18	DINNER (for students & escort teachers) (any number)	CHAPATI, RICE BASMATI, SWEET#, ANY DAL/ RAJAMA / CHANA, SEASONAL MIXED VEGETABLE, SALAD PAPAD, PICKLES AND PANEERFOR VEGETARIANS/ CHICKEN/ MUTTON/ FISH OR NON-VEGETARIANS #Sweet (GulabJamun/ Rasgulla: Min.45gms) Kheer etc.	
19	Milk Full Cream –Branded (for students & escort teachers) Bed time.	200 ml	
20	Biscuits , Chips etc	MRP	
21	RENT OF CANTEEN PER MONTH		

We agree to supply the above goods in accordance with the specifications for the above mention unit price shown against the item(s) for which quotations have been submitted, within the period specified in the Invitation for Quotations,

(Bidder)

Signature :

Name :

Date :

**(TO BE FURNISHED ON THE LETTER PAD
OF CONCERNED DEPARTMENT)**

Annexure-IV

TO WHOM SO EVER IT MAY CONCERN

Certified that M/S.....
have run the Canteen in this office/ institution
w.e.f..... to and that
during this period of contract, the **WORK** and
PERFORMANCE of the contractor and his staff
was (**POOR/ GOOD/
VERY GOOD/ OUTSTANDING**).

SIGNATURE OF THE AUTHORISED
SIGNATORY.....

Name of officer:

Telephone/ Mobile No

SEAL OF THE FIRM.....