

ARMY PUBLIC SCHOOL SUKNA
INVITATION FOR BIDS FOR RUNNING THE SCHOOL CANTEEN
(CAFETERIA)

1. Tender/Quotations are invited for:-

Ser	Particulars	Last date of submission of quotation
(a)	Commercial bids are called for running the School Canteen (Cafeteria) of Army Public School, Sukna which is located in the school premises. Bids are called for in terms of rebate that will be paid by the tenant to the school, besides the rent and allied charges to be levied by the MES/Govt authorities.	05 Apr 2023

2. Interested vendors/dealers are requested to drop their bids in the quotation box of the school alongwith tender fee of ` 200/- (Non refundable) in the form of DD in favour of Army Public School, Sukna payable at Sukna as per the conditions given in appendix.

3. Your quotation for the aforesaid works duly sealed/packed should reach to the school latest by date mentioned above. Thereafter, no quotations will be accepted.

Yours Sincerely,

Sd/- x x x x x x x x x x
(Mrs Dola Sarkar Sinha)
Principal
Army Public School, Sukna

ARMY PUBLIC SCHOOL SUKNA
DOCUMENTS CRITERIA, TERMS & CONDITIONS
RUNNING OF SCHOOL CANTEEN (CAFETERIA) IN SCHOOL PREMISES

Last date for submission of quotation with documents : 05 Apr 2023

Date of Opening of Bids : 06 Apr 2023

PART-I (TECHNICAL BID)

1. **Tender Documents**

- (a) Copy of ID Proof.
- (b) Copy of Aadhar Card.
- (c) Copy of Trade License (Preferable).
- (d) Address Proof including telephone number/email address.
- (e) **EMD – ` 10,000/-** (Refundable after 60 days of opening of bids).
- (f) **Tender fee – ` 200/-** (Non refundable) DD in favour of Army Public School, Sukna payable at Sukna.
- (g) The Terms & Conditions (Contract Agreement) duly signed as accepted by the vendor (incorporated in Part II of RFP) to be attached with Technical Bid.

2. **Two-Bid system.** Bids are invited in two bids system as '**Technical Bid**' and '**Commercial Bid**' in two separate sealed envelopes, duly marked as 'Technical Bid' then packed in large envelop duly sealed. The quotes are to be super scribed with your firm's name, address and official seal and ink signed by an authorized representative of the firm. Sealed Bids to be addressed to Principal, Army Public School, Sukna, Po-Sukna, Dist-Darjeeling (WB)-734009. The commercial bids will be consider only of the vendor(s) who qualifies Technical Bids

3. Sealed envelop containing the Commercial/Financial bid on the letter head giving the Rebate ` _____ per month, will be submitted separately in addition to License/Rent fee.

4. Interested vendor(s) may visit the Cafeteria of APS, Sukna on any working days between 09:00 am to 02:00 pm before dropping their bids(s).

(TECHNICAL BID)

LIST OF FOOD ITEMS FOR SCHOOL CANTEEN (CAFETERIA)
IN ARMY PUBLIC SCHOOL, SUKNA

Ser No	Name of Food items	Specification		Extra to be given if asked for	Please quote your rate (in `)
		Quantity	Weight Approx		
1.	Puri (Atta) and Sabji	02 pcs	100 gm	Achar	
2.	Roti and Sabji	02 pcs	100 gm	Achar	
3.	Only Sabji	Per plate			
4.	Paratha	01 pc		Sabji	
5.	Chowmin	01 Plate	100 gm	Sauce	
6.	Momo (veg)	06 pcs	100 gm	Chatni/Sauce	
7.	Samosa	01 pc	60 gm	Chatni	
8.	Onion pakora	01 Plate (04 pcs)		Chatni	
9.	Potato pakora	01 Plate (04 pcs)		Chatni	
10.	Veg pakora	01 Plate (04 pcs)		Chatni	
11.	Bread pakora	01 pc	60 gm	Sauce	
12.	Boiled egg	01 pc			
13.	Omlet (single egg)	01 pc			
14.	Omlet (double egg)	01 pc			
15.	Egg Curry (single) with potato	01 plate			
16.	Egg Curry (double) with potato	01 plate			
17.	Chole Batura	02 pcs	100 gm	Chole	
18.	Veg cutlet	01 pc			
19.	Tea	01 cup			
20.	Coffee	01 cup			
<u>Packed items – To be sold as per MRP</u>					
21.	Amul items				As per MRP
22.	Cold Drink				As per MRP
23.	Juice				As per MRP
24.	Bhujia				As per MRP
25.	Namkeen				As per MRP
26.	Biscuits				As per MRP
27.	Chocolate(Cadbury, Kitkat)				As per MRP
28.	Cake				As per MRP
29.	Chips (Lays/Uncle Chips)				As per MRP

Notes. In addition to above, you are required to attach the following documents alongwith your quotation. Quotation should be on proper letter head of your shop with full address :-

- (a) Any certificate/License to run canteen/stall from authorized agencies from Govt/Private Regd Organisation.
- (b) Previous experience, if any for running canteen in school/college/institution etc.
- (c) Name, address and mobile numbers of two local referral persons with photocopy of Voter Id/Aadhar Card.
- (d) Also attach photocopy of self/Partners Voter Id and Aadhar Card.
- (e) Other Terms and conditions will be applicable once the vendor is selected by Board of Officers.

ACCEPTANCE OF TERMS & CONDITIONS

PART-II

TERMS & CONDITIONS

(To be prepared on Stamp Judicial paper after selection of vendor)

**CONTRACT AGREEMENT BETWEEN THE SCHOOL CANTEEN
(CAFETERIA) VENDOR AND ARMY PUBLIC SCHOOL, SUKNA
AGREEMENT**

Contd2/-

1. This agreement is made on _____ between the Principal, Army Public School, Sukna, an Army institution represented through such authority of the School Administration & Management Committee as Patron or Chairman or Secretary or such appointment that may be changed by the orders of superior Board of Administration of HQ Eastern Command as a First Party and hereafter called the landlord and M/S _____ as Second Party hereinafter called the Tenant for the purpose of allotting the School Canteen at Army Public School, Sukna located at Sukna, Dist, Darjeeling (WB). The School Canteen (Cafeteria) will be allotted for a period of eleven months (i.e. upto 28 Feb 2024) from the date of signing this contract by both the Parties.

2. That we the above named Parties agreed to by the terms and conditions explained in succeeding paragraphs.

3. That the shop mentioned above shall be allotted to the tenant for smooth running for duration of seven months (i.e. upto _____) till the conclusion of contract deed. That the tenant shall pay rent and allied charges to GE, Sukna (MES) if assessed by him on production of rent bill floated by the Office of BSO by 5th of the following month with intimation to this school.

4. The tenant also agreed to pay rebate of ` _____/- per month to the school wef from the date of this agreement. The details of the shop is as under:-

- (a) Shop No : Nil
- (b) Building No : Nil
- (c) Carpet Area : 13.2 Sqm.

5. That the above rebate will be paid by Party No 2 on or before 10th of the each month. In case of non-payment of rebate by due date, interest @ 10% per month on outstanding amount will be paid by the Party No 2.

6. The tenant shall be the sole supplier of tea, snacks and variety of eatable items to teachers, staff and students of Army Public School, Sukna on competitive price as approved by Board of Officers/teachers to the best of the customer's satisfaction. List of cooked items (alongwith samples) will be signed by the board of teachers representative and will be displayed in the Cafeteria. The standard and quality of these items will subject to prior approval of the Chairman/Principal or his representative. The tenant may also sell packaged eatable from registered food suppliers at MRP. If vendor wants to introduce new items later, its quality and cost will be approved by Board of Teachers appointed by Principal/Chairman.

7. That the tenant will neither sell those items which are included in the CSD nor Liquor/Cigarettes/Tobacco etc in the school canteen.

8. That the tenant shall employ such persons to operate the shop who are verified in writing by the police and declared fit for employment in School premises. The employees will be free from infectious diseases remain neat and clean and cut their nails regularly while manning the shop. That all the employees of the canteen will be medically examined and certified medically fit by the RMO/Registered Medical Officer atleast once in three months. They will be immunized against diseases as per the direction of RMO/Registered Medical Officer. The medical record of all employees will be maintained by the tenant and produce to Inspecting Officer or his representative on demand.

9. All employees will be issued Security Pass by the Station HQ, Sukna and that without such a pass the tenant will not employ or allow any unauthorised person to stay in the canteen premises.
10. The hour of business at School Canteen will be laid down from time to time by the Chairman or Principal or their representative.
11. In the event of breach of the contract, the allotment shall be rescinded by the landlord and the tenant shall be bound to vacate the premises within 10 days of the notice of termination of the contract and also be liable to pay in one lump-sum the outstanding rebate, rent and allied charges including the month in which the contract has terminated.
12. That the tenant agrees to vacate the shop premises if the same is required for school purpose within 30 days of the issue of notice. Likewise, Party No 2 may also terminate the agreement by giving a notice period of 30 days with the exception.
13. That in the event of death of tenant during the operation of contract the next of kin of Party No 2 shall be permitted to run business for the residual period of this contract and such person shall be bound by all conditions as agreed by the Tenant. In the event of any disagreement, the Chairman or the Principal, Army Public School, Sukna by virtue of the Head of the school shall be at liberty to terminate the contract and no clause for grievances shall lie with the legality of the tenant.
14. In the event of termination of this agreement the tenant will remove his canteen including his furniture & property at his own risk and cost.
15. That the tenant shall keep the shop and surrounding areas neat, tidy and hygienic at all times and allow inspection of his shop premises by Chief Patron, Patron, Chairman, Principal, Vice Principal, Supervisor Administration, Staff Offr to Chairman or their representative at a short notice. If during this inspection it is found that the neatness and hygienic conditions are poor, or quality of items being sold is sub standard, the Inspective Officer or his representative may impose a penalty of upto ` 1,000/- (Rupees One thousand only). The inspecting Officer or his representative may also order termination of contract if found undesirable without assigning any reason thereof.
16. That the tenant agrees for termination of the contract without any notice if his or her employee is found to be indulging in the activities contrary to security, social norms and national interest.
17. The tenant will ensure that no loan is given to any one, no money is to be lent to any person and no bill is required for items which have not been sold by him.
18. That the tenant shall observe all the rules in support of security and fire fighting.
19. That this contract is valid upto _____. The Tenant shall not be entitled to claim automatic allotment.
20. A security deposit of ` _____/- (Rupees _____ thousand only) deposited by the tenant will remain with the school. On termination of the agreement/contract the amount of security deposit will be refunded to the tenant without interest within 15 days from the date of termination of the agreement.

21. That the tenant agrees to abide by all the orders that is issued by the School Administration from time to time for efficient and smooth functioning of the shop.

22. As witness the heads of the parties this _____ and put their signatures.

(Signature of the Tenant)

(Signature of Landlord)

Witnesses:-

Witnesses:-

1. _____

2. _____

Date :

Date :