INVITATION OF TENDERS FOR SUPPLY OF CATERING & BAKERY SERVICES

1. Sealed tenders are invited for providing catering services as mentioned in Part – II of this Request for Proposal (RFP). The sealed tenders are to reach before 1300 hrs on 12 May 2016 in an envelope boldly marked ‘TENDER FOR FOR CATERING & BAKERY SERVICES AT CADETS MESS, SAINIK SCHOOL KODGAU’.

2. The address and contact numbers for sending quotations or seeking clarifications regarding this RFP are given below:

   (a) Tenders to be addressed to : The Principal, Sainik School Kodagu

   (b) Postal Address for sending the quotations : The Principal Sainik School Kodagu PO : Kudige Dist. Kodagu Karnataka – 571 232.

   (c) Designation of the contact personnel : Administrative Officer

   (d) Telephone number of the contact Personnel : (08276) 278905 / 278714

   (e) Email address : kodagian@rediffmail.com

3. This RFP is divided into five parts as follows :-

   (a) Part I - contains general information and instructions for the bidders about the RFP such as time, place of submission and opening of tenders, validity period of tenders etc.

   (b) Part II - contains essential details of the items / services required, such as the Schedule of requirement (SOR), specifications, delivery period, mode of delivery and consignee details.

   (c) Part III - contains standard conditions of RFP which will form part of contract with the successful bidder.

   (d) Part IV - contains special conditions applicable to this RFP and which will also form part of the contract with the successful bidder.
(e) Part V – contains evaluation criteria and formats for technical and price bids.

Appendix ‘A’ - Schedule of Terms and Conditions
Appendix ‘B’ - Profile of the Tenderer
Appendix ‘C’ - Details of Previous Contracts
Appendix ‘D’ - Details of Ongoing Contracts
Appendix ‘E’ - Commercial Bid

4. This RFP is being issued with no financial commitment and the school authorities reserve the right to change or vary any part thereof at any stage. The school also reserves the right to withdraw this RFP, should it become necessary at any stage.

5. All pages of this RFP are serially numbered and are to be signed by the bidder with date and office stamp on the bottom right side of each page.

6. Tender forms can be purchased from the Quartermaster section by paying the Tender Fee of ₹ 1,000/-. Tender Forms can also be downloaded from the school website www.sainikschoolkodagu.edu.in (in which case a separate Demand Draft for ₹ 1,000/- is to be enclosed with the tender towards tender fee). The bidder may visit the school in order to have a look at the Cadets Mess Kitchen / Dining Hall between 1000hrs to 1230hrs working days.

7. Submission of Tender. The tender is to be submitted under ‘Two Bid / Cover System’ as follows:-

(a) Technical Bid. Sealed envelope containing with the following, and superscription on the cover as "PART ‘A’ – TECHNICAL BID FOR CATERING SERVICES AT CADETS MESS, SAINIK SCHOOL KODAGU"

   (i) Duly signed Tender document including appendices except the Commercial Bid (Appendix E).
   (ii) Demand Draft of ₹ 4,00,000/- (Rupees four lakh only) in favour of ‘The Principal, Sainik School Kodagu’ payable at Kushalnagar towards EMD.
   (iii) Demand Draft for ₹ 1,000/- towards tender fee.

(b) Commercial Bid. Sealed envelope containing the Commercial Bid with superscription on the cover as "PART ‘B’ – COMMERCIAL BID FOR CATERING & BAKERY SERVICES AT CADETS MESS, SAINIK SCHOOL KODAGU". Please note that the commercial bid is NOT to be enclosed in the envelope containing the Technical Bid.

(c) Both sealed covers containing Technical Bid and Commercial Bid are to be placed in a common envelope with superscription “TENDER FOR CATERING & BAKERY SERVICES AT CADETS MESS, SAINIK SCHOOL KODGAU”

(K P Ajesh)
Commander
Administrative Officer
for Principal
PART I – GENERAL INFORMATION

8. **Last date and time for depositing the bids.** Last date and time is **12 May 16 at 1300 hrs.** The sealed bids should reach the school by the due date and time. The responsibility to ensure this lies with the bidder.

9. **Manner of depositing the bids.** Sealed bids should be either dropped in the Tender Box kept at QM Section or sent by registered post at the address given above so as to reach by the due date and time. Tenders received after due date / time will not be considered. No responsibility will be taken for postal delay or non-delivery / non-receipt of bid documents. Bids sent by FAX or e-mail will not be considered.

10. **Time and date for opening of bids.** The bids will be opened on **12 May 16 at 1530 hrs.** If due to any exigency, the due date for opening of the bids is declared a closed holiday, the bids will be opened on the next working day at the same time or on any other day/time, as decided by the school authorities. Only Technical bids will be opened at this date / time. Commercial bids will be opened in case of only those tenderers qualifying in the technical bid. Such tenderers will be intimated of the commercial bid opening date and should be ready to reach the school at short notice for the same.

11. **Location of the Tender Box.** Tender Box is placed at QM section, Sainik School Kodagu. Bids dropped in the wrong Tender Box will be rendered invalid.

12. **Place of opening of the Bids.** Administrative building, Sainik School Kodagu, PO Kudige, Dist Kodagu, Karnataka. The bidders may depute their representatives, duly authorised in writing, to attend the opening of bids on the due date and time. Rates and important commercial / technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of the representative of any bidder.

13. **Forwarding of bids**

(a) Two bid system will be followed i.e. **Technical and Commercial bids,** sealed and marked in separate envelopes. Both the bids are to be forwarded in a common envelope, as mentioned in para 7 above. **The Commercial Bid is NOT to be placed in the envelope containing the Technical Bid.**

(b) Samples, if specified in Part- II, are to be enclosed along with the Technical bid or separately as feasible.

(c) Demand Draft for ₹ 4,00,000/- (Rupees four lakh only) in favour of ‘The Principal, Sainik School Kodagu’ payable at Kushalnagar towards EMD is to be enclosed with the Technical bid. A separate Demand Draft for ₹ 1,000/- is also to be enclosed towards tender fee.

(d) Bids are to be forwarded under original memo/letter pad of the bidder; inter alia furnishing details like TIN number, VAT/CST number, postal and e-mail addresses etc.

(e) Procedure for evaluation of bids is given at Para 55 of Part V.

Date: (Signature of Tenderer & Seal)
14. **Clarification regarding contents of the RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the school in writing or via email about the clarifications sought not later than 07 (seven) days prior to the date of opening of the bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents from the school office; or alternately placed in the school website.

15. **Modification and withdrawal of bids.** A bidder may modify or withdraw its bid after submission provided that the written notice of modification or withdrawal is received by the School prior to the deadline prescribed for submission of bids. A withdrawal notice may be sent by fax or email but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach before the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in bidder’s forfeiture of bid security / EMD.

16. **Clarification regarding contents of the bids.** During evaluation and comparison of bids, the school may, at its discretion, ask the bidder for clarification of the bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

17. **Rejection of Bids.** Canvassing by the bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with the forfeiture of EMD. Conditional tenders will be rejected.

18. **Unwillingness to quote.** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting bidder may be de-listed for the given range of items as mentioned in this RFP.

19. **Validity of Bids.** The bids should remain valid till 180 days from the last date of submission of bids.

Date: (Signature of Tenderer & Seal)
PART II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

20. Schedule of Requirements

(a) To prepare food and serve breakfast, lunch, morning / evening tea / snacks and dinner for Students, Staff, Guests, and visitors of the School as per approved menu. The menu is placed as Annexure I to Appendix E (Commercial Bid). Minor variations in the menu shall be proposed by the Mess Committee of the school from time to time to have variety and the same has to be provided by the contractor.

(b) To operate the school bakery to prepare bread, bun, cakes, bakery biscuits and any such items to be served in the mess as part of the menu; and also to run bakery snacks counter for the cadets / staff. The rates for selling the items in the Bakery counter will be decided by a committee set up for the purpose by the school. A fee amount of ₹ 30,000/- (Rupees thirty thousand only) per month is to be remitted by the contractor. This amount is liable to be revised by the school authorities based on the actual demand of the bakery items considering that the service is being introduced for the first time.

(c) Maintain the mess including the kitchen, bakery, dining hall, hand wash area, pot wash area and surroundings in clean and hygienic conditions at all times.

(d) The workers have to work under the guidance of Mess Supervisor(s). Cooks, helpers, Stewards (waiters), cleaning staff etc are to be separately employed. The personal hygiene of the food handlers and other employees is to be ensured.

21. Technical / Material Details

(a) To provide breakfast, lunch, evening tea/coffee with snacks and dinner as per the approved menu. The number of boarders will be at an average of 575, which may vary between 10 to 20%.

(b) The food is to be prepared in clean, hygienic and safe conditions menu. Items used for cooking such as milk, oil, butter, condiments etc and packed food like biscuits should be of reputed brand / manufacturer approved by the school.

(c) The workers should preferably have experience in large canteens / hotels / messes and cooks should have the knowledge and aptitude of preparing both vegetarian and non vegetarian food.

(d) Kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and mopped after every meal (breakfast, lunch, snacks and dinner) and will be disinfected once in a month or as and when required.

(e) The garbage collected from the kitchen, dining hall, dish wash area etc will be disposed off every morning through garbage van in closed bins by separation of biodegradable waste from non-biodegradable waste. The surroundings shall be kept clean and hygienic. The bins used for collection and storage of garbage are to be properly closed with lids at all times.

(f) High standards of hygiene, sanitation and safety are to be maintained at kitchen, dining hall, wash areas and surroundings. The mess premises and surrounding areas should be cleaned and washed daily.

(g) The mess is to function as per timings promulgated by the school authorities. Any changes in the timings will be as approved by the authorities concerned.

(h) Food is to be served on the table by bearers / stewards. The used plates are to be taken out from the dining tables through trolleys to the dish wash area.

Date: __________________________ (Signature of Tenderer & Seal)
(j) After every meal (breakfast, lunch, evening tea and dinner) all the plates, cups, bowls, water glasses, spoons, forks, knives etc., are to be cleaned in soap solution (good quality dish washer) and hot water and dried and kept ready for next meal. All the vessels used for cooking also should be washed in soap solution and hot water and should be available for use for cooking the next meal. The cleaning material supplied should be of approved brand and quality.

(k) Food should also be served to the dormitories and to the MI Room for sick boys as and when required.

(l) Dining hall should be cleaned with soap solution and mopped after every meal. The tables, chairs, doors and windows, fittings are to be cleaned regularly.

(m) Kitchen is to be kept clean always and should be cleaned after cooking every meal with water and soap solution.

(n) Water Coolers and purifier should be cleaned and maintained as per the instructions by the school authorities.

(p) The kitchen equipment / furniture / other stores should be mustered once in a month and the contractor will be responsible for the maintenance of all school property issued for use in the kitchen / dining hall / bakery / any other place in good and operational condition. Loss / damage of any item are to be made good / rectified by the contractor at his own expense.

(q) The caterer should employ sufficient number of cooks, helpers, stewards and safaiwalas as mentioned in the terms and conditions.

(r) The medical fitness and personal hygiene of the employees should be ensured at all times. The medical fitness certificates are to be rendered once a month or whenever required by the school authorities. The school medical officer and Nursing Assistant will be authorised to carry out necessary medical / hygiene checks of the mess and the employees.

(s) In addition to the above, the caterer has to adhere to the Schedule of Terms and Conditions placed at Appendix ‘A’.

22. Qualifications and Experience of Bidders

(a) Tenderer should be a registered and licensed contractor for providing catering services. The details are to be provided in the Profile of the Tenderer placed at Appendix B. Appropriate documents/Certificates issued from appropriate authorities should be enclosed in support of this.

(b) Tenderer should have a minimum experience in providing similar type of services (with proper registration), as follows. Relevant documents are to be enclosed with the technical bid:-

   (i) Minimum 10 years experience in running a mess at a school / educational institution / industry / organisation with a strength 500 or above, or

   (ii) Minimum 7 years experience in catering or running a hotel (if the contractor does not qualify as per para 22(b)(i) above).

   (iii) The criterion at sub para 22(b)(i) will be considered superior over that at 22(b)(ii), and tenderers with experience as per 22(b)(ii) will be considered in the event of lack of suitable tenderers qualifying the criterion as per 22(b)(i).

(c) Details of previous contracts are to be mentioned in the proforma placed at Appendix C. Appropriate Certificates of Performance obtained from Government/Public Sector Undertakings /Large Private Sector Institutions also may be enclosed duly indicating details viz period of contract, type of payment etc.

Date: (Signature of Tenderer & Seal)
(d) The tenderer should have a **minimum annual turnover of ₹ 4,00,00,000/- (Rupees four crore only)** for the last five years. Audited balance sheets are to be produced in support of the same.

(e) The tenderer should have relevant KST/CST/VAT/TIN/PAN Registrations.

23. **Earnest Money Deposit (EMD).** All vendors are required to enclose a Demand Draft for ₹ 4,00,000/- (Rupees four lakh only) in favour of ‘The Principal, Sainik School Kodagu’ payable at Kushalnagar as Earnest Money Deposit. **Tenders submitted without DD for EMD in PART-A (Technical Bid) will not be considered.**

24. EMD will not carry any interest and the same will be refunded to the unsuccessful tenderers within 30 days from the date of tender opening or finalisation of the tender whichever is later. The EMD will be refunded as under:-

   (a) Once the contract is awarded to the most competent bidder and security deposit is made by the same, the EMD for all other firms will be refunded.

   (b) In case the selected bidder refuses to provide the services / deposit the security, EMD of the firm will be forfeited and the contract will be awarded to the next competent bidder subject to necessary negotiations of rates etc. On submission of security deposit by the firm, EMD for all other firms will be returned.

25. **Security Deposit.** Security Deposit will be **5% of the total yearly turnover amount as per the quoted rate. A strength of 575 students and 300 working days per annum will be considered while arriving at the total amount.** The successful bidder is to deposit the security deposit immediately on finalising the tender. Security Deposit will be returned on completion of the contract period and clearance of all dues by the contractor.

26. **Contract Period.** The successful bidder will commence supply of items / catering services with effect from the date of signing of contract agreement. The successful bidder should be ready to commence the services at short notice after finalisation of the tender. The Contract can be cancelled unilaterally by the school in case items / services of requisite quality / quantity are not received during the contract period. Extension of contracted period will be at the sole discretion of the school.

27. Tender cover should consist of Part A & Part B in separately sealed covers as mentioned in para 7 (of the covering letter) above:-

   (a) **Part- A (Technical Bid)**

   (i) Tender Document including the following Appendices, duly signed and stamped in acceptance on each page :-

   - Appendix ‘A’ - Schedule of Terms and Conditions
   - Appendix ‘B’ - Profile of the Tenderer
   - Appendix ‘C’ - Details of Previous Contracts
   - Appendix ‘D’ - Details of Ongoing Contracts

   (ii) Demand Draft of ₹ 4,00,000/- (Rupees four lakh only) in favour of ‘The Principal, Sainik School Kodagu’ payable at Kushalnagar towards EMD.

   (iii) Demand Draft for ₹ 1,000/- towards tender fee.

   (b) **Part-B (Commercial Bid).** Commercial Bid (**Appendix ‘E’) including the weekly menu and conditions thereon, duly signed and stamped in acceptance on each page.

Date: (Signature of Tenderer & Seal)
Part III – Standard Conditions of RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for proposal mentioned below (by signing on each page) which will automatically be considered as part of the contract concluded with the successful Bidder (i.e. Seller / Contractor in the Contract Agreement) selected by the School. Failure to do so may result in rejection of the Bid submitted by the Bidder.

28. **Law.** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

29. **Effective Date of the Contract.** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

30. **Arbitration.** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. All such disputes shall come under the jurisdiction of the District Sessions Court, Madikeri.

31. **Penalty for use of undue influence.** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the School or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with Government of India for showing or forbearing to show favour or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on its behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on its behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the School to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the School or its nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the School or to any other person in a position to influence any officer / employee of the School for showing any favour in relation to this or any other contract, shall render the Seller to such liability / penalty as the School may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the School.

Date: ___________________________ (Signature of Tenderer & Seal)
32. **Agents / Agency Commission.** The Seller confirms and declares to the School that the Seller is the original manufacturer of the stores / services / provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Seller; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller agrees that if it is established at any time to the satisfaction of the School that the present declaration is in any way incorrect or if at a later stage it is discovered by the School that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Seller will be liable to refund that amount to the School. The Seller will also be debarred from entering into any supply contract with the Government of India for a minimum period of five years. The School will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Seller who shall in such an event be liable to refund all payments made by the School in terms of the Contract along with interest at the rate of 2% per annum above LIBOR rate. The School will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

33. **Access to Books of Accounts.** In case it is found to the satisfaction of the School that the Seller has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Seller, on a specific request of the School, shall provide necessary information / inspection of the relevant financial documents / information.

34. **Non-disclosure of Contract documents.** Except with the written consent of the School Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

35. **Liquidated Damages.** In the event of the Seller’s failure to submit the Bonds, Guarantees and Documents, supply the stores / services / goods / services etc as specified in this contract, the School may, at its discretion, withhold any payment until the completion of the contract. The SCHOOL may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed / undelivered stores / services/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores / services.

36. **Termination of Contract.** The School shall have the right to terminate this Contract in part or in full in any of the following cases:-
   (a) The services getting delayed / disrupted for causes not attributable to Force Majeure
   (b) The Vendor is declared bankrupt or becomes insolvent.
   (c) The delivery of the material is delayed due to causes of Force Majeure by more than one month provided Force Majeure clause is included in contract.
   (d) The School has noticed that the Seller has utilized the services of any Indian/ Foreign agent in getting this contract and paid any commission to such individual / company etc.

Date: 
(Signature of Tenderer & Seal)
37. **Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

38. **Transfer and Sub-letting.** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

39. **Patents and other Industrial Property Rights.** The prices stated in the present contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Seller shall indemnify the School against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Seller shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

40. **Amendments.** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

41. **Taxes and Duties**

   (a) **General**

   (i) If Bidder desires to ask for excise duty or Sales Tax / VAT or any other taxes / duties extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained. The rates quoted by the bidder should be inclusive of all the applicable taxes, duties, surcharges etc.

   (ii) If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim for the same will be entertained.

   (iii) If a Bidder chooses to quote a price inclusive of any duty / tax and does not conform inclusive of such duty/tax so included is firm and final, he should clearly indicate the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.

   (iv) If a Bidder is exempted from payment of any duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

Date: (Signature of Tenderer & Seal)
(v) Any change in any duty/tax upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the School by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

(b) **Excise Duty**

(i) Where the excise duty is payable on advalorem basis, the Bidder should submit along with the tender, the relevant form and the manufacturer’s price list showing the actual assessable value of the stores / services as approved by the Excise authorities.

(ii) Bidders should note that in case any refund of excise duty is granted to them by Excise authorities in respect of Stores / services supplied under the contract, they will pass on the credit to the School immediately along with a certificate that the credit so passed on relates to the Excise Duty, originally paid for the stores / services supplied under the contract. In case of their failure to do so, within 10 days of the issue of the excise duty refund orders to them by the Excise Authorities the School would be empowered to deduct a sum equivalent to the amount refunded by the Excise Authorities without any further reference to them from any of their outstanding bills against the contract or any other pending Government Contract and that no disputes on this account would be raised by them.

(iii) The Seller is also required to furnish the Paying Authority the following certificates:-

(aa) Certificate with each bill to the effect that no refund has been obtained in respect of reimbursement of excise duty made to the Seller during three months immediately preceding the date of the claim covered by the relevant bill.

(ab) Certificate as to whether refunds have been obtained or applied for by them or not in the preceding financial year after the annual Audit of their accounts also indicating details of such refunds/applications, if any.

(ac) A certificate along with the final payment bills of the Seller to the effect whether or not they have any pending appeal/protest for refund or partial refund of excise duties already reimbursed to the Seller by the Government pending with the Excise authorities and if so, the nature, the amount involved, and the position of such appeals.

(ad) An undertaking to the effect that in case it is detected by the Government that any refund from Excise Authority was obtained by the Seller after obtaining reimbursement from the Paying Authority, and if the same is not immediately refunded by the Seller to the Paying Authority giving details and particulars of the transactions, Paying Authority will have full authority to recover such amounts from the Seller’s outstanding bills against that particular contract or any other pending Government contracts and that no dispute on this account would be raised by the Seller.

Date: ____________________

(Signature of Tenderer & Seal)
(ae) Unless otherwise specifically agreed to in terms of the contract, the School shall not be liable for any claim on account of fresh imposition and/or increase of Excise Duty on raw materials and/or components used directly in the manufacture of the contracted stores / services taking place during the pendency of the contract.

(c) **Sales Tax / VAT**

(i) If it is desired by the Bidder to ask for Sales tax / VAT to be paid as extra, the same must be specifically stated. In the absence of any such stipulation the bid, it will be presumed that the prices quoted by the Bidder are inclusive of sales tax and no liability of sales tax will be developed upon the School.

(ii) On the Bids quoting sales tax extra, the rate and the nature of Sales Tax applicable at the time of supply should be shown separately. Sales Tax will be paid to the Seller at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to sale tax and the same is payable as per the terms of the contract.

(d) **Octroi Duty & Local Taxes**

(i) Normally, materials to be supplied to Government Departments against Government Contracts are exempted from levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies. The local Town/Municipal Body regulations at times, however, provide for such exemption only on production of such exemption certificate from any authorized officer. Seller should ensure that stores / services ordered against contracts placed by this office are exempted from levy of Town Duty/Octroi Duty, Terminal Tax or other local taxes and duties. Wherever required, they should obtain the exemption certificate from the School, to avoid payment of such local taxes or duties.

(ii) In case where the Municipality or other local body insists upon payment of these duties or taxes the same should be paid by the Seller to avoid delay in supplies and possible demurrage charges. The receipt obtained for such payment should be forwarded to the School without delay together with a copy of the relevant act or by-laws/notifications of the Municpality of the local body concerned to enable him to take up the question of refund with the concerned bodies if admissible under the said acts or rules.

Date: ___________________________ (Signature of Tenderer & Seal)
PART IV – SPECIAL CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller / Contractor in the Contract) as selected by the School. Failure to do so may result in rejection of Bid submitted by the Bidder.

42. **Option Clause:** The contract will have an Option Clause, wherein the School can exercise an option to procure an additional 50% of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable within the currency of contract. It will be entirely the discretion of the School to exercise this option or not.

43. **Repeat Order / Extension Clause:** The contract will have a Repeat Order Clause, wherein the School can order upto 50% quantity of the items under the present contract within six months from the date of supply / successful completion of this contract, the cost, terms & conditions remaining the same. The school may also extend the contract for further period as brought out in the contract agreement. It will be entirely the discretion of the School to place the Repeat order or extend the contract period. The Bidder is to confirm acceptance of this clause.

44. **Tolerance Clause:** To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, School reserves the right to 20% plus/minus increase or decrease the quantity of the required goods / services upto that limit without any change in the terms & conditions and prices quoted by the Seller. While awarding the contract, the quantity ordered can be increased or decreased by the School within this tolerance limit.

45. **Payment Terms for Indegenous Sellers:** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/EFT mechanism instead of payment through cheques wherever feasible. A copy of the model mandate from prescribed by RBI to be submitted by Bidders for receiving payments through ECS is at Form DPM-11 (Available in MoD website and can be given on request). The payment will be made as per the following terms, on production of the requisite documents.

   (a) Payment will be made within 15 days of submission of bills with necessary documents.

   (b) **Advance Payments:** No Advance payments will be made.

46. **Fall clause.** The following clause will form part of the contract placed on successful Bidder:-

   (a) The price charged for the stores / services supplied under the contract by the Seller shall in no event exceed the lowest prices at which the Seller sells the stores / services or offer to sell stores / services of identical description to any persons / Organisation including the purchaser or any department of the Central government or any Department of state government or any statutory undertaking of the central or state government as the case may be during the period till performance of all supply orders placed during the currency of the rate contract is completed.

Date: ________________________________  
(Signature of Tenderer & Seal)
(b) If at any time, during the said period the Seller reduces the sale price, sells or offer to sell such stores / services to any persons / organization including the School or any Deptt, of central Govt. or any Department of State Government or any Statutory undertaking of the Central or State Government as the case may be at a price lower than price chargeable under the contract, he shall forthwith notify such reduction or sale or offer of sale to the school and the price payable under the contract for the stores / services of such reduction of sale or offer of the sale shall stand correspondingly reduced. The above stipulation will, however, not apply to:-

(i) Exports by the Seller.

(ii) Sale of goods / services as original equipment at price lower than the prices charged for normal replacement.

(iii) Sale of goods / services such as drugs which have expiry dates.

(iv) Sale of goods / services at lower price on or after the date of completion of sale / placement of the order of goods / services by the authority concerned under the existing or previous Rate Contracts as also under any previous contracts entered into with the Central or State Govt Depts, including their undertakings excluding joint sector companies and / or private parties and bodies.

47. **Risk & Expense clause**

(a) Should the stores / services or any installment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores / services or any installment thereof, the School shall after granting the Seller 05 working days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent such default.

(b) Should the stores / services or any installment thereof is not in accordance with the specifications/ parameters provided by the seller, the school shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

(c) In case of a material breach that was not remedied within 05 working days, the school shall, having given the right of first refusal to the seller be at liberty to purchase, manufacture or procure from any other source as it thinks fit, other stores / services of the same or similar description to make good:-

(i) Such default.

(ii) In the event of the contract being wholly determined, the balance of the stores / services remaining to be delivered thereunder.

(d) Any excess of the purchase price, cost of manufacturing or value of any stores / services procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the seller. Such recoveries shall not exceed 20% of the value of the contract.

Date: 

(Signature of Tenderer & Seal)
48. **Indemnity.** The school shall be indemnified for all losses due to commissions and omissions of any person deployed by the contractor. There shall not be any loss or damage caused to the school on account of any negligence, carelessness, acts of omissions/commissions of contractor, his employees or staff and any such damage / loss shall be made good by the contractor. It shall be made very clear that the employees/staff engaged by the contractor shall not be treated or considered as employees of Sainik School Kodagu under any circumstances. The contractor shall defend, indemnify and hold the school harmless from any liability or damage, law suits, penalties imposed by any State or Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The school shall not be liable for any damage or compensation payable to any workmen or to any person as a consequence of his work and the Institute shall be completely indemnified accordingly.

49. **Force Majeure Clause**

(a) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods / services under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

(d) Certificate of a chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than 6(six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods / services received.

50. **Transportation:** All items / services under this contract shall be delivered by the contractor to Sainik School Kodagu PO Kudige, Dist Kodagu, Karnataka 571232 or such other place as required by the school authorities.

51. **Inspection Authority:** The inspection will be carried out by the Principal, Sainik School Kodagu, PO Kudige Dist Kodagu, Karnataka or by his representative. The mode of Inspection will be Departmental Inspection/ User Inspection/ Joint Inspection/ Self-certification.

Date: ______________________________ (Signature of Tenderer & Seal)
52. **Franking clause.** The following Franking clause will form part of the contract placed on successful Bidder:-

   (a) Franking Clause in the case of Acceptance of Goods / services “The fact that the goods / services have been inspected after the delivery period and passed by the Inspecting Officer without prejudice to the rights of the School under the terms and conditions of the contract”

   (b) Franking Clause in the case of Rejection of goods / services “The fact that the goods/ services have been inspected after the delivery period and rejected by the Inspecting Officer will not bind the School in any manner. The goods / services are being rejected without prejudice to the rights of the School under the terms and conditions of the contract.

53. **Claims.** The following claims clause will form part of the contract placed on the successful Bidder:-

   (a) The claims may be presented either: (i) on quantity of the stores / services, where the quantity does not correspond to the quantity shown in the Packing List/Insufficiency in packing, or (ii) on quality of the stores / services, where quality does not correspond to the quality mentioned in the contract.

   (b) The quantity claims for deficiency of quantity shall be presented within 45 days of completion of inspection and acceptance of goods / services.

   (c) The quality claims for defects or deficiencies in quality noticed shall be presented within 45 days of completion of inspection and acceptance of goods / services. Quality claims shall be presented of defects or deficiencies in quality noticed during warranty period earliest but not later than 45 days after expiry of the guarantee period.

   (d) The description and quantity of the stores / services are to be furnished to the Seller along with concrete reasons for making the claims. Copies of all the justifying documents shall be enclosed to the presented claim. The Seller will settle the claim within 45 days from the date of the receipt of the claim at the Seller’s office, subject to acceptance of the claim by the Seller. In case no response is received during this period the claim will be deemed to have been accepted.

   (e) The Seller shall collect the defective or rejected goods / services from the location nominated by the School and deliver the repaired or replaced goods / services at the same location under Seller’s arrangement.

   (f) Claims may also be settled by reduction of cost of goods / services under claim, from bonds submitted by the Seller or payment of claim amount by Seller through demand draft drawn in favour of ‘the Principal, Sainik School Kodagu’ payable at Kushalnagar (Karnataka).

   (g) The quality claims will be raised solely by the School and without any certification/countersignature by Seller’s representative.

54. **Warranty.** The following Warranty will form part of the contract placed on the successful Bidder:

   (a) The Seller warrants that the goods / services supplied under the contract conform to technical specifications prescribed.

   (b) If the goods / services are reported by the School to have failed to conform to the specifications, the Seller shall either replace or rectify the same free of charge / at their own expense immediately.

   **Date:**

   (Signature of Tenderer & Seal)
PART V - EVALUATION CRITERIA & PRICE BID ISSUES

55. Evaluation Criteria. The broad guidelines for evaluation of Bids will be as follows:-

(a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP both technically and commercially.

(b) Initially the Technical bid will be opened on the day specified for opening of bids. The details provided by the bidders as part of the technical bid as per Appendices B to D and the supporting documents will be scrutinised. Only those commercial bids will be opened whose technical bids fulfill all the eligibility and qualifying requirements of the RFP. Unopened commercial bids will be returned to the bidders.

(c) Date for opening commercial bids of qualifying bidders will be intimated after ascertaining the credentials of the parameters submitted in the technical bid. The tenderer should be prepared to come to Sainik School Kodagu to take part in opening of Commercial Bids / discussions, if required, at a short notice.

(d) The successful bid will be decided based on the competitiveness of price quoted and adherence to technical parameters and meeting quality standards. The consideration of taxes and duties in evaluation process will be as follows:-

(i) In cases where only indigenous Bidders are competing all taxes and duties (including those for which exemption certificates are issued) quoted by the bidders will be considered. The ultimate cost to the School would be the deciding factor for ranking of Bids.

(ii) The Bidders are required to spell out the rates of Customs duty, Excise duty VAT, Service Tax, etc in unambiguous terms, otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices. If reimbursement of Customs duty/Excise Duty / VAT is intended as extra over the quoted prices the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duties will be entrained after the opening of tenders. If a Bidder chooses to quote a price inclusive of any duty and does not confirm such duty so included is firm and final, he should clearly indicate the rate of such duty and quantum of excise duty included in the price. Failure to do so may result in ignoring of such offers summarily. If a Bidder is exempted from payment of Customs duty/Excise Duty/VAT duty up to any value of supplies from them, they should clearly state that no excise duty will be charged by them up to the limit of exemption which they may have. If any concession is available in regard to rate/quantum of Customs duty / Excise duty / VAT, it should be brought out clearly. Stipulations like „excise duty was presently no applicable but the same will be charged if it becomes leviable later on“ will not be accepted unless in such cases it is clearly stated by a Bidder that excise duty will not be charged by him even if the same becomes applicable later on. In respect of the Bidder who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of excise duty which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders. The same logic applies to Customs duty and VAT also.

Date: ____________________________ (Signature of Tenderer & Seal)
(e) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of total price.

(f) The documents submitted by the successful bidder with the technical bid will be cross-verified with the originals prior to finalising the tender and awarding the contract.

(g) The school may also approach concerned Government Agencies to ascertain the status of various Registrations, Licenses etc.

(h) Any discrepancy found in the details / documents provided will result in outright rejection of the bid at any stage.

(j) The most competent Bid will be considered further for placement of contract / Supply order after complete clarification and price negotiations as decided by the School. The School will have the right to award contracts to different Bidders for being lowest in particular items. The School also reserves the right to do Apportionment of quantity, if it is convinced that lowest Bidder is not in a position to supply full quantity in stipulated time.

(k) Any other criteria as applicable as decided by the school.

56. **Price Bid Format.** Bids should be forwarded by Bidders under their original memo/letter pad with particulars like address, TIN number etc; furnishing full details of rates per item inclusive of all applicable taxes, duties, surcharges etc.

Yours faithfully,

(KP Ajesh)
Commander
Administrative Officer
for Principal

Date: (Signature of Tenderer & Seal)
Appendix ‘A’

SCHEDULE OF TERMS AND CONDITIONS FOR PROVISION OF CATERING SERVICES TO
THE CADETS AND STAFF OF SAINIK SCHOOL KODAGU

1. All fresh and dry provisions and other materials required for providing Catering Services to the cadets and staff of the school are to be procured by the Contractor. The same will be of branded company and of high quality. The Principal may consult any other Caterer for this purpose and his decision on the quality of materials and Stores to be issued for Provision of Catering Services will be final. The school is not bound to provide any Equipment/Items/Stores. All Kitchen Equipments, cutting machines, and other equipments will be provided by the Contractor. The Provision of Catering Services shall include cost of all such items and Equipment required for the purpose. In case of the school making available such equipment / other items, it will be the responsibility of the contractor to maintain them in good condition at all times. Such equipment / items are to be handed over to the school on completion of the contract period in the same state they have been issued to the contractor.

2. Contractor will also be required to undertake other catering services over and above the daily requirements of cadets and staff at reasonable rates, to be fixed by the Principal or the Registrar on his behalf and when required. This will include subsidized meals to visiting parents / guests and also to the non-academic staff.

3. Provision of Catering Services will be carried out in the school premises. For Provision of Catering Services in the school premises, a Cadets Mess will be provided by the school and it will be the responsibility of the Contractor to set a neat Kitchen and Dining Hall for the purpose.

4. Rent for room and electricity / water charges will be paid the Contractor. All Electricity Charges for using the Dining Hall & Cook House will be borne by the Contractor as per actual usage.

5. Provision of Catering Services will be delivered as per timings specified by the school. A suitable fine per day will be levied in case of delay in delivery or change of menu without prior approval of the school authorities.

6. The Principal reserves the right to terminate the contract either wholly or in part with one month’s notice at any time, without assigning any reason thereof. The Contractor will not be entitled to any compensation what-so-ever in respect of such termination.

7. No advance of cash will be paid to the Contractor. Payment of bills for catering services provided will be made as soon as possible within 15 days after presentation of correct bills. Any mistakes in the bills will result in the bills being returned to the contractor and a fresh 15 days period after the re-submission of the amended bills will be taken for making the payment to the contractor, though every effort will be made by the school to make payments as aforesaid.

8. Principal reserves the right to have recourse to alternative source of Provision of Catering Services under “Risk and expense purchase clause”, should he finds that the services of the catering contractor are not satisfactory. Any extra expenditure incurred on this account will be borne by the contractor. The Principal will be the sole judge in this regard.

9. Representation from the Contractor at a later date for the enhancement of accepted rates will not be entertained on ground of high market rates or any other ground whatsoever.

10. All furniture for provision of catering services to staff and cadets will be provided by Sainik School Kodagu.

Date: (Signature of Tenderer & Seal)
11. All crockery and cutlery required for provision of catering services to the staff and cadets will be provided the Contractor as per the following:

   (a) **Cadets Mess – Per Head.** Porcelain Full Plate - 1, Porcelain Quarter Plate – 1, SS Bowls – 3 (200 ml each), SS Spoons - 2 (Dinner-1, Dessert-1), Fork - 1 (Full size), SS Knife - 1, SS / Glass Tumblers - 2 (Water & Milk), Porcelain cup with handle for serving tea / hot beverages – 1 (200 ml). All the above mentioned items will be of standard size and quality. The contractor is advised to show sample to Principal / Admin Officer in advance to avoid confusion, rejection and repurchase.

   (b) All cook house utensils and other required containers including hot cases for Chapatis etc will be provided by the Contractor.

   (c) A separate set of crockery and cutlery consisting of all necessary items are to be procured and kept by the contractor. This set will be utilised on special occasions for serving the staff members.

12. All Crockery & Cutlery items for provision of catering services, High Tea, etc to VIPs / Guests visiting the school on all occasions will be provided by the Contractor.

13. Gas stoves with gas connection fitting as per IOC safety norms for provision of catering services has been provided in the cook house. The serviceability of the same is to be ensured by the Contractor. Domestic Gas Connection will be provided by Sainik School Kodagu. However, the cost of filling of the Gas Cylinders will be borne by the Contractor.

14. The contractor will be completely held responsible for the functionality and serviceability of the equipment installed and provided by the School such as Mixer, Grinders, Fridge, Freezers and other such items and equipment.

15. All required trained staff such as Supervisor, 01 waiter per 30 cadets and one cook per 150 cadets, sufficient number of Masalchi and Cleaning staff will be employed / provided by the caterer (contractor). Caterer will also appoint a Mess Manager to check proper and smooth provision of catering services. The Mess Manger should have knowledge in spoken English to communicate with the school staff & cadets.

16. Contractor shall provide clean and purified water and hygienic environment to provide quality Catering Services. The Contractor shall provide warm drinking water as and when required and also provide drinking water points during sports events / functions – 20 Ltrs water dispensers for 40 cadets.

17. Contractor shall use branded / standard quality utensil cleaner to wash all Crocker, Cutlery and other utensils being used for providing catering Services.

18. The contractor will send food samples of each meal to Admin Officer’s Office to be preserved for 24 hours before replacing it with a fresh sample. A sample of each meal will also be retained in the refrigerator in the mess.

19. The Contractor, shall also provide the following as part of the Catering Services, as per details mentioned hereunder:-

   (a) On all festivals, functions, and special occasions, special lunch / dinner will be served to all cadets and staff as per Menu provided for the occasions. Special items other than in the purview of the regular menu and the additional charges will be decided prior to such occasions in consultation with the Admin Officer / Principal.

   (b) The food, tea and snacks for visiting officials / VIPs, school functions / get-togethers etc are to be provided by the caterer at nominal rates, as per the menu decided in consultation with the school authorities.

Date: (Signature of Tenderer & Seal)
(c) Tea / snacks and meals will be provided to Parents on PTA conference / Parents visit days (200-300 Individuals) by the contractor at subsidised rates.

(d) Meals to the Academic staff including PT/NCC PI staff are also to be provided (Approx 40 individuals). Meals to the general employees/ other staff are to be provided at subsidised rates as fixed by the school authorities.

(e) Packed meals to be provided to cadets and staff proceeding on trips/tour.

20. All waiters will be dressed in white or light coloured uniform, white PT shoes, white Socks, gloves and cap (sufficient pairs of uniforms are to be issued by the contractor to the waiters so that they always wear clean uniforms). Waiter will take care of personal hygiene at all times including regular hair cut, shaving, nail cuts etc. The contractor will be required to produce a certificate in respect of all employees i.e. cooks, waiters and other staff appointed by him with regards to the staff being medically fit and free from infections.

21. Display of Menu in the Cook House and at two places in Dining Hall. The Menu may be suitably changed by the School Mess Committee every month or whenever felt necessary.

22. Vegetables and Dal will be of different type on all days during lunch and dinner to add variety to the menu.

23. The successful tenderer will have to come to the School at a specified date for price negotiation and signing of the agreement.

24. Facilities provided by the school. Dining Hall, Kitchen (set up with modern equipment - Gas Burners, Chapathi machine, Steam cooking vessel, Trollies, Exhaust system), Store Rooms, Dining tables & Chairs, Electricity and water connection for cooking purpose, LPG gas cylinders.

25. The caterer will be responsible for maintaining furniture, sanitary, water connections, and all other fittings in proper working condition and in case of any fault, they will be repaired his / her own cost.

26. Furniture / equipment issued will be under sole responsibility of the caterer who will be responsible to make good any breakage / damage.

27. The caterer will be responsible for the cleanliness of the dining halls, kitchen and the surrounding areas, disposal of kitchen waste and other items will be outside the school campus.

28. The food supplied should be wholesome, hygienic, nutritious and prepared in refined cooking oil. Reuse of oil is not permitted.

29. The caterer will ensure compliance of all labour laws, as applicable to the caterer and caterer’s employees including any additional obligations that may arise on account of the canteens being located within school premises.

30. In case of food, if found less in quantity or is not of standard quality or served in unhygienic condition or not served in time, the penalty will be deduction from the monthly bill whole or part of payment for such poor services as decided by the Principal / Admin Officer of Sainik School Kodagu. Repeated fault may result in forfeiture of part or whole of security deposit and even termination of the contract.

Date: (Signature of Tenderer & Seal)
30. Sainik School reserves the right to visit the existing or the past customers of the bidder to ascertain the quality of the work performed by them and in case any negative report is received, against the bidder, his / her bid may be rejected.

31. The caterer shall arrange removal of garbage, the kitchen waste or any other type of refused or waste material every day at his / her own cost.

32. The caterer shall maintain environmental hygiene and proper sanitation of the mess premises at all times. The caterer shall be bound by all the provisions of the prevention of food adulteration act as applicable in the state and such other central and local laws and rules and regulations existing therein or to be enacted or introduced hereafter.

33. The cooks and bearers should be medically fit and should not be below 18 years of age. It may be also ensured that they are not suffering from infectious / contagious diseases.

I ________________________________ OF M/S ________________________________ AGREE TO ABIDE BY THE ABOVE TERMS AND CONDITIONS AS GIVEN FOR THE CATERING CONTRACT

Date: ____________________________ Signature of the Tenderer with official seal
PROFILE OF THE TENDERER
TENDER FOR CATERING SERVICES AT SAINIK SCHOOL KODAGU

1. Name of the Firm / Organization : 

2. Address : 

3. Telephone No. / Mobile No. & Name
   of the Contact Person : 

4. Fax No. : 

5. Email ID : 

6. Which is your office / branch nearest to the school?
   Please provide the Address and Telephone No. : 

7. Month and Year of establishment : 

8. Name of proprietor\partners\directors : 

9. No. of years of experience in the field:
   (References, Certificates to be enclosed mentioning the details such as strength of mess etc)
   [Refer para 22(b) of the Tender Document] 

10. Annual Turnover during the last five years
    (Enclose copies of Audited Balance Sheets / Financial Statements)
    
    2014 –15 : 
    2013 –14 : 
    2012 –13 : 
    2011 – 12 : 
    2010 – 11 : 

Note: Put in PART ‘A’ – Technical Bid

Appendix ‘B’
11. Whether the firm is an Income Tax Assessee?
   If so please give the details of PAN No. : 
   (Enclose copy of the latest assessment order)

12. Registration No. of the firm : 

13. Food Licence / Shop Act Licence No. : 

14. EPF No. : 

15. ESI No. : 

16. TIN / TAN / VAT / CST / Service Tax Regn No : 

17. Bank Details (Bank Name, No, & Address : 
   (for ECS Payments)

   (Enclose relevant certificates / documents)

\textit{Date:} \hspace{2cm} \textit{Signature of the Tenderer with official seal}
DETAILS OF PREVIOUS CONTRACTS
(Give details of previous contracts of similar services rendered by you)

<table>
<thead>
<tr>
<th>Period of Contract</th>
<th>Name and Address of the Organization (reference letters / documents to be enclosed)</th>
<th>Name of the Contact person &amp; Phone No.</th>
<th>Value of Contract and other Details</th>
<th>Remarks</th>
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Date: ____________________________

Signature of the Tenderer with official seal

Note: Put in PART ‘A’ – Technical Bid

Appendix ‘C’
DETAILS OF ONGOING CONTRACTS

Give details of current contracts, if any, of similar services being rendered by you; **which will be available for inspection (of kitchen / dining area etc) by our officials, if required**:–

<table>
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<tr>
<th>Period of Contract</th>
<th>Name and Address of the Organization (reference letters / documents to be enclosed)</th>
<th>Name of the Contact person &amp; Phone No.</th>
<th>Value of Contract and other Details</th>
<th>Remarks</th>
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*Date:*  

*Signature of the Tenderer with official seal*
COMMERCIAL BID
RATE LIST FOR PROVISION OF CATERING AND BAKERY SERVICES TO CADETS AND STAFF AT SAINIK SCHOOL KODAGU
FOR ACADEMIC YEAR 2016-17

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<tr>
<th>Particulars</th>
<th>Approximate no of Plates per Meal</th>
<th>Rate (₹)</th>
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<tbody>
<tr>
<td>Catering and Bakery Services for cadets and Staff as per Menu placed at Annexure I</td>
<td>575 Nos.</td>
<td>(Rate per Head per Day to be quoted)</td>
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</table>

The rate quoted is to be inclusive of all applicable taxes, duties, surcharges etc.

We have read and agree to abide by the:-
1. Terms and conditions of Mess Catering contract and terms provided in the tender form.
2. Rules pertaining to the daily functioning of the mess as promulgated by the school authorities from time to time.

Place:_________________
Date:_______________
Signature of the Proprietor or Authorized Representative

Name of the Signatory:_________________________
Stamp:
Designation:_______________________________
## SAINIK SCHOOL KODAGU
### TENTATIVE WEEKLY MENU – CADETS MESS

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<thead>
<tr>
<th>Meal</th>
<th>Bed tea</th>
<th>BREAKFAST</th>
<th>Mid – Day Tea</th>
<th>LUNCH</th>
<th>Evening tea</th>
<th>DINNER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Time</strong></td>
<td>0530 hrs</td>
<td>0730 hrs</td>
<td>1045 Hrs</td>
<td>1400 Hrs</td>
<td>1700 Hrs</td>
<td>2000 Hrs</td>
</tr>
<tr>
<td><strong>MONDAY</strong></td>
<td>Tea</td>
<td>Daliya, Bread, Jam, Butter, Tomato Sauce, Egg Burji, for Non-veg, Cutlet for vegetarian, Milk with Boost (150ml)</td>
<td>Badam Milk, (Salted / Jeera Bakery Biscuits (Qty 03))</td>
<td>Chapatti (Unlimited) Soya bean Masala, White rice, Kadamba Sambar, Curd, Papad, Pickle, Banana, sprouted grams, Salad</td>
<td>Badam Milk / Lemon Juice(Summer), <strong>boiled egg/ Banana</strong></td>
<td>Chapati (Unlimited), Rajma Masala, White rice, rasam, Aloo Dry, Milk with boost, papad, pickle, Salad</td>
</tr>
<tr>
<td><strong>TUESDAY</strong></td>
<td>Tea</td>
<td>Semiya Bath, Tomato Sauce, Banana, Milk with Boost (150ml)</td>
<td>Ragi Malt, Mangalore Baj</td>
<td>Salad, Bhatura, Chole Masala, White rice, Thoored, Curd, Papad, Pickle, Ice Cream</td>
<td>Rose Milk, Boiled peanuts</td>
<td>Salad, Chapatti, Aloo Palak, white rice, Milk with boost, papad, pickle, Stuffed capscicum</td>
</tr>
<tr>
<td><strong>WEDNESDAY</strong></td>
<td>Tea</td>
<td>Idly (04 Nos), Vada, Sambar, Chutney, Boiled Channa Grams, Milk with Boost (150ml)</td>
<td>Badam Milk, Onion Pakoda / biscuits (Qty 03))</td>
<td>Chapati (Unlimited), Beetroot Masala, Jeera rice, Dhal Thadka, Papad, Pickle, Banana, Salad</td>
<td>Badam Milk / Lemon Juice(Summer), Plum Cake (weighing 60 Gms)</td>
<td>Salad, Chapati (Unlimited), Green peas Pulav, Mix- veg Masala, Chicken curry, Egg curry, Cucumber Raitha, Paneer (Special item), Papad, Pickle, Payasam</td>
</tr>
<tr>
<td><strong>THURSDAY</strong></td>
<td>Tea</td>
<td>Chapati (Unlimited) <strong>Egg Curry, Paneer Curry for Vegetarians</strong>, Milk with Boost (150ml)</td>
<td>Rose Milk, Cream Bun</td>
<td>Chapati (Unlimited), Bhindi Dry, Veg Kohlapuri, white rice, Palak Daal, Curd, Papad, Pickle, Salad, Seasonal fruit</td>
<td>Ragi Malt, <strong>boiled egg/ Banana</strong></td>
<td>Chitranna, Daal fry, Gobi Manchurian, Papad, pickle Salad</td>
</tr>
<tr>
<td><strong>FRIDAY</strong></td>
<td>Tea</td>
<td>Ragi Dosa (03 Nos) Special Chutney, Boiled Channa, Milk with Boost(150ml)</td>
<td>Ragi Malt, Plum Cake (weighing 60 gms)</td>
<td>Salad, Chapatti (Unlimited), Veg Pulav,Stuffed Capcicum / Aloo Capcicum Dry Mix- veg raitha, Papad, Pickle, Banana</td>
<td>Badam Milk (100 ML), Boiled Green Peas</td>
<td>Salad, Chapati (unlimited), Brinjal Masala, Ghee rice, **chicken curry, Egg Masala,**Dal Fry, / Paneer, Papad, Pickle, Payasam</td>
</tr>
<tr>
<td><strong>SATURDAY</strong></td>
<td>Tea</td>
<td>Kerala Paratha Channa Curry, Milk with Boost(150ml)</td>
<td>Rose Milk, Aloo Bonda</td>
<td>Salad, Chapati (Unlimited), Lemon rice, Green Gram Curry, Harive/ Sopu Palya, Mixed daal, Raitha, papad, pickle, Ice cream</td>
<td>Lemon Juice, <strong>boiled egg/ Banana</strong></td>
<td>Salad, Jeera rice, Mixed Dal, Tinda with black channa, Raitha, papad, pickle, seasonal fruit</td>
</tr>
<tr>
<td><strong>SUNDAY</strong></td>
<td>Tea</td>
<td>Set Dosa, Sambar, Chutney, Boiled Channa Grams, Milk with Boost(150ml)</td>
<td>Badam Milk (100 ml), Cookies (Qty 03))</td>
<td>Salad, Peas Pulaao, toor daal, Mix Veg Sabji, curd, papad, pickle, mixed cut fruits.</td>
<td>Badam Milk (100 ml), (Salted / Jeera Bakery Biscuits (Qty 03))</td>
<td>Salad, Jeera Rice, Chicken / Egg/ Veg Curry, Gulab jamun</td>
</tr>
</tbody>
</table>

**Note:** This menu is indicative only and can be modified suitably by the school authorities from time to time to ensure variety and nutrition. Special menu for three course mess night will be provided for dinner once a month.

**Date:**

*Signature of the Tenderer with official seal*
# SAINIK SCHOOL KODAGU
## NOTES ON TERMS FOR WEEKLY MENU – CADETS MESS

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Butter 20 gms Sachet per cadet per serving.</td>
</tr>
<tr>
<td>2</td>
<td>Jam 20 gms per cadet per serving.</td>
</tr>
<tr>
<td>3</td>
<td>Bread slice weight at least 15 gms and size 4” x 4”.</td>
</tr>
<tr>
<td>4</td>
<td>Sauce 8 gms per head (two table spoons)</td>
</tr>
<tr>
<td>5</td>
<td>Egg curry to have two eggs (Fried) per serving.</td>
</tr>
<tr>
<td>6</td>
<td>Chicken 150 gms per cadet per serving without skin.</td>
</tr>
<tr>
<td>7</td>
<td>Paneer 100 Gms Dry (Fried) and peas 50gms per cadet to be used for mutter paneer curry.</td>
</tr>
<tr>
<td>8</td>
<td>Dal, pulses, rajma and chole 25 gms dry per head per serving to be served in thick gravy of</td>
</tr>
<tr>
<td></td>
<td>onions and tomatoes</td>
</tr>
<tr>
<td>9</td>
<td>Idlis at least 4, each 50 gm and vada 75 gms each.</td>
</tr>
<tr>
<td>10</td>
<td>Pulao/biryani/Jeera rice when served atleast 400gms to be served and additional serving</td>
</tr>
<tr>
<td></td>
<td>given if demanded. To be served in hot cases.</td>
</tr>
<tr>
<td>11</td>
<td>Coconut chutney to be of thick consistency and should not flow (min 30 gms)</td>
</tr>
<tr>
<td>12</td>
<td>Milk (150 ml) from Nandini dairy without water and bournvita/boost 10 gms per serving</td>
</tr>
<tr>
<td>13</td>
<td>Badam Milk / Ragi Malt (15 Gms powder per serving) / Tea /Coffee - 100 ML</td>
</tr>
<tr>
<td>14</td>
<td>Dry vegetable when served atleast 100 gms per serving</td>
</tr>
<tr>
<td>15</td>
<td>Each fruit serving should be atleast 100 gms</td>
</tr>
<tr>
<td>16</td>
<td>Curd (Nandini) to be served 80-100 gms without water</td>
</tr>
<tr>
<td>17</td>
<td>Gulab jamun 2 per cadet weighing 40-45 gms each.</td>
</tr>
<tr>
<td>18</td>
<td>Only Chakki Aatta (Flour) to be used for chapatis and no maida to be used.</td>
</tr>
<tr>
<td>19</td>
<td>Rice / fried rice to be served (150-200 gms per head) and more to be served if demanded.</td>
</tr>
<tr>
<td>20</td>
<td>Chapatis / pooris / bhatooras at least 3 per head (6 ” dia and weighing minimum 50 gms each) and</td>
</tr>
<tr>
<td></td>
<td>more to be served if demanded. To be served in hot cases. 1 hot case per table (30 Chapatis)</td>
</tr>
<tr>
<td>21</td>
<td>Set Dosas/ Ragi dosa at least 4 per head (8 ” dia and weighing minimum 100 gms each) and</td>
</tr>
<tr>
<td></td>
<td>more to be served if demanded. To be served in hot cases.</td>
</tr>
<tr>
<td>22</td>
<td>All vegetables / dal / porridge etc with gravy to be served in bowls (150 ml) and not in plates.</td>
</tr>
<tr>
<td>23</td>
<td>Dry Sabji (Palya) - min 100 gms per head</td>
</tr>
<tr>
<td>24</td>
<td>Food items from one meal are not to be used for another meal.</td>
</tr>
<tr>
<td>25</td>
<td>2 pieces each of 3 different vegetables (out of cucumber, onion, radish, carrot, tomato or</td>
</tr>
<tr>
<td></td>
<td>beetroot) to be served for salad.</td>
</tr>
<tr>
<td>26</td>
<td>Papad being served should be crisp and not soggy.</td>
</tr>
<tr>
<td>27</td>
<td>Food to be cooked in hygienic condition with branded refined oil.</td>
</tr>
<tr>
<td>28</td>
<td>01 waiter per 30 cadets and one cook per 150 cadets.</td>
</tr>
</tbody>
</table>

**Note:** The above quantities / conditions are indicative and can be modified suitably by the school authorities to ensure quality, variety and nutrition.

*Signature of the Tenderer with official seal*
Note: Include with PART ‘B’ Commercial Bid

SAINIK SCHOOL KODAGU
NOTES ON TERMS FOR WEEKLY MENU – CADETS MESS

BRAND / MAKE OF ITEMS TO BE USED FOR PREPARATION OF FOOD

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Brand/Make</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SAUCE</td>
<td>Maggie / Kissan or equivalent brand</td>
</tr>
<tr>
<td>2</td>
<td>BUTTER</td>
<td>Amul / Nandini or equivalent brand</td>
</tr>
<tr>
<td>3</td>
<td>BADAM POWER</td>
<td>Nandini / MTR or equivalent brand</td>
</tr>
<tr>
<td>4</td>
<td>Refined Oil</td>
<td>Sunpure//Sun Drop/Saffola or equivalent brand</td>
</tr>
<tr>
<td>5</td>
<td>MILK</td>
<td>Nandini Milk (For drinking / tea)</td>
</tr>
<tr>
<td>6</td>
<td>CURD</td>
<td>Nandini</td>
</tr>
<tr>
<td>7</td>
<td>RICE</td>
<td>Balaji / 24 Carrot Gold / Maruti / Sona Masuri or equivalent brand</td>
</tr>
<tr>
<td>8</td>
<td>ATTA</td>
<td>Ashirvad / Annapurna / Chakki Fresh - Ice Gold / Double Nandi or equivalent brand</td>
</tr>
<tr>
<td>9</td>
<td>TOOR DAL</td>
<td>Shivling / Ganesh or equivalent brand</td>
</tr>
<tr>
<td>10</td>
<td>MASALA / SPICES</td>
<td>MTR / Aruna / MDH / Everest or equivalent brand</td>
</tr>
<tr>
<td>11</td>
<td>TEA POWDER</td>
<td>Red label / Kannan Devan / Tata Tea / 3 Roses / Taj Mahal</td>
</tr>
<tr>
<td>12</td>
<td>JAM</td>
<td>Kissan or equivalent brand</td>
</tr>
</tbody>
</table>

Note: The above brands are indicative and the school authorities reserve the right to suitably amend / modify them to ensure quality, variety and nutrition. The brands / samples are to be produced and approval obtained prior using them for preparation of food.

I, __________________________________________________________ of
M/s ______________________________________________________ hereby

agree to abide by the above terms and conditions as given for the catering contract

Date: ____________________________

Signature of the Tenderer with official seal