



**SAINIK SCHOOL NALANDA  
AT NANAND PO PAWAPURI, DIST NALANDA, BIHAR 803115**

**TENDER DOCUMENT**

**FOR**

**PROVIDING CATERING SERVICES AT CADETS MESS OF  
SAINIK SCHOOL NALANDA**

**ADVERTISEMENT/TENDER No: SSNL/3007/QM/CAT**

**DATED 18 MAR 2016**

Signature of the Adm Offr, SS Nalanda  
(Tender Issuing Authority)

Signature of the Contractor along with Stamp



**Tele** { PPL : 9431023923  
Adm Offr : 9470403065  
Email : ssnl12oct2003@gmail.com

Sainik School Nalanda  
PO: Pawapuri  
Dist. Nalanda  
Bihar-803 115

SSNL/3007/QM/Cat

Mar/Apr 2016

..... (Address of the Contractor)

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**TENDER FORM FOR CATERING SERVICES AT CADETS MESS, SAINIK SCHOOL NALANDA**  
**PROBABLE DURATION OF THE CONTRACT FROM 13 JUN 2016 TO 12 JUN 2017**

1. The address and contact numbers for submitting your tender form or seeking clarifications regarding this TENDER FORM are given below:-

- (a) Bids/queries to be addressed to : The Principal  
Sainik School Nalanda  
PO: Pawapuri  
District: Nalanda  
Bihar- 803 115
- (b) Postal address for sending the Bids : Same as Para 1(a) above
- (c) Name/designation of the contact personnel : Administrative Officer  
Sainik School Nalanda  
PO: Pawapuri  
Dist: Nalanda  
Bihar- 803 115
- (d) Telephone number of the contact personnel : 9470403065
- (e) E-mail id : ssnl12oct2003@gmail.com

2. This TENDER FORM is containing 22 pages and is divided into following five Parts:-

(a) **Part I** – Contains General Information and Instructions for the Contractors about the TENDER FORM such as the 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 Requirements (SOR).

- (c) **Part III** - Contains Standard Conditions applicable to this TENDER FORM, which will form part of the contract with the successful Contractor.
- (d) **Part IV** - Contains Special Conditions applicable to this TENDER FORM and which will also form part of the contract with the successful Contractor.
- (e) **Part V**- Contains Evaluation Criteria and Format for Price Bids.

3. This TENDER FORM is being issued with no financial commitment and the Principal, Sainik School Nalanda reserves the right to change and vary any part thereof at any stage. Principal, Sainik School Nalanda also reserves the right to withdraw the TENDER FORM, should it become necessary at any stage.



## PART I-GENERAL INFORMATION AND INSTRUCTIONS

1. The important dates pertaining to the contract/tender are given below:-

Ser No	Particulars	Date and Time	Source (Venue)
(a)	Starting Date for Issue of Tender Form	18 Mar 2016	Sainik School Nalanda, Pawapuri School campus & School website: <a href="http://www.sainikschoolnalanda.bih.nic.in">www.sainikschoolnalanda.bih.nic.in</a>
(b)	Last Date of Issue of Tender Form	07 Apr 2016 up to 1000 hrs	-do-
(c)	Pre-Bid Meeting	28 Mar 2016 at 1000 hrs	Sainik School Nalanda, Pawapuri.
(d)	Last Date for Submission of Sealed Envelopes containing Tender Form	08 Apr 2016 up to 1100 hrs	Sainik School Nalanda, Pawapuri.
(e)	Date of Opening of Technical Bids	08 Apr 2016 at 1101 hrs	Sainik School Nalanda, Pawapuri.
(f)	Date of Opening of Financial Bids (of only the technically acceptable offers)	12 Apr 2016 at 1000 h	Sainik School Nalanda, Pawapuri.

2. **Submission of Tender.** The tender should be submitted under “**Two Cover System**”, the first cover is termed as Technical Bid with Tender documents, profile of the tenderer, EMD with superscription on the cover as “**TECHNICAL BID FOR PROVIDING CATERING SERVICES AT CADETS MESS OF SAINIK SCHOOL NALANDA**” and the second cover is termed as Financial Bid, sealed with “**COMMERCIAL BID FOR PROVIDING CATERING SERVICES AT CADETS MESS OF SAINIK SCHOOL NALANDA**”. Both covers should be placed in a bigger cover with superscription “**TENDER FOR PROVIDING CATERING SERVICES AT CADETS MESS OF SAINIK SCHOOL NALANDA**” addressed to The Principal, Sainik School Nalanda, PO Pawapuri, Dist Nalanda, Bihar 803115 submitted before the last date.

3. **Manner of depositing the Bids:** Bids can be sent by means of wax sealed Bids which should be either dropped in the Tender Box or sent by registered post / speed post / courier at the address given above so as to reach by the due date and time. Tender Bids received after stipulated date and time even by post/courier will not be entertained. 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.

4. **Location of the Tender Box:** Administrative Block, Sainik School Nalanda (Near Administrative Officer Office) Sainik School Nalanda, PO: Pawapuri, Dist: Nalanda (Bihar).

5. The prospective contractors may depute their representative, duly authorized in writing to attend the Opening of Tender Bids on the due date and time. This event will not be postponed due to absence of tenderers or their representatives.

6. **Forwarding of Bids.** Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like TIN number, VAT/CST number, Bank details (account number, IFSC/MICR code and address) for Electronic Fund Transfer, etc and complete postal & e-mail address of their office.

7. **Rejection of Bids.** Canvassing by the Contractors in any form, unsolicited letter and post tender correction may invoke summary rejection with forfeiture of Earnest Money Deposit (EMD). Conditional tenders will be rejected.

8. **Validity of Bids.** The Bids should remain valid for 90 days from the date of submission of bids.

9. **Pre Bid Meeting:** A pre-bid meeting would be held on **28 Mar 2016 at 1000 Hrs.** The tenderers who require any clarifications of the tender documents may attend the meeting.



10. **Earnest Money Deposit:** The tenderers have to deposit a sum of amount **Rs 3,00,000/- (Rupees three lakhs only)** in the form of Demand Draft in favour of The Principal, Sainik School Nalanda payable at SBI Rajgir (Bank Code No. 3499). EMD of the unsuccessful Contractors will be returned to them without any interest at the earliest or before the 30th day after the award of the contract.

11. EMD is not required to be submitted by those Contractors who are registered with DGS&D, National Small Scale Industries Corporation (NSIC) or any Department of MoD or MoD itself. The EMD will be forfeited if the Contractor withdraws or amends or impairs or derogates from the tender in any respect within the validity period of their tender.

12. **Security Deposit.** The successful Contractor has to deposit a sum of Rs 6,00,000/- (Rupees Six Lakhs Only) as a Security Money within 30 days from the date of award of the contract. Non timely deposit of security money may lead to forfeiture of earnest money deposit and cancellation of contract.

13. Earnest Money deposited by the successful contractor will be adjusted towards the security deposit. The contractor has to deposit the balance amount towards security money within 30 days from the date of award of the contract. The security deposit will be released without any interest after successful completion of the contract.

14. Tax will be deducted at the time of payment as per defined/eligible tax rates and authority will give proper document of depositing the amount to the contractor.

15. It is desirable that the rates quoted should be both in words and figures. The rates quoted in the tender should be inclusive of all freight, royalty, taxes and other incidental charges (i.e. F.O.R. School campus). Any fluctuations in the price of commodities, LPG, taxes etc at any time must be absorbed by the tenderer only.

16. Every page of the tender should be signed (full signature) and rubber stamped by the tenderer. It should also be signed wherever there is overwriting and cutting.

17. The tenderers shall be solely responsible for any damages or loss in public property due to negligence of their labourers or other staff and the damage shall be made good at their own cost.

18. All supplies/services will be according to specifications as per tender paper or subject to approval by the Principal, Sainik School Nalanda.

19. All the Appendices of the tender form will be completed neatly in English language only; If Appendices along with the tender form are found incomplete, the tender will not be considered.

20. Tenderers are requested to quote their rates only in the schedule of items given by the school. The rates quoted on the individual firm's letter head or any other paper than schedule of items will not be considered.

## **PART II-ESSENTIAL DETAILS OF ITEMS REQUIRED**

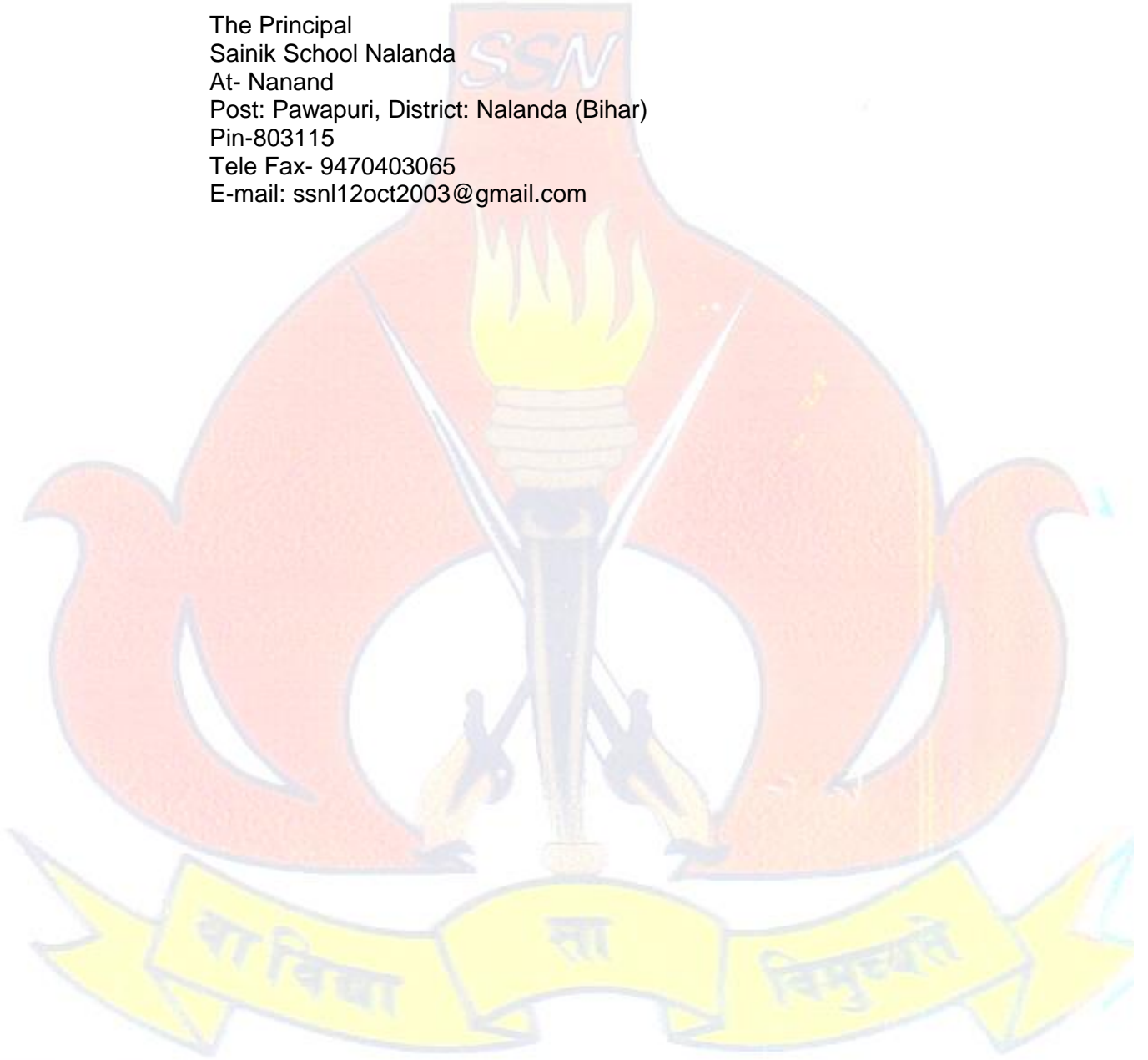
21. Schedule of Requirement: - **“Catering Services for period 13 Jun 2016 to 12 Jun 2017”**. A copy of the Mess Menu is given at Appendix 'B'.

22. **Period.** Delivery of services will be on daily basis as per the mess menu provided by the School. The Contract can be cancelled unilaterally by the **Principal, Sainik School Nalanda** in case supply / services of items are not satisfactory and are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the **Principal, Sainik School Nalanda**, with applicability of Late Delivery (LD) clause.

23. The catering services are to be provided at Sainik School Nalanda School premises and rates quoted in the bids should include cost towards procurement of dry and fresh rations, ingredients, milk, etc including wages to be paid to the workers to be employed by the contractor, taxes payable to the government, etc. The food items to be supplied (served) to the cadets and staff will be prepared in the Kitchen attached to the Cadets Mess at Sainik School Nalanda and served to the cadets and staff in the Cadets Mess and at the places as designated by the School authorities.

24. The details of the consignee are given below:-

The Principal  
Sainik School Nalanda  
At- Nanand  
Post: Pawapuri, District: Nalanda (Bihar)  
Pin-803115  
Tele Fax- 9470403065  
E-mail: ssnl12oct2003@gmail.com



### **PART III – STANDARD CONDITIONS OF TENDER FORM**

25. The authorized dealers/manufacturers/suppliers/firms are required to give confirmation of their acceptance of the standard conditions of the TENDER FORM mentioned below which will automatically be considered as part of the Contract concluded with the successful Contractor (ie Tenderer in the Contract) as selected by the Principal, Sainik School Nalanda. Failure to do so may result in rejection of the Bid submitted by the Contractors.

26. **Law.** The contract shall be considered and made in accordance with the laws of the Republic of India.

27. **Effective Date of the Contract.** The contract shall come into effect on the date of signing of agreement by both the parties on the contract as the case may be. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

28. **Arbitration.** The Tenderer will not take recourse to legal addressal arising out of any issue related to this contract in any court of law. All disputes or differences arising out of or in connection with this Contract shall be settled by bilateral discussions and decision of the Principal, Sainik School Nalanda shall be final.

29. **Penalty for use of Undue Influence.** The Tenderer 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 Sainik School Nalanda or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour 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 Tenderer or anyone employed by him or acting on his behalf (whether with or without the knowledge of the Tenderer) 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 Principal, Sainik School Nalanda to cancel the contract and all or any other contracts with the Tenderer and recover from the Tenderer the amount of any loss arising from such cancellation. A decision of the Principal, Sainik School Nalanda or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Tenderer.

30. **Access to Books of Accounts.** In case it is found to the satisfaction of the Principal, Sainik School Nalanda that the Tenderer 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 Tenderer, on a specific request of the Principal, Sainik School Nalanda, shall provide necessary information/ inspection of the relevant financial documents/information.

31. **Non-disclosure of Contract documents.** Except with the written consent of the Principal, Sainik School Nalanda, Tenderer, and other party shall not disclose the contract or any provision, specifications, plan, design, pattern, sample or information thereof to any third party.

32. **Liquidated Damages.** In the event of the Tenderer's failure to submit the Bonds, Guarantees, Challans, Documents, clarification, provide catering services, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified in this contract, the Principal, Sainik School Nalanda may, at his discretion, withhold any payment until the completion of the contract. The Principal, Sainik School Nalanda may also deduct from the Tenderer as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/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.



33. **Termination of Contract:** The Principal, Sainik School Nalanda shall have the right to terminate this contract in part or in full in any of the following cases:-

- (a) By giving the contractor a fortnight (14 days) notice in advance without assigning any reason whatsoever.
- (b) The Tenderer is declared bankrupt or becomes insolvent.
- (c) The Tenderer utilising the services of any Indian/Foreign agent in getting this contract paying any commission to such individual/company, etc.
- (d) As per decision of the Arbitration Tribunal.
- (e) If the contractor assigns or sublets this contract or if the contractor attempted to do so.
- (f) If the contractor or any of his representative or his employees are guilty of fraud in respect of the contract, directly or indirectly give or promise to give or offer any bribe, gift, loan reward or advantage, pecuniary or otherwise to any officer or persons in employment of the School.
- (g) If the contractor declines, neglects or delays to comply with any demand or requisition or in any other way fails to perform or fulfil any condition of the contract.
- (h) In case of recession, the Principal, Sainik School Nalanda shall be entitled to recover from the contractor, on demand, any extra expense he may put to in obtaining supplies/services hereby agreed to be supplied/provisioned from elsewhere in any manner.

34. **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.

35. **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.



#### **PART IV – SPECIAL CONDITIONS TENDER FORM**

36. The Contractors shall submit copies of certificates/documents as given under para 44 of this document. They will also bring original copies of all the relevant documents and produce the same whenever demanded.

37. The contractor's security deposit or any balance thereof remaining at the end of the contract shall not be returned to him until the account has been finally audited and settled and until he has executed the 'NO DEMAND (DUES) CERTIFICATE' to the School.

38. All payments to the contractor shall be made through electronic mode directly into the contractor's valid account, ie NEFT/RTGS, etc.

39. The period of this contract shall be from 13 Jun 2016 to 12 Jun 2017 extendable up to 3 months at the discretion of the Principal, Sainik School Nalanda.

40. All disputes shall be decided by the mutual consultation and contractor shall not take recourse in any court of law. In extreme circumstances, any dispute or difference of opinion arising in respect of either interpretation, effect or application on terms and conditions of the contract or on agreement or in the process of dealing the contract shall be decided on arbitration by the Principal as he may think fit and his decision will be final.

41. All supplies/services will be according to specification as per tender paper or subject to approval of the Principal.

42. The rates quoted in the tender should be inclusive of all freight, royalty, taxes and other incidental charges (i.e. from or to the School campus).

43. The tenderers have to quote their rates both in figures and words.

44. List of documents which will be checked/verified during tender opening is given below **(Please attached the following documents along with the Technical Bid):-**

Ser No	Documents
(A)	COST OF TENDER FORM IN THE FORM OF DEMAND DRAFT FOR Rs 1000/- DRAWN IN FAVOUR OF THE PRINCIPAL, SAINIK SCHOOL NALANDA. (COST OF TENDER FORM IS NON REFUNDABLE).
(B)	EARNEST MONEY DEPOSIT (EMD) – Rs 3,00,000/- (RUPEES THREE LAKHS ONLY) DRAWN IN FAVOUR OF THE PRINCIPAL, SAINIK SCHOOL NALANDA.
(C)	CERTIFICATE OF PROPRIETORSHIP/PARTNERSHIP DEED, ETC IF ANY.
(D)	CERTIFICATE OF REGISTRATION FROM THE STATE / CENTRAL GOVT TO DO OUTDOOR CATERING SERVICE BUSINESS.
(E)	TIN/VAT REGISTRATION CERTIFICATE.
(F)	THE CONTRACTOR MUST HAVE A MINIMUM ANNUAL TURN OVER OF Rs 1 CRORE DURING LAST THREE YEARS. AUDITED ANNUAL ACCOUNTS OF THE FIRM FOR THE LAST THREE FINANCIAL YEARS DULY CERTIFIED BY CHARTERED ACCOUNTANTS (REPORTS SHOULD CONTAIN MEMBERSHIP NUMBER OF CHARTERED ACCOUNTANT AND AUDITORS FIRM REGISTRATION NUMBER).
(G)	ITR-V FOR LAST THREE YEARS (TENDERER SHOULD BE A TAX PAYEE).
(H)	PROOF OF EXPERIENCE LAST THREE YEARS IN THE PARTICULAR BUSINESS TO INCLUDE EXPERIENCE CERTIFICATE FROM THE LAST INSTITUTION TO WHICH CATERING SERVICES PROVIDED.

(J)	PAN CARD.
(K)	LABOUR LICENCE UNDER CONTRACT LABOUR ACT (WITH PPF CODE/ EPF CODE/ESI REGISTRATION & OTHER STATUTORY BODIES / AUTHORITY WITH PROOF IN THE RELATED BUSINESS. (IN CASE OF NON-AVAILABILITY OF LABOUR LICENCE FROM LOCAL (NALANDA DISTRICT) LABOUR DEPARTMENT, THE CONTRACTOR WOULD BE GIVEN 45 DAYS) TIME FOR APPLYING/SUBMITTING THE SAME)
(L)	FOOD LICENSE FOR OUTDOOR CATERING SERVICES OTHER THAN SHOP FROM COMPETENT AUTHORITY.
(M)	SERVICE TAX NUMBER FOR OUTDOOR CATERING SERVICES FROM THE COMPETENT AUTHORITY.
(N)	AFFIDAVIT BY THE TENDERER (AS PER APPENDIX 'Ç').

45. **Payment Terms for Indigenous Tenderers.** It will be mandatory for the Contractor to indicate their bank account number to which payments are to be made. The payment will be made through Electronic Fund Transfer mode on fortnightly basis after completion of the process of provisioning of catering services.

46. The contractor will bear the penalty for violation of any of the above mentioned stipulations as decided by the board of staff detailed by the Principal or his representatives.

47. The contractor shall be solely responsible for any damages or loss of public property due to negligence of their employees or other staff and the damage shall be made good at his own cost.

48. The contractor acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the services required under this contract will have to be made or furnished and with all the terms, clauses conditions, specifications and other details of the contract. He shall not plead ignorant of any of these clauses and conditions as an excuse in case of complaints against or rejection of services tendered by him or with a view there to making for enhancement of any rates agreed to in the contract or to evade any of the obligations under the contract.

49. The **wax sealed** tender paper has to be submitted in two separate envelopes. (One will have technical information, documents & Demand Draft (EMD) and another envelope to have schedule of quantities/commercial bid).

50. If any document attached by the tenderer found to be fake / bogus/ tempered, that contractor and his firm/corporation/society will be black listed by the School for a period of 10 years.

51. The School will provide following items/equipment for smooth running of the Catering Services contract at Sainik School Nalanda:-

- (a) Kitchen Equipment such as Chapati Making Machine, Steam Cooking System, Potato Peeler, Gas Bank, Chapati Bhatti, Gas Oven, Coal Oven, Bread Slicer, Bakery Oven, Deep Freezer (03), Wet Masala Grinder, Metallic Gas Tandoor, Aluminium Degchis etc.
- (b) Crockery and cutlery for serving staff and Cadets.
- (c) Proper space for running the mess and furniture required in the Cadets Mess available in the School.

52. The maintenance of these items and equipment will be the responsibility of the contractor.

53. The items/equipment will be issued to the contractor in serviceable condition and contractor will hand over these items/equipments in the serviceable condition to the school after the completion/termination of the contract. (Responsibility of repairs during the contract period will be of the contractor running the catering services).



54. The contractor shall maintain good quality of food and beverages served to the cadets and the staff and also ensure that the ingredients used for cooking should be of the standard/ISI Marks/FPO approved brands.

55. The day to day cleanliness and maintenance of premises of Cadets Mess and Kitchen, utensils, cutlery and crockery, kitchen equipment and other equipment and furniture will be the responsibility of the contractor.

56. Procurement of cooking gas and other consumables is the responsibility of the contractor.

57. The Menu may be changed on weekly/fortnightly/monthly basis within the same rate/quantity as per the recommendations of the Mess Committee.

58. Bills may be submitted after every 15 days. The payment for the same will be made within the 10 days after the receipt of the bill if no objection is raised on the bills.

59. It is the responsibility of the contractor to provide proper uniform to the waiters serving in the Cadets Mess.

60. It is responsibility of the contractor to provide meals to the sick cadets (if required light food) in the Sick Bay/MI Room only. However, no extra charge will be paid for the same.

61. It is mandatory for the contractor to have labour license for the staff working in the School premises.

62. Medical examination of cooking staff & employees will be carried out in the civil by the contractor before commencement of the contract and the same to be repeated every alternate month.

63. Provisioning of the manpower required in the Cadets Mess will be the responsibility of the contractor. The contractor will maintain high standard of Hygiene and Sanitation in the mess and that of the staff working in the Mess.

64. The mess contractor / his representative will get the food tasted by the Catering Assistant/ Nursing Assistant/Duty Master/Administrative Officer/Principal. The Mess Contractor/his representative will also maintain Mess Strength Register which will have the details of strength of Cadets/Staff dining in the Mess and menu of the food served every day duly signed by the Mess Contractor, the Catering Assistant, the Duty Master, the Administrative Officer and the Principal. Food samples in the mess will be kept for 24 hours in the refrigerator and a record to this effect is to be made in a log book maintained by the contractor daily countersigned by the Administrative Officer. If food sample is not kept for records, a fine of Rs 3,000/- per day will be charged from the contractor. The log book is to be produced for clearance of bills. In case of any untoward incident regarding food poisoning, etc, the contractor will be liable for prosecution and making good any losses/compensation on such account. No money will be paid for messing charges to the contractor in respect of cadets and the staff for that particular day. This would be applicable for each time when such a case is noticed or reported.

65. The Mess Contractor / his representative will maintain Visitors / Remarks Register in which he will note down all the points given to him and execute the same without fail. Mess contractor or his representative manager is required to remain present in the mess when the food is being served.

66. The Mess in Sainik School Nalanda campus consists of a kitchen and a dining hall. The other important terms and conditions are listed below for convenience:-

(a) The contractor should not be proxy. He/she should have a firsthand experience of running Catering Services successfully.



(b) The Contract Agreement would be for a period of one year. Security Money Draft in favour of the Principal, Sainik School Nalanda payable at SBI, Rajgir (Code No 3499) will be required to be deposited by the catering contractor within 30 days of signing of the contract Agreement.

(c) The caterer should adhere to the provisions of the Provident Fund Act, the Minimum Wages Act (PPF/EPF Code) (ESIC Registration and proof of the same) and other such acts which are applicable. The contractor should submit the proof of payment of statutory/non statutory benefits such as ESI/EPF, etc, to the worker employed by him on quarterly basis.

(d) The caterer should ensure that the payment is made to the labourers as per Minimum Wages Act to the satisfaction of the licensee.

(e) The Caterer shall not employ child labour and upon violation legal action would be taken.

67. Engagement of required staff (not less than 22 members) ie Cooks, Masalchies, Waiters, Baker, Washers, Bearers, Cleaners, etc, shall be by the contractor with approval of the Principal, Sainik School Nalanda. The behaviour of the contractor, staff employed by the contractor should be polite. List of employees will be deposited with School Quarter Master Section on the first day of commencement of the contract. Change of employees of the contractor will be carried out only after taking permission from the Administrative Officer, Sainik School Nalanda. The contractor shall be solely responsible either for any injury, damage, accident to the workmen employed by him/them (contractor) or for any loss or damage to the equipment/property in the areas of work as a result of negligence/carelessness of the mess workers. The workers employed by the contractor are not employees of the School and shall not have any claim whatsoever on the School and shall not act detrimental to the interest of the School. The mess workers shall have to follow the security regulation of the School. Workers shall not form union or carryout trade union activities in the School campus.

68. The strength of mess members is expected to be approximately 490 students and 30 employees during the session. However, it can be less whenever cadets/staff go on tours, leave, etc. Mess is likely to be closed during the summer and winter vacations (70 days). The contractor may be asked to provide catering services during summer and winter vacation on the approved contract rate. The strength during vacation would be 50-150 (for a period of 10-30 days). The contractor may also be required to provide food as per the approved menu on the approved rate for the parents/guests and cadets/staff of other Schools/institutes visiting Sainik School Nalanda, occasionally.

69. The timings, menu and price of extra items would be determined by the Mess Committee and the School administration in consultation with the contractor during the Mess Committee Meeting held on Monthly/Quarterly basis.

70. The contractor shall, at his cost, maintain adequate stocks of food grains, grocery, and adhere to standards of the School.

71. No food cooked in the mess be taken out of the School premises without prior permission.

72. Vegetarian and Non Vegetarian food will be cooked and served separately.

73. Kitchen equipment, gas cylinder bank and dining hall furniture, service counters, cooking utensils, crockery, cutlery, etc as available will be provided by the School. Upkeep of all items provided by the School will be the sole responsibility of the caterer.

74. Refilling of cylinders provided and procurement of good quality provisions and other consumables is the responsibility of the caterer at the rates prevalent in the market.

75. Security and maintenance of the premises, utensils, equipment, fittings, fixtures, furniture, etc. is the responsibility of the catering contractor. Expenditure on repairs and maintenance shall be borne by the contractor.
76. Cleaning, Housekeeping and hygiene of Kitchen and dining area will be the sole responsibility of the contractor.
77. Cleaning and upkeep of utensils, cutlery, crockery, kitchen equipment, furniture is also responsibility of the contractor.
78. The School staff would reserve the right to check on cleanliness and upkeep of premises and quality of provisions and quality of the food.
79. The contractor will be provided a store room, changing/resting room for the workmen of the caterer and a office room for Mess Manager. Rent for the same will be charged @ Rs 5000/- per month.
80. Menu as decided by the Mess Committee will be strictly followed. Copy of Mess Menu enclosed.
81. Packed food will be supplied by the contractor to the cadets whenever required at no extra cost.
82. The School General staff (appx 18) should be provided food at the subsidised rate of Rs 1000/- per head per month.
83. Catering Services should be provided to all parties, VIP and other important visits on demand.
84. Minimum 10 waiters should be present while serving the meals so as to ensure that the School schedule is not disturbed and the satisfaction level of the dining in members is maintained.
85. The contractor or his representative of appropriate seniority who can take decision should be available at the School campus round the clock.
86. Outdoor catering services have to be provided, if required at no extra cost.
87. All the food items served should be of standard size and quality / quantity.
88. Shortfall of food should be compensated. In addition, fine will be levied.
89. All the staff employed by the contractor will be in uniform and their turnout should be proper and they should be familiar with dining in procedures of Cadets Mess.
90. Samples of all the food items and other ingredients. ie rice, pulses, atta, oil, sugar, salt, maida, jam, butter, etc, will be provided to the School administration. The raw material/food should be of high quality. It will be checked on daily basis.
91. The contractor will provide tea for all the General Employees and Administrative Staff daily and will be paid Rs 3000/- per month.
92. **General Structure of the Mess Menu.** The following is the general structure of the menu. The detailed menu is provided in the table that follows. The timing as promulgated from time to time has to be adhered to.

**Breakfast**  
**Tea and Refreshment**  
**Lunch**  
**Evening Tea/Refreshment**  
**Dinner**



**93. Penalties for violation or rules, terms and conditions will be as per the tender Document.**

The caterer will be fined in case of violation of the following rules:-

- (a) Non-availability of Taste Check & Complaint Register on the counter/discouraging students from registering complaints would lead to a fine of Rs. 2,000/- on the contractor.
- (b) 3 or more complaints of insects and/or foreign object cooked along with food found in any food item would invite a fine of Rs. 4,000/- on the contractor.
- (c) 3 or more complaints of unclean utensils in a day would lead to a fine of Rs. 4,000/- on the contractor.
- (d) If mess committee agrees that certain meal was not cooked properly then a fine of Rs. 4,000/- would be imposed on the contractor.
- (e) In case of shortage of food during any meals time and waiting time is more than 15 minutes for lunch and dinner and 10 minutes of breakfast then a fine of Rs. 2,000/- would be imposed on the contractor. The timing for that meal will be extended equivalent to delay time.
- (f) Changes in menu of any meal without permission of mess committee would result in a fine of Rs 4,000/- on the contractor. However, slight changes in menu due to non availability of items in market may be permitted by the School administration with prior intimation.
- (g) Fine on any discrepancy (personal hygiene of workers, misbehavior by workers etc.) will lead to fine of Rs. 4,000/- on contractor for every instance.
- (h) Absence of proprietor or his representative empowered to take decision from Mess Committee meetings on due invitation (which will be held once every month) will attract a fine of Rs 10,000/- on contractor.
- (j) Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and as decided by the Mess Committee.
- (k) Non wearing of uniform by the staff would result in a fine of Rs 2,000/- on the contractor (However, School administration can change the pattern and the same will be informed in advance).
- (l) At the time of closing of the School for Summer/Winter vacations or vice versa, all the cadets may not have all the meals and the strength may vary. The payment will be made as per the actual strength and as per the approved contract rate only.
- (m) In case of repeated failures and negligence a severe penalty compliance of terms and conditions of the contract will be imposed, resulting termination of the contract.

**94. For violation of any rules stated in the agreement:-**

- (a) First violation of the rules implies fine as per rule.
- (b) Second violation of the same rule in the same month will attract triple of the initial amount of the fine.
- (c) All subsequent violations of the same rule in the same month would invite five times the initial amount of the fine.



**PART V – EVALUATION CRITERIA & PRICE BID ISSUES**

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

(a) Bids should be from INDIVIDUALS (UNDER PROPRIETORSHIP)/AUTHORISED DEALERS/MANUFACTURERS/SUPPLIERS/FIRMS/CORPORATIONS/REGISTERED SOCIETIES, ETC.

(b) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the TENDER FORM, both technically and commercially. **The technical information and declaration to be supplied by the Tenderer is given in Appendix 'A'.**

(c) The Lowest Bid will be decided upon the lowest price quoted by the particular Contractor as per the Price Format given at **Appendix 'B'**. The consideration of taxes and duties in evaluation process will be as follows:-

(i) All taxes and duties (including those for which exemption certificates are issued) quoted by the Contractors will be considered. The ultimate cost to the Principal, Sainik School Nalanda would be the deciding factor for ranking of Bids.

(ii) 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 price.

(iii) The Lowest Acceptable Bid will be considered further for signing the contract, placement of Supply/Service Orders after complete clarification and price negotiations as decided by the Principal, Sainik School Nalanda. The Principal, Sainik School Nalanda will have the right to award contracts to different Contractors for being lowest in particular items. The Principal, Sainik School Nalanda also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Contractors is not in a position to supply full quantity with quality of technical specifications required in stipulated time.

96. **Price Bid Format**: The **Price Bid Format is given at Appendix 'B'** and Contractors are required to fill up the rates correctly with full details. Bids submitted in format other than given at Appendices 'A' and 'B' will not be scrutinized by the board constituted by the Principal, Sainik School Nalanda.

97. The Principal, Sainik School Nalanda reserve the right to vary the quantity of services demanded as per actual requirement and tenderers will be bound to provide service as demanded on approved rates. The Principal, Sainik School Nalanda also has all the right to reject / cancel any or all the tenders or distribute the work to more than one contractor without assigning any reason.

**DECLARATION**

I..... (Proprietor/Partner/Manager) do hereby declare that the entire information given in the technical information form is true to the best of my knowledge and I am accepting all the terms and conditions mentioned above.

PLACE:

DATE:

Signature of Contractor with Rubber Stamp

**TECHNICAL INFORMATION AND DECLARATION TO BE COMPLETED BY THE TENDERER**

1. NAME OF THE FIRM : \_\_\_\_\_.
2. ADDRESS OF HEAD / : \_\_\_\_\_.
- REGISTERED / : \_\_\_\_\_.
- HEAD /BRANCH OFFICE : \_\_\_\_\_.
- : \_\_\_\_\_.
- : \_\_\_\_\_.
3. PHONE No : \_\_\_\_\_.
4. FAX No : \_\_\_\_\_.
5. MOBILE No : \_\_\_\_\_.
6. PAN No : \_\_\_\_\_.
7. SALES/SERVICE TAX No. : \_\_\_\_\_.
8. NAME AND ADDRESS OF BANKERS & ACCOUNT No:  
: \_\_\_\_\_.
9. CATEGORY OF TRADE : \_\_\_\_\_.
10. ARE YOU ONE OF THE GOVT./ SEMI GOVT. APPROVED CONTRACTOR, IF  
SO GIVE DETAILS : \_\_\_\_\_.
- : \_\_\_\_\_.
11. NAME(s) OF THE PARTNER(s)/ PROPRIETOR: \_\_\_\_\_.
- \_\_\_\_\_.
12. NAME OF THE MANAGER (along with Authority Letter) : \_\_\_\_\_.
- \_\_\_\_\_.
13. EXPERIENCE: \_\_\_\_\_.

14. SINGLE WORK ORDER DURING THE LAST YEAR: \_\_\_\_\_.

\_\_\_\_\_.

15. WORKSHOP AREA (Sqm) : \_\_\_\_\_.

16. MANPOWER : \_\_\_\_\_.

17. MACHINERY : \_\_\_\_\_.

18. DRAFT No: \_\_\_\_\_ DATE \_\_\_\_\_ AMOUNT Rs. \_\_\_\_\_.

ISSUING BANK NAME AND BRANCH

\_\_\_\_\_.

\_\_\_\_\_.

19. SUBMISSION :(a) Speed / Registered Post (b) Courier (c) By Hand (please tick mark and also mention in writing below).

\_\_\_\_\_.

### **CERTIFICATE**

In consideration of us being contractor, we hereby agree that we shall not withdraw, amend or attach any conditions to our tender submitted to the School authorities. In such case, Principal, Sainik School Nalanda shall be entitled to forfeit our Earnest Money Deposit along with the tender and remove us from the school contract without prejudice to any other right or remedy by school for such breach on our part.

### **DECLARATION**

I \_\_\_\_\_ (Proprietor/ Partner/ Manager) do hereby declare that the information / declaration submitted by us in the tender form are true to the best of my knowledge. [NOTE: - If there are any changes in the construction (constitution) of working of firm, the affecting accuracy of the answer now given, should be promptly communicated to the Principal, Sainik School Nalanda.

PLACE:

**SIGNATURE OF THE TENDERER /**

DATE:

**AUTHORISED SIGNATORY WITH RUBBER STAMP**



**SAINIK SCHOOL NALANDA (BIHAR)- MESS MENU 2016-17**

<b>Schedule Days</b>	<b>Breakfast</b>	<b>Milk Break</b>	<b>Lunch</b>	<b>Evening Tea</b>	<b>Dinner</b>
<b>Monday</b>	Bread-06 Pcs, Butter/Jam, Tea, Cutlet-01 (50 gms)	Milk 200ml with Bournvita (04 Kg) & Good Day Butter / Cream Biscuit – 02	Rice, Chapati, Pulse Rahar Makhana, Potato –Seasonal Veg, Papad, Seasonal Fruit (Non-Citrus), Salad	Nimboo Pani / Tea, Samosa – 01	Rice, Chapati Chicken - 02 Pcs (150gms)(NV), Mutar Paneer Curry(V) (150gms), Pulse Masoor-Moong, Gulabjamun -01
<b>Tuesday</b>	Puri, Sabji (Aloo & Chana) and Jelebi-02 Pcs	Milk 200ml with Horlicks (04 Kg) & Biscuit -02	Rice, Chapati Pulse Arhar Masoor Seasonal Veg with Potato, Ice Cream (80 ml) and Pickle	Nimbu Pani / Tea, Bakery Biscuit - 02	Rice, Chapati , Rajma Mix, Potato Brinjal/Seasonal Veg, Longlatt-01
<b>Wednesday</b>	Bread-06 Pcs, Butter/Jam, Tea, Boiled Egg (NV), Paneer Pakoda-01 (Veg)	Milk 200ml with Bournvita (04 Kg) Biscuit 50/50 - 02	Rice, Chapati , Pulse Arhar /Masoor Seasonal Veg, Salad, Seasonal Fruit(Non-Citrus), Papad	Nimboo Pani / Tea, Veg Pakoda-01	Rice, Chapati, Dal Rahar, Paneer (03 Pcs) (150gms), Chicken (02 Pcs) (150gms), Salad, Kala Jamun -01
<b>Thursday</b>	Chola and Bhatura	Milk 200ml with Horlicks, (4Kgs) Biscuit (Marigold)– 02	Rice, Chapati , Pulse Rajma Mix, Potato Seasonal Veg, Seasonal Fruit (Citrus), Pickle	Nimbu Pani / Tea Bakery Biscuit - 02	Rice, Chapati, Dal Chana Tadka, Mix Veg, Aallo Bhujia (100gms), Kheer (Vermicelli) – 01 Katori
<b>Friday</b>	Poha 200gms with Muttar Gughani, Imli Chatani, Jelebi – 02	Milk 200ml (Sudha) with Bournvita (04 Kg ) Biscuit(Coco nut)-02	Jeera Rice, Chapati Pulse Arhar / Masoor, Aaloo Soyabin Veg, , Papad, Pickle, Seasonal Fruit (Non-Citrus), Salad	Nimboo Pani / Tea, Bakery Biscuit – 02	Bread – 07 Pcs, Jam, Veg Cutlet – 01 (50gms) Chicken Chilly - 02 Pcs (NV) 150gms, Paneer (150gms), Chilly-4 (V), Fruit Custard
<b>Saturday</b>	Puri, Sabji (Aloo & White Chana) and Jelebi-02 Pcs	Milk 200ml with Horlicks (04 Kg), Butter Bite Biscuit – 02	Khichadi, Chokha, Ghee, Papad, Ice Cream (80ml), Pickle	Nimboo Pani/ Tea, Samosa – 01	Rice, Puri, Dal Tadka, Mix Veg, Gulab Jamun-01
<b>Sunday</b>	Paratha -03, Aloo Bhujia, Curd 100gms, Pickle	Coffee & Biscuit – 02	Rice, Chapati , Pulse Arhar Potato Seasonal Veg, Seasonal Fruit (Citrus), Salad	Nimbu Pani/ Tea, Kachori-01	Rice, Chapati , Fried Egg Curry (1) (NV) Muttar Paneer (100gms), Pulse Chana, Rasgula -01

**Cost Break down:** (a) Breakfast- 26% (b) Lunch-32% (c) Dinner-32% (d) Tea & Refreshments-10% (Twice Daily)

**Rate: Rs \_\_\_\_\_ Per Day Per Cadet/ Staff (Rupees \_\_\_\_\_ Only)**

Place:  
Date:

Signature of the Contractor with Stamp

Signature of the Adm Offr, SS Nalanda  
(Tender Issuing Authority)

Signature of the Contractor along with Stamp

## APPENDIX 'B1' OF CATERING SCHEDULE

### SCALE OF RATIONS TO BE COOKED AND SUPPLIED FOR DINING MEMBER PER DAY – CATERING SERVICES 2016-17

Ser	Item	Quantity	Brand of products
(a)	Rice	150 gms	Samba Mansoori / Sonam /Sona Chood / Sona Arva brand to be pre approved by the Principal / Mess Committee of the School.
(b)	Wheat Flour	200 gms	Shakti Bhog /any Agmark brand/ Kriti/ Ganga/ FPO Approved to be pre approved by the Principal / Mess Committee of the School.
(c)	Pulses (Dal)	40 gms	FPO Approved to be pre approved by the Principal / Mess Committee of the School.
(d)	Milk	200 ml	Sudha / Amul
(e)	Roots and Tubers	50 gms	-
(f)	Green leafy Vegetables	100 gms	Fresh from local retail market.
(g)	Other vegetables	50 gms	-do-
(h)	Fruits (seasonal)	150 gms or more	Banana – 02 pieces /Apple 01 piece not less than 150 gms /Grapes – 150 gms / Litchi – 150 gms / Guava – 01 piece not less than 150 gms/ Naspati – 150 gms / Water melon – 250 gms.
(j)	(i) Chicken without neck and lever  (ii) Paneer	100 gms (For non Veg only)  100 gms for Veg Only	-
(k)	Sugar	50 gms	-
(l)	Refined Oil	50 gms	Dhara / Sundrop / Nature Fresh/ Fortune/ Nature (Use of hydrogenated (Bansapati) oil is prohibited)
(m)	Butter	20 gms	Sudha/ Amul / Trishul/ Mother Dairy / Britannia
(n)	Egg	01 Nos	--
(o)	Jam	20 gms	Kissan / Tops / Maggi/ Mums, Branded Agmark
(p)	Vermicelli / Dalia/Sago/Jelly/ Custard	30 gms	Branded Agmark Mark / FPO Approved / Homemade.
(q)	Tea / Coffee	08 gms	Tata tea/ Red level Brooke Bond/ /Nescafe /Bru / Tazza Tea
(r)	Condiments and salt	As required	MDH, Satyam, Badhsah, Everest, / Home Made , any Agmark brand
(s)	Mustard Oil	As required	Kolhu, Maa Durga, Active , Fortune, Nature, Kachhi Ghani
(t)	Pickle (mango / mix pickle)	20 gms	Priya / Tops / Mums or any FPO Approved brand
(u)	Sauce / Chilli Sauce	10 gms	Kissan/Maggi/ Tops or any FPO approved brand
(v)	Ice Cream	80 ml	Amul/Sudha/Vadilal/Mother's Dairy

**Note:-**

1. Veg Cutlet/Paneer Pakoda to be of 50 to 60 gms each
2. Milk of 200 ml with sugar and Horlicks/Bournvita (To be served in steel glass).

3. Seasonal vegetable to have min 50% of fresh seasonal veg and only 50 % to be potato. For example, if total vegetable prepared is 100 Kg then 50 Kg to be Fresh vegetable and 50 kg to be potato. Mix veg to have min mix of four vegetables in equal proportion of 25 % each.
4. Fresh Curd to be served not less than 100 gms as per menu along with sugar.
5. Salad will be served not less than 65 - 75 gms as per menu comprising of Onion, Tomato, Carrot, Cucumber, Lemon and green chilli.
6. Sweets not to weigh less than 50 – 60 gms. (Gulabjamun / milk cake / white rasgulla / gaja / Sohan papdi / Longlatta)
7. Fruit Variety to be changed every alternate day. Minimum two variety of Fruits to be served in a week, Type of Fruit to be specified in weekly menu of the School. If not followed, the cost of the fruit will be deducted from the Mess Bill. Fruit specifications:-
  - (a) Banana - Maximum 10 Per Kg
  - (b) Orange - Maximum 07 Per Kg
  - (c) Guava - Maximum 07 Per Kg
  - (d) Mango - Maximum 06 Per Kg
  - (e) Mausami - Maximum 07 Per Kg
8. Poha to be prepared with Onion, Groundnut / Green peas / Cauliflower.
9. Khichdi to be prepared with Gobi, Potato, Green Peas, Groundnut, etc.
10. The caterer may use any other FPO approved brands as per the mutual understanding between the contractor and School administration.



**APPENDIX 'B2' OF CATERING SCHEDULE**

**MISC ITEMS FOR CATERING CONTRACT 2016-17  
(TO BE NEGOTIATED AND APPROVED ONLY WITH THE L1 CONTRACTOR)**

<b>Sr No</b>	<b>Nomenclature</b>	<b>Unit</b>	<b>Rate Per Unit (Rs)</b>
1.	Samosa (120-150gms)	Per Pc	
2.	Samosa Paneer (120-150gms)	Per Pc	
3.	Tea (150ml)	Per Cup	
4.	Coffee (200ml)	Per Cup	
5.	Lemon Water 200ml with Sugar	Per Glass	
6.	Biscuit (Goodday, Bakery Made)	02 Pcs	
7.	Sweet (Gulab Jamun) (50-60gms)	Per Pc	
8.	Sweet (Pedah) ( 50-60gms)	Per Pc	
9.	Paneer Pakoda (for 2 Pcs) (50-60gms)	Per Plate	
10.	Vegetable Pakora / Bread Pakora	Per Pc	
11.	Sandwich Veg	Per Pc	
12.	Longlatta (50-60gms)	Per Pc	
13.	Kachori	Per Pc	
14.	Milk Cake 50-60gms	Per Pc	
15.	Doda Burfi 50-60gms	Per Pc	
16.	Khajja	Per Pc	
17.	Jalebi	Per Kg	
18.	Ice Cream 80 ml	Per Pc	
19.	Apple	Per Kg	
20.	Orange	Per Kg	
21.	Banana	Per Doz	
22.	Grapes	Per Kg	
23.	Green Chilli	Per Kg	
24.	Curd	Per Kg	
25.	Lassi (Prepared in Mess) 200ml	Per Glass	
26.	Cake	Per Pc	
27.	Puri instead of Chappati for Cadets	Approx Strength 520	

28.	Other Items with Scheduled Menu (a) 02 Pcs Chicken (150gms) (b) 02 Pcs Fish (150gms) (c) 04 Pcs Mutton (150gms) (d) Paneer (150gms) (e) Mix Vegetable (150gms) (f) Salad (Onion, Tomato, Cucumber, Lemon, Carrot) (g) 02 Pcs Dahi Wada (150gms) (h) 02 Pcs Egg Curry	Per Plate Per Plate Per Plate Per Plate Per Plate Per Plate Per Plate Per Plate	
29.	Special Menu -Chicken / Paneer -Veg Curry - Jeera Rice / Pulao -100 gms Curd / Bhujia -Dal Fry - Chapati / Puri - Salad (100gms), Papad, Pickle - Ice Cream (80 ml) (Vanilla / Butter Scotch)	Per Plate	
30.	Extra Diet for Players (a) Milk 200ml (b) Milk 200ml with Horlicks / Bournvita (c) Sprouted Channa (100gms) (d) Milk & Banana Shake 200ml (e) Amul Cool (f) Mausami Juice 200ml (g) Boiled Egg	Per Glass Per Glass Per Katori Per Glass Per Bottle Per Glass Per Pc	
31.	Aaloo Bhujia (100 gms)	Per Katori	
32.	Cold Drink 2Ltr	Per Bot	
33.	Chudda Katarni	Per Kg	
34.	Tilkut	Per Kg	
35.	Sattu Litti Fried with 20-25 gms of stuffed sattu	Per Pc	
36.	Fixed Rice instead of plain rice	Appx for 520 strength	
37.	Aaloo / Veg Paratha (02 Pcs)	Per Plate	
38.	Cholla Bhatura (02 Pcs)	Per Plate	
39.	Veg Manchurian (04 Pcs) with Gravy	Per Plate	
40.	Veg Noodles (150gms)	Per Plate	
41.	Rasmalai	Per Pc	
42.	Special Menu Served in the Guest Room	Per Day Per Person	
43.	Special Menu for the Students/ staff visiting this School	Per Day Per Person	

Place:  
Date:

Signature of the Contractor with Stamp

**AFFIDAVIT**

**(With Rs 10/- Stamp Paper is certified by the Notary Public)**

Certified that I/we, \_\_\_\_\_ S/O or D/o  
\_\_\_\_\_ Age \_\_\_\_\_ is/are residing (Village/Town) \_\_\_\_\_, hereby  
declare the following with best of my/our knowledge and belief that:-

1. My/our company/firm whose name is \_\_\_\_\_ is located  
at \_\_\_\_\_.
2. My/our company/firm is not blacklisted by any Government department/agency.
3. TIN of my/our Company/Firm is \_\_\_\_\_.
4. My/our company/firm pays all taxes in time.
5. I/we do not have any relative/kin serving in Sainik School Nalanda.
6. I/we acknowledge that I/we have gone through the complete tender document issued for  
Catering Services Contract at Sainik School Nalanda and I/we agree with all the terms and  
conditions laid down in the tender form by the Sainik School Nalanda.

(Signature of the Deponent)

I/we, certify that on this day \_\_\_\_\_ of \_\_\_\_\_, I/we verify the above mentioned  
declaration with my/our conscience.

(Signature of Applicant)