



D.A.V. SCHOOL OF BUSINESS MANAGEMENT

UNIT-VIII, NAYAPALLI, BHUBANESWAR-751012

Email: dsbmbbsr@gmail.com. Website: www.dsbm8.org, Tel: 0674 2970704

NOTICE

Letter No. DSBM/ 3644 / 2021

Date: 31 / 08 / 2021

A sealed tender is invited from public / caterers / food contractors having valid license and GST number to provide fresh and good foodstuff to the hostel students and staff members of DAV Public School and DSBM, Unit-VIII, BBSR. Interested caterers/contractors may apply for the purpose in the prescribed application form available in the school office on payment of ₹.500/- (Five hundred only) from :01/09/2021 to 03/09/ 2021 along with the tender form on all working days during 11:00 am to 1:00 pm. The last date for submission of sealed tender in the office of the Undersigned is 03/09/2021 by 1:00 pm. The tenders will be opened in presence of all the applicants on 04/09/2021 at 12:00 p.m. The authorities have every right to cancel any /all the tenders without assigning any reason thereof.


PRINCIPAL

Memo No. DSBM/ 3645 / 2021

Date 31/08/2021

Copy to:

1. The Principal, DAV Public School, Unit-VIII, Bhubaneswar for kind information and necessary action.
2. Notice board and website for display.


PRINCIPAL

TENDER FORM FOR SCHOOLCANTEEN OF
DAV SCHOOL OF BUSINESS MANAGEMENT, UNIT-8, BHUBANESWAR

Date & Time of Issue : 01/09/2021 at 11:00 a.m

Last date & time of issue of tender form :03/09/2021 by 11:00 a.m

Last date for submission of sealed tender : 03/09/ 2021 by 1:00 p.m

Date and time for opening of Tender : 04/09/ 2021 at 12:30 p.m

APPLICATION FORM FOR CANTEEN IN
DAV SCHOOL OF BUSINESS MANAGEMENT, UNIT-8, BHUBANESWAR

1. Name of the Caterer :
2. Present Address with Phone no :
3. Permanent Address :
4. Photo Identity Card No/
Residence Proof
(If available with photocopy) :
5. Aadhar Card
(photocopy to be attached) :
6. GST No. :
7. Name and address of two persons
of the city who know the applicant
very well as reference. :
8. Past Experience, if any. :
(*Separate sheet may be used with proper evidence*)
9. Whether agreed with the terms and
conditions as per the annexures :
(*please furnish the copy of each annexure duly filled in and signed*)

I declare that the above particulars are true to the best of my knowledge and I will abide by the terms and conditions govern by the school authorities. The requisite certificates / documents in support of aforesaid information along with the Annexure(s) as has been supplied with the tender form are enclosed herewith duly filled in.

Signature with date:

TERMS AND CONDITIONS:

1. **ACCOMODATION:** The school authorities will provide accommodation for cooks, dining Hall, kitchen and furniture for dining hall without any monthly rent.
2. **SECURITY:** The caterer / contractor will deposit a sum of ₹. 50,000/- (Rupees fifty thousand only) as security money in advance in shape of Bank Draft drawn in favour of DAV School of Business Management (Refundable on expiry of contract without any interest) within seven days of finalization of the tender or prior to signing the contract agreement whichever is earlier.
3. **FURNITURE AND UTENSILS:** The caterer / contractor will arrange the requisite furniture and utensils himself /herself for cooking. He/ She will use only gas stove for cooking purpose.
4. **WATER AND ELECTRICITY:** The school will supply the water free of cost. The electricity on actual consumption, which will be calculated on a sub-meter reading, will be borne by the caterer / contractor. The Caterer / Contractor will fix all required electrical fittings except internal wiring switches and switch boards. However, the caterer/ contractor will fix a Aqua Guard machine in the water tap in a suitable place to provide drinking water to the students in the canteen. All repair works in respect of water supply and electricity in the canteen will be done by the caterer / contractor without any damage to the present structure.
5. **QUALITY OF FOODS:**
 - a) The foods will be best in quality and hygienically prepared.
 - b) Good quality oil will be used for preparing the food-
 - (i) To be supplied during recess for staff and students.
 - (ii) For inmates of the hostel (approx. 100 in nos) menu supplied in Annexure-III. He / She will supply food in the hostel premises as per menu supplied for which rate per day to be quoted.
 - c) A machine for Tea/Coffee will be installed by the caterer/contractor.
 - d) The caterer/contractor will fix a micro-oven and glass box for safe preservation of foods.
 - e) The caterer/ contractor is allowed to keep sweets, dry foods of branded companies and soft drinks.
 - f) He/She may use plastic trays to serve the foods to the staff and students.
 - g) The caterer/ contractor will not be permitted to allow public inside the hostel /school campus. He / She is not allowed to sell his items to public inside the school premises.
 - h) He/she will supply tiffin or snacks and tea for both the shifts of the DAV Public school & DSBM from 7:00 a.m to 5:00 pm at the time of requirement.
 - i) The members of the canteen committee will inspect the quality and quantity/size of the food items and the cleanliness of the canteen at any time.

- j) *The caterer / contractor is solely responsible for maintaining the quality and hygienic foods (tiffin, meals & any other items) prepared in the canteen, if there is any issues / problems in the preparation of the foods and it's supplied to students and staff members, then the caterer / contractor cannot shift the responsibilities to the management as it is merely a facilitator for providing infrastructure to the canteen.*
- 6) **STAFF:** The caterer or contractor will engage the required staff members himself/herself for good service to the students. The staff members engaged for the purpose will be well behaved and should understand Odia, English & Hindi and can speak at least Odia & Hindi. The staff members of the canteen will be in proper uniform. The caterer/ contractor will pay salary of the staff engaged for the canteen. The contractor / caterer must provide uniform and identity card to each staff engaged in the canteen.
- 7) **CLEANLINESS OF THE CANTEEN AND ITS SURROUNDINGS:** The caterer/contractor will maintain the cleanliness of the canteen and its surroundings by his/her employees. The surroundings of the canteen must be hygienic.
- 8) **CONTRACT AGREEMENT:** The selected caterer/contractor will sign a written agreement for one year in the stamp paper which may be renewed on mutual understanding or by inviting fresh tender. The contract may be terminated by one-month notice from either side. The Caterer / Contractor will hand over the house within two days to the school authorities on expiry of the contract without any damage / loss to the present structure of the house. In case of any damage / loss to the house is detected at the time of handing over the house, cost of the same will be reimbursed / adjusted from the security money.
-

Certified that I have gone through the terms and conditions as envisaged in the annexure I and accept the same for proving the canteen service to the students and staff of DAV Public School and DSBM, Unit-VIII, Bhubaneswar.

Signature with date.

ANNEXURE – II

**NAME OF THE STANDARD FOOD ITEMS TO BE SUPPLIED DURING
THE RECESS.**

ITEMS

PRICE

I certify that the above food items shall be at least at par with the foods available in market in respect of size / quantity. Further, I certify that the aforesaid items will be better in quality than the foods available in open market. The aforesaid rate, quantity and quality will be in force till the expiry of the contract.

Signature with date

ANNEUXRE – III**WEEKLY MENU FOR THE HOSTEL STUDENTS**

Day's	Breakfast	Lunch	Afternoon Snacks	Dinner
Sunday	Paratta with Aludum	Rice Std., Dal Std. Bowl Chicken Curry Std. Paneer Curry Std.	Vada 2 pc, Alu Chup-2 pc Sauce	Roti-5 pc Veg Curry Bhaji
Monday	5 Std Idli with Samber/Chutney	Rice Std. Plate Bhaji, Khatta, Dalma, Pappad	Dahi Vada-2 pc Aludum	Roti – 5 pc Mix curry Kheer
Tuesday	6 Std. Puri with Ghoogni	Rice Std. Dal Std. Egg Curry (2 egg) AluChakata Pickle / Potal curry / Seasonal curry & Dahi raita	Bread Jam with Banana	Roti – 5 pc Dal Fry Masala Seasonal curry
Wednesday	Vada – 5 pc Matar Curry / Sambar	Rice, Dal Fish Curry (2 piece) sweet curd Veg Curry & Chips	Uttapam Chutney	Roti – 5 pc Egg Tadaka / SadhaTadaka Bhaji
Thursday	Upama with Ghoogni	Rice, Dal Potal Curry / Seasonal curry Bhaji& Pickle	Vada – 2 pc Samosa – 2 pc Chutney	Roti – 5 pc Chilli Paneer Chilli Kobi
Friday	Chakuli Aludum	Rice, Dal Egg Curry (2 eggs) Veg Curry / Seasonal Curry DahiBaigan	Roll (Veg)	Roti - 5 pc Chole Bhaji
Saturday	Idli – 5 pc Sambar with Chatni	Rice, Dal, Veg Curry Salad, Pappad, Kheer	Samosa – 2 pc Chowmin	Roti – 5 pc Bhaji / Veg Manchurian

200 ml. Milk & 2 piece Biscuits / Bread at 6:30 A.M. every day

Price per Day : _____

Signature with date

ANNEXURE – IV

I herewith undertake that I have gone through all the information given in the Tender paper and could understand the terms and conditions to the best of my satisfaction. I have submitted all the required documents and Annexures duly filled in along with the tender form. I further undertake that I will present personally or through my authorized representative during opening of the tenders and will abide with the rules and regulations of the school.

Signature with date.