



D.A.V. SCHOOL OF BUSINESS MANAGEMENT

UNIT-VIII, NAYAPALLI, BHUBANESWAR-751012

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

Letter No. DSBM/ 8278 / 2025

Date: 04 / 06 / 2025

Notice Inviting Quotations

QUOTATION FOR: Running of Canteen Services in School and Hostel of DAV Public School, Unit-VIII & DAV School of Business Management, Unit-VIII, Bhubaneswar

Sealed quotations are invited by the Undersigned from experienced Caterers / Food Contractors **having experience of managing canteen in educational institutions** to provide fresh and edible food to the hostel students and staff members of DAV Public School, Unit-VIII and D.A.V. School of Business Management, Unit-VIII, BBSR. Interested caterers/contractors can obtain the prescribed Quotation Form from the office of the Undersigned on deposit of ₹. 1000/- (Rupees One Thousand Only) in AXIS Bank, CRPF Square, Bhubaneswar on all working days between 10:30 am to 01:30 pm from 04.06.2025 to 09.06.2025. The bidder should submit earnest money /Security Deposit of ₹.50,000/- (Rupees fifty thousand only), only by shape of DD in favour of D.A.V. School of Business Management, Unit-VIII, Bhubaneswar along with the quotation form duly filled in, in sealed envelope superscribed **"Quotation for running of School & Hostel Canteen"** on or before 09.06.2025 by 3:00 pm. The earnest money will be refunded to the unsuccessful bidders within a fortnight after opening of the quotations without interest.

The quotations will be **opened on 09.06.2025 at 4:00 pm.** The bidders may remain present physically or by authorized representative during opening of the quotations.

The quoted rate should be inclusive all the taxes (GST). There should not be any overwriting or corrections in the quotations. The quotations received after the stipulated date & time or incomplete in any respect shall not be considered. **The quotations without GST Number, and Food License Certificate shall not be considered.**

The Undersigned does not bind himself/herself to accept the lowest quotation and reserves the right to accept the quotation in whole or in part thereof. The decision of the canteen Committee constituted for finalization the selection of the Tender/ Service Provider is final. The canteen committee will visit to the client of the caterer / contractor for the assessment of the credibility of the service provider.

The Undersigned also reserves the right to cancel either any or all quotation(s) without assigning any reason thereof.

PRINCIPAL

Copy to:

1. The Notice Board & Website of the School for information of all concerned
2. The Principal, DAV Public School, Unit-VIII, Bhubaneswar for information and necessary action
3. The Principal, DAV Public Schools of Bhubaneswar with a request to kindly take steps to display the quotation call notice on the Website/ Notice Board for information.
4. The Concerned file for record

APPLICATION FORM FOR CANTEEN SERVICES IN SCHOOL & HOSTEL OF
DAV PUBLIC SCHOOL & DAV SCHOOL OF BUSINESS MANAGEMENT,
UNIT-VIII, 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. Aadhaar Card
(photocopy to be attached) :
6. GST No. :
7. FSSAI LICENSE NUMBER :
8. TRADE REGISTRATION NUMBER :
9. Name and address of two persons :
of the city who know the applicant
very well as reference.
10. Past Experience, if any. :
(Separate sheet may be used with proper evidence)
11. 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.

Full Signature with Date & Seal

TERMS AND CONDITIONS:

1. **ACCOMODATION:** The school authorities will provide space for cooks, dining hall, kitchen 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, Unit-VIII, Bhubaneswar (***Refundable on expiry of contract / unsuccessful bidders without any interest***) ***within a fortnight.***
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 water with applicable monthly charges. 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 an 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 the 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. 220 in nos**). 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 has to 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 and cakes only of branded companies.**
 - f) He /She may use paper 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/her 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 p.m. at the time of requirement, as & when needed.
 - 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 are any issues / problems in the preparation of the foods and it's supply to students and staff members, the caterer / contractor cannot shift the responsibilities to the management. The caterer/contractor is cent per cent responsible. The institute is merely a facilitator to provide space to canteen.*
- 6) **STAFF:** The caterer or contractor will engage the required staff members himself/herself for extending 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 wages of the staff engaged for the canteen. The contractor / caterer must provide uniform and identity card to each staff engaged in the canteen. **Issue of Identity Card to the canteen employees is mandatory. A list of staff to be engaged in the canteen has to be handed over to the Undersigned while signing the agreement.**
- 7) **CLEANLINESS OF THE CANTEEN AND ITS SURROUNDINGS:** The caterer/contractor will maintain the cleanliness of the canteen, wash basin, floors of the kitchen room and dining hall and its surroundings by his/her employees. The surroundings of the canteen must be hygienic.
- 8) Consumption of tobacco or any alcoholic items by any other canteen staff shall lead to the termination of agreement without giving any notice/time.
- 9) The terms and conditions of the contract may be changed by the Competent authorities on recommendation of the Canteen Committee in order to maintain or upgrade the quality of the foods supplied, or follow the guidelines issued by the government from time to time, if any.
- 10) **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.

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

Full Signature with Date & Seal

**NAME OF THE STANDARD FOOD ITEMS TO BE SUPPLIED DURING
THE RECESS / BREAK TIME
(Selling of non veg items are not permissible)**

SI No.	ITEMS	PRICE Per Unit
01.	Tea / Coffee only for the Staff	
02.	Sponge / Honey / Banana/ Cup Cake	
03.	Doughnuts	
04.	Puri & Aloo kasa	
05.	Haldiram Aloo Bhujji/Moong Dal/ Punjabi Tadka	
06.	Veg / Cheese .Sandwich	
07.	Veg / Paneer Momos	
08.	Veg Patties	
09.	Veg Roll	
10.	Vada & Chutney	
11.	Samosa	
12.	Aloo Chup	
13.	Dahi Vada & Aloo Dum	
14.	Upma & Ghuguni	
15.	Amul Cool	
16.	Cadbury Chocolates (Diary Milk, Eclairs)	
17.	Vegetarian Meal only for the Staff	

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.

Full Signature with Date & Seal

D.A.V. SCHOOL OF BUSINESS MANAGEMENT & DAV PUBLIC SCHOOL**Unit-VIII, Nayapalli, Bhubaneswar-751012**

Phone- 0674-2970704, 2391328

Date: _____

1. Name of the Caterer:
2. Complete Address with Phone No:
3. Valid Food License No:
4. GST No: PAN No: Aadhaar No:
5. Past Experience if any(attach):

WEEKLY MENU FOR THE HOSTEL STUDENTS

Day's	Breakfast	Lunch	Afternoon Snacks	Dinner
Monday	Idli 5 pcs. with Sambar/Chutney	Rice Std., Dal, Soya Curry, Khatta, Bitter Gourd Bhaji, Pappad	Veg Roll / Simeil Chatpata with Ghoogni/ Chutney	Roti – 5 pc Cabbage curry/ Mushroom with Garam Masala, Simeil Kheer
Tuesday	Puri 6 pcs with Guguni	Rice Std. Dal Std. Egg Curry (2 eggs) Alu Chokha, Pickle / Janhi Alu Curry / Drumstick curry & Saga Muga	Uttapam, Chutney	Roti – 5 pc Dal Fry, Bhaji
Wednesday	Vada – 5 pc Matar Curry / Sambar	Rice, Dal, Fish Curry (2 piece) / Chhena ball / Paneer curry, Vegetable chips, Dahi Bundi	Chat	Roti – 5 pc Veg Tadaka / Egg Tadaka, Bhaji
Thursday	Upama with Guguni	Rice, Dal, Seasonal curry Banana Bhaji & Sweet Curd	Vada – 2 pc Samosa – 2 pc Chutney	Roti – 5 pc Chilli Paneer, Chilli Kobi, Sweet
Friday	Chakuli Aludum	Rice, Dal, Egg Curry (2 eggs) Paneer Curry / Dahi Baigan & Bhaji	Chowmin, Seasonal Fruits	Roti - 5 pc Chole, Bhendi Masal
Saturday	Idli – 5 pc Sambar with Chatni / Googoni	Rice, Dal, Mix Veg Curry, Rice Khir, Salad, Pappad,	Bread Jam, Banana	Veg Palao, Alu Jeera, Raita/Roti, Veg Manchurian Bhaji
Sunday	Paratta with Aludum	Rice Std., Dal Std. Bowl Chicken Curry Std. Paneer Curry Std. Raita/ Sweet Curd / Ice-Cream	Vada 2 pc, Alu Chup-2 pc Sauce	Roti-5 pc Soyabean Curry Bhaji

Bada Khana to the students on last Sunday at lunch time of every month positively.

#Special food on Janmashami, Ganesh Puja, Saraswati Puja, Diwali should be served without Onion & Garlic.

200 ml. Milk & 2-piece biscuits / bread at 4:30 p.m. every day along with the afternoon snacks.

Price per Day (inclusive of GST) : _____ (In words: _____)

Full Signature with Date & Seal

NB: Menu specified may be changed on recommendations of the Canteen Committee on the basis of feedback received from the students.

UNDERTAKING

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 be present personally or through my authorized representative during opening of the tenders and will abide by the rules and regulations of the school / institution.

Full Signature with Date & Seal