



DAV PUBLIC SCHOOL

CHANDRASEKHARPUR, SAILASHREE VIHAR, BHUBANESWAR
(Affiliated to C.B.S.E., New Delhi, Affiliation No. 1530044, School No.-15329)

No.DAV(CSP)/CANTEEN/ 2292

/2026

Date: 17.08.2026

Notice Inviting Quotations

Sealed quotations are invited by the undersigned from experienced Caterers / Food Contractors having experience in managing a canteen in educational institutions to provide fresh and edible food to the hostel students and staff members of DAV Public School, Chandrasekharpur, in Campus-I & II. Interested caterers/contractors can obtain the prescribed Quotation Form from the office of the Undersigned on deposit of Bank Draft for Rs.1000/- (Rupees One Thousand Only) drawn in favour of "DAV Public School, Chandrasekharpur" payable at Bhubaneswar on all working days between 10:30 am to 01:30 pm from 17.08.2026 to 29.08.2026. The bidder should submit the prescribed quotation form along with supporting documents in a sealed envelope superscribed "Quotation for running of School & Hostel Canteen" on or before 29.08.2026 by 3:00 pm. The selected bidder will pay Security Deposit of Rs.1,00,000/- (Rupees One Lakh Only) only by way of DD in favour of "DAV Public School, Chandrasekharpur" payable at Bhubaneswar

The quotations will be opened on 29.08.2026 at 4:00 pm. Bidders may be present physically or through an authorised representative during the opening of the quotations.

The quoted rate should be inclusive of all 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. Agencies intending to apply must hold a valid Food License and be registered with EPF, ESI, GST, and PAN. **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 finalisation of the selection of the Quotation/Service Provider is final and binding on the Competent Authority.

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

PRINCIPAL

Copy to:

1. The Notice Board & Website of the School for information of all concerned
2. The Principals, 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.
3. The Concerned file for record



MANAGED BY - DAV COLLEGE MANAGING COMMITTEE, CHITRA GUPTA ROAD, DELHI

At- Chandrasekharpur, Sailashree Vihar, Bhubaneswar- 751021 (Odisha)

Phone No.: 0674-2740651, 2740551, Email: davcspur@gmail.com, Website: www.davcsp.org

APPLICATION FORM FOR CANTEEN SERVICE IN DAV PUBLIC SCHOOL
CHANDRASEKHARPUR, 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. Food License No. :
(Photocopy to be attached)
7. GST No. :
(Photocopy to be attached)
8. Name and address of two persons :
of the city who know the applicant
very well as references.
9. Past Experience, if any. :
(Separate sheet may be used with proper evidence)
10. 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 governed by the school authorities. The requisite certificates/documents in support of the aforesaid information, as have been asked there in are enclosed with the Quotation form, duly filled in/signed.

Full Signature with Date & Seal

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Full Signature with date & Seal

SCOPE OF WORK OF THE CATERER

1. The Caterer is required to provide food and snacks as per the enclosed list in the tender paper to approximately 100 students of Girls' Hostel on Campus-I and approximately 170 students of Boys' Hostel on Campus-II. In addition, the Caterer is required to provide food & snacks to the intending students of classes VI to XII & staff of the school during the recess/lunch break on Campus-I.
2. The school will provide the space free of rent for running the canteen, with facilities such as a store, kitchen, and furnished dining hall.
3. The Caterer is required to arrange the Kitchen equipment, cooking gas cylinders, cooking utensils, crockery, cutlery, etc. at his/her own cost.
4. The school will provide water and electricity. The Caterer will pay electricity charges as per actual consumption, calculated based on sub-meter readings. 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 safe drinking water to the students in the Canteen. All repair works and modifications required, if any, in respect of Water supply & Electricity in the Canteen will be done by the Caterer/Contractor without any damage to the present structure.
5. The Caterer will arrange accommodation and a changing/resting room for their workmen at their own cost outside the campus. No workmen will be allowed to stay in the canteen at night without permission from the school authority. In case any staff member remains inside the canteen, the name, address & ID proof of such staff must be submitted to the school office in writing & he should obey the rules & regulations of the school.
6. The Caterer will not allow outsiders in the canteen except the visitors and campus residents.
7. The Caterer will cook & serve vegetarian and Non-Vegetarian food separately.
8. The Caterer will maintain all the equipment at his own cost and risk.
9. The Caterer will open the canteen from 6.00 AM to 10.00 PM at night.
10. The successful Caterer shall be required to deposit Security Money of **Rs.1,00,000/- (Rupees One Lakh)** only in the form of DD in favour of **"DAV Public School, Chandrasekharpur"** payable at **Bhubaneswar** within **7 days** of receipt of 'Work Order'. In case the contract period is extended further, the validity of the Security Money shall also be extended accordingly. The Security Money is refundable on expiry of contract without any interest within 30 days of completion of all contractual obligations. Damage cost of the school assets, if any, shall be adjusted from the Security Deposit at the time of refund.



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TERMS AND CONDITIONS OF THE CONTRACT

1. The contract shall be awarded initially for **Two Years**, subject to review of quarterly performance. It can be extended further subject to satisfactory performance.
2. Electricity shall be provided by the school, and the Bill has to be paid by the Caterer as per the actual consumption to be recorded/calculated through a sub-meter.
3. The Caterer should submit all the necessary statutory documents, as stated in the Eligibility Criteria.
4. Major civil and electrical works will be attended to by the school. Minor maintenance jobs, such as replacing light bulbs, tube lights, etc., are the responsibility of the Caterer.
5. The caterer will properly maintain the assets provided by the school and hand them over to the school at the time of termination of the contract. Damage charges for the assets, if any, shall be adjusted out of the Security Money.
6. The Caterer must follow the rules & regulations of the school and maintain discipline within the school campus.
7. **The Caterer will open the canteen for students and staff from 6.00 a.m. to 10.00 p.m., and he will be permitted to remain on the school premises with the workers from 5.00 a.m. to 10.30 p.m. only. The Caterer must obtain permission for workers and submit the police verification certificate for workers engaged in the canteen. The Caterer will issue proper Identity Cards to their workmen.**
8. The Caterer will engage adequate employees to provide prompt, quality service to the students. He should not engage any child labourer as per the Contract Labour (Regulation and Abolition) Act, 1970.
9. The Caterer must follow minimum safety measures and take sole responsibility from their end.
10. The Institute shall not be a party in case any dispute takes place between the Caterer and his workman. The Caterer shall be fully responsible for their employees.
11. The Caterer will be solely responsible for their engaged workmen if any incident/accident occurs on the campus premises.
12. Employees engaged for this purpose should be well-behaved, understand Odia, English, and Hindi, and be able to speak at least Odia and Hindi.
13. The canteen staff will wear uniforms (aprons & serving gloves) provided by the Caterer during duty/while providing service to students and staff.
14. The Caterer will pay salary, P.F., ESI, Gratuity etc. to the employees engaged for the canteen as per the provisions of the Minimum Wages Act and maintain their attendance & salary register regularly.

15. The Caterer should comply with the provisions of the GST, Provident Fund Act, the Minimum Wages Act and other such Acts which are applicable.
16. The GST, Income Tax, or any such tax or the fine/penalty levied by the Government, if any, will be the sole responsibility of the Caterer.
17. The Caterer will adhere to all laws of the land at his/her own responsibility and costs. The school will not be responsible for the life and safety of the staff at the workplace. The Caterer's staff should be insured.
18. Consumption of alcohol or alcoholic beverages and smoking is not permitted in the school premises. Any violation will attract legal action and the license will be terminated.
19. The Caterer will sell only the items listed in the Annexure; failing which, the school authority will be compelled to terminate the contract immediately. If any addition or seasonal items need to be added or changed, the Caterer must take written approval from the school authority.
20. The Caterer should not outsource to a third-party contractor. If found, the contract will be terminated immediately, and the Caterer will be blacklisted from any future dealings with the school.
21. The Caterer is solely responsible for waste disposal and cleaning the periphery of the canteen. The waste materials must be thrown outside the campus as designated by the BMC or local authority at their own cost and risk.
22. Security personnel must check all edibles before entry into the school premises. The Canteen Committee must countersign the record.
23. The Concerned Warden will taste the food before it is served to the students and he/she should certify in the prescribed proforma that the food is palatable and ready for consumption by the students.
24. The Caterer will open the canteen for both shifts of the school and the boarders, i.e., from 6.00 a.m. to 10.00 p.m., and will be permitted to remain on the school premises only from 5.00 a.m. to 10.30 p.m. In case any staff member remains inside the canteen, the name, address & ID proof of such staff must be submitted to the school office in writing & he should obey the rules & regulations of the school.
25. The Caterer will supply food to the students & staff on working days and to the boarders on all weekdays. He will serve food to the boarders in the Dining room of the Canteen.
26. The Caterer may be asked to prepare food for students/staff on advance intimation. The staff/day scholars may take lunch/dinner on prior intimation/order and make payment themselves.
27. The Caterer may be asked by the school authority to prepare snacks/tiffin during meetings or exigencies, which must be supplied within an affordable time of 30 minutes. He should not procure such items from other caterers/hotels outside the school premises.



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28. The Caterer will maintain a stock register of cookable items, if any, for inspection by the school authority.
29. The Caterer will display copies of the food license, labour license and license to run the canteen prominently near the counter.
30. The Caterer will provide a suggestion register for the students to write their suggestions about the quality of food every day.
31. The members of the Canteen Committee may inspect the quality and quantity/size of the food items and the cleanliness of the Canteen at any time.
32. The Caterer will give Bada Khana to the students on the last Sunday at lunchtime of every month, positively, without any additional payment, with the following items:

"Rice, Dal, Bhaja, Khata, Kulfi, Mutton(150gm)/ Paneer & Mushroom".

On Janmashtami, Ganesh Puja, Diwali, Kartik Purnima & Saraswati Puja, all students will be served veg food without onion and garlic. The following items will be provided to the hostel students on those days.

Breakfast	Lunch	Evening Tiffin	Dinner
Upama & Ghugni	Fried Rice, Dal fry, Ghanta, Paneer, Khata & Kheeri	Veg. Chup	Paratha, Dalma & Rice Kheer.

However, on Prathamastami, Patra Pitha & curry without onion and garlic will be provided to the Hostel students in Breakfast.

33. During the illness of any student, the Caterer will provide Khichdi, Dalia, Oats, Corn Flakes or any food prescribed by the physician in lieu of the normal food.
34. **It is the joint responsibility of the caterer and warden to ensure that all students present in the hostel take lunch and dinner and sign the attendance as a token of consumption. If any student is absent for Lunch/Dinner, the average lunch and dinner consumed that day will be counted for billing.**
35. In case of absence of any student for the whole day, proportionate deductions will be made from the bill pertaining to that student. The caterer's bill must be duly verified and countersigned by the Hostel Warden.
36. The caterer will install a face-reading biometric device in the dining hall of both hostels to take attendance of the boarders before serving lunch and dinner, which will be considered for payment of bills related to hostel students.
37. **MAINTAIN HYGIENE IN THE CANTEEN:**
 - a. The Caterer should maintain a high standard of cleaning and Housekeeping of the kitchen and dining area at their own cost and sole responsibility.



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- b. The Caterer should maintain a high standard of cleaning of utensils, cutlery, crockery, kitchen equipment, furniture, etc.
 - c. The highest levels of hygiene must be maintained in the workers' toilet, with provisions for soap, towels, etc.
 - d. Workers should be provided with the necessary training to maintain the highest possible standard of hygiene, as is expected.
 - e. The school reserves the right to check the cleanliness and upkeep of the premises, the quality of provisions, and the quality of the food.
38. **LIQUIDATED DAMAGE (LD):**
The caterer will be charged LD in case of violation of the following rules:
- a. The school authority and the duly constituted Canteen Committee will separately verify the proper taste and quality of food, food-serving time, cleanliness, and ambience of the place. Based on the average feedback received, an LD will be imposed from Rs. 1,000/- to Rs. 10,000/- per month, as decided by the monitoring committee.
 - b. Any complaint of soft/hard objects like hair, rope, plastic, cloth, stones/pebbles, glass pieces, nails, hard plastic, cooked insects, etc. in food will attract an LD, which can be imposed from Rs. 1000/- to Rs. 5,000/- per incident depending on the nature of the dereliction.
 - c. Food poisoning shall invoke a hefty LD beyond the limit of any fine mentioned above, along with cancellation of contract and possible blacklisting of the caterer.
 - d. Inappropriate personal hygiene of workers, including failure to maintain proper health check-ups, dress, and/or misbehaviour by workers, etc., will lead to imposition of LD of Rs. 1000/- on the caterer for every instance.
 - e. For any rule stated in the agreement, the first violation of the rule implies LD as per the rule. Second and subsequent violations of the same rule on a different day within 30 days of the previous LD will attract triple the initial fine amount on the caterer.
39. **TERMINATION OF CONTRACT:**
The contract may be terminated with 30 days' written notice from either side. The Institute may terminate the contract if it is found at a later stage that the Caterer is black-listed on previous occasions by any of the Institutes/Local Bodies/Municipalities/Public Sector Undertakings, etc.
40. **DISPUTE:** All disputes that may arise shall be referred to the Chairman, DAV Public School, Chandrasekharpur, Bhubaneswar, whose decision shall be final.
41. **JURISDICTION:** The courts at Bhubaneswar shall have the exclusive jurisdiction to try all disputes, if any, arising out of the agreement between the parties.



**NAME OF THE STANDARD FOOD ITEMS TO BE SUPPLIED DURING
THE RECESS / BREAK TIME**

SI No.	ITEMS	PRICE Per Unit
01.	Tea	
02.	Coffee	
03.	Fruit Juice (Litchi, Appy, Tata Gluco)	
04.	Haldiram Aloo Bhujji	
05.	Sandwich	
06.	Momos	
07.	Chowmin	
08.	Veg Roll	
09.	Vada	
10.	Aloo Chup	
11.	Dahi Vada & Aloo Dum	
12.	Ice Cream (Quality/Cream Bell)	
13.	Amul Cool	
14.	Cadbury Chocolates (Dairy Milk, Eclairs)	

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

Full Signature with Date & Seal

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WEEKLY MENU FOR THE HOSTEL STUDENTS

Day's	Breakfast	Lunch	Afternoon Snacks	Dinner
Sunday	Dosa with Sambar Chutney	Rice Std., Dal Std. Bowl, Aloo Chokha, 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
Monday	5 Std Idli with Sambar/Chutney	Rice Std., Dal, Soya Curry, Khatta, Bitter Gourd Bhaji, Pappad	Veg Roll / Samosa Chatpata with Ghoogni/ Chutney	Roti – 5 pc Cabbage curry/ Mushroom with Garam Masala, Simeel Kheer
Tuesday	6 Std. Puri with Ghoogani	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, Veg Bhaji
Wednesday	3 Paratha with Aloodum	Rice, Dal, Fish Curry (2 pcs) / Chhena ball / Paneer curry, Vegetable chips, Dahi Bundi	Chat	Roti – 5 pc Veg Tadka / Egg Tadka, Bhaji
Thursday	Upama with Ghoogani	Rice, Dal, Seasonal curry/Dalma, Banana Bhaji & Khata	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, Bhindi Masala
Saturday	Idli – 5 pc Sambar with Chutney / Ghoogani	Rice, Dal, Besana Veg Curry, Mixed Veg, Chips Salad, Papad	Bread, Jam, Banana	Veg Pulao, Alu Jeera, Raita/Roti, Veg Manchurian Bhaji
# Bada Khana to the students on the last Sunday of every month at lunchtime, positively. Mutton should be served in the Bada Khana. #Special food on Janmashtami, 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				

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

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NB: The menu specified may be changed on the recommendations of the Canteen Committee, based on feedback received from the students.

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BRANDS OF CONSUMABLES PERMISSIBLE

<u>Item</u>	<u>Brand</u>
Salt	Tata, Annapurna, Ashirvad
Spices	M.D.H, Catch
Ketchup	Maggie, Kissan
Oil (Sunflower)	Sundrop, Saffola, Fortune, Nature fresh, (use of Vanaspati ghee is strictly prohibited)
Pickle	Mother's, Priya
Atta	Ashirvad, Pillsbury
Instant Noodles	Maggie, Top Ramen,
Flavoured Drinks	Rasna, Roohafza, Mapro
Papad	Lijjat, Madhuri
Butter	Amul, Mother Dairy
Bread	Paris Bakery
Cornflakes	Kellogg's
Jam	Kissan, Maggie
Frozen Yogurt	Mother Dairy, Nestle
Cow Milk	Omfed, Milkmoor, Mother Dairy
Paneer	Amul, Mother Dairy, Omfred, Milkmoor
Tea	Brooke Bond, Lipton , Tata
Coffee	Nescafe, Bru
Ice-Cream	Amul, Mother Dairy, Kwality, Naturals.
Soya	Nutrella
Frozen Peas	Safal(OffSeason) , Reliance
Cheese	Amul, Mother Dairy
Sauce (Chilli , Garlic , Soya, Manchurian, Tomato)	Chings, Heinz, Maggi, Kissan

Caterer may use any other FPO approved brands only if permitted by the Canteen Committee and Warden in writing.

Ajinomoto is strictly prohibited. As per CBSE circular No.02/2016 dated 06.01.2016, HFSS foods like chips, Kurkure, carbonated beverages, ready-to-eat noodles, pizzas, burgers, confectionery items, chocolates, candies etc, are prohibited in the school canteen.



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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 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 the opening of the tenders and will abide by the school's rules and regulations.

Full Signature with Date & Seal



Full Signature with date & Seal