



**REQUEST FOR PROPOSAL
BY
ARMY PUBIC SCHOOL, BEAS
FOR SCHOOL MESS SERVICE ON CONTRACT
CATEGORY: FOOD SERVICE**

Date of Publishing the tender	31 May 2024
Pre Bid Meeting with bidders	10 Jun 2024
Due date for submission of tender	18 Jun 2024
Date and time of opening technical bids	18 Jun 2024
Issue and Opening of Financial bid	Will be communicated

This document contains 24 pages.

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The contents of this RFP must not be disclosed to unauthorized persons and
must be used only for the purpose of submission of Bids.

April-2024

To

REQUEST FOR PROPOSAL FOR SCHOOL MESS SERVICES ON CONTRACT
CATEGORY: FOOD SERVICE

Dear Sir/Madam,

The Army Public School, Beas intends to do School Mess service on contract/outsourced under 'Food Service' category and seeks participation from prospective Bidders subject to requirements in succeeding paragraphs. The contract shall be for 01 year which can be renewed every year, consecutively upto 03 years. The vendor shall be eligible to participate again in fresh tender.

- 1) This Request for Proposal (RFP) consists of following four parts:-

<u>Sl No.</u>	<u>Description</u>	<u>Reference</u>
1	Part I – General Requirements	Page 3 - 5
2	Part II - Technical Requirements	Page 6 – 17
3	Part III – Financial Bid	Page 18 - 19
4	Part IV – Bid Evaluation and Acceptance Criteria	Page 20 - 24

- 2) The Army Public School Beas responses to this request only from Authorized Vendors, Contractors or Government Sponsored Agencies .
- 3) This RFP is being issued with no financial commitment; and the Army Public School Beas reserves the right to withdraw the RFP and change or vary any part thereof or foreclose the procurement case at any stage. The Army Public School, Beas also reserves the right to disqualify any Bidder should it be so necessary at any stage on grounds.

INDEX

<u>S NO</u>	<u>Description</u>	<u>Reference</u>
1	Part I of RFP – General Requirements	Page 3 – 5
2	Scope of Work	Page 3
3	Food Timings	Page 4
4	Numbers of Students and Staff	Page 4
5	Exemplary Menu	Page 5
6	Part II of RFP – Technical requirements	Page 6 – 17
7	Food Safety and Standards	Page 6, Para 1
8	Catering Services	Page 6, Para 2
9	Administrative Operations	Page 6 – 11, Para 3
10	Necessary Documents	Page 12 – 17
11	Part III of RFP – Financial Bid	Page 18 - 19
12	Service Charges/ Bill Of Quantities	Page 19
13	Part IV of RFP – Bid Evaluation and Acceptance Criteria	Page 20 - 24

PART I – GENERAL REQUIREMENTS**Scope of Work**

<u>SI No</u>	<u>Nomenclature</u>	<u>Description</u>
1	Catering Service/ Mess Service	<ol style="list-style-type: none"> 1) For 400 Students and 25 Staff (Approx.) 2) On Special Occasions as per requirement 3) For sick students as per prescribed by doctor
2	Housekeeping service of Mess	<ol style="list-style-type: none"> 1) Cleanliness Hygiene of Mess 2) Utensils collection and Washing 3) Cleanliness of assets and machinery 4) Deep cleaning of mess Infrastructure
3	Repair and Maintenance of Mess	<ol style="list-style-type: none"> 1) Utensils 2) Furniture 3) Assets and Machinery 4) Infrastructure
4	Pest Control	<ol style="list-style-type: none"> 1) Indoor Mess 2) Outdoor surrounding area 3) Backyard of Mess
5	Supply Order	<ol style="list-style-type: none"> 1) Placing the supply orders for all the consumable Items (Dry Ration, Vegetables, Fruits, Non veg Products, Milk, milk products, etc) to vendor which is approved by school. 2) The dry ration will be purchased by the same vendor who gives supply at Beas Military Station 3) It is the duty of contractor whenever new items will be delivered or purchased the same should be get signed and checked by board of officers
6	Clearance/ Payment of Invoice	<ol style="list-style-type: none"> 1) The invoices of all consumable items should be deposited at accounts office with supporting stock in and out record and the signatures of Board of officers should be present on all invoices. 2) The payment of all consumable items will be cleared as per actuals directly to the supplier. No extra payment will be paid. 3) Only the payment of mess service charges will be paid to the contractor..
7	Maintaining the records	<ol style="list-style-type: none"> 1) Daily Consumption 2) Stock in and out of all Items 3) Purchase Invoices 4) Attendance of mess staff 5) Fuel consumption 6) Waste Disposal 7) Medical test, Character verification of workers 8) Water and Sanitation certification 9) FSSAI Certification 10) Other as per requirement of FSSAI and School

Food/Catering Timings

<u>Particulars</u>	<u>Subject to change with respect to school timings</u>
Bed Tea/Early Morning Snacks	5:30 AM to 5:55 AM
Breakfast	8:00 AM to 9:00 AM
Afternoon Snacks	11:00 AM to 12:00 PM
Lunch	12:45 PM to 2:00 PM
Evening Snacks	04:00 PM to 4:45 PM
Dinner	07:30 PM to 8:30 PM
Night Milk	08:45 PM to 9:00 PM

Details of student and staff

<u>Particulars</u>	<u>Category</u>	<u>Strength</u>
All Meals and Snacks	Boarders	400
	Staff	20
In Addition to Afternoon Snacks	Staff	60
The strength is subject to increase and decrease with respect to admissions**		

In case of requirement, contractor shall be instructed to supply food to the guest at rates applicable under various categories.

No request from the contractor to revise Rates and salaries will be entertained during the contract.

Exemplary Menu

The Menu is subject to change on alternative week and with respect to seasonal fruits and vegetables.

DAY	BREAKFAST	REF(M)	LUNCH	REF (E)	DINNER
MON	AJWAIN PRANTHA ALU MATER SABJI MILK, RAW PANEER 2 X BOILED EGG	HEALTHY SNACKS	MATTER RICE, CHAPATI KALA CHANNA, VEGETABLE PLAIN CURD, SALAD	FRUIT (BANANA) MILK	RICE, CHAPATI, PANEER, CHICKEN, ATTA HALWA
TUE	BREAD BUTTER + JAM + CONFLEX, DALIYA, CUTLET, SAUCE, MILK	HEALTHY SNACKS	ONION RICE, HATOORA WHITE CHANNA, ALOO GOBI SABJI, RAITA, CHATNI	BACKED BISCUIT MILK	RICE, CHAPATAI, DAL CHANNA & MAH SAUBT, CUSTARD
WED	PLAIN PRANTHA SABJI, PANEER ,MILK 2 X BOILED EGG	HEALTHY SNACKS	PLAIN RICE, CHAPATI CURRY PAKORA, VEGETABLE, SALAD	FRUIT MILK	RICE, CHAPATI, CHICKEN SHAHI PANEER, HALWA
THU	PURI ALU NUTRI SABJI TEA	HEALTHY SNACKS	YELLOW RICE, CHAPATI, RAJ MAH DAL, MIX VEGETABLE RAITA & SALAD	MATRI MILK	RICE, CHAPATI, WHIE CHANNA, FRESH FRUITS WITH CUSTARD
FRI	PRANTHA ALOO MATTAR SABJI TEA	HEALTHY SNACKS	MATTAR RICE, CHAPATI, KALA CHANA ALU SHIMLA SABJI, CURD, SALAD	FRUIT MILK	RICE, CHAPATI, DAL CHANNA, EGG CURRY PANEER, RICE KHEER,
SAT	BREAD, JAM, DALIYA CUTLET, SAUCE MILK	HEALTHY SNACKS	FRIED RICE, VEG NOODLES, DAL WASH MIX, FRIED CHICKEN FRIED PANEER, SAUCE	BESAN BURFI TEA	RICE, CHAPATI, RAJ MAH VEGETBALE, HALWA
SUN	STUFFED PRANTHA (MOOLI/ALU), PICKLE TEA, CURD, 2 X BOILED EGG	HEALTHY SNACKS	PLAIN RICE, CHAPATI DAL MAKHNI, MIX VEG PAPAD	BADANA MILK	RICE, CHAPTAI, DAL .MASOOR SABUT, MATTER PANEER SEVIYAN KHEER

PART II – TECHNICAL REQUIREMENTS

1 Food Safety and Standards

- 1) The Contractor will strictly use FSSAI Guidelines to buy mess related items, To prepare and serve foods, snacks and beverages etc.
- 2) The Contractor shall use only FSSAI approved branded and or best quality items.

2 Catering Services

- 1) Bed Tea/Milk/Early Morning Snacks, Breakfast, Lunch, Evening Snacks/Pre, During & Post games Meal and Dinner should be served as per the menu which shall be given by the school. Contractor will also provide food and snacks during special events and excursions of school without addition of extra cost. The Contractor shall not disturb the manpower engaged for ARMY PUBLIC SCHOOL BEAS Promotional Schemes.
- 2) Vegetarian and non-vegetarian cooking shall be done separately.
- 3) The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all time.
- 4) The contractor shall ensure that only freshly cooked food is served in every meal and that stale food is not recycled. Stale food shall be removed from the mess premises as soon as possible.
- 5) The Contractor shall provide food to the sick during his/their sickness period and no extra charge will be paid for the same. The food will be recommended by the Nutritionist on Doctor's advice. The contractor shall be informed of sick meals at least 4 hours prior to meal preparation time.

3 Administrative Operations

1) Documentation and Records

The Contractor should maintain Records and Registers which will be checked by the In-charge of the Centre. The list is as follows:

- 1) Inventory/Stock Register
- 2) Repair and Maintenance Record
- 3) LPG/Fuel Consumption Record
- 4) CRVs and CIVs
- 5) Losses/Missing Articles Register
- 6) Damage/Breakage Register
- 7) Food Checked register
- 8) Pest Control Register
- 9) Sanitation and cleaning material record
- 10) Biometric and Manual Attendance Register
- 11) Staff Medical checkup record
- 12) Hygiene Inspection Register
- 13) Electrical and Civil Fixtures register
- 14) Complaint Register
- 15) Records of Financial Transactions
- 16) Invoice / Bill Register
- 17) Food items Purchase & Issue Register
- 18) Medical Record of kitchen staff registers
- 19) Wages Payment Register and others as requirement of School

2) Premises, Furniture, Equipment, Fuel Water and Electricity Supply

- 1) Army Public School Beas will provide mess premises comprising cooking and dining facilities, furniture, appliances / kitchen equipment, electricity, and tap water.
- 2) The serviceability of the mess Infrastructure utensils, furniture, appliances, and kitchen equipment shall be done and ensured by the contractor at his own cost. All items provided by Army Public School Beas shall be counted once in a Quarter in the presence of Mess In-charge of the Centre/ his representative(s) and the contractor will be responsible for the loss/damage of any items and make up for the loss if found in shortage/damaged condition by replacing/repairing with the same quality and quantity as provided to the agency.
- 3) The contractor shall not be allowed to use electricity as a cooking fuel. However, he shall be permitted to use toasters, refrigerators, water coolers, mixer/grinder, oven and other equipment for cutting/grilling vegetables etc.
- 4) The contractor should not overuse or misuse the water and electricity apart from the assigned activity.
- 5) It is the sole responsibility of the contractor to get the refills from the gas company to run the mess on his own cost. Any fluctuations in the gas price must be absorbed by the Contractor only.

3) Mess Housekeeping

- 1) The contractor shall be responsible for the overall cleanliness of the Mess building, Utensils, Equipment, surrounding, Backyard kitchen, store; wash and food service area. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of **cooked food shall not be stored/ preserved / re-served** after meals.
- 2) Mess Contractor or his representative manager is required to remain present in the mess when the food is served in the mess.
- 3) Food contact areas used for pre and post food preparations must be cleaned thoroughly to avoid cross-contamination as per FSSAI standards.
- 4) The contractor shall ensure the temperature of the food as per FSSAI standards.
- 5) The contractor shall be responsible for clean and purified water (meeting IS 10500 standard requirement) for :-
 - I. Cooking and drinking.
 - II. Utensils and equipment cleaning facility
 - III. Raw material washing facility
- 6) Water cooler and purifier should be cleaned and maintained regularly. Water dispenser must be cleaned by the contractor every day.
- 7) Dining and kitchen hall should be mopped, after each meal by the contractor. The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and moped, daily and will be disinfected once in a week or as and when required.
- 8) Any laxity in the cleaning of these areas will attract severe penalty decided by In-charge of the Centre/ his representative(s).
- 9) After each meal (breakfast, lunch, evening tea and dinner) all the plates, cups, ketosis, water glass, spoons, forks, knives etc., are to be cleaned with hot water

- using detergent powder/soap solution after every meal, dried and kept ready for next meal. All the vessels used for cooking also should be washed with hot water using detergent/soap solution should be made available for use for the next meal.
- 10) Complaints of un-clean serving plates/cutlery/utensils in a day will lead to a penalty.
 - 11) Hand towels/napkins, soap oil dispensers at dining hall and mess area shall be provided by the contractor. The towels have to be changed for service and the soap oil should be refilled, more frequently.
 - 12) Weekly deep cleaning, Monthly fumigation of Kitchen / Dining area and maintenance of exhaust fans should be done.
 - 13) The doors and windows, grills of the mess area shall be cleaned daily. The responsibility of cleaning the Mess premises, daily/routine including fans, glass panes, walls, etc. will be the sole responsibility of the contractor,
 - 14) The Contractor shall be responsible for providing cleaning material of first-class quality with ISI standards for the cleaning kitchen, wash area, dining hall, service area and storage area.
 - 15) The quality of the cleaning material (detergent/ soap/ hand wash/ hand towel etc) will be approved by the In-charge of the Centre.
 - 16) The Contractor shall ensure adequate, safe and effective insect, pest and rodent control measures in the store, kitchen, service, dining and wash area, backyard and surrounding area of the Mess premises.
 - 17) The waste material and unused/leftover food from mess will be removed from mess premises every day. The contractor will ensure that all the waste material and unused/leftover food should be disposed off to the nearest dustbin placed by the area corporation. The contractor will also ensure that stray cattle, such as pigs, dogs, cows, birds etc do not consume any food within the mess premises.
 - 18) The contractor shall ensure that solid waste materials are not dumped into the drains. All such wastes must be removed from the utensils prior to washing.
 - 19) Safe disposal of all the bio-waste and non bio-waste in separate bins will also be the sole responsibility of the Contractor.

4). First Aid

- 1) The contractor shall provide necessary First Aid Facilities to his personnel and ensure a First Aid Box in the Mess Premises.

5). Transportation

- 1) The Contractor shall make his own arrangements for transportation of raw materials and prepared foodstuff to the mess and to the various service points as requirement.

6). Inspection

- 1) In-charge of the school/ representative(s) will have authority to inspect such articles of food and provisions and will have full powers to order discontinuance of use of such articles of food and provisions, which are found to be of unsatisfactory standard and on the ground of hygiene & food quality.

7). Manpower and Compliance

- 1) The Contractor shall specifically ensure compliance of various Laws/Acts, including but not limited to with the following and their re-enactments/ amendments/ modifications :-
 - I. The Payment of Wages Act
 - II. The Employees Provident Fund Act
 - III. The Factory Act
 - IV. The Contract Labour (Regulation) Act
 - V. The Payment of Bonus Act
 - VI. The Payment of Gratuity Act
 - VII. The Employees State Insurance Act
 - VIII. The Employment of Children Act
 - IX. The Motor Vehicle Act
 - X. Minimum Wages Act
 - XI. Any Act /Rule passed by Govt of India/ Punjab

- 2) The Staff should be hygienically groomed and qualified in their respective field and having full professional knowledge of their respective departments. The number of working staff should be strict as per mess requirement and contractor is responsible to provide satisfactory service with hired staff. Leaves, absence and any other compensation of manpower only linked between contractor and hired people.
- 3) In case of absence/ shortage of staff, the number must be ensured by providing a suitable alternative within a day ensuring non-disruption of activities described in the scope of work. Non-compliance of providing sufficient staff shall invoke a penalty.
- 4) The Contractor shall take all precautionary measures to ensure the safety of the workmen employed by him and Army Public School Beas will not be responsible in case of any eventuality.
- 5) The Contractor shall do the medical tests every month and police character verification of staff before hiring and issue identity cards to all his staff.
- 6) The Contractor shall also ensure that action taken by the Contractor and/or its employees and/or personnel shall not violate laws and regulations.
- 7) The contractor shall engage the services of efficient, neat & clean (trim haircut, mustache, nail cut etc), healthy, honest, well behaved and skilled persons for cooking, serving and cleaning of kitchen, dining halls, wash area, storage area and service areas at his own cost. The contractor shall ensure that the food handlers, the bearer, dishwasher etc. wear a neat uniform including head caps, hand gloves, aprons.
- 8) The contractor and his workers must behave politely with hostel inmates, guests & other staff members. The contractor shall be responsible for any theft, dishonesty and/or disobedience and discourteous behavior on part of the manpower provided by him /her. The contractor and his team, under any circumstances, should not involve in arguments with the students and staff. In case of such situations or under any other emergency, the Contractor should intimate immediately to the designated Staff/Officer of Army Public School Beas.
- 9) Smoking, consuming gutka, tobacco, drinking liquor etc is strictly prohibited in the Institute premises. Storage/consumption of any alcoholic drink/liquors strictly prohibited. The contractor shall not serve any of such substance/drink in mess/hostel.

- 10) The contractor shall get done the police and medical verification of the manpower employed by it at its own cost and expenses and provides a copy of police verification and medical fitness to ARMY PUBLIC SCHOOL BEAS. The Contractor shall organize medical examination and furnish medical fitness certificate from the authorized Govt. Hospital of all the staff before initial deployment which will be repeated on a half- yearly basis. Any person found to be medically unfit or unsuitable shall have to be removed by the Contractor from the services and suitable replacement shall have to be arranged forthwith. The Contractor shall not employ any person who is suffering from the infectious, contagious or loathsome disease.
- 11) The contractor shall not permit the Mess Area or any portion thereof to be used for residential purposes by any of its employees.
- 12) The Contractor is solely responsible for the payment of all statutory
- 13) The persons employed by the contractor and contractor himself should not have any adverse police records/criminal cases against them. The contractor should get Police verifications of the personnel to be engaged. The Contractor shall provide the proof of background check of its staff deputed for catering service at the site of ARMY PUBLIC SCHOOL BEAS.
- 14) The contractor shall be solely responsible for compliance with the provisions of various labour and industrial laws, such as wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at Army Public School Beas or for any accident caused to them and the Army Public School Beas shall not be liable to bear any expense in this regard.
- 15) The contractor shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the Army Public School Beas for whatever reason. The contractor shall also be responsible for the insurance of its personnel.
- 16) The contractor shall obtain necessary license, permit, consent, sanction, etc., as may be required or called for from/by local or any other authority for doing such work. The Contractor shall comply at its own cost with all applicable laws, rules and regulations in force from time to time whether of Central or State or local Govt. as applicable to him or to this contract without any liability and responsibility to Army Public School Beas, whatsoever it may be.
- 17) The contractor shall bear all taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the State, Central Government or any local body or authority. The Contractor shall furnish such proof of payment of compliance or the obligations including registration certificates, receipts, licenses, clearance certificates etc. as may be required by the Army Public School Beas from time to time.
- 18) Payment of bills shall be released only if it is accompanied by the proof.
 - I. Biometric attendance sheet of the beneficiaries will be certified by School/representative(s).
 - II. Deposit of challan of EPF /ESI etc of the previous month.
 - III. Material In Out entry on gate and Board of Officers verification signatures during receiving of material
 - IV. Any other documents/records as required by the ARMY PUBLIC SCHOOL BEAS.
- 19) No extra payment will be paid by school for anything.

- 20) The contractor will collect the guest charges directly from the guests as per the tariff approved by Army Public School Beas. The contractor should ensure availability of extra food to cater to the additional demand.
- 21) The contractor should also ensure that the food provided to the kitchen staff if any will be borne by the contractor. Kitchen staff hiding the food inside various locations in mess premises and knowingly serving less than the specified amount is highly discouraged and will be fined accordingly by the In-charge of the Centre/his representative(s).

8). Resolution of Disputes

- 1) If dispute or difference of any kind shall arise between the Army Public School Beas and the contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

9). Applicable Law

- 1) The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

10). PENALTY

- 1) Failure to supply food in terms of quality, quantity and as per the menu indicated, will attract penalty. For not adhering to contractual conditions or found any red flag/complaint during inspection the school shall be free to impose monetary fine as deemed fit on the contractor. Fines imposed shall be adjusted against payment due to the contractor.
- 2) Vegetables used should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, then a fine of Rs. 2,000/- for each occasion will be imposed.
- 3) Items like Aji-no-moto, Baking soda, non-permissible food colors and non-permissible items by FSSAI etc are banned and they should not be used. If they are found in the kitchen premises penalty of Rs. 5,000/- for each occasion will be imposed.
- 4) The contractor shall be solely responsible in case of incidence(s) of partially cooked food, foreign particles found in food, using sub-standard raw materials and or adulterant, unhygienic cooking conditions, food poisoning, etc and shall bear the complete expenditure arising out of this for medical treatment, claim, if any etc of the hostel inmates. In addition, the penalty may be imposed on the contractor as decided by the In-charge of the School/ his representative(s) for such incidence(s).

The Contractor agrees and acknowledges that the above referred penalty is reasonable in nature and the contractor agrees to abide by the same.

In the event of recurring circumstances of above referred lapses, besides Penalty, Army Public School Beas shall be entitled to terminate the Agreement with immediate notice without any liability whatsoever.

Necessary Documents**Proforma for Filling Details of E-Payment****PERFORMA FOR ELECTRIC PAYMENT**

Details of Bank account by the contractor/service providers for effecting payment through ECS (e-payments)

Name and address of contractor/service providers with phone Nos

1	Name of the account holder (as appearing in the Bank account)	
2.	Name of the Bank	
3.	Name of the Branch	
4	Account number	
5	RTGS/NEFT/IFS Code	
6	Type of account (Saving/current etc)	
7.	PAN Number	
8.	VAT Number	
9.	Service Tax Number	

Signature

Please attach

(1) one photocopy of one cancelled cheque leaf of the above Bank account and (2) two copies of PAN Card

Basic Information about Bidder

<u>Sr. No.</u>	<u>Particulars</u>	<u>Details</u>
1	Name of the Applicant/Organisation and address of their registered office	
2	Type of the Organisation (whether Sole Proprietorship/ Partnership/Private Limited/ Limited or Cooperative Body etc)	
3	Name Of The Proprietor/Partners/Directors of the Organisation/Firm.	(a)
		(b)
		(c)
4	Details of Registration (Whether Partnership firm, Company, etc.) - Registering Authority, Date, Registration No., etc. mentioning the business/ activity of the firm.	
5	Experience in the field of concerned works (Years)	
6	Technical personnel available in the organization (Details to be furnished in Part III)	
7	Address of office through which the proposed work of school will be handled and the name and designation of the Officer-in-Charge	
8	Adequate and satisfactory evidence to indicate financial capacity of the Organisation to undertake the said work with names of Bankers and their full address. (Solvency certificate from the Bank and Income Tax clearance certificate shall be attached)	
9	Details of organization and its location, machinery, Technical Personnel employed	Attach a separate sheet
10	Yearly turnover of the company during last 3 years (Year-wise) - Attach balance sheet/P&L a/c statement and IT returns of the firm of last three years.	
11	Whether any Civil Suit/Litigation arisen in the contracts executed during the last 5 years/being executed. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and date and brief details of litigation	

Work Experience**Previous Experience**

List of important works done in last five years (as per the pre qualification criteria mentioned in this tender)

<u>Sr. No</u> :	<u>Name & Location of work</u>	<u>Cost Of Work</u>	<u>Name of owner</u>	<u>Full Address</u>	<u>Name of the contact person from owner's side for whom work was executed</u>	<u>Contact no. of the contact person of the owner (Mandatory)</u>	<u>Email id of the contact person (Mandatory)</u>	<u>Completion period</u>		<u>Whether the work was left incomplete (reasons if any for delay in completion of work) or contract was terminated from either side (give full details)</u>	<u>Any other relevant information</u>
								<u>Stipulated</u>	<u>Actual</u>		
1	2	3	4	5	6	7	8	9	10	11	12

Note:- The supporting documents like experience certificate, completion certificate shall be closed mandatorily.

Ongoing Projects

List of important works on Hand.

<u>Sr. No.</u>	<u>Name of Work</u>	<u>Location of work</u>	<u>Name of owner</u>	<u>Full address</u>	<u>Name of the contact person from owner's side for whom work was executed</u>	<u>Phone no. of the contact person (Mandatory)</u>	<u>Email id of the contact person (Mandatory)</u>	<u>Completion period</u>		<u>Whether the work was left incomplete (reasons if any for delay in completion of work) or contract was terminated from either side (give full details)</u>	<u>Any other relevant information</u>
								Stipulated	Actual		
1	2	3	4	5	6	7	8	9	10	11	12

**AFFIDAVIT ON A NON JUDICIAL STAMP PAPER OF RS.100/-DULY NOTARIZED
DECLARATION**

I, _____ sole proprietor/partner/authorized
Signatory of M/s. _____ sole proprietorship/partnership
firm/public/private limited company , having its principal place of business/ registered office
at.....(Full Address) do hereby

solemnly affirm and declare as under:-

That I am the sole proprietor of M/s _____

Or

That ours is partnership firm having partners as under:-

Full Name of partners.

(a)

(b)

(c)

(d)

Or

That ours is a private limited/public limited company incorporated in terms of the provisions of the
Companies Act,1956/Companies Act,2013.

(Delete which is not applicable while typing affidavit)

If proprietorship, a registration certificate for the same/if partnership Firm, partnership deed is to be
enclosed, if private limited/public limited company, Certificate of incorporation and Memorandum &
Articles of association to be submitted. All the partners/ directors should sign the affidavit or the
person authorized by all the partners or one of the Directors duly authorized by Board Resolution in
case of Company can sign with authority letter from all the partners/or Board Resolution in case of
Company is to be enclosed.

2. That I hereby confirm and declare that my/our firm/company M/s..... is not
blacklisted/delisted or debarred or on Holiday list with any company of Private/Public Ltd. or
Government Company/Govt. deptt. from participating in the tender as on date.

Signature and Seal of the bidder

Part - III : Financial Bid

Bill of Quantities**Annual Contract for Running of Students Mess for Army Public School, Beas,**

SI No	Nomenclature	Numbers	Amount Charges
1.	Head Cook	01	
2.	Cook	03	
3.	Baker cum cook	01	
4.	Waiters cum helper	04	
5.	Mess Housekeeping Staff	03	
6.	GST/TAX/Etc		
Total		12	

School will provide only 02 room set for accommodation which can be utilise on sharing basis by the mess workers those have early morning snacks and breakfast duty. Accommodation of rest of the staff will be managed by vendor at his own cost.

PART IV Bid Evaluation & Acceptance Criteria

- 1) Sealed Quotations will be invited for food testing and PNC.
- 2) The firm/individual must have the PAN/TAN & GST Number and should be a registered contractor and having experience in the field of catering services of an Academic Institute Hostel.
- 3) The firm/individual should be registered with EPF, ESI, GST departments and any other office as “ per the laws and self-attested photocopies of the following documents will be attached with the quotation -
 - I. ESI Registration.
 - II. EPF Registration.
 - III. GST Registration.
 - IV. ESI and EPF latest deposit receipts
 - V. PAN / TAN Card.
 - VI. Any other supporting documents.
 - VII. Latest food safety license issued by competent authority.
- 4) The present strength of students and staff is 400 which“ may marginally increase or decrease. Strength may also increase or decrease due to training requirement or unforeseen circumstances like any pandemic or natural calamities or force majeure or as per the instructions received from HQ 55 (I) Mech Bde.
- 5) The menu to be followed in the students’ mess is attached. No additional charges will be levied by the contractor / firm for such minor changes. Mess bills will be paid by the school through the hostel expenses by the every 10th of next month. Dining in faculty and staff will also pay their mess bill through deduction in salary.. The contractor / firm may be required to provide additional items to the students against their firm demand, for which necessary payment will be made by the students mess committee/ concerned students. The selected contractor will be required to accept payments through digital modes, without ascribing any additional charges.
- 6) The firm/individual willing to run the Students’ Mess of Army Public School Beas will submit a Demand Draft for Rs 50,000/- towards Refundable Earnest Money along with their quotation in favour of “Army Public School Beas” payable at Beas issued by any Scheduled Bank other than cooperative bank. This demand draft will be put in a separate envelope along with the quotation and it should be super scribed with heading “Earnest Money for Running of Students Mess”. The quotations without Earnest Money shall be rejected. Earnest money in respect of the successful bidder will be adjusted towards the security money as per para 8 of the terms and conditions given below.
- 7) **The firm/individual will submit a security deposit of Rs 1,00,000/- (Rupees one lakh only) in the school. The earnest money (50,000/-) in respect of the successful firm will be considered as 50% of the security deposit and balance 50% of the same will be deposited with the school within seven days of the award of the contract. The security deposit will be used to do risk & purchase against the contractor / firm if food is not up to the specified standards. Such a purchase can be resorted to maximum of thrice a month or five times during the contract period.**
- 8) The Earnest Money / Security Deposit will be forfeited in case the firm/individual does not start the work within the time limit specified or comply with any of the term and condition.

- 9) The mess premises will not be used for any other purposes by him/his employees. No outsiders will be served food by the contractor, without prior permission of the Principal.
- 10) The firm/individual will not engage any employee below the age of 18 years and will also furnish a report of antecedents alongwith necessary police verification in respect of all the individuals to be employed by him. This shall also be applicable for those provided on temporary or replacement basis. The firm will ensure that the payment is made to the labourers as per the Minimum Wages Act.
- 11) Repair/Maintenance & Damages. He will ensure timely and regular repair and maintenance of mess/kitchen. Contractor will be responsible for damages/breakages (as per inventory list) which will be paid/replaced by the Contractor. The Contractor will be responsible for security of school furniture and property placed inside the mess/kitchen. The school will not be responsible for any loss due to theft/fire.
- 12) Fire Fighting. The Contractor will make suitable arrangements for the fire fighting equipment, inside and outside the kitchen. The expiry date of the cylinders will be checked by him and the members of board detailed by the school.

16. PRE-QUALIFICATION CRITERIA.

Minimum Eligibility Criteria for pre-qualification of tenderers is/as follows:-

The Bidding Firm/Company:-

- 1) Should have atleast 03 years of experience in the respective field(s) individually in which bidder is quoting. The contractor should have experience working with a boarding school/college, industry/factory, or any other reputed institution/ corporation.
- 2) Should have successfully completed or currently providing services in last 03 Year, in the respective field individually, in which bidder is participating for school.
- 3) Work/Purchase orders and Completion certificates issued by the client should be enclosed and need to be produced before Army Public School Beas, whenever called for verification purposes.

Note: Any false and inadequate information may result in rejection of the tender.

- 4) You are requested to submit your offer in sealed envelope for the aforesaid work (s) as per detailed specifications and other requirements as mentioned more specifically elsewhere in this tender document.
- 5) Sealed Bids in TWO separate sealed Envelopes indicating clearly "Envelop - No.1 - Technical bid' and 'Envelope No.2 – Financial bid', shall be submitted to Principal Army Public School, Beas, Distt Kapurthala, Punjab, PIN-144804 and Envelops should also be super scribed "Tender for Annual Maintenance Contract/ Annual Contract for Running of Students Mess for Army Public School, Beas." Last date for the submission of tender is _____ 2024 by 1100 hrs and the technical bids shall be opened on same day at 1130 hrs in our office premises. Representatives of the bidders may be present during the tender opening process. Financial bids shall be opened after scrutiny of the Technical bids. Price bids shall be opened in respect of only those firms who are found to be eligible in the Technical bid.
- 6) Earnest Money Deposit (EMD) - Bidder shall submit Earnest Money Deposit (EMD) of Rs 50,000/- for said service. EMD amount shall be submitted in form of DD in favour of Principal Army Public School, Beas, payable at Beas. The DD should be attached with the Technical Bid in Envelope-1. The Quotation without EMD shall be rejected out rightly. No interest shall be paid on the EMD thus collected. EMD of the successful bidder shall be refunded after the successful completion of the work, whereas EMD of the unsuccessful bidders will be refunded upon the issuance of work order to and acceptance of the same by the successful bidder.

Envelope No 1 shall contain :-

- 1) "Technical bid" of tender agreeing to all conditions with every page signed and stamped.
- 2) DD of EMD.
- 3) Power of attorney authorizing the person to sign the tender.

Envelope No 2 shall contain :-

- 1) Financial Bid.
- 2) Envelope No.2 shall not contain any condition whatsoever and any conditional bids shall be rejected.
- 3) Envelope No.2 will be opened on some suitable date, which will be communicated later on, after scrutiny of the documents submitted by tenderers in envelope 1. Financial Bid

envelopes shall be opened only in respect of those tenderers who is found to be eligible as per the prequalification criteria specified by Army Public school, Beas and have complied with all the requirements in tender document.

- 4) The bids shall remain valid and open for acceptance for 03 months from the date of opening of Envelope No.1. If the tenderer withdraws his tender before the expiry of the said period or makes any modifications in terms and conditions of the tender which are not acceptable to the School, then the School without prejudice to any other right or remedy will be at liberty to forfeit the earnest money.
- 5) The tenderer should quote the rates in figures as well as in the words. In case, discrepancy is found in the rates in words and figures, then the rates quoted in words shall be taken as correct.
- 6) The tender document must be filled in English. If any of the documents are missing or unsigned in price bid, the tender shall be considered invalid. In case of technical bid, the details of incomplete or missing documents will be intimated to the tenderer and the tenderer has to submit all those documents within 4 days after communicating the same, in case the tenderer fails to submit the required documents within 04 days the tender will be rejected.
- 7) Before quoting, the tenderer shall inspect the site, to fully acquaint himself about the condition in regard to accessibility of the site, working condition of site, locality including installations of tools and plants (T&P) and local authority regulations / restrictions if any, conditions affecting accommodations and movement of personnel etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by Army Public School Beas in any circumstances.
- 8) Any discrepancies, omissions, ambiguities in the tender documents, if any, or any doubt as to their meaning should be reported in writing to Principal Army Public School Beas who will review the queries and if information sought is not clearly indicated or specified, School will issue clarifications to all the tenderers which will become part of the Tender Document. Army Public School, Beas will not be responsible if the discrepancies, omissions, ambiguities in the tender documents or any doubts as to their meaning are not brought to the notice of Army Public School, Beas before three working days prior to the last date of submission of the tender.
- 9) The successful bidder(s) shall execute an agreement at its own cost on non-judicial stamp paper of Rs.500/- with Army Public School, Beas in accordance with the standard format provided by Army Public School within 20 days from date of issue of work order.

SD/-x-x-x-x-x
Principal
Army Public School Beas

FORM OF TENDER

**The Principal
Army Public School
Beas
Distt Kapurthala
Punjab
PIN-144804**

Dear Madam

NOTICE INVITING TENDER – ANNUAL MAINTENANCE CONTRACT/ ANNUAL CONTRACT FOR RUNNING OF STUDENTS MESS FOR ARMY PUBLIC SCHOOL, BEAS

I / We have examined the Scope of Works, Schedule of Quantities and Terms and Conditions relating to the tender for the said works after having obtained the Tender document invited by you and are submitting our offer for Running of Students Mess.

1. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.
2. I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the item rates quoted by me / us in the attached Schedule of Quantities in all respects as per the specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.
3. In the event of this tender being accepted, I/We agree to enter into and execute the prescribed Agreement with Army Public School Beas as per the prescribed format.
4. I/ We agree to pay all applicable Government Taxes prevailing from time to time.
5. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever during the period of contract.
6. Should this tender be accepted, I / we hereby agree to abide by and fulfill all the Terms and Conditions and Provisions of the said Contract Document annexed hereto.

Name of the person authorized to sign and submit the Tender

I).....

II).....

Yours faithfully

Place

Signature with seal

Date