

**EXPRESSION OF INTEREST FOR**  
**RUNNING A TUCK SHOP**  
**: TWO BID SYSTEM**  
**AT ARMY PUBLIC SCHOOL BEAS**

**ADDRESS: ARMY PUBLIC SCHOOL BEAS,**  
**PO DHILWAN, KAPURTHALA, PUNJAB**

## **EXPRESSION OF INTEREST FOR RUNNING A TUCK SHOP FOR PROVIDING TUCK SHOP- CAFETERIA SERVICES AT ARMY PUBLIC SCHOOL BEAS**

1. Army Public School invites expression of interest from experienced and potential service providers through sealed bids under two bid system i.e. Technical Bid & Financial Bid to run a Tuck Shop which can provide cafeteria services for the students, visitors and employees of Army Public School Beas, presently functioning in its campus at village Gazi Gadana, P.O. Dhilwan, Distt. Kapurthala.
2. The institute will provide covered space of Size on “as is where is basis” for which service provider has to pay Monthly Rent and other incidental charges like electricity, water etc. for the same as quoted in Financial Bid of tender document for running the tuck shop purpose.
3. The interested agencies may visit the institute site before filling the tender documents during office hours from 10.00 a.m. to 4.00 p.m. to have a preview of the area allotted for tuck shop identified for Cafeteria.

### **Eligibility.**

4. The Agency/Firm should have an experience of at least 03 (three) years of running a Tuck Shop/ Canteen/Eatery/Hotel/Restaurant/Café etc., in a fixed place (Not in a mobile/Movable Van/Vehicle etc.) which provides snacks, starters, tiffin items, hot and cold beverages, bakery items, fast food items etc in a reputed school/institution.
5. The firm should have a requisite shop and establishment Registration Certificate for doing the existing business. **The vendor must provide a valid and current trade license issued by the relevant municipal or local authorities.**
6. **A Valid Food License issued by FSSAI or the Competent Authority of the State in the name of the firm/shop.**
7. Should possess requirements such as GST registration, PAN Card etc.
8. Sealed EOI document shall be dropped in “Two parts” i.e., (Technical and Financial Bid) for running of tuck shop in the box place at Main Gate of Military Station, Beas initially for a period of one year from the date of entering into Agreement and further extendable for two more years on the basis of satisfactory services, to be decided by the competent authority of Army Public School, Beas from time to time.
9. The EOI document has been uploaded in the Army Public School website <http://www.apsbeas.org> The willing and eligible bidders can download it from the website and should attach a separate DD/Pay Order of Rs. 500/- (Non-refundable) issued by any nationalized/commercial bank after the date of publication of this notification, as tender processing fee in favour of Principal, Army Public School Beas, payable at Beas, along with the technical bid document. The document without the tender processing fee will not be considered and straightway rejected.
10. **Earnest Money Deposit.** The tender document complete in all respects is required to be submitted along with the E.M.D. of Rs. 25,000/- (Rupees twenty five thousand only) in the form of

D.D. drawn in favour of Principal, Army Public School Beas, payable at Beas. The EMD in the form of DD should be kept with the Technical Bid (DD should have been issued by any nationalized/commercial bank after the date of publication of this notification). No exemption of EMD is applicable. Any document without the EMD with technical bid will not be considered and straightway rejected. EMD of unsuccessful tenders will be refunded.

(Signature of the bidder with full name (in BOLD Letters) and Address)

**Important Instructions.**

11. The last date to drop the completed sealed EOI documents (both Technical & Financial bid covers sealed separately and has to be submitted in a single cover) in the Quotation Box placed at the Main Gate of Military Station, Beas is **28 Feb 2024 up to 1100 hrs.** Bids will not be received if sent through Regd. / Speed Post / Courier or by E- mail.

12. **The Technical and Financial Bids should be kept in separate sealed covers, with “Technical Bid” and “Financial Bid” super scribed on the envelope.** These two sealed covers may be kept in another sealed cover along with the tender documents, with “Tender for Tuck Shop for Cafeteria at Army Public School Beas super-subscribed on the envelope. The name and address of the Agency/Firm must be mentioned on each envelope.

13. The Technical Bids will be opened on **28 Feb 2024 at 1130 hrs.** at Military Station, Beas by the tender committee(BOO) of Army Public School, Beas in the presence of the tenderers or their authorized representatives. **The Bids documents submitted shall be scrutinized through, two stage evaluation process:-**

(a) **Stage-I.** After evaluating the Technical Bids, eligible bidders shall be called upon to provide any necessary documents if the tendering committee wishes to verify the credibility of the vendor further. The list of items to be stocked in the tuck shop will be presented to the vendor.

(b) **Stage-II.** All vendors declared qualified will be shortlisted for the opening of the financial bids. Subsequently, the prices quoted by the vendors in the rate list of items will be checked and negotiated if found to be on the higher side by the tendering committee. The date to open the Financial Bid will be announced later on the institute website and/or through email to the technically qualified/responsible bidders.

14. Tenderers are required to visit the institute website regularly for updates. Incomplete tenders and those without proper tender fee and E.M.D. shall be summarily rejected.

Sd/- x-x-x-x-x  
Laveena Rajput  
Principal  
Army Public School  
Beas

**TECHNICAL BID**

Tender No.: APS BEAS/EOI/Tuck Shop-Cafeteria dt.08 Feb 2024  
(Keep this Technical Bid in Separate Sealed Envelope)

(Technical Bid should be kept in separate sealed cover super scribing "Technical Bid" on it)

1. Name of Tenderer and Agency. : .....

2. (a) Details of E.M.D. (Rs.25,000/-)  
Draft No. .... Issuing Bank & Branch-----

(b) Details of Tender fee (Rs.500/-)  
Draft No. .... Issuing Bank & Branch-----

3. The Agency/Firm should have an experience of at least 03 (three) years of running a Tuck Shop /Canteen/Eatery/Hotel/Restaurant/Café etc., in a fixed place (Not in a mobile/Movable Van/Vehicle etc.,) which provides snacks, starters, tiffin items, hot and cold beverages, bakery items, fast food items etc in a reputed school/institution.

S.No	Period		Organization/Location with full address	Details of Services rendered
	From	To		

**Note: Enclose experience certificate/proofs of experience.**

4. The firm should have a requisite shop and establishment registration Certificate for doing the existing business.

**YES / NO. If yes, enclose copy of the registration Certificate.**

5. A Valid Food License issued by the Competent Authority of the State in the name of the firm/shop.

**YES/NO. If yes, enclose copy of the Food license.**

6. Should possess requirements such GST registration, PAN Card etc.

**To enclose a copy of GST registration certificate and PAN Card copy.**

**IMPORTANT NOTE:- NON SUBMISSION OF COPIES OF PROOFS (on Srl. 3,4 5 & 6) and EMD,**

**Tender cost (at S No 1 & 2) WILL RENDER REJECTION OF THE TECHNICAL BID.**

Signature of the Bidder with date & seal

**TERMS AND CONDITIONS FOR AWARD OF CONTRACT TO RUN A TUCK SHOP WHICH CAN PROVIDE CAFETERIA SERVICES FOR THE STUDENTS, VISITORS AND EMPLOYEES OF ARMY PUBLIC SCHOOL BEAS PRESENTLY FUNCTIONING IN CAMPUS AT VILLAGE GAZI GADANA, PO DHILWAN, DISTT KAPURTHALA**

1. The contract will be awarded only to the overall successful bidder and offering **the highest Rent (H-1) and competitive rates of items as mentioned in the item list provided in the RFP. However, the minimum reserve monthly rent is fixed @ Rs. 10,000/- per month.**
2. **The price of items to be sold also to be quoted on the list attached and submitted with financial bid.**
3. Tentative list of items to be sold is attached for reference and quoting the rates.
4. **Security Deposit. A security deposit of Rs 1,00,000/- will be submitted by the vendor upon finalization of the contract. In case of non-submission of the security deposit amount, the contract will not be extended to the vendor.**

**Note:**

- (a) If the service provider desires to sell any packed food items/prepare and sell any food items other than the above mentioned, prior approval of the Competent Authority of Army Public School Beas should be obtained in terms of the nature of food item to be sold, its quantity, quality and its cost.
- (b) The service provider will quote rates of all items in list and ensure their availability in the cafeteria. **Any change in the rate list of items will be recommended by the Board of Teachers and approved by the Board of Officers.**
- (c) Tobacco items, Liquor, any intoxicating food and beverage items, food/beverage item whose expiry date is already over are **STRICTLY PROHIBITED TO BE STOCKED OR SOLD** in this tuck shop. If found any such violation, necessary criminal action/ action as deemed fit as per Law of the land will be initiated against the concerned/owner of the tuck shop.
- (d) Electricity Charges are to be paid separate, as per the prevailing rate calculated by the separate electricity consumption meter installed in the shop, should be deposited by the service provider alongwith the monthly rent every month. The rate per unit to be charged from the Tuck shop service provider shall be calculated by dividing the bill amount paid by the Institute to State Electricity Board, divided by number of units consumed except penalty or arrear.
- (e) Monthly rent as fixed and the electricity charges as calculated should be remitted within date 07<sup>th</sup> of every month. The payment shall be made in School Office and receipt obtained from the Accounts Department of the Institute. The maintenance and upkeep of premises and fixtures will be the sole responsibility of the service provider.

- (e) The service provider should ensure that the essential and standard edible items as required for the students, visitors and employees of the Institute shall be available at the cafeteria as per the approved rates.
- (f) Tenders shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
- (g) No tenderer shall be issued more than one tender form.
- (h) Tenders received without prescribed Earnest Money Deposit (EMD) shall not be considered.
- (j) No paper shall be detached from the tender after submitting the tender with the Institute.
- (k) The name and address of the tenderer shall be clearly written in the space provided and no overwriting corrections, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instructions laid down herein otherwise the tender is liable to be ignored.
- (l) The tender is liable to be ignored if complete information is not given there in or if the particulars and date (if any) asked for in the Schedule to the tender are not filled in.
- (m) An agreement is signed by sole proprietor/firm in the prescribed form after the receipt of the letter awarding the contract, within 10 (ten) working days.
- (n) The Tuck Shop services shall commence from the date mentioned in the letter awarding the contract.
- (o) The bids should be valid in the case of all the tenders for at least 3 months from the date of opening of the tender and if any bidder withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited. In the case of the successful bidder, rates quoted shall be valid for the entire period of the contract or as mutually agreed upon in case of any changes.
- (p) Corrections, if any, must be attested.
- (q) Late tenders will not be considered.
- (r) The service providers shall be responsible for engaging adequately trained manpower required for preparing and serving cafeteria services in the Institute and arrange payment to the staff engaged as Per Labour laws, minimum wages Act. PF, ESI, & Service Tax provisions etc.

(s) The employees of the Service provider should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should preferably wear uniform while on duty with ID cards.

(t) The service provider will, prior to the commencement of the operation of contract, make available to Army Public School Beas, the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth, permanent address and the police verification report for the employees, should be enclosed.

(u) The service provider shall be responsible for the payment of wages and allowances to his staff as per Minimum Wages Act of Labour Law in force, Punjab State in force and all statutory dues to the persons employed by him.

(v) The Service provider shall be further responsible for proper discipline for the employees engaged by him and their work besides observing other obligations.

(w) No child labour shall be permitted by Army Public School Beas under this contact. Further the service provider shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligations regarding the Personnel / labour, the service provider shall be responsible and liable.

(x) The contract shall remain valid initially for a period of one year from the date of award of the contract/agreement and shall be reviewed from time to time for further extension as mutually agreed upon for a maximum period of two more years. A Committee shall check his services after every three months. The contract once awarded can be terminated by APS Beas after giving one-month notice to the other party. **Nevertheless, Army Public School Beas shall have the authority to terminate the contract without any notice in case the service provider commits a breach of any of the terms of the contract.** Army Public School Beas's decision that a breach has occurred will be final and binding to the service provider.

(y) The service provider shall be responsible to maintain the premises, equipment and other articles, if any, supplied by the school in good condition as the case may be. The Service provider should not make or create any permanent structure/modifications/alterations in the infrastructure/space provided for this service. In case of any damage to the flooring or any infrastructure provided, they shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Service provider himself. In case of theft or damage, service provider shall replace items lost, broken or damaged with items of the same quality at his own cost and expense.

(z) Army Public School Beas shall in no way be responsible for any default with regard to statutory obligation and the service provider will indemnify Army Public School Beas in case of any damage, which may arise on account of action of service provider.

(aa) On termination of the agreement, the service provider will hand over the building as was provided by the Institute. If any damages are found, necessary deductions will be carried out from the EMD and the balance amount will be released.

(ab) Care must be taken to ensure while carrying out the work so that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the service provider, failing which the same will got done at his risk and cost. The decision of the Designated Officer shall be final and binding on the service provider.

(ac) All work shall be carried out with due regard to the convenience of Army Public School Beas The orders of the concerned authority shall be strictly observed.

(ad) The service provider will work in close co-operation and co-ordination with other agencies working at site.

(ae) **General Conduct of Workers & Police Verification.** The contractor should not employ any person who is prohibited by Law from being employed for fulfilling obligations under this Contract. Any indecent behavior / suspicious activities of the staff employed shall be viewed seriously and a suitable penalty shall be imposed on contractor. **The contractor is also required to submit the list of workers with photo ID, educational qualification, address proof, etc. alongwith police verification before deputing the workers.** An attendance register shall be maintained at site indicating number of persons deployed for the inspection by Army Public School, Beas officials/representative on daily basis.

(af) The service provider shall be fully responsible about the conduct of his employees and shall ensure that their behaviour with the students, supervisors, officers is always good and cordial. **If it is found that the conduct or efficiency of any person employed by the service provider is satisfactory, the service provider shall have to remove the person concerned and engage a new one within (48) hours of intimation.** The decision of the so designated Officer in this regard shall be final and binding on the service provider.

(ag) The workmen employed by the service provider shall be directly supervised and controlled by the service provider and shall have no relation whatsoever with Army Public School Beas. The Institute shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against Army Public School Beas for service or legalization of services by virtue of being employed at Army Public School Beas against any temporary or permanent posts at the Institute.

(ah) No responsibility will be taken by the School for credit sales to students and others, losses or pilferage.

(aj) The work executed shall be to the satisfaction of Army Public School Beas.

(ak) The service provider shall ensure that either he himself or his representative is available for proper Administration and supervision at the works.



(al) **The contractor is not authorized to terminate the contract. In such a scenario, the security deposit will be forfeited, and any pending payment will not be returned.**

**Additionally, the contractor is liable to pay a sum of Rs 1,00,000/- (Rupees One Lakh Only) to APS Beas.**

(am) **Penalty.**

(i) **Counselling/Warning letters.** The vendor must refrain from causing any nuisance on the site or engaging in activities that may disturb or inconvenience the occupants/visitors at or near the work site. The vendor also does not provide items of substandard quality. **If such behavior occurs, the Principal of APS Beas has the authority to issue counseling/warning letters to the contractor. In the event of receiving three warning letters/counseling letters within a three-month period, APS Beas reserves the right to terminate the contract. In such a scenario, the security deposit will be forfeited, and any pending payment will not be returned to the contractor.**

(ii) The EMD amount will be forfeited in the event of termination of contract on account of violation of any of the above mentioned terms and conditions.

**FINANCIAL BID**

***(Keep this Financial Bid in Separate Sealed envelope OR shall be printed in the letter head of the agency/firm and submitted in a separate sealed envelope-following the instructions given in the bid document)***

**EXPRESSION OF INTEREST TO RUN A TUCK SHOP WHICH CAN PROVIDE CAFETERIA SERVICES FOR THE STUDENTS, VISITORS AND EMPLOYEES OF ARMY PUBLIC SCHOOL BEAS, VILLAGE GAZI GADANA PO DHILWAN DISTT KAPURTHALA**

Tender No.: APS BEAS/EOI/Tuck Shop-Cafeteria dt 08 Feb 2024

Name of the agency/firm & full address :

Date of Submission of Bid :

To  
The Principal  
ARMY PUBLIC SCHOOL BEAS  
VILLAGE GAZI GADANA  
PO DHILWAN , DISTT KAPURTHALA - 144804

Madam,

I/We have understood the terms and conditions of the bid document. Duly agreeing to all the terms, conditions and scope of services mentioned in the bid document, we express our interest to provide the subject service and hereby quote the rates, as per details given below :-

MONTHLY RENT FOR USE OF ARMY PUBLIC SCHOOL BEAS BOOKS & STATIONERY SHOP.  
(RATE IS QUOTED FULLY AGREEING TO THE TERMS AND CONDITIONS OF THE SUBJECT BID DOCUMENT AND CONTRACT

AGREEMENT BEING EXECUTED IN THIS REGARD).

Rs. \_\_\_\_\_/- per month plus 10% annual increase in rent, if extension of contract period is approved by Army Public School Beas.

Amount in words : Rupees \_\_\_\_\_

**Important Note.**

1. The contract will be awarded only to the **technically successful bidder and offering the highest Rent (H-1) and competitive rates of items as mentioned in the item list provided in the RFP. However, the minimum reserve rent is fixed @ Rs. 10,000/- per month.**
2. The EMD of the successful bidder will be released after termination of contract. **Security deposit of Rs 1,00,000/- will be submitted upon finalization of the contract.**

3. In case the contract is awarded to me/us, I/We shall sign an agreement within 10 days (on a non-judicial stamp of paper prescribed value (the cost of stamp paper/stamp duty will be borne by our firm) of the receipt of the letter awarding the contract.

4. I/We S/o R/o (local address) Permanent Address solemnly state that I/We have not so far been black listed by any of the institutions/Offices in which I/We have worked/run such services.

Signature of Bidder with complete Address  
Email ID & Contact details :

**LIST OF TENTATIVE ITEMS TO BE SOLD IN TUCK SHOP-CAFETERIA**

<b>SER No</b>	<b>ITEMS</b>	<b>REMARKS</b>
(a)	Milk Products(Verka/Other reputed Makes)	
(b)	Ice Creams (Verka/Vadilal/ Amul/Other reputed makes.	
(c)	Biscuit (Britannia, Good Day, Parle G or any other std make as decided by the school)	
(d)	Tea	
(e)	Coffee	
(f)	Bread	
(g)	Kheer (Verka)	
(h)	Kulfi (Verka/Vadilal, Amul)	
(j)	Bread Omlette	
(k)	Dosa	
(l)	Idli	
(m)	Upma	
(n)	Fruit Juice Fresh	
(o)	Nimbu Pani	
(p)	Lassi (Verka/Amul)	
(q)	Chana Plate	
(r)	Soup (Tomato, Sweet Corn or other std make as decided by the school)	
(s)	Bisleri Water	
(t)	Eggs Boiled	
(u)	Bread Sandwich	
(v)	Chocolate	
(w)	Toffees	
(x)	Samosa	
(y)	Bread Roll	
(z)	Bread Pakora	
(aa)	Seasonal fruit& Apple, Mango	
(ab)	Fruit Chat	
(ac)	Apple	
(ad)	Chana-Kulcha	
(ae)	Any other Item Permitted by the School Authorities	

**LIST OF DAILY NEED ITEMS FOR STAFF**

<b>Ser No</b>	<b>Item</b>	<b>A/U</b>	<b>Rate</b>	<b>Remarks</b>
(a)	Sugar	Kgs		
(b)	Buttar	Kgs		
(c)	Curd Verka	Kgs		
(d)	Jam	Kgs		
(e)	Fruit Juice, Cold Drinks	Kgs		
(f)	Tea	Kgs		
(g)	Atta (Branded- Shakti Bhog/ Ashirwad/ Fortuner	Kgs		
(h)	Refined Oil (Branded)	Ltrs		
(j)	Salt	Kgs		
(k)	Haldi	Kgs		
(l)	White Jeera	Kgs		
(m)	Red Chilly	Kgs		
(n)	Coriander	Kgs		
(o)	Mustard oil	Ltrs		
(p)	Besan	Kgs		
(q)	Suji	Kgs		
(r)	Maida	Kgs		
(s)	Onions	Kgs		
(t)	Potatoes	Kgs		
(u)	Tomatoes	Kgs		
(v)	Hara Dhania	Kgs		
(w)	Ginger	Kgs		
(x)	Green Chillies	Kgs		
(y)	Vim Bar Soap	Pkt		
(z)	Rin Soap	Pkt		
(aa)	Washing Powder	Kgs		
(ab)	Phenyl	Ltr		
(ac)	Seasonal vegetables	Kgs		
(ad)	Tooth Paste	Pkt		
(ae)	Knife	Nos		
(af)	Bucket	Nos		
(ag)	Mug small	Nos		
(ah)	Looking Glass/Mirror	Nos		
(aj)	Talcum Powder	Nos		
(ak)	Cold cream (Branded)	Nos		
(al)	Towel hand	Nos		
(am)	Handkerchief	Nos		
(an)	Cloth pegs	Nos		
(ao)	Washing Brush	Nos		
(ap)	Tooth Brush	Nos		
(aq)	Eggs	Nos		
(ar)	Breads	Pkts		
(as)	Any other Item Permitted by the School Authorities			

Ser No	Item	A/U	Rate	Remarks
	<b><u>Week wise list for students refreshment during lunch break</u></b>			
1	Monday	Amritsari Kulcha		
		Chole Bhature		
2	Tuesday	Idly		
		Dosa		
		Uttapam		
3	Wednesday	Bread Omlette		
		Patties		
4	Thursday	Samosa		
		Bun Chana		
5	Friday	Bread Pakoda		
6	Saturday	Momos		
7		Seasonal fruits/Fresh Juice / Fruit chat (On demand)		
8		Any other Item Permitted by the School Authorities		

Office Stamp

Signature with office stamp  
Name of Firm/Company:

Address with Mob No: